

# CITY OF SOLANA BEACH

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



## AGENDA

Joint REGULAR Meeting

Wednesday, June 13, 2018 \* 6:00 P. M.

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

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

### PUBLIC MEETING ACCESS

The Regular Meetings of the City Council are scheduled for the 2nd and 4th Wednesdays and are broadcast live on Cox Communications-Channel 19, Spectrum(Time Warner)-Channel 24, and AT&T U-verse 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 website.

### AGENDA MATERIALS

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

### SPEAKERS

Please submit a speaker slip to the City Clerk prior to the meeting, or the announcement of the Section/Item, to provide public comment. Allotted times for speaking are outlined on the speaker's slip for each agenda section: Oral Communications, Consent, Public Hearings and Staff Reports.

### 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 at least 72 hours prior to the meeting.

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

### CITY COUNCILMEMBERS

David A. Zito, Deputy Mayor

Jewel Edson, Councilmember

Judy Hegenauer, Councilmember

Lesa Heebner, Councilmember

Peter Zahn, Councilmember

Gregory Wade  
City Manager

Johanna Canlas  
City Attorney

Angela Ivey  
City Clerk

**SPEAKERS:**

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

**READING OF ORDINANCES AND RESOLUTIONS:**

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

**CALL TO ORDER AND ROLL CALL:**

**CLOSED SESSION REPORT:** (when applicable)

**FLAG SALUTE:**

**APPROVAL OF AGENDA:**

**PROCLAMATIONS/CERTIFICATES:** *Ceremonial*

*None at the posting of this agenda*

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

1. League of American Bicyclists – Bike Friendly City Certificate

**ORAL COMMUNICATIONS:**

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

**COUNCIL COMMUNITY ANNOUNCEMENTS / COMMENTARY:**

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

**A. CONSENT CALENDAR:** (Action Items) (A.1. - A.7.)

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

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

Recommendation: That the City Council

1. Ratify the list of demands for May 5-18, 2018.

[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. General Fund Adopted Budget for Fiscal Year 2017-2018 Changes.** (File 0330-30)

Recommendation: That the City Council

1. Receive the report listing changes made to the Fiscal Year 2017-2018 General Fund Adopted Budget.

[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. Work Plan Fiscal Year 2018/19 Adoption.** (File 0410-80)

Recommendation: That the City Council

1. Consider and adopt the final Fiscal Year 2018/2019 Work Plan.

[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. Payment of the North County Dispatch JPA (North Comm) CalPERS Unfunded Accrued Liability.** (File 0150-76)

Recommendation: That the City Council

1. Adopt **Resolution 2018-068** authorizing the lump sum payment of the CalPERS UAL for North Comm in the amount of \$61,291 in Fiscal Year 2017/18.

[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. Appropriations Limit Fiscal Year 2018/19.** (File 0330-60)

Recommendation: That the City Council

1. Adopt **Resolution 2018-060**, establishing the FY 2018/19 Appropriations Limit in accordance with Article XIII B of the California Constitution and Government Code Section 7910 and choosing the County of San Diego's change in population growth to calculate the Appropriations Limit.

[Item A.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. Fire Benefit Fee Fiscal Year (FY) 2018/19.** (File 0390-23)

Recommendation: That the City Council

1. **Resolution 2018-061:**

- a. Setting the FY 2018/19 Fire Benefit Fee at \$10.00 per unit, and
- b. Approving the Fee for levying on the tax roll.

[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. Municipal Improvement Districts Benefit (MID) Fees Fiscal Year (FY) 2018/19.**  
(File 0495.20)

Recommendation: That the City Council

1. Approve **Resolution 2018-062**, setting the Benefit Charges for MID No. 9C, Santa Fe Hills, at \$232.10 per unit for FY 2018/19.
2. Approve **Resolution 2018-063**, setting the Benefit Charges for MID No. 9E, Isla Verde, at \$68.74 per unit for FY 2018/19.
3. Approve **Resolution 2018-064**, setting the Benefit Charges for MID No. 9H, San Elijo Hills # 2, at \$289.58 per unit for FY 2018/19.
4. Approve **Resolution 2018-065**, setting the Benefit Charges for MID No. 33, Highway 101/Railroad Right-of-Way, at \$3.12 per unit for FY 2018/19.

[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.*

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

**B. PUBLIC HEARINGS:** (B.1.)

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

**B.1. Public Hearing: Consider Introduction (1<sup>st</sup> Reading) of Ordinance 487 Amending the Highway 101 Specific Plan – Specific Plan Amendment No. 17-18-09.** (File 0600-70)

Recommendation: That the City Council

1. Consider introduction (1<sup>st</sup> reading) of **Ordinance 487** amending the Highway 101 Specific Plan.

[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.*

**C. STAFF REPORTS:** (C.1. - C.4.)

*Submit speaker slips to the City Clerk.*

**C.1. Climate Action Commission Appointment.** (File 0120-06)

Recommendation: That the City Council

1. Make one appointment (by Council-at-large) to the vacant resident position on the Climate Action Commission with a term expiration date of January 2019.

[Item C.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.*

**C.2. New Exclusive Solid Waste and Recycling Franchise Agreement with EDCO Waste and Recycling.** (File 1030-15)

Recommendation: That the City Council

1. Adopt **Resolution 2018-075** approving the new Exclusive Franchise Agreement with EDCO for residential and commercial solid waste and recycling services.

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

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

**C.3. Adopting Adjustments to the Fiscal Year (FY) 2018/19 Adopted Budget.** (File 0330-30)

Recommendation: That the City Council

1. Adopt **Resolution 2018-070** approving amendments to the Fiscal Year FY 2018/19 Adopted Budget and provide further direction on FY 2018/19 CIP (Capital Improvement Projects) project priorities.

[Item C.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.*

#### **C.4. Community Grant Program Requests Fiscal Year 2018-19.** (File 0330-25)

Recommendation: That the City Council

1. Receive the Staff Report, Community Grant applications and consider both the applications and the presentations from the grant applicants. This item will come back to the City Council at the June 27, 2018 City Council Meeting for Council's grant allocations.

#### **[Item C.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.*

#### **WORK PLAN COMMENTS:**

*Adopted June 14, 2017*

#### **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 at the next regular meeting of the legislative body.

#### **COUNCIL COMMITTEE REPORTS:**

##### **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-Zahn, Alternate-Hegenauer
- c. Escondido Creek Watershed Authority: Zahn /Staff (no alternate).
- d. League of Ca. Cities' San Diego County Executive Committee: Primary-Edson, Alternate-Heebner and any subcommittees.
- e. League of Ca. Cities' Local Legislative Committee: Primary-Edson, Alternate-Heebner
- f. League of Ca. Cities' Coastal Cities Issues Group (CCIG): Primary-Edson, Alternate-Heebner
- g. North County Dispatch JPA: Primary-Heebner, Alternate-Edson
- h. North County Transit District: Primary-Edson, Alternate-Heebner
- i. Regional Solid Waste Association (RSWA): Primary-Hegenauer, Alternate-Heebner
- j. SANDAG: Primary-Zito, Alternate-Edson, 2<sup>nd</sup> Alternate-Heebner, and any subcommittees.
- k. SANDAG Shoreline Preservation Committee: Primary-Zito, Alternate-Hegenauer
- l. San Dieguito River Valley JPA: Primary-Hegenauer, Alternate-Heebner
- m. San Elijo JPA: Primary-Zito, Primary-Zahn, Alternate-City Manager
- n. 22<sup>nd</sup> Agricultural District Association Community Relations Committee: Primary-Heebner, Alternate-Edson

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

- a. Business Liaison Committee – Zito, Edson.
- b. Fire Dept. Management Governance & Organizational Evaluation – Edson, Hegenauer
- c. Highway 101 / Cedros Ave. Development Committee – Edson, Heebner
- d. I-5 Construction Committee – Zito, Edson.
- e. Parks and Recreation Committee – Zito, Edson
- f. Public Arts Committee – Hegenauer, Heebner
- g. School Relations Committee – Hegenauer, Zahn
- h. Solana Beach-Del Mar Relations Committee – Zito, Heebner

**ADJOURN:**

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**Next Regularly Scheduled Meeting is June 27, 2018**

*Always refer the City's website Event Calendar for updated schedule or contact City Hall.*

[www.cityofsolanabeach.org](http://www.cityofsolanabeach.org) 858-720-2425

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**AFFIDAVIT OF POSTING**

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

I, Angela Ivey, City Clerk of the City of Solana Beach, do hereby certify that this Agenda for the June 13, 2018 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 June 6, 2018 at 6:20 p.m. on the City Bulletin Board at the entrance to the City Council Chambers. Said meeting is held at 6:00 p.m., June 13, 2018, in the Council Chambers, at City Hall, 635 S. Highway 101, Solana Beach, California.

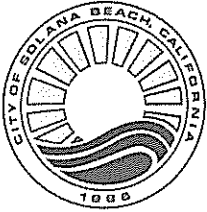
Angela Ivey, City Clerk  
City of Solana Beach, CA

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**UPCOMING CITIZEN CITY COMMISSION AND COMMITTEE MEETINGS:**

*Regularly Scheduled, or Special Meetings that have been announced, as of this Agenda Posting. Dates, times, locations are all subject to change. See the City's Commission's website or the City's Events Calendar for updates.*

- **Budget & Finance Commission**  
Thursday, June 21, 2018, 5:30 p.m. (City Hall)
- **Climate Action Commission**  
Wednesday, June 20, 2018, 5:30 p.m. (City Hall)
- **Parks & Recreation Commission**  
Thursday, June 14, 2018, 4:00 p.m. (Fletcher Cove Community Center)
- **Public Arts Commission**  
Tuesday, June 26, 2018, 5:30 p.m. (City Hall)
- **View Assessment Commission**  
Tuesday, June 19, 2018, 6:00 p.m. (Council Chambers)



# STAFF REPORT CITY OF SOLANA BEACH

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Gregory Wade, City Manager  
**MEETING DATE:** June 13, 2018  
**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- 05/05/18 through 05/18/18

Check Register-Disbursement Fund (Attachment 1)		\$	829,081.78
Council Payroll	May 10, 2018		4,222.96
Federal & State Taxes	May 10, 2018		358.15
PERS Retirement (EFT)	May 10, 2018		634.36
Retirement Payroll	May 15, 2018		9,404.00
Net Payroll	May 18, 2018		151,868.03
Federal & State Taxes	May 18, 2018		36,022.40
PERS Retirement (EFT)	May 18, 2018		40,469.67
<b>TOTAL</b>		\$	<u>1,072,061.35</u>

## **DISCUSSION:**

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

## **CEQA COMPLIANCE STATEMENT:**

Not a project as defined by CEQA.

## **FISCAL IMPACT:**

The register of demands for May 5, 2018 through May 18, 2018 reflects total expenditures of \$1,072,061.35 from various City funding sources.

CITY COUNCIL ACTION: \_\_\_\_\_  
 \_\_\_\_\_



**WORK PLAN:**

N/A

**OPTIONS:**

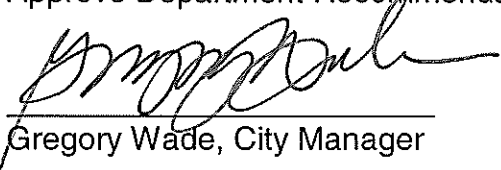
- Ratify the register of demands.
- Do not ratify and provide direction.

**DEPARTMENT RECOMMENDATION:**

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

**CITY MANAGER'S RECOMMENDATION:**

Approve Department Recommendation.

A handwritten signature in black ink, appearing to read "Gregory Wade", is written over a horizontal line.

Gregory Wade, City Manager

Attachments:

1. Check Register – Disbursement Fund

PENNYMATION  
 DATE: 05/17/2018  
 TIME: 15:37:56

PAGE NUMBER: 1  
 ACCTPA21

CITY OF SOLANA BEACH, CA  
 CHECK REGISTER - DISBURSEMENT FUND

SELECTION CRITERIA: transact\_ck\_date between '20180505 00:00:00.000' and '20180518 00:00:00.000'  
 ACCOUNTING PERIOD: 11/18

FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	92522	05/10/18	1135	AFFORDABLE PIPELINE SERV	50900007700	C-SEWER CLEAN-25,103	0.00	12,551.50
1011	92523	05/10/18	5144	ALTA LANGUAGE SERVICES,	00150005400	LISTEN/SPEAKING TEST	0.00	248.00
1011	92524	05/10/18	174	AMERICAN PUBLIC WORKS AS	001	PWK-GOLDBERG-08/26-29	0.00	829.00
1011	92525	05/10/18	3704	ARCO GASPRO PLUS	00160006170	AUTO FUEL 04/03-05/02	0.00	603.56
1011	92525	05/10/18	3704	ARCO GASPRO PLUS	00165006520	AUTO FUEL 04/03-05/02	0.00	405.53
1011	92525	05/10/18	3704	ARCO GASPRO PLUS	00165006530	AUTO FUEL 04/03-05/02	0.00	367.52
1011	92525	05/10/18	3704	ARCO GASPRO PLUS	00160006140	AUTO FUEL 04/03-05/02	0.00	374.13
1011	92525	05/10/18	3704	ARCO GASPRO PLUS	00165006560	AUTO FUEL 04/03-05/02	0.00	76.04
1011	92525	05/10/18	3704	ARCO GASPRO PLUS	00165006570	AUTO FUEL 04/03-05/02	0.00	126.73
1011	92525	05/10/18	3704	ARCO GASPRO PLUS	00160006120	AUTO FUEL 04/03-05/02	0.00	132.55
1011	92525	05/10/18	3704	ARCO GASPRO PLUS	00165006510	AUTO FUEL 04/03-05/02	0.00	139.40
1011	92525	05/10/18	3704	ARCO GASPRO PLUS	50900007700	AUTO FUEL 04/03-05/02	0.00	152.07
	TOTAL CHECK						0.00	2,377.53
1011	92526	05/10/18	4832	AT&T CALNET 3	00160006170	9391012281 1/25-2/24	0.00	62.55
1011	92526	05/10/18	4832	AT&T CALNET 3	00160006150	9391012275 3/24-4/23	0.00	165.13
1011	92526	05/10/18	4832	AT&T CALNET 3	00160006170	9391019469 02/20-3/19	0.00	20.85
1011	92526	05/10/18	4832	AT&T CALNET 3	00160006170	9391019469 12/20-1/19	0.00	31.90
1011	92526	05/10/18	4832	AT&T CALNET 3	00160006170	9391019469 01/20-2/19	0.00	37.49
1011	92526	05/10/18	4832	AT&T CALNET 3	00160006170	9391012281 02/25-3/24	0.00	62.77
1011	92526	05/10/18	4832	AT&T CALNET 3	00160006170	9391012281 1/25-02/24	0.00	-62.55
	TOTAL CHECK						0.00	318.14
1011	92527	05/10/18	5320	BAYSHORE CONSULTING GROU	00150005300	9905.02 PROF SVC-APR	0.00	2,212.50
1011	92528	05/10/18	2424	BJ'S RENTALS	00165006570	BOOM LIFT	0.00	467.90
1011	92529	05/10/18	5334	CALIFORNIA BUILDING STAN 001		Q3 BLDG STANDARDS FEE	0.00	-28.00
1011	92529	05/10/18	5334	CALIFORNIA BUILDING STAN 001		Q3 BLDG STANDARDS FEE	0.00	282.00
	TOTAL CHECK						0.00	254.00
1011	92530	05/10/18	1561	CDW GOVERNMENT INC	13550005450	4 WINDOWS SRVR LICENSE	0.00	285.04
1011	92530	05/10/18	1561	CDW GOVERNMENT INC	00150005450	BATTERIES	0.00	81.63
1011	92530	05/10/18	1561	CDW GOVERNMENT INC	00150005450	USB HARD DRIVE	0.00	86.19
1011	92530	05/10/18	1561	CDW GOVERNMENT INC	13550005450	125 MICROSOFT USR LIC	0.00	8,074.55
	TOTAL CHECK						0.00	8,527.41
1011	92531	05/10/18	5051	CINTAS CORPORATION NO. 2	00165006570	FIRST AID SUPPLIES-CH	0.00	186.71
1011	92532	05/10/18	1295	CITY OF DEL MAR	50999356510	9935 CIP14 RCY WTR CT	0.00	192,233.00
1011	92532	05/10/18	1295	CITY OF DEL MAR	00150005450	IT MAINT SUPPORT-MAR	0.00	1,800.00
	TOTAL CHECK						0.00	194,033.00
1011	92533	05/10/18	127	COX COMMUNICATIONS INC	00150005450	CITYINTRNT 04/19-05/18	0.00	528.18
1011	92534	05/10/18	2374	DARIN KUIITE	00150005400	CMPNY OFFR-2A/KUIITE	0.00	-81.00
1011	92534	05/10/18	2374	DARIN KUIITE	00150005400	CMPNY OFFR-2B/KUIITE	0.00	-81.00
1011	92534	05/10/18	2374	DARIN KUIITE	00160006120	CMPNY OFFR-2A/KUIITE	0.00	81.00
1011	92534	05/10/18	2374	DARIN KUIITE	00160006120	CMPNY OFFR-2B/KUIITE	0.00	81.00

PENTAMATION  
 DATE: 05/17/2018  
 TIME: 15:37:56

CITY OF SOLANA BEACH, CA  
 CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 2  
 ACCTPA21

SELECTION CRITERIA: transact.ck\_date between '20180505 00:00:00.000' and '20180518 00:00:00.000'  
 ACCOUNTING PERIOD: 11/18

FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	92534	05/10/18	2374	DARIN KUIITE	00150005400	FIRE & EMRG SVC/KUIITE	0.00	675.00
	TOTAL CHECK						0.00	675.00
1011	92535	05/10/18	108	DEL MAR BLUE PRINT COMPA	00165006510	BW SCAN 700 STEVENS	0.00	17.40
1011	92536	05/10/18	38	DEPARTMENT OF CONSERVATI	001	SMIP FEE JAN18-MAR18	0.00	941.59
1011	92537	05/10/18	134	DIXIELINE LUMBER CO INC	00165006530	GLOVES	0.00	19.38
1011	92537	05/10/18	134	DIXIELINE LUMBER CO INC	00165006570	SCRAPER/WRTHNGTN MAPP	0.00	40.71
1011	92537	05/10/18	134	DIXIELINE LUMBER CO INC	00165006560	TRASH CANS	0.00	68.83
1011	92537	05/10/18	134	DIXIELINE LUMBER CO INC	00165006530	NDS ROUND GRATE	0.00	2.51
1011	92537	05/10/18	134	DIXIELINE LUMBER CO INC	00165006570	WD-40/DEBRIS SHIELD	0.00	12.51
	TOTAL CHECK						0.00	143.94
1011	92538	05/10/18	5296	DOG WASTE DEPOT	00165006520	MUTT-MITT CARTONS	0.00	1,486.70
1011	92539	05/10/18	94	ESGIL CORPORATION	00155005560	BLDG PRMT 04/16-04/20	0.00	3,826.31
1011	92539	05/10/18	94	ESGIL CORPORATION	00155005560	BLDG PRMT 04/09-04/13	0.00	5,740.10
1011	92539	05/10/18	94	ESGIL CORPORATION	00160006120	FIRE PRMT 04/16-04/20	0.00	572.38
1011	92539	05/10/18	94	ESGIL CORPORATION	00160006120	FIRE PRMT 04/09-04/13	0.00	663.01
	TOTAL CHECK						0.00	10,801.80
1011	92540	05/10/18	3299	HELIX ENVIRONMENTAL	21355005550	1716.18/1036 SOLANA DR	0.00	1,348.75
1011	92541	05/10/18	11	ICMA RETIREMENT TRUST-45	001	ICMA PD 05/10/18	0.00	4,407.19
1011	92542	05/10/18	323	LIEBERT CASSIDY INC	00150005250	FLSA REG RATE AUDIT	0.00	7,256.29
1011	92543	05/10/18	5409	MEAGHAN DEVINE	001	RFND-EP#4008/843 VALL	0.00	261.00
1011	92544	05/10/18	5411	MICHAEL HETZ	00150005300	SEA LOGO DESIGN	0.00	750.00
1011	92544	05/10/18	5411	MICHAEL HETZ	00150005300	SEA LOGO DESIGN	0.00	750.00
	TOTAL CHECK						0.00	1,500.00
1011	92545	05/10/18	111	MISSION LINEN & UNIFORM	00165006530	LAUNDRY-PUB WORKS	0.00	15.30
1011	92545	05/10/18	111	MISSION LINEN & UNIFORM	21100007600	LAUNDRY-PUB WORKS	0.00	1.91
1011	92545	05/10/18	111	MISSION LINEN & UNIFORM	50900007700	LAUNDRY-PUB WORKS	0.00	7.65
1011	92545	05/10/18	111	MISSION LINEN & UNIFORM	00165006520	LAUNDRY-PUB WORKS	0.00	8.60
1011	92545	05/10/18	111	MISSION LINEN & UNIFORM	00165006560	LAUNDRY-PUB WORKS	0.00	8.60
	TOTAL CHECK						0.00	42.06
1011	92546	05/10/18	4522	NISSHO OF CALIFORNIA	00165006560	RPLCD ROTORS-STN #6	0.00	161.29
1011	92547	05/10/18	57	OFFICE TEAM INC.	00150005150	TEMP HELP PE04/20	0.00	169.54
1011	92547	05/10/18	57	OFFICE TEAM INC.	00150005150	TEMP HELP PE03/30	0.00	478.38
1011	92547	05/10/18	57	OFFICE TEAM INC.	00150005150	TEMP HELP PE04/06	0.00	1,013.04
	TOTAL CHECK						0.00	1,660.96
1011	92548	05/10/18	3754	PAL GENERAL ENGINEERING	459	9456.17GLNCRST RLSRET	0.00	10,872.85
1011	92549	05/10/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1711.05/500 BLK S SIE	0.00	250.00
1011	92549	05/10/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1716.49/1048 VIA MIL	0.00	250.00

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FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	92549	05/10/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1716.44/1058 SOLANA	0.00	250.00
1011	92549	05/10/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1715.07/MULTI S CEDRO	0.00	250.00
1011	92549	05/10/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1716.50/521 MAR VISTA	0.00	250.00
1011	92549	05/10/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1717.25/781 E SOLANA	0.00	375.00
1011	92549	05/10/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1716.50/521 MAR VISTA	0.00	375.00
	TOTAL CHECK						0.00	2,000.00
1011	92550	05/10/18	4767	PARTNERSHIPS WITH INDUST	00165006570	TRASH ABTMT PE04/15	0.00	1,121.19
1011	92551	05/10/18	5361	HABITAT PROTECTION, INC	00165006570	PEST CONTROL-APR-LC	0.00	30.00
1011	92551	05/10/18	5361	HABITAT PROTECTION, INC	00165006570	PEST CONTROL-APR-FC	0.00	30.00
1011	92551	05/10/18	5361	HABITAT PROTECTION, INC	00165006570	PEST CONTROL-APR-MS	0.00	30.00
1011	92551	05/10/18	5361	HABITAT PROTECTION, INC	00165006570	PEST CONTROL-APR-PW	0.00	30.00
1011	92551	05/10/18	5361	HABITAT PROTECTION, INC	00165006570	PEST CONTROL-APR-ES	0.00	35.00
1011	92551	05/10/18	5361	HABITAT PROTECTION, INC	00165006570	PEST CONTROL-APR-CH	0.00	45.00
	TOTAL CHECK						0.00	200.00
1011	92552	05/10/18	3568	QS WHOLESAL, INC	25560006180	JG BOARDSHORTS	0.00	352.05
1011	92552	05/10/18	3568	QS WHOLESAL, INC	25560006180	JG BOARDSHORTS	0.00	668.11
	TOTAL CHECK						0.00	1,020.16
1011	92553	05/10/18	4080	JENNIFER REED	00150005350	ADMIN SVC-APR	0.00	366.75
1011	92554	05/10/18	416	REGIONAL COMMS SYS, MS	0 00160006120	CAP CODE-JAN	0.00	-32.00
1011	92554	05/10/18	416	REGIONAL COMMS SYS, MS	0 00160006120	CAP CODE-NOV	0.00	-32.00
1011	92554	05/10/18	416	REGIONAL COMMS SYS, MS	0 00160006120	CAP CODE-DEC	0.00	-32.00
1011	92554	05/10/18	416	REGIONAL COMMS SYS, MS	0 00160006120	CAP CODE-FEB	0.00	-32.00
1011	92554	05/10/18	416	REGIONAL COMMS SYS, MS	0 00160006120	CAP CODE-MAR	0.00	-32.00
1011	92554	05/10/18	416	REGIONAL COMMS SYS, MS	0 00160006120	CAP CODE-APR	0.00	32.00
1011	92554	05/10/18	416	REGIONAL COMMS SYS, MS	0 00160006120	CAP CODE-MAY	0.00	32.00
1011	92554	05/10/18	416	REGIONAL COMMS SYS, MS	0 00160006120	CAP CODE-JUN	0.00	32.00
1011	92554	05/10/18	416	REGIONAL COMMS SYS, MS	0 00160006120	CAP CODE-DEC	0.00	32.00
1011	92554	05/10/18	416	REGIONAL COMMS SYS, MS	0 00160006120	CAP CODE-NOV	0.00	32.00
1011	92554	05/10/18	416	REGIONAL COMMS SYS, MS	0 00160006120	CAP CODE-APR	0.00	32.50
	TOTAL CHECK						0.00	32.50
1011	92555	05/10/18	4681	RYAN PESTER	00160006120	COMMAND 2A&B-PESTER	0.00	306.10
1011	92556	05/10/18	88	SANTA FE HILLS HOA	20475007520	FY17/18 ONE TME PYMNT	0.00	20,000.00
1011	92557	05/10/18	450	SWRCB	50998336510	9833 SOL BCH PUMP STN	0.00	7,177.00
1011	92558	05/10/18	5408	STEPHANIE M. WILDE	001	RFND-EP#3933/1044 SAN	0.00	1,000.00
1011	92559	05/10/18	3066	SUMMIT ENVIRONMENTAL GRO	00155005550	PROF SVC APR	0.00	990.00
1011	92559	05/10/18	3066	SUMMIT ENVIRONMENTAL GRO	21355005550	1714.20/959 GENEVIEVE	0.00	4,000.00
1011	92559	05/10/18	3066	SUMMIT ENVIRONMENTAL GRO	45099266190	9926 PROF SVC SND-APR	0.00	-18,620.00
1011	92559	05/10/18	3066	SUMMIT ENVIRONMENTAL GRO	45099266190	9926 PROF SVC SND-MAY	0.00	2,090.00
1011	92559	05/10/18	3066	SUMMIT ENVIRONMENTAL GRO	45099266190	9926 PROF SVC-MAY (CF)	0.00	4,152.00
1011	92559	05/10/18	3066	SUMMIT ENVIRONMENTAL GRO	45099266190	9926 PROF SVC SND-APR	0.00	6,490.00
1011	92559	05/10/18	3066	SUMMIT ENVIRONMENTAL GRO	45099266190	9926 PROF SVC-APR (CF)	0.00	12,130.00
1011	92559	05/10/18	3066	SUMMIT ENVIRONMENTAL GRO	45999036190	9903 PROF SVC LCP-MAR	0.00	3,190.00

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1011	92559	05/10/18	3066	SUMMIT ENVIRONMENTAL GRO	45999036190	9903 PROF SVC LCP-APR	0.00	3,520.00
1011	92559	05/10/18	3066	SUMMIT ENVIRONMENTAL GRO	21355005550	1717.39/325 S SIERRA	0.00	4,000.00
1011	92559	05/10/18	3066	SUMMIT ENVIRONMENTAL GRO	21355005550	1714.29/SOL HGHLD-APR	0.00	2,721.74
1011	92559	05/10/18	3066	SUMMIT ENVIRONMENTAL GRO	21355005550	1714.29/SOL HGHLD-APR	0.00	1,018.26
	TOTAL CHECK						0.00	25,682.00
1011	92560	05/10/18	5410	TRUC HARRIS	213	RFND:1715.44/731 AVOC	0.00	1,875.00
1011	92560	05/10/18	5410	TRUC HARRIS	001	RFND:1715.44/731 AVOC	0.00	4,053.21
1011	92560	05/10/18	5410	TRUC HARRIS	001	RFND:SBGR-330/731 AVO	0.00	6,232.00
1011	92560	05/10/18	5410	TRUC HARRIS	001	RFND:SBGR-330/731 AVO	0.00	14,331.00
	TOTAL CHECK						0.00	26,491.21
1011	92561	05/10/18	4844	WARWICK GROUP CONSULTANT	45099266190	9926 PROF SVC-APR	0.00	5,375.00
1011	92562	05/10/18	1512	WELLS FARGO BANK N.A.	65278007820	INT BOND 06/01	0.00	47,523.92
1011	92562	05/10/18	1512	WELLS FARGO BANK N.A.	65278007820	SINKING BOND 06/01	0.00	54,400.00
1011	92562	05/10/18	1512	WELLS FARGO BANK N.A.	652	LESS BOND FUND 06/01	0.00	-1,698.89
	TOTAL CHECK						0.00	100,225.03
1011	92563	05/10/18	4763	WESTERN AUDIO VISUAL	00150005450	CHAMBERS TECH-APR	0.00	499.00
1011	92564	05/10/18	1497	ZUMAR INDUSTRIES INC	00165006540	60 CITY ST SIGNS	0.00	4,821.42
1011	92565	05/17/18	4786	12MILESOVT.COM	00150005450	COUNCIL WEB STRM-APR	0.00	800.00
1011	92566	05/17/18	4706	24 HOUR ELEVATOR, INC	00165006570	ELVTR MAINT-MAY	0.00	157.48
1011	92567	05/17/18	5321	APPLIED VOICE & SPEECH T	13550005450	AVST TECH TRAINING	0.00	2,700.00
1011	92568	05/17/18	4832	AT&T CALNET 3	00150005450	9391062899 03/24-4/23	0.00	165.13
1011	92568	05/17/18	4832	AT&T CALNET 3	00160006170	9391012281 03/25-4/24	0.00	62.77
1011	92568	05/17/18	4832	AT&T CALNET 3	00150005450	9391012278 03/24-4/23	0.00	2,260.08
1011	92568	05/17/18	4832	AT&T CALNET 3	00150005450	9391012282 03/24-4/23	0.00	20.46
1011	92568	05/17/18	4832	AT&T CALNET 3	00150005450	9391053641 03/24-4/23	0.00	165.13
1011	92568	05/17/18	4832	AT&T CALNET 3	00160006170	9391053651 03/25-4/24	0.00	215.14
1011	92568	05/17/18	4832	AT&T CALNET 3	00160006120	9391012280 03/24-4/23	0.00	358.05
1011	92568	05/17/18	4832	AT&T CALNET 3	00160006120	9391012280 02/24-3/23	0.00	358.27
	TOTAL CHECK						0.00	3,605.03
1011	92569	05/17/18	4171	AVENET, LLC	00150005450	WEBSITE SVC/HOSTING	0.00	1,300.00
1011	92570	05/17/18	2424	BJ'S RENTALS	00165006560	TILLER	0.00	89.81
1011	92571	05/17/18	4967	RONALD BORROME	00165006520	QSD/QSP TRN-BORRO-2/7	0.00	500.00
1011	92571	05/17/18	4967	RONALD BORROME	001	QSD/QSP TRN-BORRO-2/7	0.00	-500.00
1011	92571	05/17/18	4967	RONALD BORROME	00165006520	MILERAGE-09/22/18	0.00	19.90
	TOTAL CHECK						0.00	19.90
1011	92572	05/17/18	3105	BURTECH PIPELINE, INC	509	9856.17CIRCLE RTN-APR	0.00	-15,109.78
1011	92572	05/17/18	3105	BURTECH PIPELINE, INC	50998566510	9856.17CIRCLE SWR-APR	0.00	287,085.87
1011	92572	05/17/18	3105	BURTECH PIPELINE, INC	50998566510	9856.17CIRCLE RTN-APR	0.00	15,109.78
	TOTAL CHECK						0.00	287,085.87

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FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	92573	05/17/18	1561	CDW GOVERNMENT INC	135500005450	MSFT SERVER LICENSE	0.00	142.52
1011	92574	05/17/18	310	CITY OF ENCINITAS	001600006120	INSP FIRE TMT-11/3/17	0.00	180.96
1011	92574	05/17/18	310	CITY OF ENCINITAS	001600006120	TECH/KRONOS/TRVL/	0.00	2,413.29
1011	92574	05/17/18	310	CITY OF ENCINITAS	001600006120	INTRVW EXPS-09/15/17	0.00	80.63
1011	92574	05/17/18	310	CITY OF ENCINITAS	001600006120	SALARY SURVEY POSTAGE	0.00	26.50
1011	92574	05/17/18	310	CITY OF ENCINITAS	001600006120	CSA17 SUPPLIES	0.00	29.00
	TOTAL CHECK						0.00	2,730.38
1011	92575	05/17/18	4279	CITY PLACE PLANNING, INC	213550055550	1714.08 RAT SOLANA 101	0.00	4,207.50
1011	92576	05/17/18	2631	CLEAN STREET	001650065550	STREET SWP-APR	0.00	3,173.00
1011	92577	05/17/18	4149	COASTAL LAND SOLUTIONS,	001650065510	TOPO SURVY/GLENNMONT	0.00	2,014.30
1011	92578	05/17/18	318	COUNTY OF SAN DIEGO ASSE	001550055550	MAP FEE 04/12 & 4/19	0.00	4.00
1011	92579	05/17/18	2629	D & D DISPOSAL INC	00160006130	ANIMAL DISPOSAL-APR	0.00	195.00
1011	92580	05/17/18	108	DEL MAR BLUE PRINT COMPA	001500005150	W-1245/532 1/2 VIA DE	0.00	161.52
1011	92581	05/17/18	848	DEPARTMENT OF CONSUMER A	001650006510	GREENSTEIN-RNWL-ENG	0.00	57.50
1011	92581	05/17/18	848	DEPARTMENT OF CONSUMER A	50900007700	GREENSTEIN-RNWL-ENG	0.00	57.50
	TOTAL CHECK						0.00	115.00
1011	92582	05/17/18	739	DEPARTMENT OF JUSTICE	00160006140	FINGERPRINT APP-APR	0.00	64.00
1011	92582	05/17/18	739	DEPARTMENT OF JUSTICE	00150005400	FINGERPRINT APP-APR	0.00	96.00
1011	92582	05/17/18	739	DEPARTMENT OF JUSTICE	00160006150	FINGERPRINT APP-APR	0.00	96.00
	TOTAL CHECK						0.00	256.00
1011	92583	05/17/18	134	DIXIELINE LUMBER CO INC	00165006570	STUCCO PTCH/PUTTY KNF	0.00	11.62
1011	92583	05/17/18	134	DIXIELINE LUMBER CO INC	00165006570	SHOWER HEAD	0.00	23.75
1011	92583	05/17/18	134	DIXIELINE LUMBER CO INC	00165006530	JIFFY SEAL	0.00	31.24
1011	92583	05/17/18	134	DIXIELINE LUMBER CO INC	00165006570	GUTTER GUARD	0.00	33.11
	TOTAL CHECK						0.00	99.72
1011	92584	05/17/18	94	ESGIL CORPORATION	00155005560	BLDG PRMT 03/26-03/30	0.00	12,176.17
1011	92584	05/17/18	94	ESGIL CORPORATION	00160006120	FIRE PRMT 03/26-03/30	0.00	1,700.12
	TOTAL CHECK						0.00	13,876.29
1011	92585	05/17/18	11	ICMA RETIREMENT TRUST-45	001	ICMA PD 05/18/18	0.00	9,788.41
1011	92586	05/17/18	3859	ICMA RETIREMENT TRUST-RH	001	ICMA PD 05/18/18	0.00	2,045.25
1011	92587	05/17/18	2235	JEWEL EDSON	001	DC-EDSON-12/04-06	0.00	-1,540.81
1011	92587	05/17/18	2235	JEWEL EDSON	001	SANDAG-EDSON-2/7	0.00	-411.80
1011	92587	05/17/18	2235	JEWEL EDSON	00150005100	SANDAG-EDSON-2/7	0.00	411.80
1011	92587	05/17/18	2235	JEWEL EDSON	45099266190	DC-EDSON-12/04-06	0.00	1,570.54
	TOTAL CHECK						0.00	29.73
1011	92588	05/17/18	5412	KENNETH COVENTRY	001	RFND-FCCC-04/29/18	0.00	500.00

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FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	92589	05/17/18	5314	MICHAEL R WELCH	50998336510	9833 DEWATER ANALYSIS	0.00	10,880.00
1011	92590	05/17/18	111	MISSION LINEN & UNIFORM	21100007600	LAUNDRY-PUB WORKS	0.00	1.96
1011	92590	05/17/18	111	MISSION LINEN & UNIFORM	50900007700	LAUNDRY-PUB WORKS	0.00	7.82
1011	92590	05/17/18	111	MISSION LINEN & UNIFORM	00165006560	LAUNDRY-PUB WORKS	0.00	8.79
1011	92590	05/17/18	111	MISSION LINEN & UNIFORM	00165006520	LAUNDRY-PUB WORKS	0.00	8.79
1011	92590	05/17/18	111	MISSION LINEN & UNIFORM	00165006530	LAUNDRY-PUB WORKS	0.00	15.63
	TOTAL CHECK						0.00	42.99
1011	92591	05/17/18	5391	NIELSEN MERKSAMER	00150005250	PROF SVC-MAR	0.00	2,743.62
1011	92592	05/17/18	4522	NISSHO OF CALIFORNIA	50999356510	9935RCLMD WTR LN RPRS	0.00	3,206.00
1011	92592	05/17/18	4522	NISSHO OF CALIFORNIA	00165006560	MULTPL RPRS ON POC A	0.00	442.31
	TOTAL CHECK						0.00	3,648.31
1011	92593	05/17/18	341	PACIFIC SAFETY CENTER	00165006510	MBSHP RAWL 11/1-10/31	0.00	145.00
1011	92594	05/17/18	1382	PURE FLO - PW # 26118	00165006570	DRINK WATER-APR	0.00	15.56
1011	92595	05/17/18	619	PURE FLO - CMGR #24581	00150005350	DRINK WATER-APR	0.00	155.97
1011	92596	05/17/18	4080	JENNIFER REED	00150005350	ADMIN SVC-FEB	0.00	135.00
1011	92597	05/17/18	287	SALIENT NETWORKS (FKA DI	00150005450	TECH SUPPORT	0.00	682.50
1011	92599	05/17/18	141	SANTA FE IRRIGATION DIST	00160006120	005512000 0302-050118	0.00	522.55
1011	92599	05/17/18	141	SANTA FE IRRIGATION DIST	00165006560	005506004 0302-050118	0.00	85.08
1011	92599	05/17/18	141	SANTA FE IRRIGATION DIST	00165006560	005506005 0302-050118	0.00	173.14
1011	92599	05/17/18	141	SANTA FE IRRIGATION DIST	00165006560	005506006 0302-050118	0.00	136.32
1011	92599	05/17/18	141	SANTA FE IRRIGATION DIST	00165006560	005506007 0302-050118	0.00	98.94
1011	92599	05/17/18	141	SANTA FE IRRIGATION DIST	00165006560	005506008 0302-050118	0.00	434.77
1011	92599	05/17/18	141	SANTA FE IRRIGATION DIST	00165006560	005506009 0302-050118	0.00	85.08
1011	92599	05/17/18	141	SANTA FE IRRIGATION DIST	00165006560	005506010 0302-050118	0.00	85.08
1011	92599	05/17/18	141	SANTA FE IRRIGATION DIST	00165006560	005506011 0302-050118	0.00	314.65
1011	92599	05/17/18	141	SANTA FE IRRIGATION DIST	00165006560	005506012 0302-050118	0.00	1,003.03
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PENTAMATION  
 DATE: 05/17/2018  
 TIME: 15:37:56

PAGE NUMBER: 7  
 ACCTPA21

CITY OF SOLANA BEACH, CA  
 CHECK REGISTER - DISBURSEMENT FUND

SELECTION CRITERIA: transact.ck\_date between '20180505 00:00:00.000' and '20180518 00:00:00.000'  
 ACCOUNTING PERIOD: 11/18

FUND - 001 - GENERAL FUND

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1011	92601	05/17/18	3199	SOUTH COAST EMERGENCY VE	00160006120	APPARATUS RPR-04/19	0.00	90.82
1011	92602	05/17/18	3980	TURNOUT MAINTENANCE COMP	00160006120	TRNOUT CLN/RPLC SIBRL	0.00	434.00
1011	92603	05/17/18	40	UNDERGROUND SVC ALERT OF	00165006510	DIG ALERT-APR	0.00	95.80
1011	92604	05/17/18	12	UNITED WAY OF SAN DIEGO	001	UNITED WY PD 05/18/18	0.00	40.00
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TOTAL CHECK							0.00	148.98
1011	92606	05/17/18	30	VERIZON WIRELESS-SD	00150005450	IT CELL 03/24-04/23	0.00	114.03
TOTAL CASH ACCOUNT							0.00	829,081.78
TOTAL FUND							0.00	829,081.78
TOTAL REPORT							0.00	829,081.78





# STAFF REPORT CITY OF SOLANA BEACH

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Gregory Wade, City Manager  
**MEETING DATE:** June 13, 2018  
**ORIGINATING DEPT:** Finance  
**SUBJECT:** Report on Changes Made to the General Fund Adopted Budget for Fiscal Year 2017-2018

**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 May 23, 2018.

**DISCUSSION:**

The following table reports the revenue, expenditures, and transfers for 1) the Adopted General Fund Budget approved by Council on June 14, 2017 (Resolution 2017-095) and 2) any resolutions passed by Council that amended the Adopted General Fund Budget.

GENERAL FUND - ADOPTED BUDGET PLUS CHANGES					
As of May 23, 2018					
Action	Description	Revenues	Expenditures	Transfers from GF	Net Surplus
Reso 2017-195	Adopted Budget	17,611,600	(16,932,700)	(372,400) (1)	\$ 306,500
Reso 2017-122	Marine Safety MOU	-	(11,340)	-	295,160
Reso 2017-123	Salary and Comp Plan	-	(75,500)	-	219,660
Reso 2017-126	Miscellaneous MOU	-	(53,600)	-	166,060
Reso 2018-015	Mid-Year Budget Adjustments	206,800	(205,400)	-	167,460
Reso 2018-018	FY18 Seasonal/Temporary Salary Schedule	-	(13,650)	-	153,810
Reso 2018-40	La Colonia Park- Skate Park Construction Contract	-	-	(2,500) (2)	151,310
(1)	Transfers to:				
	Debt Service for Public Facilities		152,400		
	City CIP Fund		220,000	372,400	
(2)	Transfers to:				
	City CIP Fund		2,500		
				2,500	

**COUNCIL ACTION:**

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**CEQA COMPLIANCE STATEMENT:**

Not a project as defined by CEQA

**FISCAL IMPACT:**

N/A

**WORK PLAN:**

N/A

**OPTIONS:**

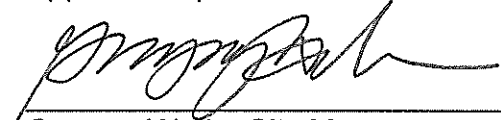
- Receive the report.
- Do not accept the report

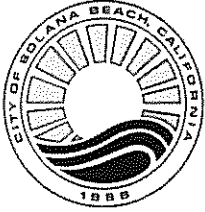
**DEPARTMENT RECOMMENDATION:**

Staff recommends that the City Council receive the report listing changes made to the FY 2017-2018 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:** June 13, 2018  
**ORIGINATING DEPT:** City Manager's Department  
**SUBJECT:** City Council Adoption of Fiscal Year 2018/2019 Work Plan

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## BACKGROUND:

The Fiscal Year 2018/2019 Work Plan is a guiding document that includes all of the City Council's (Council) priority projects. The Fiscal Year 2018/2019 Work Plan focuses on four strategic priorities as the Council directs Staff on projects and programs: Community Character, Organizational Effectiveness, Environmental Sustainability and Fiscal Sustainability with the knowledge that all four areas of priority are important to the overall sustainability of the City.

This item is before Council to consider adopting the final FY 2018/2019 Work Plan based on the feedback received from the Council at the March 28, 2018 and May 9, 2018 Budget and Work Plan workshops.

## DISCUSSION:

On March 28, 2018, the Council held a public workshop to discuss the draft Fiscal Year 2018/2019 Work Plan and to accept public comments. Also, at the public workshop, Council recommended changes to the draft Work Plan presented by City Staff. The revised Work Plan was then brought back to Council at the May 9, 2018 City Council meeting, where additional revisions were directed by the Council. The significant revisions requested by Council at the May 9, 2018 public workshop are as follows:

- Community Character:
  - A) Land Use and Planning –
    - (1) General Plan Update -
      - Modified "Key Policy Development and General Plan Update Tasks for Fiscal Year 2018/2019" – Combine two bullet points into one with a sub-bullet point to read:

CITY COUNCIL ACTION:

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- Evaluate the existing development standards for other areas of the community, including Eden Gardens.
  - Evaluate need to increase guest parking requirements for multi-unit and mixed-use projects. (Heebner, Edson)
- A) Land Use and Planning –
  - (7) Highway 101 Specific Plan/North Cedros Development Standards – Extend South Cedros Development Standards to North Cedros and Highway 101 Properties -
    - Added a “Key Task” that mirrors the bullet point in the General Plan Update that reads:
      - Consider revising the SBMC to allow for a reduction in requirements for existing buildings that change uses and cannot accommodate current parking standards. (Heebner)
- A) Land Use and Planning –
  - Added new Priority Item that was previously an Unprioritized Community Character item:

(9) Explore Partnership with the Solana Beach School District to Provide Crossing Guards on Lomas Santa Fe Drive at the I-5 interchange.

Summary: The City and the Solana Beach School District (SBSD) are interested in a partnership to provide crossing guards at strategic locations to ensure school children have a safe route to school. By providing a safe route to school, it will promote children walking and biking as an alternative to arriving in vehicles, therefore providing co-benefits such as promoting a healthier lifestyle and reducing vehicular traffic.

FY 2018/19 Objective: Continue dialogue with the SBSD to research the feasibility of a partnership to share costs and responsibilities of providing crossing guards at identified locations. The goal is to have the agreement in place prior to the start of the school year.

Key Tasks:

- Prepare and execute a Memorandum of Understanding between the City and the SBSD to share costs for providing the crossing guards.

- Identify locations, times and number of crossing guards needed.
- Select a crossing guard contractor and execute an agreement.

Estimated Costs: Costs would be determined through a competitive proposal process. It is the intent to split the costs of this service 50/50 between the City and the SBSB. (Edson)

- C) Unprioritized Community Character Issues –
  - Added item – Develop and communicate the City's commitment to diversity, equity and inclusion for all of our residents and visitors. (Zahn)
- Environmental Sustainability:
  - A) Policy Development –
    - (4) Plastic Use Restrictions –
      - Added language in the "FY 2018/19 Objective" to read:
        - This initial focus will be on plastic straws but, Staff time and resource permitting, may extend into exploring options with the potential to restrict plastic bottles, starting with City-sponsored events. (Zahn)
      - Added "Key Task":
        - Conduct outreach to the business community including introducing the concept to the Business Liaison Committee for feedback. (Zito)
  - D) Unprioritized Environmental Sustainability Issues –
    - Added item – Update the City's Investment Policy to divest from fossil fuel investments at the time of maturity and to not invest in these companies in the future. (Zahn)
- Fiscal Sustainability:
  - D) Unbudgeted Significant New Priority Items –
    - (1) Transition from At-Large to District-Based Council Member Elections
      - Revised "Estimated Cost" to increase costs from \$100,000 to \$150,000. (Zito, Heebner, Edson)

Finally, there is one section that will most likely be updated as a result of actions that will occur after the consideration of this Work Plan. The "Climate Action Plan

Implementation” Priority Item may be revised to incorporate items from the Climate Action Plan Implementation Plan (IP) and Cost Study (CS) that will be brought to Council in June/July 2018. The IP will include individual mitigation measures and associated timeframes that may be inserted into this Work Plan based on Council direction. The mitigation measures are separated into on-going, short-term, mid-term and long-term timeframes based on Staff resources and costs. These measures will be considered by Council and may be incorporated into this Work Plan either in this Climate Action Plan Implementation Priority Item or, in some cases, possibly separated out as their own Priority Item based on Council direction (similar to the CCA Priority Item).

The revised final Fiscal Year 2018/2019 Work Plan (Attachment 1) is being brought back for final consideration for approval by the Council. The Fiscal Year 2017/2018 table of “Significant Accomplishments” has also been added to this final Work Plan.

**CEQA COMPLIANCE STATEMENT:**

Not a project as defined by CEQA.

**FISCAL IMPACT:**

Funding for the projects contained in the Fiscal Year 2018/2019 Work Plan vary from project to project. Some of the projects have been budgeted for, while others do not currently have funding identified at this time. As with previous Work Plans, the FY 2018/2019 Work Plan includes estimated costs on the Priority Items. The estimated costs for Priority Items in this Work Plan correlate with the projects included in the draft Budget being considered later at this Council Meeting.

**WORK PLAN:**

This is the consideration and adoption of the FY 2018/2019 Final Work Plan.

**OPTIONS:**

- Adopt the final Fiscal Year 2018/2019 Work Plan.
- Give direction to Staff on further modifications.
- Do not adopt the final Fiscal Year 2018/2019 Work Plan.

**DEPARTMENT RECOMMENDATION:**

Staff recommends that the City Council consider and adopt the final Fiscal Year 2018/2019 Work Plan.

**CITY MANAGER'S RECOMMENDATION:**

Approve Department Recommendation.



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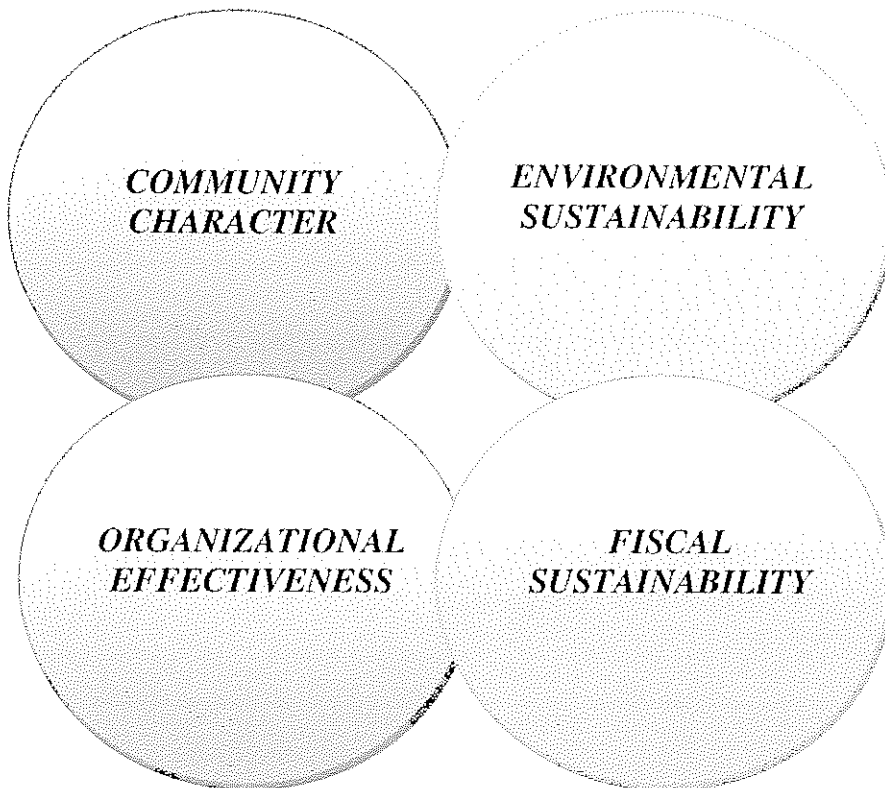
Gregory Wade, City Manager

Attachment 1: Final Fiscal Year 2018/2019 Work Plan



# CITY OF SOLANA BEACH WORK PLAN

FISCAL YEAR 2018-2019





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(TOC TO BE UPDATED AT FINAL REPORT)

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# CITY MANAGER'S REPORT

Overview/Current Trends

(TO BE INSERTED LATER)



## **MISSION STATEMENT**

**To have an efficient and effective City Government that works to balance fiscal sustainability while maintaining environmental sustainability, quality of life and community character.**

## **STRATEGIC PRIORITIES**

The following Strategic Priorities provide focus and direction regarding all service expectations for the city.

### ▪ **COMMUNITY CHARACTER**

Objective: To maintain the small town coastal community charm that respects our beachside setting with consideration for scenic views and scale of development; and to promote an outdoor lifestyle and walkable/pedestrian scale community supported by local businesses that foster a friendly neighborhood ambience.

### ▪ **FISCAL SUSTAINABILITY**

Objective: To maintain a balanced operating budget and healthy capital improvement plan while providing outstanding customer service levels that maintain community character to the highest degree possible; and to maintain a threshold of sustainability on a three year forecast basis, with a goal of keeping the point of revenue and expenditure lines crossing at least three years out.

### ▪ **ORGANIZATIONAL EFFECTIVENESS**

Objective: To provide outstanding service and infrastructure maintenance that meets or exceeds the expectations of the community; and to promote a culture of learning and communication that ensures the community is well informed while providing a high level of confidence in local government.

### ▪ **ENVIRONMENTAL SUSTAINABILITY**

Objective: To reduce the City's environmental footprint and develop long-term environmental sustainability for the community. Reduce waste and reliance on single occupancy vehicles, conserve resources and promote sustainable building practices to create a positive community image and accept our social responsibility to ensure a viable future for Solana Beach and its residents.



# FY 2018-2019 WORK PLAN PRIORITIES

## COMMUNITY CHARACTER PRIORITIES

### A. Land Use & Planning

#### 1. General Plan Update

Summary: The City's first General Plan was originally adopted in 1988. Some of the elements of the General Plan (Land Use, Circulation, Noise, Housing, etc.) have been reviewed and revised individually over time.

The Circulation and Land Use Elements were adopted by the City Council on November 19, 2014 and the Environmental Impact Report was certified at that same meeting. The City's remaining elements, Conservation and Open Space, Safety, Noise, and Economic Development are the next to be updated.

Now that the Circulation and Land Use Elements have been adopted, updates to the Municipal Code are required to reflect the changes in these elements, such as, community gardens and consideration of development standards for specific areas of the community. Programs will also need to be developed, in particular the traffic impact fee that is identified in the Circulation Element.

The current Housing Element covers the time period of January 1, 2013 to December 31, 2020. Certain other elements of the General Plan (Land Use, Circulation, Noise, etc.) have been reviewed and revised individually over time. The City is required to adopt the City's next Housing Element by 2020. Staff will ensure that the update is consistent with SANDAG's Regional Plan.

#### **Key Policy Development and General Plan Update Tasks for Fiscal Year 2018/2019:**

- Issue an RFP for Housing Element consultant in fall of 2018 and select a consultant by spring 2019.
- Evaluate the existing development standards for other areas of the community, including Eden Gardens.
- Evaluate need to increase guest parking requirements for multi-unit and mixed-use projects.
- Establish designated truck routes.
- Revise the SBMC to allow for a reduction in requirements for existing buildings that change uses and cannot accommodate current parking standards
- Provide guidelines for new development and redevelopment to locate off-street parking facilities behind storefronts.

Estimated Costs (Multi-year Project): An estimate of cost for the Housing Element Update would be determined upon the issuance of an RFP for services.



2. Local Coastal Program / Land Use Plan Adoption and Preparation of the Local Implementation Plan (Timeframe: 18-24 months)

Summary: The City adopted the Certified Local Coastal Program (LCP) Land Use Plan (LUP) in February 2013. The LCP/LUP was approved by the California Coastal Commission (CCC) on March 7, 2012. At the City's February 2013 public hearing, the City Council also directed City Staff to prepare a Land Use Plan Amendment (LUPA) to modify some of the provisions in the LUP relating primarily to bluff top development, shoreline protection and private beach access ways. The CCC approved the City's LUPA in January 2014 and incorporated 12 additional CCC-initiated modifications. The certified LUP includes a requirement to update the 2010 Draft Mitigation Fee Study prepared by the City. In January 2014, the CCC awarded the City a grant in the amount of \$120,000 for use by the City in updating the draft fee study to reflect the policies in the Certified LUP. An updated public recreation impact fee study and draft LUPA has been prepared and was submitted to the CCC on April 29, 2016. The CCC hearing was held in November 2017 and the CCC approved the fee study with 16 modifications. Development of the draft LCP Local Implementation Plan (LIP) remains in progress.

Following Commission action adopting the fee study with 16 modifications, the City is moving forward with the development of the LIP. In November of 2017, the City Council directed staff to pursue geographic segmentation of the bluff top properties and authorized the City Manager to request a one year extension for the Fee Study Amendment. The objective is to respond to the CCC's modifications to the fee study amendment and submit the segmented LIP for the non-bluff top properties.

Title 19 has been reserved for the "Coastal Zone" provisions associated with the LCP/LIP.



**LCP Local Implementation Plan Programs & Tasks for Fiscal Year 2018/2019:**

- Complete the segmented LIP for City Council review and approval. Submit to the CCC upon City Council approval for their review and approval.
- Update to Zoning Code development standards (Policy 2.31, Policy 3.21, Policy 3.35)
- An update to the Highway 101 Specific Plan is in progress (Policy 2.40, Policy 2.69)
- Retain biologist to review and update ESHA maps in the LUP (Policy 3.5, Policy 3.7)
- Complete Public Recreation Impact Mitigation Fee LUPA process.

**LCP Local Implementation Plan Programs & Tasks in future Fiscal Years:**

- Develop an in-lieu ESHA mitigation fee program (Policy 3.10, Policy 3.12)
- Update HOZ regulations to include a coastal bluff overlay in LIP and SBMC (Policy 3.35, Policy 4.02)
- Develop a parkland impact mitigation fee program (Policy 2.4, Policy 2.48)
- Update the Sign Ordinance (Policy 2.22, Policy 3.19, Policy 6.27, Policy 6.28, Policy 6.29)
- Develop a mitigation program for high cost hotel rooms (Policy 2.32, Policy 5.8)
- Monitoring program for City's public coastal access ways (Policy 2.56)
- Evaluate options for possible removal of rip rap on beach at Del Mar Shores public access way (Policy 2.62)
- Develop Heritage Tree Protection Ordinance (Policy 3.51, Policy 3.52, Policy 3.53)
- Prepare a wetland inventory/delineation for City (Policy 3.66)
- Cap all storm drains that drain west over the coastal bluffs by 2018 (Policy 4.28)
- Establish an assessing entity/GHAD (Policy 4.35, Policy 4.36)

**Estimated Cost:** The estimated budget proposed for FY 2018/2019 to continue the LCP Local Implementation Plan efforts is \$63,360 for LIP/Coastal Program Management by Summit Environmental Group and \$21,120 for adjunct planning services by Summit.



### 3. Beach Sand Replenishment & Retention Program (Timeframe: Ongoing)

Summary: The second Regional Beach Sand Project (RBSP2) was successfully completed in FY 2012/2013. The five year post construction monitoring program was completed in 2017. The City received approximately 146,000 cubic yards of sand. Ongoing shoreline profile monitoring will occur in FY 2017/2018 and will remain the foundation of the SANDAG regional shoreline monitoring program and the City will enter into an MOU with SANDAG to support continued participation in this important monitoring program for the next five years (through FY 2021/2022).

The City has also been partnering with the City of Encinitas and the U.S. Army Corps of Engineers (USACE) for over 17 years in planning for a 50-year shoreline protection and coastal storm damage reduction project involving the restoration of approximately eight miles of shoreline in the two cities. The final EIR/EIS was approved and certified by the City Council on October 14, 2015. The USACE Chief's Report and Record of Decision (ROD) have been completed and funding for the project was identified in the Water Resources Reform and Development Act (WRRDA) of 2016. It is currently envisioned that the USACE Solana Beach-Encinitas Shoreline Protection Project will consist of initial placement of approximately one million cubic yards. The beaches would be re-nourished on a regular cycle during a Federal participation period of 50 years.

The City also continues to develop its SCoup program to obtain upland sources of opportunistically available beach sand. The City's permits allow the City to receive up to 150,000 cubic yards of sand on its beaches each year. The four regulatory permits are set to expire in FY 2018/2019 and the City has initiated the process to renew and/or extend all four permits to support implementation of a SCoup project in the future.

The Caltrans I-5 Corridor Widening Project and the San Elijo Lagoon Restoration Project (SELRP) will provide beach sand for Solana Beach. Approximately 146,000 cubic yards of sand from the SELRP began being placed at Fletcher Cove in the Spring of 2018.

FY 2018/19 Objective: Successfully obtain Federal (USACE) funding to implement long-term sand replenishment projects for Solana Beach. These include initiation of the Pre-Construction, Engineering and Design (PED) phase of the USACE Coastal Storm Damage Reduction Project following completion of the Feasibility Study Phase (which includes the EIR/EIS) and Southern California Reef Technology Study at Fletcher Cove, Sand Compatibility and Opportunistic Use Program (SCoup) and the SANDAG Regional Shoreline Profile Monitoring program.



Key Tasks:

- Continued coordination of efforts with key parties including local, regional, State and federal regulatory governing agencies for beach sand replenishment and retention projects as a key sea level rise/climate change adaptation strategy for developed/urbanized shorelines.
- Initiate the PED phase of the USACE project.
- Renew all four SCoup permits (USACE, CSLC, RWQCB and CCC).

Estimated Costs (Multi-Year Project):

Revenue Sources (FY 2018/2019):

- \$149,200 - T.O.T. Sand Replenishment (Fund #450)
- \$450,000 - State Parks, Division of Boating and Waterways Grant

Programmed Expenditures (FY 2018/2019):

- \$149,200-- USACE (Fund #450)
- \$450,000 – USACE for PED cost share
- SANDAG Regional Shoreline Monitoring Program (\$5,103)
- SCoup permit application fees/renewal fees (estimated \$10,000)

4. View Assessment Ordinance Update

Summary: Provide a comprehensive review and update to the City's View Assessment Ordinance to clarify its provisions, the duties of the View Assessment Commission members, responsibilities of the project applicant and procedures, including the related toolkit document for City Council consideration for adoption.

FY 2018/19 Objective: Evaluate the View Assessment Ordinance; prepare amendments as needed to clarify its provisions for proposed adoption in FY 2018/2019.

Key Tasks:

- Complete final review of the recommended revisions provided by the citizen Ad Hoc Committee.
- Complete recommended revisions to the Ordinance.
- Submit an amended Ordinance and related supporting toolkit document for proposed adoption by City Council in FY 2018/2019.

Estimated Cost: Staff time





## 5. Development Review Permit (DRP) Guidelines and Toolkit

Summary: The Community Development Department is charged with implementing the goals and policies of the community set forth in the City of Solana Beach's General Plan, Zoning Ordinance and other Specific Plan regulations. Any newly proposed developments or modifications to private property require review to ensure consistency with the City's standards and policies relating to land use and preservation of the environment. The DRP Guidelines and Toolkit is intended to help property owners navigate the development review process based on the type of project that is being proposed.

FY 2018/19 Objective: Develop a citizen Guidelines and Toolkit brochure. The proposed adoption of the DRP Guidelines and Toolkit is in the Spring 2019.

Key Tasks:

- Complete the written material for the DRP Guidelines and Toolkit.
- Add the appropriate drawings and demonstrations to the DRP Guidelines and Toolkit.
- Submit supporting Guidelines and Toolkit for proposed adoption.

Estimated Cost: Staff time

## 6. Gateway/Harbaugh Trails Property

Summary: The San Elijo Lagoon Conservancy (SELC) purchased the Gateway/Harbaugh Trails property on the north end of town, on the east side of Highway 101. The purchase by SELC was completed in 2014 and the site was identified in the update of the Land Use Element as Open Space/Preserve. Agreements with the City, Caltrans and the SELC were completed in 2016 to facilitate funding for the Gateway/Harbaugh Trails Property. The City completed a General Plan Amendment and Zone Change from General Commercial to Open Space on this property in April 2017. The SELC received City Council approval for the habitat restoration project onsite in February 2018. Following Council approval, SELC and City staff worked together to prepare and submit a Coastal Development Permit application to the California Coastal Commission.

FY 2018/19 Objective: The City will continue to work with the SELC and interested stakeholders to implement the trail and habitat restoration project on the property.



Key Tasks:

- Assist the SELC with the CDP application review process for the habitat restoration project to the California Coastal Commission.
- Attend and/or provide support at the CCC Hearing.

Estimated Costs: Staff time will be required to facilitate CDP application.

7. Highway 101 Specific Plan/North Cedros Development Standards – Extend South Cedros Development Standards to North Cedros and Highway 101 Properties

Summary: This proposed project would consider applying South Cedros Design Standards to the properties on North Cedros Avenue and Highway 101 properties. Any proposed changes to the standards would be presented to the public in a Council Meeting and public hearing for input and feedback in what would be a collaborative process. New recommended standards will be brought to the City Council for formal discussion and possible adoption.

FY 2018/19 Objective: This project would involve reviewing the South Cedros Development Standards and potentially apply them to North Cedros and Highway 101 properties.

Key Tasks:

- Conduct meetings with property and business owners.
- Bring new standards, if applicable, to City Council for discussion and consideration.
- Consider revising the SBMC to allow for a reduction in requirements for existing buildings that change uses and cannot accommodate current parking standards.

Estimated Costs: Staff time

8. Eden Gardens Specific Plan

Summary: The Eden Gardens Master Streetscape Plan, adopted April 17, 1995, is in need of updating. The scope of the plan could be expanded through the development of an Eden Gardens Specific Plan that would contain design guidelines and development standards specific to the Eden Gardens de La Colonia neighborhood. The planning process would involve community input and could include engaging a qualified design professional.



FY 2018/19 Objective: Review the Eden Gardens Master Streetscape Plan adopted April 17, 1995, identify areas of the final report that need updating, and make recommendations for developing an Eden Gardens Specific Plan.

Key Tasks:

- Prepare a scope of work, public outreach schedule, and desired outcome for the preparation of a new Eden Gardens Specific Plan.
- Initiate Specific Plan effort.

Estimated Costs: Costs would be determined through a competitive RFP process. No funds have yet been budgeted at this time.

9. Explore Partnership with the Solana Beach School District to Provide Crossing Guards on Lomas Santa Fe Drive at the I-5 interchange.

Summary: The City and the Solana Beach School District (SBSD) are interested in a partnership to provide crossing guards at strategic locations to ensure school children have a safe route to school. By providing a safe route to school, it will promote children walking and biking as an alternative to arriving in vehicles, thereby providing co-benefits such as promoting a healthier lifestyle and reducing vehicular traffic.

FY 2018/19 Objective: Continue dialogue with the SBSD to research the feasibility of a partnership to share costs and responsibilities of providing crossing guards at identified locations. The goal is to have the agreement in place prior to the start of the school year.

Key Tasks:

- Prepare and execute a Memorandum of Understanding between the City and the SBSD to share costs for providing the crossing guards.
- Identify locations, times and number of crossing guards needed.
- Select a crossing guard contractor and execute an agreement.

Estimated Costs: Costs would be determined through a competitive proposal process. It is the intent to split the costs of this service 50/50 between the City and the SBSD.



## B. Capital Projects

### 1. Marine Safety Center

Summary: The existing Marine Safety Center is inadequate to continue to serve the community and beach visitors into the future. The current facility is dilapidated with design deficiencies that don't meet the current demands of the facility as well as needed ADA improvements. Funds have been appropriated only for the Needs Assessment work at this time. A consultant has performed the Needs Assessment Study. Three separate alternatives have been evaluated as part of this study as follows: renovation of existing building; interim modular facility; and new permanent facility in existing location. After a preferred alternative has been selected, preliminary design can be started once funding has been identified. The preliminary design stage will include work needed to obtain a Coastal Development Permit from the California Coastal Commission and proper CEQA clearance.

FY 2018/19 Objective: Select design consultant and initiate design.

#### Key Tasks:

- Evaluate funding options.
- Obtain a Geotechnical Report on area, including an assessment of the surrounding bluffs.
- Perform design and engineering on preferred alternative.
- Perform environmental clearance studies.
- Submit Coastal Development Permit to the California Coastal Commission.

Estimated Costs: Council approved \$60,000 for this project in FY 2016/2017. Additional funding will be required to move into the preliminary and final design stages. It is estimated that approximately \$575,000 will be required to complete design. However this may be performed in two phases, with phase one at a cost of approximately \$125,000 for 30% design including Coastal Development Permit and the rest for construction level drawings and specification for bidding purposes. A more accurate cost estimate may be provided once design alternatives are selected.



## 2. La Colonia Park Improvements

Summary: In FY 2006/2007, a community based La Colonia Park Needs Assessment Advisory Committee developed recommendations for improvements throughout La Colonia Park including ADA Transition Plan recommendations. The City completed the conceptual design for the park improvements in FY 2009/2010 and preliminary design of the park during FY 2010/2011. The project still needs to be submitted to the Coastal Commission in order to obtain a Coastal Development Permit (CDP).

FY 2018/19 Objective: Continue work on renovating the community center building and park grounds. Overall Master Plan improvements are on hold until funding allows for work to proceed. Construct skate park element of the Master Plan.

### Key Tasks:

- Identify funding sources for remainder of design and initial phased improvements including ADA items.
- Meet with the Parks and Recreation Commission to prioritize different phases of the Master Plan and develop specific fundraising efforts to implement these priorities.
- Construct the Skate Park and associated improvements.
  - Continue fundraising activities.
  - Begin and complete construction.
- Complete various improvements to building and grounds:
- Reconstruction of tot lot consistent with the Park's Master Plan.
- Analyze interior lighting in the Community Center and research possibility of installing more windows.

### Estimated Cost:

- Build out all phases of park Master Plan – \$4,000,000+
  - Site preparations including demo, clearing and utilities - \$655,648
  - Playground- \$300,000
  - Picnic area - \$145,051
  - Overlook area - \$30,511
  - Amphitheatre area - \$124,086
  - Skate area, Basketball and associated improvements- \$1,000,000
  - Plaza gazebo - \$791,413
  - Building improvements - \$663,809
  - Museum - \$167,848
  - General area - \$803,154



City successfully applied for and received the NRP grant from the County of San Diego for \$100,000.

Complete funding of the Skate Park project was appropriated during Fiscal Year 2017/18 in the amount of \$1,098,184. Final design was completed and additional funding to complete the project was appropriated in April 2017. Construction will occur during FY 2018/2019.

### 3. South Sierra Mixed Use Affordable Housing

Summary: This project would provide needed affordable housing adjacent to neighborhood services including transit and would further implement the goals of the Solana Beach Housing Element and the General Plan. In 2014, the City Council approved the Hitzke Development Corporation mixed use affordable housing project on South Sierra Avenue on a City-owned parking lot. The project includes commercial space and parking, ten (10) affordable housing units and parking, and 31 replacement public parking spaces.

Since the approval of the project, there has been a legal challenge against the City and Hitzke Development Corporation, which has slowed the progress of the development. The City prevailed in the legal challenge in Superior Court. The lower court ruling was appealed, and the City prevailed.

The Applicant is currently working to finalizing funding to construct the project.

FY 2018/19 Objective: Secure funding and facilitate financing, review building permit submittal and issue building permit.

Key Tasks:

- Facilitate building permits review/approval and construction.
- Finalize financing

Estimated Cost: Remainder of the Disposition Development and Lease Agreement.



#### 4. Miscellaneous Traffic Calming Projects

Summary: These projects would identify issues and required improvements for public right of ways in various City neighborhoods to enhance the user's experience for all modes of transportation based on concerns raised by public.

FY 2018/19 Objective: Continue to monitor and analyze traffic calming requests and implement traffic calming measures throughout the City where appropriate and when funding is identified. Receive Council direction on prioritization of these projects.

Key Tasks:

- Staff will continue to monitor and assess traffic calming requests.
- Implement traffic calming measures at North Cedros/Cliff Street.
- Implement traffic calming measures on Santa Rosita.
- Implement pedestrian crossing improvements at midblock crossing on Highway 101.
- Develop a list of future traffic calming measures with corresponding design elements and cost estimates for Council's consideration.
- Research the use of lead-pedestrian phase or delayed green signal so that pedestrians get a head start in crossing the intersection before vehicles get a green light.

Estimated Cost: TBD – Based on the amount of requests and approval by City Council.

#### 5. Implementation of the Comprehensive Active Transportation Strategy (CATS) Study Projects (Timeframe: Ongoing)

Summary: The CATS study identifies approximately 20 bicycle and pedestrian projects along various City streets that improve the bikeability and walkability of streets and neighborhoods in the City. This item would not include any project on Lomas Santa Fe Drive since that corridor is identified as a separate project in this Work Plan. Some of the projects that may be included as part of this item include Cedros Avenue, Sierra Avenue, Cliff Street, the Academy/Ida/Genevieve/Valley Corridor and neighborhoods in and around the City's schools.



FY 2018/19 Objective: Implement the various projects identified in the CATS Study that was approved by the City Council in 2015.

Key Tasks:

- Determine which projects listed in the CATS study should be studied further for implementation over the next five years.
- Provide preliminary cost estimates for projects identified for additional studies.
- Identify and submit grant funding applications for these projects.

Estimated Cost: Development of cost estimates for the various projects would be one of the first steps performed.

6. Lomas Santa Fe Corridor Project (Timeframe: TBD)

Summary: The project study area for the Lomas Santa Fe Drive Corridor Project extends from Sierra Avenue on the west side of Highway 101 to Highland Drive at the City's eastern boundary. The City's goal for the Lomas Santa Fe Corridor Project is to design physical improvements that could be constructed to improve the community character, safety, walkability, bikeability and circulation along this key east-west arterial through the City of Solana Beach.

With the variation in character along the corridor, the Project will evaluate feasible improvements that address transportation improvements that integrate with the surrounding land use, activity centers and community character along the Corridor. In essence, the Corridor can be divided into four distinct project areas as shown below.

- Scenic Gateway (Sierra Avenue to Nardo Avenue)
- Pedestrian/School Priority (Nardo Avenue to Solana Hills Drive)
- Freeway Commercial (Solana Hills Drive to Las Banderas Drive)
- Rural Residential (Las Banderas Drive to Highland Drive)

During the past fiscal year, work was completed on the initial stage of the study which was to provide base mapping, collect data pertaining to the current usage of the corridor, prepare a deficiencies/recommendations matrix, perform public meetings and assist in the preparation of grant proposals. During Phase II, more refined design elements will be performed and shared with the community for feedback.

FY 2018/19 Objective: Carry out Phase II of design and pursue grant funding for future phases.





Key Tasks:

- Evaluate funding options.
- Perform engineering design (30%).
- Evaluate potential alternatives.

Estimated Costs: \$50,000 was budgeted in FY 2016/2017 for the community outreach and preliminary analysis phase of the Feasibility Study. \$65,000 was budgeted in FY 2017/2018 for the next phase of the Feasibility Study and \$100,000 has been budgeted in FY 2018/2019 to complete the Feasibility Study.

7. City Hall Deferred Maintenance

Summary: This project would perform maintenance on various components of City Hall.

The project identified for FY 2018/19 would replace the floor drains, tiles and drywalls for the two public bathrooms at City Hall.

FY 2018/19 Objective: Perform deferred maintenance on various components of City Hall.

Key Task:

- Replace the floor drains/floor tiles for the men's public restroom near Council Chambers and the women's employee restroom near the back door.

Estimated Cost: Approximately \$10,000 is needed for this project.

8. Fletcher Cove Park and Community Center Maintenance

Summary: This project would perform maintenance on various components of Fletcher Cove Park and Community Center. Minor repairs to the Tot Lot will be completed prior to July 2018 while the significant repairs will be evaluated and prioritized after the summer. Repairs to the access ramp will depend on Coastal Permit timing and conditions. Repairs to the Community Center will be prioritized and completed as needed.

FY 2018/19 Objective: Perform maintenance on various components of Fletcher Cove Park and Community Center.



Key Tasks:

- Perform maintenance and repair work on tot lot.
- Reconstruct the lower portion of the existing concrete beach access ramp.
- Perform maintenance and repair to the Community Center building.
- Strip, stain and re-seal, the boardwalk, sun plaza and basketball court.
- Replace doors, roof, bathroom tiles and dimmable lights at the community center.
- Replace ramp handrail to the beach.

Estimated Cost: The repairs on the tot lot are estimated to cost \$40,000. The repairs to the access ramp are estimated to cost \$150,000. Re-sealing of the boardwalk pattern, basketball court and sun plaza is estimated to cost \$60,000. The maintenance for the community center building is estimated at \$35,000.

## 9. Canyon/Mar Vista Storm Drain Improvements (Timeframe: 6 to 12 months)

Summary: This project would address underground water seepage at this location. Project would construct an underground drainage system consisting of catch basins and underground drainage pipes.

FY 2018/19 Objective: Construct an underground drainage system. Project would start near the Canyon/Mar Vista intersection and end near the Canyon/Rawl intersection.

Key Tasks:

- Complete project design.
- Advertise for construction bids.
- Construction of project.

Estimated Cost: Design is being performed by in-house Staff. Engineer's estimate at this time is approximately \$300,000. Construction costs would be better identified once construction bids have been received.



## 10. Highway 101 Pedestrian Crossing at North End of City (Timeframe: 12 to 18 months)

Summary: With the installation of the pedestrian tunnel underneath the railroad track near the north end of the City, there have been requests to investigate the installation of a pedestrian crossing across Highway 101 in the vicinity of the pedestrian tunnel and Cardiff/Seaside State Beach. A very high-level study was performed that identified three alternatives.

The first option would construct a pedestrian bridge across Highway 101 at a cost of approximately \$2.5 million. The second option would construct a pedestrian tunnel underneath Highway 101 in the same general location as the tunnel under the railroad track at a cost of approximately \$1.5 million. The third option would construct an at-grade crossing, with full traffic signals in both the north and south bound direction at a cost of approximately \$500,000. All of the costs indicated above would be for construction only and would not include environmental studies or right of way acquisition. Option 3 most likely would not involve major environmental impacts.

FY 2018/19 Objective: Design and construct pedestrian crossing across, or under, Highway 101 at north end of City near the Cardiff/Seaside State Beach. In addition, research the potential to narrow Highway 101 for traffic calming.

### Key Tasks:

- Present crossing options to City Council.
- Select preferred option.
- Start design.
- Pursue cost-sharing agreement with City of Encinitas and State Parks.
- Obtain required permits.

Estimated Cost: Design costs would be determined once an option is selected. Construction costs are estimated to range from \$500,000 to \$2.5 million depending on the option selected.



## 11. Removal of Trash Enclosure at Fletcher Cove Park (Timeframe: 6 to 12 months)

Summary: The metal screening at the top of the trash enclosure has deteriorated beyond repair due to the harsh marine environment. In addition, since the existing trash enclosure is so close to the sidewalk, sight distance is limited between vehicles leaving the Fletcher Cove Parking Lot and pedestrians walking north on the sidewalk just south of the parking lot. Removal of the trash enclosure would rectify this situation.

FY 2018/19 Objective: Remove trash enclosure at Fletcher Cove Park.

Key Tasks:

- Remove trash enclosure.
- Reconstruct pavement area to allow for one or two additional parking spaces.

Estimated Cost: Costs for removal of the trash enclosure at Fletcher Cove Park and restoration of the area for parking are estimated to be approximately \$30,000.

## 12. Glencrest Drive Street Improvements (Timeframe: 18 to 24 months)

Summary: The proposed project would reconstruct the roadway and sidewalks at the intersection of Glencrest with Lomas Santa Fe Drive. The vertical profile would be lowered to provide a smoother transition to Lomas Santa Fe Drive. The Glencrest Drive pavement is due to be overlaid, which would worsen the steep slope drivers experience at the approach to Lomas Santa Fe Drive. The pedestrian crossing that is currently tilted on the steep slope would be improved with the lower alignment. The sidewalks would be extended up Glencrest Drive to the first driveways. The cross gutter is deteriorated and nearing its life span and would be replaced. An existing shallow water main needs to be lowered to accommodate the lower street profile. Santa Fe Irrigation District has agreed to fund the water main relocation.

FY 2018/19 Objective: Reconstruct Glencrest Drive at the approach to Lomas Santa Fe Drive to eliminate the abrupt steep slope before the cross gutter and improve the pedestrian crossing.



Key Tasks:

- Prepare design plans
- Enter into a reimbursement agreement with Santa Fe Irrigation District for lowering the shallow water line that conflicts with the lower street profile.
- Advertise for construction bids
- Construct project

Estimated Cost: Design is being performed by in-house Staff. Engineer's estimate at this time is approximately \$80,000, excluding water main relocation. Construction costs would be better identified once construction bids have been received.

## 13. Santa Helena Roadside Park (Timeframe: 18 to 24 months)

Summary:

The paved area on Santa Helena, north of Sun Valley Road, is approximately 64 feet wide. At least 20 feet of the paved area could be converted into a roadside park. Preliminary discussions with the surrounding community have shown an interest in a roadside park at this location.

FY 2018/19 Objective: Reduce the pavement width on Santa Helena, from Sun Valley Road to the north end of the road at the San Elijo Lagoon, and use the additional space for a roadside park with trails.

Key Tasks:

- Hold community outreach meetings to determine desires of surrounding neighborhoods.
- Perform engineering design and environmental studies for selected option.
- Identify funding.

Estimated Cost: Design and construction costs have not been determined at this time. Estimated costs could be identified after community meetings are held and various options and features have been named.



14. Removal of Slope Paving along the Tide Beach Park Access Stairway  
(Timeframe: 6 to 12 months)

Summary: The slope paving on the south side of the Tide Beach Park Beach Access Stairway was installed by the County before the City incorporated. Over time, the slope paving have broken apart. As necessary in the past, small pieces of the broken slope paving have been removed. At this time, the remaining portions should be scheduled for removal.

FY 2018/19 Objective: Remove the damaged slope paving that is on the south side of the stairway.

Key Tasks:

- Obtain necessary permits from the California Coastal Commission.
- Obtain construction bids.
- Perform construction.

Estimated Cost: The estimated cost is \$100,000. High cost is due to access and the need for a large crane to remove the concrete pieces.



### C. Unprioritized Community Character Issues

- Annual Pavement Repair Project – FY 2017/2018 project is complete. – FY 2018/2019 annual program will be developed in Spring 2018 for construction in the second half of 2018.
- Development of impact fees on projects for establishing future parks and for public infrastructure.
- Continue to explore the development of a “Highway 101/Cedros Avenue Parking District/Business Preservation Ordinance” and bring to City Council for consideration and review.
- Analyze Fletcher Cove ramp fees and develop cleaning/sweeping schedule for sand on the ramp.
- Analyze the Distillery Lot/Downtown Core Corridor for potential future development. This includes the potential to close a portion of Plaza Street for vehicle through traffic and open up the space for potential community gathering places. In addition, as part of this process, explore opportunities to increase the amount of public parking spaces.
- Analyze increasing the budget for the Community Grant Program and Parks and Recreation utilizing private donations.
- Analyze and establish development standards for retaining wall heights in relation to existing vs proposed elevation.
- Analyze and establish development standards for commercial businesses and parking standards in relation to high employee businesses such as call centers (i.e. parking per employee vs per square footage).
- Research areas for a new enclosed Dog Park, potentially at La Colonia Park and other areas around the community.
- Monitor the proposed hotel/resort development on Border Avenue in Del Mar.
- Evaluate potential to convert existing buildings to affordable housing.
- Evaluate options to make the crosswalk at Highland Drive and Lomas Santa Fe Drive safer.
- Monitor Fairgrounds governance and 22nd DA Board Membership.
- Developing and communicating the City’s commitment to diversity, equity and inclusion for all of our residents and visitors.



## ORGANIZATIONAL EFFECTIVENESS

### A. Administration and Service

#### 1. Implement Performance Measurement Program (Timeframe: Ongoing)

FY 2018/19 Objective: To continue implementation of a comprehensive performance measurement program to evaluate service delivery, cost efficiency, and customer satisfaction.

Key Tasks:

- Complete analysis of FY 2017/2018 performance measures and report results and action plan to City Council in the FY 2018/2019 Budget.
- Develop additional measures as appropriate to cover full range of City services.
- Identify appropriate community survey tool(s) to evaluate customer satisfaction that match with the performance measurement goals.
- Develop Citizen Commission Performance Measures.
- Recognize/Evaluate existing Committees/Commissions and un-official Committees/Commissions.

Estimated Cost: Staff time

#### 2. Online Software Permit Tracking System

Summary: Staff has researched various online permit tracking systems in an effort to help streamline the permit process and online payments for a variety of services including business certificates, building permits, parking citations, code violations etc. that would allow for online payments and tracking. This service would allow for an easier and more efficient process for the community and City Staff. Currently, the City only allows online credit card payments for Summer Day Camp and Junior Guard registration, so this service will expand our online services while providing better customer service to our community. In June of 2017, the City Council authorized the purchase of TRAKiT software and Staff has been working with Superior to create the tracking program for the City. Estimated date to go live with the TRAKiT program is January 2019.

As part of the TRAKiT program, the City also purchased "My Community", which is a stand-alone smart phone app that works with the City's website to include relevant information for residents including City contacts, calendar of events and information regarding City government departments and services. In addition, it allows for the community to report location-specific issues such as graffiti, potholes, trash accumulation and broken sidewalks instantaneously to Staff. This program will create a more efficient and effective way to report issues of concern to the appropriate Staff to correct. It is anticipated that My Community will be available to the community by August 2018.

FY 2018/19 Objective: Implement a City-wide permit tracking system that will automate permits, licenses, and other business activities, accept credit card





## Administration and Service (Continued)

payments, allow customer access to view the status of applications and apply or renew permits on-line, and provide a smart phone app to submit comments and complaints to the City.

Key Tasks: Implementation of system and training of City Staff.

Estimated Costs: Initial cost of software purchase was approximately \$196,000 with annual maintenance costs of \$38,000-\$40,000.

## B. Communications & Technology

### 1. Social Media (Timeframe: Ongoing)

Summary: The City has been successfully utilizing social media to engage the community. Staff is analyzing the potential to start department specific social media accounts to better focus on new and special events that the community may desire. This might occur first for promoting specific programs like the Junior Lifeguard Program, Summer Day Camp Program and the City's Special Events.

FY 2018/19 Objective: Continue Staff communication through social media outlets by sending information regarding City activities, news and events through Facebook and Twitter.

Key Tasks:

- Continue utilizing Facebook and Twitter for City activities, news and events.
- Continue ongoing research on the latest and most valuable social media outlets for City use.

Estimated Costs: Most of the social media tasks are completed by in-house Staff. The City does pay approximately \$60 a month for the eBlast notification system, but Facebook and Twitter are free applications. The City does utilize a "virtual assistant" for help with complex tasks.



### C. Unprioritized Organizational Effectiveness Issues

- Government Transparency – Open Meetings – Maintain compliance with the Brown Act to provide information and access to public meetings. Records Management - Sustain and improve the City's records management plan to ensure efficient and effective access and retention of City records for the purpose of identifying, protecting, and preserving the official history of City actions.
- Explore options for an efficient and effective online community comment portal for City Council agenda items.
- Development of City Donation, Dedication and Memorial Policies.
- Research the potential to improve the Community Grant Program by collaborating with other organizations to increase the amount of resources.
- Analyze the potential to implement free "Wi-Fi" zones at public locations.
- Explore implementing an electronic Council Agenda/Staff Report program/process that is text searchable and can be downloaded as an entire packet.



## ENVIRONMENTAL SUSTAINABILITY

### A. Policy Development

#### 1. Climate Action Plan Implementation (Timeframe: Ongoing)

Summary: The City completed its first ever Climate Action Plan (CAP) in July, 2017. The City and the Climate Action Commission is currently working on the Implementation Plan to coincide with the CAP. The Plan is anticipated to be presented to the City Council in June of 2018. The Plan will include mitigation measures to reduce greenhouse gas emissions to reach the CAP reduction targets and will also include anticipated timeframes for each measure. The mitigation measures are broken up into ongoing, short-term, mid-term and long-term and will be presented to Council with a recommendation of measures to pursue, Staff time and resource depending, for the Fiscal Year 2018/19 timeframe.

FY 2018/19 Objective: Once the Implementation Plan is adopted by the City Council, the mitigation measures for this coming fiscal year will be placed in this Work Plan document.

Key Tasks:

- Implement the mitigation measures of the Climate Action Plan that were approved by the City Council for FY 2018/19.
- Continue to monitor emerging Property Assessed Clean Energy (PACE) programs for consideration of implementation.
- Continue regional sustainability work with local governmental agencies, non-profit organizations and environmental groups including SANDAG, ICLEI, San Diego Foundation, San Diego Regional Climate Protection Network, the Climate Collaborative and the North Coast Energy Action Collaborative to collaborate on regional sustainability efforts.
- Continue following state and federal legislation.
- Continue to educate the community on issues related to environmental sustainability through events and activities throughout the year.
- Continue to negotiate with SDG&E to purchase remaining street lights and retrofit with LED technology.

Estimated Costs: Implementation of the CAP and associated programs/policies may be substantial, so costs for individual mitigation measures will be presented to City Council before implementation. A Cost Study consisting of internal Staff costs to implement the CAP is being developed and will be presented to City Council along with the Implementation Plan in June/July of 2018. The City, through the Emerging Cities Program (a partnership with the San Diego Association of Governments (SANDAG) and SDG&E), received technical and background support to develop the CAP at no cost.



## 2. Implement Solana Energy Alliance (SEA)

Summary: The City Council has been very active and supportive in promoting the formation of a local Community Choice Aggregation (CCA) program. The environmental and economic benefits of a successful CCA are well documented, and the City is on the forefront in San Diego County on this issue. The City Council gave the final approval to launch SEA in February, 2018 and the rates were approved in March, 2018. SEA is scheduled to launch in June 2018, making it the first CCA in San Diego County

FY 2018/19 Objective: Implement the Solana Energy Alliance (SEA) that would increase the renewable energy content portfolio for the community, reduce GHG emissions, reduce customer's energy rates, promote the local economy and job growth and provide potential clean energy programs and incentives to the City and its residents.

### Key Tasks:

- Continue working with the selected consultant team (The Energy Authority and Calpine Energy Solutions) to implement SEA.
- Build reserves for rate stabilization, credit support and operating capital
- Continue call center operations
- Continue energy procurement
- Continue regulatory filings
- Continue monitoring legislation for possible action
- Continue conducting extensive community education and outreach efforts with the City's consultant team including:
  - City Council Meetings
  - HOA Meetings
  - Community Events
  - Public Workshops
  - Business Outreach
  - Farmer's Market

Estimated Costs: The structure of the SEA program is for the consultant team to bear the costs of the formation and launch of the program and the program will repay those initial costs with revenue from the program, At no point will the City's General Fund be at risk due to the launch and operation of the CCA. Periodic reports will be presented to the City Council to track the costs and revenue of the program.



### 3. Increase Recycled Water Infrastructure Throughout City

Summary: The City is extremely interested in increasing the recycled water infrastructure throughout the City to maximize the distribution of recycled water that is produced at the SEJPA facility and reduce the demand on imported, energy intensive, potable water.

FY 2018/19 Objective: Research and analyze the ability to bring recycled water further into the City for potential commercial properties, park/medians and for all City facilities.

Key Tasks:

- Continue to monitor state and federal legislation in regards to the potential use of recycled water in residential areas (including HOAs).
- Budget for ongoing infrastructure costs after project completion for such things as the replacement of sprinkler heads and other assorted needs.
- Develop project ready plans for any future grant opportunities.

Estimated Costs: TBD based on future identified and approved projects.

### 4. Plastic Use Restrictions

Summary: The City is interested in exploring further policies for restrictions on plastic that may end up in environment and/or the waste stream.

FY 2018/19 Objective: Research and analyze potential for plastic use restrictions beginning with plastic straws ordinances. This initial focus will be on plastic straws but, Staff time and resource permitting, may extend into exploring options with the potential to restrict plastic bottles, starting with City-sponsored events.

Key Tasks:

- Research/study plastic straw ordinances from other communities.
- Draft policies for Council review and consideration.
- Conduct outreach to the business community including introducing the concept to the Business Liaison Committee for feedback.

Estimated Costs: Staff time



## B. Capital Projects

### 1. Solana Beach Pump Station (Timeframe: 24 months)

Summary: The Solana Beach Pump Station (SBPS) pumps approximately 92% of the City's sewage through a force main under the San Elijo Lagoon to the San Elijo Joint Powers Authority (SEJPA) water reclamation facility. The pump station was originally constructed in 1966 and upgraded in 1982.

FY 2018/19 Objective: To upgrade the mechanical systems and to and construct an emergency overflow storage facility.

Key Tasks:

- Upgrade mechanical facilities including replacing pumps, piping, valves, and substandard wet-well and construct an emergency overflow storage facility.

Estimated Cost: Construction costs are estimated to be \$6,200,000. This includes construction, contingency and other miscellaneous project-related costs such as construction management and inspection.

### 2. Major Storm Drain System Improvement Projects (Timeframe: 6-12 months)

Summary: There are a number of storm drain systems throughout the City that are in need of improvements/upgrades. This project provides ongoing design and construction of several additional storm drain system improvements throughout the City based on a priority ranking determined by Staff. One project that was constructed during FY 2018/2019 is drainage improvements along Glencrest Drive.

FY 2018/19 Objective: Improve storm drain infrastructure throughout the City.

Key Tasks:

- Identify priority projects.
- Complete design.
- Conduct public bidding process for major projects.
- Construct improvements.
- Develop details for the next project.

Estimated Cost: Estimated total cost of \$ \$250,000 for storm drain improvements in FY 2018/2019.



### C. Unprioritized Environmental Sustainability Issues

- Analyze Green purchasing policy.
- Neighborhood Electric Vehicles – promote charging station infrastructure throughout the City by encouraging development projects to incorporate public charging stations – encourage public projects to incorporate charging stations when appropriate. The City installed three (3) EV charging stations at City Hall in FY 2012/2013. The City purchased an all-electric neighborhood vehicle for Staff use in FY 2014/2015.
- Develop and implement a small business energy efficiency and conservation program in cooperation with the Solana Energy Alliance and SDG&E.
- Develop and implement a voluntary “Clean Business Program.”
- Continue to monitor the potential regional development of a feasible curbside compost/food scrap program.
- Explore the development and implementation of Green Code initiatives such as a “solar ready” ordinance, “EV charging ready” ordinance and “greywater ready” ordinance for new development.
- Explore energy storage at City facilities.
- Bike Share/Car Share Program – Staff will research the potential to bring a bike share, car share or some similar program to the City to promote alternative modes of transportation in the City.
- Monitor the beach report card grades for Seascape Sur to see if additional actions need to be taken at that storm drain outlet.
- Explore a “Sea Level Rise” working group with the cities of Encinitas and Del Mar.
- Explore providing City incentives for the purchase of rain barrels.
- Explore providing City incentives for Electric Vehicle (EV) charging stations and promoting alternative modes of transportation.
- Explore potential to study air quality/public health throughout the City but primarily around the freeway.
- Develop a program for targeted Street Sweeping in high priority areas after major rain events.
- Develop an educational flyer for residents that live on or next to slopes on how to properly design and landscape slopes to protect them during storm events.
- Research chicken ordinances to potentially allow them in more zones.
- Update the City’s Investment Policy to divest from fossil fuel investments at the time of maturity and to not invest in these companies in the future.



## FISCAL SUSTAINABILITY

### A. Economic Development

#### 1. North County Transit District (NCTD) Property Planning & Related Issues

Summary: NCTD issued a second Request For Proposals (RFP) in December 2014 and received four development proposals. The responses to this RFP have been evaluated by a NCTD Selection Committee with local representation and the selected Development Team will be recommended to the NCTD Board and forwarded to the City review/processing and City Council consideration, review and discussion in FY 2017/2018. Review of a pre-application was completed by Community Development Staff on December 21, 2017.

FY 2018/19 Objective: Planning for the NCTD site and related financing of a public parking facility. This project area includes the entire NCTD property, including the open space area at the corner of Lomas Santa Fe and North Cedros.

Key Tasks:

- Report to City Council regarding the NCTD planning for the North County Transit site for future development and financing of a public parking facility.
- NCTD Selection Committee recommended the selected Development Team for negotiations with NCTD and submittal of project application to the City.
- Update City Council as necessary, facilitate the project permit review process and bring to City for City Council for project approval.

### B. Facility Asset Management

#### 1. Facilities/Asset Replacement Master Plan

Summary: The purpose of such an analysis and establishment of the fund will be to identify costs for the replacement or renovation of City facilities and assets, including buildings, beach stairs and the Lomas Santa Fe bridge, among other things.

FY 2018/19 Objective: The City has completed a preliminary condition assessment and associated costs for the all City Buildings. Through FY 2017/18, Council has authorized a total of \$550,000 for this Master Plan. The FY 2018/19 objective is to keep funding this Master Plan and completing necessary maintenance projects at City Facilities.





Key Tasks:

- Update City facility/asset inventory list.
- Prioritize maintenance and replacement costs.
- Continue funding this item in the FY 2018/2019 Adopted Budget.

Estimated Costs: The costs to fund the facility maintenance and replacement are significant and \$150,000 was included in the FY 2018/2019 Budget approved by Council.

C. CalPERS Future Liability

1. Proactively Pursue Measures to Reduce CalPERS Future Liabilities

Summary: Council established and is funding a PARS Post-Employment Benefits Trust Fund in FY 2015/16 to fund Pension and Other Post-Employment (Health) Benefits (OPEB) liabilities to initiate this objective. Council approved the PARS Trust Fund in October 2015 and has appropriated through FY 2016/2017 a total of \$1,471,368 for unfunded pension and OPEB liabilities. The purpose of the establishment of this Trust would be to pay down the CalPERS unfunded future liability quicker and provide less volatility which would lower the overall costs to the City.

FY 2018/19 Objective: Continue to fund and/or establish an on-going budget line item to reduce CalPERS pension obligations.

Key Tasks:

- Continue funding the PARS Trust Fund in FY 2018/2019.
- Consider the development of a Council Policy on funding the PARS Trust Fund.

Estimated Costs: TBD. Council has requested Staff incorporate a funding mechanism into the annual budget process to continue to fund the Trust.



## D. Unbudgeted Significant New Priority Items

### 1. Transition from At-Large to District-Based Council Member Elections

Summary: On February 20, 2018, the City received a letter asserting that the City's at-large electoral system violates the California Voting Rights Act (CVRA) because it dilutes the ability of Latinos (a protected class) to elect candidates of their choice or otherwise influence the outcome of Solana Beach's City Council elections as a result of racially polarized voting. The letter threatens litigation if the City declines to convert voluntarily to district-based elections for Councilmembers. On April 11, 2018, the City Council adopted Resolution 2018-042 declaring its intent to transition from at-large to district-based City Council elections and outlining the specific steps to facilitate the transition and estimating a timeframe for taking this action. It expected that the transition shall be accomplished in time for the 2020 November general election.

Pursuant to Elections Code Section 10010, this transition necessitates that the City retain a demographer, elections consultant and special legal counsel and must also follow a series of required steps including public outreach and five (5) separate public meetings/hearings, during which public input is received and district maps are prepared. The final public hearing occurs in connection with a vote to enact an ordinance establishing district-based elections.

FY 2018/2019 Objective: Engage consultant(s) to conduct demographic and legal analysis and initiate the public outreach, public hearing, and districting mapping processes.

#### Key Tasks:

- Retain a demographer to conduct demographic analysis
- Retain an elections consultant
- Initiate community outreach
- Initiate public hearing and district mapping process

Estimated Cost: Staff estimates the FY 2018/2019 costs will be approximately \$100,000. There will be significant Staff time needed to transition to district-based elections and to administer the process including community outreach and to initiate and/or conduct required public hearings. The City will also incur consultant costs including the retention of a demographer and elections consultant. Finally, the City may be exposed to reimburse the plaintiff for documented attorneys' fees and costs up to \$30,000.

Staff estimates the total cost of an uncomplicated transition process will exceed \$150,000. This is an unanticipated and, as of yet, unbudgeted expense. Funding sources for these costs include undesignated reserves, reallocated CIP funding, an internal enterprise fund loan, or allocation from the FY 2017/2018 year-end budget surplus, if any.



## E. Unprioritized Fiscal Sustainability Issues

- Regional, State and Federal Funding opportunities for capital and redevelopment projects.
- Conduct a Transit Occupancy Tax (TOT) local hotel audit.
- Update Comprehensive Fee Study. (Anticipated to be completed by July 1<sup>st</sup>)
- Research ways to make "downtown" more visitor friendly (i.e. QR Code program).
- Review the Fire Benefit Fee.
- Research ways to minimize Fire Department overtime costs.
- Analyze the potential to update current Short Term Vacation Rental ordinance.



## **HIGHLIGHTS OF SIGNIFICANT PROJECTS COMPLETED IN FY 2016/2017**

- Completed 2016/2017 Street Repair & Slurry project
- Completed 2016/2017 Sewer & Storm Drain Repair Project
- Successfully applied for 2016-17 CDBG grant Application
- Circle Drive Sewer Pipeline Replacement NOC
- "Bicycle Friendly City" Designation
- 24 Hour Elevator for Routine Maintenance at City Hall
- Adopted Floodplain Overlay Zone Updates
- Affordable Pipeline Contract for Sewer and Storm Drain Maintenance
- City Hall Deferred Maintenance and Repairs includes Passenger Elevator Upgrades, Lobby Stair Replacement, Slanted Roof Repair
- City-Wide Street Sweeping Agreement with CleanStreet
- City-Wide Streetlight Maintenance and Repair Agreement with Siemens Industry
- City-Wide Tree Maintenance Services with West Coast Arborist
- Cleaned and maintained the storm drain catch basins throughout the City
- Completed and submitted List of Projects to receive SB1 Funding
- Completed City Hall Shingle Roof Replacement
- Completed City-Wide Sidewalk Repair Project
- Completed Citywide Streetlight Maintenance and Repair Agreement including replacements of several streetlight in the Eden Garden community
- Completed Clean and Reseal Concrete Lithocrete at Various Locations
- Completed Emergency Glencrest Storm Drain storm drain cleaning and condition assessment
- Completed Fletcher Cove Beach Access Ramp Assessment with Geopacifica
- Completed Seascape Sur Stair Improvements with Conan Construction
- Completed Traffic Signal Maintenance and Upgraded Cabinets and Controllers
- Del Mar Shores and Tide Park Lifeguard Tower Improvements
- Entered into an Agreement with Infrastructure Engineering Corporation and completed a Sewer System Inflow Study
- Highway 101 Sidewalk Cleaning
- Coastal Rail Trail DG Trail Improvements
- Janitorial Contract Award
- Lomas Santa Fe Corridor Study - complete Phase I
- Marine Safety Feasibility Study Phase One - Award PSA for Design Services
- Nissho of California Landscape Maintenance Agreement
- NPDES Commercial/Industrial Inspections
- On Call Traffic Engineering (STC Traffic and Chen Ryan Associates)
- Partnerships with Industry Agreement
- Processed Application for seed money for Nardo/Granados/Rios Underground Utility District
- Purchased pressure washer for Public Works
- RTIP Amendment
- San Elijo JPA - Storm Drain Sediment Drying Pad



**HIGHLIGHTS OF SIGNIFICANT PROJECTS COMPLETED IN FY 2016/2017**  
**(Continued)**

- Obtain \$616,000 grant from SANDAG for Active Transportation Grant Award for Lomas Santa Fe Corridor
- Solana Beach Pump Station - Contract w/ Dudek for Phase 2: Design of Mechanical/Structural Improvements
- Stevens Creek Cleaning
- Stevens/Valley Avenue Bicycle and Pedestrian Improvements Project
- WQIP Agreement with San Dieguito and Carlsbad
- Conducted Commercial/Industrial Stormwater and Grease Inspections for all business throughout the City
- Continued implementation of the Construction and Demolition Debris recycling program
- Monitored the implementation of the Expanded Polystyrene (EPS) ban at food establishments
- Launched Solana Energy Alliance
- Completed CPR and First-Aid Instructor Training. City can now certify and re-certify all of our seasonal and junior lifeguards in-house.
- Implemented a new Elite Junior Lifeguard pilot program targeting ages 14-16, emphasizing core lifeguarding practices and certifying students in CPR.
- Implemented inner-department Vehicle Operations Course for seasonal lifeguards specific to Solana Beach.
- Completed CPR and First-Aid Instructor Training. We can now certify and re-certify all of our seasonal and junior lifeguards in-house.
- Continued plastic film recycling program with Trex, Inc
- Published 4 quarterly "Shorelines" community newsletters
- Coordinated the installation of the City's street light banner program in conjunction with the Chamber of Commerce and the 22nd Agricultural District
- Continued successful partnership with the Boys and Girls Club to provide free after school programs in the Eden Gardens neighborhood
- Conducted annual community events including Beach Blanket Movie Night, Holiday Tree Lighting, Family Camp Out, Concerts at the Cove and various others
- Conducted Annual Youth Summer Camp
- Coordinated Annual Community Grant Program
- Adopted Climate Action Plan
- Prepared Draft Implementation Plan and Cost Study for the Climate Action Plan
- Prepared Draft Ordinance for City Council consideration amending the Highway 101 Specific Plan to extend South Cedros development standards
- Prepared Draft Workspace Ordinance for City Council consideration
- Adopted Electronic Vehicle Charging Station Streamlining Ordinance
- Amended City's Wireless Communication Facilities Ordinance
- Adopted Floodplain Overlay Zone Ordinance



**HIGHLIGHTS OF SIGNIFICANT PROJECTS COMPLETED IN FY 2016/2017**  
**(Continued)**

- Issued Request for Proposals for an affordable housing development on City-owned property
- Initiated TRAKiT (permit tracking system) implementation
- Awarded contract for La Colonia Skate Park
- Issued Request for Proposals for preliminary design and engineering of Marine Safety Center
- Continued efforts to obtain funding for Beach Sand Replenishment and Retention Program
- Initiated ESHA map update
- Continued annual monitoring and inspection of all shoreline protection devices
- Developed draft LCP Local Implementation Plan for CCC review





## STAFF REPORT CITY OF SOLANA BEACH

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Gregory Wade, City Manager  
**MEETING DATE:** June 13, 2018  
**ORIGINATING DEPT:** Fire Department  
**SUBJECT:** Consideration of Resolution 2018 – 068 Authorizing the Payment of the North County Dispatch JPA (North Comm) CalPERS Unfunded Accrued Liability

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### BACKGROUND:

North County Dispatch Joint Powers Authority (JPA), commonly referred to as North Comm, provides fire and medical emergency dispatch services to most city fire departments in North San Diego County. These services include answering 9-1-1 emergency and business phone calls, providing Emergency Medical Dispatch (EMD) instructions, assigning and monitoring field units via computer-aided dispatch (CAD), and mobile technical support for all member agencies. In calendar year 2017, North Comm dispatched 72,171 calls for service to its 16 member and contract agencies. The City of Solana Beach area has been a member of the JPA since 1984.

