



CITY OF DEL REY OAKS

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STAFF REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Dino Pick, City Manager
DATE: June 26, 2018
SUBJECT: Proposed Budget for Fiscal Year 2018-2019

We are pleased to present the Proposed Budget for Fiscal Year 2018-19. The \$4,025,231 expenditures budget represents a 34.0% increase over the FY 2017-18 budget. The budget is financed by \$4,574,584 in revenues, which will generate a surplus of \$549,353. Council will consider the proposed use of this surplus in a separate action, though staff will recommend a combination of building an economic uncertainty reserve and reducing the City's unfunded liability.

This budget continues the process of moving Del Rey Oaks to a well-funded future that will incorporate setting monies aside for future needs and begin paying off some of the debt that the City has accumulated. With each succeeding year we hope to refine the budget process and budget document to reflect a more strategic look at the future of Del Rey Oaks.

Major Changes for FY 2018-19

This budget reflects major changes that help the City chart a course to a much brighter future. Revenue increases are important as some are one-time grants and others are ongoing tax revenue increases.

Major Operating Revenue Changes

- \$300,000 increase in revenue from the cannabis tax
- \$25,000 from new Transient Occupancy Tax derived from the recently adopted Short Term Rental Ordinance

Major Operating Expenditure Changes

- \$100,000 increase in contractual services for planning and economic development consulting

Major Capital Improvements Revenues & Expenditure Changes

- \$861,300 one-time advance from TAMC Measure X for street projects
- \$1,200,000 for street reconstruction project

Beginning on the next page is a summary of the proposed budget followed by a more detailed discussion of how it was developed.

| City of Del Rey Oaks | | | | |
|---|-------------------|-------------------|-------------------------|-------------------|
| Two-Year Budget Comparison | | | | |
| FY 2018-19 | | | | |
| | 2017-18 | 2018-19 | Increase/ (Decrease) | Percent Change |
| | Proposed | Proposed | | |
| Operating Revenues | | | | |
| Property Tax | \$ 587,020 | \$ 622,200 | \$ 35,180 | 6.0% |
| Sales Tax | 1,225,000 | 1,225,000 | 0 | 0.0% |
| Cannibas Tax | 600,000 | 900,000 | 300,000 | 50.0% |
| COP Monies | 100,000 | 100,000 | - | 0.0% |
| Other Taxes | 166,400 | 193,300 | 26,900 | 16.2% |
| Licenses & Permits | 246,211 | 275,550 | 29,339 | 11.9% |
| Vehicle Fines | 10,260 | 10,000 | (260) | -2.5% |
| Other Agency Revenue | 171,525 | 143,885 | (27,640) | -16.1% |
| Current Service Fees | 136,060 | 150,015 | 13,955 | 10.3% |
| Rental Income | 46,000 | 43,000 | (3,000) | -6.5% |
| SB1 Street Funds | 11,400 | 11,400 | 0 | 0.0% |
| Gas Tax | 106,130 | 38,934 | (67,196) | -63.3% |
| Total Revenues | 3,406,006 | 3,713,284 | 307,278 | 9.0% |
| Operating Expenditures | | | | |
| Payroll and Benefits | 1,520,440 | 1,480,920 | (39,520) | -2.6% |
| Supplies | 128,000 | 109,700 | (18,300) | -14.3% |
| Utilities and Services | 236,600 | 254,100 | 17,500 | 7.4% |
| Outside Services | 497,300 | 591,150 | 93,850 | 18.9% |
| Auto Operation | 99,413 | 109,900 | 10,487 | 10.5% |
| Police and Fire | 202,400 | 203,650 | 1,250 | 0.6% |
| Streets and Storm Water | 40,300 | 72,800 | 32,500 | 80.6% |
| | 2,724,453 | 2,822,220 | 97,767 | 3.6% |
| Operating Budget Surplus | 681,553 | 891,064 | 209,511 | |
| Capital Projects Revenues & Expenditures | | | | |
| Measure X Advance (from TAMC) | 0 | 861,300 | | |
| Street Reconstruction CIP | (297,000) | (1,203,011) | | |
| Net Capital Projects Revenues | (297,000) | (341,711) | | |
| Net Income to add to Reserves | \$ 384,553 | \$ 549,353 | | |

FY 2018-19 BUDGET AT A GLANCE

Revenues

Operating revenues are proposed to increase by \$307,276, a 9% increase. The major reasons for the increase are as follows:

| | |
|-------------------|--|
| \$ 300,000 | Increase in cannabis tax estimated at \$75,000 per month |
| <u>\$ 7,276</u> | Net increase from all other revenues |
| <u>\$ 307,276</u> | Net increase in revenues |

Approximately \$300,000 of the increases in revenues are from cannabis tax. Staff recommends the City proceed cautiously with this revenue stream because this is a dynamic industry with many changes occurring at the local and State levels. Competition, taxation, and regulation could have an impact on the City's cannabis tax collections.

In addition to the operating revenues the City is expecting a Measure X loan of \$861,300 of one-time money to be used for street improvements and be repaid from the City's future Measure X revenue.

Expenditures

The proposed operating appropriation of \$2,822,220 reflects an increase of \$97,767 (3.6%) over the current appropriation.

Overall personnel costs decline by 3% in spite of a 2% Cost of Living Increase (COLA) for non-public safety and a 10% increase for Police Officer and Corporal positions, which are off-set by the end of a settlement pay-out for the former City Manager.

The budget also allocates \$1,200,000 for a Street Reconstruction Capital Improvement Project. Two CIP projects from FY 2017-2018, traffic calming and street slurry, will continue into this fiscal year. Funds for these projects are multi-year funds, so remaining funds are shown in the notes column but do not represent a new appropriation.

Use of Operating Budget Surplus

The budget as presented will generate a surplus of \$549,353. Staff will make a separate recommendation concerning the allocation of the surplus.

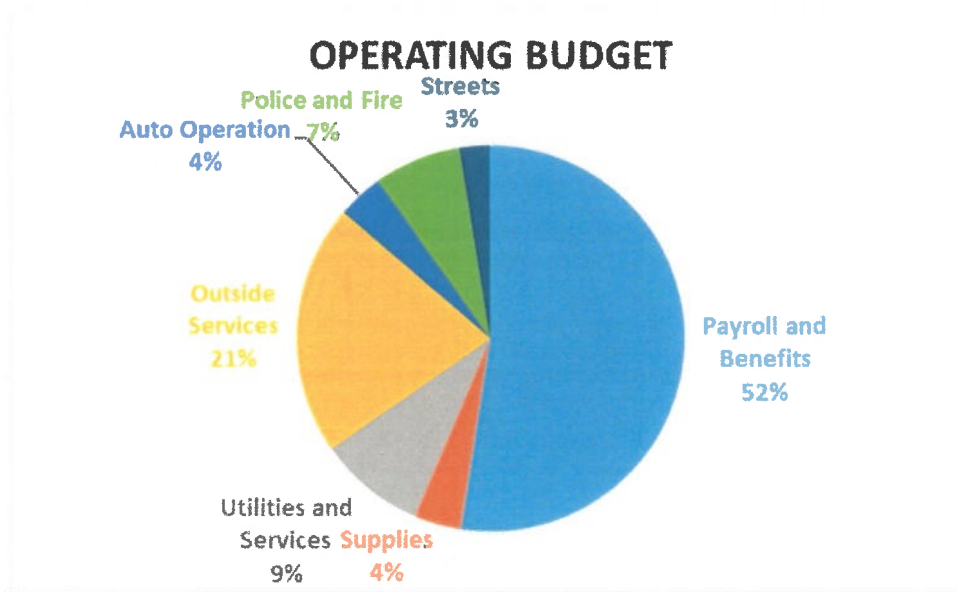
The details of these recommendations are included in the Use of Surplus Funds section later in this report.

