



CITY OF DEL REY OAKS

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Staff Report

TO: Honorable Mayor and Council Members

FROM: John Guertin, City Manager

BY: Roberto Moreno, RGS Senior Advisor

DATE: June 28, 2022

SUBJECT: Approval Presentation on the Proposed Budget for Fiscal Year 2022-23

Attached for discussion and direction is the Draft Proposed Budget for Fiscal Year 2022-23. The Proposed FY 2022-23 budget reflects a minimal increase in revenues as the City returns to more normal business cycle post pandemic. The operating expenditures essentially reflect a status quo budget.

All Funds Budget Summary and Discussion

This table below shows the City's budget by fund. All funds are balanced.

City of Del Rey Oaks					
FY 2022-23 Budget Summary by Fund					
Fund	Est. Fund Bal. 6/30/2022	Estimated Revenues	Appropriations	Surplus (Deficit)	Est. Fund Bal. 6/30/2023
100 General Fund	2,272,075.00	4,299,150	(4,299,150)	-	2,272,075
<u>Special Revenue Funds</u>					
210 Gas Tax Fund	63,963.00	49,700	(25,000)	24,700	88,663
211 SB1 Fund	82,229.00	46,900	(70,000)	(23,100)	59,129
212 Measure X	100,309.00	92,000	(192,000)	(100,000)	309
221 FOR A Habitat Management Fund	701,904.00	-	-	-	701,904
223 ARPA Fund	101,250.00	197,870	(222,500)	(24,630)	76,620
<u>Capital Project Funds</u>					
311 Prop 68 Grant Fund	73,350.00	30,000	(103,350)	(73,350)	-
312 Wild Fire Reduction Grant	-	220,000	(220,000)	-	-
321 SBR Engineering Fund	-	-	-	-	-
322 SBR/GJM Intersection Fund	1,056,168.00	-	-	-	1,056,168
323 SBR Construction Fund	7,268,813.00	-	-	-	7,268,813
Total All Funds	11,720,061.00	4,935,620	(5,132,000)	(196,380)	11,523,681

The **General Fund** is balanced as presented with no budgeted surplus for the fiscal year.

The following Special Revenue Funds are used to account for funds as required by law or agreement. These monies can be used only for specific purposes as noted below.

The **Gas Tax Fund** is used to account for gas tax revenues received. For FY 2022-23, the fund shows a surplus of \$24,700. These funds can be used only for street maintenance and repair purposes. The City these funds for street sweeping and street lighting. The surplus funds are available to be used as a match for grants.

The **SB1 Fund** is used to account for gas tax revenues generated under SB1 otherwise known as the Road Rehabilitation Maintenance Act which can be spent only on street related purposes. For FY 22-23 staff proposes to use \$60,000 of these monies for V-Gutter Repairs.

The **Measure X Fund** was used in 2018-19 to pay for the major street improvements for which the city borrowed against its future share of Measure X revenues. In 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 \$1.2 million. Over the next 10 years, TAMC will withhold the City's Measure X allocation to repay the advance, therefore the City will not receive any additional Measure X funds until the \$861,300 advance is paid in full. Measure X is administered by TAMC.

The funds are reflected on the City's budget even though the City does not receive the monies, in order to track the amounts that are being paid toward the Measure X Loan.

The City has approximately \$100,000 remaining of these monies are included in the CIP for street repair projects on Via Verde and Rosita Road.

The **FORA Habitat Fund** is used to account for the monies received from FORA for the habitat management program the City agreed to manage. The funds can be spent only for this purpose.

The American Rescue Plan Act (**ARPA**) **Fund** is a new fund used to account for the estimated \$395,672 in federal monies the City is expected to receive. The budget process will consider appropriation of these one-time monies.

The following Capital Project Funds are used to account for funds as required by law or agreement for major capital improvements. These monies can be used only for specific purposes as noted below.

The **Prop 68 Parks Grant Fund** is a new fund to account for the grant the City received from the State. The grant is being used for park improvements.

The **SBR Engineering Fund** is used to account for the funds received from FORA for the Whitson Engineering contract for the design of South Boundary Road (SBR) which is on hold at present.

The **SBR/GJM Intersection Construction Fund** is used to account for the monies received from FORA for the construction of the Intersection at South Boundary Road (SBR) and General Jim Moore Road which is presently on hold.

The **SBR Construction Fund** is used to account for the monies received from FORA for the construction of South Boundary Road.

General Fund Budget

Below is a brief description of the General Fund revenue changes, followed by a summary of the General Fund Budget by Departments.

Revenues

General Fund revenues are estimated to decrease by \$274,379, a 6% decrease. The major reason is a decrease of \$137,000 in Sales Tax as sales tax revenue returns to pre-pandemic levels. FY 2021-22 had a one-time bump in sales tax as there was pent-up demand at the end of the pandemic and business started to pay the sales tax that was deferred during the pandemic. FY 2022-23 also reflects a year-over-year decrease of

\$122,179 in grant revenues for the housing grants which are expected to all be received in FY 2021-22. The budget also reflects a decrease of \$61,000 in the COP monies since the budget reflects only for the \$100,000 guaranteed amount that the City receives. The additional \$61,000 from the COP Growth allocation is available only if there is growth in the funding. For the revenue detail refer to the FY 2022-23 Proposed Budget Detail.

Expenditures

The General Fund Operating Budget shows a minimal 2.7% increase in expenditures.

Below is a General Fund summary by department followed by a brief discussion about each department.

