

City of Palos Verdes Estates

POLICE DEPARTMENT



ADMINISTRATION DEPARTMENT ACCOMPLISHMENTS FY2017-18

Community Engagement

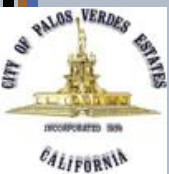
- Developed Smart Phone Application
- Hosted Senior Health Fair
- Instituted area Street Meets
- Conducted Civilian Gun Safety Course
- Established Student Chief Leadership Council at PVHS
- National Night Out, LE Special Olympics Torch Run, July 4th, Santa, Little league opening day Concerts in the Park
- Social Media footprint- Facebook, Twitter, Instagram, Snapchat
- Established Wildlife Watch Program (First on the Peninsula)

Training

- Conducted Active Shooter Training at Intermediate and High School
- Command Staff Member completed POST Command College
- In addition to required- SWAT School, Advanced Incident Command System, Mental Health Awareness, Disaster, Motor, Volunteer training

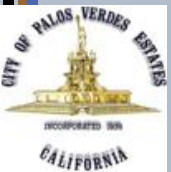
Safety and Service

- First quarter of 2018- response time for Priority 1 calls of 2:44 minutes
- FY 17-18 (YTD) issues 2,603 citations, and made 409 arrests
- Established Social Host Ordinance
- Motor Officer trained and deployed- focusing on stop signs and speed
- Implemented Text 911 system at Dispatch
- Participated in interagency Mutual Aid Taskforce Training and operations including Montecito Mud Slide



POLICE DEPARTMENT GOALS FY2018-19

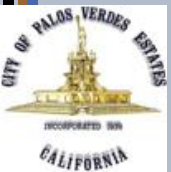
- Maintaining a smart and healthy department
- Maintain Priority 1 response times of 2-3 minutes
- Hold 2 Weapon Safety Courses
- Provide advanced medical training to employees
- Increase community engagement
- Increase Volunteer Corps
- Increase Traffic Enforcement
- Increase police presence at the schools
- Reduce thefts from motor vehicles
- Reduce traffic related collisions



5/22/2018

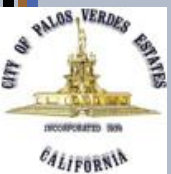
STATUS OF MCCRARY RECOMMENDATIONS

- Replace Captain with Civilian Manger
 - Chief oral interviews with to Civilian Manager applicants completed, HR reviewing
- Promote one Officer to Corporal
 - Working with HR to establish test and date
- Reduce one sergeant position and one Service Officer
 - Not completed, process through attrition
- Reduce to 23 sworn (down from 25 funded in FY 17-18)
 - Currently at 24 sworn positions, if Captain position is retained
 - If Civilian Manager is hired, 23 sworn positions
- Property and Evidence Service Officer reports to Detective Bureau
 - In place already
- Police Service Aide assigned to Detective Bureau
 - Unable to assign at this time due to workload of the Police Service Aides



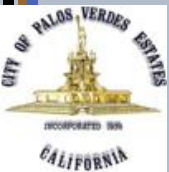
TOTAL BUDGET COMPARISON FY 2017-20

Item	FY 17-18 Budgeted	FY 17-18 Projected	FY 18-19 Proposed	FY 18-19 Difference	FY 19-20 Proposed	FY 19-20 Difference
Salaries	\$4,099,537	\$3,892,305	\$3,920,253	\$27,948	\$3,944,421	\$24,168
Benefits	\$2,260,837	\$2,029,863	\$2,254,964	\$225,101	\$2,454,223	\$199,259
Supplies and Services	\$602,414	\$488,526	\$551,252	\$62,726	\$545,509	(\$5,743)
Allocations	\$175,900	\$175,900	\$423,045	\$247,145	\$439,871	\$16,826
Capital Outlay	\$0	\$1,460	\$0	(\$1,460)	\$0	\$0
Total Budget	\$7,138,688	\$6,588,054	\$7,149,514	\$561,460	\$7,384,024	\$234,510



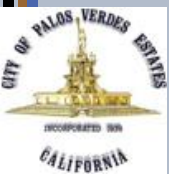
STAFFING FY 2017-20

Position	FY 17-18 (Budgeted)	FY 18-19 (Budgeted)	FY 19-20 (Budgeted)
Chief	1	1	1
Captain*	2	2	2
Sergeant	6	6	6
Corporal	3	4	4
Officer	13	11	11
Service Officers	10	9	9
Traffic Control Officer	1	1	1
Police Service Aides	1	1	1
Community Relations	1	1	1
Volunteer Coordinator	.5	.5	.5
Exec Asst/Cust of Rec	1	1	1
Total	39.5	37.5	37.5



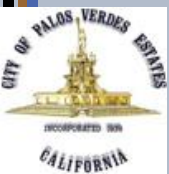
TOTAL BUDGET COMPARISON FY 2017-18 AND FY 2018-19

