

CITY OF SOLANA BEACH
**SOLANA BEACH CITY COUNCIL, SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY,
PUBLIC FINANCING AUTHORITY, & HOUSING AUTHORITY**



AGENDA

Joint REGULAR Meeting

Wednesday, August 23, 2023 * 6:00 p.m.

City Hall / Council Chambers, 635 S. Highway 101, Solana Beach, California

- City Council meetings are video recorded and archived as a permanent record. The [video](#) recording captures the complete proceedings of the meeting and is available for viewing on the City's website.
- Posted Reports & Supplemental Docs contain records up to the cut off time prior to meetings for processing new submittals. Complete records containing meeting handouts, PowerPoints, etc. can be obtained through a [Records Request](#).

PUBLIC MEETING ACCESS

The Regular Meetings of the City Council are scheduled for the 2nd and 4th Wednesdays and are broadcast live. The video taping of meetings are maintained as a permanent record and contain a detailed account of the proceedings. Council meeting tapings are archived and available for viewing on the City's [Public Meetings](#) webpage.

WATCH THE MEETING

- Live web-streaming: Meetings web-stream live on the City's website on the City's [Public Meetings](#) webpage. Find the large Live Meeting button.
- Live Broadcast on Local Govt. Channel: Meetings are broadcast live on Cox Communications - Channel 19 / Spectrum (Time Warner)-Channel 24 / AT&T U-verse Channel 99.
- Archived videos online: The video taping of meetings are maintained as a permanent record and contain a detailed account of the proceedings. Council meeting tapings are archived and available for viewing on the City's [Public Meetings](#) webpage.

AGENDA MATERIALS

A full City Council agenda packet including relative supporting documentation is available at City Hall, the Solana Beach Branch [Library](#) (157 Stevens Ave.), La Colonia Community Ctr., and online www.cityofsolanabeach.org. Agendas are posted at least 72 hours prior to regular meetings and at least 24 hours prior to special meetings. Writings and documents regarding an agenda of an open session meeting, [received](#) after the official posting, and distributed to the Council for consideration, will be made available for public viewing at the same time. In addition, items received at least 1 hour 30 minutes prior to the meeting time will be uploaded online with the agenda posting. Materials submitted for consideration should be forwarded to the [City Clerk's department](#) 858-720-2400. The designated location for viewing of hard copies is the City Clerk's office at City Hall during normal business hours.

PUBLIC COMMENTS

Written correspondence (supplemental items) regarding an agenda item at an open session meeting should be submitted to the City Clerk's Office at clerkoffice@cosb.org with a) Subject line to include the meeting date b) Include the Agenda Item # as listed on the Agenda.

- Correspondence received after the official posting of the agenda, but two hours prior to the meeting start time, on the meeting day, will be distributed to Council and made available online along with the agenda posting. All submittals received before the start of the meeting will be made part of the record.
- Written submittals will be added to the record and not read out loud.

And/Or

Verbal Comment Participation:

Please submit a speaker slip to the City Clerk prior to the meeting, or the announcement of the Section/Item, to provide public comment. Allotted times for speaking are outlined on the speaker's slip for each agenda section: Oral Communications, Consent, Public Hearings and Staff Reports. Public speakers have 3 minutes each to speak on each topic. Time may be donated by another individual

who is present at the meeting to allow an individual up to 6 minutes to speak. Group: Time may be donated by two individuals who are present at the meeting allowing an individual up to 10 minutes to speak. Group Hearings: For public hearings only, time may be donated by two individuals who are present at the meeting allowing an individual up to 15 minutes to speak.

SPECIAL ASSISTANCE NEEDED

In compliance with the Americans with Disabilities Act of 1990, persons with a disability may request an agenda in appropriate alternative formats as required by Section 202. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the [City Clerk's office](#) (858) 720-2400 at least 72 hours prior to the meeting.

As a courtesy to all meeting attendees, please set all electronic devices to silent mode and engage in conversations outside the Council Chambers.

<u>CITY COUNCILMEMBERS</u>		
David A. Zito Councilmember District 1	Lesa Heebner Mayor	Jewel Edson Councilmember District 3
Kristi Becker Councilmember District 2		Jill MacDonald Councilmember District 4

Gregory Wade
City Manager

Johanna Canlas
City Attorney

Angela Ivey
City Clerk

SPEAKERS:

Please submit your speaker slip to the City Clerk prior to the meeting or the announcement of the Item. Allotted times for speaking are outlined on the speaker's slip for Oral Communications, Consent, Public Hearings and Staff Reports.

READING OF ORDINANCES AND RESOLUTIONS:

Pursuant to [Solana Beach Municipal Code](#) Section 2.04.460, at the time of introduction or adoption of an ordinance or adoption of a resolution, the same shall not be read in full unless after the reading of the title, further reading is requested by a member of the Council. If any Councilmember so requests, the ordinance or resolution shall be read in full. In the absence of such a request, this section shall constitute a waiver by the council of such reading.

CALL TO ORDER AND ROLL CALL:

CLOSED SESSION REPORT:

FLAG SALUTE:

APPROVAL OF AGENDA:

PROCLAMATIONS/CERTIFICATES: *Ceremonial*

None at the posting of this agenda

PRESENTATIONS: Ceremonial items that do not contain in-depth discussion and no action/direction.

None at the posting of this agenda

ORAL COMMUNICATIONS:

Comments relating to items on this evening's agenda are taken at the time the items are heard. This portion of the agenda provides an opportunity for members of the public to address the City Council on items relating to City business and not appearing on today's agenda by submitting a speaker slip (located on the back table) to the City Clerk. Pursuant to the Brown Act, no action shall be taken by the City Council on public comment items. Council may refer items to the City Manager for placement on a future agenda. The maximum time allotted for each presentation is THREE MINUTES. No donations of time are permitted (SBMC 2.04.190). Please be aware of the timer light on the Council Dais.

COUNCIL COMMUNITY ANNOUNCEMENTS / COMMENTARY:

An opportunity for City Council to make brief announcements or report on their activities. These items are not agendized for official City business with no action or substantive discussion.

A. CONSENT CALENDAR: (Action Items) (A.1. - A.11.)

Items listed on the Consent Calendar are to be acted in a single action of the City Council unless pulled for discussion. Any member of the public may address the City Council on an item of concern by submitting to the City Clerk a speaker slip (located on the back table) before the Consent Calendar is addressed. Those items removed from the Consent Calendar by a member of the Council will be trailed to the end of the agenda, while Consent Calendar items removed by the public will be heard immediately after approval of the Consent Calendar to hear the public speaker.

All speakers should refer to the public comment section at the beginning of the agenda for details. Please be aware of the timer light on the Council Dais.

A.1. Minutes of the City Council.

Recommendation: That the City Council

1. Approve the Minutes of the City Council meetings held on June 14, 2023, June 28, 2023, July 12, 2023, and July 24, 2023.

[Item A.1. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

A.2. Register Of Demands. (File 0300-30)

Recommendation: That the City Council

1. Ratify the list of demands for June 24, 2023 – August 04, 2023.

[Item A.2. Report \(click here\)](#)

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A.3. General Fund Adopted Budget for Fiscal Year 2023/2024 Changes. (File 0330-30)

Recommendation: That the City Council

1. Receive the report listing changes made to the Fiscal Year 2023-2024 General Fund Adopted Budget.

[Item A.3. Report \(click here\)](#)

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A.4. League of California Cities' 2023 Annual Business Meeting Voting Delegates Designees. (File 0140-10)

Recommendation: That the City Council

1. Appoint Councilmember MacDonald, primary voting delegate, Councilmember Becker, 1st alternate, and City Manager Gregory Wade, 2nd alternate, as the voting delegates for the 2023 Annual Business Meeting of the League of California Cities Annual Conference.
2. Authorize the City Clerk to attest to the appointments and submit the Official Voting Form to the League of California Cities.

[Item A.4. Report \(click here\)](#)

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A.5. Fire Management Agreement Amendment. (File 0260-10)

Recommendation: That the City Council

1. Adopt **Resolution 2023-095**:
 - a. Approve the Fifth Amendment to the Agreement for Cooperative Fire Management Services by and between the City of Del Mar, City of Encinitas, and the City of Solana Beach.
 - b. Authorize the City Manager to execute the fifth amendment.

[Item A.5. Report \(click here\)](#)

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A.6. Destruction of Obsolete Records. (File 0170-50)

Recommendation: That the City Council

1. Adopt **Resolution 2023-103** authorizing the destruction of officially obsolete records.

[Item A.6. Report \(click here\)](#)

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A.7. Irrigation Controllers for the Coastal Rail Trail and Fletcher Cove Park.
(File 0700-25)

Recommendation: That the City Council

1. Adopt **Resolution 2023-100**:
 - a. Authorizing the City Manager to execute Amendment No. 1 to the Professional Services Agreement with Nissho of California, Inc. for Fiscal Year 2023/24.
 - b. Authorizing the City Manager to execute a one-time purchase of four Calsense Irrigation Controllers and corresponding hardware and accessories from Nissho of California, Inc., in the amount of \$24,125.42, for the Coastal Rail Trail and Fletcher Cove Park.
 - c. Appropriating \$24,125.42 from the Asset Replacement Fund to the Parks Operating Budget.
 - d. Authorizing the City Treasurer to amend the FY 2023/24 Adopted Budget accordingly.

[Item A.7. Report \(click here\)](#)

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A.8. Heating, Ventilation, and Air Conditioning (HVAC) Maintenance Services and As-Needed Repairs. (File 0700-25)

Recommendation: That the City Council

1. Adopt **Resolution 2023-101**:
 - a. Authorizing the City Manager to execute Amendment No. 3 to the Professional Services Agreement with Seaside Heating and Air for Fiscal Year 2023/24 increasing the compensation by \$43,685 for the purchase and installation of two rooftop HVAC units at City Hall, HVAC upgrades at the Fire Station, a construction contingency for the City Hall HVAC installation and installation of mini-split unit for IT at the Fire Station and as-needed repairs to the HVAC systems at City Hall and the La Colonia Community Center. Total not to exceed amount of the agreement for Fiscal Year 2023/24 is \$55,145.
 - b. Appropriating \$33,685 from the Facilities Replacement Fund to the Facilities Operating Budget.
 - c. Authorizing the City Treasurer to amend the FY 2023/24 Adopted Budget accordingly.

[Item A.8. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

A.9. Door Inspection, Maintenance, and As-Needed Repairs. (File 0700-25)

Recommendation: That the City Council

1. Adopt **Resolution 2023-102**:
 - a. Authorizing the City Manager to execute Amendment No. 1 to the Professional Services Agreement with National Garage Door for Fiscal Year 2023/24.
 - b. Authorizing the City Manager to approve a one-time purchase and installation of one Stanley ADA Controller at City Hall, in an amount of \$3,000 for Fiscal Year 2023/24.
 - c. Authorizing the City Manager to increase the As-Needed Repairs amount by \$10,000, for Fiscal Year 2023/24.
 - d. Authorizing the City Manager to execute amendments to the Professional Services Agreement with National Garage Door, in an amount not to exceed \$18,900, for Fiscal Years 2024/25, 2025/26, 2026/27.

[Item A.9. Report \(click here\)](#)

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A.10. Shoreline Monitoring Program Services. (File 0610-12)

Recommendation: That the City Council

1. Adopt **Resolution 2023-107** authorizing the City Manager to execute a Professional Services Agreement with Coastal Frontiers.

[Item A.10. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

A.11. City Attorney Services. (File 0400-05)

Recommendation: That the City Council

1. Adopt **Resolution 2023-106** authorizing the Mayor and City Manager to execute the First Amendment to the Agreement between the City of Solana Beach and the Successor Agency to the Solana Beach Community Development Agency and Burke, Williams & Sorensen LLP.

[Item A.11. Report \(click here\)](#)

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NOTE: The City Council shall not begin a new agenda item after 10:30 p.m. unless approved by a unanimous vote of all members present. (SBMC 2.04.070)

B. PUBLIC HEARINGS: (B.1.)

This portion of the agenda provides citizens an opportunity to express their views on a specific issue as required by law after proper noticing by submitting a speaker slip (located on the back table) to the City Clerk. After considering all of the evidence, including written materials and oral testimony, the City Council must make a decision supported by findings and the findings must be supported by substantial evidence in the record. An applicant or designee(s) for a private development/business project, for which the public hearing is being held, is allotted a total of fifteen minutes to speak, as per

SBMC 2.04.210. A portion of the fifteen minutes may be saved to respond to those who speak in opposition. *All other speakers should refer to the public comment section at the beginning of the agenda for time allotment.* Please be aware of the timer light on the Council Dais.

B.1. Public Hearing: 508 S. Nardo Ave., Applicant: Hartnack, Application: DRP22-020/SDP22-018. (File 0600-40)

The proposed project meets the minimum zoning requirements under the SBMC, may be found to be consistent with the General Plan and may be found, as conditioned, to meet the discretionary findings required as discussed in this report to approve a DRP. Therefore, Staff recommends that the City Council:

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.
2. Find the project exempt from the California Environmental Quality Act pursuant to Section 15301 of the State CEQA Guidelines; and
3. If the City Council makes the requisite findings and approves the project, adopt **Resolution 2023-104** conditionally approving a DRP and SDP Waiver to convert a 555 square-foot attached garage to living area, construct a 784 square-foot living area addition and a 668 square-foot two-car attached garage to a single-story single-family residence, and perform associated site improvements at 508 South Nardo Avenue, Solana Beach.

[Item B.1. Report \(click here\)](#)

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C. STAFF REPORTS: (C.1. – C.3.)

Submit speaker slips to the City Clerk.

All speakers should refer to the public comment section at the beginning of the agenda for time allotments. Please be aware of the timer light on the Council Dais.

C.1. Bicycle Safety and Education Programs and Consider Introduction (1st Reading) of Ordinance 531 - Miscellaneous Driving Rules. (File 0230-20)

Recommendation: That the City Council

1. Continue to discuss options for bicycle safety and education programs.
2. If the City Council so desires, introduce **Ordinance 531** amending Chapter 10.44 (Miscellaneous Driving Rules) of Title 10 (Vehicles and Traffic) of the Solana Beach Municipal Code regarding bicycles.

[Item C.1. Report \(click here\)](#)

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C.2. California Uniform Public Construction Cost Accounting Act (CUPCCAA).
(File 0700-10)

Recommendation: That the City Council

1. Receive the report and provide direction as necessary for the proposed implementation of the California Uniform Public Construction Cost Accounting Act and formation of the Solana Beach Qualified Contractor's List.

[Item C.2. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

C.3. City Manager's Employment Agreement. (File 0520-00)

Recommendation: That the City Council

1. Consider and adopt **Resolution 2023-105** authorizing the Mayor to execute the Eighth Amendment to the Employment Agreement between the City of Solana Beach and Gregory Wade to reflect a base salary increase of 7% to \$263,031.00 effective July 1, 2023, a one-time stipend of \$11,000.00, and a \$1,000.00 increase to the annual vehicle allowance.

[Item C.3. Report \(click here\)](#)

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WORK PLAN COMMENTS:

Adopted June 28, 2023

COMPENSATION & REIMBURSEMENT DISCLOSURE:

GC: Article 2.3. Compensation: 53232.3. (a) Reimbursable expenses shall include, but not be limited to, meals, lodging, and travel. 53232.3 (d) Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency "City" at the next regular meeting of the legislative body.

COUNCIL COMMITTEE REPORTS: [Council Committees](#)

REGIONAL COMMITTEES: (outside agencies, appointed by this Council)

- a. City Selection Committee (meets twice a year) Primary-Heebner, Alternate-Edson
- b. Clean Energy Alliance (CEA) JPA: Primary-Becker, Alternate-Zito
- c. County Service Area 17: Primary-MacDonald, Alternate-Edson
- d. Escondido Creek Watershed Authority: Becker / Staff (no alternate).
- e. League of Ca. Cities' San Diego County Executive Committee: Primary-MacDonald, Alternate-Becker. Subcommittees determined by its members.
- f. League of Ca. Cities' Local Legislative Committee: Primary-MacDonald, Alternate-Becker
- g. League of Ca. Cities' Coastal Cities Issues Group (CCIG): Primary-MacDonald, Alternate-Becker
- h. North County Dispatch JPA: Primary-MacDonald, Alternate-Becker
- i. North County Transit District: Primary-Edson, Alternate-MacDonald
- j. Regional Solid Waste Association (RSWA): Primary-Zito, Alternate-MacDonald
- k. SANDAG: Primary-Heebner, 1st Alternate-Zito, 2nd Alternate-Edson. Subcommittees determined by its members.
- l. SANDAG Shoreline Preservation Committee: Primary-Becker, Alternate-Zito
- m. San Dieguito River Valley JPA: Primary-MacDonald, Alternate-Becker

- n. San Elijo JPA: Primary-Zito, Primary-Becker, Alternate-City Manager
- o. 22nd Agricultural District Association Community Relations Committee: Primary-Edson, Primary-Heebner

STANDING COMMITTEES: (All Primary Members) (Permanent Committees)

- a. Business Liaison Committee – Zito, Edson
- b. Fire Dept. Management Governance & Organizational Evaluation – Edson, MacDonald
- c. Highway 101 / Cedros Ave. Development Committee – Heebner, Edson
- d. Parks and Recreation Committee – Zito, Edson
- e. Public Arts Committee – Edson, Heebner
- f. School Relations Committee – Becker, MacDonald
- g. Solana Beach-Del Mar Relations Committee – Heebner, Edson

CITIZEN COMMISSION(S)

- a. Climate Action Commission – Zito, Becker

ADJOURN:

Next Regularly Scheduled Meeting is September 13, 2023

Always refer to the City's website Event Calendar for an updated schedule or contact City Hall. www.cityofsolanabeach.org 858-720-2400

AFFIDAVIT OF POSTING

STATE OF CALIFORNIA }
 COUNTY OF SAN DIEGO } §
 CITY OF SOLANA BEACH }

I, Angela Ivey, City Clerk of the City of Solana Beach, do hereby certify that this Agenda for the August 23, 2023 Council Meeting was called by City Council, Successor Agency to the Redevelopment Agency, Public Financing Authority, and the Housing Authority of the City of Solana Beach, California, was provided and posted on August 16, 2023 at 3:40 p.m. on the City Bulletin Board at the entrance to the City Council Chambers. Said meeting is held at 6:00 p.m., August 23, 2023, in the Council Chambers, at City Hall, 635 S. Highway 101, Solana Beach, California.

Angela Ivey, City Clerk
 City of Solana Beach, CA

UPCOMING CITIZEN CITY COMMISSION AND COMMITTEE MEETINGS:

Regularly Scheduled, or Special Meetings that have been announced, are posted on each Citizen Commission's Agenda webpage. See the [Citizen Commission's Agenda webpages](#) or the City's Events [Calendar](#) for updates.

- **Budget & Finance Commission**
- **Climate Action Commission**
- **Parks & Recreation Commission**
- **Public Arts Commission**
- **View Assessment Commission**

CITY OF SOLANA BEACH
SOLANA BEACH CITY COUNCIL, SUCCESSOR AGENCY TO THE REDEVELOPMENT
AGENCY, PUBLIC FINANCING AUTHORITY, & HOUSING AUTHORITY



MINUTES

Joint Meeting - Closed Session
Wednesday, June 14, 2023 at 5:00 p.m.
City Hall / Council Chambers, 635 S. Highway 101, Solana Beach, California

<u>CITY COUNCILMEMBERS</u>		
Lesa Heebner Mayor		
David A. Zito Deputy Mayor / Councilmember District 1		Jewel Edson Councilmember District 3
Kristi Becker Councilmember District 2		Jill MacDonald Councilmember District 4
Gregory Wade City Manager	Johanna Canlas City Attorney	Angela Ivey City Clerk

CALL TO ORDER AND ROLL CALL:

Mayor Heebner called the meeting to order at 5:00 p.m.

- Present: Lesa Heebner, David A. Zito, Jewel Edson, Kristi Becker, Jill MacDonald
- Absent: None
- Also Present: Greg Wade, City Manager
Johanna Canlas, City Attorney

PUBLIC COMMENT ON CLOSED SESSION ITEMS (ONLY): None

Report to Council Chambers and submit speaker slips to the City Clerk before the meeting recesses to closed session.

CLOSED SESSION:

- 1. CONFERENCE WITH LABOR NEGOTIATORS**
Pursuant to Government Code Section 54957.6
Agency designated representative: Gregory Wade
Employee organizations: Marine Safety Unit, Miscellaneous
- 2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Pursuant to Government Code Section 4957
City Manager, City Attorney
- 3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
Pursuant to Government Code section 54956.8
Property: APN: 263-352-03,04,05,06 and 07 and 263-342-02
City Negotiators: City Manager Greg Wade and City Attorney Johanna Canlas
Negotiating Parties: Matt Tucker, North County Transit District
Under negotiation: Purchase Price and Terms

4. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Government Code Section 54956.9(d)(2)

One (1) Potential case

5. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code section 54956.8

Conference with Real Property Negotiator

Property: APN 263-301-02

Negotiating Parties: John Cumming and Khaki Wennstrom

Under negotiation: Purchase price and terms

No reportable action.

ADJOURN:

Mayor Heebner adjourned the meeting at 6:10 p.m.

Angela Ivey, City Clerk

Council Approved: _____

CITY OF SOLANA BEACH

SOLANA BEACH CITY COUNCIL, SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY,
PUBLIC FINANCING AUTHORITY, & HOUSING AUTHORITY



MINUTES

Joint REGULAR Meeting
Wednesday, June 14, 2023 * 6:00 p.m.

City Hall / Council Chambers, 635 S. Highway 101, Solana Beach, California

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CITY COUNCILMEMBERS

Lesa Heebner
Mayor

David A. Zito
Deputy Mayor / Councilmember District 1

Jewel Edson
Councilmember District 3

Kristi Becker
Councilmember District 2

Jill MacDonald
Councilmember District 4

Gregory Wade
City Manager

Johanna Canlas
City Attorney

Angela Ivey
City Clerk

CALL TO ORDER AND ROLL CALL:

Mayor Heebner called the meeting to order at 6:15 p.m.

Present: Lesa Heebner, David A. Zito, Jewel Edson, Kristi Becker, Jill MacDonald

Absent: None

Also Greg Wade, City Manager

Present: Johanna Canlas, City Attorney
Angela Ivey, City Clerk
Dan King, Assistant City Manager
Mo Sammak, City Engineer/Public Works Dir.
Rachel Jacobs, Finance Manager
Joseph Lim, Community Development Dir.

CLOSED SESSION REPORT: None

FLAG SALUTE:

PROCLAMATIONS/CERTIFICATES: *Ceremonial*

- Santa Fe Irrigation District 100th Year Anniversary
Mayor Heebner presented the proclamation.

Al Lau, Santa Fe Irrigation District, accepted the proclamation and announced a celebratory event on June 21st.

- Juneteenth
Mayor Heebner read the proclamation.
- Pride Month
Mayor Heebner read the proclamation.

PRESENTATIONS: Ceremonial items that do not contain in-depth discussion and no action/direction.

- Solana Beach School District Tree Removal/Renewal Project
Jodie Brentlinger, Solana Beach School District Superintendent, and John Leland, Assistant Superintendent, presented a PowerPoint (on file) reviewing the unfortunate decision to remove Torrey Pines along N. Rios Rd. She said that they had residents and Staff express safety concerns during weather events as well as incidents of falling branches onto the school area presenting a hazard to the children and Staff, and that the District had decided to remove the trees based on the risk to property and life.

John Leland, Assistant Superintendent, presented a PowerPoint (on file) reviewing the background of past issues, the tree heights of 70-80 ft., the frequent trimming of the trees by SDG&E to safeguard the powerlines, falling branch incidents that were alarming to Staff, the proximity to buildings and play areas, and current conditions of co-dominant branches, significant leaning, and raised asphalt due to lifted roots. He said that they intended to replace most trees with new trees that were more appropriate in the vicinity of the utility lines and that the next step would be an avian study and then SDG&E would remove all branches and the District would then have the remained trunks removed. He said that they were looking into some community organizations that may be able to preserve the wood.

Joe Gabaldon, SDG&E, continued the PowerPoint (on file) reviewing the removal of the tree branches and collaborating with the District with the preferred types and sizes of trees for the spaces.

Council and Speakers discussed appreciation for explaining to the public the issues facing the school properties and safety issues and collaboration of the SDG&E utility line clearance and the property owners balancing the tree pruning to control these issues.

APPROVAL OF AGENDA:

Motion: Moved by Councilmember Zito and second by Councilmember Becker to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

ORAL COMMUNICATIONS:

Comments relating to items on this evening's agenda are taken at the time the items are heard. This portion of the agenda provides an opportunity for members of the public to address the City Council on items relating to City business and not appearing on today's agenda by submitting a speaker slip

(located on the back table) to the City Clerk. Pursuant to the Brown Act, no action shall be taken by the City Council on public comment items. Council may refer items to the City Manager for placement on a future agenda. The maximum time allotted for each presentation is THREE MINUTES. No donations of time are permitted (SBMC 2.04.190). Please be aware of the timer light on the Council Dais.

Jonathan Goodmacher spoke about the recent Grand Jury report and the City's pending response by August 9th, that the recommendations in the report included development of transit stations to include affordable housing, that cities should consider working with the school districts to identify buildable land for housing for workers at school districts, that cities work with religious organizations to find buildable land for affordable housing, that the City's Measure T allowed the public to be involved in land use decisions and negotiations, that the City is in negotiations with NCTD in closed sessions and that it would be ideal to involve the public.

Shawna McGarry spoke about the City's failure to meet state mandated housing goals in the fifth RHNA cycle, the State potentially coming down on the City for lack of compliance, considering proactively finding locations for housing, working with St. James as they have stated they want to build affordable housing, and focus on more transit oriented development housing, and to consider lease of NCTD land rather than purchase to enable housing to be built in the area.

COUNCIL COMMUNITY ANNOUNCEMENTS / COMMENTARY:

An opportunity for City Council to make brief announcements or report on their activities. These items are not agendized for official City business with no action or substantive discussion.

A. CONSENT CALENDAR: (Action Items) (A.1. - A.9.)

Items listed on the Consent Calendar are to be acted in a single action of the City Council unless pulled for discussion. Any member of the public may address the City Council on an item of concern by submitting to the City Clerk a speaker slip (located on the back table) before the Consent Calendar is addressed. Those items removed from the Consent Calendar by a member of the Council will be trailed to the end of the agenda, while Consent Calendar items removed by the public will be heard immediately after approval of the Consent Calendar to hear the public speaker.

All speakers should refer to the public comment section at the beginning of the agenda for details. Please be aware of the timer light on the Council Dais.

A.1. Minutes of the City Council.

Recommendation: That the City Council

1. Approve the Minutes of the City Council meetings held on May 12, 2023 and May 24, 2023.

Motion: Moved by Councilmember Edson and second by Councilmember Zito to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.2. Register Of Demands. (File 0300-30)

Recommendation: That the City Council

1. Ratify the list of demands for May 06, 2023 – May 26, 2023.

Motion: Moved by Councilmember Edson and second by Councilmember Zito to approve.
Approved 5/0. Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.3. General Fund Adopted Budget for Fiscal Year 2022/2023 Changes. (File 0330-30)

Recommendation: That the City Council

1. Receive the report listing changes made to the Fiscal Year 2022/2023 General Fund Adopted Budget.

Motion: Moved by Councilmember Edson and second by Councilmember Zito to approve.
Approved 5/0. Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.4. Worker's Compensation Claims Third Party Administrator (TPA). (File 0180-70)

Recommendation: That the City Council

1. Adopt **Resolution 2023-036:**
 - a. Authorizing the City Manager to execute the Agreement for a Third-Party Administrator for the City's Worker's Compensation Program for one year with an authorization of agreement extensions for up to four additional years at the City Manager's discretion.
 - b. Authorize the City Treasurer to amend the FY 2022/23 Adopted Budget to appropriate \$13,400 for implementation in the Workers Compensation fund for Professional Services.
 - c. Authorize a contract amount for CorVel in the not-to-exceed amount of \$125,000 per contract year.

Motion: Moved by Councilmember Edson and second by Councilmember Zito to approve.
Approved 5/0. Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.5. Annual Investment Policy. (File 0350-30)

Recommendation: That the City Council

1. Adopt **Resolution 2023-072** approving the City's Investment Policy for Fiscal Year 2023/24.

Motion: Moved by Councilmember Edson and second by Councilmember Zito to approve.
Approved 5/0. Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.6. Fire Benefit Fee – Fiscal Year (FY) 2023/24. (File 0495-20)

Recommendation: That the City Council

1. Adopt **Resolution 2023-071**:
 - a. Setting the FY 2023/24 Fire Benefit Fee at \$10.00 per unit, and
 - b. Approving the Fee for levying on the tax roll.

Motion: Moved by Councilmember Edson and second by Councilmember Zito to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.7. Municipal Improvement Districts Benefit (MID) Fees – Fiscal Year (FY) 2023/24.
(File 0495-20)

Recommendation: That the City Council

1. Approve **Resolution 2023-067**, setting the Benefit Charges for MID No. 9C, Santa Fe Hills, at \$232.10 per unit for FY 2023/24.
2. Approve **Resolution 2023-068**, setting the Benefit Charges for MID No. 9E, Isla Verde, at \$68.74 per unit for FY 2023/24.
3. Approve **Resolution 2023-069**, setting the Benefit Charges for MID No. 9H, San Elijo Hills # 2, at \$289.58 per unit for FY 2023/24.
4. Approve **Resolution 2023-070**, setting the Benefit Charges for MID No. 33, Highway 101/Railroad Right-of-Way, at \$3.12 per unit for FY 2023/24.

Motion: Moved by Councilmember Edson and second by Councilmember Zito to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.8. Lomas Santa Fe Drive Bridge Repairs Project. (File 0820-15)

Recommendation: That the City Council

1. Adopt **Resolution 2023-080**
 - a. Authorizing the City Council to accept, as complete, the Lomas Santa Fe Drive Bridge Repairs Project, Bid No. 2022-03, performed by Beador Construction Company.
 - b. Authorizing the City Clerk to file a Notice of Completion for the project.

Motion: Moved by Councilmember Edson and second by Councilmember Zito to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.9. Medical Expense Reimbursement Plan – Retiree Medical Trust provided by The California Firefighters Benefit Trust, Effective June 2023. (File 0500-00)

Recommendation: That the City Council

1. Adopt **Resolution 2023-083** to implement a Medical Expense Reimbursement Plan – Retiree Medical Trust for the Solana Beach Firefighters' Association members.

2. Adopt the Side letter between the City and the Solana Beach Firefighters' Association to modify and update Section 20 of the MOU to reflect the new Medical Expense Reimbursement Plan.
3. Adopt the Joinder Agreement between the City of Solana Beach Fire Association and California Fire Benefit Trust in order to implement a Medical Expense Reimbursement Plan – Retiree Medical Trust.

Motion: Moved by Councilmember Edson and second by Councilmember Zito to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

B. PUBLIC HEARINGS: (B.1. – B.4.)

This portion of the agenda provides citizens an opportunity to express their views on a specific issue as required by law after proper noticing by submitting a speaker slip (located on the back table) to the City Clerk. After considering all of the evidence, including written materials and oral testimony, the City Council must make a decision supported by findings and the findings must be supported by substantial evidence in the record. An applicant or designee(s) for a private development/business project, for which the public hearing is being held, is allotted a total of fifteen minutes to speak, as per SBMC 2.04.210. A portion of the fifteen minutes may be saved to respond to those who speak in opposition. *All other speakers should refer to the public comment section at the beginning of the agenda for time allotment.* Please be aware of the timer light on the Council Dais.

B.1. Public Hearing: Solana Beach Lighting Maintenance District Annual Assessments. (File 0495-20)

Recommendation: That the City Council

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.
2. Adopt **Resolution 2023-078** confirming the diagram and assessment and approving the City of Solana Beach Lighting Maintenance District Engineer's Report.
3. Adopt **Resolution 2023-079** ordering the levy and collection of annual assessments for FY 2023/24 and ordering the transmission of charges to the County Auditor for collection.

[Item B.1. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

Greg Wade, City Manager, introduced the item.

Mayor Heebner opened the public hearing.

Council disclosures.

Motion: Moved by Councilmember Edson and second by Councilmember Becker to close the public hearing. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously

Motion: Moved by Councilmember Zito and second by Councilmember Edson to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously

B.2. Public Hearing: Solana Beach Coastal Rail Trail (CRT) Maintenance District Annual Assessments. (File 0495-20)

Recommendation: That the City Council

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.
2. Adopt **Resolution 2023-076**, approving the Engineer's Report regarding the Coastal Rail Trail Maintenance District.
3. Adopt **Resolution 2023-077**, ordering the levy and collection of the annual assessments regarding the Coastal Rail Trail Maintenance District for Fiscal Year 2023/24.

[Item B.2. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

Greg Wade, City Manager, introduced the item.

Mayor Heebner opened the public hearing.

Council disclosures.

Motion: Moved by Councilmember Becker and second by Deputy Mayor Zito to close the public hearing. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

Motion: Moved by Councilmember MacDonald and second by Councilmember Zito to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously

B.3. Public Hearing: 141 Pacific Ave., Applicant: Maribel & Travis Bradberry, Case: DRP23-001. (File 0600-40)

The proposed project meets the minimum objective requirements under the LUP, SBMC, is consistent with the General Plan and may be found, as conditioned, to meet the discretionary findings required as discussed in this report to approve a DRP. Therefore, Staff recommends that the City Council:

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.
2. Find the project exempt from the California Environmental Quality Act pursuant to Section 15301 of the State CEQA Guidelines; and
3. If the City Council makes the requisite findings and approves the project, adopt **Resolution 2023-074** conditionally approving like for like replacement of the

existing siding, windows, exterior doors, waterproofing, non-structural roofing and exterior light fixtures at 141 Pacific Avenue.

[Item B.3. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

Greg Wade, City Manager, introduced the item.

Corey Andrews, Principal Planner, presented a PowerPoint (on file).

Mayor Heebner opened the public hearing.

Council disclosures.

Maribel Bradberry, Applicant, said that they have been living at this property for the last 10 years and that they have needed to seal their home due to weather issues over the last several years.

Motion: Moved by Councilmember Becker and second by Councilmember Zito to close the public hearing. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously

Motion: Moved by Councilmember Zito and second by Councilmember Becker to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously

B.4. Public Hearing: 228 N. Helix Ave., Applicant: Ryan Bowers, Case No.: DRP22-013, SDP22-011. (File 0600-40)

The proposed project meets the minimum zoning requirements under the SBMC, may be found to be consistent with the General Plan and may be found, as conditioned, to meet the discretionary findings required as discussed in this report to approve a DRP and SDP. Therefore, Staff recommends that the City Council:

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.
2. Find the project exempt from the California Environmental Quality Act pursuant to Section 15303 of the State CEQA Guidelines; and
3. If the City Council makes the requisite findings and approves the project, adopt **Resolution 2023-064** conditionally approving a DRP and SDP for a new two-story, single-family residence with a fully subterranean basement and an attached two-car garage and perform associated site improvements at 228 North Helix Avenue, Solana Beach.

[Item B.4. Report \(click here\)](#)

[Item B.4. Supplemental Docs \(upd. 6-14-23 at 2:30pm\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

Greg Wade, City Manager, introduced the item and stated that this public hearing was already open having been continued from the May 24, 2023 City Council meeting.

Tiffany Wade, Assistant Planner, presented a PowerPoint (on file) of the revised project.

Council disclosures.

Mo Sammak, Engineering/Public Works Director, explained that the excavation and any other grading associated with this project will have no impact beyond the property lines. He said that the City Staff would evaluate details of the construction activities and inspect the project during construction during the grading permit process in case there were any methods or means that impact outside the property boundaries including the use of heavy equipment causing vibration or other impacts, and that the contractors usually conduct a photo survey of adjacent properties before they begin construction.

Council and Staff discussed that the finished grade would be about a foot above the current grade, a condition to clearly state the requirement of a photo survey, that the project would construct a detention basin that would offset the impact of additional impervious surface for runoff, that they have designed a velocity reducing system at the property boundary, that the combination of the detention basin as well as the velocity reducer at the property boundary will address the impact of runoff, that there were two sump pumps on either side of the yard in the front of the property that would take care of the drains and pump the entire site into the detention basin where the runoff will be reduced and then flow with gravity to the northeast property boundary where the velocity distribution system will percolate and dissipate over the property line.

Ryan Bowers, Applicant, presented a PowerPoint (on file) reviewing their revised project.

Jill Martin, Claimant, presented a PowerPoint (on file) reviewing the View Assessment Commission (VAC) meeting, and said that five out of six VAC members agreed that her primary viewing area was a combination of her living room and kitchen and that the structure was not designed to minimize impairments, that there were limited changes from the prior project, that they did not obtain additional input from her in their redesign, and that the issues were that the project was claustrophobic, had an oppressive impairment, towered over and bearing down on her property, massive second story, that the view was completely blocked from her kitchen, and requested that conditions be added to reduce the buildable width to 50-60% at approximately 500-600 sq. ft., shift the second story eastward about 15 feet, and that she was already making concessions with these conditions.

Frances and Anthony Gatti, Claimant, presented a PowerPoint (on file) reviewing their issues and said that the VAC toolkit's findings that the bulk of the second story should minimize impact to the existing views, that it would minimize impact of her view if the second story's new construction was equal to 50% of the buildable area, that their views are from their second story only, that it did not appear that the VAC recommendations were implemented which included lowering the ceiling heights to decrease the overall height, build a one-story, shift the garage and driveway from the north to the south, decrease the second floor to 50% of the first floor, shift the bulk of the second floor to the northeast of the property, that after two years working on the project the square footage had been reduced only 15 sq. ft., that

there was a loop hole when a basement is added and not included in the square footage, and that a resolution would be to decrease the bulk and scale of the second floor to 50% of the first floor.

Naomi Clum, Claimant, presented a PowerPoint (on file) reviewing the project and the issues affecting her property and said that this project was built to the maximum possible, that it did not meet the neighborhood characteristic in scale and style, that the new design stuck out further and closer to her property, that she suggested that they reduce the amount of the size, angle, or position of the windows, that the second floor should be allowed to pop out the additional two feet, that the top story be brought back 15 ft., that the bulk above ground be scaled down, that it be designed like other two-story homes on the block that appear more like a single story from the street, that the project had direct views into her dining area, kitchen, and bedroom not be allowed, that a bulk of the top story be moved southeast with smaller windows, and that the overall scale of the project be reduced to match the neighborhood character. She said that the VAC discussed the character of the neighborhood and said that this project did not fit the characteristics of the surrounding area.

Connie Major (time donated by Deb Hart and Betsy Walcott) said she is part owner of an adjacent property and that she drove from Santa Ana to speak tonight. She presented a PowerPoint (on file). She said that her property was to the east of the project, that there was no sound barrier or privacy mitigation in the case of backyard parties, that grading would create water runoff in her backyard especially if the sum pumps fail, that it should be built on the existing elevation or lower rather than raising it three feet, and asked that Council vote no on the proposed project but that if it was approved that the owners of 211 and 217 N. Sierra should be indemnified in the area of this project from any failures causing damage or loss.

Rory Bennet stated that there were two other issues to be addressed including the location of the second spa, which would be 5 ft. from her property, and the location of their office window looking into her master bedroom and backyard patio. She said that the second spa seemed to be intended for a future ADU, that the noise of the spa and its participants would disrupt the bedroom of the adjacent property, and asked that Council disallow this second spa location or relocate it next to the northwest side of the lot away from neighboring bedrooms requiring the applicants to install a timing devise to deactivate this second spa from 10:00 p.m. to 8:00 a.m. She said that their proposed large office window on the east edge of the project would have a direct view into her master bedroom and backyard patio, invading her privacy, and asked Council to disallow this window or at least require the sill to be raised a few feet so that it would not have direct views into her home and backyard.

Ryan Bowers, Applicant, said that each accommodation he makes for one neighbor adversely affects another neighbor, that moving the house back 15 ft. back as requested by Ms. Martin adversely would affect 211 N. Sierra who asked that it not be built so far back to the backyard, that he had delivered plans and that the landscape plans have been available, that they addressed privacy issues in the back by moving windows above eyeline, that he had spoken with neighbor concerning the proposed office window about adding vegetation to that area so there would be no site line, that some pictures shown by the Gatti's and Martin's appeared to be older views since he showed views provided from Staff, that the project was 3 ft. below the highest allowable point, it was not exceeding any zoning codes, and that he would ask that the project be assessed based on the required guidelines.

Council discussed the primary viewing areas of each claimant, the inability to make all findings, concerns about the rear yard elevation increase, the bulk and scale and massing, and lack of articulation, very little square footage reduction from the prior proposal, that a second story should be allowed but fit within the surrounding area's second story character.

Council discussed possible suggestions that might help the project including keeping floor heights as low as possible on the first and second story resulting in the story poles heights reduced by another foot or two, moving the westernmost wall of the second story so that the southwest corner of the first floor of the structure would be 15 1/2 or 16 ft., considering removing the parapet for height issues, minimizing the second story bulk to lessen impact to existing views, sharing landscape plans with neighbors so they could have an idea of what vegetation might be in view, stepping down the back patio at the rear of the house to bring it more in line with 60.16 or 60.60 elevation, shielding the first story with vegetation to lessen its imposing effect, stepping back the second story so that bulk would lay more to the north side, considering the alternatives to be compromising having the bulk in the front to accommodate property owners on N. Sierra, avoiding the southwest corner from a bulk and scale perspective, and reducing the second story's bulk to help the view claimants' privacy as well as address the overbearing stucco wall.

Council and Jennifer Bolyn, Architect, stated that movement of the building would require a new 30-day noticing, asked whether a waiver of 30-day noticing would be accepted if the change was only slightly outside of the envelope by obtaining signatures of adjacent properties to acknowledge the story poles, and agreed, on behalf of the Applicant, to a continuance to August 23rd.

Motion: Moved by Councilmember Zito and second by Councilmember Edson to continue to August 23, 2023. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously

C. STAFF REPORTS: (C.1. – C.2.)

Submit speaker slips to the City Clerk.

All speakers should refer to the public comment section at the beginning of the agenda for time allotments. Please be aware of the timer light on the Council Dais.

C.1. Community Grant Program Requests – Fiscal Year (FY) 2023/24. (File 0330-25)

Recommendation: That the City Council

1. Receive the Staff Report, Community Grant applications and consider the presentations from the grant applicants. This item will come back to the City Council at the June 24, 2023 City Council Meeting for Council's grant allocations.

[Item C.1. Report \(click here\)](#)

[Item C.1. Updated Report #1 \(6-13-23 at 9am\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

Dan King, Assistant City Manager, introduced the item and the funding sources.

Presentations were made by the following applicants:

Assistant League of Rancho San Dieguito – Kathy O’Leary
Bike Walk Solana – Kristin Brinner
California Wester School of Law Community Law Project – Dana Sisitsky
Community Resource Center – Rebecca Nussbaum
Disconnect Collective – Monica Stapleton
Jaliscience Folkloric Academy – Victor and Elba Montes
La Colonia Foundation - Alex Cardenas and Haidee Banuet
North Coastal Repertory Theatre – Steve Smith
Pathways to Citizenship – Morgan Principi
Rancho Santa Fe Youth Soccer – Marilee Pacelli
Solana Beach Civic and Historical Society – Michele Stribling and Lisa Montes
Solana Beach Community Connections – Peter Gourevitch

C.2. Review of the Draft Fiscal Years 2023/24 and 2024/25 Budget. (File 0330-30)

Recommendation: That the City Council

1. Review the FY 2021/22 and FY 2022/23 draft Budget and provide Staff with direction to formulate the budget for adoption on June 28, 2023.

[Item C.2. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk’s Office.

Greg Wade, City Manager, introduced the item.

Rachel Jacobs, Finance Director, presented a PowerPoint (on file).

Council and Staff discussed how the books are closed with the PARS Trust contribution and the road project that were allocated later, that other funds may be used if Measure S is maintained and would pay for fire trucks and modifying the asset replacement planning process.

ADJOURN:

Mayor Heebner adjourned the meeting at 10:48 p.m.

Angela Ivey, City Clerk

Approved _____

CITY OF SOLANA BEACH

SOLANA BEACH CITY COUNCIL, SUCCESSOR AGENCY TO THE REDEVELOPMENT
AGENCY, PUBLIC FINANCING AUTHORITY, & HOUSING AUTHORITY



MINUTES

Joint Meeting - Closed Session

Wednesday, June 28, 2023 at 5:15 p.m.

City Hall / Council Chambers, 635 S. Highway 101, Solana Beach, California

CITY COUNCILMEMBERS

Lesa Heebner

Mayor

David A. Zito

Deputy Mayor / Councilmember District 1

Kristi Becker

Councilmember District 2

Jewel Edson

Councilmember District 3

Jill MacDonald

Councilmember District 4

Gregory Wade
City Manager

Johanna Canlas
City Attorney

Angela Ivey
City Clerk

CALL TO ORDER AND ROLL CALL:

Mayor Heebner called the meeting to order at 5:15 p.m.

Present: Lesa Heebner, David A. Zito, Jewel Edson, Kristi Becker, Jill MacDonald

Absent: None

Also Present: Greg Wade, City Manager
Johanna Canlas, City Attorney

PUBLIC COMMENT ON CLOSED SESSION ITEMS (ONLY): None

Report to Council Chambers and submit speaker slips to the City Clerk before the meeting recesses to closed session.

CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6

Agency designated representative: Gregory Wade

Employee organizations: Marine Safety Unit

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 4957

City Manager, City Attorney

3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code section 54956.8

Property: APN: 263-352-03,04,05,06 and 07 and 263-342-02

City Negotiators: City Manager Greg Wade and City Attorney Johanna Canlas

Negotiating Parties: Matt Tucker, North County Transit District

Under negotiation: Purchase Price and Terms

No reportable action.

ADJOURN:

Mayor Heebner adjourned the meeting at 6:08 p.m.

Megan Bavin, Deputy City Clerk

Council Approved:

CITY OF SOLANA BEACH

SOLANA BEACH CITY COUNCIL, SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY,
PUBLIC FINANCING AUTHORITY, & HOUSING AUTHORITY



MINUTES

Joint REGULAR Meeting
Wednesday, June 28, 2023 * 6:00 p.m.

City Hall / Council Chambers, 635 S. Highway 101, Solana Beach, California

Minutes contain a summary of significant discussions and formal actions taken at a City Council meeting.

City Council meetings are video recorded and archived as a permanent record. The [video](#) recording captures the complete proceedings of the meeting and is available for viewing on the City's website.

- Posted Reports & Supplemental Docs contain records up to the cut off time prior to meetings for processing new submittals. Complete records containing meeting handouts, PowerPoints, etc. can be obtained through a [Records Request](#).

CITY COUNCILMEMBERS

Lesa Heebner
Mayor

David A. Zito
Deputy Mayor / Councilmember District 1

Jewel Edson
Councilmember District 3

Kristi Becker
Councilmember District 2

Jill MacDonald
Councilmember District 4

Gregory Wade
City Manager

Johanna Canlas
City Attorney

Angela Ivey
City Clerk

CALL TO ORDER AND ROLL CALL:

Mayor Heebner called the meeting to order at 6:13 p.m.

Present: Lesa Heebner, David A. Zito, Jewel Edson, Kristi Becker, Jill MacDonald

Absent: None

Also Greg Wade, City Manager

Present: Johanna Canlas, City Attorney
Megan Bavin, Deputy City Clerk
Dan King, Assistant City Manager
Mo Sammak, City Engineer/Public Works Dir.
Rachel Jacobs, Finance Dir.
Joseph Lim, Community Development Dir.

CLOSED SESSION REPORT: None

FLAG SALUTE:

APPROVAL OF AGENDA:

Motion: Moved by Deputy Mayor Zito and second by Councilmember Edson to approve.
Approved 5/0. Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

PROCLAMATIONS/CERTIFICATES: *Ceremonial*

None at the posting of this agenda

PRESENTATIONS: Ceremonial items that do not contain in-depth discussion and no action/direction.

None at the posting of this agenda

ORAL COMMUNICATIONS:

Comments relating to items on this evening’s agenda are taken at the time the items are heard. This portion of the agenda provides an opportunity for members of the public to address the City Council on items relating to City business and not appearing on today’s agenda by submitting a speaker slip (located on the back table) to the City Clerk. Pursuant to the Brown Act, no action shall be taken by the City Council on public comment items. Council may refer items to the City Manager for placement on a future agenda. The maximum time allotted for each presentation is THREE MINUTES. No donations of time are permitted (SBMC 2.04.190). Please be aware of the timer light on the Council Dais.

Barbara Gordon stated that she is the youth advisor for a Hispanic youth group called The Changers, that all of her high school students live in multi-unit housing, that she is concerned by the amount of unprotected exposure to secondhand smoke and marijuana smoke in their homes, that families living in multi-unit housing are disproportionately affected by tobacco and marijuana secondhand smoke and are more likely to suffer from either disease or death from tobacco use, and asked that Council make prohibiting smoking in multi-unit housing a priority.

Peggy Walker stated that she works with The Changers, that the group is working on a teen driving project related to the Teen Deadly Driving Zone, and that the youth are working to inform their peers and parents about DUI risks, as well as the risks of driving under the influence of marijuana.

COUNCIL COMMUNITY ANNOUNCEMENTS / COMMENTARY:

An opportunity for City Council to make brief announcements or report on their activities. These items are not agendized for official City business with no action or substantive discussion.

A. CONSENT CALENDAR: (Action Items) (A.1. - A.9.)

Items listed on the Consent Calendar are to be acted in a single action of the City Council unless pulled for discussion. Any member of the public may address the City Council on an item of concern by submitting to the City Clerk a speaker slip (located on the back table) before the Consent Calendar is addressed. Those items removed from the Consent Calendar by a member of the Council will be trailed to the end of the agenda, while Consent Calendar items removed by the public will be heard immediately after approval of the Consent Calendar to hear the public speaker.

All speakers should refer to the public comment section at the beginning of the agenda for details. Please be aware of the timer light on the Council Dais.

A.1. Register Of Demands. (File 0300-30)

Recommendation: That the City Council

1. Ratify the list of demands for May 27, 2023 – June 09, 2023.

Motion: Moved by Councilmember Edson and second by Deputy Mayor Zito to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.2. General Fund Adopted Budget for Fiscal Year 2022/2023 Changes. (File 0330-30)

Recommendation: That the City Council

1. Receive the report listing changes made to the Fiscal Year 2022/2023 General Fund Adopted Budget.

[Item A.2. Report \(click here\)](#)

Motion: Moved by Councilmember Edson and second by Deputy Mayor Zito to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.3. Appropriations Limit - Fiscal Year (FY) 2023/24. (File 0330-60)

Recommendation: That the City Council

1. Adopt **Resolution 2023-073** establishing the FY 2023/24 Appropriations Limit in accordance with Article XIII B of the California Constitution and Government Code Section 7910 and choosing the County of San Diego's change in population growth to calculate the Appropriations Limit.

[Item A.3. Report \(click here\)](#)

Motion: Moved by Councilmember Edson and second by Deputy Mayor Zito to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.4. Annual Fire Inspection Compliance. (File 0260-20)

Recommendation: That the City Council

1. Adopt **Resolution 2023-087** accepting a report on the status of all state-mandated annual fire inspections in the City of Solana Beach in conjunction with SB 1205 and California Health and Safety Code Section 13146.4.

[Item A.4. Report \(click here\)](#)

Motion: Moved by Councilmember Edson and second by Deputy Mayor Zito to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.5. Fiscal Year 2023/2024 Work Plan Adoption. (File 0410-08)

Recommendation: That the City Council

1. Consider and adopt the final Fiscal Year 2023/2024 Work Plan.

[Item A.5. Report \(click here\)](#).

Motion: Moved by Councilmember Edson and second by Deputy Mayor Zito to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.6. 2023 Street Maintenance and Repairs Project. (File 0820-35)

Recommendation: That the City Council

1. Adopt **Resolution 2023-085**:
 - a. Awarding a construction contract to Quality Construction & Engineering in the amount of \$1,088,838.40, for the 2023 Street Maintenance & Repairs Project, Bid 2023-07.
 - b. Approving an amount of \$86,161.60 for construction contingency.
 - c. Authorizing the City Manager to execute the construction contract on behalf of the City.
 - d. Authorizing the City Manager to approve cumulative change orders up to the amount of the construction contingency.
 - e. Authorizing the appropriation of \$110,000 from the Road Repair and Accountability Act (SB1) account to the Annual Pavement Management Project.
 - f. Authorizing the City Treasurer to amend the FY 2022/23 Adopted Budget accordingly.

[Item A.6. Report \(click here\)](#)

Motion: Moved by Councilmember Edson and second by Deputy Mayor Zito to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.7. Heating, Ventilation, and Air Conditioning (HVAC) Central Control System & HVAC Rooftop Units Project. (File 0700-25)

Recommendation: That the City Council

1. Adopt **Resolution 2023-086**:
 - a. Authorizing the City Council to accept, as complete, the HVAC Control System & HVAC Rooftop units Replacement Project, Bid No. 2022-05, performed by Seaside Heating and Air.
 - b. Authorizing the City Clerk to file a Notice of Completion.

[Item A.7. Report \(click here\)](#)

Motion: Moved by Councilmember Edson and second by Deputy Mayor Zito to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.8. Fiscal Year 2021/22 Street Maintenance and Repair Project. (File 0820-35)

Recommendation: That the City Council

1. Adopt **Resolution 2023-084**:
 - a. Authorizing the City Manager to execute a final change order in the amount of \$179,265 for a final contract amount of \$878,329.
 - b. Authorizing the City Council to accept, as complete, the FY 21-22 Street Maintenance & Repair Project, Bid No. 2022-01, performed by PAL General Engineering.
 - c. Authorizing the City Clerk to file a Notice of Completion.
 - d. Appropriating \$6,715 to the FY 2021/22 Annual Pavement Management Project from the Sanitation Fund.

- e. Appropriating \$168,114 to the FY 2021/22 Annual Pavement Management Project from the General Fund.
- f. Authorizing the City Treasurer to amend the FY 2022/23 Adopted Budget accordingly.

[Item A.8. Report \(click here\)](#)

Motion: Moved by Councilmember Edson and second by Deputy Mayor Zito to approve.
Approved 5/0. Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.9. Fire Apparatus Maintenance and Repair Services. (File 0260-40)

Recommendation: That the City Council

1. Adopt **Resolution 2023-088**:
 - a. Authorizing an increase to the PSA with North County Emergency Vehicle Services for an amount not to exceed \$70,000 for FY 2022/23.
 - b. Authorizing an increase to the four (4) potential extensions of the PSA with North County Emergency Vehicle Services to an amount not to exceed \$85,000 per year.
 - c. Authorizing the first-time extension for Fiscal Year 2023-2024.
 - d. Authorizing the City Manager to execute the First Amendment and subsequent time extensions to the agreement with North County Emergency Vehicle Services.

[Item A.9. Report \(click here\)](#)

Motion: Moved by Councilmember Edson and second by Deputy Mayor Zito to approve.
Approved 5/0. Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

C. STAFF REPORTS: (C.1.)

Submit speaker slips to the City Clerk.

All speakers should refer to the public comment section at the beginning of the agenda for time allotments. Please be aware of the timer light on the Council Dais.

C.1. Community Grant Program Awards – Fiscal Year (FY) 2023/24. (File 0330-25)

Recommendation: That the City Council

1. Select the FY 2023/24 Community Grant Program recipients and identify an award amount to each recipient.
2. Adopt **Resolution 2023-091** ratifying and authorizing the funding for the selected community grant applicants for financial assistance under the FY 2023/24 Community Grant Program.

[Item C.1. Report \(click here\)](#)

Gregory Wade, City Manager, introduced the item.

Dan King, Assistant City Manager, said that the allotted amount was \$56,000 but that some Councilmembers had discussed increasing the amount.

Council discussed requests and allocations.

Assistance League Rancho San Dieguito - \$4,000
BikeWalk Solana - \$3,650
Boys & Girls Club of San Dieguito - \$6,000
California Western School of Law - \$5,000
Casa de Amistad - \$5,000
Community Resource Center - \$5,000
Disconnect Collective Inc. - \$3,000
Jailsience Folkloric Academy - \$5,000
La Colonia Community Foundation - \$6,000
North Coast Reparatory Theater - \$6,000
Pathways to Citizenship - \$4,350
Rancho Santa Fe Youth Soccer - \$1,000
Solana Beach Community Connections - \$6,000
Solana Beach Civic & Historical Society - \$6,000

Motion: Moved by Deputy Mayor Zito and second by Councilmember Becker to approve.
Approved 5/0. Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

B. PUBLIC HEARINGS: (B.1. – B.4.)

This portion of the agenda provides citizens an opportunity to express their views on a specific issue as required by law after proper noticing by submitting a speaker slip (located on the back table) to the City Clerk. After considering all of the evidence, including written materials and oral testimony, the City Council must make a decision supported by findings and the findings must be supported by substantial evidence in the record. An applicant or designee(s) for a private development/business project, for which the public hearing is being held, is allotted a total of fifteen minutes to speak, as per SBMC 2.04.210. A portion of the fifteen minutes may be saved to respond to those who speak in opposition. *All other speakers should refer to the public comment section at the beginning of the agenda for time allotment.* Please be aware of the timer light on the Council Dais.

B.1. Public Hearing: Solid Waste and Recycling Rate Increase for EDCO Waste and Recycling Services. (File 1030-15)

Recommendation: That the City Council

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Report Written Protests Received, Receive Public Testimony, and Close the Public Hearing.
2. Following the Public Hearing, consider adoption of **Resolution 2023-092** approving EDCO's rate review request increasing solid waste, recycling and organics rates for Fiscal Year 2023/24 in accordance with the Franchise Agreement.

[Item B.1. Report \(click here\)](#)

[Item B.1. Supplemental Docs \(upd. 6-27-23 at 515pm\)](#)

Gregory Wade, City Manager, introduced the item.

Dan King, Assistant City Manager, presented a Powerpoint (on file).

Mayor Heebner opened the public hearing.

Council disclosures.

Megan Bavin, Deputy City Clerk, reported that the only protest received was distributed as a Blue Folder.

Deputy Mayor Zito said that the City normally would have seen a higher rate increase because in a usual year there would have been a tipping increase and that the City had renegotiated a new contract with EDCO which froze the rates of the tipping fees for this year.

Motion: Moved by Councilmember Edson and second by Deputy Mayor Zito to close the public hearing. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried.

Motion: Moved by Deputy Mayor Zito and second by Councilmember Edson. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried.

B.2. This item has been left blank.

B.3. Public Hearing: 107 S. Cedros Ave., Applicant: C2 Building Group, Case: DRP22-015, SDP22-013. (File 0600-40)

The proposed project meets the minimum objective requirements under the SBMC, is consistent with the General Plan and may be found, as conditioned, to meet the discretionary findings required as discussed in this report to approve a DRP and SDP. Therefore, Staff recommends that the City Council:

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.
2. Find the project exempt from the California Environmental Quality Act pursuant to Section 15301 of the State CEQA Guidelines; and
3. If the City Council makes the requisite findings and approves the project, adopt **Resolution 2023-082** conditionally approving a DRP, SDP, and comprehensive sign plan amendment for exterior improvements to an existing two-story commercial building at 107 South Cedros Avenue, Solana Beach.

[Item B.3. Report \(click here\)](#)

Gregory Wade, City Manager, introduced the item.

Tiffany Wade, Associate Planner, presented a Powerpoint (on file).

Council disclosures.

Mayor Heebner opened the public hearing.

Council and Staff discussed that there would be no change to the vehicular access, that the wheel stops provided more parking across the back on the NCTD side, that the pedestrian access would be maintained via the gate, signage and placement, that the intent for the

vehicular security gate was to have it closed during off hours, the concerns about parking spaces and office space tenants using all of the parking, that there would not be enough parking left for retail, that they have a shared parking agreement with NCTD, that the retail component was approximately 900 square feet requiring a little over three parking spaces, and that they have more parking than required by the code.

Josh Chesnut, Applicant, spoke about the culture and environment of their building, wanting to open windows and doors, having an indoor and outdoor feel, bringing people back to work, that they have a great retail tenant, and that they want to continue to build up Solana Beach.

Council and applicant discussed that the deck was uncovered, that the current lease with retail tenants allocated them three stalls, and that they plan to collaborate with a local artist to update the mural to something reflective of Solana Beach.

Motion: Moved by Councilmember Edson and second by Deputy Mayor Zito to close the public hearing. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried.

Motion: Moved by Councilmember Edson and second by Deputy Mayor Zito to approve and waive Story Poles. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried.

B.4. Fiscal Years 2023/24 and 2024/25 Budget Adoption. (File 0330-30)

Recommendation: That the City Council

1. Conduct the Public Hearing: Open Public Hearing, Report Council Disclosures, Receive Public Testimony, Close the Public Hearing.
2. Adopt **Resolution 2023-089** approving the Fiscal Year 2023/24 and Fiscal Year 2024/25 Budget.

[Item B.4. Report \(click here\)](#)

[Item B.4. Updated Report #1 \(added 6-27-23\)](#)

[Item B.4. Updated Report #2 \(added 6-27-23\)](#)

[Item B.4. Updated Report #3 \(added 6-28-23\)](#)

Gregory Wade, City Manager, introduced the item.

Rachel Jacobs, Finance Director, presented a Powerpoint (on file).

Council Disclosures.

Council and Staff discussed that the City had a notable projected deficit for the current year, that this was due to contributions from the prior year's large surplus to the PARS Trust Fund and the Street Repair Project being recorded in Fiscal Year (FY) 2023 rather than FY 2022, which caused the deficit, that typically the surplus funds are allocated to the prior fiscal year in which they were generated but it was done differently this year, that there is not a large operating deficit in FY 2023, and that it's a bookkeeping change that will be addressed next year.

Council and Staff discussed that by the second year there will be a healthy deficit of about 1.5 million in the sewer fund, that the last sewer rate study was done in 2021 and continues through Fiscal Year 2025/26, that the current study recommended a 0% annual increase, different options for handling the next sewer studies, bringing the options back to Council to discuss further, that over the next two years allocating enough funds from Measure S to the Streets and Roads Project to get to \$1.1 million which the last road study said was the amount needed to see notable improvements in street conditions, adding funds to the CIP item for upgrades and maintenance to the Coastal Rail Trail, and having the City Manager look at adding to the asset replacement funds as some buildings and trucks are older and may need to be replaced.

Motion: Moved by Deputy Mayor Zito and second by Councilmember Edson to close the public hearing. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried.

Motion: Moved by Deputy Mayor Zito and second by Councilmember Becker to approve with the following two changes: 1. Return to Council with a CIP Request, 2. Adjust the budget such that there is enough revenue moved from the anticipated Measure S revenues into the annual Pavement Management Program to get to \$1.1 million for each year going forward. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried.

C. STAFF REPORTS: (C.2.)

Submit speaker slips to the City Clerk.

All speakers should refer to the public comment section at the beginning of the agenda for time allotments. Please be aware of the timer light on the Council Dais.

C.2. 437 Marview Drive, Applicants: Bertolino, DRP21-009 – Deferred Landscape Plan (File 0600-40)

The revised Conceptual Landscape Plan meets the minimum objective requirements under the SBMC, Chapter 17.56 and may be found to be acceptable by the City Council. Therefore, Staff recommends that the City Council:

1. Consider approval of the revised conceptual landscape plan and find that City Council Condition D.II. of **Resolution 2023-006** has been satisfied for the associated DRP/SDP at 437 Marview Drive, Solana Beach.

[Item C.2. Report \(click here\)](#)

[Item C.2. Updated Report #1 \(added 6-27-23\)](#)

[Item C.2. Supplemental Docs \(upd. 6-26-23 at 5:30pm\)](#)

Mayor Heebner recused herself due to property interest within 500ft of the project property.

Gregory Wade, City Manager, introduced the item.

Council Disclosures.

Katie Benson, Senior Planner, presented a Powerpoint (on file).

John Mansdorfer, neighbor, stated that he was a signer in the supplemental blue folder letters, and asked if the conceptual plan would become the final landscape plan.

Motion: Moved by Councilmember Edson and second by Councilmember Becker to approve the landscape plan as final and that all plant container sizes and locations and any native planting areas be approved by the neighbors involved in this matter (Mansdorfer, Greenstein, Sampson). **Approved 4/0/1.** Ayes: Zito, Edson, Becker, MacDonald. Noes: None. Absent: Heebner (Recused). Motion carried.

WORK PLAN COMMENTS:

Adopted June 22, 2022

Councilmember Zito spoke about seeing families and children biking through Harbaugh Seaside Trails, that they are biking through the area because the Coastal Rail Trail stops at the south end of it and the Encinitas protected bike lanes start at the north end, that this is happening because there are no other protected bike lanes, that the City should look at adding protected bike lanes and possibly continuing the Coastal Rail Trail all the way to the edge of the City along the side of Harbaugh Seaside Trails.

COMPENSATION & REIMBURSEMENT DISCLOSURE: None

GC: Article 2.3. Compensation: 53232.3. (a) Reimbursable expenses shall include, but not be limited to, meals, lodging, and travel. 53232.3 (d) Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency "City" at the next regular meeting of the legislative body.

COUNCIL COMMITTEE REPORTS: [Council Committees](#)

REGIONAL COMMITTEES: (outside agencies, appointed by this Council)

STANDING COMMITTEES: (All Primary Members) (*Permanent Committees*)

CITIZEN COMMISSION(S)

ADJOURN:

Mayor Heebner adjourned the meeting at 8:02 p.m.

CITY OF SOLANA BEACH

SOLANA BEACH CITY COUNCIL, SUCCESSOR AGENCY TO THE REDEVELOPMENT
AGENCY, PUBLIC FINANCING AUTHORITY, & HOUSING AUTHORITY



MINUTES

Joint Meeting - Closed Session

Wednesday, July 12, 2023 at 5:00 p.m.

City Hall / Council Chambers, 635 S. Highway 101, Solana Beach, California

CITY COUNCILMEMBERS

Lesa Heebner

Mayor

David A. Zito

Deputy Mayor / Councilmember District 1

Kristi Becker

Councilmember District 2

Jewel Edson

Councilmember District 3

Jill MacDonald

Councilmember District 4

Gregory Wade
City Manager

Johanna Canlas
City Attorney

Angela Ivey
City Clerk

CALL TO ORDER AND ROLL CALL:

Mayor Heebner called the meeting to order at 5:00 p.m.

Present: Lesa Heebner, David A. Zito, Jewel Edson, Kristi Becker, Jill MacDonald

Absent: None

Also Present: Greg Wade, City Manager
Johanna Canlas, City Attorney

PUBLIC COMMENT ON CLOSED SESSION ITEMS (ONLY): None

Report to Council Chambers and submit speaker slips to the City Clerk before the meeting recesses to closed session.

CLOSED SESSION:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 4957

City Manager, City Attorney

2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Government Code Section 54956.9(d)(2)

Two (2) Potential cases

No reportable action.

ADJOURN:

Mayor Heebner adjourned the meeting at 6:05 p.m.

Angela Ivey, City Clerk

Council Approved:



CITY OF SOLANA BEACH
SOLANA BEACH CITY COUNCIL, SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY,
PUBLIC FINANCING AUTHORITY, & HOUSING AUTHORITY

Joint REGULAR Meeting
Wednesday, July 12, 2023 * 6:00 p.m.

City Hall / Council Chambers, 635 S. Highway 101, Solana Beach, California

- City Council meetings are video recorded and archived as a permanent record. The [video](#) recording captures the complete proceedings of the meeting and is available for viewing on the City's website.
- Posted Reports & Supplemental Docs contain records up to the cut off time prior to meetings for processing new submittals. Complete records containing meeting handouts, PowerPoints, etc. can be obtained through a [Records Request](#).

<u>CITY COUNCILMEMBERS</u>		
Lesa Heebner Mayor		
David A. Zito Councilmember District 1		Jewel Edson Councilmember District 3
Kristi Becker Councilmember District 2		Jill MacDonald Councilmember District 4

Gregory Wade
City Manager

Johanna Canlas
City Attorney

Angela Ivey
City Clerk

CALL TO ORDER AND ROLL CALL:

Mayor Heebner called the meeting to order at 6:15 p.m.

- Present: Lesa Heebner, David A. Zito, Jewel Edson, Kristi Becker, Jill MacDonald
 Absent: None
 Also: Greg Wade, City Manager
 Present: Johanna Canlas, City Attorney
 Angela Ivey, City Clerk
 Dan King, Assistant City Manager
 Mo Sammak, City Engineer/Public Works Dir.
 Rachel Jacobs, Finance Dir.
 Joseph Lim, Community Development Dir.

CLOSED SESSION REPORT: None

FLAG SALUTE:

APPROVAL OF AGENDA:

Motion: Moved by Councilmember Becker and second by Deputy Mayor Zito to approve.
Approved 5/0. Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

ORAL COMMUNICATIONS:

Comments relating to items on this evening's agenda are taken at the time the items are heard. This portion of the agenda provides an opportunity for members of the public to address the City Council on items relating to City business and not appearing on today's agenda by submitting a speaker slip

(located on the back table) to the City Clerk. Pursuant to the Brown Act, no action shall be taken by the City Council on public comment items. Council may refer items to the City Manager for placement on a future agenda. The maximum time allotted for each presentation is THREE MINUTES. No donations of time are permitted (SBMC 2.04.190). Please be aware of the timer light on the Council Dais.

Howard Rosen asked that City Council meet regarding the problem with the short term vacation rentals (STVR) and said that a new rental was on Santa Rosita which was renting to several renters within the same week, that no permit was posted on the window, that he and neighbors had filed complaints, that STVRs would depreciate the value of homes, that he requested that they be banned in the City, and that if they are not banned that they should have a capped number of STVRs in the same place, that a full week should be enforced, the maximum capacity of people allowed should be based on the size of the home, that cars must be parked in the garage, and that permits should be visible from the streets and not obscured by bushes and structures.

Council stated that there had been a meeting on this topic in May and there would be another one in September to address their concerns, consider restrictions, that a party house was disruptive to a neighborhood, and balancing property owners' need to rent their homes.

COUNCIL COMMUNITY ANNOUNCEMENTS / COMMENTARY:

An opportunity for City Council to make brief announcements or report on their activities. These items are not agendized for official City business with no action or substantive discussion.

A. CONSENT CALENDAR: (Action Items) (A.1. - A.8.)

Items listed on the Consent Calendar are to be acted in a single action of the City Council unless pulled for discussion. Any member of the public may address the City Council on an item of concern by submitting to the City Clerk a speaker slip (located on the back table) before the Consent Calendar is addressed. Those items removed from the Consent Calendar by a member of the Council will be trailed to the end of the agenda, while Consent Calendar items removed by the public will be heard immediately after approval of the Consent Calendar to hear the public speaker.

All speakers should refer to the public comment section at the beginning of the agenda for details. Please be aware of the timer light on the Council Dais.

A.1. Register Of Demands. (File 0300-30)

Recommendation: That the City Council

1. Ratify the list of demands for June 10, 2023 – June 23, 2023.

[Item A.1. Report \(click here\)](#)

Motion: Moved by Councilmember Zito and second by Councilmember Edson to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.2. General Fund Adopted Budget for Fiscal Year 2022/2023 Changes. (File 0330-30)

Recommendation: That the City Council

1. Receive the report listing changes made to the Fiscal Year 2022/2023 General Fund Adopted Budget.

[Item A.2. Report \(click here\)](#)

Motion: Moved by Councilmember Zito and second by Councilmember Edson to approve.
Approved 5/0. Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.3. Citywide Traffic Speed Survey Validation. (File 0860-45)

Recommendation: That the City Council

1. Adopt **Resolution 2023-093**:
 - a. Validating the 2023 Citywide Engineering and Traffic Speed Surveys performed by Minagar and Associates.
 - b. Declaring upon the basis of the 2023 Citywide Engineering and Traffic Speed Surveys that the speed limits listed in Exhibit A shall be effective when appropriate signs giving notice thereof are erected upon the street.

[Item A.3. Report \(click here\)](#)

Motion: Moved by Councilmember Zito and second by Councilmember Edson to approve.
Approved 5/0. Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.4. Fletcher Cove Park Lithocrete Repairs Project. (File 0820-35)

Recommendation: That the City Council

1. Adopt **Resolution 2023-081**:
 - a. Authorizing the City Council to accept, as complete, the Fletcher Cove Park Lithocrete Concrete Repairs Project, Bid No. 2022-083, performed by T.B Penick & Sons, Inc.
 - b. Authorizing the Finance Director to appropriate \$4,263 from Fund 450 Sand Replenishment/Transit Occupancy Tax (TOT) to the Fletcher Cove Concrete Repairs project listed in the Capital Improvement Program.
 - c. Authorizing the City Clerk to file a Notice of Completion.

[Item A.4. Report \(click here\)](#)

Motion: Moved by Councilmember Zito and second by Councilmember Edson to approve.
Approved 5/0. Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.5. Fiscal Year 2023/2024 Salary, Classification, Compensation Plans and MOUs.

(File 0530-30)

Recommendation: That the City Council

1. Adopt **Resolution 2023-096** approving the FY 2023/2024 Salary and Compensation schedules.
2. Adopt **Resolution 2023-097** approving the Memoranda of Understanding between the City and the Solana Beach Employee Association-Miscellaneous and between the City and Solana Beach Employee Association-Marine Safety Unit.
3. Authorize the City Treasurer to amend the FY 2023/2024 Adopted Budget accordingly.

[Item A.5. Report \(click here\)](#)

Motion: Moved by Councilmember Zito and second by Councilmember Edson to approve.
Approved 5/0. Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.6. Americans with Disabilities Act (ADA) Pedestrian Ramps Project. (File 0820-15)

Recommendation: That the City Council

1. Adopt **Resolution 2023-094:**

- a. Authorizing the City Council to accept, as complete, the ADA Pedestrian Ramps, Bid No. 2023-02, constructed by Portillo Concrete.
- b. Authorizing the City Clerk to file a Notice of Completion.

[Item A.6. Report \(click here\)](#)

Motion: Moved by Councilmember Zito and second by Councilmember Edson to approve.
Approved 5/0. Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.7. Federal Public Affairs Consultant Services. (File 0480-80)

Recommendation: That the City Council

1. Adopt **Resolution 2023-098** authorizing the City Manager to extend and amend the Professional Services Agreement with Warwick Consulting Group.

[Item A.7. Report \(click here\)](#)

Motion: Moved by Councilmember Zito and second by Councilmember Edson to approve.
Approved 5/0. Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.8. Response to San Diego County Grand Jury Report “Housing in San Diego County”. (File 0470-80)

Recommendation: That the City Council

1. Adopt **Resolution 2023-099**, approving the response to the Grand Jury Report and authorize the Mayor and the City Manager to sign the response.

[Item A.8. Report \(click here\)](#)

[Item A.8. Supplemental Docs \(updated 7-12-23 at 10am\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

This item was pulled by a member of the public for public comment.

Greg Wade, City Manager, introduced the item.

Kristin Brinner spoke about her support for a letter submitted by Jonathan Goodmacher, that it appeared that funding would be needed for the City to assist in the development of affordable housing, that additional assistance could be to reform the code to ease the development of ADUs in the way of time consuming process and expense, and adding to the

grand jury response that the City should be more proactive in working with NCTD on moving an RFP forward.

Motion: Moved by Councilmember Zito and second by Councilmember Edson to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

B. PUBLIC HEARINGS: (B.1.)

This portion of the agenda provides citizens an opportunity to express their views on a specific issue as required by law after proper noticing by submitting a speaker slip (located on the back table) to the City Clerk. After considering all of the evidence, including written materials and oral testimony, the City Council must make a decision supported by findings and the findings must be supported by substantial evidence in the record. An applicant or designee(s) for a private development/business project, for which the public hearing is being held, is allotted a total of fifteen minutes to speak, as per SBMC 2.04.210. A portion of the fifteen minutes may be saved to respond to those who speak in opposition. *All other speakers should refer to the public comment section at the beginning of the agenda for time allotment.* Please be aware of the timer light on the Council Dais.

B.1. Public Hearing: 255 S. Nardo, Applicant: Harris, Case: DRP22-023, SDP22-022. (File 0600-40)

The proposed project meets the minimum zoning requirements under the SBMC, may be found to be consistent with the General Plan and may be found, as conditioned, to meet the discretionary findings required as discussed in this report to approve a DRP and SDP. Therefore, Staff recommends that the City Council:

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.
2. Find the project exempt from the California Environmental Quality Act pursuant to Section 15301 of the State CEQA Guidelines; and
3. If the City Council makes the requisite findings and approves the project, adopt **Resolution 2023-075** conditionally approving a DRP and SDP to construct a 790 square foot addition to an existing two-story single-family residence with an attached garage and perform associated site improvements at 255 S. Nardo Avenue, Solana Beach.

[Item B.1. Report \(click here\)](#)

[Item B.1. Supplemental Docs \(Updated 7-12-23 at 10am\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

Greg Wade, City Manager, introduced the item.

Corey Andrews, Principal Planner, presented a PowerPoint (on file).

Mayor Heebner opened the public hearing.

Council disclosures.

Erica Harris, Applicant, introduced herself and her family and their intention to make this their home.

Council and Applicant discussed the trees and that all would stay but maybe one tree.

Motion: Moved by Councilmember Zito and second by Councilmember Edson to close the public hearing. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

Motion: Moved by Mayor Heebner and second by Councilmember Becker to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

C. STAFF REPORTS: (C.1. – C.2.)

Submit speaker slips to the City Clerk.

All speakers should refer to the public comment section at the beginning of the agenda for time allotments. Please be aware of the timer light on the Council Dais.

C.1. Accessory Dwelling Unit (ADU) Update and Discussion. (File 0610-10)

Recommendation: That the City Council

1. Provide input and direction regarding the City's ADU regulations.

[Item C.1. Report \(click here\)](#)

[Item C.1. Supplemental Docs \(updated 7-12-23 at 1:55pm\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

Greg Wade, City Manager, introduced the item.

John Delmer, Assistant Planner, presented a PowerPoint (on file) reviewing possible revisions of Accessory Dwelling Unit to be consistent with the City's newly adopted Housing Element.

Andy Crocker spoke about the need for some streamlined process, consistent with State regulations, for ADUs to assist their clients who want to build, and that the priority issues have been the fire zone and grading issues.

Kristin Brinner spoke about two friends that were unable to build ADUs because of the sensitive areas of the City, that exempting excavation immediately below the habitable area is a great idea, considering that stabilizations of bluff or canyon areas not be required to preserve the natural bluffs and canyons, and she wondered what prevented the 66 applications of the 90 submitted last year from being built and whether some of these revisions might address why some projects were not built.

Mark Mariani spoke about having put in an application to convert an existing permitted structure into an ADU that was denied and said that it was within the hillside overlay zone, that the lot was 22,000 sq. ft., the pool was 20 ft. from the hillside overlay, and the proposed ADU was 120 ft. to the other end of the property, that a blanket prohibition prevented it from approval, that they had conducted a biological survey and plant inventory and asked that Council consideration reasonable requests in these revisions.

Council discussed grading and exempting 50 cubic yards of excavation not counting the cut but counting the fill.

Council agreed with the Staff recommendation on Environmentally Sensitive Habitat Area (ESHA).

Council agreed with Staff recommendation of the bluff top properties.

Council discussed the Hillside Overlay Zone and the slope analysis required to determine any restrictions, that regulations preclude development on a slope that exceeds 25% except for a single family home, that a survey may provide appropriate topography lines that would satisfy the slope conditions and thereby not requiring a slope analysis be prepared by a licensed civil engineer, soils, or geographical engineer, how a slope is determined by the rise and run of the slope, and that insurance companies in the State were now restricting or not issuing new insurance policies.