General Fund	FY 20-21	2021-22	2022-23	Increase	Percent
Department	Actual	Budget	Proposed	(Decrease)	Change
City Council	34,651.22	33,110.00	33,600.00	490.00	1.5%
City Clerk	353,130.82	405,980.00	435,260.00	29,280.00	7.2%
City Manager	205,068.56	284,930.00	291,960.00	7,030.00	2.5%
Audit/Treasurer	203,648.51	226,700.00	227,200.00	500.00	0.2%
Legal	257,859.99	226,500.00	201,500.00	(25,000.00)	-11.0%
Planning & Building	195,640.05	197,600.00	108,240.00	(89,360.00)	-45.2%
Government Building	11,178.77	22,100.00	22,100.00	0.00	0.0%
Non-Departmental	55,293.77	21,540.00	21,540.00	0.00	0.0%
Police	2,052,594.60	2,273,000.00	2,435,400.00	162,400.00	7.1%
Fire	208,550.00	214,700.00	219,100.00	4,400.00	2.0%
Public Works	187,593.28	237,130.00	258,750.00	21,620.00	9.1%
Parks & Recreation	28,125.30	43,500.00	44,500.00	1,000.00	2.3%
Operating Budget	3,793,334.87	4,186,790.00	4,299,150.00	112,360.00	2.7%

Major Changes by Department

- City Council is basically unchanged.
- The City Clerk increase is due in part to new operating costs for Agenda Management (\$4,920); Document Management (\$1,500), training for staff (\$5,000) and equipment replacement (\$3,000).
- The City Manager increase is due to \$8,830 contingency amount.
- The Audit/Treasurer is basically unchanged.
- Legal has a slight decrease due to reduced legal services.
- Planning and Building reflects a decrease because the 22-23 budget does not include any funding for the Housing Element. This will presented to Council once the Housing Element costs and grant revenue are available.
- Government Building is expected to continue at the same level.
- Non-departmental is expected to stay at about the same level.

- The Police increase is due in part to a 10% COLA for police officers. Staffing continues at 10 positions which reflects one vacancy.
- Fire has slight increase per the agreement with the City of Seaside.
- The Public Works increase is due to a \$8,830 contingency and providing training for staff and a 5% COLA for Public Works Supervisor.
- Parks and Recreation increased by \$1,000 to provide funding for the Parks & Recreation Commission.

For the detail to the Expenditures refer to the attached FY 2022-23 Proposed Budget Detail.

Major Changes in Proposed Budget

The FY 2022-23 proposed budget is essentially a status-quo budget with the following changes.

Personnel costs

Personnel costs are budgeted based on the following assumptions:

1. 10% Cost-of-Living increase for Police only
2. Keeping one police officer position vacant
3. 50% increase in Worker's Compensation premiums primarily for Police due to COVID
4. 5% Cost-of-Living increase for Public Works Supervisor

Capital Improvements

The FY 2022-23 budget includes an estimated \$688,850 in capital projects as summarized below:

Project Description	FY 21-22	FY 22-23	Source
Work/Portola Walkway	\$ 35,000		SB 1
Park Play Structure Project	\$ 140,000	\$ 13,850	Prop 68
Basketball Court Reconstruction	\$ 30,000		Donations
Council Chamber Technology Project	\$ 10,000		ARPA
PD Mobile Data Units	\$ 23,411		ARPA
Park Parking Lot/Accessibility Project (\$120,000)		\$ 24,100	Prop 68
Park Parking Lot/Accessibility Project (\$120,000)		\$ 35,400	General Fund
Park Parking Lot/Accessibility Project (\$120,000)		\$ 60,500	ARPA
Wildfire Fuel Reduction		\$ 220,000	Grant Submitted
Curb Repair (V-Gutters)		\$ 70,000	SB 1 - \$60,000/MBASIA \$10,000
City Hall Parking Lot Improvements		\$ 150,000	ARPA Recommended
South Boundary Realignment Design	\$ 505,830		SBR Engineering Fund
Via Verde/Los Encinos Street Repair		\$ 30,000	Measure X Loan
Angelus/Rosita Storm Drain Repair (Engineering)		\$ 10,000	Measure X Loan
Angelus/Rosita Storm Drain Repair (Construction)		\$ 60,000	Measure X Loan
Totals	\$ 744,241	\$ 673,850	

Each project is included in the Budget Detail by Fund

Use of General Fund Fund Balance

At June 30, 2021, the General Fund had an available fund balance of \$1,920,736 of which \$1,652,182 was reserved by Council for Economic Uncertainties. The following table shows the estimated future available fund balance:

<u>Date</u>	<u>Amount</u>	
06/30/21	\$1,920,736	Actual
06/30/22	\$2,272,075	Estimated
06/30/23	\$2,272,075	Projected

The \$2,272,075 represents 53.4% of the estimated revenues for FY 2022-23.

In recent years, the City Council prioritized the use of any year-end fund balance as follows: \$150,000 annually in the Section 115 Trust for CalPERS retirement and any additional fund balance was added to the Economic Uncertainty Fund. Since 2020, the

fund balance has not been allocated to allow for flexibility in responding to economic impacts from the pandemic.

At this time, staff recommends allocating \$150,000 of the fund balance to the Section 115 Trust. By contributing \$150,000 annually to the Section 115 Trust, the City will get back on track to funding its Unfunded Accrued Liability in 10 years. By placing the funds in a 115 Trust, the City does not give up full control of these monies to CalPERS, but they would be set-aside for this specific purpose. As of March 31, 2021, the City's investment in the Moderately Conservative HighMark PLUS fund was yielding a 1-year investment return of 16.98%.

As part of the mid-year budget modifications for FY 2022-23, staff will prepare for Council consideration a Fund Balance policy to guide use of the current and future fund balance. Some options for use of fund balance may include:

- Set the General Fund Economic Uncertainty Reserve at a set Percentage
- Invest additional funds in the Section 115 Trust yielding a higher rate of return
- Consider reduction of long-term debt
- Establish an Economic Development Reserve
- Fund Capital Projects

RECOMMENDATION

Receive the Proposed Budget for Fiscal Year 2022-23 presentation and provide direction on any changes to be made prior to adoption in June.

CONCLUSION

The Council's approval of this budget and supporting resolutions will continue a positive economic strategic path for the City of Del Rey Oaks.

