City of Rolling Hills INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274
(310) 377-1521

AGENDA
Special Finance/Budget/Audit Committee Meeting

FINANCE/BUDGET/AUDIT COMMITTEE
Monday, March 10, 2025

CITY OF ROLLING HILLS
6:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT ON NON-AGENDA ITEMS

4. CONSENT CALENDAR

4.A. APPROVE AFFIDAVIT OF POSTING FOR THE SPECIAL FINANCE/BUDGET/AUDIT COMMITTEE MEETING OF MARCH 10, 2025
RECOMMENDATION: Approve.
CL_AGN_250310_FBA_AffidavitofPosting.pdf

5. DISCUSSION ITEMS

5.A. PRELIMINARY FISCAL YEAR 2025/26 PROJECTIONS AND BALANCING
RECOMMENDATION: Receive and file a report from staff on the preliminary projections for fiscal year 2025/26, including preliminary revenue and expenditure estimates, and preliminary status of the General Fund balancing picture.
Attachment A - CL_AGN_250310_FBA_GeneralFund_BudgetSummary.pdf
Attachment B - CL_AGN_250310_FBA_GeneralFund_RevenueProjections.pdf
Attachment C - CL_AGN_250310_FBA_GeneralFund_Expenditures.pdf
Attachment D - CL_AGN_250310_FBA_PreliminaryFY25-26_Projections.pdf

6. ITEMS FROM THE FINANCE BUDGET AUDIT COMMITTEE

7. ITEMS FROM STAFF

8. ADJOURNMENT

Next meeting: Monday, April 28, 2025 at 6:00 p.m. in the City Council Chamber, Rolling Hills City Hall, 2 Portuguese Bend Road, Rolling Hills, California, 90274.

Notice:

Pursuant to the Brown Act, no action will take place on any items not on the agenda. This is the appropriate *time for members of the public to make comments regarding items listed on this agenda.*

Documents pertaining to an agenda item received after the posting of the agenda are available for review in the City Clerk's office or at the meeting at which the item will be considered.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting due to your disability, please contact the City Clerk at (310) 377-1521 at least 48 hours prior to the meeting to enable the City to make reasonable arrangements to ensure accessibility and accommodation for your review of this agenda and attendance at this meeting.

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.A
Mtg. Date: 03/10/2025

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER

THRU: KARINA BAÑALES, CITY MANAGER

SUBJECT: APPROVE AFFIDAVIT OF POSTING FOR THE SPECIAL FINANCE/BUDGET/AUDIT COMMITTEE MEETING OF MARCH 10, 2025

DATE: March 10, 2025

BACKGROUND:
None.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
Approve.

ATTACHMENTS:
CL_AGN_250310_FBA_AffidavitofPosting.pdf

Administrative Report

4.A., **File #** 2675 **Meeting Date**: 3/10/2025

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §§
CITY OF ROLLING HILLS)

AFFIDAVIT OF POSTING

In compliance with the Brown Act, the following materials have been posted at the locations below.

Legislative Body	Finance/Budget/Audit Committee
Posting Type	Special Meeting Agenda
Posting Location	2 Portuguese Bend Road, Rolling Hills, CA 90274 City Hall Window City Website: https://www.rolling-hills.org/government/agenda/index.php https://www.rolling-hills.org/government/city_council/city_council_archive_agendas/index.php
Meeting Date & Time	MARCH 10, 2025 6:00pm

As City Clerk of the City of Rolling Hills, I declare under penalty of perjury, the document noted above was posted at the date displayed below.

Christian Horvath, City Clerk

Date: March 7, 2025

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 5.A
Mtg. Date: 03/10/2025

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ROBERT SAMARIO, FINANCE DIRECTOR

THRU: KARINA BAÑALES, CITY MANAGER

SUBJECT: PRELIMINARY FISCAL YEAR 2025/26 PROJECTIONS AND BALANCING

DATE: March 10, 2025

BACKGROUND:
The City of Rolling Hills has initiated the process of developing the annual budget for fiscal year 2025/26. One of the key first steps in the process is developing revenue estimates as this establishes the amounts of funds available to spend for the delivery of services to the community.