In Fiscal Year (FY) 2018/19, North Comm will have 29 full-time employees and five part-time dispatchers. The JPA is governed by a Board of Directors, which is made up of one city council member from each member agency. Solana Beach has a member on the JPA Board of Directors.

In May 2014, the Board of Directors adopted a two-year budget for FYs 2014/15 and 2015/16. As part of that adopted budget, 17.60% of CalPERS reportable payroll was budgeted for the JPA's contribution for its CalPERS pension costs.

In December 2014, the Board of Directors approved the creation of the Designated Reserve Fund and an accelerated payment plan to pay down its CalPERS unfunded accrued liability (UAL).

In May 2015, the Board of Directors approved for North Comm to maintain the pension contribution rate at 17.60%, even though CalPERS adopted a new amortization method, reducing the JPA's pension contribution rate from 17.60% to 14.764%.

In November 2017, the Board of Directors approved North Comm to pay off its UAL PEPPRA portion (\$10,221) and directed the JPA staff to return to the Board with further analysis on how to pay off its Tier 1 UAL as of its 2016 CalPERS valuation.

This item is before the Council to consider approving Resolution 2018 - 068 (Attachment 1) authorizing the payment of the North County Dispatch JPA (North Comm) CalPERS UAL.

**DISCUSSION:**

According to CalPERS Annual Valuation Report as of June 30, 2016, the JPA UAL Tier 1 liability is \$1,866,910. This information was presented to the North Comm JPA Board of Directors in February 2018 (Attachment 2). During that same meeting, the Board of Directors approved two recommendations to address the current and future CalPERS UAL:

- Current CalPERS UAL: Administer a special assessment to agencies based on total call volume and years with the JPA, to be paid in one lump sum or over a period of two years, with interest assessed on year two (Attachment 3).
- Future CalPERS UAL: Increase the JPA Pension Contribution Rate from 17.60% to 20.60% (Attachment 4). The future liability will be for all tiers (Tier 1, Tier 2, and PEPR) and would add an additional \$1.00 per call.

For the current CalPERS UAL, the City of Solana Beach has been assessed \$61,291 for its share of the UAL. This bill can either be paid in full at the end of this fiscal year or at the beginning of next fiscal year. The City also has the option of paying it over the next two fiscal years. However, 7% interest will be charged in the second year. The total payment for this option would be \$63,436 with a \$2,145 interest payment in year 2.

**CEQA COMPLIANCE STATEMENT:**

Not a project as defined by CEQA.

**FISCAL IMPACT:**

If Council approves Staff's recommendation to pay the UAL in one year as described above, there are anticipated sufficient savings in the FY 2017/18 Fire Department budget unit to pay the full \$61,291 in FY 2017/18.

For the future CalPERS UAL, in May 2018, the North Comm JPA Board of Directors adopted the two-year budget for fiscal year 2018/19 and fiscal year 2019/20. The cost per call charge went from \$63.50 to \$66.00 with \$1.00 of this increase for the future UAL and the remaining \$1.50 increase for general increases. The fire department is anticipating running 1,400 calls in fiscal year 2018/19. With this call volume, the total increase would be \$3,500 with \$1,400 going to pay down the future UAL.

The Amended Adopted Budget for FY 2018/19 includes additional monies in the Fire Department budget unit to pay for the increased costs to North Comm.



**WORK PLAN: N/A**

**OPTIONS:**

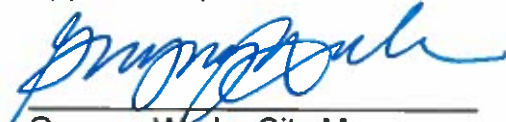
- Pay down the current CalPERS UAL at the end of this fiscal year.
- Pay down the current CalPERS UAL over the next two fiscal years, accruing an interest charge of \$2,145.
- Provide further direction to Staff.

**DEPARTMENT RECOMMENDATION:**

Staff recommends that the City Council approve Resolution No. 2018-068 authorizing the lump sum payment of the CalPERS UAL for North Comm in the amount of \$61,291 in Fiscal Year 2017/18.

**CITY MANAGER'S RECOMMENDATION:**

Approve Department Recommendation.



Gregory Wade, City Manager

**Attachments:**

1. Resolution 2018 - 068
2. North County Dispatch Joint Powers Authority Board of Directors Agenda Report 18/08 as presented on February 22, 2018.
3. Liability Distribution based on Total Call Volume (1984 – 2017).
4. CalPERS unfunded accrued liability (UAL) accelerated payment options.

**RESOLUTION NO. 2018-068**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING AND AUTHORIZING THE PAYMENT OF CALPERS UNFUNDED ACCRUED LIABILITY FOR NORTH COUNTY DISPATCH JOINT POWERS AUTHORITY FOR FISCAL YEAR 2017-18.**

**WHEREAS**, North County Dispatch Joint Powers Authority (North Comm) is a dispatch agency which equips, maintains, operates and staffs a fire dispatch communications center, which provides emergency call receiving and dispatching services for fire agencies including Solana Beach; and

**WHEREAS**, North Comm JPA is governed by a Board of Directors, which is made up of one city council member from each member agency of which Solana Beach has a member on North Comm JPA Board of Directors; and

**WHEREAS**, in February 2018, to address the current CalPERS Unfunded Accrued Liability (UAL), the Board of Directors approved a special assessment based on total call volume and years with the JPA, to be paid in one lump sum or over a period of two years, with interest assessed on year two; and

**WHEREAS**, the City's assessed share of the current CalPERS UAL based on total call volume and years with North Comm is \$61,291, if paid in one lump sum; and

**WHEREAS**, Staff recommends that the City Council pay down as much of the current CalPERS UAL as possible at the end of Fiscal Year 2017-18 using anticipated savings in the Fiscal Year 2017-18 Fire Department budget; and

**WHEREAS**, the City Council approves the allocation of \$61,291 for the purpose of funding North Comm's CalPERS UAL in Fiscal Year 2017-18 City of Solana Beach Budget.

**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.
2. That the City Council authorizes and approves the one lump sum payment of \$61,291 to North Comm for CalPERS UAL.
3. That the City Council authorizes the City Treasurer to amend the Fiscal Year 2017-18 Adopted Budget accordingly.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Solana Beach, California, held on the 13<sup>th</sup> day of June 2018, by the following vote:

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

\_\_\_\_\_  
DAVID A. ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
JOHANNA N. CANLAS, City Attorney

\_\_\_\_\_  
ANGELA IVEY, City Clerk

**NORTH COUNTY DISPATCH  
JOINT POWERS AUTHORITY  
BOARD OF DIRECTORS AGENDA REPORT  
Staff Report 18/08**

**Board of Directors Meeting of February 22, 2018**

**Subject: CalPERS Unfunded Accrued Liability (UAL)**

**RECOMMENDATION:**

The JPA Chiefs and Staff recommend the Board of Directors review and approve the following at the next regularly scheduled Board of Directors meeting on February 22, 2018:

- **Current CalPERS UAL Liability:** Special assessment to agencies based on total call volume and years with the JPA, to be paid in one lump sum or over period of 2 years, with interest assessed on year-two.
- **Future CalPERS UAL Liability:** Increase the JPA Pension Contribution Rate from 17.60% to 20.60%.

**BACKGROUND:**

In May 2014, the Board of Directors adopted 2-year budget for fiscal years 14/15 and 15/16. As part of this adopted budget, 17.60% of CalPERS reportable payroll was budgeted for JPA contribution to CalPERS pension.

In December 2014, the Board of Directors approved the creation of the Designated Reserve Fund and an accelerated payment plan to pay down CalPERS UAL (S/R 14/19).

In May 2015, the Board of Directors approved for the JPA to maintain pension contribution rate at 17.60%, even though CalPERS adopted a new amortization method, reducing the pension contribution rate from 17.60% to 14.764%. The excess funding is used to pay down Tier 1 bases.

In November 2017, the Board of Directors approved the JPA to pay off UAL PEPPRA portion (\$10,221) and directed the JPA staff to return to the Board with further analysis on how to pay off UAL Tier 1 bases as of 2016 valuation.

**CURRENT SITUATION:**

According to CalPERS Annual Valuation Report as of June 30, 2016, the JPA UAL Tier 1 liability is \$1,866,910.

Based on the total call volume and years with the JPA, UAL Tier 1 liability is spread among the agencies as follow:

<b>Agency</b>	<b>Year Joined</b>	<b>1984-2017 Call Volume</b>	<b>Liability %</b>	<b>Liability Amount</b>
Carlsbad Fire	2003	114,411	10.15%	\$ 189,471

Agency	Year Joined	1984-2017 Call Volume	Liability %	Liability Amount
Del Mar Fire & PW	2004	10,455	0.93%	\$ 17,314
Encinitas Fire	1986	129,285	11.47%	\$ 214,103
North County Fire	2005	55,912	4.96%	\$ 92,593
Oceanside Fire	2005	184,061	16.33%	\$ 304,816
Olivenhain MWD	1999	4,728	0.42%	\$ 7,830
Pala	2012	3,586	0.32%	\$ 5,939
Pauma	2011	1,055	0.09%	\$ 1,747
Rancho Santa Fe Fire	1984	57,755	5.12%	\$ 95,645
Rincon	2014	2,725	0.24%	\$ 4,513
RSF Patrol	1984	97,918	8.69%	\$ 162,157
San Marcos Fire & PW	1984	175,461	15.56%	\$ 290,574
San Pasqual	2014	1,598	0.14%	\$ 2,646
Solana Beach Fire & PW	1984	37,010	3.28%	\$ 61,291
Valley Center	2014	6,915	0.61%	\$ 11,452
Vista Fire	1986	244,447	21.68%	\$ 404,818
<b>TOTAL</b>		<b>1,127,322</b>	<b>100%</b>	<b>\$ 1,866,910</b>

Each agency can choose to pay off the special assessment in one lump sum payment or over 2-year period. If the agency opts to pay off in 2 years, then there will be an additional assessment of 7% interest for the unpaid amount. Any interest collected will be paid toward UAL Tier 1 liability (Exhibit 1).

To address future UAL liability for all tiers (Tier 1, Tier 2, and PEPRA), the JPA can either maintain current pension contribution rate at 17.60% or increase the pension contribution rate to 20.60% (Exhibit 2). Assume current liability future liability increase at the rate of \$200,000 per year, plus interest at 7%, and no other assumption changes, the JPA has the following options:

1. Maintain pension contribution rate at 17.60%: This option will allow the JPA to pay minimum required payment plus small lump sum toward UAL every year. However, the balance will continue to increase slowly, requiring special assessment again in 5 to 7 years.
2. Increase pension contribution rate to 20.60% (cost \$1.03 per call, based on FY 17/18 rate): In addition to paying minimum required payment, the JPA can afford to make bigger lump sum toward future UAL liability, thus bigger savings in interest. This will keep UAL liability at manageable level.

The JPA Staff and Chiefs recommends option #2, which increase pension contribution rate to 20.60% in order to keep UAL liability at manageable level.

#### **FISCAL IMPACT:**

Paying off current UAL Tier 1 bases in fiscal year 18/19 and 19/20 requires special assessment on member and contract agencies. By paying off current liability, the JPA will save on hundreds of thousands of dollars in interest and additional assessments.

Increasing the JPA pension contribution rate from 17.60% to 20.60% will allow the JPA to pay the minimum required payment, plus additional lump sums toward annual UAL liability, which allow savings in interest and additional assessments. The increase in JPA pension contribution rate will cause an additional \$1.00 in cost per call.

**Liability Distribution based on Total Call Volume (1984 - 2017)**

Agency	Year Joined	1984-2017 Call Volume	Liability %	Liability \$
Carlsbad Fire	2003	114,411	10.15%	\$ 189,471
Del Mar Fire & PW	2004	10,455	0.93%	\$ 17,314
Encinitas Fire	1986	129,285	11.47%	\$ 214,103
North County Fire	2005	55,912	4.96%	\$ 92,593
Oceanside Fire	2005	184,061	16.33%	\$ 304,816
Olivenhain MWD	1999	4,728	0.42%	\$ 7,830
Pala	2012	3,586	0.32%	\$ 5,939
Pauma	2011	1,055	0.09%	\$ 1,747
Rancho Santa Fe Fire	1984	57,755	5.12%	\$ 95,645
Rincon	2014	2,725	0.24%	\$ 4,513
RSF Patrol	1984	97,918	8.69%	\$ 162,157
San Marcos Fire & PW	1984	175,461	15.56%	\$ 290,574
San Pasqual	2014	1,598	0.14%	\$ 2,646
Solana Beach Fire & PW	1984	37,010	3.28%	\$ 61,291
Valley Center	2014	6,915	0.61%	\$ 11,452
Vista Fire	1986	244,447	21.68%	\$ 404,818
<b>TOTAL</b>		<b>1,127,322</b>	<b>100%</b>	<b>\$ 1,866,910</b>

**2-Year Payment Plan**

Agency	Year 1 (50%)	Year 2 (50%)	Y2 Interest	Total
Carlsbad Fire	\$ 94,736	\$ 94,736	\$ 6,631	\$ 196,103
Del Mar Fire & PW	\$ 8,657	\$ 8,657	\$ 606	\$ 17,920
Encinitas Fire	\$ 107,052	\$ 107,052	\$ 7,494	\$ 221,597
North County Fire	\$ 46,297	\$ 46,297	\$ 3,241	\$ 95,834
Oceanside Fire	\$ 152,408	\$ 152,408	\$ 10,669	\$ 315,484
Olivenhain MWD	\$ 3,915	\$ 3,915	\$ 274	\$ 8,104
Pala	\$ 2,969	\$ 2,969	\$ 208	\$ 6,146
Pauma	\$ 874	\$ 874	\$ 61	\$ 1,808
Rancho Santa Fe Fire	\$ 47,823	\$ 47,823	\$ 3,348	\$ 98,993
Rincon	\$ 2,256	\$ 2,256	\$ 158	\$ 4,671
RSF Patrol	\$ 81,079	\$ 81,079	\$ 5,676	\$ 167,833
San Marcos Fire & PW	\$ 145,287	\$ 145,287	\$ 10,170	\$ 300,744
San Pasqual	\$ 1,323	\$ 1,323	\$ 93	\$ 2,739
Solana Beach Fire & PW	\$ 30,645	\$ 30,645	\$ 2,145	\$ 63,436
Valley Center	\$ 5,726	\$ 5,726	\$ 401	\$ 11,852
Vista Fire	\$ 202,409	\$ 202,409	\$ 14,169	\$ 418,987
<b>TOTAL</b>	<b>\$ 933,455</b>	<b>\$ 933,455</b>	<b>\$ 65,342</b>	<b>\$ 1,932,252</b>

**CALPERS UNFUNDED ACCRUED LIABILITY (UAL)  
ACCELERATED PAYMENT OPTIONS**

**TABLE 1**

<b>CURRENT SITUATION (based on August 2017 CalPERS Annual Valuation Report)</b>								
	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>
Total Liability	1,167,081	1,439,733	1,975,426	1,967,783	2,049,578	2,264,456	2,496,686	2,768,746
Minimum Required Payment	0	54,546	63,943	66,858	92,241	113,223	124,834	138,437
Additional Payment	60,000	0	243,700	151,347	36,745	5,134	(30,864)	(67,807)
	1,107,081	1,385,187	1,667,783	1,749,578	1,920,592	2,146,100	2,402,716	2,698,115
Additional UAL (Gain)/Loss	249,631	391,078	160,508	157,431	200,000	200,000	200,000	200,000
Assumption Changes	83,021	73,544	139,492	142,569	143,864	150,586	166,030	184,122
Other Adjustments	1,439,733	1,975,426	1,967,783	2,049,578	2,264,456	2,496,686	2,768,746	3,082,237

**TABLE 2**

<b>Pay-Off UAL Liability (\$1.86M as of Aug 2017 Valuation), Maintain Pension Rate at 17.60%</b>								
	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>
Total Liability	1,167,081	1,439,733	1,975,426	1,967,783	2,049,578	1,331,001	502,360	641,796
Minimum Required Payment	0	54,546	63,943	66,858	92,241	66,550	25,118	32,090
Additional Payment	60,000	0	243,700	151,347	970,200	1,050,603	68,852	38,540
	1,107,081	1,385,187	1,667,783	1,749,578	987,137	213,848	408,389	571,166
Additional UAL (Gain)/Loss	249,631	391,078	160,508	157,431	200,000	200,000	200,000	200,000
Assumption Changes	83,021	73,544	139,492	142,569	143,864	88,512	33,407	42,679
Other Adjustments	1,439,733	1,975,426	1,967,783	2,049,578	1,331,001	502,360	641,796	813,846



TABLE 3

Pay-Off UAL Liability (\$1.86M as of Aug 2017 Valuation), Increase Pension Rate to 20.60%								
	FY 14/15	FY 15/16	FY16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
Total Liability	1,167,081	1,439,733	1,975,426	1,967,783	2,049,578	1,179,391	187,443	218,491
Minimum Required Payment	0	54,546	63,943	66,858	92,241	58,970	9,372	10,925
Additional Payment	60,000	0	243,700	151,347	1,042,018	1,132,157	160,790	138,183
	1,107,081	1,385,187	1,667,783	1,749,578	915,319	(11,735)	17,281	69,383
Additional UAL (Gain)/Loss	249,631	391,078	160,508	157,431	200,000	200,000	200,000	200,000
Assumption Changes		125,617						
Other Adjustments	83,021	73,544	139,492	142,569	64,072	(821)	1,210	4,857
	1,439,733	1,975,426	1,967,783	2,049,578	1,179,391	187,443	218,491	274,239

TABLE 4

CURRENT SITUATION - Maintain pension rate at 17.60%								
Fiscal Year	JPA Pensionable Payroll	Budgeted Pension Rate (JPA)	Budgeted Pension Amount (JPA)	Actual Pension Rate (CalPERS)	Actual Pension Amount (CalPERS)	Excess Pension Rate	Excess Pension Amount	UAL Reserve
15/16	2,045,369	17.600%	391,326	10.958%	251,059	6.642%	131,766	60,000
16/17	2,174,862	17.600%	391,326	11.634%	266,547	5.966%	167,144	40,000
17/18	2,324,219	17.600%	398,183	11.675%	229,978	5.925%	168,205	50,000
18/19	2,393,946	17.600%	421,334	12.212%	292,349	5.388%	128,986	
19/20	2,465,764	17.600%	433,974	12.800%	315,618	4.800%	118,357	
20/21	2,539,737	17.600%	446,994	13.900%	353,023	3.700%	93,970	
21/22	2,615,929	17.600%	460,403	14.900%	389,773	2.700%	70,630	

**TABLE 5**

**Increase pension rate to 20.60%**

Fiscal Year	JPA Pensionable Payroll	Budgeted Pension Rate (JPA)	Budgeted Pension Amount (JPA)	Actual Pension Rate (CalPERS)	Actual Pension Amount (CalPERS)	Excess Pension Rate	Excess Pension Amount	UAL Reserve	Amount Change	Cost per Call Increase
15/16	2,045,369	17.600%	391,326	10.958%	251,059	6.642%	131,766	60,000		
16/17	2,174,862	17.600%	391,326	11.634%	266,547	5.966%	167,144	40,000		
17/18	2,324,219	17.600%	398,183	11.675%	229,978	5.925%	168,205	50,000		
18/19	2,393,946	20.600%	493,153	12.212%	292,349	8.388%	200,804		71,818	1.03
19/20	2,465,764	20.600%	507,947	12.800%	315,618	7.800%	192,330		73,973	1.06
20/21	2,539,737	20.600%	523,186	13.900%	353,023	6.700%	170,162		76,192	1.09
21/22	2,615,929	20.600%	538,881	14.900%	389,773	5.700%	149,108		78,478	1.12



# STAFF REPORT CITY OF SOLANA BEACH

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Gregory Wade, City Manager  
**MEETING DATE:** June 13, 2018  
**ORIGINATING DEPT:** Finance  
**SUBJECT:** **Council Consideration of Resolution 2018-060 Approving the Fiscal Year 2018/19 Appropriations Limit**

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## **BACKGROUND:**

The Gann Initiative (Proposition 4) was passed in November 1979, by the voters of California, becoming a constitutional amendment. This amendment limited the annual growth of state and local government budgets. The amendment establishes FY 1978/79 as the base year, and allows the base to increase in future years by the percentage of growth in population and by the increase in the Consumer Price Index or California Per Capita Personal Income (whichever is lower).

Proposition 4 does not limit all appropriations, but does limit appropriations financed from "Proceeds of Taxes." "Proceeds of Taxes" include such revenues as property taxes, sales and use taxes, transient occupancy taxes, and most state subventions. Revenues from other sources such as fees, charges for services and federal grants are considered "Non-Proceeds of Taxes" and not subject to the Appropriations Limit.

In order to deal with an increasing number of complaints about the restrictions of Proposition 4, and to increase the accountability of local government in adopting their limits, the voters approved Proposition 111 in June 1990. Proposition 111 provided new adjustment formulas, which make the Appropriations Limit more responsive to local growth issues. Proposition 111 also requires an annual review of Appropriations Limit calculations.

The statutes regarding the adoption of the Appropriations Limit are contained in California Government Code Section 7910. The law calls for the adoption of the Appropriations Limit by resolution prior to the fiscal year (FY) in question. Following the passage of Proposition 111 in June 1990, the requirements for adopting the Appropriations Limit were changed requiring a recorded vote of the City Council as to which of the annual adjustment factors had been selected for the ensuing year.

CITY COUNCIL ACTION: \_\_\_\_\_

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The adoption of the Appropriations Limit is done at a regular meeting or a noticed special meeting. There is no required public hearing or special public notice. Once the Appropriations Limit is adopted, the public has forty-five (45) days from the effective date of the resolution to initiate judicial action regarding the Appropriations Limit. The adoption of the Appropriations Limit, and any adjustments to it, are deemed to be legislative acts. This is an important point in that the courts have determined that a future Legislature/Council may modify the acts of a prior legislative decision without violating Article XIII B.

This item is before the City Council to consider Resolution 2018-060 (Attachment 1) approving the FY 2018/19 Appropriations Limit.

### **DISCUSSION:**

The FY 2018/19 Appropriations Limit is established by adjusting the current Appropriations Limit for growth in changes in California's per capita income and population for the City. Section 7901(b) of the Government Code allows a city to choose between the change in population of the City and the change in population of the County in adjusting the previous year's Appropriations Limit. These figures are provided by the State Department of Finance. Staff recommends using the change in the County of San Diego's population, rather than the change in the City's population, since the City's population increased by 0.56% and the County's population increased by 0.78%.

Section 7901(b) also dictates that the City must select its change in population pursuant to this section annually by a recorded vote of the governing body. Approval of Resolution No. 2018-060 by the City Council establishes that the City Council chooses to use the County of San Diego's change in population for the calculation of the Appropriations Limit.

Staff has calculated the City's Appropriations Limit for FY 2018/19 to be \$37,045,944 (Attachment 2). Staff has included the following detail involved in calculating the Appropriations Limit: Estimated Revenue and Resource Schedule (Attachment 3), the detail to this schedule (Attachment 4), and the Schedule of Appropriations subject to the Appropriations Limit (Attachment 5).

Staff has also included the Annual Adjustment Factors for FY 2018/19 (Attachment 6). This schedule lists the California change in per capita personal income, and the changes in both the City's and County of San Diego's population that were selected in calculating the Appropriations Limit.

The FY 2018/19 Appropriations Limit may be recalculated in the future because of increases in the non-residential assessed valuation for new construction that exceeds the changes in California per capita personal income growth.

The non-residential assessed valuation amounts are not yet available from the County Assessor and, as stated previously in this report, the courts have determined that a future Legislature/Council may modify the acts of a prior legislative decision without violating Article XIII B.

**CEQA COMPLIANCE STATEMENT:**

Not a project under CEQA.

**FISCAL IMPACT:**

The FY 2018/19 Appropriations Limit is calculated to be \$37,045,944. The amount of the appropriations (proceeds of taxes) that are subject to the limit is \$15,547,305. This amount is \$21,498,639 under the spending limitations. If the actual receipts of the proceeds of taxes received in FY 2018/19 exceed the Appropriation Limits, then the excess receipts would have to be refunded within the next two fiscal years, absent a voter approval to increase the limit.

**WORK PLAN:**

N/A

**OPTIONS:**


- Approve Staff recommendation increasing the City's Appropriations Limit for FY 2018/19.
- Do not approve an increase to the City's Appropriations Limit for FY 2018/19 and provide direction to Staff.

**DEPARTMENT RECOMMENDATION:**

Staff recommends the City Council adopt Resolution 2018-060, establishing the FY 2018/19 Appropriations Limit in accordance with Article XIII B of the California Constitution and Government Code Section 7910 and choosing the County of San Diego's change in population growth to calculate the Appropriations Limit.

**CITY MANAGER'S RECOMMENDATION:**

Approve Department Recommendation.

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Gregory Wade, City Manager

Attachments:

1. Resolution No 2018-060
2. Schedule A – Gann Limit Calculation
3. Schedule B – Estimated Revenue and Resources Schedule
4. Detail to Schedule B
5. Schedule C - Schedule of Appropriations Subject to Limit
6. Annual Adjustment Factors FY 2018/19

**RESOLUTION NO. 2018-060**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ESTABLISHING THE FY 2018/19 APPROPRIATIONS LIMIT IN ACCORDANCE WITH ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION AND GOVERNMENT CODE SECTION 7910 AND CHOOSING THE COUNTY OF SAN DIEGO'S CHANGE IN POPULATION GROWTH TO CALCULATE THE APPROPRIATIONS LIMIT**

**WHEREAS**, Article XIII B of the California Constitution was amended June 5, 1990, by Proposition 111 to change the price and population factors that may be used by local jurisdictions in setting their appropriations limit; and

**WHEREAS**, the appropriations limit may increase annually by a factor comprised of the change in population within the local jurisdiction or within the county in which it is located, combined with either the change in California Per Capita Personal Income or the change in the local assessment roll due to local non-residential construction; and

**WHEREAS**, the FY 2018/19 Appropriations Limit for the City of Solana Beach shall be the FY 1987/88 Appropriations Limit adjusted from that year forward by the new growth factors stated in Proposition 111; and

**WHEREAS**, the City has been provided price and population data from the State Department of Finance; and

**WHEREAS**, the price factor changes resulting from the change in California Per Capita Income and the increase in County population growth are the most favorable factors for the City of Solana Beach in adjusting its Appropriations Limit; and

**WHEREAS**, the final figures were not available from the County Assessor for non-residential assessed valuation due to new construction, the City reserves the right to recalculate the Appropriations Limit when they are available if it is in the City's best interest to do so.

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**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Solana Beach, California, does hereby resolve as follows:

1. That the foregoing recitations are true and correct.
2. That pursuant to the Government Code Section 7901(b), the City Council chooses to use the County of San Diego's change in population, as provided by the Department of Finance of the State of California, in calculating the Appropriations Limit for the City of Solana Beach.
3. The Appropriations Limit for the City of Solana Beach for Fiscal Year 2018/19 shall be \$37,045,944.

**PASSED AND ADOPTED** this 13<sup>th</sup> day of June 2018, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

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

\_\_\_\_\_  
DAVID A. ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
JOHANNA N. CANLAS, City Attorney

\_\_\_\_\_  
ANGELA IVEY, City Clerk



**Schedule A**  
**Gann Limit Calculation**  
**Fiscal Year 2018/19**

Appropriations Limit 2017/8		\$ 35,457,916
Increase due to California Per Capita Income	3.67%	<u>1,301,306</u>
Subtotal		36,759,222
Increase due to County population growth	0.78%	<u>286,722</u>
Appropriations Limit 2018/19		<u><u>\$ 37,045,944</u></u>

Note: The source of the California per capita income, as well as the change in population, is the State of California Department of Finance's "Price and Population Information" letter dated May 2018

**Schedule B**  
**Estimated Revenue and Resources**  
**Fiscal Year 2018/19**

<u>Revenue/Resource</u>		<u>Tax Proceeds</u>	<u>Non-Tax Proceeds</u>	<u>Total</u>
Property Taxes	(1)	\$ 7,657,000	\$ 857,100	\$ 8,514,100
Sales Tax		3,231,100	0	3,231,100
Other Taxes/Franchise Fees	(2)	3,014,000	745,700	3,759,700
Licenses & Permits		0	456,000	456,000
Fines		0	487,000	487,000
Use of Money/Property-Interest	(3)	51,705	211,295	263,000
Use of Money/Property-Rental		0	110,000	110,000
Intergovernmental	(4)	1,593,500	914,000	2,507,500
Service Charges		0	6,359,683	6,359,683
Other Revenue		0	646,100	646,100
Proceeds from Long Term Debt		0	0	0
Departmental Charges		0	1,703,600	1,703,600
Transfers In		0	604,000	604,000
Estimated Fund Balance at 07/01/19		0	49,523,239	49,523,239
		<u>\$ 15,547,305</u>	<u>\$ 62,617,717</u>	<u>\$ 78,165,022</u>

**Detail - Schedule B  
Tax/Non-Tax Proceeds**

<sup>(1)</sup> Property Taxes

<b>Tax Proceeds:</b>		
General Fund Property Taxes		\$ 7,657,000
<b>Non-Tax Proceeds:</b>		
Street Lighting District	\$ 468,600	
RDA Low/Moderate Housing	-	
RDA Debt Service (Net of L/M)	-	
Prop 42	-	
Improvement Districts	388,500	<u>857,100</u>
<b>Total</b>		<u><u>\$ 8,514,100</u></u>

<sup>(2)</sup> Other Taxes/Franchise Fees

<b>Tax Proceeds:</b>		
Property Transfer Taxes	\$ 180,000	
Transient Occupancy Taxes (001,250,450)	1,794,000	
Franchise Fees	726,000	
Solid Waste TIP Fees	0	
Street Sweeping	45,000	
Solid Waste NPDES	240,000	
Hazardous Household Waste	<u>29,000</u>	3,014,000
<b>Non-Tax Proceeds:</b>		
Fire Benefit Fees	440,000	
Local Coastal Plan	0	
Street Lighting District	82,500	
Improvement Districts	<u>223,200</u>	745,700
<b>Total</b>		<u><u>\$ 3,759,700</u></u>

<sup>(3)</sup> Calculation of interest based on ratio of tax versus non-tax proceeds:

Total Interest = \$108,700

	<u>Tax %:</u>	<u>Non-Tax %:</u>
Proceeds Less Interest	15,547,305	62,617,717
/ Total Resources Less Interest	<u>78,165,022</u>	<u>78,165,022</u>
= Percentage of Interest	<u>19.890361%</u>	<u>80.109639%</u>
Total Interest Revenue	263,000	263,000
X Percentage of Interest	<u>19.890361%</u>	<u>80.109639%</u>
= Allocation to Proceeds	<u>52,311.65</u>	<u>210,688.35</u>

<sup>(4)</sup> Intergovernmental

<b>Tax Proceeds:</b>		
Motor Vehicle Fees	\$ 1,593,500	
Off-Highway License Fees	<u>0</u>	1,593,500
<b>Non-Tax Proceeds:</b>		
State HOE		
GF	53,000	
Improvement Districts	2,500	
St Lighting	<u>3,200</u>	58,700
Off-Track Betting	25,000	
Highway Users' Tax (Gas Tax)	309,800	
Miscellaneous Grants	0	
Public Safety Special Rev Fund	49,500	
COPS	100,000	
TDA	0	
CDBG	0	
TransNet Extension	150,000	
Dept of Boating/Waterways	0	
Fire Revenue (GF)	200,000	
Miscellaneous (GF)	<u>21,000</u>	914,000
<b>Total</b>		<u><u>\$ 2,507,500</u></u>

**Schedule C**  
**Schedule of Appropriations Subject to Limit**  
**Fiscal Year 2018/19**

Total Appropriations per Final Budget	\$ 78,165,022	Sch B
Less: Non-Tax Proceeds	<u>(62,617,717)</u>	Sch B
Affected Appropriations Fiscal Year 2018/19	15,547,305	
Appropriations Limit Fiscal Year 2018/19	<u>37,045,944</u>	Sch A
Amount Beneath Proposition 4 Limit	<u>\$ 21,498,639</u>	

## Annual Adjustment Factors

Fiscal Year 2018/19

### Annual Adjustment Factors:

City options:

A. Increase in California per capita income 3.67%

AND

B. City population growth 0.56%

OR

County population growth 0.78%



# STAFF REPORT CITY OF SOLANA BEACH

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Gregory Wade, City Manager  
**MEETING DATE:** June 13, 2018  
**ORIGINATING DEPT:** Finance  
**SUBJECT:** **Council Consideration of Resolution 2018-061 Adopting the Fiscal Year 2018/19 Fire Benefit Fee**

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## **BACKGROUND**

On April 8, 1980, voters in the Solana Beach Fire Protection District (District), by more than a two-thirds vote, approved a Fire Benefit Fee (Fee), not to exceed \$10.00 per unit of benefit per year, on real property within the boundaries of the District. The District was subsequently merged with the City of Solana Beach (City), and the City now has the responsibility of administering this Fee. Because the Fee was adopted by the voters before the passage of Proposition 218, it is not subject to its requirements.

There is no legal requirement for a public hearing, however, the City has published a "Notice of Setting the Fire Benefit Fee" (Notice) to notify residents that they have the right to request that this item be removed from the consent agenda for discussion. The Notice was published in the local newspaper on May 22, 2018.

This item is before Council to consider approval of Resolution 2018-061 which sets the Fire Benefit Fee and authorizes the fee to be placed on the County Assessment rolls.

## **DISCUSSION**

Each year, the City Council is required to formally set the Fire Benefit Fee for levying on the tax roll. Staff is recommending that the Fee remain at the same level for Fiscal Year (FY) 2018/19 at \$10.00 per benefit unit. This Fee has not been increased since it was approved by voters in 1980. In order to increase the Fire Benefit Fee, the City must comply with Proposition 218 and would need a two-thirds majority public vote to approve any increase.

Properties in the City would be charged an annual amount for the Fire Benefit Fee at \$10.00 per unit according to the schedule outlined on the next page.

CITY COUNCIL ACTION:

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<u>ACTUAL LAND USE</u>	<u>MAXIMUM NUMBER OF UNITS OF BENEFIT</u>
Unimproved	2 units per 1 acre and/or portion of 1 acre, up to 20 units per parcel
Residential	5 units per dwelling unit
Commercial	15 units per 1 acre and/or portion of 1 acre
Industrial	20 units per 1 acre and/or portion of 1 acre
Timeshares	1 unit per timeshare week (1/5 of residential)

**CEQA COMPLIANCE STATEMENT:**

Not a project as defined by CEQA.

**FISCAL IMPACT**

The \$10.00 per unit fee raises approximately \$440,000 that is used to assist in funding Fire Department operating expenses of \$4,577,700 for FY 2018/19.

**WORK PLAN:**

N/A

**OPTIONS:**

- Approve Staff recommendation.
- Do not approve Staff recommendation and provide direction.

**DEPARTMENT RECOMMENDATION**

Staff recommends that the City Council adopt Resolution 2018-061:

1. Setting the FY 2018/19 Fire Benefit Fee at \$10.00 per unit, and
2. Approving the Fee for levying on the tax roll.

**CITY MANAGER RECOMMENDATION**

Approve Department Recommendation.

  
\_\_\_\_\_  
Gregory Wade, City Manager

Attachments:

1. Resolution No. 2018-061

**RESOLUTION NO. 2018-061**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ESTABLISHING THE FISCAL YEAR 2018/19 FIRE BENEFIT FEE AS AUTHORIZED BY THE VOTERS AT \$10.00 PER BENEFIT UNIT**

**WHEREAS**, the City of Solana Beach has merged with the Solana Fire Protection District; and

**WHEREAS**, the voters of the Solana Fire Protection District on April 8, 1980, approved the following proposition:

Shall the Solana Fire Protection District establish and impose standby or availability charges, not to exceed \$10.00 per unit of benefit per year, on all real property (except that of federal, state, or local governmental agencies) within the boundaries of said Fire Protection District, the collection of which charges shall not decrease the appropriations limit of said Fire Protection District in any year for a period of four years from the effective date hereof, and which charges shall be established by the Board of Directors of said Fire Protection District from time to time, subject, however, to the following maximum units of benefit:

<u>Actual Land Use</u>	<u>Maximum Number of Units of Benefit</u>
Unimproved	2 units per 1 acre and/or portion of 1 acre, up to 20 units per parcel
Residential	5 units per dwelling unit
Commercial	15 units per 1 acre and/or portion of 1 acre
Industrial	20 units per 1 acre and/or portion of 1 acre; and
Timeshares	1 unit per timeshare week (1/5 of residential)

**WHEREAS**, the City of Solana Beach, as successor to the Solana Fire Protection District, is authorized to continue to levy the fire benefit fee; and

**WHEREAS**, the amount of the fire benefit fee remains unchanged.

**NOW, THEREFORE**, the City Council of the City of Solana Beach,



California, resolves as follows:

1. The foregoing recitations are true and correct.
2. The fire benefit charge is hereby set at \$10.00 per benefit unit for all land use categories set forth above, as confirmed by this Board and will be filed with the Auditor and Controller of the County of San Diego.
3. The San Diego County Auditor shall place on the County Assessment Roll, opposite each parcel of land, the amount of levy so apportioned by the method of apportionment formula, as set forth above, and such levies shall be collected at the same time and in the same manner as ordinary ad valorem property taxes of the City for the fiscal year commencing July 1, 2018.
4. The City Clerk's Designee, Koppel & Gruber Public Finance, is hereby authorized and directed to file the levy with the San Diego County Auditor subsequent to the adoption of this Resolution.

**PASSED AND ADOPTED** this 13<sup>th</sup> day of June 2018, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

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

\_\_\_\_\_  
DAVID A. ZITO, Deputy 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:** June 13, 2018  
**ORIGINATING DEPT:** Finance  
**SUBJECT:** Council Consideration of Resolution Nos. 2018-062 Through 2018-065 Approving the Fiscal Year (FY) Municipal Improvement Districts Benefit (MID) Fees

**BACKGROUND:**

The four Municipal Improvement Districts (MIDs) in Solana Beach were originally formed pursuant to Government Code Section 25210.1 as County Service Areas (CSAs) prior to the incorporation of the City. The CSAs were formed by the County Board of Supervisors on the following dates:

	<u>Date Established</u>
MID No. 9C- Santa Fe Hills	03-24-69
MID No. 33- Highway 101/Railroad Right-of-Way	08-03-71
MID No. 9E- Isla Verde	12-18-74
MID No. 9H- San Elijo #2	10-10-77

The County formed these CSAs in order to provide a means to fund landscaping and maintenance of streets, medians, slopes, certain drainage facilities, and appurtenant improvements in various areas of the County. These CSAs were further established so that local property owners within the prescribed boundaries of the special districts would be provided extended services. The property owners share the cost of the maintenance through service charges based on the benefit received.

This item is before the Council to consider approval of the attached resolutions which set the benefit fees for the four MIDs and authorizes the fees to be placed on the County Assessor Rolls.

**DISCUSSION:**

When the CSAs were formed, property owners within the boundary of the service area desired these extended miscellaneous services. These services were benefits received by the property owners and not supported by general revenues of the County originally.

CITY COUNCIL ACTION:

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They are also not supported by the City's General Fund.

These service areas were established as an alternate means of providing landscape maintenance services. The City contracts with the homeowners' associations who sub-contract with a private landscape contractor to provide the actual landscaping services.

As a result of the City's July 1, 1986 incorporation, the CSAs were dissolved and new "Municipal Improvement Districts" were formed. The City Council, as part of the incorporation process, assumed the role of the Board of Supervisors for the new MIDs. The City has managed the MIDs since incorporation.

With the exception of MID No. 33, the City provides three of the four districts with budgetary information on which the annual fees are based. The City provides a service to these homeowners' associations by translating each budget into a unit cost per parcel, and then levying the required amount on the tax roll each year. The City also performs monthly inspections of the landscaping work and responds to complaints and inquiries.

The City receives a fee for providing the services to set and collect the landscape maintenance fee, conducts a monthly landscape inspection, tracks the income and interest earnings, processes monthly payments, and compiles the annual accounting information and provides it to the homeowners' associations. The City also reviews each budget to ensure that all charges are related to the provision of extended services or administration of the Municipal Improvement Districts.

MID No. 33 is the only MID for which services are not provided by a homeowners' association. The oversight responsibility for the landscape maintenance is provided by the City's Public Works Department. A budget is produced each year by the City to provide funds for landscape maintenance within the service area. The assessment area for MID No. 33 includes all parcels west of Interstate 5 to the Pacific Ocean and from the San Elijo Lagoon south to Via de la Valle.

The MID No. 33 service area was authorized in order to provide landscape improvement and maintenance for Highway 101 medians and the railroad right-of-way that is appurtenant to Highway 101. These landscaped medians were installed using funding provided by the County for select system roads which also require continued maintenance. MID No. 33 provides an alternate funding source for this public service in Solana Beach; however, this revenue is significantly less than the actual costs to maintain these areas. The maintenance is provided under contract with a landscape maintenance contractor as well as City Staff.

Because the MIDs were created prior to Proposition 218, the MID charges for MID No. 9C, No. 9E, No. 9H, and No. 33 may be levied as proposed without additional requirements so long as the amount of the charge does not exceed pre-November 1996 levels. The charges proposed are at the same rates they were since their inception and are not being raised.

Since there is no legal requirement for a public hearing, the City has instead published a "Notice of Setting Various Fees for the Municipal Improvement Districts" notifying residents that they have the right to request that this item be removed from the consent agenda for discussion if required. That notice was published in the local newspaper on May 22, 2018. In addition, emails were sent to the President of each Homeowner's Association notifying them that the hearing to set the MID fees and place on the tax roll was scheduled for June 13, 2018.

Staff therefore recommends that the City Council approve the fees as outlined in the attached resolutions as follows: for MID No. 9C (Santa Fe Hills) at \$232.10 per unit; MID No. 9E (Isla Verde) at \$68.74 per unit; for MID No. 9H (San Elijo Hills #2) at \$289.58 per unit; and for MID No. 33 at \$3.12 per unit (\$.06 per timeshare week).

**CEQA COMPLIANCE STATEMENT:**

Not a project as defined by CEQA.

**FISCAL IMPACT**

The fee for each MID will generate the total benefit charge revenue, as shown below, to service the MID:

	<u>FEE</u>	<u>REVENUE</u>
MID No. 9C - Santa Fe Hills	\$232.10 per unit	\$304,300
MID No. 9E - Isla Verde	\$ 68.74 per unit	\$ 6,000
MID No. 9H - San Elijo Hills #2	\$289.58 per unit	\$101,000
MID No. 33 - Highway 101/Railroad Right-of-Way	\$ 3.12 per unit	\$127,000

**WORK PLAN:**

N/A

**OPTIONS:**

- Approve Staff recommendation.
- Do not approve Staff recommendation and provide direction.

**DEPARTMENT RECOMMENDATION:**

Staff recommends that the City Council:

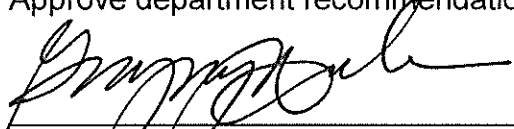
1. Approve Resolution No. 2018-062, setting the Benefit Charges for MID No. 9C, Santa Fe Hills, at \$232.10 per unit for FY 2018/19.
2. Approve Resolution No. 2018-063, setting the Benefit Charges for MID No.

9E, Isla Verde, at \$68.74 per unit for FY 2018/19.

3. Approve Resolution No. 2018-064, setting the Benefit Charges for MID No. 9H, San Elijo Hills # 2, at \$289.58 per unit for FY 2018/19.
4. Approve Resolution No. 2018-065, setting the Benefit Charges for MID No. 33, Highway 101/Railroad Right-of-Way, at \$3.12 per unit for FY 2018/19.

**CITY MANAGER'S RECOMMENDATION**

Approve department recommendation.

  
\_\_\_\_\_  
Gregory Wade, City Manager

Attachments:

1. Resolution No. 2018-062
2. Resolution No. 2018-063
3. Resolution No. 2018-064
4. Resolution No. 2018-065

**RESOLUTION NO. 2018-062**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, SETTING THE BENEFIT CHARGES FOR MUNICIPAL IMPROVEMENT DISTRICT NUMBER 9C FOR FISCAL YEAR 2018/19**

**WHEREAS**, the City Council considered a report concerning the benefit charge to be levied within the Municipal Improvement District Number 9C, Santa Fe Hills (the "District") pursuant to an Ordinance previously approved by the voters on March 24, 1969; and

**WHEREAS**, the City Council has determined that charges for providing landscape maintenance service be shown as a separate item on property tax bills and collected at the same time and in the same manner as ordinary county ad valorem taxes and caused to be prepared and filed, written reports describing real property receiving landscape maintenance services within the District; and

**WHEREAS**, the charges for the parcels within the District for Fiscal Year 2018/19 have been computed in conformity with the procedure set forth in, and charges described by, applicable ordinances and resolutions of the Solana Beach City Council; and

**WHEREAS**, the charges are at the same rates they were since their inception and are not being raised; and

**WHEREAS**, the amount paid to an association from charges or taxes levied in a district shall include the reasonably estimated cost of the work or improvement to be done in the District for the ensuing fiscal year, plus incidental expenses directly related to the provision of extended services or administration of the District; and

**WHEREAS**, services shall be provided by the homeowners' association in accordance with the contract last approved by the County of San Diego; and

**WHEREAS**, payments for service shall be made in twelve equal monthly installments and payment for incidental expenses shall be made upon submission of a statement.

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

1. The foregoing recitations are true and correct.
2. The benefit unit charge for Municipal Improvement District No. 9C, Santa Fe Hills, for Fiscal Year 2018/19 will be \$232.10 per unit, as listed on Attachment No. 1 of this Resolution and confirmed by the City Council, and

will be filed with the Auditor and Controller of the County of San Diego.

3. The San Diego County Auditor shall place on the County Assessor Roll, opposite each parcel of land within the District, the levy amount of \$232.10 per unit, as set forth in Attachment No. 1 of this Resolution, and such levies shall be collected at the same time and in the same manner as ordinary ad valorem property taxes of the City for the fiscal year commencing July 1, 2018.
4. The City Clerk's Designee, Koppel & Gruber Public Finance, is hereby authorized and directed to file the levy with the San Diego County Auditor subsequent to the adoption of this Resolution.

**PASSED AND ADOPTED** this 13<sup>th</sup> day of June 2018, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

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

\_\_\_\_\_  
DAVID A. ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
JOHANNA N. CANLAS, City Attorney

\_\_\_\_\_  
ANGELA IVEY, City Clerk

ATTACHMENT 1

Resolution No. 2018-062

M.I.D. FEES

2014-2015 through 2018-2019

	2014- 2015 BUDGET	2014- 2015 FEES	2015- 2016 BUDGET	2015- 2016 FEES	2016- 2017 BUDGET	2016- 2017 FEES	2017- 2018 BUDGET	2017- 2018 FEES	2018- 2019 BUDGET	2018- 2019 FEES
Highway 101 - MID No. 33	95,600	3.12	95,600	3.12	107,600	3.12	124,800	3.12	127,000	3.12
Santa Fe Hills - MID No. 9C	258,600	232.10	261,500	232.10	276,500	232.10	300,300	232.10	304,300	232.10
Isla Verde - MID No. 9E	6,000	68.74	6,000	68.74	6,000	68.74	6,000	68.74	6,000	68.74
San Elijo Hills #2 - MID No. 9H	92,700	289.58	92,700	289.58	99,700	289.58	103,600	289.58	101,000	289.58



**RESOLUTION NO. 2018-063**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF SOLANA BEACH, CALIFORNIA, SETTING THE  
BENEFIT CHARGES FOR MUNICIPAL IMPROVEMENT  
DISTRICT NUMBER 9E FOR FISCAL YEAR 2018/19**

**WHEREAS**, the City Council considered a report concerning the benefit charge to be levied within the Municipal Improvement District Number 9E, Isla Verde (the "District") pursuant to an Ordinance previously approved by the voters on December 18, 1974; and

**WHEREAS**, the City Council has determined that charges for providing landscape maintenance service be shown as a separate item on property tax bills and collected at the same time and in the same manner as ordinary county ad valorem taxes and caused to be prepared and filed, written reports describing real property receiving landscape maintenance services within the District; and

**WHEREAS**, the charges for the parcels within the District for Fiscal Year 2018/19 have been computed in conformity with the procedure set forth in, and charges described by, applicable ordinances and resolutions of the Solana Beach City Council; and

**WHEREAS**, the charges are at the same rates they were since their inception and are not being raised; and

**WHEREAS**, the amount paid to an association from charges or taxes levied in a district shall include the reasonably estimated cost of the work or improvement to be done in the District for the ensuing fiscal year, plus incidental expenses directly related to the provision of extended services or administration of the District; and

**WHEREAS**, services shall be provided by the homeowners' association in accordance with the contract last approved by the County of San Diego; and

**WHEREAS**, payments for service shall be made in twelve equal monthly installments and payment for incidental expenses shall be made upon submission of a statement.

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

1. The foregoing recitations are true and correct.
2. The benefit unit charge for Municipal Improvement District No. 9E, Isla Verde, for Fiscal Year 2018/19 will be \$68.74 per unit, as listed on Attachment No. 1 of this Resolution and confirmed by the City Council, and will be filed with the Auditor and Controller of the County of San Diego.

3. The San Diego County Auditor shall place on the County Assessor Roll, opposite each parcel of land within the District, the levy amount of \$68.74 per unit, as set forth in Attachment No. 1 of this Resolution, and such levies shall be collected at the same time and in the same manner as ordinary ad valorem property taxes of the City for the fiscal year commencing July 1, 2018.
4. The City Clerk's Designee, Koppel & Gruber Public Finance, is hereby authorized and directed to file the levy with the San Diego County Auditor subsequent to the adoption of this Resolution.

**PASSED AND ADOPTED** this 13<sup>th</sup> day of June 2018, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

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

\_\_\_\_\_  
DAVID A. ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
JOHANNA N. CANLAS, City Attorney

\_\_\_\_\_  
ANGELA IVEY, City Clerk

ATTACHMENT 1

Resolution No. 2018-063

M.I.D. FEES

2014-2015 through 2018-2019

	2014- 2015 BUDGET	2014- 2015 FEES	2015- 2016 BUDGET	2015- 2016 FEES	2016- 2017 BUDGET	2016- 2017 FEES	2017- 2018 BUDGET	2017- 2018 FEES	2018- 2019 BUDGET	2018- 2019 FEES
Highway 101 - MID No. 33	95,600	3.12	95,600	3.12	107,600	3.12	124,800	3.12	127,000	3.12
Santa Fe Hills - MID No. 9C	258,600	232.10	261,500	232.10	276,500	232.10	300,300	232.10	304,300	232.10
Isla Verde - MID No. 9E	6,000	68.74	6,000	68.74	6,000	68.74	6,000	68.74	6,000	68.74
San Elijo Hills #2 - MID No. 9H	92,700	289.58	92,700	289.58	99,700	289.58	103,600	289.58	101,000	289.58

**RESOLUTION NO. 2018-064**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, SETTING THE BENEFIT CHARGES FOR MUNICIPAL IMPROVEMENT DISTRICT NUMBER 9H FOR FISCAL YEAR 2018/19**

**WHEREAS**, the City Council considered a report concerning the benefit charge to be levied within the Municipal Improvement District Number 9H, San Elijo Hills #2 (the "District") pursuant to an Ordinance previously approved by the voters on October 10, 1977; and

**WHEREAS**, the City Council has determined that charges for providing landscape maintenance service be shown as a separate item on property tax bills and collected at the same time and in the same manner as ordinary county ad valorem taxes and caused to be prepared and filed, written reports describing real property receiving landscape maintenance services within the District; and

**WHEREAS**, the charges for the parcels within the District for Fiscal Year 2018/19 have been computed in conformity with the procedure set forth in, and charges described by, applicable ordinances and resolutions of the Solana Beach City Council; and

**WHEREAS**, the charges are at the same rates they were since their inception and are not being raised; and

**WHEREAS**, the amount paid to an association from charges or taxes levied in a district shall include the reasonably estimated cost of the work or improvement to be done in the District for the ensuing fiscal year, plus incidental expenses directly related to the provision of extended services or administration of the District; and

**WHEREAS**, services shall be provided by the homeowners' association in accordance with the contract last approved by the County of San Diego; and

**WHEREAS**, payments for service shall be made in twelve equal monthly installments and payment for incidental expenses shall be made upon submission of a statement.

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

1. The foregoing recitations are true and correct.
2. The benefit unit charge for Municipal Improvement District No. 9H, San Elijo Hills #2, for Fiscal Year 2018/19 will be \$289.58 per unit, as listed on Attachment No. 1 of this Resolution and confirmed by the City Council, and will be filed with the Auditor and Controller of the

County of San Diego.

3. The San Diego County Auditor shall place on the County Assessor Roll, opposite each parcel of land within the District, the levy amount of \$289.58 per unit, as set forth in Attachment No. 1 of this Resolution, and such levies shall be collected at the same time and in the same manner as ordinary ad valorem property taxes of the City for the fiscal year commencing July 1, 2018.
4. The City Clerk's Designee, Koppel & Gruber Public Finance, is hereby authorized and directed to file the levy with the San Diego County Auditor subsequent to the adoption of this Resolution.

**PASSED AND ADOPTED** this 13<sup>th</sup> day of June 2018, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

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

\_\_\_\_\_  
DAVID A. ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
JOHANNA N. CANLAS, City Attorney

\_\_\_\_\_  
ANGELA IVEY, City Clerk

ATTACHMENT 1

Resolution No. 2018-064

M.I.D. FEES

2014-2015 through 2018-2019

	2014- 2015 BUDGET	2014- 2015 FEES	2015- 2016 BUDGET	2015- 2016 FEES	2016- 2017 BUDGET	2016- 2017 FEES	2017- 2018 BUDGET	2017- 2018 FEES	2018- 2019 BUDGET	2018- 2019 FEES
Highway 101 - MID No. 33	95,600	3.12	95,600	3.12	107,600	3.12	124,800	3.12	127,000	3.12
Santa Fe Hills - MID No. 9C	258,600	232.10	261,500	232.10	276,500	232.10	300,300	232.10	304,300	232.10
Isla Verde - MID No. 9E	6,000	68.74	6,000	68.74	6,000	68.74	6,000	68.74	6,000	68.74
San Elijo Hills #2 - MID No. 9H	92,700	289.58	92,700	289.58	99,700	289.58	103,600	289.58	101,000	289.58

**RESOLUTION NO. 2018-065**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF SOLANA BEACH, CALIFORNIA, SETTING THE  
BENEFIT CHARGES FOR MUNICIPAL IMPROVEMENT  
DISTRICT # 33 FOR FISCAL YEAR 2018/19**

**WHEREAS**, the City Council considered a report concerning the benefit charge to be levied within the Municipal Improvement District Number 33, Highway 101/Railroad Right-of-Way, pursuant to an Ordinance previously approved by the voters on August 3, 1971; and

**WHEREAS**, the City Council has determined that charges for providing landscape maintenance service be shown as a separate item on property tax bills and collected at the same time and in the same manner as ordinary county ad valorem taxes and caused to be prepared and filed, written reports describing real property receiving landscape maintenance services within the District; and

**WHEREAS**, the charges for the parcels within the District for Fiscal Year 2018/19 have been computed in conformity with the procedure set forth in, and charges described by, applicable ordinances and resolutions of the Solana Beach City Council; and

**WHEREAS**, the charges are at the same rates they were since their inception and are not being raised.

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

1. The foregoing recitations are true and correct.
2. The benefit unit charge for Municipal Improvement District No. 33, Highway 101/Railroad Right-of-Way, for Fiscal Year 2018/19 will be \$3.12 per unit, as listed on Attachment No. 1 of this Resolution and confirmed by the City Council, and will be filed with the Auditor and Controller of the County of San Diego.
3. The San Diego County Auditor shall place on the County Assessor Roll, opposite each parcel of land within the District, the levy amount of \$3.12 per unit, as set forth in Attachment No. 1 of this Resolution, and such levies shall be collected at the same time and in the same manner as ordinary ad valorem property taxes of the City for the fiscal year commencing July 1, 2018.
4. The City Clerk's Designee, Koppel & Gruber Public Finance, is hereby authorized and directed to file the levy with the San Diego County Auditor subsequent to the adoption of this Resolution

**PASSED AND ADOPTED** this 13<sup>th</sup> day of June 2018, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

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

\_\_\_\_\_  
DAVID A. ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
JOHANNA N. CANLAS, City Attorney

\_\_\_\_\_  
ANGELA IVEY, City Clerk



ATTACHMENT 1

Resolution No. 2018-065

M.I.D. FEES

2014-2015 through 2018-2019

	2014- 2015 BUDGET	2014- 2015 FEES	2015- 2016 BUDGET	2015- 2016 FEES	2016- 2017 BUDGET	2016- 2017 FEES	2017- 2018 BUDGET	2017- 2018 FEES	2018- 2019 BUDGET	2018- 2019 FEES
Highway 101 - MID No. 33	95,600	3.12	95,600	3.12	107,600	3.12	124,800	3.12	127,000	3.12
Santa Fe Hills - MID No. 9C	258,600	232.10	261,500	232.10	276,500	232.10	300,300	232.10	304,300	232.10
Isla Verde - MID No. 9E	6,000	68.74	6,000	68.74	6,000	68.74	6,000	68.74	6,000	68.74
San Elijo Hills #2 - MID No. 9H	92,700	289.58	92,700	289.58	99,700	289.58	103,600	289.58	101,000	289.58



# STAFF REPORT CITY OF SOLANA BEACH

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Gregory Wade, City Manager  
**MEETING DATE:** June 13, 2018  
**ORIGINATING DEPT:** Community Development  
**SUBJECT:** **Consider Introduction (1<sup>st</sup> Reading) of Ordinance 487 Amending the Highway 101 Specific Plan – Specific Plan Amendment No. 17-18-09**

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## **BACKGROUND:**

The City of Solana Beach Work Plan identified a number of priorities that would address the objective to maintain the small town coastal community charm and character while promoting an outdoor lifestyle and walkable/pedestrian scale community. As discussed at the May 23, 2018 City Council meeting, one of the Community Character Priorities has been to update the Highway 101 Corridor Specific Plan (Specific Plan) that may include amendments to various development standards that would be consistently applied to the entire Highway 101 Corridor. On May 23<sup>rd</sup>, the City Council received testimony from the public and discussed building heights and number of stories that would maintain the community character and charm of the City while also creating more predictable requirements for developers.

This item is before Council to consider amendments to the Specific Plan that would help guide new development and redevelopment in the Specific Plan area.

## **DISCUSSION:**

The Specific Plan establishes development standards including, but not limited to, height limits and number of stories for commercial, mixed use, and office/professional uses. As the adopted Specific Plan contemplates periodic review, this item is being presented to the Council for consideration of a Specific Plan amendment that would address existing development patterns and guide future development within the Specific Plan Districts. On May 23<sup>rd</sup>, upon receiving public testimony, the City Council discussed modifications to the height limits and the number of story provisions that would more

COUNCIL ACTION:

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appropriately implement the Specific Plan vision and maintain the existing character and scale of the City. Staff has prepared for introduction Ordinance 487 for City Council consideration based on the May 23<sup>rd</sup> discussions.

The proposed amendments to the Specific Plan Sections, Tables and Figures are reflected in Exhibit A of the proposed Ordinance with strikeouts indicating deletions and underlines indicating additions. In summary, the proposed changes to Sections 4 and 5 of the Specific Plan would 1) establish a maximum building height of 26 feet and 2 stories for new development; 2) allow a maximum of 3 feet for architectural projections to vary rooflines and create visual interest; 3) create a definition of architectural projections; and 4) create provisions that would allow 3 stories within 35 feet for hospitality, hotel and visitor accommodating uses.

As currently proposed, the term "architectural projection" would be defined as a decorative or artistic feature that does not have any particular function which is affixed or attached to a building. An architectural projection would include but not be limited to a decorative or artistic sculptural element such as a decorative symbol or figure affixed to the building. For the purpose of clarification, but not for the purpose of limitation, the term "architectural projection" would not mean any of the following: the roof structure; the shape of the roof or the roof form; parapet walls at the roof; railings; signage; or roof planters for vegetation.

Staff will make final edits to the Specific Plan if Ordinance No. 487 is adopted.

**CEQA COMPLIANCE STATEMENT:**

The Proposed Project is exempt from the requirements of the California Environmental Quality Act (CEQA) per 2018 State CEQA Guidelines §15061(b)(3) as a general rule, in that CEQA only applies to projects which have the potential for causing a significant effect on the environment. It can be seen with certainty that a reduction of the maximum building height and number of stories as proposed with this action will have no significant effect on the environment.

**FISCAL IMPACT:**

There is no fiscal impact as a result of this item.

**WORK PLAN:**

ITEM # 7 – Land Use and Planning

**OPTIONS:**

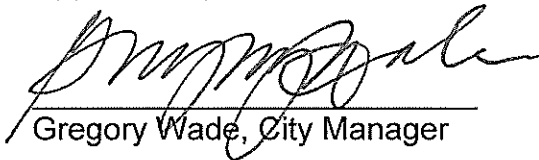
- Approve the proposed amendment and adopt Ordinance No. 487.
- Deny the proposed amendment.
- Provide alternative direction and proposed modifications to Ordinance No. 487.

**DEPARTMENT RECOMMENDATION:**

Consider introduction (1<sup>st</sup> reading) of Ordinance No. 487 amending the Highway 101 Specific Plan.

**CITY MANAGER'S RECOMMENDATION:**

Approve Department Recommendation.



\_\_\_\_\_  
Gregory Wade, City Manager

Attachments:

1. Ordinance No. 487
2. Exhibit A

## ORDINANCE 487

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AMENDING THE HIGHWAY 101 CORRIDOR SPECIFIC PLAN

#### (SPECIFIC PLAN AMENDMENT NO. 17-18-09)

**WHEREAS**, the City of Solana Beach City Council originally adopted the Highway 101 Corridor Specific Plan on June 19, 2003, and subsequently amended the Specific Plan on July 28, 2006 by Ordinance 346; and

**WHEREAS**, on May 23, 2018, the City of Solana Beach City Council received testimony from the public and discussed possible amendments to the Highway 101 Corridor Specific Plan; and

**WHEREAS**, the South Cedros District already has a maximum building height of 25 feet, a maximum of 2 stories, with up to 3.75 feet allowed for architectural projections; and

**WHEREAS**, the community's desire to maintain the existing scale, character and charm can be achieved by providing developers a level of predictability through more consistent development standards throughout the Highway 101 Corridor; and

**WHEREAS**, an amendment establishing a maximum building height of 26 feet, with a maximum number of stories to 2-story buildings, create a definition and allow for architectural features up to three feet, and create provisions that would allow for a maximum of 3-stories within 35 feet for hospitality, hotel and visitor accommodating uses was prepared for consideration; and

**WHEREAS**, on June 13, 2018, the City Council held a duly advertised public hearing to solicit comments, orally and in writing, from the public in consideration of the Highway 101 Corridor Specific Plan amendment.

**NOW THEREFORE**, the City Council of the City of Solana Beach does ordain as follows:

Section 1. All of the above statements are true.

Section 2. The City Council finds that this action is exempt from the provisions of the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) because there is no possibility that the activity in question may have a significant effect on the environment.

Section 3. The Highway 101 Corridor Specific Plan shall be amended to reduce height limits to 26 feet, with a maximum of 2 stories, allowing a maximum of three feet for architectural features/projections but may not occupy more than 25% of the roof area, add a definition for architectural features/projections, and allow up to 35

feet and 3 stories for hospitality, hotel and visitor accommodating uses as shown in Exhibit A.

Section 4. That Figure 5-1 View Preservation on page 5-8 of Section 5 of the Highway 101 Specific Plan shall be amended to be consistent with the 26 foot height limit.

Section 5. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Chapter, or its application to any other person or circumstance. The City Council declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

**EFFECTIVE DATE:** This Ordinance shall be effective thirty (30) days after its adoption. Within fifteen (15) days after its adoption, the City Clerk of the City of Solana Beach shall cause this Ordinance to be published pursuant to the provisions of Government Code §36933.

**INTRODUCED AND FIRST READ** at a regular meeting of the City Council of the City of Solana Beach, California, on the 13th day of June, 2018; and

**THEREAFTER ADOPTED** at a regular meeting of the City Council of the City of Solana Beach, California, on the \_\_\_\_ day of \_\_\_\_\_, 2018, by the following vote:

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

\_\_\_\_\_  
DAVID A. ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
JOHANNA N. CANLAS, City Attorney

\_\_\_\_\_  
ANGELA IVEY, City Clerk

## EXHIBIT A

The Highway 101 Corridor Specific Plan Subsections 4.2 Commercial Standards, 4.3 Mixed Use Standards and 4.4 Office/Professional Standards shall be amended to read as follows (strikeout indicates a deletion, underline indicated an addition):

# 4.2 Commercial Standards

Commercial development consists of Light Commercial, Special Commercial, and General Commercial categories. Figure 4-1 illustrates commercial use areas within the Specific Plan area. Table 4-2 identifies development regulations for commercial areas. Permitted and conditionally permitted uses are identified in the Solana Beach Zoning Ordinance.

**Table 4-2  
Commercial Development Standards**

	Light Commercial	Special Commercial	General Commercial
Minimum Lot Area (a)	6,000 SF	6,000 SF	6,000 SF
Setbacks :			
Front	15'	10'(b)	0'(d)(f)
Side (Interior)	10'	0'(c)	0'(c)
Side (Street)	10'	10'	0'
Rear	15'	0'(c)	0'(c)
Maximum FAR	1.0:1	1.0:1 (g)	1.2:1
Height Limit **	<del>25'</del> <u>26'</u> /2 S (j)	<del>35'</del> <u>26'</u> /2-3 S (e) (f) (j) (k)	<del>35'</del> <u>26'</u> /2-3 S (e) (f) (j) (k)
Parking	Refer to Zoning Ordinance (h) (i)		
Landscaping	Refer to Zoning Ordinance (h)		

**Notes:**

SF     Square Feet

S       Stories

FAR    Floor Area Ratio

NA     Not Applicable

\*\*     Building height greater than 16 feet is subject to View Preservation Ordinance

(a)    Applies to proposed subdivisions of land

(b)    30 feet from street centerline or coterminous with front property line, whichever is greater distance from street centerline; where buildings are closer than 30 feet from street centerline, any future building modifications shall maintain or increase the existing building setback from street centerline. For properties along South Cedros that are more than 120 feet south of Lomas Santa Fe Drive (measured from the right-of-way line of Lomas Santa Fe Drive), the front setback is 30 feet from the centerline of the street or coterminous with the front property line, whichever is the greater distance from the street centerline. Where existing structures are closer than 30 feet from the street centerline, they shall be construed to be conforming, provided that any future building additions or replacement structures shall comply with the 30 foot setback.

(c)    10 feet

- For South Cedros Avenue, if parcel abuts residentially zoned property, increase side interior setbacks to 15 ft. for both first and second story.

- For South Cedros Avenue, if parcel abuts residentially zoned property, increase rear setbacks to 15 ft. for both first and second story.

(d)    10 feet

- On frontage abutting any east-west cross street

- On frontage abutting Plaza Street between Acacia and Sierra Avenues

- On frontage abutting Sierra or abutting Highway 101 outside the Plaza District (430' north or 770' south of the centerline of Plaza Street on Highway 101)

- Third floor setback in part of Plaza District south of Plaza Street

- 
- *Second floor setback for parcel south of Plaza Street between Acacia and Sierra Avenues*
  - (e) *Special Consideration: Allow special features as part of the Transit Station development if they provide a community-oriented landmark such as a tower or landmark roof form which does not substantially obstruct views 30'± S*
  - (f) *30'± and up to 3-stories for hospitality, hotel and visitor accommodating uses, except 30' in the part of the Plaza District west of Highway 101.*  
*In part of Plaza District west of Highway 101*
  - (g) *For South Cedros Avenue, upper level architectural relief is required, as described in Tables 5-2 and 5-3 (pp. 5-30 to 5-34). Side, front, and rear setbacks are required, as described in Table 4-2 (p. 4-4) and in Table 4-3 (p. 4-6).*
  - (h) *For Special Commercial (SC) Zones, along South Cedros Avenue, in the Plaza District, and in the South Cedros District, roof-top parking is disallowed, and roof-top architectural features, screening, and landscaping are required.*
  - (i) *For Special Commercial (SC) Zones, along South Cedros Avenue, in the Plaza District, and in the South Cedros District, approximately 1 commercial parking space per 300 sq. ft. gross floor area, and 1 restaurant/café parking space per 143/133 sq. ft. gross floor area are required.*
  - (j) ~~*For South Cedros Avenue only, maximum building height limit is 25 ft., and a maximum of 2 stories, with up to 15% height increase (3.75 ft.) allowed for architectural projections; A maximum of up to 3 feet may be allowed for architectural projections as defined in Subsection 5.2. All subject to the View Assessment Ordinance. If an architectural projection exceeds the maximum allowed height of a building, then the size of the architectural project shall be minimized and shall not exceed 3 feet high, 10 feet long, and 2 feet deep. When an architectural projection exceeds the maximum allowed height of a building, there shall only be one architectural projection on the building that exceeds the maximum allowed height of the building.*~~
  - (k) *30' for the City Marine Safety Center (lifeguard facility) in part of the Plaza District west of Highway 101.*

## 4.3 Mixed Use Standards

The mixed use (bonus incentive) is an integral part of the Specific Plan objectives. Mixed use is defined as the development of a parcel(s) or structure(s) with two or more different land uses such as, but not limited to, a combination of residential, office, manufacturing, retail, public, or entertainment in a single or physically integrated group of structures. Residential development shall be permitted as a mixed use with other permitted or conditionally permitted development. The provision of residential development with commercial development shall be encouraged in a mixed use integrated development. Residential dwellings shall be permitted only on the upper floors, basement, and rear 50 percent of the ground floor. Alternatively, residential dwellings may be permitted on any portion of the building (or buildings) pursuant to a development review permit; provided, that total residential development does not exceed 40 percent of gross allowable floor area. Residential dwellings approved pursuant to a development review permit shall be compatible with the intent of the (C) and (LC) zones to preserve and enhance street level pedestrian oriented commercial frontages. Mixed use development is encouraged in areas of the plan, particularly the Plaza District, where multiple activities and pedestrian orientation are considered desirable objectives.



Mixed use development is permitted in the Special Commercial and General Commercial designated areas (Figure 4-1). Development standards for mixed use are contained in Table 4-3.

For South Cedros Avenue, the maximum floor area ratio of mixed-use development is 1.2:1. Upper level architectural relief is required, as described in Table 5-3 (pp. 5-32 to 5-34). Side, front, and rear setbacks are required, as described in Table 4-3 (p. 4-6). A residential deed restriction is required for Mixed-Use floor area ratios, as described in Table 4-3 (p. 4-6).

Development standards for mixed use are contained in Table 4-3. For Mixed Use in the Special Commercial (SC) Zones, along South Cedros Avenue, in the Plaza District, and in the South Cedros District, roof-top parking is disallowed, and roof-top architectural features, screening, and landscaping are required.

**Table 4-3  
 Mixed Use Development Standards**

	Special Commercial	General Commercial
Minimum Lot Area (a)	6,000 SF	6,000 SF
Setbacks		
Front	10'(b)	0'(d)(f)
Side (Interior)	0'(c)	0'(c)
Side (Street)	10'	0'
Rear	0'	0'(c)
Maximum FAR	1.2:1*	1.2:1*
Height Limit **	35'26'/2-3 S (e) (f) (i) (j)	35'26'/2-3 S (e) (f) (i) (j)
Parking	Refer to Zoning Ordinance (g) (h)	
Landscaping	Refer to Zoning Ordinance (g)	

*Notes:*

SF     *Square Feet*

S       *Stories*

NA     *Not Applicable*

FAR    *Floor Area Ratio*

\*       *Development Intensity Permitted*

*The maximum intensity of non-residential development is a floor area ratio of 1.0:1. The maximum floor area ratio for a mixed use development is 1.2:1. The residential component of a mixed use development shall not exceed 40 percent of the total (residential plus non-residential floor area).*

*For South Cedros Avenue, upper level architectural relief is required, as described in Table 5-3 (pp. 5-32 to 5-34). Side front, and rear setbacks are required, as described in Table 4-3 (p. 4-6). A residential deed restriction is required for Mixed-Use floor area ratios.*

\*\*      *Building height greater than 16 feet is subject to the View Assessment Process.*

(a)     *Applies to proposed subdivisions of land*

(b)     *30 feet from street centerline or coterminous with front property line, whichever is greater distance from street centerline; where buildings are closer than 30 feet from street centerline, any future building modifications shall maintain or increase the existing building setback from*

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street centerline. For properties along South Cedros that are more than 120 feet south of Lomas Santa Fe Drive (measured from the right-of-way line of Lomas Santa Fe Drive), the front setback is 30 feet from the centerline of the street or coterminous with the front property line, whichever is the greater distance from the street centerline. Where existing structures are closer than 30 feet from the street centerline, they shall be construed to be conforming, provided that any future building additions or replacement structures shall comply with the 30 feet setback.

- (c) 10 feet
  - For South Cedros Avenue, if parcel abuts residentially (see mixed use) zoned property, increase side interior setbacks to 15 ft. for both first and second story.
  - For South Cedros Avenue, if parcel abuts residentially (see mixed use) zoned property, increase rear setbacks to 15 feet for both first and second story.
- (d) 10 feet
  - On frontage abutting any east-west cross street
  - On frontage abutting Plaza Street between Acacia and Sierra Avenues
  - On frontage abutting Sierra or abutting Highway 101 outside the Plaza District (430' north or 770' south of the centerline of Plaza Street on Highway 101)
  - Third floor setback part of Plaza District south of Plaza Street
  - Second floor setback for parcel south of Plaza Street between Acacia and Sierra Avenues
- (e) Special Consideration: Allow special features as part of the transit station development if they provide a community-oriented landmark such as a tower or landmark roof form which does not substantially obstruct views.
- (f) 30'35' and up to 3-stories for hospitality, hotel and visitor accommodating uses, except 30' in the part of the Plaza District west of Highway 101.  
~~In part of Plaza District west of Highway 101~~
- (g) For Special Commercial (SC) Zones, along South Cedros Avenue, in the Plaza District, and in the South Cedros District, roof-top parking is disallowed, and roof-top architectural features, screening, and landscaping are required.
- (h) For Special Commercial (SC) Zones, along South Cedros Avenue, in the Plaza District, and in the South Cedros District, approximately 1 commercial parking space per 300 sq. ft. gross floor area, and 1 restaurant/café parking space per 143/133 sq. ft. gross floor area are required.
- (i) ~~For South Cedros Avenue only, maximum building height limit is 25 ft., and a maximum of 2 stories, with up to 15% height increase (3.75 ft.) allowed for architectural projections~~A maximum of up to 3 feet may be allowed for architectural projections as defined in Subsection 5.2.; All subject to the View Assessment Ordinance. If an architectural projection exceeds the maximum allowed height of a building, then the size of the architectural project shall be minimized and shall not exceed 3 feet high, 10 feet long, and 2 feet deep. When an architectural projection exceeds the maximum allowed height of a building, there shall only be one architectural projection on the building that exceeds the maximum allowed height of the building.
- (j) 30' for the City's Marine Safety Center (lifeguard facility) in part of the Plaza District west of Highway 101.

## 4.4 Office/Professional Standards

Office development consists of professional and administrative offices such as medical/dental centers and financial services. Figure 4-1 illustrates office use areas (exclusively). Commercial uses areas may also contain office uses. Table 4-4 identifies development regulations for commercial areas. Permitted and conditionally permitted uses are listed in the Solana Beach Zoning Ordinance.

**Table 4-4  
 Office, Public/Institutional and Open Space Development Standards**

	Office/Professional	Public/Institutional	Open Space/ Recreation
Minimum Lot Area (a)	6,000 SF	NA	NA
Setbacks:			
Front	25' (c)	25'	25'
Side (Interior)	10'(b)	5'	5'
Side (Street)	5'(b)	5'	5'
Rear	15'	25'	5'
Maximum FAR	1.0:1	2.0:1	0.7:1
Height Limit**	<del>35'</del> 26' <sup>1</sup> / <sub>2</sub> S (d) (e)	<del>30'</del> 26' <sup>1</sup> / <sub>2</sub> S (e)	15' <sup>1</sup> / <sub>2</sub> S
Parking	Refer to Zoning Ordinance		
Landscaping	Refer to Zoning Ordinance		

*Notes:*

SF Square Feet/S Stories/NA Not Applicable/FAR Floor Area Ratio

(a) Applies to proposed subdivisions of land.

(b) 10 feet if lot line abuts property in a residential zone.

(c) 10 feet in North 101 District north of Solana Vista Drive.

(d) 30-foot height limit north of Solana Vista Drive. A maximum of up to 3 feet may be allowed for architectural projections as defined in Subsection 5.2. If an architectural projection exceeds the maximum allowed height of a building, then the size of the architectural project shall be minimized and shall not exceed 3 feet high, 10 feet long, and 2 feet deep. When an architectural projection exceeds the maximum allowed height of a building, there shall only be one architectural projection on the building that exceeds the maximum allowed height of the building.

(e) 30' for the City's Marine Safety Center (lifeguard facility) in part of the Plaza District west of Highway 101.

\*\* Building height greater than 16 feet is subject to the View Assessment Ordinance.

The Highway 101 Corridor Specific Plan Subsection 5.2 Architectural Guidelines shall add a paragraph defining "Architectural Features/Projections" to read as follows (strikeout indicates a deletion, underline indicated an addition):

**Architectural Projections**

The term "architectural projection" means a decorative or artistic feature that does not have any particular function which is affixed or attached to a building. An architectural projection includes but is not limited to a decorative or artistic sculptural element such as a decorative symbol or figure affixed to the building. For the purpose of clarification, but not for the purpose of limitation, the term "architectural projection" does not mean any of the following: the roof structure; the shape of the roof or the roof form; parapet walls at the roof; railings; signage; or roof planters for vegetation

The Highway 101 Corridor Specific Plan Section 5 page 5-21 Building Height Limits and Setbacks of the Plaza District Site Planning shall be amended to read as follows (strikeout indicates a deletion, underline indicated an addition):

- ***Building Height Limits and Setbacks:*** Limit the heights of buildings to ~~30~~ 26 feet or two stories and create a vertical façade at the property line with no second story setback for properties along Highway 101 and fronting the Plaza.



# STAFF REPORT

## CITY OF SOLANA BEACH

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Gregory Wade, City Manager  
**MEETING DATE:** June 13, 2018  
**ORIGINATING DEPT:** City Clerk's Office  
**SUBJECT:** **Climate Action Commission Appointment**

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### **BACKGROUND:**

This item is before the City Council to discuss and appoint a community member to serve out the remainder of an existing term on the Climate Action Commission (Commission). Commissioner Peter Zahn had to resign his "resident" position on the Commission effective March 25, 2018 when he was appointed to the City Council. Mr. Zahn was subsequently appointed to a "Councilmember" position on the Commission leaving his "resident" position vacant. The term of the now vacant "resident" position expires in January 2019.

### **DISCUSSION:**

Appointments to City Commissions and Committees are conducted in accordance with Council Policy No. 5 - *Appointment of Private Citizens to Committees, Boards, Task Forces* (Attachment 2). Per Resolution 2015-127, members of the Climate Action Commission are all appointed by the Council-at-large. Therefore, the nomination may be made by any Councilmember and a majority vote of the City Council is required for appointment.

#### *Noticing*

On May 1, 2018, the City Clerk's department posted a Notice of Vacancy (Attachment 1), per Government Code 54974(a), with a deadline of May 25<sup>th</sup>, in an effort to refill the position and bring the Commission to full membership as quickly as possible. Following the postings, emails, and e-blast, no applications were received. On May 30<sup>th</sup>, a new Notice of Vacancy (Attachment 1) was posted with a new deadline of June 8<sup>th</sup>. As required, the Vacancy Notices were posted on the City's bulletin board as well as submitted to the local Library for posting. In addition, the Notice was posted on the City's website and an e-blast was sent out to subscribers.

#### *Application Submittals*

As of the preparation of this report, one (1) application has been received. If any additional applications are received prior to the deadline of June 8<sup>th</sup> or before this Council meeting, the applicant list will be updated online and Council will be notified.

CITY COUNCIL ACTION: \_\_\_\_\_  
\_\_\_\_\_

*Applicants*

An applicant status list (Attachment 4) is provided with this report and will be updated as applications are received before this Council meeting date.

**CEQA COMPLIANCE STATEMENT:**

Not a project as defined by CEQA.

**FISCAL IMPACT:** N/A

**WORK PLAN:** N/A

**OPTIONS:**


- Make an appointment to the vacancy.
- Extend the deadline for submittal of additional applications.

**DEPARTMENT RECOMMENDATION:**

Staff recommends that the City Council consider the application(s) submitted and make one appointment (by Council-at-large) to the vacant resident position on the Climate Action Commission with a term expiration date of January 2019.

**CITY MANAGER'S RECOMMENDATION:**

Approve Department recommendation.

  
\_\_\_\_\_  
Gregory Wade, City Manager

Attachment:

1. Vacancy Notice
2. Council Policy No. 5
3. List of Applicants
4. Applications



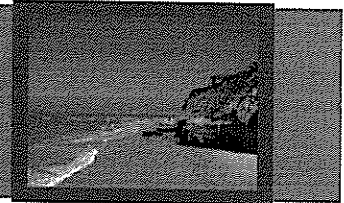
**PUBLIC NOTICE**  
**City of Solana Beach**  
**CITIZEN COMMISSION POSITION VACANCY**

***CITY OF SOLANA BEACH VOLUNTEERS SERVING ON BEHALF OF THE CITY COUNCIL***

**Applications are currently being accepted through Friday, May 25, 2018, 5:00 p.m.**

**CLIMATE ACTION COMMISSION**

*ONE Resident Position Vacancy*  
*term will expire January 2020*



Regular Meetings: 3<sup>rd</sup> Wednesday of each month at 5:30 p.m.

Position Requirement: One Member: At least 18 yrs. old • Resident of the City of Solana Beach

Current Composition: 9 members: 7 appointed by Council At-Large, 2 Councilmembers

Staff Liaison: Dan King 858-720-2477

**The Climate Action Commission participates in reviewing certain matters regarding reducing the City's greenhouse gas (GHG) emissions and implementing the Climate Action Plan.**

Under Council's direction the Climate Action Commission will focus on specific issues surrounding the implementation of a Climate Action Plan including updating the City's Greenhouse Gas Emissions Inventory, setting reduction targets, implementing mitigation measures and performing periodic monitoring, verification and evaluations.

- ❖ *Attend a Citizen Commission public meeting.* It is recommended that new applicants attend a Commission meeting prior to being considered for an appointment. *Agendas are posted on the City's website. See the City's website for members, expiring positions, and further information.*

Citizen Interest Forms (Applications) and additional information on the Commissions can be found on the City's website at [www.cityofsolanabeach.org](http://www.cityofsolanabeach.org) (Left tabs: City Government, City Clerk, Citizen Committees) OR at City Hall, 635 S. Highway 101, Solana Beach, (858) 720-2400. Please contact the City Clerk with any questions regarding the recruitment/appointment process.

Angela Ivey, City Clerk



**PUBLIC NOTICE**  
**City of Solana Beach**  
**CITIZEN COMMISSION POSITION VACANCY**

***CITY OF SOLANA BEACH VOLUNTEERS SERVING ON BEHALF OF THE CITY COUNCIL***

**Applications are currently being accepted through Friday, June 8, 2018, 5:00 p.m.**

**CLIMATE ACTION COMMISSION**

*ONE Resident Position Vacancy*  
*term will expire January 2020*



Regular Meetings: 3<sup>rd</sup> Wednesday of each month at 5:30 p.m.

Position Requirement: One Member: At least 18 yrs. old • Resident of the City of Solana Beach

Current Composition: 9 members: 7 appointed by Council At-Large, 2 Councilmembers

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Angela Ivey, City Clerk



<b>CITY OF SOLANA BEACH</b>	<b>Policy No. 5</b>
<b>COUNCIL POLICY</b>	Adopted: May 15, 1989 Revised: January 23, 2008 by Resolution 2008-23
<b>GENERAL SUBJECT:</b> Citizen Boards, Commissions & Committees	
<b>SPECIFIC SUBJECT:</b> Appointments of Citizens to Boards, Commissions, Committees and Task Forces.	

**PURPOSE:**

The purpose of this policy is to establish a consistent process and procedure for appointments to City sponsored Citizen Boards, Commissions, Committees and Task Forces.

**POLICY STATEMENT:**

Appointments to Citizen Boards, Commissions, Committees and Task Forces are made in accordance with the municipal code and/or specific guideline, as provided, to provide consistency.

**POLICY PROCEDURES:**

1. All private citizens interested in serving on any Board, Commission, Committee or Task Force or similar group must complete and file with the City Clerk a Citizen Interest Form (application) which may be obtained from the City Clerk's office.
2. Nominations  
Councilmembers may nominate private citizens for appointment subject to ratification by a majority of the City Council. Such ratification shall take place at a regular City Council meeting and a duly docketed agenda item.
3. Appointment Protocol
  - a. Appointments will be made in accordance with municipal code requirements. For example, the municipal code may require that a Commission have five positions appointed by individual Councilmembers.
  - b. Appointments that are not outlined in the municipal code and are at-large appointment positions may be nominated by any Councilmember. In the event of multiple appointments, appointments may be divided among individual Councilmembers to share the appointment responsibilities. If the appointments are

shared, it will be for that one time and will not be construed as official individual appointments that would carry forward.

- c. The decision to proceed with an individual appointment alternative for at-large positions will be subject to majority vote of the City Council with such vote taking place at a regular City Council Meeting.

4. Appointments to Outside Agencies

When the City is asked by an outside agency to recommend a private citizen to serve on a Board, Commission, Committee or Task Force or similar group, such recommendation shall be made by the Council and approved by a majority vote of the City Council.

**City of Solana Beach  
Citizen Commission Member  
Appointment by City Council**

**List of Applicants**

<b>Applicant</b>	<b>Application Received</b>	<b>Application Status</b>
Patricia Larchet	6-4-18	New with 2 recommendations



# STAFF REPORT CITY OF SOLANA BEACH

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Gregory Wade, City Manager  
**MEETING DATE:** June 13, 2018  
**ORIGINATING DEPT:** City Manager's Department  
**SUBJECT:** **Council Consideration of Resolution 2018-075 Approving a New Exclusive Solid Waste and Recycling Franchise Agreement with EDCO Waste and Recycling**

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## **BACKGROUND:**

The City originally entered into a Franchise Agreement (Agreement) with EDCO Waste and Recycling Services (EDCO) for commercial solid waste and recycling collection services and with Waste Management (WM) for residential solid waste and recycling collection services effective August 1, 1993. The City has been served by these two waste haulers since 1993, which has been manageable but has proved to be somewhat difficult for Staff logistically and has created confusion in the community. The City is one of the only cities in the region with franchise agreements that are served by multiple waste haulers.

It has been a goal of the City to move to one waste hauler for operational efficiencies, economies of scale, provision of additional services and potential cost savings to the community. On November 30, 2015, the City sent a Notice to Terminate One-Year Automatic Renewal & Extension Provisions (Attachment 1) to both WM and EDCO notifying them that the franchise agreements would be terminated in four years (per the terms of the agreements) and that the intent of the City was to move to one hauler.

This item is before the City Council to consider Resolution 2018-075 (Attachment 2) approving the new Exclusive Solid Waste and Recycling Franchise Agreement with EDCO Waste and Recycling Services.

CITY COUNCIL ACTION:

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## **DISCUSSION:**

After the City sent the termination notice, City Staff met with representatives of both WM and EDCO several times and notified them that the intent of the City was to release a Request for Proposals (RFP) and both haulers would be given the opportunity to bid to become the exclusive franchise hauler. The process to develop a RFP for waste hauling services can be very costly and Staff intensive as most recently experienced by the City of Del Mar. To the benefit of the City, EDCO was able to negotiate a buy-out of the residential services agreement from WM in December 2017, and began providing residential services to the City immediately. Based on the City's past positive experience with EDCO and assessing the relatively seamless transition to providing residential services to the City, the City began to negotiate contract terms solely with EDCO. By doing this, the City has been able to save substantial costs and limit the Staff demands of going through the RFP process. These negotiations were extensive and resulted in the Exclusive Franchise Agreement (Attachment 3) under consideration with this Staff Report.

The purpose of the Exclusive Franchise Agreement (Agreement) is to ensure the provision of solid waste and recycling collection services, minimize liability and risk, and provide for cost effective collection service in an environmentally sound fashion. Throughout the previous contract duration, EDCO has demonstrated its commitment to these principals and desires to continue providing exemplary service to the City of Solana Beach.

Some key provisions of the Agreement are outlined below:

- The availability of disposal sites, either landfills or transfer stations, is of critical importance to coastal cities. EDCO has agreed that if the transfer station or disposal location changes in the future, they will absorb any increase in transportation costs to the new location. This is a significant benefit to the City of Solana Beach since there is no assurance of space or availability at current disposal locations.
- EDCO provides City facility and special event solid waste and recycling services at no cost.
- EDCO performs free "waste audits" for commercial accounts that consist of analyzing the specific waste stream on a case-by-case basis to help the customer maximize the efficiency of their programs. This oftentimes results in a reduction of waste service, increase in recycling service and a savings on disposal costs to the business.
- EDCO assists the City with legislative compliance such as Assembly Bill (AB) 939 (The Integrated Waste Management Act), AB 341(Mandatory Commercial Recycling) and AB1826 (Mandatory Commercial Organics Recycling).

In exchange for the benefit of the exclusive Agreement, Staff was able to negotiate additional benefits that will be realized by both the community and the City. They are broken into separate categories and explained further below.

### Financial Terms

- Franchise Fee: Effective July 1, 2018, EDCO will pay the City a franchise fee of ten percent (10%) of EDCO's adjusted gross revenue recorded for all services rendered within the City limits. The previous agreements were capped at 7.5% and the new fee is expected to generate an additional \$60,000 annually.
- Rate freeze: As a result of contract negotiations, there will be no rate increase for residential or commercial customers in 2018.
- Community Grant Program: EDCO will increase the current \$10,000 Community Grant Program funding to \$15,000 annually.
- EDCO will provide Street Sweeping/Litter Abatement funding in the amount of \$45,000, which will be adjusted annually by the adjusted CPI percentage.
- EDCO will provide Household Hazardous Waste (HHW) funding in the amount of \$30,000, which will be adjusted annually by the adjusted CPI percentage.
- EDCO will provide one-time funding of up to 50% of the Fletcher Cove trash enclosure removal project.

### Environmental Provisions

EDCO has long been a partner with the City in promoting environmental sustainability. EDCO has taken significant strides in their own operations to be as environmentally progressive as possible while maintaining exceptional service and implementing forward thinking programs. This includes the recent opening of their state-of-the-art recycling facility in Escondido and their plans to open their first anaerobic digester to maximize the diversion of waste to landfills while producing near-zero emission natural gas that will power their fleet. These steps will assist the City with reaching our climate action goals. In addition to the items described above, the following items are included in the new Agreement:

- EDCO will invest in three new near zero emission renewable natural gas powered residential trash and recycling trucks for use in the City.
- EDCO will develop enhanced public education materials, featuring localized *Environmental Times* newsletter distributed four times per year.

- EDCO will develop an AB 1826 (Mandatory Commercial Organics Recycling) plan for City review, including the development of food waste collection infrastructure for future implementation.
- EDCO will conduct annual Document Shred Event, Compost and Mulch event, Electronic Waste Collection and Disposal event and Universal Waste Collection and Disposal event at no cost to the City.
- EDCO will conduct two “Community Clean Up Events” annually and increase quantity to four items per household. This is an increase to the one event held previously with a limit of three items collected per household.
- EDCO will work with the City to implement Zero Waste Community Events.
- EDCO will implement a SHARPs Drop-Off Program.
- EDCO will implement a Donated Clothing (textiles), Shoes and Book Drop Off Program at the request of the City.

#### Additional Services

- EDCO will replace all existing residential trash and recycling carts with new carts within six months of execution of the Agreement.
- EDCO will provide the City the option of implementing an automated green waste collection program with up to three 95 gallon carts at no additional charge over the term of the Agreement.
- EDCO will replace all Multi-Family Residential trash and recycling bins within six months of execution of the Agreement.
- EDCO will create a dedicated Solana Beach web page for residential services.
- EDCO will maintain a local customer service call center with email and text capabilities.
- EDCO will provide additional City facilities container collection at no additional charge. This may also include collection at mutually agreed upon City locations including Highway 101 and City parks. This will alleviate Staff workload for the Public Works Department.

EDCO will continue to implement all other provisions of the current agreements in addition to the additional services/programs listed above. The new proposed Agreement combines the previous agreements into one document, with the additional terms negotiated by the City as explained above. Staff believes this new exclusive Agreement with EDCO will

continue the excellent service the community has come to expect while adding new provisions that will further enhance the benefits to the community and the City.

### Term of the Agreement

The term of the Agreement, if approved by Council, will commence on July 1, 2018 and expire on December 31, 2022, provided however, that commencing January 1, 2019 and every year thereafter, automatic one-year extensions shall be applied to the Agreement so that the term of the Agreement shall be a minimum of four years. This is a standard term for solid waste franchise agreements and consistent with the term of the City's prior franchise agreements.

### CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

### FISCAL IMPACT:

The fiscal impact of the individual provisions of the proposed Agreement is explained previously in this Staff Report. However, the largest fiscal impact will be the increase of the Franchise Fee from 7.5% to 10% annually. It is estimated that this will increase annual revenue to the City by \$60,000. The new proposed Agreement also increases the Community Grant Funding by \$5,000 and maintains the funding for Street Sweeping/Litter Abatement and the Household Hazardous Waste Program at levels that are sufficient to cover the costs of those respective programs.

If Council approves the new exclusive Franchise Agreement with EDCO, Staff will return at the quarter or mid-year budget adjustment time for the FY 2018/19 Adopted Budget with proposals for the anticipated increase in franchise fee revenue.

### WORK PLAN:

This item is not specified in the Work Plan, however, it is consistent with the Environmental Sustainability and Fiscal Sustainability priorities and goals of the City.

### OPTIONS:

- Approve Staff Recommendation and approve Resolution 2018-075 approving the new Exclusive Franchise Agreement with EDCO.
- Do not approve Resolution 2018-075.
- Provide further direction to Staff.

### DEPARTMENT RECOMMENDATION:

Staff recommends the City Council approve Resolution 2018-075 approving the new Exclusive Franchise Agreement with EDCO for residential and commercial solid waste and recycling services.



**CITY MANAGER'S RECOMMENDATION:**

Approve Department Recommendation

A handwritten signature in black ink, appearing to read 'Gregory Wade', written over a horizontal line.

Gregory Wade, City Manager

Attachments:

1. Franchise Agreement Termination Letter
2. Resolution No. 2018-075
3. Exclusive Franchise Agreement



## CITY OF SOLANA BEACH

635 SOUTH HIGHWAY 101 • SOLANA BEACH, CALIFORNIA 92075-2215 • (858) 720-2400  
www.cityofsolanabeach.org FAX (858) 792-6513 / (858) 755-1782

November 30, 2015

Mr. Jeffrey Ritchie, VP & General Manager  
EDCO  
224 South Las Posas Road  
San Marcos, CA 92078

**SUBJECT: NOTICE TO TERMINATE AUTOMATIC ONE-YEAR RENEWAL & EXTENSION PROVISIONS**

Dear Mr. Ritchie:


Over the past several months, the City of Solana Beach (the "City") has been evaluating its waste hauling and recycling services. As you are aware, the City currently contracts with two separate entities for these services: Coast Waste Management for its residential waste and EDCO Waste & Recycling, Inc. for its commercial waste. In the interest of providing operational efficiencies, economies of scale, and most importantly, potential cost savings, the City believes it is in the best interests of the City, its residents, and its businesses to explore the possibility of a single-source waste hauling and recycling purveyor. As such, the City is hereby exercising its right to terminate the automatic one-year renewal and contract extension provisions under the Amended Section 3.1 of our Solid Waste Franchise Agreement for [residential/commercial] waste hauling and recycling.

Please note that, also pursuant to Section 3.1 of our Agreement, this notice to terminate is being provided within thirty (30) days prior to January 1, 2016. Please also note that this decision is based primarily upon the City's desire to explore a more efficient and cost-effective way to provide the City, its residents, and businesses with waste hauling and recycling services, and therefore, is not a result of any specific performance concerns or the failure to adequately provide the services required under our current Agreement.

We greatly appreciate the years of service you have provided to our City and look forward to the continuation of that service at least for the balance of the remaining term of our current Agreement. Your understanding in this matter is also much appreciated.

If you have any questions or concerns regarding this notification, please let me know.

Sincerely,



Gregory Wade  
City Manager

cc: Steve South, President/CEO

**RESOLUTION NO. 2018-075**

**A RESOLUTION OF THE CITY OF SOLANA BEACH  
CITY COUNCIL, APPROVING A NEW EXCLUSIVE  
SOLID WASTE AND RECYCLING FRANCHISE  
AGREEMENT WITH EDCO WASTE AND  
RECYCLING SERVICES**

**WHEREAS**, the City originally entered into a Franchise Agreement with EDCO Waste and Recycling Services (EDCO) for commercial solid waste and recycling collection services and Waste Management (WM) for residential solid waste and recycling collection services effective August 1, 1993; and

**WHEREAS**, it has been a goal of the City to move to one waste hauler for operational efficiencies, economies of scale, provision of additional services and potential cost savings to the community; and

**WHEREAS**, on November 30, 2015, the City sent a Notice to Terminate One-Year Automatic Renewal & Extension Provisions to both WM and EDCO notifying them that the franchise agreements would be terminated in four years (per the terms of the agreements) and that the intent of the City is to move to one hauler; and

**WHEREAS**, to the benefit of the City, EDCO was able to negotiate a buy-out of the residential services agreement from WM in December 2017, and began providing residential services to the City immediately; and

**WHEREAS**, based on the City's past positive experience with EDCO and assessing the relatively seamless transition to providing residential services to the City, the City began to negotiate contract terms solely with EDCO; and

**WHEREAS**, these negotiations were extensive and resulted in the new exclusive Franchise Agreement for solid waste and recycling services.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Solana Beach, California, does resolve as follows:

1. That the above recitals are true and accurate.
2. That the City Council approves the new exclusive Franchise Agreement for solid waste and recycling services with EDCO.

**PASSED AND ADOPTED** this 13<sup>th</sup> day of June, 2018, at a regular meeting of the City Council of the City of Solana Beach, California by the following vote:

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

\_\_\_\_\_  
DAVID A. ZITO, Deputy Mayor

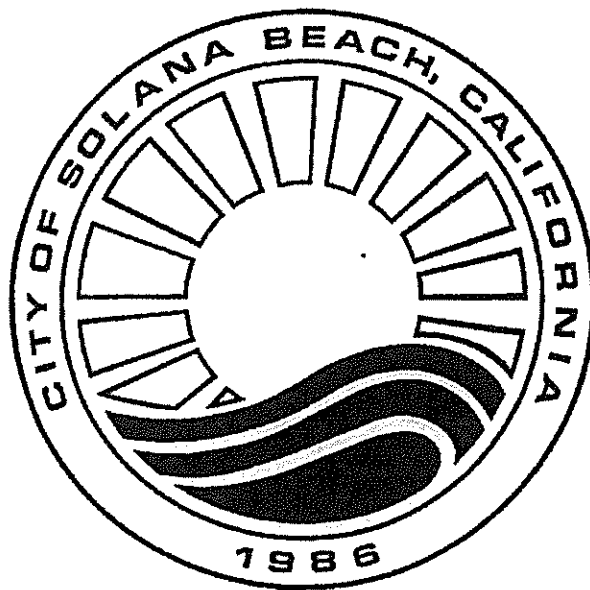
APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
JOHANNA N. CANLAS, City Attorney

\_\_\_\_\_  
ANGELA IVEY, City Clerk

**AMENDED AND RESTATED  
SOLID WASTE  
FRANCHISE AGREEMENT  
CITY OF SOLANA BEACH  
AND  
EDCO WASTE & RECYCLING  
SERVICES, INC.**



# FRANCHISE AGREEMENT

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**AGREEMENT**

This Amended and Restated Agreement ("Agreement") is made and entered into effective July 1, 2018 by and between the CITY OF SOLANA BEACH, a municipal corporation, hereinafter referred to as "the City," and EDCO WASTE & RECYCLING SERVICES, INC., a California Corporation, hereinafter referred to as "Contractor."