Council discussed the Wildlife Urban Interface (WUI) – Very High Hazard Severity Zone and a policy that would allow for it in high fire zone areas but still requiring it to be protected above and beyond what a normal structure might require to prevent causes of a wildfire or expansion of fire issues.

Council agreed to leave off-street parking as is with no changes.

Council discussed the Pre-Approved Accessory Dwelling Unit Program (PADU) and that roofs would be required to match the primary residences, providing options to choose from in the pre-approved designs, asking the architect for suggestions on 3 or 4 designs, the complete package submittal would include the site plan, utility connection, the chosen plan, that current ADUs take about four to five months to process, there would not be any comments required by the building department but may require reviews by Engineering for grading and Planning department for setbacks, and that the process time would be reduced significantly.

This item would return Council with updates from direction provided.

C.2. Electric Bicycle Safety Measures. (File 0250-00)

Recommendation: That the City Council

1. Discuss options for e-bike safety and education programs in coordination with the Sheriff's Department and receive direction on options related to both education and enforcement actions in the City.

[Item C.2. Report \(click here\)](#)

[Item C.2. Supplemental Docs \(updated 7-12-23 at 1:20pm\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

Greg Wade, City Manager, introduced the item.

Dan King, Assistant City Manager, presented a PowerPoint (on file).

Sheriff's Captain Lawrence said that they had collaborated with Earl Warren and open to further collaboration with the City and Solana Beach School District.

Avery Kapsch and Tessa Koff spoke about concerns of people wearing ear pods, not wearing helmets, using phones while on the bike, teaching kids the dangers of these issues, the safety class at Earl Warren that was basic but not helpful with how to merge into other lanes on the road and where you can and cannot bike, and that the class should be a more physical in person experience with a safety specialist.

Council and Speakers discussed providing the feedback to the class instructors at Earl Warren, that the ebike training did not cover moving over to a left hand turn lane and that it was more about how to start an ebike and use lights at night, the concerns of riding the main hill on Lomas Santa Fe east of the freeway, the speed, and many bumps in the road, and that they both have Life360 which is a way for their parents to track where they are at all times.

Jill Cooper said she was in support of the education emphasizing on road training, she thanked Council for funding Bike/Walk/Solana with a community grant, that she feels confident riding an ebike since she took a safe cycling class.

Karl Rudnick said that he was a certified League of American Bicyclist cycling instructor, that motorists need to be more aware since there are more bikes on the road, that a 9-hour smart cycle class is ideal, that there should be education for parents before they buy an ebike for their children, to consider making bike lane improvements on Lomas Santa Fe earlier than the larger project, that they had talked to an ebike shop about selling different throttles for kids and that some shops will disable the throttle and turn it into a class 1, and that a handout or a QR code could be provided at bike shops to parents purchasing ebikes.

Shawna McGarry said she was supportive of the City making it safer for kids, that her own children have ebikes and some areas of the City do not feel safe, that some areas have no bike lanes and cyclists get honked at using the sharrows, that she likes the idea of connecting more with the schools, making more near term effort to improvements on Lomas Santa Fe for the bikes, and thanked Council for the Bike/Walk/Solana funds for safety classes.

Kristin Brinner said that the infrastructure improvements are much needed, walking kids to school is dangerous from cars and bikes, consider short term improvements on Lomas Santa Fe by narrowing car lanes, restricting right hand turns on red lights at Nardo and Stevens intersections, automatic red light enforcement at those intersections, that bike lanes are used for the backup line to pick up children from school, and that garbage cans are left in the bike lanes on Fridays on the north side of Lomas Santa Fe.

Doug Alden said that he appreciated the City being proactive and working with the schools, that adults need to be educated since they model the behavior for children, and to utilize enforcement actions for drivers of ebikes and cars.

Council discussed AB530 legislation to create an ebike training and licensing program and prohibit ages 12 years and younger from riding ebikes, concerns about age or experience and

focusing on training, conditions of the bike lanes, the bike lane east bound on Lomas Santa Fe was rough with a lot of gravel, getting bike infrastructure in top shape, construction signs placed in the bike lane, taking a regional Sheriff's approach, the inconsistency of rules in different cities, more street sweeping for gravel, adding paint where it helps direct bikes and cars, requiring bike shops to share a handout when they are purchasing a bike for a minor, whether a speed limit could be established and enforced, working with Assemblymen Tasha Boerner and legislation, and possibly adding in a bike and cyclist education at the DMV when getting a driver license.

Captain Lawrence said that education, infrastructure, and enforcement are the keys, that behavior starts at home, that much of Solana Beach traffic was transitory, and that a retraining of drivers is necessary.

Council and Staff discussed the Lomas Santa Fe improvements and hoping the project will be out to bid by the end of the year, that temporary improvements of paint could be done earlier, considering widening of some bike lanes, coordinating with the schools, issue with obtaining insurance for in-person safety classes, and local bike companies that do offer on road training.

COMPENSATION & REIMBURSEMENT DISCLOSURE: None

GC: Article 2.3. Compensation: 53232.3. (a) Reimbursable expenses shall include, but not be limited to, meals, lodging, and travel. 53232.3 (d) Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency "City" at the next regular meeting of the legislative body.

COUNCIL COMMITTEE REPORTS: [Council Committees](#)

REGIONAL COMMITTEES: (outside agencies, appointed by this Council)

STANDING COMMITTEES: (All Primary Members) (Permanent Committees)

CITIZEN COMMISSION(S)

ADJOURN:

Mayor Heebner adjourned the meeting at 8:33 p.m.

Angela Ivey, City Clerk

Approved: _____

CITY OF SOLANA BEACH

SOLANA BEACH CITY COUNCIL, SUCCESSOR AGENCY TO THE REDEVELOPMENT
AGENCY, PUBLIC FINANCING AUTHORITY, & HOUSING AUTHORITY



MINUTES

Joint Meeting - Closed Session

Monday, July 24, 2023 at 4:00 p.m.

City Hall / Council Chambers, 635 S. Highway 101, Solana Beach, California

CITY COUNCILMEMBERS

Lesa Heebner

Mayor

David A. Zito

Deputy Mayor / Councilmember District 1

Kristi Becker

Councilmember District 2

Jewel Edson

Councilmember District 3

Jill MacDonald

Councilmember District 4

Gregory Wade
City Manager

Johanna Canlas
City Attorney

Angela Ivey
City Clerk

CALL TO ORDER AND ROLL CALL:

Mayor Heebner called the meeting to order at 4:00 p.m.

Present: Lesa Heebner, David A. Zito, Jewel Edson, Kristi Becker, Jill MacDonald
Absent: None
Also Present: Greg Wade, City Manager
Johanna Canlas, City Attorney

PUBLIC COMMENT ON CLOSED SESSION ITEMS (ONLY): None

Report to Council Chambers and submit speaker slips to the City Clerk before the meeting recesses to closed session.

CLOSED SESSION:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 4957
City Manager, City Attorney

No reportable action.

ADJOURN:

Mayor Heebner adjourned the meeting at 5:40 p.m.

Angela Ivey, City Clerk

Council Approved:



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: August 23, 2023
ORIGINATING DEPT: Finance
SUBJECT: Register of Demands

BACKGROUND:

Section 3.04.020 of the Solana Beach Municipal Code requires that the City Council ratify a register of demands which represents all financial demands made upon the City for the applicable period.

Register of Demands: 06/24/2023 through 08/04/2023

Check Register - Disbursement Fund (Attachment 1)		\$	4,554,215.94
Net Payroll Retiree Health	July 6, 2023		3,547.00
Net Payroll Retiree Health	August 3, 2023		3,547.00
Net Payroll Council	July 13, 2023		5,153.40
Net Payroll Staff O01	July 7, 2023		288,098.32
Net Payroll Staff O02	July 21, 2023		365,189.03
Net Payroll Staff O03	August 4, 2023		308,779.95
Net Payroll Staff OM1	July 24, 2023		667.43
Net Payroll Staff OM2	July 26, 2023		742.51
TOTAL		\$	<u>5,529,940.58</u>

DISCUSSION:

Staff certifies that the register of demands has been reviewed for accuracy, that funds are available to pay the above demands, and that the demands comply with the adopted budget.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The register of demands for June 24, 2023 through August 4, 2023 reflects total expenditures of \$5,529,940.58 from various City sources.

CITY COUNCIL ACTION: _____

WORK PLAN:

N/A

OPTIONS:

- Ratify the register of demands.
- Do not ratify and provide direction.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council ratify the above register of demands.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Check Register – Disbursement Fund



City of Solana Beach

Register of Demands

6/24/2023 - 8/4/2023

Department Vendor	Description	Date	Check/EFT Number	Amount
100 - GENERAL FUND				
MISSION SQUARE PLAN 302817	PLAN NUMBER: 302817	06/29/2023	9000876	\$12,443.33
MISSION SQUARE PLAN 302817	PLAN NUMBER: 302817	06/29/2023	9000876	\$5,344.82
MISSION SQUARE PLAN 302817	Payroll Run 1 - Warrant O01	07/06/2023	9000887	\$16,657.97
MISSION SQUARE PLAN 302817	Payroll Run 2 - Warrant OC1	07/14/2023	9000898	\$4,780.43
MISSION SQUARE PLAN 302817	Payroll Run 1 - Warrant O02	07/20/2023	9000912	\$19,201.23
MISSION SQUARE PLAN 302817	Payroll Run 1 - Warrant O03	08/03/2023	9000928	\$17,356.28
SOLANA BEACH FIREFIGHTERS ASSOC	Payroll Run 1 - Warrant O01	07/06/2023	9000890	\$850.00
SOLANA BEACH FIREFIGHTERS ASSOC	Payroll Run 1 - Warrant O02	07/20/2023	9000916	\$850.00
SOLANA BEACH FIREFIGHTERS ASSOC	Payroll Run 1 - Warrant O03	08/03/2023	9000931	\$850.00
US BANK	LEAGUE OF CA CITY CONFERENCE	07/27/2023	104176	\$650.00
US BANK	LEAGUE OF CA CITY CONFERENCE	07/27/2023	104176	\$650.00
US BANK	IGNITE NEOGOV CONFERENCE	07/27/2023	104176	\$1,099.00
US BANK	NEOGOV CONFERENCE HOTEL	07/27/2023	104176	\$190.48
PRE-PAID LEGAL SERVICES, INC	JUN 23-PPD LEGAL	07/14/2023	104116	\$25.90
PRE-PAID LEGAL SERVICES, INC	JUL 23-PPD LEGAL	07/27/2023	104185	\$25.90
ALLIANT INSURANCE SERVICES INC	CY2023 QTR 2 SPECIAL EVENT INSURANCE	07/14/2023	104096	\$11,013.49
AFLAC	JUNE 23	06/29/2023	104017	\$789.70
AFLAC	JULY 23	08/03/2023	104194	\$789.70
SAN DIEGO COUNTY SHERIFF'S DEPT.	MAY 23-SHERIFF LAW ENFORCEMENT/SB OVERTIME	07/06/2023	104073	\$12,701.73
SAN DIEGO COUNTY SHERIFF'S DEPT.	MAY 23-CR TOW FEE	07/06/2023	104073	(\$109.42)
SAN DIEGO COUNTY SHERIFF'S DEPT.	JUN 23-CREDIT TOW FEE	08/03/2023	104216	(\$164.13)
DEPARTMENT OF CONSERVATION	APR-JUN 23 SMIP FEES	07/14/2023	104094	\$1,274.60
MISSION SQUARE RHS 801939	PLAN NUMBER: 801939	06/29/2023	9000877	\$2,110.96
SUN LIFE FINANCIAL	JULY 23 LIFE INS	07/20/2023	9000918	\$1,466.94
SUN LIFE FINANCIAL	JULY 23 LIFE INS	07/20/2023	9000918	\$400.00
SUN LIFE FINANCIAL	JULY 23 LIFE INS	07/20/2023	9000918	\$1,780.97
DIVISION OF THE STATE ARCHITECT	FY23 QTR 4 SB1186 PAYMENT	08/03/2023	104203	\$76.40
CALIFORNIA BUILDING STANDARDS CMSN	APR-JUN 23-BUILDING STANDARDS SURCHARGE	07/14/2023	104088	\$278.00
CALIFORNIA BUILDING STANDARDS CMSN	APR-JUN 23-BUILDING STANDARDS SURCHARGE	07/14/2023	104088	(\$27.80)
CALIFORNIA BUILDING STANDARDS CMSN	OCT-DEC 2020 BUILDING STANDARDS SURCHARGE	07/14/2023	104088	\$184.00
CALIFORNIA BUILDING STANDARDS CMSN	OCT-DEC 2020 BUILDING STANDARDS SURCHARGE	07/14/2023	104088	(\$18.40)
CALIFORNIA BUILDING STANDARDS CMSN	JAN-MAR 2021 BUILDING STANDARDS SURCHARGE	07/14/2023	104088	\$254.00
CALIFORNIA BUILDING STANDARDS CMSN	JAN-MAR 2021 BUILDING STANDARDS SURCHARGE	07/14/2023	104088	(\$25.40)
CALIFORNIA BUILDING STANDARDS CMSN	OCT-DEC 2022 BUILDING STANDARDS SURCHARGE	07/14/2023	104088	\$374.00
CALIFORNIA BUILDING STANDARDS CMSN	OCT-DEC 2022 BUILDING STANDARDS SURCHARGE	07/14/2023	104088	(\$37.40)
CALIFORNIA BUILDING STANDARDS CMSN	JAN-MAR 2023 BUILDING STANDARDS SURCHARGE	07/14/2023	104088	\$1,459.00
CALIFORNIA BUILDING STANDARDS CMSN	JAN-MAR 2023 BUILDING STANDARDS SURCHARGE	07/14/2023	104088	(\$145.90)
CALIFORNIA BUILDING STANDARDS CMSN	APR-JUN 2021 BUILDING STANDARDS SURCHARGE	07/14/2023	104088	\$743.00
CALIFORNIA BUILDING STANDARDS CMSN	APR-JUN 2021 BUILDING STANDARDS SURCHARGE	07/14/2023	104088	(\$74.30)
CALIFORNIA BUILDING STANDARDS CMSN	JUL-SEP 2021 BUILDING STANDARDS SURCHARGE	07/14/2023	104088	\$594.00
CALIFORNIA BUILDING STANDARDS CMSN	JUL-SEP 2021 BUILDING STANDARDS SURCHARGE	07/14/2023	104088	(\$59.40)
CALIFORNIA BUILDING STANDARDS CMSN	OCT-DEC 2021 BUILDING STANDARDS SURCHARGE	07/14/2023	104088	\$262.00
CALIFORNIA BUILDING STANDARDS CMSN	OCT-DEC 2021 BUILDING STANDARDS SURCHARGE	07/14/2023	104088	(\$26.20)

CALIFORNIA BUILDING STANDARDS CMSN	JAN-MAR 2022 BUILDING STANDARDS SURCHARGE	07/14/2023	104088	\$385.00
CALIFORNIA BUILDING STANDARDS CMSN	JAN-MAR 2022 BUILDING STANDARDS SURCHARGE	07/14/2023	104088	(\$38.50)
CALIFORNIA BUILDING STANDARDS CMSN	APR-JUN 2022 BUILDING STANDARDS SURCHARGE	07/14/2023	104088	\$156.00
CALIFORNIA BUILDING STANDARDS CMSN	APR-JUN 2022 BUILDING STANDARDS SURCHARGE	07/14/2023	104088	(\$15.60)
CALIFORNIA BUILDING STANDARDS CMSN	JUL-SEP 2022 BUILDING STANDARDS SURCHARGE	07/14/2023	104088	\$137.00
CALIFORNIA BUILDING STANDARDS CMSN	JUL-SEP 2022 BUILDING STANDARDS SURCHARGE	07/14/2023	104088	(\$13.70)
STUDIO GRIT LLC	REFUND-ENC22-0070 ENCROACHMENT PERMIT DEPOSIT	07/20/2023	104167	\$793.00
CALPERS	N26 06/23/23 PD (06/26/23 PERS)	06/26/2023	9062623	\$53,666.73
CALPERS	N26 ADJ	06/27/2023	9062723	\$892.01
CALPERS	PERS ADJ LATE ENROLLMENT	06/26/2023	90626232	\$1,720.83
LAND HOLDINGS, LLC	RFND-SBGR-402/521 S RIOS	07/06/2023	104067	\$97,896.74
WILL MORRISON / VANESSA MORRISON	RFND-GRD21-0005/840 AVOCADO	07/06/2023	104079	\$9,710.32
STERLING HEALTH SERVICES, INC.	N26 FSA/DCA CONTRIBUTION	06/29/2023	9000882	\$819.68
STERLING HEALTH SERVICES, INC.	N26 FSA/DCA CONTRIBUTION	06/29/2023	9000882	\$1,442.97
STERLING HEALTH SERVICES, INC.	NC12 FSA CONTRIBUTION	06/29/2023	9000882	\$216.67
STERLING HEALTH SERVICES, INC.	O01 FSA/DCA FUNDING	07/14/2023	9000905	\$1,442.97
STERLING HEALTH SERVICES, INC.	O01 FSA/DCA FUNDING	07/14/2023	9000905	\$819.68
STERLING HEALTH SERVICES, INC.	OC1 FSA CONTRIBUTION	07/20/2023	9000917	\$216.67
STERLING HEALTH SERVICES, INC.	OO2 FSA/DCA CONTRIBUTIONS	07/27/2023	9000923	\$1,442.97
STERLING HEALTH SERVICES, INC.	OO2 FSA/DCA CONTRIBUTIONS	07/27/2023	9000923	\$819.68
SELF INSURED SERVICES COMPANY	JUL 23-DENTAL	07/06/2023	9000885	\$2,453.10
SELF INSURED SERVICES COMPANY	AUG 23-DENTAL	08/03/2023	9000925	\$2,738.70
INSTATAX	N25 TAX PAYMENT	06/26/2023	990120252	\$10,218.52
INSTATAX	N25 TAX PAYMENT	06/26/2023	990120252	\$2,370.31
INSTATAX	N25 TAX PAYMENT	06/26/2023	990120252	\$27,698.94
INSTATAX	N25 TAX PAYMENT	06/26/2023	990120252	\$2,779.98
INSTATAX	N25 TAX PAYMENT	06/26/2023	990120252	\$7,459.02
INSTATAX	N26/NM6 TAX PAYMENT	06/28/2023	990120253	\$39,843.14
INSTATAX	N26/NM6 TAX PAYMENT	06/28/2023	990120253	\$9,644.40
INSTATAX	N26/NM6 TAX PAYMENT	06/28/2023	990120253	\$110.00
INSTATAX	N26/NM6 TAX PAYMENT	06/28/2023	990120253	\$8,486.34
INSTATAX	N26/NM6 TAX PAYMENT	06/28/2023	990120253	\$15,212.77
INSTATAX	N26/NM6 TAX PAYMENT	06/28/2023	990120253	\$2,734.55
INSTATAX	N26/NM6 TAX PAYMENT	06/28/2023	990120253	\$2,219.79
INSTATAX	N26/NM6 TAX PAYMENT	06/28/2023	990120253	\$290.00
INSTATAX	N26/NM6 TAX PAYMENT	06/28/2023	990120253	\$859.26
INSTATAX	O01 TAX PAYMENT	07/12/2023	990120256	\$30,696.82
INSTATAX	O01 TAX PAYMENT	07/12/2023	990120256	\$6,550.90
INSTATAX	O01 TAX PAYMENT	07/12/2023	990120256	\$8,641.04
INSTATAX	O01 TAX PAYMENT	07/12/2023	990120256	\$11,103.32
INSTATAX	O01 TAX PAYMENT	07/12/2023	990120256	\$2,837.09
PAYMENTUS CORPORATION	SEPTEMBER 22	08/03/2023	104215	\$300.77
PAYMENTUS CORPORATION	OCTOBER 22	08/03/2023	104215	\$665.84
PAYMENTUS CORPORATION	NOVEMBER 22	08/03/2023	104215	\$527.05
PAYMENTUS CORPORATION	DECEMBER 22	08/03/2023	104215	\$170.57
PAYMENTUS CORPORATION	JANUARY 23	08/03/2023	104215	\$195.98
PAYMENTUS CORPORATION	FEBRUARY 23	08/03/2023	104215	\$189.00
PAYMENTUS CORPORATION	MARCH 23	08/03/2023	104215	\$537.01
PAYMENTUS CORPORATION	APRIL 23	08/03/2023	104215	\$383.06
PAYMENTUS CORPORATION	MAY 23	08/03/2023	104215	\$816.78
PAYMENTUS CORPORATION	JUNE 23	08/03/2023	104215	\$464.87

FIDELITY SECURITY LIFE INSURANCE COMPANY	JUL 23-VISION	07/06/2023	104063	\$526.09
FIDELITY SECURITY LIFE INSURANCE COMPANY	AUG 23-VISION	08/03/2023	104206	\$548.67
STATE OF COLORADO	N25/N26 CO TAX PMNT	07/05/2023	990120257	\$346.70
CALIFORNIA FIREFIGHTERS BENEFIT TRUST	O01 FIREFIGHTER BENEFIT CONTRIBUTION	07/06/2023	104057	\$2,300.00
CALIFORNIA FIREFIGHTERS BENEFIT TRUST	O02 FIRE FIGHTER TRUST PAYMENT	07/20/2023	104136	\$2,300.00
JOHN AND JILL DILLARD 2003 TRUST	RFND-ENC21-0010/1530 SANTA SABINA	07/06/2023	104066	\$18,997.44
POPE TREE SERVICE	RFND-ENC23-0041/447 S SIERRA	07/06/2023	104071	\$571.00
TOM CARTER	RFND-06/24/23-FCCC	07/06/2023	104077	\$500.00
EVAN WATKINS	RFND-06/23/23-FCCC	07/06/2023	104062	\$500.00
MARTIN KATTOULA AND LUBNA DOODA	RFND-ENC22-0106/115 S RIOS	07/14/2023	104106	\$32,571.66
ALI VASSEFI	RFND-DRP22-016/SDP22-014	08/03/2023	104195	\$562.00
ALI VASSEFI	RFND-DRP22-016/SDP22-014	08/03/2023	104195	\$4,868.25
AMANDA SMOTHERS	RFND-VIEW ASSESSMENT FEE	07/20/2023	104131	\$600.00
HALLMARK COMMUNITIES	REFUND-ENC22-0043 GRADING PERMIT DEPOSIT	07/20/2023	104150	\$793.00
LORI CHAMBERLAIN	REFUND-MOD23-001 VIEW ASSESSMENT APPLICATION FEE	07/20/2023	104153	\$600.00
MARCELLA SANTAMARIA	CXL-07/23/23 FCCC RENTAL	07/20/2023	104154	\$500.00
RICARDO VASQUEZ	CXL-07/15/23 LCCC RENTAL	07/20/2023	104162	\$103.53
RICARDO VASQUEZ	CXL-07/15/23 LCCC RENTAL	07/20/2023	104162	\$414.00
GRANADOS AVE PARTNERS	REFUND: GRD20-0045 GRADING PERMIT DEPOSIT	07/20/2023	104148	\$122,776.48
TOURMALINE BUILDERS, INC	OVERPAYMENT-BC-011659	08/03/2023	104223	\$19.00
IAFF-MERP	O02 FF BENEFIT CONTRIBUTION	08/03/2023	104228	\$2,300.00
LOCO VIENTO TRUST	RFND-DRP19-011/SDP19-012	08/03/2023	104211	\$535.00
LOCO VIENTO TRUST	RFND-DRP19-011/SDP19-012	08/03/2023	104211	\$4,632.75

TOTAL GENERAL FUND**\$686,415.09****1005100 - CITY COUNCIL**

SAN DIEGUITO RIVER VALLEY	SAN DIEGUITO RIVER PARK JPA	07/20/2023	104163	\$90,466.00
US BANK	CLOSED SESSION	07/27/2023	104176	\$227.49
US BANK	CLOSED SESSION	07/27/2023	104176	\$221.96
US BANK	CLOSED SESSION	06/30/2023	104050	\$127.97
US BANK	BAGELS FOR SIGNING CEREMONY	06/30/2023	104050	\$38.32
US BANK	CLOSED SESSION	06/30/2023	104050	\$20.49
US BANK	CLOSED SESSION	06/30/2023	104050	\$182.19
US BANK	BINDER FOR CONGRESSMAN SIGNING	06/30/2023	104050	\$21.20
US BANK	BAGELS FOR SIGNING CEREMONY	06/30/2023	104050	\$3.00
US BANK	CLOSED SESSION	06/30/2023	104050	\$206.91
NORTH COAST REPERTORY THEATER	FY23/24 COMMUNITY GRANT	07/20/2023	104157	\$6,000.00
CASA DE AMISTAD	FY23/24 COMMUNITY GRANT	07/20/2023	104138	\$5,000.00
COMMUNITY RESOURCE CENTER	FY23/24 COMMUNITY GRANT	07/20/2023	104141	\$5,000.00
BOYS & GIRLS CLUB OF SAN DIEGUITO	FY23/24 COMMUNITY GRANT	07/20/2023	104135	\$6,000.00
BIKE WALK SOLANA	FY23/24 COMMUNITY GRANT	07/20/2023	104134	\$3,650.00
COUNTY OF SAN DIEGO_467	LAFCO FY23/24	07/20/2023	104143	\$8,987.53
ASSISTANCE LEAG RNCHO SAN DIEGITO	FY23/24 COMMUNITY GRANT	07/20/2023	104132	\$4,000.00
SOLANA BEACH CIVIC & HISTORICAL SOC	FY23/24 COMMUNITY GRANT	07/20/2023	104166	\$6,000.00
N. C. IMMIGRATION & CITIZENSHIP CTR	FY23/24 COMMUNITY GRANT	07/20/2023	104155	\$4,350.00
DISCONNECT COLLECTIVE, INC.	FY23/24 COMMUNITY GRANT	07/20/2023	104147	\$3,000.00
LA COLONIA COMMUNITY FOUNDATION	FY23/24 COMMUNITY GRANT	07/20/2023	104152	\$6,000.00
JALISCIENCE FOLKLORIC ACADEMY	FY23/24 COMMUNITY GRANT	07/20/2023	104151	\$5,000.00
SAN DIEGO ASSOC OF GOVERNMENTS	FY 24-SANDAG Member Dues	08/03/2023	104217	\$4,956.00
CALIFORNIA WESTERN SCHOOL OF LAW	FY23/24 COMMUNITY GRANT - COMMUNITY LAW PROJECT	07/20/2023	104137	\$5,000.00
RANCHO SANTA FE YOUTH SOCCER	FY23/24 COMMUNITY GRANT	07/20/2023	104161	\$1,000.00

SOLANA BEACH COMMUNITY CONNECTIONS	FY23/24 COMMUNITY GRANT	07/20/2023	104165	\$6,000.00
TOTAL CITY COUNCIL				\$171,459.06
1005150 - CITY CLERK				
IRON MOUNTAIN	MAY 23 - STORAGE, SHREDDING	07/06/2023	104065	\$779.56
IRON MOUNTAIN	APR 23 - STORAGE, SHREDDING	07/06/2023	104065	\$1,197.33
IRON MOUNTAIN	JUN 23 - STORAGE	07/14/2023	104103	\$1,990.94
DEL MAR BLUE PRINT COMPANY, INC.	PLANS	07/14/2023	104093	\$419.85
PITNEY BOWES GLOBAL FINANCIAL SVC	APR 23-JUL 23-LEASE-0012725773	07/06/2023	9000889	\$754.76
STAPLES CONTRACT & COMMERCIAL	DESK BELL	07/06/2023	104075	\$28.69
STAPLES CONTRACT & COMMERCIAL	SIGN HOLDER	07/06/2023	104075	\$27.82
BEST BEST & KRIEGER LLP	SEP 22-PROF SVC	07/06/2023	104056	\$297.00
US BANK	ROLLING FLOOR MAT	07/27/2023	104176	\$154.68
US BANK	TRANSCRIPTION SVC	07/27/2023	104176	\$30.25
US BANK	TRANSCRIPTION SVC	07/27/2023	104176	\$68.75
US BANK	CLERKS OFFICE FAN	07/27/2023	104176	\$54.36
US BANK	CCAC MEMEBERSHIP	07/27/2023	104176	\$200.00
US BANK	CCAC TRAINING	07/27/2023	104176	\$75.00
US BANK	IIMC MEMBERSHIP	06/30/2023	104050	\$125.00
US BANK	COUNCIL MEETING MINUTES	06/30/2023	104050	\$21.50
US BANK	CD CASES	06/30/2023	104050	\$49.80
US BANK	COUNCIL MEETING MINUTES	06/30/2023	104050	\$9.50
US BANK	SD COUNTY CLERK MATERIALS	06/30/2023	104050	\$75.00
US BANK	PACKING MATERIAL	06/30/2023	104050	\$136.79
US BANK	TRAINING	06/30/2023	104050	\$95.00
FEDEX	SHIPPING-06/06/23	07/14/2023	104099	\$88.54
FEDEX	LATE FEE-SHIPPING-06/06/23	07/14/2023	104099	\$7.08
GRANICUS INC	EFILE 700S/ETHICS	07/20/2023	104149	\$3,699.84
BUSINESS PRINTING COMPANY INC	BUSINESS CARDS - CLERKS DEPARTMENT	07/14/2023	104087	\$117.57
CORODATA RECORDS MANAGEMENT, INC	JUN 23 - STORAGE	07/14/2023	104092	\$870.29
PERFECT IMAGE VIDEO	Council Mtgs Video Tape conversion	07/06/2023	104070	\$1,197.45
PERFECT IMAGE VIDEO	MP4 CONVERSION	07/06/2023	104070	\$2,461.00
TOTAL CITY CLERK				\$15,033.35
1005200 - CITY MANAGER				
US BANK	SD UNION TRIBUNE SUBSCRIPTION	07/27/2023	104176	\$125.00
US BANK	TONER	06/30/2023	104050	\$88.34
US BANK	BREVEMENT FLOWERS	06/30/2023	104050	\$154.69
US BANK	BREVEMENT FLOWERS	06/30/2023	104050	\$102.12
US BANK	BUSINESS CARDS-BURKE/MANRIQUEZ/WILLIAMS	06/30/2023	104050	\$102.15
US BANK	ADMIN DAY LUNCH	06/30/2023	104050	\$293.89
US BANK	CONFERENCE LODGING	06/30/2023	104050	\$139.32
US BANK	CONFERENCE LODGING	06/30/2023	104050	\$278.64
REGIONAL TRAINING CENTER	FY23-24 CCMA ANNUAL FEE	08/03/2023	104207	\$1,000.00
DRO MANAGEMENT CONSULTANTS, LLC	JAN-JUN 23-DRO consulting services	07/14/2023	104097	\$750.00
DRO MANAGEMENT CONSULTANTS, LLC	JAN -JUN 23 -PROF SRVC	07/14/2023	104097	\$2,000.00
4IMPRINT INC	FIESTA DEL SOL HANDOUTS	06/29/2023	104045	\$2,942.42
TOTAL CITY MANAGER				\$7,976.57
1005250 - LEGAL SERVICES				
PILLSBURY WINTHROP SHAW PITTMAN LLP	PROF SVC - FIRE RETIREE HEALTH	07/14/2023	104115	\$4,958.00
PILLSBURY WINTHROP SHAW PITTMAN LLP	PROF SVC - FIRE RETIREE HEALTH	07/14/2023	104115	\$0.00
BURKE WILLIAMS & SORENSEN	APRIL 23- 96-0019	06/29/2023	9000871	\$1,490.40
BURKE WILLIAMS & SORENSEN	APRIL 23- 96-0020	06/29/2023	9000871	\$517.50

BURKE WILLIAMS & SORENSEN	APRIL 23- 96-0038	06/29/2023	9000871	\$3,665.20
BURKE WILLIAMS & SORENSEN	APRIL 23- 96-0040	06/29/2023	9000871	\$83.20
BURKE WILLIAMS & SORENSEN	APRIL 23- 96-0040.002	06/29/2023	9000871	\$1,370.00
BURKE WILLIAMS & SORENSEN	APRIL 23- RETAIN	06/29/2023	9000871	\$11,644.00
BURKE WILLIAMS & SORENSEN	APRIL 23- 96-0001	06/29/2023	9000871	\$1,512.25
BURKE WILLIAMS & SORENSEN	APRIL 23- 96-0001.002	06/29/2023	9000871	\$1,159.20
BURKE WILLIAMS & SORENSEN	APRIL 23- 96-0005	06/29/2023	9000871	\$1,094.80
BURKE WILLIAMS & SORENSEN	APRIL 23- 96-0006	06/29/2023	9000871	\$1,547.00
BURKE WILLIAMS & SORENSEN	CLM.GENR-APRIL 23- 96-0007	06/29/2023	9000871	\$82.80
BURKE WILLIAMS & SORENSEN	APRIL 23- 96-0014	06/29/2023	9000871	\$3,348.80
BURKE WILLIAMS & SORENSEN	MAY 23-RETAIN	07/14/2023	9000893	\$11,644.00
BURKE WILLIAMS & SORENSEN	96-0005-MAY 23-PROF SVC	07/14/2023	9000893	\$333.20
BURKE WILLIAMS & SORENSEN	96-0006-MAY 23-PROF SVC	07/14/2023	9000893	\$95.20
BURKE WILLIAMS & SORENSEN	96-0007-MAY 23-PROF SVC	07/14/2023	9000893	\$82.80
BURKE WILLIAMS & SORENSEN	96-0014-MAY 23-PROF SVC	07/14/2023	9000893	\$2,647.40
BURKE WILLIAMS & SORENSEN	96-0038-MAY 23-PROF SVC	07/14/2023	9000893	\$5,521.60
BURKE WILLIAMS & SORENSEN	96-0040.002-MAY 23-PROF SVC	07/14/2023	9000893	\$262.20
BURKE WILLIAMS & SORENSEN	96-0001-MAY 23-PROF SVC	07/14/2023	9000893	\$6,934.50
BURKE WILLIAMS & SORENSEN	96-0002-MAY 23-PROF SVC	07/14/2023	9000893	\$809.20

TOTAL LEGAL SERVICES**\$60,803.25****1005300 - FINANCE**

STAPLES CONTRACT & COMMERCIAL	PLANNER/WHITE OUT	07/14/2023	104127	\$19.32
STAPLES CONTRACT & COMMERCIAL	PRINTER DRUM/TONER	08/03/2023	104221	\$207.47
UT SAN DIEGO - NRTH COUNTY	PUB HRNG-FY24-FY25 OPERATING & CPTL IMPRVMENT BDGT	06/29/2023	104041	\$242.90
KOPPEL & GRUBER PUBLIC FINANCE	APR-JUN 23- SSSW ADMIN SERVICE	07/14/2023	104107	\$600.61
CSMFO	MEMBERSHIP FEES DUE-JACOBS	07/06/2023	104060	\$125.00
TYLER TECHNOLOGIES, INC.	FY24 MAINTENANCE	07/20/2023	104168	\$92,813.96
AMAZON.COM SALES, INC	MOUSE PADS	08/03/2023	104196	\$45.24
AMAZON.COM SALES, INC	OFFICE SUPPLIES	07/27/2023	104173	\$39.14
AMAZON.COM SALES, INC	OFFICE DECALS/LIGHT SWITCH COVER/	08/03/2023	104196	\$102.18
DAVIS FARR, LLP	FY22-23 AUDIT SERVICES	07/27/2023	104180	\$5,700.00

TOTAL FINANCE**\$99,895.82****1005350 - SUPPORT SERVICES**

STAPLES CONTRACT & COMMERCIAL	PAPER	07/06/2023	104075	\$341.19
STAPLES CONTRACT & COMMERCIAL	PAPER	07/06/2023	104075	\$377.97
STAPLES CONTRACT & COMMERCIAL	PLANNER/WHITE OUT	07/14/2023	104127	\$24.28
STAPLES CONTRACT & COMMERCIAL	PAPER	08/03/2023	104221	\$377.97
US BANK	CARDS	06/30/2023	104050	\$15.27
US BANK	BADGE HOLDERS	06/30/2023	104050	\$38.05
XEROX CORPORATION	JUN-XEROX UPSTAIRS	07/27/2023	104189	\$320.44
XEROX CORPORATION	JUN-XEROX UPSTAIRS	07/27/2023	104189	\$298.25
XEROX CORPORATION	JUN-XEROX PLN/ENG	07/27/2023	104189	\$501.78
XEROX CORPORATION	JUN-PLN/ENG	07/27/2023	104189	\$230.94
XEROX CORPORATION	JUN-XEROX CLERK	07/27/2023	104189	\$73.25
XEROX CORPORATION	JUN-XEROX CLERK	07/27/2023	104189	\$271.68
XEROX CORPORATION	JUN-CLERK	07/27/2023	104189	\$147.97
XEROX CORPORATION	XEROX-FIERY PLANNING	07/27/2023	104189	\$132.61
XEROX CORPORATION	XEROX-FIERY UPSTAIRS	07/27/2023	104189	\$132.61
XEROX CORPORATION	XEROX-FIERY CLERK	07/27/2023	104189	\$122.84
READY REFRESH BY NESTLE	JUN 23-DRINKING WATER-PW	07/14/2023	104119	\$11.41

READY REFRESH BY NESTLE	JUN 23-DRINKING WATER-LC	07/14/2023	104119	\$46.96
READY REFRESH BY NESTLE	JUN 23-DRINKING WATER-CH	07/14/2023	104119	\$277.63
READY REFRESH BY NESTLE	JUN 23-DRINKING WATER-CH	07/14/2023	104119	\$11.22
AMAZON.COM SALES, INC	SPONGES/NOTE PADS/COFFE MATE/STENO PADS	06/29/2023	104018	\$93.79
AMAZON.COM SALES, INC	CREAMER	08/03/2023	104196	\$38.99
AMAZON.COM SALES, INC	CREAMER	08/03/2023	104196	\$38.99
AMAZON.COM SALES, INC	BATTERIES	08/03/2023	104196	\$20.02
AMAZON.COM SALES, INC	CREAMER	07/14/2023	104083	\$38.99
AMAZON.COM SALES, INC	KLEENEX/COFFEE	07/14/2023	104083	\$78.36
AMAZON.COM SALES, INC	NAPKINS/SILVERWARE	08/03/2023	104196	\$165.80

TOTAL SUPPORT SERVICES**\$4,229.26****1005400 - HUMAN RESOURCES**

SHARP REES-STEALY MEDICAL GROUP	MAY-JUN 23-PRE EMPLOYMENT SCREENING	07/14/2023	104126	\$3,552.00
SAN DIEGUITO TROPHY	PLAQUES	07/06/2023	104074	\$167.47
US BANK	DG-LUNCH ENG INTERVIEW PANEL	06/30/2023	104050	\$77.90
US BANK	TWO HOLE PUNCH	07/27/2023	104177	\$9.07
US BANK	DIRECTOR WELCOME REFRESHMENTS	07/27/2023	104176	\$157.90
US BANK	INK/TONER	07/27/2023	104176	\$251.22
US BANK	PRINCIPAL ANALYST PANEL LUNCH	07/27/2023	104176	\$87.43
US BANK	PRINCIPAL ANALYST PANEL INTERVIEWS	07/27/2023	104176	\$40.70
US BANK	CITYWIDE STAFF MEETING REFRESHMENTS	07/27/2023	104176	\$157.96
US BANK	HOLE PUNCH FOR HR	06/30/2023	104050	\$8.94
US BANK	PROFESSIONAL ADMIN DAY	06/30/2023	104050	\$257.48
US BANK	NZ FIRE ENGINEER TESTING	06/30/2023	104050	\$203.10
US BANK	FIRE PREVENTION INTERVIEW PANEL	06/30/2023	104050	\$16.87
US BANK	CIVIL ENGINEER INTERVIEW PANEL	06/30/2023	104050	\$30.27
LIEBERT CASSIDY INC	ERC MEMBERSHIP	07/27/2023	104181	\$405.00
EMPLOYMENT DEVELOPMENT DEPARTMENT	SUI PE 06/30	07/14/2023	104098	\$50.80
DEPARTMENT OF JUSTICE	JUN 23-FINGERPRINT APP	07/20/2023	104146	\$160.00
PRISM	JUL-SEP 23-PEPM-67 EMPLOYEES	07/14/2023	104118	\$737.67
COASTAL LIVE SCAN AND INSURANCE	JUN 23-FINGERPRINTS	07/20/2023	104140	\$120.00
KEENAN & ASSOCIATES	FSA CARD REPLACEMENT	06/29/2023	104030	\$10.00
PAS CONSULTING GROUP, LLC	JOB ANALYSES	07/20/2023	104158	\$1,000.00

TOTAL HUMAN RESOURCES**\$7,501.78****1005450 - INFORMATION SERVICES**

COX COMMUNICATIONS INC	COX COMMUNICATIONS 06/19-07/18	07/27/2023	104179	\$315.82
US BANK	CONSTANT CONTACT	07/27/2023	104176	\$75.00
US BANK	CONSTANT CONTACT	07/27/2023	104177	\$9.95
US BANK	LC ATT	06/30/2023	104050	\$64.20
US BANK	CONSTANT CONTACT EMAIL	06/30/2023	104050	\$75.00
US BANK	CONSTANT CONTACT	06/30/2023	104050	\$9.95
BOB HOFFMAN VIDEO PRODUCTIONS	07/22-12/22 COUNCIL MEETINGS	06/29/2023	104046	\$8,904.00
BOB HOFFMAN VIDEO PRODUCTIONS	01/23-05/23-COUNCIL MEETINGS	06/29/2023	104046	\$9,996.00
VERIZON WIRELESS-SD	67060122-00001 05/24/23-06/23/23	07/27/2023	104188	\$114.03
AT&T CALNET 3	9391012282 05/24/23-06/23/23	07/27/2023	104175	\$26.72
AT&T CALNET 3	9391053641 07/24/22-08/23/22	07/27/2023	104175	\$167.08
AT&T CALNET 3	9391062899	07/27/2023	104175	\$154.88
AT&T CALNET 3	9391012278	07/27/2023	104175	\$3,348.46
AT&T CALNET 3	9391053641 05/24/23-06/23/23	07/27/2023	104175	\$154.88
FISHER INTEGRATED, INC.	MAY 23-WEB STREAMING SVC	06/29/2023	9000873	\$800.00
AMAZON.COM SALES, INC	SURGE POWER PROTECTOR	06/29/2023	104018	\$29.34

AMAZON.COM SALES, INC	HDMI SPLITTER	06/29/2023	104018	\$34.25
AMAZON.COM SALES, INC	KEYBOARD	06/29/2023	104018	\$37.50
AMAZON.COM SALES, INC	ETHERNET SWITCH/ROUTER FIREWALL/BATTERY/CLOUD	08/03/2023	104196	\$983.62
TOTAL INFORMATION SERVICES				\$25,300.68
1005550 - PLANNING				
UT SAN DIEGO - NRTH COUNTY	PUB HRNG-DRP22-023/SDP22-020	07/06/2023	104078	\$384.74
COUNTY OF SAN DIEGO ASSESSOR/RECORDR	APR 23-MAP FEE	06/29/2023	104025	\$2.00
COREY ANDREWS	JAN -JUN 23 MILEAGE REIMB	07/20/2023	104142	\$49.52
AMAZON.COM SALES, INC	POST ITS/INDEX TABS/MOTOROLA ANTENNA	07/06/2023	104054	\$22.38
AMAZON.COM SALES, INC	POST ITS	07/06/2023	104054	\$14.00
TOTAL PLANNING				\$472.64
1005560 - BUILDING SERVICES				
ESGIL CORPORATION	MAY 23-FIRE INSPECTIONS	07/06/2023	104061	\$285.00
ESGIL CORPORATION	MAY 23-PLAN REVIEW & BUILDING INSPECTION SERVICES	07/06/2023	104061	\$44,308.07
ESGIL CORPORATION	JUN 23-PLAN REVIEW/ BUILDING INSPECTION	08/03/2023	104205	\$42,091.66
ESGIL CORPORATION	JUN 23-BLDG/FIRE/PLANNING	08/03/2023	104205	\$9,697.96
TOTAL BUILDING SERVICES				\$96,382.69
1005590 - CODE ENFORCEMENT				
US BANK	CAR DETAIL	07/27/2023	104176	\$219.99
US BANK	CARWASH	06/30/2023	104050	\$8.00
DATATICKET INC.	JUN 23-PARKING CITATION PROCESSING SERVICES	07/20/2023	104144	\$240.00
DATATICKET INC.	JUN 23-PARKING CITATION PROCESSING SERVICES	07/20/2023	104144	\$1,203.23
WEX FLEET UNIVERSAL	06/08/23-07/07/23-AUTO FUEL	08/03/2023	104227	\$206.15
DEPARTMENT OF JUSTICE	JUN 23-FINGERPRINT APP	07/20/2023	104146	\$64.00
DIAMOND MMP, INC.	PARKING CITATIONS	07/27/2023	104182	\$2,168.25
AMAZON.COM SALES, INC	NIMH MOTOROLA BATTERIES	07/06/2023	104054	\$76.10
AMAZON.COM SALES, INC	POST ITS/INDEX TABS/MOTOROLA ANTENNA	07/06/2023	104054	\$8.69
TOTAL CODE ENFORCEMENT				\$4,194.41
1006110 - LAW ENFORCEMENT				
SAN DIEGO COUNTY SHERIFF'S DEPT.	MAY 23-SHERIFF LAW ENFORCEMENT/SB OVERTIME	07/06/2023	104073	\$399,063.64
SAN DIEGO COUNTY SHERIFF'S DEPT.	JUN 23-SHERIFF LAW ENFORCEMENT	08/03/2023	104216	\$399,063.65
SAN DIEGO COUNTY SHERIFF'S DEPT.	JUN 23-SHERIFF LAW ENFORCEMENT OVERTIME	08/03/2023	104216	\$798.80
SAN DIEGO ASSOC OF GOVERNMENTS	FY 24-SANDAG Member Dues	08/03/2023	104217	\$752.00
TOTAL LAW ENFORCEMENT				\$799,678.09
1006120 - FIRE DEPARTMENT				
SANTA FE IRRIGATION DISTRICT	005512-000 05/02/23-06/30/23	07/27/2023	104186	\$328.89
SANTA FE IRRIGATION DISTRICT	005512-000 05/02/23-06/30/23	07/27/2023	104186	\$488.02
NAPA AUTO PARTS INC	ANTIFREEZE	06/29/2023	104034	\$129.19
US BANK	EXERCISE EQUIPMENT	07/27/2023	104176	\$115.26
US BANK	EXERCISE EQUIPMENT	07/27/2023	104176	\$52.17
US BANK	RECHARGABLE POWERTOOL BATTERIES	07/27/2023	104176	\$756.90
US BANK	IPAD CHARGER	07/27/2023	104176	\$26.08
US BANK	CLIFF PICKET	07/27/2023	104176	\$886.96
US BANK	FIRE HOUSE SUPPLIES	07/27/2023	104176	\$392.49
US BANK	OFFICE SUPPLIES	06/30/2023	104050	\$53.77
US BANK	FIRESTATION CLEANING SUPPLIES	06/30/2023	104050	\$584.54
US BANK	GYM REPAIR SUPPLIES	06/30/2023	104050	\$24.04
NORTH COUNTY EVS, INC	E237 REPAIR 060123	07/27/2023	104183	\$799.63
NORTH COUNTY EVS, INC	T237 REPAIR 06/27/23	07/27/2023	104183	\$818.77

NORTH COUNTY EVS, INC	T237 REPAIR 06/21/23	07/27/2023	104183	\$4,654.20
NORTH COUNTY EVS, INC	E237 REPAIR 06/16/23	07/27/2023	104183	\$3,649.69
CULLIGAN OF SAN DIEGO	JUN-JUL 23-REVERSE OSMOSIS	06/29/2023	104026	\$94.35
TARGET SOLUTIONS LEARNING LLC	MEMBERSHIP-06/2024	07/06/2023	104076	\$1,527.66
ACE UNIFORMS LLC	UNIFORM/NOMEX SHI-STRICKLAND	06/29/2023	9000868	\$238.13
ACE UNIFORMS LLC	XRI PRO	06/29/2023	9000868	\$357.21
VERIZON WIRELESS-SD	962428212-04/29/23-05/28/23	06/29/2023	104042	\$564.29
VERIZON WIRELESS-SD	Verizon MDC IpadS & BC line 05/29-06/28	07/27/2023	104188	\$564.25
SOUTH COAST EMERGENCY VEHICLE SVC	PSI GAUGE PIERCE	06/29/2023	104049	\$321.78
REGIONAL COMMS SYS, MS 056 - RCS	JUN 23-CAP CODE	07/14/2023	104120	\$32.50
FIRE STATS, LLC	APR-JUN 23-FIRE DATA	07/06/2023	104064	\$637.50
CITY OF ENCINITAS FIRE DEPARTMENT	FY23 FIRE RESOURCE POOL 06/03/23	07/27/2023	104178	\$1,557.71
CITY OF ENCINITAS FIRE DEPARTMENT	FY23 FIRE MANAGEMENT CHARGE 01/01/23-06/30/23	07/27/2023	104178	\$204,847.00
AT&T CALNET 3	9391059865-05/01/23-05/31/23	06/29/2023	104021	\$395.89
AT&T CALNET 3	9391059865 02/01/23-02/28/23	07/27/2023	104175	\$398.55
AT&T CALNET 3	9391059865 06/01/23-06/30/23	07/27/2023	104175	\$395.89
CHARLES MEAD	ROPE RESCUE-04/17/23-04-21/23	08/03/2023	104212	\$1,050.00
WEX BANK	MAY 23-FUEL/CR TAX	06/29/2023	104044	\$2,090.84
TOTAL FIRE DEPARTMENT				\$228,834.15
1006130 - ANIMAL CONTROL				
HABITAT PROTECTION, INC	JUN 23-DEAD ANIMAL PICK UP	06/29/2023	9000875	\$145.00
HABITAT PROTECTION, INC	JUN 23- DEAD ANIMAL REMOVAL	07/14/2023	9000897	\$300.00
HABITAT PROTECTION, INC	JUL 23- PEST/RODENT CONTROL-PW	08/03/2023	9000927	\$145.00
HABITAT PROTECTION, INC	JUL 23- PEST/RODENT CONTROL-FC	08/03/2023	9000927	\$300.00
SAN DIEGO HUMANE SOCIETY & S.P.C.A.	JUN 23-Animal Services	06/29/2023	104036	\$7,603.00
TOTAL ANIMAL CONTROL				\$8,493.00
1006150 - CIVIL DEFENSE				
COUNTY OF SAN DIEGO, DEH	RENEWAL-2023-2024	07/06/2023	104059	\$564.00
AT&T CALNET 3	9391012275-05/24/23-06/23/23	07/20/2023	104133	\$154.88
TOTAL CIVIL DEFENSE				\$718.88
1006170 - MARINE SAFETY				
DAY WIRELESS SYSTEMS (20)	UPFITTING/SIREN KIT	06/29/2023	104027	\$499.13
LEE'S LOCK & SAFE INC	PADLOCKS/CYLINDER UNIT-G61	07/14/2023	104108	\$103.61
US BANK	LAMINATING POUCHES	06/30/2023	104050	\$46.73
US BANK	FLOATS AND SNORKELS	07/27/2023	104176	\$141.38
US BANK	FLOATS AND SNORKELS	07/27/2023	104176	\$166.44
US BANK	FLOATS AND SNORKELS	07/27/2023	104176	\$72.62
US BANK	INCIDENT REPORTS	07/27/2023	104176	\$98.16
US BANK	CAUTION TAPE	07/27/2023	104176	\$49.98
US BANK	LG BATHING SUIT	07/27/2023	104176	\$81.10
US BANK	INSERVICE REFRESHMENTS	07/27/2023	104176	\$80.00
US BANK	INSERVICE REFRESHMENTS	07/27/2023	104176	\$250.23
US BANK	TRUCK HITCH BALL AND BATTERY	07/27/2023	104176	\$133.43
US BANK	TOWER PADLOCK/KEYS	07/27/2023	104176	\$210.11
US BANK	FLAGS	07/27/2023	104176	\$45.64
US BANK	ANCHOR AND ROPE	07/27/2023	104176	\$32.70
US BANK	PATCHES	07/27/2023	104176	\$25.00
US BANK	RUBBER MALLET	07/27/2023	104177	\$6.16
US BANK	DUCT TAPE/PAINTERS TAPE	07/27/2023	104176	\$43.02
US BANK	BLS CERT SEASONALS	07/27/2023	104176	\$168.00
US BANK	iPAD CHARGERS	07/27/2023	104176	\$19.52

US BANK	HQ KITCHEN SUPPLIES	07/27/2023	104176	\$13.04
US BANK	PHONE CORDS	07/27/2023	104176	\$13.03
US BANK	2487 MAINT & SERVICE	07/27/2023	104176	\$678.57
US BANK	PWC CART REPLACEMENT	07/27/2023	104176	\$141.36
US BANK	CODE X BOX SUPPLIES	07/27/2023	104176	\$175.81
US BANK	BLS CERT SEASONALS	07/27/2023	104176	\$192.00
US BANK	BLS CERT SEASONALS	07/27/2023	104176	\$48.00
US BANK	BLS CERT SEASONALS	07/27/2023	104176	\$164.00
US BANK	TIRE REPLACEMENT	07/27/2023	104176	\$147.72
US BANK	LG INSERVICE LUNCH	07/27/2023	104176	\$243.87
US BANK	TOWER FLAGS	07/27/2023	104176	\$247.67
US BANK	BINOCULARS	07/27/2023	104176	\$423.04
US BANK	PHONE CORD	07/27/2023	104177	\$6.19
US BANK	SHACKLES AND T-9	07/27/2023	104176	\$89.91
US BANK	TOWER CHAIRS (4)	07/27/2023	104176	\$527.17
US BANK	SUNSCREEN	07/27/2023	104176	\$253.73
US BANK	WOMEN'S BATHING SUITS	06/30/2023	104050	\$270.63
US BANK	DRYER MAINTENANCE	06/30/2023	104050	\$365.00
US BANK	PATCHES SEWING-MS	06/30/2023	104050	\$646.25
US BANK	HQ SMALL TOOLS	06/30/2023	104050	\$96.64
US BANK	2482 TRUCK BED STORAGE	06/30/2023	104050	\$155.46
US BANK	EMR/BLS CERTIFICATION	06/30/2023	104050	\$287.00
US BANK	FIRST AID RECERTIFICATION FOOD	06/30/2023	104050	\$20.45
US BANK	UNIFORM PATCHES	06/30/2023	104050	\$357.23
US BANK	FLEXTAPE	06/30/2023	104050	\$15.75
US BANK	BLANKETS FOR LG TOWERS	06/30/2023	104050	\$54.36
US BANK	CHAIRS FOR DM SHORES	06/30/2023	104050	\$342.44
US BANK	PHONE CORDS FOR LG TOWERS	06/30/2023	104050	\$13.04
US BANK	BROOM FOR LG TOWERS	06/30/2023	104050	\$22.57
US BANK	BUCKETS FOR LG TOWERS	06/30/2023	104050	\$43.36
US BANK	WHEEL CLOCKS	06/30/2023	104050	\$32.61
US BANK	LAMINATING SHEETS	06/30/2023	104050	\$22.17
US BANK	BULLHORN FOR LG TOWERS	06/30/2023	104050	\$38.41
US BANK	BULLHORN FOR LG TOWERS	06/30/2023	104050	\$38.41
US BANK	WAVE RUNNER SERVICE-YAMAHA	06/30/2023	104050	\$447.53
US BANK	FIRST AID STORAGE	06/30/2023	104050	\$21.70
US BANK	PHONES FOR LG TOWERS	06/30/2023	104050	\$130.47
CULLIGAN OF SAN DIEGO	JUN 23-Culligan Water	06/29/2023	104026	\$32.42
CULLIGAN OF SAN DIEGO	JUN 23-Culligan Water	06/29/2023	104026	\$21.90
ACE UNIFORMS LLC	POLO	06/29/2023	9000868	\$193.95
VERIZON WIRELESS-SD	962428212-04/29/23-05/28/23	06/29/2023	104042	\$152.04
VERIZON WIRELESS-SD	Verizon MDC Ipads & BC line 05/29-06/28	07/27/2023	104188	\$152.04
AT&T CALNET 3	9391053651 - 05/25/23-06/24/23	07/20/2023	104133	\$275.73
AT&T CALNET 3	9391012281 - 05/25/23-06/24/23	07/20/2023	104133	\$85.22
AT&T CALNET 3	9391012281 - PO 223-66	07/20/2023	104133	\$2.93
AT&T CALNET 3	9391012281 01/25/23-02/24/23	07/27/2023	104175	\$84.89
AT&T CALNET 3	9391053651 01/25/23-02/24/23	07/27/2023	104175	\$274.38
AT&T CALNET 3	9391019469	07/27/2023	104175	\$26.04
AT&T CALNET 3	9391019469 05/20/23-06/19/23	07/27/2023	104175	\$27.80
KAENON, LLC	SUNGLASSES	08/03/2023	104209	\$220.18
WEST MARINE PRODUCTS, INC.	VHF-HH HX210	07/20/2023	104171	\$86.98

WEST MARINE PRODUCTS, INC.	TACKLEBOX	07/20/2023	104171	\$28.12
BOARDRIDERS WHOLESALE, LLC	HATS	07/14/2023	104086	\$203.78
WEX FLEET UNIVERSAL	06/08/23-07/07/23-AUTO FUEL	08/03/2023	104227	\$1,212.66
CHRISTIAN COMPANY	TIDE PARK TOWER REPAIR	08/03/2023	104199	\$288.70

TOTAL MARINE SAFETY**\$12,429.31****1006510 - ENGINEERING**

DEL MAR BLUE PRINT COMPANY, INC.	BLUE PRINTS	08/03/2023	104201	\$18.49
STAPLES CONTRACT & COMMERCIAL	PENS/WHITEOUT/NOTEPADS	06/29/2023	104038	\$50.63
STAPLES CONTRACT & COMMERCIAL	PENS/CALCULATOR/LAMINATING POUCHES/RUBBER BANDS	08/03/2023	104221	\$132.73
US BANK	APWA REGISTRATION	06/30/2023	104050	\$429.00
US BANK	APWA LUNCHEON	07/27/2023	104176	\$45.00
GEOPACIFICA, INC	MAR 22- JAN 23-INSPECTION OF SEAWALL/BLUFF CO	07/14/2023	104102	\$5,786.67
GEOPACIFICA, INC	MAR 22- JAN 23-INSPECTION OF SEAWALL/BLUFF CO	07/14/2023	104102	\$5,786.66
GEOPACIFICA, INC	MAR 22- JAN 23-INSPECTION OF SEAWALL/BLUFF CO	07/14/2023	104102	\$5,786.67
VERIZON WIRELESS-SD	362455526-06/02/23-07/01/23	08/03/2023	104225	\$52.16
WEX FLEET UNIVERSAL	06/08/23-07/07/23-AUTO FUEL	08/03/2023	104227	\$162.41

TOTAL ENGINEERING**\$18,250.42****1006520 - ENVIRONMENTAL SERVICES**

MISSION LINEN & UNIFORM INC	UNIFORM SERVICES FOR PUBLIC WORKS 22/23	06/29/2023	104033	\$14.99
MISSION LINEN & UNIFORM INC	PW-LAUNDRY	07/14/2023	104110	\$11.85
MISSION LINEN & UNIFORM INC	PW-LAUNDRY	07/14/2023	104110	\$14.48
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES-PW	08/03/2023	104213	\$15.68
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES-PW	08/03/2023	104213	\$15.68
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES-PW	08/03/2023	104213	\$13.13
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES-PW	08/03/2023	104213	\$13.13
SANTA FE IRRIGATION DISTRICT	JUN 23-005506-014	07/14/2023	104123	\$263.84
US BANK	FACE SHIELD FOR CHAINSAW TRIMMER	06/30/2023	104050	\$29.34
US BANK	AIR FILTERS	06/30/2023	104050	\$73.38
US BANK	BACKFLOW PRESSURE GAGES	06/30/2023	104050	\$1,481.72
UT SAN DIEGO - NRTH COUNTY	PUB HRNG-PROPOSED SOLID WASTE & RCYL RATE INCRS	06/29/2023	104041	\$406.91
MIKHAIL OGAWA ENGINEERING, INC.	JUN 23- STORMWATER PROGRAM	08/03/2023	9000929	\$118.50
MIKHAIL OGAWA ENGINEERING, INC.	JUN 23-STORMWATER PROGRAM	08/03/2023	9000929	\$21,629.07
VERIZON WIRELESS-SD	362455526-06/02/23-07/01/23	08/03/2023	104225	\$52.17
SAN ELIJO JPA	FY 24 OPERATIONS & MAINTENANCE	07/20/2023	104164	\$2,972.00
SOLANA CENTER FOR ENVIRONMENTAL	SB1383 INSPECTION & EDUCATION	07/14/2023	9000903	\$1,395.75
SUNBELT RENTALS, INC.	BRUSH CUTTER	07/14/2023	104128	\$324.67
WEX FLEET UNIVERSAL	06/08/23-07/07/23-AUTO FUEL	08/03/2023	104227	\$472.44
CLEAN EARTH ENVIROMENTAL SOLUTIONS	MAY 23-HHW MONTHLY COLLECTION	07/14/2023	104091	\$1,018.68
CITY OF SAN MARCOS	FY23-CWMA MNTRNG & ASSMNT/MNGMNT FEE	07/14/2023	104122	\$2,318.00
IDRAINS LLC	SEWER-STORMDRAIN MAINT	06/29/2023	104016	\$9,360.00
IDRAINS LLC	H-SEWER-STORMDRAIN MAINT	06/29/2023	104016	\$1,700.00
IDRAINS LLC	H-SEWER-STORMDRAIN MAINT	08/03/2023	104193	\$1,700.00
CALRECYCLE	BEVERAGE CONTAINER RECYCLING UNSPENTS FUNDS	06/30/2023	104051	\$153.00

TOTAL ENVIRONMENTAL SERVICES**\$45,568.41****1006530 - STREET MAINTENANCE**

MISSION LINEN & UNIFORM INC	UNIFORM SERVICES FOR PUBLIC WORKS 22/23	06/29/2023	104033	\$25.68
MISSION LINEN & UNIFORM INC	PW-LAUNDRY	07/14/2023	104110	\$20.34
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES-PW	08/03/2023	104213	\$25.47
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES-PW	08/03/2023	104213	\$25.47

MISSION LINEN & UNIFORM INC	UNIFORM SERVICES-PW	08/03/2023	104213	\$21.33
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES-PW	08/03/2023	104213	\$21.33
DIXIELINE LUMBER CO INC	KEY BLANKS	06/29/2023	104028	\$16.39
DIXIELINE LUMBER CO INC	SCREWS	08/03/2023	104204	\$11.24
DIXIELINE LUMBER CO INC	BUCKET GRID/PAINT	08/03/2023	104204	\$280.44
DIXIELINE LUMBER CO INC	RUSTOLEUM/SCREWDRIVER/GLOVES	07/14/2023	104095	\$52.54
SANTA FE IRRIGATION DISTRICT	JUN 23-011695-000	07/14/2023	104123	\$93.61
SDG&E CO INC	05/01/23-06/08/23-UTILITIES	07/14/2023	104124	\$456.06
SDG&E CO INC	04/08/23-06/08/23-UTILITIES	07/14/2023	104124	\$901.40
SDG&E CO INC	06/01/23-07/10/23-UTILITIES	08/03/2023	104219	\$550.60
SDG&E CO INC	06/08/23-07/10/23-UTILITIES	08/03/2023	104219	\$1,051.59
BOOT WORLD, INC.	BOOTS-PW	08/03/2023	104197	\$500.00
VERIZON WIRELESS-SD	362455526-06/02/23-07/01/23	08/03/2023	104225	\$52.17
NISSHO OF CALIFORNIA	MAY 23- LANDSCAPE MAINTENANCE SERVICES	07/14/2023	9000900	\$1,827.01
NISSHO OF CALIFORNIA	JUN 23- CITY-WIDE LANDSCAPE MAINTENANCE SERVICES	08/03/2023	9000930	\$1,827.01
TRAFFIC SUPPLY, INC	APEX YELLOW TEMP TAB	08/03/2023	9000933	\$148.70
ABEL PEREZ	MILEAGE-06/10-06/11	07/06/2023	104052	\$70.74
LUDWIG MASONRY	DEL MAR SHORES REPAIR	06/29/2023	104032	\$4,800.00
WEX FLEET UNIVERSAL	06/08/23-07/07/23-AUTO FUEL	08/03/2023	104227	\$428.16
NORTH COUNTY DISPATCH (JPA)	FY22/23-Q4- PW NORTH COUNTY DISPATCH JPA	06/29/2023	104035	\$55.88
WEST COAST ARBORISTS, INC.	JUN 23- TREE MAINTENANCE SERVICES	06/29/2023	104043	\$6,908.77
TOTAL STREET MAINTENANCE				\$20,171.93
1006540 - TRAFFIC SAFETY				
ONE DAY SIGNS	BANNERS-FAIRGROUND/FLETCHER COVE	07/14/2023	104113	\$958.98
SDG&E CO INC	05/01/23-06/08/23-UTILITIES	07/14/2023	104124	\$599.37
SDG&E CO INC	04/08/23-06/08/23-UTILITIES	07/14/2023	104124	\$1,293.26
SDG&E CO INC	06/01/23-07/10/23-UTILITIES	08/03/2023	104219	\$622.16
SDG&E CO INC	06/08/23-07/10/23-UTILITIES	08/03/2023	104219	\$1,434.34
DEPARTMENT OF TRANSPORTATION	APR-JUN 23-COST SHARE AGMT/I-5 TRAFFIC SIGNALS	08/03/2023	104202	\$754.83
DEPARTMENT OF TRANSPORTATION	APR-JUN 23-COST SHARE AGMT/I-5 TRAFFIC SIGNALS	08/03/2023	104202	\$2,792.37
REDFLEX TRAFFIC SYSTEMS, INC	JUN 23- RED LIGHT CAMERA ENFORCEM	07/14/2023	9000901	\$7,694.85
VERIZON WIRELESS-SD	362455526-06/02/23-07/01/23	08/03/2023	104225	\$37.26
TRAFFIC SUPPLY, INC	STREET SIGNS	07/14/2023	9000906	\$2,483.14
AT&T CALNET 3	9391012279-05/24/23-06/23/23	07/14/2023	104085	\$57.67
STC TRAFFIC, INC	MAY 23- ON-CALL TRAFFIC CONSULTING	07/14/2023	9000904	\$220.00
STC TRAFFIC, INC	JUN 23- ON-CALL TRAFFIC CONSULTING	08/03/2023	9000932	\$1,050.00
ALL CITY MANAGEMENT SERVICES, INC	05/28/23-06/10/23-CROSSING GUARDS	06/29/2023	9000869	\$4,436.80
ALL CITY MANAGEMENT SERVICES, INC	05/14/23-05/27/23-CROSSING GUARDS	06/29/2023	9000869	\$11,092.00
ALL CITY MANAGEMENT SERVICES, INC	04/30/23-05/13/23-CROSSING GUARDS	06/29/2023	9000869	\$10,862.95
ALL CITY MANAGEMENT SERVICES, INC	04/02/23-04/15/23-CROSSING GUARDS	06/29/2023	9000869	\$5,546.00
YUNEX LLC	FY23 TRAFFIC SIGNAL AND SAFETY LIGHT MAINT/REPAIR	07/14/2023	9000908	\$1,935.00
YUNEX LLC	JUN 23- TRAFFIC SIGNAL / SAFETY LIGHT MAINT/REPAIR	08/03/2023	9000935	\$1,233.37
YUNEX LLC	JUN 23- TRAFFIC SIGNAL / SAFETY LIGHT MAINT/REPAIR	08/03/2023	9000935	\$1,120.00
TOTAL TRAFFIC SAFETY				\$56,224.35
1006550 - STREET CLEANING				
SANTA FE IRRIGATION DISTRICT	JUN 23-011695-000	07/14/2023	104123	\$54.98
PRIDE INDUSTRIES	JUN 23-TRASH ABATEMENT SERVICES	07/14/2023	104117	\$425.06
TOTAL STREET CLEANING				\$480.04

1006560 - PARK MAINTENANCE

MISSION LINEN & UNIFORM INC	UNIFORM SERVICES FOR PUBLIC WORKS 22/23	06/29/2023	104033	\$18.19
MISSION LINEN & UNIFORM INC	PW-LAUNDRY	07/14/2023	104110	\$14.41
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES-PW	08/03/2023	104213	\$18.61
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES-PW	08/03/2023	104213	\$18.61
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES-PW	08/03/2023	104213	\$15.59
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES-PW	08/03/2023	104213	\$15.59
RANCHO SANTA FE SECURITY SYS INC	JUN 23- SECURITY PTRL, RESTROOM LKUP	07/06/2023	104072	\$661.10
DIXIELINE LUMBER CO INC	BUNGEE CORDS/TRASH CANS	06/29/2023	104028	\$157.79
DIXIELINE LUMBER CO INC	PRIMER/STAKES/BENDER BRD	07/14/2023	104095	\$54.65
DIXIELINE LUMBER CO INC	PIPE	07/14/2023	104095	\$5.37
DIXIELINE LUMBER CO INC	BLOWER KIT	08/03/2023	104204	\$423.04
DIXIELINE LUMBER CO INC	TRASH CAN	08/03/2023	104204	\$143.53
SANTA FE IRRIGATION DISTRICT	012448-001-05/02/23-06/30/23	07/14/2023	104123	\$94.48
SANTA FE IRRIGATION DISTRICT	005506-011-05/02/23-06/30/23	07/14/2023	104123	\$333.64
SANTA FE IRRIGATION DISTRICT	005506-012-05/02/23-06/30/23	07/14/2023	104123	\$1,609.69
SANTA FE IRRIGATION DISTRICT	005506-013-05/02/23-06/30/23	07/14/2023	104123	\$121.63
SANTA FE IRRIGATION DISTRICT	005979-001-05/02/23-06/30/23	07/14/2023	104123	\$106.35
SANTA FE IRRIGATION DISTRICT	012448-000-05/02/23-06/30/23	07/14/2023	104123	\$150.40
SANTA FE IRRIGATION DISTRICT	005506-005-05/02/23-06/30/23	07/14/2023	104123	\$243.56
SANTA FE IRRIGATION DISTRICT	005506-006-05/02/23-06/30/23	07/14/2023	104123	\$150.40
SANTA FE IRRIGATION DISTRICT	005506-007-05/02/23-06/30/23	07/14/2023	104123	\$121.63
SANTA FE IRRIGATION DISTRICT	005506-009-05/02/23-06/30/23	07/14/2023	104123	\$94.48
SANTA FE IRRIGATION DISTRICT	005506-010-05/02/23-06/30/23	07/14/2023	104123	\$230.23
SANTA FE IRRIGATION DISTRICT	005506-000-05/02/23-06/30/23	07/14/2023	104123	\$132.84
SANTA FE IRRIGATION DISTRICT	005506-001-05/02/23-06/30/23	07/14/2023	104123	\$94.48
SANTA FE IRRIGATION DISTRICT	005506-002-05/02/23-06/30/23	07/14/2023	104123	\$436.81
SANTA FE IRRIGATION DISTRICT	005506-004-05/02/23-06/30/23	07/14/2023	104123	\$94.48
SANTA FE IRRIGATION DISTRICT	005506-019 - JUNE 23	07/14/2023	104123	\$1,256.97
SANTA FE IRRIGATION DISTRICT	005506-018 - JUNE 23	07/14/2023	104123	\$331.29
SANTA FE IRRIGATION DISTRICT	005506-015-05/16/23-07/14/23	08/03/2023	104218	\$150.40
SANTA FE IRRIGATION DISTRICT	005506-016-05/16/23-07/14/23	08/03/2023	104218	\$446.32
SANTA FE IRRIGATION DISTRICT	005979-003-05/16/23-07/14/23	08/03/2023	104218	\$476.52
US BANK	FPC TRELIS PAINT	07/27/2023	104176	\$163.23
US BANK	PAINT/VINYL	07/27/2023	104176	\$162.51
US BANK	TIE WIRE	07/27/2023	104176	\$18.60
US BANK	BLACK FLOW SUPPLIES	07/27/2023	104176	\$510.01
US BANK	BOAT PAINT	06/30/2023	104050	\$135.88
US BANK	HAND DRYERS	06/30/2023	104050	\$828.57
CONSOLIDATED ELECTRICAL DIST INC	LAMPS	08/03/2023	9000926	\$1,196.03
BOOT WORLD, INC.	BOOTS-PW	08/03/2023	104197	\$267.18
VERIZON WIRELESS-SD	362455526-06/02/23-07/01/23	08/03/2023	104225	\$74.53
NISSHO OF CALIFORNIA	MAY 23- LANDSCAPE MAINTENANCE SERVICES	07/14/2023	9000900	\$7,790.16
NISSHO OF CALIFORNIA	JUN 23-AS NEEDED LANDSCAPING SERVICES	08/03/2023	9000930	\$605.20
NISSHO OF CALIFORNIA	MAY 23-AS NEEDED LANDSCAPING SERVICES	08/03/2023	9000930	\$162.50
NISSHO OF CALIFORNIA	MAY 23-AS NEEDED LANDSCAPING SERVICES	08/03/2023	9000930	\$489.34
NISSHO OF CALIFORNIA	JUN 23-AS NEEDED LANDSCAPING SERVICES	08/03/2023	9000930	\$6,931.48
NISSHO OF CALIFORNIA	MAY 23-AS NEEDED LANDSCAPING SERVICES	08/03/2023	9000930	\$493.94
JOSE GARCIA	06/25-06/26/23-MILEAGE	07/14/2023	104105	\$78.60
JOSE GARCIA	07/22/23-07/23/23-MILEAGE	08/03/2023	104208	\$78.60
SUNBELT RENTALS, INC.	REAR TINE TILLER	07/14/2023	104128	\$142.04

THE HOME DEPOT PRO	BLEACH AND LINERS	06/29/2023	104040	\$901.77
WEX FLEET UNIVERSAL	06/08/23-07/07/23-AUTO FUEL	08/03/2023	104227	\$88.58
NORTH COUNTY DISPATCH (JPA)	FY22/23-Q4- PW NORTH COUNTY DISPATCH JPA	06/29/2023	104035	\$55.87
ARTURO ZERMENO	MILEAGE-07/01-07/02-23	07/14/2023	104084	\$68.12
ARTURO ZERMENO	MILEAGE-07/16/23	07/27/2023	104174	\$34.06

TOTAL PARK MAINTENANCE**\$29,499.88****1006570 - PUBLIC FACILITIES**

SEASIDE HEATING & AIR CONDITIONING	FY23 HVAC SERVICES AT CITY FACILITIES	07/14/2023	104125	\$265.00
SEASIDE HEATING & AIR CONDITIONING	HVAC SERVICES-LC	08/03/2023	104220	\$3,900.00
DIXIELINE LUMBER CO INC	JOINT KNIFE/PLIERS/TEXTURE SPRAY/DRYWALL	06/29/2023	104028	\$71.50
DIXIELINE LUMBER CO INC	RATCH/SCKT SET/GLOVES	07/14/2023	104095	\$169.63
DIXIELINE LUMBER CO INC	RATCHET SET	08/03/2023	104204	\$27.18
DIXIELINE LUMBER CO INC	GLOVES/RATCHET SET	08/03/2023	104204	\$36.95
DIXIELINE LUMBER CO INC	PAINT BRUSHES/ROLLERS/COVERS	08/03/2023	104204	\$48.44
DIXIELINE LUMBER CO INC	CAR WASH CLEANER/HIGH PRESSURE WATER SPRAYER	08/03/2023	104204	\$23.96
SANTA FE IRRIGATION DISTRICT	005506-008-05/02/23-06/30/23	07/14/2023	104123	\$518.26
SDG&E CO INC	05/01/23-06/08/23-UTILITIES	07/14/2023	104124	\$2,147.87
SDG&E CO INC	04/08/23-06/08/23-UTILITIES	07/14/2023	104124	\$7,444.42
SDG&E CO INC	06/01/23-07/10/23-UTILITIES	08/03/2023	104219	\$3,231.10
SDG&E CO INC	06/08/23-07/10/23-UTILITIES	08/03/2023	104219	\$8,722.39
LEE'S LOCK & SAFE INC	RESTROOM HARDWARE/ND73LD RHO	08/03/2023	104210	\$1,496.95
LEE'S LOCK & SAFE INC	RESTROOM DOOR LOCK REPAIR/HARDWARE	08/03/2023	104210	\$780.98
US BANK	SKYLIGHT	07/27/2023	104176	\$329.57
US BANK	LCCC PAINT	07/27/2023	104176	\$216.46
US BANK	VINYL/TREATED WOOD	07/27/2023	104176	\$41.24
US BANK	WHITE GUTTER	07/27/2023	104176	\$35.45
US BANK	CR BOAT PAINT	07/27/2023	104176	(\$135.88)
US BANK	SKYLIGHT	07/27/2023	104176	\$322.18
US BANK	FIRE STATION WINDOW TINT	07/27/2023	104176	\$978.00
US BANK	PRINTER TONER	06/30/2023	104050	\$94.74
US BANK	PAINT	06/30/2023	104050	\$167.31
SAN ELIJO JPA	FY 24 OPERATIONS & MAINTENANCE	07/20/2023	104164	\$3,877.00
24 HOUR ELEVATOR, INC	JUL 23-ELEVATOR PREVENTATIVE MAINT	08/03/2023	104190	\$194.48
CINTAS CORPORATION NO. 2	FIRST AID SUPPLIES-PW	06/29/2023	104023	\$36.32
CINTAS CORPORATION NO. 2	FIRST AID SUPPLIES-PW	06/29/2023	104023	\$157.35
CINTAS CORPORATION NO. 2	FIRST AID SUPPLIES-CH	07/14/2023	104090	\$296.14
CINTAS CORPORATION NO. 2	FIRST AID SUPPLIES-CH	08/03/2023	104200	\$312.34
HABITAT PROTECTION, INC	JUN 23- PEST/RODENT CONTROL-FCCC	07/14/2023	9000897	\$39.00
HABITAT PROTECTION, INC	JUN 23- PEST/RODENT CONTROL-LCCC	07/14/2023	9000897	\$64.00
HABITAT PROTECTION, INC	JUN 23- PEST/RODENT CONTROL-CH	07/14/2023	9000897	\$52.00
HABITAT PROTECTION, INC	JUN 23- PEST/RODENT CONTROL-MS	07/14/2023	9000897	\$64.00
HABITAT PROTECTION, INC	JUL 23-PEST/RODENT CONTROL-MS	08/03/2023	9000927	\$64.00
HABITAT PROTECTION, INC	JUL 23- PEST/RODENT CONTROL-FC	08/03/2023	9000927	\$39.00
HABITAT PROTECTION, INC	JUL 23-PEST/RODENT CONTROL-FCCC	08/03/2023	9000927	\$35.00
HABITAT PROTECTION, INC	JUL 23-PEST/RODENT CONTROL-FS	08/03/2023	9000927	\$38.00
HABITAT PROTECTION, INC	JUL 23-PEST/RODENT CONTROL-PW	08/03/2023	9000927	\$64.00
HABITAT PROTECTION, INC	JUN 23- PEST/RODENT CONTROL-FS	07/14/2023	9000897	\$38.00
HABITAT PROTECTION, INC	JUN 23- PEST/RODENT CONTROL-PW	07/14/2023	9000897	\$35.00
HABITAT PROTECTION, INC	JUN 23- PEST/RODENT CONTROL-FCCC	07/14/2023	9000897	\$35.00
HABITAT PROTECTION, INC	JUL 23- PEST/RODENT CONTROL-CH	08/03/2023	9000927	\$52.00
CALIFORNIA OFFICE CLEANING, INC	JUNE 23-JANITORIAL/CUSTODIAL SVC	07/14/2023	9000894	\$8,445.00