Respectfully submitted,

John Guertin

City Manager

**City of Del Rey Oaks
FY 2022-2023 Proposed Budget Detail**

	2020-21 Actual	2021-22 Budget	2022-23 Proposed	Change from 21- 22
Revenue				
Non Departmental				
P/T-Secured	503,963.98	510,000.00	520,200.00	10,200.00
P/T-Unsecured	19,644.89	22,000.00	23,000.00	1,000.00
P/T-Prior Secured	7,034.52	6,000.00	6,000.00	0.00
Prior Unsecured	0.00	100.00	100.00	0.00
P/T-Unitary Tax	8,537.30	8,500.00	8,600.00	100.00
P/T-Supplemental Roll	11,443.86	10,000.00	12,000.00	2,000.00
Property Tax - Vif	166,032.00	166,000.00	167,000.00	1,000.00
P/T-Int/Penal	963.52	1,000.00	800.00	(200.00)
Sales Tax	409,995.28	490,000.00	450,000.00	(40,000.00)
Sales Tax - Add On	665,778.39	900,000.00	803,000.00	(97,000.00)
Cannabis Tax	212,604.22	200,000.00	200,000.00	0.00
Transient Occupancy Tax	23,573.08	75,000.00	75,000.00	0.00
Property Transfer Tax	2,627.10	9,200.00	5,000.00	(4,200.00)
Sewer Impact	19,185.64	15,000.00	15,000.00	0.00
Business Licenses	250,352.19	215,000.00	215,000.00	0.00
Gas Franchises	5,829.07	5,800.00	5,800.00	0.00
Electric Franchises	18,175.71	18,500.00	18,500.00	0.00
Garbage Franchises	98,711.23	100,000.00	100,000.00	0.00
Cable Tv Franchises	25,995.52	26,000.00	26,000.00	0.00
Water Franchises	21,004.42	22,000.00	23,000.00	1,000.00
SB1186 Disability Access	2,503.08	1,000.00	1,000.00	0.00
SB1473 Eviron. Assess	84.52	100.00	100.00	0.00
Building Permits	37,980.08	40,000.00	40,000.00	0.00
Cannabis Business Permit	30,000.00	30,000.00	30,000.00	0.00
Plan Check Fees	17,424.51	17,000.00	17,000.00	0.00
Street Opening Permits	5,200.00	5,000.00	5,000.00	0.00
Plumbing Permits	1,875.00	1,600.00	1,600.00	0.00
Electrical Permits	2,055.00	1,600.00	1,600.00	0.00
Other Licenses/Permits	1,136.00	1,000.00	1,000.00	0.00
Fines & Forfeitures	282.08	200.00	200.00	0.00
Vehicle Code Fines	1,925.81	5,000.00	5,000.00	0.00
Interest Earned	60,567.10	20,000.00	10,000.00	(10,000.00)
Rental - Garden Ctr	36,000.00	36,000.00	36,000.00	0.00
Rental - Airport RV	29,000.00	35,000.00	35,000.00	0.00
Rental - PW Bldg	0.00	12,000.00		(12,000.00)
HOPTR	2,173.64	1,200.00	1,200.00	0.00
Vehicle License Collection	1,566.03	0.00	0.00	0.00
COP Monies	156,726.58	161,000.00	100,000.00	(61,000.00)
AMBAG REAP Grant	7,821.00	57,179.00		(57,179.00)
HCD LEAP Grant	0.00	65,000.00		(65,000.00)
Prop 172	23,430.22	25,000.00	25,000.00	0.00
Grants - Wellness	12,500.00	7,500.00	7,500.00	0.00
Police Grants Other	2,500.00	5,000.00	5,000.00	0.00
Agencies				
POST Reimbursements	2,594.20	0.00	0.00	0.00
Police Reports	960.00	1,000.00	1,000.00	0.00
Police Services	1,377.15	48,000.00	48,000.00	0.00
Public Events	0.00	5,000.00	5,000.00	0.00
Use Permits	17,453.80	20,000.00	20,000.00	0.00
Maps/Publications	55.00	100.00	100.00	0.00
Property Inspections	3,500.00	4,500.00	4,500.00	0.00
Miscellaneous Services	9,515.55	10,000.00	10,000.00	0.00
Donation - Other Non-Pd	0.00	0.00	0.00	0.00
Rental - Park	1,910.00	3,100.00	3,100.00	0.00
Miscellaneous Refunds	6,830.06	0.00	0.00	0.00

**City of Del Rey Oaks
FY 2022-2023 Proposed Budget Detail**

	2020-21	2021-22	2022-23	Change from 21-
	Actual	Budget	Proposed	22
Restitution	1,298.00	70,700.00	0.00	(70,700.00)
Total Non Departmental	2,949,696.33	3,489,879.00	3,087,900.00	(401,979.00)
Police				
Airport Police Services	1,026,559.93	1,083,650.00	1,211,250.00	127,600.00
Total Police	1,026,559.93	1,083,650.00	1,211,250.00	127,600.00
Total Revenue	3,976,256.26	4,573,529.00	4,299,150.00	(274,379.00)

Expense

Council

Payroll	1,036.82	0.00	0.00	0.00
Council Member Stipend	4,800.00	9,000.00	9,000.00	0.00
Dental Exp - City Council	3,523.91	0.00	0.00	0.00
Medicare	69.60	110.00	200.00	90.00
Social Security	0.00	0.00	0.00	0.00
Employer FUTA	0.00	0.00	0.00	0.00
Dental Expense	0.00	7,000.00	7,400.00	400.00
Member/Dues/Contributions	14,568.33	2,000.00	2,000.00	0.00
Ad/Promotion City Cnd	182.99	0.00	0.00	0.00
Strategic Planning	5,000.00	12,000.00	12,000.00	0.00
Election Cost	5,469.57	0.00	0.00	0.00
Travel Expenses	0.00	3,000.00	3,000.00	0.00
Total Council	34,651.22	33,110.00	33,600.00	490.00

City Clerk

Payroll	148,867.04	141,100.00	142,800.00	1,700.00
Temp Payroll	19,239.50	25,000.00	25,000.00	0.00
Overtime	802.55	5,000.00	5,000.00	0.00
PERS UAL	26,965.00	34,200.00	40,000.00	5,800.00
PERS Retirement	8,291.40	11,700.00	11,700.00	0.00
Medicare	2,160.95	2,100.00	2,100.00	0.00
Social Security	0.00	0.00	0.00	0.00
Employer FUTA	0.00	0.00	0.00	0.00
Dental Expense	1,674.90	3,500.00	3,400.00	(100.00)
Health Insurance	27,822.46	43,500.00	47,200.00	3,700.00
Health Insurance -Retiree	0.00	0.00	1,860.00	1,860.00
Vision Ins	215.75	500.00	500.00	0.00
Workers Comp	7,411.85	11,400.00	7,900.00	(3,500.00)
Wellness Program	1,366.25	1,000.00	1,100.00	100.00
Reimbursements - Exp	165.08	0.00	0.00	0.00
Materials/Supply	16,813.99	16,300.00	16,300.00	0.00
Office Supplies	12,363.22	11,200.00	11,200.00	0.00
Repair/Maintenance	5,149.46	0.00	3,000.00	3,000.00
Telephone	6,909.36	7,680.00	7,680.00	0.00
Internet	0.00	0.00	0.00	0.00
Website Design & Maint.	7,843.90	3,200.00	3,800.00	600.00
Postage / Shipping	3,241.14	2,400.00	2,400.00	0.00
Liability/Prop Non-Dpt	5,005.46	13,200.00	14,900.00	1,700.00
Contract Services - IT	10,100.00	5,000.00	5,000.00	0.00
Contract Services -Finance	13,395.00	0.00	0.00	0.00
Contract Services - HR	14,201.75	40,000.00	40,000.00	0.00
Organic Waste Regs	0.00	12,000.00	12,000.00	0.00