It is still early in the process, and revenues will continue to be monitored and updated over the next few months as additional information and revenues are received. However, we are far enough in the fiscal year to be in a position to make reasonable projections to provide a preliminary sense of whether the City will be facing a structural deficit or will have adequate ongoing revenues to cover ongoing expenditures. Thus, this report aims to provide the Finance, Audit, and Budget Committee with preliminary projections of General Fund revenues and expenditures for fiscal year 2025/26.

DISCUSSION:
The current fiscal year 2024/25 adopted budget is balanced, meaning ongoing revenues are adequate to cover ongoing costs. In fact, the adopted budget included a surplus of $19,997.

Based on revenues received in the current fiscal year through December 31, 2024, revenues are expected to end the year above budget by approximately $70,000. In addition, based on expenditure savings through December 31, 2024, due largely to staff vacancies, the overall surplus by fiscal year-end will likely be in the $200,000 - $300,000 range.

Staff used the current fiscal year revenue projections to develop preliminary revenue projections for fiscal year 2025/2026. Based on these very preliminary estimates, ongoing revenues are projected at $2,728,545, representing an increase of $62,121 from the current fiscal year's projected revenue. Please refer to Attachment B.

Note that, as discussed with Council on February 24, 2025, all current-year revenues are reasonably in line with the adopted revenues. Thus, the projected revenues for fiscal year 2025-26 continue on this trajectory, with a normal growth where appropriated built into the projections. We have lowered the normal growth assumption for property taxes slightly, from 5% to 4% in light of the uncertainty around what type of property tax relief might be granted to properties in the land movement impact area.

On the expenditure side, the "baseline" budget for fiscal year 2025/26 is $2,644,608. This is approximately $68,000 higher current year's adopted budget of $2,576,708. The baseline budget starts with the adopted fiscal year 2024-25 budget but then adjusts for several items: (1) an assumed 3.5% increase to salaries starting July 1, 2025, pursuant to the existing Employee Handbook and Personnel Policy Manual, as well as 1.5% merit-based bonus, and additional contributions towards health insurance by the City, all of which adds $66,492 in costs; (2) an assumed 3.5% increase to the contract with the Los Angeles County Sheriff's Office for law enforcement services; (3) removal of the $15,000 budget for election expense which will not be needed next fiscal year; and (4) the addition of $15,000 for extra legal costs related to legal matters with the CPUC.

Overall, the preliminary budget for fiscal year 2025-26 is not only balanced but generates a modest surplus of $83,837.

Staff will be soliciting the Committee's feedback on the preliminary growth assumptions used to develop the fiscal year 2025/26 revenue estimates and any other recommendations for Council to consider.

FISCAL IMPACT:
None.

RECOMMENDATION:
Receive and file a report from staff on the preliminary projections for fiscal year 2025/26, including preliminary revenue and expenditure estimates, and preliminary status of the General Fund balancing picture.

ATTACHMENTS:
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CITY OF ROLLINGS HILLS
Fiscal Year 2025-26 Baseline Budget
General Fund

	Adopted Budget	Amended Budget	Adjusted Budget 12/31/2024	Actuals Through 12/31/2024	FY 2024-25 Prelim Projections	FY 2025-26 Baseline Budget
Operating Revenues	$ 2,596,685	$ 2,596,685	$ 1,057,271	$ 1,016,483	$ 2,715,321	$ 2,728,545
Operating Expenditures	2,576,708	2,623,299	1,311,650	1,418,832	2,455,198	2,644,608
Operating Surplus (Deficit)	19,977	(26,614)	(254,378)	(402,349)	260,123	83,937
Capital Transfers	-	825,881	412,940	141,422	250,000	-
Surplus (Deficit) - Total	$ 19,977	$ (852,495)	$ (158,562)	$ (260,927)	$ 10,123	$ 83,937

