



CITY OF
DEL MAR

Celebrating 60 Years as a City

1959-2019

Operating and Capital Budget
Fiscal Years 2019-20 and 2020-2021

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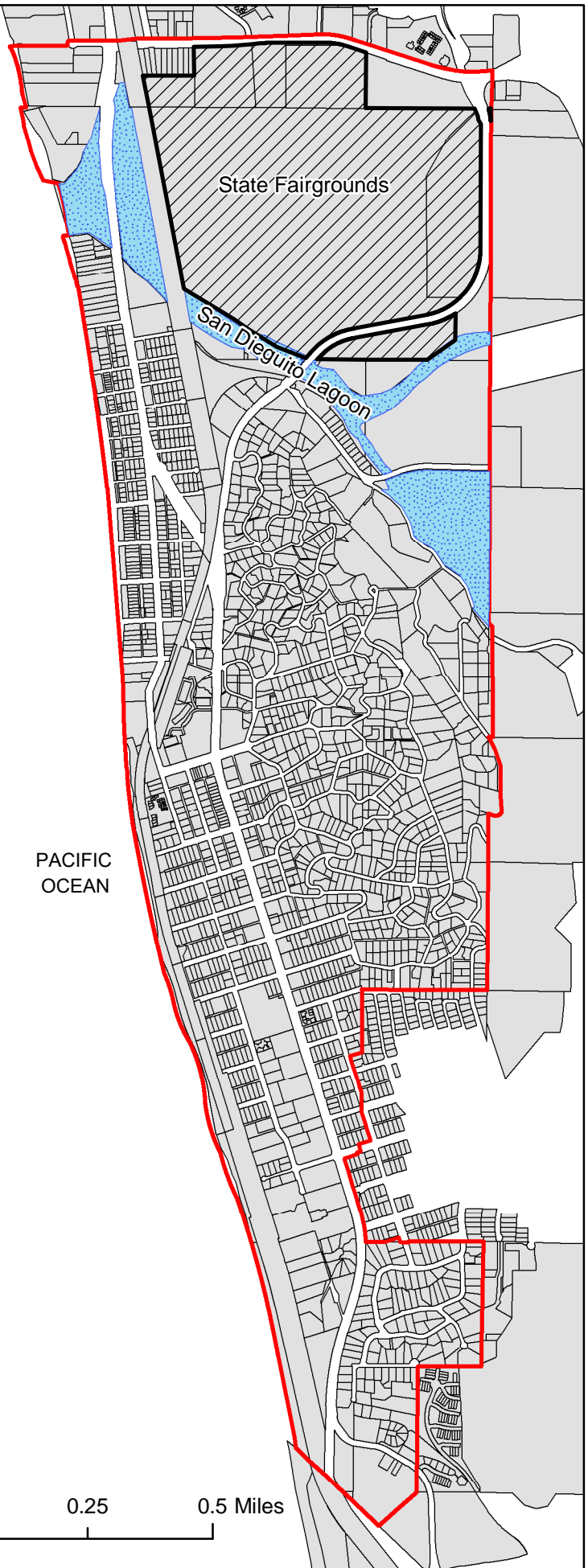
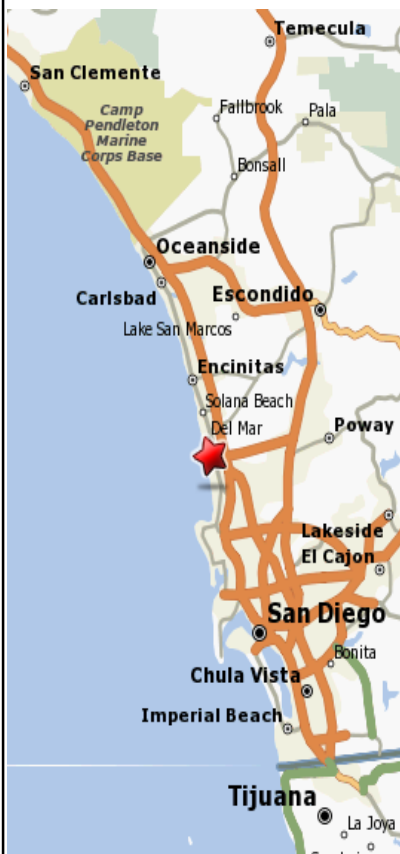
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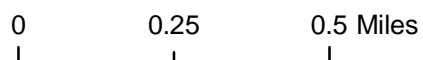
CITY OF DEL MAR

VICINITY MAP



Legend

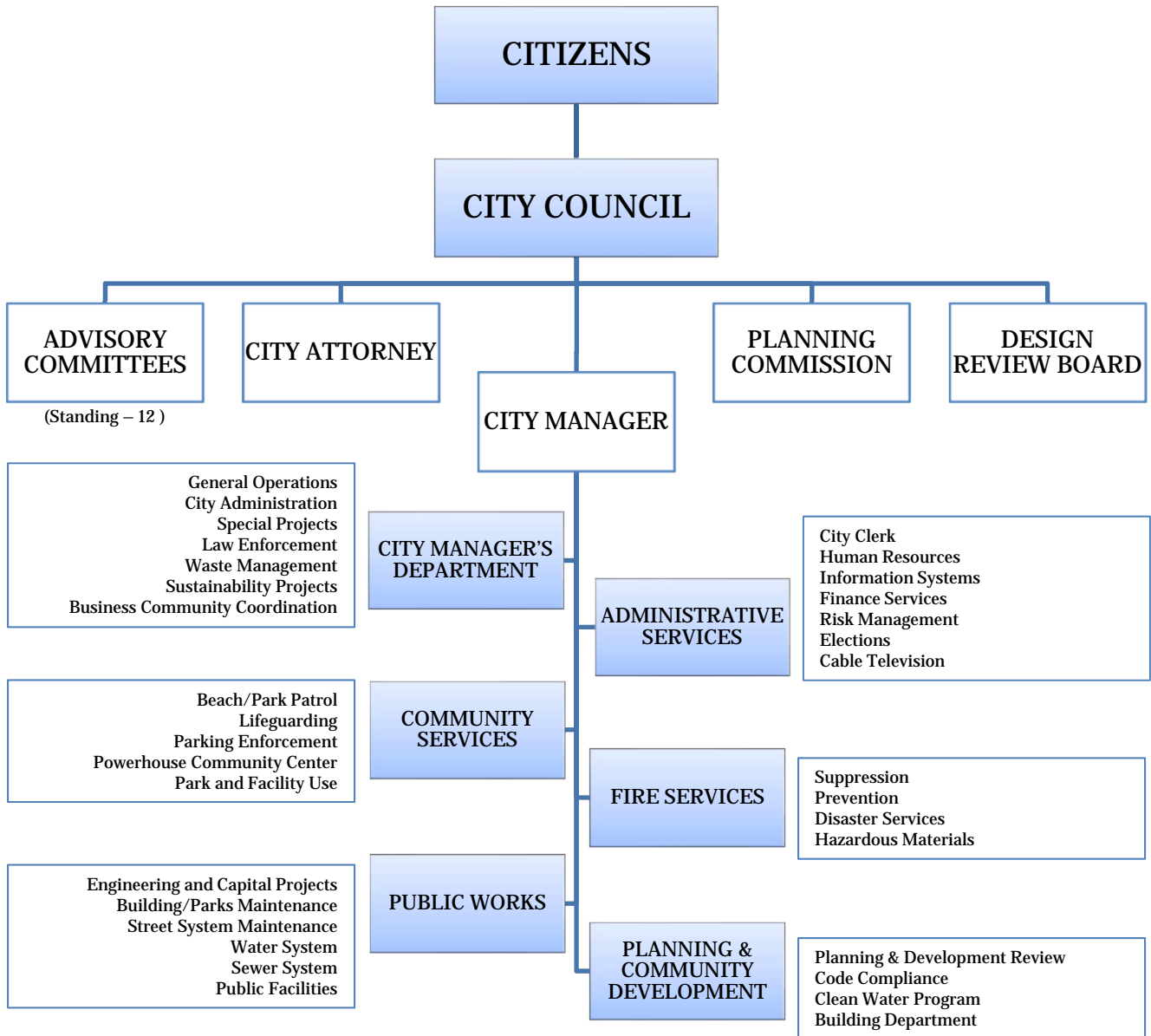
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-  San Dieguito Lagoon
-  City Limits





DEL MAR™

City of Del Mar Organizational Chart



CITY COUNCIL

Dave Druker
Mayor

Ellie Haviland
Deputy Mayor

Terry Gaasterland
Councilmember

Sherryl Parks
Councilmember

Dwight Worden
Councilmember

CITY MANAGER

Scott W. Huth

ASSISTANT CITY MANAGER

Kristen Crane

CITY ATTORNEY

Leslie Devaney

**DIRECTOR OF PLANNING AND
COMMUNITY DEVELOPMENT**

Kathleen Garcia

ADMINISTRATIVE SERVICES

DIRECTOR

Ashley Jones

PUBLIC WORKS

DIRECTOR

Joe Bride

**DIRECTOR OF COMMUNITY
SERVICES/LIFEGUARD CHIEF**

Jon Edelbrock

SHERIFF CAPTAIN

Herbert Taft

FIRE CHIEF

Mike Stein

CITY OF DEL MAR

CITIZEN BOARDS, COMMISSIONS AND ADVISORY COMMITTEES As of July 1, 2019

PLANNING COMMISSION	DESIGN REVIEW BOARD
Ted Bakker Jr., Chair	Beth Levine, Chair
Philip Posner Vice Chair	Glenn Warren, Vice Chair
Don Countryman	Jason Dempsey
David Doyle	John Goodkind
John Farrell	Julie Maxey-Allison
	Bill Michalsky
	Ed Yuskiewicz
	Philip Szymanski, Ex-Officio Primary
	Chris Moore, Ex-Officio Alternate

BUSINESS SUPPORT ADVISORY COMMITTEE	FINANCE COMMITTEE
Zach Groban, Chair	Tom McGreal, Chair
Richard Levak, Vice Chair	Al Corti
Jean Claude Aldibs	Bud Emerson
Jim Coleman	Clive Freeman
Robert Fleet	Robert Gans
Greg Glassman	Jas Grewal
Charles Koll	Scott MacDonald
Sally McPartlan	Jeff Sturgis
Mukesh Shah	Tom Tullie
Nikki Velasco	Terry Gaasterland, Council Liaison
Vacant - Voting Member	Sherryl Parks, Council Liaison
Dave Druker, Council Liaison	
Dwight Worden, Council Liaison	

PARKS AND RECREATION COMMITTEE	TRAFFIC AND PARKING COMMITTEE
John Peterson, Chair	Robin Crabtree, Chair
Claire McGreal, Secretary	Kenneth Barrett
Linda Chisari	Jeffrey Dysart
Mary Friestedt	Greg Glassman
Felise Levine	Tracy Martinez
Mac McLoughlin	Katherine White
Andrea Moreno	Edward Yuskiewicz
Sherryl Parks, Council Liaison	Dave Druker, Council Liaison
Dwight Worden, Council Liaison	Terry Gaasterland, Council Liaison

CITY OF DEL MAR

CITIZEN BOARDS, COMMISSIONS AND ADVISORY COMMITTEES As of July 1, 2019

SAN DIEGUITO LAGOON COMMITTEE	ARTS ADVISORY COMMITTEE
Ellen Breen, Chair	Bonnie Grossman, Chair
Jeffrey Barnouw	Julie Maxey-Allison, Secretary
Julie Kawasaki	Kristina Dommers
Carol Kerridge	Kathryn Grimm
Bill Michalsky	Barbara Inbody
Randee Warren	Maidy Morhous
Lee Haydu, At-Large Member (non-voting)	Karen Powell
Vacant - Voting Member	Ellie Haviland, Council Liaison
Vacant - 2 nd At-Large Member (non-voting)	Sherryl Parks, Council Liaison
Ellie Haviland, Council Liaison	Polly Cipparrone - Ex-Officio
Dwight Worden, Council Liaison	

SUSTAINABILITY ADVISORY BOARD	MEASURE Q CITIZEN OVERSIGHT COMMITTEE
Ann Feeney, Chair	Al Corti
Bertha Leone, Vice Chair	Tom McGreal
Catherine Blair	Vacant - Voting Members (3)
Hannah Carson	Dave Druker, Council Liaison
Dolores Davies Jamison	Sherryl Parks, Council Liaison
Debbie Hecht	
Ashley Mazanec	
Alan Sweedler	
Ellie Haviland, Council Liaison	
Dwight Worden, Council Liaison	
Vacant - Ex-Officio	

SHORES ADVISORY COMMITTEE	UNDERGROUNDING PROJECT ADVISORY COMMITTEE
Nathan McCay, Chair	Jay Thomas, Chair
Piper Underwood, Vice Chair	Jim Hindman, Vice Chair
Cathy Ascitutto, Secretary	James Benedict
Sissy Alsabrook	Thomas Blakely
Judd Halenza	Barry Entous
Arthur Olson	Daniel Quirk
Tom Sohn	Mukesh Shah
Vacant - Voting Members (3)	Dave Sykes
Sherryl Parks, Council Liaison	Steven Voss
Dwight Worden, Council Liaison	Dave Druker, Council Liaison
	Sherryl Parks, Council Liaison

ABOUT DEL MAR

“Where the Turf Meets the Surf”



Having incorporated in 1959, the City of Del Mar is a quaint seaside village located just 20 miles north of San Diego. With a population of approximately 4,370 people, and covering just 2.2 square miles, Del Mar is known for its vibrant small-town atmosphere. Del Mar attracts residents, and upwards of 2 million visitors annually from all over the world, who come to enjoy the beautiful dog-friendly beaches, hiking trails, scenic views, and the many shops and dining opportunities located within the Del Mar Village.

There are many local events to enjoy in the City as well. Residents and visitors alike have the opportunity to attend many signature events put on annually by the Del Mar Village Association, the weekly Farmer’s Market, and year-round events held at the Del Mar Fairgrounds including the San Diego County Fair and Del Mar horse races.

The community is primarily comprised of single-family residential neighborhoods, with retail uses and restaurants in the downtown, a small commercial area, and several hotels. The City employs approximately 60 full-time employees, and 70 part-time, seasonal employees, which operate out of the City’s Civic Center, Lifeguard Headquarters, Del Mar Fire Station, and Public Works yard and administration building. The City provides law enforcement services through a contract with the San Diego County Sheriff’s Department, and fire administration is provided through a mutual agreement between the cities of Del Mar, Encinitas, and Solana Beach.

The University of California, San Diego sits on the Torrey Pines Mesa several miles south of Del Mar on bluffs overlooking the Pacific Ocean. Proximity to the University has made Del Mar attractive to faculty and staff alike. The median age of Del Mar residents is 51, median household income is \$122,563 and the median educational level is a bachelor’s degree.

The landmark 22nd District Agricultural Association, commonly referred to as the Fairgrounds, was, when it was built in 1936, an important event for the City. The country was in the depths of the depression, and the Fairgrounds was seen as a “shot in the arm” to revive interest in Del Mar and increase land prices. Approval of pari-mutuel wagering in California triggered additional interest, and with assistance from the Worker’s Progress Administration (WPA), the deal to build the Fairgrounds was closed.

Immediately, horse racing aficionados set about establishing a major racetrack for thoroughbred racing at the site. Bing Crosby, whom many will remember as a popular singer and movie actor, was the first president of the Del Mar Turf Club. Over the years, the Del Mar Race Track became a popular destination for Hollywood stars, and some of them, notably Jimmy Durante and Desi Arnaz, were also residents. The Del Mar Thoroughbred Club continues its racing meet for approximately eight weeks each summer attracting the best horses to Del Mar along with large numbers of racing fans.

The Fairgrounds continues to be a major presence in the City, and several years ago doubled the size of the grandstand and completed substantial remodeling of the facilities. Each year the County Fair runs for about five weeks in June with thoroughbred racing beginning shortly thereafter and running through early September. Beginning in 2014, a fall race season was added and is anticipated to continue to run each year from November to early December. Del Mar was also the proud host city of the 2017 Breeders' Cup World Championships.

Two of Del Mar's older buildings were remodeled for community activities. The St. James church, later a restaurant and office building, houses the unique Del Mar Library complete with a large computer center, private reading areas, and a children's room. The Powerhouse building at the beach, which has been through many iterations over the years, formally opened as the Del Mar Community Center in December 1999. A third building, the rebuilt Beach Safety Center, was completed in 2012 and includes a two-story Lifeguard Headquarters with offices, first aid room, public restrooms, and a handicapped accessibility pathway to the new facility and the beach. It replaced a 45-year-old cinderblock structure that was built by volunteers. The most recently redeveloped City-owned site is the Del Mar Civic Center, which was completed in May 2018. The new Civic Center includes 8,855 sq. ft. City Hall for administrative functions; 3,104 sq. ft. Town Hall, 15,000 sq. ft. public plaza, and up to 140 parking stalls at the street level and underground. The City's acquisition of the 5.3 acre Del Mar Shores property in 2008, ensured the preservation of the last remaining developable parcel in the City as open space. All of these public facilities and community amenities were made possible in large part because of the commitment of our residents and their generous contributions.

As is evident from the support of the people of Del Mar, our most valuable resource is the residents of the community who have pride in their community and remain committed to maintaining its character and the Del Mar quality lifestyle.

MISCELLANEOUS STATISTICS
June 30, 2019

Date of Incorporation	July 15, 1959
Form of Government	Council/Manager Charter City
Population	4,374
Median Age	50.7
Median Household Income	\$122,563
Percent with Bachelor's Degree or Higher	75.4%
Percent with Graduate or Professional Degree	39.0%
Area	2 square miles
Climate:	
Average annual high temperature	73.3
Average annual low temperature	52.0
Annual precipitation	11.97"
Fire protection:	
Stations	1
Firefighters and officers	9
Shared Management Personnel	8
Fire incident responses	44
Emergency medical incident responses	845
Public service calls	55
Fire inspections	602
Culture and leisure:	
Parks	9.69 acres in 5 parks
Passive/ Active Recreation Areas	300.38 acres including 200 acres Fairgrounds/Racetrack
Miles of beaches	2.2
Beach attendance	Approximately 2,000,000
Tennis Courts	2
Basketball Courts	1
Libraries/Number of Volumes	1/21,024

MISCELLANEOUS STATISTICS
June 30, 2019
(continued)

Hotels:

Major hotel rooms	355
Average occupancy	75%
Average persons per stay	2.5
Average nights per stay	3.9
Average room rate	\$262

Education:

Schools:

Private	1
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Miles of streets	22.5
Street Lights	81

Water System:

Service connections	1,882
Fire Hydrants	350

Miles of sanitary sewers	28.85
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Employees:

Full-time	60
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Date: July 1, 2019
To: Honorable Mayor and Members of the City Council
From: Scott W. Huth, City Manager
RE: Adopted Fiscal Years 2019-2020 and 2020-2021 Operating and Capital Budget

I am pleased to present you with the Adopted Fiscal Years 2019-2020 and 2020-2021 Operating and Capital Budget. During that last two-year budget period, the City accomplished some major projects, the most notable of which was the completion of the Del Mar Civic Center in May 2018. Over the next two fiscal years, there continues to be a significant list of Council driven goals and priorities. One of the first major projects to benefit from Measure Q sales tax revenues, the Downtown Streetscape/Segment 1 Project, is expected to be completed during the Fall 2019. Additionally, staff will continue to work on many Council driven priorities such as the Shores Park Master Planning Effort; citywide utility undergrounding, Sea-Level Rise Adaptation planning; Short-Term Rentals; current 5th Cycle Housing Element implementation and development of a new 6th Cycle Housing Element for 2021-2029; Community Choice Energy efforts; short and long-term rail efforts; and affordable housing to name a few.

Overview of Budgeting for Local Government

The City has an operating budget that reflects ongoing annual expenditures and a capital budget for infrastructure improvements/investments (such as streets, facilities, water and wastewater infrastructure). The capital investments are planned on a 10-year schedule, anticipating future needs, and identifying revenue sources to pay for those improvements.

The City's budgeting is structured using governmental fund accounting with each fund consisting of a self-balancing set of accounts. The General Fund is the City's primary operating fund. The City has Special Revenue Funds, which account for revenues that are designated for a specific use by the City Council, State, or Federal governments. Some examples are the Gas Tax Fund, Open Space Fund, and Housing Fund. The City's internal service fund accounts for the workers' compensation program and charges the other funds or departments for the cost of the program. All workers' compensation expenses are then paid out of that fund. The City's Capital Project Funds accounts for the acquisition and construction of major capital facilities in the Open Space and CIP Fund. Lastly, the City's Water, Clean Water, and Wastewater Funds are enterprise funds which operate in a similar manner as a private business. For a detailed explanation of each fund and the balances in each fund, refer to the Fund, Reserves, and Fund Balance section of the Executive Summary.

Budget Principals, Policies and Laws

The two-year budget was developed using three primary budget policies for Del Mar along with State law as the guidepost, which are further described below.

Del Mar Financial Policies

Balanced Budget: A balanced budget is achieved when budget expenditures are equal to or less than revenues and/or sources of funds. A balanced budget is included for both adopted fiscal years, and at no time will the City operate with a deficit.

Contingency Reserve Policy: As recommended by the Finance Committee, and supported by staff and the City Council, the City's General Fund Contingency will be increased by 1% annually each year until it reaches 25% (90 days) of operations. The adopted budget includes a General Fund Contingency of 21.49% for Fiscal Year 2019-20 and 23.01% for Fiscal Year 2020-21. Amounts over 25% are eligible to be transferred to the CIP Reserve Fund, upon City Council approval.

Finnell Plan: The Finnell Plan is an internal financial policy that was developed to limit the growth of expenditures in relation to growth in revenues and was created to provide a source of funding for the City's capital improvement program. The Finnell Plan formula requires that 1.4% is subtracted from revenue growth and then used as a limit for expenditure growth. The adopted two-year budget meets this requirement for each fiscal year.

State Law

Gann Limit: The State places limits on the amount of revenue that can be spent by all entities of governments. The City is responsible for calculating the annual appropriations limit which is calculated by increasing the previous year's limit by a factor calculated by changes in population and inflation. The City's current estimated appropriations limit is high enough that the City will not reach the Gann limit in the foreseeable future.

Budget Development Process

There are many factors taken into consideration when undertaking the two-year budget development process, which include economic forecasts and projections; current and historical budget activity; 10-year financial forecast; contingency fund requirements; City Council Goals & Priorities; encumbrances and continuing appropriations; anticipated development activity; and reserve fund transfer requirements.

Revenue Assumptions: The City's three primary sources of revenues are property taxes, Transient Occupancy Tax (TOT), and Sales and Use Tax, which make up approximately 68% percent of General Fund revenues. These funding sources are vulnerable to substantial fluctuation as they are largely based on tourist-based activities, so a more conservative methodology is used when forecasting future revenues in these areas.

Expenditure Assumptions: Expenditures are based on anticipated operating needs, capital and special projects, and City Council driven goals and priorities. As part of the two-year budget process, the goal for all departments was to maintain current funding and service levels and only bring forward budget requests that are needed to maintain services levels, increase operational efficiencies, or those that are required in order to remain compliant with state and federal laws. It should be noted that there are some expenditures that are outside of the City's control such as increases to the cost of utilities (electricity, phone, cable), pension obligations, Sheriff's contract, implementation of state and federal law, and those due to inflation and increased costs for contractual services.

Reserves: The Council has designated within the General Fund certain reserves to maintain such as an Equipment Replacement Fund, self-insurance, leave liability, and the recently created Pension reserve fund. A more detailed explanation of each reserve and the balances for each can be found in the Executive Summary and approved budget document.

Encumbrances and Continuing Appropriations: Funds budgeted for operational expenditures that are unused at the close of the fiscal year are either returned to the General Fund Contingency or rolled forward as an encumbrance or continuing appropriation. Operational encumbrances are only possible when associated with an existing contract or purchase order where the work has been initiated during the prior fiscal year. Unspent budget for Capital Improvement Program (CIP) projects and Special Operating Projects that are ongoing are eligible to be brought forward to the current year as a Continuing Appropriation. Unspent budget amounts are calculated annually after the year is closed and the audit is completed.

Summary

In summary, the adopted budget totals \$29.9 million and \$35.1 million, for the first and second years, respectively. The budget for the General Fund, the City's primary operating fund, is \$13.1 million in the first year of the budget and \$13.5million in the second year of the budget. The capital improvement program including Measure Q capital projects is \$3.2 million for Fiscal Year 2019-20; and \$8.3million for Fiscal Year 2020-21.

As in past years, the City Council has identified an ambitious list of goals and priorities for the coming fiscal years, and Del Mar is fortunate to have a dedicated and talented group of staff and community volunteers that are committed to helping the Council to achieve those goals. The adopted budget reflects the hard work and dedication of City staff; the Finance Committee's continued efforts to the City with oversight of the City's finances; and the City Council's commitment to make financial health and stability a top priority for the Del Mar Community.

Respectfully submitted,

Scott W. Huth
City Manager

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EXECUTIVE SUMMARY

Fiscal Years 2019-2020 and 2020-2021

Adopted Operating and Capital Budget

The Adopted Fiscal Years 2019-2020 and 2020-2021 Operating and Capital Budget is a spending plan based on current services, special projects, community funding requests, and Capital Improvement Program (CIP) projects, and is \$29,900,850 and \$35,099,080 respectively. The total expenditures are made up of the following:

Fund	FY 2019-20	FY 2020-21
General Fund	\$13,099,340	\$13,511,970
Capital Improvement Fund	\$2,383,290	\$2,257,000
Measure Q Fund	\$1,708,290	\$6,988,160*
Special Projects Fund	\$787,970	\$524,380
Other Governmental Funds	\$2,338,480	\$2,293,700
Worker's Comp Fund	\$292,000	\$301,750
Water Fund	\$4,052,410	\$4,199,190
Clean Water	\$1,083,770	\$871,980
Wastewater Fund	\$4,155,300	\$4,150,950
Total	\$29,900,850	\$35,099,080

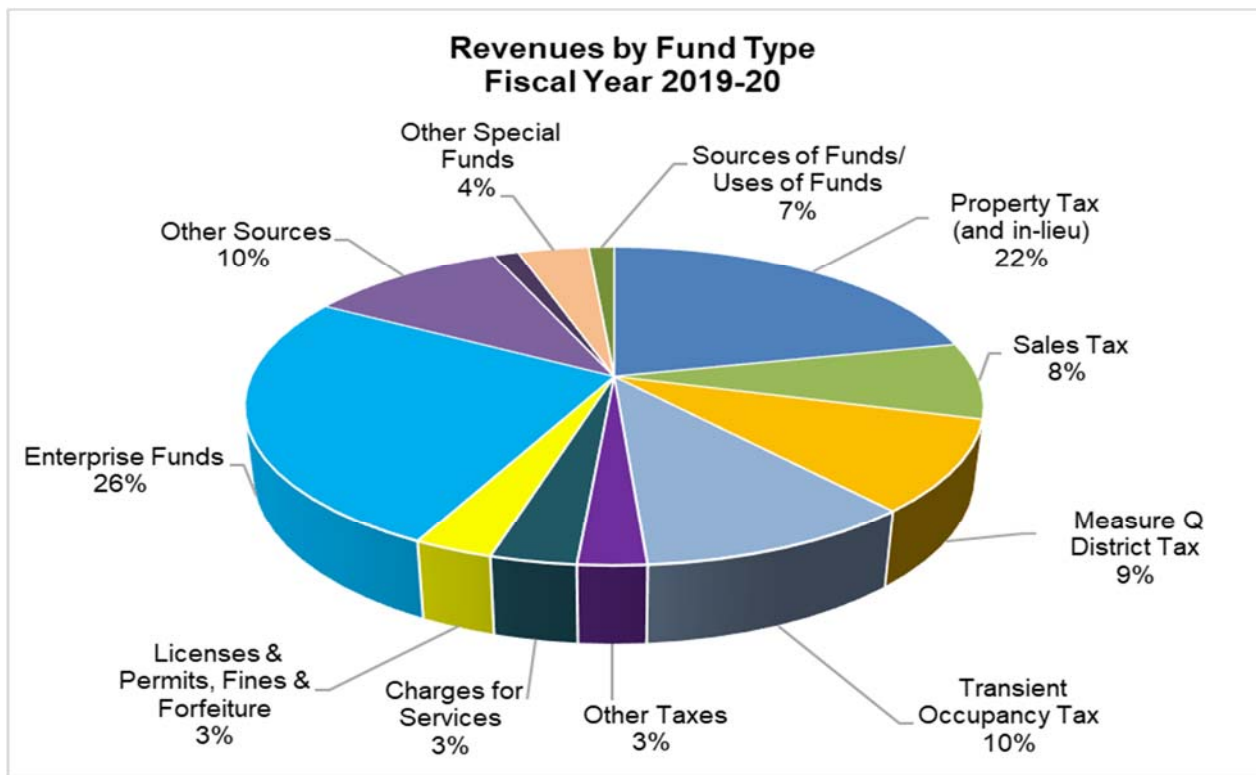
*These figures are included in the adopted budget as a placeholder and are based on a recommendation that was presented to the City Council in April 2019.

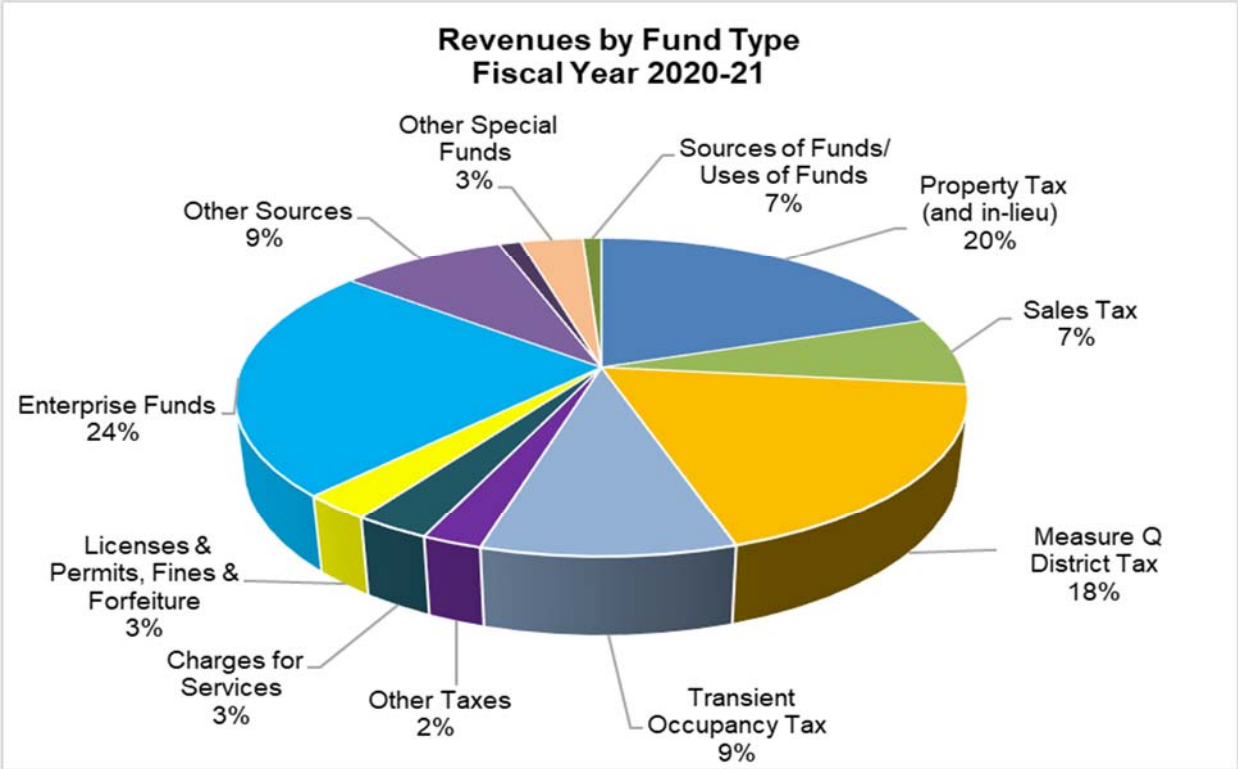
The City's adopted two-year budget conforms to three City financial policies. The first is the Council's policy to have a balanced budget. The second policy is the contingency reserve policy, which in the past required that the General Fund contingency reserve be no less than 10% of the City's annual expenditures and that any amount over 20% be considered to transfer to the Capital Improvement Reserve Fund. Based on a recommendation by the Finance Committee, the City Council directed staff to increase the General fund Contingency (GFC) by 1% each year until it reaches 25% or 90 days of operations. This policy is achieved in the adopted budget for both proposed fiscal years. The projected FY 2019-20 contingency is 21.49% (78 days of operating expenses), and the FY 2020-21 contingency is 23.01% (84 days of operating expenses). This GFC represents an ending fund balance of \$3,259,556 in Fiscal Year 2019-20, and \$3,559,025 in Fiscal Year 2020-21. The contingency funds a total of \$50,000 during the two fiscal years into the Equipment Replacement Reserve, and \$825,000 for each fiscal year into the Pension Reserve Fund which was established to pay off the City's unfunded liability within a fifteen-year period, and currently on the thirteenth-year of the payoff plan. Separate funds have been established to account for the collection of Measure Q sales tax revenue and related expenditures for Special Projects, which will be managed similar to the Capital Improvement Fund.

The third financial policy that is applied to the two-year budget is the Finnell Plan. The Finnell Plan is an internal policy that identifies the difference between revenues and operating expenditures as a potential funding source to be used to fund the City’s Capital Improvement Program. The Finnell Plan was developed to monitor the growth of expenditures in relationship to growth of revenue. The primary purpose of the Plan was to ensure that there would be an accumulation of revenues that would support capital improvements. It is becoming more difficult to meet the Finnell Plan due to rising fixed costs, particularly in the areas of pension and staffing/benefits costs, public safety, and increased costs for consultants and other resources needed to achieve the City Council’s goals and priorities. Most of these additional costs are not offset by new revenues. However, the Finnell Plan was achieved in both fiscal years.

The Finnell Plan is calculated using Governmental Fund revenues and operating expenditures, and excludes self-sustaining governmental funds, equipment replacement fund purchases, and one-time expenditure reimbursements. Subtracting 1.4% from the revenue growth in each fiscal year as required by the Finnell Plan, operating expenditure increases would be limited to 3.5% in Fiscal Year 2019-2020 and 2.26% in Fiscal Year 2020-2021. In Fiscal Year 2019-20, expenditures are under the allowable expenditure growth cap by 2.39% or \$356,480; and expenditures are under the allowable expenditure growth cap by 0.18% or \$26,454 in Fiscal Year 2020-21.

REVENUE AND EXPENDITURE PICTURE:





Revenues by Fund Type:	Adopted FY 2019-20	Adopted FY 2020-21
Property Tax (and in-lieu)	\$ 6,618,830	\$ 6,949,770
Sales Tax	2,368,780	2,428,000
Measure Q District Tax	2,853,180	6,424,180
Transient Occupancy Tax	3,151,800	3,310,000
Other Taxes	777,280	788,600
Charges for Services	976,370	995,900
Licenses & Permits, Fines & Forfeiture	902,040	916,110
Enterprise Funds	7,928,690	8,300,410
Other Sources	3,193,420	3,085,300
Capital Improvement Program	400,000	400,000
Other Special Funds	1,139,280	1,155,650
Sources of Funds (Deposits to Reserves)	(408,820)	345,160
Total	\$ 29,900,850	\$ 35,099,080

Total Revenues

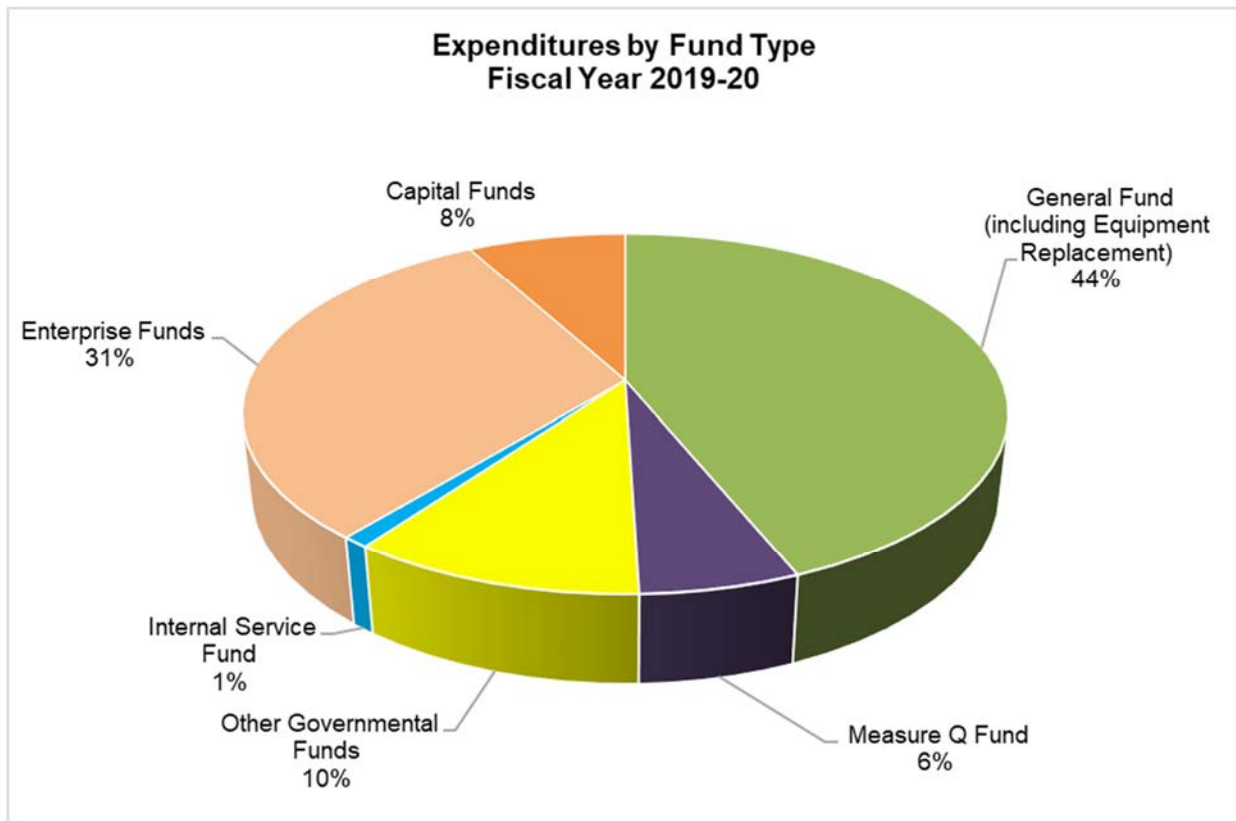
Total revenues for Fiscal Year 2019-20 are \$30,309,670 and \$34,753,920 for Fiscal Year 2020-21. The projected revenue totals are substantially larger in Fiscal Year 2020-21 due to potential proceeds from a short-term loan to the Measure Q fund for the citywide Utility Undergrounding Project.

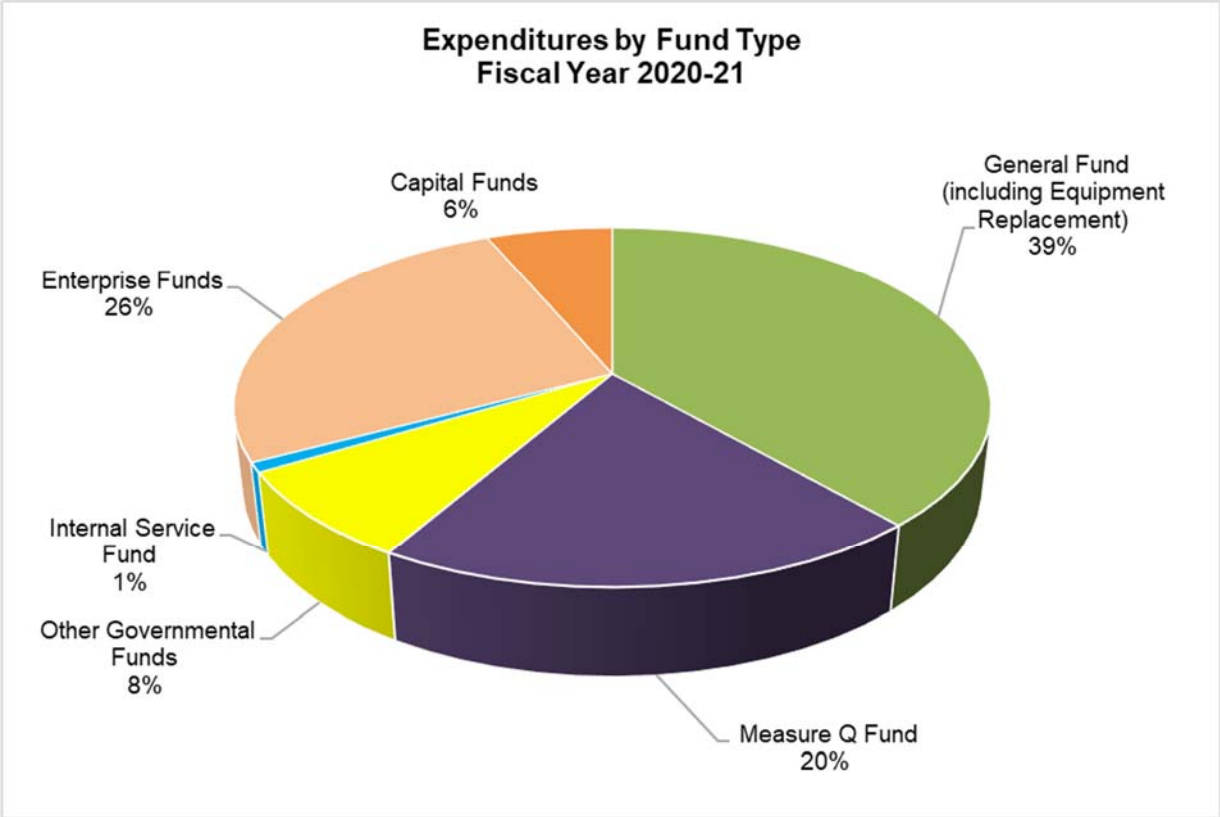
As shown in the graphic, for Fiscal Year 2019-20, property taxes, sales and use tax including Measure Q district tax, and Transient Occupancy Tax (TOT) make up 22%; 17%; and 10% of total

revenues. Enterprise funds account for 26% of total revenues and Other Sources accounts for 11% of total revenues. The remaining 14% of revenues are from other taxes, license and permits, parking and traffic fees, fines and forfeiture, capital improvement program and other special funds.

For Fiscal Year 2020-2021, property taxes, sales and use tax including Measure Q district tax, and Transient Occupancy Tax (TOT) make up 22%; 17%; and 10% of total revenues. Enterprise funds account for 26% of total revenues and Other Sources accounts for 10% of total revenues. The remaining 15% of revenues are from other taxes, charges for services, licenses and permits, fines and forfeiture, capital improvement program, and other special funds.

The City’s four primary revenues in the General Fund are property taxes; sales and use tax; Measure Q district tax; and TOT, and makeup 73% and 74% of the overall General Fund revenue for Fiscal Year 2019-20 and 2020-21, respectively. Based on the activity that the City has seen in recent years, these revenue categories are projected to increase 5% for property taxes; 2.5% for sales and use tax; and 3% for TOT over the next two years. A more detailed analysis of General Fund revenues may be found under the “Financial Summaries” section.





Expenditures by Fund Type:	FY 2019-20	FY 2020-21
General Fund (including Equipment Replacement)	\$ 13,099,340	\$ 13,511,970
Measure Q Fund	1,708,290	6,988,160
Other Governmental Funds	3,126,450	2,818,080
Internal Service Fund	292,000	301,750
Enterprise Funds	9,291,480	9,222,120
Capital Funds	2,383,290	2,257,000
Totals:	\$ 29,900,850	\$ 35,099,080

Total Expenditures

Total expenditures for Fiscal Year 2019-20 are \$29,900,850, and \$35,099,080 for Fiscal Year 2020-21. Approved expenditures for Fiscal Year 2020-21 are higher than Fiscal Year 2019-2020 due to the anticipated expenditures related to the Measure Q funded citywide Utility Undergrounding Project that will be partially funded with a short-term loan.

As shown in the graphic, for Fiscal Year 2019-20, the General Fund is 44% of the total overall budget; Measure Q makes up 6% of the total budget; Other Governmental Funds make up 10% of the total budget; 1% for the Internal Service Fund; 31% for the Enterprise Funds; and 8% for the Capital Funds.

For Fiscal Year 2020-21, the General Fund is 38% of the total overall budget; Measure Q makes up 20% of the total budget; the Other Governmental Funds makes up 8% of the total budget; 1% for the Internal Service Fund; 26% for the Enterprise Funds; and 7% for the Capital Funds.

Workforce and Compensation/Benefit Adjustments

The adopted two-year budget was prepared taking into consideration the requirements of the Council approved Memorandums of Agreement that are in place between the City and the General Employees and Fire labor associations. These agreements require a 3% Cost of Living Adjustment (COLA) increase effective July 1 of each fiscal year. A 3% COLA increase is also included for unrepresented employees to ensure consistency for the entire organization. Additionally, a 6% increase to employee benefits, which includes pension and healthcare costs, is included for each fiscal year.

Each employee in the organization is compensated based on a multi-step salary range for their position. The proposed budget reflects a potential (based on performance) step increase of 2.5% for any employees that are not currently at the top step of the salary range for their position.

The adopted budget reflects two changes to staffing over the next two fiscal years. Two full-time maintenance workers have been added to the budget, one in Community Services and one in Public Works. These additions to the adopted budget also resulted in a reduction in the cost for seasonal, part-time salaries.

The adopted budget reflects the same level of service as in previous years. The City Council also approved funds for Special Projects totaling \$787,970 and \$524,380 for FY 2019-20 and FY 2020-21, respectively. These one-time expenditures are shown in the following table.

Special Projects

	FY 2019-20	FY 2020-21
General Fund		
Community Choice Energy	\$ 55,750	\$ 30,880
IT Strategic Plan	-	50,000
Record Scanning Project	10,000	10,000
Development Impact Fee Study	-	80,000
NCTD Bluff Safe Pedestrian Crossing	24,600	39,700
Short Term Rental Ordinance & LCPA	26,400	-
SCOUP Sand Replenishment Permit	164,200	164,400
NC/PC Rezone EIR	172,360	-
Housing Element-6 th Cycle	304,200	149,400
Housing Element-Task 1 & 2	5,460	-
Fairground Housing/Annexation	25,000	-
<i>General Fund Totals</i>	\$ 787,970	\$ 524,380

Expenditures – General Fund

General Fund expenditures, excluding the Equipment Replacement expenditures, which are funded by a separate reserve, will decrease by 3.6% in Fiscal Year 2019-20, when compared to the amended budget for Fiscal Year 2018-19, and will increase by 3.2% in Fiscal Year 2020-21 when compared to the Fiscal Year 2019-20 projection. The decrease in Fiscal Year 2019-20 is largely due to the creation of a Special Project Fund and legal expenses for those special projects being accounted for in the new fund. The increase in Fiscal Year 2020-21 is due to cost of living increases on contract services, including fire management and sheriff contract, as well as cost of living adjustment for employee services and benefits.

Overall, each department prepared their budgets with the same level of service and kept their expenditures flat except for the anticipated increases in cost of living allowances, utility costs, and pension costs.

In addition to the General Fund Programs, the City has a category of funds called Other Governmental Programs, which differ from General Fund programs in that they have their own dedicated funding sources. However, the General Fund provides the balance of funding for these programs that are not funded by these other sources.

Expenditures – Other General Governmental Funds

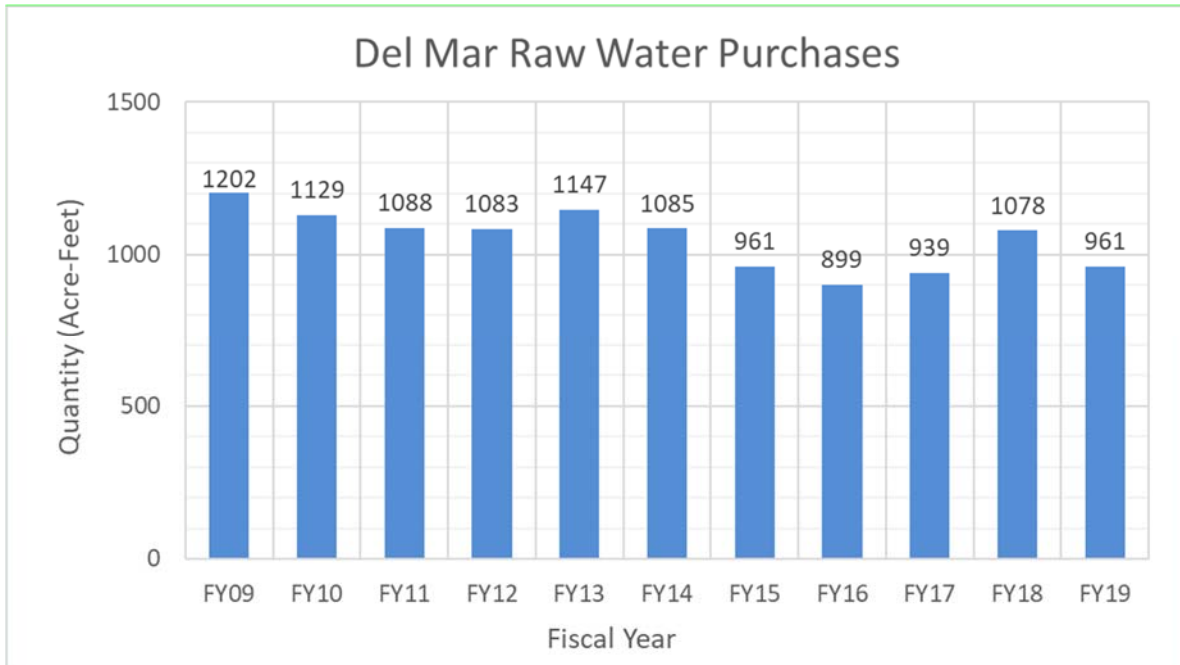
Expenditures by Fund Type:	Adopted FY 2019-2020	Adopted FY 2020-2021
Gas Tax Fund	\$ 610,850	\$ 551,050
Open Space Fund	1,023,360	1,027,630
Supplemental Law Enforcement Fund	361,640	371,190
Regional Communications Fund	85,010	85,010
Grants Fund	59,540	60,740
Housing Fund	115,530	115,530
AB 939 Fund	72,250	72,250
PEG Fee Fund	10,300	10,300
Totals:	\$ 2,338,480	\$ 2,293,700

Other General Governmental Expenditures increased by 7.8% in Fiscal Year 2019-20 compared to the amended projection for Fiscal Year 2018-19, and slightly declined in Fiscal Year 2020-21 compared to Fiscal Year 2019-20. Due to the hiring of a part-time Law Enforcement Manager, the Supplemental Law Enforcement Fund increased by \$115,770 in Fiscal Year 2019-20 in comparison to Fiscal Year 2018-19.

