

# City of Del Mar Operating and Capital Budget



*Leadership*

*Innovation Teamwork*

*Integrity Beautiful Village*

*Cooperation & Support Service Excellence*

*Accessible Knowledgable*

*Fiscal Accountability Safe Fun in the Sun*

*Community Support We Make the Housecalls*

*A Wonderful Place to Live, Work & Play*



*Influential Preservation of Life & Property*

*Information is our Business Fiscally Sound*

*Coastal Village Natural Resources*

*Public Trust & Confidence*

*Prudent Professional & Caring Staff*

*Personalized Friendly Community Engagement*



## **Fiscal Years 2015-2016 and 2016-2017**

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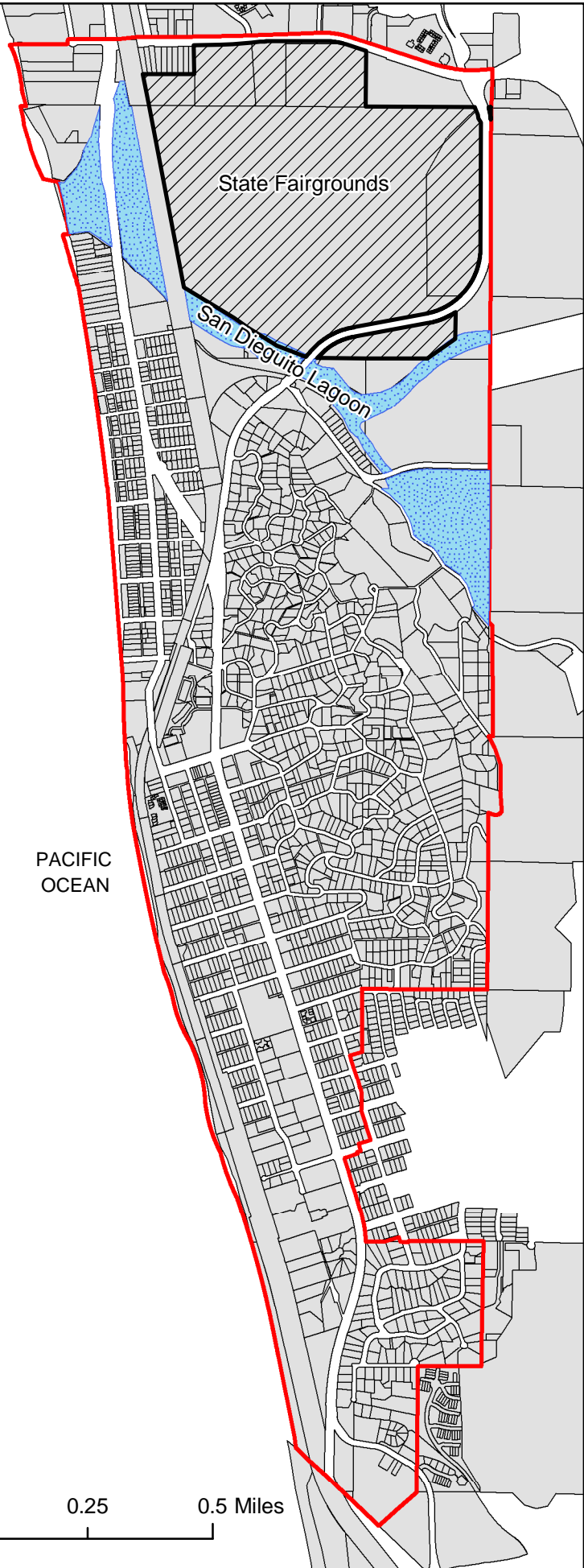
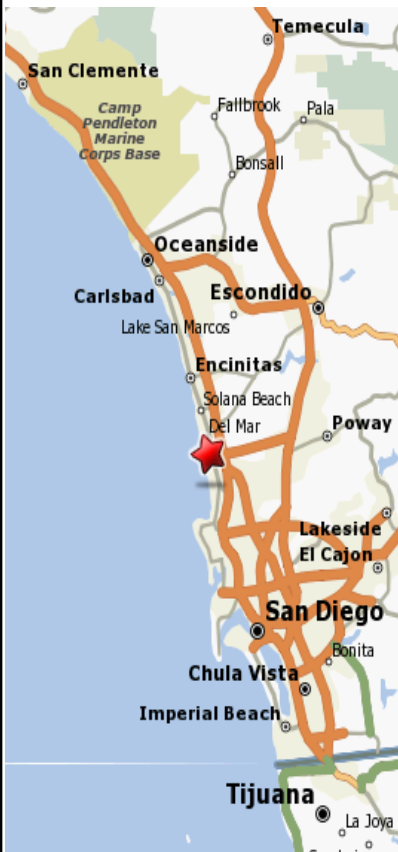
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# CITY OF DEL MAR

VICINITY MAP

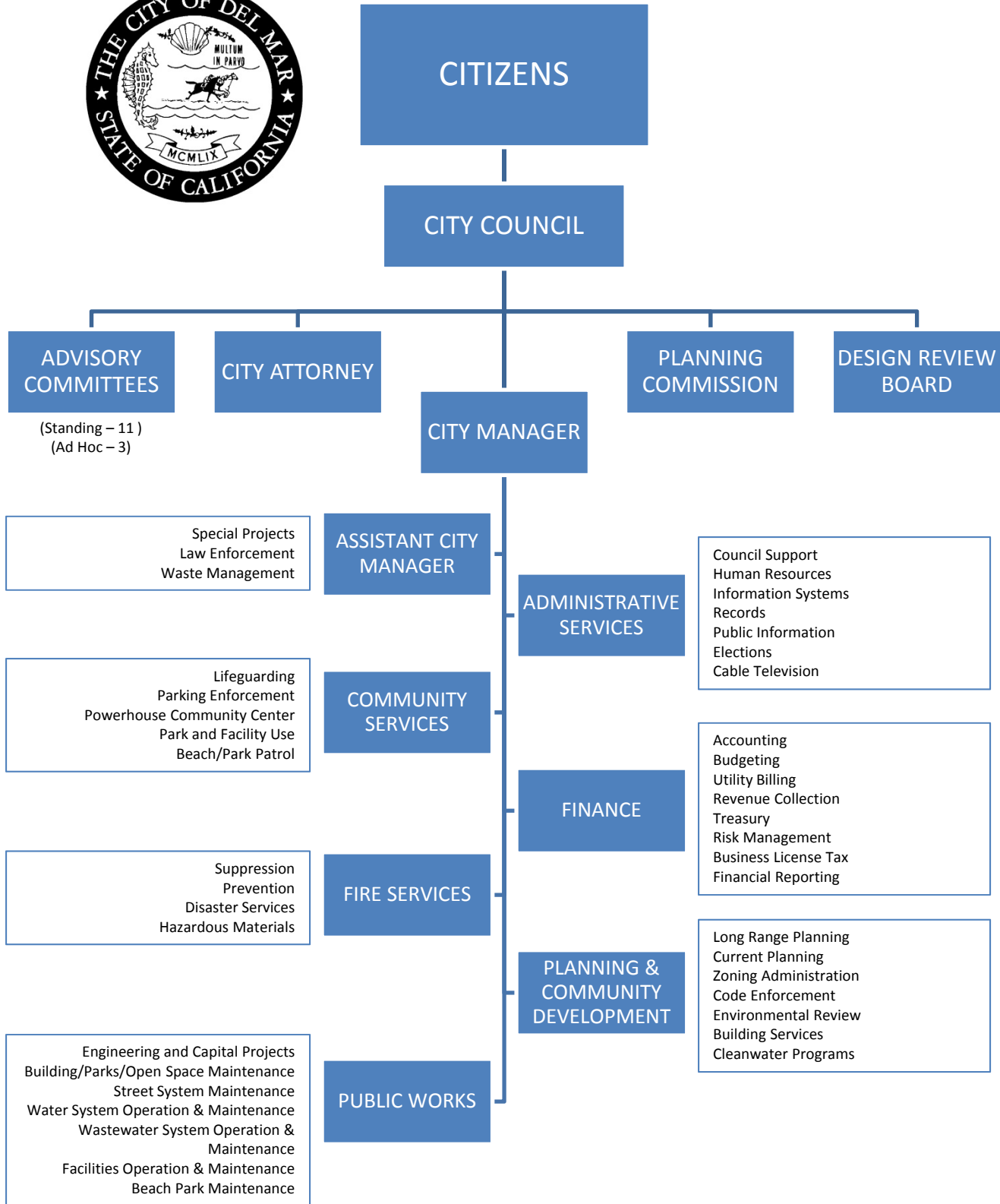


## Legend

-  State Fairgrounds
-  San Dieguito Lagoon
-  City Limits

0 0.25 0.5 Miles

# City of Del Mar Organizational Chart



**CITY COUNCIL**

*Al Corti*  
**Mayor**

*Sherryl Parks*  
**Deputy Mayor**

*Donald Mosier*  
**Councilmember**

*Terry Sinnott*  
**Councilmember**

*Dwight Worden*  
**Councilmember**

**CITY MANAGER**

*Scott W. Huth*

**ASSISTANT CITY MANAGER**

*Mark Delin*

**CITY ATTORNEY**

*Leslie Devaney*

**DIRECTOR OF PLANNING AND  
COMMUNITY DEVELOPMENT**

*Kathy Garcia*

**ADMINISTRATIVE SERVICES**

**DIRECTOR**

*Andrew Potter*

**DIRECTOR OF FINANCE/  
TREASURER**

*Teresa S. McBroome*

**DIRECTOR OF COMMUNITY SERVICES  
AND LIFEGUARD CHIEF**

*Pat Vergne*

**CITY ENGINEER**

*Tim Thiele*

**PUBLIC WORKS DIRECTOR**

*Eric Minicilli*

**SHERIFF CAPTAIN**

*Theresa Adams-Hydar*

**MANAGEMENT SERVICES DIRECTOR\***

*Kristen M. Crane*

**FIRE CHIEF**

*Mike Daigle*

\* Position created on July 20, 2015

# CITY OF DEL MAR

## CITIZEN BOARDS, COMMISSIONS AND ADVISORY COMMITTEES As of July 1, 2015

PLANNING COMMISSION	DESIGN REVIEW BOARD
Ted Bakker Jr.	Bruce Bekkar
Mark Corcoran	William Cecil - Ex-Officio Member-Primary
Don Countryman	Joe Curtis
Ellen Haviland	Rick Ehrenfeld
Nathan McCay	Tim Haviland
	Beth Levine
	Scott MacDonald
	Bill Michalsky
	Sharon Rissling - Ex-Officio Member-Alternate

BUSINESS SUPPORT ADVISORY COMMITTEE	FINANCE COMMITTEE
Robert Angello	Jim Benedict
John Campbell	James Eckmann
Paul Chasan	Bud Emerson
Greg Glassman	Barry Entous
Zach Groban	Clive Freeman
Sally McPartlan	William Holliday
Dan Sbicca	Tom McGreal
Daniel Schreiber	Glenn Sherman
Karen Vafiadis	Daniel Quirk
Al Corti, Council Liaison	Al Corti, Council Liaison
Don Mosier, Council Liaison	Terry Sinnott, Council Liaison

PARKS AND RECREATION COMMITTEE	TRAFFIC AND PARKING COMMITTEE
Katherine Finnell	Robin Crabtree
Patricia Jacoby	Jeffrey Dysart
Karen Lockwood	Greg Glassman
Claire McGreal	Neal Gobar
Andrea Moreno	Steven McDowell
Alan Rubin	Ira Sharp
Vacant	Edward Yuskiewicz
Sherryl Parks, Council Liaison	Sherryl Parks, Council Liaison
Terry Sinnott, Council Liaison	Dwight Worden, Council Liaison

# CITY OF DEL MAR

## CITIZEN BOARDS, COMMISSIONS AND ADVISORY COMMITTEES As of July 1, 2015

SAN DIEGUITO LAGOON COMMITTEE	HOUSING ELEMENT ADVISORY COMMITTEE
Jeffrey Barnouw	Ted Bakker Jr.
Ellen Breen	Bud Emerson
Alice Brown	Nathan McCay
Mark Corcoran	Barbara Stegman
Lee Haydu – At-Large (Non-Voting)	Don Mosier, Council Liaison
Jim Jelley	Dwight Worden, Council Liaison
Terance Kopanski	
Jim Tucker	
Lucy Zizka	
Vacant	
Don Mosier, Council Liaison	
Dwight Worden, Council Liaison	

SUSTAINABILITY ADVISORY BOARD	SEA-LEVEL RISE STAKEHOLDER TECHNICAL ADVISORY COMMITTEE
Bruce Bekkar	Bruce Bekkar
Dolores Davies Jamison	Kritsin Brinner
Helen Eckmann	Gabriel Buhr
Ann Feeney	Robin Crabtree
Andy Fiedl	Charles Fletcher
John Goodkind	Dustin Fuller
Shirley King	Terry Gaasterland
Nitza Leichtling	Mark Handzel
Don Mosier, Council Liaison	Vacant
Dwight Worden, Council Liaison	Don Mosier, Council Liaison
	Dwight Worden, Council Liaison

SHORES ADVISORY COMMITTEE	
Sissy Alsabrook	
Cathy Ascitutto	
Judd Halenza	
Nathan McCay	
Arthur Olson	
Tom Sohn	
Piper Underwood	
Lina Waage	
Kathleen Black - First Alternate	
Sherryl Parks, Council Liaison	
Terry Sinnott, Council Liaison	

## ABOUT DEL MAR

**“Where the turf meets the surf”**



Del Mar has always been a popular beach community, but over the years, the village has grown to be a permanent home for about 4,300 residents. This small town of just two square miles includes winding tree-lined residential streets, 2.2 miles of beachfront fronted by bluffs, homes and beautiful parks, and a business area that straddles Camino Del Mar. With a year round average annual temperature of 72, residents consider Del Mar to be the perfect place to live.

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 50, median household income is \$104,836, 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 parimutuel 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 seven 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 four 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.

However, more important and enduring is the natural beauty of the City and the 2.2 mile stretch of incomparable beach that lures so many each summer. Del Mar takes considerable pride in the quality of our beaches and in the care of visitors provided through extensive lifeguard coverage.

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 newly 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 replaces a 45-year-old cinderblock structure that was built by volunteers. 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 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 quality lifestyle.

## MISCELLANEOUS STATISTICS

June 30, 2015

Date of Incorporation	July 15, 1959
Form of Government	Council/Manager Charter City
Population	4,238
Median Age	50.2
Median Household Income	\$104,836
Percent with Bachelor's Degree or Higher	78%
Percent with Graduate or Professional Degree	40%
Area	2 square miles
Climate:	
Average annual high temperature	73.3
Average annual low temperature	56.0
Annual precipitation	10.13"
Fire protection:	
Stations	1
Firefighters and officers	9
Shared Management Personnel	6
Fire incident responses	330
Emergency medical incident responses	800
Public service calls	71
Fire inspections	598
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 3,000,000
Tennis Courts	2
Basketball Courts	1
Libraries/Number of Volumes	1/25,390

**MISCELLANEOUS STATISTICS**  
**June 30, 2015**  
**(continued)**

Hotels:

Major hotel rooms	354
Average occupancy	70%
Average persons per stay	2.1
Average nights per stay	2.8
Average room rate	\$233

Education:

Schools:

Private	1
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Miles of streets	22.5
Street Lights	74

Water System:

Service connections	1,874
Fire Hydrants	350

Miles of sanitary sewers	28.85
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Employees:

Full-time	55
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**Date:** June 1, 2015  
**To:** Honorable Mayor and City Council  
**From:** Scott W. Huth, City Manager  
**RE:** Adopted Fiscal Years 2015-2016 and 2016-2017 Operating and Capital Budget

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Honorable Mayor and Councilmembers:

I am pleased to present the Adopted Fiscal Years 2015-2016 and 2016-2017 Operating and Capital Budget. This two-year budget is a balanced budget and represents a spending plan that reflects the City's continued commitment to providing a high level of service to its residents, while preserving the City's long-term financial viability.

### **The Economy and Preparation of the Two-Year Budget**

The current economic environment was taken into consideration while preparing this budget. There have been great improvements in the economy since the Great Recession, however, it has been a long and slow recovery. Due to the fact that two of the City's primary revenues - Transient Occupancy Tax and Sales Tax - are heavily dependent on tourism, staff continues to budget conservatively as these revenues vary from year to year. It is important that the City manage its resources and prudently preserve its resources and reserves. This balanced budget continues to take a proactive approach to cost savings measures and to improve efficiencies while continuously enhancing the level of services provided to the community. This budget does not include any reduction in services.

Due to the overall modest growth in the City's revenues and slow economic growth outlook, staff prepared their departmental budgets consistent with prior years (excluding salaries and benefits). The direction was to "hold the line" on expenditures, and additional items to increase strategic and operational efficiency were considered on a case by case basis. Additionally, the results of a recent Citizen Satisfaction Survey were considered and each major theme was addressed and incorporated into the budget. The City's budget over the next two years includes costs that have already been negotiated, such as the Sheriff's Department cost for law enforcement services, the Firefighters' salaries that Council has previously approved, and pension and medical costs that are outside of the City's direct control. While the City is still in negotiations with the Del Mar City Employees Association, whose contract expired on December 31, 2014, a 2.5 percent increase was projected for each fiscal year for this employee group,

as well as unrepresented employees (management and professional). The budget also includes increases for salary adjustments related to performance, and the “sell back” of vacation time by employees as previously approved by Council. New expenditure items were reviewed thoroughly, and only the most compelling requests were included for adoption in the budget. These are discussed in detail in the Executive Summary that follows.

Operationally, the City is always looking for opportunities to enhance revenues wherever possible to help cover the costs of providing services and capital improvements.. The City Council approved staff’s proposal to move forward with a development fee study during the next two years to review user fees, and permit and application fees. It has been several years since the fees the City charges for services have been analyzed to ensure cost recovery.

On the expenditure side, staff continues to work with the County’s Sheriff Department to enhance and maximize the cost-effectiveness of law enforcement services. One example is the recent change from a traffic officer patrolling in a sedan to a motorcycle officer. The motor officer is more efficient at performing traffic enforcement. More funding is allocated in this budget for additional law enforcement services to be determined by the City Council during this budget period.

Preparation of the budget also included a review of reserves, and the adopted budget reflects the General Fund’s loan re-payment to the Water Fund and transfer to the newly created pension reserve.

The City’s Water, Clean Water, and Wastewater Funds all rely on water consumption as a basis for revenue generation. The drought has required the City’s residents to conserve and they have stepped up to the challenge. While the budget is based upon the standard adopted rates and charges, the Water and Wastewater Funds have underlying drought rate structures which can be implemented to protect fund balances if consumption drops to the level in which the funds’ fixed costs cannot be covered.

## **Implementing City Council's Goals and Objectives**

The guiding principles for this budget are the City Council's Goal and Objectives. These policy statements offer clear and thoughtful direction for achieving community expectations. The following broad policy goals are reflected throughout the recommended budget:

- 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 and engage the community.**
- Goal 4:        Provide leadership to influence decisions that impact the local and regional communities.**

Within the comprehensive City Council Goals and Objectives, Council adopts specific priorities that are placed into several categories - "Current Projects/Priorities," "As Time Allows," "Monitor," "Assigned to Another Entity," and "Defer." The adopted City Council priorities provide the framework for development of the City's work program and budget development. A complete list of the adopted City Council Priorities for the 2015-2016 and 2016-2017 fiscal years is included later in the budget document.

## **Capital Improvement Program**

The City of Del Mar has significant capital needs with limited financial resources. Staff has developed a ten-year Capital Improvement Program (CIP) which provides a schedule of planned improvements over the next 10 years and identifies the revenue sources that will fund those improvements. This budget includes the CIP projects as scheduled in that plan. The focus in this year's budget is completing the remaining arterial street/sidewalk projects, focus significant resources on improving residential streets, the City Hall/Town Hall project, Shores Master Planning, utility projects, and a citywide infrastructure rehabilitation of the City's wastewater system.

## Summary

In summary, the adopted budget totals \$33.9 million and \$29.1 million, for the first and second years, respectively. The budget for the General Fund, the city's primary operating fund, is \$11.1 million in the first year of the budget and \$11.2 million in the second year of the budget. The General Fund capital improvement program is \$8.5 million and \$8.1 million for Fiscal Years 2015-2016 and 2016-2017, respectively, and includes funding for the City Hall/Town Hall project.

Throughout the next two fiscal years, staff will continue to evaluate revenues and expenditures to ensure the City implements the City Council's goals and objectives. This budget is a commitment to the residents, businesses, and visitors of Del Mar, to provide high quality service in a cost efficient manner. Thank you to the City Council for their vision and guidance throughout the development of this budget. In addition, thank you to the Management Team and Finance Department staff, and all of the employees of the City who dedicate themselves and strive daily to make this budget a reality.

Respectfully submitted,



Scott W. Huth  
City Manager

## **EXECUTIVE SUMMARY**

### **Fiscal Years 2015-2016 and 2016-2017**

#### **Adopted Operating and Capital Budget**

The Adopted Fiscal Years 2015-2016 and 2016-2017 Budget approved by the City Council is a spending plan based on current services, strategic and operational efficiencies, Community funding requests, and CIP projects, and is \$33,903,145 and \$29,135,175, respectively. This includes \$11,068,680 and \$11,153,750 in the General Fund, respectively, \$1,726,370 and \$1,686,680 in Other Governmental Funds, respectively, \$9,533,005 and \$8,171,505 in the Capital Improvement Program fund, which includes funding for City Hall, respectively, and includes Workers' Compensation Fund expenses of \$272,030 and \$283,860, respectively. Water Fund expenses for the two years are \$3,432,400 and \$3,670,780, Clean Water Fund expenses are \$550,670 and \$574,960, and Wastewater Fund expenses are \$7,319,990 and \$3,593,640, respectively.

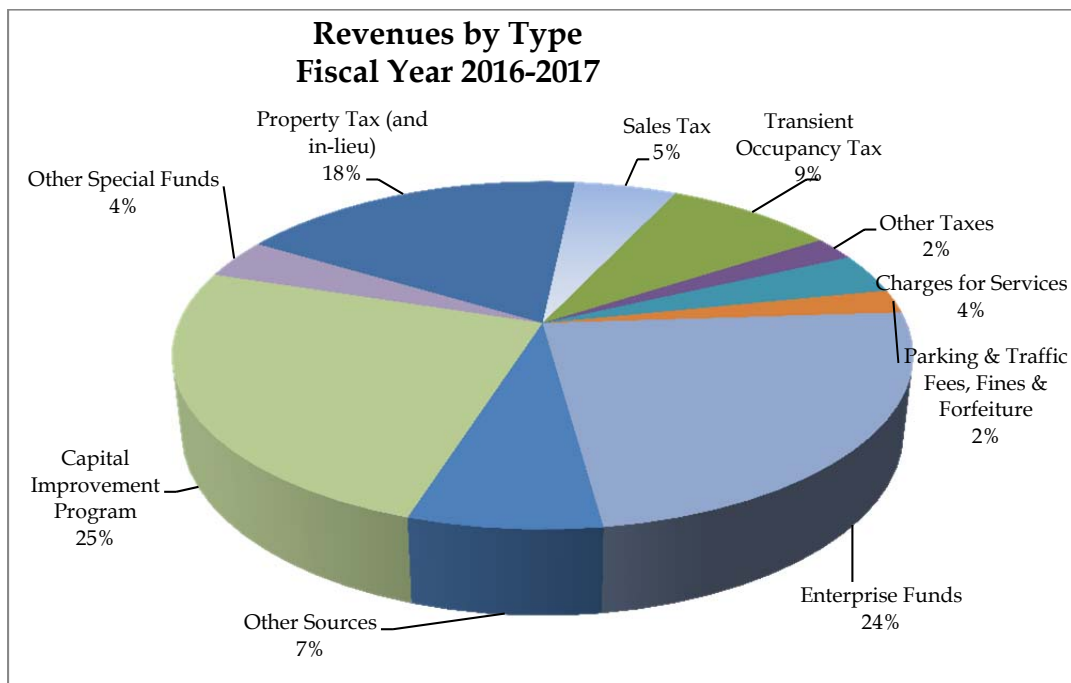
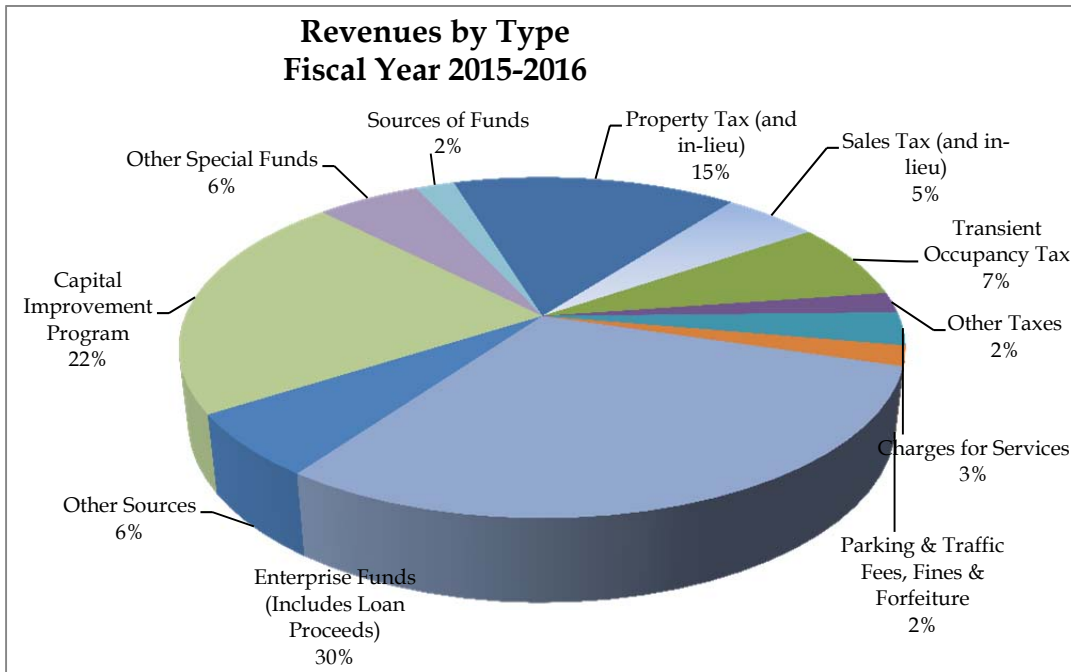
The City's adopted two-year budget is balanced and meets two important City policies. It satisfies the General Fund 10 percent minimum contingency reserve requirement with projected Fiscal Year 2015-2016 and Fiscal Year 2016-2017 contingencies of 20 percent for both years. It maintains the City's Revenue Loss Reserve at \$500,000, funds \$150,000 for each fiscal year into the Equipment Replacement Reserve, transfers payments owed from the General Fund to the Water Fund borrowed for payoff of the City's CalPERS side fund liability, and funds the new Pension Reserve established to pay off the City's pension unfunded liability within 15 years.

In addition, the budget satisfies the Finnell plan over the two-year budget period. The purpose of the Finnell plan was to identify the difference between revenues and operating expenditures as a potential funding source to be tapped to fund the City's capital improvement program. The Finnell plan was developed in times of strong revenue growth, when the difference between revenue growth and expenditure growth was sufficient to fund the City's capital needs. When revenue growth rates are less than 5.4 percent, the Finnell Plan requires holding the growth in operating expenditures to 1.4 percent less than the growth in revenues.

In Fiscal Years 2015-2016 and 2016-2017, revenues are projected to increase 9.03 percent over the two-year period. Subtracting the 1.4 percent per the Finnell Plan, expenditure increases would be limited to 7.63 percent. The adopted budget indicates an increase of 5.11 percent, which is within the 7.63 percent increase permitted by the Finnell Plan.

The Finnell Plan is computed using General Fund revenues and operating expenditures, and excludes grant funding, grant funded expenditures, equipment replacement fund purchases, and one-time expenditure reimbursements and expenditures.

**REVENUE AND EXPENDITURE PICTURE:**



Revenues:	Adopted FY 2015-2016	Adopted FY 2016-2017
Property Tax (and in-lieu)	\$ 5,126,740	\$ 5,331,810
Sales Tax (and in-lieu)	1,712,500	1,578,130
Transient Occupancy Tax	2,459,200	2,606,750
Other Taxes	651,240	649,690
Charges for Services	1,063,990	1,095,930
Parking & Traffic Fees, Fines & Forfeiture	649,000	649,000
Enterprise Funds (includes Loan Proceeds)	10,244,370	7,035,770
Other Sources	2,048,420	2,099,580
Capital Improvement Program	7,374,505	7,374,505
Other Special Funds	1,874,120	1,088,030
Sources of Funds/Deposits to Reserves	699,060	(374,020)
<b>Total</b>	<b>\$ 33,903,145</b>	<b>\$ 29,135,175</b>

### Total Revenues

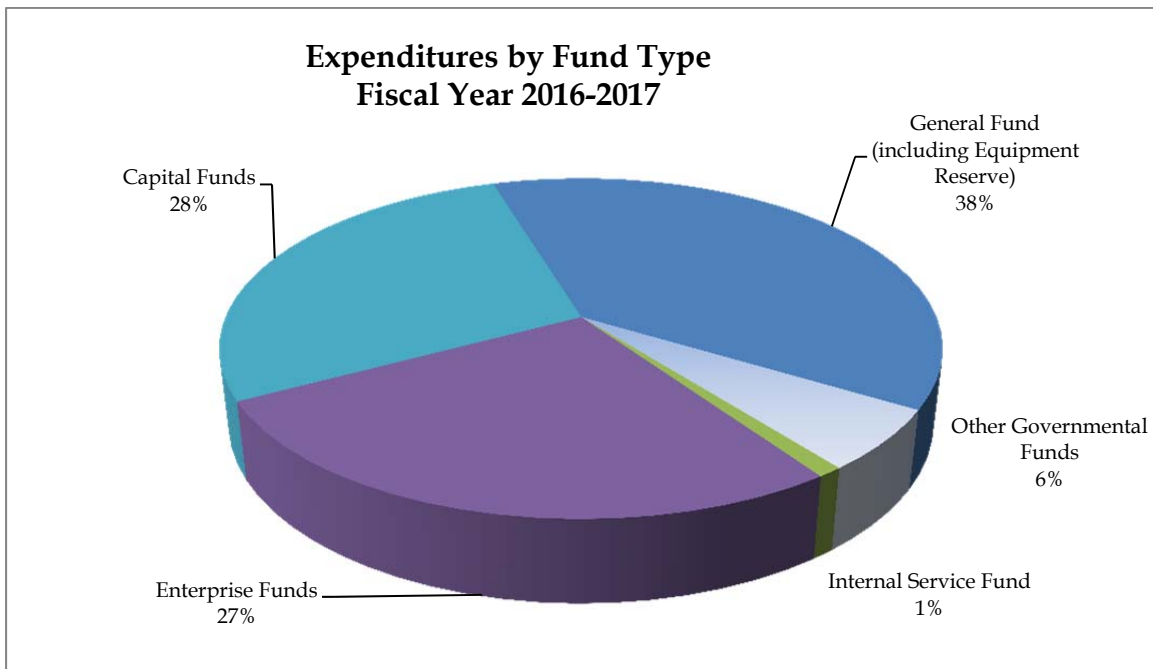
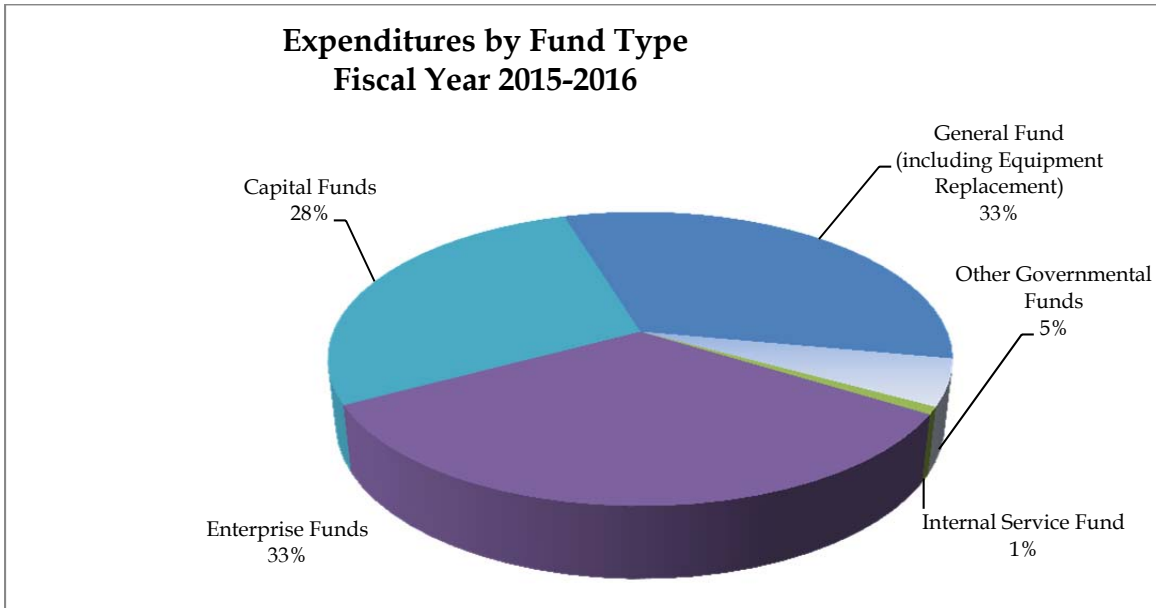
Total Revenues for Fiscal Year 2015-2016 is \$33,204,085 and \$29,509,195 for Fiscal Year 2016-2017. The projected revenue totals are higher during Fiscal year 2015-2016 due to loan proceeds in the Wastewater Fund related to the Force Main Connection to SEJPA project and the Citywide Wastewater Infrastructure Rehabilitation project.

As shown in the graphic, for Fiscal Year 2015-2016, property taxes, sales and use tax, and Transient Occupancy Tax (TOT) make up 15 percent, five percent, and seven percent of total revenues. Enterprise funds account for 30 percent of total revenues and the Capital Improvement Program accounts for 22 percent of total revenues. The remaining revenues are from other taxes, charges for services, parking and traffic fees, fines and forfeiture, other sources, and other special funds and range from two to six percent each of total revenues.

For Fiscal Year 2016-2017, property taxes, sales and use tax, and TOT make up 18 percent, five percent, and nine percent of total revenues. Enterprise funds account for 24 percent of total revenues and the Capital Improvement Program accounts for 25 percent of total revenues. The remaining revenues are from other taxes, charges for services, parking and traffic fees, fines and forfeiture, other sources, and other special funds and range from two to seven percent each of total revenues.

The City's three primary revenues in the General Fund are property taxes, sales and use tax, and transient occupancy taxes (TOT), and makeup 68 percent of the overall General

Fund revenue for both fiscal years. Based on the activity that the City has seen in recent years, these revenue categories are projected to increase four percent for property taxes, one percent for sales and use tax, and six percent for TOT over the next two years. A more detailed analysis of General Fund revenues may be found under the “Financial Summaries” section.



	Adopted FY 2015-2016	Adopted FY 2016-2017
General Fund (including Equipment Replacement)	\$ 11,068,680	\$ 11,153,750
Other Governmental Funds	1,726,370	1,686,680
Internal Service Fund	272,030	283,860
Enterprise Funds	11,303,060	7,839,380
Capital Funds	9,533,005	8,171,505
<b>Total</b>	<b>\$ 33,903,145</b>	<b>\$ 29,135,175</b>

### Total Expenditures

Total expenditures for Fiscal Year 2015-2016 are \$33,903,145 and \$29,135,175 for Fiscal Year 2016-2017. Approved expenditures for Fiscal Year 2015-2016 are higher than Fiscal Year 2016-2017 due to the Street and Drainage project in the Transnet Fund and the Force Main Connection to SEJPA project and Citywide Wastewater Infrastructure Rehabilitation project in the Wastewater Fund occurring in the first year of the budget. Both fiscal years include the City Hall/Town Hall project of \$7,359,505 each year.

As shown in the graphic, for Fiscal Year 2015-2016, the General Fund is 33 percent of the total overall budget; the Other Governmental Funds make up five percent of the total budget, one percent for the Internal Service Fund, 33 percent for the Enterprise Funds, and 28 percent for the Capital Funds.

For Fiscal Year 2016-2017, the General Fund is 38 percent of the total overall budget, the Other Governmental Funds make up six percent of the total budget, one percent for the Internal Service Fund, 27 percent for the Enterprise Funds, and 28 percent for the Capital Funds.

The adopted two-year budget reflects no changes to staffing over the next two fiscal years and was prepared with the following salary and benefit adjustments:

- a) The Miscellaneous Group's contract expired on December 1, 2014, and the contract is under negotiation. An increase of 2.5 percent for cost-of-living adjustments was projected and added to salaries.
- b) The Firefighters' Association labor contract expires on June 30, 2017. Per their contract, a two percent stipend was included for both fiscal years, with one percent contributions added each year to their 401a retirement account offset by one percent decreases in Employer Contributions paid by the Firefighters instead of the City.
- c) An increase of 2.5 percent for cost-of-living adjustments was projected and added for Management and the unrepresented employees. Additional increases were added to account for the Council-approved Pay for Performance Program and vacation payout.

- d) Medical costs are budgeted to increase by an average of 13.50 percent for both fiscal years.

The adopted budget reflects the same level of service as in previous years. The City Council also approved strategic and operational efficiencies of \$715,360 and \$493,200 for FY 2015-2016 and FY 2016-2017, respectively. These one-time expenditures are shown in the following table.

### Strategic and Operational Efficiencies

	FY 2015-2016	FY 2016-2017
<b>General Fund</b>		
Classification and Compensation-Reevaluating Positions	\$ 30,000	\$ 30,000
Housing Element	22,500	-
General Plan/Zoning Code Digitizing Project	25,000	-
Citizen Request Management Module	16,500	4,000
Cashiering System-50%	15,500	1,900
Retro-fit Wireless Connection at L'Auberge	13,000	-
Electric Vehicle for City Hall Business Use	15,000	
Electric Bicycles	3,000	3,000
Law Enforcement Study	25,000	
iTrakIT-10%	1,730	700
Server Replacements	13,000	-
Branch Office Switch (I.T.)	-	9,600
Electronic Message Board for Traffic Control (2)	45,000	-
Sea Level Rise Study	2,500	75,000
Disaster Preparedness (Ham Radio and Equipment)	6,000	6,000
Digitize Citywide Records Project	100,000	50,000
<i>General Fund Totals</i>	<b>\$ 333,730</b>	<b>\$ 180,200</b>
<b>Special Funds</b>		
Recycling Bins-AB 939 Fund	\$ 25,000	\$ -
Emergency Preemption Device-Grant Fund	20,800	
Residential Roadway Paving Project-Capital Project Fund	300,000	300,000
<i>Special Funds Totals</i>	<b>\$ 345,800</b>	<b>\$ 300,000</b>
<b>Enterprise Funds</b>		
Cashiering System-50%	15,500	1,900
iTrakIT-90%	15,530	6,300
Online Bill Pay Module	4,800	4,800
<i>Enterprise Funds Totals</i>	<b>\$ 35,830</b>	<b>\$ 13,000</b>
<b>Totals</b>	<b>\$ 715,360</b>	<b>\$ 493,200</b>

## **Expenditures - General Fund**

General Fund expenditures, excluding the Equipment Replacement expenditures, which are funded by a separate reserve, will increase by 5.8 percent in Fiscal Year 2015-2016 when compared to the amended budget for Fiscal Year 2014-2015, and by 0.8 percent in Fiscal Year 2016-2017 when compared to the Fiscal Year 2015-2016 projection. The increase when comparing Fiscal Year 2015-2016 to Fiscal Year 2014-2015 is due to expenditure increases in Patrol and Traffic Enforcement services for additional law enforcement services in addition to the negotiated contract increase with the County's Sheriff Department, and in increases in Special Projects for preparation of a Local Coastal Program amendment addressing sea-level rise impacts. While the General Government expenditures are comparable between the two fiscal years, the variances in the City Manager, Human Resources, and City Clerk departments offset each other and are due to a re-allocation of staff time shared between those departments.

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, medical costs, and pension costs. Any other increases are due to the one-time strategic and operational expenditures as discussed previously.

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**

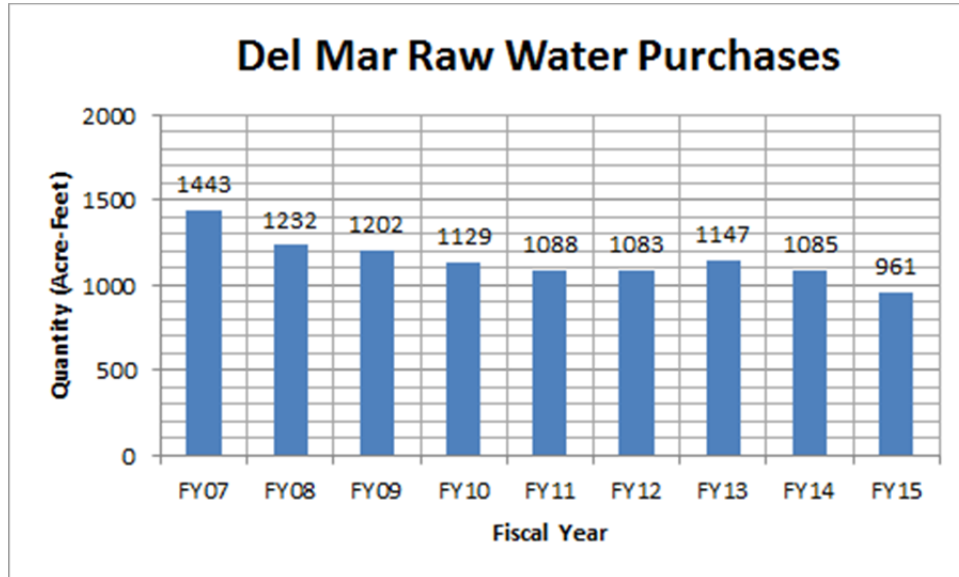
Fund	Adopted FY 2015-2016	Adopted FY 2016-2017
Library Fund	\$ 13,200	\$ 13,200
Gas Tax Fund	412,200	421,520
Open Space Fund	844,870	831,460
Supplemental Law Enforcement Fund	183,680	189,630
Regional Communications Fund	34,500	34,500
Grants Fund	40,170	19,370
Housing Fund	117,000	117,000
AB 939 Fund	70,000	50,000
PEG Fee Fund	10,000	10,000
Wildfire Protection Bond Fund	750	-
Totals	\$ 1,726,370	\$ 1,686,680

Other General Governmental Expenditures decline 5.3 percent in Fiscal Year 2015-2016 compared to the amended projection for Fiscal Year 2014-2015, and decline 2.2 percent in Fiscal Year 2016-2017 compared to Fiscal Year 2015-2016. The reduction in the first year is primarily due to the last debt payment made in the Wildfire Protection Fund during Fiscal Year 2014-2015 that is not required in the current two-year budget. The reduction in the second year is due to slight reductions in the Open Space Fund, Grants Fund, AB 939 Fund, and Wildfire Protection Bond Fund offset by slight increases in the Gas Tax Fund, Supplemental Law Enforcement Fund, and the Gas Tax Fund. An allocation of staff time in the Public Works Department affected the changes in the Open Space and Gas Tax Fund and offset each other. The decrease in the Grants Fund is due to the purchase of emergency traffic preemption in the first year that does not occur in the second year. The decrease in the AB 939 Fund is due to the purchase of recycling bins in the first year that does not occur in the second year.

## Enterprise Funds

### Raw Water

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



Renewed conservation efforts related to the statewide drought conditions have resulted in continued declines in raw water purchases. The City is projecting continuing increases in raw water purchase and transportation costs and approximately 1150 Acre Feet (AF) of annual water purchases. Since 2009, the City has seen its rates for untreated water purchases climb from \$463 per AF to the current rate of \$865 per AF. The budget includes \$1,429,840 for raw water supply purchases in Fiscal Year 2015-2016. The budget of \$1,487,980 for Fiscal Year 2016-2017 assumes an additional four percent increase in raw water costs.

### Treated Water

The City of San Diego increased Del Mar's water treatment and transportation cost to an estimated \$235.47 per acre foot for Fiscal Year 2015-2016. These new unit prices for water treatment and transportation are derived from an allocation of costs at the Miramar treatment plant, the facility that treats Del Mar's water. The Fiscal Year 2015-2016 budget of \$290,280 and the Fiscal Year 2016-2017 budget of \$303,810 include an annual capacity fee of \$19,480.

## **Wastewater Transportation**

The cost to transport the City's wastewater through the San Diego Municipal System prior to its deposition into the Metro System for treatment is \$180,000 for Fiscal Year 2015-2016. In Fiscal Year 2016-2017, the combined cost for wastewater transportation for the 85 percent of the City's wastewater that will travel through Solana Beach's wastewater distribution system and 15 percent that will continue to be transported through the San Diego Municipal System is estimated to be \$110,000.

## **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 CIP expenditures will increase from \$6,225,340 in Fiscal Year 2014-2015 to \$9,533,005 in Fiscal Year 2015-2016 and \$8,171,505 in Fiscal Year 2016-2017. The vast majority of these increased capital expenditures are directly attributable to the construction of the City Hall/Town Hall Development. Additionally, greater funding for paving was allocated within the Citywide Roadway Maintenance Project for both fiscal years. Additionally, a total of \$100,000 in funding was made available in Fiscal Year 2015-2016 for rehabilitation of the Powerhouse restrooms and \$50,000 was allocated in each year for drought tolerant landscaping enhancement to City entrances, arterials, and areas of high visibility.

Within the utility funds, \$3,535,000 has been allocated in Fiscal Year 2015-2016 for completion of two major wastewater infrastructure projects, the Force Main Connection to SEJPA and the Citywide Wastewater Infrastructure Rehabilitation Project. The Bi-Annual Utility Improvements project has been allocated a total of \$169,000 in Fiscal Year 2015-2016 and \$633,600 in Fiscal Year 2016-2017 for wastewater collection system and water distribution system upgrades.

**Capital Projects Included in the Adopted Budget**

	FY 2015-2016	FY 2016-2017
<b>General Fund</b>		
Annual Storm Drain Improvements	\$ 15,000	\$ 15,000
Annual Pavement Rehabilitation	630,000	630,000
Court Street Parallel Parking	20,000	-
Coast Blvd Pedestrian & Accessibility Improvement	85,000	-
City Hall Development*	7,359,505	7,359,505
Trash/Recycling Receptacles	15,000	-
Lifeguard Towers Rehabilitation	30,500	12,000
Downtown Crosswalks Upgrade	30,000	-
Major Facilities Maintenance	80,000	80,000
Library A/C Unit	30,000	-
Paid Parking Expansion	100,000	-
Tennis Court Fencing & Landscape	30,000	-
Tennis Court Drainage Ditch	100,000	-
City Facilities ADA Improvements*	15,000	15,000
<i>General Fund Totals</i>	<b>\$ 8,540,005</b>	<b>\$ 8,111,505</b>
<b>Special Funds</b>		
Powerhouse Bathroom Rehabilitation-Open Space Fund	\$ 100,000	\$ -
Shores Park Master Plan	30,000	
Citywide Landscaping Improvements-Open Space Fund	50,000	50,000
Roadway and Sidewalk Improvements-Via de la Valle*-TransNet Fund	813,000	10,000
<i>Special Funds Totals</i>	<b>\$ 993,000</b>	<b>\$ 60,000</b>
<b>Enterprise Funds</b>		
Bi-Annual Water Improvements	169,000	314,000
Bi-Annual Wastewater Improvements	-	319,600
San Elijo Joint Powers Authority Wastewater Force Main*	1,500,000	-
Citywide Wastewater Infrastructure Rehabilitation*	2,035,000	-
<i>Enterprise Funds Totals</i>	<b>\$ 3,704,000</b>	<b>\$ 633,600</b>
<b>Totals</b>	<b>\$ 13,237,005</b>	<b>\$ 8,805,105</b>

\* These projects 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 General Fund Contingency Reserve policy to maintain reserves of between 10 to 20 percent of operating expenditures has been satisfied with levels of 20.0 percent for both years. 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 \$397,771 in the first year, and \$393,771 in the second year. The General Fund also contains a series of designated reserves. A Revenue Loss Reserve of \$500,000 is expected to remain untouched during the two-year budget. The reserve for Sidewalk Cafés is projected to have additions of approximately \$5,000 in each year of the budget. This reserve is funded by fees from the sidewalk cafes, and is dedicated towards downtown streetscape improvements. The Software Licensing Reserve is expected to remain constant at approximately \$32,000, without additional funding or expenditures, in this two-year budget cycle.

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; \$150,000 will be added in each fiscal year of this budget. The Fiscal Year 2015-2016 draw from this fund is \$16,500 and the draw is \$9,600 in Fiscal Year 2016-2017. Included in the draw in Fiscal Year 2015-2016 is \$13,000 for two computer servers and \$3,500 for uninterruptible power supply at City Hall. In Fiscal Year 2016-2017, the draw includes \$9,600 for a branch office switch. The ending balance for this fund is projected at \$793,830 in Fiscal Year 2015-2016 and \$934,230 in Fiscal Year 2016-2017.