CITY OF ROLLING HILLS
Preliminary Projections - FY 2025-26
General Fund

	Adopted Budget	Actuals at 12/31/24	Preliminary YE Proj	Preliminary FY 2025-26 Estimate	Assumed Growth
401 Property Taxes	$ 1,500,750	$ 589,255	$ 1,500,750	$ 1,560,780	4%
405 Sales Taxes	10,000	8,402	15,000	15,000	0%
410 Property Transfer Tax	64,890	30,175	60,000	62,400	4%
415 Other Taxes	1,000	-	-	-	
420 Motor Vehicle In Lieu	280,545	-	284,574	290,265	2%
440 Building & Other Permits	400,000	162,566	450,000	450,000	0%
441 C&D Permits	10,000	3,600	10,000	10,000	0%
450 Variance, Planning & Zoning	25,000	15,758	30,000	30,000	0%
455 Animal Control Fees	300	269	300	300	0%
460 Franchise Fees	13,000	1,201	13,000	13,000	0%
480 Fines & Traffic Violations	4,000	3,111	4,000	4,000	0%
482 Cost Recoivery - Publications	3,000	1,500	3,000	3,000	0%
600 RHCA Lease Revenue	69,000	34,495	69,000	69,000	0%
650 Public Safety Aug Fund	1,200	930	1,800	1,800	0%
670 Interest on Investments	140,000	80,047	160,000	150,000	N/A
671 PARS Earnings	44,000	24,192	40,000	44,000	N/A
6XX Cal Water Grant - Turf Removal	-	48,897	48,897	-	N/A
675 Miscellaneous Revenue	6,000	85	1,000	1,000	0%
699 Transfers In - Refuse Fund	24,000	12,000	24,000	24,000	0%
TOTALS	$ 2,596,685	$ 1,016,483	$ 2,715,321	$ 2,728,545	

CITY OF ROLLING HILLS
FY 2025-26 Baseline Expenditure Budget
GENERAL FUND

Department/Object Account		Amended Budget	Actuals at 12/31/24	Preliminary Year-End Projections	FY 2025-26 Status Quo Budget	Adjust-ments	Baseline Budget
01 - CITY ADMINISTRATOR							
702	Salaries -Full Time	$ 436,262	$ 208,795	$ 420,000	$ 436,262	$ 20,354	$ 456,616
705	Temporary Salaries	7,000	-	-	7,000	-	7,000
710	Retirement CalPERS-Employer	35,159	13,256	30,000	35,159	2,045	37,204
712	CalPERS Unfunded Liability	-	76,564	-	-	-	-
715	Workers Compensation Insurance	9,100	-	9,100	9,100	-	9,100
716	Group Insurance	80,378	47,279	85,000	80,378	23,292	103,670
717	Retiree Medical	37,500	19,651	40,000	37,500	2,500	40,000
718	Employer Payroll Taxes	33,821	14,271	28,000	33,821	1,702	35,523
719	Deferred Compensation	2,239	447	1,000	2,239	1,902	4,141
720	Auto Allowance	3,600	1,762	3,600	3,600	-	3,600
721	Phone Allowance	2,400	1,175	2,400	2,400	-	2,400
740	Office Supplies	13,000	1,952	4,000	13,000	-	13,000
745	Equipment Leasing Costs	11,000	5,261	11,000	11,000	-	11,000
750	Dues & Subscriptions	14,000	11,606	14,000	14,000	-	14,000
755	Conference Expense	2,000	1,245	2,000	2,000	-	2,000
757	Meetings Expense	2,300	698	2,300	2,300	-	2,300
759	Training & Education	5,000	-	2,000	5,000	-	5,000
761	Auto Mileage	500	560	1,000	500	-	500
765	Postage	19,500	6,064	12,000	19,500	-	19,500
775	City Council Expense	5,000	1,307	5,000	5,000	-	5,000

