CITY OF SOLANA BEACH

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

AGENDA

Joint REGULAR Meeting

Wednesday, May 13, 2020 * 4:00 p.m.

Teleconference Location Only-City Hall/Council Chambers, 635 S. Highway 101, Solana Beach, California This meeting will be conducted in accordance with Governor Newsom's Executive Order N-29-20 related to the COVID-19 virus. Solana Beach City Council Resolution 2020-043 established Regular Meeting start time to begin at 4:00 p.m.

PUBLIC MEETING ACCESS

Live Broadcast on Local Government Channel, Live web-streaming, and Archived videos online.

The Regular Meetings of the City Council are scheduled for the 2nd and 4th Wednesdays and are broadcast live on Cox Communications-Channel 19, Spectrum(Time Warner)-Channel 24, and AT&T Uverse Channel 99. 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 <u>Public Meetings</u> webpage.

MEETING LOCATION WILL NOT BE OPEN TO THE PUBLIC.

Due to the Executive Order to stay home, in person participation at City Council meetings will <u>not</u> be allowed at this time. In accordance with the Executive Order to stay home, there will be <u>no</u> members of the public in attendance at Council Meetings. Alternatives to in-person attendance for viewing and participating in City Council meetings are being provided under Public Participation.

AGENDA MATERIALS

A full City Council agenda packet including relative supporting documentation is posted online www.cityofsolanabeach.org Closed Session Agendas are posted at least 72 hours prior to regular meetings and at least 24 hours prior to special meetings.

PUBLIC PARTICIPATION

* Written correspondence regarding an agenda item at an open session meeting should be submitted to the City Clerk's Office at EMAILGRP-CityClerksOfc@cosb.org. Correspondence received after the official posting of the agenda, but before 12:00 p.m. on meeting day, will be distributed to Council and made available to the public online among with the agenda posting. The designated location for viewing public documents is the City's website www.cityofsolanabeach.org

SPECIAL ASSISTANCE NEEDED - AMERICAN DISABILITIES ACT TITLE 2

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 EMAILGRP-CityClerksOfc@cosb.org at least 72 hours prior to the meeting.

As a courtesy to all meeting attendees, <u>please set cellular phones and pagers to silent mode</u> and engage in conversations outside the Council Chambers.

CITY COUNCILMEMBERS

Jewel Edson, Mayor

Judy Hegenauer, **Deputy Mayor** Kristi Becker, **Councilmember**

Kelly Harless, Councilmember David A. Zito, Councilmember

Gregory Wade City Manager

Johanna Canlas City Attorney

Angela Ivey City Clerk

CALL TO ORDER AND ROLL CALL:

CLOSED SESSION REPORT:

FLAG SALUTE:

APPROVAL OF AGENDA:

ORAL COMMUNICATIONS:

Written correspondence may be submitted for Oral Communications. See <u>Public Participation</u> on the front page for information on how to submit public comment.

This portion of the agenda provides an opportunity for members of the public to address the City Council on items relating to City business but not appearing on today's agenda. Pursuant to the Brown Act, no action shall be taken by the City Council on public comment submittals. Council may refer items to the City Manager for placement on a future agenda.

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.7.)

Written correspondence may be submitted for Consent Items. See <u>Public Participation</u> on the front page for information on how to submit public comment.

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 written correspondence to the City Clerk's Office. 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 discussed immediately after approval of the Consent Calendar.

A.1. 2019 Street Maintenance and Repair Project. (File 0820-35)

Recommendation: That the City Council

- Adopt Resolution 2020-045 authorizing the City Council to accept, as complete, the 2019 Street Maintenance & Repair Project, Bid No. 2019-04, performed by PAL General Engineering.
- 2. Authorizing the City Clerk to file a Notice of Completion.

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 April 4, 2020 – April 24, 2020.

Item A.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.

A.3. General Fund Adopted Budget for Fiscal Year 2019-2020 Changes. (File 0330-30)

Recommendation: That the City Council

1. Receive the report listing changes made to the Fiscal Year 2019-2020 General Fund Adopted Budget.

Item A.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.

A.4. Heating, Ventilation and Air Conditioning (HVAC) Services. (File 0710-35)

Recommendation: That the City Council

- 1. Adopt **Resolution 2020-033** authorizing the City Manager to execute an amendment to the Professional Services Agreement with Seaside Heating and Air and in an amount not to exceed \$25,000, for HVAC preventative maintenance services and as-needed repairs for Fiscal Year 2019/20.
- 2. Authorizing the City Manager to execute amendments to the Professional Services Agreement with Seaside Heating and Air, in an amount not to exceed \$17,500, for HVAC preventative maintenance services and as-needed repairs for Fiscal Years 2020/21 and 2021/22.

Item A.4. 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.5. Solid Waste Rate Review - Proposition 218. (File 1030-15)

Recommendation: That the City Council

1. Adopt **Resolution 2020-047** setting the Solid Waste Rate Review Public Hearing protest vote for July 8, 2020.

Item A.5. 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.6. Senate Bill Funding for Road Maintenance Rehabilitation. (File 0390-22)

Recommendation: That the City Council

- 1. Adopt Resolution 2020-042 authorizing the City Engineer to establish a project list for the FY 2020/21 Local Streets and Roads Funding Program using funds in part from the Road Maintenance and Rehabilitation Account designating the 2020 Street Maintenance and Repairs Project, as identified in the City's FY 2020/21 Capital Improvement Program list, to receive the SB 1 funding. It is anticipated that the designated project will rehabilitate the pavement on portions of Lomas Santa Fe Drive and other residential streets including portions of Nardo Avenue and Highland Drive. It is also anticipated that the designated project will be constructed in fall of 2020 and will have an estimated useful life of approximately 15 years.
- 2. Authorizing the City Engineer to submit the project list to the California Transportation Commission for the 2020/21 Local Streets and Roads Funding Program using funds from the Road Maintenance and Rehabilitation Account.

Item A.6. 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.7. Community Grant Program Fiscal Year 2020-21. (File 0330-25)

Recommendation: That the City Council

1. Adopt Resolution 2020-057 authorizing the FY 2020/21 Community Grant Program.

Item A.7. 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.

B. PUBLIC HEARINGS: (B.1. – B.3.)

Written correspondence may be submitted for Oral Communications. See <u>Public Participation</u> on the front page for information on how to submit public comment.

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, by submitting written comments.

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.

B.1. Public Hearing: 970 Avocado Place, Applicant: Pruett, Case: DRP 19-004. (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 administratively issue a 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 2020-035** conditionally approving a DRP and an administrative SDP to construct a new two-story, single-family residence with an attached two-car garage and perform associated site improvements on a vacant lot at 970 Avocado Place, Solana Beach.

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.

B.2. Public Hearing: 424 Pacific Ave, Applicant: Piscitelli, Case: MOD 20-001. (File 0600-40)

In accordance with the Council's direction on the original application, Staff recommends that the existing site wall be removed from the public right-of-way and any replacement perimeter fencing be located on private property and in compliance with applicable zoning regulations. 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. Adopt **Resolution 2020-054** denying the request for a Modification to a Development Review Permit to allow for the location of the existing site wall to be maintained and the overall height and construction of the site wall to be modified at 424 Pacific Avenue.

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.

B.3. Solana Energy Alliance (SEA) Rate Schedule Amendment. (File 1010-45)

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 2020-060** amending the rate schedule for Solana Energy Alliance.

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.

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

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

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

ADJOURN:

Next Regularly Scheduled Meeting is May 27, 2020

Always refer the City's website Event Calendar for Special Meetings or an updated schedule.

Or Contact City Hall 858-720-2400

www.cityofsolanabeach.org

AFFIDAVIT OF POSTING

STATE OF CALIFORNIA COUNTY OF SAN DIEGO CITY OF SOLANA BEACH

S

I, Angela Ivey, City Clerk of the City of Solana Beach, do hereby certify that this Agenda for the May 13, 2020 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 May 7, 2020 at 4:05 p.m. on the City Bulletin Board at the entrance to the City Council Chambers. Said meeting is held at 4:00 p.m., May 13, 2020, in the Council Chambers, at City Hall, 635 S. Highway 101, Solana Beach, California.

Angela Ivey, City Clerk * City of Solana Beach, CA

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 <u>Citizen Commission's Agenda webpages</u> or the City's Events <u>Calendar</u> for updates.

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

C. STAFF REPORTS: (C.1. - C.2.)

Written correspondence may be submitted for Agenda Items. See <u>Public Participation</u> on the front page for information on how to submit public comment.

C.1. Financial Software Agreement – Tyler Munis. (File 0190-60)

Recommendation: That the City Council

 Consider adoption of Resolution 2020-061 to authorize the City Manager to execute a Professional Services Agreement with Tyler Munis for the implementation of a financial software system.

Item C.1. Report (click here) – Staff Report Pending

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.2. Supplemental CARES Act Community Development Block Grant (CDBG-CV) Funding. (File 0390-32)

Recommendation: That the City Council

1. Receive this report, discuss and provide direction to Staff regarding the use of available CDBG-CV funding.

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.

WORK PLAN COMMENTS:

Adopted June 12, 2019

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-Edson, Alternate-Zito
- b. County Service Area 17: Primary- Harless, Alternate-Edson
- c. Escondido Creek Watershed Authority: Becker /Staff (no alternate).
- d. League of Ca. Cities' San Diego County Executive Committee: Primary-Becker, Alternate- Harless and any subcommittees.
- e. League of Ca. Cities' Local Legislative Committee: Primary-Harless, Alternate-Becker
- f. League of Ca. Cities' Coastal Cities Issues Group (CCIG): Primary-Becker, Alternate-Harless
- g. North County Dispatch JPA: Primary-Harless, Alternate-Becker
- h. North County Transit District: Primary-Edson, Alternate-Becker
- i. Regional Solid Waste Association (RSWA): Primary-Hegenauer, Alternate-Becker
- j. SANDAG: Primary-Zito, 1st Alternate-Edson, 2nd Alternate-Becker, and any subcommittees.
- k. SANDAG Shoreline Preservation Committee: Primary-Hegenauer, Alternate-Zito
- I. San Dieguito River Valley JPA: Primary-Hegenauer, Alternate-Zito



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers

FROM: Gregory Wade, City Manager

MEETING DATE: May 13, 2020

ORIGINATING DEPT: Engineering Department

SUBJECT: Council Consideration of Resolution No. 2020-045

Authorizing the City Clerk to File a Notice of Completion

for the 2019 Street Maintenance & Repair Project

BACKGROUND:

At the September 25, 2019 City Council (Council) Meeting, Council awarded the construction contract for the 2019 Street Maintenance & Repair Project, Bid No. 2019-04, to PAL General Engineering. The project included localized asphalt concrete pavement repairs, pavement resurfacing overlays and replacement of traffic markings. In addition to the pavement repairs, this project included improvements to disabled parking stalls at five City owned public parking lots to comply with the latest regulations established by the American with Disabilities Act (ADA).

This item is before the Council to consider adoption of Resolution No. 2020-045 (Attachment 1) to report the final project costs, accept the project as complete, and to direct the City Clerk to file a Notice of Completion.

DISCUSSION:

PAL General Engineering completed all work on this project in accordance with the approved plans and specifications of Bid No. 2019-04 to the satisfaction of the City Engineer. The City will release the 5% retention (\$23,673) 35 days after the approval of the Notice of Completion by the Council.

This project included rehabilitation of several streets in the form of pavement overlays, localized grade adjustments and reconstruction of several ADA parking stalls at five (5) of the City owned parking lots, repairs of damaged pavement at many street segments throughout the City, and refreshing striping and traffic markings at various City street segments. The following is a summary of this year's project:

CITY COUNCIL ACTION:		

Pavement overlays

- South Cedros Avenue, between Rosa Street and Marsolan Avenue
- Barbara Avenue, north of Patty Hill Drive
- Santa Elena Court
- Santa Estella

Disabled parking stall improvements (ADA) at five City owned public parking lots

- 116 West Plaza Street, Plaza Street North Parking Lot
- 111 South Sierra Avenue, Fletcher Cove Park
- 140 South Sierra Avenue, Distillery Parking Lot
- 535 South Sierra Avenue, Parking Lot behind Sand Pebbles Resort
- 740 South Sierra Avenue, Parking Lot 11 next to 777 South Highway 101

Traffic Markings

- Traffic striping on Lomas Santa Fe (LSF) Drive from Granados to Interstate 5
- Bike lane striping on Santa Helena and
- Bike Lane Striping on San Andres Drive

The construction for the project started later than anticipated and the City experienced several storm events that resulted in a high number of pothole complaints. In response to the community, under direction from the City Manager, the contractor performed additional work utilizing the contingency allocated for this project by the City Council. Below is a summary of the extra work.

Additional work utilizing the approved contingency amount

- 1. Increased pavement repairs along LSF (approximately 41% more than the bid quantity)
- 2. Increased local streets pavement repairs (approximately 134% more than the bid quantity)
- 3. Increased traffic striping and markings City-wide
- 4. Constructed asphalt concrete berms at various locations to control drainage and to prevent erosion
- 5. Constructed an asphalt concrete sidewalk, along west side of Glencrest Drive just north of Glencrest Place replacing a deteriorating Decomposed Granite (DG) path
- 6. Constructed one set of speed cushions on Glencrest Drive north of Dell Street
- 7. Reconstructed two broken median noses on South Highway 101
- 8. Repaired a sinkhole on East Cliff just east of Glenmont Drive
- 9. Repaired several storm drain pipe segments to stabilize the facilities until permanent repairs are made in the near future

CEQA COMPLIANCE STATEMENT:

The project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301(c) of the State CEQA Guidelines.

FISCAL IMPACT:

The City Council approved the base construction contract in the amount of \$381,127 and a contingency amount of \$95,000 for unanticipated and extra work, for a total construction budget of \$476,127. The appropriated amount for the FY 2019-2020 budget is \$570,000 as outlined below

CIP No.	Project Title	Fund	Budget	Actual
CIP-13	Annual Pavement Program	Gas Tax	\$170,000	102,102
		TransNet	150,000	123,567
		SB1	200,000	199,800
	Total CIP-13 Funding		520,000	425,469
CIP-12	ADA Transition Plan Projects	General Fund	50,000	44,000
CIP-15	Emerg. Storm Drain Repairs	General Fund		3,995
	Total Funding		\$570,000	\$473,464

The City Manager approved two change orders totaling \$92,338 for the additional work described above, for a final contract amount of \$473,464; slightly below the City Council approved amount of \$476,127.

WORK PLAN:

Un-prioritized Community Character Issues.

OPTIONS:

- Adopt Staff recommendation.
- Deny Staff recommendation and provide direction.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2020-045:

- 1. Authorizing the City Council to accept, as complete, the 2019 Street Maintenance & Repair Project, Bid No. 2019-04, performed by PAL General Engineering.
- 2. Authorizing the City Clerk to file a Notice of Completion.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.

Gregory Wade, City Manager

Attachments:

1. Resolution No. 2020-045

RESOLUTION 2020-045

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ACCEPTING AS COMPLETE THE 2019 STREET MAINTENANCE & REPAIR PROJECT, BID NO. 2019-04, AND AUTHORIZING THE CITY CLERK TO FILE A NOTICE OF COMPLETION

WHEREAS, on September 25, 2019, the City Council awarded a construction contract for the 2019 Street Maintenance & Repair Project, Bid No. 2019-04 to PAL General Engineering; and

WHEREAS, the 2019 Street Maintenance & Repair Project has now been completed in accordance with the plans and specifications included as part of the public works contract with PAL General Engineering to the satisfaction of the City Engineer.

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.

Councilmembers

Councilmembers

ABSTAIN: Councilmembers

AYES:

NOES:

- 2. That the City Council accepts as complete the 2019 Street Maintenance & Repair Project, Bid No. 2019-04, performed by PAL General Engineering.
- 3. That the City Council authorizes the City Clerk to file a Notice of Completion for the project.

PASSED AND ADOPTED this 13th day of May 2020, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

ABSENT: Councilmembers

JEWEL EDSON, 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: May 13, 2020

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- 04/04/20	through 04/24/20	
Check Register-Disbursement F	Fund (Attachment 1)	\$ 622,535.96
Net Payroll	April 17, 2020	164,943.96
Federal & State Taxes	April 17, 2020	40,969.09
PERS Retirement (EFT)	April 17, 2020	47,554.50
Retirement Payroll	April 20, 2020	10,228.00
TOTAL		\$ 886,231.51

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 April 4, 2020 through April 24, 2020 reflects total expenditures of \$886,231.51 from various City funding sources.

WORK PLAN:

N/A

CITY COUNCIL ACTION:		

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

PENTAMATION PAGE NUMBER: 1 CITY OF SOLANA BEACH, CA CHECK REGISTER - DISBURSEMENT FUND DATE: 04/27/2020 ACCTPA21 TIME: 08:02:32

SELECTION CRITERIA: transact.ck_date between '20200404 00:00:00.000' and '20200424 00:00:00.000'

ACCOUNTING PERIOD: 10/20

CASH ACCT CHECK NO	ISSUE DT VENDOR	NAME	BUDGET UNIT	DESCRIPTION	SALES TAX	AMOUNT
1011 96932 1011 96932 TOTAL CHECK	04/09/20 1122 04/09/20 1122	APPLE ONE, INC	00150005150 00150005150	TEMP HELP PE 02/29 TEMP HELP PE 03/14	0.00 0.00 0.00	255.66 542.67 798.33
1011 96933 1011 96933	04/09/20 3704 04/09/20 3704	ARCO GASPRO PLUS	00170007110 00165006560 00160006140 00165006570 00165006510 50900007700 00160006120 00165006530 00165006520 00160006170	AUTO FUEL-03/03-04/02	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	50.41 100.20 159.76 167.00 183.69 200.40 355.47 484.30 534.39 609.30 2,844.92
1011 96934	04/09/20 2526	BARTEL ASSOCIATES, LLC	00150005300	GASB74&75 FY19 CALC	0.00	5,000.00
1011 96935	04/09/20 5587	ZACHARY BASIN	00160006120	FIRE INSPCTR 2C-BASIN	0.00	225.00
1011 96936 1011 96936 TOTAL CHECK	04/09/20 5822 04/09/20 5822	CALIFORNIA OFFICE CLEANI CALIFORNIA OFFICE CLEANI		JANITORIAL SVC-FEB FLOORS-CH/FCCC/LC	0.00 0.00 0.00	7,270.00 2,100.00 9,370.00
1011 96937 1011 96937 1011 96937 1011 96937 1011 96937 TOTAL CHECK	04/09/20 94 04/09/20 94 04/09/20 94 04/09/20 94 04/09/20 94	ESGIL CORPORATION ESGIL CORPORATION ESGIL CORPORATION ESGIL CORPORATION ESGIL CORPORATION	00155005560 00155005560 00155005560 00155005560 00155005560	BLDG PRMT 02/17-02/21 BLDG PRMT 03/09-03/13 BLDG PRMT 02/03-02/06 BLDG PRMT 03/02-03/06 BLDG PRMT 02/24-02/28	0.00 0.00 0.00 0.00 0.00	2,467.84 4,104.82 4,224.92 5,990.81 13,350.02 30,138.41
1011 96938 1011 96938 TOTAL CHECK	04/09/20 2873 04/09/20 2873	GEOPACIFICA, INC GEOPACIFICA, INC	21355005550 21355005550	DRP19-010/529 PACIFIC 1719.13/514 CANYON	0.00 0.00 0.00	2,000.00 1,400.00 3,400.00
1011 96939 1011 96939 TOTAL CHECK	04/09/20 5262 04/09/20 5262	GEORGE HILLS COMPANY, IN GEORGE HILLS COMPANY, IN		CLM.1905 PROF SVC CLM.2001 PROF SVC	0.00 0.00 0.00	22.50 22.50 45.00
1011 96940	04/09/20 11	ICMA RETIREMENT TRUST-45	001	ICMA PD 04/09/20	0.00	7,543.88
1011 96941	04/09/20 5399	INBOUND DESIGN INC.	55000007750	SEA WEBSITE MANT-APR	0.00	49.00
1011 96942	04/09/20 2102	LEGAL SHIELD CORP	001	PPD LEGAL-MARCH 20	0.00	64.75
1011 96943 1011 96943 TOTAL CHECK	04/09/20 4738 04/09/20 4738	MEDICAL EYE SERVICES MEDICAL EYE SERVICES	001 00150005400	VISION MAR 20 ROUNDING-MAR 20	0.00 0.00 0.00	441.15 -0.23 440.92
1011 96944 1011 96944 1011 96944	04/09/20 57 04/09/20 57 04/09/20 57	OFFICE TEAM INC. OFFICE TEAM INC. OFFICE TEAM INC.	00150005150 00150005150 00150005150	TEMP HELP PE 03/20 TEMP HELP PE 03/13 TEMP HELP PE 03/06	0.00 0.00 0.00	238.80 522.38 1,156.71

CITY OF SOLANA BEACH, CA CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER:

ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20200404 00:00:00.000' and '20200424 00:00:00.000' ACCOUNTING PERIOD: 10/20

FUND - 001 - GENERAL FUND

PENTAMATION

DATE: 04/27/2020

TIME: 08:02:32

CASH ACCT CHECK NO	ISSUE DT VENDOR	NAME	BUDGET UNIT	DESCRIPTION	SALES TAX	AMOUNT
TOTAL CHECK					0.00	1,917.89
1011 96945 1011 96945 1011 96945 1011 96945 TOTAL CHECK	04/09/20 4767 04/09/20 4767 04/09/20 4767 04/09/20 4767	PARTNERSHIPS WITH INDUST PARTNERSHIPS WITH INDUST PARTNERSHIPS WITH INDUST PARTNERSHIPS WITH INDUST	00165006550	TRASH ABTMNT PE03/15 TRASH ABTMNT PE02/29 TRASH ABTMNT PE03/15 TRASH ABTMNT PE02/29	0.00 0.00 0.00 0.00 0.00	264.91 429.15 264.92 429.16 1,388.14
1011 96946 1011 96946 TOTAL CHECK	04/09/20 1087 04/09/20 1087	PREFERRED BENEFIT INS AD PREFERRED BENEFIT INS AD		EE TIMING-MAR 20 DENTAL-MAR 20	0.00 0.00 0.00	-134.90 2,763.60 2,628.70
1011 96947	04/09/20 1073	SEASIDE HEATING & AIR CO	00165006570	RPLCD REV VALVE-CH	0.00	995.00
1011 96948 1011 96948 1011 96948 TOTAL CHECK	04/09/20 5725 04/09/20 5725 04/09/20 5725	SIEMENS MOBILITY, INC. SIEMENS MOBILITY, INC. SIEMENS MOBILITY, INC.	00165006540 00165006540 21100007600	TRAFFIC SGNL MNT-FEB TRAFFIC CALL OUT-FEB ST LIGHT REPAIR-FEB	0.00 0.00 0.00 0.00	1,062.88 661.80 2,409.48 4,134.16
1011 96949	04/09/20 3066	SUMMIT ENVIRONMENTAL GRO	45099266190	9926 PROF SVC SND-MAR	0.00	575.00
1011 96950	04/09/20 4959	TELECOM LAW FIRM	21355005550	DUP19001/200 MARINE VI	0.00	2,350.00
1011 96951	04/09/20 4844	WARWICK GROUP CONSULTANT	45099266190	9926.20 PROF SVC-MAR	0.00	5,375.00
1011 96952 1011 96952 1011 96952 TOTAL CHECK	04/09/20 2189 04/09/20 2189 04/09/20 2189	WILLDAN WILLDAN WILLDAN	67385008530 67285008520 67185008510	MARSOLAN JAN-MAR PACIFIC JAN-MAR BARB/GRAN JAN-MAR	0.00 0.00 0.00 0.00	253.31 254.22 264.31 771.84
1011 96953	04/16/20 2906	ACE UNIFORMS & ACCESSORI	00160006120	SHRT/BLT/PNT-HOGAN	0.00	1,187.84
1011 96954	04/16/20 4832	AT&T CALNET 3	00160006120	9391012280 2/24-3/23	0.00	505.83
1011 96955	04/16/20 5587	ZACHARY BASIN	00150005400	CNSTRCTN SFTY-BASIN	0.00	113.00
1011 96956	04/16/20 5822	CALIFORNIA OFFICE CLEANI	00165006570	JNTRL SVC-FS-CARPT CL	0.00	750.00
1011 96957 1011 96957 TOTAL CHECK	04/16/20 5051 04/16/20 5051	CINTAS CORPORATION NO. 2 CINTAS CORPORATION NO. 2		FIRST AID SUPPLIES-CH FIRST AID SUPPLIES-PW	0.00 0.00 0.00	220.41 55.45 275.86
1011 96958	04/16/20 2631	CLEAN STREET	00165006550	STREET SWP-MAR	0.00	3,364.00
1011 96959 1011 96959 TOTAL CHECK	04/16/20 693 04/16/20 693	CODE PUBLISHING COMPANY CODE PUBLISHING COMPANY	00150005150 00150005150	MUNI CODE UPDT-FEB MUNI CODE ORD-506/512	0.00 0.00 0.00	625.00 1,177.50 1,802.50
1011 96960 1011 96960 1011 96960 TOTAL CHECK	04/16/20 3902 04/16/20 3902 04/16/20 3902	CORODATA RECORDS MANAGEM CORODATA RECORDS MANAGEM CORODATA RECORDS MANAGEM	00150005150	RECORDS STRG-NOV RECORDS STRG-JAN RECORDS STRG-FEB	0.00 0.00 0.00 0.00	320.72 333.04 347.00 1,000.76

CITY OF SOLANA BEACH, CA CHECK REGISTER - DISBURSEMENT FUND

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SELECTION CRITERIA: transact.ck_date between '20200404 00:00:00.000' and '20200424 00:00:00.000'

ACCOUNTING PERIOD: 10/20

PENTAMATION

DATE: 04/27/2020

TIME: 08:02:32

CASH ACCT CHECK NO	ISSUE DT VENDOR	NAME	BUDGET UNIT	DESCRIPTION	SALES TAX	AMOUNT
1011 96961	04/16/20 2098	CULLIGAN OF SAN DIEGO	00160006120	WATER FLTR 4/01-5/31	0.00	85.60
1011 96962 1011 96962 1011 96962 1011 96962 1011 96962 1011 96962 1011 96962 1011 96962 1011 96962 1011 96962 1011 96962 1011 96962 1011 96962 1011 96962 1011 96962 1011 96962 1011 96962 1011 96962 1011 96962	04/16/20 134 04/16/20 134	DIXIELINE LUMBER CO INC	00165006530 00165006570 00165006560 00165006530 00165006530 00165006530 00165006560 00165006560 00165006520 00165006570 00165006570 00165006530	BOLT/NUT/DISCS SIMPLE GREEN/CLOROX SPRAY PAINT GLOVES WASHERS/SCREWS CONCRETE MIX PAINT ROLLER/PAINT SPRAY PAINT WIRE BRSH/ HOSE NZZL WATTLE GARBAGE DISPOSAL SCRW DRVR/BCKT/HOOK GLOVES/MAT/ASPHLT CONCRETE MIX	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	7.79 10.65 11.83 16.47 28.89 30.08 30.48 32.48 38.77 54.28 118.53 131.25 264.18 3.65 779.33
1011 96963	04/16/20 269	DUDEK & ASSOCIATES INC.	50998336510	9833 PUMP STN-PHS-MAR	0.00	4,310.00
1011 96964	04/16/20 3299	HELIX ENVIRONMENTAL	21355005550	1718.20/1040 SOLANA DR	0.00	1,317.50
1011 96965	04/16/20 11	ICMA RETIREMENT TRUST-45	001	ICMA PD 04/17/20	0.00	13,215.02
1011 96966	04/16/20 3859	ICMA RETIREMENT TRUST-RH	001	ICMA PD PD 04/17/20	0.00	2,103.82
1011 96967 1011 96967 1011 96967 TOTAL CHECK	04/16/20 1075 04/16/20 1075 04/16/20 1075	IRON MOUNTAIN IRON MOUNTAIN IRON MOUNTAIN	00150005150 00150005150 00150005150	RECORDS STRG-APR RECORDS STRG-FEB RECORDS STRG-MAR	0.00 0.00 0.00 0.00	363.91 368.76 443.30 1,175.97
1011 96968 1011 96968 1011 96968 1011 96968 1011 96968 1011 96968 1011 96968 TOTAL CHECK	04/16/20 5857 04/16/20 5857 04/16/20 5857 04/16/20 5857 04/16/20 5857 04/16/20 5857 04/16/20 5857	JASON DAVIS	135 135 001 001 001 213 001	RFND-DRP20-001/559 FO	0.00 0.00 0.00 0.00 0.00 0.00 0.00	8.08 38.25 536.00 562.50 807.75 3,750.00 3,825.00 9,527.58
1011 96969 1011 96969 1011 96969 TOTAL CHECK	04/16/20 5859 04/16/20 5859 04/16/20 5859	KELLY BACON KELLY BACON KELLY BACON	001 001 135	RFND-SDP622/421 HILMA RFND-SDP622/421 HILMA RFND-SDP622/421 HILMA	0.00 0.00 0.00 0.00	897.50 535.00 8.98 1,441.48
1011 96970 1011 96970 TOTAL CHECK	04/16/20 2287 04/16/20 2287	KOPPEL & GRUBER PUBLIC F KOPPEL & GRUBER PUBLIC F		CRT FEE ASSESSMENT ST LGHT FEE ASSESSMNT	0.00 0.00 0.00	324.41 610.91 935.32
1011 96971 1011 96971	04/16/20 2562 04/16/20 2562	LALLEY CONSTRUCTION LALLEY CONSTRUCTION	00165006570 45994076510	RPR WTR DMG/PAINT RPR WTR DMG/PAINT	0.00	187.50 462.50

CITY OF SOLANA BEACH, CA

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ACCOUNTING PERIOD: 10/20

PENTAMATION

CASH ACCT CHECK NO	ISSUE DT VENDOR	NAME	BUDGET UNIT	DESCRIPTION	SALES TAX	AMOUNT
TOTAL CHECK					0.00	650.00
1011 96972	04/16/20 5861	MICHAEL STEIN	00160006120	COVID19-THERMTRS	0.00	360.00
1011 96973	04/16/20 2106	MIKHAIL OGAWA ENGINEERIN	00165006520	JURMP-MAR	0.00	3,715.60
1011 96974 1011 96974 1011 96974 1011 96974 1011 96974 1011 96974 1011 96974 1011 96974 1011 96974	04/16/20 111 04/16/20 111 04/16/20 111 04/16/20 111 04/16/20 111 04/16/20 111 04/16/20 111 04/16/20 111	MISSION LINEN & UNIFORM	21100007600 21100007600 00165006520 00165006520 50900007700 00165006560 00165006560 00165006530	LAUNDRY-PUB WORKS	0.00 0.00 0.00 0.00 0.00 0.00 0.00	2.63 2.63 7.07 7.07 10.53 10.53 11.85 11.85
1011 96974 TOTAL CHECK	04/16/20 111	MISSION LINEN & UNIFORM	00165006530	LAUNDRY-PUB WORKS	0.00	21.08 106.32
1011 96975	04/16/20 2019	NORTH COUNTY EVS, INC	00160006120	T237 REPAIR-02/23	0.00	1,096.82
1011 96976	04/16/20 50	OFFICE DEPOT INC	00155005560	STOCK PAPER	0.00	8.39
1011 96977 1011 96977 TOTAL CHECK	04/16/20 57 04/16/20 57	OFFICE TEAM INC.	00150005150 00150005150	TEMP HELP PE 02/21 TEMP HELP PE 02/28	0.00 0.00 0.00	850.74 1,373.12 2,223.86
1011 96978	04/16/20 1377	ONE DAY SIGNS	00165006560	COVID-CLOSURE SIGNS	0.00	1,455.60
1011 96979 1011 96979 1011 96979 1011 96979 1011 96979 1011 96979 1011 96979 1011 96979 1011 96979	04/16/20 5608 04/16/20 5608 04/16/20 5608 04/16/20 5608 04/16/20 5608 04/16/20 5608 04/16/20 5608 04/16/20 5608	PALOMAR MTN PREMIUM SPRI	00165006570 00165006570 00165006570 00165006570 00165006570 00165006570	DRINKING WATER-CH-MAR DRINKING WATER-PW-MAR DRINKING WATER-LC-MAR DRINKING WATER-CH-MAR DRINKING WATER-CH-MAR DRINKING WATER-CH-MAR DRINKING WATER-CH-MAR DRINKING WATER-CH-MAR	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	3.52 5.00 16.40 16.40 23.97 31.00 77.00 79.90 253.19
1011 96980 1011 96980 TOTAL CHECK	04/16/20 4767 04/16/20 4767	PARTNERSHIPS WITH INDUST PARTNERSHIPS WITH INDUST		TRASH ABTMNT PE03/31 TRASH ABTMNT PE03/31	0.00 0.00 0.00	18.41 18.41 36.82
1011 96981	04/16/20 113	PITNEY BOWES GLOBAL FINA	00150005150	POSTG MTR-01/30-04/29	0.00	704.94
1011 96982 1011 96982 1011 96982 TOTAL CHECK	04/16/20 1008 04/16/20 1008 04/16/20 1008	PSC, LLC PSC, LLC PSC, LLC	00165006520 00165006520 00165006520	HHW-JAN HHW-MAR HHW-FEB	0.00 0.00 0.00 0.00	1,300.00 934.60 1,282.50 3,517.10
1011 96983 1011 96983 TOTAL CHECK	04/16/20 1112 04/16/20 1112	RANCHO SANTA FE SECURITY RANCHO SANTA FE SECURITY		RESTRM LCK/UNLCK-MAR ALARM MONITORING-MAR	0.00 0.00 0.00	555.79 240.00 795.79

CITY OF SOLANA BEACH, CA TIME: 08:02:32 CHECK REGISTER - DISBURSEMENT FUND

PENTAMATION PAGE NUMBER: DATE: 04/27/2020 ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20200404 00:00:00.000' and '20200424 00:00:00.000'

ACCOUNTING PERIOD: 10/20

CASH ACCT CHECK NO) ISSUE DT VENDOR	NAME	BUDGET UNIT	DESCRIPTION	SALES TAX	AMOUNT
1011 96984	04/16/20 2260	REDFLEX TRAFFIC SYSTEMS,	00165006540	RED LIGHT CAMERA-MAR	0.00	7,158.00
1011 96985	04/16/20 416	REGIONAL COMMS SYS, MS 0	00160006120	CAP CODE-MAR	0.00	32.50
1011 96986	04/16/20 5858	RYAN KILLEN	00150005400	R KILLEN-LIVESCAN	0.00	25.00
1011 96987 1011 96987 1011 96987 1011 96987 1011 96987 1011 96987 1011 96987 1011 96987 1011 96987 1011 96987 1011 96987 1011 96987 1011 96987	04/16/20 141 04/16/20 141	SANTA FE IRRIGATION DIST	2 20475007520 2 00165006560 2 00165006560 2 00875007580 3 00165006560 5 50900007700 2 00165006520 5 50900007700 6 00165006550	GRP 5-25 02/04-04/01 GRP 6-01 03/03-04/01 005506018 0303-040120 005506019 0303-040120 005506020 0303-040120 005979005 0204-040120 005506014 03/03-04/01 005506014 03/03-04/01 011695000 03/03-04/01	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	1,689.63 2,840.29 187.03 412.09 684.05 200.58 85.08 270.89 812.69 72.86 121.43 7,376.62
1011 96988	04/16/20 1073	SEASIDE HEATING & AIR CO	00165006570	FREON/CHECK LEAKSCH	0.00	376.00
1011 96989	04/16/20 4534	TRAFFIC SUPPLY, INC	00165006560	PARK SIGN	0.00	271.53
1011 96990	04/16/20 3980	TURNOUT MAINTENANCE COMP	00160006120	TURNOUT RPR-MULTI PPL	0.00	819.50
1011 96991 1011 96991 TOTAL CHECK	04/16/20 40 04/16/20 40	UNDERGROUND SVC ALERT OF UNDERGROUND SVC ALERT OF		DIG ALERT-MAR CA ST REGLRTY-MAR	0.00 0.00 0.00	87.55 36.45 124.00
1011 96992 1011 96992 TOTAL CHECK	04/16/20 1458 04/16/20 1458	THE UNIFORM SPECIALIST THE UNIFORM SPECIALIST	00160006120 00160006120	PNT/SHRT/BLT-PHILLIPS JACKET/HANSEN	0.00 0.00 0.00	1,083.51 162.36 1,245.87
1011 96993	04/16/20 2955	UNITED RENTALS, INC	00165006530	PLANER-QTE#091615-URI	0.00	2,688.36
1011 96994	04/16/20 5509	VALLEY CONSTRUCTON MANAG	50998336510	9833PMP STN MNGMT-MAR	0.00	8,315.00
1011 96995	04/16/20 30	VERIZON WIRELESS-SD	00160006140	CODES CELL 2/24-3/23	0.00	145.53
1011 96996 1011 96996 TOTAL CHECK	04/16/20 4763 04/16/20 4763	WESTERN AUDIO VISUAL WESTERN AUDIO VISUAL	00150005450 00150005450	CHAMBERS TECH-MAR CHAMBERS TECH-FEB	0.00 0.00 0.00	499.00 499.00 998.00
1011 96997	04/23/20 4706	24 HOUR ELEVATOR, INC	00165006570	ELVTR MAINT-APR	0.00	160.00
1011 96998 1011 96998 1011 96998 1011 96998 1011 96998 TOTAL CHECK	04/23/20 1135 04/23/20 1135 04/23/20 1135 04/23/20 1135 04/23/20 1135	AFFORDABLE PIPELINE SERV AFFORDABLE PIPELINE SERV AFFORDABLE PIPELINE SERV AFFORDABLE PIPELINE SERV	7 50900007700 7 50900007700 7 50900007700	I-SEWER CLEANING O-SEWER CLEANING-4 B-SEWER CLEAN 29,078 C-SEWER CLEAN-47,564 H-STORM DRAIN MAINT	0.00 0.00 0.00 0.00 0.00	425.00 2,240.00 19,482.26 23,782.00 1,140.00 47,069.26

DATE: 04/27/2020 CITY OF SOLANA BEACH, CA CHECK REGISTER - DISBURSEMENT FUND

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PENTAMATION

TIME: 08:02:32

FUND - 001 - GENERAL FUND

CASH ACCT CHECK NO	ISSUE DT VENDOR	NAME	BUDGET UNIT	DESCRIPTION	SALES TAX	AMOUNT
1011 96999 1011 96999 1011 96999 1011 96999 TOTAL CHECK	04/23/20 4832 04/23/20 4832 04/23/20 4832 04/23/20 4832	AT&T CALNET 3 AT&T CALNET 3 AT&T CALNET 3 AT&T CALNET 3	00150005450 00150005450 00150005450 00150005450	9391012278 2/24-3/23 9391012282 2/24-3/23 9391053641 2/24-3/23 9391062899 2/24-3/23	0.00 0.00 0.00 0.00 0.00	3,152.80 19.83 164.69 164.69 3,502.01
1011 97000	04/23/20 5521	CA DEPARTMENT OF TAX ANI	550	Q3 ENERGY SRCHRG RTN	0.00	4,650.16
1011 97000 1011 97005	04/23/20 5521 04/23/20 1914	US BANK	001 00160006120 00165006530 00165006530 00160006170 001 00165006530 00150005450 00150005200 00160006120 00150005150 00165006510 00165006510 00165006510 00160006170 00150005250 00150005250 00150005250 00150005250 00150005150 0016500650 001	Q3 ENERGY SRCHRG RTN CNTRL SQ-BERKUTI CNTRL SQ-BERKUTI EXTN CORD PWI WATER MATCHES ART FOR UNIFORM HATS CM RETREAT-WADE PWI WATER HOSTING DOMAINS-JAN ASURION CLOSED SESSION-01/22 LABELS TISSUE MINUTE TRNSCPTN-1/22 PHONE CASE 2 SCUBA TANK VIPS CLOSED SESSION-01/22 PRIME MEMBERSHIP CM RETREAT-WADE CM RETREAT-WADE CM RETREAT-KING CLOSED SESSION-2/12 CLOSED SESSION-2/12 CAR WASH CM RETREAT-WADE CM RETREAT-WADE MINUTE TRNSCPTN-1/22 CAR WASH CM RETREAT-WADE MINUTE TRNSCPTN-2/13 CM RETREAT-WADE MINUTE TRNSCPTN-1/22 COUNCIL PICTURE PHONE POWER SUPPLY EXTN CORD WEIGHT BELT-DIVE GEAR ONE HANDED JACK TOOL STORAGE BOX/EXTN CORD CLIPBOARDS	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	4,650.16 -499.00 -225.63 -22.58 -7.58 3.22 7.00 7.05 7.38 9.95 9.99 10.99 11.01 11.30 11.90 12.92 13.40 13.50 14.00 14.10 14.22 16.00 16.00 16.99 18.89 19.28 20.00 21.92 22.30 22.50 24.76 24.77 27.98 30.75 35.70 38.69 39.94
1011 97005 1011 97005 1011 97005 1011 97005 1011 97005 1011 97005 1011 97005	04/23/20 1914 04/23/20 1914 04/23/20 1914 04/23/20 1914 04/23/20 1914 04/23/20 1914 04/23/20 1914	US BANK	00150005400 001 00150005150 00150005150 00150005150 25055005570 00160006120	2020 DATE STAMP OSHA TRN-KOSZEWNIK ERG SEAT CUSHION LAMINATED FOLDERS ELECTION SUPPLS/FORMS EGG HUNT-COLORNG MURL PIKE POLE	0.00 0.00 0.00 0.00 0.00 0.00	39.95 40.00 42.01 46.01 52.96 56.00 59.98

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PENTAMATION PAGE NUMBER: 7
DATE: 04/27/2020 CITY OF SOLANA BEACH, CA ACCTPA21
TIME: 08:02:32 CHECK REGISTER - DISBURSEMENT FUND

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ACCOUNTING PERIOD: 10/20

CASH ACCT	CHECK NO	ISSUE DT VENDOR	NAME	BUDGET UNIT	DESCRIPTION	SALES TAX	AMOUNT
1011	97005	04/23/20 1914	US BANK	00150005150	FILE FOLDERS/POUCHES	0.00	62.11
1011	97005	04/23/20 1914	US BANK	00160006120	HARDWARE	0.00	63.01
1011	97005	04/23/20 1914	US BANK	00150005200	CALENDAR	0.00	27.98
1011	97005	04/23/20 1914	US BANK	00160006170	SCUBA COMPASS	0.00	70.52
1011	97005	04/23/20 1914	US BANK	00150005100	CLOSED SESSION-01/22	0.00	72.15
1011	97005	04/23/20 1914	US BANK	00150005400	SYMPATHY FLOWERS	0.00	72.68
1011	97005	04/23/20 1914	US BANK	00160006120	SCREEN PROT/CASE IPAD	0.00	73.18
1011	97005	04/23/20 1914	US BANK	00150005450	CONSTANT CONTACT-FEB	0.00	75.00
1011	97005	04/23/20 1914	US BANK	00165006570	TONER	0.00	75.41
1011	97005	04/23/20 1914	US BANK	00160006120	LED FLOOD LIGHTS	0.00	75.41
1011	97005	04/23/20 1914	US BANK	00160006120	FUEL	0.00	79.45
1011 1011	97005	04/23/20 1914	US BANK US BANK	00150005450	HDMI CABLE	0.00 0.00	86.19 102.48
1011	97005 97005	04/23/20 1914 04/23/20 1914	US BANK US BANK	00150005100 00150005150	CLOSED SESSION-2/12 ORD 506(7642174)	0.00	102.48
1011	97005	04/23/20 1914 04/23/20 1914	US BANK US BANK	00165006520	BATTERY FOR PUMP	0.00	134.26
1011	97005	04/23/20 1914	US BANK	00165006570	LED EXIT SIGN	0.00	150.82
1011	97005	04/23/20 1914	US BANK	00160006170	STRAPS FOR PADDLE BRD	0.00	161.46
1011	97005	04/23/20 1914	US BANK	00150005170	SHREDDER	0.00	165.39
1011	97005	04/23/20 1914	US BANK	00150005300	PH-USER FEES(7642524)	0.00	196.32
1011	97005	04/23/20 1914	US BANK	550	QUICKBOOKS-02/23/20	0.00	197.79
1011	97005	04/23/20 1914	US BANK	550	QUICKBOOKS-01/23/20	0.00	197.79
1011	97005	04/23/20 1914	US BANK	00165006530	CLEAN AND PAINT BENCH	0.00	225.00
1011	97005	04/23/20 1914	US BANK	001	CNTL SQ-BENSON	0.00	225.63
1011	97005	04/23/20 1914	US BANK	001	CNTL SQ-T WADE	0.00	225.63
1011	97005	04/23/20 1914	US BANK	00150005300	ACA 2019 SFTWR/FORMS	0.00	229.77
1011	97005	04/23/20 1914	US BANK	00150005150	FLDRS/PAPER/LABELS	0.00	238.95
1011	97005	04/23/20 1914	US BANK	00150005450	HARD DRIVE	0.00	240.61
1011	97005	04/23/20 1914	US BANK	27060006120	SHIPPING-MONITOR RTN	0.00	259.17
1011 1011	97005 97005	04/23/20 1914 04/23/20 1914	US BANK US BANK	00150005150 00165006560	DVD CONVERSION LID MONUMENT	0.00 0.00	280.00 280.15
1011	97005	04/23/20 1914 04/23/20 1914	US BANK US BANK	00165006530	CONCRETE	0.00	301.71
1011	97005	04/23/20 1914	US BANK	00103000330	DVD CONVERSION	0.00	306.54
1011	97005	04/23/20 1914	US BANK	00150005150	PH-DUP 19001(7626125)	0.00	321.22
1011	97005	04/23/20 1914	US BANK	24093556510	BID 2019-08(7648299)	0.00	342.66
1011	97005	04/23/20 1914	US BANK	00160006120	TWLS/CLNR/SOAP/DTGNT	0.00	361.85
1011	97005	04/23/20 1914	US BANK	13560006120	VINYL FIRE VEHICLE	0.00	454.40
1011	97005	04/23/20 1914	US BANK	00150005150	DESK HUTCH	0.00	538.74
1011	97005	04/23/20 1914	US BANK	001	CM RETREAT-KING	0.00	541.92
1011	97005	04/23/20 1914	US BANK	001	SANDAG-EDSON	0.00	542.76
1011	97005	04/23/20 1914	US BANK	001	CM RETREAT-WADE	0.00	599.58
1011	97005	04/23/20 1914	US BANK	001	LCW CONF-P SAMMAK	0.00	673.92
1011	97005	04/23/20 1914	US BANK	00150005450	ZOHO SUBSCRIPTION	0.00	840.00
1011	97005	04/23/20 1914	US BANK	001	CSFMO-HTL-BERKUTI-JAN	0.00	916.44
1011	97005	04/23/20 1914	US BANK	13550005450	LAPTOP/MNTR/DOCK-ATTY	0.00	1,246.27
1011 1011	97005 97005	04/23/20 1914 04/23/20 1914	US BANK US BANK	00150005150	STND DSK CONVTR	0.00 0.00	1,262.01
TOTAL CHE		04/23/20 1914	NIAG GU	00165006560	ELVIENTO PCKTPRK RCKS	0.00	2,396.36 16,247.04
1011	97006	04/23/20 211	CONSOLIDATED ELECTRICAL	00165006570	LAMPS	0.00	274.76
1011	97006	04/23/20 211	CONSOLIDATED ELECTRICAL	00165006570	RFND-LAMPS	0.00	-48.49
TOTAL CHE	-CV					0.00	226.27

CITY OF SOLANA BEACH, CA

PAGE NUMBER:

ACCTPA21

DATE: 04/27/2020 TIME: 08:02:32 CHECK REGISTER - DISBURSEMENT FUND

SELECTION CRITERIA: transact.ck_date between '20200404 00:00:00.000' and '20200424 00:00:00.000'

ACCOUNTING PERIOD: 10/20

PENTAMATION

CASH ACCT CHECK NO ISSUE DT VENDOR	NAME	BUDGET UNIT	DESCRIPTION	SALES TAX	AMOUNT
1011 97007 04/23/20 1964	CSAC EXCESS INSURANCE AU	00150005400	FY19/20 EAP APR-JUN	0.00	405.60
1011 97008 04/23/20 2165	CULLIGAN OF SAN DIEGO	00160006170	DRNKNG WTR SVC-APR	0.00	45.56
1011 97009 04/23/20 5210	COUNTY OF SAN DIEGO	00160006140	PRKNG CITE ADMIN-MAR	0.00	1,489.75
1011 97010 04/23/20 1242	DSR - DOOR SERVICE & REP	00165006570	SRVC-GARAGE DOOR-FS	0.00	1,174.00
1011 97010 04/23/20 1242 TOTAL CHECK	DSR - DOOR SERVICE & REP	00165006570	SRVC-AMBLNC DOOR-FD	0.00	236.00 1,410.00
1011 97011 04/23/20 94	ESGIL CORPORATION	00160006120	FIRE PRMT 02/10-02/14	0.00	75.00
1011 97011 04/23/20 94 1011 97011 04/23/20 94 TOTAL CHECK	ESGIL CORPORATION ESGIL CORPORATION	00155005560 00155005560	BLDG PRMT 01/13-01/17 BLDG PRMT 02/10-02/14	0.00 0.00 0.00	9,558.83 12,695.19 22,329.02
1011 97012 04/23/20 87	ISLA VERDE HOA	20575007530	LNDSCAPE MAINT-MAR	0.00	425.00
1011 97013 04/23/20 5014	MANAGED SOLUTION	00150005450	PROF SVC-MAR	0.00	750.00
1011 97013 04/23/20 5014 1011 97013 04/23/20 5014	MANAGED SOLUTION MANAGED SOLUTION	00150005450 13550005450	PROF SVC-JAN MICROSOFT 365-JAN	0.00	800.00 61.80
1011 97013 04/23/20 5014	MANAGED SOLUTION MANAGED SOLUTION	13550005450	MICROSOFT 365-JAN MICROSOFT 365-MAR	0.00	1,972.80
1011 97013 04/23/20 5014	MANAGED SOLUTION	13550005450	MICROSOFT 365-JAN	0.00	5,272.50
1011 97013 04/23/20 5014	MANAGED SOLUTION	13550005450	MICROSOFT 365-FEB	0.00	11,747.50
1011 97013 04/23/20 5014	MANAGED SOLUTION	13550005450	MICROSOFT 365-FEB	0.00	1,757.50
TOTAL CHECK				0.00	22,362.10
1011 97014 04/23/20 5407	PJ CASTORENA, INC.	55000007750	CCA WKLY ENR-3/30&4/8	0.00	88.10
1011 97015 04/23/20 111	MISSION LINEN & UNIFORM	21100007600	LAUNDRY-PUB WORKS	0.00	2.63
1011 97015 04/23/20 111	MISSION LINEN & UNIFORM	00165006520	LAUNDRY-PUB WORKS	0.00	7.05
1011 97015 04/23/20 111	MISSION LINEN & UNIFORM	50900007700	LAUNDRY-PUB WORKS	0.00	10.54
1011 97015 04/23/20 111	MISSION LINEN & UNIFORM	00165006560	LAUNDRY-PUB WORKS	0.00	11.86
1011 97015 04/23/20 111	MISSION LINEN & UNIFORM	00165006530	LAUNDRY-PUB WORKS	0.00	21.08
TOTAL CHECK				0.00	53.16
1011 97016 04/23/20 1377	ONE DAY SIGNS	00165006560	CITY LOGO	0.00	86.20
1011 97017 04/23/20 4797	PAMELA ELLIOTT LANDSCAPE		1715.42/329 S. RIOS	0.00	250.00
1011 97017 04/23/20 4797	PAMELA ELLIOTT LANDSCAPE		1719.13/514 CANYON	0.00	250.00
1011 97017 04/23/20 4797	PAMELA ELLIOTT LANDSCAPE		171914/476 MARVIEW	0.00	300.00
1011 97017 04/23/20 4797	PAMELA ELLIOTT LANDSCAPE		DRP19008/FORD AVENUE	0.00	300.00
1011 97017 04/23/20 4797	PAMELA ELLIOTT LANDSCAPE		1718.15/731 AVOCADO	0.00	375.00
1011 97017 04/23/20 4797	PAMELA ELLIOTT LANDSCAPE		1719.09/632 MARVIEW	0.00	375.00
1011 97017 04/23/20 4797	PAMELA ELLIOTT LANDSCAPE		1714.08/343 S HWY 101	0.00	375.00
1011 97017 04/23/20 4797 TOTAL CHECK	PAMELA ELLIOTT LANDSCAPE	4 41355005550	1715.42/329 S. RIOS	0.00	375.00 2,600.00
1011 97018 04/23/20 5246	ROBERT MOLDENHAUER	00150005400	R MOLDENHAUER-LIVESCA	0.00	25.00
1011 97019 04/23/20 5502	SAN DIEGO HUMANE SOCIETY		FY20 ANIMAL SVC-APR	0.00	6,920.58
1011 97020 04/23/20 86	SAN ELIJO HILLS II HOA	20775007550	LNDSCAPE MAINT-MAR	0.00	6,550.00

CITY OF SOLANA BEACH, CA CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER:

ACCTPA21

TIME: 08:02:32 CHECK REGISTER - DISBURSEMENT FUND

SELECTION CRITERIA: transact.ck_date between '20200404 00:00:00.000' and '20200424 00:00:00.000'

ACCOUNTING PERIOD: 10/20

PENTAMATION

DATE: 04/27/2020

CASH ACCT CHECK N	O ISSUE DT VENDOR	NAME	BUDGET UNIT	DESCRIPTION	SALES TAX	AMOUNT
1011 97021	04/23/20 88	SANTA FE HILLS HOA	20475007520	LNDSCAPE MAINT-MAR	0.00	16,250.00
1011 97022	04/23/20 1073	SEASIDE HEATING & AIR CO	00165006570	HVAC MAINT-APR	0.00	65.00
1011 97023	04/23/20 156	SHARP REES-STEALY MEDICA	00150005400	PRE-EMPLOYMENT SCREEN	0.00	686.00
1011 97024	04/23/20 1459	JASON SHOOK	00150005400	SHOOK-BS ORG LDRSHP	0.00	690.00
1011 97025	04/23/20 5427	TOSDAL LAW FIRM	55000007750	SEA PROF SVC-MAR	0.00	2,858.80
1011 97026	04/23/20 2097	UT SAN DIEGO - NRTH COUN	1 22893626510	9362.20-PH ADT TRNSNT	0.00	250.61
1011 97027 1011 97027 1011 97027 TOTAL CHECK	04/23/20 2823 04/23/20 2823 04/23/20 2823	WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK	652 65278007820 65278007820	LESS FND DPST 06/01 INT 2017TA BND 06/01 PRIN 2017TA BND 06/01	0.00 0.00 0.00 0.00	-37.40 41,499.36 59,400.00 100,861.96
1011 97028	04/23/20 4763	WESTERN AUDIO VISUAL	00150005450	CHAMBERS TECH-APR	0.00	499.00
1011	04/09/20 5504 04/09/20 5504	ALL CITY MANAGEMENT SERV	7 001 7 001 7 001 7 001 7 001 7 001 7 001 7 001 7 001 7 00165006540 7 00165006540 7 00165006540 7 00165006540 7 00165006540 7 00165006540 7 00165006540 7 00165006540 7 00165006540 7 00165006540	CRSSNG GRD01/26-02/08 CRSSNG GRD02/23-03/07 CRSSNG GRD01/12-01/25 CRSSNG GRD02/09-02/22 CRSSNG GRD03/08-03/21 CRSSNG GRD03/08-03/21 CRSSNG GRD02/09-02/22 CRSSNG GRD01/12-01/25 CRSSNG GRD01/12-01/25 CRSSNG GRD01/26-02/08 CRSSNG GRD01/26-02/08 CRSSNG GRD01/26-02/08 CRSSNG GRD01/26-02/08 CRSSNG GRD01/26-02/08 CRSSNG GRD01/12-01/25 CRSSNG GRD01/26-02/08 CRSSNG GRD01/26-02/08	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	-4,638.41 -4,638.41 -4,174.57 -2,319.20 -2,290.21 2,290.21 2,319.20 4,174.57 4,638.41 4,638.41 1,233.19 1,248.80 2,247.83 2,497.59 2,497.59 2,290.21 2,319.20 4,174.57 4,638.41 4,638.41 4,638.41 4,638.41 27,785.80
1011	04/09/20 1130 04/09/20 1130 04/09/20 1130 04/09/20 1130 04/09/20 1130 04/09/20 1130 04/09/20 1130 04/09/20 1130 04/09/20 1130 04/09/20 1130	MCDOUGAL LOVE ECKIS SMIT	1 12050005460 1 00150005250 2 00150005250 2 00150005250 3 00150005250 3 00150005250 4 00150005250 5 55000007750	PROF SERV PE 01/31/20 CLM.1904 PROF SVC-JAN PROF SERV PE 01/31/20 PROF SERV PE 01/31/20	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	875.00 890.45 1,155.00 1,295.50 2,922.50 5,500.00 8,808.59 9,670.85 17.98 70.00

CITY OF SOLANA BEACH, CA TIME: 08:02:32 CHECK REGISTER - DISBURSEMENT FUND

PENTAMATION PAGE NUMBER: 10 DATE: 04/27/2020 ACCTPA21

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ACCOUNTING PERIOD: 10/20

CASH ACCT CHECK NO	ISSUE DT VENDOR	NAME	BUDGET UNIT	DESCRIPTION	SALES TAX	AMOUNT
1011 V900103 1011 V900103 TOTAL CHECK	04/09/20 1130 04/09/20 1130	MCDOUGAL LOVE ECKIS SMIT MCDOUGAL LOVE ECKIS SMIT		PROF SVC PE 01/31/20 PROF SERV PE 01/31/20	0.00 0.00 0.00	262.50 513.40 31,981.77
1011 V900104 1011 V900104 1011 V900104 TOTAL CHECK	04/16/20 5527 04/16/20 5527 04/16/20 5527	PCL CONSTRUCTION INC. PCL CONSTRUCTION INC. PCL CONSTRUCTION INC.	50998336510 50998336510 509	9833 SB PMP STN-MAR 9833 PMP STN RTN-MAR 9833 PMP STN RTN-MAR	0.00 0.00 0.00 0.00	112,100.00 5,900.00 -5,900.00 112,100.00
1011 V900105	04/16/20 13	SOLANA BEACH FIREFIGHTER	001	FD DUES PD 04/17/20	0.00	913.50
1011 V9000106	04/24/20 5862	ACTIVE NETWORK, LLC	255	JG REFUND PAYMENT	0.00	725.00
1011 V9000107	04/24/20 5860	EBIX INC.	12050005460	EBIX IMPLMNTN	0.00	1,200.00
1011 V9000108	04/24/20 1130 04/24/20 1130	MCDOUGAL LOVE ECKIS SMIT	00150005250 00150005250 00150005250 00150005250 00150005250 00150005250 00150005250 00150005250	PROF SERV PE 02/29/20	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	210.00 297.50 437.50 647.50 682.50 859.67 1,050.00 1,578.50 4,602.50 4,710.35 5,500.00 20,576.02
TOTAL CASH ACCOUNT					0.00	622,535.96
TOTAL FUND					0.00	622,535.96
TOTAL REPORT					0.00	622,535.96



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers

FROM: Gregory Wade, City Manager

MEETING DATE: May 13, 2020

ORIGINATING DEPT: Finance

SUBJECT: Report on Changes Made to the General Fund Adopted

Budget for Fiscal Year 2019/20

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 April 22, 2020.

DISCUSSION:

The following table reports the revenue, expenditures, and transfers for 1) the Adopted General Fund Budget approved by Council on June 12, 2019 (Resolution 2019-085) and 2) any resolutions passed by Council that amended the Adopted General Fund Budget.