WEX FLEET UNIVERSAL	06/08/23-07/07/23-AUTO FUEL	08/03/2023	104227	\$147.64
SYMONS FIRE PROTECTION	Q3 23- FIRE SUPPRESSION EQUIPMENT SERVICES	08/03/2023	104222	\$1,110.00
PRIDE INDUSTRIES	JUN 23-TRASH ABATEMENT SERVICES	07/14/2023	104117	\$425.06
OASIS INTERIORS, INC	MOTORIZED DRAPE REMOTE	08/03/2023	104214	\$81.56
TOTAL PUBLIC FACILITIES				\$46,635.59
1007100 - COMMUNITY SERVICES				
US BANK	FIESTA DEL SOL BOOTH	06/30/2023	104050	\$154.97
US BANK	FIESTA DEL SOL BOOTH	06/30/2023	104050	\$105.00
US BANK	SURVEY SOFTWARE	06/30/2023	104050	\$468.00
US BANK	FIESTA DEL SOL BOOTH	06/30/2023	104050	\$43.34
US BANK	FIESTA DEL SOL BOOTH	06/30/2023	104050	\$58.71
US BANK	FIESTA DEL SOL BOOTH	06/30/2023	104050	\$76.11
EXTERIOR PRODUCTS INC	REMOVAL/DISPOSAL OF HOLIDAY BRACKETS	07/14/2023	9000896	\$574.96
EXTERIOR PRODUCTS INC	DEL MAR RACES BANNER INSTALLATION	07/14/2023	9000896	\$3,950.00
TOTAL COMMUNITY SERVICES				\$5,431.09
1007110 - GF-RECREATION				
US BANK	PROF ASSOC EVENT	06/30/2023	104050	\$40.00
US BANK	MEMORIAL DAY REFRESHMENTS	07/27/2023	104176	\$258.19
US BANK	ALL STAFF MEETING REFRESHMENTS	07/27/2023	104176	\$19.98
US BANK	CITY LOGO TABLE COVER	07/27/2023	104176	\$387.11
US BANK	DEODORIZER L.C.	06/30/2023	104050	\$11.41
US BANK	ROPE FOR L.C.	06/30/2023	104050	\$13.20
ABLE PATROL & GUARD, INC	JUN 23-FCCC SECURITY	07/06/2023	104053	\$300.00
CALIFORNIA OFFICE CLEANING, INC	JUN 23-FCCC PRIVATE RENTAL	07/06/2023	9000886	\$90.00
WEX FLEET UNIVERSAL	06/08/23-07/07/23-AUTO FUEL	08/03/2023	104227	\$75.19
TOTAL GF-RECREATION				\$1,195.08
1205460 - SELF INSURANCE RETENTION				
ALLIANT INSURANCE SVCS INC	ADWRP INSURANCE PREMIUM	07/20/2023	104130	\$6,080.40
US BANK	CLM2202 POSTAGE	07/27/2023	104177	\$8.76
US BANK	POSTAGE	06/30/2023	104050	\$9.00
SECTRAN SECURITY INC	JUN 23-CARRIER/FUEL	06/29/2023	9000880	\$167.96
SECTRAN SECURITY INC	JULY CARRIER/FUEL	07/20/2023	9000915	\$167.28
NISSHO OF CALIFORNIA	JUN 23-TREE REPLACEMENT	08/03/2023	9000930	\$2,078.70
GEORGE HILLS COMPANY, INC.	CLM.GENR-2302.BARRERA	06/29/2023	9000874	\$146.30
PRISM	FY24 INSURANCE PREMIUMS	07/20/2023	104159	\$55,427.00
PRISM	FY24 INSURANCE PREMIUMS	07/20/2023	104159	\$9,579.00
PRISM	FY24 INSURANCE PREMIUMS	07/20/2023	104159	\$5,510.00
PRISM	FY24 INSURANCE PREMIUMS	07/20/2023	104159	\$2,947.00
PRISM	FY24 INSURANCE PREMIUMS	07/20/2023	104159	\$271,919.00
PRISM	FY24 INSURANCE PREMIUMS	07/20/2023	104159	\$107,481.34
BURKE WILLIAMS & SORENSEN	96-0040.003-MAY 23-PROF SVC	07/14/2023	9000893	\$543.20
NICOLE KELLY	CLAIM 2307.KELLY	07/06/2023	104068	\$452.20
TOTAL SELF INSURANCE RETENTION				\$462,517.14
1255465 - WORKERS COMPENSATION				
PRISM	FY24 INSURANCE PREMIUMS	07/20/2023	104159	\$232,070.00
TOTAL WORKERS COMPENSATION				\$232,070.00
1355450 - ASSET REPLACEMENT-INFO SYS				
CDW GOVERNMENT INC	LA COLONIA PROJECTOR	07/27/2023	9000919	\$2,876.44
TOTAL ASSET REPLACEMENT-INFO SYS				\$2,876.44
1356120 - ASSET REPLACEMENT-FIRE				

US BANK	EXERCISE EQUIPMENT	07/27/2023	104176	\$896.10
US BANK	MATTRESS	07/27/2023	104176	\$374.80
TOTAL ASSET REPLACEMENT-FIRE				\$1,270.90
1605360 - OPEB OBLIGATION				
MIDAMERICA	JULY 2023	07/06/2023	9000888	\$7,320.00
MIDAMERICA	AUG RETIREE HEALTH BENEFIT	07/20/2023	9000913	\$7,320.00
TOTAL OPEB OBLIGATION				\$14,640.00
2026510 - GAS TAX-ENGINEERING				
T.Y. LIN INTERNATIONAL	APR-MAY 23-LSF BRIDGE CONSTRUCTION SUPPORT	06/29/2023	104039	\$5,000.00
TOTAL GAS TAX-ENGINEERING				\$5,000.00
2037510 - HIGHWAY 101 LANDSC #33				
SANTA FE IRRIGATION DISTRICT	005979-000-05/02/23-06/30/23	07/14/2023	104123	\$517.56
SANTA FE IRRIGATION DISTRICT	005979-004-05/16/23-07/14/23	08/03/2023	104218	\$555.92
SANTA FE IRRIGATION DISTRICT	007732-000-05/16/23-07/14/23	08/03/2023	104218	\$199.27
SDG&E CO INC	04/08/23-06/08/23-UTILITIES	07/14/2023	104124	\$3,944.24
SDG&E CO INC	06/08/23-07/10/23-UTILITIES	08/03/2023	104219	\$3,481.20
KOPPEL & GRUBER PUBLIC FINANCE	APR-JUN 23- SSSW ADMIN SERVICE	07/14/2023	104107	\$788.23
KOPPEL & GRUBER PUBLIC FINANCE	APR-JUN 23-SSBS ADMIN	07/14/2023	104107	\$15.00
NISSHO OF CALIFORNIA	MAY 23- LANDSCAPE MAINTENANCE SERVICES	07/14/2023	9000900	\$2,079.00
NISSHO OF CALIFORNIA	JUN 23- CITY-WIDE LANDSCAPE MAINTENANCE SERVICES	08/03/2023	9000930	\$18,149.48
TOTAL HIGHWAY 101 LANDSC #33				\$29,729.90
2047520 - MID 9C SANTA FE HILLS				
SANTA FE IRRIGATION DISTRICT	008979-029 04/15/23-06/15/23	06/29/2023	104037	\$640.92
SANTA FE IRRIGATION DISTRICT	005979-014 - JUNE 23	07/14/2023	104123	\$883.45
SANTA FE IRRIGATION DISTRICT	005979-015 - JUNE 23	07/14/2023	104123	\$530.23
SANTA FE IRRIGATION DISTRICT	005979-022 - JUNE 23	07/14/2023	104123	\$1,114.87
SANTA FE IRRIGATION DISTRICT	005979-023 - JUNE 23	07/14/2023	104123	\$915.93
SANTA FE IRRIGATION DISTRICT	005979-024 - JUNE 23	07/14/2023	104123	\$940.29
SANTA FE IRRIGATION DISTRICT	005979-025 - JUNE 23	07/14/2023	104123	\$643.91
SANTA FE IRRIGATION DISTRICT	005979-026 - JUNE 23	07/14/2023	104123	\$814.43
SANTA FE IRRIGATION DISTRICT	005979-016 - JUNE 23	07/14/2023	104123	\$826.61
SANTA FE IRRIGATION DISTRICT	005979-017 - JUNE 23	07/14/2023	104123	\$48.81
SANTA FE IRRIGATION DISTRICT	005979-018 - JUNE 23	07/14/2023	104123	\$130.01
SANTA FE IRRIGATION DISTRICT	005979-019 - JUNE 23	07/14/2023	104123	\$450.75
SANTA FE IRRIGATION DISTRICT	005979-020 - JUNE 23	07/14/2023	104123	\$790.07
SANTA FE IRRIGATION DISTRICT	005979-021 - JUNE 23	07/14/2023	104123	\$1,484.33
KOPPEL & GRUBER PUBLIC FINANCE	APR-JUN 23- SSSW ADMIN SERVICE	07/14/2023	104107	\$52.56
TOTAL MID 9C SANTA FE HILLS				\$10,267.17
2057530 - MID 9E ISLA VERDE				
KOPPEL & GRUBER PUBLIC FINANCE	APR-JUN 23- SSSW ADMIN SERVICE	07/14/2023	104107	\$27.04
ISLA VERDE HOA	JUN 23-ISLE VERDE HOA	07/14/2023	104104	\$433.33
TOTAL MID 9E ISLA VERDE				\$460.37
2077550 - MID 9H SAN ELIJO #2				
KOPPEL & GRUBER PUBLIC FINANCE	APR-JUN 23- SSSW ADMIN SERVICE	07/14/2023	104107	\$28.53
SAN ELIJO HILLS II HOA	JUN 23- HOA PAYMENT	07/14/2023	104121	\$6,550.00
TOTAL MID 9H SAN ELIJO #2				\$6,578.53
2087580 - COASTAL RAIL TRAIL MAINT				
SANTA FE IRRIGATION DISTRICT	005506-003-05/02/23-06/30/23	07/14/2023	104123	\$150.40
SANTA FE IRRIGATION DISTRICT	005506-020 - JUNE 23	07/14/2023	104123	\$1,572.52

US BANK	CRT LIGHT BULBS	06/30/2023	104050	\$28.77
UT SAN DIEGO - NRTH COUNTY	RESO-2023-052	06/29/2023	104041	\$634.18
KOPPEL & GRUBER PUBLIC FINANCE	APR-JUN 23-CRT ADMIN	07/14/2023	104107	\$332.50
KOPPEL & GRUBER PUBLIC FINANCE	APR-JUN 23- CRT ADMIN	07/14/2023	104107	\$2,300.00
NISSHO OF CALIFORNIA	MAY 23- LANDSCAPE MAINTENANCE SERVICES	07/14/2023	9000900	\$18,448.83
NISSHO OF CALIFORNIA	JUN 23- CITY-WIDE LANDSCAPE MAINTENANCE SERVICES	08/03/2023	9000930	\$14,478.58

TOTAL COASTAL RAIL TRAIL MAINT**\$37,945.78****2117600 - STREET LIGHTING DISTRICT**

SDG&E CO INC	05/01/23-06/08/23-UTILITIES	07/14/2023	104124	\$9,042.33
SDG&E CO INC	06/01/23-07/10/23-UTILITIES	08/03/2023	104219	\$9,042.33
UT SAN DIEGO - NRTH COUNTY	RESO-2023-054	06/29/2023	104041	\$576.27
KOPPEL & GRUBER PUBLIC FINANCE	APR-JUN 23-CRT ADMIN	07/14/2023	104107	\$729.61
VERIZON WIRELESS-SD	362455526-06/02/23-07/01/23	08/03/2023	104225	\$14.91
YUNEX LLC	JUN 23-STREETLIGHT MAINTENANCE/REPAIRS	08/03/2023	9000935	\$298.00

TOTAL STREET LIGHTING DISTRICT**\$19,703.45****213 - DEVELOPER PASSTHRU**

LOCO VIENTO TRUST	RFND-DRP19-011/SDP19-012	08/03/2023	104211	\$2,550.00
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TOTAL DEVELOPER PASSTHRU**\$2,550.00****2135550 - DEVELOPER PASS-THRU- PLANNING**

HELIX ENVIRONMENTAL	APR 23-DRP22-026 THIRD PARTY BIOLOGY	06/29/2023	104029	\$577.50
PAMELA ELLIOTT LANDSCAPE ARCHITECT	MAY 2023-DRP22-007	06/29/2023	9000879	\$500.00
PAMELA ELLIOTT LANDSCAPE ARCHITECT	MAY 2023-DRP23-006	06/29/2023	9000879	\$500.00
PAMELA ELLIOTT LANDSCAPE ARCHITECT	MAY 2023-DRP22-018	06/29/2023	9000879	\$350.00
PAMELA ELLIOTT LANDSCAPE ARCHITECT	MAY 2023-DRP22-005	06/29/2023	9000879	\$500.00
PAMELA ELLIOTT LANDSCAPE ARCHITECT	MAY 2023-B20-0073	06/29/2023	9000879	\$350.00
PAMELA ELLIOTT LANDSCAPE ARCHITECT	MAY 2023-B23-0011	06/29/2023	9000879	\$500.00
PAMELA ELLIOTT LANDSCAPE ARCHITECT	MAY 2023-DRP19-009	06/29/2023	9000879	\$350.00
PAMELA ELLIOTT LANDSCAPE ARCHITECT	MAY 2023-DRP21-009	06/29/2023	9000879	\$350.00
PAMELA ELLIOTT LANDSCAPE ARCHITECT	MAY 2023-1718.17	06/29/2023	9000879	\$350.00
PAMELA ELLIOTT LANDSCAPE ARCHITECT	B20-0073-JUNE 2023	07/20/2023	9000914	\$350.00
PAMELA ELLIOTT LANDSCAPE ARCHITECT	1717.47-JUNE 2023	07/20/2023	9000914	\$350.00
PAMELA ELLIOTT LANDSCAPE ARCHITECT	DPR22-025-JUNE 2023	07/20/2023	9000914	\$350.00
PAMELA ELLIOTT LANDSCAPE ARCHITECT	DRP23-004-JUNE 2023	07/20/2023	9000914	\$350.00
PAMELA ELLIOTT LANDSCAPE ARCHITECT	DRP22-020-JUNE 2023	07/20/2023	9000914	\$350.00
PAMELA ELLIOTT LANDSCAPE ARCHITECT	DRP23-007-JUNE 2023	07/20/2023	9000914	\$500.00
PAMELA ELLIOTT LANDSCAPE ARCHITECT	DRP21-009-JUNE 2023	07/20/2023	9000914	\$500.00

TOTAL DEVELOPER PASS-THRU- PLANNING**\$7,077.50****2196110 - COPS PROGRAM**

SAN DIEGO COUNTY SHERIFF'S DEPT.	MAY 23-SHERIFF LAW ENFORCEMENT/SB OVERTIME	07/06/2023	104073	\$8,092.95
SAN DIEGO COUNTY SHERIFF'S DEPT.	JUN 23-SHERIFF LAW ENFORCEMENT	08/03/2023	104216	\$8,092.94

TOTAL COPS PROGRAM**\$16,185.89****2505570 - COASTAL BUSINESS/VISITORS**

DEL MAR BLUE PRINT COMPANY, INC.	MOVIE NIGHT EVENT COLOR FLYERS	07/20/2023	104145	\$60.55
SAM CASTELLANO	CONCERTS @THE COVE-07/6-08/10	07/27/2023	104172	\$3,460.00
SAM CASTELLANO	CONCERTS @THE COVE-07/6-08/10	07/27/2023	104172	\$3,460.00
LOREN LEE SMITH	CONCERT@ COVE-07/20/23	07/14/2023	104109	\$600.00
WILLIAM WATSON IV	CONCERT @ COVE 07/13/23	07/06/2023	104080	\$400.00
NENA COTA	CONCERTS AT THE COVE 08/03/23	07/20/2023	104156	\$500.00
ALEXANDER N GALL	TEMP PUB ARTIST REIMB	07/14/2023	104101	\$1,500.00
ULTIMATE ENTERTAINMENT LLC	MOVIE NIGHT SCREEN RENTAL	07/20/2023	104169	\$1,050.00

PLATINUM EVENTS INC	MOVIE NIGHT EVENT RENTALS	07/27/2023	104184	\$1,758.37
CORONADO COMMUNITY BAND, INC	CONCERT @ COVE-07/27/23	07/06/2023	104058	\$750.00
PATRICK JACK BURKE	CONCERT @COVE 07/06/23	07/06/2023	104069	\$400.00
CHRISTOPHER J MADDOX	MOVIE NIGHT PERFORMANCE - 08/12/23	07/20/2023	104139	\$500.00

TOTAL COASTAL BUSINESS/VISITORS**\$14,438.92****2557110 - CAMP PROGRAMS**

US BANK	DAY CAMP TRIP	06/30/2023	104050	\$50.00
US BANK	JG SUPPLIES	07/27/2023	104176	\$21.17
US BANK	JG SUPPLIES	07/27/2023	104177	\$7.06
US BANK	JG SHADE CANOPIES (10)	07/27/2023	104176	\$821.50
US BANK	JG SUPPLIES	07/27/2023	104176	\$26.09
US BANK	JG PRIVACY TENT	07/27/2023	104176	\$43.49
US BANK	JG BODY BOARDS	07/27/2023	104176	\$782.91
US BANK	APPOINTMENT SOFTWARE	07/27/2023	104177	\$10.00
US BANK	JG SUPPLIES	07/27/2023	104176	\$27.99
US BANK	JG TAPE & SUPPLIES	07/27/2023	104176	\$15.21
US BANK	JG PRINTER INK	07/27/2023	104176	\$123.79
US BANK	2483 WATERPROOF SEAT COVERS	07/27/2023	104176	\$168.40
US BANK	JG PATCHES	07/27/2023	104176	\$149.30
US BANK	JG OFFICE SUPPLIES	07/27/2023	104176	\$29.06
US BANK	JG OFFICE SUPPLIES	07/27/2023	104176	\$28.26
US BANK	JG CHANGING TENTS	07/27/2023	104176	\$83.16
US BANK	JG INSERVICE LUNCH	07/27/2023	104176	\$125.65
US BANK	JG STICKERS	07/27/2023	104176	\$382.80
US BANK	CAMP SUPPLIES	07/27/2023	104176	\$45.69
US BANK	CAMP SUPPLIES	07/27/2023	104176	\$54.96
US BANK	DAY CAMP STAFF ORIENTATION LUNCH	07/27/2023	104176	\$53.60
US BANK	CAMP SUPPLIES	07/27/2023	104176	\$33.67
US BANK	CAMP SUPPLIES	07/27/2023	104176	\$27.02
US BANK	CAMP SUPPLIES	07/27/2023	104176	\$18.07
US BANK	APPOINTMENT SCHEDULING	06/30/2023	104050	\$10.00
US BANK	JG TRAILER SHELIVING	06/30/2023	104050	\$256.43
US BANK	JG KEYS/SMALL TOOLS	06/30/2023	104050	\$57.34
US BANK	JG TRAILER SHELIVING	06/30/2023	104050	\$301.68
US BANK	PATCHES SEWING-JG	06/30/2023	104050	\$285.00
AMIGO CUSTOM SCREENPRINTS	JR GRD FLEECE	06/29/2023	104019	\$1,659.50
ORIGINAL WATERMEN, INC	JR GRD UNIFORMS	07/14/2023	104114	\$2,249.82
WESS TRANSPORTATION SERVICES	06/29/23-DAY CAMP	08/03/2023	104226	\$626.05
WESS TRANSPORTATION SERVICES	SUMMER CAMP TRANSPORTATION-07/06/23	08/03/2023	104226	\$626.05
WESS TRANSPORTATION SERVICES	SUMMER CAMP TRANSPORTATION-07/13/23	08/03/2023	104226	\$626.05
ACTION BOUNCE COMPANY	INFLATABLE JUMPER-DAY CAMP	08/03/2023	104191	\$270.22
BOARDRIDERS WHOLESALE, LLC	HATS	07/14/2023	104086	\$360.78
ACTIVE NETWORK, LLC	JG REFUND PAYMENT	08/03/2023	104192	\$350.00

TOTAL CAMP PROGRAMS**\$10,807.77****2706120 - PUBLIC SAFETY- FIRE**

VERIZON WIRELESS-SD	962428212-04/29/23-05/28/23	06/29/2023	104042	\$114.03
VERIZON WIRELESS-SD	Verizon MDC I pads & BC line 05/29-06/28	07/27/2023	104188	\$114.03
LIFE-ASSIST, INC	CSA.17 I-GEL O2 RESUS PACKS	06/29/2023	104031	\$554.70
AMR	CSA.17-MEDICAL SUPPLIES	07/06/2023	104055	\$1,290.22
NATIONWIDE MEDICAL SURGICAL INC	CSA.17-LEVALBUTEROL	06/29/2023	104048	\$89.22
ZOLL MEDICAL CORPORATION	CSA.17 SOFTWARE UPGRADE	07/06/2023	104081	\$10,500.00

ZOLL MEDICAL CORPORATION	CSA-17-FLOWTUBE	07/06/2023	104081	\$631.36
ZOLL MEDICAL CORPORATION	CSA.17-CARRY CASES	08/03/2023	104229	\$63.39
CALIFORNIA PARAMEDIC FOUNDATION	CSA.17-SD DRUG CHARTS/HANDBOOKS	06/29/2023	104022	\$555.99
CALIFORNIA PARAMEDIC FOUNDATION	HANDBOOKS/CHARTS	08/03/2023	104198	\$555.99
GAETKE MEDICAL CORPORATION	CSA.17-ONSITE MOBILE UNIT FEE	07/14/2023	104100	\$1,250.00
GAETKE MEDICAL CORPORATION	CSA.17-ULTRASOUND SCREENING	07/14/2023	104100	\$2,400.00
TOTAL PUBLIC SAFETY- FIRE				\$18,118.93
2706170 - PUBLIC SAFETY- MARINE SAFETY				
US BANK	CSA17 HQ MEDICAL SUPPLIES	07/27/2023	104176	\$54.54
US BANK	CSA17 MEDICAL SUPPLIES	07/27/2023	104176	\$415.81
US BANK	CSA17 MEDICAL AID BOX	07/27/2023	104176	\$330.51
US BANK	CSA17 HQ MEDICAL SUPPLIES	07/27/2023	104176	\$56.72
US BANK	CSA MED SUPPLY	06/30/2023	104050	\$40.18
US BANK	CSA17 NALOXONE TRAINER DOSES	06/30/2023	104050	\$38.48
TOTAL PUBLIC SAFETY- MARINE SAFETY				\$936.24
4506190 - SAND REPLNSHMNT/RETENTION				
WARWICK GROUP CONSULTANTS, LLC	JUN 23- CONSULTANT SERVICES	07/14/2023	9000907	\$5,833.00
WARWICK GROUP CONSULTANTS, LLC	JUN 23- CONSULTANT SERVICES	07/14/2023	9000907	\$5,833.00
SAN DIEGO ASSOC OF GOVERNMENTS	FY 24-SANDAG Member Dues	08/03/2023	104217	\$5,713.00
SUMMIT ENVIROMENTAL GROUP, INC.	9926-PROFESSIONAL SRVS	07/06/2023	9000891	\$1,610.00
TOTAL SAND REPLNSHMNT/RETENTION				\$18,989.00
4595550 - MISC. CAPITAL PROJECTS				
KIMLEY-HORN AND ASSOCIATES, INC.	HOUSING/SAFETY ELEMENT UPDATE	07/27/2023	9000921	\$591.00
KIMLEY-HORN AND ASSOCIATES, INC.	HOUSING/SAFETY ELEMENT UPDATE	07/27/2023	9000921	\$13,123.55
KIMLEY-HORN AND ASSOCIATES, INC.	HOUSING/SAFETY ELEMENT UPDATE	07/27/2023	9000921	\$489.00
CONTRACTOR MANAGING GENERAL	FY 21-22 PAVEMENT MAINT & REPAIRS RET	06/29/2023	104020	(\$8,963.24)
R.E. SCHULTZ CONSTRUCTION, INC.	9441.06 FCP TOT LOT CONSTRUCTION RET	07/20/2023	104160	(\$4,096.80)
R.E. SCHULTZ CONSTRUCTION, INC.	9441.06 FCP TOT LOT CONSTRUCTION RET	07/20/2023	104160	(\$554.80)
A PREMAN ROOFING INC	MARINE SAFETY ROOF REPLACEMENT	07/20/2023	104129	(\$1,750.00)
A PREMAN ROOFING INC	MARINE SAFETY ROOF REPLACEMENT	07/20/2023	104129	(\$347.40)
TOTAL MISC. CAPITAL PROJECTS				(\$1,508.69)
4596510 - MISC.CAPITALPROJECTS-ENG				
VAN DYKE LANDSCAPE ARCHITECTS	JUN 23-LA COLONIA MASTER PLAN UPDATE	08/03/2023	104224	\$812.50
CONTRACTOR MANAGING GENERAL	FY 21-22 PAVEMENT MAINT & REPAIRS PROJ	06/29/2023	104020	\$4,436.00
CONTRACTOR MANAGING GENERAL	FY21-22 PAVEMENT MAINT & REPAIR CHG ORDER #3	06/29/2023	104020	\$174,828.85
R.E. SCHULTZ CONSTRUCTION, INC.	9441.06 FCP TOT LOT CONSTRUCTI	07/20/2023	104160	\$81,936.00
R.E. SCHULTZ CONSTRUCTION, INC.	9441.06 FCP TOT LOT CONSTRUCTION	07/20/2023	104160	\$11,095.94
A PREMAN ROOFING INC	MARINE SAFETY ROOF REPLACEMENT	07/20/2023	104129	\$35,000.00
A PREMAN ROOFING INC	MARINE SAFETY ROOF REPLACEMENT	07/20/2023	104129	\$6,948.00
OASIS INTERIORS, INC	FIRE STATION BLINDS REPLACEMEN	07/14/2023	104111	\$7,589.99
TOTAL MISC.CAPITALPROJECTS-ENG				\$322,647.28
4596520 - MISC CAPITAL PROJ - ENVIR				
UNIVERSITY OF SAN DIEGO	MAY 23-CLIMATE ACTION PLAN UPDATE	06/29/2023	9000883	\$10,342.52
TOTAL MISC CAPITAL PROJ - ENVIR				\$10,342.52
4728520 - PACIFIC UNDERGROUNDNG-CIP				
NV5, INC.	MAR 23-PROF SVC	07/14/2023	104112	\$1,000.00
NV5, INC.	MAY 23-PROF SVC	07/14/2023	104112	\$4,875.00
TOTAL PACIFIC UNDERGROUNDNG-CIP				\$5,875.00
5097700 - SANITATION				
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES FOR PUBLIC WORKS 22/23	06/29/2023	104033	\$10.70

MISSION LINEN & UNIFORM INC	PW-LAUNDRY	07/14/2023	104110	\$8.48
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES-PW	08/03/2023	104213	\$9.80
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES-PW	08/03/2023	104213	\$9.80
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES-PW	08/03/2023	104213	\$8.20
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES-PW	08/03/2023	104213	\$8.20
SANTA FE IRRIGATION DISTRICT	JUN 23-005506-014	07/14/2023	104123	\$791.54
US BANK	APWA REGISTRATION	06/30/2023	104050	\$400.00
US BANK	AUCTION ITEM TOWING	06/30/2023	104050	\$126.72
URBAN FUTURES INC	FY22-ANNUAL CONTINUING DISCLOSURE	07/20/2023	104170	\$4,150.00
VERIZON WIRELESS-SD	362455526-06/02/23-07/01/23	08/03/2023	104225	\$14.91
CITY OF ENCINITAS	FY 2022/23 SB ANNUAL FLAT-RATE	06/29/2023	104024	\$71,126.02
SAN ELIJO JPA	FY 24 OPERATIONS & MAINTENANCE	07/20/2023	104164	\$516,011.00
SAN ELIJO JPA	FY23 BOARD OF DIRECTORS PER DIEM	07/20/2023	104164	(\$480.00)
AT&T CALNET 3	9391012277-05/24/23-06/23/23	07/14/2023	104085	\$17.05
WEX FLEET UNIVERSAL	06/08/23-07/07/23-AUTO FUEL	08/03/2023	104227	\$177.17
PRISM	FY24 INSURANCE PREMIUMS	07/20/2023	104159	\$85,795.66
IDRAINS LLC	J-SEWER-STORMDRAIN CLEANING	06/29/2023	104016	\$675.00
IDRAINS LLC	C-SEWER CLEANING-11,700	07/14/2023	104082	\$7,371.00
IDRAINS LLC	JUN 23-SEWER-STORMDRAIN MAINT & VIDEO INSPECTIONS	07/14/2023	104082	\$525.00
IDRAINS LLC	B-SEWER-MAINT & VIDEO INSPECTIONS-51,698	07/14/2023	104082	\$36,188.60
IDRAINS LLC	D-SEWER-CLEANING-7,373	07/14/2023	104082	\$13,640.05
IDRAINS LLC	STORMDRAIN MAINT	08/03/2023	104193	\$525.00
IDRAINS LLC	SEWER-STORMDRAIN MAINT-JETTER	08/03/2023	104193	\$525.00
IDRAINS LLC	N-SEWER-STORMDRAIN MAINT	08/03/2023	104193	\$1,800.00
DAVIS FARR, LLP	FY22-23 AUDIT SERVICES	07/27/2023	104180	\$3,800.00
US BANK	FY24 SEJPA ADMIN CHARGE LESS FY23 CREDIT	07/27/2023	104187	\$35.00
TOTAL SANITATION				\$743,269.90
5507750 - SOLANA ENERGY ALLIANCE				
THE ENERGY AUTHORITY	JUN 23 CCA FEES	07/13/2023	12282114	\$180.00
TOTAL SOLANA ENERGY ALLIANCE				\$180.00
6527820 - SUCCESSOR AGENCY				
URBAN FUTURES INC	FY22-ANNUAL CONTINUING DISCLOSURE	07/20/2023	104170	\$1,100.00
COLANTUONO, HIGHSMITH, & WHATLEY PC	MAR 23-AFFODABLE HOUSING COALITION	06/29/2023	104047	\$56.00
COLANTUONO, HIGHSMITH, & WHATLEY PC	JUN 23-SDCOE CONSORTIUM	07/20/2023	9000910	\$5.98
COLANTUONO, HIGHSMITH, & WHATLEY PC	MAR 23-AFFODABLE HOUSING COALITION	06/29/2023	104047	\$56.00
COLANTUONO, HIGHSMITH, & WHATLEY PC	JUN 23-SDCOE CONSORTIUM	07/20/2023	9000910	\$5.98
TOTAL SUCCESSOR AGENCY				\$1,223.96
6718510 - BARBARA UNDERGROUNDING-DS				
WILLDAN	Q3- LOCAL IMPROVMENT DISTRICT ADMIN	07/06/2023	9000892	\$250.00
WILLDAN	RVN BOND BARB/GRANADOS	07/06/2023	9000892	\$750.00
COMPUTERSHARE CORPORATE TRUST	JUL 23-BARBARA/PACIFIC BOND PRINCIPAL AND INTEREST	07/27/2023	9000920	\$50,000.00
COMPUTERSHARE CORPORATE TRUST	JUL 23-BARBARA/PACIFIC BOND PRINCIPAL AND INTEREST	07/27/2023	9000920	\$25,500.00
TOTAL BARBARA UNDERGROUNDING-DS				\$76,500.00
6728520 - PACIFIC UNDERGROUNDING-DS				
WILLDAN	Q3- LOCAL IMPROVMENT DISTRICT ADMIN	07/06/2023	9000892	\$250.00
WILLDAN	RVN BOND PACIFIC	07/06/2023	9000892	\$250.00
COMPUTERSHARE CORPORATE TRUST	JUL 23-BARBARA/PACIFIC BOND PRINCIPAL AND INTEREST	07/27/2023	9000920	\$20,000.00
COMPUTERSHARE CORPORATE TRUST	JUL 23-BARBARA/PACIFIC BOND PRINCIPAL AND INTEREST	07/27/2023	9000920	\$8,625.00

INTEREST

TOTAL PACIFIC UNDERGROUNDING-DS**\$29,125.00****6738530 - MARSOLAN UNDERGROUNDNG-DS**

WILLDAN	Q3- LOCAL IMPROVMENT DISTRICT ADMIN	07/06/2023	9000892	\$250.00
COMPUTERSHARE CORPORATE TRUST	ADMIN CHARGE-07/24/23-07/23/24	07/14/2023	9000895	\$450.00

TOTAL MARSOLAN UNDERGROUNDNG-DS**\$700.00****6768560 - SO SOLANA SEWER DISTR-DS**

KOPPEL & GRUBER PUBLIC FINANCE	APR-JUN 23-SSBS ADMIN	07/14/2023	104107	\$422.22
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TOTAL SO SOLANA SEWER DISTR-DS**\$422.22****REPORT TOTAL:****\$4,554,215.94**



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: August 23, 2023
ORIGINATING DEPT: Finance
SUBJECT: **Report on Changes Made to the General Fund Adopted Budget for Fiscal Year 2023-24**

BACKGROUND:

Staff provides a report at each Council meeting that lists changes made to the current Fiscal Year (FY) General Fund Adopted Budget. The information provided in this Staff Report lists the changes made through July 12, 2023.

DISCUSSION:

The following table reports the revenue, expenditures, and transfers for 1) the Adopted General Fund Budget approved by Council on June 28, 2023 (Resolution 2023-089) and 2) any resolutions passed by Council that amended the Adopted General Fund Budget.

GENERAL FUND - ADOPTED BUDGET PLUS CHANGES As of 07/12/23						
General Fund - Operations						
Date	Action	Description	Revenues	Expenditures	Transfers from GF	Net Surplus
06/28/2023	Reso 2023-089	Adopted Budget	24,472,918	(23,078,124)	(980,000)	\$ 414,794
						414,794
General Fund - Measure S						
Date	Action	Description	Revenues	Expenditures	Transfers from GF	Net Surplus
06/28/2023	Reso 2023-089	Adopted Budget	4,400,000	(1,124,000)	(733,400)	\$ 2,542,600
						2,542,600
Combined General Fund Net Surplus						\$ 2,957,394

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA

COUNCIL ACTION:

FISCAL IMPACT:

N/A

WORK PLAN:

N/A

OPTIONS:

- Receive the report.
- Do not accept the report

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council receive the report listing changes made to the FY 2023-2024 General Fund Adopted Budget.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation



Gregory Wade, City Manager



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: August 23, 2023
ORIGINATING DEPT: City Clerk’s Department
SUBJECT: **League of California Cities’ 2023 Annual Business Meeting
Voting Delegates Designees**

BACKGROUND:

The League of California Cities (League) has announced the 2023 Annual Conference will be held on September 20-22, 2023, at the SAFE Credit Union Convention Center in Sacramento. Attendance will be in person and includes general sessions, workshops, and networking events. The Annual Business Meeting will be held on September 22nd where the Cal Cities membership will consider and act on resolutions that establish Cal Cities policy. The League resolutions and policy-making decisions, in conjunction with the League’s efforts, help guide cities to improve the quality and responsiveness of local government. The League requires City Council action to designate its voting delegate and may appoint up to two alternate voting delegates.

This item is before Council to officially appoint voting delegates for the League’s 2023 Annual Conference, as required, which the City Clerk will attest and forward to the League.

DISCUSSION:

Consistent with League bylaws, a City’s voting delegate and alternate(s) must be designated by City Council action in order to act on behalf of the City of Solana Beach City Council. The voting delegate and alternate(s) must be registered to attend the conference and at least one delegate must be present at the Business Meeting.

Designated Delegates

Currently serving on the League Executive Committee of San Diego County are Councilmember MacDonald, primary, and Councilmember Becker, alternate, having been appointed January 2023.

Designating Additional Alternate Delegate

In the past, the City Council has appointed the City Manager as a second alternate, in case either the primary or alternate are unable to be present at the meeting when votes are called.

CITY COUNCIL ACTION: _____

Therefore, City Manager Gregory Wade is recommended to be appointed as the 2nd alternate voting delegate.

CEQA COMPLIANCE STATEMENT: N/A

FISCAL IMPACT:

Fiscal impact is the cost of registration for each League member-city official and the delegates' travel, lodging, and meals.

WORK PLAN: N/A

OPTIONS:

- Appoint voting delegates to represent the City of Solana Beach at the 2023 League of California Cities Annual Conference.
- Do not appoint voting delegates, forfeiting all or some voting rights for Solana Beach.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council:

1. Appoint Councilmember MacDonald, primary voting delegate, Councilmember Becker, 1st alternate, and City Manager Gregory Wade, 2nd alternate, as the voting delegates for the 2023 Annual Business Meeting of the League of California Cities Annual Conference.
2. Authorize the City Clerk to attest to the appointments and submit the Official Voting Form to the League of California Cities.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Correspondence from League of California Cities, Voting Procedures, and Delegate/Alternate Form.



Council Action Advised by August 28, 2023

DATE: Wednesday, June 21, 2023

TO: Mayors, Council Members, City Clerks, and City Managers

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference and Expo, Sept. 20-22, 2023,
Sacramento SAFE Credit Union Convention Center**

Every year, the League of California Cities convenes a member-driven General Assembly at the [Cal Cities Annual Conference and Expo](#). The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Sept. 22, the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

Please complete the attached voting delegate form and email it to Cal Cities office no later than Monday, August 28.

New this year, we will host a pre-conference information session for voting delegates to explain their role. Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

Please view Cal Cities' [event and meeting policy](#) in advance of the conference.

Action by Council Required. Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council.

Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.



Conference Registration Required. The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration is open on the [Cal Cities](#) website.

For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

Transferring Voting Card to Non-Designated Individuals Not Allowed. The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

Seating Protocol during General Assembly. At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the SAFE Credit Union Convention Center in Sacramento, will be open at the following times: Wednesday, Sept. 20, 8:00 a.m.- 6:00 p.m. and Thursday, Sept. 21, 7:30 a.m.- 4:00 p.m. On Friday, Sept. 22, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to Cal Cities office by Monday, Aug. 28. If you have questions, please contact Zach Seals at zseals@calcities.org.

Attachments:

- General Assembly Voting Guidelines
- Voting Delegate/Alternate Form
- Information Sheet: Cal Cities Resolutions and the General Assembly

General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.
6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.
7. **Resolving Disputes.** In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.



CITY: _____

**2023 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM**

Please complete this form and return it to Cal Cities office by Monday, August 28, 2023. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

To vote at the General Assembly, voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the General Assembly. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the voting delegate desk.

1. VOTING DELEGATE

Name: _____ Email: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

Email: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

Email: _____

ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ Email: _____

Mayor or City Clerk: _____ Date: _____ Phone: _____
(circle one) (signature)

Please complete and email this form to votingdelegates@calcities.org by Monday, August 28, 2023.

How it works: Cal Cities Resolutions and the General Assembly

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure that we are representing California cities with one voice. These policies directly guide Cal Cities advocacy to promote local decision-making, and lobby against statewide policy that erodes local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how Resolutions and the General Assembly works.

Prior to the Annual Conference and Expo

General Resolutions



Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance to cities. The resolution must have the concurrence of at least five additional member cities or individual members.



Policy Committees



The Cal Cities President assigns general resolutions to policy committees where members review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.



During the Annual Conference and Expo

Petitioned Resolutions



The petitioned resolution is an alternate method to introduce policy proposals during the annual conference. The petition must be signed by



voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.

Resolutions Committee



The Resolutions Committee considers all resolutions. General Resolutions approved¹ by either a policy committee or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.²



General Assembly



During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, policy committee, as well as individuals appointed by the Cal Cities president.

Voting delegates are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates — one from every member city.

Seven **Policy Committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, municipal department, as well as individuals appointed by the Cal Cities president.

What's new in 2023?



- Voting delegates will receive increased communications to prepare them for their role during the General Assembly.
- The General Assembly will take place earlier to allow more time for debate and discussion.
- Improvements to the General Assembly process will make it easier for voting delegates to discuss and debate resolutions.

¹ The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.

² Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI. Sec. 5(f).



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: July 12, 2023
ORIGINATING DEPT: Fire Department
SUBJECT: **City Council Consideration of Resolution 2023-095
Approving the Fifth Amendment to the Agreement for
Cooperative Fire Management Services by and between
the Cities of Del Mar, Encinitas, and Solana Beach.**

BACKGROUND:

In October 2009, the City of Solana Beach entered into a Cooperative Fire Management Services Agreement (Cooperative Agreement) with the Cities of Encinitas and Del Mar and the Rancho Santa Fe Fire Protection District (FPD) for the purposes of sharing fire department management functions. The Cooperative Agreement outlines the services provided by the parties, compensation, and payment terms.

The Cooperative Agreement, which became effective on October 15, 2009, promotes cost-effectiveness and efficiency across several local government agencies. Some of the benefits include cost savings due to the equitable cost sharing of management services, improved public safety with enhanced supervisory effectiveness, better communication with shift personnel and improved chief officer response times, better firefighter training with improved coordination among instructors and the merging of training programs, and an opportunity to secure a greater number of Federal, State, and non-profit grants because of the expertise and experience that management staff offers.

The Cooperative Agreement has been amended four times to reflect changes in the organizational structure, removal of Rancho Santa Fe FPD, addition of an Administrative Battalion Chief position and modifications to the cost allocation formula where needed.

This item is before City Council to consider adopting Resolution 2023-095 (Attachment 1) approving the Fifth Amendment to the Agreement for Cooperative Fire Management Services (Cooperative Agreement) by and between the City of Del Mar, City of Encinitas, and City of Solana Beach (Attachment 2).

COUNCIL ACTION:

DISCUSSION:

The addition of the Administrative Battalion Chief was added to the Fire Department management structure in 2017 to oversee training, safety, and emergency preparedness activities for the three (3) agencies. Responsibilities of the Administrative Battalion Chief include coordinating all fire department suppression and emergency medical training, assisting with North Zone development and coordination of multi-jurisdictional training, scheduling and coordinating County wildland fire suppression training, developing and overseeing new hire testing, coordinating new hire fire academies, as well as coordinating and conducting all probationary testing. The Administrative Battalion Chief also coordinates with Palomar College for credit tracking and reimbursement, as well as with the California Firefighter Joint Apprenticeship Committee (CAL-JAC). In addition to the already sizable workload of the training responsibilities, the Administrative Battalion Chief has been tasked with tracking all employee certifications and qualifications, fire apparatus design, the department safety program, the health and wellness program, as well as oversight of the Community Emergency Response Team (CERT).

Firefighter and Emergency Medical Training requirements have created a heavy workload for the Administrative Battalion Chief. The addition of an Administrative Fire Captain position would provide administrative support to the Administrative Battalion Chief providing program-level span of control assistance. This new position would allow the Administrative Battalion Chief to delegate lower priority tasks and assignments to better focus efforts on developing training programs that are updated and aligned with the new California State Training Requirements, as well as create, implement, and monitor an annual training program. This recommendation is in line with the Management and Administrative Study done by Fitch & Associates in 2021. Attachments 2 and 3 to this Staff Report include the proposed Fifth Amendment to the Cooperative Agreement adding the Administrative Fire Captain position and a Redlined version of the Amendment, respectively.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The cost of fire management services is calculated using the total actual cost of salaries and benefits for the personnel providing the services, as specified in Section 6 of the Cooperative Agreement (Attachment 4). Each agency's cost continues to be apportioned to reflect the extent to which the parties to the Cooperative Agreement utilize fire management services, based on the formula in Section 6 of the Cooperative Agreement.

The addition of an Administrative Fire Captain to the Cooperative Agreement will result in an estimated annual cost increase of \$220,364, beginning in Fiscal Year 2023/24. This cost would be shared by all three (3) agencies. The proposed impact for Fiscal Year 2023/24 to each agency with the cost allocation for the Administrative Fire Captain as contained in Attachment 5 is as follows:

Impact of New Administrative Fire Captain

	<u>Current Cost</u>		<u>Proposed Cost</u>		<u>Net Impact</u>
Del Mar	\$ 240,926	12.151%	\$ 220,254	12.046%	\$ 26,545
Encinitas	\$1,400,338	66.989%	\$1,546,852	66.487%	\$146,514
Solana Beach	\$ 452,126	20.860%	\$ 499,431	21.467%	\$ 47,305

The proposed net increased cost to the City of Solana Beach is \$47,305 beginning in Fiscal Year 2023/24. Based upon the budget estimates for the FY 2022/23 Cooperative Agreement, we estimated the Cooperative Agreement Budget amount for FY2023/24 to be \$461,000, which was included in our recently adopted Budget. Following cost allocation adjustments to the Cooperative Agreement resulting from Encinitas’ labor negotiations, the updated proposed cost for FY 2023/24, as noted above, is \$499,431. Staff has identified internal Fire Department budget adjustments to accommodate the additional Cooperative Agreement cost for this position.

WORK PLAN:

N/A

OPTIONS:

- Approve Staff recommendation.
- Approve Staff recommendation with alternative amendments / modifications.
- Deny Staff recommendation.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2023-095:

1. Approve the Fifth Amendment to the Agreement for Cooperative Fire Management Services by and between the City of Del Mar, City of Encinitas, and the City of Solana Beach.
2. Authorize the City Manager to execute the fifth amendment.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2023-095
2. Fifth Amendment to the Cooperative Fire Management Agreement
3. Redlined Fourth Amendment to the Cooperative Fire Management Agreement
4. Fiscal Year 2023/24 Budget Estimate with Proposed Administrative Fire Captain
5. Agreement for Cooperative Fire Management Services (October 2009)

RESOLUTION 2023-095

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING THE FIFTH AMENDMENT TO THE AGREEMENT FOR COOPERATIVE FIRE MANAGEMENT SERVICES BY AND BETWEEN THE CITIES OF DEL MAR, ENCINITAS, AND THE SOLANA BEACH

WHEREAS, the City of Solana Beach, City of Encinitas, and City of Del Mar, (hereinafter collectively referred to as “PARTIES”), are public agencies organized and existing under and by virtue of the laws of the State of California; and,

WHEREAS, each party is charged with providing fire prevention and suppression activities, emergency medical services (“EMS”) and emergency/disaster management as provided for in California Health and Safety Code § 13862 and Government Code Chapter 7, within their respective boundaries; and,

WHEREAS, on October 15, 2009, the PARTIES entered into a Fire Department Cooperative Management Services Agreement (“Agreement”) for the purpose of sharing fire management functions; and,

WHEREAS, sharing the functions of organizational direction and control, supervision of operations, training, fire prevention, administrative and fiscal management, and disaster preparedness, under this Agreement, has provided effective leadership to multiple agencies, eliminated redundancy, duplication of effort and provided opportunities for current cost savings and an increased level of service for each party, while avoiding the full cost of providing for complete independent fire administration on their own; and

WHEREAS, the PARTIES agreed to the First, and Second Amendments to the Agreement allowing the City of Solana Beach to share the services and of its Battalion Fire Chief and receive additional management services from the City of Encinitas and revising the cost allocation to reflect a reduction in personnel costs; and

WHEREAS, the PARTIES agreed to the Third Amendment to the Agreement for cooperative management services that further provided a cost effective option for said functions between the PARTIES; and

WHEREAS, the PARTIES agreed to the Fourth Amendment to the Agreement to reclassify an Encinitas Deputy Fire Marshal position to a Senior Deputy Fire Marshal (SDFM) position to provide enhanced services to the respective PARTIES; and

WHEREAS, the PARTIES agreed to a modification of the current Agreement to include the additional position of Administrative Fire Captain; and

WHEREAS, the Fifth Amendment to the Agreement will provide enhanced cooperative management services that will further provide a cost effective option for said functions between the PARTIES.

NOW, THEREFORE, the City Council of the City of Solana Beach, California, does resolve as follows:

1. That the foregoing recitations are true and correct.
2. That the City Council authorizes the City Manager to execute the Fifth Amendment to the Agreement for Cooperative Management Services with the cities of Del Mar and Encinitas in a form approved by the City Attorney.

PASSED AND ADOPTED this 12th day of July 2023, at a regular meeting of the City Council of the City of Solana Beach, California, by the following vote:

AYES: Councilmembers –

NOES: Councilmembers –

ABSENT: Councilmembers –

ABSTAIN: Councilmembers –

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

**FIFTH AMENDMENT TO
AGREEMENT FOR COOPERATIVE MANAGEMENT SERVICES**

This Fifth Amendment to the Agreement (“Fifth Amendment”) is entered into and effective the 1st day of July, 2023, (“Effective Date”), by and between the City of Del Mar, City of Encinitas, and City of Solana Beach (collectively the “Parties”).

RECITALS

WHEREAS, on October 15, 2009, the cities of Del Mar, Encinitas, and Solana Beach and the Rancho Santa Fe Fire Protection District entered into that certain Agreement for Cooperative Management Services (“Agreement”); and

WHEREAS, effective July 1, 2013, the Rancho Santa Fe Protection District is no longer a party to the Agreement, and the Agreement was amended to reflect that the cities of Del Mar, Encinitas, and Solana Beach are the remaining parties to the Agreement; and

WHEREAS, Section 14 of the Agreement allows for the Agreement to be amended only by written consent of the Parties to the Agreement; and

WHEREAS, the Parties now wish to amend the Agreement to add an Administrative Fire Captain to the list of positions to be furnished by the Encinitas Fire Department.

NOW, THEREFORE, the Parties agree as follows:

1. Exhibit “A” (Description of Services) is hereby deleted and a new Exhibit “A” (Description of Services) adding an Administrative Fire Captain position is attached hereto as Attachment “1” is substituted in its place.
2. This Amendment may be executed simultaneously or in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.
3. Except as specifically provided herein, all terms shall have the same meaning as defined in the Agreement.
4. Except as specifically amended herein, the Agreement and any prior amendments shall remain in full force and effect.

[Signatures on Next Page]

IN WITNESS WHEREOF, the Parties have caused this Fifth Amendment to be effective as of the date first written above.

City of Del Mar
a municipal corporation

By: _____
Ashley Jones, City Manager

City of Encinitas
a municipal corporation

By: _____
Pamela Antil, City Manager

City of Solana Beach
a municipal corporation

By: _____
Gregory Wade, City Manager

ATTACHMENT 1

EXHIBIT A

Description of Services

The **Encinitas Fire Department** will furnish the management services that include the positions of Fire Chief (1), Administrative Fire Captain (1), Fire Marshal (1), Senior Deputy Fire Marshal (1), and Management Analyst (1), to the Cities of Del Mar and Solana Beach in order to manage all Fire Departments. All other Chief Officers may be furnished by any of the three cities.

If there is a change to the allocation of positions noted above, all three cities agree to re-evaluate the cost allocation structure.

If the Fire Chief determines that an employee of this management services agreement is being utilized excessively by one party of this agreement, then the Parties agree that all three City Managers shall meet to re-balance the workload or discuss other appropriate remedies.

Cooperatively, said management services shall include the following:

1. Management Services

- a. Under the direction and supervision of the City Managers of Del Mar, Encinitas, and Solana Beach, provide broad policy guidance, fire management expertise and leadership to Del Mar, Encinitas, and Solana Beach fire personnel.
- b. Confer with Del Mar, Encinitas, and Solana Beach Fire Department personnel when required to ascertain the needs and evaluate the efficiency of the services provided by all Departments to their respective citizens.
- c. As directed by the City Managers, respond to citizen complaints regarding personnel or services, requests for services, and inquires.
- d. Provide support to major incidents.
- e. Promote a harmonious working relationship between fire prevention and suppression personnel of each respective agency while striving to uphold each Fire Department's Mission Statement.
- f. Coordinate assignment and maintenance programs of fire apparatus and equipment.
- g. Oversee maintenance program for fire stations and serve as point of contact for fire personnel for facility maintenance or procurement requests.

- h. Supervise and provide direction when needed for fire prevention, suppression, and EMS activities for the cities of Del Mar, Encinitas, and Solana Beach.
- i. Supervise personnel of the Del Mar, Encinitas, and Solana Beach Fire Departments. Supervise adherence to Del Mar, Encinitas, and Solana Beach Department policies and procedures (i.e. personnel rules, administrative policies, purchasing and budget policies, budget administration, department emergency operations policies, memorandum of understanding, vacation, and sick leave policies).
- j. As directed by the City Managers, attend and represent the Del Mar, Encinitas, and Solana Beach Fire Departments and implement each City's policies and directives at various local and regional meetings [i.e. City Council (when required), City Manager staff meetings, County Fire Chiefs, North Zone, CSA-17, UDC].
- k. Supervise the purchasing of materials and equipment within the budgetary constraints of each Department.
- l. Direct the forecast of funds needed for staffing, equipment, materials and supplies.
- m. Monitor and approve expenditures and request budget adjustments.
- n. Provide overhead supervision for safety, command, and control functions on an as needed basis.
- o. Provide support personnel dependent upon nature and location of incident for Emergency Operation Center (EOC) activities, during activation.
- p. Assist in the maintenance of the Cities' emergency plans and coordinate training for each City's staff.
- q. Administer grant programs and submit applications for grants.
- r. Prepare and review budgets and facilitate cost recovery.

2. Duty Coverage

- a. Provide emergency incident command officer coverage.
- b. Perform a management role and assume command of field operations as well as direct assigned personnel at the scene of emergencies involving fire, all types of accidents, gas leaks, flooded structures, hazardous materials and life saving and rescue work.
- c. Make decisions on the utilization and practical application of agency resources to ensure proper emergency coverage is maintained.
- d. Effectuate policies, orders, rules and regulations. Enforce agency rules and regulations and recommend and takes disciplinary action when necessary.
- e. Assure agency health and safety guidelines are followed, and exercise discretion to ensure a safe working environment is maintained.
- f. Respond to incidents requiring a chief officer, when necessary.
- g. Daily supervision of personnel. Supervise adherence to agency policies and procedures (i.e., personnel rules, administrative policies, purchasing and budget policies, budget administration, department emergency

operations policies, memorandum of understanding, vacation, and sick leave policies, etc.).

- h. Conduct morning briefings with all shift personnel at the fire stations.
- i. Communicate daily activities with each Operations Chief and disseminate critical information.
- j. Meet with company officers in each station to explain new orders, answer questions, discuss policies and procedures, and ensure proper awareness of new standards.
- k. Receive and relay any pertinent information; deliver interdepartmental mail.
- l. Perform annual evaluations of company officers assigned to shift and ensure annual evaluations are complete for all members assigned to shift.
- m. Assist Company Officer with counseling and coaching of subordinates when there is a performance or personnel problem, if necessary.
- n. Participate in training activities and observe companies as they participate in training/drills.
- o. Act as initiating official for investigations and citizen's complaints; Analyze information obtained and handle as appropriate, or develop a report for further consideration.
- p. Maintain records and review RMS reports per developed program.
- q. Participate in captains' meetings when on duty.
- r. Participate in agency scheduled operations or staff meetings.
- s. Review FirstWatch response data at the end of every shift.
- t. Review Monthly Activity Reports.

3. Training Officer

- a. Under direction of the Fire Chief, coordinate the training program for the members of the Del Mar, Encinitas, and Solana Beach Fire Departments.
- b. Prepare and oversee said training program.
- c. Monitor required annual training attendance records.
- d. Ensure annual state and federal training mandates are met.
- e. Ensure that all firefighters are instructed in the same firefighter techniques (North Zone Operations and Training Manual).
- f. Provide training guidance and management to Del Mar, Encinitas, and Solana Beach fire personnel.
- g. Establish training standards and develop curriculum and lesson plans.
- h. Develop a master training schedule including multi-company drills on a regular basis.
- i. Training shall include the development of a training academy for new hires.

- j. Evaluate training effectiveness and periodically review training records for completeness.
- k. Represent the Del Mar, Encinitas, and Solana Beach Fire Departments at Zone and County training activities and meetings.
- l. Provide oversight of the Department(s) Community Emergency Response Team (CERT) program(s).
- m. Oversee firefighter recruitment, testing (including promotional) and hiring.

**~~FOURTH~~FIFTH AMENDMENT TO
AGREEMENT FOR COOPERATIVE MANAGEMENT SERVICES**

This Fifth Amendment to the Agreement (“Fifth “Amendment””) is entered into and effective the 1st ~~the 1st~~ day of July, 2019-2023, (“Effective Date”), by and between the City of Del Mar, City of Encinitas, and City of Solana Beach ~~regarding that certain AGREEMENT FOR COOPERATIVE MANAGEMENT SERVICES dated October 15, 2009 by and between CITY OF DEL MAR, CITY OF ENCINITAS, RANCHO SANTA FE FIRE PROTECTION DISTRICT and the CITY OF SOLANA BEACH~~ (collectively the “Parties”) (“Agreement”).

RECITALS

WHEREAS, on October 15, 2009, the cities of Del Mar, Encinitas, and Solana Beach and the Rancho Santa Fe Fire Protection District entered into that certain Agreement for Cooperative Management Services (“Agreement”); and

WHEREAS, effective July 1, 2013, the Rancho Santa Fe Protection District is no longer a party to the Agreement, and the Agreement was amended to reflect that the cities of Del Mar, Encinitas, and Solana Beach are the remaining parties to the Agreement; and

WHEREAS, Section 14 of the Agreement permits amendment of the Agreement by a writing signed by the Parties allows for the Agreement to be amended only by written consent of the Parties to the Agreement; and

WHEREAS, the Parties now wish to amend the Agreement to add an Administrative Fire Captain to the list of positions to be furnished by the Encinitas Fire Department.

WHEREAS, the Parties agree to amend the Agreement as more fully stated herein.

NOW, THEREFORE, the Parties agree as follows:

1. ~~Exhibit “A” (Description of Services) is hereby deleted and a new Exhibit “A” (Description of Services)~~ adding an Administrative Fire Captain position is attached hereto as Attachment “1” is substituted in its place.

1.

2. This Amendment may be executed simultaneously or in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.

2.

~~3.~~—Except as specifically provided herein, all terms shall have the same meaning as defined in the Agreement.

3.

4. Except as specifically amended herein, the Agreement and any prior amendments shall remain in full force and effect.

[Signatures on Next Page]

IN WITNESS WHEREOF, the Parties have caused this Fifth Amendment to be effective as of the date first written above. Executed the first day and year appearing above at San Diego, California.

City of Del Mar
a mMunicipal cCorporation

By: _____

Ashley Jones, City Manager

Name: _____

Its: _____

City of Encinitas
a mMunicipal cCorporation

By: _____

Pamela Antil, City Manager

Name: _____

Its: _____

City of Solana Beach
a mMunicipal cCorporation

By: _____

Gregory Wade, City Manager

Name: _____

Its: _____

ATTACHMENT 1

EXHIBIT A

Description of Services

The **Encinitas Fire Department** will furnish the management services that include the positions of Fire Chief (1), Administrative Fire Captain (1), Fire Marshal (1), Senior Deputy Fire Marshal (1), and Management Analyst (1), to the Cities of Del Mar and Solana Beach in order to manage all Fire Departments. All other Chief Officers may be furnished by any of the three cities.

If there is a change to the allocation of positions noted above, all three cities agree to re-evaluate the cost allocation structure.

If the Fire Chief determines that an employee of this management services agreement is being utilized excessively by one party of this agreement, then the Parties agree that all three City Managers shall meet to re-balance the workload or discuss other appropriate remedies.

Cooperatively, said management services shall include the following:

1. Management Services

- a. Under the direction and supervision of the City Managers of Del Mar, Encinitas, and Solana Beach, provide broad policy guidance, fire management expertise and leadership to Del Mar, Encinitas, and Solana Beach fire personnel.
- b. Confer with Del Mar, Encinitas, and Solana Beach Fire Department personnel when required to ascertain the needs and evaluate the efficiency of the services provided by all Departments to their respective citizens.
- c. As directed by the City Managers, respond to citizen complaints regarding personnel or services, requests for services, and inquires.
- d. Provide support to major incidents.
- e. Promote a harmonious working relationship between fire prevention and suppression personnel of each respective agency while striving to uphold each Fire Department's Mission Statement.
- f. Coordinate assignment and maintenance programs of fire apparatus and equipment.
- g. Oversee maintenance program for fire stations and serve as point of contact for fire personnel for facility maintenance or procurement requests.

- h. Supervise and provide direction when needed for fire prevention, suppression, and EMS activities for the Cities of Del Mar, Encinitas, and Solana Beach.
- i. Supervise personnel of the Del Mar, Encinitas, and Solana Beach Fire Departments. Supervise adherence to Del Mar, Encinitas, and Solana Beach Department policies and procedures (i.e. personnel rules, administrative policies, purchasing and budget policies, budget administration, department emergency operations policies, memorandum of understanding, vacation, and sick leave policies).
- j. As directed by the City Managers, attend and represent the Del Mar, Encinitas, and Solana Beach Fire Departments and implement each City's policies and directives at various local and regional meetings [i.e. City Council (when required), City Manager staff meetings, County Fire Chiefs, North Zone, CSA-17, UDC].
- k. Supervise the purchasing of materials and equipment within the budgetary constraints of each Department.
- l. Direct the forecast of funds needed for staffing, equipment, materials and supplies.
- m. Monitor and approve expenditures and request budget adjustments.
- n. Provide overhead supervision for safety, command, and control functions on an as needed basis.
- o. Provide support personnel dependent upon nature and location of incident for Emergency Operation Center (EOC) activities, during activation.
- p. Assist in the maintenance of the Cities' emergency plans and coordinate training for each City's staff.
- q. Administer grant programs and submit applications for grants.
- r. Prepare and review budgets and facilitate cost recovery.

2. Duty Coverage

- a. Provide emergency incident command officer coverage.
- b. Perform a management role and assume command of field operations as well as direct assigned personnel at the scene of emergencies involving fire, all types of accidents, gas leaks, flooded structures, hazardous materials and life saving and rescue work.
- c. Make decisions on the utilization and practical application of agency resources to ensure proper emergency coverage is maintained.
- d. Effectuate policies, orders, rules and regulations. Enforce agency rules and regulations and recommend and takes disciplinary action when necessary.
- e. Assure agency health and safety guidelines are followed, and exercise discretion to ensure a safe working environment is maintained.
- f. Respond to incidents requiring a chief officer, when necessary.
- g. Daily supervision of personnel. Supervise adherence to agency policies and procedures (i.e., personnel rules, administrative policies, purchasing and budget policies, budget administration, department emergency

operations policies, memorandum of understanding, vacation, and sick leave policies, etc.).

- h. Conduct morning briefings with all shift personnel at the fire stations.
- i. Communicate daily activities with each Operations Chief and disseminate critical information.
- j. Meet with company officers in each station to explain new orders, answer questions, discuss policies and procedures, and ensure proper awareness of new standards.
- k. Receive and relay any pertinent information; deliver interdepartmental mail.
- l. Perform annual evaluations of company officers assigned to shift and ensure annual evaluations are complete for all members assigned to shift.
- m. Assist Company Officer with counseling and coaching of subordinates when there is a performance or personnel problem, if necessary.
- n. Participate in training activities and observe companies as they participate in training/drills.
- o. Act as initiating official for investigations and citizen's complaints; Analyze information obtained and handle as appropriate, or develop a report for further consideration.
- p. Maintain records and review RMS reports per developed program.
- q. Participate in captains' meetings when on duty.
- r. Participate in agency scheduled operations or staff meetings.
- s. Review FirstWatch response data at the end of every shift.
- ~~t.~~ Review Monthly Activity Reports.
- t.

3. Training Officer

- a. Under direction of the Fire Chief, coordinate the training program for the members of the Del Mar, Encinitas, and Solana Beach Fire Departments.
- b. Prepare and oversee said training program.
- c. Monitor required annual training attendance records.
- d. Ensure annual state and federal training mandates are met.
- e. Ensure that all firefighters are instructed in the same firefighter techniques (North Zone Operations and Training Manual).
- f. Provide training guidance and management to Del Mar, Encinitas, and Solana Beach fire personnel.
- g. Establish training standards and develop curriculum and lesson plans.
- h. Develop a master training schedule including multi-company drills on a regular basis.
- i. Training shall include the development of a training academy for new hires.

- j. Evaluate training effectiveness and periodically review training records for completeness.
- k. Represent the Del Mar, Encinitas, and Solana Beach Fire Departments at Zone and County training activities and meetings.
- l. Provide oversight of the Department(s) Community Emergency Response Team (CERT) program(s).
- m. Oversee firefighter recruitment, testing (including promotional) and hiring.

**THIRD AMENDMENT TO
AGREEMENT FOR COOPERATIVE MANAGEMENT SERVICES**

This Amendment ("**Amendment**") is entered into the 1st day of July, 2018 ("**Effective Date**") regarding that certain AGREEMENT FOR COOPERATIVE MANAGEMENT SERVICES dated October 15, 2009 by and between CITY OF DEL MAR, CITY OF ENCINITAS, RANCHO SANTA FE FIRE PROTECTION DISTRICT and the CITY OF SOLANA BEACH (collectively the "**Parties**") ("**Agreement**").

Recitals

WHEREAS, Section 14 of the Agreement permits amendment of the Agreement by a writing signed by the Parties;

WHEREAS, the Parties agree to amend the Agreement as more fully stated herein.

NOW, THEREFORE, the Parties agree as follows:

1. Section 6.0 (Compensation) in the original agreement is hereby deleted and a revised Section 6.0 (Compensation) provided below is substituted in its place.

6. **Compensation.** Those PARTIES receiving fire management services agree to pay for the services herein to be performed, during the term of this Agreement. The fees for fire management services shall be calculated using the total actual cost of salaries and benefits for personnel providing the services identified in Exhibit "A" during the term of this Agreement and apportioned to reflect the extent to which the PARTIES utilize fire management services, based on the following formula:

10% equally shared

20% by population (based on the most recent figures from the State of California Department of Finance)

20% by area served

20% by number of annual calls for service (based on the most recent figures from North County Dispatch Joint Powers Authority)

30% by number of fire suppression personnel

The apportionment will be calculated annually using the most recent statistics required for the above-mentioned formula.

The total payment to Parties to render the services described in Exhibit "A" shall be made in quarterly installments.

The compensation provided to the Parties for services herein shall increase each year by the actual increase in salary and benefits of the positions providing the personnel services to that particular party for that fiscal year.

An administrative fee agreeable to all parties will be assessed annually.

[Section 6.1 is still in effect without modification]

2. Pursuant to Section 7.2 of the Agreement, the Rancho Santa Fe Fire Protection District has terminated this Agreement without cause and is no longer party to this Agreement. Effective July 1, 2013, the Parties to the Agreement shall constitute and be defined as the City of Del Mar, City of Encinitas and City of Solana Beach.

3. Exhibit "A" (Description of Services) is hereby deleted and a new Exhibit "A" (Description of Services) attached hereto as Attachment "1" is substituted in its place.

4. Exhibit "B" (Annual Payments for Services) is hereby deleted. The annual payments for services are determined when the final personnel costs and administrative fees are known for the fiscal year and by the cost apportionment method described in Section 6. The City of Encinitas will distribute a final cost allocation to the Parties reflecting actual costs for providing personnel services for the fiscal year, when final costs are known.

5. This Amendment may be executed simultaneously or in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.

6. Except as specifically provided herein, all terms shall have the same meaning as defined in the Agreement.

7. Except as specifically amended herein, the Agreement shall remain in full force and effect.

[Signatures on Next Page]

Executed the first day and year appearing above at San Diego, California.

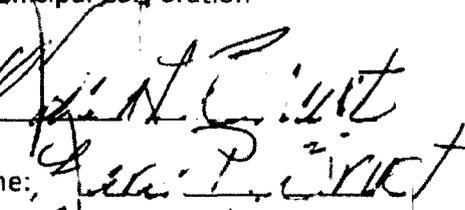
City of Del Mar
a Municipal Corporation

By: 

Name: Scott W Huth

Its: City Manager

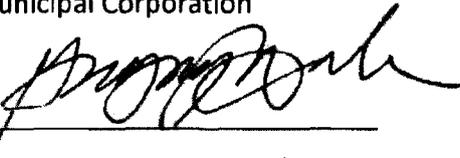
City of Encinitas
a Municipal Corporation

By: 

Name: Peter P. Pickett

Its: City Manager

City of Solana Beach
a Municipal Corporation

By: 

Name: GREGORY WADE

Its: CITY MANAGER

ATTACHMENT 1

EXHIBIT A

Description of Services

The **Encinitas Fire Department** will furnish the management services that include the positions of Fire Chief (1), Fire Marshal (1), and Management Analyst (1), to the Cities of Del Mar and Solana Beach in order to manage all Fire Departments. All other Chief Officers may be furnished by any of the three cities.

If there is a change to the allocation of positions noted above, all three cities agree to re-evaluate the cost allocation structure.

If the Fire Chief determines that an employee of this management services agreement is being utilized excessively by one party of this agreement, then the Parties agree that all three City Managers shall meet to re-balance the workload or discuss other appropriate remedies.

Cooperatively, said management services shall include the following:

1. Management Services

- a. Under the direction and supervision of the City Managers of Del Mar, Encinitas, and Solana Beach, provide broad policy guidance, fire management expertise and leadership to Del Mar, Encinitas, and Solana Beach fire personnel.
- b. Confer with Del Mar, Encinitas, and Solana Beach Fire Department personnel when required to ascertain the needs and evaluate the efficiency of the services provided by all Departments to their respective citizens.
- c. As directed by the City Managers, respond to citizen complaints regarding personnel or services, requests for services, and inquires.
- d. Provide support to major incidents.
- e. Promote a harmonious working relationship between fire prevention and suppression personnel of each respective agency while striving to uphold each Fire Department's Mission Statement.
- f. Coordinate assignment and maintenance programs of fire apparatus and equipment.
- g. Oversee maintenance program for fire stations and serve as point of contact for fire personnel for facility maintenance or procurement requests.
- h. Supervise and provide direction when needed for fire prevention, suppression, and EMS activities for the Cities of Del Mar, Encinitas, and Solana Beach.

- i. Supervise personnel of the Del Mar, Encinitas, and Solana Beach Fire Departments. Supervise adherence to Del Mar, Encinitas, and Solana Beach Department policies and procedures (i.e. personnel rules, administrative policies, purchasing and budget policies, budget administration, department emergency operations policies, memorandum of understanding, vacation, and sick leave policies).
- j. As directed by the City Managers, attend and represent the Del Mar, Encinitas, and Solana Beach Fire Departments and implement each City's policies and directives at various local and regional meetings [i.e. City Council (when required), City Manager staff meetings, County Fire Chiefs, North Zone, CSA-17, UDC].
- k. Supervise the purchasing of materials and equipment within the budgetary constraints of each Department.
- l. Direct the forecast of funds needed for staffing, equipment, materials and supplies.
- m. Monitor and approve expenditures and request budget adjustments.
- n. Provide overhead supervision for safety, command, and control functions on an as needed basis.
- o. Provide support personnel dependent upon nature and location of incident for Emergency Operation Center (EOC) activities, during activation.
- p. Assist in the maintenance of the Cities' emergency plans and coordinate training for each City's staff.
- q. Administer grant programs and submit applications for grants.
- r. Prepare and review budgets and facilitate cost recovery.

2. Duty Coverage.

- a. Provide emergency incident command officer coverage.
- b. Perform a management role and assume command of field operations as well as direct assigned personnel at the scene of emergencies involving fire, all types of accidents, gas leaks, flooded structures, hazardous materials and life saving and rescue work.
- c. Make decisions on the utilization and practical application of agency resources to ensure proper emergency coverage is maintained.
- d. Effectuate policies, orders, rules and regulations. Enforce agency rules and regulations and recommend and takes disciplinary action when necessary.
- e. Assure agency health and safety guidelines are followed, and exercise discretion to ensure a safe working environment is maintained.
- f. Respond to incidents requiring a chief officer, when necessary.
- g. Daily supervision of personnel. Supervise adherence to agency policies and procedures (i.e., personnel rules, administrative policies, purchasing and budget policies, budget administration, department emergency operations policies, memorandum of understanding, vacation, and sick leave policies, etc.).

- h. Conduct morning briefings with all shift personnel at the fire stations.
- i. Communicate daily activities with each Operations Chief and disseminate critical information.
- j. Meet with company officers in each station to explain new orders, answer questions, discuss policies and procedures, and ensure proper awareness of new standards.
- k. Receive and relay any pertinent information; deliver interdepartmental mail.
- l. Perform annual evaluations of company officers assigned to shift and ensure annual evaluations are complete for all members assigned to shift.
- m. Assist Company Officer with counseling and coaching of subordinates when there is a performance or personnel problem, if necessary.
- n. Participate in training activities and observe companies as they participate in training/drills.
- o. Act as initiating official for investigations and citizen's complaints; Analyze information obtained and handle as appropriate, or develop a report for further consideration.
- p. Maintain records and review RMS reports per developed program.
- q. Participate in captains' meetings when on duty.
- r. Participate in agency scheduled operations or staff meetings.
- s. Review FirstWatch response data at the end of every shift.
- t. Review Monthly Activity Reports.

3. Training Officer

- a. Under direction of the Fire Chief, coordinate the training program for the members of the Del Mar, Encinitas, and Solana Beach Fire Departments.
- b. Prepare and oversee said training program.
- c. Monitor required annual training attendance records.
- d. Ensure annual state and federal training mandates are met.
- e. Ensure that all firefighters are instructed in the same firefighter techniques (North Zone Operations and Training Manual).
- f. Provide training guidance and management to Del Mar, Encinitas, and Solana Beach fire personnel.
- g. Establish training standards and develop curriculum and lesson plans.
- h. Develop a master training schedule including multi-company drills on a regular basis.
- i. Training shall include the development of a training academy for new hires.
- j. Evaluate training effectiveness and periodically review training records for completeness.

- k. Represent the Del Mar, Encinitas, and Solana Beach Fire Departments at Zone and County training activities and meetings.
- l. Provide oversight of the Department(s) Community Emergency Response Team (CERT) program(s).
- m. Oversee firefighter recruitment, testing (including promotional) and hiring.

FY 23-24 Budget Estimate

	DMR	SOL	ENC	Total (Salary & Benefits)
ENC DIRECTOR PS/ FIRE CHIEF--GORDON	\$ 41,504	\$ 73,963	\$ 229,081	\$ 344,549
ENC BATTALION CHIEF--WILLIAMS	\$ 29,555	\$ 52,669	\$ 163,128	\$ 245,352
ENC BATTALION CHIEF--POFF	\$ 29,555	\$ 52,669	\$ 163,128	\$ 245,352
ENC BATTALION CHIEF--CINCOTTA	\$ 27,320	\$ 48,686	\$ 150,792	\$ 226,798
ENC ADMIN FIRE CAPTAIN - VACANT	\$ 26,545	\$ 47,305	\$ 146,514	\$ 220,364
ENC FIRE MARSHAL--SCHMIDT	\$ 25,699	\$ 45,797	\$ 141,844	\$ 213,340
ENC SR. DEPUTY FIRE MARSHAL--VACANT (unfilled)	\$ -	\$ -	\$ -	\$ -
ENC FIRE ADMIN MANAGER (DP, GRANTS)--JIMENEZ	\$ 21,947	\$ 39,112	\$ 121,138	\$ 182,197
ENC ADMIN BATTALION CHIEF (TRAINING)--SPAULDING	\$ 30,652	\$ 54,623	\$ 169,180	\$ 254,455
ENC DEPUTY FIRE CHIEF (SUPPORT SERVICES)--SANCHEZ	\$ 37,010	\$ 65,955	\$ 204,276	\$ 307,241
TOTAL - Salary & Benefits	\$ 269,788	\$ 480,779	\$ 1,489,081	\$ 2,239,648
ENC BATTALION CHIEF - WILLIAMS - OVERTIME (20 SHIFTS)	\$ 3,489	\$ 6,217	\$ 19,257	\$ 28,963
ENC BATTALION CHIEF - POFF - OVERTIME (20 SHIFTS)	\$ 3,489	\$ 6,217	\$ 19,257	\$ 28,963
ENC BATTALION CHIEF - CINCOTTA- OVERTIME (20 SHIFTS)	\$ 3,489	\$ 6,217	\$ 19,257	\$ 28,963
TOTAL - Salary & Benefits & Overtime	\$ 280,254	\$ 499,431	\$ 1,546,851	\$ 2,326,538

ESTIMATE SALARY & BENEFITS ONLY				Total
ENC COST RECOVERY	\$ 269,788	\$ 480,779	N/A	\$ 750,567
SOL COST RECOVERY	\$ -	N/A	\$ -	\$ -

ESTIMATE OVERTIME				Total
ENC COST RECOVERY	\$ 10,467	\$ 18,652	\$ -	\$ 29,119
SOL COST RECOVERY	\$ -	\$ -	\$ -	\$ -

TOTA ESTIMATE				Total
ENC COST RECOVERY	\$ 280,254	\$ 499,431	N/A	\$ 779,686
SOL COST RECOVERY	\$ -	N/A	\$ -	\$ -

Cost Allocation	DMR	SOL	ENC
	12.046%	21.467%	66.487%



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: August 23, 2023
ORIGINATING DEPT: City Clerk's Office
SUBJECT: **Council Consideration of Resolution 2023-103 -
Destruction of Obsolete Records**

BACKGROUND:

Periodically, the City reviews its records to identify those available for official destruction. Destruction of records frees up storage space and helps Staff manage the large volume of records. Stockpiling vast amounts of public records increases the risk of document misplacement and Staff time spent complying with requests for documents that are no longer required to be retained. Therefore, the City conducts periodic destruction to manage its accumulation of obsolete records, in accordance with the City's adopted retention schedule.

The maintenance and storage of records that are no longer required to be retained can be cumbersome due to inventory maintenance and added costs for offsite storage. It should be noted that records required and/or necessary to be retained by the City are kept for their relative retention period.

This item is before Council to consider adoption of Resolution 2023-103 (Attachment 1) approving the official destruction of obsolete records.

DISCUSSION:

Destruction of records is permitted in accordance with state law and the City's Records Retention Schedule, which was adopted by Resolution 2000-34 and Resolution 2002-76. The City's Retention Schedule contains state law requirements as well as additional City retention provisions outlining retention periods for various government records.

Resolution 2023-103 contains an attached Lists of Records to be Destroyed (Exhibit A of Resolution 2023-103) itemizing the description of documents that are prepared for

CITY COUNCIL ACTION:

destruction. These documents are obsolete and may be destroyed in compliance with the City's adopted Retention Schedule. In addition, procedures are conducted as outlined in the City's Records Management Manual including following all updated retention requirements of state regulations. After careful review of the records by the respective Department Staff, Department Heads, City Attorney and City Clerk/Custodian of Records, 184 boxes of obsolete records were prepared and authorized for destruction.

CEQA COMPLIANCE: Not a project under CEQA.

FISCAL IMPACT:

The City will save administrative and storage expenses by destroying records no longer needed or required to be retained. The cost of official destruction of these documents has been allocated within the City Clerk Department's budget to accommodate this service.

WORK PLAN: N/A

OPTIONS:

- Approve Staff recommendation.
- Do not approve Staff recommendation.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2023-103 authorizing the destruction of officially obsolete records.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation



Gregory Wade, City Manager

Attachments:

1. Resolution 2023-103

RESOLUTION 2023-103

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AUTHORIZING DESTRUCTION OF CERTAIN OBSOLETE RECORDS

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time, according to the Solana Beach Records Retention Schedule which adheres to various state codes and regulations; and

WHEREAS, the maintenance of these records does not provide for effective and efficient operation of the government of the City of Solana Beach; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be officially destroyed; and

WHEREAS, the City Council adopted the Records Retention Schedule on June 6, 2000, and adopted a revised Records Retention Schedule on August 20, 2002; and

WHEREAS, the documents proposed for destruction were reviewed by the Department Directors and authorized for official destruction by the City Attorney and City Clerk/Custodian of Records, and are currently compliant with State Code retention requirements.

