



CITY OF CARMEL-BY-THE-SEA

Fiscal Year 2024-2025 Budget Adoption Resolution 2024-047

June 4, 2024



Updates

Budget Book:

- Narrative changes to CIP and other non-substantive edits
- Updated CIP Table 2: FY 24-25 Capital Projects and Funding Source on page 54, to reflect deferral of the following 3 potential capital projects to future fiscal years (\$395K Total):
 1. Doolittle Bridge and Pathway Realignment (\$175K)
 2. Junipero Bypass Drainage Project (\$175K)
 3. Park branch Library Windows and Dry Rot (\$45K)
- Updated Project Fund Balance June 30, 2025 to separately state Restricted Section 115 Pension Trust and present Unassigned, Reserved, and Restricted fund balances.

Budget Questions & Answers document:

- Questions 39 – 64 added.

Additional Budget Changes:

- Any additional budget changes by Council will be considered and approved as Budget Adjustments at the July 9 Regular Meeting



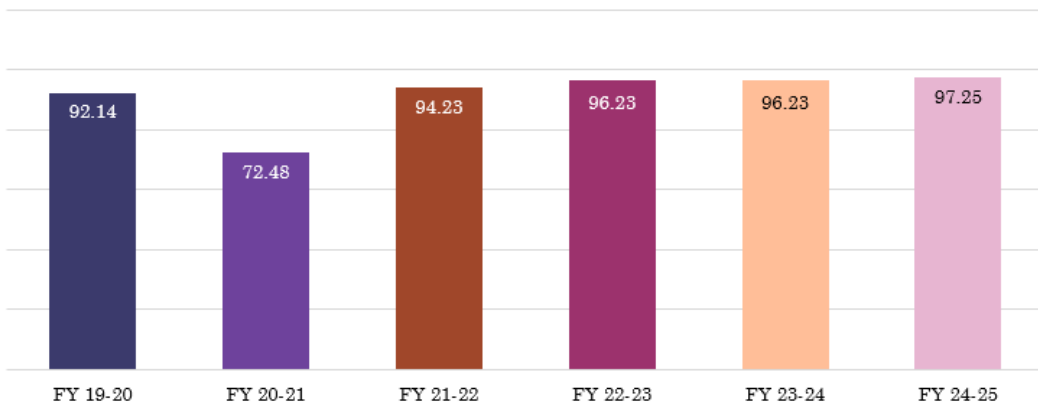
FY 24-25 Budget at-a-Glance

FY 24-25 Recommended Revenues	\$31,431,249
General Fund Operating Expenditures	28,286,593
Debt Service Expenditures	519,100
Pension Unfunded Liability Mitigation Expenditures	2,375,351
Capital Outlay Expenditures	12,184,000
Workers Compensation Expenditures	127,000
FY 24-25 Total Recommended Expenditures	\$43,492,044
Use of Fund Balance for Capital Projects	\$12,060,795
Funded Full Time Equivalent (FTE) positions	97.25



Staffing at-a-Glance

Funded FTE by Fiscal Year



Adding new FTEs to City roster to increase capacity:

- Housing Planner
- Maintenance Worker
- Project Manager
- Assistant Forester
- Tree Permit Tech.
- Library Assistant

Balanced by restructure and cleanup:

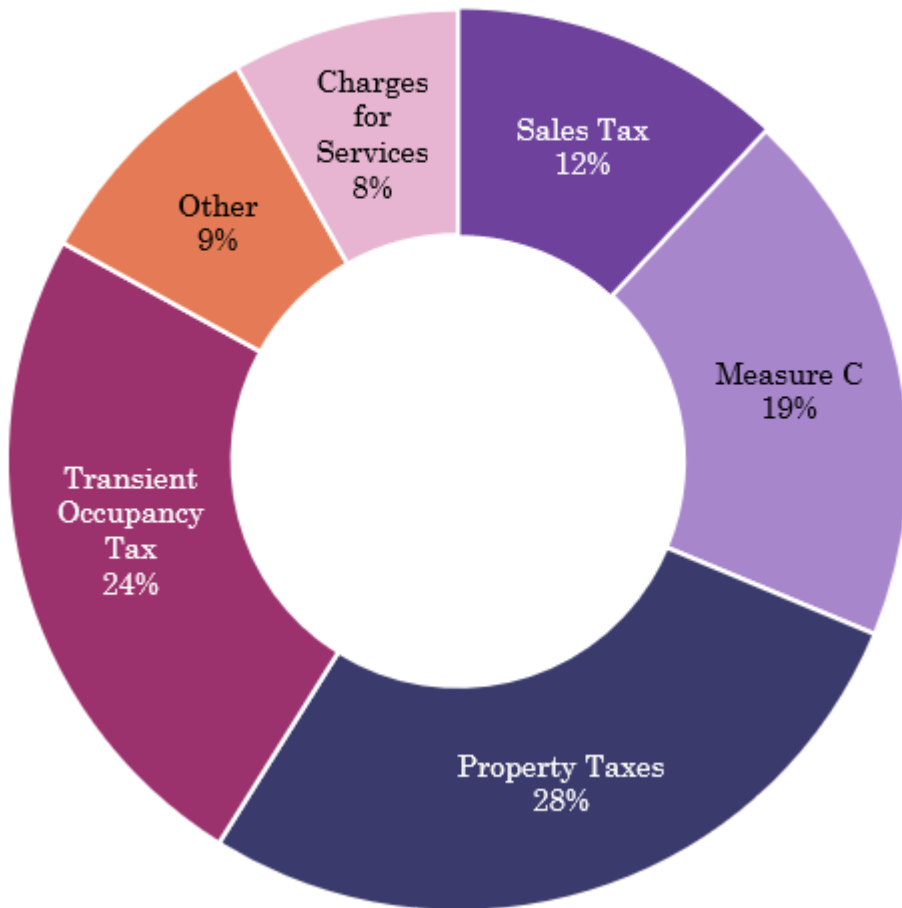
- Police Dept cleanup from prior negotiations
- Reorganizations across departments

Administration			
Retired Annuitant - Extra help (480 hrs)	0.23	0.00	-0.23
Administrative Coordinator	0.50	1.00	0.50
Finance Specialist	1.50	1.00	-0.50
Library			
Circulation Supervisor	1.00	0.00	-1.00
Library Assistant (full-time)	3.00	4.00	1.00
Hourly Library Assistant	2.00	3.25	1.25
Community Planning & Building			
Principal Planner	1.00	2.00	1.00
Public Works			
Maintenance Worker I/II	7.00	8.00	1.00
Project Manager	1.00	2.00	1.00
Natural Resources Manager	1.00	0.00	-1.00
Assistant City Forester	0.00	1.00	1.00
Tree Permit Technician	0.00	1.00	1.00
Police			
Community Services Officer - 2 year limited term*	2.00	0.00	-2.00
Corporal	2.00	0.00	-2.00
Police Services Supervisor	0.00	1.00	1.00
Police Officer - 2 year limited term*	1.00	0.00	-1.00
Total Change			1.02



