

City of Avalon

Fiscal Year 2022-2023 Proposed Budget Study Session

MAY 3, 2022

Overview

- Current **draft** of operating budget based on internal discussions between Finance, City Manager, and Department Leaders.
- Amounts are **subject to change** based on changes to revenue estimates, further review by Management, and feedback from Council and the public.
- Operating expenditures are grouped in the following categories:
 - Salaries and benefits
 - Maintenance and operations
 - Contract services
 - Internal services
- Labor is based on Full-Time Equivalent (FTE) units of 2,080 hours as allocated across funds

General Fund

Category	FY20 Actual	FY21 Actual	FY22 Budget	FY22 High Est.	FY23 Proposed
Operating Revenues	\$ 9,558,405	\$ 11,364,535	\$ 10,822,846	\$ 14,932,034	\$ 11,544,184
Operating Expenditures					
Fire Department	(3,015,154)	(2,789,332)	(2,851,073)	(2,674,222)	(2,979,960)
Law Enforcement	(1,532,210)	(1,535,558)	(1,688,409)	(1,678,359)	(1,822,515)
Public Works	(1,359,872)	(867,849)	(1,049,621)	(989,337)	(1,118,863)
Planning	(815,810)	(526,733)	(1,153,589)	(695,865)	(1,170,209)
Recreation	(1,010,322)	(736,764)	(923,375)	(825,000)	(1,086,136)
Chamber Allocation	(1,025,722)	(1,291,095)	(1,133,000)	(1,767,250)	(1,254,000)
Other GF Activity	(1,042,247)	(908,508)	(1,154,037)	(1,308,072)	(1,415,943)
Operating Revenues (Draws on Reserves)	(\$ 242,932)	\$ 2,708,696	\$ 944,592	\$ 4,993,929	\$ 696,540

General Fund Operating Expenditures

FY23 Proposed Budget

	Full-Time Equivalents (FTE)	Salaries & Benefits	Maintenance & Operations	Contract Services	Internal Services	Total
Fire Department	13.0	\$ 2,308,416	\$ 158,750	\$ -	\$ 512,812	\$ 2,979,960
Law Enforcement	-	-	-	1,715,000	107,515	1,822,515
Public Works	5.7	561,003	210,690	45,000	302,170	1,118,863
Planning	3.0	376,484	43,750	605,000	144,975	1,170,209
Recreation	5.6	462,733	235,552	9,000	378,851	1,086,136
Chamber Marketing	-	-	-	1,254,000	-	1,254,000
Other General Fund Activity	1.2	198,472	116,000	801,231	300,240	1,415,943
Total	28.5	\$ 3,907,108	\$ 764,742	\$ 4,429,231	\$ 1,746,563	\$ 10,847,644

Fire Department

Operating Expenditures

	FY23 Proposed Budget	
10245	Summary	Detail
Salaries and Benefits	\$ 2,308,416	
Maintenance and Operations	\$ 158,750	
Safety Supplies (3545)		5,000
Personal Protective Equipment (3617)		10,000
Air Pack Bottles (3621)		3,000
Fire Hose (3622)		5,000
Ambulance Supplies (3626)		8,500
Office Supplies		1,000
Communications / Radio (4010/4580)		19,000
Membership Dues, Training, Travel (5505/5510)		23,850
Gas, Oil, Diesel (5600)		20,000
Equipment Maintenance and Repairs (5611)		5,000
Maintenance of Premises (5700)		24,500
Special Department Expense (3625)		8,900
GEMT QAF Fees (included in 3625)		25,000
Contract Services	\$ -	
Internal Services	\$ 512,812	
General Administration		299,520
Insurance		113,970
Vehicle Maintenance		99,322
TOTAL	\$ 2,979,960	

Law Enforcement

Operating Expenditures

	FY23 Proposed Budget	
10240	Summary	Detail
Salaries and Benefits	\$ -	
Maintenance and Operations	\$ -	
Contract Services	\$ 1,715,000	
Sheriff's Contract (5110)		1,590,000
Summer Deputy Program – COPS (5118)		100,000
Sheriff Subsistence (5120)		25,000
Internal Services	\$ 107,515	
General Administration		107,515
Insurance		-
Vehicle Maintenance		-
TOTAL	\$ 1,822,515	