In the Open Space Fund, the City's Tree Reserve which funds the fuel reduction programs by the Fire Department is expected to be \$18,357 in Fiscal Year 2015-2016 and to be \$21,357 in Fiscal Year 2016-2017. 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. The fund balance is projected to be \$425,895 for Fiscal Year 2015-2016 and \$333,315 for Fiscal Year 2016-2017.

The City has three enterprise funds, Water, Wastewater, and Clean Water. In order to pay off the City's CalPERS Side Fund liability, the Water Fund loaned \$1,200,790 to the General Fund during FY 2012-2013. The Water Fund will be repaid in FY 2017-2018 using the avoided pension costs from the annual amortized side fund payments. The Fund is projected to have an unreserved contingency of \$337,831 and \$636,207 in the two budget years and will receive reimbursements from the General Fund during both fiscal years.

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 \$299,700 and \$197,953 for Fiscal Year 2015-2016 and Fiscal Year 2016-2017, 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 economy continuing its slow recovery and the increasing costs of pension and medical, a 30-year forecast was prepared in conjunction with the two-year budget to ensure the viability and financial health of the City. It was also prepared in order to analyze whether or not the City can issue bonds for capital projects and fund upcoming long-term projects.

Revenues: the City's top three revenue sources - property taxes, transient occupancy tax (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 seven percent increase per year. Based on the receipts from recent years, it appears likely that property taxes may increase by five percent, however, for budget and forecasting purposes, property taxes are being projected at four percent for the next two years and thereafter. This projection is based on a concern that the growth in the last two years was influenced by property owners waiting for a better market.

For TOT, the City has averaged about eight percent per year, even after factoring out the TOT increase imposed in 2008; however, due to the uncertain nature of this revenue, the dependence on the economy, that this revenue is highly concentrated on few hotels,

and possible remodeling that will occur with the hotels, the forecast reflects a six percent increase every year.

For sales and use tax, the City has averaged a 3.5 percent increase over the past 25 years. In recent years, this revenue category has been flat and has shown modest growth. Based on this and the number of businesses that have closed at the Plaza, sales and use tax is being projected to increase by one percent.

Expenditures: salaries include 2.5 percent increases each year. For pension costs, the Employer Contribution rates include the new increases approved by CalPERS for FYs 2015-2016 through 2019-2020 and include their new demographic assumptions. Pension costs were also prepared based on the City's voluntary survey of its employees on when they would be most likely to retire. Medical costs were forecast to increase by 7.5 percent each year. All other benefits including workers' compensation are forecasted to increase by one percent each year.

The City contracts out for its Sheriff services and Fire Management services. The Sheriff contract is forecasted to increase five percent each year and three percent each year for Fire Management services. Based on its contract with the 22<sup>nd</sup> District of Agriculture, five percent increases were scheduled for the fire lease. All other expenditures were forecasted to increase three percent each year.

The City Hall/Town Hall project is estimated to cost between \$12 and \$16 million. The forecast includes debt service payments of \$816,308 per year based on debt financing of \$16 million at three percent.

Transfers from the General Fund: the forecast includes funding towards the newly created 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 following this two-year budget.

Executive Summary

June 1, 2015

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<b>City of Del Mar Financial Forecast</b>	<b>Adopted 2015-2016</b>	<b>Adopted 2016-2017</b>	<b>Projected 2017-2018</b>	<b>Projected 2018-2019</b>	<b>Projected 2019-2020</b>	<b>Projected 2020-2021</b>	<b>Projected 2021-2022</b>
GF Beginning Balance	\$ 2,397,985	\$ 2,410,590	\$ 2,395,325	\$ 2,651,686	\$ 3,042,016	\$ 3,580,656	\$ 4,279,366
GF Revenues	13,705,701	14,005,390	14,476,377	14,962,348	15,469,768	15,999,655	16,553,076
GF Expenditures	11,026,180	11,118,150	11,332,829	11,656,281	11,989,823	12,333,784	12,688,504
City Hall Funding (GF Expenditures)	-	-	816,308	816,308	816,308	816,308	816,308
Transfers Out, net of Transfer to CIP Fund and Pension Reserve	1,596,776	1,439,906	985,493	971,428	986,996	1,002,853	1,019,003
Transfer to CIP Fund (CIP Expenditures)	949,500	1,266,000	440,000	451,000	461,000	471,000	481,000
Transfer to Pension Reserve Fund	120,640	196,599	645,386	677,000	677,000	677,000	677,000
GF Expenditures and Tfirs Out	13,693,096	14,020,655	14,220,016	14,572,018	14,931,127	15,300,945	15,681,815
Rev Over/(Under) Expenditures	12,605	(15,265)	256,361	390,330	538,641	698,710	871,261
GF Contingency Ending Balance	\$ 2,410,590	\$ 2,395,325	\$ 2,651,686	\$ 3,042,016	\$ 3,580,656	\$ 4,279,366	\$ 5,150,627
Projected General Fund Contingency %	20.0%	20.0%	21.8%	24.4%	28.0%	32.5%	38.1%



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Del Mar  
California**

For the Biennium Beginning

**July 1, 2013**

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, 2013. 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.

RESOLUTION 2015-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL MAR, CALIFORNIA, ADOPTING THE FISCAL YEARS 2015-2016 AND 2016-2017 OPERATING AND CAPITAL BUDGET AND CITY COUNCIL PRIORITIES, AND AMENDING THE FISCAL YEARS 2013-2014 AND 2014-2015 OPERATING AND CAPITAL BUDGET

WHEREAS, on May 11, 2015 and May 12, 2015, the City Council of the City of Del Mar held Budget Workshops to review the recommendations for the Fiscal Years 2015-2016 and 2016-2017 Operating and Capital Budget; and

WHEREAS, the City Council has been presented with and has reviewed the Fiscal Years 2015-2016 and 2016-2017 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 Capital Equipment that has been previously approved by the City Council and is included in the Fiscal Years 2015-2016 and 2016-2017 Operating and Capital Budget and item and appropriation are as follows:

Electric vehicle-City Hall	\$15,000
Electric vehicle-Public Works	15,000
Server replacement	13,000
Inn meter retro-fit signal booster	10,000

WHEREAS, the City Council has been presented with and reviewed the City Council Priorities, and is approving the City Council Priorities for Fiscal Years 2015-2016 and 2016-2017; and

WHEREAS, a request to advance the following items from the Proposed Fiscal Years 2015-2016 and 2016-2017 Operating and Capital Budget to the Fiscal Years 2013-2014 and 2014-2015 Operating and Capital Budget and amend the budget accordingly:

Bi-Annual Wastewater Utility Improvement	57.6906.5900	\$205,800
Two Message Boards	20.5846.5300	47,000
Health/Pension Benefit Consultant	01.5210.3200	35,000
Reclaimed Water Irrigation Expansion	40.XXXX.5900	25,000

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 2015-2016 and 2016-2017 Operating and Capital Budget is approved and adopted as shown on Exhibit "A" to the resolution; and

BE IT FURTHER RESOLVED, that the Fiscal Years 2013-2014 and 2014-2015 Operating and Capital Budget be amended by \$312,800 for items being requested to be advanced from the Proposed Fiscal Years 2015-2016 and 2016-2017 Operating and Capital Budget; 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 1<sup>st</sup> day of June 2015.



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AL CORTI, Mayor  
City of Del Mar

APPROVED AS TO FORM:



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LESLIE E. DEVANEY, City Attorney  
City of Del Mar

ATTEST AND CERTIFICATION:

STATE OF CALIFORNIA  
COUNTY OF SAN DIEGO  
CITY OF DEL MAR

I, ANDREW POTTER, 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 2015-26, adopted by the City Council of the City of Del Mar, California, at a Regular Meeting held the 1<sup>st</sup> day of June 2015, by the following vote:

AYES: Mayor Corti, Deputy Mayor Parks, Council Members Mosier,  
Sinnott and Worden  
NOES: None  
ABSENT: None  
ABSTAIN: None

  
\_\_\_\_\_  
ANDREW POTTER,  
Administrative Services Director/  
City Clerk  
City of Del Mar

RESOLUTION NO. 2015 -27

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

WHEREAS, on June 3, 2013, the City Council of the City of Del Mar adopted Resolution 2013-33 approving the compensation plans for Management and Professional, General, and Seasonal employees for inclusion in the Fiscal Years 2013-2014 and 2014-2015 Operating and Capital Budget; and

WHEREAS, on January 6, 2014, the City Council of the City of Del Mar adopted Resolution 2014-01, amending the compensation plans for Management, Professional, and Confidential employees; and

WHEREAS, on April 21, 2014, the City Council of the City of Del Mar adopted Resolution 2014-24, amending the compensation plans for Firefighter employees; and

WHEREAS, on June 16, 2014, the City Council of the City of Del Mar adopted Resolution 2014-48, amending the compensation plan for Miscellaneous, Part-Time, Temporary and Hourly employees to reflect the increase in the minimum wage; and

WHEREAS, the City Council has been presented with and has reviewed the compensation plans for Management and Professional, General and Seasonal employees, and Firefighters for inclusion in the Fiscal Years 2015-2016 and 2016-2017 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 plan 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 1<sup>st</sup> day of June 2015.

  
\_\_\_\_\_  
AL CORTI, 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, ANDREW POTTER, 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 2015-27, adopted by the City Council of the City of Del Mar, California at a Regular Meeting held the 1<sup>st</sup> day of June 2015, by the following vote:

AYES: Mayor Corti, Deputy Mayor Parks, Council Members Mosier, Sinnott and Worden  
NOES: None  
ABSTAIN: None  
ABSENT: None



Andrew Potter,  
Administrative Services Director/City Clerk  
City of Del Mar

RESOLUTION NO. 2015 -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 2015-2016

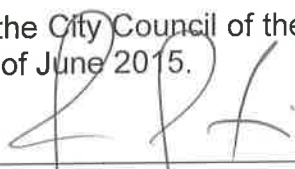
WHEREAS, a Special Assessment District No. 93-1 was created in 1993 for the purpose of financing for seawall improvements on certain property owners with homes on the beach; and

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, 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 99-1 (Seawall Construction) and 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 2015-2016 as shown on Exhibits "A" and "B" 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 1<sup>st</sup> day of June 2015.

  
\_\_\_\_\_  
AL CORTI, 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, ANDREW POTTER, 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 2015-28, adopted by the City Council of the City of Del Mar, California, at a Regular Meeting held the 1<sup>st</sup> day of June 2015, by the following vote:

AYES:	Mayor Corti, Deputy Mayor Parks, Council Members Mosier, Sinnott and Worden
NOES:	None
ABSENT:	None
ABSTAIN:	None

  
\_\_\_\_\_  
ANDREW POTTER,  
Administrative Services Director/  
City Clerk  
City of Del Mar

RESOLUTION NO. 2015-29

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL MAR, CALIFORNIA, ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2015-2016.

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 2015-2016 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>
1.0382	1.0118	1.0505

NOW, THEREFORE, BE IT RESOLVED that the appropriations limit be established at \$23,506,475 and that the City Council does hereby adopt the annual appropriations limitation for Fiscal Year 2015-2016, and selects the options for calculation using the population growth of the County of San Diego and the change in Non-Residential New Construction.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Del Mar, California, at a Regular Meeting held on the 1<sup>st</sup> day of June 2015.

  
AL CORTI, 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, ANDREW POTTER, 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 2015-29, adopted by the City Council of the City of Del Mar, California, at a Regular Meeting held the 1<sup>st</sup> day of June 2015 by the following vote:

AYES:	Mayor Corti, Deputy Mayor Parks, Council Members Mosier, Sinnott and Worden
NOES:	None
ABSENT:	None
ABSTAIN:	None

  
\_\_\_\_\_  
ANDREW POTTER,  
Administrative Services Director/  
City Clerk  
City of Del Mar

RESOLUTION 2015-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL MAR, CALIFORNIA, APPROVING THE STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2015-2016, 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 has determined that it is in the best interest of the City to permit Supranationals as an allowed investment in compliance with Government Code Section 53601 (q) and the Investment Policy; and

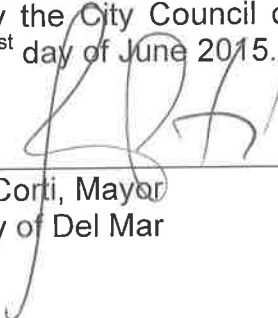
WHEREAS, the City Council, pursuant to Section 53607 of the Government Code is authorized to delegate said authority to the Treasurer; and

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.


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 1<sup>st</sup> day of June 2015.

  
\_\_\_\_\_  
Al Corti, 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, Andrew Potter, 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 2015-30, adopted by the City Council of the City of Del Mar, California, at a Regular Meeting held the 1<sup>st</sup> day of June 2015, by the following vote:

AYES:	Mayor Corti, Deputy Mayor Parks, Council Members Mosier, Sinnott and Worden
NOES:	None
ABSENT:	None
ABSTAIN:	None



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Andrew Potter,  
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, City staff, and City 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 Priorities, which include City Initiatives, and Capital Projects. The Priority list also includes projects that are identified as, non-critical, monitored, assigned to another entity, or 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, 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 City prepares a two-year budget 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 Director of Finance and Department Heads				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, hears presentations from all Department Heads 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, the local 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 1, 2015.

### **Budget Reviews**

The budget is monitored monthly by the Finance Department and Department Heads using internal reports, which compares actual revenues and expenditures to-date with budgeted amounts. On a semi-annual basis, the Finance Department 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, Council may amend the budget upon approval of a resolution to do so. 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 with the Mid-Year Financial Report.

## **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 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 Heads 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 and has a minimum 10 percent contingency reserve in the General Fund in order to ensure the City's continuing financial health. 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. As part of the budget adoption process in June 2000, the City Council approved an expanded reserve policy providing for, in addition to the 10 percent minimum contingency reserve, a mandatory review of reserves should the contingency reserve reach 20 percent. 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. Each equipment purchase over \$5,000 is "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 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, the Finnell Plan caps the growth of operating expenditures to 1.4 percent of the projected growth of revenues. The Fiscal Years 2015-2016 and Fiscal Years 2016-2017 budgets meet this financial objective.

### **Cash Management**

The basic tool for management of the City's cash is the investment policy approved annually by the City Council in compliance with State of California law. Staff monitors cash daily in order to maximize investment opportunities. Bank balances include only cash necessary 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 maintained by the Finance Department and is reviewed annually by Council as a 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 through 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 as high as 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 to 15 percent 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 or short-term or variable 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 Department 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 the residents of the City. The budget receives careful scrutiny to ensure that streets and roads are maintained and cleaned, that trash is picked up, that 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 is 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 30-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 January 1, 2015 for a five-year period. Rates and charges are sufficient to fund the required capital improvements, operating expenditures, and reserve requirements for the full five-year period. Due to the potential of mandatory reductions in water consumption, 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. The rates adopted in 2015 received only one protest vote, which the City believes is a testament to the open process in which the rates were set with extensive community input.

**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 2015-2016 budget, the appropriation limit for the City of Del Mar is \$23,506,475 which is \$13,614,433 over the proceeds of taxes.

The calculation of the proceeds of taxes follows this page.

**CITY OF DEL MAR  
CALCULATION - PROCEEDS OF TAXES  
FY 2015-2016**

<b>FUND</b>	<b>ESTIMATED FY 2015-2016</b>	<b>PROCEEDS OF TAXES</b>	<b>NON-PROCEEDS OF TAXES</b>
<b>GENERAL FUND</b>			
PROPERTY TAX	4,628,000 t	4,628,000	
PROPERTY TAX IN LIEU OF VLF	498,740 t	498,740	
SALES AND USE TAX	1,562,500 t	1,562,500	
PROPERTY TAX IN LIEU OF SALES TAX	150,000 t	150,000	
TRANSIENT OCCUPANCY TAX	2,459,200 t	2,459,200	
FRANCHISE TAXES	321,640 np		321,640
BUSINESS LICENSE TAX	212,100 t	212,100	
REAL PROPERTY TRANSFER TAX	127,500 t	127,500	
LICENSES & PERMITS	17,000 t	17,000	
JUNIOR LIFEGUARDS	46,310 np		46,310
PARKING PERMITS	19,110 np		19,110
MOVING VIOLATIONS	135,000 np		135,000
PENALTIES	6,000 np		6,000
PARKING VIOLATIONS	500,000 np		500,000
ADMINISTRATIVE CITATIONS	8,000 np		8,000
SIDEWALK CAFÉ USER FEE	5,390 np		5,390
RENTAL INCOME	154,500 np		154,500
PARKING METER INCOME	765,000 np		765,000
VEHICLE LICENSE FEE	1,940 t	1,940	
PUBLIC SAFETY AUGMENTATION FUND (PSAF)	73,630 t	73,630	
HOMEOWNER EXEMPT	35,700 t	35,700	
SOLANA BEACH CONTRACT	19,500 np		19,500
ON-TRACK PARAMUTUAL	44,640 np		44,640
OFF-TRACK PARAMUTUAL	21,000 np		21,000
SOLID WASTE	19,570 np		19,570
CHARGES FOR PLANNING SERVICES	1,063,990 np		1,063,990
HOUSING IN LIEU	18,800 np		18,800
ADMINISTRATIVE CHARGE	668,630 np		668,630
NUISANCE ALARM REIMBURSEMENT	3,920 np		3,920
STATE MANDATED COST REIMBURSEMENT	13,600 np		13,600
MISCELLANEOUS	100,000 np		100,000
SUB-TOTAL GENERAL FUND	13,700,910	9,766,310	3,934,600
GENERAL INTEREST	20,180	14,385	5,795
<b>TOTAL GENERAL FUND</b>	<b>13,721,090</b>	<b>9,780,695</b>	<b>3,940,395</b>
<b>LIBRARY FUND</b>			
CONTRIBUTIONS	- np		-
CONTRIBUTIONS - FRIENDS	- np		-
TOTAL LIBRARY FUND	-	-	-
<b>GAS TAX FUND</b>			
STATE GAS TAX	103,650 np		103,650
TOTAL GAS TAX FUND	103,650	-	103,650

CITY OF DEL MAR  
CALCULATION - PROCEEDS OF TAXES  
FY 2015-2016

<u>FUND</u>	<u>ESTIMATED FY 2015-2016</u>	<u>PROCEEDS OF TAXES</u>	<u>NON-PROCEEDS OF TAXES</u>
<b><u>OPEN SPACE FUND</u></b>			
CONSTRUCTION TAX	16,320 t	16,320	
PERMITS	348,090 np		348,090
ON-TRACK PARAMUTUAL	29,750 np		29,750
OFF-TRACK PARAMUTUAL	14,000 np		14,000
CONTRIBUTIONS	19,600 np		19,600
TREE MITIGATION	3,000 np		3,000
MISCELLANEOUS	40,000 np		40,000
	<hr/>	<hr/>	<hr/>
SUB-TOTAL OPEN SPACE FUND	470,760	16,320	454,440
INVESTMENT EARNINGS	780	27	753
	<hr/>	<hr/>	<hr/>
<b>TOTAL OPEN SPACE FUND</b>	<b>471,540</b>	<b>16,347</b>	<b>455,193</b>
<b><u>SUPPLEMENTAL LAW FUND</u></b>			
SUPPLEMENTAL LAW GRANT	100,000 np		100,000
	<hr/>	<hr/>	<hr/>
TOTAL SUPPLEMENTAL LAW	100,000	-	100,000
<b><u>REGIONAL COMMUNICATIONS FUND</u></b>			
PROPERTY TAX	45,000 t	45,000	
	<hr/>	<hr/>	<hr/>
TOTAL REGIONAL COMMUNICATIONS	45,000	45,000	-
<b><u>GRANTS FUND</u></b>			
STATE	- np		-
FEDERAL	19,600 np		19,600
LOCAL	24,260 np		24,260
	<hr/>	<hr/>	<hr/>
TOTAL GRANTS FUND	43,860	-	43,860
<b><u>HOUSING FUND</u></b>			
INVESTMENT EARNINGS	4,210 np		4,210
HOUSING IN LIEU	47,000 np		47,000
	<hr/>	<hr/>	<hr/>
TOTAL HOUSING FUND	51,210	-	51,210
<b><u>AB 939 FUND</u></b>			
AB 939 REIMBURSEMENT	50,000 t	50,000	-
	<hr/>	<hr/>	<hr/>
TOTAL AB 939 FUND	50,000	50,000	-
<b><u>WILDFIRE PROTECTION DEBT SERVICE FUND</u></b>			
PROPERTY TAX	- np		-
INVESTMENT EARNINGS	- np		-
	<hr/>	<hr/>	<hr/>
TOTAL WILDFIRE DEBT	-	-	-
<b><u>CAPITAL IMPROVEMENT FUND</u></b>			
FEDERAL GRANTS	15,000 np		15,000
LOAN PROCEEDS	7,359,505 np		7,359,505
INVESTMENT EARNINGS	- np		-
	<hr/>	<hr/>	<hr/>
TOTAL CAPITAL IMPROVEMENT FUND	7,374,505	-	7,374,505

CITY OF DEL MAR  
 CALCULATION - PROCEEDS OF TAXES  
 FY 2015-2016

<u>FUND</u>	<u>ESTIMATED FY 2015-2016</u>	<u>PROCEEDS OF TAXES</u>	<u>NON-PROCEEDS OF TAXES</u>
<b><u>TRANSNET FUND</u></b>			
TRANSNET	813,000 np		813,000
INVESTMENT EARNINGS	10 np		10
TOTAL TRANSNET FUND	813,010	-	813,010
<b>TOTAL GENERAL GOVERNMENT</b>	<b>22,773,865</b>	<b>9,892,042</b>	<b>12,881,823</b>
<b><u>WORKER'S COMPENSATION FUND</u></b>			
CONTRIBUTIONS	180,850 np		180,850
INVESTMENT EARNINGS	5,000 np		5,000
TOTAL WORKER'S COMPENSATION FUND	185,850	-	185,850
<b><u>WATER UTILITY FUND</u></b>			
PENALTIES	8,600 np		8,600
INVESTMENT EARNINGS	13,000 np		13,000
WATER SALES	1,905,500 np		1,905,500
READY TO SERVICE CHARGE	1,122,300 np		1,122,300
CURRENT SERVICE FEES	20,000 np		20,000
FIRE METERS	1,150 np		1,150
MISCELLANEOUS	11,000 np		11,000
TOTAL WATER FUND	3,081,550	-	3,081,550
<b><u>CLEAN WATER FUND</u></b>			
PENALTIES	1,500 np		1,500
INVESTMENT EARNINGS	- np		-
SERVICE CHARGES	476,200 np		476,200
GRANT REVENUE	5,000 np		5,000
TOTAL CLEANWATER FUND	482,700	-	482,700
<b><u>SEWER UTILITY FUND</u></b>			
PENALTIES	9,620 np		9,620
INVESTMENT EARNINGS	5,200 np		5,200
SERVICE CHARGES	1,456,000 np		1,456,000
USAGE CHARGES	1,549,000 np		1,549,000
INCLUSION FEES	9,600 np		9,600
MISCELLANEOUS	72,000 np		72,000
CITY OF SAN DIEGO	43,700 np		43,700
LOAN PROCEEDS	3,535,000 np		3,535,000
TOTAL SEWER FUND	6,680,120	-	6,680,120
TOTAL ALL FUNDS	<u>33,204,085</u>	<u>9,892,042</u>	<u>23,312,043</u>
PROP 4 LIMIT		23,506,475	
OVER/(UNDER) LIMIT		<u>(13,614,433)</u>	

## CITY COUNCIL PRIORITIES

### **Background**

Del Mar is a beach community of approximately 4,238 residents. Because of its proximity to the University of California, San Diego, the City attracts well-educated residents, many of whom become very involved in their community. Del Mar residents take an active part in the budget workshop sessions, in addition to contributing through participation on various advisory committees.

As part of preparing the two-year budget, in January or February, it is customary for the City Council to establish the priorities that will provide the framework for budget development. As a result of that meeting, Council establishes City Initiatives, Capital Improvement Projects, and projects that are monitored, assigned to another entity, and deferred. This budget addresses many of these goals.

The document on the following pages illustrates the priorities determined by the City Council. Using these priorities as a guideline, each Department develops a work program including tasks necessary to complete Council priorities, and tracks progress towards meeting those priorities throughout the year. The City Council adopts the work program at the beginning of the fiscal year and reviews the work program in six months 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 directions Council has set.



## City Council Priorities for Fiscal Years 2015-2016 and 2016-2017

At the beginning of each two-year budget in January or February, it is customary for the City Council to establish the priorities that will provide the framework for budget development. As a result of that meeting, Council establishes a list of priorities that are in line with the City's overall Goals and Objectives. Using these priorities as a guideline, each Department develops a Work Program including tasks necessary to complete Council priorities and tracks progress towards meeting those priorities throughout the year. The City Council adopts the work program at the beginning of the fiscal year and reviews the Work Program in six months 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 directions Council has set.

### ***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 its 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 CITY 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.**



## CURRENT PROJECTS AND PRIORITIES








These are projects that are already underway, have existing commitments, are revenue-generating, or have time-sensitive funding requirements. This category is subdivided into City Initiatives and Capital Improvement Projects.

### CITY INITIATIVES

Priority/Project	Description	Fiscal Year 2015-16	Fiscal Year 2016-17	Future
 <b>Amendments to the Development Review Process</b>	Review the Zoning Code and Design Review Ordinance for changes to mitigate the impact some recent residential construction is having on the community character	✓	✓	
 <b>Assessment of Public Safety Costs and Options</b>	Continue to assess the costs of providing public safety and research alternative options	✓		
 <b>Climate Action Plan</b>	Develop a Climate Action Plan for the City of Del Mar, including recommended mitigation measures and adaptation strategies	✓	✓	
 <b>Create a Public Art Master Plan</b>	Develop a Public Art Policy and Master Plan	✓		
 <b>Del Mar Fairgrounds Cost of Services Study and Master Plan Impact Fee Recovery</b>	Complete a cost of services study of the impacts from the Fairgrounds	✓		
 <b>Develop Modifications to the Del Mar Municipal Code Regarding Signage</b>	Request from the Business Support Advisory Committee to modify existing signage requirements	✓		
 <b>Development Impact Fee Study</b>	Conduct the prerequisite study for the implementation of Development Impact Fees.	✓		
 <b>Development of a Specific Plan for the North Entry to the City</b>	If there is interest among the property owners, then proceed with developing a work plan to develop a specific plan.	✓		
 <b>Double Tracking and Seasonal Rail Platform</b>	Provide timely responses to proposed development of the Seasonal Rail Platform	✓	✓	✓
 <b>Housing Nexus Fee Study</b>	Conduct a study of the Housing Nexus Fee	✓		












City Council Priorities for Fiscal Years 2015-2016 and 2016-2017

Priority/Project	Description	Fiscal Year 2015-16	Fiscal Year 2016-17	Future
 <b>Implement the Housing Element</b>	Implement the City’s Housing Element: Multi-year process. Working on 15 Code amendments. Prepare a Housing Mitigation Fee Nexus Study	✓	✓	
 <b>Improve Landscaping on Public Property</b>	Improve landscaping in medians, tennis court area, and around other City property	✓		
 <b>North Beach Operational Evaluation (Usage Rules)</b>	Identify operational and usage issues at North Beach and implement potential amendments.	✓		
 <b>Parking Management Plan – Downtown</b>	Complete and start implementation of the Downtown Parking Management Plan	✓		
 <b>Planning Fee Recovery Study</b>	Conduct a study to determine if planning fees are providing cost recovery	✓		
 <b>Sea Level Rise Local Coastal Program Amendment</b>	Complete an amendment to the City’s Local Coastal Program to address sea level rise	✓	✓	
 <b>Shores Park Master Plan</b>	Complete the public outreach and master planning effort for the Shores Park	✓		



City Council Priorities for Fiscal Years 2015-2016 and 2016-2017

**CAPITAL IMPROVEMENT PROJECTS**











Priority/Project	Description	Fiscal Year 2015-16	Fiscal Year 2016-17	Future
 <b>City Hall/Town Hall Development</b>	Implement the Master Plan and financing plan for development of a new City Hall/Town Hall	✓	✓	
 <b>Citywide Street Maintenance and Repair</b>	Conduct street repairs at various streets to extend the life and improve the quality of city streets	✓	✓	
 <b>Construction of Wastewater Pipeline to Solana Beach</b>	Construct a new wastewater pipeline from the City's pump station adjacent to the Tennis Courts out to Camino del Mar to Via de la Valle, north of Cedros Avenue to connect to Solana Beach.	✓		
 <b>Design and start construction on the River Path Del Mar Extension Project</b>	Working with the San Dieguito River Valley Conservancy and Lagoon Committee, complete design of the River Path Del Mar Extension Project, acquire permits, and start construction	✓		
 <b>Intersection Improvements at Jimmy Durante Boulevard</b>	Install intersection improvements at Jimmy Durante Blvd. and San Dieguito Drive	✓		
 <b>Paid Parking Expansion – Camino del Mar (North Beach) and Via de la Valle</b>	Install paid parking along Camino del Mar and Via de la Valle	✓		
 <b>Sidewalk and Street Improvements – Via de la Valle</b>	Construct sidewalk on the South side of Via de la Valle; perform roadway repair and stripping		✓	
 <b>Sidewalk, Street and Drainage Improvements – Camino del Mar (North Beach)</b>	Construct sidewalk improvements on the East side of Camino del Mar at North Beach from the Lagoon bridge to Via de la Valle, perform roadway repair and stripping along with pedestrian improvements	✓		
 <b>Sidewalk, Street, and Streetscape Improvements – Camino del Mar 8<sup>th</sup> to 15<sup>th</sup> Street</b>	Plan, scope, design, and construct sidewalk and street improvements on Camino del Mar between 8 <sup>th</sup> and 15 <sup>th</sup> Streets		✓	



City Council Priorities for Fiscal Years 2015-2016 and 2016-2017

**AS TIME ALLOWS**

*These are projects that are not critically time sensitive and lend themselves to be worked on as time is available, once higher priority projects are addressed and current operational needs are met.*




Priority/Project	Description	Fiscal Year 2015-16	Fiscal Year 2016-17	Future
 <b>Comprehensive Parking Management Plan: Beach Area</b>	Complete a Parking Management Plan for the beach area to address parking issues			✓
 <b>Comprehensive Parking Management Plan: Fairgrounds</b>	Complete a Parking Management Plan for the Fairgrounds area to address parking issues			✓
 <b>Comprehensive Parking Management Plan: Hillside Area</b>	Complete a Parking Management Plan for the hillside area to address parking issues			✓
 <b>Comprehensive Parking Management Plan: South Del Mar/Bluffs Area</b>	Complete a Parking Management Plan for South Del Mar/Bluffs area to address parking issues			✓
 <b>Del Mar Fairgrounds Local Coastal Program Amendment (LCPA)</b>	Modify the “white hole” in the LCPA; create a vision statement and development policies for the Fairgrounds property, similar to guidelines established for rest of the City and found in the Del Mar Community Plan.			✓
 <b>Document Conversion/Records Management</b>	Continue to digitize official City records to reduce the on-site storage needs and ensure the long-term retention of documents, while providing easier access to records	✓	✓	
 <b>Revenue Potential Study</b>	Evaluate feasible income generating ideas for the City to determine how to pay for services and capital improvements as needed and desired by residents and business owners	✓	✓	
 <b>Siting of Alvarado House</b>	Identify potential locations for the Alvarado House	✓		
 <b>Smart Water Meters</b>	Research the cost and feasibility of installing Smart Water meters citywide.	✓		
 <b>Succession Planning Review</b>	Comprehensive review of City functions and staffing to ensure there are appropriate levels of succession planning	✓		



City Council Priorities for Fiscal Years 2015-2016 and 2016-2017




**MONITOR**

*These are projects that have been identified by the City Council through previous goal and priority-setting discussions, but are long-term efforts or do not have an imminent need for action.*

Priority/Project	Description
 <b>Bridge Replacement – Camino del Mar</b>	Monitor the condition of the bridge on Camino del Mar
 <b>Governance Related to the Fairgrounds</b>	Continue discussions regarding a new governance model for the Fairgrounds, citing concerns over local representation
 <b>Pedestrian and Bicycle Plan (Circulation Element)</b>	Develop a citywide bicycle and pedestrian plan and solicit applicable grants to improve bicycle and pedestrian routes

**ASSIGNED TO ANOTHER ENTITY**

*These are projects that staff has limited capacity to facilitate, but forward momentum could continue if assigned to another entity (e.g. City committee) to work on during Fiscal Year 2015-2016.*










Priority/Project	Description
 <b>Preparation for Breeders’ Cup (November 2017)</b>	Coordination with the Fairgrounds, Sheriff, the Del Mar Village Association, TBID, and other organizations
 <b>Refocus on Downtown Revitalization Efforts</b>	Assistance from the Del Mar Village Association
 <b>Utility Undergrounding Planning/ Finance Plan</b>	Develop a long-term, comprehensive plan for assessing citywide feasibility of utility undergrounding, phasing, and financing (Finance Committee)



City Council Priorities for Fiscal Years 2015-2016 and 2016-2017

**DEFER**

These are projects that are recommended to be deferred to Fiscal Year 2017-2018 or beyond, due to either low Council prioritization or significant (unavailable) resource requirements.

Priority/Project	Description
 <b>Citywide 25 MPH Speed Limit (Corti)</b>	Implement a 25 mile per hour speed limit within the entire City boundaries with signage and physical improvement to slow traffic in our community and enforce as needed
 <b>Community Plan Update</b>	The process would include extensive community outreach for evaluation and recommendation and would include CEQA documentation and supporting technical studies
 <b>Improve Beach and Lagoon Trail Connections</b>	Continue to look for opportunities to improve the trail at the lagoon and the beach
 <b>Master Plan for Fire Station</b>	Develop a master plan for the Fire Station, considering potential alternate locations
 <b>Master Plan for Public Works Yard</b>	Develop a master plan for the Fire Station, considering potential alternate locations
 <b>Regulation of Short-Term Rentals</b>	Implement regulations of short-term rentals
 <b>Sidewalk, Street, and Drainage – Camino del Mar (South of 8<sup>th</sup> Street)</b>	Design and construct improvements south of 8 <sup>th</sup> Street to mitigate sidewalk connectivity, as well as street and drainage issues
 <b>Sidewalk, Street, and Drainage – Jimmy Durante Boulevard (San Dieguito to Via de la Valle)</b>	Design and construct improvements along Jimmy Durante Boulevard from San Dieguito Drive to Via de la Valle to mitigate sidewalk connectivity, as well as street and drainage issues
 <b>Staff Management Review</b>	Comprehensive review of City functions and staffing to ensure best practices efficiency, effectiveness, alternatives, and costs.

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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:

- The General Fund is the 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 charges, and the administrative charge from the Enterprise Funds. Major expenditures are public safety, general government, and public works expenditures.
- The Capital Projects Fund is 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:

- The Water Fund is 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.
- The Wastewater Fund is 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.

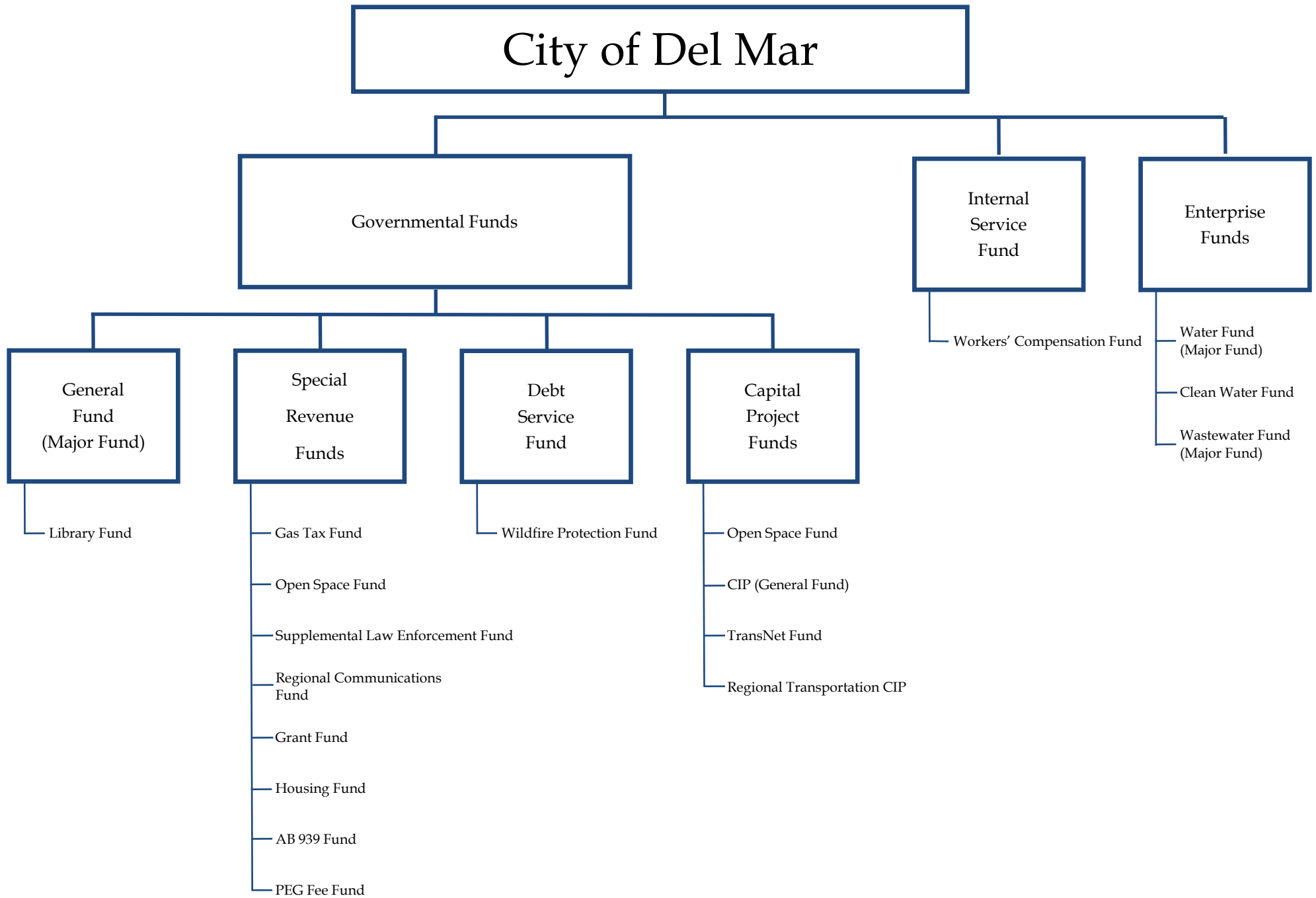
The City has the following non-major enterprise fund:

- The 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:

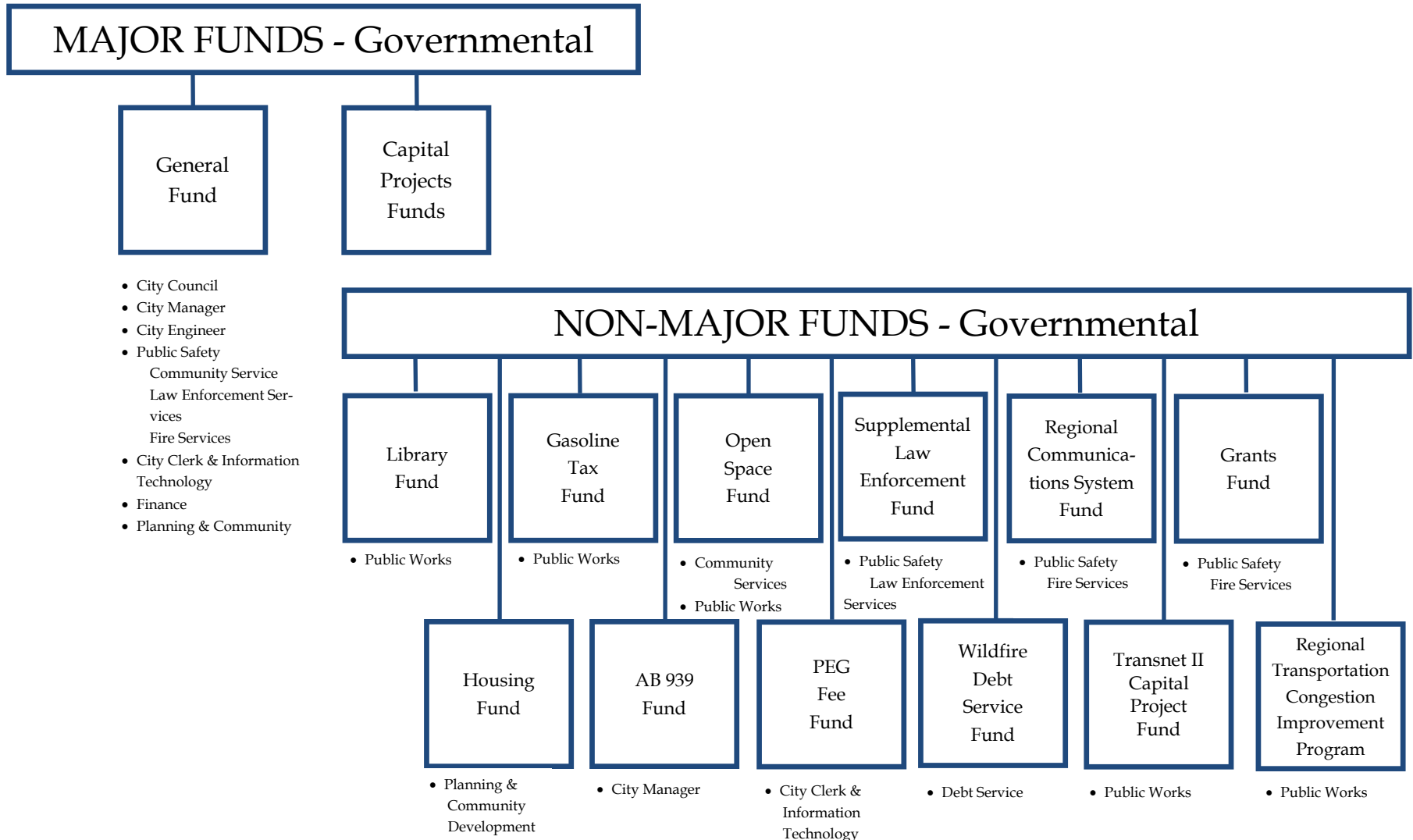
- Special Revenue Funds are used to account for revenues derived from specific sources which are usually required by law or administrative regulation to be accounted for in a separate fund.
  - The Gasoline Tax Fund is used to account for state gasoline taxes received by the City. These funds may be used for street maintenance, right-of-way acquisition, and street construction.
  - The 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.
  - The Supplemental Law Enforcement Fund is used to account for grant revenue received by the City from the State of California for supplemental law enforcement expenditures.
  - The Regional Communications System Fund is used to account for revenue received by the City to maintain its portion of the San Diego County and Imperial County Regional Communications System.
  - The Grants Fund accounts for federal, state, and local grants received by the City and the expenditure of those funds.
  - The Housing Fund accounts for in-lieu payments from developers and expenditures in support of low-income housing.
  - The 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.
  - The 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.

- 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 Wildfire Debt Service Fund accounts for the accumulation of resources and payment of the Wildfire Protection general obligation bond principal and interest from governmental resources.
- The Capital Project Funds are used to account for the financial resources to be used for the acquisition or construction of major capital facilities.
  - The Regional Transportation Congestion Improvement Program (RTCIP) Fund accounts for fees received on new development used to mitigate the impacts of residential development.
  - The 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 workers' compensation services provided to other departments of the City.



# 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.



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## 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 almost completely built out; 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 percent and 38 percent of General Fund revenues for Fiscal Years 2015-2016 (\$5,126,740) and 2016-2017 (\$5,331,810), respectively. The City's assessed valuation exceeds \$2 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 on the basis of 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 substantially, 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 percent 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 12 percent and 11 percent of General Fund revenues for Fiscal Years 2015-2016 (\$1,712,500) and 2016-2017 (\$1,578,130), respectively. The current sales tax rate in San Diego County is 8.00 percent, and the City receives one percent of the total sales in the City. On a quarterly basis, the State Board of Equalization (SBOE) 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 SBOE 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 couple of national retailers in the City.

Del Mar's restaurants are known for superior dining and generate 58 percent of the sales tax revenue. However, Del Mar's retail sector has decreased in this slow economy. Almost 67 percent of Del Mar's sales tax is generated by the top 25 businesses. Thirteen 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 Fair, and thoroughbred racing, offers unique sales tax opportunities and room for growth that is not available in other areas of the City. However, even those events have not generated enough revenue to offset the declines experienced in the retail area and total revenues have remained flat over recent years.

## **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. TOT revenues are approximately 18 percent of General Fund revenues for both Fiscal Years 2015-2016 and 2016-2017.

The current estimate for Fiscal Years 2015-2016 (\$2,459,200) and 2016-2017 (\$2,606,750) is nine percent more than the previous fiscal year. The hotels and motels in the City have seen an upturn in visitors and TOT collections.

## **OTHER TAXES**

Other taxes are approximately five percent of General Fund revenues. This category includes franchise taxes of approximately \$311,640 and \$305,410 for Fiscal Years 2015-2016 and 2016-2017, respectively, for the gas, electric, trash, and cable franchises that operate in the City. These estimates are based on the current projections and reflects minimal decreases from the previous years.

The Real Property Transfer Tax estimate of approximately \$127,500 and \$130,050, respectively, is an average of historical revenues and reflects minimal decreases from the previous years.

The economic crisis and the slow recovery has impacted the Business License Tax. Business license revenue, estimated at \$212,100 and \$214,230 for Fiscal Years 2015-2016 and 2016-2017, respectively, constitutes almost two percent of General Fund revenues for both fiscal years. Estimates are based on historical information together with estimates for new business revenues.

## **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 less than one percent of total General Fund Revenues and, except for parking permits, are projected to decline based on historical information and reflects the declines the City has experienced in this revenue category.

## **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 are approximately 10 percent 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 two percent for Fiscal Year 2015-2016, because of increased activity and having more parking machines that accept credit cards. An increase of 15 percent is projected for Fiscal Year 2016-2017 due to the proposed installation of new parking meters on Via de La Valle. Revenue from parking violations is estimated to be approximately \$500,000 for both years.

In Fiscal Year 2004-2005, 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. These cameras are projected to result in revenue of \$100,000 for both years, with offsetting annual expenditures of \$60,000.

### **REVENUES FROM THE USE OF ASSETS**

The two revenue sources in this category are Investment Earnings and Rental Income. Trends, the current economic climate, and historical information are used to calculate these estimates. Investment Earnings have declined dramatically in recent years due to low interest rates. Rental income of almost \$154,500 and \$159,140 for Fiscal Years 2015-2016 and 2016-2017, 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. On track pari-mutuel revenues declined significantly as a result of AB 304 implementation, which reduced the amount retained on every quarter horse bet and returned more money to the bettors as winnings. This source, which in Fiscal Year 1995-1996 comprised approximately six percent of General Fund revenues, is projected to be less than 0.4 percent for both fiscal years. Not only are these revenues subject to the effects of the legislation, but decreases in the past have also resulted from reductions in attendance primarily attributed to gaming on Indian reservations and on-line gambling. The two-year budget reflects an increase from previous years due to the increase in racing days, the addition of a meet in November, and the closure of the Hollywood Park racetrack. Estimates are based on historical information. This revenue category also includes \$19,500 in each fiscal year for Information Technology Services provided by Del Mar staff to the City of Solana Beach.