	Department/Object Account	Amended Budget	Actuals at 12/31/24	Preliminary Year-End Projections	FY 2025-26 Status Quo Budget	Adjust-ments	Baseline Budget
776	Miscellaneous Expenses	3,000	-	3,000	3,000	-	3,000
780	Comm./Newsletters & Outreach	2,500	531	1,500	2,500	-	2,500
785	Codification	2,400	-	2,400	2,400	-	2,400
790	Advertising	2,400	1,006	2,400	2,400	-	2,400
795	Other Gen Admin Expense	3,300	1,196	3,000	3,300	-	3,300
801	City Attorney	75,000	38,144	75,000	75,000	-	75,000
802	Legal Expense - Other	3,000	-	3,000	3,000	-	3,000
803	Legal & Other Outside Legal	-	14,508	15,000	-	-	-
804	Legal Expense -CPUC	-	10,199	15,000	-	15,000	15,000
820	Website	6,000	-	6,000	6,000	-	6,000
850	Election Expense City Council	15,000	1,338	15,000	15,000	(15,000)	-
890	Consulting Fees	35,000	371	5,000	35,000	-	35,000
891	Records Management	24,806	3,282	25,000	1,700	-	1,700
	Total City Administrator	**892,165**	**482,468**	**843,700**	**869,059**	**51,795**	**920,854**
05 - Finance							
750	Dues & Subscriptions	4,500	2,098	4,500	4,500	-	4,500
810	Annual Audit	35,000	22,750	30,000	35,000	-	35,000
890	Consulting Fees	120,000	56,163	120,000	120,000	-	120,000
	Total Finance	**159,500**	**81,011**	**154,500**	**159,500**	**-**	**159,500**

Department/Object Account		Amended Budget	Actuals at 12/31/24	Preliminary Year-End Projections	FY 2025-26 Status Quo Budget	Adjust-ments	Baseline Budget
15- PLANNING & DEVELOPMENT							
702	Salaries	219,953	107,223	140,000	219,953	16,115	236,068
703	Salaries - Part-Time	26,587	10,048	15,000	26,587	302	26,889
710	Retirement CalPERS-Employer	17,726	6,874	10,000	17,726	1,508	19,234
715	Workers Comp. Insurance	3,900	-	3,900	3,900	-	3,900
716	Group Insurance	48,107	25,743	35,000	48,107	282	48,389
718	Employer Payroll Taxes	19,310	8,690	12,000	19,310	898	20,208
719	Deferred Comp	4,681	585	750	4,681	-	4,681
720	Auto Allowance	1,200	488	500	1,200	-	1,200
721	Phone Allowance	600	244	250	600	-	600
761	Auto Mileage	300	-	-	300	-	300
750	Dues & Subscription	11,670	7,750	11,670	11,670	-	11,670
755	Conference Expense	2,000	1,248	2,000	2,000	-	2,000
759	Training & Education	1,000	-	500	1,000	-	1,000
776	Miscellaneous Expenses	2,000	-	-	2,000	-	2,000
790	Publication/Advertising/Noticing	10,000	4,275	10,000	10,000	-	10,000
802	Legal Expenses-Other	10,000	5,388	10,000	10,000	-	10,000
872	Property Development-Legal Exp	37,000	7,239	15,000	37,000	-	37,000
875	Willdan Building	45,000	18,862	45,000	45,000	-	45,000
878	Build Inspect. LA County	250,000	129,127	300,000	250,000	-	250,000
881	Storm Water Management	90,990	86,874	90,990	90,990	-	90,990
884	Special Project Study & Consult.	5,000	-	5,000	5,000	-	5,000
886	Code Enforcement	62,880	30,870	61,000	62,880	-	62,880

Department/Object Account		Amended Budget	Actuals at 12/31/24	Preliminary Year-End Projections	FY 2025-26 Status Quo Budget	Adjust-ments	Baseline Budget
890	Consulting Fees (Onward)	-		-	-	-	-
928	Traffic Engineering	5,645	3,828	6,000	5,645	-	5,645
	Total Planning & Development	**875,549**	**455,356**	**774,560**	**875,549**	**19,105**	**894,654**
25 - Public Safety							
830	Law Enforcement	293,000	147,233	294,000	293,000	12,000	305,000
833	Other Law Enforcement Exp	4,000	1,111	2,500	4,000	-	4,000
837	Wild Life Mgmt & Pest Control	20,000	1,000	2,000	20,000	-	20,000
838	Animal Control Expense	6,000	3,023	6,000	6,000	-	6,000
	Total Public Safety	**323,000**	**152,367**	**304,500**	**323,000**	**12,000**	**335,000**
65 - NON-DEPARTMENTAL							
895	Insurance & Bond Expense	40,000	52,456	52,456	40,000	-	40,000
901	South Bay Comm. Organization	17,600	2,528	17,600	17,600	-	17,600
915	Community Recognition	8,000	6,968	8,000	8,000	-	8,000
917	Emergency Preparedness	77,000	18,397	50,000	77,000	-	77,000
	Total Non-Departmental	**142,600**	**80,349**	**128,056**	**142,600**	**-**	**142,600**
75 - CITY PROPERTIES							
892	IT Services	63,000	35,278	63,000	63,000	-	63,000
893	Granicus Services	8,300	8,143	8,300	8,300	-	8,300
894	Computer Hardware Fund	5,000	647	1,500	5,000	-	5,000
925	Utilities	60,000	32,611	64,000	60,000	-	60,000

