



# **CITY OF SOLANA BEACH**

**ADOPTED BUDGET  
FY 2015-2016**

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## SUMMARY OF KEY REVENUE ASSUMPTIONS

As part of the Fiscal Year (FY) 2014-15 mid-year budget review process, the revenue assumptions included in the revenue forecasts were re-examined based on actual receipts for FY 2013-14 and emerging trends at the mid-point of the fiscal year. The revenue projections for FY 2015-16 are consistent with assumptions made and historical trends.

Sources used in developing the revenue projections include economic trends as reported in the national media, economic and fiscal information developed by the State Legislative Analyst and the State Department of Finance, the State Controller's Office and the County of San Diego. Ultimately, the 2015-16 revenue projections reflect the staff's best judgment about performance of the local economy and how it will affect City revenues.

### TOP SIX GENERAL FUND REVENUES

The following provides a brief description of the City's top six General Fund revenues along with the general assumptions used in preparing revenue projections for the 2015-16 budgets. These six revenue sources account for 84% of total budgeted General Fund revenues.

#### **General assumptions**

The FY 2015-16 revenue projections generally assume that the real estate market remains dynamic as sales and home values continue their upward trend as compared to the last two fiscal years. The City's revenues from development activities saw a significant increase in FY 2013-14. Development related revenues are expected to continue their growth another 20% in FY 2014-15, and for FY 2015-16, it is projected that these revenues will stabilize at a level close to FY 2014-15. Revenue from sales and use taxes will reflect a onetime increase due to the wind down of the State of California's "triple flip" revenue mechanism, but otherwise is expect to remain flat as compared to the FY 2014-15 Adopted Budget.

The percent changes in each of the revenue categories is a comparison of the FY 2015-16 proposed revenue amounts as compared to the FY 2014-15 projected revenue forecast.

#### 1. PROPERTY TAX

Under Proposition 13 adopted in June of 1978, property taxes for general purposes may not exceed 1% of market value. San Diego County performs the property tax assessment, collection and apportionment. Assessment increases to reflect current market values are allowed when property ownership changes or when improvements are made. Otherwise, the maximum increase in assessed value is 2% annually. The City's allocation is approximately .13 cents for every dollar of the 1% tax levy. Based on indications that the housing market continues to rebound, the City's mid-year estimates indicate an increase in property assessments and revenue collections by the County. As compared to the mid-year estimates, an increase of 3% for Property Taxes – Current is anticipated and that Property Taxes – Delinquent will remain flat at \$50,000 for a net increase of 2.9% for FY 2015-16.

2015-16 revenue	\$6,464,100
Increases by	2.9%
% of total revenue	41%

#### 2. SALES TAX

The City receives 1% from all taxable retail sales occurring within its boundaries. The State of California collects the sales tax for the City. The San Diego County sales tax rate of 8.0% is distributed as follows: 5.25% for the State General Fund; 1.0% for the City General

2015-16 revenue	\$3,266,000
Increases by	18%
% of total revenue	21%



## SUMMARY OF KEY REVENUE ASSUMPTIONS (Continued)

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Fund; 0.50% for the County of San Diego for transportation purposes; 0.75% for State programs, and 0.50% to fund Proposition 172.

Revenue was budgeted at \$2,846,500 for FY 2014-15, but expected revenues for the fiscal year are anticipated to be approximately \$97,900 less the amount budgeted. As compared to the anticipated FY 2014-15 revenues, sales tax is projected to increase by 18% for FY 2015-16. This sizable increase is primarily due to the wind-down of the triple flip in which a onetime distribution of sales tax will be distributed through the County of San Diego in FY 2015-16.

### 3. MOTOR VEHICLE IN-LIEU (VLF)

Vehicle licenses fees in the amount of 2% of the market value of the motor vehicle are imposed by the State annually in lieu of local property taxes. The State allocates 81.25% of these revenues equally between cities and counties, apportioned based on population. Any increase in this revenue source is tied to the increase in the City's property tax calculations. Staff is anticipating that the VLF account for FY 2015-16 will increase 3% as compared to mid-year estimates which will produce \$1,348,000 of revenue.

2015-16 revenue \$1,348,000  
Increases by 3%  
% of total revenue 8%

### 4. TRANSIENT OCCUPANCY TAX (TOT)

The TOT tax is levied on transients for the privilege of occupying lodgings on a temporary basis. The tax rate is currently 13% which is added to the price of a room. The hotels collect the tax and transmit it to the City monthly. The budget anticipates the collection of \$1,060,000 in the General Fund which is an increase of 17% over the FY 2014-15 Adopted Budget. The increase is based on expected receipts through FY 2014-15 using mid-year estimates and historical data.

2015-16 revenue \$1,060,000  
Increases by 3.9%  
% of total revenue 7%

### 5. FRANCHISE FEES

This revenue source comprises gas & electric, waste, and cable franchise contracts and including other fees that are included as part of the contracts. The budget anticipates total franchise fees of \$708,000 for FY 2015-16. This is based upon the current year's projected receipts and anticipates no change in the revenue stream over the prior fiscal year.

2015-16 revenue \$708,000  
No change  
% of total revenue 4%

### 6. FIRE BENEFIT FEE

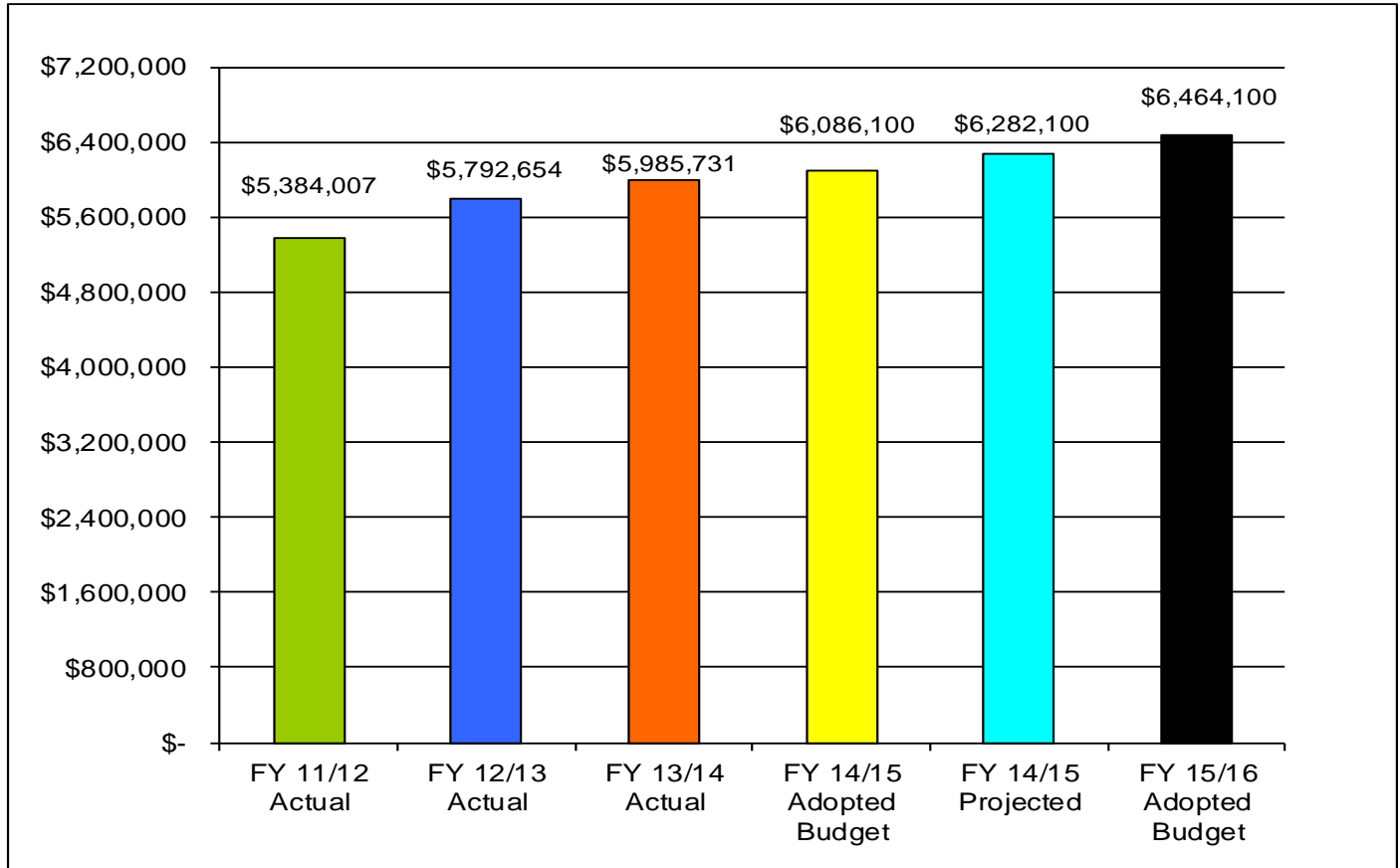
This revenue source is expected to remain flat for 2015-16. The fee is collected from all properties in the City to assist in providing fire prevention services.

2015-16 revenue \$440,000  
No change  
% of total revenue 3%

# REVENUES

## PROPERTY TAX

### 2011-12 THROUGH 2015-16



Property taxes represent the City's most significant source of revenue. Property Tax is imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (movable property). The tax is based upon the assessed value of such property.

The combined city, county, school district and special district property tax rate is 1% of assessed value. Prior to the passage of Proposition 13 in 1978, cities had the authority to set the property tax rate, which meant that it could be raised or lowered depending upon the funding that was needed to balance the budget. After the imposition of Proposition 13, however, the property tax rate may not exceed the 1% limit except to retire debt approved by the voters prior to July 1, 1978.

Cities, counties, school districts and special districts share the revenues from the 1% property tax. The county allocates revenues to these agencies according to the proportion of property tax revenues allocated to each agency in the previous year. When territory is annexed by a city, the

county, and the special districts must negotiate how the property tax revenues from that area will be split. In San Diego County, the cities and the county have agreed upon formulas to determine the property tax split for jurisdictional changes.

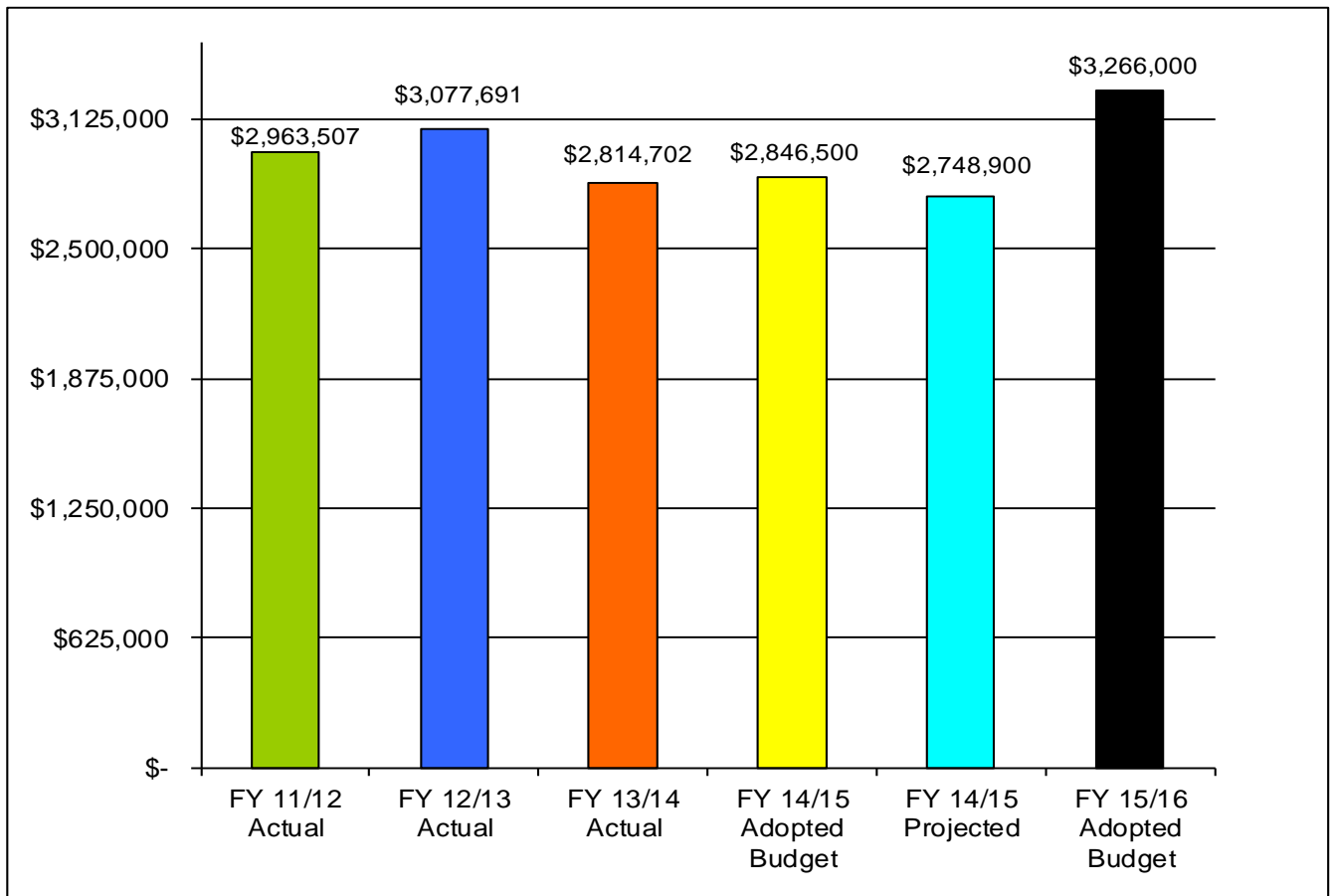
To understand how much of the property tax is actually paid to the City of Solana Beach, the following example is provided: property taxes based on \$200,000 of assessed valuation would be approximately \$2,000; Solana Beach would receive 13.4% or \$268 of the total property taxes paid depending on the tax rate area. The remainder would be paid to the county, schools, and various districts.

Revenue estimates were based on historical trends and estimates obtained from the Tax Assessor's Office of the County of San Diego. Property Taxes are estimated to be \$6,464,100 in FY 2015-16, which represent 41% of the total General Fund revenues.

## REVENUES

### SALES TAX

#### 2011-12 THROUGH 2015-16



Sales and use tax is imposed on retailers for the privilege of selling at retail or on products purchased outside the state for use in California. The tax is based on the sales price of any taxable transaction of tangible personal property. Leases are considered to be a continuing sale or use and are subject to taxation.

As a part of their general business license tax authority, California cities have long had authority to levy and collect local sales taxes. In 1955, the Bradley-Burns Uniform Local Sales and Use Tax Law was adopted. This extended the authority to impose local sales taxes to counties and permitted cities and counties to contract with the State Board of Equalization for administration of the tax. Because of the advantages of having the State administer the local sales tax, every city currently levies its sales tax according to the provisions of the Bradley-Burns law.

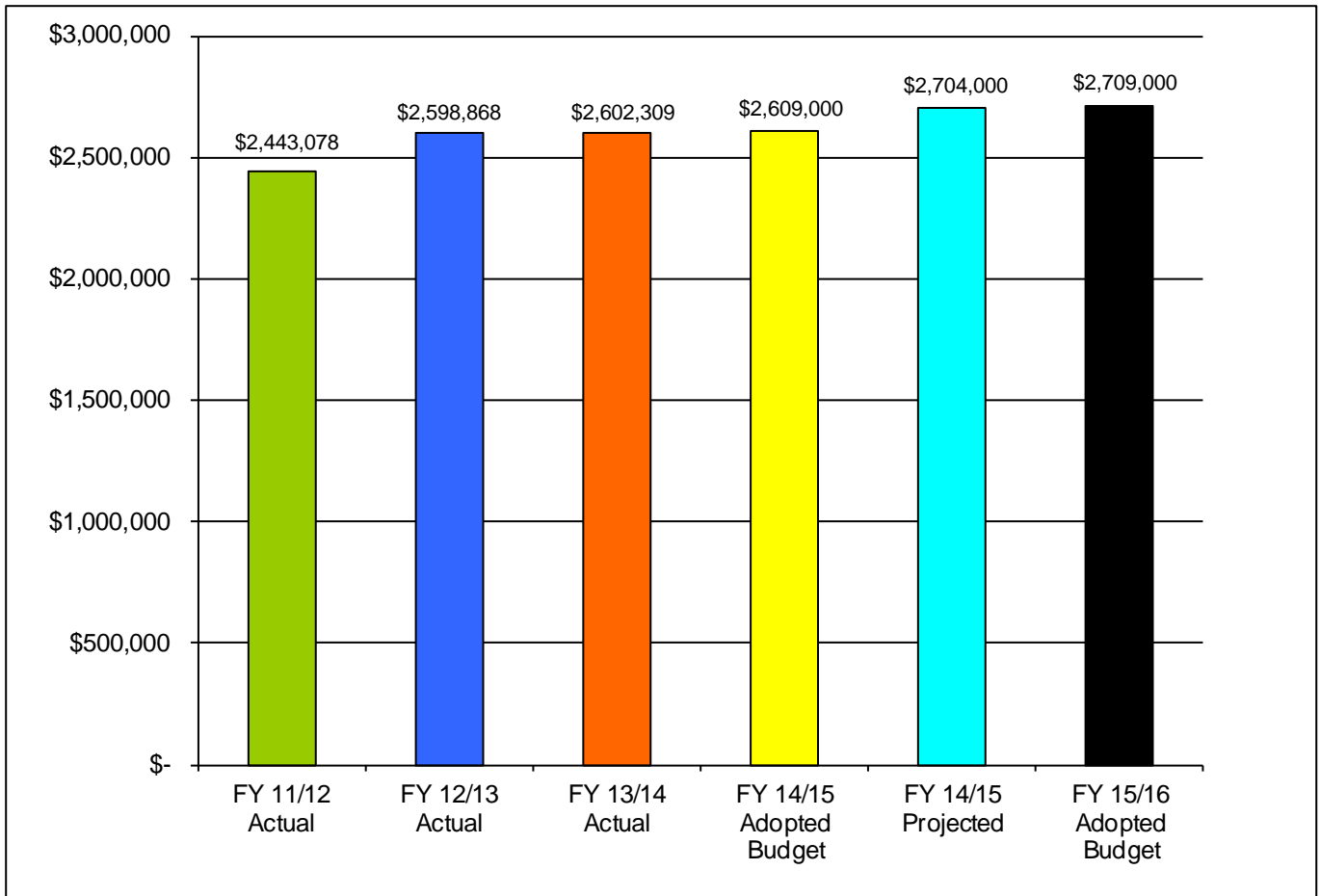
Bradley-Burns sets the local sales tax rate at 1.25%. The .25% portion of the tax goes to local transportation agencies, while 1% is for city or county general purposes.

Sales and use taxes generate approximately 21% of the total General Fund revenue, the second largest revenue source for the City of Solana Beach. Sales tax continues to be a vital part of the City's revenue stream. The total sales tax revenue projected is \$3,266,000 for FY 2015-16.

Due to the "triple flip", the City's advances received from the State Board of Equalization and the County impact the timing between fiscal years and receipts. The "triple flip" is expected to wind down in FY 2015-16 and the City will receive a one-time distribution of "triple flip" revenue.

## REVENUES

## OTHER TAXES AND FEES 2011-12 THROUGH 2015-16



**FIRE BENEFIT FEE:** The Fire Benefit Fee is imposed on all properties in the City of Solana Beach. This fee was enacted by a vote of the people in 1980 in order to help provide fire-related services in the City. The fee for a residence is based on 5 units, with each unit equaling \$10. Therefore, a residential unit pays \$50 per year in Fire Benefit Fees. In addition, all commercial properties contribute to this fee based on the size of the property.

**FRANCHISE FEES:** Several statutes provide cities with authority to impose fees on privately owned utility companies and other businesses for the privilege of using city streets. The City levies franchise fees on gas, electricity, refuse, and cable television companies. These include Waste Management, EDCO, SDG&E, Southern California Gas, Cox Cable, Time Warner Cable and AT&T. Telephone companies and railroads are exempt from local franchising authority. Revenue estimates for 2015-16 are based on historical trends, negotiated agreements, and previous year's receipts. The budget anticipates collections of \$708,000 for FY 2015-16. Revenues from this

source represent 4% of the Total General Fund revenue.

**TRANSIENT OCCUPANCY TAXES:** This tax is levied for the privilege of occupying lodgings on a transient basis. Better known as TOT, the tax rate is 13% and added to the price of the room. The General Fund receives a rate of 10% of the 13%. The other 3% goes to the Coastal Business/Visitors and Sand Replenishment CIP funds. TOT revenues for the General Fund are estimated to be \$1,060,000 for FY 2015-16 and represent 7% of the total General Fund revenue.

**REAL PROPERTY TRANSFER TAX:** Real property transfer tax is levied on property when it is sold. This tax is set at \$1.10 per \$100 of valuation with the City receiving 50% or \$.55 per \$100 and the County of San Diego receiving the other \$.55.

**SOLID WASTE FEE:** The budget includes \$247,000 to offset the costs associated with the State mandated stormwater program.

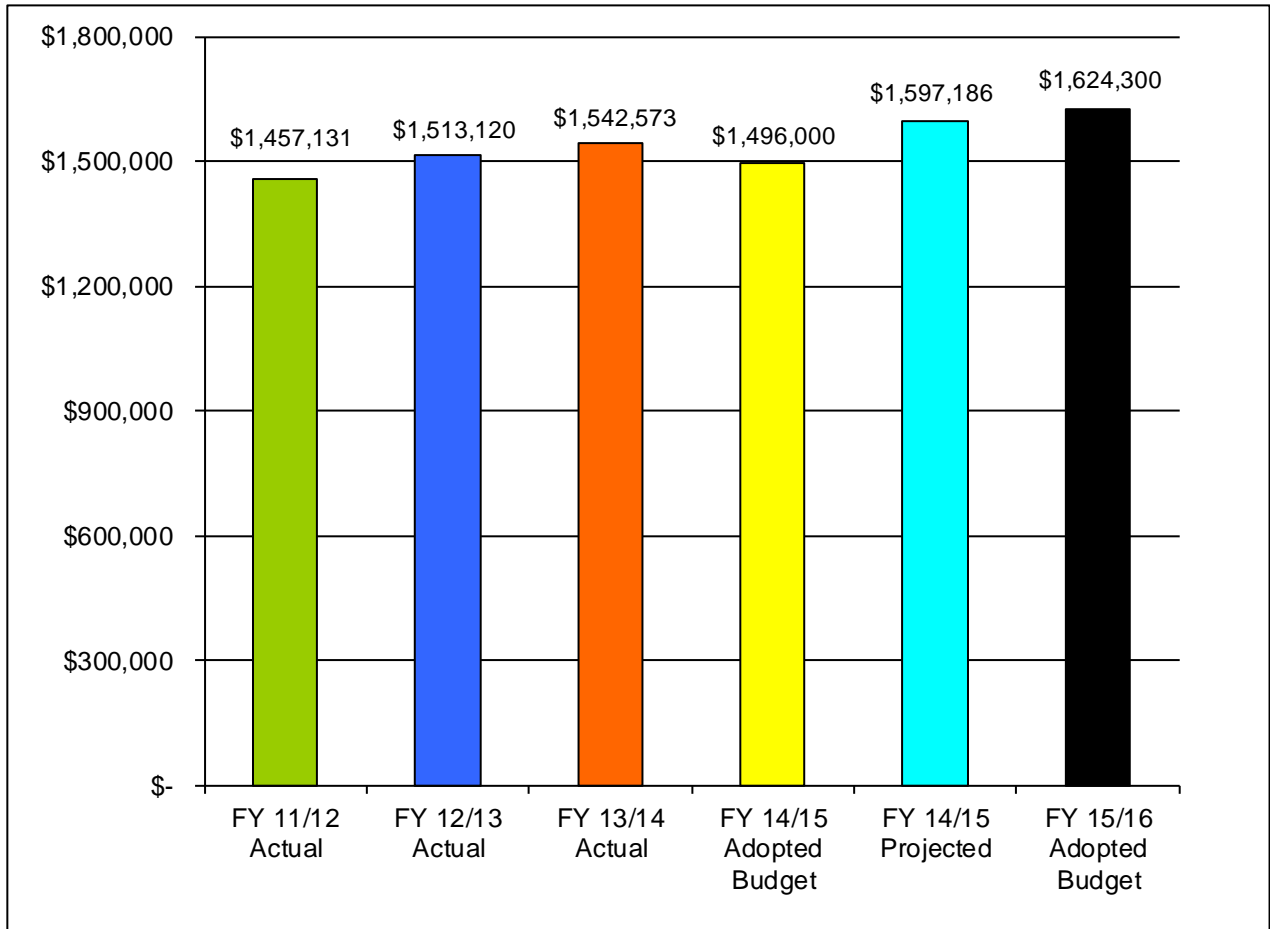
# REVENUES

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## INTERGOVERNMENTAL REVENUE

### 2011-12 THROUGH 2015-16

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Approximately 10% of General Fund revenues come from other governmental agencies, primarily from state shared revenues. Known as subventions, these shared revenues may be in lieu of local taxes, replacement revenue for taxes previously levied by cities, or general state assistance for specific purposes.

**MOTOR VEHICLE IN-LIEU FEES:** At one time, motor vehicles were taxed as personal property. However, because local administration of this tax on vehicles proved inequitable and easy to evade, the state repealed the local property tax on vehicles and enacted a state vehicle license fee in lieu of the property tax. The fee is imposed for the privilege of operating a vehicle on the public highways. The fee is set at 2% of the depreciated market value of all motor vehicles and must be paid annually. Based on the population estimate of 13,783 (per the State Department of Finance) and data from the State Controller's Office, the City expects to receive \$1,348,000 from this revenue source in FY 2015-16.

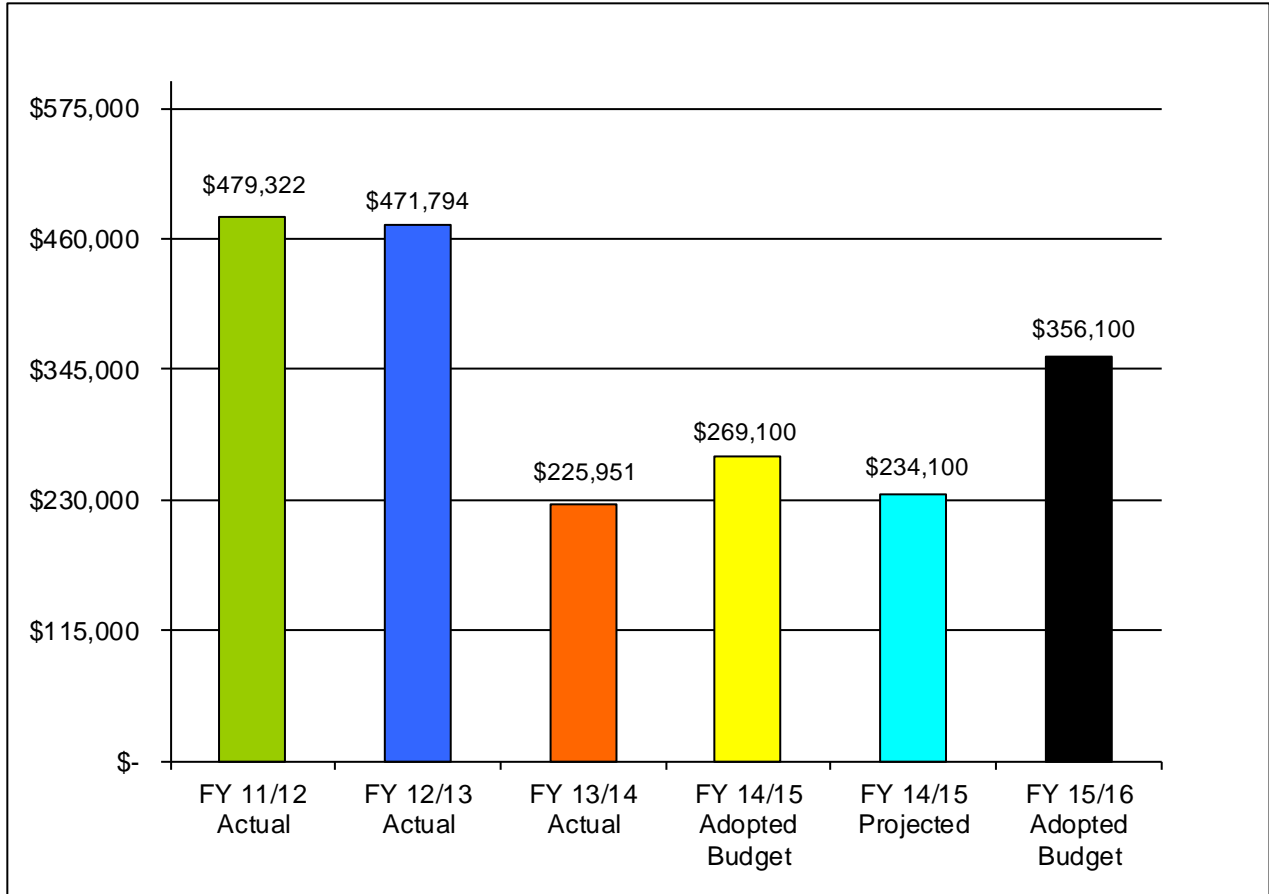
**OTHER STATE & FEDERAL REVENUES:** This category includes revenue received from the State Homeowners Exemption. Every homeowner in California is entitled to an exemption of \$7,000 per year for the residence they own and occupy on January 1 of every year. The City receives a portion of the fee that is collected.

**OFF-TRACK BETTING:** These funds are derived from satellite wagering at the Del Mar Race Track. The City of Solana Beach, along with the City of Del Mar and the County of San Diego, receives a percentage of the handle from the racetrack to help mitigate impacts caused by activities at the fairgrounds. This source is expected to generate about \$50,000 in FY 2015-16 for the City.

# REVENUES

## OTHER REVENUE

### 2011-12 THROUGH 2015-16



The "Other Revenue" category includes refunds, reimbursements, and miscellaneous revenues (\$110,000) received in the ordinary course of business.

This category also includes funds received (\$146,600) from other funds (i.e. Sanitation, Street Lighting etc.) for the administrative services provided by City service departments (City Council, City Manager, City Clerk, Legal, Finance, Human Resources, and Non-Departmental).

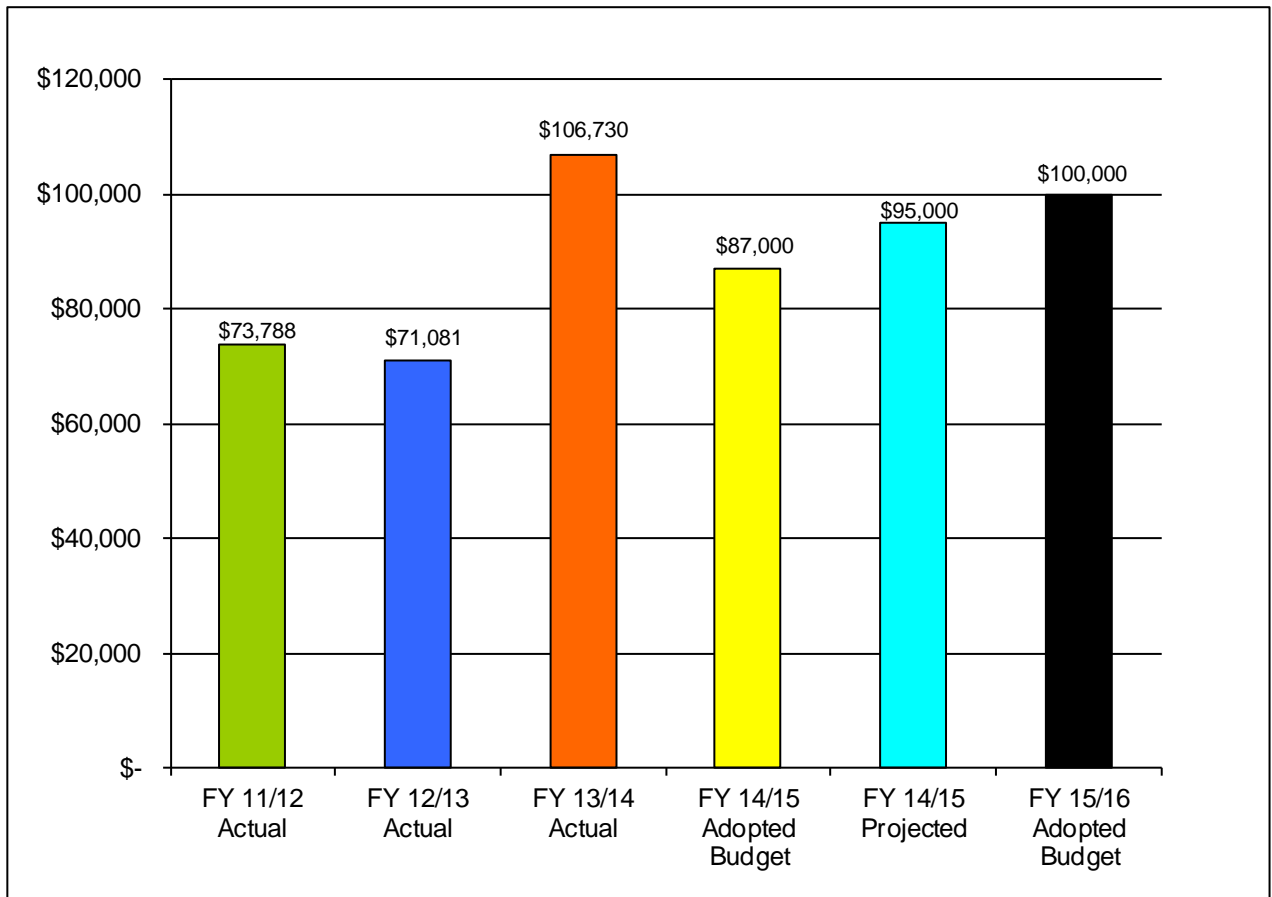
In FY 2015-16, a new revenue source named

"Fund Balance Reserve Recognition" was added to this category and budgeted at \$87,000. This account captures the recognition of fund balance reserves and designations to offset expenditures paid from these fund balance categories.

Beginning in FY 2012-13, the Junior Lifeguard Program moved to a camp fund in the special revenue funds. This move is reflected in the approximately \$200,000 reduction in revenues subsequent to FY 2012-13 as compared to prior fiscal years.

# REVENUES

## USE OF MONEY AND PROPERTY 2011-12 THROUGH 2015-16



**INTEREST INCOME:** Interest income is derived from the investment of City funds. The City pools its funds for investment purposes. These pooled funds are invested in the Local Agency Investment Fund (LAIF) with the State of California. Investment earnings are all allocated to the General Fund unless otherwise required by law. Statutory allocations to restricted funds are made in proportion to the ratio of restricted fund balances to the total pooled balances.

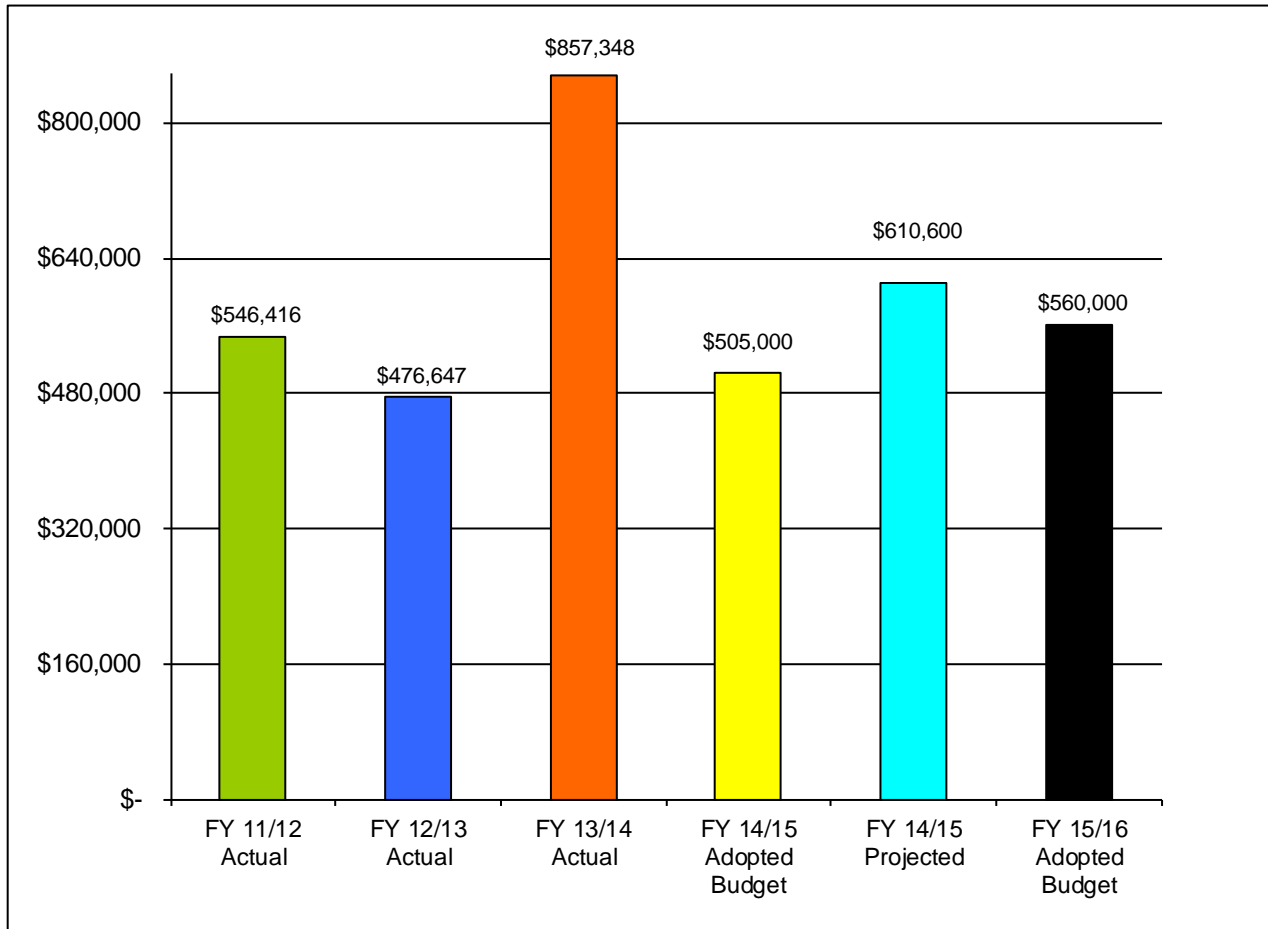
Interest income is expected to decrease due to the lower short term interest rates and steady inflation. While the portfolio will be slightly larger, interest rates are estimated to be 0.2% for FY 2015-16 and the General Fund expects to receive \$25,000 from interest earnings in FY 2015-16

**PROPERTY RENTAL:** These funds are derived from the rental of Fletcher Cove Community Center and the La Colonia Park Community Center. In addition, this category also includes the rental of space at the Fire Station to CSA 17 for housing the ambulance and paramedics.

# REVENUES

## SERVICE CHARGES

### 2011-12 THROUGH 2015-16



**SERVICE CHARGES:** A service charge is a fee imposed upon the user of a service provided by the City. A service charge can be levied when the service can be measured and sold in marketable units and the user can be identified. The rationale behind service charges is that certain services are primarily for the benefit of individuals rather than the general public. Thus the individual benefiting from a service should pay the cost of that service.

Service charges differ from license and permit fees in that the latter are designed to reimburse the city for costs related to regulatory activities.

Service charges, on the other hand, are imposed

to support services to individuals.

Service charges include planning and zoning services, subdivision review, engineering services, and recreation services, etc.

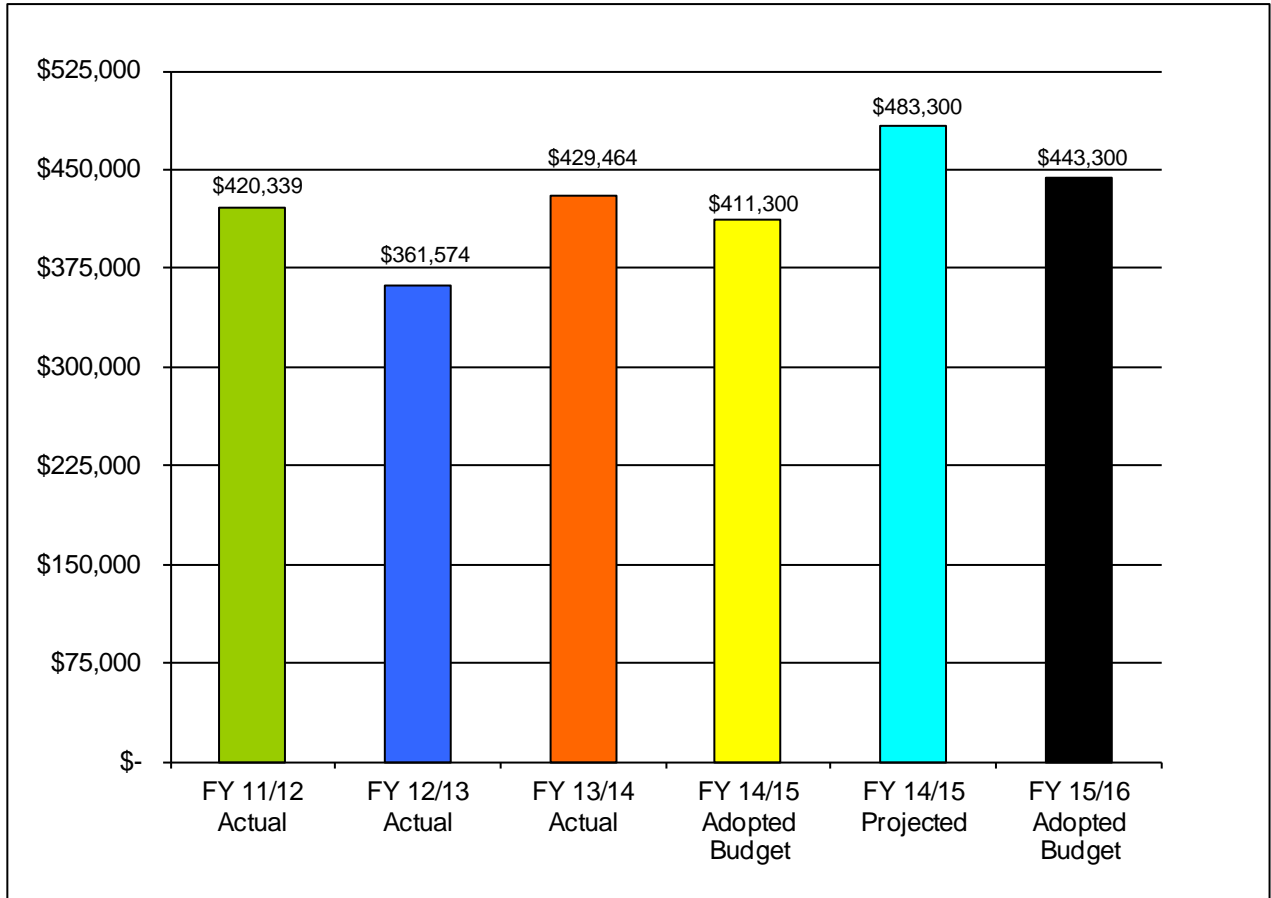
The City is expected to complete a Cost Allocation and User Fee Study in FY 2015-16 to support the full cost recovery of fees that the City charges.

The General Fund expects to receive \$560,000 in revenue from service charges in FY 2015-16.



## REVENUES

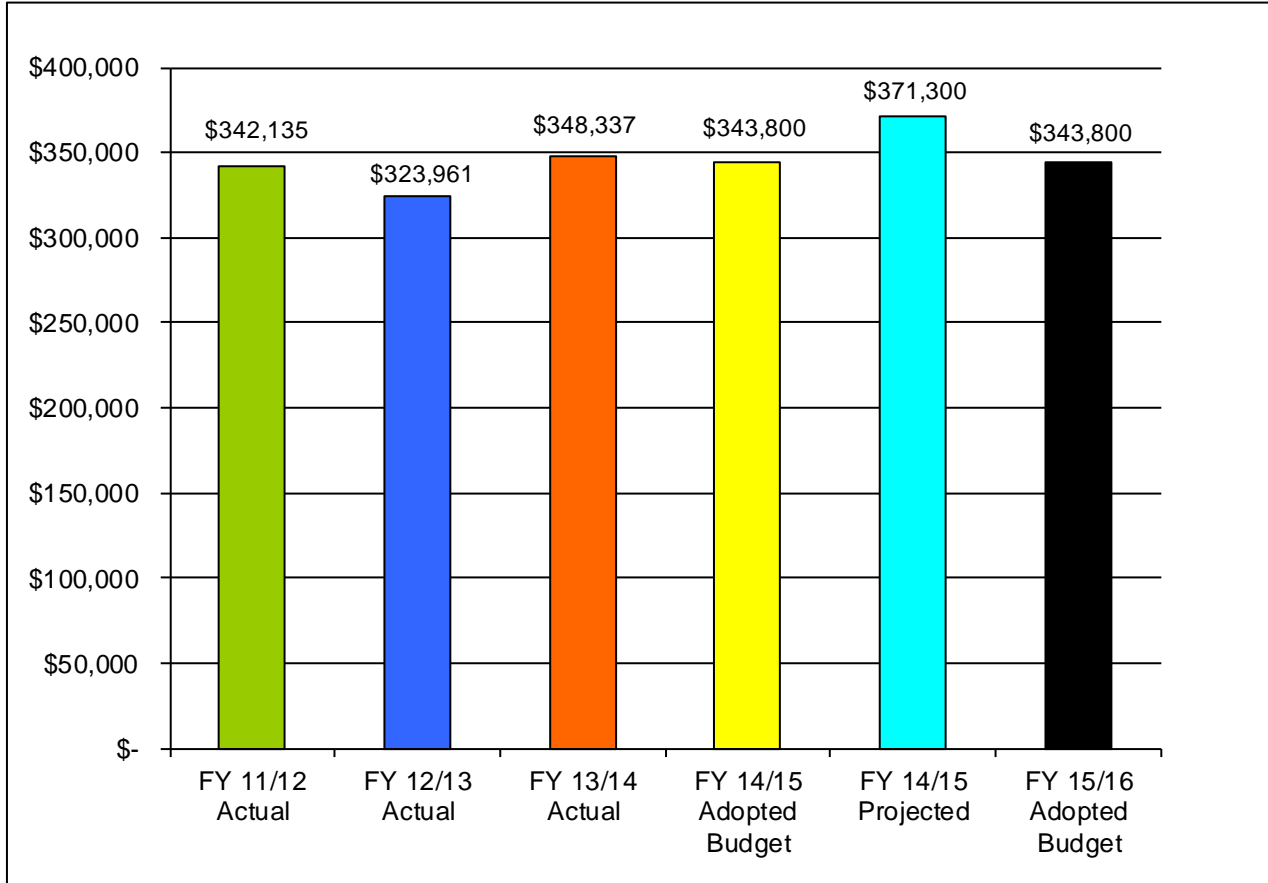
### LICENSES AND PERMITS 2011-12 THROUGH 2015-16



**LICENSES AND PERMITS:** The State Constitution through the police power (Article XI, Section 7), as well as various statutes, gives cities the authority to engage in certain regulatory activities in the interest of the overall community. Cities may charge license and permit fees as a means of recovering the cost of regulation. These fees may not exceed the actual cost of the regulatory activity.

Fees are commonly charged for building permits, business registration fees, animal licenses, and special permits. The largest source of revenue in this category is for building related permits, from which the City receives 25% of the total fees collected. The remaining 75% is paid to Esgil Corporation for performing building permit services for the City. The City anticipates generating \$443,300 in license and permit fees in FY 2015-16.

**REVENUES**  
**FINES AND PENALTIES**  
**2011-12 THROUGH 2015-16**



**VEHICLE CODE FINES:** Cities share with the county all fines collected upon conviction of a misdemeanor or an infraction in any municipal or justice court. In addition, they share bail monies forfeited following a misdemeanor or infraction charge when such fines or forfeiture results from a misdemeanor or infraction committed within city boundaries. Distribution of these revenues varies depending upon whether the fine or forfeiture is derived from a Vehicle Code violation or some other violation and upon the employing agency of the arresting officer. Vehicle Code fines are expected to raise an estimated \$50,000 in FY 2015-16.

**PARKING CITATION FINES:** Parking citations are issued by both the City's Code Enforcement staff and the Sheriff's Department. The City contracts with the Sheriff's Department to provide law enforcement for the City of Solana Beach.

Parking citations are expected to raise \$90,000 in revenue for FY 2015-16.

**RED LIGHT CITATIONS:** The City installed red light cameras at two busy intersections in an effort to reduce the running of red lights. Each violation carries a \$490 fine and the City anticipates grossing \$200,000 in FY 2015-16. The City pays a flat monthly fee to a third party vendor who administers the citation program.

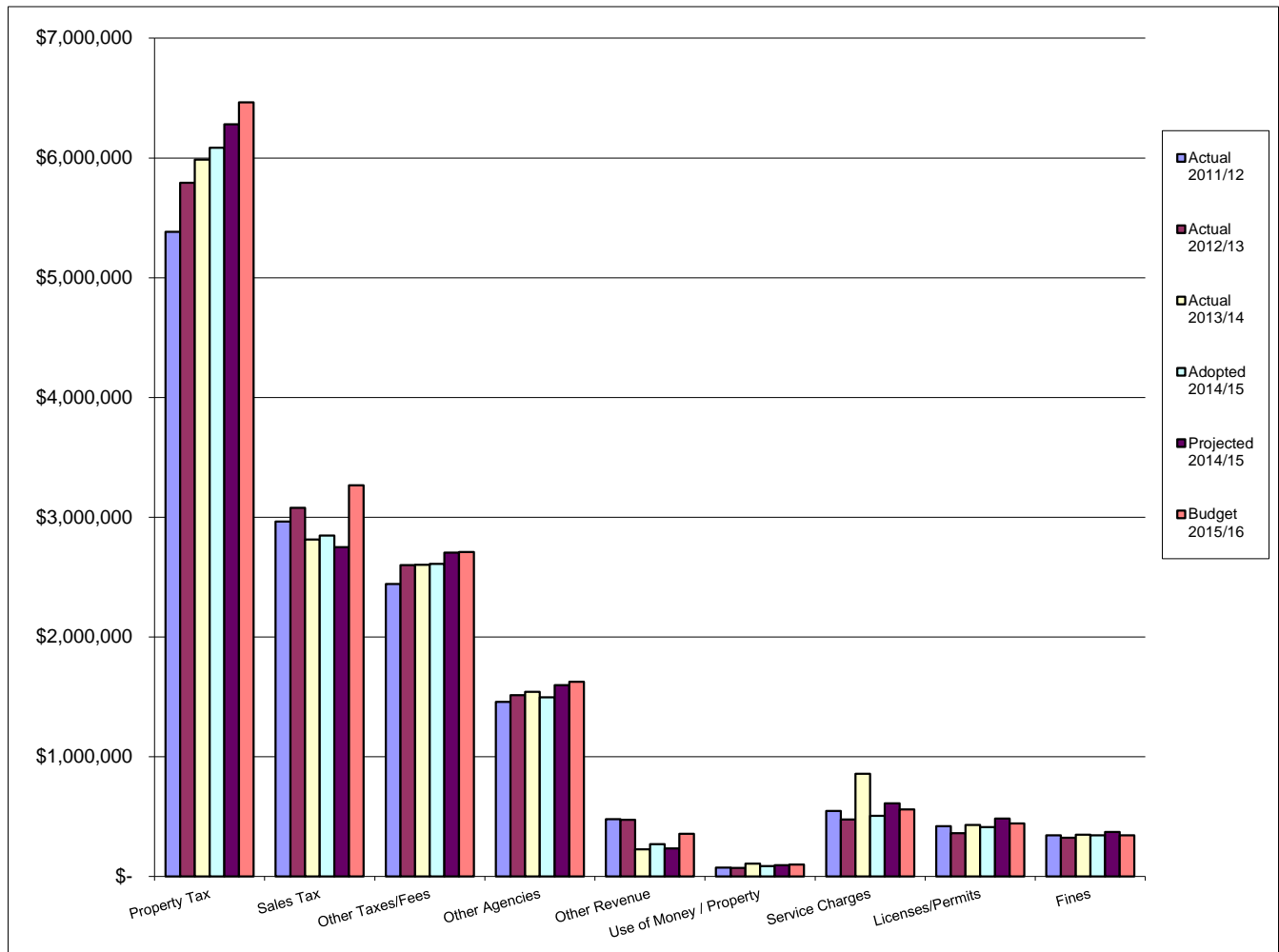
**MISCELLANEOUS:** The remaining \$3,800 is comprised of anticipated revenues to be received from false alarm fees and administrative citations.