Revenues at-a-Glance

FY 24-25 Citywide Revenue Sources

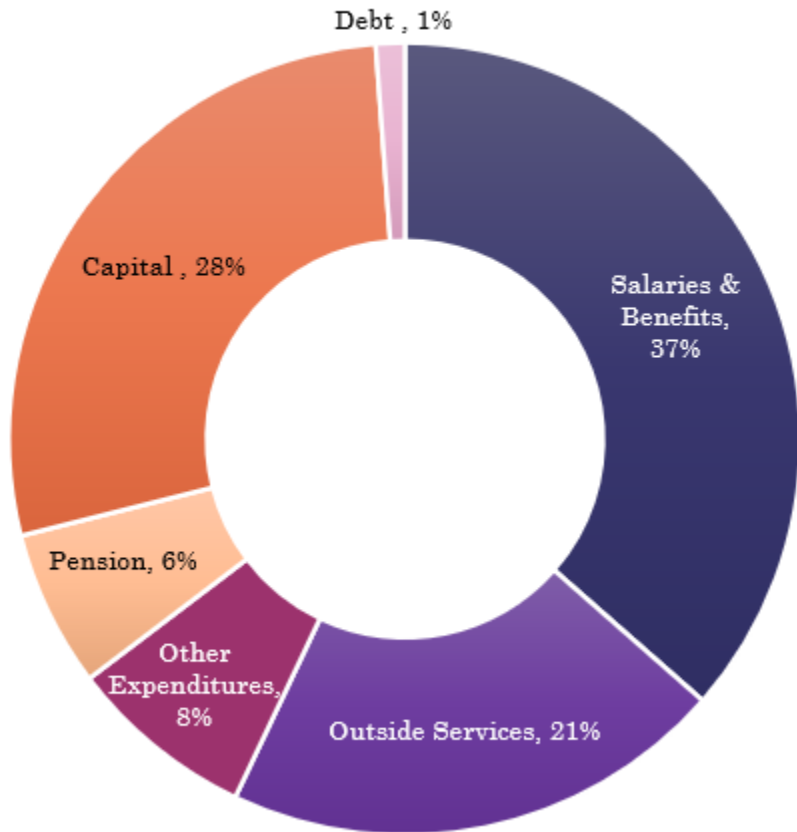


Source	Budget	% of Budget
Sales Tax	3,738,511	12%
Measure C	6,045,063	19%
Property Taxes	\$8,634,384	27%
Transient Occupancy Tax	7,543,234	24%
Other	2,920,028	9%
Charges for Services	2,550,029	8%
<i>Building</i>	1,016,714	40%
<i>Ambulance</i>	824,043	32%
<i>Planning</i>	369,561	14%
<i>Other Departmental Charges for Service</i>	339,711	13%
Total	\$ 31,431,249	100%



Expenditures at-a-Glance

FY 24-25 Expenditure by Type



Type of Expenditure	Budget	% of Budget
Salaries & Benefits	\$16,016,392	37%
Outside Services	9,044,941	21%
Other Expenditures	3,352,260	8%
Pension	2,375,351	5%
Capital Outlay	12,184,000	28%
Debt Service	519,100	1%
Total	\$43,492,044	100%



Expenditures by Function

FY 24-25 Expenditures by Function



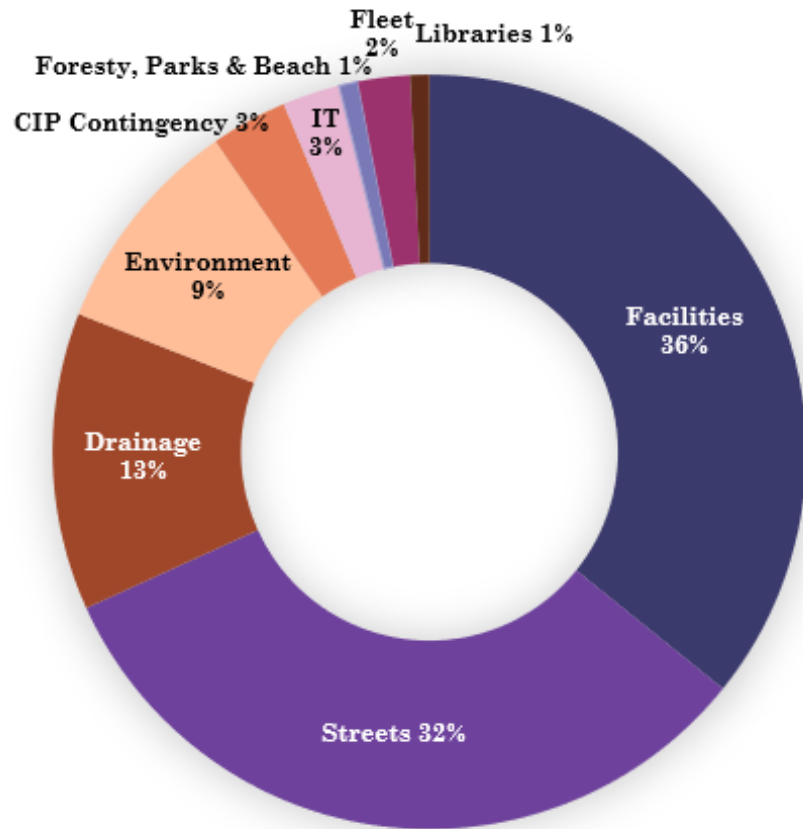
Administration 8% Citywide 9% Council 2% Legal 1% Planning 5% Ambulance 4% Fire 8% Police 12% Marketing 1% Sunset Center 2% Library 4% Public Works 15% Debt 1% Capital 28%