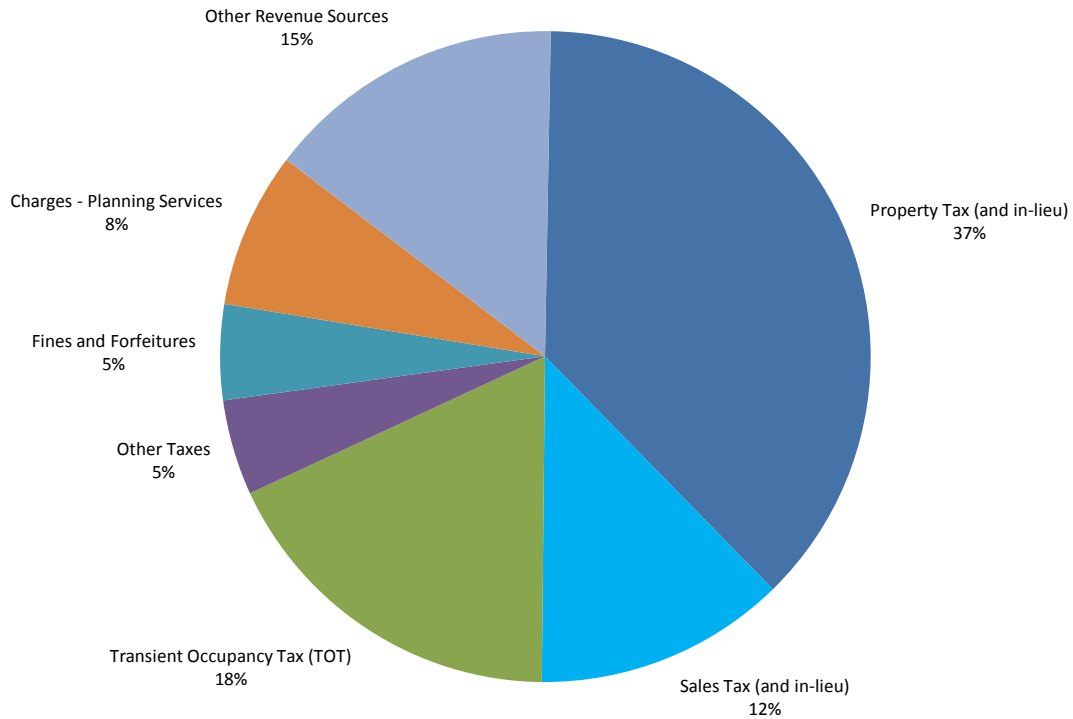
## **CHARGES FOR SERVICES**

These revenues come from a variety of activities including planning and development fees. Because the City has very little new development, this is not a significant revenue source. Estimates are based primarily on historical information in conjunction with anticipated building levels. The increases in recent years are due to a growth in residential remodeling in comparison to prior years. The City contracts with a private company for issuance of building permits. The projected revenue of approximately \$355,350 in Fiscal Year 2015-2016 and \$366,020 in Fiscal Year 2016-2017 for Building Services, and \$151,410 in Fiscal Year 2015-2016 and \$155,960 in Fiscal Year 2016-2017 for Engineering Services is mostly offset by the costs of the outside contractors that operate each program. Projected Planning Services Revenue is \$557,230 and \$573,950 for Fiscal Years 2015-2016 and 2016-2017, respectively.

## **OTHER REVENUE SOURCES**

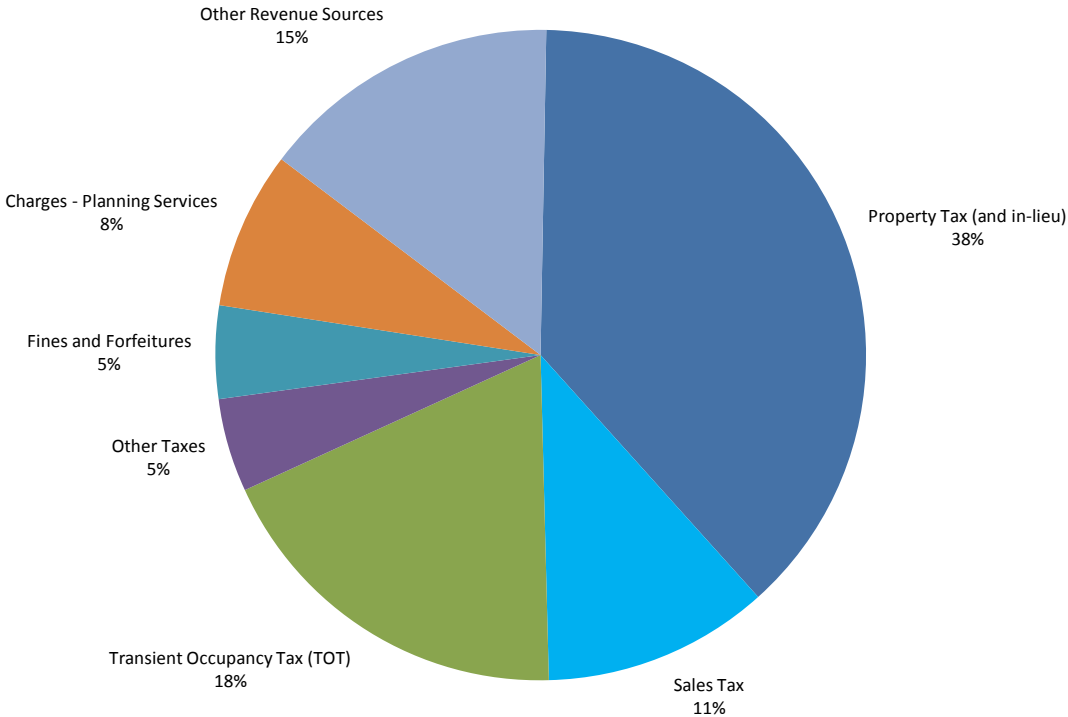
The primary source of revenue in this classification is the Administrative Charge, an allocation of approximately \$668,630 and \$694,620 for Fiscal Years 2015-2016 and 2016-2017, respectively, from the Water and Wastewater Enterprise funds based on an updated cost allocation study. Miscellaneous revenues from a number of different sources including First Responder revenue, sale of property, and nuisance alarm reimbursement comprise the remainder of the revenues, a small portion of the total.

**City of Del Mar  
Projected General Fund Revenues  
Fiscal Year 2015-2016**



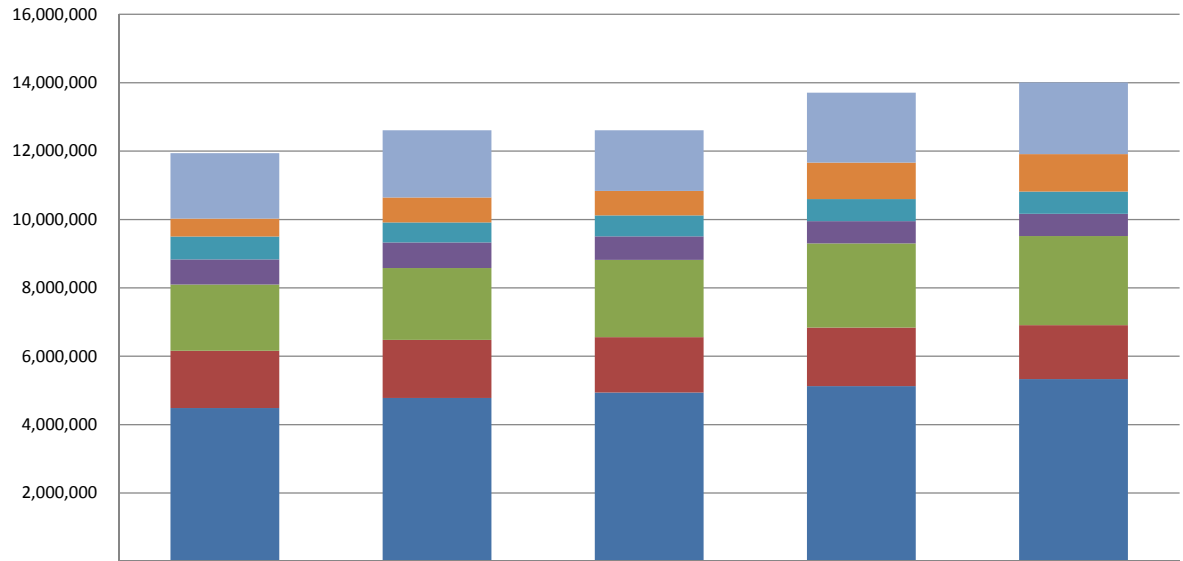
	Adopted FY 2015-2016
General Fund Revenues	
Property Tax (and in-lieu)	\$ 5,126,740
Sales Tax (and in-lieu)	1,712,500
Transient Occupancy Tax (TOT)	2,459,200
Other Taxes	651,240
Fines and Forfeitures	649,000
Charges - Planning Services	1,063,990
Other Revenue Sources	2,048,420
<b>Total Projected General Fund Revenues:</b>	<b><u>\$ 13,711,090</u></b>

**City of Del Mar  
Projected General Fund Revenues  
Fiscal Year 2016-2017**



	Adopted FY 2016-2017
General Fund Revenues	
Property Tax (and in-lieu)	\$ 5,331,810
Sales Tax	1,578,130
Transient Occupancy Tax (TOT)	2,606,750
Other Taxes	649,690
Fines and Forfeitures	649,000
Charges - Planning Services	1,095,930
Other Revenue Sources	2,099,580
Total Projected General Fund Revenues	<u>\$ 14,010,890</u>

### City of Del Mar General Fund Revenues Trend Five Fiscal Years



	Actual FY 2012-2013	Actual FY 2013-14	Budget FY 2014-15	Adopted FY 2015-16	Adopted FY 2016-17
Other Revenue Sources	\$1,912,512	\$1,966,093	\$1,773,910	\$2,048,420	\$2,099,580
Charges - Planning Services	524,492	729,053	716,920	1,063,990	1,095,930
Fines and Forfeitures	669,665	586,367	612,490	649,000	649,000
Other Taxes	733,546	747,367	688,290	651,240	649,690
Transient Occupancy Tax (TOT)	1,939,699	2,101,634	2,260,500	2,459,200	2,606,750
Sales Tax (and in-lieu)	1,674,710	1,700,688	1,619,490	1,712,500	1,578,130
Property Tax (and in-lieu)	4,485,254	4,778,225	4,939,860	5,126,740	5,331,810

## GENERAL FUND EXPENDITURES ANALYSIS

The General Fund represents 33 percent and 38 percent of the City's expenditures for Fiscal Year 2015-2016 and Fiscal Year 2016-2017, 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 2.5 percent for cost-of-living adjustment for the Management and Professional groups, and a negotiated two percent stipend for the Firefighters' Association.

Several City services are provided by contract including law enforcement, City Attorney, City Engineer, and management of the Fire Department.

### **PUBLIC SAFETY**

This category of expenditures, at 53 percent of the General Fund total for Fiscal Years 2015-2016 and 2016-2017, 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, with its 3,000,000 visitors per year, requires the City the need to provide public safety services for an effective daily population 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 22<sup>nd</sup> 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 and the Rancho Santa Fe Fire Protection District. 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. Beginning in Fiscal Year 2013-2014, the Rancho Santa Fe Fire Protection District withdrew from the agreement so Battalion Chief coverage is provided within the three cities. 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 55 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 Fiscal Year 2015-2016 and 2016-2017 budgets represent the final two years of the current five-year contract with the Sheriff. 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 3.0 percent and 3.25 percent respectively. The City has traditionally budgeted the full amount of its Sheriff contract, with an additional \$15,000 for overtime for high impact holidays such as the Fourth of July. This year, Council approved additional dollars for a pilot program to increase motorcycle traffic enforcement on weekends, and also authorized \$200,000 for additional law enforcement funding which will be allocated pending the completion of a consultant study on law enforcement implementation options.

## **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 39 percent of General Fund expenditures for Fiscal Years 2015-2016 and 2016-2017.

## **PUBLIC WORKS**

The public works category, making up three percent 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 six percent 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.

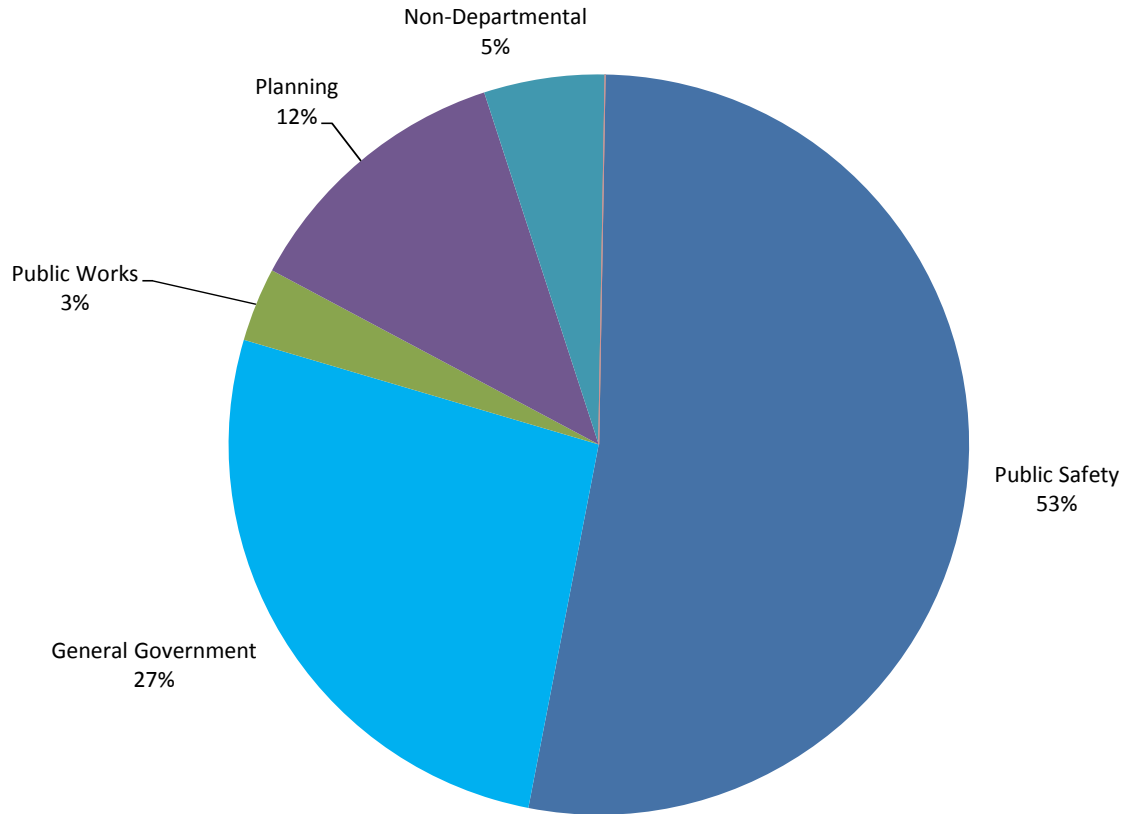
## **PLANNING**

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 twelve percent 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 recover approximately 68 and 70 percent (\$913,000 and \$940,000 for Fiscal Years 2015-2016 and 2016-2017, respectively) of the cost in permit and inspection fees for the first and second years, respectively.

## **NON-DEPARTMENTAL**

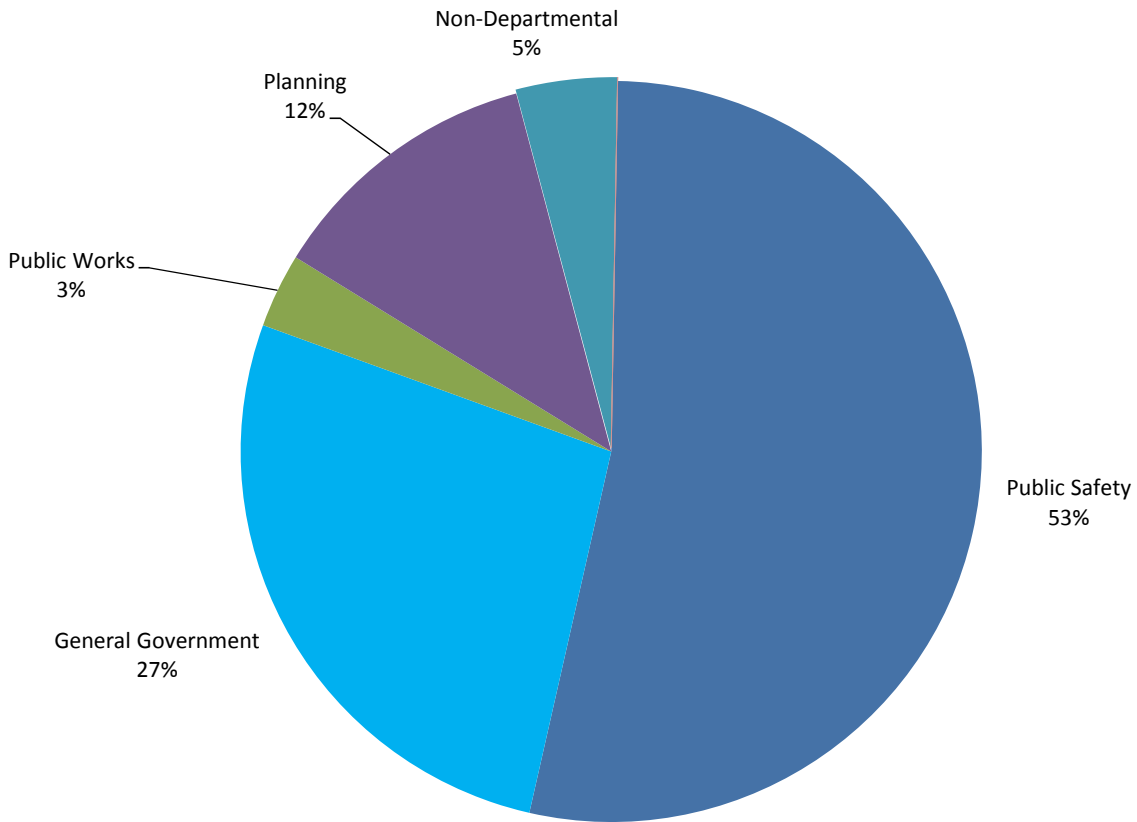
Programs included in this category are expenditures towards Community Support, City Memberships, and operations and maintenance of the City's TV studio and City Hall. The Equipment Replacement category is for capital equipment fully funded by a separate reserve in the General Fund.

## City of Del Mar Projected General Fund Expenditures Fiscal Year 2015-2016



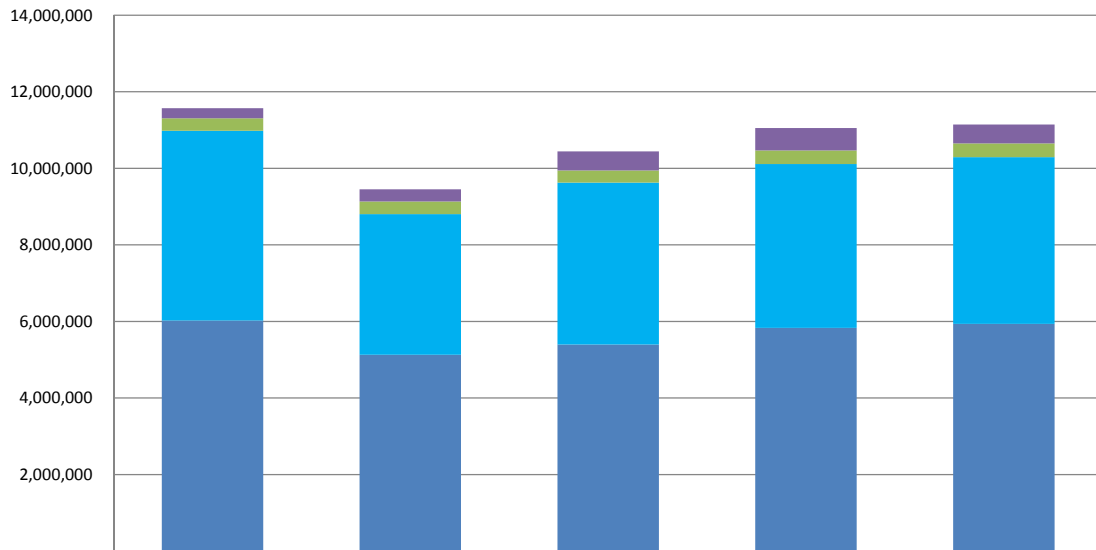
	Adopted Fiscal Year 2015-2016
General Fund Expenditures	
Public Safety	\$ 5,832,740
General Government	2,930,200
Public Works	356,980
Planning	1,347,490
Non-Departmental	584,770
<b>Total</b>	<b>\$ 11,052,180</b>

**City of Del Mar  
Projected General Fund Expenditures  
Fiscal Year 2016-2017**



General Fund Expenditures	Adopted Fiscal Year 2016-2017
Public Safety	\$ 5,936,600
General Government	\$ 3,007,990
Public Works	\$ 361,350
Planning	\$ 1,346,770
Non-Departmental	\$ 491,440
<b>Total</b>	<b>\$ 11,144,150</b>

**City of Del Mar  
General Fund Expenditure Trend  
Five Fiscal Years**



	Actual FY 2012-2013	Actual FY 2013-2014	Budget FY 2014-2015	Adopted FY 2015-2016	Adopted FY 2016-2017
■ Non-Departmental	\$262,322	\$317,082	\$497,057	\$584,770	\$491,440
■ Public Works	325,979	328,250	315,850	356,980	361,350
■ General Government	4,958,490	3,676,226	4,232,292	4,277,690	4,354,760
■ Public Safety	6,024,969	5,130,041	5,396,880	5,832,740	5,936,600

**CITY OF DEL MAR  
FISCAL YEAR 2015-2016  
ADOPTED OPERATING AND CAPITAL BUDGET  
RESERVE SUMMARIES**

RESERVE TITLE	ESTIMATED BEG. BALANCE JULY 1, 2015	REVENUE FY 2016	O & M EXPENDITURES FY 2016	CIP EXPENDITURES FY 2016	IN FY 2016	(OUT) FY 2016	PROJECTED ENDING BALANCE JUNE 30, 2016
<b>GENERAL FUND</b>							
CONTINGENCY	20.00%	\$ 2,397,985	\$ 13,705,701	\$ (11,026,180)	\$ -	\$ 216,000	\$ (2,882,916)
CONTINGENCY (W/REVENUE LOSS RESERVE)	24.17%						
ADVANCE OWED TO THE WATER FUND		(815,836)	-	-	-	395,046	-
<b>ASSIGNED:</b>							
SELF-INSURANCE		401,771	-	(26,000)	-	22,000	-
ENCUMBRANCES		-	-	-	-	-	-
REVENUE LOSS		500,000	-	-	-	-	500,000
SIDEWALK CAFÉS		24,123	5,390	-	-	-	-
SOFTWARE LICENSING		31,960	-	-	-	-	31,960
PENSION RESERVE		292,046	-	-	-	120,640	-
LEAVE LIABILITY		155,041	-	-	-	-	-
EQUIPMENT REPLACEMENT		660,330	-	(16,500)	-	150,000	-
<b>TOTAL GENERAL FUND</b>		<b>3,647,420</b>	<b>13,711,090</b>	<b>(11,068,680)</b>	<b>-</b>	<b>903,686</b>	<b>(2,882,916)</b>
<b>LIBRARY FUND</b>							
		-	-	(13,200)	-	13,200	-
<b>GAS TAX FUND</b>							
CONTINGENCY		-	103,650	(412,200)	-	308,550	-
ENCUMBRANCES		-	-	-	-	-	-
<b>TOTAL GAS TAX FUND</b>		<b>-</b>	<b>103,650</b>	<b>(412,200)</b>	<b>-</b>	<b>308,550</b>	<b>-</b>
<b>OPEN SPACE FUND</b>							
CONTINGENCY		-	471,540	(844,870)	(180,000)	553,330	-
<b>COMMITTED:</b>							
ENCUMBRANCES		-	-	-	-	-	-
OPEN SPACE ACQUISITION		120,388	-	-	-	-	120,388
RIVERMOUTH OPENING		1,756	-	-	-	-	1,756
TREE RESERVE		15,357	-	-	-	3,000	-
<b>TOTAL OPEN SPACE FUND</b>		<b>137,501</b>	<b>471,540</b>	<b>(844,870)</b>	<b>(180,000)</b>	<b>556,330</b>	<b>-</b>
<b>SUPPLEMENTAL LAW FUND</b>							
		-	100,000	(183,680)	-	83,680	-
<b>REGIONAL COMMUNICATION FUND</b>							
		54,716	45,000	(34,500)	-	-	65,216
<b>GRANTS</b>							
		19,649	43,860	(40,170)	-	-	23,339
<b>HOUSING</b>							
		470,207	51,210	(117,000)	-	-	404,417
<b>AB 939</b>							
		106,764	50,000	(70,000)	-	-	86,764
<b>PEG FEE FUND</b>							
		167,548	10,000	(10,000)	-	-	167,548
<b>WILDFIRE PROTECTION BOND DEBT</b>							
		103,535	-	(750)	-	-	102,785
<b>CAPITAL IMPROVEMENT FUND</b>							
<b>COMMITTED:</b>							
CONTINGENCY		-	7,374,505	-	(8,540,005)	1,165,500	-
ENCUMBRANCES		-	-	-	-	-	-
RESERVE FOR CAPITAL		2,918,947	-	-	-	(216,000)	2,702,947
<b>TOTAL CAPITAL IMPROVEMENT FUND</b>		<b>2,918,947</b>	<b>7,374,505</b>	<b>-</b>	<b>(8,540,005)</b>	<b>1,165,500</b>	<b>(216,000)</b>
<b>TRANSNET II FUND</b>							
		4,829	813,010	-	(813,000)	-	4,839
<b>RTCIP FUND</b>							
		4,431	-	-	-	-	4,431
<b>TOTAL GENERAL GOVERNMENTAL</b>		<b>7,635,547</b>	<b>22,773,865</b>	<b>(12,795,050)</b>	<b>(9,533,005)</b>	<b>3,030,946</b>	<b>(3,098,916)</b>

**CITY OF DEL MAR  
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RESERVE SUMMARIES**

RESERVE TITLE	ESTIMATED BEG. BALANCE JULY 1, 2015	REVENUE FY 2016	O & M EXPENDITURES FY 2016	CIP EXPENDITURES FY 2016	IN FY 2016	(OUT) FY 2016	PROJECTED ENDING BALANCE JUNE 30, 2016
<b>WORKERS' COMPENSATION FUND</b>	512,075	185,850	(272,030)	-	-	-	425,895
<b>WATER FUND</b>							
<b>NET POSITION</b>	512,874	3,081,550	(2,919,780)	-	395,046	(731,859)	337,831
ADVANCE TO GENERAL FUND	815,836					(395,046)	420,790
<b>RESTRICTED:</b>							
BOND SECURITY	-	-	-	-	-	-	-
CONTRIBUTED CAPITAL	4,028,272	-	-	-	-	-	4,028,272
WILDFIRE PROTECTION	21,604	-	-	-	-	-	21,604
<b>DESIGNATED:</b>							
ENCUMBRANCES	-	-	-	-	-	-	-
SELF-INSURANCE	50,000	-	-	-	-	-	50,000
RATE STABILIZATION	100,000	-	-	-	100,000	-	200,000
CAPITAL REPLACEMENT	-	-	-	(169,000)	519,000	-	350,000
PENSION RESERVE	-	-	-	-	78,055	-	78,055
OPERATING RESERVE	49,837	-	-	-	-	-	49,837
EQUIPMENT REPLACEMENT	165,196	-	-	-	34,804	-	200,000
UTILITY PLANT IN SERVICE	6,857,120	-	(343,620)	-	-	-	6,513,500
<b>TOTAL WATER FUND</b>	<b>12,600,739</b>	<b>3,081,550</b>	<b>(3,263,400)</b>	<b>(169,000)</b>	<b>1,126,905</b>	<b>(1,126,905)</b>	<b>12,249,889</b>
<b>CLEANWATER FUND</b>							
NET POSITION	-	482,700	(550,670)	-	67,970	-	-
ENCUMBRANCES	-	-	-	-	-	-	-
<b>TOTAL CLEAN WATER FUND</b>	<b>-</b>	<b>482,700</b>	<b>(550,670)</b>	<b>-</b>	<b>67,970</b>	<b>-</b>	<b>-</b>
<b>WASTEWATER FUND</b>							
<b>NET POSITION</b>	83,357	6,680,120	(3,212,070)	-	486,552	(3,738,259)	299,700
<b>RESTRICTED:</b>							
BOND SECURITY	456,552	-	-	-	-	(456,552)	-
CONTRIBUTED CAPITAL	650,814	-	-	-	-	-	650,814
LOAN RESERVE - STATE REVOLVING	332,979	-	-	-	-	-	332,979
<b>DESIGNATED:</b>							
ENCUMBRANCES	-	-	-	-	-	-	-
SELF INSURANCE	-	-	-	-	-	-	-
CAPITAL REPLACEMENT	(5,800)	-	-	(3,535,000)	3,655,000	-	114,200
PENSION RESERVE	-	-	-	-	83,259	-	83,259
OPERATING RESERVE	110,000	-	-	-	-	-	110,000
EQUIPMENT REPLACEMENT	-	-	-	-	-	-	-
UTILITY PLANT IN SERVICE	6,632,700	-	(572,920)	-	-	-	6,059,780
RATE STABILIZATION	230,000	-	-	-	-	(30,000)	200,000
<b>TOTAL WASTEWATER FUND</b>	<b>8,490,602</b>	<b>6,680,120</b>	<b>(3,784,990)</b>	<b>(3,535,000)</b>	<b>4,224,811</b>	<b>(4,224,811)</b>	<b>7,850,732</b>
<b>TOTAL ENTERPRISE FUNDS</b>	<b>21,091,341</b>	<b>10,244,370</b>	<b>(7,599,060)</b>	<b>(3,704,000)</b>	<b>5,419,686</b>	<b>(5,351,716)</b>	<b>20,100,621</b>
<b>TOTAL - ALL FUNDS</b>	<b>29,238,963</b>	<b>33,204,085</b>	<b>(20,666,140)</b>	<b>(13,237,005)</b>	<b>8,450,632</b>	<b>(8,450,632)</b>	<b>28,539,903</b>

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RESERVE TITLE	ESTIMATED BEG. BALANCE JULY 1, 2016	REVENUE FY 2017	O & M EXPENDITURES FY 2017	CIP EXPENDITURES FY 2017	IN FY 2017	(OUT) FY 2017	PROJECTED ENDING BALANCE JUNE 30, 2017
<b>GENERAL FUND</b>							
<b>CONTINGENCY</b>	20.00% \$	2,410,590	\$ 14,005,390	\$ (11,118,150)	\$ -	\$ (2,902,504)	\$ 2,395,325
<b>CONTINGENCY (W/REVENUE LOSS RESERVE)</b>	24.20%						
ADVANCE OWED TO THE WATER FUND		(420,790)	-	-	404,205	-	(16,585)
<b>ASSIGNED:</b>							
SELF-INSURANCE		397,771	-	(26,000)	-	22,000	393,771
ENCUMBRANCES		-	-	-	-	-	-
REVENUE LOSS		500,000	-	-	-	-	500,000
SIDEWALK CAFÉS		29,513	5,500	-	-	-	35,013
SOFTWARE LICENSING		31,960	-	-	-	-	31,960
PENSION RESERVE		412,686	-	-	196,599	-	609,285
LEAVE LIABILITY		155,041	-	-	-	-	155,041
EQUIPMENT REPLACEMENT		793,830	-	(9,600)	-	150,000	934,230
<b>TOTAL GENERAL FUND</b>		<b>4,310,600</b>	<b>14,010,890</b>	<b>(11,153,750)</b>	<b>-</b>	<b>772,804</b>	<b>(2,902,504)</b>
<b>LIBRARY FUND</b>		-	-	(13,200)	-	13,200	-
<b>GAS TAX FUND</b>							
CONTINGENCY		-	105,730	(421,520)	-	315,790	-
ENCUMBRANCES		-	-	-	-	-	-
<b>TOTAL GAS TAX FUND</b>		<b>-</b>	<b>105,730</b>	<b>(421,520)</b>	<b>-</b>	<b>315,790</b>	<b>-</b>
<b>OPEN SPACE FUND</b>							
CONTINGENCY		-	480,940	(831,460)	(50,000)	400,520	-
<b>COMMITTED:</b>							
ENCUMBRANCES		-	-	-	-	-	-
OPEN SPACE ACQUISITION		120,388	-	-	-	-	120,388
RIVERMOUTH OPENING		1,756	-	-	-	-	1,756
TREE RESERVE		18,357	-	-	-	3,000	21,357
<b>TOTAL OPEN SPACE FUND</b>		<b>140,501</b>	<b>480,940</b>	<b>(831,460)</b>	<b>(50,000)</b>	<b>403,520</b>	<b>-</b>
<b>SUPPLEMENTAL LAW FUND</b>		-	100,000	(189,630)	-	89,630	-
<b>REGIONAL COMMUNICATION FUND</b>		65,216	45,000	(34,500)	-	-	75,716
<b>GRANTS</b>		23,339	43,860	(19,370)	-	-	47,829
<b>HOUSING</b>		404,417	51,210	(117,000)	-	-	338,627
<b>AB 939</b>		86,764	50,000	(50,000)	-	-	86,764
<b>PEG FEE FUND</b>		167,548	10,000	(10,000)	-	-	167,548
<b>WILDFIRE PROTECTION BOND DEBT</b>		102,785	-	-	-	-	102,785
<b>CAPITAL IMPROVEMENT FUND</b>							
<b>COMMITTED:</b>							
CONTINGENCY		-	7,374,505	-	(8,111,505)	737,000	-
ENCUMBRANCES		-	-	-	-	-	-
RESERVE FOR CAPITAL		2,702,947	-	-	-	529,000	3,231,947
<b>TOTAL CAPITAL IMPROVEMENT FUND</b>		<b>2,702,947</b>	<b>7,374,505</b>	<b>-</b>	<b>(8,111,505)</b>	<b>1,266,000</b>	<b>3,231,947</b>
<b>TRANSNET II FUND</b>		4,839	10,010	-	(10,000)	-	4,849
<b>RTCIP FUND</b>		4,431	-	-	-	-	4,431
<b>TOTAL GENERAL GOVERNMENTAL</b>		<b>8,013,387</b>	<b>22,282,145</b>	<b>(12,840,430)</b>	<b>(8,171,505)</b>	<b>2,860,944</b>	<b>(2,902,504)</b>

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RESERVE TITLE	ESTIMATED BEG. BALANCE JULY 1, 2016	REVENUE FY 2017	O & M EXPENDITURES FY 2017	CIP EXPENDITURES FY 2017	IN FY 2017	(OUT) FY 2017	PROJECTED ENDING BALANCE JUNE 30, 2017
<b>WORKERS' COMPENSATION FUND</b>	425,895	191,280	(283,860)	-	-	-	333,315
<b>WATER FUND</b>							
<b>NET POSITION</b>	337,831	3,264,850	(3,019,810)	-	404,205	(350,869)	636,207
ADVANCE TO GENERAL FUND	420,790					(404,205)	16,585
<b>RESTRICTED:</b>							
BOND SECURITY	-	-	-	-	-	-	-
CONTRIBUTED CAPITAL	4,028,272	-	-	-	-	-	4,028,272
WILDFIRE PROTECTION	21,604	-	-	-	-	-	21,604
<b>DESIGNATED:</b>							
ENCUMBRANCES	-	-	-	-	-	-	-
SELF-INSURANCE	50,000	-	-	-	-	-	50,000
RATE STABILIZATION	200,000	-	-	-	-	-	200,000
CAPITAL REPLACEMENT	350,000	-	-	(314,000)	314,000	-	350,000
PENSION RESERVE	78,055	-	-	-	36,869	-	114,924
OPERATING RESERVE	49,837	-	-	-	-	-	49,837
EQUIPMENT REPLACEMENT	200,000	-	-	-	-	-	200,000
UTILITY PLANT IN SERVICE	6,513,500	-	(336,970)	-	-	-	6,176,530
<b>TOTAL WATER FUND</b>	<b>12,249,889</b>	<b>3,264,850</b>	<b>(3,356,780)</b>	<b>(314,000)</b>	<b>755,074</b>	<b>(755,074)</b>	<b>11,843,959</b>
<b>CLEANWATER FUND</b>							
<b>NET POSITION</b>	-	533,400	(574,960)	-	41,560	-	-
ENCUMBRANCES	-	-	-	-	-	-	-
<b>TOTAL CLEAN WATER FUND</b>	-	<b>533,400</b>	<b>(574,960)</b>	-	<b>41,560</b>	-	-
<b>WASTEWATER FUND</b>							
<b>NET POSITION</b>	299,700	3,237,520	(2,699,040)	-	-	(640,227)	197,953
<b>RESTRICTED:</b>							
BOND SECURITY	-	-	-	-	-	-	-
CONTRIBUTED CAPITAL	650,814	-	-	-	-	-	650,814
LOAN RESERVE - STATE REVOLVING	332,979	-	-	-	98,800	-	431,779
<b>DESIGNATED:</b>							
ENCUMBRANCES	-	-	-	-	-	-	-
SELF INSURANCE	-	-	-	-	-	-	-
CAPITAL REPLACEMENT	114,200	-	-	(319,600)	452,100	-	246,700
PENSION RESERVE	83,259	-	-	-	39,327	-	122,586
OPERATING RESERVE	110,000	-	-	-	-	-	110,000
EQUIPMENT REPLACEMENT	-	-	-	-	50,000	-	50,000
UTILITY PLANT IN SERVICE	6,059,780	-	(575,000)	-	-	-	5,484,780
RATE STABILIZATION	200,000	-	-	-	-	-	200,000
<b>TOTAL WASTEWATER FUND</b>	<b>7,850,732</b>	<b>3,237,520</b>	<b>(3,274,040)</b>	<b>(319,600)</b>	<b>640,227</b>	<b>(640,227)</b>	<b>7,494,612</b>
<b>TOTAL ENTERPRISE FUNDS</b>	<b>20,100,621</b>	<b>7,035,770</b>	<b>(7,205,780)</b>	<b>(633,600)</b>	<b>1,436,861</b>	<b>(1,395,301)</b>	<b>19,338,571</b>
<b>TOTAL - ALL FUNDS</b>	<b>28,539,903</b>	<b>29,509,195</b>	<b>(20,330,070)</b>	<b>(8,805,105)</b>	<b>4,297,805</b>	<b>(4,297,805)</b>	<b>28,913,924</b>

**CITY OF DEL MAR  
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SOURCE OF FUNDS	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
<b>GENERAL FUND</b>					
<b>TAXES</b>					
PROPERTY TAX	4,053,371	4,316,859	4,462,500	4,628,000	4,813,120
VLF IN LIEU OF PROPERTY TAX	431,883	461,366	477,360	498,740	518,690
SALES AND USE TAX	1,250,893	1,284,503	1,212,000	1,562,500	1,578,130
SALES TAX IN LIEU OF PROPERTY TAX	423,817	416,185	407,490	150,000	-
TRANSIENT OCCUPANCY TAX	1,939,699	2,101,634	2,260,500	2,459,200	2,606,750
FRANCHISE TAX	384,220	373,589	328,200	311,640	305,410
BUSINESS LICENSE TAX	191,786	191,734	200,090	212,100	214,230
REAL PROPERTY TRANSFER TAX	157,540	182,044	160,000	127,500	130,050
<b>TOTAL</b>	<b>8,833,209</b>	<b>9,327,914</b>	<b>9,508,140</b>	<b>9,949,680</b>	<b>10,166,380</b>
<b>LICENSES &amp; PERMITS</b>					
LICENSES & PERMITS	26,135	25,335	20,810	17,000	17,000
JUNIOR LIFEGUARD	46,423	54,294	52,020	46,310	47,240
PARKING PERMITS	19,580	19,045	18,730	19,110	19,500
<b>TOTAL</b>	<b>92,138</b>	<b>98,674</b>	<b>91,560</b>	<b>82,420</b>	<b>83,740</b>
<b>FINES &amp; FORFEITURES</b>					
MOVING VIOLATIONS/VEHICLE CODE FINES	41,184	37,603	40,000	35,000	35,000
PENALTIES	4,948	4,330	4,700	6,000	6,000
PARKING VIOLATIONS	525,823	472,891	517,790	500,000	500,000
ADMINISTRATIVE CITATIONS	3,809	20,200	10,000	8,000	8,000
RED LIGHT ENFORCEMENT	93,901	51,343	40,000	100,000	100,000
<b>TOTAL</b>	<b>669,665</b>	<b>586,367</b>	<b>612,490</b>	<b>649,000</b>	<b>649,000</b>
<b>REVENUE FROM USE OF ASSETS</b>					
INV EARN-GENERAL	25,986	27,863	19,980	20,180	20,390
SIDEWALK CAFÉ USER FEE	5,075	4,318	5,280	5,390	5,500
RENTAL INCOME	113,052	148,366	125,660	154,500	159,140
PARKING METER INCOME	643,284	732,448	745,930	765,000	880,300
<b>TOTAL</b>	<b>787,397</b>	<b>912,995</b>	<b>896,850</b>	<b>945,070</b>	<b>1,065,330</b>
<b>REVENUE FROM OTHER AGENCIES</b>					
MOTOR VEHICLE LICENSE FEE	2,389	1,977	2,580	1,940	1,980
PUBLIC SAFETY AUGMENTATION FUND	66,903	69,458	51,010	73,630	74,370
HOMEOWNER EXEMPT	-	37,532	21,640	35,700	36,420
STATE MANDATED COST REIMB	3,042	18	-	13,600	13,600
CONTRACT SOLANA BEACH	14,775	17,325	19,500	19,500	19,500
ON-TRACK PARIMUTUEL	38,977	41,483	17,850	44,640	45,530
OFF-TRACK PARIMUTUEL	30,660	30,570	20,000	21,000	21,000
SOLID WASTE	19,052	19,218	8,440	19,570	20,160
<b>TOTAL</b>	<b>175,798</b>	<b>217,581</b>	<b>141,020</b>	<b>229,580</b>	<b>232,560</b>
<b>CHARGES - PLANNING SERVICES</b>					
PLANNING SERVICES	274,555	417,977	411,140	557,230	573,950
ENGINEERING SERVICES	55,703	80,022	70,020	151,410	155,960
BUILDING SERVICES	194,234	231,054	235,760	355,350	366,020
<b>TOTAL</b>	<b>524,492</b>	<b>729,053</b>	<b>716,920</b>	<b>1,063,990</b>	<b>1,095,930</b>
<b>OTHER REVENUE SOURCES</b>					
HOUSING IN-LIEU	-	-	-	18,800	19,370
ADMINISTRATIVE CHARGE	547,276	563,690	580,600	668,630	694,620
CONTRIBUTIONS	1,521	-	-	-	-
NUISANCE ALARM REIMBURSEMENT	6,885	7,450	3,880	3,920	3,960
WORKER'S COMP REIMBURSEMENT	10,023	-	-	-	-
EXPENDITURE REIMBURSEMENT	12,792	48,739	60,000	-	-
MISCELLANEOUS	278,682	116,964	-	100,000	-
<b>TOTAL</b>	<b>857,179</b>	<b>736,843</b>	<b>644,480</b>	<b>791,350</b>	<b>717,950</b>
<b>TOTAL GENERAL FUND</b>	<b>11,939,878</b>	<b>12,609,427</b>	<b>12,611,460</b>	<b>13,711,090</b>	<b>14,010,890</b>

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SOURCE OF FUNDS	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
<b>LIBRARY FUND</b>					
MISCELLANEOUS	35,484	-	-	-	-
CONTRIBUTIONS - FRIENDS	-	5,228	-	-	-
<b>TOTAL LIBRARY FUND</b>	<b>35,484</b>	<b>5,228</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GAS TAX FUND</b>					
INVESTMENT EARNINGS	-	-	-	-	-
STATE GAS TAX	114,403	159,411	143,180	103,650	105,730
<b>TOTAL GAS TAX FUND</b>	<b>114,403</b>	<b>159,411</b>	<b>143,180</b>	<b>103,650</b>	<b>105,730</b>
<b>OPEN SPACE FUND</b>					
CONSTRUCTION TAX	6,031	6,616	2,600	16,320	16,650
PERMITS/PARK AND COMMUNITY CENTER	313,290	332,465	341,330	279,080	284,670
SURF CAMP PERMITS	54,843	56,410	67,740	69,010	71,080
SHORES EVENTS PERMITS	-	-	-	-	-
INVESTMENT EARNINGS	440	344	770	780	790
ON-TRACK PARIMUTUEL	25,984	27,655	10,820	29,750	30,350
OFF-TRACK PARIMUTUEL	20,440	20,380	13,000	14,000	14,000
FIELD FEES	45	253	-	-	-
CONTRIBUTIONS	-	12,140	19,870	19,600	19,600
TREE MITIGATION	1,500	-	3,000	3,000	3,000
MISCELLANEOUS	39,783	44,607	162,160	40,000	40,800
<b>TOTAL OPEN SPACE FUND</b>	<b>462,356</b>	<b>500,870</b>	<b>621,290</b>	<b>471,540</b>	<b>480,940</b>
<b>SUPPLEMENTAL LAW FUND</b>					
SUPPLEMENTAL LAW GRANT	100,000	100,000	100,000	100,000	100,000
<b>TOTAL SUPPLEMENTAL LAW</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>REGIONAL COMMUNICATION</b>					
INVESTMENT EARNINGS	62	131	-	-	-
PROPERTY TAX	44,057	44,157	45,000	45,000	45,000
<b>TOTAL REGIONAL COMMUNICATION</b>	<b>44,119</b>	<b>44,288</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
<b>GRANTS FUND</b>					
INVESTMENT EARNINGS	650	97	-	-	-
STATE	-	6,440	-	-	-
FEDERAL	119,309	13,513	6,440	19,600	19,600
LOCAL	26,457	34,614	19,370	24,260	24,260
<b>TOTAL GRANTS FUND</b>	<b>146,416</b>	<b>54,664</b>	<b>25,810</b>	<b>43,860</b>	<b>43,860</b>
<b>HOUSING FUND</b>					
INVESTMENT EARNINGS	3,994	2,439	4,210	4,210	4,210
HOUSING IN LIEU	-	47,016	94,030	47,000	47,000
<b>TOTAL HOUSING FUND</b>	<b>3,994</b>	<b>49,455</b>	<b>98,240</b>	<b>51,210</b>	<b>51,210</b>
<b>AB 939</b>					
AB 939 REIMBURSEMENT	50,227	50,968	50,000	50,000	50,000
<b>TOTAL AB 939</b>	<b>50,227</b>	<b>50,968</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>PEG FEE FUND</b>					
PEG FEES	-	9,445	-	10,000	10,000
<b>TOTAL PEG FEES</b>	<b>-</b>	<b>9,445</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>

**CITY OF DEL MAR  
FISCAL YEARS 2015-2016 AND 2016-2017  
ADOPTED OPERATING AND CAPITAL BUDGET  
REVENUE SUMMARIES**

SOURCE OF FUNDS	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
<b>WILDFIRE PROTECTION DEBT FUND</b>					
PROPERTY TAX	217,511	209,545	13,660	-	-
INVESTMENT EARNINGS	939	576	1,100	-	-
<b>TOTAL WILDFIRE PROTECTION DEBT FUND</b>	<b>218,450</b>	<b>210,121</b>	<b>14,760</b>	<b>-</b>	<b>-</b>
<b>CAPITAL IMPROVEMENT FUND</b>					
FEDERAL GRANTS	7,005,911	3,649,697	717,840	15,000	15,000
LOCAL GRANTS	37,784	-	455,545	-	-
INVESTMENT EARNINGS	3,773	5,016	8,000	-	-
LOAN PROCEEDS	-	-	-	7,359,505	7,359,505
MISCELLANEOUS	53,529	3,150	185,000	-	-
<b>TOTAL CAPITAL IMPROVEMENT FUND</b>	<b>7,100,997</b>	<b>3,657,863</b>	<b>1,366,385</b>	<b>7,374,505</b>	<b>7,374,505</b>
<b>TRANSNET FUND</b>					
INVESTMENT EARNINGS	219	335	10	10	10
LOAN PROCEEDS	-	704,000	-	812,000	-
TRANSNET	195,750	204,576	2,794,196	1,000	10,000
<b>TOTAL TRANSNET FUND</b>	<b>195,969</b>	<b>908,911</b>	<b>2,794,206</b>	<b>813,010</b>	<b>10,010</b>
<b>RTCIP FUND</b>					
RTCIP FEES	2,203	2,228	-	-	-
<b>TOTAL RTCIP FUND</b>	<b>2,203</b>	<b>2,228</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL GENERAL GOVERNMENTAL FUNDS</b>	<b>20,414,496</b>	<b>18,362,879</b>	<b>17,870,331</b>	<b>22,773,865</b>	<b>22,282,145</b>
<b>TOTAL GENERAL GOV FUNDS LESS CAPITAL (FINNELL PLAN)</b>	<b>13,115,327</b>	<b>13,793,877</b>	<b>13,709,740</b>	<b>14,586,350</b>	<b>14,897,630</b>
<b>WORKERS' COMPENSATION FUND</b>					
CONTRIBUTIONS	178,019	175,597	175,580	180,850	186,280
INVESTMENT EARNINGS	6,600	2,873	5,000	5,000	5,000
MISCELLANEOUS	3,979	-	-	-	-
<b>TOTAL WORKERS' COMPENSATION</b>	<b>188,598</b>	<b>178,470</b>	<b>180,580</b>	<b>185,850</b>	<b>191,280</b>
<b>WATER UTILITY FUND</b>					
PENALTIES	10,825	8,661	9,750	8,600	8,600
INVESTMENT EARNINGS	15,891	(144)	11,680	13,000	14,600
WATER SALES	1,679,463	1,741,570	1,820,000	1,905,500	2,019,800
READY TO SERVE CHARGE	998,446	1,058,853	1,036,110	1,122,300	1,189,700
CURRENT SERVICE FEES	23,141	41,409	6,530	20,000	20,000
FIRE METERS	-	-	1,150	1,150	1,150
MISCELLANEOUS	17,664	11,415	21,860	11,000	11,000
EXPENDITURE REIMBURSEMENT	-	-	-	-	-
<b>TOTAL OPERATING REVENUE</b>	<b>2,745,430</b>	<b>2,861,764</b>	<b>2,907,080</b>	<b>3,081,550</b>	<b>3,264,850</b>
<b>TOTAL WATER FUND</b>	<b>2,745,430</b>	<b>2,861,764</b>	<b>2,907,080</b>	<b>3,081,550</b>	<b>3,264,850</b>
<b>CLEAN WATER PROGRAM</b>					
PENALTIES	1,789	1,480	1,500	1,500	1,500
ADMINISTRATIVE CITATIONS	100	200	-	-	-
INVESTMENTS	(401)	92	-	-	-
SERVICE CHARGE	397,424	393,724	370,140	476,200	526,900
MISCELLANEOUS	(1,367)	-	-	-	-
STATE GRANTS	5,000	5,000	5,000	5,000	5,000
<b>TOTAL CLEAN WATER PROGRAM</b>	<b>402,545</b>	<b>400,496</b>	<b>376,640</b>	<b>482,700</b>	<b>533,400</b>