# REVENUES

## GENERAL FUND MIX AND TREND

### 2011/12 Through 2015/16

	Actual 2011/12	Actual 2012/13	Actual 2013/14	Adopted 2014/15	Projected 2014/15	Adopted Budget 2015/16
Property Tax	\$ 5,384,007	\$ 5,792,654	\$ 5,985,731	\$ 6,086,100	\$ 6,282,100	\$ 6,464,100
Sales Tax	2,963,507	3,077,691	2,814,702	2,846,500	2,748,900	3,266,000
Other Taxes/Fees	2,443,078	2,598,868	2,602,309	2,609,000	2,704,000	2,709,000
Other Agencies	1,457,131	1,513,120	1,542,573	1,496,000	1,597,186	1,624,300
Other Revenue	479,322	471,794	225,951	269,100	234,100	356,100
Use of Money / Property	73,788	71,081	106,730	87,000	95,000	100,000
Service Charges	546,416	476,647	857,348	505,000	610,600	560,000
Licenses/Permits	420,339	361,574	429,464	411,300	483,300	443,300
Fines	342,135	323,961	348,337	343,800	371,300	343,800
<b>TOTAL REVENUES</b>	<b>\$ 14,109,723</b>	<b>\$ 14,687,390</b>	<b>\$ 14,913,145</b>	<b>\$ 14,653,800</b>	<b>\$ 15,126,486</b>	<b>\$ 15,866,600</b>





## CITY OF SOLANA BEACH FY 2014-2015 AND 2015-2016 BUDGET - FUND BALANCE

FUND #	FUND NAME	FISCAL YEAR 2014-2015				FISCAL YEAR 2015-2016		
		07/01/14 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	PROJ 06/30/15 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	PROJ 06/30/16 FUND BALANCE
<b>GENERAL FUND (Major Fund)</b>								
<b>RESERVES</b>								
	Public Facilities	189,061	4,000	-	193,061	25,000	50,000	168,061
	Park Fees	29,703	-	-	29,703	-	-	29,703
	Community Television Production	56,179	27,000	27,000	56,179	27,000	57,000	26,179
	Street Sweeping	118,178	-	43,400	74,778	45,000	45,500	74,278
	In-Lieu Housing Fees	100,786	-	-	100,786	-	-	100,786
	Parks & Recreation	23,085	-	-	23,085	-	-	23,085
	Public Arts	11,151	-	-	11,151	-	7,000	4,151
	<b>TOTAL RESERVES</b>	<b>528,143</b>	<b>31,000</b>	<b>70,400</b>	<b>488,743</b>	<b>97,000</b>	<b>159,500</b>	<b>426,243</b>
<b>DESIGNATIONS</b>								
	Contingencies (17% of operating exp)	2,335,600	-	-	2,335,600	215,000	-	2,550,600
	Housing	1,499,500	-	-	1,499,500	-	-	1,499,500
	<b>TOTAL DESIGNATIONS</b>	<b>3,835,100</b>	<b>-</b>	<b>-</b>	<b>3,835,100</b>	<b>215,000</b>	<b>-</b>	<b>4,050,100</b>
	<b>TOTAL UNDESIGNATED</b>	<b>4,049,240</b>	<b>15,095,486</b>	<b>14,658,130</b>	<b>4,486,596</b>	<b>15,554,600</b>	<b>15,455,500</b>	<b>4,585,696</b>
001	<b>SUBTOTAL GENERAL FUND</b>	<b>8,412,483</b>	<b>15,126,486</b>	<b>14,728,530</b>	<b>8,810,439</b>	<b>15,866,600</b>	<b>15,615,000</b>	<b>9,062,039</b>
120	Risk Management Insurance	851,120	426,465	370,763	906,822	195,800	597,750	504,872
125	Workers' Compensation Insurance	670,596	272,641	301,408	641,829	275,500	410,900	506,429
135	Asset Replacement	1,877,267	319,600	244,234	1,952,633	376,600	252,500	2,076,733
140	Facilities Replacement	-	100,000	-	100,000	150,000	-	250,000
150	PERS Side Fund	(2,008,165)	469,612	47,694	(1,586,247)	484,900	37,700	(1,139,047)
	<b>TOTAL GENERAL FUND</b>	<b>9,803,301</b>	<b>16,714,804</b>	<b>15,692,629</b>	<b>10,825,476</b>	<b>17,349,400</b>	<b>16,913,850</b>	<b>11,261,026</b>
<b>SPECIAL REVENUE FUNDS (Non-Major Funds)</b>								
202	State Gas Tax Fund	625,680	397,987	487,449	536,218	297,900	402,100	432,018
<b>Special Districts</b>								
203	MID 33 Highway 101	377,854	95,600	96,852	376,602	95,600	101,400	370,802
204	MID 9C Santa Fe Hills	12,528	261,550	245,300	28,778	261,500	252,200	38,078
205	MID 9E Isla Verde	3,353	6,000	6,000	3,353	6,000	6,000	3,353
207	MID 9H San Elijo #2	119,977	92,700	83,100	129,577	92,700	83,100	139,177
208	Coastal Rail Trail Maintenance District	63,135	72,570	72,500	63,205	72,500	72,500	63,205
211	Street Light District	1,207,462	420,300	326,641	1,301,121	420,300	346,700	1,374,721
	<b>Total Special Districts</b>	<b>1,784,309</b>	<b>948,720</b>	<b>830,393</b>	<b>1,902,636</b>	<b>948,600</b>	<b>861,900</b>	<b>1,989,336</b>
213	Developer Pass-Thru	75,914	426,124	402,070	99,968	100,000	100,000	99,968
214	Fire Mitigation Fees	9,061	1,000	9,000	1,061	1,000	-	2,061
215	Department of Boating & Waterways	60,958	-	1,900	59,058	-	-	59,058
219	COPS	114,863	100,120	100,000	114,983	100	100,000	15,083
228	Transnet Extension	51,512	113,870	127,093	38,289	508,000	200,000	346,289
240	CDBG	(31,087)	14,279	20,950	(37,758)	-	-	(37,758)
241	CALTRANS	59,634	-	-	59,634	-	-	59,634
244	TEA21/STEPA	(128,296)	-	-	(128,296)	-	-	(128,296)
245	TEA	(40,674)	-	-	(40,674)	-	-	(40,674)
246	Miscellaneous Grants	(22,654)	136,000	70,376	42,970	-	-	42,970
250	Coastal Business/Visitors TOT	298,749	104,400	45,500	357,649	106,400	45,500	418,549

## CITY OF SOLANA BEACH FY 2014-2015 AND 2015-2016 BUDGET - FUND BALANCE

FUND #	FUND NAME	FISCAL YEAR 2014-2015				FISCAL YEAR 2015-2016			
		07/01/14 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	PROJ 06/30/15 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	PROJ 06/30/16 FUND BALANCE	
255	Camp Programs	155,320	250,000	248,809	156,511	250,000	306,600	99,911	
263	Housing	428,396	500	-	428,896	500	-	429,396	
265	Affordable Housing Grant	301,739	300	36,663	265,376	300	-	265,676	
270	Public Safety Special Revenue	71,015	48,610	32,793	86,832	49,500	24,000	112,332	
<b>TOTAL SPECIAL REVENUE FUNDS</b>		<b>3,814,439</b>	<b>2,541,910</b>	<b>2,412,996</b>	<b>3,943,353</b>	<b>2,262,300</b>	<b>2,040,100</b>	<b>4,165,553</b>	
<b>DEBT SERVICE FUNDS (Non-Major Funds)</b>									
317	Public Facilities	80	149,000	149,000	80	149,000	149,000	80	
320	Capital Leases	24,402	70,400	70,374	24,428	70,400	70,400	24,428	
<b>TOTAL DEBT SERVICE FUNDS</b>		<b>24,482</b>	<b>219,400</b>	<b>219,374</b>	<b>24,508</b>	<b>219,400</b>	<b>219,400</b>	<b>24,508</b>	
<b>CAPITAL PROJECTS FUNDS (Non-Major Funds)</b>									
420	Public Improvement Grant	632,428	1,700	377,338	256,790	1,000	209,000	48,790	
450	Sand Replenishment TOT	331,833	214,400	314,350	231,883	212,400	149,100	295,183	
459	City CIP Fund	349,502	695,248	881,461	163,289	372,000	534,900	389	
47X	Assessment Districts	157,922	150	-	158,072	100	-	158,172	
<b>TOTAL CAPITAL PROJECTS FUNDS</b>		<b>1,471,685</b>	<b>911,498</b>	<b>1,573,149</b>	<b>810,034</b>	<b>585,500</b>	<b>893,000</b>	<b>502,534</b>	
<b>PROPRIETARY FUNDS (Major Fund)</b>									
509	Sanitation Net Position (Undesignated)	27,155,489	5,008,339	5,644,261	26,519,567	7,062,425	9,124,100	24,457,892	
<b>TOTAL PROPRIETARY FUNDS</b>		<b>27,155,489</b>	<b>5,008,339</b>	<b>5,644,261</b>	<b>26,519,567</b>	<b>7,062,425</b>	<b>9,124,100</b>	<b>24,457,892</b>	
<b>SUCCESSOR AGENCY</b>									
65X	Successor Agency Net Position (not including Long-Term Debt)	405,693	566,847	599,861	372,679	550,000	561,700	360,979	
<b>TOTAL PRIVATE PURPOSE TRUST FUND</b>		<b>405,693</b>	<b>566,847</b>	<b>599,861</b>	<b>372,679</b>	<b>550,000</b>	<b>561,700</b>	<b>360,979</b>	
<b>TOTAL FUND BALANCE - ALL FUNDS</b>		<b>42,675,089</b>	<b>25,962,798</b>	<b>26,142,270</b>	<b>42,495,617</b>	<b>28,029,025</b>	<b>29,752,150</b>	<b>40,772,492</b>	

## REVENUE SUMMARY BY FUND

FUND	DESCRIPTION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED BUDGET
001	GENERAL FUND	14,725,083	14,913,145	14,653,800	15,126,486	15,866,600
120	RISK MANAGEMENT/INSURANCE	379,044	580,740	406,900	426,465	195,800
125	WORKER'S COMPENSATION INS	490,883	492,060	262,800	272,641	275,500
135	ASSET REPLACEMENT	314,295	314,929	314,900	319,600	376,600
140	FACILITIES REPLACEMENT	-	-	100,000	100,000	150,000
150	PERS SIDE FUND	440,514	454,831	465,600	469,612	484,900
202	GAS TAX	321,457	439,920	352,800	397,987	297,900
203	MID 33 HIGHWAY 101	104,750	108,470	95,600	95,600	95,600
204	MID 9C SANTA FE HILLS	262,598	267,898	258,600	261,550	261,500
205	MID 9E ISLA VERDE	6,084	5,980	6,000	6,000	6,000
207	MID 9H SAN ELIJO #2	97,318	98,935	92,700	92,700	92,700
208	CRT MAINTENANCE DISTRICT	70,144	72,074	72,500	72,570	72,500
211	STREET LIGHT DISTRICT	491,567	469,602	421,300	420,300	420,300
212	PROPOSITION A/TRANSNET NM	-	-	-	-	-
213	DEVELOPER PASS-THRU	30,027	-	100,000	426,124	100,000
214	FIRE MITIGATION FEES	2,569	1,135	3,000	1,000	1,000
215	BOATING & WATERWAYS	340,624	25	-	-	-
218	TRANSNET MOTORIZED	-	-	-	-	-
219	COPS	100,000	100,051	-	100,120	100
220	TDA	-	-	-	-	-
228	TRANSNET II	3,623	6,663,152	550,000	113,870	508,000
240	CDBG	101,582	-	-	14,279	-
241	CALTRANS	-	-	-	-	-
244	TEA21/ISTEA	-	-	-	-	-
245	TEA	-	-	-	-	-
246	MISCELLANEOUS GRANT FUND	-	36,872	-	136,000	-
250	COASTAL BUSINESS/VISTORS	95,744	99,607	90,900	104,400	106,400
255	CAMP PROGRAMS	233,246	302,908	250,000	250,000	250,000
263	HOUSING	838	994	800	500	500
264	CITY/RDA LOW_MODERATE HOUSING	-	-	-	-	-
265	AFFORDABLE HOUSING GRANT	1,161	1,145	-	300	300
270	PUBLIC SAFETY SPECIAL REVENUES	188,210	133,258	19,500	48,610	49,500
317	PUBLIC FACILITIES	117,700	154,300	149,000	149,000	149,000
320	CAPITAL LEASE	225,400	70,400	70,400	70,400	70,400
362	SA/RDA DEBT SERVICE	-	-	-	-	-
420	PUBLIC IMPROVEMENT GRANT	577	639,256	-	1,700	1,000
450	SAND REPLENISHMENT/RETENTION CIP	183,182	198,452	181,800	214,400	212,400
459	MISC. CAPITAL PROJECTS	736,846	1,459,554	340,700	695,248	372,000
47X	ASSESSMENT DISTRICTS CIP	(67)	466	1,200	150	100
509	SANITATION	4,833,847	5,202,024	5,011,900	5,008,339	7,062,425
65X	SUCCESSOR AGENCY	1,399,985	613,509	550,000	566,847	550,000
TOTAL CITY & RDA FUNDS		26,298,831	33,895,692	24,822,700	25,962,798	28,029,025

## REVENUES BY MAJOR CATEGORIES AND SOURCES

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED BUDGET	2014-2015 PROJECTED	2015-2016 ADOPTED BUDGET
<b>GENERAL FUND (Major Fund)</b>					
<b>Tax Revenues</b>					
Property Taxes - Current	5,736,828	5,946,308	6,006,100	6,232,100	6,414,100
Property Taxes - Delinquent	55,826	39,423	80,000	50,000	50,000
<b>Total Property Taxes</b>	<b>5,792,654</b>	<b>5,985,731</b>	<b>6,086,100</b>	<b>6,282,100</b>	<b>6,464,100</b>
Sales and Use Tax	2,348,093	2,100,363	2,156,100	2,099,600	2,707,400
Sales Tax (County)	729,598	714,339	690,400	649,300	558,600
Transient Occupancy Tax - Hotels	745,901	745,541	750,000	800,000	800,000
TOT - Short-term Vacation Rentals	166,558	192,978	155,000	220,000	260,000
Franchise Fees	698,672	714,991	708,000	708,000	708,000
Property Transfer Tax	171,335	177,635	185,000	185,000	150,000
Street Sweeping	44,512	44,925	45,000	45,000	45,000
Hazardous Household Waste	29,239	29,893	29,000	29,000	29,000
Fire Benefit Fees	437,721	438,031	460,000	440,000	440,000
Solid Waste Fee NPDES	242,274	227,464	247,000	247,000	247,000
RDA Pass Thru Payments	62,656	30,851	30,000	30,000	30,000
<b>Total Taxes and Fees Revenues</b>	<b>11,469,213</b>	<b>11,402,742</b>	<b>11,541,600</b>	<b>11,735,000</b>	<b>12,439,100</b>
<b>Licenses and Permits</b>					
Business Registration	123,486	141,153	145,000	130,000	130,000
Building/Plumbing/Electrical/ Permits	177,395	231,626	210,000	300,000	260,000
Animal Licenses	19,300	20,157	19,300	19,300	19,300
Other Special Permits	41,393	36,528	37,000	34,000	34,000
<b>Total Licenses and Permits</b>	<b>361,574</b>	<b>429,464</b>	<b>411,300</b>	<b>483,300</b>	<b>443,300</b>
<b>Fines and Penalties</b>					
CVC Fines	34,502	42,026	50,000	50,000	50,000
Admin Citations	1,200	8,500	1,500	5,000	1,500
Parking Citations	91,761	88,518	90,000	94,000	90,000
Red Light Citations	192,333	206,393	200,000	220,000	200,000
False Alarm Fines	4,165	2,900	2,300	2,300	2,300
<b>Total Fines and Penalties</b>	<b>323,961</b>	<b>348,337</b>	<b>343,800</b>	<b>371,300</b>	<b>343,800</b>
<b>Use of Money and Property</b>					
Investment Interest Earnings	16,849	22,878	25,000	16,000	25,000
Sale of Personal Property	7,002	8,871	-	4,000	-
Property Rental	47,230	74,981	62,000	75,000	75,000
<b>Total Investments and Rentals</b>	<b>71,081</b>	<b>106,730</b>	<b>87,000</b>	<b>95,000</b>	<b>100,000</b>
<b>Intergovernmental Revenues</b>					
Motor Vehicle in-Lieu	1,214,296	1,231,631	1,230,000	1,308,686	1,348,000
State Homeowners Exemption (HOE)	53,808	52,415	53,000	53,000	53,000
Off Track Betting (OTB)	51,123	51,308	50,000	50,000	50,000
Fire Revenue from Other Agencies	170,428	177,987	143,000	170,500	158,300
Miscellaneous	23,465	29,232	20,000	15,000	15,000
<b>Total Intergovernmental Revenues</b>	<b>1,513,120</b>	<b>1,542,573</b>	<b>1,496,000</b>	<b>1,597,186</b>	<b>1,624,300</b>



## REVENUES BY MAJOR CATEGORIES AND SOURCES

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED BUDGET	2014-2015 PROJECTED	2015-2016 ADOPTED BUDGET
<b>Service Charges</b>					
Planning and Zoning	152,413	206,919	190,000	190,000	170,000
Building/Plan Check Fees	133,649	193,611	150,000	170,000	150,000
Public Facilities Fees	25,584	38,696	20,000	30,000	25,000
Engineering Fees	108,544	122,517	75,000	145,000	145,000
Ramp/Seawall Fees	-	40,354	5,000	-	5,000
Fire Plan Check Fees	50,271	53,553	65,000	75,000	65,000
Recreation Fees	5,586	200,000	-	-	-
Park Fees	600	600	-	600	-
Miscellaneous	-	1,098	-	-	-
<b>Total Service Charges</b>	<b>476,647</b>	<b>857,348</b>	<b>505,000</b>	<b>610,600</b>	<b>560,000</b>
<b>Other Revenues</b>					
Fund Balance Reserve Recognition	-	-	-	-	87,000
Junior Lifeguard Program	119,170	-	-	-	-
Special Contributions	10,000	17,797	12,500	12,500	12,500
Miscellaneous Revenues	164,913	60,213	110,000	75,000	110,000
Administration Charges	177,711	147,941	146,600	146,600	146,600
<b>Total Other Revenues</b>	<b>471,794</b>	<b>225,951</b>	<b>269,100</b>	<b>234,100</b>	<b>356,100</b>
<b>Subtotal General Fund</b>	<b>14,687,390</b>	<b>14,913,145</b>	<b>14,653,800</b>	<b>15,126,486</b>	<b>15,866,600</b>
<b>Risk Management Insurance</b>					
Investment Interest Earnings	595	950	1,000	800	1,000
Miscellaneous Revenues	58,549	49,790	2,500	22,265	9,000
Departmental Charges	319,900	530,000	403,400	403,400	185,800
<b>Total Risk Management</b>	<b>379,044</b>	<b>580,740</b>	<b>406,900</b>	<b>426,465</b>	<b>195,800</b>
<b>Workers' Compensation Insurance</b>					
Investment Interest Earnings	228	290	800	300	300
Miscellaneous Revenues	31,055	31,770	-	10,341	-
Departmental Charges	459,600	460,000	262,000	262,000	275,200
<b>Total Worker's Compensation</b>	<b>490,883</b>	<b>492,060</b>	<b>262,800</b>	<b>272,641</b>	<b>275,500</b>
<b>Asset Replacement</b>					
Investment Interest Earnings	3,395	4,029	4,000	4,500	4,000
Departmental Charges	310,900	310,900	310,900	310,900	342,600
<b>Total Asset Replacement</b>	<b>314,295</b>	<b>314,929</b>	<b>314,900</b>	<b>315,400</b>	<b>346,600</b>
<b>Facilities Replacement</b>					
Departmental Charges	-	-	100,000	100,000	150,000
<b>PERS Side Fund</b>					
Departmental Charges	440,514	454,831	465,600	469,612	484,900
<b>TOTAL GENERAL FUND</b>	<b>16,312,126</b>	<b>16,755,705</b>	<b>16,204,000</b>	<b>16,710,604</b>	<b>17,319,400</b>

## REVENUES BY MAJOR CATEGORIES AND SOURCES

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED BUDGET	2014-2015 PROJECTED	2015-2016 ADOPTED BUDGET
<b>SPECIAL REVENUE FUNDS (Minor Funds)</b>					
<b>State Gas Tax Fund</b>					
Investment Interest Earnings	1,290	1,404	1,800	700	700
State Gas Taxes	320,167	438,516	351,000	397,287	297,200
<b>Total State Gas Tax Fund</b>	<b>321,457</b>	<b>439,920</b>	<b>352,800</b>	<b>397,987</b>	<b>297,900</b>
<b>MID 33 Highway 101</b>					
Property Tax	91,276	94,473	83,000	83,000	83,000
Benefit Fees	12,117	12,498	11,500	11,500	11,500
State HOE	849	830	600	600	600
Investment Interest Earnings	508	669	500	500	500
<b>Total MID 33 Highway 101</b>	<b>104,750</b>	<b>108,470</b>	<b>95,600</b>	<b>95,600</b>	<b>95,600</b>
<b>MID 9C Santa Fe Hills</b>					
Property Tax	165,387	171,938	162,000	165,000	165,000
Benefit Fees	95,624	94,379	95,000	95,000	95,000
State HOE	1,535	1,508	1,500	1,500	1,500
Investment Interest Earnings	52	73	100	50	-
<b>Total MID 9C Santa Fe Hills</b>	<b>262,598</b>	<b>267,898</b>	<b>258,600</b>	<b>261,550</b>	<b>261,500</b>
<b>MID 9E Isla Verde</b>					
Benefit Fees	6,084	5,980	6,000	6,000	6,000
<b>MID 9H San Elijo #2</b>					
Property Tax	62,070	64,265	58,000	58,000	58,000
Benefit Fees	34,652	34,026	34,200	34,200	34,200
State HOE	577	564	400	400	400
Investment Interest Earnings	19	80	100	100	100
<b>Total MID 9H San Elijo #2</b>	<b>97,318</b>	<b>98,935</b>	<b>92,700</b>	<b>92,700</b>	<b>92,700</b>
<b>Coastal Rail Trail Maintenance District</b>					
Benefit Fees	70,130	72,027	72,500	72,500	72,500
Investment Interest Earnings	14	47	-	70	-
<b>Total CRT Maintenance District</b>	<b>70,144</b>	<b>72,074</b>	<b>72,500</b>	<b>72,570</b>	<b>72,500</b>
<b>Street Light District</b>					
Property Tax	372,416	384,609	338,900	338,900	338,900
Benefit Fees	80,138	78,926	76,700	76,700	76,700
State HOE	3,478	3,387	3,200	3,200	3,200
Investment Interest Earnings	3,120	2,680	2,500	1,500	1,500
Proceeds from Long Term Debt	32,415	-	-	-	-
<b>Total Street Light District</b>	<b>491,567</b>	<b>469,602</b>	<b>421,300</b>	<b>420,300</b>	<b>420,300</b>
<b>Developer Pass-Thru</b>					
Investment Interest Earnings	60	-	-	-	-
Charges for Services	29,967	-	100,000	426,124	100,000
<b>Total Developer Pass-Thru</b>	<b>30,027</b>	<b>-</b>	<b>100,000</b>	<b>426,124</b>	<b>100,000</b>
<b>Fire Mitigation Fees</b>					
Charges for Services	2,569	1,135	3,000	1,000	1,000
<b>Department of Boating &amp; Waterways</b>					
Investment Interest Earnings	-	25	-	-	-
Intergovernmental	340,624	-	-	-	-
<b>Total Dept. of Boating &amp; Waterways</b>	<b>340,624</b>	<b>25</b>	<b>-</b>	<b>-</b>	<b>-</b>

## REVENUES BY MAJOR CATEGORIES AND SOURCES

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED BUDGET	2014-2015 PROJECTED	2015-2016 ADOPTED BUDGET
<b>COPS</b>					
Intergovernmental	100,000	100,000	-	100,000	-
Investment Interest Earnings	-	51	-	120	100
<b>Total COPS</b>	100,000	100,051	-	100,120	100
<b>Transnet Extension</b>					
Intergovernmental	3,623	1,193,414	550,000	113,800	508,000
Proceeds from Long Term Debt	-	5,454,370	-	-	-
Investment Interest Earnings	-	15,368	-	70	-
<b>Total Transnet II</b>	3,623	6,663,152	550,000	113,870	508,000
<b>CDBG</b>					
Intergovernmental	101,582	-	-	14,279	-
<b>Miscellaneous Grants</b>					
Intergovernmental	-	36,872	-	136,000	-
<b>Coastal Business/Visitors TOT</b>					
Transient Occupancy Tax - Hotels	74,590	74,554	75,000	80,000	80,000
TOT - Short-term Vacation Rentals	16,656	19,298	15,500	22,000	26,000
Investment Interest Earnings	349	462	400	400	400
Miscellaneous Revenues	4,149	5,293	-	2,000	-
<b>Total Coastal Business/Visitors</b>	95,744	99,607	90,900	104,400	106,400
<b>Camp Programs</b>					
Junior Lifeguard Program	200,146	266,143	220,000	220,000	220,000
Recreation Camps	33,100	36,765	30,000	30,000	30,000
<b>Total Camp Programs</b>	233,246	302,908	250,000	250,000	250,000
<b>Housing</b>					
Investment Interest Earnings	838	994	800	500	500
<b>Affordable Housing Grant Fund</b>					
Investment Interest Earnings	1,161	1,145	-	300	300
<b>Public Safety Special Revenues</b>					
CSA 17	162,672	23,897	19,500	19,500	19,500
Intergovernmental	-	105,843	-	29,060	30,000
Miscellaneous Revenues	21,217	3,518	-	50	-
	183,889	133,258	19,500	48,610	49,500
<b>TOTAL SPECIAL REVENUE FUNDS</b>	2,447,221	8,802,026	2,313,700	2,541,910	2,262,300
<b>DEBT SERVICE FUNDS (Minor Funds)</b>					
<b>Public Facilities</b>					
Other Financing Sources	-	-	-	-	-
Investment Interest Earnings	-	-	-	-	-
<b>RDA Debt Service</b>					
Investment Interest Earnings	-	-	-	-	-
Tax Increment	-	-	-	-	-
Proceeds from Long Term Debt	-	-	-	-	-
<b>Total RDA Debt Service</b>	-	-	-	-	-
<b>TOTAL DEBT SERVICE FUNDS</b>	-	-	-	-	-

## REVENUES BY MAJOR CATEGORIES AND SOURCES

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED BUDGET	2014-2015 PROJECTED	2015-2016 ADOPTED BUDGET
<b>CAPITAL PROJECTS FUNDS (Minor Funds)</b>					
<b>Public Improvement Grant</b>					
Investment Interest Earnings	577	948	-	1,700	1,000
<b>Sand Replenishment TOT</b>					
Transient Occupancy Tax - Hotels	149,180	149,108	150,000	160,000	160,000
TOT - Short-term Vacation Rentals	33,312	38,596	31,000	44,000	52,000
Investment Interest Earnings	690	748	800	400	400
Miscellaneous Revenues	-	10,000	-	10,000	-
<b>Total Sand Replenishment</b>	<b>183,182</b>	<b>198,452</b>	<b>181,800</b>	<b>214,400</b>	<b>212,400</b>
<b>City CIP Fund</b>					
Intergovernmental	-	-	120,000	320,000	-
Investment Interest Earnings	1,173	642	700	700	1,000
Service Charges	-	275,000	-	1,306	-
Miscellaneous Revenues	378,465	89,139	100,000	145,777	-
<b>Total Misc. Capital Projects</b>	<b>379,638</b>	<b>364,781</b>	<b>220,700</b>	<b>467,783</b>	<b>1,000</b>
<b>Assessment Districts</b>					
Investment Interest Earnings	(67)	466	1,200	150	100
<b>TOTAL CAPITAL PROJECTS FUNDS</b>	<b>563,330</b>	<b>564,647</b>	<b>403,700</b>	<b>684,033</b>	<b>214,500</b>
<b>PROPRIETARY FUNDS (Major Fund)</b>					
<b>Sanitation</b>					
Service Charges	4,708,765	4,775,488	4,907,700	4,907,700	5,092,925
Investment Interest Earnings/Rentals	78,612	71,541	90,400	71,700	55,700
Miscellaneous Revenues	46,470	354,995	13,800	28,939	13,800
Proceeds from Long Term Debt	-	-	-	-	1,900,000
	-	-	-	-	-
<b>Total Sanitation</b>	<b>4,833,847</b>	<b>5,202,024</b>	<b>5,011,900</b>	<b>5,008,339</b>	<b>7,062,425</b>
<b>TOTAL PROPRIETARY FUNDS</b>	<b>4,833,847</b>	<b>5,202,024</b>	<b>5,011,900</b>	<b>5,008,339</b>	<b>7,062,425</b>
<b>TOTAL - CITY FUNDS</b>	<b>24,156,524</b>	<b>31,324,402</b>	<b>23,933,300</b>	<b>24,944,886</b>	<b>26,858,625</b>
<b>SUCCESSOR AGENCY</b>					
<b>Successor Agency</b>	<b>565,978</b>	<b>603,509</b>	<b>550,000</b>	<b>566,847</b>	<b>550,000</b>
<b>OTHER SOURCES OF FUNDS</b>					
<b>Transfers In</b>					
General Fund			-	-	-
Asset Replacement	37,000	-	-	-	-
SEEG	693	-	-	-	-
Asset Replacement					
General Fund - Parks & Recreation	-	-	-	4,200	-
General Fund - Community Television	-	-	-	-	30,000
Special Revenue Funds:					
Public Safety Special Revenues	4,321	-	-	-	-
Debt Service Funds:					
Public Facilities	117,700	154,300	149,000	149,000	149,000
Capital Lease	225,400	70,400	70,400	70,400	70,400
Capital Projects Funds:					
City CIP Fund	357,208	1,094,773	120,000	227,465	371,000
Public Improvement Grant	-	638,308	-	-	-
Successor Agency	834,007	10,000	-	-	-
<b>Total Transfers In</b>	<b>1,576,329</b>	<b>1,967,781</b>	<b>339,400</b>	<b>451,065</b>	<b>620,400</b>
<b>TOTAL OTHER SOURCES OF FUNDS</b>	<b>1,576,329</b>	<b>1,967,781</b>	<b>339,400</b>	<b>451,065</b>	<b>620,400</b>
<b>GRAND TOTAL REVENUES</b>	<b>26,298,831</b>	<b>33,895,692</b>	<b>24,822,700</b>	<b>25,962,798</b>	<b>28,029,025</b>

## EXPENDITURE SUMMARY BY FUND

FUND	DESCRIPTION	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
		ACTUAL	ACTUAL	ADOPTED	PROJECTED	ADOPTED BUDGET
001	GENERAL FUND	13,613,986	14,887,160	14,224,900	14,728,530	15,615,000
120	RISK MANAGEMENT/INSURANCE	373,037	311,176	555,700	370,763	597,750
125	WORKER'S COMPENSATION INS	327,485	343,756	405,600	301,408	410,900
135	ASSET REPLACEMENT	418,746	234,505	187,500	244,234	252,500
140	FACILITIES REPLACEMENT	-	-	-	-	-
150	PERS SIDE FUND	66,033	57,139	47,700	47,694	37,700
202	GAS TAX	603,258	543,290	502,700	487,449	402,100
203	MID 33 HIGHWAY 101	36,010	65,016	73,700	96,852	101,400
204	MID 9C SANTA FE HILLS	257,384	254,567	250,500	245,300	252,200
205	MID 9E ISLA VERDE	5,913	5,921	6,000	6,000	6,000
207	MID 9H SAN ELIJO #2	83,726	83,737	83,100	83,100	83,100
208	CRT MAINTENANCE DISTRICT	57,937	54,632	72,500	72,500	72,500
211	STREET LIGHT DISTRICT	1,185,115	314,606	340,400	326,641	346,700
213	DEVELOPER PASS-THRU	20,352	24,192	100,000	402,070	100,000
214	FIRE MITIGATION FEES	20,831	16,283	15,000	9,000	-
215	BOATING & WATERWAYS	135,856	12,401	-	1,900	-
218	TRANSNET MOTORIZED	361,631	-	-	-	-
219	COPS	100,000	100,000	100,000	100,000	100,000
228	TRANSNET EXTENSION	5,010,578	1,462,735	550,000	127,093	200,000
240	CDBG	101,673	15,543	-	20,950	-
243	SEEG/EEM	693	-	-	-	-
246	MISCELLANEOUS GRANT FUND	19,500	65,625	-	70,376	-
250	COASTAL BUSINESS/VISTORS	38,344	72,555	45,500	45,500	45,500
255	CAMP PROGRAMS	100,180	280,653	252,200	248,809	306,600
263	HOUSING	-	-	-	-	-
265	AFFORDABLE HOUSING GRANT	199,458	228,691	-	36,663	-
270	PUBLIC SAFETY SPECIAL REVENUE	160,291	129,701	24,000	32,793	24,000
317	PUBLIC FACILITIES	154,349	154,280	149,000	149,000	149,000
320	CAPITAL LEASE	203,634	70,374	70,400	70,374	70,400
420	PUBLIC IMPROVEMENT GRANT	638,308	12,352	288,100	377,338	209,000
450	SAND REPLENISHMENT TOT - CIP	134,623	292,005	289,800	314,350	149,100
459	CITY CIP FUND	760,234	1,535,680	570,000	881,461	534,900
47X	ASSESSMENT DISTRICTS CIP	48,228	-	-	-	-
509	SANITATION	4,948,033	5,326,435	6,842,400	5,644,261	9,124,100
65X	SUCCESSOR AGENCY	704,662	1,108,750	585,100	599,861	561,700
TOTAL CITY & SA FUNDS		30,890,088	28,063,760	26,631,800	26,142,270	29,752,150

## EXPENDITURES & OTHER FINANCING USES

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED BUDGET	2014-2015 PROJECTED	2015-2016 ADOPTED BUDGET
<b>GENERAL FUND (Major Fund)</b>					
<b>General Government</b>					
City Council	230,406	209,822	237,300	244,398	276,000
City Clerk	317,828	369,186	347,500	316,334	361,300
City Attorney	412,479	389,994	525,900	424,711	523,900
City Manager	271,195	288,967	300,300	329,360	370,200
Finance	659,851	636,647	679,000	679,114	812,300
Non-Departmental	38,033	28,877	29,800	29,800	29,800
Human Resources	253,527	281,961	336,500	348,594	316,700
Information Services	301,187	316,290	323,900	326,192	362,300
Total General Government	2,484,506	2,521,744	2,780,200	2,698,503	3,052,500
<b>Community Development</b>					
Planning	522,205	581,186	584,200	615,925	709,200
Building Services	234,002	325,996	274,000	355,000	311,500
Total Community Development	756,207	907,182	858,200	970,925	1,020,700
<b>Public Safety</b>					
Law Enforcement	3,066,787	3,281,327	3,383,800	3,383,800	3,486,400
Fire Department	3,954,039	4,055,892	3,873,300	4,086,678	4,088,800
Animal Regulation	89,920	103,824	96,300	93,559	92,600
Code/Parking Enforcement	217,888	234,762	234,800	224,295	205,200
Emergency Preparedness	21,647	25,943	28,500	-	28,500
Marine Safety	703,848	777,103	690,300	775,960	812,700
Junior Lifeguards	113,738	-	-	-	-
Shoreline Protection	37,789	32,000	1,100	1,100	1,100
Total Public Safety	8,205,656	8,510,851	8,308,100	8,565,392	8,715,300
<b>Public Works</b>					
Engineering	268,516	315,892	284,000	326,674	265,400
Storm Water Management	223,126	239,742	258,700	257,834	302,900
Street Maintenance	321,600	382,743	418,400	416,542	449,000
Traffic Safety	105,233	116,262	119,600	126,400	180,200
Street Sweeping	39,573	41,791	45,500	43,400	45,500
Park Maintenance	295,206	306,650	342,800	297,739	324,900
Public Facilities	143,417	167,269	295,900	385,498	420,100
Total Public Works	1,396,671	1,570,349	1,764,900	1,854,087	1,988,000
<b>Community Services</b>					
Community Services	106,951	95,806	96,400	105,719	109,100
Recreation	189,087	136,155	148,100	157,539	179,400
Total Community Services	296,038	231,961	244,500	263,258	288,500
<b>Subtotal General Fund</b>					
	13,139,078	13,742,087	13,955,900	14,352,165	15,065,000
Risk Management Insurance	373,037	311,176	555,700	370,763	597,750
Workers' Compensation Insurance	327,485	343,756	405,600	301,408	410,900
Asset Replacement	223,025	199,655	187,500	244,234	252,500
Facilities Replacement	-	-	-	-	-
PERS Side Fund	66,033	57,139	47,700	47,694	37,700
<b>TOTAL GENERAL FUND</b>	<b>14,128,658</b>	<b>14,653,813</b>	<b>15,152,400</b>	<b>15,316,264</b>	<b>16,363,850</b>

## EXPENDITURES & OTHER FINANCING USES

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED BUDGET	2014-2015 PROJECTED	2015-2016 ADOPTED BUDGET
<b>SPECIAL REVENUE FUNDS (Minor Funds)</b>					
State Gas Tax Fund					
Public Works	44,934	42,043	62,700	45,072	2,100
Capital Projects	558,324	501,247	440,000	442,377	400,000
Total State Gas Tax Fund	603,258	543,290	502,700	487,449	402,100
<b>Special Districts</b>					
MID 33 Highway 101	36,010	65,016	73,700	96,852	101,400
MID 9C Santa Fe Hills	257,384	254,567	250,500	245,300	252,200
MID 9E Isla Verde	5,913	5,921	6,000	6,000	6,000
MID 9H San Elijo #2	83,726	83,737	83,100	83,100	83,100
Coastal Rail Trail Maint District	57,937	54,632	72,500	72,500	72,500
Street Light District					
Public Works	226,591	244,206	270,000	256,241	276,300
Capital Projects	887,524	-	-	-	-
Total Street Light District	1,114,115	244,206	270,000	256,241	276,300
Total Special Districts	1,555,085	708,079	755,800	759,993	791,500
Developer Pass-Thru	20,352	24,192	100,000	402,070	100,000
Fire Mitigation Fees	20,831	16,283	15,000	9,000	-
Dept of Boating & Waterways	135,856	12,401	-	1,900	-
Transnet - Motorized	361,631	-	-	-	-
COPS	100,000	100,000	100,000	100,000	100,000
Transet Extension	5,010,578	1,462,735	550,000	127,093	200,000
CDBG	101,673	15,543	-	20,950	-
Miscellaneous Grants	19,500	65,625	-	70,376	-
Coastal Business/Visitors TOT	38,344	72,555	45,500	45,500	45,500
Camp Programs					
Junior Lifeguard Program	97,734	250,846	224,300	220,600	277,700
Recreation Camps	2,446	29,807	27,900	28,209	28,900
Total Camp Programs	100,180	280,653	252,200	248,809	306,600
Affordable Housing Grant	3,759	228,691	-	36,663	-
Public Safety Special Revenues	160,291	60,551	24,000	28,493	24,000
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>8,231,338</b>	<b>3,590,598</b>	<b>2,345,200</b>	<b>2,338,296</b>	<b>1,969,700</b>
<b>DEBT SERVICE FUNDS (Minor Funds)</b>					
Public Facilities	154,349	154,280	149,000	149,000	149,000
Capital Lease	203,634	70,374	70,400	70,374	70,400
RDA Debt Service	-	-	-	-	-
<b>TOTAL DEBT SERVICE FUNDS</b>	<b>357,983</b>	<b>224,654</b>	<b>219,400</b>	<b>219,374</b>	<b>219,400</b>
<b>CAPITAL PROJECTS FUNDS (Minor Funds)</b>					
Public Improvement Grant	-	2,352	288,100	377,338	209,000
Sand Replenishment TOT	134,623	292,005	289,800	314,350	149,100
City CIP Fund	760,234	1,535,680	570,000	881,461	534,900
Assessment Districts	48,228	-	-	-	-
<b>TOTAL CAPITAL PROJECTS FUNDS</b>	<b>943,085</b>	<b>1,830,037</b>	<b>1,147,900</b>	<b>1,573,149</b>	<b>893,000</b>

## EXPENDITURES & OTHER FINANCING USES

	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED BUDGET	2014-2015 PROJECTED	2015-2016 ADOPTED BUDGET
<b>PROPRIETARY FUND (Major Fund)</b>					
Sanitation					
Maintenance	2,739,087	2,644,819	2,990,300	2,785,303	2,969,500
Debt Service	1,457,759	1,386,207	1,427,000	1,427,058	1,424,800
Improvements (San Elijo JPA)	517,948	476,192	451,900	451,900	504,800
Capital Projects	233,239	819,217	1,973,200	980,000	4,225,000
Total Sanitation	4,948,033	5,326,435	6,842,400	5,644,261	9,124,100
<b>TOTAL PROPRIETARY FUNDS</b>	4,948,033	5,326,435	6,842,400	5,644,261	9,124,100
<b>TOTAL - CITY FUNDS</b>	28,609,097	25,625,537	25,707,300	25,091,344	28,570,050
<b>SUCCESSOR AGENCY</b>					
Successor Agency	704,662	470,442	585,100	599,861	561,700
<b>OTHER SOURCES OF FUNDS</b>					
<b>Transfers Out</b>					
General Fund					
Undesignated					
Debt Service-Public Facilities	117,700	154,300	149,000	149,000	149,000
City CIP Fund	357,208	990,773	120,000	223,165	321,000
Reserve for Community Television					
Asset Replacement	-	-	-	-	30,000
Reserve for Public Facilities					
City CIP Fund	-	-	-	-	50,000
Reserve for Parks and Recreation					
Asset Replacement	-	-	-	4,200	-
Asset Replacement					
General Fund	37,000	-	-	-	-
Public Safety Special Revenues	4,321	-	-	-	-
Capital Leases	154,400	-	-	-	-
City CIP Fund	-	34,850	-	-	-
Street Lighting					
Capital Leases	71,000	70,400	70,400	70,400	70,400
SEEG					
General Fund	693	-	-	-	-
Public Safety Special Revenue					
City CIP Fund	-	69,150	-	4,300	-
Affordable Housing Grant Fund					
Successor Agency	195,699	-	-	-	-
Public Improvement Grant					
Successor Agency	638,308	10,000	-	-	-
Successor Agency					
Public Improvement Grant	-	638,308	-	-	-
<b>Total Transfers Out</b>	1,576,329	1,967,781	339,400	451,065	620,400
<b>TOTAL OTHER USES OF FUNDS</b>	1,576,329	1,967,781	339,400	451,065	620,400
<b>TOTAL EXPENDITURES-ALL FUNDS</b>	30,890,088	28,063,760	26,631,800	26,142,270	29,752,150



# GRAPHS AND SUMMARIES

ALL FUNDS FISCAL YEAR 2015-2016

	General Fund (001)	Self- Insurance, Asset and Facilities Replacement & PERS Side Fund (120,125,135,140,150) Page B-20	Gas Tax (202)	Municipal Improvmnt Districts (203-205) (207,208) Page B-21	Successor Agency to the Solana Beach RDA 65X
<b><u>Resources</u></b>					
<b><u>Revenue</u></b>					
Property Tax	6,464,100	-	-	306,000	-
Sales Tax	3,266,000	-	-	-	-
Other Taxes and Fees	2,709,000	-	-	219,200	-
Licenses and Permits	443,300	-	-	-	-
Fines, Forfeits and Penalties	343,800	-	-	-	-
Use of Money and Property	100,000	5,300	700	600	-
Intergovernmental	1,624,300	-	297,200	2,500	-
Service Charges	560,000	-	-	-	-
Other Revenue	356,100	1,447,500	-	-	-
Tax Increment	-	-	-	-	550,000
<b>Total Revenue</b>	<b>15,866,600</b>	<b>1,452,800</b>	<b>297,900</b>	<b>528,300</b>	<b>550,000</b>
<b><u>Other Sources of Funds</u></b>					
Proceeds from Long-Term Debt	-	-	-	-	-
Transfers In	-	30,000	-	-	-
<b>Total Other Sources of Funds</b>	<b>-</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total 2015/16 Resources</b>	<b>15,866,600</b>	<b>1,482,800</b>	<b>297,900</b>	<b>528,300</b>	<b>550,000</b>
<b>07/01/15 Estimated</b>					
<b>Fund Balance</b>	<b>8,810,439</b>	<b>2,015,037</b>	<b>536,218</b>	<b>601,515</b>	<b>372,679</b>
<b>Total Resources</b>	<b>24,677,039</b>	<b>3,497,837</b>	<b>834,118</b>	<b>1,129,815</b>	<b>922,679</b>
<b><u>Appropriations</u></b>					
<b><u>Operating Expenses</u></b>					
Salaries	4,855,700	62,900	-	14,000	126,800
Fringe Benefits	1,947,500	17,400	-	4,400	32,400
Materials, Supplies, Services	6,936,400	928,350	2,100	495,400	148,800
Capital, Debt Service & Charges	1,325,400	252,500	-	1,400	253,700
<b>Total Operating Expenses</b>	<b>15,065,000</b>	<b>1,261,150</b>	<b>2,100</b>	<b>515,200</b>	<b>561,700</b>
<b><u>Other Uses of Funds</u></b>					
Debt Service	-	37,700	-	-	-
Capital Improvements	-	-	400,000	-	-
Transfers Out	550,000	-	-	-	-
<b>Total Other Uses of Funds</b>	<b>550,000</b>	<b>37,700</b>	<b>400,000</b>	<b>-</b>	<b>-</b>
<b>Total 2015/16 Use of Funds</b>	<b>15,615,000</b>	<b>1,298,850</b>	<b>402,100</b>	<b>515,200</b>	<b>561,700</b>
<b>Designated Reserves (Est.)</b>	<b>4,476,343</b>	<b>2,198,987</b>	<b>432,018</b>	<b>614,615</b>	<b>360,979</b>
<b>Undesignated Reserves (Est.)</b>	<b>4,585,696</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Appropriations</b>	<b>24,677,039</b>	<b>3,497,837</b>	<b>834,118</b>	<b>1,129,815</b>	<b>922,679</b>

<b>Street Light District (211)</b>	<b>Special Revenue (212-270) Page B-24 to B-25</b>	<b>Debt Service (317/320) Page B-26</b>	<b>Capital Imprvmt (420-46X) Page B-23</b>	<b>Sanitation (509)</b>	<b>Total All Funds</b>
338,900	-	-	-	-	7,109,000
-	-	-	-	-	3,266,000
76,700	106,000	-	212,000	-	3,322,900
-	-	-	-	-	443,300
-	-	-	-	-	343,800
1,500	1,300	-	2,500	55,700	167,600
3,200	557,500	-	-	-	2,484,700
-	351,000	-	-	5,092,925	6,003,925
-	-	-	-	13,800	1,817,400
-	-	-	-	-	550,000
420,300	1,015,800	-	214,500	5,162,425	25,508,625
-	-	-	-	1,900,000	1,900,000
-	-	219,400	371,000	-	620,400
-	-	219,400	371,000	1,900,000	2,520,400
420,300	1,015,800	219,400	585,500	7,062,425	28,029,025
1,301,121	1,504,499	24,508	810,034	26,519,567	42,495,617
1,721,421	2,520,299	243,908	1,395,534	33,581,992	70,524,642
73,000	-	-	-	282,800	5,415,200
22,300	-	-	-	85,700	2,109,700
173,700	576,100	-	-	2,494,900	11,755,750
7,300	-	-	-	610,900	2,451,200
276,300	576,100	-	-	3,474,300	21,731,850
-	-	219,400	-	1,424,800	1,681,900
-	200,000	-	893,000	4,225,000	5,718,000
70,400	-	-	-	-	620,400
70,400	200,000	219,400	893,000	5,649,800	8,020,300
346,700	776,100	219,400	893,000	9,124,100	29,752,150
1,374,721	1,744,199	24,508	502,534	24,457,892	36,186,796
-	-	-	-	-	4,585,696
1,721,421	2,520,299	243,908	1,395,534	33,581,992	70,524,642

## GRAPHS AND SUMMARIES

### Schedule IA - Reserves/Designations - General Fund - Fiscal Year 2015-2016

<u>Description</u>	<u>Estimated 07/01/15 Balances</u>	<u>Estimated 15/16 Revenues</u>	<u>Estimated 15/16 Transfers In</u>	<u>Estimated 15/16 Expenditures</u>	<u>Estimated 15/16 Transfers Out</u>	<u>Estimated 06/30/16 Balance</u>
Reserve for public facilities	193,061	25,000	-		(50,000)	168,061
Reserve for park fees	29,703	-	-	-	-	29,703
Reserve for community television production	56,179	27,000	-	(27,000)	(30,000)	26,179
Reserve for street sweeping	74,778	45,000	-	(45,500)	-	74,278
Reserve for in-lieu housing fees	100,786	-	-	-	-	100,786
Parks & Recreation	23,085	-	-	-	-	23,085
Public Arts	11,151	-	-	(7,000)	-	4,151
<b>Total Reserves</b>	<b>488,743</b>	<b>97,000</b>	<b>-</b>	<b>(79,500)</b>	<b>(80,000)</b>	<b>426,243</b>
Designated for contingencies	2,335,600 **	215,000	-	-	-	2,550,600
Designated for housing	1,499,500	-	-	-	-	1,499,500
<b>Total Designations</b>	<b>3,835,100</b>	<b>215,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,050,100</b>
<b>Total Designated and Reserved</b>	<b>4,323,843</b>	<b>312,000</b>	<b>-</b>	<b>(79,500)</b>	<b>(80,000)</b>	<b>4,476,343</b>
<b>Total Undesignated</b>	<b>4,486,596</b>	<b>15,554,600</b>	<b>-</b>	<b>(14,985,500)</b>	<b>(470,000)</b>	<b>4,585,696</b>
<b>Totals</b>	<b>8,810,439</b>	<b>15,866,600</b>	<b>-</b>	<b>(15,065,000)</b>	<b>(550,000)</b>	<b>9,062,039</b>

\*\* City Financial Policy

## GRAPHS AND SUMMARIES

### Schedule IIA - Changes in Fund Balance - General Fund - Fiscal Year 2015-2016

<u>Description</u>	<u>Undesignated</u>	<u>Restricted Reserves</u>	<u>Designated</u>	<u>Total</u>	<u>Page Reference</u>
<b>Estimated Fiscal 2015/16 Activity:</b>					
<b>Resources</b>					
Estimated Revenues	15,554,600	97,000	215,000	15,866,600	B - 6
<b>Expenditures</b>					
Estimated Expenditures	(14,985,500)	(79,500)	-	(15,065,000)	B - 11
<b>Resources less</b>					
<b>Operating Expenditures</b>	569,100	17,500	215,000	801,600	
<b>Operating Transfers Out To:</b>					
Debt Service	(149,000)	-	-	(149,000)	B - 16
<b>Subtotal - Net Activity</b>					
<b>Prior to Other Transfers</b>	420,100	17,500	215,000	652,600	
<b>Other Transfers:</b>					
<b>Transfers-In</b>					
Reserve Transfers	-	-	-	-	
<b>Transfers-Out</b>					
Transfer to Asset Replacement	-	(30,000)	-	(30,000)	
Transfer to Capital Projects	(321,000)	(50,000)	-	(371,000)	B - 16
Total Other Transfers	(321,000)	(80,000)	-	(401,000)	
<b>Change in Fund Balance</b>	99,100	(62,500)	215,000	251,600	

	<u>Undesignated</u>	<u>Restricted Reserves</u>	<u>Designated</u>	<u>Total</u>
<b>Estimated Beginning</b>				
<b>Fund Balance - 07/01/15</b>	4,486,596	488,743	3,835,100	8,810,439
<b>Net Fiscal 2015/16 Activity</b>	99,100	(62,500)	215,000	251,600
<b>Estimated Ending</b>				
<b>Fund Balance - 06/30/16</b>	4,585,696	426,243	4,050,100	9,062,039

**INTERFUND TRANSFERS**

**Fiscal Year 2015-2016**

TRANSFER FROM	TRANSFER TO						TOTAL
	GENERAL FUND	PUBLIC FACILITIES	CAPITAL LEASES	ASSET REPLACEMENT	MISC CAPITAL PROJECTS	RDA LOW/MOD HOUSING	
GENERAL FUND							-
UNDESIGNATED RESERVES		149,000			321,000		470,000
DESIGNATED RESERVES				30,000	50,000		80,000
ASSET REPLACEMENT							-
STREET LIGHTING			70,400				70,400
MISCELLANEOUS CAPITAL PROJECTS							-
<b>TOTAL IN:</b>	-	149,000	70,400	30,000	371,000	-	620,400

**Transfers To:**

135-4910	30,000
317-4910	149,000
320-4910	70,400
459-4910	371,000
	<u>620,400</u>

**Transfers From:**

001-6810	550,000
211-6810	70,400
	<u>620,400</u>

**GRAPHS AND SUMMARIES**

**General Fund Operating Expenditures by Object Code**

OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	3,420,651	3,583,863	3,764,800	3,767,560	4,083,100
6102	Part Time & Temporary Salaries	586,370	483,494	332,600	467,976	349,900
6103	Overtime	440,372	456,418	320,000	417,193	320,100
6104	Special Pay	85,655	90,321	96,500	140,355	102,600
6105	Temporary Non-Payroll	34,839	42,506	-	58,609	-
6205	Retirement	695,573	741,107	777,600	799,534	530,400
6207	Retirement-UAL	-	-	-	-	392,000
6210	Medicare	61,119	63,179	65,500	72,126	70,300
6211	Social Security	18,240	15,159	11,900	23,580	13,300
6220	Flex Credit Benefit	535,220	597,190	611,400	604,728	706,000
6244	LT Disability Insurance	-	11,426	-	9,722	12,700
6245	Life Insurance	10,601	10,150	12,900	10,516	13,600
6255	Deferred Compensation	-	-	-	-	5,000
6248	RHSA % Benefit	-	15,476	-	11,023	16,900
6260	Unemployment Insurance	14,933	2,411	20,000	9,119	20,000
6270	Retirees Health Insurance	105,058	110,119	135,000	126,882	135,000
6280	Auto Allowance	7,038	7,038	7,000	6,794	22,300
6285	Uniform Allowance	1,500	1,500	1,500	1,500	2,000
6290	Phone Allowance	4,708	4,512	-	916	-
6295	Rideshare	4,400	4,720	5,000	7,222	8,000
<b>TOTAL</b>		<b>6,026,277</b>	<b>6,240,589</b>	<b>6,161,700</b>	<b>6,535,355</b>	<b>6,803,200</b>
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6310	Insurance and Surety Bonds	-	-	-	-	-
6315	Travel, Conferences & Meetings	29,917	15,401	20,300	19,146	28,200
6320	Training	6,304	8,607	18,600	16,700	19,300
6330	Membership and Dues	80,023	72,885	76,200	76,120	94,000
6340	Clothing and Personal Expenses	13,684	10,649	13,500	14,025	13,600
6341	Tuition Reimbursement	3,449	3,341	4,000	2,000	4,000
6350	Pre-Employment	7,550	9,017	4,900	4,500	4,900
6351	Recruitments	7,697	2,854	27,000	50,000	5,500
6415	Election Supplies	17,299	53,931	11,000	1,500	800
6416	Office Supplies	8,943	7,303	7,300	7,500	7,300
6417	Postage	8,733	7,146	8,700	8,223	8,700
6418	Books, Subscriptions & Printing	22,537	22,303	26,500	25,377	28,100
6419	Minor Equipment	25,021	26,805	21,400	27,080	21,500
6420	Departmental Special Supplies	88,629	90,534	77,000	82,506	80,400
6421	Small Tools	99	549	500	700	700
6427	Vehicle Operating Supplies	50,466	48,627	55,900	54,400	58,400
6428	Vehicle Maintenance	37,445	84,667	79,200	85,300	84,400
6522	Advertising	5,108	9,426	9,200	8,450	9,100
6523	Communications	47,965	50,713	57,700	57,000	59,300
6524	Utilities - Electric	85,928	96,710	113,800	151,792	183,000
6525	Rents and Leases	18,879	18,203	21,200	23,800	21,500
6526	Maint. of Buildings & Grounds	154,713	165,237	186,500	194,100	202,300
6527	Utilities - Other	44,024	49,046	55,500	55,840	55,800
6529	Mileage	1,673	2,630	4,300	3,796	4,200
6530	Professional Services	4,634,608	4,855,106	5,162,400	5,144,807	5,527,200
6531	Maint. & Operation of Equipment	56,865	54,306	67,000	67,550	74,300
6532	Contribution to Other Agencies	59,057	50,214	73,600	51,700	75,500
6535	Community Television Production	34,875	37,665	38,200	33,000	38,200
6537	Summer Day Camp	8,467	-	-	-	-
6538	Special Events	27,257	11,342	12,100	11,859	12,400
6539	Contingency	15,508	15,002	37,500	37,500	37,500
6570	Other Charges	162,145	161,201	170,100	166,300	170,100
6575	Public Arts Expenditures	-	771	-	2,000	6,200
<b>TOTAL</b>		<b>5,764,868</b>	<b>6,042,191</b>	<b>6,461,100</b>	<b>6,484,571</b>	<b>6,936,400</b>
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6640	Equipment	4,038	-	-	-	-
6910	Claims Liability Charges	177,700	297,400	242,000	242,000	117,600
6920	Worker's Comp Charges	439,600	432,800	246,900	246,900	259,000
6930	Asset Replacement Chrgs	310,900	310,900	310,900	310,900	342,600
6935	Facilities Replacement Charges	-	-	100,000	100,000	150,000
6940	PERS Side Fund Charges	415,695	418,207	433,300	432,439	456,200
<b>TOTAL</b>		<b>1,347,933</b>	<b>1,459,307</b>	<b>1,333,100</b>	<b>1,332,239</b>	<b>1,325,400</b>
<b>ACTIVITY TOTALS</b>		<b>13,139,078</b>	<b>13,742,087</b>	<b>13,955,900</b>	<b>14,352,165</b>	<b>15,065,000</b>

