



CITY OF DEL REY OAKS

Staff Report

TO: Honorable Mayor and Members of the City Council

FROM: Dino Pick, City Manager

DATE: June 23, 2020

SUBJECT: Proposed Budget for Fiscal Year 2020-2021 and 2021-22

We are pleased to present the City's Proposed Two-Year Budget for Fiscal Years 2020-21 and 2021-22. It allows the Council and staff to strategically allocate available resources. The budget is presented in 3 primary parts: General Fund, Restricted Funds and FORA Funding Allocations. The FORA funds include General and Restricted funds and are presented separately to allow a more accurate comparison of the proposed budget to the current year.

The current year estimated ending fund balance is \$665,309. Of that balance, \$310,000 is restricted for capital improvements that were not completed in the current fiscal year due to the pandemic and will be transferred to FY 2020-21 for completion of the Council-approved projects. This will be discussed in detail on page 5 of this report. \$174,000 is allocated to pay back the LAIF transfer done at mid-year. This will bring our Economic Uncertainty Reserve from \$1,359,567 to \$1,533,567. This leaves an estimated surplus of \$181,309. Staff recommends the disposition of these funds await completion of the City's annual financial audit.

GENERAL FUND

City of Del Rey Oaks						
General Fund Budget Summary						
FY 2020-21						
	Current Period Actual	Current FY 2019-2020	Proposed FY 2020-2021	Increase (Decrease)	Proposed FY 2021-2022	Increase (Decrease)
2020-21 Estimated Revenues	4,547,077.60	4,983,450.00	4,156,552.00	-17%	4,317,593.00	4%
2020-21 Estimated Expenditures	3,881,768.48	4,983,210.00	3,945,534.00	-21%	3,910,813.00	-1%
Surplus (Deficit) Revenues	<u>665,309.12</u>	<u>240.00</u>	<u>211,018.00</u>		<u>406,780.00</u>	

The Proposed 2020-21 budget represents a 17% decrease in revenue and a 21% decrease in expenses while the proposed 2021-22 budget represents a 4% increase in revenue and a 1% decrease in expenses. The primary planning assumption for this two-year period is that the pandemic induced recession will continue into at least the first half of FY20-21, with revenues increasing slightly in FY21-22. Staff is proud to present a balanced budget with an anticipated surplus.

Overview of General Fund Major Changes for FY 2020-21

Revenues

General Fund revenues are estimated to decrease by \$826,898 (17%). The primary factors are:

- Anticipated decrease of \$184,500 in Sales Tax due to the coronavirus pandemic and subsequent economic downturn.
- The loss of an estimated \$155,000 in Cannabis and Transient Occupancy Tax partly due to the coronavirus pandemic and also competition.
- The loss of \$143,750 in FORA Caretaker Grant funds with the sunset of FORA June 30, 2020.
- A reduction of \$121,138 in the Airport Police Services contract which is based upon and offset by one-year only emergency reductions in police expense for FY20-21.

Expenditures

The proposed appropriation of \$3,945,534 reflects a decrease of \$1,037,676 (21%) under the current appropriation. The primary factors are as follows:

- Decrease of \$552,900 in FORA loan payments because the City retired the debt in FY 19-20.
- Decrease of \$214,495 in Salary and Benefits with workers compensation premiums decreasing due to lack of workplace injuries, freezing of one vacant full-time police officer position, and no COLA or pay increases for staff.
- Decrease of \$104,250 in Outside Services due mostly to reductions in contractual services for consultants. Much of this work has been reassigned to city staff.
- Decrease of \$310,000 in Capital Improvements since the \$330,000 budgeted for projects in 2019-20 will be carried over to FY 20-21 less any funds used in the current fiscal year.

Assumptions for FY 2021-22

The 2021-22 budget estimate is based on the following assumptions:

- Anticipating no increase in Property or Sales Tax in case of slow recovery from FY 2020-21 downturn and potential longer-term recession.
- Increase in Airport Police Contract due primarily to resuming the standard contract formula.
- Increase in Payroll and Benefits with the reinstatement of one full time officer and potential cost of living increase for staff.
- \$200,000 planned for new streets capital project.

Details of the General Fund Budget for FY 2020-2021

Payroll and Benefits - \$2,352,115

Employee payroll and benefits costs account for 65% of the budget. The proposed budget contains 14 full time positions (1 police Officer position frozen for FY 20-21), and one half-time temporary position to assist with the increased administrative workload at City Hall.

Following are the detail personnel costs:

		Current Period Actual	Current FY 2019-2020	Increase (Decrease)	Proposed FY 2020-2021	Proposed FY 2021-2022
Payroll	61105	1,081,624.68	1,329,400.00	(3,200.00)	1,326,200.00	1,349,124.00
Temp Payroll	61107	9,360.66	20,000.00	0.00	20,000.00	20,000.00
Overtime	61110	87,533.91	133,000.00	(28,000.00)	105,000.00	108,000.00
Council Member Stipend	61115	400.00	7,500.00	(2,700.00)	4,800.00	7,500.00
Reserves Payroll	61120	47,505.00	58,000.00	(8,000.00)	50,000.00	50,000.00
PERS UAL	61124	138,770.38	164,100.00	(56,400.00)	107,700.00	108,300.00
PERS Retirement	61125	111,667.80	145,600.00	3,300.00	148,900.00	160,300.00
Dental Exp - City Council	61127	3,183.02	12,000.00	(5,285.00)	6,715.00	6,715.00
Medicare	61130	17,826.86	20,510.00	(1,010.00)	19,500.00	19,800.00
Dental Expense	61135	22,540.01	33,000.00	(7,600.00)	25,400.00	26,000.00
Health Ins	61140	251,401.93	325,700.00	(30,400.00)	295,300.00	299,989.00
Vision Ins	61145	1,949.70	4,500.00	(600.00)	3,900.00	3,665.00
Workers Comp	61150	289,379.00	289,400.00	(92,700.00)	196,700.00	196,700.00
Wellness Program	61155	3,693.93	7,500.00	100.00	7,600.00	7,600.00
Uniform Allowance	61160	4,750.00	11,000.00	(1,000.00)	10,000.00	11,000.00
Deferred Compensation	61165	0.00	0.00	12,000.00	12,000.00	12,000.00
Admin Leave	61175	5,970.92	0.00	7,000.00	7,000.00	7,000.00
Auto Allowance	61180	4,275.00	5,400.00	0.00	5,400.00	5,400.00
Total Payroll and Benefits	0.00	<u>2,081,832.80</u>	<u>2,566,610.00</u>	<u>(214,495.00)</u>	<u>2,352,115.00</u>	<u>2,399,093.00</u>
Percent Decrease					(8.4%)	1.9%

Personnel costs are budgeted to decrease 8.4% (\$214,495) in 2020-21 and estimated to increase 1.9% in 2021-22.