GENERAL FUND - ADOPTED BUDGET PLUS CHANGES	
As of April 22, 2020	

Action	Description	Revenues	Expenditures	Transfers from GF	Net Surplus
Reso 2019-085	Adopted Budget	19,357,000	(19,141,500)	(151,100) (1)	64,400
Reso 2020-026	FY2019/20	656,100	(502,700)	-	217,800
(1)	Transfers to:				
	Debt Service for Public Facilities		151,100		
				151,100	

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA

FISCAL IMPACT:

N/A

COUNCIL ACTION:	

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 2019-2020 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: May 13, 2020

ORIGINATING DEPT: Engineering Department

SUBJECT: Council Consideration of Resolution 2020-033 -

Amending the Professional Services Agreement with Seaside Heating and Air for Heating, Ventilation and Air

Conditioning (HVAC) Services

BACKGROUND:

As part of the annual Heating, Ventilation and Air Conditioning (HVAC) maintenance and as-needed repairs agreement, the vendor is required to perform routine quarterly maintenance at City Hall, La Colonia Community Center, Marine Safety Center, Fire Station and the Fletcher Cove Community Center. This maintenance includes routine inspections, changing filters, as-needed minor repairs, and replacements of HVAC units. The City has had an agreement with Seaside Heating and Air (Seaside) for HVAC preventative maintenance services and as-needed repairs since July 2017.

This item is before the City Council for the consideration of Resolution 2020-033 (Attachment 1) authorizing the City Manager to execute an amendment to the Professional Services Agreement (PSA) with Seaside for replacement and repair of two HVAC units at City Hall that would exceed the original compensation of the contract.

DISCUSSION:

At the request of the City, Seaside submitted a proposal for the replacement of one rooftop HVAC unit and the repair of a unit that has a refrigerant leak in the evaporator, both at City Hall. The cost for replacement of the new unit is \$8,400 and the cost to repair the refrigerant leak is \$2,800. Staff is also recommending an additional \$3,800 for as-needed repairs through the end of Fiscal Year (FY) 2019/20.

COUNCIL ACTION:	

For the replacement of the rooftop HVAC unit at City Hall, Staff is recommending that the work be performed on a Friday when City Hall is closed to eliminate the inconvenience to Staff.

The current PSA with Seaside started in July 2017 and allowed up to four additional one-year extensions, at the City's option based on satisfactory performance. Two of the four extensions have been executed, which allows the contract to run through June 30, 2022. As part of the amendment for the first extension, the compensation amount of the agreement was increased from \$2,500 to \$10,000 to allow for as-needed, miscellaneous repairs to the HVAC systems throughout City facilities. In 2019, the agreement was amended to include vent and ductwork cleaning at City Hall, as well as replacement of one HVAC unit at City Hall in the computer server room, and one heating unit at the La Colonia Community Center. These replacements increased the compensation amount of the agreement for FY 2018/19 from \$10,000 to \$23,000.

The replacement and repair of the HVAC units at City Hall will cost \$11,200. Staff is also recommending an additional \$3,800 for as-needed, miscellaneous repairs for unforeseen repairs that might be needed through the end of the FY 2019/20. This would bring the compensation amount of the agreement from \$10,000 to \$25,000 for FY 2019/20.

CEQA COMPLIANCE STATEMENT:

Repair and replacement of these two HVAC units is exempt pursuant to Section 15301(a) of the State CEQA Guidelines.

FISCAL IMPACT:

The current agreement with Seaside is for an amount not to exceed \$10,000 per year. Staff is proposing to increase compensation amount by \$15,000, bringing the contract amount to \$25,000 for this current FY (2019/20). The additional amount will cover the needed repairs at City Hall and allows for additional as-needed, unanticipated repairs for the remainder of FY 2019/20. The total cost of the additional services is not to exceed \$15,000. The cost to replace and repair two of the HVAC units for at City Hall is \$11,200 and is available in the City Hall Deferred Maintenance project in the City CIP Fund. The remaining \$3,800 will come out of the FY 2019/20 Facilities Operating Adopted Budget.

For subsequent fiscal years, an additional \$7,500 is requested to increase the budget for unanticipated repairs, in an amount not to exceed \$17,500 annually. Adequate funding will be identified annually, in the appropriate operating budget.

WORK PLAN:

This project was not mentioned in the FY 2019/20 Work Plan.

OPTIONS:

- Approve Staff recommendation.
- Approve Staff recommendation with alternative amendments/modifications.
- Provide direction/feedback

DEPARTMENT RECOMMENDATION:

Staff recommends the City Council consider adoption of Resolution 2020-033:

- 1. Authorizing the City Manager to execute an amendment to the Professional Services Agreement with Seaside Heating and Air and in an amount not to exceed \$25,000, for HVAC preventative maintenance services and as-needed repairs for Fiscal Year 2019/20.
- Authorizing the City Manager to execute amendments to the Professional Services Agreement with Seaside Heating and Air, in an amount not to exceed \$17,500, for HVAC preventative maintenance services and as-needed repairs for Fiscal Years 2020/21 and 2021/22.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.

Gregory Wade, City Manager

Attachments:

1. Resolution 2020-033

RESOLUTION 2020-033

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AMENDING THE PROFESSIONAL SERVICES AGREEMENT WITH SEASIDE HEATING AND AIR CONDITIONING FOR MAINTENANCE OF THE CITY'S HEATING, VENTILATION AND AIR CONDITIONING SYSTEM

WHEREAS, as part of the annual Heating, Ventilation and Air Conditioning (HVAC) maintenance agreement, the vendor is required to perform monthly maintenance to HVAC units at City Hall, La Colonia Community Center, Marine Safety Center, Fire Station, and the Fletcher Cove Community Center; and

WHEREAS, this maintenance includes routine inspections, changing filters, asneeded minor repairs, and replacements of the HVAC units. The City has had an agreement with Seaside Heating and Air (Seaside) for HVAC preventative maintenance services and repairs since 2017; and

WHEREAS, at the request of the City, Seaside submitted proposals for the replacement of a rooftop HVAC unit and the repair of a unit that has a refrigerant leak in the evaporator, both at City Hall; and

WHEREAS, over the past couple of years, some HVAC units have been replaced at various City facilities that have required amendments to the agreement to increase compensation.

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. Authorizing the City Manager to execute an amendment to the Professional Services Agreement with Seaside Heating and Air and in an amount not to exceed \$25,000, for HVAC preventative maintenance services and as-needed repairs for Fiscal Year 2019/20.
- 3. Authorizing the City Manager to execute amendments to the Professional Services Agreement with Seaside Heating and Air, in an amount not to exceed \$17,500, for HVAC preventative maintenance services and as-needed repairs for Fiscal Years 2020/21 and 2021/22.

PASSED AND ADOPTED this 13th day of May, 2020, at a regular meeting of the City Council of the City of Solana Beach, California by the following vote:

Resolution 2020-033 Amendment to HVAC PSA with Seaside Page 2 of 2

	Councilmembers – Councilmembers – Councilmembers – Councilmembers –		
		JEWEL EDSON, Mayor	
APPROVED AS TO	FORM:	ATTEST:	
JOHANNA N. CANL	AS, 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: May 13, 2020

ORIGINATING DEPT: City Manager's Department

SUBJECT: Solid Waste Rate Review - Proposition 218 Public

Noticing and Majority Protest Voting Procedures

BACKGROUND:

The City of Solana Beach (City) has a Franchise Agreement (Agreement) with EDCO Waste and Recycling Services (EDCO) to provide residential and commercial solid waste and recycling collection services. Under the terms of the Agreement, EDCO may request a rate review annually to adjust the amount charged for providing services. The Agreement contains specific language regarding the rate review methodology. Rates may only be increased due to tipping fee (landfill disposal) and cost of living (CPI) increases on the base rate. The City is a member of the Regional Solid Waste Association (RSWA) that regulates the tipping fee for its member agencies. The proposed tipping fee and CPI increases are reviewed and approved by RSWA before being submitted to the City. City Staff then reviews the rate tables submitted by EDCO and, if appropriate, brings the requests before the City Council for consideration.

This item is before City Council to consider approving Resolution 2020 – 047 authorizing the City to proceed with the proper Proposition 218 noticing and majority protest voting procedures including setting a Public Hearing to disclose any protest votes for the solid waste rate increases on July 8, 2020.

DISCUSSION:

EDCO has submitted a rate review adjustment request for Fiscal Year 2020/2021. The CPI increased 3.10% for the period from December 2018 to December 2019 and the tipping fee increased 2.58%, or \$49.23 per ton to \$50.50 per ton. Therefore, the proposed rate for residential services would increase from \$22.33 to \$23.00 per month (not including the National Pollutant Discharge Elimination System 'NPDES' fee) and

COUNCIL ACTION:		

the commercial rate for the most common service (3-yard bin picked up 1 time per week) will increase from \$107.81 to \$110.87 per month (not including the NPDES fee). The full rate review package can be found in Attachment 2. These requests must go through the Proposition 218 noticing requirements, which Staff and EDCO have initiated. Residential and commercial customers will receive notification through the mail on the proposed rate increases and will have a chance to submit a protest vote if they oppose. The vote outcome will be revealed during the Public Hearing at the City Council meeting on July 8, 2020.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

There is no fiscal impact to the City for the Proposition 218 noticing. These costs are paid for by the customers and will be reflected as a separate line item on the first bill clearly identifying the charge as the Proposition 218 noticing fee.

WORK PLAN:

N/A

OPTIONS:

- Approve Staff recommendation
- Reject Staff recommendation
- Provide alternative direction to Staff

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2020 – 047 setting the Solid Waste Rate Review Public Hearing protest vote for July 8, 2020.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation

Gregory Wade, City Manager

Attachments:

- 1. Resolution 2020 047
- 2. EDCO Rate Review Packet

RESOLUTION NO. 2020 - 047

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ESTABLISHING A PUBLIC HEARING DATE TO DISCLOSE ANY PROTEST VOTES FOR THE PROPOSED FY 2020/2021 SOLID WASTE RATE INCREASES

WHEREAS, the City of Solana Beach (City) entered into a Franchise Agreement (Agreement) with EDCO Waste and Recycling Services (EDCO) to provide solid waste and recycling collection services; and

WHEREAS, under the terms of the Agreement, EDCO may request a rate review annually to adjust the amount charged for providing services; and

WHEREAS, EDCO has submitted a rate review adjustment request for Fiscal Year 2020/2021; and

WHEREAS, the rate review request must go through the proper Proposition 218 noticing requirements and majority protest proceedings; and

WHEREAS, the protest hearing be conducted during a Public Hearing at a duly noticed City Council Meeting.

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

- 1. That the above recitals are all true and correct.
- 2. That a Public Hearing be conducted to disclose any protest votes at the July 8, 2020 regularly scheduled City Council Meeting.

PASSED AND ADOPTED this 13th day of May, 2020, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

NOES: Councilmembers – NOES: Councilmembers – ABSENT: Councilmembers – ABSTAIN: Councilmembers –	
	JEWEL EDSON, Mayor
APPROVED AS TO FORM:	ATTEST:
JOHANNA N. CANLAS, City Attorney	ANGELA IVEY, City Clerk



February 29, 2020

Mr. Danny King Assistant City Manager City of Solana Beach 635 S. Highway 101 Solana Beach, CA 92075

RE: CPI Rate Adjustment for Solid Waste and Recycling Collection Services

Dear Danny:

The Franchise Agreement between the City of Solana Beach and EDCO allows for annual rate adjustments. EDCO last adjusted rates in July 1, 2019. Section 8.3 of the Agreement includes the details of the rate adjustment procedures. As outlined, rates may be increased due to changes in landfill tipping fees and increases in the Los Angeles-Anaheim Consumer Price Index (CPI). EDCO is requesting an allowable rate adjustment based on changes in the CPI and the Regional Solid Waste Association (RSWA) disposal fee. The effective date of this rate adjustment was July 1, 2020.

RSWA Disposal Fee Adjustment

The City is a member of RSWA that regulates waste disposal tipping fees for its member agencies. Tipping fees were last adjusted in 2018 rate change. Currently the tip fee for Solana Beach is \$49.23 per ton. Effective July 1, 2020, the tip fee for Solana Beach will increase to \$50.50, representing a 2.58% increase in the tip fee component of the rate calculation.

CPI Adjustment

The Los Angeles-Long Beach-Anaheim CPI increased 3.10% for the period from December 2018 to December 2019. A copy of the applicable CPI is attached for your reference. Also attached with this letter are rates schedules listing current and proposed rates for commercial and residential waste and recycling collection services.

Sincerely,

Elmer Heap

General Manager

Attachments

"We'll Take Care of It"

City of Solana Beach Multi-Family and Residential Rates Effective July 1st, 2020

RSWA Tip Fee 2019 \$ 49.23
RSWA Tip Fee 2020 \$ 50.50
Change \$ 1.27
% Change - Tip Fee 2.5833%

 CPI Consumer Price Index 21/31/2018
 267.7

 CPI Consumer Price Index 12/31/2019
 276.0

 Change
 8.3

 % Change - CPI
 3.10%

 Cap % 4%

		Rates 7.1.2019				Rate Adjustments effective 7.1.20					Rates 7.1.2020														
						Customer		Customer	3.10	%	2.58%	*****	Cust	tomer							Cu	stomer		С	ustomer
		Net			Franchise	Total		Total	Ne	t		Franchis	e To	otai		Net			Fra	anchise		Total			Total
	Frequency	Operat	na Dis	posal	Fee	w/o		with	Opera		Disposal	Fee		w/o		perating	Di	sposal		Fee		w/o			with
Description	per Week	Expen	-	ponent	10.0%	NPDES	NPDES	NPDES	Exper	-	Component	10.0%		DES		xpense		nponent		0.0%	ħ.	PDES	NPDES		NPDES
Commercial Multi- Family Rate		- LAPOIT		portoric	15.070	10.020	- 1010	-111 520	- CAPCI	150	Outspostoric	10.070				Aperioc		прологи	<u>'</u>	0.070		I DEQ	. IN. O.C.		NI OLO
Commercial Wuld- Family Kat	65																								
Commercial - Two Yard Bin																									
	1	\$ 36		26.98	\$ 7.02	\$ 70.19	\$ 5.56	\$ 75,75	\$ 1.	.12 \$	\$ 0.70	\$ 0.20	\$	2.02	\$	37.31	\$	27.68	\$	7.22	\$	72.21	\$ 5.56	\$	77.77
	2	\$ 57	71 \$	53.97	\$ 12,41	\$ 124.09	\$11.12	\$ 135.21	\$ 1.	.79 \$	\$ 1.39	\$ 0,35	\$	3.53	\$	59.50	\$	55.36	\$	12.76	\$	127.62	\$11.12	\$	138,74
	3	\$ 63	21 \$	80.95	\$ 16,02	\$ 160.18	\$ 16.68	\$ 17.6.86	S 1.	.96 \$	\$ 2.09	\$ 0.45	\$	4.50	\$	65.17	\$	83.04	\$	16.47	\$	164.68	\$16.68	\$	181.36
	4	\$ 79	42 \$ 1	07.95	\$ 20.82	\$ 208.19	\$ 22.24	\$ 230.43	\$ 2.	.46 \$	\$ 2.79	\$ 0.58	\$	5.83	\$	81.88	\$	110,74	\$	21.40	\$	214.02	\$22.24	\$	236.26
	5	\$ 95	54 \$ 1	34.93	\$ 25.61			\$ 283.88	\$ 2.	96 9		\$ 0.72		7.17	\$	98.50	\$	138.42	\$	26,33			\$27.80		291.05
					•	• =		•				• •	•				•		•		•		Q = 1, 100	•	
Commercial - Three Yard Bin																									
Constitution - Thice Tara But	1	\$ 54	33 s	40.48	\$ 10.53	\$ 105.34	\$ 8.34	\$ 113.68	\$ 1.	68 9	\$ 105	\$ 0.30	•	3.03	\$	56.01	•	41.53	\$	10.83	c	108 37	\$ 8.34	•	116.71
	2	\$ 88		80.95	\$ 18.80			\$ 204.69	\$ 2.			\$ 0.54		5.37	\$	91.00	\$	83.04	\$	19.34			\$ 16.68		
	3	\$ 122		21.44	\$ 27.07			\$ 295,72		.79 \$				7.70		125.98	•				•		-		210.06
	_				-	•											\$	124.58	\$	27.84			\$25.02	•	303.42
	4	\$ 156		61.92	\$ 35.33			\$ 386,68		.84 \$		\$ 1.00		10.02		160.91	\$	166.10	\$	36.33			\$33.36		396.70
	5	\$ 194	28 \$ 2	02.39	\$ 44.08	\$ 440.75	\$41.70	\$ 482.45	\$ 6.	.02 \$	\$ 5.23	\$ 1.25	\$.	12.50	\$	200.30	\$	207,62	\$	45.33	\$	453.25	\$41.70	\$	494.95
Commercial - Four Yard Bin																									
	1	\$ 67		53.97	\$ 13,45			\$ 145.66		,08 \$		\$ 0.39		3.86	\$	69.20	S	55.36	\$	13.84			\$11.12	,	149.52
	2	\$ 104		07.94	\$ 23.65			\$ 258.73		.25		\$ 0.67	\$	6.71.		108.15	\$	110.73	\$	24.32	\$	243.20	\$22.24	\$	265.44
	3	\$ 142	64 \$ 1	61.92	\$ 33.84	\$ 338.40	\$ 33.36	\$ 371.76	\$ 4.	.42 \$	\$ 4.18	\$ 0.96	\$	9.56	\$	147.06	\$	166.10	\$	34.80	\$	347,96	\$33.36	\$	381.32
	4	\$ 180	41 \$ 2	15.89	\$ 44.03	\$ 440.33	\$ 44.48	\$ 484.81	\$ 5.	.59 \$	\$ 5.58	\$ 1.2 4	\$.	12.41	\$	186.00	\$	221.47	\$	45.27	\$	452.74	\$44.48	\$	497.22
	5	\$ 217	86 \$ 2	69.85	\$ 54.20	\$ 541.91	\$ 55.60	\$ 597.51	\$ 6.	.75 8	\$ 6,97	\$ 1.52	\$.	15.24	\$	224.61	\$	276.82	\$	55.72	\$	557.15	\$55.60	\$	612.75
Commercial - Five Yard Bin																									
	1	\$ 79	92 \$	67.46	\$ 16,37	\$ 163,75	\$ 13.90	\$ 177.65	\$ 2.	.48 \$	5 1.74	\$ 0.47	\$	4.69	\$	82.40	\$	69.20	\$	16.84	\$	168.44	\$13.90	\$	182.34
	2	\$ 123	13 \$ 1:	34.93	\$ 28.67	\$ 286.73	\$ 27.80	\$ 314.53	\$ 3.			\$ 0.81		8.12		126,95	Š	138.42	\$	29.48			\$27.80		322.65
	3	\$ 167		02.39	\$ 41.05			\$ 452.24	\$ 5.		-	\$ 1.16		–		172.28	\$	207,62	\$	42.21			\$41.70		463.81
	4	\$ 209		69.85	\$ 53,26			\$ 588,20	\$ 6.		-	\$ 1.50				215.98	\$	276.82	\$	54.76			\$55.60		603.16
	5	\$ 252		37.33	\$ 65.53			\$ 724.75	\$ 7.			\$ 1.84				260.21	\$	346.04	\$	67.37			\$69.50		743.12
	•	W 252		07.00	Ψ 00,00	\$ 000.20	Ψ 03.00	4 124.10	Ψ 7.	.OL 4	0.71	Ψ 1.04	•	10,01	•	200.21	Ψ	040.04	Ψ	07.01	4	010.02	\$05.50	4	140.12
Muti Family Recyling Rate																									
muli t amily recyling reace	1	\$ 1	38 S	_	\$ 0.16	\$ 1.54	\$ -	\$ 1.54	\$ 0.	.04 \$	r	s -	\$	0.04	\$	1.42	\$		\$	0.16		4 50	\$ -		1.58
	,	Ψ ;	JO 4	=	\$ 0.10	\$ 1.04	.	J 1.54	φ U.	.04 4	ρ -	\$ -	4	0.04	4	1.42	φ	-	Ð	0.10	\$	1,30	Φ -	4	1.50
Communication of Translat Desira																									
Commercial Can (1-Trash 1-Recy)			o.4							**			•	4 40	•		•	40.04	_						
	1	\$ 23		13.49	\$ 4.09	\$ 40.92		\$ 44.44		.72 \$				1.19	\$	24.06	\$	13.84	\$	4.21	\$		\$ 3.52		45.63
	Extra Cart	\$ 1	71 \$	-	\$ 0.19	\$ 1.90	\$ 1.76	\$ 3,66	\$ 0.	.05	5 -	\$ 0.01	\$	0.06	\$	1.76	\$	- '	\$	0.20	\$	1.96	\$ 1.76	\$	3.72
		_										_													
	2	\$ 19		53.97	\$ 8.19	\$ 81.95				.61 \$		\$ 0.22		2.22	\$	20.40	\$	55.36	\$	8.41	\$		\$ 7.04	,	91.21
	Extra Cart	\$ 3	41 \$	-	\$ 0.38	\$ 3.79	\$ 3.52	\$ 7.31	\$ 0.	,11 💲	\$ -	\$ 0.01	\$	0.12	\$	3.52	\$	-	\$	0.39	\$	3.91	\$ 3.52	\$	7.43
Multi-family Temp Bin(1 wk rental)	1	\$ 43	80 \$ ·	40.48	\$ 9.37	\$ 93.65	\$ 8.34	\$ 101.99	\$ 1.	.36 \$	1.05	\$ 0.27	\$	2.68	\$	45.16	\$	41.53	\$	9.64	\$	96.33	\$ 8.34	\$	104.67

City of Solana Beach Multi-Family and Residential Rates Effective July 1st, 2020

RSWA Tip Fee 2019 \$ 49.23
RSWA Tip Fee 2020 \$ 50.50
Change \$ 1.27
% Change - Tip Fee 2.5833%

CPI Consumer Price Index 21/31/2018 CPI Consumer Price Index 12/31/2019 Change % Change - CPI Cap % 4%

276,0 8.3 3.10%

267.7

		_				R	ates 7.1.2	2019						R	ate /	djustments	effecti	ve 7.	.1.20)						Rates 7.	1 202	n				
Description Residential Rates	Frequency per Week		Net perating xpense		sposal mponent		anchise Fee 10.0%		stome Total w/o PDES	NPDES		ustomer Total with NPDES	Oį	3.10% Net perating xpense)	2.58% Disposal Component	Franc Fe 10.6	chise e	Cus	stomer Total w/o PDES		Net perating xpense		isposal mponent	Fr	anchise Fee 10.0%	C	ustome Total w/o NPDES		DES	To	tomer otal ith DES
Solid Waste Service (1 cart)	96 gal	\$	15.77	\$	4.33	\$	2.02						_		_																	
Contract Convert (1 care)	64 gai 35 gai	\$ \$	15.77 15.77	\$ \$	4.33 4.33	\$ \$	2.23 2.23 2.23	\$ \$ \$	22.33 22.33 22.33	\$ 1.32 \$ 0.88 \$ 0.44	\$	23,21	\$ \$ \$	0.49	\$	0.11 0.11 0.11		.07	\$ \$ \$	0.67 0.67 0.67	\$ \$ \$	16.26 16.26 16.26	\$ \$ \$	4.44 4.44 4.44	\$ \$ \$	2.30 2.30 2.30	\$ \$ \$	23.00 23.00 23.00	\$ (1.32 \$ 0.88 \$ 0.44 \$;	24.32 23.88 23.44
Recycling Service (1 cart)	96 gal 64 gal 35 gal										\$ \$ \$																			\$ \$ \$	i	1.32 0.88 0.44
Extra Cart	96 gal 64 gal 35 gal	\$ \$ \$	2.85 2.85 2.85	\$ \$	- -	\$ \$ \$	0.32 0.32 0.32	\$ \$ \$	3.17 3.17 3.17	\$ 1.32 \$ 0.88 \$ 0.44	. \$	4.49 4.05 3.61	\$ \$ \$	0.09 0.09 0.09	\$	-	\$ 0	.01	\$ \$ \$	0.10 0.10 0.10	\$ \$ \$	2.94 2.94 2.94	\$ \$ \$	- - -	\$ \$ \$	0.33 0.33 0.33	\$ \$ \$	3.27 3.27 3.27	\$ 0	1.32 \$ 0.88 \$ 0.44 \$		4.59 4.15 3.71
Rolloff Rates																																
Haul Rate Disposal Fee per Ton - Trash CDI - Tip Fee plus FF/City Fees		\$	238.43	\$	49.23	\$	26.49 5.47		264.92 54.70			264.92 54.70	\$ \$	7.39	\$	1.27		.82 .14	\$ \$	8.21 1.41	\$ \$	245.82 -	\$ \$	- 50.50	\$ \$	27.31 5.61	\$	273.13 56.11		\$ \$		273.13 56.11
OTHER FEES:																																
Bin Exchange Lock Fees Pull Out Fees 16' - 50' per bin, per number of service days 51' or more per bin, per number of service days	ıys	\$ \$ \$	38.10 8.09 3.68 4.98	\$ \$ \$	-	\$ \$ \$	4.23 0,90 0.40 0.55	\$ \$ \$	42.33 8.99 4.08 5.53		\$ \$ \$	42.33 8.99 4.08 5,53	**	1.18 0.25 0.11 0.15	\$	-	\$ 0. \$ 0.	03 01	\$ \$ \$ \$	1.31 0.28 0.12 0.17	\$ \$ \$	39.28 8.34 3.79 5.13	\$ \$	-	\$ \$	4.36 0.93	\$ \$	43.64 9.27 4.20		\$ \$ \$		43.64 9.27 - 4.20
Reinstate Fee: Late Fee: Minimum \$3 charge on any delique Bulky Items	nt account	\$ \$ \$	23.81 2.70 26.74	\$	- - 9.04	\$	2.65 0.30 3.97	\$	26.46 3.00 39.75		\$	26.46 3.00 39.75		0.74	\$	0.23	\$ 0.		\$	0.17	3 55 55 55	24.55 2.70 27.57	\$ \$ \$	- - - 9.27	\$ \$ \$	0.57 2.73 0.30	\$ \$	5.70 27.28 3.00		\$ \$		5.70 27.28 3.00
Each Addti Buiky Item Recycling Contamination Fee Overage Fee Cart Delivery Fee		\$ \$ \$	3.63 30.71 30.62 14.29	\$ \$ \$	1.23 9.04 9.04	\$ \$ \$	0.54 4.42 4.41 1.59	\$ \$	5.40 44.17 44.07 15.88		\$ \$ \$	5.40 44.17 44.07	\$ \$ \$	0.11 0.95 0.95	\$ \$ \$	0.23 0.23 0.23	\$ 0. \$ 0. \$ 0.	02 13 13	\$ \$ \$	0.16 1.31 1.31	\$ \$ \$	3,74 31.66 31.57	\$ \$ \$	9.27 9.27 9.27	\$ \$ \$	4.09 0.56 4.55 4.54	\$ \$ \$	40.93 5.56 45.48 45.38		\$ \$ \$		40.93 5.56 45.48 45.38
Extra Pickup All Bin Sizes		\$	35.81	\$	-	\$	3.98		39.79		\$	15.88 39.79	\$	0.44 1.11	-	-			\$ \$	0.49 1.23	\$ \$	14.73 36.92	\$ \$	-	\$ \$	1.64 4.10	\$ \$	16.37 41.02		\$ \$		16.37 41.02

City of Solana Beach Commercial Rates Effective July 1st, 2020 RSWA Tip Fee 2019 RSWA Tip Fee 2020 Change % Change - Tip Fee

\$ 356.06

\$ 399.45

\$ 83.95

839.46

\$ 102.51 \$

941.97

11.04 \$

10.32

\$

2.37 \$ 23.73

\$367.10

\$409,77

\$

86.32

\$

863,19 \$ 102:51 \$

965.70

\$ 49.23 \$ 50.50 \$ 1.27 2.58% CPI Consumer Price index 21/31/2018 CPI Consumer Price Index 12/31/2019 Change

% Change - CPI

Cap % 4%

276.03 8.3 3.10%

267.73

Rates 7,1.2019 Rates 7.1.2019 Rate Adjustments effective 7.1.19 Customer Customer Customer 3.10% 2.58% Customer Customer Net Franchise Total Total Net Franchise Total Net Franchise Total Total Frequency Operating Disposal Fee w/o with Operating Disposal Fee w/o Operating Disposal Fee w/o with 10.0% Description per Week Expense Component NPDES NPDE\$ Expense Component 10.0% NPDES Expense Component 10.0% **NPDES** NPDES Commercial Rates Commercial - Two Yard Bin \$ 30.56 \$ 34.29 \$ 7.21 \$ 72.06 \$ 6.83 \$ 78.89 \$ 0.95 \$ 0.89 \$ 0.20 \$ 2.04 \$ 31.51 \$ 35.18 \$ 7.41 \$ 74.10 \$ 6.83 80.93 2 \$ 53.07 \$ 59.54 \$ 12,52 \$ 125,13 :\$ 13,67 138.80 \$ 1.65 \$ 1.54 \$ 0.35 \$ 3.54 \$ 54.72 \$ 61.08 \$ 12.87 \$ 128.67 \$ 13,67 \$ 142.34 3 \$ 75.45 \$ 84.64 \$ 17.79 \$ 177.88 \$ 20.50 \$ 198.38 2.34 \$ 2.19 0.50 \$ 5.03 \$ 77,79 \$ 86.83 \$ 18.29 \$ 182.91 \$ 20.50 203.41 \$ \$ 256.27 \$100.12 4 \$ 97.11 \$ 108.93 \$ 22.89 \$ 228.93 \$ 27.34 \$ \$ 3.01 \$ 2.81 \$ 0.65 \$ 6.47 \$111.74 \$ 23.54 \$ 235.40 \$ 27.34 \$ 262,74 317.48 3.73 \$ \$ 8.01 \$123.90 \$ 120.17 \$ 134.81 \$ 28.33 \$ 283.31 \$ 34.17 \$ 3,48 0.80 \$ 138.29 \$ 29.13 291.32 \$ 34.17 325.49 5 \$ \$ \$ \$ \$ 142.61 \$ 159.99 \$ 33.62 \$ 336.22 \$ 41.00 \$ 377.22 4.42 \$ 0.95 \$ 9.50 \$147.03 \$ 164.12 \$ 34.57 æ 4.13 \$ 345.72 \$ 41.00 386.72 S Commercial - Three Yard Bin \$ 45.72 \$ 51.30 \$ 10.79 107.81 \$ 10.25 \$ 118.06 1.42 \$ 1.33 0.31 \$ 3.06 \$ 47.14 \$ 52.63 \$ 11.10 110.87 \$ 10.25 \$ 121.12 \$ 2 \$ 79.32 \$ 88.98 \$ 18.70 \$ 187.00 \$ 20.50 \$ 207.50 \$ 2.46 \$ 2.30 \$ 0.53 \$ 5.29 \$ 81.78 \$ 91.28 \$ 19.23 \$ 192.29 \$ 20.50 \$ 212.79 113.92 \$ 127.80 \$ 26.86 268.58 \$ 30.75 299.33 3.53 \$ 3.30 0.76 \$ 7.59 \$117.45 \$ 131.10 27.62 3 \$ \$ \$ \$ \$ \$ \$ 276.17 \$ 30.75 \$ 306.92 345.33 4.54 \$ 4 \$ 146.47 \$ 164.33 \$ 34.53 \$ \$ 41,00 \$ 386.33 \$ 4.25 \$ 0.98 \$ 9.77 \$151.01 \$168.58 \$ 35.51 \$ 355.10 \$ 41.00 \$ 396.10 \$ 179.99 5 \$ 201.92 \$ 42.44 \$ 424.35 \$ 51.26 **\$** 475.61 \$ 5.58 S 5.22 \$ 1.20 \$ 12.00 \$ 185.57 \$207.14 \$ 43.64 \$ 436.35 \$ 51.26 \$ 487.61 \$ 213.47 \$ 239.48 \$ 50.33 \$ 503,28 \$ 61.51 \$ 564.79 \$ 6.62 \$ 6.19 \$ 1.42 \$ 14.23 \$220.09 \$245.67 \$ 51.75 \$ 517.51 \$ 61.51 \$ 579.02 Commercial - Four Yard Bin \$ 60.80 \$ 68.21 \$ 14.33 143.34 \$ 13.67 \$ 157.01 1.88 \$ 1,76 \$ 0.40 \$ 4.04 \$ 62,68 \$ 69.97 14,73 \$ S \$ \$ 147.38 \$ 13.67 \$ 161.05 2 \$ 105.61 \$ 118.47 \$ 24.90 \$ 248.98 \$ 27.34 \$ 276.32 \$ 3.27 \$ 3.06 æ 0.70 \$ 7.03 \$108.88 \$ 121.53 \$ 25.60 \$ 256.01 \$ 27.34 S 283,35 3 \$ 150,41 \$ 168.74 \$ 35.46 \$ 354.61 \$ 41.00 395.61 \$ 4.66 \$ 4.36 \$ 1.00 \$ 10.02 \$155.07 .\$ 173.10 \$ 36.46 \$ 364.63 \$ 41.00 \$ 405.63 4 \$ 195.11 \$ 218.88 \$ 46.00 \$ 459.99 \$ 54.67 514.66 \$ 6.05 \$ 5.65 S 1.30 \$ 13.00 \$201.16 \$224.53 \$ 47,30 \$ 472,99 \$ 54.67 \$ 527.66 58,14 239.83 \$ 269.05 56.54 68.34 633.76 7.44 1,60 \$ 15.99 581.41 \$ 68.34 5 \$ \$ \$ 565.42 \$ \$ \$ \$ 6.95 \$ \$247.27 \$276.00 \$ \$ \$ 649.75 752,60 \$293.26 68.96 284.44 \$ 67.06 670.59 \$ 82.01 8.82 1.90 \$327.33 \$ 689.55 \$ 82.01 771.56 \$ \$ 319.09 \$ S ŝ 8.24 \$ \$ 18.96 \$ \$ Commercial - Five Yard Bin \$ 75.83 \$ 85.07 \$ 17.87 178,77 \$ 17.09 \$ 195.86 2.35 \$ 2.20 \$ 0.51 \$ 5.06 \$ 78.18 \$ 87.27 \$ 18.38 \$ 183.83 \$ 17.09 200.92 \$ 2 \$ 131.86 \$ 147.93 \$ 31.08 \$ 310.87 \$ 34.17 \$ 345.04 \$ 4.09 \$ 3.82 \$ 0.88 \$ 8.79 \$135.95 \$151.75 \$ 31.96 \$ 319.66 \$ 34.17 \$ 353.83 \$ 187.86 5.82 \$ 3 \$ 210.74 \$ 44.29 \$ 442.89 \$ 51.26 \$ 494.15 \$ 5.44 . \$ 1.25 \$ 12.51 \$193.68 \$216.18 \$ 45.54 \$ 455.40 \$ 51.26 \$ 506,66 8,53 \$ 4 \$ 275.31 \$ 308.86 \$ 64.91 \$ 649.08 S 68.34 \$ 717.42 \$ 7.98 \$ 1.83 \$ 18.34 \$283.84 \$316.84 \$ 66.74 \$ 667.42 \$ 68.34 \$ 735.76 5 \$ 299.68 \$ 336,20 \$ 70.65 \$ 706.53 \$ 85.43 \$ 791.96 \$ 9.29 \$ 8.68 S 2.00 \$ 19.97 \$308.97 \$344.88 \$ 72.65 \$ 726.50 \$ 85.43 \$ 811.93

City of Solana Beach Commercial Rates Effective July 1st, 2020 RSWA Tip Fee 2019 \$ 49.23
RSWA Tip Fee 2020 \$ 50.50
Change \$ 1.27
% Change - Tip Fee 2.58%

CPI Consumer Price Index 21/31/2018 CPI Consumer Price Index 12/31/2019 Change % Change - CPI Cap % 4% 267.73 276,03 8.3 3.10%

Net			19	7.1.20	Rates				19	ective 7.1	ents ef	Adjustr	Rate A					019	s 7.1.20	Rates						
Prescription Pres	Customer		stomer	Ç					Customer		3%	2.5	3.10%		Customer	-		ustomer	C							
Description	Total	•	Total		Franchise			Net	Total	ranchise			Net		Total			Total		ranchise	Fra			Net		
Recycle - Two Yard Bin	with					al	Disposal						-				,					•				
Recycle - Two Yard Bin 1	NPDES	NPDES .	PDES		10.0%	ent _	Component	Expense	NPDES	10.0%	onent	Comp	xpense		NPDES		NPDES	IPDES		10.0%	1	ponent	Con	xpense	E	
1 \$ 39.94 \$ - \$ 4.33 \$ 43.27 \$ 6.83 \$ 50.10 \$ 1.21 \$ - \$ 0.13 \$ 1.34 \$ 40.15 \$ - \$ \$ 4.46 \$ 6.83 \$ 5 6.83 \$ 2 \$ 71.32 \$ - \$ 7.93 \$ 79.25 \$ 13.67 \$ 9.29.2 \$ 2.21 \$ - \$ 0.25 \$ 2.46 \$ 7.35 \$ 5 - \$ 8.16 \$ 8 17.1 \$ 13.67 \$ 13.67 \$ 6.83 \$ 1.34 \$ 4.84 \$ 1.35 \$ 1.34 \$ 4.84 \$ 1.35 \$ 1.34 \$ 4.84 \$ 1.35 \$ 1.34 \$ 4.84 \$ 1.35 \$ 1.34 \$ 4.84 \$ 1.35 \$ 1.34 \$ 4.84 \$ 1.35 \$ 1.34 \$ 4.84 \$ 1.35 \$ 1.34 \$ 4.84 \$ 1.35 \$ 1.34 \$ 4.84 \$ 1.35 \$ 1.34 \$ 4.84 \$ 1.35 \$ 1.34 \$ 4.84 \$ 1.35 \$ 1.34 \$ 4.84 \$ 1.35 \$ 1.34 \$ 4.84 \$ 1.35 \$ 1.34 \$																										Commercial Rates
2 \$ 71.32 \$ - \$ 7.93 \$ 79.25 \$ 13.87 \$ 92.92 \$ 2.21 \$ - \$ 0.25 \$ 2.46 \$ 73.53 \$ - \$ 8.16 \$ 81.71 \$ 13.87 \$ 32.85 \$ 3.8 \$ 13.87 \$ 32.95 \$ 3.8 \$ 1.47 \$ 11.47 \$ 2.05.0 \$ 11.47 \$ 2.05.0 \$ 11.47 \$ 1.4 \$ 2.05.0 \$ 11.47 \$ 2.05.0 \$ 11.48 \$ 2.05.0 \$ 2.05.0 \$ 11.47 \$ 2.05.0																										Recycle - Two Yard Bin
3 \$ 103.25 \$ - \$ 11.47 \$ 11.47 \$ 20.50 \$ 135.22 \$ 3.20 \$ - \$ 0.36 \$ 3.56 \$ 106.45 \$ - \$ 11.83 \$ 118.28 \$ 20.50 \$ 4 \$ 4 \$ 135.20 \$ - \$ 15.50 \$ 150.23 \$ 27.34 \$ 177.57 \$ 4.19 \$ - \$ 0.47 \$ 4.66 \$ 139.39 \$ - \$ 15.50 \$ 154.89 \$ 27.34 \$ 150.25 \$ 167.14 \$ - \$ 185.72 \$ 34.17 \$ 219.89 \$ 5.18 \$ - \$ 0.58 \$ 5.76 \$ \$172.32 \$ - \$ 19.16 \$ 191.48 \$ 34.17 \$ 2 19.89 \$ 185.72 \$ 19.89 \$ 1.80 \$ 1.8	51.44	\$ 6.83	44.61	\$	4.46	?	\$ -	\$ 40.15	\$ 1.34	0,13	_	\$	1.21	\$	50.10	\$	6.83	43.27 \$	\$	4.33	\$	-	\$	38.94	\$	1
## Recycle - Three Yard Bin Recycle - Four Yard Bin	95.38	\$ 13.67	81.71	\$	8.18	ę	\$ -	\$ 73.53	\$ 2.46	0.25	•	\$	2.21	\$	92.92	\$	13.67	79.25 \$	\$	7.93	\$	-	\$	71.32	\$	2
Recycle - Three Yard Bin 1	138.78	\$ 20.50	118.28	\$	11.83	ę	\$ -	\$106.45	\$ 3.56	0.36	-	\$	3.20	\$	135.22	\$	20.50	114.72 \$	\$	11.47	\$	-	\$	103.25	\$	3
Recycle - Three Yard Bin 1	182.23	\$ 27.34	154.89	\$	15.50	9	\$ -	\$ 139.39	\$ 4.66	0.47	-	\$	4.19	\$	177.57	\$	27.34	150.23 \$	\$	15.03	\$	-	\$	135.20	\$	4
1 \$ 47.05 \$ - \$ 5.23 \$ 52.28 \$ 10.25 \$ 62.53 \$ 1.46 \$ - \$ 0.16 \$ 1.62 \$ 48.51 \$ - \$ 5.39 \$ 53.90 \$ 10.25 \$ 2 \$ 85.39 \$ - \$ 9.49 \$ 94.88 \$ 20.50 \$ 115.38 \$ 2.65 \$ - \$ 0.29 \$ 2.94 \$ 88.04 \$ - \$ 9.78 \$ 97.82 \$ 20.50 \$ 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	225.65	\$ 34.17	191.48	\$	19.16	\$	\$ -	\$172.32	\$ 5.76	0.58	-	\$	5.18	\$	219.89	\$	34.17	185.72 \$	\$	18.58	\$	-	\$	167.14	\$	5
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Recycle - Five Yard Bin 1 \$ 58.56 \$ - \$ 6.51 \$ 65.07 \$ 17.09 \$ 82.16 \$ 1.82 \$ - \$ 0.20 \$ 2.02 \$ 60.38 \$ - \$ 6.71 \$ 67.09 \$ 17.09 \$ 2 \$ 109.66 \$ - \$ 12.18 \$ 121.84 \$ 34.17 \$ 156.01 \$ 3.40 \$ - \$ 0.38 \$ 3.78 \$ 113.06 \$ - \$ 12.56 \$ 125.62 \$ 34.17 \$ 1	268.09	\$ 54.67	213.42	\$	21.34	5	\$ -	\$192.08	\$ 6.42	0.64	-	\$	5.78	\$	261.67	\$	54.67	207,00 \$	\$	20.70	\$	-	\$	186.30	\$	4
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Commercial Cardboard Recycling																										
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	37.86	\$ 6.83	31.03	\$	3.10	\$	\$ -	\$ 27.93	\$ 0.93	0.09	-	\$	0.84	\$	36.93	3 \$	6,83	30.10	\$	3.01	\$	-	\$	27.09	\$	
3_Yards							_					_		_	**						_			40.0	_	
	56.77	\$ 10.25	46.52	\$	4.65	\$	\$ -	\$ 41.87	\$ 1.40	0.14	- '	\$	1.26	\$	55.37	5 \$	10.25	45.12	\$	4.51	\$	-	\$	40.61	\$	
4-Yards				_			_											-							_	
	75.69	\$ 13.67	62.02	5	6.21	\$	\$-	\$ 55.81	\$ 1.87	0.19	-	\$	1.68	\$	73.82	7 \$	13,67	60.15	\$	6.02	\$	-	\$	54.13	\$	
5 - Yards																										
1 x week \$ 67.87 \$ - \$ 7.54 \$ 75.41 17.09 \$ 92.50 \$ 2.10 \$ - \$ 0.23 \$ 2.33 \$ 69.97 \$ - \$ 7.77 \$ 77.74 \$ 17.09 \$	94.83	\$ 17.09	77.74	\$	7.77	\$	\$ -	\$ 69.97	\$ 2.33	0.23	٠	\$	2.10	\$	92.50	9 \$	17.09	75.41	\$	7.54	\$	-	\$	67,87	\$	1 x week

City of Solana Beach Commercial Rates Effective July 1st, 2020

RSWA Tip Fee 2019 RSWA Tip Fee 2020 Change % Change - Tip Fee

\$ 49.23 \$ 50.50 \$ 1.27 2.58%

CPI Consumer Price Index 21/31/2018 CPI Consumer Price Index 12/31/2019 Change % Change - CPI Cap % 4%

267.73 276.03 8.3 3.10%

						Rates	s 7.1.20	19				·		Rate	Adju	stments e	ffect	ive 7.1.	19					Rates 7	7.1.20°	19				-
Frequency	0	Net perating	Di	sposal	Fr	anchise Fee		istomer Total w/o			(Customer Total with		3.10% Net perating		2.58% Disposal		nchise ee	Customer Total w/o	Net Operating	Di	sposal		anchise Fee		stomer Total w/o			7	tomer otal with
Description per Week	_ E	xpense	Cor	nponent		10.0%	N	(PDES	N	PDES		NPDES	Е	xpense	Co	mponent	10	0.0%	NPDES	Expense	Cor	nponen	t	10.0%	N	IPDES	NP	DES	N	PDES
Commercial Rates									_																					
OTHER FEES:									\$	-	\$	-															\$	-	\$	
Bin Exchange	\$	38.10	\$	-	\$	4.23	\$	42.33	\$	-	\$	42.33	\$	1.18	\$	-	\$	0.13	\$ 1.31	\$ 39.28	\$	-	\$	4.36	\$	43.64	\$	-	\$	43.64
Lock Fees	\$	8.09	\$	-	\$	0.90	\$	8.99	\$	-	\$	8.99	\$	0.25	\$	-	\$	0.03	\$ 0.28	\$ 8.34	\$	-	\$	0.93	\$	9.27	\$	-	\$	9.27
Pull Out Fees																														
16' - 50' per bin, per number of service days	5	3.68	\$	-	\$	0.40	\$	4.08	\$	-	\$	4.08	\$	0.11	\$	-	\$	0.01	\$ 0.12	\$ 3.79	\$	-	\$	0.41	\$	4.20	\$	-	\$	4.20
51' or more per bin, per number of service da	y: \$	4.98	\$	-	\$	0.55	\$	5.53	\$	-	\$	75.53	\$	0.15	\$	-	\$	0.02	\$ 0.17	\$ 5.13	\$	-	\$	0.57	\$	5.70	\$	-	\$	5.70
Reinstate Fee:	\$	23.81	\$	-	\$	2.65	\$	26.46	\$	-	\$	26.46	\$	0.74	\$	-	\$	0.08	\$ 0.82	\$ 24.55	\$	-	\$	2.73	\$	27.28	\$	-	\$	27.28
Late Fee: Minimum \$3 charge on any																														
deliquent account	\$	2.70	\$	-	\$	0.30	\$	3.00	\$	-	\$	3.00								\$ 2.70	\$	-	\$	0.30	\$	3.00	\$	-	\$	3.00
Bulky Items	\$	26.74	\$	9.04	\$	3.97	\$	39.75	\$	-	\$.	39.75	\$	0.83	\$	0.23	\$	0.12	\$ 1.18	\$ 27.57	\$	9.27	\$	4.09	\$	40.93	\$	-	\$	40.93
Each Addti Bulky Item	\$	3.63	\$	1.23	\$	0.54	\$	5.40	\$	-	\$	5.40	\$	0.11	\$	0.03	\$	0.02	\$ 0.16	\$ 3.74	\$	1.26	\$	0.56	\$	5.56	\$	-	\$	5,56
Recycling Contamination Fee	\$	30.71	\$	9.04	\$	4.42	\$	44.17	\$	-	\$	44.17	\$	0.95	\$	0.23	\$	0.13	\$ 1.31	\$ 31.66	\$	9.27	\$	4.55	\$	45.48	\$	-	\$	45.48
Overage Fee	\$	30.62	\$	9.04	\$	4.41	\$	44.07	\$	-	\$	44.07	\$	0.95	\$	0.23	\$	0.13	\$ 1.31	\$ 31.57	\$	9.27	\$	4.54	\$	45.38	.\$		\$	45.38
Cart Delivery Fee	\$	14.29	\$	-	\$	1.59	\$	15.88	\$	-	\$	15.88	\$	0.44	\$	-	\$	0.05	\$ 0.49	\$ 14.73	\$	-	\$	1.64	\$	16.37	\$	-	\$	16.37
Extra Pickup All Bin Sizes	\$	35.81	\$	-	\$	3.98	\$	39,79	\$	-	\$	39.79	\$	1.11	\$	-	\$	0.12	\$ 1.23	\$ 36,92	\$	-	\$	4.10	\$	41.02	\$	-	\$	41.02

City of Solana Beach Anaerobic Digestion of Greenwaste & Foodwaste

Effective July 1st, 2020

CPI Consumer Price Index 21/31/2018	267.73
CPI Consumer Price Index 12/31/2019	276.03
Change	8.3
% Change - CPI	3.10%

7/1/19 Approved Rates

Residential Commingled Organics

Residential Single Family

\$ 3,02 per month

7/1/20 Proposed CPI -adjusted Rates

Residential Commingled Organics

Residential Single Family

\$ 3.11 per month

Commercial Commingled Organics

1st Container

		Frequency			⊏xtra
<u>Size</u>	1	<u>2</u>	<u>3</u>	<u>P</u>	ickup
Cart (65 gl)	\$ 87.02	\$ 174.03	\$ 261.05	\$	34.81
Cart (96 gl)	\$ 98,14	\$ 196.28	\$ 294.43	\$	39.26
2 CY	\$ 159,17	\$ 318,34	\$ 477.50	\$	63.67

Each Additional Container

		Frequency	'
Size	1	2	3
Cart (65 gl)	\$ 82.67	\$ 165.33	\$ 248.00
Cart (96 gl)	\$ 93,23	\$ 186.47	\$ 279.70
2 CY	\$ 151,21	\$ 302.42	\$ 453.63

Commercial Commingled Organics

1st Container

		Frequency	,	Extra
<u>Size</u>	1	2	<u>3</u>	Pickup
Cart (65 gl)	\$ 89.72	\$ 179.43	\$ 269,14	\$ 35.89
Cart (96 gl)	\$ 101.18	\$ 202.36	\$ 303.56	\$ 40.48
2 CV	\$ 167.10	\$ 328 21	\$ 402.30	\$ 65.64

Each Additional Container

		Frequenc	y
<u>Size</u>	1	2	3
Cart (65 gl)	\$ 85	.23 \$ 170.46	\$ 255.68
Cart (96 gl)	\$ 96	.13 \$ 192.25	\$ 288,38
2 CY	\$ 155	90 \$ 311 79	\$ 467 69

Series Id: CUURS49ASA0 Not Seasonally Adjusted

Series Title: All items in Los Angeles-Long Beach-Anaheim, CA, all urban consumers, not seasonally adjusted

Area: Los Angeles-Long Beach-Anaheim, CA

Item: All items

Base Period: 1982-84=100

Download:

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2009	220.719	221.439	221.376	221.693	222.522	223.906	224.01	224.507	225.226	225.264	224.317	223.643	223.219	221.943	224.495
2010	224.61	224.62	225.483	225.916	226.438	225.877	225.991	226.373	226.048	226.794	225.941	226.639	225.894	225.491	226.298
2011	228.652	229.729	232.241	233.319	233.367	232.328	231.303	231.833	233.022	233.049	232.731	231.567	231.928	231.606	232.251
2012	233.441	234.537	236.941	236.866	237.032	236.025	235.776	237.222	238.104	240.111	237.675	236.042	236.648	235.807	237.488
2013	238.015	239.753	239.995	239.043	239.346	239.223	238.92	239.219	239.611	239.94	238.677	238.742	239.207	239.229	239.185
2014	239.857	241.059	242.491	242.437	243.362	243.528	243.727	243.556	243.623	243.341	241.753	240.475	242.434	242.122	242.746
2015	239.724	241.297	243.738	243.569	246.093	245.459	247.066	246.328	245.431	245.812	245.711	245.357	244.632	243.313	245.951
2016	247.155	247.113	247.873	248.368	249.554	249.789	249.784	249.7	250.145	251.098	250.185	250.189	249.246	248.309	250.184
2017	252.373	253.815	254.525	254.971	255.674	255.275	256.023	256.739	257.89	258.883	259.135	259.22	256.21	254.439	257.982
2018	261.235	263.012	264.158	265.095	266.148	265.522	266.007	266.665	268.032	269.482	268.56	267.631	265.962	264.195	267.73
2019	269.468	269.608	271.311	273.945	274.479	274.38	274.682	274.579	276.054	278.075	277.239	275.553	274.114	272.199	276.03

CPI Index Change CPI % Change 8.3 3.10%



Memo

To:

James Eggart, General Manager- RSWA

From:

Steve South, CEO- EDCO

Date:

February 5th 2020

Re:

RSWA Rebate Adjustment

As provided on the RSWA contract, attached please find the calculation for this year's Annual Rebate and tip fee adjustments effective 7/1/2020.

The annual rebate will increase from \$274,054.84 to \$283,229.69, for an increase of 3.35%.

Following are the tip fee increases effective 7/1/2020 (there were no increases in 2019);

1. Del Mar, Encinitas, Solana Beach and Vista Tip Fee Calculation.

The current tip fee of \$49.23 per ton will increase 2.58% resulting in an increase of \$1.27 per ton. The new tip fee for these four cities on July 1, 2020 is \$50.50 per ton.

2. National City & Poway

The current tip fee in these two cities of \$44.39 is increase 2.58% resulting in an increase of \$1.15 per ton. The new tip fee for these cities on July 1, 2020 is \$45.54 per ton.

Please let me know if you have any comments or questions.



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers

FROM: Gregory Wade, City Manager

MEETING DATE: May 13, 2020

ORIGINATING DEPT: Engineering Department

SUBJECT: Council Consideration of Resolution No. 2020-042 List of

Projects for Fiscal Year 2020/21 to Receive Road Maintenance Rehabilitation Account Funding as Required

by Senate Bill 1

BACKGROUND:

On April 28, 2017, Governor Brown signed Senate Bill (SB) 1 (Beall, Chapter 5, Statutes of 2017), which is known as the Road Repair and Accountability Act of 2017. To address basic road maintenance, rehabilitation and critical safety needs on both the state highway and local streets and road system, SB 1 increases per gallon fuel excise taxes; increases diesel fuel sales taxes and vehicle registration fees and provides for inflationary adjustments to tax rates in future years.

Beginning November 1, 2017, the State Controller (Controller) started depositing various portions of this new funding into the newly created Road Maintenance and Rehabilitation Account (RMRA). A percentage of this new RMRA funding will be apportioned by formula to eligible cities and counties pursuant to Streets and Highways Code (SHC) Section 2032(h) for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system.

SB 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. Therefore, in order to be eligible for RMRA funding, statute requires cities and counties to provide basic annual RMRA project reporting to the California Transportation Commission (Commission). One of the reporting requirements is that all projects proposed to receive funding must be included in a city/county budget that is adopted by the applicable city council or county board of supervisors at a regular public meeting.

This item is before the City Council for the consideration of Resolution No. 2020-042 (Attachment 1) authorizing Staff to establish a project list for the 2020 Local Streets and

CITY COUNCIL ACTION:		

Roads Funding Program using funds from the Road Maintenance and Rehabilitation Account, designating the 2020 Street Maintenance and Repairs Project to receive the funding from this new program and to submit to the Commission a list of projects proposed to be funded with an apportionment of RMRA funds. The project list will include only one project as identified below:

• 2020 Street Maintenance and Repairs

DISCUSSION:

Pursuant to SHC Section 2030(a), the objective of the Local Streets and Roads Program is to address deferred maintenance on local streets and roads through the prioritization and delivery of basic road maintenance and rehabilitation projects as well as critical safety projects.

Cities and counties receiving RMRA funds must comply with all relevant federal and state laws, regulations, policies, and procedures. The main requirements for the program are codified in SHC Sections 2034, 2036, 2037, and 2038 and include the following:

- Prior to receiving an apportionment of RMRA funds from the Controller in a fiscal year, a city or county must submit to the Commission a list of projects proposed to be funded with these funds. All projects proposed to receive funding must be included in a city or county budget that is adopted by the applicable city council or county board of supervisors at a regular public meeting [SHC 2034(a)(1)].
- The list of projects must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement [SHC 2034(a)(1)].
- The project list does not limit the flexibility of an eligible city or county to fund projects in accordance with local needs and priorities so long as the projects are consistent with RMRA priorities as outlined in SHC 2030(b) [SHC 2034(a)(1)].
- The initial project list must be submitted to the Commission no later than Tuesday, May 1, 2019 for the 2019 Local Streets and Roads Funding Program.
- The Commission will report to the Controller the cities and counties that have submitted a list of projects as described in SHC 2034(a)(1) and that are therefore eligible to receive an apportionment of RMRA funds for the applicable fiscal year [SHC 2034(a)(2)].
- The Controller, upon receipt of the report from the Commission, shall apportion RMRA funds to eligible cities and counties pursuant to SHC 2032(h) [SHC 2034(a)(2)].
- For each fiscal year in which RMRA funds are received and expended, cities and counties must submit documentation to the Commission that includes a description

and location of each completed project, the amount of funds expended on the project, the completion date, and the estimated useful life of the improvement [SHC 2034(b)].

- A city or county receiving an apportionment of RMRA funds is required to sustain a maintenance of effort (MOE) by spending at least the annual average of its general fund expenditures during the 2009–10, 2010–11, and 2011–12 fiscal years for street, road, and highway purposes from the city's or county's general fund [SHC 2036]. Monitoring and enforcement of the maintenance of effort requirement for RMRA funds will be carried out by the Controller.
- A city or county may spend its apportionment of RMRA funds on transportation priorities other than priorities outlined in SHC 2030(b) if the city or county's average Pavement Condition Index (PCI) meets or exceeds 80 [SHC 2037].
- By July 1, 2023, cities and counties receiving RMRA funds must follow guidelines developed by the California Workforce Development Board (Board) that address participation and investment in, or partnership with, new or existing preapprenticeship training programs [SHC 2038].
- Project types that are eligible to receive and use RMRA funding include road maintenance/rehabilitation, safety project, complete streets components and traffic control devices.

In order to comply with requirements of SB 1, Staff is proposing to include the RMRA funding for the annual street repair project that repairs and resurfaces streets throughout the City. Since the 2020 Street Maintenance and Repairs Project is expected to be included in the Fiscal Year (FY) 2020/21 Budget, a new project does not need to be established at this time. In order to be completely transparent and as required by the SB 1 program, Staff is recommending that Council consider Resolution 2020-042 to provide clear documentation as to how the specific project received funding.

CEQA COMPLIANCE STATEMENT:

The annual street repair project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301(c) of the State CEQA Guidelines.

FISCAL IMPACT:

The FY 2020/21 Budget is expected to include \$400,000 for the 2020 Street Maintenance and Repairs Project to repair and resurface City streets. The funding would be divided among Gas Tax (\$72,300), TransNet (\$144,000), General Fund (\$75,000), and SB 1 funding (\$108,000). This project will be constructed in calendar year 2020 as part of the FY 2020/21 Budget. Based on January 2020 projections, the City is expected to receive \$254,711 for FY 2019/20. Tentatively the City is expected to receive \$256,689 in FY 2020/21 as part of the RMRA program. Note that these projections were estimates from January 2020 and are subject to change based on impacts from COVID-19. Since the

exact amounts are not known at this time, Staff has reduced the amount budgeted for the 2020 Street Maintenance and Repairs Project in anticipation that the SB 1 and general gas tax amounts will be reduced due to impacts from COVID-19. If the funding comes in higher or lower than shown above, the actual expenditure amount for the 2020 Street Maintenance and Repairs Project can be adjusted accordingly.

WORK PLAN:

This item is consistent with Unprioritized Community Character Issues identified in the 2019-2020 Work Plan.