## GRAPHS AND SUMMARIES

### Insurance and Asset Replacement Funds

<u>Description</u>	<b>Fund 120</b>	<b>Fund 125</b>	<b>Fund 135</b>	<b>Fund 140</b>	<b>Fund 150</b>	<b>Total</b>
	<b>Risk Management</b>	<b>Worker's Compensation</b>	<b>Asset Replacement</b>	<b>Facilities Replacement</b>	<b>PERS Side Fund</b>	
	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
<b>Revenue:</b>	2015-2016	2015-2016	2015-2016	2015-2016	2015-2016	2015-2016
Interest	1,000	300	4,000	-	-	5,300
Miscellaneous	9,000	-	-	-	-	9,000
Departmental Charges	185,800	275,200	342,600	150,000	484,900	1,438,500
<b>Total Revenue</b>	195,800	275,500	346,600	150,000	484,900	1,452,800
<b>Other Sources of Funds</b>						
Transfers In	-	-	30,000	-	-	30,000
<b>Total Other Sources of Funds</b>	-	-	30,000	-	-	30,000
<b>Total Source of Funds</b>	195,800	275,500	376,600	150,000	484,900	1,482,800
<b>Estimated Fund Balance-BB</b>	906,822	641,829	1,952,633	100,000	(1,586,247)	2,015,037
<b>Total Resources</b>	1,102,622	917,329	2,329,233	250,000	(1,101,347)	3,497,837
<b>Expenditures</b>						
Salaries	49,100	13,800	-	-	-	62,900
Fringe	13,300	4,100	-	-	-	17,400
Materials, Supplies, Services	535,350	393,000	-	-	-	928,350
Capital, Debt Service & Charges	-	-	252,500	-	-	252,500
<b>Total Expenditures</b>	597,750	410,900	252,500	-	-	1,261,150
<b>Other Uses of Funds</b>						
Transfers Out	-	-	-	-	-	-
Payment to Sanitation Fund	-	-	-	-	37,700	37,700
<b>Total Other Uses of Funds</b>	-	-	-	-	37,700	37,700
<b>Total Use of Funds</b>	597,750	410,900	252,500	-	37,700	1,298,850
<b>Estimated Fund Balance at Fiscal Year End</b>	504,872	506,429	2,076,733	250,000	(1,139,047)	2,198,987
<b>Total Uses</b>	1,102,622	917,329	2,329,233	250,000	(1,101,347)	3,497,837

**GRAPHS AND SUMMARIES**

**Municipal Improvement Districts**

<b>Description</b>	<b>Fund 203</b>	<b>Fund 204</b>	<b>Fund 205</b>	<b>Fund 207</b>	<b>Fund 208</b>	<b>Total</b>
	<b>Hwy 101 Railroad</b>	<b>Santa Fe Hills</b>	<b>Isla Verde</b>	<b>San Elijo Hills II</b>	<b>Coastal Rail Trail Maint District</b>	
	<u>Fiscal Year</u>	<u>Fiscal Year</u>	<u>Fiscal Year</u>	<u>Fiscal Year</u>	<u>Fiscal Year</u>	<u>Fiscal Year</u>
<b>Revenue:</b>	<u>2015-2016</u>	<u>2015-2016</u>	<u>2015-2016</u>	<u>2015-2016</u>	<u>2015-2016</u>	<u>2015-2016</u>
Property Tax	83,000	165,000	-	58,000	-	306,000
Benefit Fees	11,500	95,000	6,000	34,200	72,500	219,200
State HOE	600	1,500	-	400	-	2,500
Interest Earnings	500	-	-	100	-	600
<b>Total Revenue</b>	95,600	261,500	6,000	92,700	72,500	528,300
<b>Estimated Fund Balance</b>	376,602	28,778	3,353	129,577	63,205	601,515
<b>Total Resources</b>	<u>472,202</u>	<u>290,278</u>	<u>9,353</u>	<u>222,277</u>	<u>135,705</u>	<u>1,129,815</u>
<b>Expenditures</b>						
Salaries	14,000	-	-	-	-	14,000
Fringe Benefits	4,400	-	-	-	-	4,400
Materials, Supplies, Services	81,600	252,200	6,000	83,100	72,500	495,400
Capital, Debt Service & Charges	1,400	-	-	-	-	1,400
<b>Total Expenditures</b>	101,400	252,200	6,000	83,100	72,500	515,200
<b>Estimated Fund Balance at Fiscal Year End</b>	370,802	38,078	3,353	139,177	63,205	614,615
<b>Total Uses</b>	<u>472,202</u>	<u>290,278</u>	<u>9,353</u>	<u>222,277</u>	<u>135,705</u>	<u>1,129,815</u>

614,615





**GRAPHS AND SUMMARIES**

**Capital Improvement Projects (CIP)**

<u>Description</u>	<b>Fund 420</b>	<b>Fund 450</b>	<b>Fund 459</b>	<b>Fund 47X</b>	<b>Total</b>
	<b>Public Improvement Grant</b>	<b>TOT Sand Replenishment</b>	<b>Miscellaneous Capital Projects</b>	<b>Assessment Districts</b>	
	<u>Fiscal Year</u>	<u>Fiscal Year</u>	<u>Fiscal Year</u>	<u>Fiscal Year</u>	<u>Fiscal Year</u>
<b>Revenue:</b>	<u>2015-2016</u>	<u>2015-2016</u>	<u>2015-2016</u>	<u>2015-2016</u>	<u>2015-2016</u>
Other Taxes and Fees	-	212,000	-	-	212,000
Intergovernmental	-	-	-	-	-
Interest Earnings	1,000	400	1,000	100	2,500
Other Revenue	-	-	-	-	-
<b>Total Revenue</b>	<b>1,000</b>	<b>212,400</b>	<b>1,000</b>	<b>100</b>	<b>214,500</b>
<b>Other Sources of Funds</b>					
Transfers In	-	-	371,000	-	371,000
<b>Total Other Sources of Funds</b>	<b>-</b>	<b>-</b>	<b>371,000</b>	<b>-</b>	<b>371,000</b>
<b>Total Source of Funds</b>	<b>1,000</b>	<b>212,400</b>	<b>372,000</b>	<b>100</b>	<b>585,500</b>
<b>Estimated Fund Balance</b>	<b>256,790</b>	<b>231,883</b>	<b>163,289</b>	<b>158,072</b>	<b>810,034</b>
<b>Total Resources</b>	<b>257,790</b>	<b>444,283</b>	<b>535,289</b>	<b>158,172</b>	<b>1,395,534</b>
<b>Expenditures</b>					
Materials, Supplies, Services	-	-	-	-	-
Other Charges	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Uses of Funds</b>					
Debt Service	-	-	-	-	-
Capital Improvements	209,000	149,100	534,900	-	893,000
Transfers Out	-	-	-	-	-
<b>Total Other Uses of Funds</b>	<b>209,000</b>	<b>149,100</b>	<b>534,900</b>	<b>-</b>	<b>893,000</b>
<b>Total Use of Funds</b>	<b>209,000</b>	<b>149,100</b>	<b>534,900</b>	<b>-</b>	<b>893,000</b>
<b>Estimated Fund Balance at Fiscal Year End</b>	<b>48,790</b>	<b>295,183</b>	<b>389</b>	<b>158,172</b>	<b>502,534</b>
<b>Total Uses</b>	<b>257,790</b>	<b>444,283</b>	<b>535,289</b>	<b>158,172</b>	<b>1,395,534</b>

See detail of Capital Improvement Projects at Page D-7

**GRAPHS AND SUMMARIES**

**Special Revenue Funds (Fiscal Year 2015-2016)**

<u>Description</u>	<b>Fund 214 Fire Mitigation Fees</b>	<b>Fund 215 Dept. Boating Waterways</b>	<b>Fund 213 Developer Pass-Thru</b>	<b>Fund 219 COPS</b>	<b>Fund 228 TransNet Extension</b>	<b>Fund 240 CDBG</b>
<b>Revenue:</b>						
Other Taxes	-	-	-	-	-	-
Use of Money/Property	-	-	-	100	-	-
Intergovernmental	-	-	-	-	508,000	-
Service Charges	1,000	-	100,000	-	-	-
<b>Total Revenue</b>	1,000	-	100,000	100	508,000	-
<b>Estimated Beginning Fund Balance</b>						
	1,061	59,058	99,968	114,983	38,289	(37,758)
<b>Total Resources</b>	2,061	59,058	199,968	115,083	546,289	(37,758)
<b>Expenditures:</b>						
Materials, Supplies, Services	-	-	100,000	100,000	-	-
Capital Outlay	-	-	-	-	-	-
Capital Improvement	-	-	-	-	200,000	-
<b>Total Expenditures:</b>	-	-	100,000	100,000	200,000	-
<b>Estimated Ending Fund Balance</b>						
	2,061	59,058	99,968	15,083	346,289	(37,758)
<b>Total Uses</b>	2,061	59,058	199,968	115,083	546,289	(37,758)

**GRAPHS AND SUMMARIES**

**Special Revenue Funds (Fiscal Year 2015-2016) (continued)**

<u>Description</u>	<u>Fund 241 CALTRANS</u>	<u>Fund 244/5 TEA</u>	<u>Fund 246 Miscell Grants</u>	<u>Fund 250 Coastal Bus/ Visitors TOT</u>	<u>Fund 255 Camp Programs</u>	<u>Fund 263 Housing</u>	<u>Fund 265 Affordable Housing Grant</u>	<u>Fund 270 Public Safety</u>	<u>Total</u>
<b>Revenue:</b>									
Other Taxes	-	-	-	106,000	-	-	-	-	106,000
Use of Money/Property	-	-	-	400	-	500	300	-	1,300
Intergovernmental	-	-	-	-	-	-	-	49,500	557,500
Service Charges	-	-	-	-	250,000	-	-	-	351,000
<b>Total Revenue</b>	-	-	-	106,400	250,000	500	300	49,500	1,015,800
<b>Estimated Beginning Fund Balance</b>	59,634	(168,970)	42,970	357,649	156,511	428,896	265,376	86,832	1,504,499
<b>Total Resources</b>	59,634	(168,970)	42,970	464,049	406,511	429,396	265,676	136,332	2,520,299
<b>Expenditures:</b>									
Materials, Supplies, Services	-	-	-	45,500	306,600	-	-	24,000	576,100
Capital Outlay	-	-	-	-	-	-	-	-	-
Capital Improvement	-	-	-	-	-	-	-	-	200,000
<b>Total Expenditures:</b>	-	-	-	45,500	306,600	-	-	24,000	776,100
<b>Estimated Ending Fund Balance</b>	59,634	(168,970)	42,970	418,549	99,911	429,396	265,676	112,332	1,744,199
<b>Total Uses</b>	59,634	(168,970)	42,970	464,049	406,511	429,396	265,676	136,332	2,520,299

**GRAPHS AND SUMMARIES**

**Debt Service Funds (non-SA/RDA)**

<u>Description</u>	<b>Fund 317</b>	<b>Fund 320</b>	<b>Total</b>
	<b>Public Facilities</b>	<b>Capital Lease</b>	
	Fiscal Year	Fiscal Year	Fiscal Year
<b>Revenue:</b>	2015-2016	2015-2016	2015-2016
Interest	-	-	-
Miscellaneous	-	-	-
<b>Total Revenue</b>	-	-	-
<b><u>Other Sources of Funds</u></b>			
Transfers In	149,000	70,400	219,400
<b>Total Other Sources of Funds</b>	149,000	70,400	219,400
<b>Total Source of Funds</b>	149,000	70,400	219,400
<b>Estimated Fund Balance</b>	80	24,428	24,508
<b>Total Resources</b>	149,080	94,828	243,908
<b><u>Expenditures</u></b>			
Debt Service	149,000	70,400	219,400
<b>Total Expenditures</b>	149,000	70,400	219,400
<b><u>Other Uses of Funds</u></b>			
Transfers Out	-	-	-
<b>Total Other Uses of Funds</b>	-	-	-
<b>Total Use of Funds</b>	149,000	70,400	219,400
<b>Estimated Fund Balance at Fiscal Year End</b>	80	24,428	24,508
<b>Total Uses</b>	149,080	94,828	243,908

**GRAPHS AND SUMMARIES**

Debt Outstanding

<b>Bond Name</b>	<b>Repayment Source</b>	<b>Original Debt Issue</b>	<b>Outstanding Principal at 06/30/15</b>	<b>2015-16 Payment P&amp;I</b>	<b>FY Final Payment</b>
<b>City National Bank Lease Agreement #11-022</b>					
	General Fund	\$ 1,388,300	\$ 1,055,400	\$ 148,732	2023
<b>Municipal Finance Corporation Lease #12-015</b>					
	Street Lighting District	818,695	709,676	70,374	2027
<b>Tax Allocation Bond, Series 2006</b>					
	Redevelopment	3,555,000	2,995,000	232,923	2036
<b>2010 Series A (Build America Bonds)</b>					
	TransNet Extension	5,500,000	5,500,000	325,105	2048
<b>Subordinate Wastewater Revenue Bonds</b>					
	Sewer Enterprise Revenue	9,825,000	8,260,000	589,400	2037
<b>2011 Refunding Revenue Bonds- San Elijo JPA</b>					
	Sewer Enterprise Revenue	4,893,637	2,957,580	781,592	2021
	<b>Subtotals</b>	<b>\$ 25,980,632</b>	<b>\$ 21,477,656</b>	<b>\$ 2,148,126</b>	
<b>2006 Barbara-Granados Underground Utility District (AD 2005-1)</b>					
	Assessment District	1,510,000	1,355,000	101,243	2036
<b>2006 Pacific Underground Utility District (AD 2005-2)</b>					
	Assessment District	510,000	460,000	32,523	2036
<b>2006 South Solana Sewer Project (AD 2006-1)</b>					
	Assessment District	550,000	495,000	38,895	2036
<b>2008 Marsolan Underground Utility District (AD 2008-1)</b>					
	Assessment District	475,000	385,000	32,885	2038
	<b>Subtotals</b>	<b>\$ 3,045,000</b>	<b>\$ 2,695,000</b>	<b>\$ 205,546</b>	
	<b>Totals</b>	<b>\$ 29,025,632</b>	<b>\$ 24,172,656</b>	<b>\$ 2,353,672</b>	

## GRAPHS AND SUMMARIES

Departmental Charges for Risk Management, Workers' Compensation, Asset Replacement, Facilities Replacement & PERS Side Fund for Fiscal Year 2015-2016

Department:	Risk Mgmt Dept Contribution	Wrkrs Comp Dept Contribution	Asset Replacement Contribution	Facilities Replacement Contribution	PERS Side Fund Payoff Contribution	Total Dept Contribution
<b>General Fund:</b>						
City Council	900	1,400	-	-	-	2,300
City Clerk	3,900	5,700	1,300	-	-	10,900
City Attorney	200	400	-	-	-	600
City Manager	3,500	5,200	-	-	-	8,700
Finance	3,800	5,600	10,900	-	130,900	151,200
Human Resources	1,100	1,700	-	-	-	2,800
Information Systems	1,700	2,600	82,000	-	-	86,300
Community Development	8,200	12,100	29,600	-	-	49,900
Fire	35,800	148,000	151,700	-	296,300	631,800
Animal Control	-	-	-	-	-	-
Code Enforcement	1,800	2,700	6,800	-	-	11,300
Marine Safety	8,700	39,200	43,000	-	29,000	119,900
Engineering	3,000	4,500	-	-	-	7,500
Environmental Services	1,400	2,100	-	-	-	3,500
Streets Maint	39,000	21,000	17,300	-	-	77,300
Park Maint	1,500	2,200	-	-	-	3,700
Facilities	-	-	-	150,000	-	150,000
Community Services	1,100	1,600	-	-	-	2,700
Recreation	2,000	3,000	-	-	-	5,000
<b>Total General Fund</b>	<b>117,600</b>	<b>259,000</b>	<b>342,600</b>	<b>150,000</b>	<b>456,200</b>	<b>1,325,400</b>
<b>All Other Funds:</b>						
Sanitation	62,100	7,100	-	-	16,900	86,100
Mid 33	200	300	-	-	900	1,400
Street Lighting	1,200	1,800	-	-	4,300	7,300
Junior Lifeguard	2,600	3,800	-	-	-	6,400
Successor Agency Admin	2,100	3,200	-	-	6,600	11,900
<b>Total All Funds</b>	<b>185,800</b>	<b>275,200</b>	<b>342,600</b>	<b>150,000</b>	<b>484,900</b>	<b>1,438,500</b>

The City uses a combination of factors to allocate charges to departments. The allocation factors consist of: 1) The departments proposed payroll (exposure) 2) Actual claims as calculated and averaged over the prior five fiscal years (losses) and 3) Equipment operated by the department. The factors are input into the following formula to calculate Claims and Worker's Compensation charges:

$$C = T \times [(W \times I/L) + ((1-W) \times e/E)]$$

Where:

C = Contribution of department

T = Total cost of risk allocated

W = Weight placed on department loss experience

I = Losses of the department

L = Total losses of all departments

e = Exposure of the department (payroll)

E = Total exposure of all departments

## BUDGET GRAPHS AND SUMMARIES

### Budget Schedule IVA - Asset Replacement Fund by Department - Fiscal Year 2015-2016

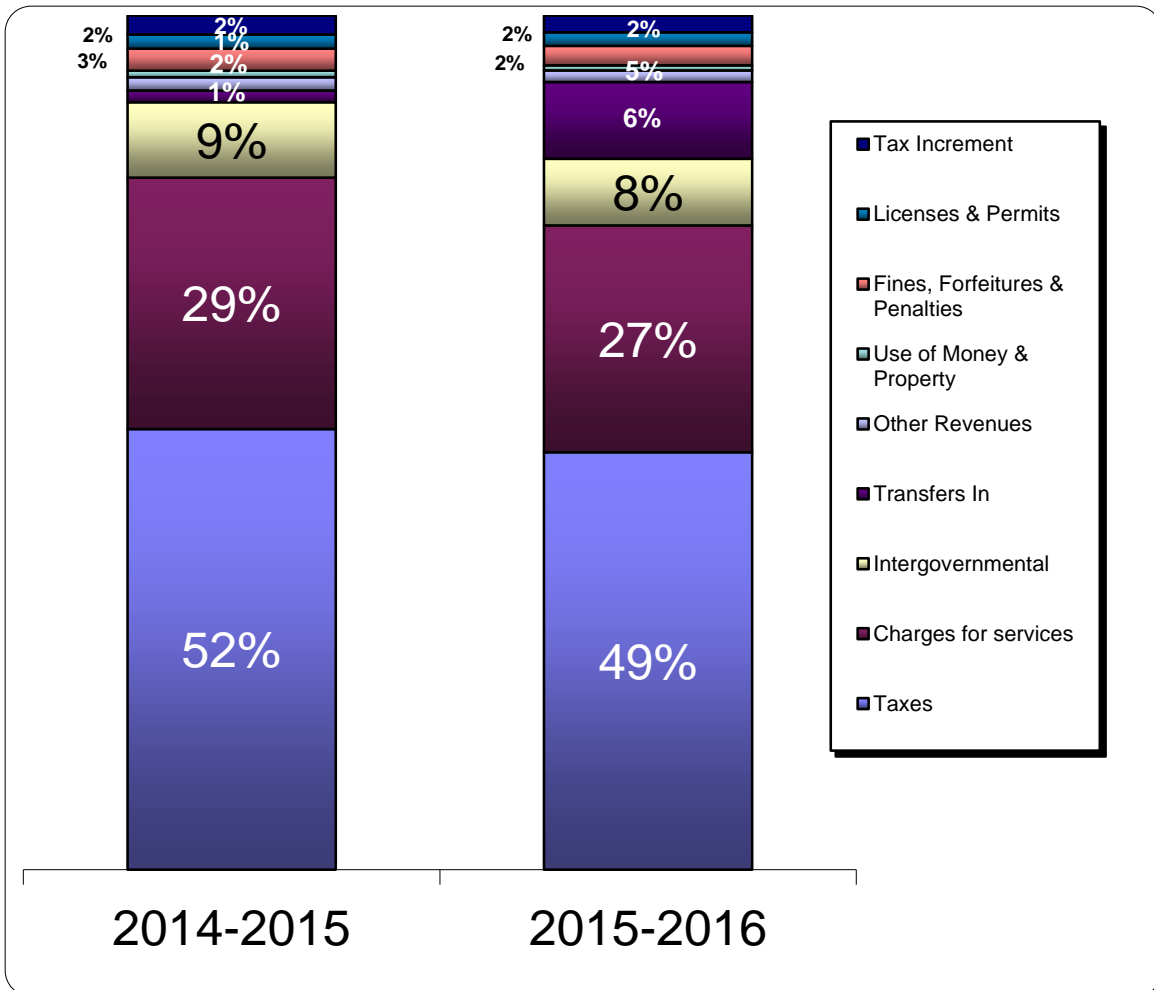
		Balance	Scheduled	Available	2015/16		Ending
					July 1, 2015	Charges	
<b>Vehicles:</b>			for 2015/16	2015/16	Replacements	Transfer In	June 30, 2016
Fire Department	7	\$ 501,800	114,100	615,900	-	-	615,900
Marine Safety	2	61,600	15,900	77,500	(38,000)	-	39,500
Public Works	8	293,300	6,100	299,400	-	-	299,400
Parking and Codes	2	44,100	3,200	47,300	-	-	47,300
<i>Total Vehicles</i>	19	<u>900,800</u>	<u>139,300</u>	<u>1,040,100</u>	<u>(38,000)</u>	<u>-</u>	<u>1,002,100</u>
<b>Equipment: <sup>(1)</sup></b>							
Fire Department		334,500	37,600	372,100	(9,500)	-	362,600
Marine Safety		152,900	27,100	180,000	-	-	180,000
Parking and Codes		39,100	3,600	42,700	-	-	42,700
Public Works		61,400	11,200	72,600	-	-	72,600
Community Development		119,100	29,600	148,700	(75,000)	-	73,700
Community Services		22,200	-	22,200	-	-	22,200
City Clerk		33,900	1,300	35,200	(4,100)	-	31,100
Finance		31,900	10,900	42,800	(10,000)	-	32,800
City Manager		169,500	-	169,500	-	-	169,500
Information Systems		87,500	82,000	169,500	(115,900)	30,000	83,600
<i>Total Equipment</i>		<u>1,052,000</u>	<u>203,300</u>	<u>1,255,300</u>	<u>(214,500)</u>	<u>30,000</u>	<u>1,070,800</u>
Total reserved		1,952,800	342,600	2,295,400	(252,500)	30,000	2,072,900
Interest earnings		-	4,000	4,000	-	-	4,000
<b>Total Asset Replacement</b>		<u>\$ 1,952,800</u>	<u>346,600</u>	<u>2,299,400</u>	<u>(252,500)</u>	<u>30,000</u>	<u>2,076,900</u>

<sup>(1)</sup> The equipment identified on this schedule are those items having a replacement cost of \$5,000 or greater. Certain items on this schedule are not capitalized as fixed assets within the City's financial statements due to type of equipment not being recognized as capitalizable by generally accepted accounting principals.



## GRAPHS AND SUMMARIES

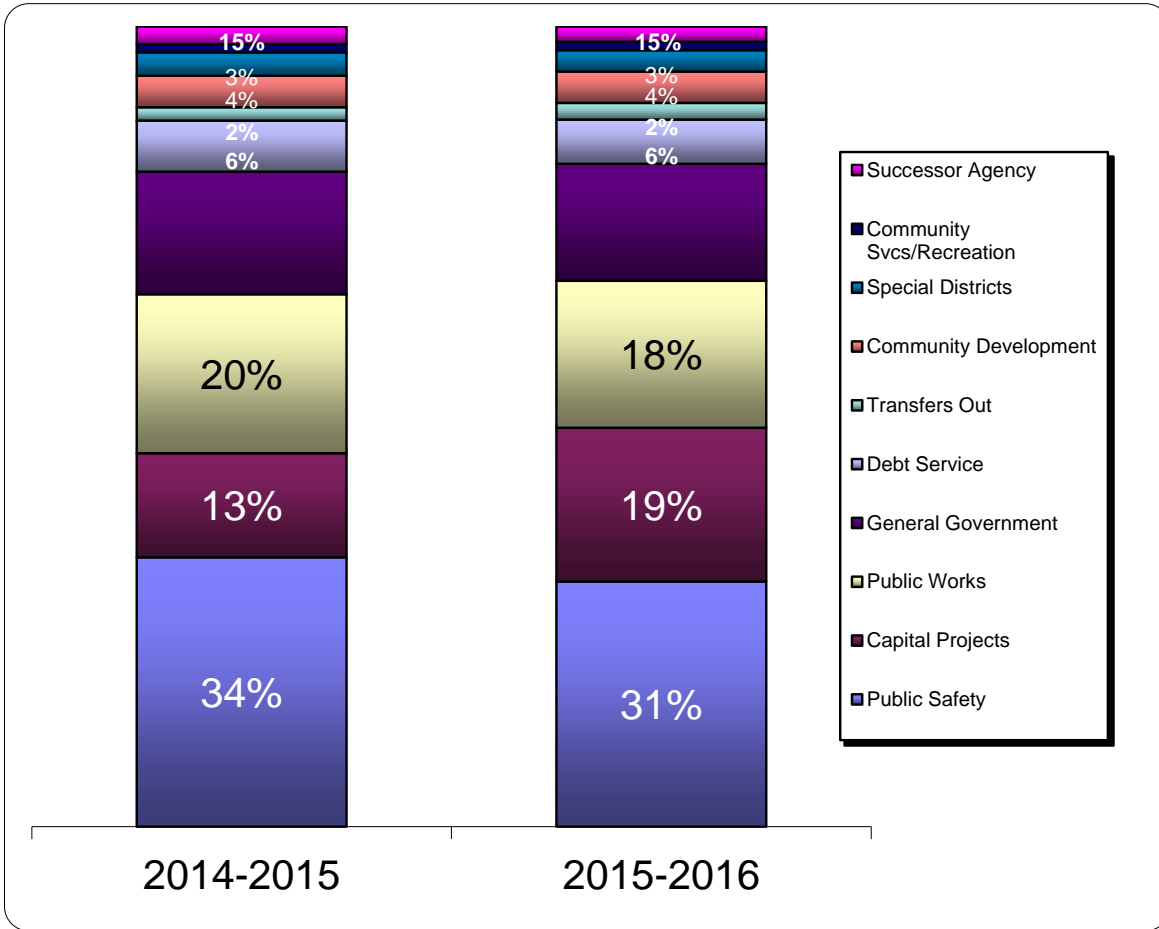
### TOTAL FUNDING SOURCES



Resources:	2012-2013 Adopted	2014-2015 Adopted	2014-2015 Projected	2015-2016 Adopted
Taxes	12,476,100	12,806,000	13,083,187	13,699,200
Charges for services	6,824,800	7,307,600	7,742,642	7,442,425
Intergovernmental	1,845,700	2,191,200	2,335,525	2,187,500
Use of Money & Property	210,300	192,100	179,560	167,600
Other Sources of Funds	2,331,700	339,400	451,065	2,520,400
Fines, Forfeitures & Penalties	638,800	639,700	667,200	639,700
Licenses & Permits	398,500	411,300	483,300	443,300
Other Revenues	840,200	385,400	453,472	378,900
Tax Increment	550,000	550,000	566,847	550,000
<b>TOTAL</b>	<b>26,116,100</b>	<b>24,822,700</b>	<b>25,962,798</b>	<b>28,029,025</b>

## GRAPHS AND SUMMARIES

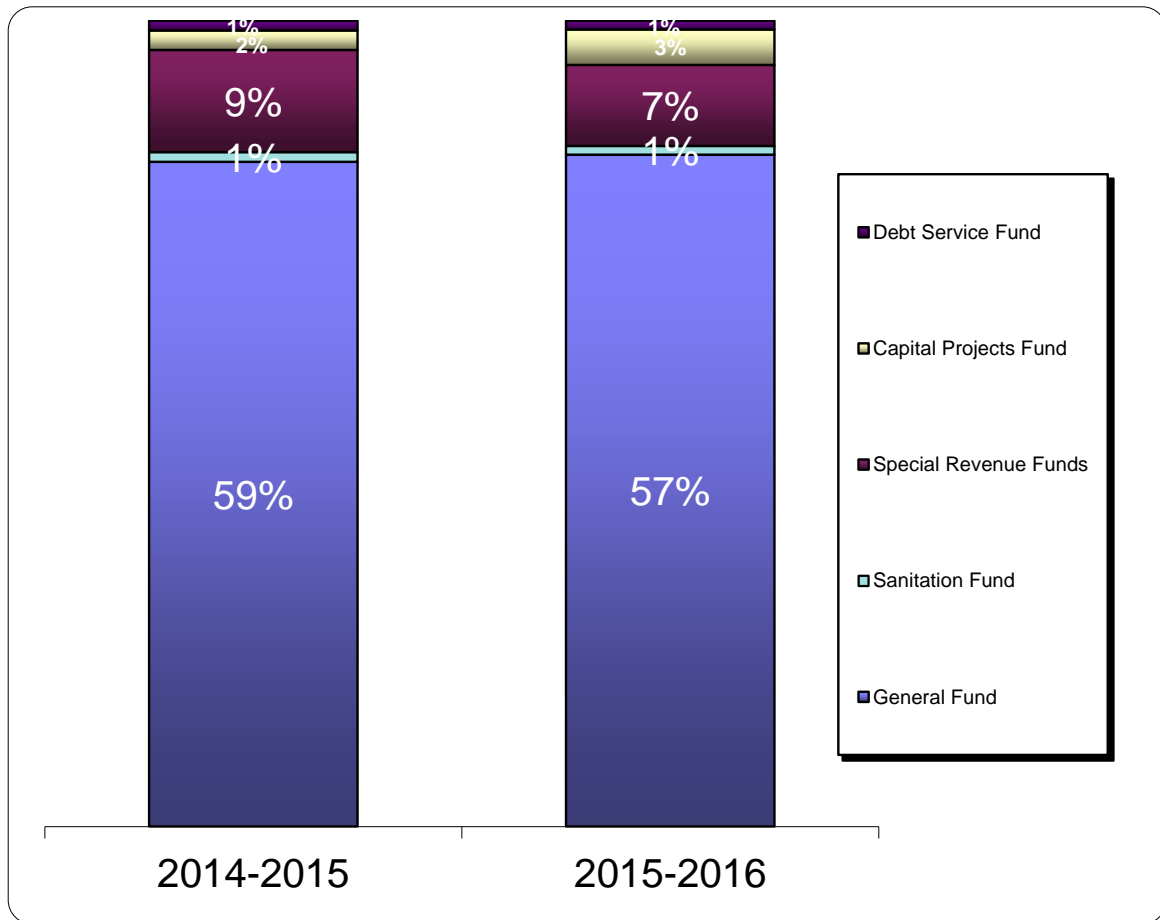
### TOTAL EXPENDITURES BY FUNCTION



Expenditures:	2012-2013 Adopted	2014-2015 Adopted	2014-2015 Projected	2015-2016 Adopted
Public Safety	8,554,800	8,705,300	8,923,485	9,117,000
Capital Projects	9,840,800	3,368,300	3,215,845	5,718,000
Public Works	5,782,000	5,138,300	5,136,362	5,464,400
General Government	3,563,700	3,963,700	3,662,602	4,351,350
Debt Service	1,005,500	1,648,800	1,646,432	1,644,200
Transfers Out	534,700	431,700	451,065	620,400
Community Development	976,100	1,017,900	1,455,158	1,166,200
Special Districts	733,700	754,900	759,993	791,500
Community Svcs/Recreation	281,900	267,800	291,467	317,400
Successor Agency	258,800	566,000	599,861	561,700
<b>TOTAL</b>	<b>31,532,000</b>	<b>25,862,700</b>	<b>26,142,270</b>	<b>29,752,150</b>

## GRAPHS AND SUMMARIES

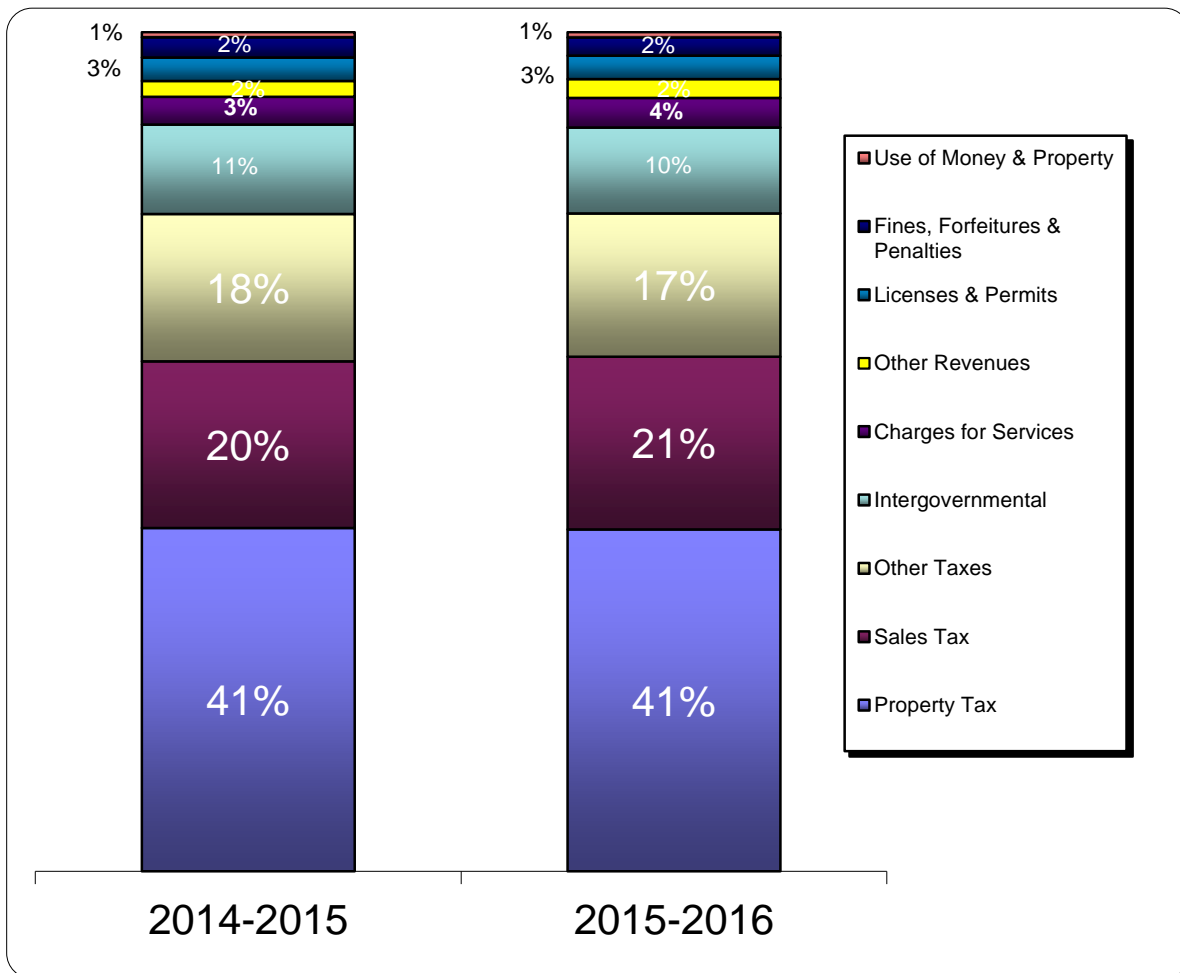
### TOTAL EXPENDITURES BY FUND



Funds:	2012-2013 Adopted	2014-2015 Adopted	2014-2015 Projected	2015-2016 Adopted
Governmental Funds				
General Fund	15,081,000	15,367,600	15,692,629	16,913,850
Special Revenue Funds	8,677,000	2,362,300	2,412,996	2,040,100
Capital Projects Fund	872,500	450,400	1,573,149	893,000
Debt Service Fund	379,800	224,700	219,374	219,400
<b>Total Governmental Funds</b>	<b>25,010,300</b>	<b>18,405,000</b>	<b>19,898,148</b>	<b>20,066,350</b>
Enterprise Funds				
Sanitation Fund	6,029,600	6,891,700	5,644,261	9,124,100
Successor Agency	492,100	566,000	599,861	561,700
<b>TOTAL</b>	<b>31,532,000</b>	<b>25,862,700</b>	<b>26,142,270</b>	<b>29,752,150</b>

## GRAPHS AND SUMMARIES

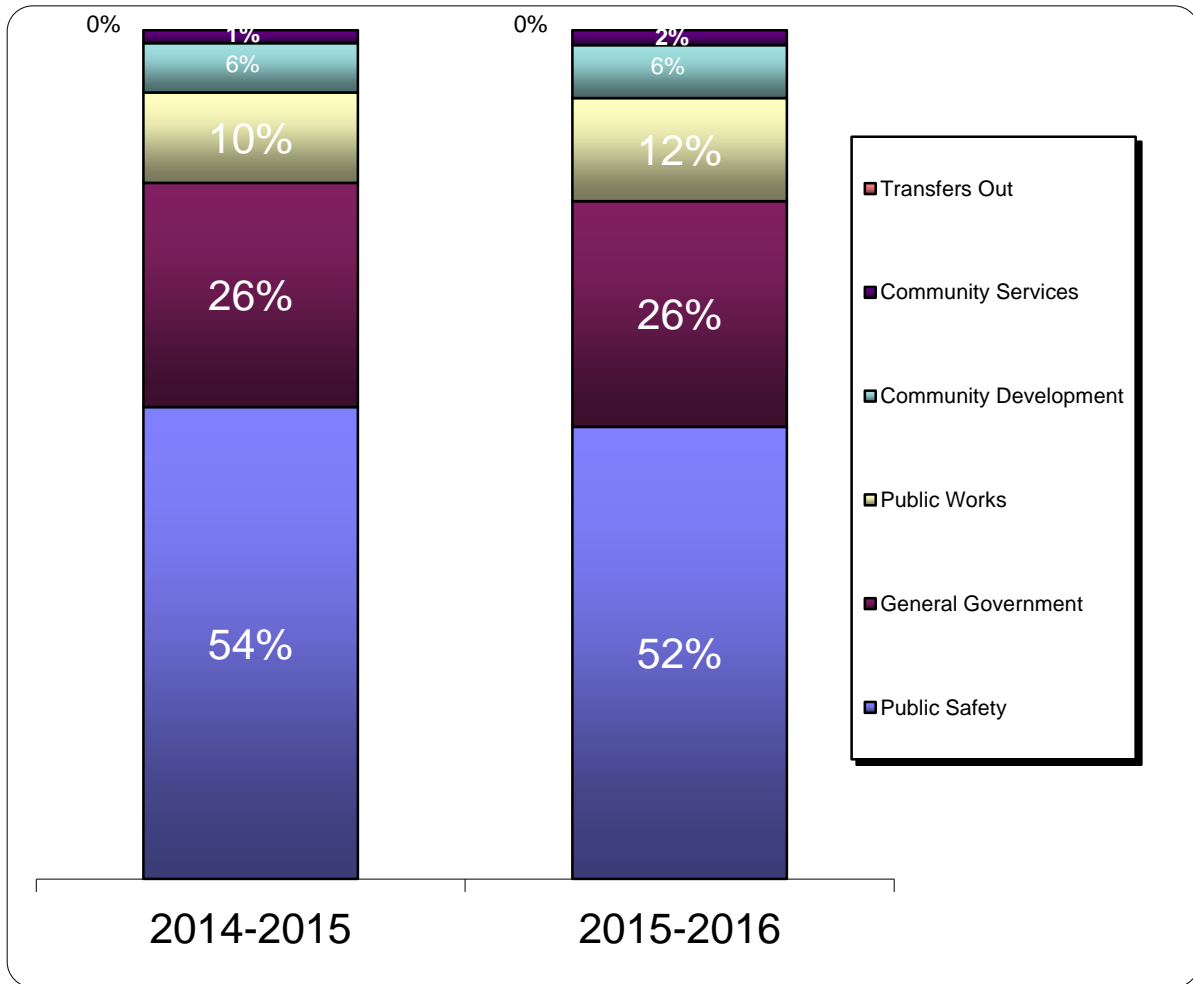
### GENERAL FUND REVENUES AND SOURCES



Revenues & Sources:	2012-2013 Adopted	2014-2015 Adopted	2014-2015 Projected	2015-2016 Adopted
Property Tax	5,514,200	5,834,400	6,282,100	6,464,100
Sales Tax	2,900,000	2,832,300	2,748,900	3,266,000
Other Taxes	2,355,000	2,504,000	2,704,000	2,709,000
Intergovernmental	1,458,500	1,519,500	1,597,186	1,624,300
Charges for Services	502,000	472,000	610,600	560,000
Use of Money & Property	92,000	87,000	95,000	100,000
Licenses & Permits	495,000	398,500	483,300	443,300
Fines, Forfeitures & Penalties	340,300	343,800	371,300	343,800
Other Revenues	412,100	269,100	234,100	356,100
<b>TOTAL</b>	<b>14,069,100</b>	<b>14,260,600</b>	<b>15,126,486</b>	<b>15,866,600</b>

## GRAPHS AND SUMMARIES

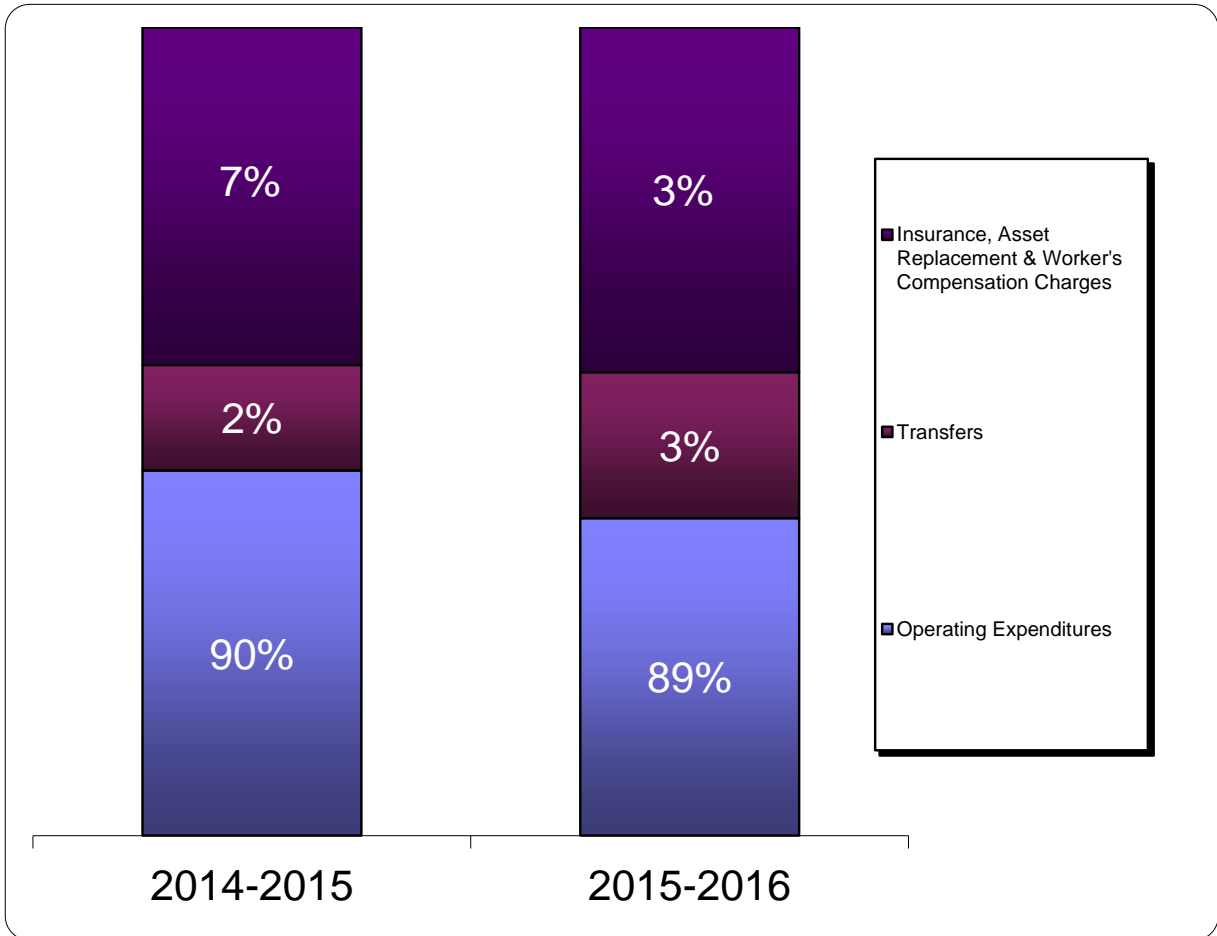
### GENERAL FUND EXPENDITURES BY FUNCTION (includes Self-Insurance & Asset Replacement)



Function:	2012-2013 Adopted	2014-2015 Adopted	2014-2015 Projected	2015-2016 Adopted
Public Safety	8,420,300	8,342,400	8,565,392	8,715,300
General Government	3,563,700	3,963,700	3,662,602	4,351,350
Public Works	1,509,800	1,598,200	1,854,087	1,988,000
Community Development	841,600	872,400	970,925	1,020,700
Community Services	281,900	229,600	263,258	288,500
Transfers Out	463,700	361,300	376,365	550,000
<b>TOTAL</b>	<b>15,081,000</b>	<b>15,367,600</b>	<b>15,692,629</b>	<b>16,913,850</b>

## GRAPHS AND SUMMARIES

### GENERAL FUND EXPENDITURES BY TYPE (includes Self-Insurance & Asset Replacement)



Category:	2012-2013 Adopted	2014-2015 Adopted	2014-2015 Projected	2015-2016 Adopted
Operating Expenditures	13,636,300	13,851,000	14,352,165	15,065,000
Transfer to:				
Debt Service	272,100	154,300	149,000	149,000
Capital Improvement Projects	191,600	207,000	223,165	371,000
Asset Replacement Fund	-	-	4,200	30,000
Insurance, Asset & Facilities Replacement, Worker's Comp & PERS Side Fund Charges	981,000	1,155,300	964,099	1,298,850
<b>TOTAL</b>	<b>15,081,000</b>	<b>15,367,600</b>	<b>15,692,629</b>	<b>16,913,850</b>

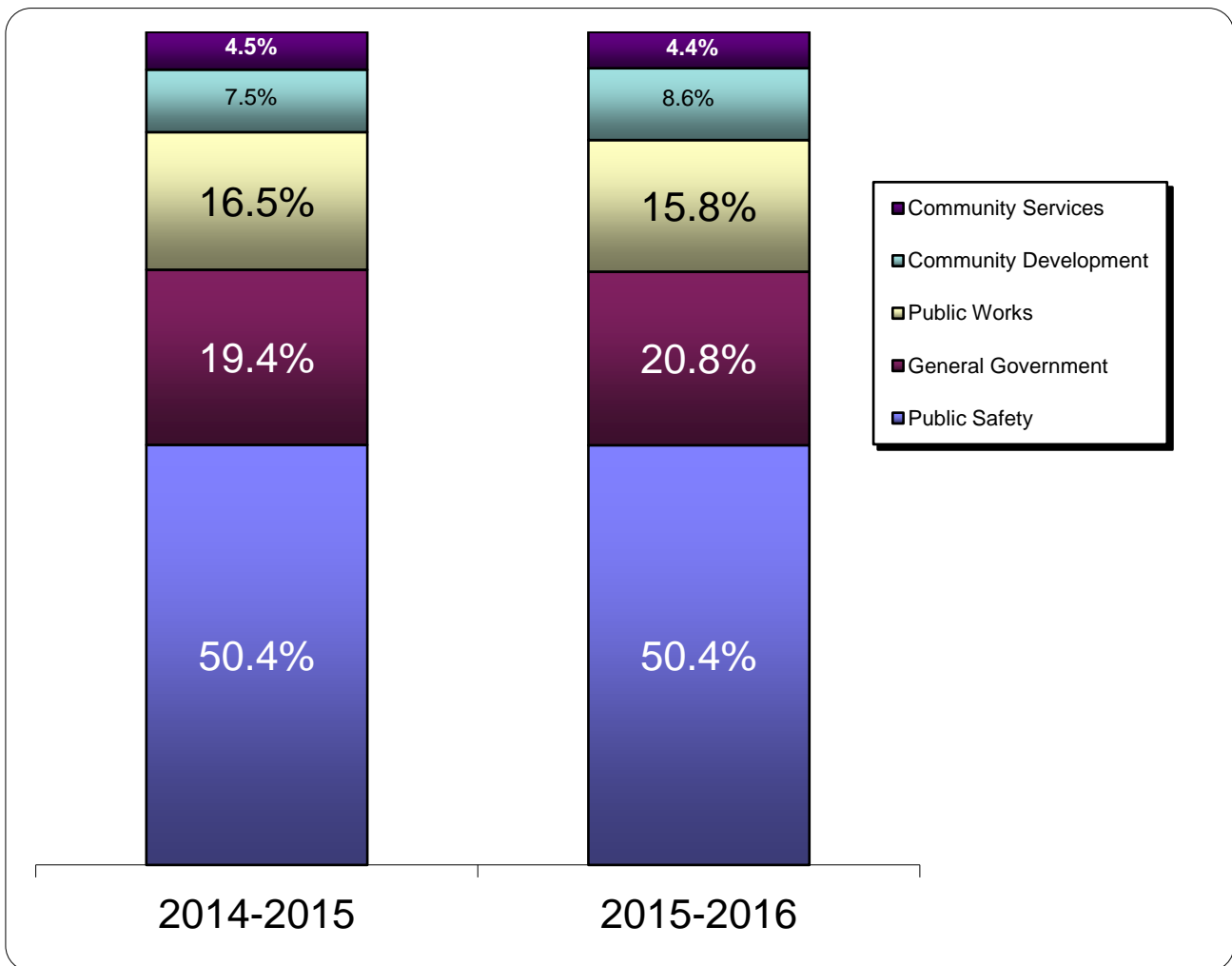
**GRAPHS AND SUMMARIES**

Schedule V - Authorized and Funded Positions (Full-Time Equivalents FTEs) (Home Department)