NOW, THEREFORE, the City Council of the City of Solana Beach, California does resolve as follows:

1. That the above recitations are true and correct.
2. That the records of the City of Solana Beach, as set forth in the attached Lists of Records to be Destroyed (Exhibit A) attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of the adopted Solana Beach Records Retention Schedule and upon the consent of the Department Heads, City Attorney, and City Clerk/Custodian of Records.
3. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.
4. That this resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 23rd day of August, 2023 at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

AYES: Councilmembers -
NOES: Councilmembers -
ABSTAIN: Councilmembers -
ABSENT: Councilmembers -

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

EXHIBIT A

RESOLUTION 2023-103

Lists of Records to be Officially Destroyed 184 Boxes

1	CLK – Unsuccessful Bids 2017 – 2021	(I)
2	CLK – Records Requests 2017 – 2018	(II)
3	CLK – Agenda 2009 – 2020, Subpoenas FY 2006 – 2011	(III)
4	CLK – General Mail 2019 – 2021	(IV)
5	CLK – Bids 2020 – 2021, City Council Mtgs 2014 – 2019, Campaign Stmts, Stmt of Org Form 410	(V)
6	FIN – Accts Payable, Payroll Tax, Journal Entries 2014-2015	(A)
7	FIN – PIPA Reports, Liability Claims, Seminar Materials 2001-2009	(B)
8	FIN – Expired Insurance Certs 1992-2011	(C)
9	FIN – Payroll, Employee Pay Rates, PERS, Receipts & Expenditures, Compensation 1992-2022	(D)
10	FIN – Payroll Invoices/AP, MOU's, Reports 1992-2018	(E)
11	FIN – IRS Form, W-2 Statements 1987-2006	(F)
12	FIN – Accts Payable FY 2000-2001	01
13	FIN – Accts Payable FY 2001-2002	02
14	FIN – Cash Receipts FY 2001-2002	03
15	FIN – Accts Payable Reports, PO's FY 2003-2004	04
16	FIN – Check Copies FY 2005-2006	05
17	FIN – Cash Requirements Reports 1996-1997	06
18	FIN – Accts Payable Warrants FY 2006-2007	07
19	FIN – Accts Payable Warrants FY 2006-2007	08
20	FIN – Accts Payable Warrants FY 2006-2007	09
21	FIN – Accts Payable Warrants FY 2006-2007	10
22	FIN – Accts Payable Warrants FY 2006-2007	11
23	FIN – Accts Payable Warrants FY 2007	12
24	FIN – Accts Payable Warrants FY 2007-2008	13
25	FIN – Accts Payable Warrants FY 2007-2008	14
26	FIN – Accts Payable Warrants FY 2007-2008	15
27	FIN – Accts Payable Warrants FY 2007-2008	16
28	FIN – Accts Payable Warrants FY 2007-2008	17
29	FIN – Accts Payable Warrants FY 2007-2008	18
30	FIN – Accts Payable Warrants FY 2007-2008	19
31	FIN – Accts Payable Reports FY 2009-2010	20

32	FIN – Accts Payable Edit Batches FY 2010-2011	21
33	FIN – Accts Payable 1994-1995	22
34	FIN – Accts Payable 1994-1995	23
35	FIN – Accts Payable 1994-1995	24
36	FIN – Accts Payable 1994-1995	25
37	FIN – Accts Payable 1994-1995	26
38	FIN – Accts Payable 1995-1996	27
39	FIN – Accts Payable 1995-1996	28
40	FIN – Accts Payable 1995-1996	29
41	FIN – Accts Payable 1995-1996	30
42	FIN – Accts Payable 1995-1996	31
43	FIN – Accts Payable 1995-1996	32
44	FIN – Accts Payable 1996-1997	33
45	FIN – Accts Payable 1996-1997	34
46	FIN – Accts Payable 1996-1997	35
47	FIN – Accts Payable 1996-1997	36
48	FIN – Accts Payable 1996-1997	37
49	FIN – Accts Payable 1997-1998	38
50	FIN – Accts Payable 1997-1998	39
51	FIN – Accts Payable 1997-1998	40
52	FIN – Accts Payable 1997-1998	41
53	FIN – Accts Payable 1997-1998	42
54	FIN – Accts Payable 1997-1998	43
55	FIN – Accts Payable Batches FY 2011-2012	44
56	FIN – Accts Payable Warrants May - June 2011	45
57	FIN – Accts Payable Warrants FY 2006-2007	46
58	FIN – Accts Payable 1994-1995	47
59	FIN – Accts Payable Warrants, Cash Reports, Direct Deposit Reports June 2009, FY 2007-2008, July – August 2008	48
60	FIN – Accts Payable, Cash Req. Reports FY 2001-2002	49
61	FIN – Leave Slips, OT Forms FY 2005-2006	50
62	FIN – Cash Disbursements 1997-1998	51
63	FIN – Cash Receipts 2000-2001	52
64	FIN – Cash Receipts 2010-2014	53
65	FIN – Cash Receipts FY 2002-2003	54
66	FIN – Cash Receipts March – June 2021	55
67	FIN – Cash Receipts July – August 2011	56

68	FIN – Cash Receipts September – November 2011	57
69	FIN – Cash Receipts Oct 2002 – Feb 2003	58
70	FIN – Cash Receipts Dec 2011 – Feb 2012	59
71	FIN – Cash Receipts, Business Cert. Adjustments FY 2009	60
72	FIN – Cash Receipts, Direct Deposits July – Oct 2007	61
73	FIN – Cash Receipts, Direct Deposits, Business Cert Report Sep – Dec 2008	62
74	FIN – Cash Receipts, Direct Deposits March – June 2008	63
75	FIN – Cash Receipts, Direct Deposits April – June 2007	64
76	FIN – Cash Receipts, Direct Deposit Reports July – Nov 2006	65
77	FIN – Cash Receipts, Direct Deposit Nov 2007 – Feb 2008	66
78	FIN – Cash Receipts, Direct Deposit Reports Dec – March 2007	67
79	FIN – Cash Receipts, Direct Deposit Reports, Business Cert Reports Jan – Feb 2009	68
80	FIN – Accts Payable, Check Logs, Demand Lists	69
81	FIN – Accts Payable FY 2000-2001	70
82	FIN – Accts Payable, Petty Cash FY 2000-2001	71
83	FIN – Accts Payable FY 2000-2001	72
84	FIN – Cash Receipts FY 2000-2001, Supporting Doc July – Dec 2000	73
85	FIN – Payroll Journals/Reports FY 2000-2001	74
86	FIN – Payroll Reports, Calendar Yr End FY 2000-2001	75
87	FIN – Payroll Reports FY 2000-2001, 2001-2002	76
88	FIN – Payroll Timesheets FY 2000-2001, Leave Slips 2001-2002	77
89	FIN – Accts Payable FY 2000-2001	78
90	FIN – Accts Payable & Refunds FY 2001-2002	79
91	FIN – Accts Payable FY 2001-2002	80
92	FIN – Accts Payable FY 2001-2002	81
93	FIN – Accts Payable FY 2001-2002	82
94	FIN – Agenda Report Workpapers FY 2001-2002	83
95	FIN – Cash Receipts FY 2001-2002	84
96	FIN – Payroll Journals/Reports FY 2001-2002	85
97	FIN – Payroll Reports FY 2001-2002, Calendar Yr End 2001	86
98	FIN – Timesheets FY 2001-2002	87
99	FIN – PO's FY 2001-2003	88
100	FIN – Accts Payables FY 2001-2003	89
101	FIN – Accts Payables FY 2002-2003	90
102	FIN – Accts Payable FY 2002-2003	91
103	FIN – Accts Payable FY 2002-2003	92
104	FIN – Accts Payables FY 2002-2003	93

105	FIN – Accts Payable FY 2002-2003	94
106	FIN – Accts Payable FY 2002-2003	95
107	FIN – Payroll Reports FY 2002-2003	96
108	FIN – Payroll Reports FY 2002-2003	97
109	FIN – Payroll Reports FY 2002-2003, Calendar Yr End 2002	98
110	FIN – Payroll Reports FY 2001-2002, 2002-2003	99
111	FIN – Timesheets FY 2002-2003	100
112	FIN – Accts Payable FY 2003-2004	101
113	FIN – Accts Payable FY 2003-2004	102
114	FIN – Accts Payable FY 2003-2004	103
115	FIN – Accts Payable Refunds FY 2003-2004	104
116	FIN – Accts Payable FY 2003-2004	105
117	FIN – Payroll Deductions FY 2003-2004	106
118	FIN – Payroll Journals / RPTS FY 2003-2004	107
119	FIN – Payroll Journal / Register FY 2003-2004	108
120	FIN – Payroll Journals / Reports FY 2003-2004	109
121	FIN – Payroll Registers FY 2003-2004	110
122	FIN – Timesheets, OT Slips	111
123	FIN – Payroll Registers FY 2004-2005	112
124	FIN – Payroll Timesheets FY 2004-2005	113
125	FIN – Bank Reconciliations, Bank / Budget Transfers, Workers Comp Check, Payroll Reports, AP Edit Batches	114
126	FIN - Bank Reconciliations, Bank / Budget Transfers, Workers Comp Check, Payroll Leave Requests, Fiscal Stmt Reconciliations FY 2010-2011	115
127	FIN – Payroll FY 2019-2020	116
128	FIN – Cash Receipt Reports	117
129	FIN – Cash Receipt Reports FY 1997-1998	118
130	FIN – Leave Attendance, Payroll Journals FY 1999-2000, 2000-2001	119
131	FIN – Payroll Journals / Reports FY 1999-2000 & 2000-2001, Accrual Payday 2000	120
132	FIN – Journal Entries, Bank Receipts FY 1999-2000	121
133	FIN – Payroll Journals, Leave Attendance FY 1999-2000	122
134	FIN – Authorized Leave Slips, Over Time Slips FY 1999-200, FY 2000-2001	123
135	FIN – PO's FY 1999-2001	124
136	FIN – Money Receipt Book 2000-2007	125
137	FIN – Money Receipt Book, Deposit Records 1999-2007	126
138	FIN – Cash Disbursements, Distribution Reports FY 1999	127
139	FIN – Direct Deposit FY 1999-2000, Payroll Check/ Voucher FY 2000-2001	128
140	FIN – Payroll Check Copies, Dec 2001 & Calendar Yr 2002	129

141	FIN – Payroll Check Copies Calendar Yr 2003	130
142	FIN – Payroll Check Copies 2004	131
143	FIN – Payroll Check Copies 2005	132
144	FIN – Payroll Journals / Reports 2003	133
145	FIN – Payroll Registers Jan – March 2005	134
146	FIN – Payroll Registers FY 2004-2005	135
147	FIN – Payroll Registers Oct – Dec 2004	136
148	FIN – Payroll Reports, Journal Registers Oct – Dec 2005	137
149	FIN – Payroll Reports July – Sept 2005	138
150	FIN – Payroll FY 2012-2013	139
151	FIN – Payroll July – Dec 2003, AFLAC, Direct Deposit, Federal/State Payroll Taxes FY 2005-2006, Payroll Budget FY 2003-04, 2004-05, 2005-06	140
152	FIN – Check Copies FY 2004-2005	141
153	FIN -PO's, PO Reports FY 2007	142
154	FIN – PO FY 2007-2008	143
155	FIN – PO FY 2008-2009	144
156	FIN – PO FY 2009-2010	145
157	FIN – PO FY 2010-2011	146
158	FIN – PO FY 2011-2012	147
159	FIN – Timesheet Cards 07/02/10 – 07/29/11	148
160	FIN – Timesheet Cards 07/03/09 – 06/18/10	149
161	FIN – Timesheets FY 2005-2006	150
162	FIN – Warrants Jan – Feb 2010	151
163	FIN – Warrants Jan – Feb 2011	152
164	FIN – Warrant Jan – Feb 2012	153
165	FIN – Accts Payable Warrants Feb – March 2009	154
166	FIN – Warrants FY 2003, CAFR FY 2003, 2004	155
167	FIN – Warrants March – April 2010	156
168	FIN – AP Warrants March – April 2011	157
169	FIN – Warrants March – April 2012	158
170	FIN – Warrants April – May 2009	159
171	FIN – Warrants May – June 2010	160
172	FIN – Warrants May – June 2012	161
173	FIN – Warrants July – Aug 2008	162
174	FIN – Warrants July – Aug 2009	163
175	FIN – Warrants July – Aug 2010	164
176	FIN – Warrants July – Sept 2011	165

177	FIN – Warrants Aug – Sept 2008	166
178	FIN – Warrants Sep – Oct 2009	167
179	FIN – Warrants Sep – Oct 2010	168
180	FIN – Warrants Sept – Oct 2011	169
181	FIN – Warrants Oct – Dec 2008	170
182	FIN – Warrants Oct – Dec 2009	171
183	FIN – Warrants Nov – Dec 2010	172
184	FIN – AP Warrants Dec 2008 – Jan 2009	173

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Unsuccessful Bids

City Clerk – Legal Info, Code Section: File No. 0370-36

Documents Below Have Been Reviewed and Approved For Destruction:

- Unsuccessful Bid 2017-10 – Circle Dr. Sewer Pipeline
- Unsuccessful Bid 2018-01 – La Colonia Skate Park
- Unsuccessful Bid 2019-04 – Pavement Maintenance & Repairs
- Unsuccessful Bid 2019-01 – Sewer Pipeline Replacements
- Unsuccessful Bid 2019-08 – ADA Pedestrian Ramps
- Unsuccessful Bid 2019-02 – City Streets Concrete Repairs
- Unsuccessful Bid 2019-03 – Glencrest Vertical Realignment
- Unsuccessful Bid 2020-03 – Pavement Maintenance Repair
- Unsuccessful Bid 2021-02 – ADA Pedestrian Ramps
- Unsuccessful Bid 2020-02 – City Hall & Fire Station Water Damage
- Unsuccessful Bid 2018-06 – Fletcher Cove Trash Enclosure
- Unsuccessful Bid 2019-06 – Tide Beach Park Slope Paving Removal

Records Prepared / Inventoried By: <u>G. Zoquiapa</u>	Signature: 	<u>05/08/23</u> Date
Department Head <u>A. Ivey</u>	Signature: 	_____ Date
City Clerk/Custodian of Records <u>A. Ivey</u>	Signature: 	<u>08/08/23</u> Date
City Attorney <u>J. Canlas</u>	Signature: 	<u>AUG 11 2023</u> Date

LIST OF RECORDS TO BE DESTROYED

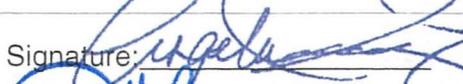
The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages _____ Record Requests _____

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

- Record Requests 2017-2018

Records Prepared / Inventoried By: <u>G.Zoquiapa</u>	Signature: 	<u>07/28/23</u> Date
Department Head <u>A. Ivey</u>	Signature: 	_____ Date
City Clerk/Custodian of Records <u>A. Ivey</u>	Signature: 	<u>08/08/23</u> Date
City Attorney <u>J. Canlas</u>	Signature: 	<u>AUG 11 2023</u> Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages General Mail

City Clerk – Legal Info, Code Section: File No. 0410-10, 0460-25

Documents Below Have Been Reviewed and Approved For Destruction:

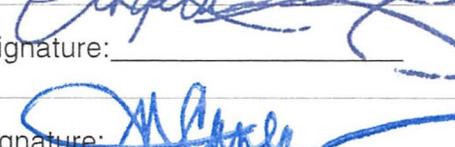
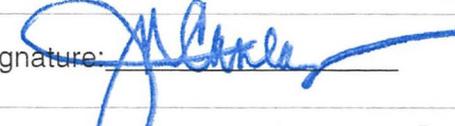
Mailings/Filing Not Related to City Business 2019 – 2021

Mail Rcvd by the City

- Chapter 11 Bankruptcy Filing Notices Rcvd RE: Deluxe Entertainment Services Group Inc.

Mail Rcvd by the City & City Attorney

- From Barbara Ausdemore RE debtors, creditors, and other related parties

Records Prepared / Inventoried By: <u>K Vinson</u>	Signature: 	<u>2022</u> Date
Department Head <u>A. Ivey</u>	Signature: 	<u> </u> Date
City Clerk/Custodian of Records <u>A. Ivey</u>	Signature: 	<u>08/08/23</u> Date
City Attorney <u>J. Canlas</u>	Signature: 	<u>AUG 11 2023</u> Date

LIST OF RECORDS TO BE DESTROYED

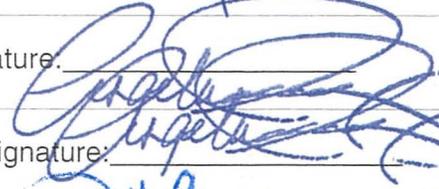
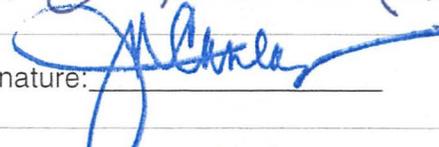
The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Bids, City Council Mtgs., Campaign Stmts

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

- Campaign Statements – Pre-Election Filings
- Stmt of Org. Form 410 – Deanne Borer
- Awarded Bid 2020-05 – Marine Safety Vehicle
- Bid 2020-01 – Sewer & Storm Drain Rehab
- Bid 2021-03 – Sewer & Storm Drain Rehab
- Bid 2020-01 – Pavement Maint Repair
- City Council Mtgs – 2014-2015
- City Council Mtgs – 2016-2018
- City Council Mtgs – 2015-2019

Records Prepared / Inventoried By: <u>G. Zoquiapa</u>	Signature: 	_____	Date
Department Head <u>A. Ivey</u>	Signature: 	_____	Date
City Clerk/Custodian of Records <u>A. Ivey</u>	Signature: 	_____	08/08/23 Date
City Attorney <u>J. Canlas</u>	Signature: 	_____	AUG 11 2023 Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages FIN/RISK

City Clerk – Legal Info, Code Section: GC §34090, IRS Reg §31.6001-1(e)(2), R&T §19530, 29CFR 516.5 - 516.6, 29USC 436, CCP 337
Fin Pend c Destroy 1-1-24

Documents Below Have Been Reviewed and Approved For Destruction:

Finance

Accounts Payable (employee benefits) - Copies of Warrants/Checks & Corresp.(7 years after audit)

- Aflac
- Employment Development Department
- Miscellaneous - bank notices, copies of checks to Sheriff
- ING Life Insurance & Annuity regulatory correspondence
- Preferred Benefits
- Pre-Paid Legal Services - Legal Shield Invoices and copies of warrants/checks
- Solana Beach Firefighters
- Sunlife Insurance
- United Way
- Blue Shield

Payroll Tax/W2's (7 years after audit)

Calendar Years 2014- 2015

- Payroll Tax Quarter 1, Calendar Year 2014
- Payroll Tax Quarter 2, Calendar Year 2014
- Payroll Tax Quarter 3, Calendar Year 2014
- Payroll Tax Quarter 4, Calendar Year 2014
- Calendar Year 2014 W2s
- Payroll Tax Quarter 1, Calendar Year 2015
- Payroll Tax Quarter 2, Calendar Year 2015
- Payroll Tax Quarter 3, Calendar Year 2015
- Payroll Tax Quarter 4, Calendar Year 2015
- Calendar Year 2015 W2s

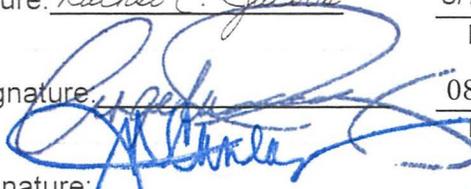
Journal Entries (7 years after audit)

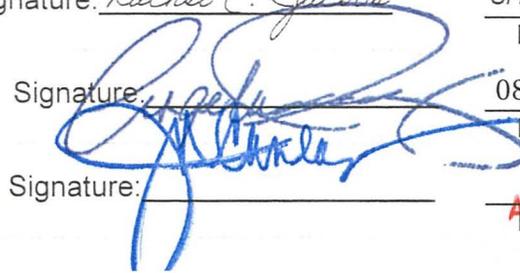
- Periods 1-12, FY 2013-2014

FIN A

Records Prepared / Inventoried By: K. Vinson G. Zoquiapa Signature:  06-27-23
Date

Department Head R.Jacobs Signature:  8/7/23
Date

City Clerk/Custodian of Records A. Ivey Signature:  08/08/23
Date

City Attorney J. Canlas Signature:  AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages FIN/RISK

City Clerk – Legal Info, Code Section: GC §34090

Documents Below Have Been Reviewed and Approved For Destruction:

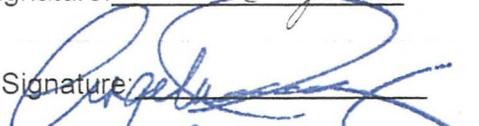
Finance/Risk

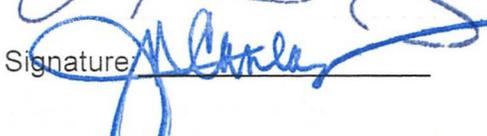
- SANDPIPA Policy Information, Check Requests, Claims/Reports, Litigation copies, Financials, Seminar Materials, Corresp. 2001-2012
- Liability Claims Audit by Farley Consulting Services, 2008
- Liability Claims Audit by AIG Domestic Claims of New York, 2007
- Property Schedule, March 27, 2007
- Stewardship Report, 2008
- Pooled Insurance Program Authority Investment Report by Chandler Asset Management, 2-28-09
- Pooled Insurance Program Authority Investment Report by Chandler Asset Management, 7-31-09
- Pooled Insurance Program Authority Investment Report by Chandler Asset Management, 7-31-08

FIN B

Records Prepared / Inventoried By: K. Vinson G. Zoquiapa Signature:  06-27-23
Date

Department Head R. Jacobs Signature:  8/7/23
Date

City Clerk/Custodian of Records A. Ivey Signature:  08/08/23
Date

City Attorney J. Canlas Signature:  AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages FIN/RISK

City Clerk – Legal Info, Code Section: GC §34090

Documents Below Have Been Reviewed and Approved For Destruction:

Finance/Risk

Expired Insurance Certificates by Category

- Facilities Use, 1994-2000
- Special Events, 1993-2000
- Taxi Cabs, 1994-2000
- Goods/Services/Maintenance, 1992-2000
- Infrastructure, 1992-2000
- Non-infrastructure, 1992-2000
- Other/Unknown, 1992-2000
- City's Insurance, 1993-2000
- Construction, 1992-2000
- Worker' Comp, 1992-2000
- Auto, 1992
- Professional/Engineer, 1992-2000
- Driver Alliant Insurance FY 04, 05, 96 & 07
- Farmers Market Insurance 2003-2005
- SANDPIPA: Liability Application (FY 03/04, 04/05, 05/06)
- Workers Comp. 2003-2011
- Vehicle Insurance, 2002-2006
- Crime Policy, 2003-2004
- Certificates of Liability, 2003-2011
- PEP-IP-CA Property Schedule (SANDPIPA) 2005-2007

FIN C

Records Prepared / Inventoried By: K. Vinson G. Zoquiapa Signature:  06-27-23
Date

Department Head R. Jacobs Signature:  8/7/23
Date

City Clerk/Custodian of Records A. Ivey Signature:  08/08/23
Date

City Attorney J. Canlas Signature:  AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages FIN

City Clerk – Legal Info, Code Section: GC §34090, 29CFR 516.5 - 516.6, IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, 26 CFR 16001.1, 24CFR 85.42 & 570.502 & 982.158, 29 CFR 97-42
(4-22 1)

Documents Below Have Been Reviewed and Approved For Destruction:

Finance

- Payroll Reports, Worksheets – Year End - 2011-2013 (7 Y AA – 2021)
- Boats & Waterways Projects & Grants, US Army Corp - 2004-2014, (7 Y AA – 2022)
- Deferred Compensation – 2001-2006 (5 Y AA – 2012)
- Internships Working File – 2011-2012 (Separation + 5 Years)
- Payroll Notes – 2007-2012 (7 Y AA – 2020)
- Safety Grant Records – 2005-2012 (7 Y AA – 2020)
- Gas Tax (TransNet) Receipts & Expenditures – 2010-2012 (7 Y AA 2020)
- Office of Emergency Services Receipts & Expenditures – 2008-2010 (7 Y AA 2018)
- Pentamation/Sungard Financial Software correspondence – 2011
- Cobra Ins. & Deductions (D. Ott) – 2011 (Expiration of Eligibility + 2 years)
- Payroll Info and Catastrophic Leave – 2010 (7 Y AA)
- State Controller's Reports – 2012 (7 Y AA)
- Payroll Check Orders/Bank Processing – 2004-2011 (2-7 Y AA)
- Marine Safety, Shark Attack Hours – 2008 (7 Y AA)
- Health (PERS) Invoices – 2004-2012 (7 Y AA)
- Employee-Related Informational Publications, ING Annual Reports, ICMA. PERS Circular Letters – 1992-2008
- PERS Various – hand notes undated – approx. 2011 (2 Y)
- Processes and Procedures, Finance internal checklists – 2004-2010 (2 Y)
- PERS Health Premium Reports – 2011-2012 (7 Y AA)
- Marine Safety, Lifeguard, Confidential Employee Pay Rates – 2005-2006 (7 Y AA)
- Personnel Activity Report – 2008-2009 (7 Y AA)

FIN D

Records Prepared / Inventoried By: Kay Vinson

Signature: Kay Vinson

4-28-22

Department Head R. Jacobs

Signature: Rachel E. Jacobs

8/7/23

City Clerk/Custodian of Records Angela Ivey

Signature: Angela Ivey

08/08/23

City Attorney Johanna Canlas

Signature: Johanna Canlas

AUG 11 2023

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages FIN

City Clerk – Legal Info, Code Section: GC §34090, CCP §337, IRS Reg §31.6001-1(e)(2), R&T §19530,
29CFR 516.5 - 516.6
(5-22 2)

Documents Below Have Been Reviewed and Approved For Destruction:

Finance

- Fire Dept. Memorandum of Understandings (MOU), assn. dues, salary schedules – 1998-2006 (Superseded + 2 Y)
- Internal Memorandums, various subjects – 1999-2018 (2 Y)
- Certified Emergency Response Team (CERT) Reimburseables – 2004-2007 (7 Y AA)
- Payroll Invoices/AP – 2009-2012
- Stale-Dated Checks – 2009-2013 (7 Y AA)
- Employee MOUs, Salary Schedules, Fire Payroll Info – 19879-2005 (Superseded + 2 Y)
- Marine Safety MOU – 1999-2006 (Superseded + 2 Y)
- City Council Benefits, memorandum – 1996 (2 Y)
- Firefighters Salaries – 1992-1999 (7 Y AA)
- Salary Schedules – 2000-2003 (7 Y AA)
- Fire Incident Billings – 2007-2012 (7 Y AA)
- 1099s – 2013 (7 Y AA)
- Independent Contractor Report, DE-542 – 2002-2010 (7 Y AA)
- Insurance Certificate Examples, Claims Management Proposal – 2013-2014
- Risk/Liability Working Papers – 2008-2017 (2 Y)
- Accounting Working Papers, Payroll, Purchasing, Training, Procedures – 2003-2018 (2 Y)
- Banking, Vendor Working Papers – 2016 (2 Y)
- Retiree Health Benefit monthly payments, Payroll Reports – 2010 (7 Y AA)
- Claims Management, Email communications, insurance reviews – 2014-2015 (2 Y)
- Carl Warren Claims Management working files: R. Howell, M. Samko, A. Hyde, C. Becker, G. Loewen – 2008 (5 Y)

FIN E

Records Prepared / Inventoried By: Kay Vinson

Signature: Kay Vinson

5-3-22

Department Head R. Jacobs

Signature: Rachel C. Jacobs

8/7/23

City Clerk/Custodian of Records Angela Ivey

Signature: Angela Ivey

08/08/23

City Attorney Johanna Canlas

Signature: _____

AUG 11 2023

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages FIN

City Clerk – Legal Info, Code Section: GC §34090, IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436 (5-22 3)

Documents Below Have Been Reviewed and Approved For Destruction:

Finance

- IRS Form 941, Employer's Quarterly Federal Tax Return, blank for City – 2000 (7 Y AA)
- W-2, W-3, working papers – 2006 (7 Y AA)
- W-2 – 2005 (7 Y AA)
- W-2, W-3, working papers – 2005 (7 Y AA)
- W-2, W-3, working papers – 2004 (7 Y AA)
- W-2, W-3, working papers – 2003 (7 Y AA)
- W-2, W-3, working papers – 2002 (7 Y AA)
- W-2, W-3, working papers – 2001 (7 Y AA)
- W-2, W-3, working papers – 2000 (7 Y AA)
- W-2 – 1996 (7 Y AA)
- W-2, W-2 statements, working papers – 1995 (7 Y AA)
- W-2, W-2 statements, working papers – 1994 (7 Y AA)
- W-2, W-2 statements, working papers – 1993 (7 Y AA)
- W-2, W-2 statements, working papers – 1993 (7 Y AA)
- W-2, W-2 statements, working papers – 1991 (7 Y AA)
- W-2, W-2 statements, working papers – 1990 (7 Y AA)
- W-2, W-2 statements, working papers – 1989 (7 Y AA)
- W-2, W-2 statements, working papers – 1988 (7 Y AA)
- W-2, W-2 statements, working papers – 1987 (7 Y AA)

FIN F

Records Prepared / Inventoried By: Kay Vinson

Signature: Kay Vinson

5-5-22

Department Head R. Jacobs

Signature: Rachel E. Jacobs

8/7/23

City Clerk/Custodian of Records Angela Ivey

Signature: Angela Ivey

08/08/23

City Attorney Johanna Canlas

Signature: Johanna Canlas

AUG 11 2023

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Records Description

Fiscal Year 00/01

Accts. Payable

D - G

FIN 1

Department Head R. Jacobs

Signature: *Rachel C. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: _____ AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Records Description

Fiscal Year 01/02

Accts. Payable

A - Davis

FIN 2

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: _____ AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Cash Receipts

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Records Description

Fiscal Year 01/02

July - Nov.

Cash Receipts

FIN 3

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *A. Ivey* 08/08/23
Date

City Attorney J. Canlas

Signature: _____ AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable Reports, PO's

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

FY 2003/2004 a/p Reports. Edit listings, cash requirements, check register
P.O'S between the years 2003-2004

FIN 4

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Vendor Check Copies

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**FY 05/06
Pink Vendor Check Copies**

FIN 5

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: _____
Date **AUG 11 2023**

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Cash Requirements Reports

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Records Description

Cash Requirements Reports

07/96 – 02/97

FIN 6

Department Head R. Jacobs

Signature: *Rachel C. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: _____ 08/11/2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable Warrants

FY 06-07

Payees: A-B

FIN 7

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *A. Ivey* 08/08/23
Date

City Attorney J. Canlas

Signature: *J. Canlas* AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable Warrants

FY 06-07

Payee Files: C-Des

FIN 8

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *A. Ivey* 08/08/23
Date

City Attorney J. Canlas

Signature: *J. Canlas* 08/11/2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable Warrants

FY 06-07

Payee Files: Dix-Geo

FIN 9

Department Head R. Jacobs

Signature:  07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature:  08/08/23
Date

City Attorney J. Canlas

Signature:  AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable Warrants

FY 06-07

Payees: Gol-L

FIN 10

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *Angelina* 08/08/23
Date

City Attorney J. Canlas

Signature: *J. Canlas* **Aug 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages _____

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable Warrants

FY 06-07

Payees: R-Staples

FIN 11

Department Head R. Jacobs

Signature:  07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature:  08/08/23
Date

City Attorney J. Canlas

Signature:  AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable Warrants
FY 2007
Payees: M-Q

FIN 12

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

A/P WARRANTS

FY 07-08

Payees: A-B

FIN 13

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: *[Signature]* AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

A/P WARRANTS

FY 07-08

Payee Files: C-DIX

FIN 14

Department Head R. Jacobs

Signature: *Rachel C. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: _____
Date **AUG 11 2023**

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

A/P WARRANTS

FY 07-08

Payee Files: DOK-HYDO

FIN 15

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

A/P WARRANTS

FY 07-08

Payee Files: I (MISC)-LN

FIN 16

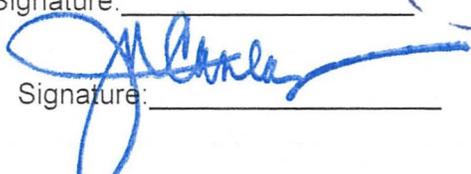
Department Head R. Jacobs

Signature:  07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: _____ 08/08/23
Date

City Attorney J. Canlas

Signature:  AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

A/P WARRANTS

FY 07-08

Payee Files: M (MISC)-Q

FIN 17

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

A/P Warrants

FY 07-08

Payee Files: R (MISC)-SIE

FIN 18

Department Head R. Jacobs

Signature: Rachel C. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

A/P WARRANTS

FY 07-08

Payee Files: SOS-Z

FIN 19

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable Reports

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable Reports FY 2009-2010

FIN 20

Department Head R. Jacobs

Signature: Rachel E Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable
EDIT BATCHES
FY 2010/2011

FIN 21

Department Head R. Jacobs

Signature:  07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature:  08/08/23
Date

City Attorney J. Canlas

Signature:  AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable 1994 – 1995, D – I, (File 0300-30)

FIN 22

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable 1994 – 1995, J - O, (File 0300-30)

FIN 23

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable 1994 – 1995, P, (File 0300-30)

FIN 24

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: *[Signature]* AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages _____ Accts Payable _____

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable 1994 – 1995, Q - S, (File 0300-30)

FIN 25

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: *[Signature]* AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable 1994 – 1995, S - Z, (File 0300-30)

FIN 26

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: _____
Date **AUG 11 2023**

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable 1995 – 1996, A - D, (File 0300-30)

FIN 27

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable 1995 – 1996, E - M, (File 0300-30)

FIN 28

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable 1995 – 1996, M - P, (File 0300-30)

FIN 29

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] ANG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable 1995 – 1996, P - R, (File 0300-30)

FIN 30

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable 1995 – 1996, S, (File 0300-30)

FIN 31

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature]
Date **AUG 11 2023**

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable 1995 – 1996, T - Z, (File 0300-30)

FIN 32

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable 1996 – 1997, A - DE, (File 0300-30)

FIN 33

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: _____ 08/08/23
Date

City Attorney J. Canlas

Signature: _____
Date **AUG 11 2023**

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable 1996 – 1997, DI - LY, (File 0300-30)

FIN 34

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable 1996 – 1997, M - PacBell, (File 0300-30)

FIN 35

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

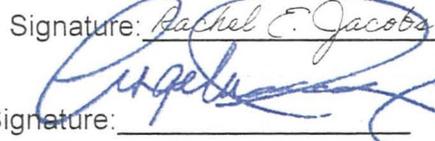
City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

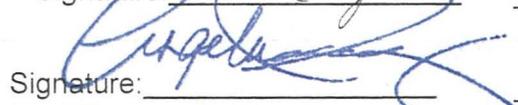
Accounts Payable 1996 – 1997, PAG - SAN, (File 0300-30)

FIN 36

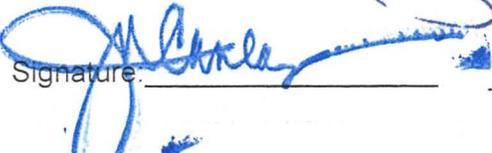
Department Head R. Jacobs

Signature:  07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature:  08/08/23
Date

City Attorney J. Canlas

Signature:  **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable 1996 – 1997, SDG&E - Z, (File 0300-30)

FIN 37

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable 1997 – 1998, A - C, (File 0300-30)

FIN 38

Department Head R. Jacobs

Signature: *Rachael E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: *[Signature]* **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable 1997 – 1998, D - E, (File 0300-30)

FIN 39

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: _____
Date **AUG 11 2023**

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable 1997 – 1998, F - M, (File 0300-30)

FIN 40

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] 08/11/2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable 1997 – 1998, N - P, (File 0300-30)

FIN 41

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable 1997 – 1998, Q - S, (File 0300-30)

FIN 42

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

A/P BATCHES

JULY-JUNE

FY 2011-2012

FIN 44

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: Angela 08/08/23
Date

City Attorney J. Canlas

Signature: J. Canlas **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**AP Warrants
May 2011 to June 2011
075928 - 076353**

FIN 45

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature]
Date **AUG 11 2023**

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable Warrants

FY 06-07

Payees: State-Z

FIN 46

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Accounts Payable 1994 – 1995, A – C, (File 0300-30)

FIN 47

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable Warrants, Cash and Direct Deposit Reports

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

AP WARRANTS

June 2009

071293-071490

AP Warrants

FY 2007-2008

Cash Reports and Direct Deposit Reports

July 2008

August 2008

FIN 48

Department Head R. Jacobs

Signature: Rachel E Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Fiscal Year 01/02
Accounts Payable Warrant Run Reports
Payables Batch Edit Listings
Cash Requirements Report
Check Register

FIN 49

Department Head R. Jacobs

Signature: Rachel C. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: _____
Date **AUG 11 2023**

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Leave Slips, OT Forms

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Leave Slips
Fiscal Year 05/06
A-K & L-Z**

**OT Forms
Fiscal Year 05/06
A-Z**

FIN 50

Department Head R. Jacobs

Signature: Rachal E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: _____
Date

AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Cash Disbursements

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Cash Disbursements
97/98
97/98 Jan GL/JE
97/98 Feb. GL/JE
97/98 March

FIN 51

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023

Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23

Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**

Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Cash Receipts

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

CASH RECEIPTS (PINK SLIP)

01/06/10 – 01/26/10 #736002-736100	01/03/12 – 01/17/12 #027301-027400
01/26/10 – 02/10/10 #065501-065600	01/17/12 – 02/06/12 #027201-027300
02/10/10 – 03/03/10 #065401-065500	02/06/12 – 03/07/12 #026601-026700
03/03/10 – 03/29/10 #067701-067800	03/09/12 – 04/10/12 #029001-029100
03/30/10 – 04/22/10 #083501-083600	04/10/12 – 05/02/12 #028901-029000
04/22/10 – 05/13/10 #083401-083500	05/03/12 – 05/30/12 #749901-750000
05/13/10 – 06/01/10 #083201-083300	05/31/12 – 06/27/12 #752101-752200
06/01/10 – 06/18/10 #083101-083200	06/28/12 – 08/01/12 #752001-752100
06/18/10 – 07/14/10 #512101-512200	08/02/12 – 08/29/12 #379101-379200
07/15/10 – 08/10/10 #514701-514800	08/30/12 – 10/02/12 #379001-379100
08/10/10 – 09/08/10 #611901-612000	10/02/12 – 10/29/12 #377801-377900
09/08/10 – 10/12/10 #801601-801700	10/29/12 – 12/01/12 #379201-379300
10/12/10 – 11/10/10 #801401-801500	12/04/12 – 12/20/12 #379101-379200
11/10/10 – 02/02/11 #801301-801400	12/26/12 – 01/09/13 #379001-379100
12/02/10 – 12/14/10 #428001-428100	01/09/13 – 01/24/13 #378901-379000
12/14/10 – 01/03/11 #429901-430000	01/24/13 – 02/19/13 #502401-502500
01/03/11 – 01/24/11 #429801-429900	02/19/13 – 03/18/13 #406601-406700
01/24/11 – 02/09/11 #429701-429800	03/18/13 – 04/15/13 #406401-406500
02/09/11 – 03/02/11 #429601-429700	04/15/13 – 05/09/13 #880101-880200
03/02/11 – 03/29/11 #104301-104400	05/13/13 – 06/10/13 #404401-404500
03/29/11 – 04/21/11 #994301-994400	06/10/13 – 07/09/13 #980301-980400
04/22/11 – 05/16/11 #995601-995700	07/09/13 – 08/06/13 #980201-980300
05/16/11 – 06/03/11 #995501-995600	08/06/13 – 09/19/13 #980101-980200
06/03/11 – 06/20/11 #914701-914800	09/09/13 – 10/02/13 #307701-307800
06/20/11 – 07/14/11 #113201-113300	10/02/13 – 10/17/13 #307501-307600
07/14/11 – 08/09/11 #117601-117700	10/22/13 – 11/14/13 #307401-307500
08/09/11 – 08/31/11 #117401-117500	11/14/13 – 12/09/13 #845201-845300
08/31/11 – 09/23/11 #197301-197400	12/09/13 – 12/23/13 #845101-845200
09/23/11 – 10/21/11 #197201-197300	12/23/13 – 01/15/14 #847501-847600
10/21/11 – 11/15/11 #197301-197400	01/15/14 – 02/06/14 #993101-993200
11/16/11 – 12/05/11 #197101-197200	02/07/14 – 02/02/14 #993001-993100
12/05/11 – 12/15/11 #197001-197100	06/03/10 – 09/13/10 #612001-912100
12/15/11 – 01/03/12 #193901-194000	10/02/11 – 10/20/11 #197101-197100

FIN 53

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Cash Receipts

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**FISCAL YEAR 02/03
CASH RECEIPTS
FEBUARY 2003- JUNE 2003**

FIN 54

Department Head R. Jacobs

Signature:  07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature:  08/08/23
Date

City Attorney J. Canlas

Signature:  AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Cash Receipts

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

CASH RECEIPTS
MARCH 2012
APRIL 2012
May 2012
June 2012

FIN 55

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *A. Ivey* 08/08/23
Date

City Attorney J. Canlas

Signature: _____
Date **AUG 11 2023**

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Cash Receipts

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

CASH RECEIPTS
July 2011
August 2011

FIN 56

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature:  08/08/23
Date

City Attorney J. Canlas

Signature:  **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Cash Receipts

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

CASH RECEIPTS
September 2011
October 2011
November 2011

FIN 57

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Cash Receipts

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**FISCAL YEAR 02/03
CASH RECEIPTS
OCTOBER 2002- FEBUARY 2003**

FIN 58

Department Head R. Jacobs

Signature: Rachel E Jacobs 07/24/2023

Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23

Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**

Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Cash Receipts

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

CASH RECEIPTS
December 2011
January 2012
February 2012

FIN 59

Department Head R. Jacobs

Signature: *Rachel C. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: *[Signature]* **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Cash Receipts, Business Certificates

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

CASH RECEIPTS (FY 2009)

March 2009

April 2009

May 2009

June 2009

Business Certificate Adjustments (FY 2009)

FIN 60

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: _____
Date **AUG 11 2023**

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Cash Receipts, Direct Deposit

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

CASH RECEIPTS (FY 2008)

July 2007

August 2007

September 2007

October 2007

Direct Deposits

July 2007

August 2007

September 2007

October 2007

FIN 61

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Cash Receipts

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

CASH RECEIPTS

FY 2007

April 2007

May 2007

June 2007

Direct Deposits

April 2007

May 2007

June 2007

FIN 64

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: _____ **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Cash Receipts, Direct Deposit

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

CASH RECEIPTS and Direct Deposit
Reports
July 2006-November 2006

FIN 65

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Cash Receipts, Direct Deposits

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

CASH RECEIPTS (FY 2008)
November 2007
December 2007
January 2008
February 2008

Direct Deposits
November 2007- February 2008

FIN 66

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23

City Attorney J. Canlas

Signature: [Signature]

AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Cash Receipts, Direct Deposit

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

CASH RECEIPTS and Direct Deposit
Reports
December 2006-March 2007

FIN 67

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: _____
Date **AUG 11 2023**

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages _____

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

CASH RECEIPTS, Direct Deposit Reports,
Business Certificate Reports
January 2009
February 2009

FIN 68

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: *[Signature]* AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Records Description

Fiscal Year 00/01

Accts. Payable

Check Logs & Demand Lists

St - Z

FIN 69

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Fiscal Year 00/01

Accts. Payable

A - C

FIN 70

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature]
Date: **AUG 11 2023**

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Fiscal Year 00/01

Accts. Payable

P + Petty Cash

FIN 71

Department Head R. Jacobs

Signature: Rachel E Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature]
Date

AUG 11 2023

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Fiscal Year 00/01

Accts. Payable

Q, R, Sa - So

FIN 72

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: *[Signature]* AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Cash Receipts

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 00/01
Cash Receipts
Supporting Documentation
07/00-12/00**

FIN 73

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Journals

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 00/01
Payroll Journals/Reports
07/00 – 09/00**

FIN 74

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Reports

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 00/01
Payroll Reports
Calendar Year End 2000
01/01-02/01**

FIN 75

Department Head R. Jacobs

Signature: Rachel E Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Reports

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 00/01
Payroll Reports
06/01+2nd quarter**

**Fiscal Year 01/02
July/Aug 3rd 2001**

FIN 76

Department Head R. Jacobs

Signature: Rachel E Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Timesheets, Leave Slips

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 00/01
Payroll Timesheets
01/01 – 06/01**

**Fiscal Year 01/02
Leave Slips A-Z**

FIN 77

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *A. Ivey* 08/08/23
Date

City Attorney J. Canlas

Signature: *J. Canlas* **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Fiscal Year 00/01

Accts. Payable

H - O

FIN 78

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable, Refunds

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Fiscal Year 01/02
Accts. Payable & Refunds
T - Z

FIN 79

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *A. Ivey* 08/08/23
Date

City Attorney J. Canlas

Signature: *J. Canlas* **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Fiscal Year 01/02

Accts. Payable

DDS - G

FIN 80

Department Head R. Jacobs

Signature: Rachel C. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Fiscal Year 01/02

Accts. Payable

P-R

FIN 81

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Acct Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Fiscal Year 01/02

Accts. Payable

“S”

FIN 82

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *A. Ivey* 08/08/23
Date

City Attorney J. Canlas

Signature: _____ **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Agenda Report Workpapers

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 01/02
Agenda Report Workpapers**

FIN 83

Department Head R. Jacobs

Signature: Rachel E Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Cash Receipts

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 01/02
Cash Receipts
04/02-06/02**

FIN 84

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Journal Reports

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 01/02
Payroll Journals/Reports
07/01 – 12/01**

FIN 85

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *A. Ivey* 08/08/23
Date

City Attorney J. Canlas

Signature: _____ AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Reports, Calendar Year End

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 01/02
Payroll Reports
Calendar Year End 2001
01/02-03/02**

FIN 86

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages _____ Timesheets _____

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 01/02
Timesheets
07/01-06/02**

FIN 87

Department Head _____ R. Jacobs _____

Signature: Rachel E Jacobs 07/24/2023
Date

City Clerk/Custodian of Records _____ A. Ivey _____

Signature: [Signature] 08/08/23
Date

City Attorney _____ J. Canlas _____

Signature: _____ **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 02/03
Accounts Payable
A-C**

FIN 89

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 02/03
Accounts Payable
D-G**

FIN 90

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 02/03
Accounts Payable
H-O**

FIN 91

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 02/03
Accounts Payable
H-O**

FIN 92

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 02/03
Accounts Payable
P (only)**

FIN 93

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages _____

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 02/03
Accounts Payable
S (only)**

FIN 94

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: *[Signature]* **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 02/03
Accounts Payable
T-Z**

FIN 95

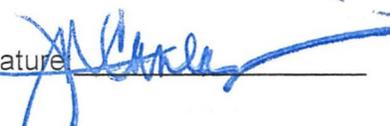
Department Head R. Jacobs

Signature:  07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature:  08/08/23
Date

City Attorney J. Canlas

Signature:  AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Reports

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 02/03
Payroll Reports
07/02-09/02**

FIN 96

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023

Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23

Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**

Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Reports

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 02/03
Payroll Reports
03/03-06/03**

FIN 97

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Reports

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 02/03
Payroll Reports
Calendar Year End 2002
01/03 – 02/03**

FIN 98

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023

Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23

Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**

Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Reports

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 02/03
-Payroll Reports 10/02-12/02**

**Fiscal Year 01/02
-Payroll Reports 06/02
(final report)**

FIN 99

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Timesheets

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Fiscal Year 02/03
Timesheets
07/02-06/03

FIN 100

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 03/04
Jan'04 – June'04
Accts Payable
Impac I-O**

FIN 101

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023

Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23

Date

City Attorney J. Canlas

Signature: *[Signature]* **AUG 11 2023**

Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Fiscal Year 03/04
Accts Payable
Dixieline - Impac

FIN 102

Department Head R. Jacobs

Signature:  07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature:  08/08/23
Date

City Attorney J. Canlas

Signature:  AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Fiscal Year 03/04

Accts. Payable

- P -

FIN 103

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023

Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23

Date

City Attorney J. Canlas

Signature: [Signature] **AUG-11 2023**

Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages _____

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 03/04
Accts. Payable
Refunds 1099's 88-99
U - Z**

FIN 104

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023

Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23

Date

City Attorney J. Canlas

Signature: *[Signature]* **AUG 11 2023**

Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Accts Payable

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Fiscal Year 03/04

Accts. Payable

S – T

FIN 105

Department Head R. Jacobs

Signature: Rachel E Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Deductions

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Fiscal Year 03/04

Payroll Deductions

FIN 106

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Journals

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Fiscal Year 03/04

**Payroll Journals/RPTS
Dec. 2003 Cal yer. End 2003
Jan 2004, Jan-EOM 2004**

FIN 107

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Journals

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Fiscal Year 03/04

**Payroll Journals/ Registers
Feb. 04 – Mar EOM 2004
April 2004**

FIN 108

Department Head R. Jacobs

Signature: *Rachel E Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *A. Ivey* 08/08/23
Date

City Attorney J. Canlas

Signature: *J. Canlas* **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Journals

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Fiscal Year 03/04

**Payroll Journals/Reports
July 2003-Aug. 2003**

FIN 109

Department Head R. Jacobs

Signature: *Rachel C. Jacobs* 07/24/2023

Date

City Clerk/Custodian of Records A. Ivey

Signature: *A. Ivey* 08/08/23

Date

City Attorney J. Canlas

Signature: *J. Canlas*

AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Registers

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Fiscal Year 03/04

Payroll Registers

05/04-06/04

E-O-FY

FIN 110

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Timesheets, OT Slips

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Fiscal Year 03/04

**Timesheets
OT Slips**

FIN 111

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Registers

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Fiscal Year 04/05

Payroll Registers

07/04-09/04

E-O-Q

FIN 112

Department Head R. Jacobs

Signature: Rachel C. Jacobs 07/24/2023

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**

Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Timesheets

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Fiscal Year 04/05

**Payroll Timesheets
July 04 – June 05**

FIN 113

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023

Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23

Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**

Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Bank Reconciliations, Transfers, Payroll, Worker's Comp, AP Batches

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

- BANK RECONCILIATIONS (PAYROLL, RDA, WORKERS COMP, LAIF, PETTY CASH)**
- BANK RECONCILIATIONS GENERAL ACCOUNT**
- BANK TRANSFERS**
- BUDGET TRANSFERS**
- FISCAL AGENT STATEMENTS RECONCILIATIONS**
- BOND, SEJPA, ABAG, RDA)**
- PAYROLL LEAVE REQUESTS**
- WORKERS COMP CHECK REGISTER**
- PAYROLL REPORTS-JUNE 25, 2010**
- AP EDIT BATCHES-INITIAL REVIEW**

FIN 114

Department Head R. Jacobs

Signature:  07/24/2023

Date

City Clerk/Custodian of Records A. Ivey

Signature:  08/08/23

Date

City Attorney J. Canlas

Signature:  **AUG 11 2023**

Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Bank Reconciliations, Transfers, Fiscal Stmt's, Payroll, Worker's Comp

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

FISCAL YEAR 2010-2011

**BANK RECONCILIATIONS (PAYROLL, RDA,
WORKERS COMP, LAIF)**

BANK RECONCILIATIONS GENERAL ACCOUNT

BANK TRANSFERS

BUDGET TRANSFERS

FISCAL AGENT STATEMENTS RECONCILIATIONS

BOND, SEJPA, ABAG, RDA)

PAYROLL LEAVE REQUESTS

WORKERS COMP CHECK REGISTER

FIN 115

Department Head R. Jacobs

Signature: *Rachel C. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: _____
Date **AUG 11 2023**

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

PAYROLL FY 2019-20

K01 PD 07/12/19	PPE 07/05/19
K02 PD 07/16/19	PPE 07/19/19
K03 PD 08/09/19	PPE 08/02/19
K04 PD 08/23/19	PPE 08/16/19
K05 PD 09/06/19	PPE 08/30/19
K06 PD 09/20/19	PPE 09/13/19
K07 PD 10/04/19	PPE 09/27/19
K08 PD 10/18/19	PPE 10/11/19
-R52 PD 06/30/13	RETIREE HEALTH
-DM3 PD 12/21/12	PPE 12/14/12

FIN 116

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**

Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Cash Receipt Reports

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 97/98
Cash Receipt Reports
01/98-06/98**

FIN 117

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *A. Ivey* 08/08/23
Date

City Attorney J. Canlas

Signature: *J. Canlas* **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Journals, Leave Attendance

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 99/00 to 00/01
Leave Attendance
Payroll Journals
06/99-09/99**

FIN 119

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature]
Date **AUG 11 2023**

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll, Accrual Payday, FYE, 2nd Qtr

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Years 99/00 & 00/01
Payroll Journals/Reports
Accrual Payday
2nd Quarter 2000
FYE June 2000
07/00-09/00**

FIN 120

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Journal Entries, Bank Receipts

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Fiscal Year 99/00
Journal Entries
Bank Receipts**

FIN 121

Department Head R. Jacobs

Signature: *Rachel C. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *Angelina* 08/08/23
Date

City Attorney J. Canlas

Signature: *J. Canlas* **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Journals, Leave Attendance

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

FY 99/00

**Payroll Journals
Leave Attendance
June-Sept. 99**

FIN 122

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *A. Ivey* 08/08/23
Date

City Attorney J. Canlas

Signature: _____ AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Leave/Over-time Slips

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

FY 99/00 & FY 00/01

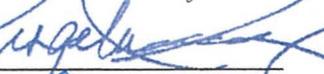
**Authorized Leave slips
Authorized Over-time slips**

FIN 123

Department Head R. Jacobs

Signature:  07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature:  08/08/23
Date

City Attorney J. Canlas

Signature:  AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages _____ P.O.'s _____

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Fiscal Year 99/01

P.O

FIN 124

Department Head R. Jacobs

Signature: *Rachel E Jacobs* 07/24/2023

Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23

Date

City Attorney J. Canlas

Signature: *[Signature]*

AUG 11 2023

Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Money Receipt Books

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

<p><u>MONEY RECEIPT BOOKS</u> 9400-9599, 5/30/03 to 9/2/03, Clerks office 11000-11199, 1/28/04 to 4/7/04, Clerks office 10400-10599, 11/13/03 to 1/27/04, Clerks office 7300-7499, 12/19/02-11/26/03 006700-06899, Recreation Dept. Program #2 010600-010799, 12/1/07-10/26/04, Codes 12000-12199, 7/6/04-9/27/04, Clerks office 7700-7899, 1/28/03-4/1/03 9000-9199, 4/1/03-6/4/03, Finance 7900-8099, 3/11/03-5/30/03, Clerks office 7500-7699, 1/10/03-3/11/03, Clerks office 5500-5699, 3/14/02-9/22/03 4100-4299, 10/15/01-11/21/01 4300-4499, 11/26/01-1/3/02 3900-4099, 8/27/01-10/15/01 2500-2699, 11/30/00-1/4/01 9800-9999, 9/3/03-10/13/03, Clerks office 11400-11599, 4/8/04-7/7/04, Clerks office 9228-9399, 9/11/03-3/17/04, Recreation 9600-9799, 6/5/03-9/5/03, Finance 11600-11799, 4/28/04-7/9/07, Finance 011800-0011999, 3/18/04-9/23/04 10000-10199, 9/5/03-11/26/03, Finance 10800-10999, 11/26/03-2/4/04, Finance</p>	<p>5900-6099, 5/16/02-7/26/02 5700-5899, 4/10/02-4/16/02 6100-6299, 5/31/02-8/8/02 6500-6699, 8/8/02-11/13/02 7100-7299, 11/14/02-1/28/03 5300-5499, 3/5/02-4/10/02 004900-005099, 10/1/01-9/17/02, recreation 5100-5299, 1/31/02-3/5/02 1635-1699, 7/1/00-3/14/02, recreation 3500-3699, 5/15/01-7/5/01 4500-4699, 1/3/02-1/31/02 3700-3899, 7/5/01-8/27/01 006900-007099, 10/28/02-1/1/03, Clerks office 4700-4899, 8/12/03-12/19/02, Codes 000700-000899, 4/3/00-5/1/00 2100-2299, 9/18/00-10/16/00 2300-2499, 10/18/00-11/30/00 1300-1499, 6/5/00-7/18/00 2700-2899, 1/4/01-1/30/01 2900-3099, 1/30/07-2/27/01 3100-3299, 2/27/01-4/5/01 006300-006499, 9/26/02-10/28/02 001100-001299, 5/1/00-6/5/00 3300-3499-4/5/01-5/15/01 1700-1899, 7/19/00-8/25/00 000500-000699, 2/04/00-3/10/00 000900-001099, 3/10/00-4/3/00 000100-000299, 12/09/99-1/12/00 000300-000499, 1/12/00-2/4/00</p>
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FIN 125

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: *[Signature]* AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Money Receipt Book, Deposit Records

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

<u>MONEY RECEIPT BOOK</u>	<u>DEPOSIT RECORDS</u>		
015200-015399, 11/20/05-1/20/06, Clerks Office	D.R 4/3/07-5/28/03	D.R 3/24/02-5/2/02	D.R 1/18/05-2/24/05
014800-014999, 8/1/05-11/7/05, Clerks Office	D.R 5/29/03-6/9/03	D.R 5/3/02-6/4/02	D.R 2/28/05-4/4/05
15000-15199, 4/3/05-1/18/06, Finance	D.R 10/04/00-11/21/00	D.R 6/4/02-7/11/02	D.R 12/8/04-6/13/05
14000-14199, 5/5/05-8/1/05, Clerks Office	D.R 1/12/01-2/27/01	D.R 6/2600-8/11/00	D.R 10/30/02-12/12/02
12200-12399, 7/13/04-10/29/04, Finance	D.R 2/2/01-4/12/01	D.R 2/2/00-3/28/00	D.R 12/13/02-1/28/03
13600-13799, 2/16/05-5/2/05, Clerks Office	D.R 4/18/01-6/6/01	D.R 3/22/00-5/9/00	D.R 8/15/02-9/24/02
13400-13599, 1/20/05-4/6/05, Finance	D.R 6/7/01-7/30/01	D.R 5/8/00-6/22/00	D.R 9/25/02-10/29/02
13800-13999, 4/6/05-6/30/05, Finance	D.R 7/31/01-9/13/01	D.R 2/1/00-10/21/99	D.R 7/12/02-8/14/02
012600-012799, 9/23/04-5/24/05	D.R 8/14/00-10/3/00	D.R 7/12/99-8/30/99	D.R 7/13/06-8/21/06
16200-16399, 4/10/06-6/29/06, Finance	D.R 11/22/00-1/11/01	D.R 10/24/99-12/28/99	D.R 6/6/6-7/12/06
16000-16199, 3/22/06-6/6/06, Clerks Office	D.R 9/17/01-10/24/01	D.R 12/29/99-1/31/00	D.R 5/1/06-6/5/06
15400-15599, 1/18/06-4/6/06, Finance	D.R 10/25/01-12/12/01	D.R 11/1/04-12/7/06	D.R 3/27/06-4/28/06
015600-015799, 1/20/06-3/21/06, Clerks Office	D.R 12/13/01-12/21/01	D.R 9/23/04-10/29/04	D.R 2/16/06-3/23/06
11200-11399, 2/4/04-4/27/04, Finance	D.R 1/2/02-2/12/02	D.R 6/2/04-7/8/04	D.R 1/6/06-2/15/06
013000-013199, 10/29/04-1/20/05, Finance	D.R 2/13/02-3/26/02	D.R 4/22/04-6/1/04	D.R 8/22/06-9/28/06
12400-12599, 9/22/04-12/21/04, Clerks Office	D.R 3/16/04-4/21/04	D.R 2/4/04-3/15/04	D.R 11/16/06- 1/22/07
13200-13399, 12/20/04-2/16/05, Clerks Office	D.R 12/23/03-2/3/04	D.R 11/12/03-12/22/03	
010200-010399, 10/08/03-1/25/05	D.R 10/2/03-11/10/03	D.R 8/20/03-10/1/03	
070701-070749, 6/24/04-1/27/06	D.R 5/30/03-8/19/03	D.R 1/29/03-3/10/03	
7201-7300, 8/25/00-9/18/00	D.R 3/11/03-4/22/03	D.R 11/1/06-12/14/06	
2801-2900, 11/16/99 - 12/09/99	D.R 9/29/06-10/31/06	D.R 11/29/05-1/2/06	
0001-0100, 9/2199-10/5/99	D.R 4/5/05-5/12/05	D.R 9/13/05-10/19/05	
2701-2800, 10/26/99-11/15-99	D.R 10/20/05-11/28/05	D.R 8/4/05-9/12/05	
0101-0200, 10/5/99-10/26/99	D.R 6/23/05-8/3/05	D.R 5/13/05-6/22/05	
307501-307600, 8/25/99-9/21/99			
307401-307500, 8/2/99-8/25/99			
307301-307400, 7/1/07-8/2/99			
17000-171999, 8/16/06-11/1/06, City Clerk			
070610-070650, 6/20/01-9/27/02			
14200-14395, 5/24/2005-4/7/2006, Recreation			
16400-16599, 4/10/06-3/22/07, Recreation			
12800-12999, 11/1/04-7/18/2005, Codes			
14400-14599, 6/6/05-10/03/05, Finance			
16800-16999, 7/3/06-10/12/06, Finance			
016600-016799, 6/6/06-8/15/06, City Clerks			
017600-017799, 11/1/06-1/11/07			
UNBAR ARMORED, INC PICK UP'S			

FIN 126

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Cash Disbursements

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**9/8/99 Cash Disbursements- 08/98, 09/98, 11/98, 03/99(FY1999)
MONTH END DISTRIBUTION REPORTS: 07/98-01/99(FY1999)**

FIN 127

Department Head R. Jacobs

Signature: Rachel E Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Direct Deposit, Payroll

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Direct Deposit confirmation Fiscal Year 99/00
Payroll check copies 2000
Payroll check and voucher registers listing, FY 2001

FIN 128

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Check Copies

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**PAYROLL CHECK COPIES
DECEMBER 2001 & CAL YR 2002**

FIN 129

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: _____ **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Check Copies

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

PAYROLL CHECK COPIES
Calendar Year
2003

FIN 130

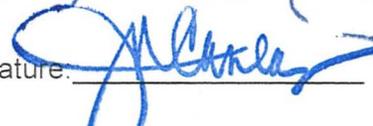
Department Head R. Jacobs

Signature:  07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature:  08/08/23
Date

City Attorney J. Canlas

Signature:  **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages _____

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

PAYROLL CHECK COPIES 2004

FIN 131

Department Head R. Jacobs

Signature: Rachel C. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Check Copies

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

PAYROLL CHECK COPIES

**Calendar Year
2005**

FIN 132

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *A. Ivey* 08/08/23
Date

City Attorney J. Canlas

Signature: *J. Canlas* **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Journals/ Reports

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Payroll Journals/Reports

09/2003

10/2003

11/2003

FIN 133

Department Head R. Jacobs

Signature: *Rachel E Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *A. Ivey* 08/08/23
Date

City Attorney J. Canlas

Signature: *J. Canlas* **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages _____

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Year 2005

**Payroll Registers
01/05-03/05**

FIN 134

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *A. Ivey* 08/08/23
Date

City Attorney J. Canlas

Signature: *J. Canlas* **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Registers

City Clerk – Legal Info, Code Section:

Documents Below Have Been Reviewed and Approved For Destruction:

04/05-06/05

**Payroll Registers
FY End 04/05**

FIN 135

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: *[Signature]* **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages _____

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Year 2004

**Payroll Registers
10/04-12/04
Cal Yr. End 2004**

FIN 136

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: *[Signature]* AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Reports, Journal Registers

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**PAYROLL REPORTS
JOURNAL REGISTERS**

Oct. 2005

Nov. 2005

Dec. 2005

2005 Cal. Year End

FIN 137

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll Reports

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

FY 05/06

**Payroll Reports
July 2005-Sept. 2005**

FIN 138

Department Head R. Jacobs

Signature: *Rachel C. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *A. Ivey* 08/08/23
Date

City Attorney J. Canlas

Signature *J. Canlas* AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Payroll

Open Enrollment Calendar Year 13

D21 PD 04/12/12	PPE 04/05/13
D20 PD 03/29/13	PPE 03/22/13
D19 PD 03/15/13	PPE 03/08/13
D18 PD 03/01/13	PPE 02/22/13
D17 PD 02/15/13	PPE 02/08/13
D16 PD 02/01/13	PPE 01/25/13
D15 PD 01/18/13	PPE 01/11/12
D14 PD 01/04/13	PPE 12/28/12
D13 PD 12/21/12	PPE 12/14/12
D12 PD 12/07/12	PPE 11/30/12

FIN 139

Department Head R. Jacobs

Signature: Rachel C. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Payroll, AFLAC, Federal & state Taxes, Direct Deposit, Budget

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Funding for Payroll July-Dec 2003
AFLAC FY & Misc Payroll Deductions
05/06
Federal & State Payroll Taxes 2003
Direct Deposit FY 05/06
Funding for Payroll FY 04/05, FY
05/06
Payroll Budget FY 05/06, 04/05,
03/04**

FIN 140

Department Head R. Jacobs

Signature: *Rachel C. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *A. Ivey* 08/08/23
Date

City Attorney J. Canlas

Signature: *J. Canlas* **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages _____ Check Copies _____

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

<p>Pink A/P Check Copies- FY 2004 Pink A'P Check Copies- FY 2005</p>
--

FIN 141

Department Head R. Jacobs

Signature: *Rachel E Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: *[Signature]* AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages _____ PO's, Reports _____

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

PURCHASE ORDERS

FY 2007

Purchase Order Report

FY 2007

FIN 142

Department Head R. Jacobs

Signature: *Rachel E Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: *[Signature]* AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages PO

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

PURCHASE ORDER
FY 2007 to 2008

FIN 143

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *A. Ivey* 08/08/23
Date

City Attorney J. Canlas

Signature: *J. Canlas* **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages _____ PO _____

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**Purchase Order
FY 2008 to 2009**

FIN 144

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: _____ AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages _____ PO's _____

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

**PURCHASE ORDER
FY 2009 to 2010**

FIN 145

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: *[Signature]* AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages _____ PO's _____

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

PURCHASE ORDER
FY 10/11

FIN 146

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: *[Signature]* AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages _____ POs _____

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

PURCHASE ORDERS
FY 2011/2012

FIN 147

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: *[Signature]* AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Timesheet Cards

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Time Sheet Cards
7/02/10 – 7/29/11

Pay Period Ending:

- | | |
|------------|------------|
| - 7/02/10 | - 11/19/10 |
| - 7/16/10 | - 12/31/10 |
| - 7/30/10 | - 1/14/11 |
| - 8/13/10 | - 1/28/11 |
| - 8/27/10 | - 2/11/11 |
| - 9/10/10 | - 3/03/11 |
| - 9/24/10 | - 7/01/11 |
| - 10/08/10 | - 7/15/11 |
| - 10/22/10 | - 7/29/11 |
| - 11/05/10 | |

FIN 148

Department Head R. Jacobs

Signature: Rachel E Jacobs 07/24/2023

Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23

Date

City Attorney J. Canlas

Signature: [Signature] AUG 11 2023

Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Timesheet Cards

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Time Sheet Cards
7/03/09 – 6/18/10

Pay Period Ending:

- 07/03/09
- 07/17/09
- 7/31/09
- 8/14/09
- 8/24/09
- 9/11/09
- 9/25/09
- 10/09/09
- 10/23/09
- 11/06/09
- 11/20/09
- 12//04/09
- 12/18/09
- 01/01/10
- 1/15/10
- 1/29/10
- 2/12/10
- 2/26/10
- 3/12/10
- 3/26/10
- 4/09/10
- 4/23/10
- 5/04/10
- 5/21/10
- 6/04/10
- 6/18/10

FIN 149

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Timesheets

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Timesheets
FY 2005-2006
Jul/Aug 05, Sept./Oct. 05
Nov/Dec 05, Jan/Feb. 06
Mar/Apr 06, May/June 06

FIN 150

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: _____ 08/08/23
Date

City Attorney J. Canlas

Signature: _____ AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

WARRANTS
January 2010 to February 2010
072806-073144

FIN 151

Department Head R. Jacobs

Signature: Rachel E Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

WARRANTS
January 2011 - February 2011
075126-075529

FIN 152

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

WARRANT

January 2012 to February 2012

077550-077914

FIN 153

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages AP Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

AP WARRANTS

February 2009 to March 2009

Check Numbers: 070436-070890

FIN 154

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *A. Ivey* 08/08/23
Date

City Attorney J. Canlas

Signature: *J. Canlas* **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Warrants, CAFR

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

FY 2003 Warrants (Pink Copy)

CAFR, FY 2003 (extra copies)

CAFR, FY 2004 (extra copies)

FIN 155

Department Head R. Jacobs

Signature: Rachel E Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages _____ Warrant _____

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

WARRANT
March 2010 to April 2010
073145 - 073527

FIN 156

Department Head R. Jacobs

Signature: *Rachel E Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: *[Signature]* AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages AP Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

AP WARRANTS
March 2011 to April 2011
075530 - 075927

FIN 157

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages _____ Warrants _____

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

WARRANTS

March 2012 to April 2012

077915-078248

FIN 158

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: *[Signature]* **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

WARRANTS

April 2009 to May 2009

Check Numbers: (070891-071292)

FIN 159

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

WARRANTS
May 2010 to June 2010
073528-073989

FIN 160

Department Head R. Jacobs

Signature: *Rachel C. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *A. Ivey* 08/08/23
Date

City Attorney J. Canlas

Signature: *J. Canlas* **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Warrant

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

WARRANT

May 2012 to June 2012

078249-078607

FIN 161

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

WARRANTS

July 2008 to August 2008

Check Numbers: 068715-069180

FIN 162

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] AUG 1 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Warrants

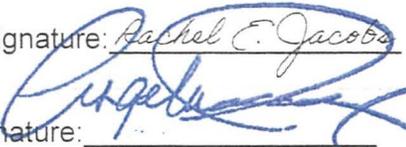
City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

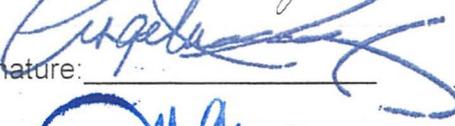
WARRANTS
July 2009 to August 2009
071491-071933

FIN 163

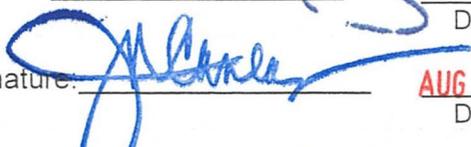
Department Head R. Jacobs

Signature:  07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature:  08/08/23
Date

City Attorney J. Canlas

Signature:  **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

WARRANTS
July 2010 to August 2010
073990-074335

FIN 164

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *A. Ivey* 08/08/23
Date

City Attorney J. Canlas

Signature: *J. Canlas* **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

WARRANTS
July 2011 to September 2011
076354-076837

FIN 165

Department Head R. Jacobs

Signature: *Rachel C. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *A. Ivey* 08/08/23
Date

City Attorney J. Canlas

Signature: *J. Canlas* **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

WARRANTS

August 2008 to September 2008

Check Numbers: 069186-069636

FIN 166

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

WARRANTS
September 2009 to October 2009
071934-072371

FIN 167

Department Head R. Jacobs

Signature: *Rachel E. Jacobs* 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: *[Signature]* 08/08/23
Date

City Attorney J. Canlas

Signature: *[Signature]* AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

WARRANTS
September 2010 to October 2010
074336-074767

FIN 168

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

WARRANTS

September 2011 to October 2011

076838-077174

FIN 169

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

WARRANTS

October 2008 to December 2008

Check Numbers: 069637-070029

FIN 170

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] AUG 11 2023
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

WARRANTS
October 2009 to December 2009
072372-072805

FIN 171

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

WARRANT
November 2010 to December 2010
074768-075125

FIN 172

Department Head R. Jacobs

Signature: Rachel C. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: _____
Date **AUG 11 2023**

LIST OF RECORDS TO BE DESTROYED

The records listed below are scheduled to be destroyed, as indicated on:

List reference pages of Retention Schedule Sections/Pages AP Warrants

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

AP WARRANTS

December 2008 to January 2009

Check Numbers: 070030-070417

FIN 173

Department Head R. Jacobs

Signature: Rachel E. Jacobs 07/24/2023
Date

City Clerk/Custodian of Records A. Ivey

Signature: [Signature] 08/08/23
Date

City Attorney J. Canlas

Signature: [Signature] **AUG 11 2023**
Date



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: August 23, 2023
ORIGINATING DEPT: Engineering/Public Works Department
SUBJECT: **City Council Consideration of Resolution 2023-100 Authorizing the City Manager to Execute Amendment No. 1 to the Professional Services Agreement, with Nissho of California, Inc., for the Purchase and Installation of Four Calsense Irrigation Controllers for the Coastal Rail Trail and Fletcher Cove Park**

BACKGROUND:

Construction of the Coastal Rail Trail (CRT) was completed in 2004. The current Calsense Irrigation Controllers on the CRT are almost 20 years old and have exceeded their useful life and need replacement. Therefore, a special maintenance project to replace the irrigation controllers was initiated.

Fletcher Cove Park (FCP) was renovated in 2007. While the majority of the renovated components of the park are in good condition, some areas need to be or already have been replaced, such as the recently completed Tot Lot. Due to the harsh marine environment, the original Calsense Irrigation Controller and associated hardware and accessories have exceeded their useful life and need replacement.

This item is before the City Council for the consideration of Resolution 2023-100 (Attachment 1) that would authorize the City Manager to execute an amendment to the Professional Services Agreement with Nissho to purchase and install four Calsense Irrigation Controllers and corresponding hardware and accessories from Nissho of California, Inc., in the amount of \$24,125.42.

DISCUSSION:

Staff researched many options for replacement of the irrigation controllers for the CRT and FCP. After consultation with several experts, including Van Dyke Landscape Architects and Nissho, it was concluded that due to the harsh marine conditions, and

CITY COUNCIL ACTION:

outdated technology, high quality irrigation controllers and hardware should replace what was previously installed.

The Calsense Irrigation Controllers will be ordered and installed using the Professional Services Agreement for Landscape Maintenance Services with Nissho, with additional assistance provided by the City's Public Works Staff. Nissho provides landscape maintenance services for several parks, facilities, public rights-of-way, and playgrounds for the City. Nissho's maintenance strategies consist of utilizing environmentally friendly materials for soil amendment, fertilizer, pesticide, and herbicides as well as employing efficient water management. In addition to qualified maintenance staff, Nissho has several highly qualified experts in landscaping and irrigation design.

CEQA COMPLIANCE STATEMENT:

All work covered by this agreement is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301(h) of the State CEQA Guidelines.

FISCAL IMPACT:

A total of \$24,125.42 is required for the purchase and installation of four Calsense Irrigation Controllers, three will be installed on the Coastal Rail Trail and one at Fletcher Cove Park. Staff is recommending that \$24,125.42 be appropriated from the Asset Replacement Fund to the Parks Operating Budget.

WORK PLAN:

This project is not identified in the Fiscal Year 2023/24 Work Plan.

OPTIONS:

- Approve Staff recommendation.
- Deny Staff recommendation and provide direction.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2023-100:

1. Authorizing the City Manager to execute Amendment No. 1 to the Professional Services Agreement with Nissho of California, Inc. for Fiscal Year 2023/24.
2. Authorizing the City Manager to execute a one-time purchase of four Calsense Irrigation Controllers and corresponding hardware and accessories from Nissho of California, Inc., in the amount of \$24,125.42, for the Coastal Rail Trail and Fletcher Cove Park.

3. Appropriating \$24,125.42 from the Asset Replacement Fund to the Parks Operating Budget.
4. Authorizing the City Treasurer to amend the FY 2023/24 Adopted Budget accordingly.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation



Gregory Wade, City Manager

Attachments:

1. Resolution 2023-100

RESOLUTION 2023-100

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH NISSHO OF CALIFORNIA, INC., FOR THE PURCHASE AND INSTALLATION OF FOUR CALSENSE IRRIGATION CONTROLLERS.

WHEREAS, the construction of the Coastal Rail Trail (CRT) was completed in 2004. The current Calsense Irrigation Controllers on the CRT are almost 20 years old and have exceeded their useful life and need replacement; and

WHEREAS, Fletcher Cove Park (FCP) was renovated in 2007. While the majority of the renovated components of the park are in good condition, some areas need to be or already have been replaced, such as the recently complete Tot Lot replacement. Due to the harsh marine environment, the original Calsense Irrigation Controller and associated hardware and accessories, have exceeded their useful life and need replacement; and

WHEREAS, Staff investigated many options for replacement of the irrigation controllers at the CRT and FCP. After consultation with several experts, including Van Dyke Landscape Architects and Nissho, it was concluded that due to the harsh marine conditions, and outdated technology, high quality irrigation controllers and hardware should replace what was previously installed.

NOW, THEREFORE, the City Council of the City of Solana Beach, California, does resolve as follows:

1. That the above recitations are true and correct.
2. That the City Council authorizes the City Manager to execute Amendment No. 1 to the Professional Services Agreement with Nissho of California, Inc., on behalf of the City.
3. That the City Council authorizes the City Manager to purchase four Calsense Irrigation Controllers and corresponding hardware and accessories from Nissho of California, Inc., in the amount of \$24,125.42 for the Coastal Rail Trail and Fletcher Cove Park.
4. That the City Council appropriates \$24,125.42 from the Asset Replacement Fund to the Parks Operating Budget.

5. That the City Council authorizes the City Treasurer to amend the Fiscal Year 2023/24 Adopted Budget accordingly.

PASSED AND ADOPTED this 23rd day of August 2023, at a regular meeting of the City Council of the City of Solana Beach, California by the following vote:

AYES: Councilmembers –
NOES: Councilmembers –
ABSTAIN: Councilmembers –
ABSENT: Councilmembers –

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT

CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: August 23, 2023
ORIGINATING DEPT: Engineering/Public Works Department
SUBJECT: **City Council Consideration of Resolution 2023-101 Authorizing the City Manager to Execute Amendment No. 3 to the Professional Services Agreement for Heating, Ventilation, and Air Conditioning Maintenance Services and As-Needed Repairs with Seaside Heating and Air**

BACKGROUND:

One element of the City's facility maintenance responsibilities is maintenance and repairs of the Heating, Ventilation, and Air Conditioning (HVAC) system for City Hall, La Colonia Community Center, Fletcher Cove Community Center, Marine Safety Center, and the Fire Station. These services are provided by professional vendors hired through a competitive selection process.

This item is before the City Council for the consideration of Resolution 2023-101 (Attachment 1) to authorize the City Manager to execute an amendment to the Professional Services Agreement (PSA) with Seaside Heating and Air (Seaside), the City's current service provider, for the replacement of two rooftop HVAC units at City Hall, re-seal ductwork and replace sheet metal fittings at City Hall and La Colonia Park, and the installation of a mini-split unit for IT at the Fire Station in the amount of \$33,685, and increase the As-Needed Repairs amount by \$10,000 for a not to exceed total of \$43,685 for Fiscal Year 2023/24.

DISCUSSION:

As part of the annual HVAC maintenance and as-needed repairs agreement, Seaside performs routine quarterly maintenance at City Hall, La Colonia Community Center, Fletcher Cove Community Center, Marine Safety Center, and the Fire Station. This maintenance includes routine inspections, changing filters, as-needed minor repairs, and

COUNCIL ACTION:

occasional replacements of HVAC units. Seaside has performed preventative maintenance services and as-needed repairs at City facilities since 2012, and City Staff has been satisfied with the work performed by Seaside during this time.