Item	FY 17-18 Projected	FY 18-19 Proposed	FY 17-19 Difference
Salaries	\$3,892,305	\$3,920,253	\$27,949
Benefits	\$2,029,863	\$2,254,964	\$225,101
Supplies and Services	\$488,526	\$551,252	\$62,726
Allocations	\$175,900	\$423,045	\$247,145
Capital Outlay	\$1,460	\$0	(\$1,460)
Total Budget	\$6,588,054	\$7,149,514	\$561,460



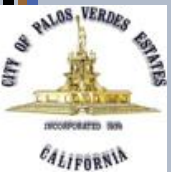
SALARY LINE ITEM / OVERTIME FY 2017-19

FY 2017-18	FY 2018-19	Difference	Explanation
		Salaries	
\$3,444,496	\$3,520,705	\$76,209	Anticipated wage adjustments
		Temporary Salaries	
\$26,812	\$31,068	\$4,256	Minimum wage increase
		Regular Overtime	
\$220,243	\$175,000	(\$45,243)	\$175,000 more realistic. Than \$146,000 FY 16-17 \$281,000 FY 17-18 \$220,243
	Additional savings	(\$7,538)	
Overall Total		\$27,949	



SUPPLIES AND SERVICES - INCREASE FY 2017-19

FY 17-18	FY 18-19	Difference	Explanation
		Dues & Membership	
\$2,284	\$2,530	\$246	Cal Chiefs membership
		Training	
\$31,596	\$35,000	\$3,404	Department Team Building Workshop
		Subscriptions	
\$900	\$1,000	\$100	Apple Developer
		Photography	
\$0	\$500	\$500	Department Photo (no cost?)
		Utilities	
\$51,611	\$55,000	\$3,389	Birch Comm (analolg lines)
		Automotive	
\$97,360	\$107,300	\$9,940	Repairs to an aging fleet

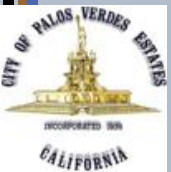


Account Number	FY 17-18	FY 18-19	Difference	Explanation
63315				Computer Maintenance
	\$60,280	\$84,047	\$200	PD website
			\$5,700	PD cost reallocation from CH
			\$6,000	Prosum reallocation from CH
			\$10,400	CJIS compliant requirement
			\$1,300	Spillman support
64430				Contractual Services
	\$109,250	\$121,000	\$11,750	Allocate full amount for SM Rangers
64640				Animal Control
	\$11,500	\$18,000	\$6,500	Increase in animal control contract
64640				Jail and Corrections
	\$1,467	\$4,700	\$3,233	100% reimbursed from the State
TOTAL			\$62,662	



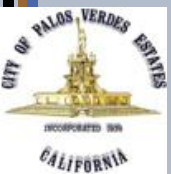
SUPPLIES AND SERVICES- SAVINGS FY 2017-19

FY 17-18	FY 18-19	Difference	Explanation
			Travel and Meetings
\$1,300	\$1,200	(\$100)	
			Safety Equipment
\$4,009	\$3,500	(\$509)	
			PVE CARES
\$9,545	\$7,850	(\$1,695)	Offset by donations
	Total	(\$2,304)	



SUPPLIES AND SERVICES - DIFFERENCES FY 2018-20

FY 18-19	FY 19-20	Difference	Explanation
		Training	
\$35,000	\$34,000	(\$1,000)	
		Photography	
\$500	\$0	(\$500)	No department photo needed
		Computer Maintenance	
\$84,047	\$75,054	(\$8,993)	Completion of Projects
		Contractual Services	
\$121,020	\$123,730	\$2,710	Increase in fees
		Animal Control	
\$18,000	\$20,000	\$2,000	Estimated increase
		Disaster	
\$9,805	\$9,955	\$150	Adjustment for increase in dues
TOTAL		(\$5,633)	

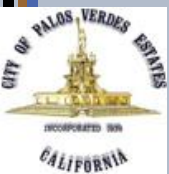


TOTAL BUDGET COMPARISON FY 2018-20

Item	FY 18-19	FY 19-20	Difference
Salaries	\$3,920,253	\$3,944,421	\$24,168
Benefits	\$2,254,964	\$2,454,223	\$199,259
Supplies and Services	\$551,252	\$545,509	(\$5,743)
Allocations	\$423,045	\$439,871	\$16,826
Capital Outlay	\$0	\$0	\$0
Total Budget	\$7,149,514	\$7,384,024	\$234,510

During FY 18-19 the budget increased \$561,460 due to an increase of \$27,948 in salaries, \$225,100 in benefits, \$62,726 increase in supplies and services, and a \$247,145 allocation to the equipment replacement fund.

During FY 19-20 the budget increases \$234,510 primarily due to an increase of \$24,168 in salaries, \$199,259 in benefits, and \$16,826 to the equipment replacement fund.