Medical Insurance premiums are expected to increase around 10% half-way through the year.

CalPERS Employer Normal Cost and CalPERS Unfunded Accrued Liability Cost - \$256,600

The FY 2020-2021 CalPERS retirement costs have been stated separately from CalPERS Unfunded Liability for the purpose of the Airport Police Contract calculations. The total FY 2020-2021 CalPERS retirement costs of \$256,600 is divided into two parts – Employer Normal Cost of \$148,900 paid as a percent of payroll, and Unfunded Accrued Liability of \$107,700 paid as a fixed dollar amount supplied by CalPERS Actuaries each year.

The table below shows the Employer Normal Costs based on CalPERS Actuarial Valuations and the Employer Unfunded Accrued Liability (UAL) required contributions for FY 2020-21 and FY 2021-22.

The costs shown below are included in the proposed document.

Employer Plan	FY 2020-21	UAL 2020-21	FY 2021-22	UAL 2021-22
Miscellaneous	8.79%	\$27,893	8.80%	\$33,000
PEPRA Miscellaneous	7.73%	\$1,142	7.70%	\$1,200
PEPRA Safety Police	11.11%	\$1,565	11.10%	\$1,600
Safety	14.81%	\$76,977	14.80%	\$90,900

Outside Services - \$609,200

The Outside Services budget reflects a decrease of \$104,250 primarily due to the reduction in contract services with outside consultants.

Supplies - \$132,960

The Supplies budget decreased \$28,440 due to deliberate one-year reduction in expenses planned cutbacks of materials.

Utilities and Services - \$133,600

The Utilities and Services budget decreased by \$16,600 due to planned cutbacks and historical usage from FY 2019-2020.

Other Services - \$86,720

The Other Services budget has remained relatively flat from the previous year.

Auto Operations - \$62,500

The Auto Operations budget reflects a decrease of \$99,500 primarily due to \$89,500 of FORA Caretaker Grant funds that were used to replace a Public Works truck.

Use of Projected FY 2020-21 Surplus Funds - \$211,018

Staff recommends Council wait for the annual financial audit before deciding how to allocate surplus funds.

RESTRICTED FUNDS

While the General Fund is the City’s primary fund, the City maintains other funds for tracking revenues restricted by law for specific uses. Below are the restricted funds the City receives. These funds are to be used specifically on street related projects and repairs.

Restricted Funds						
		Current Period Actual	Current FY 2019-2020	FY 19-20 to FY 20-21 Difference	Proposed FY 2020- 2021	Proposed FY 2021- 2022
Revenue						
Other Financing Sources						
Gas Tax 2103	47010	8,081.92	6,200.00	2,300.00	8,500.00	8,500.00
Gas Tax 2105	47020	5,572.06	9,400.00	(2,900.00)	6,500.00	6,500.00
Gas Tax 2106	47030	5,117.68	8,870.00	(2,870.00)	6,000.00	6,000.00
Gas Tax 2107	47040	6,661.88	12,270.00	(4,270.00)	8,000.00	8,000.00
Gas Tax 2107.5	47050	1,000.00	1,000.00	0.00	1,000.00	1,000.00
Measure X Advance	47774	683,148.74	676,800.00	(676,800.00)	0.00	0.00
Measure X	47775	0.00	0.00	70,000.00	70,000.00	80,000.00
SB 1 Funds	47777	26,643.88	26,760.00	0.00	26,760.00	26,700.00
Total Other Financing Sources		<u>736,226.16</u>	<u>741,300.00</u>	<u>(614,540.00)</u>	<u>126,760.00</u>	<u>136,700.00</u>
Total Revenue		<u>736,226.16</u>	<u>741,300.00</u>	<u>(614,540.00)</u>	<u>126,760.00</u>	<u>136,700.00</u>

The Gas Tax Fund and SB1 Fund are used to account for gas tax revenues and SB1 monies which can only be used for street related purposes. In FY 2020-21 these funds are being used to pay for the street improvements project accounted for in the Measure X Fund. In future years these funds are proposed to help pay for the City’s annual street maintenance projects.

The Measure X Fund is used to account for monies allocated under Measure X, which is administered by TAMC. In FY 2018-19 the City received an advance of \$861,300 of future Measure X revenues to pay for the City’s largest street improvement project budgeted at \$1,225,011. The difference between the \$861,300 from Measure X and the \$1,225,011 came from General Fund, Gas Tax and SB1. TAMC will withhold the City’s Measure X allocation until the loan is repaid.

Capital Improvements of \$310,000 Carried Over from FY 2019-2020

The FY19-20 budget includes \$330,000 in Capital Projects of which \$310,000 will be carried over to FY 2020-21. These funds were not used due to the pandemic. These funds are to be used for the following projects in FY 2020-21:

		Current Period Actual	Current FY 2019-2020	Increase (Decrease)	Proposed FY 2020-2021	Proposed FY 2021-2022
Capital Improvement						
2020 Slurry Seal Project	63955	19,802.50	200,000.00	(180,000.00)	180,000.00	200,000.00
Solar Project on City Hall	63955	0.00	80,000.00	(80,000.00)	80,000.00	0.00
South Boundary Road Sewer Design Project	63955	0.00	50,000.00	(50,000.00)	50,000.00	0.00
Total Capital Improvement		<u>19,802.50</u>	<u>330,000.00</u>	<u>(310,000.00)</u>	<u>310,000.00</u>	<u>200,000.00</u>

FORA FUNDING ALLOCATIONS

With the sunset of FORA on June 30, 2020, funds that had been set aside for projects within Del Rey Oaks have been transferred to the City for specific uses.