EXPENDITURES BUDGET HIGHLIGHTS

Following is a comparison of the operating budget expenditures by category.

| City of Del Rey Oaks Two-Year Budget Comparison FY 2018-19 | | | | |
|--|---------------------|---------------------|-------------------------|-------------------|
| | 2017-18 Proposed | 2018-19 Proposed | Increase/ (Decrease) | Percent Change |
| <u>Operating Expenditures</u> | | | | |
| Payroll and Benefits | 1,520,440 | 1,480,920 | (39,520) | -2.6% |
| Supplies | 128,000 | 109,700 | (18,300) | -14.3% |
| Utilities and Services | 236,600 | 254,100 | 17,500 | 7.4% |
| Outside Services | 497,300 | 591,150 | 93,850 | 18.9% |
| Auto Operation | 99,413 | 109,900 | 10,487 | 10.5% |
| Police and Fire | 202,400 | 203,650 | 1,250 | 0.6% |
| Streets and Storm Water | 40,300 | 72,800 | 32,500 | 80.6% |
| | <u>2,724,453</u> | <u>2,822,220</u> | <u>97,767</u> | <u>3.6%</u> |

The chart below shows the 2018-19 expenditures in a pie chart:



Payroll and Benefits - \$1,480,920 (52%)

Employee payroll and benefits costs account for 52% of the budget. The proposed budget contains 10 full time positions, two of which are currently filled through contract. Please refer to the Resolution Approving the Position Control List for the complete personnel allocation.

Following are the detail personnel costs:

| Payroll costs | Budget 2017-18 | Proposed 2018-19 | Increase/ (Decrease) | % Change |
|--------------------------------|-------------------|---------------------|-------------------------|--------------|
| 60105 · PAYROLL | 837,290 | 779,700 | (57,590) | -6.9% |
| 60110 · OVERTIME | 65,220 | 65,000 | (220) | -0.3% |
| 60115 · COUNCIL MEMBER STIPEND | 7,500 | 7,500 | - | 0.0% |
| 60120 · RESERVES PAYROLL | 25,000 | 25,000 | - | 0.0% |
| 60125 · PERS | 190,000 | 210,000 | 20,000 | 10.5% |
| 60130 · MEDICARE | 12,000 | 11,800 | (200) | -1.7% |
| 60135 · DENTAL EXPENSE | 12,000 | 12,700 | 700 | 5.8% |
| 60140 · HEALTH INS | 130,000 | 142,000 | 12,000 | 9.2% |
| 60145 · VISION INS | 1,300 | 1,500 | 200 | 15.4% |
| 60150 · WORKERS COMP | 226,630 | 183,720 | (42,910) | -18.9% |
| 60155 · WELLNESS PROGRAM | 7,500 | 7,500 | - | 0.0% |
| 60160 · UNIFORM ALLOWANCE | 6,000 | 5,000 | (1,000) | -16.7% |
| 60170 - OPEB | - | 17,200 | 17,200 | |
| 60175 - ADMIN LEAVE | - | 6,900 | 6,900 | |
| 60180 - AUTO ALLOWANCE | - | 5,400 | 5,400 | |
| | <u>1,520,440</u> | <u>1,480,920</u> | <u>(39,520)</u> | <u>-2.6%</u> |

Personnel costs are budgeted to decrease 3% (\$39,520) in 2018-19.

Payroll as currently budgeted will decrease by \$57,590 (7%) for the following reasons:

1. Severance payments to former city manager end after four months
2. 10% pay raise for Police Officers and Police Corporal positions budgeted from mid-year
3. 2% COLA for non-public safety employees

Overtime will remain steady as staff shortages in the Police Department are filled.

Medical Insurance premiums are schedule to increase at their normal pace.

Worker's compensation costs are scheduled to decrease.

PERS costs are scheduled to increase by 10%.

Supplies - \$109,700

The supplies budget reflects a decrease of \$18,300 primarily because the cost to acquire the new accounting system will not be repeated in 18-19. There are some additional supplies requested by the police department.

Utilities & Services - \$254,100

The utilities and services budget reflects an increase of \$17,500 primarily due to 18-19 being an election year and an increase in utilities.

Outside Services - \$591,150

Outside services reflects an increase of \$93,850 (18.9% increase) for the following reasons:

- \$50,000 for EPS.
- \$50,000 for Other Planning Services

Auto Operations - \$109,900

Auto operations reflects an increase of \$10,487, primarily for an increase in fuel costs and auto lease payments.

Police and Fire - \$203,650

The one percent (1%) reflects that costs have remained basically the same.

Streets and Storm Water - \$72,800

The increase of \$32,500 is primarily due to additional funding for storm water.

Capital Projects - \$1,203,011

With the \$800,000 advance from Measure X provided by TAMC the City will be doing a \$1,203,011 street reconstruction project.

Use of Surplus Funds - \$549,353

Allocation to Reserves - \$549,353

The surplus is recommended to fund a Reserve for the City for economic uncertainty. During the fiscal year, staff will come back with proposals on what type of reserves to establish. At present staff recommends a 15% reserve by July 2019, which based on the current budget, would amount to \$680,000.

In addition to the Fiscal Year 2018-2019 Budget, staff is presenting a salary schedule and an authorized positions list, which limits full time staff to 8. This represents a reduction of two positions and is due to the Chief of Police and Public Works positions being frozen, as

the City obtains these services by contract. The City continues to receive a \$100,000 annual grant to fund a full-time police officer through the Citizen's Option for Public Safety (COPS) Program. The City must accept the grant annually by resolution. The City must pass an appropriations limit annually based on a set formula. The limit this year is \$4,217,832.49. Staff is recommending a fee schedule that is unchanged from last year. Finally, staff is recommending that Council establish a promotional fund of \$1,500 for use by the Mayor, payable at the monthly rate of \$125.00.

RECOMMENDATION

Council adopt:

Resolution 2018-11 Budget for Fiscal Year 2018-2019

Resolution 2018-12 Salary Schedule 07/01/2018 for Fiscal Year 2018-2019

Resolution 2018-13 Salary Schedule 01/01/2019 for Fiscal Year 2018-2019

Resolution 2018-14 Position Control List for Fiscal Year 2018-2019

Resolution 2018-15 Establishing an Appropriations Limit for Fiscal Year 2018-2019

Resolution 2018-16 Establishing a Promotional Fund for Fiscal Year 2018-2019

Resolution 2018-17 Approving the Expenditure of the COPS Grant

Resolution 2018-18 Adopting a Fee Schedule

CONCLUSION

The budget as presented funds all required operating expenditures and leaves a surplus of \$549,353. This budget puts the city on a path toward a brighter future. Now that the City has additional funds, further budget planning will take place as the cannabis tax and other new revenue sources (Transient Occupancy Tax, SB1) solidify to plan for a more sustainable future.

The Council's approval of this budget and supporting resolutions will begin to chart a new course for the City of Del Rey Oaks.