EQUIPMENT REPLACEMENT FY 2018-19

2014 Dodge Charger

- Current Mileage: 85,000
- Cost of replacement: \$48,000.00 due to new equipment needed
- Equipment replacement schedule: 3-years

Notes: Extending the life of this front-line patrol vehicle for another year is not recommended due to its current mileage. 724 and 725 are sister vehicles with similar mileage and maintenance records. The plan calls for one of these vehicles to be replaced in FY18-19, and when the other (used as a backup) is no longer operable; it will be retired and not replaced (reducing our patrol fleet by one vehicle to account for the K9 unit being converted to a regular patrol vehicle).

2008 Ford Crown Victoria (unmarked Detective unit-700)

- Current Mileage: 95,000
- Cost of replacement: \$35,000.00
- Equipment replacement schedule: 5-years



EQUIPMENT REPLACEMENT FY 2019-20

2016 Chevy Tahoe (Patrol Watch Commander -721)

- Current Mileage: 67,000
- Cost of replacement: \$50,000.00
- Equipment replacement schedule: 5-years

Notes: This vehicle is operational 24/7, 365. In FY19-20, this vehicle will be at the end of its reliable operating life as a frontline emergency vehicle

2016 Ford Interceptor (Patrol unit-726 or 727)

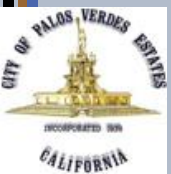
- Current Mileage: 48,000
- Cost of replacement: \$48,000.00
- Equipment replacement schedule: 3-years

Notes: In FY19-20, one of these sister vehicles will be at the end of its reliable operating life as a frontline emergency vehicle. The vehicle that is not replaced will become a backup vehicle.

2012 Chevy Colorado (Parking Enforcement truck-751)

- Current Mileage: 84,000
- Cost of replacement: \$30,000.00
- Equipment replacement schedule: 7-years

Notes: In FY19-20, this vehicle should be at the end of its reliable operating life, and for planning purposes, it was placed on a replacement schedule for FY19-20 (subject to evaluation).

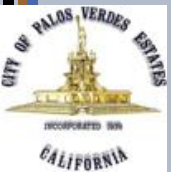


COPS FUND- RESTRICTED

Local Use and Procedural Requirements

- Funds from the COPS program must be used exclusively to fund frontline municipal police services, “in accordance with written requests submitted by the chief of police ... or the chief administrator of the law enforcement agency that provides police services for (the) City.” The requests must identify the needs to be addressed and must specify the personnel, equipment, and programs that are necessary to meet those needs. These moneys must supplement existing services, and may not be used to supplant any existing funding for law enforcement service.

Past use: Radios, range renovations, ballistic shields, new technology (DVR), FLIR, rifle training and ALPR



DRUG ASSET FORFEITURE FUND - RESTRICTED

A. General guidance on Supplantation and Budgeting:

- Supplantation—Shared funds must be used to increase or supplement the resources of the receiving state or local law enforcement agency or any other ultimate recipient agency. Shared funds shall not be used to replace or supplant the appropriated resources of the recipient. The recipient agency must ben

B. Use of shared funds

- Except as noted in the Guide, equitably shared funds shall be used by law enforcement agencies for law enforcement purposes only.

1. Permissible uses

- Law enforcement operations and investigations—the support of investigations and operations that further the law enforcement goals or missions.
- Law enforcement training and education—the training of investigators, prosecutors, and sworn and non-sworn law enforcement personnel costs associated with the purchase, lease, construction, expansion, improvement, or operation of law enforcement or detention facilities used or managed by the recipient agency.
- Law enforcement equipment—the costs associated with the purchase, lease, maintenance, or operation of law enforcement equipment for use by law enforcement personnel that supports law enforcement
- Joint law enforcement/public safety operations – the costs associated with the purchase of multi-use equipment and operations



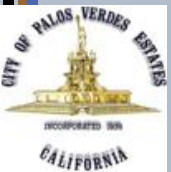
PLANS FOR COPS AND DRUG SEIZURE RESTRICTED FUNDS FOR FUTURE DISCUSSION

- Working with other department heads for joint projects if possible
- Keeping in mind the impact to Equipment Replacement Fund
- Items we are looking into:
 - Advanced medical training and equipment
 - New Emergency Operations Center
 - Drone program
 - Equipment for officers and volunteers (Tasers, radios, etc.)
 - Commercial ALPR access
 - New mobile command post
 - Body worn cameras



SUMMARY SLIDE

- Continue to implement the McCrary recommendations as directed
- Eliminating positions through attrition
- Increasing our volunteer groups
- Increase our community engagement, school presence
- Keep traffic enforcement / safety a high priority
- Continue to monitor budget and make reductions where possible
- Will return to Council with staff report on how to spend restricted funds
- A Decision Package for Community Engagement will be presented to the Council



City of Palos Verdes Estates

PLANNING & BUILDING



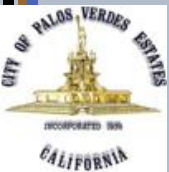
BUILDING DIVISION ACCOMPLISHMENTS 2017-18

- A new SmartGov permit tracking system was implemented in 2018 to provide enhanced project review and case management with all City departments.
- Updated building code to provide an expedited permitting process for vehicle charging stations
- Provided 123 plan check services and issued 2,030 building permits during FY 16/17.
- Projected to provide 120 plan check services and issue 2250 building permits in FY 17/18.