The funds that have been transferred to the City will be appropriated for the following uses:

- Intersection improvements of General Jim Moore and South Boundary Road – \$1,056,168
- South Boundary Road Construction - \$7,268,813
- South Boundary Road Consulting and Contracts - \$518,564
- Joint Community Facilities District Agreement for Habitat - \$748,071

RECOMMENDATION

Council adopt the following attached resolutions:

- Resolution 2020-15 Budget for Fiscal Year 2020-2021 and 2021-2022
- Resolution 2020-16 Salary Schedule 07/01/2020 for Fiscal Year 2020-2021
- Resolution 2020-17 Position Control List for Fiscal Year 2020-2021
- Resolution 2020-18 Establishing an Appropriations Limit for Fiscal Year 2020-2021
- Resolution 2020-19 Establishing a Promotional Fund for Fiscal Year 2020-2021
- Resolution 2020-20 Approving the Expenditure of the COPS Grant
- Resolution 2020-21 Adopting a Fee Schedule
- Resolution 2020-22 Memberships and Contributions for Fiscal Year 2020-2021

CONCLUSION

This conservative budget keeps the city on a path toward stability in uncertain times.

Respectfully submitted,

Danial Pick
City Manager

RESOLUTION NO. 2020-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL REY OAKS APPROVING A TWO-YEAR BUDGET FOR FISCAL YEARS 2020-2021 AND 2021-2022

-oOo-

WHEREAS, the City of Del Rey Oaks staff is required to present a balanced budget prior to the start of each fiscal year which begins July 1 of the current year; and

WHEREAS, the City established a two-year budget process starting in 2019; and

WHEREAS, the City Staff works diligently to present a transparent, fiscally responsible, and balanced budget; and

WHEREAS, the Budget presented for Fiscal Years 2020-2021 and 2021-2022 is transparent, fiscally responsible, and balanced.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Del Rey Oaks, California that Resolution 2020-15 is hereby approved.

PASSED AND ADOPTED at a regular meeting of the Del Rey Oaks City Council duly held on June 23, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Alison Kerr, Mayor

ATTEST:

Danial D. Pick, City Clerk

City of Del Rey Oaks
Proposed Fiscal Year 2020-2021
2-Year Budget

		Current Period Actual	Current FY 2019-2020	Increase (Decrease)	Proposed FY 2020-2021	Proposed FY 2021-2022
Revenue						
Property Taxes						
P/T-Secured	41110	472,091.53	440,000.00	0.00	440,000.00	440,000.00
P/T-Unsecured	41120	17,796.84	16,700.00	1,300.00	18,000.00	20,000.00
P/T-Prior Secured	41130	4,478.79	5,000.00	0.00	5,000.00	5,000.00
Prior Unsecured	41140	0.00	100.00	0.00	100.00	100.00
P/T-Unitary Tax	41150	8,056.84	8,200.00	0.00	8,200.00	8,200.00
P/T-Sb813	41160	7,714.00	9,400.00	0.00	9,400.00	9,400.00
Property Tax - Vlf	41170	141,186.36	150,000.00	(8,000.00)	142,000.00	142,000.00
P/T-Int/Penal	41180	<u>1,454.22</u>	<u>700.00</u>	<u>800.00</u>	<u>1,500.00</u>	<u>1,500.00</u>
Total Property Taxes		652,778.58	630,100.00	(5,900.00)	624,200.00	626,200.00
Other Taxes						
Sales Tax	42210	321,025.36	430,000.00	(64,500.00)	365,500.00	365,500.00
Sales Tax - Add On	42220	721,847.00	800,000.00	(120,000.00)	680,000.00	680,000.00
Cannabis Tax	42222	582,519.09	725,000.00	(145,000.00)	580,000.00	550,000.00
Transient Occupancy Tax	42230	40,096.38	40,000.00	(10,000.00)	30,000.00	30,000.00
Property Transfer Tax	42250	8,133.13	10,000.00	0.00	10,000.00	10,000.00
Sewer Impact	42290	15,487.82	15,400.00	0.00	15,400.00	15,400.00
Gas Franchises	42761	5,500.47	5,500.00	0.00	5,500.00	5,500.00
Electric Franchises	42762	17,644.76	17,500.00	0.00	17,500.00	17,500.00
Garbage Franchises	42763	96,824.61	86,500.00	10,500.00	97,000.00	97,000.00
Cable Tv Franchises	42764	25,645.35	20,500.00	(500.00)	20,000.00	20,000.00
Water Franchises	42765	<u>16,869.03</u>	<u>16,000.00</u>	<u>1,000.00</u>	<u>17,000.00</u>	<u>17,000.00</u>
Total Other Taxes		1,851,593.00	2,166,400.00	(328,500.00)	1,837,900.00	1,807,900.00
Licenses and Permits						
Business Licenses	42310	211,798.85	210,000.00	0.00	210,000.00	210,000.00
SB1473 Evironmental Assessment Fee	43312	41.26	100.00	(50.00)	50.00	50.00
Building Permits	43320	26,250.96	30,000.00	(6,460.00)	23,540.00	23,000.00
Cannabis Business Permit*	43325	20,000.00	42,500.00	(7,500.00)	35,000.00	35,000.00
Plan Check Fees	43330	12,797.24	15,000.00	(3,500.00)	11,500.00	11,000.00
Street Opening Permits Fees	43340	4,350.00	4,300.00	0.00	4,300.00	4,300.00
Plumbing Permits	43350	1,625.00	1,200.00	400.00	1,600.00	1,600.00
Electrical Permits	43360	1,000.00	1,000.00	0.00	1,000.00	1,000.00
Other Licenses/Permits	43390	<u>200.00</u>	<u>1,000.00</u>	<u>(700.00)</u>	<u>300.00</u>	<u>300.00</u>
Total Licenses and Permits		278,063.31	305,100.00	(17,810.00)	287,290.00	286,250.00
Reimbursements						
Sb1186 Disability Access Fund	43311	<u>916.00</u>	<u>900.00</u>	<u>0.00</u>	<u>900.00</u>	<u>900.00</u>
Total Reimbursements		916.00	900.00	0.00	900.00	900.00
Fines and Forfeitures						
Vehicle Code Fines	45510	<u>11,719.05</u>	<u>13,000.00</u>	<u>(1,000.00)</u>	<u>12,000.00</u>	<u>12,000.00</u>
Total Fines and Forfeitures		11,719.05	13,000.00	(1,000.00)	12,000.00	12,000.00
Other						
Interest Earned	46100	34,010.46	30,000.00	10,000.00	40,000.00	40,000.00
HOPTR	47130	1,084.60	1,500.00	(300.00)	1,200.00	1,200.00
Vehicle License Collection	47140	0.00	900.00	(900.00)	0.00	0.00
Prop 172	47750	12,553.58	14,700.00	(1,700.00)	13,000.00	13,000.00
Traffic Congestion Relief-Ab438	47770	<u>1,949.40</u>	<u>1,000.00</u>	<u>1,100.00</u>	<u>2,100.00</u>	<u>2,100.00</u>
Total Other		49,598.04	48,100.00	8,200.00	56,300.00	56,300.00
Grants						
Cop Monies	47240	147,614.29	155,000.00	(55,000.00)	100,000.00	100,000.00