Respectfully submitted,

Danial Pick
City Manager

CITY OF DEL REY OAKS

PROPOSED BUDGET FOR FISCAL YEAR 2018-2019

RESOLUTION 2018-11

| Ordinary Income/Expense | Budget vs. Actual FY 2017-2018 | | | FY 18/19 Proposed Budget | | Notes |
|---------------------------------------|--------------------------------|------------------|-------------|--------------------------|--------------|---|
| | July 2017-May 2018 | 17/18 Budget | % of Budget | Proposed Budget | % Difference | |
| Income | | | | | | |
| 40100 · PROPERTY TAXES | | | | | | |
| 40110 · P/T-SECURED | 436,557 | 425,000 | 103% | 440,000 | 4% | |
| 40120 · P/T-UNSECURED | 15,454 | 15,500 | 100% | 15,500 | 0% | |
| 40130 · P/T-PRIOR SECURED | 4,704 | 5,000 | 94% | 5,000 | 0% | |
| 40140 · PRIOR UNSECURED | 84 | 120 | 70% | 100 | -17% | |
| 40150 · P/T-UNITARY TAX | 8,184 | 7,500 | 109% | 8,200 | 9% | |
| 40160 · P/T-SB813 | 8,302 | 8,300 | 100% | 8,300 | 0% | |
| 40170 · PROPERTY TAX - VLF | 148,835 | 130,000 | 114% | 150,000 | 15% | |
| 40180 · P/T-INT/PENAL | 708 | 600 | 118% | 700 | 17% | |
| 40190 · P/T - ADMINISTRATIVE FEE | (5,563) | (5,000) | 111% | (5,600) | 12% | |
| Total 40100 · PROPERTY TAXES | 617,264 | 587,020 | 105% | 622,200 | 6% | |
| 40200 · OTHER TAXES | | | | | | |
| 40210 · SALES TAX | 422,476 | 425,000 | 99% | 425,000 | 0% | |
| 40220 · SALES TAX - ADD ON | 785,218 | 800,000 | 98% | 800,000 | 0% | |
| 40222 · CANNABIS TAX | 567,540 | 600,000 | 95% | 900,000 | 50% | |
| 40223 · TRANSIENT OCCUPANCY TAX (TOT) | | | | 25,000 | 0% | |
| 40240 · COP MONIES | 131,106 | 100,000 | 131% | 100,000 | 0% | COP Money is set at \$100,000 per FY |
| 40250 · PROPERTY TRANSFER TAX | 8,540 | 8,100 | 105% | 8,000 | -1% | Fluctuates by number of homes sold |
| 40260 · GAS FRANCHISES | 5,483 | 4,800 | 114% | 5,500 | 15% | |
| 40265 · ELECTRIC FRANCHISES | 17,462 | 17,000 | 103% | 17,500 | 3% | |
| 40270 · GARBAGE FRANCHISES | 86,503 | 86,000 | 101% | 86,500 | 1% | Franchise fees are based on franchise agreements and resident usage |
| 40275 · CABLE TV FRANCHISES | 26,958 | 26,500 | 102% | 20,500 | -23% | |
| 40280 · WATER FRANCHISES | 15,900 | 12,000 | 133% | 16,000 | 33% | |
| 40290 · SEWER IMPACT | 14,229 | 12,000 | 119% | 14,300 | 19% | |
| Total 40200 · OTHER TAXES | 2,081,417 | 2,091,400 | 100% | 2,418,300 | 16% | |
| 40300 · LICENSES & PERMITS | | | | | | |
| 40310 · BUSINESS LICENSES | 185,619 | 176,911 | 105% | 200,000 | 13% | |
| 40320 · BUILDING PERMITS | 28,658 | 23,000 | 125% | 25,000 | 9% | |
| 40325 · CANNABIS BUSINESS PERMIT FEES | 30,000 | 25,000 | 101% | 30,000 | 20% | |
| 40330 · PLAN CHECK FEES | 15,181 | 15,000 | 101% | 13,000 | -13% | |
| 40340 · STREET OPENING PERMITS FEES | 4,100 | 2,750 | 149% | 4,300 | 56% | |

| | Budget vs. Actual FY 2017-2018 | | FY 18/19 Proposed Budget | | Notes |
|--|--------------------------------|----------------|--------------------------|----------------|-------------|
| 40350 · PLUMBING PERMITS | 875 | 1,500 | 58% | 1,200 | -20% |
| 40360 · ELECTRICAL PERMITS | 1,125 | 1,000 | 113% | 1,000 | 0% |
| 40380 · SB 1473 STATE SURCHG ON PERMITS | 62 | 50 | 123% | 50 | 0% |
| 40390 · OTHER LICENSES/PERMITS | 948 | 1,000 | 95% | 1,000 | 0% |
| Total 40300 · LICENSES & PERMITS | 266,567 | 246,211 | 108% | 275,550 | 12% |
| 40309 · -REIMBURSEMENTS | | | | | |
| 40311 · SB1186 DISABILITY ACCESS FUND | 338 | 150 | 225% | 165 | 10% |
| Total 40309 · -REIMBURSEMENTS | 338 | 150 | 225% | 165 | 10% |
| 40500 · FINES & FORFEITURES | | | | | |
| 40510 · VEHICLE CODE FINES | 7,836 | 10,260 | 76% | 10,000 | -3% |
| Total 40500 · FINES & FORFEITURES | 7,836 | 10,260 | 76% | 10,000 | -3% |
| 40700 · OTHER AGENCY REVENUE | | | | | |
| 40600 · INTEREST EARNED | 1,281 | 175 | | 1,100 | 529% |
| 40710 · MOTOR VEHICLE LICENSE FEE(MVLF) | 885 | | | 885 | 100% |
| 40730 · HOPTR | 1,128 | 1,200 | 94% | 2,300 | 92% |
| 40740 · VEHICLE LICENSE COLLECTION | | 800 | | - | -100% |
| 40750 · PROP 172 | 14,602 | 10,000 | 146% | 12,700 | 27% |
| 40760 · GRANTS | 7,500 | 15,600 | 48% | 7,500 | -52% |
| 40761 · FORA CARETAKER GRANT | 179,624 | 143,750 | 125% | 115,000 | -20% |
| 40770 · TRAFFIC CONGESTION RELIEF-AB438 | 1,911 | | | 1,900 | 0% |
| 40780 · POLICE GRANTS OTHER AGENCIES | 2,831 | | | 2,500 | 0% |
| Total 40700 · OTHER AGENCY REVENUE | 209,762 | 171,525 | 122% | 143,885 | -16% |
| 40800 · CURRENT SERVICES | | | | | |
| 40805 · USE PERMITS | 29,475 | 20,610 | 143% | 28,000 | 36% |
| 40810 · MAPS/PUBLICATIONS | 331 | 0 | 100% | 350 | 0% |
| 40815 · RENTAL INCOME GARDEN CENTER | 25,090 | 36,000 | 70% | 36,000 | 0% |
| 40820 · POLICE REPORTS | 1,290 | 1,300 | 99% | 1,500 | 15% |
| 40825 · PROPERTY INSPECTIONS | 4,500 | 3,000 | 150% | 3,500 | 17% |
| 40830 · POLICE SERVICES | 3,300 | 5,000 | 66% | 5,000 | 0% |
| 40835 · PUBLIC EVENTS | 6,125 | 35,000 | 18% | 40,500 | 16% |
| 40840 · MISCELLANEOUS SERVICES | 58,223 | 35,000 | 166% | 35,000 | 0% |
| Total 40800 · CURRENT SERVICES | 128,334 | 135,910 | 94% | 149,850 | 10% |

