



CITY OF SOLANA BEACH

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

AGENDA

Joint REGULAR Meeting

Wednesday, June 23, 2021 * 6:00 p.m.

Teleconference Location Only-City Hall/Council Chambers, 635 S. Highway 101, Solana Beach, California
This meeting will be conducted in accordance with Governor Newsom's Executive Order N-29-20 related to the COVID-19 virus.

MEETING LOCATION WILL NOT BE OPEN TO THE PUBLIC

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

AGENDA MATERIALS

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

WATCH THE MEETING

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

PUBLIC COMMENTS

- Written correspondence (supplemental items) regarding an agenda item at an open session meeting should be submitted to the City Clerk's Office at clerkoffice@cosb.org with a) Subject line to include the meeting date b) Include the Agenda Item # as listed on the Agenda.
- Correspondence received after the official posting of the agenda, but before 3:00 p.m. (or 3 hrs. prior to the meeting start time) on the meeting day, will be distributed to Council and made available online along with the agenda posting. All submittals received before the start of the meeting will be made part of the record.
- Written submittals will be added to the record and not read out loud.
- The designated location for viewing supplemental documents is on the City's website www.cityofsolanabeach.org on the posted Agenda under the relative Agenda Item.

OR

Verbal comment participation: If you wish to provide a live verbal comment during the meeting, attend the virtual meeting via your computer or call in.

Before Meeting

- Sign up (register) to speak at the virtual meeting for the Zoom webinar as early as possible and at least 3 hours prior to the start of the meeting so that Staff can manage the speaker list.
-Public Participation Link: https://cosb-org.zoom.us/webinar/register/WN_WCLXEbkGQaik6FvA-ISEfQ
-Follow the prompts to enter your name and email address and identify the item you are speaking on.
- Join the meeting by locating your confirmation email, that was sent immediately following registration, which will provide your log-in link.
- Join/Log-In to the meeting at least 15 minutes prior to the start time so that the City Clerk can verify you are ready to speak before the meeting begins.
- If your computer does not have a mic to speak or you have sound issues, you can use the call-in audio information (Zoom ID, Participant ID) from a landline or cell phone to join the meeting for the audio accessibility.
- If you call in as well for better audio, mute your computer's speakers to eliminate feedback so that you do not have two audios competing when you are speaking.

During Meeting:

- Choose Gallery View to see the presentations, when applicable.

- o Participants will be called upon from those who have Registered and their name is identified by the City Clerk calling from the registration list. You will be called on by name and unmuted by the meeting organizer and then you may provide comments for the allotted time. Allotted speaker times are listed under each [Agenda](#) section.

SPECIAL ASSISTANCE NEEDED - AMERICAN DISABILITIES ACT TITLE 2

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

CITY COUNCILMEMBERS			
Lesa Heebner, Mayor			
Kristi Becker Deputy Mayor	Kelly Harless Councilmember	David A. Zito Councilmember District 1	Jewel Edson Councilmember District 3
Gregory Wade City Manager	Johanna Canlas City Attorney	Angela Ivey City Clerk	

SPEAKERS:

See Public Participation on the first page of the Agenda for publication participation options.

READING OF ORDINANCES AND RESOLUTIONS:

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

CALL TO ORDER AND ROLL CALL:

CLOSED SESSION REPORT:

FLAG SALUTE:

PROCLAMATIONS/CERTIFICATES: *Ceremonial*

Pride Month

PRESENTATIONS: Ceremonial items that do not contain in-depth discussion and no action/direction.
None at the posting of this agenda

APPROVAL OF AGENDA:

ORAL COMMUNICATIONS:

Note to Public: Refer to [Public Participation](#) for information on how to submit public comment.

This portion of the agenda provides an opportunity for members of the public to address the City Council on items relating to City business and not appearing on today's agenda by having submitted written comments for the record to be filed with the record or by registering to join the virtual meeting online to speak live, per the Public Participation instructions on the Agenda.

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 speaker is THREE MINUTES (SBMC 2.04.190).

COUNCIL COMMUNITY ANNOUNCEMENTS / COMMENTARY:

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

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

Note to Public: Refer to [Public Participation](#) for information on how to submit public comment.

Items listed on the Consent Calendar are to be acted in a single action of the City Council unless pulled for discussion.

Any member of the public may address the City Council on an item of concern by submitting written correspondence for the record to be filed with the record or by registering to join the virtual meeting online to speak live, per the Public Participation instructions on the Agenda. The maximum time allotted for each speaker is THREE MINUTES (SBMC 2.04.190).

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 22, 2021 – June 04, 2021.

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 Budget Adjustments for Fiscal Year (FY) 2020/21. (File 0330-30)

Recommendation: That the City Council

1. Receive the report listing changes made to the FY 2020-2021 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. Annual Investment Policy. (File 0350-30)

Recommendation: That the City Council

1. Adopt **Resolution 2021-075** approving the City's Investment Policy for Fiscal Year 2021/22.

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. Appropriations Limit for Fiscal Year (FY) 2021/22. (File 0330-60)

Recommendation: That the City Council

1. Adopt **Resolution 2021-074** establishing the FY 2021/22 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.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. State-Mandated Annual Fire Inspections Report in Compliance with Senate Bill 1205. (File 0600-80)

Recommendation: That the City Council

1. Adopt **Resolution 2021-090** accepting a report on the status of all state-mandated annual fire inspections in the City of Solana Beach in conjunction with SB 1205 and California Health and Safety Code Section 13146.4.

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

Recommendation: That the City Council

1. Adopt **Resolution 2021-088** authorizing the destruction of officially obsolete records.

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. Crossing Guard Services. (File 0860-35)

Recommendation: That the City Council

1. Adopt **Resolution 2021-086**:
 - a. Approving the Amended MOU with the Solana Beach School District for crossing guard services.
 - b. Approving the PSA with ACMS to provide crossing guard services for one year with the option to extend the agreement for up to two additional one-year terms.
 - c. Authorize the City Manager to execute the MOU and PSA pending approval of these items by the Solana Beach School District.
 - d. Appropriating \$186,984 to the Professional Services expenditure account in the Traffic Safety budget unit and \$121,540 to the Reimbursed Cost revenue account, both in the General Fund.

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.

A.8. Work Plan Fiscal Year (FY) 2021/22. (File 0410-08)

Recommendation: That the City Council

1. Consider and adopt the final FY 2021/2022 Work Plan.

Item A.8. Report (click here)

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

A.9. Traffic Signal Maintenance Services. (File 0860-55)

Recommendation: That the City Council

1. Adopt **Resolution 2021-089** authorizing the City Manager to execute Amendment 4 to the Professional Services Agreement with Siemens Mobility, Inc. for Traffic Signal Maintenance Services for FY 2021/22, to increase the compensation to an amount not to exceed \$42,500.

Item A.9. Report (click here)

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

B. PUBLIC HEARINGS: (B.1. – B.4.)

Note to Public: Refer to [Public Participation](#) for information on how to submit public comment.

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An applicant or designee(s) for a private development/business project, for which the public hearing is being held, is allotted a total of fifteen minutes to speak, as per SBMC 2.04.210. A portion of the fifteen minutes may be saved to respond to those who speak in opposition. All other speakers have three minutes each.

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.

B.1. Public Hearing: Fiscal Year (FY) 2021/22 & FY 2022/23 Budget. (File 0330-30)

Recommendation: That the City Council

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, Close the Public Hearing.
2. Adopt **Resolution 2021-092** approving FY 2021/22 and FY 2022/23 Budget.

Item B.1. Report (click here)

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

B.2. Public Hearing: Rate Increase (Prop 218) for EDCO Waste and Recycling Services. (File 1030-15)

Recommendation: That the City Council

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Report Written Protests Received; Receive Public Testimony, Close the Public Hearing.
2. Following the Public Hearing, consider adoption of **Resolution 2021-087** approving EDCO's rate review request increasing solid waste and recycling rates for FY 2021/22 in accordance with the Franchise Agreement.

Item B.2. Report (click here)

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

B.3. Public Hearing: Solana Beach Coastal Rail Trail (CRT) Maintenance District Annual Assessments. (File 0495-20)

Recommendation: That the City Council

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, Close the Public Hearing.
2. Adopt **Resolution 2021-080**, approving the Engineer's Report regarding the Coastal Rail Trail Maintenance District.
3. Adopt **Resolution 2021-081**, ordering the levy and collection of the annual assessments regarding the Coastal Rail Trail Maintenance District for Fiscal Year 2021/22.

Item B.3. Report (click here)

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

B.4. Public Hearing: Solana Beach Lighting Maintenance District Annual Assessments. (File 0495-20)

Recommendation: That the City Council

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.
2. Adopt **Resolution 2021-082** confirming the diagram and assessment and approving the City of Solana Beach Lighting Maintenance District Engineer's Report.
3. Adopt **Resolution 2021-083** ordering the levy and collection of annual assessments for FY 2021/22 and ordering the transmission of charges to the County Auditor for collection.

Item B.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.

C. STAFF REPORTS: (C.1. – C.2.)

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C.1. Fiscal Year (FY) 2021/22 Community Grant Program Awards. (File 0330-25)

Recommendation: That the City Council

1. Select the FY 2021/22 Community Grant Program recipients and identify an award amount to each recipient.
2. Adopt **Resolution 2021-091** authorizing the funding for the selected community grant applicants for financial assistance under the FY 2021/22 Community Grant Program.

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. Building Electrification and Electric Vehicle Charging Reach Codes Discussion. (File 0600-05)

Recommendation: That the City Council

1. Discuss and provide direction to Staff regarding the potential development of Building Electrification and Electric Vehicle Charging Infrastructure Reach Codes.

Item C.2. Report (click here)

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

WORK PLAN COMMENTS:

Adopted June 12, 2019

COMPENSATION & REIMBURSEMENT DISCLOSURE:

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

COUNCIL COMMITTEE REPORTS: [Council Committees](#)

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

- a. City Selection Committee (meets twice a year) Primary-Heebner, Alternate-Edson
- b. Clean Energy Alliance (CEA) JPA: Primary-Becker, Alternate-Zito
- c. County Service Area 17: Primary- Harless, Alternate-Edson
- d. Escondido Creek Watershed Authority: Becker /Staff (no alternate).
- e. League of Ca. Cities' San Diego County Executive Committee: Primary-Becker, Alternate-Harless. Subcommittees determined by its members.
- f. League of Ca. Cities' Local Legislative Committee: Primary-Harless, Alternate-Becker

- g. League of Ca. Cities' Coastal Cities Issues Group (CCIG): Primary-Becker, Alternate-Harless
- h. North County Dispatch JPA: Primary-Harless, Alternate-Becker
- i. North County Transit District: Primary-Edson, Alternate-Harless
- j. Regional Solid Waste Association (RSWA): Primary-Harless, Alternate-Zito
- k. SANDAG: Primary-Heebner, 1st Alternate-Zito, 2nd Alternate-Edson. Subcommittees determined by its members.
- l. SANDAG Shoreline Preservation Committee: Primary-Becker, Alternate-Zito
- m. San Dieguito River Valley JPA: Primary-Harless, Alternate-Becker
- n. San Elijo JPA: Primary-Zito, Primary-Becker, Alternate-City Manager
- o. 22nd Agricultural District Association Community Relations Committee: Primary-Edson, Primary-Heebner

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

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

CITIZEN COMMISSION(S)

- a. Climate Action Commission: Primary-Zito, Alternate-Becker

ADJOURN:

Next Regularly Scheduled Meeting is July 14, 2021

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

Or Contact City Hall 858-720-2400

www.cityofsolanabeach.org

AFFIDAVIT OF POSTING

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

I, Angela Ivey, City Clerk of the City of Solana Beach, do hereby certify that this Agenda for the June 23, 2021 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 16, 2021 at 5:00 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 23, 2021, in the Council Chambers, at City Hall, 635 S. Highway 101, Solana Beach, California.

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

CITIZEN CITY COMMISSION AND COMMITTEE MEETINGS:

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

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



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 23, 2021
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- 05/22/21 through 06/04/21		
Check Register-Disbursement Fund (Attachment 1)		\$ 530,714.96
Net Payroll	May 28, 2021	166,066.58
Federal & State Taxes	May 28, 2021	44,381.68
PERS Retirement (EFT)	May 28, 2021	47,629.06
PERS Retirement (EFT)	June 1, 2021	714.93
PERS Retirement (EFT)	June 1, 2021	46,503.54
Retirement Payroll	June 3, 2021	4,648.00
TOTAL		\$ <u>840,658.75</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 22, 2021 through June 4, 2021 reflects total expenditures of \$840,658.75 from various City sources.

CITY COUNCIL ACTION: _____

WORK PLAN:

N/A

OPTIONS:

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

DEPARTMENT RECOMMENDATION:

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

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Check Register – Disbursement Fund

PENTAMATION
 DATE: 06/10/2021
 TIME: 11:51:24

CITY OF SOLANA BEACH, CA
 CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 1
 ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20210522 00:00:00.000' and '20210604 00:00:00.000'
 ACCOUNTING PERIOD: 12/21

FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	99052	05/27/21	5051	CINTAS CORPORATION NO. 2	00165006570	FIRST AID SUPPLIES-PW	0.00	106.76
1011	99053	05/27/21	108	DEL MAR BLUE PRINT COMPA	00150005150	SANITATION MAPS	0.00	23.93
1011	99054	05/27/21	2239	DEPARTMENT OF MOTOR VEHI	00160006170	PERM TRAILER ID	0.00	10.00
1011	99055	05/27/21	134	DIXIELINE LUMBER CO INC	00165006560	BOLTS	0.00	3.12
1011	99055	05/27/21	134	DIXIELINE LUMBER CO INC	00165006570	RUSTOLEUM SPRAY	0.00	10.65
1011	99055	05/27/21	134	DIXIELINE LUMBER CO INC	00165006570	DRILL BIT	0.00	14.05
1011	99055	05/27/21	134	DIXIELINE LUMBER CO INC	00165006570	NUTS/WRENCH	0.00	31.31
1011	99055	05/27/21	134	DIXIELINE LUMBER CO INC	00165006570	HAMMER/HNGRS/	0.00	37.55
1011	99055	05/27/21	134	DIXIELINE LUMBER CO INC	00165006570	GLOVES/CLEANER	0.00	38.22
1011	99055	05/27/21	134	DIXIELINE LUMBER CO INC	00165006570	PLIERS/RAZORS/KNIFE	0.00	38.26
1011	99055	05/27/21	134	DIXIELINE LUMBER CO INC	00165006560	OIL/LOPPER	0.00	53.28
1011	99055	05/27/21	134	DIXIELINE LUMBER CO INC	00165006570	GLOVES/TOOL BOX/CTTR	0.00	85.52
1011	99055	05/27/21	134	DIXIELINE LUMBER CO INC	00165006570	GLOVES/LIGHTS	0.00	196.34
1011	99055	05/27/21	134	DIXIELINE LUMBER CO INC	00165006570	LIGHT PLATE	0.00	1.43
TOTAL CHECK							0.00	509.73
1011	99056	05/27/21	1242	DSR - DOOR SERVICE & REP	00165006570	AS NEEDED RPR-01/20	0.00	236.11
1011	99056	05/27/21	1242	DSR - DOOR SERVICE & REP	00165006570	AS NEEDED RPR-1/20	0.00	234.75
TOTAL CHECK							0.00	470.86
1011	99057	05/27/21	6014	ECS IMAGING INC	13550005150	ECM IMPLEMENTATION-21	0.00	16,005.00
1011	99057	05/27/21	6014	ECS IMAGING INC	00150005150	ECM ANNUAL SERVICE-21	0.00	2,890.00
TOTAL CHECK							0.00	18,895.00
1011	99058	05/27/21	2462	EMBROIDERY IMAGE	00170007110	CAMP STAFF-HATS	0.00	363.29
1011	99059	05/27/21	223	FEDEX	00150005150	SHIPPING-04/30/21	0.00	77.02
1011	99060	05/27/21	2106	MIKHAIL OGAWA ENGINEERIN	00165006520	STRMWTR PRK MNGMT-APR	0.00	2,902.28
1011	99061	05/27/21	111	MISSION LINEN & UNIFORM	50900007700	LAUNDRY-PUB WORKS	0.00	9.53
1011	99061	05/27/21	111	MISSION LINEN & UNIFORM	00165006520	LAUNDRY-PUB WORKS	0.00	13.34
1011	99061	05/27/21	111	MISSION LINEN & UNIFORM	00165006560	LAUNDRY-PUB WORKS	0.00	13.36
1011	99061	05/27/21	111	MISSION LINEN & UNIFORM	00165006530	LAUNDRY-PUB WORKS	0.00	20.99
TOTAL CHECK							0.00	57.22
1011	99062	05/27/21	191	NAPA AUTO PARTS INC	00165006560	LAMPS	0.00	32.22
1011	99063	05/27/21	4825	NEOGOV, INC	00150005400	REISSUE CK#98945	0.00	9,839.72
1011	99064	05/27/21	5361	HABITAT PROTECTION, INC	00165006570	FUMIGATION-MAY-LC	0.00	1,400.00
1011	99065	05/27/21	257	SAN DIEGO COUNTY SHERIFF	001	CR TOW FEE-MAR	0.00	-109.42
1011	99065	05/27/21	257	SAN DIEGO COUNTY SHERIFF	00160006110	STAFF CR:03/01-03/31	0.00	-3,852.23
1011	99065	05/27/21	257	SAN DIEGO COUNTY SHERIFF	21960006110	LAW ENFORCEMENT-MAR	0.00	12,429.39
1011	99065	05/27/21	257	SAN DIEGO COUNTY SHERIFF	00160006110	LAW ENFORCEMENT-MAR	0.00	373,336.48
TOTAL CHECK							0.00	381,804.22
1011	99066	05/27/21	1231	STAPLES CONTRACT & COMME	001	PREPAID PAST DUE AMNT	0.00	10.01

PENTAMATION
 DATE: 06/10/2021
 TIME: 11:51:24

CITY OF SOLANA BEACH, CA
 CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 2
 ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20210522 00:00:00.000' and '20210604 00:00:00.000'
 ACCOUNTING PERIOD: 12/21

FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	99067	05/27/21	5704	THE HOME DEPOT PRO	00165006570	TRASH LINER	0.00	441.67
1011	99067	05/27/21	5704	THE HOME DEPOT PRO	00165006530	TRASH LINER	0.00	441.68
1011	99067	05/27/21	5704	THE HOME DEPOT PRO	00165006560	TRASH LINER	0.00	441.68
TOTAL CHECK							0.00	1,325.03
1011	99068	05/27/21	1458	THE UNIFORM SPECIALIST	00160006120	FULL UNIFORM-SCHMIT	0.00	1,600.37
1011	99069	05/27/21	2097	UT SAN DIEGO - NRTH COUN	00150005300	NTC-FY21/22MN DST FEE	0.00	276.32
1011	99070	05/27/21	662	WEST COAST ARBORISTS, IN	00165006530	TREE SVC-01/16-01/31	0.00	3,065.00
1011	99070	05/27/21	662	WEST COAST ARBORISTS, IN	00165006560	TREE SVC-01/16-01/31	0.00	6,900.00
1011	99070	05/27/21	662	WEST COAST ARBORISTS, IN	00165006570	TREE SVC-01/16-01/31	0.00	2,000.00
1011	99070	05/27/21	662	WEST COAST ARBORISTS, IN	00165006530	TREE SVC-01/16-01/31	0.00	103.00
TOTAL CHECK							0.00	12,068.00
1011	99071	05/27/21	5919	WREGIS	55000007750	ENERGY TRANSACTN FEE	0.00	75.58
1011	99072	05/27/21	37	XEROX CORPORATION	00150005350	FIERY PLANNING-APR	0.00	132.61
1011	99072	05/27/21	37	XEROX CORPORATION	00150005350	COPIER CLRKS-APR	0.00	271.68
1011	99072	05/27/21	37	XEROX CORPORATION	00150005350	EXCESS BLK-3/21-4/21	0.00	20.18
1011	99072	05/27/21	37	XEROX CORPORATION	00150005350	EXCESS CLR-3/21-4/21	0.00	62.90
1011	99072	05/27/21	37	XEROX CORPORATION	00150005350	FIERY CLRKS-APR	0.00	122.84
1011	99072	05/27/21	37	XEROX CORPORATION	00150005350	COPIER UPSTAIRS-APR	0.00	298.25
1011	99072	05/27/21	37	XEROX CORPORATION	00150005350	EXCESS BLK-3/21-4/21	0.00	10.83
1011	99072	05/27/21	37	XEROX CORPORATION	00150005350	EXCESS CLR-3/21-4/21	0.00	55.51
1011	99072	05/27/21	37	XEROX CORPORATION	00150005350	FIERY UPSTAIRS-APR	0.00	132.61
1011	99072	05/27/21	37	XEROX CORPORATION	00150005350	COPIER PLANNING-APR	0.00	546.78
1011	99072	05/27/21	37	XEROX CORPORATION	00150005350	EXCESS BLK-3/21-4/21	0.00	92.87
1011	99072	05/27/21	37	XEROX CORPORATION	00150005350	EXCESS CLR-3/21-4/21	0.00	96.09
TOTAL CHECK							0.00	1,843.15
1011	99073	06/01/21	6019	COSSIO INSURNACE AGENCY	25570007110	JG/DAY CAMP INS	0.00	2,071.05
1011	99073	06/01/21	6019	COSSIO INSURNACE AGENCY	25560006180	JG/DAY CAMP INS	0.00	11,735.95
TOTAL CHECK							0.00	13,807.00
1011	99074	06/03/21	2906	ACE UNIFORMS & ACCESSORI	00160006120	SHRT/PTCH/LOGO-PESTER	0.00	147.59
1011	99075	06/03/21	2137	AFLAC	001	MAY 21	0.00	803.86
1011	99076	06/03/21	834	ALLSTAR FIRE EQUIPMENT,	00160006120	GLOVES-SCHMIT	0.00	221.68
1011	99076	06/03/21	834	ALLSTAR FIRE EQUIPMENT,	00160006120	TURNOUTS-PHLLPS/MTCHL	0.00	4,842.29
TOTAL CHECK							0.00	5,063.97
1011	99077	06/03/21	4794	AMR	27060006120	CSA17.21 BACTERL FLTR	0.00	20.17
1011	99077	06/03/21	4794	AMR	27060006120	CSA17.21 NITRO SPRAY	0.00	316.96
TOTAL CHECK							0.00	337.13
1011	99078	06/03/21	4832	AT&T CALNET 3	00160006120	9391059865 12/1-12/31	0.00	394.15
1011	99078	06/03/21	4832	AT&T CALNET 3	00160006120	9391059865 2/01-2/28	0.00	397.62
1011	99078	06/03/21	4832	AT&T CALNET 3	00160006120	9391059865 1/01-1/31	0.00	397.62
TOTAL CHECK							0.00	1,189.39

PENTAMATION
 DATE: 06/10/2021
 TIME: 11:51:24

CITY OF SOLANA BEACH, CA
 CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 3
 ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20210522 00:00:00.000' and '20210604 00:00:00.000'
 ACCOUNTING PERIOD: 12/21

FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	99079	06/03/21	5243	ROBERT ZAJAC	00150005400	R. ZAJAC-LIVESCAN	0.00	62.00
1011	99080	06/03/21	557	BURKE, WILLIAMS & SORENS	26399465580	9946 500SIERRA PE3/31	0.00	35.00
1011	99083	06/03/21	1914	US BANK	00165006510	STAMP	0.00	41.38
1011	99083	06/03/21	1914	US BANK	00150005450	VGA ADAPTER	0.00	43.05
1011	99083	06/03/21	1914	US BANK	00160006120	DIVIDERS/BINDERS	0.00	54.25
1011	99083	06/03/21	1914	US BANK	00150005450	CONSTANT CONTACT-MAR	0.00	55.00
1011	99083	06/03/21	1914	US BANK	00155005550	FILES/POST ITS	0.00	56.22
1011	99083	06/03/21	1914	US BANK	00160006120	FLOOD LIGHT	0.00	59.25
1011	99083	06/03/21	1914	US BANK	00160006170	ACETONE/TAPE/SPRYR	0.00	68.68
1011	99083	06/03/21	1914	US BANK	00160006120	GRILL BRUSH AND SCRAP	0.00	68.88
1011	99083	06/03/21	1914	US BANK	00160006170	2 SUBA TANK MAINT	0.00	72.00
1011	99083	06/03/21	1914	US BANK	00165006570	STONE GENERATOR	0.00	94.05
1011	99083	06/03/21	1914	US BANK	00150005400	FF/PM PANEL REFRSHMNT	0.00	98.11
1011	99083	06/03/21	1914	US BANK	00165006530	SAFETY MEET MMBRSHIP	0.00	100.00
1011	99083	06/03/21	1914	US BANK	50900007700	SAFETY MEET MMBRSHIP	0.00	100.00
1011	99083	06/03/21	1914	US BANK	00160006120	BINDERS	0.00	103.50
1011	99083	06/03/21	1914	US BANK	00150005300	CSMFO MEMBERSHP	0.00	110.00
1011	99083	06/03/21	1914	US BANK	00155005560	FILES/MARKERS	0.00	120.10
1011	99083	06/03/21	1914	US BANK	00150005400	FF/PM PANEL REFRSHMNT	0.00	160.51
1011	99083	06/03/21	1914	US BANK	00150005450	HEADSETS (5)	0.00	177.75
1011	99083	06/03/21	1914	US BANK	13550005450	ADOBE SUB	0.00	180.98
1011	99083	06/03/21	1914	US BANK	00160006170	DIVE TRN-PENNEL	0.00	183.00
1011	99083	06/03/21	1914	US BANK	00160006170	DIVE TRN-MASON	0.00	183.00
1011	99083	06/03/21	1914	US BANK	00160006170	DIVE TRN-JONES	0.00	183.00
1011	99083	06/03/21	1914	US BANK	00150005450	TECH SUPPORT-VERITAS	0.00	185.00
1011	99083	06/03/21	1914	US BANK	00165006560	BATTERY	0.00	187.41
1011	99083	06/03/21	1914	US BANK	00150005300	GFOA MEMBERSHIP	0.00	190.00
1011	99083	06/03/21	1914	US BANK	55000007750	WEBSITE HOSTING	0.00	199.68
1011	99083	06/03/21	1914	US BANK	00160006170	PORTBL JUMP STRTER	0.00	215.49
1011	99083	06/03/21	1914	US BANK	00150005400	2021 LABOR LAW PSTRS	0.00	258.55
1011	99083	06/03/21	1914	US BANK	00150005450	PRINTER-ENG	0.00	258.66
1011	99083	06/03/21	1914	US BANK	00160006170	DIVE CLASS SUPPLIES	0.00	300.00
1011	99083	06/03/21	1914	US BANK	00160006170	SEAT COVERS	0.00	303.05
1011	99083	06/03/21	1914	US BANK	00170007110	TREE LIGHT-BOOM LIFT	0.00	374.05
1011	99083	06/03/21	1914	US BANK	00160006120	TWLS/BAGS/CLNR/TSSUE	0.00	399.41
1011	99083	06/03/21	1914	US BANK	00150005450	WEBCAM (5)	0.00	592.55
1011	99083	06/03/21	1914	US BANK	00150005450	PRINTER-MS	0.00	604.51
1011	99083	06/03/21	1914	US BANK	13560006120	MATTRESS	0.00	667.49
1011	99083	06/03/21	1914	US BANK	13560006120	MATTRESS	0.00	667.49
1011	99083	06/03/21	1914	US BANK	00160006170	DV TRN-JP/EM/BJ	0.00	675.00
1011	99083	06/03/21	1914	US BANK	00155005550	APA MMBRSH	0.00	788.00
1011	99083	06/03/21	1914	US BANK	00160006140	FORD RANGER MAINT	0.00	1,038.36
1011	99083	06/03/21	1914	US BANK	13560006120	MATTRESS	0.00	-667.49
1011	99083	06/03/21	1914	US BANK	00150005150	MTG TRNSCPTN RFND	0.00	-12.50
1011	99083	06/03/21	1914	US BANK	00150005150	MTG TRNSCPTN RFND	0.00	-12.50
1011	99083	06/03/21	1914	US BANK	00150005150	LAMP	0.00	7.27
1011	99083	06/03/21	1914	US BANK	00160006120	BATTERIES	0.00	8.50
1011	99083	06/03/21	1914	US BANK	00160006170	PIPE FOR SIGNAGE	0.00	9.35
1011	99083	06/03/21	1914	US BANK	00150005450	HOSTING DOMAINS-FEB	0.00	9.95

PENTAMATION
 DATE: 06/10/2021
 TIME: 11:51:24

CITY OF SOLANA BEACH, CA
 CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 4
 ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20210522 00:00:00.000' and '20210604 00:00:00.000'
 ACCOUNTING PERIOD: 12/21

FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	99083	06/03/21	1914	US BANK	00160006120	PROT PLAN	0.00	9.99
1011	99083	06/03/21	1914	US BANK	00160006170	ZIPLOCKS	0.00	13.64
1011	99083	06/03/21	1914	US BANK	00150005400	FF/PM PANEL REFRSHMNT	0.00	19.92
1011	99083	06/03/21	1914	US BANK	00160006120	TUMBLERS	0.00	21.54
1011	99083	06/03/21	1914	US BANK	00160006120	GRILL COVER/HANDLE	0.00	24.03
1011	99083	06/03/21	1914	US BANK	00160006170	BATTERIES	0.00	24.60
1011	99083	06/03/21	1914	US BANK	00150005150	BULBS/SEAT COVER	0.00	25.18
1011	99083	06/03/21	1914	US BANK	00160006120	BINDER	0.00	28.32
1011	99083	06/03/21	1914	US BANK	00150005150	DOCUMENT TRANSLATION	0.00	30.00
1011	99083	06/03/21	1914	US BANK	00160006120	HOSE NOZZLE	0.00	30.14
1011	99083	06/03/21	1914	US BANK	00150005150	DOCUMENT TRANSLATION	0.00	31.30
1011	99083	06/03/21	1914	US BANK	00165006570	HAND SANITIZER	0.00	32.20
1011	99083	06/03/21	1914	US BANK	00150005400	FF/PM PANEL REFRSHMNT	0.00	35.90
1011	99083	06/03/21	1914	US BANK	00150005150	03/10 COUNCIL MTG	0.00	37.25
1011	99083	06/03/21	1914	US BANK	00160006170	TOASTER OVEN	0.00	37.69
1011	99083	06/03/21	1914	US BANK	00160006120	HARDWARE-STN LGHTNG	0.00	39.18
TOTAL CHECK							0.00	10,000.87
1011	99084	06/03/21	218	DATATICKET INC.	00160006140	PRKNG TCKT ADMIN-APR	0.00	357.91
1011	99085	06/03/21	5933	ENCINITAS BEE COMPANY	00165006560	BEE REMOVAL-LC	0.00	200.00
1011	99086	06/03/21	5676	FAILSAFE TESTING, LLC	00160006120	GROUND LADDER TEST	0.00	874.40
1011	99087	06/03/21	4792	INTERFAITH COMMUNITY SER	00150005100	WNTR SHLTR FY20/21	0.00	4,500.00
1011	99088	06/03/21	6017	JOHN VENABLE	001	RFND-SBGR-368/609 GLE	0.00	5,978.50
1011	99089	06/03/21	5889	KOA HILLS CONSULTING, LL	13550005300	PROJ MANAGMNT-APR	0.00	4,080.00
1011	99089	06/03/21	5889	KOA HILLS CONSULTING, LL	13550005200	PROJ MANAGMNT-APR	0.00	9,520.00
TOTAL CHECK							0.00	13,600.00
1011	99090	06/03/21	6018	MARCY PARRA	00150005400	M. PARRA-LIVESCAN	0.00	25.00
1011	99090	06/03/21	6018	MARCY PARRA	00170007110	CPR TRNG CLSS-PARRA	0.00	69.00
TOTAL CHECK							0.00	94.00
1011	99091	06/03/21	4738	MEDICAL EYE SERVICES	00150005400	ROUNDING-MAY 21	0.00	-0.21
1011	99091	06/03/21	4738	MEDICAL EYE SERVICES	001	EE# COBRA MAY21	0.00	11.29
1011	99091	06/03/21	4738	MEDICAL EYE SERVICES	001	EE COBRA MAY21	0.00	11.29
1011	99091	06/03/21	4738	MEDICAL EYE SERVICES	001	EE# COBRA MAY 21	0.00	11.29
1011	99091	06/03/21	4738	MEDICAL EYE SERVICES	001	EE# COBRA MAY21	0.00	20.33
1011	99091	06/03/21	4738	MEDICAL EYE SERVICES	001	VISION MAY 21	0.00	448.34
TOTAL CHECK							0.00	502.33
1011	99092	06/03/21	5549	MICHAEL BAKER INTERNATIO	21355005550	1718.03/0 IDA AVE	0.00	1,021.25
1011	99093	06/03/21	50	OFFICE DEPOT INC	00150005350	PEN CUPS	0.00	9.68
1011	99093	06/03/21	50	OFFICE DEPOT INC	00150005350	SPOONS	0.00	20.15
1011	99093	06/03/21	50	OFFICE DEPOT INC	00150005350	WIPES/PENS/MASKS	0.00	54.72
TOTAL CHECK							0.00	84.55
1011	99094	06/03/21	1087	PREFERRED BENEFIT INS AD	00150005400	ADMIN FEE MAY 21	0.00	4.50

PENTAMATION
 DATE: 06/10/2021
 TIME: 11:51:24

CITY OF SOLANA BEACH, CA
 CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 5
 ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20210522 00:00:00.000' and '20210604 00:00:00.000'
 ACCOUNTING PERIOD: 12/21

FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	99094	06/03/21	1087	PREFERRED BENEFIT INS AD	001	DENTAL MAY 21	0.00	2,851.10
TOTAL CHECK							0.00	2,855.60
1011	99095	06/03/21	6016	RAMFERIS IZAZAGA	001	RFND-SB-0637036	0.00	32.50
1011	99096	06/03/21	416	REGIONAL COMMS SYS, MS 0	00160006120	CAP CODE-APR	0.00	32.50
1011	99097	06/03/21	141	SANTA FE IRRIGATION DIST	00165006560	005506015 0316-051421	0.00	147.89
1011	99097	06/03/21	141	SANTA FE IRRIGATION DIST	20375007510	007732000 0316-051421	0.00	169.63
1011	99097	06/03/21	141	SANTA FE IRRIGATION DIST	00165006560	005506016 0316-051421	0.00	343.41
1011	99097	06/03/21	141	SANTA FE IRRIGATION DIST	00165006560	005979003 0316-051421	0.00	1,024.00
1011	99097	06/03/21	141	SANTA FE IRRIGATION DIST	20375007510	005979004 0316-051421	0.00	1,974.78
TOTAL CHECK							0.00	3,659.71
1011	99098	06/03/21	3909	SECTRAN SECURITY INC	12050005460	COURIER FUEL-MAY	0.00	19.22
1011	99098	06/03/21	3909	SECTRAN SECURITY INC	12050005460	COURIER SVC- MAY	0.00	113.37
TOTAL CHECK							0.00	132.59
1011	99099	06/03/21	3199	SOUTH COAST EMERGENCY VE	00160006120	WASHER/TUBE/NUTS	0.00	1,660.76
1011	99100	06/03/21	1231	STAPLES CONTRACT & COMME	00150005300	EXTENSION CORD	0.00	16.14
1011	99100	06/03/21	1231	STAPLES CONTRACT & COMME	00150005350	POSTIT/SPONGES	0.00	18.62
1011	99100	06/03/21	1231	STAPLES CONTRACT & COMME	00150005300	EXTENSION CORD	0.00	41.90
1011	99100	06/03/21	1231	STAPLES CONTRACT & COMME	00150005300	LABEL MAKER	0.00	107.74
1011	99100	06/03/21	1231	STAPLES CONTRACT & COMME	00150005350	GLOVES/SANITIZER	0.00	174.46
TOTAL CHECK							0.00	358.86
1011	99101	06/03/21	4959	TELECOM LAW FIRM	21355005550	DUP20-003/200 MARINE V	0.00	204.00
1011	99102	06/03/21	3980	TURNOUT MAINTENANCE COMP	00160006120	CLNNG/MAINT-HANCOCK	0.00	185.50
1011	99103	06/03/21	1458	THE UNIFORM SPECIALIST	00160006120	BOOTS-STYERS	0.00	411.34
1011	99104	06/03/21	2097	UT SAN DIEGO - NRTH COUN	00155005550	PUB NTC-MOD20-003	0.00	399.93
1011	99105	06/03/21	5594	WEX BANK	00160006120	CR EXEMPT TAX-APR	0.00	-121.44
1011	99105	06/03/21	5594	WEX BANK	00160006120	AUTO FUEL-APR	0.00	1,979.21
TOTAL CHECK							0.00	1,857.77
1011	V9000287	05/27/21	11	ICMA PLAN 302817	001	PD ICMA 05/27/21	0.00	13,160.84
1011	V9000288	05/27/21	3859	ICMA RHS 801939	001	ICMA PD 05/27/21	0.00	1,993.01
1011	V9000289	05/27/21	5843	MIDAMERICA	16053005360	CTYSOLANAG5-JUN 21	0.00	5,870.00
1011	V9000290	05/27/21	13	SOLANA BEACH FIREFIGHTER	001	FD DUES PD 05/28/21	0.00	813.50
1011	V9000291	06/03/21	5860	EBIX INC.	12050005460	QTRLY FEE-0201-043020	0.00	450.16
1011	V9000291	06/03/21	5860	EBIX INC.	12050005460	QTRLY FEE-0501-073120	0.00	456.17
1011	V9000291	06/03/21	5860	EBIX INC.	12050005460	QTRLY FEE-0801-103120	0.00	458.00
1011	V9000291	06/03/21	5860	EBIX INC.	12050005460	QTRLY FEE-1101-013121	0.00	468.89
TOTAL CHECK							0.00	1,833.22

PENTAMATION
DATE: 06/10/2021
TIME: 11:51:24

CITY OF SOLANA BEACH, CA
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 6
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20210522 00:00:00.000' and '20210604 00:00:00.000'
ACCOUNTING PERIOD: 12/21

FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	V9000292	06/03/21	4465	SUN LIFE FINANCIAL	001	MAY 21 SUPP LIFE INS	0.00	257.55
1011	V9000292	06/03/21	4465	SUN LIFE FINANCIAL	001	MAY 21 LIFE&ADD INS	0.00	1,114.71
1011	V9000292	06/03/21	4465	SUN LIFE FINANCIAL	001	MAY 21 LTD	0.00	1,530.61
TOTAL CHECK							0.00	2,902.87
TOTAL CASH ACCOUNT							0.00	530,714.96
TOTAL FUND							0.00	530,714.96
TOTAL REPORT							0.00	530,714.96



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 23, 2021
ORIGINATING DEPT: Finance
SUBJECT: **Report on Changes Made to the General Fund Adopted Budget for Fiscal Year 2020/21**

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 June 9, 2021.