Services

Agenda Mgmt System	0.00	0.00	4,920.00	4,920.00
Document Mngmt System	0.00	0.00	1,500.00	1,500.00
Municipal Code Service	4,956.57	10,000.00	10,000.00	0.00
Records Retention Services	0.00	5,000.00	5,000.00	0.00
Member/Dues/Contributions	2,014.82	1,000.00	1,000.00	0.00

**City of Del Rey Oaks
FY 2022-2023 Proposed Budget Detail**

	2020-21	2021-22	2022-23	Change from 21-
	Actual	Budget	Proposed	22
Training			5,000.00	5,000.00
Misc Expenses	5,818.47	0.00	0.00	0.00
Furniture, Equipment	334.95	0.00	3,000.00	3,000.00
Total City Clerk	353,130.82	405,980.00	435,260.00	29,280.00
City Manager				
Payroll	148,097.34	180,000.00	175,000.00	(5,000.00)
PERS UAL	552.00	600.00	900.00	300.00
PERS Retirement	10,699.74	13,700.00	13,100.00	(600.00)
Medicare	2,044.25	2,700.00	2,500.00	(200.00)
Employer FUTA	0.00	0.00	0.00	0.00
Dental Expense	333.61	1,600.00	1,700.00	100.00
Health Insurance	12,165.90	21,800.00	23,600.00	1,800.00
Vision Ins	29.60	500.00	200.00	(300.00)
Workers Comp	7,545.80	11,900.00	9,700.00	(2,200.00)
Wellness Program	844.18	500.00	500.00	0.00
Deferred Compensation	2,000.00	12,000.00	12,000.00	0.00
Admin Leave	6,922.80	7,000.00	7,000.00	0.00
Auto Allowance	1,350.00	5,400.00	5,400.00	0.00
Office Supplies	367.37	1,530.00	1,530.00	0.00
Liability/Prop Non-Dpt	5,488.97	13,900.00	18,200.00	4,300.00
Contract Services - HR	4,194.00	0.00	0.00	0.00
Member/Dues/Contributions	2,433.00	3,500.00	3,500.00	0.00
Books and Periodicals	0.00	300.00	300.00	0.00
Contingency			8,830.00	8,830.00
Travel Expenses	0.00	8,000.00	8,000.00	0.00
Total City Manager	205,068.56	284,930.00	291,960.00	7,030.00
Audit/Treasurer				
ADP Payroll Fees	10,377.37	7,100.00	7,100.00	0.00
Bank Service Charges	2,627.02	1,000.00	1,000.00	0.00
Accounting Software	0.00	3,600.00	3,600.00	0.00
Audit Services	44,549.97	35,000.00	31,000.00	(4,000.00)
Actuarial Services			4,500.00	4,500.00
Contract Services - MIP	175.00	0.00	0.00	0.00
Accounting Services	145,919.15	180,000.00	180,000.00	0.00
Total Audit/Treasurer	203,648.51	226,700.00	227,200.00	500.00
Legal				
Legal Services	255,109.86	225,000.00	200,000.00	(25,000.00)
Legal Advertising	2,750.13	1,500.00	1,500.00	0.00
Total Legal	257,859.99	226,500.00	201,500.00	(25,000.00)
Planning & Building				
Regulation				
Econ Development Services	0.00	30,000.00	30,000.00	0.00
Planning Services	127,851.25	42,800.00	40,000.00	(2,800.00)
Housing Element Services	65,442.00	64,600.00		(64,600.00)
Habitat Management Plan	1,293.75	0.00		0.00
Services				
Building Inspections	0.00	52,200.00	30,240.00	(21,960.00)
Services				
Engineering Services	0.00	5,000.00	5,000.00	0.00
Member/Dues/Contributions	781.14	0.00	0.00	0.00
Travel Expenses	0.00	3,000.00	3,000.00	0.00
S.M.I.P.	206.21	0.00	0.00	0.00
Sb 1473	65.70	0.00	0.00	0.00
Total Planning & Building	195,640.05	197,600.00	108,240.00	(89,360.00)
Regulation				