DEPARTMENT/ POSITION TITLE	CLASS CODE/ SALARY RANGES	APPROVED POSITIONS FY 13-14	APPROVED POSITIONS FY 14-15	APPROVED POSITIONS FY 15-16
<b>CITY CLERK</b>				
City Clerk	1101	1.00	1.00	1.00
Deputy City Clerk	1104	1.00	1.00	1.00
Administrative Assistant II/III	3066	1.00	1.00	1.00
Management Analyst	1021	0.00	0.00	0.50
<b>Total</b>		<b>3.00</b>	<b>3.00</b>	<b>3.50</b>
<b>CITY MANAGER</b>				
City Manager	contract	1.00	1.00	1.00
Admin Serv Director/Deputy CM	1101	1.00	1.00	0.00
Assistant to CM/Sr. Mngmnt Analyst	1104	1.00	1.00	1.00
Administrative Assistant IV	3108	1.00	1.00	1.00
Administrative Assistant II/III	3066	0.00	0.00	1.00
<b>Total</b>		<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>FINANCE</b>				
Finance Manager/City Treasurer	1102	1.00	1.00	1.00
Accountant	2128	1.00	1.00	1.00
Fiscal Services Specialist II	2122	1.00	1.00	1.00
Administrative Assistant II	3086	1.00	1.00	1.00
Fiscal Services Specialist I	2109	1.00	1.00	1.00
<b>Total</b>		<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>HUMAN RESOURCES</b>				
Senior Human Resources Analyst	1103	0.75	1.00	1.00
<b>INFORMATION SYSTEMS</b>				
Information Technology Manager	1103	1.00	1.00	1.00
<b>COMMUNITY DEVELOPMENT</b>				
Community Development Director	1101	0.00	0.00	1.00
Principal Planner	1103	1.00	1.00	1.00
Associate Planner	3136	1.00	1.00	1.00
Assistant Planner	3123	1.00	1.00	1.00
Junior Planner	3107	1.00	1.00	1.00
Administrative Assistant III	3108	1.00	1.00	1.00
<b>Total</b>		<b>5.00</b>	<b>5.00</b>	<b>6.00</b>
<b>COMMUNITY SERVICES/RECREATION</b>				
Recreation Manager	1104	1.00	1.00	1.00
<b>FIRE</b>				
Deputy Fire Chief	1102	1.00	1.00	1.00
Fire Captain II	5109	3.00	3.00	3.00
Fire Captain I	5094 - 5099	3.00	3.00	3.00
Fire Engineer	5091-A	2.00	0.00	0.00
Fire Engineer/Paramedic	5100	3.00	9.00	9.00
Firefighter/Paramedic	5091	6.00	3.00	3.00
Firefighter	5080	1.00	0.00	0.00
<b>Total</b>		<b>19.00</b>	<b>19.00</b>	<b>19.00</b>
<b>CODES &amp; PARKING</b>				
Code Compliance Officer	3116	1.00	1.00	1.00
Code Compliance Specialist	1054	0.00	0.00	1.00
<b>Total</b>		<b>1.00</b>	<b>1.00</b>	<b>2.00</b>
<b>MARINE SAFETY</b>				
Marine Safety Captain	1103	1.00	1.00	1.00
Marine Safety Lieutenant	4138	1.00	1.00	1.00
Marine Safety Sergeant	4118	1.00	1.00	2.00
<b>Total</b>		<b>3.00</b>	<b>3.00</b>	<b>4.00</b>
<b>ENGINEERING/PUBLIC WORKS</b>				
City Engineer/Public Works Director	1101	1.00	1.00	1.00
Principal Civil Engineer	1103	1.00	1.00	1.00
Associate Civil Engineer	3153	1.00	1.00	1.00
Senior Engineering Technician	3125	1.00	1.00	1.00
Environmental Specialist	3128	0.00	0.00	0.00
Public Works Inspector	3131	0.00	0.00	0.00
Assistant Civ. Engineer/Environmental	3124	1.00	1.00	1.00
Public Works Operations Manager	1104	1.00	1.00	1.00
Lead Maintenance Worker	3111	1.00	1.00	2.00
Administrative Assistant III	3108	1.00	1.00	1.00
Maintenance Worker II	3097	3.00	3.00	2.00
<b>Total</b>		<b>11.00</b>	<b>11.00</b>	<b>11.00</b>
<b>Grand Total full-time equivalents</b>		<b>53.75</b>	<b>54.00</b>	<b>57.50</b>
Part-Time/Seasonal full-time equivalents		12.73	12.60	12.60
<b>Grand Total</b>		<b>66.48</b>	<b>66.60</b>	<b>70.10</b>

## GRAPHS AND SUMMARIES

### AUTHORIZED POSITIONS BY FUNCTION (Home Department)



Function:	2013-2014 APPROVED	2014-2015 APPROVED	APPROVED 2015-2016	
			Full-Time FTE's	Part -Time FTE's
			Public Safety	33.59
General Government	13.75	14.00	14.50	-
Public Works	11.00	11.00	11.00	-
Community Development	5.00	5.00	6.00	-
Community Services	3.14	3.01	1.00	2.03
<b>TOTAL</b>	<b>66.48</b>	<b>66.60</b>	<b>57.50</b>	<b>12.10</b>



## GRAPHS AND SUMMARIES

### Schedule VI - List of Positions Split Between Funds & Departments

	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Change
	Percent	Percent	Percent
<b><u>City Manager *</u></b>			
City Manager	54%	50%	-4%
Sanitation	11%	15%	4%
Street Lighting	5%	5%	0%
Successor Agency	30%	30%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Deputy CM</u></b>			
City Manager	5%	0%	-5%
Human Resources	15%	0%	-15%
Community Development	40%	0%	-40%
Fire	0%	0%	0%
Codes / Parking	20%	0%	-20%
Animal Control	5%	0%	-5%
Successor Agency	15%	0%	-15%
<b>Total</b>	<b>100%</b>	<b>0%</b>	<b>-100%</b>
<b><u>Director of Public Works/</u></b>			
<b><u>City Engineer</u></b>			
Engineering	35%	35%	0%
Street Maintenance	20%	20%	0%
Sanitation	30%	30%	0%
Street Lighting	10%	10%	0%
CIP Projects	5%	5%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>City Clerk</u></b>			
City Clerk	85%	85%	0%
Successor Agency	15%	15%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Principal Civil Engineer</u></b>			
Engineering	25%	25%	0%
Environmental Services	10%	10%	0%
Sanitation	20%	20%	0%
Street Lighting	15%	15%	0%
CIP Projects	30%	30%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Finance Manager/City Treasurer</u></b>			
Finance	35%	30%	-5%
Risk Management - Insurance	10%	15%	5%
Successor Agency	30%	30%	0%
Sanitation	25%	25%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Public Works Operations Manager</u></b>			
Environmental Services	10%	10%	0%
Street Maintenance	20%	20%	0%
Park Maintenance	20%	20%	0%
MID #33	15%	15%	0%
Sanitation	25%	25%	0%
Street Lighting	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Senior Management Analyst</u></b>			
City Manager	45%	45%	0%
Community Services	20%	20%	0%
Environmental Services	15%	15%	0%
Recreation	20%	20%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>HR Analyst</u></b>			
Human Resources	80%	80%	0%
Workers' Compensation - Insurance	20%	20%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Assistant Civil Engineer/Environmental</u></b>			
Environmental Services	30%	30%	0%
Engineering	15%	15%	0%
Street Maintenance	10%	10%	0%
Park Maintenance	10%	10%	0%
Sanitation	25%	25%	0%
Street Lighting	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Associate Civil Engineer</u></b>			
Engineering	40%	25%	-15%
CIP Projects	10%	25%	15%
Sanitation	50%	50%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

## GRAPHS AND SUMMARIES

### Schedule VI - List of Positions Split Between Funds & Departments

	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Change
	Percent	Percent	Percent
<b><u>Accountant</u></b>			
Finance	75%	75%	0%
Successor Agency	15%	15%	0%
Sanitation	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Fiscal Services Specialist II</u></b>			
Finance	75%	75%	0%
Risk Management - Insurance	20%	20%	0%
Sanitation	5%	5%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Fiscal Services Specialist I</u></b>			
Finance	95%	75%	-20%
Risk Management - Insurance	0%	20%	20%
Sanitation	5%	5%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Code Compliance Officer</u></b>			
Codes/Parking	80%	80%	0%
Environmental Services	20%	20%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Sr. Engineering Technician</u></b>			
Engineering	65%	65%	0%
Sanitation	25%	25%	0%
Street Lighting	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Administrative Assistant II (CM/Fire/MS)</u></b>			
City Manager	10%	50%	40%
Risk Management - Insurance	0%	10%	10%
Fire Department	20%	20%	0%
Marine Safety	20%	20%	0%
<b>Total</b>	<b>50%</b>	<b>100%</b>	<b>50%</b>
<b><u>Deputy City Clerk</u></b>			
City Clerk	75%	75%	0%
City Attorney	25%	25%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Administrative Assistant IV</u></b>			
City Council	20%	20%	0%
City Manager	60%	60%	0%
Human Resources	20%	20%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Lead Maintenance Worker (2 positions)</u></b>			
Environmental Services	10%	7%	-3%
Street Maintenance	55%	55%	0%
Park Maintenance	15%	23%	8%
Sanitation	15%	12%	-3%
Street Lighting	5%	3%	-2%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Administrative Assistant III (Engineering)</u></b>			
Engineering	48%	48%	0%
Street Maintenance	25%	25%	0%
Sanitation	17%	17%	0%
Street Lighting	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Maintenance Workers II (2 positions)</u></b>			
Environmental Services	5%	5%	0%
Street Maintenance	55%	55%	0%
Park Maintenance	30%	30%	0%
Sanitation	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

\* Per Contract



**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION					
	2015-2016					
<b>GENERAL GOVERNMENT</b>	General Fund					3,052,500
	Risk Management - Insurance					597,750
	Worker's Compensation - Insurance					410,900
	Asset Replacement					252,500
	PERS Side Fund					37,700
						4,351,350
EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 PROPOSED	
TOTAL REGULAR POSITIONS	12.29	10.99	11.24	11.24	12.00	
SALARIES & FRINGE BENEFITS	1,228,013	1,320,467	1,369,300	1,414,346	1,597,500	
MATERIAL, SUPPLIES & SERVICES	1,703,740	1,597,644	2,127,000	1,711,128	2,200,850	
CAPITAL, DEBT SVC & CHARGES	476,300	458,220	432,700	489,434	553,000	
<b>TOTAL BUDGET</b>	<b>3,408,053</b>	<b>3,376,331</b>	<b>3,929,000</b>	<b>3,614,908</b>	<b>4,351,350</b>	

**Department Overview:**

The General Government function for the City comprises the legislative and administrative support services departments. These departments include the City Council, City Attorney and City Clerk which fulfill the legislative functions while the City Manager, Human Resources, Finance, Information Systems, Risk Management and Support Services departments comprise the administrative support services of the City.

**Structure & Services**

Solana Beach is a General Law City operated by a Council/Manager form of government. The **City Council** serves as the legislative body and consists of five City Council members, one of whom is chosen to act as Mayor for a one-year term on a rotating basis. The City Council budget is located at C-4 and C-5.

The **City Manager** is appointed by the City Council to serve as the Chief Administrative Officer of the City. The City Manager oversees the implementation of policy and programs established by the City Council and provides overall direction for the administration of City programs and services. Information regarding its mission statement, structure and services, goals, and budget and service indicators can be found beginning at C-11

The **City Clerk's** office is responsible for providing regulatory oversight as per the Government Code and state regulatory agencies as needed and required, including the Fair Political Practices Commission. The Clerk's department records and archives the City Council legislative history into a document imaging system to assist in the research and retrieval process. The department also coordinates with City departments all official records of the City including the records maintenance schedule and destruction of out-dated records. The City Clerk acts as the City's election official and administers all City elections. Other responsibilities include codifying

the Municipal Code, certifying official documents, and administering oaths. The City Clerk's department manages front desk operations including greeting, phones, receipting, mail, general **GENERAL GOVERNMENT (continued)**

information, and citywide / City Clerk administration. Further information regarding the City Clerk's office, including its budget and service indicators, can be found beginning at C-6.

The **City Attorney** serves as a legal advisor to the City Council, City Manager, the various City departments, commissions, and committees and boards. The office assists in developing strategy and negotiating solutions to City legal problems. The City Attorney prepares and approves for legality the majority of proposed City ordinances, resolutions, contracts, and other legal documents. The City Attorney also manages all litigation for the City and represents the City in certain cases. City attorney services are provided by an outside law firm on a contract basis. The department's budget is located at C-14 and C-15

The **Finance Department** manages its budget unit and the budgets for Support Services, Risk Management, Workers Compensation, Asset Replacement and the PERS Side Fund. Information regarding its mission statement, structure and services, goals, and budget and service indicators can be found beginning at C-17.



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>CITY COUNCIL</b>		<b>5100</b>			<b>001-5000-5100</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	54,024	54,538	54,800	55,106	55,500
6103	Overtime	42	10	400	178	400
6205	Retirement	7,084	6,965	7,500	6,816	4,900
6210	Medicare	933	1,121	800	1,152	800
622X	Flex Credit Benefit	52,500	57,624	57,600	64,144	63,500
6244	LT Disability Insurance	-	68	-	67	100
6245	Life Insurance	34	30	-	35	-
6280	Auto Allowance	-	-	-	-	15,300
TOTAL		114,617	120,356	121,100	127,498	140,500
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6315	Travel, Conferences, & Meetings	5,156	3,116	6,400	6,400	9,100
6330	Membership and Dues	71,315	63,145	65,000	65,700	81,100
6418	Books, Subscriptions, and Printing	221	80	500	500	500
6420	Departmental Special Supplies	5	-	200	200	200
6529	Mileage	4	241	500	500	500
6530	Professional Services	2,500	-	-	-	-
6532	Contribution to Other Agencies	32,388	17,460	39,900	39,900	41,700
6570	Other Charges	-	24	100	100	100
TOTAL		111,589	84,066	112,600	113,300	133,200
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6630	Improvements	-	-	-	-	-
6910	Claims Liability Charges	1,700	2,900	2,200	2,200	900
6920	Workers' Comp Charges	2,500	2,500	1,400	1,400	1,400
TOTAL		4,200	5,400	3,600	3,600	2,300
ACTIVITY TOTALS		230,406	209,822	237,300	244,398	276,000

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>CITY COUNCIL</b>	<b>5100</b>	<b>001-5000-5100</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
2121	Mayor	-	8,600	-	8,600	-	8,600
	Council Members	-	34,100	-	34,100	-	34,200
	Executive Assistant	0.20	12,100	0.20	12,100	0.20	12,700
	Overtime		400		400		400
	Total Salaries		55,200		55,200		55,900
	Total Benefits		65,900		65,900		84,600
<b>Total</b>		<b>0.20</b>	<b>121,100</b>	<b>0.20</b>	<b>121,100</b>	<b>0.20</b>	<b>140,500</b>

**NOTES:**

	FY 15/16
6315: League of California Cities meetings	3,200
Closed Session Council meetings	1,600
DC - Marlowe meetings	1,300
LCC Luncheon Fees	300
LCC Exec Forum Workshop	2,700
	<u>9,100</u>
6330: San Dieguito River JPA	64,581
League of California Cities (state)	5,507
LAFCO	6,420
SANDAG	2,245
League of California Cities (SD Chapter)	600
Misc Luncheon Fees	1,247
CCTA	500
	<u>81,100</u>
6532: Community Grant Program	25,000
Friends of the Library	10,000
211 San Diego	2,000
Winter Shelter	3,200
Regional Task Force	1,500
	<u>41,700</u>
6570: Council photos, event invitations, ground breaking and special recognition supplies.	





# City Clerk's Office

## **Mission Statement:**

Promote the openness of government by providing quality service through access to information and records, oversight of legislative obligations and proceedings, recordation of the City's actions, and ensuring the highest integrity in election proceedings.

## **Structure & Services**

### **Legislative Administration**

The City Clerk's department is responsible for facilitating the execution of official and legislative processes including publishing and posting of City Council and other official agendas, attesting to, recording, and preserving all official actions of the City Council, codifying the municipal code, and certifying City documents. The City Clerk's department is responsible for ensuring that all meetings are conducted in accordance with the Brown Act, also known as the open public meeting law. As the filing official/officer, the City Clerk administers the required annual noticing, tracking, and reporting of the Fair Political Practices Commission filings and biennial review and update of the City's Conflict of Interest Code. The department tracks required ethics training, accepts and opens formal bid openings, coordinates citizen commission vacancies and recruitment, processes agreements and recorded documents, performs centralized processing of all legal notices, and acts as the filing office for all claims, subpoenas and summons. The City Clerk's department responds to all inquiries to meet requirements of the Public Records Act including timely responses, required redactions, and assistance in identifying records.

### **Records Management**

The City Clerk department is responsible for maintaining the City's official records and implements the records management program which includes the retention, preservation, and destruction of records, and administration of the City's adopted Records Retention Schedule, as well as, adhere to amended and additional state requirements. The department archives all legislative documents, including certain historical documents, utilizing a document imaging system to aid in records research and retrieval. The primary goals of the records management program is to coordinate an efficient and effective administration of records in order to lend public access and promote government transparency.

### **Election**

As the elections official, the City Clerk is responsible for guiding democratic processes, such as conducting general/special elections including administering the candidate nomination process, publishing candidate notices within legal guidelines, assessing and certifying official petitions for citizen initiatives, processing and tracking required campaign statement filings, and monitoring changes in laws and regulations to effectively qualify candidates and initiatives/asures and carry out elections. The department provides oversight in regards to compliance with the Political Reform Act, California Elections Code, California Code of Regulations (FPPC), and Solana Beach Municipal Code.

**Community and Public Information** The City Clerk's department manages City Hall's general lobby operations which include routing all incoming calls, directing public inquiries, assisting all visitors, -providing general information on programs/services and permits/applications, managing

## CITY CLERK'S OFFICE (continued)

incoming/outgoing citywide mail and packages, internal scheduling of conference rooms, and acting as City Clerk department counter administration.

The City Clerk's budget and service indicators are located at C-8 and C-9.

### **Goals:**

- Comply with the California Government Code, Political Reform Act, Fair Political Practices Commission, Public Records Act, Brown Act, Solana Beach Municipal Code, Conflict of Interest Code and other various state codes and statutes in a timely and efficient manner in order to meet obligations which include official noticing, publication, and regulated filings.
- Confirm the City's conformance that legislative bodies conduct meetings in accordance with the Brown Act, also known as the open public meeting law, specifically in terms of noticing.
- Process legislative documents including minutes, resolutions, ordinances, contracts, recorded documents, and official records of proceedings.
- Assure conformity with requirements for public records requests, appropriately collaborate to provide the most definitive conclusions, and fulfill required deadlines.
- Continue to prepare and maintain the indexing, storage, and archival of official current records and the manual review and organization of historical records. Maintain the archiving of documents within the document imaging system to assist in the research and retrieval of information.
- Continue to review of the City's Records Retention Schedule for future update.
- Maintain and track new election laws to help ensure professional and fair election processes for the community.
- Manage city hall's front desk and City Clerk department customer service in order to provide information, resources and direction to the public.

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>CITY CLERK</b>		<b>5150</b>			<b>001-5000-5150</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	144,637	120,467	178,200	121,247	197,800
6102	Part Time & Temporary Salaries	11,112	70,608	-	54,484	30,200
6103	Overtime	1,216	5,336	100	2,927	100
6105	Temporary Non-Payroll	25,074	14,178	-	31,851	-
6205	Retirement	16,601	20,071	21,300	21,416	17,700
6210	Medicare	2,248	2,788	2,600	2,566	3,300
6211	Social Security	629	1,531	-	282	-
622X	Flex Credit Benefit	20,755	17,774	28,800	18,776	38,800
6244	LT Disability Insurance	-	422	-	521	1,200
6245	Life Insurance	447	330	600	406	800
6280	Auto Allowance	2,601	2,601	2,600	2,560	2,600
6290	Phone Allowance	510	510	-	98	-
TOTAL		225,830	256,616	234,200	257,134	292,500
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6315	Travel, Conferences, & Meetings	482	2,638	2,000	2,000	3,400
6320	Training	159	398	400	400	1,100
6330	Membership and Dues	210	674	500	550	500
6415	Election Supplies	17,299	53,931	11,000	1,500	800
6417	Postage	8,721	7,067	8,500	8,100	8,500
6418	Books, Subscriptions, and Printing	2,718	1,713	5,300	5,100	6,900
6419	Minor Equipment	1,190	1,840	500	800	600
6420	Departmental Special Supplies	8,477	5,325	8,500	8,200	8,700
6522	Advertising	1,228	4,073	3,700	3,000	3,700
6525	Rents and Leases	2,550	2,078	2,900	2,900	2,700
6529	Mileage	67	74	200	300	300
6530	Professional Services	33,114	13,468	56,200	13,000	19,900
6531	Maint. & Operation of Equipment	577	650	500	300	600
6570	Other Charges	606	141	200	150	200
TOTAL		77,398	94,070	100,400	46,300	57,900
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6910	Claims Liability Charges	5,500	9,200	7,000	7,000	3,900
6920	Workers' Comp Charges	7,800	8,000	4,600	4,600	5,700
6930	Asset Replacement Charges	1,300	1,300	1,300	1,300	1,300
TOTAL		14,600	18,500	12,900	12,900	10,900
ACTIVITY TOTALS		317,828	369,186	347,500	316,334	361,300

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>CITY CLERK</b>	<b>5150</b>	<b>001-5000-5150</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-101	City Clerk	0.85	88,600	0.85	89,200	0.85	100,800
1-104	Deputy City Clerk	0.75	44,300	0.75	46,500	0.75	42,400
3086	Admin Assistant II/III	1.00	42,500	1.00	42,500	1.00	54,600
TBD	PT Mgmt Analyst	-	-	-	-	0.50	30,200
	Overtime		100		100		100
	Total Salaries		175,500		178,300		228,100
	Total Benefits		56,300		55,900		64,400
	<b>Total</b>	<b>2.60</b>	<b>231,800</b>	<b>2.60</b>	<b>234,200</b>	<b>3.10</b>	<b>292,500</b>

SERVICE INDICATORS	2012/13 Actual	2013/14 Actual	2014/15 Projected	2015/16 Proposed
Resolutions adopted	146	N/A	N/A	N/A
Ordinances adopted	4	N/A	N/A	N/A
Council agendas - public meetings	26	N/A	N/A	N/A
Records requests	268	N/A	N/A	N/A
Receipt processing	1,498	N/A	N/A	N/A

**NOTES:**

- 6330: National Notary Assoc., International Institute of Municipal Clerks, City Clerks Association of California
- 6417: Postage for Citywide departments, FED EX, UPS, Bulk mail permits.
- 6418: Municipal Code updates, City Clerk reference materials, records reproduction County Recorder's guide, referemce materials.
- 6420: Supplies: Meeting and agenda packet preparation, audio/video reproduction, record request materials/services, vital record archival materials, plaques, gavel, front desk operations, etc.
- 6522: Required publication of ordinances/resolutions/hearing notices
- 6525: Postage machine lease.
- 6530: Document imaging and content mgmt software support/maintenance, official redaction software annual maintenance, Front desk temporary staffing, consultant, translation services for Public Mtgs, records storage/ destruction/shredding vendor.
- 6531: Dedicated scanner, official bid date stamper.



# City Manager

## **Mission Statement:**

We are here to assist the entire community to accomplish their vision with our skills, resources, and abilities while providing services that promote and sustain a high quality of life for all.

## **Structure & Services**

The **City Manager** provides leadership, management direction, support and coordination for all of the various City departments, provides policy recommendations to the City Council, represents City interests in local and regional issues and assures the governmental processes succeed in maintaining and improving the quality of life in Solana Beach. The department enforces all applicable Federal and State laws as well as municipal ordinances and administers the overall budget. The City Manager's budget is located at C-12 and C-13.

**Human Resources** provides the City with effective human resource programs in the areas of personnel recruitment and selection, employee training and development, labor and employee relations and negotiations, salary and benefit administration, performance evaluations, classification and position studies and allocations and employee awards and programs. Additionally, Human Resources assumes responsibility for administering claims for the City's self-funded Worker's Compensation Insurance and Administration of the Affordable Care Act (ACA) Policy and Procedures. The budget and service indicators for Human Resources are located at C-22 and C-23.

**Information/Communication Systems** is responsible for ensuring that the City's information technology resources are effectively managed and used as key organizational tools in improving staff productivity, customer service, and public access to City information. Information/Communications Systems is responsible for overseeing, maintaining and improving the Local Area Networks for all City sites, Internet access and monitoring, telephone system, voicemail system, computer hardware/software training and staff support. Information/Communication Systems' budget and service indicators are located at C-24 and C-25

The **Communications** division manages the educational/community television programming under the City's cable franchise agreement, produces public service announcements (PSA), prepares press releases and E-Blasts, maintains the City website and social media communications, coordinates media activities for City programs and services, and produces the Shorelines quarterly newsletter. The budget for communications is derived from various City departments.

The **Community Services** division is responsible for providing various service-oriented activities which include the City's Annual Street Banner program, production of *Shorelines*, the City newsletter publication, management of the public art program, and coordination of City-sponsored community-wide events. In addition, the Community Services Department is directly responsible for providing programs and services to the community, including rental processing of La Colonia Field and Community Center and managing the Fletcher Cove Community Center for City programs, rentals and services; coordination of 30 City-sponsored special events; development of joint use agreements with local school districts and other organizations for facility use and program resources; contract management with the Boys & Girls Club for the City's After School Enrichment Program; non-City-sponsored special event application administration; and Summer Youth Camps.

## CITY MANAGER (continued)

### **Goals:**

- Implement all policies and programs adopted by the City Council.
- Manage all City operations through the City's employees and contractors assuring effective and quality results.
- Prepare a recommended Budget and Workplan and implement the goals of the organization upon adoption.
- Maintain a balanced operating budget and healthy capital improvement plan that provides fiscal sustainability on a three year forecast basis.
- Reduce the City's environmental footprint and develop long-term environmental sustainability for the community including the development of the City's Climate Action Plan.
- Continue the comprehensive review of land use policies and selected zoning ordinances to preserve community character through the General Plan Update.
- Promote a culture of learning and communication that ensures the community is well informed while providing a high level of confidence in local government.
- Continue the Local Coastal Plan Implementing Policies development process.
- Continue the approved USACE 50-year Sand Replenishment Project.
- Complete the RFP process for the NCTD project.
- Continue to provide the necessary tools and resources to ensure a small and dedicated staff of professionals is connected and responsive to the City Council and community with high expectations.

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>CITY MANAGER</b>		<b>5200</b>			<b>001-5000-5200</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	180,336	182,004	183,100	196,045	208,100
6102	Part Time & Temporary Salaries	4,198	4,980	4,300	22,905	-
6103	Overtime	302	448	700	1,597	700
6205	Retirement	24,020	27,093	29,200	23,377	14,500
6210	Medicare	2,464	2,568	2,700	3,134	3,000
6211	Social Security	76	57	-	1,339	-
622X	Flex Credit Benefit	18,094	19,384	19,300	18,721	25,900
6244	LT Disability Insurance	-	718	-	586	1,100
6245	Life Insurance	548	473	600	492	700
6255	Deferred Compensation	-	-	-	-	5,000
6280	Auto Allowance	153	153	200	106	2,700
6290	Phone Allowance	300	300	-	58	-
TOTAL		230,491	238,178	240,100	268,360	261,700
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6315	Travel, Conferences, & Meetings	3,253	4,926	5,200	6,000	7,000
6320	Training	355	360	1,000	1,000	1,000
6330	Membership and Dues	3,125	2,725	2,800	2,800	2,800
6418	Books, Subscriptions, and Printing	571	-	300	300	300
6420	Departmental Special Supplies	496	755	800	800	800
6529	Mileage	219	381	400	400	400
6530	Professional Services	677	8,340	-	-	50,000
6539	Contingency	15,508	15,002	37,500	37,500	37,500
TOTAL		24,204	32,489	48,000	48,800	99,800
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6910	Claims Liability Charges	6,800	9,800	7,400	7,400	3,500
6920	Workers' Comp Charges	9,700	8,500	4,800	4,800	5,200
6930	Asset Replacement Charges	-	-	-	-	-
TOTAL		16,500	18,300	12,200	12,200	8,700
ACTIVITY TOTALS		271,195	288,967	300,300	329,360	370,200

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>CITY MANAGER</b>	<b>5200</b>	<b>001-5000-5200</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
Contract	City Manager	0.54	104,300	0.54	104,400	0.50	99,000
1-101	Deputy City Manager	0.05	7,500	0.05	7,500	-	-
1-102	Assistant to CM	-	-	-	-	-	-
1-104	Sr. Management Analyst	0.45	34,800	0.45	35,000	0.45	43,600
2121	Admin Assistant IV	0.60	36,200	0.60	36,200	0.60	38,200
3108	Admin Assistant III	-	-	-	-	0.50	27,300
3086	Admin Assistant II	0.10	3,700	0.10	4,300	-	-
	Overtime		700		700		700
	Total Salaries		187,200		188,100		208,800
	Total Benefits		52,500		52,000		52,900
	<b>Total</b>	<b>1.74</b>	<b>239,700</b>	<b>1.74</b>	<b>240,100</b>	<b>2.05</b>	<b>261,700</b>

**NOTES:**

- 6315: League of California Cities, CCMA meetings and luncheons, DC trip for City Manager/Deputy City Manager
- 6330: ICMA, CCMA, and CCMF dues for City Manager
- 6530: Fee Study
- 6539: In line with Financial Policies an amount not to exceed 0.5% of the operating budget is to be included with the City Manager's budget to enhance operating efficiency



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>CITY ATTORNEY</b>		<b>5250</b>			<b>001-5000-5250</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	8,493	-	15,500	9,613	14,100
6102	Part Time & Temporary Salaries	-	7,454	-	5,398	-
6205	Retirement	671	1,100	1,300	1,455	700
6210	Medicare	122	100	200	223	200
622X	Flex Credit Benefit	1,575	126	2,800	1,951	3,200
6244	LT Disability Insurance	-	-	-	41	100
6245	Life Insurance	28	6	100	30	-
TOTAL		10,889	8,786	19,900	18,711	18,300
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6418	Books, Subscriptions, and Printing	5,765	5,278	5,000	5,000	5,000
6420	Departmental Special Supplies	163	-	-	-	-
6530	Professional Services	394,462	374,430	500,000	400,000	500,000
TOTAL		400,390	379,708	505,000	405,000	505,000
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6910	Claims Liability Charges	500	800	600	600	200
6920	Workers' Comp Charges	700	700	400	400	400
TOTAL		1,200	1,500	1,000	1,000	600
ACTIVITY TOTALS		412,479	389,994	525,900	424,711	523,900

**CITY OF SOLANA BEACH**  
SUMMARY/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
CITY ATTORNEY	5250	001-5000-5250

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-104	Deputy City Clerk	0.25	14,800	0.25	15,500	0.25	14,100
	Total Salaries		14,800		15,500		14,100
	Total Benefits		4,400		4,400		4,200
	<b>Total</b>	<b>0.25</b>	<b>19,200</b>	<b>0.25</b>	<b>19,900</b>	<b>0.25</b>	<b>18,300</b>

**NOTES:**

6418: Municipal law book update, West Law book and other legal journals subscriptions  
 6420: Pleading papers  
 6530: City Attorney - General Services 200,000  
       City Attorney - Other Services 90,000  
       Outside Legal Services 210,000  
   500,000



# Finance Department

## **Mission Statement:**

We deliver quality financial management and services to our elected officials, citizens, city departments, and the community by providing accurate and timely information to ensure fiscal sustainability in an environment of teamwork, excellent customer service, innovative business solutions and high ethical standards.

## **Structure and Services**

The Finance Department is responsible for managing Finance, Support Services, Risk Management, Workers' Compensation administration, Asset Replacement, and the administration of the Successor Agency for the former Solana Beach Redevelopment Agency (Successor Agency).

The **Finance Department** maintains the financial records of the City and the Successor Agency. Responsibilities include financial planning, cash management, purchasing, budgeting, payroll, payables, receivables, collections, accounting, financial reporting, fixed asset tracking, investment and debt administration. Finance's budget and service indicators are located at C-18 and C-19.

**Support Services** includes costs that affect City Hall in general, but are not easily allocated to the appropriate departments, and its budget is located at C-20 and C-21.

The Finance Manager is also the Risk Manager for the City and 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 to administering the budget for the self-insured worker's compensation program. The Workers Compensation budget unit was introduced in FY 2003-04 as the City began to self-insure for Workers' Compensation in October 2003. The costs to provide this service are charged to other budget units with payroll accounts on an annual basis.

The budgets and service indicators for **Risk Management, Workers Compensation, Asset Replacement and the PERS Side Fund** are located at C-26 through C-33.

## **Goals:**

- Complete sections of the department procedures manual that implement new processes
- Implement an electronic time-keeping system
- Implement the ability of citizens to pay for services using credit cards on the Internet.
- Submit the Comprehensive Annual Financial Report and the Adopted Budget for the Government Finance Officers Association (GFOA) awards for Outstanding Financial Reporting and Excellence in Operational Budgeting

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>FINANCE</b>		<b>5300</b>			<b>001-5000-5300</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	165,466	156,852	229,300	216,654	224,200
6102	Part Time & Temporary Salaries	64,578	30,662	-	7,454	-
6103	Overtime	6,585	3,176	1,200	6,688	1,200
6105	Temporary Non-Payroll	-	22,466	-	-	-
6205	Retirement	29,173	22,218	26,700	27,150	17,000
6207	Retirement-UAL	-	-	-	-	133,300
6210	Medicare	3,290	2,758	3,300	3,364	3,300
6211	Social Security	627	540	-	463	-
622X	Flex Credit Benefit	33,031	32,813	42,100	40,086	44,800
6244	LT Disability Insurance	-	2,332	-	1,004	1,200
6245	Life Insurance	607	1,254	800	611	700
6290	Phone Allowance	268	210	-	40	-
TOTAL		303,625	275,281	303,400	303,514	425,700
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6315	Travel, Conferences, & Meetings	116	20	-	-	-
6320	Training	78	858	2,000	2,000	2,000
6330	Membership and Dues	430	420	300	300	300
6418	Books, Subscriptions, and Printing	328	68	400	400	400
6420	Departmental Special Supplies	1,242	2,195	1,900	1,900	1,900
6522	Advertising	275	159	300	300	300
6529	Mileage	39	80	100	100	100
6530	Professional Services	41,495	46,322	54,000	54,000	67,000
6531	Maint. & Operation of Equipment	28,798	29,556	30,900	30,900	30,900
6570	Other Charges	134,388	132,400	132,500	132,500	132,500
TOTAL		207,189	212,078	222,400	222,400	235,400
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6910	Claims Liability Charges	7,100	11,900	9,100	9,100	3,800
6920	Workers' Comp Charges	10,200	10,300	5,900	5,900	5,600
6930	Asset Replacement Charges	10,900	10,900	10,900	10,900	10,900
6940	PERS Side Fund Charges	120,837	116,188	127,300	127,300	130,900
TOTAL		149,037	149,288	153,200	153,200	151,200
ACTIVITY TOTALS		659,851	636,647	679,000	679,114	812,300

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>FINANCE</b>	<b>5300</b>	<b>001-5000-5300</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-101	Finance Director	-	-	-	-	-	-
1-102	Finance Manager/Treasurer	0.35	42,000	0.35	42,200	0.30	39,300
2128	Accountant	0.75	48,500	0.75	48,500	0.75	51,200
2122	Fiscal Services Specialist II	0.75	45,200	0.75	45,200	0.75	47,800
3066	Admin Assistant II	1.00	42,600	1.00	42,600	1.00	43,900
2109	Fiscal Services Specialist I	0.95	46,100	0.95	50,800	0.75	42,000
	Special Pay						
	Overtime		1,200		1,200		1,200
	Total Salaries		225,600		230,500		225,400
	Total Benefits		73,100		72,900		200,300
	<b>Total</b>	<b>3.80</b>	<b>298,700</b>	<b>3.80</b>	<b>303,400</b>	<b>3.55</b>	<b>425,700</b>

SERVICE INDICATORS	2012/13 Actual	2013/14 Actual	2014/15 Projected	2015/16 Proposed
A/P checks	1516	2282	2300	2300
Payroll checks/vouchers	2524	2614	2650	2700
W-2 forms	146	163	170	170
1099 forms	43	35	40	40
Bank reconciliations	72	72	72	72
Cash receipts processed	2491	3171	3500	3500
Purchase Orders processed	248	276	300	300

**NOTES:**

	FY 15/16
6530: Annual Audit	25,000
Sales Tax Reports/Audit	10,900
CAFR Statistics & Debt Statement	1,100
Fire Benefit Administration	2,500
Computer Software Consultant	6,500
PERS GASB 68 Report	10,000
OPED Actuarial Report	11,000
	<u>67,000</u>
6531: Pentamation Licenses and Support	
The cost also reflects department expenditures for computer costs associated with the accounting system.	
6570: Property tax administration	77,000
Sales tax administration	32,000
Bank fees	22,000
Budget/CAFR awards program	1,500
	<u>132,500</u>



**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2015-2016 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>SUPPORT SERVICES</b>		<b>5350</b>			<b>001-5000-5350</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>					
	TOTAL	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>					
6416	Office Supplies	6,167	5,385	5,000	5,000	5,000
6418	Books, Subscriptions & Printing	6,078	5,076	5,500	5,500	5,500
6419	Minor Equipment	3,681	-	-	-	-
6420	Departmental Special Supplies	2,651	2,111	2,000	2,000	2,000
6525	Rents and Leases	11,960	11,957	12,000	12,000	12,000
6530	Professional Services	4,193	3,672	4,500	4,500	4,500
6531	Maint. & Operation of Equipment	614	676	700	700	700
6570	Other Charges	-	-	100	100	100
	TOTAL	35,344	28,877	29,800	29,800	29,800
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>					
6640	Equipment	2,689	-	-	-	-
	TOTAL	2,689	-	-	-	-
	<b>ACTIVITY TOTALS</b>	38,033	28,877	29,800	29,800	29,800

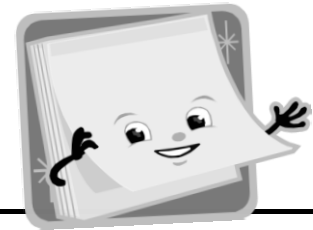
**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
SUPPORT SERVICES	5350	001-5000-5350

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							
	<b>Total</b>	-	-	-	-	-	-

**NOTES:**

- 6416: Office supplies for all City departments excluding Fire and Marine Safety
- 6418: Various books and publications, miscellaneous printing, and excess copy costs
- 6420: Includes paper and toner for copiers/fax machines and water for City Hall
- 6525: Copier leases (all City Hall copiers are paid from this department)





**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
HUMAN RESOURCES		5400			001-5000-5400	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	33,718	85,979	86,800	82,446	67,800
6102	Part Time & Temporary Salaries	38,818	7,173	-	-	-
6103	Overtime	278	252	200	663	200
6205	Retirement	10,191	13,780	13,700	13,112	5,900
6210	Medicare	825	1,395	1,300	1,296	1,000
6211	Social Security	25	-	-	20	-
622X	Flex Credit Benefit	10,189	19,284	12,700	13,113	12,800
6244	LT Disability Insurance	-	440	-	421	400
6245	Life Insurance	217	238	300	231	200
6260	Unemployment Insurance	14,933	2,411	20,000	9,119	20,000
6270	Retirees Health Insurance	105,058	110,119	135,000	126,882	135,000
6280	Auto Allowance	459	459	500	452	-
6290	Phone Allowance	90	90	-	17	-
6295	Rideshare Program	4,400	4,720	5,000	7,222	8,000
TOTAL		219,201	246,340	275,500	254,994	251,300
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6315	Travel, Conferences, & Meetings	108	1,367	1,300	1,500	3,300
6320	Training	165	-	1,700	500	1,700
6330	Membership and Dues	1,457	2,169	2,300	2,500	4,000
6341	Tuition Reimbursement	3,449	3,341	4,000	2,000	4,000
6350	Pre-Employment	7,550	9,017	4,900	4,500	4,900
6351	Recruitment	7,697	2,854	27,000	50,000	5,500
6418	Books, Subscriptions & Printing	355	342	300	400	300
6420	Special Department Supplies	95	389	-	-	-
6522	Advertising	-	-	500	-	500
6529	Mileage	-	319	200	100	200
6530	Professional Services	2,831	2,856	5,800	19,000	30,800
6538	Special Events	3,032	3,129	3,000	3,100	3,000
6570	Other Charges	1,787	2,138	4,400	4,400	4,400
TOTAL		28,526	27,921	55,400	88,000	62,600
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6910	Claims Liability Charges	2,300	4,100	3,400	3,400	1,100
6920	Workers' Comp Charges	3,500	3,600	2,200	2,200	1,700
TOTAL		5,800	7,700	5,600	5,600	2,800
ACTIVITY TOTALS		253,527	281,961	336,500	348,594	316,700

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>HUMAN RESOURCES</b>	<b>5400</b>	<b>001-5000-5400</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-101	Deputy City Manager	0.15	22,500	0.15	22,600	-	-
1-104	Senior HR Analyst	0.60	43,700	0.80	52,200	0.80	55,100
2121	Administrative Assistant IV	0.20	12,000	0.20	12,000	0.20	12,700
	Overtime		200		200		200
	Total Salaries		78,400		87,000		68,000
	Total Benefits		28,500		28,500		28,300
	Health Insurance Retirees		135,000		135,000		135,000
	Unemployment Insurance		20,000		20,000		20,000
	Rideshare Program		5,000		5,000		-
	<b>Total</b>	<b>0.95</b>	<b>266,900</b>	<b>1.15</b>	<b>275,500</b>	<b>1.00</b>	<b>251,300</b>

SERVICE INDICATORS	2012/13 Actual	2013/14 Actual	2014/15 Projected	2015/16 Proposed
New employees hired	32*	40*	40*	n/a
Average to complete recruitment (days)	50	60	60	60
Separations/Terminations	16**	55**	30	n/a
MOUs negotiated	3	3	3	2
In-service training programs offered	n/a	n/a	n/a	n/a
Employee (avg) participants per in-service training	n/a	n/a	n/a	n/a

\* Includes temporary/seasonal employees  
 \*\* Includes retirements, resignations, temporary/seasonal  
 \*\*\* Includes retirements, resignations, temporary/seasonal

**NOTES:**

- 6320: LCW and RTC trainings, city wide trainings, sexual harassment, team building, ethics training, etc.
- 6330: Membership/Dues: IPMA-HR, CalPACS, SD Employment Consortium, IPMA HR (SD Chapter)
- 6341: Tuition reimbursement for all City employees
- 6350: Pre-employment medical exams, Livescan fingerprinting, vaccinations
- 6351: Material related to recruitments: panel meals, binders, supplies, etc.
- 6530: Wage Works (Flexible Spending Accounts), Employee Assistance Program, Website support, labor relations, miscellaneous materials
- 6538: Annual Employee Appreciation Event



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
INFO/COMMUNICATION SYSTEMS		5450			001-5000-5450	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	97,074	97,074	97,700	101,249	103,100
6103	Overtime	-	373	-	768	-
6205	Retirement	13,545	14,270	15,400	15,958	9,000
6210	Medicare	1,349	1,365	1,400	1,448	1,500
6211	Social Security	-	-	-	-	-
622X	Flex Credit Benefit	10,500	11,122	11,100	11,403	12,800
6244	LT Disability Insurance	-	496	-	467	500
6245	Life Insurance	292	248	300	284	300
6280	Auto Allowance	-	-	-	-	-
6290	Phone Allowance	600	600	-	115	-
TOTAL		123,360	125,548	125,900	131,692	127,200
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6315	Travel, Conferences, & Meetings	-	12	-	-	-
6320	Training	-	799	-	-	-
6330	Membership and Dues	-	240	300	300	300
6419	Minor Equipment	12,919	18,647	14,000	16,000	17,000
6420	Departmental Special Supplies	3,204	4,490	3,500	3,500	3,500
6523	Communications	30,339	33,716	36,500	36,500	36,500
6525	Rents/Leases	1,499	1,009	1,300	500	1,300
6529	Mileage	-	-	300	-	300
6530	Professional Services	18,542	20,733	23,000	22,000	23,000
6531	Maint. & Operation of Equipment	17,200	13,631	24,200	26,000	28,700
6535	Community Television Production	34,875	37,665	38,200	33,000	38,200
TOTAL		118,578	130,942	141,300	137,800	148,800
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6640	Equipment	1,349	-	-	-	-
6910	Claims Liability Charges	3,100	5,100	3,900	3,900	1,700
6920	Workers' Comp Charges	4,500	4,400	2,500	2,500	2,600
6930	Asset Replacement Charges	50,300	50,300	50,300	50,300	82,000
TOTAL		59,249	59,800	56,700	56,700	86,300
ACTIVITY TOTALS		301,187	316,290	323,900	326,192	362,300

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>INFO/COMMUNICATION SYSTEMS</b>	<b>5450</b>	<b>001-5000-5450</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-101 1-103	Deputy City Manager	-		-		-	
	Info Tech Manager	1.00	97,100	1.00	97,700	1.00	103,100
	Total Salaries		97,100		97,700		103,100
	Total Benefits		28,700		28,200		24,100
	<b>Total</b>	<b>1.00</b>	<b>125,800</b>	<b>1.00</b>	<b>125,900</b>	<b>1.00</b>	<b>127,200</b>

SERVICE INDICATORS	2012/13 Actual	2013/14 Actual	2014/15 Projected	2015/16 Proposed
PC's supported	70	70	70	70
Physical servers supported	14	13	8	6
Virtual servers supported	8	11	18	19
Printers supported	29	29	29	29
Telephones supported	75	75	75	75
Voicemail boxes supported	90	90	90	90
Email boxes supported	115	115	115	115

**NOTES:**

- 6320: Training network systems engineer on continuing certification and citywide computer training
- 6419: Printers, fax machines, wireless cards, replacement parts, server room equipment
- 6420: Employee software licenses
- 6523: AT&T site to site connection, phone and DSL, Cox internet connection
- 6525: Cost to host City website and to post Municipal Codes on the MSRC website
- 6530: Technical support for LAN-Email/Web Filter  
IT Technical Support  
Web Development
- 6531: Computer and printer repairs, Firewall security & LAN maintenance. Costs associated with website and Internet access plus maintenance of voice-mail and phone systems
- 6535: Community access channel programming and web streaming



**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2015-2016 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>RISK MANAGEMENT - INSURANCE</b>		<b>5460</b>			<b>120-5000-5460</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	-	24,053	24,100	25,017	49,100
6103	Overtime	-	436	-	1,111	-
6205	Retirement	-	3,538	3,800	3,950	3,800
6210	Medicare	-	325	300	355	700
622X	Flex Credit Benefit	-	3,336	3,300	3,421	8,300
6244	LT Disability Insurance	-	124	-	117	300
6245	Life Insurance	-	62	100	70	200
6280	Auto Allowance	-	60	-	-	-
6290	Phone Allowance	-	-	-	12	-
TOTAL		-	31,934	31,600	34,053	62,400
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6310	Insurance and Surety Bonds	217,133	244,216	283,600	278,460	251,100
6315	Travel-Meeting	-	-	500	2,550	4,000
6320	Training	-	-	-	-	5,000
6330	Membership and Dues	-	-	-	150	250
6419	Minor Equipment	539	4,225	-	-	-
6530	Professional Services	14,616	2,973	60,000	45,000	60,000
6540	Damage Claims	140,749	18,240	180,000	-	180,000
6541	Damage to City Property	-	7,986	-	1,550	-
6576	Loss Control	-	-	-	9,000	35,000
TOTAL		373,037	277,640	524,100	336,710	535,350
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6940	PERS Side Fund Charges	-	1,602	-	-	-
TOTAL		-	1,602	-	-	-
<b>ACTIVITY TOTALS</b>		<b>373,037</b>	<b>311,176</b>	<b>555,700</b>	<b>370,763</b>	<b>597,750</b>

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>RISK MANAGEMENT - INSURANCE</b>	<b>5460</b>	<b>120-5000-5460</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-102	Finance Manager/Treasurer	0.10	12,000	0.10	12,100	0.15	19,700
2122	Fiscal Services Specialist II	0.20	12,100	0.20	12,000	0.20	12,700
3108	Admin Assistant III	-	-	-	-	0.10	5,500
2109	Fiscal Services Specialist I	-	-	-	-	0.20	11,200
	Total Salaries		24,100		24,100		49,100
	Total Benefits		6,600		7,500		13,300
	<b>Total</b>	<b>0.30</b>	<b>30,700</b>	<b>0.30</b>	<b>31,600</b>	<b>0.65</b>	<b>62,400</b>

<b>SERVICE INDICATORS</b>	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Projected</b>	<b>2015/16 Proposed</b>
Liability claims filed	12	12	12	12
Value of claims*	\$180,257	\$32,188	\$50,000	\$50,000


\*value claims includes claims for Sanitation Fund

**NOTES:**

The proposed expenditures are for insurance, third party services including (claims administration and legal) and damage claims. Sanitation claims are paid from the Sanitation budget.

The costs to provide this service are charged to other budget units with payroll accounts on an annual basis.

6310: General Liability, Property & Automobile and Miscellaneous Insurance Premiums  
 6530: Third party administration services, Armored Transport  
 6540: Damage Claims



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>WORKERS' COMPENSATION - INSURANCE</b>		<b>5465</b>			<b>125-5000-5465</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	-	12,925	13,100	13,515	13,800
6103	Overtime	-	50	-	143	-
6205	Retirement	-	1,903	2,100	2,129	1,200
6210	Medicare	-	206	200	211	200
622X	Flex Credit Benefit	-	2,237	2,200	2,280	2,600
6244	LT Disability Insurance	-	75	-	71	100
6245	Life Insurance	-	32	-	41	-
TOTAL		-	17,428	17,600	18,390	17,900
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6310	Insurance and Surety Bonds	114,425	125,833	158,000	148,978	163,000
6530	Professional Services	44,227	26,960	30,000	27,500	30,000
6540	Damage Claims	168,833	172,673	200,000	106,540	200,000
TOTAL		327,485	325,466	388,000	283,018	393,000
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6940	PERS Side Fund Charges	-	862	-	-	-
TOTAL		-	862	-	-	-
<b>ACTIVITY TOTALS</b>		327,485	343,756	405,600	301,408	410,900

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>WORKERS' COMPENSATION - INSURANCE</b>	<b>5465</b>	<b>125-5000-5465</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-104	Senior HR Analyst	0.15	10,900	0.20	13,100	0.20	13,800
	Total Salaries		10,900		13,100		13,800
	Total Benefits		3,100		4,500		4,100
	<b>Total</b>	<b>0.15</b>	<b>14,000</b>	<b>0.20</b>	<b>17,600</b>	<b>0.20</b>	<b>17,900</b>

<b>SERVICE INDICATORS</b>	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Projected</b>	<b>2015/16 Proposed</b>
Number of claims outstanding	16	16	16	16
Outstanding value of claims filed	785,917	721,798	570,000	570,000

**NOTES:**

6310: Excess premium through CSAC; State of California Self Insurance Fee  
 6530: Third party administration services - Tri-Star  
 6540: Claims





**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2015-2016 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>ASSET REPLACEMENT</b>		<b>5470</b>			<b>135-5000-5470</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>					
	TOTAL	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>					
6419	Minor Equipment	-	4,387	-	-	-
	TOTAL	-	4,387	-	-	-
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>					
6640	Equipment	118,663	99,001	167,500	105,353	214,500
6650	Vehicles	104,362	96,267	20,000	138,881	38,000
	TOTAL	223,025	195,268	187,500	244,234	252,500
	ACTIVITY TOTALS	223,025	199,655	187,500	244,234	252,500

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
ASSET REPLACEMENT	5470	135-5000-5470

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							

COMMENTARY:



**NOTES:**

	<u>FY 15/16</u>
6640: Fire Department:	
Hoses/Ropes	3,000
MDC Annual Assessment	6,500
City Clerk	
Vital Records Filing Cabinet	4,100
Information Technology:	
Replacement Server	10,000
Upgrade Fax Servers	10,000
Replacement FireWall	4,000
Replacement Phones (20)	10,000
Replacement Laptops (4)	10,000
Replacement PCs (15)	22,500
Replacement Monitors (20)	8,000
Windows 2012 R2 Server Licenses (9)	5,400
Chamber Studio Audio/Visual Automation Upgrade	30,000
Circuit Upgrade	6,000
Finance	
Pentamation upgrade	10,000
Community Development:	
Permitting Process Software	75,000
	<u>214,500</u>
6650: Marine Safety	
4x4 Truck	38,000
	<u>38,000</u>
	<u>252,500</u>
Total	

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2015-2016 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>PERS SIDE FUND</b>		<b>5480</b>			<b>150-5000-5480</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>					
	TOTAL	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>					
	TOTAL	-	-	-	-	-
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>					
6720	Interest Payment to Sanitation Fund	66,033	57,139	47,700	47,694	37,700
	TOTAL	66,033	57,139	47,700	47,694	37,700
	ACTIVITY TOTALS	66,033	57,139	47,700	47,694	37,700

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>PERS SIDE FUND</b>	<b>5480</b>	<b>150-5000-5480</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							

<b>SERVICE INDICATORS</b>	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Projected</b>	<b>2015/16 Proposed</b>
N/A	N/A	N/A	N/A	N/A

**NOTES:**



**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				2015-2016
					General Fund
<b>COMMUNITY DEVELOPMENT</b>					1,020,700
					Coastal Business/Visitors
					45,500
					1,066,200
EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 PROPOSED
TOTAL REGULAR POSITIONS	6.25	5.40	5.40	5.40	6.00
SALARIES & FRINGE BENEFITS	435,838	486,170	496,000	527,725	605,900
MATERIAL, SUPPLIES & SERVICES	262,469	355,412	353,000	434,000	410,400
CAPITAL, DEBT SVC & CHARGES	57,900	65,600	54,700	54,700	49,900
TOTAL BUDGET	756,207	907,182	903,700	1,016,425	1,066,200

**Mission Statement:**

We build community into everything we do. We engage the community in the planning and development of a sustainable City by protecting the environment, preserving community character, and providing a high quality of life for the citizens of Solana Beach.

**Department Overview:**

The Community Development Department provides a variety of services to the public, including administration of local subdivision and zoning regulations, and coastal development activities. The department processes applications for all types of development permits and business certificates, manages housing programs for the City related to affordable housing, and administers and implements the City's General Plan. The department also provides professional and technical support to the City Council and City Staff. The department includes two divisions – the Planning Division and Shoreline Management Division.

**Structure & Services:**

The **Planning Division** administers and implements the City's General Plan, zoning and subdivision regulations and special projects such as the Local Coastal Program/Land Use Plan. This division consists of planners and technical staff who manage the day-to-day development services for current planning projects, provides assistance to customers and also develops strategies for long range planning functions. The Planning Division budget and service indicators are located at C-38 and C-39.

The **Shoreline Management Division** administers comprehensive local, state and federal efforts to maintain and improve the City's shoreline and beach nourishment programs. These programs remain a top priority for Solana Beach in order to provide recreational opportunities for the City's residents and visitors and to protect the City's bluff properties and structures. Programs that the City continues to pursue in Shoreline Management include sand replenishment and nourishment involving local jurisdiction partnerships, as well as, regional stewardship. Funding for these programs is comprised of local, state and federal resources. The Shoreline Management Division budget and service indicators are located at C-70 and C-71.