| | Budget vs. Actual FY 2017-2018 | | FY 18/19 Proposed Budget | | Notes |
|---------------------------------------|--------------------------------|------------------|--------------------------|-------------|---|
| | | | | | |
| 40900 · PARKS/RECREATION | | | | | |
| 40910 · PARK RENTAL | 6,937 | 11,000 | 8,000 | -27% | Baseball field under construction |
| 40920 · RV RENTAL PARKS | 33,638 | 35,000 | 35,000 | 0% | |
| Total 40900 · PARKS/RECREATION | 40,575 | 46,000 | 43,000 | -7% | |
| 41000 · OTHER | | | | | |
| 41010 · GAS TAX 2103 | 6,019 | 4,100 | 6,694 | 63% | Gas Tax amounts are from State projections for FY 2017-18 |
| 41020 · GAS TAX 2105 | 8,539 | 9,760 | 9,760 | 0% | |
| 41030 · GAS TAX 2106 | 8,053 | 10,700 | 8,880 | -17% | |
| 41040 · GAS TAX 2107 | 11,089 | 12,600 | 12,600 | 0% | |
| 41050 · GAS TAX 2107.5 | 1,000 | 1,000 | 1,000 | 0% | Measure X advance for road projects; one time money |
| 41775 · MEASURE X FUNDS | 47,252 | 62,800 | 861,300 | 1271% | |
| 41776 · RSTP FUNDS | | 5,170 | - | -100% | |
| 41777 · SB 1 FUNDS | 3,448 | 11,400 | 11,400 | 0% | Revenue stream starts July or August |
| Total 41000 · OTHER | 85,400 | 117,530 | 911,634 | 676% | |
| Total Income | 3,437,492 | 3,406,006 | 4,574,584 | 34% | |

| | Budget vs. Actual FY 2017-2018 | | FY 18/19 Proposed Budget | | Notes |
|----------------------------------|--------------------------------|-----------|--------------------------|------|--|
| Expense | | | | | |
| 60100 • PAYROLL & BENEFITS | | | | | |
| 60105 • PAYROLL | 802,515 | 837,290 | 779,700 | 96% | \$746,298 from Payroll Worksheet plus final 4 months of Dawson settlement (\$33,333) |
| 60110 • OVERTIME | 77,957 | 65,220 | 65,000 | 120% | 0% |
| 60115 • COUNCIL MEMBER STIPEND | 5,500 | 7,500 | 7,500 | 73% | 0% |
| 60120 • RESERVES PAYROLL | 31,831 | 25,000 | 25,000 | 127% | 0% |
| 60125 • PERS | 164,627 | 190,000 | 210,000 | 87% | Unfunded liability (\$138.2K per Calpers) + Employer Portion (\$71,249 per Calpers) |
| 60130 • MEDICARE | 13,208 | 12,000 | 11,800 | 110% | -2% |
| 60135 • DENTAL EXPENSE | 14,279 | 12,000 | 12,700 | 119% | 6% |
| 60140 • HEALTH INS | 100,101 | 130,000 | 142,000 | 77% | 9% |
| 60145 • VISION INS | 1,419 | 1,300 | 1,500 | 109% | 15% |
| 60150 • WORKERS COMP | 226,365 | 226,630 | 183,720 | 100% | -19% |
| 60155 • WELLNESS PROGRAM | 2,756 | 7,500 | 7,500 | 37% | 0% |
| 60160 • UNIFORM ALLOWANCE | 3,000 | 6,000 | 5,000 | 50% | Standard \$7,500 from MBASIA Based on \$1,000 per officer per year (salary schedule) |
| 60170 • OPEB | | | 17,200 | | -17% |
| 60175 • ADMIN LEAVE | | | 6,900 | | 100% |
| 60180 • AUTO ALLOWANCE | | | 5,400 | | 100% |
| Total 60100 • PAYROLL & BENEFITS | 1,443,559 | 1,520,440 | 1,480,920 | 95% | -3% |
| 60200 • PAYROLL EXPENSES | 5,951 | 3,500 | 3,500 | 170% | 0% |
| 60300 • BANK SERVICE CHARGES | 4,867 | 3,500 | 5,000 | 139% | 43% |
| 60400 • SUPPLIES | | | | | |
| 60410 • MATERIALS/SUPPLY | 25,496 | 35,000 | 35,000 | 73% | 0% |
| 60420 • AMMUNITION | 9,793 | 10,000 | 10,000 | 98% | 0% |
| 60430 • OFFICE SUPPLIES | 17,853 | 20,000 | 20,000 | 89% | 0% |
| 60431 • ACCOUNTING SOFTWARE | 21,899 | 40,000 | - | | -100% |
| 60432 • MUNICIPAL CODE UPDATES | 2,758 | 6,000 | 600 | | Approximately \$18,100 will be carried over from FY 17/18 |
| 60440 • SPECIAL SUPPLY POLICE | 17,235 | 17,000 | 44,100 | 101% | \$395 per year hosting cost plus \$200 for additional codified ordinances |
| Total 60400 • SUPPLIES | 95,034 | 128,000 | 109,700 | 74% | 159% |
| 60500 • UTILITIES & SERVICES | | | | | |
| 60505 • REPAIR/MAINTENANCE | 88,252 | 88,000 | 88,000 | 100% | 0% |
| 60510 • STREET SWEEPING | 10,431 | 25,000 | 16,000 | 42% | -36% |
| | | | | | Based on \$1303 per month from SSD |