Enterprise Funds

Raw Water

The graphic below details the total quantity of raw water the City has purchased annually.



The City is projecting continuing increases in raw water purchase and transportation costs and approximately 1,000 Acre Feet (AF) of annual water purchases. The budget includes \$1,588,040 for raw water supply purchases in Fiscal Year 2019-20. The budget of \$1,651,560 for Fiscal Year 2020-21 assumes an additional 4% increase in raw water costs.

Water and Wastewater Treatment and Transportation

Since the City utility customer base is small, there are few economies of scale. Through careful monitoring, operations and maintenance costs incurred at the City level have remained stable for the two-year budget period. Since the City does not have a sewage treatment facility, this service is provided by the San Elijo Joint Powers Authority and City of San Diego through multiple contracts. The cost to transport and treat the City's wastewater is \$979,600 for Fiscal Year 2019-20, and \$1,180,600 for Fiscal Year 2020-21.

Staff continues to work with partner agencies to minimize pass-through costs for raw water, treated water, recycled water, and wastewater transportation and treatment.

Capital Improvement Program

The City has embarked on a variety of capital improvement projects in recent years and this year's budget continues to fund some of these major efforts. Total Capital Improvement Program (CIP) expenditures are \$3,183,290 in Fiscal Year 2019-20, and \$8,338,160 in Fiscal Year 2020-21. The vast majority of these increased capital expenditures is attributable to Measure Q funded capital projects including the Utility Undergrounding and Shores Park projects. Other CIP projects include the Camino del Mar Bridge over San Dieguito, citywide roadway maintenance, major facilities maintenance, and 29th Street Beach Access improvements. Capital expenditures are higher in Fiscal Year 2020-21 compared to Fiscal Year 2019-20 primarily due to the anticipated start of construction for the Utility Undergrounding Project.

Within the utility funds, \$1,202,000 and \$935,500 has been allocated in Fiscal Years 2019-20 and 2020-21 in the Water and Wastewater Funds, respectively, for water distribution system and wastewater collection system upgrades, and clean water infrastructure.

Capital Projects Included in the Adopted Budget

	FY 2019-20	FY 2020-21
General Fund		
Annual Pavement Rehabilitation	\$ 175,000	\$ 400,000
Major Facilities Maintenance	100,000	100,000
Tennis Court Drainage Ditch	-	200,000
CDM Bridge over San Dieguito*	450,000	400,000
Public Works Building Improvements	25,000	25,000
Jimmy Durante Striping	20,000	-
Coast Blvd at 27 th Street Intersection Improvements	25,000	-
Los Penasquitos Lagoon Repairs	50,000	-
17 th Street Garage Door Replacement	-	50,000
<i>General Fund Totals</i>	\$ 845,000	\$ 1,175,000
Special Funds		
Powerhouse Deck Expansion-Open Space	100,000	100,000
Seagrove Park Lighting	155,000	-
Powerhouse Trellis/Deck/Skylight	25,000	-
Riverpath Extension	50,000	50,000
20 th Street Lifeguard Tower Improvement	-	25,000
29 th Street Beach Access Improvements	300,000	-
<i>Special Funds Totals</i>	\$ 630,000	\$ 175,000
Measure Q Funds		
Undergrounding Project	1,376,320	6,629,200
Downtown Streetscape Project	38,560	-
Shores Park Master Plan	293,410	358,960
<i>Measure Q Fund Totals</i>	\$ 1,708,290	\$ 6,988,160
Enterprise Funds		
Water Fund Capital Improvements	372,000	390,500
Wastewater Fund Capital Improvements	385,000	375,000
Clean Water Fund Capital Improvements	445,000	170,000
<i>Enterprise Funds Totals</i>	\$ 1,202,000	\$ 935,500
Totals	\$ 4,385,290	\$ 9,273,660

* This project will have offsetting revenues from Federal and Local funding sources, and/or loan and bond proceeds.

Reserves

As indicated, the adopted budget is balanced, and all reserves have been maintained according to City policies. Reserve levels have been thoroughly evaluated during this budget process and adjustments made where appropriate. The discussion below will focus on fund balances important to the funding level of the City as a whole, or otherwise managed specifically to support the funding level of City objectives.

The revised General Fund Contingency Reserve policy, as discussed previously, to maintain a minimum of 21% for Fiscal Year 2019-20, and 22% for Fiscal Year 2020-21 has been satisfied with levels of 21.49% in Fiscal Year 2019-20, and 23.01% in Fiscal Year 2020-21. Other reserves within the General Fund include a restricted Self-Insurance Reserve, which funds the City's self-insured retention of \$100,000 and anticipated costs for outstanding claims and litigation. The reserve level is projected to be \$400,000 at the end of Fiscal Year 2020-21. The General Fund also contains a series of designated reserves. The reserve for Sidewalk Cafés is projected to be used each year towards downtown streetscape improvements. The Leave Liability Reserve is expected to remain constant at approximately \$100,000, without additional funding or expenditures, in this two-year budget cycle. The Pension Reserve Fund, which will accumulate enough funds to payoff the City's unfunded pension liability over 15 years, includes additional funding of \$536,250 for each year. The ending balance in Fiscal Year 2019-20 is projected to be \$1,756,444, and \$2,292,694 in Fiscal Year 2020-21.

The City's Equipment Replacement Fund provides a mechanism to manage the procurement of capital equipment. The Equipment Replacement Reserve is funded by depreciation schedules to the equipment designated in this fund; \$50,000 will be added in both years of the budget. The Fiscal Year 2019-20 draw from this fund is \$91,920 and the draw is \$143,720 in Fiscal Year 2020-21. Included in the draw in Fiscal Year 2019-20 is \$7,920 for the General Fund's portion of a utility truck, \$20,000 to replace the Jaws of Life lifesaving equipment, and \$64,000 for a Dell Service & Storage Refresh. In Fiscal Year 2020-22, the draw includes \$7,920 for the General Fund's portion of a utility truck, \$71,000 for an F-250 truck for the Fire Department, \$54,800 to replace the Beach Patrol Vehicle, and \$10,000 to replace Lifeguard lockers. The ending balance for this reserve is projected to be \$640,715 in Fiscal Year 2019-20, and \$546,995 in Fiscal Year 2020-21.

The Measure Q Fund was created to maintain and account for the revenue stream created by the 2016 passage of Measure Q. This revenue stream has and will continue to be used to fund specific long-time projects that previously could not be funded, such as the Shores Master Park Plan, Utility Undergrounding, and Downtown Streetscape. Collections are projected to be \$2,853,180 in Fiscal Year 2019-20, and \$2,935,350 during Fiscal Year 2020-21. Based on preliminary project estimates, a total of \$1,708,290 in Fiscal Year 2019-20, and \$6,988,160 in Fiscal Year 2020-21 of Measure Q capital improvement projects are included in this two-year budget. The Fiscal Year

2020-21 amount includes \$6,629,200 for Utility Undergrounding which will require the City to get a short-term loan that will be paid off with future Measure Q funds.

In the Open Space Fund, the City's Tree Reserve, which funds the fuel reduction programs by the Fire Department, is expected to remain at \$32,357 for both fiscal years. The Open Space Acquisition Fund remains the same at \$120,388 for both fiscal years.

Finally, the City's Workers' Compensation Fund is considered to be a special purpose fund through which the City is self-insured for its workers' compensation liability. An actuarial study is prepared every two years and is expected to be completed by the end of September 2019. The fund balance is projected to be \$414,219 for Fiscal Year 2019-20, and \$367,469 for Fiscal Year 2020-21.

The City has three enterprise funds, Water, Wastewater, and Clean Water. The Water Fund is projected to have an unreserved contingency of \$14,846 and \$30,046 at the end of Fiscal Year 2019-20 and Fiscal Year 2020-21, respectively.

The Wastewater Fund will meet its Rate Stabilization Fund and Operating Reserve requirement in both years. The fund is projected to have an unreserved contingency of \$874,920 and \$1,332,330 for Fiscal Year 2019-20 and Fiscal Year 2020-21, respectively.

The final enterprise fund is the Clean Water Fund. This fund does not normally carry a fund balance as expenditures will typically be equal to service charge revenues. It relies on the General Fund for a buffer against annual variations in revenues and expenditures.

LOOKING FORWARD:

With the slowdown in one of the City's top three revenues, TOT, and the increasing costs of pension and the City's major contracts, the 10-year forecast was updated in conjunction with the two-year budget to ensure the viability and financial health of the City.

Revenues: The City's top three revenue sources – property taxes, TOT, and sales and use tax - were forecasted by calculating the average increase over a 25-year period. For property taxes, the City has averaged about a 7% increase per year. Based on the receipts from recent years, it appears that property taxes will increase by 5%.

For TOT, the City has averaged about 8% per year, even after factoring out the TOT increase imposed in 2008; however, due to the decline of revenue this past year, the forecast reflects a four percent increase for the first two years, then 6% increases in the third year and thereafter.

For sales and use tax, the City has averaged a 3.5 % increase over the past 25 years. In recent years, this revenue category has remained relatively flat. Based on this, sales and use tax is being projected to increase by 2%.

Expenditures: Salaries include 3% COLA increases each year. For pension costs, the Employer Contribution rates include the new increases approved by CalPERS beginning in FY 2018-2019 based on the reduction of the discount rate. Pension costs were also prepared based on the City's voluntary survey of its employees on when they would be most likely to retire.

The City contracts out for its Sheriff services and Fire Management services. The Sheriff contract is forecasted to increase by the amount of approved contract or 5% each year, and 4% each year for Fire Management services. Based on its contract with the 22nd District Agricultural Association (DAA), 5% increases were scheduled for the fire lease. All other expenditures were forecasted to increase 3% each year.

Debt service payments to IBank for the City Hall/Town Hall project, which began during FY 2016-17, range between \$910,000 to \$857,000 over a 30-year payoff period. The payments were based on debt financing of \$16 million at 3.24%.

Transfers from the General Fund: The forecast includes funding towards the Pension Reserve Fund which is designed to collect enough funds to be able to pay off the City's unfunded liability within 15 years.

Like any forecasting tool, earlier years tend to be more accurate than later years where the probability of accuracy lessens as the years go out. Since the first five years will yield more accurate results, reflected below is a snapshot of the five years including this two-year budget. The 10-year Financial Forecast below continues to meet both the General Fund Contingency and Finnell Plan policies.

City of Del Mar					
10-Year Financial Forecast					
	Year 1	Year 2	Year 3	Year 4	Year 5
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
General Fund					
a. GF Beginning Balance	\$ 2,928,463	\$ 3,259,555	\$ 3,559,025	\$ 4,203,607	\$ 5,261,584
b. GF Revenues	17,733,520	18,218,680	18,853,470	19,583,210	20,347,098
c. GF Expenditures	12,957,421	13,318,250	13,609,383	13,954,602	14,356,484
d. Transfers Out (Net of Transfer In-GF Subsidies)	766,637	1,290,091	1,352,279	1,389,451	1,444,253
e. Special Project Expenditures	787,970	524,380	1,000,000	1,000,000	1,000,000
f. CIP Expenditures (Net of GF CIP Revenues)	1,395,860	993,240	490,315	425,647	750,166
g. City Hall Debt	908,290	907,000	905,662	904,283	901,391
h. Pension Reserve Fund	536,250	536,250	536,250	536,250	536,250
i. Transfer to other Reserves	50,000	50,000	200,000	200,000	200,000
j. Transfer to Housing Fund	-	300,000	115,000	115,000	115,000
k. Total GF Expenditures/Transfers (c thru k)	17,402,428	17,919,211	18,208,888	18,525,233	19,303,544
l. Rev Over/(Under) Expenditures (b - k)	331,092	299,470	644,582	1,057,977	1,043,555
m. GF Contingency Ending Balance (a + l)	\$ 3,259,555	\$ 3,559,025	\$ 4,203,607	\$ 5,261,584	\$ 6,305,139
GFC up to 25% Contingency set aside					
n. Projected GFC%	21.5%	23.0%	26.4%	32.3%	37.7%
o. GF Contingency %	21.0%	22.0%	23.0%	24.0%	25.0%
p. GF Contingency in \$	3,185,480	3,402,991	3,658,684	3,909,200	4,185,532
q. Net Available Cash/or CIP and SP Reserve	74,076	156,034	544,922	1,352,384	2,119,607
r. Pension Reserve Balance (GF portion only)	2,292,694	2,828,944	3,365,194	3,901,444	4,437,694
s. Housing Reserve Balance	-	300,000	415,000	530,000	645,000
t. Total non-operational reserve balances (above required GFC)	\$ 2,366,770	\$ 3,284,978	\$ 4,325,116	\$ 5,783,828	\$ 7,202,301
Finnell Plan					
u. Governmental Revenues* (does not include non-subsidized funds)	18,119,650	18,783,200	19,430,085	20,172,195	20,948,736
v. Governmental Operating Expenditures*	15,088,281	15,403,130	15,768,546	16,163,307	16,632,645
w. Revenues over/(under) expenditures	3,031,369	3,380,070	3,661,539	4,008,888	4,316,091
x. Revenue Growth	3.50%	3.66%	3.44%	3.82%	3.85%
y. Allowable Expenditure Growth (Rev Growth - 1.4%)	2.10%	2.26%	2.04%	2.42%	2.45%
z. Actual Expenditure Growth	1.11%	2.09%	2.37%	2.50%	2.90%
aa. Available Growth Over/Under Cap (\$)	356,480	26,454	(50,583)	(13,259)	(73,407)



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Del Mar
California**

For the Biennium Beginning

July 1, 2017

Christopher P. Morrell

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Del Mar, California for the Biennial Budget beginning July 01, 2017. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of two years only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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A RESOLUTION 2019-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL MAR, CALIFORNIA, ADOPTING THE FISCAL YEARS 2019-2020 AND 2020-2021 OPERATING AND CAPITAL BUDGET AND CITY COUNCIL PRIORITIES

WHEREAS, on May 4, 2019, May 6, 2019, and May 20, 2019 the City Council of the City of Del Mar held Budget Workshops to review the recommendations for the Fiscal Years 2019-2020 and 2020-2021 Operating and Capital Budget; and

WHEREAS, the City Council has been presented with and has reviewed the Fiscal Years 2019-2020 and 2020-2021 Operating and Capital Budget along with additional recommendations and appropriations setting the levels of reserves and transfers in and transfers out between funds, and other related expenditures; and

WHEREAS, the City Council gives authorization to the City Manager to approve the purchase of equipment from the Equipment Replacement Fund for Fiscal Year 2019-2020 that has been included in the Fiscal Years 2019-2020 and 2020-2021 Operating and Capital Budget and item and appropriation are as follows:

Utility Truck – Public Works	\$33,000
Rescue Tools (Jaws of Life and Airbag)	20,000
Dell Server & Storage Refresh	64,000

WHEREAS, the City Council has been presented with and reviewed the City Council Priorities, and is approving the City Council Priorities for Fiscal Years 2019-2020 and 2020-2021; and

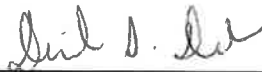
WHEREAS, the City Council authorized to set aside \$300,000 in Fiscal Year 2020-2021 into the Housing Reserve Fund, and to continue to make an on-going commitment of at least \$120,000 for each year thereafter.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Del Mar, California, that the above recitals are true and correct.

BE IT FURTHER RESOLVED, that the Fiscal Years 2019-2020 and 2020-2021 Operating and Capital Budget is approved and adopted as shown on Exhibit "A" to the resolution; and

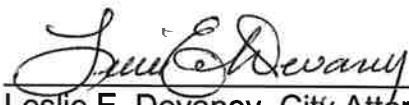
BE IT FURTHER RESOLVED, that the City Manager has the authority to move appropriations between programs as long as the total dollars do not exceed that approved by the City Council.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Del Mar, California, at a Regular Meeting held on the 17th day of June 2019.



Dave Druker, Mayor
City of Del Mar

APPROVED AS TO FORM:



Leslie E. Devaney, City Attorney
City of Del Mar

ATTEST AND CERTIFICATION:

STATE OF CALIFORNIA
COUNTY OF SAN DIEGO
CITY OF DEL MAR

I, ASHLEY JONES, Administrative Services Director/City Clerk of the City of Del Mar, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution 2019-26, adopted by the City Council of the City of Del Mar, California, at a Regular Meeting held the 17th day of June 2019, by the following vote:

AYES: Mayor Druker, Deputy Mayor Haviland, Council Members
Gaasterland, Parks, and Worden
NOES: None
ABSENT: None
ABSTAIN: None



Ashley Jones
Administrative Services Director/City Clerk
City of Del Mar

RESOLUTION NO. 2019 - 27

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL MAR, CALIFORNIA, ADOPTING THE COMPENSATION PLANS FOR THE MANAGEMENT AND PROFESSIONAL, GENERAL, SEASONAL, AND FIREFIGHTERS EMPLOYEES

WHEREAS, on October 2, 2017, the City Council of the City of Del Mar adopted Resolution 2017-61, approving the Memorandum of Agreement (MOA) between the City of Del Mar and the Del Mar Firefighter Association for the period July 1, 2017 through June 30, 2021; and

WHEREAS, on June 18, 2018, the City Council of the City of Del Mar adopted Resolution 2018-34, approving the MOA between the City of Del Mar and the Del Mar City Employees Association for the period July 1, 2018 through June 30, 2022; and

WHEREAS, in accordance with the both MOA's, employees covered under these agreements receive 3% cost of living increase (COLA) effective July 1, 2019; and

WHEREAS, the City Council also desires to provide unrepresented Del Mar employees with a 3% salary increase effective July 1, 2019, in order to ensure competitive wages and consistency at all levels of the organization; and

WHEREAS, the State Minimum Wage in California will increase from \$12.00 to \$13.00 effective January 1, 2020, and adjusted to be implemented on July 1, 2019; and

WHEREAS, the City Council has been presented with and has reviewed the compensation plans for Management and Professional, General, Seasonal, and Firefighter employees for inclusion in the Fiscal Years 2019-20 and 2020-21 Operating and Capital Budgets.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Del Mar, California, that the above recitals are true and correct.

BE IT FURTHER RESOLVED that the City Council does hereby approve and adopt the proposed compensation plans for the Management and Professional, General, Seasonal, and Firefighter employees as shown in Exhibit "A".

PASSED, APPROVED AND ADOPTED by the City Council of the City of Del Mar, California, this 17th day of June 2019.



Dave Druker, Mayor
City of Del Mar

APPROVED AS TO FORM:



Leslie E. Devaney, City Attorney
City of Del Mar

ATTEST AND CERTIFICATION:

STATE OF CALIFORNIA
COUNTY OF SAN DIEGO
CITY OF DEL MAR

I, ASHLEY JONES, Administrative Services Director/City Clerk of the City of Del Mar, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution 2019-27, adopted by the City Council of the City of Del Mar, California, at a Regular Meeting held the 17th day of June 2019, by the following vote:

AYES: Mayor Druker, Deputy Mayor Haviland, Council Members
Gaasterland, Parks, and Worden
NOES: None
ABSENT: None
ABSTAIN: None



Ashley Jones, Administrative Services
Director/City Clerk
City of Del Mar

RESOLUTION NO. 2019 - 28

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL MAR,
CALIFORNIA, ESTABLISHING THE FIXED CHARGE ASSESSMENTS
FOR BONDED INDEBTEDNESS FOR FISCAL YEAR 2019-2020

WHEREAS, a Special Assessment District No. 93-1 was created in 1993 for the purpose of financing for seawall improvements on certain property owners with homes on the beach; and

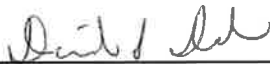
WHEREAS, on June 17, 1999, as a result of favorable interest rate conditions within the municipal bond market, a reassessment of parcels within the Special Assessment District No. 93-1 was initiated, a refund of outstanding Improvement Bonds was made, and a Special Assessment District No. 99-1 was created; and

WHEREAS, sufficient funds are available in reserves to make the final bond payment in Fiscal Year 2019-20 for the Special Assessment District No. 93-1; and

WHEREAS, a Special Assessment District No. 2005-01 was created in 2005 for the purpose of financing the conversion of certain overhead electric and communications facilities to underground locations.


NOW, THEREFORE, BE IT RESOLVED that whereby Special Assessment District 2005-01 (Ocean View/Pines) require a flat charge assessment to be raised for bonded indebtedness, City Council hereby approves the flat charge assessments for Fiscal Year 2019-20 as shown on Exhibits "A" to this resolution.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Del Mar, California, at a Regular Meeting held on the 17th day of June 2019.



Dave Druker, Mayor
City of Del Mar

APPROVED AS TO FORM:



Leslie E. Devaney, City Attorney
City of Del Mar

ATTEST AND CERTIFICATION:

STATE OF CALIFORNIA
COUNTY OF SAN DIEGO
CITY OF DEL MAR

I, ASHLEY JONES, Administrative Services Director/City Clerk of the City of Del Mar, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution 2019-28, adopted by the City Council of the City of Del Mar, California, at a Regular Meeting held the 17th day of June 2019, by the following vote:

AYES: Mayor Druker, Deputy Mayor Haviland, Council Members
Gaasterland, Parks, and Worden
NOES: None
ABSENT: None
ABSTAIN: None



Ashley Jones
Administrative Services Director/City Clerk
City of Del Mar

RESOLUTION NO. 2019-29

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL MAR,
CALIFORNIA, ESTABLISHING THE APPROPRIATIONS LIMIT FOR
FISCAL YEAR 2019-20

WHEREAS, Constitutional Article XIII-B (Propositions 4 and 111) places an appropriations limitation on State and Local Government; and

WHEREAS, this appropriations limitation is based on proceeds of taxes adjusted annually from the base Fiscal Year 1986-1987 by either the population growth factor for the City of Del Mar or for the County of San Diego, and by either the change in the California Per Capita Personal Income or the change in Non-Residential Construction for the City of Del Mar; and


WHEREAS, the City has received inflation and population data from the State Department of Finance to calculate the Fiscal Year 2019-20 Appropriations Limit; and

WHEREAS, the City Council of the City of Del Mar wishes to select those options providing the greatest ratio of change as shown below:

Change in California Per Capita Personal Income <u>(inflation factor)</u>	County Population Change <u>(population factor)</u>	<u>Factor</u>
1.0385	1.0052	1.0439


NOW, THEREFORE, BE IT RESOLVED that the appropriations limit be established at \$28,520,239 and that the City Council does hereby adopt the annual appropriations limitation for Fiscal Year 2019-20, and selects the options for calculation using the population growth of the County of San Diego and the change in California Per Capita Personal Income.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Del Mar, California, at a Regular Meeting held on the 17th day of June 2019.



Dave Druker, Mayor
City of Del Mar

APPROVED AS TO FORM:



Leslie E. Devaney, City Attorney
City of Del Mar

ATTEST AND CERTIFICATION:

STATE OF CALIFORNIA
COUNTY OF SAN DIEGO
CITY OF DEL MAR

I, ASHLEY JONES, Administrative Director/City Clerk of the City of Del Mar, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution 2019-29, adopted by the City Council of the City of Del Mar, California, at a Regular Meeting held the 17th day of June 2019 by the following vote:

AYES: Mayor Druker, Deputy Mayor Haviland, Council Members
Gaasterland, Parks, and Worden
NOES: None
ABSENT: None
ABSTAIN: None



Ashley Jones
Administrative Services Director/City Clerk
City of Del Mar

RESOLUTION 2019-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL MAR, CALIFORNIA, APPROVING THE STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2019-20, AND DELEGATING THE AUTHORITY TO INVEST CITY FUNDS TO THE TREASURER

WHEREAS, the City Council of the City of Del Mar, California, pursuant to Title 5, Division 2, Part 1 of the Government Code of the State of California, is authorized to invest City funds more particularly set out in Section 53601 of said Code; and

WHEREAS, the City Council, pursuant to Section 53607 of the Government Code is authorized to delegate said authority to the Treasurer; and

WHEREAS, it is good practice for the City Council to review the Statement of Investment Policy as more particularly set out in Section 53646 of said Code; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Del Mar, California, that the above recitals are true and correct.

BE IT FURTHER RESOLVED, that the City Council of the City of Del Mar does hereby authorize the Treasurer to invest City funds and adopt the Statement of Investment Policy as attached in Exhibit A of this Resolution.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Del Mar, California, at a Regular Meeting held on the 17th day of June 2019.



Dave Druker, Mayor
City of Del Mar

APPROVED AS TO FORM:



Leslie E. Devaney, City Attorney
City of Del Mar

ATTEST AND CERTIFICATION:

STATE OF CALIFORNIA
COUNTY OF SAN DIEGO
CITY OF DEL MAR

I, ASHLEY JONES, Administrative Services Director/City Clerk of the City of Del Mar, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution 2019-30, adopted by the City Council of the City of Del Mar, California, at a Regular Meeting held the 17th day of June 2019, by the following vote:

AYES: Mayor Druker, Deputy Mayor Haviland, Council Members
Gaasterland, Parks, and Worden
NOES: None
ABSENT: None
ABSTAIN: None



Ashley Jones
Administrative Services Director/City Clerk
City of Del Mar

BUDGET PROCESS

The City of Del Mar’s budget process is an on-going, dynamic activity involving City Council, staff, and residents. While the budget process provides the funding necessary for the general day-to-day operations of the City, the budget also addresses the City Council’s goals and priorities, which include special projects and capital projects. The Council goals and priorities list also includes projects that are deferred to future fiscal years.

The budget process begins each year with a Council workshop early in the calendar year and is completed with the budget adoption in June. Residents of the City of Del Mar are actively involved in determining the policies and direction of the City and in developing long-term objectives designed to enhance the natural beauty of the City and to anticipate infrastructure maintenance. This budget document attempts to communicate to readers that those priorities are considered in the budget process.

The City’s budget provides the structural basis for general operations, special projects, capital projects, and overall financial planning. This document is a link between prior and future years with regard to planning the financial future of the City. The budget is also the basis for its 10-year financial forecast which the City uses as a tool for long-range financial planning.

The following table illustrates the budget process:

BUDGET PROCESS STEPS	Jan	Feb	Mar	Apr	May	Jun
City Council Workshop to set goals and priorities for the two-year budget period		X				
Departments Submit Budget Requests to Finance			X			
City Manager Reviews Requests with the Finance staff and Department Directors				X		
City Manager Submits Proposed Budget to City Council					X	
City Council Conducts Budget Workshops					X	
City Council Adopts Budget						X

The City Council follows a process whereby the priorities are developed for the next two fiscal years. This workshop provides the essential framework around which staff works to propose a budget for Council deliberation.

The second major activity of the budget process is the two-day budget workshop during which the Council receives daily public input, receives presentations from all department directors on proposed budgets, considers community support requests, evaluates revenue estimates and the financial forecast, thoroughly reviews the proposed capital projects, and makes decisions regarding the final budget. The City Manager incorporates the Council's decisions into the budget and presents the final budget at a regularly scheduled Council meeting in June. Copies of the budget are available for public review at City Hall, local Del Mar library, and on the City's website.

A majority of the Council, at least three out of the five, must vote to approve the budget. Generally, however, there is strong consensus and final votes on the budget have not been controversial. The budget is adopted at the program level for operating expenditures, the project level for capital expenditures and on a line item basis for revenues. This budget was approved by Council at its regularly scheduled meeting on June 17, 2019.

Budget Reviews

The budget is monitored monthly by Finance Division staff and department directors using internal reports, which compares actual revenues and expenditures to-date with budgeted amounts. On a semi-annual basis, the Finance Division completes a comprehensive report to the City Council, and subject to majority Council approval, adjusts the budget to incorporate financial information that was not available at the time the budget was adopted and to provide funds for unanticipated events. These reports are reviewed by the Finance Committee, which may make recommendations for Council consideration.

Outside the context of the semi-annual reviews, City Council action may amend the budget. The City Manager has the authority to approve budget transfers between programs within the same fund, but only Council may authorize transfers between funds.

Basis of Accounting

The financial statements are prepared in accordance with Generally Accepted Accounting Principles. All general government funds are accounted for on a modified accrual basis, which means that revenues are recognized when they become eligible to accrue, which is when they are measurable and available to finance expenditures of the current period; expenditures are recognized when the fund liability is incurred. Enterprise funds (Water, Wastewater, and Clean Water) are accounted for on a full accrual basis, which is similar to accounting for a business. Revenues and expenses are recorded for the period in which the transactions are earned.

Basis of Budgeting

The basis for budgeting is modified accrual for the governmental funds which is also used as its basis of accounting, as described. The Water, Wastewater, and Clean Water Enterprise funds are budgeted on the full accrual basis. Departments may encumber, and the City budgets as expenditures, those items that are under contract at the end of the fiscal year or associated with an outstanding purchase order. Encumbrances are re-appropriated in the following fiscal year.

BUDGET POLICIES

The City Council, and by direction the City Manager, have developed and continue to re-assess guiding principles that set the course of the budget preparation. As part of developing their goals and priorities, the City Council reaffirms and re-evaluates the policies that govern budget development. This session allows for shifts in direction to respond to changes in the fiscal and political climate from within the City and from other governmental entities, whose decisions can directly affect the resources of the City. These principles have as their basis the imperative to provide necessary services, to maximize the City's resources, to plan for future improvements, and to meet goals in the context of realistic revenue projections. Department directors are responsible for initiating program budgets within the context of policy guidelines and objectives established by the City Council. The City Manager carefully evaluates requested departmental budgets to ensure they effectively address stated objectives. The following policies provide the framework for budget development and guide the decision-making process:

Financial Policies

It is the City's policy and practice to complete a budget that is balanced, maintains a minimum contingency reserve, and meets the Finnell Plan. Based on recommendation by the Finance Committee, beginning in Fiscal Year 2019-20, Council directed staff to increase the General fund contingency by one-percent each year until it reaches 25% or 90 days of operations. The contingency reserve calculation is the percent the ending unreserved balance is of the total of General Fund operating expenditures including General Fund transfers to support operating expenditures in other funds. Council may consider one-time expenditures that do not increase recurring operating costs; increase or establish new reserves to address future goals; or establish new programs but only in the context of multi-year revenue and expenditure projections. Semi-annual financial reports to Council also allow for close monitoring of the estimated revenues and budgeted expenditures and offer an opportunity to make corrections if needed.

The City has an Equipment Replacement Reserve in the General Fund to fully fund the replacement cost of equipment and vehicles. Equipment purchases over \$5,000 are "depreciated", using the estimated replacement cost, over the normal life of the item. The total of the annual depreciation is transferred from the General Fund Contingency Reserve to the Equipment Replacement Reserve. The annual purchase of replacement equipment is funded from this reserve.

In 2007, the Council adopted the Finnell Plan, which is an internal City policy, which was established to provide funding for future capital projects. This objective was in response to the results of a 20-year forecast of revenues, operating expenditures and capital projects. Because funding for future capital projects was inadequate when the Plan was established, the Finnell Plan caps the growth of operating expenditures to 1.4% of the projected growth of revenues. The Fiscal Years 2019-20 and 2020-21 Operating and Capital Budgets meets this financial objective.

Cash Management

The basic tool for management of the City's cash is the City's Investment Policy which is approved annually by the City Council in compliance with State law. Staff monitors cash daily in order to maximize investment opportunities. Bank balances are kept at a level with only enough cash to cover daily needs, and excess cash is invested in the State Local Agency Investment Fund (LAIF). The remaining funds are invested with the County of San Diego Investment Fund and in government agencies and corporate notes, laddered to coincide with significant debt service payments.

Debt Policy/ Capital Financing

The City's Debt Policy is reviewed annually by Council as part of the budget process. The City has no legal limitations on the amount of debt it may issue but has adopted conservative practices in which it funds most projects on a Pay-As-You-Go (cash financing) basis. It is the City's policy to attempt to finance its capital at the lowest possible cost, while also reducing interest rate risk. The City also endeavors to maintain the highest possible credit rating in order to reduce its cost of capital.

For its Enterprise Funds, the City will typically use revenue bonds and certificates of participation. The City will also take advantage of programs such as the Water Resources Control Board's State Revolving Fund or the California Infrastructure and Economic Development Bank (iBank) subject to availability of funding. The City's policy requires strict adherence to bond covenants for debt service coverage and reserve funding.

For property-tax based general obligation bonds and assessment districts, it is the City's policy to ensure that the minimum required reserve as required by bond covenants is always maintained. In addition, it is the City's policy to hold a small operating reserve in the order of 10-15% of annual debt service to help maintain smooth and predictable millage rates and assessments. The City adheres to all continuing disclosure and significant event reporting requirements.

The City may enter into capital financing arrangements using long-term, short-term or variable financing instruments. Typically, these will be structured as lease-out/lease-back arrangements or capital leases. It is the City's policy to project its revenues and expenditures for a rolling five-year period in order to ensure that it can meet its debt service obligations. It is also the City's policy to have sufficient unrestricted cash reserves to act as a hedge against variable interest rate risk.

Conservative Revenue Estimates

The Finance Division is responsible for preparing the revenue estimates for the new budget document. Using a variety of sources including historical trends and information obtained from County, State, and other governmental organizations, the goal is to have realistic projections that are still conservative. The City believes fiscal conservatism provides a strong basis from which to achieve other budget policies.

Provide Necessary Services

The City Council and staff continue to actively promote cost effective means of providing necessary services to Del Mar residents. The budget receives careful scrutiny to ensure that streets and roads are maintained and cleaned; trash is picked up; utility service is provided in the most cost-effective, equitable manner; and that residents are assured a safe community. Del Mar is a community of considerable natural beauty with the ocean and spacious beaches at our doorstep and winding densely vegetated hillsides that overlook the sea. Such natural attractions also draw visitors to the City who, through patronage of local businesses, provide sales tax and transient occupancy tax revenues to the City. Maintenance and enhancement of the City's beaches and parks is included in the overall policy direction, and each budget reflects that commitment.

Future Planning

The City's two-year operational budget and ten-year capital improvement budget are prepared every other year. The budget consists of two single-year appropriations and, along with the ten-year capital plan, is analyzed over the course of both years and is subject to review and update, with any changes submitted to Council for approval. In conjunction with the preparation of the two-year model, a 10-year forecast is also prepared. The forecast tracks reserve levels and adherence to reserve policies and allows the City to proactively adjust programs as needed to meet future budgetary constraints.

Enterprise Funds

Utility rates for water, sewer, and clean water were adopted effective July 1, 2019, for a five-year period. Rates and charges are sufficient to fund only the required operating expenditures, and reserve requirements for the full five-year period. A drought rate schedule was also adopted which will allow the City to adjust rates in accordance with any level of mandatory cut in consumption. Due to the Bighorn court decision in July 2006, utility rates are now subject to the majority protest requirements of Prop 218.

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**PROPOSITION 4
GANN APPROPRIATIONS LIMIT**

Article XIII-B of the California State Constitution places limits on the amount of revenue that can be spent by all entities of government. It is the City's responsibility to annually calculate its appropriations limit, which became effective in Fiscal Year 1978-1979, and can be increased by factors including the change in population, the change in the California Per Capita Personal Income, or the local change in property tax assessments due to non-residential construction.

The law provides for voter approval of an override that allows cities to exceed their appropriations limit. In November 1992, Del Mar voters approved such an override that was effective for the four years ended Fiscal Year 1995-1996.

Substantial improvements at the Fairgrounds in 1992, including the construction of additional grandstands at the racetrack, ultimately allowed the City to increase its appropriations limit to a point where there will be no need for future voter approval of an override.

With the adoption of the Fiscal Year 2019-20 budget, the appropriation limit for the City of Del Mar is \$28,520,239 which is \$12,807,874 over the proceeds of taxes.

The calculation of the proceeds of taxes follows this page.

**CITY OF DEL MAR
CALCULATION - PROCEEDS OF TAXES
FY 2019-20**

FUND	ESTIMATED FY 2019-20	PROCEEDS OF TAXES	NON-PROCEEDS OF TAXES
GENERAL FUND			
PROPERTY TAX	5,985,000 t	5,985,000	
PROPERTY TAX IN LIEU OF VLF	633,830 t	633,830	
SALES AND USE TAX	2,368,780 t	2,368,780	
TRANSACTION SALES TAX (MEASURE Q)	2,853,180 t	2,853,180	
PROPERTY TAX IN LIEU OF SALES TAX	- t	-	
TRANSIENT OCCUPANCY TAX	3,151,800 t	3,151,800	
FRANCHISE TAXES	392,280 np		392,280
BUSINESS LICENSE TAX	240,000 t	240,000	
REAL PROPERTY TRANSFER TAX	145,000 t	145,000	
LICENSES & PERMITS	15,000 t	15,000	
JUNIOR LIFEGUARDS	51,000 np		51,000
PARKING PERMITS	32,000 np		32,000
MOVING VIOLATIONS	225,040 np		225,040
PENALTIES	12,000 np		12,000
PARKING VIOLATIONS	540,000 np		540,000
ADMINISTRATIVE CITATIONS	27,000 np		27,000
SIDEWALK CAFÉ USER FEE	2,400 np		2,400
RENTAL INCOME	197,880 np		197,880
PARKING METER INCOME	1,200,000 np		1,200,000
VEHICLE LICENSE FEE	2,000 t	2,000	
PUBLIC SAFETY AUGMENTATION FUND (PSAF)	82,250 t	82,250	
HOMEOWNER EXEMPT	37,980 t	37,980	
SOLANA BEACH CONTRACT	16,700 np		16,700
ON-TRACK PARAMUTUAL	- np		-
OFF-TRACK PARAMUTUAL	20,000 np		20,000
SOLID WASTE	27,270 np		27,270
CHARGES FOR PLANNING SERVICES	976,370 np		976,370
HOUSING IN LIEU	- np		-
PARKING IN LIEU	2,230 np		2,230
ADMINISTRATIVE CHARGE	875,320 np		875,320
ADMINISTRATIVE CHARGE-MEASURE Q	307,190 np		
NUISANCE ALARM REIMBURSEMENT	2,000 np		2,000
STATE MANDATED COST REIMBURSEMENT	3,000 np		3,000
MISCELLANEOUS	50,000 np		50,000
SUB-TOTAL GENERAL FUND	20,474,500	15,514,820	4,652,490
GENERAL INTEREST	112,200	85,021	27,179
TOTAL GENERAL FUND	20,586,700	15,599,841	4,679,669
LIBRARY FUND			
CONTRIBUTIONS	- np		-
CONTRIBUTIONS - FRIENDS	- np		-
TOTAL LIBRARY FUND	-	-	-
GAS TAX FUND			
SB 1	76,410 np		76,410
STATE GAS TAX	114,060 np		114,060
TOTAL GAS TAX FUND	266,880	-	266,880

CITY OF DEL MAR
 CALCULATION - PROCEEDS OF TAXES
 FY 2019-20

<u>FUND</u>	<u>ESTIMATED FY 2019-20</u>	<u>PROCEEDS OF TAXES</u>	<u>NON-PROCEEDS OF TAXES</u>
<u>OPEN SPACE FUND</u>			
CONSTRUCTION TAX	7,000 t	7,000	
PERMITS	377,560 np		377,560
ON-TRACK PARAMUTUAL	- np		-
OFF-TRACK PARAMUTUAL	8,200 np		8,200
CONTRIBUTIONS	- np		-
TREE MITIGATION	- np		-
MISCELLANEOUS	40,000 np		40,000
	<hr/>	<hr/>	<hr/>
SUB-TOTAL OPEN SPACE FUND	432,760	7,000	425,760
INVESTMENT EARNINGS	1,500	24	1,476
	<hr/>	<hr/>	<hr/>
TOTAL OPEN SPACE FUND	434,260	7,024	427,236
<u>SUPPLEMENTAL LAW FUND</u>			
SUPPLEMENTAL LAW GRANT	100,000 np		100,000
	<hr/>	<hr/>	<hr/>
TOTAL SUPPLEMENTAL LAW	100,000	-	100,000
<u>REGIONAL COMMUNICATIONS FUND</u>			
PROPERTY TAX	45,000 t	45,000	
	<hr/>	<hr/>	<hr/>
TOTAL REGIONAL COMMUNICATIONS	45,000	45,000	-
<u>GRANTS FUND</u>			
STATE	- np		-
FEDERAL	50,270 np		50,270
LOCAL	- np		-
	<hr/>	<hr/>	<hr/>
TOTAL GRANTS FUND	50,270	-	50,270
<u>HOUSING FUND</u>			
INVESTMENT EARNINGS	6,000 np		6,000
HOUSING IN LIEU	- np		-
	<hr/>	<hr/>	<hr/>
TOTAL HOUSING FUND	6,000	-	6,000
<u>AB 939 FUND</u>			
AB 939 REIMBURSEMENT	60,500 t	60,500	-
	<hr/>	<hr/>	<hr/>
TOTAL AB 939 FUND	60,500	60,500	-
<u>PUBLIC, EDUCATION, GOVERNMENT FUND</u>			
PEG FEE	47,780 np		47,780
INVESTMENT EARNINGS	- np		-
	<hr/>	<hr/>	<hr/>
TOTAL WILDFIRE DEBT	47,780	-	47,780
<u>CAPITAL IMPROVEMENT FUND</u>			
FEDERAL GRANTS	400,000 np		400,000
LOAN PROCEEDS	- np		-
INVESTMENT EARNINGS	- np		-
	<hr/>	<hr/>	<hr/>
TOTAL CAPITAL IMPROVEMENT FUND	400,000	-	400,000

CITY OF DEL MAR
 CALCULATION - PROCEEDS OF TAXES
 FY 2019-20

<u>FUND</u>	<u>ESTIMATED FY 2019-20</u>		<u>PROCEEDS OF TAXES</u>	<u>NON-PROCEEDS OF TAXES</u>
<u>TRANSNET FUND</u>				
TRANSNET	205,000	np		205,000
INVESTMENT EARNINGS	-	np		-
TOTAL TRANSNET FUND	205,000		-	205,000
TOTAL GENERAL GOVERNMENT	22,202,390		15,712,365	6,182,835
<u>WORKER'S COMPENSATION FUND</u>				
CONTRIBUTIONS	245,000	np		245,000
INVESTMENT EARNINGS	10,000	np		10,000
TOTAL WORKER'S COMPENSATION FUND	255,000		-	255,000
<u>WATER UTILITY FUND</u>				
PENALTIES	10,500	np		10,500
INVESTMENT EARNINGS	26,000	np		26,000
WATER SALES	2,120,000	np		2,120,000
READY TO SERVICE CHARGE	1,475,650	np		1,475,650
CURRENT SERVICE FEES	16,400	np		16,400
FIRE METERS	-	np		-
MISCELLANEOUS	12,000	np		12,000
TOTAL WATER FUND	3,660,550		-	3,660,550
<u>CLEAN WATER FUND</u>				
PENALTIES	2,000	np		2,000
INVESTMENT EARNINGS	500	np		500
SERVICE CHARGES	684,000	np		684,000
GRANT REVENUE	-	np		-
TOTAL CLEANWATER FUND	686,500		-	686,500
<u>SEWER UTILITY FUND</u>				
PENALTIES	10,000	np		10,000
INVESTMENT EARNINGS	45,000	np		45,000
SERVICE CHARGES	1,539,220	np		1,539,220
USAGE CHARGES	1,718,400	np		1,718,400
INCLUSION FEES	54,770	np		54,770
MISCELLANEOUS	214,250	np		214,250
CITY OF SAN DIEGO	-	np		-
LOAN PROCEEDS	-	np		-
TOTAL SEWER FUND	3,581,640		-	3,581,640
TOTAL ALL FUNDS	<u>30,386,080</u>		<u>15,712,365</u>	<u>14,366,525</u>
PROP 4 LIMIT			28,520,239	
OVER/(UNDER) LIMIT			<u>(12,807,874)</u>	

CITY COUNCIL GOALS AND PRIORITIES

Each fiscal year, the City Council establishes a list of goals and priorities that provides the framework for development of the budget. For this two-year budget, the City Council held a priority-setting workshop in February 2019 and again as part of the budget workshop in May 2019. Based on those discussions, the City Council established a list of Council Goals and Priorities and Capital Improvement Projects for Fiscal Year 2019-20. This list is provided on the following pages. The list of goals and priorities for Fiscal Year 2020-21 will be finalized in a goal setting session by the Council to be held in spring 2020.

Using the identified goals and priorities as a guide, each City department develops a work program, which includes the resources and staffing necessary to complete Council priorities, and tracks progress towards meeting those priorities throughout the year. The City Council usually adopts the work program at the beginning of the fiscal year and reviews the status of completing the work program on a quarterly basis and in conjunction with the mid-year financial review. This process has served the City well in providing a tool that focuses on City priorities and monitors staff progress in implementation of the direction Council has set.

City Council Values, Goals & Priorities: Fiscal Years 2019-20 and 2020-21

CITY COUNCIL MISSION STATEMENT

The mission of the Del Mar City Council is to serve as the representative body that determines the local and regional needs of its citizens, sets goals, makes general policy, and exercises the responsibility to retain and enhance the special character of Del Mar based on the Community Plan.

CITY VISION STATEMENT

The vision for the City of Del Mar is to be a residential community with a vibrant downtown and a tranquil place of natural beauty where residents and visitors feel safe and enjoy opportunities for recreation and entertainment.

OVERALL GOALS AND OBJECTIVES

- GOAL 1:** Preserve and enhance the community character of the City with emphasis on natural resources.
- GOAL 2:** Manage the City's resources in a fiscally sound and prudent manner in order to protect the public's health, safety, and welfare.
- GOAL 3:** Communicate effectively with and engage the community.
- GOAL 4:** Provide leadership to influence decisions that impact the local and regional communities

City Council Values, Goals & Priorities: Fiscal Years 2019-20 and 2020-21

DEL MAR CORE VALUES & VALUE STATEMENTS

1) Fiscal Soundness

- We value working within our financial means.
- We value effective and efficient use of our resources
- Select work efficiently
- Monitor and make sure we are using resources effectively
- Evaluate the quality of outcomes
- Revise as-needed
- Maintain adequate reserves

2) Communication & Transparency

- Provide effective and transparent communication to garner community awareness, engagement, and support.

3) Respect & Empathy

- We treat each other and the public with respect, dignity and fairness, based on mutual trust and communication; and encourage that for the community as a whole.

4) Environmental Stewardship & Sustainability

- Pursue opportunities to protect and restore natural resources.
- Do “our part” to address and adapt to climate change.

5) Leadership

- Intrinsic: We defend and pursue community values to set and adopt goals that ensure that which is important to the community.
- Extrinsic: We provide leadership on behalf of the community to influence regional, state, and federal decisions that impact us.

6) Serve the Community

- We listen and are responsive to the changing needs of our community.
- Implement the Community Plan.
- Provide government services in an efficient and equitable manner.

City Council Values, Goals & Priorities: Fiscal Years 2019-20 and 2020-21

BIG ISSUES/COUNCIL GOALS

1. Sea Level Rise Adaptation Plan Implementation
2. Affordable Housing
3. Railroad Issues (safe crossings, rails off bluffs)
4. Community Communications
5. Measure Q Implementation: Utility Undergrounding
6. Short Term Rentals
7. Climate Action Plan
8. Shores Park Master Plan
9. Technology
10. Fairground (traffic plan, affordable housing, local coastal program)
11. Do a Good Job Managing the Review Process for Major Development Projects
12. Commitment to Vibrant Downtown and Thriving Businesses
13. Weave Art Throughout the Community

City Council Values, Goals & Priorities: Fiscal Years 2019-20 and 2020-21

COUNCIL PRIORITY PROJECTS (NON-CIP)

- Citywide Utility Undergrounding Project
- Current Housing Element Implementation (2013-2021/5th Cycle)
- Implementation of “22 in 5” Priority Projects
- Short-Term Rentals Ordinance & Local Coastal Program Amendment
- Sea Level Rise Program & Local Coastal Program Amendments
- SCOUP Permit for Sand Replenishment and expanded Beach Sand Maintenance Program
- Exploration of Community Choice Energy
- Shores Park Master Plan
- NCTD/SANDAG Study of Lateral Bluff Trails and Safe Pedestrian Crossings
- Long-term planning efforts to remove the railroad off the bluffs
- Develop and implement a Façade Improvement Program (Del Mar Village Association (DMVA))
- Develop 6th Cycle Housing Element
- Development Impact Fee Study

COUNCIL PRIORITY CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS

- Downtown Streetscape Project/Segment 1 (9th Street to Plaza)
- Downtown Streetscape Project/Segment 4 (4th to 9th Street)
- Sea Walls and Street End Improvements Plan, 29th Street Permit & Construction
- Camino del Mar (CDM) Bridge over San Dieguito River
- 22nd Street and Coast Boulevard Pedestrian Improvements
- Powerhouse Walkway Lighting Project
- Powerhouse Deck Expansion Project
- River Path Del Mar Extension Project, Phase 3
- Tennis Court Area: Drainage Ditch and Park Lighting Improvements
- Pave Unfinished Alleys

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Financial Summaries

FUND OVERVIEW

The City of Del Mar uses governmental funds to account for services funded through non-exchange revenues – mainly taxes. The following is a brief overview of the City of Del Mar’s fund structure:

General Fund: The City’s primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. Major revenue sources are property tax, sales and use tax, Transient Occupancy Tax (TOT), parking violations and parking meter income, planning fees, and the administrative charge from the Enterprise Funds. Major expenditures are primarily related to public safety, general government, and public works.

Capital Projects Fund: Used to account for the financial resources used for the acquisition or construction of major property, equipment, or facilities (other than those financed by the Enterprise Funds). Major revenue sources are grant funding and private contributions.

Enterprise Funds account for “business-type activities” similar to those in the private sector which are funded through user charges. The City has the following major enterprise funds:

Water Fund: Used to account for the operation, maintenance, and capital facility financing of the City's water system. Its major revenue source is from user charges.

Wastewater Fund: Used to account for the operation, maintenance, and capital facility financing of the City's wastewater system. Its major revenue source is from user charges.

The City has the following non-major enterprise fund:

Clean Water Fund: Accounts for the mandated costs of the City’s National Pollution Discharge Eliminations System (NPDES) permit. Its major revenue source is from user charges.

Additionally, the City has the following fund types:

Special Revenue Funds are used to account for revenues derived from specific sources which are usually required by law or administrative regulation to be accounted for in a separate fund. The special revenue funds for the City of Del Mar are as follows:

Road Maintenance Rehabilitation Account Fund: Used to account for basic road maintenance, rehabilitation, and critical safety projects on local streets and roads system.

Gasoline Tax Fund: Used to account for state gasoline taxes received by the City. These funds may be used for street maintenance, right-of-way acquisition, and street construction.

Open Space Fund: Accounts for park and beach maintenance, and the Powerhouse Community Center maintenance and operations. It is partially funded by facility use permits for the community center.