Public Works

10250 Operating Expenditures

	FY23 Proposed Budget	
10250	Summary	Detail
Salaries and Benefits	\$ 561,003	
Maintenance and Operations	\$ 210,690	
Safety Supplies (3545)		10,000
Gardening Supplies (3560)		3,000
Holiday Decorations (3610)		6,000
Small Tools (3620)		10,000
Special Department Expense (3625)		10,000
Office Supplies (4005)		1,250
Communications (4010)		5,440
Utilities (4505/4515/4535)		110,000
Training and Travel (5510)		5,000
Gas, Oil, and Diesel (5600)		40,000
Storm Damage (5701)		10,000
Contract Services	\$ 45,000	
Tree Trimming (5125)		45,000
Internal Services	\$ 302,170	
General Administration		158,713
Insurance		60,030
Vehicle Maintenance		83,427
TOTAL	\$ 1,118,863	

Planning

Operating Expenditures

	FY23 Proposed Budget	
10255	Summary	Detail
Salaries and Benefits	\$ 376,484	
Maintenance and Operations	\$ 43,750	
Office Supplies (4005)		2,000
Communications (4010)		1,750
Advertising (4015)		6,000
Rent – Copier (4610)		19,000
Training and Travel (5510/5510A)		8,000
Special Department Expense (3625)		7,000
Contract Services	\$ 605,000	
Professional Services (5005)		10,000
City Attorney (5030)		65,000
Legal and Professional Services – Reimb. (5034)		5,000
Planning Services (5070)		100,000
Building Plan Check (5129)		3,000
Caltrans Mode Shift (6685)		197,000
HCD SB2 Housing Element Update (6685)		160,000
HCD LEAP Specific Plan (6685)		65,000
Internal Services	\$ 144,975	
General Administration		104,955
Insurance		40,020
TOTAL	\$ 1,170,209	

Recreation

Operating Expenditures

	FY23 Proposed Budget	
10260 / 10265	Summary	Detail
Salaries and Benefits	\$ 462,733	
Maintenance and Operations	\$ 235,552	
Fourth of July Program (5633)		59,000
Homeless Program (5655)		1,000
Rec Programs – Youth (5624)		13,000
Rec Programs – Adult (5625)		24,250
Rec Programs – Contracted (5625)		14,500
Teen Program (5627)		7,500
Senior Program (5628)		7,500
Special Events Program (5631)		8,000
Summer Day Camp (5638)		5,000
Park Facilities and Maintenance (5644/5700)		26,000
Tremont Hall / Skate Park (5646/5647)		15,000
Utilities – Joe Machado Field (4510)		30,000
Other Departmental Expenditures (various)		24,802
Contract Services	\$ 9,000	
Internal Services	\$ 378,851	
General Administration		271,348
Insurance		103,530
Vehicle Maintenance		3,973
TOTAL	\$ 1,086,136	

Other General Fund

Public Works Related Expenditures

	FY23 Proposed Budget	
	Summary	Detail
Maintenance and Operations	\$ 115,500	
Maintenance of Premises (Fund 105 – City Infrastructure)		50,000
Miscellaneous Fees (Fund 124 – Storm Drain)		5,500
Utilities (Fund 133 – Cemetery)		45,000
Maintenance of Premises (Fund 133 – Cemetery)		7,000
Supplies (Fund 133 – Cemetery)		5,000
Contract Services	\$ 170,820	
Storm Water Permitting (Fund 124 – Storm Drain)		96,320
Montrose Contract (Fund 124 – Storm Drain)		74,500
TOTAL	\$ 286,320	

Other General Fund

Operating Expenditures

	FY23 Proposed Budget	
	Summary	Detail
Salaries and Benefits (Fund 136 – SA Admin)	\$ 198,472	
Maintenance and Operations	\$ 500	
Communications (Fund 136 – SA Admin)		500
Contract Services	\$ 1,884,411	
Chamber Marketing / Promotion (Fund 102)		1,254,000
Professional Services – RSG (Fund 136)		25,000
Accounting and Auditing (Fund 136)		5,500
City Attorney (Fund 136)		1,000
Hospital Sales Tax Pass Thru (Fund 141)		598,911
Internal Services	\$ 300,240	
General Administration (10225)		217,590
Insurance (10225)		82,650
TOTAL	\$ 2,383,623	

Harbor Fund (Fund 103)

Category	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Estimate	FY23 Proposed
Operating Revenues	\$ 5,190,465	\$ 5,632,126	\$ 6,051,144	\$ 6,925,836	\$ 6,824,270
Operating Expenditures					
Salaries and Benefits	(3,205,271)	(2,582,699)	(2,602,516)	(2,486,803)	(2,886,578)
Maintenance and Operations	(591,600)	(600,893)	(628,300)	(636,196)	(694,200)
Contract Services	(1,461,442)	(1,371,614)	(1,618,700)	(1,614,061)	(1,774,590)
DBAW Loan	(112,022)	(56,155)	(56,155)	(56,155)	-
Internal Services	(1,163,344)	(886,871)	(1,214,227)	(1,113,272)	(1,022,000)
Due To General Fund				(600,612)	
Operating Revenues (Draws on Reserves)	(\$ 1,343,214)	\$ 133,894	(\$ 128,758)	\$ 418,737	\$ 446,902