| | Budget vs. Actual FY 2017-2018 | | FY 18/19 Proposed Budget | | Notes |
|---|--------------------------------|----------------|--------------------------|----------------|------------|
| 60515 · GABILAN CREW | 25,401 | 15,000 | 169% | 25,000 | 67% |
| 60520 · UTILITIES/PGE | 12,534 | 17,000 | 74% | 13,000 | -24% |
| 60525 · UTILITIES/WATER | 5,655 | 7,500 | 75% | 6,500 | -13% |
| 60530 · TELEPHONE / INTERNET | 15,429 | 15,000 | 103% | 15,000 | 0% |
| 60535 · WEBSITE DESIGN & MAINTENANCE | 2,774 | 3,000 | 92% | 3,000 | 0% |
| 60540 · POSTAGE / SHIPPING | 4,138 | 3,000 | 138% | 3,000 | 0% |
| 60545 · TRAVEL/CONFERENCE | 10,285 | 10,000 | 103% | 10,000 | 0% |
| 60550 · MEMBER/DUES/CONTRIBUTIONS | 22,100 | 35,600 | 62% | 37,500 | 5% |
| 60555 · AD/PROMOTION CITY CNCL | 2,954 | 3,200 | 92% | 3,200 | 0% |
| 60560 · LEGAL ADVERT NON-DEPT | 7,108 | 4,000 | 178% | 5,000 | 25% |
| 60565 · BOOK/PERIODICAL | 508 | 300 | 169% | 400 | 33% |
| 60570 · MEETING CITY CNCL | 9,123 | 10,000 | 91% | 15,000 | 50% |
| 60588 · ELECTIONS | | | | 5,000 | 100% |
| Total 60500 · UTILITIES & SERVICES | 216,693 | 236,600 | 92% | 245,600 | 4% |
| 60600 · OUTSIDE SERVICES | | | | | |
| 60605 · TRAINING POLICE | 13,897 | 15,000 | 93% | 15,000 | 0% |
| 60610 · OTHER PERMITS PW/ENGR | 1,695 | 1,200 | 141% | 1,700 | 42% |
| 60620 · LIABILITY/PROP NON-DPT | 53,703 | 34,000 | 158% | 53,000 | 56% |
| 60625 · CONTRACTUAL AUDIT | 37,050 | 56,000 | 66% | 26,750 | -52% |
| 60635 · DATA PROCESSING | 6,660 | 5,000 | 133% | 5,000 | 0% |
| 60636 · ACCOUNTING SYSTEM ANNUAL MAINTENANCE | | 4,000 | 0% | 4,000 | 0% |
| 60640 · CONTRACTUAL SVCS PLANNING | 27,384 | 36,000 | 76% | 135,000 | 275% |
| 60641 · CONTRACTUAL SVCS - COP | 64,671 | 92,500 | 70% | 110,900 | 20% |
| 60644 · CONTRACTUAL SVCS - PW | 47,500 | 50,000 | 95% | 50,000 | 0% |
| 60645 · CONTRACTUAL SVCS - ACCOUNTING | 25,684 | 30,000 | 86% | 30,000 | 0% |
| 60650 · CONTRACTUAL SVCS - LEGAL | 93,167 | 107,000 | 87% | 100,000 | -7% |
| 60660 · JANITORIAL FUND | 3,450 | 4,000 | 86% | 4,000 | 0% |
| 60665 · RADIO DISPATCH POLICE | 6,725 | 52,000 | 13% | 52,000 | 0% |
| 60670 · COMM HUM SERV NON-DEPT | 3,600 | 3,600 | 100% | 3,800 | 6% |
| Total 60600 · OUTSIDE SERVICES | 385,187 | 490,300 | 79% | 591,150 | 21% |
| 60700 · AUTO OPERATION | | | | | |
| 60710 · AUTO OPS - SUPPLIES / EQUIP | 45,428 | 24,000 | 189% | 24,000 | 0% |
| 60720 · AUTO OPS - FUEL | 15,248 | 20,000 | 76% | 25,000 | 25% |
| 60730 · AUTO REPAIR/MAINTENANCE | 15,187 | 10,000 | 152% | 10,000 | 0% |
| 60735 · AUTO REPLACEMENT | 39,871 | 40,000 | 100% | 40,000 | 0% |

Added Water JPA icncrease of \$910 and MCCVB of \$1,000

Election Year

Per contract approved at Feb 2018 meeting

New Account - software annual maintenance Increase \$50K for EPS and \$50K for Other planning services Shared Service COP Airport/DROPD

Actual cost adjustment

Increase due to SUV's in PD

| | Budget vs. Actual FY 2017-2018 | | FY 18/19 Proposed Budget | | Notes | |
|--|--------------------------------|------------------|--------------------------|------------------|-------------|--|
| 60740 · AUTO LEASE PAYMENTS-PRINCIPAL | 4,500 | 4,500 | 100% | 9,800 | 118% | Actual payment due |
| 60741 · AUTO LEASE PAYMENTS-INTEREST | 912 | 913 | 100% | 1,100 | 20% | Actual Interest due |
| Total 60700 · AUTO OPERATION | 121,146 | 99,413 | 122% | 109,900 | 11% | |
| 60800 · POLICE AND FIRE | | | | | | |
| 60810 · FIRE SEASIDE | 97,500 | 195,000 | 50% | 195,000 | 0% | |
| 60820 · ANIMAL REGULATION FIRE | 1,920 | 200 | 10% | 1,600 | 700% | County Service. |
| 60830 · FUND JAIL & PRISONER | 20 | 200 | 10% | 50 | -75% | |
| 60840 · ACJIS SYSTEM POLICE | 7,219 | 7,000 | | 7,000 | 0% | Patrol Car Systems |
| Total 60800 · POLICE AND FIRE | 106,559 | 202,400 | 53% | 203,650 | 1% | |
| 60900 · STREETS & STORM WATER | | | | | | |
| 60910 · STREET LIGHTING | 15,505 | 15,000 | 103% | 15,000 | 0% | |
| 60920 · STORM WATER PROJECT - PHASE 4 | 19,091 | 25,000 | 76% | 35,500 | 42% | \$5,500 added for Study |
| 60930 · S.M.I.P. | 148 | 200 | 74% | 200 | 0% | Based on number of building permits issued |
| 60940 · SB 1473 | 46 | 100 | 46% | 100 | 0% | |
| 60960 - STREET SLURRY CIP | 21,584 | 175,000 | 12% | - | -100% | Approximately \$160,605 will be carried over from FY 17/18 |
| 60961 - TRAFFIC CALMING CIP | 33,378 | 100,000 | 33% | - | -100% | Approximately \$72,928 will be carried over from FY 17/18 |
| 60962 - STREET RECONSTRUCTION CIP | | 0 | | 1,203,011 | 0% | Includes \$3,011 TAMC PMP Funding Agreement |
| 60963 - HWY 218 CORRIDOR PLANNING-CITY MATCH | | 22,000 | | 22,000 | 0% | City Matching for TAMC |
| Total 60900 · STREETS & STORM WATER | 89,753 | 337,300 | 27% | 1,275,811 | 278% | |
| Total Expense | 2,468,849 | 3,021,453 | 82% | 4,025,231 | 33% | |
| Total Income | 3,437,492 | 3,406,006 | 101% | 4,574,584 | 34% | |
| Total Expense | 2,468,849 | 3,021,453 | 82% | 4,025,231 | 33% | |
| NET INCOME | 968,643 | 384,553 | 19% | 549,353 | 43% | |
| 10102 · RESERVE FUND | | 384,553 | | 549,353 | | Goal by July 2019 is 15% of budget |

PASSED AND ADOPTED at a regular meeting of the Del Rey Oaks City Council duly held on June 26, 2018, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

SIGNED:

ATTEST:

Jerry B. Edelen, Mayor

Daniel D. Pick, City Clerk

RESOLUTION NO. 2018-12
A RESOLUTION OF THE CITY OF DEL REY OAKS ESTABLISHING
SALARIES FOR THE FISCAL YEAR 2018-2019

BE IT RESOLVED by the City Council of the City of Del Rey Oaks, as follows:
That for the fiscal year 2018-2019, commencing July 1, 2018 the following salary plan is adopted.