Supplemental Law Enforcement Fund: Used to account for grant revenue received by the City from the State of California for supplemental law enforcement expenditures.

Regional Communications System Fund: Used to account for revenue received by the City to maintain its portion of the San Diego County and Imperial County Regional Communications System.

Grants Fund: Accounts for federal, state, and local grants received by the City and the expenditure of those funds.

Housing Fund: Accounts for in-lieu payments from developers and expenditures in support of low-income housing.

AB 939 Fund: Accounts for revenue received through the City's solid waste franchise agreement to implement the countywide integrated waste management plan and program.

PEG Fee Fund: Accounts for revenue received through the City's local cable franchise agreements which can be used to provide television production equipment, airtime on local cable system, and to televise public information and meetings.

The **Debt Service Fund** is used to account for bond proceeds required to be set aside for future debt service and related interest income. The funds are used to repay principal and interest on long-term indebtedness of the City. The City currently has no outstanding general bond obligations.

Capital Project Funds are used to account for the financial resources to be used for the acquisition or construction of major capital facilities, and include the following:

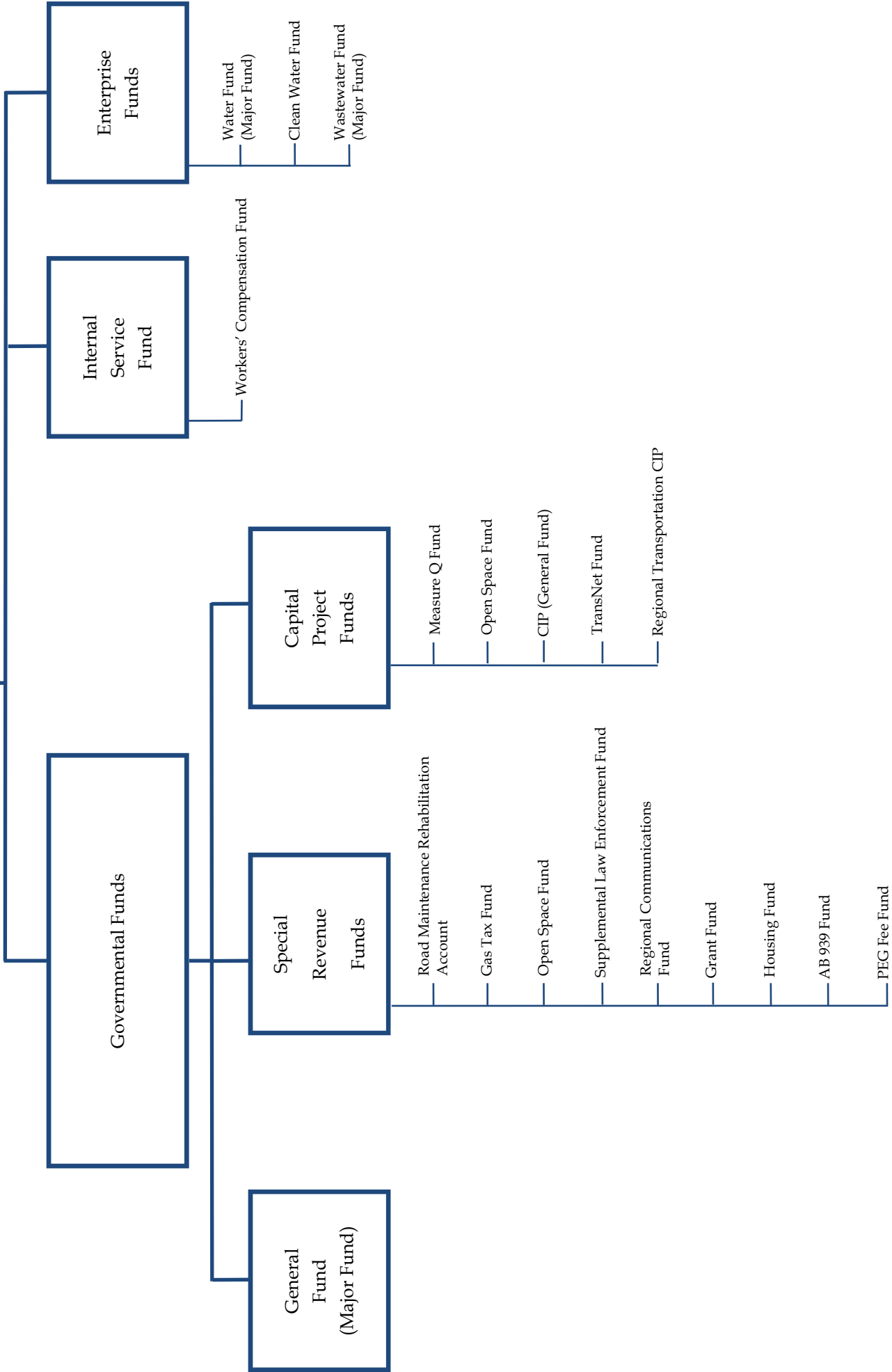
Measure Q Fund: Accounts for the voter approved 1% transaction and use tax that is imposed within Del Mar and used for the acquisition or construction of capital projects or facilities specified by the City Council, which at this time include the citywide Utility Undergrounding, Shores Park, and Downtown Streetscape projects.

Regional Transportation Congestion Improvement Program (RTCIP) Fund: Accounts for fees received on new development used to mitigate the impacts of residential development.

TransNet Fund: Accounts for the financial resources to be used for the acquisition or construction of capital facilities.

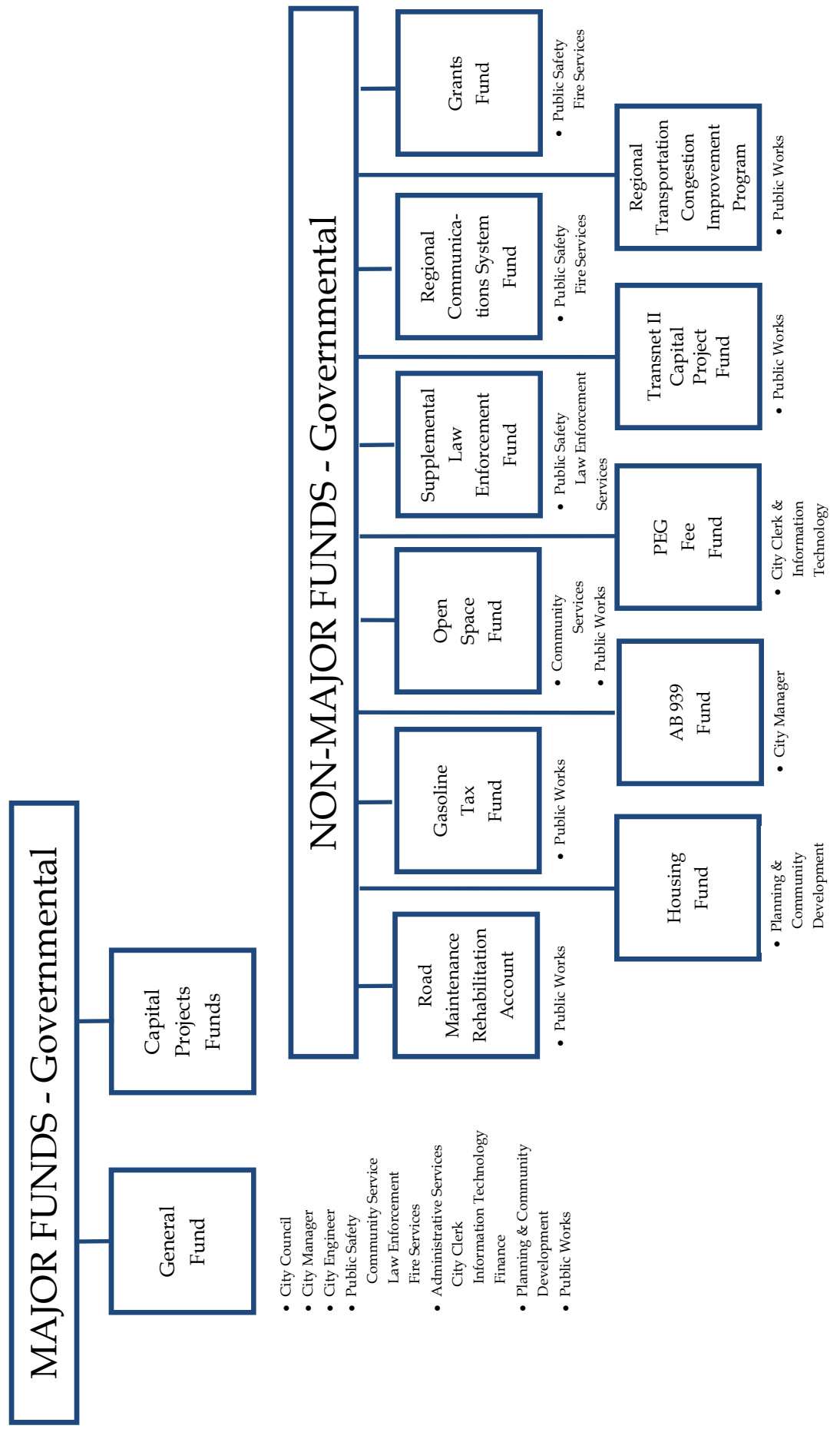
The **Internal Service Fund** is used to account for the third party workers' compensation administration services provided to the City.

City of Del Mar



Department to Fund Relationship

Major funds are those funds whose revenues, expenditures, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least five percent of the aggregate amount for all governmental and enterprise funds for the same items.



GENERAL FUND REVENUE ANALYSIS

The City of Del Mar derives revenue from a variety of sources; however, the primary sources of revenue in the General Fund are taxes on property, on hotel rooms (Transient Occupancy Tax), and on the sale of goods. Del Mar is a beachside community covering two square miles with few vacant lots and very little room for new development. Therefore, revenue growth is generally the result of increases in assessed valuation, hotel room rate increases, and additional commercial sales activity.

The section below briefly describes the primary General Fund revenue sources, the basis of the revenue estimates, and additional information on events that affect projections. In reviewing the revenue estimates in the current fiscal year, projections for the upcoming fiscal years are considered.

TAX REVENUE

PROPERTY TAX

Property tax comprises approximately 37% of General Fund revenues for Fiscal Years 2019-20 (\$6,618,830) and 2020-21 (\$6,949,770). The City's assessed valuation exceeds \$3.9 billion and continues to trend upward. The County of San Diego provides assessed valuation information to the City, and the City's revenue projections are made in large part based on that information. Historical growth is also considered, which includes the resale and development of property. As an affluent and desirable beach community, property values in Del Mar continue to grow, and resales contribute to large increases in assessed valuation. The City has little growth due to development, as there are very few vacant lots. Some development occurs when an older house is demolished and replaced with a new house, or improvements are made to existing houses.

The basic property tax rate in California is one percent of assessed valuation, as determined by the passage of Proposition 13 in 1978. This means that for a house assessed at \$1,000,000, the basic property tax is \$10,000. Of that total, the City receives approximately \$1,478 or 14.775% of the total property tax assessed. The passage of Proposition 13 restricted the increase in assessed valuation to the lower of the annual change in the Consumer Price Index (CPI) or two percent.

SALES AND USE TAX

Sales and Use Tax is a major revenue source and comprises approximately 13% of General Fund revenues for Fiscal Years 2019-20 (\$2,368,780) and 2020-21 (\$2,428,000). The current sales and use tax rate in San Diego County is 7.75%, and the City receives one percent of the total sales in the City. Beginning in April 2017, the City has a new stream of revenue with the voters' passage of Measure Q, a ballot measure that increased the sales and use tax rate by an additional

one percent. The total sales and use tax rate in Del Mar is 8.75%. Although considered General Fund revenues, Measure Q funds are accounted for in a separate fund and are estimated to be \$2,853,180 for Fiscal Year 2019-20, and \$2,935,350 for Fiscal Year 2020-21.

On a quarterly basis, the California Department of Tax and Fee Administration (CDTFA) provides detailed reporting, by business, of the sales tax collected during the quarter. With the assistance of reports provided by a consultant retained to put the CDTFA information in a usable format, the City can more accurately estimate revenues by analyzing the trends by business category and location.

The character of Del Mar has a significant impact on sales tax revenue. The City, which is only two square miles, has a village-like atmosphere, with very little vacant land for development. Retailers are often individual proprietors, and there are no supermarkets, department stores, or automobile dealers. There are only a few national retailers in the City.

Del Mar's restaurants are known for superior dining and generate 54% of the sales tax revenue. However, Del Mar's apparel stores in the retail sector has declined since 2014. Approximately 68% of Del Mar's sales tax is generated by the top 25 businesses. Eleven of the top 25 businesses are restaurants. In order to improve retail sales, the City Council has taken certain actions to revitalize downtown and to attract business and customers to the downtown area.

The presence of the 22nd District Agricultural Association (22nd DAA), with occasional automobile and recreational vehicle sales, an annual County Fair, and thoroughbred racing, offers unique sales tax opportunities and room for growth that is not available in other areas of the City.

TRANSIENT OCCUPANCY TAX

Transient Occupancy Tax (TOT) is collected at each hotel and motel in the City for overnight stays that are less than 31 days. With the approval to increase the TOT rate by the allowable 0.5% to a total of 13% in October 2019, the TOT revenues are approximately 18% of General Fund revenues and are estimated to receive \$3,151,800 in Fiscal Year 2019-20 and \$3,310,000 in Fiscal Year 2020-21.

In past years, the hotels and motels in the City have seen an upturn in visitors and TOT collections. However, collections have slowed down in the last year; therefore, estimates for TOT revenue reflect a modest increase of approximately 3% from the previous fiscal year.

OTHER TAXES

Other Taxes are approximately 4% of General Fund revenues. This category includes Franchise Tax, Business License Tax, and Real Property Transfer Tax and are estimated at approximately \$777,280 and \$788,600 for Fiscal Years 2019-20 and 2020-21, respectively.

Franchise Tax includes gas, electric, trash, and cable franchises that operate in the City. It is estimated at approximately \$392,280 and \$3,96,200 for Fiscal Years 2019-20 and 2020-21, respectively. Estimates for Franchise Tax revenue are based on a 3% increase of current year collections.

Business license revenue, estimated at \$240,000 and \$242,400 for Fiscal Years 2019-20 and 2020-21, respectively, constitutes approximately 1.3% of General Fund revenues for both fiscal years. Estimates are based on historical information, together with estimates for new business revenues, and reflects approximately 2.5% increase from previous year.

The Real Property Transfer Tax estimate of approximately \$145,000 and \$150,000 for Fiscal Years 2019-20 and 2020-21, respectively, is an average of historical revenues. Estimates are based on a 3.5% increase from current year collections.

LICENSES AND PERMITS

Licenses and permits are revenues collected for taxicab operation permits, a Junior Lifeguard Program, and parking permits for spaces underneath the L'Auberge Hotel. These revenues make up approximately 0.5% of total General Fund Revenues and are expected to increase by 2% from previous years.

OTHER REVENUES

PARKING FEES, FINES, AND FORFEITURES

Fines and Forfeitures are revenues collected primarily from parking violations, but for purposes of analysis, includes parking meter coin revenue as well. Projected revenue estimates for Parking Meter Income, Fines, and Forfeitures are approximately 11% of the total General Fund revenue.

Parking estimates are based on historical information, as well as estimated increases in beach attendance, but are always subject to the unpredictable nature of the weather. With significant demands for parking because of the beach, metered parking helps to ensure turnover and allow more visitors the opportunity to find parking. These revenues are projected to increase 4% for Fiscal Year 2019-20, and an increase of approximately 1% is projected for Fiscal Year 2020-21. Revenue from Parking Violations is estimated to be approximately \$540,000 and \$550,800 for Fiscal Year 2019-20 and Fiscal Year 2020-21, respectively.

In Fiscal Year 2004-05, the City Council approved the installation of red light cameras at certain intersections in Del Mar as a safety measure to reduce red light violations. The Red Light Camera Enforcement category is projected to result in revenue of \$120,000 and \$121,200 for

Fiscal Year 2019-20 and Fiscal Year 2020-21, respectively, with offsetting annual expenditures of \$56,790 for camera maintenance.

REVENUES FROM THE USE OF ASSETS

The two revenue sources in this category are Investment Earnings and Rental Income. Trends, current economic climate, and historical information are used to calculate these estimates. The City's diversification of its portfolio has led to an increase in earnings. Rental income of \$197,880 and \$201,840 for Fiscal Years 2019-20 and 2020-21, respectively, reflects several rental agreements.

REVENUE FROM OTHER AGENCIES

These revenue sources include State and Federal funds, both subventions and grants, and the pari-mutuel activity at the 22nd DAA, both on and off-track. Pari-mutuel revenue is subject to an agreement with the 22nd District Agriculture Association (DAA) that offsets possessory interest payments made by the DAA against pari-mutuel collections. Due to larger credits from the increased payment by the DAA of possessory interest, pari-mutuel revenue is projected to remain flat.

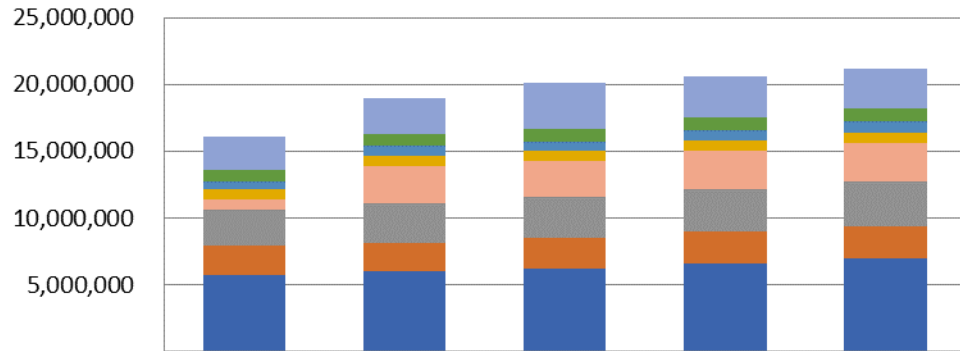
CHARGES FOR SERVICES

These revenues come from a variety of activities including Planning and Development fees, Building Services, and Engineering Services. Because the City has very little new development, these charges for services are not significant revenue sources. Estimates are based primarily on historical information in conjunction with anticipated building levels. The projected revenue for Planning Services is approximately \$490,000 for Fiscal Year 2019-20 and \$499,800 for Fiscal Year 2020-21. The City contracts with a private company for issuance of building permits. The projected revenue for Building Services is approximately \$365,000 for Fiscal Year 2019-20 and \$372,300 for Fiscal Year 2020-21. The projected revenue for Engineering Services is approximately \$121,370 for Fiscal Year 2019-20 and \$123,800 in Fiscal Year 2020-21 and is mostly offset by the costs of the outside contractors that operate each program.

OTHER REVENUE SOURCES

The primary source of revenue in this classification is the Administrative Charge, an allocation of approximately \$875,320 and \$910,340 for Fiscal Years 2019-20 and 2020-21, respectively, from the Water and Wastewater Enterprise funds. Miscellaneous revenues from a number of different sources including First Responder revenue and Nuisance Alarm Reimbursement comprise the remainder of the revenues, a small portion of the total.

City of Del Mar General Fund Revenues Trend Five Fiscal Years



	Actual FY 2016-17	Actual FY 2017-18	Budget FY 2018-19	Adopted FY 2019-20	Adopted FY 2020-21
Other Revenue Sources	\$2,409,465	\$2,657,547	\$3,448,278	\$3,036,420	\$2,929,320
Charges - Planning Services	893,888	895,607	965,000	976,370	995,900
Fines and Forfeitures	561,080	716,505	695,600	804,040	817,090
Other Taxes	840,570	820,845	744,620	777,280	788,600
Measure Q	734,344	2,717,991	2,749,000	2,853,180	2,935,350
Transient Occupancy Tax (TOT)	2,697,297	3,001,300	3,090,000	3,151,800	3,310,000
Sales Tax (and in-lieu)	2,227,309	2,136,523	2,277,650	2,368,780	2,428,000
Property Tax (and in-lieu)	5,674,971	5,978,965	6,186,400	6,618,830	6,949,770

GENERAL FUND EXPENDITURES ANALYSIS

The General Fund represents 44% and 38% of the City's total expenditures for Fiscal Year 2019-20 and Fiscal Year 2020-21, respectively, and is primarily funded by taxes. The General Fund provides for the general cost of operating City government and includes the administrative programs of City Manager, City Clerk, Legal, and Finance. Public Safety, Planning, Public Works Administration and Engineering are also included in the General Fund budget. Public Safety programs include Law and Traffic Enforcement, Fire Protection, and Lifeguard Services. Also included are regulatory programs such as Code Enforcement and Parking Enforcement.

Department Heads are responsible for the preparation and management of program budgets under their direction. The City Council approves employee salary schedules each fiscal year. This two-year budget includes a projected 3% cost-of-living adjustment per year for the Management and Professional groups, as well as General Employees, and the Firefighters' Association.

Several City services are provided by contract including law enforcement, City Attorney, and City Engineer. Management of the Fire Department is provided through a cooperative agreement with the Cities of Encinitas and Solana Beach.

PUBLIC SAFETY

This category of expenditures, at 51% and 52% of the General Fund total for Fiscal Years 2019-20 and 2020-21, comprises the largest segment of the General Fund budget. It includes law and traffic enforcement activities, lifeguard services, fire protection, and several smaller public safety programs. Despite Del Mar's size, approximately 3,000,000 people visit the City's beaches annually, and the presence of the Fairgrounds within the City limits, requires the need for the City to provide effective public safety services for the visiting population that can be several times larger than its actual number of residents. City Councils, past and present, have funded these programs to provide a safe community for both residents and visitors.

The City operates a fire station which it leases from the 22nd District Agricultural Association. It has nine full-time firefighters and a primary and reserve engine. In October 2009, the City entered into a Fire Management Services Cooperative Agreement with the Cities of Solana Beach and Encinitas. This agreement provides substantial benefits for the City of Del Mar. The City of Encinitas provides management services to the City of Del Mar that includes the positions of Fire Chief, three Division Chiefs, a Fire Marshall and a Management Analyst, and also provides management services to Solana Beach. Specific management services include supervision of Del Mar's fire suppression operations, emergency management, fire prevention activities, emergency medical services, procurement and administrative functions, as well as

major incident support. The agreement continues to serve the City well, and provides the cities with enhanced supervisory effectiveness, increased communication with emergency personnel, and improved chief officer response times.

Beach safety is provided by the City's five permanent lifeguards, and approximately 50 seasonal lifeguard positions. The City's Chief Lifeguard and Community Services Director also supervises the City's Park Ranger, which is described under the Supplemental Law Enforcement section of the budget.

The City contracts with the San Diego County Sheriff's Department for both law and traffic enforcement. The nine contract law cities in San Diego County jointly negotiate a contract with the Sheriff, from which each city selects its own level of service. The current year contract includes caps on cost increases (except for costs based upon retirement fund investment performance) and the two budget years are capped at 5% for each fiscal year. The City has traditionally budgeted the full amount of its Sheriff contract, with an additional \$25,000 for overtime for high impact holidays such as the Fourth of July.

GENERAL GOVERNMENT

General Government provides the basic support services for all City activities. This group of programs, including City Manager, Finance, City Clerk, Legal Services, Human Resources, and the City Council among others, provides for the general administrative services for all departments. General Government comprises approximately 26% of General Fund expenditures for both Fiscal Years 2019-20 and 2020-21.

PUBLIC WORKS

The public works category, making up 4% of General Fund expenditures, for both fiscal years includes both general public works and engineering. With the inclusion of general governmental funds, this category is approximately 6% for both fiscal years, of the total and includes Street Maintenance, Streetlights and Signs, Street Maintenance, Street Landscaping in the Gas Tax Fund, and Park Maintenance in the Open Space Fund.

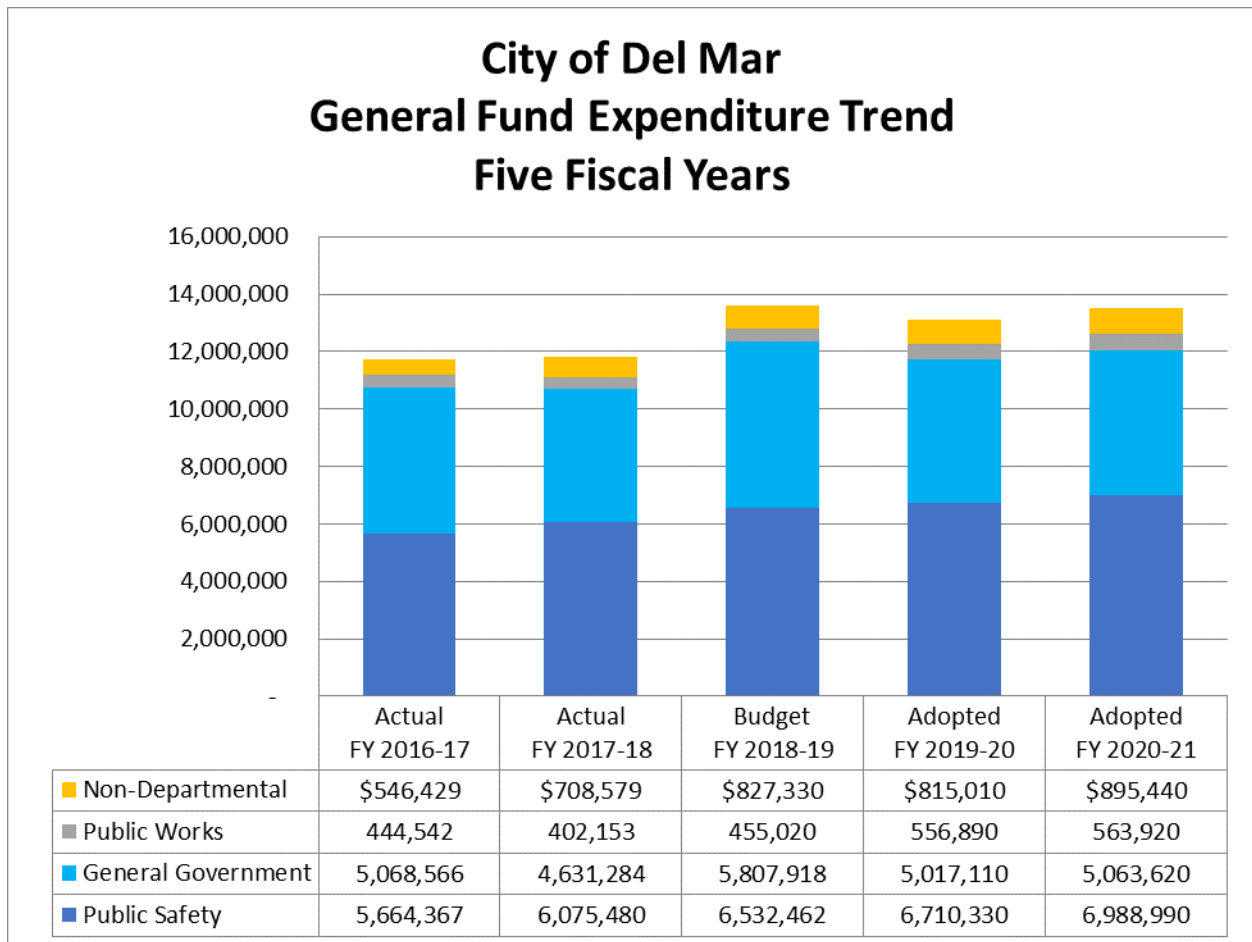
PLANNING

In addition to the Planning Department, which is responsible for administration of all ordinances pertaining to land use and development in the City, this category also includes the programs for design review, planning commission, beach preservation, housing, building permits, and inspections. This City function is the mechanism through which the village-like quality, in addition to the ocean views, enjoyed by many residents, are preserved. This function is 12% for both fiscal years, of the General Fund expenditures and has significant responsibility in the enforcement of ordinances, which are generally far more stringent than most California communities. Planning programs are projected to recover approximately 62 percent (\$976,370

and \$995,900 for Fiscal Years 2019-20 and 2020-21, respectively) of the cost in permit and inspection fees for the first and second years, respectively.

NON-DEPARTMENTAL

Programs included in this category are expenditures towards Community Support, City Memberships, and operations and maintenance of the City’s TV Studio and City Hall that are not associated with any departmental programs. The Equipment Replacement category is for capital equipment fully funded by a separate reserve in the General Fund.



**CITY OF DEL MAR
RESERVE SUMMARY REPORT
FISCAL YEAR 2019-2020**

	BEGINNING BALANCE JUL 1, 2019 ESTIMATE	REVENUES FY 2020	O & M EXPENDITURES FY 2020	CIP/SP EXPENDITURES FY 2020	TRANSFERS IN FY 2020	TRANSFERS (OUT) FY 2020	ENDING BALANCE JUN 30, 2020 ESTIMATE
GENERAL FUND							
CONTINGENCY	21.49%	2,928,463	17,649,220	(12,873,120)	-	697,313 \$ (5,142,320)	3,259,556
RESTRICTED:							
SELF-INSURANCE		500,000	-	(50,000)	-	-	450,000
DESIGNATED:							
ENCUMBRANCES		-	-	-	-	-	-
DISTRICT TAX (MEASURE Q)		-	-	-	-	-	-
COASTAL PARKING REVENUE		-	81,900	(81,900)	-	-	-
SIDEWALK CAFÉ		-	2,400	(2,400)	-	-	-
PENSION RESERVE		1,220,194	-	-	536,250	-	1,756,444
LEAVE LIABILITY		100,000	-	-	-	-	100,000
EQUIPMENT REPLACEMENT		682,635	-	(91,920)	-	50,000	640,715
TOTAL GENERAL FUND		5,431,292	17,733,520	(13,099,340)	-	1,283,563 (5,142,320)	6,206,715
MEASURE Q							
		-	2,853,180	-	(1,708,290)	- (580,903)	563,987
DESIGNATED							
ENCUMBRANCES		-	-	-	-	-	-
SHORT TERM LOAN/PROCEEDS		-	-	-	-	-	-
		-	2,853,180	-	(1,708,290)	- (580,903)	563,987
ROAD MAINTENANCE REHABILITATION ACCOUNT							
		-	76,410	-	-	(76,410)	-
GAS TAX FUND							
		-	114,060	(610,850)	-	496,790	-
OPEN SPACE FUND							
		-	434,260	(1,023,360)	-	589,100	-
DESIGNATED							
ENCUMBRANCES		-	-	-	-	-	-
CAPITAL IMPROVEMENT PROJECTS		-	-	-	(630,000)	630,000	-
OPEN SPACE ACQUISITION		120,388	-	-	-	-	120,388
TREE RESERVE		32,357	-	-	-	-	32,357
TOTAL OPEN SPACE FUND		152,745	434,260	(1,023,360)	(630,000)	1,219,100	152,745
SUPPLEMENTAL LAW ENFORCEMENT FUND							
		-	100,000	(361,640)	-	261,640	-
REGIONAL COMMUNICATIONS FUND							
		-	45,000	(85,010)	-	40,010	-
GRANTS FUND							
		44,391	50,270	(59,540)	-	-	35,121
HOUSING FUND							
		373,366	6,000	(115,530)	-	-	263,836
DESIGNATED:							
HOUSING PROGRAM RESERVE		-	-	-	-	-	-
TOTAL HOUSING FUND		373,366	6,000	(115,530)	-	-	263,836
AB 939 FUND							
		209,063	60,500	(72,250)	-	-	197,313
PEG FEE FUND							
		6,779	47,780	(10,300)	-	(40,000)	4,259
CAPITAL IMPROVEMENT FUND							
CONTINGENCY		-	400,000	-	(845,000)	445,000	-
DEBT SERVICE		-	-	(908,290)	-	908,290	-
ENCUMBRANCES		-	-	-	-	-	-
CITY HALL PROJECT		-	-	-	-	-	-
RESERVE FOR CAPITAL		-	-	-	-	-	-
TOTAL CAPITAL IMPROVEMENT FUND		-	400,000	(908,290)	(845,000)	1,353,290	-
SPECIAL PROJECT FUND							
		-	-	-	(787,970)	787,970	-
TRANSNET FUND							
		-	205,000	-	-	-	205,000
RTCIP							
		2,427	-	-	-	-	2,427

**CITY OF DEL MAR
RESERVE SUMMARY REPORT
FISCAL YEAR 2019-2020**

	BEGINNING BALANCE JUL 1, 2019 ESTIMATE	REVENUES FY 2020	O & M EXPENDITURES FY 2020	CIP/SP EXPENDITURES FY 2020	TRANSFERS IN FY 2020	(OUT) FY 2020	ENDING BALANCE JUN 30, 2020 ESTIMATE
WORKERS' COMPENSATION FUND	451,219	255,000	(292,000)	-	-	-	414,219
WATER FUND							
NET POSITION	75,409	3,660,550	(3,258,865)	-	50,000	(512,248)	14,846
RESTRICTED:							
CONTRIBUTED CAPITAL	4,028,272	-	-	-	-	-	4,028,272
DESIGNATED							
ENCUMBRANCES	9,995	-	(9,995)	-	-	-	-
SELF-INSURANCE	50,000	-	-	-	-	-	50,000
RATE STABILIZATION	150,000	-	-	-	-	(50,000)	100,000
CAPITAL REPLACEMENT	2	-	-	(372,000)	371,998	-	-
NET PENSION LIABILITY	(1,013,385)	-	-	-	-	-	(1,013,385)
PENSION RESERVE	357,664	-	-	-	140,250	-	497,914
OPERATING RESERVE	100,000	-	(11,550)	-	-	-	88,450
EQUIPMENT REPLACEMENT	165,898	-	-	-	-	-	165,898
UTILITY PLANT IN SERVICE	6,866,874	-	(400,000)	-	-	-	6,466,874
TOTAL WATER FUND	10,790,729	3,660,550	(3,680,410)	(372,000)	562,248	(562,248)	10,398,869
CLEANWATER FUND	-	686,500	(638,770)	(445,000)	397,270	-	-
WASTEWATER FUND							
NET POSITION	156,546	3,581,640	(2,070,316)	-	-	(792,950)	874,920
RESTRICTED							
IBANK RESERVE	228,828	-	-	-	-	-	228,828
CONTRIBUTED CAPITAL	650,814	-	-	-	-	-	650,814
LOAN RESERVE-STATE REVOLVING	332,979	-	-	-	-	-	332,979
DESIGNATED							
ENCUMBRANCES	-	-	-	-	-	-	-
SELF-INSURANCE	50,000	-	-	-	-	-	50,000
CAPITAL REPLACEMENT	350,000	-	-	(385,000)	535,000	-	500,000
NET PENSION LIABILITY	(1,018,749)	-	-	-	-	-	(1,018,749)
PENSION RESERVE	371,229	-	-	-	148,500	-	519,729
OPERATING RESERVE	270,000	-	-	-	-	-	270,000
EQUIPMENT REPLACEMENT	-	-	(9,450)	-	109,450	-	100,000
UTILITY PLANT IN SERVICE	7,731,919	-	(1,690,534)	-	-	-	6,041,385
RATE STABILIZATION	200,000	-	-	-	-	-	200,000
TOTAL WASTEWATER FUND	9,323,566	3,581,640	(3,770,300)	(385,000)	792,950	(792,950)	8,749,906
TOTAL ENTERPRISE FUNDS	20,114,295	7,928,690	(8,089,480)	(1,202,000)	1,752,468	(1,355,198)	19,148,775
TOTAL - ALL FUNDS	26,785,577	30,309,670	(24,727,590)	(5,173,260)	7,194,831	(7,194,831)	27,194,397

**CITY OF DEL MAR
RESERVE SUMMARY REPORT
FISCAL YEAR 2020-2021**

	BEGINNING BALANCE JUL 1, 2020 ESTIMATE	REVENUES FY 2021	O & M EXPENDITURES FY 2021	CIP EXPENDITURES FY 2021	TRANSFERS IN FY 2021	(OUT) FY 2021	ENDING BALANCE JUN 30, 2021 ESTIMATE
GENERAL FUND							
CONTINGENCY	23.01%	3,259,556	18,131,480	(13,231,050)	-	117,940 \$ (4,718,901)	3,559,025
RESTRICTED:							
SELF-INSURANCE		450,000	-	(50,000)	-	-	400,000
DESIGNATED:							
ENCUMBRANCES		-	-	-	-	-	-
DISTRICT TAX (MEASURE Q)		-	-	-	-	-	-
COASTAL PARKING REVENUE		-	81,900	(81,900)	-	-	-
SIDEWALK CAFÉ		-	5,300	(5,300)	-	-	-
PENSION RESERVE		1,756,444	-	-	-	536,250	2,292,694
LEAVE LIABILITY		100,000	-	-	-	-	100,000
EQUIPMENT REPLACEMENT		640,715	-	(143,720)	-	50,000	546,995
TOTAL GENERAL FUND		6,206,715	18,218,680	(13,511,970)	-	704,190 (4,718,901)	6,898,714
MEASURE Q							
		563,987	2,935,350	-	(6,988,160)	-	(3,488,823)
DESIGNATED							
ENCUMBRANCES		-	-	-	-	-	-
SHORT TERM LOAN/PROCEEDS		-	3,488,830	-	-	-	3,488,830
		563,987	6,424,180	-	(6,988,160)	-	7
ROAD MAINTENANCE REHABILITATION ACCOUNT							
		-	77,940	-	-	(77,940)	-
GAS TAX FUND							
		-	116,340	(551,050)	-	434,710	-
OPEN SPACE FUND							
		-	443,450	(1,027,630)	-	584,180	-
DESIGNATED							
ENCUMBRANCES		-	-	-	-	-	-
CAPITAL IMPROVEMENT PROJECTS		-	-	-	(175,000)	175,000	-
OPEN SPACE ACQUISITION		120,388	-	-	-	-	120,388
TREE RESERVE		32,357	-	-	-	-	32,357
TOTAL OPEN SPACE FUND		152,745	443,450	(1,027,630)	(175,000)	759,180	152,745
SUPPLEMENTAL LAW ENFORCEMENT FUND							
		-	100,000	(371,190)	-	271,190	-
REGIONAL COMMUNICATIONS FUND							
		-	45,000	(85,010)	-	40,010	-
GRANTS FUND							
		35,121	51,470	(60,740)	-	-	25,851
HOUSING FUND							
		263,836	6,000	(115,530)	-	-	154,306
DESIGNATED:							
HOUSING PROGRAM RESERVE		-	-	-	-	300,000	300,000
TOTAL HOUSING FUND		263,836	6,000	(115,530)	-	300,000	454,306
AB 939 FUND							
		197,313	61,710	(72,250)	-	-	186,773
PEG FEE FUND							
		4,259	48,740	(10,300)	-	(40,000)	2,699
CAPITAL IMPROVEMENT FUND							
CONTINGENCY		-	400,000	-	(1,175,000)	775,000	-
DEBT SERVICE		-	-	(907,000)	-	907,000	-
ENCUMBRANCES		-	-	-	-	-	-
CITY HALL PROJECT		-	-	-	-	-	-
RESERVE FOR CAPITAL		-	-	-	-	-	-
TOTAL CAPITAL IMPROVEMENT FUND		-	400,000	(907,000)	(1,175,000)	1,682,000	-
SPECIAL PROJECT FUND							
		-	-	-	(524,380)	524,380	-
TRANSNET FUND							
		205,000	205,000	-	-	-	410,000
RTCIP							
		2,427	-	-	-	-	2,427

**CITY OF DEL MAR
RESERVE SUMMARY REPORT
FISCAL YEAR 2020-2021**

	BEGINNING BALANCE JUL 1, 2020 ESTIMATE	REVENUES FY 2021	O & M EXPENDITURES FY 2021	CIP EXPENDITURES FY 2021	TRANSFERS IN (OUT) FY 2021		ENDING BALANCE JUN 30, 2021 ESTIMATE
WORKERS' COMPENSATION FUND	414,219	255,000	(301,750)	-	-	-	367,469
WATER FUND							
NET POSITION	14,846	3,804,640	(3,408,690)	-	150,000	(530,750)	30,046
RESTRICTED:							
CONTRIBUTED CAPITAL	4,028,272	-	-	-	-	-	4,028,272
DESIGNATED							
ENCUMBRANCES	-	-	-	-	-	-	-
SELF-INSURANCE	50,000	-	-	-	-	-	50,000
RATE STABILIZATION	100,000	-	-	-	-	(100,000)	-
CAPITAL REPLACEMENT	-	-	-	(390,500)	390,500	-	-
NET PENSION LIABILITY	(1,013,385)	-	-	-	-	-	(1,013,385)
PENSION RESERVE	497,914	-	-	-	140,250	-	638,164
OPERATING RESERVE	88,450	-	-	-	-	-	88,450
EQUIPMENT REPLACEMENT	165,898	-	-	-	-	(50,000)	115,898
UTILITY PLANT IN SERVICE	6,466,874	-	(400,000)	-	-	-	6,066,874
TOTAL WATER FUND	10,398,869	3,804,640	(3,808,690)	(390,500)	680,750	(680,750)	10,004,319
CLEANWATER FUND	-	750,800	(701,980)	(170,000)	121,180	-	-
WASTEWATER FUND							
NET POSITION	874,920	3,744,970	(2,075,966)	-	-	(1,211,594)	1,332,330
RESTRICTED							
IBANK RESERVE	228,828	-	-	-	-	-	228,828
CONTRIBUTED CAPITAL	650,814	-	-	-	-	-	650,814
LOAN RESERVE-STATE REVOLVING	332,979	-	-	-	-	-	332,979
DESIGNATED							
ENCUMBRANCES	-	-	-	-	-	-	-
SELF-INSURANCE	50,000	-	-	-	-	-	50,000
CAPITAL REPLACEMENT	500,000	-	-	(375,000)	559,000	-	684,000
NET PENSION LIABILITY	(1,018,749)	-	-	-	-	-	(1,018,749)
PENSION RESERVE	519,729	-	-	-	148,500	-	668,229
OPERATING RESERVE	270,000	-	-	-	270,000	-	540,000
EQUIPMENT REPLACEMENT	100,000	-	(9,450)	-	34,094	-	124,644
UTILITY PLANT IN SERVICE	6,041,385	-	(1,690,534)	-	-	-	4,350,851
RATE STABILIZATION	200,000	-	-	-	200,000	-	400,000
TOTAL WASTEWATER FUND	8,749,906	3,744,970	(3,775,950)	(375,000)	1,211,594	(1,211,594)	8,343,926
TOTAL ENTERPRISE FUNDS	19,148,775	8,300,410	(8,286,620)	(935,500)	2,013,524	(1,892,344)	18,348,245
TOTAL - ALL FUNDS	27,194,397	34,753,920	(25,301,040)	(9,798,040)	6,729,185	(6,729,185)	26,849,236

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**CITY OF DEL MAR
FISCAL YEARS 2019-2020 AND 2020-2021
ADOPTED OPERATING AND CAPITAL BUDGET
REVENUE SUMMARIES**

SOURCE OF FUNDS	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	PROJECTION 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
GENERAL FUND						
TAXES						
PROPERTY TAX	5,129,723	5,405,272	5,585,270	5,700,000	5,985,000	6,284,250
VLf IN LIEU OF PROPERTY TAX	545,248	573,693	601,130	603,650	633,830	665,520
SALES AND USE TAX	2,227,256	2,136,523	2,277,650	2,311,000	2,368,780	2,428,000
SALES TAX IN LIEU OF PROPERTY TAX	53	-	-	-	-	-
TRANSIENT OCCUPANCY TAX	2,697,297	3,001,300	3,090,000	3,000,000	3,151,800	3,310,000
FRANCHISE TAX	459,259	387,465	370,000	388,400	392,280	396,200
BUSINESS LICENSE TAX	240,103	241,008	234,620	234,000	240,000	242,400
REAL PROPERTY TRANSFER TAX	141,208	192,372	140,000	140,000	145,000	150,000
TOTAL	11,440,147	11,937,633	12,298,670	12,377,050	12,916,690	13,476,370
LICENSES & PERMITS						
LICENSES & PERMITS	24,885	15,595	24,000	15,000	15,000	15,000
JUNIOR LIFEGUARD	45,325	49,581	49,940	50,000	51,000	52,020
PARKING PERMITS	21,040	31,085	20,810	32,000	32,000	32,000
TOTAL	91,250	96,261	94,750	97,000	98,000	99,020
FINES & FORFEITURES						
MOVING VIOLATIONS/VEHICLE CODE FINES	53,793	82,225	70,000	104,000	105,040	106,090
PENALTIES	9,623	8,553	8,600	12,000	12,000	12,000
PARKING VIOLATIONS	332,558	446,410	500,000	500,000	540,000	550,800
ADMINISTRATIVE CITATIONS	14,225	40,693	12,000	27,000	27,000	27,000
RED LIGHT ENFORCEMENT	150,881	138,624	105,000	105,000	120,000	121,200
TOTAL	561,080	716,505	695,600	748,000	804,040	817,090
REVENUE FROM USE OF ASSETS						
INV EARN-GENERAL	20,682	90,651	85,500	110,000	112,200	114,440
SIDEWALK CAFÉ USER FEE	5,015	2,450	4,680	5,370	2,400	5,300
RENTAL INCOME	210,576	272,620	200,000	194,000	197,880	201,840
PARKING METER INCOME	844,671	1,062,478	1,150,000	1,170,000	1,200,000	1,212,000
TOTAL	1,080,944	1,428,199	1,440,180	1,479,370	1,512,480	1,533,580
REVENUE FROM OTHER AGENCIES						
MOTOR VEHICLE LICENSE FEE	1,915	2,262	-	2,070	2,000	2,000
PUBLIC SAFETY AUGMENTATION FUND	75,732	79,078	75,860	80,640	82,250	83,900
HOMEOWNER EXEMPT	36,967	36,524	37,890	37,240	37,980	38,740
STATE MANDATED COST REIMB	2,692	3,482	3,000	3,000	3,000	3,000
CONTRACT SOLANA BEACH	17,550	16,725	16,700	16,700	16,700	16,700
ON-TRACK PARIMUTUEL	2,459	39,010	2,460	-	-	-
OFF-TRACK PARIMUTUEL	22,011	15,179	22,000	20,000	20,000	20,000
FEMA REIMBURSEMENT	-	21,672	7,418	-	-	-
SOLID WASTE	19,938	24,534	22,440	27,000	27,270	27,540
TOTAL	179,264	238,466	187,768	186,650	189,200	191,880
CHARGES - PLANNING SERVICES						
PLANNING SERVICES	408,602	442,482	460,000	410,000	490,000	499,800
ENGINEERING SERVICES	101,086	118,983	115,000	110,000	121,370	123,800
BUILDING SERVICES	384,200	334,142	390,000	365,000	365,000	372,300
TOTAL	893,888	895,607	965,000	885,000	976,370	995,900
OTHER REVENUE SOURCES						
PARKING IN-LIEU FEE	32,430	2,221	38,500	2,230	2,230	2,230
SALE OF PROPERTY	10,646	2,538	15,000	18,720	-	-
ADMINISTRATIVE CHARGE	692,454	808,540	841,650	841,650	875,320	910,340
ADMINISTRATIVE CHARGE-MEASURE Q	-	-	-	-	307,190	140,270
NUISANCE ALARM REIMBURSEMENT	5,350	-	4,500	1,930	2,000	2,000
WORKER'S COMP REIMBURSEMENT	9,944	35	-	42,970	-	-
INSURANCE CLAIM REIMBURSEMENT	-	-	767,000	767,000	-	-
EXPENDITURE REIMBURSEMENT	33,533	29,804	-	-	-	-
MISCELLANEOUS	273,650	51,483	58,930	45,800	50,000	50,000
TOTAL	1,058,007	894,621	1,725,580	1,720,300	1,236,740	1,104,840
TOTAL GENERAL FUND	15,304,580	16,207,292	17,407,548	17,493,370	17,733,520	18,218,680

**CITY OF DEL MAR
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REVENUE SUMMARIES**

SOURCE OF FUNDS	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	PROJECTION 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
MEASURE Q FUND						
DISTRICT TAX	734,344	2,717,991	2,749,000	2,789,200	2,853,180	2,935,350
SHORT TERM LOAN PROCEEDS						3,488,830
	734,344	2,717,991	2,749,000	2,789,200	2,853,180	6,424,180
ROAD MAINTENANCE REHAB ACCOUNT						
	-	25,179	73,300	73,400	76,410	77,940
GAS TAX FUND						
	88,552	96,287	101,570	92,970	114,060	116,340
OPEN SPACE FUND						
CONSTRUCTION TAX	16,760	20,911	10,820	7,000	7,000	7,070
PERMITS/PARK AND COMMUNITY CENTER	268,106	299,468	325,000	295,000	300,900	306,920
SURF CAMP PERMITS	65,105	69,938	65,000	75,160	76,660	78,960
INVESTMENT EARNINGS	685	1,149	2,040	1,500	1,500	1,500
ON-TRACK PARIMUTUEL	1,639	26,007	1,700	-	-	-
OFF-TRACK PARIMUTUEL	12,824	10,119	14,000	8,150	8,200	8,200
CONTRIBUTIONS	70,000	30,000	25,000	21,850	-	-
TREE MITIGATION	750	-	750	400	-	-
MISCELLANEOUS	41,816	52,873	32,250	42,390	40,000	40,800
TOTAL OPEN SPACE FUND	477,685	510,465	476,560	451,450	434,260	443,450
SUPPLEMENTAL LAW FUND						
	139,416	148,747	100,000	100,000	100,000	100,000
REGIONAL COMMUNICATION						
	44,076	45,025	45,000	45,000	45,000	45,000
GRANTS FUND						
	95,104	167,417	26,664	72,620	50,270	51,470
HOUSING FUND						
	72,833	146,801	50,600	6,000	6,000	6,000
AB 939						
	53,872	56,567	52,000	59,375	60,500	61,710
PEG FEE FUND						
	46,191	162,535	50,000	46,840	47,780	48,740
WILDFIRE PROTECTION DEBT FUND						
	719	-	-	-	-	-
CAPITAL IMPROVEMENT FUND						
STATE GRANTS	-	-	-	-	-	-
FEDERAL GRANTS	32,420	234,151	162,337	420,000	400,000	400,000
LOCAL GRANTS		-	-	-	-	-
INVESTMENT EARNINGS	63,509	80,345	-	10,000	-	-
CONTRIBUTIONS - CIVIC CENTER PROJ	7,464	131,500	-	2,500	-	-
LOAN PROCEEDS	3,160,286	11,413,178	1,587,535	1,587,530	-	-
MISCELLANEOUS	175,338	-	-	-	-	-
TOTAL CAPITAL IMPROVEMENT FUND	3,439,017	11,859,174	1,749,872	2,020,030	400,000	400,000
TRANSNET FUND						
	871,759	209,784	205,000	205,000	205,000	205,000
RTCIP FUND						
	-	2,404	-	-	-	-
TOTAL GENERAL GOVERNMENTAL FUNDS	21,368,148	32,355,668	23,087,114	23,455,255	22,125,980	26,198,510
WORKERS' COMPENSATION FUND						
SERVICE CHARGES	216,866	223,413	229,000	240,000	245,000	245,000
INVESTMENT EARNINGS	4,199	9,279	6,000	9,400	10,000	10,000
TOTAL WORKERS' COMPENSATION	221,065	232,692	235,000	249,400	255,000	255,000