OPTIONS:

- Approve Staff recommendation.
- Approve Staff recommendation with alternative amendments or modifications.
- Deny Staff recommendation and provide direction.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2020-042:

- 1. Authorizing the City Engineer to establish a project list for the FY 2020/21 Local Streets and Roads Funding Program using funds in part from the Road Maintenance and Rehabilitation Account designating the 2020 Street Maintenance and Repairs Project, as identified in the City's FY 2020/21 Capital Improvement Program list, to receive the SB 1 funding. It is anticipated that the designated project will rehabilitate the pavement on portions of Lomas Santa Fe Drive and other residential streets including portions of Nardo Avenue and Highland Drive. It is also anticipated that the designated project will be constructed in fall of 2020 and will have an estimated useful life of approximately 15 years.
- 2. Authorizing the City Engineer to submit the project list to the California Transportation Commission for the 2020/21 Local Streets and Roads Funding Program using funds from the Road Maintenance and Rehabilitation Account.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.

Gregory Wade, City Manager

Attachments:

1. Resolution No. 2020-042

RESOLUTION 2020-042

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ESTABLISHING A PROJECT LIST FOR THE FISCAL YEAR 2020/21 LOCAL STREETS AND ROADS FUNDING PROGRAM AND AUTHORIZING THE CITY ENGINEER TO SUBMIT THE LIST TO THE CALIFORNIA TRANSPORTATION COMMITTEE

- **WHEREAS**, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and
- **WHEREAS**, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Solana Beach are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and
- **WHEREAS**, the City of Solana Beach must adopt by resolution a list of projects proposed to receive Fiscal Year (FY) funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and
- **WHEREAS**, the City of Solana Beach will receive an estimated \$256,000 in RMRA funding in FY 2020/21 from SB 1; and
- **WHEREAS**, this is the fourth year in which the City is receiving SB 1 funding and will enable Solana Beach to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and
- **WHEREAS**, the City has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and
- **WHEREAS**, the City used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and
- **WHEREAS**, the funding from SB 1 will help the City maintain and rehabilitate, through overlays, slurry seals and digouts, portions of at least 10 streets, throughout the City this year and many similar projects into the future; and
- **WHEREAS**, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City's streets and roads are in an good condition and this

Resolution No. 2020-042 FY 2020/21 SB 1 Project List Page 2 of 2

revenue will help the City increase the overall quality of the road system and over the next decade will help upgrade the conditions of City streets and roads; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive benefits within the City and throughout the state.

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 Engineer to establish a project list for the FY 2020/21 Local Streets and Roads Funding Program using funds in part from the Road Maintenance and Rehabilitation Account designating the 2020 Street Maintenance and Repairs Project, as identified in the City's FY 2020/21 Capital Improvement Program list, to receive the SB 1 funding. It is anticipated that the designated project will rehabilitate the pavement on portions of Lomas Santa Fe Drive and other residential streets including portions of Nardo Avenue and Highland Drive. It is also anticipated that the designated project will be constructed in fall of 2020 and will have an estimated useful life of approximately 15 years.
- 3. That the City Council authorizes the City Engineer to submit the project list to the California Transportation Commission for the 2020/21 Local Streets and Roads Funding Program using funds from the Road Maintenance and Rehabilitation Account.

PASSED AND ADOPTED this 13th day of May 2020, 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 –	
	JEWEL EDSON, 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: May 13, 2020 ORIGINATING DEPT: City Manager's

SUBJECT: Consideration of Resolution 2020-057 Authorizing the FY

2020/21 Community Grant Program

BACKGROUND:

On May 4, 2004, the City Council adopted Resolution No. 2004-68 approving Council Policy No. 14, establishing the Community Grant Program ("Grant Program") and Application Guidelines for the Grant Program. On September 27, 2006, the City Council amended the policy to specify grant monies are only intended to be provided to non-governmental organizations.

For Fiscal Year (FY) 2020/21, the Adopted Budget has \$25,000 allocated for the Grant Program. Included in the \$25,000 allocation is \$15,000 in funding from the EDCO Franchise Agreement negotiated by the City.

This item is before City Council to consider approving Resolution 2020-057 (Attachment 1) authorizing the FY 2020/21 Community Grant Program for the City of Solana Beach.

DISCUSSION:

The following is a list of key points for the implementation of the Grant Program for FY 2020/21:

Application Criteria

Applications will be judged and selected based upon the following criteria:

- 1. The applicant is a non-profit 501(c)(3) or a recognized community-based organization serving the Solana Beach community.
- 2. Fair and justifiable program costs (budget required).
- 3. Collaboration/Partnerships.
- 4. Leveraging of matching funds/resources.

CITY COUNCIL ACTION: _		
_		

- 5. Originality and creativity. Priority will be given to projects or programs which are new and unique to the community or which provide a new or unique twist on an existing program.
- 6. Applicants must submit a financial conditions statement (Balance Sheet) as well as the applicant(s) revenue/expenditure statements and tax return statements for the prior operating year.
- 7. Completion of project between the grant award and May 31, 2021 (an exception to the May 31, 2021 completion date can be made with proof of good cause).

Grant Award Expenditures

Grants will be funded upon approval by the City Council. Expenses must be directly related to services or materials of the proposed activity during the grant award period (Date of Grant Approval through May 31, 2021). Grantees will be required to maintain records to support claimed expenditures and project accomplishments. Funds for the proposed project must not be used to replace or offset funding sources normally available for any portion of the project, nor be used by the applicant(s) to fund/supplement its own monetary contributions.

Grant Award Amounts

The City Council, at its own discretion, may modify the grant awards to qualified recipients based on qualifying criteria, number of qualified applications received, and purpose of request to meet policy areas as enumerated in the City Council's Work Plan to benefit the Solana Beach community.

Final Report and Receipts

Recipients will submit copies of paid receipts/invoices and a written report to the City Manager's Office to review the documents to ensure that funds were spent in compliance with the application. Applicant(s) will be required to reimburse the City of Solana Beach for any inappropriately expended funds.

Prior Financial Assistance

Information provided on the application will be used to review prior grant management and performance history. Significant non-compliance issues will be taken into consideration and may affect future funding decisions by the City Council.

Community Grant Program FY 2020/21 Key Dates:

May 14, 2020 Distribute Request for Proposals and issue press notification.

June 11, 2020 <u>Deadline for Request for Financial Assistance Applications.</u> City Manager will review each application and make recommendations based upon:

- 1) Completed application;
- 2) Clear indication of the grant amount requested;
- 3) Timely receipt of grant applications and attachments; and

	benefit to colaria beach and comornity with threshold chiena.
June 24, 2020	<u>First Council Review:</u> All eligible grant applications will be considered by the City Council. Review and public comment/presentations may be accepted.
July 8, 2020	<u>Final Council Review:</u> Council approves grant recipients. Following Council award, the City Manager will be directed to issue awards to recipients. Announcement of recipients will be made to the community via public notification.
May 1, 2021	Letter will be sent to FY 2020/21 recipients reminding them to submit their reports and copies of receipts by May 31, 2021.
May 31, 2021	All FY 2020/21 recipients must submit copies of paid receipts/invoices and a written report that includes the number of citizens served and outcome of grant funded activity. If no report and/or paid receipts/invoices are received, recipient will be required to immediately reimburse City of Solana Beach grant funds.
July 2021	At the City Council Meeting in July 2020, the City Manager provides the Final Report for FY 2020/21 Grant Recipients to the City Council.

Benefit to Solana Beach and conformity with threshold criteria.

If a determination is made that funds were expended inappropriately, City Council will direct recipients to reimburse the City of Solana Beach for the designated amount of award.

COVID – 19 Impact to Submittals

4)

Due to the ongoing COVID-19 pandemic, the City is requesting that all grant applications be submitted electronically to dking@cosb.org and pletts@cosb.org. If, for whatever reason, the applicant does not have access to email, hard copies can be dropped off at City Hall located at 635 South Highway 101, Solana Beach, CA 92075.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The FY 2020/21 Adopted Budget includes fiscal appropriations in the amount of \$25,000 to be used to fund community grants. All fiscal appropriations are budgeted under the Mayor/City Council Fund 001-5000-5100-6532 — Contribution to Other Agencies.

WORK PLAN:

N/A

OPTIONS:

- Approve Staff recommendation
- Approve Staff recommendation with modifications
- Deny Staff recommendation

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council approve Resolution No. 2020-057 authorizing the FY 2020/21 Community Grant Program.

CITY MANAGER RECOMMENDATION:

Approve Department Recommendation

Gregory Wade, City Manager

Attachments:

- 1. Resolution No. 2020-057
- 2. FY 2020/21 Application Guidelines
- 3. FY 2020/21 Grant Application

RESOLUTION NO. 2020-057

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING AND AUTHORIZING THE COMMUNITY GRANT PROGRAM FOR FISCAL YEAR 2020/21

WHEREAS, the City Council approves the allocation of \$25,000 for the purpose of funding the Community Grant Program in the Fiscal Year (FY) 2020/21 Proposed Budget; and

WHEREAS, the City Council approves the solicitation and request for proposals for grant applications to be initiated on May 14, 2020 and the application period to close on June 11, 2020, at 5:00 p.m.

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

1. That the above recitations are true and correct.

Councilmembers –

NOES: Councilmembers -

AYES:

2. That the annual solicitation of grant proposals from community service organizations who meet the grant program guidelines for the Community Grant Program for the FY 2020/21 funds of \$25,000 are approved and authorized.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California, held on the 13th day of May 2020, by the following vote:

ABSTAIN: Councilmembers – ABSENT: Councilmembers –	
	JEWEL EDSON, City Mayor
APPROVED AS TO FORM:	ATTEST:
IOLIANINA NI CANII AO C'I AII	ANOFIA IVEV OIL OL I
JOHANNA N. CANLAS, City Attorney	ANGELA IVEY, City Clerk



City of Solana Beach Community Grant Program

Request for Financial Assistance FY 2020-21

APPLICATION GUIDELINES

The City of Solana Beach is soliciting grant applications until **5:00 p.m., Thursday, June 11, 2020.** The City Council has a total of \$25,000 available for community organizations. A maximum of two grant applications may be submitted per community organization. Grants will be awarded with a maximum award of \$5,000.

Request for Grants are limited to <u>non-governmental</u>, nonprofit organizations serving the Solana Beach community. Excluded entities include the following: County of San Diego, Municipal Organizations, Special or Water Districts, school districts or schools (but not their supporting organizations), and private individuals.

Grant Application & Documents Required

Applicants must complete the attached application form and provide the following documents:

- Summary of organization's (overall) budget
- Proposed program budget detailing costs which are fair and reasonable.
- Financial Statements including the Balance Sheet and Revenue/Expenditure Statement, and the Tax Statements filed for the prior year.
- W-9 Form
- California Franchise Tax Board Entity Status Letter showing nonprofit status
 - Non-Profit Organizations

Organizations which have filed as a nonprofit with the State of California must attach a copy of its current year 501 (c) 3 nonprofit certification form. Organizations that are "recognized" nonprofits within the community but have not formally filed with the State, will be considered at the City Council's discretion. Note, any decision made by City Council is final in regards to the community grants process.

Program Requirements:

- Must serve the residents of Solana Beach.
- Preferred to be a new program or one that provides a new or unique aspect to an existing program. Funds are available as one-time seed-money to augment a community program.

Application Submittal and Deadline: NO LATER THAN 5:00 p.m. Thursday, June 11, 2020

It is the City's preference that completed forms be received via email to dking@cosb.org and copied to pletts@cosb.org. If email submission is not possible for an applicant, hard copies may be dropped off at City Hall 635 South Highway 101, Solana Beach, CA. 92075, Attn: Community Grants Program.

Please contact Dan King, Assistant City Manager, at (858) 720-2477 if you need additional information.



Applications will be judged and selected on the following criteria:

- 1. Preferences will be given towards non-profits that provide services/goods to Solana Beach groups or individuals with special economic needs that are not being met in the economic environment. These can be non-profits whose funding has been reduced or eliminated and are unable to serve these populations in need.
- 2. Program costs that are fair and justifiable.
- 3. Program originality (new and unique).
- 4. Consideration may be given to applications that collaborate or partner with other organizations.
- 5. Consideration may be given to applications which receive matching funds from other organizations.
- 6. Consideration may be given to applications as decided by the City Council.
- 7. Information provided on application will be used to review prior grant management and performance history. Significant non-compliance issues will be taken into consideration and may affect future funding decisions by the City Council.

Grant Award and Expenditures:

The City Council, at its discretion, may modify the grant award to qualified recipients based on qualifying criteria, number of qualified applicants received, and purpose of request to meet areas as enumerated by the City Council that benefit the Solana Beach community. The total of all grant awards may not exceed \$30,000.

Grants will be funded after the approval of the awards by the City Council. Expenses must be directly related to services or materials of proposed activity during the grant award period (Date of Grant Approval through May 31, 2021). Grantees will be <u>required</u> to maintain records to support claimed expenditures and project accomplishments. Funds for the proposed project must not be used to replace or offset funding sources normally available for any portion of the project, nor be used by the applicant to fund/supplement its own monetary giving.

Final Report and Receipts:

The City Manager's Office will review submitted copies of paid receipts/invoices and a written report to ensure that funds were spent in compliance with the approved application. Applicant(s) will be required to reimburse the City of Solana Beach all inappropriately spent funds.



PROGRAM FY 2020-21 KEY DATES:

May 14, 2020

Distribute Grant Program Application, have it available and solicit for applications.

June 11, 2020

<u>**DEADLINE**</u> for <u>**Request**</u> for <u>**Financial**</u> <u>**Assistance** <u>**Applications**</u> (5:00pm). The City Manager's Office will review each application and make recommendations based upon:</u>

- 1) Completed application;
- 2) Clear indication of the grant amount requested;
- 3) Receipt of grant application before the deadline WITH attachments;
- 4) Benefit to Solana Beach community and conformity with threshold criteria.

June 24, 2020

<u>First Council Review</u>: All eligible grant applications for Fiscal Year 2019-20 will be considered by City Council. Review and public comment/presentations will be accepted.

July 8, 2020

<u>Final Council Review</u>: Council makes decision and approves grant recipients. The City Manager will be directed to issue awards to recipients. Announcement of grant award recipients is made to community via public notification.

May 1, 2021

Letter will be sent to FY 2020-21 grant recipients reminding them to submit their reports and copies of receipts by May 31, 2021. (Exception to the May 31, 2021 completion date can be made with proof of good cause.)

May 31, 2021

All FY 2020-21 grant recipients must submit copies of paid receipts/invoices and written report, that includes the number of citizens served and outcome of grant funded activity. If no paid receipts/invoices are received, recipient will be required to immediately reimburse City of Solana Beach grant funds.

All grant recipients' final reports will be submitted before the City Council for approval of expenditures. If determination is made that funds were expended inappropriately, Council will direct Grant recipients to reimburse the City of Solana Beach for the designated amount of award.



City of Solana Beach Community Grant Program

Request for Financial Assistance FY 2020-21 APPLICATION

All Applications MUST BE RECEIVED by **5:00 p.m. Thursday, June 11, 2020.**Please Print Clearly or Type

All requests will be determined by the following criteria:

City_	ng Address:StateZip
	act Person:
Dayt -	ime Phone:
Even	ing Phone:
Emai	l address:
1.	W-9 must be attached
	Summary of organization's budget must be attached
	Proposed program budget must be attached
	Financial and Tax Statements (see Application Guidelines) must be attached
2.	A copy of the California Franchise Tax Board Entity Status Letter must be attached, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3
3.	Has your organization received financial assistance from the City before? Yes • No •
	If yes, what activities and which fiscal year?
4.	Amount requested for FY 2020-21 \$
5.	Proposed Total Program Costs: \$
	(Includes all estimated costs to conduct proposed activity/program.)
6.	Title of Proposed Program/Service:
7.	Grant funds must be used for services or materials directly associated to proposed activity. Please describe how grant funds will be used:
	(Attach extra sheet, if necessary.)

Proc	ram Dates/Location:
Anti	cipated Program Objectives or Accomplishments:
	will the organization acknowledge the City's financial contribution to the munity/ beneficiaries of the proposed activity?
	there be any matching funds or other grants that would be applied to this gram or service? If awarded this grant, will that enable other funding sources?
	volunteers be used for the proposed program or service and, if so, will they ice expenses?
	e proposed program or service is only awarded partial funding, will it still mov ard? Will the program or service be scaled back and/or is there a threshold at

Acknowledgment of Responsibility:

Authorized Signature assumes all responsibility for developing and implementing proposed activities or events in this application, including public acknowledgment of the City's financial contribution. Authorized signature will comply with all accounting and budget procedures outlined by the City. Authorized signature and accompanying group will hold harmless the City of Solana Beach from all losses, claims, accidents and problems associated, directly or indirectly with the development and implementation of proposed activities or events.

Authorized Signature of Organization	Date

ALL INFORMATION REQUESTED ON THIS APPLICATION MUST BE COMPLETED AS A CONDITION FOR BEING CONSIDERED FOR PUBLIC FUNDS BY THE CITY COUNCIL OF SOLANA BEACH.



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers

FROM: Gregory Wade, City Manager

MEETING DATE: May 13, 2020

ORIGINATING DEPT: Community Development Department

SUBJECT: Public Hearing: Request for DRP and SDP to Construct a

New Two-Story, Single-Family Residence with an Attached Three-Car Garage and Perform Associated Site Improvements at 970 Avocado Place. (DRP19-007/SDP19-006, Applicants: Barbara Pruett and Pat McCardle; APN:

298-292-24; Resolution No. 2020-035)

BACKGROUND:

The Applicants, Barbara Pruett and Pat McCardle, are requesting City Council approval of a Development Review Permit (DRP) and a Structure Development Permit (SDP) to construct a new 3,801 square-foot two-story, single-family residence with an attached 781 square-foot two-car garage and perform associated site improvements on a vacant lot. The 20,069 square-foot lot is located at 970 Avocado Place which was approved as Lot 5 of the Feather Acres Subdivision by the City Council in May of 2016. The lot is located within the Estate Residential (ER-2) Zone.

The project proposes grading in the amounts of 610 cubic yards of cut, 560 cubic yards of fill, 50 cubic yards of export, and 250 cubic yards or removal and recompaction in addition to the grading approved and previously completed under the Feather Acres Subdivision (as reflected in the approving Resolution 2016-044). The maximum building height would be 22.5 feet above the pad height approved for Lot 5 under the Feather Acres Subdivision and 257.0 feet above MSL.

The project requires a DRP for an aggregate grading quantity in excess of 100 cubic yards. The project requires a SDP because the proposed development exceeds 16 feet in height above the existing grade as established by the Feather Acres Subdivision approval.

The issue before the Council is whether to approve, approve with conditions, or deny the Applicants' request as contained in Resolution 2020-035 (Attachment 1).

CITY COUNCIL ACTION:		

DISCUSSION:

The lot was created with the approval of the Feather Acres seven-lot subdivision. The lot was originally identified as Lot 5 of the subdivision, however, since then addresses have been assigned to each of the lots and Lot 5 has been assigned the address of 970 Avocado Place.

The property is relatively rectangular in shape and has 86 feet of frontage on the west side of upper Avocado Place. The southern property line is 238.55 feet long and the northern property line jogs to the south toward the rear of the property, narrowing the last 52 feet of the property to 77 feet wide. Upper Avocado Place slopes downward approximately five feet as you move south along the western property line of the subject property. Grading approved as part of the Feather Acres Subdivision established specific pad elevations for each of the individual lots. The subject lot was graded to have two flat pads. The lot slopes down from upper Avocado Place to the upper (east) pad with an elevation of approximately 237 feet above MSL. The grade then slopes further down to the lower (west) pad at approximately 232 feet above MSL.

The Applicants propose to grade the property to create one level building pad at approximately 234.5 feet above MSL. The proposal also includes construction of a two-story, single-family residence with an attached two-car garage. There would be a third parking space in the garage, but it would not meet the required depth in order to count as an off-street parking space. The proposed residence would include a 3,682 square-foot residence with an attached 781 square-foot garage and a 119 square-foot covered and enclosed patio area. The Applicants are also proposing associated site improvements including cut and fill grading, a pool and spa, hardscape, fencing and retaining walls, and landscaping. The project plans are provided in Attachment 2.

Table 1 (below) provides a comparison of the Solana Beach Municipal Code (SBMC) applicable zoning regulations with the Applicant's proposed design.

Table 1						
LOT INFORMATION						
Property Address: 970 Avocado Pl.		Zoning Designation: ER-2 (1-2 du/ac)				
Lot Size (Net):	20,069 ft ²			ng Unit, 1 ADU		
Max. Allowable Floor Area:	7,510 ft ²		ed: 1 Dwelli	ng Unit		
Proposed Floor Area:	4,182 ft ²			Proposed		
Below Max. Floor Area by:	3,328 ft ²			55 ft.		
Max. Allowable Height:	25 ft.	interior orde (14)	10 ft.	12 ft.		
Max. Proposed Height:	*22.5 ft.	111101101 0140 (0)	10 ft.	10 ft.		
Highest Point/Ridge:	257.0 MSL	Rear (W)	40 ft.	62 ft.		
PROP	OSED PROJ	ECT INFORMATION				
Floor Area Breakdown:		Required Permits:				
First Floor Living Area	2,824 ft ²					
Second Floor Living Area	858 ft ²	DRP: A DRP is required for grading in excess of 100 cubic yards (aggregate)				
Garage	781 ft ²					
Covered and Enclosed Patio	119 ft ²	, , , , , , , , , , , , , , , , , , , ,				
Subtotal	4,582 ft ²	SDP: A SDP is required for a new structure that				
Off-Street Parking Exemption	- 400 ft ²	exceeds 16 feet in height from the existing grade.				
Total Floor Area:	4,182 ft ²					
Proposed Grading: Cut: 610 yd ³ Fill: 560 yd ³ Export: 50 yd ³ Removal and Recompaction: 250 yd ³						
Proposed Parking: Attached 2-Car	Existing Developm					
Proposed Fences and Walls: Yes	Vacant Lot Previously Graded Under the approved					
Proposed Accessory Dwelling Un	Feather Acres Subd	livision				
Proposed Accessory Structure: N	0					

Staff has prepared draft findings for approval of the project in the attached Resolution 2020-035 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 and an administrative SDP as each applies to the proposed project as well as references to recommended conditions of approval contained in Resolution 2020-035.

Development Review Permit Compliance (SBMC Section 17.68.40):

A DRP is required because the proposal includes an aggregate grading quantity that exceeds 100 cubic yards of grading. There would be 610 cubic yards of cut, 560 cubic

yards of fill, and 50 cubic yards of export and 250 cubic yards of removal and recompaction. The aggregate grading quantity would be 1,420 cubic yards.

In addition to meeting zoning requirements, the project must also be found in compliance with development review criteria. The following is a list of the development review criteria topics:

- 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

The Council may approve, or conditionally approve, a DRP only if all of the findings listed below can be made. Resolution 2020-035 provides the 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.

If the above findings cannot be made, the Council shall deny the DRP. The following is a discussion of the applicable development review criteria as they relate to the proposed project.

Relationship with Adjacent Land Uses:

The property is located within the ER-2 Zone. The surrounding neighborhood consists of a mix of properties that are either vacant or developed one- and two-story single-family residences. Properties immediately to the west and south are either vacant lots or have a new residence constructed and were created with the Feather Acres Subdivision. The lot to the north is also a part of the Feather Acres Subdivision and includes the original single-family home constructed prior to the Subdivision. Properties to the east are located in the City of San Diego's jurisdiction.

The project, as designed, is consistent with the permitted uses for the ER-2 Zone as described in SBMC Sections 17.20.010 and 17.12.020. The property is designated Estate Residential in the General Plan and intended for single-family residences developed at a maximum density of one to two 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.

The property is located in the Dark Sky Area, which limits exterior lighting. As conditioned, the project would comply with the Dark Sky Area. The property is also located within the Coastal Zone. As a condition of project approval, the Applicants would be required to obtain a Coastal Development Permit, Waiver or Exemption from the California Coastal Commission prior to the issuance of a Building Permit.

Building and Structure Placement:

The Applicants propose to construct a new two-story, single-family residence with an attached two-car garage and perform associated improvements including grading, hardscaping, landscaping, and construction of a pool, spa, fences and walls.

The Applicants are requesting the approval of a DRP in order to perform additional grading onsite which is described in more detail later in this report. In order to measure the maximum building height for the proposed development, Staff is using the pad elevations approved under the Feather Acres Subdivision as the pre-existing grade. Proposed grade as shown on the plans is the proposed grade elevation if the grading proposed with this development application is approved by the City Council.

Driveway access would be taken from the southernmost portion of street frontage along upper Avocado Place. The driveway would slope down approximately 9 feet from Avocado Place to the two-car garage, which would be oriented toward the south. Pedestrian access to the residence from upper Avocado Place would be taken from a hardscape pathway with intermittent stairs located in the center of the lot.

The residence would be setback approximately 55 feet from the front property line abutting the Avocado Place right-of-way. The minimum required front-yard setback for the property is 25 feet. The project would comply with the required 10-foot side-yard and 40-foot required rear-yard setbacks.

The 2,824 square-foot lower level of the residence would consist of an open-concept living room and kitchen, a dining room, a guest bedroom with an on-suite bathroom, a master suite, a powder room, and a laundry room. The living area would access the 781 square-foot, two-car garage on the north east side of the structure. The 858 square-foot, second-story portion of the proposed residence would be located above the garage and consist of two bedrooms, one bathroom, open play room, and a deck on the south side of the structure.

The master suite, living room, and dining room would wrap around a partially-covered patio on the west side of the residence. The 119 square-foot portion of the covered patio would count toward the calculation of floor area. There would be a covered patio on the west side of dining room that would be open on the north, west, and east sides. There would be a pool, spa, and fire pit as well as landscape and hardscape areas west of the residence and a bioretention basin for stormwater management in the westernmost portion of the lot.

The SBMC parking regulations require two off-street parking spaces per single-family residence. The Code indicates that when required spaces are provided in a garage, 200 square feet of floor area is exempted for each required space. The site is required to provide two parking spaces, therefore, the project is afforded a 400 square-foot exemption, and the total proposed floor area would be 4,182 square feet, which is 3,328 square feet below the maximum allowable floor area for the 20,069 square-foot lot. The maximum floor area calculation for this project is as follows:

0.60 for first 5,000 ft ²	3,000 ft ²
0.30 for 5,000 to 20,000 ft ²	4,500 ft ²
0.15 for anything over 20,000 ft ²	10 ft ²
Total Allowable Floor Area:	7.510 ft ²

The proposed project, as designed, meets the minimum required setbacks and is 3,328 square-feet below the maximum allowable floor area for the property.

Neighborhood Comparison:

Staff compared the proposed project to 35 other properties within the surrounding area. This area includes properties along both sides of Avocado Place and Avocado Court as shown on the map on the following page. Properties immediately to the east were not included in the neighborhood comparison because they are located in the City of San Diego's jurisdiction.



The properties evaluated in this comparison are located in the ER-2 Zone. The existing homes range in size from 2,116 square feet to 6,535 square feet, according to the County Assessor records. It should be noted that the County Assessor does not include the garage, covered porch area, unfinished basement or accessory building area in the total square footage. Accordingly, the building area of the proposed project has been calculated for comparison purposes by deleting the area of the proposed garages, the covered porch, the ceiling height over 15 feet, and the detached ADU as follows:

Project Gross Building Area:	4,582 ft ²
Delete Attached Garage:	- 781 ft ²
Delete Exterior Floor Area:	- 119 ft ²
Project Area for Comparison to Assessor's Data:	3,682 ft ²

Table 2 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.

Tak	ole 2					
#	Property Address	Lot Size in ft2 (GIS)	Existing ft2 Onsite (Assessor's)	Proposed / Recently Approved ft ²	Max. Allowable ft²	Zone
1	930 Avocado Pl	22,216	4,827		7,832	ER-2
2	920 Avocado Pl	28,750	5,050		8,813	ER-2
3	862 Avocado PI	60,984	Not Available		13,648	ER-2
4	956 Avocado Pl	21,780	4,411		7,767	ER-2
5	934 Avocado Pl	37,897	2,116		10,185	ER-2
6	873 Avocado Pl	47,480	2,627		11,622	ER-2
7	869 Avocado Pl	24,829	2,219		8,224	ER-2
8	859 Avocado Pl	21,780	2,561		7,767	ER-2
9	849 Avocado Pl	21,780	2,663		7,767	ER-2
10	839 Avocado Pl	23,958	3,523		8,094	ER-2
11	984 Avocado Pl	22,307	Vacant	6,535	7,941	ER-2
12	982 Avocado Pl	25,700	3,895		8,355	ER-2
13	980 Avocado Pl	24,394	2,286		8,159	ER-2
14	840 Avocado Pl	19,896	Vacant		7,484	ER-2
15	970 Avocado Pl	20,069	Vacant	3,682	7,510	ER-2
16	850 Avocado Pl	20,000	3,552		7,500	ER-2
17	960 Avocado Pl	20,124	4,375		7,519	ER-2
18	986 Avocado Pl	31,195	Vacant	5,719	9,270	ER-2
19	708 Avocado Pl	21,780	2,795		7,767	ER-2
20	716 Avocado Pl	21,780	2,182		7,767	ER-2
21	726 Avocado Pl	21,780	2,422		7,767	ER-2
22	736 Avocado Pl	21,780	2,875		7,767	ER-2
23	744 Avocado Pl	21,780	2,572		7,767	ER-2
24	995 Avocado Pl	28,750	2,952		8,813	ER-2
25	731 Avocado Pl	39,204	2,408	6,112	10,381	ER-2
26	737 Avocado Pl	27,878	2,954		8,682	ER-2
27	747 Avocado Pl	30,056	3,910		9,008	ER-2
28	787 Avocado Ct	29,185	3,179		8,878	ER-2
29	723 Avocado Pl	33,541	4,143		9,531	ER-2
30	715 Avocado Pl	22,651	3,948		7,898	ER-2
31	735 Avocado Ct	24,829	4,087		8,224	ER-2
32	715 Avocado Ct	44,867			11,230	ER-2
33	712 Avocado Ct	22,216	3,300		7,832	ER-2
34	734 Avocado Ct	23,958	2,945		8,094	ER-2
35	748 Avocado Ct	25,265	2,201		8,290	ER-2
36	782 Avocado Ct	25,700	2,567		8,355	ER-2

Fences, Walls and Retaining Walls:

Within the front yard setback area, 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 two feet of fence 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 six feet in height with an additional 24 inches that is 50% open to light and air. However, the SBMC also permits fences or walls to be 5 feet high in the front-yard setback to comply with pool fencing requirements.

The Applicants propose to construct a maximum 6-foot high fence to secure the rear yard and to meet pool fencing requirements. There would also be a retaining wall following the northern property line supporting the reduction in the existing pad elevation. The fences and walls onsite have been measured from the existing grade or the grade approved under the Feather Acres Subdivision for the lot.

Currently, the plans show fences and walls that comply with the requirements of SBMC 17.20.040(O) and 17.60.070(C). If the Applicants decide to modify any of the proposed 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 be in compliance with the Municipal Code.

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 conceptual plan. In addition, the City's third-party landscape architect will perform inspections during the construction phase of the project. A separate condition has 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.

Parking:

SBMC Section 17.52.040 and the Off-Street Parking Design Manual (OSPDM) require two (2) parking spaces for a single-family residence. The Applicants are proposing to construct an attached, two-car garage accessed by a new driveway on the south side of the lot accessing upper Avocado Place to the east. SBMC Section 17.08.030 indicates that required parking up to 200 square feet per parking space provided in a garage is exempt from the floor area calculation. The proposed garage will provide two parking spaces. Two spaces are required, therefore, 400 square feet of garage area is exempt from the project's floor area calculation.

Grading:

As mentioned previously in this report, grading was approved and completed under the Feather Acres Subdivision to create specific building pads for each of the seven lots. A two-tier building pad was originally created for the subject property. The lot sloped from the street frontage along upper Avocado Place to the first flat building pad at 237 feet above MSL. Then at the midpoint of the lot, the topography sloped down again as you move west to a flat building pad at 232 feet above MSL. The grading has been completed onsite for the subject property and a pad certification has been submitted to the Engineering Department in order to certify that the existing condition of the lot matches the grading and pad elevations approved under the subdivision.

The project proposes grading in the amounts of 610 cubic yards of cut, 560 cubic yards of fill, 50 cubic yards of export, and 250 cubic yards or removal and recompaction. Grading is proposed to create one level building pad at approximately 234.5 feet above MSL, to provide for a stormwater detention area in the west side of the property, and to construct the proposed driveway.

Lighting:

The project site is located within the City's Dark Sky Area which has specific lighting regulations to preserve the traditional semirural character of the area which includes low levels of nighttime illumination. These regulations prohibit the outside illumination for aesthetic or dramatic purposes of any building and/or surrounding landscape, including environmentally sensitive habitat areas (public or private). Conditions of project approval include that all new exterior lighting fixtures comply with the City-Wide Lighting Regulations of the Zoning Ordinance (SBMC 17.60.060); that 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; and that aesthetic -illumination of the proposed residence or landscaping is prohibited.

Usable Open Space:

The project consists of the construction of a new single-story, single-family residence with an attached garage on a vacant 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:

The proposed structure exceeds 16 feet in height above the existing grade as approved under the Feather Acres Subdivision, therefore, the project must comply with all of the View Assessment requirements of SBMC Chapter 17.63 and the Applicants were required to complete the SDP process. The pad elevations approved under the Feather Acres Subdivision have been certified for the lot. The Applicants had story poles erected onsite. A final Story Pole Height Certification was issued by a licensed land surveyor on

February 3, 2020, which showed a maximum building height of 22.5 feet above the proposed grade and the highest story pole (SP #1) certified at 257.0 MSL. Notices to apply for View Assessment were mailed to property owners and occupants within 300 feet of the project site which established a deadline to file for View Assessment on March 4, 2020. No applications for View Assessment were received by the City, therefore, if the Council is able to make the required findings to approve the DRP, the SDP would be approved administratively.

As a condition of approval, a height certificate prepared by a licensed land surveyor will be required prior to the framing inspection certifying that the maximum height of the proposed addition will not exceed 22.5 feet above the existing grade or 257.0 feet above the Mean Sea Level (MSL), which is the maximum proposed structure height reflected on the project plans.

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 March 12, 2020. Staff has received correspondence in support of the project from neighbors, which has been included in Attachment 3.

Conditions from the Planning, Engineering, and Fire Departments have been incorporated into the Resolution of Approval.

In conclusion, the proposed project, as conditioned, could be found to be consistent with the Zoning regulations and the General Plan. Should the Council determine that the findings can be made to approve the project; the SDP will be issued administratively with the DRP.

CEQA COMPLIANCE STATEMENT:

The project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15303 of the State CEQA Guidelines. Class 3 consists of construction and location of limited numbers of new, small facilities or structures. Examples of this exemption include one single-family residence or second dwelling unit in a residential zone. In urbanized areas, up to three-single-family residences may be constructed or converted under this exemption.

FISCAL IMPACT: N/A

WORK PLAN: N/A

OPTIONS:

Approve Staff recommendation adopting the attached Resolution 2020-035.

- Approve Staff recommendation subject to additional specific conditions necessary for the City Council to make all required findings for the approval of a SDP and DRP.
- 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 and administratively issue a 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 2020-035 conditionally approving a DRP and an administrative SDP to construct a new two-story, single-family residence with an attached two-car garage and perform associated site improvements on a vacant lot at 970 Avocado Place, Solana Beach.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.

Gregory Wade, City Manager

Attachments:

- 1. Resolution 2020-035
- 2. Project Plans
- 3. Correspondence

RESOLUTION 2020-035

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, CONDITIONALLY APPROVING A DEVELOPMENT REVIEW PERMIT AND AN ADMINISTRATIVE STRUCTURE DEVELOPMENT PERMIT FOR THE CONSTRUCTION OF A NEW TWO-STORY, SINGLE-FAMILY RESIDENCE WITH AN ATTACHED TWO-CAR GARAGE AND PERFORM ASSOCIATED SITE IMPROVEMENTS ON A PROPERTY LOCATED AT 970 AVOCADO PLACE, SOLANA BEACH

APPLICANT: Barbara Pruett and Pat McCardle

CASE NO.: DRP19-007 / SDP19-006

APN: 298-292-24

WHEREAS, Barbara Pruett and Pat McCardle (hereinafter referred to as the "Applicants"), has submitted an application for a Development Review Permit (DRP) and Structure Development Permit (SDP) pursuant to Title 17 (Zoning) of the Solana Beach Municipal Code (SBMC); and

WHEREAS, at the public hearing on May 13, 2020, the City Council received and considered evidence concerning the proposed application; and

WHEREAS, the public hearing was conducted pursuant to the provisions of Solana Beach Municipal Code Section 17.72.030; and

WHEREAS, the City Council of the City of Solana Beach found the application request exempt from the California Environmental Quality Act pursuant to Section 15303 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 an administrative SDP to construct a new two-story, 3,801 square-foot, two-story, single-family residence (including exterior living area included in the calculation of floor area) with an attached 781 square foot two-car garage and to perform associated site improvements on a vacant lot at 970 Avocado Place, Lot 5 of the Feather Acres Subdivision, 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 Estate Residential (ER-2) which allows for single-family residential development with a maximum density of 1-2 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.

Zoning Ordinance Consistency: The project is consistent with all applicable requirements of the Zoning Ordinance (Title 17) (SBMC 17.20.030 and 17.48.040), which delineates maximum allowable Floor Area Ratio (FAR), Permitted Uses and Structures (SBMC Section 17.20.020) which provides for uses of the property for a single-family residence. Further, the project adheres to all property development regulations established for the ER-2 Zone and cited by SBMC Section 17.020.030.

The project is consistent with the provisions for minimum yard dimensions (i.e., setbacks) and the maximum allowable Floor Area (FAR), maximum building height, parking requirements, and regulations for ADUs.

- 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 where feasible, complimentary to existing and potential development in the immediate vicinity of the project site. Site planning on the perimeter of the development shall give consideration to the protection of surrounding areas from potential adverse effects, as well as protection of the property from adverse surrounding influences.

The property is located within the ER-2 Zone. The surrounding neighborhood consists of a mix of properties that are either vacant or developed one- and two-story single-family residences. Properties immediately to the west and south are either vacant lots or have a new residence constructed and were

created with the Feather Acres Subdivision. The lot to the north is also a part of the Feather Acres Subdivision and includes the original single-family home constructed prior to the Subdivision. Properties to the east are located in the City of San Diego's jurisdiction.

The project, as designed, is consistent with the permitted uses for the ER-2 Zone as described in SBMC Sections 17.20.010 and 17.12.020. The property is designated Estate Residential in the General Plan and intended for single-family residences developed at a maximum density of one to two 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 transitional neighborhoods, and the rehabilitation of deteriorated neighborhoods.

The property is located in the Dark Sky Area, which limits exterior lighting. As conditioned, the project would comply with the Dark Sky Area. The property is also located within the Coastal Zone. As a condition of project approval, the Applicant would be required to obtain a Coastal Development Permit, Waiver or Exemption from the California Coastal Commission prior to the issuance of a Building Permit.

b. Building and Structure Placement: Buildings and structures shall be sited and designed in a manner which visually and functionally enhances their intended use.

The Applicants propose to construct a new two-story, single-family residence with an attached two-car garage and perform associated improvements including grading, hardscaping, landscaping, and construction of a pool, spa, fences and walls.

The Applicants are requesting the approval of a DRP in order to perform additional grading onsite which is described in more detail later in this report. In order to measure the maximum building height for the proposed development, Staff is using the pad elevations approved under the Feather Acres Subdivision as the pre-existing grade. Proposed grade as shown on the plans is the proposed grade elevation if the grading proposed with this development application is approved by the City Council.

Driveway access would be taken from the southernmost portion of street frontage along upper Avocado Place. The driveway would slope down approximately 9 feet from Avocado Place to the two-car garage, which would be oriented toward the south. Pedestrian access to the residence from upper Avocado Place would be taken from a hardscape pathway with intermittent stairs located in the center of the lot.

The residence would be setback approximately 55 feet from the front property line abutting the Avocado Place right-of-way. The minimum required front-yard setback for the property is 25 feet. The project would comply with the required 10-foot side-yard and 40-foot required rear-yard setbacks.

The 2,824 square-foot lower level of the residence would consist of an open-concept living room and kitchen, a dining room, a guest bedroom with an on-suite bathroom, a master suite, a powder room, and a laundry room. The living area would access the 781 square-foot, two-car garage on the north east side of the structure. The 858 square-foot, second-story portion of the proposed residence would be located above the garage and consist of two bedrooms, one bathroom, open play room, and a deck on the south side of the structure.

The master suite, living room, and dining room would wrap around a partially-covered patio on the west side of the residence. The 119 square-foot portion of the covered patio would count toward the calculation of floor area. There would be a covered patio on the west side of dining room that would be open on the north, west, and east sides. There would be a pool, spa, and fire pit as well as landscape and hardscape areas west of the residence and a bioretention basin for stormwater management in the westernmost portion of the lot.

The SBMC parking regulations require two off-street parking spaces per single-family residence. The Code indicates that when required spaces are provided in a garage, 200 square feet of floor area is exempted for each required space. The site is required to provide two parking spaces, therefore, the project is afforded a 400 square-foot exemption, and the total proposed floor area would be 4,182 square feet, which is 3,328 square feet below the maximum allowable floor area for the 20,069 square-foot lot. The maximum floor area calculation for this project is as follows:

0.60 for first 5,000 ft ²	3,000 ft ²
0.30 for 5,000 to 20,000 ft ²	4,500 ft ²
0.15 for anything over 20,000 ft ²	10 ft ²
Total Allowable Floor Area:	7,510 ft ²

The proposed project, as designed, meets the minimum required setbacks and is 3,328 square feet below the maximum allowable floor area for the property.

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. Trees and other large plantings shall not obstruct significant views when installed or at maturity.

The project is subject to the current water efficient landscaping regulations of SBMC Chapter 17.56. 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 Applicant 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 conceptual plan. In addition, the City's third-party landscape architect will perform inspections during the construction phase of the project. A separate condition has been added to require that native or drought-tolerant and non-invasive plant materials and waterconserving 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.

SBMC Section 17.52.040 and the Off-Street Parking Design Manual (OSPDM) require two (2) parking spaces for a single-family residence. The Applicant is proposing to construct an attached, two-car garage accessed by a new driveway on the west side of the lot abutting Avocado Place. SBMC Section 17.08.030 indicates that required parking up to 200 square feet per parking space provided in a garage is exempt from the floor area calculation. The proposed garage will provide two parking spaces. Two spaces are required, therefore, 400 square feet of garage area is exempt from the project's floor area calculation.

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.

As mentioned previously in this report, grading was approved and completed under the Feather Acres Subdivision to create specific building pads for each of the seven lots. A two-tier building pad was created for the subject property as well as a slope from the frontage along upper Avocado Place down to the west. The grading has been completed onsite for the subject property and a pad certification has been submitted to the Engineering Department in order to certify that the existing condition of the lot matches the grading and pad elevations approved under the subdivision.

The project proposes grading in the amounts of 610 cubic yards of cut, 560 cubic yards of fill, 50 cubic yards of export, and 250 cubic yards or removal and recompaction. Grading is proposed to create one level building pad at approximately 234.5 feet above MSL, to provide for a stormwater detention area in the west side of the property, and to construct the proposed driveway.

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).

The project site is located within the City's Dark Sky Area which has specific lighting regulations to preserve the traditional semirural character of the area which includes low levels of nighttime illumination. These regulations prohibit the outside illumination for aesthetic or dramatic purposes of any building and/or surrounding landscape, including environmentally sensitive habitat areas (public or private). Conditions of project approval include that all new exterior lighting fixtures comply with the City-Wide Lighting Regulations of the Zoning Ordinance (SBMC 17.60.060); that 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; and that aesthetic -illumination of the proposed residence or landscaping is prohibited.

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 a new single-story, single-family residence with an attached garage, 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 Applicant will be required to pay the City's Park Fee for developing a vacant lot.

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, including a Structure Development Permit, are being processed concurrently with the Development Review Permit.

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 Applicant obtaining the required permit or approval from the other agency.

The Applicant is required to obtain approval from the California Coastal Commission prior to issuance of Building Permits.

B. In accordance with Section 17.63.040 (Structure Development Permit) of the Solana Beach Municipal Code, the City Council finds the following:

The proposed structure exceeds 16 feet in height above the existing grade as approved under the Feather Acres Subdivision, therefore, the project must comply with all of the View Assessment requirements of SBMC Chapter 17.63 and the Applicant was required to complete the SDP process. Once the pad elevations approved under the Feather Acres Subdivision were certified for the lot, the Applicant had story poles erected onsite. A final Story Pole Height Certification was issued by a licensed land surveyor on February 3, 2020, which showed a maximum building height of 22.5 feet above the proposed grade and the highest story pole (SP #1) certified at 257.0 MSL. Notices to apply for View Assessment were mailed to property owners and occupants within 300 feet of the project site which established a deadline to file for View Assessment on March 4, 2020. No applications for View Assessment were received by the City, therefore, if the Council is able to make the required findings to approve the DRP, the SDP would be approved administratively.

As a condition of approval, a height certificate prepared by a licensed land surveyor will be required prior to the framing inspection certifying that the maximum height of the proposed addition will not exceed 22.5 feet above the existing grade or 257.0 feet above the Mean Sea Level (MSL), which is the maximum proposed structure height reflected on the project plans.

IV. CONDITIONS

Prior to use or development of the property in reliance on this permit, the Applicant shall provide for and adhere to the following conditions:

- A. Community Development Department Conditions:
 - I. The Applicants shall pay required Public Facilities, Fire Mitigation, Park Development and Public Use Facilities Impact Fees, as established by SBMC Chapter 17.72.020, Chapter 15.60, Chapter 15.65, Chapter 15.66, and Resolutions 1987-36 and 2018-147.
 - II. Building Permit plans must be in substantial conformance with the architectural plans presented to the City Council on April 8, 2020, and located in the project file with a submittal date of May 4, 2020.
 - III. Prior to requesting a framing inspection, the Applicants shall submit a height certification, signed by a licensed land surveyor, certifying that the building envelope (which is represented by the story poles) is in conformance with the plans as approved by the City Council on April 8, 2020 and the certified story pole plot plan, and will not exceed 22.5 feet in height from the existing finished grade or 257.0 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. The Applicants shall submit detailed construction landscape drawings that will be reviewed by the City's third-party landscape architect and shall be in substantial conformance with the conceptual plan presented to the City Council on April 8, 2020. In addition, the City's third-party landscape architect will perform a final inspection to verify substantial conformance onsite prior to final occupancy
 - VII. 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.

- VIII. All new exterior lighting fixtures shall be in conformance with the Citywide 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. Due to the property's location within the Dark Sky Area, the outside illumination for aesthetic or dramatic purposes of any building or surrounding landscape, including environmentally sensitive habitat areas (public or private) is prohibited.
 - X. 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 on the street and minimize impact to the surrounding neighbors.
 - XI. The Applicant shall connect to temporary electrical service as soon as feasible to the satisfaction of the City. The use of a generator shall not be allowed.

B. Fire Department Conditions:

- I. GRADE: The gradient for a fire apparatus access roadway shall not exceed 20.0%. Grades exceeding 15.0% (incline or decline) shall not be permitted without mitigation. Minimal mitigation shall be a surface of Portland cement concrete, with a deep broom finish perpendicular to the entire direction of travel. Additional mitigation measures may be required where deemed appropriate. The angle of departure and angle of approach of a fire access roadway shall not exceed seven degrees (12 percent).
- II. GATES: All gates or other structures or devices, which could obstruct fire access roadways or otherwise hinder emergency operations, are prohibited unless they meet standards approved by the Fire Department. An approved emergency key-operated switch and/or an approved emergency traffic control-activating strobe light sensor shall be installed per Solana Beach Fire Department standards.
- III. RESPONSE MAPS: Any new development, which necessitates updating of emergency response maps by virtue of new structures, hydrants, roadways or similar features, shall be required to provide map updates in one of the following formats (AutoCad DWG, DXF,

ESRI shapefile, ESRI personal geodatabase, or XML format) and shall be charged a reasonable fee for updating all response maps.

- IV. 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.
- V. 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.
- VI. 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.
- VII. CLASS "A" ROOF: All structures shall be provided with a Class "A" Roof covering to the satisfaction of the Solana Beach Fire Department.
- VIII. The fire pit and fireplace must comply with Solana Beach Recreational Fire Policy and 2016 California Fire Code Chapter 3.

C. Engineering Department Conditions:

- I. The Applicants are required to obtain an Encroachment Permit in accordance with the SBMC Section 11.20 prior to any work being done in the public right-of-way. These include, but are not limited to:
 - a. Proposed PCC driveway per SDRSD G-14F
 - b. 5-foot wide concrete path
- II. The Applicants shall record the Encroachment Maintenance Removal Agreement (EMRA) with the County of San Diego prior to the release of the Grading Bond and Security Deposit. The EMRA shall be

recorded against this property for all improvements in the Public Right-Of-Way including, but not limited to:

- a. 5-foot wide concrete path
- III. The Applicants shall pay a TIF (Traffic Impact Fee) associated with the construction of the new single family residence prior to Building Permit Issuance that is required. The current fee rate for a Residential-Single-Family is \$15,714 per unit.
- IV. The Applicants shall pay a Regional Transportation Congestion Program (RTCIP) Fee prior to Building Permit Issuance is required of this project. The current rate for a single-family dwelling unit is \$3,623.
- V. The Applicants shall pay in full the one-time sewer capacity fee of \$4,500.00 per Equivalent Dwelling Unit (EDU) prior to Building Permit Issuance. The EDU assignment is determined by SBMC 14.08.060. The proposed single family residence would increase the property's EDU assignment to 1.0 EDU. The cost the Applicants are responsible for is \$4,500.00 prior to Building Permit Issuance.
- VI. The existing D.G. path is to be inspected for potential replenishment prior to Final Inspection of the Building Permit.
- VII. The Applicants shall underground all new utility services including, but not limited to, electrical and telephone.
- VIII. All construction demolition materials shall be recycled according to the City's Construction and Demolition recycling program and an approved Waste Management Plan shall be submitted.
 - IX. Construction fencing shall be located on the subject property outside of the public right-of-way to the satisfaction of the City Engineer.

Grading:

- X. Obtain a Grading Permit in accordance with Chapter 15.40 of the Solana Beach Municipal Code. Conditions prior to the issuance of a Grading Permit shall include, but not be limited to, the following:
 - a. The Applicants shall obtain a grading plan prepared by a Registered Civil Engineer and approved by the City Engineer. On-site grading design and construction shall be in accordance with Chapter 15.40 of the Solana Beach Municipal Code.
 - b. The Applicants shall obtain a Soils Report prepared by a Registered Soils Engineer and approved by the City Engineer. All necessary measures shall be taken and implemented to assure slope stability, erosion control and soil integrity. The

grading plan shall incorporate all recommendations contained in the soils report.

- c. The Applicants shall provide a Drainage Report prepared by a Registered Civil Engineer. This report shall address the design for detention basin and corresponding outflow system to ensure the rate of runoff for the proposed development is at or below that of pre-existing condition. All recommendations of this report shall be incorporated into the Preliminary Grading Plan. A detention basin easement(s) shall be recorded for maintenance of the detention basins by the property owner(s) in perpetuity, prior to Final Inspection of the Building Permit.
- d. The Applicants shall show all retaining walls and drainage structures. Retaining walls shown on the grading plan shall conform to the San Diego Regional Standards or be designed by a licensed civil engineer. Engineering calculations for all designed walls with a surcharge and nonstandard walls shall be submitted at grading plan check. Retaining walls may not exceed the allowable height within the property line setback as determined by the City of Solana Beach Municipal Code. Contact the Community Development department for further information.
- e. The Applicants are responsible to protect the adjacent properties during construction. If any grading, construction activity, access or potential construction-related impacts are anticipated beyond the property lines, as determined by the City Engineer, the Applicants shall obtain a letter of permission from the adjoining property owners. All required letters of permission shall be submitted to the City Engineer prior to the issuance of the grading permit.
- f. Cut and fill slopes shall be set back from site boundaries and buildings shall be set back from cut or fill slopes in accordance with SBMC 15.40.140 and to the satisfaction of the City Engineer.
- g. The Applicants shall pay a grading plan check fee in accordance with the current Engineering Fee Schedule at initial grading plan submittal. Inspection fees shall be paid prior to issuance of the grading permit.
- h. The Applicants shall obtain and submit grading security in a form prescribed by the City Engineer.
- The Applicants shall obtain haul permit for import / export of soil.
 The Applicants shall transport all excavated material to a legal disposal site.

- j. The Applicants shall submit certification from the Engineer of Record and the Soils Engineer that all public or private drainage facilities and finished grades are functioning and are installed in accordance with the approved plans. This shall be accomplished by the Engineer of Record incorporating as-built conditions on the Mylar grading plans and obtaining signatures of the Engineer of Record and the Soils Engineer certifying the as-built conditions.
- k. An Erosion Prevention and Sediment Control Plan shall be prepared by the Applicants. Best management practices shall be developed and implemented to manage storm water and nonstorm water discharges from the site at all times during excavation and grading activities. Erosion prevention shall be emphasized as the most important measure for keeping sediment on site during excavation and grading activities. Sediment controls shall be used as a supplement to erosion prevention for keeping sediment on site.
- I. The Applicants shall show all proposed on-site private drainage facilities intended to discharge water run-off. Elements of this design shall include a hydrologic and hydraulic analysis verifying the adequacy of the facilities and identify any easements or structures required to properly convey the drainage. The construction of drainage structures shall comply with the standards set forth by the San Diego Regional Standard Drawings.
- m. Post Construction Best Management Practices meeting City and RWQCB Order No. R9-2013-001 requirements shall be implemented in the drainage design.
- n. Prior to obtaining a building permit, submit a building pad certification statement from a soils engineer and an engineer or land surveyor licensed in Land Surveying per SBMC 15.40.230E.
- o. The building permit shall be issued concurrently with the grading permit.
- p. No increased cross lot drainage shall be allowed.
- q. The Applicants shall prepare a City of Solana Beach Stormwater Checklist for Determination of Project Category to address potential water quality impacts to ensure that pollutants and runoff from this development are reduced to the maximum extent practicable.

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 and Structure Development Permit for the project will expire 24 months from the date of this Resolution, unless the Applicant has 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 Applicant 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 Applicant 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 Applicant 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 Applicant 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 Applicant shall not be required to pay or perform any settlement unless such settlement is approved by the Applicant.

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 13th day of May, 2020, by the following vote:

AYES: Councilmembers – NOES: Councilmembers – ABSENT: Councilmembers –

Resolution 2020-035 DRP19-007/SDP19-006 Pruett, 970 Avocado PI Page 15 of 15

ABSTAIN: Councilmembers –	
	JEWEL EDSON, MAYOR
APPROVED AS TO FORM:	ATTEST:
JOHANNA N. CANLAS, City Attorney	ANGELA IVEY, City Clerk



PRUETT / MCCARDLE RESIDENCE 970 AVOCADO PLACE - SOLANA BEACH, CA 92075

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AREA TABULATION

20,069 SF GROSS

0.60 (FIRST 5,000 SF) 0.30 (UP TO 20,000 SF)

0.15 (ABOVE 20,000 SF)

2,824 SF

858 SF

781 SF

119 SF

4,182 SF

PROPOSED

9,633 SF

9,015 SF

720 SF

700 SF

20,068 SF

10,370 SF

0 SF

20,069 SF NET

7,510 SF MAX

610 CY (50 CY FOOTING EXCAVATION)

0 SF 0 SF

0 SF

AREA OF WORK

8,540 SF

810 SF

1,020 SF

AGGREGATE LANDSCAPE AREA

50 CY

TOTAL LOT AREA

SHEET INDEX

1 75

★ No. C25166 → ★

Architects

Stephen Dalton

PRELIMINARY GRADING PLAN NOTES C-2 PRELIMINARY GRADING PLAN AND SECTIONS

A1-1 ARCHITECTURAL SITE PLAN AND SECTIONS

A0-1 TITLE SHEET

A1-2 AREA DIAGRAMS

A1-4 SITE PHOTOS

A1-3 STORY POLE PLAN

A2-1 1ST FLOOR PLAN A2-2 2ND FLOOR PLAN A2-3 ROOF PLAN

A3-1 EXTERIOR ELEVATIONS

A3-2 EXTERIOR ELEVATIONS

A3-3 PERSPECTIVE VIEWS

A3-4 PERSPECTIVE VIEWS

L-1 PRELIMINARY LANDSCAPE PLAN

PROJECT DATA

PRUETT / McCARDLE RESIDENCE

BARBARA PRUETT / PAT McCARDLE

(858) 342-1670 / (619) 805-5595

970 AVOCADO PLACE

LOT 5, FEATHER ACRES

CITY OF SOLANA BEACH COUNTY OF SAN DIEGO STATE OF CALIFORNIA

MAP No. 16175 (MARCH 3, 2017)

MODERATE FIRE HAZARD SEVERITY

2016 CBC, CEC, CMC, CPC, & CRC

298-292-24-00

DARK SKIES

2 SPACES

REAR: 40'-0"

REAR: 62'-4" SIDE (NORTH): 12'-8" SIDE (SOUTH): 10'-4"

PROPOSED SETBACKS FRONT: 55'-8"

2 SPACES (GARAGE)

SIDE (EXTERIOR): 10'-0" SIDE (STREET): 10'-0"

SOLANA BEACH, CA 92075

PROJECT NAME

PHONE NUMBER(S)

PROJECT ADDRESS

LEGAL DESCRIPTION

OWNER(S)

BASE ZONE

EASEMENTS

OCCUPANCY

BUILDING CODE(S)

CONSTRUCTION TYPE

OVERLAY ZONE(S)

REQUIRED PARKING

PRELIMINARY GRADING PLAN

GENERAL NOTES

- 1. APPROVAL OF THIS GRADING PLAN DOES NOT CONSTITUTE APPROVAL OF VERTICAL OR HORIZONTAL ALIGNMENT OF ANY PRIVATE ROAD SHOWN HEREIN FOR PUBLIC ROAD PURPOSES.
- 2. FINAL APPROVAL OF THESE GRADING PLANS IS SUBJECT TO FINAL APPROVAL OF THE ASSOCIATED IMPROVEMENT PLANS WHERE APPLICABLE. FINAL CURB GRADE ELEVATIONS MAY REQUIRE CHANGES IN THESE PLANS.
- IMPORT MATERIALS SHALL BE LEGALLY OBTAINED.
- 4. A SEPARATE PERMIT FROM THE CITY ENGINEER WILL BE REQUIRED FOR ANY WORK IN THE PUBLIC RIGHT-OF-WAY.
- ALL SLOPES OVER THREE (3) FEET IN HEIGHT SHALL BE LANDSCAPED AND IRRIGATED.
- THE CONTRACTOR SHALL VERIFY THE EXISTENCE AND LOCATION OF ALL UTILITIES BEFORE COMMENCING WORK. NOTICE OF PROPOSED WORK SHALL BE GIVEN TO THE FOLLOWING AGENCIES:

UNDERGROUND S.A. (800)-227-2600

- 7. THE SOILS REPORT SHALL BE PROVIDED AS REQUIRED BY THE CITY OF SOLANA BEACH PRIOR TO ISSUANCE OF A GRADING
- APPROVAL OF THESE PLANS BY THE CITY ENGINEER DOES NOT AUTHORIZE ANY WORK OR GRADING TO BE PERFORMED UNTIL THE PROPERTY OWNER'S PERMISSION HAS BEEN OBTAINED AND A VALID GRADING PERMIT HAS BEEN ISSUED.
- 9. THE CITY ENGINEER'S APPROVAL OF THESE PLANS DOES NOT CONSTITUTE THE BUILDING OFFICIAL'S APPROVAL OF ANY FOUNDATION FOR STRUCTURES TO BE PLACED ON THE AREA COVERED BY THESE PLANS. NO WAIVER OF THE GRADING ORDINANCE REQUIREMENTS CONCERNING MINIMUM COVER OVER EXPANSIVE SOILS IS MADE OR IMPLIED.
- 10. ALL OPERATIONS CONDUCTED ON THE PREMISES, INCLUDING THE WARMING UP, REPAIR, ARRIVAL, DEPARTURE OR RUNNING OF TRUCKS, EARTHMOVING EQUIPMENT, CONSTRUCTION EQUIPMENT AND ANY OTHER ASSOCIATED GRADING EQUIPMENT SHALL BE LIMITED TO THE PERIOD BETWEEN 7:00 a.m. AND 6:00 p.m. EACH DAY, MONDAY THROUGH FRIDAY, AND NO EARTHMOVING OR GRADING OPERATIONS SHALL BE CONDUCTED ON THE PREMISES ON SATURDAYS, SUNDAYS OR HOLIDAYS WITHOUT THE WRITTEN PERMISSION OF THE CITY ENGINEER.
- 11. ALL MAJOR SLOPES SHALL BE ROUNDED INTO EXISTING TERRAIN TO PRODUCE A CONTOURED TRANSITION FROM CUT OR FILL FACES TO NATURAL GROUND AND ABUTTING CUT OR FILL FACES.
- 12. NOTWITHSTANDING THE MINIMUM STANDARDS SET FORTH IN THE GRADING ORDINANCE, AND NOTWITHSTANDING THE APPROVAL OF THESE GRADING PLANS, THE PERMITTEE IS RESPONSIBLE FOR THE PREVENTION OF DAMAGE TO THE ADJACENT PROPERTY. NO PERSON SHALL EXCAVATE ON LAND SO CLOSE TO THE PROPERTY LINE AS TO ENDANGER ANY ADJOINING PUBLIC STREET, SIDEWALK, ALLEY, FUNCTION OF ANY SEWAGE DISPOSAL SYSTEM, OR ANY OTHER PUBLIC OR PRIVATE PROPERTY WITHOUT SUPPORTING AND PROTECTING SUCH PROPERTY FROM SETTLING, CRACKING, EROSION, SILTING SCOUR OR OTHER DAMAGE WHICH MIGHT RESULT FROM THE GRADING DESCRIBED ON THIS PLAN. THE CITY WILL HOLD THE PERMITTEE RESPONSIBLE FOR CORRECTION ON NON-DEDICATED IMPROVEMENTS WHICH DAMAGE ADJACENT PROPERTY.
- 13. SLOPE RATIOS: CUT 2:1 FILL 2:1 CUT: 5600 CY FILL: 560 CY EXPORT: 0 CY

(NOTE: A SEPARATE VALID PERMIT MUST EXIST FOR OFFSITE IMPORT OR EXPORT AREAS.)