**CITY OF DEL MAR  
FISCAL YEARS 2015-2016 AND 2016-2017  
ADOPTED OPERATING AND CAPITAL BUDGET  
REVENUE SUMMARIES**

SOURCE OF FUNDS	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
<b>WASTEWATER FUND</b>					
PENALTIES	12,707	9,620	10,710	9,620	9,620
INVESTMENT EARNINGS	8,863	5,643	9,000	5,200	5,300
SERVICE CHARGES	1,292,909	1,314,076	1,335,910	1,456,000	1,500,000
USAGE CHARGES	1,634,511	1,660,638	1,552,840	1,549,000	1,596,000
SEWER INCLUSION FEES	18,768	9,665	6,060	9,600	9,600
MISCELLANEOUS	9,763	12,142	5,470	72,000	72,000
CITY OF SAN DIEGO	39,624	41,819	32,790	43,700	45,000
<b>TOTAL OPERATING REVENUE</b>	<b>3,017,145</b>	<b>3,053,603</b>	<b>2,952,780</b>	<b>3,145,120</b>	<b>3,237,520</b>
LOAN PROCEEDS	419,902	-	-	3,535,000	-
INTEREST ON BOND RESERVES	42	46	-	-	-
<b>TOTAL WASTEWATER FUND</b>	<b>3,437,089</b>	<b>3,053,649</b>	<b>2,952,780</b>	<b>6,680,120</b>	<b>3,237,520</b>
<b>TOTAL ENTERPRISE FUNDS</b>	<b>6,585,064</b>	<b>6,315,909</b>	<b>6,236,500</b>	<b>10,244,370</b>	<b>7,035,770</b>
<b>TOTAL ALL FUNDS</b>	<b>27,188,158</b>	<b>24,857,258</b>	<b>24,287,411</b>	<b>33,204,085</b>	<b>29,509,195</b>

**CITY OF DEL MAR  
FISCAL YEARS 2015-2016 AND 2016-2017  
ADOPTED OPERATING AND CAPITAL BUDGET  
EXPENDITURE SUMMARIES**

DEPARTMENT	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
<b>GENERAL FUND</b>					
<b>GENERAL GOVERNMENT</b>					
CITY COUNCIL	65,951	76,185	80,420	79,140	79,140
LEGAL SERVICES	432,480	408,877	382,200	382,200	382,200
CITY MANAGER	787,036	655,525	613,310	731,710	767,880
HUMAN RESOURCES	143,491	90,080	282,750	180,100	194,510
CITY CLERK	500,839	358,437	476,828	293,430	315,880
ELECTIONS	16,859	-	-	-	-
INFORMATION SYSTEMS	434,677	333,902	339,209	401,820	402,040
FINANCE SERVICES	829,155	633,950	699,850	731,970	736,510
RISK MANAGEMENT	131,951	168,659	129,830	129,830	129,830
PLANNING SERVICES	959,637	665,647	946,535	936,570	933,190
PLANNING COMMISSION	1,811	-	-	-	-
DESIGN REVIEW BOARD	1,809	-	-	-	-
BEACH PRESERVATION	8,494	-	-	-	-
SAN DIEGUITO LAGOON	57,378	-	-	-	-
CODE ENFORCEMENT	103,221	67,481	73,290	77,450	80,110
BUILDING SERVICES	176,423	217,483	208,070	333,470	333,470
COMMUNITY SERVICES	307,278	-	-	-	-
<b>TOTAL</b>	<b>4,958,490</b>	<b>3,676,226</b>	<b>4,232,292</b>	<b>4,277,690</b>	<b>4,354,760</b>
<b>PUBLIC SAFETY</b>					
PATROL AND TRAFFIC ENFORCEMENT	1,481,884	1,969,470	2,058,720	2,355,720	2,383,830
TRAFFIC ENFORCEMENT	287,453	-	-	-	-
TRAFFIC SIGNAL ENFORCEMENT	56,790	-	-	-	-
LIFEGUARD SERVICES	725,169	933,028	948,530	994,040	1,025,100
PARKING ENFORCEMENT	602,347	510,077	474,770	508,730	511,160
FIRE PROTECTION	2,853,817	1,697,605	1,887,970	1,940,440	1,982,650
HAZARDOUS WASTE MANAGEMENT	11,366	13,535	15,480	16,300	16,350
SOLID WASTE	4,323	3,314	7,000	7,000	7,000
EMERGENCY PREPAREDNESS	1,820	3,012	4,410	10,510	10,510
<b>TOTAL</b>	<b>6,024,969</b>	<b>5,130,041</b>	<b>5,396,880</b>	<b>5,832,740</b>	<b>5,936,600</b>
<b>PUBLIC WORKS</b>					
ENGINEERING SERVICES	136,722	174,209	155,000	194,000	194,000
GENERAL PUBLIC WORKS	121,152	-	-	-	-
STORM WATER	42,153	72,646	79,370	88,870	91,830
FACILITIES	25,952	81,395	81,480	74,110	75,520
<b>TOTAL</b>	<b>325,979</b>	<b>328,250</b>	<b>315,850</b>	<b>356,980</b>	<b>361,350</b>
<b>NON-DEPARTMENTAL</b>					
COMMUNITY SUPPORT	73,250	78,033	75,047	77,850	76,600
TV STUDIO	62,128	63,838	89,420	78,440	81,740
CITY MEMBERSHIPS	13,438	70,111	77,920	77,510	77,510
CITY HALL - GENERAL	112,376	105,100	129,670	148,170	130,590
CITY HALL - ANNEX	1,130	-	-	-	-
SPECIAL PROJECTS	-	-	125,000	202,800	125,000
<b>TOTAL</b>	<b>262,322</b>	<b>317,082</b>	<b>497,057</b>	<b>584,770</b>	<b>491,440</b>
<b>TOTAL GENERAL FUND BEFORE</b>					
EQUIPMENT REPLACEMENT	11,571,760	9,451,599	10,442,079	11,052,180	11,144,150
EQUIPMENT REPLACEMENT RESERVE	528,168	72,646	73,300	16,500	9,600
<b>TOTAL</b>	<b>528,168</b>	<b>72,646</b>	<b>73,300</b>	<b>16,500</b>	<b>9,600</b>
<b>TOTAL GENERAL FUND INCLUDING</b>					
EQUIPMENT REPLACEMENT	12,099,928	9,524,245	10,515,379	11,068,680	11,153,750

**CITY OF DEL MAR  
FISCAL YEARS 2015-2016 AND 2016-2017  
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EXPENDITURE SUMMARIES**

DEPARTMENT	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
<b>LIBRARY FUND</b>					
MAINTENANCE	62,289	16,662	11,810	13,200	13,200
<b>TOTAL LIBRARY FUND</b>	<b>62,289</b>	<b>16,662</b>	<b>11,810</b>	<b>13,200</b>	<b>13,200</b>
<b>GAS TAX FUND</b>					
STREET MAINTENANCE	200,837	74,925	88,490	123,490	126,920
STREET LIGHTS/SIGNS	152,552	99,348	180,100	98,720	99,550
STREET LANDSCAPING	162,265	141,643	166,920	189,990	195,050
<b>TOTAL GAS TAX FUND</b>	<b>515,654</b>	<b>315,916</b>	<b>435,510</b>	<b>412,200</b>	<b>421,520</b>
<b>OPEN SPACE FUND</b>					
POWERHOUSE OPERATIONS	260,500	316,739	308,030	351,140	331,450
BEACH MAINTENANCE	318,133	282,541	257,780	289,930	292,340
PARK MAINTENANCE	171,217	210,517	208,750	203,800	207,670
SHORES PROPERTY	25,964	-	-	-	-
<b>TOTAL OPEN SPACE FUND</b>	<b>775,814</b>	<b>809,797</b>	<b>774,560</b>	<b>844,870</b>	<b>831,460</b>
<b>SUPPLEMENTAL LAW ENFORCEMENT FUND</b>					
BEACH AND COMMUNITY PATROL	163,056	191,930	176,560	183,680	189,630
LAW ENFORCEMENT	9,326	-	-	-	-
<b>TOTAL SUPPLEMENTAL LAW ENFORCEMENT FUND</b>	<b>172,382</b>	<b>191,930</b>	<b>176,560</b>	<b>183,680</b>	<b>189,630</b>
<b>REGIONAL COMMUNICATION FUND</b>					
REGIONAL COMMUNICATION	31,074	33,613	12,000	34,500	34,500
<b>TOTAL REGIONAL COMMUNICATION FUND</b>	<b>31,074</b>	<b>33,613</b>	<b>12,000</b>	<b>34,500</b>	<b>34,500</b>
<b>GRANTS FUND</b>					
	132,165	48,838	62,307	40,170	19,370
<b>HOUSING FUND</b>					
	108,604	122,400	124,720	117,000	117,000
<b>AB 939</b>					
	5,116	1,815	50,000	70,000	50,000
<b>PEG FEE FUND</b>					
	-	-	-	10,000	10,000
<b>WILDFIRE PROTECTION BOND DEBT FUND</b>					
	174,530	176,991	174,910	750	-
<b>TOTAL GENERAL O&amp;M FUNDS</b>	<b>14,077,556</b>	<b>11,242,207</b>	<b>12,337,756</b>	<b>12,795,050</b>	<b>12,840,430</b>
<b>CAPITAL IMPROVEMENT FUNDS</b>					
OPEN SPACE CAPITAL IMPROVEMENT FUND	1,459	-	338,317	180,000	50,000
GENERAL CAPITAL IMPROVEMENT FUND	7,447,977	4,049,905	3,092,817	8,540,005	8,111,505
TRANSNET II CAPITAL IMPROVEMENT FUND	208,006	910,840	2,794,206	813,000	10,000
RTCIP FUND	6,895	-	-	-	-
<b>TOTAL GENERAL CAPITAL IMPROVEMENT FUNDS</b>	<b>7,664,337</b>	<b>4,960,745</b>	<b>6,225,340</b>	<b>9,533,005</b>	<b>8,171,505</b>
<b>TOTAL GENERAL GOVERNMENTAL FUNDS</b>	<b>21,741,893</b>	<b>16,202,952</b>	<b>18,563,096</b>	<b>22,328,055</b>	<b>21,011,935</b>
<b>WORKERS' COMPENSATION FUND</b>					
	196,784	111,433	259,110	272,030	283,860

**CITY OF DEL MAR  
FISCAL YEARS 2015-2016 AND 2016-2017  
ADOPTED OPERATING AND CAPITAL BUDGET  
EXPENDITURE SUMMARIES**

DEPARTMENT	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
<b>WATER FUND</b>					
GENERAL ADMINISTRATION	1,018,319	2,926,596	3,425,787	3,263,400	3,356,780
RISK MANAGEMENT	45,292	-	-	-	-
WATER CONSERVATION	1,050	-	-	-	-
RAW WATER SUPPLY	1,235,426	-	-	-	-
TREATMENT/DELIVERY DISTRIBUTION	149,073 334,067	- -	- -	- -	- -
<b>TOTAL WATER FUND O&amp;M</b>	<b>2,783,227</b>	<b>2,926,596</b>	<b>3,425,787</b>	<b>3,263,400</b>	<b>3,356,780</b>
WATER CAP IMPROVEMENT	17,211	329,059	582,431	169,000	314,000
<b>TOTAL WATER FUND</b>	<b>2,800,438</b>	<b>3,255,655</b>	<b>4,008,218</b>	<b>3,432,400</b>	<b>3,670,780</b>
<b>CLEAN WATER FUND</b>					
PLANNING	31,888	32,942	45,150	45,700	47,570
CODE ENFORCEMENT	22,861	23,133	23,750	24,830	25,920
CLEAN WATER MANAGEMENT	224,793	230,107	242,750	268,000	284,250
PUBLIC WORKS	21,320	124,961	166,220	212,140	217,220
FLOOD CONTROL	25,647	-	-	-	-
STREET MAINTENANCE	90,712	-	-	-	-
STREET LANDSCAPING	19,782	-	-	-	-
PARK MAINTENANCE	12,113	-	-	-	-
<b>TOTAL CLEAN WATER FUND</b>	<b>449,116</b>	<b>411,143</b>	<b>477,870</b>	<b>550,670</b>	<b>574,960</b>
<b>WASTEWATER FUND</b>					
GENERAL ADMINISTRATION	1,410,294	-	-	-	-
RISK MANAGEMENT	43,412	-	-	-	-
SEWER COLLECTION	252,743	-	-	-	-
PUMPING	150,802	-	-	-	-
TRANSPORTATION/TREATMENT	899,903	-	-	-	-
DEBT SERVICE	581,751	629,332	813,440	1,001,870	582,370
WASTEWATER PROGRAM	-	2,522,123	2,879,393	2,783,120	2,691,670
<b>TOTAL WASTEWATER FUND O&amp;M</b>	<b>3,338,905</b>	<b>3,151,455</b>	<b>3,692,833</b>	<b>3,784,990</b>	<b>3,274,040</b>
WASTEWATER CAPITAL IMPROVEMENT	74,539	348,299	551,793	3,535,000	319,600
<b>TOTAL WASTEWATER FUND</b>	<b>3,413,444</b>	<b>3,499,754</b>	<b>4,244,626</b>	<b>7,319,990</b>	<b>3,593,640</b>
<b>TOTAL ENTERPRISE FUNDS</b>	<b>6,662,998</b>	<b>7,166,552</b>	<b>8,730,714</b>	<b>11,303,060</b>	<b>7,839,380</b>
<b>TOTAL EXPENDITURES</b>	<b>28,601,675</b>	<b>23,480,937</b>	<b>27,552,920</b>	<b>33,903,145</b>	<b>29,135,175</b>

## FISCAL YEAR 2015-2016 and FISCAL YEAR 2016-2017 CAPITAL OUTLAY EXPENDITURES

DEPARTMENT/DESCRIPTION	FUND	NEW/REPLACEMENT	FY 2015-2016 BUDGET	FY 2016-2017 BUDGET	DEPARTMENT TOTAL
<b>Information Systems</b>					
Computer Servers (2)	Equipment Replacement	Replacement	13,000	-	
Uninterruptible Power Supply-City Hall	Equipment Replacement	Replacement	3,500	-	
Branch Office Switch	Equipment Replacement	Replacement	-	9,600	26,100
<b>City Hall General</b>					
Electric Vehicle - City Hall	General	New	15,000		15,000
<b>Parking Enforcement</b>					
Retro-fit Wireless Connection-L'Auberge Parking	General	New	13,000		
Electric Bicycle	General	New		3,000	16,000
<b>Public Works</b>					
Electric Vehicle - Public Works (5%)	General	New	750	-	
- Public Works (10%)	Gas Tax		1,500	-	
- Public Works (10%)	Open Space		1,500	-	3,750
<b>Water</b>					
Electric Vehicle - Public Works (35%)	Water	New	5,250	-	5,250
<b>Clean Water</b>					
Electric Vehicle - Public Works (5%)	Clean Water	New	750	-	750
<b>Wastewater</b>					
Electric Vehicle - Public Works (35%)	Wastewater	New	5,250	-	5,250

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## General Fund

# City Service Vision

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

We are 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*

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*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 two regularly scheduled monthly City Council 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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ 20,140	\$ 20,140	\$ 20,020	\$ 20,040	\$ 20,040 (1)
Maintenance & Operations	7,747	10,045	10,400	11,100	11,100
Contractual Services	38,064	46,000	50,000	48,000	48,000 (2)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>65,951</b>	<b>76,185</b>	<b>80,420</b>	<b>79,140</b>	<b>79,140</b>
<b>POSITIONS (FTE)</b>	-	-	-	-	-

(1) Each of the five Councilmembers receive a \$300 monthly stipend; the Mayor receives an additional \$50 per month.

(2) This amount includes funds for a lobbyist.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>CITY COUNCIL</b>					
01-5100-1000	COUNCIL STIPEND	18,709	18,709	18,600	18,600	18,600
01-5100-1200	BENEFITS	1,431	1,431	1,440	1,440	1,440
	<b>EMPLOYEE SERVICES</b>	<b>20,140</b>	<b>20,140</b>	<b>20,020</b>	<b>20,040</b>	<b>20,040</b>
01-5100-2300	OPERATING SUPPLIES	1,655	741	1,000	1,000	1,000
01-5100-2350	COMMUNITY PROMOTION	2,662	6,210	4,700	3,000	3,000
01-5100-3800	MEETINGS & TRAVEL	2,380	3,077	3,200	5,600	5,600
01-5100-3801	TRAINING & EDUCATION	1,050	17	1,500	1,500	1,500
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>7,747</b>	<b>10,045</b>	<b>10,400</b>	<b>11,100</b>	<b>11,100</b>
01-5100-3200	CONTRACTUAL SERVICES	38,064	46,000	50,000	48,000	48,000
	<b>CONTRACTUAL SERVICES</b>	<b>38,064</b>	<b>46,000</b>	<b>50,000</b>	<b>48,000</b>	<b>48,000</b>
	<b>CITY COUNCIL</b>	<b>65,951</b>	<b>76,185</b>	<b>80,420</b>	<b>79,140</b>	<b>79,140</b>

**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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Contractual Services	432,480	408,877	382,200	382,200	382,200 (1)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>432,480</b>	<b>408,877</b>	<b>382,200</b>	<b>382,200</b>	<b>382,200</b>
<b>POSITIONS (FTE)</b>	-	-	-	-	-

(1) Contractual services include a retainer for the City Attorney and outside legal costs.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b><u>LEGAL SERVICES</u></b>					
01-5101-3201	CITY ATTORNEY RETAINER	217,865	217,727	217,200	217,200	217,200
01-5101-3202	CITY ATTORNEY ADDITIONAL	209,167	191,150	145,000	145,000	145,000
01-5101-3203	OUTSIDE ATTORNEY SERVICES	5,448	-	20,000	20,000	20,000
	<b>CONTRACTUAL SERVICES</b>	<b>432,480</b>	<b>408,877</b>	<b>382,200</b>	<b>382,200</b>	<b>382,200</b>
	<b>LEGAL SERVICES</b>	<b>432,480</b>	<b>408,877</b>	<b>382,200</b>	<b>382,200</b>	<b>382,200</b>

**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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	69,250	74,033	71,047	73,850	72,600 (1)
Contractual Services	4,000	4,000	4,000	4,000	4,000 (2)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>73,250</b>	<b>78,033</b>	<b>75,047</b>	<b>77,850</b>	<b>76,600</b>
<b>POSITIONS (FTE)</b>	-	-	-	-	-

(1) The recommended contributions are shown below along with the Fiscal Year 2014-2015 actual contributions. New contributions to the Regional Task Force on the Homeless was included in Fiscal Year 2015-2016.

Name of Organization	Actual FY 2014-2015	Adopted FY 2015-2016	Adopted FY 2016-2017
Community Resource Center	\$ 2,500	\$ 2,500	\$ 2,500
San Dieguito Lagoon	187	600	600
Community Connections -			
Education, Health, Legal Services Program	18,360	18,500	18,500
Transportation, Dial-A-Ride Program	4,000	5,000	5,000 (2)
Del Mar Village Association	50,000	50,000	50,000
Regional Task Force on the Homeless	-	1,250	-
<b>Total</b>	<b>\$ 75,047</b>	<b>\$ 77,850</b>	<b>\$ 76,600</b>

(2) This amount funds transportation services to Del Mar's senior citizens and/or disabled residents provided by the Del Mar Community Connections (DMCC).

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
01-5110-3500	<b>COMMUNITY SUPPORT</b>					
	CONTRIBUTIONS	69,250	74,033	71,047	73,850	72,600
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>69,250</b>	<b>74,033</b>	<b>71,047</b>	<b>73,850</b>	<b>72,600</b>
01-5110-3200	CONTRACTUAL SERVICES	4,000	4,000	4,000	4,000	4,000
	<b>COMMUNITY SUPPORT</b>	<b>73,250</b>	<b>78,033</b>	<b>75,047</b>	<b>77,850</b>	<b>76,600</b>

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

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

	<b>ACTUAL 2012-2013</b>	<b>ACTUAL 2013-2014</b>	<b>BUDGET 2014-2015</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Contractual Services	4,323	3,314	7,000	7,000	7,000 (1)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>4,323</b>	<b>3,314</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<b>POSITIONS (FTE)</b>	-	-	-	-	-

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

**EXPENDITURE DETAIL**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2012-2013</b>	<b>ACTUAL 2013-2014</b>	<b>BUDGET 2014-2015</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
01-5125-3208	<b>SOLID WASTE</b>					
	HOUSEHOLD HAZARDOUS WASTE	4,323	3,314	7,000	7,000	7,000
	<b>CONTRACTUAL SERVICES</b>	<b>4,323</b>	<b>3,314</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
	<b>SOLID WASTE</b>	<b>4,323</b>	<b>3,314</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>

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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.

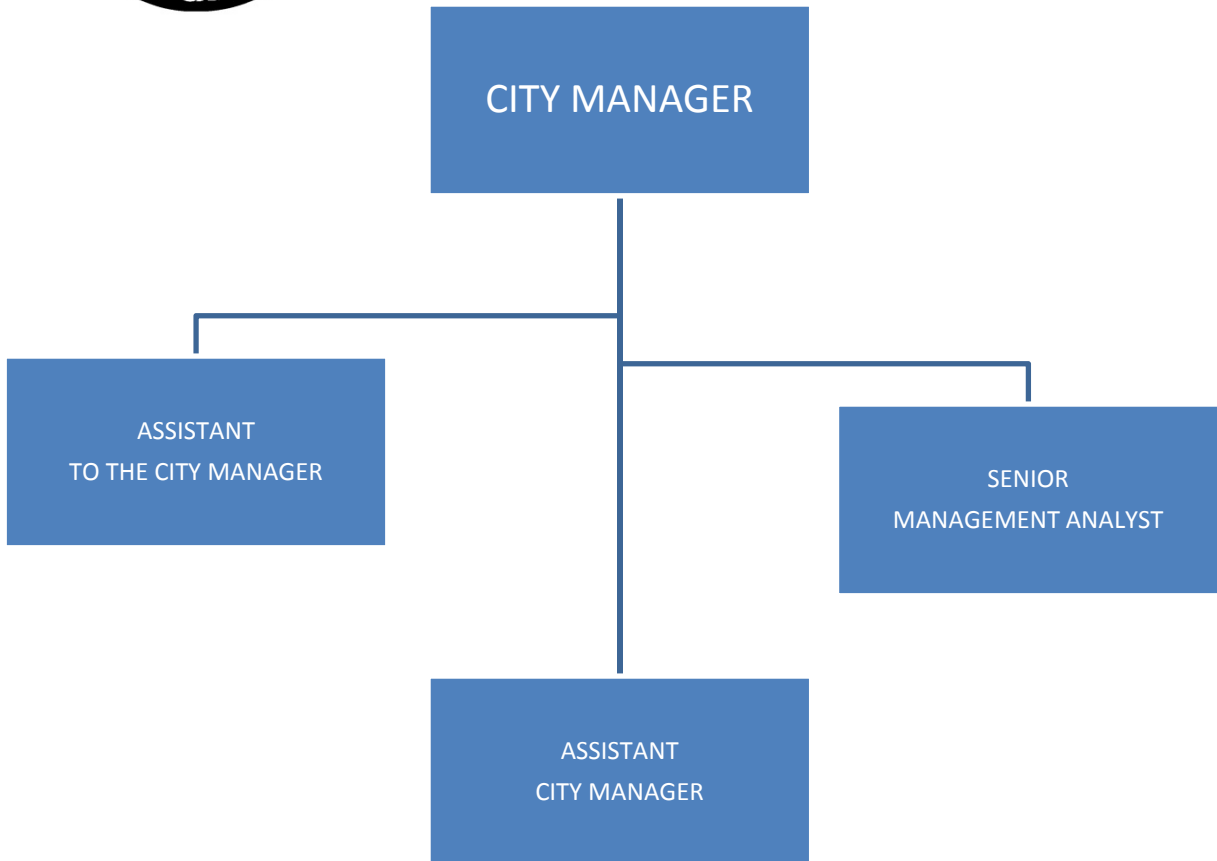
*We are often the first or the last point of contact and we strive to handle ALL customers with integrity, respect, and professionalism.*

*innovation   integrity   teamwork   service excellence   preservation & safety*

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*A wonderful place to live, work & play*

# City Manager's Department Organizational Chart



## 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, as well as developing a budget for Council review and approval, coordinating the flow of information to and from the Council, overseeing the activities of all City departments, and managing special programs and projects that pertain to all functional areas of City operations.

### **Fiscal Years 2013-2014 and 2014-2015 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 2013-2014 and 2014-2015 as outlined below:

#### *City Administration and Financial Management*

- 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.
- 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 new wastewater force main and City Hall.
- Paid off the City's \$3 million CalPERS side fund liability to achieve a long-term savings of nearly \$1 million in interest costs. Worked with the Finance Committee's Pension Subcommittee to establish a Pension Reserve Fund policy which will within 15 years ultimately accrue enough funds to be able to retire the City's unfunded pension obligations as calculated by GASB 68.
- Enhanced the City's investment portfolio through the increased diversification into FDIC-insured certificates of deposit.
- Conducted an organizational assessment of City departments to assess the appropriate level of staffing and supervision.
- Completed a citywide inventory of small tools and equipment to assist with future budget planning.
- Renegotiated several City leases leading to improved terms benefitting City revenues (i.e. temporary cell site leases, and Time Warner Wi-Fi agreement).

- Completed a cost of service study and rate review for the water, wastewater, and clean water utilities in accordance with the legally-required Proposition 218 process for the purposes of implementing new rate structures.
- Updated the cost allocation plan in-house to reflect the new budget, and to collect the appropriate administrative charges through the water and wastewater rates.
- Implementation of several technology initiatives to improve organizational efficiency and better serve the public, such as:
  - A digital permit management system for permit processing, increasing the efficiency of the permitting process and document management;
  - An enhanced content management-based web site; and
  - Online bill payment for utility bills.
- Secured grant funding to help pay for important City projects including \$800,000 from SANDAG, \$100,000 for the Sea Level Rise Study, \$30,000 from SDG&E for work on the Climate Action Plan, and in-kind staff resources from Civic Spark/AmeriCorps project to promote alternative transportation options for residents and businesses. Facilitated receipt of a \$150,000 grant for the San Dieguito River Valley Conservancy from the County through Supervisor Dave Roberts toward the cost of the Lagoon Path.
- Successfully renegotiated a labor agreement with the Firefighters' Association.
- Developed Fiscal Years 2015-2016 and 2016-2017 Operating and Capital Budget and citywide Capital Improvement Plan.

### *Capital Projects*

- Managed all aspects of the City Hall project, including the City Facilities Assessment, the Site Selection Study, Survey, Programming and the Master Planning phases of the City Hall/Town Hall project.
- 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 and options for financing.
- Completed reconstruction of the North Torrey Pines Bridge Earthquake Retrofit project improving safety to motorists, bikers, walkers, and joggers.

- Negotiated long-term agreements with the San Elijo Joint Powers Authority (SEJPA) and the City of Solana Beach related to wastewater treatment services and transportation of Del Mar wastewater flow to the SEJPA facility in Leucadia via the City of Solana Beach’s wastewater system. Preparing design and construction documents for the necessary wastewater force main. Established financing agreements to successfully obtain low-cost financing for the project.
- Managed completion of two major capital projects to improve pedestrian access, bicycle mobility, traffic concerns, and drainage:
  - Completed construction of Sidewalks, Streets, and Drainage Segment 3, from the 2200 block of Camino del Mar to the Beach Colony.
  - Completed construction Sidewalks, Streets, and Drainage Segment 2 project along Jimmy Durante from Camino del Mar to south of the San Dieguito Drive intersection, partially funded by an \$812,000 Active Transportation Program grant from SANDAG.
- Initiated the Shores Park Master Plan project, working with the Shores Advisory Committee appointed by the City Council, along with Phase One of the project, which included more than a dozen interest group meetings, a survey of registered voter households, three project information booths, and an on-site community workshop celebration.
- Established a long-term low-cost lease agreement with the North County Transit District of the former Buyback Center lot to serve as a parking area for the River Path Del Mar, Coast to Crest and Crest Loop Trails.

### *City Services and Programs*

- Prepared the draft Downtown Parking Management Plan, and associated implementation strategies, for City Council and City committee consideration.
- Pursued initiatives for a more sustainable Del Mar including:
  - Preparation of a Climate Action Plan under the guidance of the Sustainability Advisory Committee in partnership with the Energy Policy Initiative Center (EPIC) made possible through grant funding from SDG&E.
  - Implemented a voucher program to help residents acquire worm and compost bins at a reduced cost to help the City in reducing solid waste.

- Implemented a monitoring and outreach program to ensure compliance with the mandatory commercial and multifamily recycling requirements of AB 341.
  - Continued to provide the low-cost household hazard waste collection program, and conducted four “Del Mar Recycles” collection events to collect certain household hazardous waste materials and shred confidential paper. Conducted two Fuel Reduction Weeks to provide free disposal brush and tree trimmings to reduce brush fuel load.
  - Completion of SANDAG’s Energy Roadmap Program to reduce energy use in municipal operations resulting in economic savings and environmental benefits.
- Continued to work with the San Diego County Sheriff for law enforcement services. Built positive working relationships and increased promotion of their services to the public via Neighborhood Watch, Senior Volunteer, and Coffee with the Community events. Partnered with the Sheriff’s Department to identify and implement opportunities to restructure operations and improve service levels, including temporary deployments of special and motorcycle traffic patrols.
  - Conducted a study in conjunction with the Finance Committee’s Law Enforcement ad-hoc Subcommittee to evaluate service levels of different types of calls and ways response times can be improved, such as adding staff resources or forming a City police department.
  - Conducted a citizen satisfaction survey of registered voters to gauge public perception of City services and areas for improvement.
  - Continued efforts to work with local businesses, including the Del Mar Village Association, the Tourism Business Improvement District (TBID), and the recently established Business Support Advisory Committee.
  - Worked cooperatively with the Community Emergency Response Team (CERT) to establish a base amateur radio station at City Hall to aid in emergency communications, and completed the generator hookups and testing for the City’s Emergency Operations Center to equip the City with emergency power during a blackout.

### *Intergovernmental*

- Actively pursued involvement with Fairgrounds governance issues, advocating for the City to have a seat on future governance boards; continued to build positive working relations with the 22<sup>nd</sup> District Agricultural Association (DAA).
- Initiated an Economic Impact Study in partnership with the 22<sup>nd</sup> DAA and the City of Solana Beach to assess the impact of the activities and presence of the Fairgrounds' from a revenue and expenditure perspective.
- Worked with the Fairgrounds to address traffic issues, both long-term related to any future development at the Fairgrounds' property and related to annual summer events.
- Worked with participating members of the San Dieguito River Valley Regional Open Space Park Joint Powers Authority (JPA) to create an amended and restated Joint Exercise of Powers Agreement, which allows for the JPA's continued existence.
- Worked with NCTD on improved signage and a public education campaign to decrease trespass along the rail corridor.

### **Service Level Changes**

The current level of service will remain the same.

### **Fiscal Years 2015-2016 and 2016-2017 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 Department's work plan. These goals and objectives include:

#### *City Administration and Financial Management*

- In an effort to improve service to the community, enhance communication 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.
- Pursue successful labor negotiations with staff associations and unrepresented employees.

- Continue assessment of City pension costs and develop options for lowering these obligations.
- Pursue opportunities to increase grant funding.

### *Capital Projects*

- Complete the design and construction of the City Hall/Town Hall project. Identify a temporary location for City Hall during construction and relocation without interrupting service to the public. Develop a financing plan and establish loan agreements to fund the project.
- Work towards completion of the next segments of the Sidewalk, Streets, and Drainage project, including the North Beach section of Camino del Mar, Via de la Valle, and Camino del Mar from the Downtown area to the southern City limit.
- Complete roadway and pavement repairs on a strategic basis, prioritizing the project areas based on condition of the roadway and opportunities for coordination with underground utility infrastructure (water and wastewater) rehabilitation projects.
- Complete the review process for potential improvements to the intersection of Jimmy Durante Boulevard and San Dieguito Drive.
- Construct the sewer force main from the 21<sup>st</sup> Street Pump Station to Solana Beach and begin redirecting wastewater flow to the San Elijo Wastewater Reclamation Facility for long-term cost-efficiency to Del Mar and to generate additional recycled water for the region.
- Complete the development of a Park Master Plan for the Shores property.
- Construct an extension of the River Path Del Mar recreational trail east of Jimmy Durante Boulevard to the Old Grand Avenue Bridge Overlook.
- Develop a comprehensive facilities plan, including a complete inventory of all current City facilities.

### *City Services and Programs*

- Negotiate an agreement extension with the City of San Diego for water treatment and transportation services.

- Implement a drought management plan to achieve the necessary water reduction target established for Del Mar by the State of California and/or the City’s wholesale water provider, the San Diego County Water Authority.
- Continue to evaluate law enforcement services to provide high quality effective law enforcement services to residents, businesses, and visitors.
- Complete and implement a Comprehensive Parking Management Plan for the downtown area to address parking demand, parking ratios, and employee parking. Continue development of the Comprehensive Parking Management Plans for the North Beach, North Commercial, Via de la Valle, Hillside, and the Bluff zones.
- Continue working on sustainability initiatives:
  - Complete a Climate Action Plan for City Council review, including an updated Greenhouse Gas (GHG) Emissions Inventory, GHG reduction targets for 2020 and 2035, mitigation measures to achieve those targets, an implementation plan, and an adaptation plan.
  - Prepare the Sea Level Rise Adaptation Plan, including the Local Coastal Program Amendment.
- Work to improve and ensure safety of the community through utilizing bluff stabilization practices.

*Intergovernmental*

- Continue to pursue governance issues related to the Fairgrounds to ensure local representation from the City of Del Mar.
- Complete the Del Mar Fairgrounds Economic Impact Study and determine the next steps.
- Pursue renegotiation of the Del Mar Fire Station lease for an annual rental amount of \$1.
- Continue advocacy efforts to influence legislation impacting the City.

<b>Positions (FTE)</b>	<b>Actual 2012-2013</b>	<b>Actual 2013-2014</b>	<b>Actual 2014-2015</b>	<b>Adopted 2015-2016</b>	<b>Adopted 2016-2017</b>
City Manager	4.0	4.0	4.0	4.0	4.0

**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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ 764,008	\$ 624,919	\$ 569,360	\$ 688,460	\$ 729,630
Maintenance & Operations	20,753	26,302	23,950	30,250	30,250 (1)
Contractual Services	2,275	4,304	20,000	13,000	8,000 (2)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>787,036</b>	<b>655,525</b>	<b>613,310</b>	<b>731,710</b>	<b>767,880</b>
<b>POSITIONS (FTE)</b>	<b>3.00</b>	<b>3.00</b>	<b>3.30</b>	<b>3.30</b>	<b>3.30</b>

- (1) Reflects an additional \$1,975 for memberships to the City County Managers Association, International City Managers Association, and the Municipal Management Association of Southern California beginning in Fiscal Year 2015-2016; an increase of \$1,280 for additional staff to attend the League of California Cities Conference, a \$1,000 increase for event registration and parking fees reimbursement, and an additional \$2,400 for auto allowance based on the salary allocation used beginning in Fiscal Year 2015-2016.
- (2) For Fiscal Year 2015-2016 continues funding for Management Development, and includes \$5,000 for eCivis online clearinghouse/database and \$3,000 for Mind Mixer, a web-based tool for community engagement. Fiscal Year 2016-2017 includes funding for eCivis and Mind Mixer.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>CITY MANAGER</b>					
01-5200-1000	SALARIES - PERMANENT	400,931	482,635	411,010	512,800	537,760
01-5200-1200	EMPLOYEE BENEFITS	354,109	126,828	128,760	143,690	159,330
01-5200-1205	WORKERS' COMPENSATION	8,191	8,735	9,590	11,970	12,540
01-5200-1300	SALARIES - SEASONAL	385	6,721	20,000	20,000	20,000
01-5200-1400	OVERTIME SALARIES	392	-	-	-	-
	<b>EMPLOYEE SERVICES</b>	<b>764,008</b>	<b>624,919</b>	<b>569,360</b>	<b>688,460</b>	<b>729,630</b>
01-5200-2131	VEHICLE MAINTENANCE	764	513	-	-	-
01-5200-2300	OPERATING SUPPLIES	1,453	3,960	3,500	3,500	3,500
01-5200-2800	GAS & OIL	636	147	300	300	300
01-5200-3700	MEMBERSHIPS & SUBSCRIPTIONS	4,236	5,352	3,700	5,320	5,320
01-5200-3800	MEETINGS & TRAVEL	2,207	2,748	3,650	4,930	4,930
01-5200-3801	TRAINING & EDUCATION	594	491	2,000	3,000	3,000
01-5200-3900	AUTO ALLOWANCE	10,863	13,091	10,800	13,200	13,200
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>20,753</b>	<b>26,302</b>	<b>23,950</b>	<b>30,250</b>	<b>30,250</b>
<b>01-5200-3200</b>	<b>CONTRACTUAL SERVICES</b>	<b>2,275</b>	<b>4,304</b>	<b>20,000</b>	<b>13,000</b>	<b>8,000</b>
	<b>CITY MANAGER</b>	<b>787,036</b>	<b>655,525</b>	<b>613,310</b>	<b>731,710</b>	<b>767,880</b>

**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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	13,438	62,367	70,180	69,770	69,770 (1)
Contractual Services	-	7,744	7,740	7,740	7,740 (2)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>13,438</b>	<b>70,111</b>	<b>77,920</b>	<b>77,510</b>	<b>77,510</b>
<b>POSITIONS (FTE)</b>	-	-	-	-	-

- (1) City membership fees to the San Dieguito Lagoon JPA were transferred to City Memberships from the Planning Department beginning Fiscal Year 2013-2014.
- (2) The annual SANDAG Regional Shoreline Monitoring Program was transferred to City Memberships from the Planning Department beginning Fiscal Year 2013-2014.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
01-5212-3700	<b>CITY MEMBERSHIPS</b>					
	MEMBERSHIPS & SUBSCRIPTIONS	13,438	62,367	70,180	69,770	69,770
01-5212-3200	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>13,438</b>	<b>62,367</b>	<b>70,180</b>	<b>69,770</b>	<b>69,770</b>
	CONTRACTUAL SERVICES	-	7,744	7,740	7,740	7,740
	<b>CITY MEMBERSHIPS</b>	<b>13,438</b>	<b>70,111</b>	<b>77,920</b>	<b>77,510</b>	<b>77,510</b>

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City Engineer

# Engineering

## Department Mission Statement

The employees of the Engineering Department are dedicated to providing innovative, timely and cost effective civil engineering solutions to preserve and enhance the environment and the quality of life in the beautiful village of Del Mar.

## CITY ENGINEER'S DEPARTMENT

The City Engineering Department provides consultation and technical support to the City Council, City Manager, and Department Heads, and addresses public inquiries regarding water, wastewater, streets, storm drains, and other infrastructure. Services also include capital improvement planning and budgeting, 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. The City Engineer also coordinates the design and construction of the City's Annual Capital Improvement Program and manages traffic engineering services.

### 2013-2014 and 2014-2015 Achievements

- Management of On-Call Consultants for Engineering Design and Surveying.
- On-going Traffic Engineering evaluations at various locations throughout the City.
- Supported the Planning Department in reviews of any development that may have an effect on City infrastructure.
- Updated the City's Wastewater and Water Master Plans.
- Assisted and/or managed the design and contract administration of critical capital improvement projects, including:
  - Roadway and Sidewalk Improvements - Camino Del Mar (Coast to 29<sup>th</sup> Street)
  - Roadway and Sidewalk Improvements - Jimmy Durante (Camino Del Mar to San Dieguito)
  - Force Main Connection to San Elijo Joint Powers Authority (SEJPA)
  - Riverpath Extension along the San Dieguito River

### Service Level Changes

The current level of service will be maintained.

### **2015-2016 and 2016-2017 Goals and Objectives**

- Continue the design and construction of the Roadway and Sidewalk Improvements Projects.
- Manage design efforts for the Bi-Annual Utility Projects.
- Provide support for updates to the wastewater, storm drain, and water systems.
- Assist other departments in the review and development of Capital Improvement Projects.
- Attend the City/County Transportation Committee meetings as the City's representative.

**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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Contractual Services	136,722	174,209	155,000	194,000	194,000 (1)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>136,722</b>	<b>174,209</b>	<b>155,000</b>	<b>194,000</b>	<b>194,000</b>
<b>POSITIONS (FTE)</b>	-	-	-	-	-

(1) Reflects a \$45,000 increase in development reviews due to an increased volume of applicants.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b><u>ENGINEERING SERVICES</u></b>					
01-5220-3210	CITY ENGINEER	49,464	67,681	66,000	66,000	66,000
01-5220-3211	CITY ENGINEER - SPECIAL PROJECT	11,197	10,318	10,000	-	-
01-5220-3212	TRAFFIC ENGINEERING	8,433	23,993	10,000	15,000	15,000
01-5220-3218	ORDINANCE/PROCEDURES. UPDATE	180	537	4,000	3,000	3,000
01-5220-3219	TECH SUPPORT PLANNING	4,231	5,604	20,000	20,000	20,000
01-5220-3227	DEVELOPMENT REVIEWS	63,217	66,076	45,000	90,000	90,000
	<b>CONTRACTUAL SERVICES</b>	<b>136,722</b>	<b>174,209</b>	<b>155,000</b>	<b>194,000</b>	<b>194,000</b>
	<b>ENGINEERING SERVICES</b>	<b>136,722</b>	<b>174,209</b>	<b>155,000</b>	<b>194,000</b>	<b>194,000</b>



# 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*

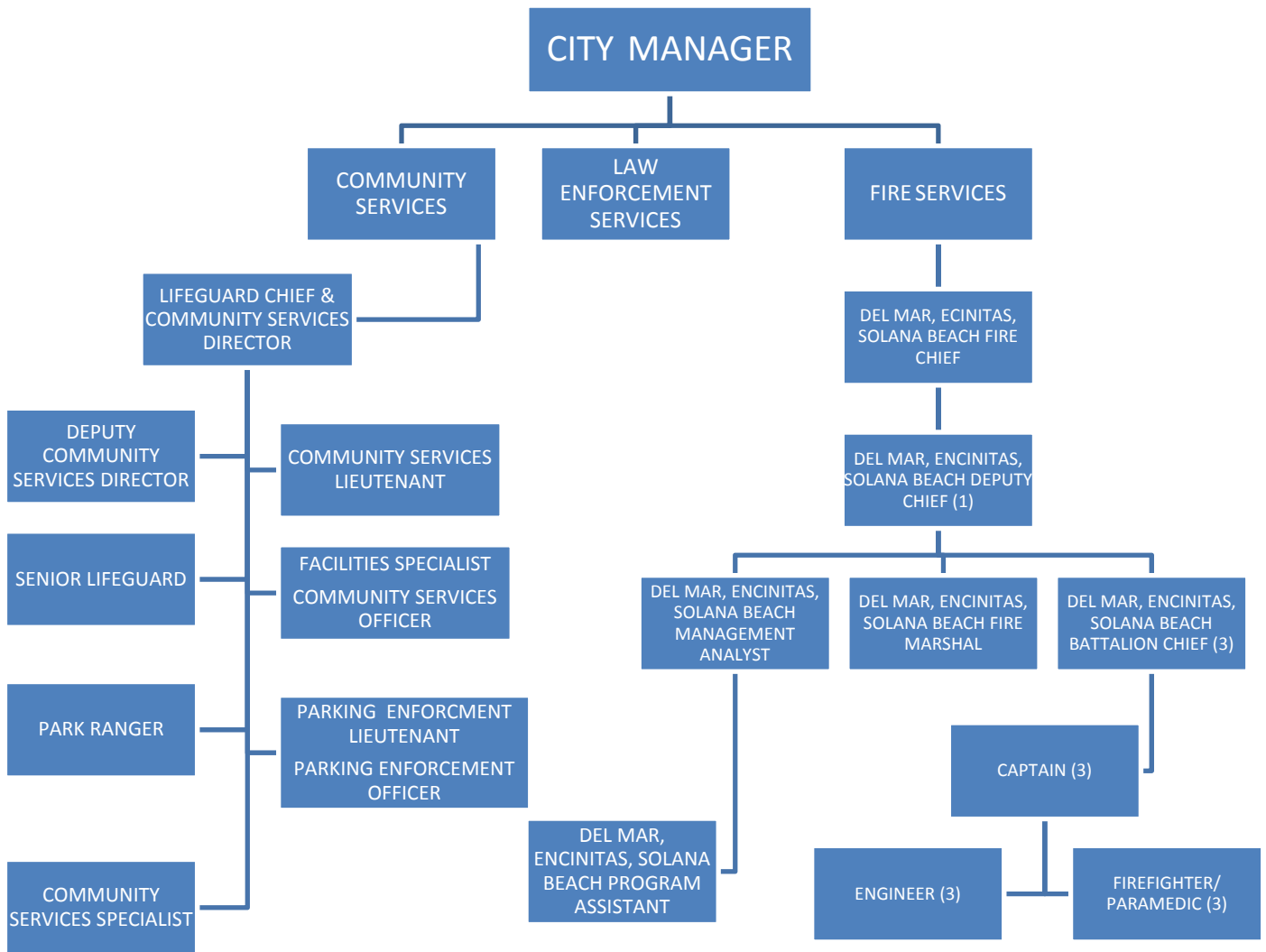
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*A wonderful place to live, work & play*



# Public Safety Organizational Chart

PUBLIC SAFETY ADMINISTRATION  
COMMUNITY SERVICES  
FIRE SERVICES  
LAW ENFORCEMENT SERVICES



## PUBLIC SAFETY - COMMUNITY SERVICES

The Community Service Department provides lifeguard services, citywide parking enforcement services, and law enforcement services in the beach and park areas through the Ranger Program. Park, beach, and Powerhouse event planning is also provided through the Community Services Department. The Department continues to provide 'Safe Fun in the Sun' to the several million visitors that enjoy the City's beaches and parks.

### **Fiscal Years 2013-2014 and 2014-2015 Major Achievements**

- Maintained the department's unparalleled record of beach safety by performing rescues, medical aids, and continuing to proactively enforce beach rules and regulations and inform the public via the Surf-Cam with updated surf conditions on a daily basis.
- Successfully managed nearly 6 million visitors to beaches and parks over the two-year period.
- Lifeguards performed over 1,500 water rescues and nearly 5,000 medical aids.
- Upgraded parking meters with 30 user friendly units that accept credit cards, and replaced two pay stations.
- Added two electric bikes for increased patrol coverage per City's green ethics.
- Trained five Parking Officers in basic CPR, and cross-trained two lifeguards in parking enforcement.
- Received a 67 percent approval rating for Parking Enforcement on the City Satisfaction Survey.
- Improved beach access by increasing turnover with a paid parking machine at 29<sup>th</sup> Street - estimate of 30 cars per day compared to previous use of 10 cars per day.
- Issued approximately 36,000 citations, 3,000 warnings, towed 20 vehicles, and recovered eight stolen vehicles.
- Continued to balance private events with public events at the Powerhouse Community Center.
- Effectively maintained the Powerhouse Community Center to ensure it remains a treasured City asset.

**Fiscal Years 2015-2016 and 2016-2017 Goals and Objectives**

- Maintain the department’s unparalleled record of no drownings on a guarded beach.
- Certify new employees as Emergency Medical Technicians with defibrillator and Combitube Accreditation. Continue advanced education and certification in swift water rescue, cliff rescue, and scuba rescue.
- Continue to train new student lifeguards by completing the 80 hour training academy to become successful contributors to the department and community.
- Continue to generate ideas for potential new revenue sources.
- Continue to deploy the Park Ranger to proactively enforce regulations on the beach, parks, and surrounding areas.
- Continue to support the Del Mar based non-profit organizations.
- Monitor and enforce Seagrove Parking lot. Finalize the upgrade of parking meters at the Inn’s garage.
- Expand the City website to enhance public input regarding parking issues.
- Provide advanced training for Parking Officers in dealing with volatile customers.
- Establish a parking lot at the River Path terminus.
- Research parking technology and implement proven technology to provide greater efficiency.