Harbor Fund Operating Expenditures

Fund 103

	Full-Time Equivalents (FTE)	Salaries & Benefits	Maintenance & Operations	Contract Services	Internal Services	Total
Administration	1.8	373,301	93,700	56,000	116,980	639,981
Operations	18.1	2,159,770	575,500	291,500	615,192	3,641,962
Public Works	4.1	353,507	25,000	1,427,090	289,828	2,095,425
Total	24.0	\$ 2,886,578	\$ 694,200	\$ 1,774,590	\$ 1,022,000	\$ 6,372,368

Full-time Equivalents (FTE)

- Administration includes portion of Harbor Master (0.8) and Senior Administrative Assistant (1.0)
- Operations includes Harbor Patrol (13.1), Harbor Maintenance (3.0), and Parking Control/Sanitation (2.0)
- Public Works includes portion of Public Works time allocated to projects along the waterfront (~25%)

Harbor Administration

Operating Expenditures

	FY23 Proposed Budget	
10370	Summary	Detail
Salaries and Benefits	\$ 373,301	
Maintenance and Operations	\$ 93,700	
Office Supplies (4005)		2,500
Communications (4010)		2,500
Advertising (4015)		1,000
Rent (4600 / 4601)		13,500
Insurance (5501)		66,000
Training & Travel (5510) Membership Dues (5505)		3,000
Special Department Expense		5,200
Contract Services	\$ 56,000	
Monthly Maintenance – Harbor Computers (5011)		36,000
City Attorney Retainer		20,000
Internal Services	\$ 116,980	
General Administration		83,920
Insurance		33,060
TOTAL	\$ 639,981	

Harbor Operations

Operating Expenditures

	FY23 Proposed Budget	
10371	Summary	Detail
Salaries and Benefits	\$ 2,159,770	
Harbor Patrol		1,655,385
Harbor Maintenance		355,858
Parking Control / Harbor Sanitation		148,527
Maintenance and Operations	\$ 575,500	
Utilities (4505/4515/4520/4525/4530)		428,000
Communications (4010) / Special Department Expense (3625)		15,500
Rent - Fiber IT (4641)		13,500
Gas, Oil, Diesel (5600)		50,000
CC Fees (5520)		50,000
Small Tools (3620) / Foul Weather Gear (3616)		6,500
Training and Travel (5510)		7,000
Maintenance of Premises (55700)		5,000
Contract Services	\$ 291,500	
Shoreboat Services (5103)		289,000
Contractual Services – General (5105)		2,500
Internal Services	\$ 615,192	
General Administration		356,660
Insurance		159,210
Vehicle Maintenance		99,322
TOTAL	\$ 3,641,962	

Harbor Public Works

Operating Expenditures

	FY23 Proposed Budget	
10350	Summary	Detail
Salaries and Benefits	\$ 353,507	
Maintenance and Operations	\$ 25,000	
Rent -Casino Dock Restrooms (4637)		12,000
Trash Bags (3575)		9,000
Communications (4010)		1,500
Training & Travel (5510)		500
Safety Supplies (3545)		1,000
Special Department Expense (3625)		1,000
Contract Services	\$ 1,427,090	
County Lifeguard / Paramedics (5060)		940,000
Restroom Maintenance Contract and Supplies (5160/5161)		244,590
Waterfront Trash Collection (5012)		192,500
Beach Maintenance (5155)		38,000
Miscellaneous Contract (5502)		2,000
Professional Services - Falconry (5005)		10,000
Internal Services	\$ 289,828	
General Administration		207,178
Insurance		82,650
TOTAL	\$ 1,878,248	

Harbor Capital Fund (Fund 104)

Cross-Channel Wharfage	\$ 1,400,000	Wharfage dedicated to CIP
Expenditures:		
Salaries and Benefits	(100,769)	Portion of PW Director and Harbor Master charged to manage CIP
Maintenance and Operations	(175,620)	Annual float and mooring maintenance, storm damage repairs, etc.
Contract Services	(16,000)	Plumbing and electrical contracted repairs; Pesticide contract
Internal Services	(274,638)	General Administration and Vehicle Maintenance
Available to Fund CIP	\$ 832,973	