** THE QUANTITIES ESTIMATED ABOVE ARE FOR PERMIT PURPOSES ONLY AND SHOULD NOT BE USED FOR CONSTRUCTION BIDS. CONTRACTORS ARE RESPONSIBLE FOR THEIR OWN EARTHWORK QUANTITIES.

- 14. SPECIAL CONDITIONS: IF ANY ARCHAELOGICAL RESOURCES ARE DISCOVERED ON THE SITE OF THIS GRADING DURING GRADING OPERATIONS, SUCH OPERATIONS WILL CEASE IMMEDIATELY, AND THE PERMITTEE WILL NOTIFY THE CITY ENGINEER OF THE DISCOVERY. GRADING OPERATIONS WILL NOT COMMENCE UNTIL THE PERMITTEE HAS RECEIVED WRITTEN AUTHORITY FROM THE CITY ENGINEER TO DO SO.
- 15. ALL GRADING SHOWN ON THIS PLAN SHALL BE COMPLETED AS A SINGULAR UNIT WITH NO PROVISION FOR PARTIAL RELEASES. SHOULD IT BE ANTICIPATED THAT A PORTION OF THIS PROJECT BE COMPLETED SEPARATELY, A SEPARATE PLAN AND PERMIT APPLICATION SHALL BE SUBMITTED FOR APPROVAL.
- THE CONTRACTOR SHALL NOTIFY THE CITY OF SOLANA BEACH 858.720.2470 24 HOURS BEFORE GRADING OPERATIONS BEGIN.
- 17. FINISHED GRADING AND PLANTING SHALL BE ACCOMPLISHED ON ALL SLOPES PRIOR TO OCTOBER 1, OR IMMEDIATELY UPON COMPLETION OF ANY SLOPES GRADED BETWEEN OCTOBER 1 AND APRIL 1. PRIOR TO ANY PLANTING, ALL LANDSCAPING SHALL BE APPROVED BY THE PLANNING DEPARTMENT AT THE DEVELOPMENT REVIEW STAGE, OR BY SEPARATE LANDCSAPE PLAN.
- 18. ALL OFF-SITE HAUL ROUTES SHALL BE SUBMITTED BY THE CONTRACTOR TO THE CITY ENGINEER FOR APPROVAL 72 HOURS PRIOR TO THE BEGINNING OF WORK.
- 19. UPON FINAL COMPLETION OF THE WORK UNDER THE GRADING PERMIT. BUT PRIOR TO FINAL GRADING APPROVAL AND/OR FINAL RELEASE OF SECURITY, AN AS-GRADED CERTIFICATE SHALL BE PROVIDED STATING: "THE GRADING UNDER PERMIT No. SBGR-216 HAS BEEN PERFORMED IN SUBSTANTIAL CONFORMANCE WITH THE APPROVED GRADING PLAN OR AS SHOWN ON THE ATTACHED AS-GRADED PLAN". THIS STATEMENT SHALL BE FOLLOWED BY THE DATE AND SIGNATURE OF THE CIVIL ENGINEER WHO CERTIFIES SUCH A GRADING OPERATION.
- 20. THE CONTRACTOR SHALL DESIGN, CONSTRUCT, AND MAINTAIN ALL SAFETY DEVICES INCLUDING SHORING, AND SHALL BE RESPONSIBLE FOR CONFORMING TO ALL LOCAL, STATE, AND FEDERAL SAFETY AND HEALTH STANDARDS, LAWS AND

WORK TO BE DONE

THE IMPROVEMENTS CONSIST OF THE FOLLOWING WORK TO BE DONE ACCORDING TO THESE PLANS AND THE LATEST EDITIONS

STANDARD SPECIFICATIONS

- (1) STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION INCLUDING THE REGIONAL SUPPLEMENTAL AMENDMENTS (2) CALIFORNIA DEPARTMENT OF TRANSPORTATION "MANUAL OF TRAFFIC CONTROLS FOR CONSTRUCTION AND MAINTENANCE
- (3) STATE OF CALIFORNIA, DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS

STANDARD DRAWINGS

- (1) SAN DIEGO REGIONAL STANDARD DRAWINGS
- (2) STATE OF CALIFORNIA, DEPARTMENT OF TRANSPORTATION STANDARD PLANS

EARTHWORK QUANTITIES

610 CY * (50 CY FOOTING EXCAVATION)

50 CY *

REMEDIAL 250 CY

EXPORT:

* EARTHWORK QUANTITIES ARE ESTIMATED FOR PERMIT PURPOSES ONLY AND REPRESENT COMPACTED (IN PLACE) VOLUMES ONLY. THESE VALUES ARE CALCULATED ON A THEORETICAL BASIS. ACTUAL QUANTITIES MAY VARY DUE TO OBSERVED SHRINKAGE AND/OR SWELL FACTORS.

EROSION CONTROL NOTES

- 1. STORM WATER AND NON-STORM WATER DISCHARGE CONTROL: BEST MANAGEMENT PRACTICES SHALL BE DEVELOPED AND IMPLEMENTED TO MANAGE STORM WATER AND NON-STORM WATER DISCHARGES FROM THE SITE AT ALL TIMES DURING EXCAVATION AND GRADING ACTIVITIES.
- EROSION AND SEDIMENT CONTROL: EROSION PREVENTION SHALL BE EMPHASIZED AS THE MOST IMPORTANT MEASURE FOR KEEPING SEDIMENT ON SITE DURING EXCAVATION AND GRADING ACTIVITIES. SEDIMENT CONTROLS SHALL BE USED AS A SUPPLEMENT TO EROSION PREVENTION FOR KEEPING SEDIMENT ON SITE.
- EROSION CONTROL ON SLOPES SHALL BE MITIGATED BY INSTALLING LANDSCAPING AS PER APPROVED LANDSCAPE PLANS AS REQUIRED BY THE DEVELOPMENT REVIEW CONDITIONS, OR BY TEMPORARY EROSION CONTROL CONFORMING TO THE

	NON-IRRIGATED HYDROSEED MIX WITH	
	A FIBER MATRIX APPLIED AT 4,000 LB/ACRE.	
LBS/ACRE	% PURITY/ACRE	SEED SPECIES
20	70% PLUS	ATRIPLEX GLAUCA
50		PLANTAGE INSULARIS
8		ENCELIS FARINOSA
6	SCARIFIED	LOTUS SCOPARIUS
<u>7</u>	50% PLUS	EXCHSCHOLTZIA CALIF

- 4. THE TOPS OF ALL SLOPES TALLER THAN 5' SHALL BE DIKED OR TRENCHED TO PREVENT WATER FLOWING OVER CRESTS OF
- 5. CATCH BASINS, DESILTING BASINS, AND STORM DRAIN SYSTEMS SHALL BE INSTALLED TO THE SATISFACTION OF THE CITY ENGINEER.
- 6. SAND BAG CHECK DAMS, SILT FENCES, FIBER ROLLS OR OTHER APPROVED BMP'S SHALL BE PLACED IN UNPAVED AREAS WITH GRADIENTS IN EXCESS OF 2%, AS WELL AS AT OR NEAR EVERY POINT WHERE CONCENTRATED FLOW LEAVE THE SITE.
- 7. SAND BAGS SHALL BE PLACED ON THE UPSTREAM SIDE OF ALL DRAINAGE INLETS TO MINIMIZE SILT BUILDUP IN THE INLETS AND PIPES.
- 8. THE CONTRACTOR SHALL REPAIR ANY ERODED SLOPES AS DIRECTED BY THE OFFICE OF THE CITY ENGINEER.
- 9. THE CONTRACTOR SHALL SWEEP ROADWAYS AND ENTRANCES TO AND FROM THE SITE ON A REGULAR BASIS TO KEEP THEM FREE OF SOIL ACCUMULATION AND AT ALL OTHER TIMES DIRECTED BY THE CITY ENGINEER.
- 10. THE CONTRACTOR SHALL WATER SITE ON A CONTINUOUS BASIS TO MINIMIZE AIR BORNE DUST CREATED FROM GRADING AND HAULING OPERATIONS OR EXCESSIVE WIND CONDITIONS, AND AT ALL TIMES DIRECTED BY THE CITY ENGINEER.
- 11. IN THE EVENT SILT DOES ENTER THE EXISTING PUBLIC STORM DRAIN SYSTEM, REMOVAL OF THE SILT FROM THE THE SYSTEM WILL BE DONE AT THE DEVELOPER'S EXPENSE.

LEGAL DESCRIPTION

LOT 5 OF FEATHER ACRES, IN THE CITY OF SOLANA BEACH, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP THEREOF NO. 16175, FILED IN THE OFFICE OF THE RECORDER OF SAN DIEGO COUNTY, MARCH 3, 2017.

970 AVOCADO PLACE

DARK SKY AREA

298-292-24-00

SITE ADDRESS SOLANA BEACH, CA 92075 ESTATE RESIDENTIAL ZONE (ER-2) /

PAT McCARDLE OWNER/PERMITTEE

PASCO LARET SUITER & ASSOCIATES TOPOGRAPHIC SURVEY

535 N HIGHWAY 101, STE A SOLANA BEACH, CA 92075

GROSS = 20,069 SF/ 0.46 AC LOTAREA NET = 20,069 SF/ 0.46 AC

OWNER'S CERTIFICATE

PAT McCARDLE AS OWNER/DEVELOPER OF THE PROPERTY DESCRIBED HEREIN ACKNOWLEDGE THESE PLANS HAVE BEEN PREPARED AT MY DIRECTION WITH MY FULL CONSENT. I FULLY UNDERSTAND AND ACCEPT THE TERMS AND CONDITIONS CONTAINED HEREIN AND AS ATTACHED BY REFERENCE ON THIS GRADING PLAN.

IT IS AGREED THAT FIELD CONDITIONS MAY REQUIRE CHANGES TO THESE PLANS.

IT IS FURTHER AGREED THAT THE OWNER (DEVELOPER) SHALL HAVE A REGISTERED CIVIL ENGINEER MAKE SUCH CHANGES, ALTERATIONS OR ADDITIONS TO THESE PLANS WHICH THE CITY ENGINEER DETERMINES ARE NECESSARY AND DESIRABLE FOR THE PROPER COMPLETION OF THE IMPROVEMENTS.

I FURTHER AGREE TO COMMENCE WORK ON ANY IMPROVEMENTS SHOWN ON THESE PLANS WITHIN EXISTING CITY RIGHT-OF-WAY WITHIN 60 DAYS OF THE CONSTRUCTION PERMIT AND TO PURSUE SUCH WORK ACTIVELY ON EVERY NORMAL WORKING DAY UNTIL COMPLETED, IRRESPECTIVE AND INDEPENDENT OF ANY OTHER WORK ASSOCIATED WITH THIS PROJECT OR UNDER MY CONTROL.

PAT McCARDLE

PROJECT SITE VICINITY MAP NOT TO SCALE

DECLARATION OF RESPONSIBLE CHARGE

BW = BOTTOM OF WALL ELEVATION

TW = TOP OF WALL ELEVATION FS = FINISHED SURFACE

TG = TOP OF GRATE ELEVATION

PROPOSED BMP **BIORETENTION BASIN** PER DETAIL SHEET C1

FG = FINISHED GRADE

EG = EXISTING GRADE FL = FLOW LINE

FF = FINISHED FLOOR GF = GARAGE FACE *IE = INVERT ELEVATION*

LA = LANDSCAPED AREA

BF = BOTTOM OF FENCE

TF = TOP OF FENCE

I. TYLER G LAWSON. HEREBY DECLARE THAT I AM THE ENGINEER OF WORK FOR THIS PROJECT. THAT I HAVE EXCERCISED RESPONSIBLE CHARGE OVER THE DESIGN OF THE PROJECT AS DEFINED IN SECTION 6703 OF THE BUSINESS AND PROFESSIONS CODE, AND THE DESIGN IS CONSISTENT WITH CURRENT STANDARDS AND THE CITY OF SOLANA BEACH RESOLUTION No. 2007-170.

I UNDERSTAND THAT THE CHECK OF PROJECT DRAWINGS AND SPECIFICATIONS BY THE CITY OF SOLANA BEACH IS CONFINED TO A REVIEW ONLY AND DOES NOT RELIEVE ME OF RESPONSIBILITIES FOR PROJECT DESIGN.

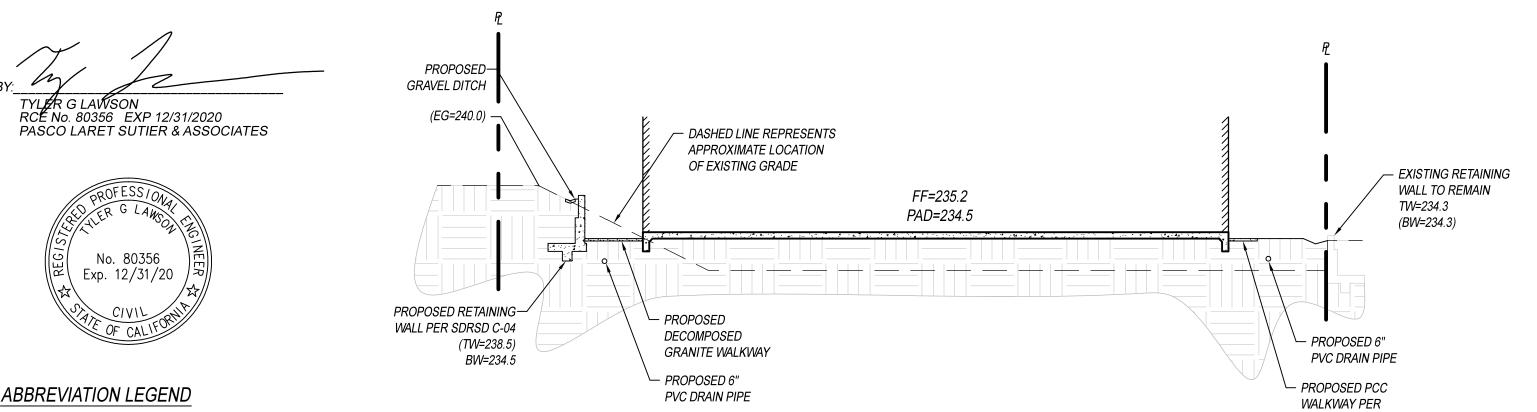
PROPOSED

PCC PATIO PER

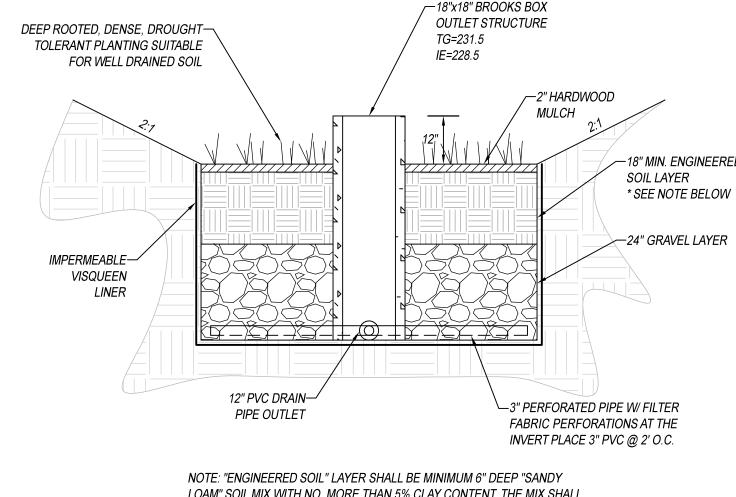
SEPARATE PLANS

PROPOSED 6'

PVC DRAIN PIPE



SECTION B



LOAM" SOIL MIX WITH NO MORE THAN 5% CLAY CONTENT. THE MIX SHALL CONTAIN 50-60% SAND, 20-30% COMPOST OR HARDWOOD MULCH, AND 20-30% TOPSOIL

SECTION C

FF=235.2 PAD=234.5

SECTION A NOT TO SCALE

SEPARATE PLANS

DASHED LINE REPRESENTS APPROXIMATE LOCATION

OF EXISTING GRADE

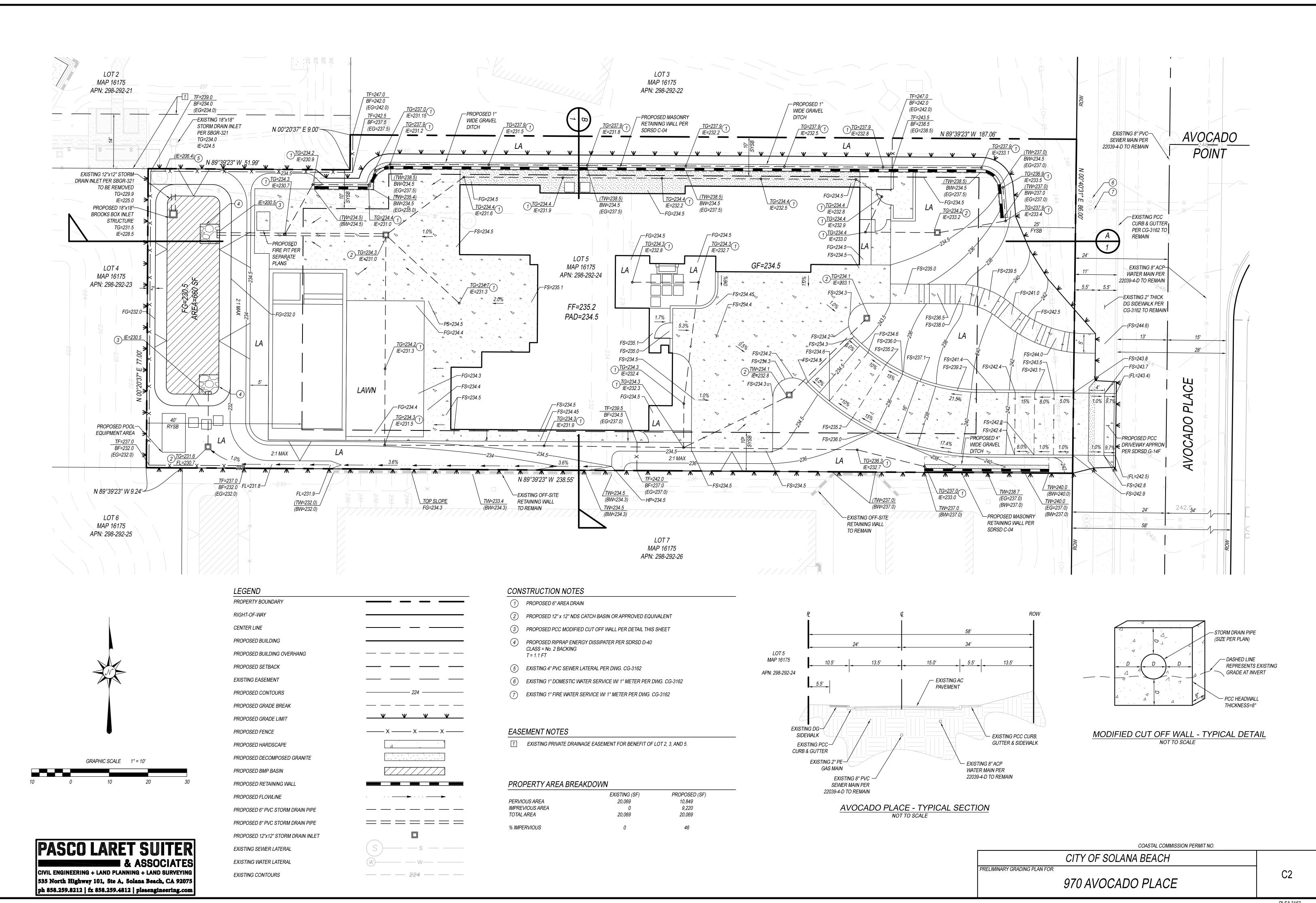
WALKWAY PER SEPARATE PLANS

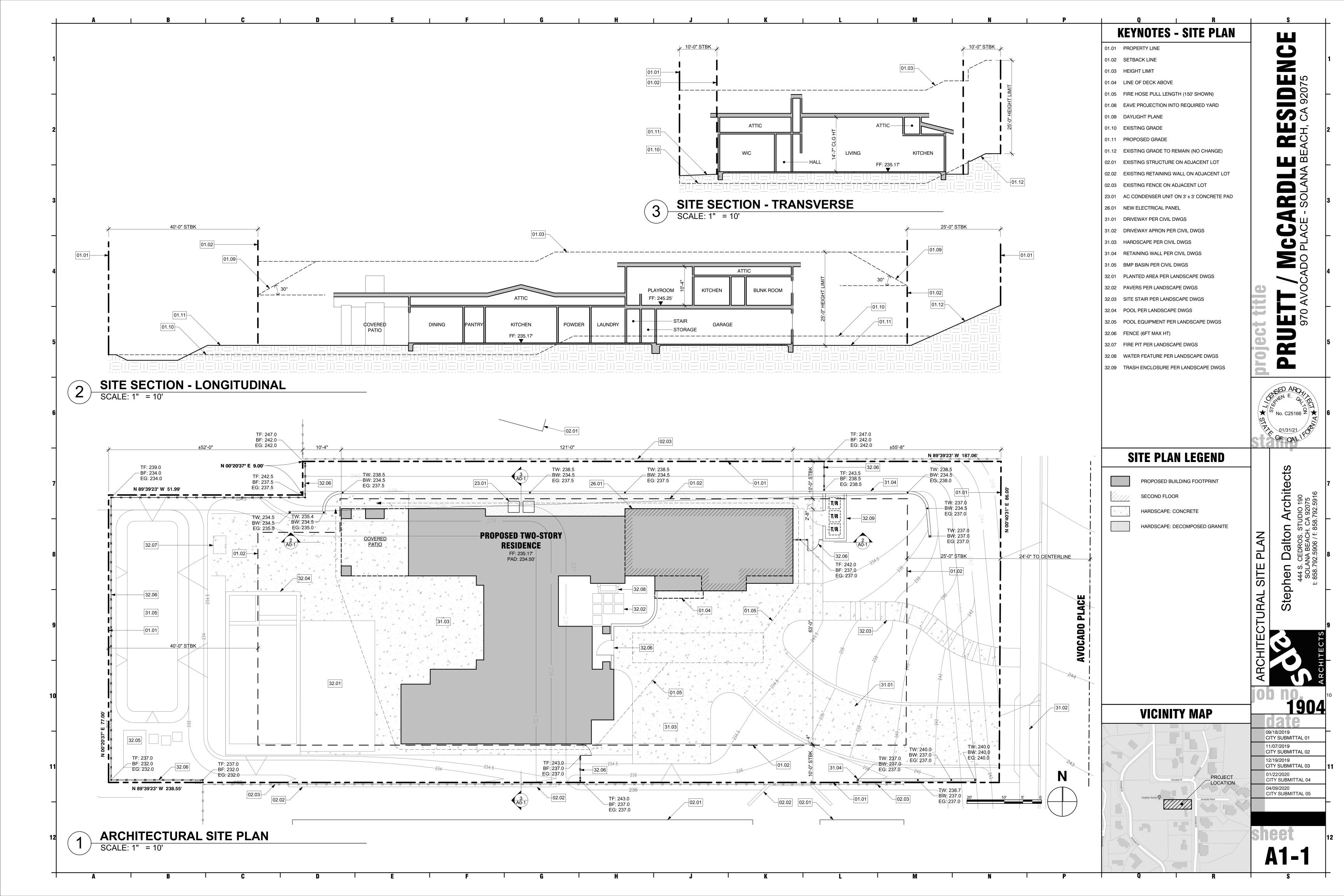
PROPOSED PCC

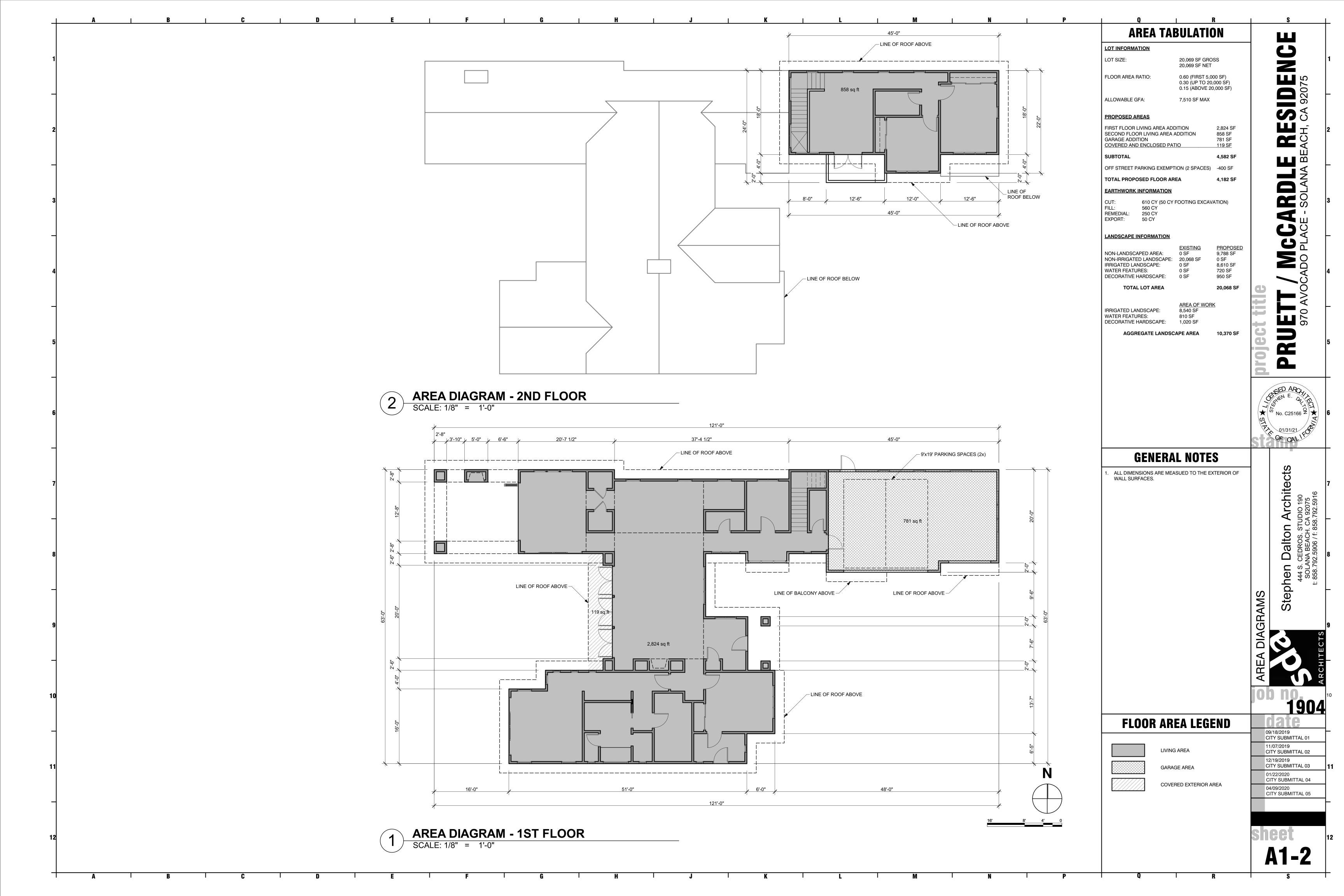
COASTAL COMMISSION PERMIT NO.

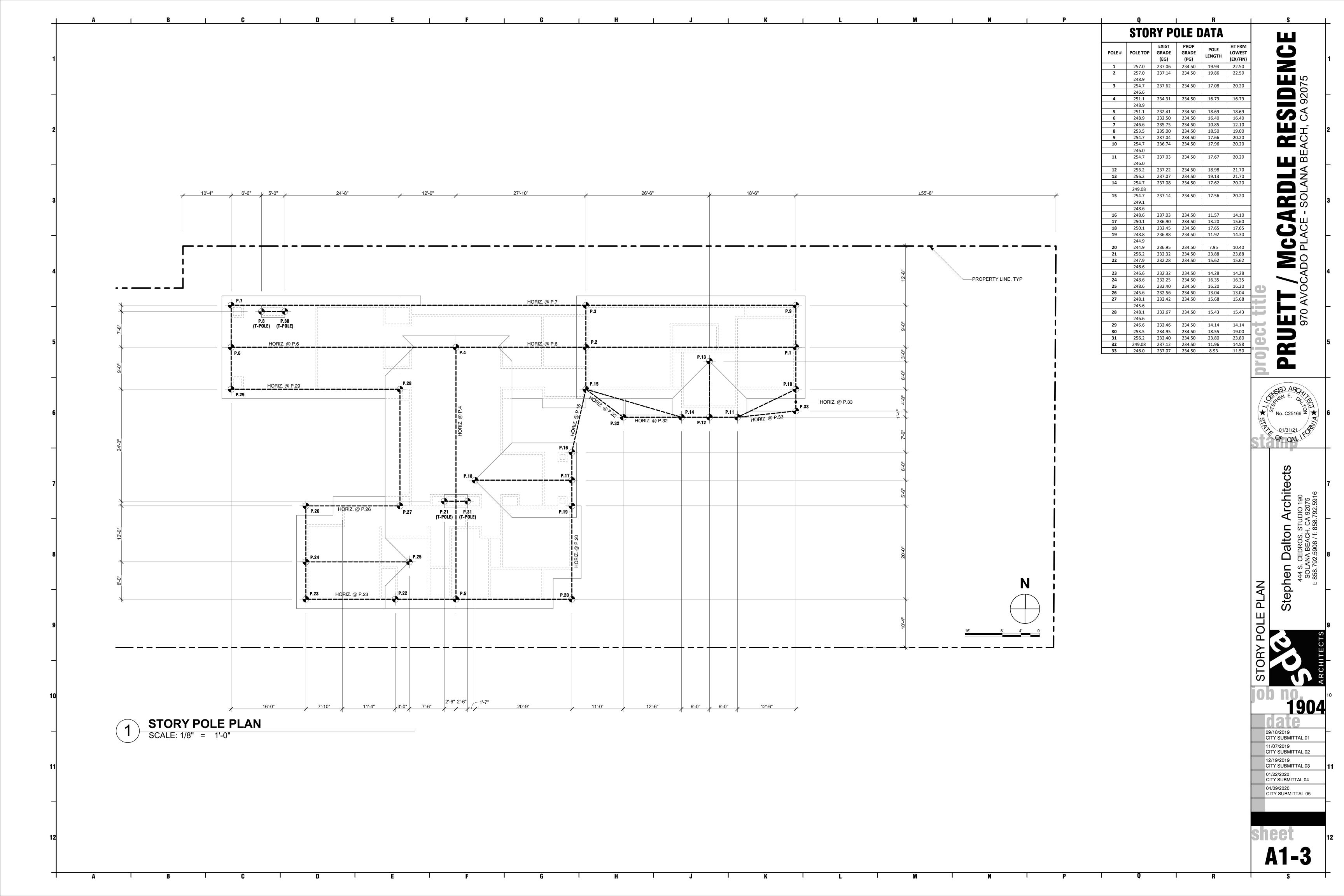
PASCO LARET SUITER CIVIL ENGINEERING + LAND PLANNING + LAND SURVEYING 535 North Highway 101, Ste A, Solana Beach, CA 92075 ph 858.259.8212 | fx 858.259.4812 | plsaengineering.com

CITY OF SOLANA BEACH PRELIMINARY GRADING PLAN FOR: *970 AVOCADO PLACE*









01/22/2020 CITY SUBMITTAL 04

04/09/2020 CITY SUBMITTAL 05

VIEW SOUTHWEST



VIEW WEST



VIEW NORTHWEST



VIEW SOUTHEAST



VIEW SOUTH



VIEW SOUTHWEST



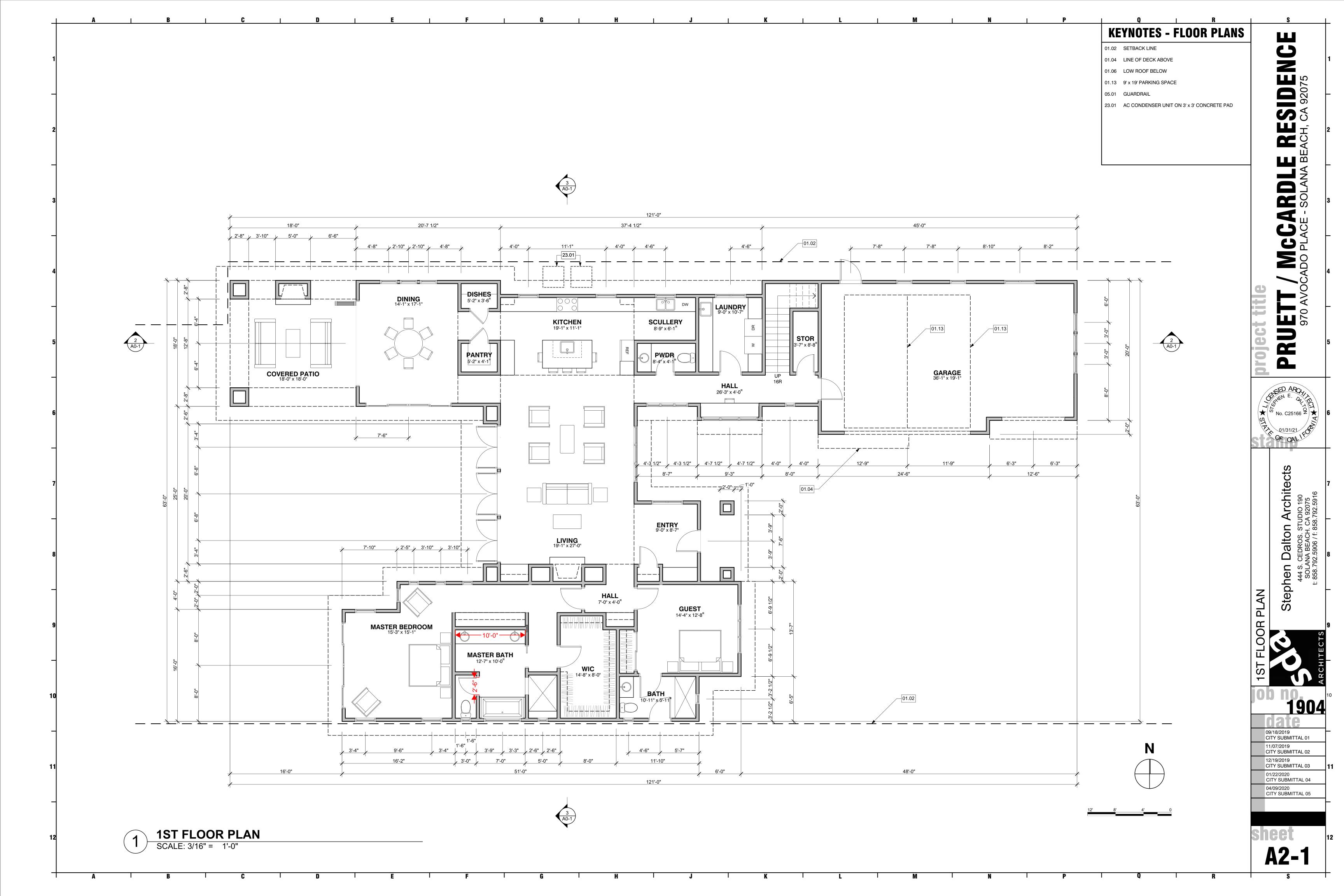
VIEW EAST

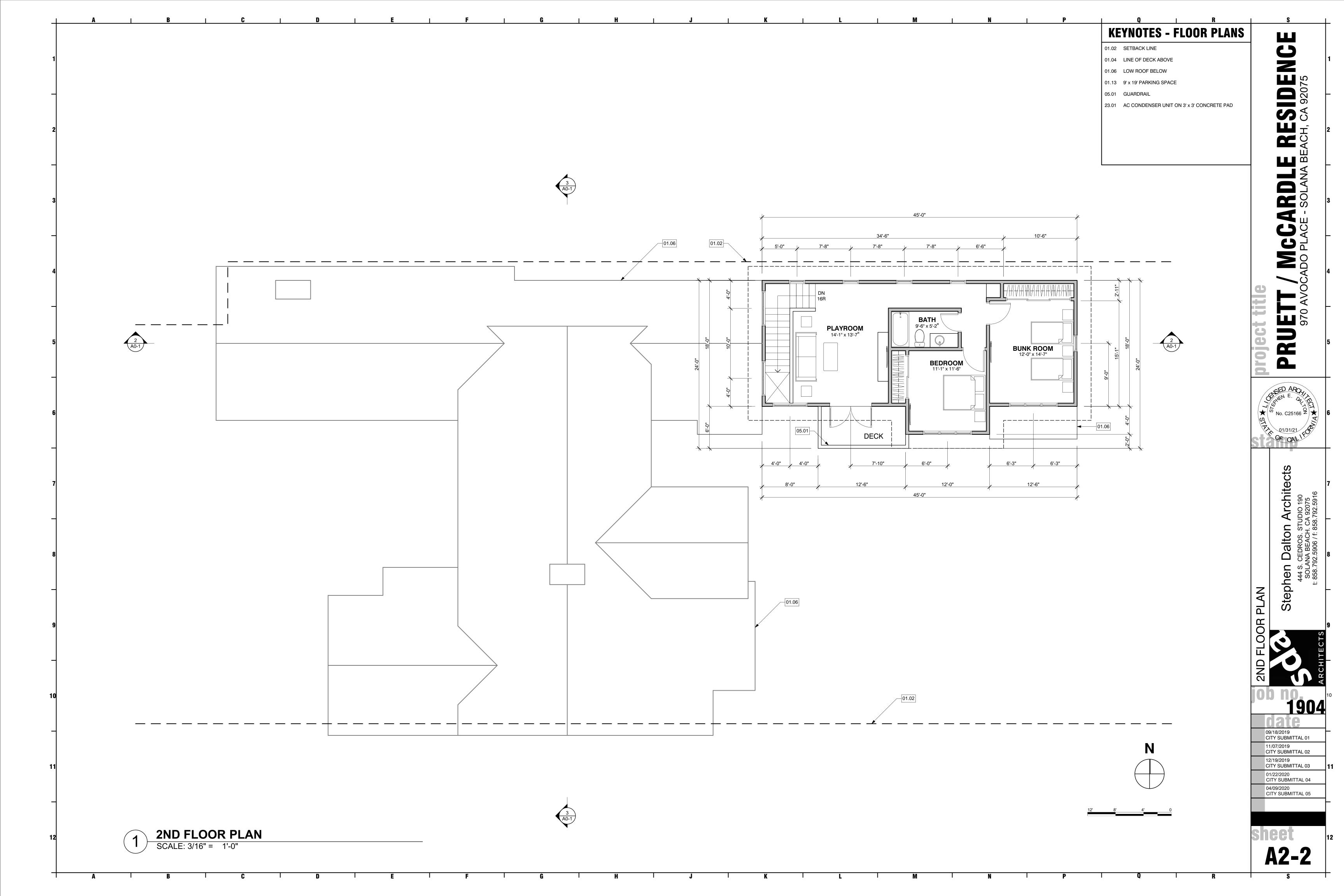


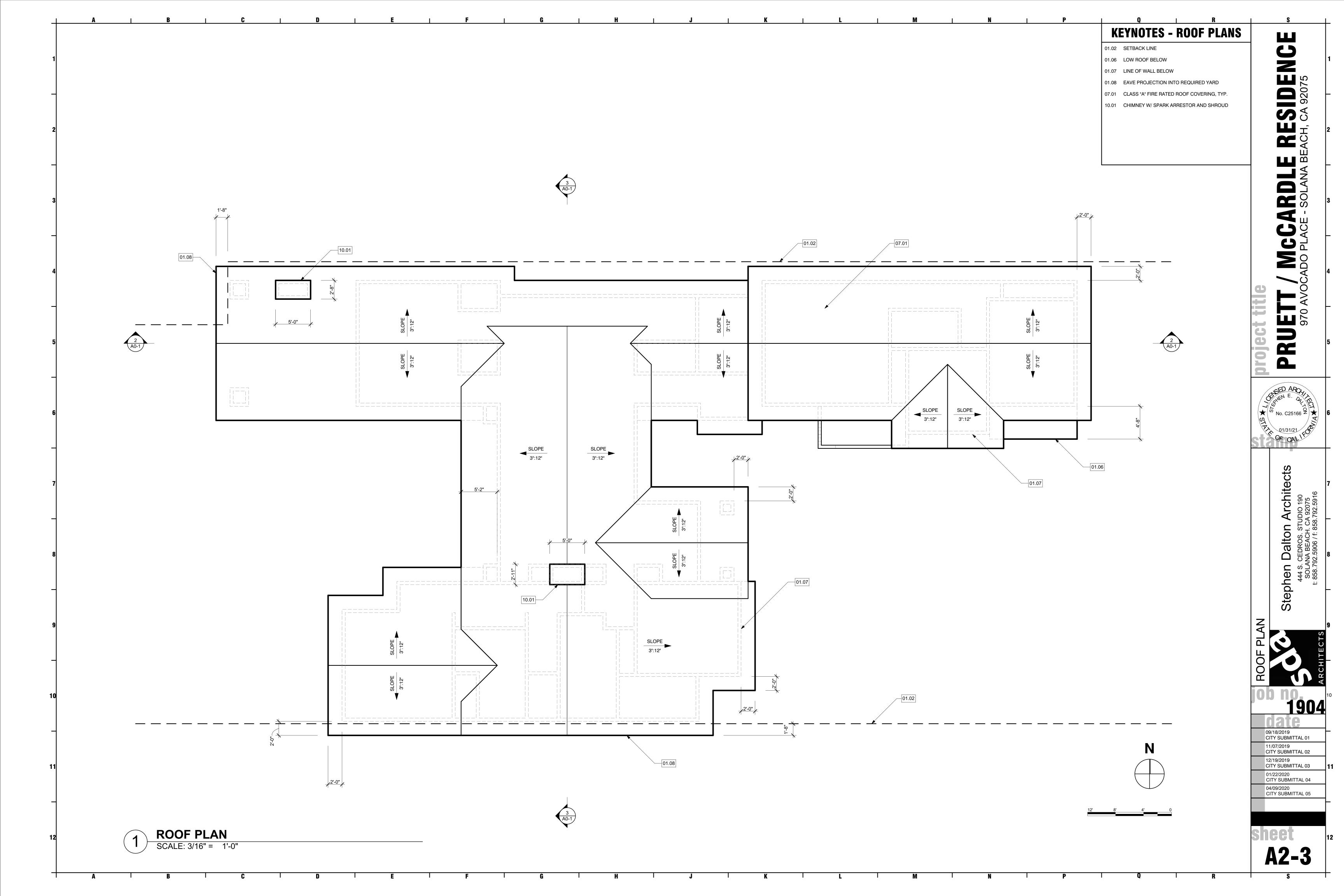
VIEW SOUTH



VIEW NORTH









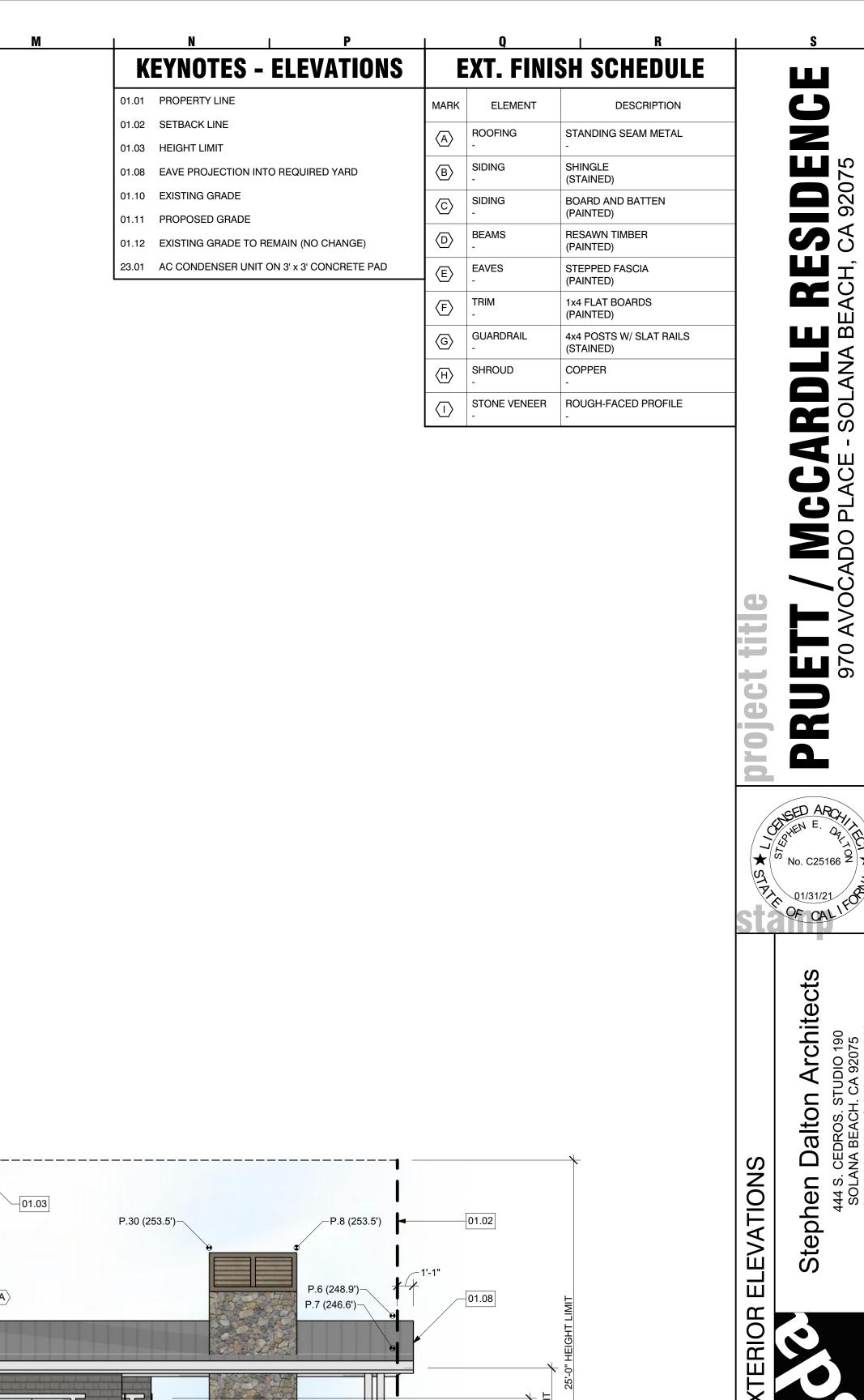
01.02 P.10 (PG: 234.50')-P.33 (PG: 234.50')-P.1 (PG: 234.50')-P.20 (PG: P.19 (PG: P.17 (PG: P.15 (PG: SCALE: 3/16" = 1'-0"

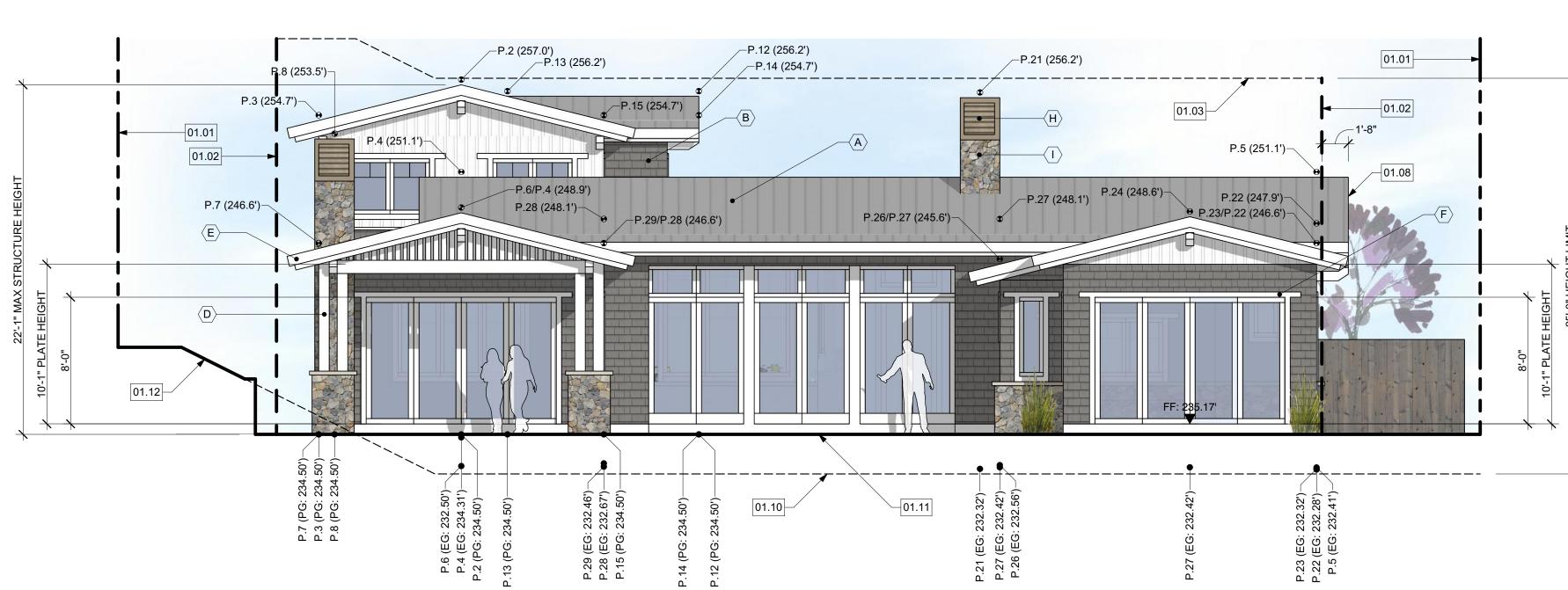
12/19/2019

CITY SUBMITTAL 03

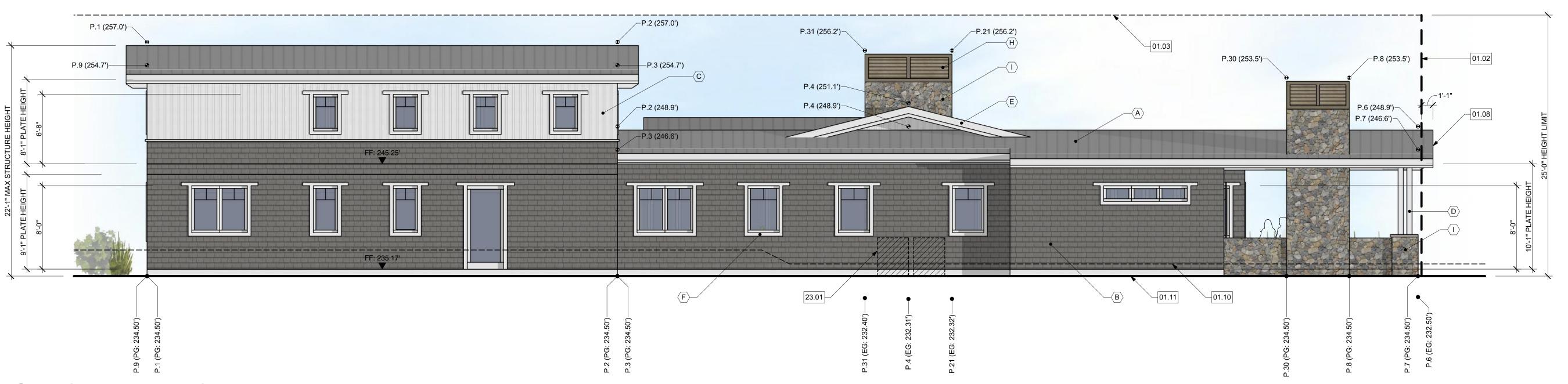
01/22/2020 CITY SUBMITTAL 04

04/09/2020 CITY SUBMITTAL 05





WEST ELEVATION
SCALE: 3/16" = 1'-0"



NORTH ELEVATION

SCALE: 3/16" = 1'-0"

09/18/2019 CITY SUBMITTAL 01

11/07/2019 CITY SUBMITTAL 02

CITY SUBMITTAL 03

04/09/2020 CITY SUBMITTAL 05

12/19/2019

01/22/2020 CITY SUBMITTAL 04

11/07/2019 CITY SUBMITTAL 02 12/19/2019 CITY SUBMITTAL 03

01/22/2020 CITY SUBMITTAL 04 04/09/2020 CITY SUBMITTAL 05







PERSPECTIVE SOUTHWEST

NOT TO SCALE

09/18/2019 CITY SUBMITTAL 01 11/07/2019 CITY SUBMITTAL 02

12/19/2019 CITY SUBMITTAL 03

01/22/2020 CITY SUBMITTAL 04 04/09/2020 CITY SUBMITTAL 05

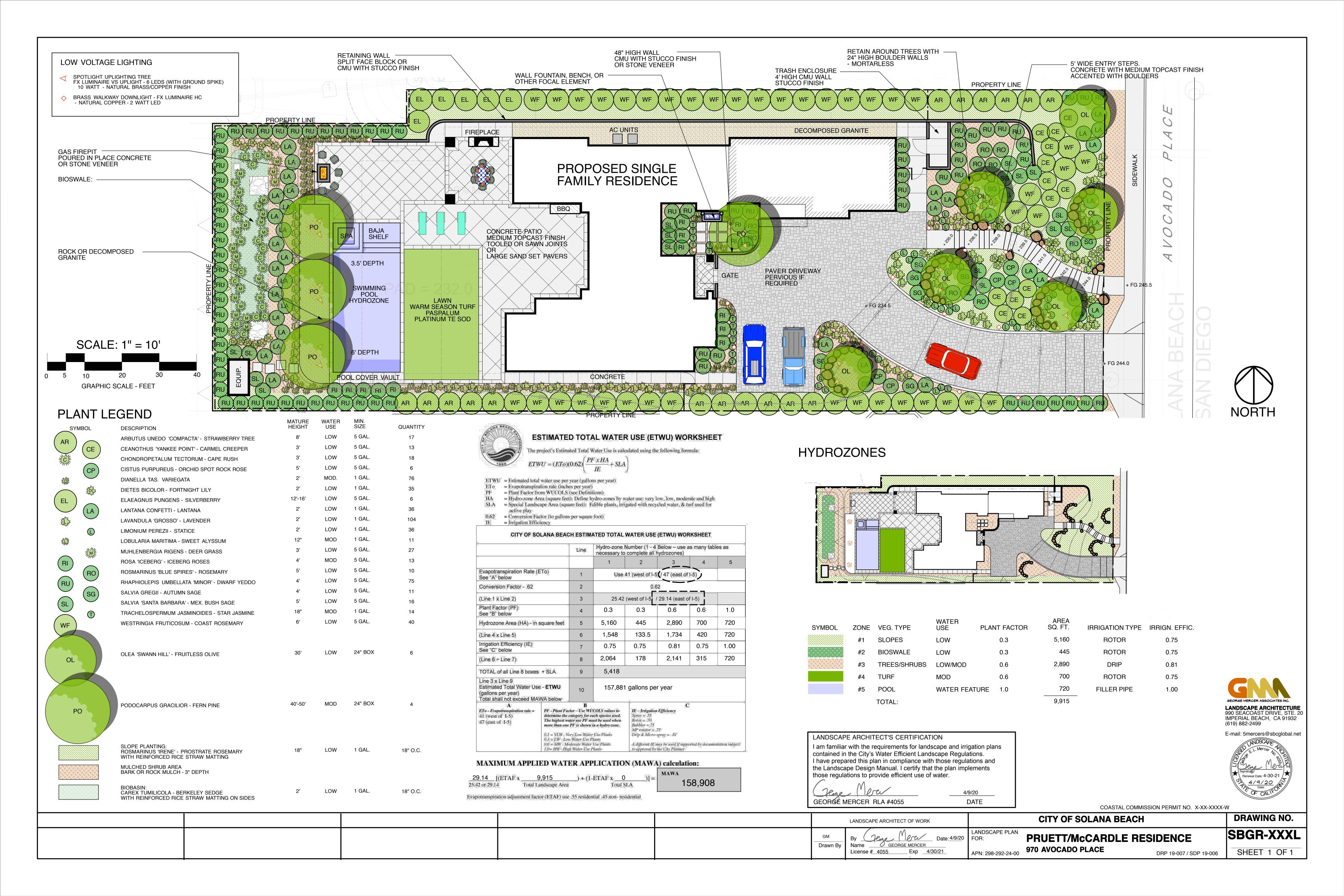


NOT TO SCALE



PERSPECTIVE NORTHEAST

NOT TO SCALE



Katie Benson

From: Matt Weaver < mweaver@lee-associates.com>

Sent: Friday, April 17, 2020 8:06 AM

To: Katie Benson

Subject: support for 970 Avocado

Hi Katie, I wanted to send you an email to voice my support for the project at 970 Avocado, the Pruett McCardle Residence. The house design looks amazing and they are great people. I hope the city council approves their home unanimously.