Expenditures	Budget	% of Budget
Administration	\$3,409,232	8%
Citywide	4,115,351	9%
Council	252,934	2%
Legal	517,000	1%
Planning	2,211,584	5%
Ambulance	1,755,492	4%
Fire	3,441,874	8%
Police	5,377,455	12%
Marketing	406,297	1%
Sunset Center	750,000	2%
Library	1,886,724	4%
Public Works	6,538,001	15%
Operating Budget	\$30,661,944	71%
Debt	519,100	1%
Capital	12,184,000	28%
Workers Comp	127,000	0%
Total	\$43,492,044	100%



Capital Projects at-a-Glance

FY 24-25 CIP Funding by Category



Category	Amount	% of Budget
Facilities	4,361,000	36%
Streets	3,950,000	32%
Drainage	1,553,000	13%
Environment	1,150,000	9%
CIP Contingency	400,000	3%
IT	300,000	2%
Foresty, Parks & Beach	100,000	1%
Fleet	270,000	2%
Libraries	100,000	1%
Total	\$12,184,000	100%

Category/Project	Budget
Streets- Paving	\$2,810,000
Streets- San Antonio Pathway	550,000
Streets- Sunset Ctr Retaining Wall	550,000
Streets- Lincoln/Fourth Trestle Bridge	40,000
Streets- Carpenter to Ocean Monterey Co.	0
Drainage- MTNP 3 Stream	335,000
Drainage- System Repairs	1,218,000
Facilities- PD Rennovation	3,239,000
Facilities- ADA	20,000
Facilities- Norton Garage	15,000
Facilities- Sunset Ctr N Lot Electrical Panel	100,000
Facilities- Vista Lobos: 3EV & Panel	460,000
Facilities- Facility Renovation	527,000
FP&B- Scenic Pathways	100,000
Env- Coastal Engineering Study	500,000
Env- Shorline Inf Repair	400,000
Env- Shorline Wall: Fourth Ave. Outfall	250,000
Env- PG&E Rule 20A Undergrounding	0
Library - Master Plan	100,000
CIP Contengency	400,000
IT- Council Chambers AV Upgrade	70,000
IT- Core Networks	50,000
IT- Network Firewalls	180,000
Fleet-Dump Truck	150,000
Fleet-Police EV	90,000
Fleet-Radios	30,000
Total	\$12,184,000