**WITNESSETH**



WHEREAS, the SOLANA BEACH Municipal Code describes and regulates the collection of solid waste, recyclables, manure, green waste, and other compostables within the City; and

WHEREAS, the City is authorized to provide collection of solid waste, recyclables, manure, yard waste, and other compostables within the City by contract; and

WHEREAS, the City, for the purpose of ensuring the continued protection and preservation of the public health, welfare, and convenience of the people of the City, deems it advisable to provide for the collection of solid waste, recyclables, manure, yard waste, and other compostables within the City by contract with Contractor; and

WHEREAS, state law mandates the City to meet the diversion requirements of AB939 (and subsequent amendments); and

WHEREAS, the City entered into agreements with Contractor for commercial solid waste and recycling collection services (the "Commercial Franchise Agreement") and with Coast Waste Management, Inc., a California Corporation and USA Waste of California, Inc., a Delaware corporation (collectively "Waste Management") for residential solid waste and recycling collection services (the "Residential Franchise Agreement", effective August 1, 1993, and as amended by those certain agreements and amendments dated February 8, 2002 and March 1, 2005, and

WHEREAS, Waste Management has assigned the Residential Franchise Agreement to Contractor effective December 31, 2017, and the City and Contractor desire to enter into this Agreement for the purpose of integrating the residential and commercial solid waste and recycling collection services and restating all agreements and understandings between the Parties; and

WHEREAS, this Agreement will supersede all other agreements for solid waste, recyclables, manure, yard waste, and other compostables collection services in the City of SOLANA BEACH (except those that may exist through other public institutions); and

WHEREAS, City desires to maintain maximum flexibility in this Agreement to meet rapidly changing solid waste disposal and diversion laws and regulations.

NOW, THEREFORE, in consideration of the premises and of the covenants and conditions hereinafter contained, the City and the Contractor mutually agree as follows:

#### **ARTICLE 1. DEFINITIONS; DELEGATION OF AUTHORITY**

A. Whenever any term used in this Agreement has been defined by the provisions of the SOLANA BEACH Municipal Code, the definitions contained in said Code shall govern the meaning of such words for the purpose of this Agreement, unless any such word is otherwise specifically defined herein or unless it is obvious from the context hereof that another meaning is necessarily intended.

B. The administration of this Agreement shall be under the supervision and direction of the City Manager (or authorized representative) and the actions

specified in this Agreement to be taken by the City shall be taken by the City Manager or his or her designees unless otherwise stated or specified.

C. The term "bulky item" means all discarded household waste matter which is too large to be placed in a covered container or *in excess of 50 lbs.* Items include household appliances (stoves, refrigerators, washing machines, dryers, dishwashers) commonly referred to as white goods, water tanks, mattresses, furniture and similar large items. Bulky items do not include debris from construction, demolition, renovation or remodeling or abandoned automobiles, trucks, motorcycles or parts thereof.

D. The term "garbage" means all animal and vegetable refuse from kitchens and household waste that shall have been prepared for, or intended to be used as, or shall have resulted from the preparation of food; all table refuse; and every accumulation of animal and vegetable refuse that attends the preparation, consumption, decay, dealing in or storage of meats, fish, fruits or vegetables, or other putrescible waste.

E. The term "refuse" includes garbage, commercial garbage and rubbish, excepting therefrom hazardous or bulky items.

F. The term "recyclables," as it is used in this Agreement, shall mean "recyclable materials" as defined in SOLANA BEACH Municipal Code and shall refer only to recyclable material that has been discarded, thrown away, or abandoned by its owner. Newspapers, bottles and cans that an owner has set out for curbside pickup are examples of discarded recyclables, excluding used motor oil for collection at curb line.

G. The term "rubbish" means combustible and non-combustible non-putrescible waste.

H. The term "solid waste" means all garbage, refuse, rubbish, manure, construction and demolition debris and other materials and substances discarded or rejected as being spent, useless, worthless, or in excess to the owners at the time of such discard or rejection and which are normally disposed of, or collected from residential (single family or multi-family), commercial, industrial, governmental and institutional establishments, and which are acceptable for disposal at Class III landfills in California, but excluding all recyclable materials, green waste, and waste not acceptable for disposal at Class III landfills in California.

## **ARTICLE 2. REPRESENTATIONS AND WARRANTIES OF THE CONTRACTOR**

### **2.1 Corporate Status**

Contractor is a corporation duly organized, validly existing and in good standing under the laws of the States of California and Delaware, respectively. Contractor is qualified to transact business in the State of California and has the corporate power to own its properties and to carry on its business as now owned and operated and as required by this Agreement.

## **2.2 Corporate Authorization**

Contractor has the authority to enter into and perform its obligation under this agreement under its Articles of Incorporation and Bylaws, and the persons signing this Agreement on behalf of the Contractor have authority to do so.

## **ARTICLE 3. TERM OF AGREEMENT**

### **3.1 Effective Date and Term of Agreement**

The term of this agreement shall commence on, July 1, 2018 and expire on December 31, 2022, provided however, that commencing January 1, 2019 and every year thereafter, automatic one-year extensions shall be applied to said Agreement, so that the term of the Agreement shall be a minimum of four years.

Should either party desire that the automatic one-year renewal and extension provision be terminated, such party shall give the other written notice within thirty (30) days prior to January 1 of any year of the Agreement. Such notice will terminate the automatic one-year renewal and extension provision and the Agreement shall remain in effect for the balance of the term then outstanding.

### **3.2 Conditions to Effectiveness of Agreement**

The obligation of City to permit this Agreement to become effective and to perform its undertakings provided for in this Agreement is subject to Contractor's satisfaction of each and all of the conditions set out below, each of which may be waived in whole or in part by the City.

**A. Accuracy of Representations.** The representations and warranties made by Contractor in Article 2 of this Agreement are true and correct on and as of the Effective Date.

**B. Absence of Litigation.** There is no litigation pending on the Effective Date in any court challenging the award or execution of this Agreement or seeking to restrain or enjoin its performance.

## **ARTICLE 4. FRANCHISE**

### **4.1 Grant of Franchise: Scope of Franchise**

**A. Grant of Franchise.** The City hereby grants unto the Contractor, and the Contractor shall have throughout the duration of this Agreement, the exclusive right to engage in the business of collecting solid waste, recyclables, manure, green waste and other compostables accumulating within the boundaries of the City as the same now exists, that is required to be accumulated and offered for collection to the Contractor in accordance with this Agreement and the City Municipal Code.

**B. Annexations.** This right extends to any territory annexed to the City hereafter except to the extent that collection within such territory so annexed would be unlawful or violate the legal rights of another person. Unless Contractor acquires or has acquired the collection rights of any other person then collecting

solid waste, recyclables, manure, green waste, or other compostables within any annexed territory at the time such annexation is effective, said exclusive right in each annexed territory shall commence not more than ninety (90) days after each such annexation is completed.

**C. Scope of Franchise; Exclusions.** The franchise granted to Contractor shall be exclusive except as to the following categories of solid waste, recyclables, green waste and other compostables listed in this **Subsection C**. The granting of this franchise shall not preclude the categories of solid waste, recyclables, manure, green waste and other compostables listed below from being delivered to and collected and transported by others, provided that nothing in this Agreement is intended to or shall be construed to excuse any person from obtaining any authorization from the City which is otherwise required by law:

1. Manure, green waste and other compostables removed from a premises by a manure removal, gardening, landscaping, or tree trimming contractor as an incidental part of a total service offered by that contractor rather than as a hauling service.
2. Household Hazardous Waste and Hazardous Waste.
3. Auto parts and bodies.
4. Medical Waste (as defined in the California Waste Management Act) which shall be handled in the manner prescribed by the County Health Officer and in accordance with the California Health and Safety Code.
5. Solid waste exempted pursuant to Solana Beach Municipal Code.

**D. Exclusions for Recyclables.** Furthermore, the provisions of this Agreement shall not preclude individual householders and commercial businesses from managing recyclable materials through other recycling methods, or the sale or donation of recyclable materials, provided that such householders shall still be required to pay the recycling service fee of Contractor. The provisions of this Agreement shall not preclude or prohibit City or any officer or employee thereof or any public entity delegated the ability to do so by the City Council from itself collecting, removing, disposing or diverting of solid waste, recyclables, manure, green waste, and other compostables in the regular course of their respective duties as such officers or employees; notwithstanding, the City shall be responsible for reporting all such diversion.

#### **4.2 Prior Agreements and Amendments**

This Franchise Agreement is intended to carry out City's obligations to comply with the provisions of the California Integrated Waste Management Act of 1989, ("AB939") as it from time to time may be amended, and as implemented by regulations of the California Integrated Waste Management Board ("Regulations"), as

they from time to time may be amended. In the event that AB939 or other state or federal laws or regulations prevent or preclude compliance with one or more provisions of this Franchise Agreement, such provisions of the Franchise Agreement shall be modified or suspended as may be necessary to comply with such state or federal laws or regulations. The parties shall endeavor in good faith to reduce any such amendment into signed writing. Except for any amendment necessitated by a change in the law, no other amendment of this Agreement shall be valid unless in writing duly executed by the parties.

#### **4.3 Franchise Fee Agreement**

Effective July 1, 2018, the Contractor agrees to pay the City a franchise fee of ten percent (10%) of Contractor's adjusted gross revenue recorded for all services rendered within City limits during the preceding calendar quarter. Contractor shall pay the City on or before the 30<sup>th</sup> day of April, July, October and January throughout the duration of this Agreement. "Adjusted Gross Revenue" means the gross receipts obtained by the Contractor from fees collected from waste generators for solid waste collection services provided by the Contractor in the City of Solana Beach under this Agreement. The sums herein agreed to be paid to the City by Contractor shall be in lieu of any and all permit or truck fees that are collected by the City.

#### **4.4 NPDES Pollution Prevention Fee**

The Contractor, upon direction from the City, agrees to bill each commercial customer subscribing to regularly scheduled waste collection services within City limits, a monthly fee to fund NPDES pollution prevention programs, (NPDES fees), initiated by the City. This fee, as established by City Council Resolution and/or Ordinance will be reflected as a separate line item on the commercial waste collection billing statements and shall be a "pass through" cost to customers. Franchise fees will not apply to NPDES fees.

The Contractor shall pay the City, on a quarterly basis, all sums collected from this fee assessment during the previous billing cycles and provide accounting reports reflecting the fees billed and paid with each quarterly payment. The Contractor shall not be responsible for any NPDES fees not paid by the customers. All uncollected fees shall be the City's responsibility to recover from the ratepayer.

Notwithstanding any other provision of this Agreement, the collection of NPDES fee is expressly contingent upon the establishment of the fee by a formal action of the City Council.

### **ARTICLE 5. WASTE COLLECTION SERVICES**

#### **5.1 General**

The services set out here are in addition to those set forth in **Article 7** and the remainder of this Agreement. The work to be done by Contractor pursuant to this Agreement shall include the furnishing of all labor, supervision, equipment, materials, supplies, and all other items necessary to perform the services required. The enumeration of, and specification of requirements for, particular items of labor

or equipment shall not relieve Contractor of the duty to furnish all others, as may be required, whether enumerated or not.

The work to be done by Contractor pursuant to this Agreement shall be accomplished in a thorough and professional manner so that the residents and businesses within the City are provided reliable, courteous and high-quality solid waste, recyclables, manure, yard waste and other compostables collection and diversion services at all times. The enumeration of, and specification of requirements for, particular aspects of service quality shall not relieve Contractor of the duty of accomplishing all other aspects in the manner provided in this Section, whether such other aspects are enumerated elsewhere in the Agreement or not.

The Contractor agrees to submit route maps for all collection routes to the City Manager for review and approval. Start and end points for each daily single unit residential route are to be clearly indicated.

## **5.2 Contingency Plan**

Contractor shall submit to City, within 90 days of the effective date of the agreement, a written contingency plan demonstrating Contractor's arrangements to provide vehicles and personnel and to maintain uninterrupted service during mechanical breakdowns or other emergencies, excluding events described in **Section 11.5**. This plan shall be consistent and coordinated with the **Emergency Plan of the City of Solana Beach** (A copy of which will be provided to the Franchise Contractor).

## **5.3 Scope of Services**

**A. General.** The work to be done by Contractor pursuant to this Agreement shall include the furnishing of all labor, supervision, equipment, materials, supplies, and all other items necessary to perform the services required.

**B. Changes in Services.** City may require changes in existing services or the addition of new services and Contractor shall comply with such changes.

**C. Solid Waste Disposal.** Contractor shall be obligated as set forth herein to provide for the lawful collection, transportation, and disposal of refuse from within the City to a permitted disposal site consistent with the policies, contracts, and requirements of the Regional Solid Waste Association (RSWA) of which the City is a member.

**D. Recyclable Materials.** Recyclable Materials placed at the curbside for collection shall be deemed the property of Contractor and, thereafter, the Contractor may market or dispose of in any manner the Contractor deems to be economically feasible. The Contractor shall be responsible for all marketing and sale of Recyclable Materials collected hereunder and shall be entitled to all proceeds therefrom. Subject to Contractor's obligations under **Section 7**, Recyclable Materials which are collected by the Contractor may be disposed of in a landfill if the Contractor has considered other alternatives and, has found the materials to be unmarketable.

#### **5.4 Single Unit Residential Services.**

See Attachment A.

#### **5.5 Multi-Unit Residential Collection Services.**

See Attachment A.

#### **5.6 Commercial Service.**

See Attachment A.

#### **5.7 Additional Services.**

See Attachment A.

#### **5.8 Services To Be Provided At No Charge.**

See Attachment A.

#### **5.9 Contractor's Inability to Provide Service**

If at any time during the effective period of this Agreement, should a customer of the Contractor request a collection service except for a special pick-up as set out in **Section 5.7** (such as bin service for construction or demolition cleanup) from the Contractor which the Contractor cannot render within two full working days from the date of the customer's initial request for service, the City Manager reserves the right to direct such customer to seek other providers who can provide such collection service regardless of the fact that such other provider does not hold a franchise with City for collection services.

#### **5.10 Hours of Collection**

Unless the City Council determines and directs otherwise, the Contractor agrees that it shall not allow any residential solid waste, recyclables, manure, yard waste or other compostables collections to be made except between the hours of 6:30 a.m. and 6:00 p.m. within or near residential areas, Monday through Friday. Collection may be made on Saturday if a holiday occurs within the preceding week or if inclement weather precludes collection on a weekday. Collections at commercial establishments will be permitted Monday through Saturday beginning at 6:30 a.m. provided that there are no complaints from residents about the early morning noise disruption. Collection may continue until 6:00 p.m. There shall be no pickup on Sundays.

#### **5.11 Collection Standards**

**A. Care of Private Property.** Reasonable care shall be used by the Contractor's employees in handling all privately owned collection containers and enclosures, and all damage caused by the negligence or carelessness of the Contractor's employees shall be promptly adjusted with the owner thereof. All collection containers after emptying thereof by the Contractor's employees shall be returned to within five (5) feet of the location from which the same were picked up

by the Contractor's employees, upright with lids properly placed to insure same are not deposited in any driveway, sidewalk, or street. Contractor shall ensure that its employees close all gates opened by them in making collections, unless otherwise directed by the customer, and avoid crossing landscaped areas. City shall refer complaints about damage to private property to Contractor.

**B. Noise.** Collection operations shall be conducted as quietly as possible and shall conform to applicable Federal, State, County and City noise level regulations. The City may conduct random checks of noise emission levels to ensure such compliance. Contractor will promptly resolve any complaints of noise to the satisfaction of the City Manager or a designee.

#### **5.12 Litter Abatement.**

**A. Minimization of Spills.** Contractor shall use due care to prevent solid waste, recyclables, manure, yard waste, and other compostables from being spilled or scattered during the collection or transportation process. If any such material is spilled during collection, the Contractor shall promptly clean up all spilled materials.

**B. Clean Up.** During the collection transportation process, the Contractor shall clean up litter in the immediate vicinity of any solid waste, recyclables, manure, yard waste, and other compostables storage area (including the areas where collection bins and debris boxes are delivered for collection). The Contractor shall discuss instances of repeated spillage not caused by it directly with the customer responsible and will report such instances to the City. City will attempt to rectify such situations with the customer if Contractor has already attempted to do so without success.

**C. Covering of Loads.** Contractor shall cover all open debris boxes and compactor openings during transport from one collection region of the City to another (over major arterials), to the disposal site or any processing facility. No material shall be transported to the disposal site or any processing facility in vehicle hoppers unless such hopper openings are equipped with a hopper cover.

#### **5.13 Collection, Transportation and Disposal of Solid Waste**

Contractor shall be obligated as set forth herein to provide for the lawful collection, transportation, and disposal of refuse from within the City to a permitted disposal site consistent with the policies, contracts, and requirements of the Regional Solid Waste Association (RSWA) of which the City is a member.

A portion of the rate charged by the contractor is based, in part, on Contractor's transportation costs and transportation-related costs to haul the waste to transfer stations and/or landfills. Pursuant to the RSWA Contract, the disposal destination may change. If the destination changes, it must be reasonable and notice must be given to all affected by the change. During the term of this Agreement, Contractor shall not change whether by increase or decrease the present transportation costs or transportation-related costs to haul the municipal solid waste to transfer stations and/or landfills should a change of destination occur.



Contractor agrees to provide the City with guaranteed capacity at the Escondido Resource Recovery facility for all waste streams associated with this Agreement.

#### **5.14 Processing of Solid Waste**

Contractor, pursuant to the provisions of **Article 5.13**, prior to disposal, may direct any or all portions of the waste stream collected under this Franchise to a material recovery, composting, transformation or any other permitted solid waste processing facility, for processing of any materials contained therein. The City Council reserves the right to designate such a facility or may disapprove Contractor's choice. Facility operators will not be required to place for collection by Contractor any non-processable fractions following processing. In addition to the provisions of **Section 7.3 and 7.4**, Contractor agrees to assist the City in identifying loads suitable for processing at material recovery, composting, transformation or any other solid waste processing facilities, and to modify routes or storage and collection procedures, as directed by the City Manager, to increase the quality or recoverability of materials generated by customers.

Contractor shall maintain accurate records of the quantities of solid waste, recyclables, manure, green waste, and other compostables or materials transported to the processing facility and will cooperate with City in any audits or investigations of such quantities. These records shall be made available to the City on a regular basis as necessary to fulfill the City's obligation under AB939 (as amended).

#### **5.15 Vehicles**

**A. General.** Contractor shall provide a fleet of collection vehicles sufficient in number and capacity to perform efficiently the work required by the Agreement in strict accordance with its terms. Normal weekly route collections in residential service areas will be accomplished using no more than three (3) trucks in that neighborhood. However when large and bulky items are placed for collection that are beyond the capacity of the normal servicing vehicles, a fourth truck may be dispatched for the special service. The Contractor agrees to maintain each piece of equipment used by it in the performance of this Agreement in good order and repair. Contractor shall have available on collection days sufficient back-up vehicles for each type of collection vehicle used (i.e., residential, commercial and roll-off) to respond to equipment breakdowns (so as to guarantee service is rendered on the scheduled day), complaints and emergencies. The City Manager reserves the right to inspect any and all of Contractor's equipment upon reasonable notice to Contractor. All such vehicles shall have watertight bodies designed to prevent leakage, spillage or overflow. All such vehicles shall comply with the noise abatement requirements of this Agreement. All route vehicles shall use natural gas within six months of the start of this Agreement.

**B. Specifications.** All vehicles used by Contractor in providing solid waste, recyclables, manure, yard waste, and other compostables collection services shall be registered with the California Department of Motor Vehicles and shall meet or exceed all legal standards. Contractor agrees to maintain all of its collection vehicles in compliance with the provisions of the California Vehicle Code, including but not limited to, Sections 27000(b), 23114, 23115, 42030, 42032, and all Vehicle

Code sections regarding smog equipment requirements. Contractor's vehicles and records shall be inspected bi-annually in accordance with the mandatory California highway Patrol "Bi-Annual Inspection Terminal Program" (BIT). Said inspection will be scheduled by the Motor Carrier Division of the California Highway Patrol (CHP). Contractor is required to obtain a satisfactory rating. Contractor shall notify the City Manager in the event of a failure. The City Manager reserves the right to re-inspect any and all collection vehicles upon reasonable notice.

**C. Vehicle Identification.** Contractor's name, local telephone number, and a unique vehicle identification number designated by Contractor for each vehicle shall be prominently displayed on all vehicles, in letters and numbers no less than two and one-half (2 1/2) inches high. Contractor shall place "serving the City of Solana Beach" on the collection vehicles.

**D. Cleaning and Maintenance.**

1. General. Contractor shall maintain all of its properties, facilities, and equipment used in providing service under this Agreement in a safe, neat, clean and operable condition at all times. All trucks, trailers, and other conveyances or equipment, including bins, used to collect, haul, or transport garbage or rubbish shall at all times be kept clean, in good repair, and well and uniformly painted, to the satisfaction of the City Manager. Each truck shall be so constructed and used that rubbish, garbage, oil or grease will not blow, fall, or leak out of the truck onto the street. All refuse shall be transported by means of vehicles equipped with watertight bodies fitted with close fitting covers. A broom and a shovel shall be carried on each truck at all times for this purpose.

2. Cleaning. Collection vehicles shall be thoroughly washed at a minimum of one (1) time per week, and thoroughly steam cleaned on a regular basis so as to present a clean appearance and minimize odors. All vehicles shall be painted as required so as to present a satisfactory appearance, or as directed by the City Manager, in his/her reasonable judgment. All graffiti shall be removed from vehicles within one (1) business day. The City Manager may inspect vehicles at any time to determine compliance with sanitation requirements. Contractor shall make vehicles available to the County Health Department for inspection.

3. Maintenance. Contractor shall (i) inspect each vehicle daily to ensure that all equipment is operating properly. Vehicles which are not operating properly shall be taken out of service until they are repaired; and (ii) perform all scheduled maintenance functions in accordance with the manufacturer's specifications and schedule. Contractor shall keep accurate records of all vehicle maintenance, recorded according to date and mileage, and shall make such records available to the City Manager upon request to the extent necessary to perform the inspections described in **Section 6.5.**

4. Repairs. Contractor shall repair, or arrange for the repair of, all of its vehicles and equipment, including dents or other body damage, for which repairs are needed so as to maintain all equipment in a neat, safe and

operable condition. Contractor shall maintain accurate records of repair, which shall include date/mileage, nature of repair and the signature of a maintenance supervisor or mechanic that the repair has been properly performed.

5. Storage. Contractor shall arrange to store all vehicles and other equipment in safe and secure locations(s) in accordance with City's applicable zoning regulations if stored within the City.

6. Inventory. Contractor shall furnish sufficient equipment to provide all service required under this Agreement, including backup collection vehicles. Upon written request, Contractor shall furnish the City a current vehicle inventory.

**E. Operation.** Vehicles shall be operated in compliance with the California Vehicle code, and all applicable safety and local ordinances. Contractor shall not load vehicles in excess of the manufacturer's recommendations or limitations imposed by state or local weight restrictions on vehicles.

#### **5.16 Solid Waste Containers**

**A. Residential.** Contractor will provide a total of two 32, 64 or 96 gallon wheeled carts to each single-family residential unit in the city. One can is to be used for solid waste containment and the other cart for single stream commingled recycling containment. Additional recycling carts will be provided at no extra charge by Contractor to each single family residential unit plus any applicable NPDES fee. Up to two (2) additional carts for solid waste containment are available for rent at the rate of \$3.06 per container per month plus any applicable NPDES fee with a minimum rental period of six months. These containers are the property of Contractor and are not to be removed from the premises of the resident. Contractor will be responsible for the repair of the carts necessitated by normal wear and tear. Repair of damage due to misuse or abuse of the container by the resident will be charged to the resident. Replacement of missing carts will be billed at the actual replacement cost. Alternatively, extra carts may be purchased in lieu of rental from Contractor at manufacturer's cost plus tax, freight and assembly. Residential customers may purchase up to two (2) additional carts (32, 64, or 96 Gallon) for both solid waste and recycling containment. Updated cart costs will be supplied to City staff annually as part of regular CPI rate adjustment request. These containers are the property of the purchaser, and therefore repair and replacement costs will be the responsibility of the owner. Contractor is not responsible for cart repairs or warranty for carts purchased by residents. Containers other than those provided by Contractor for solid waste and recycling collection are considered non-acceptable and will not be serviced. The combined weight of the carts and their contents shall not exceed 150 pounds. Carts exceeding this weight limit will not be serviced. Contractor shall exchange all single family residential solid waste and recycling carts within six months of the start of this Agreement.

**B. Commercial Can Service.** The standard size container for residential services shall not exceed a standard 32-gallon container (specifically designed metal or plastic trashcan). The combined weight of the container and contents shall not

exceed 50 pounds unless the container is designed and contractor equipped for mechanical lifting. Contractor shall affix to every metal or plastic refuse container deemed unserviceable, a bilingual, Spanish/English tag advising that such a container is unsuitable for storing solid waste, recyclables, manure, yard waste, or other compostables for collection and the continued use of that container will result in its disposal. All cartons and boxes used to contain solid waste will be disposed of along with their contents. Contractor shall exchange all commercial carts within six months of the start of this Agreement.

**C. Multi-Unit, Commercial, Container, Industrial.** Contractor shall provide bins and debris boxes for storage of solid waste which shall be designed and constructed to be water tight and prevent the leakage of liquids. All containers with a capacity of one cubic yard or more shall meet applicable federal regulations on solid waste bin safety. All containers shall be painted the Contractor's standard color and shall prominently display the name and telephone number of the Contractor in letters and numbers no less than one and one-half (1 1/2 ) inches high. To attain certain economies, some customers may request specialized services such as compactors, roll-off, or custom-built containers, etc. The sale, lease, rental of such equipment, or their provision by the customer, may be negotiated by the latter and the Contractor. Information relating to any such agreements shall be provided to the City Manager upon request. Contractor shall exchange all multi-unit and commercial containers within six months of the start of service under this Agreement.

**D. Cleaning, Painting, Maintenance.** Once every three (3) years Contractor shall replace, clean or repaint all commercial containers or as needed to present a clean appearance. In addition, Contractor shall do the same upon 48 hours if so directed by City Manager in his/her reasonable judgment. Contractor shall maintain all containers in a functional condition and shall remove graffiti within five (5) business days.

**E. Repair and Replacement.** Contractor shall repair or replace all customer-owned residential and non-residential containers damaged by collection operations, normal wear and tear excluded.

#### **5.17 Personnel**

**A. General.** Contractor shall furnish such qualified drivers, mechanical, supervisory, clerical and other personnel as may be necessary to provide the services required by this Agreement in a safe and efficient manner.

**B. Driver Qualifications.** All drivers shall be trained and qualified in the operation of collection vehicles and must have in effect a valid license, of the appropriate class, issued by the California Department of Motor Vehicles. The Contractor shall maintain Photostat copies of the licenses for all vehicle operators.

**C. Identification Badge.** Contractor shall require its drivers, and all other employees who come into contact with the public, to wear suitable identification.

**D. Safety Training.** Contractor shall provide suitable operational and safety training for all of its employees who utilize or operate vehicles or equipment.

Contractor shall train its employees involved in collection process to identify, and not to collect, hazardous or medical waste.

**E. No Gratuities.** Contractor shall not permit its employees to demand or solicit, directly or indirectly, any additional compensation or gratuity from members of the public for the collection of solid waste, recyclables, manure, yard waste, and other compostables under this Agreement.

**F. Employee Appearance and Conduct.** All operation and maintenance employees, shall be attired in suitable and acceptable uniforms which are subject to approval by the City Manager. Contractor shall use its best efforts to assure that all employees present a neat appearance and conduct themselves in a courteous manner. Contractor shall regularly train its employees in customer courtesy, shall prohibit the use of loud or profane language, and shall instruct collection crews to perform the work as quietly as possible. If any employee is found not to be courteous or not to be performing services in the manner required by this Agreement, Contractor shall take all appropriate corrective measures.

**G. Provision of Field Supervision.** Contractor shall designate one qualified employee as on-site supervisor of field operations who shall be equipped with a vehicle and mobile telephone. The field supervisor will check on collection operations, coordinate improvements to service, resolve field problems, and respond to service complaints of customers either in person or by telephone when such complaints cannot be resolved by the contractor's customer service representative (CSR). The field supervisor will be expected to respond to unresolved complaints within two working hours and to correct field deficiencies within one working day.

#### **5.18 Hazardous Waste**

If the Contractor determines that waste placed in any container for collection or delivered to any facility is hazardous or medical waste or other waste that may not legally be disposed of at Class III landfills or presents a hazard to Contractor's employees, the Contractor shall have the right to refuse to accept such waste. The customer will be contacted by the Contractor and requested to arrange proper disposal. If the customer cannot be reached immediately, the Contractor shall, prior to leaving the premises, leave a bilingual, Spanish/English tag at least 3" x 5" indicating the reason for refusing to collect the waste, in which case a copy of the tag, along with the address of premises (and the name of the customer, if known) shall be delivered to the City Manager by the following business day.

If the waste is delivered to the disposal site before its presence is detected and the customer cannot be identified or fails to remove the waste after being requested to do so, the Contractor shall arrange for its proper disposal. The Contractor shall make a good faith effort to recover the cost of disposal from the customer, and the cost of this effort, as well as the cost of disposal shall be chargeable to the customer. The Contractor shall be entitled to include the costs incurred under this Section as an operating expense for purposes of Rate Review under Article 8 and shall include all sums recovered by it from customers as "Other Income."

### **5.19 Review of Performance and Quality of Service and Industry Changes.**

At the City Council's sole option, with sixty (60) days written notification to the Contractor, it may conduct a public hearing at which the Contractor shall be present and shall participate, to review the Contractor's performance and quality of service and to provide for technological and regulatory changes. The reports required by this Franchise Agreement regarding customer complaints shall be utilized as one basis for review. In addition, any customer may submit comments or complaints during the review meetings, either orally or in writing, and these shall be considered. These hearings may be scheduled by City Council at its discretion throughout the term of this Agreement.

Within thirty (30) days after the conclusion of the public hearing, the City Council shall issue a report with respect to the matters raised at the hearings. If any noncompliance with the Franchise is found, City Manager may direct Contractor to correct the inadequacies in accordance with the terms of this Agreement. Any change in scope of services or equipment shall be reflected in an amendment to this Agreement.

## **ARTICLE 6. OTHER COLLECTION-RELATED SERVICES, STANDARDS AND AGREEMENTS**

### **6.1 Billing**

In consideration of the services and promises of the Contractor, the City hereby delegates to the Contractor the right and authority to collect from the persons served by the Contractor the prices for such service as is provided by this Agreement.

The Contractor agrees that it shall neither charge nor collect any sum or sums in excess of, or in addition to, the amounts specified in this Agreement for any solid waste, recyclables, manure, yard waste, and other compostables collection services made pursuant to this Agreement. The Contractor agrees that the City shall be under no obligation to collect or to enforce collection of any sums due to the Contractor for services rendered under this Agreement except as specifically provided in this Agreement or in the Solana Beach Municipal Code, and Contractor does hereby release the City from any and all liability for the payment of any sum or sums which may become due to the Contractor for the collection or removal of solid waste, recyclables, manure, yard waste, or compostables under the terms of this Agreement.

The Contractor will bill residents no less frequently than on a quarterly basis. The Contractor shall have the right to bill and collect for its services in advance of the rendering of services hereunder, but shall refund any unused portion equal to one month or more of the amount collected in the event of disruption, revision, or termination of the services or when residential premises are vacant for at least a one month period and prior notice of such vacancy has been given to the Contractor. Termination of services as referred to in this paragraph refers to customer requested termination of service pursuant to relocations, extended absences, etc. In the event of nonpayment of collection fees within the prescribed payment period, the Contractor will, after 45 days delinquency, notify the customer of its intent to terminate service for reason of nonpayment; a copy of the

notification will be provided to the Assistant City Manager. Should payment remain delinquent after 60 days, a second notification, will be issued to the customer specifying the exact date that service will be discontinued. Services terminated due to nonpayment of collection fees may be reinstated with the payment of the delinquent amount(s) plus a reinstatement charge as specified in **Exhibit 2** attached hereto. Customers may, on an individual basis, request annual or monthly payment schedules, and the Contractor will work in good faith with individual customers to reasonably satisfy such requests.

As part of the billing procedure, the Contractor shall provide envelopes, return envelopes, and messages with bilingual text (English and Spanish) related to solid waste management issues in with their normal billing to the extent such envelopes, return envelopes, and messages may be deemed necessary by the Assistant City Manager. These messages shall include but are not limited to pick-up times, collection rules, holidays, information regarding community clean-up events, Christmas tree collection procedures, and similar information. The language of any such messages shall be reviewed and approved by the Assistant City Manager prior to their distribution. The costs of producing and printing such notices shall be the sole responsibility of the City. The costs for the distribution of such notices shall be the sole responsibility of the Contractor.

Contractor also agrees to insert informational media with the billings, at Contractor's expense when said insert(s) do not increase the Contractor's basic mailing costs. Assistant City Manager will provide not less than thirty (30) days' notice to Contractor prior to the mailing date of any proposed mailing to permit Contractor to make appropriate arrangement for inclusion of the City's materials. Assistant City Manager will provide Contractor the mailers at least (15) days prior to the mailing date. When said insert(s) exceeds the Contractor's basic mailing cost, the City will pay Contractor for added weight costs; however, the Contractor will inform the Assistant City Manager when proposed insert(s) will exceed the Contractor's basic mailing costs in order to decide whether placing the insert(s) is the most cost-effective manner to convey said public notice(s).

The Contractor shall maintain copies of said billings and receipts, each in chronological order, for a period of three (3) years after the date of service for inspection by City. The Contractor may, at its option, maintain those records in computer form, on microfiche, or in any other manner, provided that the records can be preserved and retrieved for inspection and verification in a timely manner. The Assistant City Manager shall have the right to request changes to the billing format to itemize certain appropriate charges or to otherwise reasonably clarify the billing. The Contractor will cooperate with the City to revise its billing format as necessary to itemize appropriate charges from time to time, however, once any billing format is approved by the Assistant City Manager, if any future changes to the billing format result in substantial costs, those costs may be recovered by Contractor pursuant to this Agreement. Contractor shall not itemize the franchise fee or any other special fees except with the written consent of the City Manager.

## 6.2 Annual Reports

The Contractor shall submit annual reports with respect to its operations pursuant to this Agreement. The annual report shall be submitted not later than four (4) months following the end of the Contractor's annual accounting period. The report shall be in a format which will allow the City Manager and Council to compare the revenue of the Contractor with the franchise fee paid and the appropriate adjustments to the franchise fee calculated pursuant to this Agreement. As part of the report, the Contractor will calculate the actual franchise fee owed, shall set forth the quarterly franchise fee payments actually made, and shall show the appropriate additional franchise fees owed to the City or the overpayments of the franchise fee actually owed for the annual period. This report includes customer-billing information by class of service and number of services.

## 6.3 Annual Audit

At the request of the City Manager the reports submitted by the Contractor pursuant to **Section 6.2** may be audited and certified to by an independent certified public accounting firm mutually approved by the City Manager and the Contractor. The Contractor will bear the expense of said audit where a 4% underpayment of franchise fees is discovered. If the Contractor and City Manager fail to mutually agree on the selection of a certified public accounting firm within five (5) months prior to the end of the Contractor's annual accounting period (for that accounting period), the City Manager shall submit the names of five certified public accounting firms from which the Contractor shall select one. The Contractor shall notify the City Manager of its choice not later than fifteen (15) days from the date of receipt of said list.

## 6.4 Record Keeping

The Contractor shall maintain such accounting and statistical records as shall be necessary to develop the reports described in **Section 6.2**.

**A. Quarterly Revenue Report.** Contractor shall provide to City annual reports regarding the number of customers served and revenue received for each class of service. The City shall have the right, during normal business hours and upon reasonable advance notice given to Contractor by the City, to inspect the records of Contractor for purposes of verifying the information provided.

**B. Solid Waste Reports.** Contractor shall keep monthly records of the total solid waste collected, for the following service categories: single unit residential, commercial/industrial bin service (includes multi-unit complexes), roll-off services, and other special services as may be provided by Contractor. Contractor may provide waste generation estimates for those categories of services which can not be readily segregated from one another. Contractor shall provide copies of reports to City within 10 days after the end of each quarter.

**C. Recycling Reports.** Contractor shall keep records documenting the total monthly quantity of each recyclable material collected and program participation rates for each recycling program. Report copies will be provided to City within 16 days of the end of each quarter. Contractor shall provide City with an annual report,



reporting the overall diversion rate and associated recycling tonnage for the previous year.

**D. Financial Records.** Contractor shall maintain accurate financial accounting records as necessary to prepare and submit the reports required herein.

**E. Other Reports.** Contractor shall provide City with any other report required by the City for the City to comply with existing or future local, state or federal reporting requirements.

**F. Right To Inspect Records.** The City shall have the right, during normal business hours and upon reasonable advance notice given to the Contractor, to inspect, review and audit all reports and records that it shall deem necessary to evaluate performance provided for in this Agreement. Inspection, reviews and audits of Contractor's records shall be conducted at Contractor's place of business. Any such inspection, review or audit shall be at the expense of the City.

## **6.5 Inspection by City**

The City Manager shall have the right to observe and review Contractor's operations and enter Contractor's premises for the purposes of such observations and review at all reasonable hours with reasonable notice.

## **6.6 Public/Customer Service and Accessibility**

**A. Office Location.** Contractor shall provide a local business office within twenty miles of the City available to its customers for purposes of carrying out its obligations under this Agreement.

**B. Office Hours.** Contractor's office shall be open to the public from 8:00 a.m. to 5:00 p.m. Monday through Friday. The office may be closed on Saturdays and Sundays and those holidays recognized by the Contractor. The Contractor shall notify the City Manager of the holidays recognized by the Contractor.

**C. Availability of Representatives.** A representative of the Contractor shall be available at the Contractor's office during office hours to communicate with the public in person and by telephone. A suitable drop box or collections mechanism shall be provided in the Contractor's office for the receipt of payments.

**D. Telephone.** Contractor shall maintain a toll-free telephone system in operation at its office at all times. Contractor shall install telephone equipment, and have available service representatives sufficient to handle the volume of calls typically experienced on the busiest days. Telephone service shall be provided from 8:00 a.m. to 5:00 p.m. Monday through Friday and from 8:00 a.m. to 12:00 p.m. on Saturday. Contractor shall also maintain an after-hours telephone number for use during other than normal business hours. Contractor shall have a representative or voice mail available at said after-hours toll-free telephone number during all hours other than normal office hours. If customers are unable with reasonable effort to reach Contractor's office by phone, or are subject to waiting

time "on hold" of more than two (2) minutes prior to reaching a customer service representative, the City Manager may require that Contractor install additional telephone lines or hire additional customer service representatives.

The Assistant City Manager shall be provided with an emergency phone number.

**E. Consumer Information.** Contractor shall provide bilingual brochures which provide general service information covering refuse, green waste, and recycling collection, special event collection, household hazardous waste collection, and buy back center to all curbside residences, commercial customers and manager/owner of multi-unit complexes. Brochures will be provided to all new customers, and to the Chamber of Commerce and City Hall for additional distribution.

Contractor will submit printer's proofs of the information cards to City Manager prior to distribution and will incorporate City's comments in the final version distributed to the public.

### **6.7 Service Complaints**

The Contractor agrees to maintain a written log of all oral and written service complaints registered with the Contractor from customers within the City. Contractor shall be responsible for the prompt and courteous attention to, and prompt and reasonable resolution of, all customer complaints. Contractor shall record in a separate log all written and oral complaints, noting the name and address of complainant, date and time of complaint, nature of complaint, and nature and date of resolution. This complaint log shall be retained by the Contractor for at least one (1) year after the last entry and City Manager may review the log at any reasonable time.

Contractor shall respond to all complaints from customers within two working hours and to correct deficiencies within one (1) working day. In particular, if a complaint involves a failure to collect solid waste, recyclables, manure, green waste, and other compostables from a premises required by this Agreement, Contractor shall collect the solid waste, recyclables, manure, green waste, and other compostables in question within one (1) working day following receipt of the complaint, provided it has been placed for collection in accordance with the City's Municipal Code or this Agreement.

### **6.8 City's Right to Change Scope of Work**

The City Manager or Council may require changes in collection or disposal methods and the Contractor shall comply.

### **6.9 Title to Solid Waste**

It is expressly understood that all solid waste becomes the property of Contractor at the time of collection, except as provided for recyclables and green waste materials pursuant to applicable law.

Notwithstanding, the Contractor shall be obligated as set forth herein to provide for the lawful collection, transportation, and disposal of refuse from within the City

to a permitted disposal site, consistent with the policies, goals, procedures and requirements of the Regional Solid Waste Association (the' "Association"), of which the City is a member.

#### **6.10 Nondiscrimination**

Contractor shall not discriminate in the provision of service hereunder on account of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons or as otherwise prohibited by law.

#### **6.11 Change in Collection Schedule**

Contractor shall notify City Manager seven (7) days prior to, and residential customers not later than the day prior to, any change in residential collection operations which results in a change in the day on which solid waste, recyclables, manure, yard waste or compostables collection occurs. Contractor will not permit any customer to go more than seven (7) days without service in connection with a collection schedule change.

#### **6.12 Report Accumulation of Solid Waste: Unauthorized Dumping**

Contractor shall direct its drivers to note (1) the addresses of any premises at which they observe that solid waste is accumulating and is not being delivered for collection; and (2) the address, or other location description, at which solid waste has been dumped in an apparently unauthorized manner. Contractor shall deliver the address or description to City Manager within three (3) working days of such observation in order to protect health, safety and welfare.

### **ARTICLE 7. CALIFORNIA INTEGRATED WASTE MANAGEMENT ACT OF 1989 (AB939): OPERATIONAL AND REPORTING REQUIREMENTS**

#### **7.1 Curbside Recycling Program**

City presently has in place a residential curbside recycling and green waste collection program. City also has in force an Ordinance that requires commercial/industrial recycling. Contractor shall keep these programs in place on the same terms and conditions until such time Contractor develops and City Council approves an equivalent or improved recycling program. Should the City determine that under its California Recycling Market Development Zone (RMDZ) designation, recyclable materials should be provided exclusively for sale to a business or industry that uses said recyclables in a remanufacturing process and is located within the RMDZ, the City may direct Contractor to make said recyclables exclusively available to such business or industry.

#### **7.2 Other Recycling/Diversion Programs**

In addition to the residential curbside and commercial/industrial recycling programs, within 180 days after execution of this Agreement, Contractor shall develop and, following City Council approval, implement programs to implement the findings and goals of the AB939 Source Reduction and Recycling Element (SRRE) and all

elements and requirements of Public Resources Code sections 41000 et seq. and other applicable state and federal law and regulations, including but not limited to:

- Public Recycling Bins for a Limited Number of Parks, or Other Strategic Community Areas to be Provided Without Charge to the City
- City Hall Recycling Program
- Debris Box Materials
- Commercial Cardboard
- Bar and Restaurant Glass
- Office Paper and Other Business recycling
- Recycling/diversion at the Source

The Contractor and City Manager shall agree on the schedule, format, and content for the additional programs to be presented to the Council. From time to time "grant" monies for special programs may be made available to the City. These funds will be actively pursued by the City to improve its programs for solid waste diversion and will be used in concert with the Contractor to offset expenses to customers under the guidelines and administrative procedures established for such programs by the City Manager.

### **7.3 Solid Waste Diversion**

Given the full cooperation of the City, Contractor guarantees to the City of Solana Beach that the diversion requirements of applicable state and federal law and regulations will be fully satisfied at all times during the initial term and any extended term of the Agreement. Contractor represents and warrants that this Agreement, and the plans, services and programs contemplated by this Agreement are sufficient for the City to comply with all applicable laws and regulations.

**AB939 Penalties.** Indemnification Specifically. Contractor shall indemnify, defend (with counsel reasonably acceptable to City) and hold harmless City from and against all fines and /or penalties imposed by the California Integrated Waste Management Board in the event the source reduction and recycling goals or any other requirements under AB 939 or other applicable local, state or federal laws or regulations are not complied with by the City regarding the waste stream collected pursuant to this Agreement subject to the following restrictions:

a. Contractor's obligations contained in this section shall not be enforceable if the Board imposed penalty is based solely upon the failure of the City to establish and maintain a source reduction and recycling element pursuant to Section 41000 et seq. of the California Public Resources Code after Contractor has advised the City of the need to establish or maintain such an element.

b. Any Board imposed penalty based upon the City's failure to meet the solid waste diversion requirement imposed by section 41780 et seq. of the

California Public Resources Code resulting in whole or in part from Contractor's breach of contract or noncompliance with any other authorization, shall be apportioned in accordance with the percentage of fault of the City and Contractor as adjudicated by a court or finder of fact.

#### **7.4 Annual AB939 Reporting Requirements**

To assist the City in its planning to meet the requirements of AB939 as it exists on the date of execution of this Agreement and as it may be amended from time-to-time, Contractor shall:

-Record on a monthly basis the daily quantities of solid waste collected and disposed at each disposal facility used by the Contractor.

-Record on a monthly basis the daily quantities of recyclables, green waste, other compost facility/markets to which the materials are delivered.

All disposal and diversion tonnage shall also be further disaggregated according to the source of generation as follows:

Residential Solid Waste — Solid waste originating from single and multiple-unit dwellings.

Commercial Solid Waste - Solid waste originating from stores; business offices; commercial warehouses; hospitals; educational, health care, military, and correctional institutions; nonprofit research organizations; government offices; and multi-unit residential complexes.

Industrial Solid Waste - All solid waste placed in debris boxes.

Other Sources - Solid waste originating from such sources as state and national parks and recreational areas; provided, however that estimation of self-haul waste which is classified as an 'Other' source will be the responsibility of City.

This monthly information shall be given to the City Manager to note within AB939 documentation submittals to the California Integrated Waste Management Board (CIWMB).

Contractor shall also provide to the City Manager an annual Waste Disposal and Diversion Report based upon these daily records by the 31st of January (and at other times as may be requested). This report shall include total tonnage disposed by waste source and disposal facility; total tonnage diverted by waste source, material type, and program; and the specific solid waste processing facility or market to which the materials were delivered.

All reports shall be adequate to meet City's reporting requirements to the California Integrated Waste Management Board, and to the County of San Diego throughout the Term of this Franchise Agreement. Contractor shall also provide any other reports required by AB939.

## **7.5 AB939 Staffing Position**

The Contractor shall dedicate adequate staff to implement and monitor AB939 requirements on behalf of City, throughout the term of this Agreement, in accordance with the City's integrated waste management programs identified in its Source Reduction and Recycling Element (SRRE).

## **7.6 Public Outreach Program**

The Contractor will develop and implement a public education program on source reduction, reuse, recycling, composting and secondary materials usage and availability as required by the Public Education Component of the City's SRRE and AB939. This requirement may include, but is not limited to public and school presentations, mailers, and brochures, as set out on **Exhibit "1"** attached and incorporated here.

## **7.7 Waste Composition Studies**

Contractor agrees to cooperate with City on all future waste composition studies, at no additional cost to the City, including but not limited to, modification of routes, or collection of individual accounts identified by the City Manager for purposes of obtaining desired waste composition data. Contractor further agrees to deliver a reasonable number of targeted loads to a nearby location or locations specified by the City Manager as reasonably agreed by Contractor for purposes of conducting waste composition analysis.

## **7.8 Use of Recycled Materials**

Contractor shall use recycled paper as part of all publicity, billing, and other management and operational activities associated with the performance of this Agreement where commercially reasonable. Opportunities for use of other recycled materials, including but not limited to the purchase of collection containers with recycled material content shall also be pursued, with a cost/benefit analysis provided to the City Manager.

## **7.9 Compliance with Laws**

Contractor shall develop and, upon the City Council's approval, implement within a timely manner, plans and programs to meet new or existing requirements of AB939, Public Resources Code sections 41000 or similar state and federal laws or regulations.

## **7.10 Food Waste Organics Diversion Program**

Contractor and City recognize there is currently a lack of food waste processing infrastructure in the region to expand the collection of food waste into green waste collection programs. Contractor and City agree to work cooperatively to develop sustainable infrastructure to achieve the objectives of AB 1826.

As infrastructure is developed by the Contractor, Contractor shall submit a proposal to the City within three hundred sixty five (365) days of the start of this

Agreement detailing a program to collect source separated food waste and organics from single family residential customers. The program and its cost shall be subject to the City Council's approval.

As infrastructure is developed by the Contractor, Contractor shall submit a proposal to the City within three hundred sixty five (365) days of the start of this Agreement detailing a program to collect source separated food waste and organics from commercial generating customers. The program and its cost shall be subject to the City Council's approval.

Contractor shall develop, produce and deliver public education materials to all customers in a City-approved source separated food waste and organics program. All materials shall be subject to the advance written approval of the City Manager.

Prior to the start of any approved source separated food waste and organics program, Contractor shall meet with all commercial customers and hold at least two (2) workshops for residential customers to provide training, materials to be collected and required food waste capacity. Training programs are subject to the advance written approval of the City Manager.

## **ARTICLE 8. SERVICE RATES AND REVIEW**

### **8.1 Contractor's Rates: General**

Contractor shall perform the responsibilities and duties described in this Agreement in consideration of the exclusive right to collect from and charge customers for solid waste, recyclables, manure, yard waste, and other compostables services rendered, at rates fixed by the City from time to time. Contractor does not look to the City for payment of any sums under this Agreement.

The Contractor shall provide the services required by this Agreement, charging no more than the rates allowed by **Exhibit 2** until otherwise adjusted. Thereafter, the rates may be increased only as hereinafter set forth.

In addition to the revenues specified by the rate format on **Exhibit 2**, Contractor may charge and receive fees for performing special services (including but not limited to, the hauling and disposal of bulky waste in excess of or dissimilar to that collected weekly, servicing locked bins) as agreed upon in separate contracts between Contractor and each customer requesting such special services.

### **8.2 Rate Review**

Rates may only be increased because of tipping fee increases or cost of living increases in accordance with **Section 8.3**. The Contractor may submit an application for rate review under **Section 8.3** not more often than once annually. The complete application shall be submitted not later than April 1 of each contract year starting in 2019 and each subsequent contract year thereafter for the next contract year starting on July 1 in 2019 and each subsequent year thereafter. The City Council will take action on the request as soon as possible and will complete the rate review process by May 31<sup>st</sup> of the then current contract year.

### 8.3 Rate Format

Any rate adjustment necessitated by cost of living or tipping fee changes will be calculated according to the following provisions:

**A. Formula.** Rate adjustments will be calculated as shown in **Exhibit 2**.

**B. Tipping Fees.** This component is considered separately from the base rate. No CPI increase will be applied but any increases and decreases will be passed through as set out in this Subsection. Tipping fee increases or decreases are intended to be "pass through" expenses and will be dealt with accordingly in the review process by the City.

The monthly rate shall be adjusted upward or downward due to the Contractor's increased or decreased costs resulting from changes in the tipping fees and any duly authorized fees, assessments or taxes to be collected along with tipping fees.

Contractor shall notify the City Manager of any increase or decrease. Along with such notification, Contractor shall provide a revised schedule of rates showing the effect of any such increase or decrease on the monthly rate per class of service. The tipping fee component shall be adjusted annually as designated in the RSWA Disposal Agreement. Once reviewed by the City, any approved increase or decrease shall be effective as of the date stipulated by the City.

**C. Base Rate.** The base rate subject to any CPI adjustments will be the monthly rates minus landfill disposal component and franchise fee component. The new base rate will be the result of applying the adjustment described in **Exhibit 2**. The resulting new base rate will be the base rate unless and until properly adjusted pursuant to this Agreement. The new monthly rates will be the sum of the base rate and the tipping fees, costs, and/or taxes specified in **Exhibit 2**.

**D. Applicable CPI Adjustment.** The increase or decrease in the Consumer Price Index (CPI) for the previous 12-month period (December through December) for All Urban Consumers in the Los Angeles, Riverside, Anaheim area will be applied to the base rate of **Subsection B**. Thereafter, the CPI adjustment, when approved, will be effective July 1 of each year. CPI shall be capped at 4% annually.

**E. Adjustment Calculation Example.** **Exhibit 2** provides sample rate adjustment calculations for a hypothetical collection service using the terms, conditions, definitions and formula of this **Section 8.3**.

### 8.4 Publication of Rates

Following City approval a rate adjustment, the Contractor shall provide immediate written notice to subscribers of rate changes, which notice may be provided with, or as part of a regular billing. Contractor may provide a schedule of tipping fees along with customer billings.



## **8.5 Mediation and Arbitration**

If a dispute arises out of or relates to rate adjustments, or any computation thereof, and if said dispute cannot be settled by negotiation, the parties agree first to try in good faith to settle the dispute by mediation under the Commercial Mediation Rules of the American Arbitration Association, before resorting to arbitration, litigation, or some other dispute resolution procedure.

Claims, disputes and other matters in question between the parties to this Agreement, arising out of or relating to rate adjustments or the computation thereof, shall be decided by arbitration in accordance with the rules of the American Arbitration Association then obtaining, unless the parties mutually agree otherwise. No arbitration arising out of or relating to rate adjustments, or any computation thereof, shall include, by consolidation, joinder or in any other manner, any additional person not a party to this Agreement except by written consent containing a specific reference to this Agreement and signed by Contractor, City, and any other person sought to be joined. (Any consent to arbitration involving an additional person or persons shall not constitute consent of any dispute not described therein or with any person not named or described therein.) This Agreement to arbitrate and any agreement to arbitrate with an additional person or persons duly consented to by the parties to this Agreement shall be specifically enforceable under the prevailing arbitration law.

Notice of the demand for arbitration is to be filed in writing with the other party to this Agreement and with the American Arbitration Association. The demand is to be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event is the demand for arbitration to be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

The award rendered by the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Rates in effect at the time such dispute is submitted to resolution shall remain in effect pending resolution of such dispute. The effective date of any rate adjustment, whether retroactive or prospective, shall be determined by the arbitrator.

## **ARTICLE 9. INDEMNITY, INSURANCE, BOND**

### **9.1 Indemnification of City**

**A. Indemnification Generally.** Separate and distinct from the insurance provisions found in this Agreement, Contractor agrees to defend, with counsel to be agreed upon by both parties, indemnify, and hold harmless, City and its agents, officers, servants, and employees from and against any and all claims, demands, damages, liabilities, costs or expenses for any damages or injuries to any person or property, including but not limited to, injury to Contractor's or City's employees, agents or officers which arise from or are connected with or are caused or claimed to be caused by acts or omissions of City, Contractor, or their agents, officers or employees, in the preparation, bidding, execution, administration, or performance of this Agreement, or in performing the work or services herein, and all costs and

expenses of investigating and defending against same; provided, however, that Contractor's duty to indemnify and hold harmless shall not include any claims or liability arising from the negligence or intentional tort of the City, its agents, officers or employees, determined by a court of competent jurisdiction.

**B. Hazardous Materials Indemnification.** Contractor shall indemnify, defend, with counsel to be agreed upon by both parties, protect and hold harmless City, its officers, employees, agents, assigns and any successor or successors to City's interest from and against all claims, actual damages (including but not limited to special and consequential damages), natural resources damages, punitive damages, injuries, costs, response, remediation and removal costs, losses, demands, debts, liens, liabilities, causes of action, suits, legal or administrative proceedings, interest, fines, charges, penalties and expenses (including but not limited to attorney's and expert witness fees and costs incurred in connection with defending against any of the foregoing or in enforcing this indemnity) of any kind whatsoever paid, incurred or suffered by, or asserted against, City or its officers, employees, or agents arising from or attributable to any repair, cleanup or detoxification, or preparation and implementation of any removal, remedial, response, closure or other plan (regardless of whether undertaken due to government action) concerning any hazardous substance or hazardous wastes at any disposal or processing facility where solid waste is or has been transported, transferred, processed, stored, disposed of or has otherwise come to be located by Contractor or its activities pursuant to this Agreement resulting in a release of any hazardous substance into the environment. The foregoing indemnity is intended to operate as an agreement pursuant to Section 107(e) of the Comprehensive Environmental Response, Compensation and Liability Act, "CERCLA," also known as "Superfund," 42 U.S.C. Section 9607(e), and California Health and Safety Code Section 25364, to defend, protect, hold harmless and indemnify City from all forms of liability under CERCLA, other statutes or common law for any and all matters addressed in this provision. This provision shall survive the expiration of the term of this Agreement.

Notwithstanding the above, the foregoing indemnity shall be void and of no force or effect with respect to the RSWA disposal facility, or any other location where solid waste, recyclables, green waste and other compostables have come to be located due to the designation of a disposal or processing facility by City, or City's disapproval of a disposal or processing facility designated by Contractor.

The requirements of this **Section 9.1** (B) need not be separately insured or bonded by Contractor. The only security for the performance of this Section is the faithful performance security required by **Section 9.3**. City accepts the otherwise unsecured indemnification covenant of Contractor set forth in this Section. Any other indemnification agreement covering the same subject matter of which the City is beneficiary shall be primary to the indemnification agreement of this Section.

## **9.2 Insurance**

**A. Minimum Limits of Insurance.** Contractor shall maintain limits no less than:

1. Comprehensive General Liability: \$5,000,000 combined single limit per occurrence for bodily injury and property damage.

2. Automobile Liability: \$5,000,000 combined single limit per accident for bodily injury and property damage.

3. Workers' Compensation and Employers Liability: Workers' compensation limits as required by the Labor Code of the State of California.

**B. Deductibles and Self-Insured Retentions.** Any significant deductibles or self-insured retentions must be declared to and approved by the City's Risk Manager. At the option of the City's Risk Manager, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officials, employees, agents or volunteers; or the Contractor shall procure an additional letter of credit or bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

**C. Other Insurance Provisions.** The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverage.

a. The City, its officials, employees, agents and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Contractor; services, products and operations of the Contractor; premises owned, leased or used by the Contractor; or vehicles owned, leased, hired, or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officials, employees or volunteers.

b. The Contractor's insurance coverage shall be primary insurance as respects the City, its officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it. The City, its officers, agents, employees and volunteers shall be named as additional insured.

c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officials, employees, agents, or volunteers.

d. Coverage shall state that the Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability and in no case shall the insurer's total liability be increased.

2. All Coverage.

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, modified, or canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City's Risk Manager.

**D. Acceptability of Insurers.** The insurance policies required by this section shall be issued by an insurance company or companies admitted to do business in the State of California and with a rating in the most recent edition of Best's Insurance Reports of size category VII or larger and a rating classification of A- or better, or the equivalent thereof as approved by the City Attorney and City Council.

**E. Verification of Coverage.** Contractor shall furnish the City's Risk Manager with endorsements of coverage required by this Section. The endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements must be received and approved by the City Risk Manager before work commences. The City's Risk Manager reserves the right to review all required insurance policies, at any time, at Contractor's facility upon reasonable notice to Contractor.

**F. Subcontractors.** Contractor insurance shall provide City with coverage for the acts of Contractor's subcontractors under its policies, shall furnish separate endorsements for each subcontractor, or in the alternative, Contractor shall demonstrate that any subcontractor separately maintains such coverage. All coverage for subcontractors shall be subject to all of the requirements stated herein.

**G. Required Endorsements**

1. The Workers' Compensation policy shall contain an endorsement in substantially the following form:

Thirty (30) days prior written notice shall be given to the City of SOLANA BEACH in the event of cancellation, reduction in coverage, or non-renewal of this policy. Such notice shall be sent to:

City Manager  
City of Solana Beach  
635 South Highway 101  
Solana Beach, CA 92075

2. The Public Liability policy shall contain endorsements or policy terms in substantially the following form:

a. Thirty (30) days prior written notice shall be given to the City of Solana Beach in the event of cancellation, reduction in coverage, or non-renewal of this policy. Such notice shall be sent to:

City Manager

City of Solana Beach  
635 South Highway 101  
Solana Beach, CA 92075

b. "The City of Solana Beach, its officers, employees, agents, and volunteers are additional insured on this policy."

c. "This policy shall be considered primary insurance as respects any other valid and collectible insurance maintained by the City of Solana Beach, including any self-insured retention or program of self-insurance, and any other such insurance shall be considered excess insurance only."

d. "The City, its officers, agents, employees and volunteers shall be named as additional insured and such inclusion shall not affect the City's rights as respects any claim, demand, suit or judgment brought or recovered against the Contractor. The policy shall protect Contractor and the City in the same manner as though a separate policy had been issued to each, but this shall not operate to increase the Contractor's liability as set forth in the policy beyond the amount shown or to which the Contractor would have been liable if only one party had been named as an insured."

**H. Other Insurance Requirements.** The carrying of insurance shall not relieve Contractor from any obligation under this Agreement. If any claim exceeding the amount of any deductibles or self-insured reserves is made by any third party against the Contractor or any subcontractor on account of any occurrence related to the Agreement, the Contractor shall promptly report the facts in writing to the insurance carrier and to the City Manager.

If Contractor fails to procure and maintain any insurance required by this Agreement, the City may take out and maintain, at the Contractor's expense, such insurance, as it may deem proper and deduct the cost thereof from any monies due the Contractor.

The Public Liability insurance required by Section 9.2 shall be written on an "occurrence", rather than a "claims made" basis, if such coverage is obtainable. If it is not obtainable, Contractor must arrange for "tail coverage" to protect the City from claims filed after the expiration or termination of the Agreement related to incidents which occurred prior to such expiration or termination.

### **9.3 Faithful Performance Security**

Concurrently with execution of this Agreement, the Contractor shall deliver to the City a Letter of Credit or a performance bond, from an admitted surety insurer, in the amount of Two Hundred Fifty Thousand Dollars (\$250,000), which secures the faithful performance of this Agreement, including, without limitation, payment of any penalty and the funding of any work to cure a breach of this Agreement. The bond shall contain the original notarized signature of an authorized officer of the surety and affixed thereto shall be a certified and current copy of his power of attorney. The bond shall be unconditional and remain in force during the entire term of the Agreement and shall be null and void at the conclusion of the term of this

Agreement only if the Contractor promptly and faithfully performs all terms and conditions of this Agreement.

#### **9.4 Forfeiture of Performance Bond**

**A. Partial Forfeiture of Performance Bond.** In the event the contractor shall for any reason become unable to, or fail in any way to, perform as required by this Agreement, the City may declare a portion of the performance bond which is necessary to recompense and make whole the City, forfeited to the City. Upon partial forfeiture of the performance bond, the Contractor shall restore the performance bond to its face amount within 30 days of the City's declaration.

**B. Full Forfeiture of Performance Bond.** In the event the Contractor shall for any reason become unable to, or fail in any way to, perform as required by his Agreement, and the City determines to terminate this Agreement, as provided for, the full amount of the performance bond established pursuant to Section 9.3 shall forfeit to the City.

### **ARTICLE 10. CITY'S RIGHT TO PERFORM SERVICE**

#### **10.1 General**

In addition to any and all other legal or equitable remedies, in the event that the Contractor, for any reason whatsoever, fails, refuses or is unable to collect, transport or deliver to the appropriate solid waste management facility, or in accordance with all of the terms of the Agreement, any or all solid waste, recyclables, manure, green waste, or other compostables which it is required by the Agreement to collect and transport, at the time and in the manner provided in this Agreement, for a period of more than seventy-two (72) hours, and if, as a result thereof, solid waste, recyclables, manure, yard waste, or other compostables should accumulate in the City to such an extent, in such a manner, or for such a time that the City Manager should find that such accumulation endangers or menaces the public health, safety or welfare, then the City Manager shall have the right, but not the obligation, upon twenty-four (24) hours prior written notice to Contractor during the period of such emergency as determined by City Manager, (1) to cause to be performed, such services itself with its own or other personnel without liability to Contractor; and/or (2) to take possession of any of all of Contractor's land, equipment and other property used or useful in the collection and transportation of solid waste, recyclables, manure, yard waste, and compostables and to use such property to collect and transport any solid waste, recyclables, manure, yard waste, and compostables generated within the City which Contractor would otherwise be obligated to collect and transport pursuant to this Agreement. Notice of the Contractor's failure, refusal or neglect to collect and transport solid waste in accordance with all of the terms of the Agreement may be given orally by telephone to the Contractor at its principal office and shall be effective immediately. Written confirmation of such oral notification shall be sent to Contractor within twenty-four (24) hours for oral notification. If the Contractor's failure to collect for more than 72 hours for an event referenced in **Section 11.5**, the City would meet and confer during the 24-hour notification period.

Contractor further agrees that in such event:

(1) It will fully cooperate with City to effect the transfer of possession of property to the City for City's use.

(2) It will, if City Manager so requests, and to the extent feasible, keep in good repair and condition all of such property, provide all motor vehicles with fuel, oil and other service, and provide such other service as may be necessary to maintain said property in operational condition.

(3) The City shall assume responsibility for the proper and normal use of such equipment and facilities while in its possession.

(4) Contractor shall provide all necessary billing information and Contractor and City Manager shall determine how to bill, in what amounts, and the distribution of amounts received.

The City's exercise of its rights under this **Section 10** (1) does not constitute a taking of private property for which compensation must be paid; and (2) will not create any liability on the part of City to Contractor except with respect to any liability arising from the City's active negligence or intentional misconduct in the use or operation of the equipment or facilities; and (3) does not exempt Contractor from the indemnity provisions of **Section 9**, which are meant to extend to circumstances arising under this Section, provided that Contractor is not required to indemnify City against claims and damages arising from the negligence or intentional misconduct of City, its officers, employees, agents, or volunteers acting under this Section; and (4) does not terminate this Agreement, unless termination occurs under other provisions of this Agreement.

## **10.2 Duration of City's Possession**

City has no obligation to maintain possession of Contractor's property and/or continue its use in collecting and transporting Solid Waste for any period of time and may, at any time, in its sole discretion, relinquish possession to the Contractor.

## **ARTICLE 11. DEFAULT AND REMEDIES**

### **11.1 Events of Default**

Without waiving the respective rights of either party in the event of default, then each of the following shall constitute an event of default ("event of default") by Contractor hereunder:

**A. Failure to Perform.** Contractor fails to perform its respective obligations under this Agreement, and: (1) the failure or refusal of Contractor to perform as required by **Article 5 or Sections 9.2, 5.13 or 5.14** of this Agreement is not cured within ten (10) business days after receiving notice of the breach; or (2) in the case of any other breach of the Agreement, the breach continues for more than thirty (30) calendar days after written notice, provided that where such breach cannot be cured within (30) days, Contractor shall not be in default of this Agreement if Contractor shall have commenced such action required to cure the particular breach within the period specified above, and it continues such performance diligently until complete.

**B. Misrepresentation.** Any representation or disclosure made to City by Contractor in connection with or as an inducement to entering into this Agreement or any future amendment to this Agreement, which proves to be false or misleading in any material respect as of the time the representation or disclosure is made, that appears as part of this Agreement.

**C. Seizure or Attachment.** There is a seizure or attachment (other than a prejudgment attachment) of, or levy affecting possession on, the operating equipment and facilities of such proportion as to substantially impair Contractor's ability to perform under this Agreement and which cannot be released, bonded, or otherwise lifted within seventy-two (72) hours excluding weekends and holidays.

**D. Financial Insolvency.** Contractor files a voluntary petition for debt relief under any applicable bankruptcy, insolvency, debtor relief, or other similar law now or hereafter in effect, or consents to the appointment of or taking of possession by a receiver, liquidator, assignee (other than as a part of a transfer of equipment no longer useful to Contractor or necessary for this Agreement), trustee (other than as security for an obligation under a deed of trust), custodian, sequestrator (or similar official) for any part of the Contractor's operating assets or any substantial part of Contractor's property, or makes any general assignment for the benefit of Contractor's creditors, or shall fail generally to pay Contractor's debts as they become due or shall take any action in furtherance of any of the foregoing.

**E. Court Decisions.** Any court having jurisdiction shall enter a decree or order for relief in respect of the Contractor, in any involuntary case brought under any bankruptcy, insolvency, debtor relief, or similar law now or hereafter in effect, or Contractor shall consent to or shall fail to oppose any such proceeding, or any such court shall enter a decree or order appointing a receiver, liquidator, assignee, custodian, trustee, sequestrator (or similar official) of the Contractor or for any part of the Contractor's operating equipment or assets, or order the winding up or liquidation of the affairs of Contractor.

**F. Reasonable Assurances of Performance.** Contractor fails to provide reasonable assurances of performance as required under **Section 11.6**.

## **11.2 Right to Terminate Upon Default**

Upon a default by either party, after any required notice and opportunity to cure as provided in Section 11.1, the other party shall have the right to terminate this Agreement without need for any hearing, suit or legal action.

## **11.3 Possession of Property Upon Termination**

In the event of termination by the City for default of the Contractor, the City shall have the right to take possession of and use in the provision of services enumerated under this Agreement any and all of Contractor's land, equipment, and other property (excepting solid waste) used or useful in the collection and transportation of solid waste and the billing and collection of fees for these services. The City shall have the right to retain the possession of such property until other suitable arrangements can be made for the provision of solid waste collection services, which may include the award of an agreement with another waste hauling company, but in no case for more



than 45 days. If the City retains possession of commercial equipment following termination after the period of time for which Contractor has already been paid by means of bills issued in advance of providing service for the class of service involved, the Contractor shall be entitled to the reasonable rental value of such property.

Contractor shall furnish the City with immediate access to all of its business records related to its billing of accounts for services.

#### **11.4 City's Remedies Cumulative: Specific Performance**

City's right to terminate the Agreement under **Section 11.2** and City's right to take possession of the Contractor's properties under **Section 11.3** are not exclusive, and the City's termination of the Agreement shall not constitute an election of remedies. Instead, they shall be in addition to any and all other legal and equitable rights and remedies which the City may have.

By virtue of the nature of this Agreement, the urgency of timely, continuous and high quality service, the lead time required to effect alternative service, and the rights granted by City to the Contractor, the remedy of damages for a breach hereof by Contractor may be inadequate and shall be entitled to seek injunctive relief.

#### **11.5 Excuse from Performance**

The parties shall be excused from performing their respective obligations hereunder in the event they are prevented from so performing by reason of floods, earthquakes, other "acts of God," war, civil insurrection, riots, acts of any government (including judicial action), and other similar catastrophic events which are beyond the control of and not the fault of the party claiming excuse from performance hereunder. Labor unrest, including but not limited to strike, work stoppage or slowdown, sick-out, picketing, or other concerted job action conducted by Contractor's employees or directed at Contractor is not an excuse from performance and Contractor shall be obligated to continue to provide service notwithstanding the occurrence of any or all of such events; provided, that in the case of labor unrest or job action by City's employees or directed at a third party (e.g. customer) over whom Contractor has no control, the inability of Contractor to make collections due to the unwillingness or failure of the City or the third party, as the case may be, to provide reasonable assurance of the safety of Contractor's employees while making collections or to make reasonable accommodations with respect to container placement and point of delivery, time of collection or other operating circumstances to minimize any confrontation with pickets or the number of persons necessary to make collections shall, to that limited extent, excuse performance and provided further than the foregoing excuse shall be conditioned on Contractor's cooperation in making collection at different times and in different locations.

The party claiming excuse from performance shall, within two (2) days after such party has notice of such cause, give the other party notice of the facts constituting such cause and asserting its claim to excuse under this Section. Notwithstanding, Contractor in the event of a catastrophic event shall comply with City's emergency preparedness plan.

In the event that either party validly exercises its rights under this Section, the parties hereby waive any claim against each other for any damages sustained thereby.

Notwithstanding the foregoing, however, (1) the existence of an excuse from performance will not affect the City's rights under **Section 10**; and (2) if Contractor is excused from performing its obligations hereunder for any of the causes listed in this Section for a period of thirty (30) days or more, other than as the results of third party labor disputes where service cannot be provided for reasons described earlier in this section, the City shall nevertheless have the right, in its sole discretion, to terminate this Agreement by giving ten (10) days' notice, in which case the provisions of **Section 11.3** will apply.

#### **11.6 Right to Demand Assurances of Performance**

If Contractor (1) is the subject of any labor unrest including work stoppage or slowdown, sick-out, picketing or other concerted job action; (2) appears in the reasonable judgment of City to be unable to regularly pay its bills as they become due; or (3) is the subject of a civil or criminal investigation, charge, or judgment or order entered by a federal, state, regional or local agency for violation of a law relating to performance under this Agreement, and the City Manager believes in good faith that Contractor's ability to perform under the Agreement has thereby been placed in substantial jeopardy, the City Manager may, at his or her option and in addition to all other remedies the City may have, demand from Contractor reasonable assurances of timely and proper performance of this Agreement, in such form and substance as the City Manager believes in good faith is reasonably necessary in the circumstances to evidence continued ability to perform under the Agreement. If Contractor fails or refuses to provide satisfactory assurances of timely and proper performance in the form and by the date required by City Manager, such failure or refusal shall be an event of default for purposes of **Section 11.1**.

### **ARTICLE 12. OTHER AGREEMENTS OF THE PARTIES**

#### **12.1 Relationship of Parties**

The parties intend that Contractor shall perform the services required by this Agreement as an independent contractor engaged by City and not as an officer or employee of the City nor as a partner of or joint venturer with the City. No employee or agent of Contractor shall be or shall be deemed to be an employee or agent of the City. Except as expressly provided herein, Contractor shall have the exclusive control over the manner and means of conducting the solid waste, recyclables, manure, yard waste, and other compostables collection services performed under this Agreement, and all persons performing such services. Contractor shall be solely responsible for the acts and omissions of its officers, employees, subcontractors and agents. Neither Contractor nor its officers, employees, subcontractors and agents shall obtain any rights to retirement benefits, workers' compensation benefits, or any other benefits which accrue to City employees by virtue of their employment with the City.

## **12.2 Compliance with Law**

In providing the services required under this Agreement, Contractor shall at all times comply with all applicable laws of the United States, the State of California and the City and with all applicable regulations promulgated by federal, state, regional or local administrative and regulatory agencies, now in force and as they may be enacted, issued or amended during the term of this Agreement and any extension thereof.

## **12.3 Governing Law**

This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of California.

## **12.4 Jurisdiction**

Any lawsuits between the parties arising out of this Agreement shall be brought and concluded in the courts of the State of California, which shall have exclusive jurisdiction over such lawsuits.

With respect to venue, the parties agree that this Agreement is made in and will be performed in San Diego County.

## **12.5 Assignment**

Except as provided herein, Contractor shall not assign its rights nor delegate or otherwise transfer its obligations under this Agreement to any other person without the prior written consent of the City. Any such assignment without the consent of the City shall be void and the attempted assignment shall constitute a material breach of this Agreement.

For purposes of this Section, "assignment" shall include, but not be limited to (1) a sale, exchange or other transfer of substantially all of Contractor's assets dedicated to service under this Agreement to a third party; (2) a sale, exchange or other transfer of 50% or more of the outstanding common stock of Contractor, unless the change results merely in one of several prior owners increasing his or her ownership; (3) any reorganization, consolidation, merger recapitalization, stock issuance or re-issuance, voting trust, pooling Agreement, escrow arrangement, liquidation or other transaction to which Contractor or any of its shareholders is a party which results in a change of ownership or control of 50% or more of the value or voting rights in the stock of Contractor unless the change results merely in one of several prior owners increasing his or her ownership; and (4) any combination of the foregoing (whether or not in related or contemporaneous transactions) which has the effect of any such transfer or change of ownership. For purposes of this Section, the term "proposed assignee" shall refer to the proposed transferee(s) or other successor(s) in interest pursuant to the assignment.

Contractor acknowledges that this Agreement involves rendering a vital service to City's residents and businesses, and that the City Council has selected Contractor to perform the services specified herein based on (1) Contractor's experience, skill and reputation for conducting its solid waste and recycling management operations in a

safe, effective and responsible fashion, at all times in keeping with applicable waste management laws, regulations and good waste management practices, and (2) Contractor's financial resources to maintain the required equipment and to support its indemnity obligations to City under this Agreement. The City Council has relied on each of these factors, among others, in choosing Contractor to perform the services to be rendered by Contractor under this Agreement.

If Contractor requests City's consideration of and consent to an assignment, City Council may deny or approve such request in its complete discretion. No request by Contractor for consent to an assignment need be considered by the City Council unless and until Contractor has met all of the following requirements in paragraphs A, B, and C. Notwithstanding any provision to the contrary in this section, parties agree that City shall not unreasonably withhold consent to an assignment to an affiliate of the Contractor if the Contractor has met all the requirements contained in paragraphs B and C as outlined below. For purposes of this section, "affiliate" shall mean any corporation that controls Contractor, is controlled by Contractor, or is under common control. Notwithstanding the above, these provisions shall not apply to interfamily reorganizations of future holdings of the Company.

- A. Contractor shall undertake to pay City the amount, as determined by the City Manager, of its reasonable direct and indirect administrative expenses, including but not limited to consultant costs and attorney's fees, investigation costs necessary to investigate the suitability of any proposed assignee, and to review and finalize any documentation required as a condition for approving any such assignment;
- B. Contractor shall furnish City Manager with audited financial statements of the proposed assignee's operations for the immediately preceding three (3) operating years;
- C. Contractor shall furnish City Manager with satisfactory proof: (i) that the proposed assignee has at least five (5) years of solid waste management experience of a scale equal to or exceeding the scale of operations conducted by Contractor under this Agreement; (ii) that in the last five (5) years, the proposed assignee has not suffered any citations or other censure from any federal, state or local agency having jurisdiction over its waste management operations due to any significant failure to comply with state, federal or local waste management laws and that the assignee has provided with Assistant City Manager with a complete list of such citations and censures; (iii) that the proposed assignee has at all times conducted its operations in an environmentally safe and conscientious fashion; (iv) that the proposed assignee conducts its solid waste management practices in accordance with sound waste management practices in full compliance with all federal, state and local laws regulating the collection and disposal of waste, including hazardous waste as identified in Title 22 of the California Code of Regulations; and (v) of any other information required by Assistant City Manager to ensure the proposed assignee can fulfill the terms of this Agreement in a timely, safe and effective manner.

At the point of transition, Contractor will cooperate with City and subsequent Contractor(s) or subcontractor(s) to assist in an orderly transition which will include Contractor providing route lists and billing information.

In connection therewith, Contractor acknowledges that the provisions of Public Resources Code Section 49520-49523 have no application to this Agreement and agrees, to the extent such sections may have application, to waive whatever rights they may afford.

Any application for a franchise transfer shall be governed by the following conditions:

Any application for a franchise transfer shall be made in a manner prescribed by the Assistant City Manager. The application shall include a deposit in an amount determined by the Assistant City Manager sufficient to meet the costs identified above. Additional bills in excess of the amount deposited shall be supported with evidence of the expense or cost incurred. The applicant shall pay such bills within (30) days of receipt. Any such amounts are over and above any franchise fee specified in this Agreement.

Under no circumstances shall any proposed assignment be considered by City if Contractor is in default at any time during the period of consideration.

## **12.6 Subcontracting**

Contractor shall not engage any subcontractors for collection of solid waste, recyclables, manure, green waste, or other compostables without the prior written consent of the City Manager, which consent shall not be denied unreasonably. All of the requirements of **Section 9** shall apply to subcontractors.

## **12.7 Binding on Successors**

The provisions of this Agreement shall inure to the benefit of and be binding on the successors and permitted assigns of the parties.

## **12.8 Parties in Interest**

Nothing in this Agreement, whether express or implied, is intended to confer any rights on any persons other than the parties to it and their representatives, successors and permitted assigns.

## **12.9 Waiver**

The waiver by either party of any breach or violation of any provisions of this Agreement shall not be deemed to be a waiver of any breach or violation of any other provision nor of any subsequent breach or violation of the same or any other provision. The subsequent acceptance by either party of any monies which become due hereunder shall not be deemed to be a waiver of any preexisting or concurrent

breach of violation by the other party of any provision of this Agreement, except the payment of monies so accepted and only to the extent of monies so owing.

#### **12.10 Contractor's Investigation**

The Contractor has made an independent investigation (satisfactory to it) of the conditions and circumstances surrounding the Agreement and the work to be performed by it.

#### **12.11 Notice**

All notices, demands, requests, proposals, approvals, consents and other communications which this Agreement requires, authorizes or contemplates shall all, except as otherwise specifically provided, be in writing and shall be effective when personally delivered to a representative of the parties at the address below or deposited in the United States mail, first class postage prepaid, addressed as follows:

If to City:	City Manager City of Solana Beach 635 South Highway 101 Solana Beach, CA 92075
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If to Contractor:	Attn: President EDCO Waste & Recycling Services 224 Las Posas Road San Marcos, CA 92069
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The address to which communications may be delivered may be changed from time to time by a notice given in accordance with this Section.

#### **12.12 Representative of the Parties**

The Contractor shall by letter, upon execution of this Agreement, designate in writing a responsible officer who shall serve as the representative of the Contractor in all matters related to the Agreement and shall inform the City Manager in writing of such designation and of any limitations upon his or her authority to bind the Contractor. The City may rely upon actions taken by such designated representative as action of the Contractor unless they are outside the scope of the authority delegated to him/her by the Contractor as communicated to City Manager.

### **ARTICLE 13. MISCELLANEOUS AGREEMENTS**

#### **13.1 Entire Agreement**

This Agreement, including the Exhibits, represents the full and entire Agreement between the parties with respect to the matters covered herein.

### **13.2 Section Headings**

The article headings and section headings in this Agreement are for convenience of reference only and are not intended to be used in the construction of this Agreement nor to alter or affect any of its provisions.

### **13.3 References to Laws**

All references in this Agreement to laws shall be understood to include such laws as they may be subsequently amended or recodified, unless otherwise specifically provided.

### **13.4 Interpretation**

This Agreement shall be interpreted and construed reasonably and neither for nor against either party, regardless of the degree to which either party participated in its drafting.

### **13.5 Amendment**

This Agreement may not be modified or amended in any respect except by a writing signed by the parties. This agreement shall include any amendment(s) properly approved and executed.

### **13.6 Severability**

If any provision of this Agreement is for any reason deemed to be invalid and unenforceable, the invalidity or unenforceability of such provision shall not affect any of the remaining provisions of this Agreement which shall be enforced as if such invalid or unenforceable provision had not been contained herein.

### **13.7 Counterparts**

This Agreement may be executed in counterparts, each of which shall be considered an original.

### **13.8 Exhibits**

Each of the following Exhibits is attached hereto and incorporated herein and made a part hereof by this reference.

Exhibit 1 - Recycling Public Education Program  
Exhibit 2 - Rate Increase Worksheet Example

SIGNATURES CONTINUED ON FOLLOWING PAGE

**13.9 Signatures**

Each signatory and party hereto hereby warrants and represents to the other party that it has legal authority and capacity and direction from its principal to enter into this Agreement, and that all resolutions or other actions have been taken so as to enable it to enter into this Agreement.

IN WITNESS WHEREOF, the City and Contractor executed this Agreement effective as of the date first set forth above.

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**CITY:**

**CONTRACTOR:**

City of Solana Beach  
Mayor

EDCO WASTE & RECYCLING SERVICES,  
INC., a California Corporation

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
[NAME] President

By: \_\_\_\_\_  
[NAME] Vice President

**ATTEST:**

\_\_\_\_\_  
Angela Ivey, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Johanna N. Canlas, City Attorney



## **EXHIBIT 1**

### **Recycling Public Education Program**

#### Mailers

Contractor will develop meaningful periodic mailers that will encourage recycling and reduction of the waste stream. Mailers may also be used to educate public on aspects of AB939. Such mailers will be inserted in regularly scheduled billing and will be sent to residents/commercial accounts upon approval by the City Manager.

#### Brochures

Contractor will design brochures and instruction pamphlets for changes in service to be distributed to residents, i.e., brochure explaining how to use changing services. Contractor will produce and distribute a quarterly newsletter on recycling, service parameters, holiday schedules and other items relating to sustainability efforts

#### School Presentations

Contractor will do presentations for school class rooms/assemblies to educate children on reduction, reuse and recycling elements of the waste stream.

#### Commercial/Industrial Customers

Contractor will provide free consultative service to commercial, industrial and general business customers regarding "best approach" to fully implementing cost-effective recycling programs.

#### Other

Contractor will be generally available to speak at civic group meetings and will participate in community activities that relate to the environment. Contractor will be responsible for setting up an information/vendor booth at four City of Solana Beach special celebration events to provide public education and information regarding recycling and solid waste disposal. Contractor will maintain a City specific page on a web site with access to public education, holiday schedules, collection schedules, contact information, and other information helpful to customers.

EXHIBIT 2

**RESIDENTIAL RATE ADJUSTMENT FORMAT**

(EXAMPLE)

**RESIDENTIAL SERVICES:**

Trash service, Green Waste, Curbside recycling, Excl NPDES

<b>TOTAL SOLID WASTE SERVICES RATE 96 Gal</b>		<u>\$21.53</u>
<b>Less: Landfill Disposal Component</b>	\$ 4.18	
Franchise Fee component (10% of Total Rate)	\$ 2.15	
<b>TOTAL SUBTRACTION</b>		<u>\$ (6.33)</u>
<b>NET OPERATING EXPENSES (NOE)</b>		<u>\$ 15.20</u>
ADD: CPI Adjustment (CPI% x NOE) (.02 x 15.20)	\$ 0.30	
Franchise fee for CPI adj. \$NOE x (10% Fran. Fee) (\$.30/.9 - \$.30)	\$ 0.03	
ADD: Add back disposal component from orig. base	\$ 4.18	
Add back franchise fee	\$ 2.15	
<b>TOTAL ADDITIONS</b>		<u>\$ 6.66</u>
<b>NEW SOLID WASTE SERVICES RATE</b>		<u>\$ 21.86</u>

**Landfill Disposal Component** = Fees charged for disposal charged under RSWA contract for the projected year.

**NOE**= Part of Total Rate attributable to Contractor operating expenses including general operating expenses, overhead, profit, etc.

**Franchise Fee** = Is set at a base of 10%

**CPI** = Change in the Los Angeles, Riverside, Orange County Consumer Price Index

EXAMPLE uses 2% for an assumption of the CPI increase

**COMMERCIAL RATE ADJUSTMENT FORMAT**

(Example)

Commercial Service rate 3 yard bin 1 time per week, Excl NPDES		
<b>TOTAL SOLID WASTE SERVICES RATE</b>		<u><b>\$101.63</b></u>
LESS: Landfill disposal component	\$ 39.12	
Less: Franchise Fee component (10% of Total Rate)	\$ 10.16	
<b>TOTAL SUBTRACTION</b>		<u><b>\$ (49.28)</b></u>
<b>NET OPERATING EXPENSES (NOE)</b>		<b>\$52.35</b>
ADD: CPI Adjustment (CPI % x NOE) (.02 X \$52.35)	\$ 1.05	
Add :Franchise fee for CPI adj. \$NOE x (10% Fran. Fee) (\$1.05/.9 -\$1.05)	\$ 0.12	
ADD: Add back in Disposal component from original base rate	\$ 39.12	
Add back franchise fee component from original base rate	\$ 10.16	
<b>TOTAL ADDITIONS</b>		<u><b>\$ 50.45</b></u>
<b>NEW SOLID WASTE SERVICES RATE</b>		<u><u><b>\$102.80</b></u></u>
Proposed rate one, 3 yard bin 1 time per week	\$ 102.80	
LESS: Existing rate, one 3-yard bin 1 time per week	\$ 101.63	
Difference (\$102.80 — \$101.63 = \$1.17 ) = NET CHANGE	\$ 1.17	
NET CHANGE: Divide the difference by the existing rate which will equal the Net Change	1.15%	

ROLL OFF RATE ADJUSTMENT FORMAT

(Example)

ROLL OFF SERVICE:

Present Haul Rate	\$ 255.28	
LESS: Franchise fee for haul ( $\$255.28 \times .10\%$ )	\$ 25.53	
<b>NET OPERATING EXPENSE</b>		\$ 229.75
Add: CPI Adjustment $CPI \times NOE$ ( $.02 \times \$229.75$ )	\$ 4.60	
Add 10% Franchise fee Adjustment for CPI ( $\$4.60 / .9$ )-\$4.60	\$ 0.51	
ADD BACK: Base Franchise Fee	\$ 25.53	
TOTAL ADDITIONS		\$ 30.64
<b>NEW HAUL RATE</b>		\$ 260.39
		+ Disposal Fee

## Attachment A

### 5.4 Single Unit Residential Services.

Contractor shall provide the following residential Collection services:

**A. Solid Waste Collection.** Contractor shall, once per week, collect from all Single-Unit Residential premises all authorized solid waste placed in the street next to the curb line prior to Contractor's normal weekly collection time. In no event shall contractor be required to service in excess of three (3) 96 gallon solid waste carts per residence Contractor shall not be required to service any trash carts weighing more than 150 pounds or overloaded such that the lids will ,not fully close. Only materials placed inside the carts will be collected. Bundled or unbundled, solid waste materials not containerized will not be removed.

**B. Green Waste Collection.** Contractor shall, once per week, collect from all Single-Unit Residential premises all separated green waste placed at curbside prior to Contractor's normal weekly collection time. In no event shall the Contractor be required to collect in excess of nine (9) thirty-two (32) gallon containers (specifically designed metal or plastic trash cans) or the equivalent in number in terms of cans, bags (biodegradable only, no plastic) and/or bundles. Bundled materials are to be cut to no more than four feet (4') in length and tied into bundles not to exceed two feet (2') in diameter, Contractor shall not be required to collect from cans, bags or bundles which weigh more than fifty (50) pounds, or which are damaged to such a degree as to render such cans and/or bags unserviceable. Contractor will not be required to collect unbundled or loose green waste. Green waste collection will be on the same day as Solid Waste collection.

The City shall have the option of an automated green waste collection program. Upon the City's request, Contract shall present an overview, plan of operations and public education plan for an automated green waste collection program. Such a program shall include that the Contractor will provide up to three 95 gallon green waste collection carts to each single family residential unit at no additional charge. Implementation of an automated green waste collection program shall be subject to the prior approval of the City Council.

**C. Curbside Recycling Collection.** Contractor shall, once per week, collect from. all Single Unit Residential premises, all commingled single stream recyclable material (designated paper materials, glass, plastics, cans, aluminum) placed in the street next to the curbline prior to Contractor's normal weekly collection time. In no event shall Contractor be required to service in excess of three (3) 96 gallon commingled single stream recycling carts per residence. Contractor shall not be required to service any recycling cart weighing more than 150 pounds or overloaded such that the lids will not fully close. Only materials placed inside the carts will be collected. Bundled or unbundled recycling materials not containerized will not be collected. The collection of recyclable materials shall be on the same day as solid waste collection. Recyclable material shall be transported to the Contractor's facility for processing or delivered directly to a secondary materials purchaser. In all

case Contractor shall maintain accurate records of amounts and type of curbside material collected. Such records shall be available to City after City has provided reasonable notice. Recyclables collection will be the same day as trash and green waste.

**D. Christmas Tree Collection.** Contractor shall collect from all Single-Unit Residential premises, Christmas trees placed at the curbside prior to Contractor's normal weekly collection time, on the first two scheduled pick-up days after New Year's Day. Christmas Trees shall be cut to four foot (4') lengths to be eligible for collection. Trees shall be diverted by Contractor to a green waste or composting facility.

**E. Curbside Set Outs.** Residential Solid Waste, Green Waste and Recyclable Materials shall be placed curbside for collection prior to 7:00 a.m. on the scheduled day of collection. Such placement shall not be before 4:00 p.m. on the day prior to scheduled collection day, and shall be removed before 12:00 noon on the day following scheduled collections.

**F. Call Back Service.** The collection of "late set out" solid waste will be deferred to the following week's scheduled pick-up. However, Contractor shall offer "call back service" for an additional charge.

#### **5.5 Multi-Unit Residential Collection Services.**

Contractor shall provide the following Multi-Unit Residential collection services:

**A. Solid Waste Bin Service.** Contractor shall provide multi-unit residential sites with one (1) or more bins for use in the storage and collection of solid waste matter. The size of bin(s) and the frequency of collection (which shall not be less than once per week) shall be determined between the customer and Contractor. Bins shall be placed on hard, flat surface locations which are accessible to Contractor. Bins which must be moved for servicing, by Contractor, (in excess of fifteen (15) feet) shall be subject to an additional "Roll Out Charge". Bins supplied by Contractor shall at all times be maintained by Contractor in a well-kept appearance and shall display Contractors name and telephone number.

**B. Solid Waste Container Service.** In those situations where the Contractor and ( customer agree that container service in lieu of bin service is appropriate, Contractor shall, once per week, collect waste matter which has been stored and containerized in customer provided thirty-two (32) gallon metal or plastic containers (specifically designed for trash). In no event shall Contractor be required to collect in excess of four (4) containers per residential unit in any multi-unit site, at any one time. Contractor shall not be required to collect from containers which are in excess of fifty (50) pounds, or are damaged to such a degree as to render them unserviceable. Such containers will be tagged as to the reasons for non pick-up.

**C. Recycling Collection Service.** Contractor shall collect, remove and transport all recyclable materials from multi-unit residential premises in the City. Contractor shall provide each multi-family unit complex with an

appropriate number of wheeled carts. Collection shall be scheduled by Contractor. All recyclable material shall be transported to Contractor's processing facility for processing or delivered directly to a secondary materials purchaser if it is economically feasible to do so. In all cases Contractor must maintain accurate records of type and amounts of recyclable materials collected from multi-unit residential customers. These records must be available to City after reasonable notification.

**D. Christmas Tree Collection.** Contractor shall arrange with complex owners, managers, associations, as may be appropriate, to collect Christmas trees during the first two weeks after New Year's Day. Christmas trees shall be cut to four (4) foot lengths to be eligible for collection. Trees shall be diverted by Contractor for deposit at a green waste or composting facility. The contractor may in addition identify and publish the location of centralized collection (drop-off) sites.

**E. Additional Pick-up.** Additional unscheduled pick-ups will be made available as requested by complex owner, manager or associations. Such service is subject to charges.

## **5.6 Commercial Service.**

Contractor shall provide the following solid waste and recycling collection services to commercial premises:

A. **Solid Waste Bin Collection Service.** Contractor shall provide to the owner, lessee or proprietor of all commercial premises which generate waste matter with one(1) or more bins for use in the collection of such waste matter. The size of the bin(s) and the frequency of their collection (which shall not be less than once per week) shall be determined between the customer and Contractor. Bins shall be placed on hard, flat surface locations which are accessible to Contractor. If such bins must be moved by Contractor in excess of fifteen (15) feet, they are subject to an additional "Roll Out Charge". Bins supplied by Contractor shall, at all times, be maintained by Contractor in a well-kept appearance and shall be marked with reflectorized material where such bins are or may reasonably be expected to be located in the public right-of-way.

B. **Solid Waste Container Service.** In those situations where the customer and Contractor agree that container service for commercial establishments generating small amounts of waste matter is appropriate, Contractor shall, once per week, collect from such waste matter which has been stored and containerized in customer provided thirty-two (32) gallon containers (specifically designed for trash). In no event shall Contractor be required to collect amounts in excess of four (4) containers per commercial establishment at any one time, or the equivalent in number of containers. Contractor shall not be required to collect containers which weigh more than fifty (50) pounds, or which are severely damaged to such a degree as to render unserviceable. Such containers will be appropriately tagged as to the reason for non pick-up.



C. **Recycling Collection Service.** Contractor shall continue to expand the Commercial Recycling program to collect, remove and transport recyclable materials from such commercial premises in the City as required by applicable laws or as requested by customer. Contractor will provide each participating commercial premises with wheeled-carts or bins as appropriate for each commercial premises. Recyclable materials shall be initially transported to Contractor's processing facility, for processing or delivered directly to a secondary materials purchaser. In all cases, Contractor must maintain accurate records of type and amounts of recyclable materials collected from single-unit residential customers. These records must be available to City after City has provided reasonable notice.

D. **Consulting Services.** The Contractor shall provide consulting services, at no additional charge, to commercial and multi-unit customers to evaluate customer waste generation and to assist customer in establishing effective recycling and waste diversion programs and, in addition, to advise customers in overall service needs.

E. **Roll-off Services.** Contractor shall provide rental and servicing of debris boxes (15-40 cubic yards) to customers requesting roll-off service on both a scheduled and unscheduled (on-call) basis. Roll-off service shall include the servicing of Contractor or customer owned compactors.

## **5.7 Additional Services.**

**A. Bulky Item Collection.** Contractor shall provide "On Call" bulky item collection service to single-unit and multi-unit residential customers and to commercial customers. Request for bulky item collection must be received by 12:00 p.m. (noon) on the day prior to the customer's regularly scheduled service day. Such service shall be provided at a flat rate (as set forth in Exhibit B for one(1) item except that a surcharge is allowable to service and certify refrigerators or other appliances that contain freon or similar contaminants. No more than an additional four (4) items may be collected at the same time from the same customer and will be handled by Contractor for an additional flat rate charge per item in accordance with the City Council approved rate structure. The availability of this special on call service and associated prices will be published by Contractor and distributed annually to all customers. Bulky items shall also be collected from residential units free of charge during the annual city wide clean-up day (as set forth in Section 5.8).

**B. Insta-Bin Services.** Contractor shall provide insta-bin service to all customers upon request. Requesting customers shall be provided a commercial three (3) cubic yard bin for one time use (one load), on a temporary basis, for one (1) to seven (7) days. Such service is subject to charges mutually agreed upon between the Contractor and customers. Charges will be based on container delivery and removal, and all fees associated with disposal.

**C. Buy-Back Center.** Contractor shall maintain a public "buy back center" which shall be open to purchase recyclable materials for at least thirty-five (35) hours per week, Tuesday through Saturdays. The buy-back center

will also serve as a drop-off location for donated recyclable materials. The City may request Contractor to accept additional types and amounts of material accepted at the Center provided that such modifications do not conflict with applicable state laws and regulations.

**D. Mandated Programs/Street Sweeping/Litter Abatement.** Contractor shall, in an effort to assist in litter abatement, provide funding for a portion of the street sweeping in the City. Effective July 1, 2018, the amount paid annually shall be Forty Five Thousand Dollars (\$45,000) which shall increase annually by the adjusted CPI percentage. These amounts shall be paid quarterly to the City on the schedule as provided for in Section 4.3.

## **5.8 Services To Be Provided At No Charge.**

**A. Semi-Annual Clean-up Events.** Contractor shall perform at no cost to City or residents two annual clean-up events on a mutually agreed to Saturdays. The one (1) day collection events will be limited to residents of the City of Solana Beach. Collection event material shall be limited to refuse and green waste and up to four bulky items. Residents shall be required to set-out material to be collected by 7:00 a.m. on the day of the event. Contractor shall accurately record the disposal tonnage and diversion tonnage for such event. Public information and event announcement shall be published by the City and distributed through the City's residential billing.

**B. Residential Household Hazardous Waste Collection.** Effective July 1, 2018, Contractor shall provide Thirty Thousand Dollars (\$30,000) to the City annually to be utilized for special one day collection event, disposal at the two permanent facilities or for a special door-to-door pick up at the sole discretion of the City of Solana Beach. This amount shall increase annually by the adjusted CPI percentage. These amounts shall be paid quarterly to the City on the schedule as provided for in Section 4.3.

Contractor shall assist the City in the application process for obtaining Household Hazardous Waste grant monies made available through the State of California. Such grant monies would be used towards additional programs.

**C. Fire Prevention-Fuel Reduction.** Contractor shall, at no cost to the City provide roll-off containers for green waste collected by the City in conjunction with a fuel reduction program administered by the City. Containers will be located at a City designated facility during the one (1) week event. Material received, as first choice will be taken to a mulching or composting site. Other unrecyclable material will be landfilled.

**D. City Facilities Collection.** At no cost to the City, Contractor shall collect and dispose of all solid waste recyclables, yard waste, and compostables generated at premises owned and/or operated by the city/Including bus stops. Contractor shall make collections from cans Monday through Friday or on Saturdays following non-working holidays twice a week. In addition, Contractor shall pick-up any bulky items which have been discarded or deposited, by City, in 40 cubic yard roll-off containers located at the City Maintenance Yard upon request from City. It is estimated that such

items amount to no more than fifteen (15) 40-cubic yard containers annually. Contractor acknowledges that the City desires to increase City container collection scope and frequency to include the Highway 101 corridor and City parks as agreed to by the City and Contractor over 2017 levels at no additional charge to the City.

**E. Annual Community Grant Program.** The Contractor, will pay to the City Fifteen Thousand Dollars (\$15,000) starting July 1, 2018 and annually thereafter at the anniversary of the agreement. The annual grant will be used by the City Council for funding a community grant program. This fund will be dispensed at the discretion of the City Council.

**F. Annual Shred / Mulch / E Waste / U Waste Events**

Contractor shall provide an annual Shred Day event at a City designated location at no additional charge. Contractor shall provide adequate staffing, advanced noticing to residents and accept papers for safe document destruction free of charge for residents. Collected material will be recycled in a manner consistent with AB 939.

Contractor shall annually provide compost or mulch to residents at a City designated location at no additional charge. Contractor shall provide adequate staffing, advanced noticing to residents and assistance in loading to residents. The mulch event may be combined with the Shred Event.

Contractor shall annually provide an E Waste collection event to residents at a City designated location at no additional charge. Contractor shall provide adequate staffing, advanced noticing to residents and assistance in receiving electronic waste from residents. The E Waste event may be combined with the Shred Event.

Contractor shall annually provide a Universal Waste collection event to residents at a City designated location at no additional charge. Contractor shall provide adequate staffing, advanced noticing to residents and assistance in receiving Universal Waste from residents. The Universal Waste event may be combined with the Shred Event.

**G. Zero Waste Community Events**

At the direction of the City Manager, Contractor shall participate in and promote recycling and other diversion techniques at community events and local activities. Such participation shall include, without cost to City, collection of trash and recycling material at the event and educational information promoting the goals of the City's efforts of working toward Zero Waste. Contractor shall not be required to provide free trash and recycling material collection services more than six events per year. One or more of the events may be designated a Zero Waste event.

**H. Sharps Drop Off Program**

Contractor shall provide a collection container at its local offices for residential use of hypodermic needles, pen needles, intravenous needles, lancets and other devices that are used to penetrate the skin for the delivery of medications at no cost to residents. Upon the City's request, Contractor shall also provide a drop off container at a City designated location at no additional cost to residents.

**I. Household Battery Drop Off Program**

Contractor shall provide a collection container at City Hall and its local offices for drop off of household batteries at no cost to residents. Upon the City's request, Contractor shall also provide a drop off container at a second City designated location at no additional cost to residents.

**J. Donated Clothing, Shoes and Book Drop Off Program**

Upon the City's request, Contractor shall place a secured collection container to receive clothing, shoes and books at a designated City location no cost to residents. Items shall be recovered for reuse in a manner consistent with AB 939.



# STAFF REPORT CITY OF SOLANA BEACH

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Gregory Wade, City Manager  
**MEETING DATE:** June 13, 2018  
**ORIGINATING DEPT:** Finance  
**SUBJECT:** Council Consideration of Resolution 2018-070 Adopting Adjustments to the Fiscal Year 2018/19 Adopted Budget

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## **BACKGROUND:**

On June 14, 2017, the City Council (Council) approved the Fiscal Years (FYs) 2017/18 and 2018/19 Budgets. Staff returned to Council on May 9, 2018 with proposed modifications to the FY 2018/19 General Fund Adopted Budget.

As part of the Staff presentation at the May 9, 2018 Council meeting, Staff informed Council that recommended amendments to certain revenue and expenditure categories in the General Fund and non-General Fund funds would be brought to Council at its June 13<sup>th</sup> meeting for adoption.

This item is before the Council to consider approving Resolution 2018-070 adopting amendments to the FY 2018/19 Adopted Budget.

## **DISCUSSION:**

The information contained in the Budget reflects the estimate of anticipated revenues for all funds, sets the spending limits for all funds, and follows the policy direction provided by the City Council. The estimates are based on current available information. The Council has the ability to modify the budget during the fiscal year as it becomes necessary.

FY 2018/19 Adopted City-wide revenues, with proposed amendments, are shown in the Revenues by Major Categories and Sources schedule in Attachment 2.

FY 2018/19 Adopted City-wide expenditures, with proposed amendments, are shown in the Expenditures & Other Financing Uses schedule in Attachment 3.

CITY COUNCIL ACTION:

**General Fund**

At the May 9<sup>th</sup> meeting, revenue adjustments were recommended to increase by \$91,100 and expenditures were recommended for FY 2018/19 to increase by \$172,740 for a net budgeted decrease in the General Fund surplus of \$81,640, from \$417,000 to \$335,360.