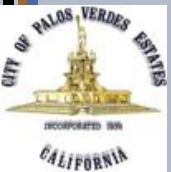
PLANNING DIVISION ACCOMPLISHMENTS 2017-18

- Updated the Zoning Ordinance to regulate expressly ban commercial marijuana, regulate indoor cultivation and ban outdoor cultivation of marijuana.
- Implemented new ordinance regulating wireless communication facilities
- Conducted the City's annual joint meeting with the City Council, Planning Commission and Homes Association.
- Facilitated meetings of the PVE/PVHA Ad Hoc Committee to address development review processes.
- Updated policy for code enforcement activities associated with parklands
- 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 annual Coastal Cleanup in Malaga Cove and Lunada Bay with Heal the Bay in September.
- Prepared agreement to allow Palos Verdes Little League use of George Allen Field
- Number of planning cases filed: 197 in FY 17/18 (est.).
- Processed nine appeals before the City Council



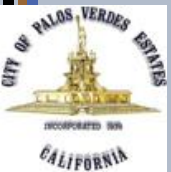
PARKLANDS DIVISION ACCOMPLISHMENTS 2017-18

- Planted 51 street trees as part of the inaugural Arbor Day Tree Planting program
- Updated the Tree Management Policy
- Assisted Eagle Scout project to provide upgrades to peafowl pen
- Provided seating rocks in the Bluff Cove open space area
- Number of Parklands Committee applications processed: 39 in FY 17/18.
- Assisted Public Works Department in the review and management of tree trimming, landscape maintenance and fire safety/weed abatement activities.



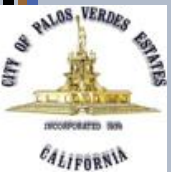
DEPARTMENT GOALS FY 2018-20

- Provide enhanced opportunities for on-line plan check services
- Work with Finance Department to provide cashiering process and streamline development fee revenue accounting associated with SmartGov system.
- Update forms and applications
- Continue to support the PVE/PVHA Ad Hoc Committee efforts to identify more effective and efficient means of conducting development review
- Improve records management by providing more electronic storage of plans and documents
- Promote economic development opportunities within Lunada Bay Plaza and Malaga Cove Plaza by addressing signage, parking and shop locally marketing



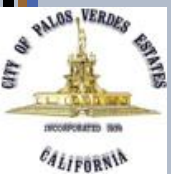
DEPARTMENT STAFFING

- Maintain current staffing
 - 1 Deputy City Manager/Director
 - 1 Planner
 - 1 Urban Forester
 - 1 Code Enforcement Officer (vacant)
 - 1 Permit Technician
- Supported by consulting services
 - HR Green - building & safety services
 - Kling Consulting – geotechnical
 - CTC – wireless telecommunication



PLANNING & BUILDING DEPARTMENT TOTAL BUDGET COMPARISON FY 2017-20

Item	FY 17-18 Budgeted	FY 17-18 Projected	FY 18-19 Proposed	FY 18-19 Difference	FY 19-20 Proposed	FY 19-20 Difference
Salaries	\$609,748	\$491,468	\$576,206	\$84,738	\$576,206	\$0
Benefits	\$188,164	\$203,711	\$229,450	\$25,739	\$257,220	\$27,770
Supplies and Services	\$1,385,963	\$1,484,795	\$1,569,398	\$84,603	\$159,7898	\$28,500
Allocations	\$170,592	\$170,592	\$183,580	\$12,988	\$211,458	\$27,878
Total Budget	\$2,354,467	\$2,350,566	\$2,558,634	\$208,268	\$2,642,782	\$84,148



PLANNING & BUILDING DEPARTMENT VARIANCES

SALARIES AND BENEFITS

FY 2017-20

Item	FY 17-18 Budgeted	FY 17-18 Projected	FY 18-19 Proposed	FY 18-19 Difference	FY 19-20 Proposed	FY 19-20 Difference
Salaries	\$609,748	\$491,468	\$576,206	\$84,738	\$576,206	\$0
Benefits	\$188,164	\$203,711	\$229,450	\$25,739	\$257,220	\$27,770

- **Salaries** – increased FY18-19 due to Part-Time staff (likely eliminated from final budget); Salary and benefits costs for Streets and Parks Foreman and Crew are shared 50/50 between Streets and Parklands Divisions
- **Benefits** – increased FY 2018-19 and FY 2019-20 primarily due to CalPER’s pension rate and Unfunded Accrued Liability annual increases and an estimated 10% increase in medical premiums.