**CITY OF DEL MAR
FISCAL YEARS 2019-2020 AND 2020-2021
ADOPTED OPERATING AND CAPITAL BUDGET
REVENUE SUMMARIES**

SOURCE OF FUNDS	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	PROJECTION 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
WATER UTILITY FUND						
PENALTIES	12,879	10,318	11,000	10,300	10,500	10,500
INVESTMENT EARNINGS	12,760	21,996	3,000	25,000	26,000	26,260
WATER SALES	1,680,956	2,005,981	2,087,830	2,000,000	2,120,000	2,204,800
READY TO SERVE CHARGE	1,219,428	1,339,153	1,365,170	1,392,120	1,475,650	1,534,680
WATER CONNECTION FEES	29,694	41,920	18,000	-	-	-
BACKFLOW DEVICE FEES	14,704	15,544	10,000	16,400	16,400	16,400
MISCELLANEOUS	98,359	219,973	35,000	12,000	12,000	12,000
TOTAL OPERATING REVENUE	3,068,780	3,654,885	3,530,000	3,455,820	3,660,550	3,804,640
CLEAN WATER PROGRAM						
PENALTIES	2,395	2,095	1,500	2,000	2,000	2,000
ADMINISTRATIVE CITATIONS	300	1,500	-	1,000	-	-
INVESTMENTS	470	682	-	500	500	500
SERVICE CHARGE	474,285	543,135	548,270	510,000	684,000	748,300
STATE GRANTS	5,000	5,000	5,000	-	-	-
TOTAL CLEAN WATER PROGRAM	482,450	552,412	554,770	513,500	686,500	750,800
WASTEWATER FUND						
PENALTIES	15,298	10,211	13,000	10,000	10,000	10,000
INVESTMENT EARNINGS	20,535	45,888	6,000	45,000	45,000	45,450
SERVICE CHARGES	1,395,963	1,486,683	1,493,240	1,465,930	1,539,220	1,616,180
USAGE CHARGES	1,590,680	1,514,169	1,737,630	1,636,570	1,718,400	1,804,320
SEWER INCLUSION FEES	54,770	51,548	32,000	-	54,770	54,770
MISCELLANEOUS	214,249	161	72,000	-	214,250	214,250
TOTAL WASTEWATER FUND	3,291,495	3,108,660	3,353,870	3,157,500	3,581,640	3,744,970
TOTAL ENTERPRISE FUNDS	6,842,725	7,315,957	7,438,640	7,126,820	7,928,690	8,300,410
TOTAL ALL FUNDS	28,431,938	39,904,317	30,760,754	30,831,475	30,309,670	34,753,920

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**CITY OF DEL MAR
FISCAL YEARS 2019-2020 AND 2020-2021
ADOPTED OPERATING AND CAPITAL BUDGET
EXPENDITURE SUMMARIES**

DEPARTMENT	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
GENERAL FUND					
GENERAL GOVERNMENT					
CITY COUNCIL	85,866	94,684	84,861	82,990	58,990
LEGAL SERVICES	1,124,553	754,418	1,522,985	457,480	469,160
CITY MANAGER	773,716	826,886	894,953	972,500	955,070
HUMAN RESOURCES	168,574	205,240	194,110	212,260	202,820
CITY CLERK	250,530	246,298	261,990	299,520	328,060
INFORMATION SYSTEMS	374,067	374,082	449,539	430,860	456,800
FINANCE SERVICES	761,546	624,229	749,050	797,690	818,800
RISK MANAGEMENT	102,023	112,317	143,090	184,870	185,280
PLANNING SERVICES	980,209	1,005,445	1,087,860	1,122,870	1,123,260
CODE ENFORCEMENT	75,921	79,305	96,010	120,500	122,740
BUILDING SERVICES	371,562	308,379	323,470	335,570	342,640
TOTAL	5,068,566	4,631,284	5,807,918	5,017,110	5,063,620
PUBLIC SAFETY					
PATROL AND TRAFFIC ENF	2,162,238	2,302,587	2,431,460	2,622,070	2,747,180
LIFEGUARD SERVICES	1,085,615	1,063,694	1,112,750	1,063,900	1,110,480
PARKING ENFORCEMENT	497,209	715,867	767,442	733,100	711,720
FIRE PROTECTION	1,892,493	1,972,114	2,192,370	2,260,590	2,388,940
HAZARDOUS WASTE MANAGEMENT	14,623	15,181	16,930	19,160	19,160
SOLID WASTE	3,123	4,036	7,000	7,000	7,000
EMERGENCY PREPAREDNESS	9,065	2,001	4,510	4,510	4,510
TOTAL	5,664,367	6,075,480	6,532,462	6,710,330	6,988,990
PUBLIC WORKS					
ENGINEERING SERVICES	278,374	226,213	196,500	233,750	233,750
STORM WATER	78,907	90,377	95,940	100,910	103,920
FACILITIES	87,261	85,564	162,580	222,230	226,250
TOTAL	444,542	402,153	455,020	556,890	563,920
NON-DEPARTMENTAL					
COMMUNITY SUPPORT	294,345	313,071	316,050	375,000	399,470
TV STUDIO	69,734	76,068	102,530	103,220	104,970
CITY MEMBERSHIPS	73,028	76,401	80,040	85,790	88,100
CITY HALL - GENERAL	103,878	109,769	198,840	159,080	159,180
TOTAL	540,985	575,309	697,460	723,090	751,720
TOTAL GENERAL FUND BEFORE EQUIPMENT REPLACEMENT	11,718,460	11,684,226	13,492,860	13,007,420	13,368,250
EQUIPMENT REPLACEMENT	5,444	133,270	129,870	91,920	143,720
TOTAL GENERAL FUND INCLUDING EQUIPMENT REPLACEMENT	11,723,904	11,817,496	13,622,730	13,099,340	13,511,970

**CITY OF DEL MAR
FISCAL YEARS 2019-2020 AND 2020-2021
ADOPTED OPERATING AND CAPITAL BUDGET
EXPENDITURE SUMMARIES**

DEPARTMENT	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
MEASURE Q FUND	-	-	6,775,589	1,708,290	6,988,160
ROAD MAINTENANCE REHAB ACCOUNT	-	-	-	-	-
GAS TAX FUND					
STREET MAINTENANCE	117,715	125,755	216,570	164,740	170,330
STREET LIGHTS/SIGNS	126,108	74,738	165,990	192,610	135,050
STREET LANDSCAPING	223,988	239,593	282,630	253,500	245,670
TOTAL GAX TAX FUND	467,810	440,086	665,190	610,850	551,050
OPEN SPACE FUND					
POWERHOUSE OPERATIONS	394,329	372,688	382,630	407,890	430,890
BEACH MAINTENANCE	283,286	245,818	323,080	366,780	345,900
PARK MAINTENANCE	232,381	215,965	246,820	248,690	250,840
TOTAL OPEN SPACE FUND	909,996	834,472	952,530	1,023,360	1,027,630
SUPPLEMENTAL LAW ENFORCEMENT	194,651	215,490	245,870	361,640	371,190
REGIONAL COMMUNICATION FUND	69,912	74,275	85,010	85,010	85,010
GRANTS FUND	233,874	15,457	19,370	59,540	60,740
HOUSING FUND	69,779	114,555	109,660	115,530	115,530
AB 939	17,622	44,800	75,510	72,250	72,250
PEG FEE FUND	111,161	9,815	15,000	10,300	10,300
TOTAL GENERAL O&M FUNDS	13,798,710	13,566,446	22,566,459	17,146,110	22,793,830
CAPITAL IMPROVEMENT FUNDS					
OPEN SPACE CIP	331,820	190,314	299,442	630,000	175,000
GENERAL FUND CIP	11,020,599	12,150,658	3,096,553	845,000	1,175,000
DEBT SERVICE-CITY HALL	510,688	910,756	909,550	908,290	907,000
TRANSNET II CIP	791,216	203,284	205,000	-	-
TOTAL CAPITAL IMPROVEMENT FUNDS	12,654,323	13,455,012	4,510,545	2,383,290	2,257,000
SPECIAL PROJECT FUND	116,711	135,978	369,255	787,970	524,380
TOTAL GENERAL GOVERNMENTAL FUNDS	26,453,033	27,157,436	27,446,259	20,317,370	25,575,210
WORKERS' COMPENSATION FUND	109,946	292,405	316,800	292,000	301,750

**CITY OF DEL MAR
FISCAL YEARS 2019-2020 AND 2020-2021
ADOPTED OPERATING AND CAPITAL BUDGET
EXPENDITURE SUMMARIES**

DEPARTMENT	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
WATER FUND					
GENERAL ADMINISTRATION	1,609,529	1,783,951	2,589,753	1,791,750	1,787,330
RISK MANAGEMENT	47,028	50,614	60,420	40,970	41,070
RAW WATER SUPPLY	1,215,349	1,300,000	689,417	1,470,540	1,588,040
TREATMENT/DELIVERY	334,324	300,985	377,150	377,150	392,250
TOTAL WATER FUND O&M	3,206,230	3,435,550	3,716,740	3,680,410	3,808,690
WATER CAP IMPROVEMENT	95,015	338,103	1,315,826	372,000	390,500
TOTAL WATER FUND	3,301,245	3,773,653	5,032,566	4,052,410	4,199,190
CLEAN WATER FUND					
PLANNING	46,411	48,971	53,260	51,010	53,630
CODE ENFORCEMENT	25,016	25,309	28,500	31,960	33,410
CLEAN WATER MANAGEMENT	252,767	186,625	284,250	278,000	333,000
PUBLIC WORKS	212,137	237,478	256,100	277,800	281,940
TOTAL CLEAN WATER O & M	536,332	498,383	622,110	638,770	701,980
CLEAN WATER CAP IMPROVEMENT	-	-	-	445,000	170,000
TOTAL CLEAN WATER FUND	536,332	498,383	622,110	1,083,770	871,980
WASTEWATER FUND					
RISK MANAGEMENT	43,635	50,614	104,420	84,970	85,070
WASTEWATER TRANSPORTATION	13,830	122,081	19,800	14,040	14,600
WASTEWATER TREATMENT	479,127	1,485,527	86,790	54,650	56,130
DEBT SERVICE	489,429	572,406	573,560	571,450	570,960
WASTEWATER PROGRAM	1,835,219	2,032,393	2,978,470	3,045,190	3,049,190
TOTAL WASTEWATER FUND O&M	2,861,239	4,263,022	3,763,040	3,770,300	3,775,950
WASTEWATER CAPITAL IMPROVEMENT	1,544,580	1,419,630	524,662	385,000	375,000
TOTAL WASTEWATER FUND	4,405,819	5,682,652	4,287,702	4,155,300	4,150,950
TOTAL ENTERPRISE FUNDS	8,243,396	9,954,687	9,942,378	9,291,480	9,222,120
TOTAL EXPENDITURES	34,806,375	37,404,527	37,705,437	29,900,850	35,099,080

FISCAL YEAR 2019-2020 and FISCAL YEAR 2020-2021 CAPITAL OUTLAY EXPENDITURES

DEPARTMENT/DESCRIPTION	FUND	NEW/REPLACEMENT	FY 2019-2020 BUDGET	FY 2020-2021 BUDGET	DEPARTMENT TOTAL
Information Technology Dell Service & Storage Refresh	Equipment Replacement	Replacement	64,000	-	64,000
Lifeguard Services Beach Patrol Vehicle Lifeguard Lockers	Equipment Replacement Equipment Replacement	Replacement Replacement	- -	54,800 10,000	64,800
Fire Services Jaws of Life F-250 Truck	Equipment Replacement Equipment Replacement	Replacement Replacement	20,000 -	- 71,000	91,000
Public Works Utility Truck - 24%	Equipment Replacement	Replacement	7,920	7,920	7,920
Water Utility Truck - 35%	Water	Replacement	11,550	11,550	11,550
Clean Water Utility Truck - 6%	Clean Water	Replacement	1,980	1,980	1,980
Wastewater Utility Truck-35%	Wastewater	Replacement	11,550	11,550	11,550

General Fund

City Service Vision

Del Mar is a beautiful coastal village enjoyed and treasured by its residents, businesses, visitors, and employees.

Del Mar is dedicated to providing extraordinary and personalized service. You will know this by:

- Friendly face-to-face contact
- Accessible, knowledgeable, professional, and caring staff
- Cooperation and support between departments
- Superior response time to questions, problems, and emergencies
- And... an appreciation for the community's vision of making Del Mar

A WONDERFUL PLACE TO LIVE, WORK, and
PLAY

We still make house calls...

innovation integrity teamwork service excellence preservation & safety

A wonderful place to live, work & play

GENERAL FUND

The General Fund accounts for all the revenues received by the City that are not designated for a specific purpose either by the City Council, State or Federal requirements, or special requirements such as those associated with bond debt. The General Fund is monitored very closely because these revenues fund the backbone of City government. The major sources of General Fund revenues include property tax, sales and use tax, transient occupancy tax, and parking fees and fines. Decreases to General Fund revenue may have a profound effect on the operations of City government.

Most general government programs are funded through the General Fund, and in the City of Del Mar, those programs include general administrative services, planning, and safety functions such as law enforcement, fire, and lifeguard services.

CITY COUNCIL

The City Council, as the elected representatives of Del Mar residents, sets City policy, determines budget priorities, allocates resources, and hears appeals from decisions of the Planning Commission and Design Review Board. Through the selection and appointment of numerous volunteers to advisory committees, the Council fosters and promotes the active involvement of Del Mar residents in important City programs and activities. The City Council appoints the City Manager to manage the City who, in turn, implements the goals and objectives of the City Council. The City Attorney is selected by the City Council to provide legal advice and ensure compliance with local, State, and Federal laws.

In addition to holding regularly scheduled monthly City Council meetings, and additional administrative meetings, Council Members serve on various regional boards and commissions, and act as liaisons to the City's multiple citizen advisory committees.

Through the Community Support Program, the City Council allocates funds to help support various organizations and groups that provide public services to the greater Del Mar community.

Each year the City Council meets to establish and prioritize goals, strategic initiatives, and operational initiatives.

PROGRAM: CITY COUNCIL **ACCT # 01-5100**

The City Council consists of five independently elected Councilmembers who set City policy, appropriate resources, represent the City on regional forums, and hear appeals from citizens.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021	
Employee Services	\$ 20,373	\$ 19,823	\$ 19,440	\$ 19,390	\$ 19,390	(1)
Maintenance & Operations	16,876	19,058	17,421	15,600	15,600	
Contractual Services	48,617	55,803	48,000	48,000	24,000	(2)
Debt Service	-	-	-	-	-	
Capital Outlay	-	-	-	-	-	
GRAND TOTAL	85,866	94,684	84,861	82,990	58,990	
POSITIONS (FTE)	-	-	-	-	-	

- (1) Each of the five Councilmembers receive a \$300 monthly stipend.
- (2) A reduction in lobbyist services is anticipated for Fiscal Year 2020-21.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	<u>CITY COUNCIL</u>					
01-5100-1000	COUNCIL STIPEND	18,925	16,850	18,000	18,000	18,000
01-5100-1200	BENEFITS	1,448	2,973	1,440	1,390	1,390
	EMPLOYEE SERVICES	20,373	19,823	19,440	19,390	19,390
01-5100-2300	OPERATING SUPPLIES	1,942	8,569	1,500	1,500	1,500
01-5100-2350	COMMUNITY PROMOTION	5,789	6,390	9,821	8,000	8,000
01-5100-3800	MEETINGS & TRAVEL	9,145	3,899	4,000	4,000	4,000
01-5100-3801	TRAINING & EDUCATION	-	-	1,500	1,500	1,500
01-5100-3900	AUTO ALLOWANCE	-	200	600	600	600
	MAINTENANCE & OPERATIONS	16,876	19,058	17,421	15,600	15,600
01-5100-3200	CONTRACTUAL SERVICES	48,617	55,803	48,000	48,000	24,000
	CITY COUNCIL	85,866	94,684	84,861	82,990	58,990

PROGRAM: LEGAL SERVICES **ACCT # 01-5101**

Legal services are provided by contract with the City Attorney. This program also includes funds for additional services by the City Attorney, as well as outside attorney services.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Contractual Services	1,124,553	754,418	1,522,985	457,480	469,160 (1)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	1,124,553	754,418	1,522,985	457,480	469,160
POSITIONS (FTE)	-	-	-	-	-

(1) Beginning in Fiscal Year 2019-20, legal fees related to Special Projects are included in the budget for each individual Special Project.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	<u>LEGAL SERVICES</u>					
01-5101-3201	CITY ATTORNEY RETAINER	220,550	346,406	462,715	412,480	424,160
01-5101-3202	CITY ATTORNEY-CLAIMS	904,003	301,515	915,270	25,000	25,000
01-5101-3203	OUTSIDE ATTORNEY SERVICES	-	29,306	20,000	20,000	20,000
01-5101-3208	CITY ATTORNEY-SPC PROJECTS	-	77,191	125,000	-	-
	CONTRACTUAL SERVICES	1,124,553	754,418	1,522,985	457,480	469,160
	LEGAL SERVICES	1,124,553	754,418	1,522,985	457,480	469,160

PROGRAM: COMMUNITY SUPPORT **ACCT # 01-5110**

Through the Community Support Program, the City Council provides financial support to not-for-profit organizations and community groups which provide worthwhile services to the public. Funding decisions are made based on the submittal of a funding request form that the Council evaluates as part of the budget process. This program also funds the Dial-a-Ride program, a taxi voucher program for Del Mar seniors and/or the disabled.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	71,333	71,354	72,850	122,800	139,850 (1)
Contractual Services	223,012	241,717	243,200	252,200	259,620 (2)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	294,345	313,071	316,050	375,000	399,470
POSITIONS (FTE)	-	-	-	-	-

(1) Includes recommended contributions for the following organizations:

Name of Organization	Actual	Budget	Adopted	Adopted
Del Mar Community Connections	\$ 18,500	\$ 18,500	\$ 63,000	\$ 83,000
Del Mar Village Association	50,000	50,000	50,000	50,000
Community Resource Center	2,500	2,500	6,700	3,750
San Dieguito Lagoon Committee	354	600	600	600
Regional Task Force on the Homeless	-	1,250	1,250	1,250
Kitchens for Good			1,250	1,250
Total	\$ 71,354	\$ 72,850	\$ 122,800	\$ 139,850

(2) Contractual Services funds the Dial-A-Ride program and business promotion provided by the Del Mar Village Association.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	COMMUNITY SUPPORT					
01-5110-3500	CONTRIBUTIONS	71,333	71,354	72,850	122,200	139,250
01-5110-3520	ADVISORY COMMITTEE CONTRIB	-	-	-	600	600
	MAINTENANCE & OPERATIONS	71,333	71,354	72,850	122,800	139,850
01-5110-3200	CONTRACTUAL SERVICES	223,012	241,717	243,200	252,200	259,620
	COMMUNITY SUPPORT	294,345	313,071	316,050	375,000	399,470

PROGRAM: SOLID WASTE **ACCT # 01-5125**

This program covers the costs of the City's participation in the Household Hazardous Waste Program (HHW) sponsored through the Regional Solid Waste Authority.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Contractual Services	3,123	4,036	7,000	7,000	7,000 (1)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	3,123	4,036	7,000	7,000	7,000
POSITIONS (FTE)	-	-	-	-	-

(1) This amount funds the Household Hazardous Waste Program (HHW) that allows the City to offer hazardous waste services such as home collection of HHW materials for Del Mar residents in addition to access of drop-off facilities in Vista and Poway.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	SOLID WASTE					
01-5125-3200	CONTRACTUAL SERVICES	874	-	-	-	-
01-5125-3208	HOUSEHOLD HAZARDOUS WASTE	2,249	4,036	7,000	7,000	7,000
	CONTRACTUAL SERVICES	3,123	4,036	7,000	7,000	7,000
	SOLID WASTE	3,123	4,036	7,000	7,000	7,000

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City Manager

City Manager

Department Mission Statement

The City Manager's Office is committed to supporting and serving the City Council and Community with energy and enthusiasm. We provide leadership and coordination for the City employees to achieve our community goals.

We are often the first or the last point of contact and we strive to handle ALL customers with integrity, respect, and professionalism.

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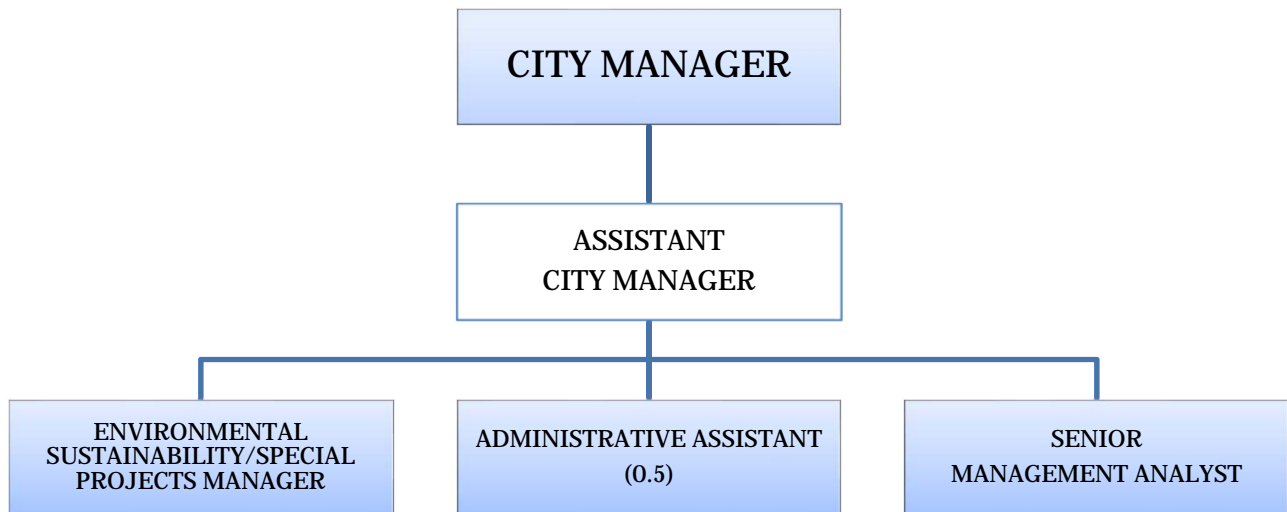
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DEL MAR™

City Manager's Department Organizational Chart

CITY ADMINISTRATION



CITY MANAGER'S DEPARTMENT

The City Manager's Department is responsible for implementing the goals and policies of the City Council and overall management of all City operations. In addition, the City Manager's Department works with Finance staff to develop a budget for Council review and approval, coordinates the flow of information to and from the Council, oversees the activities of all City departments, and manages special program and projects (e.g., sustainability initiatives, business support, and public art) that pertain to all functional areas of City operations.

The City Manager's Department also implements the City's Climate Action Plan, directs the City's Emergency Operations Center, conducts legislative affairs, oversees all City leases, and manages the City's law enforcement services contract with the San Diego County Sheriff's Department and the fire governance agreement between the cities of Del Mar, Solana Beach, and Encinitas.

Fiscal Years 2017-2018 and 2018-2019 Achievements

In addition to monitoring the progress of all City departments toward attaining the Council's goals and objectives, the City Manager's Department completed several special projects during Fiscal Years 2017-2018 and 2018-2019 as outlined below:

City Administration and Financial Management

- Developed the Fiscal Years 2019-2020 and 2020-2021 Operating and Capital Budget and citywide Capital Improvement Plan.
- Continued to build a cohesive Del Mar City team with an emphasis on customer service to provide residents and businesses with continuously improved quality services.
- Conducted on-going organization assessments of City departments to assess the appropriate level of staffing and supervision when there is staff turnover.
- Improved the financial solvency of the City and its ability to fund new capital and infrastructure improvement projects by securing new funding sources, including low-interest long-term financing for the City Hall.
- Completed the rate update process for user fees (solid waste, water, wastewater, and clean water) necessary to adequately cover the cost for providing service.
- Secured grant funding to help pay for important City projects including:
 - Funding for the Sea Level Rise Study;
 - Grant from the California Energy Commission for the Civic Center photovoltaic panel and battery storage system; Working with Don Mosier.
 - Funding for bicycle storage for the Civic Center garage; and
 - A \$125,000 grant from the Del Mar Foundation to help fund various community element furnishings for the new Civic Center.
- Continued community engagement efforts through the City's website, e-blasts, community workshops, neighborhood meetings, and more. Expanded the City's communications efforts through use of a contract communications consultant. Implemented a refresh of the City's website, which went live in January 2019.

- Provided staff support and administration to twelve City Council-appointed advisory committees.
- Successfully negotiated multi-year labor agreements with the City’s two labor associations.

Capital Projects

- Completion of the “Orchid Award-Winning” City Hall/Civic Center construction project, including the transition into the new building and installation of the battery storage and solar energy system, funded by a grant from the California Energy Commission.
- Managed development of a 10-Year Capital Improvement Plan (CIP) and financial plan, which identified necessary capital projects, major facility repairs, maintenance projects, and significant equipment purchases, including a planning schedule.
- Completed the community design process for and broke ground on the Downtown Streetscape Project, which extends from 9th Street to 15th Street.
- Continued the Shores Park Master Plan project, working with Shores Advisory Committee appointed by the City Council, as well as the Winston School. Work during this time period included developing two master plan concepts that had more of a collaborative approach for layout of the overall space between the park and the school; an assessment of the space needs for indoor recreational programming; initiation of the traffic impact analysis study that will eventually be required for the environmental review process; and ongoing discussions with the Winston School regarding their long-term lease.
- Established the Undergrounding Project Advisory Committee in Spring 2018 and extensive work toward developing a project delivery plan for how to approach citywide undergrounding of all utility poles.

City Services and Programs

- Managed the decision-making and policy-setting process associated with a number of important policy matters facing the City, including short-term vacation rentals, sea level rise, and affordable housing.
- Pursued initiatives for a more sustainable Del Mar that included the adoption of ordinances banning Styrofoam and plastic straws, participation in the development of a regional pilot bike share program, installation of electric vehicle charging stations at the Civic Center, and completion of a joint feasibility study regarding Community Choice Energy with neighboring north county coastal cities.
- Continued to work with the San Diego County Sheriff and the community on exploring enhanced law enforcement services, including holding a Law Enforcement Workshop and ultimately the City Council adopting recommendations to improve law enforcement services.
- Continued efforts to improve the City’s ability to respond to emergencies by organizing staff trainings and drills in the Emergency Operations Center.

- Continued efforts to work with advisory committees, local businesses, and local non-profits to continue to align each groups work program with Council priorities.
- Implemented newly adopted Public Art Policy and created the Arts Advisory Committee. The Committee developed an art approval process, identified potential locations for art around the City, and hosted a pop-up art gallery event in the Town Hall in March 2019.
- Collaborate with the business community via the Business Support Advisory Committee and the Del Mar Village Association.
- Supported local non-profits by attending quarterly non-profit coordination meetings and overseeing the application of community space use at the L'Auberge.
- Working with the DAA, the Del Mar Thoroughbred Club, the Del Mar Village Association, and Breeders' Cup International, Del Mar hosted the Breeders' Cup in November 2017. The City completed many aesthetic preparations and managed the necessary process for the "Barn at the Beach" temporary event space erected at Powerhouse Park for about 10 days. The Breeders' Cup is scheduled to return to Del Mar in November 2021.

Intergovernmental

- Continued to build positive working relations with the 22nd District Agricultural Association (DAA). The City's past efforts to advocate representation on future governance boards helped with the recent appointments of former Del Mar Council Member Don Mosier to the DAA Board, in addition to Lee Haydu.
- Worked with the Fairgrounds to address traffic issues related to events, noise and other concerns related to any future development at the Fairgrounds' property and annual summer and other large-scale events.

Fiscal Years 2019-2020 and 2020-2021 Goals and Objectives

The City Manager's Department will continue to implement strategies to achieve the goals and objectives as outlined by the City Council as well as those developed in the City Manager's Department work plan. These goals and objectives include:

City Administration and Financial Management

- In an effort to improve service to the community, enhance communications efforts on City projects and programs, tailored to meet the communications preferences of the Del Mar community.
- Develop an employee development and succession plan to create a blueprint for succession of key positions.
- Ongoing assessment of City pension costs and exploration of options for lowering these obligations.
- Pursue opportunities to increase grant funding.

- Represent the City in discussions with three potential major new developments regarding exceptional public benefits, including the proposed resort development at North Bluff, Watermark, and 941 Camino del Mar.

Capital Projects

- Complete construction of the Downtown Streetscape Project. In addition, complete the addendum to the 1996 Camino del Mar Streetscape Plan, which will capture the long-term aesthetic streetscape vision for CDM, identified through the community planning process during 2017-2019.
- Continue to work toward implementation of the citywide utility undergrounding project.
- Continue to work with the Winston School on their long-term lease and continue development of a Park Master Plan for the Shores property.
- Work with North County Transit District and SANDAG to address concerns related to the train track and bluffs for both near-term pedestrian crossing options and long-term efforts to relocate the tracks off the bluffs.

City Services and Programs

- Continue to manage the decision-making and policy-setting process associated with a number of important policy matters facing the City, including short-term vacation rentals, sea level rise, and affordable housing.
- Continue to work on enhancing law enforcement services in a way that is cost-effective and focused on what would be most beneficial to Del Mar, including the recruitment of a part-time Law Enforcement Manager position.
- Continue to implement Climate Action Plan and environmental sustainability strategies to reduce the City's greenhouse gas emissions by 15% by 2020.
- Continue to strengthen the City's ability to respond to emergencies by conducting additional staff training and practice exercises.
- Continue to implement the Public Art Policy to implement art in public spaces.

Intergovernmental

- Continue to work with the DAA on governance issues related to the Fairgrounds to ensure local representation from the City of Del Mar.
- Continue advocacy efforts to influence legislation impacting the City.

PROGRAM: CITY MANAGER **ACCT # 01-5200**

The City Manager's Office is responsible for overseeing the implementation of the goals and objectives of the City Council, as well as the overall management of City operations. In addition, the City Manager's Office oversees a number of contracts and franchises including solid waste, recycling, and Sheriff law enforcement services, as well as coordinating special projects involving all City Departments.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021	
Employee Services	\$ 745,041	\$ 797,571	\$ 819,203	\$ 875,770	\$ 858,040	(1)
Maintenance & Operations	26,200	28,783	30,750	38,730	39,030	(2)
Contractual Services	2,475	532	45,000	58,000	58,000	(3)
Debt Service	-	-	-	-	-	
Capital Outlay	-	-	-	-	-	
GRAND TOTAL	773,716	826,886	894,953	972,500	955,070	
POSITIONS						
Full Time	4.00	4.20	4.20	4.50	4.50	
Part Time	0.50	0.50	0.50	0.50	0.50	
TOTAL POSITIONS (FTE)	4.50	4.70	4.70	5.00	5.00	

- (1) Beginning in Fiscal Year 2019-20, 50% of the Administrative Assistant salary and benefits is allocated to the City Manager program.
- (2) Maintenance and Operations includes phone and car allowances provided to employees allocated to the City Manager program.
- (3) Beginning in Fiscal Year 2019-20, 50% cost related to Climate Action Plan Implementation activities is allocated to the City Manager program.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	CITY MANAGER					
01-5200-1000	SALARIES - PERMANENT	509,034	574,478	599,120	671,260	687,800
01-5200-1200	EMPLOYEE BENEFITS	146,325	170,852	163,640	171,610	136,880
01-5200-1205	WORKERS' COMPENSATION	11,944	12,074	16,610	18,400	18,860
01-5200-1300	SALARIES - SEASONAL	77,738	40,167	39,833	14,500	14,500
	EMPLOYEE SERVICES	745,041	797,571	819,203	875,770	858,040
01-5200-2300	OPERATING SUPPLIES	3,322	2,037	3,500	3,500	3,500
01-5200-2800	GAS & OIL	40	31	300	300	300
01-5200-3400	TELEPHONE	-	600	-	3,480	3,480
01-5200-3700	MEMBERSHIPS & SUBSCRIPTIONS	9,557	6,586	5,440	5,170	5,170
01-5200-3800	MEETINGS & TRAVEL	623	3,549	5,910	7,230	7,530
01-5200-3801	TRAINING & EDUCATION	695	380	2,400	3,450	3,450
01-5200-3900	AUTO ALLOWANCE	11,963	15,600	13,200	15,600	15,600
	MAINTENANCE & OPERATIONS	26,200	28,783	30,750	38,730	39,030
01-5200-3200	CONTRACTUAL SERVICES	2,475	532	45,000	58,000	58,000
	CITY MANAGER	773,716	826,886	894,953	972,500	955,070

PROGRAM: CITY MEMBERSHIPS **ACCT # 01-5212**

City memberships provide for Del Mar's memberships in a number of outside agencies including the San Diego Association of Governments (SANDAG), the League of California Cities (LCC), and the Local Agency Formation Commission (LAFCO), among others.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	65,284	67,144	69,770	75,690	77,720 (1)
Contractual Services	7,744	9,257	10,270	10,100	10,380 (2)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	73,028	76,401	80,040	85,790	88,100
POSITIONS (FTE)	-	-	-	-	-

- (1) Includes memberships to LAFCO, SANDAG, League of California Cities, and the San Dieguito River Park JPA.
- (2) Contractual services includes costs related to the SANDAG Regional Shoreline Monitoring Program.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
01-5212-3700	CITY MEMBERSHIPS					
	MEMBERSHIPS & SUBSCRIPTIONS	65,284	67,144	69,770	75,690	77,720
01-5212-3200	MAINTENANCE & OPERATIONS	65,284	67,144	69,770	75,690	77,720
	CONTRACTUAL SERVICES	7,744	9,257	10,270	10,100	10,380
	CITY MEMBERSHIPS	73,028	76,401	80,040	85,790	88,100

Administrative Services

Administrative Services

Department Mission Statement

The Administrative Services Department has a policy to provide friendly, personalized, and unbiased assistance in accessing information, both current and historical, through well-organized systems. We maintain around-the-clock access to technology tools and create long-term strategies that build confidence with our customers. We are committed to working with departments to retain a skilled, adaptable, and diverse workforce so they may deliver superior services to the residents and visitors of the City. We are dedicated to the responsible management of the financial resources for the City. Our customers trust in us to provide fiscal accountability and integrity, friendly and helpful service, and accurate and timely information.

“INFORMATION IS OUR BUSINESS”

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ADMINISTRATIVE SERVICES DEPARTMENT

The Administrative Services Department performs a variety of functions for the City, and consists of the City Clerk, Human Resources, Information Technology, and Finance divisions.

The Director of Administrative Services serves as the City Clerk and is responsible for performing all legislative, legal, and administrative duties, as required by law. The City Clerk division maintains the City Council meeting calendar, prepares City Council meeting agendas and minutes, processes updates to the municipal code, manages all records for the City, and conducts municipal elections. The Clerk's division is also responsible for providing support for the City's Design Review Board, Planning Commission, and many advisory committees, including volunteer recruitments and appointments; implementation of Council Policy 200; and compliance with the Fair Political Practices Commission (FPPC) filing requirements.

The Human Resources division oversees all aspects of the City's personnel and labor relations functions, including formal negotiations with the City's general employee and fire associations, ensuring compliance with local, state and federal laws and regulations pertaining to labor practices, conducting job recruitments, and health benefits management.

Responsibilities in the Information Technology division include managing the hardware and software related to the City's phone, voicemail and computer systems, troubleshooting user problems, administering the citywide networks on a daily basis, managing and updating the City's website, as well as providing for its long-range planning. Other Information Technology responsibilities include establishing and implementing policies regarding the security and dispersion of data.

Starting in early 2019, the Finance functions of the City were merged with the Administrative Services Department in an effort to improved efficiencies and consolidate all of the City's internal support functions within one department. The Finance division is responsible for the City's accounting activities including payroll, accounts receivable, accounts payable, and revenue collection; budget preparation and management; coordination of the annual audit and Comprehensive Annual Financial Report (CAFR); utility billing and periodic review and update to the City's utility rates; risk management through participation in the California State Association of Counties Excess Insurance Authority (CSAC-EIA); and management of the City's investing and treasury functions.

Fiscal Years 2017-2018 and 2018-2019 Achievements

Clerk Division

- Successfully administered the 2018 General Election for Del Mar in collaboration with the San Diego County Registrar of Voters.
- Implemented Council approved changes to the Del Mar Municipal Code pertaining to campaign regulations and Policy 108 related to Fair Campaign Practices.
- Completed the online codification and digitization of the Del Mar Municipal Code and digitization of the Del Mar Community Plan.
- Completed an update to the City's policies and guidelines pertaining to appointments to City Advisory Committees, Planning Commission, and Design Review Board.

- Facilitated 34 committee appointments in 2017; 34 in 2018; and 9 to date in 2019.
- Completed an update to the City's Conflict of Interest Code and Del Mar Municipal Code pertaining to Conflict of Interest Filing.
- Increased storage capacity of the Electronic Document Management System to expand the use of the system and to meet regulatory requirements.
- Processed 148 Public Records Act requests in 2017; 159 in 2018; and 55 to date in 2019.

Human Resources

- Successfully negotiated new labor agreements with the Del Mar Firefighters Association (DMFA) and the Del Mar City Employees Association (DMCEA).
- Implemented an online employee benefits enrollment portal; and improved the new hire onboarding process through SharePoint.
- Completed multiple employee recruitments and processed 33 new hires in 2017; 36 new hires in 2018; and 16 new hires to date in 2019.

Information Technology

- Upgraded from Office 2010 to Office 2016/Office 365 including hosted email to improve business continuity; provide new tools for collaboration and productivity; and reduce administration and capital equipment costs.
- Implemented a mobile meter reading smart-phone application to replace aging handheld meter reading devices and improve efficiency.
- Implemented an electronic timecard/payroll management system, which replaced manual timecards and leave requests.
- Participated in the design, project management, relocation and implementation of new video security, access control systems, audio-visual, and other technologies at the new Del Mar Civic Center.
- Completed a redesign of the City's website to incorporate new branding standards and enhanced user functionality and public outreach.

Finance

- Maintained a balanced operating and capital budget during Fiscal Years 2017-18 and 2018-19.
- Improved financial reporting in conjunction with the City's Finance Committee including the Two-Year Fiscal Plan; 30-Year Financial Forecast; and 10-Year Capital Improvement Program.
- Increased customer awareness and use of the online payment system for utility customers.

- Completed updates to the City’s risk management forms including an update to the City’s claim form, creation of a Frequently Asked Questions (FAQ) handout, and updated risk management page on the City’s website.

Fiscal Years 2019-2020 and 2020-2021 Goals and Objectives

City Clerk

- Complete comprehensive review and update to the City’s Record Retention schedule.
- Implement public records request tracking software and workflow with city departments and city attorney’s office.
- Complete a comprehensive update of advisory committee charters, policies, and resources.

Human Resources

- Successfully negotiate a new labor agreement with the Del Mar Firefighter’s Association in spring 2021.
- Complete an Administrative Policy Manual to benefit internal operations.
- Review and complete necessary updates to the City’s Personnel Rules and Job Descriptions for City Council consideration.

Information Technology

- Update the Operations Guidelines for the Town Hall/Communications Center.
- Implement a disaster recovery service for financial systems.
- Replace end of life server virtualization and storage infrastructure.

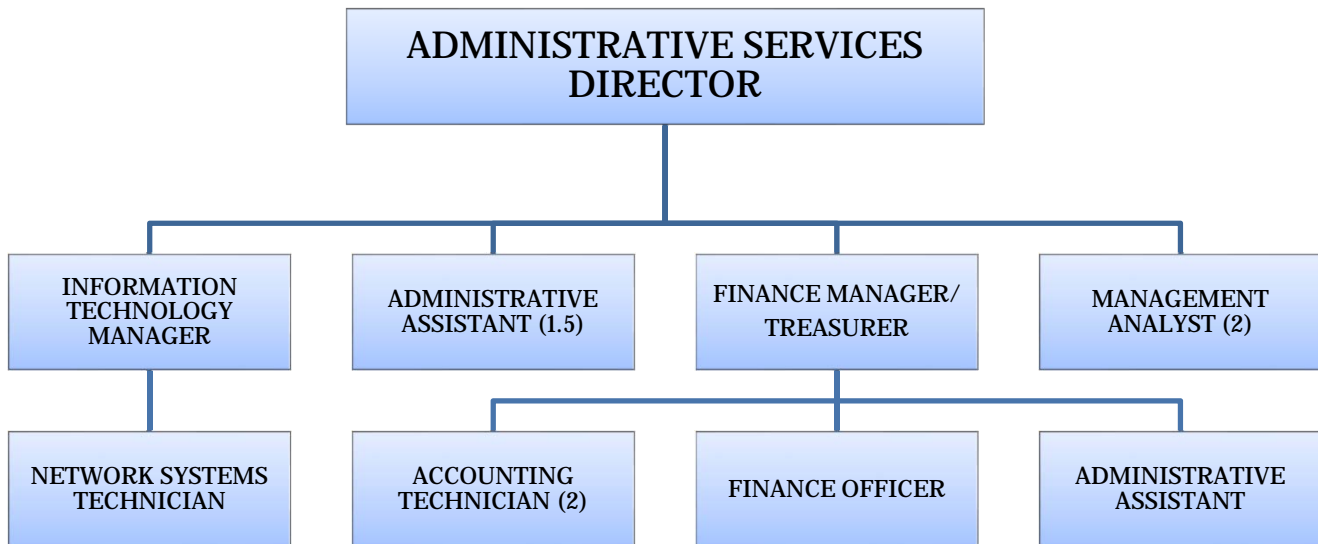
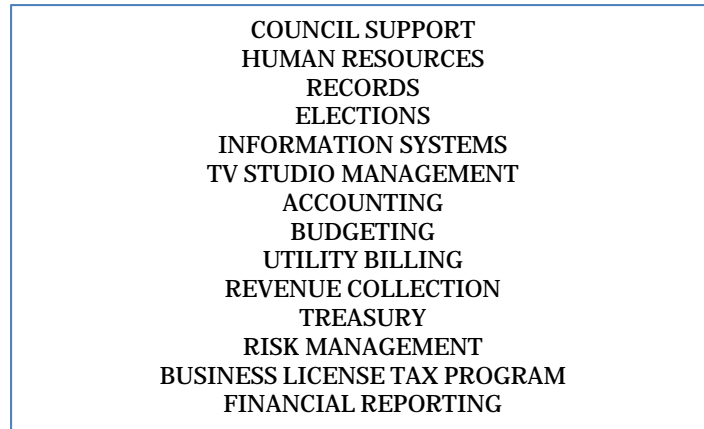
Finance

- Successfully prepare and implement a two-year Operating and Capital Budget for Fiscal Years 2019-20 and 2020-21.
- Apply for the Government Finance Officers Association (GFOA) Certificate of Achievement in Financial Reporting for the FY2017-18 CAFR.
- Establish a Pension Trust Fund or pay down the CalPERS pension liability.
- Complete an update to the City’s Cost Allocation Plan.
- Complete a User Fee Study for citywide fees including planning; development impact; water and wastewater connection; public facilities use permits; and other miscellaneous use fees, and implement changes to utility rates as approved by the City Council.
- Implement Eden project accounting module beginning in Fiscal Year 2019-20 for enhanced management of capital and special project budgets.
- Implement OpenGov Financial Reporting Dashboard in Fiscal Year 2019-20 to facilitate enhanced public accessibility to current City financial reporting.



DELMAR™

Administrative Services Department Organizational Chart



PROGRAM: CITY CLERK **ACCT # 01-5300**

This program provides the City with legislative, legal, and administrative support that includes recording all actions of the City Council, records management related to City activities, and the preparation of Council agendas, packet materials, and minutes. This program also pays for Del Mar's Municipal Election costs, with the next regularly scheduled Municipal Election in November 2018.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021	
Employee Services	\$ 181,604	\$ 216,231	\$ 219,470	\$ 261,270	\$ 268,880	(1)
Maintenance & Operations	10,845	10,066	14,910	14,400	16,200	
Contractual Services	58,081	20,001	27,610	23,850	42,980	(2)
Debt Service	-	-	-	-	-	
Capital Outlay	-	-	-	-	-	
GRAND TOTAL	250,530	246,298	261,990	299,520	328,060	
POSITIONS						
Full Time	2.00	2.00	2.20	2.20	2.20	
Part Time	0.50	0.50	0.35	0.35	0.35	
POSITIONS (FTE)	2.50	2.50	2.55	2.55	2.55	

- (1) Beginning in Fiscal Year 2019-20, 25% of the Administrative Assistant salary and benefits is allocated to the City Clerk program. Employee services also reflects the changes to employee allocation due to the consolidation of the Administrative Services and Finance Department.
- (2) Contractual Services includes funding for election costs in Fiscal Year 2020-21

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	CITY CLERK					
01-5300-1000	SALARIES - PERMANENT	115,404	143,128	146,740	173,290	179,020
01-5300-1200	EMPLOYEE BENEFITS	40,191	52,816	48,520	70,020	71,670
01-5300-1205	WORKERS' COMPENSATION	979	1,180	3,220	3,460	3,690
01-5300-1300	SALARIES - SEASONAL	24,508	18,114	20,600	14,000	14,000
01-5300-1400	OVERTIME SALARIES	522	993	390	500	500
	EMPLOYEE SERVICES	181,604	216,231	219,470	261,270	268,880
01-5300-2300	OPERATING SUPPLIES	2,562	2,083	3,220	1,970	2,470
01-5300-3000	ADVERTISING & PRINTING	4,837	5,325	5,400	6,000	7,300
01-5300-3400	TELEPHONE	-	-	300	240	240
01-5300-3700	MEMBERSHIPS & SUBSCRIPTIONS	30	-	970	1,150	1,150
01-5300-3800	MEETINGS & TRAVEL	158	40	1,120	1,120	1,120
01-5300-3801	TRAINING & EDUCATION	816	218	1,500	2,000	2,000
01-5300-3900	AUTO ALLOWANCE	2,442	2,400	2,400	1,920	1,920
	MAINTENANCE & OPERATIONS	10,845	10,066	14,910	14,400	16,200
01-5300-3200	CONTRACTUAL SERVICES	58,081	20,001	27,610	23,850	42,980
	CITY CLERK	250,530	246,298	261,990	299,520	328,060

PROGRAM: INFORMATION SYSTEMS

ACCT # 01-5320

This program provides funding for the management of the citywide computer system and the computer-based Voice Over IP Phone System. The citywide systems include an office productivity software, an internal and public-facing Geographic Information System (GIS), an archiving electronic document management system, a financial accounting system, an enterprise system for permitting/licensing/code enforcement/land management, a City government website to enhance the availability of public information, and an internal intranet to improve collaboration and efficiencies. Funds for maintenance, software upgrades, replacement equipment, and security systems allow the City to keep current technologically and to maintain data security.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ 252,293	\$ 264,269	\$ 289,180	\$ 311,370	\$ 325,160
Maintenance & Operations	70,384	73,476	95,997	80,440	83,790 (1)
Contractual Services	51,390	36,337	64,362	39,050	47,850 (2)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	374,067	374,082	449,539	430,860	456,800
POSITIONS					
Full Time	2.15	2.15	2.15	2.15	2.15
Part Time	-	-	-	-	-
POSITIONS (FTE)	2.15	2.15	2.15	2.15	2.15

(1) Fiscal Year 2020-21 budget includes renewal of guest wi-fi hardware and software licensing.