City of Del Rey Oaks
FY 2022-2023 Proposed Budget Detail

	2020-21	2021-22	2022-23	Change from 21-
	Actual	Budget	Proposed	22
Government Buildings				
Materials/Supply	1,090.88	0.00	0.00	0.00
Repair/Maintenance	4,223.92	20,000.00	20,000.00	0.00
Utilities/Pge	2,285.70	0.00	0.00	0.00
Contract Services - Planning	1,865.77	0.00	0.00	0.00
Janitorial Fund	1,712.50	2,100.00	2,100.00	0.00
Total Government	11,178.77	22,100.00	22,100.00	0.00
Buildings				
Non-Departmental				
Materials/Supply	5,752.04	6,120.00	6,120.00	0.00
Telephone	0.00	1,120.00	1,120.00	0.00
Liability/Prop Non-Dpt	48,632.50	0.00	0.00	0.00
Member/Dues/Contributions	0.00	13,000.00	13,000.00	0.00
Misc Expenses	823.32	1,000.00	1,000.00	0.00
S.M.I.P.	85.91	200.00	200.00	0.00
Sb 1473	0.00	100.00	100.00	0.00
Total Non-Departmental	55,293.77	21,540.00	21,540.00	0.00
Police				
Payroll	958,869.59	825,000.00	1,026,100.00	201,100.00
Overtime	83,187.39	129,300.00	120,000.00	(9,300.00)
Reserves Payroll	103,419.59	110,300.00	100,000.00	(10,300.00)
PERS UAL - Pre 6/30/18	75,929.00	94,400.00	102,900.00	8,500.00
PERS UAL - Post 6/30/18			6,100.00	6,100.00
PERS Retirement	98,555.55	117,600.00	127,500.00	9,900.00
PERS 457 Expense	0.00	36,000.00	36,000.00	0.00
Medicare	14,596.17	13,500.00	14,900.00	1,400.00
Social Security	0.00	0.00	0.00	0.00
Employer FUTA	0.00	0.00	0.00	0.00
Dental Expense	16,554.15	21,100.00	19,400.00	(1,700.00)
Health Insurance	180,318.31	261,800.00	243,000.00	(18,800.00)
Health Insurance - Retiree	0.00	700.00	700.00	0.00
Vision Ins	2,681.57	3,200.00	2,900.00	(300.00)
Workers Comp	176,843.94	123,500.00	212,800.00	89,300.00
Wellness Program	3,375.01	5,000.00	5,300.00	300.00
Uniform Allowance	6,750.00	10,000.00	10,000.00	0.00
Deferred Compensation	0.00	0.00	0.00	0.00
Admin Leave	15,357.35	149,500.00	0.00	(149,500.00)
Materials/Supply	12,806.76	45,000.00	45,000.00	0.00
Ammunition	0.00	4,000.00	4,000.00	0.00
Office Supplies	5,480.47	3,000.00	3,000.00	0.00
Special Supply Police	31,382.58	0.00	0.00	0.00
Equip Lease - Principal	12,978.90	30,000.00	24,300.00	(5,700.00)
Equip Lease - Interest			1,000.00	1,000.00
Annual Maintenance			3,400.00	3,400.00
Auto Supplies / Equip	5,618.39	2,500.00	2,500.00	0.00
Auto Fuel	25,281.91	26,000.00	30,000.00	4,000.00
Bank Service Charges	22.70	0.00	0.00	0.00
Repair/Maintenance	12,355.57	14,000.00	14,000.00	0.00
Telephone	16,451.22	14,000.00	14,000.00	0.00
Internet	0.00	0.00	2,500.00	2,500.00
Records Management Software	0.00	3,400.00	3,400.00	0.00
Postage / Shipping	68.64	500.00	500.00	0.00
Training Police	14,386.55	10,000.00	15,000.00	5,000.00
Equipment Maint	82.00	0.00	0.00	0.00
Liability/Prop Non-Dpt	42,246.70	81,000.00	111,800.00	30,800.00
Audit Services - Airport	0.00	0.00	4,500.00	4,500.00

**City of Del Rey Oaks
FY 2022-2023 Proposed Budget Detail**

	2020-21	2021-22	2022-23	Change from 21-
	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	<u>22</u>
IT Support Services	6,400.00	6,000.00	6,000.00	0.00
Accounting Services	17,971.00	0.00	0.00	0.00
Contract Services - Legal	980.00	0.00	0.00	0.00
Contract Services - HR	2,862.50	3,000.00	3,000.00	0.00
Contract Services - PM	203.97	0.00	0.00	0.00
Janitorial Fund	1,512.50	2,000.00	2,000.00	0.00
Radio Dispatch Police	83,087.32	85,000.00	73,300.00	(11,700.00)
Auto Repair/Maintenance	5,367.19	14,000.00	14,000.00	0.00
Animal Regulation Fire	160.00	500.00	500.00	0.00
Fund Jail & Prisoner	102.28	200.00	200.00	0.00
Acjis System Police	10,803.17	9,000.00	9,000.00	0.00
Personnel Recruit & Pre-	2,708.00	3,000.00	3,000.00	0.00
Employment				
Member/Dues/Contributions	4,530.82	3,100.00	5,000.00	1,900.00
Books and Periodicals	305.84	900.00	900.00	0.00
Travel Expenses	0.00	12,000.00	12,000.00	0.00
Total Police	2,052,594.60	2,273,000.00	2,435,400.00	162,400.00
Fire/Animal Control				
Fire Seaside	208,550.00	214,700.00	219,100.00	4,400.00
Total Fire/Animal Control	208,550.00	214,700.00	219,100.00	4,400.00
Public Works/Streets				
Payroll	73,886.32	75,900.00	79,700.00	3,800.00
Overtime	450.87	3,000.00	3,000.00	0.00
PERS UAL	552.00	600.00	1,000.00	400.00
PERS Retirement	3,031.58	5,800.00	6,000.00	200.00
Medicare	1,001.14	1,100.00	1,200.00	100.00
Employer FUTA	0.00	0.00	0.00	0.00
Dental Expense	1,322.70	1,800.00	1,700.00	(100.00)
Health Insurance	13,919.81	21,800.00	23,600.00	1,800.00
Vision Ins	181.61	300.00	300.00	0.00
Workers Comp	3,476.41	5,100.00	4,400.00	(700.00)
Wellness Program	874.63	500.00	500.00	0.00
Materials/Supply	14,408.66	16,500.00	16,500.00	0.00
Office Supplies	2,145.26	1,530.00	1,530.00	0.00
Auto Supplies / Equip	0.00	2,500.00	2,500.00	0.00
Auto Fuel	2,991.88	4,000.00	5,000.00	1,000.00
Repair/Maintenance	27,184.07	41,000.00	41,000.00	0.00
Gabilan Crew	0.00	5,000.00	5,000.00	0.00
Utilities/Pge	11,478.04	12,000.00	12,000.00	0.00
Utilities/Water	3,694.57	3,200.00	3,200.00	0.00
Telephone	1,455.21	0.00	0.00	0.00
Liability/Prop Non-Dpt	2,034.43	5,500.00	5,500.00	0.00
Auto Repair/Maintenance	1,557.97	7,000.00	8,300.00	1,300.00
Member/Dues/Contributions	991.07	0.00	0.00	0.00
Training	0.00	0.00	5,000.00	5,000.00
Contingency			8,820.00	8,820.00
Storm Water Project -	20,955.05	23,000.00	23,000.00	0.00
Phase 4				
Total Public	187,593.28	237,130.00	258,750.00	21,620.00
Works/Streets				
Parks/Recreation				
PERS Retirement	1,880.73	0.00	0.00	0.00
Health Insurance	748.67	0.00	0.00	0.00
Materials/Supply	10,018.77	16,500.00	16,500.00	0.00
Auto Ops - Fuel	(248.90)	0.00	0.00	0.00
Repair/Maintenance	11,730.90	25,000.00	25,000.00	0.00