Two of the rooftop HVAC units at City Hall have exceeded their useful life. The HVAC units are approximately 15 years old, and the maintenance costs for these two units make it cost prohibitive to keep in service much longer. In addition, due to the extreme coastal environment, replacement of the rooftop ductwork and sheet metal fittings for City Hall and La Colonia Park are now necessary.

CEQA COMPLIANCE STATEMENT:

All work covered by this agreement is exempt per Section 15301(a) of the State CEQA Guidelines pursuant to the California Environmental Quality Act.

FISCAL IMPACT:

For Fiscal Year (FY) 2023/24, City Council is being asked to consider replacement of two HVAC rooftop units, re-seal all rooftop ductwork, and replace roof curb caps at City Hall, installation of a new mini-split unit for IT at the Fire Station and increase the As-Needed Repairs amount. The compensation under consideration is \$43,685, which includes a construction contingency for the replacement of the HVAC units. After completion of this one-time work, complete construction costs will be reported to the City Council as part of filing the Notice of Completion.

The current agreement with Seaside Heating and Air is for an amount not to exceed \$11,460 per Fiscal Year. This amendment would increase compensation by \$43,685 for FY 2023/24, bringing the amount to a not to exceed amount of \$55,145 for FY 2023/24 only.

Staff is recommending a transfer of \$33,685 from the Facilities Replacement Fund to the Facilities Operating Budget to provide sufficient funding for the HVAC replacements and upgrades.

WORK PLAN:

This project was not mentioned in the FY 2023/24 Work Plan.

OPTIONS:

- Approve Staff recommendation.
- Approve Staff recommendation with alternative amendments/modifications.
- Provide direction/feedback.

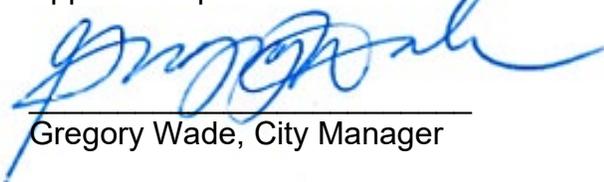
DEPARTMENT RECOMMENDATION:

Staff recommends the City Council adopt Resolution 2023-101:

1. Authorizing the City Manager to execute Amendment No. 3 to the Professional Services Agreement with Seaside Heating and Air for Fiscal Year 2023/24 increasing the compensation by \$43,685 for the purchase and installation of two rooftop HVAC units at City Hall, HVAC upgrades at the Fire Station, a construction contingency for the City Hall HVAC installation and installation of mini-split unit for IT at the Fire Station and as-needed repairs to the HVAC systems at City Hall and the La Colonia Community Center. Total not to exceed amount of the agreement for Fiscal Year 2023/24 is \$55,145.
2. Appropriating \$33,685 from the Facilities Replacement Fund to the Facilities Operating Budget.
3. Authorizing the City Treasurer to amend the FY 2023/24 Adopted Budget accordingly.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2023-101

RESOLUTION 2023-101

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 3 TO THE PROFESSIONAL SERVICES AGREEMENT WITH SEASIDE HEATING AND AIR FOR THE PURCHASE AND INSTALLATION OF TWO HVAC UNITS, HVAC UPGRADES, AND INCREASING THE AS-NEEDED REPAIRS AMOUNT

WHEREAS, one element of the City's facility maintenance responsibilities is maintenance and repairs of the Heating, Ventilation, and Air Conditioning (HVAC) system for City Hall, Fire Station, Marine Safety Center, La Colonia Community Center, and Fletcher Cove Community Center; and

WHEREAS, the City went through the Request for Bids process in March 2022 to solicit bids for HVAC maintenance and repair services and entered into a new Professional Services Agreement (PSA) with Seaside Heating and Air, Inc. on July 1, 2022; and

WHEREAS, as part of the annual HVAC maintenance and as-needed repairs agreement, the vendor is required to perform routine quarterly maintenance at City Hall, La Colonia Community Center, Fletcher Cove Community Center, tMarine Safety Center, and the Fire Station. This maintenance includes routine inspections, changing filters, as-needed minor repairs, and replacements of HVAC units; and

WHEREAS, two of the rooftop HVAC units at City Hall have exceeded their useful life. The HVAC units are approximately 15 years old, and the maintenance costs for these two units are making it cost prohibitive to keep in service much longer. In addition, due to the extreme coastal environment, replacement of the rooftop ductwork and sheet metal fittings for City Hall and La Colonia Community Center are now necessary; and

NOW, THEREFORE, the City Council of the City of Solana Beach, California, does resolve as follows:

1. That the above recitations are true and correct.
2. That the City Council authorizes the City Manager to execute Amendment No. 3 to the Professional Services Agreement with Seaside Heating and Air, on behalf of the City.
3. That the City Council authorizes the City Manager to approve a one-time purchase and installation of two rooftop HVAC units at City Hall, in an amount of \$22,685, a \$5,000 contingency for unforeseen costs associated with the rooftop installations, \$6,000 for installation of a mini-split unit for IT

at the Fire Station, and a \$10,000 increase to the as-needed maintenance and repairs to the HVAC systems Citywide, which will be added to the current contract amount of \$11,460 for a total not to exceed amount of \$55,145 for FY 2023/24.

4. That the City Council authorizes a transfer of \$33,685 from the Facilities Replacement Fund to the Facilities Operating Budget for Fiscal Year 2023/24 to provide sufficient funding for the HVAC replacements, repairs and maintenance.
5. That the City Council authorizes the City Treasurer to amend the Fiscal Year 2023/24 Adopted Budget accordingly.

PASSED AND ADOPTED this 23rd day of August 2023, at a regular meeting of the City Council of the City of Solana Beach, California by the following vote:

AYES: Councilmembers –
NOES: Councilmembers –
ABSTAIN: Councilmembers –
ABSENT: Councilmembers –

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT

CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: August 23, 2023
ORIGINATING DEPT: Public Works Department
SUBJECT: **City Council Consideration of Resolution 2023-102 Authorizing the City Manager to Execute Amendment No. 1 to the Professional Services Agreement for Door Inspection, Maintenance and As-Needed Repairs with National Garage Door**

BACKGROUND:

One element of the City's facility maintenance responsibilities is maintenance and repairs of the garage doors, swinging double doors, and access control doors for City Hall, the Fire Station, the Community Centers, the Marine Safety Center and the Public Works Maintenance Facility. These services are provided by professional vendors through a competitive selection process.

This item is before the City Council for the consideration of Resolution 2023-102 (Attachment 1) to authorize the City Manager to execute an amendment to the Professional Services Agreement (PSA) with National Garage Door for the replacement of a Stanley Americans with Disabilities Act (ADA) Controller for City Hall, in the amount of \$3,000 for FY 2023/24, and increase the As-Needed Repairs amount by \$10,000 for Fiscal Years 2023/2024, 2024/25, 2025/26, 2026/27.

DISCUSSION:

As part of the annual door maintenance and as-needed repairs agreement, the vendor is required to perform routine maintenance at City Hall, the La Colonia Community Center, the Fletcher Cove Community Center, Marine Safety Center, and the Fire Station. This maintenance includes routine inspections, as-needed minor repairs, and replacement of garage doors. National Garage Door is the City's current service provider, City Staff has been satisfied with the work performed by National Garage Door.

COUNCIL ACTION:

The current ADA controller that operates the double door entrance to the main lobby at City Hall has exceeded its useful life and needs to be replaced. City Staff have determined that the expertise and experience provided by National Garage Door makes them well qualified to perform the work.

**TABLE 1: MAINTENANCE AND AS-NEEDED REPAIRS
FISCAL YEAR 2023/24**

ITEM DESCRIPTION	National Garage Door
Replace ADA Stanley Controller at City Hall	\$ 3,000
Approved Amount for Maintenance and As-Needed Repairs	\$ 8,900
Additional Requested Amount for As-Needed Repairs	\$10,000
FY 2023/24 Total with As-Needed Repairs	\$21,900

**TABLE 2: MAINTENANCE AND AS-NEEDED REPAIRS
FISCAL YEARS: 2024/25, 2025/26, 2026/27**

ITEM DESCRIPTION	National Garage Door
Approved Amount for Maintenance and As-Needed Repairs	\$ 8,900
Yearly Additional Requested Amount for As-Needed Repairs	\$10,000
Yearly Total with Additional Requested Amount	\$18,900

CEQA COMPLIANCE STATEMENT:

All work covered by this agreement is exempt per Section 15301(a) of the State CEQA Guidelines pursuant to the California Environmental Quality Act.

FISCAL IMPACT:

For Fiscal Year 2023/24, Staff is seeking City Council authorization to approve the replacement of a Stanley ADA controller at City Hall and increase the amount for as-needed repairs. The increase in compensation under consideration for FY 2023/24 is \$13,000.

The current agreement with National Garage Door is for an amount not to exceed \$8,900 per year. This amendment would increase compensation by \$13,000 for FY 2023/24, bringing the amount to a not to exceed amount of \$21,900. For subsequent fiscal years, an additional \$10,000 is being requested for as-needed repairs for a not to exceed amount of \$18,900 for Fiscal Years 2024/25, 2025/26, 2026/27. Adequate funding will be identified annually in the Facilities Operating Budget.

There will be no fund balance utilized for this resolution. Increased costs will be funded utilizing existing FY 2024 Facilities Budget.

WORK PLAN:

This project was not mentioned in the FY 2023/24 Work Plan.

OPTIONS:

- Approve Staff recommendation.
- Approve Staff recommendation with alternative amendments/modifications.
- Provide direction/feedback.

DEPARTMENT RECOMMENDATION:

Staff recommends the City Council:

1. Adopt Resolution 2023-102:
 - a. Authorizing the City Manager to execute Amendment No. 1 to the Professional Services Agreement with National Garage Door for Fiscal Year 2023/24.
 - b. Authorizing the City Manager to approve a one-time purchase and installation of one Stanley ADA Controller at City Hall, in an amount of \$3,000 for Fiscal Year 2023/24.
 - c. Authorizing the City Manager to increase the As-Needed Repairs amount by \$10,000, for Fiscal Year 2023/24.
 - d. Authorizing the City Manager to execute amendments to the Professional Services Agreement with National Garage Door, in an amount not to exceed \$18,900, for Fiscal Years 2024/25, 2025/26, 2026/27.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2023-102

RESOLUTION 2023-102

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH NATIONAL GARAGE DOOR FOR THE PURCHASE AND INSTALLATION OF ONE ADA CONTROLLER, AND INCREASING THE AS-NEEDED REPAIRS AMOUNT

WHEREAS, one element of the City's facility maintenance responsibilities is maintenance and repairs of the garage doors, swinging double doors, and access control doors for City Hall, Fire Station, the Community Centers, and the Public Works Maintenance Facility; and

WHEREAS, as part of the annual door maintenance and as-needed repairs agreement, the vendor is required to perform routine maintenance at City Hall, the La Colonia Community Center, the Fletcher Cove Community Center, Marine Safety Center, and the Fire Station. This maintenance includes routine inspections, as-needed minor repairs, and replacements of garage doors; and

WHEREAS, the current ADA controller that operates the double door entrance to the main lobby at City Hall has exceeded its useful life and needs to be replaced.

NOW, THEREFORE, the City Council of the City of Solana Beach, California, does resolve as follows:

1. That the above recitations are true and correct.
2. That the City Council authorizes the City Manager to execute Amendment No. 1 to the Professional Services Agreement with National Garage Door for Fiscal Year 2023/24.
3. That the City Council authorizes the City Manager to approve a one-time purchase and installation of one Stanley ADA Controller for City Hall, in an amount of \$3,000, for Fiscal Year 2023/24.
4. That the City Council authorizes the City Manager to increase the As-Needed Repairs amount by \$10,000, for Fiscal Year 2023/24.

5. That the City Council authorizes the City Manager to execute amendments to the Professional Services Agreement with National Garage Door, in an amount not to exceed \$18,900, for Fiscal Years 2024/25, 2025/26, 2026/27.

PASSED AND ADOPTED this 23rd day of August 2023, at a regular meeting of the City Council of the City of Solana Beach, California by the following vote:

AYES: Councilmembers –
NOES: Councilmembers –
ABSTAIN: Councilmembers –
ABSENT: Councilmembers –

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT

CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Greg Wade, City Manager
MEETING DATE: August 23, 2023
ORIGINATING DEPT: Community Development Department
SUBJECT: **City Council Consideration of Resolution 2023-107 Approving Community Development Professional Service Agreements with Coastal Frontiers Corporation**

BACKGROUND:

The City has previously contracted with Coastal Frontiers Corporation to furnish annual beach profile surveys and reports to fulfill “strategic priorities” that are critical to perform services such as shoreline monitoring.

This item is before Council for consideration of Resolution 2023-107 for a Professional Service Agreement with Coastal Frontiers. This would be a continuation of services provided by this consultant for the past several years.

DISCUSSION:

To assist the City with the “Community Character Priorities” identified in the Work Plan (Items A.2, Local Coastal Program and A.3, Beach Sand Replenishment and Monitoring Program), the City has entered into a Professional Services Agreement (PSA) with Coastal Frontiers Corporation. Coastal Frontiers Corporation conducts annual shoreline monitoring for the City, which is a subset of the larger regional beach replenishment efforts and is also the contractor for SANDAG’s regional shoreline monitoring. The contract amount not to exceed \$34,000 is an increase from previous years, however, it includes additional beach profile monitoring sites as required for the Shoreline Protection/US Army Corps of Engineers project as well as 3.5% annual escalation adjustments.

To pursue these efforts, a new PSA with Coastal Frontiers Corporation is needed pursuant to the Scope included in Attachment 1. Staff has prepared Resolution 2023-107

COUNCIL ACTION:

(Attachment 2) requesting the City Council to authorize the City Manager to enter into a new PSA with Coastal Frontiers Corporation.

CEQA COMPLIANCE STATEMENT:

Not a project under the California Environmental Quality Act (CEQA).

FISCAL IMPACT:

As part of the FY 2023/24 Adopted Budget, the City Council is being requested to approve the contract amounts. Funds to cover the \$34,000 cost for Coastal Frontiers Corporation are available in the Sand Replenishment TOT fund.

WORK PLAN:

The continued commitment to the implementation of Community Character Priorities and the ongoing protection of beach sand replenishment projects are identified in the Work Plan Items A.2, Local Coastal Program; and A.3, Beach Sand Replenishment and Retention Program.

OPTIONS:

- Authorize Staff recommendation.
- Do not authorize Staff recommendation.
- Provide alternative direction to Staff.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2023-107 (Attachment 2) authorizing the City Manager to execute a Professional Services Agreement with Coastal Frontiers.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachment:

1. Coastal Frontiers Proposal
2. Resolution 2023-107

COASTAL
FRONTIERS

August 14, 2023

Joseph Lim, AICP
Community Development Director
City of Solana Beach
635 S. Highway 101
Solana Beach, CA 92075-2215

Subject: 2023-2026 Shoreline Monitoring Program (3 one-year periods)

Dear Mr. Lim:

This letter provides a scope of work and cost estimate for conducting the 2023-2026 (three one-year periods) Shoreline Monitoring Program for the City of Solana Beach. The program has been developed to meet the requirements of the US Army Corps of Engineers (Corps) in support of the upcoming nourishment project. The primary components of the program are summarized below:

- Task 1. Fall 2023 Beach Profile Survey and Reporting
- Task 2. Spring 2024 Beach Profile Survey (No Reporting)

Table 1 lists the Solana Beach area transects that are included in the Corps mandated monitoring program. The sponsor for each transect for the Fall 2023 through Fall 2026 surveys also is provided. The San Elijo Lagoon Restoration Project (SELRP) is scheduled to conclude beach profile monitoring in Fall 2023, and data will no longer be obtained by SELRP at Transects S-0610 (Tide Park), SD-0597 (Surfsong), or SD-0595 (Seascape Surf). These transect will be sponsored by the City commencing in Spring 2024.

Table 1. Beach Profile Monitoring Sites

Transect Designation	Location	Sponsor			
		Fall 2023	Spring 2024	Fall 2024/Spr 2025	Fall 2025/Spr 2026
SD-0610	Tide Park	SELRP	<i>Solana Beach</i>	<i>Solana Beach</i>	<i>Solana Beach</i>
SD-0600	Fletcher Cove	SANDAG	SANDAG	SANDAG	SANDAG
SD-0597	Surfsong	SELRP	<i>Solana Beach</i>	<i>Solana Beach</i>	<i>Solana Beach</i>
SD-0595	Seascape Surf	SELRP	<i>Solana Beach</i>	<i>Solana Beach</i>	<i>Solana Beach</i>
DM-0590	Del Mar	SANDAG	SANDAG	SANDAG	SANDAG
DM-0580	Del Mar	SANDAG	SANDAG	SANDAG	SANDAG
DM-0560	Del Mar	<i>Solana Beach</i>	<i>Solana Beach</i>	<i>Solana Beach</i>	<i>Solana Beach</i>
DM-0565	Del Mar	<i>Solana Beach</i>	<i>Solana Beach</i>	<i>Solana Beach</i>	<i>Solana Beach</i>

Coastal Frontiers Corporation
882A Patriot Drive
Moorpark, CA 93021-3544
(818) 341-8133
www.coastalfrontiers.com

Mr. Joseph Lim
August 14, 2023
Page 2

For your convenience I have attached separate pages with the Scope of Services and Requested Payment Milestones for Tasks 1 and 2 for use as exhibits in the upcoming contract. The format is similar to that provided by Coastal Frontiers in the previous contract.

As you are aware, Coastal Frontiers has conducted the Regional Beach Monitoring Program on behalf of SANDAG since 1996. In Summer 2005 we were selected by SANDAG to continue the monitoring program for a period of five years (2005 through 2010). We were then retained to conduct a more comprehensive program in support of the RBSP II project. Most recently, we were selected to continue SANDAG's base monitoring program through 2024.

The scope of work, proposed cost and schedule are discussed below.

Scope of Work

Task 1: Conduct Fall 2023 Beach Profile Survey

Acquire beach profile data along Transects DM-0560 and DM-0565. A continuous profile shall be obtained from the back beach to a minimum depth of 40 ft, Mean Lower Low Water (MLLW) Datum, past the presumed "depth of profile closure".

It is anticipated that data will be acquired by SANDAG or the San Elijo Lagoon Restoration Project (SELRP) at Transects S-0610 (Tide Park), SD-0600 (Fletcher Cove), SD-0597 (Surfsong), SD-0595 (Seascape Surf), and Transect SD-0590 (San Dieguito). Survey operations for the City program will be performed in conjunction with these other programs, using identical methods. In consequence, the results will be directly comparable. Data from the wading portion of each profile shall be obtained using an electronic total station, while that from the offshore portion shall be obtained using differential GPS (DGPS) in concert with an acoustic echo sounder. The surveys shall be conducted in accordance with the standards described in the US Army Corps of Engineers Engineering Manual for Hydrographic Surveying (EM 1110-2-1003).

Adjust the soundings acquired along Transects DM-0560 and DM-0565 to MLLW Datum (1983-2001 National Tidal Datum Epoch) using water levels recorded at the NOS La Jolla Tidal Station. Create beach profile plots illustrating the 2023 survey data in a format comparable to those provided as part of prior monitoring programs conducted by CFC. Selected historical data will be included on the plots to the extent available.

Prepare a brief letter report that describes the Spring 2023 and Fall 2023 survey activities, including the survey dates, survey methods, and brief observations on the state of the beaches. The letter report shall include a table of beach widths (measured from the landward limit of the sandy beach to the Mean Sea Level shoreline) at each transect. To

the extent available and authorized, data from SANDAG and SELRP-sponsored transects located within the study area will be included in the report.

Data deliverables will include ASCII files of: (1) range and elevation pairs for each profile, and (2) easting, northing, and elevation triplets (x,y,z) for the entire survey. In the case of the geo-referenced data, the horizontal positions will be provided in U.S. Survey Feet relative to California State Plane Zone 6, NAD 83 (2011) 2010.00 epoch. As indicated previously, the vertical datum will be NOS MLLW, with units expressed in feet. To the extent available and authorized, data from SANDAG- and SELRP-sponsored transects located within the study area will be included with the data deliverables. Metadata will be provided as a header to each file and will conform to the requirements specified by the US Army Corps of Engineers. The metadata structure is shown below:

- *Project: (_____)
- *Date: (DD-MMM-YYYY)
- *Surveyor: (Name of firm, licensed engineer/surveyor, license number)
- *Area: (i.e. description of surveyed area, etc.)
- *Survey Type: Beach Profile Survey
- *Survey Method: Nearshore Topography and Acoustic Bathymetry
- * Unit of Measure: U.S. Survey Feet
- *Vertical Datum: National Ocean Service Mean Lower Low Water, La Jolla Tide Station (1983-2001 epoch)
- *Horizontal Datum: NAD 83 (2011) 2010.00 epoch
- *Projection: California State Plane Zone 6
- * Control used: National Ocean Service Tidal Station ID 9410230; SANDAG Shoreline Monitoring Program Transect Markers.
- *Data Format: Easting, Northing, Elevation

Task 2: Conduct Spring 2024 Beach Profile Survey

Acquire beach profile data along Transects SD-0610, SD-0597, SD-0595, DM-0560 and DM-0565. A continuous profile shall be obtained from the back beach to a minimum depth of 40 ft, Mean Lower Low Water (MLLW) Datum, past the presumed “depth of profile closure”. The field methods will be identical to Task 1. No reporting will be conducted as part of the Spring survey.

It is anticipated that data will be acquired by SANDAG at Transects SD-0600 (Fletcher Cove) and Transect SD-0590 (San Dieguito).

Task 3: Conduct Fall 2024 Beach Profile Survey

Acquire beach profile data along Transects SD-0610, SD-0597, SD-0595, DM-0560 and DM-0565. A continuous profile shall be obtained from the back beach to a minimum depth of 40 ft, Mean Lower Low Water (MLLW) Datum, past the presumed “depth of profile closure”. The field methods will be identical to Task 1.

Prepare a brief letter report that describes the Spring 2024 and Fall 2024 survey activities, including the survey dates, survey methods, and brief observations on the state of the beaches (comparable to the report prepared for Task 1).

It is anticipated that data will be acquired by SANDAG at Transects SD-0600 (Fletcher Cove) and Transect SD-0590 (San Dieguito).

Task 4: Conduct Spring 2026 Beach Profile Survey

Identical to Task 2

Task 5: Conduct Fall 2025 Beach Profile Survey

Identical to Task 3

Task 6: Conduct Spring 2026 Beach Profile Survey

Identical to Task 2

Task 7: As-requested Coastal Engineering Support

Provide as-requested coastal engineering support on a time and materials basis.

Cost

Coastal Frontiers proposes to conduct the scope of work described above for not-to-exceed cost a cost of \$82,960.00. Year-to-year costs for tasks with same scope of work are escalated at 3.5% (e.g., Task 5. Fall 2025 survey is 3.5% higher than Task 3. Fall 2024 Survey).

As in past years, we request that Tasks 1 through 6 be conducted on a lump-sum by milestone basis. A cost breakdown is given below:

<i>Year 1</i>	Task 1: Fall 2023 Beach Profile Survey	\$ 9,758.00
	Task 2: Spring 2024 Beach Profile Data	\$12,957.00
<i>Year 2</i>	Task 3: Fall 2024 Beach Profile Survey	\$16,194.00
	Task 4: Spring 2025 Beach Profile Data	\$13,410.00
<i>Year 3</i>	Task 5: Fall 2025 Beach Profile Survey	\$16,761.00
	Task 6: Spring 2026 Beach Profile Data	\$13,880.00

Total \$82,960.00

Mr. Joseph Lim
August 14, 2023
Page 5

Task 7 will be conducted on a time and materials basis in accordance with the attached rate schedule. No work shall be conducted under Task 7 without prior written direction from the City.

Detailed cost estimates are available upon request.

Schedule

The work will be performed at the same time and in the same manner as the SANDAG and SELRP programs, so that the data obtained will be comparable. The Fall survey typically is conducted in mid to late October, while the Spring survey is typically conducted in mid to late May.

We sincerely appreciate the opportunity to assist the City with the Shoreline Monitoring Program and hope that we may be of service. Please contact me if you require additional information.

Sincerely,
Coastal Frontiers Corporation

Greg Hearon, P.E.

Enc.: as stated

City of Solana Beach Shoreline Monitoring Program

2023-2023

3-One-Year Periods

Scope of Services

Task 1: Conduct Fall 2023 Beach Profile Survey

Acquire beach profile data along Transects DM-0560 and DM-0565. A continuous profile shall be obtained from the back beach to a minimum depth of 40 ft, Mean Lower Low Water (MLLW) Datum, past the presumed “depth of profile closure”.

It is anticipated that data will be acquired by SANDAG or the San Elijo Lagoon Restoration Project (SELRP) at Transects S-0610 (Tide Park), SD-0600 (Fletcher Cove), SD-0597 (Surfsong), SD-0595 (Seascape Surf), and Transect SD-0590 (San Dieguito). Survey operations for the City program will be performed in conjunction with these other programs, using identical methods. In consequence, the results will be directly comparable. Data from the wading portion of each profile shall be obtained using an electronic total station, while that from the offshore portion shall be obtained using differential GPS (DGPS) in concert with an acoustic echo sounder. The surveys shall be conducted in accordance with the standards described in the US Army Corps of Engineers Engineering Manual for Hydrographic Surveying (EM 1110-2-1003).

Adjust the soundings acquired along Transects DM-0560 and DM-0565 to MLLW Datum (1983-2001 National Tidal Datum Epoch) using water levels recorded at the NOS La Jolla Tidal Station. Create beach profile plots illustrating the 2023 survey data in a format comparable to those provided as part of prior monitoring programs conducted by CFC. Selected historical data will be included on the plots to the extent available.

Prepare a brief letter report that describes the Spring 2023 and Fall 2023 survey activities, including the survey dates, survey methods, and brief observations on the state of the beaches. The letter report shall include a table of beach widths (measured from the landward limit of the sandy beach to the Mean Sea Level shoreline) at each transect. To the extent available and authorized, data from SANDAG and SELRP-sponsored transects located within the study area will be included in the report.

Data deliverables will include ASCII files of: (1) range and elevation pairs for each profile, and (2) easting, northing, and elevation triplets (x,y,z) for the entire survey. In the case of the geo-referenced data, the horizontal positions will be provided in U.S. Survey Feet relative to California State Plane Zone 6, NAD 83 (2011) 2010.00 epoch. As indicated previously, the vertical datum will be NOS MLLW, with units expressed in feet. To the extent available and authorized, data from SANDAG- and SELRP-sponsored transects located within the study area will be included with the data

deliverables. Metadata will be provided as a header to each file and will conform to the requirements specified by the US Army Corps of Engineers. The metadata structure is shown below:

*Project: (_____)
*Date: (DD-MMM-YYYY)
*Surveyor: (Name of firm, licensed engineer/surveyor, license number)
*Area: (i.e. description of surveyed area, etc.)
*Survey Type: Beach Profile Survey
*Survey Method: Nearshore Topography and Acoustic Bathymetry
* Unit of Measure: U.S. Survey Feet
*Vertical Datum: National Ocean Service Mean Lower Low Water, La Jolla Tide Station (1983-2001 epoch)
*Horizontal Datum: NAD 83 (2011) 2010.00 epoch
*Projection: California State Plane Zone 6
* Control used: National Ocean Service Tidal Station ID 9410230; SANDAG Shoreline Monitoring Program Transect Markers.
*Data Format: Easting, Northing, Elevation

Task 2: Conduct Spring 2024 Beach Profile Survey

Acquire beach profile data along Transects SD-0610, SD-0597, SD-0595, DM-0560 and DM-0565. A continuous profile shall be obtained from the back beach to a minimum depth of 40 ft, Mean Lower Low Water (MLLW) Datum, past the presumed “depth of profile closure”. The field methods will be identical to Task 1. No reporting will be conducted as part of the Spring survey.

It is anticipated that data will be acquired by SANDAG at Transects SD-0600 (Fletcher Cove) and Transect SD-0590 (San Dieguito).

Task 3: Conduct Fall 2024 Beach Profile Survey

Acquire beach profile data along Transects SD-0610, SD-0597, SD-0595, DM-0560 and DM-0565. A continuous profile shall be obtained from the back beach to a minimum depth of 40 ft, Mean Lower Low Water (MLLW) Datum, past the presumed “depth of profile closure”. The field methods will be identical to Task 1.

Prepare a brief letter report that describes the Spring 2024 and Fall 2024 survey activities, including the survey dates, survey methods, and brief observations on the state of the beaches (comparable to the report prepared for Task 1).

It is anticipated that data will be acquired by SANDAG at Transects SD-0600 (Fletcher Cove) and Transect SD-0590 (San Dieguito).

Task 4: Conduct Spring 2026 Beach Profile Survey

Identical to Task 2

Task 5: Conduct Fall 2025 Beach Profile Survey

Identical to Task 3

Task 6: Conduct Spring 2026 Beach Profile Survey

Identical to Task 2

Task 7: As-requested Coastal Engineering Support

Provide as-requested coastal engineering support on a time and materials basis.

City of Solana Beach Shoreline Monitoring Program

2023-2026

Requested Lump-Sum Payment Milestones

<u>Year 1</u>	Task 1:	Fall 2023 Beach Profile Survey	\$ 9,758.00
	Task 2:	Spring 2024 Beach Profile Data	\$12,957.00
<u>Year 2</u>	Task 3:	Fall 2024 Beach Profile Survey	\$16,194.00
	Task 4:	Spring 2025 Beach Profile Data	\$13,410.00
<u>Year 3</u>	Task 5:	Fall 2025 Beach Profile Survey	\$16,761.00
	Task 6:	Spring 2026 Beach Profile Data	\$13,880.00

Total \$82,960.00

Task 7 will be conducted on a time and materials basis in accordance with the attached rate schedule. No work shall be conducted under Task 7 without prior written direction from the City.

COASTAL FRONTIERS CORPORATION

2023 RATE SCHEDULE

Direct Labor Costs

Direct labor charges are made for project-related consulting services performed on behalf of the Client. These services may include engineering, technical typing, as in the preparation of reports and project documentation, duplicating, and shipping. Such charges are not made for office management, accounting, general secretarial services, and maintenance, as these are included in our overhead.

Effective January 1st, 2023, hourly rates for Coastal Frontiers personnel engaged in the performance of consulting services are as follows:

<u>Job Classification</u>	<u>Hourly Rate (U.S. \$)</u>
Principal Engineer.....	\$268.00
Associate Principal Engineer	\$238.00
Senior Engineer/Senior Scientist	\$214.00
Engineer II/Scientist II.....	\$189.00
Engineer I/Scientist I.....	\$177.00
Technician.....	\$125.00
Word Processor/Drafter	\$96.00
Support Services	\$86.00

Overtime will be charged at the standard hourly rates. Time spent in travel on behalf of the Client also will be charged at the standard hourly rates, with the exception that no more than eight hours of travel will be charged in any one calendar day. When expert witness testimony is provided, time spent under oath, as in the case of depositions and court appearances, will be charged at 1.5 times the standard hourly rates.

These rates are not subject to escalation or adjustment until January 1st, 2024. If Coastal Frontiers desires to utilize additional personnel whose classifications are not listed above in the performance of a project, their qualifications and hourly rates shall be submitted to the Client for prior approval of participation.

COASTAL FRONTIERS CORPORATION
2023 RATE SCHEDULE

Page 2

Other Direct Costs

Costs relating directly to the performance of a project, other than Direct Labor Costs, will be charged at the billing or cost rate times 1.10. Such costs may include outside services, subconsultants, third-party equipment rentals, duplication, printing and photographic work, third-party computer time, special insurance, travel and transportation, subsistence or room and board, long distance communications, and exceptional postage.

In-House Equipment Rental

In-house equipment rental charges are made for the use of company-owned equipment dedicated to the performance of the Client's project. Rates are as shown on the following page.

Invoices

Invoices are submitted monthly and all fees are payable in U.S. Dollars within 30 days of date of invoice. Direct Labor charges will be invoiced by employee, charge rate, and hours worked. Other Direct Costs will be itemized and copies of receipts will be furnished. In-House Equipment Rental charges will be invoiced by item, charge rate, and period of use. Late payments are subject to an interest charge of 10% per annum, compounded monthly, on the unpaid balance.

COASTAL FRONTIERS CORPORATION
2023 RATE SCHEDULE

Page 3

IN-HOUSE EQUIPMENT RENTAL RATES

<u>ITEM</u>	<u>DAILY RATE</u>
<u>DIVING</u>	
• Arctic Diving Equipment, per Diver	\$150
• Non-Arctic Diving Equipment, per Diver	55
• Dry Suit (Without Other Diving Gear)	50
<u>HYDROGRAPHIC SURVEY</u>	
• Odom Hydrotrac Echosounder	95
• CeeEcho Shallow Water Echosounder	100
• Inflatable Boat and Motor	225
• Aluminum Boat and Motor	500
• TSS DMS2-05 Motion Sensor	160
• Pathfinder Pro XR GPS	190
• Hemisphere VS-110 GPS/Heading System	125
• Hemisphere R-110 GPS	90
• Garmin GPSMap 196/78SC GPS	40
• Castaway CTD	100
• Seabird SBE19 CTD	80
• Ruggedized Data Acquisition Computer	60
• Hypack Navigation Software	100
• Hysweep Multi-Beam Sonar Software	100
• Hypack-Hysweep Combination Software	150
• Chesapeake SonarWiz Side Scan Sonar Software	150
<u>SURVEY</u>	
• Hemisphere GNSS RTK Base/Rover Set	400
• Hemisphere GNSS GSM Network RTK Rover	300
• Hemisphere GNSS Differential-Only Rover	100
• Hemisphere A325 GPS	100
• Hemisphere A325 RTK GPS Rover	200
• Satel 35W Base Radio	150
• Carlson Surveyor Plus Data Collector	50
• Trimble 5603 Electronic Total Station	150
• Geodimeter Electronic Total Station	150
• Phantom4 Pro UAV Mapping System	750
• Mavic Mini UAV	200
• Survey Equipment (Automatic Level, Rod, and Tripod)	20
• Hand-Held UHF/VHF Radios, per Radio	15
• Satellite Telephone	20
• Nikon Hypsometer	15
• All-Terrain Vehicle	50
• Survival Pack	50
• Switlik Aviation Survival Suit with ACR PLB Beacon	50

COASTAL FRONTIERS CORPORATION
2023 RATE SCHEDULE

Page 4

IN-HOUSE EQUIPMENT RENTAL RATES (cont.)

<u>ITEM</u>	<u>DAILY RATE</u>
<u>MEASUREMENT</u>	
• Valeport Tidemaster Tide Gauge	50
• Petit Ponar Sediment Sampler.....	25
• YSI 63-10 Water Quality Meter.....	60
• Hatch TSS Portable Meter	80
• RM Young Marine Wind Monitor and Data Collector	25
<u>COMPUTING</u>	
• Laptop (Field Use)	45
• Color Printing (per 8½” x 11” page equivalent)	0.60

RESOLUTION 2023-107

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH COASTAL FRONTIERS CORPORATION FOR SHORELINE MONITORING PROGRAM SERVICES

WHEREAS, the Community Development Department has utilized the services of Coastal Frontiers Corporation to furnish annual beach profile surveys, reports and presentations for the City's Shoreline Monitoring Program.

NOW, THEREFORE, the City Council of the City of Solana Beach does resolve as follows:

1. That the foregoing recitations are true and correct.
2. That the City Council authorizes the City Manager to execute a professional service agreement with Coastal Frontiers Corporation to conduct annual beach profile surveys, reports and presentations for the City Shoreline Monitoring Program for an amount not to exceed \$34,000.
3. That the City Council authorizes the City Manager to enter an agreement for an initial 3-year period with an option to extend for two additional one-year terms.

PASSED AND ADOPTED this 23rd day of August 2023, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

AYES: Councilmembers –
NOES: Councilmembers –
ABSTAIN: Councilmembers –
ABSENT: Councilmembers –

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT

CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: August 23, 2023
ORIGINATING DEPT: City Manager's Office
SUBJECT: **Council Consideration of Resolution 2023-106 Approving the First Amendment to the Agreement between the City of Solana Beach and Burke, Williams & Sorensen LLP for City Attorney Services**

BACKGROUND:

Johanna Canlas has served as the appointed City Attorney for the City of Solana Beach (City) since January 2008. When Ms. Canlas joined Burke, Williams & Sorensen LLP (Burke) in November 2020, the City Council unanimously approved an agreement for legal services with Burke effective November 5, 2020 (Agreement).

The action before the Council is consideration of Resolution 2023-106 approving the First Amendment to the Agreement between the City and Burke for City Attorney Services.

DISCUSSION:

Ms. Canlas has served the City and the community of Solana Beach as its City Attorney for over 15 years. She works closely with the City Manager and his staff to implement the Council's long-range plans and policy directions in all areas, including but not limited to, land use, housing, and Coastal Act issues. She has built a trusted relationship with current and former Council Members and is a valued and trusted member of the City's Executive Team.

The City Council conducted Ms. Canlas' annual evaluation this summer and concluded with a positive review of her performance and service to the City. As part of the annual performance review, the City conducted a market survey for legal services rates and determined an adjustment is warranted.

The First Amendment provides for an eight percent (8%) adjustment to the current monthly retainer and hourly rates effective August 1, 2023 (Attachment 1). All other terms of the Agreement remain unchanged.

COUNCIL ACTION:

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

Effective August 1, 2023, the monthly retainer amount will be \$13,024 for the first sixty (60) hours of General City Services (inclusive of 2 City Council meetings per month).

For services in excess of 60 hours, the hourly blended rates as enumerated in Exhibit B will apply, including:

- General City Services \$231/hr.
- Special Legal Services \$264/hr.
- Litigation \$307/hr.

Sufficient funds have been allocated in the FY 2023-24 budget to absorb the rate changes.

WORKPLAN:

N/A

OPTIONS:

- Approve staff recommendation.
- Approve staff recommendation with alternative amendments / modifications.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2023-106 authorizing the Mayor and City Manager to execute the First Amendment to the Agreement between the City of Solana Beach and the Successor Agency to the Solana Beach Community Development Agency and Burke, Williams & Sorensen LLP.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. First Amendment to Agreement with Burke William & Sorensen LLP
2. Resolution 2023-106

FIRST AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF SOLANA BEACH AND THE SUCCESSOR AGENCY TO THE SOLANA BEACH COMMUNITY DEVELOPMENT AGENCY AND BURKE, WILLIAMS & SORENSEN, LLP

The Legal Services Agreement (Agreement) by and between the City of Solana Beach and Successor Agency to the Solana Beach Community Development Agency (CITY) and Burke, Williams & Sorensen LLP (Burke) effective November 5, 2020 is amended as set forth below effective August 1, 2023.

Section 8.1 is hereby added to read as follows:

8.1 Rate Increase

After having concluded a positive annual performance review and a market comparative analysis, effective August 1, 2023, current effective rates will be increased by 8% as reflected in the attached revised Exhibit B.

Except as provided herein, all other provisions of the Agreement shall remain in full force and effect.

By signing below, each signatory warrants and represents that they executed this Agreement in their authorized capacity, and that they have the authority to bind the entity listed below to contractual obligations.

CITY OF SOLANA BEACH

BURKE, WILLIAMS & SORENSEN, LLP

Lesa Heebner, Mayor

Eric Vail, Partner and Chair
Public Law Practice Group

Gregory Wade, City Manager

Johanna N. Canlas, Partner

EXHIBIT B

RATES FOR LEGAL SERVICES

Effective August 1, 2023, Burke will provide services under a fixed monthly retainer of \$13,024 per month for the first sixty (60) hours of General City Services (inclusive of two City Council meetings per month). For services in excess of sixty (60) hours, the following hourly blended rates will apply:

Category of Legal Service	Hourly Rate
General City Services	\$231
Special Legal Services	\$264
Litigation	\$307
Third Party Reimbursable Legal Services	\$434
Paralegal/Legal Intern	\$158

On or before July 1 of each calendar year commencing in 2024, provided that a majority of the City Council deems the outcome of the annual performance evaluation to be positive, the rates of compensation shall be increased automatically on July 1 of each year in amount equal to five dollars (\$5.00) per hour or by a percentage equal to the percentage change in the Urban Consumers Price Index (CPI) for the San Diego-Carlsbad metropolitan area, whichever is greater. The annual CPI increase shall not exceed 3.5%.

RESOLUTION 2023-106

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING THE FIRST AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF SOLANA BEACH AND BURKE, WILLIAMS & SORENSEN, LLP

WHEREAS, Johanna Canlas has served as the appointed City Attorney for the City of Solana Beach (City) since January 2008; and

WHEREAS, when Ms. Canlas joined Burke, Williams & Sorensen LLP (Burke), the City entered into an agreement with Burke for legal services effective November 5, 2020 (Agreement); and

WHEREAS, the City Council conducted the annual performance evaluation and concluded with a positive review; and

WHEREAS, an amendment to the Agreement between City and Burke is needed to effectuate rate adjustments.

NOW, THEREFORE, the City Council of the City of Solana Beach, California, does resolve as follows:

1. That the above recitations are true and correct.
2. That the First Amendment to the Agreement with Burke, Williams & Sorensen LLP is approved and the Mayor and City Manager are authorized to sign the First Amendment to the Agreement.

PASSED AND ADOPTED this ___ day of _____, 2023, at a special meeting of the City Council of the City of Solana Beach, California by the following vote:

AYES: Councilmembers –
NOES: Councilmembers –
ABSTAIN: Councilmembers –
ABSENT: Councilmembers –

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: August 23, 2023
ORIGINATING DEPT: Community Development Department
SUBJECT: **Public Hearing: Request for a DRP and SDP Waiver to Convert a 555 Square-Foot Attached Garage to Living Area, Construct a 784 Square-Foot Living Area Addition and a 668 Square-Foot Two-Car Attached Garage to a Single-Story Single-Family Residence, and Perform Associated Site Improvements at 508 South Nardo Avenue. (Applicants: Larna and Brian Hartnack; Application: DRP22-020/SDP22-018; APN: 298-121-68; Resolution No. 2023-104)**

BACKGROUND:

The Applicants, Larna and Brian Hartnack, are requesting City Council approval of a Development Review Permit (DRP) and Structure Development Permit (SDP) Waiver to convert a 555 square-foot attached garage to living area, construct a 784 square-foot living area addition and a 668 square-foot two-car attached garage to a single-story single-family residence, and perform associated site improvements. The 21,971 square-foot lot is located in the Low Residential (LR) Zone and Scaled Residential Overlay Zone (SROZ). The project includes grading in the amount of 15 cubic yards of fill, 18 cubic yards of excavation for footings, and a total grading quantity of 33 cubic yards. The maximum building height of the proposed addition would be 15.79 feet above the existing grade and the proposed chimney would be 19.1 feet above the existing grade or 211.40 feet above Mean Sea Level (MSL).

A DRP is required for: 1) a structure that exceeds 60% of the maximum allowable floor area. An SDP is required for construction in excess of 16 feet in height as measured from the pre-existing grade. The Applicants are requesting an SDP Waiver to waive the story pole requirement as the only element of the project that would exceed 16 feet in height would be the 19.1-foot tall chimney.

The issue before the Council is whether to approve, approve with conditions, or deny the Applicants' request as contained in Resolution 2023-104 (Attachment 1).

DISCUSSION:

The subject 21,971 square-foot lot is located on the north side of a private road easement that is accessed from the east side of South Nardo Avenue and south of the intersection with Lirio Street. The topography of the square-shaped lot slopes gently with an approximate three-foot decrease from west to east. The lot is currently developed with a single-story single-family residence with an attached two-car garage located on the west side of the lot, a detached accessory dwelling unit (ADU) located in the southeast corner of the lot, and a pool in the northeast corner of the lot. The existing residence is nonconforming as it encroaches into the required 10-foot side-yard setback on the west side of the property.

The Applicants are proposing to convert the existing 555 square-foot two-car garage to habitable area, construct a 71 square-foot addition to the south side of the existing garage, enclose 85 square feet of the existing entry, construct a 628 square-foot addition to the northeast side of the residence, and construct a 668 square-foot attached two-car garage on the southwest side of the residence. The existing nonconforming west wall of the residence would be reconstructed within the buildable area.

Table 1 (below) provides a comparison of the SBMC applicable zoning regulations with the Applicants' proposed design.

Table 1			
LOT INFORMATION			
Property Address:	508 S Nardo Ave	Zoning Designation:	LR (3 du/ac)
Lot Size (Gross):	21,971 sf	# Units Allowed:	1 D/U, 1 ADU, 1 JADU
Max. Allowable Floor Area:	5,174 sf	# Units Ex/Proposed:	1 D/U, 1 ADU
Proposed Floor Area:	3,672 sf	Setbacks:	Required Proposed
Below Max. Floor Area by:	1,502 sf	Front (S)	25 ft 31 ft 5 in
Max. Allowable Height:	25 ft	Interior Side (W)	10 ft 10 ft
Max. Proposed Height:	19.1 ft	Interior Side (E)	10 ft 83 ft
Highest Point/Ridge:	211.40 MSL	Rear (N)	25 ft 25 ft 2 in
PROPOSED PROJECT INFORMATION			
Proposed Floor Area Breakdown:		Required Permits:	
Existing First Floor Living Area	2,065 sf	DRP for proposed total floor area to exceed 60% of maximum allowable and proposed second story in excess of 35 % of first floor	
Existing Garage Conversion	555 sf		
Proposed First Floor Addition	784 sf	SDP for construction of chimney in excess of 16 feet in height	
Proposed Attached Garage	668 sf		
Subtotal	4,072 sf	SDP Waiver to waive requirement to story pole the entire project with support from adjacent neighbors	
Off-Street Parking Exemption	- 400 sf		
Total Proposed Floor Area:	3,672 sf	Existing Development: Single-family residence with attached garage and detached Accessory Dwelling Unit	
Required/Proposed Parking: 2 (SFR) / 2 Garage			
Proposed Fences and Walls: Existing to remain			
Proposed Accessory Structure: No			
Proposed Grading: 15 cy of fill, 18 cy of excavation for footings, and a 33 cy of total grading			

Staff has prepared draft findings for approval of the project in the attached Resolution 2023-104 for Council's consideration based upon the information in this report. The applicable SBMC sections are provided in italicized text and conditions from the Community Development, Engineering, and Fire Departments are incorporated in the Resolution of Approval. The Council may direct Staff to modify the Resolution to reflect the findings and conditions it deems appropriate as a result of the Public Hearing process. If the Council determines the project is to be denied, Staff will prepare a Resolution of Denial for adoption at a subsequent Council meeting.

The following is a discussion of the findings for a DRP as each applies to the proposed project as well as references to recommended conditions of approval contained in Resolution 2023-104.

Development Review Permit Compliance (SBMC Section 17.68.40):

A DRP is required because the total proposed floor area would exceed 60 percent of the maximum allowable for the property. The Council may approve, or conditionally approve, a DRP only if all of the findings listed below can be made. If the findings cannot be made, the Council shall deny the DRP. Resolution 2023-104 provides a full discussion of the findings.

1. The proposed development is consistent with the general plan and all applicable requirements of the zoning ordinance including special regulations, overlay zones, and specific plans.
2. The proposed development complies with the development review criteria.
3. All required permits and approvals issued by the city, including variances, conditional use permits, comprehensive sign plans, and coastal development permits have been obtained prior to or concurrently with the development review permit.
4. If the development project also requires a permit or approval to be issued by a state or federal agency, the city council may conditionally approve the development review permit upon the Applicants obtaining the required permit or approval from the other agency.

DRP Finding #1

General Plan Consistency

The proposed project may be found consistent with the General Plan, which designates the property as Low Density Residential and is intended for single-family residential development at a maximum density of three dwelling units per acre. The proposed development could be found to be consistent with the objectives of the General Plan as it encourages the development and maintenance of healthy residential neighborhoods, the stability of transitional neighborhoods, and the rehabilitation of deteriorated neighborhoods.

Specific Plans and Special Overlays

The property is also located in the SROZ, which specifies development standards to preserve and enhance the existing community character and aesthetic quality of the City of Solana Beach, by providing regulations to ensure and protect the character, traditional scale, and seaside orientation of established residential neighborhoods. The project, as designed, complies with the SROZ maximum allowable floor area. The proposed project is also located within the Coastal Zone. As a condition of project approval, the Applicants will be required to obtain a Coastal Development Permit, Waiver, or Exemption from the California Coastal Commission prior to the issuance of building or grading permits.

Zoning Ordinance Consistency

SBMC Section 17.20.010(C) specifies that the LR Zone is intended for residential development in areas characterized primarily by detached single-family homes on both older and newer subdivided lots. SBMC Section 17.20.030 outlines property development regulations, which are analyzed below.

Minimum Yards/Setbacks:

Minimum yard dimensions (setbacks) for the LR Zone are determined by the setback designator indicated on the City of Solana Beach Official Zoning Map. The setback designator for the subject property is “c”, which requires 25-foot front and rear yard setbacks and 10-foot street and interior side yard setbacks. The existing residence is nonconforming as the west wall encroaches approximately three inches into the required side yard setback. However, the Applicants are proposing to reconstruct the west wall of the existing residence to comply with 10-foot side yard setback. The project includes allowable two-foot encroachments into the setbacks for roof eaves. As designed, the project meets all required setbacks.

Maximum Floor Area Ratio:

The maximum allowable floor area calculation for 21,971 square-foot lot is as follows:

0.50 for first 6,000 ft ²	3,000 ft ²
0.175 for 6,000 to 15,000 ft ²	1,575 ft ²
0.100 for 15,000 to 20,000 ft ²	1500 ft ²
0.050 for greater than 20,000 ft ²	99 ft ²
<u>Maximum Allowable Floor Area:</u>	<u>5,174 ft²</u>

The existing development includes a 2,065 square-foot, single-story single-family residence and a 555 square-foot attached two-car garage. Pursuant to Ordinance 508 and in accordance with state law, the existing 958 square-foot detached ADU does not count toward the gross floor area. The proposed project consists of converting the existing 555 square-foot two-car garage to habitable area, constructing a 784 square-foot addition of habitable area, and constructing a 668 square-foot attached two-car garage. The subtotal of the gross floor area with the project would be 4,072 square feet.

The SBMC parking regulations require two off-street parking spaces per single-family residence. When required spaces are provided in a garage, 200 square feet of floor area is exempted for each required space. The proposed 668 square-foot garage provides two unobstructed parking spaces, and two spaces are required in total for the project; therefore, the project is afforded a 400 square-foot exemption from gross floor area calculation. With the off-street parking exemption, the total gross floor area of the project would be 3,672 square feet, which is 1,502 square feet below the maximum allowable for the property.

Maximum Building Height:

The maximum building height for the LR Zone is 25 feet. The maximum height of the proposed addition would be 15.79 feet above the existing grade. The proposed chimney would be 19.1 feet above the existing grade or 211.40 feet above MSL. The proposed chimney would exceed 16 feet in height from the existing grade. Therefore, the project is subject to the requirements of SBMC Chapter 17.63 – View Assessment and the approval of an SDP. The Applicants have requested City Council approval of an SDP Waiver to waive the requirement to story pole the project. Support for the SDP Waiver from adjacent neighbors is included in Attachment 3. As a condition of approval, the Applicants would be required to submit a height certification to certify that the proposed living area additions would not exceed 15.79 feet in height (or 208.11 feet above MSL) and that the proposed chimney would not exceed 19.1 feet in height (or 211.40 feet above MSL).

Required Off-Street Parking:

A single-family residence requires two off-street parking spaces, pursuant to SBMC Section 17.52.040 and the Off-Street Parking Design Manual (OSPDM). A total of two off-street parking spaces are required by the project and two unobstructed 9-foot by 19-foot parking spaces are accommodated in the proposed replacement garage.

Fences, Walls and Retaining Walls:

Within the front yard setback, the SBMC Section 17.20.040(O) allows fences and walls, or any combination thereof, to be no higher than 42 inches in height as measured from existing grade, except for an additional 2 feet that is at least 80% open to light. Fences, walls and retaining walls located within the rear and interior side yards are allowed to be up to 6 feet in height with an additional 2 feet that is 50% open to light and air. Fence and wall height is measured from the pre-existing grade. Currently, the plans show existing fences and walls to remain and in compliance with the requirements of SBMC 17.20.040(O) and 17.60.070(C). If the Applicants decide to modify any of the fences and walls or construct additional fences and walls on the project site, a condition of project approval indicates that they would be required to comply with the Municipal Code.

Water Efficient Landscape:

The project is subject to the current water efficient landscaping regulations of SBMC Chapter 17.56. A Landscape Documentation Package is required for new development

projects with an aggregate landscape equal to or greater than 500 square feet requiring a building permit, plan check, or development review. The Applicants provided a conceptual landscape plan that has been reviewed by the City's third-party landscape architect, who has recommended approval. The Applicants will be required to submit detailed construction landscape drawings that will be reviewed by the City's third-party landscape architect for conformance with the approved plan. In addition, the City's consultant will perform an inspection during the construction phase of the project.

DRP Finding #2

The development review criteria topics referenced in **DRP Finding #2** are listed below with further discussion as to how they relate to the proposed Project:

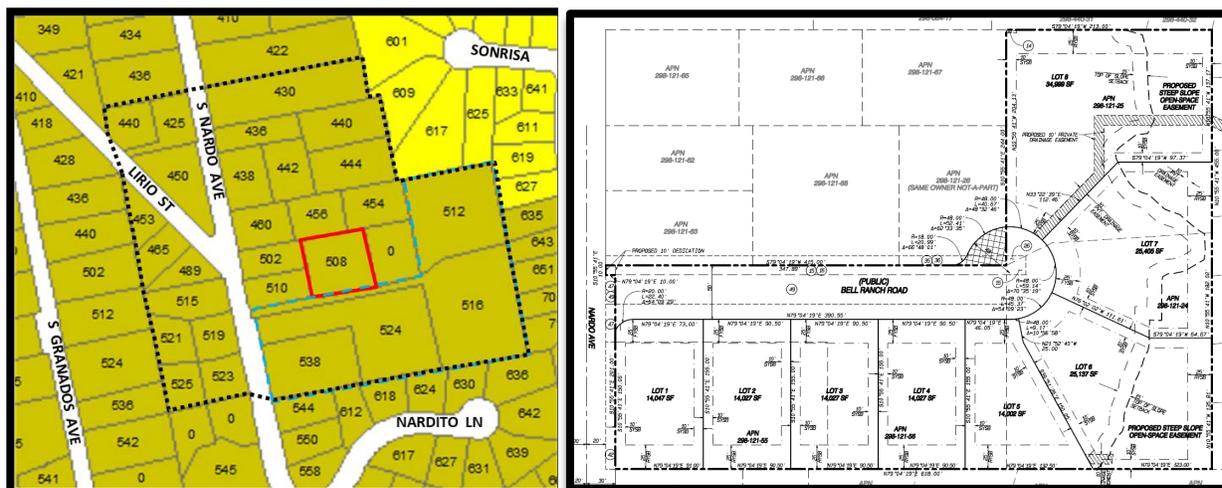
1. Relationship with Adjacent Land Uses
2. Building and Structure Placement
3. Landscaping
4. Roads, Pedestrian Walkways, Parking, and Storage Areas
5. Grading
6. Lighting
7. Usable Open Space

Relationship with Adjacent Land Uses:

The property and the surrounding neighborhood are located in the LR Zone. Surrounding properties are also located within the LR Zone and are developed with one- and two-story single-family residences. The property is located immediately west of the approved Ocean Ranch Subdivision, which consists of eight LR lots that are intended to be individually developed with single-family homes after the Tentative Map is recorded.

Neighborhood Comparison:

Staff compared the proposed project to 27 nearby properties located on South Nardo Avenue and Lirio Street, as shown on the following map (left) and the 8 proposed lots associated with the Ocean Ranch Subdivision (right).



The properties evaluated in this comparison are also located in the LR Zone and are also developed with single-family homes ranging in size from 650 square feet to 6,201 square feet. The existing square footage information is obtained through the County Assessor records. It should be noted that the County Assessor does not include garages, covered patios or enclosed exterior areas, accessory buildings, or unfinished basements in the total square footage. However, ADU's and Junior Accessory Dwelling Units (JADU) are included in the square footage. Accordingly, the building area of the proposed project has been calculated for comparison purposes by deleting the area of the garage and including the existing detached ADU:

Project Gross Building Area:	4,072 ft ²
Delete Attached Garage:	- 668 ft ²
Add ADU:	+ 958 ft ²
Project Area for Comparison to Assessor's Data:	4,362 ft ²

If the square footage of the ADU were to be omitted, the comparison square footage of the project would be 3,404 square feet. Both totals are included in the table for reference.

Table 2, below, is based upon the County Assessor's data and SanGIS data. It contains neighboring lot sizes, the square footage of existing development and the maximum allowable square footage for potential development on each lot.

Table 2						
#	Property Address	Lot Size in ft ² (GIS)	Existing ft ² Onsite (Assessor's)	Proposed / Recently Approved ft ²	Max. Allowable ft ²	Zone
1	430 S Nardo Ave	37,462	6,201		5,948	LR
2	436 S Nardo Ave	12,524	924		4,142	LR
3	438 S Nardo Ave	14,000	3,031		4,400	LR
4	440 S Nardo Ave	20,000	2,457		5,450	LR
5	442 S Nardo Ave	14,062	3,774		4,411	LR
6	444 S Nardo Ave	20,000	2,379		5,075	LR
7	460 S Nardo Ave	13,723	3,085		4,352	LR
8	456 S Nardo Ave	12,736	3,920		4,179	LR
9	454 S Nardo Ave	14,500	1,764		4,488	LR
10	502 S Nardo Ave	10,500	2,379		3,788	LR
11	510 S Nardo Ave	10,500	1,659		3,788	LR
12	508 S Nardo Ave	21,971	2,972	4,362 / 3,404	5,174	LR
13	0 S Nardo Ave	15,219	Vacant		4,597	LR
14	512 S Nardo Ave*	43,700	Vacant		6,260	LR
15	516 S Nardo Ave*	54,500	1,646		6,800	LR
16	524 S Nardo Ave*	52,708	650		6,710	LR
17	538 S Nardo Ave*	28,750	1,968		5,513	LR
18	440 Lirio St	10,400	1,423		3,770	LR
19	425 S Nardo Ave	12,715	Vacant		4,175	LR
20	450 Lirio St	20,513	2,635		5,101	LR

Table 2						
#	Property Address	Lot Size in ft2 (GIS)	Existing ft2 Onsite (Assessor's)	Proposed / Recently Approved ft ²	Max. Allowable ft ²	Zone
21	453 Lirio St	9,000	2,865		3,525	LR
22	465 Lirio St	10,000	3,296		3,700	LR
23	489 Lirio St	9,600	2,654		3,630	LR
24	515 S Nardo Ave	15,050	2,293		4,580	LR
25	519 S Nardo Ave	10,600	3,384		3,805	LR
26	521 S Nardo Ave	10,000	2,462		3,700	LR
27	523 S Nardo Ave	10,500	2,376		3,788	LR
28	525 S Nardo Ave	10,200	1,908		3,735	LR
29	Ocean Ranch Lot 1	14,047			4,408	LR
30	Ocean Ranch Lot 2	14,027			4,405	LR
31	Ocean Ranch Lot 3	14,027			4,405	LR
32	Ocean Ranch Lot 4	14,027			4,405	LR
33	Ocean Ranch Lot 5	14,002			4,400	LR
34	Ocean Ranch Lot 6	25,137			5,332	LR
35	Ocean Ranch Lot 7	25,405			5,345	LR
36	Ocean Ranch Lot 8	34,999			5,825	LR

*512, 516, 524, and 538 South Nardo Avenue are the existing lots that would be subdivided into 8 lots under the Ocean Ranch Subdivision.

Building and Structure Placement:

The proposed project includes converting the existing 555 square-foot two-car garage to habitable area, constructing a 71 square-foot addition to the south side of the existing garage, enclosing 85 square feet of the existing entry, constructing a 628 square-foot addition to the northeast side of the residence, and constructing a 668 square-foot attached two-car garage on the southwest side of the residence. The proposed project also includes reconstruction of the nonconforming west wall of the existing residence to comply with the required 10-foot side yard setback.

Landscape:

The proposed landscape plan includes the preservation of numerous existing trees and shrubs located in the rear and side yard setbacks. The proposed landscape plan also includes a variety of new trees (24 to 36-inch box sizes) located in the front and rear yard setbacks and new shrubs and grasses in the front yard.

In addition to complying with the water efficient landscape regulations, the Applicants would also be required to submit a landscape construction plan in substantial conformance with the planting plan presented to the City Council should the City Council approve the project. Generally, any alternative tree and shrub species proposed during

the plan check or construction phase shall have the same (or lesser) mature height and location as the planting plan approved by the City Council in order to be approved ministerially by Staff. Otherwise, increases in trees or shrub mature heights or adding new planting locations would require City Council approval of a Modification to the DRP. Additionally, any replaced plant species must be typical of the water use requirements of the plants replaced, provided that the replaced vegetation does not result in mixing high water use plants with low water use plants in the same hydro-zone. A condition has also been added to require that native or drought-tolerant and non-invasive plant materials and water-conserving irrigation systems are required to be incorporated into the landscaping to the extent feasible.

Roads, Pedestrian Walkways, Parking, and Storage Areas:

The two required off-street parking spaces would be located within the proposed replacement garage, which would be accessed by a new driveway located at the southwest corner of the property. The existing driveway located at the center of the south side of the property would be removed and replaced with landscaping. A new pedestrian walkway would follow the east side of the proposed driveway and access the main entry to the primary residence. A second pedestrian walkway would be located in the center of the property accessing both the ADU and yard area.

Grading:

The Applicants are proposing approximately 15 cubic yards of fill to construct the relocated driveway and 18 cubic yards of excavation for footings to construct the addition. The proposed grade would follow the existing topography.

Lighting:

A condition of project approval requires that all new exterior lighting fixtures comply with the City-Wide Lighting Regulations of the Zoning Ordinance (SBMC 17.60.060). All light fixtures shall be shielded so that no light or glare is transmitted or reflected in such concentrated quantities or intensities as to be detrimental to the surrounding area.

Usable Open Space:

The project consists of the construction of an addition to a single-family residence on a developed residential lot; therefore, usable open space and recreational facilities are neither proposed nor required according to SBMC Section 17.20.040. As a condition of approval, the Applicants will be required to pay the City's Park Impact Fee.

Structure Development Permit Compliance (SBMC Chapter 17.63):

The existing single-story residence and the proposed living area additions would not exceed 16 feet in height. However, the proposed chimney would exceed 16 feet in height above the existing grade, therefore, the project is subject to SBMC Chapter 17.63 (View Assessment). The Applicants are requesting approval of an SDP Waiver, pursuant to SBMC Section 17.63.040, which allows the City Council to waive the requirement "to erect

story poles as a part of the application for a structure development permit for projects where there is no likelihood of a view impairment". Following Staff policy for an SDP Waiver, the Applicants submitted signed confirmation from all adjacent property owners that the proposed project would not impair their views, which is included in Attachment 3. The adjacent properties include 454, 456, 460, 502, and 510 South Nardo Avenue.

A condition of approval has been added to the Draft Resolution of Approval (Attachment 1) to require that the Applicants submit a height certification prepared by a licensed land surveyor prior to the framing inspection certifying that the maximum height of the proposed addition will not exceed 15.79 feet above the existing grade (or 208.11 feet above MSL) and that the proposed chimney will not exceed 19.1 feet above the existing grade (or 211.40 feet above MSL).

Property Frontage and Public Right-of-Way Improvements:

The access for the existing property is provided by a private access easement that does not meet the minimum standards for emergency access. Instead of upgrading the existing non-standard access, the Applicants chose to wait until the approved Tentative Map for the Ocean Ranch Estates Subdivision is recorded and the construction of Bell Ranch Road is completed by the developer of the Ocean Ranch Subdivision and accepted by the City. If approved, the future driveway access will be constructed along the new Bell Ranch Road, which will include a 9-inch sloping concrete curb, a bio-swale for storm water treatment, and a five-foot wide decomposed granite (DG) walkway. The Applicants will be required to maintain the property frontage improvements under and Encroachment Maintenance and Removal Agreement (EMRA).

If Bell Ranch Road is not constructed and accepted as a public road prior to final of the building permit for the proposed development, they will be required to improve the existing access to the satisfaction of the Fire Marshal and City Engineer and subject to a Modification to the DRP approved by the City Council.

Public Hearing Notice:

Notice of the City Council Public Hearing for the project was published in the Union Tribune more than 10 days prior to the public hearing. The same public notice was mailed to property owners and occupants within 300 feet of the proposed project site on August 11, 2023, Staff has not received any correspondence in support or opposition to the proposed project other than the written support of the SDP Waiver from adjacent neighbors included in Attachment 3.

The Applicants provided a rendering of the proposed project, which is included in Attachment 4.

In conclusion, the proposed project, as conditioned, could be found to be consistent with the Zoning regulations and the General Plan. Staff has prepared draft findings for approval of the project in the attached Resolution 2023-104 for Council's consideration based upon the information in this report. Conditions from the Community Development, Engineering, and Fire Departments are incorporated in the Resolution of Approval.

The Council may direct Staff to modify the Resolution to reflect the findings and conditions it deems appropriate as a result of the Public Hearing process. If the Council determines the project is to be denied, Staff will prepare a Resolution of Denial for adoption at a subsequent Council meeting.

CEQA COMPLIANCE STATEMENT:

The project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 of the State CEQA Guidelines. Class 1 consists of the minor alteration of existing private structures involving negligible or no expansion to the existing use including additions to existing structures that will not result in an increase of more than 50 percent of the floor area of the structures before the addition, or 2,500 square feet, whichever is less.

FISCAL IMPACT: N/A

WORK PLAN: N/A

OPTIONS:

- Approve Staff recommendation adopting the attached Resolution 2023-104.
- Approve Staff recommendation subject to additional specific conditions necessary for the City Council to make all required findings for the approval of a DRP and SDP Waiver.
- Deny the project if all required findings for the DRP cannot be made.

DEPARTMENT RECOMMENDATION:

The proposed project meets the minimum zoning requirements under the SBMC, may be found to be consistent with the General Plan and may be found, as conditioned, to meet the discretionary findings required as discussed in this report to approve a DRP. Therefore, Staff recommends that the City Council:

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.
2. Find the project exempt from the California Environmental Quality Act pursuant to Section 15301 of the State CEQA Guidelines; and
3. If the City Council makes the requisite findings and approves the project, adopt Resolution 2023-104 conditionally approving a DRP and SDP Waiver to convert a 555 square-foot attached garage to living area, construct a 784 square-foot living area addition and a 668 square-foot two-car attached garage to a single-story single-family residence, and perform associated site improvements at 508 South Nardo Avenue, Solana Beach.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2023-104
2. Project Plans
3. SDP Waiver Neighbor Support
4. Project Rendering

RESOLUTION 2023-104

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, CONDITIONALLY APPROVING A DEVELOPMENT REVIEW PERMIT AND STRUCTURE DEVELOPMENT PERMIT WAIVER TO CONVERT A 555 SQUARE-FOOT ATTACHED GARAGE TO LIVING AREA, CONSTRUCT A 784 SQUARE-FOOT LIVING AREA ADDITION AND A 668 SQUARE-FOOT TWO-CAR ATTACHED GARAGE TO A SINGLE-STORY SINGLE-FAMILY RESIDENCE, AND PERFORM ASSOCIATED SITE IMPROVEMENTS AT 508 SOUTH NARDO AVENUE, SOLANA BEACH.

**APPLICANTS: LARNA AND BRIAN HARTNACK
CASE NO.: DRP22-020/SDP22-018**

WHEREAS, Larna and Brian Hartnack (hereinafter referred to as “Applicants”), have submitted an application for a Development Review Permit (DRP) and Structure Development Permit Waiver pursuant to Title 17 (Zoning) of the Solana Beach Municipal Code (SBMC); and

WHEREAS, the Public Hearing was conducted pursuant to the provisions of Solana Beach Municipal Code Section 17.72.030; and

WHEREAS, at the Public Hearing on August 23, 2023, the City Council received and considered evidence concerning the proposed application; and

WHEREAS, the City Council found the application request exempt from the California Environmental Quality Act pursuant to Section 15301 of the State CEQA Guidelines; and

WHEREAS, this decision is based upon the evidence presented at the hearing, and any information the City Council gathered by viewing the site and the area as disclosed at the hearing.

NOW THEREFORE, the City Council of the City of Solana Beach, California, does resolve as follows:

- I. That the foregoing recitations are true and correct.
- II. That the request for a DRP and SDP Waiver to convert a 555 square-foot attached garage to living area, construct a 784 square-foot living area addition and a 668 square-foot two-car attached garage to a single-story single-family residence, and perform associated site improvements at 508 South Nardo Avenue, is conditionally approved based upon the following Findings and subject to the following Conditions:

III. FINDINGS

- A. In accordance with Section 17.68.040 (Development Review Permit) of the City of Solana Beach Municipal Code, the City Council finds the following:
- I. *The proposed project is consistent with the General Plan and all applicable requirements of SBMC Title 17 (Zoning Ordinance), including special regulations, overlay zones and specific plans.*

General Plan Consistency: The project, as conditioned, is consistent with the City's General Plan designation of Low Density Residential in the General Plan and intended for single-family residential development with a maximum density of three dwelling units per acre. The development is also consistent with the objectives of the General Plan as it encourages the development and maintenance of healthy residential neighborhoods, the stability of transitional neighborhoods, and the rehabilitation of deteriorated neighborhoods.

Specific Plans and Special Overlays: The property is located in the Scenic Area Overlay Zone (SROZ), which specifies development standards to preserve and enhance the existing community character and aesthetic quality of the City of Solana Beach, by providing regulations to ensure and protect the character, traditional scale, and seaside orientation of established residential neighborhoods. The project, as designed, complies with the SROZ maximum allowable floor area.

The proposed project is also located within the Coastal Zone. As a condition of project approval, the Applicants will be required to obtain a Coastal Development Permit, Waiver, or Exemption from the California Coastal Commission prior to the issuance of building or grading permits.

Zoning Ordinance Consistency: SBMC Section 17.20.010(C) specifies that the LR Zone is intended for residential development in areas characterized primarily by detached single-family homes on both older and newer subdivided lots. SBMC Section 17.20.030 outlines property development regulations, which are analyzed below.

Minimum Yards/Setbacks:

Minimum yard dimensions (setbacks) for the LR Zone are determined by the setback designator indicated on the City of Solana Beach Official Zoning Map. The setback designator for the subject property is "c", which requires 25-foot front and rear yard setbacks and 10-foot street and interior side yard setbacks. The existing residence is nonconforming as the west wall encroaches approximately three inches into the required side yard setback. The west wall of the existing residence will be reconstructed to comply with the required 10-foot side yard setback. The project includes allowable two-foot encroachments into the setbacks for roof eaves. As designed, the project meets all required setbacks.

Maximum Floor Area Ratio:

The maximum allowable floor area calculation for 21,971 square-foot lot is as follows:

0.50 for first 6,000 ft ²	3,000 ft ²
0.175 for 6,000 to 15,000 ft ²	1,575 ft ²
0.100 for 15,000 to 20,000 ft ²	1500 ft ²
0.050 for greater than 20,000 ft ²	99 ft ²
<hr/> Maximum Allowable Floor Area:	<hr/> 5,174 ft ²

The existing development includes a 2,065 square-foot, single-story single-family residence and a 555 square-foot attached two-car garage. Pursuant to Ordinance 508 and in accordance with state law, the existing 958 square-foot detached ADU does not count toward the gross floor area. The proposed project consists of converting the existing 555 square-foot two-car garage to habitable area, constructing a 784 square-foot addition of habitable area, and constructing a 668 square-foot attached two-car garage. The subtotal of the gross floor area with the project would be 4,072 square feet.

The SBMC parking regulations require two off-street parking spaces per single-family residence. When required spaces are provided in a garage, 200 square feet of floor area is exempted for each required space. The proposed 668 square-foot garage provides two unobstructed parking spaces, and two spaces are required in total for the project; therefore, the project is afforded a 400 square-foot exemption from gross floor area calculation. With the off-street parking exemption, the total gross floor area of the project would be 3,672 square feet, which is 1,502 square feet below the maximum allowable for the property.

Maximum Building Height:

The maximum building height for the LR Zone is 25 feet. The maximum height of the proposed addition would be 15.79 feet above the existing grade. The proposed chimney would 19.1 feet above the existing grade or 211.40 feet above Mean Sea Level (MSL). The proposed chimney would exceed 16 feet in height from the existing grade. Therefore, the project is subject to the requirements of SBMC Chapter 17.63 – View Assessment and the approval of an SDP. The Applicants have requested City Council approval of an SDP Waiver to waive the requirement to story pole the project.

As a condition of approval, the Applicants would be required to submit a height certification to certify that the proposed living area additions would not exceed 15.79 feet in height (or 208.11 feet above MSL) and that the

proposed chimney would not exceed 19.1 feet in height (or 211.40 feet above MSL).

Required Off-Street Parking:

A single-family residence requires two off-street parking spaces, pursuant to SBMC Section 17.52.040 and the Off-Street Parking Design Manual (OSPDM). A total of two off-street parking spaces are required by the project and two unobstructed 9-foot by 19-foot parking spaces are accommodated in the proposed replacement garage.

Fences, Walls and Retaining Walls:

Within the front yard setback, the SBMC Section 17.20.040(O) allows fences and walls, or any combination thereof, to be no higher than 42 inches in height as measured from existing grade, except for an additional 2 feet that is at least 80% open to light. Fences, walls and retaining walls located within the rear and interior side yards are allowed to be up to 6 feet in height with an additional 2 feet that is 50% open to light and air. Fence and wall height is measured from the pre-existing grade.

Currently, the plans show existing fences and walls to remain and in compliance with the requirements of SBMC 17.20.040(O) and 17.60.070(C). If the Applicants decide to modify any of the fences and walls or construct additional fences and walls on the project site, a condition of project approval indicates that they would be required to comply with the Municipal Code.

Water Efficient Landscape:

The project is subject to the current water efficient landscaping regulations of SBMC Chapter 17.56. A Landscape Documentation Package is required for new development projects with an aggregate landscape equal to or greater than 500 square feet requiring a building permit, plan check, or development review. The Applicants provided a conceptual landscape plan that has been reviewed by the City's third-party landscape architect, who has recommended approval. The Applicants will be required to submit detailed construction landscape drawings that will be reviewed by the City's third-party landscape architect for conformance with the approved plan. In addition, the City's consultant will perform an inspection during the construction phase of the project.

- II. *The proposed development complies with the following development review criteria set forth in Solana Beach Municipal Code Section 17.68.040.F:*

- a. *Relationship with Adjacent Land Uses: The development shall be designed in a manner compatible with and complementary to existing development in the immediate vicinity of the project site and the surrounding neighborhood. The development as proposed shall also be compatible in scale, apparent bulk, and massing with such existing development in the surrounding neighborhood. Site planning on or near the perimeter of the development shall give consideration to the protection of surrounding areas from potential adverse effects.*

The property and the surrounding neighborhood are located in the LR Zone. Surrounding properties are also located within the LR Zone and are developed with one- and two-story single-family residences. The property is located immediately west of the approved Ocean Ranch Subdivision, which consists of eight LR lots that are intended to be individually developed with single-family homes after the Tentative Map is recorded. The proposed project is comparatively within range of the existing development in the immediate surrounding neighborhood.

- b. *Building and Structure Placement: Buildings and structures shall be sited and designed to minimize adverse impacts on the surrounding properties and designed in a manner which visually and functionally enhance their intended use and complement existing site topography. Multi-family residential buildings shall be sited to avoid crowding and to allow for a functional use of the space between buildings.*

The proposed project includes converting the existing 555 square-foot two-car garage to habitable area, constructing a 71 square-foot addition to the south side of the existing garage, enclosing 85 square feet of the existing entry, constructing a 628 square-foot addition to the northeast side of the residence, and constructing a 668 square-foot attached two-car garage on the southwest side of the residence. The proposed project also includes reconstruction of the nonconforming west wall of the existing residence to comply with the required 10-foot side yard setback.

- c. *Landscaping: The removal of significant native vegetation shall be minimized. Replacement vegetation and landscaping shall be compatible with the vegetation of the surrounding area. To the maximum extent practicable, landscaping and plantings shall be used to screen parking areas, storage areas, access roads, and other service uses of the site. Trees and other large plantings shall not obstruct significant views when installed or at maturity.*

Drought tolerant plant materials and water conserving irrigation systems shall be incorporated into all landscaping plans.

The proposed landscape plan includes the preservation of numerous existing trees and shrubs located in the rear and side yard setbacks. The proposed landscape plan also includes variety of new trees (24 to 36-inch box sizes) located in the front and rear yard setbacks and new shrubs and grasses in the front yard.

In addition to complying with the water efficient landscape regulations, the Applicants would also be required to submit a landscape construction plan in substantial conformance with the planting plan presented to the City Council should the City Council approve the project. Generally, any alternative tree and shrub species proposed during the plan check or construction phase shall have the same (or lesser) mature height and location as the planting plan approved by the City Council in order to be approved ministerially by Staff. Otherwise, increases in trees or shrub mature heights or adding new planting locations would require City Council approval of a Modification to the DRP. Additionally, any replaced plant species must be typical of the water use requirements of the plants replaced, provided that the replaced vegetation does not result in mixing high water use plants with low water use plants in the same hydro-zone. A condition has also been added to require that native or drought-tolerant and non-invasive plant materials and water-conserving irrigation systems are required to be incorporated into the landscaping to the extent feasible.

- d. *Roads, Pedestrian Walkways, Parking and Storage Areas: Any development involving more than one building or structure shall provide common access roads and pedestrian walkways. Parking and outside storage areas, where permitted, shall be screened from view, to the extent feasible, by existing topography, by the placement of buildings and structures, or by landscaping and plantings.*

The two required off-street parking spaces would be located within the proposed replacement garage, which would be accessed by a new driveway located at the southwest corner of the property. The existing driveway located at the center of the south side of the property would be removed and replaced with landscaping. A new pedestrian walkway would follow the east side of the proposed driveway and access the main entry to the primary residence. A second pedestrian walkway would be

located in the center of the property accessing both the ADU and yard area.

The access for the existing property is provided by a private access easement that does not meet the minimum standards for emergency access. Instead of upgrading the existing non-standard access, the Applicants chose to wait until the approved Tentative Map for the Ocean Ranch Estates Subdivision is recorded and the construction of Bell Ranch Road is completed by the developer of Ocean Ranch Subdivision and accepted by the City. If approved, the future driveway access will be constructed along the new Bell Ranch Road, which will include a 9-inch sloping concrete curb, a bio-swale for storm water treatment, and a five-foot wide decomposed granite (DG) walkway. The Applicants will be required to maintain the property frontage improvements under and Encroachment Maintenance and Removal Agreement (EMRA).

If Bell Ranch Road is not constructed and accepted as a public road by the time the Applicants are ready to occupy the proposed development, they will be required to improve the existing access to the satisfaction of the Fire Marshal and City Engineer and subject to a Modification to the DRP approved by the City Council.

- e. *Grading: To the extent feasible, natural topography and scenic features of the site shall be retained and incorporated into the proposed development. Any grading or earth-moving operations in connection with the proposed development shall be planned and executed so as to blend with the existing terrain both on and adjacent to the site. Existing exposed or disturbed slopes shall be landscaped with native or naturalized non-native vegetation and existing erosion problems shall be corrected.*

The Applicants are proposing approximately 15 cubic yards of fill to construct the relocated driveway and 18 cubic yards of excavation for footings to construct the addition. The proposed grade would follow the existing topography.