City of Del Rey Oaks
Proposed Fiscal Year 2020-2021
2-Year Budget

		Current Period Actual	Current FY 2019-2020	Increase (Decrease)	Proposed FY 2020-2021	Proposed FY 2021-2022
Grants - Wellness	47760	7,500.00	7,500.00	0.00	7,500.00	7,500.00
FORA Caretaker Grant	47767	193,750.00	143,750.00	(143,750.00)	0.00	0.00
Police Grants Other Agencies	47780	4,888.06	12,500.00	(7,500.00)	5,000.00	5,000.00
Grant Other Agencies	47783	<u>350.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Grants		354,102.35	318,750.00	(206,250.00)	112,500.00	112,500.00
Current Services						
Police Reports	48210	4,425.38	1,000.00	3,200.00	4,200.00	4,200.00
Police Services	48211	14,293.12	5,000.00	11,000.00	16,000.00	16,000.00
Public Events	48212	35,159.00	40,500.00	(5,500.00)	35,000.00	45,000.00
Airport Police Services*	48220	1,008,742.79	1,124,800.00	(121,138.00)	1,003,662.00	1,181,743.00
Use Permits	48805	25,205.00	33,000.00	(5,000.00)	28,000.00	28,000.00
Maps/Publications	48810	33.00	300.00	(200.00)	100.00	100.00
Property Inspections	48825	4,425.00	3,500.00	1,000.00	4,500.00	4,500.00
Miscellaneous Services	48840	<u>184,676.12</u>	<u>194,000.00</u>	<u>(183,000.00)</u>	<u>11,000.00</u>	<u>11,000.00</u>
Total Current Services		1,276,959.41	1,402,100.00	(299,638.00)	1,102,462.00	1,290,543.00
Parks and Recreation						
Rental - Park	48910	<u>2,777.00</u>	<u>8,000.00</u>	<u>(4,000.00)</u>	<u>4,000.00</u>	<u>6,000.00</u>
Total Parks and Recreation		2,777.00	8,000.00	(4,000.00)	4,000.00	6,000.00
Other Financing Sources						
Rental - Garden Ctr	46815	33,000.00	56,000.00	(20,000.00)	36,000.00	36,000.00
Rental - Airport RV	46816	27,570.86	0.00	35,000.00	35,000.00	35,000.00
Rental - PW Bldg	46817	<u>8,000.00</u>	<u>35,000.00</u>	<u>13,000.00</u>	<u>48,000.00</u>	<u>48,000.00</u>
Total Other Financing Sources		<u>68,570.86</u>	<u>91,000.00</u>	<u>28,000.00</u>	<u>119,000.00</u>	<u>119,000.00</u>
Total Revenue		<u>4,547,077.60</u>	<u>4,983,450.00</u>	<u>(826,898.00)</u>	<u>4,156,552.00</u>	<u>4,317,593.00</u>
Expense						
Payroll and Benefits						
Payroll	61105	1,081,624.68	1,329,400.00	(3,200.00)	1,326,200.00	1,349,124.00
Temp Payroll	61107	9,360.66	20,000.00	0.00	20,000.00	20,000.00
Overtime	61110	87,533.91	133,000.00	(28,000.00)	105,000.00	108,000.00
Council Member Stipend	61115	400.00	7,500.00	(2,700.00)	4,800.00	7,500.00
Reserves Payroll	61120	47,505.00	58,000.00	(8,000.00)	50,000.00	50,000.00
PERS UAL	61124	138,770.38	164,100.00	(56,400.00)	107,700.00	108,300.00
PERS Retirement	61125	111,667.80	145,600.00	3,300.00	148,900.00	160,300.00
Dental Exp - City Council	61127	3,183.02	12,000.00	(5,285.00)	6,715.00	6,715.00
Medicare	61130	17,826.86	20,510.00	(1,010.00)	19,500.00	19,800.00
Dental Expense	61135	22,540.01	33,000.00	(7,600.00)	25,400.00	26,000.00
Health Ins	61140	251,401.93	325,700.00	(30,400.00)	295,300.00	299,989.00
Vision Ins	61145	1,949.70	4,500.00	(600.00)	3,900.00	3,665.00
Workers Comp	61150	289,379.00	289,400.00	(92,700.00)	196,700.00	196,700.00
Wellness Program	61155	3,693.93	7,500.00	100.00	7,600.00	7,600.00
Uniform Allowance	61160	4,750.00	11,000.00	(1,000.00)	10,000.00	11,000.00
Deferred Compensation	61165	0.00	0.00	12,000.00	12,000.00	12,000.00
Admin Leave	61175	5,970.92	0.00	7,000.00	7,000.00	7,000.00
Auto Allowance	61180	<u>4,275.00</u>	<u>5,400.00</u>	<u>0.00</u>	<u>5,400.00</u>	<u>5,400.00</u>
Total Payroll and Benefits		2,081,832.80	2,566,610.00	(214,495.00)	2,352,115.00	2,399,093.00
Payroll Expense						
Payroll Expense	62310	<u>(258.83)</u>	<u>3,500.00</u>	<u>(2,400.00)</u>	<u>1,100.00</u>	<u>1,100.00</u>
Total Payroll Expense		(258.83)	3,500.00	(2,400.00)	1,100.00	1,100.00
Bank Service Charges						
Bank Service Charges	62320	<u>879.34</u>	<u>1,000.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>1,000.00</u>
Total Bank Service Charges		879.34	1,000.00	0.00	1,000.00	1,000.00