Since that meeting, additional changes are recommended to be made to the FY 2018/19 Adopted General Fund budget and are summarized in the following table:

Proposed GF Budget Amendments	Council meeting date		Difference
	May 9, 2018	June 13, 2018	
Revenues	\$ 91,100	\$ 76,100	\$ (15,000)
Salaries & Benefits	126,900	116,500	(10,400)
Materials, Supplies, Services	370,340	436,800	66,460
Internal Service	(324,500)	(323,400)	1,100
	172,740	229,900	57,160
Revenues Over/(Under) Expenditures	(81,640)	(153,800)	(72,160)

The Fire Management Agreement with the cities of Encinitas and Del Mar is being amended for FY 2018/19 and will result in decreased revenue to the City from Encinitas and Del Mar of \$15,000 and increased professional services costs due to Encinitas by the City of \$30,800 as compared to the amounts included for these items in the FY 2018/19 Adopted Budget.

The Planning Department has requested \$25,000 to provide staff support due to planned staff absences and to assist with the workload of the Associate Planner who is acting as the project leader for the implementation of the new permitting software, TRAKIT.

Additional monies totaling \$11,100 are needed for services provided by the San Elijo JPA for urban and storm water related costs and maintenance for the City's generators.

When salary allocations were updated as part of the overall budget review for FY 2018/19, an additional \$10,000 was charged to the Solana Energy Alliance fund resulting in \$10,000 savings realized to General Fund salary and benefits. Staff will return at a later date to amend the Solana Energy Alliance fund budget.

These additional proposed General Fund revenue and expenditure adjustments result in the General Fund projected budget surplus decreasing an additional \$72,160, from \$335,360 to \$262,600, as compared to the information presented to Council at the May 9<sup>th</sup> meeting.

The final proposed amendments to the FY 2018/19 Adopted General Fund Budget, not including internal service funds (Risk Management, Workers Compensation, PERS Side Fund, Facilities, Asset Replacement funds), are summarized in the table below with a comparison to the FY 2018/19 Adopted General Fund Budget:

**General Fund Budget Summary**

FY 2019 - Amended

	Adopted	Amendments	Amended Adopted
Revenues	\$ 17,916,600	\$ 76,100	\$ 17,992,700
Salaries & Benefits	7,801,200	116,500	7,917,700
Materials, Supplies, Services	7,823,400	436,800	8,260,200
Internal Service	1,474,000	(323,400)	1,150,600
Total Expenditures	17,098,600	229,900	17,328,500
Revenues Over/(Under) Expenditures	818,000	(153,800)	664,200
Transfers Out			
Debt Service	(151,100)		(151,100)
City CIP	(250,500)		(250,500)
Total Transfers Out	(401,600)	-	(401,600)
Net Projected Surplus (Deficit)	\$ 416,400	\$ (153,800)	\$ 262,600

The City is still currently negotiating with the Solana Beach Fire Association (SBFA) for a new Memorandum of Understanding (MOU) that would begin July 1, 2018 and the above proposed amended General Fund budget does not currently include any provision for changes resulting from a new agreement with the SBFA.

FY 2018/19 Adopted General Fund expenditures, by object code and with proposed amendments, are shown in the General Fund Operating Expenditures by Object Code schedule in Attachment 4.

**Asset Replacement**

The Asset Replacement fund has additional proposed acquisitions totaling \$223,000, from \$101,500 in the FY 2018/19 Adopted Budget to \$324,500.

The detail for the fund is shown in the Asset Replacement Fund - FY2019 Amended schedule in Attachment 5.

**Capital Improvement Projects**

Staff reviewed the FY 2018/19 Proposed Work Plan and incorporated the following new CIP projects as proposed additions to the FY 2018/19 Adopted Budget:

<u>Capital Improvement Project</u>	<u>Budget</u>	<u>Funding Source</u>	<u>Work Plan CIP #</u>
Miscellaneous Traffic Calming Projects	\$ 50,000	TransNet	4
City Hall Deferred Maintenance	10,000	City CIP (1)	7
Fletcher Cove Community Center Maintenance	10,000	City CIP (1)	8
Fletcher Cove Park Hardscape Maintenance	60,000	TOT Sand Replenishment	8
Canyon/Mar Vista Storm Drain Improvements	300,000	City CIP/TransNet	9
Removal of Trash Enclosure at FCP	30,000	TOT Sand Replenishment	11
Glencrest Drive Street Improvements	80,000	TransNet	12
Santa Helena Roadside Park	10,000	TransNet	13
Removal of Slope Paving at Tide Beach Park Stairs	100,000	TOT Sand Replenishment	14

(1) transfer funds from Facilities Maintenance Internal Service Fund to City CIP

The above listed projects are the result of Staff’s assessment of funding availability, Staff time, and workload capacity. The summary of all proposed CIP projects for the City, for FY 20108/19 and subsequent years, are listed in the Project Appropriations by Fund Source (Cost Estimate) schedule in CIP detail in Attachment 6. Staff is seeking Council direction on the prioritization of CIP projects for FY 2018/19 within available funding sources.

**Other Funds**

As with the General Fund, adjustments are needed to other non-General Fund funds if those funds include salary and benefit costs. The increase in salary and benefit costs in these funds is due to the implementation of MOU’s with the Miscellaneous and Marine Safety employee associations that were agreed to in July 2016.

There are also savings in the other non-General Fund funds due to the reduction in Claim Liability and Worker Compensation Charges that were made due to lower than expected damage claim payments over the past two fiscal years.

The proposed amendments to the other non-General Fund funds are detailed in Attachments 2 and 3.

**CEQA COMPLIANCE STATEMENT**

The above mentioned items are not projects as defined by CEQA.



**FISCAL IMPACT:**

The fiscal impact of proposed budget adjustments to the FY 2018/19 Adopted Budget is detailed in the Discussion Section and in Attachments 2 and 3 to this Staff Report.

**WORK PLAN:**

Fiscal Sustainability.

**OPTIONS:**

- Adopt the proposed amendments to the FY 2018/19 Adopted Budget as proposed.
- Adopt modified proposals to the FY 2018/19 Adopted Budget.
- Deny Staff Recommendation and provide direction to Staff.

**DEPARTMENT RECOMMENDATION:**

Staff recommends that the City Council adopt Resolution No. 2018-070 approving amendments to the Fiscal Year FY 2018/19 Adopted Budget and provide further direction on FY 2018/19 CIP project priorities.

**CITY MANAGER'S RECOMMENDATION:**

Approve department recommendation.

  
\_\_\_\_\_  
Gregory Wade, City Manager

Attachments:

1. Resolution 2018-070
2. Revenues by Major Categories and Sources
3. Expenditures & Other Financing Uses
4. General Fund Operating Expenditures by Object Code
5. Asset Replacement Fund - FY2019 Amended
6. Project Appropriations by Fund Source (Cost Estimate)

**RESOLUTION 2018-070**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, REVISING APPROPRIATIONS IN THE FISCAL YEAR 2018/19 BUDGET AND AUTHORIZING THE CITY TREASURER TO AMEND THE BUDGET ACCORDINGLY**

**WHEREAS**, during the course of the fiscal year, new information becomes available to Staff which require adjustments to be made to the adopted budget; and

**WHEREAS**, Section 3.08.040 of the Solana Beach Municipal Code limits the purchases by departments within the total departmental budget appropriations; and

**WHEREAS**, the City's Operating Budget Policies state that total expenditures of a particular fund may not exceed that which is appropriated by the City Council, without a budget amendment; and

**WHEREAS**, the City Manager, in coordination with the Finance Manager, reviewed and analyzed the Fiscal Year 2018/19 Adopted Budget and recommend certain amendments be made to the General Fund as well as other funds.

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Solana Beach, California, does hereby resolve as follows:

1. That the above recitations are true and correct.
2. That the City Treasurer is authorized to amend appropriations in the 2018/19 fiscal year budget as further set forth in the attached Exhibit A.

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**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Solana Beach, California, this 13<sup>th</sup> day of June 2018, by the following vote:

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

\_\_\_\_\_  
DAVID ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
JOHANNA N. CANLAS, City Attorney

\_\_\_\_\_  
ANGELA IVEY, City Clerk

**Exhibit A  
Resolution 2018-070**

**REVENUES**

General Fund	\$ 76,100
Risk Management Insurance	(266,100)
Workers' Compensation Insurance	(185,800)
Asset Replacement	20,000
PERS Side Fund	(1,800)
TransNet	315,000
Transfers In (City CIP)	20,000
<b>Total Revenue Appropriations</b>	<b>\$ (22,600)</b>

**EXPENDITURES**

<b>General Fund</b>	
City Council	\$ 11,200
City Clerk	31,200
City Attorney	200,700
City Manager	(50,700)
Finance	(37,700)
Human Resources	(7,400)
Information Services	4,900
Planning	44,700
Building Services	75,000
Fire Department	(100,100)
Animal Regulation	(34,500)
Code/Parking Enforcement	6,600
Marine Safety	26,400
Engineering	19,300
Storm Water Management	5,500
Street Maintenance	(44,800)
Street Sweeping	16,800
Park Maintenance	62,500
Public Facilities	23,400
Community Services	(26,500)
Recreation	3,400
<b>Subtotal General Fund</b>	<b>229,900</b>
<b>Other Funds</b>	
Risk Management Insurance	(2,300)
Workers' Compensation Insurance	(42,300)
Asset Replacement	223,000
State Gas Tax Fund	60,000
MID 33 Highway 101	800
Street Light District	4,000
TransNet Extension	315,000
Junior Lifeguard Program	20,200
Recreation Camps	4,200
Sand Replenishment TOT	315,000
City CIP Fund	(120,000)
<b>Subtotal Other Funds</b>	<b>777,600</b>
<b>Sanitation</b>	
Maintenance	73,200
Debt Service	(88,900)
Improvements (San Elijo JPA)	26,800
Capital Projects	6,200,000
<b>Subtotal Sanitation</b>	<b>6,211,100</b>
<b>Transfers Out</b>	
Facilities Maintenance	20,000
<b>Total Expenditure Appropriations</b>	<b>\$ 7,238,600</b>

**REVENUES BY MAJOR CATEGORIES AND SOURCES**

	2018-2019 ADOPTED	2018-2019 CHANGES	2018-2019 AMENDED
<b>GENERAL FUND (Major Fund)</b>			
<b>Tax Revenues</b>			
Property Taxes - Current	7,511,400	120,600	7,632,000
Property Taxes - Delinquent	25,000	-	25,000
<b>Total Property Taxes</b>	<b>7,536,400</b>	<b>120,600</b>	<b>7,657,000</b>
Sales and Use Tax	3,298,400	(67,300)	3,231,100
Transient Occupancy Tax - Hotels	1,000,000	-	1,000,000
TOT - Short-term Vacation Rentals	380,000	-	380,000
Franchise Fees	726,000	-	726,000
Property Transfer Tax	160,000	20,000	180,000
Street Sweeping	45,000	-	45,000
Hazardous Household Waste	29,000	-	29,000
Fire Benefit Fees	440,000	-	440,000
Solid Waste Fee NPDES	240,000	-	240,000
RDA Pass Thru Payments	80,000	-	80,000
<b>Total Taxes and Fees Revenues</b>	<b>13,934,800</b>	<b>73,300</b>	<b>14,008,100</b>
<b>Licenses and Permits</b>			
Business Registration	135,000	-	135,000
Building/Plumbing/Electrical/ Permits	290,000	-	290,000
Animal Licenses	20,400	(20,400)	-
Other Special Permits	31,000	-	31,000
<b>Total Licenses and Permits</b>	<b>476,400</b>	<b>(20,400)</b>	<b>456,000</b>
<b>Fines and Penalties</b>			
CVC Fines	60,000	-	60,000
Admin Citations	4,000	-	4,000
Parking Citations	140,000	-	140,000
Red Light Citations	280,000	-	280,000
False Alarm Fines	3,000	-	3,000
<b>Total Fines and Penalties</b>	<b>487,000</b>	<b>-</b>	<b>487,000</b>
<b>Use of Money and Property</b>			
Investment Interest Earnings	85,000	-	85,000
Property Rental	110,000	-	110,000
<b>Total Use of Money and Property</b>	<b>195,000</b>	<b>-</b>	<b>195,000</b>
<b>Intergovernmental Revenues</b>			
Motor Vehicle in-Lieu	1,555,300	38,200	1,593,500
State Homeowners Exemption (HOE)	53,000	-	53,000
Off Track Betting (OTB)	25,000	-	25,000
Fire Revenue from Other Agencies	200,000	(15,000)	185,000
Miscellaneous	21,000	-	21,000
<b>Total Intergovernmental Revenues</b>	<b>1,854,300</b>	<b>23,200</b>	<b>1,877,500</b>

**REVENUES BY MAJOR CATEGORIES AND SOURCES**

	2018-2019 ADOPTED	2018-2019 CHANGES	2018-2019 AMENDED
<b>Service Charges</b>			
Planning and Zoning	200,000	-	200,000
Building/Plan Check Fees	225,000	-	225,000
Public Facilities Fees	50,000	-	50,000
Engineering Fees	200,000	-	200,000
Ramp/Seawall Fees	5,000	-	5,000
Fire Plan Check Fees	90,000	-	90,000
<b>Total Service Charges</b>	<b>770,000</b>	<b>-</b>	<b>770,000</b>
<b>Other Revenues</b>			
Community Grants/Contributions	12,500	-	12,500
Miscellaneous Revenues	40,000	-	40,000
Administration Charges	146,600	-	146,600
<b>Total Other Revenues</b>	<b>199,100</b>	<b>-</b>	<b>199,100</b>
<b>Subtotal General Fund</b>	<b>17,916,600</b>	<b>76,100</b>	<b>17,992,700</b>
<b>Risk Management Insurance</b>			
Investment Interest Earnings	4,000	-	4,000
Miscellaneous Revenues	-	-	-
Departmental Charges	516,100	(266,100)	250,000
<b>Total Risk Management</b>	<b>520,100</b>	<b>(266,100)</b>	<b>254,000</b>
<b>Workers' Compensation Insurance</b>			
Investment Interest Earnings	3,000	-	3,000
Miscellaneous Revenues	2,500	-	2,500
Departmental Charges	485,800	(185,800)	300,000
<b>Total Worker's Compensation</b>	<b>491,300</b>	<b>(185,800)</b>	<b>305,500</b>
<b>Asset Replacement</b>			
Investment Interest Earnings	17,000	-	17,000
Proceeds from Capital Lease	-	-	-
Miscellaneous Revenues	-	-	-
Departmental Charges	383,400	20,000	403,400
<b>Total Asset Replacement</b>	<b>400,400</b>	<b>20,000</b>	<b>420,400</b>
<b>Facilities Replacement</b>			
Investment Interest Earnings	3,500	-	3,500
Departmental Charges	150,000	-	150,000
<b>Total Facilities Replacement</b>	<b>153,500</b>	<b>-</b>	<b>153,500</b>
<b>PERS Side Fund</b>			
Departmental Charges	168,300	(1,800)	166,500
<b>OPEB Obligation</b>			
Investment Interest Earnings	-	-	-
Departmental Charges	-	-	-
<b>Total Facilities Replacement</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Pension Stabilization</b>			
Investment Interest Earnings	37,000	-	37,000
Departmental Charges	-	-	-
<b>Total Facilities Replacement</b>	<b>37,000</b>	<b>-</b>	<b>37,000</b>
<b>TOTAL GENERAL FUND</b>	<b>19,687,200</b>	<b>(357,600)</b>	<b>19,329,600</b>

**REVENUES BY MAJOR CATEGORIES AND SOURCES**

	2018-2019 ADOPTED	2018-2019 CHANGES	2018-2019 AMENDED
<b>SPECIAL REVENUE FUNDS (Minor Funds)</b>			
<b>State Gas Tax Fund</b>			
Investment Interest Earnings	2,000	-	2,000
State Gas Taxes	309,800	-	309,800
<b>Total State Gas Tax Fund</b>	<b>311,800</b>	<b>-</b>	<b>311,800</b>
<b>MID 33 Highway 101</b>			
Property Tax	114,400	-	114,400
Benefit Fees	11,500	-	11,500
State HOE	600	-	600
Investment Interest Earnings	500	-	500
<b>Total MID 33 Highway 101</b>	<b>127,000</b>	<b>-</b>	<b>127,000</b>
<b>MID 9C Santa Fe Hills</b>			
Property Tax	207,800	-	207,800
Benefit Fees	95,000	-	95,000
State HOE	1,500	-	1,500
Investment Interest Earnings	-	-	-
<b>Total MID 9C Santa Fe Hills</b>	<b>304,300</b>	<b>-</b>	<b>304,300</b>
<b>MID 9E Isla Verde</b>			
Benefit Fees	6,000	-	6,000
<b>MID 9H San Elijo #2</b>			
Property Tax	66,300	-	66,300
Benefit Fees	34,200	-	34,200
State HOE	400	-	400
Investment Interest Earnings	100	-	100
<b>Total MID 9H San Elijo #2</b>	<b>101,000</b>	<b>-</b>	<b>101,000</b>
<b>Coastal Rail Trail Maintenance District</b>			
Benefit Fees	76,500	-	76,500
Investment Interest Earnings	-	-	-
<b>Total CRT Maintenance District</b>	<b>76,500</b>	<b>-</b>	<b>76,500</b>
<b>Street Light District</b>			
Property Tax	468,600	-	468,600
Benefit Fees	82,500	-	82,500
State HOE	3,200	-	3,200
Investment Interest Earnings	15,000	-	15,000
Miscellaneous Revenues	-	-	-
<b>Total Street Light District</b>	<b>569,300</b>	<b>-</b>	<b>569,300</b>
<b>Developer Pass-Thru</b>			
Charges for Services	100,000	-	100,000
<b>Fire Mitigation Fees</b>			
Charges for Services	5,000	-	5,000

**REVENUES BY MAJOR CATEGORIES AND SOURCES**

	2018-2019 ADOPTED	2018-2019 CHANGES	2018-2019 AMENDED
<b>COPS</b>			
Intergovernmental	100,000	-	100,000
Investment Interest Earnings	400	-	400
<b>Total COPS</b>	<u>100,400</u>	-	<u>100,400</u>
<b>Transnet Extension</b>			
Intergovernmental	150,000	315,000	465,000
Investment Interest Earnings	-	-	-
<b>Total Transnet II</b>	<u>150,000</u>	<u>315,000</u>	<u>465,000</u>
<b>Coastal Business/Visitors TOT</b>			
Transient Occupancy Tax - Hotels	100,000	-	100,000
TOT - Short-term Vacation Rentals	38,000	-	38,000
Investment Interest Earnings	2,500	-	2,500
Miscellaneous Revenues	-	-	-
<b>Total Coastal Business/Visitors</b>	<u>140,500</u>	-	<u>140,500</u>
<b>Camp Programs</b>			
Junior Lifeguard Program	371,000	-	371,000
Recreation Camps	59,700	-	59,700
Investment Interest Earnings	-	-	-
<b>Total Camp Programs</b>	<u>430,700</u>	-	<u>430,700</u>
<b>Housing</b>			
Investment Interest Earnings	2,500	-	2,500
<b>Public Safety Special Revenues</b>			
CSA 17	19,500	-	19,500
Intergovernmental	30,000	-	30,000
Miscellaneous Revenues	-	-	-
	<u>49,500</u>	-	<u>49,500</u>
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<u>2,474,500</u>	<u>315,000</u>	<u>2,789,500</u>
<b>DEBT SERVICE FUNDS (Minor Funds)</b>			
<b>Public Facilities</b>			
Investment Interest Earnings	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL DEBT SERVICE FUNDS</b>	<u>-</u>	<u>-</u>	<u>-</u>



**REVENUES BY MAJOR CATEGORIES AND SOURCES**

	2018-2019 ADOPTED	2018-2019 CHANGES	2018-2019 AMENDED
<b>CAPITAL PROJECTS FUNDS (Minor Funds)</b>			
<b>Sand Replenishment TOT</b>			
Transient Occupancy Tax - Hotels	200,000	-	200,000
TOT - Short-term Vacation Rentals	76,000	-	76,000
Investment Interest Earnings	400	-	400
Miscellaneous Revenues	-	-	-
<b>Total Sand Replenishment</b>	<b>276,400</b>	<b>-</b>	<b>276,400</b>
<b>City CIP Fund</b>			
Investment Interest Earnings	10,000	-	10,000
Miscellaneous Revenues	-	-	-
<b>Total Misc. Capital Projects</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>
<b>Assessment Districts</b>			
Investment Interest Earnings	100	-	100
<b>Total Assessment Districts</b>	<b>100</b>	<b>-</b>	<b>100</b>
<b>TOTAL CAPITAL PROJECTS FUNDS</b>	<b>286,500</b>	<b>-</b>	<b>286,500</b>
<b>PROPRIETARY FUNDS (Major Fund)</b>			
<b>Sanitation</b>			
Service Charges	5,484,683	-	5,484,683
Investment Interest Earnings/Rentals	80,000	-	80,000
Miscellaneous Revenues	13,800	-	13,800
<b>Total Sanitation</b>	<b>5,578,483</b>	<b>-</b>	<b>5,578,483</b>
<b>TOTAL PROPRIETARY FUNDS</b>	<b>5,578,483</b>	<b>-</b>	<b>5,578,483</b>
<b>TOTAL - CITY FUNDS</b>	<b>28,026,683</b>	<b>(42,600)</b>	<b>27,984,083</b>
<b>SUCCESSOR AGENCY</b>			
Successor Agency	479,840	-	479,840
<b>OTHER SOURCES OF FUNDS</b>			
<b>Transfers In</b>			
<b>Asset Replacement</b>			
General Fund - Parks & Recreation	-	-	-
General Fund - Community Television	-	-	-
<b>Special Revenue Funds:</b>			
Transnet - Motorized	-	-	-
Transnet - Extension	-	-	-
<b>Debt Service Funds:</b>			
Public Facilities	151,100	-	151,100
Capital Lease	202,400	-	202,400
<b>Capital Projects Funds:</b>			
City CIP Fund	250,500	20,000	270,500
Public Improvement Grant	-	-	-
<b>Total Transfers In</b>	<b>604,000</b>	<b>20,000</b>	<b>624,000</b>
<b>Proceeds from Long-Term Debt</b>			
<b>TOTAL OTHER SOURCES OF FUNDS</b>	<b>604,000</b>	<b>20,000</b>	<b>624,000</b>
<b>GRAND TOTAL REVENUES</b>	<b>29,110,523</b>	<b>(22,600)</b>	<b>29,087,923</b>

**EXPENDITURES & OTHER FINANCING USES**

	2018-2019 ADOPTED	2018-2019 CHANGES	2018-2019 AMENDED
<b>GENERAL FUND (Major Fund)</b>			
<b>General Government</b>			
City Council	294,100	11,200	305,300
City Clerk	432,600	31,200	463,800
City Attorney	523,800	200,700	724,500
City Manager	376,100	(50,700)	325,400
Finance	912,100	(37,700)	874,400
Non-Departmental	36,200	-	36,200
Human Resources	452,900	(7,400)	445,500
Information Services	424,900	4,900	429,800
Total General Government	3,452,700	152,200	3,604,900
<b>Community Development</b>			
Planning	752,900	44,700	797,600
Building Services	315,100	75,000	390,100
Total Community Development	1,068,000	119,700	1,187,700
<b>Public Safety</b>			
Law Enforcement	4,094,500	-	4,094,500
Fire Department	4,714,800	(100,100)	4,614,700
Animal Regulation	117,600	(34,500)	83,100
Code/Parking Enforcement	240,600	6,600	247,200
Emergency Preparedness	30,700	-	30,700
Marine Safety	844,000	26,400	870,400
Shoreline Protection	1,100	-	1,100
Total Public Safety	10,043,300	(101,600)	9,941,700
<b>Public Works</b>			
Engineering	372,400	19,300	391,700
Storm Water Management	344,300	5,500	349,800
Street Maintenance	532,600	(44,800)	487,800
Traffic Safety	180,900	-	180,900
Street Sweeping	48,500	16,800	65,300
Park Maintenance	339,900	62,500	402,400
Public Facilities	433,500	23,400	456,900
Total Public Works	2,252,100	82,700	2,334,800
<b>Community Services</b>			
Community Services	115,200	(26,500)	88,700
Recreation	167,300	3,400	170,700
Total Community Services	282,500	(23,100)	259,400
<b>Subtotal General Fund</b>	<b>17,098,600</b>	<b>229,900</b>	<b>17,328,500</b>

**EXPENDITURES & OTHER FINANCING USES**

	2018-2019 ADOPTED	2018-2019 CHANGES	2018-2019 AMENDED
Risk Management Insurance	520,500	(2,300)	518,200
Workers' Compensation Insurance	490,300	(42,300)	448,000
Asset Replacement	101,500	223,000	324,500
Facilities Replacement	300	-	300
PERS Side Fund	3,900	-	3,900
Other Post Employment Benefits	-	-	-
Pension Stabilization	4,000	-	4,000
<b>TOTAL GENERAL FUND</b>	<b>18,219,100</b>	<b>408,300</b>	<b>18,627,400</b>
<b>SPECIAL REVENUE FUNDS (Minor Funds)</b>			
State Gas Tax Fund			
Public Works	2,600	-	2,600
Capital Projects	400,000	60,000	460,000
<b>Total State Gas Tax Fund</b>	<b>402,600</b>	<b>60,000</b>	<b>462,600</b>
Special Districts			
MID 33 Highway 101	115,200	800	116,000
MID 9C Santa Fe Hills	252,200	-	252,200
MID 9E Isla Verde	6,000	-	6,000
MID 9H San Elijo #2	83,100	-	83,100
Coastal Rail Trail Maint District	72,500	-	72,500
Street Light District	286,200	4,000	290,200
<b>Total Special Districts</b>	<b>815,200</b>	<b>4,800</b>	<b>820,000</b>
Developer Pass-Thru	100,000	-	100,000
Fire Mitigation Fees	5,000	-	5,000
COPS	100,000	-	100,000
TransNet Extension	150,000	315,000	465,000
Coastal Business/Visitors TOT	48,600	-	48,600
Camp Programs			
Junior Lifeguard Program	370,100	20,200	390,300
Recreation Camps	59,800	4,200	64,000
<b>Total Camp Programs</b>	<b>429,900</b>	<b>24,400</b>	<b>454,300</b>
Housing	10,000	-	10,000
Public Safety Special Revenues	85,000	-	85,000
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>2,146,300</b>	<b>404,200</b>	<b>2,550,500</b>
<b>DEBT SERVICE FUNDS (Minor Funds)</b>			
Public Facilities	151,100	-	151,100
Capital Lease	202,400	-	202,400
<b>TOTAL DEBT SERVICE FUNDS</b>	<b>353,500</b>	<b>-</b>	<b>353,500</b>
<b>CAPITAL PROJECTS FUNDS (Minor Funds)</b>			
Sand Replenishment TOT	149,200	315,000	464,200
City CIP Fund	488,400	(120,000)	368,400
<b>TOTAL CAPITAL PROJECTS FUNDS</b>	<b>637,600</b>	<b>195,000</b>	<b>832,600</b>

**EXPENDITURES & OTHER FINANCING USES**

	2018-2019 ADOPTED	2018-2019 CHANGES	2018-2019 AMENDED
<b>PROPRIETARY FUND (Major Fund)</b>			
Sanitation			
Maintenance	2,970,400	73,200	3,043,600
Debt Service	1,881,700	(88,900)	1,792,800
Improvements (San Elijo JPA)	50,000	26,800	76,800
Capital Projects	535,000	6,200,000	6,735,000
Total Sanitation	<u>5,437,100</u>	<u>6,211,100</u>	<u>11,648,200</u>
<b>TOTAL PROPRIETARY FUNDS</b>	<u>5,437,100</u>	<u>6,211,100</u>	<u>11,648,200</u>
<b>TOTAL - CITY FUNDS</b>	<u>26,793,600</u>	<u>7,218,600</u>	<u>34,012,200</u>
<b>SUCCESSOR AGENCY</b>			
Successor Agency	<u>496,250</u>	<u>1,950</u>	<u>498,200</u>
<b>OTHER SOURCES OF FUNDS</b>			
Transfers Out			
General Fund			
Undesignated			
Debt Service-Public Facilities	151,100	-	151,100
City CIP Fund	250,500	-	250,500
Facilities Replacement	-		
City CIP Fund	-	20,000	20,000
Asset Replacement			
Capital Leases	132,000	-	132,000
Street Lighting			
Capital Leases	70,400	-	70,400
Total Transfers Out	<u>604,000</u>	<u>20,000</u>	<u>624,000</u>
<b>TOTAL OTHER USES OF FUNDS</b>	<u>604,000</u>	<u>20,000</u>	<u>624,000</u>
<b>TOTAL EXPENDITURES-ALL FUNDS</b>	<u>27,893,850</u>	<u>7,240,550</u>	<u>35,134,400</u>

General Fund Operating Expenditures by Object Code

OBJECT CODE	EXPENSE CLASSIFICATION	2018-2019 ADOPTED	2018-2019 CHANGES	2018-2019 AMENDED
<b>SALARIES &amp; FRINGE BENEFITS</b>				
6101	Regular Salaries	4,422,500	53,300	4,475,800
6102	Part Time & Temporary Salaries	391,800	22,800	414,600
6103	Overtime	386,400	-	386,400
6104	Special Pay	109,700	1,700	111,400
6105	Temporary Non-Payroll	-	-	-
6205	Retirement	566,600	(4,700)	561,900
6207	Retirement-UAL	725,500	(26,600)	698,900
6210	Medicare	76,900	1,100	78,000
6211	Social Security	14,100	1,400	15,500
6220	Flex Credit Benefit	796,500	67,500	864,000
6244	LT Disability Insurance	13,500	600	14,100
6245	Life Insurance	14,900	100	15,000
6255	Deferred Compensation	6,000	(2,000)	4,000
6248	RHSA % Benefit	37,100	100	37,200
6260	Unemployment Insurance	20,000	-	20,000
6270	Retirees Health Insurance	176,400	-	176,400
6280	Auto Allowance	33,300	1,200	34,500
6285	Uniform Allowance	2,000	-	2,000
6290	Phone Allowance	-	-	-
6295	Rideshare	8,000	-	8,000
TOTAL		7,801,200	116,500	7,917,700
<b>MATERIALS, SUPPLIES &amp; SERV</b>				
6315	Travel, Conferences & Meetings	35,100	-	35,100
6320	Training	30,700	-	30,700
6330	Membership and Dues	101,900	2,000	103,900
6340	Clothing and Personal Expenses	23,600	7,000	30,600
6341	Tuition Reimbursement	5,000	-	5,000
6350	Pre-Employment	5,000	-	5,000
6351	Recruitments	7,000	-	7,000
6413	Fire Prevention Program	2,800	-	2,800
6415	Election Supplies	25,000	-	25,000
6416	Office Supplies	7,200	-	7,200
6417	Postage	9,000	-	9,000
6418	Books, Subscriptions & Printing	29,900	-	29,900
6419	Minor Equipment	30,700	6,000	36,700
6420	Departmental Special Supplies	90,700	5,000	95,700
6421	Small Tools	1,200	-	1,200
6427	Vehicle Operating Supplies	48,400	800	49,200
6428	Vehicle Maintenance	84,000	1,000	85,000
6522	Advertising	13,000	-	13,000
6523	Communications	72,300	-	72,300
6524	Utilities - Electric	163,800	-	163,800
6525	Rents and Leases	22,300	-	22,300
6526	Maint. of Buildings & Grounds	220,300	93,300	313,600
6527	Utilities - Water	70,600	-	70,600
6529	Mileage	4,000	-	4,000
6530	Professional Services	6,199,100	317,000	6,516,100
6531	Maint. & Operation of Equipment	129,100	4,700	133,800
6532	Contribution to Other Agencies	76,400	-	76,400
6535	Community Television Production	59,600	-	59,600
6538	Special Events	22,200	-	22,200
6539	Contingency	37,500	-	37,500
6540	Damage Claims	-	-	-
6570	Other Charges	191,500	-	191,500
6575	Public Arts Expenditures	4,500	-	4,500
TOTAL		7,823,400	436,800	8,260,200
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>				
6640	Equipment	-	-	-
6910	Claims Liability Charges	325,800	(171,000)	154,800
6920	Worker's Comp Charges	457,100	(170,400)	286,700
6930	Asset Replacement Chrgs	383,400	20,000	403,400
6935	Facilities Replacement Charges	150,000	-	150,000
6940	PERS Side Fund Charges	157,700	(2,000)	155,700
6960	PARS OPEB Charges	-	-	-
6965	PARS Pension Charges	-	-	-
TOTAL		1,474,000	(323,400)	1,150,600
ACTIVITY TOTALS		17,098,600	229,900	17,328,500

ASSET REPLACEMENT FUND  
FY2019 AMENDED

	Estimated Balance July 1, 2018	Department Charges for FY2019	Available FY2019 Adopted	FY2018 Carryover	Proposed New Expenditures								Projected Ending Balance June 30, 2019
					Blubeam		GIS		Fire Inspection	City Clerk Software	Payroll Software	TOTAL PROPOSED EXPENDITURES	
					# Seats	Cost	# Seats	Cost					
<b>Vehicles:</b>													
Fire Department	629,065	131,900	760,965	63,000									565,965
Marine Safety	26,669	17,300	43,969										43,969
Public Works	228,898	16,300	245,198										245,198
Parking and Codes	65,812	6,800	72,612										72,612
<b>Total Vehicles</b>	<b>950,445</b>	<b>172,300</b>	<b>1,122,745</b>	<b>63,000</b>									<b>927,745</b>
<b>Equipment:</b>													
Fire Department	418,606	37,600	456,206	9,500	2	3,500	2	5,600	5,000				432,606
Marine Safety	219,103	25,700	244,803										244,803
Parking and Codes	39,892	-	39,892	6,100			1	2,800					8,900
Public Works	53,662	1,000	54,662		2	3,500	4	11,200					30,992
Community Development	27,661	29,600	57,261		7	12,250	7	19,600	18,000				14,700
Community Services	22,680	-	22,680										49,850
City Clerk	35,822	20,000	55,822						45,000				22,680
Finance	68,445	10,900	79,345	12,900						10,000			45,000
City Manager	152,077	-	152,077		1	1,750	1	2,800					23,400
Information Systems	83,430	105,000	188,430	90,000									4,550
<b>Total Equipment</b>	<b>1,121,380</b>	<b>229,600</b>	<b>1,351,180</b>	<b>19,000</b>	<b>12</b>	<b>21,000</b>	<b>15</b>	<b>42,000</b>	<b>18,000</b>	<b>5,000</b>	<b>45,000</b>	<b>10,000</b>	<b>260,000</b>
<b>Total reserved</b>	<b>2,071,824</b>	<b>402,100</b>	<b>2,473,924</b>	<b>82,000</b>		<b>21,000</b>		<b>42,000</b>	<b>18,000</b>	<b>5,000</b>	<b>45,000</b>	<b>10,000</b>	<b>455,000</b>

Project Appropriations By Funding Source (Cost Estimate)								
Fiscal Year 2019 Cost Estimate								
Funding Source & Project Title	Re-appropriation	New Request	Total	FY2020	FY2021	FY2022	FY2023	Total by Funding Source
<b>459 City CIP / General Fund</b>								
General Plan Update-Climate Action Plan	10,000	-	10,000	-	-	-	-	10,000
Shoreline Management/LCP Project	63,400	-	63,400	-	-	-	-	63,400
LCC Tot Lot Repairs	-	-	-	300,000	-	-	-	300,000
FC Park Tot Lot Repairs	-	-	-	40,000	-	-	-	40,000
Plaza Street Fountain	-	-	-	20,000	-	-	-	20,000
ADA Transition Plan Projects	-	-	-	5,000	95,000	95,000	95,000	290,000
Storm Drain Improvements - Major	25,000	-	25,000	250,000	300,000	350,000	400,000	1,325,000
City Sidewalk Repair	-	-	-	20,000	20,000	20,000	20,000	80,000
City Hall Deferred Maintenance	-	10,000	10,000	-	-	-	-	10,000
Fletcher Cove Community Center Repairs	-	10,000	10,000	-	-	-	-	10,000
Storm Drain-Canyon/Marvista	-	250,000	250,000	-	-	-	-	250,000
<b>Total City CIP / General Fund</b>	<b>98,400</b>	<b>270,000</b>	<b>368,400</b>	<b>635,000</b>	<b>415,000</b>	<b>465,000</b>	<b>515,000</b>	<b>2,398,400</b>
<b>202 Gas Tax</b>								
Annual Pavement Management Program	400,000	-	400,000	400,000	400,000	400,000	400,000	2,000,000
Traffic Controllers	-	60,000	60,000	-	-	-	-	60,000
<b>Total Gas Tax</b>	<b>400,000</b>	<b>60,000</b>	<b>460,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>2,060,000</b>
<b>228 Transnet Extension</b>								
Santa Helena Roadside Park	-	10,000	10,000	-	-	-	-	10,000
Preliminary Design/Workshops	-	-	-	40,000	-	-	-	40,000
Final Design/Coastal Permit Construction	-	-	-	-	TBD	-	-	TBD
Lomas Santa Fe Drive Corridor Study	-	100,000	100,000	-	-	-	-	100,000
Study Phase 3	-	-	-	300,000	-	-	-	300,000
Study Phase 4	-	-	-	-	-	-	-	-
Harbaugh-Hwy 101 E/W Connection	-	25,000	25,000	-	-	-	-	25,000
Aerial Survey/Data Collection/Prel Design Construction	-	-	-	TBD	-	-	-	-
Annual Pavement Management Program	150,000	50,000	150,000	150,000	200,000	200,000	200,000	900,000
Storm Drain-Canyon/Marvista	-	80,000	80,000	-	-	-	-	80,000
Glencrest Drive Street Improvements	-	50,000	50,000	-	-	-	-	50,000
Miscellaneous Traffic Calming Projects	-	50,000	50,000	-	-	-	-	50,000
<b>Total TransNet II</b>	<b>150,000</b>	<b>315,000</b>	<b>465,000</b>	<b>490,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>1,555,000</b>
<b>247 SBI</b>								
Annual Pavement Management Program	-	200,000	200,000	-	-	-	-	200,000
<b>Total SB10</b>	<b>-</b>	<b>200,000</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200,000</b>
<b>450 TOT Sand Replenishment</b>								
Sand Replenishment Project (Local Share)	149,200	-	149,200	-	-	-	-	149,200
Fletcher Cove Access Ramp	-	-	-	150,000	-	-	-	150,000
Marine Safety Center	-	-	-	-	-	-	-	-
Preconstruction Drawings 30%	-	125,000	125,000	-	-	-	-	125,000
Trash Enclosure Removal-FC Park	-	30,000	30,000	-	-	-	-	30,000
Slope Paving Removal-Tide Park	-	100,000	100,000	-	-	-	-	100,000
Fletcher Cove Park Hardscape Maint	-	60,000	60,000	-	-	-	-	60,000
<b>Total Sand Replenishment</b>	<b>149,200</b>	<b>315,000</b>	<b>464,200</b>	<b>150,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>614,200</b>

Project Appropriations By Funding Source (Cost Estimate)												
Funding Source & Project Title	Fiscal Year 2019 Cost Estimate					Total	New Request	FY2020	FY2021	FY2022	FY2023	Total by Funding Source
	Re-appropriation											
<b>509 Sanitation</b>												
Sanitary Sewer Pipeline Rehabilitation	-	500,000		500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	2,500,000
Solana Beach Pump Station	5,200,000	1,000,000		6,200,000	-	-	-	-	-	-	-	6,200,000
Sewer Inflow/Infiltration Investigation Work	35,000	-		35,000	-	-	-	-	-	-	-	35,000
Recycled Water Infrastructure-Citywide	-	-		-	TBD	-	-	-	-	-	-	TBD
<b>Total Sanitation</b>	<b>5,235,000</b>	<b>1,500,000</b>		<b>6,735,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>8,735,000</b>
<b>Unfunded</b>												
Marine Safety Building	-	-		-	-	-	-	-	-	-	-	-
Preconstruction Drawings 70%	-	-		-	450,000	-	-	-	-	-	-	450,000
Construction	-	-		-	-	-	-	7,000,000	-	-	-	7,000,000
Lomas Santa Fe Drive Corridor Study	-	-		-	-	-	-	-	-	-	-	-
Construction	-	-		-	-	-	-	5,000,000	-	-	-	5,000,000
Facilities Replacement Master Plan	-	-		-	-	-	-	150,000	-	-	-	150,000
La Colonia Park Improvements Master Plan	-	-		-	-	-	-	-	-	-	-	-
<b>Total Unfunded</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>450,000</b>	<b>450,000</b>	<b>450,000</b>	<b>7,000,000</b>	<b>7,000,000</b>	<b>7,000,000</b>	<b>7,000,000</b>	<b>7,450,000</b>
<b>Total Project Appropriations</b>	<b>6,032,600</b>	<b>2,660,000</b>		<b>8,692,600</b>	<b>2,625,000</b>	<b>2,625,000</b>	<b>2,625,000</b>	<b>8,515,000</b>	<b>1,565,000</b>	<b>1,615,000</b>	<b>1,615,000</b>	<b>23,012,600</b>





# STAFF REPORT CITY OF SOLANA BEACH

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Gregory Wade, City Manager  
**MEETING DATE:** June 13, 2018  
**ORIGINATING DEPT:** City Manager's Office  
**SUBJECT:** FY 2018-19 Community Grant Program Requests

## **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.

At the April 25, 2018 City Council Meeting, the City Council authorized the Fiscal Year (FY) 2018-19 Community Grant Program. The FY 2018-19 Adopted Budget contains an appropriation in the amount of \$25,000 to fund the Community Grants Program. The City receives a \$10,000 contribution from EDCO as part of their community enhancement efforts through their solid waste Franchise Agreement with the City, which is used to fund a portion of this program.

Following the approval of the FY 2018-19 Community Grant Program, Staff distributed a request for proposals for community grants. Staff utilized the City's "e-blast" notification system, social media accounts (Facebook and Twitter), the City's website and City Council Mayor's Announcements to notify the community that the request for proposals application period had started. The deadline for submission was May 31, 2018.

This item is before the City Council to review the grant applications received and to allow the applicants to make a brief presentation regarding their proposed programs.

## **DISCUSSION:**

The community grant criteria approved by the City Council on April 25, 2018 was incorporated into the application guidelines of the "Request for Financial Assistance" document for FY 2018-19 (Attachment 1). The highlights of the application are as follows:

### Application 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

CITY COUNCIL ACTION: \_\_\_\_\_  
 \_\_\_\_\_

economic environment. These can be non-profits whose funding has been reduced or eliminated and are unable to serve the populations in need.

2. A non-profit 501(c)3, community-based organization serving the Solana Beach community.
3. Fair and justifiable program costs (budget required).
4. Collaboration/Partnerships.
5. Leverage of matching funds/resources.
6. Applicants must submit a financial conditions (Balance Sheet) statement as well as the applicant(s) revenue/expenditure statements and tax return statements for the current and prior operating year.
7. Completion of project between date of grant approval through May 31, 2019.
8. Grant funds are only intended for non-governmental agencies.

#### Qualifying Criteria for Financial Assistance

The main qualifying criteria for financial assistance under Council Policy No. 14 are summarized below:

#### **Non-Profit Organizations**

Nonprofit organizations which have officially filed as a nonprofit with the State of California and have a 501(c)3 certification must attach a copy of their current year non-profit certification form along with a Request for Financial Assistance Application. For organizations that are "recognized" nonprofits within the community but have never formally filed with the State, the City Council, at its discretion, may consider their application. It has been the practice in the past to allow applicants to submit a letter from either the Internal Revenue Service (IRS) or the California State Board of Equalization declaring the entity's tax-exempt status for the 501c3 certification.

#### **Threshold Qualifying Criteria**

Request for Financial Assistance Applications are limited to secular non-governmental, nonprofit organizations serving the Solana Beach community. Excluded entities include the following: County of San Diego, municipal organizations, special or water districts, school districts, schools (but not their supporting organizations) and private individuals. Applicants are required to have a State of California non-profit status certification.

Grant Requests FY 2018-19

The following fourteen (14) applications were received by the City during the solicitation period (in alphabetical order).

Applicant	Amount Requested
American Association of University Woman	\$5,000
Assistance League Rancho San Dieguito	\$3,000
Boys and Girls Club of San Dieguito	\$5,000
Casa De Amistad	\$5,000
Community Resource Center	\$5,000
La Colonia de Eden Gardens	\$5,000
North Coast Repertory Theatre	\$5,000
North County Immigration & Citizenship Center	\$2,000
Reality Changers	\$5,000
San Dieguito River Valley Conservancy	\$2,500
Solana Beach Civic and Historical Society	\$5,000
Solana Beach Disconnect Collective	\$5,000
Solana Beach Disconnect Collective	\$5,000
St. James & St. Leo Medical Program	\$4,000
<b>Total</b>	<b>\$61,500</b>

The complete applications were included in a separate binder that was distributed to Council along with the agenda packet prior to the City Council meeting.

Santa Fe Christian (SFC) Schools Cooperation

Six years ago, the City and SFC created a unique partnership to more efficiently and effectively assist the non-profit organizations that specifically serve the Eden Gardens community. This partnership, which has included a \$15,000 contribution from SFC in past years, has allowed for both the City and SFC to maximize its limited resources to provide the most benefit for this underserved population. Staff has reached out to SFC to inquire if they will be partnering with the City again this year but as of the time of writing this Staff Report, the City has not heard back whether or not SFC will be participating. Once the City receives confirmation of whether or not SFC will participate again this year, Staff will relay the information to the Council.

**CEQA COMPLIANCE STATEMENT:**

Not a project as defined by CEQA.

**FISCAL IMPACT:**

The FY 2018-19 Adopted Budget contains an appropriation in the amount of \$25,000 to be used to fund community grants, subject to the City Council's discretion. All fiscal appropriations are budgeted under the City Council budget unit 001-5000-5100-6532 – Contribution to Other Agencies.

In past years, the Council has authorized an additional \$5,000 from the Reserve Public Arts Account to be used to fund the North Coast Repertory Theatre grant application.

**WORK PLAN:** N/A

**OPTIONS:**


- Approve Staff recommendation
- Approve Staff recommendation with modifications
- Deny Staff recommendation and provide direction

**DEPARTMENT RECOMMENDATION:**

Staff recommends that the City Council receive the Staff Report, Community Grant applications and consider both the applications and the presentations from the grant applicants. This item will come back to the City Council at the June 27, 2018 City Council Meeting for Council's grant allocations.

**CITY MANAGER RECOMMENDATION:**

Approve Department Recommendation



\_\_\_\_\_  
Gregory Wade, City Manager

Attachments:

1. City of Solana Beach Community Grant Program "Request for Financial Assistance"  
FY 2018 -19
2. Grant Applications (Separate Binder)



**City of Solana Beach  
Community Grant Program  
Request for Financial Assistance  
FY 2018-19**

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**APPLICATION GUIDELINES**

The City of Solana Beach is soliciting grant applications until **5:00 p.m., Thursday, May 31, 2018**. 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 non-governmental, 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
- Calif. Nonprofit Corp. certificate or California Certification Number
  - **Non-Profit Organizations**

*Nonprofit organizations which have officially filed as a nonprofit with the State of California must attach a copy of its current year 501 (c) 3 nonprofit certification form. For organizations that are "recognized" nonprofits within the community but have never formally filed with the State, the City Council at its discretion may consider their application. Note, any decision made by City Council is final in regards to the community grants process.*

**Program Requirements:**

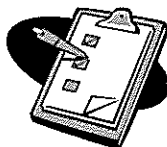
- Must serve the residents of Solana Beach.
- Preferred to be a new program or one that provides a new or unique aspect to an existing program. Funds are available as one-time seed-money to augment a community program.

**Application Submittal and Deadline: NO LATER THAN 5:00 p.m. Thursday, May 31, 2019**

Completed forms should be received at City of Solana Beach, Office of the City Manager, 635 South Highway 101, Solana Beach, CA. 92075, Attn: Community Grants Program. The City will accept applications via e-mail as well.

Email applications should be sent to [dking@cosb.org](mailto:dking@cosb.org) and copied to [pletts@cosb.org](mailto:pletts@cosb.org).

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 \$25,000.

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, 2019). 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 to fund/supplement its own monetary giving.

**Final Report and Receipts:**

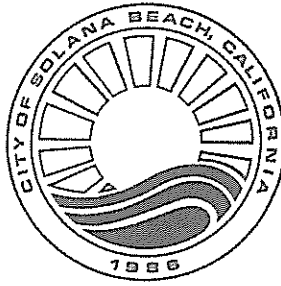
The City Manager's Office will review submitted copies of paid receipts/invoices and a written report to ensure that funds were spent in compliance with the approved application. Applicant(s) will be required to reimburse the City of Solana Beach all inappropriately spent funds.



**PROGRAM FY 2018-19 KEY DATES:**

- May 1, 2018** Distribute Grant Program Application, have it available and solicit for applications.
- May 31, 2018** **DEADLINE for Request for Financial Assistance Applications (5:00pm)**. The City Manager's Office will review each application and make recommendations based upon:
- 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 13, 2018** **First Council Review:** All eligible grant applications for Fiscal Year 2018-19 will be considered by City Council. Review and public comment/presentations will be accepted.
- June 27, 2018** **Final Council Review:** 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, 2019** Letter will be sent to FY 2018-19 grant recipients reminding them to submit their reports and copies of receipts by May 31, 2019. (Exception to the May 31, 2019 completion date can be made with proof of good cause.)
- May 31, 2019** All FY 2018-19 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 AWARD PROGRAM**

1. AMERICAN ASSOCIATION OF UNIVERSITY WOMEN	\$5,000.00
2. ASSISTANCE LEAGUE OF RANCHO SAN DIEGUITO	\$3,000.00
3. BOYS AND GIRLS CLUBS OF SAN DIEGUITO	\$5,000.00
4. CASA DE AMISTAD	\$5,000.00
5. COMMUNITY RESOURCE CENTER	\$5,000.00
6. LA COLONIA DE EDEN GARDENS	\$5,000.00
7. NORTH COAST REPERTORY THEATER	\$5,000.00
8. NORTH COUNTY IMMIGRATION & CITIZENSHIP CENTER	\$2,000.00
9. REALITY CHANGERS	\$5,000.00
10. SAN DIEGUITO RIVER VALLEY CONSERVANCY	\$2,500.00
11. SOLANA BEACH CIVIC & HISTORICAL SOCIETY	\$5,000.00
12. SOLANA BEACH DISCONNECT COLLECTIVE	\$5,000.00
13. SOLANA BEACH DISCONNECT COLLECTIVE	\$5,000.00
14. ST. JAMES & ST. LEO MEDICAL PROGRAM	\$4,000.00



May 31, 2018

Mr. Dan King, Assistant City Manager  
City of Solana Beach

Dear Mr. King,

Our local branch of the American Association of University Women (AAUW) respectfully submits the attached Request for Financial Assistance from the City of Solana Beach Community Grant Program. We appreciate your considering supporting our Tech Trek STEM program which serves local middle school students and our proposed scholarship program for continuing college students.

The purpose of AAUW is to promote equity for all women and girls through advocacy, education, philanthropy and research. Our local branch was founded in 1955 to serve the San Diego North County coastal communities of La Costa, Leucadia, Encinitas, Olivenhain, Cardiff-by-the-Sea, Rancho Santa Fe, Solana Beach, Del Mar, and Carmel Valley.

The PDF application packet includes our W-9 and verification of our Non-Profit 501 (c) 3 status. Also attached is our organization's budget. The Philanthropic page shows the Tech Trek program financials.

Thank you for this opportunity to apply for grant funding.

Kind regards,

*Andrea Henne (rbh)*

Dr. Andrea Henne  
Co-President, AAUW Del Mar-Leucadia Branch  
P.O. Box 543  
Solana Beach, CA 92075  
president@aauwdml.org



**City of Solana Beach  
Community Grant Program  
Request for Financial Assistance  
FY 2018-19 APPLICATION**

*All Applications MUST BE RECEIVED by 5:00 p.m. Thursday, May 31, 2018.*

*Please Print Clearly or Type*

*All requests will be determined by the following criteria:*

Name of Organization: American Assn. of University Women, Del Mar-Leucadia Branch

Mailing Address: P.O. Box 543

City: Solana Beach State CA Zip 92075

Contact Person: Dr. Andrea Henne, Co-President

Daytime Phone: 858-481-6572

Evening Phone: 858-361-5002

Email address: president@aauwdml.org

1. W-9 must be attached  
Summary of organization's budget must be attached  
Proposed program budget must be attached  
Financial Statements (see Application Guidelines) must be attached
2. A copy of the certificate of California Nonprofit Corporation must be attached  
Or, Calif. Non-profit 501 (c) 3 Corporation Certification Number: \_\_\_\_\_
3. Has your organization received financial assistance from the City before?  
Yes  No   
If yes, what activities and which fiscal year? Scholarships for Tech Trek camp,  
2017-2018
4. Amount requested for FY 2018-19 \$ 5000
5. Proposed Total Program Costs: \$ 5000  
(Includes all estimated costs to conduct proposed activity/program.)
6. Title of Proposed Program/Service: Tech Trek STEM Program and College Scholarships
7. Grant funds must be used for services or materials directly associated to proposed activity. Please describe how grant funds will be used:

Scholarships for two Solana Beach students to attend AAUW's Tech Trek STEM camp would cost \$2000. This amount covers housing, meals, educational materials, and field trips for the one week camp at UCSD. In addition, two \$1500 scholarships for continuing college students from Solana Beach would cost \$3000. See next sheet for further explanation.

(Attach extra sheet, if necessary.)

## Question 7, continued

In last year's grant application, we requested support for five scholarships to Tech Trek, our one-week camp, held on the UCSD campus, that encourages girls to consider and prepare for careers in STEM subjects (science, technology, engineering and mathematics). Unfortunately we were only able to obtain ten places at the 2018 Tech Trek camp, so we could not send five Solana Beach girls without excluding girls from other middle schools in the San Dieguito Union High School District. We selected three Solana Beach girls and have two more Solana Beach girls on our wait list in case any places open up prior to the start of camp.

This year we request only two Tech Trek scholarships (\$1000 each), for applicants who reside in Solana Beach and who are also Casa de Amistad participants, thus assuring financial need. In addition, we would like to expand our scholarship program to include second-year college students from Solana Beach, selecting either former Tech Trek campers or former Casa de Amistad participants, preferably with STEM majors. Scholarship recipients must be permanent residents of Solana Beach and must attend school full-time in San Diego County. According to the Executive Director of Casa de Amistad there are many scholarships available for first-year college students, but far fewer for continuing students, so we propose to offer two scholarships of \$1500 each to students who are starting their second-year in college.

8. Estimated number of S.B. residents to be served by proposed program: 4
9. Program Dates/Location:  
Tech Trek camp will take place in June, 2019 on the UCSD campus, with the selection process beginning in January, 2019. Scholarships for continuing college students would be awarded in the spring of 2019.
10. Anticipated Program Objectives or Accomplishments:  
Girls attending Tech Trek receive cutting-edge, hands-on instruction in STEM subjects, envision themselves going to college, meet peers with similar interests and connect with role models in STEM careers. College scholarship recipients are encouraged to stay in college, pursue majors in STEM subjects, and plan for careers in STEM fields.
11. How will the organization acknowledge the City's financial contribution to the community/ beneficiaries of the proposed activity?  
The City of Solana Beach's financial contribution to our Tech Trek STEM camp and our college scholarship program will be acknowledged in several ways to express our gratitude: on our website at <http://delmarleucadia-ca.aauw.net/programs>; in our Coastline newsletter that is distributed quarterly to branch members; in articles published in the local newspapers; on our Facebook page at <https://www.facebook.com/AAUWDML/> ... and at our annual Tech Trek and Scholarship program in May 2019, where the families and community members are invited.
12. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?  
If we are awarded this grant, matching funds will be provided by our branch treasury through fund-raising activities and by AAUW member donations, allowing us to send a total of 10 students from the five middle schools in the San Dieguito Union High School District to the Tech Trek camp.
13. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?  
Yes, AAUW members, parents and teachers volunteer at the Tech Trek STEM camp. Volunteers also solicit and review scholarship applications, then interview and select scholarship candidates.
14. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program or service be scaled back and/or is there a threshold at which it will not move forward?  
If awarded partial funding, we will focus on supporting as many students as possible to attend the Tech Trek camp, but we will not be able to expand our college scholarship program. Our existing college scholarship program addresses the needs of students returning to college after a break, but does not support those with continuous enrollment,

**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.*

*Andrea Henne*

Authorized Signature of Organization

May 30, 2018

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.

**2018-2019 Branch Budget**  
**for Member Review and Adoption at the September 8, 2018, Branch Meeting**

**BRANCH OPERATIONS**

**Operating Income:**

Net membership Income (100 members)	\$2,300.00
Misc. Income (Seacrest/donation/interest)	\$246.00
Amazon	\$1,000.00
<b>Total Income</b>	<b>\$3,546.00</b>

**Operating Expense:**

Angel Fund	\$0.00
Branch Directory	\$260.00
CA Atty General Annual Registration	\$25.00
Incorporation Taxes	\$20.00
Insurance through AAUW CA	\$390.00
Interbranch Dues	\$70.00
Mailbox	\$96.00
Misc. Expense	\$25.00
Registration Fees (Mtgs/Convention)	\$700.00
President Expenses	\$75.00
Membership Expenses	\$150.00
Programs	\$300.00
Programs Meeting Room Fees	\$900.00
Programs Installation Brunch	\$125.00
Public Policy	\$50.00
Treasurer	\$60.00
Marketing	\$250.00
Social Events	\$50.00
<b>Total Expense</b>	<b>\$3,546.00</b>

**PHILANTHROPIC GOALS**

**Philanthropic Income**

General (non-event, donations, fundraisers, etc.)	\$10,385.00
AAUW Fund	\$1,600.00
AAUW Fund (branch contribution)	\$0.00
AAUW Fund (carryover)	\$415.00
College Scholarships (carryover)	\$5,355.00
General Carryover	\$225.00
Tech Trek (carryover)	\$3,220.00
<b>Total Income</b>	<b>\$21,200.00</b>

**Philanthropic Expense**

AAUW Fund (Named Gift Honorees + CA Annual Fund Assessment+ national funds)	\$1,600.00
College Scholarships (4 @ \$1,500 + \$700 expenses)	\$6,700.00
Tech Trek (12 campers @ \$900 + \$100 expenses)	\$10,900.00
Solana Beach Community Grant – Return Unused	
Tech Trek Grant Funds	\$2,000.00
<b>Total Expense</b>	<b>\$21,200.00</b>

# Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type  
see Specific Instructions on Page 2

Name  
**AAUW Del Mar Leucadin Branch**

Check appropriate box:  Individual Sole proprietor  Corporation  Partnership  Other **501(c)(3)**

Exempt from backup withholding

Address (number, street, apt. no. or suite no.)

**Po Box 543**

Requester's name and address (optional)

City, state, and ZIP code

**Solana Beach CA 92075**

List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Social security number  
| | | + | | |

or

Employer identification number  
**010563236**

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct tax identification number and I am waiting for a number to be issued to me; and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. person (including a U.S. resident alien).

**Certification instructions:** You must check out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest and acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, partnerships, other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person **Betsy Reed, Treasurer**

Date **8/12/2014**

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien) to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Foreign person.** If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exemption contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

- The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
- The treaty article addressing the income.
- The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
- The type and amount of income that qualifies for the exemption from tax.
- Sufficient facts to justify the exemption from tax under the terms of the treaty article.

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 28 2007

Employer Identification Number:

01-0563236

DLN:

17033273742076

AMERICAN ASSOCIATION OF UNIVERSITY  
WOMEN DEL MAR-LEUCADIA CA BRANCH  
PO BOX 231098  
ENCINITAS, CA 92024-0000

Contact Person:

CHITRA MAMLATDARNA

ID# 52471

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

009(a)(2)

Dear Applicant:

Our letter dated November 08, 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)



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Session expires in 19:51

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## 199N e-Postcard - Confirmation

Print this page for your records. The Confirmation Number below is proof that you successfully filed your e-Postcard.

We received your FTB 199N California e-Postcard on November 12, 2016 09:33 PM

**Confirmation Number:** 241481131704

### Entity Information

**Entity ID:** 2414811

**Entity Name:** AAUW, DEL MAR-LEUCADIA CALIFORNIA  
BRANCH

**Account Period Beginning:** JULY 01, 2015

**Account Period Ending:** JUNE 30, 2016

This is not your entity's first year in business.

Your entity has not terminated or gone out of business.

Your entity has not changed the account period.

**Gross Receipts:** \$23,866

This is not an amended return.

An IRS Form 1023/1024 is not pending.

**Date IRS Form 1023/1024 Filed:** N/A

**FEIN:** 010563236

**Doing Business As:**

**Website Address:** HTTP://DELMARLEUCADIA-CA.AAUW.NET

### Entity's Mailing Address

PO BOX 543

SOLANA BEACH, CA 92075

## Principal Officer's Information

Name: LINDA QUINBY  
2552 INGLETON AVENUE  
CARLSBAD, CA 92009

## Contact Information

Name: KATHERINE WHITE  
Phone: 619.990.7967

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After we process your 199N e-Postcard, you may receive a bill if the three year gross receipt average is greater than the amount allowed for filing a 199N e-Postcard.

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**City of Solana Beach  
Community Grant Program  
Request for Financial Assistance  
FY 2018-19 APPLICATION**

*All Applications MUST BE RECEIVED by 5:00 p.m. Thursday, May 31, 2018.*

*Please Print Clearly or Type*

*All requests will be determined by the following criteria:*

Name of Organization: Assistance League of Rancho San Dieguito  
Mailing Address: 270 F North El Camino Real, Box 368  
City: Encinitas State CA Zip 92024  
Contact Person: Kathy O'Leary  
Daytime Phone: 760-703-5216  
Evening Phone: 760-753-1319  
Email address: alrsd100@gmail.com

1. W-9 must be attached  
Summary of organization's budget must be attached  
Proposed program budget must be attached  
Financial Statements (see Application Guidelines) must be attached
2. A copy of the certificate of California Nonprofit Corporation must be attached  
Or, Calif. Non-profit 501 (c) 3 Corporation Certification Number: 33-0556452
3. Has your organization received financial assistance from the City before?  
Yes  No   
If yes, what activities and which fiscal year? From 2014-2018, we have received money for shoe events at Marshall's for students from St. Leo's Head Start program.
4. Amount requested for FY 2018-19 \$ 3000
5. Proposed Total Program Costs: \$ 3000  
(Includes all estimated costs to conduct proposed activity/program.)
6. Title of Proposed Program/Service: Shoes for Preschoolers/Operation School Bell
7. Grant funds must be used for services or materials directly associated to proposed activity. Please describe how grant funds will be used:

We will invite the preschool children and their families from St. Leo's Head Start program to come to the Marshall's store in Solana Beach to shop for shoes. Each child will be able to buy one pair of shoes for school. Last year the average cost of a pair of shoes was \$40. Assistance League members will be present to help.

(Attach extra sheet, if necessary.)

8. Estimated number of S.B. residents to be served by proposed program: 75

9. Program Dates/Location:

We will choose two dates to fit Marshall's schedule. The Marshall's store is located at 673 San Rodolfo Drive, Lomas Santa Fe Square, Solana Beach.

10. Anticipated Program Objectives or Accomplishments:

We invite all the students at St. Leo's. Last year we invited 67 students and 55 attended. Many of these children have never had a new pair of shoes. This is a very special opportunity for the children and their families. They know that the community cares about them.

11. How will the organization acknowledge the City's financial contribution to the community/ beneficiaries of the proposed activity?

Assistance League will list the City of Solana Beach Community Grants as one of our donors in publicity materials: Community newsletter, the program for our spring fundraiser, other grant applications, and at our Encinitas Thrift Shop.

12. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

No, there are no matching funds or other grants.  
The grant pays for the entire program.

13. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

Our volunteer members will work at the Marshall's store during the program.  
They are not paid.

The staff at Marshall's is not paid by us.

14. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program or service be scaled back and/or is there a threshold at which it will not move forward?

If we do not receive full funding, we will still do the program.  
However, fewer students would be invited.

If we receive less than \$1500, we will not do the program.

**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.*

*Kathy O'Leary*

Authorized Signature of Organization

*May 22, 2018*

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.

**Assistance League of Rancho San Dieguito**  
**Budget Proposal (revised 4/29/18)**  
 June 2018 through May 2019

	Jun '18 - May 19
<b>Income</b>	
4000 · Contributions	
SCHOLARSHIP fund 2018-19	5,500.00
In-Kind Donations ASK	0.00
Caring Critters	400.00
Wells Fargo Credit Card Rebate	750.00
Amazon Smile	150.00
Assault Survivor Kits	500.00
Fundraiser Brochure Mailer	850.00
Thrift Shop	500.00
OSB\ Clothing Children	3,000.00
OSB\Camp Scholarships	0.00
OSB\Pendleton	0.00
Unrestricted to Use	3,000.00
4000 · Contributions - Other	0.00
<b>Total 4000 · Contributions</b>	<b>14,650.00</b>
4100 · Grants	
Grants - Other	0.00
Operation School Bell	
TJX Foundation	5,000.00
City of Solana Beach	3,000.00
Berkshire Hathaway Charitable	2,100.00
City of Encinitas	3,500.00
Masserini Fund	0.00
Neighborhood Reinvestment	0.00
Carlsbad Rotary	500.00
Wells Fargo Foundation	
French Fund	5,000.00
<b>Total Wells Fargo Foundation</b>	<b>5,000.00</b>
<b>Total Operation School Bell</b>	<b>19,100.00</b>
4100 · Grants - Other	0.00
<b>Total 4100 · Grants</b>	<b>19,100.00</b>
4201 · Thrift Shop	
4202 · Sales	170,000.00
<b>Total 4201 · Thrift Shop</b>	<b>170,000.00</b>
4300 · Special events	
Restaurant % Donation	100.00
Encinitas Wine & Cheese Festival	3,000.00
Luncheon Boutiques	0.00
San Diego County Fair	1,000.00
Spring Fundraiser	
Auction	0.00
Decorations	0.00
Donations	
Sponsor	0.00
Donations - Other	0.00
<b>Total Donations</b>	<b>0.00</b>
Raffle	0.00
Team Baskets	0.00
Ticket Sales	
Wine Sales	0.00
Ticket Sales - Other	0.00
<b>Total Ticket Sales</b>	<b>0.00</b>
Underwriting	
Printing & Postage	0.00

**Assistance League of Rancho San Dieguito**  
**Budget Proposal (revised 4/29/18)**  
 June 2018 through May 2019

	Jun '18 - May 19
Unrestricted to Use	0.00
Total Underwriting	0.00
Spring Fundraiser - Other	75,000.00
Total Spring Fundraiser	75,000.00
4300 · Special events - Other	0.00
Total 4300 · Special events	79,100.00
4500 · Investment income	
Wells Fargo Savings	130.00
Total 4500 · Investment income	130.00
4600 · Member-Only	
Assisteens Account	0.00
Annual Meeting/Luncheon	50.00
Aprons	500.00
Holiday Meeting/ Luncheon	50.00
Holiday Party	100.00
Member dues	
PALS Dues	315.00
Assisteens -ALRSD Chapter Dues	300.00
Member dues - Other	10,000.00
Total Member dues	10,615.00
Name Tags	0.00
Other	0.00
Total 4600 · Member-Only	11,315.00
Total Income	294,295.00
Gross Profit	294,295.00
Expense	
5100 · Philanthropic Programs	
Scholarship Fund	15,500.00
Flowers for Seniors	100.00
Assault Survivor Kits	
Court Kits	0.00
Socks & Underwear	0.00
Sweats	0.00
Assault Survivor Kits - Other	10,000.00
Total Assault Survivor Kits	10,000.00
Kuddles for Kids	
Caring Critters	400.00
Bears	0.00
Snack Kits	0.00
Kuddles for Kids - Other	1,500.00
Total Kuddles for Kids	1,900.00
Knifty Knitters	700.00
Make A Difference Day	0.00
Operation School Bell	
OSB/Clothing Children/SB Grant	3,000.00
OSB/Clothing Children	85,000.00
OSB/Science Camp Scholarships	0.00
OSB\Pendleton	10,000.00
Operation School Bell - Other	0.00
Total Operation School Bell	98,000.00

**Assistance League of Rancho San Dieguito**  
**Budget Proposal (revised 4/29/18)**  
 June 2018 through May 2019

	Jun '18 - May 19
Optional Charitable Project	900.00
PREP	150.00
Jeans for Teens (Stand UP)	200.00
Storage Rental	3,600.00
<b>Total 5100 · Philanthropic Programs</b>	<b>131,050.00</b>
<b>5200 · Thrift Shop Expense</b>	
Advertising	500.00
Business license	25.00
Chamber Membership	195.00
Cleaning	4,160.00
Cost of Goods Sold	300.00
Delivery Charges	2,000.00
Depreciation and amortization	0.00
Furniture & Fixtures	1,000.00
Insurance	3,000.00
Merchant Services	3,600.00
Printing	300.00
Refurbish & Repairs	1,000.00
Rent	96,162.00
Storage	1,123.00
Supplies	1,800.00
Utilities	
Electric	3,225.00
Security	420.00
Telephone	1,100.00
<b>Total Utilities</b>	<b>4,745.00</b>
<b>Total 5200 · Thrift Shop Expense</b>	<b>119,910.00</b>
<b>5300 · Fundraising Expense</b>	
Fundraising Brochure-Mailer	700.00
Grants	150.00
<b>Total 5300 · Fundraising Expense</b>	<b>850.00</b>
<b>5600 · Special Events Expense</b>	
Spring Fundraiser	
Decorations/Supplies	0.00
Raffle Expense	0.00
Entertainment	0.00
Flowers & Centerpieces	0.00
Hotel & Food	0.00
Merchant Services	0.00
Printing & Postage	
Postage	0.00
Printing & Postage - Other	0.00
<b>Total Printing &amp; Postage</b>	<b>0.00</b>
Sales Tax	0.00
Spring Fundraiser - Other	20,000.00
<b>Total Spring Fundraiser</b>	<b>20,000.00</b>
<b>Total 5600 · Special Events Expense</b>	<b>20,000.00</b>
<b>5799 · Reconciliation Discrepancies</b>	<b>0.00</b>
<b>5800 · Management &amp; General</b>	
Hall Rental	1,200.00
Internet Access/Fees	480.00
Bank Charges	50.00
Board Expenses	
Board expense - other	50.00
Corresponding Secretary	75.00
President's Expense	150.00



**Assistance League of Rancho San Dieguito**  
**Budget Proposal (revised 4/29/18)**  
 June 2018 through May 2019

	Jun '18 - May 19
Recording Secretary	75.00
Treasurer	100.00
<b>Total Board Expenses</b>	<b>450.00</b>
<b>Chapter Marketing</b>	
Legacy of Learning	250.00
Mail Chimp Email Communicatio...	150.00
Dropbox File Sharing	120.00
Website	0.00
Chapter Marketing - Other	1,730.00
<b>Total Chapter Marketing</b>	<b>2,250.00</b>
CPA Audit/Review	4,000.00
<b>Education</b>	
Board Development	100.00
National Conference & Meetings	2,000.00
<b>Total Education</b>	<b>2,100.00</b>
Government Fees & Licenses	115.00
<b>Insurance</b>	
Director & Officer	660.00
<b>Total Insurance</b>	<b>660.00</b>
Storage Rental	1,122.00
5800 · Management & General - Ot...	1,000.00
<b>Total 5800 · Management &amp; General</b>	<b>13,427.00</b>
<b>5900 · Member Only expense</b>	
Cost of Aprons	500.00
Chapter Directory	0.00
Chapter Scrap Book	100.00
Circle Donation	250.00
Hospitality	250.00
Meeting Materials	0.00
Membership Development	500.00
NAL Dues	5,600.00
Cost of Name Badges	250.00
Newsletter	100.00
<b>Total 5900 · Member Only expense</b>	<b>7,550.00</b>
<b>Total Expense</b>	<b>292,787.00</b>
<b>Net Income</b>	<b>1,508.00</b>

6:34 PM

04/29/18

Accrual Basis

**Assistance League of Rancho San Dieguito**  
**Budget Proposal (revised 4/29/18)**  
June 2018 through May 2019

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1. Contribution restricted to Scholarship Fund
2. Grants increased \$7000 to reflect most recent grants received to date.
3. Spring Fundraiser amount increased by \$25,000 to reflect actual proceeds earned from April Affair 2018.
4. Member only amount is estimated using current membership levels.
5. Scholarship Fund increased by \$5500 per Donor restriction to increase/expand the program.
6. Camp Scholarships will no longer be a program.
7. OSB increased \$35000 to reflect April Affair surplus and Grants received to date.
8. Delivery charges amended to reflect more accurately actual expenditures.
9. No National AL Conference for FY 2018-19. This amount covers leadership/treasurer training.



October 24, 2009

Good Day:

This letter is to confirm that the Assistance League of the Rancho San Dieguito is registered with the Internal Revenue Service as a 501(c)(3) under Group Exemption Number 4176.

The parent organization is the National Assistance League.  
Parent and the subsidiary organizations are registered as follows:

Parent: National Assistance League  
3100 W Burbank Blvd. Ste 100  
Burbank, CA 91505-2348  
EIN: 95-1945908  
GEN: 4176

Subsidiary: Assistance League of Rancho San Dieguito  
132 North El Camino Real  
Box # 368  
Encinitas, CA 92024

We are providing the Internal Revenue Service determination letter for the parent organization group exemption number. The Internal Revenue Service recognizes Assistance League of San Dieguito as a subordinate organization.

As such, the Assistance League of Rancho San Dieguito may use the enclosed tax exemption status and Federal Identification Number. Donors to the Assistance League of Rancho San Dieguito may deduct contributions to the chapter under this number as provided in section 170 of the code.

If you have further questions, please contact me at the  
National Assistance League

3100 W Burbank Blvd  
Burbank, CA 91510

or by phone at (818) 346-3777 or by email at [Deanna@assistanceleague.org](mailto:Deanna@assistanceleague.org).

With regards,



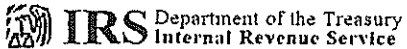
Deanna Devescovi

National Financial Services Director  
National Assistance League

P.O. Box 6637  
Burbank, CA 91510-6637  
A (818) 346-3777  
Fax (818) 346-3535

[www.assistanceleague.org](http://www.assistanceleague.org)

caring & commitment in **action**



P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248162349  
Aug. 07, 2009 LTR 4167C E0  
95-1945908 000000 00  
00015740  
BODC: TE

NATIONAL ASSISTANCE LEAGUE  
3100 W BURBANK BLVD STE 100  
BURBANK CA 91505-2348

Employer Identification Number: 95-1945908  
Group Exemption Number: 4176  
Person to Contact: Mr. Crouch  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your July 29, 2009, request for information about your tax-exempt status.

Our records indicate that you were issued a determination letter in May 1994, and that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinates named on the list you submitted as exempt from Federal income tax under section 501(c)(3) of the Code.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106 and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations I

11/10/09

L72

## Request for Taxpayer Identification Number and Certification

Give Form to the  
 requester. Do not  
 send to the IRS.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Assistance League of Rancho San Dieguito**

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification; check only **one** of the following seven boxes:  
 Individual/sole proprietor or single-member LLC  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
 Other (see instructions) ▶ **501(c) 3**

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
*(Applies to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.)  
**270 F North El Camino Real, Box 368**

**6** City, state, and ZIP code  
**Encinitas, CA 92024**

**7** List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
-				-					
or									
Employer identification number									
3	3	-	0	5	5	6	5	4	2

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**      Signature of U.S. person ▶ *Brenda Seitz - (Treasurer)*      Date ▶ *10.03.16*

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/ir9](http://www.irs.gov/ir9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**Return of Organization Exempt From Income Tax**  
 Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)  
 ▶ Do not enter social security numbers on this form as it may be made public.  
 ▶ Information about Form 990 and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

**2016**

Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

**A** For the 2016 calendar year, or tax year beginning 6/01, 2016, and ending 5/31, 2017

**B** Check if applicable:  
 Address change  
 Name change  
 Extension  
 Change in reporting method  
 Amendment return  
 Application period

**C** Name and address of the organization: Assistance League of Rancho San Dieguito  
270-F North El Camino Real #368  
Encinitas, CA 92024

**D** Employer identification number: 33-0556542

**E** Telephone number: 858.523.9279

**G** Gross receipts: \$ 501,481.

**H(a)** Is this a group return for an individual? Yes  No

**H(b)** Are all substantial contributors? Yes  No  If "No," attach a list of contributors

**I** Tax exempt status:  501(c)(3)  501(c) ( ) (insert no.)  4947(a)(1) or  527

**J** Website: www.alrsd.org

**H(c)** Group exempt from number: 4176

**K** Form of organization:  Corporation  Trust  Association  Other

**L** Year of formation: 1993 **M** State of incorporation: CA

Part I Summary		Prior Year	Current Year
Activities & Governance	1 Briefly describe the organization's mission or most significant activities: <u>Assistance League of Rancho San Dieguito is an all-volunteer, nonprofit organization whose members are dedicated to making a positive difference in the lives of children and adults affected by trauma, violence and poverty.</u>		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	12
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	12
	5 Total number of individuals employed in calendar year 2016 (Part V, line 2a)	5	0
	6 Total number of volunteers (estimate if necessary)	6	158
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
7b Net unrelated business taxable income from Form 990-T, line 34	7b	0.	
Revenue	8 Contributions and grants (Part VIII, line 1b)	238,662.	250,625.
	9 Program service revenue (Part VIII, line 2a)		
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	120.	135.
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	24,826.	56,004.
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	263,608.	306,764.
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	110,119.	99,469.
	14 Benefits paid to or for members (Part IX, column (A), line 4)		
	15 Salaries (other compensation), employee benefits (Part IX, column (A), lines 5-10)		
	16a Professional fundraising fees (Part IX, column (A), line 11a)		
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ <u>118,052.</u>		
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24a)	151,841.	150,594.
	18 Total expenses - Add lines 13-17 (must equal Part IX, column (A), line 25)	261,960.	250,062.
19 Revenue less expenses - Subtract line 18 from line 12	1,648.	56,702.	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year 328,764.	End of Year 395,883.
	21 Total liabilities (Part X, line 26)	4,963.	15,380.
	22 Net assets or fund balances - Subtract line 21 from line 20	323,801.	380,503.

**Part II Signature Block**

Signature of officer or director: Brenda Seitz Treasurer

Signature of preparer: Katherine Gluck CPA

Paid Preparer Use Only: Katherine Gluck, CPA 9.15.17 PO085K780  
703 Pier Ave, B621  
Hermosa Beach, CA 90254-3949 Phone no. 310.406.6256



# STATE BOARD OF EQUALIZATION

450 N STREET MIC:44, SACRAMENTO, CALIFORNIA  
(P. O. BOX 942879, SACRAMENTO, CA 94279-0044)  
TELEPHONE (916) 445-5187 FAX (916) 324-5996

JOHAN KLEHS  
First District, Hayward  
DEAN F ANDAL  
Second District, Stockton

CLAUDE PARRISH  
Third District, Torrance

JOHN CHIANG  
Fourth District, Los Angeles

KATHLEEN CONNELL  
Controller, Sacramento

E. L. SORENSEN, JR.  
Executive Director

June 30, 1999

## NON-PROFIT ORGANIZATION SALES AND USE TAX EXEMPTION

The Assistance League of Rancho San Dieguito is exempt from payment of state, local, and district sales and use taxes when purchasing tangible personal property for the purpose of donation to individuals in a distressed financial condition. The exemption does not apply to purchases that will be used in the operation of the organization, such as office supplies.

The Assistance League of Rancho San Dieguito has met the requirements for the exemption by being organized and operated for charitable purposes, having exempt status from income tax by the California Franchise Tax Board, and engaging in the relief of poverty and distress.

The exemption is valid until revoked.

Any questions may be directed to the Compliance Planning and Evaluation Section at the above address and telephone number.

Sincerely,

James E. Speed  
Deputy Director  
Sales and Use Tax Department

JES:rc

ASSISTANCE LEAGUE OF RANCHO SAN DIEGUITO  
USE OF SALES AND USE TAX EXEMPTION

A copy of the Non-Profit Organization Sales and Use Tax Exemption is attached. Please use this copy as a master to make any more copies you may need.

With this exemption, no sales tax will be paid on tangible personal property purchased for the purpose of donation to individuals in a distressed financial condition. Items expressly included are:

- 1) Clothing, shoes and personal grooming items for OSB
- 2) Clothing and grooming items for ASK
- 3) Bears for Hug-a-Bear
- 4) Yarn for Knifty-Knitter layettes

**Use the exemption only for items specifically listed above. Sales tax must be paid on all purchases of supplies, storage containers, and any items that will not be physically given to individuals in a distressed financial position.**

Federal Employer ID No.: 33-0556542  
CA Corporate ID No: D-1877561  
CA Resale Permit No: SR FHB 99-481040  
State Charity Registration  
Number: CT92512





**City of Solana Beach  
Community Grant Program  
Request for Financial Assistance  
FY 2018-19 APPLICATION**

*All Applications MUST BE RECEIVED by 5:00 p.m. Thursday, May 31, 2018.*

*Please Print Clearly or Type*

*All requests will be determined by the following criteria:*

Name of Organization: Boys & Girls Clubs of San Dieguito  
Mailing Address: 533 Lomas Santa Fe Drive  
City: Solana Beach State CA Zip 92075  
Contact Person: Ariana Criste  
Daytime Phone: 858-755-9371, ext. 315  
Evening Phone: 858-755-9371, ext. 315  
Email address: grants@bgcsandieguito.org

1. W-9 must be attached  
Summary of organization's budget must be attached  
Proposed program budget must be attached  
Financial Statements (see Application Guidelines) must be attached
2. A copy of the certificate of California Nonprofit Corporation must be attached  
Or, Calif. Non-profit 501 (c) 3 Corporation Certification Number: C0516240
3. Has your organization received financial assistance from the City before?  
Yes  No   
If yes, what activities and which fiscal year? Yes, La Colonia Summer Program 2017, 2016, 2015  
Garden Education/ After School STEM Program 2014, College Nights 2013
4. Amount requested for FY 2018-19 \$ 5,000
5. Proposed Total Program Costs: \$ 239,000  
(Includes all estimated costs to conduct proposed activity/program.)
6. Title of Proposed Program/Service: La Colonia Clubhouse Youth Development & Mentoring Program
7. Grant funds must be used for services or materials directly associated to proposed activity. Please describe how grant funds will be used:

Support from the City of Solana Beach's CGP will allow the Club to expand and strengthen its La Colonia Clubhouse Youth Development & Mentoring program by recruiting additional staff and volunteers, purchasing program materials, and providing enrichment activities.

(Attach extra sheet, if necessary.)

8. Estimated number of S.B. residents to be served by proposed program: 120

9. Program Dates/Location:

The La Colonia Clubhouse Mentoring & Youth Development Program is a year-round program provided free of charge to at-risk youth in Solana Beach, California. From June through August, the focus is on recreation, social skills, and preventing summer learning loss. During the academic year, the program focuses on academic success and character development. La Colonia's ultimate goal is for 100% of program youth to meet or exceed college admission prerequisites.

10. Anticipated Program Objectives or Accomplishments:

The objectives for the 2018-2019 academic year include: increasing participation in the Mentoring program by 20%; ensuring 100% of seniors graduate through homework assistance, grade checks, and interventions; and expanding the College Nights program, including guest speakers, campus visits, and assistance with the research, application, and financial aid process.

11. How will the organization acknowledge the City's financial contribution to the community/ beneficiaries of the proposed activity?

The City's generous financial contribution will be recognized via our social media channels, website, monthly newsletters, and annual report reaching thousands of individuals in our community monthly.

12. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

In our current fiscal year, we have received grants from the DPR Foundation, City of Solana Beach, Maurice J. Masserini Trust, Office of Justice Programs, USA Swimming Foundation, and Nordson Foundation in support of this program. CGP support will enable the Club to leverage grants from other foundations.

13. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?


Our volunteers are integral in empowering at-risk youth to explore their passions, invest in their futures, and accomplish their goals. Several are retired teachers who strengthen the academic skills of Club youth. Volunteers provide immeasurable value, reducing expenses and making the fee-free La Colonia Clubhouse program possible.

14. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program or service be scaled back and/or is there a threshold at which it will not move forward?

BGCSDTO is dedicated to providing positive activities to develop the education, health, self-esteem, and character of youth. Revenue from fee-based programs, individual and corporate donations, grants, and sponsorships are essential to offset this cost. If this program receives partial funding, enrichment activities will be reduced to reflect our financial constraints.

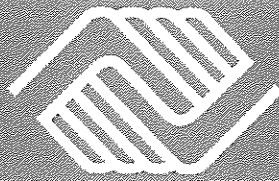
**Acknowledgment of Responsibility:**

***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

5/9/18  
\_\_\_\_\_  
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.**

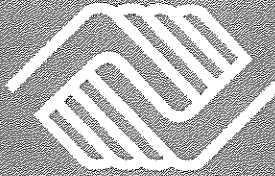


# BOYS & GIRLS CLUBS OF SAN DIEGUITO

## BGCSDTO Organizational Budget

Contributions	342,000
Fundraising Revenue	662,000
Grants	250,000
Branches	619,000
Ocean Knoll Program Revenue	100,000
Camps	537,000
Fitness	56,000
Center for a Healthy Lifestyle	82,000
Athletics	498,000
Aquatics	1,053,000
Youth Arts Academy	244,000
Montessori School	995,000
Program Fees Revenue	4,184,000
Rental/Interest/Misc	326,000
<b>TOTAL REVENUE</b>	<b>5,764,000</b>
Wages:	
Branches	500,000
Ocean Knoll Program Payroll	59,000
Camps	302,000
Fitness	40,000
Kids Korps Payroll	-
Center for a Healthy Lifestyle	75,000
Athletics	255,000
Aquatics	666,000
Youth Arts Academy	143,000
Montessori Schools	471,000
Program Salaries & Related	2,511,000
Administration Wages	729,000
Payroll Taxes and Workers Comp - ALL	353,000
Benefits - ALL	215,000
401k - ALL	67,000
Total Wages & Related Expense	3,875,000

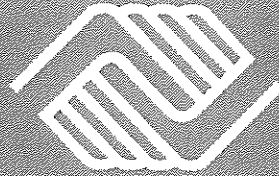
## GREAT FUTURES START HERE.



**BOYS & GIRLS CLUBS  
OF SAN DIEGUITO**

<b>OTHER EXPENSES:</b>	
Direct Mail Expense	3,000
Donations Expense	6,000
Total Fundraising Expenses	409,000
Branch Program Expenses	54,000
Ocean Knoll Program expenses	3,000
Camps	71,000
Fitness	1,000
Center for a Healthy Lifestyle	17,000
Athletics Program Expenses	174,000
Aquatics Program Expenses	41,000
Youth Arts Academy Program Expenses	12,000
Montessori Program Expenses	30,000
Total Branch Program Expenses	403,000
Overhead Expenses:	
Annual Audit/Tax Return	33,000
Equip Leases	40,000
Insurance	85,000
Janitorial/Maint	170,000
Office Supplies/Postage/Printing	33,000
Merchant Service Charges	115,000
Property Taxes	5,000
Repair & Maintenance	84,000
Staff Events, Licenses/Training, etc	32,000
Utilities & Telephones	246,000
Vehicles	46,000
Technology Expense	20,000
Miscellaneous Administrative Expenses	91,000
Online Registration System Monthly Fees	25,000
Total Overhead Expenses	1,025,000
Total Expenses	5,721,000
NET INCOME (LOSS) FROM OPERATIONS	43,000

**GREAT FUTURES START HERE.**



**BOYS & GIRLS CLUBS  
OF SAN DIEGUITO**

Interest Expense	37,000
Net Income/(Loss) before Discretionary Fund and Cap Ex	6,000
Depreciation	396,000
Net Income/(Loss) After Depreciation	(390,000)

**BALANCE SHEET OVERVIEW JANUARY 31, 2018**

OPERATING CASH 108,239  
TOTAL ASSETS 391,954  
TOTAL PROPERTY / EQUIPMENT 9,693,429  
TOTAL PROPERTY/ EQUIPMENT DUE FROM BGCSDTO FOUNDATION  
267,972  
TOTAL OTHER ASSETS 19,120  
TOTAL ASSETS 10,372,475

CURRENT LIABILITIES & CAPITAL  
TOTAL CURRENT LIABILITIES 400,691  
LONG TERM LIABILITIES 1,070,507  
TOTAL LIABILITIES 1,471,467  
CAPITAL 8,901,008  
TOTAL LIABILITIES & CAPITAL 10,372,475

**GREAT FUTURES START HERE.**



**Fiscal Year 2017-2018 La Colonia Budget**

By providing a safe and supervised space for at-risk youth, with programs to support academic success, peer relationships, and skill building, the La Colonia Clubhouse enhances the quality of life in San Diego. The resulting salary and program expense to support this Clubhouse is \$239,000.00 annually. Grants, Private Donations, Program Fees at other clubhouses and support from local companies allow us to maintain this positive place for youth.

**Program Budget**

Revenues	
Contributions (donations, etc.)	18,000
La Colonia Grants	50,000.00
Branch Revenue	37,000
Total Revenues	<u>105,000.00</u>
Wages & Related Expenses	
Program Salaries	156,000
Administration Wages	17,000
401k	3,000
Total Wages and Related Expenses	176,000
Gross Profit	<u>(71,000)</u>
Other Expenses	
Donation Expense	6,000
Branch Program Expense	38,000
Overhead Expenses	
Equipment Leases	6,000
Insurance	2,000
Office Supplies/Postage/Printing	1,000
Repair & Maintenance	1,000
Staff Events, Licenses, Training, etc.	1,000
Utilities & Telephones	3,000
Vehicles	4,000
Misc. Admin. Expenses	1,000
Total Overhead Expenses	<u>19,000</u>
<b>Total Expenses</b>	<b><u>239,000</u></b>
Net Income (LOSS) from Operations	<u>(134,000)</u>

**BOYS AND GIRLS CLUBS OF SAN DIEGUITO AND  
BOYS & GIRLS CLUBS OF SAN DIEGUITO FOUNDATION**  
Schedule III: Combining Statement of Activities  
Year Ended June 30, 2017

	Club	Foundation	Eliminating Entries	Total
Unrestricted Net Assets:				
Revenue and Support:				
Program services:				
Youth community services	\$ 4,661,407	\$ -	\$ -	\$ 4,661,407
Support and other revenue:				
Contributions	307,180	21,164	-	328,344
Special events	686,586	-	-	686,586
Less direct expenses	(231,255)	-	-	(231,255)
Grants	294,386	-	-	294,386
Investment return	-	(51,520)	-	(51,520)
Rental income	289,179	-	-	289,179
Other income	33,366	1,480	-	34,846
Net assets released from restriction	34,678	63,722	-	98,400
	<u>1,414,120</u>	<u>34,846</u>	<u>-</u>	<u>1,448,966</u>
Total Unrestricted Revenue and Support	6,075,527	34,846	-	6,110,373
Expenses:				
Program services:				
Youth community services	5,278,716	-	-	5,278,716
Donations	-	134,907	-	134,907
	<u>5,278,716</u>	<u>134,907</u>	<u>-</u>	<u>5,413,623</u>
Supporting services:				
Management and general	634,774	88,952	-	723,726
Fundraising	310,183	-	-	310,183
	<u>944,957</u>	<u>88,952</u>	<u>-</u>	<u>1,033,909</u>
Total Expenses	<u>6,223,673</u>	<u>223,859</u>	<u>-</u>	<u>6,447,532</u>
Change in Unrestricted Net Assets	(148,146)	(189,013)	-	(337,159)
Temporarily Restricted Net Assets:				
Contributions	10,078	1,081,553	-	1,091,631
Change in charitable remainder trusts	17,226	113,157	-	130,383
Net assets released from restriction	(34,678)	(63,722)	-	(98,400)
Change in Temporarily Restricted Net Assets	<u>(7,374)</u>	<u>1,130,988</u>	<u>-</u>	<u>1,123,614</u>
Change in Net Assets	(155,520)	941,975	-	786,455
Net Assets, beginning	<u>8,742,670</u>	<u>1,828,719</u>	<u>-</u>	<u>10,571,389</u>
Net Assets, ending	<u>\$ 8,587,150</u>	<u>\$ 2,770,694</u>	<u>\$ -</u>	<u>\$ 11,357,844</u>

See independent auditors' report.



**BOYS AND GIRLS CLUBS OF SAN DIEGUITO AND  
BOYS & GIRLS CLUBS OF SAN DIEGUITO FOUNDATION**  
Schedule IV: Combining Statement of Activities  
Year Ended June 30, 2016

	Club	Foundation	Eliminating Entries	Total
Unrestricted Net Assets:				
Revenue and Support:				
Program services:				
Youth community services	\$ 4,344,359	\$ -	\$ -	\$ 4,344,359
Support and other revenue:				
Contributions	419,750	128,809	-	548,559
Campaigns	10,806	-	-	10,806
Special events	574,920	-	-	574,920
Less direct expenses	(198,868)	-	-	(198,868)
Grants	172,677	-	-	172,677
Investment return	2	1,428	-	1,430
Rental income	306,404	-	-	306,404
Other income	7,925	15,254	-	23,179
Net assets released from restriction	61,659	361,796	-	423,455
	<u>1,355,275</u>	<u>507,287</u>	<u>-</u>	<u>1,862,562</u>
Total Unrestricted Revenue and Support	5,699,634	507,287	-	6,206,921
Expenses:				
Program services:				
Youth community services	4,760,084	-	-	4,760,084
Donations	-	378,168	-	378,168
	<u>4,760,084</u>	<u>378,168</u>	<u>-</u>	<u>5,138,252</u>
Supporting services:				
Management and general	549,323	66,229	-	615,552
Fundraising	263,296	-	-	263,296
	<u>812,619</u>	<u>66,229</u>	<u>-</u>	<u>878,848</u>
Total Expenses	<u>5,572,703</u>	<u>444,397</u>	<u>-</u>	<u>6,017,100</u>
Change in Unrestricted Net Assets	126,931	62,890	-	189,821
Temporarily Restricted Net Assets:				
Contributions	7,067	349,080	-	356,147
Change in charitable remainder trusts	(1,014)	56,707	-	55,693
Net assets released from restriction	(61,659)	(361,796)	-	(423,455)
Change in Temporarily Restricted Net Assets	<u>(55,606)</u>	<u>43,991</u>	<u>-</u>	<u>(11,615)</u>
Change in Net Assets	71,325	106,881	-	178,206
Net Assets, beginning	<u>8,671,345</u>	<u>1,721,838</u>	<u>-</u>	<u>10,393,183</u>
Net Assets, ending	<u>\$ 8,742,670</u>	<u>\$ 1,828,719</u>	<u>\$ -</u>	<u>\$ 10,571,389</u>

See independent auditors' report.

**2016**

**990**

**PUBLIC**

**DISCLOSURE**

Form **990**  
Department of the Treasury  
Internal Revenue Service

**Return of Organization Exempt From Income Tax**  
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)  
▶ Do not enter social security numbers on this form as it may be made public.  
▶ Information about Form 990 and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2016**  
Open to Public Inspection

**A** For the 2016 calendar year, or tax year beginning **JUL 1, 2016** and ending **JUN 30, 2017**

<b>B</b> Check if applicable:  <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name of organization <b>BOYS AND GIRLS CLUBS OF SAN DIEGUITO</b> Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite <b>533 LOMAS SANTA FE DRIVE</b> City or town, state or province, country, and ZIP or foreign postal code <b>SOLANA BEACH, CA 92075</b> <b>F</b> Name and address of principal officer: <b>MARINEKE VANDERVORT</b> <b>SAME AS C ABOVE</b>	<b>D</b> Employer identification number <b>95-2470435</b> <b>E</b> Telephone number <b>(858) 755-9371</b> <b>G</b> Gross receipts \$ <b>6,282,182.</b> <b>H(a)</b> Is this a group return for subordinates? ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions) <b>H(c)</b> Group exemption number ▶
<b>I</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		
<b>J</b> Website: ▶ <b>WWW.BGCSANDIEGUITO.ORG</b>		
<b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		
<b>L</b> Year of formation: <b>1966</b>		<b>M</b> State of legal domicile: <b>CA</b>

**Part I Summary**

	<b>1</b> Briefly describe the organization's mission or most significant activities: <b>TO PROVIDE POSITIVE ACTIVITIES TO DEVELOP THE EDUCATION, HEALTH, SELF-ESTEEM &amp; CHARACTER OF YOUTH.</b>		
	<b>2</b> Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
Activities & Governance	<b>3</b> Number of voting members of the governing body (Part VI, line 1a) .....	<b>3</b>	<b>18</b>
	<b>4</b> Number of independent voting members of the governing body (Part VI, line 1b) .....	<b>4</b>	<b>18</b>
	<b>5</b> Total number of individuals employed in calendar year 2016 (Part V, line 2a) .....	<b>5</b>	<b>343</b>
	<b>6</b> Total number of volunteers (estimate if necessary) .....	<b>6</b>	<b>100</b>
	<b>7a</b> Total unrelated business revenue from Part VIII, column (C), line 12 .....	<b>7a</b>	<b>0.</b>
	<b>b</b> Net unrelated business taxable income from Form 990-T, line 34 .....	<b>7b</b>	<b>0.</b>
	Revenue	<b>8</b> Contributions and grants (Part VIII, line 1h) .....	Prior Year <b>764,814.</b>
<b>9</b> Program service revenue (Part VIII, line 2g) .....		<b>4,344,359.</b>	<b>4,661,407.</b>
<b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d) .....		<b>2.</b>	<b>63.</b>
<b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) .....		<b>539,952.</b>	<b>671,401.</b>
<b>12</b> Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) .....		<b>5,649,127.</b>	<b>6,050,927.</b>
Expenses		<b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1-3) .....	<b>0.</b>
	<b>14</b> Benefits paid to or for members (Part IX, column (A), line 4) .....	<b>0.</b>	<b>0.</b>
	<b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) .....	<b>3,400,007.</b>	<b>3,951,582.</b>
	<b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e) .....	<b>0.</b>	<b>0.</b>
	<b>b</b> Total fundraising expenses (Part IX, column (D), line 25) ▶ <b>310,183.</b>		
	<b>17</b> Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e) .....	<b>2,189,954.</b>	<b>2,272,091.</b>
	<b>18</b> Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) .....	<b>5,589,961.</b>	<b>6,223,673.</b>
	<b>19</b> Revenue less expenses. Subtract line 18 from line 12 .....	<b>59,166.</b>	<b>-172,746.</b>
Net Assets or Fund Balances	<b>20</b> Total assets (Part X, line 16) .....	Beginning of Current Year <b>10,694,380.</b>	End of Year <b>10,355,798.</b>
	<b>21</b> Total liabilities (Part X, line 26) .....	<b>1,964,883.</b>	<b>1,781,821.</b>
	<b>22</b> Net assets or fund balances. Subtract line 21 from line 20 .....	<b>8,729,497.</b>	<b>8,573,977.</b>

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer <b>MARINEKE VANDERVORT, CEO</b>	Date _____
	Type or print name and title	

<b>Paid Preparer Use Only</b>	Print/Type preparer's name Preparer's signature Date <b>05/02/18</b>	Check if self-employed <input type="checkbox"/>	PTIN Firm's name ▶ <b>ALDRICH CPAS AND ADVISORS, LLP</b> Firm's address ▶ <b>5946 PRIESTLY DRIVE, SUITE 200 CARLSBAD, CA 92008</b> Phone no. (760) 431-8440
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May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III [X]

1 Briefly describe the organization's mission: THE BOYS AND GIRLS CLUBS OF SAN DIEGUITO IS AN ORGANIZATION DEDICATED TO PROVIDING POSITIVE ACTIVITIES TO DEVELOP THE EDUCATION, HEALTH, SELF-ESTEEM AND CHARACTER OF YOUTH.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [ ] Yes [X] No

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [ ] Yes [X] No

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: ) (Expenses \$ 645,911. including grants of \$ ) (Revenue \$ 279,273.) BGC ATHLETIC PROGRAM 2,950 MEMBERS SERVED - HELPING BOYS AND GIRLS ACHIEVE SUPERIORITY IN THEIR SPORT AND THEMSELVES THROUGH PARTICIPATION IN AFTERSCHOOL ATHLETIC ACTIVITIES. MANY OF THESE CHILDREN RECEIVE COLLEGE SCHOLARSHIPS DUE TO THEIR PARTICIPATION.

4b (Code: ) (Expenses \$ 1,149,705. including grants of \$ ) (Revenue \$ 1,266,871.) BGC AQUATICS PROGRAM 3,775 CHILDREN SERVED - HELPING BOYS AND GIRLS ACHIEVE SUPERIORITY IN THEIR SPORT AND THEMSELVES THROUGH PARTICIPATION IN THE NATIONALLY RECOGNIZED RSD SWIM TEAM PROGRAM. MANY OF OUR PARTICIPANTS RECEIVE COLLEGE SCHOLARSHIPS OR MOVE ON TO FURTHER THEIR SWIM CAREERS.

4c (Code: ) (Expenses \$ 531,419. including grants of \$ ) (Revenue \$ 665,188.) BGC CAMP PROGRAM 1,853 CHILDREN SERVED - GIVING CHILDREN AN ALTERNATIVE TO SELF-DIRECTED ACTIVITIES WHEN SCHOOL IS NOT IN SESSION WHICH CAN INCLUDE GANG OR OTHER CRIMINAL ACTIVITY.

4d Other program services (Describe in Schedule O.) (Expenses \$ 2,951,681. including grants of \$ ) (Revenue \$ 2,450,075.)

4e Total program service expenses 5,278,716.

**Part IV Checklist of Required Schedules**

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ?	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4 <b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>		X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	X	
b Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
c Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>		X
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	X	
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>		X
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>	X	
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i>		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	X	
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X

**Part IV Checklist of Required Schedules** (continued)

	Yes	No
20a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		X
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		X
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? If "Yes," complete Schedule L, Part II		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part III		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
b A family member of a current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? If "Yes," complete Schedule L, Part IV		X
29 Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M	X	
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		X
34 Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1	X	
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19?		
Note. All Form 990 filers are required to complete Schedule O	X	

**Part V** Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
	<b>1a</b> 34		
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
	<b>1b</b> 0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
	<b>2a</b> 343		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? <b>Note.</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	X	
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?		X
b	If "Yes," has it filed a Form 990-T for this year? If "No," to line 3b, provide an explanation in Schedule O		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
b	If "Yes," enter the name of the foreign country: See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		X
c	If "Yes," to line 5a or 5b, did the organization file Form 8886-T?		
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
7	<b>Organizations that may receive deductible contributions under section 170(c).</b>		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		X
d	If "Yes," indicate the number of Forms 8282 filed during the year		
	<b>7d</b>		
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
8	<b>Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
9	<b>Sponsoring organizations maintaining donor advised funds.</b>		
a	Did the sponsoring organization make any taxable distributions under section 4966?		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
10	<b>Section 501(c)(7) organizations.</b> Enter:		
a	Initiation fees and capital contributions included on Part VIII, line 12	<b>10a</b>	
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	<b>10b</b>	
11	<b>Section 501(c)(12) organizations.</b> Enter:		
a	Gross income from members or shareholders	<b>11a</b>	
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	<b>11b</b>	
12a	<b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?	<b>12a</b>	
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	<b>12b</b>	
13	<b>Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
a	Is the organization licensed to issue qualified health plans in more than one state? <b>Note.</b> See the instructions for additional information the organization must report on Schedule O.	<b>13a</b>	
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	<b>13b</b>	
c	Enter the amount of reserves on hand	<b>13c</b>	
14a	Did the organization receive any payments for indoor tanning services during the tax year?	<b>14a</b>	X
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	<b>14b</b>	

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI [X]

Section A. Governing Body and Management

Table with 3 columns: Question, Yes, No. Rows include: 1a Enter the number of voting members of the governing body at the end of the tax year; 1b Enter the number of voting members included in line 1a, above, who are independent; 2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?; 3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?; 4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?; 5 Did the organization become aware during the year of a significant diversion of the organization's assets?; 6 Did the organization have members or stockholders?; 7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?; 7b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?; 8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: a The governing body? b Each committee with authority to act on behalf of the governing body?; 9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O.