## COMMUNITY DEVELOPMENT (continued)

### **Goals:**

The department has a variety of goals and objectives identified in the City's Workplan. Those goals include:

- General Plan Update (including Land Use, Circulation and Programmatic EIR, the Housing Element is complete and certified)
- Development of a Climate Action Plan
- Development of Implementing Polices and Incorporation of Ordinances of the adopted Local Coastal Plan/Land Use Plan
- Progress on the City's Sand Replenishment & Retention Program
- Update View Assessment Toolkit and Guidelines
- Create Development Review Toolkit and Guidelines
- Coordination of Adopted Specific Plan Standards with the Highway 101 Streetscape Projects
- Mixed Use Affordable Housing Project
- Review and recommendation of business district parking practices and standards





**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>COMMUNITY DEVELOPMENT</b>		<b>5550</b>			<b>001-5500-5550</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	310,386	372,919	382,800	400,761	484,200
6102	Part Time & Temporary Salaries	33,902	-	-	5,744	-
6103	Overtime	2,263	2,046	1,800	2,764	1,800
6205	Retirement	37,652	40,756	43,500	49,291	34,500
6210	Medicare	4,976	5,463	5,600	5,999	7,000
622X	Flex Credit Benefit	44,304	60,628	59,800	59,038	74,300
6244	LT Disability Insurance	-	1,956	-	1,880	2,500
6245	Life Insurance	891	938	1,300	997	1,600
6280	Auto Allowance	1,224	1,224	1,200	1,205	-
6290	Phone Allowance	240	240	-	46	-
TOTAL		435,838	486,170	496,000	527,725	605,900
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6315	Travel, Conferences & Meetings	289	475	1,600	1,600	1,600
6320	Training	660	1,025	2,400	2,400	2,400
6330	Membership and Dues	1,065	625	900	900	900
6418	Books, Subscriptions and Printing	3,711	2,019	3,500	3,500	3,500
6419	Minor Equipment	700	-	-	-	-
6420	Departmental Special Supplies	2,685	2,733	2,600	2,600	2,600
6522	Advertising	3,237	5,008	4,300	4,300	4,300
6529	Mileage	120	131	600	600	600
6530	Professional Services	16,000	17,400	17,600	17,600	37,500
TOTAL		28,467	29,416	33,500	33,500	53,400
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6910	Claims Liability Charges	11,600	19,300	15,200	15,200	8,200
6920	Workers' Comp Charges	16,700	16,700	9,900	9,900	12,100
6930	Asset Replacement Charges	29,600	29,600	29,600	29,600	29,600
TOTAL		57,900	65,600	54,700	54,700	49,900
ACTIVITY TOTALS		522,205	581,186	584,200	615,925	709,200

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>COMMUNITY DEVELOPMENT</b>	<b>5550</b>	<b>001-5500-5550</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-101	Deputy City Manager	0.40	60,000	0.40	60,200	-	-
1-101	Community Dev. Director	-	-	-	-	1.00	154,400
1-103	Assistant to CM	-	-	-	-	-	-
1-104	Principal Planner	1.00	80,100	1.00	85,600	1.00	87,800
3136	Associate Planner	1.00	70,000	1.00	70,000	1.00	70,000
3123	Assistant Planner	1.00	61,600	1.00	61,600	1.00	63,400
3107	Junior Planner	1.00	45,300	1.00	52,500	1.00	54,000
3108	Administrative Assistant III	1.00	48,000	1.00	52,900	1.00	54,600
6087	Planning Tech (Part-time)	-	-	-	-	-	-
	Overtime		1,800		1,800		1,800
	Total Salaries		366,800		384,600		486,000
	Total Benefits		112,100		111,400		119,900
	<b>Total</b>	<b>5.40</b>	<b>478,900</b>	<b>5.40</b>	<b>496,000</b>	<b>6.00</b>	<b>605,900</b>

SERVICE INDICATORS	2012/13 Actual	2013/14 Actual	2014/15 Projected	2015/16 Proposed
Structure development permit applications	1	4	4	6
All discretionary review project applications	37	44	42	38
Business Certificates				
- New	388	446	452	460
- Renewals	1,818	1,951	1,950	1,935



<b>NOTES:</b>
6530: American Planning Association, Association of Environmental Professionals and various other professional dues
6418: Planning related books and reference materials, printing of blueprints, forms, and public notices, and annual charge for Assessor's Office data from Data Quick
6420: Film and graphics supplies
6522: Legally required public hearing advertisements
6529: Mileage reimbursement for staff
6530: Consultants for environmental review and other professional and consulting services

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2015-2016 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>BUILDING SERVICES</b>		<b>5560</b>			<b>001-5500-5560</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>					
	TOTAL	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>					
6418	Books, Subscriptions & Printing	136	3,327	2,000	500	2,000
6420	Special Department Supplies	960	2,312	2,000	2,000	2,000
6530	Professional Services	232,906	320,357	270,000	352,500	307,500
	TOTAL	234,002	325,996	274,000	355,000	311,500
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>					
	TOTAL	-	-	-	-	-
	ACTIVITY TOTALS	234,002	325,996	274,000	355,000	311,500

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

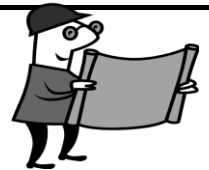
<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>BUILDING SERVICES</b>	<b>5560</b>	<b>001-5500-5560</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							

<b>SERVICE INDICATORS</b>	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Projected</b>	<b>2015/16 Proposed</b>
New housing units	6	5	15	15
Total value of construction (in millions)	\$15.40	\$23.90	\$19.00	\$19.00
Officially submitted plans reviewed	200	344	350	350

**NOTES:**

- 6418: Printing of building permit forms and handouts
- 6530: Contract services with Esgil Corporation for processing building permits (offset by permit fees collected)



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>COASTAL BUSINESS/VISITORS</b>		<b>5570</b>			<b>250-5500-5570</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>					
	TOTAL	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>					
6530	Professional Services	1,200	-	-	-	-
6532	Contribution to Agencies	22,361	17,000	22,000	22,000	22,000
6538	Special Events	14,783	36,882	23,500	23,500	23,500
6575	Public Arts Expenditures	-	10,673	-	-	-
	TOTAL	38,344	64,555	45,500	45,500	45,500
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>					
6630	Improvements	-	8,000	-	-	-
	TOTAL	-	8,000	-	-	-
	<b>ACTIVITY TOTALS</b>	38,344	72,555	45,500	45,500	45,500

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
COASTAL BUSINESS/VISITORS	5570	250-5500-5570

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							
	<b>Total</b>						

**NOTES:**

	<u>FY 15/16</u>
6532: Contribution to Agencies;	
Solana beach Visitors Center	15,000
Solana Beach Chamber of Commerce Fiesta Del Sol	<u>7,000</u>
	<u><u>22,000</u></u>
6538: Special Events:	
Spring Festival & Egg Hunt	2,500
Beach Blanket Movie Night	2,500
Paws in the Park	1,500
Concerts at the Cove (50% Arts, 50% TOT)	6,000
Arts Alive Event	
Contribution by City	4,000
Public Arts Reserve	4,500
Temporary Public Art Program	
Public Arts Reserve	2,500
	<u><u>23,500</u></u>





**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				2015-2016
	<b>PUBLIC SAFETY</b>	General Fund			
	Fire Mitigation Fees				0
	Camp Programs				277,700
	COPS				100,000
					9,093,000
EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 PROPOSED
TOTAL REGULAR POSITIONS	32.40	33.54	33.54	33.54	34.77
SALARIES & FRINGE BENEFITS	3,527,524	3,691,608	3,564,500	3,824,513	3,931,300
MATERIAL, SUPPLIES & SERVICES	3,975,064	4,196,433	4,279,600	4,268,040	4,387,300
CAPITAL, DEBT SVC & CHARGES	921,633	989,939	803,300	802,439	774,400
<b>TOTAL BUDGET</b>	<b>8,424,221</b>	<b>8,877,980</b>	<b>8,647,400</b>	<b>8,894,992</b>	<b>9,093,000</b>

**Department Overview:**

Public Safety is divided into the following departments:

Law Enforcement	Emergency Preparedness
Fire	Marine Safety
Animal Control	Junior Lifeguards
Code & Parking Enforcement	Shoreline Protection

**Structure & Services**

The City contracts with the County of San Diego for law enforcement and animal control services. Law Enforcement is provided by the County of San Diego Sheriff's department and its budget and service indicators are located at C-46 and C-47 Animal Control is provided by the County of San Diego's Department of Animal Services and its budget and service indicators are located at C-52 and C-53.

Shoreline Protection, while classified in the Public Safety function, is overseen by the Community Development Department whose department overview and structure are located beginning C-35. Shoreline Protection's budget and service indicators are located at C-70 and C-71.

Mission statements, structure and services, goals, and budget and service indicators for the remaining departments in Public Safety can be found beginning at the following pages:

<u>Department</u>	
Fire	C-49
Code & Parking Enforcement	C-55
Emergency Preparedness	C-59
Marine Safety	C-63
Junior Lifeguards	C-67



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>LAW ENFORCEMENT</b>		<b>6110</b>			<b>001-6000-6110</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>					
	TOTAL	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>					
6523	Communications	1,206	1,215	1,300	1,300	1,300
6530	Professional Services	3,065,581	3,280,112	3,382,500	3,382,500	3,485,100
	TOTAL	3,066,787	3,281,327	3,383,800	3,383,800	3,486,400
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>					
	TOTAL	-	-	-	-	-
	ACTIVITY TOTALS	3,066,787	3,281,327	3,383,800	3,383,800	3,486,400

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>LAW ENFORCEMENT</b>	<b>6110</b>	<b>001-6000-6110</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							

**COMMENTARY:**

This budget unit provides between 97% of the City's total cost for law enforcement.  
The Special Revenue, "COPS" Fund, located at page C-74, provides the remaining as follows:

	FY 15/16	
Law Enforcement	\$ 3,485,100	97%
COPS	100,000	3%
	<u>\$ 3,585,100</u>	



<b>SERVICE INDICATORS</b>	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Projected</b>	<b>2015/16 Proposed</b>
Response Calls:				
Priority 1	9	15	29	24
Priority 2	1,294	1,294	1,354	1,282
Priority 3	1,780	1,608	1,561	1,504
Priority 4	1,254	1,058	1,021	998
Hazard traffic citations issued for every 1 injury/ /fatal traffic accidents				
FBI index crimes	371	263	176	123

**NOTES:**

<i>Total cost of services breakdown:</i>		<u>FY 15/16</u>
Deputy Patrol	7.090	1,124,928
Deputy Traffic	2.310	366,514
Deputy Motor	1.000	169,734
Deputy SPO	2.200	349,061
CSO	0.500	34,462
Sergeant	1.028	210,616
One Special Purpose Officer (Narcotics Enforcement)		-
Detective	1.000	166,044
Detective Sgt.	0.111	22,765
Station Staff		<u>197,357</u>
<i>General Fund Funded Subtotal</i>		2,641,481
<i>Less: Amount funded by COPS Special Revenue Grant</i>		<u>(100,000)</u>
<i>General Fund Funded Subtotal</i>		2,541,481
Ancillary Support		441,868
Supply		58,720
Vehicles		200,296
Space		67,188
Management Support		135,448
Liability		26,269
Cap Reduction		-
<i>Total Sheriff's Contract funded by General Fund</i>		<u>3,471,270</u>
ARJIS		9,030
Cal_ID/Criminal Clearing House		4,800
<i>Total General Fund Funded</i>		<u>3,485,100</u>



# Fire Department

## **Mission Statement:**

We serve the community and one another with compassion, professionalism, integrity, respect and accountability.

## **Structure & Services**

Management of the Fire Department is being provided through a Management Services Agreement that consists of a Fire Chief, Deputy Chief, three Battalion Chiefs and a Fire Marshal. Under Direction of the Fire Chief, the Deputy Chief is responsible for overseeing day-to-day operations of the Fire Department and the Battalion Chiefs are responsible for emergency response and emergency management services as well as mid-level management/supervisory responsibilities over the Fire Captains, facilities management and the training and professional development of all Fire Department personnel. The Fire Marshal is responsible for overseeing, assigning and tracking fire prevention inspection program, hydrant maintenance program and fire code enforcement and interpretation. The Fire Department operates with a three shift work schedule to provide 24 hour a day, 7 days a week service. Each shift consists of two Fire Captains, two Fire Engineers and two Firefighter Paramedics working a 24 hour shift. Each shift is responsible for emergency response, training, fire prevention and station and equipment maintenance.

Ongoing responsibilities include:

- Provide an all hazard response to emergencies
- Conduct fire prevention inspections
- Conduct training for emergency responders
- Review building plans and fire code inspections
- Maintain the fire station and equipment
- Develop a budget and monitor revenues and expenditures
- Provide support for Emergency Preparedness
- Conduct public education presentations
- Fire Hydrant maintenance

The Fire Department's budget and service indicators are located at C-50 and C-51 and the budget for Fire Mitigation funds, which helps support the capital acquisitions for the department, is located at C-72 and C-73.

## **Goals:**

- Respond to 90% of all emergencies in less than 8 minutes from dispatch to arrival on scene
- Review building plans in less than 10 days
- Conduct annual fire prevention inspections on 100% of City businesses
- Provide annual maintenance to all fire hydrants
- Conduct annual testing and inventory of fire hose
- Create and maintain pre-fire plans for high hazard occupancies and wildland/urban interface.
- Combine fleet maintenance operations with the other management services partners.
- Conduct a minimum of 4,000 hours training
- Continue inspections in the Wildland Urban Interface
- Continue to develop efficiencies within the Cooperative Management Structure
- Continue to increase membership in CERT
- Identify and actively pursue grant funding opportunities while continuing to seek out and identify cost recovery opportunities for the department

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
FIRE		6120			001-6000-6120	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	1,551,772	1,571,175	1,615,000	1,654,232	1,703,700
6102	Part Time & Temporary Salaries	43,394	57,162	48,500	42,224	40,200
6103	Overtime	420,042	437,864	300,000	389,674	300,000
6104	Special Pay	63,191	67,085	71,400	108,968	74,600
6205	Retirement	395,322	412,028	444,200	459,843	309,900
6207	Retirement-UAL	-	-	-	-	232,900
6210	Medicare	27,033	27,478	29,500	32,542	30,700
6211	Social Security	151	984	-	764	-
622X	Flex Credit Benefit	195,297	209,907	212,700	213,750	234,600
6244	LT Disability Insurance	-	50	-	21	100
6245	Life Insurance	4,583	4,009	5,400	4,541	5,700
6248	RHSA % Benefit	-	15,476	-	11,023	16,900
6280	Auto Allowance	-	-	-	-	-
6290	Phone Allowance	600	462	-	139	-
<b>TOTAL</b>		<b>2,701,385</b>	<b>2,803,680</b>	<b>2,726,700</b>	<b>2,917,721</b>	<b>2,949,300</b>
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6315	Travel, Conferences & Meetings	98	975	-	-	-
6320	Training	2,942	3,473	7,000	7,000	7,000
6330	Membership and Dues	50	50	100	100	100
6340	Clothing and Personal Expenses	6,612	6,556	7,500	7,500	7,500
6416	Office Supplies	1,371	535	700	700	700
6417	Postage	12	6	-	-	-
6418	Books, Subscriptions & Printing	84	1,394	700	700	700
6419	Minor Equipment	3,469	2,298	1,400	4,000	1,000
6420	Departmental Special Supplies	7,783	8,076	7,000	7,200	7,200
6421	Small Tools	99	549	400	600	600
6427	Vehicle Operating Supplies	28,496	23,276	28,000	26,000	26,000
6428	Vehicle Maintenance	31,891	75,843	71,000	76,000	76,000
6522	Advertising	147	-	-	-	-
6523	Communications	10,053	9,070	12,900	14,500	14,500
6524	Utilities - Electric	15,560	18,977	16,000	16,000	16,000
6526	Maint. of Buildings & Grounds	350	866	1,000	1,000	1,000
6527	Utilities - Other	2,993	3,449	4,000	4,240	4,300
6529	Mileage	5	11	100	100	100
6530	Professional Services	360,479	282,866	317,900	332,300	326,400
6531	Maint. & Operation of Equipment	6,990	5,597	6,800	6,800	6,800
6532	Contribution to Other Agencies	8,602	11,028	11,700	11,800	11,800
<b>TOTAL</b>		<b>488,086</b>	<b>454,895</b>	<b>494,200</b>	<b>516,540</b>	<b>507,700</b>
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6910	Claims Liability Charges	67,600	105,900	80,600	80,600	35,800
6920	Workers' Comp Charges	276,100	261,800	142,200	142,200	148,000
6930	Asset Replacement Charges	151,700	151,700	151,700	151,700	151,700
6940	PERS Side Fund Charges	269,168	277,917	277,900	277,917	296,300
<b>TOTAL</b>		<b>764,568</b>	<b>797,317</b>	<b>652,400</b>	<b>652,417</b>	<b>631,800</b>
<b>ACTIVITY TOTALS</b>		<b>3,954,039</b>	<b>4,055,892</b>	<b>3,873,300</b>	<b>4,086,678</b>	<b>4,088,800</b>

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>FIRE</b>	<b>6120</b>	<b>001-6000-6120</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-102	Deputy Fire Chief /Marshal	1.00	123,400	-	-	-	-
1-102	Battalian Chief	-	-	1.00	112,200	1.00	123,500
5109	Fire Captain II	3.00	276,000	3.00	275,900	3.00	284,400
5099	Fire Captain I (fully qualified)	3.00	266,300	3.00	270,600	3.00	278,900
5094	Fire Captain I (other qualified)	-	-	-	-	-	-
5091-A	Fire Engineer	2.00	134,300	-	-	-	-
5100	Fire Engineer+Paramedic	6.00	504,000	6.00	508,200	6.00	525,500
5091	Firefighter + Paramedic	3.00	229,400	6.00	448,100	6.00	480,400
5080	Firefighter	1.00	69,800	-	-	-	-
6089	Temporary Fire Prevent. Tech	0.75	53,300	0.75	40,000	0.75	40,200
3108	Administrative Asst III	-	-	-	-	0.20	11,000
3086	Administrative Asst II	0.20	7,400	0.20	8,500	-	-
	Overtime		280,000		300,000		300,000
	EMT Re-Certification Pay		4,500		5,500		5,500
	Holiday Pay		60,400		65,900		69,100
	<b>Total Salaries</b>		<b>2,008,800</b>		<b>2,034,900</b>		<b>2,118,500</b>
	<b>Total Benefits</b>		<b>694,900</b>		<b>691,800</b>		<b>830,800</b>
	<b>Total</b>	<b>19.95</b>	<b>2,703,700</b>	<b>19.95</b>	<b>2,726,700</b>	<b>19.95</b>	<b>2,949,300</b>

SERVICE INDICATORS	2012/13 Actual	2013/14 Actual	2014/15 Projected	2015/16 Proposed
Emergency responses	1,484	1,570	1,656	1,747
Training hours	6,288	7,079	7,433	7,805
Fire plan checks	188	324	339	330
Response type %:				
Fire	8.0%	10.0%	8.0%	7.0%
Medical	53.0%	49.0%	53.0%	55.0%
Other emergencies	39.0%	41.0%	39.0%	38.0%



**NOTES:**

6420: Shop supplies, dry goods and drinking water and misc. fire station supplies (janitorial etc.)	
6427: Gasoline for all engines and vehicles	
6523: Phones, cell and long distance, dispatch data and fax line, wireless cards	FY 15/16
6530: Fire Management Agreement	244,000
NCDJPA Dispatch Services	80,600
Other (Telestaff, Proj. Heartbeat, Lynx)	1,800
	<u>326,400</u>
6531: Maintenance, repair of equipment other than vehicles, including annual ladder stress tests, emergency phones and NCDPJPA Video Conferencing	
6532: Palomar College Training	4,000
North Zone Hiring Consortium	3,000
MDC Maintenance (NCJPA)	2,700
Trauma Intervention Program	2,100
	<u>11,800</u>

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET


DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>ANIMAL CONTROL</b>		<b>6130</b>			<b>001-6000-6130</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	7,499	7,499	7,500	5,354	-
6103	Overtime	29	14	-	44	-
6205	Retirement	1,045	1,101	1,200	839	-
6210	Medicare	98	99	100	72	-
622X	Flex Credit Benefit	522	559	600	408	-
6244	LT Disability Insurance	-	25	-	16	-
6245	Life Insurance	22	19	-	14	-
6280	Auto Allowance	153	153	200	106	-
6290	Phone Allowance	30	30	-	6	-
TOTAL		9,398	9,499	9,600	6,859	-
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6530	Professional Services	80,022	93,625	86,200	86,200	92,600
TOTAL		80,022	93,625	86,200	86,200	92,600
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6910	Claims Liability Charges	200	400	300	300	-
6920	Workers' Comp Charges	300	300	200	200	-
TOTAL		500	700	500	500	-
ACTIVITY TOTALS		89,920	103,824	96,300	93,559	92,600

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>ANIMAL CONTROL</b>	<b>6130</b>	<b>001-6000-6130</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-101	Deputy City Manager	0.05	7,500	0.05	7,500	-	-
	Overtime		-		-		-
	Total Salaries		7,500		7,500		-
	Total Benefits		1,800		2,100		-
	<b>Total</b>	<b>0.05</b>	<b>9,300</b>	<b>0.05</b>	<b>9,600</b>	<b>-</b>	<b>-</b>

SERVICE INDICATORS	2012/13 Actual	2013/14 Actual	2014/15 Projected	2015/16 Proposed
Impounded animals	41	61	60	N/A
Claimed animals	10	15	15	N/A
Adopted animals	15	6	20	N/A
Euthanized animals	7	26	10	N/A
Licenses sold	521	509	500	N/A

<b>NOTES:</b>	<table> <tr><td align="right">FY 15/16</td></tr> <tr><td align="right">89,100</td></tr> <tr><td align="right">2,000</td></tr> <tr><td align="right">1,500</td></tr> <tr><td align="right"><u>92,600</u></td></tr> </table>	FY 15/16	89,100	2,000	1,500	<u>92,600</u>
FY 15/16						
89,100						
2,000						
1,500						
<u>92,600</u>						
6530: Appropriation for animal control services through the County of San Diego						
Removal of dead animals						
SNAPS						
Some of the costs for this budget unit are offset by revenue received by the County of San Diego for animal licenses.						
						





# Codes and Parking Enforcement

## **Mission Statement:**

The Code Compliance Department works with the residents and business owners to maintain the appearance and safety of the community and protect the quality of life through the diligent application of our City ordinances and land use regulations. Our officers are dedicated to work in partnership with all and to be responsive and solution-oriented. The City strives to promote and protect the welfare of the community to keep Solana Beach a safe, healthy and desirable place to live and work.

## **Structure & Services**

Under the direction of the Community Development Director, the Code Compliance and Parking Enforcement Department consists of two full time Senior Code Compliance Officer. The department monitors activities related to compliance to the City's municipal code, parking laws, stormwater and other pertinent City regulations.

Ongoing responsibilities include:

- Conduct inspections to monitor construction for compliance to applicable codes
- Monitor parking in the City
- Issue Short Term Vacation Rental permits
- Issue regulatory permits and conduct inspections
- Respond and investigate complaints
- Assist with monitoring of school traffic and speed surveys
- Provide for security and road closures for the Fourth of July

The Codes and Parking Enforcement budget and service indicators are located at C-57.

## **Goals:**

- Respond to written complaints within 48 hours
- Respond to telephone messages within 48 hours
- Educate through service

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
CODE & PARKING ENFORCEMENT		6140			001-6000-6140	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	95,118	88,038	81,700	78,791	103,500
6102	Part Time & Temporary Salaries	22,903	33,747	39,000	38,490	-
6103	Overtime	115	178	2,100	247	2,100
6205	Retirement	16,498	24,331	19,000	16,597	8,500
6210	Medicare	1,692	1,786	1,800	1,703	1,500
622X	Flex Credit Benefit	18,266	19,572	19,400	16,250	21,900
6244	LT Disability Insurance	-	650	-	510	500
6245	Life Insurance	351	306	400	281	300
6280	Auto Allowance	612	612	600	603	-
6290	Phone Allowance	120	120	-	23	-
TOTAL		155,675	169,340	164,000	153,495	138,300
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6315	Travel, Conferences & Meetings	16	-	-	-	-
6330	Membership and Dues	75	75	200	200	200
6340	Clothing and Personal Expenses	401	497	700	775	800
6416	Office Supplies	624	422	800	800	800
6417	Postage	-	-	100	23	100
6418	Books, Subscriptions & Printing	1,238	1,874	1,300	1,502	1,300
6419	Minor Equipment	119	-	200	100	200
6420	Departmental Special Supplies	186	-	100	100	100
6427	Vehicle Operating Supplies	2,828	2,720	3,600	3,600	3,600
6428	Vehicle Maintenance	2,093	1,200	1,200	1,100	1,200
6523	Communications	818	814	1,000	1,000	1,000
6530	Professional Services	11,823	13,973	18,300	18,300	18,300
6531	Maint. & Operation of Equipment	-	-	600	600	600
6570	Other Charges	22,992	24,047	27,400	27,400	27,400
TOTAL		43,213	45,622	55,500	55,500	55,600
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6910	Claims Liability Charges	3,900	6,400	4,900	4,900	1,800
6920	Workers' Comp Charges	8,300	6,600	3,600	3,600	2,700
6930	Asset Replacement Charges	6,800	6,800	6,800	6,800	6,800
TOTAL		19,000	19,800	15,300	15,300	11,300
ACTIVITY TOTALS		217,888	234,762	234,800	224,295	205,200

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>CODE &amp; PARKING ENFORCEMENT</b>	<b>6140</b>	<b>001-6000-6140</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-101	Deputy City Manager	0.20	29,900	0.20	30,200	-	-
3126	Sr. Code Compliance Officer	0.80	51,600	0.80	51,500	0.80	51,600
3086	Administrative Asst III	-	-	-	-	-	-
6084	Temp. Code Compl. Asst.	0.75	39,000	0.75	39,000	-	-
3106	Code Compliance Specialist	-	-	-	-	1.00	51,900
	Overtime		2,100		2,100		2,100
	Total Salaries		122,600		122,800		105,600
	Total Benefits		41,300		41,200		32,700
	<b>Total</b>	<b>1.75</b>	<b>163,900</b>	<b>1.75</b>	<b>164,000</b>	<b>1.80</b>	<b>138,300</b>

SERVICE INDICATORS	2012/13 Actual	2013/14 Actual	2014/15 Projected	2015/16 Proposed
Cases opened	1,025	1,112	1125	1,250
Cases closed	1,025	1,109	1125	1,250
Inspections:				
Building	243	213	240	300
Zoning	17	28	30	40
Signs	298	433	450	600
Stormwater	16	48	25	30
Vacation rental	170	332	300	300
Miscellaneous	864	1295	1400	1,600
Permits issued	202	237	250	250



<b>NOTES:</b>
6330: Southern California Association of Code Enforcement Officers
6340: Uniforms for Parking and Code Enforcement personnel
6416: Specialized office supplies and lamination of certificates
6418: Electrical, Mechanical and California Vehicle Code Book, Uniform Fire Code Book replacement
6523: Cellular phone charges, long distance, radios
6530: Processing costs for parking citations - Data Ticket, DOJ fingerprinting
6531: Maintenance and repair of computer, radar and all service equipment, telephone system and office equipment
6570: Parking Citation fees required by State - fee amount is calculated as a percentage of parking fees



# Emergency Preparedness

## **Structure & Services**

This department includes maintenance and operation of the City's Emergency Operations Center (EOC), the City's membership in the Regional Hazardous Incident Response Team, and the Unified Disaster Council of San Diego County. The Community Emergency Response Team is under the direction of the City's Emergency Preparedness Department. This department operates under the direction of the Deputy Fire Chief with the support of the fire department personnel.

Ongoing responsibilities include:

- Assist the City and the public prepare for a large scale incident
- Participate as a contract member in the Hazardous Incident Response Team
- Participate as a member of the Unified Disaster Council/Urban Area Working Group
- Conduct CERT training
- Assist other organizations in the community with emergency preparedness planning
- Maintain the EOC in a ready state

The Emergency Preparedness Department's budget and service indicators are located at C-60 and C-61.

## **Goals:**

- Train 15 new CERT members
- Participate in regional training exercises
- Assist City employees receive ICS/NIMS training
- Explore opportunities to improve the infrastructure of the EOC
- Develop or update Evacuation and Continuity of Operations Plans
- Update City's Hazard Mitigation Plan

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2015-2016 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>EMERGENCY PREPAREDNESS</b>		<b>6150</b>			<b>001-6000-6150</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>					
	TOTAL	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>					
6523	Communications	2,125	2,344	2,500		2,500
6531	Maint. & Operation of Equipment	225	200	300		300
6532	Contribution to Other Agencies	18,067	21,726	22,000		22,000
6570	Other Charges	1,230	1,673	3,700		3,700
	TOTAL	21,647	25,943	28,500	-	28,500
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>					
	TOTAL	-	-	-	-	-
	ACTIVITY TOTALS	21,647	25,943	28,500	-	28,500

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>EMERGENCY PREPAREDNESS</b>	<b>6150</b>	<b>001-6000-6150</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							

**NOTES:**

- 6531: Emergency generator maintenance agreement, diesel fuel costs and computer maintenance
- 6532: Contribution to Hazardous Materials Response
- 6570: Community Emergency Response Team, earthquake management, gas shut-off tools, Red Cross kits







# Marine Safety Department

## **Mission Statement:**

The mission of the Solana Beach Marine Safety Department is to mitigate the threat to life and property from medical and other emergencies on the beaches, in the ocean, surrounding waterways, and coastal bluffs through education, prevention, emergency response and recovery programs.

## **Structure & Services**

The City of Solana Beach Marine Safety Department is responsible for water and beach safety for the public use of the city's 1.7 miles of coastline. The Marine Safety Department operates with four full-time employees, complimented with 35 seasonal employees. The department primarily responds to waterborne emergencies in the City of Solana Beach 24 hours a day, responding to calls for assistance from beachgoers, swimmers, surfers, and boaters. The Marine Safety Department also conducts animal rescues, dive rescues and recovery, cliff rescues, and emergency medical assists.

Ongoing responsibilities include:

- Provide response to waterborne & coastal emergencies
- Conduct training for lifeguard staff
- Maintain the Marine Safety Headquarters and rescue equipment
- Develop a budget and monitor revenues and expenditures
- Conduct public education presentations
- Oversee the City's Junior Lifeguard Program

The Marine Safety Department's budget and service indicators are located at C-64 and C-65.

## **Goals:**

- Conduct a minimum of 500 hours training including CE's for EMT's.
- Continued participation in SDR ALERT (San Diego Regional Aquatic Lifesaving Emergency Response Taskforce) developing and maintaining relationships with neighboring organizations involved in aquatic rescue...developing procedures and protocols for incidents.
- Oversee and administer the City's Junior Lifeguard Program
- Replace a six year old rescue vehicle and emergency response equipment
- Install a Bi-Directional amplifier to boost signal for our 800 MHz radios
- Continue to monitor and enforce the city's new policy/code for allowing dogs on the beach

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>MARINE SAFETY</b>		<b>6170</b>			<b>001-6000-6170</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	220,189	220,189	220,800	233,351	274,400
6102	Part Time & Temporary Salaries	198,419	216,448	184,900	231,424	221,700
6103	Overtime	873	1,340	1,000	1,403	1,000
6104	Special Pay	12,915	12,915	13,000	20,052	15,500
6205	Retirement	59,192	66,129	65,900	73,110	49,800
6207	Retirement-UAL	-	-	-	-	25,800
6210	Medicare	6,094	6,328	6,100	8,488	7,400
6211	Social Security	11,743	10,994	10,900	19,541	12,300
622X	Flex Credit Benefit	33,114	35,715	35,500	35,502	53,600
6244	LT Disability Insurance	-	1,290	-	1,189	1,500
6245	Life Insurance	676	580	800	663	1,000
6280	Auto Allowance	-	-	-	-	-
6285	Uniform Allowance	1,500	1,500	1,500	1,500	2,000
6290	Phone Allowance	600	600	-	115	-
TOTAL		545,315	574,028	540,400	626,338	666,000
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6315	Travel, Conferences & Meetings	168	246	200	200	200
6320	Training	1,150	1,299	1,500	1,500	1,500
6330	Membership and Dues	-	354	-	-	-
6340	Clothing and Personal Expenses	1,685	1,161	2,500	2,500	2,500
6416	Office Supplies	592	961	800	1,000	800
6418	Books, Subscriptions & Printing	646	654	1,000	1,000	1,000
6419	Minor Equipment	1,003	1,843	4,100	4,100	1,500
6420	Departmental Special Supplies	3,660	3,647	2,400	3,400	4,000
6421	Small Tools	-	-	100	100	100
6427	Vehicle Operating Supplies	6,481	7,911	6,000	6,500	6,000
6428	Vehicle Maintenance	946	1,294	1,500	1,200	1,700
6523	Communications	2,170	2,534	2,000	2,200	2,000
6525	Rents and Leases	1,862	1,743	1,900	1,800	2,400
6526	Maint. of Buildings & Grounds	799	148	1,000	800	1,000
6530	Professional Services	875	17,466	600	400	800
6531	Maint. & Operation of Equipment	1,102	3,012	1,100	600	1,300
TOTAL		23,139	44,273	26,700	27,300	26,800
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6910	Claims Liability Charges	13,600	22,100	16,600	16,600	8,700
6920	Workers' Comp Charges	54,600	69,600	35,500	35,500	39,200
6930	Asset Replacement Charges	43,000	43,000	43,000	43,000	43,000
6940	PERS Side Fund Charges	24,194	24,102	28,100	27,222	29,000
TOTAL		135,394	158,802	123,200	122,322	119,900
ACTIVITY TOTALS		703,848	777,103	690,300	775,960	812,700

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>MARINE SAFETY</b>	<b>6170</b>	<b>001-6000-6170</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-103	Marine Safety Captain	1.00	87,600	1.00	88,300	0.90	83,800
4138	Marine Safety Lieutenant	1.00	72,900	1.00	72,900	1.00	77,700
4118	Marine Safety Sergeant	1.00	59,700	1.00	59,700	1.60	102,000
Hourly	Sr. Lifeguard + EMT (P/T)	1.65	73,200	1.65	70,700	2.71	120,700
Hourly	Lifeguard (P/T)	3.21	105,700	3.21	105,700	3.08	101,000
3108	Administrative Asst III	-	-	-	-	0.20	10,900
3086	Administrative Asst II	0.20	7,300	0.20	8,500	-	-
	Overtime		1,000		1,000		1,000
	Holiday Pay		12,900		12,900		15,500
	Total Salaries		420,300		419,700		512,600
	Total Benefits		121,100		120,700		153,400
	<b>Total</b>	<b>8.06</b>	<b>541,400</b>	<b>8.06</b>	<b>540,400</b>	<b>9.49</b>	<b>666,000</b>

SERVICE INDICATORS	2012/13 Actual	2013/14 Actual	2014/15 Projected	2015/16 Proposed
Rescues	188	213	345	345
Medical aids	894	817	850	850
Municipal Code enforcements	7708	4466	8200	8200
Public education	1016	1125	1200	1200
Mutual Aids	19	12	12	12



**NOTES:**

6320: CPR and First Aid Recertification Training for Returning Staff

6340: Uniforms for seasonal and permanent staff (hats, trunks, swim suits, long sleeve shirts, board shorts, wetsuits and rash guards)

6416: Record keeping books, envelopes, poster board and organizers  
Ink cartridges for printer

6418: Annual tide books  
Log Book and Tower Log Books

6419: Minor rescue equipment:  
Rescue equipment, rescue tubes and boards, megaphones  
SCUBA and cliff rescue equipment

6420: Medical supplies,  
Tower supplies (locks, chairs, binoculars, phones)  
Rescue vehicle & ATV supplies

6523: Telephone service costs and repairs/installations

6530: Fire extinguisher service, annual security charge, annual copier maintenance and support contract, and miscellaneous fees

6531: Maintenance of Personal Watercraft, ATV, SCUBA and rescue boat/skiff  
Misc. maintenance for beach & tower equipment



# Junior Lifeguard Program

## **Mission Statement:**

The mission of the Solana Beach **Junior Lifeguard Program** is to provide a safe and fun environment where participants learn about the beaches, the ocean, and coastal bluffs through education and activities centered on the local environment. We aim to build healthy bodies through exercise and games, to foster a sense of community, and to build self-esteem among the participants.

## **Structure & Services**

The City of Solana Beach Junior Lifeguard Program operates as a branch of the Marine Safety Department and is located approximately 100 yards north of the Seascape Public Access. The Junior Lifeguard Program is in session for 10 weeks during the summer, and has over 800 participants that range in ages 7-16, representing about 550 local families. The program employs 35 seasonal staff members.

The Junior Lifeguard Program's budget and service indicators are located at C-68, C-69, C76 and C77.

## **Goals:**

- To maintain an enrollment of 800 participants.
- To maintain an affordable high quality youth program, which is self-sustaining.
- To play a significant role in educating the local youth to coastal safety hazards like bluffs and rip currents and the marine environment.
- To be a significant source of future lifeguard candidates for the Marine Safety Department.

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>JUNIOR LIFEGUARDS</b>		<b>6180</b>			<b>001-6000-6180</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	-	-	-	-	-
6102	Part Time & Temporary Salaries	76,597	-	-	-	-
6103	Overtime	1,186	-	-	-	-
6205	Retirement	3,661	-	-	-	-
6210	Medicare	1,094	-	-	-	-
6211	Social Security	3,602	-	-	-	-
TOTAL		86,140	-	-	-	-
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6310	Insurance and Surety Bonds	-	-	-	-	-
6315	Travel, Conferences, & Meetings	18,034	-	-	-	-
6320	Training	70	-	-	-	-
6330	Membership and Dues	-	-	-	-	-
6340	Clothing and Personal Expenses	2,713	-	-	-	-
6416	Office Supplies	189	-	-	-	-
6417	Postage	-	-	-	-	-
6418	Books, Subscriptions & Printing	259	-	-	-	-
6419	Minor Equipment	-	-	-	-	-
6420	Departmental Special Supplies	1,820	-	-	-	-
6427	Vehicle Operating Supplies	-	-	-	-	-
6428	Vehicle Maintenance	382	-	-	-	-
6523	Communications	-	-	-	-	-
6525	Rents and Leases	355	-	-	-	-
6530	Professional Services	2,280	-	-	-	-
6531	Maint. & Operation of Equipment	-	-	-	-	-
6570	Other Charges	-	-	-	-	-
TOTAL		26,102	-	-	-	-
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6940	PERS Side Fund Charges	1,496	-	-	-	-
TOTAL		1,496	-	-	-	-
ACTIVITY TOTALS		113,738	-	-	-	-

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>JUNIOR LIFEGUARDS</b>	<b>6180</b>	<b>001-6000-6180</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
Hourly	Program Director	-	-	-	-	-	-
Hourly	Assistant Prog Dir	-	-	-	-	-	-
Hourly	Senior Instructors	-	-	-	-	-	-
Hourly	Regular Instructors	-	-	-	-	-	-
Hourly	Program Assistants	-	-	-	-	-	-
	Total Salaries		-		-		-
	Total Benefits		-		-		-
	<b>Total Salaries</b>	-	-	-	-	-	-

<b>SERVICE INDICATOR</b>	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Projected</b>	<b>2015/16 Proposed</b>
Program participants	761	0	0	0



**NOTES:**

- 6310: Insurance for the program and program participants
- 6315: Awards ceremonies
  - Junior Lifeguard competitions
  - Field Trip to Wild Rivers
  - Staff Appreciation
  - Miscellaneous
  - Bus Transportation
- 6340: Cost of uniforms for program staff (hats, trunks, swim suits, t-shirts)
  - Jr. Guard Uniforms
- 6416: Record keeping books, poster board, stamps, organizers and office supplies
- 6419: Body boards
  - Soft surfboards and paddleboards
  - Miscellaneous equipment
- 6420: Jr. Guard patches
  - First Aid Supplies
  - Misc. supplies
  - Marketing and Promotional Materials
- 6525: Rental of summer office trailer
- 6530: DVD Production, Sewing JG Patches, Signs and Banners



**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2015-2016 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>SHORELINE MANAGEMENT</b>		<b>6190</b>			<b>001-6000-6190</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>					
	TOTAL	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>					
6330	Membership and Dues	1,000	1,000	1,100	1,100	1,100
6530	Professional Services	36,789	31,000	-	-	-
	TOTAL	37,789	32,000	1,100	1,100	1,100
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>					
	TOTAL	-	-	-	-	-
	ACTIVITY TOTALS	37,789	32,000	1,100	1,100	1,100

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>SHORELINE MANAGEMENT</b>	<b>6190</b>	<b>001-6000-6190</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							
	<b>Total</b>						

<b>SERVICE INDICATORS</b>	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Projected</b>	<b>2015/16 Proposed</b>
Bluff failures:				
Major	0	1	6	4
Minor	1	6	2	4
Beach closures	0	0	0	0

<b>NOTES:</b>		
6330: California Coastal Coalition		FY 15/16
IMPAC Government Membership		1,000
		100
		<u>1,100</u>



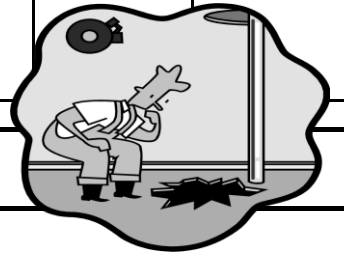
**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2015-2016 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>FIRE MITIGATION FEES</b>		<b>6120</b>			<b>214-6000-6120</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>					
	TOTAL	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>					
6340	Clothing	19,924	16,283	15,000	9,000	-
6419	Minor Equipment	907	-	-	-	-
	TOTAL	20,831	16,283	15,000	9,000	-
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>					
	TOTAL	-	-	-	-	-
	ACTIVITY TOTALS	20,831	16,283	15,000	9,000	-

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
FIRE MITIGATION FEES	6120	214-6000-6120

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							
	<b>Total</b>						



**NOTES:**

This Special Revenue fund is used to account for Fire Mitigation fees that can only be used to build, purchase, finance, or improve the facilities and equipment (per section 3.20 of the SBMC).

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2015-2016 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>COPS</b>		<b>6110</b>			<b>219-6000-6110</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>					
	TOTAL	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>					
6530	Professional Services	100,000	100,000	100,000	100,000	100,000
	TOTAL	100,000	100,000	100,000	100,000	100,000
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>					
	TOTAL	-	-	-	-	-
	ACTIVITY TOTALS	100,000	100,000	100,000	100,000	100,000

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
COPS	6110	219-6000-6110

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							
	<b>Total</b>						



**NOTES:**

This Special Revenue fund is used to account for funding received for Community Oriented Policing Services (COPS) used to fund Law Enforcement.

6530: Professional Services/Law Enforcement

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>JUNIOR LIFEGUARDS</b>		<b>6180</b>			<b>255-6000-6180</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	-	-	-	-	34,800
6102	Part Time & Temporary Salaries	26,404	119,526	105,500	103,700	114,100
6103	Overtime	65	-	-	-	-
6104	Special Pay	-	-	-	-	2,000
6205	Retirement	1,651	8,561	6,300	5,600	7,900
6210	Medicare	372	1,688	1,500	1,500	2,200
6211	Social Security	1,119	5,286	5,100	5,100	6,200
622X	Flex Credit Benefit	-	-	5,300	4,100	10,000
6244	LT Disability Insurance	-	-	-	-	300
6245	Life Insurance	-	-	100	100	200
TOTAL		29,611	135,061	123,800	120,100	177,700
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6310	Insurance and Surety Bonds	10,955	11,155	11,000	11,000	11,000
6315	Travel, Conferences, & Meetings	2,667	23,153	25,300	25,300	25,300
6320	Training	-	458	500	500	500
6340	Clothing and Personal Expenses	29,292	31,791	28,500	28,500	28,500
6416	Office Supplies	414	515	700	700	700
6417	Postage	4,795	-	200	200	200
6419	Minor Equipment	-	4,345	7,000	7,000	7,000
6420	Departmental Special Supplies	1,350	6,122	3,600	3,600	3,600
6427	Vehicle Operating Supplies	-	125	200	200	200
6428	Vehicle Maintenance	286	-	500	500	500
6519	Bank Charges	7,106	10,452	-	-	-
6521	Camp Discounts	3,967	1,769	-	-	-
6522	Advertising	-	150	-	-	-
6525	Rents and Leases	1,116	2,241	2,000	2,000	2,000
6530	Professional Services	-	2,248	2,300	2,300	2,300
6531	Maint. & Operation of Equipment	-	-	200	200	200
6580	Administrative Charges	5,500	7,941	6,600	6,600	6,600
TOTAL		67,448	102,465	88,600	88,600	88,600
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6640	Equipment	-	-	5,000	5,000	5,000
6910	Claims Liability Charges	-	5,500	4,200	4,200	2,600
6920	Workers' Comp Charges	-	4,700	2,700	2,700	3,800
6940	PERS Side Fund Charges	675	3,120	-	-	-
TOTAL		675	13,320	11,900	11,900	11,400
ACTIVITY TOTALS		97,734	250,846	224,300	220,600	277,700

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>JUNIOR LIFEGUARDS</b>	<b>6180</b>	<b>255-6000-6180</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-103	Marine Safety Captain	-	-	-	-	0.10	9,300
4118	Marine Safety Sergeant	-	-	-	-	0.40	25,500
Hourly	Program Director	0.48	21,500	0.48	22,600	0.28	13,500
Hourly	Assistant Prog Dir	0.19	6,800	0.19	7,500	0.19	7,700
Hourly	Senior Instructors	1.14	39,200	1.14	39,200	1.14	40,400
Hourly	Regular Instructors	-	-	-	-	-	-
Hourly	Program Assistants	1.92	36,200	1.92	36,200	1.92	52,500
	Overtime						-
	Holiday Pay						2,000
	Total Salaries		103,700		105,500		150,900
	Total Benefits		16,300		18,300		26,800
	<b>Total Salaries</b>	<b>3.73</b>	<b>120,000</b>	<b>3.73</b>	<b>123,800</b>	<b>3.53</b>	<b>177,700</b>

SERVICE INDICATOR	2012/13 Actual	2013/14 Actual	2014/15 Projected	2015/16 Proposed
Program participants	0	973	975	975



**NOTES:**

- 6310: Insurance for the program and program participants
- 6315: Awards ceremonies
  - Junior Lifeguard competitions
  - Field Trip to Wild Rivers
  - Staff Appreciation
  - Miscellaneous
  - Bus Transportation
- 6340: Cost of uniforms for program staff (hats, trunks, swim suits, t-shirts)
  - Jr. Guard Uniforms
- 6416: Record keeping books, poster board, stamps, organizers and office supplies
- 6419: Body boards
  - Soft surfboards and paddleboards
  - Miscellaneous equipment
- 6420: Jr. Guard patches
  - First Aid Supplies
  - Misc. supplies
  - Marketing and Promotional Materials
- 6525: Rental of summer office trailer
- 6530: DVD Production, Sewing JG Patches, Signs and Banners





**CITY OF SOLANA BEACH**  
**FUNCTION ACTIVITY OVERVIEW**

FUNCTION	FUND DISTRIBUTION				2015-2016
					General Fund Sanitation
<b>PUBLIC WORKS</b>					1,988,000
					4,899,100
					6,887,100
EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 PROPOSED
TOTAL REGULAR POSITIONS	11.12	10.76	10.61	10.61	10.75
SALARIES & FRINGE BENEFITS	993,429	1,068,313	1,039,800	1,078,085	1,070,100
MATERIAL, SUPPLIES & SERVICES	2,847,378	2,761,354	3,311,700	3,163,497	3,539,300
CAPITAL, DEBT SVC & CHARGES	2,270,658	2,247,900	2,282,600	2,276,766	2,277,700
<b>TOTAL BUDGET</b>	<b>6,111,465</b>	<b>6,077,567</b>	<b>6,634,100</b>	<b>6,518,348</b>	<b>6,887,100</b>

**Mission Statement:**

Enhancing safety, environment and quality of life by constructing and maintaining public infrastructure through strategic planning and community involvement and to provide state of the art engineering and maintenance services that modernizes City infrastructure.

**Department Overview:**

The Public Works Department is divided into two primary areas of responsibility: Engineering and Public Works Maintenance.

The Engineering Division includes engineering design and construction, environmental services, traffic engineering and sanitation.

The Public Works Maintenance Division includes the maintenance of streets, parks, public facilities, traffic control devices and sanitation divisions, and responsibility for the Coastal Rail Trail, Street Sweeping, Traffic Signal and Street Lighting special districts.

**Structure & Services**

**Engineering** is responsible for all aspects of public and private improvements including streets, public facilities and parks, flood control and street lighting. It also provides engineering support to Council and Staff. This department's budget and service indicators are located at C-84 and C-85.

Coordination for all storm water related tasks associated with the Regional Water Quality Control Board permit and maintenance of flood control and drainage is the responsibility of **Environmental Services** and its budget and service indicators are located at C-86 and C-87.

## PUBLIC WORKS (continued)

**Street Maintenance** is responsible for routine street and right-of-way maintenance which includes managing small street patching contracts. Its budget and service indicators are located at C-88 and C-89.

The **Traffic Safety** budget unit is responsible for maintaining the City's traffic control devices, including red light cameras, signals, signs and markings. Signal maintenance is provided by a private company and traffic engineering is provided by a consultant. The traffic safety budget and service indicators are located at C-90 and C-91.

The **Street Sweeping** budget unit ensures that all City streets and municipal parking lots are routinely cleaned and its budget and service indicators are located at C-92 and C-93.

The maintenance of the City's parks and public facilities are serviced by the **Park Maintenance** and **Public Facilities Maintenance** budgets units of the Public Works Maintenance Division. The maintenance of Fletcher Cove, La Colonia and pocket parks, beach accesses, and the Coastal Rail Trail are the responsibility of Park Maintenance. The maintenance of City Hall, the Public Works Yard, the community centers at La Colonia Park and Fletcher Cove, the Marine Safety Center and Fire Station are the responsibility of Public Facilities Maintenance. Their respective budgets are located at C-94 through C-97.

The **Sanitation** department provides administration, capital improvements, maintenance and inspection of the City's sanitation system. Maintenance of sewer lines is provided under contract with a private sanitary sewer company. The San Elijo Treatment Plant, as well as City owned pump stations, are administered and maintained by the San Elijo Joint Powers Authority (SEJPA). A copy of the SEJPA's complete budget can be obtained from the SEJPA located at 2695 Manchester Ave., Cardiff by the Sea, CA 92007. The Sanitation department's operating budget is located at C-98 and C-99 of the budget and sanitation capital improvement projects can be found in Section D of the budget.

The Public Works Maintenance Division is also responsible for maintenance of the City's special districts. Information about the districts' structure and services, budgets, and service indicators are located beginning at page C-111 of the budget. Additionally, the Public Works Division is responsible for fleet maintenance, which includes smog checks and routine maintenance and repair of Marine Safety, Public Works and Engineering vehicles.

### Goals:

#### **1. Continue to Provide Engineering Support to Council and Staff**

- A. Provide design and construction services for Capital Improvement Projects. These services include preparing RFPs, preparing and reviewing plans, writing specifications, obtaining construction bids, construction management and all other services required to guide a capital project from the conception phase through the completion of construction. Examples of future and past major projects include: Reconstruction of the Del Mar Shores Beach Access Stairway, Solana Beach and San Elijo Hills Pump Station Upgrades, Highway 101 Pedestrian Enhancement Project and various major storm drain and sewer repair/replacements projects.

## PUBLIC WORKS (continued)

- B. Prepare Engineering comments on private project plans and perform Grading Plan review and permitting.
- C. Issue permits in compliance with SBMC and Best Management Practice Standards including permits for: Encroachment, Sanitation, Engineering and Transportation (Haul Permits).

### **2. Expand and Maintain Environmental Services Program**

- A. Storm Drain and Stevens Creek Cleaning in compliance with regional permit.
- B. Provide environmental comments on: private project plans, construction BMPs in compliance with standards and with Green Building Incentive Program Construction Standards.
- C. Perform Commercial and Industrial inspections for all sites in city.
- D. Reduce City's environmental footprint; reduce waste, encourage carpooling, conserve resources, promote sustainable building practices, solar and energy efficient public lighting, HVAC, and continue education and promote proper disposal to increase participation in the Household Hazardous Waste Program.
- E. Prevent debris and silt from entering storm drains by routinely sweeping residential streets and parking lots.
- F. Administer Construction & Demolition Waste Management Plan for public and private construction projects.

### **3. Continue Street Maintenance Program and Traffic Safety/Traffic Calming Initiatives.**

- A. Respond to citizen reports of potholes, drainage problems, and signage issues.
- B. Inspect and maintain street striping markings.
- C. Review and update Annual Pavement Maintenance Plan and administer street repair and overlay projects.
- D. Respond to citizen concerns about traffic issues, seek consultation with the citizen Public Safety Committee, Technical Traffic Advisory Committee and/or contract traffic engineers to assess options, hold public meetings and develop recommendations and actions. Areas of concentration include South Sierra, North Cedros and Cliff Street.
- E. Develop Parking Management Plan for Highway 101, Plaza, Cedros and western end of Lomas Santa Fe.

### **4. Maintain Parks, Coastal Rail Trail and Facilities in a Safe and Useable Manner**

- A. Maintain landscaping, buildings, play equipment, fields, and beach access points.
- B. Provide routine security patrols during evenings at La Colonia Park. Includes unlocking and locking restrooms at La Colonia Park and Fletcher Cove Park.
- C. Remove graffiti from public property within 3 days.

### **5. Maintain and Improve Street Lighting**

- A. Conduct quarterly inspection of lighting systems and respond to citizen concern about street and Coastal Rail Trail lighting and expedite schedule repairs.
- B. Continue construction projects identified in Streetlight Masterplan update.

## PUBLIC WORKS (continued)

- 6. Maintain and Continue the Assessment of Sanitation Systems to prevent sewer backup**
  - A. Work with contractor to clean 100% and video 20% of sewer lines annually and track service in Beach software.
  - B. Analyze reports and video, identify problem areas, determine plan to address permanent repairs.
  - C. Continue repairs to priority projects identified in west and east side sewer system assessment reports.
  - D. Perform extra cleaning, root foaming and “hot spot” cleaning to manage problem areas until permanent repairs are made.
  - E. Maintain siphon.