City of Del Rey Oaks
Proposed Fiscal Year 2020-2021
2-Year Budget

		Current Period Actual	Current FY 2019-2020	Increase (Decrease)	Proposed FY 2020-2021	Proposed FY 2021-2022
Supplies						
Materials/Supply	62410	55,929.18	62,700.00	(4,700.00)	58,000.00	58,000.00
Ammunition	62420	0.00	7,000.00	(3,000.00)	4,000.00	5,000.00
Office Supplies	62430	16,558.16	18,300.00	(2,040.00)	16,260.00	16,000.00
Accounting Software	62431	3,168.00	3,200.00	0.00	3,200.00	3,200.00
Special Supply Police	62440	48,045.50	53,700.00	(18,700.00)	35,000.00	40,000.00
PD Safety Equip Lease - Principal	62460	0.00	16,500.00	0.00	16,500.00	16,500.00
Total Supplies		123,700.84	161,400.00	(28,440.00)	132,960.00	138,700.00
Utilites and Services						
Repair/Maintenance	63505	91,451.57	87,000.00	(10,000.00)	77,000.00	75,000.00
Street Sweeping	63510	1,847.28	14,000.00	(4,000.00)	10,000.00	10,000.00
Gabilan Crew	63515	0.00	5,000.00	0.00	5,000.00	5,000.00
Utilities/Pge	63520	10,710.81	13,000.00	(1,000.00)	12,000.00	13,000.00
Utilities/Water	63525	5,618.48	6,500.00	(2,000.00)	4,500.00	4,500.00
Telephone / Internet	63530	17,125.77	19,100.00	(100.00)	19,000.00	19,500.00
Website Design & Maintenance	63535	2,785.00	2,700.00	500.00	3,200.00	3,200.00
Postage / Shipping	63540	2,908.14	2,900.00	0.00	2,900.00	2,900.00
Total Utilites and Services		132,447.05	150,200.00	(16,600.00)	133,600.00	133,100.00
Other Services						
Municipal Code Service	64320	395.00	2,000.00	(500.00)	1,500.00	1,500.00
Personnel Recruit & Pre-Employment	64545	2,953.00	7,000.00	(3,500.00)	3,500.00	4,000.00
Member/Dues/Contributions	64550	42,554.19	48,500.00	7,500.00	56,000.00	56,000.00
Ad/Promotion City Cncl	64555	875.00	1,200.00	20.00	1,220.00	1,220.00
Legal Advert	64560	3,827.17	6,200.00	(4,700.00)	1,500.00	1,600.00
Books and Periodicals	64565	1,756.80	1,900.00	(400.00)	1,500.00	1,500.00
Strategic Planning	64570	10,733.17	10,000.00	1,000.00	11,000.00	11,000.00
Misc Expenses	64580	870.60	0.00	1,000.00	1,000.00	1,000.00
Election Cost	64588	5,132.55	5,000.00	4,500.00	9,500.00	9,500.00
Total Other Services		69,097.48	81,800.00	4,920.00	86,720.00	87,320.00
Outside Services						
Training Police	63605	33,826.03	46,600.00	(23,000.00)	23,600.00	35,000.00
Other Permits Pw/Engnr	63610	0.00	1,200.00	(1,200.00)	0.00	0.00
Liability/Prop Non-Dpt	63620	86,487.18	71,400.00	13,600.00	85,000.00	85,000.00
Contractual Services - Audit	63625	34,954.21	30,250.00	4,750.00	35,000.00	36,000.00
Contactual Services - IT	63635	11,523.00	10,000.00	0.00	10,000.00	10,200.00
Contractual Services - Planning	63640	197,190.29	215,000.00	(65,000.00)	150,000.00	160,000.00
Contractual Services - Accounting	63645	31,731.45	35,000.00	0.00	35,000.00	35,000.00
Contractual Services - Legal	63650	145,483.24	150,000.00	0.00	150,000.00	150,000.00
Contractual Services - HR	63652	14,495.38	20,000.00	(10,000.00)	10,000.00	10,000.00
Contractual Services - PM	63653	1,520.00	50,000.00	(25,000.00)	25,000.00	25,000.00
Janitorial Fund	63660	3,424.29	4,000.00	0.00	4,000.00	4,000.00
Radio Dispatch Police	63665	5,321.24	76,000.00	1,520.00	77,520.00	77,520.00
Comm Hum Serv Non-Dept	63670	4,000.00	4,000.00	1,669.00	5,669.00	4,080.00
Total Outside Services		569,956.31	713,450.00	(102,661.00)	610,789.00	631,800.00
Auto Ops						
Auto Ops - Supplies / Equip	62710	9,973.25	22,500.00	(10,000.00)	12,500.00	13,500.00
Auto Ops - Fuel	62720	24,836.40	30,000.00	0.00	30,000.00	30,000.00
Auto Repair/Maintenance	63730	16,872.22	20,000.00	0.00	20,000.00	20,000.00
Auto Replacement	66735	89,411.75	89,500.00	(89,500.00)	0.00	0.00
Total Auto Ops		141,093.62	162,000.00	(99,500.00)	62,500.00	63,500.00