(2) Fiscal Year 2020-21 budget includes new disaster recovery service for financial system.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	INFORMATION SYSTEMS					
01-5320-1000	SALARIES	182,888	194,524	205,430	210,780	218,780
01-5320-1200	EMPLOYEE BENEFITS	68,132	68,336	81,300	95,520	101,080
01-5320-1205	WORKERS' COMPENSATION	1,273	1,409	1,950	4,570	4,800
01-5320-1400	OVERTIME	-	-	500	500	500
	EMPLOYEE SERVICES	252,293	264,269	289,180	311,370	325,160
01-5320-2140	COMPUTER MAINTENANCE	13,515	14,120	18,830	15,800	19,900
01-5320-2145	SOFTWARE MAINTENANCE	38,516	33,270	42,157	37,770	37,020
01-5320-2300	OPERATING SUPPLIES	5,208	4,581	5,600	5,600	5,600
01-5320-2360	COMPUTER SOFTWARE	1,000	734	5,710	1,000	1,000
01-5320-2370	COMPUTER HARDWARE	6,168	10,699	12,850	9,500	9,500
01-5320-2800	GAS AND OIL	-	-	200	200	200
01-5320-3400	TELEPHONES	4,157	4,056	4,320	3,690	3,690
01-5320-3700	MEMBERSHIP & SUBSCRIPTIONS	600	200	540	460	460
01-5320-3800	MEETINGS & TRAVEL	425	-	500	500	500
01-5320-3801	TRAINING & EDUCATION	62	5,096	5,200	5,200	5,200
01-5320-3900	AUTO ALLOWANCE	733	720	90	720	720
	MAINTENANCE & OPERATIONS	70,384	73,476	95,997	80,440	83,790
01-5320-3200	CONTRACTUAL SERVICES	38,369	23,353	45,362	20,550	29,350
01-5320-3231	GIS SYSTEM	12,103	11,560	17,000	16,500	16,500
01-5320-3237	PHONE REPLACEMENT PROJECT	918	1,424	2,000	2,000	2,000
	CONTRACTUAL SERVICES	51,390	36,337	64,362	39,050	47,850
	INFORMATION SYSTEMS	374,067	374,082	449,539	430,860	456,800

PROGRAM: HUMAN RESOURCES **ACCT # 01-5350**

The Human Resources program oversees all personnel-related activity of the City such as position recruitment, employee training, and collective bargaining with three unions representing City employees. This program also includes the Employee Assistance Program.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ 124,281	\$ 143,753	\$ 111,540	\$ 156,020	\$ 146,580 (1)
Maintenance & Operations	8,118	8,452	20,310	18,780	18,780
Contractual Services	36,175	53,035	62,260	37,460	37,460 (2)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	168,574	205,240	194,110	212,260	202,820
POSITIONS					
Full Time	0.75	0.75	0.80	0.80	0.80
Part Time	-	-	0.35	0.35	0.35
POSITIONS (FTE)	0.75	0.75	1.15	1.15	1.15

- (1) Employee services reflects the changes to employee allocation due to the consolidation of the Administrative Services and Finance Department.
- (2) Cost related to Workers' Compensation consultant were transferred to the Workers' Compensation fund. Beginning in FY 2019-20, funding for an HR Consultant was reduced.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	HUMAN RESOURCES					
01-5350-1000	SALARIES - PERMANENT	53,435	68,222	74,720	86,670	90,680
01-5350-1200	EMPLOYEE BENEFITS	58,238	55,844	16,350	19,300	20,670
01-5350-1205	WORKERS' COMPENSATION	465	497	1,970	2,550	2,730
01-5350-1225	UNEMPLOYMENT INSURANCE	-	16,368	15,000	30,000	15,000
01-5350-1250	TUITION REIMBURSEMENT	1,000	2,822	3,500	3,500	3,500
01-5350-1300	SALARIES - SEASONAL	11,074	-	-	14,000	14,000
01-5350-1400	OVERTIME SALARIES	69	-	-	-	-
	EMPLOYEE SERVICES	124,281	143,753	111,540	156,020	146,580
01-5350-2300	OPERATING SUPPLIES	-	812	410	430	430
01-5350-2330	EMPLOYEE RELATIONS	3,518	3,470	8,500	6,500	6,500
01-5350-3000	ADVERTISING & PRINTING	510	2,268	2,000	2,000	2,000
01-5350-3400	TELEPHONE	-	-	150	150	150
01-5350-3700	MEMBERSHIPS & SUBSCRIPTIONS	2,343	30	2,710	2,920	2,920
01-5350-3800	MEETINGS & TRAVEL	306	277	400	800	800
01-5350-3801	TRAINING & EDUCATION	220	395	4,940	4,780	4,780
01-5350-3900	AUTO ALLOWANCE	1,221	1,200	1,200	1,200	1,200
	MAINTENANCE & OPERATIONS	8,118	8,452	20,310	18,780	18,780
01-5350-3200	CONTRACTUAL SERVICES	36,175	53,035	62,260	37,460	37,460
	HUMAN RESOURCES	168,574	205,240	194,110	212,260	202,820

PROGRAM: TELEVISION STUDIO **ACCT # 01-5360**

This program funds the operating costs of the Del Mar Television Studio.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	5,855	4,666	19,400	14,670	14,670 (1)
Contractual Services	63,879	71,402	83,130	88,550	90,300 (2)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	69,734	76,068	102,530	103,220	104,970
POSITIONS (FTE)	-	-	-	-	-

- (1) Maintenance & Operations includes maintenance agreement to warranty all equipment in the TV Studio.
- (2) Contractual Services reflects a cost of living increase in the new agreement with the DMTV Foundation approved in January 2019.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	TELEVISION STUDIO					
01-5360-2100	EQUIPMENT MAINT & REPAIR	-	-	6,700	11,000	11,000
01-5360-2300	OPERATING SUPPLIES	676	399	3,500	1,500	1,500
01-5360-3300	UTILITIES	1,950	1,282	5,000	-	-
01-5360-3400	TELEPHONE	3,229	2,985	4,200	2,170	2,170
	MAINTENANCE & OPERATIONS	5,855	4,666	19,400	14,670	14,670
01-5360-3200	CONTRACTUAL SERVICES	63,879	71,402	83,130	88,550	90,300
	TELEVISION STUDIO	69,734	76,068	102,530	103,220	104,970

PROGRAM: FINANCE SERVICES **ACCT # 01-5400**

This program provides for the accounting, budgeting, treasury, payroll, revenue collection, and utility billing functions.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ 469,129	\$ 426,198	\$ 571,530	\$ 587,390	\$ 609,710 (1)
Maintenance & Operations	78,191	72,170	53,620	86,480	83,450 (2)
Contractual Services	214,226	125,861	123,900	123,820	125,640
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	761,546	624,229	749,050	797,690	818,800
POSITIONS					
Full Time	3.65	3.65	4.45	4.45	4.45
Part Time	0.30	0.30	0.35	0.35	0.35
POSITIONS (FTE)	3.78	3.78	3.65	3.65	3.65

- (1) Beginning in Fiscal Year 2019-20, 25% of the Administrative Assistant salary and benefits is allocated to the Finance program. Employee services also reflects the changes to employee allocation due to the consolidation of the Administrative Services and Finance Department.
- (2) Maintenance & Operations increase is due to the cost related to property tax administration fees.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	FINANCE					
01-5400-1000	SALARIES - PERMANENT	309,084	266,437	381,730	401,420	416,590
01-5400-1200	EMPLOYEE BENEFITS	117,082	94,587	150,730	164,670	171,390
01-5400-1205	WORKERS' COMPENSATION	5,279	3,346	8,570	8,800	9,230
01-5400-1300	SALARIES - SEASONAL	37,656	60,993	30,000	12,000	12,000
01-5400-1400	OVERTIME SALARIES	28	835	500	500	500
	EMPLOYEE SERVICES	469,129	426,198	571,530	587,390	609,710
01-5400-2300	OPERATING SUPPLIES	3,383	1,995	4,330	3,690	3,380
01-5400-3000	ADVERTISING & PRINTING	5,028	6,148	4,770	6,600	3,880
01-5400-3700	MEMBERSHIP & SUBSCRIPTIONS	1,320	555	1,940	860	860
01-5400-3800	MEETINGS & TRAVEL	287	646	4,500	4,500	4,500
01-5400-3801	TRAINING & EDUCATION	3,650	1,801	2,000	2,000	2,000
01-5400-3900	AUTO ALLOWANCE	4,890	2,000	4,800	480	480
01-5400-4810	PROP TAX ADMIN	59,633	59,025	31,280	68,350	68,350
	MAINTENANCE & OPERATIONS	78,191	72,170	53,620	86,480	83,450
01-5400-3200	CONTRACTUAL SERVICES	214,226	125,861	123,900	123,820	125,640
	FINANCE	761,546	624,229	749,050	797,690	818,800

PROGRAM: CITY HALL GENERAL **ACCT # 01-5410**

This program funds the general operations of City Hall including utilities, office supplies, and the copier lease.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	86,303	90,935	173,560	139,800	139,900 (1)
Contractual Services	17,575	18,834	25,280	19,280	19,280
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	103,878	109,769	198,840	159,080	159,180
POSITIONS (FTE)	-	-	-	-	-

(1) Maintenance & Operations includes utility cost related to the new City Hall building. Due to the use of solar panels, it is expected for the cost of utilities to decrease in comparison to FY 2018-2019.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	CITY HALL					
01-5410-2300	OPERATING SUPPLIES	17,537	13,841	19,060	11,250	11,350
01-5410-2320	POSTAGE	17,861	17,770	15,000	20,000	20,000
01-5410-2340	SUPPLIES - PAPER	2,798	2,122	4,100	4,100	4,100
01-5410-2800	GAS & OIL	-	-	-	-	-
01-5410-3000	ADVERTISING & PRINTING	3,857	2,639	4,500	4,500	4,500
01-5410-3300	UTILITIES	4,194	13,240	78,040	60,000	60,000
01-5410-3400	TELEPHONE	37,522	39,297	47,000	38,080	38,080
01-5410-3600	PROPERTY/EQUIPMENT RENTAL	1,950	2,026	5,160	1,870	1,870
01-5410-3700	MEMBERSHIPS & SUBSCRIPTIONS	584	-	700	-	-
	MAINTENANCE & OPERATIONS	86,303	90,935	173,560	139,800	139,900
01-5410-3200	CONTRACTUAL SERVICES	17,575	18,834	25,280	19,280	19,280
01-5410-5500	VEHICLES	-	-	-	-	-
	CAPITAL OUTLAY	-	-	-	-	-
	CITY HALL	103,878	109,769	198,840	159,080	159,180

PROGRAM: GENERAL RISK MANAGEMENT **ACCT # 01-5411**

This program provides for the City's insurance as well as claims and administrative costs related to those claims.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	102,023	112,317	143,090	184,870	185,280 (1)
Contractual Services	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	102,023	112,317	143,090	184,870	185,280
POSITIONS (FTE)	-	-	-	-	-

(1) Maintenance & Operations reflects the large increase in both liability and property insurance based on current market insurance premium rates.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	<u>RISK MANAGEMENT</u>					
01-5411-4000	INSURANCE	88,624	101,228	118,090	159,870	160,280
01-5411-4300	CLAIMS	6,145	2,018	10,000	10,000	10,000
01-5411-4400	CLAIMS ADMIN/LITIGATION	7,254	9,071	15,000	15,000	15,000
	MAINTENANCE & OPERATIONS	102,023	112,317	143,090	184,870	185,280
	RISK MANAGEMENT	102,023	112,317	143,090	184,870	185,280

PROGRAM: EQUIPMENT REPLACEMENT RESERVE **ACCT # 01-5890**

This General Fund reserve is used to fund the replacement of capital assets such as vehicles, computer equipment, and machinery and equipment.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Contractual Services	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital Outlay	5,444	133,270	129,870	91,920	143,720 (1)
GRAND TOTAL	5,444	133,270	129,870	91,920	143,720
POSITIONS (FTE)	-	-	-	-	-

(1) The equipment that is being replaced has reached the end of its useful life and funds are available in the Equipment Replacement Reserve. The following items are being requested for the next two fiscal years.

	<u>ADOPTED</u> <u>2019-2020</u>	<u>ADOPTED</u> <u>2020-2021</u>
Dell Server & Sotrage Refresh	\$ 64,000	\$ -
Jaws of Life (Fire)	20,000	-
Replace Utility Truck (PW-GF Portion)	7,920	7,920
Replace Truck F-250 (Fire)	-	71,000
Replace Beach Patrol Vehicle	-	54,800
Replace Lifeguard Lockers	-	10,000
	<u>\$ 91,920</u>	<u>\$ 143,720</u>

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
01-5890-5997	<u>EQUIPMENT REPLACEMENT RESERVE</u>					
	CAPITAL OUTLAY	5,444	133,270	129,870	91,920	143,720
	EQUIPMENT REPLACEMENT RESERVE	5,444	133,270	129,870	91,920	143,720

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Planning and Community
Development

Planning & Community Development

Department Mission Statement

Each member of the Planning Department takes pride in providing our customers with personal attention, accurate and consistent information, and creative, timely solutions to complex community development issues.

We will guide our customers through the Planning process in a manner that instills public trust and confidence.

innovation integrity teamwork service excellence preservation & safety

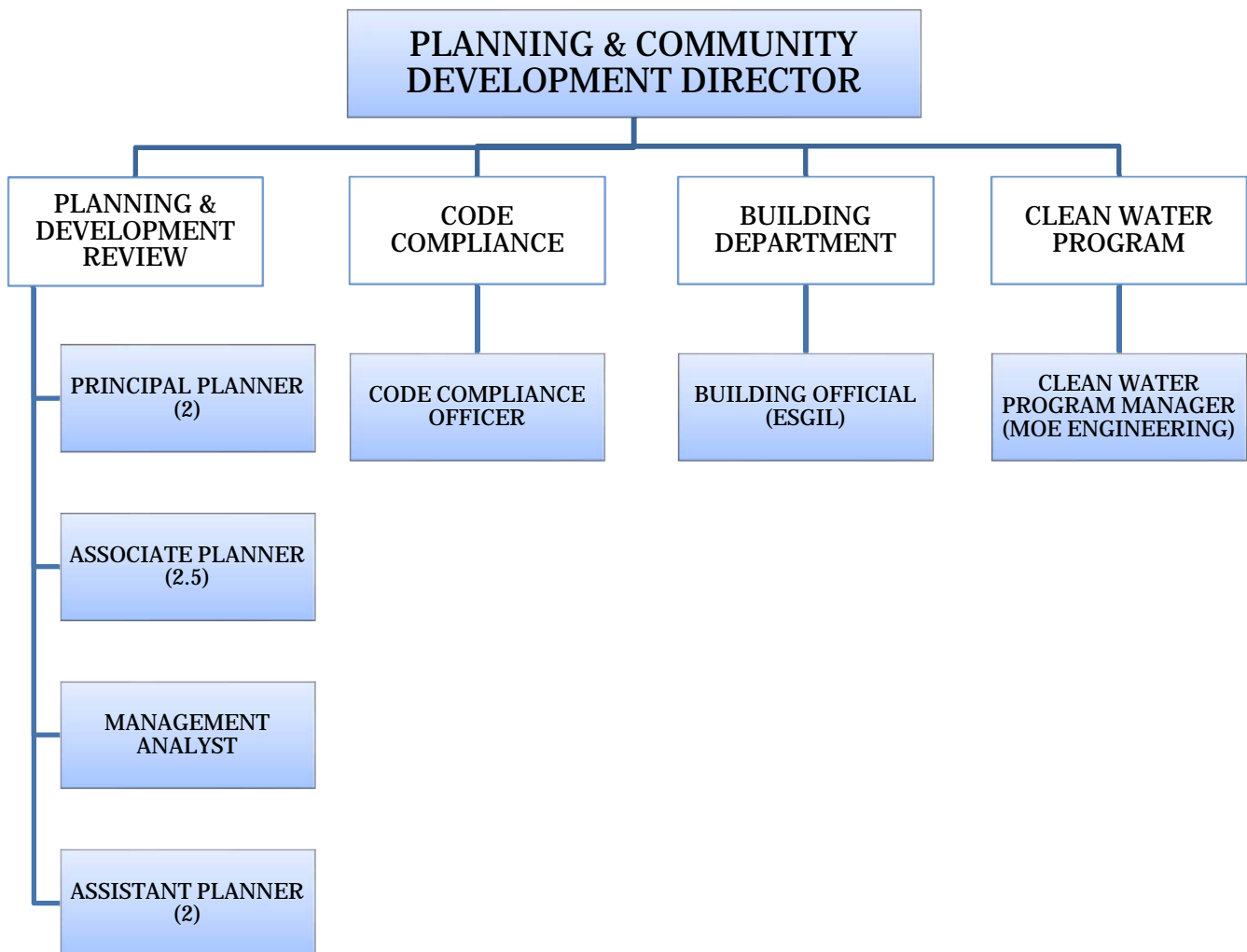
A wonderful place to live, work & play



DEL MAR™

Planning & Community Development Department Organizational Chart

CURRENT PLANNING
LONG RANGE PLANNING
ECONOMIC REVITALIZATION
ZONING ADMINISTRATION
ENVIRONMENTAL REVIEW
CODE ENFORCEMENT
CLEAN WATER PROGRAM
BUILDING SERVICES



PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

The Planning and Community Development Department is responsible for current planning and development review; advanced planning, special projects and regional planning efforts; and clean-water, building, and code enforcement compliance.

Current Planning and Development Review, involves the processing of applications for development proposals to ensure their consistency with the City's Community Plan, Local Coastal Program, Zoning Ordinances, and other land use documents. As part of this function, department staff respond to the day-to-day inquiries from property owners, permit applicants and interested parties about the City's land use regulations and development review and Design Review Board processes. Managing residential and other development projects through the City's processes is a major function of this departmental area. Staff also supports the City Council, Planning Commission, and Design Review Board in their review of land-use related permit applications and in the preparation of new and modified land use policies and ordinances. Additionally, staff reviews projects proposed outside of the city limits to gauge their potential impacts to Del Mar and its citizens. Development applications consume approximately 75% of planning staff time. This rate has been consistent over the last five years and is projected to continue for the near future.

Long Range Planning, involves the development of planning goals and implementation strategies for the long-term governance of the City. This includes developing programs to implement the community's vision for development and conservation in the City. Staff manages and participates in the major Council priority projects, including Sea Level Rise Resiliency Planning and Implementation Measures, regulating Short Term Rentals, Rezoning efforts, safe pedestrian crossings of the Railroad, Shores Park master planning, and Streetscape improvements. It also involves updating segments of the Del Mar Community Plan, such as the Housing Element and the Local Coastal Program, and implementing their associated actions, a major work effort for the 2019-2020 and 2020-2021 fiscal years. Long Range Planning encompasses efforts to address issues such as planning for climate change and sustainability, including actions identified in the Climate Action Plan and Floodplain Management. In addition, it also includes regional planning, where staff participates in and provides support to the City Council on a variety of regional plans, largely through work with the San Diego Association of Government (SANDAG) and other agencies.

The third functional area of the department includes a variety of activities that ensure the health and safety of the City. These include Clean Water Program management, code enforcement, and building services. The Clean Water Program conducts activities to protect water quality through education, enforcement, and compliance with state and federal monitoring and reporting requirements. Code enforcement is responsible for resolving code violations, including those related to building and noise regulations, as well as federal and state accessibility requirements. Building services performs construction plan-checks, issues building permits, and completes inspections, which are overseen by the Planning and Community Development Department and provided through a contract with a third party consulting firm.

In addition to the functional areas noted above, the Planning Department manages key programs and special projects such as review of development proposals at 22nd DAA's Fairgrounds property; California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA)

environmental reviews; permit processing for Capital Improvement Projects; and preparation of grant applications for city programs and projects. The department also assists with some the City's related ad-hoc and citizen committees in the performance of their duties.

Fiscal Years 2017-2018 and 2018-2019 Achievements:

- Processed nearly 400 permits annually in each fiscal year, including 97 discretionary permits (e.g. Design Review Permits, Conditional Use Permits, Variances, Coastal Development Permits, etc.) in FY 2017-2018 and 76 discretionary permits to date, which is expected to reach approximately 90 discretionary permits by the close of FY 2018-2019.
- Processed a total of 289 non-discretionary development applications (Encroachment Permits, Tree Removal Permits, etc.) in FY 2017-2018. To date, 258 discretionary permits were processed in FY2018-2019, and it is anticipated that approximately 310 discretionary permits will be processed by fiscal year end.
- Completed efforts associated with the new City Hall/Town Hall project.
- Successfully completed a grant-funded Council priority project to study Sea Level Rise and prepare a Vulnerability Assessment, Adaptation Plan, Local Coastal Program Amendment and Shoreline Management/Living Levee Adaptation Studies in order to address climate change impacts. Work efforts included the policy documents, community outreach and managing consultant efforts and the Sea Level Rise Technical Advisory Committee (STAC).
- Prepared and processed a General Plan Amendment to incorporate the City's adopted hazard mitigation policies and demonstrate compliance with California Senate Bill 379.
- Executed 90% of the Action Plan items to implement the programs contained in the adopted 2013-2021 Housing Element, and initiated the final actions to complete the programs.
- Conducted an affordable housing study, "22 in 5," to identify the most logical means to achieve 22 affordable housing units in five years and initiated implementation of the priority actions.
- Contributed to parking management planning efforts, Shores Park Master Planning efforts, and various CEQA documents, and entitlements for infrastructure projects.
- Implemented the Completes Streets Policy and the Tier 1 Green Building Code for commercial development, both action items of the Climate Action Plan.
- Prepared and processed corresponding amendments to the City's Zoning Code parking regulations and associated Local Coastal Program Amendment.
- Completed preparation of citywide Design Guidelines to provide guidance for development project applicants and objective criteria for use by the Design Review Board when determining project consistency with the Design Review Ordinance standards.

- Drafted and processed ordinances for Zoning Code amendments to address climate change, sustainable development, and to ensure compliance with state mandates, including the Accessory Dwelling Unit Ordinance and Temporary Use Permit Ordinance.
- Assisted in the City’s planning efforts for municipal facility/property upgrades.
- Continued implementation of TRAKiT as the digital permit management system for permit processing, increasing efficiencies and document management.
- Oversaw the Floodplain Management Program; coordinated with FEMA on the new Federal Insurance Rate Map in process; and drafted and processed an ordinance to bring the City into compliance with federal and state requirements.
- Prepared required reports, and prepared and implemented corresponding regulations to ensure compliance with existing and new state and federal Clean Water mandates.
- Ensured compliance with applicable building codes. In FY 2017-2018, 546 building permits were issued through the Building Services Division. FY 2018-2019, is anticipated to close with over 450 building permits in the fiscal year.
- Provided assistance with grant applications, permit processing, and environmental documents for City CIP projects.
- Improved the permit application process to accommodate and require digital submittal of development and land use application materials.
- Opened 306 code enforcement cases in FY 2017-2018, with compliance on 299 cases (98%) and 15% of the overall cases resulting in a fine. To date, 233 cases were opened in FY 2018-2019, with 224 cases resolved (96%) and 9% of the overall cases resulting in fines.

Fiscal Years 2019-2020 and 2020-2021 Goals and Objectives:

- Continue to provide a high level of service for the on-going review of development permit and land use applications.
- Continue to process multiple Specific Plan development applications and their related CEQA documents.
- Prepare and process the remaining action items to implement the programs contained in the 2013-2021 Fifth Cycle Housing Element.
- Prepare and process the 2021-2029 Sixth Cycle Housing Element, including CEQA review.

- Execute the Council Priority Project implementing the Sea Level Rise Adaptation Plan recommendation for Sand Replenishment and Living Levee, including establishment of the Sand Compatibility and Opportunistic Use Program (SCOUP).
- Draft and process ordinances for Zoning Code amendments to ensure compliance with Federal and State mandates.
- Assist in the City's planning efforts for municipal facility/property upgrades.
- Assist with the City Council Priority Projects, including the Master Plan for Shores Park, the Rail Trail & Safe Pedestrian Crossing Feasibility Study.
- Continue to oversee the Clean Water Program, which is managed and administered through a third party contract, which is responsible for implementing regulations and submitting reports for compliance with state and federal clean water mandates.
- Continue to oversee building services, which are provided through a third party contract, to ensure compliance with applicable building codes.
- Provide assistance with grant applications, permit processing, and environmental documents for the City's Capital Improvement Projects.

PROGRAM: PLANNING SERVICES **ACCT # 01-5530**

The Planning Department applies the City of Del Mar's planning policy as established by the City Council. Staff prepares and administers the City's zoning and subdivision ordinances, general plan, building regulations, and State map regulations. The Planning Department also prepares special studies for Council priorities.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ 777,326	\$ 903,522	\$ 1,010,060	\$ 1,035,100	\$ 1,040,490
Maintenance & Operations	20,791	22,895	33,440	33,820	33,820
Contractual Services	182,092	79,028	44,360	53,950	48,950 (1)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	980,209	1,005,445	1,087,860	1,122,870	1,123,260
POSITIONS					
Full Time	8.16	8.16	8.16	7.49	7.49
Part Time	0.98	0.98	0.98	0.48	0.48
POSITIONS (FTE)	9.14	9.14	9.14	7.97	7.97

(1) Contractual services includes the start up cost and annual fees for a new DRB database.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	PLANNING					
01-5530-1000	SALARIES - PERMANENT	568,632	625,836	693,360	722,320	733,500
01-5530-1200	EMPLOYEE BENEFITS	149,747	207,052	210,090	234,250	225,580
01-5530-1205	WORKERS' COMPENSATION	13,674	15,271	21,350	21,370	21,750
01-5530-1300	SALARIES - SEASONAL	42,986	54,670	82,760	56,160	58,660
01-5530-1400	OVERTIME	2,287	693	2,500	1,000	1,000
	EMPLOYEE SERVICES	777,326	903,522	1,010,060	1,035,100	1,040,490
01-5530-2300	OPERATING SUPPLIES	5,255	4,337	5,000	5,000	5,000
01-5530-3000	ADVERTISING & PRINTING	2,950	4,894	5,000	5,000	5,000
01-5530-3400	TELEPHONE	912	1,104	920	2,690	2,690
01-5530-3700	MEMBERSHIPS & SUBSCRIPTIONS	685	654	2,510	2,510	2,510
01-5530-3800	MEETINGS & TRAVEL	954	150	1,700	1,700	1,700
01-5530-3801	TRAINING & EDUCATION	1,390	748	5,250	4,200	4,200
01-5530-3900	AUTO ALLOWANCE	8,645	11,008	13,060	12,720	12,720
	MAINTENANCE & OPERATIONS	20,791	22,895	33,440	33,820	33,820
01-5530-3200	CONTRACTUAL SERVICES	182,092	79,028	44,360	53,950	48,950
	PLANNING	980,209	1,005,445	1,087,860	1,122,870	1,123,260

PROGRAM: CODE ENFORCEMENT **ACCT # 01-5536**

The purpose of this program is to maintain and enhance the quality of life in the community by resolving Municipal Code violations, including those related to building and noise violations; federal and state accessibility requirements; water-quality protection regulations, as well as requirements of approved development permits.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ 75,049	\$ 75,927	\$ 91,500	\$ 116,100	\$ 118,340 (1)
Maintenance & Operations	702	1,529	2,160	2,600	2,600
Contractual Services	170	1,849	2,350	1,800	1,800
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	75,921	79,305	96,010	120,500	122,740
POSITIONS					
Full Time	0.75	0.75	0.75	0.85	0.85
Part Time	-	-	-	-	-
POSITIONS (FTE)	0.75	0.75	0.75	0.85	0.85

(1) Employee services increase is based on the reallocation of a portion of the Planning Director and Principal Planner's salary to the Code Enforcement program.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	CODE ENFORCEMENT					
01-5536-1000	SALARIES - PERMANENT	50,523	51,579	56,730	70,370	71,200
01-5536-1200	EMPLOYEE BENEFITS	20,989	20,588	30,510	41,080	42,390
01-5536-1205	WORKERS' COMPENSATION	3,537	3,760	4,260	4,650	4,750
	EMPLOYEE SERVICES	75,049	75,927	91,500	116,100	118,340
01-5536-2300	OPERATING SUPPLIES	11	530	300	300	300
01-5536-3400	TELEPHONE	456	456	480	900	900
01-5536-3700	MEMBERSHIPS & SUBSCRIPTIONS	85	95	300	220	220
01-5536-3800	MEETINGS & TRAVEL	150	190	580	200	200
01-5536-3801	TRAINING & EDUCATION	-	258	500	500	500
01-5536-3900	AUTO ALLOWANCE	-	-	-	480	480
	MAINTENANCE & OPERATIONS	702	1,529	2,160	2,600	2,600
01-5536-3200	CONTRACTUAL SERVICES	170	1,849	2,350	1,800	1,800
	CODE ENFORCEMENT	75,921	79,305	96,010	120,500	122,740

PROGRAM: BUILDING INSPECTION SERVICES **ACCT # 01-5538**

The City contracts with EsGil Corporation to provide standard building plan check and inspection services as well as review ADA/Title 24 issues. EsGil operates at the Solana Beach building counter under a contract with the City of Solana Beach for plan check submittal and building permit issuance.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	634	830	900	-	-
Contractual Services	370,928	307,549	322,570	332,570	342,640 (1)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	371,562	308,379	323,470	332,570	342,640
POSITIONS (FTE)	-	-	-	-	-

(1) EsGil is providing building inspection services for the City under contract. The building services costs is offset by building fee revenues. Del Mar retains ten percent of all plan check and building permit fees.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	<u>BUILDING SERVICES</u>					
01-5538-2300	OPERATING SUPPLIES	634	830	900	-	-
	MAINTENANCE & OPERATIONS	634	830	900	-	-
01-5538-3200	CONTRACTUAL SERVICES	7,594	7,570	7,570	7,570	7,570
01-5538-3202	BUILDING INSPECTIONS	363,334	299,979	315,000	325,000	335,070
	CONTRACTUAL SERVICES	370,928	307,549	322,570	332,570	342,640
	BUILDING SERVICES	371,562	308,379	323,470	332,570	342,640

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Community Services

Department Mission Statement

Our highly trained and motivated team strives to maintain and enhance our reputation for excellence in safety, cleanliness, and use of our recreational resources.

Safe fun in the sun.

Fire

Department Mission Statement

The Del Mar Fire Department is committed to providing emergency services, fire prevention, and education in a prompt, professional, and compassionate manner.

Our foremost goal is the preservation of life and property.

innovation integrity teamwork service excellence preservation & safety

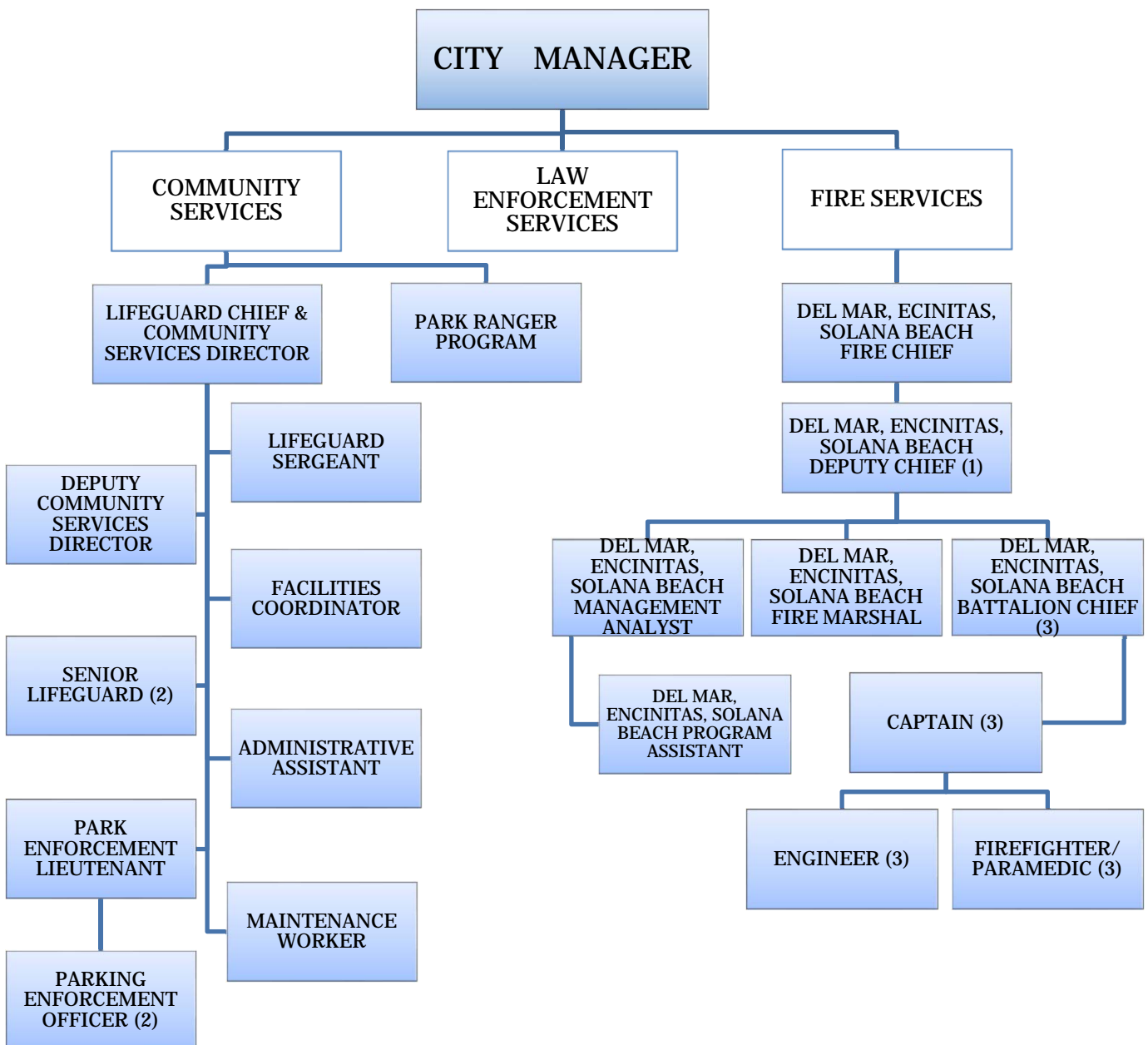
A wonderful place to live, work & play



DEL MAR™

Public Safety Organizational Chart

PUBLIC SAFETY ADMINISTRATION
COMMUNITY SERVICES
FIRE SERVICES
LAW ENFORCEMENT SERVICES
PARK RANGER PROGRAM



COMMUNITY SERVICES DEPARTMENT

The Community Services Department consists of the Lifeguard, Parking, Law Enforcement, and Open Space divisions. Department operations are open for service every day of the year.

The Lifeguard division proactively manages beach operations and performs ocean rescues, first aid, and supports local beach and park ordinance compliance. Advanced teams within the Lifeguard division also provide cliff, swift water, and SCUBA, rescues services. Additionally, the division issues operations permits for beach and ocean recreational activities including Junior Lifeguards, and surfing and volleyball camps, which serve thousands of children year-round.

Parking enforcement officers patrol City streets to ensure safety, protect resident parking; and maximize on-street parking availability. They also manage parking limit zones downtown, paid parking areas near the beach, and throughout the residential areas. Other responsibilities include advising on traffic and parking issues, processing and responding to complaints, paid parking collection, and enforcement of the Del Mar Municipal Code throughout the City.

Management and oversight of the Park Ranger program transferred to the Community Services Department during Fiscal Year 2018/2019. The transfer has been part of a larger organizational effort to streamline and enhance enforcement efforts between the Lifeguards, Parking Division, Sheriff, and Humane Society. The City is in the process of recruiting for a part-time Law Enforcement Manager, who will work with the Community Services Director to oversee all of these functions within the Community Services Department.

The Open Space division oversees permitting of events and activities at the new Civic Center, Powerhouse Community Center, Powerhouse Park, Seagrove Park, and North Beach Sand area, as well as large assemblages such as the annual La Jolla Half Marathon, Helen Woodward Dog Surf event, and the Boys and Girls Club Bocce Tournament to name a few. Open Space division staff also provide cleaning and maintenance services for Community Services open space and facilities, and they assist Public Works with sand push-up during the winter season to help ensure a safe and accessible beach.

Fiscal Years 2017-18 and 2018-2019 Achievements

- During the last two fiscal years, Lifeguard staff performed 1,578 ocean rescues, made over 16,000 safety contacts, 2,113 medical aids, and over 3,500 enforcement contacts.
- Provided a safe environment for roughly 5.5 million visitors over two fiscal years and maintained an excellent customer services and safety record.
- Community Services staff took the lead on implementing changes to the City's dog leash laws which included installation of new signage in key locations in City parks and on the beach; and public education efforts to help achieve greater compliance and safety.
- Increased operational hours for Lifeguard and Parking staff to more effectively meet enforcement, safety, and maintenance needs in the morning and evening hours.

- Upgraded all single-head parking meters to “Smart Meters” and three of our Pay and Display meters to next generation machines. Also converted the L’Auberge Inn public parking lot from single-head meters to a more efficient single Pay and Display machines.
- Expanded and upgraded our parking electric bike fleet with two more efficient bikes to continue emission free, customer connected patrols and work toward Climate Action Plan goals and objectives.
- Cross-trained department staff to work more efficiently and effectively to meet intradepartmental needs and achieve better collaboration with other City departments and outside agencies.
- Added special event operations at the new Civic Center to Community Services Department responsibilities. Hosted the inaugural Dedication Event for the opening of the redesigned Civic Center, and consequently developed and implemented parking and operation plans for special events at Town Hall.
- Issued, planned, and supported, over 300 Operations Permits for special events in the City open space including the parks, beach, Powerhouse Community Center, City streets, and Civic Center.
- Maintenance and lifeguard staff worked collaboratively with Public Works to manage sand levels and helped maintain safe, clean, and accessible the beach throughout the year utilizing the City loader and beach cleaner.

Fiscal Years 2019-2020 and 2020-2021 Goals and Objectives

- Proactively manage and support a safe public beach and open space with integrated enforcement, safety services, and customer service.
- Provide Emergency Medical Technician (EMT), Defibrillator, and Combitube training to new employees, and further develop and structure department trainings with in-house instructors for SCUBA, medical, and other advanced rescue skills training.
- Continue to provide quality training to new student lifeguards through required completion of an 80-hour training academy.
- Continue to work inter-departmentally to help maintain access to a safe and walkable beach through managing sand levels at access points, improved signage, and public communication efforts.
- Continue to build upon our relationship with the community by providing safety tours for school kids, conducting outreach visits, and providing local Cardiopulmonary Resuscitation (CPR) and First Aid programs.

- Continue to help support and maintain a healthy marine environment through wildlife rescue and working with local non-profit rescue and rehabilitation groups.
- Enhance and expand the balance between public and private use of our open space and City facilities to best meet the needs of our vibrant community.
- Complete the Powerhouse Deck Expansion entitlement process and begin expansion within two-year budget period.
- Complete conversion of parking meter collections to a cashless “closed” system to increase security, validity, and reliability, of all money collected.
- Hire and train a part-time, Law Enforcement Manager, as approved by City Council in 2018. Establish increased level of coordination between City, Sheriff, and Humane Society staff to best meet the needs of the community.
- Help balance special event parking and transportation needs by working with rideshare companies to establish drop-off and pick-up zones to limit traffic and better serve special events.

PROGRAM: PATROL AND TRAFFIC ENFORCEMENT **ACCT # 01-5230**

Patrol enforcement services are provided through a contract with the San Diego County Sheriff's Department. Current services include one patrol unit serving Del Mar on a seven-day week, 24-hour basis, one 40 hour per week traffic deputy, one detective, and support and management staff.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	356	375	1,000	1,500	1,500
Contractual Services	2,161,882	2,302,212	2,430,460	2,620,570	2,745,680 (1)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	2,162,238	2,302,587	2,431,460	2,622,070	2,747,180
POSITIONS (FTE)	-	-	-	-	-

(1) Patrol and Traffic Enforcement reflects funding based on a five percent increase. Special Enforcement Services includes overtime rate for special events, heavy traffic support during busy weekends, and additional special patrol as needed. Beginning in Fiscal Year 2019-20, an additional \$20,000 was included for contracted security services.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	PATROL AND TRAFFIC ENFORCEMENT					
01-5230-2300	OPERATING SUPPLIES	-	-	1,000	1,000	1,000
01-5230-3400	TELEPHONE	356	375	-	500	500
	MAINTENANCE & OPERATIONS	356	375	1,000	1,500	1,500
01-5230-3220	PATROL ENFORCEMENT	1,738,116	1,856,004	1,941,930	2,051,870	2,154,460
01-5230-3221	TRAFFIC ENFORCEMENT	336,569	343,164	389,200	450,410	472,930
01-5230-3223	SPECIAL ENFORCEMENT SERVICES	25,094	36,093	25,000	25,000	25,000
01-5230-3224	ADDITIONAL LAW ENF SRVCS-TBD	464	-	-	-	-
01-5230-3225	REGIONAL SERVICES	1,394	1,376	1,860	1,500	1,500
01-5230-3226	TRAFFIC SIGNAL ENFORCEMENT	56,790	56,790	57,470	56,790	56,790
01-5230-3200	CONTRACTUAL SERVICES	3,455	8,785	15,000	35,000	35,000
	CONTRACTUAL SERVICES	2,161,882	2,302,212	2,430,460	2,620,570	2,745,680
	PATROL AND TRAFFIC ENFORCEMENT	2,162,238	2,302,587	2,431,460	2,622,070	2,747,180

PROGRAM: LIFEGUARD SERVICES **ACCT # 01-5631**

Del Mar Lifeguards maintain a safe beach environment through preventive lifeguarding and proactive law enforcement.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ 917,447	\$ 892,567	\$ 921,770	\$ 880,900	\$ 927,480 (1)
Maintenance & Operations	136,811	129,526	139,780	136,870	136,870
Contractual Services	31,357	41,601	51,200	46,130	46,130
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	1,085,615	1,063,694	1,112,750	1,063,900	1,110,480
POSITIONS					
Full Time	4.70	4.70	4.70	4.55	4.55
Part Time	12.00	12.00	12.00	12.00	12.00
POSITIONS (FTE)	16.70	16.70	16.70	16.55	16.55

(1) The decrease in Employee Services expense is related to more appropriate allocation of the Community Services Director salary.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	LIFEGUARD SERVICES					
01-5631-1000	SALARIES - PERMANENT	410,509	371,146	399,910	378,390	398,190
01-5631-1200	EMPLOYEE BENEFITS	141,217	135,476	172,550	149,360	165,300
01-5631-1205	WORKERS' COMPENSATION	21,637	21,095	23,010	19,150	19,990
01-5631-1300	SALARIES - SEASONAL	306,760	321,443	296,300	314,000	324,000
01-5631-1400	OVERTIME	37,324	43,407	30,000	20,000	20,000
	EMPLOYEE SERVICES	917,447	892,567	921,770	880,900	927,480
01-5631-2000	BUILDING MAINTENANCE & REPAIR	174	633	10,000	10,000	10,000
01-5631-2100	EQUIP/RADIO MAINT & REPAIR	774	865	2,500	3,500	3,500
01-5631-2131	VEHICLE MAINTENANCE	7,589	8,155	5,000	6,500	6,500
01-5631-2300	OPERATING SUPPLIES	30,818	29,349	27,400	27,400	27,400
01-5631-2400	UNIFORMS	11,503	10,616	11,150	10,000	10,000
01-5631-2600	SMALL TOOLS & EQUIPMENT	18,943	16,902	16,450	16,450	16,450
01-5631-2800	GAS & OIL	9,207	10,603	12,750	10,000	10,000
01-5631-3000	ADVERTISING & PRINTING	957	1,244	1,250	1,420	1,420
01-5631-3300	UTILITIES	10,485	10,834	14,650	12,600	12,600
01-5631-3400	TELEPHONE	22,357	23,101	19,980	22,000	22,000
01-5631-3600	PROPERTY/EQUIPMENT RENTAL	-	644	900	1,000	1,000
01-5631-3700	MEMBERSHIPS & SUBSCRIPTIONS	400	120	1,000	1,000	1,000
01-5631-3801	TRAINING & EDUCATION	23,604	16,460	16,750	15,000	15,000
	MAINTENANCE & OPERATIONS	136,811	129,526	139,780	136,870	136,870
01-5631-3200	CONTRACTUAL SERVICES	31,357	41,601	51,200	46,130	46,130
	LIFEGUARD SERVICES	1,085,615	1,063,694	1,112,750	1,063,900	1,110,480

PROGRAM: PARKING ENFORCEMENT **ACCT # 01-5632**

This program funds enforcement of parking regulations. It includes the installation, maintenance, and collection of parking control devices.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ 373,310	\$ 388,669	\$ 453,080	\$ 475,680	\$ 457,300 (1)
Maintenance & Operations	45,994	70,203	52,270	57,420	54,420
Contractual Services	77,905	256,995	262,092	200,000	200,000 (2)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	497,209	715,867	767,442	733,100	711,720
POSITIONS					
Full Time	3.15	3.15	3.15	3.15	3.15
Part Time	3.00	3.00	3.00	3.00	3.00
POSITIONS (FTE)	6.15	6.15	6.15	6.15	6.15

- (1) Decrease in employee services in the second year is based on employee turnover.
- (2) Contractual services includes the savings impact of changing merchant services provider on credit card transactions.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	PARKING ENFORCEMENT					
01-5632-1000	SALARIES - PERMANENT	190,943	197,221	221,380	228,850	218,040
01-5632-1200	EMPLOYEE BENEFITS	75,389	62,003	93,660	105,240	95,390
01-5632-1205	WORKERS' COMPENSATION	18,257	21,314	22,040	22,590	21,870
01-5632-1300	SALARIES - SEASONAL	58,296	91,866	96,000	99,000	102,000
01-5632-1400	OVERTIME	30,425	16,265	20,000	20,000	20,000
	EMPLOYEE SERVICES	373,310	388,669	453,080	475,680	457,300
01-5632-2000	BUILDING MAINTENANCE & REPAIR	1,468	185	2,500	2,000	2,000
01-5632-2100	EQUIP/RADIO MAINT & REPAIR	3,813	12,059	12,500	12,000	12,000
01-5632-2131	VEHICLE MAINTENANCE	5,634	764	1,000	1,200	1,200
01-5632-2300	OPERATING SUPPLIES	12,077	15,177	15,000	15,000	15,000
01-5632-2400	UNIFORMS	5,231	5,118	5,000	5,000	5,000
01-5632-2600	SMALL TOOLS & EQUIPMENT	3,872	18,979	3,750	6,750	3,750
01-5632-2800	GAS & OIL	3,883	2,939	2,750	2,500	2,500
01-5632-3000	ADVERTISING & PRINTING	835	5,481	1,000	1,000	1,000
01-5632-3400	TELEPHONE	2,833	3,737	3,120	5,220	5,220
01-5632-3600	PROPERTY/EQUIPMENT RENTAL	3,592	3,373	3,500	4,600	4,600
01-5632-3700	MEMBERSHIPS/SUBSCRIPTIONS	472	135	150	150	150
01-5632-3801	TRAINING & EDUCATION	2,284	2,256	2,000	2,000	2,000
	MAINTENANCE & OPERATIONS	45,994	70,203	52,270	57,420	54,420
01-5632-3200	CONTRACTUAL SERVICES	77,905	256,995	262,092	200,000	200,000
01-5632-5300	MACHINERY & EQUIPMENT	-	-	-	-	-
	CAPITAL OUTLAY	-	-	-	-	-
	PARKING ENFORCEMENT	497,209	715,867	767,442	733,100	711,720

FIRE DEPARTMENT

The Fire Department responds to fire, medical, and all-risk service calls in the City of Del Mar and surrounding areas through automatic aid agreements. The Department is responsible for emergency preparedness in the City including homeland security planning and exercises. The Fire Department provides outreach to residents and businesses; inspects and pre-fire plans multi-occupancy and commercial buildings; and maintains a high level of education, training, and fitness to provide the best possible emergency service to the residents of Del Mar as well as visitors to the City and the Fairgrounds. Day-to-day operational management of the Fire Department is provided through a cooperative management agreement with the cities of Encinitas and Solana Beach.

Fiscal Years 2017-2018 and 2018-2019 Achievements

- Maintained an ISO rating of "2". This rating is used to set the appropriate insurance premium rates for residential and commercial properties.
- Replaced old self-contained breathing apparatus' (SCBAs) with refurbished models to bring the department inventory in-line with neighboring agencies for interoperability.
- Taught "hands only" CPR to over 5,000, 7th grade students in the San Dieguito Unified School District.
- Participated disaster preparedness drills including Golden Guardian, Great Shake Out, and a large-scale "Active Shooter" drill at the Fairgrounds facility.
- Continued tracking response turnout times for all crews and saw a quicker turnout time trend line for the last three years.
- Completed new-hire testing and both Engineers and Captains promotional exams. All exams were conducted cooperatively with the cities of Solana Beach and Encinitas and participating in the new North Zone Cooperative testing process.
- Added the Administrative Battalion Chief position focused on training and disaster preparedness to the Co-Op agreement.
- Installed new Mobile Data Computers (MDCs) in the fire engines for improved response information and dispatch functions.
- Provided 3,092 training hours for fire crewmembers, which, among other trainings, included Del Mar Fairgrounds Ferris wheel rescue training, and cancer prevention and mental health/PTSD training.
- Held a supervisors leadership academy for all uniformed personnel.
- Updated the COOP and Multi-Jurisdictional Hazard Mitigation Plan, and held an Emergency Operations Center (EOC) activation drill each year.

- Through a cooperative agreement with the County, placed a regional mass casualty incident (MCI) trailer into service at the Del Mar Fire Station.
- Purchased new 800 MHz radios to ensure P25 Phase 2 NextGen compliance.

Fiscal Years 2019-2020 and 2020-2021 Goals and Objectives

- Maintain the health and safety of the workforce to carry out the needs of the Fire Department. Continue to support the wellness program and other health and safety initiatives.
- Continue to create efficiencies and cost containment strategies within the Cooperative Management Agreement between the cities of Encinitas and Solana Beach.
- Identify and actively pursue grant funding opportunities while continuing to seek out and identify cost recovery opportunities for the department.
- Purchase an updated set of emergency hydraulic rescue tools to meet the rescue needs created by emerging new vehicle technology.
- Purchase replacement cardiac monitors for all engines and purchase mechanical chest compression devices to help improve cardiac arrest survival. (CSA-17 funding)
- Continue our CPR in the Schools program.
- Add new community access Automated External Defibrillators (AEDs) to improve bystander availability and use of AEDs and help to improve cardiac arrest survival outcomes.
- Continue the review and update the City's Emergency Operations Procedures and arrange for additional citywide disaster exercises involving all departments of the City.
- Continue to update and revise the different governance contract options with the cities of Encinitas and Solana Beach, especially in the Fire Prevention service delivery.
- Develop and implement a drowning prevention program (non-beach incidents.)
- Continue the evaluation of equity of services with surrounding agencies.
- Provide training opportunities to increase competencies and capabilities as well as utilizing best practice methods.
- Provide an updated Standards of Cover document for all three agencies to define best practices and goals for emergency response.
- Continue to purchase new 800 MHz radios to ensure P25 Phase 2 NextGen compliance.