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

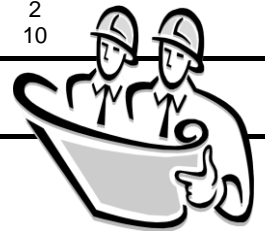
DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>ENGINEERING</b>		<b>6510</b>			<b>001-6500-6510</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	184,586	218,855	184,300	213,603	179,100
6102	Part Time & Temporary Salaries	210	-	-	-	-
6103	Overtime	814	-	1,000	661	1,000
6205	Retirement	25,098	30,183	26,000	30,924	15,400
6210	Medicare	2,376	2,873	2,700	2,971	2,600
622X	Flex Credit Benefit	28,090	32,497	25,300	33,517	26,300
6244	LT Disability Insurance	-	1,011	-	818	900
6245	Life Insurance	675	579	600	617	600
6280	Auto Allowance	1,224	1,224	1,100	1,159	1,100
6290	Phone Allowance	540	540	-	104	-
TOTAL		243,613	287,762	241,000	284,374	227,000
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6315	Travel, Conferences, & Meetings	1,256	253	1,800	1,000	1,800
6320	Training	505	395	1,000	600	1,000
6330	Membership and Dues	169	696	1,000	500	1,000
6417	Postage	-	73	100	100	100
6418	Books, Subscriptions & Printing	281	359	300	800	300
6419	Minor Equipment	399	-	-	-	-
6420	Departmental Special Supplies	912	2,145	1,500	1500	1,500
6427	Vehicle Operating Supplies	1,953	1,915	2,400	2400	2,400
6428	Vehicle Maintenance	452	447	1,000	1000	1,000
6522	Advertising	-	186	100	700	100
6523	Communications	119	60	200	200	200
6530	Professional Services	3,257	2,001	21,400	21,400	21,400
6531	Maint. & Operation of Equipment	-	-	100	-	100
TOTAL		9,303	8,530	30,900	30,200	30,900
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6630	Improvements	-	-	-	-	-
6910	Claims Liability Charges	6,400	10,500	7,300	7,300	3,000
6920	Workers' Comp Charges	9,200	9,100	4,800	4,800	4,500
6930	Equipment Replacement Chrgs	-	-	-	-	-
TOTAL		15,600	19,600	12,100	12,100	7,500
ACTIVITY TOTALS		268,516	315,892	284,000	326,674	265,400

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>ENGINEERING</b>	<b>6510</b>	<b>001-6500-6510</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-101	Director of PW / City Engineer	0.35	50,500	0.35	50,700	0.35	53,500
1-103	Principal Civil Engineer	0.35	36,000	0.25	25,900	0.25	27,300
1-104	Management Analyst	-	-	-	-	-	-
3153	Associate Civil Engineer	0.43	35,600	0.40	33,100	0.25	21,400
3124	Assistant Civil Engineer	0.15	10,800	0.15	10,800	0.15	11,100
3131	Public Works Inspector	-	-	-	-	-	-
3125	Senior Engineering Technician	0.65	40,800	0.65	40,800	0.65	42,000
3108	Administrative Asst III	0.48	25,400	0.48	23,000	0.48	23,800
	Overtime		1,000		1,000		1,000
	Total Salaries		200,100		185,300		180,100
	Total Benefits		59,800		55,700		46,900
	<b>Total</b>	<b>2.48</b>	<b>259,900</b>	<b>2.28</b>	<b>241,000</b>	<b>2.13</b>	<b>227,000</b>

<b>SERVICE INDICATORS</b>	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Projected</b>	<b>2015/16 Proposed</b>
Encroachment permits issued	78	91	99	100
Marine safety permits issued	2	0	4	4
Grading permits issued	5	9	10	9
Transportation permits issued	0	9	9	9
Capital Project Management:				
Less than \$200,000	6	4	3	3
Greater than \$200,000	4	4	4	3
Street overlays/slurries (square feet)	220,000	1,015,000	588,000	800,000
Improvement & lot adjustment permits	2	1	2	2
Sanitation permits issued	5	6	10	10



**NOTES:**

- 6330: Percentage of memberships in American Public Works Association, American Society of Civil Engineers, and Institute of Transportation Engineers for City Engineer
- 6427: Regular supplies for maintenance of engineering vehicles
- 6530: Service alerts, staff support, surveys & inspections, on call testing, geological services, misc services



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>ENVIRONMENTAL SERVICES</b>		<b>6520</b>			<b>001-6500-6520</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	72,756	75,525	77,900	78,752	83,300
6102	Part Time & Temporary Salaries	1,595	-	-	-	-
6103	Overtime	464	340	700	658	700
6104	Special Pay	734	788	900	784	900
6105	Temporary Non-Payroll	568	326	-	1,434	-
6205	Retirement	9,014	9,648	10,200	10,343	6,900
6210	Medicare	1,050	1,126	1,200	1,181	1,200
622X	Flex Credit Benefit	10,966	12,152	12,200	12,211	13,600
6244	LT Disability Insurance	-	387	-	395	400
6245	Life Insurance	216	193	300	236	300
6290	Phone Allowance	210	210	-	40	-
TOTAL		97,573	100,695	103,400	106,034	107,300
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6315	Travel, Conferences, & Meetings	-	18	500	-	500
6330	Membership and Dues	915	342	1,300	1,000	1,300
6340	Clothing and Personal Expenses	603	630	700	700	700
6418	Books, Subscriptions & Printing	78	65	200	-	200
6419	Minor Equipment	937	-	200	-	200
6420	Departmental Special Supplies	16,309	11,423	12,300	10,000	12,300
6427	Vehicle Operating Supplies	4,037	5,208	6,700	6,700	6,700
6428	Vehicle Maintenance	395	498	1,500	1,500	1,500
6522	Advertising	221	-	-	-	-
6523	Communications	71	60	100	100	100
6525	Rents and Leases	-	647	300	300	300
6526	Maint. Of Buildings & Grounds	13	-	-	-	-
6527	Utilities - Other	2,580	2,761	3,500	3,500	3,500
6529	Mileage	21	84	100	100	100
6530	Professional Services	93,373	109,611	122,800	122,800	164,700
TOTAL		119,553	131,347	150,200	146,700	192,100
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6910	Claims Liability Charges	2,500	4,100	3,100	3,100	1,400
6920	Workers' Comp Charges	3,500	3,600	2,000	2,000	2,100
TOTAL		6,000	7,700	5,100	5,100	3,500
ACTIVITY TOTALS		223,126	239,742	258,700	257,834	302,900

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>ENVIRONMENTAL SERVICES</b>	<b>6520</b>	<b>001-6500-6520</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-104	Sr.Management Analyst	0.15	11,600	0.15	11,700	0.15	14,500
1-103	Principal Civil Engineer	0.10	10,300	0.10	10,400	0.10	10,900
1-104	Public Works Operations Mgr	0.10	8,400	0.10	8,400	0.10	9,300
3124	Assistant Civil Engineer	0.30	21,600	0.30	21,600	0.30	22,300
3131	Public Works Inspector	-	-	-	-	-	-
3111	Lead Maintenance Worker (2 positions)	0.10	5,500	0.15	4,800	0.15	8,500
3097	Maint. Worker II (2 positions)	0.15	6,900	0.10	8,200	0.10	4,900
6085	Temp. Maint. Worker I	-	-	-	-	-	-
3126	Sr. Code Compliance Officer	0.20	12,800	0.20	12,900	0.20	12,900
	Overtime		700		700		700
	Stand by Pay (Overtime Rate)		800		800		900
	Total Salaries		78,600		79,500		84,900
	Total Benefits		24,000		23,900		22,400
	<b>Total</b>	<b>1.100</b>	<b>102,600</b>	<b>1.10</b>	<b>103,400</b>	<b>1.10</b>	<b>107,300</b>

SERVICE INDICATORS	2012/13 Actual	2013/14 Actual	2014/15 Projected	2015/16 Proposed
Trash pick-up per year	245	245	245	245
Low flow diverter inspections	245	245	245	245
Diverter repairs & maintenance	12	6	4	2
Spill responses from auto accidents	0	0	2	2
Litter removal from public rights of way	52	52	42	52
Dog waste bag replacements bag replacements	30,000	90,000	90,000	90,000
# of times dispensers refilled	52	52	52	52
Catch basins cleaned	50	75	75	75
Stevens Creek & outfall inspections	12	12	12	12

**NOTES:**

- 6330: Percentage of membership in APWA for Pubic Works Supervisor
- 6340: Percentage of replacement uniforms for Public Works Supervisor and Lead Maintenance Worker
- 6418: Printing of education material on storm water runoff, public outreach education
- 6420: Spraying materials, weed control, manhole covers, ceramic tiles for catch basins, recycling supplies, dog waste bags, sampling devices

6530:

	FY 15/16
State Water Control Board fees	12,000
Permit fees paid to County of S.D. & RWQCB	7,500
Watershed URMP shared costs	5,715
Storm drain cleaning	21,200
Stevens Creek cleaning	2,700
Household Hazardous Waste programs	13,700
TMDL and JURMP updates	10,000
Commercial Industrial Inspection/weather monitoring	10,000
JPA Sediment Drying Pad	6,100
U.S. Mayors Conference implementation	2,626
Stormwater requirements	35,000
Storm Water Cost Share	12,917
Wet/Dry Field Monitoring	25,242
	<u>164,700</u>



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>STREET MAINTENANCE</b>		<b>6530</b>			<b>001-6500-6530</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	141,324	166,294	177,300	151,370	184,800
6102	Part Time & Temporary Salaries	18,992	8,139	-	6,247	-
6103	Overtime	3,321	2,651	6,000	3,539	6,100
6104	Special Pay	6,059	6,543	7,600	7,513	7,900
6105	Temporary Non-Payroll	5,973	3,582	-	16,405	-
6205	Retirement	20,068	22,276	22,000	18,756	14,900
6210	Medicare	2,150	2,600	2,800	2,467	2,900
6211	Social Security	-	594	-	405	-
622X	Flex Credit Benefit	24,553	29,813	32,700	27,940	36,200
6244	LT Disability Insurance	-	545	-	713	1,000
6245	Life Insurance	433	422	600	464	600
6280	Auto Allowance	612	612	600	603	600
6290	Phone Allowance	240	240	-	46	-
TOTAL		223,725	244,311	249,600	236,468	255,000
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6315	Travel-Meetings	-	552	-	-	-
6320	Training	-	-	1,000	1,000	1,000
6330	Membership and Dues	42	200	200	-	200
6340	Clothing and Personal Expenses	868	1,027	1,000	1,500	1,000
6419	Minor Equipment	248	212	-	-	-
6420	Departmental Special Supplies	1,850	8,061	8,000	5,000	8,000
6427	Vehicle Operating Supplies	4,299	4,800	6,000	6,000	6,000
6428	Vehicle Maintenance	712	1,970	1,500	3,000	1,500
6523	Communications	190	120	300	300	300
6524	Utilities - Electric	1,388	2,088	15,000	28,374	29,000
6525	Rents and Leases	96	217	800	2,300	800
6529	Mileage	77	111	300	300	300
6530	Professional Services	13,505	11,774	25,600	23,200	68,600
TOTAL		23,275	31,132	59,700	70,974	116,700
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6910	Claims Liability Charges	36,900	73,200	71,000	71,000	39,000
6920	Workers' Comp Charges	20,400	16,800	20,800	20,800	21,000
6930	Asset Replacement Charges	17,300	17,300	17,300	17,300	17,300
TOTAL		74,600	107,300	109,100	109,100	77,300
ACTIVITY TOTALS		321,600	382,743	418,400	416,542	449,000

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>STREET MAINTENANCE</b>	<b>6530</b>	<b>001-6500-6530</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-101	Director of PW / City Engineer	0.20	28,800	0.20	29,000	0.20	30,600
1-104	Public Works Operations Mgr	0.20	16,800	0.20	16,900	0.20	18,700
3124	Assistant Civil Engineer	0.10	7,200	0.10	7,200	0.10	7,400
3131	Public Works Inspector	-	-	-	-	-	-
3111	Lead Maintenance Worker (2)	0.55	30,000	1.10	60,000	1.10	61,900
3108	Administrative Asst III	0.20	10,600	0.25	12,000	0.25	12,400
3097	Maintenance Worker II (2)	1.10	75,900	1.10	52,200	1.10	53,800
6085	Temp Maint Worker I	0.55	-	-	-	-	-
N/A	Overtime		6,100		6,000		6,100
	Stand by Pay (Overtime Rate)		7,000		7,600		7,900
	<b>Total Salaries</b>		<b>182,400</b>		<b>190,900</b>		<b>198,800</b>
	<b>Total Benefits</b>		<b>57,700</b>		<b>58,700</b>		<b>56,200</b>
	<b>Total</b>	<b>2.90</b>	<b>240,100</b>	<b>2.95</b>	<b>249,600</b>	<b>2.95</b>	<b>255,000</b>

SERVICE INDICATORS	2012/13 Actual	2013/14 Actual	2014/15 Projected	2015/16 Proposed
Asphalt repairs	3,000	3,000	3,000	3,000
Street name & regulatory sign replacement	150	200	300	300
Curb painting (lineal feet)	13,200	15,000	15,000	15,000
Street striping (lineal feet)	100	200	300	300
Graffiti removal	52	52	40	40
Inspect landscape medians	12	12	12	12
Clean under I-5 bridge	5	5	5	5
Public contact regarding street issues	52	75	52	52

**NOTES:**

- 6330: Percentage of American Public Works Association membership for Public Works Supervisor
- 6340: Percentage of costs for uniforms and boots spread over 7 accounts
- 6420: Signage, barricades, cold process asphalt repair materials, miscellaneous repair materials
- 6428: Regular maintenance of City trucks
- 6523: Cellular phone and radio usage
- 6525: Rental of miscellaneous equipment and tools for street repair; pager charges
  
- 6530: Pavement repairs, potholes, street markings
- Power Washing-Graffiti removal
- Emergencies
- North County Dispatch/After hour call back
- Tree trimming/arborist
- Lithocrete Concrete Sealing (every three years)
- Highway 101 Sidewalk Cleaning

FY 15/16
14,000
4,000
2,000
600
10,000
33,000
5,000
68,600



**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2015-2016 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>TRAFFIC SAFETY</b>		<b>6540</b>			<b>001-6500-6540</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>					
	TOTAL	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>					
6418	Books, Subscriptions & Printing	68	-	-	-	-
6420	Departmental Special Supplies	10,983	13,693	10,000	10,000	12,000
6523	Communications	647	526	700	700	700
6524	Utilities - Electric	-	-	-	-	28,000
6525	Rents and Leases	-	186	1,000	1,000	1,000
6529	Mileage	113	70	100	100	100
6530	Professional Services	93,422	101,787	107,300	114,100	137,900
6531	Maint. & Operation of Equipment	-	-	500	500	500
	TOTAL	105,233	116,262	119,600	126,400	180,200
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>					
	TOTAL	-	-	-	-	-
	ACTIVITY TOTALS	105,233	116,262	119,600	126,400	180,200

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>TRAFFIC SAFETY</b>	<b>6540</b>	<b>001-6500-6540</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							



SERVICE INDICATORS	2012/13 Actual	2013/14 Actual	2014/15 Projected	2015/16 Proposed
<b>SERVICE II</b> Preventative maintenance of traffic signals	12	12	12	12
Traffic signal repairs	40	60	50	50
Safety signs installed	30	60	50	50
Sight distance issues	0	0	1	1
Other repairs relating to landscaping, temporary signage	12	25	30	30

**NOTES:**

- 6418: Printing specifications and plans
- 6420: Striping paint, posts, street name signs, regulatory signs, and street marking templates  
Portion of cost of pressure washer, traffic control signs and barricades
- 6524: Miscellaneous utilities and electricity for traffic signals
  
- 6530: Red Flex - third party red light camera administration
- RBF traffic engineering consulting
- Signal repairs
- Traffic Signal upgrade & painting
- SB School District Dell Street Crossing Guard
- After Hour Dispatch
  
- 6531: Maintenance of striping machine, arrow board, trailer, spray gun, flashing lights, timer, signal cabinet and hardware

FY 15/16
89,000
20,000
12,800
11,800
4,000
300
<u>137,900</u>

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2015-2016 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>STREET SWEEPING</b>		<b>6550</b>			<b>001-6500-6550</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
TOTAL		-	-	-	-	-
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6420	Department Special Supplies	-	81	-	-	-
6530	Professional Services	39,573	41,710	45,500	43,400	45,500
TOTAL		39,573	41,791	45,500	43,400	45,500
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
TOTAL		-	-	-	-	-
ACTIVITY TOTALS		39,573	41,791	45,500	43,400	45,500

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>STREET SWEEPING</b>	<b>6550</b>	<b>001-6500-6550</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							

<b>SERVICE INDICATORS</b>	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Projected</b>	<b>2015/16 Proposed</b>
Miles of streets swept	40	40	40	40
Special event street sweepings	5	2	2	2
Maintain signage	12	12	12	12
Street sweeping inspections	12	12	12	12



**NOTES:**

The cost for the City to provide these services is recovered through an agreement with the City's trash pick-up contractor, negotiated as part of the contract.

6522: Miscellaneous advertising of street closures

6530: Includes cleaning of all city streets at least nine times a year with Lomas Santa Fe Drive, Highway 101, Stevens Avenue, Cedros, and City parking lots being swept once per month. Special event/emergency street sweeping is funded at \$800 for the fiscal year.



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>PARK MAINTENANCE</b>		<b>6560</b>			<b>001-6500-6560</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	57,907	71,089	77,100	63,392	80,800
6102	Part Time & Temporary Salaries	9,569	-	-	-	-
6103	Overtime	1,334	1,219	2,800	1,437	2,800
6104	Special Pay	2,756	2,990	3,600	3,038	3,700
6105	Temporary Non-Payroll	3,224	1,954	-	8,919	-
6205	Retirement	8,018	9,439	9,300	7,493	6,400
6210	Medicare	903	1,068	1,200	1,008	1,300
622X	Flex Credit Benefit	10,960	14,236	15,000	13,400	16,600
6244	LT Disability Insurance	-	242	-	326	400
6245	Life Insurance	179	182	300	203	300
6290	Phone Allowance	120	120	-	23	-
TOTAL		94,970	102,539	109,300	99,239	112,300
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6340	Clothing and Personal Expenses	628	630	700	700	700
6419	Minor Equipment	248	212	1,000	1,000	1,000
6420	Departmental Special Supplies	12,083	8,388	3,800	8,800	3,800
6427	Vehicle Operating Supplies	1,300	1,073	1,200	1,200	1,200
6428	Vehicle Maintenance	508	1,981	1,500	1,500	1,500
6523	Communications	95	120	200	200	200
6524	Utilities - Electric	26,571	32,714	35,000	-	-
6525	Rents and Leases	72	366	500	2,500	500
6526	Maint. of Buildings & Grounds	97,437	93,327	108,000	108,000	116,300
6527	Utilities - Other	36,340	40,479	45,000	45,000	45,000
6529	Mileage	580	310	300	300	300
6530	Professional Services	18,292	16,649	30,900	23,900	35,900
6531	Maint. & Operation of Equipment	82	62	-	-	2,500
TOTAL		194,236	196,311	228,100	193,100	208,900
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6910	Claims Liability Charges	2,500	4,200	3,300	3,300	1,500
6920	Workers' Comp Charges	3,500	3,600	2,100	2,100	2,200
TOTAL		6,000	7,800	5,400	5,400	3,700
ACTIVITY TOTALS		295,206	306,650	342,800	297,739	324,900

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>PARK MAINTENANCE</b>	<b>6560</b>	<b>001-6500-6560</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-104	Public Works Operations Mgr	0.20	16,700	0.20	16,900	0.20	18,700
3124	Assistant Civil Engineer	0.10	7,200	0.10	7,200	0.10	7,400
3131	Public Works Inspector	-	-	-	-	-	-
3111	Lead Maintenance Worker (2)	0.15	8,200	0.45	24,500	0.45	25,300
3097	Maintenance Worker II (2)	0.90	41,400	0.60	28,500	0.60	29,400
6085	Temp Maint Worker I	-	-	-	-	-	-
	Overtime		2,900		2,800		2,800
N/A	Stand by Pay (Overtime Rate)		3,300		3,600		3,700
	<b>Total Salaries</b>		<b>79,700</b>		<b>83,500</b>		<b>87,300</b>
	<b>Total Benefits</b>		<b>25,700</b>		<b>25,800</b>		<b>25,000</b>
	<b>Total Salaries</b>	<b>1.35</b>	<b>105,400</b>	<b>1.35</b>	<b>109,300</b>	<b>1.35</b>	<b>112,300</b>

SERVICE INDICATORS	2012/13 Actual	2013/14 Actual	2014/15 Projected	2015/16 Proposed
Landscape inspections	52	52	52	52
Maintenance to Stevens House	10	10	12	15
Repairs & maintenance to park buildings	115	115	100	100
Playground inspections	52	52	52	52
Plumbing repairs to showers, drinking, fountains, etc.	12	12	15	15
Lighting repairs	24	24	30	30
Beach access and maintenance	52	52	52	52
Signage repairs and installations	20	40	50	50

**NOTES:**

- 6419: Replacement parts and hoses for spraying & blowing equipment, etc.
- 6420: Irrigation and landscaping miscellaneous supplies and repair parts
- 6421: Miscellaneous hand tools and pruning equipment, sprinklers, etc.
- 6427: Fuel and supplies for pickup truck
- 6523: Radio and telephone usage
- 6525: Pager lease charges for two maintenance workers, rental of large mowers and power sprayers

	FY 15/16
6526: Landscape Maintenance	<u>116,300</u>
	<u>116,300</u>

6530: Tree trimming/on-call arborist	10,000
Back flow testing	8,000
Security	12,000
Alarm Monitoring	4,600
Graffiti removal	1,300
	<u>35,900</u>

6531: Maintenance of beach tractor and front end loader repair (a portion of this cost is in Street Maintenance)



**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2015-2016 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>PUBLIC FACILITIES MAINTENANCE</b>		<b>6570</b>			<b>001-6500-6570</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
TOTAL		-	-	-	-	-
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6419	Minor Equipment	108	1,753	-	1,080	-
6420	Departmental Special Supplies	11,214	13,842	7,500	12,500	7,500
6427	Vehicle Operating Supplies	1,072	1,724	2,000	2,000	6,500
6428	Vehicle Maintenance	66	1,434	-	-	-
6524	Utilities - Electric	42,409	42,931	47,800	107,418	110,000
6525	Rents/Leases	485	-	500	500	500
6526	Maint. of Buildings & Grounds	56,114	70,896	76,500	84,300	84,000
6527	Utilities - Other	2,111	2,357	3,000	3,100	3,000
6529	Mileage	48	116	200	200	200
6530	Professional Services	28,513	31,501	57,400	73,400	57,400
6531	Maint. & Operation of Equipment	1,277	715	1,000	1,000	1,000
TOTAL		143,417	167,269	195,900	285,498	270,100
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6935	Facilities Replacement Charges	-	-	100,000	100,000	150,000
TOTAL		-	-	100,000	100,000	150,000
<b>ACTIVITY TOTALS</b>		143,417	167,269	295,900	385,498	420,100

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
PUBLIC FACILITIES MAINTENANCE	6570	001-6500-6570

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							

SERVICE INDICATORS	2012/13 Actual	2013/14 Actual	2014/15 Projected	2015/16 Proposed
Painting at City Hall (square feet)	200	1000	500	500
Plumbing repairs	12	12	10	10
Roof maintenance (times per year)	0	0	2	2
Lighting repairs	24	30	35	35
Restock janitorial supplies	n/a	12	0	12
Sewer line cleaning at City Hall	10	10	12	12

**NOTES:**

- 6419: Miscellaneous wrenches etc.
- 6420: Pressure washer (25% of cost), City-wide janitorial supplies, first aid supplies, miscellaneous repair parts & supplies
- 6522: Advertising bids for maintenance contracts
- 6524: City-wide utility costs

	FY 15/16
6526: Plant replacement, irrigation repair, tree trim	2,400
Janitorial services	45,700
Pest control	2,000
HVAC preventative maintenance	2,000
LS Maintenance Contract	13,000
Emergency Generator Maintenance	7,500
Misc.Unspecified Repairs	11,400
	<u>84,000</u>



	FY 15/16
6530: Security Monitoring	1,500
City Hall Generator APCD Permit	400
Door Service and Repair	1,600
Micellanous Repairs	15,400
Public Works Drinking Water	1,000
Elevator Maintenance	2,000
City Hall Repairs	5,500
Tree Trimming	2,000
Partnership With Industry	28,000
	<u>57,400</u>

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>SANITATION</b>		<b>7700</b>			<b>509-0000-7700</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	257,335	256,882	259,100	266,994	280,000
6102	Part Time & Temporary Salaries	3,190	-	-	4,011	-
6103	Overtime	1,339	896	1,300	1,936	1,200
6104	Special Pay	1,285	1,382	1,600	1,339	1,600
6105	Temporary Non-Payroll	1,090	651	-	2,868	-
6205	Retirement	34,043	35,112	36,400	36,567	22,700
6207	Retirement-UAL	-	-	-	-	17,800
6210	Medicare	3,331	3,424	3,800	3,767	4,100
6211	Social Security	-	-	-	249	-
622X	Flex Credit Benefit	29,640	31,369	32,500	31,204	37,000
6244	LT Disability Insurance	-	1,097	-	1,097	1,500
6245	Life Insurance	747	645	900	740	900
6280	Auto Allowance	918	918	900	1,077	1,700
6290	Phone Allowance	630	630	-	121	-
<b>TOTAL</b>		<b>333,548</b>	<b>333,006</b>	<b>336,500</b>	<b>351,970</b>	<b>368,500</b>
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6310	Insurance and Surety Bonds	-	-	17,000	-	-
6315	Travel, Conferences, & Meetings	-	484	500	-	500
6320	Training	-	209	500	-	500
6330	Membership and Dues	212	400	1,000	-	1,000
6340	Clothing and Personal Expenses	482	652	500	500	500
6418	Books, Subscriptions & Printing	52	80	100	115	200
6420	Departmental Special Supplies	895	202	500	1,000	1,000
6421	Small Tools	-	-	500	500	500
6427	Vehicle Operating Supplies	1,715	2,050	2,500	1,750	2,500
6428	Vehicle Maintenance	678	2,260	2,000	2,000	2,000
6522	Advertising	-	112	100	-	100
6523	Communications	69	251	300	300	300
6525	Rents and Leases	260	260	300	550	600
6526	Maintenance of Building	-	-	500	-	500
6527	Utilities - Other	7,162	5,701	14,000	5,000	10,000
6529	Mileage	-	106	200	200	200
6530	Professional Services	1,747,563	1,577,362	1,980,600	1,816,110	2,013,800
6540	Damage Claims	19,000	36,750	20,000	-	20,000
6560	Depreciation	345,500	352,633	350,000	350,000	350,000
6570	Other Charges	-	-	1,500	-	1,500
6580	Administrative Charges	89,200	89,200	89,200	89,200	89,200
<b>TOTAL</b>		<b>2,212,788</b>	<b>2,068,712</b>	<b>2,481,800</b>	<b>2,267,225</b>	<b>2,494,900</b>
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6630	Improve. Other than Buildings	517,948	476,192	451,900	451,900	504,800
6640	Equipment	28,040	-	-	-	20,000
6650	Vehicles	-	-	-	-	-
6710	Principal - Debt Service	828,460	856,963	880,600	880,634	906,500
6720	Interest - Debt Service	536,423	510,648	492,600	492,628	464,500
67XX	Debt Service Cost	92,876	18,596	53,800	53,796	53,800
6910	Claims Liability Charges	136,700	215,100	148,400	148,400	62,100
6920	Workers' Comp Charges	12,100	12,100	6,700	6,700	7,100
6940	PERS Side Fund Charges	15,911	15,901	16,900	11,008	16,900
<b>TOTAL</b>		<b>2,168,458</b>	<b>2,105,500</b>	<b>2,050,900</b>	<b>2,045,066</b>	<b>2,035,700</b>
<b>ACTIVITY TOTALS</b>		<b>4,714,794</b>	<b>4,507,218</b>	<b>4,869,200</b>	<b>4,664,261</b>	<b>4,899,100</b>

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>SANITATION</b>	<b>7700</b>	<b>509-0000-7700</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
Contract	City Manager	0.11	21,200	0.11	21,300	0.15	29,700
1-101	Director of PW / City Engineer	0.30	43,200	0.30	43,500	0.30	45,900
1-103	Principal Civil Engineer	0.25	25,800	0.20	20,700	0.20	21,900
1-103	Finance Manager/Treasurer	0.25	30,000	0.25	30,200	0.25	32,700
1-104	Public Works Operations Mgr	0.25	20,900	0.25	21,100	0.25	23,400
3124	Assistant Civil Engineer	0.25	18,000	0.25	18,000	0.50	18,600
3153	Associate Civil Engineer	0.50	41,400	0.50	41,400	0.50	42,700
3131	Public Works Inspector	-	-	-	-	-	-
3125	Senior Engineering Technician	0.25	15,700	0.25	15,700	0.25	16,200
3108	Administrative Asst III	0.17	9,000	0.17	8,200	0.17	8,400
3111	Lead Maintenance Worker (2)	0.15	8,200	0.25	13,600	0.25	14,100
3097	Maint. Worker II (2)	0.30	13,800	0.20	9,500	0.20	9,800
6085	Temp. Maint. Worker I	-	-	-	-	-	-
2128	Accountant	0.10	6,500	0.10	6,400	0.10	6,800
2122	Fiscal Specialist II	0.05	3,100	0.05	3,000	0.05	3,200
2109	Fiscal Specialist I	-	2,400	0.05	2,700	0.05	2,800
	San Elijo JPA Members		3,800		3,800		3,800
	Part-Time		-		-		-
	Overtime		1,200		1,300		1,200
	Stand by Pay (Overtime Rate)		1,400		1,600		1,600
	<b>Total Salaries</b>		<b>265,600</b>		<b>262,000</b>		<b>282,800</b>
	<b>Total Benefits</b>		<b>76,400</b>		<b>74,500</b>		<b>85,700</b>
	<b>Total</b>	<b>2.93</b>	<b>342,000</b>	<b>2.93</b>	<b>336,500</b>	<b>3.22</b>	<b>368,500</b>

SERVICE INDICATORS	2012/13 Actual	2013/14 Actual	2014/15 Projected	2015/16 Proposed
Miles of collection system maintained	48	48	48	48
Sewer system & wet well inspections	24	24	24	24
Private sewer spills attended to	1	0	1	1
Public sewer spills or blockages	0	0	1	1

NOTES:	
6310: Insurance premiums	
6522: Advertising for hookup program	
6524: Water expenses for Solana Hills pump station	
6525: Includes annual lease of right-of-way for Solana Beach pump station	FY 15/16
6530: <b>San Elijo JPA Capital Services:</b>	
Wastewater Treatment	1,076,100
Laboratory analysis	190,600
Outfall	25,700
Solana Beach pump stations	287,100
<i>Total San Elijo JPA Services</i>	<b>1,579,500</b>
<b>City Professional Services:</b>	
Sewer line maintenance	282,000
Sewer Rate Study update	10,000
Bond administration	4,300
Legal Services	50,000
Audit Services	13,000
City of Encinitas conveyance	60,000
Miscellaneous consultants & services	15,000
<i>Total City Services</i>	<b>434,300</b>
<b>Total Professional Services</b>	<b>2,013,800</b>
6540: Damage claims	
6570: County EDP charges	
6580: City administrative charges based on cost allocation study	
6630: San Elijo JPA Capital Projects:	
Ocean discharge metering system and air scrudder study, outfall and misc.	





**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				2015-2016
	General Fund				288,500
COMMUNITY SERVICES/ RECREATION	Camp Programs				28,900
					317,400
EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 PROPOSED
TOTAL REGULAR POSITIONS	2.90	3.54	3.41	3.41	3.43
SALARIES & FRINGE BENEFITS	204,632	191,460	201,600	215,199	243,300
MATERIAL, SUPPLIES & SERVICES	77,806	26,301	32,800	37,959	66,400
CAPITAL, DEBT SVC & CHARGES	13,600	14,200	10,100	10,100	7,700
TOTAL BUDGET	296,038	231,961	244,500	263,258	317,400

**Mission Statement:**

We create community through people, parks, and programs. We also enrich our community by creating an atmosphere that nurtures, enhances, and reflects our diverse cultural values and artistic vitality. Parks and the arts make life better!

**Department Overview:**

**Community Services/Recreation** is responsible for various City-sponsored community events and providing the community with enriching cultural experiences and family orientated recreational activities.

**Structure & Services**

**Community Services** is responsible for providing various service-oriented activities which include the City's Annual Street Banner program, production of *Shorelines*, the City newsletter publication, management of the public art program, and coordination of City-sponsored community-wide events. The department's budget and service indicators are located at C-104 and C-105.

Community Services provides program management for the City Hall Gallery Art Exhibits, management of the Master Art Policy, and the Street Banner Program, coordination of the annual Arts Alive Event with local artists, implementation of public art projects including the Temporary Public Art Program, and provides staff support to the City's Public Arts Commission. The budget for this program is included in the Community Services budget.

**Recreation Services** is directly responsible for providing programs and services to the community through City sponsored and contracted programs. The City currently contracts with the San Dieguito Union High School District for Adult Recreation Classes and Instruction that are held at La Colonia and Fletcher Cove Community Centers. Recreation Services also includes:



## COMMUNITY SERVICES/RECREATION (continued)

rental processing of La Colonia field and Community Center and managing the Fletcher Cove Community Center for City programs, rentals and services; Coordination of 30 City-sponsored special events; development of joint use agreements with local school districts and other organizations for facility use and program resources; contract management with the Boys & Girls Club for the City's After School Enrichment Program; non-City-sponsored special event application administration; and Summer Youth Camps. Recreation Services also includes staff support to the City's Park & Recreation Commission. This department's budget and service indicators are located at C-104 and C-105.

### **Goals for 2015-2016:**

- Evaluate current programs through participant feedback, and conduct periodic studies to enhance Parks and Recreation Department programming to ensure the City is serving the needs of the community.
- To meet community recreational needs with maximum effectiveness and with minimum expense.
- Expand the use of community volunteers and sponsors to maximize program quality and efficiency.
- Continue the artist exhibitions, receptions, and lectures in the City Hall Gallery and seek out interesting, informative, and entertaining cultural events to include in the annual Gallery schedule.
- Expand the Temporary Public Art Program by seeking additional Council approved sites, changing the current sculptures and installing new ones to keep the Program interesting.
- Improve the electronic version of *Shorelines*, the City newsletter.
- Work with the Public Arts Commission to provide new and on-going artistic and cultural community events.
- Work with the Public Arts Commission to implement long range Council directed goals such as artistic monument signs at City entry ways.
- Continue to seek out funding sources for the La Colonia Park Renovation Project.
- Process all special event permit applications throughout the City.
- Continue and expand on the new on-line registration process for fee-based recreational activities.
- Work closely with the Parks and Recreation Commission to provide community events that enhance the quality of life for Solana Beach residents.
- Continue encouraging and fostering partnerships with community and youth agencies that will strengthen collaboration efforts in order to provide safe environments for the youth.
- Maintain the number of partnership agreements and foster even stronger community relationships with overall intent of providing a wider variety of recreational opportunities for residents.
- Continue a high level of more inclusive and family oriented programs and services.
- Provide the necessary management to fully achieve the priorities identified by the Parks & Recreation Commission, the City Manager's Office, and City Council.
- Enhance customer service and efficiency in the department.
- Continue evaluating ways Improve safety and sense of security for park users.



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>COMMUNITY SERVICES</b>		<b>7100</b>			<b>001-7000-7100</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	15,467	15,467	15,600	17,155	19,400
6102	Part Time & Temporary Salaries	39,718	39,718	39,700	41,238	41,000
6103	Overtime	1,205	1,171	2,000	3,296	2,000
6205	Retirement	7,724	8,136	8,700	9,227	5,700
6210	Medicare	850	894	800	967	900
622X	Flex Credit Benefit	9,916	10,625	10,500	10,834	11,700
6244	LT Disability Insurance	-	335	-	315	300
6245	Life Insurance	165	141	200	164	200
6290	Phone Allowance	120	120	-	23	-
TOTAL		75,165	76,607	77,500	83,219	81,200
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6315	Travel, Conferences, & Meetings	-	-	200	-	200
6320	Training	-	-	100	-	100
6420	Departmental Special Supplies	209	142	1,500	1,800	900
6529	Mileage	-	297	400	400	400
6530	Professional Services	10,081	11,147	11,400	13,000	15,900
6538	Special Events	15,975	464	-	-	-
6570	Other Charges	1,121	778	1,500	1,500	1,500
6575	Public Arts Expenditures	-	771	-	2,000	6,200
TOTAL		27,386	13,599	15,100	18,700	25,200
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6910	Claims Liability Charges	1,800	3,000	2,300	2,300	1,100
6920	Workers' Comp Charges	2,600	2,600	1,500	1,500	1,600
TOTAL		4,400	5,600	3,800	3,800	2,700
ACTIVITY TOTALS		106,951	95,806	96,400	105,719	109,100

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>COMMUNITY SERVICES</b>	<b>7100</b>	<b>001-7000-7100</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-104 3105	Sr. Management Analyst	0.20	15,500	0.20	15,600	0.20	19,400
	Community Serv Coordinator	0.75	39,700	0.75	39,700	0.75	41,000
	Overtime		2,000		2,000		2,000
	Total Salaries		57,200		57,300		62,400
	Total Benefits		20,300		20,200		18,800
<b>Total</b>		<b>0.95</b>	<b>77,500</b>	<b>0.95</b>	<b>77,500</b>	<b>0.95</b>	<b>81,200</b>

SERVICE INDICATORS	2012/13 Actual	2013/14 Actual	2014/15 Projected	2015/16 Proposed
Shorelines Newsletter	4	4	4	4
Street banner changes	6	6	6	6
City Hall Gallery Exhibitions	9	9	9	9
Master Art Policy Projects				
Arts Alive on CRT	1	1	1	1
Special Event @ La Colonia			1	1
Temporary Public Art Program	2	2	2	2

**NOTES:**

	FY 15/16
6530 eShorelines Publication	5,000
Street Banner Change Out Program	
City banner	2,500
Outside Agencies - reimbursed	3,900
Temporary Art	4,500
	<u>15,900</u>
6570 Dial-A-Ride and ad hoc activities	



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>RECREATION</b>		<b>7110</b>			<b>001-7000-7110</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	79,899	79,899	79,400	88,439	99,300
6102	Part Time & Temporary Salaries	22,365	7,403	16,200	12,368	16,800
6103	Overtime	303	-	-	649	-
6205	Retirement	10,996	11,583	12,500	13,827	8,700
6210	Medicare	1,572	1,369	1,400	1,545	1,700
6211	Social Security	1,387	459	1,000	766	1,000
622X	Flex Credit Benefit	12,588	13,359	13,300	13,684	15,400
6244	LT Disability Insurance	-	459	-	432	500
6245	Life Insurance	237	202	300	247	300
6290	Phone Allowance	120	120	-	23	-
TOTAL		129,467	114,853	124,100	131,980	143,700
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6315	Travel, Conferences, & Meetings	941	803	1,100	446	1,100
6320	Training	220	-	500	300	500
6330	Membership and Dues	170	170	200	170	200
6340	Clothing & Personal Expenses	174	148	400	350	400
6418	Books, Subscriptions & Printing	-	54	200	175	200
6420	Departmental Special Supplies	1,642	726	1,400	1,006	1,400
6522	Advertising	-	-	300	150	200
6523	Communications	132	134	-	-	-
6529	Mileage	380	405	500	296	300
6530	Professional Services	30,023	2,306	3,500	7,307	16,500
6531	Maint. & Operation of Equipment	-	207	300	150	300
6537	Summer Day Camp	8,467	-	-	-	-
6538	Special Events	8,250	7,749	9,100	8,759	9,400
6570	Other Charges	21	-	200	150	200
TOTAL		50,420	12,702	17,700	19,259	30,700
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6910	Claims Liability Charges	3,700	4,500	3,800	3,800	2,000
6920	Workers' Comp Charges	5,500	4,100	2,500	2,500	3,000
TOTAL		9,200	8,600	6,300	6,300	5,000
ACTIVITY TOTALS		189,087	136,155	148,100	157,539	179,400

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>RECREATION</b>	<b>7110</b>	<b>001-7000-7110</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-104	Sr. Management Analyst	0.200	15,500	0.20	15,600	0.20	19,300
1-104	Recreation Manager	1.00	63,200	1.00	63,800	1.00	80,000
6045	Sr. Recreation Leader (P/T)	0.29	6,700	-	-	-	-
6033	Recreation Leaders (P/T)	-	-	0.65	16,200	0.65	16,800
	Overtime						
	Total Salaries		85,400		95,600		116,100
	Total Benefits		27,700		28,500		27,600
	<b>Total</b>	<b>1.490</b>	<b>113,100</b>	<b>1.85</b>	<b>124,100</b>	<b>1.85</b>	<b>143,700</b>

SERVICE INDICATORS	2012/13 Actual	2013/14 Actual	2014/15 Projected	2015/16 Proposed
City sponsored community events	30	19	20	20
Special events participants	7,000	6,250	6,500	7,000
Fletcher Cove Community Center Private rentals	0	22	32	40

**NOTES:**

- 6330: Staff membership in California Parks and Recreation Society
- 6418: Newspapers & Misc Publications for the public/printing for events/camps and classes
- 6420: Supplies for various recreation programs; Day Camp & Enrichment Class supplies; etc.
- 6530: Contract instructors for quarterly classes

	FY 15/16
6538: Staff Coordinated Events	
Cinco De Mayo	3,400
Family Camp Out	900
Veterans Day	350
Memorial Day	350
Ad hoc events/dedications, etc.	400
P&R Coordinated Events	
Holiday Tree Lighting	4,000
Special Events Totals	9,400



**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2015-2016 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>RECREATION (CAMP)</b>		<b>7110</b>			<b>255-7000-7110</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6102	Part Time & Temporary Salaries	765	13,558	16,200	16,099	17,100
6210	Medicare	11	197	200	233	200
6211	Social Security	47	841	1,000	998	1,100
6290	Phone Allowance	-	-	-	393	-
TOTAL		823	14,596	17,400	17,723	18,400
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6310	Insurance Premiums	1,623	1,652	2,000	2,000	2,000
6320	Training	-	16	-	-	-
6530	Professional Services	-	5,250	-	-	-
6537	Summer Day Camp	-	8,293	8,500	8,486	8,500
TOTAL		1,623	15,211	10,500	10,486	10,500
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
TOTAL		-	-	-	-	-
ACTIVITY TOTALS		2,446	29,807	27,900	28,209	28,900

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>RECREATION (CAMP)</b>	<b>7110</b>	<b>255-7000-7110</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
6033	Recreation Leaders (P/T)	1.10	29,000	0.61	16,200	0.43	11,100
6045	Sr. Recreation Leader (PT) Overtime	-	-	-	-	0.20	6,000
	Total Salaries		29,000		16,200		17,100
	Total Benefits		2,200		1,200		1,300
	<b>Total</b>	<b>1.100</b>	<b>31,200</b>	<b>0.61</b>	<b>17,400</b>	<b>0.63</b>	<b>18,400</b>

<b>SERVICE INDICATORS</b>	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Projected</b>	<b>2015/16 Proposed</b>
Summer day camp participants	245	280	301	315

**NOTES:**

6537: Summer Day Camp Program







**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				
<b>SPECIAL DISTRICTS</b>	*** see below				
EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 PROPOSED
TOTAL REGULAR POSITIONS	1.54	0.95	0.900	0.900	0.90
SALARIES & FRINGE BENEFITS	107,441	109,151	105,800	113,444	113,700
MATERIAL, SUPPLIES & SERVICES	548,245	584,248	639,200	636,070	669,100
CAPITAL, DEBT SVC & CHARGES	11,875	14,680	10,800	10,479	8,700
<b>TOTAL BUDGET</b>	<b>667,561</b>	<b>708,079</b>	<b>755,800</b>	<b>759,993</b>	<b>791,500</b>

**Department Overview:**

The Public Works Maintenance Division is responsible for maintenance of the Municipal Improvement, Coastal Rail Trail, and Street Lighting special districts.

**Structure & Services**

**Municipal Improvement** special districts (Districts), or MID's, provide a means for property owners within the Districts to self assess fees to pay for the costs of services, such as water and landscape maintenance and improvements, that are provided to the Districts by the City. MID's within the City include:

<u>Municipal Improvement District</u>	<u>FY2015-16 Budget</u>	<u>Budget/Service Indicator Pages</u>
Highway 101 Landscaping MID 33	\$ 100,700	C-114 and C-115
Santa Fe Hills MID 9C	250,500	C-116 and C-117
Isla Verde MID 9E	6,000	C-118 and C-119
San Elijo Hills #2C MID 9H	<u>83,100</u>	C-120 and C-121
<b>TOTAL</b>	<b><u>\$ 440,300</u></b>	

The ***Coastal Rail Trail*** (CRT) Maintenance District was established by a vote of Solana Beach property owners and pays for the Coastal Rail Trail maintenance, administration, and reserves. The CRT budget and service indicators are located at C-122 and C-123.

The ***Street Lighting*** district is responsible for the capital improvements maintenance and operation of approximately 750 street lights throughout the City and lighting on the Coastal Rail Trail. The operation is funded by a benefit assessment which appears on property tax bills. The district's budget and service indicators are located at C-124 and C-125.

## SPECIAL DISTRICTS (continued)

### **Goals:**

The Public Works Department goals are located at C-79 and include goals related to the City's special districts.



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>HIGHWAY 101 LANDSCAPING MID 33</b>		<b>7510</b>			<b>203-7500-7510</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	12,395	12,558	12,700	13,110	14,000
6103	Overtime	-	48	-	71	-
6205	Retirement	1,730	1,847	2,000	2,062	1,200
6207	Retirement-UAL	-	-	-	-	1,000
6210	Medicare	158	161	200	176	200
622X	Flex Credit Benefit	1,566	1,678	1,700	1,711	1,900
6244	LT Disability Insurance	-	65	-	48	100
6245	Life Insurance	38	32	-	40	-
6290	Phone Allowance	90	90	-	1,230	-
TOTAL		15,977	16,479	16,600	18,448	18,400
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6524	Utilities - Electric	3,008	3,655	4,000	28,325	29,500
6526	Maint. of Buildings & Grounds	6,892	21,268	34,500	32,000	35,200
6527	Utilities - Other	753	12,718	9,800	9,600	9,800
6530	Professional Services	-	-	1,000	1,000	1,000
6570	Other Charges	4,471	5,660	3,000	3,000	3,000
6580	Adminstrative Charges	3,100	3,100	3,100	3,100	3,100
TOTAL		18,224	46,401	55,400	77,025	81,600
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6910	Claims Liability Charges	400	700	500	500	200
6920	Workers' Comp Charges	600	600	300	300	300
6940	PERS Side Fund Charges	809	836	900	579	900
TOTAL		1,809	2,136	1,700	1,379	1,400
ACTIVITY TOTALS		36,010	65,016	73,700	96,852	101,400

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

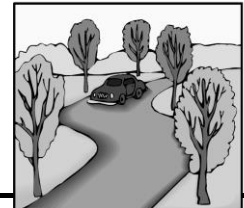
<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>HIGHWAY 101 LANDSCAPING MID 33</b>	<b>7510</b>	<b>203-7500-7510</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-101	Public Works Operations Mgr	0.15	12,600	0.15	12,700	0.15	14,000
N/A	Overtime		-		-		-
N/A	Stand by Pay (Overtime Rate)		-		-		-
	Total Salaries		12,600		12,700		14,000
	Total Benefits		4,000		3,900		4,400
	<b>Total</b>	<b>0.15</b>	<b>16,600</b>	<b>0.15</b>	<b>16,600</b>	<b>0.15</b>	<b>18,400</b>

<b>SERVICE INDICATORS</b>	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Projected</b>	<b>2015/16 Proposed</b>
Landscape area maintained (square feet)	75,000	75,000	75,000	75,000
Trash pick-up	52	52	52	52

**NOTES:**

- 6526: Landscape maintenance (general)
- 6530: Graffiti removal, minor concrete repairs, arborist consultation
- 6570: County EDP & property tax administrative charges
- 6580: City administration charge (based on cost alloc. study)



**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2015-2016 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>SANTA FE HILLS MID 9C</b>		<b>7520</b>			<b>204-7500-7520</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
TOTAL		-	-	-	-	-
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6527	Utilities - Other	87,514	95,649	91,300	86,100	93,000
6530	Professional Services	158,000	147,000	147,000	147,000	147,000
6570	Other Charges	2,370	2,418	2,700	2,700	2,700
6580	Adminstrative Charges	9,500	9,500	9,500	9,500	9,500
TOTAL		257,384	254,567	250,500	245,300	252,200
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
TOTAL		-	-	-	-	-
ACTIVITY TOTALS		257,384	254,567	250,500	245,300	252,200

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>SANTA FE HILLS MID 9C</b>	<b>7520</b>	<b>204-7500-7520</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							

<b>SERVICE INDICATORS</b>	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Projected</b>	<b>2015/16 Proposed</b>
Number of maintenance inspections performed	12	12	12	12
Number of units	408	408	408	408
Assessment per unit	\$232.10	\$232.10	\$232.10	\$232.10

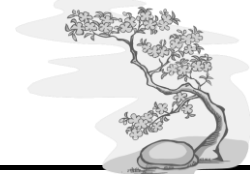
**NOTES:**

6527: Water for irrigation of slopes and median area.

6530: Santa Fe Hills HOA

6570: County EDP & property tax administrative charges

6580: General administrative charges based on cost allocation study





**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2015-2016 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>ISLA VERDE MID 9E</b>		<b>7530</b>			<b>205-7500-7530</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>					
	TOTAL	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>					
6530	Professional Services	5,100	5,100	5,200	5,200	5,200
6570	Other Charges	113	121	100	100	100
6580	Adminstrative Charges	700	700	700	700	700
	TOTAL	5,913	5,921	6,000	6,000	6,000
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>					
	TOTAL	-	-	-	-	-
	ACTIVITY TOTALS	5,913	5,921	6,000	6,000	6,000

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>ISLA VERDE MID 9E</b>	<b>7530</b>	<b>205-7500-7530</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							



<b>SERVICE INDICATORS</b>	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Projected</b>	<b>2015/16 Proposed</b>
Number of maintenance inspections performed	12	12	12	12
Number of units	87	87	87	87
Assessment per unit	\$68.74	\$68.74	\$68.74	\$68.74

**NOTES:**  
 6530: Landscape maintenance of two traffic islands in San Lucas Ct and four gates at San Lucas and Highland  
 6570: Appropriation for County EDP charges  
 6580: City admin charge based on cost allocation study

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2015-2016 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>SAN ELIJO HILLS # 2C MID 9H</b>		<b>7550</b>			<b>207-7500-7550</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>					
	TOTAL	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>					
6530	Professional Services	78,600	78,600	78,600	78,600	78,600
6570	Other Charges	926	937	300	300	300
6580	Adminstrative Charges	4,200	4,200	4,200	4,200	4,200
	TOTAL	83,726	83,737	83,100	83,100	83,100
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>					
	TOTAL	-	-	-	-	-
	ACTIVITY TOTALS	83,726	83,737	83,100	83,100	83,100

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

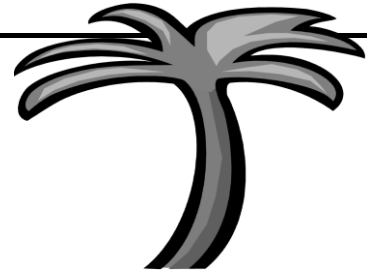
<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>SAN ELIJO HILLS #2C MID 9H</b>	<b>7550</b>	<b>207-7500-7550</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							

<b>SERVICE INDICATORS</b>	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Projected</b>	<b>2015/16 Proposed</b>
Number of maintenance inspections performed	12	12	12	12
Number of units	118	118	118	118
Assessment per unit	\$289.58	\$289.58	\$289.58	\$289.58

**NOTES:**

- 6530: Landscape maintenance of slopes, sprinkler system parts, plants, chemicals, water and electricity, landscape supplies, and maintenance of Santa Helena median
- 6570: County EDP & property tax administrative charge
- 6580: General City charges based on cost allocation study



**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2015-2016 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>COASTAL RAIL TRAIL MAINT DISTRICT</b>		<b>7580</b>			<b>208-7500-7580</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>					
	TOTAL	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>					
6526	Maintenance Of Buildings & Grounds	-	-	34,600	34,600	34,600
6527	Utilities - Other	16,919	18,629	20,600	20,600	20,600
6530	Professional Services	37,118	31,539	12,500	12,500	12,500
6570	Other Charges	-	564	900	900	900
6580	Administrative Charge	3,900	3,900	3,900	3,900	3,900
	TOTAL	57,937	54,632	72,500	72,500	72,500
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>					
	TOTAL	-	-	-	-	-
	ACTIVITY TOTALS	57,937	54,632	72,500	72,500	72,500

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
COASTAL RAIL TRAIL MAINTENANCE DISTRICT	7580	208-7500-7580

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							

SERVICE INDICATORS	2012/13 Actual	2013/14 Actual	2014/15 Projected	2015/16 Proposed
Number of days landscape maintenance is performed	150	150	260	260
Number of inspections performed	12	12	12	12
Number of units	10,448	10,472	10,448	10,448
Assessment per unit	6.72	6.84	6.84	6.84

**NOTES:**

- 6527 Water
- 6530 Landscape Maintenance
- 6570 Reserves - 10% of Operations
- 6580 General City charges based on cost allocation study



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
<b>STREET LIGHTING</b>		<b>7600</b>			<b>211-0000-7600</b>	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	71,452	72,514	69,100	73,117	72,600
6102	Part Time & Temporary Salaries	242	-	-	1,823	-
6103	Overtime	183	109	200	385	200
6104	Special Pay	-	193	200	230	200
6205	Retirement	9,556	9,733	9,900	9,798	5,900
6207	Retirement-UAL	-	-	-	-	4,600
6210	Medicare	924	968	1,000	1,039	1,100
6211	Social Security	-	-	-	113	-
622X	Flex Credit Benefit	8,378	8,158	8,300	7,558	9,400
6244	LT Disability Insurance	-	298	-	302	400
6245	Life Insurance	213	183	200	211	300
6280	Auto Allowance	306	306	300	380	600
6290	Phone Allowance	210	210	-	40	-
TOTAL		91,464	92,672	89,200	94,996	95,300
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6330	Membership and Dues	21	-	100	100	100
6340	Clothing and Personal Expenses	95	94	100	100	100
6420	Departmental Special Supplies	30	-	100	300	100
6522	Advertising	-	266	200	200	200
6523	Communications	48	60	100	100	100
6524	Utilities - Electric	93,977	105,870	115,500	115,145	116,000
6530	Professional Services	11,636	12,173	35,700	16,000	37,200
6570	Other Charges	4,854	6,127	5,500	5,800	5,500
6580	Adminstrative Charges	14,400	14,400	14,400	14,400	14,400
TOTAL		125,061	138,990	171,700	152,145	173,700
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6630	Improvements	-	1,036	-	-	-
6910	Claims Liability Charges	2,300	3,800	2,700	2,700	1,200
6920	Workers' Comp Charges	3,300	3,300	1,800	1,800	1,800
6940	PERS Side Fund Charges	4,466	4,408	4,600	4,600	4,300
TOTAL		10,066	12,544	9,100	9,100	7,300
ACTIVITY TOTALS		226,591	244,206	270,000	256,241	276,300

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>STREET LIGHTING</b>	<b>7600</b>	<b>211-0000-7600</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
Contract	City Manager	0.05	9,700	0.05	9,700	0.05	9,900
1-101	Director of PW / City Engineer	0.10	14,400	0.10	14,500	0.10	15,300
1-103	Principal Civil Engineer	0.15	15,400	0.15	15,500	0.15	16,400
1-104	Public Works Operations Mgr	0.10	8,400	0.10	8,400	0.10	9,400
3124	Assistant Civil Engineer	0.10	7,200	0.10	7,200	0.10	7,400
3131	Public Works Inspector	-	-	-	-	-	-
3125	Senior Engineering Technician	0.10	6,300	0.10	6,300	0.10	6,500
3108	Administrative Asst III	0.15	7,900	0.10	4,800	0.10	4,900
3111	Lead Maintenance Worker	0.05	2,700	0.05	2,700	0.05	2,800
	Overtime		200		200		200
	Stand by Pay (Overtime Rate)		200		200		200
	Total Salaries		72,400		69,500		73,000
	Total Benefits		20,700		19,700		22,300
	<b>Total</b>	<b>0.800</b>	<b>93,100</b>	<b>0.75</b>	<b>89,200</b>	<b>0.75</b>	<b>95,300</b>

SERVICE INDICATORS	2012/13 Actual	2013/14 Actual	2014/15 Projected	2015/16 Proposed
New streetlight installations	26	26	26	26
Pedestrian bollard lights	25	25	25	25
New ballast installations	15	15	15	15
Maintenance occurrences of streetlights and pedestrian lights	26	26	26	26

**NOTES:**

- 6418: Printing specifications, electrical catalogs
- 6420: Light junction boxes, bulbs and wires
- 6522: Advertising for various public hearings
- 6523: Percentage of cellular phone charges for City Engineer & Public Works Superintendent

6524: CRT	FY 15/16
	17,300
All other facilities	98,700
	<u>116,000</u>
6530: Street Light Maintenance	17,400
North County Dispatch - emergencies	500
Repairs due to accidents and other (not part of maintenance)	14,300
Electrical Repairs	5,000
	<u>37,200</u>



- 6531: Replacement of bulbs, ballasts, etc. for streetlights
- 6570: County EDP & property tax administrative charge
- 6580: Administrative charge based on cost allocation study





**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				
<b>SUCCESSOR AGENCY (SA) TO THE FORMER REDEVELOPMENT AGENCY (RDA)</b>	Successor Agency				
EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 PROPOSED
TOTAL REGULAR POSITIONS	0.30	1.05	1.05	1.05	0.90
SALARIES & FRINGE BENEFITS	172,149	172,934	178,700	191,219	159,200
MATERIAL, SUPPLIES & SERVICES	299,205	38,985	148,800	148,800	148,800
CAPITAL, DEBT SVC & CHARGES	320,535	258,523	257,600	259,842	253,700
<b>TOTAL BUDGET</b>	<b>791,889</b>	<b>470,442</b>	<b>585,100</b>	<b>599,861</b>	<b>561,700</b>

On June 29, 2011, California Governor Jerry Brown signed ABX126 to dissolve all redevelopment agencies within the State of California. All agencies were subsequently dissolved as of February 1, 2012, and a Successor Agency was designated to complete the work of the Solana Beach Redevelopment Agency (RDA) and satisfy its financial obligations.