- f. *Lighting: Light fixtures for walkways, parking areas, driveways, and other facilities shall be provided in sufficient number and at proper locations to assure safe and convenient nighttime use. All light fixtures shall be appropriately shielded so that no light or glare is transmitted or reflected in such concentrated quantities or intensities as to be detrimental to the surrounding areas per SBMC 17.60.060 (Exterior Lighting Regulations).*

A condition of project approval requires that all new exterior lighting fixtures comply with the City-Wide Lighting Regulations of the Zoning Ordinance (SBMC 17.60.060). All light fixtures shall be shielded so that no light or glare is transmitted or reflected in such concentrated quantities or intensities as to be detrimental to the surrounding area.

- g. Usable Open Space: Recreational facilities proposed within required usable open space shall be located and designed to maintain essential open space values.*

The project consists of the construction of an addition to a single-family residence on a developed residential lot; therefore, usable open space and recreational facilities are neither proposed nor required according to SBMC Section 17.20.040. As a condition of approval, the Applicants will be required to pay the City's Park Impact Fee.

- III. All required permits and approvals including variances, conditional use permits, comprehensive sign plans, and coastal development permits have been obtained prior to or concurrently with the development review permit.*

All required permits are being processed concurrently with the Development Review Permit, including the Structure Development Permit Waiver.

- IV. If the development project also requires a permit or approval to be issued by a state or federal agency, the city council may conditionally approve the development review permit upon the Applicants obtaining the required permit or approval from the other agency.*

The Applicants shall obtain approval from the California Coastal Commission prior to issuance of Building or Grading Permits.

- B. In accordance with Chapter 17.63 (Structure Development Permit) of the Solana Beach Municipal Code, the City Council finds the following:

The existing single-story residence and the proposed living area additions would not exceed 16 feet in height. However, the proposed chimney would exceed 16 feet in height above the existing grade, therefore, the project is subject to SBMC Chapter 17.63 (View Assessment). The Applicants are requesting approval of an SDP Waiver, pursuant to SBMC Section 17.63.040, which allows the City Council to waive the requirement "to erect story poles as a part of the application for a structure development permit for projects where there is no likelihood of a view impairment". Following Staff policy for an SDP Waiver, the Applicants submitted signed confirmation from all

adjacent property owners that the proposed project would not impair their views, which is included in Attachment 3. The adjacent properties include 454, 456, 460, 502, and 510 South Nardo Avenue.

[DRAFT CONDITION] *The City Council found the proposed project would have no likelihood of impairing a view and approved the SDP Waiver.*

A condition of approval has been added to the Draft Resolution of Approval (Attachment 1) to require that the Applicants submit a height certification prepared by a licensed land surveyor prior to the framing inspection certifying that the maximum height of the proposed addition will not exceed 15.79 feet above the existing grade (or 208.11 feet above MSL) and that the proposed chimney will not exceed 19.1 feet above the existing grade (or 211.40 feet above MSL).

V. CONDITIONS:

Prior to use or development of the property in reliance on this permit, the Applicants shall provide for and adhere to the following conditions:

A. Community Development Department Conditions:

- I. The Applicants shall pay required Fire Mitigation, Park Development and Public Use Facilities Impact Fees, as established by SBMC Chapter 15.60, Chapter 15.65, Chapter 15.66, and Resolution 2018-147.
- II. The Building Permit plans must be in substantial conformance with the architectural plans presented to the City Council on August 23, 2023, and located in the project file with a submittal date of August 14, 2023.
- III. Prior to requesting a framing inspection, the Applicants shall be required to submit a height certification, signed by a licensed land surveyor, certifying that the building envelope is in conformance with City Council approval on August 23, 2023, and that the maximum height of the proposed addition will not exceed 15.79 feet above the existing grade (or 208.11 feet above MSL) and that the proposed chimney will not exceed 19.1 feet above the existing grade (or 211.40 feet above MSL).
- IV. Any proposed onsite fences, walls and retaining walls and any proposed railing located on top, or any combination thereof, shall comply with applicable regulations of SBMC Section 17.20.040 and 17.60.070 (Fences and Walls).
- V. The Applicants shall obtain required California Coastal Commission (CCC) approval of a Coastal Development Permit, Waiver or

Exemption as determined necessary by the CCC, prior to the issuance of a grading or building permit.

- VI. Native or drought tolerant and non-invasive plant materials and water conserving irrigation systems shall be incorporated into any proposed landscaping and compatible with the surrounding area to the extent feasible.
 - VII. The Applicants shall provide a full Landscape Documentation Package in compliance with SBMC Chapter 17.56 and in substantial conformance with the approved landscape plan included in the project plans presented to the City Council on August 23, 2023, prior to Building Permit issuance and consistent with the building construction and grading plans. The Applicants shall obtain and submit landscape security in a form prescribed by the City Engineer in addition to the grading security. The landscape plan and installation will be reviewed and inspected by the City's third-party landscape professional. The landscape security deposit shall be released when applicable regulations have been satisfied and the installation has passed inspection by the City's third-party landscape professional.
 - VIII. All new exterior lighting fixtures shall be in conformance with the City-wide lighting regulations of the Zoning Ordinance (SBMC 17.60.060). All light fixtures shall be appropriately shielded so that no light or glare is transmitted or reflected in such concentrated quantities or intensities as to be detrimental to the surrounding area.
 - IX. Construction vehicles shall be parked on the subject property at all times when feasible. If construction activity prohibits parking on the subject property, the Applicants shall ensure construction vehicles are parked in such a way to allow sufficient vehicular access and minimize impact to the surrounding neighbors.
 - X. The Applicants shall connect to temporary electrical service as soon as feasible to the satisfaction of the City.
 - IV. Pursuant to SBMC 17.68.040 subsection K, the signed final development plan shall be the official site layout for the property and shall be attached to any application for a building permit for the subject property. Any subsequent revisions or changes to the final development plan as approved by the Council will require an amendment to the approved DRP.
- B. Engineering Department Conditions:
- I. The access for the existing property is provided by a private access easement that does not meet the minimum standards for emergency

access. In lieu of upgrading the existing access, the Applicants are proposing to wait and use the future Bell Ranch Road, which has not been constructed at this time. Prior to the occupancy of this project, Bell Ranch Road must be constructed and accepted by the City Engineering Department. If Bell Ranch road is not constructed and accepted as a public road prior to final of the building permit for the proposed development, the Applicants shall submit a request to City Council to modify the DRP and upgrade the existing access to the satisfaction of the Fire Marshal and City Engineer.

- II. The Applicants shall obtain an Encroachment Permit in accordance with SBMC Section 11.20 for any work performed in the public right of way, including, but not limited to, the concrete driveway apron.
- III. An Encroachment Maintenance Removal Agreement (EMRA) shall be recorded against the property for all improvements in the public right of way including, but not limited to, the five-foot-wide Decomposed Granite (DG) path, bio-swale, landscaping, and irrigation.
- IV. Stormwater Best Management Practices (BMP's) shall be developed and implemented to manage stormwater and non-stormwater discharges from the site at all times during construction of the project. Erosion prevention shall be emphasized as the most important measure for keeping sediment on site during construction. Sediment controls shall be used as a supplement to erosion prevention for keeping sediment no site.
- V. The Applicants shall provide a drainage study and stormwater management plan prepared by a registered civil engineer that addresses the following stormwater issues. A Miscellaneous Engineering Permit will be required before a building permit can be issued.
 - a. A detention area for the added impervious area may be required. This detention area must show the detention location and the outflow characteristics. The detention area shall be sized to accommodate the increase runoff generated on the property due to the new impervious area.
 - b. The drainage study shall indicate the amount of impervious area proposed to be added by the project. The study shall also detail

where new impervious areas will be added and where existing impervious areas will be converted to pervious areas.

- c. Construction Best Management Practices (BMPs) and the general drainage pattern of the property shall be shown on the site plan.
 - d. Roof drains shall flow into landscaped areas before being collected and draining to the street. All roof drains (both existing and proposed) for the property shall be shown on the site plan.
- VI. All construction demolition materials shall be recycled according to the City's Construction and Demolition Recycling Program and an approved Waste Management Plan (WMP) shall be submitted prior to the issuance of the building permit.
 - VII. Construction fencing shall be located on the subject property unless the Applicants have obtained an Encroachment Permit in accordance with SBMC Chapter 11.20, which allows otherwise.
 - VIII. This project will be required to record a covenant against the property acknowledging that the property owners will not oppose the formation of an assessment district for undergrounding of the overhead utilities.

C. Fire Department Conditions:

- I. **ACCESS ROAD MINIMUM DIMENSIONS:** Fire apparatus access roads shall have an unobstructed improved width of not less than 20 feet; curb line to curb line, and an unobstructed vertical clearance of not less than 13 feet 6 inches. Exception: Single-Family residential driveways; serving no more than two single-family dwellings, shall have minimum of 16 feet, curb line to curb line, of unobstructed improved width. Access roads shall be designed and maintained to support the imposed loads of not less than 75,000 pounds and shall be provided with an approved paved surface to provide all-weather driving capabilities per the Solana Beach Municipal Code Title 15 Building and Construction Chapter 15.32 Fire Code Section 15.32.170 Section 503 Section 503.2.1 and 503.2.3.
- II. **OBSTRUCTION OF ROADWAYS DURING CONSTRUCTION:** All roadways shall be a minimum of 20 feet in width during construction and maintained free and clear, including the parking of vehicles per the 2019 California Fire Code Chapter 5 Section 503.4 and 503.2.1.
- III. **ADDRESS NUMBERS: STREET NUMBERS:** Approved numbers and/or addresses shall be placed on all new and existing buildings and at appropriate additional locations as to be plainly visible and legible from the street or roadway fronting the property from either direction of

approach. Said numbers shall contrast with their background, and shall meet the following minimum standards as to size: 4” high with a ½” inch stroke width for residential buildings, 8” high with a ½” stroke for commercial and multi-family residential buildings, 12” high with a 1” stroke for industrial buildings. Additional numbers shall be required where deemed necessary by the Fire Marshal, such as rear access doors, building corners, and entrances to commercial centers per the 2019 California Fire Code Chapter 5 Section 505.1.

- IV. AUTOMATIC FIRE SPRINKLER SYSTEM-ONE- AND TWO-FAMILY DWELLINGS: Structures shall be protected by an automatic fire sprinkler system designed and installed. Plans for the automatic fire sprinkler system shall be submitted as Deferred Submittal and approved by the Solana Beach Fire Department prior to installation per the Solana Beach Municipal Code Title 15 Building and Construction Chapter 15.32 Fire Code Section 15.32.230 Section 903.2.01. Sprinklers will be required to due significant modifications.
- V. Class “A” Roof: All structures shall be provided with a Class “A” Roof covering to the satisfaction of the Solana Beach Fire Department and per the 2019 California Building Code Chapter 15 Section 1505.

V. ENFORCEMENT

Pursuant to SBMC 17.72.120(B) failure to satisfy any and all of the above-mentioned conditions of approval is subject to the imposition of penalties as set forth in SBMC Chapters 1.1.6 and 1.18 in addition to any applicable revocation proceedings.

VI. EXPIRATION

The Development Review Permit for the project shall expire 24 months from the date of this Resolution, unless the Applicants have obtained building permits and has commenced construction prior to that date, and diligently pursued construction to completion. An extension of the application may be granted by the City Council according to SBMC 17.72.110.

VII. INDEMNIFICATION AGREEMENT

The Applicants shall defend, indemnify, and hold harmless the City, its agents, officers, and employees from any and all claims, actions, proceedings, damages, judgments, or costs, including attorney’s fees, against the City or its agents, officers, or employees, relating to the issuance of this permit including, but not limited to, any action to attack, set aside, void, challenge, or annul this development approval and any environmental document or decision. The City will promptly notify the Applicants of any claim, action, or proceeding. The City may

elect to conduct its own defense, participate in its own defense, or obtain independent legal counsel in defense of any claim related to this indemnification. In the event of such election, the Applicants shall pay all of the costs related thereto, including without limitation reasonable attorney’s fees and costs. In the event of a disagreement between the City and Applicants regarding litigation issues, the City shall have the authority to control the litigation and make litigation related decisions, including, but not limited to, settlement or other disposition of the matter. However, the Applicants shall not be required to pay or perform any settlement unless such settlement is approved by the Applicants.

NOTICE TO APPLICANTS: Pursuant to Government Code Section 66020, you are hereby notified that the 90-day period to protest the imposition of the fees, dedications, reservations or other exactions described in this resolution commences on the effective date of this resolution. To protest the imposition of any fee, dedications, reservations or other exactions described in this resolution you must comply with the provisions of Government Code Section 66020. Generally the resolution is effective upon expiration of the tenth day following the date of adoption of this resolution, unless the resolution is appealed or called for review as provided in the Solana Beach Zoning Ordinance.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California, held on the 23rd day of August, 2023, by the following vote:

- AYES: Councilmembers –
- NOES: Councilmembers –
- ABSENT: Councilmembers –
- ABSTAIN: Councilmembers –

LESA HEEBNER, Mayor

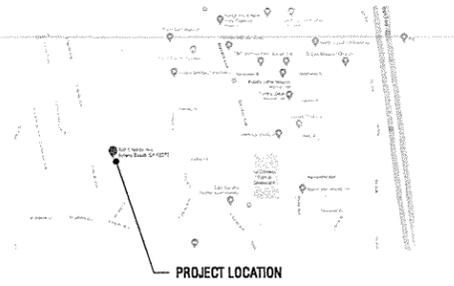
APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

VICINITY MAP



PERSPECTIVE VIEW



SOLANA BEACH FIRE DEPT. NOTES

- ACCESS ROAD MINIMUM DIMENSIONS:** FIRE APPARATUS ACCESS ROADS SHALL HAVE AN UNOBSTRUCTED IMPROVED WIDTH OF NOT LESS THAN 20 FEET, CURB LINE TO CURB LINE, AND AN UNOBSTRUCTED VERTICAL CLEARANCE OF NOT LESS THAN 13 FEET 6 INCHES. EXCEPTION: SINGLE-FAMILY RESIDENTIAL DRIVEWAYS; SERVING NO MORE THAN TWO SINGLE-FAMILY DWELLINGS, SHALL HAVE MINIMUM OF 16 FEET, CURB LINE TO CURB LINE, OF UNOBSTRUCTED IMPROVED WIDTH. ACCESS ROADS SHALL BE DESIGNED AND MAINTAINED TO SUPPORT THE IMPOSED LOADS OF NOT LESS THAN 75,000 POUNDS AND SHALL BE PROVIDED WITH AN APPROVED PAVED SURFACE TO PROVIDE ALL WEATHER DRIVING CAPABILITIES PER THE SOLANA BEACH MUNICIPAL CODE TITLE 15 BUILDING AND CONSTRUCTION CHAPTER 15.32 FIRE CODE SECTION 15.32.170 SECTION 503 SECTION 503.2.1 AND 503.2.3.
- OBSTRUCTION OF ROADWAYS DURING CONSTRUCTION:** ALL ROADWAYS SHALL BE A MINIMUM OF 20 FEET IN WIDTH DURING CONSTRUCTION AND MAINTAINED FREE AND CLEAR, INCLUDING THE PARKING OF VEHICLES, IN ACCORDANCE WITH THE CALIFORNIA FIRE CODE AND THE SOLANA BEACH FIRE DEPARTMENT.
- FUEL MODIFICATION ZONES/FIRE BREAKS:** THE APPLICANT SHALL PROVIDE AND MAINTAIN FIRE/FUEL BREAKS TO THE SATISFACTION OF THE SOLANA BEACH FIRE DEPARTMENT. FIRE/FUEL BREAKS SIZE AND COMPOSITION SHALL BE DETERMINED BY THE FIRE DEPARTMENT AND SHOWN ON THE IMPROVEMENT/GRADING PLANS AND FINAL MAP AND BUILDING PLANS, SHEET A100.
- ADDRESS NUMBERS:** STREET NUMBERS: APPROVED NUMBERS AND/OR ADDRESSES SHALL BE PLACED ON ALL NEW AND EXISTING BUILDINGS AND AT APPROPRIATE ADDITIONAL LOCATIONS AS TO BE PLAINLY VISIBLE AND LEGIBLE FROM THE STREET OR ROADWAY FRONTING THE PROPERTY FROM EITHER DIRECTION OF APPROACH. SAID NUMBERS SHALL CONTRAST WITH THEIR BACKGROUND, AND SHALL MEET THE FOLLOWING MINIMUM STANDARDS AS TO SIZE: 4" HIGH WITH A 1/2" INCH STROKE WIDTH FOR RESIDENTIAL BUILDINGS, 8" HIGH WITH A 1/2" STROKE FOR COMMERCIAL AND MULTI-FAMILY RESIDENTIAL BUILDINGS, 12" HIGH WITH A 1" STROKE FOR INDUSTRIAL BUILDINGS. ADDITIONAL NUMBERS SHALL BE REQUIRED WHERE DEEMED NECESSARY BY THE FIRE MARSHAL, SUCH AS REAR ACCESS DOORS, BUILDING CORNERS, AND ENTRANCES TO COMMERCIAL CENTERS.
- AUTOMATIC FIRE SPRINKLER SYSTEM-ONE AND TWO FAMILY DWELLINGS:** STRUCTURES SHALL BE PROTECTED BY AN AUTOMATIC FIRE SPRINKLER SYSTEM DESIGNED AND INSTALLED TO THE SATISFACTION OF THE FIRE DEPARTMENT. PLANS FOR THE AUTOMATIC FIRE SPRINKLER SYSTEM SHALL BE APPROVED BY THE FIRE DEPARTMENT PRIOR TO INSTALLATION. PER THE SOLANA BEACH MUNICIPAL CODE TITLE 15 BUILDING AND CONSTRUCTION CHAPTER 15.32 FIRE CODE SECTION 15.32.230 SECTION 903.2.01, SPRINKLERS WILL BE REQUIRED DUE TO THE ADDITIONS BEING OVER 50% OF THE EXISTING STRUCTURE AND THE SIGNIFICANT MODIFICATIONS TO THE INTERIOR OF THE DWELLING.
- FIRE RESISTIVE CONSTRUCTION REQUIREMENTS FOR WILDLAND/URBAN INTERFACE AREAS:** STRUCTURES SHALL MEET ALL WILDLAND/URBAN INTERFACE STANDARDS TO THE SATISFACTION OF THE FIRE DEPARTMENT. STRUCTURES SHALL COMPLY WITH THE CURRENT CALIFORNIA BUILDING CODE CHAPTER 7A.
- CLASS "A" ROOF:** ALL STRUCTURES SHALL BE PROVIDED WITH A CLASS "A" ROOF COVERING TO THE SATISFACTION OF THE SOLANA BEACH FIRE DEPARTMENT.
- BUILDING AND FACILITIES:** APPROVED FIRE APPARATUS ACCESS ROADS SHALL BE PROVIDED FOR EVERY FACILITY. BUILDING OR PORTION OF A BUILDING HEREAFTER CONSTRUCTED OR MOVED INTO OR WITHIN THE JURISDICTION. THE FIRE APPARATUS ACCESS ROAD SHALL COMPLY WITH THE REQUIREMENTS OF THIS SECTION AND SHALL EXTEND WITHIN 150 FEET OF ALL PORTIONS OF THE FACILITY AND ALL PORTIONS OF THE EXTERIOR WALLS OF THE FIRST STORY OF THE BUILDING AS MEASURED BY AN APPROVED ROUTE AROUND THE EXTERIOR OF THE BUILDING OR FACILITY PER THE 2019 CALIFORNIA FIRE CODE CHAPTER 5 SECTION 503.1.1.

HARTNACK RESIDENCE: ADDITION & REMODEL

508 SOUTH NARDO AVENUE, SOLANA BEACH, CA 92075

APN: 298-121-68-00

DESIGN DEVELOPMENT - CITY COUNCIL MTG

AUGUST 23, 2023

PROJECT:

HARTNACK RESIDENCE:
ADDITION & REMODEL

508 SOUTH NARDO AVENUE,
SOLANA BEACH, CA 92075

ARCHITECT:



ANDREW E. CROCKER, AIA
646 VALLEY AVENUE, SUITE A
SOLANA BEACH, CA 92075
T: 858.345.1295

CONSULTANT:

GENERAL NOTES

- THE FOLLOWING GENERAL NOTES APPLY TO ALL DRAWINGS UNLESS OTHERWISE NOTED OR SPECIFIED.
- ALL WORK SHALL BE DONE IN ACCORDANCE WITH ALL CURRENT FEDERAL, STATE, COUNTY, AND CITY ORDINANCES HAVING JURISDICTION, AND IN ACCORDANCE WITH THE DRAWINGS AND SPECIFICATIONS ISSUED HEREWITH. THE CONTRACTOR SHALL OBTAIN AND COORDINATE AND THE OWNER SHALL PAY FOR ALL REQUIRED PERMITS.
- WORK SHALL BE PERFORMED IN AN ORDERLY AND CAREFUL MANNER WITH DUE CONSIDERATION FOR THE SAFETY AND PROTECTION OF ALL PERSONNEL, EXISTING SURFACES, MATERIALS, AND EQUIPMENT. PROTECTIVE DEVICES SHALL BE INSTALLED AND MAINTAINED AS NECESSARY, AND AS REQUIRED BY THE OWNER OR AUTHORITIES. THE CONTRACTOR SHALL REVIEW DOCUMENTS, FIELD VERIFY DIMENSIONS AND FIELD CONDITIONS AND CONFIRM THAT WORK IS BUILDABLE AS SHOWN. THE CONTRACTOR SHALL REPORT ANY CONFLICTS OR DISCREPANCIES IN WRITING TO THE ARCHITECT FOR CLARIFICATION PRIOR TO PERFORMING ANY WORK IN QUESTION.
- UNLESS OTHERWISE SHOWN OR NOTED, ALL TYPICAL DETAILS SHALL BE USED WHERE APPLICABLE.
- SAFETY MEASURES: AT ALL TIMES, THE CONTRACTOR SHALL BE SOLELY AND COMPLETELY RESPONSIBLE FOR THE CONDITIONS OF THE JOB SITE, INCLUDING THE SAFETY OF PERSONS AND PROPERTY, AND FOR ALL NECESSARY INDEPENDENT ARCHITECTURAL OR ENGINEERING REVIEWS OF THESE CONDITIONS. THE ARCHITECT'S, ENGINEER'S, OR OWNER'S JOB SITE REVIEW IS NOT INTENDED TO INCLUDE REVIEW OF THE ADEQUACY OF THE CONTRACTOR'S SAFETY MEASURES.
- DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE, AND LARGE SCALE DETAILS SHALL TAKE PRECEDENCE OVER SMALLER DETAILS.
- SHOULD THE CONTRACTOR ENCOUNTER THE PRESENCE, OR POSSIBLE PRESENCE, OF POTENTIALLY HAZARDOUS MATERIALS, THE CONTRACTOR SHALL NOTIFY THE CLIENT FOR INSTRUCTIONS PRIOR TO CONTINUING WORK.
- NO PRODUCTS CONTAINING ASBESTOS SHALL BE USED ON THIS PROJECT. THE GENERAL CONTRACTOR SHALL NOTIFY THE ARCHITECT OF ANY ASBESTOS FOUND IN ANY ITEM CALLED FOR IN THE DRAWINGS AND SPECIFICATIONS.
- GENERALLY, ALL DIMENSIONS ON FLOOR PLANS ARE TO FACE OF FINISH, UNLESS OTHERWISE NOTED.
- ALL CONDUITS AND PIPING SHALL BE CONCEALED.
- SUBSTITUTIONS WILL NOT BE ALLOWED WITHOUT THE PRIOR ACCEPTANCE OF THE ARCHITECT. ALL REQUESTS FOR SUBSTITUTIONS, REVISIONS, OR CHANGES SHALL BE SUBMITTED TO THE ARCHITECT PRIOR TO PURCHASE, FABRICATION OR INSTALLATION.
- THE CONTRACTOR SHALL MAINTAIN THE JOBSITE IN A CLEAN CONDITION AT ALL TIMES AND SHALL NOT LEAVE CONSTRUCTION DEBRIS ON THE PROPERTY.
- THE CONTRACTOR SHALL NOTIFY THE OWNER IN ADVANCE OF INTERRUPTING UTILITIES SUCH AS WATER, POWER OR HEATING, AND MUST SCHEDULE SUCH WORK WITH THE OWNER.
- THE CONTRACTOR SHALL REPLACE ANY EXISTING LANDSCAPING OR SITEWORK THAT IS DAMAGED DURING CONSTRUCTION.
- THE CONTRACTOR SHALL PROVIDE HIS OWN RESTROOM FACILITIES. THE CONTRACTOR IS ALLOWED TO USE OWNER'S ELECTRICITY. THE CONTRACTOR IS NOT TO USE THE OWNER'S TELEPHONE.
- CONTRACTOR WORK HOURS SHALL BE FROM 7:00 AM TO 7:00 PM MONDAY THROUGH FRIDAY AND 8:00 AM TO 8:00 PM SATURDAY, SUNDAY AND HOLIDAYS.
- THE CONTRACTOR SHALL BE INSURED AND HAVE WORKMAN'S COMPENSATION.
- THE CONTRACTOR SHALL ACQUIRE AND REVIEW THE TENANT HANDBOOK AND ANY OTHER LANDLORD DOCUMENTS AS APPLICABLE.

PROJECT TEAM

OWNER	LARNA AND BRIAN HARTNACK 508 SOUTH NARDO AVENUE SOLANA BEACH, CA 92075 CONTACT: LARNA HARTNACK PHONE: 310.266.1146 EMAIL: LARNAHARTNACK@GMAIL.COM
ARCHITECT	T7 ARCHITECTURE, INC. 646 VALLEY AVENUE, SUITE A SOLANA BEACH, CA 92075 CONTACT: ANDREW E. CROCKER, AIA PHONE: 858.345.1295 EMAIL: ANDY@T7ARCHITECTURE.COM
STRUCTURAL ENGINEER	ALBERT DEBARADINS, P.E. C42010 5360 TOSCANA WAY, G204 SAN DIEGO, CA 92122 PHONE: 858.243.4834 EMAIL: ALDEBERARDINS@GMAIL.COM
CIVIL	RYAN McGRATH, PE PHONE: 720.340.9295 EMAIL: RDMCGRATH@GMAIL.COM
LANDSCAPE ARCHITECT	LINEAR LANDSCAPE ARCHITECTURE 1619 MYRTLE AVENUE SAN DIEGO, CA 92103 CONTACT: JOE DODD PHONE: 888.203.6628 JOE@LINEARLANDARCH.COM
GENERAL CONTRACTOR	TORREY DEVELOPMENT GROUP 1238 VIA MIL CUMBRES SOLANA BEACH, CA 92075 CONTACT: JOHN PRINCIPI PHONE: 619.602.7475 JOHNPRINCIPI@TORREYGROUP.COM CA CONTRACTOR LIC. #661066

DRAWING INDEX

G000	TITLE SHEET
G004	CONSTRUCTION BMP PLAN
G006	FAR PLAN
G007	AXONOMETRIC VIEWS
C1	GRADING PLANS
A100	PROPOSED SITE PLAN
A101	EXISTING & DEMO FLOOR PLAN
A102	PROPOSED FLOOR PLAN
A103	PROPOSED ROOF PLAN
A300	EXISTING ELEVATIONS
A301	PROPOSED ELEVATIONS
A302	PROPOSED ELEVATIONS
A400	SECTIONS
A401	SECTIONS
A402	SECTIONS
L-01	HARDSCAPE PLAN
L-02	IRRIGATION PLAN
L-03	HYDROZONE PLAN
L-04	IRRIGATION PLAN
L-05	IRRIGATION DETAILS
L-06	PLANTING PLAN
L-07	PLANTING NOTES & DETAILS

AREA SUMMARY

	EXIST. SF	PROPOSED SF
NON-LANDSCAPED AREA	6,662	8,663
NON-IRRIGATED LANDSCAPE	2,843	3,934
IRRIGATED LANDSCAPE	10,145	6,597
WATER FEATURES	813	813
DECORATIVE HARDSCAPE	1,508	1,964
TOTAL LOT AREA	21,971	21,971

	AREA OF WORK (SF)
IRRIGATED LANDSCAPE	6,597
WATER FEATURES	813
DECORATIVE HARDSCAPE	2,805
AGGREGATE LANDSCAPE AREA	10,215

DEFERRED SUBMITTALS

PER NFPA 13D, FIRE SPRINKLER SYSTEM TO INCLUDE FIRE SPRINKLER COVERAGE IN FIRE SPRINKLERS, ALL CLOSETS AND ALL BATHROOMS REGARDLESS OF SIZE.
SUBMITTAL DOCUMENTS FOR DEFERRED SUBMITTAL ITEMS SHALL BE SUBMITTED TO THE REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE, WHO SHALL REVIEW THEM AND FORWARD THEM TO THE BUILDING OFFICIAL WITH A NOTATION INDICATING THAT THE DEFERRED SUBMITTAL DOCUMENTS HAVE BEEN REVIEWED AND THAT THEY HAVE BEEN FOUND TO BE IN GENERAL CONFORMANCE WITH THE DESIGN OF THE BUILDING. THE DEFERRED SUBMITTAL ITEMS SHALL NOT BE INSTALLED UNTIL THEIR DESIGN AND SUBMITTAL DOCUMENTS HAVE BEEN APPROVED BY THE BUILDING OFFICIAL.

SUBMITTAL AND SHOP DRAWINGS

THE GENERAL CONTRACTOR SHALL PROVIDE SUBMITTALS AND SHOP DRAWINGS FOR THE FOLLOWING ITEMS: MILLWORK, LIGHTING, ROOFING

GOVERNING CODES

- 2019 CALIFORNIA BUILDING CODE (CBC)
- 2019 CALIFORNIA GREEN BUILDING STANDARDS CODE
- 2019 CALIFORNIA ELECTRICAL CODE (CEC)
- 2019 CALIFORNIA MECHANICAL CODE (CMC)
- 2019 CALIFORNIA PLUMBING CODE (CPC)
- 2019 CALIFORNIA FIRE CODE (CFCO)
- 2019 CALIFORNIA BUILDING ENERGY EFFICIENCY STANDARDS CODE

THE CITY OF SOLANA BEACH MUNICIPAL CODE
COMPLIANCE WITH THE DOCUMENTATION REQUIREMENTS OF THE 2019 ENERGY EFFICIENCY STANDARDS IS NECESSARY FOR THIS PROJECT. REGISTERED, SIGNED, AND DATED COPIES OF THE APPROPRIATE CFR1, CFR2, AND CFR3 FORMS SHALL BE MADE AVAILABLE AT NECESSARY INTERVALS FOR BUILDING INSPECTOR REVIEW. FINAL COMPLETED FORMS WILL BE AVAILABLE FOR BUILDING OWNER

QUANTITY OF GRADING

W	C.Y. - VOLUME OF FILL	15 C.Y.
X	C.Y. - EXCAVATION FOR THE FOOTINGS OF NEW CONSTRUCTION	18 C.Y.
Y	C.Y. - REMOVAL AND RE-COMPACTION FOR CONSTRUCTION	0 C.Y.
Z	C.Y. - TOTAL GRADING (W + X + Y)	33 C.Y.

SCOPE OF WORK

THE PROJECT PROPOSES A LIVING AREA ADDITION OF A 784 SF TO AN EXISTING 2,065 SF RESIDENCE WITH A NEW 668 SF GARAGE. SDP EXEMPTION PERMIT #DRP22-020.

SITE DATA

APN:	298-121-68-00
LEGAL DESCRIPTION:	D0C00-681387 IN LOT 2 BLK 1 MAP 1749&N SWO OF NEO SEC 2-14-4W
LOT AREA:	21,971 SF .50 ACRES
ZONE:	LRC - LOW RESIDENTIAL
OCCUPANCY GROUP:	R-3
CONSTRUCTION TYPE:	V-B
MAXIMUM DWELLING UNIT DENSITY:	3 DU/NET ACRE
OVERLAY ZONE:	COASTAL ZONE SCALED RESIDENTIAL OVERLAY ZONE

FLOOR AREA RATIO:	(0.5 X 6,000) + (0.175 X 9,000) + (100 X 5,000) + (0.050 X 1,970) = 3,000 SF + 1,575 SF + 500 SF + 98.5 SF = 5,174 SF MAX F.A.R. ALLOWED
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PROJECT F.A.R. CALCULATIONS:

EXISTING 1 ST FLOOR LIVING AREA	2,065 SF
EXISTING GARAGE CONVERSION TO LIVING AREA	555 SF
PROPOSED 1 ST FLOOR LIVING AREA ADDITION	784 SF
PROPOSED GARAGE	668 SF
PROPOSED 2 ND FLOOR ADDITION	0 SF
EXISTING COVERED AND ENCLOSED EXTERIOR AREA	0 SF
SUBTOTAL	4,072 SF
OFF-STREET PARKING EXEMPTION	-400 SF
TOTAL PROPOSED FLOOR AREA	3,672 SF

EXISTING ADU - NOT PART OF GROSS FLOOR AREA 958 SF

PARKING REQUIRED:	2 OFF-STREET
PARKING PROVIDED:	2 OFF-STREET

SETBACKS:	FRONT YARD: 25'-0"
	INTERIOR SIDE YARD: 10'-0"
	STREET SIDE YARD: 10'-0"
	REAR YARD: 25'-0"

HEIGHT:	MAX ROOF HEIGHT: 15' - 9 1/2"
	CHIMNEY HEIGHT: 19' - 1 1/4"
	NOT TO EXCEED 16'-0" FROM GRADE

FIRE SPRINKLERS:	EXISTING NONE PROPOSED NFPA13D
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YEAR BUILT:	1971
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DRAWING ISSUANCE

CITY OF SOLANA BEACH PRE-PLANNING REVIEW SUBMITTAL	04-26-2022
CITY OF SOLANA BEACH PLANNING REVIEW SUBMITTAL	09-15-2022
CITY RECHECK SUBMITTAL 1	11-22-2022
CITY RECHECK SUBMITTAL 2	03-29-2023
CITY RECHECK SUBMITTAL 3	06-06-2023
CITY COUNCIL	08-14-2023

NO:	REVISION:	DATE:
1	REVISION 1	11/22/2022
2	REVISION 2	03/27/2023
3	REVISION 3	06/06/2023
4	REVISION 4	07/24/2023

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PROJECT NAME: HARTNACK RESIDENCE: ADDITION & REMODEL

JOB NO: 2115

DRAWN BY: FR

CHECKED BY: AC

ISSUE DATE: 08/14/2023

DRAWING FILE: SD Hartnack Res. 20230814

PHASE:

DESIGN DEVELOPMENT

SHEET TITLE:

TITLE SHEET

SHEET NO:

G000

AREA PLAN GENERAL NOTES

1. ALL DIMENSIONS ARE MEASURED FROM THE EXTERIOR WALL SURFACES.
2. EXTERIOR AREA THAT IS SURROUNDED BY THREE OR MORE WALLS AND COVERED SHALL COUNT TOWARDS FLOOR AREA.

PROJECT:

**HARTNACK RESIDENCE:
ADDITION & REMODEL**

508 SOUTH NARDO AVENUE,
SOLANA BEACH, CA 92075

ARCHITECT:

Architecture

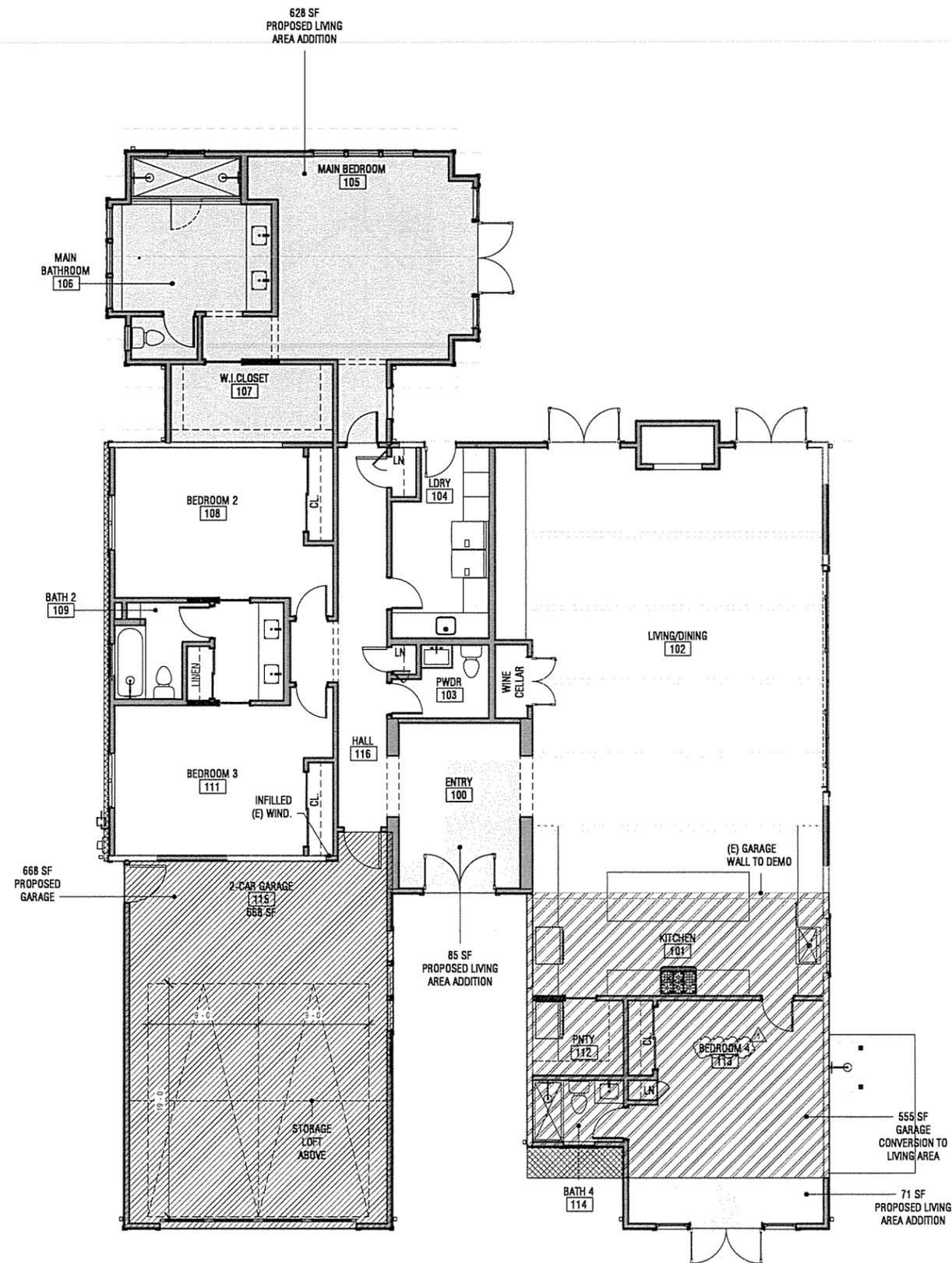
ANDREW E. CROCKER, AIA
646 VALLEY AVENUE, SUITE A
SOLANA BEACH, CA 92075
T: 858.345.1295

CONSULTANT:

PROJECT AREA CALCULATIONS

EXISTING 1 ST FLOOR LIVING AREA	2,065 SF
EXISTING GARAGE CONVERSION TO LIVING AREA	555 SF
PROPOSED 1 ST FLOOR LIVING AREA ADDITION	784 SF
PROPOSED GARAGE	668 SF
PROPOSED 2 ND FLOOR ADDITION	0 SF
EXISTING COVERED AND ENCLOSED EXTERIOR AREA	0 SF
SUBTOTAL	4,072 SF
OFF-STREET PARKING EXEMPTION	-400 SF
TOTAL PROPOSED FLOOR AREA	3,672 SF

EXISTING ADU - NOT PART OF GROSS FLOOR AREA 958 SF



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2	REVISION 2	03/27/2023

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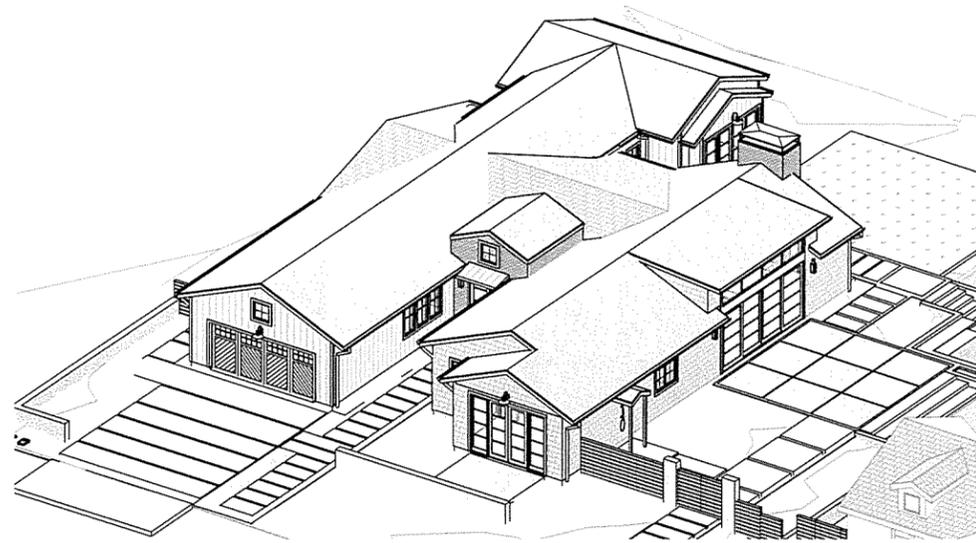
PROJECT NAME:	HARTNACK RESIDENCE: ADDITION & REMODEL
JOB NO:	2115
DRAWN BY:	FR
CHECKED BY:	AC
ISSUE DATE:	08/14/2023
DRAWING FILE:	SD Hartnack Res 20230814
PHASE:	DESIGN DEVELOPMENT

SHEET TITLE: FAR PLAN

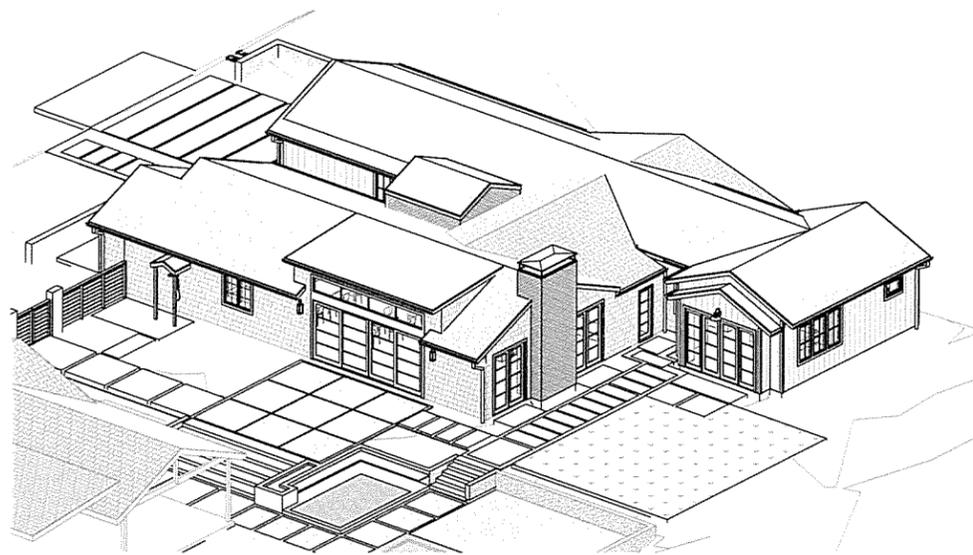
SHEET NO: G006

HATCH LEGEND

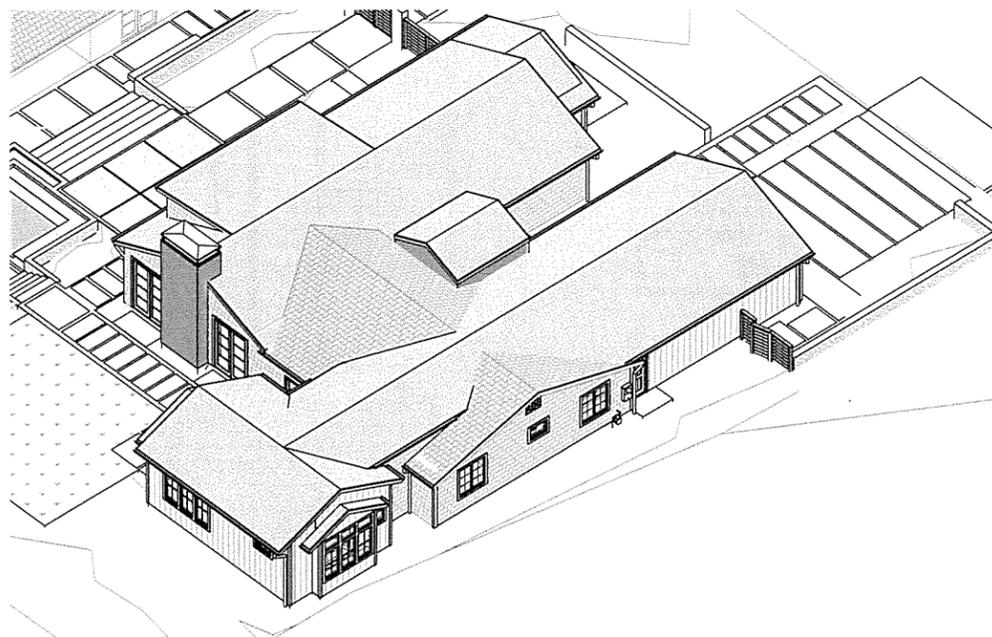
- EXISTING GARAGE CONVERSION TO LIVING AREA
- PROPOSED GARAGE
- PROPOSED LIVING AREA ADDITION
- EXISTING AREA TO REMAIN, NO HATCH
- EXISTING FOUNDATION TO BE DEMO'D



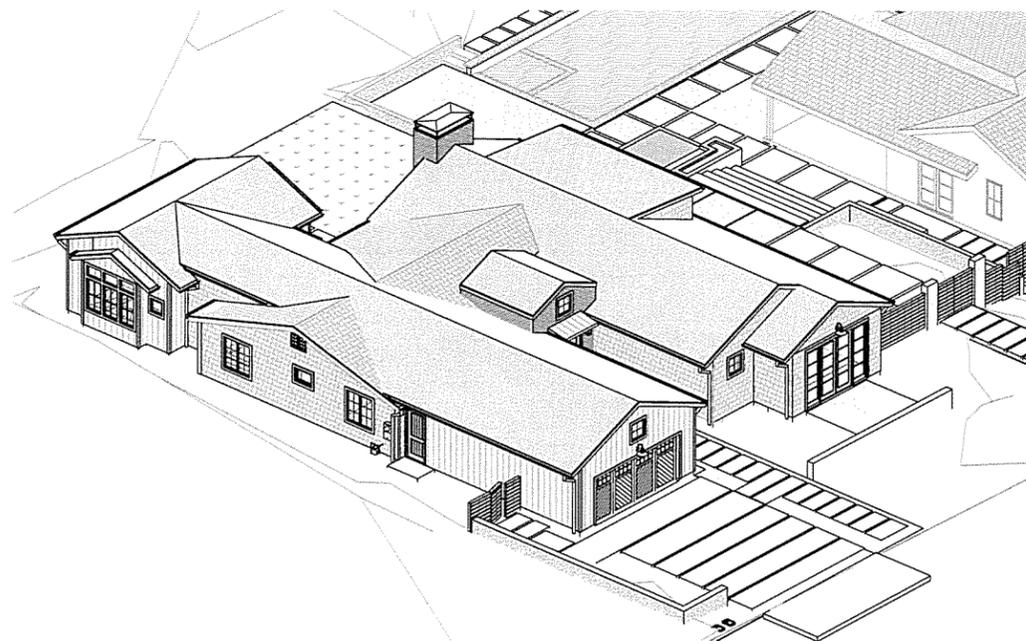
1 AXONOMETRIC - FROM SE



2 AXONOMETRIC - FROM NE



3 AXONOMETRIC - FROM NW



4 AXONOMETRIC - FROM SW

PROJECT:

HARTNACK RESIDENCE:
ADDITION & REMODEL

508 SOUTH NARDO AVENUE,
SOLANA BEACH, CA 92075

ARCHITECT:



ANDREW E. CROCKER, AIA
646 VALLEY AVENUE, SUITE A
SOLANA BEACH, CA 92075
T: 858.345.1295

CONSULTANT:

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PHASE:	DESIGN DEVELOPMENT

SHEET TITLE: AXONOMETRIC VIEWS

SHEET NO: G007

SITE PLAN - 508 SOUTH NARDO AVENUE

LEGEND

- PROPERTY LINE
- CENTER LINE
- ADJOINING PROPERTY LINE
- SETBACK LINE
- EASEMENT LINE
- EX FENCE
- WALL
- EX. BUILDING OUTLINE
- PR. BUILDING OUTLINE
- BUILDING OVERHANG
- INDEX CONTOUR LINE
- INTERMEDIATE CONTOUR LINE
- SPOT ELEVATION
- CONCRETE
- GRAVEL
- GRASS
- ASPHALT
- FF FINISH FLOOR ELEVATION
- FG FINISH GRADE (GROUND)
- FS FINISH SURFACE (HARDSCAPE)
- TW TOP OF WALL ELEVATION
- BW BOTTOM OF WALL ELEVATION
- FYSB FRONT YARD SETBACK
- SYSB SIDE YARD SETBACK
- RYSB REAR YARD SETBACK

EARTHWORK QUANTITIES

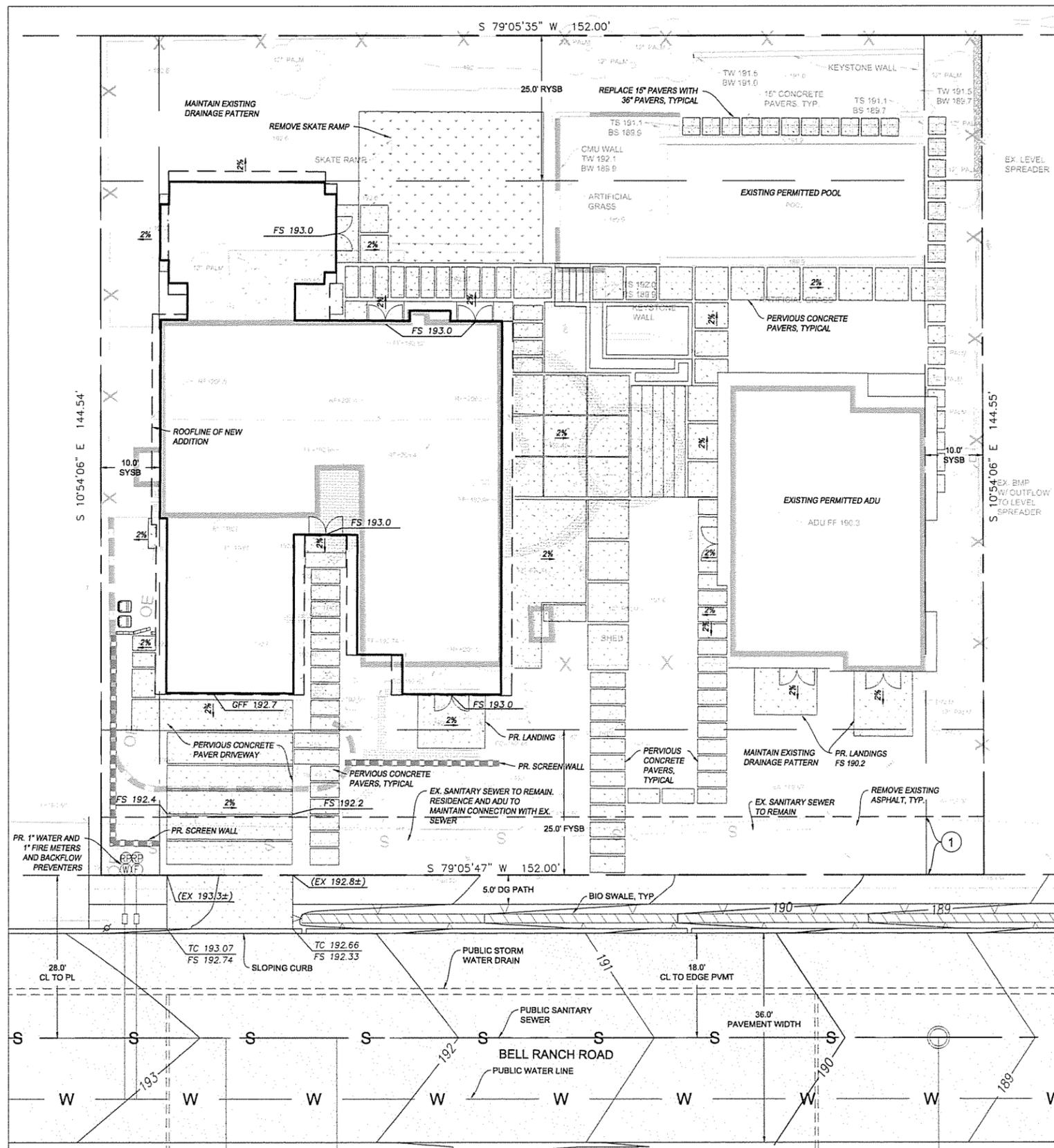
15 CY FILL
 18 CY CUT FOR FOOTINGS
 0 CY REMOVAL / RE-COMPACT
 TOTAL EXPORT = 3 CY
 TOTAL GRADING = 33 CY

IMPERVIOUS AREA QUANTITIES

TOTAL EXISTING IMPERVIOUS AREA = 8,936 SF
 TOTAL PROPOSED IMPERVIOUS AREA = 7,509 SF
 DECREASE IN IMPERVIOUS AREA = 1,327 SF
 *NO STORM WATER DETENTION REQUIRED

PERVIOUS/IMPERVIOUS AREAS

	EXISTING	PROPOSED
Buildin Footprint:	5,046 sf	6,432 sf
Paved / Impervious Area:	3,890 sf	1,177 sf
Total Impervious:	6,173 sf	5,827 sf
Total Pervious:	13,035 sf	14,382 sf
Total Area:	21,971 sf	21,971 sf



PROJECT INFORMATION

CLIENT: BRIAN AND LARNA HARTNACK
 ADDRESS: 508 SOUTH NARDO AVE, SOLANA BEACH, CA 92075
 APN: 298-121-68-00

LEGAL DESCRIPTION

THE EASTERLY 152.00 FEET OF THE WESTERLY 304.00 FEET OF THE PORTION OF LOT 2, IN BLOCK 1 OF SOLANA BEACH ACCORDING TO MAP THEREOF NO. 1749, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY, MARCH 5, 1923 AND THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 2, TOWNSHIP 14 SOUTH, RANGE 4 WEST, SAN BERNARDINO MEDIAN, ACCORDING TO UNITED STATES GOVERNMENT SURVEY APPROVED JANUARY 18, 1876, ALL BEING IN THE CITY OF SOLANA BEACH, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA AS DESCRIBED IN GRANT DEED RECORDED IN THE OFFICE OF THE SAN DIEGO COUNTY RECORDER AS DOCUMENT NO. 2016-0420692.

SURVEY NOTES

- THE BOUNDARIES AND DIMENSIONS OF THE SURVEYED PARCEL(S) SHOWN HEREON ARE BASED ON A FIELD SURVEY. RECORD DIMENSIONS MAY VARY. THE BOUNDARIES OF ADJOINING PARCELS WERE COMPILED FROM RECORDED OR FILED DATA, AND ARE TO BE USED FOR PLANNING PURPOSES ONLY.
- THE BASIS OF BEARING FOR THIS SURVEY IS CCS 83, ZONE 6, EPOCH 20045, GRID BEARING BETWEEN STATION *SOLB-2* AND STATION *SOLB-5* (BOTH HAVING A CALIFORNIA COORDINATE VALUE OF FIRST ORDER OR BETTER) AS SAID STATIONS ARE PUBLISHED IN THE CITY OF SOLANA BEACH GEODETIC CONTROL NETWORK SURVEY, ROS 18971, I.E. N 10°48'57\" W. QUOTED BEARINGS FROM REFERENCE MAPS/DEEDS MAY OR MAY NOT BE IN TERMS OF SAID SYSTEM.
- ELEVATIONS SHOWN HEREON ARE BASED ON SOLB-5 ELEVATION: 107.12 (NAVD 88)
- THE LOCATIONS OF UNDERGROUND UTILITY LINES AND/OR STRUCTURES AS SHOWN HEREON ARE BASED ON OBSERVED ABOVE GROUND EVIDENCE NO EXCAVATIONS WERE MADE DURING THE COURSE OF THIS SURVEY TO LOCATE UNDERGROUND UTILITIES. LOCATIONS OF UNDERGROUND UTILITIES MAY VARY FROM LOCATIONS SHOWN HEREON. ADDITIONAL UNDERGROUND UTILITIES MAY EXIST.
- NO TITLE COMMITMENT PROVIDED AT THE TIME OF THIS SURVEY.

EASEMENTS

- EASEMENT AND RIGHT OF WAY FOR ROAD, SEWER, WATER, GAS, POWER AND TELEPHONE LINES AND APPURTENANCES THERETO RECORDED AUGUST 16, 2016 AS DOCUMENT NO. 2016-0420692, O.R.

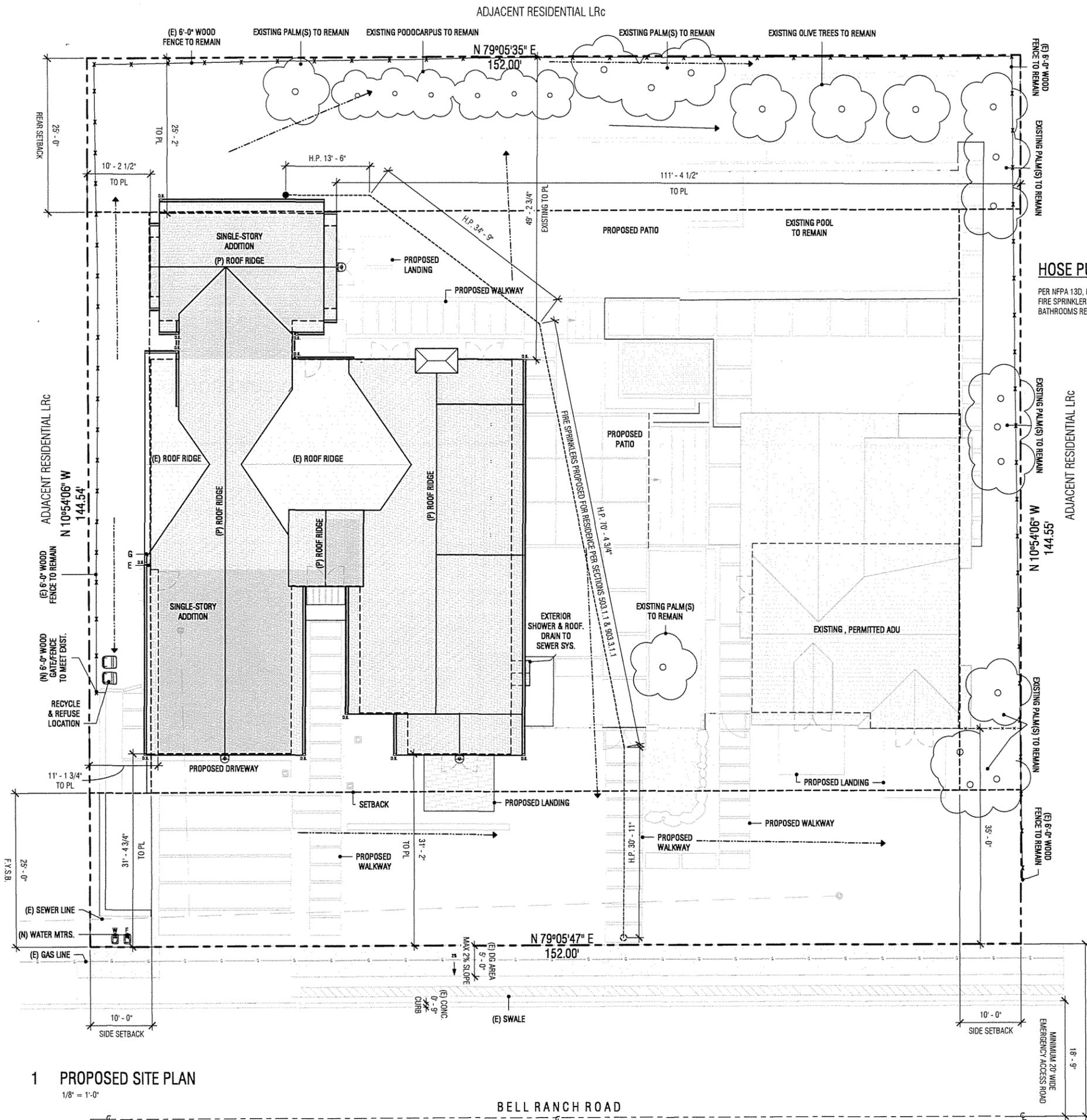
PUBLIC IMPROVEMENT NOTES

- PUBLIC IMPROVEMENTS PER APPROVED OCEAN RANCH ESTATES SUBDIVISION PLANS.
- PUBLIC IMPROVEMENTS SHOWN AS PROPOSED ON PLANS. CONSTRUCTION OF PUBLIC IMPROVEMENTS PENDING PERMITS, CONSTRUCTION AND ACCEPTANCE BY THE CITY OF SOLANA BEACH.
- PUBLIC IMPROVEMENTS SHOWN PER LATEST OCEAN RANCH ESTATES CONSTRUCTION PLAN SUBMITTAL. ENGINEER IS NOT RESPONSIBLE FOR ACCURACY OR VALIDITY OF PUBLIC IMPROVEMENTS SHOWN ON PLANS.

NOTES

- ROOF DRAINS: Roof drains need to flow into landscaped areas before being collected and draining to the street.
- FENCES AND WALLS: (SBMC 70.60.070 and SBMC 70.20.040-0) Fences and walls shall comply with City of Solana Beach regulations. In required front and street side yards fences won't be higher than 42 inches plus an additional 24 inches of fence height is allowed if 80% open. Within required rear and interior yards no fence shall be higher than 6 ft, plus 2 more feet of fence height shall be permitted if at least 50% open.
- EXTERIOR LIGHTING: (SBMC 70.60.060) Exterior lighting must comply with City wide lighting regulations. Exterior lighting shall be so designed and shielded by horizontal cutoff to eliminate all light directed above the horizontal. The lower edge of the luminary housing shall extend below the entire light source and all glassware so that any light emitted above the horizontal is eliminated.
- SURFACE DRAINAGE: Surface water to drain away from building. Minimum fall of 6\" within 10' of building where possible. Impervious surfaces within 10' of building shall be sloped not less than 2%.





1 PROPOSED SITE PLAN
1/8" = 1'-0"

HATCH LEGEND

- EXISTING GARAGE & FOUNDATION TO BE DEMO'D
- PROPOSED LIVING AREA ADDITION
- PROPOSED GARAGE
- EXISTING ROOF TO REMAIN
- EXISTING TO REMAIN DRAINAGE DIRECTION ARROWS

PERVIOUS/IMPERVIOUS AREAS

PERVIOUS/IMPERVIOUS AREAS	EXISTING (SF)	PROPOSED (SF)
BUILDINGS	5,046	6,432
PAVED/IMPERVIOUS AREA	3,890	1,177
PERVIOUS	13,035	14,362
TOTAL SITE AREA	21,971	21,971

HOSE PULL FIRE DEPT. REQ.

PER NFPA 13D, FIRE SPRINKLER SYSTEM TO INCLUDE FIRE SPRINKLER COVERAGE IN ALL CLOSETS AND ALL BATHROOMS REGARDLESS OF SIZE.

HOSE PULL

- FIRE SPRINKLERS PROPOSED FOR RESIDENCE PER SECTIONS 503.1.1 & 903.3.1.1
- SEE SHEET A103 FOR PROPOSED ROOF PLAN CALC.
- H.P. = HOSE PULL: 149'-6 3/4"

AREA SUMMARY

	EXIST. SF	PROPOSED SF
NON-LANDSCAPED AREA	6,662	8,663
NON-IRRIGATED LANDSCAPE	2,843	3,934
IRRIGATED LANDSCAPE	10,145	6,597
WATER FEATURES	813	813
DECORATIVE HARDSCAPE	1,508	1,964
TOTAL LOT AREA	21,971	21,971

	AREA OF WORK (SF)
IRRIGATED LANDSCAPE	6,597
WATER FEATURES	813
DECORATIVE HARDSCAPE	2,805
AGGREGATE LANDSCAPE AREA	10,215

QUANTITY OF GRADING

W	C.Y. - VOLUME OF FILL	15 C.Y.
X	C.Y. - EXCAVATION FOR THE FOOTINGS OF NEW CONSTRUCTION	18 C.Y.
Y	C.Y. - REMOVAL AND RE-COMPACTION FOR CONSTRUCTION	0 C.Y.
Z	C.Y. - TOTAL GRADING (W + X + Y)	33 C.Y.

PROJECT:
**HARTNACK RESIDENCE:
ADDITION & REMODEL**
508 SOUTH NARDO AVENUE,
SOLANA BEACH, CA 92075

ARCHITECT:
Architecture

ANDREW E. CROCKER, AIA
646 VALLEY AVENUE, SUITE A
SOLANA BEACH, CA 92075
T: 858.345.1295

CONSULTANT:

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4	REVISION 4	07/24/2023

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STAMP:

PROPERTY INFORMATION

PROPERTY OWNER:
LARNA AND BRIAN HARTNACK
508 SOUTH NARDO AVENUE
SOLANA BEACH, CA 92075

CONTACT: LARNA HARTNACK
PHONE: 310.266.1146
EMAIL: LARNAHARTNACK@GMAIL.COM

APN: 298-121-68-00

PARCEL NET AREA: 21,971 SF / 0.50 ACRE
ROAD EASEMENT AT FRONT YARD

RESIDENCE IS CONNECTED TO THE SEWER

NOT FOR CONSTRUCTION

PROJECT NAME:	HARTNACK RESIDENCE: ADDITION & REMODEL
JOB NO:	2115
DRAWN BY:	FR
CHECKED BY:	AC
ISSUE DATE:	08/14/2023
DRAWING FILE:	SD Hartnack Res. 20230814
PHASE:	

DESIGN DEVELOPMENT

SHEET TITLE: **PROPOSED SITE PLAN**

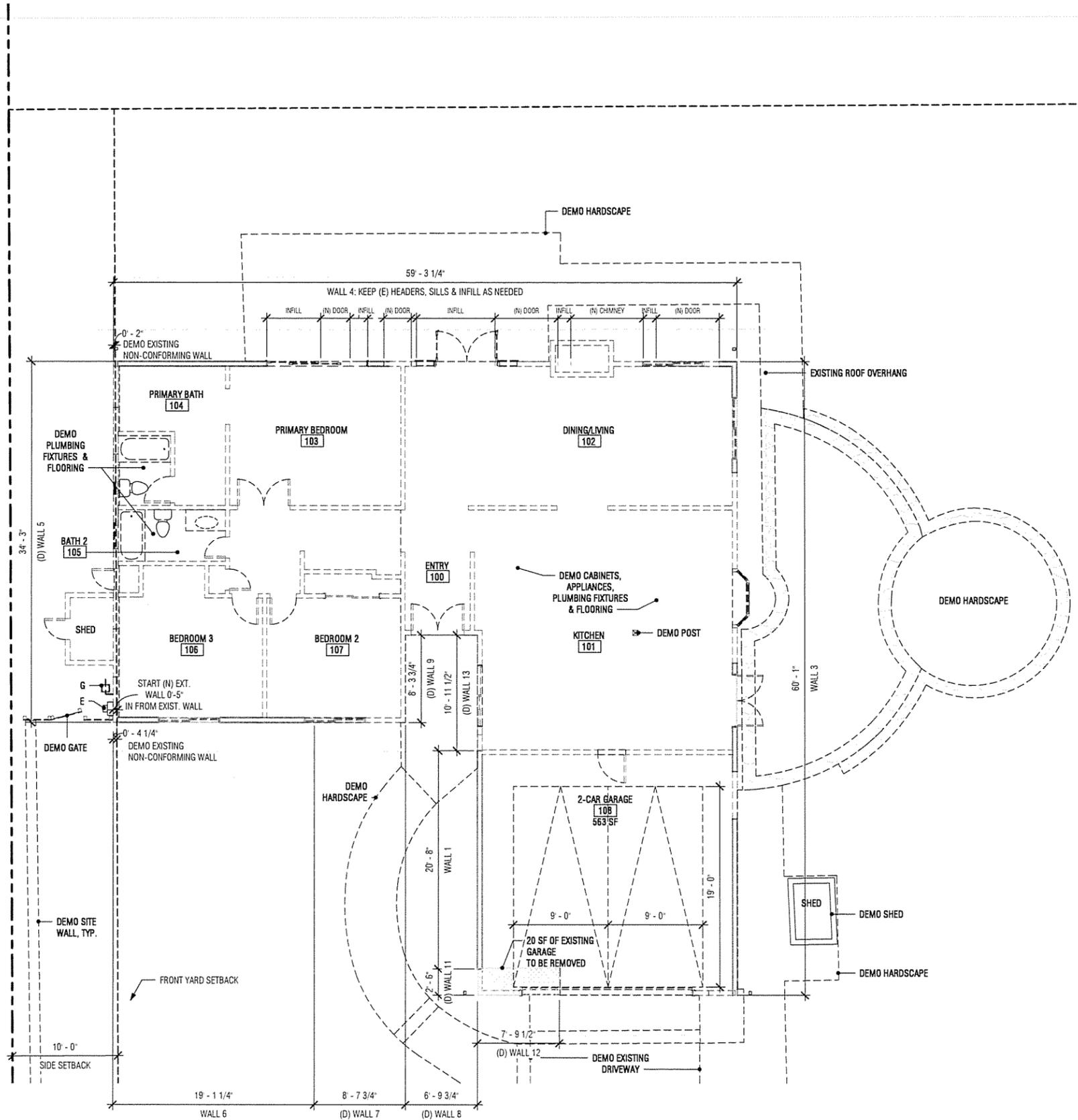
SHEET NO: **A100**

VICINITY MAP





ANDREW E. CROCKER, AIA
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T: 858.345.1295



DEMO WALL CALCULATION

LEVEL 1: TOTAL EXISTING WALLS: 255'-3 3/4"
REMAINING WALLS:
WALL 1: 20'-8"
WALL 2: 16'-11"
WALL 3: 60'-1"
WALL 4: 59'-3 1/4"
WALL 6: 19'-1 1/4"
TOTAL WALLS TO REMAIN: 176'-0 1/2"

DEMO (D) WALLS:
WALL 5: 34'-3"
WALL 7: 8'-7 3/4"
WALL 8: 6'-9 3/4"
WALL 9: 8'-3 3/4"
WALL 10: OMIT
WALL 11: 2'-6"
WALL 12: 7'-9 1/2"
WALL 13: 10'-11 1/2"
TOTAL WALLS TO DEMO: 79'-3 1/4"

TOTAL % TO REMAIN:
176'-0 1/2' / 255'-3 3/4' = 69%

TOTAL % DEMO:
79'-0 1/4' / 255'-3 3/4' = 31%

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1	REVISION 1	11/22/2022

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DRAWING FILE:	SD Hartnack Res. 20230814
PHASE:	DESIGN DEVELOPMENT

SHEET TITLE: EXISTING & DEMO FLOOR PLAN

SHEET NO: A101

HATCH LEGEND

- EXISTING GARAGE & FOUNDATION TO BE DEMO'D
- PROPOSED LIVING AREA ADDITION
- PROPOSED GARAGE
- EXISTING ROOF TO REMAIN
- EXISTING TO REMAIN DRAINAGE DIRECTION ARROWS

WALL LEGEND

- EXISTING WALL TO BE DEMOLISHED
- EXISTING WALL TO REMAIN
- NEW WALL



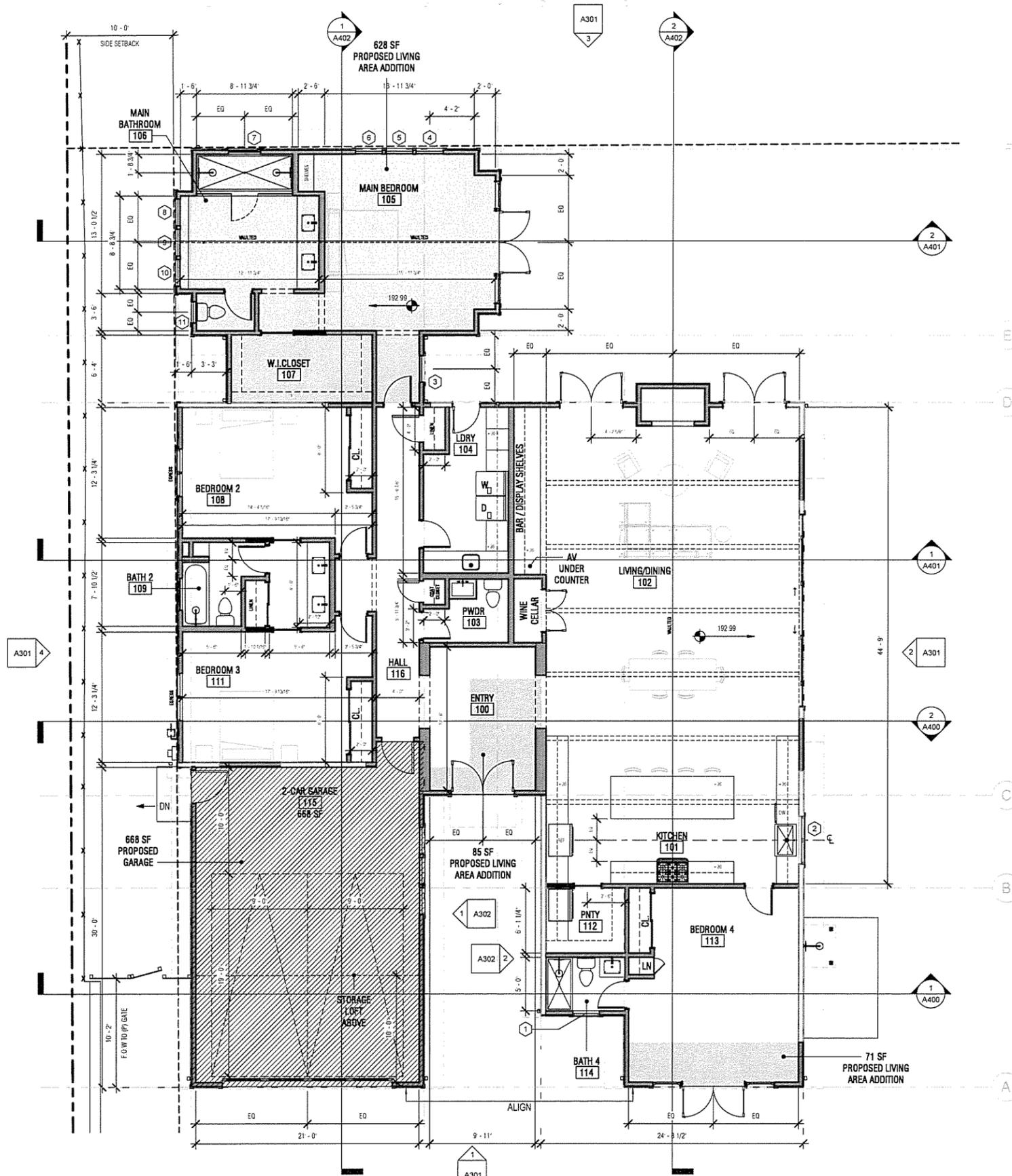
1 EXISTING & DEMO FLOOR PLAN
3/16" = 1'-0"

HARTNACK RESIDENCE:
ADDITION & REMODEL

508 SOUTH NARDO AVENUE,
SOLANA BEACH, CA 92075



ANDREW E. CROCKER, AIA
646 VALLEY AVENUE, SUITE A
SOLANA BEACH, CA 92075
T: 858.345.1295



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PHASE:	DESIGN DEVELOPMENT

SHEET TITLE: PROPOSED FLOOR PLAN

SHEET NO: A102

HATCH LEGEND

- [Cross-hatched] EXISTING GARAGE & FOUNDATION TO BE DEMO'D
- [Dotted] PROPOSED LIVING AREA ADDITION
- [Diagonal lines] PROPOSED GARAGE
- [Solid grey] EXISTING ROOF TO REMAIN
- [Arrow] EXISTING TO REMAIN DRAINAGE DIRECTION ARROWS

WALL LEGEND

- [Dashed line] EXISTING WALL TO BE DEMOLISHED
- [Solid line] EXISTING WALL TO REMAIN
- [Thick solid line] NEW WALL

1 PROPOSED FLOOR PLAN
3/16" = 1'-0"

PROJECT:

HARTNACK RESIDENCE:
ADDITION & REMODEL

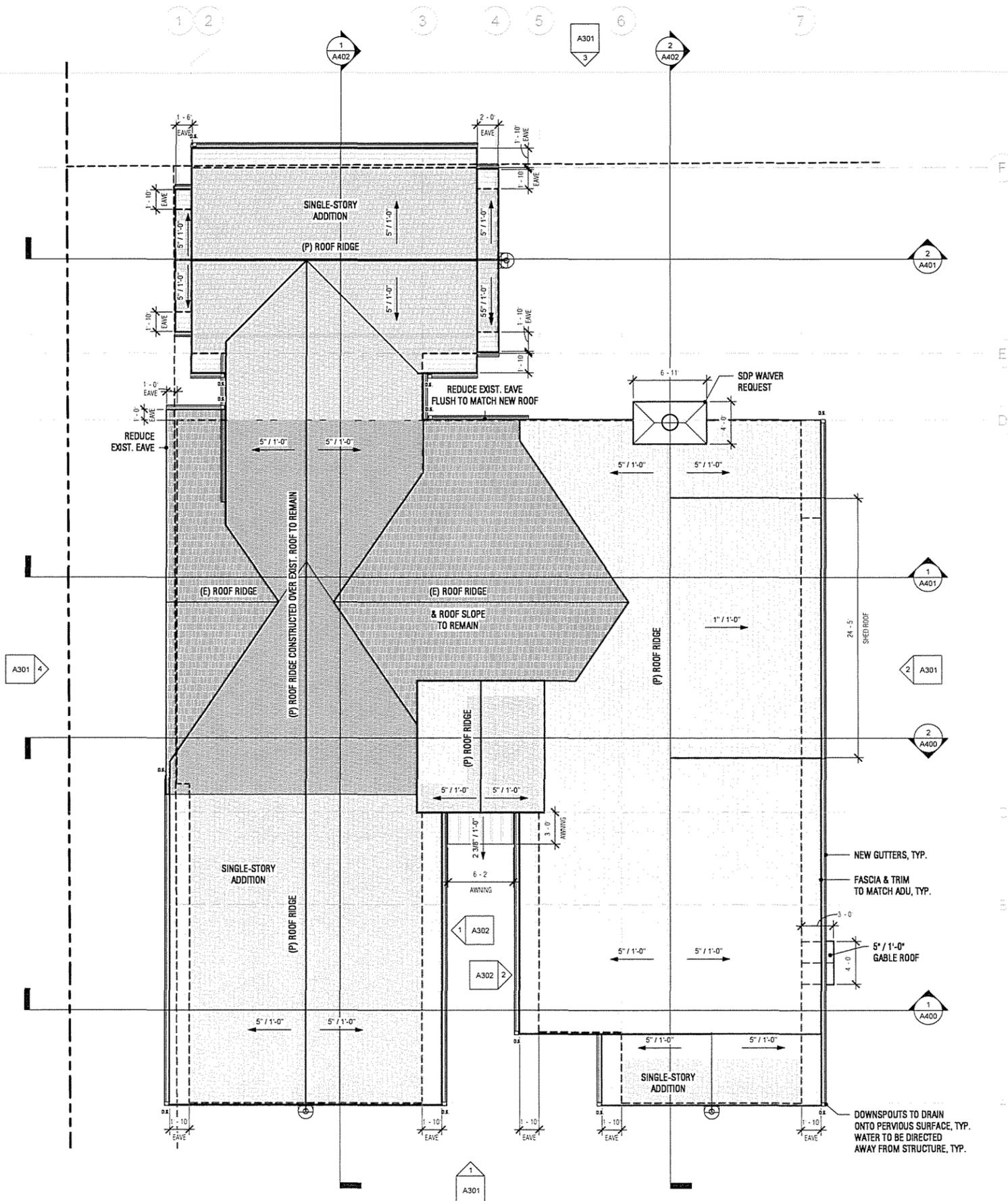
508 SOUTH NARDO AVENUE,
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ARCHITECT:



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646 VALLEY AVENUE, SUITE A
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CONSULTANT:



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ISSUE DATE:	08/14/2023
DRAWING FILE:	SD Hartnack Res. 20230814
PHASE:	DESIGN DEVELOPMENT

SHEET TITLE: PROPOSED ROOF PLAN

SHEET NO:

A103

8/11/2023 10:44:39 AM

EXISTING VS. NEW ROOF

EXISTING ROOF TOTAL: 3,198 SF
 50%: 1,598 SF
 ROOF TO BE DEMOLISHED: 1,986 SF = 62%
 EXISTING TO REMAIN: 1,212 SF = 38%
 NEW ROOF: 3,791 SF
 ROOF TOTAL: 5,003 SF
 FIRE SPRINKLERS PROPOSED

HATCH LEGEND

- EXISTING GARAGE & FOUNDATION TO BE DEMO'D
- PROPOSED LIVING AREA ADDITION
- PROPOSED GARAGE
- EXISTING ROOF TO REMAIN
- EXISTING TO REMAIN DRAINAGE DIRECTION ARROWS

1 PROPOSED ROOF PLAN
3/16" = 1'-0"

FOR REFERENCE ONLY

PROJECT:

HARTNACK RESIDENCE:
ADDITION & REMODEL

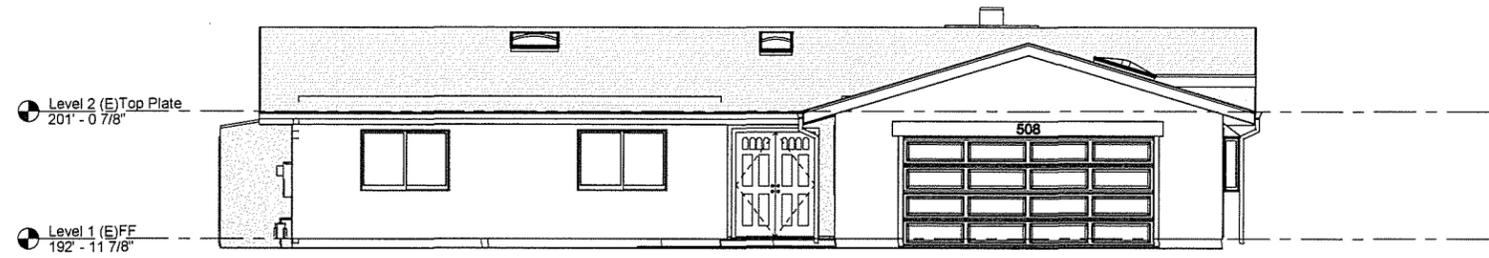
508 SOUTH NARDO AVENUE,
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ARCHITECT:

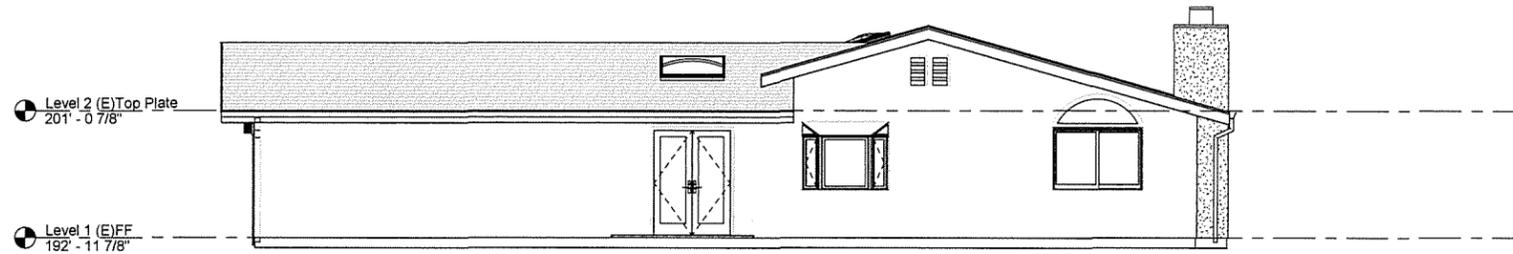


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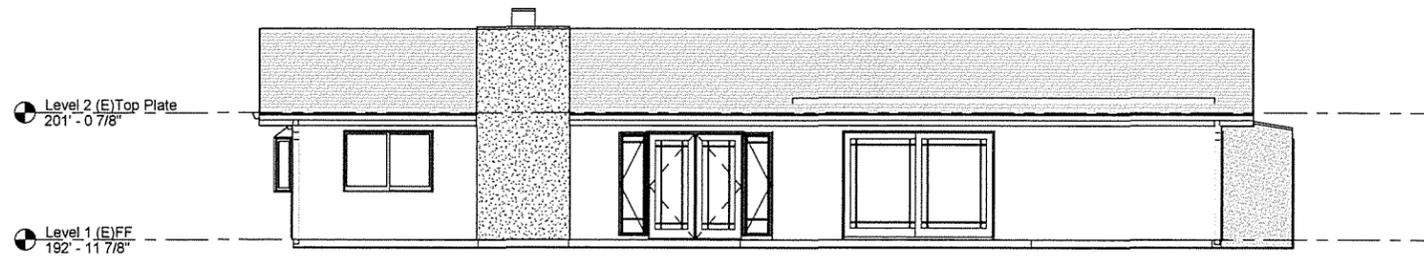
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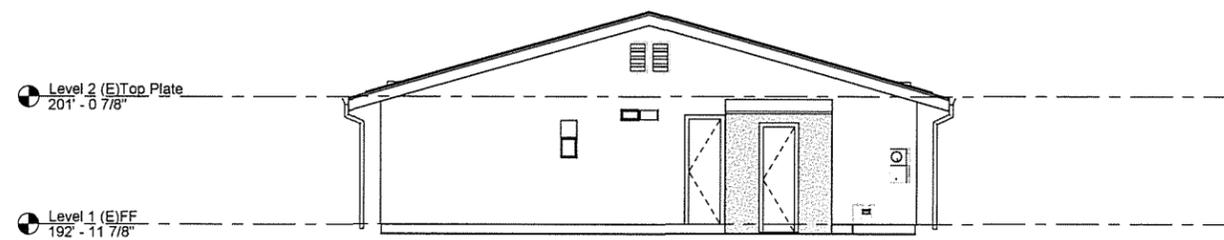
1 EXISTING SOUTH ELEVATION
3/16" = 1'-0"



2 EXISTING EAST ELEVATION
3/16" = 1'-0"



3 EXISTING NORTH ELEVATION
3/16" = 1'-0"



4 EXISTING WEST ELEVATION
3/16" = 1'-0"

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JOB NO: 2115

DRAWN BY: FR

CHECKED BY: AC

ISSUE DATE: 08/14/2023

DRAWING FILE: SD Hartnack Res. 20230814

PHASE:

DESIGN DEVELOPMENT

SHEET TITLE: EXISTING ELEVATIONS

SHEET NO: A300

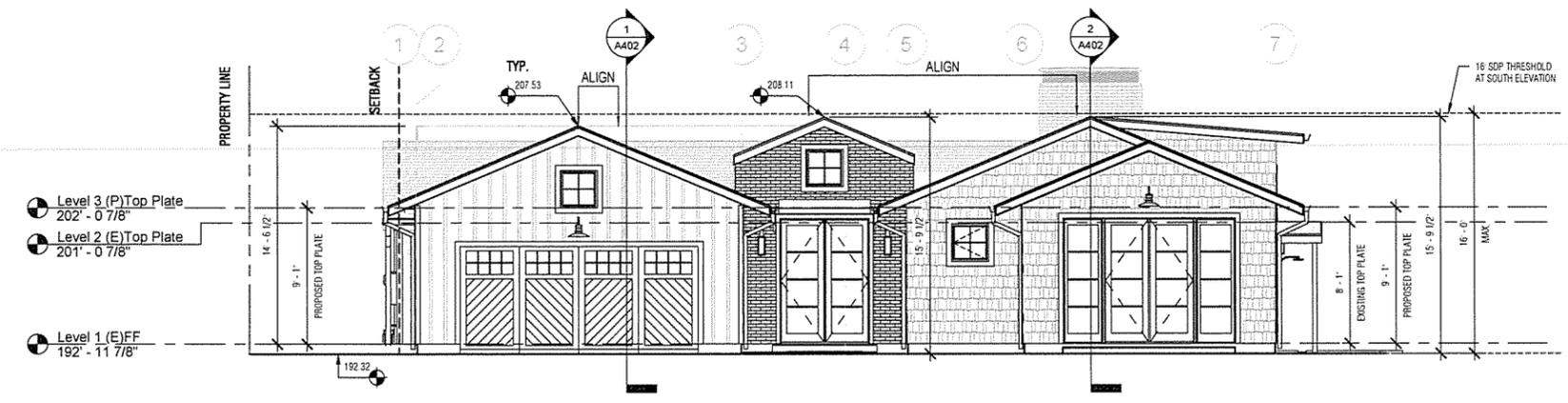
PROJECT:
**HARTNACK RESIDENCE:
 ADDITION & REMODEL**

508 SOUTH NARDO AVENUE,
 SOLANA BEACH, CA 92075

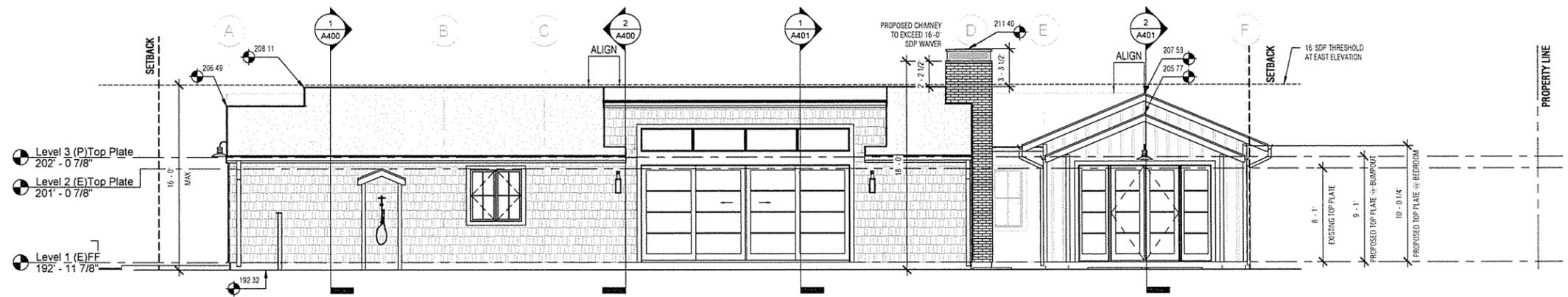
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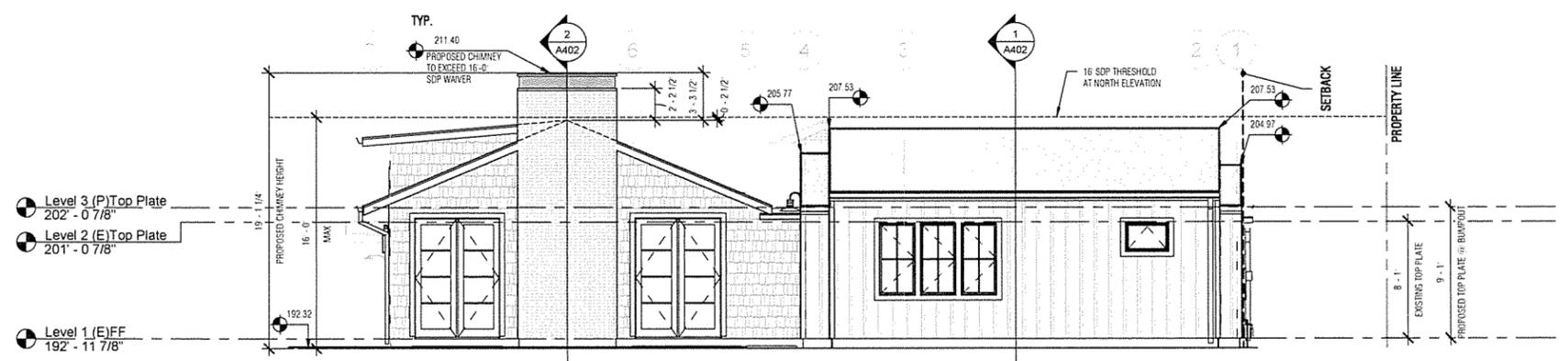
CONSULTANT:



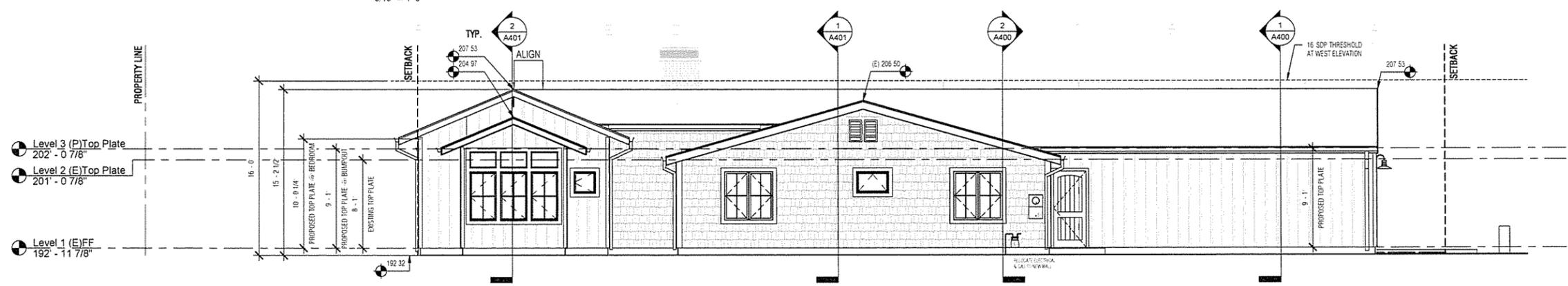
1 PROPOSED SOUTH ELEVATION
 3/16" = 1'-0"



2 PROPOSED EAST ELEVATION
 3/16" = 1'-0"



3 PROPOSED NORTH ELEVATION
 3/16" = 1'-0"



4 PROPOSED WEST ELEVATION
 3/16" = 1'-0"

NO:	REVISION:	DATE:
2	REVISION 2	03/27/2023

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STAMP:

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PROJECT NAME:	HARTNACK RESIDENCE: ADDITION & REMODEL
JOB NO:	2115
DRAWN BY:	FR
CHECKED BY:	AC
ISSUE DATE:	08/14/2023
DRAWING FILE:	SD Hartnack Res 20230814
PHASE:	DESIGN DEVELOPMENT

SHEET TITLE:
PROPOSED ELEVATIONS

SHEET NO:
A301

PROJECT:

HARTNACK RESIDENCE:
ADDITION & REMODEL

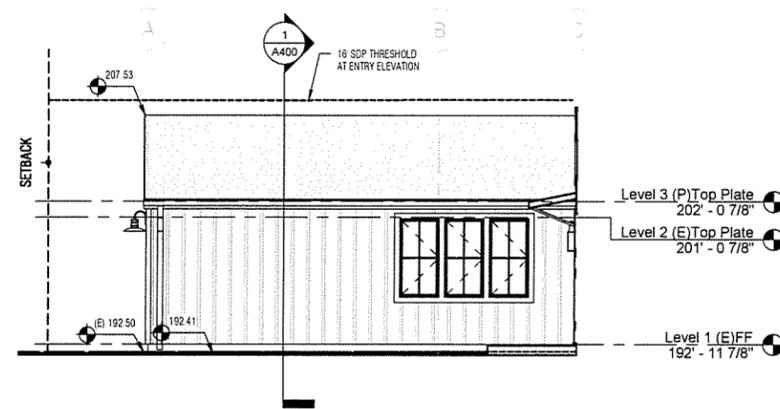
508 SOUTH NARDO AVENUE,
SOLANA BEACH, CA 92075

ARCHITECT:

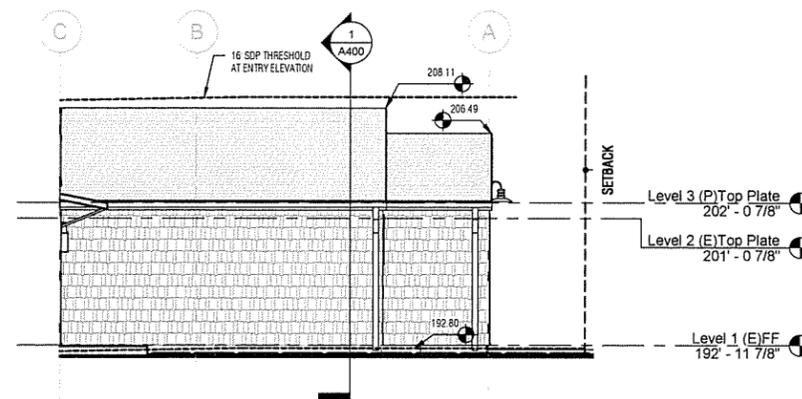


ANDREW E. CROCKER, AIA
646 VALLEY AVENUE, SUITE A
SOLANA BEACH, CA 92075
T: 858.345.1295

CONSULTANT:



1 PROPOSED ELEVATION EAST, @ ENTRY
3/16" = 1'-0"



2 PROPOSED ELEVATION WEST, @ ENTRY
3/16" = 1'-0"

NO:	REVISION:	DATE:
2	REVISION 2	03/27/2023

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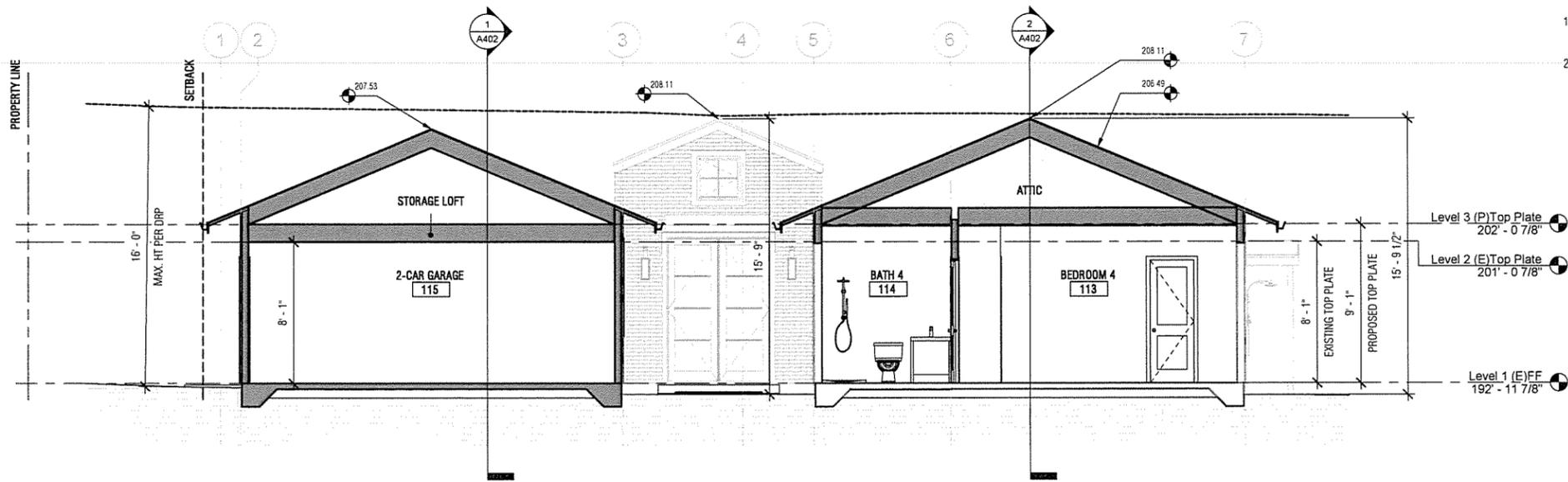
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PROJECT NAME:	HARTNACK RESIDENCE: ADDITION & REMODEL
JOB NO:	2115
DRAWN BY:	FR
CHECKED BY:	AC
ISSUE DATE:	08/14/2023
DRAWING FILE:	SD Hartnack Res. 20230814
PHASE:	

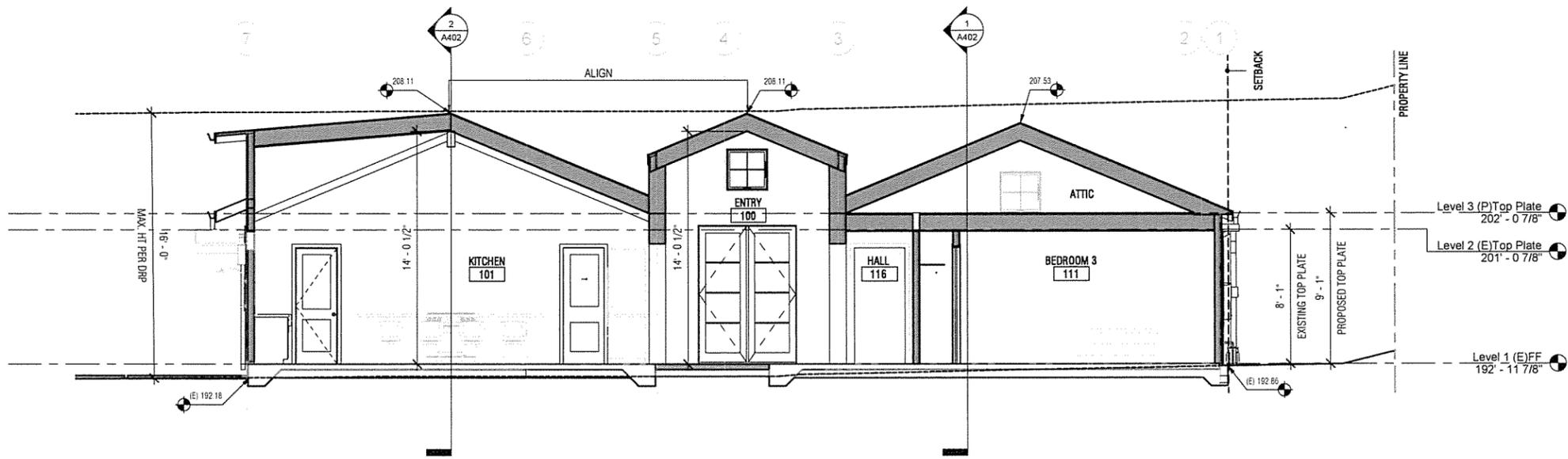
DESIGN DEVELOPMENT

SHEET TITLE: PROPOSED ELEVATIONS

SHEET NO: A302



1 SECTION 1
1/4" = 1'-0"



2 SECTION 2
1/4" = 1'-0"

SECTION GENERAL NOTES

1. FINISH FLOOR ELEVATIONS CALL-OUTS ARE SHOWN FROM TOP OF STRUCTURAL SLAB (TOS) OR SOP OF STRUCTURAL SHEATHING (TOSS)
2. SEE SHEET A300-A301 FOR EXTERIOR ELEVATIONS.

PROJECT:

**HARTNACK RESIDENCE:
ADDITION & REMODEL**

508 SOUTH NARDO AVENUE,
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ARCHITECT:

Architecture

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CONSULTANT:

NO:	REVISION:	DATE:
1	REVISION 1	11/22/2022

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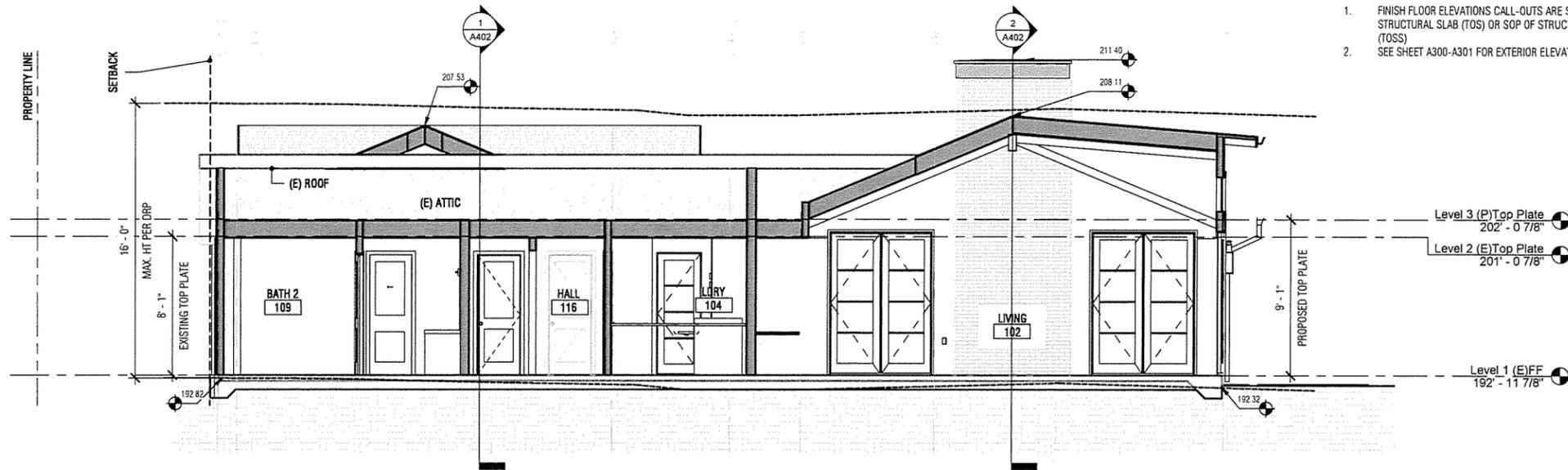
NOT FOR CONSTRUCTION

PROJECT NAME:	HARTNACK RESIDENCE: ADDITION & REMODEL
JOB NO:	2115
DRAWN BY:	FR
CHECKED BY:	AC
ISSUE DATE:	08/14/2023
DRAWING FILE:	SD Hartnack Res. 20230814
PHASE:	

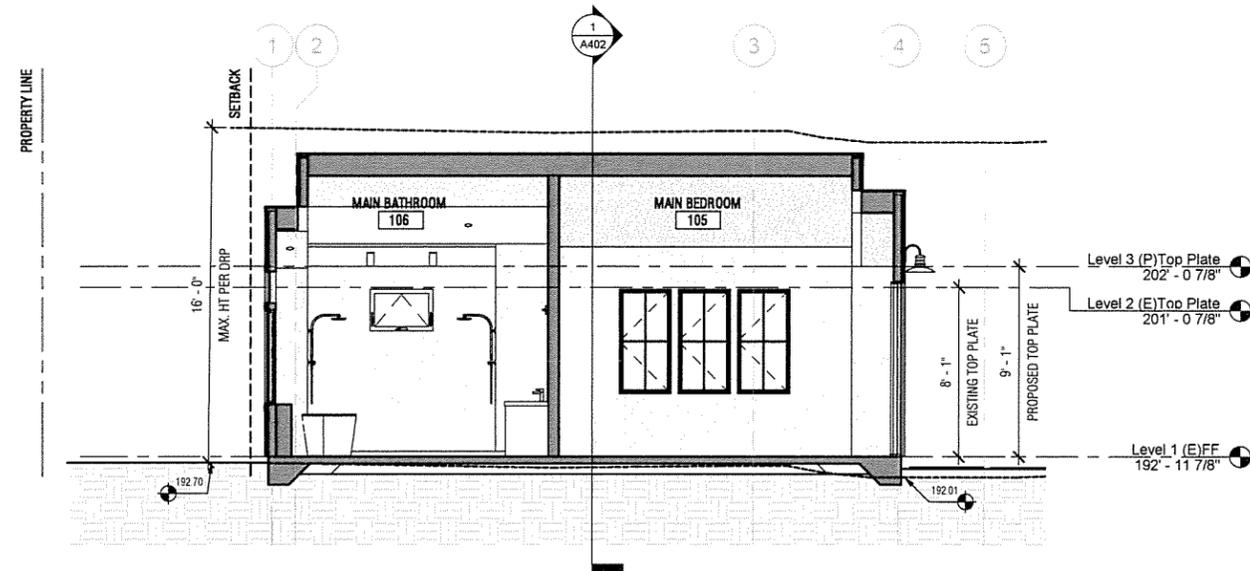
DESIGN DEVELOPMENT

SHEET TITLE: SECTIONS

SHEET NO: **A400**



1 SECTION 3
1/4" = 1'-0"



2 SECTION 4
1/4" = 1'-0"

SECTION GENERAL NOTES

1. FINISH FLOOR ELEVATIONS CALL-OUTS ARE SHOWN FROM TOP OF STRUCTURAL SLAB (TOS) OR SOP OF STRUCTURAL SHEATHING (TOS).
2. SEE SHEET A300-A301 FOR EXTERIOR ELEVATIONS.

PROJECT:

HARTNACK RESIDENCE:
ADDITION & REMODEL

508 SOUTH NARDO AVENUE,
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ARCHITECT:

7 architecture

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CONSULTANT:

NO:	REVISION:	DATE:
1	REVISION 1	11/22/2022

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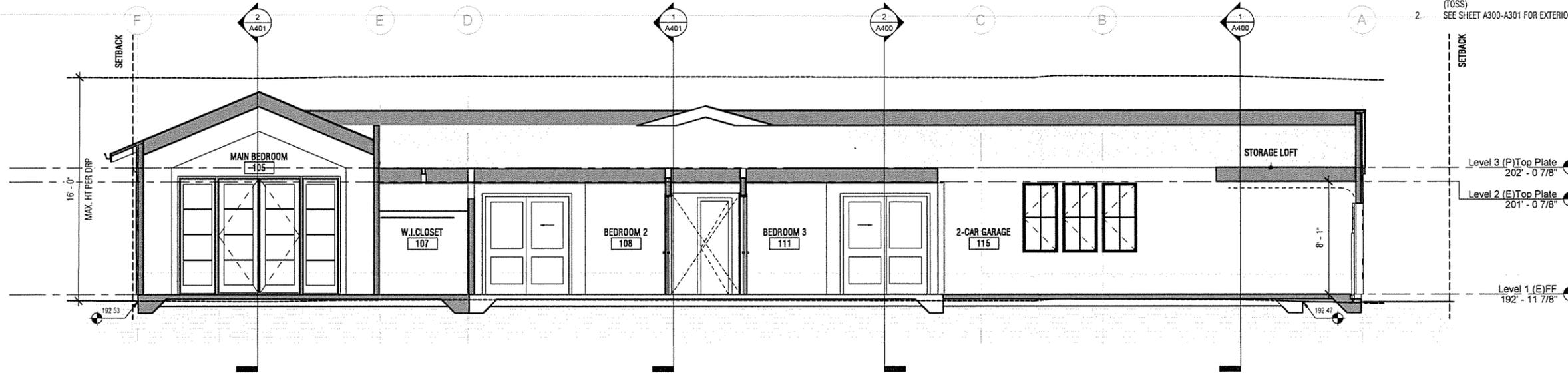
NOT FOR CONSTRUCTION

PROJECT NAME:	HARTNACK RESIDENCE: ADDITION & REMODEL
JOB NO:	2115
DRAWN BY:	FR
CHECKED BY:	AC
ISSUE DATE:	08/14/2023
DRAWING FILE:	SD Hartnack Res. 20230814
PHASE:	

DESIGN DEVELOPMENT

SHEET TITLE: SECTIONS

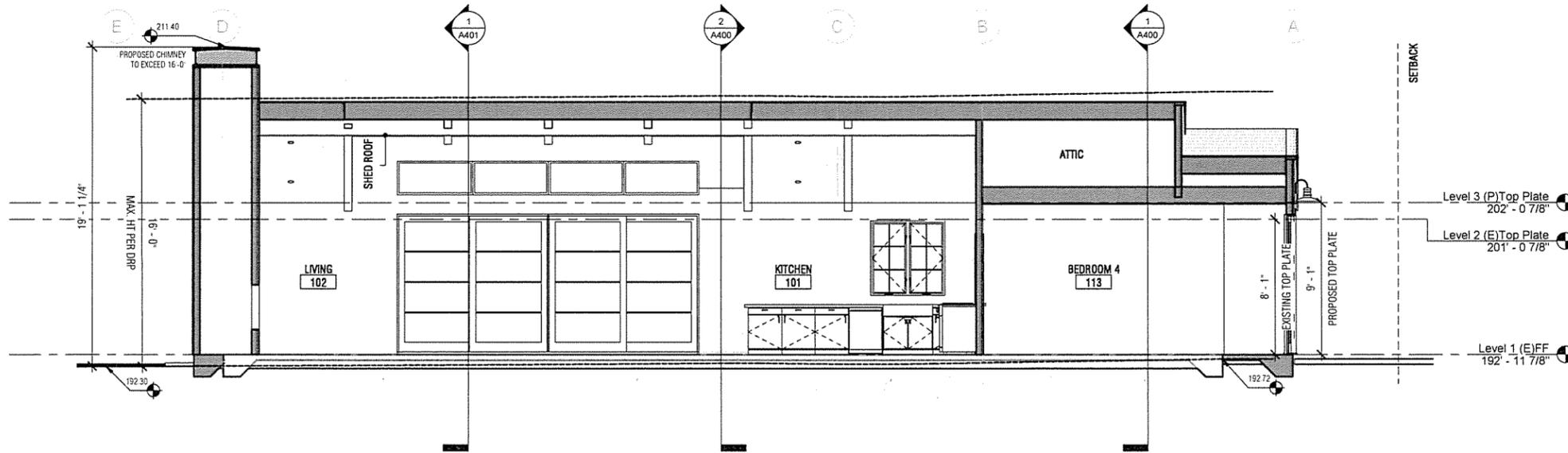
SHEET NO: A401



SECTION GENERAL NOTES

1. FINISH FLOOR ELEVATIONS CALL-OUTS ARE SHOWN FROM TOP OF STRUCTURAL SLAB (TOS) OR SOP OF STRUCTURAL SHEATHING (TOS)
2. SEE SHEET A300-A301 FOR EXTERIOR ELEVATIONS.

1 SECTION 5
1/4" = 1'-0"



2 SECTION 6
1/4" = 1'-0"

PROJECT:

**HARTNACK RESIDENCE:
ADDITION & REMODEL**

508 SOUTH NARDO AVENUE,
SOLANA BEACH, CA 92075

ARCHITECT:

architecture

ANDREW E. CROCKER, AIA
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SOLANA BEACH, CA 92075
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CONSULTANT:

NO.	REVISION:	DATE:
2	REVISION 2	03/27/2023

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STAMP:

NOT FOR CONSTRUCTION

PROJECT NAME: HARTNACK RESIDENCE: ADDITION & REMODEL

JOB NO: 2115

DRAWN BY: FR

CHECKED BY: AC

ISSUE DATE: 08/14/2023

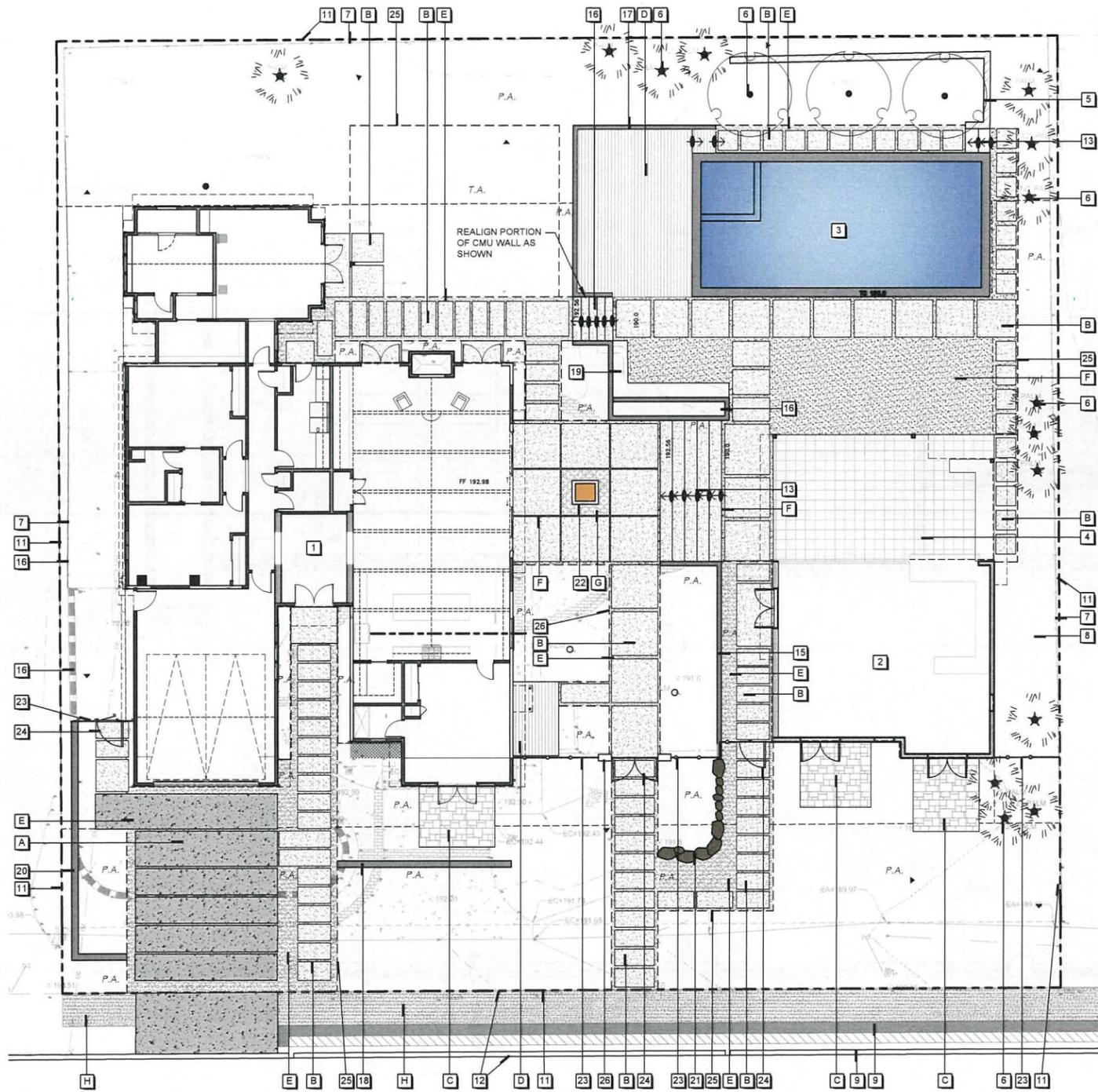
DRAWING FILE: SD Hartnack Res. 20230814

PHASE:

DESIGN DEVELOPMENT

SHEET TITLE: SECTIONS

SHEET NO: **A402**



BELL RANCH ROAD

AREA SUMMARY

	EXISTING SF	PROPOSED TOTAL SF
NON-LANDSCAPED AREA	6662 SF	8,663 SF
NON-IRRIGATED LANDSCAPE	2843 SF	3,934 SF
IRRIGATED LANDSCAPE	10,145 SF	6,597 SF
WATER FEATURES	813 SF	813 SF
DECORATIVE HARDSCAPE	1,508 SF	1,964 SF
TOTAL AREA	21,971 SF	21,971 SF

	AREA OF WORK
IRRIGATED LANDSCAPE	6,597 SF
WATER FEATURES	813 SF
DECORATIVE HARDSCAPE	2,805 SF
AGGREGATE LANDSCAPE AREA	10,215 SF

HARDSCAPE LEGEND

SYMBOL	MATERIAL	COLOR/FINISH	PATTERN / MANUFACT.
A	VEHICULAR CONCRETE 6" TH	PEWTER W/ MED. TOPCAST FINISH	DAVIS COLOR
B	CONCRETE PAVING	PEWTER W/ SAND FINISH	DAVIS COLOR
C	CUT BLUESTONE PAVING SAND SET W/ DG JOINTS	RANDOM SIZES	AVAILABLE AT MODERN BUILDERS
D	BAMBOO DECKING	MOSO BAMBOO OR APPROVED EQUAL	
E	CRUSHED STONE	3/8" COPPER CANYON	
F	SYNTHETIC TURF		
G	DECORATIVE TILE	TBD BY CLIENT	
H	D.G. PATHWAY & EDGING		PER CIVIL PLANS

SYMBOL LEGEND

	SAWCUT SCORELINE
	EXPANSION JOINT
	STEP UP
	P.A. PLANTING AREA (PER PLANTING PLAN)
	T.A. TURF AREA (PER PLANTING PLAN)

CONSTRUCTION LEGEND

- EXISTING SITE ELEMENTS**
- PROPOSED ARCHITECTURAL RENOVATIONS TO EXISTING HOUSE - PER ARCHITECT
 - EXISTING ADU (TO REMAIN)
 - EXISTING POOL (TO REMAIN)
 - EXISTING PATIO/HARDSCAPE (TO REMAIN)
 - EXISTING KEYSTONE WALL (TO REMAIN)
 - EXISTING TREES - SEE PLANTING PLAN
 - EXISTING FENCE TO REMAIN
 - EXISTING STORMWATER BASIN - PER CIVIL
 - PROPOSED CURB - PER ARCHITECT
 - EXISTING FREESTANDING WALL - TO REMAIN
 - PROPERTY LINE
 - EASEMENT
- MASONRY/CARPENTRY**
- CONCRETE STEPS (TO MATCH)
 - OMT
 - 30" HT RETAINING WALL - WHITE S.B. FINISH STUCCO W/ FLAT STUCCO CAP
 - 30" HT PLANTER WALL - WHITE S.B. FINISH STUCCO W/ FLAT STUCCO CAP
 - EXISTING 30" HT MASONRY WALL - ADD WHITE S.B. FINISH STUCCO W/ FLAT STUCCO CAP
 - 30" HT X 12" W PIP CONCRETE WALL - DARK GREY W/ BOARD FORM FINISH AND ADDRESS NUMBERS
 - 18" HT BENCH SEAT W/ IPE CAP AND TILE CLAD BASE (PROVIDE HINGES ON WOODEN BENCH FOR STORAGE INSIDE)
 - FREESTANDING PIP CONCRETE WALL - HT TO MATCH EXISTING (3' MAX). 'DARK GREY' W/ BOARD FORM FINISH
 - STACKED BOULDER RETAINING WALL - UNDER 3'HT
 - MASONRY NATURAL GAS FIREPIT W/ WHITE S.B. FINISH STUCCO & FLAT STUCCO CAP- 18" HT.
 - 5.5'HT HORIZONTAL WRC FENCE - PAINTED DARK GREY (TBS BY CLIENT)
 - 5.5'HT GATE(S) - TO MATCH FENCE
 - ALUMINUM EDGING - BLACK
 - 6' HT PIP CONCRETE PILASTERS (2'WX12"TH) W/ BOARD FORM FINISH

GENERAL NOTES

- BEFORE START OF ANY EXCAVATION OR TRENCHING IN LOCATION ON PROJECT SITE, CONTRACTOR SHALL VERIFY LOCATIONS OF ALL UNDERGROUND UTILITIES. CONTACT UNDERGROUND SERVICE ALERT FOR LOCATION OF RIGHT OF WAY UTILITIES AT 1-800-422-4133 AND PROPERTY OWNER FOR ON SITE UTILITIES A MINIMUM OF 48 WORKING HOURS PRIOR TO START OF ANY EXCAVATION. DO NOT COMMENCE ANY EXCAVATION UNTIL UTILITIES HAVE BEEN LOCATED.
- CONTRACTOR AND/OR OWNER BUILDER IS TO BEAR FULL RESPONSIBILITY FOR OBTAINING ALL PERMITS AND PLAN APPROVALS THROUGH THE PERTINENT BUILDING DEPT. FOR THIS PROJECT.
- CONTRACTOR SHALL ADHERE TO ALL PREVAILING BUILDING CODES, ZONING REQUIREMENTS AND SETBACKS RELATED TO THE PROJECT.
- IN ADDITION, THE CONTRACTOR SHALL TAKE NOTE OF ANY UNUSUAL SITE CONDITIONS EFFECTING COST OR CONSTRUCTION FEASIBILITY AND WILL NOTIFY OWNER AND/OR LANDSCAPE DESIGNER PRIOR TO COMMENCEMENT OF WORK.
- CONTRACTOR TO INSPECT SITE PRIOR TO START OF CONSTRUCTION AND VERIFY ALL SPECIAL CONDITIONS WHICH MIGHT INVOLVE ADDED COST, I.E. SITE PREP, DEMOLITION, HAULING COST, ETC. PROVIDE OWNER WITH WRITTEN ESTIMATE OF ALL ANTICIPATED COSTS.
- CONTRACTOR TO VERIFY ALL PROPERTY LINES, EASEMENTS, AND SETBACKS IN THE FIELD PRIOR TO INSTALLATION OF WORK..

NOTES

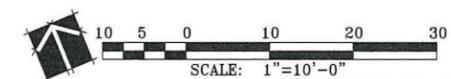
ALL MEASUREMENTS ARE APPROXIMATE. CONTRACTOR TO VERIFY DIMENSIONS AND FINISH ELEVATIONS IN THE FIELD. MINOR ADJUSTMENTS IN LAYOUT OR FINISH ELEVATIONS MAY OCCUR DUE TO FIELD CONDITIONS OR AT THE DISCRETION OF THE OWNER.

THE CONTRACTOR IS TO BEAR FULL RESPONSIBILITY OF OBTAINING ALL PERMITS AND PLAN APPROVALS THROUGH PERTINENT BUILDING DEPARTMENTS PRIOR TO CONSTRUCTION.

CONTRACTOR TO PROVIDE CLIENT WITH SAMPLES OF ALL STONE MATERIAL, DECOMPOSED GRANITE, AND GROUT. CLIENT AND DESIGNER SHALL APPROVE SAMPLES BEFORE ORDERING MATERIALS.

THIS PLAN IS DIAGRAMMATIC ONLY. THE INTENT IS TO PORTRAY LANDSCAPE INFORMATION ONLY. THESE PLANS DO NOT PROVIDE SOLUTIONS TO ALL LANDSCAPE RELATED PROBLEMS.

MINOR ADJUSTMENTS IN LAYOUT OR FINISH ELEVATIONS MAY OCCUR DUE TO FIELD CONDITIONS OR AT THE DISCRETION OF THE OWNER. THE CONTRACTOR IS TO BEAR FULL RESPONSIBILITY OF OBTAINING ALL PERMITS AND PLAN APPROVALS THROUGH PERTINENT BUILDING DEPARTMENTS PRIOR TO CONSTRUCTION.



HARTNACK RESIDENCE

508 S NARDO
SOLANA BEACH, CA

HARDSCAPE PLAN

PREPARED FOR

LARNA HARTNACK
508 S NARDO AVE
SOLANA BEACH, CA

PREPARED BY

LINEAR LANDSCAPE
ARCHITECTURE

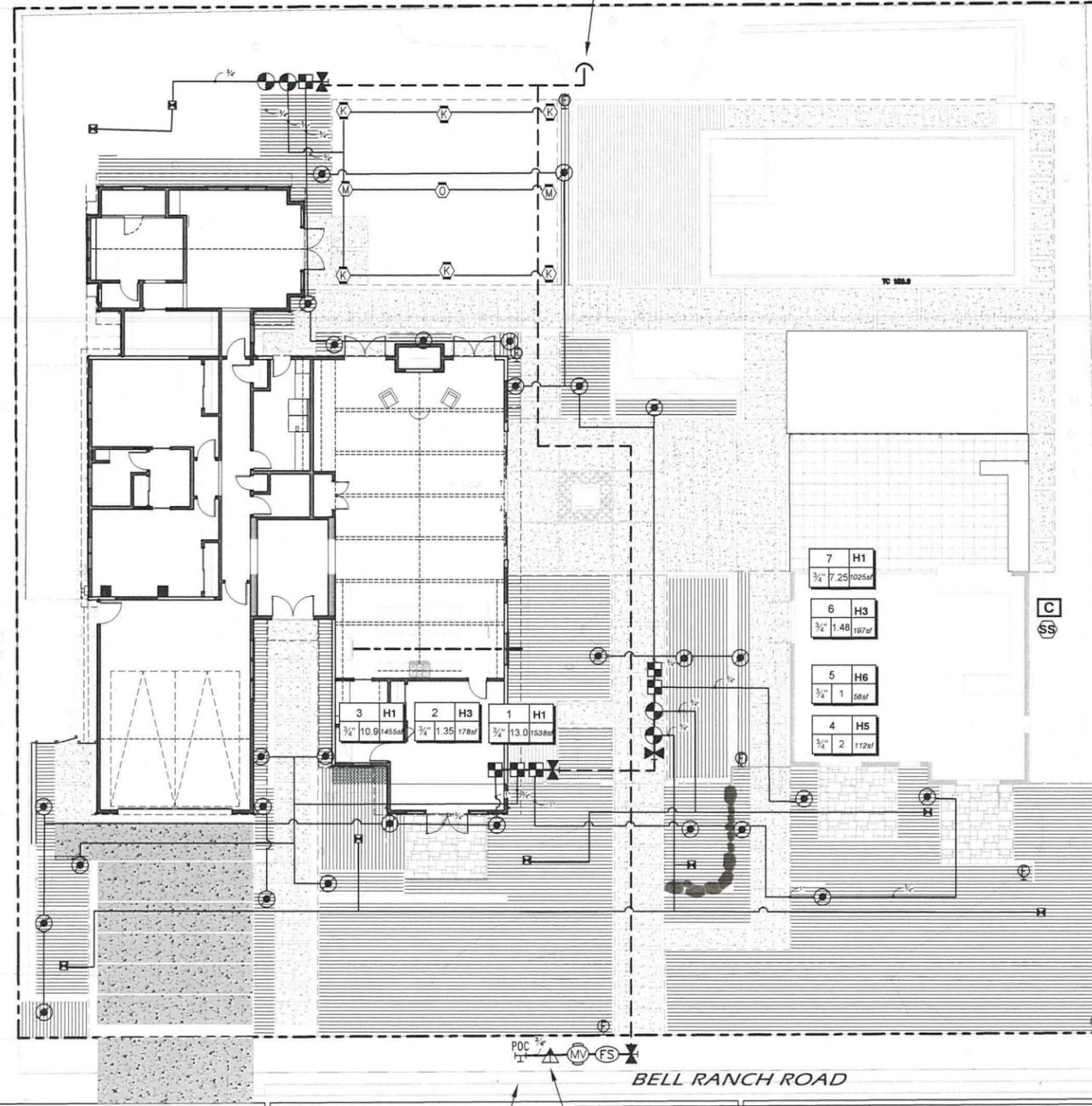
JOE DODD, ASLA
1619 MYRTLE AVE
SAN DIEGO, CA 92103
P | 888.203.6628

DATE:
01 SUB: 08-28-22
02 SUB: 11-19-22
03 SUB: 03-23-23
04 SUB: 06-03-23

L-01

10	H6	9	H2	8	H3
3/4"	1	3/4"	4.71	3/4"	7.69
	50sf		820sf		347sf

CONTRACTOR TO CONNECT EXISTING VALVES/ZONES OF EXISTING PLANT MATERIAL TO NEW CONTROLLER.

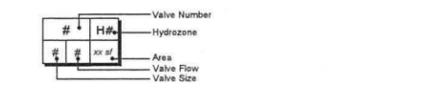


POC AT POTABLE DOMESTIC SERVICE LINE ASSUMED STATIC WATER PRESSURE IS +/- 80PSI. CONTRACTOR SHALL VERIFY EXISTING STATIC WATER PRESSURE PRIOR TO CONSTRUCTION AND ADJUST PIPE/EQUIPMENT SIZES ACCORDINGLY. CONTACT LANDSCAPE ARCHITECT IF DISCREPANCIES EXISTING IN THE FIELD

A PRESSURE REDUCING VALVE IS NOT REQUIRED IF STATIC PRESSURE IS BELOW 80PSI

IRRIGATION SCHEDULE

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	PSI
⊕	Hunter MP1000 PROS-04-PR540-CV Turf Rotator, 4" (10.16 cm) pop-up with check valve, pressure regulated to 40 psi (2.76 bar), MP Rotator nozzle on PR540 body, McFarlan adj arc 90 to 210, L=Light Blue 210 to 270 arc, O=Olive 360 arc.	40
⊕	Hunter MP2000 PROS-04-PR540-CV Turf Rotator, 4" (10.16 cm) pop-up with factory installed check valve, pressure regulated to 40 psi (2.76 bar), MP Rotator nozzle on PR540 body, K=Black adj arc 90-210, G=Green adj arc 210-270, R=Red 360 arc.	40
⊕	Hunter RZVS-SLEEVE-18-CV 18" long RZVS with Filter Fabric Sleeve, .25gpm or .50gpm bubbler options, Check Valve, 1/2" swing joint for connection to 1/2" pipe. TO BE USED FOR ESTABLISHMENT PERIOD ONLY.	30
SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	
⊕	Hunter AC2-075-25 Drip control kit featuring a 3/4" POU-ASV valve, with 3/4" HYD75 filter system, and 25psi pressure regulated. Flow range: 0.5 GPM to 15 GPM. With 150 mesh stainless steel screen.	
⊕	Pipe Transition Point above grade	
⊕	Hunter PLD-BV Manual flush/shut off valve, barbed insert. Typically installed in 10" box, with adequate blank tubing to extend valve out of valve box. Use with HDL or other 3/4" dripline.	
	Area to Receive Dripline	
	Hunter HDL-06-12-CV HDL-06-12-CV Hunter Dripline w/ 0.6 GPH emitters at 12" O.C. Check valve, dark brown tubing with gray striping. Dripline laterals spaced at 16" apart, with emitters offset for triangular pattern. Install with Hunter PLD barbed or PLD-LOC fittings. For use on Slopes with Moderate/Clay Soils.	
SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	
⊕	Hunter PGV-101G 1" Plastic Electric Remote Control Valve, for Residential/Light Commercial Use. Female NPT Inlet/Outlet, Globe Configuration, With Flow Control.	
⊕	Nibco T-115-K Class 125 bronze gate shut off valve with cross handle, same size as mainline pipe diameter at valve location. Size Range - 1/4" - 3"	
⊕	Hunter ICV-G-FS 1" 1-1/2" 2" and 3" Plastic Electric Master Valve, Globe Configuration, with NPT Threaded Inlet/Outlet, for Commercial/Municipal Use. With Filter Sentry. Size per Mainline	
⊕	Pressure Reducing Valve WILKINS - 500-HLR series pressure reducing valve with 10-125 PSI spring range, size and pressure setting as noted. Pressure downstream required is 48.97 PSI	
⊕	Hunter PC-XX00 Light Commercial & Residential Controller, XX-station base module controller, 120 VAC, indoor model.	
⊕	Hunter IVSS Wireless Solar, rain freeze sensor with outdoor interface, connects to Hunter PCC, Pro-C, and i-Core Controllers, install as noted. Includes 10 year lithium battery and rubber module cover, and gutter mount bracket.	
⊕	Hunter FLOW-CLIK Flow Sensor SOV with Interface Panel, Schedule 40 Sensor Body, 24 VAC, 2 amp, install Interface Panel as required. SIZE: 1" for max 2-17gpm, 1.5" for max 16-35gpm	
⊕	Point of Connection 1"	
---	Irrigation Lateral Line: PVC Class 200 SDR 21	
---	Irrigation Mainline: PVC Schedule 40	



NOTE: MAINLINE LOCATION IS DIAGRAMMATIC. MAINLINE SHALL BE LOCATED ON PRIVATE PROPERTY. NO PORTION OF THE MAINLINE SHALL BE LOCATED WITHIN THE RIGHT OF WAY OR ON OTHER PROPERTIES. CONTRACTOR SHALL DETERMINE AN APPROPRIATE LOCATION IN THE FIELD, FREE OF OBSTRUCTIONS AND PROPOSED ELEMENTS WHILE MINIMIZING SLEEVING

EXISTING MAINLINE LOCATION SHALL BE VERIFIED BEFORE CONSTRUCTION AND MAY BE UTILIZED UNDER THE FOLLOWING CONDITIONS:

- ALL PIPING SHALL BE IN GOOD WORKING CONDITION.
- CURRENT PIPE SIZE IS APPROPRIATE FOR THE DEMAND OF THE PROPOSED IRRIGATION SYSTEM AS DESIGNED PER PLAN
- MAINLINE PIPE DEPTH, MATERIAL, AND LOCATION MEET ALL LOCAL CODES

NOTE: MAINLINE EQUIPMENT AND APPURTENANCE LOCATION IS DIAGRAMMATIC. CONTRACTOR SHALL DETERMINE AN APPROPRIATE LOCATION IN THE FIELD, FREE OF OBSTRUCTIONS AND NEAR EXISTING METER LOCATION

VALVE LOCATIONS ARE APPROXIMATE. CONTRACTOR SHALL DETERMINE AN APPROPRIATE AND DISCREET LOCATION IN THE FIELD FOR EASY ACCESS.

NOTE: AVOID SPRINKLER RISERS IN CORNER, ALONG WALLS, AND PARKING AREAS. NO OVERHEAD IRRIGATION WITHIN 24" OF AN IMPERMEABLE SURFACE OR IN AREAS LESS THAN 10' WIDE IN ANY DIRECTION (ENGINEERED SLOPES EXCLUDED) ALLOWABLE IRRIGATION WITHIN THE SETBACK FROM NO-PERMEABLE SURFACES MAY INCLUDE DRIP, DRIP LINE, OR OTHER LOW FLOW NON-SPRAY TECHNOLOGY

NOTE: CONTRACTOR TO MAINTAIN REGULAR WATERINGS OF EXISTING PLANTING AREAS DURING CONSTRUCTION. IF ANY PLANT MATERIAL IS DAMAGED AS A RESULT OF LACK OF WATER, THE CONTRACTOR SHALL REPLACE IN KIND.

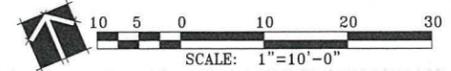
A CERTIFICATE OF COMPLETION WILL BE REQUIRED FOR ALL IRRIGATION AND LANDSCAPING. ANY DEVIATIONS FROM LANDSCAPING WILL REQUIRE APPROVAL PRIOR TO THE PLANNING FINAL INSPECTION

GENERAL IRRIGATION NOTES

- ALL LOCAL MUNICIPAL AND STATE LAWS, RULES AND REGULATIONS GOVERNING OR RELATING TO ANY PORTION OF THIS WORK ARE HEREBY INCORPORATED INTO AND MADE A PART OF THESE SPECIFICATIONS AND THEIR PROVISIONS SHALL BE CARRIED OUT BY THE CONTRACTOR. IN CASE OF CONFLICT BETWEEN THE SPECIFICATIONS, DRAWINGS, AND/OR CODE, THE MORE STRINGENT REQUIREMENT SHALL PREVAIL.
- THE CONTRACTOR SHALL VERIFY THE LOCATIONS OF ALL EXISTING UTILITIES, STRUCTURES AND SERVICES BEFORE COMMENCING WORK. THE LOCATIONS OF UTILITIES, STRUCTURES AND SERVICES SHOWN IN THESE PLANS ARE APPROXIMATE ONLY. ANY DISCREPANCIES BETWEEN THESE PLANS AND ACTUAL FIELD CONDITIONS SHALL BE REPORTED TO THE OWNER'S REPRESENTATIVE.
- THE CONTRACTOR SHALL OBTAIN THE PERTINENT ENGINEERING OR ARCHITECTURAL PLANS BEFORE BEGINNING WORK.
- THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS REQUIRED TO PERFORM THE WORK INDICATED HEREIN BEFORE BEGINNING WORK.
- THE MAINLINE AND SLEEVING IS DIAGRAMMATIC. ALL PIPING IS FOR DESIGN CLARIFICATION ONLY AND SHALL BE INSTALLED WITHIN LIMIT OF WORK BOUNDARIES AND IN SHRUB PLANTING AREAS WHERE POSSIBLE. AVOID ANY CONFLICTS BETWEEN THE SPRINKLER SYSTEM, PLANTING AND ARCHITECTURAL FEATURES.
- IRRIGATION EQUIPMENT AS SHOWN IS DIAGRAMMATIC. INSTALL ALL THE IRRIGATION REMOTE CONTROL VALVES, QUICK COUPLERS, MASTER VALVES, FLOW SENSORS, BACKFLOWS, AIR/VACUUM DEVICES, BALL VALVES, AND ANCILLARY EQUIPMENT, IN SHRUB PLANTING AREAS WHEN FEASIBLE OR AS APPROVED BY OWNER'S REPRESENTATIVE AND THE LANDSCAPE IRRIGATION DESIGNER.
- DO NOT WILLFULLY INSTALL ANY EQUIPMENT AS SHOWN ON THE PLANS WHEN IT IS OBVIOUS IN THE FIELD THAT UNKNOWN CONDITIONS EXIST THAT WERE NOT EVIDENT AT THE TIME THESE PLANS WERE PREPARED. ANY SUCH CONDITIONS SHALL BE BROUGHT TO THE ATTENTION OF THE OWNER'S REPRESENTATIVE PRIOR TO ANY WORK OR THE IRRIGATION CONTRACTOR SHALL ASSUME ALL RESPONSIBILITY FOR ANY FIELD CHANGES DEEMED NECESSARY BY THE OWNER.
- INSTALL ALL EQUIPMENT AS SHOWN IN THE DETAILS AND SPECIFICATIONS. CONTRACTOR SHALL BE RESPONSIBLE TO COMPLY WITH LOCAL CITY, COUNTY AND STATE REQUIREMENTS FOR BOTH EQUIPMENT AND INSTALLATION.
- CONTRACTOR TO PROVIDE AN ADDITIONAL PILOT WIRE FROM CONTROLLER ALONG ENTIRETY OF MAINLINE TO THE LAST RCV ON EACH AND EVERY LEG OF MAIN LINE. LABEL SPARE WIRES AT BOTH ENDS
- ALL PIPE UNDER PAVED AREAS, HARDSCAPE, OR AS DIRECTED BY OWNERS REPRESENTATIVE TO BE INSTALLED IN SLEEVING, TWICE THE DIAMETER OF PIPE OR WIRE BUNDLE CARRIED. ALL 2" AND 3" SLEEVING FOR NON-VIHCULAR PAVING SHALL BE PVC1220 SCH. 40, TYPE 1, GRADE 2 MATERIAL CONFORMING TO ASTM STANDARD D-1785-4. ALL 4" AND LARGER SLEEVING BELOW VEHICULAR PAVING SHALL BE PVC1220 SCH.80 SDR21, TYPE 1, GRADE 2 MATERIAL CONFORMING TO ASTM STANDARD D-2241. SLEEVES UNDER BROW DITCHES SHALL BE ENCASED IN CONCRETE A MINIMUM OF 6" THICK ON ALL SIDES OF PIPE. SLEEVES TO EXTEND AT LEAST 12" PAST THE EDGE OF PAVING.
- ALL QUICK COUPLER VALVES TO BE INSTALLED IN SHRUB OR GROUND COVER AREAS WHERE POSSIBLE. ALL QUICK COUPLER VALVES TO BE INSTALLED AS SHOWN ON THE INSTALLATION DETAILS. INSTALL ALL QUICK COUPLER VALVES WITHIN 18" OF HARDSCAPE.
- IRRIGATION HEADS ADJACENT TO THE STREET SHALL BE HELD A MINIMUM OF 2 FEET FROM EDGE OF PAVEMENT. ALL HEADS ARE TO BE INSTALLED WITH THE NOZZLE, SCREEN AND ARCS SHOWN ON THE PLANS. ALL HEADS ARE TO BE ADJUSTED TO PREVENT OVERSPRAY ONTO BUILDINGS, WALLS, FENCES AND HARDSCAPE. THIS INCLUDES, BUT NOT LIMITED TO, ADJUSTMENT OF DIFFUSER PIN OR ADJUSTMENT SCREW, REPLACEMENT OF PRESSURE COMPENSATING SCREENS, REPLACEMENT OF NOZZLES WITH MORE APPROPRIATE RADIUS UNITS AND THE REPLACEMENT OF NOZZLES WITH ADJUSTABLE ARC UNITS. WHEN VERTICAL OBSTRUCTIONS (PROPS, STREET LIGHTS, TREES, ETC.) INTERFERE WITH THE SPRAY PATTERN OF THE SPRINKLER HEADS PREVENTING PROPER COVERAGE, THE IRRIGATION CONTRACTOR SHALL FIELD ADJUST THE SPRINKLER SYSTEM BY INSTALLING A QUARTER CIRCLE OR HALF CIRCLE SPRINKLER HEAD ON EACH SIDE OF THE OBSTRUCTION SO AS TO PROVIDE PROPER COVERAGE. ALL ADJUSTMENTS SHALL BE MADE AT NO ADDITIONAL COST TO THE OWNER.
- THE IRRIGATION CONTRACTOR SHALL ADJUST THE PRESSURE REGULATOR ON EACH ELECTRIC CONTROL VALVE SO THAT THE SPRINKLER HEAD FARTHEST AND HIGHEST IN ELEVATION FROM ITS RESPECTIVE CONTROL VALVE OPERATES WITHIN THE OPERATING PRESSURE SHOWN ON THE IRRIGATION LEGEND. NOT TO EXCEED FIVE (5) PSI ABOVE THE GIVEN OPERATING PRESSURE FROM THE SPECIFIED PRESSURE LOCATED ON THE IRRIGATION LEGEND.
- THE IRRIGATION SYSTEM DESIGN IS BASED ON THE MINIMUM OPERATING PRESSURE AND THE MAXIMUM FLOW DEMAND SHOWN ON THE IRRIGATION DRAWINGS AT EACH POINT OF CONNECTION. THE IRRIGATION CONTRACTOR SHALL VERIFY WATER PRESSURE VIA DIRECT FIELD MEASUREMENT PRIOR TO CONSTRUCTION. REPORT ANY DIFFERENCE BETWEEN THE WATER PRESSURE INDICATED ON THE DRAWINGS AND THE ACTUAL PRESSURE READING AT THE IRRIGATION POINT OF CONNECTION TO THE OWNER'S AUTHORIZED REPRESENTATIVE. IN THE EVENT PRESSURE DIFFERENCES ARE NOT REPORTED PRIOR TO START OF CONSTRUCTION, THE IRRIGATION CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ANY REVISIONS, AND COSTS ASSOCIATED WITH SAID REVISIONS.
- SHOULD FIELD CONDITIONS REQUIRE PIPE INSTALLATION OTHER THAN THAT SHOWN ON PLANS, THE CONTRACTOR SHALL LIMIT EXCESS FLOW AND SIZE ALL PIPE NOT TO EXCEED A VELOCITY OF 5 FEET PER SECOND (FPS) IN PVC PIPE AND CAST IRON PIPE. FLOW THROUGH ANCILLARY EQUIPMENT, STEEL AND COPPER PIPE SHALL NOT EXCEED A VELOCITY OF 7 1/2 FPS. ALL ADJUSTMENTS SHALL BE MADE AT NO ADDITIONAL COST TO THE OWNER.
- CHECK VALVES SHALL BE USED TO PREVENT ALL LOW HEAD DRAINAGE

APPLICANTS STATEMENT OF COMPLIANCE
 I AM FAMILIAR WITH THE REQUIREMENTS FOR LANDSCAPE AND IRRIGATION PLANS CONTAINED IN THE CITY'S WATER EFFICIENT LANDSCAPE REGULATIONS. I HAVE PREPARED THIS PLAN IN COMPLIANCE WITH THOSE REGULATIONS AND THE LANDSCAPE DESIGN MANUAL. I CERTIFY THAT THE PLAN IMPLEMENTS THOSE REGULATIONS TO PROVIDE EFFICIENT USE OF WATER.

JOE DODD, PLA #6005
 APPLICANT SIGNATURE



HARTNACK RESIDENCE
 508 S NARDO
 SOLANA BEACH, CA

IRRIGATION PLAN

PREPARED FOR
 LARNA HARTNACK
 508 S NARDO AVE
 SOLANA BEACH, CA

PREPARED BY
 LINEAR LANDSCAPE ARCHITECTURE

JOE DODD, ASLA
 1619 MYRTLE AVE
 SAN DIEGO, CA 92103
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HYDROZONE	2
VALVE #	N/A
WATER METHOD	ROTARY
AREA	820 SF
PLANT FACTOR	MODERATE

CITY OF SOLANA BEACH ESTIMATED TOTAL WATER USE (ETWU) WORKSHEET
Irrigation Point of Connection (P.O.C.) 'A' -

LINE	HYDROZONE 1 (Drip)	HYDROZONE 2 (turf rotators)	HYDROZONE 3 (drip)	HYDROZONE 4 (Pool)	HYDROZONE 5 (Bubblers)	HYDROZONE 6 (Bubblers)	SLA
EVAPOTRANSPIRATION RATE (Eto)	1						
CONVERSION FACTOR - 0.62	2						
LINE 1 X LINE 2	3						
PLANT FACTOR (PF)	4	0.30	6	0.60	1.00	0.30	0.60
HYDROZONE AREA (HA)	5	4018	820	722	813	112	112
LINE 4 X LINE 5	6	1205.4	492.0	433.2	813.0	33.6	67.2
IRRIGATION EFFICIENCY (IE)	7	0.81	0.75	0.81	1.00	0.75	0.75
LINE 6 / LINE 7	8	1488.15	656.00	534.81	813.00	44.80	89.60
TOTAL OF ALL LINE 8 BOXES	9						
LINE 3 X LINE 9 - ESTIMATED TOTAL WATER USE (ETWU)	10						

MAXIMUM APPLIED WATER ALLOWANCE (MAWA)

ET_o = 41 in/yr
 LA = 6597 sq ft
 SLA = 719 sq ft
 ETAF = 0.55

MAWA = $(Eto) \times (0.62) \times [ETAF \times LA + (1 - ETAF) \times SLA]$
 $(Eto) \times (0.62) \times [(0.55 \times LA) + (1 - 0.55) \times SLA]$

MAWA = 25.42 [(0.55 x 6597.00) + 0] = 100457.3 gal. per year

Eto	
West of I-5	41.00
East of I-5	47

Hydrozone Category	PF-Plant Factor
High Water Use	1.00
Moderate Water Use	0.60
Low Water Use	0.30
Very Low Water Use	0.10
Special Landscape Area	1.00

Irrigation Method Code	IE - Irrigation Efficiency
Drip/Microspray	0.81
Bubblers	0.75
Rotors	0.70
Rotators	0.75
Overhead Spray	0.55

HYDROZONE	4
VALVE #	N/A
WATER METHOD	POOL
AREA	813 SF
PLANT FACTOR	HIGH

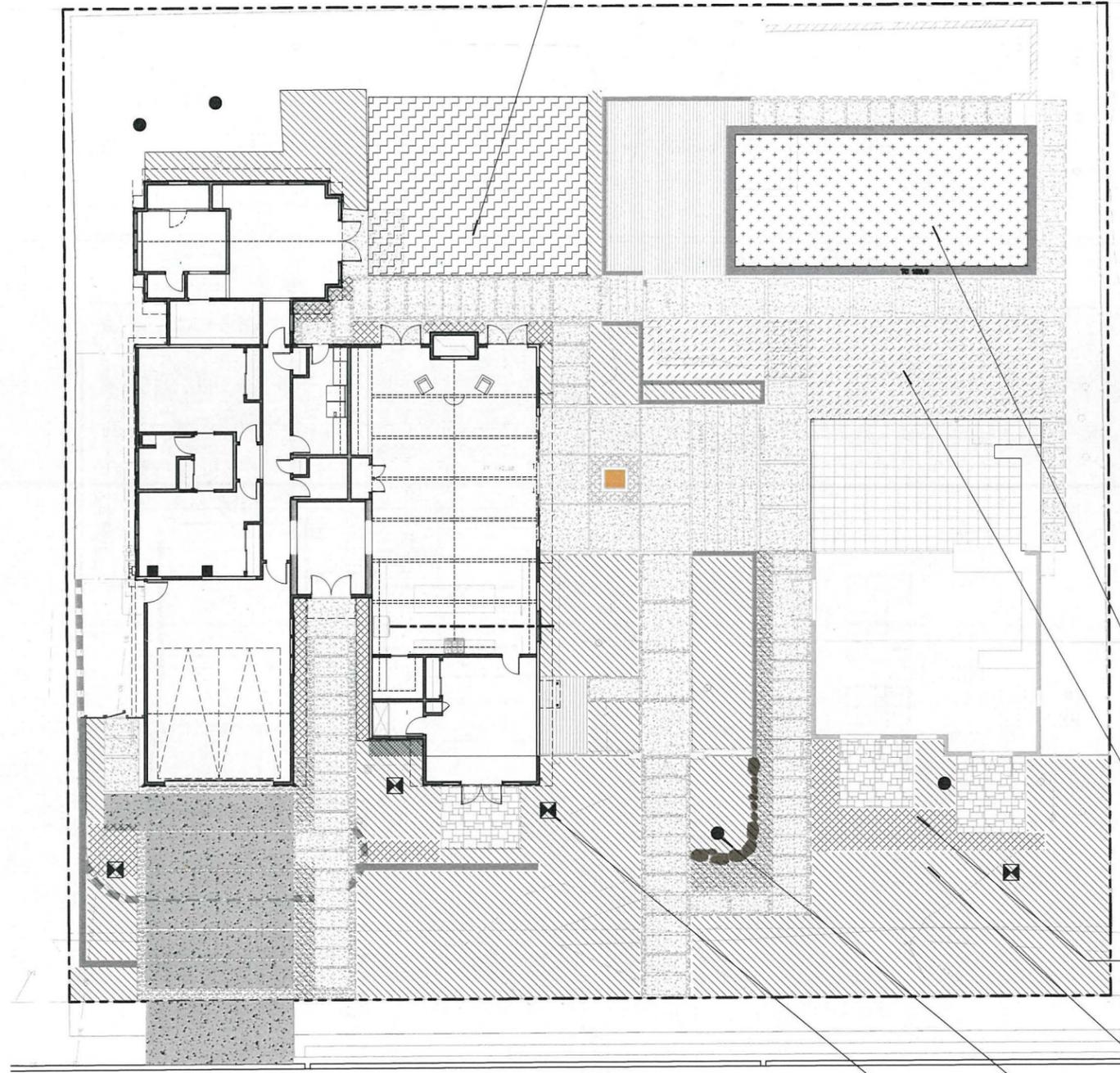
HYDROZONE	SLA
VALVE #	N/A
WATER METHOD	
AREA	719 SF
PLANT FACTOR	

HYDROZONE	3
VALVE #	N/A
WATER METHOD	DRIP
AREA	722 SF
PLANT FACTOR	MODERATE

HYDROZONE	1
VALVE #	N/A
WATER METHOD	DRIP
AREA	4018 SF
PLANT FACTOR	LOW

HYDROZONE	6
VALVE #	N/A
WATER METHOD	BUBBLER
AREA	112 SF
PLANT FACTOR	MODERATE

HYDROZONE	5
VALVE #	N/A
WATER METHOD	BUBBLER
AREA	112 SF
PLANT FACTOR	LOW



BELL RANCH ROAD

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 SOLANA BEACH, CA

HYDROZONE PLAN

PREPARED FOR

LARNA HARTNACK
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 SOLANA BEACH, CA

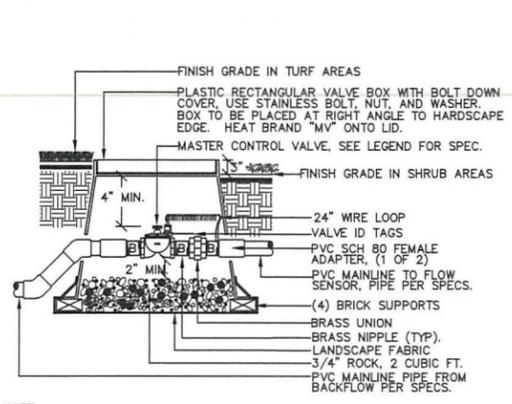
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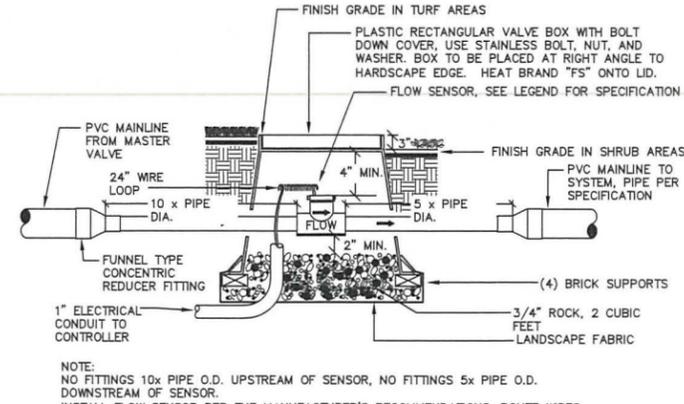
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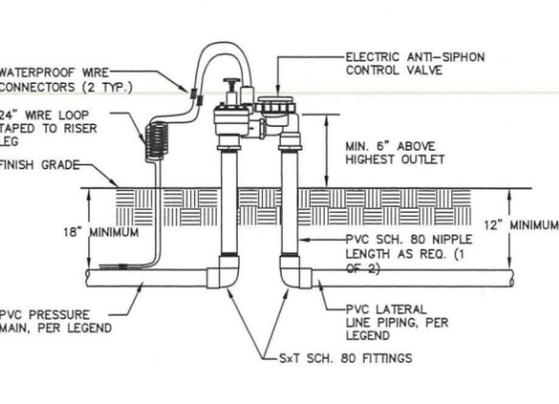
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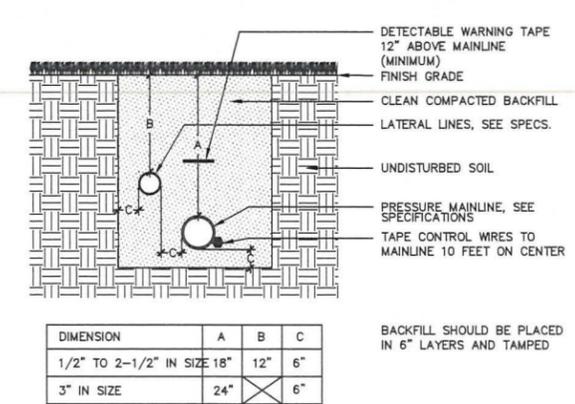
A MASTER VALVE
SCALE: N.T.S.