City of Del Rey Oaks
Proposed Fiscal Year 2020-2021
2-Year Budget

		Current Period Actual	Current FY 2019-2020	Increase (Decrease)	Proposed FY 2020-2021	Proposed FY 2021-2022
Police and Fire						
Fire Seaside	63810	150,637.50	200,850.00	8,000.00	208,850.00	210,000.00
Animal Regulation Fire	63820	480.00	1,600.00	(1,100.00)	500.00	500.00
Fund Jail & Prisoner	63830	0.00	100.00	0.00	100.00	100.00
Acjis System Police	63840	<u>4,668.02</u>	<u>7,000.00</u>	<u>0.00</u>	<u>7,000.00</u>	<u>7,000.00</u>
Total Police and Fire		155,785.52	209,550.00	6,900.00	216,450.00	217,600.00
Street Lighting and Storm Water						
Street Lighting	63910	10,388.69	15,000.00	0.00	15,000.00	15,300.00
Storm Water Project - Phase 4	64920	23,873.00	35,500.00	(12,500.00)	23,000.00	22,000.00
S.M.I.P.	64930	150.50	200.00	0.00	200.00	200.00
Sb 1473	64940	<u>57.84</u>	<u>100.00</u>	<u>0.00</u>	<u>100.00</u>	<u>100.00</u>
Total Street Lighting and Storm Water		34,470.03	50,800.00	(12,500.00)	38,300.00	37,600.00
Capital Improvement						
2020 Slurry Seal Project	63955	19,802.50	200,000.00	(180,000.00)	180,000.00	200,000.00
Solar Project on City Hall	63955	0.00	80,000.00	(80,000.00)	80,000.00	0.00
South Boundary Road Sewer Design Project	63955	<u>0.00</u>	<u>50,000.00</u>	<u>(50,000.00)</u>	<u>50,000.00</u>	<u>0.00</u>
Total Capital Improvement		19,802.50	330,000.00	(310,000.00)	310,000.00	200,000.00
Debt Service						
Principal - Fora Loan	65101	552,961.82	552,900.00	(552,900.00)	0.00	0.00
Total Debt Service		<u>552,961.82</u>	<u>552,900.00</u>	<u>(552,900.00)</u>	<u>0.00</u>	<u>0.00</u>
Total Expense		<u>3,881,768.48</u>	<u>4,983,210.00</u>	<u>(1,327,676.00)</u>	<u>3,945,534.00</u>	<u>3,910,813.00</u>
Net Income		<u>665,309.12</u>	<u>240.00</u>	<u>500,778.00</u>	<u>211,018.00</u>	<u>406,780.00</u>

RESTRICTED FUNDS						
		Current Period Actual	Current FY 2019-2020	FY 19-20 to FY 20-21 Difference	Proposed FY 2020-2021	Proposed FY 2021-2022
Revenue						
Other Financing Sources						
Gas Tax 2103	47010	8,081.92	6,200.00	2,300.00	8,500.00	8,500.00
Gas Tax 2105	47020	5,572.06	9,400.00	(2,900.00)	6,500.00	6,500.00
Gas Tax 2106	47030	5,117.68	8,870.00	(2,870.00)	6,000.00	6,000.00
Gas Tax 2107	47040	6,661.88	12,270.00	(4,270.00)	8,000.00	8,000.00
Gas Tax 2107.5	47050	1,000.00	1,000.00	0.00	1,000.00	1,000.00
Measure X Advance	47774	683,148.74	676,800.00	(676,800.00)	0.00	0.00
Measure X	47775	0.00	0.00	70,000.00	70,000.00	80,000.00
SB 1 Funds	47777	26,643.88	26,760.00	0.00	26,760.00	26,700.00
Total Other Financing Sources		<u>736,226.16</u>	<u>741,300.00</u>	<u>(614,540.00)</u>	<u>126,760.00</u>	<u>136,700.00</u>
Total Revenue		<u>736,226.16</u>	<u>741,300.00</u>	<u>(614,540.00)</u>	<u>126,760.00</u>	<u>136,700.00</u>
Expense						
Capital Improvement						
Debt Service on Measure X Advance	65103	0.00	0.00	0.00	70,000.00	80,000.00
Capital Improvements	63955	19,802.00	330,000.00	(310,000.00)	310,000.00	200,000.00
Total Capital Improvement		<u>19,802.00</u>	<u>330,000.00</u>	<u>(310,000.00)</u>	<u>380,000.00</u>	<u>280,000.00</u>
Total Expense		<u>19,802.00</u>	<u>330,000.00</u>	<u>(310,000.00)</u>	<u>380,000.00</u>	<u>280,000.00</u>
Net Income		<u>716,424.16</u>	<u>411,300.00</u>	<u>(304,540.00)</u>	<u>(253,240.00)</u>	<u>(143,300.00)</u>
AIRPORT POLICE SERVICES AGREEMENT						
Description	Cost	Notes				
FY 2018-2019						
Salary	\$571,943					
Benefits	\$322,865					
Outside Services	\$62,600					
Equipment and Supplies	\$47,500					
Vehicle Operations	\$27,500					
Training	\$20,000					
Admin	\$45,000					
One Time Credit- Airport Vehicles/Equip	<u>(\$65,000)</u>					
Total	\$1,032,408	Approx. 9 Months of contract was \$758,056				
FY 2019-2020						
Prior Year Budget (No one time credit)	\$1,097,400	Includes \$45,000 Admin				
Plus 2.5%	<u>\$27,400</u>					
Total	\$1,124,800					
FY 2020-2021						
Prior Year Budget	\$1,124,800	Includes \$45,000 Admin				
Plus 2.5%	\$28,120					
Minus 12.94% one-time cost reduction to assist Airport with COVID-19 decreases in revenue	<u>(\$149,258)</u>	(\$121,138) prior to annual 2.5% increase				
Total	\$1,003,662					
FY 2021-2022						
Prior Year Budget (No COVID decrease)	\$1,152,920	Includes \$45,000 Admin				
Plus 2.5%	<u>\$28,823</u>					
Total	\$1,181,743					
FORA FUNDING ALLOCATIONS						
Purpose		Current Period Actual	Current FY 2019-2020	FY 19-20 to FY 20-21 Difference	Proposed FY 2020-2021	Proposed FY 2021-2022
Intersection - GJM & SBR		0.00	1,056,168.00	(1,056,168.00)	1,056,168.00	0.00
South Boundary Road		0.00	7,268,813.00	(7,268,813.00)	7,268,813.00	0.00
SBR Consulting & Contractions		0.00	518,564.00	(518,564.00)	518,564.00	0.00
Joint Facilities District Agrmnt		0.00	748,071.00	(748,071.00)	748,071.00	0.00
Total Funding All Accounts		<u>0.00</u>	<u>9,591,616.00</u>	<u>(9,591,616.00)</u>	<u>9,591,616.00</u>	<u>0.00</u>

RESOLUTION NO. 2020-16
A RESOLUTION OF THE CITY OF DEL REY OAKS ESTABLISHING
SALARIES FOR THE FISCAL YEAR 2020-2021

BE IT RESOLVED by the City Council of the City of Del Rey Oaks, as follows:
That for the fiscal year 2020-2021, commencing July 1, 2020 the following salary plan is adopted.