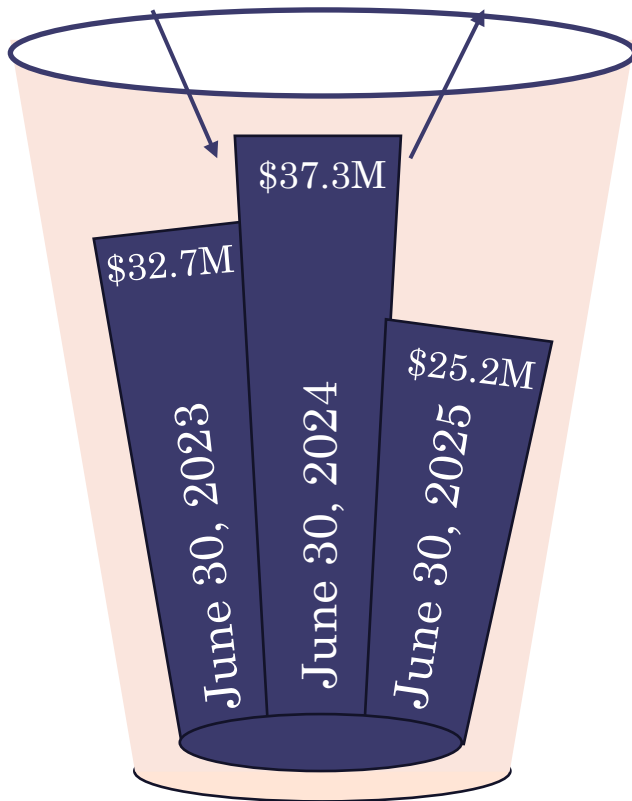


Fund Balance - Explained

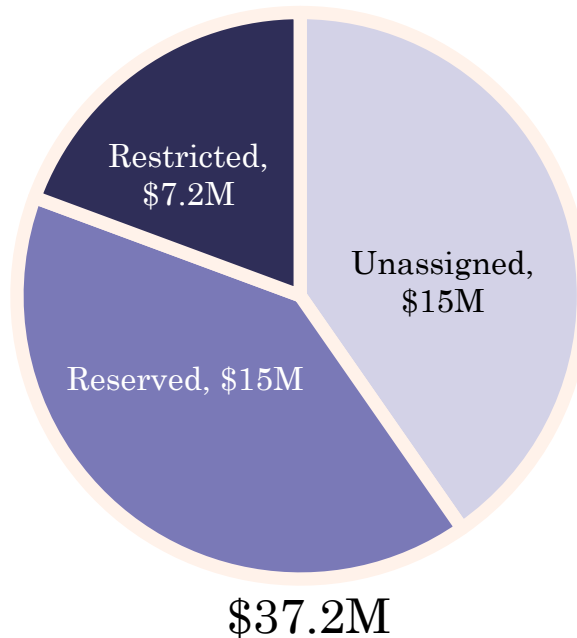
FY23-24
Surplus
\$4.6 M

FY 24-25
Deficit
(\$12.1M)

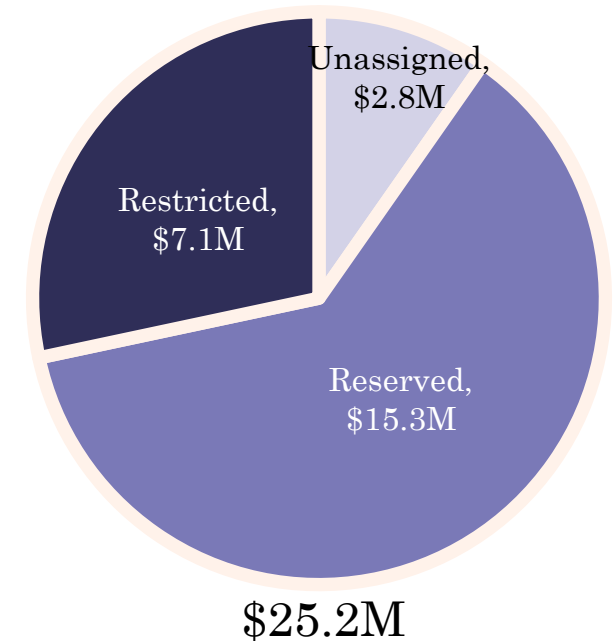
Fund Balance is the “bucket” that holds difference between budgeted revenues and budgeted expenditures.