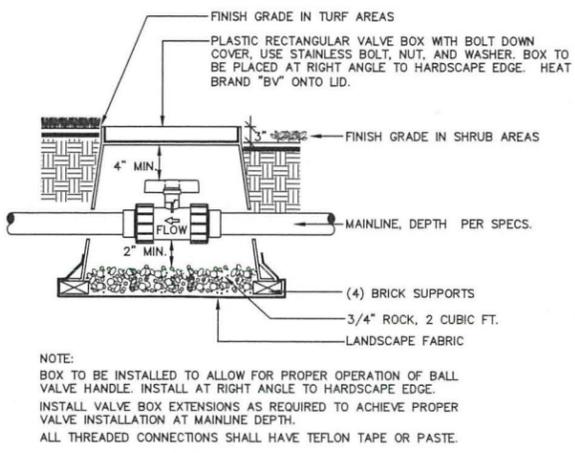
B FLOW SENSOR
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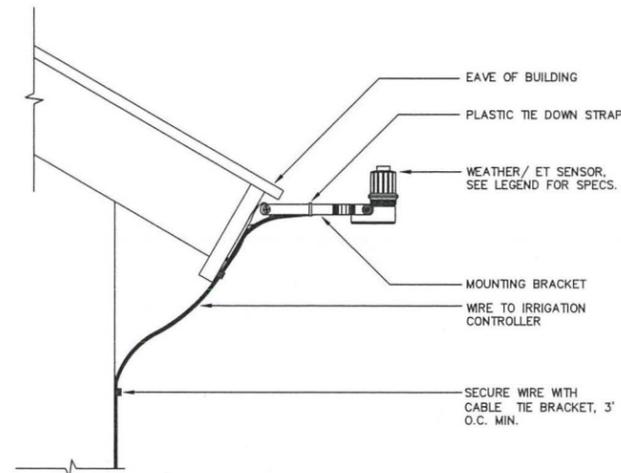
C ANTI-SIPHON VALVE
SCALE: N.T.S.



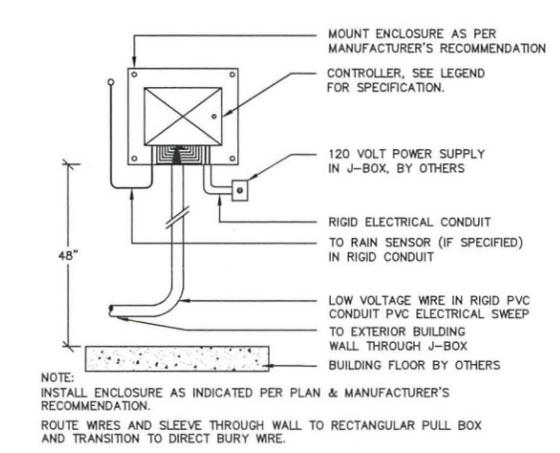
D PIPE INSTALLATION, POTABLE
SCALE: N.T.S.



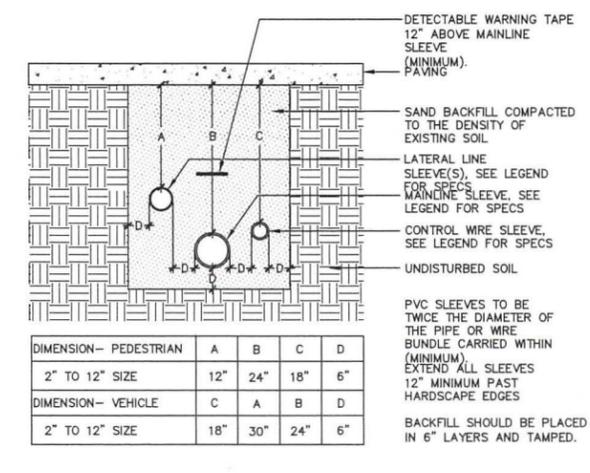
E BALL VALVE
SCALE: N.T.S.



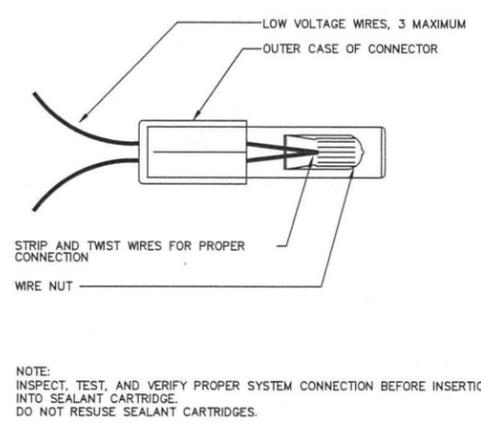
F WEATHER/ET SENSOR MOUNTED ON EAVE
SCALE: N.T.S.



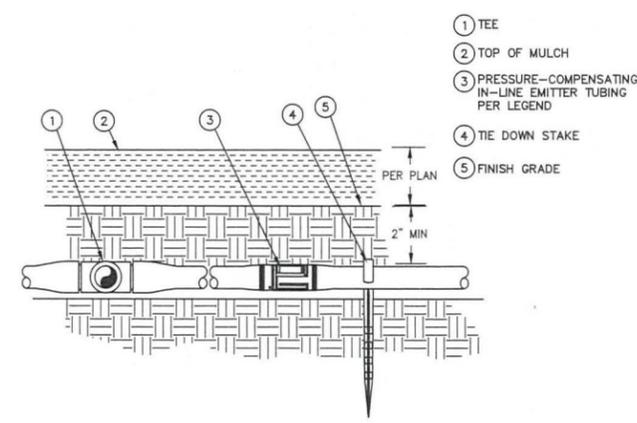
G WALL MOUNT CONTROLLER
SCALE: N.T.S.



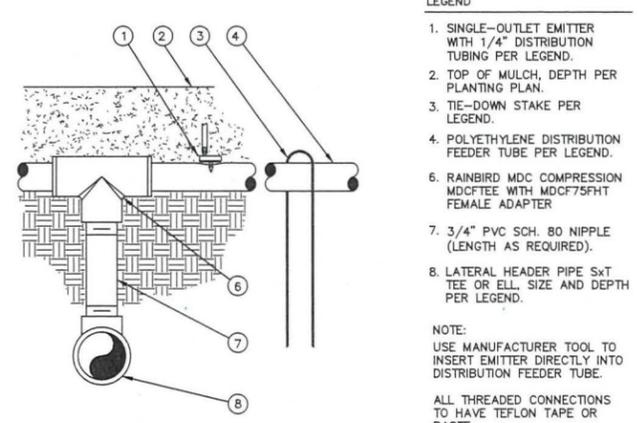
H SLEEVE INSTALLATION, POTABLE
SCALE: N.T.S.



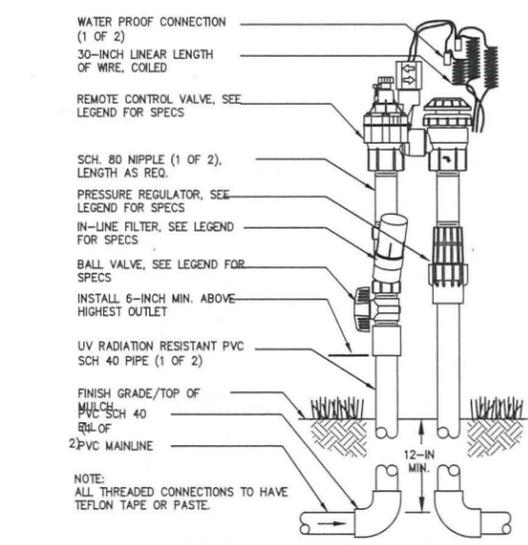
I WIRE CONNECTIONS
SCALE: N.T.S.



J LANDSCAPE DRIPLINE
SCALE: N.T.S.



K PVC HEADER TO TUBING CONNECTION
SCALE: N.T.S.



L ANTI-SIPHON VALVE FOR DRIP ZONES
SCALE: N.T.S.



PREPARED FOR

LARNA HARTNACK
508 S NARDO AVE
SOLANA BEACH, CA

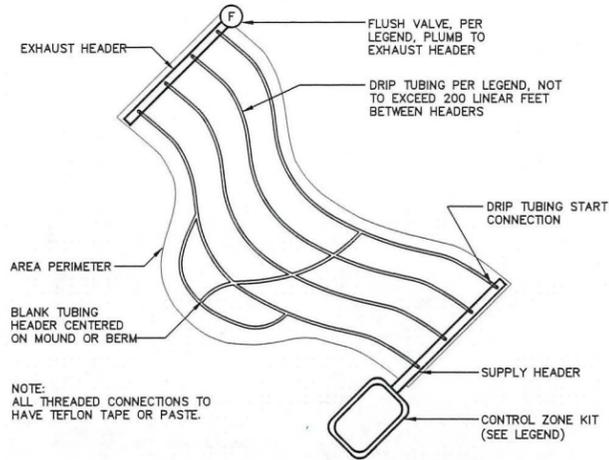
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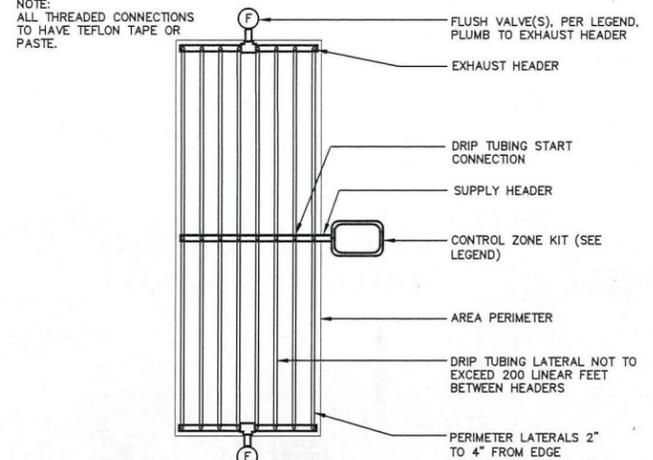
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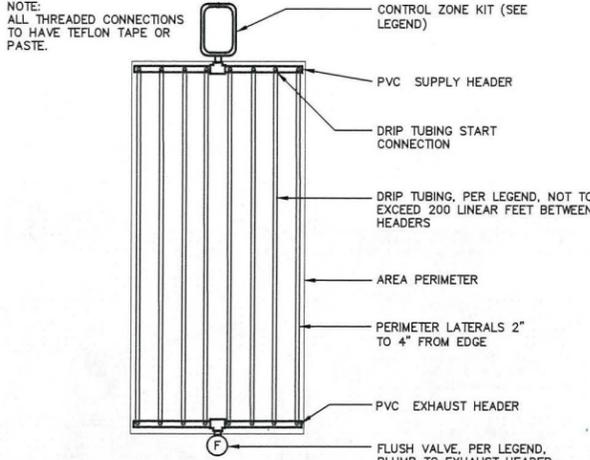
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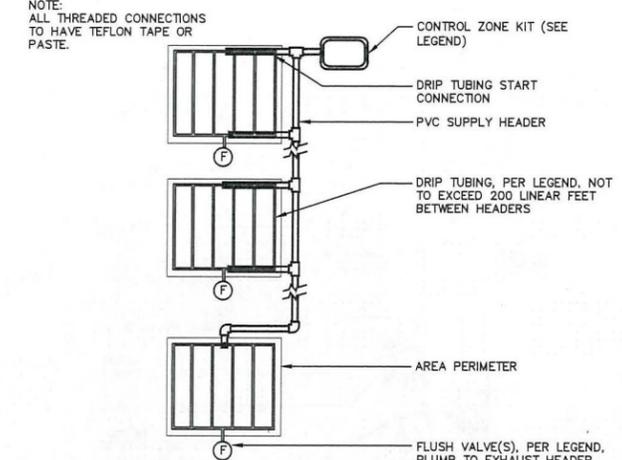
M DRIP ZONE LAYOUT - ODD CURVES
SCALE: N.T.S.



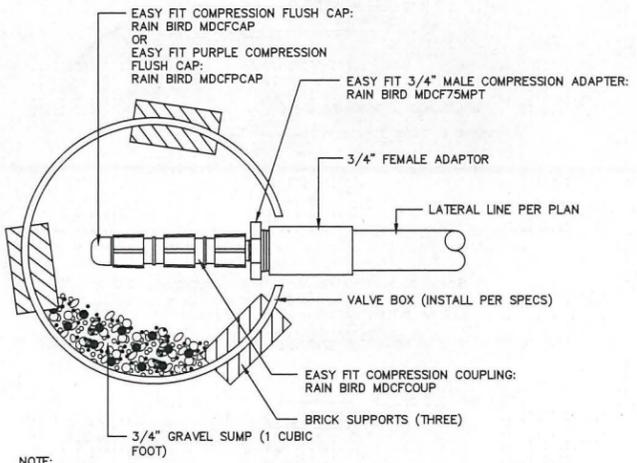
N DRIP ZONE LAYOUT - CENTER FEED
SCALE: N.T.S.



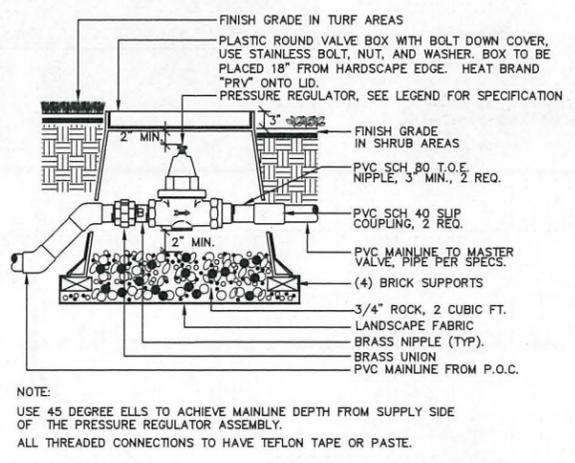
O DRIP ZONE LAYOUT - END FEED
SCALE: N.T.S.



P DRIP ZONE LAYOUT - MULTIPLE BEDS
SCALE: N.T.S.



Q MDCF FLUSH CAP
SCALE: N.T.S.



R PRESSURE REGULATOR
SCALE: N.T.S.



HARTNACK RESIDENCE

508 S NARDO
SOLANA BEACH, CA

IRRIGATION DETAILS

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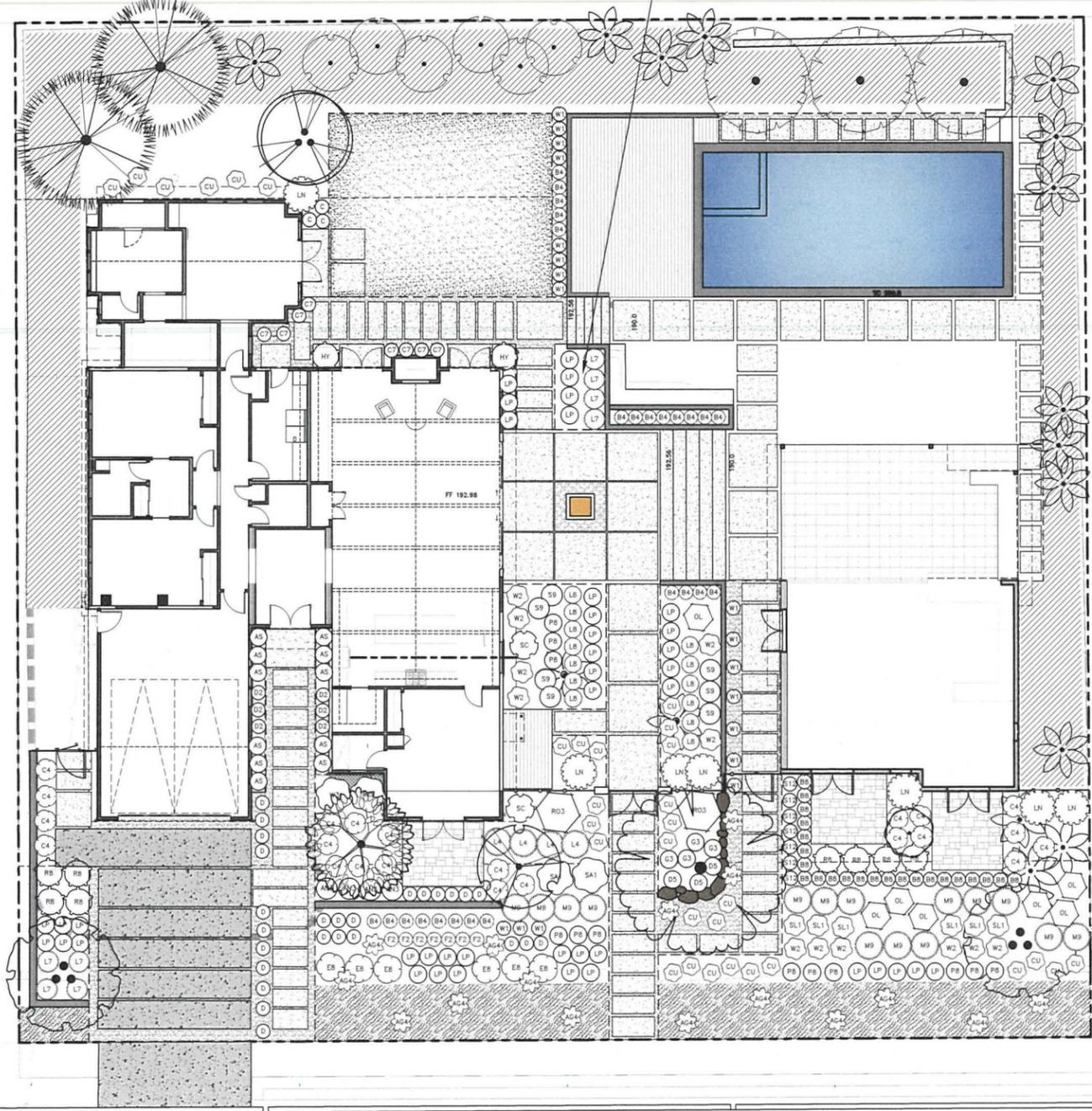
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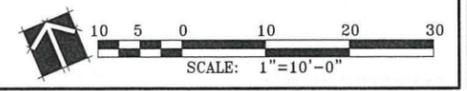
ALL PLANTING AREAS NOT SHOWN WITH AGGREGATE SHALL RECEIVE A 3" TH. LAYER OF FOREST FINES ORGANIC BARK MULCH, AVAILABLE AT AGRISERVICE



BELL RANCH ROAD

PLANT SCHEDULE

TREES	QTY	BOTANICAL NAME	COMMON NAME	CONTAINER	MATURE SIZE (WxH)	W/COLS
	1	Arbutus x 'Marina'	Arbutus Multi-Trunk	24" BOX	30x40	LOW
	2	Cassia leptophylla	Gold Medallion Tree	24" BOX	20 X 25	MEDIUM
	1	Cercis canadensis 'Forest Pansy' TM	Forest Pansy Redbud	36" BOX	20 X 25	MEDIUM
	1	Euphorbia corollifolia	Caribbean Copper Plant	24" BOX	8 x 15	MEDIUM
	3	Existing Olive Tree	To remain	---	---	---
	16	Existing Palms	To remain	---	---	---
	6	Existing Podocarpus Tree	To remain	---	---	---
	1	Geijera parviflora	Australian Willow	36" BOX	20 X 35	LOW
	2	Olea europaea 'Swan Hill' TM	Swan Hill Olive	36" BOX	25 X 25	LOW
	1	Schinus molle	California Pepper	24" BOX	40 x 40	LOW
SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	CONTAINER	MATURE SIZE(WxH)	W/COLS
	16	Agave attenuata 'Nova'	Blue Clone	5 GAL	4 X VARIES	LOW
	4	Anigozanthos x Big Roo Yellow	Yellow Kangaroo Paw	5 GAL	3 X 5	MEDIUM
	11	Asparagus meyeri	Foxtail Fern	5 GAL	2 X 2	MEDIUM
	25	Bouteloua gracilis 'Blonde Ambition'	Blonde Ambition Blue Grama	5 gal	2 X 2	LOW
	23	Buxus microphylla japonica	Japanese Boxwood	5 GAL	2 X 3	MEDIUM
	22	Calandrinia grandiflora	Rock Purslane	5 GAL	3X1	LOW
	3	Carex divulsa	Berkeley Sedge	1 GAL	1.5x1.5	LOW
	8	Carex oshimensis 'Everillo'	Everillo Japanese Sedge	1 GAL	1x1	MEDIUM
	31	Crassula arborescens subsp. undulatifolia	Ripple Silver Dollar Jade	1 GAL	3 X 3	LOW
	26	Dianella revoluta 'Little Rev'	Little Rev Flax Lily	5 GAL	2 X 2	LOW
	6	Dianella tasmanica 'Variegata'	Flax Lily	5 GAL	2 X 2	MEDIUM
	3	Dorycnium hirsutum	Hairy Canary Clover	1 GAL	3X1	LOW
	6	Erigeron karwinskianus 'Profusion'	Santa Barbara Daisy	1 GAL	3X1	LOW
	7	Festuca mairei	Atlas Fescue	1 GAL	2 X 2	LOW
	4	Gaura lindheimeri 'Whirling Butterflies'	Whirling Butterflies Gaura	1 GAL	2 X 2	LOW
	2	Hydrangea arborescens 'Annabelle'	Annabelle Hydrangea	5 GAL	4 X 4	MEDIUM
	7	Laurus nobilis	Sweet Bay	15 GAL	3 X 6	LOW
	41	Lavandula x intermedia 'Provence'	Provence Lavandin	1 GAL	2 X 2	LOW
	4	Leymus condensatus 'Canyon Prince'	Native Blue Rye	5 GAL	4 X 4	LOW
	8	Lomandra longifolia 'Breeze'	Dwarf Mat Rush	5 GAL	3 X 3	LOW
	13	Lomandra longifolia 'Roma 13' TM	Platinum Beauty Variegated Mat Rush	1 GAL	3 X 3	LOW
	15	Muhlenbergia rigens	Deer Grass	5 GAL	4 X 4	LOW
	7	Olea europaea 'Little Olive' TM	Little Olive	5 GAL	5 X 5	LOW
	12	Phlomis lanata	Jerusalem Sage	5 GAL	3 X 2	LOW
	8	Rosa flerbunda 'Iceberg'	Iceberg Rose	5 GAL	4 X 4	MEDIUM
	2	Rosmarinus officinalis 'Tuscan Blue'	Tuscan Blue Rosemary	5 GAL	5 x 7	LOW
	2	Salvia clevelandii 'Winfred Gilman'	Cleveland Sage	5 GAL	4 X 4	LOW
	6	Salvia leucantha 'Santa Barbara'	Mexican Bush Sage	5 GAL	2 X 3	LOW
	2	Salvia x 'Amstad'	Friendship Amstad Blue Salvia	5 GAL	3 X 3	LOW
	7	Senecio vitalis	Blue Chalk Fingers	1 GAL	2 X 3	LOW
	7	Stachys byzantina	Lamb's Ear	1 GAL	2 X 1	MEDIUM
	18	Westringia fruticosa 'Grey Box'	Coast Rosemary	5 GAL	2 X 2	LOW
	12	Westringia fruticosa 'Morning Light'	Morning Light Coast Rosemary	5 GAL	3 X 3	LOW
	2	Westringia fruticosa 'Smoky'	Smoky Westringia	5 GAL	6X6	LOW
SHRUB AREAS	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	W/COLS
	2,530 sf	Existing ---	To remain	---	---	---
GROUND COVERS	QTY	BOTANICAL NAME	COMMON NAME	CONTAINER SIZE	MATURE SIZE(WxH)	W/COLS
	859 sf	Carex divulsa	Berkeley Sedge	1 GAL	1.5 x 1.5	LOW 24" e.c.
	820 sf	Existing Turf Grass (Paspalum TE)	To remain	---	1 x 1	MEDIUM



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HARTNACK RESIDENCE
508 S NARDO
SOLANA BEACH, CA
PLANTING PLAN

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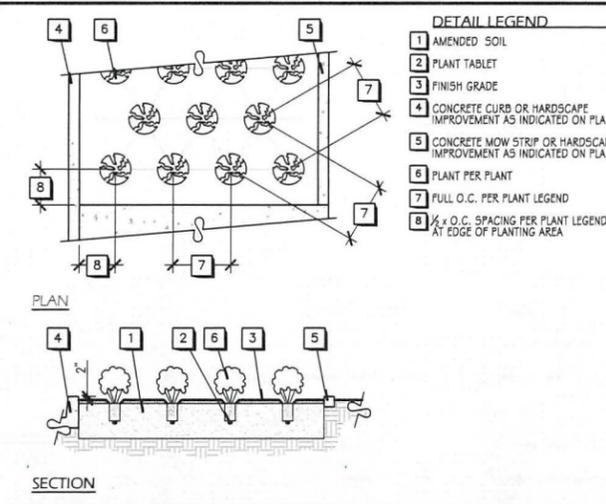
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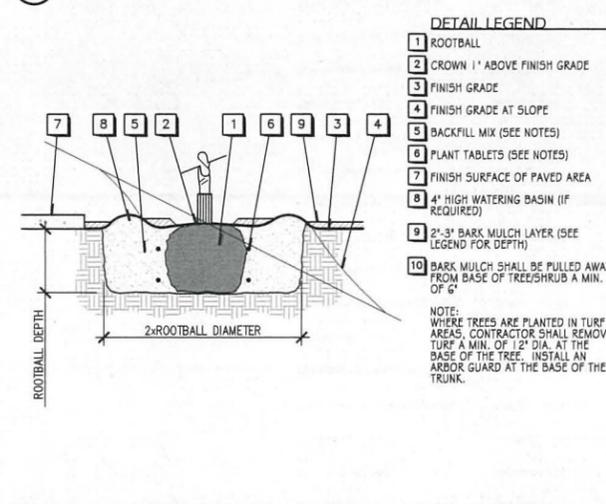
PLANTING NOTES

1. A. THE PLANTING PLAN IS DIAGRAMMATIC. ALL PLANT LOCATIONS ARE APPROXIMATE. PLANT SYMBOLS TAKE PRECEDENCE OVER PLANT QUANTITIES SPECIFIED.
- B. QUANTITIES SHOWN ON THE PLANTING PLAN ARE APPROXIMATE AND ARE FOR THE CONVENIENCE OF THE CONTRACTOR ONLY.
- C. CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT OF THE DISCREPANCIES BETWEEN QUANTITIES AND SYMBOLS SHOWN.
2. LANDSCAPE CONTRACTOR SHALL APPLY A CONTACT HERBICIDE, WHERE WEEDS ARE PRESENT, PER MANUFACTURERS SPECIFICATIONS A MINIMUM OF TEN (10) DAYS PRIOR TO COMMENCEMENT OF ANY PLANTING OR IRRIGATION WORK. WEEDS SHALL BE ALLOWED TO COMPLETELY DIE BACK, INCLUDING THE ROOTS BEFORE PROCEEDING WITH WORK.
3. AN AGRONOMIC SOILS TEST WILL BE REQUIRED PRIOR TO PLANTING. LANDSCAPE CONTRACTOR SHALL SUBMIT A SOIL ANALYSIS REPORT FROM AN AUTHORIZED TESTING AGENCY TO THE LANDSCAPE ARCHITECT BEFORE BEGINNING WORK.
4. PRIOR TO PLANTING, IRRIGATION SYSTEM SHALL BE FULLY OPERATIONAL AND PLANTING AREAS SHALL BE THOROUGHLY SOAKED.
5. ALL AREAS TO BE PLANTED, WHICH HAVE A SLOPE OF LESS THAN 10%, SHALL BE CROSS-RIPPED TO A DEPTH OF SIX (6") INCHES AND THE FOLLOWING AMENDMENTS SPREAD EVENLY AND THOROUGHLY BLENDED IN PER 1,000 SQUARE FEET (QUANTITIES SUBJECT TO CHANGE PER SOIL ANALYSIS):
 - A. 4 CUBIC YARDS COMPOST
 - B. 100 POUNDS AGRICULTURAL GYPSUM
 - C. 15 POUNDS IRON SULPHATE
 - D. 25 POUNDS 16-6-8 SLOW RELEASE FERTILIZER
6. EACH PLANT SHALL RECEIVE "AGRIFORM" (OR EQUAL) PLANT TABLETS AS FOLLOWS:
 - A. ROOTED CUTTING/4" POT - (1) 5 GRAM
 - B. 1 GAL. CONTAINER - (1) 21 GRAM
 - C. 5 GAL. CONTAINER - (3) 21 GRAM
 - D. 15 GAL. CONTAINER - (5) 21 GRAM
 - E. BOX TREE - (1) 21 GRAM PER 3" BOX SIZE
7. PLANT BACK FILL SHALL BE 50% SITE SOIL, AND 50% NITROGEN FORTIFIED REDWOOD SHAVINGS BY VOLUME.
8. PLANT PITS SHALL BE TWICE THE SIZE OF THE DESIGNATED NURSERY CONTAINER.
9. PLANT MATERIAL SHALL NOT BE ROOT BOUND. FIVE GALLON PLANTS AND LARGER SHALL HAVE BEEN GROWN IN CONTAINERS FOR A MINIMUM OF 6 MONTHS AND A MAXIMUM OF TWO YEARS.
10. PLANTS SHALL EXHIBIT HEALTHY GROWTH AND BE FREE OF DISEASES AND PESTS.
11. STAKE ALL TREES PER DETAIL.
12. REMOVE NURSERY STAKES ON ALL VINES AND ATTACH TO ADJACENT FENCES WITH GALV. NAILS AND GREEN NURSERY TAPE.
13. REMOVE NURSERY STAKES AND TIES FROM ALL CONTAINER STOCK. MAINTAIN SIDE GROWTH ON ALL TREES.
14. PLANTS SHALL NOT BE PLACED WITHIN TWELVE (24") INCHES OF SPRINKLER HEADS.
15. SHRUBS SHOWN IN PLANT AREAS SHALL BE UNDER-PLANTED WITH GROUND COVER SHOWN BY ADJACENT SYMBOL, TO WITHIN 12" OF MAIN PLANT STEM.
16. LANDSCAPE CONTRACTOR SHALL MAINTAIN A MINIMUM OF 2% DRAINAGE AWAY FROM ALL BUILDINGS, STRUCTURES, AND WALLS. FINISHED GRADES SHALL BE SMOOTHED TO ELIMINATE PUDDLING OR STANDING WATER.
17. FINISHED GRADES SHALL BE ONE (1) INCH BELOW THE TOP OF CURBS, SILLS, AND WALKWAYS IN ALL AREAS. WHERE SOD IS LAID NEXT TO THESE IMPROVEMENTS-FINISH GRADE BEFORE LAYING SOD SHALL BE 1-1/2" BELOW THE TOP.
18. THE LANDSCAPE CONTRACTOR SHALL LEAVE SITE IN A CLEAN CONDITION, REMOVING ALL UNUSED MATERIAL, TRASH, AND TOOLS.
19. LANDSCAPE CONTRACTOR SHALL MAINTAIN ALL PLANTINGS FOR A PERIOD OF SIXTY (60) DAYS AFTER COMPLETION. ALL AREAS SHALL BE KEPT CLEAN, WATERED, AND WEED FREE.
20. AT COMPLETION OF ALL WORK OUTLINED IN THESE PLANS, THE LANDSCAPE CONTRACTOR SHALL CONTACT OWNER AND ARRANGE FOR A WALK THROUGH TO DETERMINE THAT ALL ASPECTS OF WORK ARE COMPLETED. WORK MUST BE FULLY COMPLETED ACCORDING TO ALL PLANS AND SPECIFICATIONS, MUST BE COMPLETED IN A GOOD WORKMANSHIP MANNER, AND MUST BE ACCEPTED BY THE OWNER IN WRITING PRIOR TO THE BEGINNING OF THE MAINTENANCE PERIOD.

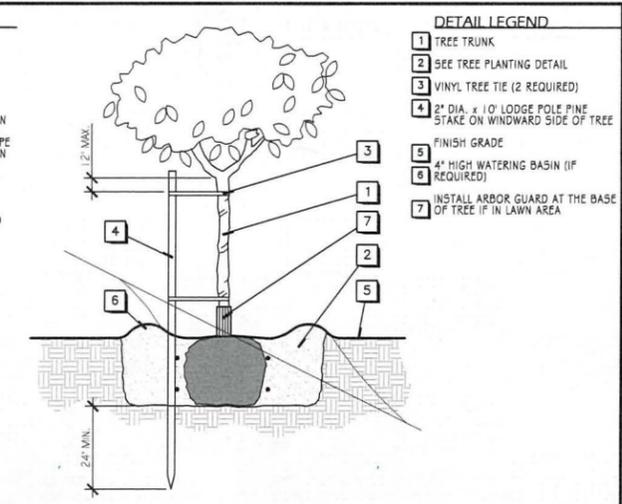
21. MULCH: ALL REQUIRED PLANTING AREAS SHALL BE COVERED WITH MULCH TO A MIN. DEPTH OF 3 INCHES, EXCLUDING SLOPES REQUIRING REVEGETATION AND AREAS PLANTED WITH GROUND COVER. ALL EXPOSED SOIL AREAS WITHOUT VEGETATION SHALL ALSO BE MULCHED TO THIS MIN. DEPTH (SDMC 142.0413(b)).
22. ALL TREES PLANTED WITHIN 5' FROM ANY HARDSCAPE PAVEMENT, OR CURBS SHALL RECEIVE A LB24-2 'DEEP ROOT' TREE ROOT BARRIER INSTALLED IN A 10' LINEAR APPLICATION, OR AS SHOWN ON PLANTING PLAN. ROOT BARRIER SHALL NOT ENCIRCLE THE ROOT BALL. SEE ROOT BARRIER DETAIL.
23. LANDSCAPE CONTRACTOR SHALL MAINTAIN ALL PLANTINGS FOR A PERIOD OF SIXTY (60) DAYS AFTER COMPLETION. ALL AREAS SHALL BE KEPT CLEAN, WATERED, AND WEED FREE.
24. AT COMPLETION OF ALL WORK OUTLINED IN THESE PLANS, THE LANDSCAPE CONTRACTOR SHALL CONTACT OWNER AND ARRANGE FOR A WALK THROUGH TO DETERMINE THAT ALL ASPECTS OF WORK ARE COMPLETED. WORK MUST BE FULLY COMPLETED ACCORDING TO ALL PLANS AND SPECIFICATIONS AND MUST BE COMPLETED IN A GOOD WORKMANSHIP MANNER AND MUST BE ACCEPTED BY THE OWNER IN WRITING PRIOR TO THE BEGINNING OF THE MAINTENANCE PERIOD.
25. THE MAINTENANCE PERIOD SHALL INCLUDE THE FOLLOWING SCOPE OF WORK:
 - A. DAILY WATERING OF ALL PLANT MATERIAL.
 - B. WEEKLY MOWING OF ALL TURF AREAS.
 - C. WEEDING AND REMOVAL OF ALL WEEDS FROM GROUND COVER AREAS.
 - D. REPLACEMENT OF ANY DEAD, DYING, OR DAMAGED TREES, SHRUBS, OR GROUND COVERS.
 - E. FILLING AND REPLANTING OF ANY LOW AREAS WHICH MAY CAUSE STANDING WATER.
 - F. ADJUSTING OF SPRINKLER HEAD HEIGHT AND WATERING SYSTEM.
 - G. FILLING AND RECOMPACTION OF ERODED AREAS.
 - H. WEEKLY REMOVAL OF ALL TRASH, LITTER, CLIPPINGS, AND ALL FOREIGN DEBRIS.
 - I. AT 120 DAYS AFTER PLANTING AND PRIOR TO THE END OF THE MAINTENANCE PERIOD, ORGANIC FERTILIZER SHALL BE APPLIED TO PLANTING AREAS AS PER MANUFACTURER'S RECOMMENDATIONS.
 - J. AT 60 DAYS ORGANIC FERTILIZER SHALL BE APPLIED TO TURF AREAS AS PER MANUFACTURER'S RECOMMENDATIONS.
26. PRIOR TO END OF MAINTENANCE PERIOD, LANDSCAPE CONTRACTOR SHALL CONTACT OWNER AND ARRANGE FOR A FINAL WALK THROUGH. OWNER MUST ACCEPT ALL MAINTAINED AREAS IN WRITING PRIOR TO END OF MAINTENANCE PERIOD.
27. ALL GROUND COVERS SHALL BE GUARANTEED BY THE CONTRACTOR AS TO GROWTH AND HEALTH FOR A PERIOD OF SIXTY (60) DAYS AFTER THE COMPLETION OF MAINTENANCE PERIOD AND FINAL ACCEPTANCE. ALL SHRUBS SHALL BE GUARANTEED BY THE CONTRACTOR AS TO GROWTH AND HEALTH FOR A PERIOD OF NINETY (90) DAYS AFTER COMPLETION OF MAINTENANCE PERIOD AND FINAL ACCEPTANCE. ALL TREES SHALL BE GUARANTEED BY THE CONTRACTOR TO LIVE AND GROW IN AN ACCEPTABLE UPRIGHT POSITION FOR A PERIOD OF ONE (1) YEAR AFTER COMPLETION OF THE SPECIFIED MAINTENANCE PERIOD AND FINAL ACCEPTANCE.
28. THE CONTRACTOR, WITHIN FIFTEEN (15) DAYS OF WRITTEN NOTIFICATION BY THE LANDSCAPE ARCHITECT, SHALL REMOVE AND REPLACE ALL GUARANTEED PLANT MATERIALS, WHICH FOR ANY REASON FAIL TO MEET THE REQUIREMENTS OF THE GUARANTEE. REPLACEMENT SHALL BE MADE WITH PLANT MATERIALS AS INDICATED OR SPECIFIED ON THE ORIGINAL PLANS, AND ALL SUCH REPLACEMENT MATERIALS SHALL BE GUARANTEED AS SPECIFIED FOR THE ORIGINAL MATERIAL GUARANTEE.
29. ALL MECHANICAL EQUIPMENT AND UTILITIES SHALL BE SCREENED BY PLANTING. IF NOT ALREADY INDICATED ON THE PLAN, ALLOW EIGHT 5-GALLON SHRUBS PER UTILITY TO BE PLACED DURING PLANT INSTALLATION AS NEEDED TO PROVIDE REQUIRED SCREENING.
30. A CERTIFICATE OF COMPLETION, USING THE CITY'S FORM AND SIGNED BY THE LICENSED PROFESSIONAL WHO PREPARED THE PLANS, WILL BE REQUIRED AT TIME OF COMPLETION OF INSTALLATION.



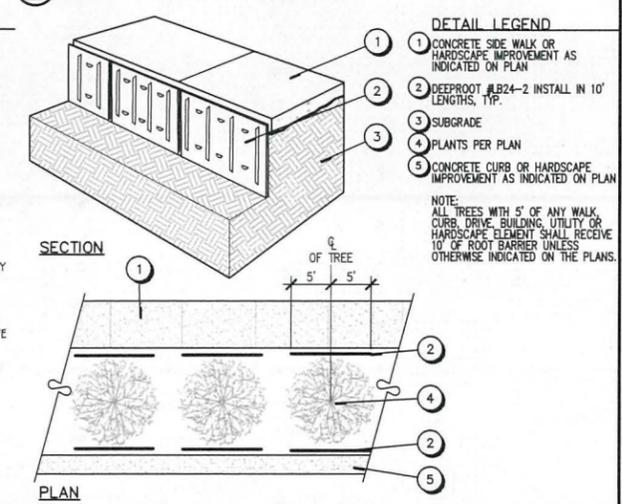
A GROUND COVER PLANTING NOT TO SCALE



C TREE AND SHRUB PLANTING NOT TO SCALE



B TREE SINGLE STAKING NOT TO SCALE



D ROOT BARRIER NOT TO SCALE



PREPARED FOR

LARNA HARTNACK
508 S NARDO AVE
SOLANA BEACH, CA

PREPARED BY

LINEAR LANDSCAPE ARCHITECTURE

JOE DODD, ASLA
1619 MYRTLE AVE
SAN DIEGO, CA 92103
P | 888.203.6628

DATE:
01 SUB: 08-28-22
02 SUB: 11-19-22
03 SUB: 03-23-23

454 S Nardo Avenue

I B. Kristin Gjerdde have viewed the architectural plans and understand the scope of work proposed at 508 S Nardo Ave. The proposed chimney height is 19'-1-1/4" above existing grade. The proposed residence height is 15'-9-1/2" above grade. The reason for the request is to accommodate the higher chimney height required by the California Building Code based on the new roof line.

The proposed chimney at 508 S Nardo Ave will not result in the impairment of the view from my property located at 454 S Nardo Ave.

Signature: *Ms. Gjerdde* Date: 9-12-22

456 S Nardo Avenue (~~see digital~~)

I Stephanie Bostwick have viewed the architectural plans and understand the scope of work proposed at 508 S Nardo Ave. The proposed chimney height is 19'-1-1/4" above existing grade. The proposed residence height is 15'-9-1/2" above grade. The reason for the request is to accommodate the higher chimney height required by the California Building Code based on the new roof line.

The proposed chimney at 508 S Nardo Ave will not result in the impairment of the view from my property located at 456 S Nardo Ave.

Signature: *Stephanie Bostwick* Date: 9/13/22

460 S Nardo - Avenue Mailing address is 3010 Woodland Trl., Middleton, WI 53562 (Krupp-Grove Family Limited Partnership)

(see digital)

I _____ have viewed the architectural plans and understand the scope of work proposed at 508 S Nardo Ave. The proposed chimney height is 19'-1-1/4" above existing grade. The proposed residence height is 15'-9-1/2" above grade. The reason for the request is to accommodate the higher chimney height required by the California Building Code based on the new roof line.

The proposed chimney at 508 S Nardo Ave will not result in the impairment of the view from my property located at 460 S Nardo Ave.

Signature: _____ Date: _____

502 S Nardo Avenue.

I Liz Lina Gattman have viewed the architectural plans and understand the scope of work proposed at 508 S Nardo Ave. The proposed chimney height is 19'-1-1/4" above existing grade. The proposed residence height is 15'-9-1/2" above grade. The reason for the request is to accommodate the higher chimney height required by the California Building Code based on the new roof line.

The proposed chimney at 508 S Nardo Ave will not result in the impairment of the view from my property located at 502 S Nardo Ave.

Signature: *Liz Lina Gattman* Date: 09/12/22

510 S Nardo Avenue

I Lisa C. Levin have viewed the architectural plans and understand the scope of work proposed at 508 S Nardo Ave. The proposed chimney height is 19'-1-1/4" above existing grade. The proposed residence height is 15'-9-1/2" above grade. The reason for the request is to accommodate the higher chimney height required by the California Building Code based on the new roof line.

The proposed chimney at 508 S Nardo Ave will not result in the impairment of the view from my property located at 510 S Nardo.

Signature: *Lisa C. Levin* Date: Sept 12, 2022

454 S Nardo Avenue

I _____ have viewed the architectural plans and understand the scope of work proposed at **508 S Nardo Ave**. The proposed chimney height is 19'-1-1/4" above existing grade. The proposed residence height is 15'-9-1/2" above grade. The reason for the request is to accommodate the higher chimney height required by the California Building Code based on the new roof line.

The proposed chimney at 508 S Nardo Ave will not result in the impairment of the view from my property located at **454 S Nardo Ave**.

Signature: _____ Date: _____

456 S Nardo Avenue

I _____ have viewed the architectural plans and understand the scope of work proposed at **508 S Nardo Ave**. The proposed chimney height is 19'-1-1/4" above existing grade. The proposed residence height is 15'-9-1/2" above grade. The reason for the request is to accommodate the higher chimney height required by the California Building Code based on the new roof line.

The proposed chimney at 508 S Nardo Ave will not result in the impairment of the view from my property located at **456 S Nardo Ave**.

Signature: _____ Date: _____

460 S Nardo - Avenue Mailing address is 3010 Woodland Trl., Middleton, WI 53562 (Krupp-Grove Family Limited Partnership)

I Joseph Krupp have viewed the architectural plans and understand the scope of work proposed at **508 S Nardo Ave**. The proposed chimney height is 19'-1-1/4" above existing grade. The proposed residence height is 15'-9-1/2" above grade. The reason for the request is to accommodate the higher chimney height required by the California Building Code based on the new roof line.

The proposed chimney at 508 S Nardo Ave will not result in the impairment of the view from my property located at **460 S Nardo Ave**.

Signature: Joseph Krupp Date: 9/13/22

502 S Nardo Avenue.

I _____ have viewed the architectural plans and understand the scope of work proposed at **508 S Nardo Ave**. The proposed chimney height is 19'-1-1/4" above existing grade. The proposed residence height is 15'-9-1/2" above grade. The reason for the request is to accommodate the higher chimney height required by the California Building Code based on the new roof line.

The proposed chimney at 508 S Nardo Ave will not result in the impairment of the view from my property located at **502 S Nardo Ave**.

Signature: _____ Date: _____

510 S Nardo Avenue

I _____ have viewed the architectural plans and understand the scope of work proposed at **508 S Nardo Ave**. The proposed chimney height is 19'-1-1/4" above existing grade. The proposed residence height is 15'-9-1/2" above grade. The reason for the request is to accommodate the higher chimney height required by the California Building Code based on the new roof line.

The proposed chimney at 508 S Nardo Ave will not result in the impairment of the view from my property located at **510 S Nardo**.

Signature: _____ Date: _____





STAFF REPORT

CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: August 23, 2023
ORIGINATING DEPT: City Manager's
SUBJECT: **City Council Discussion on Bicycle, Including Electric Bicycle, Safety Measures and Introduction of Ordinance 531 Amending Chapter 10.44 (Miscellaneous Driving Rules) of Title 10 (Vehicles and Traffic) of the Solana Beach Municipal Code Regarding Bicycles**

BACKGROUND:

At the July 12, 2023 City Council (Council) meeting, Council held a robust discussion on bicycle and electric bicycle (E-bikes) safety. These discussions centered around potential measures to implement throughout the community to increase the safety of all bicycle riders in light of the recent tragedies in Encinitas and Carlsbad. The measures include assessing the three "E's" of traffic safety: education, engineering and enforcement. In doing so, Staff considered changes to the Solana Beach Municipal Code (SBMC) to allow increased enforcement of vehicle codes by our local law enforcement, increased education/training at the local schools, and assessment of our roadways and infrastructure to ensure they are designed to support the safe movement of people through all modes of travel and determine if improvements can be made. This includes ensuring routine maintenance is conducted and proper signage is installed.

This item is before the Council to continue the discussion on options for bicycle safety and training programs in coordination with the Sheriff's Department and, if the Council so desires, introduce Ordinance 531 (Attachment 1) amending Chapter 10.44 of Title 10 of the SBMC.

DISCUSSION:

Bicycle and E-bike safety has been a topic of discussion among the City, Sheriff's Department and local schools for the past couple of years. At the July 12th Council meeting, Council directed Staff to work with the local schools, BikeWalkSolana and the

CITY COUNCIL ACTION:

San Diego Bicycle Coalition to develop a program to increase education and potentially provide practical training opportunities for those learning the rules of the road. Since that meeting, Staff has continued the dialogue with these organizations in an attempt to implement a comprehensive safety program.

In addition, Council directed Staff to work with the Sheriff's Department to propose necessary changes to our Municipal Code to allow increased enforcement of safety infractions with the ability of taking voluntary training classes to remove the citation and associated fines.

Finally, Staff continues to assess the local roadways and infrastructure to determine if improvements can be made and to ensure that routine maintenance is conducted. This includes analyzing the current striping, proper maintenance of the bike lanes and paths, and assessing the possibilities of installing signage on the Coastal Rail Trail for safety purposes.

School District Safety and Permit Programs

As discussed at the July 12th Council meeting, Staff has been in contact with representatives from both the San Dieguito School District (Earl Warren) and Solana Beach School District (Skyline) about increasing education and implementing a permitting program for children that desire to ride their bicycles to school. Earl Warren already has a successful Bike Permit Program that requires students to attend a presentation on the basics of commuting by bike (Attachment 2) in order to receive a bike permit for the school year. Staff has been in contact with Skyline administrators to implement a similar program which Skyline staff has confirmed and communicated to the parents that they are in the process of implementing this coming school year. SANDAG offers this class for free once a year to any school that requests it, and Staff is working with Skyline and SANDAG to schedule this class and implement a permitting program.

San Diego Bike Coalition

Staff is also working the San Diego Bike Coalition (Coalition) to explore additional education and training opportunities that the City could partner with the School Districts and/or Sheriff's Department to provide for the community. The Coalition offers a wide range of options (Attachment 3) that are available for a fee and can be tailored to whatever audience and objective is desired. At the July 12th Council meeting, there were some well received comments from a couple of youth riders about the quality of the training provided at the school presentations. Specifically, it was suggested that "real world" on-road training would be of great benefit. While the logistics of the school presentations and number of children present make practical, real world on-road training extremely difficult, the City could consider sponsoring additional practical training to complement the school presentations, but an allocation of City resources would be required.

Sheriff's Department Increased Enforcement

Previous discussions with the Sheriff's Department involved implementing a consistent enforcement approach in all three cities that the Sheriff's North Coastal Station covers (Del Mar, Encinitas and Solana Beach). Recently, Encinitas adopted local regulations, similar to those of the City of Carlsbad, to provide the Sheriff with enhanced enforcement and educational tools for bicycle, including e-bike, riders. Council expressed an interest in adopting similar regulations to provide for this consistent enforcement and voluntary diversion option. This diversion option would allow for completion of a training course under the provisions of the SBMC instead of triggering the California Vehicle Code (CVC) citation process that requires traffic court. Staff has included Ordinance 531 as Attachment 1 for Council consideration. At its discretion, Council could choose to introduce Ordinance 531 at this meeting.

CEQA COMPLIANCE STATEMENT:

This action is not a project, as defined in Section 15378 of the California Environmental Quality Act (CEQA) and is therefore, not subject to environmental review. The Ordinance, if adopted, would not result in either a physical change in the environment or a reasonably foreseeable indirect physical change in the environment.

FISCAL IMPACT:

As mentioned in the Staff Report, SANDAG offers a free education class to all schools one time per year. Staff could work with the Solana Beach School District to leverage this option to implement the bike registration program similar to Earl Warren. If additional classes are desired, the Coalition provides a multitude of options to choose from, depending on the target audience and desired outcome. If Council introduces Ordinance 531, it is recommended that the City work with the Coalition to provide training classes including those that would satisfy the voluntary diversionary program for citations. Staff is recommending that Council consider allocation of \$10,000 to the Community Services – Professional Services account so Staff can work with the Coalition to offer a variety of programs throughout the fiscal year. If approved by Council, Staff will return with a Resolution at a later date authorizing this allocation.

WORK PLAN:

This item is consistent with Community Character Priorities – Capital Projects Priority Item 20 – Electric Bicycle (E-Bike) Safety and Education Program in the 2023/24 Work Plan.

OPTIONS:

- Approve Staff recommendation.

- Do not approve Staff recommendation.
- Provide direction to Staff.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council:

1. Continue to discuss options for bicycle safety and education programs.
2. If the City Council so desires, introduce Ordinance 531 amending Chapter 10.44 (Miscellaneous Driving Rules) of Title 10 (Vehicles and Traffic) of the Solana Beach Municipal Code regarding bicycles.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Ordinance 531
2. Earl Warren Bike Registration Class
3. San Diego Bike Coalition Training Courses

ORDINANCE 531

AN ORDINANCE OF THE CITY COUNCIL OF SOLANA BEACH, CALIFORNIA, AMENDING CHAPTER 10.44 (MISCELLANEOUS DRIVING RULES) OF TITLE 10 (VEHICLES AND TRAFFIC) OF THE SOLANA BEACH MUNICIPAL CODE REGARDING BICYCLES

WHEREAS, the City of Solana Beach (City) enacted Section 10.44.010 of Chapter 10.44, Title 10 of the Solana Beach Municipal Code, to regulate bicycle use within City limits; and

WHEREAS, pursuant to Section 10.08.010 of the Solana Beach Municipal Code, violations of Chapter 10.44 are punishable by infractions, unless otherwise stated; and

WHEREAS, the City has seen a noticeable increase in the number of electric bicycles (e-bikes) within the City; and

WHEREAS, the City has experienced a rise in collisions involving e-bikes resulting in injuries, including serious injuries; and

WHEREAS, the City Council desires to provide the chief officer in command of Solana Beach law enforcement services or designee the ability to require bicycle operators and passengers, including those on e-bikes, the opportunity to take an approved bicycle safety course in lieu of a citation for a first offense for a violation of Section 10.44.010; and

WHEREAS, the City wishes to amend Section 10.44.010 of the Solana Beach Municipal Code accordingly to enhance the public health, safety, and welfare.

NOW THEREFORE, the City Council of the City of Solana Beach, California, does ordain as follows:

SECTION ONE. FINDINGS.

The City Council finds and determines that the foregoing recitals are true and correct and are hereby incorporated herein as findings and determinations of the City Council. The recitals constitute findings in this matter and, together with the staff report, other written reports, public testimony and other information contained in the record, are an adequate and appropriate evidentiary basis for the actions taken in this Ordinance.

SECTION TWO. ENVIRONMENTAL REVIEW.

This action is not a project, as defined in Section 15378 of the California Environmental Quality Act (CEQA) and is therefore, not subject to environmental review. The adoption

of this ordinance does not result in either a physical change in the environment or a reasonably foreseeable indirect physical change in the environment.

SECTION THREE. AMENDMENT TO SOLANA BEACH MUNICIPAL CODE SECTION 10.44.010.

Section 10.44.010 of the Solana Beach Municipal Code is hereby amended as follows (deletions in strikethrough and additions in underline):

10.44.010 Bicycles. ~~Riding bicycles on sidewalks prohibited.~~

A. Any person operating or riding a bicycle shall exercise reasonable care and observe all applicable laws.

B. It is unlawful for any person to ride a bicycle upon any sidewalk in a business district or on any street with a designated bicycle path or way.

C. It shall be unlawful for the operator of any bicycle to carry any other person upon the handlebars of any such bicycle or for any person to so ride, or in any other manner not designed for passenger riding, upon any such bicycle upon any street, roadway, highway, or public place.

D. Every operator or passenger riding a bicycle upon a roadway shall be granted all of the rights and shall be subject to all of the duties applicable to the operator or passenger of a vehicle established by this title, except those provisions which by their nature can have no application.

E. In lieu of the imposition of the penalties authorized by this title and/or the filing of charges in a court of competent jurisdiction, the chief of police or designee may allow a first-time violator of this chapter to complete a police department-approved bicycle safety course.

SECTION FOUR. SEVERABILITY.

If any section, subsection, paragraph, sentence, clause, phrase or term (each a "Provision") in this Ordinance, or any Provision's application to any person or circumstance, is held illegal, invalid, or unconstitutional by a court of competent jurisdiction, all other Provisions not held illegal, invalid, or unconstitutional, or such Provision's application to other persons or circumstances, shall not be affected. The City Council declares that it would have passed this Ordinance, and each Provision therein, whether any one or more Provisions be declared illegal, invalid, or unconstitutional.

SECTION FIVE. PUBLICATION AND EFFECTIVE DATE.

This Ordinance shall become effective thirty (30) days after its adoption. Within fifteen (15) days after its adoption, the City Clerk of the City of Solana Beach shall cause this

Ordinance to be published pursuant to the provisions of Government Code Section 36933.

INTRODUCED AND FIRST READ at a regular meeting of the City Council of the City of Solana Beach, California on the [INSERT DAY] day of [INSERT MONTH], 2023; and

THEREAFTER ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California on the ___ day of _____, 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



SDCBC Bike Education Programs

Need bike education for residents of your city? Interested in setting up a permitting program for your school? Check out the options below. For a permitting program, we recommend a combination of at least one school-wide assembly and one City Cycling class for students.



Bike Education School Assemblies

This customizable interactive 40 minute presentation covers the basics of walking and biking to school in a fun and exciting format. All assemblies cover helmet fit, bike rules, street crossing tips, driver communication, sidewalk riding, and more.

This event can handle up to 250 students per assembly. Pick 1 of 3 topics.

- Walk Ride & Roll (Kindergarten-6th)
- E-bike Basics (5th-12th grade)
- Bike Friendly Driver (9th-12th grade)

Cost: \$900



Attachment 2

We advocate for and protect the rights of all people who ride bicycles. We promote bicycling as a mainstream, safe, and enjoyable form of transportation and recreation.



SDCBC Bike Education Programs

City Cycling

This 3-hour class is broken up into 3 parts: classroom lecture, skills drills, and road riding.

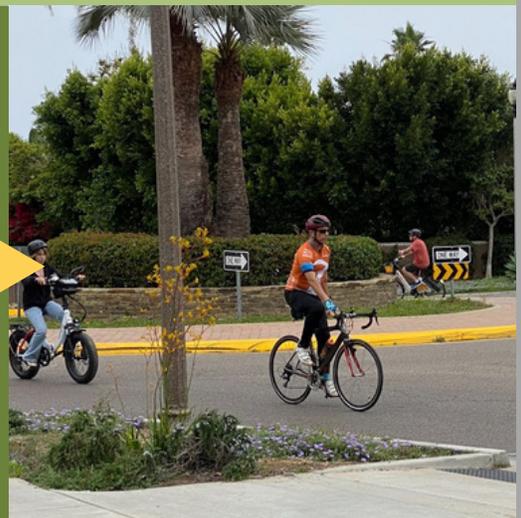
Content includes general bike safety, emergency maneuver skills, legal rights, and responsibilities.



It's perfect for beginners and equally valuable for experienced cyclists that want to brush up on road rules. Classes are open to bike riders of all ages. E-bikes welcome!

The road riding portion of this class is about a 4-mile guided bike ride and we take frequent stops to discuss bike infrastructure and riding skills. Taught on the weekend or after school. Max of 25 students

Cost: \$1250



We advocate for and protect the rights of all people who ride bicycles. We promote bicycling as a mainstream, safe, and enjoyable form of transportation and recreation.



SDCBC Bike Education Programs

Parent University

60 minute course for parents and students. Speakers from SDCBC provide helpful information for parents regarding bike safety and being a bike friendly driver.



Signals & Signs

USING WHEELS ON THE ROAD?

Traffic lights, traffic signs, and signals apply to all road users. Even on a bike you must fully stop at all stop signs.



Motorists and cyclists have the same rights on the road, but we often feel like very different beings when we are navigating the streets. Riding two abreast, exiting bike lanes, passing traffic...many of these maneuvers are legal, but do you know where and when?

This presentation caters to families and includes a Q+A session at the end of the class. Class size is only limited by the room!

Cost: \$900



We advocate for and protect the rights of all people who ride bicycles. We promote bicycling as a mainstream, safe, and enjoyable form of transportation and recreation.



SDCBC Bike Education Programs

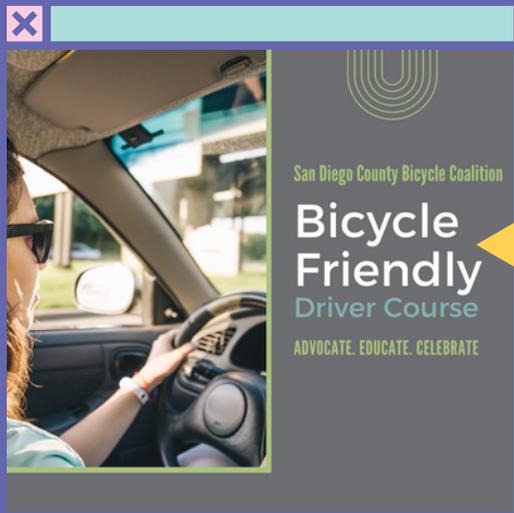
Virtual Bike Education Classes

Bicycle Friendly Driver Class

Bike Commuting 101

Bike Commuting 202

All About E-bikes



All of the above classes can be offered as a virtual option. Allow our team to do the work of setting up the registration page and class permissions. We can hold classes over Zoom, Teams, Meet, or other preferred platforms.

Each class lasts no more than an hour including Q&A, and the class recording can be made available to you afterwards for internal use.

Cost: \$750 virtual/\$900 in person



We advocate for and protect the rights of all people who ride bicycles. We promote bicycling as a mainstream, safe, and enjoyable form of transportation and recreation.



SDCBC Bike Education Programs

On-Bike Rodeos

A Bicycle Rodeo is a bicycle skills event, taught on a playground or parking lot, which provides an opportunity for people of all ages to practice and develop skills that will help them become better bicyclists and avoid typical crashes.



The class is focused around the importance of seeing, being seen and remaining under control at all times when riding a bicycle. This is achieved through a series of bicycle handling drills and simulation of traffic situations.

Bicycle skills stations give riders an opportunity to practice a variety of specific bike handling skills and procedures for operating a bike legally and more safely on the street. Rodeos are typically between 60-90 minutes. 100 students max.

Cost: \$2500



We advocate for and protect the rights of all people who ride bicycles. We promote bicycling as a mainstream, safe, and enjoyable form of transportation and recreation.

Solana Beach Bike Basics
Student Bike Permit Registration
August 28, 2023 2:50 - 3:30 p.m.



Planning on using your bike to get to school this year? Join certified instructors from the San Diego County Bicycle Coalition for a short presentation on the basics of commuting by bike. They'll cover the rules of the road, e-bike types, where to ride, communicating with other road users, signs and signals, carrying passengers and gear, helmets and more. Attendance is required in order to receive a bike permit for the 2023-2024 school year.

This work is brought to you by SANDAG GO by Bike Program through the San Diego County Bike Coalition.





STAFF REPORT

CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: August 23, 2023
ORIGINATING DEPT: Public Works/Engineering Department
SUBJECT: **Council Consideration of Subjecting the City of Solana Beach to the California Uniform Public Construction Cost Accounting Act**

BACKGROUND:

Under the California Public Contracting Code (CPCC) provisions applicable to the City (and other general law cities), all public works projects (i.e., projects to improve infrastructure, buildings, and other capital assets of the City) valued over \$5,000 must be competitively bid under a specific procedure that compels the City to prepare engineering drawings and specifications, publish the opportunity to bid on the project, and award a construction contract to the lowest responsive and responsible bidder.

The California Uniform Public Construction Cost Accounting Act (CUPCCAA) was created in 1983 as an alternative bidding procedure designed to reduce costs, expedite the awards process, improve efficiencies, and simplify administration of smaller public projects.

The purpose of this agenda item is to provide the City Council with options for implementing the alternative bidding procedures authorized by the CUPCCAA, which was implemented by the Solana Beach City Council in June 2017, as detailed in Ordinance 477 (Attachment 1). This summary includes:

- An overview of the CUPCCAA;
- The amount of time and money expected to be saved from the use of the CUPCCAA; and
- Review the initial benefits from the CUPCCAA.
- Future steps needed to fully utilize the benefits of the CUPCCAA by amending the Purchasing Ordinance language to match the CUPCCAA more closely.

CITY COUNCIL ACTION:

DISCUSSION:

When constructing public projects, the City must follow the CPCC. Section 20163 of the CPCC requires that any public project in excess of \$5,000 must be publicly bid and awarded to the lowest responsive and responsible bidder. These procedures are intended to ensure the City receives competitive prices, contractors have an equal playing field, and the City's contracting process is transparent. Unfortunately, these formal bidding rules often have costly adverse consequences for small projects. Bidding rules are complex and confusing to small businesses and the public. Bidders can read bidding documents strategically to place low bids and then demand change orders (i.e., more money) to complete aspects of the project they claim were not disclosed in the bid documents. For very small projects, few contractors will take the time to prepare a formal bid and supply a bid bond (in the amount of 10% of their bid that covers damages the City may incur if they fail to honor their bid) and those contractors who submit formal bids will price these administrative costs into their bids. This puts the City in the position of paying too much for simple projects. Recent examples of this include the Basketball Court Improvements Project at Fletcher Cove Park and roof repairs for City Hall, La Colonia Community Center and the Fire Station.

Although the formal bidding requirements are better suited for large projects, the formal bidding requirements do not work well for small projects. As a remedy, the Legislature adopted the CUPCCAA to allow participating local governments to use alternative procedures to award projects valued up to \$200,000. In order to make use of the provisions in the CUPCAA, participating local governments must take steps to ensure accountability to the public, transparent accounting practices and fair treatment of contractors.

As noted above, in June 2017, the City adopted the CUPCCAA program. The next step is to develop a Qualified Contractor's List. Every five years, the CUPCCAA considers whether there have been material changes in public construction costs and makes recommendations to the State Controller regarding adjustments to the bidding procedure monetary limits. Since 2017 there have been three (3) modifications to the bid limits to stay current with inflation. The current bid limits are:

- a) Public projects of \$60,000 or less may be performed by negotiated contract or by purchase order.
- b) Public projects of \$200,000 or less may be let to contract by the informal bidding procedures set forth in the CUPCCAA.
- c) Public projects of more than \$200,000 must be let to contract by traditional formal bidding procedures.

When the City Council adopted its CUPCCA ordinance in June 2017, the limits at that time for a) and b) above were \$45,000 and \$175,000, respectively. The contracting limits in the CUPCCAA are modified from time to time by the California Uniform

Construction Cost Accounting Commission. As adopted, Ordinance 477 provides that when these limits are modified under state law, the modified limits in the CPCC take effect. Contracts beyond these limits would be procured through negotiated contract/purchase orders or through informal bidding procedures and awarded by the City Council consistent with the requirements set forth in the City's Purchasing Ordinance.

The CUPCCAA increases the City's flexibility in awarding public contracts, particularly for small projects, while maintaining Council control, transparency, accountability, and a level playing field for contractors. The CUPCCAA accounting procedures are designed to allow agencies to streamline bidding and contract awarding procedures in exchange for keeping strict records that allow for periodic audits by the CUPCCAA oversight commission and members of the public. The State Controller has authority to terminate the City's participation in the program if the City should fail to comply with its requirement and general contractors and the unions which represent their employees monitor local government contracting to ensure these rules are followed. The City's annual audits also provide transparency and ensure that the City's contracting procedures are followed.

It should be noted that Solana Beach Municipal Code (SBMC) Section 3.10.050 of the City's Purchasing Ordinance would still limit the City Manager's contract authority for contracts awarded under CUPCCA to \$25,000. This would require City Council approval of such contracts which would add to the delay of the work and/or purchase that CUPCCA is intended to expedite. As such, Staff is also recommending Council consideration of increasing the City Manager's contract authority above \$25,000. If so directed, Staff will return at a future date for Council consideration of such an increase.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

Aside from Staff time to implement this new program, there is no cost to adopt the provisions of the CUPCCAA. However, once implemented, the use of the alternative bidding procedures could reduce project costs. Implementation of the new procedures will also involve budgeted resources. Avoiding complex bidding procedures on small projects will save Staff time and resources and will allow the City flexibility in awarding smaller public works contracts.

WORK PLAN:

This item is not mentioned in the Fiscal Year 2023-2024 Work Plan

OPTIONS:

- Receive report.
- Provide direction.

DEPARTMENT RECOMMENDATION:

Staff recommends the City Council receive this report and provide direction as necessary for the proposed implementation of the California Uniform Public Construction Cost Accounting Act and formation of the Solana Beach Qualified Contractor's List.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Ordinance 477

ORDINANCE 477

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA ADDING CHAPTER 3.10 TO THE MUNICIPAL CODE OF THE CITY OF SOLANA BEACH TO PROVIDE INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNT ACT (SECTION 22000 ET SEQ. OF THE PUBLIC CONTRACT CODE)

WHEREAS, under the California Public Contracting Code (“PCC”) provisions applicable to the City, all public works projects valued over \$5,000 must be competitively bid under a specific procedure that compels the City to prepare engineering drawings and specifications, to publish the opportunity to bid on the project, and to award a construction contract to the lowest responsive and responsible bidder; and

WHEREAS, the California Uniform Public Construction Cost Accounting Act (“UPCCAA” or “Act”) was created in 1983 as an alternative bidding procedure designed to reduce costs, expedite the awards process, improve efficiencies, and simplify administration of smaller public projects; and

WHEREAS, the Act allows for public project work in the amount of \$45,000 or less to be performed by the public agency’s force account, by negotiated contract, or by purchase order per PCC Section 22032(a). Public projects in the amount of \$175,000 or less can use the informal bidding procedures set forth in the Act in PCC Section 22032(b). Public projects at a cost of more than \$175,000 shall use formal bidding procedures to let the contract pursuant to PCC Section 22032(c).

NOW, THEREFORE, the City Council of the City of Solana Beach hereby ordains as follows:

Section 1. All of the above statements are true.

Section 2. Chapter 3.10 is hereby added to the Solana Beach Municipal Code (“SBMC”) to provide as follows:

Section 3.10.10 Purpose.

The purpose of the following sections is to establish alternative bid procedures for public works projects, as provided for by the California Uniform Public Construction Cost Accounting Act, which may be used rather than the formal bidding procedures required by the California Public Contracting Code and SBMC Chapter 3.08.

Section 3.10.020 Informal Bid Procedures.

Public projects, as defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032 et seq., of the Public Contract Code.

Section 3.10.030 Contractors List.

The City shall comply with the requirements of Public Contract Code Section 22034 by developing and maintaining a list of qualified contractors, identified according to categories of work, according to the criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.

Section 3.10.040 Notice Inviting Informal Bids.

Where a public project is to be performed which is subject to the provisions of this Chapter, a notice inviting informal bids shall be circulated using one or both of the following alternatives:

1. Notices inviting informal bids may be mailed, faxed, or emailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with Section 3.10.030.
2. Notices inviting informal bids may be mailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the City department soliciting bids, provided, however:
 - a. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

Section 3.10.050 Award of Contracts. The City Manager or his/her designee is authorized to award informal contracts for up to \$25,000 pursuant to this Chapter.

Section 3. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Chapter, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Chapter, or its application to any other person or circumstance. The City Council declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

EFFECTIVE DATE: This Ordinance shall be effective thirty (30) days after its adoption. Within fifteen (15) days after its adoption, the City Clerk of the City of Solana Beach shall cause this Ordinance to be published pursuant to the provisions of Government Code Section 36933.

INTRODUCED AND FIRST READ at a regular meeting of the City Council of the City of Solana Beach, California, on the 14th day of June, 2017; and

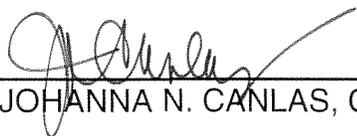
THEREAFTER ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California, on the 28th day of June, 2017, by the following vote:

AYES: Councilmembers – Nichols, Marshall, Zito, Edson, Hegenauer
NOES: Councilmembers – None
ABSTAIN: Councilmembers – None
ABSENT: Councilmembers – None



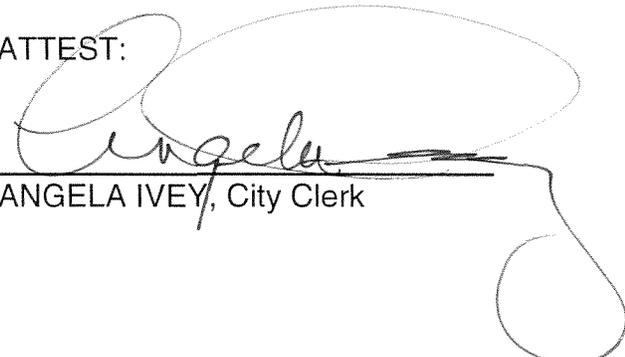
MIKE NICHOLS, Mayor

APPROVED AS TO FORM:



JOHANNA N. CANLAS, City Attorney

ATTEST:



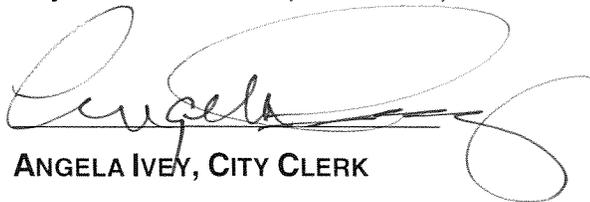
ANGELA IVEY, City Clerk



ORDINANCE CERTIFICATION

STATE OF CALIFORNIA }
COUNTY OF SAN DIEGO } §
CITY OF SOLANA BEACH }

I, ANGELA IVEY, City Clerk of the City of Solana Beach, California, DO HEREBY CERTIFY that the foregoing is a full, true and correct copy of **ORDINANCE 477** adding Chapter 3.10 to the Municipal Code of the City of Solana Beach to provide informal bidding procedures under the Uniform Public Construction Cost Account Act (Section 22000 et seq. of the Public Contract Code) as duly introduced on June 14, 2017 and adopted on June 28, 2017, a regular meeting, by the City Council of Solana Beach. This Ordinance has been published as required pursuant to law and the original is filed in the City Clerk's Office. (GC 40806).


ANGELA IVEY, CITY CLERK

CERTIFICATION DATE: July 12, 2017



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: City Attorney's Office
MEETING DATE: August 23, 2023
ORIGINATING DEPT: City Attorney's Office
SUBJECT: **Council Consideration of the Eighth Amendment to City Manager's Employment Agreement**

BACKGROUND:

On May 22, 2015, the City of Solana Beach ("City") entered into an employment agreement with Gregory Wade as City Manager ("Agreement"). On September 14, 2016, the City entered into the First Amendment to the Agreement with City Manager Wade. The Second Amendment to the Agreement was approved on October 11, 2017. The Third Amendment to the Agreement was approved on October 24, 2018. On September 25, 2019, the Fourth Amendment was approved. The Fifth Amendment was approved on September 9, 2020. On September 8, 2021, the Sixth Amendment was approved. The Seventh Amendment was approved on September 28, 2022.

Under the Agreement, a performance review is conducted annually. The City Council conducted the annual evaluation for FY 2022-23 during the summer and appointed a sub-committee composed of the Deputy Mayor Zito and Councilmember MacDonald to review and recommend changes to the City Manager's compensation.

The item is before the City Council to consider approval of the Eighth Amendment to the City Manager's Agreement.

DISCUSSION:

The annual performance evaluation concluded with a positive review of Mr. Wade's performance and service to the City.

For consideration before the City Council is the approval and adoption of Resolution 2023-105 (Attachment 1) approving the Eighth Amendment to the City Manager's Agreement (Attachment 2) effective July 1, 2023 unless otherwise stated in the

COUNCIL ACTION:

Agreement. The proposed compensation includes: a base salary increase of 7% to \$263,031.00 effective July 1, 2023, a one-time stipend of \$11,000.00, and an annual increase of \$1,000.00 to the vehicle allowance.

The proposed one-time stipend is in recognition of the unprecedented cost of living increases the last several years.

All other terms would remain in full force and effect.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The fiscal impact of the compensation increase is \$29, 207.00 for Fiscal Year 2023-24.

WORK PLAN:

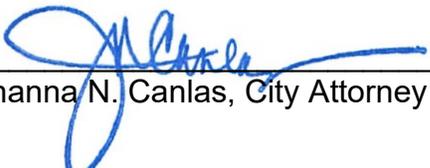
N/A

OPTIONS:

- Approve Staff recommendation.
- Approve Staff recommendation with alternative amendments / modifications.
- Provide direction.

DEPARTMENT RECOMMENDATION:

The Council subcommittee recommends that the City Council consider and adopt Resolution 2023-105 authorizing the Mayor to execute the Eighth Amendment to the Employment Agreement between the City of Solana Beach and Gregory Wade to reflect a base salary increase of 7% to \$263,031.00 effective July 1, 2023, a one-time stipend of \$11,000.00, and a \$1,000.00 increase to the annual vehicle allowance.



Johanna N. Canlas, City Attorney

Attachments:

1. Resolution 2023-105
2. Eighth Amendment to City Manager Employment Agreement

RESOLUTION 2023-105

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AUTHORIZING THE MAYOR TO EXECUTE THE EIGHTH AMENDMENT TO THE EMPLOYMENT AGREEMENT BETWEEN THE CITY OF SOLANA BEACH AND GREGORY WADE TO REFLECT CHANGES TO COMPENSATION

WHEREAS, on May 22, 2015, the City of Solana Beach (“City”) entered into a three-year employment agreement with Gregory Wade for City Manager services (“Agreement”); and

WHEREAS, on September 14, 2016, the City and Gregory Wade entered into the First Amendment to Employment Agreement; and

WHEREAS, on October 11, 2017, the Second Amendment to the Employment Agreement was approved; and

WHEREAS, on September 26, 2018, the Third Amendment was approved; and

WHEREAS, the Fourth Amendment was approved on September 25, 2019; and

WHEREAS, on September 9, 2020, the Fifth Amendment was approved; and

WHEREAS, the Sixth Amendment was approved on September 8, 2021; and

WHEREAS, on September 28, 2022, the Seventh Amendment was approved; and

WHEREAS, the Agreement provides for annual performance and compensation review; and

WHEREAS, the annual performance evaluation was conducted in the summer of 2023 and concluded with a positive outcome; and

WHEREAS, the Eighth Amendment to the Agreement is necessary to reflect these revisions.

NOW, THEREFORE, the City Council of the City of Solana Beach, California, does resolve as follows:

1. That the above recitations are true and correct.
2. That the City Council authorizes the Mayor to execute the Eighth Amendment to the Employment Agreement between the City of Solana Beach and Gregory Wade to reflect a base salary increase of 7% to \$263,031.00 effective July 1, 2023, a one-time stipend of \$11,000.00, and a \$1,000.00 increase to the annual vehicle allowance.

PASSED AND ADOPTED this 23rd day of August, 2023, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

AYES: Councilmembers –
NOES: Councilmembers –
ABSTAIN: Councilmembers –
ABSENT: Councilmembers –

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

**EIGHTH AMENDMENT TO THE CITY MANAGER
EMPLOYMENT AGREEMENT
between the City of Solana Beach, a municipal
corporation, and Gregory Wade**

This Eighth Amendment to Employment Agreement is entered into this ____ day of August __, 2023 by and between the City of Solana Beach, California, a municipal corporation (hereinafter "City") and Gregory Wade, an individual (hereinafter "Officer") (City and Officer referred to collectively as "Parties") with respect to the employment of Officer as the City Manager of the City.

RECITALS

WHEREAS, on May 22, 2015, the City and Officer entered into the Employment Agreement. On September 14, 2016, the City and Officer entered into the First Amendment to Employment Agreement. The City and Officer entered into the Second Amendment to Employment Agreement on October 11, 2017. On September 26, 2018, the City and Officer entered into the Third Amendment to Employment Agreement. The Fourth Amendment between City and Officer was approved on September 25, 2019. On September 9, 2020, the Fifth Amendment was approved. On September 9, 2021, the Sixth Amendment was approved. The Seventh Amendment was approved on September 28, 2022.

WHEREAS, the Eighth Amendment amends and incorporates the Agreement and subsequent amendments (First through Seventh) (Amended Agreement). The City and Officer intend that all terms of the Amended Agreement referenced above shall remain effective to the extent they are not amended by the Eighth Amendment to the Employment Agreement.

WHEREAS, an annual performance evaluation was conducted and concluded with a positive review of Officer.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the Parties agree as follows:

Section 1. Section 5 of the Employment Agreement is hereby amended to read as follows:

5. COMPENSATION

A. Compensation and Required Employer Costs

(1) Base Salary

(a) The annual base salary for the position of City Manager shall be \$263,031.00 effective July 1, 2023.

(2) Stipend

(a) In recognition of the unprecedented increase in the cost of living in recent years, a \$11,000 one-time stipend is to be paid by the City to Officer on the first pay

period following the approval of this Amendment.

Section 2. Section 5(B)(5) of the Employment Agreement is hereby amended to read as follows:

5. COMPENSATION

B. Basic Benefits

(5) Automobile

Officer shall be provided a monthly automobile allowance of \$583.00 in exchange for making a vehicle available for the City Manager's own use and for City-related business and/or functions during, before and after normal work hours. Officer is responsible for all liability for personal injury and property damages, and for operation, maintenance, and repair of the automobile arising out of Officer's use of the automobile. Officer is also responsible for paying all income tax liability, whether federal or state, arising out of Officer's receipt of the automobile allowance. Officer shall submit proof to City of a valid driver's license and insurance for his automobile. By Officer making his personal vehicle available for use, Officer is not precluded from using City vehicles for City business during, before and after the normal workday on occasion, when appropriate.

Section 3. The changes outlined above shall be effective as of July 1, 2023 unless otherwise stated.

Section 4. Except as modified herein, all other terms and conditions of the Employment Agreement, First, Second, Third, Fourth, Fifth, Sixth, and Seventh Amendments to Employment Agreement shall remain the same.

IN WITNESS WHEREOF the Parties have executed this Eighth Amendment to Employment Agreement as of the day and year first above written.

CITY OF SOLANA BEACH

OFFICER

By: _____
Lesla Heebner, Mayor

By: _____
Gregory Wade

APPROVED AS TO FORM

By: _____
Johanna Canlas, City Attorney