<b>Positions (FTE)</b>	<b>Actual 2012-2013</b>	<b>Actual 2013-2014</b>	<b>Actual 2014-2015</b>	<b>Adopted 2015-2016</b>	<b>Adopted 2016-2017</b>
Lifeguard Services	6.0	5.0	5.0	5.0	5.0
Parking Enforcement	3.0	3.0	3.0	3.0	3.0
Park Ranger	1.0	1.0	1.0	1.0	1.0
Powerhouse Operations	2.0	2.0	2.0	2.0	2.0

**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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	77	1,000	1,000	1,000
Contractual Services	1,826,127	1,969,393	2,057,719	2,354,720	2,382,830
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>1,826,127</b>	<b>1,969,470</b>	<b>2,058,719</b>	<b>2,355,720</b>	<b>2,383,830</b>
<b>POSITIONS (FTE)</b>	-	-	-	-	-

(1) Reflects funding based on a negotiated five-year contract in Fiscal Year 2012-2013 that caps increases at 2.75% for contract year two, a 3.0% for contract years three and four, and 3.25% for contract year five except for certain pension expenses. Beginning in fiscal Year 2014-2015 additional \$47,000 was allocated for special enforcement services on an overtime rate for special events and heavy traffic support during busy weekends. Beginning in Fiscal Year 2015-2016, an additional \$10,000 for motor patrol traffic control, \$25,000 for a law enforcement study, and an additional \$200,000 was allocated for additional law enforcement services to be determined in the future by the City Council during this budget period.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b><u>PATROL AND TRAFFIC ENFORCEMENT</u></b>					
01-5230-2300	OPERATING SUPPLIES	-	77	1,000	1,000	1,000
01-5230-2600	SMALL TOOLS & EQUIPMENT	-	-	-	-	-
01-5230-3400	TELEPHONE	-	-	-	-	-
01-5230-3801	TRAINING & EDUCATION	-	-	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	-	<b>77</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
01-5230-3200	CONTRACTUAL SERVICES	-	34,317	15,000	55,000	15,000
01-5230-3220	PATROL ENFORCEMENT	1,480,416	1,625,330	1,622,739	1,671,430	1,725,760
01-5230-3221	TRAFFIC ENFORCEMENT	-	251,450	310,360	319,680	330,070
01-5230-3223	SPECIAL ENFORCEMENT SERVICES	-	-	46,900	48,310	49,880
01-5230-3224	ADDITIONAL LAW ENF SRVCS-TBD	-	-	-	200,000	200,000
01-5230-3225	REGIONAL SERVICES	1,468	1,506	2,160	1,800	1,860
01-5230-3226	TRAFFIC SIGNAL ENFORCEMENT	-	56,790	60,560	58,500	60,260
	<b>CONTRACTUAL SERVICES</b>	<b>1,481,884</b>	<b>1,969,393</b>	<b>2,057,719</b>	<b>2,354,720</b>	<b>2,382,830</b>
	<b>PATROL AND TRAFFIC ENFORCEMENT</b>	<b>1,481,884</b>	<b>1,969,470</b>	<b>2,058,719</b>	<b>2,355,720</b>	<b>2,383,830</b>
	<b><u>TRAFFIC ENFORCEMENT</u></b>					
01-5231-3221	TRAFFIC ENFORCEMENT	287,453	-	-	-	-
	<b>CONTRACTUAL SERVICES</b>	<b>287,453</b>	-	-	-	-
	<b>TRAFFIC ENFORCEMENT</b>	<b>287,453</b>	-	-	-	-
	<b><u>TRAFFIC SIGNAL ENFORCEMENT</u></b>					
01-5233-3200	CONTRACT SERVICES	56,790	-	-	-	-
	<b>CONTRACTUAL SERVICES</b>	<b>56,790</b>	-	-	-	-
	<b>TRAFFIC SIGNAL ENFORCEMENT</b>	<b>56,790</b>	-	-	-	-
	<b>TOTAL LAW ENFORCEMENT</b>	<b>1,826,127</b>	<b>1,969,470</b>	<b>2,058,719</b>	<b>2,355,720</b>	<b>2,383,830</b>

**PROGRAM: LIFEGUARD SERVICES**

**ACCT # 01-5631**

This program funds Lifeguard Services. Del Mar Lifeguards maintain a safe beach environment through preventive lifeguarding and proactive law enforcement.

	<b>ACTUAL 2012-2013</b>	<b>ACTUAL 2013-2014</b>	<b>BUDGET 2014-2015</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
Employee Services	\$ 838,134	\$ 781,799	\$ 813,180	\$ 834,810	\$ 864,110
Maintenance & Operations	139,778	118,655	103,850	120,230	119,990
Contractual Services	33,707	28,335	31,500	39,000	41,000
Debt Service	-	-	-	-	-
Capital Outlay	20,828	4,239	-	-	-
<b>GRAND TOTAL</b>	<b>1,032,447</b>	<b>933,028</b>	<b>948,530</b>	<b>994,040</b>	<b>1,025,100</b>
<b>POSITIONS (FTE)</b>	<b>3.00</b>	<b>3.00</b>	<b>4.65</b>	<b>4.65</b>	<b>4.65</b>

**EXPENDITURE DETAIL**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2012-2013</b>	<b>ACTUAL 2013-2014</b>	<b>BUDGET 2014-2015</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
	<b>LIFEGUARD SERVICES</b>					
01-5631-1000	SALARIES - PERMANENT	214,090	365,914	373,460	399,830	416,520
01-5631-1200	EMPLOYEE BENEFITS	84,772	139,496	154,920	155,380	167,560
01-5631-1205	WORKERS' COMPENSATION	12,409	16,382	16,330	17,130	17,560
01-5631-1300	SALARIES - SEASONAL	253,570	244,330	247,470	247,470	247,470
01-5631-1400	OVERTIME	5,701	15,677	21,000	15,000	15,000
	<b>EMPLOYEE SERVICES</b>	<b>570,542</b>	<b>781,799</b>	<b>813,180</b>	<b>834,810</b>	<b>864,110</b>
01-5631-2000	BUILDING MAINTENANCE & REPAIR	10,931	9,059	13,000	12,500	12,500
01-5631-2100	EQUIP/RADIO MAINT & REPAIR	3,000	1,373	400	1,000	1,000
01-5631-2131	VEHICLE MAINTENANCE	7,773	5,452	3,500	3,500	3,500
01-5631-2300	OPERATING SUPPLIES	55,310	27,376	25,000	25,000	25,000
01-5631-2400	UNIFORMS	7,864	6,779	3,500	5,000	5,000
01-5631-2600	SMALL TOOLS & EQUIPMENT	2,982	15,957	15,000	16,450	16,450
01-5631-2800	GAS & OIL	8,778	12,543	12,750	12,750	12,750
01-5631-3000	ADVERTISING & PRINTING	-	496	500	600	600
01-5631-3300	UTILITIES	12,418	17,082	10,000	18,150	18,150
01-5631-3400	TELEPHONE	1,894	5,592	9,200	8,330	8,090
01-5631-3600	PROPERTY/EQUIPMENT RENTAL	-	429	-	200	200
01-5631-3801	TRAINING & EDUCATION	16,963	16,517	11,000	16,750	16,750
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>127,913</b>	<b>118,655</b>	<b>103,850</b>	<b>120,230</b>	<b>119,990</b>
01-5631-3200	<b>CONTRACTUAL SERVICES</b>	<b>5,886</b>	<b>28,335</b>	<b>31,500</b>	<b>39,000</b>	<b>41,000</b>
01-5631-5300	MACHINERY & EQUIPMENT	20,828	4,239	-	-	-
	<b>CAPITAL OUTLAY</b>	<b>20,828</b>	<b>4,239</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>LIFEGUARD SERVICES</b>	<b>725,169</b>	<b>933,028</b>	<b>948,530</b>	<b>994,040</b>	<b>1,025,100</b>

**EXPENDITURE DETAIL**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2012-2013</b>	<b>ACTUAL 2013-2014</b>	<b>BUDGET 2014-2015</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
	<b><u>COMMUNITY SERVICES</u></b>					
01-5630-1000	SALARIES - PERMANENT	177,411	-	-	-	-
01-5630-1200	EMPLOYEE BENEFITS	81,610	-	-	-	-
01-5630-1205	WORKERS' COMPENSATION	5,455	-	-	-	-
01-5630-1400	OVERTIME	3,116	-	-	-	-
	<b>EMPLOYEE SERVICES</b>	<b>267,592</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
01-5630-2000	BUILDING MAINTENANCE & REPAIR	18	-	-	-	-
01-5630-2131	VEHICLE MAINTENANCE	1,740	-	-	-	-
01-5630-2300	OPERATING SUPPLIES	3,794	-	-	-	-
01-5630-2800	GAS & OIL	2,179	-	-	-	-
01-5630-3400	TELEPHONE	4,134	-	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>11,865</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
01-5630-3200	<b>CONTRACTUAL SERVICES</b>	<b>27,821</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>COMMUNITY SERVICES</b>	<b>307,278</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL LIFEGUARD SERVICES</b>	<b>1,032,447</b>	<b>933,028</b>	<b>948,530</b>	<b>994,040</b>	<b>1,025,100</b>

**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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ 482,524	\$ 391,393	\$ 363,270	\$ 377,950	\$ 390,960
Maintenance & Operations	40,714	33,173	31,500	37,780	37,200
Contractual Services	79,109	85,511	80,000	80,000	80,000 (1)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	13,000	3,000 (2)
<b>GRAND TOTAL</b>	<b>602,347</b>	<b>510,077</b>	<b>474,770</b>	<b>508,730</b>	<b>511,160</b>
<b>POSITIONS (FTE)</b>	<b>3.00</b>	<b>3.00</b>	<b>3.10</b>	<b>3.10</b>	<b>3.10</b>

- (1) This includes the City's cost to contract with the Phoenix Company to process parking citations, the annual service agreement to maintain the Pay and Display machines as well as the administration costs for the credit card transaction fees for the meters.
- (2) Capital outlay includes the cost to retro-fit the wireless connection at the L'Auberge Inn in FY 2015-2016 and the purchase of electric bicycles in FY 2015-2016 and FY 2016-2017.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b><u>PARKING ENFORCEMENT</u></b>					
01-5632-1000	SALARIES - PERMANENT	166,483	184,694	184,160	192,550	197,750
01-5632-1200	EMPLOYEE BENEFITS	207,624	100,525	83,250	83,860	91,380
01-5632-1205	WORKERS' COMPENSATION	15,741	16,285	15,860	16,540	16,830
01-5632-1300	SALARIES - SEASONAL	75,060	74,575	75,000	75,000	75,000
01-5632-1400	OVERTIME	17,616	15,314	5,000	10,000	10,000
	<b>EMPLOYEE SERVICES</b>	<b>482,524</b>	<b>391,393</b>	<b>363,270</b>	<b>377,950</b>	<b>390,960</b>
01-5632-2000	BUILDING MAINTENANCE & REPAIR	-	1,024	-	2,500	2,500
01-5632-2100	EQUIP/RADIO MAINT & REPAIR	1,347	-	5,000	5,000	5,000
01-5632-2131	VEHICLE MAINTENANCE	3,756	2,162	1,000	1,000	1,000
01-5632-2300	OPERATING SUPPLIES	11,945	6,259	7,000	7,000	7,000
01-5632-2400	UNIFORMS	3,589	4,673	2,500	2,500	2,500
01-5632-2600	SMALL TOOLS & EQUIPMENT	6,786	7,050	3,750	3,750	3,750
01-5632-2800	GAS & OIL	3,683	3,267	5,500	5,500	5,500
01-5632-3000	ADVERTISING & PRINTING	8,500	4,351	5,500	5,500	5,500
01-5632-3400	TELEPHONE	973	968	1,250	1,380	1,300
01-5632-3600	PROPERTY/EQUIPMENT RENTAL	-	3,400	-	2,500	2,500
01-5632-3700	MEMBERSHIPS/SUBSCRIPTIONS	135	-	-	150	150
01-5632-3801	TRAINING & EDUCATION	-	19	-	1,000	500
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>40,714</b>	<b>33,173</b>	<b>31,500</b>	<b>37,780</b>	<b>37,200</b>
01-5632-3200	<b>CONTRACTUAL SERVICES</b>	<b>79,109</b>	<b>85,511</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>
01-5632-5300	MACHINERY & EQUIPMENT	-	-	-	13,000	3,000
	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,000</b>	<b>3,000</b>
	<b>PARKING ENFORCEMENT</b>	<b>602,347</b>	<b>510,077</b>	<b>474,770</b>	<b>508,730</b>	<b>511,160</b>

## **PUBLIC SAFETY - FIRE**

The Fire Department responds to fire and medical calls in 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 agreement with the Cities of Encinitas and Solana Beach.

### **Fiscal Years 2013-2014 and 2014-2015 Achievements - Fire**

- Purchased new Heart Defibrillators and Mobile Data Computers, (MDCs).
- Completed the City of Del Mar Continuity of Operations Capability (COOP) Plan to ensure that essential functions will continue or can be rapidly reestablished in the event of a large scale emergency or disaster.
- Participated in Golden Guardian disaster drill.
- Received grants to enhance the Community Emergency Response Team (CERT) program, purchase radios and charging equipment for use during large scale incidents and day-to-day operations, a trailer mounted generator for the EOC, and Pre-Plan development.
- Developed fire management zones within the City. These fire management zones are then assigned to different fire companies for the annual maintenance of fire hydrants and the annual fire safety inspection of all businesses.
- Developed a Monthly Activity Report for all fire companies to better track monthly performance indicators.

### **Fiscal Years 2015-2016 and 2016-2017 Goals and Objectives - Fire**

- Maintain the health and safety of our workforce to carry out the needs of the fire department. Continue to support the wellness program and other health and safety initiatives.
- Complete a Strategic Work Plan for the Fire Department that will serve as a blueprint for how the Department will respond to a variety of challenges and changing priorities in the next two years.
- Continue to create efficiencies and cost containment strategies within the Cooperative Management Agreement between Encinitas and Solana Beach.
- Identify and actively pursue grant funding opportunities while continuing to seek out and identify cost recovery opportunities for the department.

- Adopt and Amend new State fire Codes and Municipal Fire code.
- Continue review and update of the City's Emergency Operations procedures and arrange for additional citywide disaster exercises involving all departments of the City.
- Continue the evaluation of different governance options with the cities of Encinitas and Solana Beach.
- Provide an assessment of the current fire station's costs, condition and location then provide alternatives that will maintain or improve service delivery.
- Continue the evaluation of equity of services with our surrounding agencies.
- Provide training opportunities to increase competencies and capabilities as well as utilize best practice methods.

<b>Positions (FTE)</b>	<b>Actual 2012-2013</b>	<b>Actual 2013-2014</b>	<b>Actual 2014-2015</b>	<b>Proposed 2015-2016</b>	<b>Proposed 2016-2017</b>
Fire	9.00	9.00	9.00	9.00	9.00

**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.

	<b>ACTUAL 2012-2013</b>	<b>ACTUAL 2013-2014</b>	<b>BUDGET 2014-2015</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
Employee Services	\$ 2,457,674	\$ 1,329,033	\$ 1,441,490	\$ 1,492,220	\$ 1,512,420
Maintenance & Operations	147,481	167,293	177,070	194,850	199,100 (1)
Contractual Services	232,697	201,279	269,410	253,370	271,130 (2)
Debt Service	-	-	-	-	-
Capital Outlay	15,965	-	-	-	-
<b>GRAND TOTAL</b>	<b>2,853,817</b>	<b>1,697,605</b>	<b>1,887,970</b>	<b>1,940,440</b>	<b>1,982,650</b>
<b>POSITIONS (FTE)</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

- (1) This category includes a five percent increase for the cost to lease the Fire Department building from the Fairgrounds, a \$7,400 increase for vehicle maintenance, and a \$2,000 increase for uniform replacement.
- (2) 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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>FIRE PROTECTION</b>					
01-5730-1000	SALARIES - PERMANENT	725,935	747,909	751,540	765,450	765,450
01-5730-1200	EMPLOYEE BENEFITS	1,418,725	308,981	389,290	415,090	435,290
01-5730-1205	WORKERS' COMPENSATION	54,118	54,050	54,430	55,280	55,280
01-5730-1300	SALARIES - SEASONAL	8,163	-	-	-	-
01-5730-1400	OVERTIME	231,703	188,291	226,430	236,300	236,300
01-5730-1401	FIRE FLSA OVERTIME	19,030	19,830	19,800	20,100	20,100
01-5730-1403	OVERTIME - STRIKE TEAM	-	9,972	-	-	-
	<b>EMPLOYEE SERVICES</b>	<b>2,457,674</b>	<b>1,329,033</b>	<b>1,441,490</b>	<b>1,492,220</b>	<b>1,512,420</b>
01-5730-2000	BUILDING MAINTENANCE & REPAIR	1,674	1,495	2,600	2,400	2,600
01-5730-2100	EQUIP/RADIO MAINT & REPAIR	2,504	1,309	3,200	3,200	3,200
01-5730-2110	RADIO MAINTENANCE & REPAIR	-	323	-	-	-
01-5730-2131	VEHICLE MAINTENANCE	18,173	29,296	16,100	23,500	23,500
01-5730-2300	OPERATING SUPPLIES	9,539	10,779	10,860	10,330	10,330
01-5730-2400	UNIFORMS	5,375	2,196	6,000	8,000	9,500
01-5730-2600	SMALL TOOLS & EQUIPMENT	4,775	5,807	4,500	4,500	4,500
01-5730-2800	GAS & OIL	10,192	10,277	11,500	11,000	11,000
01-5730-3000	ADVERTISING & PRINTING	-	-	200	200	200
01-5730-3300	UTILITIES	11,019	11,567	12,500	15,000	15,000
01-5730-3400	TELEPHONE	15,502	13,996	20,840	23,950	22,290
01-5730-3600	PROPERTY/EQUIPMENT RENTAL	65,445	75,426	79,200	83,200	87,360
01-5730-3700	MEMBERSHIPS & SUBSCRIPTIONS	351	430	470	470	470
01-5730-3800	MEETINGS & TRAVEL	-	-	1,000	1,000	1,000
01-5730-3801	TRAINING & EDUCATION	2,932	4,392	8,100	8,100	8,150
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>147,481</b>	<b>167,293</b>	<b>177,070</b>	<b>194,850</b>	<b>199,100</b>
01-5730-3200	CONTRACTUAL SERVICES	190,571	154,429	196,920	178,100	190,060
01-5730-3222	FUEL REDUCTION	-	-	20,000	20,000	20,000
01-5730-3228	DISPATCH	42,126	46,850	52,490	55,270	61,070
	<b>CONTRACTUAL SERVICES</b>	<b>232,697</b>	<b>201,279</b>	<b>269,410</b>	<b>253,370</b>	<b>271,130</b>
01-5730-5300	MACHINERY & EQUIPMENT	15,965	-	-	-	-
	<b>CAPITAL OUTLAY</b>	<b>15,965</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>FIRE PROTECTION</b>	<b>2,853,817</b>	<b>1,697,605</b>	<b>1,887,970</b>	<b>1,940,440</b>	<b>1,982,650</b>

**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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	11,366	13,535	14,430	15,250	15,300 (1)
Contractual Services	-	-	1,050	1,050	1,050
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>11,366</b>	<b>13,535</b>	<b>15,480</b>	<b>16,300</b>	<b>16,350</b>
<b>POSITIONS (FTE)</b>	-	-	-	-	-

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

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
01-5731-3700	<b>HAZARDOUS WASTE</b>					
	MEMBERSHIPS & SUBSCRIPTIONS	11,366	13,535	14,430	15,250	15,300
01-5731-3200	<b>HAZARDOUS WASTE</b>					
	MAINTENANCE & OPERATIONS	<b>11,366</b>	<b>13,535</b>	<b>14,430</b>	<b>15,250</b>	<b>15,300</b>
	CONTRACTUAL SERVICES	-	-	1,050	1,050	1,050
	<b>HAZARDOUS WASTE</b>	<b>11,366</b>	<b>13,535</b>	<b>15,480</b>	<b>16,300</b>	<b>16,350</b>

**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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	1,620	2,913	2,450	8,450	8,450
Contractual Services	200	99	1,960	2,060	2,060 (1)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>1,820</b>	<b>3,012</b>	<b>4,410</b>	<b>10,510</b>	<b>10,510</b>
<b>POSITIONS (FTE)</b>	-	-	-	-	-

(1) This account is used to fund the City's membership in the Unified Disaster Council.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>EMERGENCY PREPAREDNESS</b>					
01-5735-2300	OPERATING SUPPLIES	348	1,419	750	6,750	6,750
01-5735-3400	TELEPHONE	1,272	1,494	1,700	1,700	1,700
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>1,620</b>	<b>2,913</b>	<b>2,450</b>	<b>8,450</b>	<b>8,450</b>
01-5735-3200	<b>CONTRACTUAL SERVICES</b>	<b>200</b>	<b>99</b>	<b>1,960</b>	<b>2,060</b>	<b>2,060</b>
	<b>EMERGENCY PREPAREDNESS</b>	<b>1,820</b>	<b>3,012</b>	<b>4,410</b>	<b>10,510</b>	<b>10,510</b>



# Administrative Services

## Department Mission Statement

The Administrative Services Department has an ongoing 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.

*“INFORMATION IS OUR BUSINESS”*

*innovation   integrity   teamwork   service excellence   preservation & safety*

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*A wonderful place to live, work & play*

# Administrative Services Department Organizational Chart



COUNCIL SUPPORT  
HUMAN RESOURCES  
RECORDS  
ELECTIONS  
INFORMATION SYSTEMS  
VOICE OVER IP PHONE SYSTEM  
TV STUDIO MANAGEMENT

ADMINISTRATIVE  
SERVICES  
DIRECTOR

DEPUTY CITY CLERK

RECEPTIONIST

INFORMATION TECHNOLOGY  
MANAGER

NETWORK SYSTEMS  
TECHNICIAN

## ADMINISTRATIVE SERVICES DEPARTMENT

The Administrative Services Department performs a variety of functions for the City. The Department Director serves as the City Clerk and is responsible for performing all legislative, legal, and administrative duties, as required by law. The Department records all actions of the City Council, retains records related to City activities, and directs all activities of the City Clerk Division. The Department schedules Council meetings, prepares related agendas and materials, and administers State and local laws applicable to the City Council and advisory bodies. The Department is also responsible for administering municipal elections. 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. In addition, the Department oversees the City's personnel and labor relations functions, including the formal meet-and-confer sessions with the City's employee associations to ensure that personnel activity is conducted in accordance with State and Federal laws and regulations.

### **Fiscal Years 2013-2014 and 2014-2015 Achievements**

- Managed the implementation of TRAKiT, a citywide application that helps manage the City's planning projects, permits, code cases, and business licenses.
- Developed a comprehensive Communications Plan to improve transparency and civic engagement.
- Began implementation of an online timekeeping system to replace manual timecards.
- Developed an Administrative Policy Manual to create consistencies among departments in how routine tasks and policies are administered.
- Redesigned the City website to improve the public's access to information, reduce annual website maintenance costs, and reduce staff time in maintaining the website.
- Continued the initiative to digitize existing paper records to reduce storage needs. Increased storage capacity of the Electronic Document Management System to expand the use of the system and to meet regulatory requirements.
- Replaced aging core network switches to improve network performance, ensure business continuity, and reduce annual maintenance costs.

### Service Level Changes

The current level of service will be maintained with no changes in staffing.

### Fiscal Years 2015-2016 and 2016-2017 Goals and Objectives

- Administer the November 2016 General Municipal Election.
- Continue the initiative to digitize existing paper records to reduce storage needs.
- Develop new program and incentives for submission of electronic documents by the public to reduce labor and storage costs associated with processing and storing paper archives.
- Participate in the temporary relocation of City Hall.
- Complete the Employee Development, Mentoring and Succession Plan.
- Track pending legislation in order to protect the City's interests.

<b>Positions (FTE)</b>	<b>Actual 2012-2013</b>	<b>Actual 2013-2014</b>	<b>Actual 2014-2015</b>	<b>Adopetd 2015-2016</b>	<b>Adopted 2016-2017</b>
Administrative Services	3.0	3.0	3.0	3.0	3.0
Information Systems	2.0	2.0	2.0	2.0	2.0

**PROGRAM: HUMAN RESOURCES**

**ACCT # 01-5210**

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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ 82,560	\$ 23,215	\$ 212,845	\$ 110,410	\$ 114,820
Maintenance & Operations	7,280	6,120	11,810	17,610	17,610 (1)
Contractual Services	53,651	60,745	58,095	52,080	62,080 (2)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>143,491</b>	<b>90,080</b>	<b>282,750</b>	<b>180,100</b>	<b>194,510</b>
<b>POSITIONS (FTE)</b>	<b>0.42</b>	<b>0.42</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>

(1) Beginning in Fiscal Year 2015-2016, the budget reflects \$4,500 for bi-monthly all hands employee education luncheon/meetings and the transfer of the employee holiday event from the City Council budget.

(2) Reflects \$10,000 for a labor relations consultant in Fiscal Year 2016-2017 for labor negotiations.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>HUMAN RESOURCES</b>					
01-5210-1000	SALARIES - PERMANENT	36,690	19,240	194,895	82,870	85,720
01-5210-1200	EMPLOYEE BENEFITS	43,284	2,625	13,550	22,600	24,090
01-5210-1205	WORKERS' COMPENSATION	241	69	900	1,440	1,510
01-5210-1250	TUITION REIMBURSEMENT	2,345	1,281	3,500	3,500	3,500
	<b>EMPLOYEE SERVICES</b>	<b>82,560</b>	<b>23,215</b>	<b>212,845</b>	<b>110,410</b>	<b>114,820</b>
01-5210-2330	EMPLOYEE RELATIONS	2,263	2,592	4,000	8,500	8,500
01-5210-3000	ADVERTISING & PRINTING	1,540	2,267	2,500	2,000	2,000
01-5210-3700	MEMBERSHIPS & SUBSCRIPTIONS	560	929	450	980	980
01-5210-3800	MEETINGS & TRAVEL	476	277	250	250	250
01-5210-3801	TRAINING & EDUCATION	2,441	55	4,610	4,440	4,440
01-5210-3900	AUTO ALLOWANCE	-	-	-	1,440	1,440
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>7,280</b>	<b>6,120</b>	<b>11,810</b>	<b>17,610</b>	<b>17,610</b>
01-5210-3200	<b>CONTRACTUAL SERVICES</b>	<b>53,651</b>	<b>60,745</b>	<b>58,095</b>	<b>52,080</b>	<b>62,080</b>
	<b>HUMAN RESOURCES</b>	<b>143,491</b>	<b>90,080</b>	<b>282,750</b>	<b>180,100</b>	<b>194,510</b>

**PROGRAM: TELEVISION STUDIO** **ACCT # 01-5211**

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

	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	11,291	8,969	17,350	12,520	12,520 (1)
Contractual Services	50,837	54,869	72,070	65,920	69,220 (2)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>62,128</b>	<b>63,838</b>	<b>89,420</b>	<b>78,440</b>	<b>81,740</b>
<b>POSITIONS (FTE)</b>	-	-	-	-	-

- (1) Maintenance and operational costs include equipment maintenance, supplies, telephone service, cable access, and utilities.
- (2) The TV Studio is operated through an agreement with the Del Mar Television Foundation. Contractual Services include the cost to crew and broadcast City Council, Design Review Board, and Planning Commission meetings. Beginning in Fiscal Year 2013-2014 additional funds were included for increased televised meetings. Contractual services also covers the management and maintenance of the studio and broadcasting equipment, and support for public access and local origination programming.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>TELEVISION STUDIO</b>					
01-5211-2100	EQUIPMENT MAINT & REPAIR	-	393	1,000	1,000	1,000
01-5211-2300	OPERATING SUPPLIES	4,390	442	3,500	3,500	3,500
01-5211-3300	UTILITIES	6,301	8,083	7,360	7,600	7,600
01-5211-3400	TELEPHONE	600	51	5,490	420	420
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>11,291</b>	<b>8,969</b>	<b>17,350</b>	<b>12,520</b>	<b>12,520</b>
01-5211-3200	<b>CONTRACTUAL SERVICES</b>	<b>50,837</b>	<b>54,869</b>	<b>72,070</b>	<b>65,920</b>	<b>69,220</b>
	<b>TELEVISION STUDIO</b>	<b>62,128</b>	<b>63,838</b>	<b>89,420</b>	<b>78,440</b>	<b>81,740</b>

**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. As of Fiscal Year 2013-2014, this program also pays for Del Mar's Municipal Election costs. Del Mar's next regularly scheduled Municipal Election is November 2016.

	<b>ACTUAL 2012-2013</b>	<b>ACTUAL 2013-2014</b>	<b>BUDGET 2014-2015</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>	
Employee Services	\$ 489,314	\$ 322,551	\$ 327,730	\$ 268,780	\$ 282,030	(1)
Maintenance & Operations	10,057	9,515	14,370	10,870	14,070	(2)
Contractual Services	18,327	26,371	134,728	13,780	19,780	(3)
Debt Service	-	-	-	-	-	
Capital Outlay	-	-	-	-	-	
<b>GRAND TOTAL</b>	<b>517,698</b>	<b>358,437</b>	<b>476,828</b>	<b>293,430</b>	<b>315,880</b>	
<b>POSITIONS (FTE)</b>	<b>3.00</b>	<b>3.00</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	

- (1) Reflects \$20,000 in seasonal salaries for assistance in scanning documents.
- (2) Maintenance and Operations costs including operating supplies, advertising and printing, training and education, and auto allowance for the Administrative Services Director. Associated elections costs include election notices translated and advertised in Chinese, Spanish, Tagalog, and Vietnamese as required by State law.
- (3) This account funds climate controlled, off-site storage of original resolutions, ordinances, and minutes. Contractual services also include \$6,000 in FY 2016-2017 for election services performed by the Registrar of Voters' Office. Fiscal Year 2014-2015 includes funds for the Trustworthy Electronic Document (TED) Storage project.

## EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b><u>CITY CLERK</u></b>					
01-5300-1000	SALARIES - PERMANENT	231,504	233,123	234,760	178,850	185,530
01-5300-1200	EMPLOYEE BENEFITS	229,285	67,215	88,610	67,040	73,490
01-5300-1205	WORKERS' COMPENSATION	3,823	2,325	3,720	2,500	2,620
01-5300-1300	SALARIES - SEASONAL	24,702	19,837	-	20,000	20,000
01-5300-1400	OVERTIME SALARIES	-	-	390	390	390
01-5300-1803	OUTSIDE CLERICAL	-	51	250	-	-
	<b>EMPLOYEE SERVICES</b>	<b>489,314</b>	<b>322,551</b>	<b>327,730</b>	<b>268,780</b>	<b>282,030</b>
01-5300-2300	OPERATING SUPPLIES	1,093	2,037	2,200	2,200	3,000
01-5300-3000	ADVERTISING & PRINTING	1,694	1,910	4,150	3,000	4,900
01-5300-3700	MEMBERSHIPS & SUBSCRIPTIONS	474	505	600	1,150	1,150
01-5300-3800	MEETINGS & TRAVEL	101	555	1,120	1,120	1,120
01-5300-3801	TRAINING & EDUCATION	40	80	1,500	1,000	1,500
01-5300-3900	AUTO ALLOWANCE	4,828	4,428	4,800	2,400	2,400
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>8,230</b>	<b>9,515</b>	<b>14,370</b>	<b>10,870</b>	<b>14,070</b>
01-5300-3200	<b>CONTRACTUAL SERVICES</b>	<b>3,295</b>	<b>26,371</b>	<b>134,728</b>	<b>13,780</b>	<b>19,780</b>
	<b>CITY CLERK</b>	<b>500,839</b>	<b>358,437</b>	<b>476,828</b>	<b>293,430</b>	<b>315,880</b>
	<b><u>ELECTIONS</u></b>					
01-5310-2300	OPERATING SUPPLIES	378	-	-	-	-
01-5310-3000	ADVERTISING & PRINTING	1,449	-	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>1,827</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
01-5310-3200	<b>CONTRACTUAL SERVICES</b>	<b>15,032</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>ELECTIONS</b>	<b>16,859</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL CITY CLERK</b>	<b>517,698</b>	<b>358,437</b>	<b>476,828</b>	<b>293,430</b>	<b>315,880</b>

**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.

	<b>ACTUAL 2012-2013</b>	<b>ACTUAL 2013-2014</b>	<b>BUDGET 2014-2015</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>	
Employee Services	\$ 312,281	\$ 201,168	\$ 207,730	\$ 262,820	\$ 274,760	(1)
Maintenance & Operations	71,258	68,339	71,949	68,880	69,430	(2)
Contractual Services	47,407	64,395	59,530	70,120	57,850	(3)
Debt Service	-	-	-	-	-	
Capital Outlay	3,731	-	-	-	-	
<b>GRAND TOTAL</b>	<b>434,677</b>	<b>333,902</b>	<b>339,209</b>	<b>401,820</b>	<b>402,040</b>	
<b>POSITIONS (FTE)</b>	<b>2.00</b>	<b>2.00</b>	<b>2.15</b>	<b>2.15</b>	<b>2.15</b>	

- (1) The employee services costs are partially offset by the information systems support contract with the City of Solana Beach. In Fiscal Years 2015-2016 and 2016-2017, the contract is expected to offset costs by approximately \$15,600 each year.
- (2) Funds cover computer supplies, maintenance and replacement, software licensing and upgrades. As new software programs are implemented, the ongoing costs of maintaining the systems are expected to gradually increase. It also covers funding for limited technology training for the technology staff and software training for employees citywide. In Fiscal Year 2014-2015, the City transitioned to a new hosted phone system, which eliminated the need to pay for hardware and software maintenance.
- (3) This budget includes funding for updates for assessor information, off-site backup storage, hosting of the City's web site, the video-streaming and archiving of the City Council, Design Review Board and Planning Commission meetings, support for the City's GIS system, as well as GIS hosting, Planning Permit Software hosting, scanning and back-file conversion of documents into the document management system, and vendor support for the phone and electronic document management system. The increase in Fiscal Year 2015-2016, is due to the implementation of the new hosted phone system.

## EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>INFORMATION SYSTEMS</b>					
01-5320-1000	SALARIES	146,649	149,233	148,650	190,640	196,070
01-5320-1200	EMPLOYEE BENEFITS	164,723	51,010	57,650	70,100	76,550
01-5320-1205	WORKERS' COMPENSATION	909	925	930	1,580	1,640
01-5320-1400	OVERTIME	-	-	500	500	500
	<b>EMPLOYEE SERVICES</b>	<b>312,281</b>	<b>201,168</b>	<b>207,730</b>	<b>262,820</b>	<b>274,760</b>
01-5320-2140	COMPUTER MAINTENANCE	11,613	14,666	13,400	10,300	11,250
01-5320-2145	SOFTWARE MAINTENANCE	37,875	27,693	33,009	33,920	34,520
01-5320-2300	OPERATING SUPPLIES	5,231	5,572	5,600	5,600	5,600
01-5320-2360	COMPUTER SOFTWARE	1,000	955	1,000	2,000	1,000
01-5320-2370	COMPUTER HARDWARE	6,300	11,426	8,900	6,300	6,300
01-5320-2800	GAS AND OIL	56	-	200	200	200
01-5320-3400	TELEPHONES	3,621	3,621	3,600	3,600	3,600
01-5320-3700	MEMBERSHIP & SUBSCRIPTIONS	340	540	540	540	540
01-5320-3800	MEETINGS & TRAVEL	(26)	-	500	500	500
01-5320-3801	TRAINING & EDUCATION	5,248	3,866	5,200	5,200	5,200
01-5320-3900	AUTO ALLOWANCE	-	-	-	720	720
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>71,258</b>	<b>68,339</b>	<b>71,949</b>	<b>68,880</b>	<b>69,430</b>
01-5320-3200	CONTRACTUAL SERVICES	24,621	47,869	45,130	55,720	43,450
01-5320-3231	GIS SYSTEM	14,800	11,399	12,400	12,400	12,400
01-5320-3235	DATABASE PROJECT	6,000	3,750	-	-	-
01-5320-3237	PHONE REPLACEMENT PROJECT	1,986	1,377	2,000	2,000	2,000
	<b>CONTRACTUAL SERVICES</b>	<b>47,407</b>	<b>64,395</b>	<b>59,530</b>	<b>70,120</b>	<b>57,850</b>
01-5320-5300	MACHINERY & EQUIPMENT	3,731	-	-	-	-
	<b>CAPITAL OUTLAY</b>	<b>3,731</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>INFORMATION SYSTEMS</b>	<b>434,677</b>	<b>333,902</b>	<b>339,209</b>	<b>401,820</b>	<b>402,040</b>



# Finance

## Department Mission Statement

The Finance Department is dedicated to the responsible management of the financial resources for the City of Del Mar.

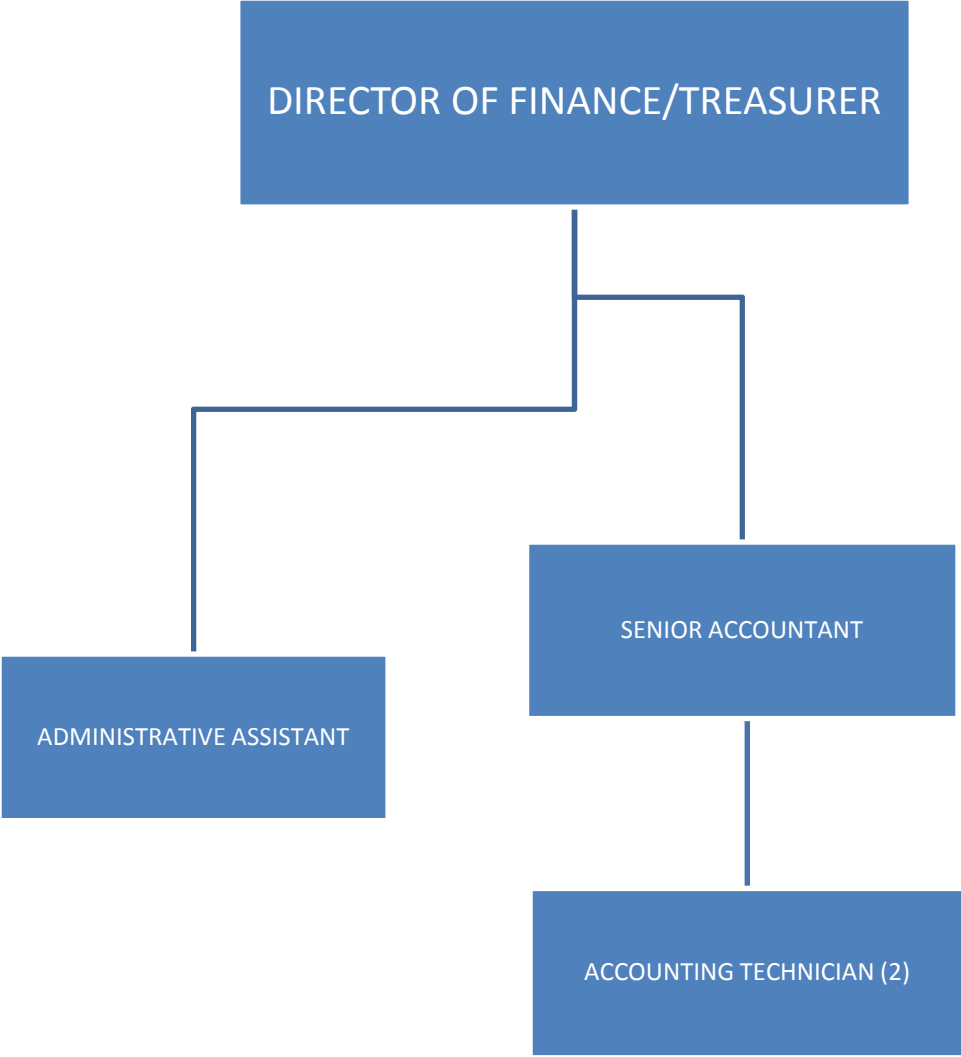
Our customers trust in us to provide:

- ~ *Fiscal Accountability and Integrity*
- ~ *Friendly and Helpful Service*
- ~ *Accurate and Timely Information*

# Finance Department Organizational Chart



ACCOUNTING  
BUDGETING  
UTILITY BILLING  
REVENUE COLLECTION  
TREASURY  
RISK MANAGEMENT  
BUSINESS LICENSE TAX PROGRAM  
FINANCIAL REPORTING



## FINANCE DEPARTMENT

The Finance Department handles the City's accounting activities, including payroll, accounts receivable, accounts payable, and miscellaneous revenue collection. Staff coordinates the budget process and prepares the budget document, as well as annual financial reports required by other government agencies. Finance coordinates the annual financial audit and the preparation of the Comprehensive Annual Financial Report. Additional responsibilities include utility billing and monitoring of utility rates as well as coordinating utility rate reviews as required. The Risk Management function of the Department, through participation in the SANDPIPA Insurance Joint Powers Authority, oversees the insurance requirements of the City, manages the loss-control program, and handles all claims made against the City. In addition, the Department is responsible for the self-insured workers' compensation program annual reporting requirements. Management of the City's cash through careful investing and monitoring of cash requirements are primary responsibilities under the Treasury function. Integral to the successful operation of the City is the focus of the Department to carefully monitor expenditures and optimize revenues.

### **Fiscal Years 2013-2014 and 2014-2015 Achievements**

- Awarded the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for Fiscal Years 2013-2014 and 2014-2015 Operating and Capital Budget.
- Successfully completed a request for proposals and negotiated a new contract for auditing services.
- Implemented Governmental Accounting Standards Board (GASB) Statement Number 65, titled "*Items Previously Reported as Assets and Liabilities*".
- Assisted in the new Trakit software implementation of the citywide interdepartmental software for business license, planning permits, and other modules.
- Awarded the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the FY 2012-2013 Comprehensive Annual Financial Report (CAFR) and the FY 2013-2014 CAFR.
- Assisted in the review and development of the water and wastewater five-year rate plan.
- Assisted in the update of the City's Cost Allocation Plan to facilitate long term budget planning.
- Successfully implemented the new Paymentus on-line utility payment program for all City of Del Mar utility customers.
- Completed the City's 30-Year Financial Forecast for long-term financing overview.
- Established a new Pension Reserve Fund through the work of the City's Finance Committee.

- Implemented the new OpenGov, Inc. financial reporting software for the City’s website.
- Continued training in the recent updates in Governmental Accounting Standards Board (GASB) implementation as well as the CalPERS Public Employees’ Pension Reform Act (PEPRA).

**Service Level Changes**

The current level of service will remain the same.

**Fiscal Years 2015-2016 and 2016-2017 Goals and Objectives**

- Achieve a balanced Operating and Capital Budget for Fiscal Years 2015-2016 and 2016-2017 and enhance the communication to the Community in a more transparent manner.
- Complete and apply for the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the FY 2014-2015 Comprehensive Annual Financial Report (CAFR) and the FY 2015-2016 CAFR.
- Enhance customer service with e-bills options for utility customers through on-line utility software, Paymentus.
- Implement Governmental Accounting Standards Board (GASB) Statement Number 68, titled “Accounting and Financial Reporting for Pensions”.
- Complete a citywide schedule of facility inspections for all locations including documentation of inspections based on occupancy, exposures, and foot traffic.
- Implement the new Eden Cashiering software module for Finance Department efficiencies.
- Review and update the Finance Department’s Records Retention Schedule and implement a schedule for digitization of Finance files.
- Assist with employer mandate reporting requirements established by Internal Revenue Code Section 6056 in regards to the Affordable Care Act (ACA).
- Implement a strategy to pay down on the City’s CalPERS unfunded pension liability.

	<b>Actual 2012-2013</b>	<b>Actual 2013-2014</b>	<b>Actual 2014-2015</b>	<b>Adopted 2015-2016</b>	<b>Adopted 2016-2017</b>
<b>Positions (FTE)</b>					
Finance Services	5.0	5.0	5.0	5.0	5.0

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

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

	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ 650,856	\$ 426,938	\$ 493,720	\$ 486,490	\$ 512,380 (1)
Maintenance & Operations	68,276	75,926	84,340	85,790	85,490
Contractual Services	110,023	131,086	121,790	159,690	138,640 (2)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>829,155</b>	<b>633,950</b>	<b>699,850</b>	<b>731,970</b>	<b>736,510</b>
<b>POSITIONS (FTE)</b>	<b>3.78</b>	<b>3.78</b>	<b>3.65</b>	<b>3.65</b>	<b>3.65</b>

- (1) A portion of the costs for the Senior Accountant, Accounting Technicians, and the Administrative Assistant, are budgeted in the Water and Wastewater Funds for utility billing, payroll, and accounting.
- (2) Contractual Services include software maintenance fees for the accounting, cashiering, and business license systems. Also reflected in this amount are audit fees, and bank and investment fees. These costs are shared with the Water and Wastewater Funds. The increase in Fiscal Year 2015-2016 is due to costs for a development fee study, implementation of a new cashiering system, and implementation of GASB 68.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>FINANCE</b>					
01-5400-1000	SALARIES - PERMANENT	310,521	315,706	351,890	334,730	348,090
01-5400-1200	EMPLOYEE BENEFITS	323,432	96,765	116,450	124,050	136,300
01-5400-1205	WORKERS' COMPENSATION	4,155	4,290	5,860	6,210	6,490
01-5400-1300	SALARIES - SEASONAL	12,748	10,177	19,020	21,000	21,000
01-5400-1400	OVERTIME SALARIES	-	-	500	500	500
	<b>EMPLOYEE SERVICES</b>	<b>650,856</b>	<b>426,938</b>	<b>493,720</b>	<b>486,490</b>	<b>512,380</b>
01-5400-2300	OPERATING SUPPLIES	3,987	4,261	4,000	4,000	4,000
01-5400-3000	ADVERTISING & PRINTING	5,074	8,703	4,570	8,870	4,570
01-5400-3700	MEMBERSHIP & SUBSCRIPTIONS	1,274	1,214	1,360	1,400	1,400
01-5400-3800	MEETINGS & TRAVEL	161	490	2,000	2,000	2,000
01-5400-3801	TRAINING & EDUCATION	743	1,804	1,000	1,000	1,000
01-5400-3900	AUTO ALLOWANCE	4,828	4,828	4,800	5,520	5,520
01-5400-4810	PROP TAX ADMIN	52,209	54,626	66,610	63,000	67,000
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>68,276</b>	<b>75,926</b>	<b>84,340</b>	<b>85,790</b>	<b>85,490</b>
01-5400-3200	<b>CONTRACTUAL SERVICES</b>	<b>110,023</b>	<b>131,086</b>	<b>121,790</b>	<b>159,690</b>	<b>138,640</b>
	<b>FINANCE</b>	<b>829,155</b>	<b>633,950</b>	<b>699,850</b>	<b>731,970</b>	<b>736,510</b>

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

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

	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	95,498	88,650	113,390	116,890	114,310 (1)
Contractual Services	18,008	16,450	16,280	16,280	16,280
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	15,000	- (2)
<b>GRAND TOTAL</b>	<b>113,506</b>	<b>105,100</b>	<b>129,670</b>	<b>148,170</b>	<b>130,590</b>
<b>POSITIONS (FTE)</b>	-	-	-	-	-

(1) In Fiscal Year 2013-2014, the Annex was incorporated into the City Hall program budget.

(2) Capital Outlay includes \$15,000 for the purchase of an electric vehicle to be used within City limits.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b><u>CITY HALL</u></b>					
01-5410-2000	BUILDING MAINTENANCE & REPAIR	93	-	-	-	-
01-5410-2300	OPERATING SUPPLIES	16,194	12,837	19,060	19,060	19,060
01-5410-2320	POSTAGE	14,385	11,538	12,500	13,000	13,000
01-5410-2340	SUPPLIES - PAPER	792	2,444	4,100	4,100	4,100
01-5410-3000	ADVERTISING & PRINTING	5,059	2,003	4,500	4,500	4,500
01-5410-3300	UTILITIES	24,061	24,978	28,000	35,000	35,000
01-5410-3400	TELEPHONE	28,677	29,757	39,300	35,470	32,890
01-5410-3600	PROPERTY/EQUIPMENT RENTAL	4,648	4,602	5,210	5,210	5,210
01-5410-3700	MEMBERSHIPS & SUBSCRIPTIONS	459	491	720	550	550
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>94,368</b>	<b>88,650</b>	<b>113,390</b>	<b>116,890</b>	<b>114,310</b>
01-5410-3200	<b>CONTRACTUAL SERVICES</b>	<b>18,008</b>	<b>16,450</b>	<b>16,280</b>	<b>16,280</b>	<b>16,280</b>
01-5410-5500	VEHICLES	-	-	-	15,000	-
	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>-</b>
	<b>CITY HALL</b>	<b>112,376</b>	<b>105,100</b>	<b>129,670</b>	<b>148,170</b>	<b>130,590</b>
	<b><u>CITY HALL ANNEX</u></b>					
01-5415-2300	OPERATING SUPPLIES	607	-	-	-	-
01-5415-3400	TELEPHONE	523	-	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>1,130</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>CITY HALL ANNEX</b>	<b>1,130</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL CITY HALL</b>	<b>113,506</b>	<b>105,100</b>	<b>129,670</b>	<b>148,170</b>	<b>130,590</b>

**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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	131,951	168,659	129,830	129,830	129,830 (1)
Contractual Services	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>131,951</b>	<b>168,659</b>	<b>129,830</b>	<b>129,830</b>	<b>129,830</b>
<b>POSITIONS (FTE)</b>	-	-	-	-	-

(1) This budget covers the General Fund portion (50 percent) of the liability and property insurance in addition to costs for claims administration. Vehicle insurance for all City vehicles except for vehicles in the Enterprise funds are also included in this account. The fluctuation in this account is due to actual claims activity paid out in FY 2012-2013 and FY 2013-2014. Beginning in FY 2015-2016, the City's cost of insurance will decrease through a new insurance program, however, this amount is offset by claims administration costs which the City will be required to pay.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b><u>RISK MANAGEMENT</u></b>					
01-5411-4000	INSURANCE	86,825	101,556	114,830	103,830	103,830
01-5411-4300	CLAIMS	33,980	57,266	10,000	10,000	10,000
01-5411-4400	CLAIMS ADMIN/LITIGATION	11,146	9,837	5,000	16,000	16,000
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>131,951</b>	<b>168,659</b>	<b>129,830</b>	<b>129,830</b>	<b>129,830</b>
	<b>RISK MANAGEMENT</b>	<b>131,951</b>	<b>168,659</b>	<b>129,830</b>	<b>129,830</b>	<b>129,830</b>

**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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Contractual Services	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital Outlay	528,168	72,646	73,300	16,500	9,600 (1)
<b>GRAND TOTAL</b>	<b>528,168</b>	<b>72,646</b>	<b>73,300</b>	<b>16,500</b>	<b>9,600</b>
<b>POSITIONS (FTE)</b>	-	-	-	-	-

(1) The following equipment was approved to be purchased. The equipment that it is replacing has reached the end of its useful life and funds are available in this reserve.