**City of Del Rey Oaks
FY 2022-2023 Proposed Budget Detail**

	2020-21 Actual	2021-22 Budget	2022-23 Proposed	Change from 21- 22
Travel Expenses			1,000.00	1,000.00
Utilities/Pge	500.08	0.00	0.00	0.00
Utilities/Water	3,495.05	2,000.00	2,000.00	0.00
Total Parks/Recreation	28,125.30	43,500.00	44,500.00	1,000.00
Street Slurry				
Capital Improvements	130,118.59	0.00	0.00	
Total Street Slurry	130,118.59	0.00	0.00	
Solar City Hall				
Capital Improvements	52,951.96	0.00	0.00	
Total Solar City Hall	52,951.96	0.00	0.00	
Total Expense	3,976,405.42	4,186,790.00	4,299,150.00	112,360.00
				2.7%
Net Income Before Other Financing Sources/Uses	(149.16)	386,739.00	0.00	(386,739.00)
Non Department Specific				
Transfers In - Corona Virus	50,000.00	0.00	0.00	0.00
Relief Fund				
Transfers Out - Park		(35,400.00)	0.00	35,400.00
Parking Lot Impvts				
Total Non Department Specific	50,000.00	(35,400.00)	0.00	35,400.00
Total Other Financing Sources and Uses	50,000.00	(35,400.00)	0.00	35,400.00
				0.00
Net Income After Other Financing Sources and Uses	49,850.84	351,339.00	0.00	(351,339.00)
Beginning fund Balance	1,870,886.00	1,920,736.84	2,272,075.84	
Ending Fund Balance	1,920,736.84	2,272,075.84	2,272,075.84	

210 - Gas Tax

Revenue				
Non Department Specific				
Gas Tax 2103	12,250.23	12,000.00	15,000.00	3,000.00
Gas Tax 2105	9,219.99	8,800.00	10,400.00	1,600.00
Gas Tax 2106	9,038.33	8,400.00	9,100.00	700.00
Gas Tax 2107	12,493.36	11,200.00	14,200.00	3,000.00
Gas Tax 2107.5	1,000.00	1,000.00	1,000.00	0.00
Total Non Department Specific	44,001.91	41,400.00	49,700.00	8,300.00
Specific				
Total Revenue	44,001.91	41,400.00	49,700.00	8,300.00
Expense				
Public Works/Streets				
Street Sweeping	18,667.07	10,000.00	10,000.00	0.00
Street Lighting	12,959.65	15,000.00	15,000.00	0.00
Total Public Works/Streets	31,626.72	25,000.00	25,000.00	0.00
Total Expense	31,626.72	25,000.00	25,000.00	0.00
Net Income Before Other Financing Sources/Uses	12,375.19	16,400.00	24,700.00	8,300.00
Beginning fund Balance	35,188.00	47,563.19	63,963.19	

**City of Del Rey Oaks
FY 2022-2023 Proposed Budget Detail**

	2020-21 Actual	2021-22 Budget	2022-23 Proposed	Change from 21- 22
Ending Fund Balance	47,563.19	63,963.19	88,663.19	

211 - SB1 Fund

Revenue				
MBASIA Contribution	0.00	0.00	10,000.00	10,000.00
SB 1 Funds	29,782.54	33,890.00	36,900.00	3,010.00
Total Non Department	29,782.54	33,890.00	46,900.00	13,010.00
Specific				
Total Revenue	29,782.54	33,890.00	46,900.00	13,010.00
Expense				
Planning & Building				
Regulation				
Contract Services - Habitat	(45.00)	0.00	0.00	0.00
Management Plan				
Total Planning & Building	(45.00)	0.00	0.00	0.00
Regulation				
Portola/Work Walkway				0.00
Street Improvements	0.00	35,000.00	0.00	(35,000.00)
Total Portola/Work Walkway	0.00	35,000.00	0.00	(35,000.00)
V-Gutter Repairs (over 3				0.00
years)				
Street Improvements	0.00	0.00	70,000.00	70,000.00
Total Portola/Work Walkway	0.00	0.00	70,000.00	70,000.00
Street Curb Replacement				0.00
Street Improvements	0.00	20,000.00	0.00	(20,000.00)
Total Street Curb	0.00	20,000.00	0.00	(20,000.00)
Replacement				
Total Expense	(45.00)	55,000.00	70,000.00	15,000.00
Net Income Before Other	29,827.54	(21,110.00)	(23,100.00)	
Financing Sources/Uses				
Beginning fund Balance	73,511.00	103,338.54	82,228.54	
Ending Fund Balance	103,338.54	82,228.54	59,128.54	

212 - Measure X Fund

Revenue				
Non Department Specific				
Measure X	81,764.49	76,000.00	92,000.00	16,000.00
Total Non Department	81,764.49	76,000.00	92,000.00	16,000.00
Specific				
Total Revenue	81,764.49	76,000.00	92,000.00	16,000.00
Expense				
Debt Service - Measure X				
Principal - Measure X Loan	59,298.22	76,000.00	90,000.00	14,000.00
Interest - Measure X	18,128.46	0.00	2,000.00	2,000.00

**City of Del Rey Oaks
FY 2022-2023 Proposed Budget Detail**

	2020-21	2021-22	2022-23	Change from 21-
	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	<u>22</u>
Total Debt Service - Measure	77,426.68	76,000.00	92,000.00	16,000.00
X				
Street Projects				
Via Verde/Los Encinos Street	0.00	0.00	30,000.00	30,000.00
Repair				
Angelus/Rosita Storm Drain Re	0.00	0.00	10,000.00	10,000.00
Angelus/Rosita Storm Drain Re	0.00	0.00	60,000.00	60,000.00
Total Street Projects	0.00	0.00	100,000.00	100,000.00
Total Expense	77,426.68	76,000.00	192,000.00	116,000.00
Net Income Before Other Financing Sources/Uses	4,337.81	0.00	(100,000.00)	
Beginning fund Balance	95,971.00	100,308.81	100,308.81	
Ending Fund Balance	100,308.81	100,308.81	308.81	