DISCUSSION:

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

GENERAL FUND - ADOPTED BUDGET PLUS CHANGES						
As of June 9, 2021						
Action	Description	Revenues	Expenditures	Transfers from GF		Net Surplus
Reso 2019-085	Adopted Budget	19,827,600	(19,602,500)	(151,100)	(1)	\$ 74,000
Reso 2020-101	FY2020/21 Amended	(495,000)	361,000	80,000	(2)	20,000
Reso 2021-021	Mid-Year Budget Adjustments	354,000	(354,993)	-		19,007
	(1) Transfers to:		151,100			
	Debt Service for Public Facilities			151,100		
	(2) Transfer to:		(80,000)			
	City CIP Fund			(80,000)		

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA

COUNCIL ACTION:

FISCAL IMPACT:

N/A

WORK PLAN:

N/A

OPTIONS:

- Receive the report.
- Do not accept the report

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council receive the report listing changes made to the FY 2020-2021 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 23, 2021
ORIGINATING DEPT: Finance
SUBJECT: **Council Consideration of Resolution 2021-075 Adopting the Fiscal Year 2021/22 City Investment Policy**

BACKGROUND:

Pursuant to its own terms, the City's Investment Policy (Policy) must be reviewed and adopted annually by a resolution of the City Council. The terms of the Policy must be in compliance with the California Government Code (Code) Section 53601.

This item is before the City Council to consider Resolution 2021-075 (Attachment 1) adopting the City's Investment Policy for Fiscal Year (FY) 2021/22.

DISCUSSION:

The investment policy states the goals of the City's investment activities, the types of investments allowed by Government Code, and the reporting requirements. The ultimate goal is to enhance the economic status of the City while protecting its pooled cash. The City has determined that its investment goals are, in order of priority, safety, liquidity, and yield.

The proposed Policy (Attachment 2) is not intended to be comprehensive for all situations, but instead serves as a guideline for the City Treasurer, under the direction of the City Manager, to assist in the adequate safeguarding of the City's financial assets. The attached Policy conforms to Code Section 53601. The City's Policy is more restrictive in terms of allowable investments than what is allowed by the Code.

Included in the Policy are updates to reflect clarifications made to the Code and Chandler Asset Management's suggested best practices. Chandler Asset Management currently manages the largest portion of the City's investment portfolio.

The following is a summary of the changes to the Policy:

- VIII. Authorized Financial Institutions, Depositories, and Broker/Dealers – Added Broker/Dealers to the list of institutions eligible to transact investment business with the City. (Page 6)

CITY COUNCIL ACTION:

- IX. Authorized Investments; Subsection 4. Federal Agencies – Chandler recommends increasing the per issuer limit for agencies from 25% to 30% to allow for the purchase of more of a single issuer if needed. (Page 8)
- IX. Authorized Investments; Subsection 6. Commercial Paper – Chandler recommends updating commercial paper requirements to align with California Government Code Section 53601(h). (Page 8)
- X. Prohibited Investment Vehicles and Practices – Chandler recommends updating language to allow for the purchase of US government backed securities with a zero- or negative-interest accrual if held to maturity. A change to California Government Code occurred when SB 998 created an exception to the prohibition of these securities to prepare for the possibility of negative interest rates. Only in exigent circumstance after all other options have been exhausted would Chandler recommend the purchase of these securities. The change would align the policy with California Government Code and sunsets on January 1, 2026. (Page 13)
- XVI. Risk Management and Diversification – Per Chandler’s best practices, language has been updated regarding the protocol for handling a security that is downgraded below the minimum credit quality required to be compliant with the investment policy. This change would allow the investment manager to sell without waiting for prior approval from the Treasurer in the event that an investment’s credit quality deteriorates quickly. Timely communication of any actions taken are still required. (Page 16)

Staff believes that the investments allowed under the attached Policy are appropriate for a small city. The Policy is included within the City’s budget document and, therefore, is subject to public scrutiny.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

N/A

WORK PLAN:

N/A

OPTIONS:

- Approve Staff recommendation adopting the City’s Investment Policy for FY 2021/22.
- Approve Staff recommendation with alternative amendments/modifications to the City’s Investment Policy.
- Do not approve and provide direction.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2021-075 (Attachment 1) approving the City's Investment Policy for FY 2021/22.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2021-075
2. City of Solana Beach Investment Policy FY 2021/22

RESOLUTION 2021-075

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING THE CITY OF SOLANA BEACH'S INVESTMENT POLICY FOR FISCAL YEAR 2021/22

WHEREAS, the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code Sections 53600.6 and 53630.1); and

WHEREAS, the City Council may invest surplus monies not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Section 53600 *et seq.* and this policy; and

WHEREAS, the City Treasurer of the City of Solana Beach may invest surplus monies not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Section 53600 *et seq.* and this policy; and

WHEREAS, the City Treasurer of the City of Solana Beach, under the direction of the City Manager, has prepared and submitted a statement of investment policy and such policy, and any changes thereto, have been considered by the City Council at a public meeting.

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

1. That the above recitations are true.
2. That the City Council approves the updated Investment Policy for Fiscal Year 2021/22.

PASSED AND ADOPTED this 23rd day of June 2021, 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 –

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

ATTACHMENT 1

CITY OF SOLANA BEACH
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2021-22



CITY COUNCIL

MAYOR LESA HEEBNER

DEPUTY MAYOR KRISTI BECKER

COUNCILMEMBER KELLY HARLESS

COUNCILMEMBER DAVID A. ZITO

COUNCILMEMBER JEWEL EDSON

CITY MANAGER
GREG WADE

CITY TREASURER
RYAN SMITH

CITY OF SOLANA BEACH

Investment Policy

FISCAL YEAR 2021/22

CONTENTS

I.	INTRODUCTION	2
II.	OBJECTIVES.....	2
III.	SCOPE.....	3
IV.	PRUDENCE.....	3
V.	DELEGATION OF AUTHORITY	4
VI.	ETHICS AND CONFLICTS OF INTEREST	5
VII.	INTERNAL CONTROLS.....	5
VIII.	AUTHORIZED FINANCIAL INSTITUTIONS, DEPOSITORIES, AND BROKER/DEALERS	5
IX.	AUTHORIZED INVESTMENTS	7
X.	PROHIBITED INVESTMENT VEHICLES AND PRACTICES.....	13
XI.	FOSSIL FUELS RESTRICTION.....	13
XII.	INVESTMENT POOLS/MUTUAL FUNDS	13
XIII.	COLLATERALIZATION	14
XIV.	DELIVERY, SAFEKEEPING AND CUSTODY	15
XV.	MAXIMUM MATURITY.....	15
XVI.	RISK MANAGEMENT AND DIVERSIFICATION.....	15
XVII.	REVIEW OF INVESTMENT PORTFOLIO.....	16
XVIII.	PERFORMANCE EVALUATION	17
XIX.	REPORTING.....	17
XX.	REVIEW OF INVESTMENT POLICY.....	18
	APPENDIX A – GLOSSARY OF INVESTMENT TERMS.....	A-1

I. INTRODUCTION

The purpose of this document is to outline the City's policy for the investment of public funds.

It is the policy of the City of Solana Beach, the Solana Beach Public Financing Authority and the Solana Beach Public Facilities Corporation (hereafter referred collectively as the "City") to predicate their investment policies, procedures and practices upon the limitations placed upon them by the governing legislative bodies. These policies shall have four primary goals:

- To assure compliance with federal, state, and local laws governing the investment of public monies under the control of the City Treasurer.
- To provide sufficient liquidity to meet normal operating and unexpected expenditures.
- To protect the principal monies entrusted to the City.
- To generate the maximum amount of investment income within the parameters of prudent risk management as defined in this Investment Policy.

This policy is written to incorporate industry best practices and recommendations from sources such as the Government Finance Officers Association (GFOA), California Municipal Treasurers Association (CMTA), California Debt and Investment Advisory Commission (CDIAC) and the Association of Public Treasurers (APT).

II. OBJECTIVES

The City's overall investment program shall be designed and managed with a degree of professionalism worthy of the public trust. The overriding objectives of the program are to preserve principal, provide sufficient liquidity, and manage investment risks, while seeking a market-rate of return.

- **SAFETY.** The protection of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the City will diversify its investments by investing funds among a variety of securities with independent returns.
- **LIQUIDITY.** The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- **RETURN ON INVESTMENTS.** The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and

economic cycles, taking into account the investment risk constraints for safety and liquidity needs.

III. SCOPE

This policy covers all funds and investment activities under the direct authority of the City, as set forth in the State Government Code, Sections 53600 *et seq.*, with the following exceptions:

- Proceeds of debt issuance shall be invested in accordance with the City’s general investment philosophy as set forth in this policy; however, such proceeds are to be invested pursuant to the permitted investment provisions of their specific bond indentures.
- Any other funds specifically exempted by the City Council.

Funds not included in the policy include the City’s deferred compensation plans (Plans). These Plans will be excluded from the policy under the following circumstances:

- i. A third-party administrator administers the plan
- ii. Individual plan participants have control over the selection of investments
- iii. The City has no fiduciary responsibility to act as a “trustee” for the Plan.

POOLING OF FUNDS

Except for cash in certain restricted and special funds, the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

IV. PRUDENCE

Pursuant to California Government Code, Section 53600.3, all persons authorized to make investment decisions on behalf of the City are trustees and therefore fiduciaries subject to the *Prudent Investor Standard*:

“...all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing,

acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the City, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the City. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.”

V. DELEGATION OF AUTHORITY

The Treasurer and other authorized persons responsible for managing City funds acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes provided that the Treasurer or other authorized persons acted in good faith. Deviations from expectations of a security’s credit or market risk should be reported to the City Council in a timely fashion and appropriate action should be taken to control adverse developments.

Authority to manage the City’s investment program is derived from California Government Code, Sections 41006 and 53600 *et seq.*

The City Council is responsible for the management of the City’s funds, including the administration of this investment policy. Management responsibility for the cash management of the City’s funds is hereby delegated to the Treasurer.

The Treasurer will be responsible for all transactions undertaken and will establish a system of procedures and controls to regulate the activities of subordinate officials and employees. Such procedures will include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer.

The City may engage the services of one or more external investment advisers, who are registered under the Investment Advisers Act of 1940, to assist in the management of the City’s investment portfolio in a manner consistent with the City’s objectives. External investment advisers may be granted discretion to purchase and sell investment securities in accordance with this investment policy.

If the City Treasurer is unavailable, then the Finance Manager, Deputy City Manager, or the City Manager shall authorize the investment transactions, in writing, prior to execution.

The City’s overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The City recognizes that in a diversified portfolio, occasional measured losses may be inevitable and

must be considered within the context of the overall portfolio's return and the cash flow requirements of the City.

VI. ETHICS AND CONFLICTS OF INTEREST

All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. Thus employees and officials involved in the investment process shall refrain from personal business activity that could create a conflict of interest or the appearance of a conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose to the City Manager any material interests in financial institutions with which they conduct business, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the City.

VII. INTERNAL CONTROLS

The Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Periodically, as deemed appropriate by the City and/or the City Council, an independent analysis by an external auditor shall be conducted to review internal controls, account activity and compliance with policies and procedures.

VIII. AUTHORIZED FINANCIAL INSTITUTIONS, DEPOSITORIES, AND BROKER/DEALERS

To the extent practicable, the Treasurer shall endeavor to complete investment transactions using a competitive bid process whenever possible. The City's Treasurer will determine which financial institutions are authorized to provide investment services to the City. It shall be the City's policy to purchase securities only from authorized institutions and firms.

The Treasurer shall maintain procedures for establishing a list of authorized broker/dealers and financial institutions which are approved for investment purposes that are selected through a process of due diligence as determined by the City. Due inquiry shall determine whether such authorized broker/dealers, and the individuals covering the City are reputable and trustworthy, knowledgeable and

experienced in Public City investing and able to meet all of their financial obligations. These institutions may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15c3-1 (uniform net capital rule).

In accordance with Section 53601.5, institutions eligible to transact investment business with the City include:

- Institutions licensed by the state as a broker-dealer.
- Institutions that are members of a federally regulated securities exchange.
- Primary government dealers as designated by the Federal Reserve Bank and non-primary government dealers.
- Nationally or state-chartered banks.
- The Federal Reserve Bank.
- Direct issuers of securities eligible for purchase.

Selection of financial institutions and broker/dealers authorized to engage in transactions will be at the sole discretion of the City, except where the City utilizes an external investment adviser in which case the City may rely on the adviser for selection.

All financial institutions which desire to become qualified bidders for investment transactions (and which are not dealing only with the investment adviser) must supply the Treasurer with audited financials and a statement certifying that the institution has reviewed the California Government Code, Section 53600 *et seq.* and the City's investment policy. The Treasurer will conduct an annual review of the financial condition and registrations of such qualified bidders.

Public deposits will be made only in qualified public depositories as established by State law. Deposits will be insured by the Federal Deposit Insurance Corporation, or, to the extent the amount exceeds the insured maximum, will be collateralized in accordance with State law.

Selection of broker/dealers used by an external investment adviser retained by the City will be at the sole discretion of the adviser. Where possible, transactions with broker/dealers shall be selected on a competitive basis and their bid or offering prices shall be recorded. If there is no other readily available competitive offering, best efforts will be made to document quotations for comparable or alternative securities. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price.

IX. AUTHORIZED INVESTMENTS

The City's investments are governed by California Government Code, Sections 53600 *et seq.* Within the investments permitted by the Code, the City seeks to further restrict eligible investments to the guidelines listed below. In the event a discrepancy is found between this policy and the Code, the more restrictive parameters will take precedence. Percentage holding limits and credit quality minimums listed in this section apply at the time the security is purchased.

Any investment currently held at the time the policy is adopted which does not meet the new policy guidelines can be held until maturity and shall be exempt from the current policy. At the time of the investment's maturity or liquidation, such funds shall be reinvested only as provided in the current policy.

An appropriate risk level shall be maintained by primarily purchasing securities that are of high quality, liquid, and marketable. The portfolio shall be diversified by security type and institution to avoid incurring unreasonable and avoidable risks regarding specific security types or individual issuers.

1. **MUNICIPAL SECURITIES** include obligations of the City, the State of California, and any local agency within the State of California, provided that:
 - The securities are rated in a rating category of "A" or its equivalent or higher by at least one nationally recognized statistical rating organization ("NRSRO").
 - No more than 5% of the portfolio may be invested in any single issuer.
 - No more than 30% of the portfolio may be in Municipal Securities.
 - The maximum maturity does not exceed five (5) years.
2. **MUNICIPAL SECURITIES (REGISTERED TREASURY NOTES OR BONDS)** of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California.
 - The securities are rated in a rating category of "A" or its equivalent or higher by at least one nationally recognized statistical rating organization ("NRSRO").
 - No more than 5% of the portfolio may be invested in any single issuer.
 - No more than 30% of the portfolio may be in Municipal Securities.
 - The maximum maturity does not exceed five (5) years.
3. **U.S. TREASURIES** and other government obligations for which the full faith and credit of the United States are pledged for the payment of principal and interest.

There are no limits on the dollar amount or percentage that the City may invest in U.S. Treasuries, provided that:

- The maximum maturity is five (5) years.

4. FEDERAL AGENCIES or United States Government-Sponsored Enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There are no limits on the dollar amount or percentage that the City may invest in Federal City or Government-Sponsored Enterprises (GSEs), provided that:

- No more than 30% of the portfolio may be invested in any single City/GSE issuer.
- The maximum maturity does not exceed five (5) years.
- The maximum percentage of callable agencies in the portfolio is 20%.

5. BANKER'S ACCEPTANCES, provided that:

- They are issued by institutions which have short-term debt obligations rated "A-1" or the equivalent or higher by at least one NRSRO; or long-term debt obligations which are rated in the "A" category or the equivalent or higher by at least one NRSRO.
- No more than 40% of the portfolio may be invested in Banker's Acceptances.
- No more than 5% of the portfolio may be invested in any single issuer.
- The maximum maturity does not exceed 180 days.

6. COMMERCIAL PAPER, provided that the securities are issued by an entity that meets all of the following conditions in either paragraph (a) or (b) and other requirements specified below:

a. SECURITIES issued by corporations:

- (i) The issuer is organized and operating in the United States with assets more than \$500 million.
- (ii) The securities are rated "A-1" or its equivalent or higher by at least one NRSRO.
- (iii) If the issuer has other debt obligations, they must be rated in a rating category of "A" or its equivalent or higher by at least one NRSRO.

b. SECURITIES issued by other entities:

- (i) The issuer is organized and operating in the United States as a special purpose corporation, trust, or limited liability company.
 - (ii) The securities must have program-wide credit enhancement including, but not limited to, overcollateralization, letters of credit, or a surety bond.
 - (iii) The securities are rated “A-1” or its equivalent or higher by at least one NRSRO.
- City may purchase no more than 10% of the outstanding commercial paper of any single issuer.
 - No more than 25% of the portfolio may be invested in Commercial Paper.
 - No more than 5% of the portfolio may be invested in any single issuer.
 - The maximum maturity does not exceed 270 days.

7. NEGOTIABLE CERTIFICATES OF DEPOSIT (NCDs), issued by a nationally or state-chartered bank, a savings association, or a federal association, a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank, provided that:

- The amount of the NCD insured up to the FDIC limit does not require any credit ratings.
- Any amount above the FDIC insured limit must be issued by institutions which have short-term debt obligations rated “A-1” or the equivalent or higher by at least one NRSRO; or long-term obligations rated in the “A” category or the equivalent or higher by at least one NRSRO.
- No more than 30% of the total portfolio may be invested in NCDs (combined with CDARS).
- No more than 5% of the portfolio may be invested in any single issuer.
- The maximum maturity does not exceed five (5) years.

8. FEDERALLY INSURED TIME DEPOSITS (Non-Negotiable Certificates of Deposit) in state or federally chartered banks, savings and loans, or credit unions, provided that:

- The amount per institution is limited to the maximum covered under federal insurance.

- No more than 20% of the portfolio will be invested in a combination of federally insured and collateralized time deposits.
 - The maximum maturity does not exceed five (5) years.
- 9. COLLATERALIZED TIME DEPOSITS (Non-Negotiable Certificates of Deposit)** in state or federally chartered banks, savings and loans, or credit unions in excess of insured amounts which are fully collateralized with securities in accordance with California law, provided that:
- No more than 20% of the portfolio will be invested in a combination of federally insured and collateralized time deposits.
 - The maximum maturity does not exceed five (5) years.
- 10. CERTIFICATE OF DEPOSIT PLACEMENT SERVICE (CDARS)**, provided that:
- No more than 30% of the total portfolio may be invested in a combination of Certificates of Deposit, including CDARS.
 - The maximum maturity does not exceed five (5) years.
- 11. COLLATERALIZED BANK DEPOSITS.** City's deposits with financial institutions will be collateralized with pledged securities per California Government Code, Section 53651.
- 12. REPURCHASE AGREEMENTS** collateralized with securities authorized under California Government Code, maintained at a level of at least 102% of the market value of the Repurchase Agreement. There are no limits on the dollar amount or percentage that the City may invest, provided that:
- Securities used as collateral for Repurchase Agreements will be delivered to an acceptable third party custodian.
 - Repurchase Agreements are subject to a Master Repurchase Agreement between the City and the provider of the repurchase agreement. The Master Repurchase Agreement will be substantially in the form developed by the Securities Industry and Financial Markets Association (SIFMA).
 - The maximum maturity does not exceed one (1) year.
- 13. STATE OF CALIFORNIA LOCAL CITY INVESTMENT FUND (LAIF)**, provided that:
- The City may invest up to the maximum amount permitted by LAIF.
 - LAIF's investments in instruments prohibited by or not specified in the City's policy do not exclude the investment in LAIF itself from the City's list of

allowable investments, provided LAIF's reports allow the Treasurer to adequately judge the risk inherent in LAIF's portfolio.