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

Table with 3 columns: Question, Yes, No. Rows include: 10a Did the organization have local chapters, branches, or affiliates?; 10b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?; 11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?; 11b Describe in Schedule O the process, if any, used by the organization to review this Form 990.; 12a Did the organization have a written conflict of interest policy? If "No," go to line 13; 12b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?; 12c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done; 13 Did the organization have a written whistleblower policy?; 14 Did the organization have a written document retention and destruction policy?; 15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?; 15a The organization's CEO, Executive Director, or top management official; 15b Other officers or key employees of the organization; 16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?; 16b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed CA
18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
[ ] Own website [ ] Another's website [X] Upon request [ ] Other (explain in Schedule O)
19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
20 State the name, address, and telephone number of the person who possesses the organization's books and records:
DEBI COX - (858) 755-9371
533 LOMAS SANTA FE DRIVE, SOLANA BEACH, CA 92075



**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's current officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's current key employees, if any. See instructions for definition of "key employee."
- List the organization's five current highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's former officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's former directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) DOUG REGNIER CHAIR, TREASURER	1.00	X		X			0.	0.	0.	
(2) DAVID THOMAS SECRETARY	1.00	X		X			0.	0.	0.	
(3) DOUG FISHER BOARD DEVELOPMENT CHAIR	1.00	X					0.	0.	0.	
(4) BEN HAMSON VICE-CHAIR	1.00	X					0.	0.	0.	
(5) LARRY MCDONALD BOARD MEMBER	1.00	X					0.	0.	0.	
(6) BARBARA HARPER BOARD MEMBER	1.00	X					0.	0.	0.	
(7) PATTY MAYSENT BOARD MEMBER	1.00	X					0.	0.	0.	
(8) P. MARTIN PETERS BOARD MEMBER	1.00	X					0.	0.	0.	
(9) CRAIG M. GARNER BOARD MEMBER	1.00	X					0.	0.	0.	
(10) MATTHEW HOLDER BOARD MEMBER	1.00	X					0.	0.	0.	
(11) JOHN MELICAN BOARD MEMBER	1.00	X					0.	0.	0.	
(12) MARK LEE BOARD MEMBER	1.00	X					0.	0.	0.	
(13) BARBARA ELZTROTH BOARD MEMBER	1.00	X					0.	0.	0.	
(14) CAROL MORE BOARD MEMBER	1.00	X					0.	0.	0.	
(15) PATRICK LENIHAN BOARD MEMBER	1.00	X					0.	0.	0.	
(16) SCOTT SAHADI BOARD MEMBER	1.00	X					0.	0.	0.	
(17) ROBERT SPEARS BOARD MEMBER	1.00	X					0.	0.	0.	

**Part VII** Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(18) SARAH WILLIAMS BOARD MEMBER	1.00	X						0.	0.	0.
(19) JULIE WENZEL BOARD MEMBER	1.00	X						0.	0.	0.
(20) MARINEKE VANDERVORT CHIEF EXECUTIVE OFFICER	40.00			X				140,321.	0.	8,873.
(21) JOE BENJAMIN AQUATICS DIRECTOR	40.00					X		108,780.	0.	11,220.
<b>1b Sub-total</b>								249,101.	0.	20,093.
<b>c Total from continuation sheets to Part VII, Section A</b>								0.	0.	0.
<b>d Total (add lines 1b and 1c)</b>								249,101.	0.	20,093.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **2**

	Yes	No
3 Did the organization list any former officer, director, or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person		X

**Section B. Independent Contractors**

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
NONE		

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **0**

**Part VIII Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII

			(A)	(B)	(C)	(D)		
			Total revenue	Related or exempt function revenue	Unrelated business revenue	Revenue excluded from tax under sections 512-514		
Contributions, Gifts, Grants and Other Similar Amounts	1 a	Federated campaigns	1a	299.				
	b	Membership dues	1b					
	c	Fundraising events	1c	106,412.				
	d	Related organizations	1d					
	e	Government grants (contributions)	1e					
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	611,345.				
	g	Noncash contributions included in lines 1a-1f: \$		42,223.				
	h	<b>Total.</b> Add lines 1a-1f		718,056.				
Program Service Revenue	2 a	AQUATICS	Business Code 900099	1,266,871.	1,266,871.			
	b	MONTESSORI	900099	1,096,029.	1,096,029.			
	c	REGISTRATION FEES	900099	717,157.	717,157.			
	d	CAMPS	900099	665,188.	665,188.			
	e	ATHLETIC PROGRAMS	900099	636,889.	636,889.			
	f	All other program service revenue	900099	279,273.	279,273.			
	g	<b>Total.</b> Add lines 2a-2f		4,661,407.				
Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)		63.			63.	
	4	Income from investment of tax-exempt bond proceeds						
	5	Royalties						
	6 a	Gross rents	(i) Real	289,179.				
			(ii) Personal	0.				
				289,179.				
	d	Net rental income or (loss)		289,179.			289,179.	
	7 a	Gross amount from sales of assets other than inventory	(i) Securities					
			(ii) Other					
d	Net gain or (loss)							
8 a	Gross income from fundraising events (not including \$ 106,412. of contributions reported on line 1c). See Part IV, line 18	a	580,174.					
		b	231,255.					
c	Net income or (loss) from fundraising events		348,919.			348,919.		
9 a	Gross income from gaming activities. See Part IV, line 19	a						
		b						
c	Net income or (loss) from gaming activities							
10 a	Gross sales of inventory, less returns and allowances	a						
		b						
c	Net income or (loss) from sales of inventory							
Miscellaneous Revenue			Business Code					
11 a	PAYROLL TAX REFUND	900099	33,303.			33,303.		
b								
c								
d	All other revenue							
e	<b>Total.</b> Add lines 11a-11d		33,303.					
12	<b>Total revenue.</b> See instructions.		6,050,927.	4,661,407.	0.	671,464.		

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	160,000.	46,400.	76,800.	36,800.
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	3,176,521.	2,799,806.	215,435.	161,280.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	51,534.	36,241.	11,879.	3,414.
9 Other employee benefits	295,244.	212,631.	65,035.	17,578.
10 Payroll taxes	268,283.	205,139.	49,710.	13,434.
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting	29,650.		29,650.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	30,634.	30,634.		
12 Advertising and promotion	54,070.	14,962.	299.	38,809.
13 Office expenses	111,793.	86,456.	21,547.	3,790.
14 Information technology				
15 Royalties				
16 Occupancy	352,994.	331,104.	21,774.	116.
17 Travel	39,549.	33,759.	5,774.	16.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest	30,368.	30,368.		
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	415,867.	415,867.		
23 Insurance	89,093.	76,809.	12,284.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a PROGRAM SUPPLIES	571,942.	571,160.	0.	782.
b MISCELLANEOUS	192,423.	78,581.	94,309.	19,533.
c JANITORIAL	147,987.	141,735.	6,252.	0.
d BANK/MERCHANT FEES	132,234.	126,450.	0.	5,784.
e All other expenses	73,487.	40,614.	24,026.	8,847.
<b>25 Total functional expenses.</b> Add lines 1 through 24e	<b>6,223,673.</b>	<b>5,278,716.</b>	<b>634,774.</b>	<b>310,183.</b>
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here  if following SOP 98-2 (ASC 958-720)

**Part X Balance Sheet**

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year	
Assets	1	Cash - non-interest-bearing	277,262.	1	121,014.
	2	Savings and temporary cash investments	50,002.	2	42,315.
	3	Pledges and grants receivable, net	0.	3	6,000.
	4	Accounts receivable, net	10,261.	4	621.
	5	Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instr). Complete Part II of Sch L		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use		8	
	9	Prepaid expenses and deferred charges	81,454.	9	44,812.
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 15,466,738.		
	b	Less: accumulated depreciation	10b 5,610,467.	10c	9,856,271.
	11	Investments - publicly traded securities		11	
	12	Investments - other securities. See Part IV, line 11		12	
	13	Investments - program-related. See Part IV, line 11		13	
	14	Intangible assets		14	
	15	Other assets. See Part IV, line 11	267,972.	15	284,765.
16	<b>Total assets.</b> Add lines 1 through 15 (must equal line 34)	10,694,380.	16	10,355,798.	
Liabilities	17	Accounts payable and accrued expenses	534,265.	17	520,891.
	18	Grants payable		18	
	19	Deferred revenue	730,618.	19	560,930.
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23	Secured mortgages and notes payable to unrelated third parties		23	
	24	Unsecured notes and loans payable to unrelated third parties		24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	700,000.	25	700,000.
	26	<b>Total liabilities.</b> Add lines 17 through 25	1,964,883.	26	1,781,821.
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.				
	27	Unrestricted net assets	8,399,272.	27	8,251,126.
	28	Temporarily restricted net assets	330,225.	28	322,851.
	29	Permanently restricted net assets		29	
	Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.				
	30	Capital stock or trust principal, or current funds		30	
	31	Paid-in or capital surplus, or land, building, or equipment fund		31	
	32	Retained earnings, endowment, accumulated income, or other funds		32	
33	<b>Total net assets or fund balances</b>	8,729,497.	33	8,573,977.	
34	<b>Total liabilities and net assets/fund balances</b>	10,694,380.	34	10,355,798.	

**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	6,050,927.
2	Total expenses (must equal Part IX, column (A), line 25)	2	6,223,673.
3	Revenue less expenses. Subtract line 2 from line 1	3	-172,746.
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	8,729,497.
5	Net unrealized gains (losses) on investments	5	17,226.
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	8,573,977.

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response or note to any line in this Part XII

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
b Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input checked="" type="checkbox"/> Both consolidated and separate basis	X	
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.	X	
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits		

Form 990 (2016)

**SCHEDULE A**  
(Form 990 or 990-EZ)

**Public Charity Status and Public Support**

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

OMB No. 1545-0047

**2016**

Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

▶ Information about Schedule A (Form 990 or 990-EZ) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

Name of the organization <b>BOYS AND GIRLS CLUBS OF SAN DIEGUITO</b>	Employer identification number <b>95-2470435</b>
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**Part I Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1  A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).
- 2  A school described in section 170(b)(1)(A)(ii). (Attach Schedule E (Form 990 or 990-EZ).)
- 3  A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii).
- 4  A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state: \_\_\_\_\_
- 5  An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv). (Complete Part II.)
- 6  A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
- 7  An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 8  A community trust described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 9  An agricultural research organization described in section 170(b)(1)(A)(ix) operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: \_\_\_\_\_
- 10  An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions - subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Complete Part III.)
- 11  An organization organized and operated exclusively to test for public safety. See section 509(a)(4).
- 12  An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See section 509(a)(3). Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
  - a  **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. You must complete Part IV, Sections A and B.
  - b  **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). You must complete Part IV, Sections A and C.
  - c  **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). You must complete Part IV, Sections A, D, and E.
  - d  **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). You must complete Part IV, Sections A and D, and Part V.
  - e  Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
  - f Enter the number of supported organizations
- g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
<b>Total</b>						

**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
3 The value of services or facilities furnished by a governmental unit to the organization without charge .....						
4 <b>Total.</b> Add lines 1 through 3 .....						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) .....						
6 <b>Public support.</b> Subtract line 5 from line 4 .....						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ►	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
7 Amounts from line 4 .....						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources .....						
9 Net income from unrelated business activities, whether or not the business is regularly carried on .....						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
11 <b>Total support.</b> Add lines 7 through 10 .....						
12 Gross receipts from related activities, etc. (see instructions) .....					12	
13 <b>First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here .....						<input type="checkbox"/>

**Section C. Computation of Public Support Percentage**

14 Public support percentage for 2016 (line 6, column (f) divided by line 11, column (f)) .....	14	%
15 Public support percentage from 2015 Schedule A, Part II, line 14 .....	15	%
16a <b>33 1/3% support test - 2016.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization .....	<input type="checkbox"/>	
b <b>33 1/3% support test - 2015.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization .....	<input type="checkbox"/>	
17a <b>10% -facts-and-circumstances test - 2016.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization .....	<input type="checkbox"/>	
b <b>10% -facts-and-circumstances test - 2015.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization .....	<input type="checkbox"/>	
18 <b>Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions .....	<input type="checkbox"/>	



**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....	804,471.	1542733.	1088731.	764,814.	718,056.	4918805.
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose .....	3387151.	3455115.	3827618.	4344359.	4661407.	19675650.
3 Gross receipts from activities that are not an unrelated trade or business under section 513 .....						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
5 The value of services or facilities furnished by a governmental unit to the organization without charge .....						
6 Total. Add lines 1 through 5 .....	4191622.	4997848.	4916349.	5109173.	5379463.	24594455.
7a Amounts included on lines 1, 2, and 3 received from disqualified persons .....	99,000.	17,000.	10,000.	40,000.	25,150.	191,150.
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year .....						0.
c Add lines 7a and 7b .....	99,000.	17,000.	10,000.	40,000.	25,150.	191,150.
8 Public support. (Subtract line 7c from line 6.) .....						24403305.

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
9 Amounts from line 6 .....	4191622.	4997848.	4916349.	5109173.	5379463.	24594455.
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources .....	378,866.	283,702.	339,151.	306,406.	289,242.	1597367.
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 .....						
c Add lines 10a and 10b .....	378,866.	283,702.	339,151.	306,406.	289,242.	1597367.
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on .....	74,453.	14,038.	354,906.	226,637.	348,919.	1018953.
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....		44,777.	69,782.	6,911.	33,303.	154,773.
13 Total support. (Add lines 9, 10c, 11, and 12.) .....	4644941.	5340365.	5680188.	5649127.	6050927.	27365548.

14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here

**Section C. Computation of Public Support Percentage**

15 Public support percentage for 2016 (line 8, column (f) divided by line 13, column (f)) .....	15	89.18 %
16 Public support percentage from 2015 Schedule A, Part III, line 15 .....	16	89.60 %

**Section D. Computation of Investment Income Percentage**

17 Investment income percentage for 2016 (line 10c, column (f) divided by line 13, column (f)) .....	17	5.84 %
18 Investment income percentage from 2015 Schedule A, Part III, line 17 .....	18	6.08 %

19a **33 1/3% support tests - 2016.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

b **33 1/3% support tests - 2015.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in Part VI when and how the organization made the determination.		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in Part VI what controls the organization put in place to ensure such use.		
4a Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).		
b <b>Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c <b>Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in Part VI.		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in Part VI.		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in Part VI.		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in Part VI.		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer 10b below.		
b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

**Part IV Supporting Organizations** (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
b A family member of a person described in (a) above?		
c A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI.		

**Section B. Type I Supporting Organizations**

	Yes	No
1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		

**Section C. Type II Supporting Organizations**

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		

**Section D. All Type III Supporting Organizations**

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		

**Section E. Type III Functionally Integrated Supporting Organizations**

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).			
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.			
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.			
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).			
2 Activities Test. Answer (a) and (b) below.		Yes	No
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.			
b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.			
3 Parent of Supported Organizations. Answer (a) and (b) below.			
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI.			
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.			

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

1  Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI.) See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	<b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	<b>Total</b> (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions)	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035	6	
7	Recoveries of prior-year distributions	7	
8	<b>Minimum Asset Amount</b> (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3	4	
5	Income tax imposed in prior year	5	
6	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)	6	

7  Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

**Part V** Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations *(continued)*

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions	
7 <b>Total annual distributions.</b> Add lines 1 through 6	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions	
9 Distributable amount for 2016 from Section C, line 6	
10 Line 8 amount divided by Line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2016	(iii) Distributable Amount for 2016
1 Distributable amount for 2016 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2016 (reasonable cause required; explain in Part VI). See instructions			
3 Excess distributions carryover, if any, to 2016:			
a			
b			
c From 2013			
d From 2014			
e From 2015			
f <b>Total of lines 3a through e</b>			
g Applied to underdistributions of prior years			
h Applied to 2016 distributable amount			
i Carryover from 2011 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2016 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2016 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4			
5 Remaining underdistributions for years prior to 2016, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions			
6 Remaining underdistributions for 2016. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions			
7 <b>Excess distributions carryover to 2017.</b> Add lines 3j and 4c			
8 Breakdown of line 7:			
a			
b Excess from 2013			
c Excess from 2014			
d Excess from 2015			
e Excess from 2016			



**Schedule B**  
(Form 990, 990-EZ,  
or 990-PF)  
Department of the Treasury  
Internal Revenue Service

**Schedule of Contributors**  
▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.  
▶ Information about Schedule B (Form 990, 990-EZ, or 990-PF) and  
its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2016**

Name of the organization <b>BOYS AND GIRLS CLUBS OF SAN DIEGUITO</b>	Employer identification number <b>95-2470435</b>
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Organization type (check one):

- Filers of: Section:
- Form 990 or 990-EZ  501(c)( 3 ) (enter number) organization
- 4947(a)(1) nonexempt charitable trust not treated as a private foundation
- 527 political organization
- Form 990-PF  501(c)(3) exempt private foundation
- 4947(a)(1) nonexempt charitable trust treated as a private foundation
- 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

**General Rule**

- For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

**Special Rules**

- For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000 or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h, or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I, II, and III.
- For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ..... ▶ \$ \_\_\_\_\_

**Caution:** An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990, 990-EZ, or 990-PF. Schedule B (Form 990, 990-EZ, or 990-PF) (2016)

Name of organization <b>BOYS AND GIRLS CLUBS OF SAN DIEGUITO</b>	Employer identification number <b>95-2470435</b>
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**Part I Contributors** (See instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1		\$ 7,500.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2		\$ 5,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3		\$ 5,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4		\$ 10,150.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
5		\$ 5,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
6		\$ 20,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)



Name of organization <b>BOYS AND GIRLS CLUBS OF SAN DIEGUITO</b>	Employer identification number <b>95-2470435</b>
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**Part I Contributors** (See instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
7		\$ 5,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
8		\$ 12,300.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
9		\$ 5,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
10		\$ 15,450.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
11		\$ 10,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
12		\$ 20,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization <b>BOYS AND GIRLS CLUBS OF SAN DIEGUITO</b>	Employer identification number <b>95-2470435</b>
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**Part I Contributors** (See instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
13	_____	\$ 5,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
14	_____	\$ 25,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
15	_____	\$ 37,223.	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input checked="" type="checkbox"/> (Complete Part II for noncash contributions.)
16	_____	\$ 5,000.	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input checked="" type="checkbox"/> (Complete Part II for noncash contributions.)
	_____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
	_____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization <b>BOYS AND GIRLS CLUBS OF SAN DIEGUITO</b>	Employer identification number <b>95-2470435</b>
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**Part II Noncash Property** (See instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions)	(d) Date received
15	AWNING _____ _____ _____	\$ 37,223.	09/30/16
16	VAN _____ _____ _____	\$ 5,000.	05/05/17
	_____ _____ _____	\$ _____	_____
	_____ _____ _____	\$ _____	_____
	_____ _____ _____	\$ _____	_____
	_____ _____ _____	\$ _____	_____
	_____ _____ _____	\$ _____	_____

Name of organization <b>BOYS AND GIRLS CLUBS OF SAN DIEGUITO</b>	Employer identification number <b>95-2470435</b>
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**Part III** Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of \$1,000 or less for the year. (Enter this info once) ▶ \$ \_\_\_\_\_  
Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	

SCHEDULE D (Form 990)

Department of the Treasury Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b. Attach to Form 990.

Information about Schedule D (Form 990) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016

Open to Public Inspection

Name of the organization BOYS AND GIRLS CLUBS OF SAN DIEGUITO Employer identification number 95-2470435

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

Table with 2 columns: (a) Donor advised funds, (b) Funds and other accounts. Rows include: 1 Total number at end of year, 2 Aggregate value of contributions to (during year), 3 Aggregate value of grants from (during year), 4 Aggregate value at end of year, 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?, 6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

Table with 2 columns: Held at the End of the Tax Year. Rows include: 1 Purpose(s) of conservation easements held by the organization (check all that apply), 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year, 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year, 4 Number of states where property subject to conservation easement is located, 5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?, 6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year, 7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year, 8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?, 9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets. Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

Table with 2 columns: Revenue included on Form 990, Part VIII, line 1, Assets included in Form 990, Part X. Rows include: 1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items., 1b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items: (i) Revenue included on Form 990, Part VIII, line 1, (ii) Assets included in Form 990, Part X, 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items: a Revenue included on Form 990, Part VIII, line 1, b Assets included in Form 990, Part X

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items

(check all that apply):

- a  Public exhibition
- b  Scholarly research
- c  Preservation for future generations
- d  Loan or exchange programs
- e  Other \_\_\_\_\_

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection?  Yes  No

**Part IV Escrow and Custodial Arrangements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X?  Yes  No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
c Beginning balance	1c
d Additions during the year	1d
e Distributions during the year	1e
f Ending balance	1f

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability?  Yes  No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

**Part V Endowment Funds.** Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment  \_\_\_\_\_ %
- b Permanent endowment  \_\_\_\_\_ %
- c Temporarily restricted endowment  \_\_\_\_\_ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

	Yes	No
(i) unrelated organizations	3a(i)	
(ii) related organizations	3a(ii)	
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b	

4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		26,872.		26,872.
b Buildings		14,190,788.	4,491,292.	9,699,496.
c Leasehold improvements				
d Equipment		1,249,078.	1,119,175.	129,903.
e Other				
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				9,856,271.

**Part VII Investments - Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives .....		
(2) Closely-held equity interests .....		
(3) Other .....		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

**Part VIII Investments - Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

**Part IX Other Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	

**Part X Other Liabilities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) LINE OF CREDIT	700,000.
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶ 700,000.	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII

**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1	7,233,987.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
a	Net unrealized gains (losses) on investments	2a	17,226.	
b	Donated services and use of facilities	2b		
c	Recoveries of prior year grants	2c		
d	Other (Describe in Part XIII.)	2d	1,165,834.	
e	Add lines 2a through 2d	2e		1,183,060.
3	Subtract line 2e from line 1	3		6,050,927.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b	4c		0.
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)	5		6,050,927.

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	6,447,532.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
a	Donated services and use of facilities	2a		
b	Prior year adjustments	2b		
c	Other losses	2c		
d	Other (Describe in Part XIII.)	2d	223,859.	
e	Add lines 2a through 2d	2e		223,859.
3	Subtract line 2e from line 1	3		6,223,673.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b	4c		0.
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	5		6,223,673.

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**PART X, LINE 2:**

THE ORGANIZATIONS FOLLOW ACCOUNTING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA RELATED TO THE RECOGNITION OF UNCERTAIN TAX POSITIONS. THE ORGANIZATIONS RECOGNIZE ACCRUED INTEREST AND PENALTIES ASSOCIATED WITH UNCERTAIN TAX POSITIONS AS PART OF THE STATEMENTS OF ACTIVITIES, WHEN APPLICABLE. MANAGEMENT HAS DETERMINED THAT THE ORGANIZATIONS HAVE NO UNCERTAIN TAX POSITIONS AT JUNE 30, 2017 OR 2016 AND THEREFORE NO AMOUNTS HAVE BEEN ACCRUED.

**PART XI, LINE 2D - OTHER ADJUSTMENTS:**

REVENUES PER CONSOLIDATED GAAP STATEMENTS 1,165,834.



**Part XIII** Supplemental Information (continued)

PART XII, LINE 2D - OTHER ADJUSTMENTS:

EXPENSES PER CONSOLIDATED GAAP STATEMENTS 223,859.

Multiple horizontal lines for supplemental information.



**Part II Fundraising Events.** Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events (add col. (a) through col. (c))	
		YOUTH OF THE YEAR GALA (event type)	CHIP-IN FOR KIDS GOLF (event type)	16 (total number)		
Revenue	1	Gross receipts	248,731.	197,412.	240,443.	686,586.
	2	Less: Contributions	53,500.	47,412.	5,500.	106,412.
	3	Gross income (line 1 minus line 2)	195,231.	150,000.	234,943.	580,174.
Direct Expenses	4	Cash prizes				
	5	Noncash prizes				
	6	Rent/facility costs	4,496.	65,500.	800.	70,796.
	7	Food and beverages	36,662.	21,580.	3,887.	62,129.
	8	Entertainment	1,550.	0.	0.	1,550.
	9	Other direct expenses	26,722.	12,750.	57,308.	96,780.
	10	Direct expense summary. Add lines 4 through 9 in column (d)				231,255.
11	Net income summary. Subtract line 10 from line 3, column (d)				348,919.	

**Part III Gaming.** Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
Revenue	1	Gross revenue			
Direct Expenses	2	Cash prizes			
	3	Noncash prizes			
	4	Rent/facility costs			
	5	Other direct expenses			
	6	Volunteer labor	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No
	7	Direct expense summary. Add lines 2 through 5 in column (d)			
	8	Net gaming income summary. Subtract line 7 from line 1, column (d)			

9 Enter the state(s) in which the organization conducts gaming activities: \_\_\_\_\_  
 a Is the organization licensed to conduct gaming activities in each of these states?  Yes  No  
 b If "No," explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year?  Yes  No  
 b If "Yes," explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_





**SCHEDULE M  
(Form 990)**

**Noncash Contributions**

OMB No. 1545-0047

**2016**

Department of the Treasury  
Internal Revenue Service

- ▶ Complete if the organizations answered "Yes" on Form 990, Part IV, lines 29 or 30.
- ▶ Attach to Form 990.
- ▶ Information about Schedule M (Form 990) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

Open To Public  
Inspection

Name of the organization **BOYS AND GIRLS CLUBS OF SAN DIEGUITO** Employer identification number **95-2470435**

Part I	Types of Property	(a) Check if applicable	(b) Number of contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining noncash contribution amounts
1	Art - Works of art				
2	Art - Historical treasures				
3	Art - Fractional interests				
4	Books and publications				
5	Clothing and household goods				
6	Cars and other vehicles	X	1	5,000	FMV
7	Boats and planes				
8	Intellectual property				
9	Securities - Publicly traded				
10	Securities - Closely held stock				
11	Securities - Partnership, LLC, or trust interests				
12	Securities - Miscellaneous				
13	Qualified conservation contribution - Historic structures				
14	Qualified conservation contribution - Other				
15	Real estate - Residential				
16	Real estate - Commercial				
17	Real estate - Other				
18	Collectibles				
19	Food inventory				
20	Drugs and medical supplies				
21	Taxidermy				
22	Historical artifacts				
23	Scientific specimens				
24	Archeological artifacts				
25	Other (AWNING)	X	1	37,223	DONOR PURCHASE PRICE
26	Other ( )				
27	Other ( )				
28	Other ( )				

29 Number of Forms 8283 received by the organization during the tax year for contributions for which the organization completed Form 8283, Part IV, Donee Acknowledgement **29**

	Yes	No
30a During the year, did the organization receive by contribution any property reported in Part I, lines 1 through 28, that it must hold for at least three years from the date of the initial contribution, and which isn't required to be used for exempt purposes for the entire holding period?		X
b If "Yes," describe the arrangement in Part II.		
31 Does the organization have a gift acceptance policy that requires the review of any nonstandard contributions?		X
32a Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions?		X
b If "Yes," describe in Part II.		
33 If the organization didn't report an amount in column (c) for a type of property for which column (a) is checked, describe in Part II.		

**Part II**

**Supplemental Information.** Provide the information required by Part I, lines 30b, 32b, and 33, and whether the organization is reporting in Part I, column (b), the number of contributions, the number of items received, or a combination of both. Also complete this part for any additional information.

SCHEDULE M, PART I, COLUMN (B):

AMOUNTS IN COLUMN B REPRESENT NUMBER OF ITEMS RECEIVED

Multiple horizontal lines for data entry.

**SCHEDULE O**  
(Form 990 or 990-EZ)

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.  
▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2016**

Open to Public  
Inspection

Name of the organization

BOYS AND GIRLS CLUBS OF SAN DIEGUITO

Employer identification number

95-2470435

FORM 990, PART III, LINE 4D, OTHER PROGRAM SERVICES:

THE BOYS & GIRLS CLUBS OF SAN DIEGUITO BIG EIGHT SPORTS CONFERENCE

SPONSORS 10 SPORTS: GIRLS VOLLEYBALL, CROSS COUNTRY, FLAG FOOTBALL,

BOYS BASKETBALL, GIRLS FIELD HOCKEY, WRESTLING, TRACK & FIELD, GOLF,

GIRLS BASKETBALL, AND BOYS AND GIRLS SOCCER. TEAMS COMPETE WITH LOCAL

MIDDLE SCHOOLS IN-AND-OUTSIDE THE DISTRICT.

THE ATHLETIC PROGRAM OFFERS A WIDE VARIETY OF SPORTS LEAGUES, SPORTS

CAMPS AND ATHLETIC ACTIVITIES FOR YOUTH OF ALL AGES. WE ALSO OFFER

SCHOOL ATHLETIC PROGRAMS IN THE AREA THE CLUB SERVES, ATHLETIC PROGRAMS

FOR CLUB MEMBERS AND USE OF ATHLETIC FACILITIES BY COMMUNITY.

EXPENSES \$ 2,951,681. INCLUDING GRANTS OF \$ 0. REVENUE \$ 2,450,075.

FORM 990, PART VI, SECTION B, LINE 11B:

THE 990 IS REVIEWED BY BOARD CHAIR PRIOR TO FILING.

FORM 990, PART VI, SECTION B, LINE 12C:

THE CONFLICT OF INTEREST POLICY IS AN AGENDA ITEM AT ONE BOARD MEETING PER

YEAR.

FORM 990, PART VI, SECTION B, LINE 15:

THE PERFORMANCE REVIEW IS DONE BY THE BOARD GOVERNANCE COMMITTEE. THE BOARD

CHAIR DISCUSSES THE PERFORMANCE REVIEW WITH THE CEO AND ESTABLISHES THE

COMPENSATION FOR THE YEAR.

FORM 990, PART VI, SECTION C, LINE 19:

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule O (Form 990 or 990-EZ) (2016)

632211 08-25-16



Name of the organization

BOYS AND GIRLS CLUBS OF SAN DIEGUITO

Employer identification number

95-2470435

THE DOCUMENTS ARE KEPT ON FILE FOR PUBLIC INSPECTION UPON REQUEST AT 533

LOMAS SANTA FE DRIVE, SOLANA BEACH, CA 92075.

Lined area for additional text or notes.

**SCHEDULE R**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Related Organizations and Unrelated Partnerships**

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.  
▶ Attach to Form 990.

▶ Information about Schedule R (Form 990) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2016**

Open to Public  
Inspection

Name of the organization

**BOYS AND GIRLS CLUBS OF SAN DIEGUITO**

Employer identification number  
**95-2470435**

**Part I Identification of Disregarded Entities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity

**Part II Identification of Related Tax-Exempt Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34 because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(e)(13) controlled entity?	
						Yes	No
BOYS AND GIRLS CLUBS OF SAN DIEGUITO FOUNDATION - 95-3201906, P.O. BOX 871, SOLANA BEACH, CA 92075	TO PROVIDE SUPPORT TO THE BOYS AND GIRLS CLUBS OF SAN DIEGUITO	CALIFORNIA	501(C)(3)	LINE 12C, III-FI N/A			X

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule R (Form 990) 2016

**Part III** Identification of Related Organizations Taxable as a Partnership. Complete if the organization answered "Yes" on Form 990, Part IV, line 34 because it had one or more related organizations treated as a partnership during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations?		(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?	(k) Percentage ownership
							Yes	No			

**Part IV** Identification of Related Organizations Taxable as a Corporation or Trust. Complete if the organization answered "Yes" on Form 990, Part IV, line 34 because it had one or more related organizations treated as a corporation or trust during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of-year assets	(h) Percentage ownership	(i) Section 512(b)(13) controlled entity?	
								Yes	No

**Part V Transactions With Related Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.

Note: Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

- 1 During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts I-IV?
  - a Receipt of (i) interest, (ii) annuities, (iii) royalties, or (iv) rent from a controlled entity
  - b Gift, grant, or capital contribution to related organization(s)
  - c Gift, grant, or capital contribution from related organization(s)
  - d Loans or loan guarantees to or for related organization(s)
  - e Loans or loan guarantees by related organization(s)
  - f Dividends from related organization(s)
  - g Sale of assets to related organization(s)
  - h Purchase of assets from related organization(s)
  - i Exchange of assets with related organization(s)
  - j Lease of facilities, equipment, or other assets to related organization(s)
  - k Lease of facilities, equipment, or other assets from related organization(s)
  - l Performance of services or membership or fundraising solicitations for related organization(s)
  - m Performance of services or membership or fundraising solicitations by related organization(s)
  - n Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)
  - o Sharing of paid employees with related organization(s)
  - p Reimbursement paid to related organization(s) for expenses
  - q Reimbursement paid by related organization(s) for expenses
  - r Other transfer of cash or property to related organization(s)
  - s Other transfer of cash or property from related organization(s)

2 If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

	(a) Name of related organization	(b) Transaction type (a-s)	(c) Amount involved	(d) Method of determining amount involved	Yes	No
(1)						
(2)						
(3)						
(4)						
(5)						
(6)						



**Part VII** Supplemental Information.

Provide additional information for responses to questions on Schedule R. See instructions.

Lined area for supplemental information.

## Request for Taxpayer Identification Number and Certification

Give Form to the  
 requester. Do not  
 send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**Boys & Girls Clubs of San Diegoito**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC      C Corporation      S Corporation      Partnership      Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ **Nonprofit corporation exempt under IRS Code Section 501(c)(3)**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

*(Applies to accounts maintained outside the U.S.)*

5 Address (number, street, and apt. or suite no.) See instructions.

**533 Lomas Santa Fe Drive**

6 City, state, and ZIP code

**Solana Beach, CA 92075**

Requester's name and address (optional)

7 List account number(s) here (optional)

Print or type.  
 See Specific Instructions on page 3.

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									

or

Employer identification number									
9	5	-	2	4	7	0	4	3	5

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**     Signature of U.S. person ▶     Date ▶ **5-10-18**

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What Is backup withholding, later.*



STATE OF CALIFORNIA  
FRANCHISE TAX BOARD  
PO BOX 1286  
RANCHO CORDOVA CA 95741-1286

In reply refer to  
755:G :MEJ

March 1, 2007

THE BOYS AND GIRLS CLUBS OF SAN DIEGUITO  
3800A MYKONOS LN  
SAN DIEGO CA 92130-3572

Purpose : CHARITABLE EDUCATIONAL  
Code Section : 23701d  
Form of Organization : Corporation  
Accounting Period Ending: June 30  
Organization Number : 0516240

This letter confirms your previous exemption from state franchise and income tax under Section 23701d, Revenue and Taxation Code. In confirming your exempt status, we have made no examination of your current activities. If the organization has changed its operation, character, or purpose since exemption was originally granted, that change must be reported immediately to this office.

You may be required to file Form 199 (Exempt Organization Annual Information Return) on or before the 15th day of the 5th month (4 1/2 months) after the close of your accounting period. See annual instructions with forms for requirements.

You are not required to file state franchise or income tax returns unless you have income subject to the unrelated business income tax under Section 23731 of the Code. In this event, you are required to file Form 109 (Exempt Organization Business Income Tax Return) by the 15th day of the 5th month (4 1/2 months) after the close of your annual accounting period.



March 1, 2007  
THE BOYS AND GIRLS CLUBS OF SAN DIEGUITO  
ENTITY ID : 0516240  
Page 2

Contributions made to you are deductible by donors as provided by Sections 17214 through 17216.2 and 24357 through 24359 of the Code, unless your purpose is testing for Public Safety.

M JORDAN  
EXEMPT ORGANIZATIONS  
BUSINESS ENTITIES SECTION  
TELEPHONE (916) 845-4150  
FAX NUMBER (916) 843-0934

RTF:



May 30, 2018

Dan King  
Assistant City Manager  
City of Solana Beach  
635 South Highway 101  
Solana Beach, CA 92075

Dear Mr. King,

On behalf of the students, tutors, staff, and board of directors of Casa de Amistad, I would like to thank you and the City of Solana Beach for your continued support. The city's support allows us to continue to expand our programming, and meet the needs of at-risk children in Solana Beach and surrounding communities. We are pleased to introduce you to the Casa de Amistad Kinder to College Program Initiative.

We recognize that the future of Casa de Amistad is tied to community volunteers, organizations, and individuals like you. Together, we are making a positive difference in our community.

Sincerely,

Nicole Mione-Green  
Executive Director

Encl.

Casa de Amistad is a 501(c)(3) organization. Federal Tax ID #26-0016331  
All donations are tax deductible as allowed by law. No goods or services were provided by Casa de Amistad in return for this contribution.

120 Stevens Avenue · Solana Beach · CA · 92075 · 858.509.2590 · [www.casadeamistad.org](http://www.casadeamistad.org)



**City of Solana Beach  
Community Grant Program  
Request for Financial Assistance  
FY 2018-19 APPLICATION**

*All Applications MUST BE RECEIVED by 5:00 p.m. Thursday, May 31, 2018.*

*Please Print Clearly or Type*

*All requests will be determined by the following criteria:*

Name of Organization: Casa de Amistad

Mailing Address: 120 Stevens Ave.

City: Solana Beach

State CA

Zip 92075

Contact Person: Nicole Mione-Green

Daytime Phone: 858-509-2590

Evening Phone: \_\_\_\_\_

Email address: director@casadeamistad.org

1. W-9 must be attached  
Summary of organization's budget must be attached  
Proposed program budget must be attached  
Financial Statements (see Application Guidelines) must be attached
2. A copy of the certificate of California Nonprofit Corporation must be attached  
Or, Calif. Non-profit 501 (c) 3 Corporation Certification Number: 26-0016331
3. Has your organization received financial assistance from the City before?  
Yes  No   
If yes, what activities and which fiscal year? sCasa de Amistad's DREAMS +Tech  
See attached.
4. Amount requested for FY 2018-19 \$ \$5,000.00
5. Proposed Total Program Costs: \$ 132,363.00  
(Includes all estimated costs to conduct proposed activity/program.)
6. Title of Proposed Program/Service: Kinder to College Initiative
7. Grant funds must be used for services or materials directly associated to proposed activity. Please describe how grant funds will be used:

Study Companions, is the cornerstone program of Casa de Amistad that provides one-on-one or small group tutoring to underserved students from coastal North County using volunteer mentors. The program has grown since the organization's founding to now include 235 volunteers and 230 students and exists to close the educational achievement gap between low-income students and their peers. (Please see attached for more information).

(Attach extra sheet, if necessary.)

8. Estimated number of S.B. residents to be served by proposed program: 170

9. Program Dates/Location:

September 11, 2018 to June 13, 2019  
120 Stevens Ave.  
Solana Beach, CA 92075

10. Anticipated Program Objectives or Accomplishments:

Casa de Amistad's Kinder to College Initiative defines certain milestones as imperative to student success: kindergarten readiness, reading proficiency by 3rd grade, mastery of critical math concepts by 9th grade, preparation

11. How will the organization acknowledge the City's financial contribution to the community/ beneficiaries of the proposed activity?

Casa de Amistad will name the City of Solana Beach as a partner on its website and social media outlets. A council member is invited to visit the Study Companions Program in recognition for the City's financial contribution and be introduced to Casa de Amistad families, students, and volunteers.

12. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

Yes, Casa de Amistad is seeking other grants to support our Kinder to College Initiative. Our partnership with the City of Solana Beach enables Casa de Amistad to secure funding from other sources.

13. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

During the 2017-2018 academic year, Casa de Amistad students attended Casa de Amistad twice a week and received appropriately 100 hours of free tutoring. Casa de Amistad leverages the time, talent, and resources of committed volunteers who believe in the power of education to promote positive social change. Currently, 235 volunteers work one-one-one or in small groups with 230 students during the after-school tutoring and mentoring

14. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program or service be scaled back and/or is there a threshold at which it will not move forward?

If Casa de Amistad's Study Companions Program: Kinder to College Initiative receives only partial funding the program will move forward, but will be scaled back. There will be less funds to support volunteer and staff trainings, classroom resources, online learning programs, curriculum materials, and college prep resources. The Initiative's benchmark's for educational success will continue to guide Casa's goal-setting and planning, however less funding will mean a less robust program for service delivery.

**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.*

Nicole Minno-Green

Authorized Signature of Organization

5/30/18

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.

Casa de Amistad  
Kinder to College Initiative

**3. Has your organization received financial assistance from the City before?**

2015-2016: Study Companions Program

2014-2015: PEP! Program

2013-2014: Parents in Action

2008-2009: Computer Equipment

2006-2007 AV Equipment

**7. Grant funds must be used for services or materials directly associated to proposed activity. Please describe how grant funds will be used:**

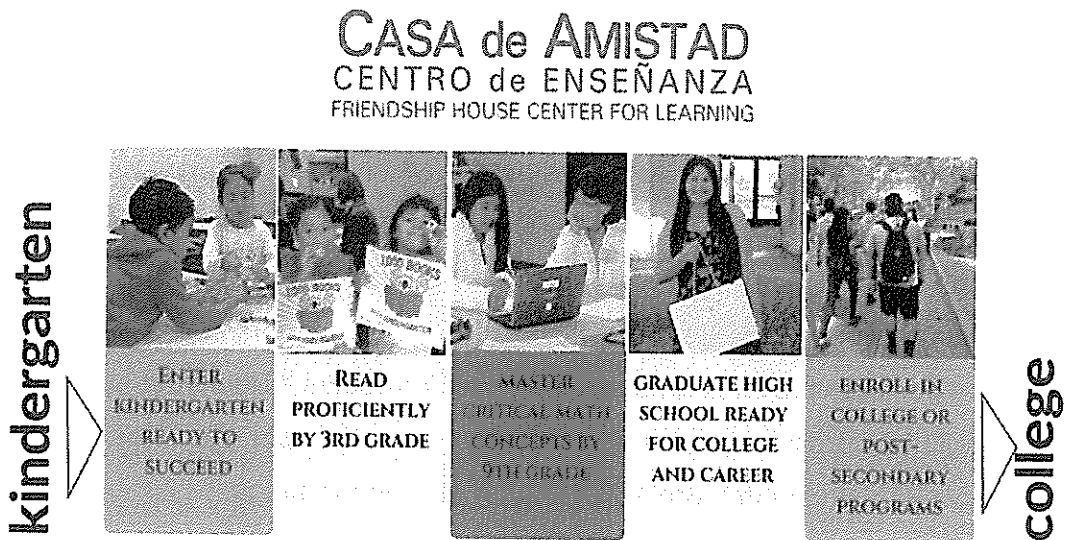
California Assessment of Student Performance and Progress (CASSP) test data show economically disadvantaged Latino students score well behind others in both math and reading. Casa de Amistad provides a means by which to receive the support students often lack due to family circumstances and barriers to education: socio-economic status, low parental education attainment, and English as a second language.

The Kinder to College Initiative is a new strategy to advance the work Casa already does to accompany students from Pre-K through 12th grade in the Study Companions Program. The initiative provides tangible benchmarks against which to measure student progress. It ensures that, at each step along the educational journey, students are where they need to be in order to achieve success and become leaders in their community. Funding will allow Casa de Amistad to increase staffing, guarantee greater resources, expand volunteer capacity, and assist in improved data collection. The Kinder to College Initiative is an opportunity for Casa to better serve a growing population of low-income students in coastal North County and inspire the next generation of leaders.

**8. Estimated number of S.B. residents to be served by proposed program:**

Casa de Amistad serves approximately 230 students from low socio-economic backgrounds on a weekly basis. Approximately 120 students (52% of students) are Solana Beach residents. This past year, 235 volunteers acted as mentors/tutors. Approximately 50 volunteers (22% of volunteers) are Solana Beach residents.

**10. Anticipated Program Objectives or Accomplishments:**



Reading proficiency of program participants will become a focus of K- 3rd grade volunteer-student teams with funding for volunteer training in reading support, access to online reading programs, grade-level reading materials, and supplementary curriculum. The attainment of critical math concepts will be assisted by further recruitment of volunteers with STEM-based careers, as well as staff/ volunteer training on Common Core math curriculum. Preparation for high school graduation and post-secondary education enrollment will be led by Casa de Amistad staff and the volunteer-based College Counseling Consortium. Grant funding will assist in the attainment of college-prep resources and supplies, curriculum for career pathways workshops, and career and college exploration field trips. Over the past three years, 100% of Casa de Amistad graduating seniors have enrolled in post-secondary education.

**13. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?**

The organization's volunteers go through an orientation process and a number of trainings throughout the academic year. Volunteers are recruited and placed with students based off of subject area need and desired skills. Several volunteers have career backgrounds in education and STEM fields. The use of skill-based volunteers, in lieu of paid staff, allows Casa de Amistad to provide high quality academic support to a large number of students attending Solana Beach schools at little cost to their families.

Casa de Amistad Organization Budget  
 July 1, 2017-June 30, 2018

Jul '17 - Jun 18

**Ordinary Income/Expense**

**Income**

4000 · Contributed support	
4010 · Individual contribution	74,958.00
4011 · SBPC Contributions	5,000.00
4015 · Alternative Christmas Market	4,000.00
4016 · Student Family Donations	16,455.00
4019 · Casa Parent Raffle	4,000.00
4030 · Fundraising Event Income	83,152.00
4210 · Corporate/business grants	20,500.00
4230 · Foundation/Non Profit grants	84,120.00
<b>Total 4000 · Contributed support</b>	<b>292,185.00</b>
<b>Total Income</b>	<b>292,185.00</b>

**Expense**

6000 · Personnel Expenses	
6008 · Employee Benefits	2,700.00
6001 · Salary/ Hourly Pay	172,502.00
6002 · Payroll Processing Expenses	496.00
6003 · Employer Payroll taxes	15,525.18
6004 · Worker Compensation Insurance	3,648.00
6006 · Insurance - other	2,300.00
6007 · Staff Development	1,500.00
<b>Total 6000 · Personnel Expenses</b>	<b>198,671.18</b>
6100 · Fundraisers	
6101 · Fundraising Expenses	25,000.00
6103 · Casa Parent Fundraiser	500.00
<b>Total 6100 · Fundraisers</b>	<b>25,500.00</b>
6200 · Occupancy Expenses	
6201 · Storage Rental	1,100.00
6202 · Facilities Fee	10,000.00
<b>Total 6200 · Occupancy Expenses</b>	<b>11,100.00</b>
6300 · Professional Fees	
6301 · Development Consultant Expenses	5,000.00
6302 · Legal & CPA	5,750.00
6303 · Accounting	15,000.00
<b>Total 6300 · Professional Fees</b>	<b>25,750.00</b>
6400 · Office Expenses	
6402 · Computer Hardware Supplies	1,000.00
6403 · Office Equipment & Decor	500.00
6404 · Software Expense	170.00
6406 · Postage, shipping, delivery	1,000.00
<b>Total 6400 · Office Expenses</b>	<b>2,670.00</b>
6500 · Other Operation Expenses	



6520 · Supplies	5,000.00
6519 · Field Trips	2,200.00
6517 · SD Youth Symphony	10,000.00
6516 · Nutrition	3,000.00
6501 · Advertising	1,000.00
6503 · Character Program Expenses	4,000.00
6505 · Parties and Celebrations	3,000.00
6509 · Board Meeting Expenses	650.00
6510 · Personal Background Checks	2,000.00
6511 · Gifts, Awards, Recognition	600.00
6512 · Tutor Expense	800.00
6513 · Communications & Outreach	5,000.00
<b>Total 6500 · Other Operation Expenses</b>	<b>37,250.00</b>
8000 · Other Expenses	
8001 · Square, Inc. Charges	1,500.00
8002 · PayPal Charges	200.00
8003 · Bank Charges	300.00
8004 · Misc. Expense	1,000.00
<b>Total 8000 · Other Expenses</b>	<b>3,000.00</b>
<b>Total Expense</b>	<b>\$ 303,941.18</b>
<b>Net Ordinary Income</b>	<b>\$ (11,756.18)</b>
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
9800 · Scholarships	75,000.00
<b>Total Other Expense</b>	<b>75,000.00</b>
<b>Net Other Income</b>	<b>\$ (75,000.00)</b>
<b>Net Income</b>	<b>\$ (86,756.18)</b>

\*The variance in income and expense is because of the investment in a new website and an increase in development efforts.

\*\*Scholarship expenses come from a restricted account for our Future Leaders Scholarship program.

Kinder to College  
 Project Budget  
 July 1, 2018-June 30, 2019

Study Companions: Kinder to College  
 Jul '18 - Jun '19

**Ordinary Income/Expense**

**Income**

4000 · Contributed support	
4010 · Individual contribution	46,085.00
4011 · Partner Contributions	5,000.00
4015 · Alternative Christmas Market	2,000.00
4016 · Student Family Donations	14,900.00
4019 · Casa Parent Raffle	4,000.00
4030 · Fundraising Event Income	16,502.00
4210 · Corporate/business grants	14,400.00
4230 · Foundation/Non Profit grants	29,476.00
<b>Total 4000 · Contributed support</b>	<b>132,363.00</b>
<b>Total Income</b>	<b>\$ 132,363.00</b>

**Expense**

6000 · Personnel Expenses	
6008 · Employee Benefits	
6001 · Salary/ Hourly Pay	104,276.00
6002 · Payroll Processing Expenses	70.85
6003 · Employer Payroll taxes	7,194.69
6004 · Worker Compensation Insurance	521.16
6006 · Insurance - other	
6007 · Staff Development	1,500.00
<b>Total 6000 · Personnel Expenses</b>	<b>113,562.70</b>
6100 · Fundraisers	
6101 · Fundraising Expenses	
6103 · Casa Parent Fundraiser	500.00
<b>Total 6100 · Fundraisers</b>	<b>500.00</b>
6200 · Occupancy Expenses	
6201 · Storage Rental	
6202 · Facilities Fee	7,000.00
<b>Total 6200 · Occupancy Expenses</b>	<b>7,000.00</b>
6300 · Professional Fees	
6301 · Development Consultant Expenses	
6302 · Legal & CPA	
6303 · Accounting	
<b>Total 6300 · Professional Fees</b>	<b>-</b>
6400 · Office Expenses	
6402 · Computer Hardware Supplies	
6403 · Office Equipment & Decor	
6404 · Software Expense	
6406 · Postage, shipping, delivery	
<b>Total 6400 · Office Expenses</b>	<b>-</b>

6500 · Other Operation Expenses	
6520 · Supplies	2,500.00
6519 · Field Trips	
6517 · SD Youth Symphony	
6516 · Nutrition	3,000.00
6501 · Advertising	
6503 · Character Program Expenses	
6505 · Parties and Celebrations	3,000.00
6509 · Board Meeting Expenses	
6510 · Personal Background Checks	2,000.00
6511 · Gifts, Awards, Recognition	
6512 · Tutor Expense	800.00
6513 · Communications & Outreach	
<b>Total 6500 · Other Operation Expenses</b>	<b>11,300.00</b>
<b>8000 · Other Expenses</b>	
8001 · Square, Inc. Charges	
8002 · PayPal Charges	
8003 · Bank Charges	
8004 · Misc. Expense	
<b>Total 8000 · Other Expenses</b>	<b>-</b>
<b>Total Expense</b>	<b>132,363.00</b>

**Casa De Amistad**  
**Statement of Financial Income and Expense**  
 July 2016 through June 2017

	Jul '16 - Jun 17
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
5000 · Earned Revenues	
5490 · Miscellaneous revenue	0.99
5320 · Dividends & interest-securities	2,171.01
5310 · Interest-savings/short-term inv	101.78
	2,273.78
<b>Total 5000 · Earned Revenues</b>	<b>2,273.78</b>
4000 · Contributed support	
4010 · Individual contribution	78,869.29
4011 · SBPC Contributions	5,400.00
4015 · Alternative Christmas Market	3,829.74
4016 · Student Family Donations	14,753.50
4019 · Casa Parent Raffle	2,313.00
4020 · Book Sale	62.60
4030 · Fundraising Event Income	
4031 · Fundraising Event Ticket Sales	17,510.00
4032 · Fundraising Event Donations	43,880.00
4033 · Fundraising Event Auction Sales	22,030.00
4034 · Fundraising Event Raffle	3,294.95
	86,714.95
<b>Total 4030 · Fundraising Event Income</b>	<b>86,714.95</b>
4210 · Corporate/business grants	11,365.02
4230 · Foundation/Non Profit grants	50,950.00
4700 · Donated Rent Income	40,420.00
	294,678.10
<b>Total 4000 · Contributed support</b>	<b>294,678.10</b>
<b>Total Income</b>	<b>296,951.88</b>
<b>Expense</b>	
6800 · Scholarships	20,922.84
6000 · Personnel Expenses	
6001 · Salary/ Hourly Pay	172,140.14
6002 · Payroll Processing Expenses	708.00
6003 · Employer Payroll taxes	13,959.06
6004 · Worker Compensation Insurance	3,384.99
6005 · Paid Time Off Expense	930.76
6006 · Insurance - other	2,294.97
6007 · Staff Development	421.62
	193,839.54
<b>Total 6000 · Personnel Expenses</b>	<b>193,839.54</b>
6100 · Fundraisers	
6101 · Fundraising Expenses	23,371.99
6103 · Casa Parent Fundraiser	348.05
	23,720.04
<b>Total 6100 · Fundraisers</b>	<b>23,720.04</b>
6200 · Occupancy Expenses	
6203 · Donated Rent Expense	40,420.00
6201 · Storage Rental	1,137.00
6202 · Facilities Fee	11,000.01
	52,557.01
<b>Total 6200 · Occupancy Expenses</b>	<b>52,557.01</b>
6300 · Professional Fees	
6302 · Legal & CPA	5,777.00
6303 · Accounting	16,871.84
	22,648.84
<b>Total 6300 · Professional Fees</b>	<b>22,648.84</b>

**Casa De Amistad**  
**Statement of Financial Income and Expense**  
 July 2016 through June 2017

	Jul '16 - Jun 17
6400 · Office Expenses	
6402 · Computer Hardware Supplies	549.33
6403 · Office Equipment & Decor	700.94
6406 · Postage, shipping, delivery	911.03
Total 6400 · Office Expenses	2,161.30
6500 · Other Operation Expenses	
6520 · Supplies	5,211.66
6519 · Field Trips	2,278.59
6517 · SD Youth Symphony	13,332.81
6516 · Nutrition	2,978.67
6501 · Advertising	92.93
6503 · Character Program Expenses	738.62
6505 · Parties and Celebrations	3,704.71
6509 · Board Meeting Expenses	277.75
6510 · Personal Background Checks	1,358.00
6511 · Gifts, Awards, Recognition	594.50
6512 · Tutor Expense	726.77
6513 · Communications & Outreach	920.92
6500 · Other Operation Expenses - Other	49.15
Total 6500 · Other Operation Expenses	32,265.08
6600 · Business expenses	
6602 · Organizational (corp) Expense	95.00
Total 6600 · Business expenses	95.00
8000 · Other Expenses	
8001 · Square, Inc. Charges	1,328.09
8002 · PayPal Charges	197.59
8003 · Bank Charges	829.78
8004 · Misc. Expense	750.96
Total 8000 · Other Expenses	3,106.42
8100 · Depreciation/ Amortization Exp	2,292.61
Total Expense	353,608.68
Net Ordinary Income	-56,656.80
Other Income/Expense	
Other Income	
9100 · Realized gain/(loss)	987.56
9000 · Unrealized gain (loss)	7,676.44
Total Other Income	8,664.00
Net Other Income	8,664.00
Net Income	-47,992.80

**Casa De Amistad**  
**Profit & Loss**  
 July 2016 through June 2017

	Jul '16 - Jun 17
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · Contributed support	
4010 · Individual contribution	78,869.29
4011 · SBPC Contributions	5,400.00
4015 · Alternative Christmas Market	3,829.74
4016 · Student Family Donations	14,753.50
4019 · Casa Parent Raffle	2,313.00
4020 · Book Sale	62.60
4030 · Fundraising Event Income	
4031 · Fundraising Event Ticket Sales	17,510.00
4032 · Fundraising Event Donations	43,880.00
4033 · Fundraising Event Auction Sales	22,030.00
4034 · Fundraising Event Raffle	3,294.95
<b>Total 4030 · Fundraising Event Income</b>	<b>86,714.95</b>
4210 · Corporate/business grants	11,365.02
4230 · Foundation/Non Profit grants	50,950.00
<b>Total 4000 · Contributed support</b>	<b>254,258.10</b>
5000 · Earned revenues	
5310 · Interest-savings/short-term inv	101.78
5320 · Dividends & interest-securities	2,171.01
5490 · Miscellaneous revenue	0.99
<b>Total 5000 · Earned revenues</b>	<b>2,273.78</b>
<b>Total Income</b>	<b>256,531.88</b>
<b>Gross Profit</b>	<b>256,531.88</b>
<b>Expense</b>	
6800 · Scholarships	20,922.84
6000 · Personnel Expenses	
6001 · Salary/ Hourly Pay	172,140.14
6002 · Payroll Processing Expenses	708.00
6003 · Employer Payroll taxes	13,959.06
6004 · Worker Compensation Insurance	3,384.99
6005 · Paid Time Off Expense	930.76
6006 · Insurance - other	2,294.97
6007 · Staff Development	421.62
<b>Total 6000 · Personnel Expenses</b>	<b>193,839.54</b>
6100 · Fundraisers	
6101 · Fundraising Expenses	23,371.99
6103 · Casa Parent Fundraiser	348.05
<b>Total 6100 · Fundraisers</b>	<b>23,720.04</b>
6200 · Occupancy Expenses	
6201 · Storage Rental	1,137.00
6202 · Facilities Fee	11,000.01
<b>Total 6200 · Occupancy Expenses</b>	<b>12,137.01</b>
6300 · Professional Fees	
6302 · Legal & CPA	5,777.00
6303 · Accounting	16,871.84
<b>Total 6300 · Professional Fees</b>	<b>22,648.84</b>

Casa De Amistad  
Profit & Loss  
July 2016 through June 2017

	Jul '16 - Jun 17
6400 · Office Expenses	
6402 · Computer Hardware Supplies	549.33
6403 · Office Equipment & Decor	700.94
6406 · Postage, shipping, delivery	911.03
Total 6400 · Office Expenses	2,161.30
6500 · Other Operation Expenses	
6520 · Supplies	5,211.66
6519 · Field Trips	2,278.59
6517 · SD Youth Symphony	13,332.81
6516 · Nutrition	2,978.67
6501 · Advertising	92.93
6503 · Character Program Expenses	738.62
6505 · Parties and Celebrations	3,704.71
6509 · Board Meeting Expenses	277.75
6510 · Personal Background Checks	1,358.00
6511 · Gifts, Awards, Recognition	594.50
6512 · Tutor Expense	726.77
6513 · Communications & Outreach	920.92
6500 · Other Operation Expenses - Other	49.15
Total 6500 · Other Operation Expenses	32,265.08
6600 · Business expenses	
6602 · Organizational (corp) Expense	95.00
Total 6600 · Business expenses	95.00
8000 · Other Expenses	
8001 · Square, Inc. Charges	1,328.09
8002 · PayPal Charges	197.59
8003 · Bank Charges	829.78
8004 · Misc. Expense	750.96
Total 8000 · Other Expenses	3,106.42
8100 · Depreciation/ Amortization Exp	2,292.61
Total Expense	313,188.68
Net Ordinary Income	-56,656.80
Other Income/Expense	
Other Income	
9100 · Realized gain/(loss)	987.56
9000 · Unrealized gain (loss)	7,676.44
Total Other Income	8,664.00
Net Other Income	8,664.00
Net Income	-47,992.80

**2016**

**990**

**PUBLIC**

**DISCLOSURE**



Form **990**

## Return of Organization Exempt From Income Tax

OMB No. 1545-0047

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

**2016**

Department of the Treasury  
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.  
▶ Information about Form 990 and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

Open to Public Inspection

**A** For the 2016 calendar year, or tax year beginning **JUL 1, 2016** and ending **JUN 30, 2017**

<b>B</b> Check if applicable:	<b>C</b> Name of organization <b>CASA DE AMISTAD, CENTRO DE ENSEMANZA</b>	<b>D</b> Employer identification number <b>26-0016331</b>
<input type="checkbox"/> Address change	Doing business as	<b>E</b> Telephone number <b>858-922-1450</b>
<input type="checkbox"/> Name change	Number and street (or P.O. box if mail is not delivered to street address) Room/suite <b>120 STEVENS AVENUE</b>	
<input type="checkbox"/> Initial return	City or town, state or province, country, and ZIP or foreign postal code <b>SOLANA BEACH, CA 92075</b>	<b>G</b> Gross receipts \$ <b>257,507.</b>
<input type="checkbox"/> Final return/terminated	<b>F</b> Name and address of principal officer: <b>NICOLE MIONE-GREEN</b> <b>SAME AS C ABOVE</b>	<b>H(a)</b> Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<input type="checkbox"/> Amended return		<b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Application pending		If "No," attach a list. (see instructions)
<b>I</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		<b>H(c)</b> Group exemption number ▶
<b>J</b> Website: ▶ <b>WWW.CASADEAMISTAD.ORG</b>		
<b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		<b>L</b> Year of formation: <b>2001</b> <b>M</b> State of legal domicile: <b>CA</b>

**Part I Summary**

<b>1</b>	Briefly describe the organization's mission or most significant activities: <b>FOSTERING THE EDUCATION AND CHARACTER DEVELOPMENT OF UNDERSERVED CHILDREN AND TEENS.</b>			
<b>2</b>	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.			
<b>3</b>	Number of voting members of the governing body (Part VI, line 1a)	<b>3</b>		<b>8</b>
<b>4</b>	Number of independent voting members of the governing body (Part VI, line 1b)	<b>4</b>		<b>8</b>
<b>5</b>	Total number of individuals employed in calendar year 2016 (Part V, line 2a)	<b>5</b>		<b>9</b>
<b>6</b>	Total number of volunteers (estimate if necessary)	<b>6</b>		<b>240</b>
<b>7a</b>	Total unrelated business revenue from Part VIII, column (C), line 12	<b>7a</b>		<b>0.</b>
<b>7b</b>	Net unrelated business taxable income from Form 990-T, line 34	<b>7b</b>		<b>0.</b>
<b>Revenue</b>	<b>8</b> Contributions and grants (Part VIII, line 1h)	<b>526,840.</b>	<b>Prior Year</b>	<b>209,049.</b>
	<b>9</b> Program service revenue (Part VIII, line 2g)	<b>0.</b>	<b>Current Year</b>	<b>0.</b>
	<b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d)	<b>62.</b>		<b>3,247.</b>
	<b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	<b>3,880.</b>		<b>21,491.</b>
	<b>12</b> Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	<b>530,782.</b>		<b>233,787.</b>
<b>Expenses</b>	<b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1-3)	<b>4,385.</b>		<b>20,166.</b>
	<b>14</b> Benefits paid to or for members (Part IX, column (A), line 4)	<b>0.</b>		<b>0.</b>
	<b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	<b>186,454.</b>		<b>187,738.</b>
	<b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e)	<b>0.</b>		<b>0.</b>
	<b>b</b> Total fundraising expenses (Part IX, column (D), line 25) ▶ <b>0.</b>			
<b>17</b> Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	<b>74,463.</b>		<b>81,566.</b>	
<b>18</b> Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	<b>265,302.</b>		<b>289,470.</b>	
<b>19</b> Revenue less expenses. Subtract line 18 from line 12	<b>265,480.</b>		<b>-55,683.</b>	
<b>Net Assets or Fund Balances</b>	<b>20</b> Total assets (Part X, line 16)	<b>628,428.</b>	<b>Beginning of Current Year</b>	<b>579,484.</b>
	<b>21</b> Total liabilities (Part X, line 26)	<b>11,506.</b>	<b>End of Year</b>	<b>10,555.</b>
	<b>22</b> Net assets or fund balances. Subtract line 21 from line 20	<b>616,922.</b>		<b>568,929.</b>

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer <b>NICOLE MIONE-GREEN, EXECUTIVE DIRECTOR</b>	Date
	Type or print name and title	

<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date <b>04/03/18</b>	Check if self-employed <input type="checkbox"/>	PTIN
	Firm's name ▶ <b>ALDRICH CPAS AND ADVISORS, LLP</b>				
	Firm's address ▶ <b>7676 HAZARD CENTER DRIVE, STE 1300 SAN DIEGO, CA 92108</b>			Firm's EIN ▶	
				Phone no. (619) 810-4940	

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission: PROVIDE UNDERSERVED CHILDREN, TEENS & THEIR FAMILIES IN NORTH COUNTY SAN DIEGO WITH TUTORING, EDUCATIONAL SUPPORT & CHARACTER DEVELOPMENT. WE ARE INSPIRING A NEW GENERATION OF LEADERS THROUGH MUSIC, ACADEMIC MENTORING, LEADERSHIP TRAINING & CHARACTER DEVELOPMENT.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? Yes No

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: ) (Expenses \$ 213,522. including grants of \$ 20,166. ) (Revenue \$ ) STUDY COMPANIONS PROGRAM - THE CORNERSTONE OF CASA DE AMISTAD IS ITS STUDY COMPANIONS PROGRAM. STUDY COMPANIONS IS AN EDUCATIONAL MENTORING PROGRAM DESIGNED TO IMPROVE THE ACADEMIC ACHIEVEMENT OF CHILDREN IN GRADES K-12. STUDENTS PARTICIPATING IN CASA DE AMISTAD ARE FROM SCHOOL DISTRICTS THROUGHOUT COASTAL NORTH COUNTY SAN DIEGO. THE STUDENTS ARE MATCHED WITH VOLUNTEER MENTORS WITH WHOM THEY MEET TWO EVENINGS PER WEEK DURING THE SCHOOL YEAR. DURING THESE MEETINGS THE MENTORS HELP THE STUDENTS WITH HOMEWORK AND STUDY SKILLS. THERE WERE APPROXIMATELY 240 VOLUNTEER TUTORS AND EVEN MORE STUDENTS, AS WELL AS A WAITING LIST WITH APPROXIMATELY 50 NAMES.

4b (Code: ) (Expenses \$ 12,012. including grants of \$ ) (Revenue \$ ) PARENTS IN ACTION - THE GOAL OF THIS PROGRAM IS TO HELP THE PARENTS OF OUR STUDENTS TO ENHANCE THEIR PARENTING SKILLS AND TO ADDRESS THEIR CONCERNS FOR THE WELL-BEING OF THEIR CHILDREN. THIS PROGRAM CONSISTS OF APPROXIMATELY TEN MEETINGS DURING THE SCHOOL YEAR WITH EACH MEETING FOCUSING ON ONE OR TWO MAJOR CONCERNS OF OUR PARENTS, FOR EXAMPLE: POSITIVE ALTERNATIVES TO GANGS, DETECTING AND AVOIDING DRUG USE, AND POSITIVE PARENTING SKILLS. ANY INTERESTED PARENT MAY ATTEND, WHETHER OR NOT THEY HAVE A CHILD IN OUR STUDY COMPANIONS PROGRAM. THERE IS NO CHARGE TO ATTEND.

4c (Code: ) (Expenses \$ 5,737. including grants of \$ ) (Revenue \$ ) SUMMER ENRICHMENT PROGRAM - ACTIVITIES PROVIDED FOR OUR STUDENTS IN GRADES K-6 DURING TWO WEEKS IN AUGUST. THE PROGRAM EMPHASIZES SCIENCE AND THE ARTS; STUDENTS HAVE VISITED SCRIPPS AQUARIUM AT THE UNIVERSITY OF CALIFORNIA, SAN DIEGO (UCSD), AS WELL AS LOCAL MUSEUMS.

4d Other program services (Describe in Schedule O.) (Expenses \$ including grants of \$ ) (Revenue \$ )

4e Total program service expenses 231,271.

**Part IV Checklist of Required Schedules**

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ?	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4 <b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>		X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	X	
b Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>	X	
c Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>		X
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>		X
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i>		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	X	
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X

**Part IV Checklist of Required Schedules** (continued)

	Yes	No
20a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		X
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III	X	
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		X
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? If "Yes," complete Schedule L, Part II		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part III		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
b A family member of a current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? If "Yes," complete Schedule L, Part IV		X
29 Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		X
34 Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19?		
<b>Note.</b> All Form 990 filers are required to complete Schedule O	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

Table with columns for question numbers (1a-14b), Yes/No checkboxes, and numerical input fields. Contains questions about Form 1096, Form W-2G, Form W-3, and various tax compliance requirements.

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI [X]

Section A. Governing Body and Management

Table with 4 columns: Question, 1a, 1b, Yes, No. Rows include questions about voting members, family relationships, management delegation, and meeting documentation.

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

Table with 4 columns: Question, Yes, No. Rows include questions about local chapters, conflict of interest policy, whistleblower policy, and compensation review.

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed CA
18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
20 State the name, address, and telephone number of the person who possesses the organization's books and records: TGG ACCOUNTING - 760-697-1033 10188 TELESIS COURT SUITE 130, SAN DIEGO, CA 92121

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

**1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's current officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
  - List all of the organization's current key employees, if any. See instructions for definition of "key employee."
  - List the organization's five current highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
  - List all of the organization's former officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
  - List all of the organization's former directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) SARAH WILEY HENRIKSEN INTERM PRESIDENT	1.00	X		X				0.	0.	0.
(2) ELLY GARNER VICE-PRESIDENT	1.00	X		X				0.	0.	0.
(3) GEORGE "JOE" LABRECHE TREASURER	1.00	X		X				0.	0.	0.
(4) MYLES RUSH SECRETARY	1.00	X		X				0.	0.	0.
(5) RANDALL PETERSON BOARD MEMBER	1.00	X						0.	0.	0.
(6) GAYLE VALENTINO BOARD MEMBER	1.00	X						0.	0.	0.
(7) TYLER WAGNER BOARD MEMBER	1.00	X						0.	0.	0.
(8) JAN WIER BOARD MEMBER	1.00	X						0.	0.	0.
(9) NICOLE MIONE-GREEN EXECUTIVE DIRECTOR	40.00			X				77,000.	0.	0.





**Part VIII** Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514		
Contributions, Gifts, Grants and Other Similar Amounts	1 a	Federated campaigns						
	b	Membership dues						
	c	Fundraising events	43,880.					
	d	Related organizations						
	e	Government grants (contributions)	5,000.					
	f	All other contributions, gifts, grants, and similar amounts not included above	160,169.					
	g	Noncash contributions included in lines 1a-1f: \$						
	h	<b>Total. Add lines 1a-1f</b>		209,049.				
Program Service Revenue	2 a							
	b							
	c							
	d							
	e							
	f	All other program service revenue						
	g	<b>Total. Add lines 2a-2f</b>						
Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)		2,259.		2,259.		
	4	Income from investment of tax-exempt bond proceeds				2,259.		
	5	Royalties						
	6 a	Gross rents	(i) Real					
			(ii) Personal					
			b	Less: rental expenses				
			c	Rental income or (loss)				
	d	Net rental income or (loss)						
	7 a	Gross amount from sales of assets other than inventory	(i) Securities					
			(ii) Other	988.				
			b	Less: cost or other basis and sales expenses		0.		
			c	Gain or (loss)		988.		
	d	Net gain or (loss)		988.		988.		
	8 a	Gross income from fundraising events (not including \$ 43,880. of contributions reported on line 1c). See Part IV, line 18	a	39,603.				
			b	Less: direct expenses	23,279.			
c			Net income or (loss) from fundraising events		16,324.		16,324.	
9 a	Gross income from gaming activities. See Part IV, line 19	a	5,608.					
		b	Less: direct expenses	441.				
		c	Net income or (loss) from gaming activities		5,167.		5,167.	
10 a	Gross sales of inventory, less returns and allowances	a						
		b	Less: cost of goods sold					
		c	Net income or (loss) from sales of inventory					
Miscellaneous Revenue		Business Code						
11 a								
b								
c								
d	All other revenue							
e	<b>Total. Add lines 11a-11d</b>							
12	<b>Total revenue. See instructions.</b>		233,787.	0.	0.	24,738.		

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).  
 Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22	20,166.	20,166.		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	77,000.	65,450.	11,550.	
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	96,779.	91,722.	5,057.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes	13,959.	12,625.	1,334.	
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting	22,649.		22,649.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees	829.		829.	
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)				
12 Advertising and promotion	921.	161.	760.	
13 Office expenses	11,951.	9,903.	2,048.	
14 Information technology				
15 Royalties				
16 Occupancy	11,000.	8,030.	2,970.	
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	2,293.		2,293.	
23 Insurance	5,680.	786.	4,894.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a PROGRAM YOUTH SYMPHONY	13,333.	13,333.		
b OTHER DIRECT PROGRAM EX	7,479.	7,479.		
c MISCELLANEOUS	3,651.	162.	3,489.	
d PERSONNEL RELATED	1,780.	1,454.	326.	
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	289,470.	231,271.	58,199.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

**Part X Balance Sheet**

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year	
Assets	1	Cash - non-interest-bearing	275,220.	1	88,433.
	2	Savings and temporary cash investments	346,892.	2	268,189.
	3	Pledges and grants receivable, net		3	
	4	Accounts receivable, net		4	
	5	Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instr). Complete Part II of Sch L		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use		8	
	9	Prepaid expenses and deferred charges	0.	9	4,085.
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	49,495.		
	10b	Less: accumulated depreciation	40,698.		
			6,316.	10c	8,797.
	11	Investments - publicly traded securities		11	
	12	Investments - other securities. See Part IV, line 11	0.	12	209,980.
	13	Investments - program-related. See Part IV, line 11		13	
	14	Intangible assets		14	
15	Other assets. See Part IV, line 11		15		
16	<b>Total assets.</b> Add lines 1 through 15 (must equal line 34)	628,428.	16	579,484.	
Liabilities	17	Accounts payable and accrued expenses	11,506.	17	10,555.
	18	Grants payable		18	
	19	Deferred revenue		19	
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23	Secured mortgages and notes payable to unrelated third parties		23	
	24	Unsecured notes and loans payable to unrelated third parties		24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26	<b>Total liabilities.</b> Add lines 17 through 25	11,506.	26	10,555.
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.				
	27	Unrestricted net assets	321,307.	27	271,366.
	28	Temporarily restricted net assets	295,615.	28	297,563.
	29	Permanently restricted net assets		29	
	Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.				
	30	Capital stock or trust principal, or current funds		30	
	31	Paid-in or capital surplus, or land, building, or equipment fund		31	
	32	Retained earnings, endowment, accumulated income, or other funds		32	
33	<b>Total net assets or fund balances</b>	616,922.	33	568,929.	
34	<b>Total liabilities and net assets/fund balances</b>	628,428.	34	579,484.	

**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	233,787.
2	Total expenses (must equal Part IX, column (A), line 25)	2	289,470.
3	Revenue less expenses. Subtract line 2 from line 1	3	-55,683.
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	616,922.
5	Net unrealized gains (losses) on investments	5	7,690.
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	568,929.

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990. <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
2b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
2c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.	X	
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
3b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits		

Form 990 (2016)

**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....	156,800.	242,121.	259,187.	526,840.	209,049.	1,393,997.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
3 The value of services or facilities furnished by a governmental unit to the organization without charge .....						
4 Total. Add lines 1 through 3 .....	156,800.	242,121.	259,187.	526,840.	209,049.	1,393,997.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) .....						499,948.
6 Public support. Subtract line 5 from line 4.						894,049.

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
7 Amounts from line 4 .....	156,800.	242,121.	259,187.	526,840.	209,049.	1,393,997.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources .....	2.	4.	5.	62.	2,259.	2,332.
9 Net income from unrelated business activities, whether or not the business is regularly carried on .....		12,870.	29,250.	3,880.	21,491.	67,491.
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
11 Total support. Add lines 7 through 10 .....						1,463,820.
12 Gross receipts from related activities, etc. (see instructions) .....					12	1,703.
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here .....	<input type="checkbox"/>					

**Section C. Computation of Public Support Percentage**

14 Public support percentage for 2016 (line 6, column (f) divided by line 11, column (f)) .....	14	61.08	%
15 Public support percentage from 2015 Schedule A, Part II, line 14 .....	15	58.82	%
16a 33 1/3% support test - 2016. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization .....	<input type="checkbox"/>		
b 33 1/3% support test - 2015. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization .....	<input checked="" type="checkbox"/>		
17a 10% -facts-and-circumstances test - 2016. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization .....	<input type="checkbox"/>		
b 10% -facts-and-circumstances test - 2015. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization .....	<input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions .....	<input type="checkbox"/>		

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose .....						
3 Gross receipts from activities that are not an unrelated trade or business under section 513 .....						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
5 The value of services or facilities furnished by a governmental unit to the organization without charge .....						
6 Total. Add lines 1 through 5 .....						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons .....						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year .....						
c Add lines 7a and 7b .....						
8 Public support. (Subject to line 7c from line 5.)						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
9 Amounts from line 6 .....						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources .....						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 .....						
c Add lines 10a and 10b .....						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on .....						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here

**Section C. Computation of Public Support Percentage**

15 Public support percentage for 2016 (line 8, column (f) divided by line 13, column (f)) .....	15	%
16 Public support percentage from 2015 Schedule A, Part III, line 15 .....	16	%

**Section D. Computation of Investment Income Percentage**

17 Investment income percentage for 2016 (line 10c, column (f) divided by line 13, column (f)) .....	17	%
18 Investment income percentage from 2015 Schedule A, Part III, line 17 .....	18	%

19a 33 1/3% support tests - 2016. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

b 33 1/3% support tests - 2015. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in Part VI when and how the organization made the determination.		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in Part VI what controls the organization put in place to ensure such use.		
4a Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in Part VI.		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in Part VI.		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in Part VI.		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in Part VI.		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer 10b below.		
b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

**Part IV Supporting Organizations** (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
11a		
b A family member of a person described in (a) above?		
11b		
c A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI.		
11c		

**Section B. Type I Supporting Organizations**

	Yes	No
1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
1		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		
2		

**Section C. Type II Supporting Organizations**

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		
1		

**Section D. All Type III Supporting Organizations**

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
1		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
2		
3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		
3		

**Section E. Type III Functionally Integrated Supporting Organizations**

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).

a  The organization satisfied the Activities Test. Complete line 2 below.

b  The organization is the parent of each of its supported organizations. Complete line 3 below.

c  The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).

2 Activities Test. Answer (a) and (b) below.

	Yes	No
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.		
2a		
b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.		
2b		
3 Parent of Supported Organizations. Answer (a) and (b) below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI.		
3a		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.		
3b		



**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

1  Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI.) See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	<b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)	8	
Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	<b>Total</b> (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions)	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035	6	
7	Recoveries of prior-year distributions	7	
8	<b>Minimum Asset Amount</b> (add line 7 to line 6)	8	
Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3	4	
5	Income tax imposed in prior year	5	
6	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

**Part V** Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	
4	Amounts paid to acquire exempt-use assets	
5	Qualified set-aside amounts (prior IRS approval required)	
6	Other distributions (describe in Part VI). See instructions	
7	<b>Total annual distributions.</b> Add lines 1 through 6	
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions	
9	Distributable amount for 2016 from Section C, line 6	
10	Line 8 amount divided by Line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2016	(iii) Distributable Amount for 2016
1	Distributable amount for 2016 from Section C, line 6		
2	Underdistributions, if any, for years prior to 2016 (reasonable cause required- explain in Part VI). See instructions		
3	Excess distributions carryover, if any, to 2016:		
a			
b			
c	From 2013		
d	From 2014		
e	From 2015		
f	<b>Total of lines 3a through e</b>		
g	Applied to underdistributions of prior years		
h	Applied to 2016 distributable amount		
i	Carryover from 2011 not applied (see instructions)		
j	Remainder. Subtract lines 3g, 3h, and 3i from 3f.		
4	Distributions for 2016 from Section D, line 7: \$		
a	Applied to underdistributions of prior years		
b	Applied to 2016 distributable amount		
c	Remainder. Subtract lines 4a and 4b from 4		
5	Remaining underdistributions for years prior to 2016, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions		
6	Remaining underdistributions for 2016. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions		
7	<b>Excess distributions carryover to 2017.</b> Add lines 3j and 4c		
8	Breakdown of line 7:		
a			
b	Excess from 2013		
c	Excess from 2014		
d	Excess from 2015		
e	Excess from 2016		

**Part VI**

**Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information.  
(See instructions.)

**Schedule B**

(Form 990, 990-EZ, or 990-PF)

Department of the Treasury  
Internal Revenue Service

**Schedule of Contributors**

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.  
▶ Information about Schedule B (Form 990, 990-EZ, or 990-PF) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2016**

Name of the organization

Employer identification number

CASA DE AMISTAD, CENTRO DE ENSEÑANZA

26-0016331

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

501(c)( 3 ) (enter number) organization

4947(a)(1) nonexempt charitable trust not treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

**General Rule**

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

**Special Rules**

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000 or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h, or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I, II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ \$ \_\_\_\_\_

**Caution:** An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it must answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990, 990-EZ, or 990-PF. Schedule B (Form 990, 990-EZ, or 990-PF) (2016)

Name of organization

Employer identification number

CASA DE AMISTAD, CENTRO DE ENSEANZA

26-0016331

**Part I Contributors** (See instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1		\$ 5,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2		\$ 7,152.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3		\$ 5,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4		\$ 5,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
5		\$ 7,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
6		\$ 6,200.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization <b>CASA DE AMISTAD, CENTRO DE ENSEÑANZA</b>	Employer identification number <b>26-0016331</b>
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**Part I Contributors** (See instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
7		\$ <u>14,500.</u>	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
8		\$ <u>11,705.</u>	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
9		\$ <u>6,950.</u>	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
10		\$ <u>18,000.</u>	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
11		\$ <u>5,000.</u>	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
12		\$ <u>5,000.</u>	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization <b>CASA DE AMISTAD, CENTRO DE ENSEANZA</b>	Employer identification number <b>26-0016331</b>
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**Part II Noncash Property** (See instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions)	(d) Date received
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	

Name of organization <b>CASA DE AMISTAD, CENTRO DE ENSEÑANZA</b>	Employer identification number <b>26-0016331</b>
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**Part III** Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of \$1,000 or less for the year. (Enter this info. once.) ▶ \$ \_\_\_\_\_  
Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	



**SCHEDULE D**  
(Form 990)

Department of the Treasury  
Internal Revenue Service

**Supplemental Financial Statements**

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.  
▶ Attach to Form 990.

▶ Information about Schedule D (Form 990) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2016**

Open to Public Inspection

Name of the organization

CASA DE AMISTAD, CENTRO DE ENSEANZA

Employer identification number

26-0016331

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.** Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year .....		
2 Aggregate value of contributions to (during year) .....		
3 Aggregate value of grants from (during year) .....		
4 Aggregate value at end of year .....		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? .....		<input type="checkbox"/> Yes <input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? .....		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Part II Conservation Easements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

- Purpose(s) of conservation easements held by the organization (check all that apply).
 

<input type="checkbox"/> Preservation of land for public use (e.g., recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	
- Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.
 

	Held at the End of the Tax Year
a Total number of conservation easements .....	2a
b Total acreage restricted by conservation easements .....	2b
c Number of conservation easements on a certified historic structure included in (a) .....	2c
d Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register .....	2d
- Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ \_\_\_\_\_
- Number of states where property subject to conservation easement is located ▶ \_\_\_\_\_
- Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? .....
- Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \_\_\_\_\_
- Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ \_\_\_\_\_
- Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? .....
- In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

- If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.
- If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:
 

(i) Revenue included on Form 990, Part VIII, line 1 .....	▶ \$ _____
(ii) Assets included in Form 990, Part X .....	▶ \$ _____
- If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:
 

a Revenue included on Form 990, Part VIII, line 1 .....	▶ \$ _____
b Assets included in Form 990, Part X .....	▶ \$ _____

LHA For Paperwork Reduction Act Notice, see the instructions for Form 990.

Schedule D (Form 990) 2016

832051 08-29-16

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

- a  Public exhibition
- b  Scholarly research
- c  Preservation for future generations
- d  Loan or exchange programs
- e  Other

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection?  Yes  No

**Part IV Escrow and Custodial Arrangements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X?  Yes  No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
c Beginning balance	
d Additions during the year	
e Distributions during the year	
f Ending balance	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability?  Yes  No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

**Part V Endowment Funds.** Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment  %
- b Permanent endowment  %
- c Temporarily restricted endowment  %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

	Yes	No
(i) unrelated organizations		
(ii) related organizations		

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?

4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements		17,807.	16,807.	1,000.
d Equipment		29,211.	21,414.	7,797.
e Other		2,477.	2,477.	0.
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				8,797.

**Part VII Investments - Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A) BENEFICIAL INTEREST	209,980.	END-OF-YEAR MARKET VALUE
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
<b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 12.)	209,980.	

**Part VIII Investments - Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
<b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 13.)		

**Part IX Other Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.)	

**Part X Other Liabilities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.)	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII

**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1	
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
	a Net unrealized gains (losses) on investments	2a		
	b Donated services and use of facilities	2b		
	c Recoveries of prior year grants	2c		
	d Other (Describe in Part XIII.)	2d		
	e Add lines 2a through 2d		2e	
3	Subtract line 2e from line 1		3	
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
	a Investment expenses not included on Form 990, Part VIII, line 7b	4a		
	b Other (Describe in Part XIII.)	4b		
	c Add lines 4a and 4b		4c	
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)		5	

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
	a Donated services and use of facilities	2a		
	b Prior year adjustments	2b		
	c Other losses	2c		
	d Other (Describe in Part XIII.)	2d		
	e Add lines 2a through 2d		2e	
3	Subtract line 2e from line 1		3	
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
	a Investment expenses not included on Form 990, Part VIII, line 7b	4a		
	b Other (Describe in Part XIII.)	4b		
	c Add lines 4a and 4b		4c	
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)		5	

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**PART X, LINE 2:**

THE ORGANIZATION FOLLOWS ACCOUNTING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA RELATED TO THE RECONGNITION OF UNCERTAIN TAX POSITIONS. THE ORGANIZATION RECOGNIZES ACCRUED INTEREST AND PENALTIES ASSOCIATED WITH UNCERTAIN TAX POSITIIONS AS PART OF THE STATEMENT OF ACTIVITIES, WHEN APPLICABLE. MANAGEMENT HAS DETERMINED THAT THE ORGANIZATION HAS NO UNCERTAIN TAX POSITIONS AT JUNE 30, 2017 AND 2016 AND THEREFORE NO AMOUNTS HAVE BEEN ACCRUED.

SCHEDULE G (Form 990 or 990-EZ)

Department of the Treasury Internal Revenue Service

Supplemental Information Regarding Fundraising or Gaming Activities

Complete if the organization answered "Yes" on Form 990, Part IV, line 17, 18, or 19, or if the organization entered more than \$15,000 on Form 990-EZ, line 6a.

Attach to Form 990 or Form 990-EZ.

Information about Schedule G (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016

Open to Public Inspection

Name of the organization

CASA DE AMISTAD, CENTRO DE ENSEMANZA

Employer identification number

26-0016331

Part I Fundraising Activities. Complete if the organization answered "Yes" on Form 990, Part IV, line 17. Form 990-EZ filers are not required to complete this part.

1 Indicate whether the organization raised funds through any of the following activities. Check all that apply.

- a Mail solicitations, b Internet and email solicitations, c Phone solicitations, d In-person solicitations, e Solicitation of non-government grants, f Solicitation of government grants, g Special fundraising events

2 a Did the organization have a written or oral agreement with any individual... b If "Yes," list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements...

Table with 6 columns: (i) Name and address of individual or entity (fundraiser), (ii) Activity, (iii) Did fundraiser have custody or control of contributions?, (iv) Gross receipts from activity, (v) Amount paid to (or retained by) fundraiser listed in col. (i), (vi) Amount paid to (or retained by) organization.

3 List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

**Part II Fundraising Events.** Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events (add col. (a) through col. (c))
		SOWING SEEDS OF SUCCESS (event type)	(event type)	NONE (total number)	
Revenue	1	Gross receipts	83,483.		83,483.
	2	Less: Contributions	43,880.		43,880.
	3	Gross income (line 1 minus line 2)	39,603.		39,603.
Direct Expenses	4	Cash prizes			
	5	Noncash prizes	650.		650.
	6	Rent/facility costs	10,791.		10,791.
	7	Food and beverages	251.		251.
	8	Entertainment			
	9	Other direct expenses	11,587.		11,587.
	10	Direct expense summary. Add lines 4 through 9 in column (d)			23,279.
11	Net income summary. Subtract line 10 from line 3, column (d)			16,324.	

**Part III Gaming.** Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))	
Revenue	1	Gross revenue				
	Direct Expenses	2	Cash prizes			
		3	Noncash prizes			
		4	Rent/facility costs			
		5	Other direct expenses			
6	Volunteer labor	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No		
7	Direct expense summary. Add lines 2 through 5 in column (d)					
8	Net gaming income summary. Subtract line 7 from line 1, column (d)					

9 Enter the state(s) in which the organization conducts gaming activities: \_\_\_\_\_

a Is the organization licensed to conduct gaming activities in each of these states?  Yes  No

b If "No," explain: \_\_\_\_\_

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year?  Yes  No

b If "Yes," explain: \_\_\_\_\_

- 11 Does the organization conduct gaming activities with nonmembers?  Yes  No
- 12 Is the organization a grantor, beneficiary or trustee of a trust, or a member of a partnership or other entity formed to administer charitable gaming?  Yes  No
- 13 Indicate the percentage of gaming activity conducted in:
- |                               |     |   |
|-------------------------------|-----|---|
| a The organization's facility | 13a | % |
| b An outside facility         | 13b | % |

14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ▶ \_\_\_\_\_

Address ▶ \_\_\_\_\_

- 15a Does the organization have a contract with a third party from whom the organization receives gaming revenue?  Yes  No
- b If "Yes," enter the amount of gaming revenue received by the organization ▶ \$ \_\_\_\_\_ and the amount of gaming revenue retained by the third party ▶ \$ \_\_\_\_\_
- c If "Yes," enter name and address of the third party:

Name ▶ \_\_\_\_\_

Address ▶ \_\_\_\_\_

16 Gaming manager information:

Name ▶ \_\_\_\_\_

Gaming manager compensation ▶ \$ \_\_\_\_\_

Description of services provided ▶ \_\_\_\_\_

\_\_\_\_\_

Director/officer       Employee       Independent contractor

17 Mandatory distributions:

- a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license?  Yes  No
- b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶ \$ \_\_\_\_\_

**Part IV** Supplemental information. Provide the explanations required by Part I, line 2b, columns (ii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lined area for supplemental information.



SCHEDULE I (Form 990)

Department of the Treasury Internal Revenue Service

Grants and Other Assistance to Organizations, Governments, and Individuals in the United States

Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22. Attach to Form 990.

Name of the organization

CASA DE AMISTAD, CENTRO DE ENSEÑANZA

Employer identification number 26-0016331

2016

Open to Public Inspection

1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance?

2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

1 (a) Name and address of organization or government

(b) EIN

(c) IRC section (if applicable)

(d) Amount of cash grant

(e) Amount of non-cash assistance

(f) Method of valuation (book, FMV, appraisal, other)

(g) Description of non-cash assistance

(h) Purpose of grant or assistance

Yes No

2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table
3 Enter total number of other organizations listed in the line 1 table

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

(e) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of non-cash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance
SCHOLARSHIPS	15	9,738.	10,428.FMV		LAPTOPS, BOOKS

**Part IV Supplemental information.** Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

**PART I, LINE 2:**  
 CASA DE AMISTAD HAS A SPECIFIC COMMITTEE FOR SCHOLARSHIPS THAT REVIEWS THE PROCESSES, REVIEWS THE STUDENT APPLICATION AND DETERMINES THE AMOUNT OF MONEY TO BE AWARDED EACH YEAR, ETC.  
 EACH STUDENT MUST COMPLETE THE FOLLOWING TO APPLY FOR A SCHOLARSHIP:  
 1. FILL OUT AN APPLICATION  
 2. PROVIDE 2 LETTERS OF RECOMMENDATION FROM NON-RELATED INDIVIDUALS WHO CAN SPEAK TO THEIR CHARACTER  
 3. PROVIDE ESSAYS THAT INCLUDE:

Part IV Supplemental Information

-PERSONAL ACCOMPLISHMENTS - WHY ARE THEY A LEADER?

-CAREER ASPIRATIONS

-REFLECTION ON THEIR TIME AT CASA DE AMISTAD AND HOW IT HAS DEVELOPED THEIR CHARACTER

-COMMUNITY INVOLVEMENT

SCHOLARSHIPS ARE AWARDED BASED ON THE FOLLOWING CRITERIA:

1. ACADEMIC REQUIREMENT- 2.5 GPA
2. PARTICIPATION IN CASA FOR AT LEAST 2 YEARS
3. DEMONSTRATED FINANCIAL NEED- FAFSA
4. COMMUNITY INVOLVEMENT ESSAY

**SCHEDULE O**  
(Form 990 or 990-EZ)

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.  
▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2016**

Open to Public  
Inspection

Name of the organization

CASA DE AMISTAD, CENTRO DE ENSEANZA

Employer identification number  
26-0016331

FORM 990, PART VI, SECTION B, LINE 11B:

THE CHAIR OF THE FINANCE COMMITTEE, BOARD TREASURER AND EXECUTIVE DIRECTOR  
RECEIVE THE 990 FOR REVIEW. THE 990 WILL BE APPROVED BY THE BOARD OF  
DIRECTORS WITH THE TREASURER PROVIDING WRITTEN APPROVAL PRIOR TO FILING.

FORM 990, PART VI, SECTION B, LINE 12C:

THE CONFLICT OF INTEREST POLICY IS DISTRIBUTED TO THE BOARD OF DIRECTORS  
ONCE A YEAR. EACH BOARD MEMBER WILL REVIEW AND SIGN THE CONFLICT OF  
INTEREST POLICY.

FORM 990, PART VI, SECTION B, LINE 15A:

A SUBCOMMITTEE OF THE CASA BOARD OF DIRECTORS, THE PERSONNEL COMMITTEE,  
ANNUALLY REVIEWS THE PERFORMANCE AND COMPENSATION OF THE EXECUTIVE DIRECTOR  
AND MAKES A REPORT TO THE FULL BOARD OF DIRECTORS.

FORM 990, PART VI, SECTION C, LINE 18:

AVAILABLE UPON REQUEST

FORM 990, PART VI, SECTION C, LINE 19:

FINANCIAL STATEMENTS ARE PROVIDED TO THE PUBLIC IF REQUESTED.

# Application for Automatic Extension of Time To File an Exempt Organization Return

OMB No. 1545-1709

Department of the Treasury  
Internal Revenue Service

▶ **File a separate application for each return.**  
▶ Information about Form 8868 and its instructions is at [www.irs.gov/form8868](http://www.irs.gov/form8868).

**Electronic filing (e-file).** You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit [www.irs.gov/efile](http://www.irs.gov/efile), click on Charities & Non-Profits, and click on e-file for Charities and Non-Profits.

**Automatic 6-Month Extension of Time.** Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print	Name of exempt organization or other filer, see instructions.	Enter filer's identifying number
	<b>CASA DE AMISTAD, CENTRO DE ENSEANZA</b>	Employer identification number (EIN) or <b>26-0016331</b>
File by the due date for filing your return. See instructions.	Number, street, and room or suite no. If a P.O. box, see instructions.	Social security number (SSN)
	<b>120 STEVENS AVENUE</b> City, town or post office, state, and ZIP code. For a foreign address, see instructions. <b>SOLANA BEACH, CA 92075</b>	

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 | 1

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

**TGG ACCOUNTING**

• The books are in the care of ▶ **10188 TELESIS COURT SUITE 130 - SAN DIEGO, CA 92121**  
Telephone No. ▶ **760-697-1033** Fax No. ▶ \_\_\_\_\_

• If the organization does not have an office or place of business in the United States, check this box    
• If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) \_\_\_\_\_. If this is for the whole group, check this box . If it is for part of the group, check this box  and attach a list with the names and EINs of all members the extension is for.

1 I request an automatic 6-month extension of time until **MAY 15, 2018**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

▶  calendar year \_\_\_\_\_ or  
▶  tax year beginning **JUL 1, 2016**, and ending **JUN 30, 2017**

2 If the tax year entered in line 1 is for less than 12 months, check reason:  Initial return  Final return  
 Change in accounting period

3a If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	0.
c <b>Balance due.</b> Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	0.

**Caution:** If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

LHA For Privacy Act and Paperwork Reduction Act Notice, see instructions.

Form 8868 (Rev. 1-2017)

COPY

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

<b>1</b> Name (as shown on your income tax return). Name is required on this line, do not leave this line blank. Casa de Amistad	
<b>2</b> Business name/disregarded entity name, if different from above	
<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small>  <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3)  Exempt payee code (if any) <u>  A  </u>  Exemption from FATCA reporting code (if any) _____  <small>Applies to accounts maintained outside the U.S.</small>
<b>5</b> Address (number, street, and apt. or suite no.) See instructions. 120 Stevens Avenue	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code Solana Beach, CA 92075	
<b>7</b> List account number(s) here (optional)	

Print or type. See Specific Instructions on page 3.

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
or									
<b>Employer identification number</b>									
2	6	-	0	0	1	6	3	3	1

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ <i>Michele Min Green</i>	Date ▶ <i>5/30/17</i>
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



STATE OF CALIFORNIA  
FRANCHISE TAX BOARD  
PQ BOX 1286  
RANCHO CORDOVA CA 95741-1286

In reply refer to  
755:G :RWN

June 12, 2002

CASA DE AMISTAD CENTRO DE ENSEANZA  
120 STEVENS AVE  
SOLANA BEACH CA 92075-2039

Purpose : CHARITABLE  
Code Section : 23701d  
Form of Organization : Corporation  
Accounting Period Ending: December 31  
Organization Number : 2356814

You are exempt from state franchise or income tax under the section of the Revenue and Taxation Code indicated above.

This decision is based on information you submitted and assumes that your present operations continue unchanged or conform to those proposed in your application. Any change in operation, character, or purpose of the organization must be reported immediately to this office so that we may determine the effect on your exempt status. Any change of name or address must also be reported.

In the event of a change in relevant statutory, administrative, judicial case law, a change in federal interpretation of federal law in cases where our opinion is based upon such an interpretation, or a change in the material facts or circumstances relating to your application upon which this opinion is based, this opinion may no longer be applicable. It is your responsibility to be aware of these changes should they occur. This paragraph constitutes written advice, other than a chief counsel ruling, within the meaning of Revenue and Taxation Code Section 21012(a)(2).

You may be required to file Form 199 (Exempt Organization Annual Information Return) on or before the 15th day of the 5th month (4 1/2 months) after the close of your accounting period. Please see annual instructions with forms for requirements.

You are not required to file state franchise or income tax returns unless you have income subject to the unrelated business income tax

June 12, 2002  
CASA DE AMISTAD, CENTRO DE ENSEANZA  
ENTITY ID : 2356814  
Page 2

under Section 23731 of the Code. In this event, you are required to file Form 109 (Exempt Organization Business Income Tax Return) by the 15th day of the 5th month (4 1/2 months) after the close of your annual accounting period.

Please note that an exemption from federal income or other taxes and other state taxes requires separate applications.

A copy of this letter has been sent to the Registry of Charitable Trusts.

R NORTON  
EXEMPT ORGANIZATIONS  
BUSINESS ENTITIES SECTION  
TELEPHONE (916) 845-4178

EO :  
CC :K. MICHAEL GARRETT, ATTORNEY AT LAW

COPY



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 27 2006

CASA DE AMISTAD CENTRO DE ENSANANZA  
120 STEVENS AVE  
SOLANA BEACH, CA 92075-0000

Employer Identification Number:  
26-0016331  
DLN:  
17053259778006  
Contact Person:  
JACOB A MCDONALD ID# 31649  
Contact Telephone Number:  
(877) 829-5500  
Public Charity Status:  
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated May 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)



**City of Solana Beach  
Community Grant Program  
Request for Financial Assistance  
FY 2018-19 APPLICATION**

*All Applications MUST BE RECEIVED by 5:00 p.m. Thursday, May 31, 2018.*

*Please Print Clearly or Type*

*All requests will be determined by the following criteria:*

Name of Organization: Community Resource Center  
Mailing Address: 650 Second Street  
City: Encinitas State CA Zip 92024  
Contact Person: Karen Neal  
Daytime Phone: 760-230-6307  
Evening Phone: 760-525-3320  
Email address: kneal@crcncc.org

1. W-9 must be attached  
Summary of organization's budget must be attached  
Proposed program budget must be attached  
Financial Statements (see Application Guidelines) must be attached
2. A copy of the certificate of California Nonprofit Corporation must be attached  
Or, Calif. Non-profit 501 (c) 3 Corporation Certification Number: 95-3497926
3. Has your organization received financial assistance from the City before?  
Yes  No   
If yes, what activities and which fiscal year? Holiday Baskets 2016-2017,  
Holiday Baskets 2017-2018
4. Amount requested for FY 2018-19 \$ 5,000
5. Proposed Total Program Costs: \$ 136,500  
(Includes all estimated costs to conduct proposed activity/program.)
6. Title of Proposed Program/Service: Holiday Baskets 2018
7. Grant funds must be used for services or materials directly associated to proposed activity. Please describe how grant funds will be used:

The 36th Holiday Baskets program will provide 1,600 North County San Diego low-income residents with a dignified and free "shopping experience". It provides food, including chickens and turkeys, necessities, gifts for the holidays, coats, blankets, and bicycles. It connects participants with valuable resources to create a path to self-sufficiency

(Attach extra sheet, if necessary.)

8. Estimated number of S.B. residents to be served by proposed program: app. 200

9. Program Dates/Location:

The Holiday Baskets program distribution will take place at the Del Mar Fairgrounds on Saturday, December 15 and Sunday, December 16.

10. Anticipated Program Objectives or Accomplishments:

- 1) Increase short-term food security and temporarily free up limited income for necessities
- 2) Engage 50% of non-case managed participants within one year, into relevant CRC integrative services programs

11. How will the organization acknowledge the City's financial contribution to the community/ beneficiaries of the proposed activity?

CRC will acknowledge the City's contribution through various outlets, including CRC website, social media, annual report, monthly newsletter and donor wall at Jingle & Mingle event as well as the Holiday Baskets event.

12. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

CRC has several other funders for the Holiday Baskets event, including City of Encinitas, City of Del Mar, local foundations and corporations

13. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

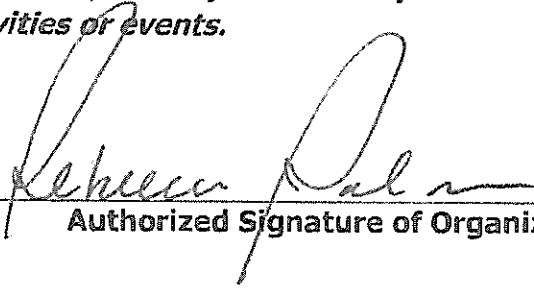
Volunteers are at the core of the success of Holiday Baskets. Over 1,500 volunteers donate time, items and money to ensure that the event runs smoothly. Their donated hours significantly reduces the total expense of the project.

14. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program or service be scaled back and/or is there a threshold at which it will not move forward?

CRC is able to move forward with Holiday Baskets if partial funding is received and will not be scaled back.

**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

5/7/2018

Date

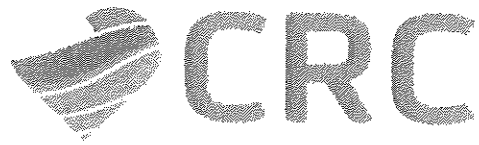
ALL INFORMATION REQUESTED ON THIS APPLICATION MUST BE COMPLETED AS A CONDITION FOR BEING  
CONSIDERED FOR PUBLIC FUNDS BY THE CITY COUNCIL OF SOLANA BEACH.