Thanks

Matt Weaver

Principal Land

Lee & Associates | North San Diego County

D 760.448.2458

C 619.203.4967

0 760.929.9700

F 760,493,4102

mweaver@lee-associates.com



COMMERCIAL REAL ESTATE SERVICES

Lee Land Team Corporate ID 01096996 | License ID 01367183 1900 Wright Place | Suite 200 Carlsbad, CA 92008







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CAUTION: External e-mail. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Katie Benson

From: Orville T. Power

Sent: Wednesday, April 15, 2020 12:40 PM

To: Katie Benson

Subject: 970 Avocado - Letter of Support

Hi Katie – I hope you are well in these crazy times. I wanted to send in a letter of support to be added to your staff report for 970 Avocado Place. As an immediate neighbor at Avocado, we feel the plan being processed is thoughtful and delicately blends with the neighboring homes. We are in full support of City Council approval.

Best,

Orville and Melissa Power

Avocado Place

CAUTION: External e-mail. Do not click links or open attachments unless you recognize the sender and know the content is safe.



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers

FROM: Gregory Wade, City Manager

MEETING DATE: May 13, 2020

ORIGINATING DEPT: Community Development Department

SUBJECT: Public Hearing: Request for a Development Review

Permit (DRP) Modification to Maintain Location and Lower Height of Existing Site Wall Located in the Public Right-of-Way Adjacent to 424 Pacific Avenue. (MOD20-001; Applicant: Devin Piscitelli) Resolution No 2020-054

BACKGROUND:

On October 9, 2019, the City Council (Council) adopted Resolution 2019-132 for a Development Review Permit (DRP) and Structure Development Permit (SDP) to construct a replacement two-story single-family residence built above a partially subterranean garage and basement, and perform associated site improvements at 424 Pacific Ave. The existing site wall surrounding the property and located in the public right-of-way immediately adjacent to the north and west property lines was shown to remain on the project plans presented to Council on October 9, 2019. Council approved the project under Resolution 2019-132, which included conditions requiring removal of the site wall , as recommended by the Engineering Department (Conditions C.I and C.II.).

The Applicant, Devin Piscitelli, is requesting Council approval to modify the conditions, as adopted in Resolution 2019-132, to allow for the location of the existing site wall to be maintained and the overall height and design of the site wall to be modified.

The issue before the Council is whether to approve, approve with conditions, or deny the Applicant's request. Following the previous Staff recommendation and Council decision, a draft resolution of denial for the requested Modification is included in Attachment 1 (Resolution 2020-054), which would maintain the original approval under Resolution 2019-132 and require removal of the site wall from the public right-of-way.

DISCUSSION:

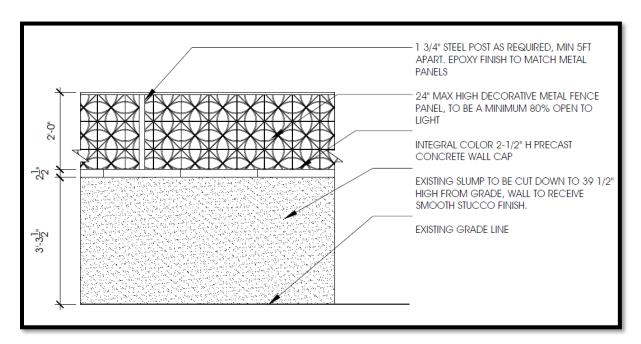
The original re	quest at the C	October 9, 20	019 City C	ouncil he	earing was ⁻	for a DRP	and SDP
to construct a	replacement	single-family	y residence	e and a	Variance (\	√AR) to re	construct

CITY COUNCIL ACTION:		

a portion of an on-site perimeter wall in excess of fence height limitations in the front-yard setback. The Applicant's representative also presented the request to maintain the existing slump stone block wall located in the public right-of-way along Pacific Avenue and Solana Vista Drive. The Applicant's representative supported the request because the wall had been in place since the original development of the property and would not cause adverse impacts to adjacent properties. Council was able to make all of the findings to approve the requested DRP and SDP to approve the development request for all on-site improvements. However, the Variance was not approved and the Staff-recommended conditions to remove the site wall in the public right-of-way were included in the resolution of approval for the DRP and SDP.

The Applicant's current request is to modify the conditions in Resolution 2019-132 that require the removal of the site wall located in the public right-of-way and to instead allow the wall to be modified to meet residential fence and wall height regulations for the front-yard setback. It should be noted that there are no applicable regulations for fences and walls located in the public right-of-way. No modifications are proposed to on-site improvements approved with the original project. The proposed revised architectural, civil, and landscape site plans are included in Attachment 2.

The Applicant's proposal includes lowering the existing solid site wall to a maximum height of 3.5 feet and constructing a 24-inch high decorative, open (80 percent to light) metal fence on top of the wall, which would otherwise comply with Solana Beach Municipal Code (SBMC) Section 17.20.030 for a fence located within a required front or street side yard. The proposed fence, however, would remain in the public right-of-way not in a required yard. Below is a detail of the proposal, which is also provided on the revised architectural site plan in Attachment 2.



The Applicant has also provided a rendering of the proposal, which is included on the following page.



Development Review Permit Compliance (SBMC Section 17.68.40):

Pursuant to Solana Beach Municipal Code (SBMC) Section 17.68.040(L), amendments (or modifications) to existing DRP's may be considered by the Council following the same procedures and findings for consideration of the DRP. The Council may approve, or conditionally approve, a DRP or an amendment (modification) to a DRP only if all of the findings listed below can be made.

- 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 Applicant obtaining the required permit or approval from the other agency.

In addition to meeting zoning requirements, the project must also be found in compliance with development review criteria. The following is a list of the development review criteria topics:

- 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

If the above findings cannot be made, the Council shall deny the request for a Modification to a DRP.

At the previous Public Hearing, Council supported the Staff recommendation to require removal of the site wall as a condition of approval of the original development under Resolution 2019-132. Staff's position is that the existing wall at its current location segregates a portion of the public right-of-way for the exclusive use of the adjacent property owner. In general, for such a condition, Staff recommends removal of the wall or vacation of the right-of-way. Staff did not recommend vacation of the right-of-way at this location primarily because this project is located across the street from one of the City's prominent beach access points with high pedestrian activity; having a wide right-of-way facilitates less crowded pedestrian egress and ingress.

Council could find that as proposed, maintaining the site wall and modifying the design and height would have an adverse impact to the surrounding properties by maintaining public property for private use at the expense of coastal access.

Through previous approvals of similar requests, the City Council has consistently demonstrated flexibility in authorizing minor encroachments in the public right-of-way when encroachments are minimal in nature, easily removable and would not compromise public health, safety and access. Examples of these types of encroachments are picket fences, landscaping, decorative flatwork/hardscaping, stairs, or walkways connecting public sidewalks to site entrances. The subject wall does not fall under these categories and therefore, Staff included a condition to remove the wall.

Should Council decide to authorize maintaining the wall at its current location within the public right-of-way, Engineering condition of approval number II.a needs to be revised as follow:

"The applicant shall demolish and remove all existing improvements in public right-of-way fronting this property including, but not limited to sidewalk, curb, driveway, tiles, and landscaping to the satisfaction of the City Engineer. The applicant shall revise the existing wall to comply with the zoning regulations and enter into an Encroachment Removal, Liability and Maintenance Agreement to the satisfaction of the Community and Development Director and City Engineer."

All other conditions would remain per the original resolution approved by the City Council.

A draft resolution of denial of the DRP modification has been included in Attachment 1, if the Council is unable to make the findings to approve the modification to the existing site wall, the resolution to deny would include the following analysis: The Project does not comply with the development review criteria set forth in SBMC Section 17.68.040.F: The development was not designed in a manner that is compatible with and complimentary to existing and potential development in the immediate vicinity of the project site. Site planning on the perimeter of the development does not give consideration to the protection of surrounding areas from potential adverse effects. The location of the perimeter site wall in the public right-of-way privatizes area intended for public use in a residential yard.

The issue before Council is whether to approve, approve with conditions, or deny the Applicant's request to modify the original conditions of approval.

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 April 30, 2020. As of the date of preparation of this Staff Report, Staff has not received any correspondence from neighbors or interested parties in support of, or in opposition to, the proposed project.

CEQA COMPLIANCE STATEMENT:

The original project was found to be exempt from the California Environmental Quality Act (CEQA), pursuant to Section 15303 of the State CEQA Guidelines. If the proposed modification is approved by City Council, the proposed condition change would not result in a direct or reasonable foreseeable indirect physical change in the environment, and therefore the activity is not subject to CEQA pursuant to Section 15060(c)(2).

FISCAL IMPACT: N/A

WORK PLAN: N/A

OPTIONS:

- Approve Staff recommendation to deny the Applicant's request adopting the attached Resolution 2020-054 (Attachment 1);
- Approve the Applicant's request and direct Staff to prepare a resolution of approval;
- Approve the Applicant's request with conditions and direct Staff to prepare a resolution of approval subject to additional specific conditions necessary for the City Council to make all required findings for the approval of a DRP.

DEPARTMENT RECOMMENDATION:

In accordance with the Council's direction on the original application, Staff recommends that the existing site wall be removed from the public right-of-way and any replacement perimeter fencing be located on private property and in compliance with applicable zoning regulations. 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. Adopt Resolution 2020-054 denying the request for a Modification to a Development Review Permit to allow for the location of the existing site wall to be maintained and the overall height and construction of the site wall to be modified at 424 Pacific Avenue.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.

Gregory Wade, City Manager

Attachments:

- 1. Resolution 2020-054
- 2. Revised Site Plans

RESOLUTION 2020-054

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, DENYING A REQUEST FOR A MODIFICATION TO A DEVELOPMENT REVIEW PERMIT TO MAINTAIN THE LOCATION AND LOWER THE HEIGHT OF AN EXISTING SITE WALL LOCATED IN THE PUBLIC RIGHT-OF-WAY ADJACENT TO 424 PACIFIC AVENUE

APPLICANT: DEVIN PISCITELLI

CASE NO.: MOD20-001 APN: 263-052-01

WHEREAS, Devin Piscitelli (hereinafter referred to as "Applicant") submitted an application for a Modification to a Development Review Permit to allow for the location of the existing site wall to be maintained and the overall height and construction of the site wall to be modified pursuant to Title 17 (Zoning), of the Solana Beach Municipal Code (SBMC); and

WHEREAS, on May 13, 2020, the City Council held a duly noticed Public Hearing to consider the request; and

WHEREAS, at the hearing the City Council received and considered evidence concerning the request; and

WHEREAS, the hearing was conducted pursuant to the provisions of SBMC Section 17.72.030; and

WHEREAS, this decision is based upon the evidence presented at the Public Hearing, the project application, and any information the City Council gathered by viewing the site and the area as disclosed at the hearing; and

WHEREAS, pursuant to SBMC Section 17.68.040(H), the City Council findings determined that, as proposed, the Project did not comply with the development review criteria set forth in SBMC Section 17.68.040.F: The development was not found to be designed in a manner that is compatible with and complimentary to existing and potential development in the immediate vicinity of the project site. Site planning on the perimeter of the development does not give consideration to the protection of surrounding areas from potential adverse effects.

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 current request is not a project subject to the California Environmental Quality Act (CEQA) and would not change the original environmental review of the original project, which was found to be exempt from CEQA, pursuant to Section 15303 of the State CEQA Guidelines.
- 3. That the request for a Modification to a Development Review Permit for 424 Pacific Ave Avenue filed on February 20, 2020, on file with the Community Development Department is denied, based upon the following Findings.

4. Findings:

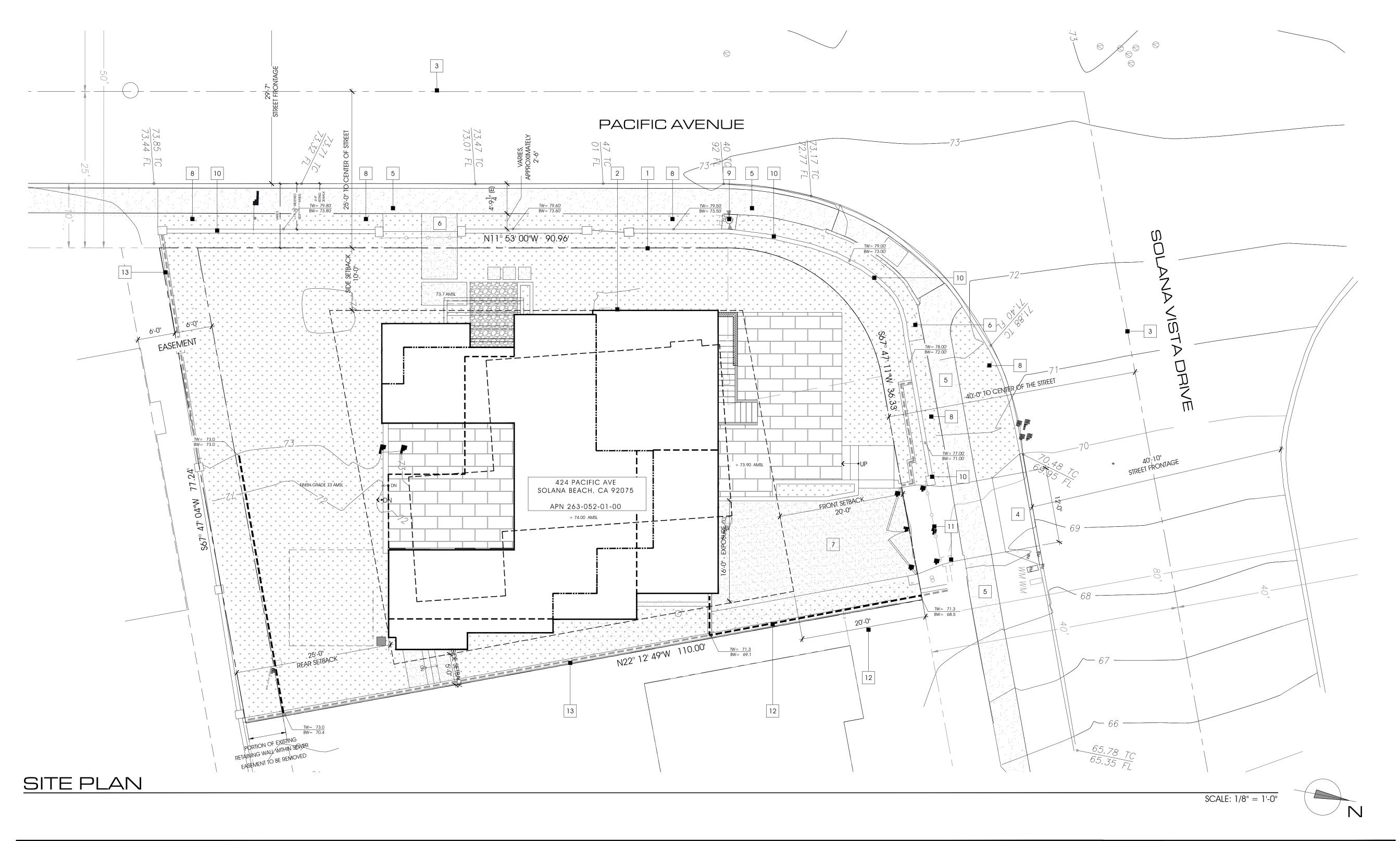
- A. In accordance with Section 17.68.040.H (Development Review Permits) of the Solana Beach Municipal Code (SBMC) the City Council denied the application for a development permit based on the following findings.
 - 1. The proposed development does not comply with the development review criteria set forth in SBMC 17.68.040(F) as follows:
 - a. Relationship with Adjacent Land Uses. The proposed development is not designed in a manner compatible with and it is not complimentary to other development in the immediate vicinity of the project site. Based on the information provided at the meeting, the Council found that the project does not give adequate consideration to the protection of the surrounding areas from potential adverse effects of the proposed development. The location of the perimeter site wall in the public right-of-way privatizes area intended for public use in a residential yard at the expense of public coastal access.
- B. Because all of the findings for the DRP cannot be made the Modification cannot be approved.
- 5. The project is therefore denied without prejudice.

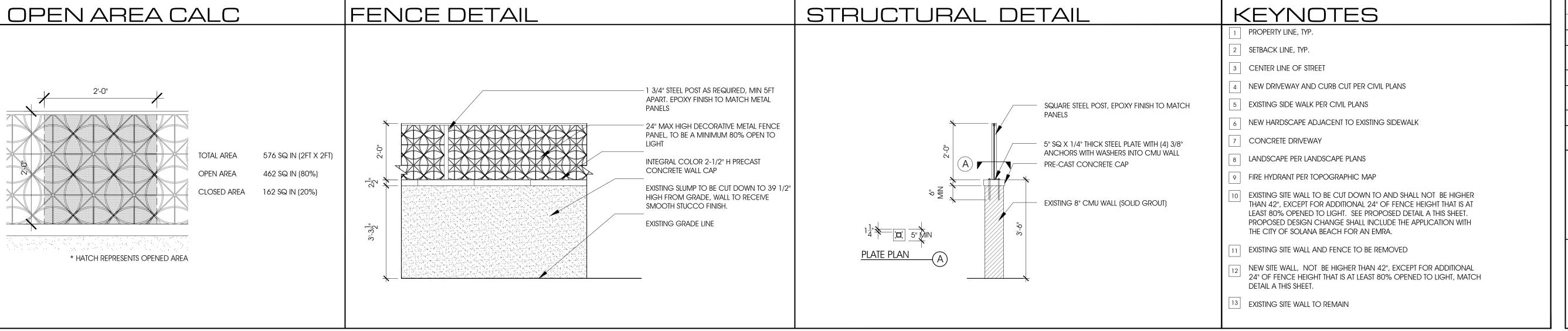
NOTICE REGARDING JUDICIAL REVIEW: The City Council decision is final unless a petition for a writ of mandate is timely filed. The time within which judicial review of this decision must be sought is governed by the Code of Civil Procedure, Section 1094.6, which has been made applicable in the City of Solana Beach by the Solana Beach Municipal Code, Chapter 2.36. Any petition or other papers seeking judicial review must be filed in the appropriate court not later than the ninetieth (90th) day following the date on which this decision shall be made and filed with the Solana Beach City Clerk. This decision is final upon the adoption of this resolution.

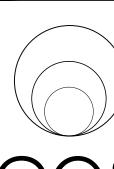
Resolution 2020-054 MOD20-001 Piscitelli Denial Page 3 of 3

PASSED AND ADOPTED at a regularly scheduled meeting of the City Council of the City of Solana Beach, California held on the 13th day of May, 2020 by the following vote:

		Councilmembers – Councilmembers – Councilmembers – Councilmembers –	
			JEWEL EDSON, Mayor
APPROV	ED AS TO I	FORM:	ATTEST:
JOHANN	A N. CANLA	AS, City Attorney	ANGELA IVEY, City Clerk







7542 FAY AVENUE LA JOLLA, CA 92037 PH: 858,459,0575 EMAIL: eos@eosarc.com

JENNIFER BOLYN ARCHITECT

PISCITELLI CUSTOM RESIDENCE 424 PACIFIC AVENUE SOLANA BEACH, CA 92075

REVISIONS

2018.10.01 DRP/SDP REVIEV 2018.12.19 DRP/SDP REVIEV 019.03.15 DRP/SDP REVIEW 2019.05.29 DRP/SDP REVIE 2020.02.19 DRP/SDP MOD 2020.03.24 DRP/SDP MOD

> PHASE PLANNING **DOCUMENTS** DATE

2018.06.06

JOB NO.

18-02

SITE PLAN MODIFICATION

SP1

Attachment 2

PRELIMINARY GRADING PLAN

GENERAL NOTES

- 1. APPROVAL OF THIS GRADING PLAN DOES NOT CONSTITUTE APPROVAL OF VERTICAL OR HORIZONTAL ALIGNMENT OF ANY PRIVATE ROAD SHOWN HEREIN FOR PUBLIC ROAD PURPOSES.
- 2. FINAL APPROVAL OF THESE GRADING PLANS IS SUBJECT TO FINAL APPROVAL OF THE ASSOCIATED IMPROVEMENT PLANS WHERE APPLICABLE. FINAL CURB GRADE ELEVATIONS MAY REQUIRE CHANGES IN THESE PLANS.
- IMPORT MATERIALS SHALL BE LEGALLY OBTAINED.

PROPOSED WORK SHALL BE GIVEN TO THE FOLLOWING AGENCIES:

- 4. A SEPARATE PERMIT FROM THE CITY ENGINEER WILL BE REQUIRED FOR ANY WORK IN THE PUBLIC RIGHT-OF-WAY.
- ALL SLOPES OVER THREE (3) FEET IN HEIGHT SHALL BE LANDSCAPED AND IRRIGATED. 6. THE CONTRACTOR SHALL VERIFY THE EXISTENCE AND LOCATION OF ALL UTILITIES BEFORE COMMENCING WORK. NOTICE OF

UNDERGROUND S.A. (800)-227-2600

- 7. THE SOILS REPORT SHALL BE PROVIDED AS REQUIRED BY THE CITY OF SOLANA BEACH PRIOR TO ISSUANCE OF A GRADING
- APPROVAL OF THESE PLANS BY THE CITY ENGINEER DOES NOT AUTHORIZE ANY WORK OR GRADING TO BE PERFORMED UNTIL THE PROPERTY OWNER'S PERMISSION HAS BEEN OBTAINED AND A VALID GRADING PERMIT HAS BEEN ISSUED.
- 9. THE CITY ENGINEER'S APPROVAL OF THESE PLANS DOES NOT CONSTITUTE THE BUILDING OFFICIAL'S APPROVAL OF ANY FOUNDATION FOR STRUCTURES TO BE PLACED ON THE AREA COVERED BY THESE PLANS. NO WAIVER OF THE GRADING ORDINANCE REQUIREMENTS CONCERNING MINIMUM COVER OVER EXPANSIVE SOILS IS MADE OR IMPLIED.
- 10. ALL OPERATIONS CONDUCTED ON THE PREMISES, INCLUDING THE WARMING UP, REPAIR, ARRIVAL, DEPARTURE OR RUNNING OF TRUCKS, EARTHMOVING EQUIPMENT, CONSTRUCTION EQUIPMENT AND ANY OTHER ASSOCIATED GRADING EQUIPMENT SHALL BE LIMITED TO THE PERIOD BETWEEN 7:00 a.m. AND 6:00 p.m. EACH DAY, MONDAY THROUGH FRIDAY, AND NO EARTHMOVING OR GRADING OPERATIONS SHALL BE CONDUCTED ON THE PREMISES ON SATURDAYS, SUNDAYS OR HOLIDAYS WITHOUT THE WRITTEN PERMISSION OF THE CITY ENGINEER.
- 11. ALL MAJOR SLOPES SHALL BE ROUNDED INTO EXISTING TERRAIN TO PRODUCE A CONTOURED TRANSITION FROM CUT OR FILL FACES TO NATURAL GROUND AND ABUTTING CUT OR FILL FACES.
- 12. NOTWITHSTANDING THE MINIMUM STANDARDS SET FORTH IN THE GRADING ORDINANCE, AND NOTWITHSTANDING THE APPROVAL OF THESE GRADING PLANS, THE PERMITTEE IS RESPONSIBLE FOR THE PREVENTION OF DAMAGE TO THE ADJACENT PROPERTY. NO PERSON SHALL EXCAVATE ON LAND SO CLOSE TO THE PROPERTY LINE AS TO ENDANGER ANY ADJOINING PUBLIC STREET, SIDEWALK, ALLEY, FUNCTION OF ANY SEWAGE DISPOSAL SYSTEM, OR ANY OTHER PUBLIC OR PRIVATE PROPERTY WITHOUT SUPPORTING AND PROTECTING SUCH PROPERTY FROM SETTLING, CRACKING, EROSION, SILTING SCOUR OR OTHER DAMAGE WHICH MIGHT RESULT FROM THE GRADING DESCRIBED ON THIS PLAN. THE CITY WILL HOLD THE PERMITTEE RESPONSIBLE FOR CORRECTION ON NON-DEDICATED IMPROVEMENTS WHICH DAMAGE ADJACENT PROPERTY
- 13. SLOPE RATIOS: CUT 2:1 FILL 2:1
- CUT: 700 CY FILL: 0 CY EXPORT: 0 CY (NOTE: A SEPARATE VALID PERMIT MUST EXIST FOR OFFSITE IMPORT OR EXPORT AREAS.)
- ** THE QUANTITIES ESTIMATED ABOVE ARE FOR PERMIT PURPOSES ONLY AND SHOULD NOT BE USED FOR CONSTRUCTION BIDS. CONTRACTORS ARE RESPONSIBLE FOR THEIR OWN EARTHWORK QUANTITIES.
- 14. SPECIAL CONDITIONS: IF ANY ARCHAELOGICAL RESOURCES ARE DISCOVERED ON THE SITE OF THIS GRADING DURING GRADING OPERATIONS, SUCH OPERATIONS WILL CEASE IMMEDIATELY, AND THE PERMITTEE WILL NOTIFY THE CITY ENGINEER OF THE DISCOVERY. GRADING OPERATIONS WILL NOT COMMENCE UNTIL THE PERMITTEE HAS RECEIVED WRITTEN AUTHORITY FROM THE CITY ENGINEER TO DO SO.
- 15. ALL GRADING SHOWN ON THIS PLAN SHALL BE COMPLETED AS A SINGULAR UNIT WITH NO PROVISION FOR PARTIAL RELEASES. SHOULD IT BE ANTICIPATED THAT A PORTION OF THIS PROJECT BE COMPLETED SEPARATELY, A SEPARATE PLAN AND PERMIT APPLICATION SHALL BE SUBMITTED FOR APPROVAL.
- 16. THE CONTRACTOR SHALL NOTIFY THE CITY OF SOLANA BEACH 858.720.2470 24 HOURS BEFORE GRADING OPERATIONS BEGIN.
- 17. FINISHED GRADING AND PLANTING SHALL BE ACCOMPLISHED ON ALL SLOPES PRIOR TO OCTOBER 1, OR IMMEDIATELY UPON COMPLETION OF ANY SLOPES GRADED BETWEEN OCTOBER 1 AND APRIL 1. PRIOR TO ANY PLANTING, ALL LANDSCAPING SHALL BE APPROVED BY THE PLANNING DEPARTMENT AT THE DEVELOPMENT REVIEW STAGE, OR BY SEPARATE LANDCSAPE PLAN.
- 18. ALL OFF-SITE HAUL ROUTES SHALL BE SUBMITTED BY THE CONTRACTOR TO THE CITY ENGINEER FOR APPROVAL 72 HOURS PRIOR TO THE BEGINNING OF WORK.
- 19. UPON FINAL COMPLETION OF THE WORK UNDER THE GRADING PERMIT, BUT PRIOR TO FINAL GRADING APPROVAL AND/OR FINAL RELEASE OF SECURITY. AN AS-GRADED CERTIFICATE SHALL BE PROVIDED STATING: "THE GRADING UNDER PERMIT No. SBGR-216 HAS BEEN PERFORMED IN SUBSTANTIAL CONFORMANCE WITH THE APPROVED GRADING PLAN OR AS SHOWN ON THE ATTACHED AS-GRADED PLAN". THIS STATEMENT SHALL BE FOLLOWED BY THE DATE AND SIGNATURE OF THE CIVIL ENGINEER WHO CERTIFIES SUCH A GRADING OPERATION.
- 20. THE CONTRACTOR SHALL DESIGN, CONSTRUCT, AND MAINTAIN ALL SAFETY DEVICES INCLUDING SHORING, AND SHALL BE RESPONSIBLE FOR CONFORMING TO ALL LOCAL. STATE, AND FEDERAL SAFETY AND HEALTH STANDARDS, LAWS AND

LOT 4 MAP 2143

SEWER ESMI

TW=73.0

(BW=71.4)

PROPOSED 4" PVC

STORM PIPE

WORK TO BE DONE

THE IMPROVEMENTS CONSIST OF THE FOLLOWING WORK TO BE DONE ACCORDING TO THESE PLANS AND THE LATEST EDITIONS OF:

STANDARD SPECIFICATIONS

- (1) STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION INCLUDING THE REGIONAL SUPPLEMENTAL AMENDMENTS. (2) CALIFORNIA DEPARTMENT OF TRANSPORTATION "MANUAL OF TRAFFIC CONTROLS FOR CONSTRUCTION AND MAINTENANCE
- (3) STATE OF CALIFORNIA, DEPARTMENT OF TRANSPORTATION

STANDARD SPECIFICATIONS STANDARD DRAWINGS

(1) SAN DIEGO REGIONAL STANDARD DRAWINGS (2) STATE OF CALIFORNIA, DEPARTMENT OF TRANSPORTATION STANDARD PLANS

EARTHWORK QUANTITIES

0 CY * FILL:

EXPORT:

REMEDIAL:

* EARTHWORK QUANTITIES ARE ESTIMATED FOR PERMIT PURPOSES ONLY AND REPRESENT COMPACTED (IN PLACE) VOLUMES ONLY. THESE VALUES ARE CALCULATED ON A THEORETICAL BASIS. ACTUAL QUANTITIES MAY VARY DUE TO

OBSERVED SHRINKAGE AND/OR SWELL FACTORS.

PASCO LARET SUITER

CIVIL ENGINEERING + LAND PLANNING + LAND SURVEYING 535 North Highway 101, Ste A, Solana Beach, CA 92075 ph 858.259.8212 | fx 858.259.4812 | pleaengineering.com

EROSION CONTROL NOTES

- 1. STORM WATER AND NON-STORM WATER DISCHARGE CONTROL: BEST MANAGEMENT PRACTICES SHALL BE DEVELOPED AND IMPLEMENTED TO MANAGE STORM WATER AND NON-STORM WATER DISCHARGES FROM THE SITE AT ALL TIMES DURING EXCAVATION AND GRADING ACTIVITIES.
- 2. EROSION AND SEDIMENT CONTROL: EROSION PREVENTION SHALL BE EMPHASIZED AS THE MOST IMPORTANT MEASURE FOR KEEPING SEDIMENT ON SITE DURING EXCAVATION AND GRADING ACTIVITIES. SEDIMENT CONTROLS SHALL BE USED AS A SUPPLEMENT TO EROSION PREVENTION FOR KEEPING SEDIMENT ON SITE.
- 3. EROSION CONTROL ON SLOPES SHALL BE MITIGATED BY INSTALLING LANDSCAPING AS PER APPROVED LANDSCAPE PLANS AS REQUIRED BY THE DEVELOPMENT REVIEW CONDITIONS, OR BY TEMPORARY EROSION CONTROL CONFORMING TO THE **FOLLOWING:**

NON-IRRIGATED HYDROSEED MIX WITH A FIBER MATRIX APPLIED AT 4,000 LB/ACRE ATRIPLEX GLAUCA PLANTAGE INSULARIS ENCELIS FARINOSA SCARIFIED LOTUS SCOPARIUS 50% PLUS EXCHSCHOLTZIA CALIF.

- 4. THE TOPS OF ALL SLOPES TALLER THAN 5' SHALL BE DIKED OR TRENCHED TO PREVENT WATER FLOWING OVER CRESTS OF SLOPES.
- 5. CATCH BASINS, DESILTING BASINS, AND STORM DRAIN SYSTEMS SHALL BE INSTALLED TO THE SATISFACTION OF THE CITY
- 6. SAND BAG CHECK DAMS, SILT FENCES, FIBER ROLLS OR OTHER APPROVED BMP'S SHALL BE PLACED IN UNPAVED AREAS WITH GRADIENTS IN EXCESS OF 2%, AS WELL AS AT OR NEAR EVERY POINT WHERE CONCENTRATED FLOW LEAVE THE SITE.
- 7. SAND BAGS SHALL BE PLACED ON THE UPSTREAM SIDE OF ALL DRAINAGE INLETS TO MINIMIZE SILT BUILDUP IN THE INLETS AND PIPES.
- 8. THE CONTRACTOR SHALL REPAIR ANY ERODED SLOPES AS DIRECTED BY THE OFFICE OF THE CITY ENGINEER.
- 9. THE CONTRACTOR SHALL SWEEP ROADWAYS AND ENTRANCES TO AND FROM THE SITE ON A REGULAR BASIS TO KEEP THEM FREE OF SOIL ACCUMULATION AND AT ALL OTHER TIMES DIRECTED BY THE CITY ENGINEER.
- 10. THE CONTRACTOR SHALL WATER SITE ON A CONTINUOUS BASIS TO MINIMIZE AIR BORNE DUST CREATED FROM GRADING AND HAULING OPERATIONS OR EXCESSIVE WIND CONDITIONS, AND AT ALL TIMES DIRECTED BY THE CITY ENGINEER.
- 11. IN THE EVENT SILT DOES ENTER THE EXISTING PUBLIC STORM DRAIN SYSTEM, REMOVAL OF THE SILT FROM THE THE SYSTEM WILL BE DONE AT THE DEVELOPER'S EXPENSE.

LEGAL DESCRIPTION

LOT 5 IN BLOCK 4 OF SOLANA BEACH, ACCORDING TO THE OFFICIAL MAP THEREOF NO. 2143

A.P.N.:

SITE ADDRESS

ZONE:

263-052-01-00

424 PACIFIC AVENUE SOLANA BEACH, CA 92075

OWNER/PERMITTEE

DEVIN PISCITELLI 8 INDIANOLA AVENUE **AKRON, NY 14001**

TOPOGRAPHIC SURVEY

LOT AREA GROSS = 7,100 SF/ 0.16 AC NET = 7,100 SF/ 0.16 AC

OWNER'S CERTIFICATE

AS OWNER/DEVELOPER OF THE PROPERTY DESCRIBED HEREIN ACKNOWLEDGE THESE PLANS HAVE BEEN PREPARED AT MY DIRECTION WITH MY FULL CONSENT. I FULLY UNDERSTAND AND ACCEPT THE TERMS AND CONDITIONS CONTAINED HEREIN AND AS ATTACHED BY REFERENCE ON THIS GRADING PLAN.

IT IS AGREED THAT FIELD CONDITIONS MAY REQUIRE CHANGES TO THESE PLANS.

IT IS FURTHER AGREED THAT THE OWNER (DEVELOPER) SHALL HAVE A REGISTERED CIVIL ENGINEER MAKE SUCH CHANGES, ALTERATIONS OR ADDITIONS TO THESE PLANS WHICH THE CITY ENGINEER DETERMINES ARE NECESSARY AND DESIRABLE FOR THE PROPER COMPLETION OF THE IMPROVEMENTS.

I FURTHER AGREE TO COMMENCE WORK ON ANY IMPROVEMENTS SHOWN ON THESE PLANS WITHIN EXISTING CITY RIGHT-OF-WAY WITHIN 60 DAYS OF THE CONSTRUCTION PERMIT AND TO PURSUE SUCH WORK ACTIVELY ON EVERY NORMAL WORKING DAY UNTIL COMPLETED, IRRESPECTIVE AND INDEPENDENT OF ANY OTHER WORK ASSOCIATED WITH THIS PROJECT OR UNDER MY CONTROL

PROPOSED

PROPOSED 6

TG=63.74

IE=62.74

BUILDING

TG=64.35

IE=63.35

DEVIN PISCITELLI 8 INDIANOLA AVENUE

AKRON. NY 14001

1ST FLOOR

FF=74.00

FACE

SECTION B

Exp. 12/31/19

I, BRIAN M. ARDOLINO, HEREBY DECLARE THAT I AM THE ENGINEER OF WORK FOR THIS PROJECT, THAT I HAVE EXCERCISED RESPONSIBLE CHARGE OVER THE DESIGN OF THE PROJECT AS DEFINED IN SECTION 6703 OF THE BUSINESS AND PROFESSIONS CODE, AND THE DESIGN IS CONSISTENT WITH CURRENT STANDARDS AND THE CITY OF SOLANA BEACH RESOLUTION No. 2007-170.

I UNDERSTAND THAT THE CHECK OF PROJECT DRAWINGS AND SPECIFICATIONS BY THE CITY OF SOLANA BEACH IS CONFINED TO A REVIEW ONLY AND DOES NOT RELIEVE ME OF RESPONSIBILITIES FOR PROJECT DESIGN.

BUILDING

BRIAN M. ARDOLINO RCE No. 71651 EXP 12/31/2019 PASCO LARET SUTIER & ASSOCIATES

FG=73.0

DECLARATION OF RESPONSIBLE CHARGE

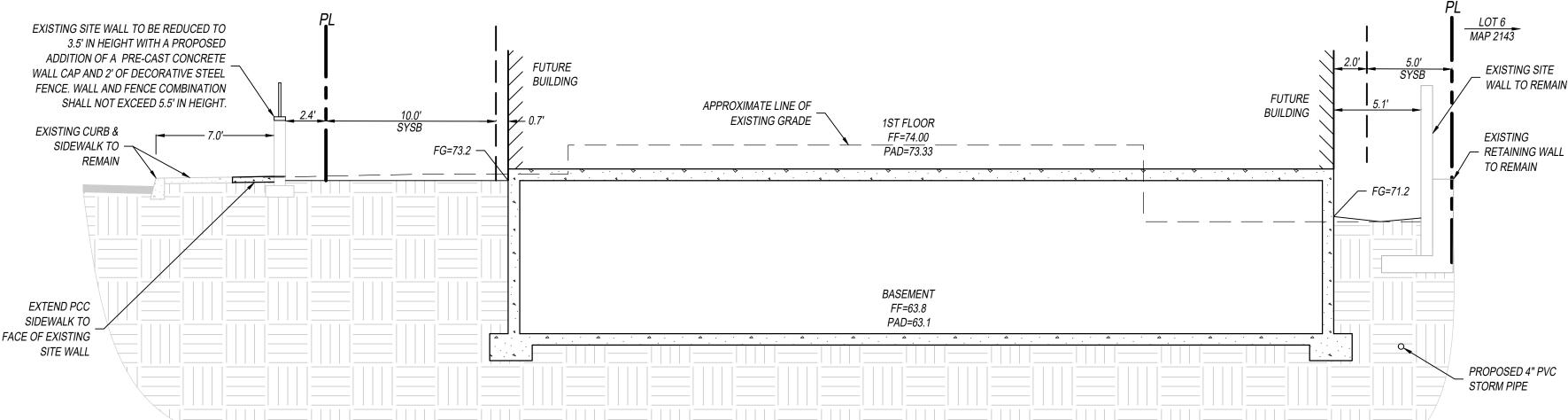


GARAGE

FF=63.8 PAD=63.1

FL = FLOW LINE FF = FINISHED FLOOR GF = GARAGE FACE *IE = INVERT ELEVATION* TG = TOP OF GRATE ELEVATION TC = TOP OF CURB ELEVATION TF = TOP OF FENCE ELEVATION TSW = TOP OF STEM WALL PA = PLANTER AREA W. CLIFF ST PACIFIC OCEAN **VICINITY MAP**

SITE



ABBREVIATION LEGEND

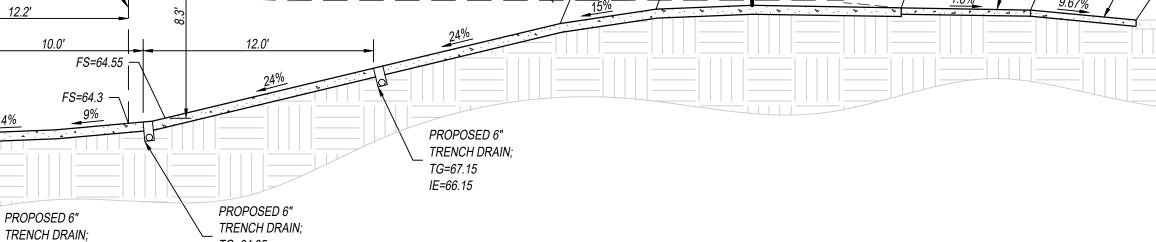
BW = BOTTOM OF WALL ELEVATION

TW = TOP OF WALL ELEVATION

FS = FINISHED SURFACE

FG = FINISHED GRADE EG = EXISTING GRADE

EXISTING PCC DRIVEWAY PER APPROXIMATE LINE OF - SIDEWALK TO EXISTING PCC SDRSD G-14B EXISTING GRADE BE REPLACED PAVEMENT

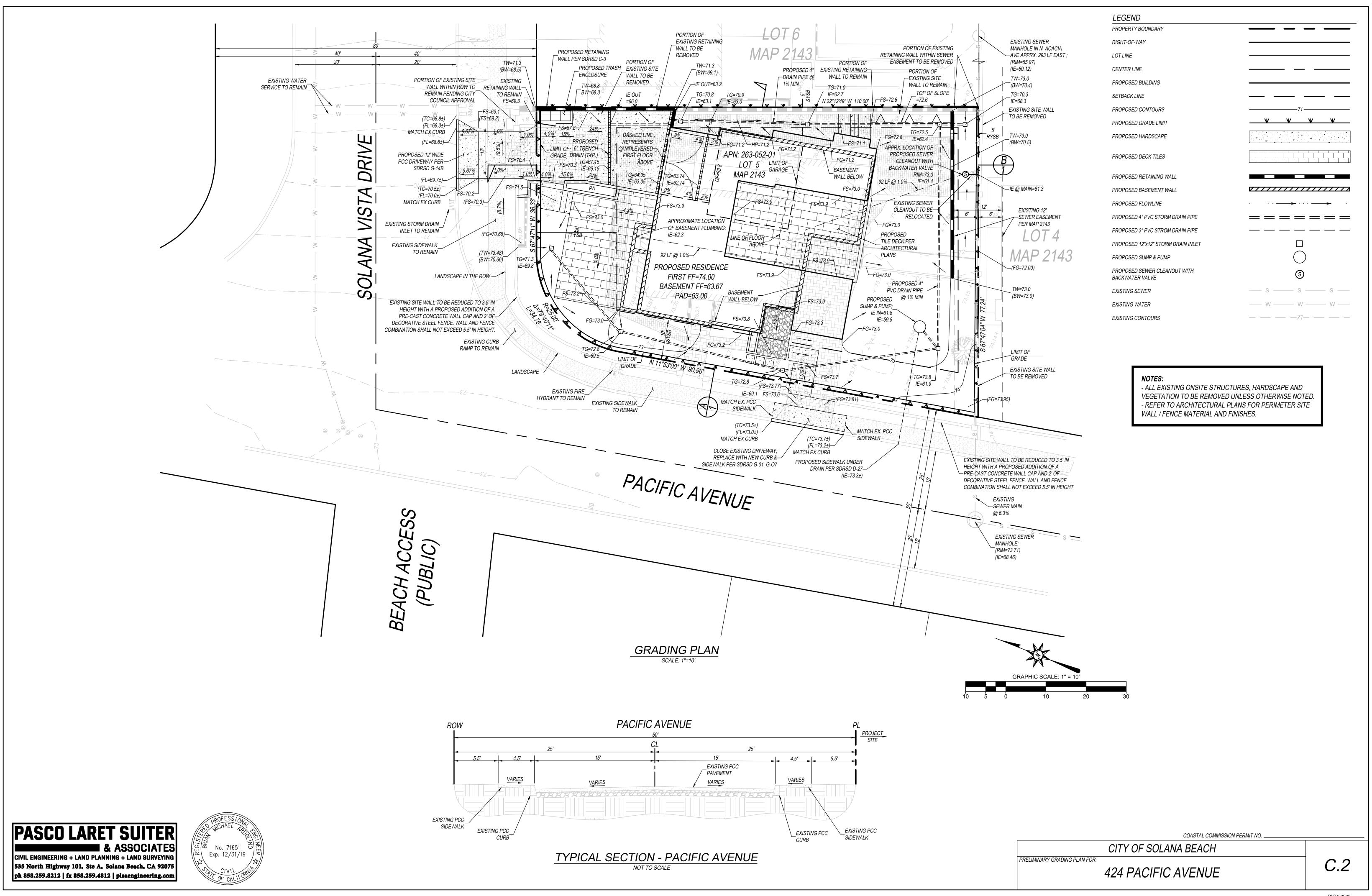


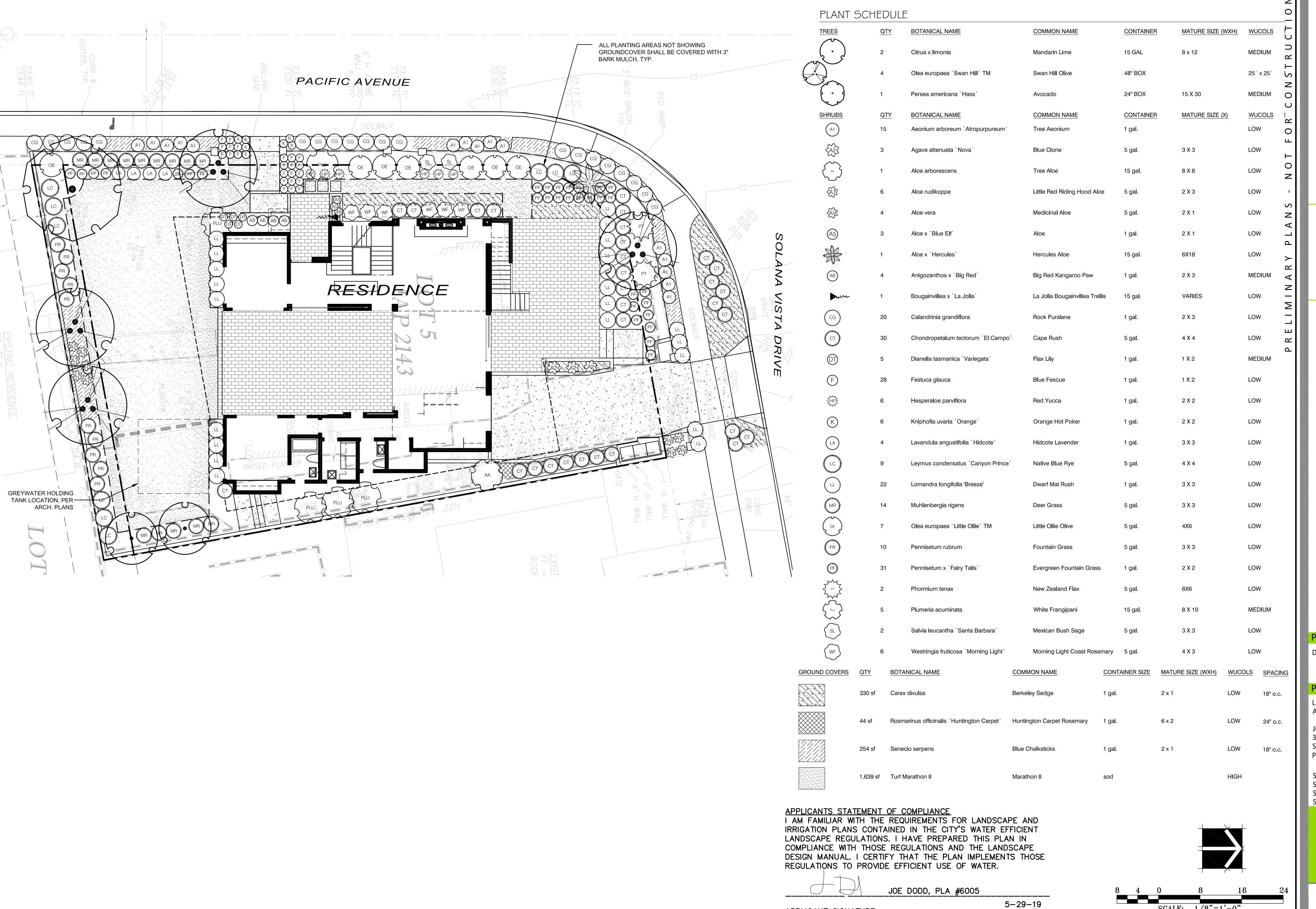
SECTION A

CITY OF SOLANA BEACH PRELIMINARY GRADING PLAN FOR:

424 PACIFIC AVENUE

COASTAL COMMISSION PERMIT NO. .





APPLICANT SIGNATURE



PREPARED FOR **DEVIN PISCITELLI**

PREPARED BY LINEAR LANDSCAPE ARCHITECTURE

JOE DODD,ASLA 3571 INGRAHAM ST. SAN DIEGO, CA 92109 P | 888.203.6628

SUB 1: DEC 18, 2018 SUB 2: MAR 18, 2019 SUB 3: MAY 29, 2019 SUB 4: MAR 23, 2020

L-07

SCALE: 1/8"=1'-0'

SHT 07 OF 9



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers

FROM: Gregory Wade, City Manager

MEETING DATE: May 13, 2020 **ORIGINATING DEPT:** City Manager's

SUBJECT: Public Hearing for Consideration of Adoption of

Resolution 2020-060 Amending Solana Energy Alliance

Rate Schedule

BACKGROUND:

Community Choice Aggregation (CCA), authorized by Assembly Bill 117, is a state law that allows cities, counties and other authorized entities to aggregate electricity demand within their jurisdictions in order to purchase and/or generate alternative energy supplies for residents and businesses within their jurisdiction while maintaining the existing electricity provider for transmission and distribution services. The goal of a CCA is to provide a higher percentage of renewable energy electricity at competitive and potentially cheaper rates than existing Investor Owned Utilities (IOUs), while giving consumers local choices and promoting the development of renewable power sources and programs and local job growth.

The City of Solana Beach's (City) CCA, Solana Energy Alliance (SEA), was established by the City Council through adoption of Ordinance 483 on December 13, 2017 and began serving customers in June 2018. SEA is the first CCA to launch in San Diego Gas & Electric territory and remains the only CCA operating in San Diego County.

At its regular meeting April 22, 2020, the City Council received a report regarding current market and regulatory conditions that have impacted SEA financial projections. These conditions include increasing Power Charge Indifference Adjustment (PCIA or Exit Fees) rates, increasing resource adequacy, renewable energy and carbon free energy costs, and increases to procurement requirements related to resource adequacy. Taken together, and using current assumptions of a 50% renewable/75% carbon free default energy supply and 3% rate savings on generation, these factors have resulted in financial projection that would result in a negative cash position for SEA during the next fiscal year. As such, Council directed Staff to return to a future Council meeting with a rate adjustment lowering the rate discount to 1%.

CITY COUNCIL ACTION:		

This item is before Council to consider adoption of Resolution 2020-060 amending the SEA rate schedule (Attachment 1) effective 4/1/2020, providing a 1% discount on energy generation when compared to San Diego Gas & Electric (SDG&E) comparable rates.

DISCUSSION:

At the April 22, 2020 Council meeting, the Council deliberated on several different options to address the financial projections, including reducing the renewable and carbon free content of the default energy supply and reducing the rate discount from 3% to 1% or to rate parity with SDG&E. After careful consideration, the City Council reaffirmed its commitment to a 50% renewable/75% carbon free energy supply and directed Staff to develop a rate schedule that provided customers with a 1% savings in energy generation costs as compared to SDG&E.

Effective April 1, 2020, SDG&E reduced its generation rates. The SEA rate schedule as proposed reduces rates effective April 1, 2020 with the following impact on Residential rates:

Rate Schedule	5/1/19 Adopted Rate	4/1/20 Proposed Rate	% change	Est. Monthly change
Residential -				
DR Summer	\$.11264/kWh	\$.10051/kWh	-10.77%	-\$4.38
Residential -				
DR Winter	\$.04190/kWh	\$.03698/kWh	-11.74%	-\$2.29

The average monthly change calculated below for a SEA Choice customer as compared to a comparable SDG&E customer is based on 465 kWh usage (average household usage per SDG&E) using summer rates.

Residential Schedule DR	SDG&E Rate eff 4/1/20	SEA Choice Proposed Rate eff 4/1/20
Generation Rates	\$.13526	\$.10051
PCIA		\$.03187
Franchise Fee		\$.001532
TOTAL GENERATION		
RELATED RATE	\$.13526	\$.13391
AVERAGE MONTHLY GENERATION CHARGES	\$62.90	\$62.27

Anticipated Rate Change Effective June 1, 2020

As demonstrated in the chart above, the current rate methodology includes seasonal rates for summer and winter. SDG&E has submitted an Advice Letter to the California Public Utilities Commission (CPUC) to eliminate the seasonal adjustments, which is anticipated to be put into place effective June 1, 2020. The final rates are not yet available to SEA Staff to analyze the impacts to SEA. Once available, Staff will analyze the impacts and return to City Council with the overall impacts and recommendation to the City Council for another potential rate adjustment to ensure SEA Rates are consistent with SDG&E rates.

COVID-19 Impacts to SEA Revenue and Expenses

On March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency in response to the outbreak of novel coronavirus, COVID-19. On March 13, 2020, SDG&E implemented a moratorium on all disconnections of service for non-payment. On April 16, 2020, the CPUC adopted Resolution M-4842 that ordered electric, gas, communications and water and sewer corporations to implement consumer emergency protective measures and for the Investor Owned Utilities (including SDG&E) to file advice letters that detail their plan to implement these protective measures, due May 1, 2020. As part of that process, SDG&E was required to meet and confer with Solana Energy Alliance, which occurred on April 30, 2020.

During the meet and confer, SEA had an opportunity to hear a presentation from SDG&E regarding their proposed implementation of the consumer emergency protective measures, and to provide input regarding anticipate impacts to SEA. Of particular concern to Solana Beach is the approach SDG&E plans to take regarding allocating payments between SDG&E and SEA for partial payments, or payments from customers on payment plans. Solana Beach Staff stressed the importance to SDG&E of allocating the payments on a pro-rata share between SDG&E and SEA to ensure fair Cal-CCA, the professional CCA advocacy and equitable payment allocation. association in California, also participated in the meeting with SDG&E, as they did with the other two California IOUs. SDG&E indicated a willingness to discuss processes of allocation of payments to SEA, but did not make a firm commitment to a particular allocation methodology. The risk to SEA is that SDG&E would allocate the payments first to their charges and SEA would be further impacted by long-term unpaid charges. This issue continues to be a high priority for SEA and Staff will continue to work with SDG&E to ensure an equitable allocation of payments from customers.

Subsequently, on May 1, 2020, SDG&E issued Advice Letter 3516-E-A, notifying the CPUC about its plans to implement customer protections. These plans include a detailed description of payment collection efforts for both SDG&E and CCA program charges, a commitment to pro rata allocation of partial payments and a pledge to work with CCA programs regarding implementation. AL 3516-E-A also states that because SDG&E is upgrading its billing system, it will have to work with CCA programs to manually account for pro rata charges that result from customer protections.

In addition to impacts related to consumer protective measures, electricity usage is impacted by the stay at home orders as well as business and school closures resulting from COVID-19. SEA Staff and its consultants are closely monitoring and seeking information to better understand the impacts on a short-term as well as a long-term basis. On a statewide level, energy usage is up slightly for residential customers, while non-residential usage is down significantly. SEA Staff and consultants are working diligently to analyze SEA's customers base, identify its large energy users, and work to understand how COVID-19 has impacted overall energy usage and demand. Doing so will better inform future SEA financial model and cash flow forecasts. Staff anticipates having information for City Council when it returns in June with the next rate adjustment.

CEQA COMPLIANCE STATEMENT:

The action being considered by the City Council is exempt from the California Environmental Quality Act (CEQA) because it is not a "project" under Section 15378(b)(5) of CEQA Guidelines.

FISCAL IMPACT:

SEA rates are set to provide funding to cover operating costs including renewable energy, carbon free and conventional energy. The impacts of COVID-19 on SEA revenues and expenditures are not yet fully known and Staff is working diligently to gather information to assess the impacts on both a short-term and long-term basis.

WORK PLAN:

Environmental Sustainability – Policy Development – Implement Solana Energy Alliance

OPTIONS:

- Approve Staff recommendations
- Do not approve Staff recommendations
- Provide alternative direction to Staff

DEPARTMENT RECOMMENDATION:

Staff recommends 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 2020-060 amending the rate schedule for Solana Energy Alliance.

CITY MANAGER RECOMMENDATION:

Approve Department Recommendation.

Gregory Wade, City Manager

Attachments:

Resolution 2020-060

RESOLUTION 2020 – 060

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AMENDING THE SOLANA ENERGY ALLIANCE RATE SCHEDULE

WHEREAS, at its regular meeting on May 22, 2019 the City Council adopted Resolution 2019-076 Amending the Solana Energy Alliance (SEA) Rate Schedule; and

WHEREAS, San Diego Gas & Electric (SDG&E) has recently approved a new rate schedule and the City Council has reviewed the current SEA rate schedule and determined an amendment is needed to implement a 1% discount as compared to SDG&E's comparable rates; and

WHEREAS, at the May 13, 2020 City Council meeting, the City Council held the public hearing to consider amending the Solana Energy Alliance Rate Schedule.

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 amends the Solana Energy Alliance Rate Schedule to implement a 1% discount as compared to SDG&E's rates per Exhibit A.
- 3. The rates are to become effective April 1, 2020.