14. INVESTMENT TRUST OF CALIFORNIA (CALTRUST), which is a joint powers authority (JPA), organized and managed by the Investment Trust of California JPA for the benefit of local agencies, pursuant to California Government Code Section 6509.7

15. CORPORATE MEDIUM TERM NOTES (MTNs), provided that:

- The issuer is a corporation organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States.
- The securities are rated in the "A" category or the equivalent or higher by at least one NRSRO.
- No more than 30% of the total portfolio may be invested in MTNs.
- No more than 5% of the portfolio may be invested in any single issuer.
- The maximum maturity does not exceed five (5) years.

16. ASSET-BACKED, MORTGAGE-BACKED, MORTGAGE PASS-THROUGH SECURITIES, AND COLLATERALIZED MORTGAGE OBLIGATIONS from issuers not defined in sections 3 and 4 of the Authorized investments section of this policy, provided that:

- The securities are rated in the "AA" category or the equivalent or higher by a NRSRO.
- No more than 20% of the total portfolio may be invested in these securities.
- No more than 5% of the portfolio may be invested in any single Asset-Backed or Commercial Mortgage security issuer. There is no issuer limitation on any Mortgage security where the issuer is the US Treasury or a Federal City/GSE.
- The maximum legal final maturity does not exceed five (5) years.

17. MUTUAL FUNDS AND MONEY MARKET MUTUAL FUNDS that are registered with the Securities and Exchange Commission under the Investment Company Act of 1940, provided that:

- a. **MUTUAL FUNDS** that invest in the securities and obligations as authorized under California Government Code, Section 53601 (a) to (k) and (m) to (q) inclusive and that meet either of the following criteria:
 1. Attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) NRSROs; or
 2. Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by California Government Code, Section 53601 and with assets under management in excess of \$500 million.
 3. No more than 10% of the total portfolio may be invested in shares of any one mutual fund.

- b. **MONEY MARKET MUTUAL FUNDS** registered with the Securities and Exchange Commission under the Investment Company Act of 1940 and issued by diversified management companies and meet either of the following criteria:
 1. Have attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) NRSROs; or
 2. Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of \$500 million.
 3. No more than 20% of the total portfolio may be invested in the shares of any one Money Market Mutual Fund.

- c. No more than 20% of the total portfolio may be invested in these securities.

18. SUPRANATIONALS, provided that:

- Issues are US dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank.

- The securities are rated in the "AA" category or the equivalent or higher by a NRSRO.

- No more than 30% of the total portfolio may be invested in these securities.

- No more than 10% of the portfolio may be invested in any single issuer.

- The maximum maturity does not exceed five (5) years.

X. PROHIBITED INVESTMENT VEHICLES AND PRACTICES

- State law notwithstanding, any investments not specifically described herein are prohibited, including, but not limited to futures and options.
- In accordance with Government Code, Section 53601.6, investment in inverse floaters, range notes, or mortgage derived interest-only strips is prohibited.
- Investment in any security that could result in a zero-interest accrual if held to maturity is prohibited. Under a provision sunseting on January 1, 2026, securities backed by the U.S. Government that could result in a zero- or negative-interest accrual if held to maturity are permitted.
- Trading securities for the sole purpose of speculating on the future direction of interest rates is prohibited.
- Purchasing or selling securities on margin is prohibited.
- The use of reverse repurchase agreements, securities lending or any other form of borrowing or leverage is prohibited.
- The purchase of foreign currency denominated securities is prohibited.

XI. FOSSIL FUELS RESTRICTION

- The purchase of securities issued by fossil fuel companies that directly source the majority (more than 50%) of their revenue from oil, gas and/or coal production is prohibited.

XII. INVESTMENT POOLS/MUTUAL FUNDS

The City shall conduct a thorough investigation of any pool or mutual fund prior to making an investment, and on a continual basis thereafter. The Treasurer shall develop a questionnaire which will answer the following general questions:

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.

4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
5. A schedule for receiving statements and portfolio listings.
6. Are reserves, retained earnings, etc. utilized by the pool/fund?
7. A fee schedule, and when and how is it assessed.
8. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

XIII. COLLATERALIZATION

CERTIFICATES OF DEPOSIT (CDs). The City shall require any commercial bank or savings and loan association to deposit eligible securities with an City of a depository approved by the State Banking Department to secure any uninsured portion of a Non-Negotiable Certificate of Deposit. The value of eligible securities as defined pursuant to California Government Code, Section 53651, pledged against a Certificate of Deposit shall be equal to 150% of the face value of the CD if the securities are classified as mortgages and 110% of the face value of the CD for all other classes of security.

COLLATERALIZATION OF BANK DEPOSITS. This is the process by which a bank or financial institution pledges securities, or other deposits for the purpose of securing repayment of deposited funds. The City shall require any bank or financial institution to comply with the collateralization criteria defined in California Government Code, Section 53651.

REPURCHASE AGREEMENTS. The City requires that Repurchase Agreements be collateralized only by securities authorized in accordance with California Government Code:

- The securities which collateralize the repurchase agreement shall be priced at Market Value, including any Accrued Interest plus a margin. The Market Value of the securities that underlie a repurchase agreement shall be valued at 102% or greater of the funds borrowed against those securities.
- Financial institutions shall mark the value of the collateral to market at least monthly and increase or decrease the collateral to satisfy the ratio requirement described above.
- The City shall receive monthly statements of collateral.

XIV. DELIVERY, SAFEKEEPING AND CUSTODY

DELIVERY-VERSUS-PAYMENT (DVP). All investment transactions shall be conducted on a delivery-versus-payment basis.

SAFEKEEPING AND CUSTODY. To protect against potential losses due to failure of individual securities dealers, and to enhance access to securities, interest payments and maturity proceeds, all cash and securities in the City's portfolio shall be held in safekeeping in the City's name by a third-party custodian, acting as agent for the City under the terms of a custody agreement executed by the bank and the City. All investment transactions will require a safekeeping receipt or acknowledgment generated from the trade. A monthly report will be received by the City from the custodian listing all securities held in safekeeping with current market data and other information.

The only exceptions to the foregoing shall be depository accounts and securities purchases made with: (i) local government investment pools; (ii) time certificates of deposit, and, (iii) money mutual funds, since the purchased securities are not deliverable.

XV. MAXIMUM MATURITY

To the extent possible, investments shall be matched with anticipated cash flow requirements and known future liabilities.

The City will not invest in securities maturing more than five (5) years from the date of trade settlement, unless the City Council has by resolution granted authority to make such an investment.

XVI. RISK MANAGEMENT AND DIVERSIFICATION

MITIGATING CREDIT RISK IN THE PORTFOLIO

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. The City will mitigate credit risk by adopting the following strategies:

- The diversification requirements included in the "Authorized Investments" section of this policy are designed to mitigate credit risk in the portfolio.
- No more than 5% of the total portfolio may be invested in securities of any single issuer, except where the issuer is the US Government, its Agencies and GSEs, an authorized Supranational issuer or where the security is a Money Market Mutual Fund, Local City Investment Fund (LAIF) or other Local Government Investment Pool, or where otherwise specified in this investment policy.

- The City may elect to sell a security prior to its maturity and record a capital gain or loss in order to manage the quality, liquidity or yield of the portfolio in response to market conditions or City's risk preferences.
- If securities owned by the City are downgraded to a level below the quality required by this investment policy, making the security ineligible for additional purchases, the following steps will be taken:
 - Any actions taken related to the downgrade by an investment manager will be communicated to the Treasurer in a timely manner.
 - If a decision is made to retain the security in the portfolio, the credit situation will be monitored and reported to the City Council.

MITIGATING MARKET RISK IN THE PORTFOLIO

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The City recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The City will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes.

The City further recognizes that certain types of securities, including variable rate securities, securities with principal paydowns prior to maturity, and securities with embedded options, will affect the market risk profile of the portfolio differently in different interest rate environments. The City, therefore, adopts the following strategies to control and mitigate its exposure to market risk:

- The City will maintain a minimum of six months of budgeted operating expenditures in short term investments to provide sufficient liquidity for expected disbursements.
- The maximum stated final maturity of individual securities in the portfolio will be five (5) years, except as otherwise stated in this policy.
- The duration of the portfolio will generally be approximately equal to the duration (typically, plus or minus 20%) of a Market Benchmark, an index selected by the City based on the City's investment objectives, constraints and risk tolerances.

XVII. REVIEW OF INVESTMENT PORTFOLIO

The Treasurer shall periodically, but no less than quarterly, review the portfolio to identify investments that do not comply with this investment policy and establish protocols for reporting major and critical incidences of noncompliance to the City Council.

XVIII. PERFORMANCE EVALUATION

The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the City's risk constraints, the cash flow characteristics of the portfolio, and state and local laws, ordinances or resolutions that restrict investments.

The Treasurer shall monitor and evaluate the portfolio's performance relative to the chosen market benchmark(s), which will be included in the Treasurer's quarterly report. The Treasurer shall select an appropriate, readily available index to use as a market benchmark.

XIX. REPORTING

MONTHLY REPORTS

Monthly transaction reports will be submitted by the Treasurer to the City Council within 30 days of the end of the reporting period in accordance with California Government Code Section 53607.

QUARTERLY REPORTS

The Treasurer will submit a quarterly investment report to the City Council which provides full disclosure of the City's investment activities within 30 days after the end of the quarter. These reports will disclose, at a minimum, the following information about the City's portfolio:

1. An asset listing showing par value, cost, and independent third-party fair market value of each security as of the date of the report, the source of the valuation, type of investment, issuer, maturity date, interest rate and interest rate.
2. Transactions for the period.
3. A description of the funds, investments and programs (including lending programs) managed by contracted parties (i.e. LAIF; investment pools, outside money managers and securities lending agents)

4. A one-page summary report that shows:
 - a. Average maturity of the portfolio and modified duration of the portfolio;
 - b. Maturity distribution of the portfolio;
 - c. Percentage of the portfolio represented by each investment category;
 - d. Average portfolio credit quality; and,
 - e. Time-weighted total rate of return for the portfolio for the prior one month, three months, twelve months and since inception compared to the City's market benchmark returns for the same periods;
5. A statement of compliance with investment policy, including a schedule of any transactions or holdings which do not comply with this policy or with the California Government Code, including a justification for their presence in the portfolio and a timetable for resolution.
6. A statement that the City has adequate funds to meet its cash flow requirements for the next six months.

ANNUAL REPORTS

A comprehensive annual report will be presented to the City Council. This report will include comparisons of the City's return to the market benchmark return, suggest policies and improvements that might enhance the investment program, and will include an investment plan for the coming year.

XX. REVIEW OF INVESTMENT POLICY

The investment policy will be reviewed and adopted at least annually within 120 days of the end of the fiscal year, to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends. Any recommended modifications or amendments shall be presented by Staff to the City Council for their consideration and adoption.

Appendix A

Glossary of Investment Terms

AGENCIES. Shorthand market terminology for any obligation issued by a *government-sponsored entity (GSE)*, or a *federally related institution*. Most obligations of GSEs are not guaranteed by the full faith and credit of the US government. Examples are:

FFCB. The Federal Farm Credit Bank System provides credit and liquidity in the agricultural industry. FFCB issues discount notes and bonds.

FHLB. The Federal Home Loan Bank provides credit and liquidity in the housing market. FHLB issues discount notes and bonds.

FHLMC. Like FHLB, the Federal Home Loan Mortgage Corporation provides credit and liquidity in the housing market. FHLMC, also called “Freddie Mac” issues discount notes, bonds and mortgage pass-through securities.

FNMA. Like FHLB and Freddie Mac, the Federal National Mortgage Association was established to provide credit and liquidity in the housing market. FNMA, also known as “Fannie Mae,” issues discount notes, bonds and mortgage pass-through securities.

GNMA. The Government National Mortgage Association, known as “Ginnie Mae,” issues mortgage pass-through securities, which are guaranteed by the full faith and credit of the US Government.

PEFCO. The Private Export Funding Corporation assists exporters. Obligations of PEFCO are not guaranteed by the full faith and credit of the US government.

TVA. The Tennessee Valley Authority provides flood control and power and promotes development in portions of the Tennessee, Ohio, and Mississippi River valleys. TVA currently issues discount notes and bonds.

ASKED. The price at which a seller offers to sell a security.

ASSET BACKED SECURITIES. Securities supported by pools of installment loans or leases or by pools of revolving lines of credit.

AVERAGE LIFE. In mortgage-related investments, including CMOs, the average time to expected receipt of principal payments, weighted by the amount of principal expected.

BANKER’S ACCEPTANCE. A money market instrument created to facilitate international trade transactions. It is highly liquid and safe because the risk of the trade transaction is transferred to the bank which “accepts” the obligation to pay the investor.

BENCHMARK. A comparison security or portfolio. A performance benchmark is a partial market index, which reflects the mix of securities allowed under a specific investment policy.

BID. The price at which a buyer offers to buy a security.

BROKER. A broker brings buyers and sellers together for a transaction for which the broker receives a commission. A broker does not sell securities from his own position.

CALLABLE. A callable security gives the issuer the option to call it from the investor prior to its maturity. The main cause of a call is a decline in interest rates. If interest rates decline since an issuer issues securities, it will likely call its current securities and reissue them at a lower rate of interest. Callable securities have reinvestment risk as the investor may receive its principal back when interest rates are lower than when the investment was initially made.

CERTIFICATE OF DEPOSIT (CD). A time deposit with a specific maturity evidenced by a certificate. Large denomination CDs may be marketable.

CERTIFICATE OF DEPOSIT ACCOUNT REGISTRY SYSTEM (CDARS). A private placement service that allows local agencies to purchase more than \$250,000 in CDs from a single financial institution (must be a participating institution of CDARS) while still maintaining FDIC insurance coverage. CDARS is currently the only entity providing this service. CDARS facilitates the trading of deposits between the California institution and other participating institutions in amounts that are less than \$250,000 each, so that FDIC coverage is maintained.

COLLATERAL. Securities or cash pledged by a borrower to secure repayment of a loan or repurchase agreement. Also, securities pledged by a financial institution to secure deposits of public monies.

COLLATERALIZED MORTGAGE OBLIGATIONS (CMO). Classes of bonds that redistribute the cash flows of mortgage securities (and whole loans) to create securities that have different levels of prepayment risk, as compared to the underlying mortgage securities.

COMMERCIAL PAPER. The short-term unsecured debt of corporations.

COST YIELD. The annual income from an investment divided by the purchase cost. Because it does not give effect to premiums and discounts which may have been included in the purchase cost, it is an incomplete measure of return.

COUPON. The rate of return at which interest is paid on a bond.

CREDIT RISK. The risk that principal and/or interest on an investment will not be paid in a timely manner due to changes in the condition of the issuer.

CURRENT YIELD. The annual income from an investment divided by the current market value. Since the mathematical calculation relies on the current market value rather than the investor's cost, current yield is unrelated to the actual return the investor will earn if the security is held to maturity.

DEALER. A dealer acts as a principal in security transactions, selling securities from and buying securities for his own position.

DEBENTURE. A bond secured only by the general credit of the issuer.

DELIVERY VS. PAYMENT (DVP). A securities industry procedure whereby payment for a security must be made at the time the security is delivered to the purchaser's agent.

DERIVATIVE. Any security that has principal and/or interest payments which are subject to uncertainty (but not for reasons of default or credit risk) as to timing and/or amount, or any security which represents a component of another security which has been separated from other components ("Stripped" coupons and principal). A derivative is also defined as a financial instrument the value of which is totally or partially derived from the value of another instrument, interest rate, or index.

DISCOUNT. The difference between the par value of a bond and the cost of the bond, when the cost is below par. Some short-term securities, such as T-bills and banker's acceptances, are known as discount securities. They sell at a discount from par and return the par value to the investor at maturity without additional interest. Other securities, which have fixed coupons, trade at a discount when the coupon rate is lower than the current market rate for securities of that maturity and/or quality.

DIVERSIFICATION. Dividing investment funds among a variety of investments to avoid excessive exposure to any one source of risk.

DURATION. The weighted average time to maturity of a bond where the weights are the present values of the future cash flows. Duration measures the price sensitivity of a bond to changes in interest rates. (See modified duration).

FEDERAL FUNDS RATE. The rate of interest charged by banks for short-term loans to other banks. The Federal Reserve Bank through open-market operations establishes it.

FEDERAL OPEN MARKET COMMITTEE. A committee of the Federal Reserve Board that establishes monetary policy and executes it through temporary and permanent changes to the supply of bank reserves.

LEVERAGE. Borrowing funds in order to invest in securities that have the potential to pay earnings at a rate higher than the cost of borrowing.

LIQUIDITY. The speed and ease with which an asset can be converted to cash.

LOCAL AGENCY INVESTMENT FUND (LAIF). A voluntary investment fund open to government entities and certain non-profit organizations in California that is managed by the State Treasurer's Office.

LOCAL GOVERNMENT INVESTMENT POOL. Investment pools that range from the State Treasurer's Office Local Agency Investment Fund (LAIF) to county pools, to Joint Powers Authorities (JPAs). These funds are not subject to the same SEC rules applicable to money market mutual funds.

MAKE WHOLE CALL. A type of call provision on a bond that allows the issuer to pay off the remaining debt early. Unlike a call option, with a make whole call provision, the issuer makes a lump sum payment that equals the net present value (NPV) of future coupon payments that will not be paid because of the call. With this type of call, an investor is compensated, or "made whole."

MARGIN. The difference between the market value of a security and the loan a broker makes using that security as collateral.

MARKET RISK. The risk that the value of securities will fluctuate with changes in overall market conditions or interest rates.

MARKET VALUE. The price at which a security can be traded.

MARKING TO MARKET. The process of posting current market values for securities in a portfolio.

MATURITY. The final date upon which the principal of a security becomes due and payable.

MEDIUM TERM NOTES. Unsecured, investment-grade senior debt securities of major corporations which are sold in relatively small amounts on either a continuous or an intermittent basis. MTNs are highly flexible debt instruments that can be structured to respond to market opportunities or to investor preferences.

MODIFIED DURATION. The percent change in price for a 100-basis point change in yields. Modified duration is the best single measure of a portfolio's or security's exposure to market risk.

MONEY MARKET. The market in which short-term debt instruments (T-bills, discount notes, commercial paper, and banker's acceptances) are issued and traded.

MORTGAGE PASS-THROUGH SECURITIES. A securitized participation in the interest and principal cash flows from a specified pool of mortgages. Principal and interest payments made on the mortgages are passed through to the holder of the security.

MUNICIPAL SECURITIES. Securities issued by state and local agencies to finance capital and operating expenses.