| TITLE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|--------------------------------------|--------------|----------|----------|----------|-----------|
| Assistant to the City Manager | 6,348.63 | 6,530.09 | 6,861.52 | 7,205.15 | 7,566.52 |
| BI-WEEKLY | 3,174.31 | 3,265.04 | 3,430.76 | 3,602.58 | 3,783.26 |
| HOURLY RATE | 36.63 | 37.67 | 39.59 | 41.57 | 43.65 |
| Deputy City Clerk | 4,983.75 | 5,235.37 | 5,496.98 | 5,772.01 | 6,060.09 |
| | 4,886.03 | 5,132.72 | 5,389.19 | 5,658.83 | 5,941.26 |
| BI-WEEKLY | 2,491.87 | 2,617.69 | 2,748.49 | 2,886.00 | 3,030.04 |
| HOURLY RATE | 28.75 | 29.61 | 31.09 | 32.65 | 34.28 |
| Police Commander | 6,893.29 | 7,256.10 | 7,638.00 | 8,040.00 | 8,442.00 |
| BI-WEEKLY | 3,446.65 | 3,628.05 | 3,819.00 | 4,020.00 | 4,221.00 |
| HOURLY RATE | 39.77 | 41.86 | 44.07 | 46.38 | 48.70 |
| Police Sergeant | 6,102.10 | 6,402.04 | 6,726.98 | 7,063.88 | 7,418.16 |
| BI-WEEKLY | 2,816.55 | 2,957.70 | 3,104.64 | 3,260.00 | 3,423.78 |
| HOURLY RATE | 35.21 | 36.97 | 38.81 | 40.75 | 42.80 |
| Police Corporal | 5,633.57 | 5,807.80 | 5,987.42 | 6,167.04 | 6,352.05 |
| BI-WEEKLY | 2,816.79 | 2,903.90 | 2,993.71 | 3,083.52 | 3,176.03 |
| HOURLY RATE | 32.50 | 33.51 | 34.54 | 35.58 | 36.65 |
| Police Officer | 4,779.53 | 5,020.79 | 5,270.74 | 5,534.82 | 5,813.03 |
| BI-WEEKLY | 2,206.16 | 2,317.29 | 2,432.62 | 2,554.28 | 2,682.78 |
| HOURLY RATE | 27.58 | 28.96 | 30.41 | 31.93 | 33.54 |
| Chief of Police | Per Contract | | | | 12,917.00 |
| BI-WEEKLY | | | | | 6,458.50 |
| HOURLY RATE | | | | | 74.52 |
| City Manager | Per Contract | | | | 15,000.00 |
| BI-WEEKLY | | | | | 7,500.00 |
| HOURLY RATE | | | | | 86.54 |
| | 4,020.98 | 4,222.02 | 4,436.11 | 4,657.81 | 4,888.20 |
| Public Works Employee 1 | 4,105.42 | 4,306.46 | 4,524.84 | 4,750.97 | 4,985.97 |
| BI-WEEKLY | 2,052.71 | 2,153.23 | 2,262.42 | 2,375.48 | 2,492.98 |
| HOURLY RATE | 23.69 | 24.84 | 26.10 | 27.41 | 28.77 |

| | | | | | |
|--------------------------------------|--|--|--|--|-------|
| Temporary/Part Time Employees | | | | | |
| BI-WEEKLY | Up to this amount, at the discretion of the City | | | | N/A |
| HOURLY RATE | Manager | | | | 50.00 |

1. City Council Members shall be paid the sum of \$100.00 per month for attendance at all regular and special council meetings unless previously granted a leave of absence with pay, or unless excused by the Mayor.

2. All Employees of the City pay the full seven percent (7%) contribution to each employee's PERS account.

3. The Police Chief and City Manager's salaries are per individual contract.

4. Police Reserve officers are paid at a rate of \$25.00 per hour worked.

PASSED AND ADOPTED at a regular meeting of the Del Rey Oaks City Council duly held on June 26, 2018 by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

Jerry B. Edelen, Mayor

Danial D. Pick, City Clerk

RESOLUTION NO. 2018-13
A RESOLUTION OF THE CITY OF DEL REY OAKS ESTABLISHING
SALARIES FOR THE FISCAL YEAR 2018-2019

BE IT RESOLVED by the City Council of the City of Del Rey Oaks, as follows:
That for the fiscal year 2018-2019, commencing January 1, 2019 the following salary plan is adopted.

| TITLE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|--------------------------------------|--------------|----------|----------|----------|-----------|
| Assistant to the City Manager | 6,348.63 | 6,530.09 | 6,861.52 | 7,205.15 | 7,566.52 |
| BI-WEEKLY | 3,174.31 | 3,265.04 | 3,430.76 | 3,602.58 | 3,783.26 |
| HOURLY RATE | 36.63 | 37.67 | 39.59 | 41.57 | 43.65 |
| Deputy City Clerk | 4,983.75 | 5,235.37 | 5,496.98 | 5,772.01 | 6,060.09 |
| | 4,886.03 | 5,132.72 | 5,389.19 | 5,658.83 | 5,941.26 |
| BI-WEEKLY | 2,491.87 | 2,617.69 | 2,748.49 | 2,886.00 | 3,030.04 |
| HOURLY RATE | 28.75 | 29.61 | 31.09 | 32.65 | 34.28 |
| Police Commander | 6,893.29 | 7,256.10 | 7,638.00 | 8,040.00 | 8,442.00 |
| BI-WEEKLY | 3,446.65 | 3,628.05 | 3,819.00 | 4,020.00 | 4,221.00 |
| HOURLY RATE | 39.77 | 41.86 | 44.07 | 46.38 | 48.70 |
| Police Sergeant | 6,102.10 | 6,402.04 | 6,726.98 | 7,063.88 | 7,418.16 |
| BI-WEEKLY | 2,816.55 | 2,957.70 | 3,104.64 | 3,260.00 | 3,423.78 |
| HOURLY RATE | 35.21 | 36.97 | 38.81 | 40.75 | 42.80 |
| Police Corporal | 6,196.93 | 6,388.58 | 6,586.16 | 6,783.75 | 6,987.26 |
| BI-WEEKLY | 3,098.46 | 3,194.29 | 3,293.08 | 3,391.87 | 3,493.63 |
| HOURLY RATE | 35.75 | 36.86 | 38.00 | 39.14 | 40.31 |
| Police Officer | 5,257.48 | 5,522.87 | 5,797.81 | 6,088.30 | 6,394.33 |
| BI-WEEKLY | 2,628.74 | 2,761.44 | 2,898.91 | 3,044.15 | 3,197.17 |
| HOURLY RATE | 30.33 | 31.86 | 33.45 | 35.12 | 36.89 |
| Chief of Police | | | | | 12,917.00 |
| BI-WEEKLY | Per Contract | | | | 6,458.50 |
| HOURLY RATE | | | | | 74.52 |
| City Manager | | | | | 15,000.00 |
| BI-WEEKLY | Per Contract | | | | 7,500.00 |
| HOURLY RATE | | | | | 86.54 |
| | 4,020.98 | 4,222.02 | 4,436.11 | 4,657.81 | 4,888.20 |
| Public Works Employee 1 | 4,105.42 | 4,306.46 | 4,524.84 | 4,750.97 | 4,985.97 |
| BI-WEEKLY | 2,052.71 | 2,153.23 | 2,262.42 | 2,375.48 | 2,492.98 |
| HOURLY RATE | 23.69 | 24.84 | 26.10 | 27.41 | 28.77 |

| | | | | | |
|--------------------------------------|--|--|--|--|-------|
| Temporary/Part Time Employees | | | | | |
| BI-WEEKLY | Up to this amount, at the discretion of the City | | | | N/A |
| HOURLY RATE | Manager | | | | 50.00 |

1. City Council Members shall be paid the sum of \$100.00 per month for attendance at all regular and special council meetings unless previously granted a leave of absence with pay, or unless excused by the Mayor.