PROGRAM: FIRE SERVICES **ACCT # 01-5730**

The Fire Department provides emergency service to the residents and businesses of Del Mar by responding to all fire and medical calls, achieving the ultimate goal of saving lives and protecting property.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021	
Employee Services	\$ 1,432,296	\$ 1,518,096	\$ 1,672,680	\$ 1,706,670	\$ 1,814,010	(1)
Maintenance & Operations	219,014	179,827	214,110	237,420	244,440	(2)
Contractual Services	241,183	258,715	305,580	316,500	330,490	(3)
Debt Service	-	-	-	-	-	
Capital Outlay	-	15,476	-	-	-	
GRAND TOTAL	1,892,493	1,972,114	2,192,370	2,260,590	2,388,940	
POSITIONS						
Full Time	9.00	9.00	9.00	9.00	9.00	
Part Time	-	-	-	-	-	
POSITIONS (FTE)	9.00	9.00	9.00	9.00	9.00	

- (1) Employee services increases are largely due to pension contribution ramp up cost.
- (2) Maintenance & Operations includes a portion of the 800 MHZ radio cost, uniforms, and increase vehicle maintenance cost.
- (3) Contractual services include the equipment rental costs associated with the Fuel Reduction Program and the annual contract with North County Dispatch JPA for ongoing emergency and non-emergency dispatch services.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	FIRE PROTECTION					
01-5730-1000	SALARIES - PERMANENT	719,918	749,149	791,810	838,290	870,120
01-5730-1200	EMPLOYEE BENEFITS	385,766	412,977	537,000	536,670	599,620
01-5730-1205	WORKERS' COMPENSATION	59,780	66,450	67,960	71,980	74,690
01-5730-1400	OVERTIME	247,979	270,279	254,280	238,020	247,050
01-5730-1401	FIRE FLSA OVERTIME	18,853	19,241	21,630	21,710	22,530
	EMPLOYEE SERVICES	1,432,296	1,518,096	1,672,680	1,706,670	1,814,010
01-5730-2000	BUILDING MAINTENANCE & REPAIR	2,726	2,883	5,600	3,350	5,850
01-5730-2100	EQUIP/RADIO MAINT & REPAIR	226	1,045	3,400	3,900	3,950
01-5730-2131	VEHICLE MAINTENANCE	55,011	9,713	25,000	28,000	28,000
01-5730-2300	OPERATING SUPPLIES	9,299	8,101	11,055	11,060	11,060
01-5730-2400	UNIFORMS	8,049	10,526	10,000	12,150	8,650
01-5730-2600	SMALL TOOLS & EQUIPMENT	2,370	382	2,500	12,300	14,260
01-5730-2800	GAS & OIL	6,797	9,094	11,000	11,000	11,500
01-5730-3000	ADVERTISING & PRINTING	924	855	200	1,500	1,000
01-5730-3300	UTILITIES	10,788	11,256	15,000	15,000	15,000
01-5730-3400	TELEPHONE	28,556	30,390	23,600	27,570	28,500
01-5730-3600	PROPERTY/EQUIPMENT RENTAL	87,315	91,681	96,320	101,080	106,140
01-5730-3700	MEMBERSHIPS & SUBSCRIPTIONS	466	466	225	230	230
01-5730-3800	MEETINGS & TRAVEL	-	970	1,000	1,000	1,000
01-5730-3801	TRAINING & EDUCATION	6,487	2,465	9,210	9,280	9,300
	MAINTENANCE & OPERATIONS	219,014	179,827	214,110	237,420	244,440
01-5730-3200	CONTRACTUAL SERVICES	188,725	193,193	227,980	238,270	249,850
01-5730-3222	FUEL REDUCTION	-	-	20,000	20,000	20,000
01-5730-3228	DISPATCH	52,458	65,522	57,600	58,230	60,640
	CONTRACTUAL SERVICES	241,183	258,715	305,580	316,500	330,490
01-5730-5300	MACHINERY & EQUIPMENT	-	15,476	-	-	-
	CAPITAL OUTLAY	-	15,476	-	-	-
	FIRE PROTECTION	1,892,493	1,972,114	2,192,370	2,260,590	2,388,940

PROGRAM: HAZARDOUS WASTE **ACCT # 01-5731**

This program funds the City's participation in the County's Hazardous Incident Response Team (HIRT) program and includes supplies and services for disposing of hazardous waste.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	14,623	15,181	15,880	18,110	18,110 (1)
Contractual Services	-	-	1,050	1,050	1,050
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	14,623	15,181	16,930	19,160	19,160
POSITIONS (FTE)	-	-	-	-	-

(1) Reflects the membership fee for HIRT in the event of a hazardous materials incident.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	HAZARDOUS WASTE					
01-5731-3700	MEMBERSHIPS & SUBSCRIPTIONS	14,623	15,181	15,880	18,110	18,110
	MAINTENANCE & OPERATIONS	14,623	15,181	15,880	18,110	18,110
01-5731-3200	CONTRACTUAL SERVICES	-	-	1,050	1,050	1,050
	HAZARDOUS WASTE	14,623	15,181	16,930	19,160	19,160

PROGRAM: EMERGENCY PREPAREDNESS **ACCT # 01-5735**

This program provides for countywide disaster training exercises, equipment for the City's Emergency Operations Center (EOC), and membership in the Unified Disaster Council.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	9,065	2,001	2,450	2,450	2,450
Contractual Services	-	-	2,060	2,060	2,060
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	9,065	2,001	4,510	4,510	4,510
POSITIONS (FTE)	-	-	-	-	-

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	<u>EMERGENCY PREPAREDNESS</u>					
01-5735-2300	OPERATING SUPPLIES	6,527	532	750	750	750
01-5735-3400	TELEPHONE	2,538	1,469	1,700	1,700	1,700
	MAINTENANCE & OPERATIONS	9,065	2,001	2,450	2,450	2,450
01-5735-3200	CONTRACTUAL SERVICES	-	-	2,060	2,060	2,060
	EMERGENCY PREPAREDNESS	9,065	2,001	4,510	4,510	4,510

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Public Works

Department Mission Statement

We, the experienced professional staff of the Public Works Department, take ownership of the operation and maintenance of the City of Del Mar's infrastructure. With our customers' needs in mind, we deliver this 24/7 service in a prompt, courteous, and efficient manner.

“WE MAKE THE HOUSE CALLS!”

innovation integrity teamwork service excellence preservation & safety

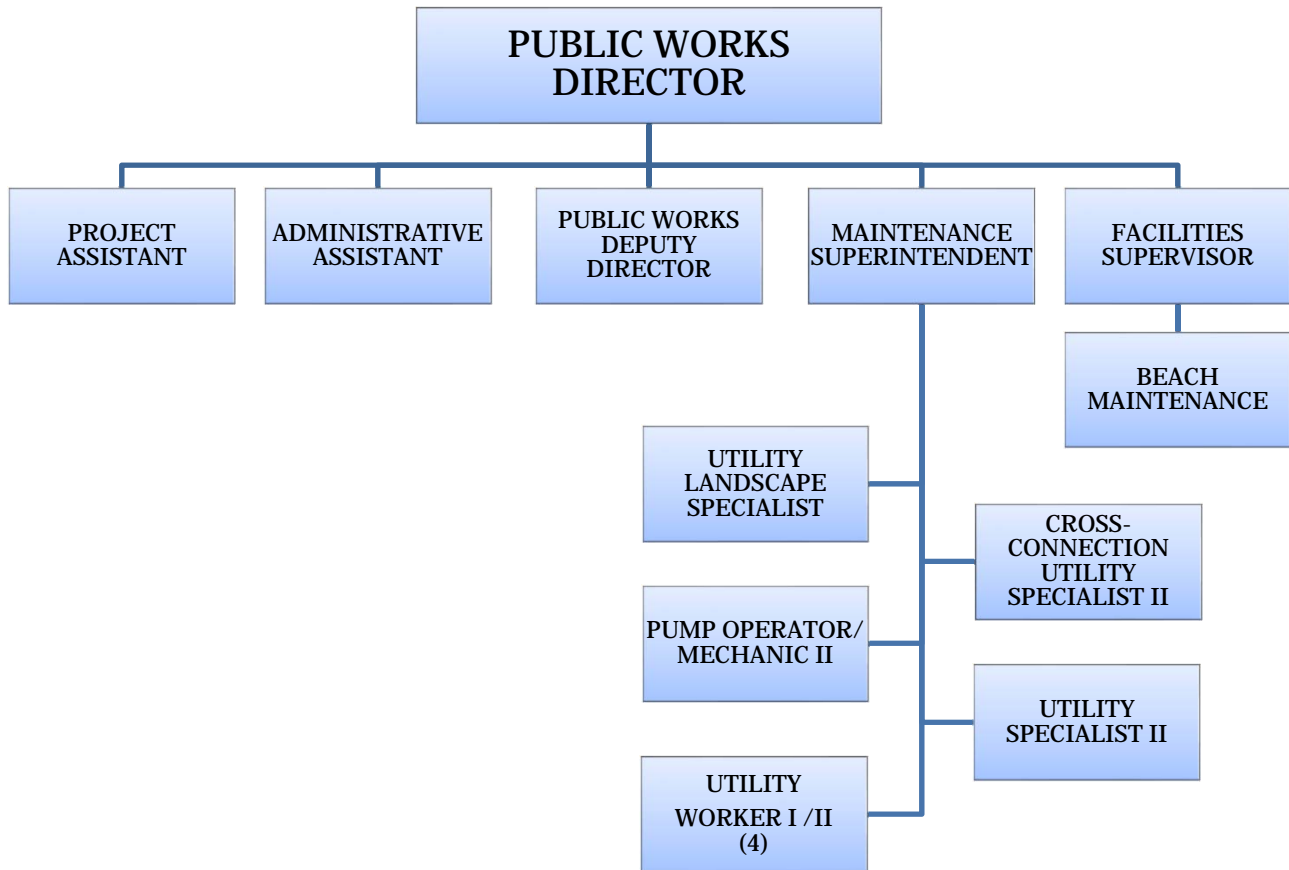
A wonderful place to live, work & play



DELMAR™

Public Works Department Organizational Chart

ENGINEERING AND CAPITAL CONTRACTS
BUILDING/PARKS/OPEN SPACE MAINTENANCE
STREET SYSTEM MAINTENANCE
WATER SYSTEM OPERATION AND MAINTENANCE
CLEAN WATER PROGRAMS
WASTEWATER SYSTEM OPERATION AND MAINTENANCE
FACILITIES OPERATIONS AND MAINTENANCE
PARK AND BEACH MAINTENANCE



PUBLIC WORKS / ENGINEERING DEPARTMENT

The Public Works Department is responsible for maintenance, repair, and periodic replacement of the City's public infrastructure including buildings; streets and roadways; parks and open space areas; and the water, storm drain, and wastewater systems.

The Engineering Department provides consultation and technical support to the City Manager, Department Heads, and City Council, and addresses public inquiries regarding water, sewer, streets, storm drains and other infrastructure. Responsibilities also include capital improvement program development and delivery. Services include traffic engineering, field investigations, periodic representation of the City in dealing with other public agencies and providing technical support for grant applications. Services related to development regulation and review, including plan reviews and inspection of privately-funded public improvements, are also provided.

Fiscal Years 2017-2018 and 2018-2019 Achievements:

Operations

- Continued annual asphalt repair at various locations throughout Del Mar.
- Continued Bark Beetle reduction program at three strategic locations.
- Implemented annual public pathway walks and clean-ups with the Parks and Recreation Committee.
- Expanded storm water preparation and response activities; including sand bagging, street sweeping, and tree removals.
- Upgraded recycling methods throughout the department including recycled base paving materials, greenery waste, and recycling receptacles.
- Completed street sign retro-reflectivity study. Began replacing street signs in accordance with federal and state requirements.
- Upgraded water operations to comply with evolving federal and state drinking water sampling and monitoring requirements.
- Updated Sanitary Sewer Management Plan in accordance with regulatory requirements and daily operations.
- Updated the City's Landscape Maintenance Scope of work and administered a Request for Proposals procurement process to award an up-to-date contract. Upgraded citywide landscaping program.
- Install several smart irrigation controllers to reduce irrigation volumes during rain events.

- In response to community feedback, the City continued dedicating additional significant resources to the repair and refurbishment of the City's roadways.
- Expanded street sweeping operations to provide additional services subsequent to crowded holidays and storm events.
- Expanded beach maintenance operations including sand replenishment program.
- Hired a Facilities Supervisor in 2018, as approved by the City Council.
- Completed construction punch list and developed cyclical maintenance program, including catalogs, for the new Del Mar Civic Center.
- Began citywide comprehensive maintenance program for city facilities.
- Managed expansion of the City's tree maintenance program, including implementation of a zoned maintenance schedule available to the public on the City's website.
- Completed installation of a Tot Lot shade structure at Powerhouse Park in collaboration with the Parks and Recreation Committee.
- Assisted with completion of a Water, Wastewater, and Clean Water utility rate study.
- Continue representing the City of Del Mar on the Metropolitan Wastewater Joint Power Authority and SANDAG City/County Transportation Committee.

Capital Improvements

- Management of on-call consultants for engineering design, geotechnical, construction management, and surveying services.
- Completed several elements of City's Streetscape/Sidewalk Connectivity Program including completion of Segment 9, Jimmy Durante Boulevard and San Dieguito Drive Roundabout; design and construction of Segment 5, Camino del Mar from 4th Street to Carmel Valley Road; and design and partial construction of Segment 1, Camino del Mar from 9th Street to Plaza.
- Completed annual utility capital projects addressing most critical infrastructure needs of the City's wastewater, water, and storm drain systems.
- Identified several groundwater intrusions into the City's wastewater system. Mitigated groundwater intrusions, which resulted in wastewater reduction of approximately 50,000 gallons per day.
- Completed annual Pavement Management Program projects replacing over two miles of asphalt paving.

- Partnered with the San Dieguito River Valley Conservancy and completed construction of the River Path Del Mar Phase I and II along San Dieguito Drive from Jimmy Durante Boulevard to Grand Avenue Bridge. Continued engineering and environmental analysis of alignment alternatives for River Path Del Mar Phase III along San Dieguito Drive from Grand Avenue Bridge to Crest Canyon.
- Completed Jimmy Durante Boulevard Water System temporary emergency repair and subsequent Pipeline Replacement Project across San Dieguito River Bridge.
- Installed traffic calming measures along major arterials; including speed feedback signs which resulted in lower speed survey results along Jimmy Durante Boulevard and Camino del Mar. Lower speed survey results justify lower posted speed limits.
- Initiated Undergrounding Project activities along with the Undergrounding Project Advisory Committee.
- Completed reconstruction of light poles and fixtures throughout the 17th Street parking lot.
- Completed sidewalk, drainage, and roadway improvement projects on Camino del Mar from the San Dieguito River Bridge to Via de la Valle, on Via de la Valle from Camino del Mar to Jimmy Durante Boulevard, and on Camino del Mar north of Carmel Valley Road in response to a storm-related landslide incident.
- Completed parking lot and Americans with Disabilities (ADA) Act improvements at the Winston School.
- Completed repairs and improvements at the Del Mar Library including window sealing; bathroom flooring; exterior dry rot replacements; exterior painting; and concrete sealing.

Fiscal Years 2019-2020 and 2020-2021 Goals and Objectives

Operations

- Manage enhancement of the City's facility maintenance program, including completion of facility needs assessments and expansion of facility repair projects.
- Adjust wastewater utility operations to comply with revised Sanitary Sewer Management Plan.
- Continue to support Planning Department in Development Reviews.
- Develop an asset inventory GIS program to track and schedule water, wastewater, streets, and utility undergrounding CIP programs.
- Update the scope of work for the City's janitorial services contract and conduct a Request for Proposals (RFP) procurement process.

- Contract with San Elijo Joint Power Authority to supplement operations and maintenance activities at the 21st Street Pump Station.
- Continue to provide staff support to the Traffic and Parking Advisory Committee (TPAC) and Parks and Recreation Committee.

Capital Improvements

- Complete construction of Segment 1, Camino del Mar from 9th Street to Plaza, of the City's Streetscape/Sidewalk Connectivity Program.
- Complete citywide roadway surface improvement projects focused on the repair and refurbishment of the City's roadways.
- Continue annual storm drain, water, and wastewater utility capital projects in support of the City's aging infrastructure.
- Complete design and construction of the 22nd Street Tennis Courts Drainage Ditch and Park Improvements Project.
- Complete design of the River Path Del Mar Phase III Project.
- Complete Seagrove Park Lighting Replacement Project.
- Complete Powerhouse Park Walkway Lighting Project.
- Complete 29th Street Sea Wall and Access Project.
- Complete Torrey Pines Bridge Replacement Project, Habitat Restoration Phase.
- Continue engineering design and permitting of the Camino del Mar Bridge over San Dieguito River Bridge Replacement Project.
- Complete design and construction of the 21st Street and Coast Boulevard Pedestrian Improvement Project.
- Complete design and construction of Seagrove Park Lighting Replacement Project and Powerhouse Park Walkway Lighting Project

PROGRAM: ENGINEERING SERVICES **ACCT # 01-5220**

General engineering and traffic engineering services are currently provided through a contract with Michael Baker International. General engineering services include capital improvement planning and budgeting, field investigations, and technical support for various projects including grant writing and analysis of traffic circulation issues.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Contractual Services	278,374	226,213	196,500	233,750	233,750 (1)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	278,374	226,213	196,500	233,750	233,750
POSITIONS (FTE)	-	-	-	-	-

(1) Contractual services include infrastructure Geographic Information System development/maintenance, traffic engineering, and review of applicant submittal plans and reports.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	ENGINEERING SERVICES					
01-5220-3210	CITY ENGINEER	112,179	72,607	84,000	86,000	86,000
01-5220-3212	TRAFFIC ENGINEERING	36,413	31,079	22,500	37,750	37,750
01-5220-3220	CONTRACTUAL SERVICES	-	-	-	20,000	20,000
01-5220-3227	DEVELOPMENT REVIEWS	129,782	122,527	90,000	90,000	90,000
	CONTRACTUAL SERVICES	278,374	226,213	196,500	233,750	233,750
	ENGINEERING SERVICES	278,374	226,213	196,500	233,750	233,750

PROGRAM: STORM WATER **ACCT # 01-5841**

This program provides administration and general support for the City's storm water conveyance infrastructure, inlets, piping, channels, gutters, and pumping systems.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ 67,386	\$ 75,625	\$ 81,140	\$ 87,510	\$ 92,100 (1)
Maintenance & Operations	8,855	7,366	11,530	12,170	10,590
Contractual Services	1,330	5,227	3,270	1,230	1,230
Debt Service	-	-	-	-	-
Capital Outlay	1,336	2,159	-	-	-
GRAND TOTAL	78,907	90,377	95,940	100,910	103,920
POSITIONS					
Full Time	0.72	0.72	0.72	0.76	0.76
Part Time	0.12	0.12	0.12	0.08	0.08
POSITIONS (FTE)	0.84	0.84	0.84	0.84	0.84

(1) Employee services includes ??% salary and benefits for the new full time beach maintenance position.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	STORM WATER					
01-5841-1000	SALARIES - PERMANENT	45,713	38,887	52,550	56,430	59,040
01-5841-1200	EMPLOYEE BENEFITS	17,905	32,907	22,030	24,530	26,390
01-5841-1205	WORKERS' COMPENSATION	2,321	2,248	2,800	2,970	3,090
01-5841-1300	SALARIES - SEASONAL	1,104	1,279	2,860	2,860	2,860
01-5841-1400	OVERTIME	343	304	900	720	720
	EMPLOYEE SERVICES	67,386	75,625	81,140	87,510	92,100
01-5841-2000	BUILDING MAINTENANCE & REPAIR	73	165	150	210	210
01-5841-2100	EQUIPMENT MAINT & REPAIR	196	-	190	200	200
01-5841-2131	VEHICLE MAINTENANCE	778	379	500	540	540
01-5841-2200	GENERAL MAINTENANCE/REPAIR	1,274	309	2,700	2,700	2,700
01-5841-2300	OPERATING SUPPLIES	814	2,148	2,210	2,680	2,680
01-5841-2400	UNIFORMS	295	383	380	430	430
01-5841-2600	SMALL TOOLS & EQUIPMENT	217	75	170	170	170
01-5841-2800	GAS & OIL	940	806	1,080	800	800
01-5841-3300	UTILITIES	275	335	230	410	410
01-5841-3400	TELEPHONE	216	194	200	200	200
01-5841-3600	PROPERTY/EQUIPMENT RENTAL	2,510	1,603	2,520	2,630	1,050
01-5841-3700	MEMBERSHIPS & SUBSCRIPTIONS	29	-	30	30	30
01-5841-3800	MEETING & TRAVEL	44	-	20	20	20
01-5841-3801	TRAINING & EDUCATION	134	10	30	30	30
01-5841-3900	AUTO ALLOWANCE	219	109	220	220	220
01-5841-4800	ASSESSMENTS	841	850	900	900	900
	MAINTENANCE & OPERATIONS	8,855	7,366	11,530	12,170	10,590
01-5841-3200	CONTRACTUAL SERVICES	1,330	5,227	3,270	1,230	1,230
01-5841-5300	MACHINERY & EQUIPMENT	1,336	2,159	-	-	-
	CAPITAL OUTLAY	1,336	2,159	-	-	-
	STORM WATER	78,907	90,377	95,940	100,910	103,920

PROGRAM: FACILITIES **ACCT # 01-5854**

Provides administration and general support for City-owned property and buildings. Services provided include janitorial, heating and air conditioning unit maintenance, alarm system monitoring, and pest control.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ 41,827	\$ 36,151	\$ 76,220	\$ 72,790	\$ 76,810
Maintenance & Operations	18,530	11,253	22,290	25,350	25,350
Contractual Services	25,271	38,160	64,070	124,090	124,090 (1)
Debt Service	-	-	-	-	-
Capital Outlay	1,633	-	-	-	-
GRAND TOTAL	87,261	85,564	162,580	222,230	226,250
POSITIONS					
Full Time	0.72	0.72	0.72	0.73	0.73
Part Time	0.03	0.03	0.03	0.02	0.02
POSITIONS (FTE)	0.75	0.75	0.75	0.75	0.75

(2) Contractual services includes additional services required for the new City Hall/Town Hall building.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	FACILITIES					
01-5854-1000	SALARIES - PERMANENT	28,913	24,410	54,140	55,300	58,280
01-5854-1200	EMPLOYEE BENEFITS	10,960	9,390	18,990	14,250	15,190
01-5854-1205	WORKERS' COMPENSATION	1,455	1,432	2,270	2,220	2,320
01-5854-1300	SALARIES - SEASONAL	491	793	820	820	820
01-5854-1400	OVERTIME	8	126	-	200	200
	EMPLOYEE SERVICES	41,827	36,151	76,220	72,790	76,810
01-5854-2000	BUILDING MAINTENANCE & REPAIR	103	202	5,180	5,250	5,250
01-5854-2100	EQUIPMENT MAINT & REPAIR	240	-	230	240	240
01-5854-2131	VEHICLE MAINTENANCE	952	463	610	660	660
01-5854-2200	GENERAL MAINTENANCE/REPAIR	8,957	2,384	8,500	11,000	11,000
01-5854-2300	OPERATING SUPPLIES	5,039	4,934	4,500	4,520	4,520
01-5854-2400	UNIFORMS	360	303	330	390	390
01-5854-2600	SMALL TOOLS & EQUIPMENT	266	92	150	150	150
01-5854-2800	GAS & OIL	783	985	880	970	970
01-5854-3300	UTILITIES	336	767	1,280	1,400	1,400
01-5854-3400	TELEPHONE	264	239	220	220	220
01-5854-3600	PROPERTY/EQUIPMENT RENTAL	135	253	60	180	180
01-5854-3700	MEMBERSHIPS & SUBSCRIPTIONS	610	484	40	40	40
01-5854-3800	MEETING & TRAVEL	54	-	20	20	20
01-5854-3801	TRAINING & EDUCATION	164	13	30	40	40
01-5854-3900	AUTO ALLOWANCE	267	134	260	270	270
	MAINTENANCE & OPERATIONS	18,530	11,253	22,290	25,350	25,350
01-5854-3200	CONTRACTUAL SERVICES	25,271	38,160	64,070	124,090	124,090
01-5854-5300	MACHINERY & EQUIPMENT	1,633	-	-	-	-
	CAPITAL OUTLAY	1,633	-	-	-	-
	OTHER FACILITY MAINTENANCE	87,261	85,564	162,580	222,230	226,250

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PROGRAM: SPECIAL PROJECTS

ACCT # 49-8000

This program accounts for operational projects that do not qualify as capital projects. These special projects are based on fulfilling the City Council's goals and objectives.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Contractual Services	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital Outlay	116,711	135,978	374,255	787,970	524,380
GRAND TOTAL	116,711	135,978	374,255	787,970	524,380
POSITIONS (FTE)	-	-	-	-	-

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	<u>SPECIAL PROJECTS</u>					
01-5589-7003	HOUSING ELEMENT ORDINANCE	-	15,933	25,000	-	-
01-5589-7004	AFFORDABLE HOUSING 22 IN 5	-	79,555	20,445	-	-
01-5289-7010	NCTD RAIL TRAIL FEASIBILITY	-	-	25,000	-	-
01-5890-5998	FAIRGROUNDS EIR STUDY	9,424	-	-	-	-
49-8000-8001	COMMUNITY CHOICE ENERGY	-	-	25,000	55,750	30,880
49-8000-8002	RECORD SCANNING PROJECT	-	-	-	10,000	10,000
49-8000-8003	HOUSING ELEMENT-5TH CYCLE	-	-	-	5,460	-
49-8000-8004	HOUSING ELEMENT-6TH CYCLE	-	-	-	304,200	149,400
49-8000-8005	COMMUNITY STRATEGIC PLAN	-	-	50,000	-	-
49-8000-8006	SEA LEVEL RISE	99,112	26,441	44,000	-	-
49-8000-8007	DESIGN GUIDELINES-DRS	-	-	13,559	-	-
49-8000-8008	SCOUP PERMIT	-	-	-	164,200	164,400
49-8000-8009	FEE STUDY	8,175	14,049	21,251	-	-
49-8000-8010	NCTD BLUFF SAFE PED CROSSING	-	-	-	24,600	39,700
49-8000-8011	NC/PC REZONE EIR	-	-	150,000	172,360	-
49-8000-8012	STYROFOAM BAN ORDINANCE	-	-	-	-	-
49-8000-8013	FAIRGROUNDS HOUSING/ANNEX	-	-	-	25,000	-
49-8000-8014	SHORT TERM RENTAL ORD & LCPA	-	-	-	26,400	-
49-8000-8015	DEVELOPMENT IMPACT FEE	-	-	-	-	80,000
49-8000-8016	IT STRATEGIC PLAN	-	-	-	-	50,000
	SPECIAL PROJECTS	116,711	135,978	374,255	787,970	524,380

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Special Revenue Funds

SPECIAL REVENUE FUNDS

Special Revenue Funds account for revenues that are designated for a specific use by the City Council, State or Federal governments. The City of Del Mar currently has ten Special Revenue Funds that have specific program requirements:

The Road Maintenance Rehabilitation Account (RMRA) Fund accounts for revenue from the Road Repair and Accountability Act of 2017 for the use on local streets, roads and other transportation uses.

The Gas Tax Fund includes programs related to street maintenance and is partially funded by State gas tax funds.

The Open Space Fund accounts for park and beach maintenance, and Powerhouse Community Center maintenance and operations. It is partially funded by facility use permits of the community center.

The Supplemental Law Enforcement Fund, with revenues from a motor vehicle license fee, funds various local law enforcement programs previously paid by the State general fund.

The Regional Communications Fund accounts for funds received from a voter-approved property tax assessment and the related expenditures associated with the City of Del Mar's participation in the regional 800 MHz communications system.

The Grants Fund accounts for non-capital projects received by the City for General Fund operations.

The Housing Fund accounts for rental subsidy assistance and oversees the Shared Housing Program. This program is funded by housing in-lieu fees.

The AB 939 Fund accounts for the costs of implementing the countywide integrated waste management plan and programs. This program is funded by revenue collected from the Waste Management trash collection contract.

The Public, Education, and Government (PEG) Fee Fund accounts for revenue received through the City's local cable company agreement to provide television production equipment, airtime on local cable system, and to televise public information and meetings.

**GAS TAX FUND/
ROAD MAINTENANCE AND REHABILITATION ACCOUNT**

The City receives a portion of the Highway User's Tax (Gas Tax) money from the State. These funds are required to be expended on certain types of street and road programs and are legally required to be segregated.

The City estimates receiving revenues from the State of approximately \$114,060 and \$116,340 for Fiscal Year 2019-20 and Fiscal Year 2020-21, respectively. These amounts include the Proposition 42 monies, which were used for transportation and eliminated and swapped for Gas Tax monies in the Gasoline Excise Tax Swap of 2010. The remaining funds are provided through a transfer from the General Fund contingency reserve to meet the City's maintenance of effort obligation.

The City estimates receiving additional revenues from the State of approximately \$76,410 and \$77,940 for Fiscal Year 2019-20 and Fiscal Year 2020-21, respectively. These additional revenues are from the Road Maintenance and Rehabilitation Account (RMRA) which allocates revenue from the Road Repair and Accountability Act of 2017 to local streets and roads and other transportation uses. These funds are transferred to the General Fund to pay for street repairs.

PROGRAM: STREET MAINTENANCE **ACCT # 20-5845**

This program provides for maintenance of all public streets and sidewalks within Del Mar, including street sweeping, street tree trimming, trip hazard grinding, and minor asphalt patching.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ 87,052	\$ 81,225	\$ 113,240	\$ 117,070	\$ 122,660
Maintenance & Operations	14,228	12,089	11,680	13,540	13,540 (1)
Contractual Services	13,762	30,498	91,650	34,130	34,130 (2)
Debt Service	-	-	-	-	-
Capital Outlay	2,673	1,943	-	-	-
GRAND TOTAL	117,715	125,755	216,570	164,740	170,330
POSITIONS					
Full Time	0.95	0.95	0.95	1.03	1.03
Part Time	0.28	0.28	0.28	0.20	0.20
POSITIONS (FTE)	1.23	1.23	1.23	1.23	1.23

- (1) Property/Equipment Rental includes equipment rental required for sidewalk and roadway repairs.
- (2) Contractual Services includes annual inspection of the Torrey Pines Road Bridge cathodic protection system. FY2018-2019 Budget included one-time budget adjustment to address multiple concrete surface issues that had accumulated over the previous five-years.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	STREET MAINTENANCE					
20-5845-1000	SALARIES - PERMANENT	58,945	52,918	71,080	72,320	75,510
20-5845-1200	EMPLOYEE BENEFITS	21,983	22,101	29,500	32,030	34,280
20-5845-1205	WORKERS' COMPENSATION	2,993	2,939	4,360	4,420	4,570
20-5845-1300	SALARIES -SEASONAL	2,208	2,557.00	7,050	7,050	7,050
20-5845-1400	OVERTIME SALARIES	923	710	1,250	1,250	1,250
	EMPLOYEE SERVICES	87,052	81,225	113,240	117,070	122,660
20-5845-2000	BUILDING MAINT & REPAIR	147	330	290	400	400
20-5845-2100	EQUIP/RADIO MAINT & REPAIR	1,030	-	380	390	390
20-5845-2131	VEHICLE MAINTENANCE	1,558	758	990	1,080	1,080
20-5845-2200	GENERAL MAINT & REPAIR	342	903	1,000	1,000	1,000
20-5845-2300	OPERATING SUPPLIES	5,107	4,681	3,810	4,850	4,850
20-5845-2400	UNIFORMS	590	495	540	630	630
20-5845-2600	SMALL TOOLS & EQUIPMENT	434	174	250	250	250
20-5845-2800	GAS & OIL	1,280	1,612	1,440	1,580	1,580
20-5845-3300	UTILITIES	549	670	450	810	810
20-5845-3400	TELEPHONE	432	385	360	360	360
20-5845-3600	PROPERTY/EQUIPMENT RENTAL	1,909	1,841	1,590	1,590	1,590
20-5845-3700	MEMBERSHIPS/SUBSCRIPTIONS	57	-	70	70	70
20-5845-3800	MEETINGS/TRAVEL	88	-	30	30	30
20-5845-3801	TRAINING	268	21	50	60	60
20-5845-3900	AUTO ALLOWANCE	437	219	430	440	440
	MAINTENANCE & OPERATIONS	14,228	12,089	11,680	13,540	13,540
20-5845-3200	CONTRACTUAL SERVICES	13,762	30,498	91,650	34,130	34,130
20-5845-5300	MACHINERY & EQUIPMENT	2,673	1,943	-	-	-
	CAPITAL OUTLAY	2,673	1,943	-	-	-
	STREET MAINTENANCE	117,715	125,755	216,570	164,740	170,330

PROGRAM: STREET LIGHTS & SIGNS **ACCT # 20-5846**

This program provides for maintenance of the City's parking and traffic signs, bike lane markings, parking and street striping, street lights, traffic signals, and flashing crosswalks.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ 27,596	\$ 23,740	\$ 50,400	\$ 53,620	\$ 56,060
Maintenance & Operations	55,375	29,246	75,790	92,030	32,030 (1)
Contractual Services	41,207	20,349	39,800	46,960	46,960 (2)
Debt Service	-	-	-	-	-
Capital Outlay	1,930	1,403	-	-	-
GRAND TOTAL	126,108	74,738	165,990	192,610	135,050
POSITIONS					
Full Time	0.38	0.38	0.38	0.44	0.44
Part Time	0.22	0.22	0.22	0.16	0.16
POSITIONS (FTE)	0.60	0.60	0.60	0.60	0.60

(1) General Maintenance and Repair includes traffic sign replacements due to California reflectivity requirements.

(2) Contractual Services includes projected increase costs in traffic signal maintenance.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	STREET LIGHTS, SIGNS					
20-5846-1000	SALARIES - PERMANENT	18,498	15,628	29,940	31,110	32,480
20-5846-1200	EMPLOYEE BENEFITS	7,017	6,563	12,220	14,250	15,280
20-5846-1205	WORKERS' COMPENSATION	444	388	1,670	1,690	1,730
20-5846-1300	SALARIES - SEASONAL	967	417	5,570	5,570	5,570
20-5846-1400	OVERTIME	670	744	1,000	1,000	1,000
	EMPLOYEE SERVICES	27,596	23,740	50,400	53,620	56,060
20-5846-2000	BUILDING MAINT & REPAIR	106	239	210	290	290
20-5846-2100	EQUIPMENT MAINT & REPAIR	283	-	280	280	280
20-5846-2131	VEHICLE MAINTENANCE	1,125	547	720	780	780
20-5846-2200	GENERAL MAINT & REPAIR	25,353	9,603	49,450	65,000	5,000
20-5846-2300	OPERATING SUPPLIES	1,759	3,959	1,440	1,410	1,410
20-5846-2400	UNIFORMS	426	358	390	460	460
20-5846-2600	SMALL TOOLS & EQUIPMENT	314	108	180	180	180
20-5846-2800	GAS & OIL	925	1,164	1,040	1,140	1,140
20-5846-3300	UTILITIES	23,860	12,518	21,330	21,590	21,590
20-5846-3400	TELEPHONE	312	278	260	260	260
20-5846-3600	PROPERTY/EQUIPMENT RENTAL	298	299	70	210	210
20-5846-3700	MEMBERSHIPS/SUBSCRIPTIONS	41	-	50	50	50
20-5846-3800	MEETINGS & TRAVEL	64	-	20	20	20
20-5846-3801	TRAINING & EDUCATION	194	15	40	40	40
20-5846-3900	AUTO ALLOWANCE	315	158	310	320	320
	MAINTENANCE & OPERATIONS	55,375	29,246	75,790	92,030	32,030
20-5846-3200	CONTRACTUAL SERVICES	41,207	20,349	39,800	46,960	46,960
20-5846-5300	MACHINERY & EQUIPMENT	1,930	1,403	-	-	-
	CAPITAL OUTLAY	1,930	1,403	-	-	-
	STREET LIGHTS, SIGNS	126,108	74,738	165,990	192,610	135,050

PROGRAM: STREET LANDSCAPING **ACCT # 20-5847**

This program provides for maintenance of the landscaping, trees, and furniture located within the roadway right-of-way. Items provided within this program include irrigation system maintenance, the care and planting of landscaping materials, tree trimming and removals, dead animal removal, and the maintenance and installation of public benches and trash receptacles.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ 42,644	\$ 34,907	\$ 51,330	\$ 51,460	\$ 54,030
Maintenance & Operations	49,867	61,715	70,090	56,010	56,010 (1)
Contractual Services	130,140	142,000	161,210	146,030	135,630 (2)
Debt Service	-	-	-	-	-
Capital Outlay	1,336	971	-	-	-
GRAND TOTAL	223,987	239,593	282,630	253,500	245,670
POSITIONS					
Full Time	0.45	0.45	0.45	0.50	0.50
Part Time	0.13	0.13	0.13	0.08	0.08
POSITIONS (FTE)	0.58	0.58	0.58	0.58	0.58

- (1) Maintenance and Operations budget decreased due to lower than anticipated actual utility bills (i.e. smart irrigation controllers).
- (2) Contractual Services includes increase in median landscaping and urban forestry maintenance services.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	STREET LANDSCAPING					
20-5847-1000	SALARIES - PERMANENT	29,043	24,720	32,690	33,370	34,980
20-5847-1200	EMPLOYEE BENEFITS	11,171	7,003	13,650	12,730	13,620
20-5847-1205	WORKERS' COMPENSATION	1,301	1,172	1,900	1,820	1,890
20-5847-1300	SALARIES - SEASONAL	1,104	1,279	2,860	2,860	2,860
20-5847-1400	OVERTIME	25	733	230	680	680
	EMPLOYEE SERVICES	42,644	34,907	51,330	51,460	54,030
20-5847-2000	BUILDING MAINT & REPAIR	73	165	150	200	200
20-5847-2100	EQUIP/RADIO MAINT & REPAIR	196	-	190	190	190
20-5847-2131	VEHICLE MAINTENANCE	779	379	500	540	540
20-5847-2200	GENERAL MAINT & REPAIR	2,579	888	2,700	2,700	2,700
20-5847-2300	OPERATING SUPPLIES	661	333	680	700	700
20-5847-2400	UNIFORMS	295	248	270	320	320
20-5847-2600	SMALL TOOLS & EQUIPMENT	217	75	120	120	120
20-5847-2800	GAS & OIL	640	806	720	790	790
20-5847-3300	UTILITIES	43,675	58,302	64,230	49,910	49,910
20-5847-3400	TELEPHONE	216	192	180	180	180
20-5847-3600	PROPERTY/EQUIPMENT RENTAL	111	207	50	50	50
20-5847-3700	MEMBERSHIPS/SUBSCRIPTIONS	28	-	30	40	40
20-5847-3800	MEETINGS & TRAVEL	44	-	20	20	20
20-5847-3801	TRAINING & EDUCATION	134	10	30	30	30
20-5847-3900	AUTO ALLOWANCE	219	110	220	220	220
	MAINTENANCE & OPERATIONS	49,867	61,715	70,090	56,010	56,010
20-5847-3200	CONTRACTUAL SERVICES	130,140	142,000	161,210	146,030	135,630
20-5847-5300	MACHINERY & EQUIPMENT	1,336	971	-	-	-
	CAPITAL OUTLAY	1,336	971	-	-	-
	STREET LANDSCAPING	223,987	239,593	282,630	253,500	245,670

OPEN SPACE FUND

The City Council is committed to the acquisition and maintenance of open space in Del Mar, and believes open space is vital in perpetuating the village character of the City as well as providing recreational areas for residents and visitors.

Revenue sources include fees charged for facility use permits and forty percent of the parimutuel activity from the 22nd District Agricultural Association. The remaining funds are the result of a transfer from the General Fund.

Programs include Beach and Park maintenance, and the Powerhouse Community Center operations. The Open Space Fund also accumulates reserves for future open space acquisition.

PROGRAM: POWERHOUSE OPERATIONS **ACCT # 21-5635**

The Powerhouse Community Center, renovated from a historical landmark at the beach, was formally dedicated in December 1999. This public facility offers a venue for meetings and provides a setting for private events.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ 306,442	\$ 276,250	\$ 316,380	\$ 342,240	\$ 365,240
Maintenance & Operations	61,980	45,526	56,250	58,650	58,650
Contractual Services	25,907	50,912	10,000	7,000	7,000
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	394,329	372,688	382,630	407,890	430,890
POSITIONS					
Full Time	2.15	2.15	2.15	3.15	3.15
Part Time	2.65	2.65	2.65	1.65	1.65
POSITIONS (FTE)	4.80	4.80	4.80	4.80	4.80

(2)

(2) These amounts reflect the cost of utilities, telephone, restroom supplies, replacement of hardware, door maintenance, floor and stone resealing, and other miscellaneous maintenance.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	<u>POWERHOUSE OPERATIONS</u>					
21-5635-1000	SALARIES	128,798	101,205	121,270	173,930	180,510
21-5635-1200	EMPLOYEE BENEFITS	56,844	44,505	65,120	85,550	100,470
21-5635-1205	WORKERS' COMPENSATION	15,109	13,558	12,990	15,760	16,260
21-5635-1300	SALARIES - SEASONAL	89,012	107,430	105,000	57,000	58,000
21-5635-1400	OVERTIME	16,679	9,552	12,000	10,000	10,000
	EMPLOYEE SERVICES	306,442	276,250	316,380	342,240	365,240
21-5635-2000	BUILDING MAINT & REPAIR	9,072	4,926	7,500	7,500	7,500
21-5635-2100	EQUIPMENT MAINT & REPAIR	-	-	1,000	1,000	1,000
21-5635-2131	VEHICLE MATERIALS/SUPPLIES	770	1,297	1,000	1,000	1,000
21-5635-2300	OPERATING SUPPLIES	29,005	20,178	25,000	25,000	25,000
21-5635-2380	FURNISHINGS	3,637	382	2,000	2,500	2,500
21-5635-2400	UNIFORMS	147	985	1,250	1,250	1,250
21-5635-2600	SMALL TOOLS & EQUIPMENT	4,375	3,835	3,500	3,500	3,500
21-5635-2800	GAS & OIL	-	-	-	1,000	1,000
21-5635-3000	ADVERTISING,PRINTING,PUBLIC.	-	-	-	200	200
21-5635-3300	UTILITIES	11,572	10,988	14,000	14,000	14,000
21-5635-3400	TELEPHONE	3,110	2,799	1,000	1,200	1,200
21-5635-3600	EQUIPMENT RENTAL	292	-	-	500	500
21-5635-3801	TRAINING & EDUCATION	-	136	-	-	-
	MAINTENANCE & OPERATIONS	61,980	45,526	56,250	58,650	58,650
21-5635-3200	CONTRACTUAL SERVICES	25,907	50,912	10,000	7,000	7,000
	POWERHOUSE OPERATIONS	394,329	372,688	382,630	407,890	430,890

PROGRAM: BEACH MAINTENANCE **ACCT # 21-5834**

This program funds the clean-up and solid waste disposal at the Del Mar beach, parks, and downtown. It also funds the clean-up and maintenance of the public restrooms and showers.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ 152,433	\$ 134,635	\$ 178,510	\$ 226,620	\$ 229,370
Maintenance & Operations	100,113	92,079	101,360	106,730	83,100 (1)
Contractual Services	28,067	17,161	43,210	33,430	33,430 (2)
Debt Service	-	-	-	-	-
Capital Outlay	2,673	1,943	-	-	-
GRAND TOTAL	283,286	245,818	323,080	366,780	345,900
POSITIONS					
Full Time	0.43	0.43	0.43	1.79	1.79
Part Time	4.78	4.78	4.78	3.42	3.42
POSITIONS (FTE)	5.21	5.21	5.21	5.21	5.21

(1) FY2020-2021 budget reduction due to actual expenditures decreasing in FY2018-2019.

(2) Contractual Services includes beach sand mounding services for the maintenance of emergency vehicle access. FY2020-2021 decrease due to end of Caterpillar Loader "Rent To Own" lease ending in 2019.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	BEACH MAINTENANCE					
21-5834-1000	SALARIES - PERMANENT	26,990	18,327	25,500	73,190	75,260
21-5834-1200	EMPLOYEE BENEFITS	11,150	9,036	11,320	11,690	12,310
21-5834-1205	WORKERS' COMPENSATION	8,458	7,956	14,380	14,430	14,490
21-5834-1300	SALARIES - SEASONAL	97,277	93,113	118,760	118,760	118,760
21-5834-1400	OVERTIME	8,558	6,203	8,550	8,550	8,550
	EMPLOYEE SERVICES	152,433	134,635	178,510	226,620	229,370
21-5834-2000	BUILDING MAINT & REPAIR	877	330	290	410	410
21-5834-2100	EQUIP/RADIO MAINT & REPAIR	5,915	697	380	390	390
21-5834-2131	VEHICLE MAINTENANCE	4,334	1,896	6,390	6,480	6,480
21-5834-2200	GENERAL MAINT & REPAIR	1,039	3,568	2,250	2,250	2,250
21-5834-2300	OPERATING SUPPLIES	43,669	46,503	41,310	41,350	41,350
21-5834-2400	UNIFORMS	590	495	540	630	630
21-5834-2600	SMALL TOOLS & EQUIPMENT	574	150	250	250	250
21-5834-2800	GAS & OIL	1,280	1,612	1,440	1,580	1,580
21-5834-3300	UTILITIES	19,474	16,585	23,850	28,710	28,710
21-5834-3400	TELEPHONE	432	385	360	360	360
21-5834-3600	PROPERTY/EQUIPMENT RENTAL	21,079	19,618	23,720	23,720	90
21-5834-3700	MEMBERSHIP & SUBSCRIPTIONS	57	-	70	70	70
21-5834-3800	MEETINGS & TRAVEL	88	-	30	30	30
21-5834-3801	TRAINING & EDUCATION	268	21	50	60	60
21-5834-3900	AUTO ALLOWANCE	437	219	430	440	440
	MAINTENANCE & OPERATIONS	100,113	92,079	101,360	106,730	83,100
21-5834-3200	CONTRACTUAL SERVICES	28,067	17,161	43,210	33,430	33,430
21-5834-5300	MACHINERY & EQUIPMENT	2,673	1,943	-	-	-
	CAPITAL OUTLAY	2,673	1,943	-	-	-
	BEACH MAINTENANCE	283,286	245,818	323,080	366,780	345,900

PROGRAM: PARK MAINTENANCE**ACCT # 21-5848**

This program provides maintenance for the City's open space areas, including parks, public pathways, building grounds, and sports facilities. Items provided within this program include irrigation system maintenance, the care and planting of landscaping materials, tree trimming and removals, sidewalk and pathway maintenance, dead animal removal, playground equipment repairs, and the maintenance and installation of public benches and trash receptacles.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ 39,278	\$ 27,048	\$ 40,500	\$ 39,850	\$ 42,000
Maintenance & Operations	92,219	63,581	95,780	89,940	89,940 (1)
Contractual Services	98,211	123,383	110,540	118,900	118,900 (2)
Debt Service	-	-	-	-	-
Capital Outlay	2,673	1,953	-	-	-
GRAND TOTAL	232,381	215,965	246,820	248,690	250,840
POSITIONS					
Full Time	0.34	0.34	0.34	0.34	0.34
Part Time	-	-	-	-	-
POSITIONS (FTE)	0.34	0.34	0.34	0.34	0.34

(1) General Maintenance and Repair includes Tot Lot maintenance, park irrigation repairs, and beach access improvements.

(2) Contractual Services includes tennis court repairs, pest control, and landscape maintenance services for the parks.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	PARK MAINTENANCE					
21-5848-1000	SALARIES - PERMANENT	22,660	15,041	28,120	27,290	28,800
21-5848-1200	EMPLOYEE BENEFITS	8,688	5,761	10,800	7,860	8,450
21-5848-1205	WORKERS' COMPENSATION	1,260	820	1,130	1,030	1,080
21-5848-1300	SALARIES - SEASONAL	4,900	4,537	-	2,860	2,860
21-5848-1400	OVERTIME	1,770	889	450	810	810
	EMPLOYEE SERVICES	39,278	27,048	40,500	39,850	42,000
21-5848-2000	BUILDING MAINTENANCE & REPAIR	147	330	290	410	410
21-5848-2100	EQUIPMENT MAINT & REPAIR	2,714	738	380	390	390
21-5848-2131	VEHICLE MAINTENANCE	1,558	758	990	1,080	1,080
21-5848-2200	GENERAL MAINT & REPAIR	24,613	8,852	18,000	18,000	18,000
21-5848-2300	OPERATING SUPPLIES	2,527	2,156	3,410	7,950	7,950
21-5848-2400	UNIFORMS	590	495	540	630	630
21-5848-2600	SMALL TOOLS AND EQUIPMENT	434	308	250	250	250
21-5848-2800	GAS & OIL	1,280	1,612	1,440	1,580	1,580
21-5848-3300	UTILITIES	30,653	39,186	51,450	41,310	41,310
21-5848-3400	TELEPHONE	432	385	360	360	360
21-5848-3600	PROPERTY & EQUIPMENT RENTAL	25,750	8,363	18,090	17,380	17,380
21-5848-3700	MEMBERSHIP & SUBSCRIPTION	210	-	70	70	70
21-5848-3800	MEETING & TRAVEL	88	-	30	30	30
21-5848-3801	TRAINING & EDUCATION	786	179	50	60	60
21-5848-3900	AUTO ALLOWANCE	437	219	430	440	440
	MAINTENANCE & OPERATIONS	92,219	63,581	95,780	89,940	89,940
21-5848-3200	CONTRACTUAL SERVICES	98,211	123,383	110,540	118,900	118,900
21-5848-5300	MACHINERY & EQUIPMENT	2,673	1,953	-	-	-
	CAPITAL OUTLAY	2,673	1,953	-	-	-
	PARK MAINTENANCE	232,381	215,965	246,820	248,690	250,840

SUPPLEMENTAL LAW ENFORCEMENT FUND

Passed by the State Legislature during the 1996 Session, AB 3229 (Brulte) distributes money to counties and cities to fund certain supplemental law enforcement activities. Allowable costs include the purchase of certain equipment to aid in law enforcement; activities to address problems created by gangs; and community policing.

Del Mar uses these funds to provide for additional patrol service during the busy summer months. These funds also provide a substantial contribution to the cost of the Park Ranger, a Del Mar employee whose focus is in the beach and park areas. The remaining expenditures are funded through a transfer from the General Fund.

PROGRAM: BEACH & COMMUNITY PATROL **ACCT # 22-5235**

Del Mar implemented a Park Ranger position primarily to patrol in the beach area of town and provide services to maintain order and address safety issues at the beach. The Ranger is a police academy trained peace officer.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021	
Employee Services	\$ 155,829	\$ 179,062	\$ 215,020	\$ 327,090	\$ 336,640	(1)
Maintenance & Operations	18,585	18,050	15,750	17,750	17,750	(2)
Contractual Services	20,237	18,378	15,100	16,800	16,800	
Debt Service	-	-	-	-	-	
Capital Outlay	-	-	-	-	-	
GRAND TOTAL	194,651	215,490	245,870	361,640	371,190	
POSITIONS						
Full Time	1.00	1.00	1.00	1.00	1.00	
Part Time	0.25	0.25	0.25	1.00	1.00	
POSITIONS (FTE)	1.25	1.25	1.25	2.00	2.00	

- (1) Law Enforcement Manager position was approved by Council in Fall 2018 and subsequently adopted in FY19-20 budget and beyond.
- (2) Vehicle Maintenance accounts for repair and maintenance of two Park Ranger vehicles.

EXPENDITURE DETAIL

ACCOUNT*	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	BEACH & COMMUNITY PATROL					
22-5633-1000	SALARIES - PERMANENT	98,672	102,241	93,630	117,460	121,540
22-5633-1200	EMPLOYEE BENEFITS	33,580	33,412	47,490	67,850	73,110
22-5633-1205	WORKERS' COMPENSATION	5,949	7,513	8,250	12,180	12,390
22-5633-1300	SALARIES - SEASONAL	-	16,538	43,650	109,600	109,600
22-5633-1400	OVERTIME	17,628	19,358	22,000	20,000	20,000
	EMPLOYEE SERVICES	155,829	179,062	215,020	327,090	336,640
22-5633-2100	EQUIPMENT/RADIO MAINT. REPAIR	154	277	500	500	500
22-5633-2131	VEHICLE MAINTENANCE	5,033	1,303	2,000	2,000	2,000
22-5633-2300	OPERATING SUPPLIES	4,386	3,151	4,000	4,000	4,000
22-5633-2360	COMPUTER SOFTWARE	1,192	1,100	750	750	750
22-5633-2400	UNIFORMS	227	1,761	1,000	2,000	2,000
22-5633-2600	SMALL TOOLS & EQUIPMENT	473	544	1,000	1,000	1,000
22-5633-2800	GAS & OIL	3,244	3,948	3,500	3,500	3,500
22-5633-3400	TELEPHONE	2,034	2,278	1,500	2,500	2,500
22-5633-3801	TRAINING & EDUCATION	1,842	3,688	1,500	1,500	1,500
	MAINTENANCE & OPERATIONS	18,585	18,050	15,750	17,750	17,750
22-5633-3200	CONTRACTUAL SERVICES	20,237	18,378	15,100	16,800	16,800
	BEACH & COMMUNITY PATROL	194,651	215,490	245,870	361,640	371,190

* Beginning in Fiscal Year 2019-20, program account number for Beach & Community Patrol changed from 22-5235 to 22-5633.