	Fiscal Year <u>2015-2016</u>	Fiscal Year <u>2016-2017</u>
Computer Servers (2)	\$ 13,000	\$ -
Uninterruptible Power Supply-City Hall	3,500	
Branch Office Switch		9,600
	<u>\$ 16,500</u>	<u>\$ 9,600</u>

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
01-5890-5997	<b><u>EQUIPMENT REPLACEMENT RESERVE</u></b>					
	<b>CAPITAL OUTLAY</b>	<b>528,168</b>	<b>72,646</b>	<b>73,300</b>	<b>16,500</b>	<b>9,600</b>
	<b>EQUIPMENT REPLACEMENT RESERVE</b>	<b>528,168</b>	<b>72,646</b>	<b>73,300</b>	<b>16,500</b>	<b>9,600</b>

**PROGRAM: SPECIAL PROJECTS**

**ACCT # 01-5890**

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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Contractual Services	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital Outlay	-	-	125,000	202,800	125,000 (1)
<b>GRAND TOTAL</b>	-	-	<b>125,000</b>	<b>202,800</b>	<b>125,000</b>
<b>POSITIONS (FTE)</b>	-	-	-	-	-

	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Fiscal Year 2016-2017
Fairgrounds Economic Impact Study	\$ 90,000	\$ -	\$ -
Sea Level Rise Planning	-	102,800	75,000
Benefit and Pension Study	35,000	-	-
Digitize Citywide Records	-	100,000	50,000
	<u>\$ 125,000</u>	<u>\$ 202,800</u>	<u>\$ 125,000</u>

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
01-5890-5998	<u>SPECIAL PROJECTS</u>					
	SPECIAL PROJECTS	-	-	125,000	202,800	125,000
	SPECIAL PROJECTS	-	-	125,000	202,800	125,000

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# 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*

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*A wonderful place to live, work & play*

# Planning Department Organizational Chart



CURRENT PLANNING  
ECONOMIC REVITALIZATION  
ZONING ADMINISTRATION  
SPECIAL PROJECTS  
HOUSING  
CLEAN WATER PROGRAMS  
CODE ENFORCEMENT  
ENVIRONMENTAL REVIEW  
BUILDING SERVICES



## PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

The work and functions of the Planning and Community Development Department fall into three basic categories: 1) current planning and development review; 2) advanced planning, special projects and regional planning efforts; and 3) clean-water, building and code enforcement compliance.

The first category, current planning, 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 responds to the day-to-day inquiries from property owners, permit applicants and interested parties about the City's land use regulations and processes. Staff also assists the City Council, Planning Commission, and Design Review Board in their review of 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 have increased substantially during the last two years (doubled) and are projected to continue at this more intensive rate for the foreseeable future.

The second category 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. It includes shepherding and participating in the major Council priority projects, including City Hall, Shores Park and Streetscape improvements. It also involves updating segments of the Del Mar Community Plan, such as the Housing Element and the Local Coastal Program. This function encompasses efforts to address issues such as planning for climate change and sustainability. This category 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 category includes a variety of functions to ensure the health and safety of the City and its environs. These include clean-water management, code enforcement, and building inspection. The Clean Water program includes tasks to protect water quality, including education, enforcement and 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. The Planning Department oversees the work of a contract Building Services Division which is responsible for construction plan-checks, building permits, and inspections.

In addition to the three basic functions noted above, the Planning Department manages key programs and special projects such as: review of development proposals at 22<sup>nd</sup> DAA's Fairgrounds property; CEQA and NEPA environmental reviews; permit processing for Capital Improvement Projects; and preparation of grant applications for city tasks and projects. The Department also assists many of the City's ad-hoc and citizen committees in the performance of their duties.

### **Fiscal Years 2013-2014 and 2014-2015 Achievements:**

- Processed approximately 267 discretionary permits (e.g. Design Review Permits, Conditional Use Permits, Variances, Coastal Development Permits, etc.). The Department also processed a total of 77 non-discretionary development applications (Encroachment Permits, Tree Removal Permits, etc.).
- Implemented TrakIt as the digital permit management system for permit processing, increasing efficiencies and document management.
- Prepared the City Facilities Assessment, the Site Selection Study, Survey, Programming and the Master Planning phases of the City Hall/Town Hall project. This process included three community workshops and 25 presentations and discussions at City Council meetings.
- Conducted public meetings and prepared the first 11 ordinances to implement the recently adopted Housing Element.
- Contributed to parking management planning efforts, Shores Park Master Planning efforts, and various CEQA documents and entitlements for infrastructure projects.
- Prepared and processed a variety of Municipal Code amendments on issues including: Signage, at the request of the Business Support Advisory Committee and refinement of the Community Participation Program (CPP).
- Secured a grant to study Sea Level Rise and prepare a Local Coastal Program Amendment to address the issue.
- Prepared a conceptual trail plan and entitlement process for the RiverPath Del Mar extension.
- Modified the permit application process to accommodate and require digital submittal of development and land use application materials.
- Prepared comments submitted by the City in response to the planning and environmental documents for the One Paseo development proposal and SANDAG's San Dieguito double track/seasonal rail platform project.
- Oversaw completion of the San Dieguito Lagoon Restoration Project, including the associated installation of riverbank protection along San Dieguito Drive.
- Assisted with grant applications and permit processing for various streetscape projects.
- Opened 309 Code Enforcement cases (2014) with compliance gained on approximately 280 cases.

### **Service Level Changes**

There is a recent change for the Department's service levels / number of Full Time Employees (FTEs) which is reflected in FYs 2015-2016 and 2016-2017. During FY 2014-2015, the City Council authorized a Limited Term Intern position and a Limited Term Senior Planner position in order to accommodate the increased workload for permit processing, increasing the FTE to 7. This is anticipated to be maintained in FYs 2015-2016 and 2016-2017. The adopted Departmental budget for FY 2014-2015 maintained a vacant, unfunded Cleanwater Manager position. That position is proposed to remain vacant and the tasks are instead performed by contract with an "on call" consultant with extensive experience in Cleanwater issues. The position remains unfunded for FYs 2015-2016 and 2016-2017 and all funding is now in Contractual Services.

### **Fiscal Years 2015-2016 and 2016-2017 Goals and Objectives:**

- Continue to provide a high level of service for the on-going review of development permit and land use applications.
- Lead the efforts for design and construction for the new City Hall/Town Hall project.
- Prepare the Sea Level Rise Adaptation Plan, including the Local Coastal Program Amendment.
- Assist with the Master Plan for Shores Park.
- Assist with the preparation of a Downtown Parking Management Plan (PMP) to address parking demands, required off-street parking ratios and employee parking in the downtown commercial corridor and the surrounding residential area. Prepare and process corresponding amendments to the City's Zoning Code and Local Coastal Program parking regulations.
- Continue with efforts for a comprehensive Parking Management Plan (PMP) expanding beyond the Downtown Areas and including North Beach, North Commercial, and hillside areas.
- Prepare and process the remaining 15 Municipal Code amendments, land use modifications and related procedural changes to implement the programs contained in the 2013-2021 Cycle Housing Element.
- Complete drafting and commence processing of the Local Coastal Program and associated Community Plan Amendments (LCPA/CPA) for the 22<sup>nd</sup> DAA Fairgrounds property.
- Draft and process ordinances for Zoning Code amendments to address climate change, sustainable development and to ensure compliance with state mandates.
- Assist in the City's planning efforts for municipal facility/property upgrades.

- Prepare required reports and prepare and implement corresponding regulations to ensure compliance with existing and new State and Federal Clean Water mandates.
- Continue to oversee the (contract) Building Services Department to ensure compliance with applicable building codes.
- Update the City's Code Enforcement Policy Manual and process Municipal Code amendments that result from the updated Policy Manual's directives.
- Provide assistance with grant applications, permit processing, and environmental documents for the City's Capital Improvement Projects.

Positions (FTE)	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Adopted 2016-2017
Planning Services	5.0	5.0	6.0	7.0	7.0
Code Enforcement	1.0	1.0	1.0	1.0	1.0
Clean Water	1.0	0.0	0.0	0.0	0.0

**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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ 894,368	\$ 540,557	\$ 616,580	\$ 822,290	\$ 863,410 (1)
Maintenance & Operations	84,115	19,885	24,560	26,780	29,780 (2)
Contractual Services	50,646	105,205	305,395	87,500	40,000 (3)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>1,029,129</b>	<b>665,647</b>	<b>946,535</b>	<b>936,570</b>	<b>933,190</b>
<b>POSITIONS (FTE)</b>	<b>4.30</b>	<b>4.30</b>	<b>5.40</b>	<b>6.40</b>	<b>6.40</b>

- (1) Beginning in Fiscal Year 2014-2015, a seasonal full time planning intern position was added to the Planning Department. In Fiscal Year 2015-2016 and 2016-2017, employee services are increased to include the temporary senior planner and planning intern positions.
- (2) The minor increase in Maintenance and Operations is for the operating supplies required due to increased activity in the Planning Department. The annual SANDAG Regional Shoreline Monitoring Program was transferred to City Memberships beginning in Fiscal Year 2013-2014.
- (3) Fiscal Year 2014-2015 reflects funds for City Council Priorities that include the City Hall Master Plan. Fiscal Year 2015-2016 reflects a \$60,000 decrease in allowances for CEQA documentation, an increase of \$22,500 for the Housing Element, and \$25,000 for the General Plan/Zoning Code digitizing project.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>PLANNING</b>					
01-5530-1000	SALARIES - PERMANENT	412,360	420,985	415,160	594,220	616,370
01-5530-1200	EMPLOYEE BENEFITS	431,026	108,512	147,430	196,620	215,090
01-5530-1205	WORKERS' COMPENSATION	9,531	8,798	10,580	13,950	14,450
01-5530-1300	SALARIES - SEASONAL	41,451	2,262	39,560	15,000	15,000
01-5530-1400	OVERTIME	-	-	3,850	2,500	2,500
	<b>EMPLOYEE SERVICES</b>	<b>894,368</b>	<b>540,557</b>	<b>616,580</b>	<b>822,290</b>	<b>863,410</b>
01-5530-2300	OPERATING SUPPLIES	3,080	2,991	3,320	3,000	6,000
01-5530-3000	ADVERTISING & PRINTING	8,897	4,799	5,360	6,500	6,500
01-5530-3400	TELEPHONE	-	-	-	920	920
01-5530-3700	MEMBERSHIPS & SUBSCRIPTIONS	720	2,125	1,850	2,290	2,290
01-5530-3800	MEETINGS & TRAVEL	8	373	250	630	630
01-5530-3801	TRAINING & EDUCATION	410	1,022	4,180	4,750	4,750
01-5530-3900	AUTO ALLOWANCE	9,252	8,575	9,600	8,690	8,690
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>22,367</b>	<b>19,885</b>	<b>24,560</b>	<b>26,780</b>	<b>29,780</b>
01-5530-3200	CONTRACTUAL SERVICES	42,902	105,205	305,395	87,500	40,000
	<b>PLANNING</b>	<b>959,637</b>	<b>665,647</b>	<b>946,535</b>	<b>936,570</b>	<b>933,190</b>

EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	PROPOSED 2015-2016	PROPOSED 2016-2017
	<b><u>PLANNING COMMISSION</u></b>					
01-5531-2300	OPERATING SUPPLIES	65	-	-	-	-
01-5531-3000	ADVERTISING & PRINTING	1,746	-	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>1,811</b>	-	-	-	-
	<b><u>PLANNING COMMISSION</u></b>	<b>1,811</b>	-	-	-	-
	<b><u>DESIGN REVIEW BOARD</u></b>					
01-5532-2300	OPERATING SUPPLIES	146	-	-	-	-
01-5532-3000	ADVERTISING & PRINTING	1,663	-	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>1,809</b>	-	-	-	-
	<b><u>DESIGN REVIEW BOARD</u></b>	<b>1,809</b>	-	-	-	-
	<b><u>BEACH PRESERVATION INIT.</u></b>					
01-5533-3700	MEMBERSHIPS & SUBSCRIPTIONS	750	-	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>750</b>	-	-	-	-
01-5533-3200	CONTRACTUAL SERVICES	7,744	-	-	-	-
	<b><u>BEACH PRESERVATION INIT.</u></b>	<b>8,494</b>	-	-	-	-
	<b><u>SAN DIEGUITO LAGOON</u></b>					
01-5535-3700	MEMBERSHIPS & SUBSCRIPTIONS	57,378	-	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>57,378</b>	-	-	-	-
	<b><u>SAN DIEGUITO LAGOON</u></b>	<b>57,378</b>	-	-	-	-
	<b>TOTAL PLANNING</b>	<b>1,029,129</b>	<b>665,647</b>	<b>946,535</b>	<b>936,570</b>	<b>933,190</b>

**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.

	<b>ACTUAL 2012-2013</b>	<b>ACTUAL 2013-2014</b>	<b>BUDGET 2014-2015</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
Employee Services	\$ 102,279	\$ 66,239	\$ 71,220	\$ 74,480	\$ 77,770 (1)
Maintenance & Operations	857	1,072	2,070	1,940	1,940
Contractual Services	85	170	-	1,030	400
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>103,221</b>	<b>67,481</b>	<b>73,290</b>	<b>77,450</b>	<b>80,110</b>
<b>POSITIONS (FTE)</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>

(1) The code enforcement officer's time is charged 75 percent to this account and 25 percent to the Clean Water Fund to meet the requirements of the NPDES program for active code enforcement.

**EXPENDITURE DETAIL**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2012-2013</b>	<b>ACTUAL 2013-2014</b>	<b>BUDGET 2014-2015</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
	<b>CODE ENFORCEMENT</b>					
01-5536-1000	SALARIES - PERMANENT	46,981	47,810	48,050	49,870	51,110
01-5536-1200	EMPLOYEE BENEFITS	52,371	15,451	20,180	21,500	23,470
01-5536-1205	WORKERS' COMPENSATION	2,927	2,978	2,990	3,110	3,190
	<b>EMPLOYEE SERVICES</b>	<b>102,279</b>	<b>66,239</b>	<b>71,220</b>	<b>74,480</b>	<b>77,770</b>
01-5536-2300	OPERATING SUPPLIES	195	190	1,000	300	300
01-5536-3000	ADVERTISING & PRINTING	-	560	-	-	-
01-5536-3400	TELEPHONE	266	266	-	480	480
01-5536-3700	MEMBERSHIPS & SUBSCRIPTIONS	25	56	-	80	80
01-5536-3800	MEETINGS & TRAVEL	181	-	570	580	580
01-5536-3801	TRAINING & EDUCATION	190	-	500	500	500
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>857</b>	<b>1,072</b>	<b>2,070</b>	<b>1,940</b>	<b>1,940</b>
01-5536-3200	<b>CONTRACTUAL SERVICES</b>	<b>85</b>	<b>170</b>	<b>-</b>	<b>1,030</b>	<b>400</b>
	<b>CODE ENFORCEMENT</b>	<b>103,221</b>	<b>67,481</b>	<b>73,290</b>	<b>77,450</b>	<b>80,110</b>

**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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	364	1,109	500	900	900
Contractual Services	176,059	216,374	207,570	332,570	332,570
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>176,423</b>	<b>217,483</b>	<b>208,070</b>	<b>333,470</b>	<b>333,470</b>
<b>POSITIONS (FTE)</b>	-	-	-	-	-

(1)

(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 10 percent of all plan check and building permit fees. The increase in this account is due to the increase in building activity.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b><u>BUILDING SERVICES</u></b>					
01-5538-2300	OPERATING SUPPLIES	271	339	500	900	900
01-5538-3000	ADVERTISING AND PRINTING	93	770	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>364</b>	<b>1,109</b>	<b>500</b>	<b>900</b>	<b>900</b>
01-5538-3200	CONTRACTUAL SERVICES	-	-	7,570	7,570	7,570
01-5538-3202	BUILDING INSPECTIONS	176,059	216,374	200,000	325,000	325,000
	<b>CONTRACTUAL SERVICES</b>	<b>176,059</b>	<b>216,374</b>	<b>207,570</b>	<b>332,570</b>	<b>332,570</b>
	<b>BUILDING SERVICES</b>	<b>176,423</b>	<b>217,483</b>	<b>208,070</b>	<b>333,470</b>	<b>333,470</b>



# 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*

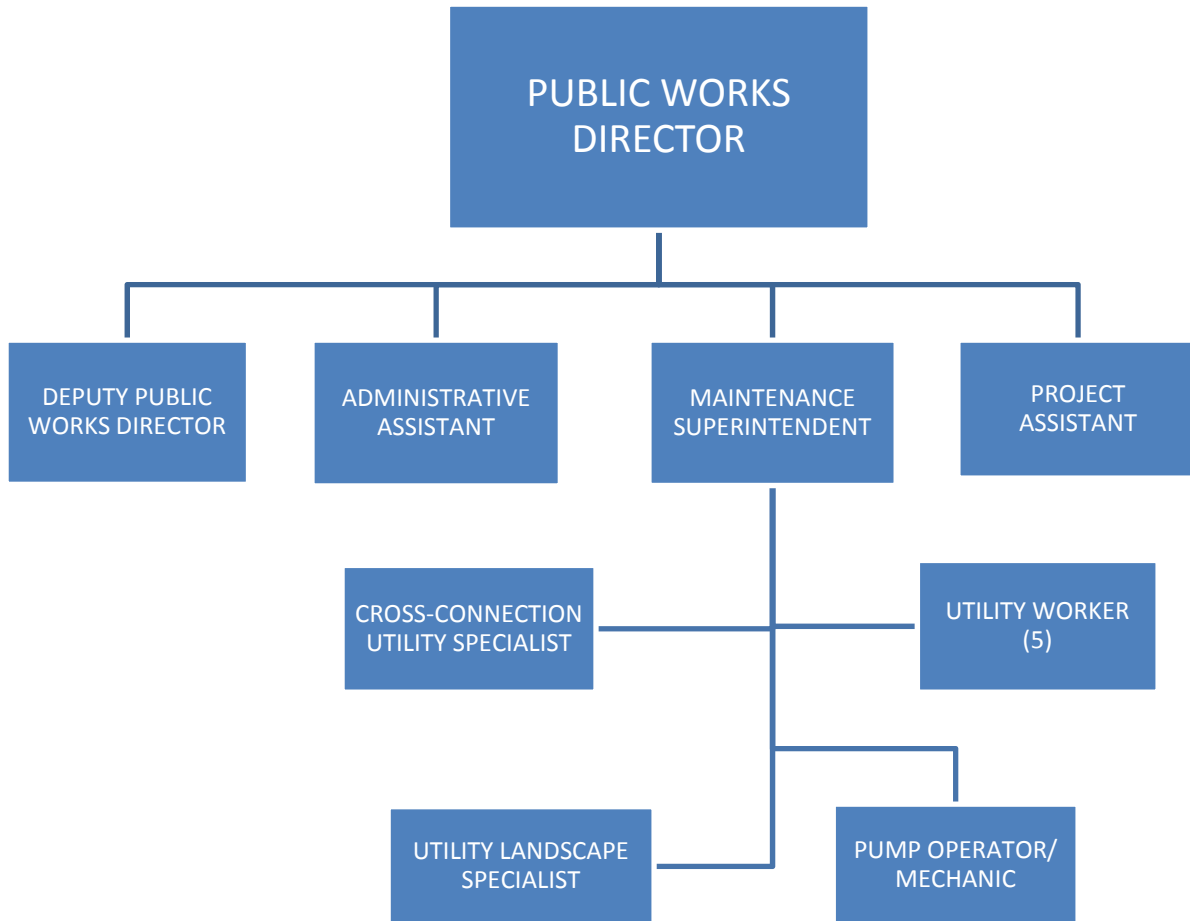
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*A wonderful place to live, work & play*

# 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 DEPARTMENT**

The Public Works Department provides maintenance and manages capital improvements to key infrastructure including City buildings, roadways, parks and open space areas, the water system, storm drains, and the wastewater system.

### **Fiscal Years 2013-2014 and 2014-2015 Achievements:**

- Completed construction of the award winning seismic retrofit and rehabilitation of the historic North Torrey Pines Road Bridge. Completed sidewalk, drainage, and roadway improvement projects on Camino del Mar from Coast Boulevard to the San Dieguito River Bridge and on Jimmy Durante Boulevard from San Dieguito Drive to the intersection of Camino del Mar and Plaza.
- Assisted with execution of new wastewater treatment and transportation agreements with the San Elijo Joint Powers Authority and the City of Solana Beach for the treatment of a portion of Del Mar's wastewater.
- Assisted with completion of a new Utility Rate Study for the Water, Wastewater, and Clean Water utilities.
- Managed expansion of the City's urban forestry maintenance program, including implementation of a zoned maintenance schedule.
- Developed an update to the City's Water and Wastewater System Master Plans.

### **Service Level Changes**

- Fiscal Year 2015-2016 includes increased resources in landscape maintenance and planting as well as expanded urban forestry maintenance (tree trimming) efforts citywide.
- In response to community feedback, the City is putting forth additional significant resources dedicated to the repair and refurbishment of the City's roadways over the next four years.
- The City is also increasing the amount of funding dedicated to replacement and repair of the City's wastewater collection system.
- Staff has implemented a lease-to-own agreement to acquire a wheeled front-end loader to provide more efficient kelp management efforts on City beaches while extending the service life of the City's existing beach maintenance equipment.

**Fiscal Years 2015-2016 and 2016-2017 Goals and Objectives**

- Complete engineering design and construction of a wastewater transmission force main connecting Del Mar’s 21<sup>st</sup> Street Pump Station to Solana Beach’s wastewater system.
- Complete sidewalk, drainage, and roadway improvement projects on Camino del Mar from the San Dieguito River Bridge to Via de la Valle, on Camino del Mar from 9<sup>th</sup> Street to 15<sup>th</sup> Street, and on Via de la Valle from Camino del Mar to Jimmy Durante Boulevard.
- Construct intersection improvements at Jimmy Durante Blvd and San Dieguito Drive.
- Complete a project refurbishing the Powerhouse restrooms.
- Perform facility maintenance repairs to the Powerhouse, various lifeguard towers, and fencing throughout the City.
- Construct the River Path Del Mar Extension.
- Update both the water and wastewater connection fees.

<b>Positions (FTE)</b>	<b>Actual 2012-2013</b>	<b>Actual 2013-2014</b>	<b>Actual 2014-2015</b>	<b>Adopted 2015-2016</b>	<b>Adopted 2016-2017</b>
Public Works	13.00	13.00	13.00	13.00	13.00

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

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

	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ 131,293	\$ 61,912	\$ 67,710	\$ 74,030	\$ 77,330 (1)
Maintenance & Operations	12,225	9,880	7,430	10,250	10,250
Contractual Services	19,787	854	4,230	4,250	4,250
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	340	-
<b>GRAND TOTAL</b>	<b>163,305</b>	<b>72,646</b>	<b>79,370</b>	<b>88,870</b>	<b>91,830</b>
<b>POSITIONS (FTE)</b>	<b>0.30</b>	<b>0.64</b>	<b>0.64</b>	<b>0.68</b>	<b>0.68</b>

(1) In Fiscal Year 2013-2014, an assessment of Public Works employee positional allocations over the various funding programs was completed to more accurately reflect conditions in the field. For certain funds this resulted in a net increase in the FTE allocation while it yielded a corresponding net decrease for others.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>STORM WATER</b>					
01-5841-1000	SALARIES - PERMANENT	7,052	42,923	46,080	49,550	51,020
01-5841-1200	EMPLOYEE BENEFITS	13,732	16,114	17,990	18,920	20,700
01-5841-1205	WORKERS' COMPENSATION	408	1,970	2,090	2,250	2,300
01-5841-1300	SALARIES - SEASONAL	-	471	1,390	2,860	2,860
01-5841-1400	OVERTIME	-	434	160	450	450
	<b>EMPLOYEE SERVICES</b>	<b>21,192</b>	<b>61,912</b>	<b>67,710</b>	<b>74,030</b>	<b>77,330</b>
01-5841-2000	BUILDING MAINTENANCE & REPAIR	-	13	130	70	70
01-5841-2100	EQUIPMENT MAINT & REPAIR	-	117	180	60	60
01-5841-2131	VEHICLE MAINTENANCE	-	361	300	450	450
01-5841-2133	VEHICLE CONTRACTUAL SERVICES	-	896	550	-	-
01-5841-2200	GENERAL MAINTENANCE/REPAIR	-	-	-	2,700	2,700
01-5841-2300	OPERATING SUPPLIES	950	4,049	1,700	2,840	2,840
01-5841-2400	UNIFORMS	-	304	330	160	160
01-5841-2600	SMALL TOOLS & EQUIPMENT	-	417	340	160	160
01-5841-2800	GAS & OIL	-	1,825	1,130	720	720
01-5841-3300	UTILITIES	-	337	730	180	180
01-5841-3400	TELEPHONE	-	203	450	100	100
01-5841-3600	PROPERTY/EQUIPMENT RENTAL	-	53	200	1,620	1,620
01-5841-3700	MEMBERSHIPS & SUBSCRIPTIONS	-	58	80	40	40
01-5841-3800	MEETING & TRAVEL	-	63	130	50	50
01-5841-3801	TRAINING & EDUCATION	-	93	80	40	40
01-5841-3900	AUTO ALLOWANCE	-	465	480	440	440
01-5841-4800	ASSESSMENTS	601	626	620	620	620
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>1,551</b>	<b>9,880</b>	<b>7,430</b>	<b>10,250</b>	<b>10,250</b>
01-5841-3200	<b>CONTRACTUAL SERVICES</b>	<b>19,410</b>	<b>854</b>	<b>4,230</b>	<b>4,250</b>	<b>4,250</b>
01-5841-5500	VEHICLES	-	-	-	340	-
	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>340</b>	<b>-</b>
	<b>STORM WATER</b>	<b>42,153</b>	<b>72,646</b>	<b>79,370</b>	<b>88,870</b>	<b>91,830</b>

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b><u>PUBLIC WORKS</u></b>					
01-5840-1000	SALARIES - PERMANENT	47,900	-	-	-	-
01-5840-1200	EMPLOYEE BENEFITS	57,894	-	-	-	-
01-5840-1205	WORKERS' COMPENSATION	1,499	-	-	-	-
01-5840-1300	SALARIES - SEASONAL	2,411	-	-	-	-
01-5840-1400	OVERTIME	396	-	-	-	-
	<b>EMPLOYEE SERVICES</b>	<b>110,101</b>	-	-	-	-
01-5840-2000	BUILDING MAINTENANCE & REPAIR	93	-	-	-	-
01-5840-2100	EQUIP/RADIO MAINTENANCE & REP	305	-	-	-	-
01-5840-2131	VEHICLE MAINTENANCE	443	-	-	-	-
01-5840-2133	VEHICLE CONTRACTUAL SERVICES	1,284	-	-	-	-
01-5840-2300	OPERATING SUPPLIES	2,224	-	-	-	-
01-5840-2400	UNIFORMS	445	-	-	-	-
01-5840-2600	SMALL TOOLS & EQUIPMENT	1,060	-	-	-	-
01-5840-2800	GAS & OIL	2,327	-	-	-	-
01-5840-3000	ADVERTISING & PRINTING	9	-	-	-	-
01-5840-3300	UTILITIES	1,240	-	-	-	-
01-5840-3400	TELEPHONE	170	-	-	-	-
01-5840-3600	PROPERTY/EQUIPMENT RENTAL	87	-	-	-	-
01-5840-3700	MEMBERSHIPS & SUBSCRIPTIONS	194	-	-	-	-
01-5840-3800	MEETINGS & TRAVEL	123	-	-	-	-
01-5840-3801	TRAINING & EDUCATION	102	-	-	-	-
01-5840-3900	AUTO ALLOWANCE	66	-	-	-	-
01-5840-4800	ASSESSMENTS	502	-	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>10,674</b>	-	-	-	-
01-5840-3200	CONTRACTUAL SERVICES	377	-	-	-	-
	<b>CONTRACTUAL SERVICES</b>	<b>377</b>	-	-	-	-
	<b>PUBLIC WORKS</b>	<b>121,152</b>	-	-	-	-
	<b>TOTAL PUBLIC WORKS</b>	<b>163,305</b>	<b>72,646</b>	<b>79,370</b>	<b>88,870</b>	<b>91,830</b>

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

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

	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ -	\$ 45,661	\$ 49,320	\$ 39,480	\$ 41,310
Maintenance & Operations	7,749	13,371	11,310	9,810	9,810
Contractual Services	18,203	22,363	20,850	24,400	24,400
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	420	-
<b>GRAND TOTAL</b>	<b>25,952</b>	<b>81,395</b>	<b>81,480</b>	<b>74,110</b>	<b>75,520</b>
<b>POSITIONS (FTE)</b>	-	-	<b>0.64</b>	<b>0.64</b>	<b>0.64</b>

(1) In Fiscal Year 2013-2014, an assessment of Public Works employee positional allocations over the various funding programs was completed to more accurately reflect conditions in the field. For certain funds this resulted in a net increase in the FTE allocation while it yielded a corresponding net decrease for others.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>FACILITIES</b>					
01-5854-1000	SALARIES - PERMANENT	-	30,677	33,810	27,670	28,520
01-5854-1200	EMPLOYEE BENEFITS	-	12,537	13,870	9,780	10,730
01-5854-1205	WORKERS' COMPENSATION	-	1,542	1,640	1,210	1,240
01-5854-1300	SALARIES - SEASONAL	-	471	-	820	820
01-5854-1400	OVERTIME	-	434	-	-	-
	<b>EMPLOYEE SERVICES</b>		<b>45,661</b>	<b>49,320</b>	<b>39,480</b>	<b>41,310</b>
01-5854-2000	BUILDING MAINTENANCE & REPAIR	1,963	664	2,630	90	90
01-5854-2100	EQUIPMENT MAINT & REPAIR	-	117	180	70	70
01-5854-2131	VEHICLE MAINTENANCE	-	361	300	550	550
01-5854-2133	VEHICLE CONTRACTUAL SERVICES	-	896	550	-	-
01-5854-2200	GENERAL MAINTENANCE/REPAIR	-	-	-	2,500	2,500
01-5854-2300	OPERATING SUPPLIES	5,500	6,945	3,700	4,500	4,500
01-5854-2400	UNIFORMS	-	304	330	200	200
01-5854-2600	SMALL TOOLS & EQUIPMENT	-	784	340	190	190
01-5854-2800	GAS & OIL	-	1,825	1,130	880	880
01-5854-3300	UTILITIES	-	337	730	220	220
01-5854-3400	TELEPHONE	286	203	450	120	120
01-5854-3600	PROPERTY/EQUIPMENT RENTAL	-	231	200	60	60
01-5854-3700	MEMBERSHIPS & SUBSCRIPTIONS	-	58	80	40	40
01-5854-3800	MEETING & TRAVEL	-	63	130	60	60
01-5854-3801	TRAINING & EDUCATION	-	93	80	40	40
01-5854-3900	AUTO ALLOWANCE	-	465	480	290	290
01-5854-4800	ASSESSMENTS	-	25	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>7,749</b>	<b>13,371</b>	<b>11,310</b>	<b>9,810</b>	<b>9,810</b>
01-5854-3200	<b>CONTRACTUAL SERVICES</b>	<b>18,203</b>	<b>22,363</b>	<b>20,850</b>	<b>24,400</b>	<b>24,400</b>
01-5854-5500	VEHICLES	-	-	-	420	-
	<b>CAPITAL OUTLAY</b>				<b>420</b>	
	<b>OTHER FACILITY MAINTENANCE</b>	<b>25,952</b>	<b>81,395</b>	<b>81,480</b>	<b>74,110</b>	<b>75,520</b>

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## 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 nine Special Revenue Funds that have specific program requirements:

The Library Fund accounts for facility maintenance of the Del Mar Community Library, which is operated by the County of San Diego.

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.

## **LIBRARY FUND**

The Del Mar Community Library, opened in 1996 after extensive remodeling of an old church, is operated by the County of San Diego.

At City Council designation, the City maintains all program costs in a separate fund. A transfer from the General Fund contingency reserve provides the funding for maintenance of the facility and related landscaping. The County of San Diego is responsible for the Library operational costs and maintenance of the computer equipment that was added in 2000.

**PROGRAM: LIBRARY** **ACCT # 08-5840**

This program provides for facility maintenance services and other costs in accordance with the existing agreement in place with the operator of the Del Mar Library, the County of San Diego.

	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	54,462	5,069	2,000	2,000	2,000 (1)
Contractual Services	7,827	11,593	9,810	11,200	11,200
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>62,289</b>	<b>16,662</b>	<b>11,810</b>	<b>13,200</b>	<b>13,200</b>
<b>POSITIONS (FTE)</b>	-	-	-	-	-

(1) Building maintenance in Fiscal Year 2012-2013 included, replacement of the main HVAC unit and remodel of the front library desk. Also included was carpet replacement which was paid with funds donated by the Friends of the Del Mar Library.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
08-5840-2000	BUILDING MAINT & REPAIR	54,452	5,066	2,000	2,000	2,000
08-5840-2300	OPERATING SUPPLIES	10	3	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>54,462</b>	<b>5,069</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
08-5840-3200	<b>CONTRACTUAL SERVICES</b>	<b>7,827</b>	<b>11,593</b>	<b>9,810</b>	<b>11,200</b>	<b>11,200</b>
	<b>LIBRARY</b>	<b>62,289</b>	<b>16,662</b>	<b>11,810</b>	<b>13,200</b>	<b>13,200</b>

## **GAS TAX FUND**

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 \$103,650 and \$105,730 for Fiscal Year 2015-2016 and Fiscal Year 2016-2017, 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.

Programs included in this fund are Street Maintenance, Street Light and Signs, and Street Landscaping.

**PROGRAM: STREET MAINTENANCE**

**ACCT # 20-5845**

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

	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ 147,532	\$ 48,323	\$ 60,650	\$ 94,330	\$ 98,510 (1)
Maintenance & Operations	24,249	7,890	15,710	7,900	7,830
Contractual Services	29,056	18,712	12,130	20,580	20,580 (2)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	680	-
<b>GRAND TOTAL</b>	<b>200,837</b>	<b>74,925</b>	<b>88,490</b>	<b>123,490</b>	<b>126,920</b>
<b>POSITIONS (FTE)</b>	<b>1.17</b>	<b>0.52</b>	<b>0.52</b>	<b>0.85</b>	<b>0.85</b>

- (1) In Fiscal Year 2013-2014 and in Fiscal Year 2015-2016, an assessment of Public Works employee positional allocations over the various funding programs was completed to more accurately reflect conditions in the field. For certain funds this resulted in a net increase in the FTE allocation while it yielded a corresponding net decrease for others.
- (2) This amount represents 50 percent of the City's street sweeping services contract. The remaining 50 percent is allocated within the Clean Water program.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>STREET MAINTENANCE</b>					
20-5845-1000	SALARIES - PERMANENT	65,171	34,936	38,110	59,850	61,750
20-5845-1200	EMPLOYEE BENEFITS	78,498	10,982	14,840	23,220	25,430
20-5845-1205	WORKERS' COMPENSATION	3,092	1,334	1,490	3,210	3,280
20-5845-1300	SALARIES -SEASONAL	-	-	5,210	7,050	7,050
20-5845-1400	OVERTIME SALARIES	771	1,071	1,000	1,000	1,000
	<b>EMPLOYEE SERVICES</b>	<b>147,532</b>	<b>48,323</b>	<b>60,650</b>	<b>94,330</b>	<b>98,510</b>
20-5845-2000	BUILDING MAINT & REPAIR	185	11	90	140	140
20-5845-2100	EQUIP/RADIO MAINT & REPAIR	610	103	130	120	120
20-5845-2131	VEHICLE MAINTENANCE	886	316	220	900	900
20-5845-2133	VEHICLE CONTRACTUAL SERVICES	2,567	785	400	-	-
20-5845-2200	GENERAL MAINT & REPAIR	-	318	7,810	500	500
20-5845-2300	OPERATING SUPPLIES	7,026	1,910	4,170	2,310	2,310
20-5845-2400	UNIFORMS	890	266	240	320	320
20-5845-2600	SMALL TOOLS & EQUIPMENT	2,121	365	250	310	310
20-5845-2800	GAS & OIL	4,655	1,599	830	1,440	1,440
20-5845-3000	ADVERTISING & PRINTING	180	-	-	-	-
20-5845-3300	UTILITIES	1,664	1,124	530	360	360
20-5845-3400	TELEPHONE	909	387	330	310	240
20-5845-3600	PROPERTY/EQUIPMENT RENTAL	511	47	150	290	290
20-5845-3700	MEMBERSHIPS/SUBSCRIPTIONS	462	51	60	70	70
20-5845-3800	MEETINGS/TRAVEL	245	55	90	90	90
20-5845-3801	TRAINING	204	82	60	70	70
20-5845-3900	AUTO ALLOWANCE	1,134	449	350	670	670
20-5845-4800	ASSESSMENTS	-	22	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>24,249</b>	<b>7,890</b>	<b>15,710</b>	<b>7,900</b>	<b>7,830</b>
20-5845-3200	<b>CONTRACTUAL SERVICES</b>	<b>29,056</b>	<b>18,712</b>	<b>12,130</b>	<b>20,580</b>	<b>20,580</b>
20-5845-5500	VEHICLES	-	-	-	680	-
	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>680</b>	<b>-</b>
	<b>STREET MAINTENANCE</b>	<b>200,837</b>	<b>74,925</b>	<b>88,490</b>	<b>123,490</b>	<b>126,920</b>

**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 LED crosswalks.

	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ 94,674	\$ 38,543	\$ 48,540	\$ 32,650	\$ 33,970 (1)
Maintenance & Operations	35,899	39,349	41,570	40,840	40,840
Contractual Services	21,979	21,456	42,990	24,740	24,740
Debt Service	-	-	-	-	-
Capital Outlay	-	-	47,000	490	-
<b>GRAND TOTAL</b>	<b>152,552</b>	<b>99,348</b>	<b>180,100</b>	<b>98,720</b>	<b>99,550</b>
<b>POSITIONS (FTE)</b>	<b>0.71</b>	<b>0.36</b>	<b>0.36</b>	<b>0.23</b>	<b>0.23</b>

(1) In Fiscal Year 2013-2014 and in Fiscal Year 2015-2016, an assessment of Public Works employee positional allocations over the various funding programs was completed to more accurately reflect conditions in the field. For certain funds this resulted in a net increase in the FTE allocation while it yielded a corresponding net decrease for others.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b><u>STREET LIGHTS, SIGNS</u></b>					
20-5846-1000	SALARIES - PERMANENT	40,761	26,917	27,340	18,120	18,760
20-5846-1200	EMPLOYEE BENEFITS	47,251	8,551	10,600	7,040	7,710
20-5846-1205	WORKERS' COMPENSATION	2,057	911	920	920	930
20-5846-1300	SALARIES - SEASONAL	4,047	1,883	8,680	5,570	5,570
20-5846-1400	OVERTIME	558	281	1,000	1,000	1,000
	<b>EMPLOYEE SERVICES</b>	<b>94,674</b>	<b>38,543</b>	<b>48,540</b>	<b>32,650</b>	<b>33,970</b>
20-5846-2000	BUILDING MAINT & REPAIR	-	9	110	100	100
20-5846-2100	EQUIPMENT MAINT & REPAIR	-	85	150	80	80
20-5846-2131	VEHICLE MAINTENANCE	-	261	260	650	650
20-5846-2133	VEHICLE CONTRACTUAL SERVICES	-	649	480	-	-
20-5846-2200	GENERAL MAINT & REPAIR	10,760	13,941	12,580	16,000	16,000
20-5846-2300	OPERATING SUPPLIES	-	1,742	610	590	590
20-5846-2400	UNIFORMS	235	220	280	230	230
20-5846-2600	SMALL TOOLS & EQUIPMENT	485	302	290	220	220
20-5846-2800	GAS & OIL	-	1,322	980	1,040	1,040
20-5846-3300	UTILITIES	24,117	20,050	24,600	21,260	21,260
20-5846-3400	TELEPHONE	6	147	390	140	140
20-5846-3600	PROPERTY/EQUIPMENT RENTAL	-	100	170	70	70
20-5846-3700	MEMBERSHIPS/SUBSCRIPTIONS	-	42	70	50	50
20-5846-3800	MEETINGS & TRAVEL	-	45	110	70	70
20-5846-3801	TRAINING & EDUCATION	-	67	70	50	50
20-5846-3900	AUTO ALLOWANCE	296	349	420	290	290
20-5846-4800	ASSESSMENTS	-	18	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>35,899</b>	<b>39,349</b>	<b>41,570</b>	<b>40,840</b>	<b>40,840</b>
20-5846-3200	<b>CONTRACTUAL SERVICES</b>	<b>21,979</b>	<b>21,456</b>	<b>42,990</b>	<b>24,740</b>	<b>24,740</b>
20-5846-5300	MACHINERY & EQUIPMENT	-	-	47,000	-	-
20-5846-5500	VEHICLES	-	-	-	490	-
	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>47,000</b>	<b>490</b>	<b>-</b>
	<b>STREET LIGHTS, SIGNS</b>	<b>152,552</b>	<b>99,348</b>	<b>180,100</b>	<b>98,720</b>	<b>99,550</b>

**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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ 58,354	\$ 34,190	\$ 38,990	\$ 48,570	\$ 50,670
Maintenance & Operations	38,045	45,085	44,110	52,810	56,110 (1)
Contractual Services	65,866	62,368	83,820	88,270	88,270
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	340	-
<b>GRAND TOTAL</b>	<b>162,265</b>	<b>141,643</b>	<b>166,920</b>	<b>189,990</b>	<b>195,050</b>
<b>POSITIONS (FTE)</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>

(1) Additional costs are primarily due to projected increases in electrical and water utility rates. A portion of the additional costs are due to increased operational efforts related to enhancing roadway right-of-way landscaping.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>STREET LANDSCAPING</b>					
20-5847-1000	SALARIES - PERMANENT	27,257	25,033	26,540	29,620	30,600
20-5847-1200	EMPLOYEE BENEFITS	29,783	8,046	10,790	14,610	15,700
20-5847-1205	WORKERS' COMPENSATION	1,291	1,081	1,160	1,480	1,510
20-5847-1300	SALARIES - SEASONAL	-	-	-	2,860	2,860
20-5847-1400	OVERTIME	23	30	500	-	-
	<b>EMPLOYEE SERVICES</b>	<b>58,354</b>	<b>34,190</b>	<b>38,990</b>	<b>48,570</b>	<b>50,670</b>
20-5847-2000	BUILDING MAINT & REPAIR	-	5	50	70	70
20-5847-2100	EQUIP/RADIO MAINT & REPAIR	-	47	70	60	60
20-5847-2131	VEHICLE MAINTENANCE	-	144	120	450	450
20-5847-2133	VEHICLE CONTRACTUAL SERVICES	-	358	220	-	-
20-5847-2200	GENERAL MAINT & REPAIR	-	148	500	2,700	2,700
20-5847-2300	OPERATING SUPPLIES	11	376	780	410	410
20-5847-2400	UNIFORMS	-	122	130	160	160
20-5847-2600	SMALL TOOLS & EQUIPMENT	-	167	140	160	160
20-5847-2800	GAS & OIL	-	730	450	720	720
20-5847-3300	UTILITIES	37,793	42,595	41,090	47,370	50,670
20-5847-3400	TELEPHONE	-	81	180	100	100
20-5847-3600	PROPERTY/EQUIPMENT RENTAL	-	21	80	50	50
20-5847-3700	MEMBERSHIPS/SUBSCRIPTIONS	-	23	30	40	40
20-5847-3800	MEETINGS & TRAVEL	-	25	50	50	50
20-5847-3801	TRAINING & EDUCATION	-	37	30	40	40
20-5847-3900	AUTO ALLOWANCE	241	196	190	430	430
20-5847-4800	ASSESSMENTS	-	10	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>38,045</b>	<b>45,085</b>	<b>44,110</b>	<b>52,810</b>	<b>56,110</b>
20-5847-3200	<b>CONTRACTUAL SERVICES</b>	<b>65,866</b>	<b>62,368</b>	<b>83,820</b>	<b>88,270</b>	<b>88,270</b>
20-5847-5500	VEHICLES	-	-	-	340	-
	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>340</b>	<b>-</b>
	<b>STREET LANDSCAPING</b>	<b>162,265</b>	<b>141,643</b>	<b>166,920</b>	<b>189,990</b>	<b>195,050</b>

## 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 pari-mutuel activity from the 22<sup>nd</sup> District Agricultural Association. The remaining funds are the result of a transfer from the General Fund contingency reserve.

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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ 178,007	\$ 231,792	\$ 235,030	\$ 245,130	\$ 254,450 (1)
Maintenance & Operations	67,369	70,448	62,000	95,010	66,000 (2)
Contractual Services	15,124	12,752	11,000	11,000	11,000
Debt Service	-	-	-	-	-
Capital Outlay	-	1,747	-	-	-
<b>GRAND TOTAL</b>	<b>260,500</b>	<b>316,739</b>	<b>308,030</b>	<b>351,140</b>	<b>331,450</b>
<b>POSITIONS (FTE)</b>	<b>1.50</b>	<b>1.50</b>	<b>2.15</b>	<b>2.15</b>	<b>2.15</b>

- (1) The budget process in FY 2013-2014 included an analysis of staffing levels to determine the appropriate allocation of workload and activities required for each program. Full-time and seasonal salaries that were previously charged to Parking and Beach Services were allocated to this program based on that analysis.
- (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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>POWERHOUSE OPERATIONS</b>					
21-5635-1000	SALARIES	67,828	110,782	110,240	125,780	129,580
21-5635-1200	EMPLOYEE BENEFITS	83,466	49,894	60,860	59,410	64,730
21-5635-1205	WORKERS' COMPENSATION	5,433	9,652	8,630	9,940	10,140
21-5635-1300	SALARIES - SEASONAL	15,577	46,489	39,420	40,000	40,000
21-5635-1400	OVERTIME	5,703	14,975	15,880	10,000	10,000
	<b>EMPLOYEE SERVICES</b>	<b>178,007</b>	<b>231,792</b>	<b>235,030</b>	<b>245,130</b>	<b>254,450</b>
21-5635-2000	BUILDING MAINT & REPAIR	7,613	12,424	7,000	30,500	10,000
21-5635-2100	EQUIPMENT MAINT & REPAIR	-	-	1,000	1,000	1,000
21-5635-2131	VEHICLE MATERIALS/SUPPLIES	-	-	-	1,000	1,000
21-5635-2300	OPERATING SUPPLIES	33,134	32,205	32,000	32,000	32,000
21-5635-2380	FURNISHINGS	3,403	646	1,000	1,000	1,000
21-5635-2600	SMALL TOOLS & EQUIPMENT	2,156	1,814	2,500	2,500	2,500
21-5635-3300	UTILITIES	17,318	20,218	15,000	23,000	15,000
21-5635-3400	TELEPHONE	3,045	3,069	3,500	4,010	3,500
21-5635-3600	EQUIPMENT RENTAL	700	72	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>67,369</b>	<b>70,448</b>	<b>62,000</b>	<b>95,010</b>	<b>66,000</b>
21-5635-3200	<b>CONTRACTUAL SERVICES</b>	<b>15,124</b>	<b>12,752</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>
21-5635-5400	FURNITURE & FIXTURES	-	1,747	-	-	-
	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>1,747</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>POWERHOUSE OPERATIONS</b>	<b>260,500</b>	<b>316,739</b>	<b>308,030</b>	<b>351,140</b>	<b>331,450</b>

**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. As of Fiscal Year 2013-2014, this program was transferred to the Public Works Department.