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
City Manager					15,000.00
BI-WEEKLY	Per Contract				7,500.00
HOURLY RATE					86.54
					180,000.00
Deputy City Treasurer	6,642.92	6,999.25	7,349.25	7,716.75	8,102.58
BI-WEEKLY	3,321.46	3,499.63	3,674.63	3,858.38	4,051.29
HOURLY RATE	38.32	40.38	42.40	44.52	46.75
Deputy City Clerk	5,034.50	5,299.50	5,578.42	5,872.08	6,181.17
BI-WEEKLY	2,517.25	2,649.75	2,789.21	2,936.04	3,090.58
HOURLY RATE	29.05	30.57	32.18	33.88	35.66
Chief of Police					13,916.67
BI-WEEKLY	Per Contract				6,958.33
HOURLY RATE					80.29
					167,000.00
Police Commander	7,031.08	7,401.17	7,790.75	8,200.83	8,610.92
BI-WEEKLY	3,515.54	3,700.58	3,895.38	4,100.42	4,305.46
HOURLY RATE	40.56	42.70	44.95	47.31	49.68
Police Sergeant	6,205.42	6,532.08	6,858.75	7,201.75	7,743.25
BI-WEEKLY	2,816.55	2,957.70	3,104.64	3,260.00	3,423.78
HOURLY RATE	35.80	37.69	39.57	41.55	44.67
Police Corporal	5,780.00	6,084.18	6,388.42	6,707.83	7,043.25
BI-WEEKLY	2,890.00	3,042.09	3,194.21	3,353.92	3,521.63
HOURLY RATE	33.35	35.10	36.86	38.70	40.63
Police Officer	5,351.75	5,633.50	5,914.00	6,209.75	6,520.25
BI-WEEKLY	2,675.88	2,816.75	2,957.00	3,104.88	3,260.13
HOURLY RATE	30.88	32.50	34.12	35.83	37.62
	4,020.98	4,222.02	4,436.11	4,657.81	4,888.20
Public Works Employee 1	4,467.08	4,702.25	4,949.75	5,210.33	5,484.58
BI-WEEKLY	2,233.54	2,351.13	2,474.88	2,605.17	2,742.29
HOURLY RATE	25.77	27.13	28.56	30.06	31.64
Temporary/Part Time Employees					
BI-WEEKLY	Up to this amount, at the discretion of the City Manager				N/A
HOURLY RATE					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 employee paid percent 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 \$30.00 per hour worked.

PASSED AND ADOPTED at a regular meeting of the Del Rey Oaks City Council duly held on June 23, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Attest:

Alison Kerr, Mayor

Danial D. Pick, City Clerk

RESOLUTION NO. 2020-17

A RESOLUTION OF THE CITY OF DEL REY OAKS ESTABLISHING A POSITION CONTROL LIST FOR THE FISCAL YEAR 2020-2021

-oOo-

Position	Actual 2019-20	Proposed 2020-21	Proposed 2021-22
City Manager	1.00	1.00	1.00
Deputy City Treasurer	0.00	1.00	1.00
Assistant to the City Manager	1.00	0.00	0.00
Deputy City Clerk	1.00	1.00	1.00
Administrative Assistant	.50	.50	.50
Chief of Police	1.00	1.00	1.00
Commander	1.00	1.00	1.00
Sergeant	3.00	3.00	3.00
Police Officer	6.00	(1 frozen) 5.00	6.00
Maintenance	1.00	1.00	1.00
Total Positions	<u>15.50</u>	<u>14.50</u>	<u>15.50</u>

PASSED AND ADOPTED at a regular meeting of the Del Rey Oaks City Council duly held on June 23, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Alison Kerr, Mayor

ATTEST:

Danial D. Pick, City Clerk

RESOLUTION NO. 2020-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL REY OAKS ESTABLISHING AN APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2020-2021 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 2020-2021 shall be and is hereby set in the amount of \$4,777,490 for said fiscal year. The Appropriations from Proceeds of Taxes Subject to the Limit is \$2,650,115.

Therefore, the City's Appropriations Subject to the Limit are under the Appropriations Limit.

PASSED AND ADOPTED at a regular meeting of the Del Rey Oaks City Council duly held on June 23, 2020 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Alison Kerr, Mayor

ATTEST:

Danial D. Pick, City Clerk

CITY OF DEL REY OAKS
APPROPRIATIONS LIMIT CALCULATION
FY 2020-21

SCHEDULE 1

2019-20 Appropriation Limit		<u>\$4,620,020</u>
Add: 2019-20 Multiplier	x	<u>1.0341</u>
2019-20 Appropriation Limit		<u><u>4,777,490</u></u>

Note: The multiplier is calculated based on information provided by the State Department of Finance as follows:

California per Capita personal Income	3.73 percent
Change in County's population:	-0.31 percent