REGIONAL COMMUNICATIONS FUND

This fund accounts for revenue received by the City of Del Mar residents to maintain its portion of the San Diego County and Imperial County Regional Communications System as well as the costs associated with the system.

In 1995, the City entered into an agreement to participate in the regional communication system. This 800 MHz system is primarily used by public safety personnel. Del Mar voters approved an assessment on their property tax in 1998 to pay for the implementation of the system infrastructure.

The original RCS, which provides 800 MHz radio communication, became operational in 1998 and reached the manufacturer's "end of life" in December 2012. In 2014, the City Council entered into an agreement with the County to participate in the Next Generation Regional Communication System (NextGen RCS), which is a radio system used by the City's Sheriff, Fire, Lifeguard, and Public Works personnel to communicate.

Revenue collected is used to pay for the debt service on the equipment lease purchase and the City's share of the infrastructure. Expenditures are supplemented by a transfer from the General Fund.

PROGRAM: REGIONAL COMMUNICATIONS 800 MHZ **ACCT # 23-5740**

As part of the City's agreement to participate in the Regional Communications System for San Diego and Imperial County, Del Mar agreed to reimburse San Diego County for its costs to set up the system. This program accounts for the repayment of those funds.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Contractual Services	19,411	23,774	34,500	34,500	34,500 (1)
Debt Service	50,501	50,501	50,510	50,510	50,510
Capital Outlay	-	-	-	-	-
GRAND TOTAL	69,912	74,275	85,010	85,010	85,010
POSITIONS (FTE)	-	-	-	-	-

(1) The City uses a portion of the amount collected from the voter-approved assessment to pay for the monthly charges for the radios as part of the 800 MHz radio system.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
23-5740-3200	REGIONAL COMMUNICATIONS					
	CONTRACTUAL SERVICES	19,411	23,774	34,500	34,500	34,500
	DEBT SERVICE					
23-5900-4500	DEBT INTEREST	12,149	11,079	9,980	8,850	7,690
23-5900-4600	DEBT PRINCIPAL	38,352	39,422	40,530	41,660	42,820
	DEBT SERVICE	50,501	50,501	50,510	50,510	50,510
	REGIONAL COMMUNICATIONS	69,912	74,275	85,010	85,010	85,010

GRANTS FUND

This fund accounts for revenue received for non-capital project grants and tracks eligible costs used for General Fund operations.

Grants revenue collected in the past have been from the State Homeland Security and the Urban Area Security Initiative and are used to purchase fire equipment and supplies.

PROGRAM: GRANTS **ACCT # 24-5XXX**

This program provides for the accounting of grants received by the City for non-capital projects.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	24,649	15,457	19,370	50,270	51,470
Contractual Services	73,874	-	-	-	-
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	98,523	15,457	19,370	50,270	51,470
POSITIONS (FTE)	-	-	-	-	-

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	<u>PLANNING</u>					
24-5589-7006	SEA LEVEL RISE-SPECIAL PROJECT	135,351	-	-	-	-
24-5530-3200	CONTRACTUAL SERVICES	73,874	-	-	-	-
	PLANNING	209,225	-	-	-	-
	<u>FIRE PROTECTION</u>					
24-5730-2110	COUNTY SERVICE AREA 17 (CSA-17)	18,864	4,806	19,370	50,270	51,470
24-5730-2400	UNIFORMS	-	2,365	-	-	-
24-5730-5900	ER TRAFFIC PREEMPTION DEVICES	-	4,495	-	-	-
24-5730-5904	COMMUNITY EMERGENCY RESPONSE TE	5,785	3,791	-	2,000	2,000
	FIRE PROTECTION	24,649	15,457	19,370	52,270	53,470
	<u>STATE HOMELAND SECURITY GRANT</u>					
24-5781-2600	SMALL TOOLS & EQUIPMENT	-	-	-	7,270	7,270
24-5781-3200	CONTRACTUAL SERVICES	-	-	-	-	-
	STATE HOMELAND SECURITY GRANT	-	-	-	7,270	7,270
	TOTAL GRANTS	233,874	15,457	19,370	59,540	60,740

HOUSING FUND

This fund accounts for revenue received for housing in-lieu fees to be used for the purpose of providing funding assistance for affordable housing.

As a condition of approval for any tentative subdivision map that involves the creation of new residential lots or proposes the conversion of existing residential units into condominiums, stock cooperatives, or community apartment projects, the subdivider must reserve a certain number of units for affordable housing or pay an in-lieu fee.

Housing in-lieu fees are administered by the City and are used for the purpose of providing funding assistance for the provision of affordable housing units consistent with the goals and policies contained in the Housing Element of the Community Plan.

PROGRAM: HOUSING **ACCT # 25-5540**

In conjunction with Del Mar Community Connections and the Del Mar Housing Corporation, the City provides rental subsidy assistance for low and moderate income families, and oversees the Shared Housing Program.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	60,459	59,055	72,660	101,530	101,530 (1)
Contractual Services	9,320	55,500	37,000	14,000	14,000
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	69,779	114,555	109,660	115,530	115,530
POSITIONS (FTE)	-	-	-	-	-

(1) Community Connections, a local non-profit agency focusing on the needs of senior citizens, administers this program, which provides subsidies for five low-income families/individuals. The budget reflect current subsidy commitments. This program counts towards the City's low-income housing efforts.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
FUND 25	HOUSING					
25-5540-4900	RENTAL SUBSIDY	60,459	59,055	72,660	101,530	101,530
	MAINTENANCE & OPERATIONS	60,459	59,055	72,660	101,530	101,530
25-5540-3200	SHARED HOUSING CONTRACT	9,320	55,500	37,000	14,000	14,000
25-5540-3200	CONTRACTUAL SERVICES	9,320	55,500	37,000	14,000	14,000
TOTAL HOUSING		69,779	114,555	109,660	115,530	115,530

AB 939 FUND

This fund accounts for revenue received through the City's solid waste franchise agreement. Funds are spent on implementing the countywide integrated waste management plan and program which include education, outreach, and recycling programs designated towards both the residential and commercial sections.

PROGRAM: AB 939 **ACCT # 26-5225**

The AB 939 Fund is funded through the City's solid waste franchise agreement. Funds are spent on educational, outreach, and recycling programs designated towards both the residential and commercial sections.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ -	\$ -	\$ 5,010	\$ -	\$ -
Maintenance & Operations	7,116	10,788	27,500	19,250	19,250 (1)
Contractual Services	10,506	34,012	43,000	53,000	53,000 (2)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	17,622	44,800	75,510	72,250	72,250
POSITIONS (FTE)	-	-	-	-	-

- (1) Operating Supplies includes the purchase of new recycling bins placed throughout the community.
- (2) Contractual services are for AB341 commercial and multifamily outreach, and composting recycling, and educational programs.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
FUND 26	<u>AB 939 REIMBURSEMENT</u>					
26-5225-1200	EMPLOYEE BENEFITS	-	-	140	-	-
26-5225-1205	WORKERS' COMPENSATION	-	-	30	-	-
26-5225-1300	SALARIES - SEASONAL	-	-	4,840	-	-
	EMPLOYEE SERVICES	-	-	5,010	-	-
26-5225-2300	OPERATING SUPPLIES	7,116	10,788	26,500	18,250	18,250
26-5225-3801	TRAINING & EDUCATION	-	-	1,000	1,000	1,000
	MAINTENANCE & OPERATIONS	7,116	10,788	27,500	19,250	19,250
26-5225-3200	CONTRACTUAL SERVICES	10,506	34,012	43,000	53,000	53,000
TOTAL AB 939		17,622	44,800	75,510	72,250	72,250

PUBLIC, EDUCATION, AND GOVERNMENT (PEG) FEE FUND

This fund accounts for revenue received through the City's local cable company agreement to provide television production equipment, airtime on local cable system, and to televise public information and meetings.

In order to purchase the new TV Studio equipment for the new City Hall/Town Hall, funds were transferred from the CIP Reserve Fund. Excess PEG fee revenue will be used to reimburse the CIP Reserve Fund.

PROGRAM: PUBLIC, EDUCATION, AND GOVERNMENT (PEG) FUND **ACCT # 27-5211**

This fund accounts for the Public, Education, and Government (PEG) fees from cable television. These funds are provided by a two percent charge on cable television customers, and are used to purchase equipment and facilities for the operations and production of public, education, and government programming.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	9,404	9,815	10,000	6,300	6,300 (1)
Contractual Services	9,353	-	5,000	4,000	4,000
Debt Service	-	-	-	-	-
Capital Outlay	92,404	-	-	-	- (2)
GRAND TOTAL	111,161	9,815	15,000	10,300	10,300
POSITIONS (FTE)	-	-	-	-	-

- (1) Utilities includes the cost for internet service to record the City Council meetings.
- (2) Fiscal Year 2016-2017 budget includes purchase of television broadcast equipment for the video feed over the local Public, Education, and Governmental access television channels.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
FUND 27	PEG FEE FUND					
27-5211-2300	OPERATING SUPPLIES	878	-	-	-	-
27-5211-3300	UTILITIES	8,526	9,815	10,000	6,300	6,300
	MAINTENANCE & OPERATIONS	9,404	9,815	10,000	6,300	6,300
27-5211-3200	CONTRACTUAL SERVICES	9,353	-	5,000	4,000	4,000
27-5211-5300	MACHINERY & EQUIPMENT	92,404	-	-	-	-
	CAPITAL OUTLAY	92,404	-	-	-	-
TOTAL PEG FEE FUND		111,161	9,815	15,000	10,300	10,300

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Capital Project Funds

CAPITAL PROJECT FUNDS

Capital projects are accounted for in the Open Space and Capital Improvement Project Funds and include projects funded by Transnet II Funds and Measure Q Funds.

Capital project funds are used to account for the acquisition and construction of major capital facilities. The City maintains a ten-year project planning list to ensure continuing maintenance of the City's infrastructure. Transfers from the General Fund contingency reserve provide the basic funding for most capital projects.

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OPEN SPACE CAPITAL PROJECTS



PROGRAM: OPEN SPACE FUND - CAPITAL PROJECTS**ACCT # 21-7XXX**

Capital project funds are used to account for the acquisition and construction of major capital facilities in the open space areas of the City.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	<u>CAPITAL PROJECTS</u>					
21-6539-5900	POWERHOUSE RESTROOM REHAB	88,061	-	-	-	-
21-6544-5900	NORTH BEACH BOARDWALK	6,678	-	-	-	-
21-7000-7003	SHORES PARK MASTER PLAN	22,057	45,477	101,470	-	-
21-7000-7004	POWERHOUSE DECK EXPANSION	-	-	-	100,000	100,000
21-7000-7005	PH TRELLIS/DECK/SKYLIGHTS	-	-	-	25,000	-
21-7000-7006	SEAGROVE PARK LIGHTING	-	3,721	6,278	155,000	-
21-7000-7007	RIVERPATH DEL MAR	107,775	36,940	25,000	50,000	50,000
21-7000-7008	29TH STREET ACCESS	-	-	-	300,000	-
21-7000-7027	CITY LANDSCAPING ENHANCEMENTS	107,249	100,455	100,415	-	-
21-7000-7028	POWERHOUSE PATH LIGHTING	-	-	10,000	-	-
21-7000-7033	POWERHOUSE PARK TURF	-	-	35,000	-	-
21-7000-7034	POWERHOUSE DECK DESIGN	-	3,721	21,279	-	-
21-7000-7040	20TH ST LIFEGUARD TOWER IMPROV	-	-	-	-	25,000
	TOTAL OPEN SPACE CAPITAL PROJECTS	331,820	190,314	299,442	630,000	175,000

**OPEN SPACE CIP FUND 21
POWERHOUSE DECK EXPANSION**

21-7000-7004

PROJECT DESCRIPTION

This project will add approximately 830 square feet to the second story deck of the Powerhouse Park Community Center.

Operating effect: This project will have minimal impact to the Operating General Fund.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
OPEN SPACE	<u>\$100,000</u>	<u>\$100,000</u>
TOTAL	<u>\$100,000</u>	<u>\$100,000</u>

**OPEN SPACE CIP FUND 21
POWERHOUSE TRELLIS/DECK/SKYLIGHTS**

21-7000-7005

PROJECT DESCRIPTION

This project will replace the skylights and minor repairs to the southern portion of the Powerhouse Deck (outside of the footprint for the deck expansion project).

Operating effect: This project will have minimal impact to the Operating General Fund.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
OPEN SPACE	<u>\$25,000</u>	<u>\$ -</u>
TOTAL	<u>\$25,000</u>	<u>\$ -</u>

**OPEN SPACE CIP FUND 21
SEAGROVE PARK LIGHTING**

21-7000-7006

PROJECT DESCRIPTION

The project replaces the existing light poles with new concrete light bollards, as recommended by the Park and Recreation Committee.

Operating effect: This project will have minimal impact to the Operating General Fund.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
GENERAL FUND	<u>\$155,000</u>	<u>\$ -</u>
TOTAL	<u>\$155,000</u>	<u>\$ -</u>

PROJECT DESCRIPTION

The project phase will expand River Path Del Mar from the Grand Avenue Bridge to Crest Canyon. Concept Design Complete. Project is currently in the design phase and staff is applying for grants to fund future phases of the project.

Operating effect: This project will have minimal impact to the Operating General Fund.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
GENERAL FUND	<u>\$50,000</u>	<u>\$50,000</u>
TOTAL	<u>\$50,000</u>	<u>\$50,000</u>

OPEN SPACE CIP FUND 21**29TH STREET SEA WALL AND BEACH ACCESS IMPROVEMENTS****21-7000-7008**

PROJECT DESCRIPTION

This project constructs a new Sea Wall and Beach Access at the west end of 29th Street.

Operating effect: This project will have minimal impact to the Operating General Fund.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
GENERAL FUND	<u>\$300,000</u>	<u>\$ -</u>
TOTAL	<u>\$300,000</u>	<u>\$ -</u>

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GENERAL CAPITAL PROJECTS



PROGRAM: GENERAL CAPITAL PROJECTS**ACCT # 40-7XXX**

Capital project funds are used to account for the acquisition and construction of major capital facilities.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
40-5900-4500	DEBT INTEREST	349,078	518,040	506,710	495,005	482,930
40-5900-4600	DEBT PRINCIPAL	-	344,233	355,390	366,900	378,790
40-5900-4750	COST OF ISSUANCE	161,610	48,483	47,450	46,385	45,280
	DEBT SERVICE	510,688	910,756	909,550	908,290	907,000
40-6107-5900	COURT STREET PARALLEL PARKING	4,245	-	-	-	-
40-6110-5900	COAST BLVD PED & ACCESSIBILITY IMP	68,108	12,717	-	-	-
40-6119-5900	CDM STREETScape @ 10TH & 11TH	-	-	75,000	-	-
40-6125-5900	EMERGENCY CIP REPAIRS	175,338	-	-	-	-
40-6126-5900	RADAR FLASHING STREET IMPROVEMENTS	-	10,866	-	-	-
40-6308-5900	NCTD PARKING LOT PROJECT	2,974	-	-	-	-
40-6414-5900	UTILITY UNDERGROUNDING	24,900	-	-	-	-
40-6420-5900	TRASH/RECYCLING RECEPTACLES	5,894	10,898	-	-	-
40-6422-5900	CITY HALL RELOCATION	268,196	252,599	-	-	-
40-6423-5900	TV STUDIO EQUIPMENT	-	769,820	-	-	-
40-6434-5900	LIFEGUARD TOWERS REHABILITATION	26,246	-	-	-	-
40-6439-5900	POWERHOUSE INDOOR BATHROOM REHAB	12,944	-	-	-	-
40-6451-5900	PAID PARKING EXPANSION	79,378	302	-	-	-
40-6510-5900	2009/10 STREET RESURFACING	-	515,970	-	-	-
40-6520-5900	DOWNTOWN STREETScape-BREEDERS'	-	11,811	-	-	-
40-6455-5900	LIBRARY A/C UNIT	39,416	-	-	-	-
40-6459-5900	PARKING MANAGEMENT PLAN	1,007	-	-	-	-
40-6460-5900	EV CHARGING STATION-BEACH	-	-	7,500	-	-
40-7000-7002	ROADWAY & SIDEWALKS-SEGMENT #1	-	391,185	1,004,321	-	-
40-7000-7002	ROADWAY & SIDEWALKS-SEGMENT #5	209,269	1,596,368	373,451	-	-
40-7000-7002	ROADWAY & SIDEWALKS-SEGMENT #6	35,708	-	-	-	-
40-7000-7002	ROADWAY & SIDEWALKS-SEGMENT #8	18,427	34,658	-	-	-
40-7000-7002	ROADWAY & SIDEWALKS-SEGMENT #9	502,753	19,972	-	-	-
40-7000-7009	ANNUAL PAVEMENT REHABILITATION	780,000	516,760	543,240	175,000	400,000
40-7000-7010	MAJOR FACILITIES REPAIRS/IMPROVEMENTS	61,865	51,240	109,420	100,000	100,000
40-7000-7011	CDM BRIDGE OVER SAN DIEGUITO	29,729	271,626	-	450,000	400,000
40-7000-7012	PUBLIC WORKS BUILDING IMPROVEMENTS	-	-	-	25,000	25,000
40-7000-7013	JIMMY DURANTE STRIPING	-	-	-	20,000	-
40-7000-7014	COAST BLVD AT 22ND INTERSECTION IMPRV	-	-	94,000	25,000	-
40-7000-7015	LOS PENASQUITOS LAGOON REPAIRS	-	-	-	50,000	-
40-7000-7025	CITY/TOWN HALL SOLAR PROJECT	-	106,578	311,562	-	-
40-7000-7026	JDB ER BLUFF REPAIRS	-	-	-	-	-
40-7000-7029	TENNIS COURT DRAINAGE	67,633	44,627	76,143	-	200,000
40-7000-7030	CITY FACILITIES ADA IMPROVEMENTS	-	-	-	-	-
40-7000-7031	CITY HALL DEVELOPMENT	8,446,144	7,481,102	308,901	-	-
40-7000-7032	ANNUAL STORM DRAIN IMPROVEMENT	15,000	392	89,608	-	-
40-7000-7035	17TH ST BEACH CENTER IMPROVEMENTS	-	-	-	-	50,000
40-7000-7036	TORREY PINES BRIDGE	145,425	51,167	103,407	-	-
	CAPITAL PROJECTS	11,020,599	12,150,658	3,096,553	845,000	1,175,000
	TOTAL GENERAL CAPITAL PROJECTS	11,531,287	13,061,414	4,006,103	1,753,290	2,082,000

PROGRAM: GENERAL CAPITAL PROJECTS **ACCT # 44-7XXX**

Capital project funds are used to account for the acquisition and construction of major capital facilities. TransNet Fund also accounts for a note payable through San Diego Association of Governments (SANDAG) debt financing program for its Sidewalk, Street, and Drainage Project.

FUND: 44		TRANSNET FUND				
ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
44-5900-4500	DEBT INTEREST	141,309	141,914	145,000	-	-
44-5900-4600	DEBT PRINCIPAL	51,250	54,733	60,000	-	-
	DEBT SERVICE	192,559	196,647	205,000	-	-
44-6121-5900	LOCAL MATCH TO BRIDGE RETROFIT	-	-	-	-	-
44-7000-7002	ROADWAY & SIDEWALK IMPROVEMENTS	-	-	-	-	-
44-7000-7002	-SEGMENT #1	14,231	2,637	-	-	-
44-7000-7002	-SEGMENT #2	-	-	-	-	-
44-7000-7002	-SEGMENT #4	-	-	-	-	-
44-7000-7002	-SEGMENT #5	-	-	-	-	-
44-7000-7002	-SEGMENT #6	95,723	-	-	-	-
44-7000-7002	-SEGMENT #7	-	-	-	-	-
44-7000-7002	-SEGMENT #8	225,107	-	-	-	-
44-7000-7002	-SEGMENT #9	263,596	4,000	-	-	-
44-7000-7009	STREET & DRAINAGE IMPROVEMENTS-DM01	-	-	-	-	-
	CAPITAL PROJECTS	598,657	6,637	-	-	-
	TOTAL TRANSNET CAPITAL PROJECTS	791,216	203,284	205,000	-	-

PROGRAM: MEASURE Q FUND - CAPITAL PROJECTS **ACCT # 02-7XXX**

Measure Q funds are used to account for the acquisition and construction of major capital facilities and infrastructure.

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	CAPITAL PROJECTS					
02-7000-7001	UNDERGROUNDING PROJECT	-	-	424,400	1,376,320	6,629,200
02-7000-7002	DOWNTOWN STREETScape	-	-	6,184,659	38,560	-
02-7000-7003	SHORES PARK MASTER PLAN	-	-	166,530	293,410	358,960
	TOTAL MEASURE Q CAPITAL PROJECTS	-	-	6,775,589	1,708,290	6,988,160

**GENERAL CIP FUND 40
ANNUAL PAVEMENT REHABILITATION**

40-7000-7009

PROJECT DESCRIPTION

The City implements an annual pavement rehabilitation program in an ongoing effort to preserve the integrity of the City's roadways. Individual roadways are selected and prioritized after analysis of the condition of the underlying infrastructure (water, wastewater, storm water) and in accordance with the recommendations of the City's Pavement Management Program.

Operating effect: This project will have minimal impact to the Operating General Fund.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
GENERAL FUND	<u>\$175,000</u>	<u>\$400,000</u>
TOTAL	<u>\$175,000</u>	<u>\$400,000</u>

**GENERAL CIP FUND 40
 MAJOR FACILITY REPAIRS / IMPROVEMENTS
 40-7000-7010**

PROJECT DESCRIPTION

This project provides as-needed major repairs, improvements, and rehabilitation of City facilities. These improvements include painting, heating and air conditioning unit replacements, new carpeting, and roofing repairs. Additionally, the program funds the installation of hardscape features (benches, drinking fountains, etc.) on City property and right-of-way areas.

Operating effect: This project will have positive impacts to the Operating General Fund as maintenance costs for rehabilitated facilities will be marginally lower.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
GENERAL FUND	<u>\$100,000</u>	<u>\$100,000</u>
TOTAL	<u>\$100,000</u>	<u>\$100,000</u>

PROJECT DESCRIPTION

This project includes the seismic upgrade and replacement of the existing bridge. The Federal Highway Bridge Program has obligated funds for approximately 88.5% of the total cost of the project, however the funding obligation is contingent on the City locating funding for the remaining approximately 11.5% in local match funds required to complete the project. The current budget will provide the funding needed to complete the Preliminary Engineering and Project Approval/Environmental Documentation (PA/ED) phase of the project.

Operating effect: This project will have minimal impact to the Operating General Fund.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
GENERAL FUND	\$ 50,000	\$ -
FEDERAL FUNDS	<u>400,000</u>	<u>400,000</u>
TOTAL	<u>\$450,000</u>	<u>\$400,000</u>

**GENERAL CIP FUND 40
PUBLIC WORKS BUILDING IMPROVEMENTS**

40-7000-7012

PROJECT DESCRIPTION

This project will fund improvements/Repairs to the Public Works Facility at 2240 Jimmy Durante Boulevard. Improvements/Repairs include replacing windows, restroom fixtures and roofing.

Operating effect: This project will have minimal impact to the Operating General Fund.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
GENERAL FUND	<u>\$25,000</u>	<u>\$25,000</u>
TOTAL	<u>\$25,000</u>	<u>\$25,000</u>

**GENERAL CIP FUND 40
JIMMY DURANTE BLVD STRIPING**

40-7000-7013

PROJECT DESCRIPTION

This project will re-stripe several lane lines along the northern portion of Jimmy Durante Boulevard.

Operating effect: This project will have minimal impact to the Operating General Fund.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
GENERAL FUND	<u>\$20,000</u>	<u>\$ -</u>
TOTAL	<u>\$20,000</u>	<u>\$ -</u>

GENERAL CIP FUND 40**COAST BLVD AT 22ND ST INTERSECTION PEDESTRIAN IMPROVEMENTS****40-7000-7014****PROJECT DESCRIPTION**

The project will install a new crosswalk along the western leg of the Camino del Mar / Coast Boulevard / 22nd Street intersection and install several ADA compliant pedestrian ramps; new traffic Striping and Signage included. The project is primarily funded with County of San Diego, Community Development Block Grant Funds.

Operating effect: This project will have minimal impact to the Operating General Fund.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
GENERAL FUND	<u>\$25,000</u>	<u>-</u>
COMMUNITY DEVELOPMENT BLOCK GRANT*		
TOTAL	<u>\$25,000</u>	<u>\$ -</u>

**GENERAL CIP FUND 40
LOS PENASQUITOS LAGOON REPAIRS**

40-7000-7015

PROJECT DESCRIPTION

This project is subsequent to the Carmel Valley Road 30-inch Storm Drain Outfall Urgent Repair. Scope includes restoring native vegetation at the project site.

Operating effect: This project will have minimal impact to the Operating General Fund.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
GENERAL FUND	\$50,000	\$ -
CLEAN WATER FUND	<u>10,000</u>	<u>2,500</u>
TOTAL	<u>\$60,000</u>	<u>\$2,500</u>

PROJECT DESCRIPTION

This project covers the existing open drainage channel by installing storm drain piping south of 21st Street adjacent to the City’s tennis courts. The project will also involve the environmental mitigation necessary to remove the vegetation lining the existing ditch. Additionally, the project provides for new epoxy-coated chain link fencing around the tennis courts and park landscaping improvements throughout the area.

Operating effect: This project will have minimal impact to the Operating General Fund.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
GENERAL FUND	<u>\$ -</u>	<u>\$200,000</u>
TOTAL	<u><u>\$ -</u></u>	<u><u>\$200,000</u></u>

GENERAL CIP FUND 40 17TH STREET BEACH AND SAFETY CENTER GARAGE DOOR REPLACEMENT 40-7000-7035
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PROJECT DESCRIPTION

This project replaces the roll-up doors at the 17th Street Beach and Safety Center.

Operating effect: This project will have positive impacts to the Operating General Fund as maintenance costs for rehabilitated facilities will be marginally lower.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
GENERAL FUND	\$ -	\$50,000
TOTAL	\$ -	\$50,000

**MEASURE Q FUND 02
UNDERGROUNDING PROJECT**

02-7000-7001

PROJECT DESCRIPTION

This project includes the conversion of all citywide dry utilities to underground facilities.

Operating effect: This project will have minimal impact to the Operating General Fund.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
GENERAL FUND	<u>\$1,376,320</u>	<u>\$6,629,200</u>
TOTAL	<u>\$1,376,320</u>	<u>\$6,629,200</u>

PROJECT DESCRIPTION

The Shores Park property, owned by the City of Del Mar, supports recreational, community and educational activities. This project involves the establishment of a plan for the redevelopment of the 5.3 acre site at 800 Camino del Mar.

The existing buildings on the site are used (under agreement with the City) by local non-profit organizations, including the Winston School and the Del Mar Foundation (with Community Connections as an occupant). The site also contains a community field that is used for a variety of purposes, including physical education classes, for Winston School, Little League events, general recreation, and as a dog park. The site was purchased by the City of Del Mar using both City funds and donations with the intention of maintaining a parkland use on the site.

As part of the development of the master plan, significant community input on the visioning, programming, and site development will be vetted using a community participation program.

The Master Plan process is underway and is expected to be complete in FY 2020-2021.

Operating effect: This project will have minimal impact to the Operating General Fund.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
MEASURE Q	<u>\$293,410</u>	<u>\$358,960</u>
TOTAL	<u>\$293,410</u>	<u>\$358,960</u>

**CAPITAL IMPROVEMENT
PROGRAM
TEN YEAR PLAN**

TEN-YEAR OPEN SPACE CAPITAL PROJECTS PLAN

ACCT # 21-7000

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	APPROVED 2019-2020	APPROVED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023	PROJECTED 2023-2024
	<u>CAPITAL IMPROVEMENT PROJECTS</u>					
21-7000-7004	POWERHOUSE DECK EXPANSION	100,000	100,000	-	-	-
21-7000-7005	PH TRELLIS/DECK/SKYLIGHTS	25,000	-	-	-	-
21-7000-7006	SEAGROVE PARK LIGHTING	155,000	-	-	-	-
21-7000-7007	RIVERPATH DEL MAR	50,000	50,000	-	-	-
21-7000-7008	29TH STREET ACCESS	300,000	-	-	-	-
21-7000-7040	20TH ST LIFEGUARD TOWER IMPROV	-	25,000	-	-	-
21-7000-7027	CITYWIDE LANDSCAPE IMPROVEMENTS	-	-	-	-	-
21-7000-XXXX	CARMEL VALLEY/CDM LOT LANDSCAPING	-	-	-	-	-
21-7000-XXXX	18TH & 23RD STREET BEACH ENTRY ENHANCE	-	-	-	-	-
	CAPITAL IMPROVEMENT PROJECTS	630,000	175,000	-	-	-

ACCOUNT	DESCRIPTION	PROJECTED 2024-2025	PROJECTED 2025-2026	PROJECTED 2026-2027	PROJECTED 2027-2028	TO BE SCHEDULED
	<u>CAPITAL IMPROVEMENT PROJECTS</u>					
21-7000-7004	POWERHOUSE DECK EXPANSION	-	-	-	-	-
21-7000-7005	PH TRELLIS/DECK/SKYLIGHTS	-	-	-	-	-
21-7000-7006	SEAGROVE PARK LIGHTING	-	-	-	-	-
21-7000-7007	RIVERPATH DEL MAR	-	-	-	-	-
21-7000-7008	29TH STREET ACCESS	-	-	-	-	-
21-7000-7040	20TH ST LIFEGUARD TOWER IMPROV	-	-	-	-	-
21-7000-7027	CITYWIDE LANDSCAPE IMPROVEMENTS	-	-	-	-	1,000,000
21-7000-XXXX	CARMEL VALLEY/CDM LOT LANDSCAPING	-	-	-	-	100,000
21-7000-XXXX	18TH & 23RD STREET BEACH ENTRY ENHANCE	-	-	-	-	50,000
	CAPITAL IMPROVEMENT PROJECTS	-	-	-	-	1,150,000

TEN-YEAR GENERAL CAPITAL PROJECTS PLAN

ACCT # 40-7000

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	APPROVED 2019-2020	APPROVED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023	PROJECTED 2023-2024
	CAPITAL IMPROVEMENT PROJECTS					
40-7000-7009	ANNUAL PAVEMENT REHABILITATION	175,000	400,000	330,000	300,000	300,000
40-7000-7010	MAJOR FACILITIES MAINTENANCE	100,000	100,000	100,000	100,000	100,000
40-7000-7011	CDM BRIDGE OVER SAN DIEGUITO	450,000	400,000	493,300	493,330	493,340
40-7000-7012	PUBLIC WORKS BUILDING IMPROVEMENTS	25,000	25,000	-	-	-
40-7000-7013	JIMMY DURANTE BLVD STRIPING	20,000	-	-	-	-
40-7000-7014	COAST BLVD AT 27TH ST INTERSECTION IMP	25,000	-	-	-	-
40-7000-7015	LOS PENASQUITOS LAGOON REPAIRS	50,000	-	-	-	-
40-7000-7029	TENNIS COURT DRAINAGE DITCH	-	200,000	-	-	-
40-7000-7035	BEACH SAFETY CENTER REPAIRS	-	50,000	25,000	-	-
40-7000-XXXX	15TH ST TRAFFIC SIGNAL OVERRIDE	-	-	-	20,000	-
40-7000-XXXX	CDM BRIDGE OVER RAILROAD	-	-	-	50,000	-
40-7000-XXXX	PUBLIC WORKS FACILITY PLAN	-	-	-	-	100,000
40-7000-XXXX	FIRE DEPARTMENT FACILITY PLAN	-	-	-	-	100,000
40-7000-XXXX	TENNIS COURT RESURFACING	-	-	-	-	22,000
40-7000-XXXX	TOT LOT REPAIRS/IMPROVEMENTS	-	-	-	-	175,000
40-7000-XXXX	20TH ST LIFEGUARD TOWER REPAIRS/IMPROV	-	-	-	-	-
40-7000-XXXX	TRAFFIC SIGNAL INTERCONNECTION PROJECT	-	-	-	-	-
40-7000-XXXX	TRAFFIC CALMING RESIDENTIAL STREETS	-	-	-	-	-
40-7000-XXXX	CDM EAST SLOPE STABILIZATION	-	-	-	-	-
40-7000-XXXX	SEA WALL AND STREET END IMPROVEMENTS	-	-	-	-	-
40-7000-XXXX	PAVING OF UNFINISHED ALLEYS	-	-	-	-	-
40-7000-XXXX	FUTURE ROUNDABOUT	-	-	-	-	-
40-7000-XXXX	RAILROAD CROSSINGS (3)	-	-	-	-	-
40-7000-XXXX	ALVARADO HOUSE BUILDING ASSESSMENT	-	-	-	-	-
40-7000-XXXX	REBUILD/REMODEL FIRE STATION	-	-	-	-	-
40-7000-XXXX	REBUILD/REMODEL PUBLIC WORKS BLDG	-	-	-	-	-
	CAPITAL IMPROVEMENT PROJECTS	845,000	1,175,000	948,300	963,330	1,290,340

ACCOUNT	DESCRIPTION	PROJECTED 2024-2025	PROJECTED 2025-2026	PROJECTED 2026-2027	PROJECTED 2027-2028	TO BE SCHEDULED
	<u>CAPITAL IMPROVEMENT PROJECTS</u>					
40-7000-7009	ANNUAL PAVEMENT REHABILITATION	300,000	300,000	300,000	300,000	-
40-7000-7010	MAJOR FACILITIES MAINTENANCE	100,000	100,000	100,000	100,000	-
40-7000-7011	CDM BRIDGE OVER SAN DIEGUITO	9,600,000	9,600,000	-	-	-
40-7000-7012	PUBLIC WORKS BUILDING IMPROVEMENTS	-	-	-	-	-
40-7000-7013	JIMMY DURANTE BLVD STRIPING	-	-	-	-	-
40-7000-7014	COAST BLVD AT 27TH ST INTERSECTION IMP	-	-	-	-	-
40-7000-7015	LOS PENASQUITOS LAGOON REPAIRS	-	-	-	-	-
40-7000-7029	TENNIS COURT DRAINAGE DITCH	-	-	-	-	-
40-7000-7035	BEACH SAFETY CENTER REPAIRS	-	-	-	-	-
40-7000-XXXX	15TH ST TRAFFIC SIGNAL OVERRIDE	-	-	-	-	-
40-7000-XXXX	CDM BRIDGE OVER RAILROAD	-	-	-	-	-
40-7000-XXXX	PUBLIC WORKS FACILITY PLAN	-	-	-	-	-
40-7000-XXXX	FIRE DEPARTMENT FACILITY PLAN	-	-	-	-	-
40-7000-XXXX	TENNIS COURT RESURFACING	-	-	-	-	-
40-7000-XXXX	TOT LOT REPAIRS/IMPROVEMENTS	-	-	-	-	-
40-7000-XXXX	20TH ST LIFE GUARD TOWER REPAIRS/IMPROV	-	500,000	-	-	-
40-7000-XXXX	TRAFFIC SIGNAL INTERCONNECTION PROJECT	-	-	-	-	100,000
40-7000-XXXX	TRAFFIC CALMING RESIDENTIAL STREETS	-	-	-	-	110,000
40-7000-XXXX	CDM EAST SLOPE STABILIZATION	-	-	-	-	1,000,000
40-7000-XXXX	SEA WALL AND STREET END IMPROVEMENTS	-	-	-	-	2,000,000
40-7000-XXXX	PAVING OF UNFINISHED ALLEYS	-	-	-	-	725,000
40-7000-XXXX	FUTURE ROUNDABOUT	-	-	-	-	675,000
40-7000-XXXX	RAILROAD CROSSINGS (3)	-	-	-	-	15,000,000
40-7000-XXXX	ALVARADO HOUSE BUILDING ASSESSMENT	-	-	-	-	600,000
40-7000-XXXX	REBUILD/REMODEL FIRE STATION	-	-	-	-	4,000,000
40-7000-XXXX	REBUILD/REMODEL PUBLIC WORKS BLDG	-	-	-	-	10,000,000
	CAPITAL IMPROVEMENT PROJECTS	10,000,000	10,500,000	400,000	400,000	34,210,000

TEN-YEAR MEASURE Q CAPITAL PROJECTS PLAN **ACCT # 02-7000**

EXPENDITURE DETAIL						
ACCOUNT	DESCRIPTION	APPROVED 2019-2020	APPROVED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023	PROJECTED 2023-2024
	<u>CAPITAL IMPROVEMENT PROJECTS</u>					
02-7000-7001	UNDERGROUNDING PROJECT	1,376,320	6,629,200	6,000,000	4,500,000	5,850,000
02-7000-7002	ROADWAY & SIDEWALK IMPROVEMENTS	38,560	-	800,000	-	-
02-7000-7003	SHORES PARK MASTER PLAN	293,410	358,960	-	-	-
	CAPITAL IMPROVEMENT PROJECTS	1,708,290	6,988,160	6,800,000	4,500,000	5,850,000

ACCOUNT	DESCRIPTION	PROJECTED 2024-2025	PROJECTED 2025-2026	PROJECTED 2026-2027	PROJECTED 2027-2028	TO BE SCHEDULED
	<u>CAPITAL IMPROVEMENT PROJECTS</u>					
02-7000-7001	UNDERGROUNDING PROJECT	4,400,000	4,400,000	5,800,000	4,400,000	14,500,000
02-7000-7002	ROADWAY & SIDEWALK IMPROVEMENTS	-	-	-	-	1,300,000
02-7000-7003	SHORES PARK MASTER PLAN	-	-	-	-	13,500,000
	CAPITAL IMPROVEMENT PROJECTS	4,400,000	4,400,000	5,800,000	4,400,000	29,300,000

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Internal Service Fund

INTERNAL SERVICE FUND

An internal service fund is used to account for the City's internal business-type activity. Internal business-type activities transpire when benefits are provided to other funds or departments and those entities are charged for the service.

In Fiscal Year 2003-2004, Del Mar became self-insured for workers' compensation to achieve cost savings and management control. All expenditures related to workers' compensation are paid from the internal service fund. Each department is charged for the cost of the program, which results in revenue for the fund.

PROGRAM: WORKERS' COMPENSATION**ACCT # 50-5420**

This internal service fund represents the City's self insurance fund for workers' compensation. Each program is charged for the cost of workers' compensation, and claims, excess insurance and third party administration are paid out of this fund.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	86,978	263,621	271,800	255,000	261,750 (1)
Contractual Services	22,968	28,783	45,000	37,000	40,000 (2)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	109,946	292,404	316,800	292,000	301,750
POSITIONS (FTE)	-	-	-	-	-

- (1) Maintenance and Operations for FY 2019-20 reflects a 6% excess workers' compensation premium increase based on FY 2018-19 actual premium, and an additional 5% premium increase in FY 2020-21.
- (2) Contractual Services includes workers' compensation audit fees, claims administration and medical indemnity fees. FY 2020-21 includes cost related to completing a worker's compensation actuarial report.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	WORKERS' COMPENSATION					
50-5420-4000	INSURANCE	139,102	136,279	151,800	135,000	141,750
50-5420-4300	CLAIMS	(52,124)	127,342	120,000	120,000	120,000
	MAINTENANCE & OPERATIONS	86,978	263,621	271,800	255,000	261,750
50-5420-3200	CONTRACTUAL SERVICES	22,968	28,783	45,000	37,000	40,000
	WORKERS' COMPENSATION	109,946	292,404	316,800	292,000	301,750

ENTERPRISE FUNDS

Enterprise funds account for operations that are financed and operated in a manner similar to private businesses. The intent is that the costs of providing the services are recovered through user fees.

The City has three enterprise funds that account for the activities of the Water, Clean Water, and Wastewater programs. Clean Water was added in Fiscal Year 2003-04 to account for the mandated costs of the City's National Pollution Discharge Elimination System (NPDES) permit. While the City owns a water utility system, raw water is purchased, treated and delivered by outside sources. Because the City does not have a sewage treatment facility, this service is provided by the San Elijo Joint Powers Authority and City of San Diego through multiple contracts.

A full cost of service study and rate review, including review by the Finance Committee, occurred in early 2019. New Wastewater and Water rates became effective July 1, 2019 while the new Clean Water Rates are currently under review.

Because the City utility customer base is small (approximately 1,900 customers), there are few economies of scale. Through careful monitoring, operations and maintenance costs incurred at the City level have remained stable for the two-year budget period. Staff continues to work with partnering agencies to minimize pass-through costs for raw water (San Diego County Water Authority), treated water (City of San Diego), recycled water (San Elijo JPA), and wastewater transportation and treatment (San Elijo JPA / City of San Diego).

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WATER FUND



PROGRAM: WATER**ACCT # 51-5840**

The Department of Public Works and Finance share management of the Water Utility administrative functions. These functions include bi-monthly meter reading and billing to approximately 1,900 accounts. This program also covers the purchase, transportation, and treatment of approximately 1,000 acre-feet of raw water through contracts with the San Diego County Water Authority and the City of San Diego. Public Works verifies compliance with all State and Federal requirements through periodic testing of the system's water and provides maintenance of all water system infrastructure, including meters, piping, reservoirs, and valves.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021	
Employee Services	\$ 590,596	\$ 538,745	\$ 630,610	\$ 631,170	\$ 661,060	(1)
Maintenance & Operations	885,818	938,308	997,450	986,470	1,005,580	(2)
Contractual Services	1,709,029	1,933,846	2,079,230	2,051,220	2,130,500	(3)
Debt Service	-	-	-	-	-	
Capital Outlay	20,788	24,652	9,450	11,550	11,550	(4)
GRAND TOTAL	3,206,231	3,435,551	3,716,740	3,680,410	3,808,690	
POSITIONS						
Full Time	5.25	5.25	5.25	5.33	5.33	
Part Time	0.30	0.30	0.30	0.22	0.22	
POSITIONS (FTE)	5.55	5.55	5.55	5.55	5.55	

- (1) Employee Services includes the addition of a maintenance worker and the elimination of two part time workers that are allocated to the various programs in the Public Works department.
- (2) Operating Supplies includes water system supplies, such as replacement valves and meters. Increase in the administrative charge accounts for the Water fund's portion of the City Hall/Town Hall debt service.
- (3) Contractual Services includes funding for periodic cleaning of the City's four water reservoirs. Raw Water Supply includes funding for raw water purchases from the San Diego County Water Authority. Water Treatment & Delivery includes funding for treatment and delivery of the City's water from the City of San Diego's Miramar Water Treatment Plant.
- (4) Capital Outlay accounts for the allocated portion (35%) of the replacement of one Public Works vehicle per year (12 vehicle fleet).

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	WATER					
51-5840-1000	SALARIES - PERMANENT	395,316	347,701	420,710	410,940	428,360
51-5840-1200	EMPLOYEE BENEFITS	150,941	140,085	166,350	184,120	195,820
51-5840-1205	WORKERS' COMPENSATION	16,090	15,510	18,550	18,610	19,380
51-5840-1300	SALARIES - SEASONAL	27,654	25,890	17,500	7,500	7,500
51-5840-1400	OVERTIME	595	9,559	7,500	10,000	10,000
	EMPLOYEE SERVICES	590,596	538,745	630,610	631,170	661,060
51-5840-2000	BUILDING MAINTENANCE	1,139	2,569	2,280	3,150	3,150
51-5840-2100	EQUIP/RADIO MAINT & REPAIR	3,049	3,493	2,980	2,980	2,980
51-5840-2131	VEHICLE MAINTENANCE	12,115	5,896	7,700	8,400	8,400
51-5840-2200	GENERAL MAINT & REPAIR	9,174	8,678	10,000	10,000	10,000
51-5840-2300	OPERATING SUPPLIES	31,176	34,466	31,300	41,620	41,620
51-5840-2320	POSTAGE	2,731	2,753	3,500	3,500	3,500
51-5840-2400	UNIFORMS	4,586	3,852	4,200	4,900	4,900
51-5840-2600	SMALL TOOLS & EQUIPMENT	4,957	1,450	3,930	3,930	3,930
51-5840-2800	GAS & OIL	10,293	12,540	11,200	12,320	12,320
51-5840-3000	ADVERTISING & PRINTING	1,228	1,045	1,000	1,000	1,000
51-5840-3300	UTILITIES	6,027	6,996	5,500	8,300	8,300
51-5840-3400	TELEPHONE	5,400	5,137	6,300	6,300	6,300
51-5840-3600	PROPERTY/EQUIPMENT RENTAL	6,836	7,383	4,700	4,700	1,200
51-5840-3700	MEMBERSHIPS & SUBSCRIPTIONS	2,580	1,588	3,030	3,030	3,030
51-5840-3800	MEETINGS & TRAVEL	685	-	260	260	260
51-5840-3801	TRAINING	329	840	1,920	1,970	1,970
51-5840-3900	AUTO ALLOWANCE	4,010	2,300	3,360	3,430	3,430
51-5840-4000	INSURANCE	44,312	50,614	59,420	39,970	40,070
51-5840-4200	ADMINISTRATIVE CHARGE	359,426	404,310	420,870	437,710	455,220
51-5840-4300	CLAIMS	-	-	5,000	5,000	5,000
51-5840-4400	CLAIMS ADMIN/LITIGATION	2,716	-	1,000	1,000	1,000
51-5840-4800	ASSESSMENTS	15,355	11,331	8,000	8,000	8,000
51-5840-5800	DEPRECIATION	357,694	371,067	400,000	375,000	380,000
	MAINTENANCE & OPERATIONS	885,818	938,308	997,450	986,470	1,005,580
51-5840-3200	CONTRACTUAL SERVICES	78,492	151,935	114,040	86,030	86,690
51-5840-3230	RAW WATER SUPPLY	1,296,213	1,480,926	1,588,040	1,588,040	1,651,560
51-5840-3240	WATER TREATMENT & DELIVERY	334,324	300,985	377,150	377,150	392,250
	CONTRACTUAL SERVICES	1,709,029	1,933,846	2,079,230	2,051,220	2,130,500
51-5840-5300	MACHINERY & EQUIPMENT	20,788	15,112	-	-	-
51-5840-5500	VEHICLES	-	9,540	9,450	11,550	11,550
	CAPITAL OUTLAY	20,788	24,652	9,450	11,550	11,550
	WATER FUND	3,206,231	3,435,551	3,716,740	3,680,410	3,808,690

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WATER CAPITAL PROJECTS



PROGRAM: CAPITAL IMPROVEMENT PROJECT

ACCT # 51-7000

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	<u>CAPITAL IMPROVEMENT PROJECTS</u>					
51-6135-5900	JDB PIPELINE REPLACEMENT	-	-	907,000	-	-
51-6917-5900	RECYCLED WATER INFRASTRUCTURE	20,142	11,824	-	-	-
51-6918-5900	SB RECYCLED WATER INFRASTR	21,187	171,046	-	-	-
51-7000-7016	SIDEWALK, STREET & DRAINAGE	-	-	268,831	-	-
51-7000-7017	WATER INFRASTRUCTURE IMPROV	53,686	155,233	139,995	340,000	176,000
51-7000-7018	CHRISTIE LANE PROJECT	-	-	-	12,000	-
51-7000-7037	WATER VALVE REPLACEMENTS	-	-	-	20,000	20,000
51-7000-7041	UPSIZE 4TH ST PRV STATION	-	-	-	-	49,500
51-7000-7042	CITYWIDE FIRE FLOW UPGRADES	-	-	-	-	90,000
51-7000-7043	FOREST PRV STATION MODIFICATION	-	-	-	-	45,100
51-7000-7044	STRATFORD ZONE CONVERSION	-	-	-	-	9,900
	CAPITAL IMPROVEMENT PROJECTS	95,015	338,103	1,315,826	372,000	390,500

**WATER CIP FUND 51
ANNUAL WATER INFRASTRUCTURE IMPROVEMENTS**

51-7000-7017

PROJECT DESCRIPTION:

Water infrastructure repairs and rehabilitation. Annual project to replace portions of water infrastructure (pipelines and valves and meters). Does not currently include automated meters.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
WATER CIP FUND	<u>\$340,000</u>	<u>\$176,000</u>
TOTAL	<u>\$340,000</u>	<u>\$176,000</u>

**WATER CIP FUND 51
CHRISTIE LAND BLOW OFF PROJECT**

51-7000-7018

PROJECT DESCRIPTION:

Reroute water service connection to allow dead end abandonment and re-establish loop.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
WATER CIP FUND	<u>\$12,000</u>	<u>\$ -</u>
TOTAL	<u>\$12,000</u>	<u>\$ -</u>

WATER CIP FUND 51
WATER VALVE REPLACEMENTS

51-7000-7037

PROJECT DESCRIPTION:

Water Valve Replacements as identified by Public Works Valve Exercising Program.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
WATER CIP FUND	<u>\$20,000</u>	<u>\$20,000</u>
TOTAL	<u>\$20,000</u>	<u>\$20,000</u>

WATER CIP FUND 51**UPSIZE 4TH STREET PRESSURE RELIEF STATION**

51-7000-7041

PROJECT DESCRIPTION:

Upsize 4th Street Pressure Relief Station, enhance fire flow.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
WATER CIP FUND	<u>\$ -</u>	<u>\$49,500</u>
TOTAL	<u><u>\$ -</u></u>	<u><u>\$49,500</u></u>

**WATER CIP FUND 51
CITYWIDE FLOW UPGRADES**

51-7000-7042

PROJECT DESCRIPTION:

Modifications of Pressure Relief Valves throughout the City's distribution system to accommodate various flow scenarios.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
WATER CIP FUND	<u>\$ -</u>	<u>\$90,000</u>
TOTAL	<u><u>\$ -</u></u>	<u><u>\$90,000</u></u>

WATER CIP FUND 51 FOREST WAY PRESSURE RELIEF VALVE STATION MODIFICATION 51-7000-7043

PROJECT DESCRIPTION:

Forest Way Pressure Relief Valve Station Modifications, help fire flow.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
WATER CIP FUND	\$ -	\$45,100
TOTAL	\$ -	\$45,100

**WATER CIP FUND 51
STRATFORD ZONE CONVERSION**

51-7000-7044

PROJECT DESCRIPTION:

Modify the Stratford Service Zone and improve the service and fire pressure in the area and improve water quality in the 11th Street Reservoir.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
WATER CIP FUND	\$ -	\$9,900
TOTAL	\$ -	\$9,900

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WATER CAPITAL PROJECTS TEN YEAR PLAN