	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ 216,163	\$ 171,378	\$ 167,710	\$ 169,910	\$ 171,520 (1)
Maintenance & Operations	92,525	95,072	76,420	104,610	106,090 (2)
Contractual Services	9,445	16,091	13,650	14,730	14,730
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	680	-
<b>GRAND TOTAL</b>	<b>318,133</b>	<b>282,541</b>	<b>257,780</b>	<b>289,930</b>	<b>292,340</b>
<b>POSITIONS (FTE)</b>	<b>0.50</b>	<b>0.50</b>	<b>0.34</b>	<b>0.25</b>	<b>0.25</b>

- (1) In Fiscal Year 2013-2014 and in Fiscal Year 2015-2016, an assessment of Public Works employee positional allocations over the various funding programs was completed to more accurately reflect conditions in the field. For certain funds this resulted in a net increase in the FTE allocation while it yielded a corresponding net decrease for others.
- (2) Additional costs are primarily due to the lease of a wheeled loader for use in beach maintenance operations. A portion of the additional costs are due to projected increases in electrical and water utility rates.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>BEACH MAINTENANCE</b>					
21-5834-1000	SALARIES - PERMANENT	15,674	24,124	25,690	21,810	22,600
21-5834-1200	EMPLOYEE BENEFITS	13,544	25,433	11,540	8,180	8,970
21-5834-1205	WORKERS' COMPENSATION	10,918	7,706	1,620	13,960	13,990
21-5834-1300	SALARIES - SEASONAL	154,099	106,443	117,980	118,760	118,760
21-5834-1400	OVERTIME	21,928	7,672	10,880	7,200	7,200
	<b>EMPLOYEE SERVICES</b>	<b>216,163</b>	<b>171,378</b>	<b>167,710</b>	<b>169,910</b>	<b>171,520</b>
21-5834-2000	BUILDING MAINT & REPAIR	1,728	165	70	140	140
21-5834-2100	EQUIP/RADIO MAINT & REPAIR	-	59	90	120	120
21-5834-2131	VEHICLE MAINTENANCE	3,949	3,031	3,300	9,900	9,900
21-5834-2133	VEHICLE CONTRACTUAL SERVICES	-	7,769	8,380	-	-
21-5834-2200	GENERAL MAINT & REPAIR	-	2,599	4,500	4,050	4,050
21-5834-2300	OPERATING SUPPLIES	40,429	46,690	32,750	36,810	36,810
21-5834-2400	UNIFORMS	2,742	187	160	320	320
21-5834-2600	SMALL TOOLS & EQUIPMENT	-	209	170	310	310
21-5834-2800	GAS & OIL	11,247	913	560	1,440	1,440
21-5834-3300	UTILITIES	20,407	22,206	16,740	21,550	23,030
21-5834-3400	TELEPHONE	-	102	220	190	190
21-5834-3600	PROPERTY/EQUIPMENT RENTAL	12,023	10,790	9,100	29,120	29,120
21-5834-3700	MEMBERSHIP & SUBSCRIPTIONS	-	29	40	70	70
21-5834-3800	MEETINGS & TRAVEL	-	31	60	90	90
21-5834-3801	TRAINING & EDUCATION	-	47	40	70	70
21-5834-3900	AUTO ALLOWANCE	-	232	240	430	430
21-5834-4800	ASSESSMENTS	-	13	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>92,525</b>	<b>95,072</b>	<b>76,420</b>	<b>104,610</b>	<b>106,090</b>
21-5834-3200	<b>CONTRACTUAL SERVICES</b>	<b>9,445</b>	<b>16,091</b>	<b>13,650</b>	<b>14,730</b>	<b>14,730</b>
21-5834-5500	VEHICLES	-	-	-	680	-
	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>680</b>	<b>-</b>
	<b>BEACH MAINTENANCE</b>	<b>318,133</b>	<b>282,541</b>	<b>257,780</b>	<b>289,930</b>	<b>292,340</b>

**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.

	<b>ACTUAL 2012-2013</b>	<b>ACTUAL 2013-2014</b>	<b>BUDGET 2014-2015</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
Employee Services	\$ 50,960	\$ 34,044	\$ 37,450	\$ 31,190	\$ 32,790 (1)
Maintenance & Operations	39,117	60,770	71,540	71,990	74,940
Contractual Services	107,104	115,703	99,760	99,940	99,940
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	680	-
<b>GRAND TOTAL</b>	<b>197,181</b>	<b>210,517</b>	<b>208,750</b>	<b>203,800</b>	<b>207,670</b>
<b>POSITIONS (FTE)</b>	<b>0.50</b>	<b>0.34</b>	<b>0.34</b>	<b>0.28</b>	<b>0.28</b>

- (1) In Fiscal Year 2013-2014 and in Fiscal Year 2015-2016, an assessment of Public Works employee positional allocations over the various funding programs was completed to more accurately reflect conditions in the field. For certain funds this resulted in a net increase in the FTE allocation while it yielded a corresponding net decrease for others.

## EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>PARK MAINTENANCE</b>					
21-5848-1000	SALARIES - PERMANENT	22,902	24,563	25,690	21,550	22,340
21-5848-1200	EMPLOYEE BENEFITS	24,991	7,503	9,710	8,590	9,380
21-5848-1205	WORKERS' COMPENSATION	1,011	1,008	1,030	780	800
21-5848-1300	SALARIES - SEASONAL	1,542	941	870	-	-
21-5848-1400	OVERTIME	514	29	150	270	270
	<b>EMPLOYEE SERVICES</b>	<b>50,960</b>	<b>34,044</b>	<b>37,450</b>	<b>31,190</b>	<b>32,790</b>
21-5848-2000	BUILDING MAINTENANCE & REPAIR	-	6	70	140	140
21-5848-2100	EQUIPMENT MAINT & REPAIR	-	59	90	120	120
21-5848-2131	VEHICLE MAINTENANCE	-	181	150	900	900
21-5848-2133	VEHICLE CONTRACTUAL SERVICES	150	448	280	-	-
21-5848-2200	GENERAL MAINT & REPAIR	-	9,332	23,550	7,550	7,550
21-5848-2300	OPERATING SUPPLIES	3,601	9,220	2,950	3,410	3,410
21-5848-2400	UNIFORMS	-	152	160	320	320
21-5848-2600	SMALL TOOLS AND EQUIPMENT	-	209	170	310	310
21-5848-2800	GAS & OIL	-	913	560	1,440	1,440
21-5848-3300	UTILITIES	30,211	36,583	39,700	42,450	45,400
21-5848-3400	TELEPHONE	12	102	230	190	190
21-5848-3600	PROPERTY & EQUIPMENT RENTAL	-	2,629	3,250	14,490	14,490
21-5848-3700	MEMBERSHIP & SUBSCRIPTION	-	29	40	70	70
21-5848-3800	MEETING & TRAVEL	-	31	60	90	90
21-5848-3801	TRAINING & EDUCATION	-	631	40	70	70
21-5848-3900	AUTO ALLOWANCE	350	232	240	440	440
21-5834-4800	ASSESSMENTS	-	13	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>34,324</b>	<b>60,770</b>	<b>71,540</b>	<b>71,990</b>	<b>74,940</b>
21-5848-3200	<b>CONTRACTUAL SERVICES</b>	<b>85,933</b>	<b>115,703</b>	<b>99,760</b>	<b>99,940</b>	<b>99,940</b>
21-5834-5500	VEHICLES	-	-	-	680	-
	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>680</b>	<b>-</b>
	<b>PARK MAINTENANCE</b>	<b>171,217</b>	<b>210,517</b>	<b>208,750</b>	<b>203,800</b>	<b>207,670</b>
	<b>SHORES PROPERTY</b>					
21-5636-3600	RENTAL EQUIPMENT	3,251	-	-	-	-
21-5849-2200	GENERAL MAINT & REPAIR	749	-	-	-	-
21-5849-3300	UTILITIES	793	-	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>4,793</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
21-5849-3200	<b>CONTRACTUAL SERVICES</b>	<b>21,171</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>SHORES PROPERTY</b>	<b>25,964</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL PARK MAINTENANCE</b>	<b>197,181</b>	<b>210,517</b>	<b>208,750</b>	<b>203,800</b>	<b>207,670</b>

## **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 contingency reserve.

**PROGRAM: BEACH & COMMUNITY PATROL** **ACCT # 22-5230**

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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ 124,348	\$ 152,060	\$ 150,010	\$ 156,430	\$ 162,380
Maintenance & Operations	21,031	22,636	12,550	13,250	13,250
Contractual Services	27,003	17,234	14,000	14,000	14,000
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>172,382</b>	<b>191,930</b>	<b>176,560</b>	<b>183,680</b>	<b>189,630</b>
<b>POSITIONS (FTE)</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

(1)

(1) The cost for this program is partially offset by a State grant of \$100,000 to be used for law enforcement purposes. The balance of the funding is a transfer from the City's General Fund.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>BEACH &amp; COMMUNITY PATROL</b>					
22-5633-1000	SALARIES - PERMANENT	75,827	97,203	93,700	99,460	102,390
22-5633-1200	EMPLOYEE BENEFITS	27,613	33,021	36,240	36,640	39,530
22-5633-1205	WORKERS' COMPENSATION	4,501	5,195	5,070	5,330	5,460
22-5633-1300	SALARIES - SEASONAL	2,958	-	5,000	5,000	5,000
22-5633-1400	OVERTIME	13,449	16,641	10,000	10,000	10,000
	<b>EMPLOYEE SERVICES</b>	<b>124,348</b>	<b>152,060</b>	<b>150,010</b>	<b>156,430</b>	<b>162,380</b>
22-5633-2100	EQUIPMENT/RADIO MAINT. REPAIR	-	473	500	500	500
22-5633-2131	VEHICLE MAINTENANCE	-	1,082	500	500	500
22-5633-2300	OPERATING SUPPLIES	1,531	9,193	3,500	4,000	4,000
22-5633-2360	COMPUTER SOFTWARE	8,004	-	750	750	750
22-5633-2400	UNIFORMS	852	1,175	800	1,000	1,000
22-5633-2600	SMALL TOOLS & EQUIPMENT	-	3,897	1,000	1,000	1,000
22-5633-2800	GAS & OIL	5,761	4,603	3,500	3,500	3,500
22-5633-3400	TELEPHONE	1,748	801	1,500	1,500	1,500
22-5633-3700	MEMBERSHIPS/SUBSCRIPTIONS	110	-	-	-	-
22-5633-3801	TRAINING & EDUCATION	472	1,412	500	500	500
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>18,478</b>	<b>22,636</b>	<b>12,550</b>	<b>13,250</b>	<b>13,250</b>
22-5633-3200	<b>CONTRACTUAL SERVICES</b>	<b>20,230</b>	<b>17,234</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>
	<b>BEACH &amp; COMMUNITY PATROL</b>	<b>163,056</b>	<b>191,930</b>	<b>176,560</b>	<b>183,680</b>	<b>189,630</b>
	<b>LAW ENFORCEMENT</b>					
22-5230-2100	EQUIPMENT MAINTENANCE/REPAIR	1,064	-	-	-	-
22-5230-2300	OPERATING SUPPLIES	498	-	-	-	-
22-5230-2400	UNIFORMS	777	-	-	-	-
22-5230-3400	TELEPHONE	214	-	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>2,553</b>	-	-	-	-
22-5230-3200	CONTRACTUAL SERVICES	2,714	-	-	-	-
22-5230-3220	LAW ENFORCEMENT	4,059	-	-	-	-
	<b>CONTRACTUAL SERVICES</b>	<b>6,773</b>	-	-	-	-
	<b>LAW ENFORCEMENT</b>	<b>9,326</b>	-	-	-	-
	<b>TOTAL BEACH &amp; COMMUNITY PATROL</b>	<b>172,382</b>	<b>191,930</b>	<b>176,560</b>	<b>183,680</b>	<b>189,630</b>

## 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.

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 contingency reserve.

**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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Contractual Services	31,074	33,613	12,000	34,500	34,500 (1)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>31,074</b>	<b>33,613</b>	<b>12,000</b>	<b>34,500</b>	<b>34,500</b>
<b>POSITIONS (FTE)</b>	-	-	-	-	-

(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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
23-5740-3200	<u>800 MHZ</u>					
	<b>CONTRACTUAL SERVICES</b>	<b>31,074</b>	<b>33,613</b>	<b>12,000</b>	<b>34,500</b>	<b>34,500</b>
	<b>800 MHZ</b>	<b>31,074</b>	<b>33,613</b>	<b>12,000</b>	<b>34,500</b>	<b>34,500</b>

## **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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	11,686	30,431	58,370	19,370	19,370
Contractual Services	75,472	13,528	3,937	-	-
Debt Service	-	-	-	-	-
Capital Outlay	45,007	4,879	-	20,800	-
<b>GRAND TOTAL</b>	<b>132,165</b>	<b>48,838</b>	<b>62,307</b>	<b>40,170</b>	<b>19,370</b>
<b>POSITIONS (FTE)</b>	-	-	-	-	-

(1)

(1) Capital outlay includes emergency traffic preemption devices paid using the Assistance to Firefighters Grant.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017	
24-5320-2300	<b>CITY MANAGER</b>						
	OPERATING SUPPLIES	2,422	-	-	-	-	
	<b>CITY MANAGER</b>	<b>2,422</b>	-	-	-	-	
24-5320-2360	<b>INFORMATION SYSTEMS</b>						
	COMPUTER SOFTWARE	-	12,452	-	-	-	
	<b>INFORMATION SYSTEMS</b>	-	<b>12,452</b>	-	-	-	
24-5530-3200	<b>PLANNING</b>						
	CONTRACTUAL SERVICES	-	13,528	3,937	-	-	
	<b>PLANNING</b>	-	<b>13,528</b>	<b>3,937</b>	-	-	
24-5730-2110	<b>FIRE PROTECTION</b>						
	COUNTY SERVICE AREA 17 (CSA-17)	7,527	10,478	58,370	19,370	19,370	
	SMALL TOOLS & EQUIPMENT	-	5,696	-	-	-	
	<b>CONTRACTUAL SERVICES</b>	<b>75,472</b>	-	-	-	-	
	ER TRAFFIC PREEMPTION DEVICES	-	-	-	20,800	-	
	COMMUNITY EMERGENCY RESPONSE	1,604	4,879	-	-	-	
	<b>CAPITAL OUTLAY</b>	<b>1,604</b>	<b>4,879</b>	-	<b>20,800</b>	-	
	<b>FIRE PROTECTION</b>	<b>84,603</b>	<b>21,053</b>	<b>58,370</b>	<b>40,170</b>	<b>19,370</b>	
	24-5731-5900	<b>HAZARDOUS WASTE</b>					
		EOC EMERGENCY GENERATOR	43,403	-	-	-	-
	<b>HAZARDOUS WASTE</b>	<b>43,403</b>	-	-	-	-	
24-5781-2600	<b>STATE HOMELAND SECURITY GRANT</b>						
	SMALL TOOLS & EQUIPMENT	1,737	1,805	-	-	-	
	<b>STATE HOMELAND SECURITY GRANT</b>	<b>1,737</b>	<b>1,805</b>	-	-	-	
	<b>TOTAL GRANTS</b>	<b>132,165</b>	<b>48,838</b>	<b>62,307</b>	<b>40,170</b>	<b>19,370</b>	

## 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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	80,804	85,400	87,720	80,000	80,000 (1)
Contractual Services	27,800	37,000	37,000	37,000	37,000
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>108,604</b>	<b>122,400</b>	<b>124,720</b>	<b>117,000</b>	<b>117,000</b>
<b>POSITIONS (FTE)</b>	-	-	-	-	-

- (1) Community Connections, a local non-profit agency focusing on the needs of senior citizens, administers this program, which provides subsidies for eight low-income families/individuals. The FYs 2015-2016 and 2016-2017 budget reflect current subsidy commitments. This program counts towards the City's low-income housing efforts.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
<b>FUND 25</b>	<b>HOUSING</b>					
25-5540-4900	RENTAL SUBSIDY	80,804	85,400	87,720	80,000	80,000
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>80,804</b>	<b>85,400</b>	<b>87,720</b>	<b>80,000</b>	<b>80,000</b>
25-5540-3200	<b>CONTRACTUAL SERVICES</b>	<b>27,800</b>	<b>37,000</b>	<b>37,000</b>	<b>37,000</b>	<b>37,000</b>
<b>TOTAL HOUSING</b>		<b>108,604</b>	<b>122,400</b>	<b>124,720</b>	<b>117,000</b>	<b>117,000</b>

## **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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
Maintenance & Operations	-	778	6,000	26,000	6,000
Contractual Services	5,116	1,037	39,000	39,000	39,000
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>5,116</b>	<b>1,815</b>	<b>50,000</b>	<b>70,000</b>	<b>50,000</b>
<b>POSITIONS (FTE)</b>	-	-	-	-	-

(1)

(1) Contractual services are for AB 341 commercial and multifamily outreach, and composting recycling and educational programs.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
<b>FUND 26</b>	<b><u>AB 939 REIMBURSEMENT</u></b>					
26-5225-1200	EMPLOYEE BENEFITS	-	-	130	130	130
26-5225-1205	WORKERS' COMPENSATION	-	-	30	30	30
26-5225-1300	SALARIES - SEASONAL	-	-	4,840	4,840	4,840
	<b>EMPLOYEE SERVICES</b>	-	-	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
26-5225-2300	OPERATING SUPPLIES	-	778	5,000	25,000	5,000
26-5225-3801	TRAINING & EDUCATION	-	-	1,000	1,000	1,000
	<b>MAINTENANCE &amp; OPERATIONS</b>	-	<b>778</b>	<b>6,000</b>	<b>26,000</b>	<b>6,000</b>
26-5225-3200	<b>CONTRACTUAL SERVICES</b>	<b>5,116</b>	<b>1,037</b>	<b>39,000</b>	<b>39,000</b>	<b>39,000</b>
<b>TOTAL AB 939</b>		<b>5,116</b>	<b>1,815</b>	<b>50,000</b>	<b>70,000</b>	<b>50,000</b>

## **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.

**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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Contractual Services	-	-	-	10,000	10,000
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	-	-	-	<b>10,000</b>	<b>10,000</b>
<b>POSITIONS (FTE)</b>	-	-	-	-	-

(1)

(1) These funds are used to provide public, education, and government programming on cable television.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
<b>FUND 27</b>	<b>PEG FEE FUND</b>					
27-5211-3200	<b>CONTRACTUAL SERVICES</b>	-	-	-	<b>10,000</b>	<b>10,000</b>
<b>TOTAL PEG FEE FUND</b>		-	-	-	<b>10,000</b>	<b>10,000</b>

## Debt Service Fund

## **DEBT SERVICE FUND**

The Debt Service Fund accounts for the resources and payment of general obligation debt. The City of Del has no legal limitations on the amount of debt it may issue.

In 1998, Del Mar voters approved a measure allowing the issuance of general obligation bonds for the purpose of completing capital improvements to enhance water flows and complete necessary water upgrades for firefighting at the City's urban/wildland boundaries. The City issued bonds totaling \$1,950,000 in May 1999 for a fifteen year period. Annual debt service payments were completed in 2014.

**PROGRAM: WILDFIRE PROTECTION BOND DEBT** **ACCT # 35-5900**

In November 1998, Del Mar voters approved the issuance of general obligation bonds, not to exceed \$2,000,000, to construct water system upgrades to provide enhanced water flow for firefighting at the City's urban/wildland boundaries.

	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	275	459	250	-	-
Contractual Services	-	-	-	-	-
Debt Service	174,255	176,532	174,660	750	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>174,530</b>	<b>176,991</b>	<b>174,910</b>	<b>750</b>	<b>-</b>
<b>POSITIONS (FTE)</b>	-	-	-	-	-

(1) Subsequent to voter approval in November 1998, the City issued \$1,950,000 in general obligation bonds in May 1999 for a fifteen year period. Annual debt service payments were completed in 2014.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b><u>DEBT SERVICE</u></b>					
35-5400-4810	PROPERTY TAX ADMIN FEES	275	459	250	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>275</b>	<b>459</b>	<b>250</b>	-	-
35-5900-4500	DEBT INTEREST	18,655	11,532	3,910	-	-
35-5900-4600	DEBT PRINCIPAL	155,000	165,000	170,000	-	-
35-5900-4700	BOND SERVICE	600	-	750	750	-
	<b>DEBT SERVICE</b>	<b>174,255</b>	<b>176,532</b>	<b>174,660</b>	<b>750</b>	<b>-</b>
	<b>WILDFIRE PROTECTION BOND</b>	<b>174,530</b>	<b>176,991</b>	<b>174,910</b>	<b>750</b>	<b>-</b>

## 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.

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. State transportation funds (TransNet) provide approximately \$1,000 for Fiscal Year 2015-2016 and \$10,000 for Fiscal Year 2016-2017, which must be used for street repair and drainage projects. Based on an exchange with the San Diego Regional Active Transportation Program (ATP), an additional \$812,000 in local TransNet funds will be provided in Fiscal Year 2015-2016 for Pedestrian and Bicycle Facilities along Camino del Mar, Jimmy Durante Boulevard and Via de la Valle.

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# **OPEN SPACE CAPITAL PROJECTS**

**PROGRAM: OPEN SPACE FUND - CAPITAL PROJECTS****ACCT # 21-6XXX**

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**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2012-2013</b>	<b>ACTUAL 2013-2014</b>	<b>BUDGET 2014-2015</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
	<b><u>CAPITAL PROJECTS</u></b>					
21-6532-5900	PARK/OPEN SPACE IRRIGATION SYS	1,459	-	-	-	-
21-6533-5900	LANDSCAPING ENHANCEMENTS	-	-	-	50,000	50,000
21-6539-5900	POWERHOUSE RESTROOM REHAB	-	-	-	100,000	-
21-6545-5900	RIVERPATH EXTENSION	-	-	185,000	-	-
21-6552-5900	SEA GROVE PARK	-	-	3,317	-	-
21-6817-5900	SHORES PARK MASTER PLAN	-	-	150,000	30,000	-
	<b>TOTAL OPEN SPACE CAPITAL PROJECTS</b>	<b>1,459</b>	<b>-</b>	<b>338,317</b>	<b>180,000</b>	<b>50,000</b>

**OPEN SPACE FUND 21  
LANDSCAPING ENHANCEMENTS CITYWIDE**

**21-6533**

**PROJECT DESCRIPTION**

This project funds the installation of drought tolerant landscaping enhancements to City entrances, arterials, and areas of high visibility.

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

<b>FUNDING SOURCE</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
OPEN SPACE	<u>\$50,000</u>	<u>\$50,000</u>
TOTAL	<u>\$50,000</u>	<u>\$50,000</u>

**OPEN SPACE FUND 21  
POWERHOUSE RESTROOM REHABILITATION**

**21-6539**

**PROJECT DESCRIPTION**

This project will rehabilitate the public restrooms at the Powerhouse facility. Plumbing, ventilation, lighting, waterproofing, and roofing improvements are proposed.

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

<b>FUNDING SOURCE</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
OPEN SPACE	<u>\$100,000</u>	<u>\$ -</u>
TOTAL	<u>\$100,000</u>	<u>\$ -</u>

**PROJECT DESCRIPTION**

The Shores Park supports recreational, community and educational activities, and is now owned by the City of Del Mar. 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, 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 Winter 2016.

The requested \$30,000 will be used toward the next steps for development of the Master Plan, such as environmental review. In addition to the requested funds, the Fiscal Year 2013-2014 and 2014-2015 Capital Budget included a budget total of \$150,000 for the preparation of the Shores Master Plan.

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

FUNDING SOURCE	ADOPTED 2015-2016	ADOPTED 2016-2017
OPEN SPACE	<u>\$30,000</u>	<u>\$ -</u>
TOTAL	<u>\$30,000</u>	<u>\$ -</u>

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# **GENERAL CAPITAL PROJECTS**

**PROGRAM: GENERAL CAPITAL PROJECTS****ACCT # 40-6XXX**

Capital project funds are used to account for the acquisition and construction of major capital facilities and include projects funded by TransNet funds.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>CAPITAL PROJECTS</b>					
40-6100-5900	ANNUAL STORM DRAIN IMPROVEMENT	-	5,178	15,000	15,000	15,000
40-6101-5900	CITYWIDE ROADWAY MAINTENANCE	322,181	381,705	209,165	630,000	630,000
40-6107-5900	COURT STREET PARALLEL PARKING	-	-	-	20,000	-
40-6110-5900	POWERHOUSE PARK PED CROSSINGS	-	-	45,000	85,000	-
40-6122-5900	STREET LIGHT RETROFIT-EECBG	20,667	-	-	-	-
40-6125-5900	EMERGENCY CIP REPAIRS	2,351	-	-	-	-
40-6308-5900	NCTD PARKING LOT PROJECT	-	-	36,000	-	-
40-6410-5900	CITY HALL/TOWN HALL DEVELOPMENT	-	-	1,280,989	7,359,505	7,359,505
40-6411-5900	PUBLIC FACILITIES MASTER PLAN	-	2,894	-	-	-
40-6306-5900	RECLAIMED WATER IRRIGATION EXPANSION	-	-	25,000	-	-
40-6420-5900	TRASH/RECYCLING RECEPTACLES	-	-	37,500	15,000	-
40-6421-5900	FIRE KITCHEN REMODEL	-	-	90,000	-	-
40-6433-5900	BEACH SAFETY CENTER	28,939	-	-	-	-
40-6434-5900	LIFEGUARD TOWER REHABILITATION	-	-	-	30,500	12,000
40-6445-5900	TORREY PINES BRIDGE	6,874,114	3,607,931	662,056	-	-
40-6447-5900	DOWNTOWN RAPID FLASHING CROSSWALK	-	-	-	30,000	-
40-6451-5900	PAID PARKING EXPANSION	-	-	-	100,000	-
40-6454-5900	MAJOR FACILITIES MAINTENANCE	49,739	25,864	51,997	80,000	80,000
40-6455-5900	LIBRARY REHABILITATION	980	-	-	30,000	-
40-6456-5900	SAN DIEGUITO DR DRAINAGE IMPROV	37,784	-	-	-	-
40-6457-5900	COURT ST. TO 28TH ST. DRAINAGE IMPROV	92	1,120	365,545	-	-
40-6459-5900	PARKING MANAGEMENT PLAN	-	17,900	27,100	-	-
40-6512-5900	SAN DIEGUITO INTERSECTION IMPROV	-	-	185,000	-	-
40-6525-5900	CDBG PROJECT - SIDEWALK	13,266	-	-	-	-
40-6608-5900	TENNIS COURT AREA IMPROVEMENT	-	-	-	130,000	-
40-6630-5900	CDM BRIDGE OVER SAN DIEGUITO - LOCAL	-	-	8,521	-	-
40-6631-5900	CDM BRIDGE OVER SAN DIEGUITO - FED	97,864	7,313	23,944	-	-
40-6854-5900	CITY FACILITIES ADA IMPROVEMENTS	-	-	30,000	15,000	15,000
	<b>TOTAL GENERAL CAPITAL PROJECTS</b>	<b>7,447,977</b>	<b>4,049,905</b>	<b>3,092,817</b>	<b>8,540,005</b>	<b>8,111,505</b>

FUND: 44		TRANSNET FUND				
ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b><u>CAPITAL PROJECTS</u></b>					
44-6101-5900	STREET & DRAINAGE IMPROVEMENTS-DM01	56,000	62,879	1,000	1,000	10,000
44-6121-5900	LOCAL MATCH TO BRIDGE RETROFIT	12,706	961	-	-	-
44-6124-5900	PEDESTRIAN IMPROVEMENTS	139,300	-	-	-	-
	<b><u>ROADWAY &amp; SIDEWALK IMPROVEMENTS</u></b>					
44-6501-5900	- DOWNTOWN (9TH-15TH STREET)	-	-	267,656	-	-
44-6502-5900	- JIMMY DURANTE (PLAZA-SAN DIEGUITO)	-	-	1,468,720	-	-
44-6503-5900	- BEACH COLONY (COAST-RIVER BRIDGE)	-	704,000	-	-	-
44-6504-5900	- CAMINO DEL MAR (4TH-9TH STREET)	-	-	105,450	-	-
44-6505-5900	- CAMINO DEL MAR (CARMEL VALLEY-4TH)	-	-	84,360	-	-
44-6506-5900	- VIA DE LA VALLE	-	-	70,300	812,000	-
44-6507-5900	- JIMMY DURANTE (SAN DIEGUITO-VDLV)	-	-	49,210	-	-
44-6508-5900	- NORTH BEACH (RIVERBRIDGE-VDLV)	-	-	291,270	-	-
44-6509-5900	SAN DIEGUITO INTERSECTION TRAFFIC CONTR	-	-	456,240	-	-
44-6511-5900	CDM MAJOR REHABILITATION-DM04	-	143,000	-	-	-
	<b>TOTAL TRANSNET CAPITAL PROJECTS</b>	<b>208,006</b>	<b>910,840</b>	<b>2,794,206</b>	<b>813,000</b>	<b>10,000</b>
FUND: 45		REGIONAL TRANSPORTATION CONGESTION IMPROVEMENT PROJECT (RTCIP) FUND				
ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b><u>CAPITAL PROJECTS</u></b>					
45-6445-5900	VIA DE LA VALLE IMPROVEMENTS	6,895	-	-	-	-
	<b>TOTAL RTCIP CAPITAL PROJECTS</b>	<b>6,895</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**GENERAL CIP FUND 40  
ANNUAL STORM DRAIN IMPROVEMENT**

**40-6100**

**PROJECT DESCRIPTION**

This project provides for minor storm drain infrastructure improvements. This improvement project is often combined with the curb, gutter, sidewalk, and roadway improvements included within the City's Roadway and Sidewalk Improvements Projects.

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

<b>FUNDING SOURCE</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
GENERAL FUND	<u>\$15,000</u>	<u>\$15,000</u>
TOTAL	<u>\$15,000</u>	<u>\$15,000</u>

**GENERAL CIP FUND 40  
CITYWIDE ROADWAY MAINTENANCE**

**40-6101**

**PROJECT DESCRIPTION**

The City completes annual pavement rehabilitation projects 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 Study.

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

<b>FUNDING SOURCE</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
GENERAL FUND	<u>\$630,000</u>	<u>\$630,000</u>
TOTAL	<u>\$630,000</u>	<u>\$630,000</u>

**GENERAL CIP FUND 40  
COURT STREET PARALLEL PARKING**

**40-6107**

**PROJECT DESCRIPTION**

This project will provide for the installation of approximately five new parallel parking spaces along Court Street immediately west of the City's tennis courts.

*Operating effect: This project may have positive impacts to the Operating General Fund if the new parking spaces are installed as paid parking.*

<b>FUNDING SOURCE</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
GENERAL FUND	<u>\$20,000</u>	<u>\$ -</u>
TOTAL	<u>\$20,000</u>	<u>\$ -</u>

**GENERAL CIP FUND 40  
POWERHOUSE PARK PEDESTRIAN CROSSINGS**

**40-6110**

**PROJECT DESCRIPTION**

This project will provide for the installation of two new ADA accessible high-visibility pedestrian crosswalks on Coast Boulevard in the vicinity of Powerhouse Park.

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

<b>FUNDING SOURCE</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
GENERAL FUND	<u>\$85,000</u>	<u>\$ -</u>
TOTAL	<u>\$85,000</u>	<u>\$ -</u>

**PROJECT DESCRIPTION**

This project includes redevelopment of the 68,000 SF site at 1050 Camino del Mar, currently the location of City Hall, the Annex, the TV Studio, and a surface parking lot. The total project cost estimate is between \$12,400,000 and \$16,400,000 with construction costs ranging between \$8,400,000 and \$11,200,000. The program, as adopted by City Council, includes a 9,250 square foot City Hall (Administration Building), a 3,200 square foot Town Hall for 100 to 150 persons, public parking for 160 cars, a civic plaza of 15,000 square feet, and flexible space for 11,000 to 20,000 square feet of area for future development/expansion.

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

<b>FUNDING SOURCE</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
GENERAL FUND	<u>\$7,359,505</u>	<u>\$7,359,505</u>
TOTAL	<u>\$7,359,505</u>	<u>\$7,359,505</u>

**GENERAL CIP FUND 40  
TRASH/RECYCLING RECEPTACLES**

**40-6420**

PROJECT DESCRIPTION

This project will provide for the installation of new trash and recycling receptacles at various locations citywide.

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

<b>FUNDING SOURCE</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
GENERAL FUND	<u>\$15,000</u>	<u>\$ -</u>
TOTAL	<u>\$15,000</u>	<u>\$ -</u>

**GENERAL CIP FUND 40  
LIFEGUARD TOWERS REHABILITATION**

**40-6434**

**PROJECT DESCRIPTION**

This project provides as-needed major maintenance and rehabilitation of the City's various lifeguard towers. These improvements may include painting, plumbing, doorway, flooring, and roofing repairs.

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

<b>FUNDING SOURCE</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
GENERAL FUND	<u>\$30,500</u>	<u>\$12,000</u>
TOTAL	<u>\$30,500</u>	<u>\$12,000</u>

<b>GENERAL CIP FUND 40</b> <b>DOWNTOWN RAPID FLASHING BEACONS CROSSWALK UPGRADE 40-6447</b>
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PROJECT DESCRIPTION

This project will provide for replacement of the existing crosswalk warning system and signage on Camino del Mar at 12<sup>th</sup> Street and 14<sup>th</sup> Street with two new ADA accessible high-visibility pedestrian crosswalks.

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

FUNDING SOURCE	ADOPTED 2015-2016	ADOPTED 2016-2017
GENERAL FUND	<u>\$30,000</u>	<u>\$ -</u>
TOTAL	<u>\$30,000</u>	<u>\$ -</u>

**GENERAL CIP FUND 40  
PAID PARKING EXPANSION**

**40-6451**

**PROJECT DESCRIPTION**

The expansion of paid parking facilities along North Beach and Via de la Valle will be funded by this project.

*Operating effect: This project may have positive impacts to the Operating General Fund if the new parking spaces are installed as paid parking.*

<b>FUNDING SOURCE</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
GENERAL FUND	<u>\$100,000</u>	\$ -
TOTAL	<u>\$100,000</u>	\$ -

<b>GENERAL CIP FUND 40</b>	<b>MAJOR FACILITY MAINTENANCE AND RIGHT-OF-WAY HARDSCAPE</b>	<b>40-6454</b>
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**PROJECT DESCRIPTION**

This project provides as-needed major maintenance and rehabilitation of City facilities. These improvements may include painting, heating and air conditioning unit replacements, new carpeting, and roofing repairs. Additionally, the project 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.*

<b>FUNDING SOURCE</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
GENERAL FUND	<u>\$80,000</u>	<u>\$80,000</u>
TOTAL	<u>\$80,000</u>	<u>\$80,000</u>

**GENERAL CIP FUND 40  
LIBRARY REHABILITATION**

**40-6455**

**PROJECT DESCRIPTION**

This project will fund an engineering assessment and rehabilitation of the HVAC units, access elevator system, and drainage improvements at the City library.

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

<b>FUNDING SOURCE</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
GENERAL FUND	<u>\$30,000</u>	<u>\$ -</u>
TOTAL	<u>\$30,000</u>	<u>\$ -</u>

**GENERAL CIP FUND 40  
TENNIS COURT AREA IMPROVEMENT**

**40-6608**

**PROJECT DESCRIPTION**

This project envisions covering the existing open drainage channel by installing storm drain piping south of 21<sup>st</sup> 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 in the area.

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

FUNDING SOURCE	ADOPTED 2015-2016	ADOPTED 2016-2017
GENERAL FUND	<u>\$130,000</u>	<u>\$ -</u>
TOTAL	<u>\$130,000</u>	<u>\$ -</u>

**PROJECT DESCRIPTION**

This project will implement pedestrian access improvements as recommended within the City's updated ADA Transition Plan. This project will be primarily funded by federal Community Development Block Grant (CDBG) funds. CDBG funds have been estimated based upon the most recent information provided by San Diego County, the grant administrator.

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

FUNDING SOURCE	ADOPTED 2015-2016	ADOPTED 2016-2017
GENERAL FUND	\$ -	\$ -
CDBG Grant	<u>15,000</u>	<u>15,000</u>
TOTAL	<u>\$ 15,000</u>	<u>\$ 15,000</u>

**TRANSNET FUND 44****STREET AND DRAINAGE IMPROVEMENTS****44-6101****ROADWAY & SIDEWALK IMPROVEMENTS - VIA DE LA VALLE****44-6506**

## PROJECT DESCRIPTION

The City's Roadway and Sidewalk Improvements Project is an ongoing effort to preserve the integrity of the City's curbs and gutters, sidewalks, and roadways. In addition to roadway maintenance, this project funds the extension of sidewalk connectivity along the City's arterials. This project includes roadway, sidewalk, curb and gutter, and pedestrian access improvements on Via de la Valle.

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

FUNDING SOURCE	ADOPTED 2015-2016	ADOPTED 2016-2017
TRANSNET MAINTENANCE - DM01	\$ 1,000	\$ 10,000
ACTIVE TRANSPORTATION GRANT	<u>812,000</u>	<u>-</u>
TOTAL	<u>\$813,000</u>	<u>\$ 10,000</u>

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**GENERAL CAPITAL  
IMPROVEMENT  
PROGRAM TEN YEAR  
PLAN**

**TEN-YEAR OPEN SPACE CAPITAL PROJECTS PLAN**

**ACCT # 21-6XXX**

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2015-2016	ACTUAL 2016-2017	PROJECTED 2017-2018	PROJECTED 2018-2019	PROJECTED 2019-2020
	<b>CAPITAL IMPROVEMENT PROJECTS</b>					
21-6539-5900	POWERHOUSE BATHROOM REHABILITATION	100,000	-	-	-	-
21-6533-5900	CITYWIDE LANDSCAPE IMPROVEMENTS	50,000	50,000	-	-	-
21-6817-5900	SHORES PARK MASTER PLAN	30,000	-	-	-	-
	<b>CAPITAL IMPROVEMENT PROJECTS</b>	<b>180,000</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

ACCOUNT	DESCRIPTION	PROJECTED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023	PROJECTED 2023-2024	PROJECTED 2024-2025
	<b>CAPITAL IMPROVEMENT PROJECTS</b>					
21-6539-5900	POWERHOUSE BATHROOM REHABILITATION	-	-	-	-	-
21-6533-5900	CITYWIDE LANDSCAPE IMPROVEMENTS	-	-	-	-	-
21-6817-5900	SHORES PARK MASTER PLAN	-	-	-	-	-
	<b>CAPITAL IMPROVEMENT PROJECTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**TEN-YEAR GENERAL CAPITAL PROJECTS PLAN**

**ACCT # 40-6XXX**

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2015-2016	ACTUAL 2016-2017	PROJECTED 2017-2018	PROJECTED 2018-2019	PROJECTED 2019-2020
	<b>CAPITAL IMPROVEMENT PROJECTS</b>					
40-6100-5900	ANNUAL STORM DRAIN IMPROVEMENTS	15,000	15,000	15,000	15,000	15,000
40-6101-5900	ANNUAL PAVEMENT REHABILITATION	630,000	630,000	330,000	330,000	330,000
40-6107-5900	COURT STREET PARALLEL PARKING	20,000	-	-	-	-
40-6110-5900	COAST BLVD PED & ACCESSIBILITY	85,000	-	-	-	-
40-6410-5900	CITY HALL DEVELOPMENT	7,359,505	7,359,505	-	-	-
40-6420-5900	TRASH/RECYCLING RECEPTACLES	15,000	-	-	-	-
40-6434-5900	LIFEGUARD TOWERS REHABILITATION	30,500	12,000	-	-	-
40-6447-5900	DOWNTOWN CROSSWALKS UPGRADE	30,000	-	-	-	-
40-6451-5900	PAID PARKING EXPANSION	100,000	-	-	-	-
40-6454-5900	MAJOR FACILITIES MAINTENANCE	80,000	80,000	-	-	-
40-6455-5900	LIBRARY A/C UNIT	30,000	-	-	-	-
40-6606-5900	TENNIS COURT FENCING & LANDSCAPE	30,000	-	-	-	-
40-6608-5900	TENNIS COURT DRAINAGE DITCH	100,000	-	-	-	-
40-6854-5900	CITY FACILITIES ADA IMPROVEMENTS	15,000	15,000	15,000	15,000	15,000
	<b>CAPITAL IMPROVEMENT PROJECTS</b>	<b>8,540,005</b>	<b>8,111,505</b>	<b>360,000</b>	<b>360,000</b>	<b>360,000</b>

ACCOUNT	DESCRIPTION	PROJECTED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023	PROJECTED 2023-2024	PROJECTED 2024-2025
	<b>CAPITAL IMPROVEMENT PROJECTS</b>					
40-6100-5900	ANNUAL STORM DRAIN IMPROVEMENTS	15,000	15,000	15,000	15,000	15,000
40-6101-5900	ANNUAL PAVEMENT REHABILITATION	330,000	330,000	330,000	330,000	330,000
40-6107-5900	COURT STREET PARALLEL PARKING	-	-	-	-	-
40-6110-5900	COAST BLVD PED & ACCESSIBILITY	-	-	-	-	-
40-6410-5900	CITY HALL DEVELOPMENT	-	-	-	-	-
40-6420-5900	TRASH/RECYCLING RECEPTACLES	-	-	-	-	-
40-6434-5900	LIFEGUARD TOWERS REHABILITATION	-	-	-	-	-
40-6447-5900	DOWNTOWN CROSSWALKS UPGRADE	-	-	-	-	-
40-6451-5900	PAID PARKING EXPANSION	-	-	-	-	-
40-6454-5900	MAJOR FACILITIES MAINTENANCE	-	-	-	-	-
40-6455-5900	LIBRARY A/C UNIT	-	-	-	-	-
40-6606-5900	TENNIS COURT FENCING & LANDSCAPE	-	-	-	-	-
40-6608-5900	TENNIS COURT DRAINAGE DITCH	-	-	-	-	-
40-6854-5900	CITY FACILITIES ADA IMPROVEMENTS	15,000	15,000	15,000	15,000	15,000
	<b>CAPITAL IMPROVEMENT PROJECTS</b>	<b>360,000</b>	<b>360,000</b>	<b>360,000</b>	<b>360,000</b>	<b>360,000</b>

**TEN-YEAR TRANSNET CAPITAL PROJECTS PLAN** **ACCT # 44-6XXX**

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2015-2016	ACTUAL 2016-2017	PROJECTED 2017-2018	PROJECTED 2018-2019	PROJECTED 2019-2020
	<b>CAPITAL IMPROVEMENT PROJECTS</b>					
44-6101-5900	ROADWAY & SIDEWALK IMPROVEMENTS-DM01	1,000	10,000	15,000	26,000	36,000
44-6506-5900	ROADWAY & SIDEWALK IMPROVEMENTS	812,000	-	-	-	-
	<b>CAPITAL IMPROVEMENT PROJECTS</b>	<b>813,000</b>	<b>10,000</b>	<b>15,000</b>	<b>26,000</b>	<b>36,000</b>

ACCOUNT	DESCRIPTION	PROJECTED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023	PROJECTED 2023-2024	PROJECTED 2024-2025
	<b>CAPITAL IMPROVEMENT PROJECTS</b>					
44-6101-5900	ROADWAY & SIDEWALK IMPROVEMENTS-DM01	36,000	36,000	36,000	36,000	36,000
44-6506-5900	ROADWAY & SIDEWALK IMPROVEMENTS	-	-	-	-	-
	<b>CAPITAL IMPROVEMENT PROJECTS</b>	<b>36,000</b>	<b>36,000</b>	<b>36,000</b>	<b>36,000</b>	<b>36,000</b>



## 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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	158,763	85,628	217,250	230,170	242,000 (1)
Contractual Services	38,021	25,805	41,860	41,860	41,860
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>196,784</b>	<b>111,433</b>	<b>259,110</b>	<b>272,030</b>	<b>283,860</b>
<b>POSITIONS (FTE)</b>	-	-	-	-	-

(1) Del Mar became self-insured for workers' compensation effective November 1, 2003. These funds include the actuarially determined claims loss as well as the cost of excess insurance. The City is self-insured for the first \$125,000. The higher costs beginning in Fiscal Year 2014-2015 reflect increased cost of insurance premiums.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>WORKERS' COMPENSATION</b>					
50-5420-4000	INSURANCE	75,042	95,065	117,250	130,170	142,000
50-5420-4300	CLAIMS	83,721	(9,437)	100,000	100,000	100,000
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>158,763</b>	<b>85,628</b>	<b>217,250</b>	<b>230,170</b>	<b>242,000</b>
50-5420-3200	CONTRACT SERVICES	38,021	25,805	41,860	41,860	41,860
	<b>WORKERS' COMPENSATION</b>	<b>196,784</b>	<b>111,433</b>	<b>259,110</b>	<b>272,030</b>	<b>283,860</b>

# Enterprise Funds

## 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 2003-2004 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 City of San Diego through a contract.

In Fiscal Year 1998-1999, the City Council appointed a task force consisting of residents and business operators to complete a comprehensive review of the water and sewer rates, and rate structures. The Utility Task Force made recommendations for two-year rate changes, which were approved by the City Council and were implemented in November 1999. In June 2001, the information from the 1999 study was updated and the Council approved three-year rates for all customers. In the spring of 2004, with the assistance of consultants and the review and recommendation of the Utility Advisory Committee, the City Council adopted five-year utility rates beginning July 1, 2004. A full cost of service study and rate review, including review by the Finance Committee, occurred in Fall 2014 to adopt a new five-year rate structure, effective January 1, 2015, and implemented beginning in Fiscal Year 2014-2015.

Because the City utility customer base is small (approximately 1,870 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 be concerned about pass-through costs for the City's raw water purchases from the San Diego County Water Authority and the impact of capital improvement projects proposed for the City of San Diego Metropolitan Wastewater System to modernize the sewage treatment facilities. The Fiscal Years 2015-2016 and 2016-2017 budget factors in the cost to construct a force main connection to Solana Beach to connect to the San Elijo Water Reclamation Facility as an alternative for wastewater treatment, as well as cost-sharing reimbursement to help pay for this cost.

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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 1,150 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.

	<b>ACTUAL 2012-2013</b>	<b>ACTUAL 2013-2014</b>	<b>BUDGET 2014-2015</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>	
Employee Services	\$ 511,126	\$ 484,696	\$ 562,680	\$ 581,080	\$ 607,680	(1)
Maintenance & Operations	788,589	784,054	786,240	848,910	855,540	(2)
Contractual Services	1,459,967	1,640,454	2,038,017	1,828,160	1,893,560	(3)
Debt Service	-	-	-	-	-	
Capital Outlay	23,545	17,392	38,850	5,250	-	
<b>GRAND TOTAL</b>	<b>2,783,227</b>	<b>2,926,596</b>	<b>3,425,787</b>	<b>3,263,400</b>	<b>3,356,780</b>	
<b>POSITIONS (FTE)</b>	<b>5.25</b>	<b>5.83</b>	<b>5.83</b>	<b>5.40</b>	<b>5.40</b>	

- (1) A portion of Planning costs are charged to this account for required environmental reviews. A portion of Finance costs are included primarily for utility billing, payroll, accounting, and administrative services. In Fiscal Year 2013-2014 and in Fiscal Year 2015-2016, an assessment of Public Works employee positional allocations over the various funding programs was completed to more accurately reflect conditions in the field. For certain funds this resulted in a net increase in the FTE allocation while it yielded a corresponding net decrease for others.
- (2) This category includes the administrative charge that reimburses the General Fund for administrative overhead. The amount was based on a cost allocation plan completed during Fiscal Year 2014-2015 and reflects full cost recovery.
- (3) This amount includes the Water Fund's share (25 percent) of the cost of the financial audit, utility and accounting software maintenance, and underground alert charges. Del Mar's water rates are reviewed every five years and incorporate raw water purchase cost projections from the San Diego County Water Authority. In Fiscal Year 2014-2015, a new cost of service rate study was completed to set the City's utility rates through Fiscal Year 2018-2019.

## EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>WATER</b>					
51-5840-1000	SALARIES - PERMANENT	182,635	347,504	379,600	394,600	406,810
51-5840-1200	EMPLOYEE BENEFITS	67,459	110,539	153,640	147,380	161,370
51-5840-1205	WORKERS' COMPENSATION	3,525	13,229	14,890	15,950	16,350
51-5840-1300	SALARIES - SEASONAL	8,572	10,923	11,550	20,650	20,650
51-5840-1400	OVERTIME	166	2,501	3,000	2,500	2,500
	<b>EMPLOYEE SERVICES</b>	<b>262,357</b>	<b>484,696</b>	<b>562,680</b>	<b>581,080</b>	<b>607,680</b>
51-5840-2000	BUILDING MAINTENANCE	231	89	880	1,050	1,050
51-5840-2100	EQUIP/RADIO MAINT & REPAIR	762	820	1,230	880	880
51-5840-2131	VEHICLE MAINTENANCE	1,292	2,528	2,100	7,000	7,000
51-5840-2133	VEHICLE CONTRACTUAL SERVICES	3,209	6,271	3,850	-	-
51-5840-2200	GENERAL MAINT & REPAIR	-	8,546	20,700	10,000	10,000
51-5840-2300	OPERATING SUPPLIES	5,064	20,796	8,400	20,300	20,300
51-5840-2320	POSTAGE	2,711	3,009	3,500	3,500	3,500
51-5840-2400	UNIFORMS	1,112	2,128	2,280	2,450	2,450
51-5840-2600	SMALL TOOLS & EQUIPMENT	2,651	2,919	2,380	2,380	2,380
51-5840-2800	GAS & OIL	5,818	12,778	7,880	11,200	11,200
51-5840-3000	ADVERTISING & PRINTING	960	1,146	2,500	750	750
51-5840-3300	UTILITIES	3,157	5,574	8,180	5,800	5,800
51-5840-3400	TELEPHONE	1,800	4,966	6,140	5,200	4,990
51-5840-3600	PROPERTY/EQUIPMENT RENTAL	1,039	1,170	1,400	4,700	4,700
51-5840-3700	MEMBERSHIPS & SUBSCRIPTIONS	1,100	2,207	1,530	2,530	2,530
51-5840-3800	MEETINGS & TRAVEL	307	438	880	700	700
51-5840-3801	TRAINING	1,510	2,246	2,530	2,530	2,530
51-5840-3900	AUTO ALLOWANCE	2,952	3,717	3,360	3,840	3,840
51-5840-4000	INSURANCE	-	50,778	57,410	59,420	59,420
51-5840-4200	ADMINISTRATIVE CHARGE	281,186	289,620	298,310	347,060	360,550
51-5840-4300	CLAIMS	-	17,063	5,000	5,000	5,000
51-5840-4400	CLAIMS ADMIN/LITIGATION	-	-	1,000	1,000	1,000
51-5840-4800	ASSESSMENTS	12,173	7,776	14,000	8,000	8,000
51-5840-4950	BAD DEPT EXPENSE	1,830	1,123	-	-	-
51-5840-5800	DEPRECIATION	367,444	336,346	330,800	343,620	336,970
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>698,308</b>	<b>784,054</b>	<b>786,240</b>	<b>848,910</b>	<b>855,540</b>
51-5840-3200	CONTRACTUAL SERVICES	57,654	78,265	82,060	108,040	101,770
51-5840-3230	RAW WATER SUPPLY	-	1,277,968	1,512,000	1,429,840	1,487,980
51-5840-3240	WATER TREATMENT & DELIVERY	-	284,221	443,957	290,280	303,810
	<b>CONTRACTUAL SERVICES</b>	<b>57,654</b>	<b>1,640,454</b>	<b>2,038,017</b>	<b>1,828,160</b>	<b>1,893,560</b>
51-5840-5500	VEHICLES	-	17,392	38,850	5,250	-
	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>17,392</b>	<b>38,850</b>	<b>5,250</b>	<b>-</b>
	<b>WATER FUND</b>	<b>1,018,319</b>	<b>2,926,596</b>	<b>3,425,787</b>	<b>3,263,400</b>	<b>3,356,780</b>
	<b>RISK MANAGEMENT</b>					
51-5411-4000	INSURANCE	43,412	-	-	-	-
51-5411-4400	CLAIMS ADMIN/LITIGATION	1,880	-	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>45,292</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>RISK MANAGEMENT</b>	<b>45,292</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>WATER CONSERVATION</b>					
51-5843-2300	OPERATING SUPPLIES	1,050	-	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>1,050</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>WATER CONSERVATION</b>	<b>1,050</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
51-5850-3200	<b>RAW WATER SUPPLY</b>					
	<b>CONTRACTUAL SERVICES</b>	1,235,426	-	-	-	-
	<b>RAW WATER SUPPLY</b>	<b>1,235,426</b>	-	-	-	-
51-5851-3200	<b>WATER TREATMENT/DELIVERY</b>					
	<b>CONTRACTUAL SERVICES</b>	<b>149,073</b>	-	-	-	-
	<b>WATER TREATMENT/DELIVERY</b>	<b>149,073</b>	-	-	-	-
51-5852-1000 51-5852-1200 51-5852-1205 51-5852-1300 51-5852-1400  51-5852-2010 51-5852-2200 51-5852-2300 51-5852-2400 51-5852-2600 51-5852-3300 51-5852-3400 51-5852-3600  51-5852-3200 51-5852-5300	<b>WATER DISTRIBUTION</b>					
	SALARIES - PERMANENT	157,450	-	-	-	-
	EMPLOYEE BENEFITS	65,161	-	-	-	-
	WORKERS' COMPENSATION	9,078	-	-	-	-
	SALARIES - SEASONAL	13,583	-	-	-	-
	OVERTIME	3,497	-	-	-	-
	<b>EMPLOYEE SERVICES</b>	<b>248,769</b>	-	-	-	-
	SYSTEM MAINT & REPAIR	31,959	-	-	-	-
	GENERAL MAINT & REPAIR	11	-	-	-	-
	OPERATING SUPPLIES	6,437	-	-	-	-
	UNIFORMS	60	-	-	-	-
	SMALL TOOLS & EQUIPMENT	74	-	-	-	-
	UTILITIES	2,494	-	-	-	-
	TELEPHONE	2,445	-	-	-	-
	PROPERTY/EQUIPMENT RENTAL	459	-	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>43,939</b>	-	-	-	-
	<b>CONTRACTUAL SERVICES</b>	<b>17,814</b>	-	-	-	-
	MACHINERY & EQUIPMENT	23,545	-	-	-	-
	<b>CAPITAL OUTLAY</b>	<b>23,545</b>	-	-	-	-
	<b>WATER DISTRIBUTION</b>	<b>334,067</b>	-	-	-	-
	<b>TOTAL WATER</b>	<b>2,783,227</b>	<b>2,926,596</b>	<b>3,425,787</b>	<b>3,263,400</b>	<b>3,356,780</b>

# **WATER CAPITAL PROJECTS**

**PROGRAM: CAPITAL IMPROVEMENT PROJECT**

**ACCT # 51-6XXX**

**EXPENDITURE DETAIL**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2012-2013</b>	<b>ACTUAL 2013-2014</b>	<b>BUDGET 2014-2015</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
	<b><u>CAPITAL IMPROVEMENT PROJECTS</u></b>					
51-6101-5900	SIDEWALK, STREET & DRAINAGE	-	11,349	-	-	-
51-6806-5900	BI-ANNUAL WATER IMPROVEMENTS	-	-	512,373	169,000	314,000
51-6511-5900	BI- ANNUAL UTILITY IMPROVEMENTS	17,211	262,093	-	-	-
51-6817-5900	WATER MASTER PLAN	-	45,675	-	-	-
51-6852-5900	UNDERGROUNDING WATER SYSTEM	-	-	25,000	-	-
51-6880-5900	COST OF SERVICE STUDY	-	9,942	20,058	-	-
51-6917-5900	RECYCLED WATER INFRASTRUCTURE	-	-	-	250,000	-
51-6954-5900	CITY PROPERTY SURVEY	-	-	25,000	-	-
	<b>CAPITAL IMPROVEMENT PROJECTS</b>	<b>17,211</b>	<b>329,059</b>	<b>582,431</b>	<b>419,000</b>	<b>314,000</b>

(1)

(1) On June 15, 2015, the City Council approved the 10-Year Capital Improvement program which included changing the Recycled Water Infrastructure Expansion Project from unfunded to funded. On July 20, 2015, the City Council approved Resolution No. 2015-38, which authorized a budget adjustment to Fiscal Years 2015-2016 and 2016-2017 Operating and Capita Budget.

**WATER CIP FUND 51  
BI-ANNUAL UTILITY IMPROVEMENTS**

**51-6511**

PROJECT DESCRIPTION:

This project provides for the engineering and construction of water distribution system upgrades and rehabilitation projects. Improvements to water distribution system pipelines, valves, meters, and minor reservoir repairs are included within the scope of this project.

<b>FUNDING SOURCE</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
WATER CIP FUND	<u>\$169,000</u>	<u>\$314,000</u>
TOTAL	<u>\$169,000</u>	<u>\$314,000</u>

**WATER CIP FUND 51  
 RECYCLED WATER INFRASTRUCTURE EXPANSION**

**51-6917**

**PROJECT DESCRIPTION:**

This project will fund the extension of the City’s recycled water system south from Via de la Valley along Camino del Mar. Once the system extension has been completed, the Camino del Mar landscaped median from Via de la Valle to Seaview Avenue can be served with recycled water.

<b>FUNDING SOURCE</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
WATER CIP FUND	<u>\$250,000</u>	\$ -
TOTAL	<u>\$250,000</u>	<u>\$ -</u>

**WATER CAPITAL  
PROJECTS  
TEN YEAR PLAN**

**TEN-YEAR WATER CAPITAL PROJECTS PLAN** **ACCT # 51-6XXX**

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2015-2016	ACTUAL 2016-2017	PROJECTED 2017-2018	PROJECTED 2018-2019	PROJECTED 2019-2020
	<b>CAPITAL IMPROVEMENT PROJECTS</b>					
51-6806-5900	BI-ANNUAL WATER IMPROVEMENTS	169,000	314,000	160,000	160,000	160,000
51-6917-5900	RECYCLED WATER INFRASTRUCTURE	250,000	-	-	-	-
51-XXXX-5900	HIGH ZONE PRESSURE RELIEF STATIONS	-			281,000	-
	<b>CAPITAL IMPROVEMENT PROJECTS</b>	<b>419,000</b>	<b>314,000</b>	<b>160,000</b>	<b>441,000</b>	<b>160,000</b>

(1)

ACCOUNT	DESCRIPTION	PROJECTED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023	PROJECTED 2023-2024	PROJECTED 2024-2025
	<b>CAPITAL IMPROVEMENT PROJECTS</b>					
51-6806-5900	BI-ANNUAL WATER IMPROVEMENTS	160,000	160,000	160,000	160,000	160,000
51-6917-5900	RECYCLED WATER INFRASTRUCTURE	-	-	-	-	-
51-XXXX-5900	HIGH ZONE PRESSURE RELIEF STATIONS	-			-	-
	<b>CAPITAL IMPROVEMENT PROJECTS</b>	<b>160,000</b>	<b>160,000</b>	<b>160,000</b>	<b>160,000</b>	<b>160,000</b>

(1)

(1) On June 15, 2015, the City Council approved the 10-Year Capital Improvement program which included changing the Recycled Water Infrastructure Expansion Project from unfunded to funded. On July 20, 2015, the City Council approved Resolution No. 2015-38, which authorized a budget adjustment to Fiscal Years 2015-2016 and 2016-2017 Operating and Capital Budget.

# **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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ 31,502	\$ 32,556	\$ 45,150	\$ 45,020	\$ 47,570
Maintenance & Operations	386	386	-	680	-
Contractual Services	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>31,888</b>	<b>32,942</b>	<b>45,150</b>	<b>45,700</b>	<b>47,570</b>
<b>POSITIONS (FTE)</b>	<b>0.35</b>	<b>0.31</b>	<b>0.31</b>	<b>0.30</b>	<b>0.30</b>

(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 five planning staff are charged to this account.

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>PLANNING</b>					
55-5530-1000	SALARIES - PERMANENT	23,790	24,104	33,510	33,310	34,730
55-5530-1200	EMPLOYEE BENEFITS	7,195	7,934	10,870	10,940	12,040
55-5530-1205	WORKERS' COMPENSATION	517	518	770	770	800
	<b>EMPLOYEE SERVICES</b>	<b>31,502</b>	<b>32,556</b>	<b>45,150</b>	<b>45,020</b>	<b>47,570</b>
55-5530-3900	AUTO ALLOWANCE	386	386	-	680	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>386</b>	<b>386</b>	<b>-</b>	<b>680</b>	<b>-</b>
	<b>PLANNING</b>	<b>31,888</b>	<b>32,942</b>	<b>45,150</b>	<b>45,700</b>	<b>47,570</b>

**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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
Employee Services	\$ 22,861	\$ 23,133	\$ 23,750	\$ 24,830	\$ 25,920 (1)
Maintenance & Operations	-	-	-	-	-
Contractual Services	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>22,861</b>	<b>23,133</b>	<b>23,750</b>	<b>24,830</b>	<b>25,920</b>
<b>POSITIONS (FTE)</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>

(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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>CODE ENFORCEMENT</b>					
55-5536-1000	SALARIES - PERMANENT	15,660	15,936	16,020	16,620	17,040
55-5536-1200	EMPLOYEE BENEFITS	6,225	6,204	6,730	7,170	7,820
55-5536-1205	WORKERS' COMPENSATION	976	993	1,000	1,040	1,060
	<b>EMPLOYEE SERVICES</b>	<b>22,861</b>	<b>23,133</b>	<b>23,750</b>	<b>24,830</b>	<b>25,920</b>
	<b>CODE ENFORCEMENT</b>	<b>22,861</b>	<b>23,133</b>	<b>23,750</b>	<b>24,830</b>	<b>25,920</b>

**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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	PROPOSED 2015-2016	PROPOSED 2016-2017
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	25,953	48,501	40,750	54,000	67,250 (2)
Contractual Services	198,840	181,606	202,000	214,000	217,000 (3)
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>224,793</b>	<b>230,107</b>	<b>242,750</b>	<b>268,000</b>	<b>284,250</b>
<b>POSITIONS (FTE)</b>	-	-	-	-	-

- (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 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>CLEAN WATER MANAGEMENT</b>					
55-5539-2300	OPERATING SUPPLIES	549	-	500	500	500
55-5539-3000	ADVERTISING & PRINTING	-	-	1,750	1,750	1,000
55-5539-4800	ASSESSMENTS	25,404	48,501	38,500	51,750	65,750
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>25,953</b>	<b>48,501</b>	<b>40,750</b>	<b>54,000</b>	<b>67,250</b>
55-5539-3200	<b>CONTRACTUAL SERVICES</b>	<b>198,840</b>	<b>181,606</b>	<b>202,000</b>	<b>214,000</b>	<b>217,000</b>
	<b>CLEAN WATER MANAGEMENT</b>	<b>224,793</b>	<b>230,107</b>	<b>242,750</b>	<b>268,000</b>	<b>284,250</b>

**PROGRAM: CLEAN WATER****ACCT # 55-5840**

This budget provides for the Public Works Department's expenses related to the operation of the City's Clean Water Program. 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.

	<b>ACTUAL 2012-2013</b>	<b>ACTUAL 2013-2014</b>	<b>BUDGET 2014-2015</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>	
Employee Services	\$ 75,315	\$ 63,919	\$ 95,180	\$ 130,640	\$ 135,770	(1)
Maintenance & Operations	32,341	21,540	36,530	36,340	37,190	
Contractual Services	38,372	39,502	34,510	44,260	44,260	(2)
Debt Service	-	-	-	-	-	
Capital Outlay	23,546	-	-	900	-	
<b>GRAND TOTAL</b>	<b>169,574</b>	<b>124,961</b>	<b>166,220</b>	<b>212,140</b>	<b>217,220</b>	
<b>POSITIONS (FTE)</b>	<b>0.12</b>	<b>0.65</b>	<b>0.65</b>	<b>1.03</b>	<b>1.03</b>	

- (1) In Fiscal Year 2013-2014 and in Fiscal Year 2015-2016, an assessment of Public Works employee positional allocations over the various funding programs was completed to more accurately reflect conditions in the field. For certain funds this resulted in a net increase in the FTE allocation while it yielded a corresponding net decrease for others.
- (2) This amount represents 50 percent of the City's private street sweeping services contract. The remaining 50 percent is allocated within the Street Maintenance program.

## EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b><u>PUBLIC WORKS</u></b>					
55-5840-1000	SALARIES - PERMANENT	10,691	50,347	51,890	73,470	75,810
55-5840-1200	EMPLOYEE BENEFITS	3,887	11,710	20,390	28,820	31,520
55-5840-1205	WORKERS' COMPENSATION	265	1,807	2,140	5,270	5,360
55-5840-1300	SALARIES - SEASONAL	-	-	18,570	20,880	20,880
55-5840-1400	OVERTIME	9	55	2,190	2,200	2,200
	<b>EMPLOYEE SERVICES</b>	<b>14,852</b>	<b>63,919</b>	<b>95,180</b>	<b>130,640</b>	<b>135,770</b>
55-5840-2000	BUILDING MAINT & REPAIR	46	13	130	180	180
55-5840-2100	EQUIP/RADIO MAINT & REPAIR	152	117	180	150	150
55-5840-2131	VEHICLE MAINTENANCE	221	361	650	2,200	2,200
55-5840-2133	VEHICLE CONTRACTUAL SERVICES	642	896	1,450	-	-
55-5840-2200	GENERAL MAINTENANCE/REPAIR	-	1,372	9,200	2,520	2,520
55-5840-2300	OPERATING SUPPLIES	1,114	3,344	8,410	7,140	7,140
55-5840-2400	UNIFORMS	222	304	330	420	420
55-5840-2600	SMALL TOOLS & EQUIPMENT	530	417	340	410	410
55-5840-2800	GAS & OIL	1,164	1,825	1,130	1,920	1,920
55-5840-3000	ADVERTISING & PRINTING	4	-	-	-	-
55-5840-3300	UTILITIES	104	9,024	11,450	12,760	13,620
55-5840-3400	TELEPHONE	136	455	450	260	250
55-5840-3600	PROPERTY/EQUIPMENT RENTAL	43	342	1,450	5,320	5,320
55-5840-3700	MEMBERSHIPS & SUBSCRIPTIONS	97	58	80	90	90
55-5840-3800	MEETINGS & TRAVEL	61	63	130	120	120
55-5840-3801	TRAINING & EDUCATION	51	158	80	90	90
55-5840-3900	AUTO ALLOWANCE	287	475	480	870	870
55-5840-4800	ASSESSMENTS	-	25	70	70	70
55-5840-4950	BAD DEPT	372	135	-	-	-
55-5840-5800	DEPRECIATION	509	2,156	520	1,820	1,820
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>5,755</b>	<b>21,540</b>	<b>36,530</b>	<b>36,340</b>	<b>37,190</b>
55-5840-3200	<b>CONTRACTUAL SERVICES</b>	<b>713</b>	<b>39,502</b>	<b>34,510</b>	<b>44,260</b>	<b>44,260</b>
55-5840-5500	VEHICLES	-	-	-	900	-
	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>900</b>	<b>-</b>
	<b>PUBLIC WORKS</b>	<b>21,320</b>	<b>124,961</b>	<b>166,220</b>	<b>212,140</b>	<b>217,220</b>
	<b><u>FLOOD CONTROL &amp; DRAINAGE</u></b>					
55-5841-1000	SALARIES - PERMANENT	1,175	-	-	-	-
55-5841-1200	EMPLOYEE BENEFITS	484	-	-	-	-
55-5841-1205	WORKERS' COMPENSATION	68	-	-	-	-
	<b>EMPLOYEE SERVICES</b>	<b>1,727</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
55-5841-3200	<b>CONTRACTUAL SERVICES</b>	<b>374</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
55-5841-5300	MACHINERY & EQUIPMENT	23,546	-	-	-	-
	<b>CAPITAL OUTLAY</b>	<b>23,546</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>FLOOD CONTROL &amp; DRAINAGE</b>	<b>25,647</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>STREET MAINTENANCE</b>					
55-5845-1000	SALARIES - PERMANENT	33,459	-	-	-	-
55-5845-1200	EMPLOYEE BENEFIT	14,335	-	-	-	-
55-5845-1205	WORKERS' COMPENSATION	2,059	-	-	-	-
55-5845-1400	OVERTIME	23	-	-	-	-
	<b>EMPLOYEE SERVICES</b>	<b>49,876</b>	-	-	-	-
55-5845-2000	BUILDING MAINT & REPAIR	185	-	-	-	-
55-5845-2100	EQUIP/RADIO MAINT & REPAIR	610	-	-	-	-
55-5845-2131	VEHICLE MATERIALS & SUPPLIES	886	-	-	-	-
55-5845-2133	VEHICLE CONTRACTUAL SERVICES	2,567	-	-	-	-
55-5845-2300	OPERATING SUPPLIES	4,978	-	-	-	-
55-5845-2400	UNIFORMS	950	-	-	-	-
55-5845-2600	SMALL TOOLS & EQUIPMENT	2,121	-	-	-	-
55-5845-2800	GAS & OIL	4,655	-	-	-	-
55-5845-3000	ADVERTISING & PRINTING	32	-	-	-	-
55-5845-3300	UTILITIES	1,128	-	-	-	-
55-5845-3400	TELEPHONE	416	-	-	-	-
55-5845-3600	PROPERTY EQUIPMENT RENTAL	173	-	-	-	-
55-5845-3700	MEMBERSHIPS/SUBSCRIPTIONS	462	-	-	-	-
55-5845-3800	MEETINGS/TRAVEL	245	-	-	-	-
55-5845-3801	TRAINING	204	-	-	-	-
55-5845-3900	AUTO ALLOWANCE	132	-	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>19,744</b>	-	-	-	-
55-5845-3200	<b>CONTRACTUAL SERVICES</b>	<b>21,092</b>	-	-	-	-
	<b>CAPITAL OUTLAY</b>	<b>-</b>	-	-	-	-
	<b>STREET MAINTENANCE</b>	<b>90,712</b>	-	-	-	-
	<b>STREET LANDSCAPING</b>					
55-5847-1000	SALARIES - PERMANENT	5,545	-	-	-	-
55-5847-1200	EMPLOYEE BENEFIT	2,280	-	-	-	-
55-5847-1205	WORKERS' COMPENSATION	344	-	-	-	-
	<b>EMPLOYEE SERVICES</b>	<b>8,169</b>	-	-	-	-
55-5847-3300	UTILITIES	4,199	-	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>4,199</b>	-	-	-	-
55-5847-3200	<b>CONTRACTUAL SERVICES</b>	<b>7,414</b>	-	-	-	-
	<b>STREET LANDSCAPING</b>	<b>19,782</b>	-	-	-	-
	<b>PARK MAINTENANCE</b>					
55-5848-1000	SALARIES - PERMANENT	470	-	-	-	-
55-5848-1200	EMPLOYEE BENEFITS	194	-	-	-	-
55-5848-1205	WORKERS' COMPENSATION	27	-	-	-	-
	<b>EMPLOYEE SERVICES</b>	<b>691</b>	-	-	-	-
55-5848-2300	OPERATING SUPPLIES	165	-	-	-	-
55-5848-3300	UTILITIES	2,478	-	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>2,643</b>	-	-	-	-
55-5848-3200	<b>CONTRACTUAL SERVICES</b>	<b>8,779</b>	-	-	-	-
	<b>PARK MAINTENANCE</b>	<b>12,113</b>	-	-	-	-
	<b>TOTAL CLEAN WATER</b>	<b>169,574</b>	<b>124,961</b>	<b>166,220</b>	<b>212,140</b>	<b>217,220</b>

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# **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.

	<b>ACTUAL 2012-2013</b>	<b>ACTUAL 2013-2014</b>	<b>BUDGET 2014-2015</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
Employee Services	\$ 550,904	\$ 499,136	\$ 574,980	\$ 615,560	\$ 643,830 (1)
Maintenance & Operations	1,018,706	1,096,479	835,530	1,149,890	1,164,290 (2)
Contractual Services	999,184	911,600	1,410,033	1,012,420	883,550 (3)
Debt Service	581,751	629,332	813,440	1,001,870	582,370 (4)
Capital Outlay	188,360	14,908	58,850	5,250	-
<b>GRAND TOTAL</b>	<b>3,338,905</b>	<b>3,151,455</b>	<b>3,692,833</b>	<b>3,784,990</b>	<b>3,274,040</b>
<b>POSITIONS (FTE)</b>	<b>2.65</b>	<b>2.65</b>	<b>2.65</b>	<b>5.80</b>	<b>5.80</b>

- (1) A portion of Planning costs are charged to this account for required environmental reviews. A portion of Finance costs are included primarily for utility billing, payroll, and accounting and administrative services. In Fiscal Year 2013-2014 and in Fiscal Year 2015-2016, an assessment of Public Works employee positional allocations over the various funding programs was completed to more accurately reflect conditions in the field. For certain funds this resulted in a net increase in the FTE allocation while it yielded a corresponding net decrease for others.
- (2) This category includes the administrative charge that reimburses the General Fund for administrative overhead. The amount was based on a cost allocation plan completed during Fiscal Year 2014-2015 and reflects full cost recovery.
- (3) This amount includes the Wastewater Fund's share (25 percent) of the cost of the financial audit, utility and accounting software maintenance, and underground alert charges. In Fiscal Year 2013-2014, a new cost of service rate study was completed to set the City's utility rates through Fiscal Year 2018-2019.
- (4) Debt Service includes payments toward the 1993 Certificate of Participation (COPS) which was paid off in June 2015, a note payable with the State Water Resources Control Board for replacement of the 21st Street Pump Station beginning in FY 2013-2014, and an upcoming loan through iBank for the Citywide Wastewater Infrastructure Rehabilitation Project and the Force Main Connection to SEJPA Project beginning in FY 2015-2016.

## EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b>WASTEWATER</b>					
57-5840-1000	SALARIES - PERMANENT	206,764	358,804	387,590	417,330	430,290
57-5840-1200	EMPLOYEE BENEFITS	244,270	113,727	154,490	156,300	171,180
57-5840-1205	WORKERS' COMPENSATION	3,759	13,816	15,320	17,170	17,600
57-5840-1300	SALARIES - SEASONAL	5,487	10,923	13,280	21,760	21,760
57-5840-1400	OVERTIME	46	1,866	4,300	3,000	3,000
	<b>EMPLOYEE SERVICES</b>	<b>460,326</b>	<b>499,136</b>	<b>574,980</b>	<b>615,560</b>	<b>643,830</b>
57-5840-2000	BUILDING MAINT & REPAIR	185	89	880	1,050	1,050
57-5840-2100	EQUIP/RADIO MAINT & REPAIR	610	820	1,230	880	880
57-5840-2131	VEHICLE MAINTENANCE	1,170	4,190	4,800	12,000	12,000
57-5840-2133	VEHICLE CONTRACTUAL SERVICES	2,567	11,227	5,770	-	-
57-5840-2200	GENERAL MAINTENANCE/REPAIR	-	4,801	9,000	5,000	5,000
57-5840-2300	OPERATING SUPPLIES	3,906	13,111	7,900	9,300	9,300
57-5840-2320	POSTAGE	2,694	3,009	3,500	3,500	3,500
57-5840-2400	UNIFORMS	890	2,128	2,280	2,450	2,450
57-5840-2600	SMALL TOOLS & EQUIPMENT	2,121	2,920	2,380	3,880	3,880
57-5840-2800	GAS & OIL	4,655	12,778	7,880	11,200	11,200
57-5840-3000	ADVERTISING & PRINTING	943	1,122	2,500	2,500	2,500
57-5840-3300	UTILITIES	2,707	76,032	72,380	75,300	75,300
57-5840-3400	TELEPHONE	1,845	5,097	6,140	4,680	4,500
57-5840-3600	PROPERTY/EQUIPMENT RENTAL	1,628	1,835	1,400	4,700	4,700
57-5840-3700	MEMBERSHIPS	667	496	530	2,030	2,030
57-5840-3800	MEETINGS & TRAVEL	351	445	880	700	700
57-5840-3801	TRAINING	17,321	1,291	2,530	4,530	4,530
57-5840-3900	AUTO ALLOWANCE	4,819	3,796	3,360	4,080	4,080
57-5840-4000	INSURANCE	-	50,778	57,410	59,420	59,420
57-5840-4200	ADMINISTRATIVE CHARGE	266,086	274,070	282,300	321,570	334,070
57-5840-4300	CLAIMS	-	45,857	12,000	40,000	40,000
57-5840-4400	CLAIMS ADMIN/LITIGATION	-	-	1,000	5,000	5,000
57-5840-4800	ASSESSMENTS	2,431	3,026	3,200	3,200	3,200
57-5840-4950	BAD DEBT	3,978	580	-	-	-
57-5840-5800	DEPRECIATION	568,139	576,981	344,280	572,920	575,000
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>889,713</b>	<b>1,096,479</b>	<b>835,530</b>	<b>1,149,890</b>	<b>1,164,290</b>
57-5840-3200	CONTRACTUAL SERVICES	60,255	114,834	109,700	135,690	124,420
57-5840-3215	TREATMENT-METRO	-	673,437	832,000	696,730	116,130
57-5840-3216	TREATMENT-SEJPA	-	-	-	-	533,000
57-5840-3217	TRANSPORTATION-SD	-	123,329	468,333	180,000	30,000
57-5840-3218	TRANSPORTATION-SB	-	-	-	-	80,000
	<b>CONTRACTUAL SERVICES</b>	<b>60,255</b>	<b>911,600</b>	<b>1,410,033</b>	<b>1,012,420</b>	<b>883,550</b>
57-5840-5300	MACHINERY & EQUIPMENT	-	-	20,000	-	-
57-5840-5500	VEHICLES	-	14,908	38,850	5,250	-
	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>14,908</b>	<b>58,850</b>	<b>5,250</b>	<b>-</b>
	<b>WASTEWATER FUND</b>	<b>1,410,294</b>	<b>2,522,123</b>	<b>2,879,393</b>	<b>2,783,120</b>	<b>2,691,670</b>

## EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015	ADOPTED 2015-2016	ADOPTED 2016-2017
	<b><u>RISK MANAGEMENT</u></b>					
57-5411-4000	INSURANCE	43,412	-	-	-	-
57-5411-4300	CLAIMS	-	-	-	-	-
57-5411-4400	CLAIMS ADMIN./LITIGATION	-	-	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>43,412</b>	-	-	-	-
	<b>RISK MANAGEMENT</b>	<b>43,412</b>	-	-	-	-
	<b><u>SEWER COLLECTION</u></b>					
57-5855-1000	SALARIES - PERMANENT	108,002	-	-	-	-
57-5855-1200	EMPLOYEE BENEFITS	(83,147)	-	-	-	-
57-5855-1205	WORKERS' COMPENSATION	6,321	-	-	-	-
57-5855-1300	SALARIES - SEASONAL	6,551	-	-	-	-
57-5855-1400	OVERTIME	934	-	-	-	-
	<b>EMPLOYEE SERVICES</b>	<b>38,662</b>	-	-	-	-
57-5855-2131	VEHICLE MATERIALS & SUPPLIES	1,587	-	-	-	-
57-5855-2133	VEHICLE CONTRACTUAL SERVICES	3,200	-	-	-	-
57-5855-2300	OPERATING SUPPLIES	2,644	-	-	-	-
57-5855-3400	TELEPHONE	385	-	-	-	-
57-5855-3800	MEETINGS & TRAVEL	66	-	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>7,882</b>	-	-	-	-
57-5855-3200	CONTRACTUAL SERVICES	17,839	-	-	-	-
57-5855-5300	MACHINERY & EQUIPMENT	188,360	-	-	-	-
	<b>CAPITAL OUTLAY</b>	<b>188,360</b>	-	-	-	-
	<b>SEWER COLLECTION</b>	<b>252,743</b>	-	-	-	-
	<b><u>SEWER PUMPING</u></b>					
57-5856-1000	SALARIES - PERMANENT	56,330	-	-	-	-
57-5856-1200	EMPLOYEE BENEFITS	(19,251)	-	-	-	-
57-5856-1205	WORKERS' COMPENSATION	3,368	-	-	-	-
57-5856-1300	SALARIES - SEASONAL	10,117	-	-	-	-
57-5856-1400	OVERTIME	1,352	-	-	-	-
	<b>EMPLOYEE SERVICES</b>	<b>51,916</b>	-	-	-	-
57-5856-2010	SYSTEM MAINT & REPAIR	7,370	-	-	-	-
57-5856-2100	EQUIP/RADIO MAINT & REPAIR	2,213	-	-	-	-
57-5856-2300	OPERATING SUPPLIES	1,668	-	-	-	-
57-5856-3300	UTILITIES	64,014	-	-	-	-
57-5856-3400	TELEPHONE	2,434	-	-	-	-
	<b>MAINTENANCE &amp; OPERATIONS</b>	<b>77,699</b>	-	-	-	-
57-5856-3200	CONTRACTUAL SERVICES	21,187	-	-	-	-
	<b>SEWER PUMPING</b>	<b>150,802</b>	-	-	-	-
	<b><u>SEWER TRANSPORTATION/TREATMENT</u></b>					
57-5857-3215	METRO COSTS	793,652	-	-	-	-
57-5857-3217	TRANSPORTATION	106,251	-	-	-	-
	<b>CONTRACTUAL SERVICES</b>	<b>899,903</b>	-	-	-	-
	<b>SEWER TRANSPORTATION</b>	<b>899,903</b>	-	-	-	-
	<b><u>DEBT SERVICE</u></b>					
57-5900-4500	DEBT INTEREST	191,020	191,109	176,910	192,580	204,440
57-5900-4600	DEBT PRINCIPAL	375,000	410,068	615,350	788,680	357,750
57-5900-4610	AMORTIZATION EXPENSE	10,560	22,880	10,560	-	-
57-5900-4700	BOND SERVICE	5,171	5,275	10,620	20,610	20,180
	<b>DEBT SERVICE</b>	<b>581,751</b>	<b>629,332</b>	<b>813,440</b>	<b>1,001,870</b>	<b>582,370</b>
	<b>TOTAL WASTEWATER</b>	<b>3,338,905</b>	<b>3,151,455</b>	<b>3,692,833</b>	<b>3,784,990</b>	<b>3,274,040</b>

CITY OF DEL MAR  
1993 Sewer System Improvement  
Debt Service Schedule

Date	Interest	Principal	Total Debt Service
9/1/2015	11,000	440,000	451,000
Totals	11,000	440,000	451,000

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

Date	Interest	Principal	Total Debt Service
8/1/2015	138,379	205,638	344,017
8/1/2016	132,416	211,601	344,017
8/1/2017	126,279	217,738	344,017
8/1/2018	119,965	224,052	344,017
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
<b>Total</b>	<b>1,420,610</b>	<b>4,771,696</b>	<b>6,192,306</b>

# **WASTEWATER CAPITAL PROJECTS**

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**PROGRAM: CAPITAL IMPROVEMENT PROJECT**

**ACCT # 57-6XXX**

**EXPENDITURE DETAIL**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2012-2013</b>	<b>ACTUAL 2013-2014</b>	<b>BUDGET 2014-2015</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
	<b><u>CAPITAL IMPROVEMENT PROJECTS</u></b>					
57-6817-5900	WASTEWATER MASTER PLAN	-	45,699	-	-	-
57-6880-5900	COST OF SERVICE STUDY	-	9,942	20,058	-	-
57-6906-5900	BI-ANNUAL UTILITY IMPROVEMENTS	15,074	264,986	295,800	-	319,600
57-6914-5900	TRI-ANNUAL HERBICIDE PROGRAM	-	-	68,975	-	-
57-6917-5900	2014 WASTEWATER PIPELINE PROJECT	-	27,672	166,960	-	-
57-6923-5900	SEJPA WASTEWATER FORCE MAIN	59,465	-	-	1,500,000	-
57-6924-5900	CITYWIDE WASTEWATER INFRASTRUCTURE	-	-	-	2,035,000	-
	<b>CAPITAL IMPROVEMENT PROJECTS</b>	<b>74,539</b>	<b>348,299</b>	<b>551,793</b>	<b>3,535,000</b>	<b>319,600</b>

**WASTEWATER CIP FUND 57**  
**BI-ANNUAL UTILITY IMPROVEMENTS**

57-6906

PROJECT DESCRIPTION:

This project includes citywide wastewater collection infrastructure upgrade and rehabilitation project. The work is often combined with roadway improvement projects in the area. The Citywide Wastewater Infrastructure Rehabilitation Project will complete several years worth of the upgrades envisioned by the Bi-Annual Utility Improvements Project in Fiscal Year 2015-2016. A portion of the annual funds available within the Bi-Annual Utility Improvement Project will be used to fund the debt service payments of the Citywide Wastewater Infrastructure Rehabilitation Project.

FUNDING SOURCE	ADOPTED 2015-2016	ADOPTED 2016-2017
WASTEWATER CIP FUND	\$ -	\$319,600
TOTAL	\$ -	\$319,600

**WASTEWATER CIP FUND 57  
FORCE MAIN CONNECTION TO SEJPA**

**57-6923**

**PROJECT DESCRIPTION:**

This project will complete installation of a force main connecting Del Mar to Solana Beach and the San Elijo Joint Powers Authority (SEJPA) to allow for treatment of a portion of Del Mar's wastewater. Agreements are in place with Solana Beach and the SEJPA for Del Mar to receive credit reimbursement of approximately 66% of the total cost of this project based on the quantity of wastewater flows from Del Mar into the SEJPA system.

<b>FUNDING SOURCE</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
WASTEWATER CIP FUND	<u>\$1,500,000</u>	<u>\$ -</u>
TOTAL	<u>\$1,500,000</u>	<u>\$ -</u>

**WASTEWATER CIP FUND 57****CITYWIDE WASTEWATER INFRASTRUCTURE REHABILITATION**

57-6924

## PROJECT DESCRIPTION:

This project includes citywide closed circuit video inspection for the wastewater collection system and repair and replacement of high-priority collection lines. This project will advance to construction several years of improvements planned for in the Bi-Annual Utility Improvements Project. Project financing is closely tied to State loans associated with the Force Main Connection to SEJPA project with debt servicing to be provided by the annual funding available for the Bi-Annual Utility Improvements Project.

<b>FUNDING SOURCE</b>	<b>ADOPTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
WASTEWATER CIP FUND	<u>\$2,035,000</u>	\$ -
TOTAL	<u>\$2,035,000</u>	<u>\$ -</u>

**WASTEWATER CAPITAL  
PROJECTS  
TEN YEAR PLAN**

**TEN-YEAR WASTEWATER CAPITAL PROJECTS PLAN**

**ACCT # 57-6XXX**

**EXPENDITURE DETAIL**

ACCOUNT	DESCRIPTION	ACTUAL 2015-2016	ACTUAL 2016-2017	PROJECTED 2017-2018	PROJECTED 2018-2019	PROJECTED 2019-2020
	<b><u>CAPITAL IMPROVEMENT PROJECTS</u></b>					
57-6906-5900	BI-ANNUAL UTILITY IMPROVEMENTS	-	319,600	320,000	320,000	320,000
57-6923-5900	SEJPA WASTEWATER FORCE MAIN	1,500,000	-	-	-	-
57-6924-5900	CITYWIDE WASTEWATER INFRASTRUCTURE	2,035,000	-	-	-	-
	<b>CAPITAL IMPROVEMENT PROJECTS</b>	<b>3,535,000</b>	<b>319,600</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>

ACCOUNT	DESCRIPTION	PROJECTED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023	PROJECTED 2023-2024	PROJECTED 2024-2025
	<b><u>CAPITAL IMPROVEMENT PROJECTS</u></b>					
51-6806-5900	BI-ANNUAL UTILITY IMPROVEMENTS	320,000	320,000	320,000	320,000	320,000
51-6923-5900	SEJPA WASTEWATER FORCE MAIN	-	-	-	-	-
51-6924-5900	CITYWIDE WASTEWATER INFRASTRUCTURE	-	-	-	-	-
	<b>CAPITAL IMPROVEMENT PROJECTS</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>

## 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 worker's 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 \$257.4 billion in assets. Headquartered in Sacramento, CalPERS provides retirement and health benefits to more than 1.6 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.

**DEBT SERVICE FUND.** A fund established to account for the accumulation of resources for, and the payment of, long-term debt principal and interest.

**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 22<sup>nd</sup> 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 .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.

**SAN DIEGO POOLED INSURANCE PROGRAM AUTHORITY (SANDPIPA).** A joint powers authority consisting of 12 cities for the purpose of pooling liability and funds to purchase insurance.

**SIDE FUND.** A fund created by CalPERS to account for the difference between the funded status of a pool and the funded status of a plan at the time a plan joins a risk pool.

**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 eleven and one-half percent (11.5%) 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 2015-2016 COMPENSATION SCHEDULE**

	Salary Range	Budgeted Benefits
<b>CITY MANAGEMENT:</b>		
City Manager (Contract)	\$203,690	\$58,520
<b>MANAGEMENT:</b>		
Assistant City Manager	\$126,096 - \$168,000	\$51,420
Administrative Services Director	\$103,080 - \$150,000	\$29,450
Director of Finance/Treasurer	\$103,080 - \$150,000	\$46,460
Planning/Community Development Director	\$103,080 - \$150,000	\$46,460
Public Works Director	\$103,080 - \$150,000	\$46,460
Chief Lifeguard & Community Services Director	\$103,080 - \$150,000	\$44,020
Planning Manager	\$89,632 - \$117,605	\$42,380
Deputy Public Works Director	\$89,632 - \$117,605	\$42,380
Deputy Chief Lifeguard & Deputy Community Services Dir	\$89,632 - \$117,605	\$40,270
Assistant to the City Manager	\$89,632 - \$117,605	\$27,590
<b>PROFESSIONAL &amp; SUPERVISORY:</b>		
Information Technology Manager II	\$80,217 - \$105,252	\$37,870
Maintenance Superintendent II	\$71,901 - \$94,340	\$34,150
Senior Planner	\$70,484 - \$92,481	\$35,720
Senior Accountant	\$70,484 - \$92,481	\$35,720
Senior Management Analyst	\$70,484 - \$92,481	\$24,270
Information Technology Manager I	\$70,484 - \$92,481	-
Maintenance Superintendent	\$67,063 - \$87,993	-
Associate Planner	\$60,711 - \$79,659	\$23,010
Lifeguard Lieutenant	\$60,711 - \$79,659	\$31,500
Park Ranger	\$63,808 - \$83,722	\$31,830
Parking Enforcement Lieutenant	\$56,356 - \$73,944	\$31,400
Executive Assistant to City Manager & City Council	\$50,253 - \$65,937	-
<b>FIRE:</b>		
Fire Captain	\$70,904 - \$93,032	\$47,658
Fire Engineer	\$59,870 - \$78,554	\$42,608
Firefighter/Paramedic	\$59,870 - \$78,554	\$42,608

**CITY OF DEL MAR**  
**FISCAL YEAR 2015-2016 COMPENSATION SCHEDULE**

	Salary Range		Budgeted Benefits
<b>GENERAL:</b>			
Cross Connection Utility Specialist II	\$55,374 -	\$67,308	\$20,960
Pump Operator/Mechanic II	\$55,374 -	\$67,308	\$28,670
Code Enforcement Officer II	\$55,374 -	\$67,308	\$28,670
Deputy City Clerk	\$51,649 -	\$62,779	\$27,770
Network Systems Technician II	\$51,649 -	\$62,779	\$27,770
Assistant Planner I	\$45,043	\$59,101	\$21,430
Accounting Technician II	\$46,757 -	\$56,833	\$26,580
Parking Enforcement Officer II	\$46,757 -	\$56,833	\$26,580
Administrative Assistant II	\$46,757 -	\$56,833	\$26,580
Project Assistant	\$46,757 -	\$56,833	\$26,580
Utility/Landscape Specialist	\$46,757 -	\$56,833	\$26,580
Utility Worker II	\$44,487 -	\$54,075	\$26,030
Facilities Coordinator	\$41,909 -	\$50,941	\$25,400
Community Services Specialist	\$39,842 -	\$48,428	\$24,110
Utility Worker I	\$39,875 -	\$48,468	\$19,010
Parking Enforcement Officer I	\$37,940 -	\$46,116	\$19,150
Senior Lifeguard	\$37,908 -	\$46,077	\$23,670
Office Specialist	\$36,098 -	\$43,878	\$23,980
Receptionist	\$36,098 -	\$43,878	\$23,980

**CITY OF DEL MAR  
FISCAL YEAR 2016-2017 COMPENSATION SCHEDULE**

	Salary Range	Budgeted Benefits
<b>CITY MANAGEMENT:</b>		
City Manager (Contract)	\$203,690	\$58,520
<b>MANAGEMENT:</b>		
Assistant City Manager	\$126,096 - \$168,000	\$51,420
Administrative Services Director	\$103,080 - \$150,000	\$29,450
Director of Finance/Treasurer	\$103,080 - \$150,000	\$46,460
Planning/Community Development Director	\$103,080 - \$150,000	\$46,460
Public Works Director	\$103,080 - \$150,000	\$46,460
Chief Lifeguard & Community Services Director	\$103,080 - \$150,000	\$44,020
Planning Manager	\$89,632 - \$117,605	\$42,380
Deputy Public Works Director	\$89,632 - \$117,605	\$42,380
Deputy Chief Lifeguard & Deputy Community Services Dir	\$89,632 - \$117,605	\$40,270
Assistant to the City Manager	\$89,632 - \$117,605	\$27,590
<b>PROFESSIONAL &amp; SUPERVISORY:</b>		
Information Technology Manager II	\$80,217 - \$105,252	\$37,870
Maintenance Superintendent II	\$71,901 - \$94,340	\$34,150
Senior Planner	\$70,484 - \$92,481	\$35,720
Senior Accountant	\$70,484 - \$92,481	\$35,720
Senior Management Analyst	\$70,484 - \$92,481	\$24,270
Information Technology Manager I	\$70,484 - \$92,481	-
Maintenance Superintendent	\$67,063 - \$87,993	-
Associate Planner	\$60,711 - \$79,659	\$23,010
Lifeguard Lieutenant	\$60,711 - \$79,659	\$31,500
Park Ranger	\$63,808 - \$83,722	\$31,830
Parking Enforcement Lieutenant	\$56,356 - \$73,944	\$31,400
Executive Assistant to City Manager & City Council	\$50,253 - \$65,937	-
<b>FIRE:</b>		
Fire Captain	\$70,904 - \$93,032	\$47,658
Fire Engineer	\$59,870 - \$78,554	\$42,608
Firefighter/Paramedic	\$59,870 - \$78,554	\$42,608

**CITY OF DEL MAR**  
**FISCAL YEAR 2016-2017 COMPENSATION SCHEDULE**

	Salary Range		Budgeted Benefits
<b>GENERAL:</b>			
Cross Connection Utility Specialist II	\$55,374 -	\$67,308	\$23,040
Pump Operator/Mechanic II	\$55,374 -	\$67,308	\$31,290
Code Enforcement Officer II	\$55,374 -	\$67,308	\$31,290
Deputy City Clerk	\$51,649 -	\$62,779	\$30,310
Network Systems Technician II	\$51,649 -	\$62,779	\$30,310
Assistant Planner I	\$45,043	\$59,101	\$23,340
Accounting Technician II	\$46,757 -	\$56,833	\$29,010
Parking Enforcement Officer II	\$46,757 -	\$56,833	\$29,010
Administrative Assistant II	\$46,757 -	\$56,833	\$29,010
Project Assistant	\$46,757 -	\$56,833	\$29,010
Utility/Landscape Specialist	\$46,757 -	\$56,833	\$29,010
Utility Worker II	\$44,487 -	\$54,075	\$28,410
Facilities Coordinator	\$41,909 -	\$50,941	\$27,720
Community Services Specialist	\$39,842 -	\$48,428	\$25,720
Utility Worker I	\$39,875 -	\$48,468	\$20,750
Parking Enforcement Officer I	\$37,940 -	\$46,116	\$21,010
Senior Lifeguard	\$37,908 -	\$46,077	\$25,270
Office Specialist	\$36,098 -	\$43,878	\$26,170
Receptionist	\$36,098 -	\$43,878	\$26,170

**FISCAL YEAR 2012-2013 through FISCAL YEAR 2016-2017  
FULL-TIME STAFFING SUMMARY**

Department	Fiscal Year 2012-2013	Fiscal Year 2013-2014	Fiscal Year 2014-2015	Vacant Positions Eliminated	Positions Added for FY 2016	Fiscal Year 2015-2016	Variance FY 2016 vs FY 2015	Vacant Positions Eliminated	Positions Added for FY 2016	Fiscal Year 2016-2017	Variance FY 2017 vs FY 2016
City Manager	4	4	4	-	-	4	-	-	-	4	-
Public Safety:											
Community Services	12	11	11	-	-	11	-	-	-	11	-
Fire	9	9	9	-	-	9	-	-	-	9	-
City Clerk & Information Technology:											
City Clerk	3	3	3	-	-	3	-	-	-	3	-
Information Services	2	2	2	-	-	2	-	-	-	2	-
Finance	5	5	5	-	-	5	-	-	-	5	-
Planning & Community Development:											
Planning Services	5	5	6	-	1	7	-	-	-	7	- <sup>1</sup>
Code Enforcement	1	1	1	-	-	1	-	-	-	1	-
Clean Water	-	-	-	-	-	-	-	-	-	-	-
Public Works	13	13	13	-	-	13	-	-	-	13	-
<b>Total Full-Time Positions</b>	<b>54</b>	<b>53</b>	<b>54</b>	<b>-</b>	<b>1</b>	<b>55</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>55</b>	<b>-</b>

**Notes: Variance FY 2016 vs FY 2015**

<sup>1</sup> Creation of one (1) limited term Senior Planner position in order to accommodate the increased workload.

**Notes: Variance FY 2017 vs FY 2016**

None



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