Community Resource Center  
Fiscal Year July 1, 2017 to June 30, 2018

	<u>Original Budget</u> <u>Jul 17 - Jun 2018</u>	<u>Revisions</u> <u>Jul 17 - Jun 2018</u>	<u>Revised Budget</u> <u>Jul 17 - Jun 2018</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Fundraising Events	146,900	(4,000)	142,900
Government Grants/Contracts	1,268,199	52,187	1,320,386
Other Revenue	2,000		2,000
Private Grants & Foundations	515,925	(81,025)	434,900
<i>Accrual of Foundations Pledges</i>		65,000	65,000
Program Service Revenue	42,525		42,525
Public Support/Donations	630,201	(50,000)	580,201
<b>Total Income</b>	<u>2,605,750</u>	<u>(17,838)</u>	<u>2,587,912</u>
<b>Expense</b>			
Automobile Expense	9,354	10,000	19,354
Employees, Board & Volunteers	48,719	19,949	68,668
Fundraising Expenses	42,065		42,065
Occupancy Expense	159,552	2,717	162,269
Operating Expense	134,722	2,683	137,405
Other Operating Expenses	30,969		30,969
Personnel Expenses	1,943,228	(105,002)	1,838,226
Professional Fees	40,576	38,310	78,886
Program Expense	371,394	38,509	409,903
Depreciation Expense	69,488		69,488
<b>Total Expense</b>	<u>2,850,067</u>	<u>7,165</u>	<u>2,857,232</u>
<b>Net Ordinary Income</b>	<u>(244,317)</u>	<u>(25,003)</u>	<u>(269,320)</u>
Income	1,304,216	(54,947)	1,249,269
Expense	984,585	(20,295)	964,290
<b>Net Resale Income</b>	<u>319,631</u>	<u>(34,652)</u>	<u>284,979</u>
<b>Net Surplus (Deficit)</b>	<b>75,314</b>	<b>(59,655)</b>	<b>15,659</b>

**Community Resource Center**  
**Profit & Loss Budget Overview**  
 July 2017 through June 2018

	<b>Total 198 Holiday Baskets</b>
	<b>(Integrative Services)</b>
	<b>Jul '17 - Jun 18</b>
<b>Ordinary Income/Expense</b>	
Income	
Grants & Foundations	
Total Grants & Foundations	55,250.00
Total Public Support/Donations	76,252.00
Total Income	131,502.00
<b>Gross Profit</b>	<b>131,502.00</b>
Expense	
Total Automobile Expense	375.00
Total Employees, Board & Volunteers	525.00
Total Occupancy Expense	15,838.00
Total Operating Expense	325.00
Total Personnel Expenses	52,852.00
Total Professional Fees	300.00
Total Program Expense	64,650.00
Total Expense	134,865.00
<b>Net Ordinary Income</b>	<b>(3,363.00)</b>
<b>Net Income</b>	<b>(3,363.00)</b>



**COMMUNITY RESOURCE CENTER**

**FINANCIAL STATEMENTS**

**JUNE 30, 2017**



**Leaf & Cole, LLP**  
*Certified Public Accountants*

COMMUNITY RESOURCE CENTER  
FINANCIAL STATEMENTS  
JUNE 30, 2017

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Leaf-Cole, LLP  
Certified Public Accountants  
A Partnership of Professional Corporations

## Independent Auditor's Report

To the Board of Directors  
Community Resource Center

### Report on the Financial Statements

We have audited the accompanying financial statements of Community Resource Center, which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

To the Board of Directors  
Community Resource Center

Page 2

*Opinion*

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Community Resource Center as of June 30, 2017, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

*Report on Summarized Comparative Information*

We have previously audited Community Resource Center's 2016 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated November 30, 2016. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2016, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Leaf & Cole LLP

San Diego, California  
May 22, 2017

**COMMUNITY RESOURCE CENTER  
STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2017  
(WITH COMPARATIVE TOTALS FOR JUNE 30, 2016)**

<b>ASSETS</b>		
	<u>2017</u>	<u>2016</u>
<b><u>Current Assets:</u></b> (Notes 2 and 3)		
Cash and cash equivalents	\$ 412,890	\$ 400,885
Grants and contributions receivable, net	373,469	337,496
Inventory	72,481	72,678
Prepaid expenses and other assets	63,974	70,576
<b>Total Current Assets</b>	<u>922,814</u>	<u>881,635</u>
<b><u>Noncurrent Assets:</u></b> (Notes 2, 4, 5, 6, 7 and 8)		
Deposits	35,164	33,822
Property and equipment, net	1,241,735	1,247,258
Donated property	25,600	39,200
<b>Total Noncurrent Assets</b>	<u>1,302,499</u>	<u>1,320,280</u>
<b>TOTAL ASSETS</b>	<u>\$ 2,225,313</u>	<u>\$ 2,201,915</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b><u>Current Liabilities:</u></b> (Notes 2, 6, 7 and 8)		
Accounts payable and accrued expenses	\$ 252,608	\$ 275,860
Reserve for client loan guarantees	-	21,960
Line-of-credit	100,000	100,000
Current portion of note payable	4,496	4,282
<b>Total Current Liabilities</b>	<u>357,104</u>	<u>402,102</u>
<b><u>Noncurrent Liabilities:</u></b> (Note 8)		
Note payable, net of current portion	186,394	190,887
<b>Total Noncurrent Liabilities</b>	<u>186,394</u>	<u>190,887</u>
<b>Total Liabilities</b>	<u>543,498</u>	<u>592,989</u>
<b><u>Commitments</u></b> (Notes 1 and 12)		
<b><u>Net Assets:</u></b> (Notes 2, 9, 10 and 11)		
Unrestricted Net Assets:		
Unrestricted	1,544,130	1,466,566
Board designated	25,000	25,000
<b>Total Unrestricted Net Assets</b>	<u>1,569,130</u>	<u>1,491,566</u>
Temporarily restricted	112,685	117,360
<b>Total Net Assets</b>	<u>1,681,815</u>	<u>1,608,926</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 2,225,313</u>	<u>\$ 2,201,915</u>

The accompanying notes are an integral part of the financial statements.

**COMMUNITY RESOURCE CENTER  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2017  
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2016)**

	2017			2016
	<u>Unrestricted</u>	Temporarily <u>Restricted</u>	<u>Total</u>	
<b><u>Revenue and Support:</u></b>				
Resale stores revenue, net of \$1,256,140 and \$1,249,196 of cost of sales of donated goods in 2017 and 2016, respectively	\$ 1,255,940	\$ -	\$ 1,255,940	\$ 1,254,132
Contributions	686,733	491,702	1,178,435	1,083,460
Grant revenue	1,074,638	-	1,074,638	877,544
Program service revenue	88,395	-	88,395	52,111
Special events, net of related expenses of \$42,172 and \$97,623 in 2017 and 2016, respectively	72,015	-	72,015	172,890
In-kind contributions	43,662	-	43,662	40,085
Investment income	(101)	-	(101)	2,880
Net assets released from restrictions	496,377	(496,377)	-	-
<b>Total Revenue and Support</b>	<u>3,717,659</u>	<u>(4,675)</u>	<u>3,712,984</u>	<u>3,483,102</u>
<b><u>Expenses:</u></b>				
<b>Program Services:</b>				
Resale stores	971,773	-	971,773	1,059,088
Domestic violence and emergency shelter	968,522	-	968,522	737,955
Social services	747,497	-	747,497	783,128
<b>Total Program Services</b>	<u>2,687,792</u>	<u>-</u>	<u>2,687,792</u>	<u>2,580,171</u>
<b>Supporting Services:</b>				
Management and general	474,009	-	474,009	456,261
Fundraising	464,694	-	464,694	352,217
<b>Total Supporting Services</b>	<u>938,703</u>	<u>-</u>	<u>938,703</u>	<u>808,478</u>
<b>Total Expenses</b>	<u>3,626,495</u>	<u>-</u>	<u>3,626,495</u>	<u>3,388,649</u>
Change in Net Assets Before Other Changes	91,164	(4,675)	86,489	94,453
<b><u>Other Changes in Net Assets:</u></b>				
Impairment of long-lived donated property (Note 2)	(13,600)	-	(13,600)	-
Change in net assets	77,564	(4,675)	72,889	94,453
Net Assets at Beginning of Year	<u>1,491,566</u>	<u>117,360</u>	<u>1,608,926</u>	<u>1,514,473</u>
<b>NET ASSETS AT END OF YEAR</b>	<u>\$ 1,569,130</u>	<u>\$ 112,685</u>	<u>\$ 1,681,815</u>	<u>\$ 1,608,926</u>

The accompanying notes are an integral part of the financial statements.

**COMMUNITY RESOURCE CENTER  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2017  
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2016)**

	Program Services					Supporting Services			2016 Total
	Domestic					Total Supporting Services	2017 Total	2016 Total	
	Social Services	Violence and Emergency Shelter	Respite/Straps	Program Services	Fundraising and General				
<b>Salaries and Related Expenses:</b>									
Staff salaries	\$ 342,611	\$ 465,251	\$ 386,090	\$ 1,164,168	\$ 229,594	\$ 266,098	\$ 494,691	\$ 1,638,350	\$ 1,453,035
Payroll taxes and employee related expense:	135,115	179,085	171,626	485,826	88,513	86,312	184,825	679,651	542,245
Temporary help	21,094	73,876	21,092	116,026	-	-	-	118,026	99,714
Total Salaries and Related Expenses	498,826	718,206	548,988	1,766,020	318,106	352,410	679,516	2,445,536	2,094,994
<b>Other Operating Expenses:</b>									
Rent	51,426	12,888	257,475	301,769	127	6,938	7,465	668,584	344,553
Direct expenses	81,261	46,431	352	128,014	8,836	121	9,957	136,995	156,269
Professional fees	19,555	9,458	4,133	33,146	92,935	10,227	103,646	136,792	160,004
Telephone and internet	25,405	26,656	25,817	75,888	13,316	15,912	27,229	103,117	113,621
Depreciation	27,903	39,800	25,537	95,240	1,641	8,114	9,755	102,995	95,888
Utilities	16,837	17,861	44,332	79,630	3,670	1,602	8,312	87,242	98,815
Repairs and maintenance	8,197	20,756	4,124	33,077	3,581	6,920	10,504	13,581	45,429
Small equipment and furniture	5,885	29,529	2,481	35,934	3,731	3,612	6,777	12,711	26,087
Supplies	10,634	8,653	6,928	26,505	2,924	8,276	11,300	27,895	36,861
Advertising	872	14,522	15,488	28,867	4,329	49	1,178	13,340	29,874
Bank service charges	-	525	19,892	20,217	-	11,120	11,120	31,337	34,209
Insurance	3,737	5,883	6,178	15,798	-	12,096	12,096	27,894	28,216
Travel training meals and entertainment	4,915	12,271	1,546	18,732	3,608	3,620	6,318	25,099	20,062
Staff and board development	1,842	1,195	285	6,339	5,529	3,128	9,657	15,977	14,254
Vehicle	6,772	35	9,192	15,911	-	-	-	15,911	20,651
Interest	-	-	-	-	-	15,903	15,903	13,605	8,178
Postage and delivery	854	520	169	1,497	1,827	1,265	3,092	4,683	4,103
Hiring costs	1,013	612	369	1,974	1,132	1,250	2,382	4,316	48,912
Property taxes	334	2,767	166	3,146	148	605	753	8,899	3,850
Bad debt expense	-	1,834	-	1,834	-	891	891	3,728	740
Taxes and permits	250	21	421	692	59	297	257	939	624
Dues and subscriptions	-	-	160	160	66	776	826	926	166
Miscellaneous expenses	-	-	120	120	-	275	275	255	2,097
<b>TOTAL PROGRAM AND SUPPORTING EXPENSES</b>	\$ 547,497	\$ 968,522	\$ 971,733	\$ 2,687,792	\$ 469,694	\$ 374,609	\$ 938,703	\$ 3,616,495	\$ 3,388,649

The accompanying notes are an integral part of the financial statements.

**COMMUNITY RESOURCE CENTER  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2017  
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2016)**

	<u>2017</u>	<u>2016</u>
<b><u>Cash Flows From Operating Activities:</u></b>		
Change in net assets	\$ 72,889	\$ 94,453
<b>Adjustments to reconcile change in net assets to net cash provided by operating activities:</b>		
Depreciation	102,995	95,888
Impairment of long-lived assets	13,600	
<b>(Increase) Decrease in:</b>		
Grants and contributions receivable, net	(35,973)	(200,864)
Inventory	197	10,176
Prepaid expenses and other assets	6,602	27,411
<b>Increase (Decrease) in:</b>		
Accounts payable and accrued expenses	(23,252)	49,646
Deferred revenue	-	(40,250)
Reserve for client loan guarantees	(21,960)	(26,000)
Net Cash Provided by Operating Activities	<u>115,098</u>	<u>10,460</u>
<b><u>Cash Flows From Investing Activities:</u></b>		
(Payment) return of deposits, net	(1,342)	311
Purchase of property and equipment	(97,472)	(181,573)
Net Cash Used in Investing Activities	<u>(98,814)</u>	<u>(181,262)</u>
<b><u>Cash Flows From Financing Activities:</u></b>		
Proceeds from line-of-credit, net	-	100,000
Proceeds from note payable	-	89,472
Payments on note payable	(4,279)	(6,755)
Net Cash Used in Financing Activities	<u>(4,279)</u>	<u>182,717</u>
Net Increase in Cash and Cash Equivalents	12,005	11,915
Cash and Cash Equivalents at Beginning of Year	<u>400,885</u>	<u>388,970</u>
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<u>\$ 412,890</u>	<u>\$ 400,885</u>
<b><u>Supplemental Disclosure for Cash Flow Information:</u></b>		
Cash paid for interest	<u>\$ 13,603</u>	<u>\$ 8,178</u>

The accompanying notes are an integral part of the financial statements.

**COMMUNITY RESOURCE CENTER  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017  
(WITH COMPARATIVE TOTALS FOR JUNE 30, 2016)**

**Note 1 - Organization:**

Community Resource Center (the "Organization") was organized as a California Nonprofit Public Benefit Corporation in 1979. Its purpose is to provide families in need, who are facing hunger, homelessness and victims of domestic violence with safety, stability, and a path to self-sufficiency. The Organization is supported by donor contributions, private and government grants and net proceeds from resale stores and events.

The following is a brief description of the Organization's programs:

**Social Services**

The Organization's integrated social services programs served 2,669 households in need in 2017.

These comprehensive services included:

- Homelessness prevention, providing shelter access, motel vouchers, and rental assistance.
- Access to healthy food and nutritional education programs.
- Employment preparation and job location assistance.
- Financial literacy programs and volunteer income tax preparation (VITA).
- Service referrals to collaborating agencies.
- Low cost automobile loans (Ways to Work)(Note 5).
- Counseling.
- Holiday Baskets Program (the largest distribution of food, essentials and toys of its kind in San Diego County, which served 808 households in December 2016).

With the hands on participation of the Organization's social workers, the Organization's clients create and execute personalized self-sufficiency plans that increase their housing and financial stability, as well as their level of self-sufficiency.

During the year ended June 30, 2017, the Organization secured transitional or permanent housing for 55% of clients who participated in the Organization's emergency shelter programs.

The Counseling program enables clients to attain mental and emotional stability, which, in combination with other Organization services, enables clients to more effectively manage personalized plans for self-sufficiency.

**COMMUNITY RESOURCE CENTER  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017  
(WITH COMPARATIVE TOTALS FOR JUNE 30, 2016)**

**Note 1 - Organization: (Continued)**

**Resale Stores**

During the year ended June 30, 2017, the Organization operated three resale stores located in Encinitas, Carlsbad and San Marcos. Due to challenges with location and profitability, the Oceanside resale store was closed on October 14, 2015 when the lease expired.

During the year ended June 30, 2016, the Encinitas Resale store was relocated from 111 C Street ("Old Location") to 1331 Encinitas Boulevard ("New Location"). The lease at the Old Location expired on November 30, 2015; the Organization entered into a five year lease at the New Location commencing September 1, 2015 and this resale store opened on December 21, 2015. See Note 12 – Commitments.

During the year ended June 30, 2017, the Carlsbad resale store extended its lease for five years through March 30, 2021. All other terms remain the same. The lease on the San Marcos resale store, which originally ran through June 30, 2017 has been extended through June, 2018.

**Domestic Violence and Emergency Shelter**

The Organization's domestic violence program includes Carol's House emergency domestic violence shelter, a transitional housing program, and domestic violence community services. Clients receive a wide range of supportive services, including case management, counseling and group therapy, life skills classes, legal advocacy, the therapeutic children's program, and referrals to outside services.

During the year ended June 30, 2017, the Organization served 57 households and 103 children in Carol's House and 4 households and 9 children in the transitional housing program. CRC also served community based clients including 68 adults and 18 children in counseling, 18 adults in case management, and 16 adults in legal advocacy services for a total of 163 adults and 130 children served across the domestic violence programs.

As a result of program participation, 88% of adults increased their self-esteem, 84% improved their problem-solving, communication, household management, and employment skills and 86% increased or maintained their financial stability. In addition, 97% of children improved their self-concept and 98% reduced symptoms of depression and anxiety upon completion of the program.



**COMMUNITY RESOURCE CENTER**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2017**  
**(WITH COMPARATIVE TOTALS FOR JUNE 30, 2016)**

**Note 2 - Significant Accounting Policies:**

**Accounting Method**

The financial statements of the Organization have been prepared on the accrual basis of accounting, which is in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP) and, accordingly, reflect all significant receivables, payables, and other liabilities.

**Financial Statement Presentation**

The financial statements present information regarding the financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets.

- Unrestricted net assets – Net assets not subject to donor imposed stipulations.
- Temporarily restricted net assets – Net assets subject to donor imposed stipulations that will be met by actions of the Organization and/or the passage of time. When a donor stipulated time restriction ends or a purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.
- Permanently restricted net assets – Net assets subject to donor imposed stipulations requiring that they be maintained permanently by the Organization. The income from these assets is available for either general operations or specific programs as specified by the donor.

**Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Fair Value Measurements**

Fair value accounting standards define fair value, establish a framework for measuring fair value, outline a fair value hierarchy based on inputs used to measure fair value and enhance disclosure requirements for fair value measurements. The fair value hierarchy distinguishes between market participant assumptions based on market data obtained from sources independent of the reporting entity (observable inputs that are classified within Level 1 or 2 of the hierarchy) and the reporting entity's own assumptions about market participant assumptions (unobservable inputs classified within Level 3 of the hierarchy). The Organization had no financial instruments at June 30, 2017 and 2016.

**COMMUNITY RESOURCE CENTER  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017  
(WITH COMPARATIVE TOTALS FOR JUNE 30, 2016)**

**Note 2 - Significant Accounting Policies: (Continued)**

**Allowance for Doubtful Accounts**

Bad debts are recognized on the allowance method based on historical experience and management's evaluation of outstanding receivables. The allowance for doubtful grants and contributions receivable totaled \$1,891 and \$2,520 at June 30, 2017 and 2016, respectively.

**Inventory**

Inventories of donated merchandise held for resale by the Organization's resale stores are valued at market value, determined on the first-in, first-out basis.

**Capitalization and Depreciation**

The Organization capitalizes all expenditures in excess of \$1,000 for property and equipment at cost, while donations of property and equipment are recorded as support at their estimated fair value. Such donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire buildings and equipment are reported as restricted support. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Organization reclassifies temporarily restricted net assets to unrestricted net assets at that time. Property and equipment are depreciated using the straight-line method over the estimated useful asset lives as follows:

Buildings	31.5 years
Leasehold improvements	5 - 15 years
Furniture and fixtures	3 - 7 years
Automobile	4 years
Software	5 years

Depreciation totaled \$102,995 and \$95,888 for the years ended June 30, 2017 and 2016, respectively.

Maintenance and repairs are charged to operations as incurred. Upon sale or disposition of property or equipment, the asset account is reduced by the cost and the accumulated depreciation account is reduced by the depreciation taken prior to the sale. Any resultant gain or loss is then recorded as income or expense.

**COMMUNITY RESOURCE CENTER**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2017**  
**(WITH COMPARATIVE TOTALS FOR JUNE 30, 2016)**

**Note 2 - Significant Accounting Policies: (Continued)**

**Impairment of Real Estate**

The Organization reviews its investment in real estate for impairment whenever events and changes in circumstances indicate that the carrying value of such property may not be recoverable. Recoverability is measured by a comparison of the carrying amount of the real estate to the future net undiscounted net cash flows expected to be generated by the property and any estimated proceeds from the eventual disposition of the real estate. If the real estate is considered to be impaired, the impairment to be recognized is measured at the amount by which the carrying amount of real estate exceeds the fair value of such property.

Due to deteriorating market conditions, the Organization recorded an impairment of donated property totaling \$13,600 for the year ended June 30, 2017. The amount of the impairment charges was based on the difference between the carrying amount of the assets and the estimated fair value of the assets. Fair value was determined by utilizing the direct capitalization or the discounted cash flows method of valuation and other market comparable transactions. Concurrent with the impairment charge, the accumulated depreciation, if any, was eliminated, as all future depreciation, if any, will be calculated and recorded on the new basis established by the fair value calculation over the remaining life of the property.

Several factors may affect the performance and valuation of the property, including general economic climate; completion from other apartment communities; local economic conditions, such as unemployment, which may impact expected occupancy and rental rates; changes in market capitalization rates, the relative illiquidity of real estate assets; and the availability of financing, which may impact the Organization's ability to hold and develop the property in the ordinary course of business. Any adverse changes in these and other factors could cause additional impairment of the property.

**Compensated Absences**

Accumulated unpaid vacation totaling \$77,945 and \$58,617 at June 30, 2017 and 2016, respectively, is accrued when incurred and included in accounts payable and accrued expenses.

**Revenue Recognition**

Government grant revenue is recognized in the period in which the related work is performed in accordance with the terms of the grant. Grants receivable are recorded when revenue earned under a grant or contract exceeds the cash received. Deferred revenue is recorded when cash received under a grant exceeds the revenue earned.

Contributions are recognized when the donor makes a promise to give to the Organization that is in substance, unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

**COMMUNITY RESOURCE CENTER  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017  
(WITH COMPARATIVE TOTALS FOR JUNE 30, 2016)**

**Note 2 - Significant Accounting Policies: (Continued)**

**Donated Goods and Services**

The Organization utilizes the services of many volunteers. This contribution of services by the volunteers is not recognized in the financial statements unless the services received (a) create or enhance nonfinancial assets or (b) require specialized skills which are provided by individuals possessing those skills and would typically need to be purchased if not provided by donation. The donated services for the years ended June 30, 2017 and 2016 did not meet the requirements above, therefore no amounts were recognized in the financial statements.

In-kind contributions of goods used for program services with an estimated fair value of \$43,662 and \$40,085 for the years ended June 30, 2017 and 2016, respectively are included in in-kind contributions in the statement of activities.

In-kind contributions of donated goods and materials with an estimated fair value of \$1,256,140 and \$1,249,196 for the years ended June 30, 2017 and 2016, respectively reduce resale stores revenue on the statement of activities.

**Allocated Expenses**

Expenses by function have been allocated among program and supporting services classifications on the basis of internal records and estimates made by the Organization's management.

**Income Tax Status**

The Organization is a public charity and is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and Section 23701(d) of the California Revenue and Taxation Code. The Organization believes that it has appropriate support for any tax positions taken, and as such, does not have any uncertain tax positions that are material to the financial statements. The Organization is not a private foundation.

Community Resource Center's Return of Organization Exempt from Income Tax and Exempt Organization Business Income Tax Returns for the periods ended June 30, 2017, 2016, 2015 and 2014, are subject to examination by Internal Revenue Service and State taxing authorities, generally three to four years after the returns were filed.

**Concentration of Credit Risk**

The Organization maintains its cash in bank deposit accounts which, at times, may exceed federally insured limits. The Organization has not experienced any losses in such accounts. The Organization believes it is not exposed to any significant credit risk on cash and cash equivalents.

**Cash and Cash Equivalents**

For purposes of the statement of cash flows, the Organization considers all investment instruments purchased with a maturity of three months or less to be cash equivalents.

**COMMUNITY RESOURCE CENTER  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017  
(WITH COMPARATIVE TOTALS FOR JUNE 30, 2016)**

**Note 2 - Significant Accounting Policies: (Continued)**

**Comparative Totals for June 30, 2016**

The financial statements include certain prior year summarized comparative information in total but not by net asset class. This summarized information is for comparative purposes only, and accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2016, from which the summarized comparative information was derived.

**Subsequent Events**

The Organization has evaluated subsequent events through May 22, 2018, which is the date the financial statements are available for issuance, and concluded that there were no events or transactions that needed to be disclosed, except as disclosed in Note 12.

**Note 3 - Grants and Contributions Receivable:**

Grants and contributions receivable consist of the following at June 30:

	<u>2017</u>	<u>2016</u>
Foundations and Trusts	\$ 175,000	\$ 97,605
California Emergency Management Agency	117,092	130,729
Other	65,335	21,990
County of San Diego	10,379	20,438
Victims of Crime Act Crime Victims Funds	7,554	12,069
Emergency Solutions Grant - Domestic Violence Shelter	-	38,587
Department of Housing and Urban Development	-	18,598
Total Grants and Contributions Receivable	<u>375,360</u>	<u>340,016</u>
Less: Allowance for doubtful accounts	<u>(1,891)</u>	<u>(2,520)</u>
Total Grants and Contributions Receivable, Net	<u>\$ 373,469</u>	<u>\$ 337,496</u>

At June 30, 2017, contributions receivable of \$35,000 are due in more than one year.

**COMMUNITY RESOURCE CENTER  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017  
(WITH COMPARATIVE TOTALS FOR JUNE 30, 2016)**

**Note 4 - Property and Equipment:**

Property and equipment consist of the following at June 30:

	<u>2017</u>	<u>2016</u>
Land and buildings	\$ 1,774,764	\$ 1,712,678
Leasehold improvements	369,961	367,693
Furniture and fixtures	237,769	204,651
Automobile	62,412	62,412
Software	11,000	11,000
Subtotal	<u>2,455,906</u>	<u>2,358,434</u>
Less: Accumulated depreciation	<u>(1,214,171)</u>	<u>(1,111,176)</u>
Property and Equipment - Net	<u>\$ 1,241,735</u>	<u>\$ 1,247,258</u>

**Note 5 - Donated Property:**

Donated property consists of land in Apache County, Arizona donated to the Organization. The land has been recorded at fair value based on the value of the County Tax Assessor upon acquisition and totaled \$25,600 and \$39,200 at June 30, 2017 and 2016, respectively. The Organization recorded an impairment of long-lived donated property totaling \$13,600 for the year ended June 30, 2017.

**Note 6 - Reserve for Client Loan Guarantees:**

The Organization had a grant agreement with Ways to Work, Inc. (the "Grantor"), in which the Grantor provided automobile loans with a maximum value of \$6,000, a term of three years and an interest rate of 8% to the Organization's clients. During the year ended June 30, 2015, the Organization terminated this program continued to work only with existing clients to assist them in meeting their obligations, keeping their automobile, and protecting their credit rating. The loan guarantee loss reserve (income) expense under this program totaled \$-0- and \$(7,083) for the years ended June 30, 2017 and 2016, respectively. Pursuant to the grant agreement, the Organization serviced the client loans and provided a loan guarantee for the client as additional security to the Grantor. The Organization established a reserve for loan guarantees totaling \$-0- and \$21,960 at June 30, 2017 and 2016, respectively. The final loan is to mature in July, 2017.

**Note 7 - Line-of-Credit:**

The Organization has a line-of-credit with U.S. Bank in the amount of \$100,000 with interest at the bank's prime rate plus 1% (5.25% at June 30, 2017). On September 30, 2016, the Organization extended the line-of-credit through October 1, 2017 and increased the available balance on the line-of-credit to \$200,000. All other terms and conditions remained the same, and the line-of-credit is collateralized by investment in real estate. The line-of-credit balance totaled \$100,000 and \$100,000 at June 30, 2017 and 2016, respectively.

**COMMUNITY RESOURCE CENTER  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017  
(WITH COMPARATIVE TOTALS FOR JUNE 30, 2016)**

**Note 8 - Note Payable:**

Note payable consists of the following at June 30:

	<u>2017</u>	<u>2016</u>
The note payable to U.S. Bank, was payable originally in monthly installments of \$1,891, including interest at 4.23% and was due on January 18, 2021. On September 30, 2015, the note was amended and restated to increase the aggregate amount of the note to \$197,452 and extended the due date. The amended and restated note is payable in monthly installments of \$1,145 including interest at 4.83% and is due on October 15, 2025. The note is collateralized by investment in real estate.	\$ 190,890	\$ 195,169
Less: Current portion	(4,496)	(4,282)
Note Payable, Noncurrent	<u>\$ 186,394</u>	<u>\$ 190,887</u>

Future principal payments on the note payable are as follows:

Years Ended <u>June 30</u>	
2018	\$ 4,496
2019	4,722
2020	4,934
2021	5,205
2022	5,466
Thereafter	166,067
Total	<u>\$ 190,890</u>

**Note 9 - Unrestricted Net Assets:**

Unrestricted net assets are available for the following purposes at June 30:

	<u>2017</u>	<u>2016</u>
Unrestricted, undesignated net assets	\$ 1,544,130	\$ 1,466,566
Board designated funds	25,000	25,000
Total Unrestricted Net Assets	<u>\$ 1,569,130</u>	<u>\$ 1,491,566</u>

**COMMUNITY RESOURCE CENTER  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017  
(WITH COMPARATIVE TOTALS FOR JUNE 30, 2016)**

**Note 10 - Temporarily Restricted Net Assets:**

Temporarily restricted net assets are available for the following purposes at June 30:

	<u>2017</u>	<u>2016</u>
Time restriction	\$ 65,000	\$ 2,015
Food	26,566	13,737
Volunteer management	11,611	15,133
Domestic violence	5,000	86,475
Career source	2,575	-
Holiday baskets	1,933	-
Total Temporarily Restricted Net Assets	<u>\$ 112,685</u>	<u>\$ 117,360</u>

Net assets in the amount of \$496,377 were released from donor restrictions by incurring expenses and events satisfying the purpose or time restrictions specified by donors for the year ended June 30, 2017.

**Note 11 - Beneficial Interest in Endowment Funds:**

The Organization has a beneficial interest in funds held at Rancho Santa Fe Foundation (RSFF). The Organization has not recorded this asset in the accompanying financial statements. RSFF's spending policy is to disburse 5% of the value of the fund annually, based on a historical average value of the fund. The calculation is based on the average value of the fund for twelve quarters prior to the date of the distribution. The distributions are used to further the Organization's mission. The Organization received distributions totaling \$2,991 and \$2,940 for the years ended June 30, 2017 and 2016, respectively. The beneficial interest in funds held at Rancho Santa Fe Foundation totaled \$59,160 and \$58,134 at June 30, 2017 and 2016, respectively, of which \$25,000 at June 30, 2017 and 2016 was contributed by the Organization.

**Note 12 - Commitments:**

**Retirement Plan**

The Organization maintains a qualified deferred compensation plan for eligible employees. Under the Plan, employees may elect to defer a percentage of pretax annual compensation, subject to the Internal Revenue Service limits. The Organization matches the participant's contribution to the Plan, not to exceed three percent of the participant's gross compensation. The Organization contributed \$19,345 and \$14,685 to the Plan for the years ended June 30, 2017 and 2016, respectively.



**COMMUNITY RESOURCE CENTER  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017  
(WITH COMPARATIVE TOTALS FOR JUNE 30, 2016)**

**Note 12 - Commitments: (Continued)**

**Operating Leases**

The Organization leases several properties for resale stores, storage facilities and equipment through March, 2021. Rent expense totaled \$308,855 and \$344,553 for the years ended June 30, 2017 and 2016, respectively.

The following is a schedule of future minimum lease payments under the leases:

Years Ended <u>June 30</u>	
2018	\$ 201,903
2019	205,722
2020	184,814
2021	63,371
Total	<u>\$ 655,810</u>

**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

- Do not enter social security numbers on this form as it may be made public.
- Information about Form 990 and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

**2016**

**Open to Public Inspection**

Department of the Treasury  
Internal Revenue Service

**A** For the 2016 calendar year, or tax year beginning 7/01, 2016, and ending 6/30, 2017

<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name and address of principal officer: COMMUNITY RESOURCE CENTER 650 2ND STREET ENCINITAS, CA 92024	<b>D</b> Employer identification number: 95-3497926
	<b>F</b> Name and address of principal officer: SAME AS C ABOVE	<b>E</b> Telephone number: (760) 753-1156
	<b>G</b> Gross receipts \$: 5,012,761.	<b>H(a)</b> Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'No,' attach a list. (See instructions)	

<b>I</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527	<b>H(c)</b> Group exemption number ▶
<b>J</b> Website: <u>WWW.CRCNCC.ORG</u>	
<b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶	<b>L</b> Year of formation: 1979 <b>M</b> State of legal domicile: CA

**Part I Summary**

<b>Activities &amp; Governance</b>	<b>1</b> Briefly describe the organization's mission or most significant activities: <u>TO PROVIDE FAMILIES SUFFERING FROM THE EFFECTS OF POVERTY, HOMELESSNESS, HUNGER, AND DOMESTIC VIOLENCE WITH SAFETY, STABILITY, AND A PATH TO SELF-SUFFICIENCY.</u>
	<b>2</b> Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.
	<b>3</b> Number of voting members of the governing body (Part VI, line 1a) <b>3</b> <b>14</b>
	<b>4</b> Number of independent voting members of the governing body (Part VI, line 1b) <b>4</b> <b>14</b>
	<b>5</b> Total number of individuals employed in calendar year 2016 (Part V, line 2a) <b>5</b> <b>54</b>
	<b>6</b> Total number of volunteers (estimate if necessary) <b>6</b> <b>1,500</b>
	<b>7a</b> Total unrelated business revenue from Part VIII, column (C), line 12 <b>7a</b> <b>0.</b>
<b>7b</b> Net unrelated business taxable income from Form 990-T, line 34. <b>7b</b> <b>0.</b>	
<b>Revenue</b>	<b>8</b> Contributions and grants (Part VIII, line 1h) <b>Prior Year</b> 2,176,523. <b>Current Year</b> 2,301,695.
	<b>9</b> Program service revenue (Part VIII, line 2g) <b>52,111.</b> <b>88,395.</b>
	<b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d) <b>2,880.</b> <b>-100.</b>
	<b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) <b>1,248,588.</b> <b>1,326,770.</b>
	<b>12</b> Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) <b>3,480,102.</b> <b>3,716,760.</b>
<b>Expenses</b>	<b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1-3).
	<b>14</b> Benefits paid to or for members (Part IX, column (A), line 4)
	<b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) <b>2,007,899.</b> <b>2,329,509.</b>
	<b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e)
	<b>b</b> Total fundraising expenses (Part IX, column (D), line 25) ▶ <b>469,366.</b>
<b>17</b> Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e) <b>1,377,750.</b> <b>1,300,761.</b>	
<b>18</b> Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) <b>3,385,649.</b> <b>3,630,270.</b>	
<b>19</b> Revenue less expenses. Subtract line 18 from line 12 <b>94,453.</b> <b>86,490.</b>	
<b>Net Assets or Fund Balances</b>	<b>20</b> Total assets (Part X, line 16) <b>Beginning of Current Year</b> 2,201,915. <b>End of Year</b> 2,225,315.
	<b>21</b> Total liabilities (Part X, line 26) <b>592,989.</b> <b>543,499.</b>
	<b>22</b> Net assets or fund balances. Subtract line 21 from line 20 <b>1,608,926.</b> <b>1,681,816.</b>

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer: _____ Date: _____
	<b>JOHN PFEIFFER</b> DIRECTOR OF FINANCE Type or print name and title
<b>Paid Preparer Use Only</b>	Print/Type preparer's name: <b>EMIN SHAHBAZIAN, CPA</b> Preparer's signature: <b>EMIN SHAHBAZIAN, CPA</b> Date: _____ Check <input type="checkbox"/> if self-employed PTIN: <b>PO1761638</b>
	Firm's name: <b>YSR CPA GROUP PC</b>
	Firm's address: <b>3715 MARKET ST</b> Firm's EIN: <b>82-1853384</b>
	<b>GLENDAL, CA 91208</b> Phone no.: <b>818-330-9752</b>

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:

TO PROVIDE FAMILIES SUFFERING FROM THE EFFECTS OF POVERTY, HOMELESSNESS, HUNGER, AND DOMESTIC VIOLENCE WITH SAFETY, STABILITY, AND A PATH TO SELF-SUFFICIENCY.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?

Yes  No

If 'Yes,' describe these new services on Schedule O

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?

Yes  No

If 'Yes,' describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: ) (Expenses \$ 971,478, including grants of \$ ) (Revenue \$ 1,256,160.)

COMMUNITY RESOURCE CENTER'S RESALE STORES, IN ADDITION TO GENERATING NET INCOME FOR THE AGENCY'S ACTIVITIES, IS A SOURCE OF CLOTHING, FURNITURE AND HOUSEHOLD GOODS FOR BOTH DOMESTIC VIOLENCE AND SOCIAL SERVICE CLIENTS; PROVIDES EMPLOYMENT OPPORTUNITIES FOR LOW-INCOME INDIVIDUALS; AND IS A SOURCE OF LOW-COST GOODS FOR LOCAL FAMILIES.

4b (Code: ) (Expenses \$ 969,243, including grants of \$ ) (Revenue \$ )

COMMUNITY RESOURCE CENTER'S DOMESTIC VIOLENCE PROGRAMS INCLUDE AN EMERGENCY SHELTER, TRANSITIONAL HOUSING, RENTAL ASSISTANCE, LEGAL ADVOCACY, COUNSELING, FINANCIAL LITERACY EDUCATION, FOOD AND NUTRITION EDUCATION, EMPLOYMENT PREPARATION, AND A THERAPEUTIC CHILDREN'S PROGRAM. IN FY 2016-17, 163 FAMILIES WERE SERVED IN THE SHELTER. 96% OF DV PROGRAM PARTICIPANTS DID NOT RETURN TO THEIR ABUSERS.

4c (Code: ) (Expenses \$ 747,186, including grants of \$ ) (Revenue \$ )

CRC SERVED 7,041 LOW-INCOME INDIVIDUALS THROUGH OUR COMPREHENSIVE PROGRAMS: INTEGRATED CASE MANAGEMENT; EMERGENCY FOOD, HOUSING, RENTAL AND UTILITY ASSISTANCE, BENEFITS APPLICATIONS, TRANSPORTATION ASSISTANCE, ACCESS TO HEALTHY FOOD, TAX PREPARATION, FINANCIAL LITERACY TRAINING, FAMILY SELF-SUFFICIENCY, EMPLOYMENT READINESS, AND HOLIDAY BASKETS.

4d Other program services (Describe in Schedule O )

(Expenses \$ including grants of \$ ) (Revenue \$ )

4e Total program service expenses ▶ 2,687,907.

**Part IV Checklist of Required Schedules**

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If 'Yes,' complete Schedule A.	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I.		X
4 <b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If 'Yes,' complete Schedule C, Part II.		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If 'Yes,' complete Schedule C, Part III.		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If 'Yes,' complete Schedule D, Part I.		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If 'Yes,' complete Schedule D, Part II.		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If 'Yes,' complete Schedule D, Part III.		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? If 'Yes,' complete Schedule D, Part IV.		X
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If 'Yes,' complete Schedule D, Part V.		X
11 If the organization's answer to any of the following questions is 'Yes,' then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If 'Yes,' complete Schedule D, Part VI.	X	
b Did the organization report an amount for investments — other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part VII.		X
c Did the organization report an amount for investments — program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part VIII.		X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part IX.		X
e Did the organization report an amount for other liabilities in Part X, line 25? If 'Yes,' complete Schedule D, Part X.	X	
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If 'Yes,' complete Schedule D, Part X.	X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? If 'Yes,' complete Schedule D, Parts XI and XII.	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? If 'Yes,' and if the organization answered 'No' to line 12a, then completing Schedule D, Parts XI and XII is optional.		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E.		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If 'Yes,' complete Schedule F, Parts I and IV.		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If 'Yes,' complete Schedule F, Parts II and IV.		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If 'Yes,' complete Schedule F, Parts III and IV.		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If 'Yes,' complete Schedule G, Part I (see instructions).		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VII, lines 1c and 8a? If 'Yes,' complete Schedule G, Part II.	X	
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VII, line 9a? If 'Yes,' complete Schedule G, Part III.		X

**Part IV Checklist of Required Schedules (continued)**

	Yes	No
20a Did the organization operate one or more hospital facilities? <i>If 'Yes,' complete Schedule H</i>		X
b If 'Yes' to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If 'Yes,' complete Schedule I, Parts I and II.</i>		X
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If 'Yes,' complete Schedule I, Parts I and III.</i>		X
23 Did the organization answer 'Yes' to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If 'Yes,' complete Schedule J.</i>		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If 'Yes,' answer lines 24b through 24d and complete Schedule K. If 'No,' go to line 25a.</i>		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to debase any tax-exempt bonds?		
d Did the organization act as an 'on behalf of' issuer for bonds outstanding at any time during the year?		
25a <b>Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If 'Yes,' complete Schedule L, Part I.</i>		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If 'Yes,' complete Schedule L, Part I.</i>		X
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If 'Yes,' complete Schedule L, Part II.</i>		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If 'Yes,' complete Schedule L, Part III.</i>		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, or key employee? <i>If 'Yes,' complete Schedule L, Part IV.</i>		X
b A family member of a current or former officer, director, trustee, or key employee? <i>If 'Yes,' complete Schedule L, Part IV.</i>		X
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If 'Yes,' complete Schedule L, Part IV.</i>		X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If 'Yes,' complete Schedule M.</i>	X	
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If 'Yes,' complete Schedule M.</i>		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If 'Yes,' complete Schedule N, Part I.</i>		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If 'Yes,' complete Schedule N, Part II.</i>		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If 'Yes,' complete Schedule R, Part I.</i>		X
34 Was the organization related to any tax-exempt or taxable entity? <i>If 'Yes,' complete Schedule R, Part II, III, or IV, and Part V, line 1.</i>		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b If 'Yes' to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If 'Yes,' complete Schedule R, Part V, line 2.</i>		
36 <b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? <i>If 'Yes,' complete Schedule R, Part V, line 2.</i>		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If 'Yes,' complete Schedule R, Part VI.</i>		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? <b>Note.</b> All Form 990 filers are required to complete Schedule O.	X	

**Part V Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
<b>1 a</b>	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable.		
<b>1 b</b>	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable.		
<b>1 c</b>	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	
<b>2 a</b>	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return.		
<b>2 b</b>	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? <i>Note.</i> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions).	X	
<b>3 a</b>	Did the organization have unrelated business gross income of \$1,000 or more during the year?		X
<b>3 b</b>	If 'Yes,' has it filed a Form 990-T for this year? If 'No,' to line 3a, provide an explanation in Schedule O.		
<b>4 a</b>	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
<b>4 b</b>	If 'Yes,' enter the name of the foreign country: See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
<b>5 a</b>	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		X
<b>5 b</b>	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		X
<b>5 c</b>	If 'Yes,' to line 5a or 5b, did the organization file Form 8885-T?		
<b>6 a</b>	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		X
<b>6 b</b>	If 'Yes,' did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
<b>7</b>	<b>Organizations that may receive deductible contributions under section 170(c).</b>		
<b>7 a</b>	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	X	
<b>7 b</b>	If 'Yes,' did the organization notify the donor of the value of the goods or services provided?	X	
<b>7 c</b>	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		X
<b>7 d</b>	If 'Yes,' indicate the number of Forms 8282 filed during the year.		
<b>7 e</b>	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		X
<b>7 f</b>	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		X
<b>7 g</b>	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
<b>7 h</b>	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
<b>8</b>	<b>Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
<b>9</b>	<b>Sponsoring organizations maintaining donor advised funds.</b>		
<b>9 a</b>	Did the sponsoring organization make any taxable distributions under section 4966?		
<b>9 b</b>	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
<b>10</b>	<b>Section 501(c)(7) organizations.</b> Enter:		
<b>10 a</b>	Initiation fees and capital contributions included on Part VIII, line 12.		
<b>10 b</b>	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities.		
<b>11</b>	<b>Section 501(c)(12) organizations.</b> Enter:		
<b>11 a</b>	Gross income from members or shareholders.		
<b>11 b</b>	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)		
<b>12 a</b>	<b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?		
<b>12 b</b>	If 'Yes,' enter the amount of tax-exempt interest received or accrued during the year.		
<b>13</b>	<b>Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
<b>13 a</b>	Is the organization licensed to issue qualified health plans in more than one state? <i>Note.</i> See the instructions for additional information the organization must report on Schedule O.		
<b>13 b</b>	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans.		
<b>13 c</b>	Enter the amount of reserves on hand.		
<b>14 a</b>	Did the organization receive any payments for indoor tanning services during the tax year?		X
<b>14 b</b>	If 'Yes,' has it filed a Form 720 to report these payments? If 'No,' provide an explanation in Schedule O.		

**Part VI Governance, Management, and Disclosure** For each 'Yes' response to lines 2 through 7b below, and for a 'No' response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

**Section A. Governing Body and Management**

		Yes	No
1 a	Enter the number of voting members of the governing body at the end of the tax year. If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.		
1 b	Enter the number of voting members included in line 1a, above, who are independent.		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6	Did the organization have members or stockholders?		X
7 a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		X
7 b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
8 a	a The governing body?	X	
8 b	b Each committee with authority to act on behalf of the governing body?	X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If 'Yes,' provide the names and addresses in Schedule O.		X

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10 a	Did the organization have local chapters, branches, or affiliates?		X
10 b	If 'Yes,' did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
11 a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
11 b	Describe in Schedule O the process, if any, used by the organization to review this Form 990. SEE SCHEDULE O		
12 a	Did the organization have a written conflict of interest policy? If 'No,' go to line 13	X	
12 b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
12 c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If 'Yes,' describe in Schedule O how this was done. SEE SCHEDULE O	X	
13	Did the organization have a written whistleblower policy?	X	
14	Did the organization have a written document retention and destruction policy?	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
15 a	a The organization's CEO, Executive Director, or top management official. SEE SCHEDULE O	X	
15 b	b Other officers or key employees of the organization. If 'Yes' to line 15a or 15b, describe the process in Schedule O (see instructions).	X	
16 a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
16 b	If 'Yes,' did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

**Section C. Disclosure**

- 17 List the states with which a copy of this Form 990 is required to be filed: CA
- 18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
 Own website  Another's website  Upon request  Other (explain in Schedule O)
- 19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year. SEE SCHEDULE O
- 20 State the name, address, and telephone number of the person who possesses the organization's books and records: COMMUNITY RESOURCE CENTER 650 2ND STREET ENCINITAS CA 92024 (760) 753-1156

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII.

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

**1 a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former** directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (if any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)					(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee			
(1) MORGAN DAY BOARD CHAIR	2 0	X					0	0	0
(2) KATRINA DODSON VICE CHAIR	2 0	X					0	0	0
(3) JOANNE BERG TREASURER	5 0	X					0	0	0
(4) SABRA NORRIS SECRETARY	2 0	X					0	0	0
(5) SANDRA CONNERS DIRECTOR	2 0	X					0	0	0
(6) TERRI O'BRIEN DIRECTOR	2 0	X					0	0	0
(7) SHAWN PYNES DIRECTOR	2 0	X					0	0	0
(8) JOANN SHANNON DIRECTOR	2 0	X					0	0	0
(9) JASON TAJUIMA DIRECTOR	2 0	X					0	0	0
(10) LEWIS SHENDER DIRECTOR	2 0	X					0	0	0
(11) DIANE WEED DIRECTOR	2 0	X					0	0	0
(12) CARL WRIGHT DIRECTOR	2 0	X					0	0	0
(13) SUBRINA JOHNSON DIRECTOR	2 0	X					0	0	0
(14) LEE MORRISON DIRECTOR	2 0	X					0	0	0



**Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)					(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee			
(15) MARY MURPHY DIRECTOR	2 0	X					0	0	0
(16) ISABEL ST. GERMAIN SINGH CEO	40 0			X			122,159.	0.	0.
(17) REBECCA PALMER CHIEF PROGRAM	40 0			X			99,375	0.	0.
(18) ROBERT KENT CFO	40 0			X			98,011.	0	0
(19)									
(20)									
(21)									
(22)									
(23)									
(24)									
(25)									
<b>1 b Sub-total</b>							319,545.	0.	0.
<b>c Total from continuation sheets to Part VII, Section A</b>							0.	0.	0.
<b>d Total (add lines 1b and 1c)</b>							319,545.	0.	0.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization ▶ 1

	Yes	No
3 Did the organization list any former officer, director, or trustee, key employee, or highest compensated employee on line 1a? If 'Yes,' complete Schedule J for such individual		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If 'Yes,' complete Schedule J for such individual		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If 'Yes,' complete Schedule J for such person		X

**Section B. Independent Contractors**

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization ▶ 0

**Part VIII Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII

		(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
<b>Contributions, Gifts, Grants and Other Similar Amounts</b>	1 a Federated campaigns	1 a 1,043				
	b Membership dues	1 b				
	c Fundraising events	1 c 4,960				
	d Related organizations	1 d				
	e Government grants (contributions)	1 e 1,074,638				
	f All other contributions, gifts, grants, and similar amounts not included above	1 f 1,221,054				
	g Noncash contributions included in lines 1a-1f: \$	43,662				
	<b>h Total. Add lines 1a-1f</b>		<b>2,301,695</b>			
<b>Program Service Revenue</b>	2 a OTHER	Business Code 624200	43,751	43,751		
	b VOCA FEES	624200	18,741	18,741		
	c COUNSELING FEES	624200	15,682	15,682		
	d CLIENT RENTAL INCOME	624200	8,056	8,056		
	e INTERFAITH SHELTER NWK	532000	2,165	2,165		
	f All other program service revenue					
	<b>g Total. Add lines 2a-2f</b>		<b>88,395</b>			
<b>Other Revenue</b>	3 Investment income (including dividends, interest and other similar amounts)		1		1	
	4 Income from investment of tax-exempt bond proceeds					
	5 Royalties					
	6 a Gross rents	(i) Rent				
		(ii) Parking				
		b Less: rental expenses				
		c Rental income or (loss)				
	d Net rental income or (loss)					
	7 a Gross amount from sales of assets other than inventory	(i) Securities				
		(ii) Other		1		
		b Less: cost or other basis and sales expenses		102		
		c Gain or (loss)		-101		
	d Net gain or (loss)		-101		-101	
	8 a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	a	110,372			
b Less: direct expenses		b	39,561			
c Net income or (loss) from fundraising events			70,811		70,811	
9 a Gross income from gaming activities. See Part IV, line 19	a					
	b Less: direct expenses	b				
	c Net income or (loss) from gaming activities					
10 a Gross sales of inventory, less returns and allowances	a	2,512,297				
	b Less: cost of goods sold	b	1,256,338			
	c Net income or (loss) from sales of inventory		1,255,959		1,255,959	
Miscellaneous Revenue		Business Code				
11 a	a					
	b					
	c					
	d All other revenue					
	e Total. Add lines 11a-11d					
<b>12 Total revenue. See instructions</b>		<b>3,716,760</b>	<b>88,395</b>	<b>0</b>	<b>1,326,670</b>	

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A)

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	319,545	104,112	150,468	64,965
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)	0	0	0	0
7 Other salaries and wages	1,339,313	1,060,055	114,630	164,628
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	530,357	384,341	76,193	70,023
10 Payroll taxes	147,094	101,486	20,119	18,489
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	136,793	33,147	10,727	92,919
12 Advertising and promotion	33,341	28,863	49	4,429
13 Office expenses	37,805	26,505	8,376	2,924
14 Information technology				
15 Royalties				
16 Occupancy	308,854	301,789	6,939	127
17 Travel	40,084	25,002	7,254	7,828
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest	13,603		13,603	
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	102,995	93,240	8,114	1,641
23 Insurance	27,895	15,799	12,096	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a <u>DIRECT EXPENSES</u>	127,747	127,247		500
b <u>TEMPORARY HELP</u>	116,025	116,025		
c <u>TELEPHONE AND INTERNET</u>	103,117	75,888	13,913	13,316
d <u>UTILITIES</u>	87,242	79,030	4,602	3,610
e All other expenses	165,260	115,378	25,915	23,967
25 Total functional expenses. Add lines 1 through 24e	3,630,270	2,687,907	472,997	469,366
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

**Part X Balance Sheet**

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year
<b>Assets</b>	1 Cash – non-interest-bearing	390,932	1	400,039
	2 Savings and temporary cash investments	9,953	2	12,851
	3 Pledges and grants receivable, net	337,496	3	373,469
	4 Accounts receivable, net		4	
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L.		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees beneficiary organizations (see instructions). Complete Part II of Schedule L.		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use	72,678	8	72,481
	9 Prepaid expenses and deferred charges	70,576	9	63,973
	10a Land, buildings, and equipment; cost or other basis. Complete Part VI of Schedule D.	10a 2,455,906		
	b Less: accumulated depreciation	10b 1,214,171	10c 1,247,258	1,241,735
	11 Investments – publicly traded securities		11	
	12 Investments – other securities. See Part IV, line 11.		12	
	13 Investments – program-related. See Part IV, line 11.		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11.	73,022	15	60,767
16 <b>Total assets.</b> Add lines 1 through 15 (must equal line 34)	2,201,915	16	2,225,315	
<b>Liabilities</b>	17 Accounts payable and accrued expenses	275,860	17	252,609
	18 Grants payable		18	
	19 Deferred revenue	21,960	19	
	20 Tax exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D.		21	
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L.		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D.	295,169	25	290,890
	26 <b>Total liabilities.</b> Add lines 17 through 25	592,989	26	543,499
<b>Net Assets or Fund Balances</b>	Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.			
	27 Unrestricted net assets	1,491,566	27	1,569,130
	28 Temporarily restricted net assets	117,360	28	112,686
	29 Permanently restricted net assets		29	
	Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.			
	30 Capital stock or trust principal, or current funds		30	
	31 Paid-in or capital surplus, or land, building, or equipment fund		31	
	32 Retained earnings, endowment, accumulated income, or other funds		32	
33 <b>Total net assets or fund balances</b>	1,608,926	33	1,681,816	
34 <b>Total liabilities and net assets/fund balances</b>	2,201,915	34	2,225,315	

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**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	3,716,760
2	Total expenses (must equal Part IX, column (A), line 25)	2	3,630,270
3	Revenue less expenses. Subtract line 2 from line 1	3	86,490
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	1,608,926
5	Net unrealized gains (losses) on investments	5	-13,600
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	0
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	1,681,816

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990 <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked 'Other,' explain in Schedule O.		
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If 'Yes,' check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
2b	Were the organization's financial statements audited by an independent accountant? If 'Yes,' check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
2c	If 'Yes' to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.	X	
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
3b	If 'Yes,' did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.		

BAA

Form 990 (2016)

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line. Do not leave this line blank.  
**Community Resource Center**

2 Business (unrelated) entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes:

Individual or sole proprietor (single-member LLC)  
 Partnership  
 S corporation  
 Partnership  
 Trust or estate  
 Limited liability company. Enter the federal tax classification (LLC disregarded, S or partnership) ▶

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of the owner.

Other (see instructions) ▶ **501(c)(3)**

4 Example is provided only to illustrate the format. Do not enter FATCA reporting information.

5 Address (street, street address, or post office box) (see instructions)  
**650 Second Street**

6 City, state, and ZIP code  
**Encinitas, CA 92024**

7 List additional name(s) for the requester

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a residential or, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, this is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number

			-						
--	--	--	---	--	--	--	--	--	--

or

Employer identification number

9	5	-	3	4	9	7	9	2	6
---	---	---	---	---	---	---	---	---	---

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number to Give the Requester* for guidance on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form, if any, indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are not entirely subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ *John Pappas* Date ▶ *3/13/18*

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/formw9](http://www.irs.gov/formw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends), including those from stocks or mutual funds;
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds);
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers);
- Form 1099-S (proceeds from real estate transactions);
- Form 1099-A (mortgage data and third party network transfer data);
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition);
- Form 1099-C (cancelled debt);
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

**Internal Revenue Service**

**Date:** January 25, 2007

COMMUNITY RESOURCE CENTER  
SAN DIEGO R C  
650 2ND ST  
ENCINITAS CA 92024-3560

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**  
Mr. Morton 31-08703  
Customer Service Representative  
**Toll Free Telephone Number:**  
877-829-5500  
**Federal Identification Number:**  
95-3497926

Dear Sir or Madam

This is in response to your request of January 25, 2007, regarding your organization's tax-exempt status.

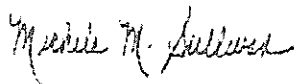
In October 1980 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under section 509(a)(2) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely



Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations 1



FRANCHISE TAX BOARD

SACRAMENTO, CALIFORNIA 95837

Telephone: (800)852-5711

December 13, 1979

In reply refer to

344: TLC:vc:g

COMMUNITY RESOURCE CENTER

Attn.: Ronald W. Egger

275 Estrelita Dr.

Vista, CA 92083

Purpose	:	Charitable
Form of Organization	:	Corporation
Accounting Period Ending:	:	September 30
Organization Number	:	0967931

On the basis of the information submitted and provided your present operations continue unchanged or conform to those proposed in your application, you are exempt from state franchise or income tax under Section 23701d, Revenue and Taxation Code. Any change in operation, character or purpose of the organization must be reported immediately to this office so that we may determine the effect on your exempt status. Any change of name or address also must be reported.

You are required to file Form 199 (Exempt Organization Annual Information Return) or Form 199B (Exempt Organization Annual Information Statement) on or before the 15th day of the 5th month (4 1/2 months) after the close of your accounting period. See annual instructions with forms for requirements.

You are not required to file state franchise or income tax returns unless you have income subject to the unrelated business income tax under Section 23731 of the Code. In this event, you are required to file Form 109 (Exempt Organization Business Income Tax Return) by the 15th day of the 3rd month (2 1/2 months) after the close of your annual accounting period.

If the organization is incorporating, this approval will expire unless incorporation is completed with the Secretary of State within 60 days.

Exemption from federal income or other taxes and other state taxes requires separate applications.

*Robert Lutz*  
 Robert Lutz, Manager  
 Exempt Organization Section

\*This exemption effective November 26, 1979.

cc: Registry of Charitable Trusts





**City of Solana Beach  
Community Grant Program  
Request for Financial Assistance  
FY 2018-19 APPLICATION**

*All Applications MUST BE RECEIVED by 5:00 p.m. Thursday, May 31, 2018.*

*Please Print Clearly or Type*

*All requests will be determined by the following criteria:*

Name of Organization: La Colonia de Eden Gardens, Inc. (Foundation)  
Mailing Address: P.O. Box 565 (Physical Address: 734 Castro Street)  
City: Solana Beach State CA Zip 92075  
Contact Person: Manny Aguilar  
Daytime Phone: (619) 672-5872  
Evening Phone: same  
Email address: mannya@sbcglobal.net

1. W-9 must be attached  
Summary of organization's budget must be attached  
Proposed program budget must be attached  
Financial Statements (see Application Guidelines) must be attached
2. A copy of the certificate of California Nonprofit Corporation must be attached  
Or, Calif. Non-profit 501 (c) 3 Corporation Certification Number: 3385879
3. Has your organization received financial assistance from the City before?  
Yes  No   
If yes, what activities and which fiscal year? FY2018, FY2016, FY2015 LCEG Summer Youth Leadership Camp
4. Amount requested for FY 2018-19 \$ 5,000.00
5. Proposed Total Program Costs: \$ 20,000.00  
(Includes all estimated costs to conduct proposed activity/program.)
6. Title of Proposed Program/Service: LCEG Teenology Rangers
7. Grant funds must be used for services or materials directly associated to proposed activity. Please describe how grant funds will be used:  

Grant funds will be used to create a new leadership development program focused on youth ages 8-13 primarily with adults and teens serving as volunteers to help form healthy behaviors, outlook and education to ensure their understanding of human development, through science, culture, arts, community service and healthy activities.
--

(Attach extra sheet, if necessary.)

8. Estimated number of S.B. residents to be served by proposed program: 30

9. Program Dates/Location:

1st and 3rd Wednesday, of the month, at the La Colonia de Eden Gardens Community Garden. 2nd and 4th Wed at the Solana Beach Library.

10. Anticipated Program Objectives or Accomplishments:

Please see attached Expected Outcomes and Skills (attached).

11. How will the organization acknowledge the City's financial contribution to the community/ beneficiaries of the proposed activity?

LCEG will be happy to provide both an oral and written report to the community and beneficiaries of our proposed activity/program.

12. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

Yes. LCEG will provide the majority of the funding required through existing and future funds that will be restricted to our Teenology Ranger Program.

13. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

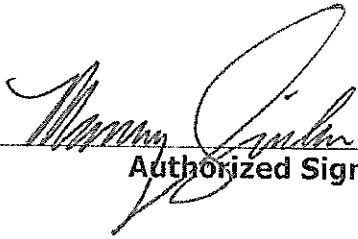
Yes. The overwhelming source of leadership will be in the form of volunteers. We are currently partnering with the Solana Beach Library and operating our program at least 50% of the time.

14. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program or service be scaled back and/or is there a threshold at which it will not move forward?

Yes. It will need to be scaled back according to the funding received.

**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

05/31/2018  
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.

**FY2018-2019 City of Solana Beach Community Grant Application  
La Colonia Teenology Rangers Program Expected Outcomes**

**Skills:**

- Group cooperation
- Team building
- Leadership and servant roles
- Offer the opportunity to learn the skills of becoming a videographer and/or photographer

**Organizational Administrative:**

- Learn how to organize, plan and implement planned activities
- Printing flyers
- Create project proposals
- Sending and responding to emails
- Meeting preparation

**Educational proposals where youth learn:**

- Motivation of Youth
- Expectations on behavior
- Rules and regulations
- Mutual Respect, Morals and Ethics and how to apply these principles to their lives
- Toastmaster events
- Guest speakers to engage with our youth on various topics

**Research:**

- Learn how the outdoors, working in our community garden, exercise, dance, music and art can help them manage their stress
- Translation of materials from English to Spanish
- Studies that will further understanding on their brain and body works so that they can be prepared for the changes that they will undergo as they become teenagers
- Studies on the effects of alcohol, drugs and tobacco/vape pens on a developing brain and body
- Learn about their options for trade schools, community colleges and universities
- Learn about Public transportation systems
- Learn about their culture and various cultures, including Indigenous studies
- Learn about the political system and how important it is to participate in our democratic system, ie voter registration
- Visit Museums and community events
- Serve at our Dia de los Muertos – significance Areas of cultural importance

**FY2018-2019 City of Solana Beach Community Grant Application  
La Colonia Teenology Rangers Program Expected Outcomes**

Community Service

- Learn about the importance of community service
- Collaborate with our community to serve

Networking:

- Connecting people from the various diverse communities of San Diego counties to make youth group successful
- Reaching out to people that might be able to serve the board, or volunteer with the organization
- Communication with parents, youth and other community members

Youth recruitment and group exposure:

- Working with the Solana Beach Library to recruit younger members
- Creation of artwork for display at the community garden

Reward system:

- Creation and artistic design of shirts that the youth will earn
- Earn rewards via a positive behavior and community service via a Reward system

Event planning:

- Securing space for activities
- Invitations
- Set up time
- Coordination with people involved

Social media:

- Posts/photos on LCEGSolana, DDLM Solana Facebook pages, and event page
- Instagram account
- Learning how to update of website once it is ready

Photography/ Video: All events for LCEG Foundation

- Creation of flyers
- Content for website
- Videos for fundraising events
- General photography

Field trips:

- Travel time to museums, hikes, special events
- Community Service
- Participation and implementation of Annual LCEG Summer Youth Leadership Program

La Colonia de Eden Gardens  
2018 Operating Budget

Expense Category	Expense Item	2016	2017	2018	Variance	Notes
Administrative	Technology/Ranger Coordinator	\$0	\$100	\$12,000	\$11,600	New position. 1k month /month X 12 @ 40 hours @ 25hr
	Bookkeeping/accounting	\$0	\$500	\$1,000	\$500	annual professional bookkeeping services
	Website	\$100	\$1,600	\$1,600	\$0	Fees to upgrade website to facilitate online giving and regular hosting fee
	Fundraising, Marketing & postage costs	\$1,000	\$1,000	\$1,029	\$0	Dia De Los Muertos Flyers and invitation, other flyers and postage for a mailing to approximately 100
	Marketing and Fund Development Consulting	\$0	\$0	\$12,000	\$12,000	development of Annual Fund Plan and execution of parts of the plan
	Storage Rental	\$1,430	\$1,430	\$1,430	\$0	annual cost to store equipment
	Purchase of computer and office supplies					
	Automotive Expenses				\$0	printer/laptop etc.
	Bank services, transfers, fees				\$0	vehicle or gas used for travel
	Subtotal all general and administrative costs	\$2,530	\$4,930	\$29,030	\$24,100	wire transfer charges and service charges for credit card gifts
Programmatic Costs	Summer Youth Leadership Camp				\$0	
	Advertising/Marketing				\$0	
	Camp Program Director			\$3,500	\$3,500	
	Travel				\$0	
	Rental Fees				\$0	
	Technology/Ranger Costs			\$5,000	\$5,000	

La Colonia de Eden Gardens  
2018 Operating Budget

Expense Category	Expense Item	2016	2017	2018	Variance	Notes
	Summer Youth Leadership Camp	\$20,000	\$20,000	\$20,000	\$0	
	Subtotal	\$20,000	\$20,000	\$20,000	\$0	
	Dia De Los Muertos				\$0	
	Invitations/Advertising/Marketing				\$0	
	Food and Beverage				\$0	chairs, tables, umbrellas etc.
	Rental Fees				\$0	
	Insurance				\$0	
	Dia De Los Muertos Subtotal	\$18,000	\$18,000	\$18,000	\$0	
	Community Garden		\$1,000	\$1,000	\$0	
	Cultural Arts Program - Danza Azteca and Photo Arts Exhibit		\$8,000	\$8,000	\$0	
	College Scholarship Programs		\$4,500	\$4,500	\$0	
	La Clase Majica Community Collaboration Imira Costa and UCSD		\$3,000	\$3,000	\$0	
	Subtotal of all Programmatic Costs	\$54,500	\$54,500	\$54,500	\$0	
	Subtotal Administrative	\$4,930	\$4,930	\$29,030	\$24,100	
	Miscellaneous		\$3,000	\$5,000	\$2,000	
	Proposed Annual Budget	\$62,430	\$62,430	\$86,530	\$24,100	

10:26 AM  
06/29/18  
Cash Basis

LA COLONIA DE EDEN GARDENS, INC  
Statement of Financial Income and Expense  
January through December 2017

	Jan - Dec 17
Ordinary Income/Expense	
Income	
Direct Public Support	
Individ, Business Contributions	
SUMMER YOUTH LEADERSHIP CAMP	3,000.00
DIA DE LOS MUERTOS	31,674.20
Individ, Business Contributions - Other	6,381.45
Total Individ, Business Contributions	41,055.65
Total Direct Public Support	41,055.65
Indirect Public Support	
Sand Dollar Foundation	10,000.00
Total Indirect Public Support	10,000.00
Total Income	51,055.65
Expense	
Program Expenses	
St. James Christmas Fair	200.00
La Colonia Changers	2,171.35
Community Garden	1,421.01
Dia de los Muertos	
Supplies	1,517.24
Dia de los Muertos - Other	17,723.21
Total Dia de los Muertos	19,240.45
Photo Art Exhibit	1,869.12
Scholarships	7,500.00
Soccer Team	497.41
Summer Leadership Camp	24,137.00
Total Program Expenses	57,036.34
Contract Services	
Legal Fees	3,360.48
Outside Contract Services	132.00
Total Contract Services	3,492.48
Facilities and Equipment	
Storage	1,320.00
Total Facilities and Equipment	1,320.00
Operations	
Books, Subscriptions, Reference	316.86
Postage, Mailing Service	124.55
Supplies	3,673.44
Telephone, Telecom, Website	284.73
Total Operations	4,399.58
Other Types of Expenses	
Insurance - Liability, D and O	650.00
Other Costs	25.57
Total Other Types of Expenses	675.57
Travel and Meetings	
Conference, Convention, Meeting	102.00
Total Travel and Meetings	102.00
Total Expense	67,025.97
Net Ordinary Income	-15,970.32



10:26 AM  
05/29/18  
Cash Basis

LA COLONIA DE EDEN GARDENS, INC  
**Statement of Financial Income and Expense**  
January through December 2017

---

	Jan - Dec 17
Net Income	<u><u>-15,970.32</u></u>

10:26 AM  
05/29/18  
Cash Basis

LA COLONIA DE EDEN GARDENS, INC  
Statement of Financial Position  
As of December 31, 2017

	<u>Dec 31, 17</u>	<u>Dec 31, 16</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
CITIBANK	<u>37,293.68</u>	<u>54,137.02</u>	<u>-16,843.34</u>	<u>-31.1%</u>
Total Checking/Savings	<u>37,293.68</u>	<u>54,137.02</u>	<u>-16,843.34</u>	<u>-31.1%</u>
Total Current Assets	<u>37,293.68</u>	<u>54,137.02</u>	<u>-16,843.34</u>	<u>-31.1%</u>
Fixed Assets				
Furniture and Equipment	<u>873.02</u>	<u>0.00</u>	<u>873.02</u>	<u>100.0%</u>
Total Fixed Assets	<u>873.02</u>	<u>0.00</u>	<u>873.02</u>	<u>100.0%</u>
<b>TOTAL ASSETS</b>	<u><b>38,166.70</b></u>	<u><b>54,137.02</b></u>	<u><b>-16,970.32</b></u>	<u><b>-29.5%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
Equity				
Opening Balance Equity	54,137.02	54,137.02	0.00	0.0%
Net Income	<u>-15,970.32</u>	<u>0.00</u>	<u>-15,970.32</u>	<u>-100.0%</u>
Total Equity	<u>38,166.70</u>	<u>54,137.02</u>	<u>-15,970.32</u>	<u>-29.5%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>38,166.70</b></u>	<u><b>54,137.02</b></u>	<u><b>-15,970.32</b></u>	<u><b>-29.5%</b></u>

LA COLONIA DE EDEN GARDENS, INC.  
LCEG KIDS SUMMER LEADERSHIP CAMP  
FY2018-2019 BUDGET

**Revenues:**

City of Solana Beach Grant Program	\$5,000
Sand Dollar Foundation	\$5,000
Existing Funds, Other Foundation & Individual Grants	\$ 10,000
<b>Total Revenues</b>	<b>\$20,000</b>

**Expenses:**

Annual Program Costs	\$12,000
Food, Snacks, Craft Supplies	\$2,000
Field Trips	\$2,000
Transportation	\$2,000
Charter Bus round trip	
Contingency & Miscellaneous Expenses	\$2,000
<b>Total Expenses</b>	<b>\$20,000</b>

Please note any surplus funds will be applied to FY2019-2020 Teenology Ranger Program

Form 990-N

Electronic Notice (e-Postcard)

OMB No 1545-2085

Department of the Treasury  
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2016

Open to Public Inspection

A For the 2016 Calendar year or tax year beginning 2016-01-01 and ending 2016-12-31

B Check if available

Terminated for Business

Gross receipts are normally \$40,000 or less

C Name of Organization LA COLONIA DE EDELGARDIENS

INC

D Employee Identification

Number 45-2555259

1111 Santa Rufina Court,

Solana Beach, CA, US, 92073

E Website

LAEEG.ORG

F Name of Principal Officer Manuel J Anglin

1111 Santa Rufina Court,

Solana Beach, CA, US, 92073

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average time is 15 minutes.

Note: This image is provided for your records only. Do not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

Form 990-N

Electronic Notice (e-Postcard)

OMB No. 1545-2085

Department of the Treasury  
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2016

Open to Public Inspection

A For the 2016 Calendar year, or tax year beginning 2016-01-01 and ending 2016-12-31

B Check if available

- Terminated for Business  
 Gross receipts are normally \$50,000 or less

C Name of Organization: LA COLONIA DE EDEN GARDENS

INC  
1111 Santa Rufina Court,  
Solana Beach, CA, US, 92075

D Employee Identification

Number 45-2555259

E Website

LGSG.ORG

F Name of Principal Officer: Manuel J. Aguilar

1111 Santa Rufina Court,  
Solana Beach, CA, US, 92075

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

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STATE OF CALIFORNIA  
Franchise Tax Board

---

Session expires in 19:58

---

## 199N e-Postcard - Confirmation

Print this page for your records. The Confirmation Number below is proof that you successfully filed your e-Postcard.

We received your FTB 199N California e-Postcard on February 21, 2017 08:40 AM.

Confirmation Number: 338587905205

### Entity Information

Entity ID: 3385879  
Entity Name: LA COLONIA DE EDEN GARDENS, INC.  
Account Period Beginning: JANUARY 01, 2016  
Account Period Ending: DECEMBER 31, 2016  
This is not your entity's first year in business.  
Your entity has not terminated or gone out of business.  
Your entity has not changed the account period.  
Gross Receipts: \$57,823  
This is not an amended return.  
An IRS Form 1023/1024 is not pending.  
Date IRS Form 1023/1024 Filed: N/A  
FEIN: 452555259  
Doing Business As:  
Website Address: LCEG.ORG

### Entity's Mailing Address

1111 SANTA RUFINA COURT  
SOLANA BEACH, CA 92075

---

## Principal Officer's Information

Name: MANUEL J AGUILAR  
1111 SANTA RUFINA COURT  
SOLANA BEACH, CA 92075

## Contact Information

Name: JEAN M SMITH EA  
Phone: 760.436.9044

[Print](#)

[Log Out](#)

After we process your 199N e-Postcard, you may receive a bill if the three year gross receipt average is greater than the amount allowed for filing a 199N e-Postcard.

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## Request for Taxpayer Identification Number and Certification

Give Form to the  
 requester. Do not  
 send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>La Colonia de Eden Gardens</b>		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) <u>5</u> Exemption from FATCA reporting code (if any) <u>5</u> <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) <b>P.O. Box 565</b>		Requester's name and address (optional) <b>Manny Aguilar 7342astrost. Solana Beach, CA 92075</b>
	6 City, state, and ZIP code <b>Solana Beach, CA 92075</b>		
	7 List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>										
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		-								
or										
<b>Employer identification number</b>										
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4	5	-	2	5	5	2	5	9		

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <b>05/31/2018</b>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/irv9](http://www.irs.gov/irv9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What is FATCA reporting?* on page 2 for further information.





**City of Solana Beach  
Community Grant Program  
Request for Financial Assistance  
FY 2018-19 APPLICATION**

*All Applications MUST BE RECEIVED by 5:00 p.m. Thursday, May 31, 2018.*

*Please Print Clearly or Type*

*All requests will be determined by the following criteria:*

Name of Organization: North Coast Repertory Theatre

Mailing Address: 987 Lomas Santa Fe Drive, Suite D

City: Solana Beach

State CA

Zip 92075

Contact Person: Bill Kerlin

Daytime Phone: (858) 481-2155, ext. 222

Evening Phone: (305) 510-0217

Email address: bill@northcoastrep.org

1. W-9 must be attached  
Summary of organization's budget must be attached  
Proposed program budget must be attached  
Financial Statements (see Application Guidelines) must be attached
2. A copy of the certificate of California Nonprofit Corporation must be attached  
Or, Calif. Non-profit 501 (c) 3 Corporation Certification Number: 1070451
3. Has your organization received financial assistance from the City before?  
Yes  No   
If yes, what activities and which fiscal year? Please see attached
4. Amount requested for FY 2018-19 \$ \$5,000
5. Proposed Total Program Costs: \$ \$9,042  
(Includes all estimated costs to conduct proposed activity/program.)
6. Title of Proposed Program/Service: Theatre School production of She Kills Monsters
7. Grant funds must be used for services or materials directly associated to proposed activity. Please describe how grant funds will be used:

The Theatre School @North Coast Repertory Theatre will use grant funds from the City of Solana Beach to cover part of the expenses of a May 2019 production of She Kills Monsters. The play is a meaningful journey toward acceptance of death, others' differences, and ultimately self. for the teen characters in this high-octane dramatic

(Attach extra sheet, if necessary.)

8. Estimated number of S.B. residents to be served by proposed program: 800-1,000
9. Program Dates/Location:  
Five performances will be held from May 16 – May 19. All performances will be held at North Coast Repertory Theatre, 987 Lomas Santa Fe Drive, Suite D, Solana Beach, CA 92075.
10. Anticipated Program Objectives or Accomplishments:  
Theatre School Director Ben Cole selected *She Kills Monsters* based on the theme of acceptance – of death, of other's differences, and ultimately self. The play centers around two strong teen female characters, and allows for exciting stage combat. These are very strong motivators for teen involvement, tying into current social conversations about women in politics and greater representation of women's issues in entertainment.
11. How will the organization acknowledge the City's financial contribution to the community/ beneficiaries of the proposed activity?  
The City of Solana Beach will be acknowledged in the Theatre School and Mainstage programs, on the Donor Board in the Theatre Lobby, in our Season brochure, and on the Theatre School section of the theatre's website, as well as the corporate support section of the main website – northcoastrep.org
12. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?  
Support for this production comes from production fees from students in the cast as well as donations from Theatre School parents. Production fees (similar to fees charged to participants in youth sports) help fund much of the cost of the activity. Fees range from \$150 for a current Theatre School student to \$350 from students not currently enrolled in classes. In order to encourage participation from a diverse group of
13. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?  
Volunteers are used in many capacities, helping to reduce production costs. In addition to serving as ushers, ticket takers, counter workers selling concessions in the café, and sewing or repairing costumes, some hand out programs or work in the Box Office. Parent volunteers also bring snacks for rehearsals and help organize a cast party held following one of the performances.
14. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program or service be scaled back and/or is there a threshold at which it will not move forward?  
Partial funding might cause a reduction in the number of scholarships offered, which could impact participation of minority or at-risk youth. Theatre School prides itself on offering relatively small cast sizes to give students individual attention and instruction. This not only offers students a positive and productive experience within our program, but also raises the quality and expectations of the work students create. While most

**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**

5-24-18

\_\_\_\_\_  
**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.**

### SECTION 3

Financial Assistance has been received from the City of Solana Beach in the following years for the project listed below:

- 2004 – Educational Outreach Program, “Behind the Mask”
- 2005 – Planning costs for Cedros Crossing
- 2006 – Educational Outreach Program, “Behind the Mask”
- 2008 – Education Outreach program, “Behind the Mask”
- 2010 – Educational Play about Solana Beach
- 2011 – Educational Outreach Program, “Behind the Mask”
- 2012 – Education outreach program, “Anti-Bullying”
- 2013 – Theatre School Holocaust Production, “Anne Frank”
- 2014 – Theatre School Literacy Project, “Seussical”
- 2015 – Theatre School Literacy Project, “Aladdin Jr.”
- 2016 – Theatre School Literacy Project, “Peter and the Starcatcher”
- 2017 – Theatre School Student Production, “The Secret Garden”

## Section 7 – Project Description of

Theatre School @ North Coast Rep Project: *She Kills Monsters*

*She Kills Monsters: Young Adventurers Edition* by Qui Nguyen is a comedic romp into the world of fantasy role-playing games. The play tells the story of high schooler Agnes Evans following the death of her younger sister, Tilly. When Agnes stumbles upon Tilly's Dungeons & Dragons notebook, she is catapulted into a journey of discovery and action-packed adventure in the imaginary world that was her sister's refuge. Acclaimed playwright Qui Nguyen offers a heart-pounding homage to the geek and warrior within us all with this high-octane dramatic comedy laden with homicidal fairies, nasty ogres, and 90s pop culture.

While the show cautions audiences of “strong language” and “mild adult themes”, it was a 2013 Distinguished Play Award Winner honored by the American Alliance for Theatre and Education (AATE). *The New York Times* says, “It will slash and shapeshift its way into your heart.”

Each season, Theatre School produces at least one show within its five student productions that deals with social issues teens care about. *She Kills Monsters* embraces themes of teens finding acceptance of death, acceptance of others' differences through anti-bullying, and ultimately, acceptance of self as they grow into adulthood. There are characters of different genders, sexuality, differently-abled physical mobility, and social

status, who find common ground celebrating their differences and overcoming judgment from others.

The show is packed with action, wit, and a sizable nerd-quotient. The *Chicago Tribune* says, “Nguyen is a refreshing, break-the-rules writer — he has a ready embrace of pop culture, high-school speak and 'High Fidelity' cool, and he also has a mission to redeem gaming geeks everywhere”.

**Time period:** 1995

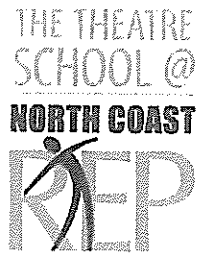
**Settings of play:** Athens, Ohio and the imaginary land of New Landia

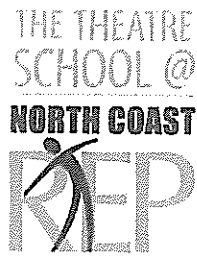
**Run-time:** 90 minutes, no intermission.

**Type of Play:** Dramatic Comedy Adventure

**Suggested rating:** PG-13 – Not recommended children under the age of 13.

**Cast size:** 10



		SEASON 37
		BUDGET
		SHE KILLS MONSTERS
Director	\$1,000	
Light Designer	\$200	
Sound Designer	\$200	
Lights & Sound Equip	\$100	
Painting Labor/Materials	\$200	
Set Design - labor	\$500	
Set Materials	\$100	
Projections Designer	\$750	
Stage Manager / AD Mentor	\$750	
Directing/Writing Mentor	\$0	
Assistant Director	\$500	
Actor / Mentor	\$0	
Costume Designer	\$750	
Costumes - materials/rent	\$1,000	
Costume cleaning	\$200	
Prop Designer	\$300	
Props - materials	\$500	
Dramaturg / Dialect	\$0	
Stage Combat	\$500	
Musical Director	\$0	
Choreographer	\$0	
Accompaniment (MT Pit)	\$0	
Misc / Materials	\$500	
Thank You Gifts	\$200	
Tech Dinner	\$0	
Videographer	\$0	
Royalties	\$675	
Rental Fee for Materials	\$0	
Script copies	\$100	
Shipping	\$17	
<b>Production Total</b>	<b>\$9,042</b>	

**SEASON 37**



as of 5.8.18

**OPERATING FUND & OTHER FUNDS**

Prelim Draft Budget for FY 2018-19 (S37) vs.  
Current Actuals/Projections for FY 2017-18 (S36)

Actuals: NONE  
Budget: Sep 2018 - Aug 2019

<u>Prelim</u> <u>Budget</u> <u>18-19</u>	<u>CURRENT</u> <u>ACT/PROJ</u> <u>17-18</u>	<u>VAR</u> <u>ANNUAL</u>
S 37	S 36	S37 vs S36

**UNRESTRICTED OPERATING FUND**

	<u>Prelim</u> <u>Budget</u> <u>18-19</u>	<u>CURRENT</u> <u>ACT/PROJ</u> <u>17-18</u>	<u>VAR</u> <u>ANNUAL</u>	
<b>SUPPORT AND REVENUE</b>				
Contributions	925,000	966,976	(41,976)	a
Ticket Revenue - Mainstage	1,109,961	1,083,326	26,635	b
Ticket Revenue - Variety	265,479	229,982	35,497	c
Theatre School Revenue	160,000	162,164	(2,164)	d
Other Revenue	97,850	88,354	9,496	e
Patron Service Revenue	84,271	75,465	8,806	f
Special Events Revenue	35,000	30,000	5,000	g
<b>Total Support &amp; Revenue</b>	<b>2,677,561</b>	<b>2,636,267</b>	<b>41,294</b>	1.6%
<b>EXPENSES</b>				
Personnel - Admin	869,642	848,998	20,644	h.1
Personnel - Artistic	402,493	443,252	(40,759)	h.2
Personnel - Taxes & Benefits	234,796	227,528	7,268	h.3
General & Admin Expenses	334,751	329,792	4,959	i
Development Expenses	86,481	82,967	3,514	j
Marketing Expenses	232,527	234,081	(1,554)	k
Production Expenses	241,333	230,230	11,103	l
Theatre School Productions	43,373	43,823	(450)	m
Variety Night Expenses	152,403	131,735	20,668	n
<b>Total Expenses</b>	<b>2,597,797</b>	<b>2,572,405</b>	<b>25,394</b>	1.0%
<b>NET CHANGE - OPERATIONS</b>	<b>79,764</b>	<b>63,862</b>	<b>15,899</b>	p

3.0%

2.4%



The North Coast Repertory Theatre,  
A Non-Profit Corporation

Financial Statements  
and  
Independent Auditors' Report

For the Year Ended August 31, 2017

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*A. M. Owens & Co., CPA*  
*A Professional Corporation*

9880 N. Magnolia Ave., #188 Santee, CA 92071 Phone (619)698-2401 Fax (619)698-1577

Board of Directors  
The North Coast Repertory Theatre

INDEPENDENT AUDITOR'S REPORT

Dear Members of the Board:

**Report on the Financial Statements**

I have audited the accompanying financial statements of The North Coast Repertory Theatre, which comprise the statement of financial position as of August 31, 2017, and the related statement of activities and change in net assets, cash flows and functional expenses for the year then ended, and the related notes to the financial statements.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with generally accepted auditing standards in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstance, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting principles used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.


I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

## Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The North Coast Repertory Theatre as of August 31, 2017, and the results of its activities and its cash flows for the year then ended in conformity with generally accepted accounting principles in the United States of America.

## Report on Summarized Comparative Information

I have previously audited The North Coast Repertory Theatre's August 31, 2016 financial statements and I expressed an unmodified opinion on those financial statements in my report dated January 3, 2017. In my opinion, the summarized comparative information presented herein as of and for the year ended August 31, 2016, consistent, in all material respects, with the audited financial statements from which it has been derived.

  
A. M. Owens & Co., CPA  
A Professional Corporation

San Diego, California  
January 4, 2018

The North Coast Repertory Theatre,  
A Non-Profit Corporation  
Statement of Financial Position  
August 31, 2017  
With Comparative Totals as of August 31, 2016

	<u>ASSETS</u>	
	<u>2017</u>	<u>2016</u>
<b>CURRENT ASSETS</b>		
Cash	\$ 393,904	\$ 399,259
Investments	150,458	150,322
Receivables	18,191	14,769
Prepaid expenses	24,459	15,743
Prepaid production costs	168,977	171,745
Deposits	6,384	6,756
	762,373	758,594
<b>PROPERTY AND EQUIPMENT</b>		
Less: Accumulated Depreciation (Note 2)	93,116	102,976
Total Assets	\$ 855,489	\$ 861,570
 <b>CURRENT LIABILITIES</b>	 <u>LIABILITIES AND NET ASSETS</u>	
Accounts payable, trade	\$ 25,446	\$ 23,777
Deferred revenue (Note 3)	638,272	669,981
Accrued vacation payable	34,500	32,911
Total Current Liabilities	698,218	726,669
<b>LONG-TERM DEBT</b>	0	0
<b>NET EQUITY (DEFICIT)</b>		
Temporarily restricted net assets	60,523	48,567
Permanently restricted net assets	25,038	0
Unrestricted	71,710	86,334
Total Net (Equity)	157,271	134,901
Total Liabilities and Net Assets	\$ 855,489	\$ 861,570

See the Accompanying Notes to the Financial Statements.

The North Coast Repertory Theatre,  
A Non-Profit Corporation  
Statement of Activities and Changes in Net Assets  
For the Year Ended August 31, 2017  
With Comparative Totals as of August 31, 2016

	Unrestricted <u>Fund</u>	Temporarily Restricted <u>Funds</u>	Permanently Restricted <u>Funds</u>	2017 Combined <u>Totals</u>	2016 Combined <u>Totals</u>
<b>SUPPORT AND REVENUE</b>					
Public Support:					
Admissions	\$ 1,367,899	\$ 0	\$ 0	\$ 1,367,899	\$ 1,363,350
Theatre school	217,062	0	0	217,062	153,153
Concessions and other support	96,407	0	0	96,407	82,002
Contributions	913,691	39,000	25,000	977,691	891,974
Interest	105	5	38	148	157
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Support & Revenue	2,595,164	39,005	25,038	2,659,207	2,490,636
<b>EXPENDITURES</b>					
Production costs	2,215,089	26,751	0	2,241,840	1,978,257
General and administrative	149,578	196	0	149,774	144,318
Fund raising	245,121	102	0	245,223	235,864
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenditures	2,609,788	27,049	0	2,636,837	2,358,439
Change in net assets	( 14,624 )	11,956	25,038	22,370	132,197
Net Assets (Deficit), Begin of Year	86,334	48,567	0	134,901	2,704
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net Assets (Deficit), End of Year	\$ 71,710	\$ 60,523	\$ 25,038	\$ 157,271	\$ 134,901
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

See the Accompanying Notes to the Financial Statements.

The North Coast Repertory Theatre,  
A Non-Profit Corporation  
Statement of Cash Flows  
For the Year Ended August 31, 2017  
With Comparative Totals as of August 31, 2016

	<u>2017</u>	<u>2016</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in Net Assets	\$ 22,370	\$ 132,197
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	9,860	10,741
(Increase) Decrease in Operating Assets:		
Receivables	( 3,422 )	47,538
Prepaid expenses	( 8,716 )	( 6,124 )
Prepaid production costs	2,768	( 44,878 )
Deposits	372	( 2,231 )
Increase (Decrease) in Operating Liabilities:		
Accounts payable	1,669	( 49,696 )
Deferred Revenue	( 31,709 )	74,474
Accrued vacation	1,589	5,139
	( 5,219 )	167,160
<b>NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES</b>		
Purchases of property and equipment	0	0
<b>NET CASH USED BY INVESTING ACTIVITIES</b>	0	0
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Payments on debt	0	0
<b>NET CASH USED BY FINANCING ACTIVITIES</b>	0	0
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	( 5,219 )	167,160
<b>BEGINNING CASH AND CASH EQUIVALENTS</b>	549,581	382,421
<b>ENDING CASH AND CASH EQUIVALENTS</b>	\$ 544,362	\$ 549,581
Interest Paid	\$ 231	\$ 129
Taxes Paid	\$ 0	\$ 0

See the Accompanying Notes to the Financial Statements.

The North Coast Repertory Theatre,  
A Non-Profit Corporation  
Statement of Functional Expenses  
For the Year Ended August 31, 2017

	Production Costs	General Admin.	Fund- Raising	2017 Total	2016 Total
Salaries	\$ 849,949	\$ 64,611	\$ 116,979	\$ 1,031,539	\$ 922,776
Payroll Taxes	99,001	6,166	11,164	116,331	99,246
Employee Benefits	167,858	5,087	9,211	182,156	161,257
<b>Total Payroll Expenses</b>	<b>1,116,808</b>	<b>75,864</b>	<b>137,354</b>	<b>1,330,026</b>	<b>1,183,279</b>
Outside Contractors	57,518	0	0	57,518	54,157
Professional Services	0	12,357	4,000	16,357	16,981
Occupancy	140,585	9,372	6,248	156,205	187,167
Utilities	21,136	1,944	1,215	24,295	25,522
Janitorial	3,654	336	210	4,200	3,900
Supplies/Misc.	9,078	18,156	3,222	30,456	20,894
Concession Supplies	15,712	0	0	15,712	13,624
Communications	35,772	2,578	1,289	39,639	13,625
Postage and Shipping	3,247	2,360	4,824	10,431	8,435
Printing and Copying	58,285	11,438	1,182	70,905	71,274
Travel and Meals	124,610	7,090	102	131,802	114,682
Credit Card Processing/Bank Fees	45,301	839	0	46,140	46,262
Insurance	12,563	1,571	1,571	15,705	14,405
Membership Dues	3,659	0	0	3,659	5,050
Interest	0	231	0	231	129
Advertising and Marketing	203,709	0	4,866	208,575	168,565
Royalties	96,334	0	0	96,334	81,818
Special Events	0	0	77,906	77,906	72,366
Mainstage Events	247,727	0	0	247,727	217,353
Theatre School	37,906	0	0	37,906	24,340
Taxes/Licenses	0	4,698	550	5,248	3,870
<b>Total Expenses Before Depreciation</b>	<b>2,233,604</b>	<b>148,834</b>	<b>244,539</b>	<b>2,626,977</b>	<b>2,347,698</b>
Depreciation	8,236	940	684	9,860	10,741
<b>Total Expenses</b>	<b>\$ 2,241,840</b>	<b>\$ 149,774</b>	<b>\$ 245,223</b>	<b>\$ 2,636,837</b>	<b>\$ 2,358,439</b>

See the Accompanying Notes to the Financial Statements.



The North Coast Repertory Theatre,  
A Non-Profit Corporation  
Notes to Financial Statements  
For the Year Ended August 31, 2017

Note 1 - Summary of Significant Accounting Policies

General

The North Coast Repertory Theatre, A Non-Profit Corporation (the Theatre) is a non-profit organization incorporated in California in 1982. Its stated purpose is to educate the public in an appreciation of the theatre arts through stage productions of consistent quality, to be recognized as the premier professional regional live theatre in San Diego North Coastal County, to provide educational services for audiences of all ages, focusing on the youth if the community and to provide an opportunity for actors and theatre professionals to develop their artistic skills through participation in the Theatre's productions.

Basis of Accounting

The financial statements of the Theatre have been prepared on the accrual basis in accordance with generally accepted accounting principles in the United States of America.

Basis of Presentation

The Theatre is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets.

The Theatre's program expenses are shown as production costs in the accompanying statements of activities.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles includes the use of estimates that affect the financial statements. Accordingly, actual results could differ from those estimates.

Contributions

Contributions received are recorded as unrestricted, temporarily restricted or permanently restricted support, depending on the existence or nature of any donor restrictions. Temporarily restricted net assets are reported in Note 4. Permanently restricted net assets are reported in Note 5.

All donor-restricted contributions are reported as increases in temporarily or permanently restricted assets depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

The North Coast Repertory Theatre,  
A Non-Profit Corporation  
Notes to Financial Statements  
(continued)  
For the Year Ended August 31, 2017

Note 1 - Summary of Significant Accounting Policies (continued)

Promises to Give

Unconditional promises to give are recognized as contribution revenue in the period received and as assets, decreases of liabilities, or expenses depending on the form of the benefits received. Promises to give are recorded at net realizable value if expected to be collected in one year and at fair value if expected to be collected in more than one year. Conditional promises to give are recognized when the conditions on which they depend are substantially met.

Property and Equipment

Depreciation of buildings and equipment is provided over the estimated useful lives of the respective assets using the straight-line method.

Acquisitions of property and equipment in excess of \$500 are capitalized. Donated equipment is recorded at fair market value at the date of the donation. Purchased equipment is recorded at cost.

Ticket Sales

Ticket sales received prior to the fiscal year to which they apply are not recognized as revenues until the year earned.

Cash and Cash Equivalents

For purposes of the statement of cash flows, cash equivalents include time deposits, certificates of deposit and all highly liquid debt instruments with original maturities of three months or less.

Income Tax Status

The Theatre is classified as a Section 501(c) (3) Organization under the Federal Internal Revenue Code and Section 13.2210 (e) of the State Revenue and Taxation Code. As a result, it has been determined to be exempt from federal income and state franchise taxes. Tax years 2013-2015 are open to examination by taxing authorities.

Functional Allocation of Expenses

The costs of providing the various programs and activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

The North Coast Repertory Theatre,  
A Non-Profit Corporation  
Notes to Financial Statements  
(continued)  
For the Year Ended August 31, 2017

Note 1 - Summary of Significant Accounting Policies (continued)

Investments

Investments with readily determined market value are carried at market value and unrealized gains and losses are treated as current items in the year in which they occur. Investments without readily determined market values are carried at cost.

The FASB issued authoritative guidance relating to fair value measurements which establishes a common definition for fair value to be applied to U.S. generally accepted accounting principles requiring use of fair value, establishes a framework for measuring fair value, and expands disclosures about such fair value measurements.

The Theatre measures fair value at the price that would be received upon sale of an asset or paid to transfer a liability in an orderly transaction between market and participants at the measure date. The guidance establishes a hierarchy for ranking the quality and reliability of the information used to determine fair values.

A summary of the fair value hierarchy under the authoritative guidance is described in Note 5.

Comparative Totals for August 31, 2016

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Theatre's financial statements for the year ended August 31, 2016, from which the summarized information was derived.

Note 2 - Property and Equipment

The following is a summary of property and equipment, less accumulated depreciation and amortization at August 31, 2017:

		<u>2017</u>
Construction in progress	\$	47,194
Leasehold improvements		161,576
Furniture and equipment		274,472
		483,242
Accumulated depreciation and amortization		( 390,126 )
Property and Equipment - Net	\$	93,116

The North Coast Repertory Theatre,  
A Non-Profit Corporation  
Notes to Financial Statements  
(continued)  
For the Year Ended August 31, 2017

Note 3 – Deferred Revenue

The Theatre had received \$638,272 at August 31, 2017, on advance ticket sales for the next theater season. As each production is presented, the portion of the advance sales collections that pertains to that production will be recognized as revenue. In the event any of the scheduled productions for the season are not presented, the advance ticket collections for that production will be available for refund to the ticket holders.

Note 4 – Temporarily Restricted Net Assets

Temporarily restricted net assets are available for the following purposes as of August 31, 2017:

Purpose Restrictions	<u>2017</u>
Drama Queens - Development	\$ 5,494
Capital Campaign	43,230
Computer Equipment and Website	11,799
Total	\$ 60,523

Note 5 – Permanently Restricted Net Assets

Permanently restricted net assets were \$25,038 as of August 31, 2017. These funds are held in an agency endowment fund at The Jewish Community Foundation (JCF).

No later than April 1<sup>st</sup> of year commencing after the fair market value of the fund reached the amount of \$50,000, JCF shall distribute to the Theatre an amount equal to the JCF payout rate multiplied by the fair market value of the fund (the “available amount”). The term “fair market value of the fund” shall mean the value of all cash and securities held by the fund, including all earnings and unrealized appreciation thereon, as determined by JCF. The term “JCF payout rate” shall mean the percentage rate determined by the Board of Directors of JCF pursuant to California law with respect to distributions from endowment funds.

JCF shall have all powers necessary to carry out the purposes of the fund, including, but not limited to, the power to retain, invest and reinvest the fund in any manner consistent with the California Uniform Prudent Management of Institutional Funds Act, and shall have the power to commingle the assets of the fund with those of other funds for investment purposes, provided that such commingling shall not contravene the purpose and limitations set forth in this agreement. JCF shall have the ultimate authority and control over all property in the fund, and the income derived therefrom, subject to the terms of this agreement and the standards for investment governing nonprofit public benefit corporations under California Corporations Code, Section 5240. The fund shall be administered under and subject to the procedures and/or rules for the operation of permanent endowment funds as the same may be adopted, or modified from time to time, by JCF.

The North Coast Repertory Theatre,  
A Non-Profit Corporation  
Notes to Financial Statements  
(continued)  
For the Year Ended August 31, 2017

Note 5 – Permanently Restricted Net Assets (continued)

The fund shall be administered under and subject to the Bylaws, Articles of Incorporation and the endowment policies of JCF in effect from time to time. JCF shall have the power to modify and restriction or condition on the distribution of funds for any specified charitable purpose or to any specified organization if, in the sole discretion of the Board of Directors (without the necessity of the approval of the Theatre or any beneficiary organization), such restriction or condition becomes unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community or area served. All money and property in the fund shall be assets of JCF, and not a separate trust, and shall be subject only to the control of JCF. Even though the fund may not be segregated, separate accounting records will be maintained for the fund. Nothing in this agreement is intended to be inconsistent with the status of JCF as an organization described in Sections 501(c)(3) and 509(a) of the Internal Revenue Code of 1986. JCF is authorized to amend this agreement to conform to the provisions of any applicable law or government regulation in order to carry out the foregoing intention.

Note 6 – Fair Value Measurements

The Fair Value Measurements Topic of the FASB Accounting Standards Codification establishes a fair value hierarchy that prioritizes inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are described below:

Level 1 Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets.

Level 2 Inputs to the valuation methodology include quoted prices for similar assets and liabilities in active markets, and inputs that are observable for the assets or liability, either directly or indirectly, for substantially the full term of the financial instrument.

Level 3 Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

A financial instrument's level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement.

The following details the level within the fair value hierarchy of the Theatre's assets as fair value as of August 31, 2016. Level 1 investments consist of money market funds and totaled \$150,322. There were no Level 2 or Level 3 investments.

The North Coast Repertory Theatre,  
A Non-Profit Corporation  
Notes to Financial Statements  
(continued)  
For the Year Ended August 31, 2017

Note 6 – Fair Value Measurements (continued)

Investments at fair market value at August 31, 2017, consist of the following:

	<u>Adjusted Cost</u>	<u>Fair Market Value</u>	<u>Fair Value (Level 1)</u>	<u>Fair Value (Level 2)</u>
Equities (Level 1)				
Money Market Funds				
US Bank & LPL	\$ 170,496	\$ 170,496	\$ 170,496	\$ 0

Investment return for the year ended August 31, 2017 included in the statements of activities is comprised of the following:

	<u>2017</u>
Realized and unrealized losses	\$ 0
Interest and dividends	148
	<u>\$ 148</u>

Note 7 – Cash and Equivalents

At August 31, 2017, cash was held in the following institutions:

Change Funds	\$ 570
Union Bank - checking (2 accounts)	129,012
Wells Fargo (2 accounts)	80,320
US Bank (4 accounts)	334,365
LPL Financial	95
	<u>\$ 544,362</u>

Concentration of Credit Risk

The Theatre maintains its cash in bank accounts and brokerage accounts, which, at times, may exceed federally insured limits. The Theatre has not experienced any losses in such accounts. The Theatre believes it is not exposed to any significant credit risk on cash and cash equivalents.

Accounts are insured by the FDIC for amounts up to \$250,000.

The North Coast Repertory Theatre,  
A Non-Profit Corporation  
Notes to Financial Statements  
(continued)  
For the Year Ended August 31, 2017

Note 8 – Restricted Assets – San Diego Foundation

Total assets with a fair market value of \$32,977.25 are held in the North Coast Repertory Theatre endowment fund of the San Diego Foundation and invested by the Foundation. The society has no ownership rights over the principal but receives investment income semi-annually from these assets. Total investment income received from the San Diego Foundation for the year ended August 31, 2017 was \$1,291.

Note 9 – Subsequent Events

Events subsequent to August 31, 2017 have been evaluated through January 4, 2018, the date these financial statements were available to be issued, to determine whether they should be disclosed to keep the financial statements from being misleading. Management found no subsequent events.

**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

◆ Do not enter social security numbers on this form as it may be made public.