Resolution 2020 – 060 Amending SEA Rates Page 2 of 11

PASSED AND ADOPTED this 13th day of May 2020, at a regular meeting of the City Council of the City of Solana Beach, California, by the following vote:

AYES: NOES: ABSTAIN: ABSENT:	Councilmembers – Councilmembers – Councilmembers – Councilmembers –		
		JEWEL EDSON, Mayor	
APPROVED AS TO F	ORM:	ATTEST:	
JOHANNA N. CANL	AS, City Attorney	ANGELA IVEY, City Clerk	

					Time of Use	5/1/19 Adopted Rate	4/1/20 Proposed		
SDG&E Rate Name	SEA Rate Name	Rate Description	Season	Charge Type	Period	(\$)	Rate (\$)	% Change	Notes
			RESIDENTIA	L RATES					
		B 11 11 B14 B5 B7 1115 11							
20 DM DC DT DT		Residential. DM, DS, DT multi-family							
DR, DM, DS, DT, DT- RV, DR-LI	DR	service. DT - mobile home park. DR - LI - low income.	Summer	per kWh	Total	0.11264	0.10051	-10.77%	
NV, DN-LI	DK	low illcome.	Winter	per kWh	Total	0.04190	0.10051	-15.04%	
			willer	per kwii	Total	0.04130	0.03300	-13.04%	
TOU-DR, DR-TOD,									
DR-TOD-PSH	TOU-DR	Residential Time-of-Use	Summer	Generation	On-Peak	0.17610	0.15873	-9.86%	
			Summer	Generation	Off-Peak	0.12389	0.11083	-10.54%	
			Summer	Generation	Super Off-Peak	0.07220	0.06339	-12.20%	
			Winter	Generation	On-Peak	0.04050	0.03431	-15.28%	
			Winter	Generation	Off-peak	0.03237	0.02686	-17.02%	
			Winter	Generation	Super Off-Peak	0.02336	0.01859	-20.42%	
DR-SES	DRSES	Residential time-of-use with solar	Summer	per kWh	On-Peak	0.30422	0.27623	-9.20%	
			Summer	per kWh	Off-Peak	0.07587	0.06676	-12.01%	
			Summer	per kWh	Super Off-Peak	0.02318	0.01843	-20.49%	
			Winter	per kWh	On-Peak	0.04128	0.03503	-15.14%	
			Winter	per kWh	Off-peak	0.03307	0.02749	-16.87%	
			Winter	per kWh	Super Off-Peak	0.02396	0.01914	-20.12%	
TOU-DR-1 & DR-2									
100 011 14 011 2	Not Available to	SEA Customers							
EV-TOU, EV-TOU2,									
EV-TOU-5	EVTOU	Electric Vehicle	Summer	per kWh	On-Peak	0.30422	0.27623	-9.20%	
			Summer	per kWh	Off-Peak	0.07585	0.06676	-11.98%	
			Summer	per kWh	Super Off-Peak	0.02315	0.01843	-20.39%	
			Winter	per kWh	On-Peak	0.04129	0.03503	-15.16%	
			Winter	per kWh	Off-peak	0.03306	0.02749	-16.85%	
			Winter	per kWh	Super Off-Peak	0.02393	0.01914	-20.02%	
		TOU Periods - Weekdays		Summer		Vinter			
		·	0.0.1	June 1 - Oct 31		oer 1 - May 31			
			On-Peak	4:00pm - 9:00pm		m - 9:00pm			
				6.00 4.00		m - 4:00pm			
			Off-Peak	6:00am-4:00pm;		:00am - 2:00pm in			
				9:00pm-midnight		ch & April;			
			Super Off-Peak	Midnight - 6:00am	9:00pr Midnight - 6:00a	n - midnight			
			Juper On-Peak	wiiuriigiit - 0.00dff	wiiuriigiit - 0.00	um			
				Summer	v	Vinter			
		TOU Periods - Weekends and Holidays		June 1 - Oct 31		per 1 - May 31			
			On-Peak	4:00pm - 9:00pm		m - 9:00pm			
			Cun			2.00p			
				2:00pm-4:00pm;	2:00pi	m - 4:00pm;			
			Off-Peak	9:00pm-midnight		m - midnight			
						<u> </u>			
			Super Off-Peak	Midnight - 2:00pm	Midnig	ght - 2:00pm			

					Time of Use	5/1/19 Adopted Rate	4/1/20 Proposed		
SDG&E Rate Name	SEA Rate Name	Rate Description	Season	Charge Type	Period	(\$)	Rate (\$)	% Change	Notes
			RESIDENT	IAL RATES					
DR-TOU	DR-TOU	Residential Time-of-Use	Summer	per kWh	On-Peak	0.18271	0.16467	-9.87%	
DK-100	DK-100	Residential Time-or-ose	Summer	per kWh	Off-Peak	0.10095	0.08980	-11.05%	
			Winter	per kWh	On-Peak	0.03736	0.03143	-15.87%	
			Winter	per kWh	Off-peak	0.03730	0.02530	-17.51%	
			Wille	per kwii	Оп-реак	0.03007	0.02330	-17.51%	
				Summer	,	Winter			
		DRTOU Periods		June 1 - Oct 31	Novemb	per 1 - May 31			
				Noon - 6:00pm		,			
			On-Peak	Weekdays	Noon - 6:00pm	Weekdavs			
				All Other Days &		•			
			Off-Peak	Hours	All Other Days 8	k Hours			
G-DR-TOD	G-TOU-DR	Grandfathered Residential Time-of-Use	Summer	per kWh	On-Peak	0.20946	0.18930	-9.62%	
			Summer	per kWh	Semi-Peak	0.12639	0.11307	-10.54%	
			Summer	per kWh	Off-Peak	0.08889	0.07867	-11.50%	
			Winter	per kWh	On-Peak	0.04724	0.04047	-14.33%	
			Winter	per kWh	Semi-Peak	0.03537	0.02957	-16.40%	
			Winter	per kWh	Off-Peak	0.02812	0.02294	-18.42%	
				Summer		Winter			
		G-TOU-DR Periods		June 1 - Oct 31		per 1 - May 31			
				11am - 6pm	Novemi	Jei 1 - Wiay 31			
				Weekdays, exc					
			On-Peak	Holidays	Enm 9nm Wool	kdays, exc Holidays			
			Oll-Peak	пониауѕ	Spiii-opiii weei	kuays, exc nonuays			
				Come 11 one Martistan					
			Semi-Peak	6am-11am Weekday	,				
				Exc Holidays 6pm-10pm Weekday	c Cam Enm Made	kdaye ove Holidaya			
				exc. Holidays	ърт-торт Wee	ekdays, exc. Holidays			
				10pm-6am,	10	alada or an al all la			
			Off-Peak	Weekdays, and all		ekdays, and all hours			
				hours on Weekends &	on Weekends &	Holidays			
				Holidays					

The time periods shown above will begin and end one hour later for the period between the second Sunday in March and the first Sunday in April, and for the period between the last Sunday in October and the first Sunday in November

					Time of Use	5/1/19 Adopted Rate	4/1/20 Proposed		
SDG&E Rate Name	SEA Rate Name	Rate Description	Season	Charge Type	Period	(\$)	Rate (\$)	% Change	Notes
	•		RESIDENT	IAL RATES					
		Grandfathered Residential time-of-use wit	:h						
G-DR-SES	G-DR-SES	solar	Summer	per kWh	On-Peak	0.24879	0.22524	-9.47%	
			Summer	per kWh	Semi-Peak	0.24854	0.22523	-9.38%	
			Summer	per kWh	Off-Peak	0.06097	0.05308	-12.94%	
			Winter	per kWh	Semi-Peak	0.05558	0.04812	-13.42%	
			Winter	per kWh	Off-Peak	0.05031	0.04331	-13.91%	
		G-DR-SES Periods		Summer June 1 - Oct 31		Winter per 1 - May 31			
					Novemi	Jei 1 - Iviay 51			
				11am - 6pm					
			On Dools	Weekdays, exc					
			On-Peak	Holidays					
			Semi-Peak	6am-11am Weekdays,					
				Exc Holidays 6pm-10pm Weekdays	, 6am-6pm, Weel	kdays, exc. Holidays			
				exc. Holidays		,			
				10pm-6am,					
			Off-Peak	Weekdays, and all		kdays, and all hours			
				hours on Weekends & Holidays	on Weekends &	Holidays			
				Tiolidays					
G-EV-TOU2	G-EV-TOU-2	Grandfathered Electric Vehicle	Summer	per kWh	On-Peak	0.21095	0.19051	-9.69%	
			Summer	per kWh	Off-Peak	0.18320	0.16526	-9.79%	
			Summer	per kWh	Super Off-Peak	0.03411	0.02847	-16.53%	
			Winter	per kWh	On-Peak	0.04437	0.03783	-14.74%	
			Winter	per kWh	Off-peak	0.04369	0.03722	-14.81%	
			Winter	per kWh	Super Off-Peak	0.03325	0.02768	-16.75%	
		G-EV-TOU2 Time Periods		Summer		Winter			
				June 1 - Oct 31	Novemb	per 1 - May 31			
				12 Noon - 6pm Daily					
			On-Peak	Exc. Holidays	12 Noon - 6pm l	Daily Exc. Holidays			
			Super Off-Peak	12 Midnight - 5am Daily	12 Midnight - 5a	am Daily			
			Off-Peak	All Other Hours	All Other Hours	•			
			OII-PEdK	All Other Hours	An Other Hours				

SDG&E Rate Name	SEA Rate Name	Rate Description	Season	Charge Type	Time of Use Period	5/1/19 Adopted Rate (\$)	4/1/20 Proposed Rate (\$)	% Change	Notes
3DG&E Rate Name	SEA Rate Name	Nate Description	COMMERCIAL/INDU		Periou	(\$)	rate (3)	∕₀ Change	Notes
			COMMERCIAL/HVDC	JOHNAL HATES					l
TOU-A, AS-TOD, AS-									
TOD-PSW	TOU-A-S	Small Commercial Time-of-Use	Summer	per kWh	On-Peak	0.18467	0.17027	-7.80%	Secondary Voltage
			Summer	per kWh	Off-Peak	0.08497	0.07786	-8.37%	
			Winter	per kWh	On-Peak	0.04696	0.04283	-8.79%	
			Winter	per kWh	Off-Peak	0.03449	0.03147	-8.76%	
				Summer	14	/inter			
		TOU Periods - Weekdays		June 1 - Oct 31		er 1 - May 31			
			On-Peak	4:00pm - 9:00pm		n - 9:00pm			
						·			
			Off-Peak	Midnight - 4pm;		ght - 4pm;			
				9:00 pm - midnight	9:00 pr	n - midnight			
		TOU Periods - Weekends and Holidays		Summer		/inter			
		Too remous Weekends and Hondays		June 1 - October 31		er 1 - May 31			
			Off-Peak	All day	A	ll day			
G-AS-TOD, G-AS-TOD)-								
PSW	G-TOU-A-S		Summer	Generation	On-Peak	0.19469	0.17894	-8.09%	Secondary Voltage
			Summer	Generation	Semi-Peak	0.10295	0.09457	-8.14%	, -
			Summer	Generation	Off-Peak	0.03182	0.02911	-8.52%	
			Winter	Generation	On-Peak	0.05219	0.04782	-8.37%	
			Winter	Generation	Semi-Peak	0.04006	0.03663	-8.56%	
			Winter	Generation	Off-Peak	0.03203	0.02917	-8.93%	
				Summer	v	/inter			
		TOU Periods - Weekdays		June 1 - Oct 31		er 1 - May 31			
			On-Peak	11:00am-6:00pm		n - 8:00pm			
				6:00am-11:00am	6:00a	m-5:00pm			
			Semi-Peak	6:00pm-10:00pm	8:00pr	n-10:00pm			
			Off-Peak	10:00pm-6:00am;	10:00p	om-6:00am			
		TOUR Basinda Washington de and United		Summer	V	/inter			
		TOU Periods - Weekends and Holidays		June 1 - October 31	Novemb	er 1 - May 31			
			Off-Peak	All day	A	II day			

					Time of Use	5/1/19 Adopted Rate	4/1/20 Proposed		
SDG&E Rate Name	SEA Rate Name	Rate Description	Season	Charge Type	Period	(\$)	Rate (\$)	% Change	Notes
JUGAL NATE IVAINE	JEM Nate IVame	Nate Description	COMMERCIAL/IN		Periou	(२)	Nate (3)	∕₀ Change	ivotes
			COMMERCIAL/ IN	IDOSTRIAL RATES					
OU-M	TOU-M	General Service - Small - Time Metered	Summer	Generation	On-Peak	0.24799	0.22850	-7.86%	Secondary Voltage
	.00	General service small time metered	Summer	Generation	Off-Peak	0.07726	0.07100	-8.10%	secondary voltage
			Summer	Generation	Super Off-Peak	0.03081	0.02827	-8.24%	
			Winter	Generation	On-Peak	0.04662	0.04266	-8.49%	
			Winter	Generation	Off-Peak	0.03797	0.03467	-8.69%	
			Winter	Generation	Super Off-Peak	0.02818	0.02560	-9.16%	
			Winter	Generation	Super Off Feak	0.02010	0.02300	3.1070	
L-TOU, AL-DGR- P2, AL-TOU-CP2	AL-TOU-S	Medium Commercial Time Metered Time-o Use	ot- Summer	Demand	On-Peak	9.93	9.68	2 520/	Secondary
1 2, AL-100-CF2	AL-100-3	O3C	Summer	per kWh	On-Peak	0.10086	0.08755	-13.20%	Jeconual y
				•	Off-Peak	0.10086	0.06847	-13.20%	
			Summer	per kWh					
			Summer	per kWh	Super Off-Peak On-Peak	0.05982	0.04379	-26.80%	
			Winter	per kWh		0.08615	0.06795	-21.13%	
			Winter	per kWh	Off-Peak	0.07421	0.05698	-23.22%	
			Winter	per kWh	Super Off-Peak	0.06096	0.04483	-26.46%	
		Medium Commercial Time Metered Time-o	of-						
L-TOU, AL-TOU-CP2	AL-TOU-P	Use	Summer	Demand	On-Peak	9.88	9.63	-2.53%	Primary
			Summer	Generation	On-Peak	0.10027	0.08699	-13.24%	,
			Summer	Generation	Off-Peak	0.08016	0.06802	-15.14%	
			Summer	Generation	Super Off-Peak	0.05956	0.04354	-26.90%	
			Winter	Generation	On-Peak	0.08567	0.06751	-21.20%	
			Winter	Generation	Off-Peak	0.07382	0.05663	-23.29%	
			Winter	Generation	Super Off-Peak	0.06069	0.04459	-26.53%	
				Summer		Vinter			
		TOU Periods - Weekdays		June 1 - Oct 31	Novemb	er 1 - May 31			
			On-Peak	4:00pm - 9:00pm	4:00pn	n - 9:00pm			
				·	6:00an	n - 4:00pm;			
			Off-Peak	6:00am-4:00pm;	Excluding 10:	:00am-2:00pm in			
				9:00pm-midnight	Marc	ch & April			
					Midnig	ht - 6:00am			
			Super-Off-Peak	Midnight-6:00am	10:00am - 2:0	0pm in March and			
						April			
				Summer	14	Vinter			
		TOU Periods - Weekends & Holidays		June 1 - Oct 31		er 1 - May 31			
			On-Peak			-			
			UII-reak	4:00pm - 9:00pm	4:00pr	n - 9:00pm			
			Off-Peak	2:00pm-4:00pm; 9:00pm-midnight		m - 4:00pm n - midnight			
						ht. 2:00:			
			Super-Off-Peak	Midnight - 2:00pm	Midnig	ht - 2:00pm			

SDG&E Rate Name	SEA Rate Name	Rate Description	Season	Charge Type	Time of Use Period	5/1/19 Adopted Rate (\$)	4/1/20 Proposed Rate (\$)	% Change	Notes
			COMMERCIAL/INDI	JSTRIAL RATES					
		Medium Commercial Time Metered Time-	of-						
G-AL-TOU, G-AL-TOL	J-G-AL-TOU-S	Use	Summer	Demand	On-Peak	5.53	5.74	3.80%	Secondary
			Summer	Generation	On-Peak	0.09691	0.08505	-12.24%	
			Summer	Generation	Semi-Peak	0.09119	0.07919	-13.16%	
			Summer	Generation	Off-Peak	0.07173	0.05471	-23.73%	
			Winter	Generation	On-Peak	0.09820	0.07901	-19.54%	
			Winter	Generation	Semi-Peak	0.08041	0.06267	-22.06%	
			Winter	Generation	Off-Peak	0.06958	0.05275	-24.19%	
		TOU Periods - Weekdays		Summer		Winter			
		,		June 1 - October 31		November 1 - May 31 5:00pm - 8:00pm			
			On-Peak	11:00am - 6:00pm	5:00p				
					6:00=	am - 5:00pm;			
				6:00am - 11:00am;		m - 10:00pm			
			Semi-Peak	6:00pm - 10:00pm	0.00р	mi - 10.00pm			
			-	0.00piii - 10.00piii					
			Off-Peak	10:00pm - 6:00am	10:00	pm - 6:00am			
				Summer	,	Winter			
		TOU Periods - Weekends and Holidays		June 1 - October 31	Novem	ber 1 - May 31			
			Off-Peak	All day		All day			
				•		-			
	170	T (0	• 11	Land		0.00	0.00	0.77	
A-TC	ATC	Traffic Control Service	All	per kWh	Total	0.03765	0.03434	-8.79%	

					Time of Use	5/1/19 Adopted Rate	4/1/20 Proposed		
DG&E Rate Name	SEA Rate Name	Rate Description	Season	Charge Type	Period	(\$)	Rate (\$)	% Change	Notes
			AGRICULTUR	AL RATES					
	DA T 4 C	April and toward O. Donnaria a	C	Danisand	On Book	4.20	2.05	7.020/	C
A-T-1	PA-T-1-S	Agricultural & Pumping	Summer	Demand	On-Peak On-Peak	4.29 0.06364	3.95 0.05857	-7.93% -7.97%	Secondary
			Summer	per kWh per kWh	Off-Peak	0.06364	0.03857	-7.97% -7.90%	
			Summer	per kWh	Super Off-Peak	0.04889	0.03156	-7.90% -8.55%	
			Summer Winter	per kWh	On-Peak	0.05385	0.04932	-8.55% -8.41%	
			Winter	per kWh	Off-Peak	0.04508	0.04126	-8.41%	
			Winter	per kWh	Super Off-Peak	0.03534	0.03232	-8.55%	
			willer	per kwii	Super Off-reak	0.03334	0.03232	-0.55%	
OU-PA-3	TOU-PA-3	Agricultural & Pumping	Summer	per kWh	On-Peak	0.16009	0.14684	-8.28%	
			Summer	per kWh	Off-Peak	0.07092	0.06499	-8.36%	
			Summer	per kWh	Super Off-Peak	0.02333	0.02131	-8.66%	
			Winter	per kWh	On-Peak	0.03482	0.03183	-8.59%	
			Winter	per kWh	Off-Peak	0.02818	0.02574	-8.66%	
			Winter	per kWh	Super Off-Peak	0.02081	0.01899	-8.75%	
		TOU Periods - Weekdays		Summer		/inter			
		Too Tenous Weekuuys		June 1 - October 31		er 1 - May 31			
			On-Peak	4:00pm - 9:00pm		n - 9:00pm			
						n - 4:00pm;			
						00am - 2:00pm in			
				6:00am-4:00pm;		h & April			
			Off-Peak	9:00pm-Midnight	9:00pm	n - Midnight			
					Midnigh	nt - 6:00am;			
			Super Off-Peak	Midnight-6:00am	10:00am - 2:00p	om in March & April			
						·			
				Summer	\A	/inter			
		TOU Periods - Weekends and Holidays		June 1 - October 31		er 1 - May 31			
			On-Peak	4:00pm - 9:00pm		n - 9:00pm			
				p p		- x=p			
				2:00pm-4:00pm;	2:00pn	n - 4:00pm;			
			Off-Peak	9:00pm-Midnight	9:00pm	n - Midnight			
			Super Off-Peak	Midnight - 2:00pm	Midniø	ht - 2:00pm			
			Super on reak	diligit 2.00pili	itiidiligi	2.00piii			

SDG&E Rate Name	SEA Rate Name	Rate Description	Season	Charge Type	Time of Use Period	5/1/19 Adopted Rate (\$)	4/1/20 Proposed Rate (\$)	% Change	Notes
				URAL RATES					
TOU-PA	TOU-PA-S	Agricultural & Pumping	Summer	Generation	On-Peak	0.13601	0.12475		Secondary
			Summer	Generation	Off-Peak	0.06431	0.05892	-8.38%	
			Winter	Generation	On-Peak	0.03592	0.03285	-8.55%	
			Winter	Generation	Off-Peak	0.02454	0.02241	-8.68%	
		TOU Periods - Weekdays		Summer	,	Winter			
		100 Tellous Weekuuys		June 1 - Oct 31	Novem	ber 1 - May 31			
			On-Peak	4:00pm - 9:00pm	4:00p	om - 9:00pm			
			Off-Peak	Midnight - 4pm;	Midr	night - 4pm;			
			OII-Feak	9:00 pm - midnight	9:00 p	m - midnight			
		TOU Davia de Machanda and Halida ia		Summer		Winter			
		TOU Periods - Weekends and Holidays		June 1 - October 31	Novem	ber 1 - May 31			
			Off-Peak	All day		All day			
G-TOU-PA	G-TOU-PA-S	Agricultural & Pumping	Summer	Generation	On-Peak	0.17864	0.16387	-8.27%	Secondary
			Summer	Generation	Semi-Peak	0.07112	0.06516	-8.38%	
			Summer	Generation	Off-Peak	0.02812	0.02570	-8.61%	
			Winter	Generation	On-Peak	0.03971	0.03633	-8.51%	
			Winter	Generation	Semi-Peak	0.03010	0.02751	-8.60%	
			Winter	Generation	Off-Peak	0.02425	0.02213	-8.74%	
		TOU Periods - Weekdays		Summer	,	Winter			
		100 Fellous - Weekdays		June 1 - October 31	Novem	ber 1 - May 31			
			On-Peak	11:00am - 6:00pm	5:00p	om - 8:00pm			
				6:00am - 11:00am;	6:00a	m - 5:00pm;			
			Semi-Peak	6:00pm - 10:00pm	8:00p	m - 10:00pm			
			Off-Peak	10:00pm - 6:00am	10:00	pm - 6:00am			
		TOU Periods - Weekends and Holidays		Summer	,	Winter			
		100 Perious - Weekenus and Holidays		June 1 - October 31	Novem	ber 1 - May 31			
			Off-Peak	All day		All day			

SDG&E Rate Name	SEA Rate Name	Rate Description	Season	Charge Type	Time of Use Period	5/1/19 Adopted Rate (\$)	4/1/20 Proposed Rate (\$)	% Change	Note
			LIGHTIN	IG RATES					
LS-1, LS-2, LS-3, OL-									
1, DWL	LS	Street and Outdoor Lighting	All	per kWh	Total	0.04774	0.04217	-11.67%	
OL-TOU	OL-TOU	Outdoor Lighting	Summer	Generation	On-Peak	0.30034	0.29222	-2.70%	
		0 0	Summer	Generation	Off-Peak	0.09684	0.09518	-1.71%	
			Summer	Generation	Super Off-Peak	0.04295	0.03777	-12.06%	
			Winter	Generation	On-Peak	0.06405	0.05714	-10.79%	
			Winter	Generation	Off-Peak	0.05447	0.04835	-11.24%	
			Winter	Generation	Super Off-Peak	0.04385	0.03860	-11.97%	
		TOU Periods - Weekdays		Summer June 1 - Oct 31		/inter er 1 - May 31			
			On-Peak	4:00pm - 9:00pm		n - 9:00pm			
			Off-Peak	6:00am - 4:00pm; 9:00pm - midnight		n - 4:00pm; :00am- 2:00pm in			
			Super-Off-Peak	Midnight - 6:00am	Midnig	ht - 6:00am 0pm in March and			
						April			

SEA GREEN 100% RENEWABLE PRODUCT RATE							
SEA Green 100% Renewable Energy Premium	per kWh	0.003	0.003	0.00%			
SEA NEM NET	SURPLUS COMPENSATION RATE						
SEA NEM Annual Net Surplus Compensation Rate	per kWh	0.06	0.06	0.00%			



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers

FROM: Gregory Wade, City Manager

MEETING DATE: May 13, 2020 **ORIGINATING DEPT:** City Manager

SUBJECT: Supplemental CARES Act Community Development Block

Grant (CDBG-CV) Funding Availability

BACKGROUND:

The Community Development Block Grant (CDBG) Program provides annual grants on a formula basis to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities primarily for low- and moderate-income persons and families. Recently, supplemental Coronavirus Aid, Relief, and Economic Security (CARES) Act funding was allocated the CDBG Program (known as CDBG-CV) through the U.S. Department of Housing and Urban Development (HUD) specifically to address funding needs associated with the COVID-19 pandemic. The County of San Diego's Health and Human Services Agency (County) is administering these funds as the grantee for the San Diego Urban County Region.

The County anticipates receiving \$2.5 million of CDBG-CV funding. Participating cities will receive slightly less than \$300,000 of this funding. Of this amount, Solana Beach is expected to receive \$26,190, or 1.04% of the available funding. This item is before the City Council to consider and discuss eligible programs and/or public services to which these funds could be allocated.

DISCUSSION:

On April 2, 2020, HUD released the CARES Act supplemental funding figures. The County anticipates receiving \$2.5 million of CDBG-CV funding. Participating cities will received slightly less than \$300,000 of this funding. The allocations were calculated using the same allocation formula used to distribute the 2019 CDBG Grant funding, which considers population, overcrowding, and poverty with poverty weighted more heavily. The data used in the allocation formula is from the 2010 Census. This urban county

CITY COUNCIL ACTION:		

funding will be allocated to the CDBG participating, non-entitlement cities of Coronado, Del Mar, Imperial Beach, Lemon Grove, Poway and Solana Beach. These funding amounts are as follows:

Additional FY 2019 Allocations		
Imperial Beach	\$ 64,704	2.58%
Coronado	\$ 44,012	1.75%
Lemon Grove	\$ 60,340	2.40%
Del Mar	\$ 7,925	0.32%
Poway	\$ 91,479	3.65%
Solana Beach	\$ 26,190	1.04%
County Admin:	\$ 482,786	19.24%
County Program:	\$ 1,732,088	69.02%
Total:	\$ 2,509,524	100.00%

In order to receive these funds, eligible CDBG-CV activities must meet established criteria and provide the records to verify that the activity meets one of the following national objectives of the CDBG program:

- Benefits low and moderate (L/M) income persons (80% of Area Median Income);
- Addresses slums or blight; or
- Meets a particularly urgent community development need.

For typical CDBG funding allocations, Public Services are eligible for 15% of the City's total annual CDBG. However, the County has indicated that this cap has been waived as part of the CDBG-CV funding allocation. As such, 100% of the funds can be provided to a Public Service organization(s). Additionally, the funds are specifically intended to address a need or needs arising from the COVID-19 pandemic. As such, Staff has been focusing on non-profit community-based public service organizations with which to partner that would utilize these funds to provide direct assistance to our low- and moderate-income population. Additionally, given the limited amount of CDBG-CV funding and the administrative oversight required to allocate and disperse the funds, Staff recommends partnering with only one eligible public service organization to utilize this funding.

The County requested participating cities to complete the CDBG-CV approval and application process by the end of May. Following Council discussion and direction to Staff during the May 13th Council Meeting, Council will be asked to adopt a resolution at the next publicly-noticed meeting to select an eligible public service organization for which these funds could be made available.

CEQA COMPLIANCE STATEMENT:

This project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301(c) of the State CEQA Guidelines.

FISCAL IMPACT:

There is no impact to the General Fund due to the use of Federal CDBG Funds. Staff anticipates that the City will receive CDBG-CV funding of approximately \$26,190 which will be used to support an eligible Public Service organization.

WORK PLAN:

N/A

OPTIONS:

- Approve Department recommendation.
- Provide alternative direction.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council receive this report, discuss and provide direction to Staff regarding the use of available CDBG-CV funding.

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: May 13, 2020

ORIGINATING DEPT: Finance

SUBJECT: Consideration of Resolutions 2020-061 and 2020-062

Authorizing the City Manager to Execute Contractual

Authorizing the City Manager to Execute Contractual Agreements with Tyler Technologies, Inc. and KOA Hills Consulting for Financial and Human Resources Software Services and Resolution 2020-063 Appropriating Funds For the Implementation of Tyler Munis Financial and

Human Resources Software Services

BACKGROUND:

The City of Solana Beach (City) uses FinancePLUS for its financial and payroll reporting needs and CommunityPLUS for cash receipting and previously business certificates (FinancePLUS). The software, originally purchased by the City in 1999 and known as Pentamation, was subsequently bought out by SunGard Public Sector (SunGard) and, in December 2016, was acquired by Superion, LLC (Superion). In September 2018, Superion merged with two other companies and a new entity, Central Square, was formed who is now the City's current vendor.

Last summer, Staff began processing a new five-year maintenance agreement for FinancePLUS and learned that the agreement could only be extended to June 30, 2021 because Central Square would no longer be providing technical support for this software as of December 31, 2020 and would be ending its functional support as of June 30, 2021. The City never received written notification of this change and notice was instead provided as part of a webinar scheduled in October 2019. The change was part of Central Square's Product Life Cycle Plan (Plan) that was being applied on a company-wide basis.

Central Square later came back and informed the City that a five-year maintenance agreement could be done and support would be provided by the City's customer success manager after June 30, 2021. The only alternative for receiving continued technical and functional support was for the City to move to the next version of FinancePLUS and execute a contract with Central Square before June 30, 2021.

COUNCIL ACTION:			
	• • • • • • • • • • • • • • • • • • • •		

This item is before Council to consider approving:

- Resolution 2020-061 (Attachment 1) authorizing the City Manager to execute a contractual agreement with Tyler Technologies, Inc. for Software as a Service (SaaS); and
- 2. Resolution 2020-062 (Attachment 2) authorizing the City Manager to execute a Professional Services Agreement with KOA Hills Consulting to provide project management and data conversion services; and
- 3. Resolution 2020-063 (Attachment 3) appropriating funds for the purchase and implementation of Tyler Munis financial and human resources software services.

DISCUSSION:

The City's current financial and human resources software is FinancePLUS 5.0 which has not been upgraded since 2013. Staff intended to assess the City's requirements for new software programs beginning in 2022 but the Plan notice from Central Square about support ending in June 2021 accelerated that process.

<u>Functionality</u>

The current software program has limitations that Staff is looking to resolve in the next version of a financial and human resources software management system:

- Human resources currently requires a multitude of manual processes and use
 of paper forms for its processes including adding new employees, payroll rate
 and deduction changes, and communications with employees;
- Payroll processes currently require paper timesheets, manual signatures by employee and supervisor, manual inputting of employee time, requires multiple steps to ensure timesheet information and payroll codes are input correctly, and has no linkage between payroll deductions and payments to vendors;
- Purchasing currently requires paper purchase requisitions with manual approvals, manual input of purchase requisitions and checking of available budget, no linkage between the purchasing system and budget adjustment system, and the inability to easily attach or add documents such as contracts to purchase orders.
- Accounts payable process is currently mostly manual, allows only paper invoices to be processed as part of an accounts payable batch and subsequent filing, and requires multiple steps to ensure invoice information and account coding is inputted correctly;
- New vendors currently must be added manually using paper applications and there is not a system to inactivate vendors;
- Fixed assets additions/retirements and inventory must currently be tracked manually and on spreadsheets;

- Bank reconciliations must currently be done manually instead of being able to use the software program to manage the process;
- Multiple spreadsheets are currently needed when developing the budget and the budget module is not linked with the fund accounting module;
- Billings from the City to other agencies must currently be done manually and on spreadsheets and is not linked to the cashiering system;
- Accounts receivable is currently done with spreadsheets;
- Cashiering system is not currently integrated with the general ledger;
- General, revenue and expenditure ledgers do not currently allow drilldown to underlying detail information including budget details;
- There is currently a lack of integration between modules and the ability to attach scanned documents to human resource records, accounts payable, journal entries and purchase orders; and
- There is currently no automated process that allows for online approvals, routing, electronic documents, and budget verification for the payroll, purchasing, accounts payable, accounts receivable, journal entry or budgeting processes.

The above listing are just a few of the current limitations of FinancePLUS.

Finance Pro

The next version of FinancePLUS, now named FinancePro, is available either in an on-premise version, similar to the City's current software, or in the Cloud or SaaS. The on-premise version, or FinancePro 5.2, would cost the City a one-time charge of \$51,260 plus an annual maintenance charge that was \$33,870 for Fiscal Year (FY) 2018/19. The City had already been notified that the annual charge would be increasing an average of 4.6% per year for the next five years starting with FY 2019/20. The end of life for FinancePro 5.2 is March 31, 2024 per the Plan.

The SaaS version, or FinancePro 19.1, would cost the City a one-time charge of \$129,695 plus an annual maintenance fee of \$51,015. Central Square was unable to provide the City with a fixed annual increase for a five-year maintenance period. There is no end of life date for FinancePro 19.1 because Central Square's goal is to move all their software programs to Cloud based versions.

As of January 2020, Central Square was only able to identify one client for each FinancePro version that was live with the programs in the United States and was unable to provide contact information for other clients who were in the process of implementing either version of the program. Staff was particularly interested in talking to their California clients since there have been issues in the past processing CalPERS data and payments through the CalPERS portal myCalPERS.

As part of the evaluation of FinancePro, information about the new upgraded programs was reviewed to determine if enhancements had been added that would address its current limitations. While some processes had been revised, the upgraded programs would still require Staff to perform far too many functions manually. While the cost for the upgraded programs might be less than other available software programs, the

FinancePro programs still appear to be in their developmental stage which is an additional concern. Therefore, Staff felt it necessary to look at other alternatives.

Tyler Munis

During the ensuing evaluation process, Staff spoke with other jurisdictions who had evaluated their current processes using FinancePLUS. In so doing, not only did Staff confirm the same challenges we encountered with FinancePLUS, but several jurisdictions advised us that having conducted their own in-depth evaluation of their needs, they planned to engage Tyler Munis for these services. The cities of Coronado and Palm Springs followed this path in March 2019 and April 2020, respectively. Other local cities who now use Tyler Munis include Encinitas, Poway, Chula Vista, Vista and San Marcos. The finance departments with whom Staff consulted during our evaluation process are very satisfied with the functionality of the programs and the support received from Tyler Munis (Tyler).

On-Premise or SaaS

After reviewing proposals from Tyler for both an on-premise and cloud based solution (SaaS), Staff is recommending to Council to move to the Tyler software using SaaS. Staff is recommending using SaaS over on-premise for the following additional cost considerations for an on-premise system:

- Increased hardware and software costs: it is estimated that additional hardware cost for a new server and related software would cost an average of \$3,000 per year.
- Cloud storage: a cloud storage server would need to be set up in Microsoft Azure which would have a one-time cost of approximately \$25,000 and an ongoing monthly rate depending on the data space that would be needed.
- Information system staff time: the City's IT Manager estimates that 20 hours per week during the software's implementation phase would be required to work with Tyler getting the software operational and an additional eight hours per week would be required post implementation.

The above extra costs and services would be provided by Tyler if the City chose the SaaS version. The City's IT Manager evaluated Tyler's SaaS system including location of data centers, data backup and retention, disaster recovery, availability of software and self-service administration for client use and is satisfied with the information that was provided. The IT Manager also contacted other IT departments in cities located in California that use Tyler SaaS and received positive reviews.

Cost Proposal

Below is a summary of the estimated 10-year cost for implementing the Tyler financial and HR software. Tyler has provided a five-year fixed cost for the annual maintenance with a 5% increase in Year 6 and then fixed for the next five years.

These costs assume an accelerated 14-month implementation schedule given that the City will lose support for its current financial and human resources programs as of June 30, 2021. The Tyler implementation, work split and project management will be 100% remote so no travel costs were included.

Tyler Software/Hardware Software	\$	172,800	Implementation costs for software-see Investment Summary for details
Other Software/Hardware			-
P-Card Import Format		5,500	Web-based management program-imports transaction details from Cal-Card
VPN Device		4,000	Allows SaaS clients to print back to their network printers
Secure Signature		1,650	Thumb-drive for use when printing payroll and AP checks
Total Software/Hardware Costs	\$	183,950	1 31 7
	•	,	
Tyler Services			
,			Work split is normally a 30 (Tyler)/70 (client) split. Normal implementation
50/50 Work Split		119,000	would be 24 months. Due to accelerated schedule of 14 months, Tyler was
,		-,	asked to provide a 50/50 split.
Project Management		21.120	Manage implementation of Tyler software
Data Conversion			Costs to convert data from FinancePLUS/CommunityPLUS
Total Tyler Services	\$	169,920	osto to sometrata nom i manos. Essissimilaring.
	Ψ.	.00,020	
Total Tyler One Time Fees	\$	353,870	
KoaHills Consulting			
Project Manager	\$	190.400	Project manager for 14 months (3.5 days twice a month and as needed
i Toject ivialiagei	Ψ	190,400	during off weeks)
Configure Data for Conversion		33,150	Data conversion configeration normally done by client's IT Dept. Since City
Configure Data for Conversion		33.130	
		,	does not have that resource available, consultant needed to provide services
Travel		10,000	does not have that resource available, consultant needed to provide services As needed travel - majority of services to be provided remotely
Travel Total KoaHills One Time Fees	\$	•	· · · · · · · · · · · · · · · · · · ·
	\$	10,000	,
	\$	10,000	,
Total KoaHills One Time Fees	\$	10,000	As needed travel - majority of services to be provided remotely
Total KoaHills One Time Fees Quatred Fixed Asset Program		10,000 233,550 15,000	As needed travel - majority of services to be provided remotely
Total KoaHills One Time Fees Quatred Fixed Asset Program		10,000 233,550 15,000	As needed travel - majority of services to be provided remotely
Total KoaHills One Time Fees Quatred Fixed Asset Program Total Software Implementation	\$	10,000 233,550 15,000	As needed travel - majority of services to be provided remotely Fixed asset/inventory program to meet auditor's requirements
Total KoaHills One Time Fees Quatred Fixed Asset Program Total Software Implementation Annual Maintenance	\$	10,000 233,550 15,000 602,420	As needed travel - majority of services to be provided remotely
Total KoaHills One Time Fees Quatred Fixed Asset Program Total Software Implementation Annual Maintenance Yrs 1 through 5 - 5 yrs x \$81,475/yr	\$	10,000 233,550 15,000 602,420 407,375	As needed travel - majority of services to be provided remotely Fixed asset/inventory program to meet auditor's requirements
Total KoaHills One Time Fees Quatred Fixed Asset Program Total Software Implementation Annual Maintenance Yrs 1 through 5 - 5 yrs x \$81,475/yr Yrs 6 through 10 - 5 yrs x \$85,549/yr	\$	10,000 233,550 15,000 602,420 407,375 427,745	As needed travel - majority of services to be provided remotely Fixed asset/inventory program to meet auditor's requirements

The one-time software implementation fees for Tyler are \$353,870 and are provided in more detail in the Tyler Investment Summary (Attachment 4). The attached additional information is provided regarding the Tyler SaaS software:

- Statement of Work (SOW) that documents the project scope, methodology, roles and responsibilities, implementation stages, and deliverables for the implementation of the software (Attachment 5).
- Tyler Tech Munis Product Overview that describes the different components of the SaaS software product (Attachment 6).

There is limited City Staff time available to provide project management or for completing the needed outputs required in the Tyler SOW. Koa Hills Consulting (Koa Hills), who has worked with Tyler on previous software implementations, would provide project implementation management services for \$190,400 and data conversion support services for \$33,150. A travel budget is also included at a not-to-exceed amount of \$10,000 for a total contract of \$233,550. The project manager cost of \$190,400 is for services at four days

per week for two weeks a month with follow-up provided on non-scheduled weeks for \$13,600 per month for fourteen months. The data conversion support services is needed to configure FinancePLUS data for import into the Tyler software and would normally be done by IT staff. Due to the City's limited resources of available IT staff time, the data conversion configuration is being done by Koa Hills.

Data that will be converted is the following:

- Accounting actuals and budgets six years
- Accounts payable five years
- Payroll five years
- Grant accounting and budgets three years
- Purchase Orders open PO's only

FinancePlus was established in FY 1999/2000 and this data will remain available for use after moving to Tyler with the system being maintained by City IT Staff.

The attached additional information is provided regarding the Koa Hills proposal:

- Koa Hills Project Quote (Attachment 7)
- Koa Hills Project Management Scope of Work (Attachment 8)
- Koa Hills Data Migration Scope of Work (Attachment 9)

Staff is also working with Quatred, LLC, to purchase a fixed asset program that would include software for fixed assets and inventory, tracking City assets that are acquired and retired, and would be fully integrated with Tyler. There are a number of options available with Quatred for these services and Staff is still evaluating their proposals. The amount of the contract with Quatred will be below \$25,000 and within the City Manager's signing authority.

Purchasing Authority

Solana Beach Municipal Code Section 3.08.130 (C) allows that the acquisition of goods, services and/or equipment can be obtained through a joint powers or other cooperative purchasing program. Tyler has cooperative contract 10515-TTI with the national Sourcewell cooperative, it complies with the City's procurement requirements and the City has received pricing in accordance with the Sourcewell contract.

Funding

Staff has identified revenue sources totaling the implementation cost of \$608,270 as shown in the following table:

Admin Revenue from Strike Team Reimbursements	\$ 102,000
Admin Fees -Undergrounding Districts	42,000
Admin Revenue from Sewer Pump Station CIP	55,250
Asset Replacement Balances	
Finance	93,800
City Manager (for HR software)	120,020
Asset Replacement Borrowing - Public Safety Equip	 189,350
Total	\$ 602,420

- As part of a reconciliation of the Public Safety special revenue fund, Staff has determined that the City has been reimbursed \$102,000 from various federal and state agencies for administrative costs that are added to strike team payment requests. The administrative cost rate has ranged between ten and eighteen percent depending on the fiscal year and agency. These funds would normally be transferred to the General Fund. Staff is requesting Council approval to use these administrative revenues to help pay for the software implementation cost.
- At the mid-year budget adjustment for FY 2018/19 approved by Council in February 2019, administrative fees in the amount of \$42,000 were identified as part of reconciling assessment district redemption funds. Council approved moving these administrative funds to the General Fund. As part of closing the FY 2018/19 financial records this transfer was not done. Staff is requesting Council approval to use these administrative revenues to help pay for the software implementation cost.
- The July 2018 Cost Allocation Plan and Fee Study Update that Council approved in November 2018 included \$55,250 in administrative costs that were applicable to the Solana Beach Pump Sewer project budgeted at \$5.2 million in the FY 2017/18 Adopted Budget. The project will be completed by the end of FY 2019/20 with the cost of construction equaling \$5,292,909 and the administrative cost of \$55,250 would normally be moved to the General Fund at that time. Staff is requesting Council approval to use these administrative revenues to help pay for the software implementation cost.
- Asset Replacement department balances available for equipment purchases for FY 2019/20 are \$93,800 and \$144,900 for Finance and City Manager, respectively. Equipment for Human Resources is paid from the City Manager Asset Replacement balance. Staff is recommending using asset replacement balances of \$93,800 from Finance and \$120,020 from City Manager to help pay for the software implementation cost.
- If Council approves the above listed sources of revenue to pay for the software implementation cost there will be \$189,350 remaining to be funded. Staff is requesting Council approve borrowing these funds from Fire and Marine Safety Asset Replacement balances. Asset Replacement department balances for FY 2019/20 for equipment purchases for Fire and Marine Safety are \$435,800 and \$144,900, respectively. If Council approves borrowing from these funds, the Finance budget unit in the General Fund will repay the amounts borrowed over

the next five fiscal years at \$37,870 per year. The Finance budget unit currently has budgeted \$10,900 allocated to asset replacement each fiscal year. Therefore, this amount will need to increase by \$26,970 per fiscal year beginning in FY 2020/21.

Should Council authorize the above expenditures, they would amount to a total of \$602,420 which would cover the total implementation cost of \$602,420 for the Tyler Munis SaaS software.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The City's annual budget currently includes \$38,200 for FY 2019/20 and \$40,100 for FY 2020/21 in maintenance costs for its FinancePLUS software. For FY 2020/21, an additional appropriation of \$81,475 would be needed to cover the maintenance cost for the Tyler Munis software and an additional \$26,970 would be needed to pay the increased Finance department asset allocation cost for a total of \$108,445 in additional General Fund appropriations.

WORK PLAN:

N/A

OPTIONS:

- Approve Staff recommendation.
- Deny Staff recommendation and provide alternative direction.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council:

- 1. Adopt Resolution 2020-061 authorizing the City Manager to execute a Software as a Service (SaaS) Agreement with Tyler Technologies, Inc. for a one-time software implementation cost of \$353,870 and \$81,475 annually thereafter for an initial term of five years for a total of \$407,375 for a maximum contract amount of \$761,245.
- Adopt Resolution 2020-062 authorizing the City Manager to execute a Professional Services Agreement with Koa Hills Consulting for \$190,400 in project management services, \$33,150 in data configuration services and a not to exceed amount of \$10,000 in travel costs for a maximum contract amount of \$233,550.

3. Adopt Resolution 2020-063:

- a. Authorizing a total appropriation of \$602,420 to the Asset Replacement fund with \$120,020 to the City Manager equipment expenditure account and \$482,400 to the Finance equipment expenditure account.
- b. Authorizing an appropriation to the following revenue and expenditure accounts:

Revenue	
General Fund	
Administrative Revenue \$	199,250
Asset Replacement	
Transfer In	199,250
Expenditure	
General Fund	
Transfer Out	199,250
Public Safety Special Revenue	•
Administrative Expense	102,000
Sanitation	
Sewer Pump Station	55,250

c. Authorizing the City Treasurer to amend the FY 2019/20 Adopted Budget accordingly.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation

Gregory Wade, City Manager

Attachments

- 1. Resolution 2020-061
- 2. Resolution 2020-062
- 3. Resolution 2020-063
- 4. Investment Summary (04/07/20)
- 5. Tyler Technologies Scope of Work
- 6. Tyler Tech Munis Product Overview
- 7. Koa Hills Consulting Project Quote
- 8. Koa Hills Consulting Project Management Scope of Work
- 9. Koa Hills Consulting Data Migration Scope of Work

RESOLUTION 2020-061

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACTUAL AGREEMENT WITH TYLER TECHNOLOGIES, INC. FOR SOFTWARE SERVICES (TYLER MUNIS)

- WHEREAS, the City of Solana Beach (City) has used various versions of FinancePLUS and CommunityPLUS (FinancePLUS) since 1999 for its financial and human resources software requirements; and
- **WHEREAS**, Central Square is the company who currently manages software support for FinancePLUS and will no longer provide technical support for this software as of December 31, 2020 and would be ending its functional support as of June 30, 2021 for the software; and
- **WHEREAS**, Staff evaluated the requirements needed in a financial and human resources software program so that the next version of a software program can provide improvements and efficiencies in the City's processes; and
- **WHEREAS**, the next version of FinancePLUS, now named FinancePRO, was evaluated to determine if the program met the City's requirements for a financial and human resources software that would provide needed improvements and efficiencies; and
- **WHEREAS**, it was determined that FinancePRO did not meet the City's requirements; and
- **WHEREAS**, Staff spoke with other jurisdictions who had evaluated their current processes using FinancePLUS and not only did Staff confirm the same challenges we encountered with FinancePLUS, but several jurisdictions advised us that having conducted their own in-depth evaluation of their needs, they planned to engage Tyler Munis for these services; and
- **WHEREAS**, the cities of Coronado and Palm Springs followed this path in March 2019 and April 2020, respectively; and
- **WHEREAS**, Staff reviewed the evaluations done by Coronado and Palm Springs and are looking for the same changes in processes that the Tyler Munis would offer; and
- **WHEREAS**, Solana Beach Municipal Code Section 3.08.130 (C) allows that the acquisition of goods, services and/or equipment can be obtained through a joint powers

Resolution 2020-061 Tyler Technologies SaaS (Munis) Page 2 of 2

or other cooperative purchasing program and Tyler Technologies has cooperative contract 10515-TTI with the national Sourcewell cooperative and the City has received pricing in accordance with the Sourcewell contract.

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.

AVES.

2. That the City Council authorizes the City Manager to execute a Software as a Service (SaaS) Agreement with Tyler Technologies, Inc. for a one-time software implementation cost of \$353,870 and \$81,475 annually thereafter for an initial term of five years for a total of \$407,375 for a maximum contract amount of \$761,245.

PASSED AND ADOPTED this 13th day of May, 2020, at a regular meeting of the City Council of the City of Solana Beach, California by the following vote:

NOES: ABSENT:	Councilmembers – Councilmembers – Councilmembers – Councilmembers –		
		JEWEL EDSON, Mayor	
APPROVED AS TO	FORM:	ATTEST:	
Johanna N. Canl	AS, City Attorney	ANGELA IVEY, City Clerk	

RESOLUTION 2020-062

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH KOA HILLS CONSULTING TO PROVIDE PROJECT MANAGEMENT AND DATA CONVERSION SERVICES

WHEREAS, the City of Solana Beach (City) has contracted with Tyler Technologies for a Software as a Service (SaaS) program to upgrade its financial and human resources software requirements; and

WHEREAS, the implementation timeline is fourteen months and there is limited City Staff time available to provide project management or for completing the needed outputs required in the Tyler Munis Statement of Work; and

WHEREAS, data conversion support services are needed to configure FinancePLUS data for import into the Munis software that would normally be done by the City's IT staff but due to the City's limited resources of available IT staff time, outside consultant services are needed; and

WHEREAS, Koa Hills Consulting has previously worked with Tyler Technology providing project management services for their software implementations and providing data conversion services.

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 a Professional Services Agreement with Koa Hills Consulting for \$190,400 in project management services, \$33,150 in data configuration services and a not to exceed amount of \$10,000 in travel costs for a maximum contract amount of \$233,550.

PASSED .	AND ADOPTED	this 13th day of	May, 2020, at a	regular meeting	of the C	City
Council of	the City of Solan	a Beach, Californ	ia by the following	vote:		

	ABSENT:	Councilmembers – Councilmembers – Councilmembers – Councilmembers –		
			JEWEL EDSON, Mayor	
APPRO\	/ED AS TO	FORM:	ATTEST:	
JOHANN	IA N. CANL	AS, City Attorney	ANGELA IVEY, City Clerk	

RESOLUTION 2020-063

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROPRIATING FUNDS FOR THE PURCHASE AND IMPLEMENTATION OF TYLER MUNIS FINANCIAL AND HUMAN RESOURCES SOFTWARE SERVICES

- WHEREAS, the City of Solana Beach (City) has used various versions of FinancePLUS and CommunityPLUS (FinancePLUS) since 1999 for its financial and human resources software requirements; and
- **WHEREAS**, Central Square is the company who currently manages software support for FinancePLUS and will no longer provide technical support for this software as of December 31, 2020 and would be ending its functional support as of June 30, 2021 for the software; and
- **WHEREAS**, Staff evaluated the requirements needed in a financial and human resources software program so that the next version of a software program can provide improvements and efficiencies in the City's processes; and
- WHEREAS, Staff spoke with other jurisdictions who had evaluated their current processes using FinancePLUS and not only did Staff confirm the same challenges we encountered with FinancePLUS, but several jurisdictions advised us that having conducted their own in-depth evaluation of their needs, they planned to engage Tyler Munis for these services; and
- **WHEREAS**, the cities of Coronado and Palm Springs followed this path in March 2019 and April 2020, respectively; and
- **WHEREAS**, Staff reviewed the evaluations done by Coronado and Palm Springs and are looking for the same changes in processes that the Tyler Munis would offer; and
- **WHEREAS**, the City of Solana Beach has contracted with Tyler Technologies for a Software as a Service (SaaS) program to upgrade its financial and human resources software requirements.
- **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 a total appropriation of \$602,420 to the Asset Replacement fund with \$120,020 to the City Manager equipment expenditure account and \$482,400 to the Finance equipment expenditure account.
- 3. That the City Council authorizes appropriations to the following revenue and expenditure accounts:

Revenue	
General Fund	
Administrative Revenue \$	199,250
Asset Replacement	
Transfer In	199,250
Expenditure	
General Fund	
Transfer Out	199,250
Public Safety Special Revenue	
Administrative Expense	102,000
Sanitation	
Sewer Pump Station	55,250

4. That the City Council authorizes the City Treasurer to amend the FY 2019/20 Adopted Budget accordingly.

PASSED AND ADOPTED this 13th day of May, 2020, 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 –

JEWEL EDSON, Mayor

APPROVED AS TO FORM: ATTEST:

JOHANNA N. CANLAS, City Attorney ANGELA IVEY, City Clerk



Quoted By: Jennifer Wahlbrink

7/13/2020 Quote Expiration:

Quote Name: City of Solana Beach 2020-100726-3 Quote Number:

Quote Description: 4-7-20 v.3 5yr SaaS

Sales Quotation For

Sales Quotation For					
City of Solana Beach					
635 S Highway 101					
Solana Beach, CA 92075-2297			クレ		
Phone +1 (858) 720-2400		4.4	ect		
		141			
SaaS		ィレル		4	One
Description		# Years	Annual Fee	Impl. Hours	
Financial:			- 0		
Accounting/GL	المسا	5.0	\$11,633.00	112	
Accounts Payable		5.0	\$3,696.00	32	
Budgeting		5.0	\$3,696.00	32	
Capital Assets		5.0	\$3,142.00	40	
Cash Management		5.0	\$2,039.00	32	
Project & Grant Accounting		5.0	\$2,435.00	32	
Purchasing		5.0	\$5,207.00	80	
Quatred Asset Scanning Interface		5.0	\$1,108.00	16	
Human Capital Management:	1				
ExecuTime Advanced Scheduling (100)		5.0	\$7,702.00	48	
ExecuTime Advanced Scheduling Mobile Access		5.0	\$2,589.00	0	
ExecuTime Time & Attendance (250)		5.0	\$9,349.00	96	
ExecuTime Time & Attendance Import		5.0	\$3,350.00	0	
ExecuTime Time & Attendance Mobile Access		5.0	\$3,305.00	0	
Human Resources & Talent Management		5.0	\$4,333.00	112	
Payroll w/ESS		5.0	\$5,269.00	216	

Revenue:

2020-100726-3 - 4-7-20 v.3 5yr SaaS

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SaaS				One
Description	# Years	Annual Fee	Impl. Hours	
Accounts Receivable	5.0	\$2,720.00	64	
General Billing	5.0	\$1,892.00	32	
Productivity:				
eProcurement	5.0	\$2,039.00	24	
Munis Analytics & Reporting (SaaS)	5.0	\$2,449.00	80	
Tyler Content Manager SE	5.0	\$5,879.00	32	
Tyler ReadyForms Processing (including Common Form Set)	5.0	\$3,773.00	0	
Sub-Total:		\$87,605.00		
<u>Less Discount:</u>	4.41	<u>\$6,130.00</u>		
TOTAL:	, 17 J	\$81,475.00	1080	

Other Services

Description	Quantity	Unit Price	Unit Di
50/50 work split effort	680	\$175.00	
P-Card Import Format	1	\$5,500.00	
Project Management	132	\$160.00	
VPN Device	1	\$4,000.00	

TOTAL:

3rd Party Hardware, Software and Services

Description	Quantity	Unit Price	Unit Discount	Total Price	Unit Maintenance	Unit M
Tyler Secure Signature System with 2 Keys	1	\$1,650.00	\$0.00	\$1,650.00	\$0.00	
3rd Party Hardware Sub-Total:			\$0.00	\$1,650.00		
TOTAL:				\$1,650.00		

Summary	One Time Fees	Recurring Fees
Total SaaS	\$0.00	\$81,475.00
Total Tyler Software	\$0.00	\$0.00

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Summary	One Time Fees	Recurring Fees
Total Tyler Services	\$352,220.00	\$0.00
Total 3rd Party Hardware, Software and	\$1,650.00	\$0.00
Services		
Summary Total	\$353,870.00	\$81,475.00
Contract Total	\$761,245.00	



Detailed Breakdown of Conversions (included in Contract Total)

Description		Unit Price	Unit Di
Accounting - Actuals up to 3 years (2)		\$1,000.00	
Accounting - Budgets up to 3 years (2)		\$1,000.00	
Accounting Standard COA		\$2,000.00	
Accounts Payable - Checks up to 5 years		\$2,200.00	
Accounts Payable - Invoice up to 5 years		\$2,800.00	
Accounts Payable Standard Master		\$1,200.00	
Payroll - Accrual Balances	. 10	\$1,500.00	
Payroll - Accumulators up to 5 years		\$1,400.00	
Payroll - Check History up to 5 years	4 7 7	\$1,200.00	
Payroll - Deductions		\$1,800.00	
Payroll - Earning/Deduction Hist up to 5 years		\$2,500.00	
Payroll - PM Action History up to 5 years		\$1,400.00	
Payroll - Standard		\$2,000.00	
Project Grant Accounting - Actuals up to 3 years		\$1,000.00	
Project Grant Accounting - Budgets up to 3 years	10	\$1,000.00	
Project Grant Accounting Standard		\$2,000.00	
Purchasing - Purchase Orders - Standard Open PO's only	10	\$1,800.00	
	TOTAL:		

Unless otherwise indicated in the contract or a six (6) months from the Quote date or the Effe		
Customer Approval:	Date:	P. Carlotte
Print Name:	P.O. #:	CV
All primary values quoted in US Dollars	Sub	jeval

Comments

Tyler recommends the use of a 128-bit SSL Security Certificate for any Internet Web Applications, such as the Munis Web Client and the MUNIS Standard by the Client. This certificate is required to encrypt the highly sensitive payroll and financial information as it travels across the public internet who sell SSL Certificates, with all ranges of prices.

Conversion prices are based on a single occurrence of the database. If additional databases need to be converted, these will need to be quoted.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Trav

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are respectively. Installations are completed remotely, but can be done onsite upon request at an additional cost.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyle daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Implementation hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or m class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby of the initial training can thereafter train the remaining users.

The Tyler Software Product Tyler ReadyForms Processing must be used in conjunction with a Hewlett Packard printer supported by Tyler for print.

Any forms included in this quote are based on the standard form templates provided. Custom forms, additional forms and any custom programming not included in this quote. The additional fees would be quoted at the time of request, generally during the implementation of the forms. Please not provided requires the use of approved printers. You may contact Tyler's support team for the most current list of approved printers.

In the event Client acquires from Tyler any edition of Tyler Content Manager software other than Enterprise Edition, the license for Content Manager applications only. If Client wishes to use Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager software with non-Tyler applications.

Payroll library includes: 1 PR check, 1 direct deposit, 1 vendor from payroll check, 1 vendor from payroll direct deposit, W2, W2c, ACA 1095B, A

General Billing library includes: 1 invoice, 1 statement, 1 general billing receipt and 1 miscellaneous receipt.

Includes digitizing two signatures, additional charges will apply for additional signatures.

Project Management includes project planning, kickoff meeting, status calls, task monitoring, verification and transition to support.

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Comments

Personnel Actions Forms Library includes: 1 Personnel Action form - New and 1 Personnel Action Form - Change.

Tyler's pricing is based on the scope of proposed products and services being obtained from Tyler. Should portions of the scope of products or services the right to adjust prices for the remaining scope accordingly.

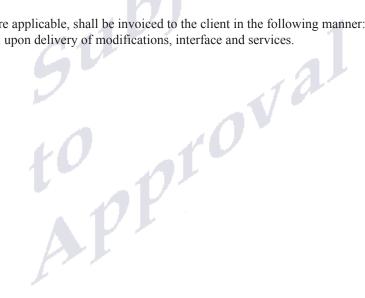
Tyler Content Manager SE includes up to 1TB of storage. Should additional storage be needed it may be purchased as needed at an annual fee of \$5

Financial library includes: 1 A/P check, 1 EFT/ACH, 1 Purchase order, 1099M, 1099INT, 1099S, and 1099G.

The Munis SaaS fees are based on 32 concurrent users. Should the number of concurrent users be exceeded, Tyler reserves the right to re-negotiate resulting changes in the pricing categories.

Additional required hardware will be purchased by the client directly through Quatred.

Development modifications, interfaces and services, where applicable, shall be invoiced to the client in the following manner: 50% of total upon au on program specifications and the remaining 50% of total upon delivery of modifications, interface and services.



Statement of Work

Tyler Technologies

Prepared for:

City of Solana Beach

635 S Highway 101, Solana Beach, CA 92075-2400

Prepared by:

Katharina Howard

One Tyler Drive, Yarmouth, ME 04096 Tyler Technologies, Inc. www.tylertech.com



Revised: 2/7/2020

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1 Executive Summary

1.1 Project Overview

The Statement of Work (SOW) documents the Project Scope, methodology, roles and responsibilities, implementation Stages, and deliverables for the implementation of Tyler products.

The Project goals are to offer City of Solana Beach the opportunity to make the City of Solana Beach more accessible and responsive to external and internal customer needs and more efficient in its operations through:

- Streamlining, automating, and integrating business processes and practices
- Providing tools to produce and access information in a real-time environment
- Enabling and empowering users to become more efficient, productive and responsive
- Successfully overcoming current challenges and meeting future goals

1.2 Product Summary

Below, is a summary of the products included in this Project, as well as reference to the City of Solana Beach's functional area utilizing the Tyler product(s). Refer to the Implementation Stages section of this SOW for information containing detailed service components.

Phase	Functional Areas	Modules	Start Date	Go-Live Date
1	System Wide	 Accounting General Ledger Accounts Payable Budgeting Capital Assets Cash Management Contract Management Project & Grant Accounting Purchasing Accounts Receivable General Billing Munis Analytics & Reporting Tyler Reporting Services Munis Office HUB Tyler ReadyForms Processing Tyler Content Manager SE 	TBD	TBD
2a	Human Capital Management	 Payroll w/Employee Self Service HR & Talent Management ExecuTime Time & Attendance 	TBD	TBD



Phase	Functional Areas	Modules	Start Date	Go-Live Date
2b	Human Capital Management	ExecuTime Advanced Scheduling	TBD	TBD

1.3 Project Timeline

The Project Timeline establishes a start and end date for each Phase of the Project. Developed during the Initiate & Plan Stage and revised as mutually agreed to, if needed, the timeline accounts for resource availability, business goals, size and complexity of the Project, and task duration requirements.

1.4 Project Methodology Overview

Tyler bases its implementation methodology on the Project Management Institute's (PMI) Process Groups (Initiating, Planning, Executing, Monitoring & Controlling, and Closing). Using this model, Tyler developed a 6-stage process specifically designed to focus on critical project success measurement factors.