MUTUAL FUND. An entity which pools the funds of investors and invests those funds in a set of securities which is specifically defined in the fund's prospectus. Mutual funds can be invested in various types of domestic and/or international stocks, bonds, and money market instruments, as set forth in the individual fund's prospectus. For most large, institutional investors, the costs associated with investing in mutual funds are higher than the investor can obtain through an individually managed portfolio.

NEGOTIABLE CD. A short-term debt instrument that pays interest and is issued by a bank, savings or federal association, state or federal credit union, or state-licensed branch of a foreign bank. Negotiable CDs are traded in a secondary market.

PREMIUM. The difference between the par value of a bond and the cost of the bond, when the cost is above par.

PREPAYMENT SPEED. A measure of how quickly principal is repaid to investors in mortgage securities.

PREPAYMENT WINDOW. The time period over which principal repayments will be received on mortgage securities at a specified prepayment speed.

PRIMARY DEALER. A financial institution (1) that is a trading counterparty with the Federal Reserve in its execution of market operations to carry out U.S. monetary policy, and (2) that participates for statistical reporting purposes in compiling data on activity in the U.S. Government securities market.

PRUDENT PERSON (PRUDENT INVESTOR) RULE. A standard of responsibility which applies to fiduciaries. In California, the rule is stated as "Investments shall be managed with the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person, acting in a like capacity and familiar with such matters, would use in the conduct of an enterprise of like character and with like aims to accomplish similar purposes."

REALIZED YIELD. The change in value of the portfolio due to interest received and interest earned and realized gains and losses. It does not give effect to changes in market value on securities, which have not been sold from the portfolio.

REGIONAL DEALER. A financial intermediary that buys and sells securities for the benefit of its customers without maintaining substantial inventories of securities and that is not a primary dealer.

REPURCHASE AGREEMENT. Short-term purchases of securities with a simultaneous agreement to sell the securities back at a higher price. From the seller's point of view, the same transaction is a reverse repurchase agreement.

SAFEKEEPING. A service to bank customers whereby securities are held by the bank in the customer's name.

STRUCTURED NOTE. A complex, fixed income instrument, which pays interest, based on a formula tied to other interest rates, commodities, or indices. Examples include inverse floating rate notes which have coupons that increase when other interest rates are falling, and which fall when other interest rates are rising, and "dual index floaters," which pay interest based on the relationship between two other interest rates - for example, the yield on the ten-year Treasury note minus the Libor rate. Issuers of such notes lock in a reduced cost of borrowing by purchasing interest rate swap agreements.

SUPRANATIONAL. A Supranational is a multi-national organization whereby member states transcend national boundaries or interests to share in the decision making to promote economic development in the member countries.

TOTAL RATE OF RETURN. A measure of a portfolio's performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending value; it includes interest earnings, realized and unrealized gains, and losses in the portfolio.

U.S. TREASURY OBLIGATIONS. Securities issued by the U.S. Treasury and backed by the full faith and credit of the United States. Treasuries are considered to have no credit risk and are the benchmark for interest rates on all other securities in the US and overseas. The Treasury issues both discounted securities and fixed coupon notes and bonds.

TREASURY BILLS. All securities issued with initial maturities of one year or less are issued as discounted instruments and are called Treasury bills. The Treasury currently issues three- and six-month T-bills at regular weekly auctions. It also issues "cash management" bills as needed to smooth out cash flows.

TREASURY NOTES. All securities issued with initial maturities of two to ten years are called Treasury notes and pay interest semi-annually.

TREASURY BONDS. All securities issued with initial maturities greater than ten years are called Treasury bonds. Like Treasury notes, they pay interest semi-annually.

VOLATILITY. The rate at which security prices change with changes in general economic conditions or the general level of interest rates.

YIELD TO MATURITY. The annualized internal rate of return on an investment which equates the expected cash flows from the investment to its cost.



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 23, 2021
ORIGINATING DEPT: Finance
SUBJECT: **Council Consideration of Resolution 2021-074 Approving the Fiscal Year 2021/22 Appropriations Limit**

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 are 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, 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, 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: _____

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 2021-074 (Attachment 1) approving the FY 2021/22 Appropriations Limit.

DISCUSSION:

The FY 2021/22 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 of California Department of Finance (Attachment 3). Staff historically has used the change in the County of San Diego's population, which decreased by -0.37%, rather than the change in the City's population, which decreased by -0.32%.

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 2021-074 by the City Council would establish 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 2021/22 to be \$42,441,953 (Attachment 2). Staff has included the following detail involved in calculating the Appropriations Limit: Schedule A – GANN Limit Calculation, Schedule B - Estimated Revenue and Resource Schedule, and Schedule C - Appropriations Subject to Limit.

Staff has also included the Annual Adjustment Factors for FY 2021/22 (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.

CEQA COMPLIANCE STATEMENT:

Not a project under CEQA.

FISCAL IMPACT:

The FY 2021/22 Appropriations Limit is calculated to be \$42,441,953. The amount of the appropriations (proceeds of taxes) that are subject to the limit is \$17,553,664. This amount is \$24,888,289 under the Appropriations Limit. If the actual receipts of the proceeds of taxes

received in FY 2021/22 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 2021/22.
- Do not approve an increase to the City's Appropriations Limit for FY 2021/22 and provide direction to Staff.

DEPARTMENT RECOMMENDATION:

Staff recommends the City Council adopt Resolution 2021-074 establishing the FY 2021/22 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.



Gregory Wade, City Manager

Attachments:

1. Resolution 2021-074
2. Gann Limit Calculation
3. Annual Adjustment Factors FY 2021/22

RESOLUTION 2021-074

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ESTABLISHING THE FY 2021/22 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 2021/22 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 factors used for the City of Solana Beach in adjusting its Appropriations Limit.

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 2021/22 shall be \$42,441,953.

PASSED AND ADOPTED this 23rd day of June 2021, 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 –

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

Schedule A
Gann Limit Calculation
Fiscal Year 2021/22

Appropriations Limit 2020/21		\$ 40,290,903
Increase due to California Per Capita Income	5.73%	<u>2,308,669</u>
Subtotal		42,599,572
Increase due to County population growth	-0.37%	<u>(157,618)</u>
Appropriations Limit 2021/22		<u><u>\$ 42,441,953</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 2021

Schedule B
Estimated Revenue and Resources
Fiscal Year 2021/22

<u>Revenue/Resource</u>	<u>Tax Proceeds</u>	<u>Non-Tax Proceeds</u>	<u>Total</u>
Property Taxes	\$ 8,967,000	\$ 975,000	\$ 9,942,000
Sales Tax	3,560,300	-	3,560,300
Other Taxes/Franchise Fees	3,056,400	755,000	3,811,400
Licenses & Permits	-	453,000	453,000
Fines	-	381,500	381,500
Use of Money/Property-Interest	89,964	450,086	540,050
Use of Money/Property-Rental	-	74,000	74,000
Intergovernmental	1,880,000	2,848,001	4,728,001
Service Charges	-	6,512,200	6,512,200
Other Revenue	-	1,566,020	1,566,020
Proceeds from Long Term Debt	-	-	-
Departmental Charges	-	1,529,100	1,529,100
Transfers In	-	2,049,015	2,049,015
	<u>\$ 17,553,664</u>	<u>\$ 17,592,922</u>	<u>\$ 35,146,586</u>

Schedule C
Schedule of Appropriations Subject to Limit
Fiscal Year 2021/22

Projected Revenues per Budget	\$ 35,146,586	Sch B
Less: Non-Tax Proceeds	<u>(17,592,922)</u>	Sch B
Projected Revenues from Proceeds of Taxes	17,553,664	
Appropriations Limit Fiscal Year 2021/22	<u>42,441,953</u>	Sch A
Amount Under Appropriations Limit	\$ 24,888,289	
Percentage Under Appropriations Limit	58.64%	

May 2021

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2021, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2021-22. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2021-22 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2021.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

KEELY MARTIN BOSLER
Director
By:

/s/ Erika Li

Erika Li
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2021-22 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2021-22	5.73

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2021-22 appropriation limit.

2021-22:

Per Capita Cost of Living Change = 5.73 percent
 Population Change = -0.46 percent

Per Capita Cost of Living converted to a ratio: $\frac{5.73 + 100}{100} = 1.0573$

Population converted to a ratio: $\frac{-0.46 + 100}{100} = 0.9954$

Calculation of factor for FY 2021-22: $1.0573 \times 0.9954 = 1.0524$

Fiscal Year 2021-22

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	2020-2021	1-1-20	1-1-21	1-1-2021
San Diego				
Carlsbad	0.73	114,664	115,501	115,501
Chula Vista	0.40	273,090	274,187	274,449
Coronado	-0.33	17,778	17,720	22,357
Del Mar	-0.30	4,271	4,258	4,258
El Cajon	-0.32	103,576	103,243	103,243
Encinitas	0.07	62,243	62,289	62,289
Escondido	-0.08	151,803	151,688	151,688
Imperial Beach	-0.73	27,978	27,774	27,774
La Mesa	-0.07	59,621	59,578	59,578
Lemon Grove	-0.33	26,432	26,345	26,345
National City	0.44	57,550	57,803	62,749
Oceanside	-0.12	176,969	176,754	176,754
Poway	-0.33	49,096	48,936	48,936
San Diego	-0.69	1,405,132	1,395,448	1,411,034
San Marcos	-1.01	97,281	96,302	96,302
Santee	-1.10	57,430	56,800	56,800
Solana Beach	-0.32	13,872	13,827	13,827
Vista	0.68	102,570	103,268	103,268
Unincorporated	-0.54	481,119	478,525	498,252
County Total	-0.37	3,282,475	3,270,246	3,315,404

Attachment C
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021

County	<u>Percent Change</u> 2020-21	<u>--- Population Minus Exclusions ---</u> 1-1-20	<u>1-1-21</u>
San Diego			
Incorporated	-0.34	2,801,356	2,791,721
County Total	-0.37	3,282,475	3,270,246
<hr/>			
San Francisco			
Incorporated	-1.66	889,552	874,805
County Total	-1.66	889,552	874,805
<hr/>			
San Joaquin			
Incorporated	1.68	615,166	625,484
County Total	1.48	768,091	779,434
<hr/>			
San Luis Obispo			
Incorporated	-0.34	155,224	154,703
County Total	-1.76	271,921	267,133
<hr/>			
San Mateo			
Incorporated	-0.66	704,906	700,233
County Total	-0.75	770,925	765,113
<hr/>			
Santa Barbara			
Incorporated	0.09	305,457	305,743
County Total	-1.84	447,142	438,893
<hr/>			
Santa Clara			
Incorporated	-0.54	1,858,502	1,848,522
County Total	-0.56	1,945,146	1,934,156
<hr/>			
Santa Cruz			
Incorporated	-6.30	138,059	129,368
County Total	-3.41	270,291	261,073
<hr/>			
Shasta			
Incorporated	0.27	112,634	112,937
County Total	0.17	177,312	177,614
<hr/>			

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 23, 2021
ORIGINATING DEPT: Fire Department
SUBJECT: **Council Consideration of Resolution 2021-090 Accepting State-Mandated Annual Fire Inspections Report in Compliance with Senate Bill 1205**

BACKGROUND:

On September 27, 2018, the Governor of the State of California signed Senate Bill (SB) 1205. The bill mandates that every city fire department shall report annually to its administering authority on its compliance with Health and Safety Code Sections 13146.2 and 13146.3. The bill states that the report shall occur when the administering authority discusses its annual budget, or at another time determined by the administering authority.

This item is before the City Council to request approval of Resolution 2021-090 (Attachment 1) accepting the state-mandated annual fire inspection report in compliance with SB 1205.

DISCUSSION:

The California State Fire Marshal, through the California Health and Safety Code, mandates that certain occupancy types shall be inspected annually. These mandated occupancy types include private and public schools, hotels, motels, lodging houses and apartment/condominium buildings in accordance with California Health and Safety Code Sections 13146.2 and 13146.3. The purpose of annual fire inspections is to mitigate known hazards, reduce risk to the community and ensure reasonable compliance with the California Fire Code. The Solana Beach Fire Department performs the mandated inspections, as well as inspections of local businesses as part of the Department's annual fire inspection program. The Fire Department completed 100% of the state-mandated annual inspections within the calendar year 2020.

COUNCIL ACTION:

California Health and Safety Code Section 13146.2 mandates that the local fire department inspect all hotels, motels and lodging houses once annually. The Solana Beach Fire Department inspected four (4) out of four (4) hotels, motels and lodging houses during the 2020 calendar year.

California Health and Safety Code Section 13146.2 mandates that the local fire department inspect all apartments once annually. The California Building Code also specifies that condominiums should be considered apartments for building code application. An apartment shall consist of three or more attached units and excludes all duplex and townhome buildings as defined by code. The Solana Beach Fire Department inspected forty-six (46) out of forty-six (46) apartment/condominium complexes during the 2020 calendar year.

The Solana Beach Fire Department inspected residential care facilities that may contain residents or clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities and similar. The residents may also be non-ambulatory or bedridden. The Solana Beach Fire Department inspected one (1) out of one (1) Group R (and their associated sub-categories) occupancies of this nature.

California Health and Safety Code Section 13146.3 mandates that the local fire department inspect all public and private schools once annually. The Solana Beach Fire Department inspected sixteen (16) out of sixteen (16) school facilities during the 2020 calendar year.

In total, the Solana Beach Fire Department conducted sixty-seven (67) state-mandated inspections of the sixty-seven (67) total inspections during the 2020 calendar year, per the California Health and Safety Code.

Further, the acceptance of this compliance report and the recommended Resolution fulfill the statutory requirements contained in California Health and Safety Code Section 13146.2, 13146.3 and 13146.4, as amended by SB 1205.

CEQA COMPLIANCE STATEMENT:

The project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5) of the State CEQA Guidelines.

FISCAL IMPACT:

There is no direct fiscal impact associated with the staff recommendation.

WORKPLAN:

N/A

OPTIONS:

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

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2021-090 (Attachment 1) accepting a report on the status of all state-mandated annual fire inspections in the City of Solana Beach in conjunction with SB 1205 and California Health and Safety Code Section 13146.4.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2021-090

RESOLUTION 2021-090

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ACCEPTING STATE MANDATED ANNUAL FIRE INSPECTION REPORT IN COMPLIANCE WITH SB1205.

WHEREAS, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on September 27, 2018; and

WHEREAS, California Health & Safety Code Sections 13146.2 and 13146.3 requires all fire departments, including the Solana Beach Fire Department, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided; and

WHEREAS, California Health & Safety Code Section 13146.4 requires all fire departments, including the Solana Beach Fire Department, that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3; and

WHEREAS, the Solana Beach Fire Department inspected sixteen (16) out of the sixteen (16) Educational Group E school facilities, which is a 100% compliance rate for the 2020 reporting period; and

WHEREAS, the Solana Beach Fire Department inspected fifty-one (51) out of the fifty-one (51) Residential Group R facilities, which is a 100% compliance rate for the 2020 reporting period.

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

1. That the above recitations are true and correct.
2. That the City Council accepts the report on the status of all state-mandated annual fire inspections in the City of Solana Beach in compliance with SB1205 and California Health and Safety Code Section 13146.4.

PASSED AND ADOPTED this 23rd day of June 2021, at a regular meeting of the City Council of the City of Solana Beach, California by the following vote:

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

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 23, 2021
ORIGINATING DEPT: City Clerk's Office
SUBJECT: **Council Consideration of Resolution 2021-088 Destruction of Obsolete Records**

BACKGROUND:

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

The maintenance and storage of records that are no longer required to be retained can be cumbersome due to inventory maintenance and add costs for offsite storage. It should be noted that records required and/or necessary to be retained by the City are kept for retention as required. Destruction of approved records is important to lessen the storage needs produced by documents that are no longer needed.

This item is before Council to consider adoption of Resolution 2021-088 approving the official destruction of obsolete records.

DISCUSSION:

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

Resolution 2021-088 (Attachment 1) contains the attached Lists of Records to be Destroyed (Exhibit A of Resolution 2021-088) itemizing the description of documents

CITY COUNCIL ACTION:

that are prepared for destruction. These documents are obsolete and may be destroyed in compliance with the City's adopted Retention Schedule as well as procedures outlined in the City's Records Management Manual including following all updated retention requirements of state regulations. After careful review of the records by the respective Department Staff, Department Heads, City Attorney and City Clerk/Custodian of Records, 17 boxes of obsolete records were carefully prepared and authorized for destruction.

CEQA COMPLIANCE: N/A

FISCAL IMPACT:

The City will save administrative and storage expenses by destroying records no longer needed. The cost of official destruction of these documents has been assessed as well as the Clerk Department's budget to accommodate this service.

WORK PLAN: N/A

OPTIONS:

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

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2021-088 authorizing the destruction of officially obsolete records.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation



Gregory Wade, City Manager

Attachments:

1. Resolution 2021-088

RESOLUTION 2021-088

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

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

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

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

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

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

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

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

PASSED AND ADOPTED this 23rd day of June, 2021 at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

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

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

EXHIBIT A

RESOLUTION 2021-088

Lists of Records to be Officially Destroyed

17 Boxes

1	HR – Employee Recruitment Selection Materials and Testing 2014, 2015
2	HR – Employee Recruitment Selection Materials and Testing 2013, 2014, 2015
3	HR – Employee Recruitment Selection Materials and Testing 2007, 2013, 2014, 2015
4	HR – Employee Recruitment Selection Materials and Testing 2015, 2016
5	HR – Employee Recruitment Selection Materials and Testing 1197, 2004, 2015, 2016, 2017, 2018
6	CMGR – Working Files, Correspondence, Administrative, Reports, etc.
7	CMGR – Working Files, Correspondence, Administrative, Reports, etc.
8	CMGR – Working Files, Correspondence, Administrative, Reports, etc.
9	CMGR – Working Files, Correspondence, Administrative, Reports, etc.
10	CMGR – Working Files, Correspondence, Administrative, Reports, etc.
11	CMGR – Working Files, Correspondence, Administrative, Reports, etc.
12	CMGR – Working Files, Correspondence, Administrative, Reports, etc.
13	CMGR – Working Files, Correspondence, Administrative, Reports, etc.
14	CMGR – Working Files, Correspondence, Administrative, Reports, etc.
15	CMGR – Working Files, Correspondence, Administrative, Reports, etc.
16	CMGR – Working Files, Correspondence, Administrative, Reports, etc.
17	CMGR – Working Files, Correspondence, Administrative, Reports, etc.