◆ Information about Form 990 and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

**2016**  
Open to Public Inspection

**A** For the 2016 calendar year, or tax year beginning **09/01/16**, and ending **08/31/17**

- B** Check if applicable:
- Address change
  - Name change
  - Initial return
  - Final return/terminated
  - Amended return
  - Application pending

**C** Name of organization  
**NORTH COAST REPERTORY THEATRE**

Doing business as

Number and street (or P.O. box if mail is not delivered to street address) **987-D LOMAS SANTA FE DRIVE** Room/suite

City or town, state or province, country, and ZIP or foreign postal code  
**SOLANA BEACH CA 92075**

**D** Employer identification number  
**95-3819307**

**E** Telephone number  
**858-481-2155**

**G** Gross receipts \$ **2,659,207**

**F** Name and address of principal officer:  
**SHARON STEIN**  
**987 LOMAS SANTA FE DRIVE**  
**SOLANA BEACH CA 92075**

H(a) Is this a group return for subordinates?  Yes  No

H(b) Are all subordinates included?  Yes  No

If "No," attach a list. (see instructions)

**I** Tax-exempt status:  501(c)(3)  501(c) ( ) (insert no.)  4947(a)(1) or  527

**J** Website: **WWW.NORTHCOASTREP.ORG**

**K** Form of organization:  Corporation  Trust  Association  Other

**L** Year of formation: **1982** **M** State of legal domicile: **CA**

**Part I Summary**

<b>Activities &amp; Governance</b>	1 Briefly describe the organization's mission or most significant activities: <b>TO OPERATE A NOT-FOR-PROFIT PROFESSIONAL THEATRE FOR THE PROMOTION OF THE PUBLIC APPRECIATION AND EDUCATION REGARDING THEATRE ARTS.</b>	
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.	
	3 Number of voting members of the governing body (Part VI, line 1a)	3 20
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4 20
	5 Total number of individuals employed in calendar year 2016 (Part V, line 2a)	5 96
	6 Total number of volunteers (estimate if necessary)	6 0
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a 0
b Net unrelated business taxable income from Form 990-T, line 34	7b 0	
<b>Revenue</b>	8 Contributions and grants (Part VIII, line 1h)	Prior Year 861,620 Current Year 977,691
	9 Program service revenue (Part VIII, line 2g)	1,598,505 1,681,368
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	157 148
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	-42,012 -77,906
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	2,418,270 2,581,301
<b>Expenses</b>	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0
	14 Benefits paid to or for members (Part IX, column (A), line 4)	0
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	1,183,279 1,330,026
	16a Professional fundraising fees (Part IX, column (A), line 11e)	4,000
	b Total fundraising expenses (Part IX, column (D), line 25) ◆ 167,317	
17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	1,102,794 1,224,905	
18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	2,286,073 2,558,931	
19 Revenue less expenses. Subtract line 18 from line 12	132,197 22,370	
<b>Net Assets or Fund Balances</b>	20 Total assets (Part X, line 16)	Beginning of Current Year 861,570 End of Year 855,489
	21 Total liabilities (Part X, line 26)	726,669 698,218
	22 Net assets or fund balances. Subtract line 21 from line 20	134,901 157,271

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**

Signature of officer: **SHARON STEIN** Date: \_\_\_\_\_

Type or print name and title: **President**

**Paid Preparer Use Only**

Print/Type preparer's name: **Alicia M. Owens** Preparer's signature: **Alicia M. Owens** Date: **02/23/18** Check  if self-employed  PTIN: **P01212923**

Firm's name: **A.M. Owens & Co., CPA, APC** Firm's EIN: **45-4128534**

Firm's address: **9880 N Magnolia Ave # 188 Santee, CA 92071** Phone no.: **619-698-2401**

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No



Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III [X]

1 Briefly describe the organization's mission:

TO OPERATE A NOT-FOR-PROFIT PROFESSIONAL THEATRE FOR THE PROMOTION OF THE PUBLIC APPRECIATION AND EDUCATION REGARDING THEATRE ARTS.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [ ] Yes [X] No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [ ] Yes [X] No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: ) (Expenses \$ 2,241,840 including grants of \$ ) (Revenue \$ 1,681,368 )

THE ORGANIZATION OPERATES A NOT-FOR-PROFIT PROFESSIONAL THEATRE FOR PROMOTION OF THE PUBLIC APPRECIATION OF EDUCATION REGARDING THEATRE ARTS. THEY PRODUCED 8 MAINSTAGE SHOWS AND MAIN OTHER COLLABORATIVE EVENTS. THE ORGANIZATION ALSO TEAMS WITH COMMUNITIES THROUGHOUT SAN DIEGO COUNTY TO PROVIDE ARTS AND EDUCATION PROGRAMS TO CHILDREN AND TEENS OF ALL BACKGROUNDS AND SOCIOECONOMIC LEVELS. IN-SCHOOL RESIDENCY PROGRAMS PROVIDE STUDENTS WITH EXPOSURE TO THE DRAMATIC ARTS AND WORKSHOPS INCORPORATE AFFORDABLE PROFESSIONAL INSTRUCTION AND ARE OFFERED DURING AND/OR AFTER SCHOOL. DURING FISCAL 2014, APPROXIMATELY 3,500 STUDENTS IMPROVED THEIR COMMUNICATION AND SELF-CONFIDENCE AS WELL AS THEIR TECHNICAL ACTING ABILITY AND SKILLS BY ATTENDING FALL, WINTER AND SPRING CLASS SESSIONS AND DAY CAMP

4b (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

4c (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

4d Other program services (Describe in Schedule O.)

(Expenses \$ including grants of \$ ) (Revenue \$ )

4e Total program service expenses ◆ 2,241,840

**Part IV Checklist of Required Schedules**

		Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	X	
2	Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X
4	Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		X
10	Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If "Yes," complete Schedule D, Part V		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	X	
b	Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII		X
c	Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		X
d	Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX		X
e	Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X		X
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII	X	
b	Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?		X
b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV		X
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV		X
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV		X
17	Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions)		X
18	Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II	X	
19	Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		X

**Part IV Checklist of Required Schedules (continued)**

		Yes	No
20a	Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21	Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		X
22	Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		X
26	Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? If "Yes," complete Schedule L, Part II		X
27	Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part III		X
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a	A current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
b	A family member of a current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
c	An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? If "Yes," complete Schedule L, Part IV		X
29	Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		X
34	Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Parts II, III, or IV, and Part V, line 1		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		
36	Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		X
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note. All Form 990 filers are required to complete Schedule O.	X	

**Part V Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
1b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
1c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
2b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? <i>Note.</i> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	X	
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?		X
3b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
b	If "Yes," enter the name of the foreign country: <b>◆</b> See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		X
5b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		X
5c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		X
6b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
7	<b>Organizations that may receive deductible contributions under section 170(c).</b>		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		
7a			
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		
7b			
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		
7c			
d	If "Yes," indicate the number of Forms 8282 filed during the year		
7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		
7e			
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		
7f			
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
7g			
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
7h			
8	<b>Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
8			
9	<b>Sponsoring organizations maintaining donor advised funds.</b>		
a	Did the sponsoring organization make any taxable distributions under section 4966?		
9a			
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
9b			
10	<b>Section 501(c)(7) organizations.</b> Enter:		
a	Initiation fees and capital contributions included on Part VIII, line 12	10a	
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b	
11	<b>Section 501(c)(12) organizations.</b> Enter:		
a	Gross income from members or shareholders	11a	
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b	
12a	<b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?	12a	
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b	
13	<b>Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
a	Is the organization licensed to issue qualified health plans in more than one state? <i>Note.</i> See the instructions for additional information the organization must report on Schedule O.	13a	
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b	
c	Enter the amount of reserves on hand	13c	
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a	X
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	14b	

**Part VI Governance, Management, and Disclosure** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI  **X**

**Section A. Governing Body and Management**

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.		
1a	20		
b	Enter the number of voting members included in line 1a, above, who are independent		
1b	20		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6	Did the organization have members or stockholders?		X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a	The governing body?	X	
b	Each committee with authority to act on behalf of the governing body?	X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O		X

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
10b			
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?		X
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	X	
12c			
13	Did the organization have a written whistleblower policy?		X
14	Did the organization have a written document retention and destruction policy?		X
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a	The organization's CEO, Executive Director, or top management official	X	
b	Other officers or key employees of the organization		X
	If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		
16b			

**Section C. Disclosure**

- 17 List the states with which a copy of this Form 990 is required to be filed **CA**
- 18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
 Own website  Another's website  Upon request  Other (explain in Schedule O)
- 19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20 State the name, address, and telephone number of the person who possesses the organization's books and records: **◆**

**WILLIAM KERLIN**  
**SOLANA BEACH**

**987-D LOMAS SANTA FE DRIVE**

**CA 92075**

**858-481-1055**

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's current officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
  - List all of the organization's current key employees, if any. See instructions for definition of "key employee."
  - List the organization's five current highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
  - List all of the organization's former officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
  - List all of the organization's former directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) DAVID ELLENSTEIN	40.00									
Artistic Director	0.00	X			X		120,433	0	0	
(2) WILLIAM KERLIN	40.00									
Managing Director	0.00	X			X		96,000	0	0	
(3) JAY SARNO	2.00									
Vice President/Treas	0.00	X		X			0	0	0	
(4) HANNAH STEP	2.00									
Vice President	0.00	X		X			0	0	0	
(5) IRA EPSTEIN	2.00									
Director	0.00	X					0	0	0	
(6) PETER HOUSE	2.00									
Director	0.00	X					0	0	0	
(7) SHARON STEIN	2.00									
President	0.00	X		X			0	0	0	
(8) MARILYN TEDESCO	2.00									
Director	0.00	X		X			0	0	0	
(9) PATRICIA MOISES	2.00									
Secretary	0.00	X		X			0	0	0	
(10) JOHN WEIL	2.00									
Director	0.00	X					0	0	0	
(11) STEVE CHAPMAN	2.00									
Director	0.00	X					0	0	0	

**Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)**

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(12) MARION DODSON	2.00									
Director	0.00	X						0	0	0
(13) RICH LEIB	2.00									
Director	0.00	X						0	0	0
(14) SUSAN ROTH	2.00									
Director	0.00	X						0	0	0
(15) MARC TAYER	2.00									
Director	0.00	X						0	0	0
(16) RYAN BELMER	2.00									
Director	0.00	X						0	0	0
(17) MARTIN DAVIS	2.00									
Director	0.00	X						0	0	0
(18) BERIT DURLER	2.00									
Director	0.00	X						0	0	0
<b>1b Sub-total</b>								<b>216,433</b>		
<b>c Total from continuation sheets to Part VII, Section A</b>										
<b>d Total (add lines 1b and 1c)</b>								<b>216,433</b>		

**2** Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **1**

	Yes	No
<b>3</b> Did the organization list any former officer, director, or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual		X
<b>4</b> For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual		X
<b>5</b> Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person		X

**Section B. Independent Contractors**

**1** Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

**2** Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **0**

**Request for Taxpayer  
 Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) <i>North Coast Repertory Theatre</i>	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input checked="" type="checkbox"/> Other (see instructions) ▶ <i>501(c)(3) corporation</i>	
	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____	
Address (number, street, and apt. or suite no.) <i>987 Lomas Santa Fe Dr. Suite D</i>		Requester's name and address (optional)
City, state, and ZIP code <i>Solana Beach CA 92075</i>		
List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>								
				-			-	
<b>Employer identification number</b>								
9	5	-	3	8	1	9	3	0
7								

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶ <i>[Handwritten Signature]</i>	Date ▶ <i>9-17-14</i>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** The IRS has created a page on [www.irs.gov/w9](http://www.irs.gov/w9) for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



STATE OF CALIFORNIA

FRANCHISE TAX BOARD  
SACRAMENTO, CALIFORNIA 95857  
October 12, 1984

In reply refer to  
342:APP:PTS:rjs:g

North Coast Repertory Theatre,  
A Nonprofit Corporation  
P. O. Box 389  
Solana Beach, CA 92075

Purpose : Educational  
Form of Organization : Corporation  
Accounting Period Ending: April 30  
Organization Number : 1070451

On the basis of the information submitted and provided your present operations continue unchanged or conform to those proposed in your application, you are exempt from state franchise or income tax under Section 23701d, Revenue and Taxation Code. Any change in operation, character or purpose of the organization must be reported immediately to this office so that we may determine the effect on your exempt status. Any change of name or address also must be reported.

You are required to file Form 199 (Exempt Organization Annual Information Return) or Form 199B (Exempt Organization Annual Information Statement) on or before the 15th day of the 5th month (4 1/2 months) after the close of your accounting period. See annual instructions with forms for requirements.

You are not required to file state franchise or income tax returns unless you have income subject to the unrelated business income tax under Section 23731 of the Code. In this event, you are required to file Form 109 (Exempt Organization Business Income Tax Return) by the 15th day of the 5th month (4 1/2 months) after the close of your annual accounting period.

If the organization is incorporating, this approval will expire unless incorporation is completed with the Secretary of State within 60 days.

Exemption from federal income or other taxes and other state taxes requires separate applications.



**City of Solana Beach  
Community Grant Program  
Request for Financial Assistance  
FY 2018-19 APPLICATION**

*All Applications MUST BE RECEIVED by 5:00 p.m. Thursday, May 31, 2018.*

*Please Print Clearly or Type*

*All requests will be determined by the following criteria:*

Name of Organization: North County Immigration and Citizenship Center (NCICC)  
Mailing Address: 120 Stevens Avenue  
City: Solana Beach State CA Zip 92075  
Contact Person: Linda Martinez Haley  
Daytime Phone: 858 509-2589  
Evening Phone: 650 703-8440 cell  
Email address: linda@northcountycitizenship.org

1. W-9 must be attached  
Summary of organization's budget must be attached  
Proposed program budget must be attached  
Financial Statements (see Application Guidelines) must be attached
2. A copy of the certificate of California Nonprofit Corporation must be attached  
Or, Calif. Non-profit 501 (c) 3 Corporation Certification Number: 46-2522640
3. Has your organization received financial assistance from the City before?  
Yes  No   
If yes, what activities and which fiscal year? 2016-17: Creation of Citizenship Program  
2017-18: Pathways to Citizenship Scholarships - 25 new citizens in S. Beach
4. Amount requested for FY 2018-19 \$ 2,000
5. Proposed Total Program Costs: \$ \$9,000 (coordination, supplies, materials, insurance)  
(Includes all estimated costs to conduct proposed activity/program.)
6. Title of Proposed Program/Service: Pathways to Citizenship Coordinator & Scholarships
7. Grant funds must be used for services or materials directly associated to proposed activity. Please describe how grant funds will be used:

The Pathways to Citizenship Coordinator will direct the activities of the 15-25 volunteers who tutor 25- 50 citizenship students. She will support tutors & students, and track their progress towards passage of the U.S. Citizenship examination. Two filina fee scholarships will be given to very low income Solana Beach residents

(Attach extra sheet, if necessary.)

8. Estimated number of S.B. residents to be served by proposed program: 50-70

9. Program Dates/Location:

Solana Beach Public Library  
Every Wednesday, 5:30-7:30pm  
Year-round (except major holidays)

10. Anticipated Program Objectives or Accomplishments:

At least 25 permanent residents will become U.S. citizens each year (max of 50)  
2 Solana Beach low-income residents will receive scholarships for filing costs.  
100% of our students will pass the citizenship exam successfully.  
100% of our students will engage in community service to "give back" to the Solana Beach community (ie: tutor others)

11. How will the organization acknowledge the City's financial contribution to the community/ beneficiaries of the proposed activity?

The City of Solana Beach will be acknowledged at all major events, on the Web site, and during the new student orientation, so that students are aware of the the city is providing access to citizenship prep services for low income residents through NCICC. We also inform students during screenings that their scholarships are made possible by the City of Solana Beach if they are current residents. They are always grateful

12. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

A Solana Beach resident who was so pleased with NCICC's citizenship services and has since become a volunteer has agreed to provide a matching donation up to \$1,000 for this City of Solana Beach Community grant. World Relief has also just contracted with NCICC for 15 naturalization scholarships, so for that reason, this year's request is \$3,000 less.

13. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

At least 15-20 volunteers (ages 17-82) will assist us at the Solana Beach library each week, providing one on one or small group instruction, eliminating the cost of teachers. Since students begin at very different levels and often qualify to take the test in other languages, we need multilingual teachers working in small groups at different levels. These tutors donate 80-96 hours a year each!

14. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program or service be scaled back and/or is there a threshold at which it will not move forward?

If not funded, NCICC will lose the \$1,000 match from the donor, and would have to seek funding elsewhere for the citizenship coordinator. It is possible to find a temporary volunteer to coordinate, but since naturalization interviews are scheduled all year, it is nearly impossible to find a volunteer who would donate every Wednesday year-round without pay.

**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.*

*Jm/MLC*

5/30/18

---

**Authorized Signature of Organization**

**Date**

Text

**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.**

**North County Immigration and Citizenship Center (NCICC)  
 Pathway to Citizenship Scholarship Program  
 Grant Budget Proposal  
 FY 2018-2019 Grant Application**

**NCICC Mission:** to help immigrants navigate the legal and cultural pathways to citizenship.

**Project Goal:** Assist at least 25 permanent residents to pass the U.S. naturalization interview and exam by providing eligible Solana Beach permanent residents with free tutoring, materials, and interview preparation for the United States Naturalization interviews.

NCICC will provide pro bono immigration services for two low-income residents, including the N-400 (application for naturalization paperwork) and the fee waiver application (to waive the \$640 filing fees for low income clients). All documents will be prepared by authorized Department of Justice (DOJ) accredited representatives/practitioners at NCICC. Additional scholarships will be available, but paid for by World Relief.

<b>Activity</b>	<b>Notes</b>	<b>Amount</b>
Pathways to Citizenship Tutor Coordinator	\$10.50/hour x 3 hours/week for 12 months a year; serves up to 25 tutors a year and at least 25 students a year	\$1600
Student Scholarships	2 student scholarships will be given to low income Solana Beach residents. Another 15 scholarships will be paid for by World Relief.	\$400
	<b>TOTAL:</b>	<b>\$2,000</b>

**North County Immigration and Citizenship Center (NCICC)  
Pathway to Citizenship Program Grant Budget Report  
MAY 30, 2018**

**NCICC Vision:** to be the most trusted and qualified provider of legal and educational services for immigrants in North County San Diego.

**NCICC Mission:** to help immigrants navigate the legal and cultural pathways to citizenship.

**Project Goal:** For the 2017-2018 grant, NCICC sought to provide eligible Solana Beach residents who participate in the Pathways to Citizenship Program with a \$200 scholarship that will cover their legal costs for the immigration paperwork prepared by authorized Department of Justice accredited representatives/practitioners at NCICC. \$150 will pay for the processing of the paperwork, and \$50 will pay for the year-round instruction and materials they will get in preparation for their English and civics examinations and their interviews.

The following is a report on the development of the Pathways to Citizenship Program, made possible by last year's City of Solana Beach Grant program. The following areas were supported by the grant, as written in the original program budget:

**SCHOLARSHIPS FOR SOLANA BEACH RESIDENTS:** 10 scholarships were given so far since January 2018, and another 15 should be given by December of 2018. See the next page for a list of recipients, with Solana Beach grantees highlighted in red. The names have been removed for privacy purposes.

In the month the applications are sent, the scholarships funds are applied to the Expenses, in the budget category of "personnel/salary", which reflects the eight hours of work per client at the cost of \$200/client. **TOTAL SCHOLARSHIPS SPENT TO DATE: \$2,000**

The scholarship includes the cost of the citizenship instruction. Since January of 2018, when the citizenship coordinator began working, she has worked 8 hours a month at \$10.50/hour, for an approximate total of \$336 dollars. That expense is noted in the category called "ESL/Civics Teachers". Copies of her timesheets will be submitted at the end of the grant term in October. Only \$147 has posted to the budget so far, although an additional \$189 has been spent.

The Overall Budget/Pro Forma document submitted with the grant will reflect the expenses and income for this project.

**Status Report on NCICC/City of SB Naturalization Scholarships- 17/18- in RED**

	FIRST NAME	LAST NAME	DATE	COUNTRY OF BIRTH		
1	L	A	8/23/17	MEXICO	OCEANSIDE CA 92054	
2	P	A	TBA 2018	MEXICO	CARLSBAD CA 92008	
3	S	C	TBA 2018	ECUADOR	SOLANA BEACH CA 92075	\$200 CSB Scholarship
4	M	C	TBA 2018	MEXICO	CARDIFF SAN DIEGO CA 92007	
5	J	C	9/20/17	MEXICO	SAN MARCOS CA 92069	
6	M	C	5/24/17	MEXICO	SOLANA BEACH CA 92075	\$200 CSB Scholarship
7	U	C	9/21/16	MEXICO	SOLANA BEACH CA 92075	\$200 CSB Scholarship
8	Y	C	5/2/18	BELGIUM	SOLANA BEACH, CA 92075	\$200 CSB Scholarship
9	S	E	5/24/17	MEXICO	LA MESA CA 91942	
10	I	E				
11	P	F	TBA 2018	GUATEMALA	SOLANA BEACH CA 92075	\$200 CSB Scholarship
12	R	F	3/21/18	EI SALVADOR	CARLSBAD CA 92008	
13	J	F	12/20/17	EI SALVADOR	CARLSBAD CA 92008	
14	M	G	4/18/18	MEXICO	ENCINITAS CA 92024	
15	N	G	9/20/17	MEXICO	SOLANA BEACH CA 92075	\$200 CSB Scholarship
16	H	K	6/21/17	CAMBODIA	ESCONDIDO CA 92027	
17	R	L	12/20/17	MEXICO	SOLANA BEACH CA 92075	\$200 CSB Scholarship
18	E	L	5/19/18	BOLIVIA	SANTEE CA 92071	
19	S	L	TBA	MEXICO	SOLANA BEACH CA 92075	\$200 CSB Scholarship
20	C	M	5/16/18	MEXICO	SOLANA BEACH CA 92075	\$200 CSB Scholarship
21	R	M	8/23/17	MEXICO	SAN DIEGO CA 92113	
22	E	O	7/19/17	MEXICO	SAN MARCOS CA 92078	
23	M	R	6/21/17	MEXICO	RANCHO SANTA FE CA 92067	
24				SOUTH		
	B	R	TBA 2018	AFRICA		
25				SOUTH		
	E	R	TBA 2018	AFRICA	SAN DIEGO CA 92130	
26	R	S	8/23/17	MEXICO	ENCINITAS CA 92024	
27	M	S	2/21/18	MEXICO	ENCINITAS CA 92024	
27	K	T	7/19/17	MEXICO	ESCONDIDO CA 92027	
29	L	T	5/16/18	MEXICO		
30	L	W	1/24/18	MEXICO	VISTA CA 92081	
31	M		2017		DEL MAR 92014	
32	M					
33	F	L	06/15/18	MEXICO	SOLANA BEACH CA	\$200 CSB Scholarship

Please do not share this document with anyone beyond the review committee. A more public document will be created and updated for the final report.

NORTH COUNTY IMMIGRATION CITIZENSHIP CENTER (NCICC) BUSINESS PLAN AND CASH FLOW MANAGEMENT TOOL

	2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>INCOME</b>														
SBPC Office Provision		500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
SBPC Phone / Internet Provision		100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
SBPC Subtotal Provisions		600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	7,200.00
<b>Grant Funds Available</b>														
Presbytery of San Diego						10,000.00								10,000.00
Kingdom Builder Grants							3,200.00							3,200.00
Outside Grants & Gifts							4,400.00							4,400.00
<b>Donations</b>														
Congregation Donations			3,940.30											3,940.30
Individual Donations			100.00										500.00	1,800.00
Fundraising			60.00		4,307.00	15,000.00		5,000.00		500.00		5,000.00		29,367.00
Class Donation (Citizenship, ESL & AB60)														0.00
Board of Directors Voluntary Donations														0.00
Cost of Fundraising						(1,500.00)				250.00	250.00	250.00	250.00	1,750.00
<b>Operating Income</b>														(2,500.00)
Consultation Income @						250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	2,000.00
BIA Legal Income @		340.00	573.00		150.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	2,000.00
Business to Business ESL Income														0.00
Other Income, Reimbursements														0.00
<b>TOTAL INCOME</b>		5,840.00	4,773.30	5,500.00	4,457.00	24,050.00	9,150.00	5,550.00	5,800.00	1,300.00	800.00	5,300.00	3,000.00	69,520.30
<b>EXPENSES</b>														
Start-up & Nonrecurring Costs														0.00
<b>Operating Costs</b>														
Office Staffing & NCICC Personnel		2,649.75	2,629.06	3,025.11	1,154.95	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	33,457.97
Withholding, FICA & Workman' Comp		859.81	942.81	965.80	408.45	990.00	990.00	990.00	990.00	990.00	990.00	990.00	990.00	11,006.87
Heartland Fees		82.00	82.00	82.00	41.00	82.00	82.00	82.00	82.00	82.00	82.00	82.00	82.00	943.00
Citizenship Scholarship Reimbursements														0.00
Insurance - Liability, E&O, etc														0.00
Legal Services Membership & Training														0.00
DOJ Accredited Rep-Subcontractor														2,625.00
Accounting & Tax Reporting (ADP)						800.00								1,720.00
Office Supplies			289.59	193.19	125.33	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,608.11
Continuing Education														0.00
Website & Marketing		40.00	206.60	20.00	20.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	686.80
ESL/Civics Teachers				147.00		100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	947.00
Server / Data Storage														0.00
Travel Expense														0.00
Bank Charges						7.50								15.00
Hospitality														0.00
California Tax Beard														0.00
Employment Development Dept.														0.00
<b>TOTAL EXPENSES</b>		3,641.56	4,049.26	4,440.70	5,302.23	5,147.00	4,347.00	4,347.00	4,347.00	6,547.00	4,347.00	7,347.00	4,347.00	58,209.75
<b>GAIN OR (LOSS) ON OPERATIONS</b>		2,198.44	724.04	1,059.30	(845.23)	18,903.00	4,803.00	1,203.00	1,453.00	(5,247.00)	(3,547.00)	(2,047.00)	(1,347.00)	11,310.55
<b>CUMULATIVE FUNDS AVAILABLE</b>														
Bank Statement Ending Balance	12/31/17	16,001.27	18,199.71	18,923.75	13,137.82	32,040.82	36,843.82	38,046.82	39,499.82	34,252.82	30,705.82	28,658.82	27,311.82	
Difference		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Actual revenues & expenses in blue														





## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>North Count Immigration Citizenship Center</b>	
	2 Business name/disregarded entity name, if different from above <b>North County Immigration and Citizenship Center (NCICC)</b>	
	3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ _____ <b>501c</b>	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) <b>120 Stevens Avenue</b>	Requester's name and address (optional) <b>City of Solana Beach</b>
	6 City, state, and ZIP code <b>Solana Beach CA 92075</b>	<b>635 S. Highway 101, Solana Beach</b>
	7 List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>	
[ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]	
or	
<b>Employer identification number</b>	
4 6 - 2 5 2 2 6 4 0	

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <b>5/30/18</b>
------------------	----------------------------	-----------------------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**Short Form  
Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-1150

**2016**

**Open to Public  
Inspection**

Department of the Treasury  
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.

▶ Information about Form 990-EZ and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

**A** For the 2016 calendar year, or tax year beginning 2016, and ending 20

**B** Check if applicable:  
 Address change  
 Name change  
 Initial return  
 Final return/terminated  
 Amended return  
 Application pending

**C** Name of organization  
**North County Immigration and Citizenship Center**  
 Number and street (or P.O. box, if mail is not delivered to street address) Room/suite  
**120 Stevens Avenue**  
 City or town, state or province, country, and ZIP or foreign postal code  
**Solana Beach CA. 92075**

**D** Employer identification number  
**46-2522640**

**E** Telephone number  
**(858) 509-2589**

**F** Group Exemption Number ▶

**G** Accounting Method:  Cash  Accrual Other (specify) ▶

**I** Website: ▶ www.northcountycitizenship.org

**J** Tax-exempt status (check only one) -  501(c)(3)  501(c) ( ) ◀ (insert no.)  4947(a)(1) or  527

**K** Form of organization:  Corporation  Trust  Association  Other

**L** Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ. ▶ \$

**Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I

		1	2	3	4	5a	5b	5c	6a	6b	6c	6d	7a	7b	7c	8	9	10	11	12	13	14	15	16	17	18	19	20	21																
Revenue	1	Contributions, gifts, grants, and similar amounts received															44,648																												
	2	Program service revenue including government fees and contracts																																											
	3	Membership dues and assessments																																											
	4	Investment income																																											
	5a	Gross amount from sale of assets other than inventory																																											
	b	Less: cost or other basis and sales expenses																																											
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)																																											
	6	Gaming and fundraising events																																											
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)																																											
	b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)																																											
c	Less: direct expenses from gaming and fundraising events																																												
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)																																												
7a	Gross sales of inventory, less returns and allowances																																												
b	Less: cost of goods sold																																												
c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)																																												
8	Other revenue (describe in Schedule O)																																												
9	<b>Total revenue.</b> Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8																																												
Expenses	10	Grants and similar amounts paid (list in Schedule O)																																											
	11	Benefits paid to or for members																																											
	12	Salaries, other compensation, and employee benefits															39,268																												
	13	Professional fees and other payments to independent contractors															1,481																												
	14	Occupancy, rent, utilities, and maintenance																																											
	15	Printing, publications, postage, and shipping																																											
	16	Other expenses (describe in Schedule O)															15,424																												
17	<b>Total expenses.</b> Add lines 10 through 16															56,173																													
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)															-11,525																												
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)															27,974																												
	20	Other changes in net assets or fund balances (explain in Schedule O)																																											
	21	Net assets or fund balances at end of year. Combine lines 18 through 20															16,449																												



**City of Solana Beach  
Community Grant Program  
Request for Financial Assistance  
FY 2018-19 APPLICATION**

*All Applications MUST BE RECEIVED by 5:00 p.m. Thursday, May 31, 2018.*

*Please Print Clearly or Type*

*All requests will be determined by the following criteria:*

Name of Organization: Reality Changers

Mailing Address: 3910 University Ave. Suite 300-RC

City: San Diego State CA Zip 92105

Contact Person: Christopher Yanov

Daytime Phone: 619-516-2222

Evening Phone: 619-516-2222

Email address: Chris@RealityChangers.org

1. W-9 must be attached  
Summary of organization's budget must be attached  
Proposed program budget must be attached  
Financial Statements (see Application Guidelines) must be attached
2. A copy of the certificate of California Nonprofit Corporation must be attached  
Or, Calif. Non-profit 501 (c) 3 Corporation Certification Number: 26-3757305
3. Has your organization received financial assistance from the City before?  
Yes  No   
If yes, what activities and which fiscal year? Low-income Solana Beach students participating in college-prep programs, 2014-2018
4. Amount requested for FY 2018-19 \$ 5,000
5. Proposed Total Program Costs: \$ 55,000  
(Includes all estimated costs to conduct proposed activity/program.)
6. Title of Proposed Program/Service: Solana Beach's College Apps Academy
7. Grant funds must be used for services or materials directly associated to proposed activity. Please describe how grant funds will be used:

Reality Changers believes that college changes everything, especially for low-income youth. Along with supporting Reality Changers' entire program in Solana Beach for 60 students and their families, this grant will specifically support 20% of Reality Changers' College Apps Academy program in Solana Beach. Approximately 25 low-income youth will be guided through a year-long course that will help them produce the best applications possible for college, financial aid, and scholarships.

(Attach extra sheet, if necessary.)

8. Estimated number of S.B. residents to be served by proposed program: 100

9. Program Dates/Location:

40 Monday evenings from 6pm-9pm at 120 Stevens Ave, Solana Beach, CA 92075

10. Anticipated Program Objectives or Accomplishments:

In the 2017-18 year, 14 high school seniors at Reality Changers' Solana Beach location earned \$1,228,510 in college scholarships and aid. The cost to serve each student was \$1,000 and on average they earned \$87,750 in scholarships apiece, an 87:1 ROI. We expect to replicate this success next year with your support.

11. How will the organization acknowledge the City's financial contribution to the community/ beneficiaries of the proposed activity?

Reality Changers will recognize the City's contribution in front of 5,000 attendees at our 19th Annual Scholarship Celebration in May 2019. We will include the City in all print materials for the event as well as any major pieces of promotion that list sponsors in the year 2019. The City will also be recognized on our website throughout the year.

12. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

If the 2019 students produce the same return on investment as they did last year, a \$5,000 investment in Reality Changers' College Apps Academy program in Solana Beach will produce \$435,000 in scholarships for the City's low-income youth. Additionally, for 12th graders who choose to attend UCSD, the Chancellor will give each student an additional \$40,000 each over four years.

13. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

Yes, approximately 40 volunteers are used on a weekly basis to help build more first generation college students at Reality Changers' location in Solana Beach. Furthermore, the students' parents volunteer to cook food for 75-100 people every week throughout the school year to ensure that students and mentors are well-nourished and that families are included in the college-going process.

14. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program or service be scaled back and/or is there a threshold at which it will not move forward?

Reality Changers is committed to serving low-income youth in Solana Beach. The faster that full funding can be secured, the faster we can solely focus on delivering high-quality programming to these students. The program will still move forward with partial funding, but we will continue to spend other resources on fundraising until all funding is secured.

**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.*



May 22, 2018

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Authorized Signature of Organization

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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.

2017-18 Budget for Reality Changers' Program in Solana Beach

\$25,000	25 students attending College Apps Academy @ \$1,000 each
\$20,000	Program Staff
\$5,000	Leadership Camp
\$2,250	Food/Activities/Supplies
\$1,500	Rent
\$1,250	25 College Sweatshirts @ \$50 each
<hr/>	
<b>\$55,000</b>	<b>Total</b>

## Reality Changers' Budget 2017-18

2017-18

## Ordinary Income/Expense

## Income

## 4000 · Contributions

4010 · Individuals/Family Foundations	750,000.00
4020 · Corporate contributions	250,000.00
4030 · Church contributions	50,000.00
4040 · Competitive Grants	1,500,000.00
4050 · Event Income (Contribution)	400,000.00
4060 · Stock Donation	
4140 · Gifts in kind	
4141 · In-kind laptop computers	
4142 · In-kind scholarship disc income	
4143 · UCSD Academic Conn. In-kind	
4140 · Gifts in kind - Other	

Total 4140 · Gifts in kind	0.00
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Total 4000 · Contributions	2,050,000.00
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4555 · Academy Revenue	350,000.00
------------------------	------------

4600 · Funds Released from Restriction	
--	--

5310 · Int. savings/short term invest.	
--	--

Total Income	3,300,000.00
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Gross Profit	3,300,000.00
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## Expense

## 7000 · Scholarships, Support &amp; Awards

7040 · Awards to current RC students	25,000.00
7042 · Princeton Review	26,000.00
7043 · RC Student Support	10,000.00
7044 · Outside Scholarships	20,000.00
7045 · Scholarships UCSD -Academic Con	237,200.00
7046 · SAT, ACT,transcript & app fees	1,500.00
7047 · Forest Home Scholarships	60,000.00
7049 · Laptop Computers for Students	2,000.00
7000 · Scholarships, Support & Awards - Other	100,000.00

Total 7000 · Scholarships, Support & Awards	481,700.00
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## 7200 · Salaries and Benefits

7227 · Contractor payments	75,000.00
7230 · Payroll taxes and benefits - 401K	15,000.00
7240 · Health insurance premiums	50,000.00
7241 · Life Insurance	2,000.00
7245 · Workers Comp Insurance	0.00
7250 · Payroll taxes	180,000.00
7200 · Salaries and Benefits - Other	1,703,686.94

Total 7200 · Salaries and Benefits	2,025,686.94
------------------------------------	--------------

## 7500 · General Operating Expenses

## 7520 · Accounting fees

66000 · Payroll Expenses	10,000.00
--------------------------	-----------



7520 · Accounting fees - Other	40,000.00
<b>Total 7520 · Accounting fees</b>	<b>50,000.00</b>
7521 · Bank/Merchant Fees	2,500.00
7522 · Gifts & Recognition	5,000.00
7530 · Legal fees	50,000.00
8114 · Food & beverage	18,000.00
8116 · Office supplies	9,000.00
8117 · Program supplies	20,000.00
8130 · Telephone & telecommunications	5,000.00
8140 · Shipping/delivery/postage	6,000.00
8170 · Printing & copying	12,000.00
8180 · Books, subscriptions, reference	2,000.00
8210 · Rent	200,000.00
8262 · Computer software & hardware	45,000.00
8270 · Deprec. FF&E	0.00
8290? · Cell phone	3,000.00
8310 · Mileage & Off-site parking	22,500.00
8315 · Transportation Program related	8,000.00
8317 · Field Trips	4,000.00
8320 · Travel, conferences, meetings	12,000.00
8340 · Background Checks	500.00
8520 · Insurance, Liability/D&O	35,000.00
8530 · Membership dues & meals	12,000.00
8540 · Staff development	8,000.00
8560 · Media & Outside computer Srv	2,000.00
8570 · Advertising & Promo expense	6,000.00
8575 · Events	
8576 · Advertising	3,500.00
8577 · Equipment Rental	15,000.00
8578 · Food & Beverage	25,000.00
8579 · Photography & A/V	5,000.00
8580 · Printing & Copying	8,000.00
8581 · Security	10,000.00
8582 · Shipping/delivery/postage	4,000.00
8583 · Supplies	20,000.00
8584 · Venue Rental	15,000.00
8585 · Entertainment and Speakers	25,000.00
8575 · Events - Other	5,000.00
<b>Total 8575 · Events</b>	<b>135,500.00</b>
8650 · Taxes & Government Filing Fees	145.00
<b>Total 7500 · General Operating Expenses</b>	<b>673,145.00</b>
8660 · Investment Loss	
<b>Total Expense</b>	<b>3,180,531.94</b>
<b>Net Ordinary Income</b>	<b>119,468.06</b>
<b>Net Income</b>	<b>119,468.06</b>

**Reality Changers**  
**Balance Sheet**  
 As of June 30, 2017

Jun 30, 17

**ASSETS**

**Current Assets**

**Checking/Savings**

1010 · General Operating- BofA 6855	165,807.26
1012 · Restricted Funds- BofA 8487	21,346.00
1014 · Debit card-Emp - Citibank 8305	3,075.39
1015 · PayPal	0.74
1017 · CAA Paypal Account	1,205.80
1018 · General Deposits- Citibank 8529	846,821.96
1019 · Payroll- CitiBank 8511	263.26
1070 · Reserves - BofA 6563	26,285.44

**Total Checking/Savings** 1,064,805.85

**Accounts Receivable**

1110 · Accounts receivable - general	39,837.82
1140 · Grants Receivable	570,000.00

**Total Accounts Receivable** 609,837.82

**Other Current Assets**

1450 · Prepaid expenses	22,581.32
1500 · Deposits	3,690.00

**Total Other Current Assets** 26,271.32

**Total Current Assets** 1,700,914.99

**Fixed Assets**

1640 · Furniture, fixtures, & equip	2,307.48
1645 · Computers, HW, Video Equip	50,908.68
1646 · Computer software & licenses	96.75
1745 · Accumulated depreciation FF&E	-26,128.31

**Total Fixed Assets** 27,184.60

**TOTAL ASSETS** 1,728,099.59

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

20000 · Accounts Payable	73,420.36
--------------------------	-----------

**Total Accounts Payable** 73,420.36

**Other Current Liabilities**

24000 · Payroll Liabilities	54,149.33
24100 · Accrued Vacation	77,493.41

**Total Other Current Liabilities** 131,642.74

**Total Current Liabilities** 205,063.10

**Total Liabilities** 205,063.10

**Equity**

32000 · Ret Earnings (Unrestricted NA)	382,511.05
--	------------

32150 · Temp Restricted Net Assets	373,775.75
------------------------------------	------------

Net Income	766,749.69
------------	------------

**Total Equity** 1,523,036.49

3:03 PM  
09/14/17  
Accrual Basis

**Reality Changers**  
**Balance Sheet**  
As of June 30, 2017

TOTAL LIABILITIES & EQUITY

Jun 30, 17  
1,728,099.59

***DRAFT***

**REALITY CHANGERS  
A NONPROFIT ORGANIZATION  
FINANCIAL STATEMENTS  
JUNE 30, 2017**

REALITY CHANGERS  
A NONPROFIT ORGANIZATION

**DRAFT**

	<b>Pages</b>
I. Index	1
II. Independent Auditor's Report	2 - 3
III. Statement of Financial Position	4
IV. Statement of Activities and Changes in Net Assets	5
V. Statement of Functional Expenses	6
VI. Statement of Cash Flows	7
VII. Notes to the Financial Statements	8 - 12

**DRAFT**

## **INDEPENDENT AUDITOR'S REPORT**

To The Board of Directors  
Reality Changers

We have audited the accompanying financial statements of Reality Changers (a nonprofit organization), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Reality Changers as of June 30, 2017, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**DRAFT**

CONSIDINE & CONSIDINE  
An Accountancy Corporation

February 2, 2018

**REALITY CHANGERS  
A NONPROFIT ORGANIZATION  
STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2017**

**DRAFT**

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**ASSETS**

**CURRENT ASSETS**

Cash	\$ 1,064,806
Accounts Receivable	39,838
Contributions Receivable (Note 3)	580,000
Prepaid Expenses	44,682
	<hr/>
	1,729,326

**PROPERTY AND EQUIPMENT (Note 4)**

20,079

**TOTAL ASSETS**

---

1,749,405

**LIABILITIES AND NET ASSETS**

**CURRENT LIABILITIES**

Accounts Payable	120,180
Accrued Liabilities (Note 5)	131,643
	<hr/>

**TOTAL LIABILITIES**

251,823

**NET ASSETS (Note 6)**

Unrestricted Net Assets	917,582
Temporarily Restricted Net Assets	580,000
	<hr/>

**TOTAL NET ASSETS**

1,497,582

**TOTAL LIABILITIES AND NET ASSETS**

---

\$ 1,749,405

See Accompanying Notes to the Financial Statements



**REALITY CHANGERS  
A NONPROFIT ORGANIZATION  
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS  
FOR THE YEAR ENDED JUNE 30, 2017**

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<b>UNRESTRICTED NET ASSETS</b>	
<b>REVENUES AND SUPPORT</b>	
Contributions	\$ 2,640,262
Gifts In-Kind (Note 7)	89,939
Other Income	7,017
Interest Income	456
Investment Loss	(2,676)
	2,734,998
 <b>NET ASSETS RELEASED FROM RESTRICTIONS</b>	
Restrictions Satisfied by Payments	153,270
	2,888,268
 <b>TOTAL UNRESTRICTED REVENUES AND SUPPORT</b>	
 <b>EXPENSES</b>	
Program Services	1,741,395
General and Administrative	299,326
Fundraising	206,577
	2,247,298
 <b>TOTAL EXPENSES</b>	
 <b>INCREASE IN UNRESTRICTED NET ASSETS</b>	
	640,970
 <b>TEMPORARILY RESTRICTED NET ASSETS</b>	
Contributions	505,000
Net Assets Released from Restrictions (Note 6)	(153,270)
	351,730
 <b>INCREASE IN TEMPORARILY RESTRICTED NET ASSETS</b>	
	351,730
 <b>CHANGE IN NET ASSETS</b>	
	992,700
 <b>NET ASSETS, BEGINNING OF YEAR</b>	
	504,882
 <b>NET ASSETS, END OF YEAR</b>	
	\$ 1,497,582

See Accompanying Notes to the Financial Statements

**REALITY CHANGERS  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2017**

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	Program Services	General and Administrative	Fundraising	Total
<b>EXPENSES</b>				
Bank Fees	\$ 129	\$ 2,398	\$ -	\$ 2,527
Equipment	32,813	614	2,026	35,453
Food and Beverage	15,763	1,249	1,328	18,340
Graduation Expenses	15,683	1,044	21,112	37,839
Insurance	15,257	14,470	2,438	32,165
Occupancy	57,785	15,320	17,204	90,309
Other Expense	11,987	1,288	640	13,915
Outside Services	227	654	-	881
Professional Fees	-	62,578	-	62,578
Publishing and Mailing	3,833	818	8,674	13,325
Salaries and Benefits	1,083,273	169,192	141,934	1,394,399
Scholarships	425,911	-	-	425,911
Supplies	48,084	21,176	459	69,719
Travel and Meetings	30,650	1,516	10,762	42,928
<b>TOTAL EXPENSES BEFORE DEPRECIATION</b>	1,741,395	292,317	206,577	2,240,289
Depreciation	-	7,009	-	7,009
<b>TOTAL EXPENSES</b>	\$ 1,741,395	\$ 299,326	\$ 206,577	\$ 2,247,298

See Accompanying Notes to the Financial Statements

**REALITY CHANGERS  
A NONPROFIT ORGANIZATION  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2017**

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<b>CASH FLOWS PROVIDED BY OPERATING ACTIVITIES</b>	
Change in Net Assets	\$ 992,700
<b>ADJUSTMENTS TO RECONCILE CHANGE IN NET ASSETS TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	
Depreciation	7,009
Change in Operating Assets and Liabilities:	
Accounts Receivable	(39,838)
Contributions Receivable	(355,000)
Prepaid Expenses	(32,519)
Accounts Payable	91,130
Accrued Expenses	(3,477)
	(332,695)
<b>NET INCREASE IN CASH</b>	660,005
<b>CASH, BEGINNING OF YEAR</b>	404,801
<b>CASH, END OF YEAR</b>	\$ 1,064,806
<b>SUPPLEMENTAL DISCLOSURES:</b>	
Interest Paid	\$ -
Taxes Paid	\$ -

See Accompanying Notes to the Financial Statements

**REALITY CHANGERS**  
**A NONPROFIT ORGANIZATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

**DRAFT**

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**NOTE 1 THE ORGANIZATION**

Reality Changers (the "Organization") is a not-for-profit corporation organized in California for charitable purposes and exempt from taxation under section 501(c)(3) of the Internal Revenue Code ("Code"). The purpose of the Organization is to provide inner-city youth from disadvantaged backgrounds with the resources to become first generation college students by providing academic support, financial assistance, and leadership training. The Organization was incorporated in January 2009.

**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Accounting** - The accompanying financial statements are prepared using the accrual method of accounting in conformity with generally accepted accounting principles.

**Estimates** - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts and disclosures. Actual results could differ from these estimates.

**Basis of Presentation** - Under accounting standards on Financial Statements of Not-for-profit Organizations, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets.

**Donor Imposed Restrictions** - Contributions received are recorded as unrestricted, temporarily restricted or permanently restricted depending upon the existence and/or nature of any donor restrictions. Support that is restricted by a donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor restricted support is reported as an increase in temporarily restricted or permanently restricted net assets. When a restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. There were no permanently restricted net assets at June 30, 2017.

**Cash** - Cash includes all cash balances and highly liquid investments with original maturities of three months or less at the date of acquisition. The Organization maintains cash balances at three banks located in California, Florida and Texas. Accounts at these institutions are secured by the Federal Deposit Insurance Corporation (FDIC) for up to \$250,000. At times, balances may exceed federally insured limits. The Organization has not experienced any losses in such accounts. Management believes that the Organization is not exposed to any significant credit risk with respect to its cash and cash equivalents.

**REALITY CHANGERS  
A NONPROFIT ORGANIZATION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2017**

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**NOTE 2      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Contributions Receivable - Contributions receivable consist of unconditional promises to give and are recorded in the year the promise is made. Conditional promises are not recognized until the conditions are substantially met. Unconditional promises to give that are expected to be collected within one year are recorded at their net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at the present value of estimated cash flows. The Organization provides for probable losses on contributions receivable using the allowance method. The allowance is determined based on management's experience and collection efforts.

Property and Equipment - The Organization's policy is to capitalize assets with a useful life of greater than one year and a value of \$5,000 or more at cost. Contributed property and equipment is recorded at fair value at the date of donation. Property and equipment are depreciated using the straight-line method over the estimated useful lives of the related assets or, in the case of leasehold improvements, over the lesser of the useful life of the related asset or the lease term. Estimated useful lives range from three to ten years. Maintenance and repairs are charged to expense as incurred; major renewals and betterments are capitalized. When items of property and equipment are sold or retired, the related cost and accumulated depreciation are removed from the accounts, and any gain or loss is recognized in the current period financial statements.

Fair Value Measurement - The Organization follows accounting standards which define fair value, establish a framework for measuring fair value and expand disclosures about fair value measurements for all financial assets and liabilities.

Functional Expenses - The costs of providing the various programs and other activities have been summarized on a functional basis in the statements of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited based on management estimates.

Income Taxes - The Organization is generally exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and Section 23701(d) of the California Revenue and Taxation Code.

**REALITY CHANGERS**  
**A NONPROFIT ORGANIZATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

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**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

The Organization follows accounting standards which clarify the accounting for uncertainty in income taxes recognized in the Organization's financial statements and prescribe a recognition threshold and measurement attribute for the financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return. The standards also provide guidance on derecognition and measurement of a tax position taken or to be taken in a tax return. As of June 30, 2017, the Organization has not accrued interest or penalties related to uncertain tax positions. The Organization files tax returns in the U.S. Federal jurisdiction and the state of California.

**NOTE 3 CONTRIBUTIONS RECEIVABLE**

Contributions receivable consist of the following at June 30, 2017:

Grants Receivable (Due in less than one year)	\$ 570,000
Pledges Receivable (Due in less than one year)	10,000
	<u>\$ 580,000</u>

**NOTE 4 PROPERTY AND EQUIPMENT**

The Organization's fixed assets consisted of the following at June 30, 2017:

Computers	\$ 50,909
Furniture, Fixtures, and Equipment	2,307
	<u>53,216</u>
Less Accumulated Depreciation	(33,137)
	<u>\$ 20,079</u>

Depreciation expense was \$7,009 for the year ended June 30, 2017.

REALITY CHANGERS  
A NONPROFIT ORGANIZATION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2017

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**NOTE 5 ACCRUED LIABILITIES**

Accrued Liabilities consist of the following at June 30, 2017:

Accrued Vacation	\$ 77,494
Accrued Payroll	54,149
	<u>\$ 131,643</u>

**NOTE 6 NET ASSETS**

Net assets consist of the following at June 30, 2017:

Unrestricted:	
Undesignated	\$ 917,582
Temporarily Restricted:	
Core Operating Support	275,000
College Town	250,000
General Scholarships	55,000
	<u>580,000</u>
Total Net Assets	<u>\$ 1,497,582</u>

Net assets released from donor restrictions by satisfying the restricted purposes or by occurrence of other events specified by the donors during the year ended June 30 are as follows:

	2017
Core Operating Support	\$ 150,000
College Scholarships	3,000
Forest Home	270
Total Net Assets Released from Restrictions	<u>\$ 153,270</u>

**REALITY CHANGERS  
A NONPROFIT ORGANIZATION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2017**

**DRAFT**

**NOTE 7      IN-KIND DONATIONS**

The Organization receives discounted tuition at educational programs for students. The Organization received approximately \$43,200 in discounted tuition for the year ended June 30, 2017.

During the year ended June 30, 2017, the Organization received in-kind contributions of facility space with an estimated value of \$10,000.

During the year ended June 30, 2017, the Organization received miscellaneous in-kind contributions with an estimated value of \$36,739.

**NOTE 8      COMMITMENTS**

The Organization leases office space under an operating lease that expires on June 30, 2017. The lease payments consist of a base rent, operating expenses, utilities, and janitorial expenses. The amounts in addition to base rent are subject to change based on the services provided for the month. Minimum future payments under the non-cancelable operating lease for the twelve months ended June 30 is as follows:

	2018	\$ <u>100,511</u>
--	------	-------------------

Office space rental expense was approximately \$90,000 for the year ended June 30, 2017.

**NOTE 9      SUBSEQUENT EVENTS**

Subsequent events have been evaluated through February 2, 2018 which is the date the financial statements were available to be issued. There were no material subsequent events which affected the amounts or disclosures in the financial statements.



## Request for Taxpayer Identification Number and Certification

Give Form to the  
 requester. Do not  
 send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**REALITY CHANGERS**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC       C Corporation (501c3 Nonprofit)       S Corporation       Partnership       Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ \_\_\_\_\_

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

*(Applies to accounts maintained outside the U.S.)*

5 Address (number, street, and apt. or suite no.) See instructions.  
**3910 University Avenue, Suite 300-RC**

6 City, state, and ZIP code  
**San Diego, CA 92105**

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type.  
 See Specific Instructions on page 3.

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
2	6		3	7	5	7	3	0	5

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <b>FEBRUARY 20, 2018</b>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (Interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

Form **8879-EO**

# IRS e-file Signature Authorization for an Exempt Organization

OMB No. 1545-1878

For calendar year 2016, or fiscal year beginning JUL 1, 2016, and ending JUN 30, 2017

# 2016

Department of the Treasury  
Internal Revenue Service

▶ Do not send to the IRS. Keep for your records.

▶ Information about Form 8879-EO and its instructions is at [www.irs.gov/form8879eo](http://www.irs.gov/form8879eo).

Name of exempt organization

Employer identification number

**REALITY CHANGERS**

26-3757305

Name and title of officer

**CHRISTOPHER YANOV  
PRESIDENT**

### Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, or 5a, below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, or 5b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than 1 line in Part I.

1a Form 990 check here	▶ <input checked="" type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	<u>3,192,159.</u>
2a Form 990-EZ check here	▶ <input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b	
3a Form 1120-POL check here	▶ <input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b	
4a Form 990-PF check here	▶ <input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	
5a Form 8868 check here	▶ <input type="checkbox"/>	b Balance Due (Form 8868, line 3c)	5b	

### Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2016 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

I authorize CONSIDINE & CONSIDINE to enter my PIN [REDACTED]  
ERO firm name Enter five numbers, but do not enter all zeros

as my signature on the organization's tax year 2016 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2016 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature ▶  Date ▶ 05/15/2018

### Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

**30212494444**  
do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2016 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶  Date ▶ 05/15/18

**ERO Must Retain This Form - See Instructions  
Do Not Submit This Form To the IRS Unless Requested To Do So**

LHA For Paperwork Reduction Act Notice, see instructions.

Form **8879-EO** (2016)

623051 09-26-16

Date Accepted \_\_\_\_\_

DO NOT MAIL THIS FORM TO THE FTB

TAXABLE YEAR  
2016

# California e-file Return Authorization for Exempt Organizations

FORM  
8453-EO

Exempt Organization name <b>REALITY CHANGERS</b>	Identifying number 26-3757305
---	----------------------------------

**Part I Electronic Return Information (whole dollars only)**

1 Total gross receipts (Form 199, line 4)	1	3,329,998.00
2 Total gross income (Form 199, line 8)	2	3,229,998.00
3 Total expenses and disbursements (Form 199, line 9)	3	2,237,298.00

**Part II Settle Your Account Electronically for Taxable Year 2016**

4  Electronic funds withdrawal      4a Amount \_\_\_\_\_      4b Withdrawal date (mm/dd/yyyy) \_\_\_\_\_

**Part III Banking Information (Have you verified the exempt organization's banking information?)**

5 Routing number \_\_\_\_\_  
6 Account number \_\_\_\_\_      7 Type of account:  Checking  Savings

**Part IV Declaration of Officer**

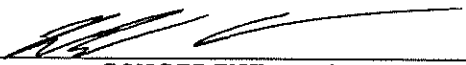
I authorize the exempt organization's account to be settled as designated in Part II. If I check Part II, Box 4, I authorize an electronic funds withdrawal for the amount listed on line 4a.

Under penalties of perjury, I declare that I am an officer of the above exempt organization and that the information I provided to my electronic return originator (ERO), transmitter, or intermediate service provider and the amounts in Part I above agree with the amounts on the corresponding lines of the exempt organization's 2016 California electronic return. To the best of my knowledge and belief, the exempt organization's return is true, correct, and complete. If the exempt organization is filing a balance due return, I understand that if the Franchise Tax Board (FTB) does not receive full and timely payment of the exempt organization's fee liability, the exempt organization will remain liable for the fee liability and all applicable interest and penalties. I authorize the exempt organization return and accompanying schedules and statements be transmitted to the FTB by the ERO, transmitter, or intermediate service provider. If the processing of the exempt organization's return or refund is delayed, I authorize the FTB to disclose to the ERO or intermediate service provider the reason(s) for the delay.

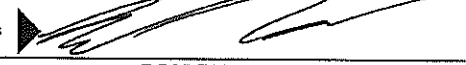
Sign Here  | 05/15/2018 | PRESIDENT  
Signature of officer      Date      Title

**Part V Declaration of Electronic Return Originator (ERO) and Paid Preparer.**

I declare that I have reviewed the above exempt organization's return and that the entries on form FTB 8453-EO are complete and correct to the best of my knowledge. (If I am only an intermediate service provider, I understand that I am not responsible for reviewing the exempt organization's return. I declare, however, that form FTB 8453-EO accurately reflects the data on the return.) I have obtained the organization officer's signature on form FTB 8453-EO before transmitting this return to the FTB; I have provided the organization officer with a copy of all forms and information that I will file with the FTB, and I have followed all other requirements described in FTB Pub. 1345, 2016 e-file Handbook for Authorized e-file Providers. I will keep form FTB 8453-EO on file for four years from the due date of the return or four years from the date the exempt organization return is filed, whichever is later, and I will make a copy available to the FTB upon request. If I am also the paid preparer, under penalties of perjury, I declare that I have examined the above exempt organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

<b>ERO Must Sign</b>	ERO's signature 	Date 5/15/18	Check if also paid preparer <input type="checkbox"/>	Check if self-employed <input type="checkbox"/>	ERO's PTIN
	Firm's name (or yours if self-employed) and address CONSOLIDINE & CONSOLIDINE 8989 RIO SAN DIEGO DRIVE, SUITE 250 SAN DIEGO, CA	FEIN 95-2694444	ZIP code 92108		

Under penalties of perjury, I declare that I have examined the above organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

<b>Paid Preparer Must Sign</b>	Paid preparer's signature 	Date 5/15/18	Check if self-employed <input type="checkbox"/>	Paid preparer's PTIN P00452784
	Firm's name (or yours if self-employed) and address CONSOLIDINE & CONSOLIDINE 8989 RIO SAN DIEGO DRIVE, SUITE 250 SAN DIEGO, CA	FEIN 95-2694444	ZIP code 92108	

Form 990

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2016 Open to Public Inspection

Department of the Treasury Internal Revenue Service

Do not enter social security numbers on this form as it may be made public.

Information about Form 990 and its instructions is at www.irs.gov/form990.

A For the 2016 calendar year, or tax year beginning JUL 1, 2016 and ending JUN 30, 2017

Header section containing organization name (REALITY CHANGERS), EIN (26-3757305), address (3910 UNIVERSITY AVE SUITE 300-RC, SAN DIEGO, CA 92105), and principal officer (CHRISTOPHER YANOV).

Part I Summary

Summary table with columns for Revenue, Expenses, and Net Assets or Fund Balances. Rows include mission statement, governance metrics, and financial data for Prior Year and Current Year.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete.

Signature block containing officer signature (CHRISTOPHER YANOV, PRESIDENT), preparer name (RICHARD HOTZ), and firm information (CONSIDINE & CONSIDINE).

May the IRS discuss this return with the preparer shown above? (see instructions) [X] Yes [ ] No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III [X]

1 Briefly describe the organization's mission: THE MISSION OF REALITY CHANGERS IS TO TRANSFORM LIVES BY PROVIDING YOUTH FROM DISADVANTAGED BACKGROUNDS WITH THE ACADEMIC SUPPORT, FINANCIALS SUPPORT, AND LEADERSHIP TRAINING TO BECOME COLLEGE GRADUATES. OUR VISION IS TO CREATE UNIVERSAL ACCESS TO COLLEGE, ONE

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [ ] Yes [X] No

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [ ] Yes [X] No

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: ) (Expenses \$ 1,719,312. including grants of \$ 425,911.) (Revenue \$ 7,017.) COLLEGE ASSISTANCE. REALITY CHANGERS PROVIDES MANY OF ITS 12TH GRADERS WHO PLAN TO ATTEND A FOUR-YEAR UNIVERSITY WITH A NEW LAPTOP COMPUTER, SAT FEES AND PRINCETON REVIEW. WE ALSO OFTEN PROVIDE PROGRAM GRADUATES WITH EDUCATIONAL SCHOLARSHIPS IN CASES WHERE FINANCIAL HARDSHIP WOULD PRECLUDE STUDENTS FROM CONTINUING HIS OR HER EDUCATION.

UCSD ACADEMIC CONNECTIONS. REALITY CHANGERS STUDENTS WHO ACHIEVE A 3.5 GPA QUALIFY TO ATTEND ACADEMIC CONNECTIONS, AN INTENSIVE, 3 WEEK RESIDENTIAL PROGRAM OFFERED EACH JULY BY UC SAN DIEGO. AT ACADEMIC CONNECTIONS, STUDENTS TAKE REAL COLLEGE CLASSES AND EARN REAL COLLEGE CREDIT BEFORE EVEN BECOMING SOPHOMORES IN HIGH SCHOOL, THUS CONVINCING THEM THAT THEY CAN ACHIEVE SUCCESS AT HIGH ACADEMIC LEVEL.

4b (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

4c (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

4d Other program services (Describe in Schedule O.) (Expenses \$ including grants of \$ ) (Revenue \$ )

4e Total program service expenses 1,719,312.

**Part IV Checklist of Required Schedules**

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ?	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4 <b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>		X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	X	
b Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
c Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>		X
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i>		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	X	
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X

**Part IV Checklist of Required Schedules** (continued)

	Yes	No
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i> .....		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return? .....		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i> .....		X
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i> .....	X	
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i> .....		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i> .....		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? .....		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds? .....		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year? .....		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i> .....		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i> .....		X
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i> .....		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i> .....		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i> .....		X
b A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i> .....		X
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i> .....		X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i> .....	X	
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i> .....		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i> .....		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i> .....		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i> .....		X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i> .....		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)? .....		X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i> .....		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i> .....		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i> .....		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? .....	X	

**Note.** All Form 990 filers are required to complete Schedule O

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

Table with columns for question number, description, sub-questions (1a-14b), Yes, and No. Includes questions about Form 1096, Form W-2G, Form W-3, Form 990-T, Form 8886-T, Form 8282, Form 8899, Form 1098-C, Form 4966, Form 1041, and Form 720.



**Part VI Governance, Management, and Disclosure** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

**Section A. Governing Body and Management**

	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.	12	
b Enter the number of voting members included in line 1a, above, who are independent	12	
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?		X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6 Did the organization have members or stockholders?		X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a The governing body?	X	
b Each committee with authority to act on behalf of the governing body?	X	
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O		X

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10a Did the organization have local chapters, branches, or affiliates?		X
b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
b Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	X	
13 Did the organization have a written whistleblower policy?	X	
14 Did the organization have a written document retention and destruction policy?	X	
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official	X	
b Other officers or key employees of the organization	X	
If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

**Section C. Disclosure**

- 17 List the states with which a copy of this Form 990 is required to be filed **CA**
- 18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
 Own website     Another's website     Upon request     Other (explain in Schedule O)
- 19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20 State the name, address, and telephone number of the person who possesses the organization's books and records: **NICOLE DEBERG - 619-516-2222**  
**3910 UNIVERSITY AVE SUITE 300-RC, SAN DIEGO, CA 92105**

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

**1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's current officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's current key employees, if any. See instructions for definition of "key employee."
- List the organization's five current highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's former officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's former directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) CHRISTOPHER YANOV FOUNDER/PRESIDENT	60.00	X		X				107,551.	0.	0.
(2) NICOLE DEBERG TREASURER	2.00	X		X				0.	0.	0.
(3) KIMBERLEY PHILLIPS BOEHM CHAIR	4.00	X		X				0.	0.	0.
(4) KAREN CABELLO SECRETARY	2.00	X		X				0.	0.	0.
(5) DESIREE ARREOLA DIRECTOR	2.00	X						0.	0.	0.
(6) MARCELA CELORIO DIRECTOR	2.00	X						0.	0.	0.
(7) LISA DAVIDSON DIRECTOR	2.00	X						0.	0.	0.
(8) VICENTE FOX DIRECTOR	2.00	X						0.	0.	0.
(9) DANIEL NORIEGA DIRECTOR	2.00	X						0.	0.	0.
(10) DANA SAXTEN DIRECTOR	2.00	X						0.	0.	0.
(11) JAMES MCELROY VICE-CHAIR	2.00	X		X				0.	0.	0.
(12) KEN NWADIKE JR. DIRECTOR	2.00	X						0.	0.	0.

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

Table with 6 main columns: (A) Name and title, (B) Average hours per week, (C) Position (Individual trustee or director, Institutional trustee, Officer, Key employee, Highest compensated employee, Former), (D) Reportable compensation from the organization, (E) Reportable compensation from related organizations, (F) Estimated amount of other compensation. Includes sub-totals for 1b, 1c, and 1d.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization 1

Table with 3 columns: Question number, Yes, No. Contains questions 3, 4, and 5 regarding compensation reporting.

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

Table with 3 columns: (A) Name and business address, (B) Description of services, (C) Compensation. Includes a total row for 2 Total number of independent contractors.

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization 0

**Part VIII Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants and Other Similar Amounts	1 a	Federated campaigns					
	1 b	Membership dues					
	1 c	Fundraising events	23,220.				
	1 d	Related organizations					
	1 e	Government grants (contributions)					
	1 f	All other contributions, gifts, grants, and similar amounts not included above	2,992,280.				
	g	Noncash contributions included in lines 1a-1f: \$	179,939.				
	h	<b>Total.</b> Add lines 1a-1f	3,015,500.				
Program Service Revenue	2 a	COLLEGE APPS ACADEMY					
		Business Code	611600	7,017.	7,017.		
	b						
	c						
	d						
	e						
	f	All other program service revenue					
g	<b>Total.</b> Add lines 2a-2f	7,017.					
Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)	456.			456.	
	4	Income from investment of tax-exempt bond proceeds					
	5	Royalties					
	6 a	Gross rents	(i) Real				
			(ii) Personal				
			b	Less: rental expenses			
			c	Rental income or (loss)			
	d	Net rental income or (loss)					
	7 a	Gross amount from sales of assets other than inventory	(i) Securities	97,324.			
			(ii) Other				
			b	Less: cost or other basis and sales expenses	100,000.		
			c	Gain or (loss)	-2,676.		
	d	Net gain or (loss)	-2,676.			-2,676.	
	8 a	Gross income from fundraising events (not including \$ 23,220. of contributions reported on line 1c). See Part IV, line 18	a	209,701.			
			b	Less: direct expenses	37,839.		
c			Net income or (loss) from fundraising events	171,862.			171,862.
9 a	Gross income from gaming activities. See Part IV, line 19	a					
		b	Less: direct expenses				
		c	Net income or (loss) from gaming activities				
10 a	Gross sales of inventory, less returns and allowances	a					
		b	Less: cost of goods sold				
		c	Net income or (loss) from sales of inventory				
Miscellaneous Revenue		Business Code					
11 a							
b							
c							
d	All other revenue						
e	<b>Total.</b> Add lines 11a-11d						
12	<b>Total revenue.</b> See instructions.	3,192,159.	7,017.	0.	169,642.		

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22	425,911.	425,911.		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	91,785.	71,305.	11,137.	9,343.
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	1,161,266.	902,158.	140,904.	118,204.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	33,025.	25,656.	4,007.	3,362.
10 Payroll taxes	108,323.	84,153.	13,144.	11,026.
11 Fees for services (non-employees):				
a Management				
b Legal	7,700.		7,700.	
c Accounting	54,878.		54,878.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)				
12 Advertising and promotion				
13 Office expenses				
14 Information technology				
15 Royalties				
16 Occupancy	80,309.	51,386.	13,624.	15,299.
17 Travel	42,928.	30,650.	1,516.	10,762.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	7,009.		7,009.	
23 Insurance	32,165.	15,257.	14,470.	2,438.
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a <b>SUPPLIES</b>	69,719.	48,084.	21,176.	459.
b <b>EQUIPMENT</b>	35,453.	32,813.	614.	2,026.
c <b>FOOD AND BEVERAGE</b>	18,340.	15,763.	1,249.	1,328.
d <b>OTHER EXPENSE</b>	13,915.	11,987.	1,288.	640.
e All other expenses	16,733.	4,189.	3,870.	8,674.
25 <b>Total functional expenses.</b> Add lines 1 through 24e	2,199,459.	1,719,312.	296,586.	183,561.
26 <b>Joint costs.</b> Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here  if following SOP 98-2 (ASC 958-720)

**Part X Balance Sheet**

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year	
Assets	1	Cash - non-interest-bearing	404,801.	1	1,064,806.
	2	Savings and temporary cash investments		2	
	3	Pledges and grants receivable, net	225,000.	3	580,000.
	4	Accounts receivable, net		4	39,838.
	5	Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instr). Complete Part II of Sch L		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use		8	
	9	Prepaid expenses and deferred charges		9	
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	53,217.		
	10b	Less: accumulated depreciation	33,138.		
			27,088.	10c	20,079.
	11	Investments - publicly traded securities		11	
	12	Investments - other securities. See Part IV, line 11		12	
	13	Investments - program-related. See Part IV, line 11		13	
	14	Intangible assets		14	
15	Other assets. See Part IV, line 11	12,163.	15	44,682.	
16	<b>Total assets.</b> Add lines 1 through 15 (must equal line 34)	669,052.	16	1,749,405.	
Liabilities	17	Accounts payable and accrued expenses	164,170.	17	251,823.
	18	Grants payable		18	
	19	Deferred revenue		19	
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23	Secured mortgages and notes payable to unrelated third parties		23	
	24	Unsecured notes and loans payable to unrelated third parties		24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26	<b>Total liabilities.</b> Add lines 17 through 25	164,170.	26	251,823.
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.				
	27	Unrestricted net assets	276,612.	27	917,582.
	28	Temporarily restricted net assets	228,270.	28	580,000.
	29	Permanently restricted net assets		29	
	Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.				
	30	Capital stock or trust principal, or current funds		30	
	31	Paid-in or capital surplus, or land, building, or equipment fund		31	
	32	Retained earnings, endowment, accumulated income, or other funds		32	
	33	<b>Total net assets or fund balances</b>	504,882.	33	1,497,582.
	34	<b>Total liabilities and net assets/fund balances</b>	669,052.	34	1,749,405.

**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	3,192,159.
2	Total expenses (must equal Part IX, column (A), line 25)	2	2,199,459.
3	Revenue less expenses. Subtract line 2 from line 1	3	992,700.
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	504,882.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	1,497,582.

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
2b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
2c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.	X	
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
3b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits		

Form 990 (2016)

**SCHEDULE A**  
(Form 990 or 990-EZ)

Department of the Treasury  
Internal Revenue Service

**Public Charity Status and Public Support**

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.  
▶ Attach to Form 990 or Form 990-EZ.

▶ Information about Schedule A (Form 990 or 990-EZ) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2016**

Open to Public Inspection

Name of the organization

REALITY CHANGERS

Employer identification number

26-3757305

**Part I Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1  A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).
- 2  A school described in section 170(b)(1)(A)(ii). (Attach Schedule E (Form 990 or 990-EZ).)
- 3  A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii).
- 4  A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state: \_\_\_\_\_
- 5  An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv). (Complete Part II.)
- 6  A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
- 7  An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 8  A community trust described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 9  An agricultural research organization described in section 170(b)(1)(A)(ix) operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: \_\_\_\_\_
- 10  An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions - subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Complete Part III.)
- 11  An organization organized and operated exclusively to test for public safety. See section 509(a)(4).
- 12  An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See section 509(a)(3). Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
  - a  **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
  - b  **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
  - c  **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
  - d  **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
  - e  Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
  - f Enter the number of supported organizations

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
<b>Total</b>						



**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....	1,234,906.	2,162,570.	2,096,314.	829,035.	3,015,500.	9,338,325.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
3 The value of services or facilities furnished by a governmental unit to the organization without charge ...						
4 Total. Add lines 1 through 3 .....	1,234,906.	2,162,570.	2,096,314.	829,035.	3,015,500.	9,338,325.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) .....						299,663.
6 Public support. Subtract line 5 from line 4.						9,038,662.

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
7 Amounts from line 4 .....	1,234,906.	2,162,570.	2,096,314.	829,035.	3,015,500.	9,338,325.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources ...	158.	4.	3.	2.	456.	623.
9 Net income from unrelated business activities, whether or not the business is regularly carried on ...						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
11 Total support. Add lines 7 through 10 .....						9,338,948.
12 Gross receipts from related activities, etc. (see instructions) .....					12	38,386.
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here .....	<input type="checkbox"/>					

**Section C. Computation of Public Support Percentage**

14 Public support percentage for 2016 (line 6, column (f) divided by line 11, column (f)) .....	14	96.78	%
15 Public support percentage from 2015 Schedule A, Part II, line 14 .....	15	99.97	%
16a 33 1/3% support test - 2016. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization .....	<input checked="" type="checkbox"/>		
b 33 1/3% support test - 2015. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization .....	<input type="checkbox"/>		
17a 10% -facts-and-circumstances test - 2016. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization .....	<input type="checkbox"/>		
b 10% -facts-and-circumstances test - 2015. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization .....	<input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions .....	<input type="checkbox"/>		

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose .....						
3 Gross receipts from activities that are not an unrelated trade or business under section 513 .....						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
5 The value of services or facilities furnished by a governmental unit to the organization without charge ...						
6 Total. Add lines 1 through 5 .....						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons .....						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year .....						
c Add lines 7a and 7b .....						
8 Public support. (Subtract line 7c from line 6.) .....						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
9 Amounts from line 6 .....						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources ...						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 .....						
c Add lines 10a and 10b .....						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on .....						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
13 Total support. (Add lines 9, 10c, 11, and 12.) .....						

14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here

**Section C. Computation of Public Support Percentage**

15 Public support percentage for 2016 (line 8, column (f) divided by line 13, column (f)) .....	15	%
16 Public support percentage from 2015 Schedule A, Part III, line 15 .....	16	%

**Section D. Computation of Investment Income Percentage**

17 Investment income percentage for 2016 (line 10c, column (f) divided by line 13, column (f)) .....	17	%
18 Investment income percentage from 2015 Schedule A, Part III, line 17 .....	18	%

19a 33 1/3% support tests - 2016. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

b 33 1/3% support tests - 2015. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in Part VI when and how the organization made the determination.		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in Part VI what controls the organization put in place to ensure such use.		
4a Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in Part VI.		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in Part VI.		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in Part VI.		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in Part VI.		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer 10b below.		
b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

**Part IV Supporting Organizations** (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
b A family member of a person described in (a) above?		
c A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI.		

**Section B. Type I Supporting Organizations**

	Yes	No
1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		

**Section C. Type II Supporting Organizations**

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		

**Section D. All Type III Supporting Organizations**

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		

**Section E. Type III Functionally Integrated Supporting Organizations**

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).		
2 Activities Test. Answer (a) and (b) below.		
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.	Yes	No
b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.		
3 Parent of Supported Organizations. Answer (a) and (b) below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI.		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.		

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

1  Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI.) See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	<b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)	8	
Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	<b>Total</b> (add lines 1a, 1b, and 1c)	1d	
e	<b>Discount</b> claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions)	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035	6	
7	Recoveries of prior-year distributions	7	
8	<b>Minimum Asset Amount</b> (add line 7 to line 6)	8	
Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3	4	
5	Income tax imposed in prior year	5	
6	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

**Part V** Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions	
7 <b>Total annual distributions.</b> Add lines 1 through 6	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions	
9 Distributable amount for 2016 from Section C, line 6	
10 Line 8 amount divided by Line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2016	(iii) Distributable Amount for 2016
1 Distributable amount for 2016 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2016 (reasonable cause required- explain in Part VI). See instructions			
3 Excess distributions carryover, if any, to 2016:			
a			
b			
c From 2013			
d From 2014			
e From 2015			
f <b>Total</b> of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2016 distributable amount			
i Carryover from 2011 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2016 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2016 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4			
5 Remaining underdistributions for years prior to 2016, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions			
6 Remaining underdistributions for 2016. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions			
7 <b>Excess distributions carryover to 2017.</b> Add lines 3j and 4c			
8 Breakdown of line 7:			
a			
b Excess from 2013			
c Excess from 2014			
d Excess from 2015			
e Excess from 2016			

**Part VI**

**Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Lined area for supplemental information.

**SCHEDULE D**  
(Form 990)

Department of the Treasury  
Internal Revenue Service

**Supplemental Financial Statements**

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.  
▶ Attach to Form 990.

OMB No. 1545-0047

**2016**

Open to Public Inspection

▶ Information about Schedule D (Form 990) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

Name of the organization

**REALITY CHANGERS**

Employer identification number  
**26-3757305**

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.** Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year .....		
2 Aggregate value of contributions to (during year) .....		
3 Aggregate value of grants from (during year) .....		
4 Aggregate value at end of year .....		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? .....		<input type="checkbox"/> Yes <input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? .....		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Part II Conservation Easements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

<input type="checkbox"/> Preservation of land for public use (e.g., recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements .....	2a
b Total acreage restricted by conservation easements .....	2b
c Number of conservation easements on a certified historic structure included in (a) .....	2c
d Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register .....	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ \_\_\_\_\_

4 Number of states where property subject to conservation easement is located ▶ \_\_\_\_\_

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? .....

Yes  No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \_\_\_\_\_

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ \_\_\_\_\_

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? .....

Yes  No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 .....

▶ \$ \_\_\_\_\_

(ii) Assets included in Form 990, Part X .....

▶ \$ \_\_\_\_\_

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenue included on Form 990, Part VIII, line 1 .....

▶ \$ \_\_\_\_\_

b Assets included in Form 990, Part X .....

▶ \$ \_\_\_\_\_

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule D (Form 990) 2016

632051 08-29-16



**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

- a  Public exhibition
- b  Scholarly research
- c  Preservation for future generations
- d  Loan or exchange programs
- e  Other \_\_\_\_\_

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection?  Yes  No

**Part IV Escrow and Custodial Arrangements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X?  Yes  No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

- c Beginning balance
- d Additions during the year
- e Distributions during the year
- f Ending balance

	Amount
1c	
1d	
1e	
1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability?  Yes  No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

**Part V Endowment Funds.** Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment  \_\_\_\_\_ %
- b Permanent endowment  \_\_\_\_\_ %
- c Temporarily restricted endowment  \_\_\_\_\_ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

	Yes	No
(i) unrelated organizations	<input type="checkbox"/>	<input type="checkbox"/>
(ii) related organizations	<input type="checkbox"/>	<input type="checkbox"/>
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	<input type="checkbox"/>	<input type="checkbox"/>

4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment		53,217.	33,138.	20,079.
e Other				
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				20,079.

**Part VII Investments - Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
<b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

**Part VIII Investments - Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
<b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

**Part IX Other Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	

**Part X Other Liabilities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII

**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1	3,239,998.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
a	Net unrealized gains (losses) on investments	2a		
b	Donated services and use of facilities	2b	10,000.	
c	Recoveries of prior year grants	2c		
d	Other (Describe in Part XIII.)	2d	37,839.	
e	Add lines 2a through 2d	2e		47,839.
3	Subtract line 2e from line 1	3		3,192,159.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b	4c		0.
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)	5		3,192,159.

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	2,247,298.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
a	Donated services and use of facilities	2a	10,000.	
b	Prior year adjustments	2b		
c	Other losses	2c		
d	Other (Describe in Part XIII.)	2d	37,839.	
e	Add lines 2a through 2d	2e		47,839.
3	Subtract line 2e from line 1	3		2,199,459.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b	4c		0.
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	5		2,199,459.

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**PART X, LINE 2:**

THE ORGANIZATION FOLLOWS ACCOUNTING STANDARDS WHICH CLARIFY THE ACCOUNTING FOR UNCERTAINTY IN INCOME TAXES RECOGNIZED IN THE ORGANIZATION'S FINANCIAL STATEMENTS AND PRESCRIBE A RECOGNITION THRESHOLD AND MEASUREMENT ATTRIBUTE FOR THE FINANCIAL STATEMENT RECOGNITION AND MEASUREMENT OF A TAX POSITION TAKEN OR EXPECTED TO BE TAKEN IN A TAX RETURN. THE STANDARDS ALSO PROVIDE GUIDANCE ON DERECOGNITION AND MEASUREMENT OF A TAX POSITION TAKEN OR TO BE TAKEN IN A TAX RETURN. AS OF JUNE 30, 2017, THE ORGANIZATION HAS NOT ACCRUED INTEREST OR PENALTIES RELATED TO UNCERTAIN TAX POSITIONS.

**PART XI, LINE 2D - OTHER ADJUSTMENTS:**

SPECIAL EVENTS EXPENSE 37,839.

**Part XIII** Supplemental Information (continued)

PART XII, LINE 2D - OTHER ADJUSTMENTS:

SPECIAL EVENTS EXPENSE 37,839.

Multiple horizontal lines for supplemental information.

**SCHEDULE G**  
(Form 990 or 990-EZ)

Department of the Treasury  
Internal Revenue Service

**Supplemental Information Regarding Fundraising or Gaming Activities**

Complete if the organization answered "Yes" on Form 990, Part IV, line 17, 18, or 19, or if the organization entered more than \$15,000 on Form 990-EZ, line 6a.

▶ Attach to Form 990 or Form 990-EZ.

▶ Information about Schedule G (Form 990 or 990-EZ) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2016**

Open to Public Inspection

Name of the organization

**REALITY CHANGERS**

Employer identification number

**26-3757305**

**Part I Fundraising Activities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 17. Form 990-EZ filers are not required to complete this part.

1 Indicate whether the organization raised funds through any of the following activities. Check all that apply.

- |   |  |
|---|--|
| a <input type="checkbox"/> Mail solicitations               | e <input type="checkbox"/> Solicitation of non-government grants |
| b <input type="checkbox"/> Internet and email solicitations | f <input type="checkbox"/> Solicitation of government grants     |
| c <input type="checkbox"/> Phone solicitations              | g <input type="checkbox"/> Special fundraising events            |
| d <input type="checkbox"/> In-person solicitations          |  |

2 a Did the organization have a written or oral agreement with any individual (including officers, directors, trustees, or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services?  Yes  No

b If "Yes," list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least \$5,000 by the organization.

(i) Name and address of individual or entity (fundraiser)	(ii) Activity	(iii) Did fundraiser have custody or control of contributions?		(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in col. (i)	(vi) Amount paid to (or retained by) organization
		Yes	No			
<b>Total</b>						

3 List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

**Part II Fundraising Events.** Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events (add col. (a) through col. (c))
		GRADUATION (event type)	(event type)	NONE 0 (total number)	
Revenue	1	Gross receipts	232,921.		232,921.
	2	Less: Contributions	23,220.		23,220.
	3	Gross income (line 1 minus line 2)	209,701.		209,701.
Direct Expenses	4	Cash prizes			
	5	Noncash prizes			
	6	Rent/facility costs	2,661.		2,661.
	7	Food and beverages	12,417.		12,417.
	8	Entertainment			
	9	Other direct expenses	18,644.		18,644.
	10	Direct expense summary. Add lines 4 through 9 in column (d)			33,722.
	11	Net income summary. Subtract line 10 from line 3, column (d)			175,979.

**Part III Gaming.** Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
Revenue	1	Gross revenue			
Direct Expenses	2	Cash prizes			
	3	Noncash prizes			
	4	Rent/facility costs			
	5	Other direct expenses			
	6	Volunteer labor	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No
	7	Direct expense summary. Add lines 2 through 5 in column (d)			
	8	Net gaming income summary. Subtract line 7 from line 1, column (d)			

9 Enter the state(s) in which the organization conducts gaming activities: \_\_\_\_\_  
 a Is the organization licensed to conduct gaming activities in each of these states?  Yes  No  
 b If "No," explain: \_\_\_\_\_  
 \_\_\_\_\_  
 10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year?  Yes  No  
 b If "Yes," explain: \_\_\_\_\_  
 \_\_\_\_\_

- 11 Does the organization conduct gaming activities with nonmembers?  Yes  No
- 12 Is the organization a grantor, beneficiary or trustee of a trust, or a member of a partnership or other entity formed to administer charitable gaming?  Yes  No

13 Indicate the percentage of gaming activity conducted in:

a The organization's facility	13a	%
b An outside facility	13b	%

14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ▶ \_\_\_\_\_

Address ▶ \_\_\_\_\_

15a Does the organization have a contract with a third party from whom the organization receives gaming revenue?  Yes  No

b If "Yes," enter the amount of gaming revenue received by the organization ▶ \$ \_\_\_\_\_ and the amount of gaming revenue retained by the third party ▶ \$ \_\_\_\_\_

c If "Yes," enter name and address of the third party:

Name ▶ \_\_\_\_\_

Address ▶ \_\_\_\_\_

16 Gaming manager information:

Name ▶ \_\_\_\_\_

Gaming manager compensation ▶ \$ \_\_\_\_\_

Description of services provided ▶ \_\_\_\_\_

\_\_\_\_\_

Director/officer       Employee       Independent contractor

17 Mandatory distributions:

a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license?  Yes  No

b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶ \$ \_\_\_\_\_

**Part IV** Supplemental Information. Provide the explanations required by Part I, line 2b, columns (ii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





SCHEDULE I (Form 990)

Department of the Treasury Internal Revenue Service

Grants and Other Assistance to Organizations, Governments, and Individuals in the United States

Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.

Attach to Form 990.

Information about Schedule I (Form 990) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016

Open to Public Inspection

Name of the organization

REALTY CHANGERS

Employer identification number 26-3757305

Part I General Information on Grants and Assistance

1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? Yes No

2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments. Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than \$5,000. Part II can be duplicated if additional space is needed.

Table with 6 columns: (a) Name and address of organization or government, (b) EIN, (c) IRC section (if applicable), (d) Amount of cash grant, (e) Amount of non-cash assistance, (f) Method of valuation (book, FMV, appraisal, other), (g) Description of non-cash assistance, (h) Purpose of grant or assistance.

2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table
3 Enter total number of other organizations listed in the line 1 table

**Part III** Grants and Other Assistance to Domestic Individuals. Complete if the organization answered "Yes" on Form 990, Part IV, line 22. Part III can be duplicated if additional space is needed.

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of non-cash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance
SCHOOL ASSISTANCE	28	425,911.	0.		

**Part IV** Supplemental Information. Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

**PART I, LINE 2:**

ALL RECEIPTS ARE TRACKING IN DONOR SYSTEM AND CODED AS UNRESTRICTED OR RESTRICTED. RESTRICTED GRANTS ARE PERIODICALLY REVIEWED TO MAKE SURE PROCEEDS USED FOR GRANT PURPOSES.

**SCHEDULE M  
(Form 990)**

**Noncash Contributions**

OMB No. 1545-0047

**2016**

Open To Public Inspection

Department of the Treasury  
Internal Revenue Service

- ▶ Complete if the organizations answered "Yes" on Form 990, Part IV, lines 29 or 30.
- ▶ Attach to Form 990.
- ▶ Information about Schedule M (Form 990) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

Name of the organization **REALITY CHANGERS** Employer identification number **26-3757305**

Part I	Types of Property	(a) Check if applicable	(b) Number of contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining noncash contribution amounts
1	Art - Works of art .....				
2	Art - Historical treasures .....				
3	Art - Fractional interests .....				
4	Books and publications .....				
5	Clothing and household goods .....				
6	Cars and other vehicles .....				
7	Boats and planes .....				
8	Intellectual property .....				
9	Securities - Publicly traded .....	X	1	100,000	FMV
10	Securities - Closely held stock .....				
11	Securities - Partnership, LLC, or trust interests .....				
12	Securities - Miscellaneous .....				
13	Qualified conservation contribution - Historic structures .....				
14	Qualified conservation contribution - Other .....				
15	Real estate - Residential .....				
16	Real estate - Commercial .....				
17	Real estate - Other .....				
18	Collectibles .....				
19	Food inventory .....				
20	Drugs and medical supplies .....				
21	Taxidermy .....				
22	Historical artifacts .....				
23	Scientific specimens .....				
24	Archeological artifacts .....				
25	Other ▶ ( <u>SCHOLARSHIPS</u> ) .....	X	350	43,200	FMV
26	Other ▶ ( <u>SUPPLIES</u> ) .....	X	1	35,550	FMV
27	Other ▶ ( <u>EQUIPMENT</u> ) .....	X	1	1,189	FMV
28	Other ▶ ( ) .....				

29 Number of Forms 8283 received by the organization during the tax year for contributions for which the organization completed Form 8283, Part IV, Donee Acknowledgement ..... **29**

	Yes	No
30a During the year, did the organization receive by contribution any property reported in Part I, lines 1 through 28, that it must hold for at least three years from the date of the initial contribution, and which isn't required to be used for exempt purposes for the entire holding period? .....		X
b If "Yes," describe the arrangement in Part II.		
31 Does the organization have a gift acceptance policy that requires the review of any nonstandard contributions? .....		X
32a Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions? .....		X
b If "Yes," describe in Part II.		
33 If the organization didn't report an amount in column (c) for a type of property for which column (a) is checked, describe in Part II.		

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990. Schedule M (Form 990) (2016)

**Part II**

**Supplemental Information.** Provide the information required by Part I, lines 30b, 32b, and 33, and whether the organization is reporting in Part I, column (b), the number of contributions, the number of items received, or a combination of both. Also complete this part for any additional information.

Multiple horizontal lines for supplemental information.

**SCHEDULE O**  
(Form 990 or 990-EZ)

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.  
▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2016**

Open to Public  
Inspection

Name of the organization

REALITY CHANGERS

Employer identification number  
26-3757305

FORM 990, PART I, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

COLLEGE-READY BY 11TH GRADE, OFFER 12TH GRADERS YEAR-LONG TRAINING ON  
COLLEGE APPLICATIONS, AND PROVIDE PROGRAM GRADS WITH ACADEMIC AND  
CAREER SUPPORT.

FORM 990, PART III, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

COMMUNITY AT A TIME.

FORM 990, PART III, LINE 4A, PROGRAM SERVICE ACCOMPLISHMENTS:

SUMMER LEADERSHIP CAMP. THIS WEEK LONG SUMMER CAMP ALLOWS STUDENTS TO  
MAKE TRANSFORMATIONAL DECISIONS THAT WILL IMPACT THEIR DAILY LIVES BOTH  
INSIDE AND OUTSIDE OF THE CLASSROOM.

FORM 990, PART VI, SECTION B, LINE 11B:

E-MAILED TO ALL THE MEMBERS

FORM 990, PART VI, SECTION B, LINE 12C:

REVIEWED ANNUALLY

FORM 990, PART VI, SECTION B, LINE 15:

REVIEWED ANNUALLY

FORM 990, PART VI, SECTION C, LINE 19:

UPON REQUEST

California Exempt Organization  
Annual Information Return

Calendar Year 2016 or fiscal year beginning (mm/dd/yyyy) 07/01/2016, and ending (mm/dd/yyyy) 06/30/2017

Corporation/Organization name REALITY CHANGERS California corporation number 3182657

Additional information. See instructions. FEIN 26-3757305

Street address (suite or room) 3910 UNIVERSITY AVE SUITE 300-RC PMB no.

City SAN DIEGO State CA ZIP code 92105

Foreign country name Foreign province/state/county Foreign postal code

A First Return  Yes  No  
 B Amended Return  Yes  No  
 C IRC Section 4947(a)(1) trust  Yes  No  
 D Final Information Return?  
 Dissolved  Surrendered (Withdrawn)  Merged/Reorganized  
 Enter date (mm/dd/yyyy) \*  
 E Check accounting method: (1)  Cash (2)  Accrual (3)  Other  
 F Federal return filed? (1)  990T (2)  990-PF (3)  Sch H (990) (4)  Other 990 series  
 G Is this a group filing? See instructions  Yes  No  
 H Is this organization in a group exemption  Yes  No  
 If "Yes," what is the parent's name?  
 I Did the organization have any changes to its guidelines not reported to the FTB? See instructions  Yes  No  
 J If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions.  Yes  No  
 K Is the organization exempt under R&TC Section 23701g?  Yes  No  
 If "Yes," enter the gross receipts from nonmember sources \$ \_\_\_\_\_  
 L If organization is exempt under R&TC Section 23701d and meets the filing fee exception, check box. No filing fee is required.   
 M Is the organization a Limited Liability Company?  Yes  No  
 N Did the organization file Form 100 or Form 109 to report taxable income?  Yes  No  
 O Is the organization under audit by the IRS or has the IRS audited in a prior year?  Yes  No  
 P Is a federal Form 1023/1024 pending?  Yes  No  
 Date filed with IRS \_\_\_\_\_

Part I Complete Part I unless not required to file this form. See General Instructions B and C.

Receipts and Revenues	1	Gross sales or receipts from other sources. From Side 2, Part II, line 8	1	314,498.00
	2	Gross dues and assessments from members and affiliates	2	00
	3	Gross contributions, gifts, grants, and similar amounts received	3	3,015,500.00
	4	Total gross receipts for filing requirement test. Add line 1 through line 3. This line must be completed. If the result is less than \$50,000, see General Instruction B	4	3,329,998.00
	5	Cost of goods sold	5	00
	6	Cost or other basis, and sales expenses of assets sold	6	100,000.00
	7	Total costs. Add line 5 and line 6	7	100,000.00
	8	Total gross income. Subtract line 7 from line 4	8	3,229,998.00
Expenses	9	Total expenses and disbursements. From Side 2, Part II, line 18	9	2,237,298.00
	10	Excess of receipts over expenses and disbursements. Subtract line 9 from line 8	10	992,700.00
Filing Fee	11	Total payments	11	00
	12	Use tax. See General Instruction K	12	00
	13	Payment balance. If line 11 is more than line 12, subtract line 12 from line 11	13	00
	14	Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12	14	00
	15	Filing fee \$10 or \$25. See General Instruction F	15	N/A 00
	16	Penalties and Interest. See General Instruction J	16	00
17	Balance due. Add line 12, line 15, and line 16. Then subtract line 11 from the result	17	00	

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Sign Here Signature of officer Title PRESIDENT Date Telephone

Preparer's signature Date 05/15/18 Check if self-employed PTIN P00452784

Paid Preparer's Use Only Firm's name (or yours, if self-employed) and address CONSIDINE & CONSIDINE 8989 RIO SAN DIEGO DRIVE, SUITE 250 SAN DIEGO, CA 92108 Telephone 95-2694444 619.231.1977

May the FTB discuss this return with the preparer shown above? See instructions  Yes  No

REALITY CHANGERS

26-3757305

Part II Organizations with gross receipts of more than \$50,000 and private foundations regardless of amount of gross receipts - complete Part II or furnish substitute information.

628951 11-30-16

Receipts from Other Sources	1	Gross sales or receipts from all business activities. See instructions	•	1	209,701.00	
	2	Interest	•	2	456.00	
	3	Dividends	•	3	00	
	4	Gross rents	•	4	00	
	5	Gross royalties	•	5	00	
	6	Gross amount received from sale of assets (See Instructions)	STATEMENT 3	•	6	97,324.00
	7	Other income	SEE STATEMENT 4	•	7	7,017.00
	8	Total gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1		•	8	314,498.00
	9	Contributions, gifts, grants, and similar amounts paid	STATEMENT 5	•	9	425,911.00
	10	Disbursements to or for members		•	10	00
	11	Compensation of officers, directors, and trustees	SEE STATEMENT 6	•	11	0.00
	12	Other salaries and wages		•	12	1,253,051.00
	13	Interest		•	13	00
	14	Taxes		•	14	108,323.00
	15	Rents		•	15	80,309.00
	16	Depreciation and depletion (See instructions)		•	16	7,009.00
	17	Other Expenses and Disbursements	SEE STATEMENT 7	•	17	362,695.00
	18	Total expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9		•	18	2,237,298.00

Schedule L Balance Sheet		Beginning of taxable year		End of taxable year	
		(a)	(b)	(c)	(d)
<b>Assets</b>					
1	Cash		404,801.		1,064,806.
2	Net accounts receivable				39,838.
3	Net notes receivable				
4	Inventories				
5	Federal and state government obligations				
6	Investments in other bonds				
7	Investments in stock				
8	Mortgage loans				
9	Other investments				
10 a	Depreciable assets	53,217.		53,217.	
b	Less accumulated depreciation	( 26,129. )	27,088.	( 33,138. )	20,079.
11	Land				
12	Other assets	STMT 8	237,163.		624,682.
13	Total assets		669,052.		1,749,405.
<b>Liabilities and net worth</b>					
14	Accounts payable		164,170.		251,823.
15	Contributions, gifts, or grants payable				
16	Bonds and notes payable				
17	Mortgages payable				
18	Other liabilities				
19	Capital stock or principal fund				
20	Paid-in or capital surplus. Attach reconciliation				
21	Retained earnings or income fund		504,882.		1,497,582.
22	Total liabilities and net worth		669,052.		1,749,405.

Schedule M-1 Reconciliation of income per books with income per return

Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than \$50,000.

1	Net income per books	•	992,700.	7	Income recorded on books this year not included in this return.	•	
2	Federal income tax	•		8	Deductions in this return not charged against book income this year	•	
3	Excess of capital losses over capital gains	•		9	Total. Add line 7 and line 8	•	
4	Income not recorded on books this year	•		10	Net income per return.	•	
5	Expenses recorded on books this year not deducted in this return	•			Subtract line 9 from line 6	•	992,700.
6	Total. Add line 1 through line 5	•	992,700.				

FORM 199 GROSS AMOUNT FROM SALE OF ASSETS STATEMENT 3

DESCRIPTION	DATE ACQUIRED	DATE SOLD	METHOD ACQUIRED	
			DONATED	
	COST OR OTHER BASIS	DEPREC.	EXPENSE OF SALE	GROSS SALES PRICE
	100,000.	0.	0.	97,324.
TOTAL TO FORM 199, PAGE 2, LN 6	100,000.	0.	0.	97,324.

FORM 199 OTHER INCOME STATEMENT 4

DESCRIPTION	AMOUNT
COLLEGE APPS ACADEMY	7,017.
TOTAL TO FORM 199, PART II, LINE 7	7,017.



FORM 199 CASH CONTRIBUTIONS, GIFTS, GRANTS STATEMENT 5  
AND SIMILAR AMOUNTS PAID

ACTIVITY CLASSIFICATION: SCHOOL ASSISTANCE

DONEES NAME	DONEES ADDRESS	RELATIONSHIP	AMOUNT
VARIOUS	3910 UNIVERSITY AVE., STE 300-RC - SAN DIEGO, CA 92105	NONE	425,911.

TOTAL FOR THIS ACTIVITY 425,911.

TOTAL INCLUDED ON FORM 199, PART II, LINE 9 425,911.

FORM 199 COMPENSATION OF OFFICERS, DIRECTORS AND TRUSTEES STATEMENT 6

NAME AND ADDRESS	TITLE AND AVERAGE HRS WORKED/WK	COMPENSATION
CHRISTOPHER YANOV 3910 UNIVERSITY AVE SUITE 300-RC SAN DIEGO, CA 92105	FOUNDER/PRESIDENT 60.00	0.
NICOLE DEBERG 3910 UNIVERSITY AVE SUITE 300-RC SAN DIEGO, CA 92105	TREASURER 2.00	0.
KIMBERLEY PHILLIPS BOEHM 3910 UNIVERSITY AVE SUITE 300-RC SAN DIEGO, CA 92105	CHAIR 4.00	0.
KAREN CABELLO 3910 UNIVERSITY AVE SUITE 300-RC SAN DIEGO, CA 92105	SECRETARY 2.00	0.
DESIREE ARREOLA 3910 UNIVERSITY AVE SUITE 300-RC SAN DIEGO, CA 92105	DIRECTOR 2.00	0.
MARCELA CELORIO 3910 UNIVERSITY AVE SUITE 300-RC SAN DIEGO, CA 92105	DIRECTOR 2.00	0.

REALITY CHANGERS

26-3757305

LISA DAVIDSON 3910 UNIVERSITY AVE SUITE 300-RC SAN DIEGO, CA 92105	DIRECTOR 2.00	0.
VICENTE FOX 3910 UNIVERSITY AVE SUITE 300-RC SAN DIEGO, CA 92105	DIRECTOR 2.00	0.
DANIEL NORIEGA 3910 UNIVERSITY AVE SUITE 300-RC SAN DIEGO, CA 92105	DIRECTOR 2.00	0.
DANA SAXTEN 3910 UNIVERSITY AVE SUITE 300-RC SAN DIEGO, CA 92105	DIRECTOR 2.00	0.
JAMES MCELROY 3910 UNIVERSITY AVE SUITE 300-RC SAN DIEGO, CA 92105	VICE-CHAIR 2.00	0.
KEN NWADIKE JR. 3910 UNIVERSITY AVE SUITE 300-RC SAN DIEGO, CA 92105	DIRECTOR 2.00	0.

TOTAL TO FORM 199, PART II, LINE 11		0.
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FORM 199	OTHER EXPENSES	STATEMENT	7
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DESCRIPTION	AMOUNT
SUPPLIES	69,719.
EQUIPMENT	35,453.
FOOD AND BEVERAGE	18,340.
OTHER EXPENSE	13,915.
DIRECT EXPENSES OF FUNDRAISING EVENTS	37,839.
OTHER EMPLOYEE BENEFITS	33,025.
LEGAL FEES	7,700.
ACCOUNTING FEES	54,878.
TRAVEL	42,928.
INSURANCE	32,165.
ALL OTHER EXPENSES	16,733.
TOTAL TO FORM 199, PART II, LINE 17	362,695.

FORM 199	OTHER ASSETS	STATEMENT	8
DESCRIPTION	BEG. OF YEAR	END OF YEAR	
PLEDGES AND GRANTS RECEIVABLE	225,000.	580,000.	
PREPAID EXPENSES	12,163.	44,682.	
TOTAL TO FORM 199, SCHEDULE L, LINE 12	237,163.	624,682.	



**City of Solana Beach  
Community Grant Program  
Request for Financial Assistance  
FY 2018-19 APPLICATION**

*All Applications MUST BE RECEIVED by 5:00 p.m. Thursday, May 31, 2018.*

*Please Print Clearly or Type*

*All requests will be determined by the following criteria:*

Name of Organization: San Dieguito River Valley Conservancy  
Mailing Address: 3030 Bunker Hill Street Suite 309-1  
City: San Diego State CA Zip 92109  
Contact Person: Trish Boaz, Executive Director  
Daytime Phone: 858-755-6956  
Evening Phone: 858-472-3075  
Email address: trish@sdrvc.org

1. W-9 must be attached  
Summary of organization's budget must be attached  
Proposed program budget must be attached  
Financial Statements (see Application Guidelines) must be attached
2. A copy of the certificate of California Nonprofit Corporation must be attached  
Or, Calif. Non-profit 501 (c) 3 Corporation Certification Number: 33-0191772
3. Has your organization received financial assistance from the City before?  
Yes  No   
If yes, what activities and which fiscal year? Watershed Explorers Program; 2014-2015
4. Amount requested for FY 2018-19 \$ 2500.00
5. Proposed Total Program Costs: \$ 2500.00  
(Includes all estimated costs to conduct proposed activity/program.)
6. Title of Proposed Program/Service: Watershed Explorers Coast to Crest Expedition
7. Grant funds must be used for services or materials directly associated to proposed activity. Please describe how grant funds will be used:  

If funding is awarded, SDRVC will include transportation, daypacks, journals, patches, certificates of accomplishment, van driver stipends, and snacks/water. Providing this program for free, which includes all transportation and supplies, will serve as an invaluable experience that teaches students the importance of climate science and community change through civic engagement.
--

  
(Attach extra sheet, if necessary.)

8. Estimated number of S.B. residents to be served by proposed program: 26

9. Program Dates/Location:

The project timeline will be for the 2018 Fall Semester, with solidified dates dependent on students' schedules. The program will exist of 2 staff in-classroom days and 4 field days. The in-classroom visits will allow for contextualization of information they will see in the field. The locations will vary from the headwaters of the San Dieguito Watershed, at Volcan Mountain in Julian, to Clevenger Canyon in Ramona, Lake Hodges in Escondido, and concluding at the San Dieguito Lagoon in Del Mar.

10. Anticipated Program Objectives or Accomplishments:

Youth will participate in a total of four hikes spanning the length of the San Dieguito Watershed, which extends from Julian to Del Mar, led by a team of experienced staff and community volunteers. Youth will examine the importance and sensitivity of the Watershed's microclimates, which are under direct impacts from climate change. In doing so, they will learn new skills and responsibilities, have an increased knowledge of local wildlife and ecology, and create new opportunities for volunteering within

11. How will the organization acknowledge the City's financial contribution to the community/ beneficiaries of the proposed activity?

SDRVC plans to distribute necessary materials, such as notebooks, string backpacks, and ponchos, all of which will carry the logos for both the City and SDRVC. In addition, in presentations, press releases, and SDRVC's e-newsletter (5000 subscribers) will become aware of the financial contribution of the City towards this program.

12. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

Currently, this program will rely independently on funding from the City of Solana Beach, if granted, and any private donations secured for Educational Programs within SDRVC. No other grants or matching funds will be given to SDRVC.

13. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

With the large extent of SDRVC's Educational Programs, volunteers play an important role in educating, ensuring safety of students, and encouraging a safe environment for learning. For this intended program, several volunteers will be utilized for safety, education, and preparation of materials. This will limit the time of staff in the field and the number of staff in the field, reducing expenses and leveraging SDRVC's small size.

14. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program or service be scaled back and/or is there a threshold at which it will not move forward?

Because of generous private donations towards SDRVC's Educational Programs, the project will still move forward, but in a limited fashion. This funding will allow for the full experience of the San Dieguito Watershed, which requires a minimum of 4 field days and 2 staff in-classroom days. However, if partial funding is received, only 2 field days and 1 staff in-classroom days will be provided, limiting the experience and extent of education.