Tailored specifically for Tyler's public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to Scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases, and is scaled to meet the City of Solana Beach's complexity, and organizational needs.



2 Project Governance

The purpose of this section is to define the resources required to adequately establish the business needs, objectives, and priorities for the Project; communicate the goals to other project participants; and provide support and guidance to accomplish these goals. Project governance also defines the structure for issue escalation and resolution, Change Control review and authority, and organizational Change Management activities.

The preliminary governance structure establishes a clear escalation path when issues and risks require escalation above the project manager level. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

The path below illustrates an overall team perspective where Tyler and the City of Solana Beach collaborate to resolve project challenges according to defined escalation paths. In the event project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the City of Solana Beach steering committee become the escalation points to triage responses prior to escalation to the City of Solana Beach and Tyler executive sponsors. As part of the escalation process, each project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The City of Solana Beach and Tyler executive sponsors serve as the final escalation point.

2.1 Client Governance

Depending on the City of Solana Beach's organizational structure and size, the following governance roles may be filled by one or more people:

2.1.1 Client Project Manager

The City of Solana Beach's project manager(s) coordinate project team members, subject matter experts, and the overall implementation schedule and serves as the primary point of contact with Tyler. The City of Solana Beach project manager(s) will be responsible for reporting to the City of Solana Beach steering committee and determining appropriate escalation points.

2.1.2 Steering Committee

The City of Solana Beach steering committee understands and supports the cultural change necessary for the Project and fosters an appreciation of the Project's value throughout the organization. Oversees the City of Solana Beach project manager(s) and the Project and through participation in regular internal meetings, the City of Solana Beach steering committee remains updated on all project progress, project decisions, and achievement of project milestones. The City of Solana Beach steering committee also provides support to the City of Solana Beach project manager(s) by communicating the importance of the Project to all impacted departments. The City of Solana Beach steering committee is responsible for ensuring the Project has appropriate resources, provides strategic direction to the project team, for making timely decisions on critical project issues or policy decisions. The City of Solana Beach steering committee also serves as primary level of issue resolution for the Project.



2.1.3 Executive Sponsor(s)

The City of Solana Beach's executive sponsor provides support to the Project by allocating resources, providing strategic direction, and communicating key issues about the Project and the Project's overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all escalated project issues. The executive sponsor engages in the Project, as needed, in order to provide necessary support, oversight, guidance, and escalation, but does not participate in day-to-day project activities. The executive sponsor empowers the City of Solana Beach steering committee, project manager(s), and functional leads to make critical business decisions for the City of Solana Beach.

2.2 Tyler Governance

2.2.1 Tyler Project Manager

The Tyler project manager(s) have direct involvement with the Project and coordinates Tyler project team members, subject matter experts, the overall implementation schedule, and serves as the primary point of contact with the City of Solana Beach. As requested by the City of Solana Beach, the Tyler project manager(s) provide regular updates to the City of Solana Beach's steering committee and other Tyler governance members.

2.2.2 Tyler Implementation Management

Tyler implementation management has indirect involvement with the Project and is part of the Tyler escalation process. Tyler project manager(s) consult implementation management on issues and outstanding decisions critical to the Project. Implementation management works toward a solution with the Tyler project manager(s) or with the City of Solana Beach management, as appropriate. Tyler executive management is the escalation point for any issues not resolved at this level. The name(s) and contact information for this resource will be provided and available to the project team.

2.2.3 Tyler Executive Management

Tyler executive management has indirect involvement with the Project and is part of the Tyler escalation process. This team member offers additional support to the project team and collaborates with other Tyler department managers, as needed, in order to escalate and facilitate implementation project tasks and decisions. The name(s) and contact information for this resource will be provided and available to the project team.

2.3 Acceptance and Acknowledgment Process

All Deliverables and Control Points must be accepted or acknowledged following the process below. Acceptance requires a formal sign-off while acknowledgement may be provided without formal sign-off at the time of delivery. The following process will be used for accepting or acknowledging Deliverables and Control Points:

The City of Solana Beach shall have five (5) business days from the date of delivery, or as
otherwise mutually agreed upon by the parties in writing, to accept or acknowledge each
Deliverable or Control Point. If the City of Solana Beach does not provide acceptance or



- acknowledgement within five (5) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.
- If the City of Solana Beach does not agree the particular Deliverable or Control Point meets requirements, the City of Solana Beach shall notify Tyler project manager(s), in writing, with reasoning within five (5) business days, or the otherwise agreed-upon timeframe, not to be unreasonably withheld, of receipt of the Deliverable.
- Tyler shall address any deficiencies and redeliver the Deliverable or Control Point. The City of Solana Beach shall then have two (2) business days from receipt of the redelivered Deliverable or Control Point to accept or again submit written notification of reasons for rejecting the milestone. If the City of Solana Beach does not provide acceptance or acknowledgement within two (2) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.



3 Overall Project Assumptions

3.1 Project, Resources and Scheduling

- Project activities will begin after the Agreement has been fully executed.
- The City of Solana Beach has the ability to allocate additional internal resources if needed. The City of Solana Beach also ensures the alignment of their budget and Scope expectations.
- The City of Solana Beach and Tyler ensure that the assigned resources are available, they buy-into the change process, and they possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, buy-in, and knowledge.
- Tyler and City of Solana Beach provide adequate resources to support the efforts to complete the Project as scheduled and within the constraints of the Project budget.
- Abbreviated timelines and overlapped Phases can result in Project delays if there are not sufficient resources assigned to complete all required work as scheduled.
- Changes to Project Plan, availability of resources or changes in Scope may result in schedule delays, which may result in additional charges to the Project.
- Tyler provides a written agenda and notice of any prerequisites to the City of Solana Beach project manager(s) ten (10) business days prior to any scheduled on site or remote sessions.
- Tyler provides notice of any prerequisites to the City of Solana Beach project manager(s) a minimum of ten (10) business days prior to any key deliverable due dates.
- City of Solana Beach users complete prerequisites prior to applicable scheduled activities.
- Tyler provides guidance for configuration and processing options available within the Tyler software. The City of Solana Beach is responsible for making decisions based on the options available.
- In the event the City of Solana Beach may elect to add and/or modify current business policies during the course of this Project, such policy changes are solely the City of Solana Beach's responsibility to define, document, and implement.
- The City of Solana Beach makes timely Project related decisions in order to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Decisions left unmade may affect the schedule, as each analysis and implementation session builds on the decisions made in prior sessions.



- Tyler considers additional services out of Scope and requires additional time and costs be requested via Change Request approved through the Change Control process.
- The City of Solana Beach will respond to information requests in a comprehensive and timely manner, in accordance with the Project Plan.

3.2 Data Conversion

- The City of Solana Beach is readily able to produce the data files needed for conversion from the Legacy System in order to provide them to Tyler on the specified due date(s).
- Each Legacy System data file submitted for conversion includes all associated records in a single approved file layout.
- The City of Solana Beach understands the Legacy System data extract(s) must be provided to Tyler in the same format each time unless changes are mutually agreed upon in advance. If not, negative impacts to the schedule, budget, and resource availability may occur and/or data in the new system may be incorrect.
- During this process, the City of Solana Beach may need to correct data scenarios in the Legacy System prior to the final data pull. This is a complex activity and requires due diligence by the City of Solana Beach to ensure all data pulled includes all required data and the Tyler system contains properly mapped data.

3.3 Data Exchanges, Modifications, Forms and Reports

- The City of Solana Beach ensures the 3rd party data received conforms to a Tyler standard format.
- The 3rd party possesses the knowledge of how to program their portion of the interaction and understands how to manipulate the data received.
- Client is on a supported, compatible version of the 3rd party software or Tyler standard Data Exchange tools may not be available.
- The City of Solana Beach is willing to make reasonable business process changes rather than expecting the product to conform to every aspect of their current system/process.
- Any Modification requests not expressly stated in the contract are out of Scope. Modifications
 requested after contract signing have the potential to change cost, Scope, schedule, and
 production dates for project Phases. Modification requests not in Scope must follow the Project
 Change Request process.



3.4 Hardware and Software

- Tyler will initially Install the most current generally available version of the purchased Tyler software.
- The City of Solana Beach will provide network access for Tyler modules, printers, and Internet access to all applicable City of Solana Beach and Tyler project staff.
- The City of Solana Beach has in place all hardware, software, and technical infrastructure necessary to support the Project.
- The City of Solana Beach's system hardware and software meet Tyler standards to ensure sufficient speed and operability of Tyler software. Tyler will not support use of software if the City of Solana Beach does not meet minimum standards of Tyler's published specifications.

3.5 Education

- O Throughout the Project lifecycle, the City of Solana Beach provides a training room for Tyler staff to transfer knowledge to the City of Solana Beach's resources, for both onsite and remote sessions. The City of Solana Beach will provide staff with a location to practice what they have learned without distraction. If Phases overlap, the City of Solana Beach will provide multiple training facilities to allow for independent sessions scheduling without conflict.
- The training room is set up in a classroom setting. The City of Solana Beach determines the number of workstations in the room. Tyler recommends every person attending a scheduled session with a Tyler Consultant or Trainer have their own workstation. However, Tyler requires there be no more than two (2) people at a given workstation.
- The City of Solana Beach provides a workstation which connects to the Tyler system for the Tyler trainer conducting the session. The computer connects to a City of Solana Beach provided projector, allowing all attendees the ability to actively engage in the training session.
- The City of Solana Beach testing database contains the Tyler software version required for delivery of the Modification prior to the scheduled delivery date for testing.
- The City of Solana Beach is responsible for verifying the performance of the Modification as defined by the specification.
- Users performing user acceptance testing (UAT) have attended all applicable training sessions prior to performing UAT.

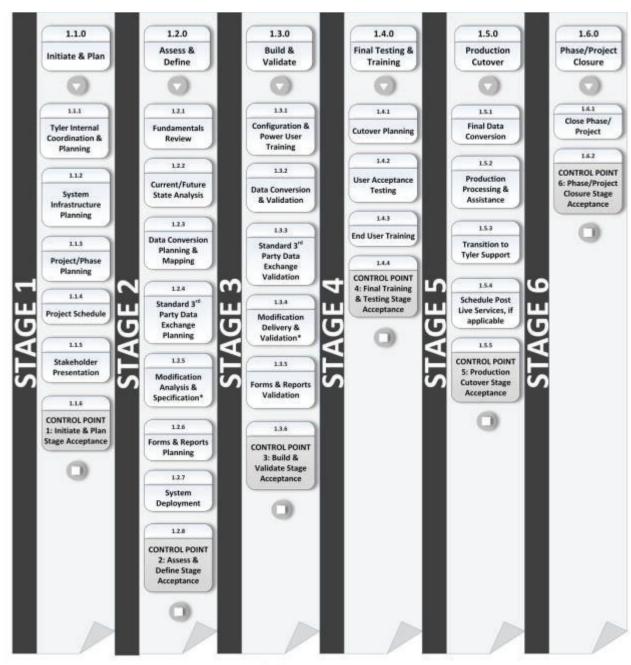


4 Implementation Stages

4.1 Work Breakdown Structure (WBS)

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called "Stages" and the second level components are called "work packages." The work packages, shown below each Stage, contain the high-level work to be done. The detailed Project Plan, developed during Initiate & Plan and finalized during Assess & Define, will list the tasks to be completed within each work package. Each Stage ends with a "Control Point", confirming the work performed during that Stage of the Project.





* - If included in project scope



4.2 Initiate & Plan (Stage 1)

The Initiate & Plan Stage creates a foundation for the Project through identification of City of Solana Beach and Tyler Project Management teams, development of implementation management plans, and the provision and discussion of system infrastructure requirements. City of Solana Beach participation in gathering information is critical. Tyler Project Management teams present initial plans to stakeholder teams at Stage end.

4.2.1 Tyler Internal Coordination & Planning

Prior to Project commencement, Tyler management staff assigns project manager(s). Tyler provides the City of Solana Beach with initial Project documents used in gathering basic information, which aids in preliminary planning and scheduling. City of Solana Beach participation in gathering requested information by provided deadlines ensures the Project moves forward in a timely fashion. Internally, the Tyler project manager(s) coordinate with sales to ensure transfer of vital information from the sales process prior to scheduling a Project Planning Meeting with the City of Solana Beach's team. During this step, Tyler will work with the City of Solana Beach to establish the date(s) for the Project/Phase Planning session.

RACI MATRIX KEY: \mathbf{R} = Responsible \mathbf{A} = Accountable \mathbf{C} = Consulted \mathbf{I} = Informed

STAGE 1	Tyler Internal Coordination & Planning																			
				T	YLE	R								С	LIEN	ΙΤ				
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Assign Tyler project manager	Α	R	1						Ι			-1								
Provide initial Project documents to Client	Α	ı	R						С			I								
Sales to Implementation knowledge transfer	А	I	R						С											
Internal planning and phase coordination		А	R					С												



4.2.2 System Infrastructure Planning

The City of Solana Beach provides, purchases or acquires hardware according to hardware specifications provided by Tyler and ensures it is available at the City of Solana Beach's site. The City of Solana Beach completes the system infrastructure audit, ensuring vital system infrastructure information is available to the Tyler implementation team, and verifies all hardware compatibility with Tyler solutions.

STAGE 1	System Infrastructure Planning																			
	TYLER CLIENT																			
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Provide system hardware specifications			1					R	А			-						С		
Make hardware available for Installation	А		Ι					R				Ι						С		
Install system hardware, if applicable	А		Ι					R				1						С		
Complete system infrastructure audit			Ι					С				А						R		



4.2.3 Project/Phase Planning

Project and Phase planning provides an opportunity to review the contract, software, data conversions and services purchased, identify Applications to implement in each Phase (if applicable), and discuss implementation timeframes. The Tyler project manager(s) deliver an Implementation Management Plan, which is mutually agreeable by City of Solana Beach and Tyler.

STAGE 1	Project/Phase Planning																			
				T	YLE	R								С	LIEN	ΙΤ				
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Perform Project/Phase Planning		Α	R								1	С	С			1				
Deliver implementation management plan		А	R									С	С	Ι						



4.2.4 Project Schedule

Client and Tyler will mutually develop an initial Project Schedule. The initial schedule includes, at minimum, enough detail to begin Project activities while the detailed Project Plan/schedule is being developed and refined.

STAGE 1								F	roje	ect S	Sche	edul	е							
				Τ	YLE	R								С	LIEN	ΙT				
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Develop initial Project Schedule		Α	R	1								С	-1	1						
Deliver Project Plan and schedule for Project Phase		Α	R	Ι						1	I	С	С	1	1	Ι				
Client reviews Project Plan & initial schedule			С							1	А	R	С	С		С				
Client approves Project Plan & initial schedule			ı							1	А	R	С	С	1	1		1	1	1



4.2.5 Stakeholder Presentation

City of Solana Beach stakeholders join Tyler project manager(s) to communicate successful Project criteria, Project goals, Deliverables, a high-level milestone schedule, and roles and responsibilities of Project participants.

RACI MATRIX KEY: \mathbf{R} = Responsible \mathbf{A} = Accountable \mathbf{C} = Consulted \mathbf{I} = Informed

STAGE 1	Stakeholder Presentation																			
				T	YLE	R								С	LIEN	ΙΤ				
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Present overview of Project Deliverables, Project Schedule and		A	R							1	ı	С	1		1				ı	
roles and responsibilities		, ,								·					·					
Communicate successful Project criteria and goals			I							R	С	А	С	1	1	С	1	1		



4.2.6 Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below. Advancement to the Assess & Define Stage is dependent upon Tyler's receipt of the Stage Acceptance.

4.2.6.1 Initiate & Plan Stage Deliverables

- Implementation Management Plan
 - Objective: Update and deliver baseline management plans to reflect the approach to the City of Solana Beach's Project.
 - Scope: The Implementation Management addresses how communication, quality control, risks/issues, resources and schedules, and Software Upgrades (if applicable) will be managed throughout the lifecycle of the Project.
 - Acceptance criteria: City of Solana Beach reviews and acknowledges receipt of Implementation Management Plan.
- Project Plan/Schedule
 - Objective: Provide a comprehensive list of tasks, timelines and assignments related to the Deliverables of the Project.
 - Scope: Task list, assignments and due dates
 - Acceptance criteria: City of Solana Beach acceptance of schedule based on City of Solana Beach resource availability and Project budget and goals.

4.2.6.2 Initiate & Plan Stage Acceptance Criteria

- Hardware Installed
- System infrastructure audit complete and verified
- Implementation Management Plan delivered
- Project Plan/Schedule delivered; dates confirmed
- Stakeholder Presentation complete



4.3 Assess & Define (Stage 2)

The primary objective of Assess & Define is to gather information about current City of Solana Beach business processes and translate the material into future business processes using Tyler Applications. Tyler uses a variety of methods for obtaining the information, all requiring City of Solana Beach collaboration. The City of Solana Beach shall provide complete and accurate information to Tyler staff for analysis and understanding of current workflows and business processes.

4.3.1 Fundamentals Review

Fundamentals Review provides functional leads and Power Users an overall understanding of software capabilities prior to beginning current and future state analysis. The primary goal is to provide a basic understanding of system functionality, which provides a foundation for upcoming conversations regarding future state processing. Tyler utilizes a variety of methods for completing fundamentals training including the use of eLearning, videos, documentation, and walkthroughs.

STAGE 2	Assess & Define																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Schedule fundamentals review & provide fundamentals materials & prerequisites, if applicable		А	R	I								С	I		1				1	
Complete fundamentals materials review and prerequisites			I									А	R		I				С	
Ensure all scheduled attendees are present			I	I							А	R	С		I					
Facilitate fundamentals review			А	R								Ī	Ī		Ī					



4.3.2 Current/Future State Analysis

City of Solana Beach and Tyler evaluate current state processes, options within the new software, pros and cons of each option based on current or desired state, and make decisions about future state configuration and processing.

STAGE 2							Cur	rent	t/Fu	ture	Sta	ite A	Anal	ysis						
				T	YLE	R								Cl	LIEN	ΙΤ				
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Provide Current/Future State analysis materials to the City of Solana Beach,		А	R	ı								С	1		1					
as applicable Conduct Current & Future State analysis			А	R								1	С	1	С					
Provide pros and cons of Tyler software options			Α	R								1	С	I	С					
Make Future State Decisions according to due date in the Project Plan			ı	ı							С	А	R	1	С	1				
Record Future State decisions			А	R								1	С	Ι	С					



4.3.3 Data Conversion Planning & Mapping

This entails the activities performed to prepare to convert data from the City of Solana Beach's Legacy System Applications to the Tyler system. Tyler staff and the City of Solana Beach work together to complete Data Mapping for each piece of data (as outlined in the Agreement) from the Legacy System to a location in the Tyler system.

STAGE 2						Dat	a Co	onve	ersic	n P	lanr	ing	& N	1app	oing	i				
				Т	YLE	R								С	LIEN	1T				
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review contracted data conversion(s) options			Α	R	_							С	С		С			С		
Map data from Legacy System to Tyler system			ı	С	ı							А	С		С			R		
Pull conversion data extract			I		Ι							А	С		С			R		
Run balancing Reports for data pulled and provide to Tyler			I		I							А	С		R			1		
Review and approve initial data extract		А	I	С	R							1						1		
Correct issues with data extract, if needed			I	С	С							А	С		С			R		



4.3.4 Standard 3rd Party Data Exchange Planning

Standard Data Exchange tools are available to allow clients to get data in and out of the Tyler system with external systems. Data exchange tools can take the form of Imports and Exports, and Interfaces.

A Standard Interface is a real-time or automated exchange of data between two systems. This could be done programmatically or through an API. It is Tyler's responsibility to ensure the Tyler programs operate correctly. It is the City's responsibility to ensure the third party program operates or accesses the data correctly.

The City and Tyler Project Manager(s) will work together to define/confirm which Data Exchanges are needed (if not outlined in the Agreement). Tyler will provide a file layout for each Standard Data Exchange.

STAGE 2					Sta	anda	ard :	3 rd P	arty	y Da	ta E	xch	ange	e Pla	anni	ng				
				Т	YLE	R								Cl	LIEN	IT				
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review Standard or contracted Data Exchanges			А	R								С	1		1			С		
Define or confirm needed Data Exchanges			I	С								А	С		С			R		



4.3.5 Modification Analysis & Specification, if contracted

Tyler staff conducts additional analysis and develops specifications based on information discovered during this Stage. The City of Solana Beach reviews the specifications and confirms they meet City of Solana Beach's needs prior to acceptance. Out of Scope items or changes to specifications after acceptance may require a Change Request.

Tyler's intention is to minimize Modifications by using Standard functionality within the Application, which may require a City of Solana Beach business process change. It is the responsibility of the City of Solana Beach to detail all of their needs during the Assess and Define Stage. Tyler will write up specifications (for City of Solana Beach approval) for contracted program Modifications. Upon approval, Tyler will make the agreed upon Modifications to the respective program(s). Once the Modifications have been delivered, the City of Solana Beach will test and approve those changes during the Build and Validate Stage.

STAGE 2				М	odifi	icati	on A	٩nal	ysis	& S	pec	ifica	tion	, if c	cont	ract	:ed			
				T	YLE	R								Cl	LIEN	ΙΤ				
TASKS	Tyler Executive Manager	Fyler Implementation Manager	Tyler Project Manager	Fyler Implementation Consultant	Fyler Data Conversion Experts	Tyler Forms & Reports Experts	Fyler Modification Programmers	Fyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Analyze contracted modified program requirements		,	Α	С			R					С	С	-	С			С		
Develop specification document(s)	А		1	С			R					1	1		1			-1		
Review specification document(s); provide changes to Tyler, if applicable			I	С			С					А	R	1	С			С		
Sign-off on specification document(s) and authorize work			ı				ı				А	R	С	1	1			С		



4.3.6 Forms & Reports Planning

City of Solana Beach and Tyler project manager(s) review Forms and Report needs. Items that may be included in the Agreement are either Standard Forms and Reports or known/included Modification(s). Items not included in the Agreement could be either City of Solana Beach-developed Reports or a newly discovered Modification that will require a Change Request.

STAGE 2							F	orm	s &	Rep	orts	Pla	nnir	ng						
				Т	YLE	R								С	LIEN	ΙΤ				
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review required Forms output			Α	R									С	1	С			1		
Review and complete Forms options and submit to Tyler			1			1						А	R		С					
Review in Scope Reports			Α	R								1	С		С					
Identify additional Report needs			1	С								А	R		С					
Add applicable tasks to Project schedule		Α	R	I		С						С	I		I			I		



4.3.7 System Deployment

The Tyler Technical Services team Installs Tyler Applications on the server (hosted) and ensures the platform operates as expected.

STAGE 2								Sy	ster	n De	plo	yme	ent							
				T	YLE	R								С	LIEN	ΙT				
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Install contracted software on server	Α		1					R				Ι						С		
Ensure platform operates as expected	А		1					R				1						С		



4.3.8 Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below. Advancement to the Build & Validate Stage is dependent upon Tyler's receipt of the Stage Acceptance.

4.3.8.1 Assess & Define Stage Deliverables

- Completed analysis Questionnaire
 - Objective: Gather and document information related to City of Solana Beach business processes for current/future state analysis as it relates to Tyler approach/solution.
 - o Scope: Provide comprehensive answers to all questions on Questionnaire(s).
 - Acceptance criteria: City of Solana Beach acceptance of completed Questionnaire based on thoroughness of capturing all City of Solana Beach business practices to be achieved through Tyler solution.
- Data conversion summary and specification documents
 - o Objective: Define data conversion approach and strategy.
 - o Scope: Data conversion approach defined, data extract strategy, conversion and reconciliation strategy.
 - o Acceptance criteria: Data conversion document(s) delivered to the City of Solana Beach, reflecting complete and accurate conversion decisions.
- Modification specification documents, if contracted
 - Objective: Provide comprehensive outline of identified gaps, and how the modified program meets the City of Solana Beach's needs.
 - o Scope: Design solution for Modification.
 - o Acceptance criteria: City of Solana Beach accepts Modified Specification Document(s) and agrees that the proposed solution meets their requirements.
- Completed Forms options and/or packages
 - Objective: Provide specifications for each City of Solana Beach in Scope form, Report and output requirements.
 - Scope: Complete Forms package(s) included in agreement and identify Report needs.
 - Acceptance criteria: Identify Forms choices and receive supporting documentation.
- Installation checklist
 - Objective: Installation of purchased Tyler software.
 - Scope: Tyler will conduct an initial coordination call, perform an installation of the software included in the Agreement, conduct follow up to ensure all tasks are complete, and complete server system administration training.
 - Acceptance criteria: Tyler software is successfully installed and available to authorized users, City of Solana Beach team members are trained on applicable system administration tasks.

4.3.8.2 Assess & Define Stage Acceptance Criteria

Tyler software is installed.



- Fundamentals review is complete.
- Required Form information complete and provided to Tyler.
- Current/Future state analysis completed; Questionnaires delivered and reviewed.
- Data conversion mapping and extractions completed and provided to Tyler.



4.4 Build & Validate (Stage 3)

The objective of the Build & Validate Stage is to prepare the software for use in accordance with the City of Solana Beach's needs identified during the Assess and Define Stage, preparing the City of Solana Beach for Final Testing and Training.

4.4.1 Configuration & Power User Training

Tyler staff collaborates with the City of Solana Beach to complete software configuration based on the outputs of the future state analysis performed during the Assess and Define Stage. Tyler staff will train the City of Solana Beach Power Users to prepare them for the Validation of the software. The City of Solana Beach collaborates with Tyler staff iteratively to Validate software configuration.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

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STAGE 3								I	Buil	d &	Vali	date	9							
				T	YLE	R								С	LIEN	ΙΤ				
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Perform configuration			Α	R								- 1	R		-1					
Power User process and Validation training			А	R								1	С	I	С				1	
Validate configuration			١	С								Α	С		R			С		



4.4.2 Data Conversion & Validation

Tyler completes an initial review of the converted data for errors. With assistance from the City of Solana Beach, the Tyler Data Conversion Team addresses items within the conversion program to provide the most efficient data conversion possible. With guidance from Tyler, the City of Solana Beach reviews specific data elements within the system and identifies and Reports discrepancies in writing. Iteratively, Tyler collaborates with the City of Solana Beach to address conversion discrepancies prior to acceptance.

RACI MATRIX KEY: \mathbf{R} = Responsible \mathbf{A} = Accountable \mathbf{C} = Consulted \mathbf{I} = Informed

•

STAGE 3							Dat	a Co	onve	ersio	on &	. Val	idat	tion						
				Т	YLE	R								С	LIEN	ΙΤ				
TASKS	fyler Executive Manager	Fyler Implementation Manager	Tyler Project Manager	Fyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Fyler Modification Programmers	Tyler Technical Support	Γyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Write and run data conversion program against Client data		Α	ı	С	R	'				Ŭ	Ŭ	Ŭ	Ŭ		Ŭ	Ü	Ŭ	С	Ŭ	
Complete initial review of data errors		Α	1	С	R							1	1					С		
Review data conversion and submit needed corrections			1	С	1							А	С		R			С		
Revise conversion program(s) to correct error(s)		А	ı	С	R							ı	I		С			С		



4.4.3 Standard 3rd Party Data Exchange Validation

Tyler provides training on Data Exchange(s) and the City of Solana Beach tests each Data Exchange.

STAGE 3					Sta	nda	rd 3	rd Pa	arty	Dat	a Ex	cha	nge	Val	idat	ion				
				T	YLE	R								С	LIEN	ΙΤ				
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Train Data Exchange(s) processing in Tyler software			Α	R								С	-	1	1			С	1	
Coordinate 3 rd Party Data Exchange activities			1	ı								А	С		С			R		
Test all Standard 3 rd party Data Exchange(s)			Ι	С								А	С	I	R			С		



4.4.4 Modification Delivery & Validation, if contracted

Tyler delivers in Scope Modification(s) to the City of Solana Beach for preliminary testing. Final acceptance will occur during the Final Testing and Training Stage.

STAGE 3				N	1odi	fica	tion	Del	liver	γ&	Vali	dati	on,	if co	ontr	acte	d			
				T	YLE	R								С	LIEN	ΙΤ				
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Develop and deliver contracted modified program(s)		А	1	С	1		R					1	С	1	С			1		С
Test contracted modified program(s) in isolated database			Ι	С			С					Α	С		R			С		
Report discrepancies between specification and delivered contracted modified program(s)			I	I			I					А	R		С			С		
Make corrections to contracted modified program(s) as required		А	ı	С	ı		R					ı	С		С			ı		



4.4.5 Forms & Reports Validation

Tyler provides training on Standard Forms/Reports and the City of Solana Beach tests each Standard Form/Report.

STAGE 3							Fo	rms	& F	Repo	orts	Vali	dati	on						
				T	YLE	R								Cl	LIEN	ΙΤ				
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Standard Forms & Report training			А	R								Ī	С		С			Ī		
Test Standard Forms & Reports			1	С		С						А	С		R			С		



4.4.6 Control Point 3: Build & Validate Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. Advancement to the Final Testing & Training Stage is dependent upon Tyler's receipt of the Stage Acceptance.

4.4.6.1 Build & Validate Stage Deliverables

- Initial data conversion
 - Objective: Convert Legacy System data into Tyler system.
 - Scope: Data conversion program complete; deliver converted data for review.
 - Acceptance criteria: Initial error log available for review.
- Data conversion verification document
 - Objective: Provide instructions to the City of Solana Beach to verify converted data for accuracy.
 - Scope: Provide self-guided instructions to verify specific data components in Tyler system.
 - Acceptance criteria: City of Solana Beach accepts data conversion delivery; City of Solana Beach completes data issues log.
- Installation of Modifications on the City of Solana Beach's server(s) *except for hosted Clients
 - Objective: Deliver Modification(s) in Tyler software.
 - Scope: Program for Modification is complete and available in Tyler software, Modification testing.
 - O Acceptance criteria: Delivery of Modification(s) results in objectives described in the City of Solana Beach-signed specification.
- Standard Forms & Reports Delivered
 - Objective: Provide Standard Forms & Reports for review.
 - Scope: Installation of all Standard Forms & Reports included in the Agreement.
 - Acceptance criteria: Standard Forms & Reports available in Tyler software for testing in Stage 4.

4.4.6.2 Build & Validate Stage Acceptance Criteria

- Application configuration completed.
- Standard Forms & Reports delivered and available for testing in Stage 4.
- Data conversions (except final pass) delivered.
- Standard 3rd party Data Exchange training provided.
- Modifications delivered and available for testing in Stage 4.
- The City of Solana Beach and Tyler have done a review of primary configuration areas to Validate completeness and readiness for testing and acceptance in Stage 4.



4.5 Final Testing & Training (Stage 4)

During Final Testing and Training, Tyler and the City of Solana Beach review the final Cutover plan. A critical Project success factor is the City of Solana Beach understanding the importance of Final Testing and Training and dedicating the resources required for testing and training efforts in order to ensure a successful Production Cutover.

4.5.1 Cutover Planning

City of Solana Beach and Tyler project manager(s) discuss final preparations and critical dates for Production Cutover. Tyler delivers a Production Cutover Checklist to outline Cutover tasks to help prepare the City of Solana Beach for success.

STAGE 4								C	uto	ver	Plar	nnin	g							
				T	YLE	R								С	LIEN	ΙΤ				
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Cutover Planning Session		Α	R	С							Ī	С	С	С	С			С	С	
Develop Production Cutover Checklist		А	R	С						1	1	С	С	1	1			С		



4.5.2 User Acceptance Testing (UAT)

The City of Solana Beach performs User Acceptance Testing to verify software readiness for day-to-day business processing. Tyler provides a Test Plan for users to follow to ensure proper Validation of the system.

STAGE 4							Use	r Ac	cep	tanc	e Te	estir	ng (l	JAT)					
				T	YLE	R								С	LIEN	ΙΤ				
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Deliver Test Plan for User Acceptance Testing		Α	R	С								1	1							
Perform User Acceptance Testing			Ι	С							Α	R	С	С	С	Ι	Ι	С	I	
Accept modified program(s), if applicable			I	I			I				А	R	С	1	С			С		
Validate Report performance			١	С		С						Α	С		R			С		



4.5.3 End User Training

End Users attend training sessions to learn how to utilize Tyler software. Training focuses primarily on day-to-day City of Solana Beach processes that will be delivered via group training, webinar, eLearnings and/or live training sessions.

Unless stated otherwise in the Agreement, Tyler provides one occurrence of each scheduled training or implementation topic with up to the maximum number of users as defined in the Agreement, or as otherwise mutually agreed. City of Solana Beach users who attended the Tyler sessions may train any City of Solana Beach users not able to attend the Tyler sessions or additional sessions may be contracted at the applicable rates for training.

STAGE 4								Е	nd l	Jsei	Tra	inin	g							
				Т	YLE	R								С	LIEN	ΙΤ				
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Conduct user training sessions			Α	R								С	-1		-1	1		1	1	
Conduct additional End User training sessions			1								1	А	С	1	R	1	I	1	1	



4.5.4 Control Point 4: Final Testing & Training Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. Advancement to the Production Cutover Stage is dependent upon Tyler's receipt of the Stage Acceptance.

4.5.4.1 Final Testing & Training Stage Deliverables

- Production Cutover checklist
 - Objective: Provide a detailed checklist outlining tasks necessary for production Cutover.
 - Scope: Dates for final conversion, date(s) to cease system processing in Legacy System, date(s) for first processing in Tyler system, contingency plan for processing.
 - O Acceptance criteria: Definition of all pre-production tasks, assignment of owners and establishment of due dates.
- User Acceptance Test Plan
 - Objective: Provide testing steps to guide users through testing business processes in Tyler software.
 - Scope: Testing steps for Standard business processes.
 - o Acceptance criteria: Testing steps have been provided for Standard business processes.

4.5.4.2 Final Testing & Training Stage Acceptance Criteria

- Production Cutover Checklist delivered and reviewed.
- Modification(s) tested and accepted, if applicable.
- Standard 3rd party Data Exchange programs tested and accepted.
- Standard Forms & Reports tested and accepted.
- User acceptance testing completed.
- End User training completed.



4.6 Production Cutover (Stage 5)

City of Solana Beach and Tyler resources complete tasks as outlined in the Production Cutover Plan and the City of Solana Beach begins processing day-to-day business transactions in the Tyler software. Following Production Cutover, the City of Solana Beach transitions to the Tyler support team for ongoing support of the Application.

4.6.1 Final Data Conversion, if applicable

The City of Solana Beach provides final data extract and Reports from the Legacy System for data conversion and Tyler executes final data conversion. The City of Solana Beach may need to manually enter into the Tyler system any data added to the Legacy System after final data extract.

STAGE 5	Executive Manager Implementation Manager Project Manager Implementation Consultant Data Conversion Experts Forms & Reports Experts Modification Programmers Technical Support Sales t Executive Sponsor t Steering Committee t Project Manager t Project Manager t Project Management Leads t Change Management Leads t Change Management Leads t Technical Leads																			
				T	YLE	R								С	LIEN	ΙΤ				
TASKS		Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	& Reports	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Committe	Client Project Manager	Client Functional Leads	Management Lead	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Provide final data extract			С		Ι						1	Α	С	1	Ι	Ι	1	R		
Provide final extract balancing Reports			1		1							Α	С		R			1		
Convert and deliver final pass of data		Α	Ι	1	R							1	1		-			С		
Validate final pass of data			Ι	С	С						Τ	Α	С		R			С		
Load final conversion pass to Production environment			Ι		Ι						ı	А	С	1	С			R		



4.6.2 Production Processing & Assistance

Tyler staff collaborates with the City of Solana Beach during Production Cutover activities. The City of Solana Beach transitions to Tyler software for day-to day business processing.

STAGE 5						Pr	odu	ctio	n Pr	oce	ssin	g & .	Assi	star	nce					
				T	YLE	R								С	LIEN	ΙΤ				
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Production processing			С	С						Ι	1	Α	R	R	R	R	R	R	1	-
Provide production assistance			А	R				С				1	С	С	С	С	С	С		



4.6.3 Transition to Tyler Support

Tyler project manager(s) introduce the City of Solana Beach to the Tyler Support team, who provides the City of Solana Beach with day-to-day assistance following Production Cutover.

STAGE 5							Tr	ans	itior	ı to	Tyle	r Su	ppc	rt						
				T	YLE	R								С	LIEN	IT				
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Develop internal support plan			-								А	R	С	С	С	С		С	С	С
Conduct transfer to Support meeting	А	Ι	С					R				С	С	С	С	1	1	С	1	1



4.6.4 Schedule Post-Production Services, if applicable

Tyler provides post-production services if included in the Agreement. Prior to scheduling services, the Tyler project manager(s) collaborate with City of Solana Beach project manager(s) to identify needs.

STAGE 5				S	che	dule	Po	st-P	rod	uctio	on S	ervi	ces,	if a	ppli	cabl	е			
				T	YLE	R								С	LIEN	ΙΤ				
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Identify topics for post-production services			С	С								А	R	1	С				Ι	
Schedule services for post-production topics		А	R	1								С	С	1	С				1	



4.6.5 Control Point 5: Production Cutover Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. Advancement to the Phase/Project Closure Stage is dependent upon Tyler's receipt of this Stage Acceptance.

4.6.5.1 Production Cutover Stage Deliverables

- Final data conversion, if applicable
 - Objective: Ensure (in Scope) Legacy System data is available in Tyler software in preparation for production processing.
 - O Scope: Final passes of all conversions completed in this Phase.
 - O Acceptance criteria: Data is available in production environment.
- Support transition documents
 - Objective: Define strategy for on-going Tyler support.
 - Scope: Define support strategy for day-to-day processing, conference call with City of Solana Beach Project Manager(s) and Tyler support team, define roles and responsibilities, define methods for contacting support.
 - Acceptance criteria: the City of Solana Beach receives tools to contact support and understands proper support procedures.

4.6.5.2 Production Cutover Stage Acceptance Criteria

- Final data conversion(s) delivered.
- Processing is being done in Tyler production.
- Transition to Tyler support is completed.
- Post-live services have been scheduled, if applicable.



4.7 Phase/Project Closure (Stage 6)

Project or Phase closure signifies full implementation of all products purchased and encompassed in the Phase or Project. The City of Solana Beach moves into the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Support).

4.7.1 Close Phase/Project

The City of Solana Beach and Tyler project manager(s) review the list of outstanding Project activities and develop a plan to address them. The Tyler project manager(s) review the Project budget and status of each contract Deliverable with the City of Solana Beach project manager(s) prior to closing the Phase or Project.

STAGE 6								Clo	ose	Pha	se/F	roje	ect							
				T	YLE	R								С	LIEN	ΙΤ				
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review outstanding Project activities and develop action plan		А	R	С								С	С	I	С	I		С		
Review Project budget and status of contract Deliverables		А	R							Ι	I	С								



4.7.2 Control Point 6: Phase/Project Closure Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. This is the final acceptance for the Phase/Project.

4.7.2.1 Phase/Project Closure Stage Deliverables

- Phase/Project reconciliation report
 - Objective: Provide comparison of contract Scope and Project budget.
 - Scope: Contract Scope versus actual, analysis of services provided and remaining budget, identify any necessary Change Requests or Project activity.
 - Acceptance criteria: Acceptance of services and budget analysis and plan for changes, if needed.

4.7.2.2 Phase/Project Closure Stage Acceptance Criteria

- Outstanding Phase or Project activities have been documented and assigned.
- Phase/final Project budget has been reconciled.
- Tyler Deliverables for the Phase/Project are complete.



5 Roles and Responsibilities

5.1 Tyler Roles and Responsibilities

Tyler assigns project manager(s) prior to the start of each Phase of the Project. The project manager(s) assign additional Tyler resources as the schedule develops and as needs arise. One person may fill multiple project roles.

5.1.1 Tyler Executive Management

- Provides clear direction for Tyler staff on executing on the Project Deliverables to align with satisfying the City of Solana Beach's overall organizational strategy.
- Authorizes required project resources.
- Resolves all decisions and/or issues not resolved at the implementation management level as part of the escalation process.
- Offers additional support to the project team and is able to work with other Tyler department managers in order to escalate and facilitate implementation project tasks and decisions.
- Acts as the counterpart to the City of Solana Beach's executive sponsor.

5.1.2 Tyler Implementation Management

- Acts as the counterpart to the City of Solana Beach steering committee.
- Assigns initial Tyler project personnel.
- Works to resolve all decisions and/or issues not resolved at the Project Management level as part of the escalation process.
- Attends City of Solana Beach steering committee meetings as necessary.
- Provides support for the project team.
- Provides management support for the Project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.

5.1.3 Tyler Project Manager

The Tyler project manager(s) provides oversight of the Project, coordination of resources between departments, management of the project budget and schedule, effective risk and issue management, and is the primary point of contact for all Project related items.

- Contract Management
 - Validates contract compliance throughout the Project.
 - o Ensures Deliverables meet contract requirements.
 - Acts as primary point of contact for all contract and invoicing questions.
 - o Prepares and presents contract milestone sign-offs for acceptance by City of Solana Beach project manager(s).
 - o Coordinates Change Requests, if needed, to ensure proper Scope and budgetary compliance.
- Planning



- o Update and deliver Implementation Management Plan.
- o Defines project tasks and resource requirements.
- o Develops initial project schedule and full scale Project Plan.
- Collaborates with City of Solana Beach project manager(s) to plan and schedule project timelines to achieve on-time implementation.

• Implementation Management

- o Tightly manages Scope and budget of Project; establishes process and approval matrix with the City of Solana Beach to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
- Establishes and manages a schedule and resource plan that properly supports the Project Plan that is also in balance with Scope/budget.
- Establishes risk/issue tracking/reporting process between the City of Solana Beach and Tyler and takes all necessary steps to proactively mitigate these items or communicates with transparency to the City of Solana Beach any items that may impact the outcomes of the Project.
- O Collaborates with the City of Solana Beach's project manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.
- Sets a routine communication plan that will aide all project team members, of both the City of Solana Beach and Tyler, in understanding the goals, objectives, current status and health of the project.

Team Management

- o Acts as liaison between project team and Tyler manager(s).
- o Identifies and coordinates all Tyler resources across all applications, Phases, and activities including development, forms, installation, reports, implementation, and billing.
- o Provides direction and support to project team.
- Builds partnerships among the various stakeholders, negotiating authority to move the Project forward.
- o Manages the appropriate assignment and timely completion of tasks as defined in the Project Plan, task list, and Production Cutover Checklist.
- Assesses team performance and adjusts as necessary.
- o Interfaces closely with Tyler developers to coordinate program Modification activities.
- o Coordinates with in Scope 3rd party providers to align activities with ongoing project tasks.

5.1.4 Tyler Implementation Consultant

- Completes tasks as assigned by the Tyler project manager(s).
- Performs problem solving and troubleshooting.
- Follows up on issues identified during sessions.
- Documents activities for on site services performed by Tyler.
- Provides conversion Validation and error resolution assistance.
- Recommends guidance for testing Forms and Reports.
- Tests software functionality with the City of Solana Beach following configuration.
- Assists during Production Cutover process and provides production support until the City of Solana Beach transitions to Tyler Support.



- Provides product related education.
- Effectively facilitates training sessions and discussions with City of Solana Beach and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time.
- Conducts training (configuration, process, conversion Validation) for Power Users and the City of Solana Beach's designated trainers for End Users.
- Clearly documents homework tasks with specific due dates and owners, supporting and reconciling with the final Project Plan.
- Keeps Tyler project manager(s) proactively apprised of any and all issues which may result in the need for additional training, change in schedule, change in process decisions, or which have the potential to adversely impact the success of the Project prior to taking action.

5.1.5 Tyler Sales

- Provide sales background information to Implementation during Project initiation.
- Support Sales transition to Implementation.
- Provide historical information, as needed, throughout implementation.

5.1.6 Tyler Software Support

- Manages incoming client issues via phone, email, and online customer incident portal.
- Documents and prioritizes issues in Tyler's Customer Relationship Management (CRM) system.
- Provides issue analysis and general product guidance.
- Tracks issues and tickets to timely and effective resolution.
- Identifies options for resolving reported issues.
- Reports and escalates defects to Tyler Development.
- Communicates with the City of Solana Beach on the status and resolution of reported issues.

5.1.7 Tyler Disaster Recovery Support

- Conduct and monitor nightly backups of City of Solana Beach databases at hosting facility, transfer nightly backups to Tyler's data center.
- Provides services to host Application in the event of a disaster.
- Provides 24 hour RPO Recover Point Objective.
- Provides emergency response within 2 business hours
- Ensure Tyler Application availability within 8 business hours.
- Provide one annual disaster planning walkthrough.

5.1.8 Tyler SaaS Technicians

- Provides maintenance of hosted server hardware, operating system, and Software Upgrades.
- Provides IT-related services for server environment.
- Provides remote technical assistance and tracks issues.
- Provides systems management and disaster recovery services within hosting services.
- Adds new City of Solana Beach users; SaaS determines user names incorporating a unique client identifier and user initials.
- Performs Tyler Software Upgrades through coordination with the City of Solana Beach.



5.2 City of Solana Beach Roles and Responsibilities

City of Solana Beach resources will be assigned prior to the start of each Phase of the project. One person may be assigned to multiple project roles.

5.2.1 City of Solana Beach Executive Sponsor

- Provides clear direction for the Project and how the Project applies to the organization's overall strategy.
- Champions the Project at the executive level to secure buy-in.
- Authorizes required Project resources.
- Resolves all decisions and/or issues not resolved at the City of Solana Beach steering committee level as part of the escalation process.
- Actively participates in organizational change communications.

5.2.2 City of Solana Beach Steering Committee

- Works to resolve all decisions and/or issues not resolved at the project manager level as part of the escalation process.
- Attends all scheduled steering committee meetings.
- Provides support for the project team.
- Assists with communicating key project messages throughout the organization.
- Prioritizes the project within the organization.
- Provides management support for the project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.
- Has the authority to approve or deny changes impacting the following areas:
 - o Cost
 - Scope
 - o Schedule
 - Project Goals
 - City of Solana Beach Policies

5.2.3 City of Solana Beach Project Manager

The City of Solana Beach shall assign project manager(s) prior to the start of this Project with overall responsibility and authority to make decisions related to project Scope, scheduling, and task assignment, and communicates decisions and commitments to the Tyler project manager(s) in a timely and efficient manner. When the City of Solana Beach project manager(s) do not have the knowledge or authority to make decisions, he or she engages the correct resources from City of Solana Beach to participate in discussions and make decisions in a timely fashion to avoid Project delays.

- Contract Management
 - o Validates contract compliance throughout the Project.
 - o Ensures invoicing and Deliverables meet contract requirements.
 - Acts as primary point of contact for all contract and invoicing questions.



- o Signs off on contract milestone acknowledgment documents.
- Collaborates on and approves Change Requests, if needed, to ensure proper Scope and budgetary compliance.

Planning

- o Review and acknowledge Implementation Management Plan.
- o Defines project tasks and resource requirements for City of Solana Beach project team.
- o Collaborates in the development and approval of the initial Project Plan and Project Plan.
- o Collaborates with Tyler project manager(s) to plan and schedule Project timelines to achieve on-time implementation.

• Implementation Management

- o Tightly manages Project budget and Scope and collaborates with Tyler project manager(s) to establish a process and approval matrix to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
- Collaborates with Tyler project manager to establish and manage a schedule and resource plan that properly supports the Project Plan, as a whole, that is also in balance with Scope/budget.
- Collaborates with Tyler Project manager(s) to establishes risk/issue tracking/reporting
 process between the City of Solana Beach and Tyler and takes all necessary steps to
 proactively mitigate these items or communicates with transparency to Tyler any items that
 may impact the outcomes of the Project.
- Collaborates with Tyler Project manager(s) to establish key business drivers and success indicators that will help to govern Project activities and key decisions to ensure a quality outcome of the Project.
- o Routinely communicates with both City of Solana Beach staff and Tyler, aiding in the understanding of goals, objectives, current status, and health of the Project by all team members.

Team Management

- Acts as liaison between project team and stakeholders.
- o Identifies and coordinates all City of Solana Beach resources across all modules, Phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices.
- o Provides direction and support to project team.
- Builds partnerships among the various stakeholders, negotiating authority to move the Project forward.
- o Manages the appropriate assignment and timely completion of tasks as defined in the Project Plan, task list, and Production Cutover Checklist.
- Assesses team performance and takes corrective action, if needed.
- Provides guidance to City of Solana Beach technical teams to ensure appropriate response and collaboration with Tyler Technical Support Teams to ensure timely response and appropriate resolution.
- o Coordinates in Scope 3rd party providers to align activities with ongoing Project tasks.



5.2.4 City of Solana Beach Functional Leads

- Makes business process change decisions under time sensitive conditions.
- Communicates existing business processes and procedures to Tyler consultants.
- Assists in identifying business process changes that may require escalation.
- Attends and contributes business process expertise for current/future state analysis sessions.
- Identifies and includes additional subject matter experts to participate in Current/Future State Analysis sessions.
- Provides business process change support during Power User and End User training.
- Completes performance tracking review with client project team on End User competency on trained topics.
- Provides Power and End Users with dedicated time to complete required homework tasks.
- Act as an ambassador/champion of change for the new process.
- Identifies and communicates any additional training needs or scheduling conflicts to City of Solana Beach project manager.
- Prepares and Validates Forms.
- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:
 - Task completion
 - Stakeholder Presentation
 - o Implementation Management Plan development
 - Schedule development
 - o Maintenance and monitoring of risk register
 - Escalation of issues
 - o Communication with Tyler project team
 - o Coordination of City of Solana Beach resources
 - Attendance at scheduled sessions
 - Change Management activities
 - o Modification specification, demonstrations, testing and approval assistance
 - o Conversion Analysis and Verification Assistance
 - Decentralized End User Training
 - Process Testing
 - User Acceptance Testing

5.2.5 City of Solana Beach Power Users

- Participate in Project activities as required by the project team and project manager(s).
- Provide subject matter expertise on City of Solana Beach business processes and requirements.
- Act as subject matter experts and attend current/future state and validation sessions as needed.
- Attend all scheduled training sessions.
- Participate in all required post-training processes as needed throughout Project.
- Participate in Conversion Validation.
- Test all Application configuration to ensure it satisfies business process requirements.
- Become Application experts.
- Participate in User Acceptance Testing.
- Adopt and support changed procedures.



- Complete all Deliverables by the due dates defined in the Project Plan.
- Demonstrate competency with Tyler products processing prior to Production Cutover.
- Provide knowledge transfer to City of Solana Beach staff during and after implementation.

5.2.6 City of Solana Beach End Users

- Attend all scheduled training sessions.
- Become proficient in Application functions related to job duties.
- Adopt and utilize changed procedures.
- Complete all Deliverables by the due dates defined in the Project Plan.
- Utilize software to perform job functions at and beyond Production Cutover.

5.2.7 City of Solana Beach Technical Support

- Coordinates updates and releases with Tyler as needed.
- Coordinates the copying of source databases to training/testing databases as needed for training days.
- Extracts and transmits conversion data and control reports from City of Solana Beach's Legacy System per the conversion schedule set forth in the Project Plan.
- Coordinates and adds new users and printers and other Peripherals as needed.
- Validates all users understand log-on process and have necessary permission for all training sessions.
- Coordinates Interface development for City of Solana Beach third party Data Exchanges.
- Develops or assists in creating Reports as needed.
- Ensures onsite system hardware meets specifications provided by Tyler.
- Assists with software Installation as needed.

5.2.8 City of Solana Beach Upgrade Coordinator

- Becomes familiar with the Software Upgrade process and required steps.
- Becomes familiar with Tyler's releases and updates.
- Utilizes Tyler Community to stay abreast of the latest Tyler releases and updates, as well as the latest helpful tools to manage the City of Solana Beach's Software Upgrade process.
- Assists with the Software Upgrade process during implementation.
- Manages Software Upgrade activities post-implementation.
- Manages Software Upgrade plan activities.
- Coordinates Software Upgrade plan activities with City of Solana Beach and Tyler resources.
- Communicates changes affecting users and department stakeholders.
- Obtains department stakeholder sign-offs to upgrade production environment.

5.2.9 City of Solana Beach Project Toolset Coordinator

- Ensures users have appropriate access to Tyler project toolsets such as Tyler University, Tyler Community, Tyler Product Knowledgebase, SharePoint, etc.
- Conducts training on proper use of toolsets.
- Validates completion of required assignments using toolsets.



5.2.10 City of Solana Beach Change Management Lead

- Validates users receive timely and thorough communication regarding process changes.
- Provides coaching to supervisors to prepare them to support users through the project changes.
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-production performance and new process adherence.



6 Munis Conversion Summary

6.1 Accounting COA

- Chart of Accounts segments, objects, character codes, project codes (if applicable), organization codes (if applicable), control accounts budget rollups, fund attributes, due to/due from accounts
- Requires the use of a Tyler provided spreadsheet for design and entry of the data to be converted

6.2 Accounting - Actuals

- Summary account balances
- Up to 6 years

6.3 Accounting - Budgets

- Original budget, budget adjustments, revised budget summaries for accounts
- Up to 6 years

6.4 Accounts Payable Master

- Vendor Master file including names, addresses, SSN/FID, contacts, phone numbers
- Multiple remittance addresses
- Year-to-date 1099 amounts

6.5 Accounts Payable - Checks

- Check header data including vendor, warrant, check number, check date, overall check amount, GL cash account and clearing information
- Check detail data including related document and invoice numbers for each check
- Up to 5 years

6.6 Accounts Payable - Invoices

- Invoice header data containing general information for the invoice
- Invoice detail data containing line-specific information for the invoice
- Up to 5 years

6.7 Project Grant Accounting

- Segments, account strings and fund string allocation table
- Requires the use of a Tyler provided (Chart of Accounts) spreadsheet for design and entry of the data to be converted



6.8 Project Grant Accounting - Actuals

- Summary project ledger string balances. If linking to GL, must be converted at the same time.
- Up to 3 years

6.9 Project Grant Accounting – Budget

- Original project ledger budget amounts. If linking to GL, must be converted at the same time.
- Up to 3 years

6.10 Purchase Orders

- Open purchase orders header data including vendor, buyer, date, accounting information, etc.
- Open purchase orders detail data including line item descriptions, quantities, amounts, etc.

6.11 Payroll

• Payroll Employee Master data including data such as name, address, SSN, legacy employee ID, date of birth, hire date, activity status (such as active/inactive), leave/termination code and date, phone(s), e-address, marital status, gender, race, personnel status (such as full-time, part-time, etc.), highest degree, advice-delivery (print/email/both) and check location, plus primary group, job, location, and account information

6.12 Payroll - Deductions

• Employee Deductions - including employee ID, deduction codes, tax information, and direct deposit information

6.13 Payroll – Accrual Balances

- Employee Accrual Balances including Vacation, Holiday, and other Leave balances
- Start of year balance, earned to date, used to date

6.14 Payroll – Accumulators

- YTD, QTD, MTD amounts for employee pay and deductions
- Needed for mid-calendar-year go-live
- May not be needed if converting earnings/deductions history
- Up to 5 years

6.15 Payroll – Check History

• Up to 5 years, additional years must be quoted. We convert amounts for earnings and deductions in employee check history, check number and date.



6.16 Payroll – Earning/Deduction Hist.

• Up to 5 years, additional years must be quoted. Earning and deduction history broken down my individual codes (earnings and deduction) and amounts per pay period, the detail of these lines, sums the check history in opt 4.

6.17 Payroll – Recruiting

• Application requisition applicant master data, plus applicant references, certifications, education, skills, tests, work history, and interviews

6.18 Payroll – PM Action History

- A variety of Personnel actions, such as job or salary changes and dates these events occurred.
- Up to 5 years



7 Glossary

Word or Term	Definition
Application	A computer program designed to perform a group of coordinated functions, tasks or activities for the benefit of the user.
Change Control	A systematic approach for managing change governing how Change Requests will be received, assessed and acted on.
Change Management	An approach for ensuring that changes are thoroughly and smoothly implemented and that the lasting benefits of change are achieved. The focus is on the global impact of change with an intense focus on people and how individuals and teams move from the current situation to the new one.
Change Request	A form used as part of the Change Control process whereby changes in the Scope of work, timeline, resources, and/or budget are revised and agreed upon by participating parties.
Consumables	Items that are used on a recurring basis, usually by Peripherals. Examples: paper stock or scanner cleaning kits.
Control Point	Occurring at the end of each Stage, the Control Point serves as a formal client review point. Project progress cannot continue until the client acknowledges the agreed upon Deliverables of the Stage have been met or agree on an action plan to make the Deliverable acceptable and move to next Stage while executing final steps of current Stage.
Cutover	The point when a client begins using Tyler software in production.
Data Exchange	A term used to reference Imports and Exports, and Interfaces which allow data to be exchanged between an external system and Tyler software.
Data Mapping	The process of mapping fields from the Legacy System to the appropriate location in the new system from one or more sources.
Deliverable	A tangible or intangible object/document produced as a result of the Project that is intended to be delivered to a client (either internal or external) or vendor at a specific time.
End User	The person for whom the software is designed to use on a day-to-day basis.
Forms	A document which is typically printed on a template background and only captures data for one record per page. Forms are provided to entity customers whether internal (employees) or external (citizens).
Imports and Exports	A process within the system that a user is expected to run to consume (Import) or produce (Export) a specifically defined file format/layout.
Interface	A real-time or automated exchange of data between two systems.



Install	References the initial installation of software files on client services and preparing the software for use during configuration. The version currently available for general release will always be used during the initial install.
Legacy System	The system from which a client is converting.
Modification	Modification of software program package to provide individual client requirements documented within the Scope of the Agreement.
Peripherals	An auxiliary device that connects to and works with the computer in some way. Examples: mouse, keyboard, scanner, external drive, microphone, speaker, webcam, and digital camera.
Phase	A portion of the Project in which specific set of related products are typically implemented. Phases each have an independent start, Production Cutover and closure dates but use the same Implementation Plans as other Phases within the Project. Phases may overlap or be sequential and may have the same Tyler project manager and Tyler project team or different individuals assigned.
Power User	An experienced client person or group who is (are) an expert(s) in the client business processes, as well as knowledgeable in the requirements and acceptance criteria.
Project	The Project includes all implementation activity from Plan & Initiate to Closure for all products, Applications and functionality included in a single Agreement. The Project may be broken down into multiple Phases.
Project Plan	The Project Plan serves as the master blueprint for the Project. As developed, the Project schedule will become a part of the Project Plan and outline specific details regarding tasks included in the Project Plan.
Project Planning Meeting	Occurs during the Plan & Initiate Stage to coordinate with the Client project manager to discuss Scope, information needed for project scheduling and resources.
Questionnaire	A document containing a list of questions to be answered by the client for the purpose of gathering information needed by Tyler to complete the implementation.
RACI	A chart describing level of participation by various roles in completing tasks or Deliverables for a Project or process. Also known as a responsibility assignment matrix (RAM) or linear responsibility chart (LRC).
Reports	Formatted to return information related to multiple records in a structured format. Information is typically presented in both detail and summary form for a user to consume.
Scope	Products and services that are included in the Agreement.



Software Upgrade	References the act of updating software files to a newer software release.
Stage	The top-level components of the WBS. Each Stage is repeated for individual Phases of the Project and requires acknowledgement before continuing to the next Stage. Some tasks in the next Stage may begin before the prior Stage is complete.
Stakeholder Presentation	Representatives of the Tyler implementation team will meet with key client representatives to present high level Project expectations and outline how Tyler and the Client can successfully partner to create an environment for a successful implementation.
Standard	Included in the base software (out of the box) package.
Statement of Work (SOW)	Document which will provide supporting detail to the Agreement defining Project -specific activities and Deliverables Tyler will provide to the client.
Test Plan	Describes the testing process. Includes "Test Cases" to guide the users through the testing process. Test cases are meant to be a baseline for core processes; the client is expected to supplement with client specific scenarios and processes.
Validation (or to validate)	The process of testing and approving that a specific Deliverable, process, program or product is working as expected.
Work Breakdown Structure (WBS)	A hierarchical representation of a Project or Phase broken down into smaller, more manageable components.