213 - Corona Virus Relief Fund

Revenue			
Non Department Specific			
CARES Act	50,000.00	0.00	0.00
Total Non Department	50,000.00	0.00	0.00
Specific			
Total Revenue	50,000.00	0.00	0.00
Net Income Before Other Financing Sources/Uses	50,000.00	0.00	0.00
Transfer In/Out			
Transfers Out - General	(50,000.00)	0.00	0.00
Fund			
Total Transfer In/Out	(50,000.00)	0.00	0.00
Total Other Financing Sources and Uses	(50,000.00)	0.00	0.00
Net Income After Other Financing Sources and Uses	0.00	0.00	0.00
Beginning fund Balance	0.00	0.00	0.00
Ending Fund Balance	0.00	0.00	0.00

221 - FORA Habitat Management Fund

Expense			
Planning & Building			
Regulation			
Contract Services - Habitat Management Plan	650.00	0.00	0.00
Habitat Management	0.00	73,300.00	0.00
Planning			
Total Planning & Building	650.00	73,300.00	0.00
Regulation			

**City of Del Rey Oaks
FY 2022-2023 Proposed Budget Detail**

	2020-21 Actual	2021-22 Budget	2022-23 Proposed	Change from 21- 22
Total Expense	650.00	73,300.00	0.00	
Net Income Before Other Financing Sources/Uses	(650.00)	(73,300.00)	0.00	
Beginning fund Balance	775,854.00	775,204.00	701,904.00	
Ending Fund Balance	775,204.00	701,904.00	701,904.00	

223 - ARPA Fund

Revenue				
Non Department Specific				
ARPA Grant	0.00	197,800.00	197,870.00	70.00
Total Non Department	0.00	197,800.00	197,870.00	70.00
Specific				
Total Revenue	0.00	197,800.00	197,870.00	70.00
Expense				
City Clerk				
Agenda Management Sys	0.00	13,000.00	0.00	(13,000.00)
Computer Server Replace	0.00	0.00	12,000.00	12,000.00
Document Mgmt System	0.00	9,000.00	0.00	(9,000.00)
Council Chamber Tech	0.00	10,000.00	0.00	(10,000.00)
Total City Clerk	0.00	32,000.00	12,000.00	(20,000.00)
Police				
PD Radio Update	0.00	0.00	0.00	0.00
Mobile Data Terminals	0.00	23,500.00	0.00	(23,500.00)
Total Police	0.00	23,500.00	0.00	(23,500.00)
Public Works				
Park Parking	0.00	82,050.00	0.00	(82,050.00)
Lot/Accessibility Project				
City Hall Parking Lot Imp	0.00	0.00	150,000.00	150,000.00
Wildfire Fuel Reduction	0.00	0.00	0.00	0.00
Total Public Works	0.00	0.00	150,000.00	150,000.00
Parks/Recreation				
Park Parking Lot	0.00	41,050.00	60,500.00	19,450.00
Total Police	0.00	41,050.00	60,500.00	19,450.00
Total Expense	0.00	96,550.00	222,500.00	125,950.00
Net Income Before Other Financing Sources/Uses	0.00	101,250.00	(24,630.00)	
Beginning fund Balance	0.00	0.00	101,250.00	
Ending Fund Balance	0.00	101,250.00	76,620.00	

311 - Prop 68 Grant Fund

Revenue
Non Department Specific

**City of Del Rey Oaks
FY 2022-2023 Proposed Budget Detail**

	2020-21 Actual	2021-22 Budget	2022-23 Proposed	Change from 21- 22
Donations	0.00	0.00	30,000.00	
Prop 68 Grant	0.00	177,950.00	0.00	
Total Non Department	0.00	177,950.00	30,000.00	
Specific				
Total Revenue	0.00	177,950.00	30,000.00	
Expense				
Park Improvements				
Park Play Structure	0.00	140,000.00	13,850.00	
Basketball Court	0.00	0.00	30,000.00	
Reconstruction				
Park Parking	0.00	0.00	59,500.00	
Lot/Accessibility Project				
Total Park Improvements	0.00	140,000.00	103,350.00	
Total Expense	0.00	140,000.00	103,350.00	
Net Income Before Other Financing Sources/Uses	0.00	37,950.00	(73,350.00)	
Non Department Specific Transfers In	0.00	35,400.00	0.00	
Total Non Department	0.00	35,400.00	0.00	
Specific				
Total Other Financing Sources and Uses	0.00	35,400.00	0.00	
Net Income After Other Financing Sources and Uses	0.00	73,350.00	(73,350.00)	
Beginning fund Balance	0.00	0.00	73,350.00	
Ending Fund Balance	0.00	73,350.00	0.00	

321 - SBR Engineering Fund

Expense			
SBR Engineering			
Contract Services -	12,734.18	505,830.00	0.00
Engineering			
Total SBR Engineering	12,734.18	505,830.00	0.00
Total Expense	12,734.18	505,830.00	0.00
Net Income Before Other Financing Sources/Uses	(12,734.18)	(505,830.00)	0.00
Beginning fund Balance	518,564.00	505,829.82	(0.18)
Ending Fund Balance	505,829.82	(0.18)	(0.18)

RESOLUTION NO.
2022-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL REY OAKS
ESTABLISHING AN APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2022-
2023 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 2022-2023 shall be and is hereby set in the amount of \$5,343,792 for said fiscal year. The Appropriations from Proceeds of Taxes Subject to the Limit is \$2,695,015.

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 28, 2022 by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

Alison Kerr, Mayor

ATTEST:

John Guertin
City Manager/City Clerk

RESOLUTION NO. 2022-17

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 28, 2022, by the following vote:

AYES
NOES:
ABSENT:
ABSTAIN:

Alison Kerr, Mayor

ATTEST:

John Guertin
City Manager/City Clerk

City of Del Rey Oaks Fee Schedule

Establishing Certain Fees Effective July 1, 2022

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. 2022-18

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 28, 2022 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Alison Kerr, Mayor

ATTEST:

John Guertin
City Manager/City Clerk

RESOLUTION NO. 2022-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL REY OAKS APPROVING THE
BUDGET FOR FISCAL YEAR 2022-2023

-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 Staff works diligently to present a transparent, fiscally responsible, and balanced budget; and

WHEREAS, the Budget presented for Fiscal Year 2022-2023 is transparent, fiscally responsible, and balanced.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Del Rey Oaks, California that the attached budget for FY 2022-2023 is hereby approved along with the attached salary schedule and position control list.