PLANNING & BUILDING DEPARTMENT VARIANCES SUPPLIES AND SERVICES FY 2017-20

Item	FY 17-18 Budgeted	FY 17-18 Projected	FY 18-19 Proposed	FY 18-19 Difference	FY 19-20 Proposed	FY 19-20 Difference
Supplies and Services	\$1,385,963	\$1,484,795	\$1,569,398	\$84,603	\$159,7898	\$28,500

All contracts are anticipated to have increased expenses due to CPI and other adjustments.

Professional and Contractual Services:

- **Building:** Building Services
Geotechnical Services
- **Parklands:** Weed Abatement
Parklands/Landscape Maintenance
Tree Maintenance
- **Videographer** Planning Commission and Parklands Committee



PLANNING & BUILDING DEPARTMENT UPCOMING DECISION PACKAGES

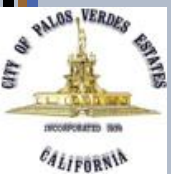
Code Enforcement Officer – Consideration of contract services or filling position (part or full time)



5/22/2018

PLANNING & BUILDING DEPARTMENT SUMMARY SLIDE

- Provided support to City Council, Planning Commission, Parklands Committee and PVE/PVHA Ad Hoc Committee
- Successfully implemented the SmartGov permit tracking system
- Achieved a record high in FY17/18 for plan check and building permits
- Provided code enforcement services by utilizing existing staff
- Coordinated with Public Works for strategic trimming of older trees, maintenance of trees and landscape and consideration of water efficient landscape refurbishment projects.



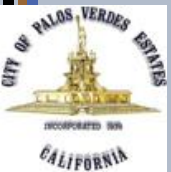
City of Palos Verdes Estates

PUBLIC WORKS DEPARTMENT



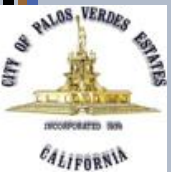
PUBLIC WORKS DEPARTMENT ACCOMPLISHMENTS 2017-18

- Maintained 144 miles of road, 59 acres of medians and parks, 10,000 trees and 1,300 signs
- MOU approved for implementation of Santa Monica TMDL Project to install full capture devices in catch basins
- Video inspected and cleaned problematic city-maintained sewer laterals
- Trimmed and restructured trees along Torrance Boundary Strip, Palomino Trail, Granvia Altamira Easement
- Implemented and completed City Hall telephone replacement and upgrades
- PW staff completed Incident Command Training
- Performed Pavement Management System Update
- Updated Municipal Code to include Solid Waste and C&D Recycling
- Installed ALPR infrastructure and cameras on PVDW and Via Valmonte at Torrance Boundary
- Issued 170 public works permits
- Initiated new software system for public works permit, plan check and inspection services in SmartGov
- Completed planting/beautification at Granvia Altamira/Via Cerritos entrance median
- Implemented PVDW/Via Corta Afternoon Traffic Control Study
- Supported community events
- Implemented three-year contract for Fire Safety & Weed Abatement (FY 17-20)



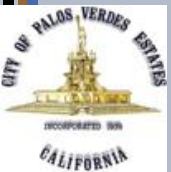
PUBLIC WORKS DEPARTMENT GOALS FY 2018-20

- Continue implementation of landscape refurbishment and smart irrigation projects for medians and parks
- Perform geometric analysis and study of PVDW from Triangle to Civic Center
- Implement and/or complete CIP projects
- Complete Santa Monica Bay Trash TMDL compliance project
- Support the newly formed Technology Advisory Committee
- Continue to explore grants funding sources
- Implement a computerized maintenance management system and establish Asset Management Plan in conjunction with Finance Dept. (if funded)



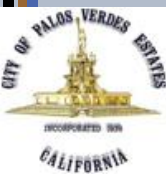
PUBLIC WORKS DEPARTMENT STAFFING

- Maintain current staffing
 - 1 Public Works Director/City Engineer
 - 1 Maintenance Foreman
 - 4 Streets and Park Crew
 - 1 Permit Technician
- Supported by 5 Contractors and Consultants, and LACDPW



PUBLIC WORKS DEPARTMENT TOTAL BUDGET COMPARISON FY 2017-20

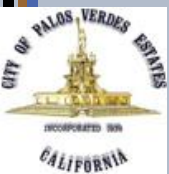
Item	FY 17-18 Budgeted	FY 17-18 Projected	FY 18-19 Proposed	FY 18-19 Difference	FY 19-20 Proposed	FY 19-20 Difference
Salaries	\$425,729	\$395,323	\$394,877	\$(446)	\$394,877	\$0
Benefits	\$138,665	\$142,394	\$159,916	\$17,522	\$176,215	\$16,299
Supplies and Services	\$751,287	\$654,383	\$871,814	\$217,431	\$926,910	\$55,096
Allocations	\$167,353	\$167,353	\$220,706	\$53,353	\$245,985	\$25,279
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget	\$1,483,033	\$1,359,452	\$1,647,313	\$287,861	\$1,743,988	\$96,675