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Section 1 SOLUTION OVERVIEW

1.1 Munis Overview

Munis is an Enterprise Resource Planning (ERP) solution designed specifically for municipal governments, schools, special districts, and authorities. It integrates and centralizes financial, purchasing, capital asset, payroll, human resources, receivable, and revenue information, thereby facilitating data management. Munis enables and empowers users to become more efficient, productive, and responsive to specific business needs by breaking down departmental silos, streamlining processes, and integrating with multiple inherent and third-party solutions including data security, transparency, and Microsoft Office.

Available through a traditional site purchase or as a cloud-based solution operating through Tyler's data centers, Munis is a dynamic system that evolves with applicable features, technology, and expanded services that meet the unique needs and requirements of the public sector to ensure our clients are never left behind. In addition to the expansive scope of public sector-oriented features and functions, Munis provides superior usability through automated workflow, mobile access, and built-in productivity tools, including guided conversations. These tools provide users with unrivaled operational efficiency, seamless real-time processing, elimination of duplicate entry, easy-to-perform tasks, and the assurance their data is secure and up to date.

Our clients get industry leading technology that is enhanced continuously through a perpetual upgrade process we refer to as our evergreen philosophy. It is a steady stream of meaningful, yet manageable, changes deployed with minimal disruption to site operations, and it requires no relicensing fees. In other words, our clients receive the newest technologies while maintaining the integrity of the Munis core business logic. This incremental introduction of new ideas results in a product that provides users with functional innovation as well as practical application of software that is in line with their needs.

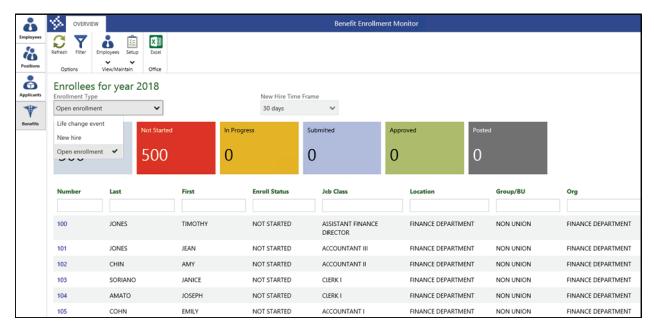
Our commitment to the total client experience means that we invest heavily in a user-centric design process. We maximize end-user productivity continually by listening to our clients and assessing what is important to their business. We involve clients in usability testing conducted by analysts certified by Human Factors International, as well as release beta testing, to ensure that Munis works the way they do.

1.1.1 Productivity Tools

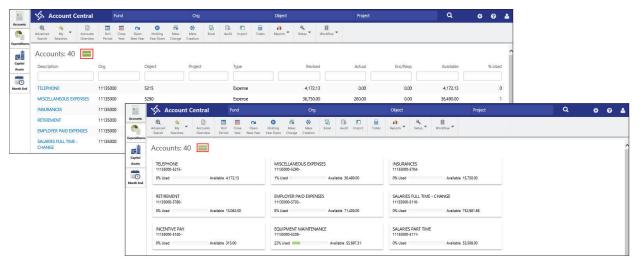
COMMAND CENTERS AND CENTRAL PROGRAMS

Munis provides multiple command centers and central programs that are tailored to key functional areas, such as human resources and general ledger. These tools are designed to provide one-click access to relevant data from multiple applications and screens. Central programs cater to users that require inquiry and operational access, while command centers provide additional access for

administrative actions, such as code and table setup as well as direct access to various reporting tools and analytics.



Example of Munis HR Command Center



Example of Munis General Ledger Account Central Program

GUIDED CONVERSATIONS

A guided conversation provides step-by-step guidance for completing a process within a Munis program. When a user selects a Guided Conversation option, the program presents a series of information dialog boxes, along with questions and defined responses. This conversational structure guides them through the steps of data entry—using the information provided, they select the responses that meet their needs for completing the task.

Workflow

Munis Workflow is a comprehensive system engineered to meet the specific needs of the public sector. It extends the functionality and productivity of the Munis system by automatically notifying the indicated end users when action is needed, rather than requiring them to look it up manually.

The workflow system includes an extensive approval engine, monitoring hundreds of processes throughout the system. Approvals, alerts, and notifications are generated to users dynamically based on the business rules created.

Flexible business rule creation allows for universal, sequential and parallel pre-approvals, and "one or all" rules. Catchall rules can be created to ensure that some approvals are generated even when no rules apply. Workflow for key processes, such as payroll processing, can be configured to prevent users from doing things out of order. Routing and approval criteria containing "and/or" logic for building complex rules include dollar amount ranges, GL segment, over budget conditions, and more. Workflow users can receive and act on notifications, approval requests, and alerts several ways including in the application, via automated emails, and through a My Work mobile app available on Android, iOS, and Windows.

To ensure the integrity of the workflow process, Munis provides comprehensive auditing as processes move through workflow and on changes to the workflow system itself. Administrators can analyze workflow performance with integrated management tools to assist with process reengineering.

INTEGRATION WITH MICROSOFT OFFICE

Munis applications are designed to integrate with the Microsoft Office suite. This integration allows seamless "single-click" integration throughout the product.

When applicable, Munis applications give users the option to export data directly to Excel with ease—allowing them to manage and format their data as necessary. Exported data is formatted accordingly to its original data type, and many exports include links back to corresponding records in the database. Excel is one of many formats supported for bulk data exports and imports, which can be scheduled to occur automatically if needed. Also offered is an Excel add-in to process budget directly from Excel over a web service.

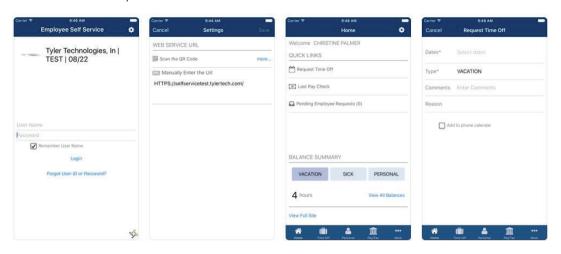
Similarly, data can be exported to Microsoft Word from various Munis applications. Where appropriate, applications leverage Word's mail merge functionality allowing users to create and maintain form templates for countless presentation options of application data. Additionally, mail merge exports integrate seamlessly with Tyler Content Manager by storing electronic copies automatically.

MOBILE ACCESS

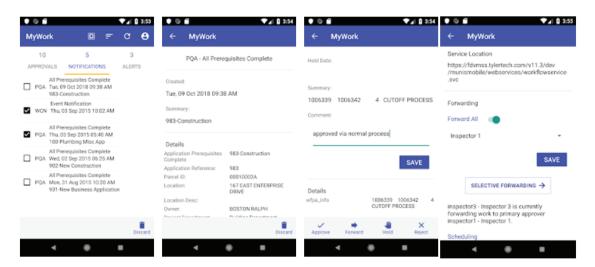
Munis provides applications across multiple platforms, including mobile and touch, offering end-users with on-the-go access from virtually anywhere. Responsive web applications automatically orient screen layout for optimal user experience, whether accessed from a desktop monitor or smartphone.

Native mobile apps leverage device resources such as GPS or camera, and integrated store-and-forward functionality allows using apps without a data connection and automatically syncs when back online. Many back-office browser applications are accessible from mobile devices as well, including some optimized for touch, providing near identical functionality regardless of the platform or device used.

Tyler continues to develop new apps to meet evolving needs. Current Munis mobile apps, available on iOS and Android devices, include **Munis Employee Self Service**, **Field Sheet** for Munis Utility Billing and Work Orders, and **Munis My Work** for workflow. Additionally, **Munis My Work** and **Munis Field Inspector** for permit inspections are available for iOS and Windows tablet devices. Workflow actions can be addressed directly from email on a mobile device as well.



Example of Munis Employee Self Service app for iOS



Example of Munis My Work app for Android

1.1.1 Tyler Hub

Tyler Hub is an over-arching and powerful platform that works to improve the efficiency and effectiveness of all Munis users. By connecting diverse data sources, Tyler Hub enables users to monitor key processes, quickly execute routine tasks, and eliminate time-consuming data searches.

Tyler Hub offers a view of preconfigured cards designed to present to each user standard sets of data for various job functions and tasks. Users can select from the sets of cards, or content packs, for accounts payable, asset management, payroll, utility billing, human resources, purchasing, inventory, and more. The cards can be used as they are pre-configured, or users have the option to adjust the data as needed and specify how it is presented to them.

A Hub page can be created to focus on a specific process or configured to reach across Munis solutions to combine cards from multiple modules. It can combine data analytics, reporting, and tasks, and users can modify and add pages to their platform stack as their job responsibilities evolve.

Finally, Tyler Hub provides robust real-time data analytics and active links, giving users a clear advantage over other software solutions and dashboards. Instead of taking the time to open multiple programs to find data, Tyler Hub centralizes the data needed and makes it instantly accessible. For more detail as it pertains to a specific task, users simply click on the information in a card to access transactional details, locate a site on a map, approve or reject a transaction, or any other variety of other pertinent actions. By having everything visible and accessible, Tyler Hub allows users more time to analyze data rather than search for it—thereby freeing them up to focus on more value-added tasks and projects.

1.1.2 CONTENT MANAGEMENT

Tyler Content Manager includes all the critical components of an enterprise content management suite — back file scanning, indexing and redaction, optical character recognition, web interface, micrographics conversion, disaster recovery, and highly secure off-site document storage. It works with third-party applications, using *batch print capture* to print multiple documents directly into Tyler Content Manager.

Additionally, the Application Connector provides seamless integration between applications and Tyler Content Manager. This improves accuracy and offers quick access to related documents without leaving an application, and it saves valuable time navigating through multiple applications to find vital, related files.

Tyler Content Manager supports multiple file types ranging across multiple departments in distributed locations, including scanned images (TIFF, PDF, etc.), photos (JPEG), office documents (Microsoft® Word, Excel®, PowerPoint®, etc.), drawings (DWF, DWG, etc.), or any other file requiring storage and management.

1.1.3 ANALYTICS AND REPORTING

Public sector entities need multiple ways to get information from their enterprise solutions. To meet the growing and dynamic needs of our clients, Munis provides users with the information they need, in the formats they want and require, instantly.

Users can run reports of their current dataset from Tyler applications to a variety of output formats (print, PDF, Word, Excel). To assist with this, Munis provides an integrated "query wizard" to guide users through the selection process to create complex queries. These queries can be saved for future use and shared with fellow users to quickly and easily access pre-defined searches at moment's notice. Taking it to the next level, reports can be scheduled and delivered with the integrated Application Scheduler. Additionally, to meet the unique and specific needs and requirements of our clients, Tyler employs a dedicated Munis state reporting team responsible for ensuring compliance with state and federal reporting mandates is maintained.

To help improve data management, analysis, information and delivery, Munis Analytics and Reporting provides a robust toolbox. Tyler Hub and Central applications provide immediate, out-of-the-box views of key information that can be configured by user based on role and preference, and Microsoft Office integration provides seamless data exports to familiar Office formats for further analysis. For further flexibility and customization, Tyler provides support for industry-leading business intelligence and ad hoc reporting tools. Munis database cubes, using Microsoft Excel PivotTable and PivotChart reports and built on Microsoft SQL Server Analysis Services, allow users to make better business decisions by easily viewing comparisons, patterns, and trends with KPIs. Combining the power of these tools with SQL Server Reporting Services, users can create and manage complex, interactive reports and deliver them in a range of formats.

1.1.4 TYLER READYFORMS

Tyler ReadyForms provides a library of pre-built, easy-to-use templates giving users the ability to build sets of configurable forms using an intuitive web application allowing them to take control of forms from creation to printing. With robust built-in integrations with Munis, users can print directly to ReadyForms from the application and can choose whether to print, email, archive to Tyler Content Manager, or download the documents.

Every form has been carefully designed with simplicity and consistency at the forefront. The forms share a common look and feel, one that is sophisticated, colorful, and modern. Once install ReadyForms is installed, users can immediately start setting up forms choosing from the wide array of form templates offered, including (but not limited to):

- Payroll checks
- Purchase orders
- Invoices
- Utility bills

- Receipts
- Permits

Using the ReadyForms web application, form changes such as updating a logo or a signature, can be made instantaneously with the click of a button. Tailored data display options to form type provide a fine-tuned method of customizing content that is included on the form. Without leaving the web application, users can preview their forms using sample data, giving them the opportunity to fine-tune changes made to the template.

1.2 Munis Financial Overview

Munis general ledger and budgeting applications are the core of our Munis ERP solution, designed to streamline the management of critical financial processes organization wide. A web-based multi-fund accounting system, Munis provides the tools to easily comply with regulatory requirements and highly structured accounting and budgeting processes, while integrating fully with the human capital management, procurement, revenue, and citizen services processes and software. Finance employees have access to detailed fund and budget information in a seamless, real-time, and intuitive manner, increasing transparency across state and local government.

BENEFITS OF Munis FUND ACCOUNTING AND BUDGETING

State & Local	Finance	Finance Employees	Citizens
Government & Schools	Administrators Increases	Reduces redundant data entry & creates a	Improves understanding of
Reduces overall financial costs through a strategic management of resources	organization-wide visibility into budget compliance & financial status	"single version of the truth" Improves productivity, efficiency & responsiveness to	state & local government mission and goals Increases satisfaction in state & local
Increases organization flexibility to address business & legislative changes Ensures	Provides real-time insight into business processes for strategic decision making Reduces planning and budgeting cycle times	citizens Decreases process time & enhances workflow for day-to- day tasks	government programs & services Provides transparency into state & local government
accountability, Optimizes cash flow transparency, & through performance compliance with local, measurement, state, & federal analysis & forecasting	operations & processes		

requirements

Enables collaboration across organization boundaries

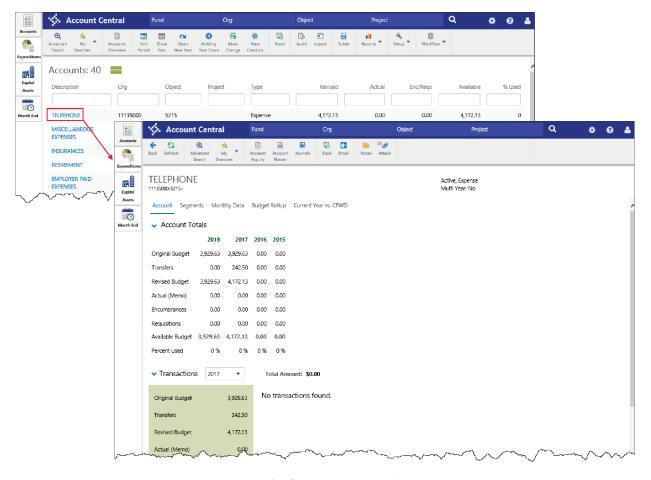
1.2.1 Munis General Ledger

Munis General Ledger is a true multi-fund budgeting and accounting system designed to meet all GAAFR and GAAP standards. Munis General Ledger maintains account balances for both balance sheet and subsidiary ledgers, and offers a flexible chart of account structure (45 alpha numeric code with 10 segments available) to fit your specific reporting needs. Role-based permissions and workflow can be configured by chart of account segments and accounts allowing processes to be decentralized to improve productivity without sacrificing security. It offers a comprehensive journal processing system that automates journal reversal, retrieves unlimited years of journal history, and adds as much descriptive text to each journal entry as needed.

The true beauty of the module is its tight integration with all other modules Munis offers. It provides quick, online access to account information, including the ability to "drill down and around" to transaction detail such as purchase orders, invoices, payroll data, and cash receipts. Quick data access and efficient reporting improves responsiveness and decision making. If corrections are necessary, accountants can easily go to the source (i.e. payroll check, AP invoice, purchase order) to enter what the account or amount should have been and the system will correct the journal entry without additional manual journal entries. If third-party systems are used, the system is very flexible and allows users to build their own formats for import or export of journals.

Reporting is a critical piece of the General Ledger. Munis GL includes the following reporting features and tools:

- Dozens of ready-to-use reports which allow the user to sort and summarize by their chart of account segments with hyperlinks which allow the user to drill down to the data
- Customizable report templates with user definable columns and saved find and sort options
- A built-in scheduler tool to automate the processing and distribution of standard reports allowing users to schedule reports to be generated as they wish on a daily, weekly, or monthly basis
- Flexible reporting for multi-year funds and grants, as well as staggered fiscal years
- Excel data cubes allow the average user to start in Excel and create ad-hoc reports to retrieve and analyze any segment level across multiple years
- Optional, customizable report generation through Tyler Reporting Services allows your IT staff, or a Munis TRS representative, to build the report to the exact specifications required by the end user



Example of GL Account Central

1.2.2 Munis Budgeting

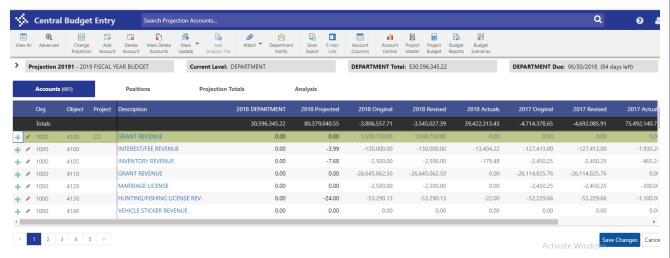
The Munis Budgeting module provides industry-leading tools designed to help you plan, manage, and monitor your budget-related activities throughout the year and forecast future years, so your community operates from a strong foundation. Simplified financial planning and budgeting tools in Munis provide you with everything necessary to keep tabs on today's budget while planning for tomorrow. When users enter requisitions, purchase orders, or AP invoices the system displays the available budget for that account, group of accounts or department total based on user setup. Workflow rules can be configured to handle over-budget requests. Budget transfer and amendment requests can be decentralized because they are intuitive and user friendly — instead of selecting "debit" or "credit" the user is choosing "decrease" or "increase".

For Budget development, budget directors can generate, compare, and analyze an unlimited number of projections or "what if" scenarios. Munis Budgeting allows departments to budget both annually and monthly. Budget rollup codes can be utilized if departments require grouping individual accounts together for either performing available budget checks, or for allocating accounts against a total budget amount during the appropriations process. For ease of use, budget amount requests and changes can be entered using a familiar tool – Excel. Simply click an icon on the Excel ribbon to

download the accounts to be budgeted, crunch the numbers, and, with a single click, upload the new numbers into Munis Budgeting. Salary and benefit planning can be done through direct integration with the Munis Payroll/HR module reducing the need for complex Excel spreadsheets to be created outside of the system. The integration provides accurate forecasting for all employee-related costs including step raises, vacancies, and benefits. Direct integration into the Munis Capital Assets can auto-create records for assets due to be replaced.

Budgeting for projects can be done in the Munis Project Accounting module and pushed to the GL budget via another direct integration. Specific benefits include:

- Budget amounts can be entered at the account or detail level which roll up to the account level and details can be moved forward from year to year
- Workflow allows projections to be shared between departments, reviewed, and then merged into a single final budget
- Ability to project budgets up to 10 years in the future using user-defined inflation rates
- Unlimited text per line or detail can be entered for justification and printed on reports
- Budget process has five levels so original department "wish list" amounts can be compared to final approved numbers
- Biannual budgets can be implemented



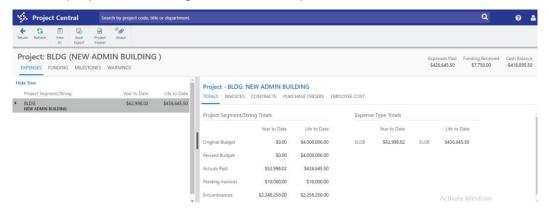
Munis Central Budget Entry

1.2.3 Munis Project and Grant Accounting

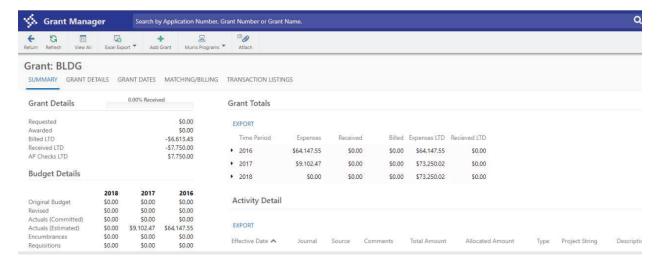
Munis Project and Grant Accounting tracks multi-year budgets, expenditures, and revenues for user-defined projects such as capital improvements and special programs. It provides the option to manage projects as part of the general ledger or in a separate project ledger with additional segments to track the project phase, tasks, and subtasks. Grants can be tracked from application through conversion to a project. With full integration any detailed purchasing, payables, payroll or

cash receipts, transactions can be posted to projects as well as to general ledger accounts. Munis Project and Grant Accounting also provides:

- Control of revenue allocation by defining the rules and priorities of sources that will fund each project
- Real-time tracking of funding received for grants
- Project cubes for a multi-dimensional look at data sets
- Milestone tracking with familiar Gantt charts
- Automatic creation of a project from a grant
- Workflow to streamline approvals and notifications, monitor efficiency, and provide audit history
- Grant Manager tool to show available budget, funding received, yearly, quarterly, and monthly expenditures, along with drill down capabilities to individual transactions



Project Central provides a 360-degree view of your project expenses.



Grant Manager allows you to track all grant-related information in one place

1.2.4 Munis Capital Assets

Munis Capital Assets manages record-keeping of all capital assets such as land, buildings, machinery and equipment, construction in progress, and infrastructure. Asset information can automatically flow from purchasing. Simplify record maintenance and reporting by tying an unlimited number of individual assets to master assets, and track items transferred, missing, not in use, or due for maintenance or replacement. Munis Capital Assets also calculates depreciation by selective methods such as straight line, composite rate, 6-month convention and reports on the depreciation schedule. For a complete 360-degree process, Munis Capital Assets provides a complete set of financial statements that fully reflects your organization's investments. Integration with other Munis programs provides additional benefits:

- Direct posting of Capital Assets to the general ledger facilitates data export to the Tyler CAFR Statement Builder to create GASB reports
- With Payroll integration, Munis Capital Assets not only records true capitalized assets but also property signed out to individual employees
- With Purchasing, data flows seamlessly from Purchase Orders into Capital Assets
- Direct integration to and from the Work Order system allows you to see maintenance history on a fixed asset
- Records true capitalized assets and who has what fixed asset via integration with Munis Payroll

1.2.5 Munis Cash Management

Munis Cash Management automates all treasurer office functions from bank reconciliation to interest allocation and cash flow utilization. Other benefits include:

- Automatic processing of AP and payroll checks utilizing files from the bank as they clear simplifies reconciliation of cash accounts (book balance) with corresponding bank accounts (bank balance)
- Allocates interest to cash accounts based on average daily balance by month or quarter
- Provides easy access to cash flow and project cash flow fluctuations
- Projected cash flow records can be used for actual vs. budget analysis
- Use forecast feature to anticipate cash flow for any date range
- Standard reports include: Cash Fund Position, Daily Treasurer's Total, Cash Flow (Summary and Detail), Investment, and Debt Service

1.3 Munis Procurement

Munis Procurement provides you with an enhanced, fully integrated electronic purchasing system for managing the processes associated with requesting, reviewing, contracting, and purchasing from vendors. From requisition to purchase, Munis streamlines the entire procurement lifecycle.

Munis Procurement increases efficiencies by streamlining the purchasing process, resulting in shorter processing times. The easy flow of information and the ability to customize processes ensure that all your purchasing requirements and needs are met, while improving the purchasing power of your organization.

Munis provides the tools to efficiently and effectively comply with regulatory requirements or highly structured procurement processes, while integrating fully with your budget and general ledger. Purchasing employees have access to detailed supply chain information in a seamless, real-time and intuitive manner. Proven strategic sourcing techniques such as spend analysis, competitive sourcing and contract negotiation mean your organization gets the right value for its purchases and can provide full accountability for its purchasing decisions.

Easily communicate with vendors using Munis eProcurement, which integrates with vendor websites providing you the ability to shop online without leaving Munis. Plus, Munis Vendor Self Service empowers your vendors by providing a place to view bids, submit required forms, review invoices and check information. Munis delivers the right tools, functionality, and access to data to help you make the best purchasing decisions for your organization.

Benefits of Munis Procurement

State & Local Government &	Procurement Administrators	Procurement Employees	Employees - Requestors
Schools	Increases	Eliminates	Provides easy access
Reduces financial	organization-wide	unnecessary	to products or
costs— paper,	visibility into	paperwork & reduces	services when needed
administrative, warehouse, supply & third-party	procurement expenditures, minimizing risk	data entry time & errors Decreases "reg to	Improves understanding and ability to conform to
Allows organizations	Provides real-time	check" process time &	internal business
to utilize budgets	insight into business	Procurement	rules, policies &
more effectively	processes for strategic	Administrative Lead	contracts
Ensures accountability, auditability, &	decision-making Simplifies the management of &	Time (PALT), reducing time & costs Improves customer	Increases access to answers regarding product availability &
compliance with local,	eliminates redundant supplier relationships	service by ensuring the right product is	reimbursement

state & federal requirements
Increases the public's

confidence in state and local government

Improves communication with employees & vendors procured at the right time at the best value

1.3.1 Munis Purchasing

Munis Purchasing includes requisitions and purchase orders to automate and decentralize the procurement processes across your organization. Departments can enter their own requests, and site-specific business rules route the request for approval. Real-time general ledger budget checks ensure availability of funds. Munis Procurement enables a direct conversion of an approved requisition to a purchase order. Using Tyler Content Manager, the purchase order can be automatically imaged and archived, allowing for optional e-mail delivery. Additionally, the PO image can be accessed by the vendor at any time through the e-Procurement module. The purchasing process ensures employee compliance with business rules and eliminates purchasing fraud and abuse. Other benefits include:

- Customizable requisition screens provide only essential information, enabling other nonfinance staff to enter requisitions with ease
- Requisitions can be created directly from a vendor's online shopping cart using the e-Procurement solution
- Workflow rules based on dollar amount, commodity code and/or chart of account segments route requisitions for approval and then to a buyer to be sourced
- Preset procurement rules are referenced to determine whether phone quotes or formal bids required the latter can be auto-created from the requisition
- Supports blanket purchase orders
- Approved requisitions can be converted to a purchase order or contract
- Auto printing or email distribution of PO with Tyler Forms
- An image of the purchase order is auto archived to Tyler Content Manager
- Changes can be submitted via a PO change order, and then routed through workflow for approvals
- Updates to general ledger are automatic
- Interface with e-Procurement, P-Cards and Tyler Content Manager offers significant savings by streamlining approval process, reducing paperwork, storage and costs
- Purchasing is integrated with Munis Inventory, Tyler EAM, Payroll, Capital Assets, General Ledger, e-Procurements, Contract Management, and Budgeting

1.3.2 Munis Accounts Payable

Munis Accounts Payable manages and maintains all aspects of vendor invoices, payments, delivery performance, and history. It provides a comprehensive view of all activity related to a vendor through Munis Vendor Central. Additionally, Munis Accounts Payable offers the ability to extend select vendor information for online vendor access using e-Procurement, including vendor check images, invoices, and bid information.

Accounts Payable also incorporates a web-based card management program that imports transaction details incurred on purchasing cards (P-Cards). It can split individual transactions to multiple accounting codes and create accounts payable invoices. Purchase card administrators can monitor card transactions in real time, and create and analyze custom reports to improve spend tracking and anticipate problems with a transaction before they occur. Other benefits include:

- Flexibility to liquidate purchase orders in full or in part, and view detailed information online
- Decentralized workflow saves central AP employee time by allowing individual departments to enter invoices
- Automated 3-way PO matching function expedites processing in distributed arrangements
- Flexible scheduling of invoices for payment helps maximizes cash flow
- Customizable invoice imports
- P-Card reconciliation processing such as coding and attachment of receipts, tracks against actual vendor for complete year-end transactional reporting
- Integrated workflow allows users to route and approve invoices online without logging into Munis
- Configurable checking printing
- Provides positive pay processing security
- Utilize Tyler Content Manager to upload, organize and easily retrieve document images for improved efficiency
- Assets to the General Ledger facilitates data export to CAFR to create GASB reports

1.3.3 Munis eProcurement

Munis eProcurement provides a secure location for vendors to search for, or submit a bid, check a current or past PO status; access an invoice, check or bid details; or create and update their vendor profile. Munis eProcurement provides vendors access to the key information and business records they need. Information is reflected in real-time because it is extracted directly from the Munis database.

Additionally, eProcurement provides Punch-Out capabilities to vendor hosted websites. It allows users to initiate a requisition in Munis, then Punch-Out to vendor-hosted websites for online shopping. Once shopping is complete the virtual shopping cart of items is instantly transferred to

Munis and automatically populates a Munis requisition which then flows through the existing Workflow process. Munis eProcurement can reduce off-contract spending, gain advantageous pricing, and condense requisition to PO cycles while electronically managing the entire lifecycle of a purchase. E-procurement also includes e-invoicing which enables automated submission of invoices as a result of punch-out purchase reducing data entry errors and improving invoice to payment timelines.

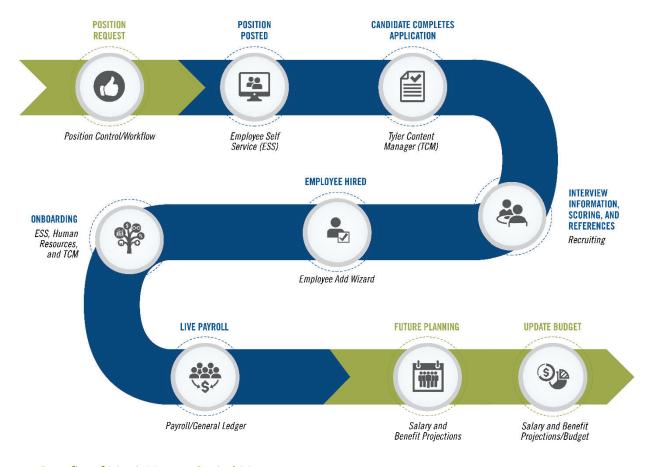
For vendors that cannot support Punch-Out catalogs, you use hosted catalogs in Munis. In this way, you can view, import and purchase a vendor's items via the Munis Items program.

The eProcurement process translates to both soft and hard-cost savings for your organization:

- Web-based process save staff time to prepare and distribute bid information
- Meets green initiatives save paper and shipping materials
- Vendor response reduce staff time responding to questions and requests for information
- Vendor 24/7 access view and submit bid information online
- Vendor Punch-Out catalogues establish an unlimited number

1.4 Munis Human Capital Management

By integrating all the tools and processes associated with people and performance in a strategic and organized manner, Munis Human Capital Management provides a complete view of your organization. When you employ a "hire to retire" strategy that integrates all the information, tools and processes associated with people and performance, you align your employees' goals with the goals of your organization to meet specific, measurable and realistic objectives.



Benefits of Munis Human Capital Management

Local Government & **Employees Human Resources Managers** Schools Strategic rather than Better-informed Online enrollment in administrative role benefits & instant decision making Reduce costs & do access to pay and paid more with existing Mange workforce Actively plan for time off history resources from a single source business change Greater control over Achieve organizational Lower HR costs & Find & retain the right personal information goals & objectives deliver better services talent and career paths Enhance workforce Address workforce Reduce paperwork & Instant answers to HR performance & demands overhead costs questions increase agency adaptability

1.4.1 Munis Human Resources and Talent Management

Munis Human Resources and Talent Management centralizes all employment data for an organization -- from an organized hierarchy of jobs with position controls, pay and benefits scales to a confidential repository for employee information such as education, wages, promotions, benefit

elections and performance evaluations. It provides all the tools needed by an HR department. Munis Human Resources and Talent Management solutions integrate enterprise employee data, from hire to retire. This means your compensation, retention, training and development plans work together to promote your goals.

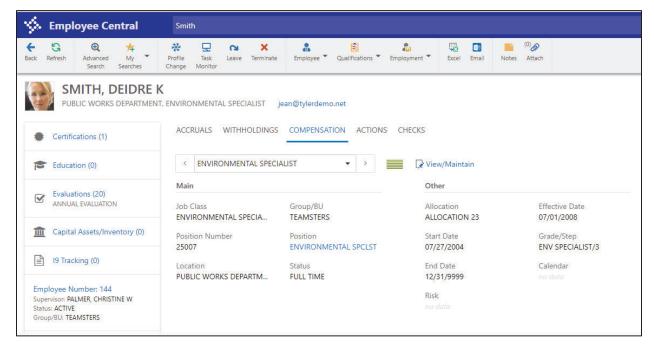
Munis HR helps streamline workflow and processes. Confidential employee information is centralized and accessible only to those with designated access. Munis Workflow allows you to set up business rules for personnel actions including inquiries, leave, termination, civil service, attendance, reinstatement, and so forth. Full integration with Munis Recruiting, Payroll and Budget eliminates duplicate data entry. Integration with ESS provides employees enterprise wide the ability to easily access info, initiate requests, collect benefit information and more.

Our Talent Management solutions provide staff and management with tools that enhance succession planning and career development processes. Supervisors can better track staff certifications and skills and evaluate employee performance to align employee goals with strategic organization goals. They can analyze their talent to decide who best to target for leadership positions. Employees can utilize career planning tools to help structure their career track and robust training program can be development to enrich and strengthen personnel.

Other advantages include:

- Advanced position and budget control:
 - Forecast future salary and benefit costs, including step and contract increases, and simulate changes to positions during a specified time period
 - Identify valid and authorized positions, both filled and vacant
 - Restrict the addition of new employees to a valid and authorized position
 - Provide a history of employees who have held a certain position, for turnover and analysis
 - Identify and allow updates to budget and FTE allocations
 - Provide current year budget/actual/projected figures, by position
 - Automatically create job postings in Applicant Tracking module from position control information
- Integration with Employee Self Service allows employees to use their password protected account to access updated sick and vacation accruals
- Track an employee's full employment history including certifications, training, promotions and raises
- Integrates Tyler Content Manager for document management of all HR related documents (i.e. resume, grievance letters, certifications)
- Supports a paperless online benefits enrollment process using Employee Self Service
- Supports a paperless onboarding process using the On-Boarding Codes program and
 Personnel Actions. You can create different On-Boarding Code Steps, Subject Text, and Body

Header. Emails can be sent to employees, to a group of new employees or they can be sent based on the On-Boarding Code chosen when hiring a new employee in the Personnel Actions program.



Munis Employee Central

1.4.2 Munis Payroll

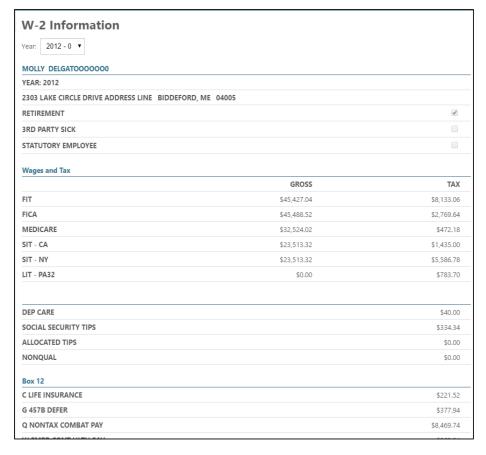
Munis Payroll allows you to implement paperless payroll processes, streamline timesheet entry and ensure all local, state and federal requirements are met. With Tyler Content Manager integration, Munis Payroll provides an image-based history of all payroll documentation, allowing staff and employees to access old paystubs, W-2 forms, benefit elections and more. Standard payroll functions include, but are not limited to, reconciliation of employee insurance reports to monthly premium statements; manual or automatic check reconciliation; support of electronic timesheet entry; and verification and tracking of employee performance data, earning and withholding information, training and more. Munis Payroll also integrates fully with Munis Employee Self Service, providing W-2, tax, benefit and accrual information to employees when they sign into your Employee Self Service Website. Changes made by the employee, such as accrual requests and benefit selections, are transmitted directly to the payroll system for approval and will then reflect in employee pay. Other benefits include:

- Generates retro pay for scenarios such as extended contract negotiations or delayed promotion or salary increase decisions
- Enables direct deposits and positive pay validation
- Supports mass pay changes, "pay bands", step increases, and retro-pay calculations
- Supports a wide range of calculation and accrual types

- Supports daily time and attendance entry, including entry from Employee Self Service, once approved the information is automatically moved into Payroll without re-keying information
- Integrates with Munis General Ledger for increased efficiency and time savings
- Integrates with Munis Budgeting for salary and benefits projections
- Integrates with General Billing for extra duty pay and COBRA/insurance billing
- Integrates with Munis Accounts Payable for vendor payments
- Integrates with any third-party time-tracking systems for streamlined payroll processing
- Integrates with Employee Expense reimbursement
- Integrates with GoDocs, Tyler Forms and Tyler Content Manager for seamless document management, output options (i.e., emailing direct deposit advices) and data storage



Munis HR Command Center



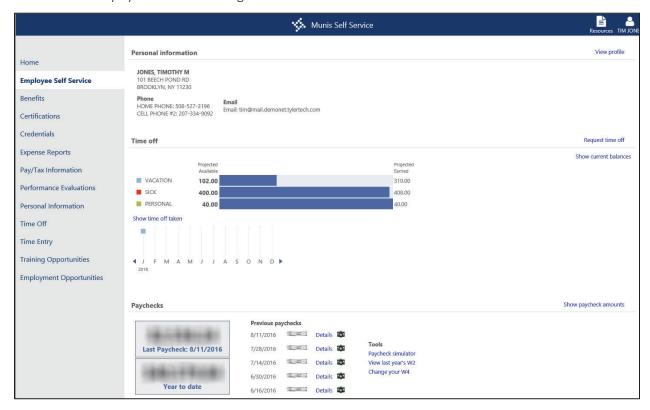
Munis Employee Self Service allows employees to view paystubs and W2 information online.

1.4.3 Munis Employee Self Service

Munis Employee Self Service improves employee access to key information and services, and reduces staff time spent responding to routine requests. Employees are able to update personal information, request leave, or check compensation quickly, confidentially, and securely over the Web from any computer, and at any time that's convenient for them. Employees log in using a unique username to view and update information. Accuracy is assured because Employee Self Service extracts information from the Munis database and is reflected in real-time. Employee Self Service reduces Human Resources workload by allowing employees to:

- Use the calendar interface to request vacation time, enter sick time and view up-to-date accruals
- Log work hours against projects and activities
- Use the Net Pay Simulator to see how deductions, withholdings and pay rates would affect paychecks
- Receive HR messages and benefits updates
- Register for training classes (Separate log in available for non-employee registration, as well)
- Review their performance evaluations

- See overview of compensation and benefits, W-2, W-4, direct deposit changes
- Sign up for benefits during open enrollment
- Access paperless images of W-2 forms, payroll stubs and other employment documentation stored by Tyler Content Manager



Munis Employee Self Service employee view welcome screen

1.5 Munis Citizen Services & Revenue

1.5.1 Munis Accounts Receivable

Munis Accounts Receivable provides two major functions: collection of miscellaneous cash, and collection and management of billed receivables. Processing over the counter or mailed payments for non-billed items such as licenses, permits, and registrations is easy using Munis AR, with customizable receipt printing if necessary. You can set charge codes to facilitate data entry and provide detailed or summary analysis (daily, weekly, monthly) by type, and pre-set General Ledger revenue accounts to these codes so data entry personnel do not need to enter account numbers—creating efficiencies and saving your organization critical time and resources. Notable highlights include:

• Single Customer Identification Number (CID) provides a complete view of all outstanding balances across revenues and departments, simplifying the collections process

- Cross department utilization improves efficiency and reduces training burden
- Supports validation, check endorsement, OCR scanning and receipt printing
- Utilize workflow approval processes to better regulate payment, reversal and refund processes
- Supports various hardware devices; see Tyler's recommended hardware listing

1.5.2 Munis General Billing

Munis General Billing creates invoices and bills for miscellaneous charges, such as facility rentals, hangar fees, tuition, vandalism and false alarm billing. It eliminates handwritten bills and manual calculations, totals invoice lines and provides accurate payment information. General Billing works with Munis Payment Entry (Accounts Receivable), Work Orders, General Ledger, Payroll, and Permit & Code Enforcement, and provides accurate and up-to-the-minute accountability.

Other benefits include:

- Can aggregate services provided such as multiple days billed monthly
- Supports automatic interdepartmental billing
- Manages escalating fees associated with multiple incidents
- Allows scheduled invoicing of recurring charges or services
- Provides loan tracking and amortization for HUD housing
- Integrates with Grant Management for reimbursement requests
- Integrates with Payroll for extra duty pay and COBRA billing
- Integrates with Work Orders for billing repairs and other services

1.6 Tyler Saas (Software as a Service)

Overview

With the Tyler Software as a Service (SaaS) solution, we will host and manage the Tyler applications from our facilities. We will provide the ongoing support, maintenance, and upgrades of the applications, hardware, and operating system. You receive clear and concise documentation, defining all aspects of the relationship. You will receive a Contract (Commitment to Partner), a Statement of Work (clearly defines Scope, Roles, and Responsibilities of both partners), and a Service Level Agreement (Measurable Expectations of Performance).

Features

The Tyler SaaS model is reliable, available and secure. There are no code changes to the client or server without proper notification. It offers complete hardware redundancy with no single point of

failure. In addition, it utilizes data encryption in transit and Virtual Private Networks (VPN) to transmit all data.

- System Administration. Tyler performs daily administrative tasks. We address the installation, upgrade, support and file maintenance of the Tyler application and database servers, operating system, database and application files.
- Security Administration. Tyler provides secure data transmission paths from each client workstation to the Tyler servers. User Ids, passwords and application access rights for the VPN and the Tyler application are administered by Tyler with the client's final approval.
- Hardware Performance Maintenance. Tyler supplies and maintains all necessary hardware required to provide workstation access to the Tyler applications at standard industry performance levels. All repairs, upgrades, and replacements to server hardware are the responsibility of Tyler.
- Disaster Recovery & Fault Tolerance. Tyler backs up all system & data files and stores them in a secure off-site location. We have fully redundant telecommunications access, electrical power, and required hardware to provide access to the Tyler applications in the event of a disaster or component failure.

Benefits

- Easy Budgeting. The lease is a set fee, flattening the peaks and valleys associated with the acquisition of software and services. Leasing dramatically lowers initial costs. It provides a consistent quarterly fee that can be easily budgeted for the duration of the agreement.
- No Secondary Operational Fees. No additional fees, such as maintenance and support are required.
- Expandable. Additional Tyler applications are easily added, as needed.
- IT Management Reports. Tyler supplies monthly management reports containing detailed information regarding access, usage, performance and availability for all hosted applications

Tyler Data Center

The Tyler SaaS data centers are built with no single point of hardware failure. SQL servers and our CISCO UCS equipment are setup for load balancing. Firewalls, VPN management, routers, and storage are all setup in a highly available configuration. Multiple ISPs are present with diverse paths to the Internet.

The Data Center utilizes multiple Internet Service Providers for redundancy and also has a diesel generator designed to power the entire data center for multiple days without power.

In the case of a complete failure of the primary Data Center, an off-site mirrored center located in Dallas, TX is available.

Section 2 Additional Tyler Product Add-Ons

2.1 EXECUTIME

2.1.1 TIME AND ATTENDANCE

ExecuTime Time & Attendance provides small and large organizations with incredible cost savings and increased efficiency. In most local government entities, payroll processing, time tracking and benefits accrual tracking places an unnecessary strain on staff efficiency and limited budgets. ExecuTime fixes those issues and keeps them fixed while providing the highest ROI on the market. How do we do that?

- Effortlessly handle complex time tracking rules and pay codes
- Seamless, automated integration and synchronization with your IT environment and payroll software
- Powerful and user-friendly web-based interface for supervisors and staff
- Solid integration with numerous time collecting interfaces (web browsers, time clocks, phone text messaging, IVR, proximity readers, biometrics, and more)
- Dedicated technical and training support

SIMPLIFY COMPLEX TIME, ATTENDANCE, AND BENEFIT TRACKING

By incorporating complex time tracking procedures that usually exist within public safety, public works, and education, ExecuTime makes it easy for managers and staff of every department to enter and track time types, manage time-off requests and apply job costing all while handling multiple pay periods and FLSA guidelines.

REDUCE COSTLY ERRORS

ExecuTime Time & Attendance drastically reduces errors and oversights by eliminating several of the manual tasks associated with collecting time and entering data into the payroll system.

Electronic capture of employee time offers a more accurate account of actual time worked and automates the process of collecting, calculating, and entering employee hours each pay period. You generate precise timesheets for both hourly and salaried personnel and have access to historical data through audit trails and reports to ensure secure and effective management.

TIME FEEICIENCY AND COST FEEECTIVENESS

ExecuTime Time & Attendance automates the most labor-intensive tasks associated with timekeeping and gives that time back to your staff. Payroll clerks that spend days sorting through timecards will now complete the same duties in a fraction of the time. Many public-sector organizations have

already discovered that ExecuTime offers the most rapid ROI along with the most critical product features.

SUPPORTED SOLUTIONS

ExecuTime offers budget friendly systems that fit seamlessly into your current infrastructure and will grow with you for years to come. Our project management team will guide you through an implementation plan catered toward your personnel environment, conduct training and support your internal rollout. And you will have added assurance knowing an experienced and responsive technical team is only a phone call or email away.

- Automated Attendance Calculation
- Improves accuracy
- Improves timeliness of information
- Configurable overtime policies
- Configurable clock-in/out policies
- Manual time-editing ability
- Accounts for shift differentials and 24x7 operations
- Complete audit log and reporting on changes, additions and edits to employee time

KEY FEATURES

- Electronic clock in/out
- Time tracking and exception reporting
- Work order, project and job number tracking
- Employee benefit time request and management
- Time-off scheduling calendar
- Electronic timesheet approvals
- Absolute lowest cost of ownership and free software for upgrades
- Integration with payroll software on any platform

FLEXIBLE REPORTING FEATURES

- By day, week, month or year
- Real-time employee status
- Daily attendance inquiry
- Multiple file export options

INTUITIVE INTERFACE

- ExecuTime web-based interface
- "Who Is Here" inquiry screen
- Benefit hours inquiry and management
- Integrates with Interactive Voice Response (IVR) technology
- Supports a range of collection devices: electronic time clocks, biometric, web browser, text messaging and more
- Full integration with your payroll application

AND MORE...

- Multiple pay-period support
- Graphical calendar for time-off scheduling
- User-specific security levels
- Time-zone sensitive time and date stamp records all transactions for auditing purposes
- Eliminates antiquated time clock hardware and hand-written time sheets

THE EXECUTIME DIFFERENCE

- Integration with any payroll/HR app on any platform
- Unlimited supervisors
- Unlimited workstations and PCs
- Unlimited technical support
- Configurable notifications and alerts
- Absolute lowest cost of ownership
- Browser, tablet and smart phone supported

2.1.2 ADVANCED SCHEDULING

ExecuTime Advanced Scheduling automates, simplifies and streamlines your staff scheduling process while minimizing labor costs and overtime expenses. The Advanced Scheduling solution makes sure you have the right people working the right job at the right time through a fully integrated, easy-to-use solution that easily scales to suit the needs of small, medium and large organizations.

REDUCE LABOR COSTS

Labor costs are a big part of your organization's budget. And those costs escalate through human error, manual processes and requests, and scheduling conflicts. ExecuTime scheduling allows you to cut labor costs while drastically reducing human error and manual processes. Even better, ExecuTime can be configured to easily handle the complex scheduling in public safety, public works and parks and recreation. With ExecuTime, you'll effectively manage complex costs while incorporating union agreements, overtime and premium pay into your workforce management strategy.

INCREASE WORKFORCE PRODUCTIVITY

You're being told to do more with fewer resources. In these challenging economic times, decreasing budgets and increasing expectations go hand-in-hand. ExecuTime Advanced Scheduling allows your staff and supervisors to securely access customized and insightful data to eliminate unnecessary confusion and scheduling errors while enhancing employee accountability. Self-service tools allow your staff to request schedule changes and shift swaps, leave requests, bid for days off and vacation requests, and more. It's centralized, 24x7x365, real-time scheduling and management across departments, teams and locations.

SEAMLESS INTEGRATIONS

The ExecuTime Advanced Scheduling solution integrates seamlessly with third-party applications (HR, payroll, CAD and more) and eliminates manually running scripts, passing files back and forth, and the wasteful production of paperwork. Of course, you can also integrate the scheduling solution with the ExecuTime Time & Attendance solution to create a powerful, automated and fully integrated workforce management solution.

EASY TO USE AND IMPLEMENT

If you can use a web browser, then you can learn to use ExecuTime Advanced Scheduling in a snap. This solution is entirely web-based and requires no software to install or maintain on workstations. The user interface is extremely intuitive and user-friendly to make adoption easy even for users with little or no experience with computers.

KEY FEATURES

- Unlimited schedules/shifts
- View and print daily roster reports
- Schedule grid and calendar view
- Post open positions for sign-up or bidding
- Time exchange feature for shift swaps and shift trades
- Automated time-off request and approval process
- Overtime eligibility management
- Track certifications and work limits

- Cloud-based and on-premises options
- Holiday and events calendar
- Reporting and auditing
- Employee self-service

2.2 Munis Reporting Options

Public sector entities need multiple ways to get information from their enterprise solutions. That's why Munis and Tyler EAM provides more than just traditional paper-based reports for accessing and using critical information. It is designed to provide you with the information you need in the format users want—instantly.

Users can easily create reports of their current dataset from Tyler applications to a variety of output formats (print, PDF, Word, Excel). An integrated "query wizard" can be used to guide users through the selection process to create complex queries. These queries can be saved for future and even shared with fellow users to quickly and easily access pre-defined searches at moment's notice. Leveraging the integrated Application Scheduler, reports can also be scheduled to automate delivery and printing.

Tyler's Analytics and Reporting includes several tools to help clients improve data management, analysis, information sharing, and delivery. Dashboards and Central applications provide immediate, out-of-the-box views of key information that can be configured by user based on role and preference. Robust Microsoft Office integration provides seamless data exports to familiar Office formats for further analysis.

Tyler Hub provides a centralized starting point for accessing, analyzing, and aggregating data from the full breadth of Tyler applications. Tyler Hub offers a variety of configurable and extensible card components that allow the end user to visualize metric and KPIs. Users can access to out-of-the-box pages and cards customized to their needs. Tyler Hub combines the power of multiple dashboards into a single viewpoint for centralized and consistent search, analysis, and monitoring for various Tyler and non-Tyler products simultaneously.

Support for industry-leading business intelligence and ad hoc reporting tools offer even further flexibility and customization while still using existing application permissions. Tyler's database cubes, built on Microsoft SQL Server Analysis Services, allowing users to make better business decisions by easily viewing comparisons, patterns, and trends with Microsoft Excel PivotTable and PivotChart reports. Create, manage, and setup subscriptions to complex, interactive reports with SQL Server Reporting Services and deliver them in a variety of formats.

Tyler CAFR Statement Builder simplifies the development of the Comprehensive Annual Financial Report (CAFR), create audit-ready CAFR statements and schedules, streamlining the process from year to year. Additionally, Tyler employs a dedicated Munis State Reporting team responsible for ensuring clients maintain compliance with state and federal reporting mandates.

Socrata Open Finance provides unparalleled data access and analysis tools to help public sector entities implement principles of transparency, participation, and collaboration. Open Finance organizes your Tyler ERP financial data into a highly consumable, interactive, contextualized visual interface as a way to meet the public's need to understand government finances. This allows agencies to effectively and powerfully communicate how tax dollars are being collected and spent.



Project Quote

May 07, 2020 Project Management 50% PM Remote/Onsite 14 months **Prepared for:** Marie Berkuti, Finance Director City of Solana Beach, CA

Professional Services			
Task Description	Months	Rate	Cost
Client Project Manager 4 days per week 2 weeks per month for 14 months plus follow up on non-scheduled weeks	14	13,600	190,400
Data Conversion Support for Finance and HCM	1	33,150	33,150
Subtotal, Estimated Cost of Services	15		\$223,550

Consultant Travel Estimate	
Airfare	500
Vehicle	300
Lodging	640
Meals	228
Cost per Trip	\$1,668
Number of Trips	As Needed
Total Estimated Cost of Travel Expenses not to exceed	\$10,000

Total Estimated Cost of Project	\$233,550
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Quotation Notes:

This Quote is valid for 90 Days.
 Data conversion is flat rate 3
 payments 25% due on start of
 project 50% upon first file
 uploaded into Munis and 25% on
 Go-Live.

Please confirm your acceptance of this quote by signing below:

Print Name
Date



Koa Hills Consulting

Koa Hills Consulting will be providing client-side project management. Koa Hills Consulting has a wealth of City and County experience, including the City of San Mateo, Sutter County California and the City of Kirkland Washington. Koa Hills has significant expertise migrating clients to new systems, technical and functional expertise with ERP systems, and is a professional services partner with Tyler Technologies.

Scope of Work: Client-side Project Management

The client-side project manager (client PM) works in conjunction with the Tyler project manager to promote success on the implementation. We do this by facilitating participation from the City of Solana Beach project team, and leveraging communication tools and technical expertise to positively influence the project. The client PM will travel to the City of Solana Beach and work with your team "shoulder to shoulder" onsite, for the half- or quarter-time option as selected.

- Training assistance/coordination Koa Hills will assist in securing and setting up training rooms. We will print out any necessary documentation, agendas and sign in sheets.
- Client communication Koa Hills will host periodic status meetings with functional lead teams to communicate status and promote task completion. Koa Hills will also host executive meetings with customer stakeholders, to advise of project status and leverage executive sponsorship when needed.
- Scheduling assistance Koa Hills will help with coordinating the various Tyler and City of Solana Beach resource calendars for the project.
- Resource coordination Koa Hills will work with the Tyler PM and City of Solana Beach project team to coordinate resources for the project.
- Internal project structure documents Koa Hills will assist with setting up and maintaining the internal project structure documents in conjunction with the customer, including the executive sponsorship form, the risk management plan, the communication plan, the reporting plan, the budget plan, and the training plan, as provided by Tyler.
- Online project site Koa Hills will coordinate with Tyler and help maintain Tyler's online
 project site to facilitate project team and stakeholder collaboration and serve as a central
 repository for project documentation.
- Task management Koa Hills will monitor and supervise all project tasks and activities (including system configuration, test plan development, user acceptance testing, online education tracking and promotion, and training).
- Newsletter Koa Hills will provide a periodic newsletter document which will promote the
 project internally and include project progress, upcoming events related to
 implementation, and new functionality that the system will offer.
- Documentation assistance Koa Hills will assist customers with procedural documentation where needed. The documentation will use your software configuration and terminology, to provide a more intuitive experience. This documentation will also be available for online viewing or future printing.
- Point of escalation The client-side PM will serve as a point of escalation when challenges arise. Koa Hills will work with Tyler to resolve issues before they have to



escalate, and work with the Tyler PM to keep the project on budget, on schedule, and on task.

- Issue resolution Koa Hills will work on behalf of the client and with the Tyler PM to track and manage project issues.
- Change control Koa Hills will work with the Tyler PM and the customer to formally document and manage any project changes.
- Client advocate While Koa Hills Consulting is a Tyler partner, we serve as the client advocate and partner first. We will provide candid guidance, and will ensure that the City of Solana Beach team is integrated into the project.
- Close-out reporting Koa Hills will work with Tyler PM to develop project close-out reporting, including lessons learned, and a roadmap of future improvements as recognized in the business process review.



Scope of Work

Migration

Data Migration is an important activity to improve data storage and retrieval processes, ensuring that data is migrated with minimal effort, in a well-planned and organized manner. It is beneficial to use proven solutions and methods, so that users will be able to make a justified decision on the solution to be implemented for data migration.

This effort will create a documented repeatable process in which to migrate data from a legacy system format through flat file extracts to Tyler Technology systems. Business rule logic will be applied to legacy flat file data as necessary for data migration. This process allows for a one-to-one or many- (legacy system) to-one (Tyler) system, however it does not provide a method for one-to-many mapping as part of the data conversion process.

Modules Included

- 1. General Ledger and Budget
 - a. Accounting Actuals
 - b. Budgets
 - c. Projects/Grants
- 2. Accounts Payable and Checks
 - a. Vendors
 - b. Checks
 - c. Invoices
- 3. Purchasing and Contracts (if needed)
- 4. Payroll
 - a. Accrual Balances
 - b. Accumulators
 - c. Check History
 - d. Earnings and Deduction history
 - e. Deductions
 - f. Standard

Project Scope

Koa Hills will work in conjunction with Tyler Technologies and the client to determine the data conversion opportunities, to migrate the data for the above modules, as defined by the client, in the Tyler contract into the standardized Munis format to load in a repeatable and verifiable manner using the data conversion method. If the data import method is used a change order may be necessary.

The client will choose the data window timeframe to migrate into the Tyler systems. Migrating "current" data, rather than all historical data is recommended, due to data format modifications in the legacy system. The timeframe for the data to be migrated into the Tyler systems should match the timeframe from the Tyler contract.

Koa Hills will assist the client with the data mapping and applying business rules to filter/modify data as it migrates between systems. This process will be built in an automated fashion, so that when new data is created in the legacy system it will flow easily during the migration process.

Koa Hills will assist the City with data validation between systems, as needed, once the data has been loaded into Tyler systems.

Project Plan

Koa Hills will:

- 1. Clearly define the scope of the project
- 2. Actively refine the scope through targeted profiling and auditing
- 3. Minimize the amount of data to be migrated
- 4. Meet with the City to understand any data issues which may need special mapping
- 5. Map legacy data into new Tyler formats, as needed
- 6. Provide data clean-up services, as needed
- 7. Define a realistic timeline, based on knowledge of data issues
- 8. Secure sign-off on each stage from a senior business representative
- 9. Prioritize modules for conversion with a top-down, target-driven approach
- 10. Aim to volume-test all data in the scope as early as possible at the unit level
- 11. Allow time for volume testing and issue resolution
- 12. Segment the project into manageable, incremental chunks
- 13. Keep a total focus on the business objectives and cost/benefits throughout

Once a go-live date has been chosen, the data migration will be broken up into sprints to facilitate manageable segments of the project, which will load into Tyler, using data dependency considerations. A data migration calendar will be created and shared, to facilitate

the data migration team's ability to achieve a successful go-live date. On each of the subsequent sprints, the automated process from the previous sprint will be re-run to provide a synchronized updated version of data from the legacy system in Tyler.

The Tyler Technologies conversion team will upload the data provided and return modification requests to be applied during the following sprint data load. The expectation is that the migrated data per module will improve between sprints, so that 100% of the legacy data will be present in Tyler systems for validation.

As with all data migrations, the integration between the data owners and the technology team is critical for a successful project. Koa Hills will keep the lines of communication open and transparent throughout the process.

System Access

Koa Hills will require system access promptly when the project begins so that all timeline objectives are met. Please keep this in mind for project planning.

Conversion Data Responsibilities

Conversion task	Responsible Party
Provide legacy system documentation	Solana Beach
Extract Legacy Data	Koa Hills, Solana Beach
Ensure data is in Tyler format	Koa Hills
Clean up data formatting	Koa Hills, Solana Beach as needed
Process extracted data into Tyler Systems files	Tyler
Upload conversion packages from Tyler	Solana Beach
Review converted data in Tyler	Solana Beach
Clean up conversion files	Solana Beach; Koa Hills as needed
Final approval of conversion files	Solana Beach

This SOW is in addition to the contracted amount from Tyler conversion fees. If the City would like to change the scope of conversion from the original agreement, please contact your Tyler sales representative.

Expectation is that KHC will have full access to client data.

Note that travel is billed as incurred and not included in this SOW. A detailed estimate may be provided upon request.