PASSED AND ADOPTED at a regular meeting of the Del Rey Oaks City Council duly held on June 28, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Alison Kerr, Mayor

ATTEST:

John Guertin
City Manager/City Clerk



City of Del Rey Oaks

Description of FY 2022-2023 Budget Line Items

This is a working document, and more information will be added at a later date.

SERVICES AND SUPPLIES

61105	Payroll	
61107	Temp Payroll	Temporary employee for filing system update, others as needed.
61110	Overtime	Police Department, Public Works, City Clerk's office.
61120	Reserve Payroll	Seven reserve officers (6 level 1, 1 level 2)
61125	PERS	Retirement contributions, unfunded liability payments.
61127	Medicare	Medicare contributions for full-time staff.
61130	Dental	Full-time city hall employee and councilmember dental care
61135	Medical Insurance	14 full-time employees. A combination of employee and partner and employee and full-family plans through PERS.
61145	Vision Insurance	Vision insurance contributions for full-time employees.
61150	Workers Comp	Workers compensation insurance premiums through MBASIA
61155	Wellness Program	

\$500 per employee wellness stipend funded through MBASIA risk pool wellness and safety grant.

61160 Uniform Allowance

\$250 per quarter uniform allowance for full-time police officers.

61127 Dental Expense – City Council

Dental expense for City Council.

61135 Dental Expense – City Staff

Dental expense for City Staff.

62410 Materials / Supply

Copier Machine Lease, Copier Machine Supplies, Miscellaneous Office Supplies and Equipment, Batteries, Computer Software and Hardware, Metroscan Services, Alarm System, SaniGuard, Equipment Repairs, City Hall Supplies, Dog Park Keys

62420 Ammunition

Adamson Police Products - Ammunition

62430 Office Supplies

Office Depot Supplies, Business Cards, Bathroom Supplies, Postage Supplies, DocuSign Service

62440 Special Supply Police

Miscellaneous Supplies, Business Cards, Uniforms, Evidence Supplies, Safety Supplies

62710 Auto Ops – Supplies / Equip

Auto Repair, Auto Rental, and Supplies.

62720 Auto Ops – Fuel

Gas expenses for Police Department and Public Works.

63505 Repair / Maintenance

Shredding, Alarm System, Pest Control, City Hall Cleaning Costs.

63510 Street Sweeping

Street Sweeping expenses.

63535 Website Design and Maintenance

Website Hosting, Splashtop (Remote Desktop) Services, Zoom Services.

63615	Equipment Maintenance
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SaniGuard

63650	Contracted Services - Legal
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Expenses for Legal Services.

CITY OF DEL REY OAKS
SALARY SCHEDULE FOR FISCAL YEAR 2022-2023

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Contract
City Manager	Per Contract					
Monthly						14,583.33
Bi-weekly						6,730.77
Hourly Rate						84.13
Annual						175,000.00
Chief of Police	Per Contract					
Monthly						14,333.33
Bi-weekly						6,615.38
Hourly Rate						82.69
Annual						172,000.00
Deputy City Clerk & Assistant to the CM						
Monthly	6,642.92	6,999.25	7,349.25	7,716.75	8,102.58	
Bi-weekly	3,065.96	3,230.42	3,391.96	3,561.58	3,739.65	
Hourly Rate	38.32	40.38	42.40	44.52	46.75	
Annual	79,715.00	83,991.00	88,191.00	92,601.00	97,231.00	
Administrative Assistant						
Monthly	4,333.33	4,550.00	4,777.07	5,016.27	5,267.60	
Bi-weekly	2,000.00	2,100.00	2,204.80	2,315.20	2,431.20	
Hourly Rate	25.00	26.25	27.56	28.94	30.39	
Annual	52,000.00	54,600.00	57,325.00	60,195.00	63,211.00	
Police Commander						
Monthly	7,031.08	7,401.17	7,790.75	8,200.83	8,610.92	
Bi-weekly	3,569.60	3,757.60	3,955.20	4,163.20	4,372.00	
Hourly Rate	44.62	46.97	49.44	52.04	54.65	
Annual	92,810.00	97,698.00	102,835.00	108,243.00	113,672.00	
Police Sergeant						
Monthly	6,205.42	6,532.08	6,858.75	7,201.75	7,743.25	
Bi-weekly	3,150.40	3,316.00	3,482.40	3,656.00	3,931.20	
Hourly Rate	39.38	41.45	43.53	45.70	49.14	
Annual	81,910.00	86,216.00	90,542.00	95,056.00	102,211.00	
Police Officer						
Monthly	5,351.75	5,633.50	5,914.00	6,209.75	6,520.25	
Bi-weekly	2,716.80	2,860.00	3,002.40	3,152.80	3,310.40	
Hourly Rate	33.96	35.75	37.53	39.41	41.38	
Annual	70,637.00	74,360.00	78,062.00	81,973.00	86,070.00	
Public Works Supervisor						
Monthly	5,130.00	5,400.00	5,685.00	5,985.00	6,317.91	
Bi-weekly	2,486.40	2,616.80	2,755.20	2,900.80	3,061.60	
Hourly Rate	31.08	32.71	34.44	36.26	38.27	
Annual	64,646.00	68,037.00	71,635.00	75,421.00	79,602.00	
Temporary/Part Time EE	At the discretion of the City Manager					
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. The Mayor is paid an additional \$125 per month for promoting and advertising the City.
3. All employees of the City pay the full employee paid percent contribution to each employee's PERS account.
4. The Police Chief and the City manager's salaries are pe individual contract.
5. Police Reserve officers are paid at a rate of \$30.00 per hour worked.

**CITY OF DEL REY OAKS
POSITION CONTROL LIST FOR FISCAL YEAR 2022-2023**

Position	Actual 2020-21	Budget 2021-22	Proposed 2022-23
City Manager	1.00	1.00	1.00
Deputy City Clerk & Assistant to the City Manager	0	0	1.00
Deputy City Treasurer	1.00	1.00	0.00
Deputy City Clerk	1.00	1.00	0.00
Administrative Assistant	.50	.50	1.00
Assistant City Manager and 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 *	5.00	5.00	5.00
Public Works Supervisor	1.00	1.00	1.00
Total Positions	14.50	14.50	14.00

* Police Officer positions are authorized at 6 but only 5 positions are filled for FY 22-23 Budget.