Recognized Obligation Payment Schedules (ROPS) are prepared by the Successor Agency for each six month period in the fiscal year which then must be approved by the Oversight Board, the County of San Diego and the State of California. The ROPS identify financial commitments of the former RDA, including \$250,000 in administrative costs, which will be paid from semi-annual tax increment revenue received by the Successor Agency.

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2015-2016 BUDGET

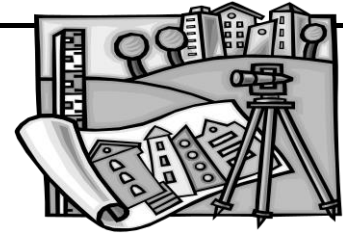
DEPARTMENT		DEPT. NO.			BUDGET UNIT	
SUCCESSOR AGENCY		7810			652-7800-7810	
OBJECT CODE	EXPENSE CLASSIFICATION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 PROJECTED	2015-2016 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>						
6101	Regular Salaries	136,069	137,690	142,200	142,950	126,800
6102	Part Time & Temporary Salaries	-	-	-	12,454	-
6103	Overtime	470	294	-	1,468	-
6205	Retirement	21,150	19,756	21,400	17,688	8,900
6207	Retirement-UAL	-	-	-	-	7,000
6210	Medicare	1,913	1,869	2,100	2,191	1,800
6211	Social Security	-	-	-	772	-
622X	Flex Credit Benefit	10,843	11,206	11,600	11,402	11,500
6244	LT Disability Insurance	-	487	-	438	700
6245	Life Insurance	424	354	500	366	400
6280	Auto Allowance	918	918	900	1,421	2,100
6290	Phone Allowance	362	360	-	69	-
TOTAL		172,149	172,934	178,700	191,219	159,200
<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6315	Travel, Conferences & Meetings	2,019	-	3,000	3,000	3,000
6330	Memberships and Dues	-	-	1,900	1,900	1,900
6417	Postage	-	-	100	100	100
6522	Advertising	-	147	100	100	100
6530	Professional Services	79,939	23,838	124,900	124,900	124,900
6570	Other Charges	195,699	-	3,800	3,800	3,800
6580	Administrative Charges	15,000	15,000	15,000	15,000	15,000
TOTAL		292,657	38,985	148,800	148,800	148,800
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6710	Principal Expense	75,000	80,000	80,000	80,000	80,000
6720	Interest Expense	158,056	155,576	151,500	155,042	151,500
6910	Claims Liability Charges	2,800	7,500	5,600	5,600	2,100
6920	Workers' Comp Charges	4,000	6,500	3,600	3,600	3,200
6940	PERS Side Fund Charges	-	8,947	16,900	15,600	16,900
TOTAL		239,856	258,523	257,600	259,842	253,700
ACTIVITY TOTALS		704,662	470,442	585,100	599,861	561,700

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>SUCCESSOR AGENCY</b>	<b>7810</b>	<b>652-7800-7810</b>

Pay Range	Position Title	2013/2014		2014/2015		2015/2016	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
Contract	City Manager	0.30	58,000	0.30	58,000	0.30	59,400
1-101	City Clerk	0.15	15,600	0.15	15,700	0.15	17,800
1-101	Deputy City Manager	0.15	22,500	0.15	22,600	-	-
1-101	Finance Director	-	-	-	-	-	-
1-101	Director of PW / City Engineer	-	-	-	-	-	-
1-103	Principal Civil Engineer	-	-	-	-	-	-
1-103	Finance Manager/Treasurer	0.30	36,000	0.30	36,200	0.30	39,300
2128	Accountant	0.15	9,700	0.15	9,700	0.15	10,300
	Total Salaries		141,800		142,200		126,800
	Total Benefits		37,000		36,500		32,400
	<b>Total</b>	<b>1.05</b>	<b>178,800</b>	<b>1.05</b>	<b>178,700</b>	<b>0.90</b>	<b>159,200</b>

**NOTES:**







**Comprehensive Project List**

Page Number	Project Number	Project Title	Funding Source	Appropriated Amount	Encumbrances Outstanding	Actual Costs to Date	Percent Spent	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-2020	Total CIP Appropriations	
<b>FY 2015-16 Ongoing Carryover Projects:</b>								<b>Re-appropriation</b>	<b>New Request</b>					
CIP - 01	9905.00	General Plan Update	459	319,300	-	269,300	84%	-	50,000	-	-	-	-	319,300
CIP - 02	9386.XX	Highway 101 Streetscaping	420	400,000	-	312,148	78%	50,000	-	-	-	-	-	362,148
CIP - 03	9438.XX	La Colonia Park Improvements	420	138,308	-	54,847	40%	52,800	-	-	-	-	-	107,647
CIP - 04	9903.00	Shoreline Management/LCP Project	459	985,420	-	815,420	83%	-	63,400	-	-	-	-	878,820
CIP - 05	9395.01	Fire Station Repairs	459	57,672	-	48,672	84%	9,000	15,000	-	-	-	-	72,672
CIP - 07	9926.00	Sand Replenishment Project (Local Share)	215/450/459	1,608,055	-	1,318,255	82%	-	149,100	-	-	-	-	1,467,355
CIP - 08	9456.XX	Storm Drain Improvements - Major	459	180,000	-	102,557	57%	77,500	22,500	300,000	200,000	200,000	200,000	1,102,557
CIP - 09	9449.00	Marine Safety Feasibility Study	459	40,000	-	-	-	40,000	-	-	-	-	-	40,000
CIP - 10	9444.00	Del Mar Shores Staircase Replacement	459/UF	1,342,673	7,435	1,321,915	-	12,500	-	-	-	-	-	1,341,850
<b>Annual ADA Projects:</b>														
CIP - 06	9955.02	ADA Transition Plan Projects	459	5,000	-	-	-	5,000	-	95,000	95,000	95,000	95,000	385,000
<b>Annual Maintenance Projects:</b>														
CIP - 11	9362.15	Annual Pavement Management Program	202/228	-	-	-	-	-	500,000	500,000	500,000	500,000	500,000	2,500,000
CIP - 12	9856.15	Sanitary Sewer Pipeline Replacement	509	-	-	-	-	-	500,000	500,000	500,000	500,000	500,000	2,500,000
<b>Sanitation Projects:</b>														
CIP - 13	9833.00	Solana Beach Pump Station	509	1,253,000	-	900,500	72%	352,500	2,947,500	-	-	-	-	4,200,500
CIP - 14	9935.00	Reclaimed Water Pipeline Extension	509	-	-	-	-	425,000	-	-	-	-	-	425,000
<b>Total Ongoing</b>				<b>6,329,428</b>	<b>7,435</b>	<b>5,143,614</b>	<b>81%</b>	<b>1,024,300</b>	<b>4,247,500</b>	<b>1,395,000</b>	<b>1,295,000</b>	<b>1,295,000</b>	<b>1,295,000</b>	<b>15,702,849</b>
<b>FY 2015-16 Proposed Projects:</b>														
CIP - 15	9438.XX	LCC Tot Lot Resurfacing	459	-	-	-	-	-	60,000	-	-	-	-	-
CIP - 16	9441.1	FC Park Tot Lot Resurfacing	420	-	-	-	-	-	20,000	-	-	-	-	-
CIP - 17	9438	Veteran's Courtyard	420	-	-	-	-	-	86,200	-	-	-	-	-
CIP - 18	XXXX.XX	Plaza Street Fountain	459	-	-	-	-	-	15,000	-	-	-	-	-
CIP - 19	9402	City Hall Storage	459	-	-	-	-	-	50,000	-	-	-	-	-
CIP - 20	9442	Seacape Sur Stair Repair	459	-	-	-	-	-	50,000	200,000	-	-	-	-
CIP - 21	9462	FCCC Overlook Park	459	-	-	-	-	-	20,000	-	-	-	-	-
CIP - 22	9323	Pavement Management Software Update	228	-	-	-	-	-	100,000	-	-	-	-	-
CIP - 23	XXXX.XX	Facilities Water Retrofit	459	-	-	-	-	-	45,000	-	-	-	-	-
<b>Total FY 2015-16 Proposed Projects:</b>				<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>446,200</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total FY 2015-16 Project Appropriations &amp; Costs:</b>				<b>6,329,428</b>	<b>7,435</b>	<b>5,143,614</b>	<b>81%</b>	<b>1,024,300</b>	<b>4,693,700</b>	<b>1,595,000</b>	<b>1,295,000</b>	<b>1,295,000</b>	<b>1,295,000</b>	<b>15,702,849</b>

**Project Funding Sources:**

- 202 - Gas Tax Fund
- 211 - Street Lighting District
- 215 - Department of Boating/Waterways
- 218 - TransNet
- 240 - CBDG
- 264 - RDA Low/Mod Housing
- 265 - Affordable Housing Grant Fund
- 420 - Public Improvement Grant
- 450 - TOT Sand Replenishment CIP
- 459 - City CIP Fund
- 509 - Sanitation
- UF - Unfunded, No funding source has been identified

**Notes:**

646,200

Project Appropriations By Funding Source (Cost Estimate)										
Page Number	Project Number	Funding Source & Project Title	Fiscal Year 2016 Cost Estimate					Total by Funding Source		
			Re-appropriation	New Request	Total	FY2017	FY2018		FY2019	FY2020
<b>459 City CIP / General Fund</b>										
CIP - 01	9905.00	General Plan Update	-	50,000	50,000	-	-	-	-	50,000
CIP - 04	9903.00	Shoreline Management/LCP Project	-	63,400	63,400	-	-	-	-	63,400
CIP - 05	9395.01	Fire Station Repairs	9,000	15,000	24,000	-	-	-	-	24,000
CIP - 06	9955.02	ADA Transition Plan Projects	5,000	-	5,000	95,000	95,000	95,000	95,000	385,000
CIP - 08	9456.XX	Storm Drain Improvements - Major	77,500	22,500	100,000	300,000	200,000	200,000	200,000	1,000,000
CIP - 09	9449.00	Marine Safety Feasibility Study	40,000	-	40,000	-	-	-	-	40,000
CIP - 10	9444.00	Del Mar Shores Staircase Replacement	12,500	-	12,500	-	-	-	-	12,500
CIP - 15	9438.XX	LCC Tot Lot Resurfacing	-	60,000	60,000	-	-	-	-	60,000
CIP - 18	XXXX.XX	Plaza Street Fountain	-	15,000	15,000	-	-	-	-	15,000
CIP - 19	9402.01	City Hall Storage	-	50,000	50,000	-	-	-	-	50,000
CIP - 20	9442.01	Seacape Sur Stair Repair	-	50,000	50,000	200,000	-	-	-	250,000
CIP - 21	9462.03	FCCC Overlook Park	-	20,000	20,000	-	-	-	-	20,000
CIP - 23	XXXX.XX	Facilities Water Retrofit	-	45,000	45,000	-	-	-	-	45,000
<b>Total City CIP / General Fund</b>			<b>144,000</b>	<b>390,900</b>	<b>534,900</b>	<b>595,000</b>	<b>295,000</b>	<b>295,000</b>	<b>295,000</b>	<b>2,014,900</b>
<b>202 Gas Tax</b>										
CIP - 11	9362.15	Annual Pavement Management Program	-	400,000	400,000	400,000	400,000	400,000	400,000	2,000,000
			-	400,000	400,000	400,000	400,000	400,000	400,000	2,000,000
<b>228 Transnet Extension</b>										
CIP - 11	9362.15	Annual Pavement Management Program	-	100,000	100,000	100,000	100,000	100,000	100,000	500,000
CIP - 22	9323.01	Pavement Management Software Update	-	100,000	100,000	-	-	-	-	100,000
<b>Total TransNet II</b>			-	200,000	200,000	100,000	100,000	100,000	100,000	600,000
<b>420 Public Improvement Grant</b>										
CIP - 02	9386.XX	Highway 101 Streetscaping	50,000	-	50,000	-	-	-	-	50,000
CIP - 16	9441.06	FC Park Tot Lot Resurfacing	-	20,000	20,000	-	-	-	-	20,000
CIP - 17	9438.04	Veteran's Courtyard	-	86,200	86,200	-	-	-	-	86,200
CIP - 03	9438.XX	La Colonia Park Improvements	52,800	-	52,800	-	-	-	-	52,800
<b>Total Public Improvement Grant</b>			<b>102,800</b>	<b>106,200</b>	<b>209,000</b>	-	-	-	-	<b>209,000</b>
<b>450 TOT Sand Replenishment</b>										
CIP - 07	9926.00	Sand Replenishment Project (Local Share)	-	149,100	149,100	-	-	-	-	149,100
<b>Total TOT Sand Replenishment</b>			-	149,100	149,100	-	-	-	-	149,100
<b>509 Sanitation</b>										
CIP - 12	9856.15	Sanitary Sewer Pipeline Replacement	-	500,000	500,000	500,000	500,000	500,000	500,000	2,500,000
CIP - 13	9833.00	Solana Beach Pump Station	352,500	2,947,500	3,300,000	-	-	-	-	3,300,000
CIP - 14	9935.00	Reclaimed Water Pipeline Extension	425,000	-	425,000	-	-	-	-	425,000
<b>Total Sanitation</b>			<b>777,500</b>	<b>3,447,500</b>	<b>4,225,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>6,225,000</b>
<b>Total Project Appropriations</b>			<b>1,024,300</b>	<b>4,693,700</b>	<b>5,718,000</b>	<b>1,595,000</b>	<b>1,295,000</b>	<b>1,295,000</b>	<b>1,295,000</b>	<b>11,198,000</b>

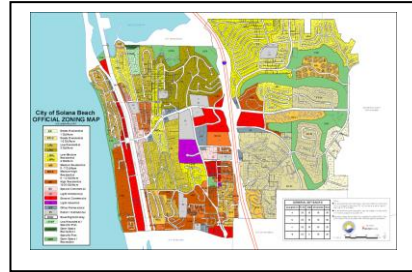




## CAPITAL IMPROVEMENT PROGRAM

### General Plan Update – 9905

**Description:** Provides for the comprehensive update of the City’s General Plan. The General Plan was last adopted in 1988. The Housing Element is required to be updated every 8 years and was last completed in March 2013.



**Project Manager:** Planning Department

**Fund:** City CIP

**Justification:** This will be the first comprehensive update to the General Plan since its adoption in 1988. The Housing Element is state mandated and must demonstrate how a city can meet the regional housing needs assessment (RHNA).

**Comments:** Staff has proposed \$50,000 in next year’s budget to cover costs associated with the work on the General Plan Update targeted that started in mid FY 2010/2011. The General Plan Update is still proposed to be a 4 year workplan project, however, the start date for the majority of the project has been deferred one year (beginning in FY 2010/2011) from what was proposed in the FY 2009-2010 adopted budget, which provides a one-year delay in expenditures for this program. During FY 2010-2011, staff started the process of historical and other map data collection (as needed) to update the General Plan. Staff also prepared a Request for Proposals (RFP) issued to consultants on the General Plan Update. Per recent changes to State Law, the required Housing Element was due to the State Housing and Community Development Department (HCD) in April, 2013 and requires an update every eight years. The preparation of the Housing Element Update was completed as Phase I of the General Plan Update. The General Plan Update project will also include the preparation and certification of an Environmental Impact Report as required by CEQA, the Circulation and Land Use Elements, and a Climate Action Plan. A consultant contract was awarded in FY2012 for the Housing Element portion of the General Plan and in FY2013 for the remainder of the project.

**Begin Date:** September 2010

**End Date:** TBD

**Type:** Ongoing

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 15/16	Future Years	
Design	City CIP	\$ 319,300	50,000	-	\$ 369,300
<i>Total</i>		\$ 319,300	50,000	-	\$ 369,300

#### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
September-2010					TBD

**Capital Improvement Program  
Street Project  
Highway 101/Coastal Rail Trail Corridor Enhancements – 9386.XX**

**Description:** Provide enhancements and improvements to the pedestrian and bicycle facilities along Highway 101/Coastal Rail Trail corridor such as replacement of existing walkways and bike paths



**Project Manager:** Jim Greenstein

**Fund:** Public Improvement Grant Fund (formerly RDA)

**Justification:** Improve pedestrian and bicycle safety in the area

**Comments:** Enhancement of a gateway entrance into the City

**General Plan Consistency:** Provide transportation facilities and services that are adequate and efficient and that significantly reduce hazards to human life, pollution, noise, disruption of community organization and damage to the natural environment

**Operations Impact:** Routine maintenance after construction

**Begin Date:** July 2013

**End Date:** TBD

**Type:** Ongoing

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 15/16	Future Years	
Design	Public Improv	\$ 400,000	-	-	\$ 400,000
<i>Total</i>		\$ 400,000	-	-	\$ 400,000

**Estimated Project Timeline**

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2015					TBD

## Capital Improvement Program Public Facilities Project La Colonia Park Improvements– 9438.XX

**Description:** Variety of facility improvements for the community center, tot-lot, perimeter fencing, construction of new veterans’ courtyard and painting the exterior of the community building



**Project Manager:** Dan Goldberg

**Fund:** Public Improvement Grant Fund

**Justification:** This project includes construction of a veteran’s honor court yard at the park within the existing footprint of the park, improvements to the existing tot lot, and exterior painting of the community center building. La Colonia Park is the city’s largest park and includes the city’s largest community center

**Comments:** Efforts include conceptual design process based on the Needs Assessment recommendations and opportunities for community involvement and resident participation

**General Plan Consistency:** Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety

**Operations Impact:** Likely increased, more frequent maintenance depending upon the nature of the improvements

**Begin Date:** April 2014

**End Date:** TBD

**Type:** Ongoing

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 15/16	Future Years	
	Public Improv	\$ 138,308	-	-	\$ 138,308
		-	-	-	-
<i>Total</i>		\$ 138,308	-	-	\$ 138,308

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
April-2014					TBD

**Capital Improvement Program  
Miscellaneous Project  
Shoreline Management LCP – 9903**

**Description:** Prepare State mandated Local Coastal Plan (LCP) to transfer land use permitting authority from the State Coastal Commission to the City of Solana Beach.



**Project Manager:** Planning Dept

**Fund:** City CIP

**Justification:** State mandated transfer of permit authority

**Comments:** The Local Coastal Plan / Land Use Plan was adopted in February 2013, which provide policies appropriate to the coastal bluff district, sand replenishment and shoreline protection devices and related fees. The California Coastal Commission adopted Amendments to the Land Use Plan in January of 2014 and this item will need to be presented to the City Council at a future meeting for consideration. A two year Workplan has been prepared for the subsequent completion of the Local Implementation Plan associated with the LCP/LUP after its adoption by the Coastal Commission and City Council.

**General Plan Consistency:** Ensure consistency of general plan

**Operations Impact:** Utilization of staff time

**Begin Date:** July 2004

**End Date:** TBD

**Type:** Ongoing

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 15/16	Future Years	
Design	City CIP	\$ 985,420	63,400	-	\$ 1,048,820
<i>Total</i>		\$ 985,420	63,400	-	\$ 1,048,820

**Estimated Project Timeline**

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2004					TBD

## Capital Improvement Program Fire Station Repairs 9395.01

**Description:** Continued repair and renovation of the existing fire station. Proposed improvements include resurfacing the living room balcony, replacement of first floor bathroom, replacement of windows and central vacuum cleaning.



**Project Manager:** Steve Kerr

**Fund:** General Fund

**Justification:** This project will prevent further deterioration of the fire station building.

**Comments:** These improvements have been identified as high priority projects based on a needs assessment of the building performed by in-house staff and the City's on-call maintenance contractor.

**General Plan Consistency:** Proactive maintenance of the City's facilities is consistent with the City's General Plan

**Operations Impact:** None

**Begin Date:** July 2013

**End Date:** July 2016

**Type:** Ongoing

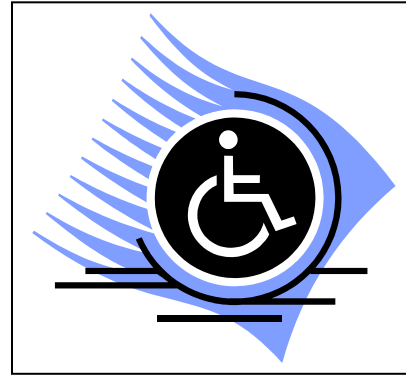
Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 15/16	Future Years	
Construction	General Fund	\$ 57,672	15,000		\$ 72,672
<i>Total</i>		\$ 57,672	15,000	-	\$ 72,672

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2013					June-2016

**Capital Improvement Program  
Non-motorized Project  
ADA Transition Plan – 9955.02**

**Description:** The Code of Federal Regulation, Part 35, requires each local agency with 50 or more employees to complete a “Transition Plan” to meet the Americans with Disabilities Act.



**Project Manager:** Dan Goldberg

**Fund:** City CIP

**Justification:** The City is committed to making public facilities and infrastructure accessible to all individuals. Various public facilities have been identified and will be constructed on a priority basis

**Comments:** A report has been prepared identifying the City facilities requiring ADA improvements. The City continues to improve the facilities identified on the list.

**General Plan Consistency:** Provide transportation facilities that are adequate and efficient

**Operations Impact:** None

**Begin Date:** Annual Appropriation      **End Date:** Ongoing      **Type:** Ongoing

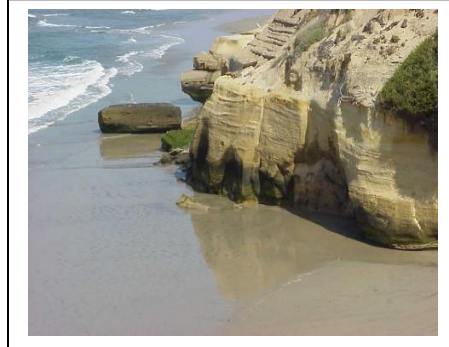
Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 15/16	Future Years	
Construction	City CIP		-	380,000	\$ 380,000
<i>Total</i>		\$ -	-	380,000	\$ 380,000

**Estimated Project Timeline**

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
Annual Appropriation					Ongoing

**Capital Improvement Program  
Miscellaneous Project  
Sand Replenishment ACOE Feasibility Study – 9926**

**Description:** Provides for Army Corps of Engineers feasibility study funding and initial pre-construction and engineering drawings for beach sand replenishment for a 50 year program. Also includes support for: Regional Beach Sand Replenishment, S.C.O.U.P. program and Southern California Reef Technology Study at Fletcher Cove



**Project Manager:** Planning Dept

**Fund:** Dept. of Boating & Waterways/Sand Replenishment Fund/City CIP

**Justification:** High ranking City Council priority to provide beach sand

**Comments:** Successfully complete studies and review processes and receive Federal (ACOE) and State (Division of Boating and Waterways) funding to implement a long term and short term sand replenishment projects for Solana Beach. These include: the ACOE Shoreline Feasibility Study and Southern California Reef Technology Study at Fletcher Cove, Sand Compatibility and Opportunistic Use Program (SCOUP) and the SANDAG Regional Beach Sand Project #2.

**General Plan Consistency:** Protection of recreational beach sand improving public safety

**Operations Impact:** None

**Begin Date:** July 2004

**End Date:** TBD

**Type:** Proposed – Future

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 15/16	Future Years	
Construction	Sand Replens TOT	\$ 827,300	149,100	-	\$ 976,400
	City CIP	\$ 95,000	-	-	95,000
	Dept of Boat/Water	685,755	-	-	685,755
<i>Total</i>		\$ 1,608,055	149,100	-	\$ 1,757,155

**Estimated Project Timeline**

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2004					TBD



## Capital Improvement Program Storm Water Project Citywide Storm Drain Improvements (Major) – 9456

**Description:** Replace or rehabilitate deteriorated storm pipes and inlets at various locations, and add storm drain facilities where needed.



**Project Manager:** Jim Greenstein

**Fund:** City CIP

**Justification:** Maintain drainage facilities to prevent flooding during storm events.

**Comments:** Specific projects will be determined by need, age of facilities, CCTV inspection, and street repaving schedule.

**General Plan Consistency:** Maintain, improve and enhance the quality of air, water and land.

**Operations Impact:** Reduce maintenance costs and improve reliability

**Begin Date:** July 2015

**End Date:** TBD

**Type:** Ongoing

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 15/16	Future Years	
Construction	City CIP	\$ 180,000	22,500	900,000	\$ 1,102,500
		-	-	-	-
<i>Total</i>		\$ 180,000	22,500	900,000	\$ 1,102,500

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2015					TBD

**Capital Improvement Program  
Marine Safety Station – Feasibility Study  
9449.00**

**Description:** Perform feasibility study for the renovation/upgrade of the existing facilities or removal and replacement of the Marine Safety Station at Fletcher Cove Park.



**Project Manager:** Dan Goldberg

**Fund:** General Fund

**Justification:** Recommended by the ADA Transition Plan

**Comments:** Perform feasibility study during this fiscal year. Design and construction funding not included in this fiscal year.

**General Plan Consistency:** Maintain, improve and enhance public infrastructure

**Operations Impact:** Routine maintenance

**Begin Date:** February 2015

**End Date:** TBD

**Type:** Ongoing

<i>Project Costs</i>	<i>Funding Source</i>	<i>Amount Appropriated</i>			<i>Total</i>
		<i>Prior Years</i>	<i>FY 15/16</i>	<i>Future Years</i>	
Feasibility	City CIP	\$ 40,000	-	-	\$ 40,000
		-	-	-	-
<i>Total</i>		\$ 40,000	-	-	\$ 40,000

**Estimated Project Timeline**

<b>Council Approval</b>	<b>Design</b>		<b>Construction</b>		<b>Completion</b>
	Begin	End	Begin	End	Final Inspection
February-2015					TBD

**Capital Improvement Program  
Public Facilities - Infrastructure Project  
Del Mar Shores Staircase Replacement – 9444**

**Description:** Provides for the replacement of the existing staircase with a new stairway access to the beach at the same location.



**Project Manager:** Dan Goldberg

**Fund:** City CIP and other funding to be determined.

**Justification:** The current staircase is showing signs of deterioration and concrete has spalled in areas exposing the rebar

**Comments:** Temporary repairs are made as needed as an interim measure, however full replacement of the staircase is warranted

**General Plan Consistency:** Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety

**Operations Impact:** Reduced maintenance costs

**Begin Date:** July 2007

**End Date:** Oct 2015

**Type:** Ongoing

<i>Project Costs</i>	<i>Funding Source</i>	<b>Amount Appropriated</b>			<b>Total</b>
		<b>Prior Years</b>	<b>FY 15/16</b>	<b>Future Years</b>	
Construction	City CIP	\$ 1,342,673	-	-	\$ 1,342,673
<i>Total</i>		\$ 1,342,673	-	-	\$ 1,342,673

**Estimated Project Timeline**

<b>Council Approval</b>	<b>Design</b>		<b>Construction</b>		<b>Completion</b>
	<b>Begin</b>	<b>End</b>	<b>Begin</b>	<b>End</b>	
					<b>Final Inspection</b>

**Capital Improvement Program  
Street Project  
Annual Pavement Management Program – 9362.15**

**Description:** Provides for the maintenance of the City's asphalt and concrete roadways to patch, overlay and slurry seal the pavements, and to replace traffic striping.



**Project Manager:** Dan Goldberg

**Fund:** Gas Tax and *TransNet*

**Justification:** Annual maintenance scheduled through the utilization of a computerized database (Pavement Management System) will extend the life of the City's streets

**Comments:** None

**General Plan Consistency:** Provide transportation facilities and services that are adequate and efficient and that significantly reduce hazards to human life, pollution, noise, disruption of community organization and damage to the natural environment

**Operations Impact:** None

**Begin Date:** Ongoing

**End Date:** Ongoing

**Type:** Annual

Costs	Source	Prior Years	FY 15/16	Future Years	Total
Construction	Gas Tax		400,000	1,600,000	\$ 2,000,000
Construction	TransNet	\$ -	100,000	400,000	\$ 500,000
<i>Total</i>		\$ -	500,000	2,000,000	\$ 2,500,000

**Estimated Project Timeline**

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
Ongoing					Ongoing

## Capital Improvement Program Sanitation Project Sanitary Sewer Pipeline Replacement – 9856.15

**Description:** Provides for replacement and rehabilitation of existing sewer pipelines in the City.



**Project Manager:** Jim Greenstein

**Fund:** Sanitation

**Justification:** Recommended by the Sanitary Sewer Master Plan as a proactive maintenance program.

**Comments:** Specific projects will be determined by need, age of pipeline, CCTV inspection, and street repaving schedule.

**General Plan Consistency:** Identify and reduce hazards to health and property from natural and man-made conditions.

**Operations Impact:** Reduce sewer maintenance costs and improve reliability

**Begin Date:** July 2015

**End Date:** TBD

**Type:** Annual

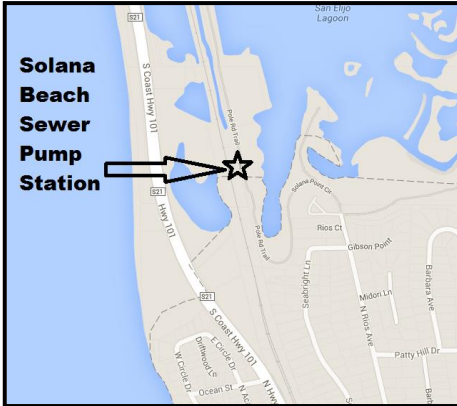
Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 15/16	Future Years	
Construction	Sanitation	\$ -	500,000	2,000,000	\$ 2,500,000
<i>Total</i>		\$ -	500,000	2,000,000	\$ 2,500,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2015					TBD

## Capital Improvement Program Sanitation Project Solana Beach Pump Station – 9833.00

**Description:** Provides for the renovation and upgrade of the Solana Beach Pump Station.



**Project Manager:** Jim Greenstein

**Fund:** Sanitation

**Justification:** Recommended by the Sanitary Sewer Master Plan for system reliability and emergency overflow storage

**Comments:** Electrical upgrades completed in 2014; Mechanical upgrades forthcoming.

**General Plan Consistency:** Maintain, improve and enhance the quality of air, water and land according to state and national standards and local needs

**Operations Impact:** Reduced maintenance costs

**Begin Date:** May 2010

**End Date:** TBD

**Type:** Ongoing

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 15/16	Future Years	
Construction	Sanitation	1,253,000	2,947,500		4,200,500
<i>Total</i>		<b>\$ 1,253,000</b>	<b>2,947,500</b>	<b>-</b>	<b>\$ 4,200,500</b>

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
May-2010					TBD

**Capital Improvement Program  
Sanitation Project  
Reclaimed Water Pipeline Extension – 9935.00**

**Description:** Extend the existing recycled water distribution system from the current terminus at Stevense Ave westerly to Highway 101, expanding recycle water usage, and providing for future expansion of the recycled water use in an effort to minimize potable domestic water use for irrigation purposes..



**Project Manager:** Dan Goldberg

**Fund:** Sanitation

**Justification:** Expand SEJPA recycle water sales and conserve domestic water.

**Comments:** Need to determine most cost effective pipeline alignment.

**General Plan Consistency:** N/A

**Operations Impact:** SEJPA and SFID maintains and services recycle water facilities.

**Begin Date:** July 2014      **End Date:** June 2016      **Type:** Design/Construction

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 15/16	Future Years	
Construction	Sanitation	\$ 650,000	-	-	\$ 650,000
<i>Total</i>		\$ 650,000	-	-	\$ 650,000

**Estimated Project Timeline**

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2014					June-2016

## Capital Improvement Program La Colonia Tot Lot Upgrades - 9438

**Description:** Replace deteriorated rubber tot lot floor surface and repairs/replacement of aging playground equipment.



**Project Manager:** Steve Kerr

**Fund:** Public Improvement Grant Fund

**Justification:** The tot lot receives heavy use and requires periodic repairs/replacement.

**Comments:** The rubberized playground surface at the park is nearing the end of its useful life so replacement is required. Project would also include replacement of some of the playground equipment.

**General Plan Consistency:** Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety

**Operations Impact:** Routine maintenance of city infrastructure

**Begin Date:** July 2015

**End Date:** June 2016

**Type:** One-time

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 15/16	Future Years	
Construction	General Fund		60,000	-	\$ 60,000
			-	-	-
<i>Total</i>		\$ -	60,000	-	\$ 60,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2015					July-2016



## Capital Improvement Program Fletcher Cove Park Tot Lot Upgrades – 9441.06

**Description:** Replace deteriorated rubber tot lot floor surface



**Project Manager:** Steve Kerr

**Fund:** Public Improvement Grant Fund

**Justification:** The tot lot receives heavy use and requires periodic repairs/replacement.

**Comments:** The rubberized playground surface is nearing the end of its useful life so replacement is required.

**General Plan Consistency:** Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety

**Operations Impact:** Routine maintenance of city infrastructure

**Begin Date:** July 2015

**End Date:** June 2016

**Type:** One-time

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 15/16	Future Years	
Construction	Pubic Improv		20,000	-	\$ 20,000
			-	-	-
<i>Total</i>		\$ -	20,000	-	\$ 20,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2015					July-2016



## Capital Improvement Program Plaza Street Fountain Repairs – XXXX

**Description:** Equipment repairs and upgrades to the Plaza Street Fountain.



**Project Manager:** Steve Kerr

**Fund:** General Fund

**Justification:** The fountain has weathered over the years and needs repairs to the equipment for continued operation

**Comments:** No changes to the sculpture, just the fountain and related equipment

**General Plan Consistency:** Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety

**Operations Impact:** Routine maintenance of city infrastructure

**Begin Date:** July 2015

**End Date:** June 30, 2016

**Type:** One-time

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 15/16	Future Years	
Construction	General Fund		15,000	-	\$ 15,000
			-	-	-
<i>Total</i>		\$ -	15,000	-	\$ 15,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2015					July-2016

## Capital Improvement Program City Hall Storage 9402.01

**Description:** Provide increased storage capacity for City Clerk’s office by walling off an unused portion of the front hallway



**Project Manager:** Dan Goldberg/Robert Martinez

**Fund:** General Fund

**Justification:** This project will provide additional on-site storage for the City Clerk’s office.

**Comments:** Providing additional on-site storage could reduce the need for sending materials out to the off-site storage facility.

**General Plan Consistency:** Proactive use of the City’s facilities is consistent with the City’s General Plan

**Operations Impact:** None

**Begin Date:** July 2015                      **End Date:** June 2016                      **Type:** New

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 15/16	Future Years	
Construction	General Fund		50,000		\$ 50,000
<i>Total</i>		\$ -	50,000	-	\$ 50,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2015					June-2016

**Capital Improvement Program  
Public Facilities - Infrastructure Project  
Seascape Sur Staircase Repairs – 9442.01**

**Description:** Provides for the repairs of the existing staircase at the Seascape Sur Public Stairway.



**Project Manager:** Dan Goldberg

**Fund:** City CIP

**Justification:** The metal fittings and other components of the existing staircase are showing signs of deterioration and need to be replaced

**Comments:** The staircase was built approximately 20 years ago.

**General Plan Consistency:** Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety

**Operations Impact:** Reduced maintenance costs

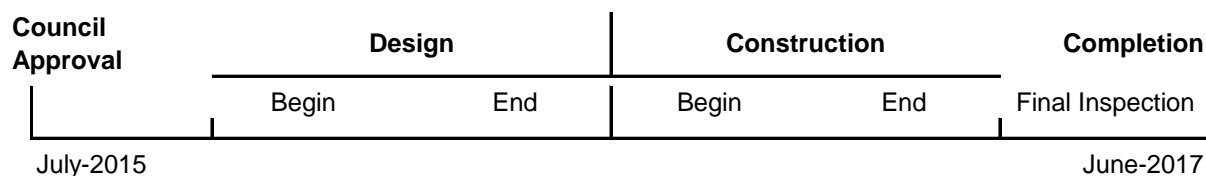
**Begin Date:** Dec 2015

**End Date:** June 2017

**Type:** One-Time Repairs

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 15/16	Future Years	
Design/Construction		-	50,000	200,000	250,000
<b>Total</b>		<b>\$ -</b>	<b>50,000</b>	<b>200,000</b>	<b>\$ 250,000</b>

**Estimated Project Timeline**



## Capital Improvement Program Drainage/Walkway Repairs at Fletcher Cove Community Center Overlook – 9462.03

**Description:** Restoration of eroded DG walkways at the Fletcher Cove Community Center Overlook Park



**Project Manager:** Steve Kerr

**Fund:** General Fund

**Justification:** The walkway at the overlook park is made of decomposed granite (DG). Due to the slope of the walkway, it experiences erosion during rain storms. This project will repair the eroded areas and provide minor drainage improvements.

**Comments:** This periodic maintenance will allow the walkway in the overlook park to remain in operation

**General Plan Consistency:** Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety

**Operations Impact:** Routine maintenance of city infrastructure

**Begin Date:** July 2015

**End Date:** June 30, 2016

**Type:** Periodic Maintenance

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 15/16	Future Years	
Construction	General Fund		20,000	-	\$ 20,000
			-	-	-
<i>Total</i>		\$ -	20,000	-	\$ 20,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2015					July-2016

**Capital Improvement Program  
Street Project  
Pavement Management Program – Database Update – 9323.01**

**Description:** Update to pavement management program database.



**Project Manager:** Dan Goldberg

**Fund:** Transnet II

**Justification:** This project will update the pavement management program database. The database is used to calculate the condition of the roadways and set priorities for future pavement projects. The database is typically updated every five years.

**Comments:** Database was last updated in August 2012. Additional so repairs to the streets listed on the five-year list of projects was completed in only three years.

**General Plan Consistency:** Provide transportation facilities and services that are adequate and efficient and that significantly reduce hazards to human life, pollution, noise, disruption of community organization and damage to the natural environment

**Operations Impact:** Sets priorities for future pavement projects. Periodic updates required.

<b>Begin Date:</b> July 2015		<b>End Date:</b> March 2016			<b>Type:</b> New
Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 15/16	Future Years	
Construction	Transnet II		100,000		\$ 40,000
<i>Total</i>		\$ -	100,000	-	\$ 40,000

**Estimated Project Timeline**

Council Approval	<b>Design</b>		<b>Construction</b>		<b>Completion</b>
	Begin	End	Begin	End	Final Inspection
July-2015					March-2016

### Capital Improvement Program Facilities Water Retrofit- XXXX.XX

**Description:** Convert water using fixtures in City facilities to low-flow technology.



**Project Manager:** Steve Kerr

**Fund:** General Fund

**Justification:** In light of the ongoing drought, the City should set a good example by converting as many water-using fixtures as possible to low-flow, high-efficiency devices. This will not only help out with the drought situation, but will provide a cost savings on water bills.

**Comments:** Fixtures to be converted include faucets, toilets and urinals.

**General Plan Consistency:** This project is consistent with sustainability issues.

**Operations Impact:** Routine maintenance of city infrastructure

**Begin Date:** July 2015

**End Date:** June 30, 2016

**Type:** Periodic Maintenance

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 15/16	Future Years	
Construction	General Fund		45,000	-	\$ 45,000
			-	-	-
<i>Total</i>		\$ -	45,000	-	\$ 45,000

#### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2015					July-2016







## REFERENCE MATERIALS

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### GLOSSARY

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#### ***Accrual Basis***

A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

#### ***Annualize***

Taking costs that occurred at any point during the year and using that cost to project for the full year.

#### ***Appropriation***

A legal authorization made by the City Council that permits the City to incur obligations and to make expenditures of resources for specific purposes.

#### ***Assessed Valuation***

A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 1% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal. Property taxes for general purposes cannot exceed 1% of assessed value.

#### ***Audit***

Test procedures performed by an independent Certified Public Accountant (CPA). The primary objective of an audit is to determine if the City's financial statements fairly present the City's financial position and results of operations in conformity with generally accepted accounting principles.

#### ***Asset***

Resources owned or held by a government, which have monetary value.

#### ***Available (Undesignated) Fund Balance***

This refers to the funds remaining from the prior year, which are available for appropriation and expenditure in the current year.

#### ***Bonds***

A form of borrowing (debt financing) which reflects a written promise from the City to repay a sum of money on a specific date at a specified interest rate. Bonds are used to finance large capital projects such as buildings, streets, utility infrastructure, and bridges.

#### ***Budget***

A process of putting together an operating plan for a specified period of time that accounts for projected revenues and planned expenditures for municipal services for the budget period.

#### ***Budgetary Basis***

This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

## REFERENCE MATERIALS

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### GLOSSARY (Continued)

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#### ***Budget Amendments***

The City Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by majority vote. The City Manager is authorized to transfer budgeted amounts within departments. Actual expenditures may not exceed budgeted appropriations at the fund level.

#### ***Budget Message***

Included in the opening section of the budget, the Budget Message provides the Council and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years, and the views and recommendations of the City Manager.

#### ***Budget and Fiscal Policies***

General and specific guidelines adopted by the City Council that govern the budget preparation and administration and financial aspects of the City.

#### ***Capital Improvements Projects (CIP)***

All of the City's construction projects costing \$5,000 are considered to be a Capital Improvement Project. A construction project is a physical improvement for maintenance, rehabilitation, construction or development on City property with a life expectancy of three or more years. These include streets, sewers, public facilities and community enhancements. These capital projects can span fiscal years and have multiple funding sources. The projects may also cross functional boundaries. Minor capital outlays of less than \$5,000 are included with the operating budgets. A CIP also includes any study costing \$25,000 or more, that is non-recurring in nature, and could potentially lead to a project

#### ***Capital Outlay***

Fixed assets that have a value of \$5,000 or more and have a useful economic lifetime of more than one year.

#### ***Capital Project Funds***

This fund type is used to account for financial resources used in acquiring or building major capital facilities other than those financed by Proprietary Funds and Trust Funds. This fund also finances the City CIP as defined above.

#### ***Cash Basis***

A basis of accounting in which transactions are recognized only when cash is increased or decreased.

#### ***City/Council Goals***

Provides policy guidance and direction for the highest priority objectives to be accomplished during the budget period.

#### ***COP***

Certificate of Participation – A debt issue similar to issuing selling bonds, but less restrictive.

#### ***Debt Financing***

Borrowing funds for capital improvements needed today and pledging future revenues to repay principal and interest expenditures. The City of Solana Beach uses debt financing only for one-time capital improvements whose life will exceed the term of financing and where expected revenues are sufficient to cover the long-term debt.

## REFERENCE MATERIALS

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### GLOSSARY (Continued)

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#### ***Debt Service***

The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

#### ***Debt Service Funds***

This fund type is used to account for the payment and accumulation of resources related to general long-term debt principal and interest; debt service payments related to enterprise operations are directly accounted for in those funds.

#### ***Deficit***

The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

#### ***Depreciation***

Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

#### ***Designated Reserves***

Reserves that have been designated by management to be used for a specified purpose. Designated Reserves are still spendable resources.

#### ***Encumbrance***

The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure. Note: An encumbrance is not an expenditure; an encumbrance reserves funds to be expended.

#### ***Enterprise Funds***

This fund type is used to account for operations that are financed and operated in a manner similar to private sector enterprises and it is the City's intent that the costs (including depreciation) of providing goods or services to the general public be financed or recovered primarily through user charges. The City has established one enterprise fund called Sanitation.

#### ***Expenditure***

The outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid.

#### ***Financial Plan***

A plan for a specified period of time that accounts for projected revenues and planned expenditures for municipal services, goals and objectives. A plan to accomplish specified goals and objectives during a specified period.

#### ***Fiscal Policies***

A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policies provide an agreed-upon set of principles for the planning and programming of government finances.

## REFERENCE MATERIALS

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### GLOSSARY (Continued)

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#### ***Fiscal Year***

The beginning and ending period for recording financial transactions. The City has specified July 1 to June 30 as its fiscal year.

#### ***Fixed Assets***

Assets of long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$5,000.

#### ***Fund***

An accounting entity that records all financial transactions for specific activities or government functions. The six generic fund types used by the City are: General Fund, Special Revenue, Debt Service, Capital Project, Enterprise, and Trust & Agency Funds.

#### ***Fund Balance***

Also known as financial position, fund balance for the governmental fund types is the excess of fund assets over liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses. Fund balance is a similar (although not exact) concept as Retained Earnings in the Enterprise fund.

#### ***GAAP***

Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

#### ***General Fund***

The primary operating fund of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. Except for subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

#### ***Grants***

A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantee.

#### ***Infrastructure***

The physical assets of a government (e.g., streets, water; sewer; public buildings and parks).

#### ***Intergovernmental Revenue***

Funds received from federal, state and other local government sources in the form of shared revenues, and payments in lieu of taxes.

#### ***Investment Revenue***

Interest income from the investment of funds not immediately required to meet cash disbursement obligations.

#### ***Long-term Debt***

Debt with a maturity of more than one year after the date of issuance.

## REFERENCE MATERIALS

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### GLOSSARY (Continued)

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#### ***Materials, Supplies & Services***

Expendable materials and operating supplies and services necessary to conduct departmental operations.

#### ***NPDES***

National Pollutant Discharge Elimination System – State mandated permitting system to enhance storm water systems and to control pollution and run off.

#### ***Objective***

Something to be accomplished in specific, well-defined and measurable terms and that is achievable within a specific time frame.

#### ***Operating Budget***

The portion of the budget that pertains to daily operations and delivery of basic governmental services.

#### ***Operating Revenue***

Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

#### ***Operating Expenses***

The cost for salaries, fringe benefits, materials supplies & services and equipment required for a department to function.

#### ***Pay-as-you-go Basis***

A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing.

#### ***Prior-Year Encumbrances***

Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

#### ***Reserve***

An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

#### ***Resolution***

A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

#### ***Resources***

Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

#### ***Revenue***

Sources of income financing the operations of government.

## REFERENCE MATERIALS

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### GLOSSARY (Continued)

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#### ***Set-Aside***

An additional amount over and above what is scheduled to provide for future benefit.

#### ***Special Revenue Funds***

This fund type is used to account for the proceeds from specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditures for specific purposes. (See fund)

#### ***Subvention***

Revenues collected by the State (or other level of government), which are allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in lieu and gasoline taxes.

#### ***Supplemental Appropriation***

An additional appropriation made by the governing body after the budget year has started.

#### ***Transfers In/Out***

Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

#### ***Trust and Agency Funds***

Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

#### ***Unencumbered Balance***

The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

#### ***Unreserved Fund Balance***

The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

#### ***User Charges***

The payments of a fee for direct receipt of a public service by the party who benefits from the service.

#### ***Work plan***

This is the plan adopted by the City Council on an annual basis that lists the overall goals, values and priorities, and workload for the forthcoming year.



## **REFERENCE MATERIALS**

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### **EXPENDITURE ACCOUNTS - DEFINITIONS**

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#### **SALARIES & FRINGE BENEFITS**

##### **6101 REGULAR SALARIES**

Salary paid for regular payroll expenditures for full-time employees subject to all usual deductions.

##### **6102 PART TIME & TEMPORARY SALARIES**

Salary paid for regular payroll expenditures for part-time and temporary employees subject to all usual deductions.

##### **6103 OVERTIME**

Salary paid over and above regular time at time and one-half. Overtime is not available to FLSA exempt employees.

##### **6104 SPECIAL PAY**

Holiday in lieu pay for Fire and Marine Safety and stand by pay for Public Works.

##### **6205 RETIREMENT**

Payments on behalf of employees to full time retirement system. (PERS).

##### **6210 MEDICARE**

Medicare payments withheld from employees for employees covered by Medicare system.

##### **6211 SOCIAL SECURITY**

Social Security payments for employees covered by social security system.

##### **6220 HEALTH, DENTAL & VISION INSURANCE**

Payments to employees under the City's Cafeteria Plan for health, dental & vision insurance.

##### **6245 GROUP LIFE INSURANCE**

Payments to cover employees' life insurance premiums where applicable.

##### **6248 RHSA % Benefit**

Payments to cover fire employees' RHSA % Benefit under the Fire MOU

##### **6270 RETIREE HEALTH BENEFITS**

Payments to CALPERS to cover a portion of retired employees' health benefits.

##### **6280 AUTO ALLOWANCE**

Payments to employees qualifying for auto allowance.

##### **6285 UNIFORM ALLOWANCE**

Payments to employees for the purchase of uniforms required for the job.

##### **6290 PHONE ALLOWANCE**

Payments to management employees and Council for the business use of cellular phones.

## **REFERENCE MATERIALS**

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### EXPENDITURE ACCOUNTS - DEFINITIONS (Continued)

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#### **MATERIALS, SUPPLIES AND SERVICES**

##### **6310 INSURANCE AND SURETY BONDS**

Insurance premiums for all property, general liability and excess insurance coverage.

##### **6315 TRAVEL, CONFERENCES & MEETINGS**

Meals, lodging, registration and airfare associated with conferences, seminars and meetings.

##### **6320 TRAINING**

Payments for employees to attend training programs to enhance work related skills.

##### **6330 MEMBERSHIPS & DUES**

Staff membership and dues in professional organizations.

##### **6340 CLOTHING & PERSONAL EXPENSES**

Uniforms, safety gear, weather protection, etc.; pre-employment physicals and tuition reimbursement.

##### **6341 TUITION REIMBURSEMENT**

Staff reimbursement for courses related to work skill enhancement. Requires prior approval.

##### **6351 RECRUITMENT**

Payments used in the hiring of staff (advertisement, testing, etc)

##### **6415 ELECTION SUPPLIES**

Supplies used for elections

##### **6416 OFFICE SUPPLIES**

General office supplies used in every-day operations.

##### **6417 POSTAGE**

Metered mail, overnight and other delivery service.

##### **6418 BOOKS, SUBSCRIPTIONS & PRINTING**

Publications, printing costs for forms, letterhead, etc.; outside duplication services.

##### **6419 MINOR EQUIPMENT**

Minor equipment; per item cost before shipping/tax between \$100 and \$4,999.

##### **6420 SPECIAL DEPARTMENTAL SUPPLIES**

Supplies or expenses singular to a department (not general) and that are not minor equipment or small tools.

##### **6421 SMALL TOOLS**

Small tools; per item cost before shipping/tax between \$100 and \$4,999.

##### **6427 VEHICLE OPERATING SUPPLIES**

Gasoline and diesel.

## **REFERENCE MATERIALS**

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### EXPENDITURE ACCOUNTS - DEFINITIONS (Continued)

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**6428 VEHICLE MAINTENANCE**

Repairs and parts for all vehicles.

**6522 ADVERTISING**

Advertising/legal notifications to public.