TEN-YEAR WATER CAPITAL PROJECTS PLAN **ACCT # 51-7000**

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	APPROVED 2019-2020	APPROVED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023	PROJECTED 2023-2024
	<u>CAPITAL IMPROVEMENT PROJECTS</u>					
51-7000-7017	WATER INFRASTRUCTURE IMPROV	340,000	176,000	120,000	332,000	76,000
51-7000-7018	CHRISTIE LANE PROJECT	12,000	-	-	-	-
51-7000-7037	WATER VALVE REPLACEMENTS	20,000	20,000	20,000	20,000	20,000
51-7000-7041	UPSIZE 4TH STREET PRV STATION	-	49,500	-	-	-
51-7000-7042	CITYWIDE FIRE FLOW UPGRADES	-	90,000	210,000	-	-
51-7000-7043	FOREST PRV STATION MODIFICATIONS	-	45,100	-	-	-
51-7000-7044	STRATFORD ZONE CONVERSION	-	9,900	-	-	-
51-7000-XXXX	RESERVOIR REHAB PROGRAM	-	-	-	-	210,000
51-7000-XXXX	CREST RESERVOIR PIPING UPGRADE	-	-	-	-	-
51-7000-XXXX	HIGH ZONE PRESSURE RELIEF STATIONS	-	-	-	-	-
51-7000-XXXX	ZUNI RESERVOIR DECOMMISSIONING	-	-	-	-	-
51-7000-XXXX	11TH STREET RESERVOIR IMPROV	-	-	-	-	-
51-7000-XXXX	AUTOMATED METER INFRASTRUCTURE	-	-	-	-	-
51-7000-XXXX	RECYCLED WATER EXPANSION	-	-	-	-	-
51-7000-XXXX	SEISMIC EQUIPMENT ASSESSMENT	-	-	-	-	-
51-7000-XXXX	LOW ZONE SERVICE EXPANSION	-	-	-	-	-
51-7000-XXXX	21ST STREET PIPELINE INSTALL	-	-	-	-	-
51-7000-XXXX	HIGH ZONE BACKFEED PROJECT	-	-	-	-	-
	CAPITAL IMPROVEMENT PROJECTS	372,000	390,500	350,000	352,000	306,000

ACCOUNT	DESCRIPTION	PROJECTED 2024-2025	PROJECTED 2025-2026	PROJECTED 2026-2027	PROJECTED 2027-2028	TO BE SCHEDULED
	<u>CAPITAL IMPROVEMENT PROJECTS</u>					
51-7000-7017	WATER INFRASTRUCTURE IMPROV	176,000	176,000	176,000	176,000	-
51-7000-7018	CHRISTIE LANE PROJECT	-	-	-	-	-
51-7000-7037	WATER VALVE REPLACEMENTS	20,000	20,000	20,000	20,000	-
51-7000-7041	UPSIZE 4TH STREET PRV STATION	-	-	-	-	-
51-7000-7042	CITYWIDE FIRE FLOW CONVERSION	-	-	-	-	-
51-7000-7043	FOREST PRV STATION MODIFICATIONS	-	-	-	-	-
51-7000-7044	STRATFORD ZONE CONVERSION	-	-	-	-	-
51-7000-XXXX	RESERVOIR REHAB PROGRAM	90,000	-	-	-	-
51-7000-XXXX	CREST RESERVOIR PIPING UPGRADE	64,000	156,000	-	-	-
51-7000-XXXX	HIGH ZONE PRESSURE RELIEF STATIONS	-	-	154,000	155,000	-
51-7000-XXXX	ZUNI RESERVOIR DECOMMISSIONING	-	-	-	-	510,000
51-7000-XXXX	11TH STREET RESERVOIR IMPROV	-	-	-	-	52,800
51-7000-XXXX	AUTOMATED METER INFRASTRUCTURE	-	-	-	-	1,000,000
51-7000-XXXX	RECYCLED WATER EXPANSION	-	-	-	-	3,000,000
51-7000-XXXX	SEISMIC EQUIPMENT ASSESSMENT	-	-	-	-	58,300
51-7000-XXXX	LOW ZONE SERVICE EXPANSION	-	-	-	-	1,036,200
51-7000-XXXX	21ST STREET PIPELINE INSTALL	-	-	-	-	61,600
51-7000-XXXX	HIGH ZONE BACKFEED PROJECT	-	-	-	-	129,000
	CAPITAL IMPROVEMENT PROJECTS	350,000	352,000	350,000	351,000	5,847,900

CLEAN WATER FUND



PROGRAM: CLEAN WATER PLANNING **ACCT # 55-5530**

The Planning Department assists in the active enforcement of the Clean Water regulations as per the Municipal Stormwater Permit issued by the Regional Water Quality Control Board. Responsibilities include regional participation as part of the Co-permittees, oversight of contractual services, project and plan review, permitting, construction monitoring, and implementation of best management practices.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ 44,404	\$ 47,836	\$ 53,260	\$ 50,200	\$ 52,820 (1)
Maintenance & Operations	847	1,135	-	810	810
Contractual Services	1,160	-	-	-	-
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	46,411	48,971	53,260	51,010	53,630
POSITIONS					
Full Time	0.24	0.24	0.24	0.24	0.24
Part Time	-	-	-	-	-
POSITIONS (FTE)	0.24	0.24	0.24	0.24	0.24

(1) For purposes of review of projects, and permitting and construction monitoring, 10 percent of the Planning Director's time and four percent of the time for planning staff are charged to this account.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	PLANNING					
55-5530-1000	SALARIES - PERMANENT	32,461	34,031	40,310	35,870	37,310
55-5530-1200	EMPLOYEE BENEFITS	8,942	10,923	11,790	10,940	11,970
55-5530-1205	WORKERS' COMPENSATION	793	849	1,160	1,050	1,090
55-5530-1300	SALARIES - SEASONAL	2,115	2,019	-	2,340	2,450
55-5530-1400	OVERTIME	93	14	-	-	-
	EMPLOYEE SERVICES	44,404	47,836	53,260	50,200	52,820
55-5530-3400	TELEPHONE	456	456	-	90	90
55-5530-3900	AUTO ALLOWANCE	391	679	-	720	720
	MAINTENANCE & OPERATIONS	847	1,135	-	810	810
55-5530-3200	CONTRACTUAL SERVICES	1,160	-	-	-	-
	PLANNING	46,411	48,971	53,260	51,010	53,630

PROGRAM: CLEAN WATER CODE ENFORCEMENT

ACCT # 55-5536

Active code enforcement is required as part of the Clean Water regulations under the Municipal Stormwater Permit issued by the San Diego Regional Water Quality Control Board. The City's Code Enforcement Officer assists the Clean Water Manager in this regard.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ 25,016	\$ 25,309	\$ 28,500	\$ 31,960	\$ 33,410 (1)
Maintenance & Operations	-	-	-	-	-
Contractual Services	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	25,016	25,309	28,500	31,960	33,410
POSITIONS					
Full Time	0.25	0.25	0.25	0.25	0.25
Part Time	-	-	-	-	-
POSITIONS (FTE)	0.25	0.25	0.25	0.25	0.25

(1) The City's full-time code enforcement officer charges 25 percent of their time to this program in compliance with the requirements for active code enforcement.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	CODE ENFORCEMENT					
55-5536-1000	SALARIES - PERMANENT	16,841	17,193	18,910	18,480	19,040
55-5536-1200	EMPLOYEE BENEFITS	6,996	6,863	8,170	12,060	12,910
55-5536-1205	WORKERS' COMPENSATION	1,179	1,253	1,420	1,420	1,460
	EMPLOYEE SERVICES	25,016	25,309	28,500	31,960	33,410
	CODE ENFORCEMENT	25,016	25,309	28,500	31,960	33,410

PROGRAM: CLEAN WATER PROGRAM MANAGEMENT

ACCT # 55-5539

The City of Del Mar's Clean Water Manager is a consultant that is responsible for general program administration and day-to-day activities for the Clean Water Program. Because of the technical nature of the program, it is more cost efficient to utilize an outside consultant rather than a specialized full-time staff member. Management costs include fees to agencies, development and distribution of educational materials, and general compliance activities with the Municipal Stormwater Permit.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	PROPOSED 2019-2020	PROPOSED 2020-2021
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	31,374	15,463	67,250	46,000	96,000 (1)
Contractual Services	221,393	171,162	217,000	232,000	237,000 (2)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
GRAND TOTAL	252,767	186,625	284,250	278,000	333,000
POSITIONS (FTE)	-	-	-	-	-

- (1) Maintenance and Operations fees include assessments from outside agencies, including the State of California, permit fees and cost sharing MOUs with Copermittees, in addition to general monitoring costs.
- (2) Contractual service costs under program management include programmatic implementation contracts which are not a part of engineering services. These costs include new implementation programs required under the new discharge permit and special studies.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	CLEAN WATER MANAGEMENT					
55-5539-2300	OPERATING SUPPLIES	-	291	500	500	500
55-5539-3000	ADVERTISING & PRINTING	-	-	1,000	500	500
55-5539-4800	ASSESSMENTS	31,374	15,172	65,750	45,000	95,000
	MAINTENANCE & OPERATIONS	31,374	15,463	67,250	46,000	96,000
55-5539-3200	CONTRACTUAL SERVICES	221,393	171,162	217,000	232,000	237,000
	CLEAN WATER MANAGEMENT	252,767	186,625	284,250	278,000	333,000

PROGRAM: CLEAN WATER

ACCT # 55-5840

This budget provides for the Public Works Department's expenses related to the City's Clean Water Program and compliance with then City's municipal permit with the Regional Water Quality Control Board. This program includes monitoring, water quality testing, permits, and labor associated with operation of the City's Storm Water system. Additionally, a portion of the costs related to the maintenance and cleaning of the City's sidewalks, streets, parks, and beaches are included within this program. This program also provides for a portion of the costs incurred for the increased supervision, documentation, pesticide and fertilization monitoring, and litter control mandated by the NPDES permit for landscaping of the City's medians, islands, and open spaces.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ 119,292	\$ 109,464	\$ 152,260	\$ 161,790	\$ 168,730
Maintenance & Operations	46,837	61,775	40,310	48,160	45,360 (1)
Contractual Services	42,444	62,012	61,910	65,870	65,870 (2)
Debt Service	-	-	-	-	-
Capital Outlay	3,564	4,227	1,620	1,980	1,980 (3)
GRAND TOTAL	212,137	237,478	256,100	277,800	281,940
POSITIONS					
Full Time	1.17	1.17	1.17	1.17	1.17
Part Time	-	-	-	-	-
POSITIONS (FTE)	1.17	1.17	1.17	1.17	1.17

- (1) Property/Equipment Rental includes equipment rental required for sidewalk and roadway repairs.
- (2) Contractual Services includes street sweeping, median landscaping, and urban forestry maintenance services.
- (3) Capital Outlay accounts for the allocated portion (6%) of the replacement of one Public Works vehicle per year (12 vehicle fleet). Also, programs allocation of FY 2020-21 of Caterpillar Loader "Rent To Own" lease is ending in 2019.

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	<u>PUBLIC WORKS</u>					
55-5840-1000	SALARIES - PERMANENT	71,852	65,600	86,310	93,460	97,520
55-5840-1200	EMPLOYEE BENEFITS	28,710	26,745	36,050	38,330	41,030
55-5840-1205	WORKERS' COMPENSATION	4,392	4,149	6,640	6,670	6,850
55-5840-1300	SALARIES - SEASONAL	13,753	12,085	20,880	20,880	20,880
55-5840-1400	OVERTIME	585	885	2,380	2,450	2,450
	EMPLOYEE SERVICES	119,292	109,464	152,260	161,790	168,730
55-5840-2000	BUILDING MAINT & REPAIR	277	440	390	540	540
55-5840-2100	EQUIP/RADIO MAINT & REPAIR	2,032	160	510	510	510
55-5840-2131	VEHICLE MAINTENANCE	2,358	1,137	1,920	2,040	2,040
55-5840-2200	GENERAL MAINTENANCE/REPAIR	3,621	12,272	3,850	6,850	6,850
55-5840-2300	OPERATING SUPPLIES	10,404	14,861	9,100	10,700	10,700
55-5840-2400	UNIFORMS	786	675	720	840	840
55-5840-2600	SMALL TOOLS & EQUIPMENT	595	242	330	330	330
55-5840-2800	GAS & OIL	1,741	2,150	1,960	2,110	2,110
55-5840-3300	UTILITIES	11,003	18,975	11,640	14,180	14,180
55-5840-3400	TELEPHONE	576	513	480	480	480
55-5840-3600	PROPERTY/EQUIPMENT RENTAL	10,132	7,704	6,520	6,420	3,620
55-5840-3700	MEMBERSHIPS & SUBSCRIPTIONS	93	1	90	90	90
55-5840-3800	MEETINGS & TRAVEL	117	-	50	50	50
55-5840-3801	TRAINING & EDUCATION	415	10	70	80	80
55-5840-3900	AUTO ALLOWANCE	583	291	580	590	590
55-5840-4800	ASSESSMENTS	130	130	100	100	100
55-5840-5800	DEPRECIATION	1,974	2,214	2,000	2,250	2,250
	MAINTENANCE & OPERATIONS	46,837	61,775	40,310	48,160	45,360
55-5840-3200	CONTRACTUAL SERVICES	42,444	62,012	61,910	65,870	65,870
55-5840-5300	MACHINERY AND EQUIPMENT	3,564	2,592	-	-	-
55-5840-5500	VEHICLES	-	1,635	1,620	1,980	1,980
	CAPITAL OUTLAY	3,564	4,227	1,620	1,980	1,980
	PUBLIC WORKS	212,137	237,478	256,100	277,800	281,940

CLEAN WATER CAPITAL PROJECTS



PROGRAM: CAPITAL IMPROVEMENT PROJECT

ACCT # 55-7000

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	<u>CAPITAL IMPROVEMENT PROJECTS</u>					
55-7000-7015	LOS PENASQUITOS LAGOON REPAIR	-	-	-	10,000	2,500
55-7000-7020	TRASH FULL CAPTURE DEVICES	-	-	-	40,000	20,000
55-7000-7021	10TH ST DRAINAGE IMPROVEMENTS	-	-	-	70,000	-
55-7000-7022	LA AMATISTA/NOBB DRAINAGE IMPROV	-	-	-	160,000	-
55-7000-7023	STORM DRAIN SYS INFRASTR ASSESSMENT	-	-	-	65,000	-
55-7000-7032	STORM DRAIN IMPROVEMENTS	-	-	-	100,000	107,500
55-7000-7045	SANTA FE EROSION CONTROL	-	-	-	-	40,000
	CAPITAL IMPROVEMENT PROJECTS	-	-	-	445,000	170,000

CLEAN WATER CIP FUND 55
TRASH FULL CAPTURE DEVICES

55-7000-7020

PROJECT DESCRIPTION:

This project install's trash full capture devices in curb inlets as required for City's compliance with the municipal stormwater permit from the Regional Water Control Board.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
CLEAN WATER CIP FUND	<u>\$40,000</u>	<u>\$20,000</u>
TOTAL	<u>\$40,000</u>	<u>\$20,000</u>

CLEAN WATER CIP FUND 55
10TH STREET DRAINAGE IMPROVEMENTS

55-7000-7021

PROJECT DESCRIPTION:

This project will fund Curb / Gutter / Driveway Aprons and minor paving to correct drainage patterns along 10th Street.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
CLEAN WATER CIP FUND	<u>\$70,000</u>	\$ -
TOTAL	<u>\$70,000</u>	<u>\$ -</u>

CLEAN WATER CIP FUND 55**LA AMATISTA/NOBB DRAINAGE IMPROVEMENTS****55-7000-7022**

PROJECT DESCRIPTION:

This project will fund Crossgutter / Curb / Gutter / Driveway Aprons and minor paving to correct drainage patterns along Nobb Avenue, just north of La Amatista Street.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
CLEAN WATER CIP FUND	<u>\$160,000</u>	<u>\$ -</u>
TOTAL	<u>\$160,000</u>	<u>\$ -</u>

CLEAN WATER CIP FUND 55**STORM DRAIN SYSTEM INFRASTRUCTURE ASSESSMENT****55-7000-7023**

PROJECT DESCRIPTION:

Infrastructure Assessment of existing Storm Drain Facilities including Corrugated Metal and Reinforced Concrete Pipelines and Structures.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
CLEAN WATER CIP FUND	<u>\$65,000</u>	<u>\$ -</u>
TOTAL	<u>\$65,000</u>	<u>\$ -</u>

**CLEAN WATER CIP FUND 55
ANNUAL STORM DRAIN IMPROVEMENTS**

55-7000-7032

PROJECT DESCRIPTION:

Drainage improvements to address failed or failing storm drain infrastructure. Improvements are prioritized to resolve flood-prone areas.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
CLEAN WATER CIP FUND	<u>\$100,000</u>	<u>\$107,500</u>
TOTAL	<u>\$100,000</u>	<u>\$107,500</u>

CLEAN WATER CIP FUND 55
SANTA FE EROSION CONTROL

55-7000-7045

PROJECT DESCRIPTION:

Install drainage improvements on east shoulder of Santa Fe Avenue at 20th Street to prevent erosion.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
WATER CIP FUND	\$ -	\$40,000
TOTAL	\$ -	\$40,000

CLEAN WATER CAPITAL PROJECTS TEN YEAR PLAN



TEN-YEAR CLEAN WATER CAPITAL PROJECTS PLAN **ACCT # 55-7000**

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	APPROVED 2019-2020	APPROVED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023	PROJECTED 2023-2024
	<u>CAPITAL IMPROVEMENT PROJECTS</u>					
55-7000-7015	LOS PENASQUITOS LAGOON REPAIR	10,000	2,500	2,500	-	-
55-7000-7020	TRASH FULL CAPTURE DEVICES	40,000	20,000	20,000	20,000	-
55-7000-7021	10TH ST DRAINAGE IMPROVEMENTS	70,000	-	-	-	-
55-7000-7022	LA AMATISTA/NOBB DRAINAGE IMPROV	160,000	-	-	-	-
55-7000-7023	STORM DRAIN SYS INFRASTR ASSESS	65,000	-	-	-	-
55-7000-7032	STORM DRAIN IMPROVEMENTS	100,000	107,500	107,500	110,000	110,000
55-7000-7045	SANTA FE EROSION CONTROL	-	40,000	-	-	-
55-7000-XXXX	CROSS CHANNEL GUTTER IMPROV	-	-	45,000	-	-
55-7000-XXXX	COAST BLVD FLOOD CONTROL IMPROV	-	-	-	-	100,000
55-7000-XXXX	SCADA IMPROVEMENTS	-	-	-	-	-
55-7000-XXXX	9TH ST DRAINAGE IMPROVEMENTS	-	-	-	-	-
55-7000-XXXX	LOW FLOW DIVERSION	-	-	-	-	-
	CAPITAL IMPROVEMENT PROJECTS	445,000	170,000	175,000	130,000	210,000

ACCOUNT	DESCRIPTION	PROJECTED 2024-2025	PROJECTED 2025-2026	PROJECTED 2026-2027	PROJECTED 2027-2028	TO BE SCHEDULED
	<u>CAPITAL IMPROVEMENT PROJECTS</u>					
55-7000-7015	LOS PENASQUITOS LAGOON REPAIR	-	-	-	-	-
55-7000-7020	TRASH FULL CAPTURE DEVICES	-	-	-	-	-
55-7000-7021	10TH ST DRAINAGE IMPROVEMENTS	-	-	-	-	-
55-7000-7022	LA AMATISTA/NOBB DRAINAGE IMPROV	-	-	-	-	-
55-7000-7023	STORM DRAIN SYS INFRASTR ASSESSMEN	-	-	-	-	-
55-7000-7032	STORM DRAIN IMPROVEMENTS	110,000	110,000	110,000	110,000	-
55-7000-7045	SANTA FE EROSION CONTROL	-	-	-	-	-
55-7000-XXXX	CROSS CHANNEL GUTTER IMPROV	-	-	-	-	-
55-7000-XXXX	COAST BLVD FLOOD CONTROL IMPROV	-	-	-	-	-
55-7000-XXXX	SCADA IMPROVEMENTS	-	25,000	-	-	-
55-7000-XXXX	9TH ST DRAINAGE IMPROVEMENTS	-	-	275,000	-	-
55-7000-XXXX	LOW FLOW DIVERSION	-	-	-	-	80,000
	CAPITAL IMPROVEMENT PROJECTS	110,000	135,000	385,000	110,000	80,000

WASTEWATER FUND



PROGRAM: WASTEWATER

ACCT # 57-5840

The Public Works and Finance Departments share management of the Wastewater Utility administrative functions. These functions include account maintenance and billing. Public Works maintains the wastewater collection system by keeping mains clear from blockages and operating the City's two pump stations to ensure adequate flow of wastewater out of the City for eventual treatment and disposal.

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
Employee Services	\$ 629,864	\$ 579,120	\$ 644,390	\$ 666,270	\$ 698,470
Maintenance & Operations	1,142,090	1,324,066	1,306,160	1,332,870	1,347,480 (1)
Contractual Services	579,067	1,762,787	1,229,480	1,188,160	1,147,490 (2)
Debt Service	489,429	572,406	573,560	571,450	570,960
Capital Outlay	20,788	24,644	9,450	11,550	11,550 (3)
GRAND TOTAL	2,861,238	4,263,023	3,763,040	3,770,300	3,775,950
POSITIONS					
Full Time	5.40	5.40	5.40	5.48	5.48
Part Time	0.30	0.30	0.30	0.22	0.22
POSITIONS (FTE)	5.70	5.70	5.70	5.70	5.70

- (1) General Maintenance & Repair includes repairs to the wastewater pump stations and distribution lines. Increase in the administrative charge accounts for the Wastewater Fund's portion of the City Hall/Town Hall debt service.
- (2) Contractual Services includes funding for periodic root treatment for the City's root-impacted wastewater distribution lines. Treatment includes funding for treatment of the City's wastewater by the San Elijo Joint Powers Authority and Metropolitan Joint Powers Authority. Transportation includes funding for transportation of the City's wastewater through the Solana Beach and San Diego wastewater transportation systems. Transportation and Treatment costs are anticipated to decline as Del Mar continues to send the majority of wastewater to the San Elijo Joint Powers Authority Facility.
- (3) Capital Outlay accounts for the allocated portion (35%) of the replacement of one Public Works vehicle per year (12 vehicle fleet).

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	WASTEWATER					
57-5840-1000	SALARIES - PERMANENT	419,917	378,069	439,660	435,550	454,050
57-5840-1200	EMPLOYEE BENEFITS	159,668	150,454	165,340	196,590	209,460
57-5840-1205	WORKERS' COMPENSATION	17,831	17,277	17,890	19,630	20,460
57-5840-1300	SALARIES - SEASONAL	26,885	26,147	17,500	7,500	7,500
57-5840-1400	OVERTIME	5,563	7,173	4,000	7,000	7,000
	EMPLOYEE SERVICES	629,864	579,120	644,390	666,270	698,470
57-5840-2000	BUILDING MAINT & REPAIR	1,139	8,465	2,280	3,150	3,150
57-5840-2100	EQUIP/RADIO MAINT & REPAIR	9,286	59,069	2,980	2,980	2,980
57-5840-2131	VEHICLE MAINTENANCE	17,558	11,426	10,200	10,900	10,900
57-5840-2200	GENERAL MAINTENANCE/REPAIR	16,049	32,259	24,800	11,000	11,000
57-5840-2300	OPERATING SUPPLIES	11,288	8,269	9,300	9,620	9,620
57-5840-2320	POSTAGE	2,731	2,726	3,500	3,500	3,500
57-5840-2400	UNIFORMS	4,586	3,852	4,200	4,900	4,900
57-5840-2600	SMALL TOOLS & EQUIPMENT	3,526	3,094	3,430	3,430	3,430
57-5840-2800	GAS & OIL	11,336	12,825	13,200	14,320	14,320
57-5840-3000	ADVERTISING & PRINTING	1,075	1,336	1,000	1,000	1,000
57-5840-3300	UTILITIES	90,276	92,881	93,500	96,300	96,300
57-5840-3400	TELEPHONE	5,400	5,135	5,800	5,800	5,800
57-5840-3600	PROPERTY/EQUIPMENT RENTAL	6,311	7,953	4,700	4,700	1,200
57-5840-3700	MEMBERSHIPS	1,222	1,609	2,030	2,030	2,030
57-5840-3800	MEETINGS & TRAVEL	725	-	260	260	260
57-5840-3801	TRAINING	10,367	1,473	3,420	3,470	3,470
57-5840-3900	AUTO ALLOWANCE	4,010	2,300	3,360	3,430	3,430
57-5840-4000	INSURANCE	44,312	50,614	59,420	39,970	40,070
57-5840-4200	ADMINISTRATIVE CHARGE	333,028	404,230	420,780	437,610	455,120
57-5840-4300	CLAIMS	(677)	-	40,000	40,000	40,000
57-5840-4400	CLAIMS ADMIN/LITIGATION	-	-	5,000	5,000	5,000
57-5840-4800	ASSESSMENTS	2,959	6,468	3,000	3,000	3,000
57-5840-5800	DEPRECIATION	565,583	608,082	590,000	626,500	627,000
	MAINTENANCE & OPERATIONS	1,142,090	1,324,066	1,306,160	1,332,870	1,347,480
57-5840-3200	CONTRACTUAL SERVICES	86,110	155,179	239,770	208,560	134,220
57-5840-3215	TREATMENT-METRO	479,127	1,485,527	86,790	54,650	56,130
57-5840-3216	TREATMENT-SEJPA	-	-	883,120	910,910	942,540
57-5840-3217	TRANSPORTATION	13,830	122,081	19,800	14,040	14,600
	CONTRACTUAL SERVICES	579,067	1,762,787	1,229,480	1,188,160	1,147,490
57-5840-5300	MACHINERY & EQUIPMENT	20,788	15,112	-	-	-
57-5840-5500	VEHICLES	-	9,532	9,450	11,550	11,550
	CAPITAL OUTLAY	20,788	24,644	9,450	11,550	11,550
	WASTEWATER FUND	2,371,809	3,690,617	3,189,480	3,198,850	3,204,990
	DEBT SERVICE					
57-5900-4500	DEBT INTEREST	124,165	198,330	149,050	139,890	132,160
57-5900-4600	DEBT PRINCIPAL	354,658	363,899	373,400	383,130	393,130
57-5900-4700	BOND SERVICE	10,606	10,177	51,110	48,430	45,670
	DEBT SERVICE	489,429	572,406	573,560	571,450	570,960
	TOTAL WASTEWATER FUND	2,861,238	4,263,023	3,763,040	3,770,300	3,775,950

CITY OF DEL MAR
 21st Street Sewer Pump Station
 Debt Service Schedule

Date	Interest	Principal	Total Debt Service
8/1/2019	113,467	230,550	344,017
8/1/2020	106,781	237,236	344,017
8/1/2021	99,901	244,116	344,017
8/1/2022	92,822	251,195	344,017
8/1/2023	85,537	258,480	344,017
8/1/2024	78,042	265,975	344,017
8/1/2025	70,328	273,689	344,017
8/1/2026	62,391	281,626	344,017
8/1/2027	54,224	289,793	344,017
8/1/2028	45,820	298,197	344,017
8/1/2029	37,172	306,845	344,017
8/1/2030	28,274	315,743	344,017
8/1/2031	19,117	324,900	344,017
8/1/2032	9,695	334,322	344,017
Total	903,571	3,912,667	4,816,238

CITY OF DEL MAR
Citywide Wastewater Infrastructure Rehabilitation
and San Elijo Wastewater Force Main
Debt Service Schedule

Date	Interest	Principal	Fee	Total Debt Service
8/1/2019	33,600	152,573	9,290	195,463
2/1/2020	31,945			31,945
8/1/2020	31,945	155,884	8,833	196,662
2/1/2021	30,254			30,254
8/1/2021	30,254	159,267	8,365	197,886
2/1/2022	28,526			28,526
8/1/2022	28,526	162,723	7,887	199,136
2/1/2023	26,760			26,760
8/1/2023	26,760	166,254	7,399	200,413
2/1/2024	24,956			24,956
8/1/2024	24,956	169,862	6,900	201,718
2/1/2025	23,113			23,113
8/1/2025	23,113	173,548	6,391	203,052
2/1/2026	21,230			21,230
8/1/2026	21,230	177,314	5,870	204,414
2/1/2027	19,306			19,306
8/1/2027	19,306	181,161	5,338	205,805
2/1/2028	17,341			17,341
8/1/2028	17,341	185,093	4,795	207,229
2/1/2029	15,332			15,332
8/1/2029	15,332	189,109	4,239	208,680
2/1/2030	13,281			13,281
8/1/2030	13,281	193,213	3,672	210,166
2/1/2031	11,184			11,184
8/1/2031	11,184	197,405	3,092	211,681
2/1/2032	9,042			9,042
8/1/2032	9,042	201,689	2,500	213,231
2/1/2033	6,854			6,854
8/1/2033	6,854	206,066	1,895	214,815
2/1/2034	4,618			4,618
8/1/2034	4,618	210,537	1,277	216,432
2/1/2035	2,334			2,334
8/1/2035	2,334	215,106	645	218,085
Totals	605,752	3,096,804	88,388	3,790,944

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WASTEWATER CAPITAL PROJECTS



PROGRAM: CAPITAL IMPROVEMENT PROJECT**ACCT # 57-7000****EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2019-2020	ADOPTED 2020-2021
	CAPITAL IMPROVEMENT PROJECTS					
57-6917-5900	2014 WASTEWATER PIPELINE PROJECT	935,574	-	-	-	-
57-6924-5900	CITYWIDE WASTEWATER INFRASTRUCTURE	609,006	1,419,495	-	-	-
57-7000-7024	WASTEWATER INFRASTRUCTURE IMPROV	-	135	524,662	385,000	375,000
	CAPITAL IMPROVEMENT PROJECTS	1,544,580	1,419,630	524,662	385,000	375,000

WASTEWATER CIP FUND 57
WASTEWATER INFRASTRUCTURE IMPROVEMENTS

57-7000-7024

PROJECT DESCRIPTION:

Wastewater collection infrastructure repairs and rehabilitation. Rehabilitation of sections of the City's wastewater/sewer pipe infrastructure prioritized based on a systematic review and video inspections of current conditions.

FUNDING SOURCE	ADOPTED 2019-2020	ADOPTED 2020-2021
WASTEWATER CIP FUND	<u>\$385,000</u>	<u>\$375,000</u>
TOTAL	<u>\$385,000</u>	<u>\$375,000</u>

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WASTEWATER CAPITAL PROJECTS TEN YEAR PLAN



TEN-YEAR WASTEWATER CAPITAL PROJECTS PLAN

ACCT # 57-7000

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	APPROVED 2019-2020	APPROVED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023	PROJECTED 2023-2024
	<u>CAPITAL IMPROVEMENT PROJECTS</u>					
57-7000-7024	WASTEWATER INFRASTRUCTURE IMPROV	385,000	375,000	375,000	375,000	350,000
57-7000-XXXX	HERBICIDE TREATMENT PROGRAM	-	-	70,000	-	-
57-7000-XXXX	MEDIUM PRIORITY 3 INFRASTRUCTURE IMPR	-	-	-	-	-
57-7000-XXXX	WASTEWATER OVERFLOW CONTAINMENT	-	-	-	-	-
57-7000-XXXX	21ST STREET PUMP STATION IMPROVEMENT	-	-	-	-	-
57-7000-XXXX	SAN DIEGUITO DR PUMP STATION REHAB	-	-	-	-	-
57-7000-XXXX	SAN DIEGO FORCEMAIN CLEANOUT PROJECT	-	-	-	-	-
	CAPITAL IMPROVEMENT PROJECTS	385,000	375,000	445,000	375,000	350,000

ACCOUNT	DESCRIPTION	PROJECTED 2024-2025	PROJECTED 2025-2026	PROJECTED 2026-2027	PROJECTED 2027-2028	TO BE SCHEDULED
	<u>CAPITAL IMPROVEMENT PROJECTS</u>					
57-7000-7024	WASTEWATER INFRASTRUCTURE IMPROV	400,000	350,000	350,000	350,000	-
57-7000-XXXX	HERBICIDE TREATMENT PROGRAM	60,000	-	-	50,000	-
57-7000-XXXX	MEDIUM PRIORITY 3 INFRASTRUCTURE IMPR	-	-	-	-	1,200,000
57-7000-XXXX	WASTEWATER OVERFLOW CONTAINMENT	-	-	-	-	440,000
57-7000-XXXX	21ST STREET PUMP STATION IMPROVEMENT	-	-	-	-	129,000
57-7000-XXXX	SAN DIEGUITO DR PUMP STATION REHAB	-	-	-	-	550,000
57-7000-XXXX	SAN DIEGO FORCEMAIN CLEANOUT PROJECT	-	-	-	-	220,000
	CAPITAL IMPROVEMENT PROJECTS	460,000	350,000	350,000	400,000	2,539,000

Appendix

GLOSSARY

22nd DAA (22ND DISTRICT AGRICULTURAL ASSOCIATION). A State agency, formally organized by the State legislature to promote and encourage local agriculture and home industry. It owns and operates the 241.2 acres of land in the San Dieguito Valley known as the Fairgrounds, and is the sponsor of the Del Mar Fair.

ACCOUNT. A record of additions, deletions, and balances of individual assets, liabilities, equity, revenues, and expenditures or expenses.

ACCOUNTING SYSTEM. The set of records and procedures that are used to record, classify, and report information of the financial status and operations of an entity.

ACCRUAL BASIS OF ACCOUNTING. Under this accounting method, revenues and expenses are recorded in the periods in which these transactions and events occur, rather than only the periods in which cash is received or paid. Enterprise and Internal Service Funds use the accrual basis of accounting.

APPROPRIATION. Money set aside (by the legislative body) for a specific purpose.

APPROPRIATION LIMIT. The calculated dollar amount that restricts the ability to receive and appropriate proceeds of taxes. In its simplest form, it is the limit from the previous year increased for inflation and population growth.

ASSESSED VALUATION. The estimated value placed upon real and personal property by the County Assessor as the basis for levying property taxes.

BASIS OF ACCOUNTING. A term used to refer to when revenues, expenditures or expenses, transfers, and the related assets and liabilities, are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, for either the cash or the accrual method.

BENEFITS. Benefits paid by the City as part of the conditions of employment such as medical, dental and life insurance, retirement, and workers' compensation.

BUDGET. A plan of financial operation including an estimate of proposed expenditures or expenses for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term can refer to the financial plan presented to the governing body for adoption or the plan finally approved by that body.

BUDGET DOCUMENT. The instrument used by city management to present a comprehensive financial program to the governing body. The budget document is comprised of three parts. The first part contains a message from city management, together with a summary of the adopted expenditures or expenses and the means of financing them. The second part consists of schedules supporting the summary. These schedules show in detail the previous years' actual revenues, expenditures or expenses, and other data used in making the estimates. The third part is composed of the appropriation, revenue, and borrowing measures necessary to put the budget into effect.

CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM (CalPERS). It is the largest public pension system in the nation with more than \$350 billion in assets. Headquartered in Sacramento, CalPERS provides retirement and health benefits to more than 1.8 million State and local government employees, retirees, and their families.

CAPITAL ASSETS. Long-lived tangible assets obtained or controlled as a result of past transactions or events. Capital assets include buildings, equipment, improvements other than buildings and land.

CAPITAL PROGRAM. A plan for capital expenditures or expenses to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or other capital needs. It sets forth each project or other contemplated expenditure or expense in which the government is to have a part and specifies the resources estimated to be available to finance the projected expenditures.

DEBT. An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, leases, notes, and certificates of participation.

DELINQUENT TAXES. Taxes remaining unpaid on and after the date to which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until abated, canceled, paid or converted into tax liens.

DEPARTMENT. Basic organizational unit of City government responsible for carrying out specific functions.

ENCUMBRANCES. Commitments related to unperformed contracts for goods or services.

ENTERPRISE FUND. Used to account for operations that are financed and operated in a manner similar to private business enterprises. The full costs of providing the goods or services are financed primarily through user charges and fees.

EXPENDITURES. The outlay of financial resources. Expenditures include current operating costs, debt service, and capital outlay.

FAIRGROUNDS. 241.2 acres in the San Dieguito Valley owned and operated by the 22nd District Agricultural Association (DAA). Site of the San Diego County Fair and thoroughbred racing.

FISCAL YEAR. A 12-month period to which the annual operating budget applies and at the end of which, a government determines its financial position and operational results.

FULL-TIME EQUIVALENT (FTE). A term that expresses the amount of time a position has been budgeted for in relation to the amount of time a regular, full-time employee normally works in a year. For budget and planning purposes, a year of full-time employment is defined as 2,080 hours. A position that has been budgeted to work half-time for a full year, or full-time for only six months, is 0.50 FTE. Firefighters have a different level of hours worked, but are displayed using the same basic method.

FUND. An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities. Funds are segregated for the purpose of carrying on specific activities or attaining certain objectives.

FUND BALANCE. The excess of a fund's assets over its liabilities.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP). Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompasses the conventions, rules and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local government is the Government Accounting Standards Board.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB). The authoritative accounting and financial reporting standard-setting body for government entities.

GENERAL FUND. The fund supported by taxes, fees, and other revenues that may be used for any lawful purpose. The General Fund is a governmental fund that accounts for all activity not specifically accounted for in other funds.

GRANT. A contribution of assets (usually cash) by one government unit or other organization to be used or spent for a specified purpose, activity or facility. Typically, these contributions are made to local governments from the state and federal governments.

INTERNAL SERVICE FUND. Used to account for financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost-reimbursement basis.

LIABILITIES. Probable future sacrifices of economic benefits, arising from the present obligations of a particular entity to transfer assets or provide services to other entities in the future as a result of past transactions or events.

LEVY. Refers to the act of imposing taxes, special assessments, or service charges for the support of governmental activities, or the amount of those charges.

MODIFIED ACCRUAL BASIS. Under this accounting method, revenues are recognized when they become both measurable and available to finance expenditures of the current period. Expenditures are recognized when the related fund liability is incurred, with some exceptions. All governmental funds, expendable trust funds, and agency funds use the modified accrual basis of accounting.

OBJECT. As used in expenditure classification, this term applies to the type of item purchased or service obtained.

OBJECTIVE. Desired accomplishment that can be measured and achieved within a given period.

OPERATING TRANSFERS. All interfund transfers other than residual equity transfers.

NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES). The federal Water Quality Act, which is coordinated with the Regional Water Quality Review Board Permit 01-01, addressing the treatment of storm drain pollution.

PROPRIETARY FUND TYPES. Funds that focus on determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two types of proprietary funds: enterprise and internal service.

REVENUES. Income received by the City including such items as property taxes, fees, user charges, grants, fines and forfeitures, interest income, and miscellaneous revenue.

SAN DIEGO ASSOCIATION OF GOVERNMENTS (SANDAG). An association of 18 cities and the County of San Diego, serving as the forum for regional decision-making. As an association of local governments, SANDAG builds consensus, makes strategic plans, obtains and allocates resources, and provides facts and figures on a broad range of subjects pertinent to the San Diego region's quality of life.

SPECIAL REVENUE FUND. A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes.

TAXES. Compulsory charges levied by a government to finance services performed for the common benefit. This does not include charges for services rendered only to those who pay for and use those services.

TAX LEVY ORDINANCE. An ordinance through which taxes are levied.

TAX RATE. The amount of tax stated in terms of a unit of the tax base (e.g., 25 mills per dollar of assessed valuation of taxable property).

TAX RATE LIMIT. The maximum rate at which a government may levy a tax. Overall tax-rate limits usually restrict levies for purposes of all governments, state and local, having jurisdiction in a given area.

TOURISM BUSINESS IMPROVEMENT DISTRICT (TBID). A district created to implement a concerted destination promotion awareness campaign to bring more overnight tourists to the available hotel rooms in all of the six Del Mar lodging businesses.

TRANSIENT OCCUPANCY TAX (TOT). A tax levied on the occupant of any hotel room, in the amount of not to exceed thirteen percent (13%) of the rent charged by the operator. The transient satisfies this tax obligation by paying the tax to the operator.

READERS' GUIDE TO THE BUDGET

The budget document contains data identifying specific revenue and expenditure accounts. The data in the budget is presented in line item format. An example of a typical revenue account and a typical expenditure account is presented below:

Revenue Account: 01.4200.4204

- 01 = The first two numbers identify the fund into which the revenue is placed (01 = the General Fund).
- 4200 = The second four numbers identify the generic revenue source (4200 = Taxes).
- 4204 = The last four numbers identify the specific revenue source (4204 = Admission Tax).

Expenditure Account: 01.5400.2300

- 01 = The first two numbers identify the fund from which the expenditure will be made (01 = the General Fund).
- 5400 = The second four numbers identify the city department responsible for the expenditure (5400 = the Finance Department).
- 2300 = The last four numbers identify the type of expenditure to be made (2300 = Operating Supplies).

CITY OF DEL MAR
FISCAL YEAR 2019-2020 COMPENSATION SCHEDULE

	Positions Funded	Salary Range	Budgeted Benefits
CITY MANAGEMENT:			
City Manager (Contract)	1	\$239,980	\$101,020
MANAGEMENT:			
Assistant City Manager	1	\$147,713 - \$193,813	\$35,220
Administrative Services Director	1	\$131,887 - \$173,047	\$38,410
Chief Lifeguard & Community Services Director	1	\$131,887 - \$173,047	\$52,920
Director of Finance/Treasurer	-	\$131,887 - \$173,047	-
Planning/Community Development Director	1	\$131,887 - \$173,047	\$61,500
Public Works Director	1	\$131,887 - \$173,047	\$62,290
Deputy Public Works Director	1	\$103,404 - \$135,674	\$37,870
Deputy Chief Lifeguard & Deputy Community Services Director	1	\$103,404 - \$135,674	\$48,250
Environmental Sustainability & Special Projects Manager	1	\$103,404 - \$135,674	\$33,150
Finance Manager/Treasurer	1	\$103,404 - \$135,674	\$52,990
Management Services Director	-	\$103,404 - \$135,674	-
Planning Manager/Principal Planner	2	\$103,404 - \$135,674	\$111,980
Finance Officer	1	\$94,593 - \$124,114	\$27,140
PROFESSIONAL & SUPERVISORY:			
Information Technology Manager II	1	\$92,543 - \$121,424	\$49,100
Maintenance Superintendent II	-	\$82,948 - \$108,835	-
Senior Planner	-	\$81,314 - \$106,691	-
Senior Management Analyst	1	\$81,314 - \$106,691	\$27,570
Maintenance Superintendent I	1	\$77,367 - \$101,512	\$44,320
Park Ranger	1	\$73,612 - \$96,586	\$41,080
Associate Planner	2	\$70,040 - \$91,898	\$39,290
Lifeguard Lieutenant	-	\$70,040 - \$91,898	-
Parking Enforcement Lieutenant	1	\$64,040 - \$84,026	\$41,350
Facilities Supervisor	1	\$63,406 - \$83,194	\$14,170
Management Analyst	3	\$60,329 - \$79,156	\$70,870
Assistant Planner II	1	\$60,329 - \$79,156	\$19,870
Assistant Management Analyst	-	\$54,074 - \$70,950	-
Lifeguard Sergeant	1	\$54,074 - \$70,950	\$28,980
Assistant Planner I	1	\$51,964 - \$68,181	\$18,630

CITY OF DEL MAR
FISCAL YEAR 2019-2020 COMPENSATION SCHEDULE

		Salary Range	Budgeted Benefits
FIRE:			
Fire Captain	3	\$79,013 - \$103,672	\$255,300
Fire Engineer	3	\$68,058 - \$89,298	\$210,640
Firefighter/Paramedic	3	\$66,057 - \$86,672	\$120,970
GENERAL:			
Cross Connection Utility Specialist II	2	\$56,328 - \$73,908	\$83,320
Pump Operator/Mechanic II	1	\$56,328 - \$73,908	\$60,570
Code Enforcement Officer II	1	\$56,328 - \$73,908	\$54,330
Network Systems Technician II	1	\$52,539 - \$68,935	\$49,590
Cross Connection Utility Specialist I	-	\$49,989 - \$65,589	-
Pump Operator/Mechanic I	-	\$49,989 - \$65,589	-
Accounting Technician II	2	\$47,562 - \$62,406	\$95,040
Senior Parking Enforcement	2	\$47,562 - \$62,406	\$70,510
Administrative Assistant II	3	\$47,562 - \$62,406	\$91,210
Project Assistant	1	\$47,562 - \$62,406	\$43,100
Utility/Landscape Specialist	2	\$47,562 - \$62,406	\$26,850
Accounting Technician I	-	\$45,254 - \$59,377	-
Administrative Assistant I	2	\$45,254 - \$59,377	\$63,000
Network Systems Technician I	-	\$45,254 - \$59,377	-
Utility Worker II	1	\$45,254 - \$59,377	\$52,400
Facilities Coordinator	1	\$42,631 - \$55,936	\$43,740
Senior Lifeguard	2	\$40,562 - \$53,221	\$50,160
Utility Worker I	3	\$40,562 - \$53,221	\$67,920
Senior Maintenance Worker	1	\$40,562 - \$53,221	\$26,420
Parking Enforcement Officer	-	\$37,833 - \$49,640	-
Maintenance Worker	1	\$37,833 - \$49,640	\$22,420
Receptionist	-	\$36,720 - \$48,180	-

CITY OF DEL MAR
FISCAL YEAR 2020-2021 COMPENSATION SCHEDULE

	Positions Funded	Salary Range	Budgeted Benefits
CITY MANAGEMENT:			
City Manager (Contract)	1	\$234,000	\$61,480
MANAGEMENT:			
Assistant City Manager	1	\$152,144 - \$199,627	\$37,200
Administrative Services Director	1	\$135,844 - \$178,238	\$40,570
Chief Lifeguard & Community Services Director	1	\$135,844 - \$178,238	\$59,840
Director of Finance/Treasurer	-	\$135,844 - \$178,238	-
Planning/Community Development Director	1	\$135,844 - \$178,238	\$30,260
Public Works Director	1	\$135,844 - \$178,238	\$69,260
Deputy Public Works Director	1	\$106,506 - \$139,744	\$39,880
Deputy Chief Lifeguard & Deputy Community Services Director	1	\$106,506 - \$139,744	\$55,190
Environmental Sustainability & Special Projects Manager	1	\$106,506 - \$139,744	\$34,890
Finance Manager/Treasurer	1	\$106,506 - \$139,744	\$59,220
Management Services Director	-	\$106,506 - \$139,744	-
Planning Manager/Principal Planner	2	\$106,506 - \$139,744	\$123,130
Finance Officer	1	\$97,431 - \$127,837	\$28,830
PROFESSIONAL & SUPERVISORY:			
Information Technology Manager II	1	\$95,319 - \$125,067	\$54,600
Maintenance Superintendent II	-	\$85,436 - \$112,100	-
Senior Planner	-	\$83,753 - \$109,892	-
Senior Management Analyst	1	\$83,753 - \$109,892	\$29,130
Maintenance Superintendent I	1	\$79,688 - \$104,557	\$49,120
Associate Planner	2	\$72,141 - \$94,655	\$41,250
Lifeguard Lieutenant	-	\$72,141 - \$94,655	-
Park Ranger	1	\$75,820 - \$99,484	\$45,520
Parking Enforcement Lieutenant	1	\$65,961 - \$86,547	\$25,380
Facilities Supervisor	1	\$65,308 - \$85,690	\$14,930
Management Analyst	3	\$62,139 - \$81,531	\$74,760
Assistant Planner II	1	\$62,139 - \$81,531	\$20,970
Assistant Management Analyst	-	\$55,696 - \$73,079	-
Lifeguard Sergeant	1	\$55,696 - \$73,079	\$32,450
Assistant Planner I	1	\$53,523 - \$70,226	\$19,630

CITY OF DEL MAR
FISCAL YEAR 2020-2021 COMPENSATION SCHEDULE

		Salary Range	Budgeted Benefits
FIRE:			
Fire Captain	3	\$81,383 - \$106,782	\$285,470
Fire Engineer	3	\$70,100 - \$91,977	\$234,460
Firefighter/Paramedic	3	\$68,039 - \$89,272	\$131,440
GENERAL:			
Cross Connection Utility Specialist II	1	\$58,018 - \$76,125	\$31,150
Pump Operator/Mechanic II	1	\$58,018 - \$76,125	\$64,300
Code Enforcement Officer II	1	\$58,018 - \$76,125	\$57,920
Network Systems Technician II	1	\$54,115 - \$71,003	\$49,590
Cross Connection Utility Specialist I	-	\$51,489 - \$67,557	-
Pump Operator/Mechanic I	-	\$51,489 - \$67,557	-
Accounting Technician II	2	\$48,989 - \$64,278	\$95,040
Senior Parking Enforcement	2	\$48,989 - \$64,278	\$74,620
Administrative Assistant II	3	\$48,989 - \$64,278	\$69,360
Project Assistant	1	\$48,989 - \$64,278	\$46,080
Utility/Landscape Specialist	2	\$48,989 - \$64,278	\$30,980
Accounting Technician I	-	\$46,612 - \$61,158	-
Administrative Assistant I	2	\$46,612 - \$61,158	\$64,100
Network Systems Technician I	-	\$46,612 - \$61,158	-
Utility Worker II	1	\$46,612 - \$61,158	\$55,530
Facilities Coordinator	1	\$43,910 - \$57,614	\$45,590
Senior Lifeguard	2	\$41,779 - \$54,818	\$52,250
Utility Worker I	3	\$41,779 - \$54,818	\$76,930
Senior Maintenance Worker	1	\$41,779 - \$54,818	\$28,000
Parking Enforcement Officer	-	\$38,968 - \$51,129	-
Maintenance Worker	1	\$38,968 - \$51,129	\$23,770
Receptionist	-	\$37,822 - \$49,625	-

**FISCAL YEAR 2016-2017 through FISCAL YEAR 2020-2021
FULL-TIME STAFFING SUMMARY**

Department	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021	Variance FY 2020 vs FY 2019	Vacant Positions Eliminated	Positions Added for FY 2020	Vacant Positions Eliminated	Positions Added for FY 2021	Variance FY 2021 vs FY 2020
City Manager	4	6	5	5	5	-	-	-	-	-	5
Public Safety:											
Community Services	11	10	11	12	12	1	-	-	-	-	12
Fire	9	9	9	9	9	-	-	-	-	-	9
Administrative Services:											
City Clerk	3	3	3	3	3	-	-	-	-	-	3
Information Services	2	2	2	2	2	-	-	-	-	-	2
Finance	5	5	6	6	6	-	-	-	-	-	6
Planning & Community Development:											
Planning Services	8	8	8	8	8	-	-	-	-	-	8
Code Enforcement	1	1	1	1	1	-	-	-	-	-	1
Clean Water	-	-	-	-	-	-	-	-	-	-	-
Public Works	13	14	14	15	15	1	-	-	-	-	15
Total Full-Time Positions	56	58	59	61	61	2	-	-	-	-	61

Notes: Variance FY 2020 vs 2019

A Senior Maintenance Worker was created in the Community Services Department. An equivalent amount of part time staff were reduced to offset the full time position.
A Maintenance Worker was created in the Public Works Department. An equivalent amount of part time staff were reduced to offset the full time position.

Notes: Variance FY 2021 vs 2020

None

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