Convert the above percentages to factors and multiply

	1.0373
x	<u>0.9969</u>
FY 2020-21 Multiplier	<u><u>1.0341</u></u>

CITY OF DEL REY OAKS
 SCHEDULE TO CATEGORIZE REVENUE
 FY 2020-21

SCHEDULE 2

	PROCEEDS FROM TAXES	NON-PROCEEDS FROM TAXES
<u>GENERAL FUND</u>		
<u>TAXES</u>		
PROPERTY TAXES	624,200	
SALES TAX	1,045,500	
OTHER TAXES	830,000	
FRANCHISE FEES		172,400
<u>LICENSES AND PERMITS</u>		287,290
<u>FINES AND PENALTIES</u>		12,000
<u>INTERGOVERNMENTAL</u>		112,500
<u>USE OF PROPERTY</u>		125,000
<u>CHARGES FOR SERVICES</u>		1,074,342
<u>OTHER REVENUE</u>		20,000
<u>MX - TRANSPORTATION SAFETY & INVESTMENT</u>	70,000	
<u>SB1 ROAD MAINTENANCE & REHAB</u>	26,700	
<u>SPECIAL GAS TAX FUND</u>	30,000	0
<u>ALL FUNDS</u>		
INVESTMENT EARNINGS	23,715	16,285
	2,650,115	1,819,817
<u>INVESTMENT EARNINGS DISTRIBUTION</u>		
PROCEEDS FROM TAXES	2,626,400	59.29%
NON-PROCEEDS FROM TAXES	1,803,532	40.71%
	4,429,932	100.00%
General Fund	40,000	
Measure X Transportation Fund	0	
SB1 Road Maintenance Fund	0	
Special Gas Tax Fund	0	
Total Investment Earnings	40,000	

CITY OF DEL REY OAKS
APPROPRIATIONS SUBJECT TO LIMITATION
FY 2020-21

SCHEDULE 3

Proceeds of Taxes	2,650,115
Exclusions:	<u>0</u>
Appropriations Subject to Limitation	2,650,115
Appropriations Limit	<u>4,433,366</u>
Appropriations Over/(Under) Limit	<u><u>(1,783,251)</u></u>

RESOLUTION NO. 2020-19

A RESOLUTION OF THE CITY OF DEL REY OAKS ESTABLISHING A PROMOTION FUND FOR THE FISCAL YEAR 2020-2021

-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 2020-2021 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 her 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 23 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Alison Kerr, Mayor

ATTEST:

Danial D. Pick, City Clerk

RESOLUTION NO. 2020-20

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 23, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Alison Kerr, Mayor

ATTEST:

Danial D. Pick, City Clerk

RESOLUTION NO. 2020-21

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 immediately.

PASSED AND ADOPTED by the City Council of the City of Del Rey Oaks at a regular meeting duly held on June 23, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Alison Kerr, Mayor

ATTEST:

Danial D. Pick, City Clerk

City of Del Rey Oaks Fee Schedule Establishing Certain Fees Effective July 1, 2020

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, cannabis)	\$2,990
Minor	(Single-family residential uses)	\$820
Cannabis		
	Annual Cannabis Business Permit	\$5,000
	Cannabis Tax	5% of Gross Receipts
Short Term Rental		
New	One-time approval fee Whole Home or Home Share	\$820
Annual	Whole Home	\$500
	Home Share	\$250
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	\$50
	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

CITY OF DEL REY OAKS FEE SCHEDULE		FEE
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
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)		Contract Cost plus 10%
Major Text (addition of new sections)		Contract Cost plus 15%
Printed Material		
Copies		\$0.20 per page
R-1 Guidelines		\$10
Commercial Guidelines		\$10
Council Packet Yearly Subscription		\$180
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 - Hard Card		\$25 per card
Fingerprinting - Livescan		\$70
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		\$26
Dog park annual registration fee		Free membership - Replacement key \$10
County of Monterey Animal Services		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

RESOLUTION NO. 2020-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL REY OAKS ESTABLISHING A MEMBERSHIP AND CONTRIBUTION SCHEDULE FOR THE FISCAL YEAR 2020-2021

-oOo-

WHEREAS, the City of Del Rey Oaks is represented by Council on several boards and commissions; and

WHEREAS, these memberships require annual dues to cover the cost of our representation on the board or commission; and

WHEREAS, the City also receives requests for funding donations from several local and regional organization; and

WHEREAS, the City staff have reviewed these requests and recommend either Fully Fund, Partially Fund or Do Not Fund.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Del Rey Oaks, California that the attached chart designates the level of funding approved by the City Council for said fiscal year.

PASSED AND ADOPTED at a regular meeting of the Del Rey Oaks City Council duly held on June 23, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED

Alison Kerr, Mayor

ATTEST:

Danial D. Pick, City Clerk

Membership and Contribution Schedule

Agency	FY 19-20 Payments	FY 20-21 Requests		Staff Recommendation Fully Fund (FF) Partially Fund (PF) Do Not Fund (DNF)
		Memberships	Contributions	
Association of Monterey Bay Area Governments	\$883	\$883		FF
CA Law Enforcement Assoc. of Records Supervisors, Inc.	\$50	\$50		FF
CA Peace Officers Association	\$125	\$125		FF
CA Police Chiefs Association	\$440	\$440		FF
Center for Education & Employment Law	\$159	\$159		FF
Community Human Services	\$4,000	\$4,000	\$1,669	FF
Del Rey Oaks Citizens Action Group			\$5,000	DNF
FBI-LEEDA	\$50	\$50		FF
League of California Cities	\$1,148	\$1,148		FF
MCCLEOA	\$150	\$150		FF
Monterey Bay Area Manager's Group	\$10	\$10		FF
Monterey Bay Defense Alliance		\$500		FF
Monterey Bay Economic Partnership	\$2,500	\$2,500		FF
Monterey Bay Unified Air	\$815	\$815		FF
Monterey County Business Council		\$500		FF
Monterey County Convention & Visitor Bureau	\$1,000		\$1,000	DNF
Monterey County Film Commission			\$500	DNF
Monterey County Mayor's Association	\$1,500	\$1,500		FF
Monterey Peninsula Chamber of Commerce	\$480	\$480		FF
Police Exec Research Forum	\$150	\$150		FF
PORAC LDF	\$150	\$150		FF
Public Agency Risk Management Association	\$150	\$150		FF
Sustainable Del Rey Oaks			\$1,000	DNF
Transportation Agency for Monterey County	\$552	\$552		FF
United Way Monterey County			\$5,000	DNF
Total	\$14,312	\$14,312	\$14,169	
Recommended Appropriations		<u>\$15,981</u>		