	Department/Object Account	Amended Budget	Actuals at 12/31/24	Preliminary Year-End Projections	FY 2025-26 Status Quo Budget	Adjust-ments	Baseline Budget
930	Repairs & Maintenance	42,585	32,631	42,585	19,100	-	19,100
932	Area Landscaping	21,600	9,074	21,600	21,600	-	21,600
932	Landscaping Project	-	48,897	48,897	-	-	-
946	Buildings & Equipment	15,000	-	-	15,000	-	15,000
947	Non-Building Improvements	-	-	-	-	-	-
	Total City Properties	**215,485**	**167,281**	**249,882**	**192,000**	**-**	**192,000**
	TOTAL OPERATING EXPENDITURES	**2,608,299**	**1,418,832**	**2,455,198**	**2,561,708**	**82,900**	**2,644,608**
	CAPITAL TRANSFERS						
	Capital Projects Fund	825,881	141,422	250,000	-	-	-
	TOTAL EXPENDITURES	$ 3,434,180	$ 1,560,254	$ 2,705,198	$ 2,561,708	$ 82,900	$ 2,644,608

CITY OF ROLLING HILLS

PRELIMINARY PROJECTIONS AND BALANCING

FISCAL YEAR 2025/26

Purpose of Report

- To provide preliminary revenue projections for FY 2025/26
  - Projections based on revenues through 12/31/24 and projections for FY 2024/25
  - Revenues will continue to be monitored through the next few months and will be refined further
- To provide a preliminary glimpse of the balancing of revenues and expenditures
  - Do we have a projected deficit or surplus?

KEY GENERAL FUND REVENUES

Property Taxes

FYE June 30,	Property Taxes	% Growth	
2017	$ 1,007,250		Actual
2018	1,089,838	8.20%	Actual
2019	1,089,613	-0.02%	Actual
2020	1,201,368	10.26%	Actual
2021	1,222,948	1.80%	Actual
2022	1,323,001	8.18%	Actual
2023	1,380,891	4.38%	Actual
2024	1,432,117	3.71%	Actual
2025	1,500,150	4.75%	Projected
2026	1,560,780	4.04%	Projected

- 3 components to P/T growth
  - Annual CPI (2% max)
  - Supplemental assessments
  - Re-assessments from P/Y sales to MV
- Growth from re-assessments generally the largest component
- Growth factors in possible P/T relief granted by County

Real Property Transfer Tax

- FY 2021 - $132,888
- FY 2022 - $80,719
- FY 2023 $57,185
- FY 2024 $63,040
- FY 2025 through December 31, 2024 = $30,175
- FY 2025 Projection = $60,000
- FY 2025 Projection = $62,400 (4%)

Building & Other Permit Revenue

FYE June 30,	Building Revenues	
2017	602,149	Actual
2018	769,138	Actual
2019	482,048	Actual
2020	369,250	Actual
2021	184,378	Actual
2022	487,909	Actual
2023	578,496	Actual
2024	537,787	Actual
2025	400,000	Budget
2025	450,000	Projected
2026	450,000	Projected

Motor Vehicle License Fee

- License fees paid with vehicle registration = 2% vehicle depreciating value
- Affected by volume of car sales
- Recent trends
  - FY 2022 – $247,241
  - FY 2023 - $263,987
  - FY 2024 Actual - $274,520
  - FY 2025 Budget - $280,545
  - FY 2025 Projected - $284,574
- Assumed a 2% growth = $290,265