LIST OF RECORDS TO BE DESTROYED

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

List reference pages of Retention Schedule Sections/Pages AD/HR-3, AD/HR-9

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Employee Recruitment Selection Materials & Testing

Fiscal Services Supervisor – May 2014

- Correspondence, Applications/Resumes, Tests

Admin. Assistant II/III – Sept. 2014

- Correspondence, Resumes/Applications

Deputy City Clerk – Aug. 2014

- Panel Member Contribution, Applications/Resumes, Test Results, Correspondence

Maintenance Worker II – May 2014 (folder 1 of 2)

- Applications/Resumes, Correspondence, Oral Interviews

Maintenance Worker II – May 2014 (folder 2 of 2)

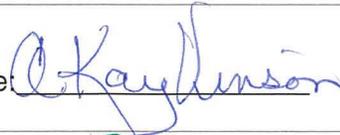
- Applications/Resumes, Correspondence, Oral Interviews

Jr. Lifeguard Intern – Summer 2015

- Oral Interviews

Records Prepared /
Inventoried By: _____ Kay Vinson _____

Signature:



5-26-21
Date

Department Head _____ Pouneh Sammak _____

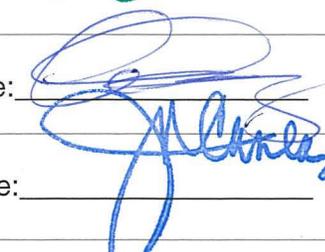
Signature:



5/27/2021
Date

City Clerk/Custodian of Records _____ Angela Ivey _____

Signature:



6-1-2021
Date

City Attorney _____ Johanna Canlas _____

Signature:



6-1-2021
Date

LIST OF RECORDS TO BE DESTROYED

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

List reference pages of Retention Schedule Sections/Pages AD/HR-3, AD/HR-9

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Employee Recruitment Selection Materials & Testing

Administrative Assistant II/III – Fall 2013

- Correspondence, Applications/Resumes, Test Results, Written Skills Test, Test Report & Instructions, Oral Interviews, Instruction Letters

Fiscal Specialist I – July 2014

- Correspondence, Resumes/Applications, Questionnaire Results, Analysis Workbook, Tests & Results, Notes

Lifeguard – Summer 2014 (1 pf 2)

- Revenue Totals, Oral Interviews, Employee Status, Termination/Reversals, Correspondence

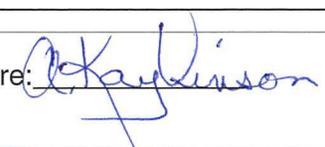
Seasonal Jr. Lifeguard Intern – Summer 2014 (folder 2 of 2)

- Applications/Resumes, Correspondence, Oral Interviews

Marine Safety Sergeant – 2015 (folder 1 of 2)

- Applications/Resumes, Oral Interviews, Test Score Sheets

Records Prepared / Inventoried By: Kay Vinson

Signature: 

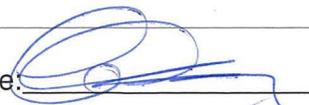
5-26-21
Date

Department Head Pouneh Sammak

Signature: 

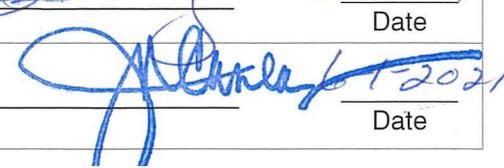
5/27/2021
Date

City Clerk/Custodian of Records Angela Ivey

Signature: 

6-1-2021
Date

City Attorney Johanna Canlas

Signature: 

2021
Date

LIST OF RECORDS TO BE DESTROYED

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

List reference pages of Retention Schedule Sections/Pages AD/HR-3, AD/HR-9

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Employee Recruitment Selection Materials & Testing

Marine Safety Sergeant – 2015

- Correspondence, Applications/Resumes, Roster, Test Results, Assessment Test, Answer Sheets, Oral Interviews/Presentation

Lead Maintenance Worker – August 2014

- Correspondence, Resumes/Applications, Oral Interviews

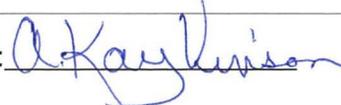
Accountant – July 2013

- Applications, Oral Board Interview Sheets, Correspondence

Administrative Assistant II/III – July 2007

- Applications, Oral Board Interview Sheets, Computer Skills Exam, Correspondence, Recruitment Flyer

Records Prepared / Inventoried By: _____ Kay Vinson _____

Signature: 

5-26-21
Date

Department Head Pouneh Sammak

Signature: 

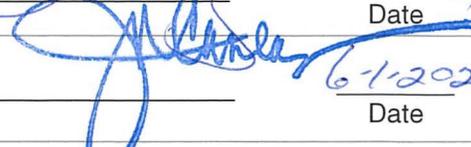
5/27/2021
Date

City Clerk/Custodian of Records Angela Ivey

Signature: 

6-1-2021
Date

City Attorney Johanna Canlas

Signature: 

6-1-2021
Date

LIST OF RECORDS TO BE DESTROYED

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

List reference pages of Retention Schedule Sections/Pages AD/HR-3, AD/HR-9

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Employee Recruitment Selection Materials & Testing

Planner Series – 2015

- Recruit Announcement, Oral Interviews/Presentation/Schedule

Jr. Planner – Sept. 2015

- Site Plan Exercise, Interview Questions, Applicant List, Correspondence

Asst. Civil Engineer – May 2015

- Applications, Interview Questions, Testing Report/Answer Sheets

Maintenance Worker I & II – March 2016

- Oral Board Interview Questions, Interview Schedule

Director of Community Development – 2015

- Applications, Interview Schedule/Notes

Fire Captain Promotion – Feb. 2016

- Applications, Stimulation/Teaching Instructions, Oral Interview Questions/Rating, Requirements, Correspondence

Admin. Asst. to C. Mgr. – 2016

- Panel Members, Interview Schedule/Questions, Written Exam Answer Sheets, Test Report

Code Compliance Officer – July 2016

- Interview Schedule/Questions/Notes, Writing Assignment

Admin. Asst. II/III – Finance, Public Safety, Clerk – Aug. 2016

- Interview Questions/Schedule, Test Results, Written Exam, Test Report, Corresp.

Jr. Lifeguard Interns – Summer 2016

- Interview Questions/Schedule

Recreation Leader – Summer 2016

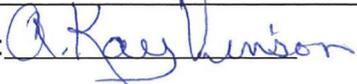
- Interview Questions, Correspondence

Assistant Planner – May/June 2016

- Resumes, Interview Schedule/Questions, Test Report, Written Exam, Correspondence

Seasonal Lifeguards – Summer 2016

- Interview Questions, Supplemental Questionnaire

Records Prepared / Inventoried By: Kay Vinson Signature: 

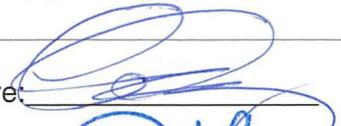
5-26-21
Date

Department Head Pouneh Sammak

Signature: 

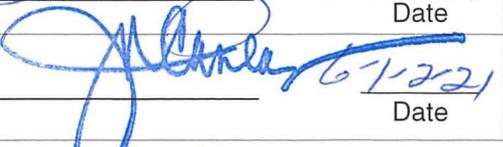
5/27/2021
Date

City Clerk/Custodian of Records Angela Ivey

Signature: 

6-1-2021
Date

City Attorney Johanna Canlas

Signature: 

6-1-2021
Date

LIST OF RECORDS TO BE DESTROYED

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

List reference pages of Retention Schedule Sections/Pages AD/HR-3, AD/HR-9

City Clerk – Legal Info, Code Section: _____

Documents Below Have Been Reviewed and Approved For Destruction:

Employee Recruitment - Selection Materials & Testing

Sr. H.R. Analyst – July 2015

- Applications, Interview Questions/Schedule

Management Analyst parttime City Clerk's Office – 2016

- Interview Questions/Schedule, Corresp, Test Report/Sheets, Writing Testing, Correspondence

Code Enforcement Officer – 2004

- Applications, Incident Report Exercise, Interview Questions, Corresp

Firefighter – Aug. 1997 Applications, Interview Schedule, Questions

Recreation Leaders – April 2018

- Applications, Supplemental Questionnaire, Corresp.

Jr. Lifeguard Recruitment – June 6, 2018

- Applications, Supplemental Questionnaire, Interview Questions, Swim Test Results

Lifeguard Recruitment – April 2018 Interview Questions, Swim Test Results

Fire Engineer Promotional – Oct. 2016

- Applications, Written Exam Results, Corresp.

Temporary Mgmt. Asst. – City Clerk – March 2018

- Applications, Interview Questions

Dir. of Comm. Development – Nov. 2017

- Interview Questions/Schedule

Firefighter/Paramedic Joint Recruitment – Aug. 2017

- Applications, Interview Schedule/Questions, Stimulation Exercise Info, Exam, Corresp.

Fire Captain – All Cities by Encinitas – April 2017

- Interview Questions, Test Scoring Results, Corresp.

Fire Prevention Specialist – April 2017

- Applications, Interview Schedule/Questions

Jr. Lifeguard Interns – Summer 2017

- Applications, Swim Test, Interview Questions

Fiscal Services Specialist I – 2017

- Interview Schedule/Questions, Test Instructions

Mgmt. Asst. parttime – Nov. 2017

- Interview Schedule/Questions, Written Exam, Test Scores.

Temporary Parking Enforcement Officer – July 2017

- Interview Schedule/Questions

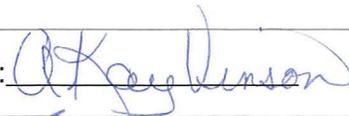
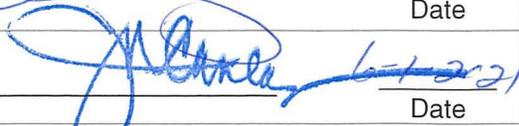
Temporary Fire Prevention Specialist – Sept. 2016

- Resume, Interview Schedule/Questions

Lifeguards – Summer 2017 Interview Questions

Senior Code Compliance Officer – March 2017 Interview Schedule/Questions, Corresp.

Rec Leaders – Summer 2017 Applications, Interview Questions, Corresp.

Records Prepared / Inventoried By: <u>Kay Vinson</u>	Signature: 	5-27-21 Date
Department Head <u>Pouneh Sammak</u>	Signature: 	<u>6-9-21</u> Date
City Clerk/Custodian of Records <u>Angela Ivey</u>	Signature: 	<u>6-1-2021</u> Date
City Attorney <u>Johanna Canlas</u>	Signature: 	<u>6-1-2021</u> Date

LIST OF RECORDS TO BE DESTROYED

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

List reference pages of Retention Schedule Sections/Pages CW, Admin-Personnel

City Clerk – Legal Info, Code Section: GC § 34090, 34090.7, 29 CFR 516.5, GC §§12946, 34090, 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq.

Documents Below Have Been Reviewed and Approved for Destruction:

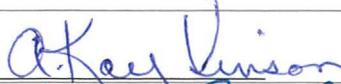
CITY MANAGER DEPT RECORDS

Correspondence, Working Files & Duplicate Records (Copies) CW, GC & 34090, 34090.7

- Council Policy Statements 08-02-99, Corresp. - General
- Administrative Instructions: No. 1 re. Administrative Instructions, 2003-2005 / No. 2 re. Travel reimbursement 01-30-87 / No. 3 re. Tuition reimbursement and form, undated / No. 4 re. Maternity Leave of Absence 11-07-90 / No. 5 re. Insurance Coverage for Vehicles 12-14-92 / No. 6 re. Fingerprint Requirements 06-21-93 / No. 7 re. Service Req Form Procedures 07-18-95 / No. 8 re. Exit Interview Questionnaire 10-02-95 / No. 9 re. City Computer Usage Policy 11-17-97, list of acknowledgment of policy 02-06-98, Memo 07-23-99, Memo 03-09-01, Information & Communication Systems Policy, Revision # 07-01-04 / No. 10 re. Pre-employment Drug Testing 09-08-98, Corresp. 10-13-98 and Council Policy No. 12 re. Prof Serv Contracts & Special Studies 06-22-91, Corresp 09-16-02
- Administrative Policies: No. 11 Cellular Telephone Allowance Policy 07-01-00 / No. 12 Building Emergency Evacuation Policy 04-10-02, Corresp. 4-10-02, and 1st & 2nd floor maps of emergency escape route / No. 13 City Identification/Proximity Card Policy 04-10-02 and Corresp. 4-10-02 / No. 14, Public Art Policy 01-23-01 – Rescinded per Reso 2007-141, Corresp. 07-27-01 / No. 15, Family & Medical Leave Act Policy, Revised 08-28-00, Req Form & City response template / No. 16, Anti-Harassment Policy and Complaint Resolution Procedure, Revised 10-17-00 / No. 17, Purchasing Policy & Purchase Requis. 01-03-03 wkg file / No. 18, Copy Processing and Fees Policy, 8-7-03 wkg file / No. 19, Employment and Separation Agmts for at-will Employees, 4-15-03 wkg file / No. 20, Vacation Rental Policy and Procedures, 07-29-03 wkg file / No. 21, Special Event Permit Program, 09-02-03 wkg file / No. 27, Injury and Illness Prevention Prog (IIPP), 01-01-05 wkg file / No. 30, Petty Cash Disbursement Policy, 01-03-03 wkg file

City Manager Corresp. & Working Files CW, GC 34090

Purchasing Ordinance 292, 12-03-02 wkg file / Listing of City Mgr 's File Conversion to Functional Filing System numbering, prior to 2005 / New Phone Number Notices, 08-13-99 / Goals: Council 01-11-94, City Mgr 2000, Fire Dept. 1993-94, Public Wks 1991-92, Marine Safety 1991-92 / Community Develop 1991-92, Dept. Goals to Council 02-26-90, City Council Goals 1988-89 / Project/Program Timeline and Completion Schedule, 1991-92, 11-16-92, 08-12-93 / Council Adopted Workplan, 2003-2004, 2004-2005, Council TopTen 03-02-04, Draft Goals 2000-2001, Draft Goals, Objectives-1999-00 / Council Goals 1999-00, Council Goals 1997-98, Council Goals 1995-96 / Council Goals & Objectives: Prioritization 06-01-87, 1991-92, 1990-91, Eugene Oregon Goals, 88-89, 1987-88, Goals Prioritization 06-01-87 / Council Goals & Objectives: Workshop 1994-95 (01-11-94), 1993-94 / City and Redevelopment Agency Work Plan 2006-07, Top Ten Work Plan / Council Workplan 2005-06 / City Mgr Workplan 2005-06 wkg file / Adopted City Work plan 2003-04, Draft Work plan, Duties Asst. CityMgr and Mgmt Analyst, Corresp. 1988-89 Work Plan, City Work Prog 1988-89 / U.S. Senator Barbara Boxer: Harold Marlow Co. travel expenses 2002, funding to fight wildfires and loan to prevent Amtrak shutdown 06-26-02, CA Wild Heritage Wilderness Act 2002 05-03-02, CA Affordable Quantity Quality Water Act 05-24-02, Appropriations Req Form 02-26-02, Corr. 2-02 / Congressman Brian P. Bilbray re. Safe Water Improvement and Modernization Act of 2007 02-13-07 Reference Materials re. Charter City 06-08-93 Fiscal Independence, Council-Mgr Form of Govt brochure, Taxpayers Guide for SanMarcos proposed City Charter, filing with Secretary of State 1994 / Confidential City Attorney Corresp. 1999-2007 / City Mgr meetings hosted in Solana Beach 2001-2006 / City Clerk operations 2005-2007 / Community Development/Planning operations 1998-2007 / Public Wks/Engineering operations 2005-2006 / Staff Activity, Direction, Issues & Concerns 11-16-06 / General Corresp. 2006-2007 / General Corresp. 2000-2006, salary survey, reorganization, staffing / City Mgr Update to Council 05-02-02 and 09-12-06 / North County Mayor's lunch schedule for 1999 / City Mgr goals 1987-1991 / City of Del Mar to San Elijo Joint Powers Authority, 08-11-93 / City Mgr Workplan 2001-2002 / Public Wks Emergency Phone Lists 2002-2003 / Compliments 2001 / Complaints 2002-2007 / Complaints & Inquiries 1997-2007
 CW (Superseded + 2 years) 29 CFR 516.5, GC §§12946, 34090
 City Mgr confidential documents, labor negotiations, salary surveys, employee investigations, property negotiations 1987-2007

Records Prepared / Inventoried By: <u>A Kay Vinson</u>	Signature: 	Date: <u>5-19-21</u>
Department Head <u>Greg Wade</u>	Signature: 	Date: <u>6-14-21</u>
City Clerk/Custodian of Records <u>Angela Ivey</u>	Signature: 	Date: <u>6-14-21</u>
City Attorney <u>Johanna Canlas</u>	Signature: 	Date: <u>6-14-21</u>

LIST OF RECORDS TO BE DESTROYED

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

List reference pages of Retention Schedule Sections/Pages CW

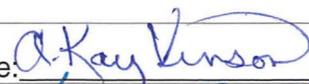
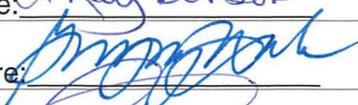
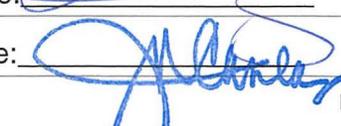
City Clerk – Legal Info, Code Section: GC §34090 _____

Documents Below Have Been Reviewed and Approved For Destruction:

CITY MANAGER DEPT RECORDS

Correspondence – Routine (Administrative, Reports, Working Files)

- Dept. Directors Staff Meeting Agendas 2006
- Staff Meeting Follow Up 2002
- Employee Quarterly Discussion Group 2002
- Board/Commission/Committees – Citizens Interest Form 1992, 2001
- Planning Commissions in San Diego Cities 1996
- Parks & Recreation Commission 2006
- Parks & Recreation Foundation Info 2005
- Parks & Recreation Commission – Recreation Foundation File 2004-2005
- I-5 Ad Hoc Committee 2002-2004
- I-5 Interchange Task Force 2002-2003
- Business Liaison Committee 2000, agendas, sign inventory
- Business Liaison Subcommittee 2001-2003, agendas, awards
- Public Arts Advisory Committee, proposed policies 2001-2007
- Library – invitation list 2001, library funding correspondence 2004-2006
- View Assessment Committee 1995, 2004
- San Diego North Convention & Visitors Bureau 2005
- San Diego North County Convention & Visitors Bureau 2005-2008
- Friends of the Solana Beach Library 1994, 2001-2006
- Civic & Historical Society, 2007 Newsletters, 2005 Directory, construction correspondence, history 1986-2007
- Condominium Organization of South Sierra Ave and Solana Homeowners Association 2002-2005
- Seascape HOA 2001
- Local Homeowner Associations 2000-2003
- Solana Beach and Tennis Club HOA 2001
- United Way 2001
- Regional Homeless Task Force 2001-2003
- American Lung Association 2001-2007
- San Dieguito Boys & Girls Club 1997-2007
- Beach & Bluff Conservancy 2001-2003
- Cal Beach Advocates bluff issues 2002
- US Marine Corps 2001
- North County Economic Development Council 2001
- Solana Beach Chamber of Commerce 1996-2007
- Welcome Wagon – letter from Mayors 1990-2005
- League of CA Cities information, legislative action requests, conference resolutions 2003-2007
- League of CA Cities – San Diego Division, action alerts, agenda materials, legislative update 1999-2007
- Southern California Alliance of Publicly Owned Treatment Works 2007
- Municipal Management Association of Southern California 2002-2007
- San Diego Workforce Partnership 2003
- International City Managers Association – membership information 2007; California Contract Cities Association = membership information 2006; League of CA Cities City Managers Association 2006
- California Contract Cities Association, Legislative Advocacy 2006-2008
- TTAC Meeting 2004
- California City Management Foundation 2006-2007
- San Dieguito River Valley JPA 1989-2006

Records Prepared / Inventoried By: <u>A Kay Vinson</u>	Signature: 	Date: <u>5-20-21</u>
Department Head <u>Greg Wade</u>	Signature: 	Date: <u>6-14-21</u>
City Clerk/Custodian of Records <u>Angela Ivey</u>	Signature: 	Date: <u>6-14-21</u>
City Attorney <u>Johanna Canlas</u>	Signature: 	Date: <u>6-14-21</u>