**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.*

Patricia Boaz, Executive Director

Text

---

**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.**

### Total Program Budget

Expense Item Description	Amount Requested	Amount from Other Resources	Total Budget Item
Journals	\$250.00		\$250.00
Water Testing Kits	\$700.00		\$700.00
Daypacks	\$375.00		\$375.00
Patches	\$50.00		\$50.00
Certificates of Accomplishment	\$50.00		\$50.00
Van Driver Stipends	\$500.00		\$500.00
Gas	\$250.00		\$250.00
Supplies for Art Project	\$150.00		\$150.00
Snacks & Water	\$175.00		\$175.00
	\$0.00		\$0.00
	\$0.00		\$0.00
<b>Totals</b>	<b>\$2,500.00</b>		<b>\$2,500.00</b>

## DRAFT FY 2018-2019 OPERATING BUDGET

	Revenue	Draft 18-19 Budget	FY 17-18 Budget	Change
4150	Unrestricted	\$40,000	\$30,000	\$10,000
4000	Membership Income	\$115,000	\$115,000	\$0
4125	Education Programs	\$30,000	\$20,000	\$10,000
4130	Grants	\$30,000	\$30,000	\$0
4135	Special Event Revenue	\$125,000	\$137,100	-\$12,100
4140	Corporate Sponsorship	\$20,000	\$10,000	\$10,000
4900	Other Income	\$850	\$850	\$0
<b>Subtotal Income</b>		<b>\$360,850</b>	<b>\$342,950</b>	<b>\$17,900</b>
4120	Restricted Donations	\$40,000	\$40,000	\$0
3245	Prior Year Watershed Exp. Funds	\$37,000	\$37,400	-\$400
		<b>\$77,000</b>	<b>\$77,400</b>	<b>-\$400</b>
<b>Total Income</b>		<b>\$437,850</b>	<b>\$420,350</b>	<b>\$17,500</b>
	Expenses			
6000	Advertising & Promotion	\$9,000	\$9,000	\$0
6030	Bank Service Charges	\$6,000	\$6,000	\$0
6050	Dues & Subscriptions	\$800	\$800	\$0
6060	Events	\$70,000	\$60,000	\$10,000
6064	Grant Writing & Development**	\$250	\$250	\$0
6070	Insurance	\$17,000	\$15,000	\$2,000
6080	JPA Membership Share	\$2,300	\$2,300	\$0
6095	Other Expenses	\$500	\$1,400	-\$900
6098	Newsletter	\$11,800	\$11,800	\$0
6100	Office Space	\$4,500	\$4,500	\$0
6120	Payroll Service Fee	\$800	\$800	\$0
6130	Permits & Fees	\$300	\$300	\$0
6140	Postage & Delivery	\$3,700	\$3,700	\$0
6150.1	Professional Services Accounting	\$3,800.0	\$3,800.0	\$0
6150.4	Professional Services Marketing	\$17,000.0	\$17,000.0	\$0
6150.5	Professional Services RVF	\$2,000.0	\$3,500.0	-\$1,500
6150.6	Professional Services Fundraising	\$5,000.0	\$5,000.0	\$0
6180	Reimbursement Mileage	\$6,500	\$5,800	\$700
6800	Salary & Benefits	\$245,000	\$252,400	-\$7,400
6820	Supplies	\$12,000	\$7,000	\$5,000
6835	Telephone/Internet	\$3,100	\$3,100	\$0
6840	Training/Education	\$1,500	\$400	\$1,100
6860	Website Expenses	\$2,500	\$6,500	-\$4,000
<b>Total Expenses</b>		<b>\$425,350</b>	<b>\$420,350</b>	<b>\$5,000</b>

\*\*If Proposition 68 passes, we may want to increase to hire a grant consultant



**San Dieguito River Valley Conservancy**  
**Profit & Loss**  
 July through December 2017

	<u>Jul - Dec 17</u>
Ordinary Income/Expense	
Income	
4150 · Unrestricted Income	50,837.57
4000 · Membership Income	
4000.1 · Under \$500	19,676.05
4000.2 · Over \$500	
4020 · Stock Donation	41,287.06
4000.2 · Over \$500 - Other	40,145.20
Total 4000.2 · Over \$500	<u>81,432.26</u>
Total 4000 · Membership Income	101,108.31
4120 · Restricted Donations	
4120.6 · East County Trails	15,000.00
4120.5 · River Path Del Mar	15,045.00
4120 · Restricted Donations - Other	4,477.58
Total 4120 · Restricted Donations	<u>34,522.58</u>
4125 · Education Programs	34,676.22
4130 · Grants (Grants)	20,565.64
4135 · Special Event Revenue	
4135.4 · C2C Trail Challenge	160.00
4135.3 · Other Special Events	255.00
4135.1 · River valley Fest	109,001.00
4135 · Special Event Revenue - Other	70.00
Total 4135 · Special Event Revenue	<u>109,486.00</u>
4140 · Corporate Sponsorships	10,000.00
4900 · Other Income	
4990 · Reimbursed Expenses (Reimbursed Expenses)	17.28
Total 4900 · Other Income	<u>17.28</u>
Total Income	<u>361,213.60</u>
Gross Profit	361,213.60
Expense	
6000 · Advertising and Promotion	
6000.1 · Advertising - Online & Print	517.72
6000.4 · Promo Materials (For promotional/marketing items like shirt...	4,786.46
Total 6000 · Advertising and Promotion	<u>5,304.18</u>
6030 · Bank Service Charges	2,771.11
6060 · Events	
6060.9 · Refunds	-1,247.96
6060.1 · Advertising and Promotion	6,831.42
6060.2 · Equipment Rental	347.22
6060.3 · Fees & Permits	1,547.20
6060.4 · Food & Beverage (Expenses for Volunteer meetings/activitie...	24,024.20
6060.5 · Honorariums (Foods and other misc supplies for general, no...	3,981.72
6060.6 · Independent Contractors	11,843.51
6060.7 · Supplies	10,451.06
6349 · Education Program Expense	1,359.90
6060.8 · Venue Rental	1,100.00
Total 6060 · Events	<u>60,238.27</u>
6070 · Insurance	
6070.2 · Board Liability Insurance	1,972.00
6070.4 · Commercial Liability	2,319.46
6070.5 · Workmans comp	8,031.50
Total 6070 · Insurance	<u>12,322.96</u>
6095 · Other Expenses (Other Expenses)	3,455.83
6098 · Newsletter	
6098.1 · Printing & Distribution	3,647.82
Total 6098 · Newsletter	<u>3,647.82</u>

**San Dieguito River Valley Conservancy**  
**Profit & Loss**  
 July through December 2017

	Jul - Dec 17
6100 · Office Space	
6100.2 · Rent	2,076.34
<b>Total 6100 · Office Space</b>	<b>2,076.34</b>
6120 · Payroll Service Fee	416.00
6130 · Permits and Fees	221.62
6140 · Postage and Delivery	1,095.54
6150 · Professional Services	
6150.7 · Professional services RVF	2,000.00
6150.1 · Accounting	1,110.50
6150.2 · Brokerage & Investment	4,322.96
6150.4 · Marketing Ind. Contractor	8,774.00
6150.5 · Program work	8,005.21
<b>Total 6150 · Professional Services</b>	<b>24,212.67</b>
6160 · Program Work	
6160.1 · Archit., Engineering & Plannin	7,901.93
6160.2 · Mitigation & Restoration	23,703.71
<b>Total 6160 · Program Work</b>	<b>31,605.64</b>
6180 · Reimbursement Mileage	3,474.91
6800* · Salary and Benefits	
6800.9 · Education Intern	240.00
6800.4 · Education Manager	20,498.62
6800.1 · Director Salary	50,000.02
6800.2 · Operations Salaries	2,153.88
6800.3 · Program Salaries	30,368.30
6800.5 · Employee Benefit	1,348.88
6800.7 · Payroll Tax	8,645.32
6800.8 · Vanguard Cons.Retir.Exp. (Payee Account - Employee Deduc...	851.89
<b>Total 6800* · Salary and Benefits</b>	<b>114,106.91</b>
6820 · Supplies	
6820.1 · Computer	229.97
6820.2 · Equipment	719.55
6820.3 · Office Supplies	5,727.85
6820.4 · Plants (books, fees etc.)	43.09
<b>Total 6820 · Supplies</b>	<b>6,720.46</b>
6830 · Taxes - Property & Water	689.66
6835 · Telephone/Internet	1,616.05
6840 · Training/Education	698.00
6860 · Website Expenses	
6860.1 · Development	3,648.75
6860.2 · Hosting Etc.	2,404.61
<b>Total 6860 · Website Expenses</b>	<b>6,053.36</b>
<b>Total Expense</b>	<b>280,727.33</b>
<b>Net Ordinary Income</b>	<b>80,486.27</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
7002 · Sale of Land	189,956.00
4800 · Investment Return	
4805 · Earnings on Investment Activity	2,863.60
4810 · Gain or Loss on Sale of Stock	-166.65
4820 · Interest Income	13,358.09
4825 · Realized Gain on Investents	13,573.23
4830 · Unrealized Gain Investment	51,584.15
<b>Total 4800 · Investment Return</b>	<b>81,212.42</b>
<b>Total Other Income</b>	<b>271,168.42</b>

3:24 PM  
04/16/18  
Accrual Basis

San Dieguito River Valley Conservancy  
**Profit & Loss**  
July through December 2017

	<u>Jul - Dec 17</u>
Other Expense	
6994 · Brokerage & Investment Fees	2,420.32
6993 · Unrealized Investment Loss	37.39
Total Other Expense	<u>2,457.71</u>
Net Other Income	<u>268,710.71</u>
Net Income	<u><u>349,196.98</u></u>

San Dieguito River Valley Conservancy  
**Balance Sheet**  
As of December 31, 2017

Dec 31, 17

ASSETS		
Current Assets		
Checking/Savings		
1000 - Cash		
1013 - Quasi Endowment Fund		150,000.00
1010 - Union Bank Checking-1621		134,372.87
1012 - UBOC Money Market		383,909.52
Total 1000 - Cash		668,282.39
1100 - Investments		
1100.1 - RSF-Bernardo Mitigation Endow.		376,705.48
1100.2 - RSF Foundation East Fund 0038 (RSF Foundation Eas...		316.68
1100.3 - RSF Foundation West Fund 0037 (Rancho Sante Fe F...		12,100.28
1100.5 - RSF Non-endowment Fund		733,183.11
1100.6 - SDFoundation Non-Endow		180,445.50
Total 1100 - Investments		1,302,751.05
Total Checking/Savings		1,971,033.44
Accounts Receivable		
1200 - Receivables		
1201 - San Diego County Treasurer		4,904.14
Total 1200 - Receivables		4,904.14
Total Accounts Receivable		4,904.14
Total Current Assets		1,975,937.58
Fixed Assets		
1600 - Fixed Assets		
1600.1 - Computer Software		1,930.48
1600.2 - Land		2,303,809.83
1600.3 - Office Equipment		8,391.58
1600.9 - Accumulated Depreciation		-10,322.00
Total 1600 - Fixed Assets		2,303,809.89
Total Fixed Assets		2,303,809.89
<b>TOTAL ASSETS</b>		<b>4,279,747.47</b>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2010 - Payroll Liabilities		
2010.2 - Federal Taxes (941/944) (Payee Account - Total Taxes)		2,407.11
2010.5 - Newport Trust (Formerly Vanguard)		2,019.25
Total 2010 - Payroll Liabilities		4,426.36
Total Other Current Liabilities		4,426.36
Total Current Liabilities		4,426.36
Total Liabilities		4,426.36
Equity		
3700 - Restricted Funds		
3736 - River Path Del Mar		1,515.00
3740 - Bernardo Mt. Endowment PermRestr		353,181.55
3714 - SD Lagoon Donation Fund (Donations for boardwalk plan...		100.00
3730 - Griffin Donation		264,986.40
3735 - Seeley Found. - Land Purchase		5,000.00
Total 3700 - Restricted Funds		624,782.95
3000 - Unrestricted Net Assets		
3011 - Purchased Land		2,303,809.83
Total 3000 - Unrestricted Net Assets		2,303,809.83
3075 - Retained Earnings (Retained Earnings)		785,058.88

San Dieguito River Valley Conservancy  
**Balance Sheet**  
As of December 31, 2017

	Dec 31, 17
3200 - Temporarily Restricted	
3267 - Quasi Endowment Fund	
3250 - River Path Del Mar	150,000 00
3240 - Education Fund	15,030 00
3240.2 - Coombs - Watershed	
3243 - Rantz - Watershed	2,658 44
3240.1 - SDGE - Watershed	23,620.66
3244 - SD Foundation - Watershed	507.96
3247 - SD Foundation - Citizen Science	5,894.45
Total 3240 - Education Fund	14,860 96
Total 3200 - Temporarily Restricted	47,542.47
Net Income	212,572.47
Total Equity	349,096 98
TOTAL LIABILITIES & EQUITY	4,275,321.11
	<u>4,279,747.47</u>

EXTENDED TO MAY 15, 2018

Form **990**

**Return of Organization Exempt From Income Tax**

OMB No. 1545-0047

Department of the Treasury  
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Information about Form 990 and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

**2016**  
Open to Public Inspection

**A** For the 2016 calendar year, or tax year beginning **JUL 1, 2016** and ending **JUN 30, 2017**

**B** Check if applicable:  
 Address change  
 Name change  
 Initial return  
 Final return/terminated  
 Amended return  
 Application pending

**C** Name of organization  
**SAN DIEGUITO RIVER VALLEY LAND CONSERVANCY**

**D** Employer identification number  
**33-0191772**

Doing business as  
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite  
**3030 BUNKER HILL STREET, SUITE 309-1**

**E** Telephone number  
**(858) 755-6956**

City or town, state or province, country, and ZIP or foreign postal code  
**SAN DIEGO, CA 92109**

**G** Gross receipts \$ **628,486.**

**F** Name and address of principal officer: **PETER DEFRANCESCA**  
**SAME AS C ABOVE**

**H(a)** Is this a group return for subordinates?  Yes  No  
**H(b)** Are all subordinates included?  Yes  No  
 If "No," attach a list. (see instructions)  
**H(c)** Group exemption number ▶

**I** Tax-exempt status:  501(c)(3)  501(c)( ) (insert no.)  4947(a)(1) or  527

**J** Website: ▶ **WWW.SDRVC.ORG**

**K** Form of organization:  Corporation  Trust  Association  Other ▶

**L** Year of formation: **1986** **M** State of legal domicile: **CA**

**Part I Summary**

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: <b>TO CONSERVE AND PROTECT THE NATURAL AND CULTURAL RESOURCES OF THE SAN DIEGUITO RIVER VALLEY.</b>		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3	Number of voting members of the governing body (Part VI, line 1a)	13
	4	Number of independent voting members of the governing body (Part VI, line 1b)	13
	5	Total number of individuals employed in calendar year 2016 (Part V, line 2a)	2
	6	Total number of volunteers (estimate if necessary)	35
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	0.
7b	Net unrelated business taxable income from Form 990-T, line 34	0.	
Revenue	8	Contributions and grants (Part VIII, line 1h)	Prior Year: 667,463. Current Year: 447,726.
	9	Program service revenue (Part VIII, line 2g)	74,215. 75,299.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	46,545. 25,137.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	19,171. 20,014.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	807,394. 568,176.
	Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)
14		Benefits paid to or for members (Part IX, column (A), line 4)	0. 0.
15		Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	178,036. 174,719.
16a		Professional fundraising fees (Part IX, column (A), line 11e)	0. 0.
16b		Total fundraising expenses (Part IX, column (D), line 25) ▶ <b>41,749.</b>	
17		Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	470,182. 370,078.
Net Assets or Fund Balances	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	648,218. 544,797.
	19	Revenue less expenses. Subtract line 18 from line 12	159,176. 23,379.
	20	Total assets (Part X, line 16)	Beginning of Current Year: 4,196,226. End of Year: 4,209,896.
	21	Total liabilities (Part X, line 26)	189. 189.
	22	Net assets or fund balances. Subtract line 21 from line 20	4,196,037. 4,209,707.

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here** Signature of officer: **PETER DEFRANCESCA, TREASURER** Date: \_\_\_\_\_

Print/Type preparer's name: **ERIN S. MAFFIA, CPA, PFS** Preparer's signature: **ERIN S. MAFFIA, CPA** Date: **05/02/18** Check if self-employed  PTIN: **P00614928**

Firm's name: **MAFFIA CONSULTING** Firm's EIN: **82-2513938**

Firm's address: **3481 CORTE SONRISA CARLSBAD, CA 92009** Phone no. **858-945-6964**

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No

SAN DIEGUITO RIVER VALLEY LAND  
CONSERVANCY

Form 990 (2016)

33-0191772 Page 2

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:  
TO CONSERVE AND PROTECT THE NATURAL AND CULTURAL RESOURCES OF THE SAN  
DIEGUITO RIVER VALLEY AND ASSIST IN THE IMPLEMENTATION OF THE 70-MILE  
SAN DIEGUITO RIVER PARK AND COAST TO CREST TRAIL.

2 Did the organization undertake any significant program services during the year which were not listed on the  
prior Form 990 or 990-EZ?  Yes  No  
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?  
If "Yes," describe these changes on Schedule O.  Yes  No

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses.  
Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and  
revenue, if any, for each program service reported.

4a (Code \_\_\_\_\_) (Expenses \$ 235,216. including grants of \$ \_\_\_\_\_) (Revenue \$ 42,080.)  
HABITAT MANAGEMENT: GRANT FUNDED WORK CONTINUES TO REMOVE AND CONTROL  
INVASIVE PLANT INFESTATIONS AT CREST CANYON, SAN DIEGUITO LAGOON POND,  
FAIRBANKS RANCH AT LUSARDI CREEK, DEL DIOS GORGE AND LAKE HODGES.

4b (Code \_\_\_\_\_) (Expenses \$ 44,281. including grants of \$ \_\_\_\_\_) (Revenue \$ 33,219.)  
EDUCATION AND PUBLIC OUTREACH: THE CONSERVANCY WAS AWARDED AN "OPENING  
THE OUTDOORS" GRANT FROM THE SAN DIEGO FOUNDATION TO PURCHASE A  
15-PASSENGER VAN FOR THE SAN DIEGUITO WATERSHED EXPLORERS PROGRAM  
DEVELOPED BY THE CONSERVANCY, THE RIVER PARK, VOLCAN MOUNTAIN  
FOUNDATION AND THE SAN DIEGO ARCHAEOLOGICAL CENTER. STUDENTS VISIT PARK  
AREAS WITH DIVERSE WILDLIFE AND HABITAT TYPES AND FOCUS ON SCIENTIFIC  
THEMES WITHIN THE WATERSHED, STARTING AT THE HEADWATERS ON VOLCAN  
MOUNTAIN, THEN HEADING WEST TO LAKE SUTHERLAND, THE SAN DIEGO  
ARCHAEOLOGICAL CENTER, SIKES ADOBE HISTORIC FARMSTEAD/HODGES AND  
FINALLY, THE AWARD-WINNING BIRDWING OPEN AIR CLASSROOM AT THE SAN  
DIEGUITO LAGOON. IT CONDUCTED CITIZEN SCIENCE MONITORING PROGRAM  
EVENTS, INCLUDING SURVEYS OF ARGENTINE ANTS, BIRD SURVERYS, RARE PLANT

4c (Code \_\_\_\_\_) (Expenses \$ \_\_\_\_\_ including grants of \$ \_\_\_\_\_) (Revenue \$ \_\_\_\_\_)

4d Other program services (Describe in Schedule O.)  
(Expenses \$ \_\_\_\_\_ including grants of \$ \_\_\_\_\_) (Revenue \$ \_\_\_\_\_)

4e Total program service expenses 279,497.

Form 990 (2016)

**SAN DIEGUITO RIVER VALLEY LAND  
CONSERVANCY**

Form 990 (2016)

33-0191772 Page 3

**Part IV Checklist of Required Schedules**

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ?	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4 <b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>	X	
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	X	
b Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
c Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>		X
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>		X
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i>		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	X	
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X

Form 990 (2016)



**SAN DIEGUITO RIVER VALLEY LAND  
CONSERVANCY**

Form 990 (2016)

33-0191772 Page 4

**Part IV Checklist of Required Schedules** (continued)

	Yes	No
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i> .....		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return? .....		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i> .....		X
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i> .....		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i> .....		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i> .....		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? .....		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds? .....		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year? .....		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i> .....		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i> .....		X
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i> .....		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i> .....		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i> .....		X
b A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i> .....		X
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i> .....		X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i> .....		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i> .....		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i> .....		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i> .....		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i> .....		X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i> .....		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)? .....		X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i> .....		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i> .....		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i> .....		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? .....		
<b>Note.</b> All Form 990 filers are required to complete Schedule O .....	X	

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**Part V Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
1b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? <i>Note.</i> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	X	
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?		X
b	If "Yes," has it filed a Form 990-T for this year? If "No," to line 3b, provide an explanation in Schedule O		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
b	If "Yes," enter the name of the foreign country: See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		X
c	If "Yes," to line 5a or 5b, did the organization file Form 8886-T?		
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
7	<b>Organizations that may receive deductible contributions under section 170(c).</b>		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	X	
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	X	
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		X
d	If "Yes," indicate the number of Forms 8282 filed during the year		
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
8	<b>Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
9	<b>Sponsoring organizations maintaining donor advised funds.</b>		
a	Did the sponsoring organization make any taxable distributions under section 4966?		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
10	<b>Section 501(c)(7) organizations.</b> Enter:		
a	Initiation fees and capital contributions included on Part VIII, line 12		
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities		
11	<b>Section 501(c)(12) organizations.</b> Enter:		
a	Gross income from members or shareholders		
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)		
12a	<b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year		
13	<b>Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
a	Is the organization licensed to issue qualified health plans in more than one state? <i>Note.</i> See the instructions for additional information the organization must report on Schedule O.		
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans		
c	Enter the amount of reserves on hand		
14a	Did the organization receive any payments for indoor tanning services during the tax year?		X
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O		

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**Part VI Governance, Management, and Disclosure** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

**Section A. Governing Body and Management**

	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.		
1a	13	
b Enter the number of voting members included in line 1a, above, who are independent		
1b	13	
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?		X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	X	
5 Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6 Did the organization have members or stockholders?		X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a The governing body?	X	
b Each committee with authority to act on behalf of the governing body?	X	
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O		X
9		X

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10a Did the organization have local chapters, branches, or affiliates?		X
b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
10b		
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
b Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
12b	X	
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	X	
12c	X	
13 Did the organization have a written whistleblower policy?	X	
14 Did the organization have a written document retention and destruction policy?	X	
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official	X	
b Other officers or key employees of the organization	X	
If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		
16b		

**Section C. Disclosure**

- 17 List the states with which a copy of this Form 990 is required to be filed **▶ CA**
- 18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
 Own website     Another's website     Upon request     Other (explain in Schedule O)
- 19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20 State the name, address, and telephone number of the person who possesses the organization's books and records: **▶**  
**THE ORGANIZATION - (858) 755-6956**  
**3030 BUNKER HILL STREET, SUITE 309-1, SAN DIEGO, CA 92109**

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**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former** directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) BRAD BARTLETT PRESIDENT	7.00	X		X			0.	0.	0.	
(2) ERIC LODGE VICE PRESIDENT	1.00	X					0.	0.	0.	
(3) NATE NORTHUP VICE PRESIDENT	1.00	X		X			0.	0.	0.	
(4) PETER DEFRANCESCA TREASURER	1.50	X		X			0.	0.	0.	
(5) KATHARINE SHEEHAN SECRETARY	1.50	X		X			0.	0.	0.	
(6) PETER SHAPIRO PAST PRESIDENT	6.50	X					0.	0.	0.	
(7) WILLIAM ADELSON BOARD MEMBER	1.00	X					0.	0.	0.	
(8) SLADER BUCK BOARD MEMBER	3.00	X					0.	0.	0.	
(9) KEITH COLESTOCK BOARD MEMBER	2.50	X					0.	0.	0.	
(10) SHELLY GLENN-LEE BOARD MEMBER	1.75	X					0.	0.	0.	
(11) DONALD MOSIER BOARD MEMBER	2.50	X					0.	0.	0.	
(12) IMMO SCHEFFLER BOARD MEMBER	1.00	X					0.	0.	0.	
(13) ROBERT SHEPPARD BOARD MEMBER	2.00	X					0.	0.	0.	
(14) BILL SIMMONS BOARD MEMBER	3.00	X					0.	0.	0.	
(15) TRISH BOAZ EXECUTIVE DIRECTOR	40.00			X			94,424.	0.	0.	

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**Part VII** Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
<b>1b Sub-total</b>							94,424.	0.	0.	
<b>c Total from continuation sheets to Part VII, Section A</b>							0.	0.	0.	
<b>d Total (add lines 1b and 1c)</b>							94,424.	0.	0.	

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **0**

	Yes	No
3 Did the organization list any former officer, director, or trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		X

**Section B. Independent Contractors**

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
NONE		
2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization		0

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**Part VIII Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
<b>Contributions, Gifts, Grants and Other Similar Amounts</b>	1 a Federated campaigns	1a					
	b Membership dues	1b	137,931.				
	c Fundraising events	1c	51,675.				
	d Related organizations	1d					
	e Government grants (contributions)	1e	56,282.				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	201,838.				
	g Noncash contributions included in lines 1a-1f. \$		5,284.				
	<b>h Total. Add lines 1a-1f</b>		<b>447,726.</b>				
	<b>Program Service Revenue</b>	2 a <b>HABITAT MANAGEMENT</b>	Business Code	900099	42,080.	42,080.	
b <b>EDUCATION PROGRAMS</b>			611710	33,219.	33,219.		
c							
d							
e							
f All other program service revenue							
<b>g Total. Add lines 2a-2f</b>			<b>75,299.</b>				
<b>Other Revenue</b>	3 Investment income (including dividends, interest, and other similar amounts)		28,839.			28,839.	
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6 a Gross rents	(i) Real					
		(ii) Personal					
		b Less: rental expenses					
		c Rental income or (loss)					
	d Net rental income or (loss)						
	7 a Gross amount from sales of assets other than inventory	(i) Securities		1,889.			
		(ii) Other					
		b Less: cost or other basis and sales expenses		5,591.			
		c Gain or (loss)		-3,702.			
	d Net gain or (loss)		-3,702.			-3,702.	
	8 a Gross income from fundraising events (not including \$ 51,675. of contributions reported on line 1c). See Part IV, line 18	a		74,733.			
		b Less: direct expenses	b	54,719.			
c Net income or (loss) from fundraising events			20,014.			20,014.	
9 a Gross income from gaming activities. See Part IV, line 19	a						
	b Less: direct expenses	b					
	c Net income or (loss) from gaming activities						
10 a Gross sales of inventory, less returns and allowances	a						
	b Less: cost of goods sold	b					
	c Net income or (loss) from sales of inventory						
<b>Miscellaneous Revenue</b>		<b>Business Code</b>					
11 a							
b							
c							
d All other revenue							
e <b>Total. Add lines 11a-11d</b>							
<b>12 Total revenue. See instructions.</b>			<b>568,176.</b>	<b>75,299.</b>	<b>0.</b>	<b>45,151.</b>	

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**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.		(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1	Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2	Grants and other assistance to domestic individuals. See Part IV, line 22				
3	Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4	Benefits paid to or for members				
5	Compensation of current officers, directors, trustees, and key employees	92,336.	258.	92,078.	
6	Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7	Other salaries and wages	65,340.	16,203.	49,137.	
8	Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	1,928.	212.	1,716.	
9	Other employee benefits	2,340.	257.	2,083.	
10	Payroll taxes	12,775.	1,405.	11,370.	
11	Fees for services (non-employees):				
a	Management				
b	Legal				
c	Accounting	3,968.		3,968.	
d	Lobbying				
e	Professional fundraising services. See Part IV, line 17				
f	Investment management fees	10,744.		10,744.	
g	Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	85,826.	64,171.	9,387.	12,268.
12	Advertising and promotion	17,009.	2,634.	3,229.	11,146.
13	Office expenses	17,179.	4,074.	7,551.	5,554.
14	Information technology	8,325.	19.	5,616.	2,690.
15	Royalties				
16	Occupancy	8,684.	1,395.	7,239.	50.
17	Travel	5,415.	2,737.	1,574.	1,104.
18	Payments of travel or entertainment expenses for any federal, state, or local public officials				
19	Conferences, conventions, and meetings				
20	Interest				
21	Payments to affiliates				
22	Depreciation, depletion, and amortization				
23	Insurance	14,872.		14,872.	
24	Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a	<b>PROGRAM WORK</b>	163,865.	163,865.	0.	0.
b	<b>JOINT POWERS AUTHORITY</b>	20,051.	17,509.	1,942.	600.
c	<b>NEWSLETTER PUBLICATIONS</b>	8,260.		700.	7,560.
d	<b>PLANTS AND TOOLS</b>	4,938.	4,626.		312.
e	All other expenses	942.	132.	345.	465.
25	<b>Total functional expenses.</b> Add lines 1 through 24e	544,797.	279,497.	223,551.	41,749.
26	Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here  if following SOP 98-2 (ASC 958-720)

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**Part X Balance Sheet**

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year	
<b>Assets</b>	1 Cash - non-interest-bearing .....	238,567.	1	59,468.	
	2 Savings and temporary cash investments .....	214,033.	2	352,218.	
	3 Pledges and grants receivable, net .....		3		
	4 Accounts receivable, net .....	2,847.	4	12,708.	
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L .....		5		
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instr). Complete Part II of Sch L .....		6		
	7 Notes and loans receivable, net .....		7		
	8 Inventories for sale or use .....		8		
	9 Prepaid expenses and deferred charges .....		9	4,369.	
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D .....	10a 2,564,132.			
	b Less: accumulated depreciation .....	10b 10,322.	2,553,810.	10c	2,553,810.
	11 Investments - publicly traded securities .....	1,186,969.	11	1,227,323.	
	12 Investments - other securities. See Part IV, line 11 .....		12		
	13 Investments - program-related. See Part IV, line 11 .....		13		
	14 Intangible assets .....		14		
	15 Other assets. See Part IV, line 11 .....		15		
16 <b>Total assets.</b> Add lines 1 through 15 (must equal line 34) .....		4,196,226.	16	4,209,896.	
<b>Liabilities</b>	17 Accounts payable and accrued expenses .....	189.	17	189.	
	18 Grants payable .....		18		
	19 Deferred revenue .....		19		
	20 Tax-exempt bond liabilities .....		20		
	21 Escrow or custodial account liability. Complete Part IV of Schedule D .....		21		
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L .....		22		
	23 Secured mortgages and notes payable to unrelated third parties .....		23		
	24 Unsecured notes and loans payable to unrelated third parties .....		24		
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D .....		25		
	26 <b>Total liabilities.</b> Add lines 17 through 25 .....		189.	26	189.
<b>Net Assets or Fund Balances</b>	Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.				
	27 Unrestricted net assets .....	3,268,505.	27	3,338,842.	
	28 Temporarily restricted net assets .....	590,712.	28	516,083.	
	29 Permanently restricted net assets .....	336,820.	29	354,782.	
	Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.				
	30 Capital stock or trust principal, or current funds .....		30		
	31 Paid-in or capital surplus, or land, building, or equipment fund .....		31		
	32 Retained earnings, endowment, accumulated income, or other funds .....		32		
	33 <b>Total net assets or fund balances</b> .....	4,196,037.	33	4,209,707.	
	34 <b>Total liabilities and net assets/fund balances</b> .....	4,196,226.	34	4,209,896.	

Form 990 (2016)



**SAN DIEGUITO RIVER VALLEY LAND  
CONSERVANCY**

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**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	568,176.
2	Total expenses (must equal Part IX, column (A), line 25)	2	544,797.
3	Revenue less expenses. Subtract line 2 from line 1	3	23,379.
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	4,196,037.
5	Net unrealized gains (losses) on investments	5	93,265.
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	-102,974.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	4,209,707.

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other		
If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?		X
If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:			
<input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis			
b	Were the organization's financial statements audited by an independent accountant?		X
If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:			
<input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis			
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?		
If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits		

Form 990 (2016)

**SCHEDULE A**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Public Charity Status and Public Support**

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.  
▶ Attach to Form 990 or Form 990-EZ.

OMB No. 1545-0047

**2016**

Open to Public Inspection

▶ Information about Schedule A (Form 990 or 990-EZ) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

Name of the organization **SAN DIEGUITO RIVER VALLEY LAND CONSERVANCY** Employer identification number **33-0191772**

**Part I Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1  A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).
- 2  A school described in section 170(b)(1)(A)(ii). (Attach Schedule E (Form 990 or 990-EZ).)
- 3  A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii).
- 4  A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state: \_\_\_\_\_
- 5  An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv). (Complete Part II.)
- 6  A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
- 7  An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 8  A community trust described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 9  An agricultural research organization described in section 170(b)(1)(A)(ix) operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: \_\_\_\_\_
- 10  An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions - subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Complete Part III.)
- 11  An organization organized and operated exclusively to test for public safety. See section 509(a)(4).
- 12  An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See section 509(a)(3). Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
  - a  **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. You must complete Part IV, Sections A and B.
  - b  **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). You must complete Part IV, Sections A and C.
  - c  **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). You must complete Part IV, Sections A, D, and E.
  - d  **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). You must complete Part IV, Sections A and D, and Part V.
  - e  Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
  - f Enter the number of supported organizations

**g Provide the following information about the supported organization(s).**

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
<b>Total</b>						

SAN DIEGUITO RIVER VALLEY LAND

Schedule A (Form 990 or 990-EZ) 2016 CONSERVANCY

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**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ►	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	

13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here

**Section C. Computation of Public Support Percentage**

14 Public support percentage for 2016 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2015 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test - 2016. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 33 1/3% support test - 2015. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
17a 10% -facts-and-circumstances test - 2016. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 10% -facts-and-circumstances test - 2015. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions <input type="checkbox"/>		

Schedule A (Form 990 or 990-EZ) 2016

SAN DIEGUITO RIVER VALLEY LAND

**Part III** Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	553,709.	588,783.	494,329.	667,463.	447,726.	2752010.
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	37,330.	11,610.	8,265.	74,215.	75,299.	206,719.
3 Gross receipts from activities that are not an unrelated trade or business under section 513	220.	357.	0.	32.	0.	609.
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5	591,259.	600,750.	502,594.	741,710.	523,025.	2959338.
7a Amounts included on lines 1, 2, and 3 received from disqualified persons					10,367.	10,367.
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						0.
c Add lines 7a and 7b					10,367.	10,367.
8 Public support. (Subtract line 7c from line 6.)						2948971.

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
9 Amounts from line 6	591,259.	600,750.	502,594.	741,710.	523,025.	2959338.
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	49,670.	67,994.	56,076.	33,905.	28,839.	236,484.
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b	49,670.	67,994.	56,076.	33,905.	28,839.	236,484.
11 Net income from unrelated business activities not included in line 10b whether or not the business is regularly carried on	30,651.	44,477.	27,196.	19,139.	20,014.	141,477.
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)	671,580.	713,221.	585,866.	794,754.	571,878.	3337299.

14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here

**Section C. Computation of Public Support Percentage**

15 Public support percentage for 2016 (line 8, column (f) divided by line 13, column (f))	15	88.36 %
16 Public support percentage from 2015 Schedule A, Part III, line 15	16	89.12 %

**Section D. Computation of Investment Income Percentage**

17 Investment income percentage for 2016 (line 10c, column (f) divided by line 13, column (f))	17	7.09 %
18 Investment income percentage from 2015 Schedule A, Part III, line 17	18	6.65 %

19a 33 1/3% support tests - 2016. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

b 33 1/3% support tests - 2015. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

SAN DIEGUITO RIVER VALLEY LAND

**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in Part VI when and how the organization made the determination.		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in Part VI what controls the organization put in place to ensure such use.		
4a Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in Part VI.		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in Part VI.		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in Part VI.		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in Part VI.		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer 10b below.		
b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

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**Part IV Supporting Organizations** (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
11a		
b A family member of a person described in (a) above?		
11b		
c A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI.		
11c		

**Section B. Type I Supporting Organizations**

	Yes	No
1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
1		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		
2		

**Section C. Type II Supporting Organizations**

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		
1		

**Section D. All Type III Supporting Organizations**

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
1		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
2		
3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		
3		

**Section E. Type III Functionally Integrated Supporting Organizations**

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).		
2 Activities Test. Answer (a) and (b) below.		
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.	Yes	No
2a		
b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.		
2b		
3 Parent of Supported Organizations. Answer (a) and (b) below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI.		
3a		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.		
3b		

SAN DIEGUITO RIVER VALLEY LAND

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

1  Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI.) See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	<b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	<b>Total</b> (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions)	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035	6	
7	Recoveries of prior-year distributions	7	
8	<b>Minimum Asset Amount</b> (add line 7 to line 6)	8	

Section C - Distributable Amount		(A) Prior Year	Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3	4	
5	Income tax imposed in prior year	5	
6	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)	6	

7  Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

SAN DIEGUITO RIVER VALLEY LAND

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**Part V** Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions	
7 Total annual distributions. Add lines 1 through 6	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions	
9 Distributable amount for 2016 from Section C, line 6	
10 Line 8 amount divided by Line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2016	(iii) Distributable Amount for 2016
1 Distributable amount for 2016 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2016 (reasonable cause required- explain in Part VI). See instructions			
3 Excess distributions carryover, if any, to 2016:			
a			
b			
c From 2013			
d From 2014			
e From 2015			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2016 distributable amount			
i Carryover from 2011 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2016 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2016 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4			
5 Remaining underdistributions for years prior to 2016, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions			
6 Remaining underdistributions for 2016. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions			
7 Excess distributions carryover to 2017. Add lines 3j and 4c			
8 Breakdown of line 7:			
a			
b Excess from 2013			
c Excess from 2014			
d Excess from 2015			
e Excess from 2016			

Schedule A (Form 990 or 990-EZ) 2016



SAN DIEGUITO RIVER VALLEY LAND

**Part VI**

**Supplemental Information.**

Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Lined area for supplemental information.

PUBLIC COPY

**SCHEDULE D**  
(Form 990)

Department of the Treasury  
Internal Revenue Service

**Supplemental Financial Statements**

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.  
▶ Attach to Form 990.

OMB No. 1545-0047

**2016**  
Open to Public Inspection

▶ Information about Schedule D (Form 990) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

Name of the organization **SAN DIEGUITO RIVER VALLEY LAND CONSERVANCY** Employer identification number **33-0191772**

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.** Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year .....		
2 Aggregate value of contributions to (during year) .....		
3 Aggregate value of grants from (during year) .....		
4 Aggregate value at end of year .....		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? .....		<input type="checkbox"/> Yes <input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? .....		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Part II Conservation Easements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).  
 Preservation of land for public use (e.g., recreation or education)  Preservation of a historically important land area  
 Protection of natural habitat  Preservation of a certified historic structure  
 Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements .....	2
b Total acreage restricted by conservation easements .....	206.40
c Number of conservation easements on a certified historic structure included in (a) .....	0
d Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register .....	0

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ 0

4 Number of states where property subject to conservation easement is located ▶ 1

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?  Yes  No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ 32

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ 17,509.

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?  Yes  No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 ▶ \$ \_\_\_\_\_

(ii) Assets included in Form 990, Part X ▶ \$ \_\_\_\_\_

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenue included on Form 990, Part VIII, line 1 ▶ \$ \_\_\_\_\_

b Assets included in Form 990, Part X ▶ \$ \_\_\_\_\_

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule D (Form 990) 2016

632051 08-29-16

**SAN DIEGUITO RIVER VALLEY LAND  
CONSERVANCY**

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

- a  Public exhibition  
 b  Scholarly research  
 c  Preservation for future generations  
 d  Loan or exchange programs  
 e  Other \_\_\_\_\_

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection?  Yes  No

**Part IV Escrow and Custodial Arrangements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X?  Yes  No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
c Beginning balance	
d Additions during the year	
e Distributions during the year	
f Ending balance	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability?  Yes  No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

**Part V Endowment Funds.** Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	336,820.	372,275.	366,348.	372,329.	349,010.
b Contributions					
c Net investment earnings, gains, and losses	37,157.	2,168.	9,618.	59,355.	41,844.
d Grants or scholarships					
e Other expenditures for facilities and programs	17,509.	34,179.		61,372.	
f Administrative expenses	3,287.	3,444.	3,691.	3,964.	18,525.
g End of year balance	353,181.	336,820.	372,275.	366,348.	372,329.

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment  %  
 b Permanent endowment  100.00 %  
 c Temporarily restricted endowment  %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

	Yes	No
(i) unrelated organizations		X
(ii) related organizations		X
3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		2,553,810.		2,553,810.
b Buildings				
c Leasehold improvements				
d Equipment		10,322.	10,322.	0.
e Other				
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				2,553,810.

**SAN DIEGUITO RIVER VALLEY LAND  
CONSERVANCY**

Schedule D (Form 990) 2016

33-0191772 Page 3

**Part VII Investments - Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives .....		
(2) Closely-held equity interests .....		
(3) Other .....		
(A) .....		
(B) .....		
(C) .....		
(D) .....		
(E) .....		
(F) .....		
(G) .....		
(H) .....		
<b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

**Part VIII Investments - Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) .....		
(2) .....		
(3) .....		
(4) .....		
(5) .....		
(6) .....		
(7) .....		
(8) .....		
(9) .....		
<b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

**Part IX Other Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) .....	
(2) .....	
(3) .....	
(4) .....	
(5) .....	
(6) .....	
(7) .....	
(8) .....	
(9) .....	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	

**Part X Other Liabilities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) .....	
(3) .....	
(4) .....	
(5) .....	
(6) .....	
(7) .....	
(8) .....	
(9) .....	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII

Schedule D (Form 990) 2016

**SAN DIEGUITO RIVER VALLEY LAND  
CONSERVANCY**

**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d		2e
3	Subtract line 2e from line 1		3
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b		4c
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)		5

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d		2e
3	Subtract line 2e from line 1		3
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b		4c
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)		5

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART II, LINE 5:

MANAGEMENT AGREEMENTS WITH THE SAN DIEGUITO RIVER PARK JOINT POWERS  
 AUTHORITY ARE IN PLACE TO MANAGE AND MONITOR THE PROPERTIES FOR THE  
 CONSERVANCY.

**SCHEDULE G**  
(Form 990 or 990-EZ)

Department of the Treasury  
Internal Revenue Service

**Supplemental Information Regarding Fundraising or Gaming Activities**

Complete if the organization answered "Yes" on Form 990, Part IV, line 17, 18, or 19, or if the organization entered more than \$15,000 on Form 990-EZ, line 6a.

▶ Attach to Form 990 or Form 990-EZ.

▶ Information about Schedule G (Form 990 or 990-EZ) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2016**

Open to Public Inspection

Name of the organization **SAN DIEGUITO RIVER VALLEY LAND CONSERVANCY**

Employer identification number  
**33-0191772**

**Part I Fundraising Activities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 17. Form 990-EZ filers are not required to complete this part.

1 Indicate whether the organization raised funds through any of the following activities. Check all that apply.

- a  Mail solicitations
- b  Internet and email solicitations
- c  Phone solicitations
- d  In-person solicitations
- e  Solicitation of non-government grants
- f  Solicitation of government grants
- g  Special fundraising events

2 a Did the organization have a written or oral agreement with any individual (including officers, directors, trustees, or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services?  Yes  No

b If "Yes," list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least \$5,000 by the organization.

(i) Name and address of individual or entity (fundraiser)	(ii) Activity	(iii) Did fundraiser have custody or control of contributions?		(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in col. (i)	(vi) Amount paid to (or retained by) organization
		Yes	No			
<b>Total</b>				▶		

3 List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

SAN DIEGUITO RIVER VALLEY LAND

Schedule G (Form 990 or 990-EZ) 2016 CONSERVANCY

33-0191772 Page 2

**Part II Fundraising Events.** Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events (add col. (a) through col. (c))
		RIVER VALLEY FEST (event type)	(event type)	NONE (total number)	
Revenue	1	Gross receipts	126,408.		126,408.
	2	Less: Contributions	51,675.		51,675.
	3	Gross income (line 1 minus line 2)	74,733.		74,733.
Direct Expenses	4	Cash prizes			
	5	Noncash prizes			
	6	Rent/facility costs			
	7	Food and beverages	26,741.		26,741.
	8	Entertainment	3,000.		3,000.
	9	Other direct expenses	24,978.		24,978.
	10	Direct expense summary. Add lines 4 through 9 in column (d)			54,719.
	11	Net income summary. Subtract line 10 from line 3, column (d)			20,014.

**Part III Gaming.** Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
Revenue	1	Gross revenue			
Direct Expenses	2	Cash prizes			
	3	Noncash prizes			
	4	Rent/facility costs			
	5	Other direct expenses			
	6	Volunteer labor	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No
	7	Direct expense summary. Add lines 2 through 5 in column (d)			
	8	Net gaming income summary. Subtract line 7 from line 1, column (d)			

9 Enter the state(s) in which the organization conducts gaming activities: \_\_\_\_\_  
 a Is the organization licensed to conduct gaming activities in each of these states?  Yes  No  
 b If "No," explain: \_\_\_\_\_

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year?  Yes  No  
 b If "Yes," explain: \_\_\_\_\_

SAN DIEGUITO RIVER VALLEY LAND

Schedule G (Form 990 or 990-EZ) 2016 CONSERVANCY

33-0191772 Page 3

- 11 Does the organization conduct gaming activities with nonmembers?  Yes  No
- 12 Is the organization a grantor, beneficiary or trustee of a trust, or a member of a partnership or other entity formed to administer charitable gaming?  Yes  No
- 13 Indicate the percentage of gaming activity conducted in:
 

a The organization's facility	13a	%
b An outside facility	13b	%

14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ▶ \_\_\_\_\_

Address ▶ \_\_\_\_\_

15a Does the organization have a contract with a third party from whom the organization receives gaming revenue?  Yes  No

b If "Yes," enter the amount of gaming revenue received by the organization ▶ \$ \_\_\_\_\_ and the amount of gaming revenue retained by the third party ▶ \$ \_\_\_\_\_

c If "Yes," enter name and address of the third party:

Name ▶ \_\_\_\_\_

Address ▶ \_\_\_\_\_

16 Gaming manager information:

Name ▶ \_\_\_\_\_

Gaming manager compensation ▶ \$ \_\_\_\_\_

Description of services provided ▶ \_\_\_\_\_

- Director/officer
- Employee
- Independent contractor

17 Mandatory distributions:

a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license?  Yes  No

b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶ \$ \_\_\_\_\_

**Part IV** Supplemental Information. Provide the explanations required by Part I, line 2b, columns (iii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions





SCHEDULE O  
(Form 990 or 990-EZ)

Department of the Treasury  
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.  
▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

2016

Open to Public  
Inspection

Name of the organization

SAN DIEGUITO RIVER VALLEY LAND  
CONSERVANCY

Employer identification number  
33-0191772

FORM 990, PART III, LINE 4B, PROGRAM SERVICE ACCOMPLISHMENTS:

MONITORING, REPTILE HIKES, WILDLIFE TRACKING TRAINING, REMOTE WILDLIFE  
CAMERA PHOTO REVIEWS AND OTHER FUN ACTIVITIES. THE CONSERVANCY OFFERED  
MANY SOCIAL, RECREATIONAL AND OUTREACH OPPORTUNITIES FOR VISITORS AND  
RESIDENTS FROM THROUGHOUT THE RIVER VALLEY INCLUDING HIKE AND YOGA ON  
THE BEACH, FULL MOON HIKES, EXEC TREKS, TECH TREKS, FURRY FRIENDS AND  
OTHER EVENTS.

FORM 990, PART VI, SECTION A, LINE 4:

THE ORGANIZATION UPDATED THEIR BYLAWS ON 6/21/2017. NO SIGNIFICANT CHANGES  
TO THE ORGANIZATIONS OPERATIONS WERE MADE.

FORM 990, PART VI, SECTION B, LINE 11B:

THE BOARD OF DIRECTORS RECEIVES A TREASURER'S REPORT THAT INCLUDES THE FORM  
990. THE TREASURER SPENDS DAYS REVIEWING THE FINACIAL REPORTS FOR YEAR END  
WITH THE BOOKKEEPER IN ORDER TO PROVIDE THE CPA WITH GOOD INFORMATION. THE  
990 IS THEN DRAFTED AND PRESENTED TO THE FINANCE COMMITTEE FOR APPROVAL.  
UPON APPROVAL, THE 990 IS MADE AVAILABLE TO THE BOARD OF DIRECTORS.

FORM 990, PART VI, SECTION B, LINE 12C:

BOARD MEMBERS ARE COUNSELED AT ELECTION AND QUARTERLY OF THEIR OBLIGATIONS  
TO IDENTIFY AND PUBLICLY DISCLOSE IF THERE ARE ANY CONFLICT OF INTEREST  
ISSUES. THE EXECUTIVE DIRECTOR IS CHARGED WITH THE RESPONSIBILITY TO CALL  
TO THE ATTENTION OF THE SDRVC PRESIDENT AND BOARD POTENTIAL CONFLICTS OF  
INTEREST. THE PRESIDENT AND HUMAN RESOURCES COMMITTEE MONITORS POTENTIAL  
STAFF-LEVEL CONFLICTS OF INTEREST.

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule O (Form 990 or 990-EZ) (2016)

632211 08-25-16

Name of the organization SAN DIEGUITO RIVER VALLEY LAND CONSERVANCY	Employer identification number 33-0191772
---	--

FORM 990, PART VI, SECTION B, LINE 15:

COMPARABILITY DATA FROM OTHER FORM 990'S OF SIMILAR LAND CONSERVANCY'S ARE REVIEWED BY THE HIRING COMMITTEE AND THE BOARD IN ORDER TO SET THE SALARY FOR THE EXECUTIVE DIRECTOR.

FORM 990, PART VI, SECTION C, LINE 19:

ALL RECORDS OF THE SAN DIEGUITO RIVER VALLEY LAND CONSERVANCY ARE OPEN TO MEMBERS OF THE PUBLIC. GOVERNING DOCUMENTS, POLICIES, AND FINANCIAL STATEMENTS ARE IDENTIFIED AS BEING AVAILABLE ON THE SDRVC WEB PAGE AND ARE SUMMARIZED THERE. THE FINANCIAL STATUS OF THE ORGANIZATION IS REGULARLY REPORTED ON THE ORGANIZATIONS NEWSLETTER, CURRENTS, AND IS POSTED AT GUIDESTAR. FORM 990 DATA IS ALSO CARTED AND PUBLISHED ON BETTERGIVING AT THE SAN DIEGO FOUNDATION.

FORM 990, PART IX, LINE 11G, OTHER FEES:

PAYROLL SERVICES:

PROGRAM SERVICE EXPENSES	0.
MANAGEMENT AND GENERAL EXPENSES	908.
FUNDRAISING EXPENSES	0.
TOTAL EXPENSES	908.

MARKETING SERVICES:

PROGRAM SERVICE EXPENSES	0.
MANAGEMENT AND GENERAL EXPENSES	2,994.
FUNDRAISING EXPENSES	12,268.
TOTAL EXPENSES	15,262.

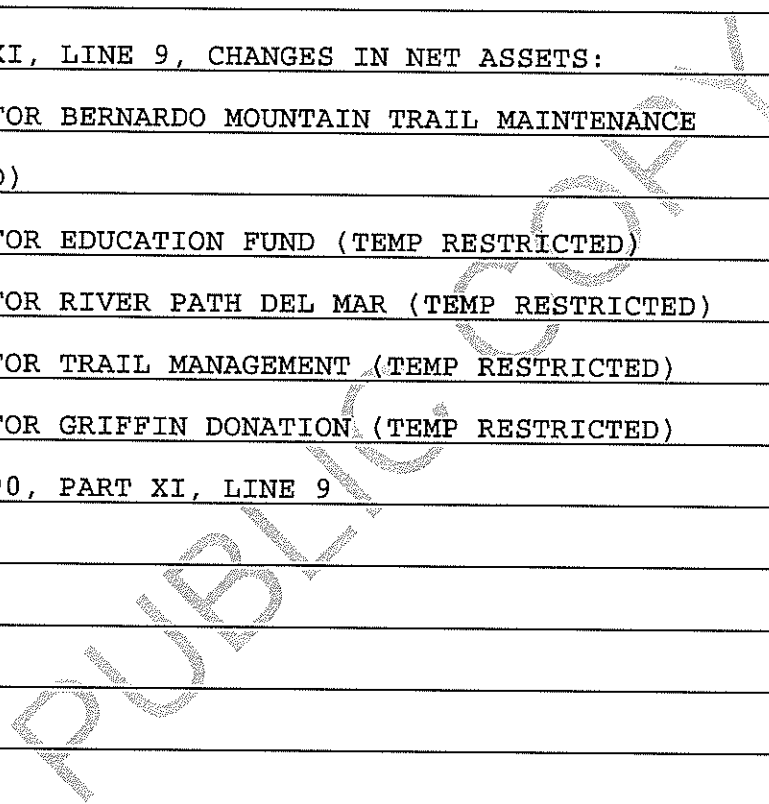
Name of the organization SAN DIEGUITO RIVER VALLEY LAND CONSERVANCY	Employer identification number 33-0191772
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PROGRAM WORK:

PROGRAM SERVICE EXPENSES	64,171.
MANAGEMENT AND GENERAL EXPENSES	5,485.
FUNDRAISING EXPENSES	0.
TOTAL EXPENSES	69,656.
TOTAL OTHER FEES ON FORM 990, PART IX, LINE 11G, COL A	85,826.

FORM 990, PART XI, LINE 9, CHANGES IN NET ASSETS:

FUNDS RELEASED FOR BERNARDO MOUNTAIN TRAIL MAINTENANCE (PERM RESTRICTED)	16,361.
FUNDS RELEASED FOR EDUCATION FUND (TEMP RESTRICTED)	55,245.
FUNDS RELEASED FOR RIVER PATH DEL MAR (TEMP RESTRICTED)	-90,782.
FUNDS RELEASED FOR TRAIL MANAGEMENT (TEMP RESTRICTED)	-46,306.
FUNDS RELEASED FOR GRIFFIN DONATION (TEMP RESTRICTED)	-37,492.
TOTAL TO FORM 990, PART XI, LINE 9	-102,974.



# Application for Automatic Extension of Time To File an Exempt Organization Return

OMB No. 1545-1709

Department of the Treasury  
Internal Revenue Service

▶ **File a separate application for each return.**  
▶ **Information about Form 8868 and its instructions is at [www.irs.gov/form8868](http://www.irs.gov/form8868).**

**Electronic filing (e-file).** You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit [www.irs.gov/efile](http://www.irs.gov/efile), click on Charities & Non-Profits, and click on e-file for Charities and Non-Profits.

**Automatic 6-Month Extension of Time.** Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print  <small>File by the due date for filing your return. See instructions.</small>	Name of exempt organization or other filer, see instructions. <b>SAN DIEGUITO RIVER VALLEY LAND CONSERVANCY</b>	Enter filer's identifying number Employer identification number (EIN) or  <b>33-0191772</b>
	Number, street, and room or suite no. If a P.O. box, see instructions. <b>3030 BUNKER HILL STREET, SUITE 309-1</b>	Social security number (SSN)
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. <b>SAN DIEGO, CA 92109</b>	

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 | 1

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

**THE ORGANIZATION - 3030 BUNKER HILL STREET, SUITE 309-1**

• The books are in the care of ▶ - **SAN DIEGO, CA 92109**  
Telephone No. ▶ **(858) 755-6956** Fax No. ▶ \_\_\_\_\_

• If the organization does not have an office or place of business in the United States, check this box  ▶

• If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) \_\_\_\_\_. If this is for the whole group, check this box . If it is for part of the group, check this box  and attach a list with the names and EINs of all members the extension is for.

**1** I request an automatic 6-month extension of time until **MAY 15, 2018**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

▶  calendar year \_\_\_\_\_ or  
▶  tax year beginning **JUL 1, 2016**, and ending **JUN 30, 2017**

**2** If the tax year entered in line 1 is for less than 12 months, check reason:  Initial return  Final return  
 Change in accounting period

<b>3a</b> If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	<b>3a</b>	\$	0.
<b>b</b> If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	<b>3b</b>	\$	0.
<b>c Balance due.</b> Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	<b>3c</b>	\$	0.

**Caution:** If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

MAIL TO: DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE CENTER  
OGDEN, UT 84201-0045

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**San Dieguito River Valley Conservancy**

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC     C Corporation     S Corporation     Partnership     Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ► **Nonprofit corporation exempt under IRS Code Section 501(c)(3)** (Applies to accounts maintained outside the U.S.)

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
Exempt payee code (if any) \_\_\_\_\_  
Exemption from FATCA reporting code (if any) \_\_\_\_\_

**5** Address (number, street, and apt. or suite no.) See instructions.  
**3030 Bunker Hill Street Suite 309-1**

**6** City, state, and ZIP code  
**San Diego, CA, 92109**

**7** List account number(s) here (optional)

Requester's name and address (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

				-			-				
--	--	--	--	---	--	--	---	--	--	--	--

or

**Employer identification number**

33			-	019	1772						
----	--	--	---	-----	------	--	--	--	--	--	--

## Part II Certification

- Under penalties of perjury, I certify that:
- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
  - I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
  - I am a U.S. citizen or other U.S. person (defined below); and
  - The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**    Signature of U.S. person ► \_\_\_\_\_    Date ► \_\_\_\_\_

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Internal Revenue Service

Date: April 15, 2005

SAN DIEGUITO RIVER VALLEY LAND  
CONSERVANCY  
PO BOX 89  
DEL MAR CA 92014-0089

Department of the Treasury  
P. O. Box 2508  
Cincinnati, OH 45201

**Person to Contact:**

Kathy Masters ID# 31-04015  
Customer Service Representative

**Toll Free Telephone Number:**

8:30 a.m. to 5:30 p.m. ET  
877-829-5500

**Fax Number:**

513-263-3756

**Federal Identification Number:**

33-0191772

Dear Sir or Madam:

This is in response to a request of February 14, 2005, regarding your organization's tax-exempt status.

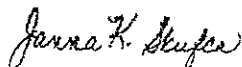
In November 1986 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE  
Customer Account Services

**City of Solana Beach  
Community Grant Program  
Request for Financial Assistance  
FY 2018-19 APPLICATION**

---

Name of Organization: Solana Beach Civic and Historical Society (SBC&HS)

Mailing Address: P. O. Box 504

City: Solana Beach State: California ZIP: 92075

Contact Persons: Lisa Montes Sandy Mills

Daytime Phone: 858-519-6645 619-952-0268

Evening Phone: same same

Email address: monteslisa1964@gmail.com sandynew2@yahoo.com

**1. W-9 must be attached**

**Summary of organization's budget must be attached**

**Proposed program budget must be attached**

**Financial Statements (see Application Guidelines) must be attached**

**2. A copy of the certification Nonprofit Corporation must be attached OR, California Non-profit 501(C)3 Certificate Number: 95-1950979**

**3. Has your organization received financial assistance from the City before? YES**

We held a Volunteer Luncheon to label the photos in old scrapbooks. (15 attendees!)

We mailed nine scrapbooks to Backstage Digitization in PA where they'll be digitalized.

We went to the Cole Library in Carlsbad and met with their archivist, Sarah Dana, who has been advising us with this project.

We need to remodel our Archive Room in the Heritage Museum and we're talking with the City about our plans. Costs for doing this will be paid by SBC&HS.

We've been in touch with the County Library system and the Solana Beach Library branch to coordinate with their Digitation Asset Management System.

**4. Amount requested FY 2018-2019: \$5000.00**

**5. Proposed Total Program Costs: (Includes all estimated costs to conduct proposed activity/program.) This will be an ongoing project, in that there will always be new items added to our collection, so it's difficult to estimate "Total Program Costs". Initial start-up costs will be to send 11 large scrapbooks to a professional digitizing company since these can only be handled on special machines. From then on, there will be purchase of large amounts of external hard drive space, archival acid-free paper and storage boxes for the original documents for starters. These range in price from \$6.00 to \$39.00.**



6. Title of Proposed Program/Service: "Preserving Solana Beach History by Digitalization of all our Records"

7. Grant funds must be used for services or materials directly associated to proposed activity. Please describe how the funds will be used: We want to convert all saved documents to digitization in order that they are preserved for posterity. To begin, we are taking all the scrapbooks which date to the beginning of Solana Beach and will then tackle other documents. On the recommendation of Sarah Dana, Archivist at the Carlsbad Library, we will first outsource our digitization to The BackStage Library Works company, because of the large size of our scrapbooks. Later we hope to do much of the work ourselves or with Interns and College students. We will always check prices and use good sense in spending every penny! We've learned we must also purchase Liability insurance to cover workers in this project and that cost is \$650.00. We've just received a quote for the 11 large scrapbooks to be fully digitalized and preserved and that comes to \$800.00. We will be getting other quotes before we move forward.

8. Estimated number of S.B. residents to be served by proposed program: 13,000++ We believe our project will be available to ALL S.B. residents AND to all future researchers who want to know all about our early history.

9. Program Dates/Location: This will be an ongoing project as there are many documents that have accumulated over the past thirty-plus years and these will deteriorate and be gone forever unless they are preserved by digitization.

10. Anticipated Program Objectives or Accomplishments: To preserve the history of our area and to save through digitalization the many years of accumulated scrapbooks, newspapers and clippings, photos, and documents of all our citizens. Currently, these materials have been housed on shelving in the Solana Beach Heritage Museum, under no protection at all. They are quickly deteriorating, yellowing and being devoured by various insects, mostly silverfish!

11. How will the organization acknowledge the City's financial contribution to the community/beneficiaries of the proposed activity? It will enable us to begin this huge project. We'll come to City Council and report regularly on our progress due to the City's Grant contribution and we'll ask the City to put out an E-Blast about this exciting project. Copies of all the digitized records and documents will be housed at a local library, with total access for all our interested residents and researchers!

**SBC&HS GRANT APPLICATION for 2018-2019 - Page 3**

**12. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?**

Not at this point, but perhaps we can use some of the SBC&HS funds to help out when special handling is needed. Solana Beach may be the first City to undertake a project such as this and once again, we will be the leaders in providing digitized historical records to all its citizens!

**13. Will volunteers be used for the proposed program or service, and if so, will they reduce expenses? Yes, we hope to be innovative in our utilization of many volunteers! We have made contact with two colleges who want to use our project as a Service Learning Project for students and this will be at no cost to us. We also will be available for Research Assistants and Archivists to work under the auspices of a librarian while they earn college credit. Of course, some of our volunteers will be from the SBC&HS membership as they are very anxious to participate in saving our great city's history.....current to very early history.**

**14. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program or service be scaled back and/or is there a threshold at which it will not move forward? We will certainly try to keep this project moving forward, but it will need to be scaled back if we do not receive Grant money. We feel very impassioned by this project because we know this MUST be done or all of the saved historical photos, clippings, ad documents will be gone forever! We feel this project will be a huge benefit to the entire City of Solana Beach for now and for years to come.**

**Thank you for this opportunity to apply for this Grant!**

**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

5/30/18  
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.

# SOLANA BEACH CIVIC and HISTORICAL SOCIETY

## Income & Expenses July 1, 2017 through May 15, 2018

### INCOME:

Community Functions:		
Barbecue	\$	87.88
Holiday Luncheon (net)		(335.00)
Fund Raisers:		
Holiday Bazaar (net)		8,427.92
Poinsettias (net)		1,172.58
Solana Beach history books		235.00
Memberships:		1,745.00
Interest:		314.04
Donations:		25,350
Grant from City:		5,000
<b>TOTAL INCOME</b>	<b>July 1 – May 15, 2018</b>	<b>\$ 41,997.42</b>

### EXPENSES:

Outreach (Community Outreach pledge)	8,000.00	
Community Improvements	2,350.00	
Seaweeders:	1,403.00	
Education Outreach: (most will come in June)		
Scholarships	1,000.00	
Bus transportation – 3 <sup>rd</sup> graders	1,485.00	
Museum (supplies, repair)	500.00	
Administrative/Operations:		
Insurance	1022.00	
Remembrances	279.00	
Honorariums, Gifts	300.00	
Related Society memberships	92.00	
Office Supplies	40.00	
Ads, Society Brochures	770.00	
Grant Expenditures:		
Digitization of Historical Materials	880.60	
Organizing/Mailing costs	219.96	
<b>TOTAL EXPENSE</b>	<b>July 1 – May 15, 2018</b>	<b>\$ 18,301.56</b>

SOLANA BEACH CIVIC and HISTORICAL SOCIETY

**Balance Sheet**

As of April 30, 2018

April 15, 2018

**ASSETS**

Current Assets

Checking/Savings

SDCCU Checking	\$	6,984.50
SDCCU Certificate Time Accounts		69,424.19
SDCCU Money Market		2,598.93
SDCCU Savings		55.00

TOTAL Checking/Savings 79,062.62

TOTAL Current Assets \$ 79,062.62

**LIABILITIES & EQUITY**

Current Liabilities

Restricted Grant/Memorial Funds

S. Sprague Fund for art, community improvement	18,425.39
Seaweeders Fund for community beautification	4,675.86
Memorials and Gifts	25,350.00
Grant Funds for Digitalizing historical materials	5,000.00
Pledge for Skateboard Park at Community Center	8,000.00

Total Restricted Funds 61,451.25

TOTAL Liabilities 61,451.25

Current Equity

Unrestricted net assets 17,611.37

**TOTAL LIABILITIES & EQUITY** \$ 79,062.62

# SOLANA BEACH CIVIC and HISTORICAL SOCIETY

## Income & Expenses July 1, 2017 through May 15, 2018

### INCOME:

Community Functions:		
Barbecue	\$	87.88
Holiday Luncheon (net)		(335.00)
Fund Raisers:		
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Community Improvements	2,350.00	
Seaweeders:	1,403.00	
Education Outreach: (most will come in June)		
Scholarships	1,000.00	
Bus transportation – 3 <sup>rd</sup> graders	1,485.00	
Museum (supplies, repair)	500.00	
Administrative/Operations:		
Insurance	1022.00	
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Honorariums, Gifts	300.00	
Related Society memberships	92.00	
Office Supplies	40.00	
Ads, Society Brochures	770.00	
Grant Expenditures:		
Digitization of Historical Materials	880.60	
Organizing/Mailing costs	219.96	
<b>TOTAL EXPENSE</b>	<b>July 1 – May 15, 2018</b>	<b>\$ 18,301.56</b>

## Solana Beach Civic & Historical Society Proposed Budget for 2017-18

### INCOME:

Memberships	\$	3500
Social Outreach Activities		500
Holiday Boutique		
BBQ		87.88
Book, Photo Sales		200
Poinsettia Sales		500
Donations		1500
Interest		150

Restricted Funds Capital:		28,864
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S. Sprague Fund for art, education, community improvement		
Seaweeders Fund for community beautification		
Memorial Fund		

<b>TOTAL INCOME &amp; RESTRICTED FUNDS</b>	<b>\$</b>	<b>35,214</b>
--	-----------	---------------

### EXPENSES:

Administration/Operations		4,000
P.O.Box; Insurance; CA & IRS fees/taxes; Supplies, Speaker's Honorarium; Dues to outside organizations;		

Social, Community Outreach		1,500
Holiday Luncheon		
Fall BBQ		
Annual Dinner at Tony's JaCal		
Ice Cream Social Fundraiser		

Educational Outreach		8,400
Scholarships 3000		
Sponsorships 2000		
School Buses 3050		
Student Booklets 350		

Community Improvements –		15,000
Fletcher Cove Community Centre		
Post Office		
Community Beautification		

Museum Maintenance, repairs,		1,500
Memorial Project		4,335
Miscellaneous, incidentals		150

<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>34,885</b>
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**Secretary of State**  
**Statement of Information**  
 (California Nonprofit, Credit Union and  
 General Cooperative Corporations)

SI-100

✓ 289  
 Pd by ck #289  
 [Signature]

**IMPORTANT** — Read instructions before completing this form.

**Filing Fee** — \$20.00;

**Copy Fees** — First page \$1.00; each attachment page \$0.50;  
 Certification Fee - \$5.00 plus copy fees

**1. Corporation Name** (Enter the exact name of the corporation as it is recorded with the California Secretary of State)

Solana Beach Civic and Historical Society  
 Post Office Box 504  
 Solana Beach, California 92075

This Space For Office Use Only

**2. 7-Digit Secretary of State File Number**

C0445698

**3. Business Addresses**

a. Street Address of California Principal Office, if any - Do not enter a P.O. Box	City (no abbreviations)	State	Zip Code
1412 San Lucas Court	Solana Beach	CA	92075
b. Mailing Address of Corporation, if different than item 3a	City (no abbreviations)	State	Zip Code
Post Office Box 504	Solana Beach	CA	92075

**4. Officers**

The Corporation is required to enter the names and addresses of all three of the officers set forth below. An additional title for Chief Executive Officer or Chief Financial Officer may be added; however, the preprinted titles on this form must not be altered.

Chief Executive Officer/	First Name	Middle Name	Last Name	Suffix	City (no abbreviations)	State	Zip Code
	Michele		Stribling		Solana Beach	CA	92075
Address	2 Ocean Street						
b. Secretary	First Name	Middle Name	Last Name	Suffix	City (no abbreviations)	State	Zip Code
	Cindi		Clemons		Solana Beach	CA	92075
Address	543 Glenmont Drive						
c. Chief Financial Officer/	First Name	Middle Name	Last Name	Suffix	City (no abbreviations)	State	Zip Code
	Walter	Francis	Oliver		Solana Beach	CA	92075
Address	1412 San Lucas Court						

**5. Service of Process** (Must provide either Individual OR Corporation.)

**INDIVIDUAL** — Complete items 5a and 5b only. Must include agent's full name and California street address.

a. California Agent's First Name (if agent is not a corporation)	Middle Name	Last Name	Suffix
Walter	Francis	Oliver	
b. Street Address (if agent is not a corporation) - Do not enter a P.O. Box	City (no abbreviations)	State	Zip Code
1412 San Lucas Court	Solana Beach	CA	92075

**CORPORATION** — Complete item 5c only. Only include the name of the registered agent Corporation.

c. California Registered Corporate Agent's Name (if agent is a corporation) — Do not complete item 5a or 5b
---

**6. Common Interest Developments**

Check here if the corporation is an association formed to manage a common interest development under the Davis-Sterling Common Interest Development Act (California Civil Code section 4000, et seq.) or under the Commercial and Industrial Common Interest Development Act (California Civil Code section 6500, et seq.). The corporation must file a Statement by Common Interest Development Association (Form SI-CID) as required by California Civil Code sections 5405(a) and 6760(a). See Instructions.

The information contained herein, including in any attachments, is true and correct.

2/18/2017  
 Date

Walter F. Oliver  
 Type or Print Name of Person Completing the Form

Treasurer  
 Title

Signature



01/26/17

# California State Board of Equalization

**Taxpayer Name: SOLANA BEACH  
CIVIC/HSTRCL.SOCIETY**

**Account Number: 25705377**

**Filing Period: 01/01/2016 to 12/31/2016**

**Express Login Code: h621844x**

**Due Date: 01/31/2017**

For assistance during regular business hours call 1-800-400-7115 (TTY:711)

**Your filing has been accepted 01/26/2017 at 11:28:38 (PT). Your payment has been submitted for processing. Your filing confirmation number is 00028656968.**

## Sales and Purchase Information

1 Total Gross Sales	\$3,672.00
2 Purchases Subject to Use Tax	\$0.00
3 Total	\$3,672.00

## No Deductions Entered

12 Total Taxable Transactions	\$3,672.00
-------------------------------	------------

## District Tax

Total District Tax	\$ 18.00
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## Computation Schedule for District Tax

## Amount Due

13 Sales and Use Tax Due	\$294.00
15 Remaining Tax Due	\$294.00
18 Total Amount Due and Payable	\$294.00

## Preparer Information

Preparer Name	Walter F. Oliver
Preparer Title	Treasurer
Preparer Phone Number	858-603-6060

## Return and Payment Information

Effective Date of Filing	01/26/2017 11:28:38 (PT)
Payment Method	E-Check (ACH Debit)
Bank Routing Number	322281617
Bank Account Number	*****0395
Bank Account Type	Checking
Payment Amount	\$294.00
Payment Effective Date	01/26/2017

*Paid online  
1/26/2017  
JML*

# Electronic Notice (e-Postcard)

OMB No. 1545-2085

Department of the Treasury  
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2016

Open to Public Inspection

A For the 2016 Calendar year, or tax year beginning 2016-07-01 and ending 2017-06-30

B Check if available  
Terminated for Business  
 Gross receipts are normally \$50,000 or less

C Name of Organization: SOLANA BEACH CIVIC AND HISTORICAL SOCIETY  
P O Box 504, Solana Beach,  
CA, US, 92075

D Employee Identification Number 95-1950979

E Website:  
www.solanabeachcivicandhistoricalsociety.org

F Name of Principal Officer: Walter Oliver  
P O Box 504, Solana Beach,  
CA, US, 92075

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file Form 990-N (e-Postcard) electronically.

*Filed online  
is under  
\$50,000 that is  
required by  
IRS for filing  
9/16/12  
Dan  
10-29-2012*

**Taxpayer Name: SOLANA BEACH  
CIVIC/HSTRCL.SOCIETY**  
**Filing Period: 01/01/2017 to 12/31/2017**  
**Due Date: 01/31/2018**

**Account Number: 25705377**  
**Express Login Code: h621844x**

For assistance during regular business hours call **1-800-400-7115 (TTY:711)**

**Your filing has been accepted. The confirmation number is 00033141737.**

**Sales and Purchase Information**

<b>1 Total Gross Sales</b>	<b>\$0.00</b>
<b>2 Purchases Subject to Use Tax</b>	<b>\$0.00</b>
<b>Sales of Fixtures and Equipment</b>	<b>\$0.00</b>
<b>3 Total</b>	<b>\$0.00</b>

**No Deductions Entered**

<b>12 Total Taxable Transactions</b>	<b>\$0.00</b>
--------------------------------------	---------------

**District Tax**

<b>Total District Tax</b>	<b>\$ 0.00</b>
---------------------------	----------------

**Computation Schedule for District Tax**

**Amount Due**

<b>13 Sales and Use Tax Due</b>	<b>\$0.00</b>
<b>Excess Tax Collected</b>	<b>\$0.00</b>
<b>Credit</b>	<b>\$0.00</b>
<b>15 Remaining Tax Due</b>	<b>\$0.00</b>
<b>18 Total Amount Due and Payable</b>	<b>\$0.00</b>

**Preparer Information**

<b>Preparer Name</b>	<b>Peggy Martin</b>
<b>Preparer Title</b>	<b>Treasurer</b>
<b>Preparer Phone Number</b>	<b>858-453-2987</b>



**City of Solana Beach  
Community Grant Program  
Request for Financial Assistance  
FY 2018-19 APPLICATION**

*All Applications MUST BE RECEIVED by 5:00 p.m. Thursday, May 31, 2018.*

*Please Print Clearly or Type*

*All requests will be determined by the following criteria:*

Name of Organization: Disconnect Collective, Inc, Platicas de Mejorar-Spanish support groups

Mailing Address: 514 Via De la Valle Suite 210

City: Solana Beach State CA Zip 92075

Contact Person: Monica Stapleton

Daytime Phone: 858-525-3152

Evening Phone: 858-525-3152

Email address: stapletonmonica@yahoo.com

1. W-9 must be attached  
Summary of organization's budget must be attached  
Proposed program budget must be attached  
Financial Statements (see Application Guidelines) must be attached
2. A copy of the certificate of California Nonprofit Corporation must be attached  
Or, Calif. Non-profit 501 (c) 3 Corporation Certification Number: 4142642
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 2018-19 \$ \$5,000
5. Proposed Total Program Costs: \$ \$7,000-\$13,000  
(Includes all estimated costs to conduct proposed activity/program.)
6. Title of Proposed Program/Service: Spanish language Mental health, parenting, support groups
7. Grant funds must be used for services or materials directly associated to proposed activity. Please describe how grant funds will be used:

Grant money will be used to 1) Create a warm inviting space for healing, learning and community building. 2) Curriculum building, educational materials and staffing. Currently we have unpaid volunteers that consist of a bilingual LMFT and a bilingual M.Ed. We would like to staff groups with interns and provide them with supervision and training to serve more community members while receiving their license hours. Currently we only have the capacity to serve 20 participants. We want to increase that to at least 100. If funding and space permits we want to include individual therapy and mental health resources as well.

(Attach extra sheet, if necessary.)

8. Estimated number of S.B. residents to be served by proposed program: 60-100

9. Program Dates/Location:

Currently Disconnect Collective, Inc. has partnered with La Colonia de Eden Gardens Foundation to assess the needs of the Spanish Speaking community. We have also attended ELAC meetings and have begun the outreach efforts. We have created a first draft of curriculum and are identifying the steps to make this program sustainable and successful. We have met with community members to identify the mental health needs.

10. Anticipated Program Objectives or Accomplishments:

The program is set to begin immediately one night a week with one group with up to 20 participants. The groups will have 3 main objectives. Through psychosocial educational groups led by a LMFT and M.Ed, participants will learn 1) self-development, child and family development, and community development. Leadership and community building opportunities will be provided throughout the groups. Upon receiving funding, we can add staff and more groups for more specific needs.

11. How will the organization acknowledge the City's financial contribution to the community/ beneficiaries of the proposed activity?

The educational and promotional materials will proudly acknowledge the City of Solana Beach. Disconnect Collective will be featured in Ranch and Coast in June. Though that publication is already submitted, we will proudly acknowledge the City of Solana Beach's financial contribution if we have more publication opportunities. We would be happy to proudly represent our city. We will also acknowledge on our website [www.DisconnectCollective.org](http://www.DisconnectCollective.org) that has close to 4,000 views.

12. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

We will be conducting a donation drive before the end of 2018 to enhance and build this program. This grant will allow for some support staff to help run additional groups and coordinate and train interns and staff. We have applied for another mental health grant from another foundation and if awarded it would go towards this program.

13. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

Currently we are all volunteers. While we will continue to use volunteers, without some support staff and group facilitators, we are limited to how many community members we can positively effect.

14. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program or service be scaled back and/or is there a threshold at which it will not move forward?

We plan to move forward with our Spanish Language Psychosocial Educational Groups. With partial funding or insufficient funds we will serve a smaller segment of the community needs. (20 at the most) Disconnect Collective and La Colonia de Eden Gardens wants to extend our services to as many of our community members that would like to improve the quality of their life. We want to bring in interns to conduct the groups and provide them with training and supervision to help our Spanish speaking community needs. We have a volunteer supervisor that can provide interns with proper supervision and training for their degrees.

**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.***

**Monica Stapleton** Digitally signed by Monica Stapleton  
Date: 2018.05.30 08:27:11 -07'00'

**5-30-2018**

---

**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.**

**Program Budget for Disconnect Collective Mental Health,  
Parenting & Support Groups**

<b>Expense Item Description</b>	<b>Low Estimate</b>	<b>High Estimate</b>
Creating welcoming meeting spaces	\$ 250	\$ 500
Rental fee for meeting spaces	\$ -	\$ 100
Community outreach	\$ 100	\$ 300
Promotional materials	\$ 200	\$ 400
Educational curriculum design	\$ 400	\$ 1,000
Staffing	\$ 3,000	\$ 5,000
Educational materials	\$ 500	\$ 1,000
Community collaboration / interns	\$ 1,000	\$ 2,000
Training program	\$ 1,000	\$ 2,000
Possible child care	\$ 500	\$ 1,000
<b>Estimated Totals</b>	<b>\$ 6,950</b>	<b>\$ 13,300</b>

**Disconnect Collective  
Statement of Financial Activities**

**30-Apr-18**

**Income**

Donations \$ 2,620

**Expenses**

Legal \$ 727

Trademark \$ 325

Program & Educational Materials \$ 1,011

Website Hosting & Development \$ 387

Total Expenses \$ 2,450

Net Income Surplus \$ 170





**State of California  
Secretary of State**

**N**

**Statement of Information**

(Domestic Nonprofit, Credit Union and General Cooperative Corporations)

**FW83869**

**FILED**

Filing Fee: \$20.00. If this is an amendment, see instructions.  
**IMPORTANT - READ INSTRUCTIONS BEFORE COMPLETING THIS FORM**

In the office of the Secretary of State  
of the State of California

**MAY-17 2018**

**1. CORPORATE NAME**

DISCONNECT COLLECTIVE, INC.

**2. CALIFORNIA CORPORATE NUMBER**

C4142642

This Space for Filing Use Only

**Complete Principal Office Address** (Do not abbreviate the name of the city. Item 3 cannot be a P.O. Box.)

<b>3. STREET ADDRESS OF PRINCIPAL OFFICE IN CALIFORNIA, IF ANY</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
514 VIA DE LA VALLE, SUITE 210, SOLANA BEACH, CA 92075			

<b>4. MAILING ADDRESS OF THE CORPORATION</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>

**Names and Complete Addresses of the Following Officers** (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

<b>5. CHIEF EXECUTIVE OFFICER/</b>	<b>ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
MONICA STAPLETON	P.O. BOX 433, SOLANA BEACH, CA 92075			

<b>6. SECRETARY</b>	<b>ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
MONICA STAPLETON	P.O. BOX 433, SOLANA BEACH, CA 92075			

<b>7. CHIEF FINANCIAL OFFICER/</b>	<b>ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
DAVID P STAPLETON	P.O. BOX 433, SOLANA BEACH, CA 92075			

**Agent for Service of Process** If the agent is an individual, the agent must reside in California and Item 9 must be completed with a California street address, a P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 9 must be left blank.

**8. NAME OF AGENT FOR SERVICE OF PROCESS**  
DAVID P STAPLETON

<b>9. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
514 VIA DE LA VALLE, SUITE 210, SOLANA BEACH, CA 92075			

**Common Interest Developments**

10.  Check here if the corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act, (California Civil Code section 4000, et seq.) or under the Commercial and Industrial Common Interest Development Act, (California Civil Code section 6500, et seq.). The corporation must file a Statement by Common Interest Development Association (Form SI-CID) as required by California Civil Code sections 5405(a) and 6760(a). Please see instructions on the reverse side of this form.

11. THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

05/17/2018	DEBORAH LYNN BURGER	PARALEGAL	
<b>DATE</b>	<b>TYPE/PRINT NAME OF PERSON COMPLETING FORM</b>	<b>TITLE</b>	<b>SIGNATURE</b>

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Disconnect Collective, Inc.</b>		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) <b>514 Via de la Valle, Suite 210</b>		Requester's name and address (optional)
	6 City, state, and ZIP code <b>Solana Beach, CA 92075</b>		
	7 List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>									
or									
<b>Employer identification number</b>									
8	2	-	5	4	6	4	9	9	6

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

4142642

ARTICLES OF INCORPORATION

OF

Disconnect Collective, Inc.

FILED  
SECRETARY OF STATE  
STATE OF CALIFORNIA

APR 17 2016

I.

The name of the corporation shall be Disconnect Collective, Inc.

II.

The place in this state where the principal office of the Corporation is to be located is 514 Via De La Valle, Suite 210, Solana Beach, California 92075.

III.

Said corporation is organized exclusively for charitable purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

This corporation is a nonprofit PUBLIC BENEFIT CORPORATION and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and charitable purposes.

The specific purpose of this corporation is to educate, support, treat and mobilize the local community and general public regarding technology addiction. our focus is to treat and support anxiety, depression and other negative consequences from technology and social media. We primarily focus on early adolescents and adolescents.

IV.

The name and address in the State of California of this corporation's initial agent for service of process is:

David Stapleton  
514 Via De La Valle, Suite 210, Solana Beach, California 92075

## V.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation except from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of future federal tax code, or (b) by a corporation,(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

## VI.

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

IN WITNESS WHEREOF, the undersigned incorporator has executed these Articles of Incorporation on the date below.

Date: 4/13/2018

LegalZoom.com, Inc., Incorporator



By: Cheyenne Moseley, Assistant Secretary

# Don't Forget The Attorney General's Office

You've just incorporated as a charity.

You still have very important steps to take involving the Attorney General's Registry of Charitable Trusts.



## ✓ YOU MUST REGISTER YOUR CHARITY WITH THE ATTORNEY GENERAL'S OFFICE

To operate in California, you must register your charity with the Attorney General's Registry of Charitable Trusts within 30 days of receiving donations, property or other assets. Instructions available on the Attorney General's web site.

[www.oag.ca.gov/charities](http://www.oag.ca.gov/charities)

Resources Available on the Attorney General's Charities Web Site

## ✓ YOU MUST FILE PERIODIC WRITTEN REPORTS EACH YEAR

All charities registered with the Attorney General's Office must file the Annual Registration Renewal Fee Report (RRF-1) each year and, if applicable, submit required IRS Form 990 financial reports. Registration renewal fees are based on a sliding scale according to the charity's annual gross revenue. Forms and instructions available on the Attorney General's web site.

- ▶ Guide for California Charities
- ▶ Guide to the California Nonprofit Integrity Act of 2004
- ▶ Frequently Asked Questions
- ▶ Instructions for Registration/Reporting Forms for Charities
- ▶ Instructions for Registration/Reporting Forms for Fundraisers
- ▶ Instructions for Registration/Forms for Fundraising Counsels
- ▶ Instructions for Registration/Reporting Forms for Raffles
- ▶ Model Contract for Charities Using Commercial Fundraisers
- ▶ Guide For Dissolving A Charity
- ▶ Charities Search

## ✓ YOU MUST OBTAIN ATTORNEY GENERAL APPROVAL FOR SPECIFIC TRANSACTIONS

Charities must obtain Attorney General approval for loans to officers, conversions from nonprofit to for-profit status and dissolution of the public benefit corporation. Instructions available on the Attorney General's web site.

## ✓ CHECK FOR ATTORNEY GENERAL UPDATES

Charities with Questions, Contact the Registry of Charitable Trusts  
(916) 445-2021 or use the e-mail form on the Attorney General's Charities web site



**City of Solana Beach  
Community Grant Program  
Request for Financial Assistance  
FY 2018-19 APPLICATION**

*All Applications MUST BE RECEIVED by 5:00 p.m. Thursday, May 31, 2018.*

*Please Print Clearly or Type*

*All requests will be determined by the following criteria:*

Name of Organization: Disconnect Collective, Inc.- PLUG INTO SOMETHING BETTER

Mailing Address: 514 Via de la Valle #210

City: Solana Beach State CA Zip 92075

Contact Person: Monica Stapleton

Daytime Phone: 858-525-3152

Evening Phone: 858-525-3152

Email address: stapletonmonica@yahoo.com

1. W-9 must be attached  
Summary of organization's budget must be attached  
Proposed program budget must be attached  
Financial Statements (see Application Guidelines) must be attached
2. A copy of the certificate of California Nonprofit Corporation must be attached  
Or, Calif. Non-profit 501 (c) 3 Corporation Certification Number: 4142642
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 2018-19 \$ \$5,000

5. Proposed Total Program Costs: \$ \$5,000-\$10,000  
(Includes all estimated costs to conduct proposed activity/program.)

6. Title of Proposed Program/Service: Community Service and Educational Events

7. Grant funds must be used for services or materials directly associated to proposed activity. Please describe how grant funds will be used:

Disconnect Collective, Inc. will be use grant to fund a branch of their organization called "Plug into Something Better." We have hosted these monthly events to create tangible opportunities for children and families to participate in community service. These programs aim to seek intrinsic motivation in doing for others, learn about issues outside "the bubble" community building, and opportunities to disconnect from technology and plug into something better. Funds will be applied to providing bigger spaces to include more community members, advertising, materials and supplies.

(Attach extra sheet, if necessary.)

8. Estimated number of S.B. residents to be served by proposed program: 200-400

9. Program Dates/Location:

PISB was started in Spring of 2018 and we have hosted and funded two events. Our first event families collected food and volunteered to feed homeless people at a shelter. We then hosted the families at our homes and watched a documentary on food insecurity. We also facilitated important discussions and community building opportunities. We had a similar event in May with Ocean pollution. PISB aims to host monthly events and to increase community service, raise awareness, increase educational opportunities and community building. Our future events and planned to revolve around disabilities and immigration. Unfortunately, we do not have the funds to use the community centers in Solana Beach, at this point and have been hosting in our homes.

10. Anticipated Program Objectives or Accomplishments:

Through our education, collaboration, charitable service we can build increase community relations. We can provide families with more opportunities for our children to work together to create something better for themselves and our community. The founders of Disconnect Collective have 8 children in our public schools and we would like to include more families in our events.

11. How will the organization acknowledge the City's financial contribution to the community/ beneficiaries of the proposed activity?

PISB will proudly acknowledge the City of Solana Beach in our advertising materials, events and website. Currently, we've had close to 4,000 views on our website [www.DisconnectCollective.org](http://www.DisconnectCollective.org). If interviewed by any local news agencies, we will proudly acknowledge the City of Solana Beach.

12. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

We will be conducting a donation drive in late 2018 to help fund PISB. We have no other application or funding for PISB at this time.

13. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

We are all volunteers and will continue to use volunteers and sponsors as well. We unfortunately need funds to provide space and food for our participants.

14. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program or service be scaled back and/or is there a threshold at which it will not move forward?

We will continue to host PISB events but will be unable to extend it to a larger segment of our families due to space and money constraints. We are limited to about 5 families per event and we would like to increase that number significantly.

**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.***

**Monica Stapleton**

Digitally signed by Monica Stapleton  
Date: 2018.05.30 08:31:03 -07'00'

**5-30-2018**

---

**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.**



**Program Budget for Disconnect Collective Plug Into  
Something Better Community Service Events**

<b>Expense Item Description</b>	<b>Low Estimate</b>	<b>High Estimate</b>
Event promotion / Community outreach	\$ 1,500	\$ 2,500
Event space, fees and permits	\$ 1,000	\$ 3,000
Educational materials	\$ 1,200	\$ 1,800
Food & supplies	\$ 1,000	\$ 2,000
Insurance	\$ 300	\$ 500
<b>Estimated Totals</b>	<b>\$ 5,000</b>	<b>\$ 9,800</b>

**Disconnect Collective**  
**Statement of Financial Activities**                      **30-Apr-18**

**Income**

Donations    \$    2,620

**Expenses**

Legal    \$       727

Trademark    \$       325

Program & Educational Materials                \$    1,011

Website Hosting & Development                 \$       387

Total Expenses                                     \$    2,450

Net Income Surplus                                 \$       170

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Disconnect Collective, Inc.</b>		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) <b>514 Via de la Valle, Suite 210</b>		Requester's name and address (optional)
	6 City, state, and ZIP code <b>Solana Beach, CA 92075</b>		
	7 List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>									
			-			-			
or									
<b>Employer identification number</b>									
8	2	-	5	4	6	4	9	9	6

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



# State of California Secretary of State

**N**

## Statement of Information

(Domestic Nonprofit, Credit Union and General Cooperative Corporations)

**FW83869**

**FILED**

In the office of the Secretary of State  
of the State of California

**MAY-17 2018**

Filing Fee: \$20.00. If this is an amendment, see instructions.

**IMPORTANT – READ INSTRUCTIONS BEFORE COMPLETING THIS FORM**

**1. CORPORATE NAME**

DISCONNECT COLLECTIVE, INC.

**2. CALIFORNIA CORPORATE NUMBER**

C4142642

This Space for Filing Use Only

**Complete Principal Office Address** (Do not abbreviate the name of the city. Item 3 cannot be a P.O. Box.)

3. STREET ADDRESS OF PRINCIPAL OFFICE IN CALIFORNIA, IF ANY	CITY	STATE	ZIP CODE
514 VIA DE LA VALLE, SUITE 210, SOLANA BEACH, CA 92075			

4. MAILING ADDRESS OF THE CORPORATION	CITY	STATE	ZIP CODE

**Names and Complete Addresses of the Following Officers** (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

5. CHIEF EXECUTIVE OFFICER/	ADDRESS	CITY	STATE	ZIP CODE
MONICA STAPLETON	P.O. BOX 433, SOLANA BEACH, CA 92075			

6. SECRETARY	ADDRESS	CITY	STATE	ZIP CODE
MONICA STAPLETON	P.O. BOX 433, SOLANA BEACH, CA 92075			

7. CHIEF FINANCIAL OFFICER/	ADDRESS	CITY	STATE	ZIP CODE
DAVID P STAPLETON	P.O. BOX 433, SOLANA BEACH, CA 92075			

**Agent for Service of Process** If the agent is an individual, the agent must reside in California and Item 9 must be completed with a California street address, a P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 9 must be left blank.

8. NAME OF AGENT FOR SERVICE OF PROCESS  
DAVID P STAPLETON

9. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL	CITY	STATE	ZIP CODE
514 VIA DE LA VALLE, SUITE 210, SOLANA BEACH, CA 92075			

**Common Interest Developments**

10.  Check here if the corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act, (California Civil Code section 4000, et seq.) or under the Commercial and Industrial Common Interest Development Act, (California Civil Code section 6500, et seq.). The corporation must file a Statement by Common Interest Development Association (Form SI-CID) as required by California Civil Code sections 5405(a) and 6760(a). Please see instructions on the reverse side of this form.

11. THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

05/17/2018	DEBORAH LYNN BURGER	PARALEGAL	
DATE	TYPE/PRINT NAME OF PERSON COMPLETING FORM	TITLE	SIGNATURE

4142642

ARTICLES OF INCORPORATION

OF

Disconnect Collective, Inc.

FILED  
SECRETARY OF STATE  
STATE OF CALIFORNIA

100 APR 17 2018

I.

The name of the corporation shall be Disconnect Collective, Inc.

II.

The place in this state where the principal office of the Corporation is to be located is 514 Via De La Valle, Suite 210, Solana Beach, California 92075.

III.

Said corporation is organized exclusively for charitable purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

This corporation is a nonprofit PUBLIC BENEFIT CORPORATION and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and charitable purposes.

The specific purpose of this corporation is to educate, support, treat and mobilize the local community and general public regarding technology addiction. our focus is to treat and support anxiety, depression and other negative consequences from technology and social media. We primarily focus on early adolescents and adolescents.

IV.

The name and address in the State of California of this corporation's initial agent for service of process is:

David Stapleton  
514 Via De La Valle, Suite 210, Solana Beach, California 92075

## V.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation except from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of future federal tax code, or (b) by a corporation, (2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

## VI.

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

IN WITNESS WHEREOF, the undersigned incorporator has executed these Articles of Incorporation on the date below.

Date: 4/13/2018

LegalZoom.com, Inc., Incorporator



By: Cheyenne Moseley, Assistant Secretary

# Don't Forget The Attorney General's Office

You've just incorporated as a charity.

You still have very important steps to take involving the Attorney General's Registry of Charitable Trusts.



## ✓ YOU MUST REGISTER YOUR CHARITY WITH THE ATTORNEY GENERAL'S OFFICE

To operate in California, you must register your charity with the Attorney General's Registry of Charitable Trusts within 30 days of receiving donations, property or other assets. Instructions available on the Attorney General's web site.

[www.oag.ca.gov/charities](http://www.oag.ca.gov/charities)

Resources Available on the Attorney General's Charities Web Site

## ✓ YOU MUST FILE PERIODIC WRITTEN REPORTS EACH YEAR

All charities registered with the Attorney General's Office must file the Annual Registration Renewal Fee Report (RRF-1) each year and, if applicable, submit required IRS Form 990 financial reports. Registration renewal fees are based on a sliding scale according to the charity's annual gross revenue. Forms and instructions available on the Attorney General's web site.

▶ Guide for California Charities

▶ Guide to the California Nonprofit Integrity Act of 2004

▶ Frequently Asked Questions

▶ Instructions for Registration/Reporting Forms for Charities

▶ Instructions for Registration/Reporting Forms for Fundraisers

▶ Instructions for Registration/Forms for Fundraising Counsels

▶ Instructions for Registration/Reporting Forms for Raffles

▶ Model Contract for Charities Using Commercial Fundraisers

▶ Guide For Dissolving A Charity

▶ Charities Search

## ✓ YOU MUST OBTAIN ATTORNEY GENERAL APPROVAL FOR SPECIFIC TRANSACTIONS

Charities must obtain Attorney General approval for loans to officers, conversions from nonprofit to for-profit status and dissolution of the public benefit corporation. Instructions available on the Attorney General's web site.

## ✓ CHECK FOR ATTORNEY GENERAL UPDATES

Charities with Questions, Contact the Registry of Charitable Trusts  
(916) 445-2021 or use the e-mail form on the Attorney General's Charities web site



**City of Solana Beach  
Community Grant Program  
Request for Financial Assistance  
FY 2018-19 APPLICATION**

*All Applications MUST BE RECEIVED by 5:00 p.m. Thursday, May 31, 2018.*

*Please Print Clearly or Type*

*All requests will be determined by the following criteria:*

Name of Organization: St James and St Leo Medical Program  
Mailing Address: 936 Genevieve Street  
City: Solana Beach State CA Zip 92130  
Contact Person: Kathy Templin, NP  
Daytime Phone: 858- 481-0902 home  
Evening Phone: 858-952-4260 cell  
Email address: ktemplin@san.rr.com

1. W-9 must be attached  
Summary of organization's budget must be attached  
Proposed program budget must be attached  
Financial Statements (see Application Guidelines) must be attached
2. A copy of the certificate of California Nonprofit Corporation must be attached  
Or, Calif. Non-profit 501 (c) 3 Corporation Certification Number: 27-3961078
3. Has your organization received financial assistance from the City before?  
Yes  No   
If yes, what activities and which fiscal year? Insulin program \$4,000 in 2016-2017  
General diabetic program \$2,000 in 2015-2016
4. Amount requested for FY 2018-19 \$ \$4,000
5. Proposed Total Program Costs: \$ \$7,000  
(Includes all estimated costs to conduct proposed activity/program.)
6. Title of Proposed Program/Service: St James- St. Leo Medical Program Imaging Services
7. Grant funds must be used for services or materials directly associated to proposed activity. Please describe how grant funds will be used:  

see attached

(Attach extra sheet, if necessary.)



## 7. Describe how grant funds will be used

St. James and St. Leo Medical Program serves the uninsured people of Solana Beach and neighboring cities. We provide medical care free of charge to those without any access to healthcare via private or government insurance (Medicare, Medicaid). All of our staff are volunteers and receive no compensation for their services. We are able to contract with larger organizations to get medications and lab testing done for a discounted rate due to our volunteer status. However, imaging services are not as easily available.

Imaging services include common xrays, such as chest xrays, xrays of potentially fractured limbs, abdomen, skull, and face. Ultrasounds are indicated many times to visualize internal structures in the abdomen, pelvis, blood vessels, breast, and other areas. Additionally, patients may need even more complex imaging, such as CT scans with or without contrast and/or MRIs with or without contrast.

Each of these procedures can be costly. If a patient has a non-acute problem, he/she may be able to fill out a financial form requesting assistance from Scripps Healthcare, have it reviewed for potential charity coverage, and then order the testing free of charge. This process takes over one month.

However, if the problem is more acute, such as a fracture that needs treatment, or very congested lungs suggesting pneumonia, or severe back pain suggesting disc problems or compression fractures, we may need the information in a more timely manner. The options are referral to an acute hospital emergency room which is very costly for the community to absorb, but is done if needed, or referral to a local imaging center where we can get needed testing done in a more cost effective and timely manner on a non-emergency basis. Up until now, patients have had to choose whether to absorb the cost of that testing or to take the chance on waiting for their financial assistance paperwork to be approved before we could get testing at Scripps.

Sample costs range from \$65 for a chest xray, \$90-120 for an ultrasound depending on type, \$200 - \$275 for a CT scan, and \$275-\$375 for an MRI. We need to send patients for this kind of testing perhaps 20 times per year. A recent example shows a patient dilemma. The patient was referred for a noncontrast CT scan of 2 levels of the spine – each cost \$250 for a total of \$500 – a huge financial burden for someone living on a housekeeper's salary and barely able to put food on the table.

Our current budget does not have funds for this type of testing. We propose to develop a fund that would pay all or part of the imaging costs for people who need this type of testing, but are unable to afford it. We are asking for the City of Solana Beach to help its citizens to obtain this needed medical testing without having to choose whether to pay for rent and/or groceries versus medical care. We are very cautious in ordering these tests only when noninvasive assessment measures are inadequate in providing an accurate diagnosis and treatment plan.

8. Estimated number of S.B. residents to be served by proposed program: 25-50/year

9. Program Dates/Location:

Clinic hours: Wed evening 6-9 pm.  
Sat morning - 9-12 noon

10. Anticipated Program Objectives or Accomplishments:

Provide comprehensive healthcare to those in our community without insurance that is comparable to that which is available to those with healthcare coverage.

11. How will the organization acknowledge the City's financial contribution to the community/ beneficiaries of the proposed activity?

We acknowledge our donors in written materials printed about our program.  
We also acknowledge them when we talk to others about our program

12. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

There are other private donors who may have an interest in assisting in this program

13. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

All of our staff are already volunteers.  
We will get discounted pricing for services for cash services, but those providing these imaging services are not volunteers

14. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program or service be scaled back and/or is there a threshold at which it will not move forward?

The program will move forward as much as funding from all sources allows.  
Short of funding, the patient will need to pay for services.

**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.***

W. Templeton, NP  
**Authorized Signature of Organization**

5/10/18

**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.**

2017 Medical Annual By Quarter

Category	1/1/2017- 3/31/2017	4/1/2017- 6/30/2017	7/1/2017- 9/30/2017	10/1/2017- 12/31/2017	OVERALL TOTAL
<b>INCOME</b>					
Donations	9,225.69	10,995.00	8,165.00	2,509.25	30,894.94
Other Inc	1.9	0	0	0	1.9
Patient Visits	6,091.60	3,574.00	4,090.80	6,131.00	19,887.40
<b>TOTAL INCOME</b>	<b>15,319.19</b>	<b>14,569.00</b>	<b>12,255.80</b>	<b>8,640.25</b>	<b>50,784.24</b>
<b>EXPENSES</b>					
Uncategorized	0	0	0	0	0
Bank Fees	-0.2	0	0	0	-0.2
Building Maintenance & Equ	0	0	0	0	0
Business License	174	0	0	129.29	129.29
Facility Upgrade	1,916.49	0	0	0	174
Internet	119.97	7,930.98	707.13	279.68	10,834.28
Lab	1,911.09	119.97	159.96	85.98	485.88
Maintenance	1,300.00	2,296.51	1,408.41	1,427.99	7,044.00
Medical Supplies	3,596.98	650	1,950.00	1,950.00	5,850.00
Medical Supplies:Insulin	3,410.93	3,643.89	2,945.67	4,234.94	14,421.48
TOTAL Medical Supplies	7,007.91	1,803.59	2,234.49	3,370.98	10,819.99
Misc.	0	5,447.48	5,180.16	7,605.92	25,241.47
Office Supplies	99.52	0	119.29	369.87	489.16
<b>TOTAL EXPENSES</b>	<b>12,528.78</b>	<b>672.57</b>	<b>15.6</b>	<b>546.97</b>	<b>1,334.66</b>
<b>OVERALL TOTAL</b>	<b>2,790.41</b>	<b>-2,548.51</b>	<b>2,715.25</b>	<b>-3,755.45</b>	<b>-798.3</b>

24,974 checking balance

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
PASTOR OF SAINT JAMES CATHOLIC PARISH OF SOLANA BEACH

2 Business name/disregarded entity name, if different from above  
 \_\_\_\_\_

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:  
 Individual/sole proprietor or single-member LLC  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
 Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
 Other (see instructions) ▶ NON PROFIT

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
 (Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)  
625 S. NARDO AVE

6 City, state, and ZIP code  
SOLANA BEACH CA 92075

7 List account number(s) here (optional)  
CA ORG # 3328219

Requester's name and address (optional)  
 \_\_\_\_\_

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-					

or

Employer identification number									
2	7	-	3	9	6	1	0	7	8

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Signature of U.S. person ▶ [Signature] Date ▶ 5/10/18

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



**EIN Assistant**

Your Progress: 1. Identity 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

Congratulations! The EIN has been successfully assigned.

EIN Assigned: 27-3961078  
Legal Name: PASTOR OF SAINT JAMES CATHOLIC  
PARISH IN SCLANA BEACH CALIFORNIA

The confirmation letter will be mailed to the applicant. This letter will be the applicant's official IRS notice and will contain important information regarding the EIN. Allow up to 4 weeks for the letter to arrive by mail.

We strongly recommend you print this page for your records.

Click "Continue" to get additional information about using the new EIN.

[Continue >>](#)

**Help Topics**

[Can the EIN be used before the confirmation letter is received?](#)

*Our medical program is under the  
St James Catholic Parish in Sclana Beach.*