FY 2025/26 Preliminary Revenue Projections

	Adopted Budget	Actuals at 12/31/24	Prelim. YE Proj	Prelim. FY 25-26 Estimate	Assumed Growth
401 Property Taxes	$ 1,500,750	$ 589,255	$ 1,500,750	$ 1,560,780	4%
405 Sales Taxes	10,000	8,402	15,000	15,000	0%
410 Property Transfer Tax	64,890	30,175	60,000	62,400	4%
415 Other Taxes	1,000	-	-	-	
420 Motor Vehicle In Lieu	280,545	-	284,574	290,265	2%
440 Building & Other Permits	400,000	162,566	450,000	450,000	0%
441 C&D Permits	10,000	3,600	10,000	10,000	0%
450 Variance, Planning & Zoning	25,000	15,758	30,000	30,000	0%
455 Animal Control Fees	300	269	300	300	0%
460 Franchise Fees	13,000	1,201	13,000	13,000	0%
480 Fines & Traffic Violations	4,000	3,111	4,000	4,000	0%
482 Cost Recoivery - Publications	3,000	1,500	3,000	3,000	0%
600 RHCA Lease Revenue	69,000	34,495	69,000	69,000	0%
650 Public Safety Aug Fund	1,200	930	1,800	1,800	0%
670 Interest on Investments	140,000	80,047	160,000	150,000	N/A
671 PARS Earnings	44,000	24,192	40,000	44,000	N/A
6XX Cal Water Grant - Turf Removal	-	48,897	48,897	-	N/A
675 Miscellaneous Revenue	6,000	85	1,000	1,000	0%
699 Transfers In - Refuse Fund	24,000	12,000	24,000	24,000	0%
TOTALS	$ 2,596,685	$ 1,016,483	$ 2,715,321	$ 2,728,545	

GENERAL FUND EXPENDITURES

General Fund Expenditures by Department

Department	Adopted Budget	FY 24-25 Status Quo Budget	Adjustments	Baseline Budget
City Administrator	$ 869,059	$ 869,059	$ 51,795	$ 920,854
Finance	159,500	159,500	-	159,500
Planning & Development	875,549	875,549	19,105	894,654
Public Safety	323,000	323,000	12,000	335,000
Non-Departmental	142,600	142,600	-	142,600
City Properties	192,000	192,000	-	192,000
	$ 2,561,708	$ 2,561,708	$ 82,900	$ 2,644,608

Summary of Adjustments

- Salaries
  - 3.5% COLA
  - 1.5% Merit-Based Bonus
- Benefits
  - 2% Increase to Max Contribution to health, dental, and vision
  - Increase in retirement contributions and employer taxes due to increased salaries

Summary of Adjustments – Cont’d

- 3.5% Increase to Sheriff Contract ($12,000 to GF)
- Elimination of Election Expense budget - $15,000
- Additional $15,000 for legal costs related to CPUC matters

PRELIMINARY BALANCING

	Adopted Budget	Amended Budget	Actuals Through 12/31/2024	FY 2024-25 Prelim Projections	FY 2025-26 Baseline Budget
Operating Revenues	$ 2,596,685	$ 2,596,685	$ 1,016,483	$ 2,715,321	$ 2,728,545
Operating Expenditures	2,576,708	2,623,299	1,418,832	2,455,198	2,644,608
Operating Surplus (Deficit)	19,977	(26,614)	(402,349)	260,123	83,937
Capital Transfers	-	825,881	141,422	250,000	-
Surplus (Deficit) - Total	$ 19,977	$ (852,495)	$ (260,927)	$ 10,123	$ 83,937

Next Steps

- March 24
  - Council review of preliminary projections and balancing with FAB Committee recommendations
- March/April
  - City staff develop proposed FY 25-26 expenditure budget
  - If refuse rates will be increased, public notice sent to all property owners
- April 28
  - City Council receives overview of FY 25-26 Proposed GF Revenue Projections, GF expenditures by Department.

QUESTIONS/DISCUSSION