PUBLIC WORKS DEPARTMENT VARIANCES SALARIES AND BENEFITS FY 2017-20

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Salaries	\$425,729	\$395,323	\$394,877	\$(446)	\$394,877	\$0
Benefits	\$138,665	\$142,394	\$159,916	\$17,522	\$176,215	\$16,299

- **Salaries** – Salary and benefits costs for S&P Foreman and Crew are shared 50/50 with Parklands Division
- **Benefits** – Increased in FY 2018-19 and FY 2019-20 primarily due to CalPER’s pension rate and Unfunded Accrued Liability annual increases and an estimated 10% increase in medical premiums.

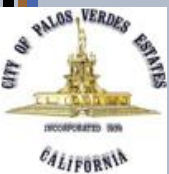


PUBLIC WORKS DEPARTMENT VARIANCES SALARIES AND BENEFITS FY 2017-20

Item	FY 17-18 Budgeted	FY 17-18 Projected	FY 18-19 Proposed	FY 18-19 Difference	FY 19-20 Proposed	FY 19-20 Difference
Supplies and Services	\$751,287	\$654,383	\$871,814	\$217,431	\$926,910	\$55,096
Allocations	\$167,353	\$167,353	\$220,706	\$53,353	\$245,985	\$25,279

- **Supplies and Services** – Budget increases are due to:
 - All building related utilities now funded exclusively through Department 3080 (previously partially funding in PD)
 - Repairs to City Hall sewer lateral along PVDW
 - Replacement of the green waste transfer yard gate
 - Increased engineering consultant costs (engineering, stormwater and solid waste)
 - Funding for shoreline storm water monitoring previously performed by County Sanitation District
 - More frequent catch basin cleaning (from once/per year to up to six times/year).

- **Allocations** – Increase due to re-instatement of equipment replacement allocation.



PUBLIC WORKS DEPARTMENT EQUIPMENT REPLACEMENT FY 2018-19

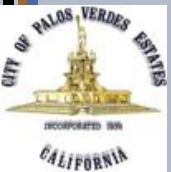
- Nothing planned at this time



5/22/2018

PUBLIC WORKS DEPARTMENT UPCOMING DECISION PACKAGES

- Summer Worker Program
- Work and Asset Management Software
- Equipment Rental and Overtime for Special Events



5/22/2018

City of Palos Verdes Estates

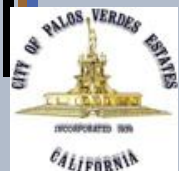
CAPITAL IMPROVEMENT PROJECTS CIP



CAPITAL IMPROVEMENT PROGRAM BUDGET

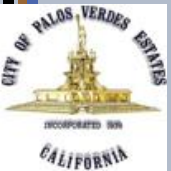
Fund	Projection FY 17/18	Proposed FY 18/19	Planned FY 19/20
CIP	\$1,432,206	\$3,499,635	\$1,073,750
Parklands	50,000	\$0	\$0
Sewer	\$42,359	\$425,000	\$0
All	\$1,524,565	\$3,924,635	\$1,073,750

- Primary difference is due to carryover of previously funded projects in FY 17/18 that were delayed pending outcome of Measure E
- Projected fund balances at end of FY 19/20:
 - CIP \$587,528
 - Parklands \$51,959
 - Sewer \$2,590,328
 - Restricted \$2,750,000



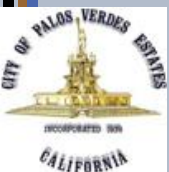
CAPITAL IMPROVEMENT PROGRAM FY2017-18

- Funding from many sources:
 - CIP Fund
 - General Fund
 - Restricted Funds
 - Special Funds
 - Parklands Fund
 - Sewer Fund



CAPITAL IMPROVEMENT PROGRAM UPCOMING DECISION PACKAGES

- Paseo Del Sol Turn Around
- Server Room Upgrade/Relocation
- Lunada Bay Plaza Enhancements
- Soll Park Renovation
- Farnham Martin Park and Rossler Fountains Upgrades



City of Palos Verdes Estates

ADMINISTRATION DEPARTMENT



ADMINISTRATION DEPARTMENT ACCOMPLISHMENTS FY2017-18

- Implemented the VERY successful Palos Verdes Estates Internship Program
- Filled the Chief of Police vacancy
- Successfully held the April 10, 2018 Stand-alone Special Municipal Election
- Creation of the Investment Policy Advisory Committee, the Finance Advisory Committee, the Technology Advisory Committee and the Law Enforcement Services Special Tax Oversight Committee
- Successfully filled 87 Public Records Act requests
- Digitalized City documents – Ordinances, Resolutions, Contracts, Minutes etc. from present back through 1993.