Harbor Capital

Operating Expenditures

	FY23 Proposed Budget	
10350	Summary	Detail
Salaries and Benefits	\$ 100,769	
Maintenance and Operations	\$ 175,620	
Float Maintenance (5705)		40,000
Mooring Maintenance (5703)		30,000
Maintenance of Premises (5700)		30,000
Storm Damage (5701)		25,000
Vehicle/Equipment Maintenance (5610)		40,000
Float Storage (5702)		10,000
Communications (4010)		620
Contract Services	\$ 16,000	
Internal Services	\$ 274,638	
General Administration		215,045
Vehicle Maintenance		59,593
TOTAL	\$ 567,027	

ISF Fund Operating Expenditures

	Full-Time Equivalents (FTE)	Salaries & Benefits	Maintenance & Operations	Contract Services	Capital Outlay	Total
General Administration	9.6	\$1,688,053	\$ 313,950	\$ 508,000	\$ 50,000	\$ 2,560,003
Elected	0.0	25,350	7,500	-	-	32,850
Legal	0.0	-	-	150,000	-	150,000
Administration	5.0	883,225	64,750	3,000	-	950,975
Finance	4.6	579,478	55,200	70,000	-	704,678
General Government	0.0	200,000	186,500	285,000	50,000	721,500
Insurance	0.0	\$ -	\$ 650,000	\$ 220,000	\$ -	\$ 870,000
Vehicle Maintenance	2.0	\$ 205,289	\$ 192,000	\$ -	\$ -	\$ 397,289

Elected and Legal

Operating Expenditures

	FY23 Proposed Budget	
10110/10115/10120	Summary	Detail
Salaries and Benefits	\$ 25,350	
Maintenance and Operations	\$ 7,500	
Training and Travel (10110-5510)		7,000
Training and Travel (10115-5510)		500
Contract Services	\$ 150,000	
City Attorney Retainer (10120-5030)		150,000
TOTAL	\$ 182,850	

Administration

Operating Expenditures

	FY23 Proposed Budget	
10125	Summary	Detail
Salaries and Benefits	\$ 883,225	
Maintenance and Operations	\$ 64,500	
Election Expense (3515)		25,000
Membership Dues - Gateway COG (5505)		14,500
Membership Dues - League CA Cities (5505)		4,000
Membership Dues - Contract Cities (5505)		3,000
Membership Dues - Other (5505)		3,500
Training and Travel (5510/5511)		8,000
Gas, Oil, and Diesel (5600)		4,000
Communications (4010)		2,750
Contract Services	\$ 3,000	
Professional Services (5005)		3,000
TOTAL	\$ 950,975	

Finance

Operating Expenditures

	FY23 Proposed Budget	
10130	Summary	Detail
Salaries and Benefits	\$ 579,478	
Maintenance and Operations	\$ 55,200	
Monthly Software Charges (5006)		45,000
Membership and Dues (5505)		1,200
Training and Travel (5510)		4,000
Communications (4010)		2,000
Special Department Expense (3525)		3,000
Contract Services	\$ 70,000	
Ambulance Billing (5005)		20,000
Budget Software (5005)		25,000
Payroll Software (5005)		25,000
TOTAL	\$ 704,678	

General Government

Operating Expenditures

	FY23 Proposed Budget	
10135	Summary	Detail
Salaries and Benefits (Retiree OPEB)	\$ 200,000	
Maintenance and Operations	\$ 186,500	
Maintenance of Premises (5700)		20,500
Utilities and Internet (4505/4515/4516)		60,000
Bank and CC Fees (5520)		14,000
Rent – Mail Machine and Copier (4610/4615)		15,000
Advertising (4015)		16,000
Communications (4010)		35,000
Office Supplies (4005)		15,000
Special Department Expense (3525)		11,000
Contract Services	\$ 285,000	
Website Remodel (5005)		20,000
Townsend Public Affairs (5005)		60,000
HdL Tax Consulting (5005)		15,000
Accounting and Audit (5010)		80,000
Professional Services – IT (5018)		75,000
Operating Costs – IT (5020)		35,000
Capital Outlay – IT	\$50,000	
TOTAL	\$ 721,500	

Insurance Fund

Operating Expenditures

	FY23 Proposed Budget	
11830	Summary	Detail
Salaries and Benefits	\$ -	
Maintenance and Operations	\$ -	
Contract Services	\$ 220,000	
City Attorney Retainer (5030)		50,000
Legal Expenses (5031)		150,000
CA DPT TOX SUB (5186)		20,000