ESTIMATE
June 30, 2024



ESTIMATE
June 30, 2025





Fund Balance - End of FY 23/24

REVENUE DOLLARS REMAINING
(NOT SPENT ON BUDGETED EXPENSES)



\$37.2M

RESERVE &
RESTRICTED
FUND BALANCE



\$22.2M

UNASSIGNED
FUND
BALANCE



\$15M



Projected Fund Balances – June, 2024

Projected Fund Balance June 30, 2024

Fund	Description	Audited Fund Balance June 2023	Revenue & Transfers In	Expenditures & Transfers Out	Estimated Fund Balance June 2024	Change in Fund Balance
101	General Fund	7,538,207	30,641,138	31,501,490	6,677,855	(860,352)
101	General Fund Reserve	6,994,965	3,066,671	2,596,535	7,465,102	470,137
101	General Fund Total	14,533,172	33,707,809	34,098,025	14,142,957	(390,215)
102	Hostelry	7,211,326	7,531,004	10,023,245	4,719,085	(2,492,241)
102	Hostelry Reserve	656,856	23,245	0	680,101	23,245
102	Hostelry Total	7,868,182	7,554,249	10,023,245	5,399,186	(2,468,996)
201	Gas Tax	536,346	179,934	179,934	536,346	0
202	Transportation Safety	856,226	231,779	302,757	785,248	(70,978)
203	COPS	10,817	144,492	155,309	0	(10,817)
204	Parking in Lieu	738,592	0	0	738,592	0
205	Asset Seizure	5,466	0	0	5,466	0
206	Local Measure Sales Tax	1,911,499	6,147,450	6,145,082	1,913,867	2,368
301	Capital Projects	3,676,973	8,890,335	1,973,367	10,593,941	6,916,968
401	Debt Service	26,805	528,044	527,868	26,981	176
501	Worker's Comp	259,716	59,219	33,643	285,292	25,576
502	OPEB Reserve	1,768,710	0	0	1,768,710	0
503	Veh & Eq Replacement	462,820	1,343,660	747,306	1,059,174	596,354
		32,655,324	58,786,971	54,186,536	37,255,759	4,600,435



Projected Fund Balances – June, 2025

Projected Fund Balance June 30, 2025						
Fund	Description	Estimated Fund Balance June	Revenue & Transfers In	Expenditures & Transfers Out	Estimated Fund Balance June 2025	Change in Fund Balance
101	General Fund	6,677,855	34,621,601	40,222,809	1,076,647	(5,601,208)
101	General Fund Reserve	4,398,431	195,311		4,593,742	195,311
101	Section 115 Pension Trust	3,066,671	1,000,000		4,066,671	1,000,000
101	General Fund Total	14,142,957	35,816,912	40,222,809	9,737,060	(4,405,897)
102	Hostelry	4,719,085	7,543,234	11,456,298	806,021	(3,913,064)
102	Hostelry Reserve	680,101	74,222		754,323	74,222
102	Hostelry Total	5,399,186	7,617,456	11,456,298	1,560,344	(3,838,842)
201	Gas Tax	536,346	169,695	574,678	131,363	(404,983)
202	Transportation Safety	785,248	238,421	862,016	161,653	(623,595)
203	COPS	0	158,000	158,000	0	0
204	Parking in Lieu	738,592			738,592	0
205	Asset Seizure	5,466			5,466	0
206	Local Measure Sales Tax	1,913,867	6,045,063	7,000,000	958,930	(954,937)
301	Capital Projects	10,593,941	10,478,459	11,614,000	9,458,400	(1,135,541)
401	Debt Service	26,981	519,100	519,100	26,981	0
501	Worker's Comp	285,292		127,000	158,292	(127,000)
502	OPEB Reserve	1,768,710			1,768,710	0
503	Veh & Eq Replacement	1,059,174		570,000	489,174	(570,000)
		37,255,759	61,043,106	73,103,901	25,194,964	(12,060,795)
	Unassigned	14,995,292	(12,153,695)		2,841,597	Unassigned
	Reserved	15,047,161	248,478		15,295,639	Reserved
	Restricted	7,213,306	(155,578)		7,057,728	Restricted



Recommendation

**Adopt Resolution 2024-047
Approving the FY 2024-25 Annual Operating
and Capital Budget**