2. All Employees of the City pay the full seven percent (7%) contribution to each employee's PERS account.

3. The Police Chief and City Manager's salaries are per individual contract.

4. Police Reserve officers are paid at a rate of \$25.00 per hour worked.

PASSED AND ADOPTED at a regular meeting of the Del Rey Oaks City Council duly held on June 26, 2018 by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

Jerry B. Edelen, Mayor

Danial D. Pick, City Clerk

RESOLUTION NO. 2018-14

A RESOLUTION OF THE CITY OF DEL REY OAKS ESTABLISHING A POSITION CONTROL LIST FOR THE FISCAL YEAR 2018-2019

-oOo-

| | Actual | Actual |
|---|---------|---------|
| Position | 2017-18 | 2018-19 |
| City Manager | 1.00 | 1.00 |
| Assistant to the City Manager/Deputy City Clerk | 1.00 | 1.00 |
| Deputy City Clerk | 1.00 | 1.00 |
| Chief of Police | 0.00 | 0.00 |
| Commander | 1.00 | 1.00 |
| Corporal | 1.00 | 1.00 |
| Police Officer | 3.00 | 3.00 |
| Maintenance - Frozen | 0.00 | 0.00 |
| Total Positions | 8.00 | 8.00 |

PASSED AND ADOPTED at a regular meeting of the Del Rey Oaks City Council duly held on June 26, 2018, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

Jerry B. Edelen, Mayor

ATTEST:

Danial D. Pick, City Clerk

RESOLUTION NO. 2018-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL REY OAKS ESTABLISHING AN APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2018-2019 PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION

-oOo-

WHEREAS, Article XIII B of the California Constitution provides that the total annual appropriations subject to limitation of each governmental entity, including this City, shall not exceed the appropriation limit of such entity of government for the prior year adjusted for changes in the cost of living or personal income and population, except as otherwise provided for in said Article XIII B and implementing State statutes; and

WHEREAS, pursuant to said Article XIII B of said California Constitution, and 7900 *et seq.* of the California Government Code, the City is required to set its appropriations limit for each fiscal year; and

WHEREAS, the City Council of the City of Del Rey Oaks has interpreted the technical provisions of said Proposition 4 computations and has caused a technical review to be made of the documentation for the City's said appropriation limitation, and has caused the numbers upon which the City's appropriation limit was and is based to be calculated on the basis of increase/decrease in city or county population; and

WHEREAS, based on such calculations the City Clerk has determined the said appropriation limit and pursuant to Section 7910 of said California Government Code has made available to the public the documentation used in the determination of said appropriation limit;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Del Rey Oaks, California that said appropriation limit for fiscal year 2018-2019 shall be and is hereby set in the amount of \$4,249,038.68 for said fiscal year.

PASSED AND ADOPTED at a regular meeting of the Del Rey Oaks City Council duly held
on June 26, 2018 by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

Jerry B. Edelen, Mayor

ATTEST:

Danial D. Pick, City Clerk

CITY OF DEL REY OAKS
 APPROPRIATIONS LIMIT WORKSHEET FOR FY 2018-19

| | AMOUNT | SOURCE |
|----------------------------|----------------|-----------------------|
| A. LAST YEAR'S LIMIT | \$4,101,080.00 | Prior Year |
| B. ADJUSTMENT FACTORS | | |
| 1. Populations | 0.9994 | State Dept of Finance |
| 2. Inflation | 1.0367 | State Dept of Finance |
| | 1.0361 | (B1*B2) |
| Total Adjustment % | 0.0361 | (B1*B2-1) |
| C. ANNUAL ADJUSTMENT | \$147,958.68 | (B*A) |
| D. OTHER ADJUSTMENTS: | | |
| Lost Responsibility (-) | 0 | |
| Transfer to private (-) | 0 | |
| Transfer to fees (-) | 0 | |
| Assumed Responsibility (+) | 0 | |
| Sub-total | 0 | |
| E. TOTAL ADJUSTMENTS | \$147,958.68 | (C+D) |
| F. THIS YEAR'S LIMIT | \$4,249,038.68 | (A+E) |

RESOLUTION NO. 2018-16

A RESOLUTION OF THE CITY OF DEL REY OAKS ESTABLISHING A PROMOTION FUND FOR THE FISCAL YEAR 2018-2019

-oOo-

BE IT RESOLVED by the City Council of the City of Del Rey Oaks, as follows: That for the promotion and advertising of the City for the fiscal year 2018-2019 there is appropriated the sum of \$1,500.00, payable at the monthly rate of \$125.00, which shall be paid to the Mayor, for his discretionary use, as other claims are paid by the City. Said sum shall be paid monthly without itemization. Said sum shall be charged to the Advertising and Promotion Funds of said City.

PASSED AND ADOPTED at a regular meeting of the Del Rey Oaks City Council duly held on June 26, 2018, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

Jerry B. Edelen, Mayor

ATTEST:

Danial D. Pick, City Clerk

RESOLUTION NO. 2018-17

A RESOLUTION APPROVING THE EXPENDITURE PLAN OF FUNDS FROM THE SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND

-oOo-

WHEREAS, SB 736 provides for the allocation of funds from the Supplemental Law Enforcement Services Fund for distribution to counties through the Citizens' Option for Public Safety (COPS) Program for further distribution to local agencies;

WHEREAS, SB 736 prohibits said distribution by counties until a city provides a spending plan for said funds, which must be spent for front-line law enforcement services;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Del Rey Oaks that it does hereby approve the expenditure of funds received from the Supplemental Law Enforcement Services Fund through the Citizens' Option for Public Safety (COPS) Program, for the following:

1. Continued employment of a full-time police officer who was hired with said funds previously received.
2. Un-programmed overtime for police officers.
3. Un-programmed training for police officers.

PASSED AND ADOPTED by the City Council of the City of Del Rey Oaks at a regular meeting duly held on June 26, 2018 by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

Jerry B. Edelen, Mayor

ATTEST:

Danial D. Pick, City Clerk

RESOLUTION NO. 2018-18

A RESOLUTION ADOPTING A FEE SCHEDULE FOR CERTAIN CHARGES FOR CITY SUBDIVISION,
PLANNING AND RELATED SERVICES AND CERTAIN CHARGES FOR CITY SERVICES

-oOo-

BE IT RESOLVED by the City Council of the City of Del Rey Oaks that attached Exhibit A
Planning and Related Fee Schedule for subdivisions, planning and other related services furnished by
the City, is hereby adopted, effective July 1, 2018;

PASSED AND ADOPTED by the City Council of the City of Del Rey Oaks at a regular
meeting duly held on June 26, 2018, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

Jerry B. Edelen, Mayor

ATTEST:

Danial D. Pick, City Clerk

Resolution 2018-18

Establishing Certain Fees for Fiscal Year 2018-19

| CITY OF DEL REY OAKS FEE SCHEDULE | | FEE |
|---|---|--|
| Planning | | |
| Architectural Review Committee Review: | | |
| Commercial | | |
| Major | (New commercial) | \$1,990 |
| Minor | (Commercial additions, remodels, exterior tenant improvements, | \$620 |
| Residential | | |
| Major | (New one or two-story buildings, or second-story additions) | \$840 |
| Minor | (One-story additions, exterior alterations to one-story buildings or one-story of a two-story) | \$200 |
| Architectural Review Committee Sign Review: | | |
| Major | (Large monument signs, multiple freestanding signs, pole signs, internally illuminated signs) | \$680 |
| Minor | (All signs not included above) | \$120 |
| Architectural Review / Solar Panels | | No Fee |
| Appeal Fees | | |
| Appeals of Planning Commission Decisions to City Council | | \$370 |
| Appeals of Staff Decisions/Home Occupation Permits | | \$170 |
| Environmental Review | | |
| Environmental Impact Report | | contract price + 17% |
| Environmental Initial Study Leading to a Negative Declaration (Excludes Fish and Game Fee and technical studies) | | \$3,570 |
| Environmental Exemption | | \$100 |
| Use Permits | | |
| Master | (Projects requiring environmental review and/or multiple permits) | \$4,000 deposit |
| Major | (Commercial, industrial, multi-family) | \$2,990 |
| Minor | (Single-family residential uses) | \$820 |
| Permits | | |
| Home Occupation (Business) Permit due every year | | \$150 |
| Home Occupational Use Permit Application Fee | | \$10 |
| Permit Extension | | \$780 |
| Reopen Permit | | \$850 |
| Special Permits (Temporary use) | | \$280 |
| Special Sign Permit (Temporary window/banner sign) | | \$170 |
| Investigative fee for work without permit(s) | | Cost of the permit |
| Missed Inspections or work not complete | | \$95/hour |
| Electrical/Plumbing/Mechanical Permit | | \$125 |
| Grading Permit Fee | | \$120 |
| Tree Removal/Significant Alteration Permit | | \$25 |
| Residential Property Inspections Reports - Single Family Dwelling | | \$250 |
| Duplicate Job Card | | \$25 |
| Variance Permit | | |
| Master | (Multiple variances for commercial, multi-family or industrial projects) | \$1,410 |
| Major | (One variance {coverage, height, parking adjustments} for commercial, multi-family or industrial sites) | \$980 |
| Minor | (One variance - residential fences, setbacks, parking, etc.) | \$820 |
| Engineering | | |
| Encroachment Permit (Residential) | | \$250 |
| Encroachment Permit (Commercial) | | \$300 plus 2% of cost of public improvements requires plan check |
| Street Opening Permit (Residential) | | \$250 |
| Street Opening Permit (Commercial) | | \$300 plus 2% of cost of public improvements requires plan check |
| Driveway, Curb, Gutter, Sidewalk Permit | | \$150 |
| Construction Activity Road Impact Fee | | 1% of the sum of the building permit's project valuation |
| Storm Water Review & Inspection Fee | | \$250 plus \$95/hour for plan review & inspection |

| CITY OF DEL REY OAKS FEE SCHEDULE | | FEE |
|--|---|---|
| Zoning Permits | | |
| R-1 District | | \$100 |
| D District (Condo.) | | \$100 |
| Hotel/motel/multi-family | | \$200 |
| | 1-7 units | \$925 |
| | 8-36 units | \$125/unit |
| | >36 units | Negotiated fee for cost of service |
| Commercial & Industrial | | |
| | <15,000 sf | \$500+140 K/sf |
| | >15,000 | Negotiated fee for cost of service |
| Additional meetings | | \$400 |
| Reclassification or Rezoning | | |
| | Major text (alterations of existing sections) | \$1,500 Deposit/cost of service |
| | Minor text (addition of new section) | \$1,000/1st section charged+\$300 for each additional section |
| Standard Subdivision Map | | |
| | Tentative | \$1,800 + \$100/lot |
| | Exceptions | \$700/lot w/exceptions |
| | Minor | \$1,600 |
| | Exceptions | \$700/lot w/exceptions |
| | Additional meetings for minor text amendments | \$120 |
| Final Map | | |
| | Processing | \$750 + \$60/lot |
| | Parcel Map | \$600 per map |
| | Lot Line Adjustment | \$1,000 |
| General Plan Amendment | | |
| | Minor Text (alterations of existing sections) | \$1,000 |
| | Major Text (addition of new sections) | \$1,000 deposit/Cost of services |
| Map | | Cost of service |
| Printed Material | | |
| Agenda Packet Servie Per Year | | \$180 |
| | Copies | \$0.50 per page |
| | R-1 Guidelines | \$10 |
| | Commercial Guidelines | \$10 |
| | Sign Ordinance | \$10 |
| | Subdivision Ordinance | \$10 |
| | Zoning Ordinance Text | \$15 |
| General Plan Text | | \$20 |
| Development Agreement | | |
| <p>Consultant fee, plus 30% of consultant fees to cover normal staff costs, plus 15% of consultant fee as a contingency fund to cover unanticipated costs, plus duplication. These fees shall be considered advances and should the actual cost be less than the fee advanced, the excess shall be returned to the applicant; should the actual cost be more than the fee advanced, the difference shall be paid by the applicant.</p> <p>Applicant shall, in addition to those fees listed in this fee schedule, pay the actual cost of legal advertising.</p> <p>It is the City policy and requirement that processing of development or planning projects be fully cost recoverable. Application fees are intended to reimburse the City for minimal costs incurred for the normal or routine amount of time necessary to process applicant's requests. If additional or other unusual time is required on a particular project, then the developer/applicant will be charged for these additional costs to the City, plus a 30% administrative overhead fee.</p> | | |

| CITY OF DEL REY OAKS FEE SCHEDULE | | FEE |
|--|------------------------------------|--|
| SERVICES | | |
| Reports | | |
| Accident Report | | \$25 |
| Police Report | | \$25 |
| Police / Fire Fees | | |
| Hazardous Materials / Fire Response fee/Traffic Accident - (Fire presence required) | | \$2,500 |
| False Alarm / Fire Response / Fire Alarm - Sprinkler System (Fire presence required) | | \$2,500 |
| Fingerprinting | | \$25 per card |
| Special Events | | \$125 per hour |
| Vehicle Repossession | | \$25 |
| Vehicle Storage Release | | \$250 |
| Citation Sign-Off | | \$25 |
| VIN Verification | | \$25 |
| Police Shoulder Patch Request | | \$20 |
| False Police Alarm Fees | | |
| 1st alarm within 60 days | | No Charge |
| 2nd alarm within 60 days | | \$150 |
| Subsequent Alarms | | \$250 |
| Duplication Fees | | |
| Duplication of Audio Tape | | \$50 Each |
| Duplication of DVD (Council Meeting, Etc.) | | \$50 Each |
| Duplication of DVD / Police Photos | | \$50 Each |
| Enlargement of Photographs | | City's cost |
| Returned Check Fee | | |
| Stop Payment/NSF | | \$35 |
| Miscellaneous Fees | | |
| Maps | | \$5 |
| Business License Application Fee | | \$25 |
| Dog park annual registration fee (per dog) Payable January 1 of each year | | \$20 Resident/\$30 Non-Resident/\$2 day pass |
| SPCA Animal Fees | | Actual Cost to City to be paid by owner |
| Park Barbeque Reservation Fees: | | |
| Residents: | Groups of 1 to 50 | \$50 |
| | Groups of 51 to 100 | \$100 |
| | Groups of 101 to 150 | \$150 |
| Non-Residents: | Groups of 1 to 50 | \$100 |
| | Groups of 51 to 100 | \$150 |
| | Groups of 101 to 150 | \$200 |
| Bounce House Permit | | \$50 |
| Temporary Day Use Permit | | \$50 |
| Old Town Hall Reservation Fees: | | |
| Resident : | First 3 hours (per hour) | \$50 |
| | Each additional hour | \$25 |
| | Cleaning Fee | \$10 |
| | Use Permit | \$50 |
| | Refundable Cleaning/Damage Deposit | \$250 |
| Non-Resident: | First 3 hours (per hour) | \$70 |
| | Each additional hour | \$25 |
| | Cleaning Fee | \$10 |
| | Use Permit | \$50 |
| | Refundable Cleaning/Damage Deposit | \$250 |
| Non-Profit: | First 3 hours (per hour) | \$40 |
| | Each additional hour. | \$15 |
| | Cleaning Fee | \$10 |
| | Use Permit | \$50 |
| | Refundable Cleaning/Damage Deposit | \$250 |
| Recreational Vehicle Storage Facility (plus \$5 key deposit) | | |
| Resident: | | \$85 per month |
| Non-Resident: | | \$110 per month |