Vehicle Maintenance Fund

Operating Expenditures

	FY23 Proposed Budget	
13825	Summary	Detail
Salaries and Benefits	\$ 205,289	
Maintenance and Operations	\$ 192,000	
Rent – Garage Facility (4620)		75,000
Vehicle / Equipment Maintenance (5610)		100,000
Small Tools (3620)		5,000
Communications (4010)		1,000
Training and Travel (5510)		1,000
Safety Supplies		1,000
Special Department Expense (3525)		9,000
Contract Services	\$ -	
TOTAL	\$ 397,289	

FY23 Labor Overview (All Funds)

Department FTE	FY20	FY21	FY22	FY23*
Administration	9.3	7.2	9.5	7.0
Finance	6.0	4.0	4.7	5.0
Fire	13.0	13.0	13.0	15.0
Community Service	5.6	4.6	5.2	5.7
Planning	3.0	1.5	2.7	3.0
Public Works	21.9	14.5	14.0	15.0
Harbor	24.9	19.8	19.6	20.1
Total	83.7	65.0	68.7	70.8

FTE changes from FY22 include:

- Code Enforcement moved from Admin to Fire N/A
- PY City Clerk position filled internally -0.5
- PY Midyear Hires budgeted for Full Year +0.6
- Recreation Leader (PT) +0.5
- PW Maintenance Worker +1.0
- Harbor Patrol Officer (PT) +0.5

Net Increase in FTE +2.0

Department	Position(s)	FY20	FY21	FY22	FY23
Administration	City Manager	1.0	1.0	1.0	1.0
	Assistant City Manager	1.0	1.0	1.0	1.0
	City Clerk	0.0	0.0	0.5	0.0
	Administrative Analyst	3.0	2.4	3.0	3.0
	Senior Administrative Assistant / Deputy City Clerk	1.0	0.4	1.0	1.0
	Administrative Assistant	1.3	0.4	1.0	1.0
			7.3	5.2	7.5
Finance	Finance Director	1.0	1.0	1.0	1.0
	Senior Accountant	1.0	0.0	0.7	1.0
	Account Technician	3.0	3.0	3.0	3.0
	Administrative Assistant	1.0	0.0	0.0	0.0
		6.0	4.0	4.7	5.0

Department	Position(s)	FY20	FY21	FY22	FY23
Fire	Fire Chief	1.0	1.0	1.0	1.0
	Fire Captain	4.0	4.0	4.0	4.0
	Fire Engineer	4.0	4.0	4.0	4.0
	Firefighter	4.0	4.0	4.0	4.0
	Code Enforcement Officer	2.0	2.0	2.0	2.0
		15.0	15.0	15.0	15.0
Community Services	Community Services Director / Supervisor	1.0	1.0	1.0	1.0
	Recreation Coordinator	1.0	0.5	1.0	1.0
	Recreation Leader(s) / Aide(s)	1.7	1.4	1.8	2.3
	Administrative Assistant	0.5	0.4	0.4	0.0
	Maintenance Worker	1.4	1.3	1.0	1.4
		5.6	4.6	5.2	5.7

Department	Position(s)	FY20	FY21	FY22	FY23
Public Works	Public Works Director	1.0	0.5	1.0	1.0
	Maintenance Superintendent	1.0	1.0	2.0	2.0
	Administrative Analyst	1.0	1.0	0.0	0.0
	Administrative Assistant	1.0	0.0	0.0	0.0
	Senior Equipment Mechanic*	2.0	1.0	1.0	1.0
	Equipment Mechanic	1.0	1.0	1.0	1.0
	Maintenance Lead Worker	1.0	1.0	0.0	0.0
	Maintenance Worker	13.9	9.0	9.0	10.0
		21.9	14.5	14.0	15.0
Planning	Planning Director	1.0	0.0	0.0	0.0
	Building Official	1.0	1.0	1.0	1.0
	Assistant Planner	0.0	0.0	0.7	1.0
	Administrative Assistant	1.0	0.5	1.0	1.0
		3.0	1.5	2.7	3.0

Department	Position(s)	FY20	FY21	FY22	FY23
Harbor	Harbor Master	1.0	1.0	1.0	1.0
	Assistant Harbor Master	1.0	0.3	0.0	0.0
	Harbor Patrol Officers (including Supervisors)	14.6	11.6	12.6	13.1
	Senior Administrative Assistant	1.0	1.0	1.0	1.0
	Senior Maintenance Coordinator	0.0	0.0	1.0	1.0
	Harbor Maintenance Worker	3.0	3.0	2.0	2.0
	Parking Control / Maintenance	1.4	0.5	1.0	1.0
	Harbor Sanitation Worker	1.3	1.4	1.0	1.0
	Fuel Dock Supervisor*	1.0	1.0	0.0	0.0
	Fuel Dock Attendant*	0.6	0.0	0.0	0.0
		24.9	19.8	19.6	20.1