ADMINISTRATION DEPARTMENT GOALS OF FY 2018-20

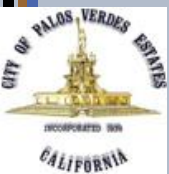
- Fill five (5) vacancies
- Complete FY 2018/19 Labor Negotiations
- Successfully administer the March 2019 General Municipal Election
- Fully implement the outward facing portal of Questys to allow for important City documents to be searched for by the public on the City's website
- Continue to digitalize all historical City documents for Questys web search
- Continue to successfully and efficiently fill all incoming Public Records Act requests



STAFF POSITIONS

City Manager's Office	2017/18	2018/19	2019/20
City Manager	1.000	1.000	1.000
Asst. to the City Manager	0.000	1.000	1.000
City Clerk/ Exec Asst. to CM	0.500	0.500	0.500
Deputy City Clerk/ Exec Asst.	0.000	0.000	0.000
Administrative Analyst	2.000	1.000	1.000
Receptionist	0.000	0.000	0.000
Senior Receptionist	0.000	0.000	0.000
City Clerk Division	2017/18	2018/19	2019/20
City Clerk/ Exec Asst. to CM	0.500	0.500	0.500
Deputy City Clerk/ Exec Asst.	0.000	0.000	0.000
Office Specialist*	0.560	0.000	0.000
Receptionist*	0.563	0.000	0.000
Senior Receptionist	0.563	0.563	0.563
	2.186	1.063	1.063

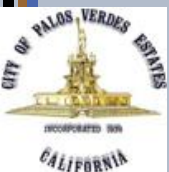
** Both the part-time Office Specialist and Afternoon Receptionist positions are vacant. The option to fill a Part-Time Afternoon Receptionist will be presented before Council on May 30 in a decision package.*



ADMINISTRATION DEPARTMENT

Department	Projection FY 17/18	Proposed FY 18/19	Change FY 17/18 to FY 18/19	Planned FY 19/20	Change FY 18/19 to FY 19/20
Administration	\$1,350,000	\$1,420,000	\$70,000	\$1,249,000	(\$171,000)

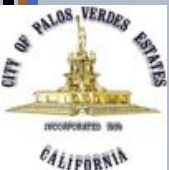
- For FY 2018-2019 the increase of \$70,000 is due to Labor Relations (counsel) for negotiations and personnel matters and budgeting membership in the South Bay Cities Council of Governments (COG).
- The FY 2019-2020 planned decrease is due to non-negotiations year, reduced election costs due to consolidation with the County, and elimination of various program/activities.
- Training and development was not budgeted.



ADMINISTRATION

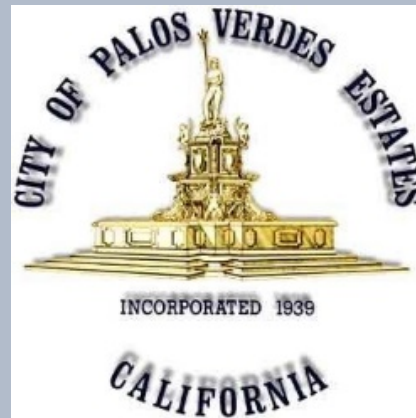
UPCOMING DECISION PACKAGES

- Transfer into Capital Improvement Program
- Transfer into Parklands Fund
- Transfer into Equipment Replacement Fund
- Prepaying CalPERS Unfunded Accrued Liability (UAL)
- Reserve Level
- Afternoon Receptionist
- Planning & Public Works Department Reorganization
- Cost Containment
- Citywide Resident Satisfaction Survey
- Citywide Training & Development



City of Palos Verdes Estates

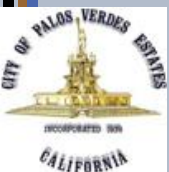
FINANCE DEPARTMENT



5/22/2018

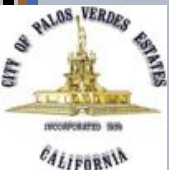
FINANCE DEPARTMENT ACCOMPLISHMENTS 2017-18

- Overcoming the fiscal deadlines with a staffing shortage/changes,
- Completed Fiscal Year 2017-2018 mid-year budget status and annual projection reports.
- FY 2018-20 budget underway.
- 2016-17 CAFR completed.
- Initiated Fiscal Year 2017-2018 Annual Audit process.
- Started OpenGov reporting.
- Banking – 1)implemented Remote Deposit and ACH payments, 2)initiated Positive Pay for check verification to eliminate potential fraud.