**6523 COMMUNICATIONS**

Phone, fax, cable etc.

**6524 UTILITIES - ELECTRICITY**

Electricity and natural gas charges.

**6525 RENTS & LEASES**

Rental/lease of property owned by others.

**6526 MAINTENANCE OF BUILDINGS & GROUNDS**

Internal building maintenance/repair; outside grounds upkeep.

**6527 UTILITIES - OTHER**

All utilities besides electricity and natural gas such as water.

**6529 MILEAGE**

Staff mileage reimbursement at IRS rate.

**6530 PROFESSIONAL SERVICES**

Outside contractors used for engineering, surveys etc. Any service provided by an outside party.

**6531 MAINTENANCE OF & OPERATION OF EQUIPMENT**

Repairs and service of City-owned equipment.

**6532 CONTRIBUTION TO OTHER AGENCIES**

Contributions to other governmental/nonprofit organizations.

**6535 COMMUNITY TV PRODUCTION**

Payments for cable programming from restricted sources.

**6539 CONTINGENCY**

To allow for operating efficiency as needed. Requires City Manager approval.

**6540 DAMAGE CLAIMS**

Payments to settle claims against the City that fall below SIR.

**6560 DEPRECIATION**

Annual write-off of Fixed Assets over the life of the asset.

## **REFERENCE MATERIALS**

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### EXPENDITURE ACCOUNTS - DEFINITIONS (Continued)

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#### **6570 OTHER CHARGES**

Expenses that do not fall within another classification; City admin and County EDP charges.

#### **CAPITAL OUTLAY**

##### **6610 LAND**

Expenditures for the purchase of land.

##### **6620 BUILDINGS**

Expenditures for the purchase of buildings.

##### **6630 IMPROVEMENTS OTHER THAN BUILDINGS**

Alterations to structures which increase structure life.

##### **6640 EQUIPMENT**

Furniture, machinery, office equipment. Fixed Assets over \$5,000.

##### **6650 VEHICLES**

All motorized vehicles.

##### **6661 CONSTRUCTION**

Used to accumulate all costs associated with construction projects. Used in Projects Ledger.

#### **DEBT SERVICE**

##### **6710 RETIREMENT OF PRINCIPAL**

Expenditures for the retirement of principal portion of debt.

##### **6720 INTEREST EXPENDITURE**

Expenditures for the interest portion of debt.

##### **6810 TRANSFERS OUT**

Used to transfer funds from one fund to another.

#### **DEPARTMENTAL CHARGES**

##### **6910 CLAIMS LIABILITY CHARGES**

Charges to departments for providing insurance coverage and risk management services.

##### **6920 WORKERS' COMPENSATION CHARGES**

Charges to departments for providing workers' compensation coverage and services.

##### **6930 ASSET REPLACEMENT CHARGES**

Charges to departments for use of assets based on a depreciation schedule.

##### **6940 PERS SIDE FUND CHARGES**

Charges to departments for annual debt service to the Sanitation Fund for the payoff of the PERS Side Fund in FY2011. Allocation based on regular salaries (Account 6101) for the fiscal year

## REFERENCE

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### ORGANIZATION OF THE CITY'S FUNDS

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In accordance with generally accepted accounting principles, the City's financial reporting system is organized on a fund basis consisting of three major fund types (governmental, proprietary and fiduciary). The City's various funds have been established in order to segregate and identify those financial transactions and resources associated with providing specific activities or programs in conformance with special regulations, restrictions, or limitations.

Budgets are prepared for each fund in accordance with its respective basis of accounting. All governmental funds have legally adopted budgets except the capital project funds. While budgets are prepared for the City's capital project funds, the capital projects generally span more than one year and are effectively controlled at the project level.

The following funds are included in the Budget. Descriptions of each of the fund types are provided.

#### **Governmental Funds**

Most of the City's programs and functions are provided and financed through the following governmental funds, which are distinguished by their measurement focus on determining financial position and changes in financial position, rather than upon determining net income:

- General Fund
  - General Fund
  - Risk Management/Insurance
  - Workers' Compensation Insurance
  - Asset Replacement
  - Facilities Replacement
  - PERS Side Fund
- Special Revenue Funds
  - Gas Tax
  - Municipal Improvement Districts (MID)
  - Coastal Rail Trail Maintenance District
  - Street Lighting Assessment District
  - Developer Pass-Thru Fund
  - Fire Mitigation
  - Department of Boating & Waterways
  - TRANSNET – motorized
  - Community Orientated Policing Services (COPS)
  - Transnet Extension
  - Housing and Community Development (CDBG) Fund
  - CALTRANS/CMAQ
  - TEA
  - Miscellaneous Grants
  - Coastal Area Business/Visitor Assistance and Enhancement Fund (TOT)
  - Camp Program Fund
  - Housing
  - Affordable Housing Grant Fund
  - Public Safety Special Revenue Fund
- Debt Service Funds
  - Public Facilities
  - Capital Lease Fund

## REFERENCE

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### ORGANIZATION OF THE CITY'S FUNDS (continued)

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- Capital Projects Fund
  - Public Improvement Grant Fund
  - Sand Replenishment/Retention and Coastal CIP (TOT)
  - City CIP Fund
  - Assessment Districts

#### **Enterprise Fund**

Enterprise funds are distinguished from governmental funds by their similarity to private sector enterprises, as it is intended that the cost of providing services will be financed or recovered primarily through user charges. The City uses the following enterprise fund:

- Sanitation

## **REFERENCE MATERIALS**

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### **DESCRIPTION OF OPERATING FUNDS**

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#### ***001 GENERAL FUND***

The General Fund is the general operating fund of the City and is used to account for all financial resources and transactions except those required to be accounted for in other funds or account groups.

#### ***120 RISK MANAGEMENT***

This fund accounts for the settlement of claims and losses, as well as insurance premiums and any related professional services.

#### ***125 WORKERS' COMPENSATION INSURANCE***

This fund accounts for the settlement of claims and losses resulting from injuries sustained during work hours.

#### ***135 ASSET REPLACEMENT FUND***

This fund accumulates resources for the replacement of vehicles and equipment costing over \$5,000.

#### ***140 FACILITIES REPLACEMENT FUND***

This fund accumulates resources for meeting the needs of maintaining the City's buildings and improvements.

#### ***150 PERS SIDE FUND***

This fund accumulates resources for the annual debt payment to the Sanitation Fund for the loan used for the payoff of the PERS Side Fund in FY2011.

#### ***202 GAS TAX FUND***

The State Gas Tax is used to account for revenues received as the City's share of state gasoline taxes and expenditures made for street maintenance and improvements. Revenues are sub-vented to the City under Sections 2103, 2105, 2106, 2107 and 2107.5 of the Streets and Highways Code. Expenditures are for street maintenance and engineering to the extent legally permitted, with the remainder allocated to street construction projects.

#### ***203 MUNICIPAL IMPROVEMENT DISTRICT HIGHWAY 101 LANDSCAPING (MID #33)***

#### ***204 MUNICIPAL IMPROVEMENT DISTRICT SANTA FE HILLS (MID #9C )***

#### ***205 MUNICIPAL IMPROVEMENT DISTRICT ISLA VERDE (MID #9E)***

#### ***207 MUNICIPAL IMPROVEMENT DISTRICT SAN ELIJO HILLS #2 (MID #9H)***

The MID Funds are used to account for receipts and expenditures related to landscape maintenance within the improvement district. Budgets for the maintenance costs are determined by the property owners who are then assessed on a per parcel basis. The assessments are collected via the County tax roll.

#### ***208 COASTAL RAIL TRAIL MAINTENANCE DISTRICT***

The Coastal Rail Trail Maintenance Fund is used to account for project receipts and expenditures for the rejuvenating and updating of the Coastal Rail Trail.

## **REFERENCE MATERIALS**

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### DESCRIPTION OF OPERATING FUNDS (Continued)

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#### **211 STREET LIGHTING DISTRICT FUND**

The Lighting District Fund accounts for revenues received and expenditures made related to streetlights on City streets. The City determines the annual budget and property owners are charged their proportionate share based on a per unit basis. The assessment is collected via the County tax roll.

#### **213 DEVELOPER PASS\_THRU**

This fund accounts for resources related to Pass-Thru developer deposits

#### **214 FIRE MITIGATION FUND**

In accordance with section 3.20 of the SBMC, this fund is used to account for Fire Mitigation fees that can only be used to build, purchase, finance or improve fire facilities and equipment.

#### **215 DEPARTMENT OF BOATING AND WATERWAYS**

To record receipts and expenditures related to grants received from the Department of Boating and Waterways. These funds are being used to fund the Army Corp. of Engineers beach replenishment study.

#### **218 TRANSNET FUND**

#### **228 TRANSNET EXTENSION**

The TRANSNET Fund is used to account for the San Diego County Proposition A one-half (1/2) cent transportation sales tax which went into effect on July 1, 1988. All expenditures must be for transportation related purposes. Funds are allocated to the City through SANDAG.

#### **219 COPS PROGRAM FUND**

The COPS Fund is used to account for federal and local grants received for police services.

#### **240 HOUSING AND COMMUNITY DEVELOPMENT FUND (CDBG) FUND**

The Housing and Community Development fund is used to account for revenues from the United States Department of Housing and Urban Development Community Development Block Grant Programs.

#### **241 CALTRANS/CMAQ FUND**

The Caltrans fund accounts for several different sources of transportation related funds. Caltrans is responsible for distributing funds for Congestion Mitigation and Air Quality (CMAQ) funds.

#### **244/5 TEA**

The TEA (Transportation Enhancement Act) fund records transport related receipts and expenditures.

#### **246 MISCELLANEOUS GRANT FUND**

The Miscellaneous Grant fund accounts for grants received to fund various ongoing capital projects.

#### **250 COASTAL BUSINESS/VISITORS (TOT)**

This fund is for expenditures, funded by TOT revenues, that include local visitor and business promotion such as assistance to the Chamber of Commerce, special events such as Fiesta Del Sol, public art, and visitor enhancements to the Highway 101 business corridor or the Cedros Design District.



## **REFERENCE MATERIALS**

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### DESCRIPTION OF OPERATING FUNDS (Continued)

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#### **255 CAMP FUND**

To record service fee revenue and expenditures related to the summer recreation programs.

#### **263 HOUSING FUND**

This fund accounts for receipts and expenditures related to providing low and moderate income housing within the City.

#### **265 AFFORDABLE HOUSING GRANT**

This fund accounts for resources related to affordable housing grants.

#### **270 PUBLIC SAFETY SPECIAL REVENUE**

This fund accounts for resources related to public safety grants.

#### **317 PUBLIC FACILITY DEBT SERVICE FUND**

The Public Facilities Debt Service Fund is used to account for the accumulation of resources for the payment of interest and principal on City debt.

#### **320 CAPITAL LEASE DEBT SERVICE**

This fund accounts for receipts and expenditures related to capital leases.

#### **420 PUBLIC IMPROVEMENT GRANT**

The Public Improvement Grant is supported by the former RDA's remaining bond funds and pays for capital projects within the Project area.

#### **450 SAND REPLENISHMENT TOT**

This fund is limited to sand replenishment, sand retention, and coastal improvement projects funded by TOT revenues.

#### **47X ASSESSMENT DISTRICTS CIP**

This fund accounts for capital projects in the assessment districts.

#### **459 CITY CIP FUND**

The City CIP fund is used to account for financial resources to be used for the acquisition or construction of miscellaneous major capital facilities (other than those financed by proprietary funds and special assessment funds).

#### **509 SANITATION FUND**

The Sanitation Fund is an Enterprise Fund. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the City Council is that the costs of providing these services to the general public on a continuing basis be financed or recovered primarily through user charges. The sanitation operation is responsible for the collection, transportation, and treatment of effluent generated in Solana Beach. The City is an equal partner with the City of Encinitas in the ownership of the San Elijo Treatment Plant.

## **REFERENCE MATERIALS**

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### DESCRIPTION OF DESIGNATION OF RESERVES

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#### ***DESIGNATED FOR CONTINGENCIES***

This designation is in accordance with the City Council's Financial Policies which specify that a minimum of 17%, or two months of operating expenditures, be set aside. This designation is to ensure uninterrupted service in the event of an unforeseen disaster and/or economic uncertainties.

#### ***DESIGNATED FOR HOUSING***

This designation is to provide funds for the City's low income housing obligations. Without a confirmed cost, estimates range from \$0 to around \$220,000 a unit for 10 units. Staff will set aside funds when available.

# **REFERENCE MATERIALS**

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## **FINANCIAL POLICIES**

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### **Statement of Purpose**

The financial integrity of our City government is of utmost importance. To discuss, write, and adopt a set of financial policies is a key element to maintaining this integrity.

Written, adopted financial policies have many benefits, such as assisting the Council and City Manager in the financial management of the City, saving time and energy when discussing financial matters, promoting public confidence, and providing continuity over time as Council and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City's stability, efficiency and effectiveness.

The following policies are divided into seven general categories for ease of reference. These categories include 1) Accounting, Auditing, and Financial Reporting Policies; 2) Reserve Policies; 3) Debt Policies; 4) Revenue Policies; 5) Capital Improvement Policies; 6) Cash Management/Investment Policies; 7) Operating Budget Policies. It is recommended that all policies included in this document be adhered to.

## **ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES**

### **FINANCIAL INFORMATION**

It will be the policy of the City of Solana Beach to provide all financial information in a thorough, timely fashion, and in a format that is easy for Council, Citizens, Committees and City employees to understand and utilize.

### **ACCOUNTING STANDARDS**

The City's accounting financial systems shall be maintained in accordance with Generally Accepted Accounting Principles (GAAP), as promulgated by the Government Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA).

### **ANNUAL AUDIT**

An independent public accounting firm will perform an annual audit and its opinion will be included in the Comprehensive Annual Financial Report.

The goal is to select the independent audit firm through a competitive process at least once every five years. The contract will be for an initial period of three years with two additional one-year options at the City staff's discretion. The City Manager and Finance Director will review the qualifications of prospective firms and make a recommendation to the City Council. The audit contract will be awarded by the City Council.

## **REFERENCE MATERIALS**

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### **FINANCIAL POLICIES (Continued)**

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A Comprehensive Annual Financial Report shall be prepared within five months of the close of the previous fiscal year. It will be presented to the City Council and community within six months at a regularly scheduled City Council meeting.

The City shall attempt to maintain accounting records in such a manner as to receive an unqualified audit opinion and to qualify for a Certificate of Achievement for Excellence in Financial Reporting from the GFOA.

## **RESERVE POLICIES**

The City utilizes a variety of funds for recording revenues and expenditures of the City. At each fiscal year-end, budgeted/appropriated expenditure authority lapses with very few exceptions, such as operating expenses that have been incurred but not paid (encumbered). The remaining dollars left in each fund that are undesignated and unencumbered constitute available reserves of the City. It is appropriate that reserve policies for the City be established for each of the various funds (See below), that the purpose of these reserves be designated, and that dollars available in excess of the reserve amounts be appropriately and effectively utilized.

### **GENERAL FUND**

The goal of the General Fund reserve will be to maintain an amount at least equal to 17 percent of the annual General Fund operating budget, including operating transfers, which approximates two months worth of operating expenditures. This Reserve, to be designated, will only be used in the case of significant financial or other emergency. Reserves in excess of the 17 percent will be available for spending on capital equipment, capital projects or other one-time non-recurring expenditures ie. Be available to transfer to Capital Improvement Projects fund or Asset Replacement Reserve fund.

### **DESIGNATIONS**

The Council and/or City Manager may designate parts of the available fund balance which would represent tentative management plans, rather than actual restrictions on the use of resources.

#### **Designation – Unforeseen Emergencies**

A designation of funds set at 17% of operating expenditures including debt service is considered the minimum level necessary to maintain the City's credit worthiness and to adequately provide for:

1. Economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy.
2. Contingencies for unforeseen operating or capital needs.
3. Cash flow requirements.

## **REFERENCE MATERIALS**

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### **FINANCIAL POLICIES (Continued)**

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#### **Designation – Revenue Shortfall**

A designation of funds should be budgeted annually to avoid the need for service level reductions in the event an economic downturn causes revenues to come in lower than budget. This should approximate 5% of General Fund revenues before transfers based upon an average of prior years revenue shortfalls.

#### **ENTERPRISE FUND/SANITATION**

The City's Enterprise Fund will maintain reserves at a minimum equal to nine months of operating expenses and one year of estimated capital spending.

#### **ASSET REPLACEMENT RESERVE FUND**

Through the use of the Asset Replacement Reserve Fund, the City will annually budget sufficient funds to provide for the orderly replacement of the City's existing equipment, vehicles, computers and furnishings as they reach the end of their useful lives. This fund is funded based on a depreciation schedule and required replacement of the asset. The goal will be to maintain a sufficient fund balance to provide for the scheduled replacement of said items at the end of their useful lives.

#### **RISK MANAGEMENT RESERVE FUND**

The City maintains a Risk Management Reserve Fund for the purpose of segregating property and liability insurance expenses. This fund pays insurance premiums, benefit and settlement payments, and administrative and operating expenses. These annual charges for services shall reflect historical experience and shall be established to approximately equal the annual expenses of the fund. A fund balance, determined annually, shall be maintained at a level that will adequately fund the City's potential loss exposure in each area as determined by the Risk Manager based on past experience currently at \$500,000.

#### **WORKERS' COMPENSATION INSURANCE FUND**

The City maintains a Workers' Compensation Insurance Fund for the purpose of having sufficient resources to pay premiums, administration services and losses incurred for Workers Compensation injuries. The City is self-insured for this purpose and has a \$125,000 Self Insured Retention (SIR) per claim incident. The sufficiency of funding is to be determined periodically by an independent actuarial study utilizing the 95% confidence interval. This is the minimum funding level to establish. The City's Risk Manager to determine the funding level, currently three times SIR plus administration and contingencies or \$500,000. This fund balance should be determined annually and should be sufficient to fully fund the City's potential loss exposures.

## **REFERENCE MATERIALS**

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### FINANCIAL POLICIES (Continued)

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## **DEBT POLICIES**

### **ISSUANCE OF DEBT**

The City will not use long-term debt to pay for current operations.

The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.

The term of the debt shall never extend beyond the useful life of the improvements to be financed.

Debt management will provide for the protection of bond rating, the maintenance of adequate debt service reserves, compliance with debt instrument provisions and appropriate disclosure to investors, underwriters, and rating agencies.

### **LEASE PURCHASE**

The City will lease purchase high-cost items of equipment only if necessary because of funding availability. In no case shall the City lease purchase equipment whose useful life is less than the term of the lease.

## **REVENUE POLICIES**

### **GENERAL FUND REVENUE**

The City will strive to develop and maintain a diversified and stable revenue stream so as to avoid becoming overly dependent on any single type of revenue in order to minimize the effects of economic fluctuations on revenues. Efforts will be directed to optimize existing revenue sources while periodically reviewing potential new revenue sources.

Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state and other governmental agencies when available.

Revenues from “one-time” or limited duration sources will not be used to balance the City’s annual operating budget.

Fees and charges for service shall be evaluated and, if necessary, adjusted periodically to assure that they cover all direct and indirect costs, unless it is determined that full cost recovery would not be in the best interest of the public. These fees and charges will be evaluated periodically by an independent outside consultant.

## **REFERENCE MATERIALS**

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### **FINANCIAL POLICIES (Continued)**

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#### **SPECIAL REVENUE FUNDS eg. /GAS TAX & TRANSNET**

These funds are used for revenues that the City receives that are of a restrictive nature. The City's first priority with the Gas Tax revenues and Transnet revenues shall be used to fund eligible capital projects and not subsidize operating expenditures.

#### **GRANTS AND GIFTS**

The City shall actively pursue federal, state and other grant opportunities when deemed appropriate. Before accepting any grant the City shall thoroughly consider the implications in terms of ongoing obligations and indirect costs that will be required in connection with acceptance of said grant. The benefits to be derived from the grant must exceed both direct and administrative costs of the grant.

#### **ENTERPRISE FUND – SANITATION CHARGES**

The City will set user fees for the Enterprise Fund at a rate that fully covers direct and indirect costs of providing the service; including capital expenditures.

#### **COMMUNITY SERVICE FEES**

Recreation activity fees shall be established to recover the direct cost of the program. As appropriate within the marketing of the recreation programs, higher non-resident fees may be charged, as well as priority registration procedures for Solana Beach residents.

## **CAPITAL IMPROVEMENT POLICIES**

#### **CIP FUND**

Most of the City's infrastructure has a designated revenue source to pay for its upgrade or replacement as appropriate. For example, sewage rates fund sewage infrastructure needs and gas tax revenues fund street needs. However, our public buildings, beaches and parks are the primary beneficiaries of the City's Capital Improvement Fund. Capital Improvement Projects involve the construction, acquisition, expansion, and rehabilitation or replacement of a facility or improvement costing \$5,000 or more. A CIP also includes any study costing \$25,000 or more, that is non-recurring in nature, and could potentially lead to a project.

City general capital projects are to be funded annually with transfers from the City's General Fund. Transfers are to be made based upon a maximum of 75 % of actual funds available out of the last completed previous years general fund surplus, or for specific projects. Funding is at the discretion City Council based on overall budget considerations.

## **REFERENCE MATERIALS**

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### **FINANCIAL POLICIES (Continued)**

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#### **FIVE YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)**

The City shall annually prepare a Capital Improvement spending program projecting capital needs for a five year period. Capital Projects shall be prioritized according to goals set annually by the Council.

The first year of the five year CIP will be consistent with, and adopted as a component of, the annual operating budget.

#### **ENTERPRISE FUND CAPITAL IMPROVEMENTS**

Capital Improvements funded from the Enterprise Funds shall be paid for with the combination of “pay-as-you-go” financing and the use of long-term debt. The City shall periodically review its enterprise capital needs and establish capital spending plans that are appropriate and reflect a combination of debt and “pay-as-you-go,” while attempting to keep our rates competitive with those in the surrounding area.

### **CASH MANAGEMENT/INVESTMENT POLICIES**

Investments and cash management will be the responsibility of the City Treasurer.

The City Council shall annually review and update, or modify as appropriate, the City’s investment policy in accordance with Section 53646 of the Government Code. This review shall take place at a regularly scheduled City Council meeting and the policy shall be adopted by resolution of the City Council.

Investments of the City will be made in accordance with the City’s adopted Investment Policy.

In order to maximize yields from the overall portfolio, the City will consolidate cash balances from all funds for investment purposes, and will allocate investment earnings to each fund with a positive cash balance in accordance with generally accepted accounting principles.

Reports on the City’s investment portfolio and cash position shall be developed and presented to the City Council monthly by the City Treasurer. The report shall be in conformance with all State laws and City investment policy requirements.

City funds will be managed in a prudent and diligent manner with emphasis on safety, liquidity, and yield, in that order.



## **REFERENCE MATERIALS**

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### FINANCIAL POLICIES (Continued)

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## **OPERATING BUDGET POLICIES**

### **BALANCED OPERATING BUDGET**

The operating budget will be based on the principle that current operating expenditures shall be funded with current revenues. The City shall annually adopt a balanced General Fund budget where operating revenues are equal to, or exceed, operating expenditures ie. Estimated revenue and transfers in equal or exceed estimated expenditures and transfers out excluding transfers for capital projects. Any increase in expenses, decrease in revenues, or combination of the two that would result in a budget imbalance will require budget revision, rather than spending unappropriated surpluses or designated reserves to support ongoing operations. Any year end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and the balance will be available for capital projects and/or "one-time only" Capital Outlay expenditures.

### **GENERAL FUND CONTINGENCY ACCOUNT**

A contingency account equal to a maximum of half a percent (1/2 percent) of the City's General Fund budgeted appropriations (before transfers) will be maintained annually in the City Managers budget. This account will be available for unanticipated, unbudgeted expenditures and will require City Manager approval to spend. The purpose of this account is to provide for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increase in costs.

### **RETIREMENT FUNDING (CALPERS)**

The City offers its employees an agent multiple-employer public employee defined benefit pension plan. The City's annual contribution toward the plan is determined by a CALPERS actuary through an annual valuation report. The City will on an annual basis meet its obligation to funding its share of the pension plan contribution out of its operating budget.

### **BUDGET DOCUMENT**

The operating budget shall serve as the annual financial plan for the City. It will serve as the policy document of the City Council for implementing Council goals and objectives. The budget shall provide the staff the resources necessary to accomplish City Council determined service levels.

The City Manager shall annually prepare and present a proposed operating budget to the City Council & Budget & Finance committee no later than May 20 of each year; and Council will adopt said budget no later than June 30 of each year. Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the City Council.

The City's annual budget will be presented by department, with a logical breakdown of line-item detail. The budget document will be presented for discussion and review by the City Council and the public.

## **REFERENCE MATERIALS**

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### FINANCIAL POLICIES (Continued)

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#### **BUDGET CONTROL AND ACCOUNTABILITY**

Budget control is maintained at the departmental level. The City Manager has the authority to approve appropriation transfers between line items within a department. In no case may total expenditures of a particular fund exceed that which is appropriated by the City Council without a budget amendment.

A mid-year budget will be presented to the City Council which discusses revenue projections and expenditures to date and the fiscal condition of the City six months after the beginning of the fiscal year. Budget accountability rests primarily with the operating departments of the City.

#### **ENTERPRISE FUND**

The Enterprise Fund shall be supported by its own rates/current revenues excluding interest income, and shall not be subsidized by the General Fund.

The rates charged should be competitive with the rates charged by other entities, and sufficient to cover both operations and infrastructure maintenance.

The rates charged should be reviewed periodically.

The Enterprise Fund will pay its share of overhead services provided by the General Fund. These overhead costs include rental of office space, utilities and personnel administrative costs.

# REFERENCE MATERIALS

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## INVESTMENT POLICY

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The purpose of this document is to outline the City's policy for the investment of public funds.

It is the policy of the City of Solana Beach, and the Solana Beach Public Facilities Corporation (hereafter referred collectively as the "City") to predicate their investment policies, procedures and practices upon the limitations placed upon them by the governing legislative bodies. These policies shall have four primary goals:

- To assure compliance with federal, state, and local laws governing the investment of public monies under the control of the City Treasurer.
- To provide sufficient liquidity to meet normal operating and unexpected expenditures.
- To protect the principal monies entrusted to the City.
- To generate the maximum amount of investment income within the parameters of prudent risk management as defined in this Investment Policy.

### 1.0 SCOPE

This investment policy applies to all funds of the City of Solana Beach that are under the control of the City Treasurer. These funds include, but are not limited to the:

- A. General Fund
- B. Special Revenue Funds
- C. Capital Project Funds
- D. Enterprise Funds
- E. Debt Service Funds
- F. Agency Funds

These funds are accounted for in the City's Comprehensive Annual Financial Report.

Funds not included in the policy include the City's deferred compensation plans (Plans). These plans will be excluded from the policy under the following circumstances:

- i. A third party administrator administers the plan,
- ii. Individual plan participants have control over the selection of investments
- iii. The City has no fiduciary responsibility to act as a "trustee" for the Plan.

### 2.0 PRUDENCE

Investments shall be made in accordance with the "prudent investor standard". This standard shall be applied in the context of managing an overall portfolio. The City Treasurer shall invest "...with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the

## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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#### 2.0 PRUDENCE (Continued)

principal and maintain the liquidity needs of the agency.” Investment officers, i.e. (City Treasurer) acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

#### 3.0 OBJECTIVES

As specified in CGC §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

- A. Safety: Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- B. Liquidity: The investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.
- C. Yield: Yield shall be considered only after the basic requirements of safety and liquidity have been met. Whenever possible and in a manner consistent with the objectives of safety and liquidity, a yield higher than the market rate of return shall be sought.

#### 4.0 DELEGATION OF AUTHORITY

California Government Code Sections 53607 and 53608 authorize the legislative body of a local agency to invest, deposit, and provide for the safekeeping of the local agency's funds or to delegate those responsibilities to the City Treasurer of the local agency.

No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the City Treasurer. The City Treasurer shall be responsible for all investment transactions undertaken on behalf of the City, and shall establish a system of controls to regulate the activities of subordinate officials. The City Treasurer shall have the exclusive authority to buy and sell securities on behalf of the City.

Under the provisions of California Government Code 53600.3, the City Treasurer is a trustee and a fiduciary subject to the prudent investor standard.

If the City Treasurer is unavailable, then the City Manager or Accountant shall authorize the investment transactions, in writing, prior to execution.

## **REFERENCE MATERIALS**

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### INVESTMENT POLICY (Continued)

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#### **5.0 INTERNAL CONTROLS**

The City Treasurer shall be responsible for ensuring that all investment transactions comply with the City's Investment Policy and for establishing internal controls that are designed to prevent losses due to fraud, negligence, and third-party misrepresentation. Accordingly, the City Treasurer shall establish written procedures for the operation of the City's investment program that are consistent with the provisions of this Investment Policy.

Procedures should include references to: safekeeping, PSA repurchase agreements, wire transfer agreements, collateral/depository agreements, and banking services contracts, as appropriate. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions.

Internal controls deemed most important shall include: avoidance of collusion; separation of duties and administrative controls; separating transaction authority from accounting and record keeping; custodial safekeeping; clear delegation of authority; management approval and review of investment transactions; specific limitations regarding securities losses and remedial action; written confirmation of telephone transactions; documentation of investment transactions and strategies; and monitoring of results.

#### **6.0 ETHICS AND CONFLICTS OF INTEREST**

Investment Officers involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

They shall disclose to the City Council any material financial interest in financial institutions that conduct business within the City's jurisdiction. They shall also disclose any personal investment positions that could be related to the performance of the City's investment portfolios. Investment Officers shall subordinate their personal investment transactions to those of the City, particularly with regard to the timing of securities purchases and sales, and shall avoid transactions that might impair public confidence.

#### **7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND BROKER-DEALERS**

The City Treasurer shall maintain an Approved list (Attached) of financial institutions/broker-dealers that the City Council have authorized to engage in securities trading with the City. This list shall be provided to all members of the City Council.

Only primary government securities dealers ("primary dealers") that regularly report to the Federal Reserve Bank of New York shall be eligible to apply for inclusion on the Approved List.

The only exception to the foregoing requirement shall be that the City Council may, at their discretion, accept, review, and approve applications from regional brokers that: (1) have been in existence for more than five years; (2) have a net capital position in excess of \$10

## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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#### 7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND BROKER-DEALERS (Continued)

million; (3) are licensed as broker-dealers by the State of California; and (4) are headquartered or have a branch office in California. The number of primary dealers and regional brokers on the Approved List shall not exceed a combined total of eight at any single time. The City shall accept and review new broker-dealer applications only when there is an immediate need to fill a vacancy on the Approved List. In all cases, the City shall only accept applications from and transact business with the institutional securities sales departments of primary dealers and regional brokers.

Broker-dealers that wish to apply for inclusion on the Approved List must, at a minimum, provide the City Treasurer with a copy of the following documents unless otherwise noted:

- a) Completed Broker-Dealer Questionnaire and Certification (signed original only).
- b) Most recent *Annual Report* and most recent Securities and Exchange Commission ("SEC") *Form 10-K*.
- c) National Association of Securities Dealers ("NASD") *Form BD Uniform Application for Broker-Dealer Registration* or, in the case of an investment department within a commercial bank, *SEC Form MSD*.
- d) Current NASD *Form BD Status Report*.
- e) NASD *Form U-4 -- Uniform Application for Securities Industry Registration or Transfer* for each employee with whom the City would be trading.
- f) Current NASD *Form U-4 Status Report* on each employee with whom the City
- g) Would be trading.
- h) Most recent SEC *Form X-17 A-5* or, in the case of an investment department within a commercial bank, most recent SEC *Consolidated Reports of Condition and Income for A Bank With Domestic and Foreign Offices – FFIEC 031*.
- i) A resume from each employee with whom the City would be trading.
- j) Most recent MSRB *Form G-37/G-38*.
- k) A trading resolution.

Investment Officers shall investigate all broker-dealer applicants in order to determine if they: (1) are adequately capitalized; (2) are subject to pending legal action (either the firm or the trader); (3) make markets in securities that are appropriate for the City's needs; (4) are licensed as a broker-dealer by the State of California Department of Corporations; and (5) are a member of the NASD. Broker-dealer applicants may be requested to provide local government or other client references from within California.

The City Council shall review the submitted documents, along with the City Treasurer's recommendations, and shall decide if any broker-dealer applicants should be added to the Approved List. If a broker-dealer applicant fails to complete and submit the required documents on time, then its application shall be deemed to have been automatically rejected.

## **REFERENCE MATERIALS**

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### INVESTMENT POLICY (Continued)

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#### **7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND BROKER-DEALERS (Continued)**

The City Treasurer shall conduct an annual review, of the financial condition and the registrations of all approved broker-dealers in order to determine whether they should remain on the Approved List. In addition to other requirements, the City shall give all approved broker-dealers a copy of the City's current Investment Policy and a certification form.

The completion and submission of the certification form by an approved broker-dealer shall constitute proof that it has received the City's Investment Policy, read it, and intends to comply with it. The City Treasurer shall keep current audited annual financial statements on file for each approved broker-dealer with which the City does business.

#### **8.0 AUTHORIZED PUBLIC DEPOSITORIES**

The City Treasurer shall maintain an Approved List (Attached) of all commercial banks and all savings and loan associations that the City Council has authorized as public depositories of City monies. This List shall be provided to all members of the City Council.

The City shall only deposit public monies in financial institutions that have: (1) at least \$5 billion in total assets; (2) a core capital-to-total assets ratio of at least five percent; (3) favorable statistical ratings from a nationally recognized rating service, as determined by the City Treasurer; (4) a federal or a state charter; and (5) a branch office within San Diego County.

Under no circumstances shall the City's deposits in a financial institution exceed the total shareholder's equity of that institution.

#### **9.0 SAFEKEEPING AND CUSTODY**

All security transactions entered into by the City of Solana Beach shall be conducted on delivery-versus-payment (DVP) basis or on a receipt-versus-payment ("RVP") basis.

A third-party bank trust department ("Custodian") that acts as an agent for the City under the terms of a custody agreement executed between both parties shall hold the securities. The City's Custodian shall be represented on the Approved List (Attached).

The only exception to the foregoing shall be securities purchases made with: (1) local government investment pools; (2) money market mutual funds; and (3) Federal Reserve Banks ("Treasury Direct Program") since the purchased securities are not deliverable. No securities broker-dealer or investment advisor shall have access to City monies, accounts, or investments. Any transfer of monies to or through a securities broker-dealer must have the City Treasurer's prior written approval. If the City Treasurer is unavailable, then the management authorization chain-of-command specified in section 4.0, paragraph 5 of this Investment Policy shall be followed. The City shall require Broker Trade Confirmations for all trades.

## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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#### 9.0 SAFEKEEPING AND CUSTODY (Continued)

Securities held by a third party custodial shall be held in an account in the City's name. All investments held by a third party custodian for the City of Solana Beach will be evidenced by safekeeping receipts.

#### 10.0 COLLATERALIZATION

Investment Officers shall ensure that all demand deposits and all non-negotiable certificates of deposit that exceed \$100,000 shall be fully collateralized with securities authorized under state law and under this Investment Policy. Collateral may be waived for the first \$100,000 since this will be insured by the Federal Deposit Insurance Corporation. Any amount on deposit over \$100,000 plus accrued interest, however, shall be collateralized with United States Treasury or federal agency securities at a constant margin ratio of 110 percent or with mortgage-backed collateral at a constant margin ratio of 150 percent.

Collateralized investments and demand deposits may require substitution of collateral. The City Treasurer must approve all requests from financial institutions for substitution of collateral that involve interchanging classes of security.

An independent third party with whom the City has a current custodial agreement shall always hold the collateral. The independent third party shall provide the City Treasurer with a safekeeping receipt that he shall retain.

#### 11.0 RISK

##### 11.1 CREDIT RISK

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligation. Concentration of credit risk is the risk of loss attributed to the magnitude of a City's investment in a single issuer. All participants in the investment process shall consider aversion to concentration of credit risk by:

- A. Limiting investment purchases to those types and amounts permissible by California Government Code §53601 and §12.0 of this Policy,
- B. Investing no more than 25% of the portfolio with one issuer, with the exception of LAIF, and the US treasury, and
- C. Limiting investment purchases to those types and amounts permissible by California Government Code §53601 and §12.0 of this Policy,
- D. Investing no more than 25% of the portfolio with one issuer, with the exception of LAIF, and the US treasury, and
- E. If pursuing a rated investment, investing only in investments with an AA+/A1 or better rating from Standard and Poor's Corporation and AA1/P1 or better from Moody's Investors Service Inc. at the time of purchase.



# REFERENCE MATERIALS

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## INVESTMENT POLICY (Continued)

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### 11.1 CREDIT RISK (Continued)

Custodial credit risk is the risk that the City will not be able to recover deposits or the value of an investment or collateral securities that are in the possession of an outside party. All participants in the investment process shall consider aversion to custodial credit risk by:

- A. Investing no more than 25% of the portfolio with one financial institution, with the exceptions of LAIF, the US Treasury, and funds advanced or in trustee accounts for project construction, and
- B. If pursuing a deposit, insuring that all deposits are fully collateralized as required by California Government Code §53652 or insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation, and the “Contract for Deposit of Monies” will indicate the type and amount of collateral.

### 11.2 INTEREST RATE RISK

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. All participants in the investment process shall consider aversion to interest rate risk by limiting the term remaining to maturity on purchased investment to five years, unless a longer term is permissible within the California Government Code and specifically approved by the City Council to purchase.

### 11.3 FOREIGN CURRENCY RISK

Foreign currency risk is the risk that changes in exchange rates will adversely affect the fair value of an investment or deposit. All participants in the investment process shall be prohibited from investing in foreign currency-denominated securities, unless permissible within the California Government Code and specifically approved by the City Council prior to purchase.

## 12.0 AUTHORIZED AND SUITABLE INVESTMENTS

The City of Solana Beach may invest in the following instruments (which include but are not as extensive as those authorized by California Government Code 53600 et seq.) under the guidelines as provided herein:

- A. Bonds issued by the City of Solana Beach, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled or operated by the City of Solana Beach or by a department, board, agency, or authority of the City of Solana Beach.
- B. United States Treasury Bills, Notes, Bonds, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.

## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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#### 12.0 AUTHORIZED AND SUITABLE INVESTMENTS (Continued)

- C. Registered state warrants or treasury notes or bonds issued by the State of California.
- D. Bonds, notes, warrants, or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the State of California, County Treasurers, other local agencies, or Joint Powers Agencies.
- E. Obligations issued by the United States Government or its agencies.
- F. Bankers Acceptances with a term not to exceed 180 days. Bankers Acceptance's issued by commercial banks must be rated "A" or higher by Standards & Poors and by Moody's. Not more than 30% of surplus funds can be invested in Bankers Acceptances. In addition, no more than 30% of surplus funds can be invested in the bankers acceptances of any single commercial bank.
- G. Prime Commercial Paper of U. S. Corporations with assets greater than \$500 million with a term not to exceed 180 days and the highest ranking issued by Moody's Investors Service (A1) or Standard & Poor's Corp (P1). Purchases of commercial paper may not exceed 15% of total surplus funds.
- H. Time Certificates of Deposit will be made only in FDIC or FSLIC insured accounts. For deposits in excess of the insured maximum of \$100,000, approved collateral shall be required in accordance with California Government Code (CGC) Section 53652 and/or 53651(m).
- I. Non-Negotiable Certificates of Deposit issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a state-licensed branch of a foreign bank. Purchases of non-negotiable Certificates of Deposit may not exceed 15% of the City's surplus money which may be invested.
- J. Local Agency Investment Fund ("LAIF")  
Investment shall be permitted in this pool which is organized and managed by the State Treasurer's Office for the benefit of local agencies, pursuant to California Government Code Section 16429.1. The City Council approved City participation in LAIF on 18 August 1986 in Resolution Number 20. *Investment shall be limited to the maximum amount per legal entity that is permitted under state law.*

#### 13.0 PROHIBITED INVESTMENTS AND PRACTICES

Investment Officers shall not invest public monies in financial instruments that are not authorized under this Statement of Investment Policy.

Prohibited investments shall include, but shall not be limited to, equity securities, bond mutual funds, repurchase agreements, reverse repurchase agreements, and derivative contracts (forwards, futures, and options). The purchase of derivative securities shall be prohibited *except for callable and for zero coupon Treasury ("STRIPS") securities.*

## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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#### 13.0 PROHIBITED INVESTMENTS AND PRACTICES (Continued)

Investment Officers shall not engage in securities lending, short selling, or other hedging strategies.

LAIF shall be exempt from the prohibitions on derivative contracts, derivative securities, repurchase agreements, reverse repurchase agreements, securities lending, short selling, and other hedging strategies.

#### 14.0 DIVERSIFICATION

The City of Solana Beach will diversity its investments by security type and institution. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- A. Portfolio maturities shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- B. Maturities selected shall provide for stability of income and liquidity.
- C. Disbursement and payroll dates shall be covered through maturing investments, marketable U.S. Treasury bills, or other cash equivalent instruments.

#### 15.0 MAXIMUM MATURITY

Investment Officers shall not invest in securities with maturities exceeding five years. The City Council, however, may approve longer maturities for the investment of bond reserve, bond escrow, and other funds if the maturities of such investments are expected to coincide with the expected use of the funds.

*At least 50 percent of the City portfolio shall mature in three years or less; 30 percent in two years or less; and 20 percent in one year or less. The only exception to these maturity limits shall be the investment of the gross proceeds of tax-exempt bonds.*

## **REFERENCE MATERIALS**

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### **INVESTMENT POLICY (Continued)**

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#### **16.0 BOND PROCEEDS**

The City Treasurer shall segregate the gross proceeds of tax-exempt bonds from the City general pool and shall keep them in a separate pool. They shall be invested pursuant to the instructions in the respective bond indentures of trust. If the bond indenture authorizes investments that conflict with this Investment Policy, then such investments shall be made only with the City Council's prior approval. All securities shall be held in third-party safekeeping with the bond trustee ("Trustee") and all DVP and RVP rules shall apply. The Trustee shall be represented on the Approved List (Attached).

Investment Officers shall use competitive offerings, whenever practical, for all investment transactions that involve the gross proceeds of tax-exempt bonds. The City shall obtain a minimum of three competitive offers. Any exceptions to this policy shall be documented and shall be reported to the City Council.

The City is required under the U.S. Tax Reform Act of 1986 to perform annual arbitrage calculations and to rebate excess earnings to the United States Treasury from the investment of the gross proceeds of tax-exempt bonds that were sold after the effective date of that law. The City Treasurer may contract with qualified outside financial consultants to provide the necessary technical expertise that is required to comply with this law.

#### **17.0 PORTFOLIO BENCHMARK**

The City's investment portfolios, for the most part, shall be passively managed with portfolio securities being held to maturity. On selected occasions, the City's portfolios may be actively managed for purposes of improving portfolio risk structure, liquidity, or yield in response to market conditions or to meet City requirements. Profit-taking may only be done if capital gains would: (1) exceed the return that would be realized by holding the security to maturity; and (2) more than offset any income reduction due to reinvestment rate risk.

The City shall use a one-year United States Treasury bill that is traded on the secondary market as a benchmark to measure whether or not the City's portfolio yields are matching or surpassing the market yield.

#### **18.0 REPORTING**

In accordance with CGC §53646(b)(1), the City Treasurer shall submit to each member of the City Council a quarterly investment report. The Treasurer may also submit monthly reports to the City Council for information purposes. The report shall include the type of investments, the issuers, maturity dates, par values, and the current market values of each component of the portfolio, including funds managed for City of Solana Beach by third party contracted managers. The report will also include the source of the portfolio valuation. As specified in CGC §53646(e), if all funds are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and (2) the City of Solana Beach will meet its expenditure obligations for the next six months is required by CGC §53646(b)(2) and (3) respectively. The City

Treasurer shall maintain a complete and timely record of all investment transactions.

## **REFERENCE MATERIALS**

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### INVESTMENT POLICY (Continued)

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#### **19.0 INVESTMENT POLICY REVIEW AND ADOPTION**

The City Treasurer shall submit an Investment Policy to the City Council annually for their review and adoption by resolution.

#### **THE CITY OF SOLANA BEACH APPROVED LIST**

The City of Solana Beach has authorized the following security broker-dealers, public depositories, and other financial institutions to provide financial services to the City.

#### **UNITED STATES GOVERNMENT**

- 1. Federal Reserve Bank**

#### **PRIMARY DEALERS**

- 1. \_\_\_\_\_**
- 2. \_\_\_\_\_**
- 3. \_\_\_\_\_**
- 4. \_\_\_\_\_**
- 5. \_\_\_\_\_**

#### **REGIONAL BROKERS**

- 1. \_\_\_\_\_**
- 2. \_\_\_\_\_**
- 3. \_\_\_\_\_**

#### **PUBLIC DEPOSITORIES**

- 1. Bank of America**
- 2. Union Bank of California**
- 3. \_\_\_\_\_**
- 4. \_\_\_\_\_**
- 5. \_\_\_\_\_**
- 6. \_\_\_\_\_**
- 7. \_\_\_\_\_**
- 8. \_\_\_\_\_**

#### **CUSTODIAN**

- 1. \_\_\_\_\_**

#### **TRUSTEE**

- 1. Wells Fargo Bank**
- 2. Union Bank of California**

## REFERENCE MATERIALS

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### INVESTMENT GLOSSARY

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#### **ACCRUED INTEREST**

Interest accumulated on a security since the issue date or the last coupon payment. The buyer of the security pays the market price plus accrued interest.

#### **AGENCIES**

Agencies of the federal government. Federal agency and instrumentality securities.

#### **ASKED**

The price at which securities are offered.

#### **BANKERS'S ACCEPTANCE ("BA")**

A draft, bill, or exchange accepted by a bank or a trust company. Both the issuer and the accepting institution guarantee payment of the bill.

#### **BASIS POINT**

One basis point is one hundredth of one percent.

#### **BID**

The price offered by a buyer of securities (when you are selling securities, you ask for a bid). See "Offer".

#### **BOOK VALUE**

The value at which a debt security is shown on the holders' balance sheet. Book value is acquisition cost less amortization of premium or accretion of discount.

#### **BROKER**

A broker brings buyers and sellers together so that he can earn a commission.

#### **CERTIFICATE OF DEPOSIT ("CD")**

A time deposit with a specific maturity, as evidenced by a certificate. Large-denomination CDs are typically negotiable.

#### **COLLATERAL**

Securities, evidence of deposit, or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

#### **COMMERCIAL PAPER**

An unsecured short-term promissory note issued by corporations, with maturities ranging from 2 to 270 days.

#### **COMPREHENSIVE ANNUAL FINANCIAL REPORT ("CAFR")**

The official annual report for the City of Solana Beach. It includes five combined statements for each individual fund and account group, that are prepared in conformity with GAAP. It also includes supporting schedules that are necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed statistical section.

**COUPON.** (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond, that evidences interest due on a payment date.

## **REFERENCE MATERIALS**

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### **INVESTMENT GLOSSARY (Continued)**

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#### ***CURRENT MATURITY***

Amount of time left to maturity of an obligation. (For example, a one-year bill issued nine months ago has a current maturity of three months.)

#### ***DEALER***

A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

#### ***DEBENTURE***

A bond secured only by the general credit of the issuer.

#### ***DELIVERY VERSUS PAYMENT***

There are two methods of delivery of securities: (1) delivery versus payment (DVP); and (2) delivery versus receipt (DVR). DVP is delivery of securities with an exchange of money for the securities. DVR is delivery of securities with an exchange of a signed receipt for the securities.

#### ***DERIVATIVES***

(1) Financial instruments that are linked to, or derived from, the movement of one or more underlying indexes or securities, and may include a leveraging factor; or (2) financial contracts based upon a notional amount whose value is derived from an underlying index or security (e.g., interest rates, foreign exchange rates, equities, or commodities).

#### ***DISCOUNT***

The difference between the acquisition cost of a security and its value at maturity, when quoted at lower than face value. A security that sells below original offering price shortly after sale, is also considered to be at a discount.

#### ***DISCOUNT SECURITIES***

Non-interest bearing money market instruments that are issued at a discount and that are redeemed at maturity for full face value (e.g., U.S. Treasury Bills).

#### ***DIVERSIFICATION***

Dividing investment funds among a variety of securities that offer independent returns.

#### ***FACE VALUE***

The principal amount owed on a debt instrument. It is the amount on which interest is computed and represents the amount that the issuer promises to pay at maturity.

#### ***FEDERAL CREDIT AGENCIES***

Agencies of the Federal Government that were established to supply credit to various classes of institutions and individuals (e.g., S&Ls, small business firms, students, farmers, farm cooperatives, and exporters)

#### ***FEDERAL DEPOSIT INSURANCE CORPORATION (“FDIC”)***

A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

## REFERENCE MATERIALS

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### INVESTMENT GLOSSARY (Continued)

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#### **FEDERAL FUNDS RATE**

The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

#### **FEDERAL HOME LOAN BANKS (“FHLB”)**

Government-sponsored wholesale banks (currently 12 regional banks) that lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions, and insurance companies. The mission of the FHLBs is to liquefy the housing-related assets of its members, who must purchase stock in their District Bank.

#### **FEDERAL NATIONAL MORTGAGE ASSOCIATION (“FNMA”)**

FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation’s purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA’s securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

#### **FEDERAL OPEN MARKET COMMITTEE (“FOMC”)**

The FOMC consists of seven members of the Federal Reserve Board and five of the 12 Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of government securities in the open market, as a means of influencing the volume of bank credit and money.

#### **FEDERAL RESERVE SYSTEM**

The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, D.C., 12 regional banks, and about 5,700 commercial banks that are members of the system.

#### **GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (“GNMA” or “Ginnie Mae”)**

Securities that influence the volume of bank credit which is guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. A security holder is protected by the full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA, or FMHM mortgages. The term “passthroughs” is often used to describe Ginnie Maes.

#### **LIQUIDITY**

A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow, and reasonable size can be done at those quotes.

#### **LOCAL AGENCY INVESTMENT FUND (“LAIF”)**

Monies from local governmental units may be remitted to the California State Treasurer for deposit in this special fund for the purpose of investment.



## REFERENCE MATERIALS

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### INVESTMENT GLOSSARY (Continued)

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#### **MARKET VALUE**

The price at which a security is trading and could presumably be purchased or sold.

#### **MASTER REPURCHASE AGREEMENT**

A written contract covering all future transactions between the parties to repurchase-reverse repurchase agreements, that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer (lender) to liquidate the underlying securities in the event of default by the seller (borrower).

#### **MATURITY**

The date upon which the principal or stated value of an investment becomes due and payable.

#### **MONEY MARKET**

The market in which short-term debt instruments (e.g., bills, commercial paper, banker's acceptances) are issued and traded.

#### **OFFER**

The price asked by a seller of securities (when you are buying securities, you ask for an offer). See "Asked" and "Bid".

#### **OPEN MARKET OPERATIONS**

Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank, as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

#### **PAR VALUE**

The amount of principal that must be paid at maturity. Also referred to as the face amount of a bond.

#### **PORTFOLIO**

A collection of securities held by an investor.

#### **PRIMARY DEALER**

A group of government securities dealers that submit daily reports of market activity and positions, and monthly financial statements to the Federal Reserve Bank of New York, and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) -- registered securities broker-dealers, banks, and a few unregulated firms.

#### **PRINCIPAL**

The face value or par value of a debt instrument, or the amount of capital invested in a given security.

**PRUDENT INVESTOR RULE** An investment standard. A fiduciary, such as a trustee, may invest in a security if it is one that would be bought by a prudent investor acting in like capacity, who is seeking reasonable income and preservation of capital.

## REFERENCE MATERIALS

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### INVESTMENT GLOSSARY (Continued)

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#### **QUALIFIED PUBLIC DEPOSITORIES**

A financial institution that: (1) does not claim exemption from the payment of any sales, compensating use, or ad valorem taxes under the laws of this state; (2) has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability; and (3) has been approved by the Public Deposit Protection Commission to hold public deposits.

#### **RATE OF RETURN**

The yield obtainable on a security based on its purchase price or its current market price.

#### **RATING**

The designation used by investor services to rate the quality of a security's creditworthiness.

#### **REPURCHASE AGREEMENT ("RP" OR "REPO")**

A holder of securities sells them to an investor with an agreement to repurchase the securities at a fixed price on a fixed date. The security "buyer", in effect, lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: when the Fed is said to be doing RP, it is lending money (increasing bank reserves).

#### **SAFEKEEPING**

A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

#### **SECONDARY MARKET**

A market made for the purchase and sale of outstanding issues following the initial distribution.

#### **SECURITIES AND EXCHANGE COMMISSION (SEC)**

An agency created by Congress to administer securities legislation for the purpose of protecting investors in securities transactions.

#### **SEC RULE 15c3-1**

See "Uniform Net Capital Rule".

#### **STRUCTURED NOTES**

Notes issued by instrumentalities (e.g., FHLB, FNMA, SLMA) and by corporations, that have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) in their debt structure. The market performance of structured notes is affected by fluctuating interest rates; the volatility of imbedded options; and shifts in the yield curve.

#### **TREASURY BILLS**

A non-interest bearing discount security that is issued by the U.S. Treasury to finance the national debt. Most T-bills are issued to mature in three months, six months, or one year.

#### **TREASURY BONDS**

Long-term, coupon-bearing U.S. Treasury securities that are issued as direct obligations of the U.S. Government, and having initial maturities of more than 10 years.

## REFERENCE MATERIALS

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### INVESTMENT GLOSSARY (Continued)

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#### **TREASURY NOTES**

Medium-term, coupon-bearing U.S. Treasury securities that are issued as direct obligations of the U.S. Government, and having initial maturities of two to 10 years.

#### **UNDERWRITER**

A dealer who purchases a new issue of municipal securities for resale.

#### **UNIFORM NET CAPITAL RULE**

SEC requirement that member firms, as well as nonmember broker-dealers in securities, maintain a maximum ratio of indebtedness-to-liquid capital of 15 to 1. Also called *net capital rule* and *net capital ratio*. Indebtedness covers all money that is owed to a firm, including margin loans and commitments to purchase securities (one reason that new public issues are spread among members of underwriting syndicates). Liquid capital includes cash and assets easily converted into cash.

#### **YIELD**

The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

#### **YIELD CURVE**

A graphic representation that shows the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity.