FINANCE DEPARTMENT GOALS 2018-20

- Complete the Bi-Annual FY18-19 and FY19-20 budget.
- Complete a clean fiscal audit in a timely basis and file all state regulatory reports
- Develop a comprehensive monthly/quarterly financial reporting package to meet the goals of the departments, City Manager, City Council and Financial Advisory Committee and manage financial resources more effectively.
- Support planning/accounting for upcoming capital improvements and funding strategies.
- Upgrade existing financial systems to accepted industry standards and upgrade current software to meet server specifications.
- Prepare an Inventory of Assets and Depreciation Schedule.
- Review Tree Bank revenues.
- Implement CAFR / External Auditor recommendations
- Complete implementation of OpenGov reporting.
- Streamline SmartGov development fee revenue accounting in financial system and continue to review other finance related areas to increase efficiency.
- Review and enhance performance measures for the department.
- Support City Management through FY18/19 labor negotiations.
- Complete monthly cash-flow schedule for the two-year term.
- Facilitate review of Reserve Policy.



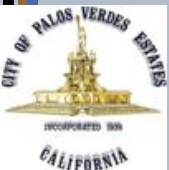
STAFFING

- For maintaining current operations (no additional work), staff level of 4 is necessary (Matrix Study).

2 Financial Services Technicians

1 Senior Accountant

1 Finance Director

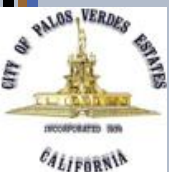


FINANCE DEPARTMENT

TOTAL BUDGET COMPARISON

FY 2017-20

Item	FY 17-18 Budgeted	FY 17-18 Projected	FY 18-19 Proposed	FY 18-19 Difference	FY 19-20 Proposed	FY 19-20 Difference
Salaries	\$301,620	\$277,238	\$312,113	\$34,875	\$308,047	\$(4,066)
Benefits	\$83,555	\$70,654	\$99,616	\$28,962	\$123,579	\$23,963
Supplies and Services	\$298,341	\$436,310	\$307,484	\$(128,826)	\$255,230	\$(52,254)
Allocations	\$11,976	\$11,976	\$11,084	\$(895)	\$13,133	\$2,049
Capital Outlay	\$4,000	\$0	\$0	\$0	\$0	\$0
Total Budget	\$699,493	\$796,178	\$730,296	\$(65,882)	\$699,988	\$(30,308)



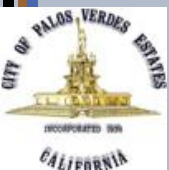
FINANCE DEPARTMENT VARIANCES

SALARIES AND BENEFITS

FY 2017-20

Item	FY 17-18 Budgeted	FY 17-18 Projected	FY 18-19 Proposed	FY 18-19 Difference	FY 19-20 Proposed	FY 19-20 Difference
Salaries	\$301,620	\$277,238	\$312,113	\$34,875	\$308,047	\$(4,066)
Benefits	\$83,555	\$70,654	\$99,616	\$28,962	\$123,579	\$23,963

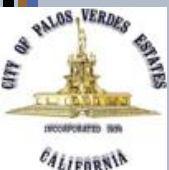
- Salaries – increased FY17-19 due to estimating a fully staffed department. There is a slight decrease in FY 2019-20 due to eliminating salaried temporary staff completely.
- Benefits – increased FY 2018-19 and FY 2019-20 primarily due to CalPER’s pension rate and Unfunded Accrued Liability annual increases and an estimated 10% increase in medical premiums.



FINANCE DEPARTMENT VARIANCES SUPPLIES AND SERVICES FY 2017-20

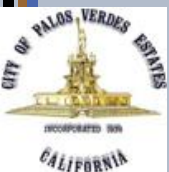
Item	FY 17-18 Budgeted	FY 17-18 Projected	FY 18-19 Proposed	FY 18-19 Difference	FY 19-20 Proposed	FY 19-20 Difference
Supplies and Services	\$298,341	\$436,310	\$307,484	\$(128,826)	\$255,230	\$(52,254)
Professional Services	\$122,409	\$249,418	\$95,193	\$(154,255)	\$41,641	\$(53,552)
Contractual Services	\$162,057	\$180,615	\$198,672	\$18,057	\$199,969	\$1,297

- Professional Services – reduction of temporary staff
- Contractual Services – HdL Business License Fee estimate increases and new IT related charges



FINANCE DEPARTMENT EQUIPMENT REPLACEMENT FY 2018-19

- Financial Software Upgrade - \$13,110 – this is required by December 2018. Existing server software will not be maintained by current financial vendor.
- Longer Range: Budget and implement updated financial accounting software.



FINANCE DEPARTMENT SUMMARY SLIDE

- Meet short and long range department goals.
- Finalize the FY 2018-19 and FY 2019-20 budget.
- Prepare for FY 2017-18 year end audit.
- Complete hiring process for Finance Department.
- Initiate work to update and replace financial accounting software.