LIST OF RECORDS TO BE DESTROYED

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List reference pages of Retention Schedule Sections/Pages CW, CA, FIN-1, Admin-Personnel
 City Clerk – Legal Info, Code Section: GC §34090, CCP §§ 337 et seq.; GC §§ 945, 34090.6, 68150; PC §832.5, IRS
 Reg §31.6001-1(e)(2), R&T §19530, 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946

Documents Below Have Been Reviewed and Approved For Destruction:

CITY MANAGER DEPT RECORDS

Correspondence – Routine (Administrative, Reports, Working Files) 2 Years

City/County Management Association agenda 2006 / City Selection Committee 2003-2007 / CSA-17 Advisory Committee Meeting 2003-2006 / District Attorney memo 2002 / San Diego County Regional Airport Authority 2003-2006 / Mediation Services 2005 / San Diego County Board of Supervisors 2002-2007 / San Diego County Housing Authority, Regional Task Force on the Homeless, 1990-2006 / San Diego County League of Women Voters 2001-2005 / San Diego County Tax Assessor 2002-2007 / San Diego County Taxpayers Association 1995-2001 / Alcoholic Beverage License/Applications 2001 / Caltrans 2001 / California Coastal Commission 1986-2006 / California Controllers Office 1986-1987 / California Dept. of Housing & Community Development 1991 / California Integrated Waste Management Board 1987-1999 / California Public Utilities Commission 1996-2001 / California Regional Water Quality Control Board 1987-1988 / San Diego Association of Governments (SANDAG) 1999-2007 / SANDAG 2001-2006 / SANDAG Cities/County Transportation Advisory Committee 2000-2006 / SANDAG Joint Powers Agreement presentation / SANDAG Opinion Survey 2001-2002 / Federal Agencies, General 2004 / Environmental Protection Agency (EPA) 2007 / Homeland Security 2003 / Alcoholic Beverage License/Applications 1989-1994 / LAFCO 2001-2007 / Solana Beach Public Opinion Survey 1989 & 1993 / SANDAG Shoreline Preservation Strategy 2001-2002 / SANDAG Shoreline Development Setbacks 1992 / SANDAG Shoreline Erosion Committee 1993-2005 / SANDAG TransNet 2001-2006 / SANDAG Transportation Mobility 2004-2006 / San Dieguito River Valley JPA 1989-2006 / San Dieguito River Valley JPA Confidential Policy 1991 / Santa Fe Irrigation District 2006 / North County Transit District Fast Forward 2001 / North County Transit District Joint Development Project 2000 / San Elijo JPA Description of Fund Accounts 1988 / San Elijo JPA Contract Management Services 1989-2006 / 22nd Agricultural Dist. Assoc., Del Mar Fair Master Plan, Citizens Ad Hoc Advisory Committee 2001 / 22nd Agricultural Dist. Off-Track Betting 1988

Legal Case Files – Settle + 10 Years

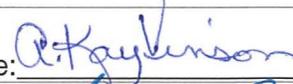
San Diego County Grand Jury 2002-2006

IRS Records (7 Years after Audit)

Internal Revenue Service 1986-1995

ADMIN-PERSONNEL Separation + 5 Years 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090

Confidential City Mgr Evaluations 1989-1993 / Confidential Employee Investigation 2001-2003

Records Prepared / Inventoried By: <u>A Kay Vinson</u>	Signature: 	Date: <u>5-20-21</u>
Department Head <u>Greg Wade</u>	Signature: 	Date: <u>6-14-21</u>
City Clerk/Custodian of Records <u>Angela Ivey</u>	Signature: 	Date: <u>6-14-21</u>
City Attorney <u>Johanna Canlas</u>	Signature: 	Date: <u>6-14-21</u>

LIST OF RECORDS TO BE DESTROYED

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

List reference pages of Retention Schedule Sections/Pages CW, Fin, Admin-Personnel, C. Atty.

Code Section: GC §34090, CCP §§ 337 et seq.; GC §§ 945, 34090.6; PC §832.5

Documents Below Have Been Reviewed and Approved for Destruction:

CITY MANAGER DEPT RECORDS

Correspondence – Routine (Administrative, Reports, Working Files)

22nd Agric. Dist. Corresp 2002-2007; Del Mar Fair complaints 2004
 Feasibility of Municipal Incorporation for Rancho Santa Fe, Vol.1: Prel. Report, 2006
 Other Cities reorganization notices 1986-1991; Withdrawal of Deer Springs Fire Prot. Dist. 1991
 City of Del Mar 1986-2006 / City of San Diego 1987-1988 /Encinitas Fire Dist. Reorg. 1987 /Envision S.D. Regionalism Task Force 2004 / Public Relations 1987-2007 / San Diego Business Journal 1994-2007 / Awards/Donations/Congrats 1993-2006
 Business of the Quarter 1994-1995 / City Song/Emblem 2000-2006 / Flags 2000-2003 / C. Mgr. Update to Council 1991-2002
 Shorelines Newsletter 1989-2006; Shorelines Newsletter (Howe Parks Agency) 1990 / News Releases 1990-1995/Press Releases 1986-2004 / Recognition Dinner 1992 / City Request to other cities re. organizational structure 2002 / Public Records Request 2004
 Cal State San Marcos Survey 2001 and University of San Diego corresp. 2006 / San Diego Daily Script survey 2000-2005
 Survey Committees 2006-2007 / Livability (Fred Kent Workshop) 2006-2007 / New Business Welcome 1994-1999
 Economic Development 1994 / Promotion and Tourism 1995 /Media Relations 1990-2002 /San Dieguito Union High School Dist. – Use of Facilities 1993 /Anti-Harassment Policy 2000 / Service Requests/Form 1995 blanks / File Conversion 1992-2002
 Fin. Dept. memo with new forms (payroll, leave, overtime) 1992 / Records Retention 2000-2001 /Record Requests corresp. 2005-2006 / Claim Review Authority up to \$5,000 1987 /Public Safety Hazards corresp. 1988-2007 / Public Safety Accident reports 1987-1998 / Fire Dist. Insurance 1986-1987 / Employee Vending Machine 2001-2002 / Computer Services/Permit Mgr 2006
 Animal Control/Services, Complaints, Pigeon Problems 1988-2007 / Emergency Services contact list 2003 / Hazard Mitigation Plans 2003-2004 / 800 MHz Radios, 1993 / Disaster Assistance 2001 / Emergency Services 1986-1988 / Civil Defense re. 9/11 2001-2002
 North County Dispatch JPA 2002-2007 / Shoreline Workshop re. Emergency Services 1992 / Blank Forms/Templates no longer used: Code Compliance Complaint, Budget Transfer, Purchasing Requisitions, City / Atty. Request for Informal Legal Advice, City Mgr./City Atty. Evals., Exit Interview, After Hours Substance Abuse Testing approval, Citizen Interest Form (committees), Post Accident/Incident Checklist, Overtime Request, Professional Service Agr., Comm. Center Use Apps., Agr. For Recreational Serv., Comm. Org. Funding Request, Agr. Regarding Use of Public Funds by Comm. Org., Council Policy Statement, Agenda Item Request (CC)

Finance Records 7 Years After Audit

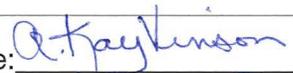
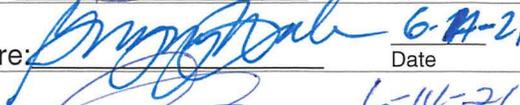
Travel Advance and Expense Forms/Reports 2004; Combined Mileage & Travel Forms/Expenses 2002

Human Resources 7 Years After Audit

Workers Compensation Reports 2000-2002

City Attorney

Claim Against the City 2002, 2005 – Settle plus 5 years

Records Prepared / Inventoried By: <u>A Kay Vinson</u>	Signature: 	Date: <u>5-25-21</u>
Department Head <u>Greg Wade</u>	Signature: 	Date: <u>6-14-21</u>
City Clerk/Custodian of Records <u>Angela Ivey</u>	Signature: 	Date: <u>6-14-21</u>
City Attorney <u>Johanna Canlas</u>	Signature: 	Date: <u>6-14-21</u>

LIST OF RECORDS TO BE DESTROYED

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

List reference pages of Retention Schedule Sections/Pages CW

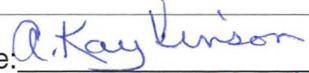
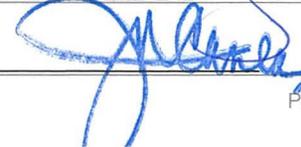
City Clerk – Legal Info, Code Section: GC §34090 _____

Documents Below Have Been Reviewed and Approved For Destruction:

CITY MANAGER DEPT RECORDS

Correspondence – Routine (Administrative, Reports, Working Files)

- Air Toxics Hot Sports Report 1999-2001
- Water Quality/Environ. Prot. & Conserv. 1992-2006
- Watershed Pollution Prevention 2001-2006
- Energy Conserv./Composting 2001-2007
- Mayor's Climate Protection Agr. 2007
- Solar Power (Sun Ed) 2006-2007
- Sunrise Powerlink (SDGE) 2006
- Multi-Species Habitat Conserv (SANDAG) (1998-2002)
- Household Hazardous Waste/Vista Billing Info 1999-2002
- S. Cedros - Storage Clean-Up, Decorative Lighting, Parking rep. by Intern 1996-2005
- Noise Ordinance 1994-2004
- Graffiti Ordinance 1993-2003
- Leaf Blowers 2003
- Fire Dept., 5-Yr. Plan 1993-2007
- Fire Dist. Underground Tanks 1986-1987
- Sexual Assault Response Team 1991
- City Hall Indoor Air Quality/Dust Sampling 2002
- Pesticides 1990-2005
- Vector Control 1999-2007
- Caboose Substation at NCTD 2002
- Police Protection Services/Alternatives 1987-2007
- Sheriff Dept. 1987-2006
- Sheriff Dept. Law Enforce. 1973-1987
- Cont. Law Enforce. TAC 2001-2006 (3 files)
- Sheriff Dept. Cont. corresp. 1996-1997, 1994-1996, 1992-1994

Records Prepared / Inventoried By: <u> A Kay Vinson </u>	Signature: <u></u>	Date: <u> 5-26-21 </u>
Department Head <u> Greg Wade </u>	Signature: <u></u>	Date: <u> 6-14-21 </u>
City Clerk/Custodian of Records <u> Angela Ivey </u>	Signature: <u></u>	Date: <u> 6-14-21 </u>
City Attorney <u> Johanna Canlas </u>	Signature: <u></u>	Date: <u> 6-14-21 </u>

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

List reference pages of Retention Schedule Sections/Pages CW, FIN, CC

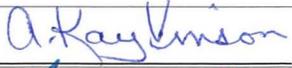
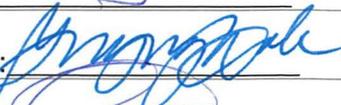
City Clerk – Legal Info, Code Section: GC §34090, 24 CFR 85.42 & 570.502 & 982.158, 29 CFR 97.42

Documents Below Have Been Reviewed and Approved For Destruction:

CITY MANAGER DEPT RECORDS

Correspondence – Routine (Administrative, Reports, Working Files)

- San Diego Sheriff's Dept. Encinitas Patrol Stat. Annual Report 2005
- County of San Diego, citizens Law Enforcement Review Board, 2005 Annual Report
- Encinitas Sheriff's Station Profile 2005
- Local Law Enforce. Block Grant Funding 2002
- Police Prot. Serv. and motorcycle 2003-2006
- Sheriff Dept. Crime & Activity Reports, 2006 Annual Rep., 2005 Year in Review, Accident Investigation Log 2002, Monthly Recap Feb. & April 2003, June 2002, Crime Rate 2000/2001, Crime Stats Jan-June 2001 comparison Jan-June 2002
- Incident Reports 1992-1999
- Sheriff Dept. Contract Mgmt. 1998-2004
- Sheriff Dept. Equipment 1999-2007
- Sheriff Dept. Press Releases 2000-2003
- County CAL-ID System 1995-2000
- CA Law Enforcement Equipment Program (CLEEP) 2002
- Regional Urban Information System (RUIS), Base Map, 1993
- Reverse 911, Emergency Phone Notification 2006-2007
- Sheriff Dept. Annual Reports 2001, 2000, 1998, 1997; Deputies Time Allocation 2003
- Special Weapons and Tactics (SWAT) report 2002
- Drug Programs/Testing, Smoking Ban, Alcohol Abuse, San Dieguito Alliance for Drug Free Youth 2002-2006
- Regulating Rental of Housing Used for Drug Activity 1989
- Gaming/Gambling 2000-2007
- Marine Safety corresp. 2007
- Lifeguard Assn. Request for Non-Profit Status 1986-1987
- Lifeguard Tower Storage 1986-2002
- Seawall/Seacave Maintenance Letter 2003; Bluff Advisory Letter 2004-2005
- Beach Issues 1989 -2000
- Bluff Safety 1989-2004
- Beach Contamination 1997-2003
- Jr. Lifeguard Program 2000-2007
- Finance/GASB 43, fees for copies & media 2006-2007
- Fire Dist. Audit corresp. 1987
- Bank Signature Authorization corresp 1988
- Treasurer's Report 1987
- Budget Workshop 2000
- State Budget/VLF LCC info 2002-2004
- San Eligo JPA 2003 Revenue Bond Refunding Preliminary Statement, Annual Budget 2006-2007
- 5-yr. CIP Department Budget Requests 2004
- Grant Funding (7 years after audit)
- COPS State Law Enforcement Supplemental Grant 2000-2001
- Community Grant Awards 2005, 2006, 2007
- Community Grants 2004
- Disabled/Handicapped Welfare
- Proposals for ADA Compliance/Transition 1997-2006 (unsuccessful 2 years after opening)

Records Prepared / Inventoried By: <u>A Kay Vinson</u>	Signature: 	Date: <u>5-27-21</u>
Department Head <u>Greg Wade</u>	Signature: 	Date: <u>6-14-21</u>
City Clerk/Custodian of Records <u>Angela Ivey</u>	Signature: 	Date: <u>6-14-21</u>
City Attorney <u>Johanna Canlas</u>	Signature: 	Date: <u>6-14-21</u>

LIST OF RECORDS TO BE DESTROYED

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City Clerk – Legal Info, Code Section: GC §34090. IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d)

Documents Below Have Been Reviewed and Approved For Destruction:

CITY MANAGER DEPT RECORDS

Correspondence – Routine (Administrative, Reports, Working Files) (2 years)

City Hall Cert. of Participation credit rating 1992

Travel Expense Policy 1992

Diesel Fuel Purchase with Del Mar 1990

City Stationary 1986

Vendor Information 2002-2007

Uniform Felony, Misdemeanor and Infraction Bail Schedule 2004-2007

Building Industry Assn. corresp. 2000-2002

Furman Group federal lobbyist 2006-2007

Transportation Funding for elderly and handicapped 1987

Parklands Act of 1986

Clean Water Grant Program info 1986-1987

San Diego County Water Authority drought-resistant landscaping grant 2003

California State Coastal Conservancy grant application 1992

State Grant info – Depts. of Transportation, Parks & Recreation and Resources Agency 1987-2006

Solid Waste Service Providers 1987-1988

False Alarms 2002

Massage Establishments 2000-2001

Transient Occupancy Tax/Room Rent Surcharge 1988-1994, 2006

Sales Tax Reports/Updates 1987-2005

Fire & Emergency Medical Services Cooperative Efforts with Del Mar 2003-2005

Marlowe & Co, Federal lobbying re Beach Replenishment, (Invoices 1999-2007 (7 years after audit))

San Elijo JPA establishing and lab services 1989-2006

Solana Beach Rail Station 1989-1990

Highway 101 Corridor Specific Plan, Draft EIR 1989-2003

North County Transit Dist. – Lomas Santa Fe Dr. Grade Separation 1992-1999

Liebert Cassidy & Whitmore special services 2001-2004

Morris Group special projects (purchase order/requisition (7 years after audit)) 2005

North County Transit District Railroad right-of-way 1995

San Elijo Lagoon Watershed preservation 2002-2005

Sanitation District agreement corresp, 1989

North County Transit Dist. Linear Park 1994-2001

Dunsmore Residence Addition Lien 1999

Finance (7 years after audit)

Temporary employee timesheets 2006

Vendor invoices (McDougal Love 2001-2002)

Community Grants 2004-2006

Household Hazardous Waste Grant 2002-2003

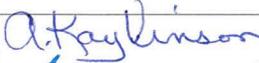
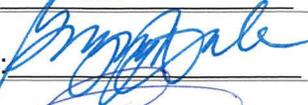
Community Development Block Grant 2005-2007

San Diego Urban County Community Development Block Grant 1991-1994

Community Development Block Grant 12th-16th, 20th-21st Year 1986-1995

Community Development Block Grant La Colonial Park 1987-1994

Request for Proposal – Sewer Service Plans 1989 (Completion + 10 years)

Records Prepared / Inventoried By: <u>A Kay Vinson</u>	Signature: 	Date: <u>6-1-21</u>
Department Head <u>Greg Wade</u>	Signature: 	Date: <u>6-14-21</u>
City Clerk/Custodian of Records <u>Angela Ivey</u>	Signature: 	Date: <u>6-14-21</u>
City Attorney <u>Johanna Canlas</u>	Signature: 	Date: <u>6-14-21</u>

LIST OF RECORDS TO BE DESTROYED

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

List reference pages of Retention Schedule Sections/Pages CW

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

Documents Below Have Been Reviewed and Approved For Destruction:

CITY MANAGER DEPT RECORDS

Correspondence – Routine (Administrative, Reports, Working Files) (2 years)

Requests for Council Action 2002-2007

City Council Admin., Council Manager Form of Government, Ethics of Council-Staff Teamwork 1990-2006

Permissible Election Activities for City Council 1990-2005

Info. for City Council Candidates/Newly Elected 1992-2007

Status of Council Directives 2001

City Council Board Appointments 1988-2002

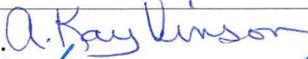
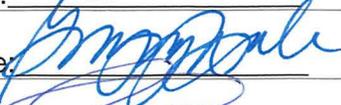
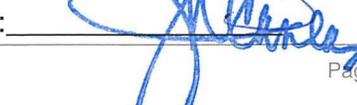
Closed Session Report Blank Forms 1998

City Council General Incoming Corresp. 2004-2007

Corresp. To City Council Re. Urban aggravation editorial 2005

Corresp. To City Council re. Transportation Impact Fee 2005

Mayor/Council Member Campbell corresp. (proclamations, etc.) 1997-2007

Records Prepared / Inventoried By: <u>A Kay Vinson</u>	Signature: <u></u>	<u>6-1-21</u> Date
Department Head <u>Greg Wade</u>	Signature: <u></u>	<u>6-14-21</u> Date
City Clerk/Custodian of Records <u>Angela Ivey</u>	Signature: <u></u>	<u>6-14-21</u> Date
City Attorney <u>Johanna Canlas</u>	Signature: <u></u>	<u>6-14-21</u> Date

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

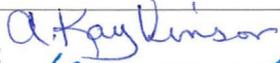
List reference pages of Retention Schedule Sections/Pages CW

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

Documents Below Have Been Reviewed and Approved For Destruction:

CITY MANAGER DEPT RECORDS

Correspondence – Routine (Administrative, Reports, Working Files) (2 years)
 Mayor/Council Member Heebner corresp. (proclamations, etc.) 2004-2007
 Council Member Nichols corresp. 2006-2007
 Mayor/Council Member Kellejian corresp./articles 2006-2007
 2004 Council Member candidates 2004-2007
 Mayor/Council Member Roberts corresp. 2004-2007
 Mayor/Council Member Powell corresp. 2002-2006
 Mayor/Council Member Sheres corresp. 2000-2004
 Complaints to City Council 1992
 Letters to Editor 1988-1996
 Community Relations Comm., 22nd Dist. Agricultural Assoc. 1993-1998
 Community Relations Comm., San Dieguito Union H.S. Dist.
 Council Representative Appointments 1990-1993
 Boundary Issues Del Mar 1995
 Council Meeting/Workshop info 1988-2004
 City Council Leadership/Team Building workshop 1987-2005
 Region 2020 Subregional workshops 2000-2007
 Proclamation requests 2000-2004
 Commemorative Plaques info 1991
 Council Policies, Voting Options 1987-2000
 Annexation/City of San Diego Reso., 5-acre parcel at NW corner of I-5 and Via de La Valle 1990
 Annexation Highland Ct. 1989
 Property Tax Revenue 1987-2003
 Property Tax Calculation 1987-2003
 Council Candidate Orientation 1992-2004
 Political Reform Act memo 1995
 Election info 2000-2006
 Council Campaign info 2002-2006
 Council Candidate Forum 2004
 Election Activities/Conduct 1990-2004
 Mass Mailings 1988

Records Prepared / Inventoried By: <u>A Kay Vinson</u>	Signature: 	Date: <u>6-2-21</u>
Department Head <u>Greg Wade</u>	Signature: 	Date: <u>6-14-21</u>
City Clerk/Custodian of Records <u>Angela Ivey</u>	Signature: 	Date: <u>6-14-21</u>
City Attorney <u>Johanna Canlas</u>	Signature: 	Date: <u>6-14-21</u>

LIST OF RECORDS TO BE DESTROYED

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

List reference pages of Retention Schedule Sections/Pages CW, Admin-Personnel, FIN

Code Section: GC §34090, 29 CFR 1627.3(a)(5) and (6), 8 CCR §11040.7(c), GC §§12946
29 CFR 516.5

Documents Below Have Been Reviewed and Approved For Destruction:

CITY MANAGER DEPT RECORDS

Correspondence – Routine (Administrative, Reports, Working Files) (2 years)

Personnel General Corresp. 1987-2005

Employee Award Dinner 2002

Employees Per Capita survey 1989

Temporary employee, draft agreement 1988-2007

Firefighters Association Negotiations 1987-1994 (Superseded + 10 Years)

Misc. Employee Assn. Labor Relations/Negotiations 1989-2002

Employee Compliments/Awards

Personnel Rules & Regulations 1990-1992

Fire District Personnel Matters/Compensation 1987

Salary Surveys/Council Benefits 1986-2007

Vacation Leave 1992-1994

City Manager Compensation/Employment 1988-2005

Employee Benefits, Employee Assistance Program 2000-2002

Employee/Council Retirement Benefits 1987-2002

Management Employees Negotiations 1991-1992

Fair Labor Standards overtime pay regulations 1993

Events/Meetings:

Underground Utility Dist. Ocean Circle & Pacific 10-17-07; Fletcher Cove Park 2007; Cliff St. Bicycle-Pedestrian Bridge 2007; Rosa St. Bridge Dedication 2005; Fletcher Cove Restrooms Dedication 2005; Coastal Rail Trail 2004 Mayor's Lunch 2004; Employee Appreciation Lunch 2007; Employee Health Fair 2004 & 2005; Council Team Building Workshop 2005; League of CA Cities dinner 2005
Meetings/Travel Expense Reports (Council/Staff) 2005-2007 (7 years after audit)

Records Prepared / Inventoried By: <u>A Kay Vinson</u>	Signature: <u></u>	Date: <u>6-3-21</u>
Department Head <u>Greg Wade</u>	Signature: <u></u>	Date: <u>6-14-21</u>
City Clerk/Custodian of Records <u>Angela Ivey</u>	Signature: <u></u>	Date: <u>6-14-21</u>
City Attorney <u>Johanna Canlas</u>	Signature: <u></u>	Date: <u>6-14-21</u>

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Code Section: GC §34090, 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) ; GC §§12946 ; 29 CFR 1602, 1627.3(a)(5) and (6), 8 CCR §11040.7(c), 8 CCR §3204(d)(1) 26 CFR 16001-1

Documents Below Have Been Reviewed and Approved For Destruction:

CITY MANAGER DEPT RECORDS

Correspondence – Routine (Administrative, Reports, Working Files) (2 years)

State of the City 2004

Meetings/Travel Expense Reports (Council/Staff) 2003-2004 (7 years after audit)

Dept. Head teambuilding 2003-2004

Interns/projects 2002-2007

Organizational Assessment 2002-2004

Trainings: Progressive Discipline 2003, Harassment 2000-2002; Workplace Violence 1999; (7 years)

Personnel Admin. Temporary employees 2006

Planning matters corresp. 2001-2007

(917 Highland Dr.; PBS & J environmental services; deed restrictions; 360 N. Granados; Coastal Bluff Retention; 262 N. Rios chimney; 959 Genevieve St.; Solana Mar Sound Wall, Lair project, 638 & 675 W. Circle Dr., City Hall Kidspace; 425, 505, 514 & 667 Glenmont Dr.; 545 N. Granados Ave.; 528 Canyon Dr.; 500 Block Marview; American Assets: Academy & Stevens and Lomas Santa Fe agreement; 700 Block Barbara Ave.; 528 Canyon Dr.; Sedona Pacific Cedros; 218 Granados; 228 S. and 536 N. Cedros; 825 Gonzales)

785 Barbara Ave. drainage corresp. 1993

110 Brookdale Place emergency improvements corresp. 2002-2006

Cedros Crossing corresp. 1989-2007

Train Station project corresp. 2003-2005

Train Station/Gateway Resort 1989-2007

Car Wash 2006

Holiday Inn Express 1999-2007

Eden Gardens property violations; commercial area, streetscape plan 1991-2005

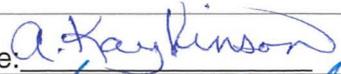
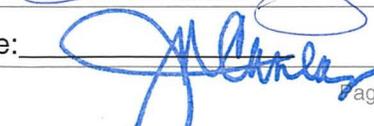
633 Circle Dr. bluff photo 2004

666 Hwy. 101/N. Cedros Inn Suites (Sanes), Magellan/Gateway project, Public Park east end of Hwy. 101, 1989-2007

FINANCE (7 years after audit)

Sales Tax Reports: (7 years after audit) HdL CD's manual Version 2 2005, client user guide 2001, Sales Tax: 2nd – 4th Quarter 2005, 2nd – 4th Quarter 2006, April-May 2007, 2nd Quarter 2007, 4th Quarter 2009, 1st Quarter 2010, 4th Quarter 2011, 1st Quarter 2012

Union Bank Statements on CD: (7 years after audit) Oct 2012, March 2013, May 2013, June 2013, Aug. 2013, Jan. 2014, March 2014, Image Library Offline 3.7.0 demo data

Records Prepared / Inventoried By: <u>A Kay Vinson</u>	Signature: 	Date: <u>6-7-21</u>
Department Head <u>Greg Wade</u>	Signature: 	Date: <u>6-14-21</u>
City Clerk/Custodian of Records <u>Angela Ivey</u>	Signature: 	Date: <u>6-14-21</u>
City Attorney <u>Johanna Canlas</u>	Signature: 	Date: <u>6-14-21</u>

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

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City Clerk – Legal Info, Code Section: GC §34090, PC §800 & 290 and H&S §11850; Statute of Limitations is 2 yrs; H&S §11361.5, PC §802, PC §§187, 800, CCP §§ 337 et seq.; GC §§ 945., 34090.6, 68150; PC §832.5

Documents Below Have Been Reviewed and Approved For Destruction:

CITY MANAGER DEPT RECORDS

Correspondence – Routine (Administrative, Reports, Working Files) (2 years)

Conflict of Interest 1990-2005

Statement of Economic Interest filing notice 2002-2005

Code Enforcement

Code Enforce. Generally 1999-2007

Occupancy Code 1987

Code Enforce. Violations/Nuisances/Complaints 1987-2007

Air Quality/Odoré Complaints 1992-2002

Beach Issues 1992-2002

Fletcher Cove complaints 1999-2000

Code Enforce. Homeless/Dog complaint 2001-2002

Code Enforce. Neighbors Dispute 2000-2004

Belly Up Tavern Complaints 1988-1999

Solid Waste franchise violation, illegal dumping 1989-1999

Health & Safety Code violations 1992-1999

Auto/Motorcycle business complaints 2001-2004

Car Wash complaints 1992-2005

Right-of-way Encroachments notice 2003-2007

Business Complaints 1987-2007

Noise Complaints-Helicopters, Airplanes 1998-2005

Traffic/Parking Complaints 2001-2007

Street Condition Complaints 1999-2007

Posting Locations for Notices and Signs 2002

Record Requests 1992

C Mgr. - Litigation/Legal Case Files Settle + 10 Years

Cal Beach Advocates 2002-2003

Surfrider; Build. Industry Assn.; Pando; Cited cases 1990-2007; San Marcos v. North Co. Transit Dist,

Legislation/Positions/State Lobbyist 1988-2007

Resolutions – effective date, transmittal 1990-1996

Brown Act info 1986-2003

Proposition – Fire Benefit Fee 2002

Proposition 1A SCA 4 protection of local revenue 2004-2007

Proposition T initiative re. General Plan Amendments 2000-2001

Coastal Zone Management Act 1995

Prop. 42 Funding 2005-2006

Border Issues 20004

Megan's Law – Sexual Offender Registration 1996-2002

AB 1221 – Triple Flip ½ cent sales tax swap 2003

Props O (zone change) & P (Fire Dept. funding) 2002

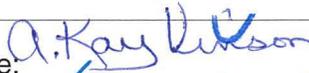
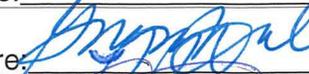
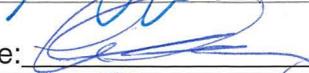
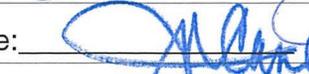
Prop CC and Community Protection Act 2000

Annexations/Detachments LAFCO 1987-1988

Property, easements, encroachments related corresp. 1986-2005

Appraisal Services solicitation 2001

Open Space 1989-1992; Recreational Trails 1990

Records Prepared / Inventoried By: <u>A Kay Vinson</u>	Signature: 	Date: <u>6-2-21</u>
Department Head <u>Greg Wade</u>	Signature: 	Date: <u>6-14-21</u>
City Clerk/Custodian of Records <u>Angela Ivey</u>	Signature: 	Date: <u>6-14-21</u>
City Attorney <u>Johanna Canlas</u>	Signature: 	Date: _____

LIST OF RECORDS TO BE DESTROYED

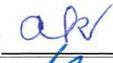
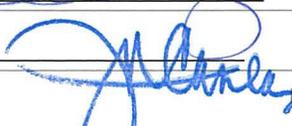
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Documents Below Have Been Reviewed and Approved For Destruction:

- Inn Suites site 1989-1993
- Building Encroachment 1999-2001
- Parkland Acquisition 1989-2007
- Property Acquisition for Public Purposes 1989
- Vacation of Cofair Ave. 1995
- Sanitation District Annexation 1989-1991
- Fire Prot. Dist. 1987-88 Benefit Charge Levy 1987
- Coastal Rail Trail Assessment Dist. 2003-2007
- Hwy. 101 Landscape Assess. Dist. 2000-2005
- Isla Verde Assoc. Municipal Improve. Dist. 1968-1997
- Municipal Improve. Dist. Workshop 1987-1996
- Municipal Improve. Dist. #09F & #09H San Elijo Hills 1986-1987
- Municipal Improve. Dist #33 1986
- Landscape & Lighting Act/Street Lighting Dist. 1991-1992

Records Prepared / Inventoried By: <u>A Kay Vinson</u>	Signature: <u></u>	Date: <u>6-2-21</u>
Department Head <u>Greg Wade</u>	Signature: <u></u>	Date: <u>6-14-21</u>
City Clerk/Custodian of Records <u>Angela Ivey</u>	Signature: <u></u>	Date: <u>6-14-21</u>
City Attorney <u>Johanna Canlas</u>	Signature: <u></u>	Date: <u>6-14-21</u>



STAFF REPORT

CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 23, 2021
ORIGINATING DEPT: City Manager's Office
SUBJECT: **Council Consideration of Resolution 2021-086 Approving Amendment 4 to the Memorandum of Understanding with the Solana Beach School District and a Professional Services Agreement with All City Management Services, Inc. for Crossing Guard Services and Appropriating Corresponding Funds**

BACKGROUND:

On July 10, 2018, the City Council (Council) approved a Memorandum of Understanding (MOU) with the Solana Beach School District (District) for crossing guard services. The MOU was amended three times to add intersections and increase the number of crossing guards in the program. Now, after the District has reviewed the program, two additional crossing guards are requested at the intersection of Santa Helena and Santa Victoria and at the intersection of Glencrest and Lomas Santa Fe for a total of 10 crossing guards.

This item is before Council to consider Resolution 2021-086 (Attachment 1) approving Amendment 4 to the MOU (Attachment 2) with the Solana Beach School District for crossing guard services. In addition, if Council approves the ratification of the MOU amendment, Staff requests that the Council also approve the Professional Services Agreement (PSA) with All City Management Services, Inc. (Attachment 3). Lastly, if the Council approves the amended MOU and PSA, Staff requests corresponding appropriations of funds.

DISCUSSION:

The provisions of the original MOU with the District still remain in effect including a cost-share provision outlined in Sections 3 and 4 whereby the School District will be

COUNCIL ACTION:

responsible for sixty-five percent (65%) of the actual costs of providing crossing guard services as outlined in the agreement. The City will be responsible for the remaining thirty-five percent (35%) of the costs as well as conducting administration and contract management services. With the addition of two new crossing guards and increased personnel costs for ACMS, the contract costs will increase to \$186,984 in FY 2021-2022 up from \$137,952 in FY 2020-2021. With the 65%/35% split, the City's costs will increase \$17,161 from \$48,283 to \$65,444.

The Amended MOU (Exhibit 2) and PSA (Exhibit 3) have been updated to reflect the request for 10 guards plus the increased personnel costs to ACMS for those guards. Pricing has also been fixed for two additional option years should the City choose to extend the PSA. If the options are exercised, in FY 2022-2023 the total cost would increase to \$199,656 and in FY 2023-2024 they would increase to \$214,056. Respectively, the City's costs in those years would be \$69,880 and \$74,920.

Staff recommends that City Council consider approving Amendment 4 to the MOU with the Solana Beach School District (District) and the PSA with All City Management Services Inc. (ACMS).

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The total cost for the first year of the PSA is not to exceed \$186,984. The District will reimburse the City for sixty-five percent of this cost, or \$121,540, with the remaining thirty five percent, or \$65,444, being paid by the City.

Should the Council approve Amendment 4 to the MOU and the PSA, Staff is recommending that an appropriation be made to the FY 2021/22 Adopted Budget for the cost of the crossing guard contract and for the reimbursement amount that will be received from the Solana Beach School District.

WORK PLAN:

In the FY 2018/19 Work Plan, this item is Community Character – Land Use and Planning – Priority Item 9

OPTIONS:

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

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council consider adoption of Resolution 2021-086:

1. Approving the Amended MOU with the Solana Beach School District for crossing guard services.
2. Approving the PSA with ACMS to provide crossing guard services for one year with the option to extend the agreement for up to two additional one-year terms.
3. Authorize the City Manager to execute the MOU and PSA pending approval of these items by the Solana Beach School District.
4. Appropriating \$186,984 to the Professional Services expenditure account in the Traffic Safety budget unit and \$121,540 to the Reimbursed Cost revenue account, both in the General Fund.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2021-086
2. Amended Solana Beach School District Memorandum of Understanding
3. Professional Services Agreement with ACMS

RESOLUTION 2021-086

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING AND APPROVING THE AMENDED MEMORANDUM OF UNDERSTANDING WITH THE SOLANA BEACH SCHOOL DISTRICT AND THE PROFESSIONAL SERVICES AGREEMENT WITH ALL CITY MANAGEMENT SERVICES, INC. FOR CROSSING GUARD SERVICES AND APPROPRIATING CORRESPONDNG FUNDS

WHEREAS, the City of Solana Beach Fiscal Year (FY) 2018/19 Work Plan directed Staff to explore a partnership with the Solana Beach School District (District) to provide crossing guards on Lomas Santa Fe Drive at the I-5 interchange; and

WHEREAS, the City promotes walking and biking throughout the community to promote a healthier lifestyle and reduce vehicular traffic; and

WHEREAS, the safety of Solana Beach students walking to and from school is paramount; and

WHEREAS, both the City and the District agree that providing crossing guard services will be beneficial to school children and the public as a whole; and

WHEREAS, the District and the City have agreed to share the costs to provide crossing guard services and on July 10, 2018, the City Council approved a Memorandum of Understanding (MOU) with the District (District) for crossing guard services and a Professional Services Agreement (PSA) with All City Management Services, Inc. (ACMS) the provider of crossing guard services; and

WHEREAS, on August 22, 2018, the City Council approved an amended MOU with the District and an amended (PSA) with ACMS to include the intersection at Santa Helena and Lomas Santa Fe; and

WHEREAS, on April 10, 2019, the City Council approved an amended MOU with the District and an amended PSA with ACMS, to add the crosswalk at Lomas Santa Fe Drive and Stevens Avenue to the program; and

WHEREAS, on September 9, 2020, the City Council approved an amended MOU with the District and an amended PSA with ACMS to reflect the 2020-2021 school year costs for eight (8) crossing guards; and

WHEREAS, the Parties desire to enter into a new PSA with ACMS to reflect the cost of services for the next three years for ten (10) crossing guards in accordance to Exhibit A to the PSA and amended MOU.

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

1. The above recitations are true and correct.
2. The City Council hereby approves the Amended Memorandum of Understanding between the City and Solana Beach School District.
3. The City Council hereby approves the Professional Services Agreement with ACMS to provide crossing guard services for one year with the option to extend the agreement for up to two additional one year terms in accordance with the costs outlined in Exhibit A.
4. The City Council authorizes the City Manager to execute the MOU and PSA pending approval of these items by the Solana Beach School District.
5. The City Council hereby appropriates \$186,984 to the Professional Services expenditure account in the Traffic Safety budget unit and \$121,540 to the Reimbursed Cost revenue account, both in the General Fund.

PASSED AND ADOPTED this 23rd day of June 2021, at a regular meeting of the City Council of the City of Solana Beach, California by the following vote:

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

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

**AMENDMENT NO.4 TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF SOLANA BEACH AND
SOLANA BEACH SCHOOL DISTRICT FOR CROSSING GUARD SERVICES**

This Amendment No. 4 to the memorandum of understanding (MOU) entered into and effective as of the 1st of July 2021 by and between the City of Solana Beach, a municipal corporation, ("City"), and **the Solana Beach School District.**, ("District") (collectively, the "Parties") for crossing guard services.

RECITALS

A. City and District entered into an MOU to share the costs of crossing guard services on July 30, 2018; and

B. On August 22, 2018, the City Council approved an amended MOU with the District and an amended professional services agreement (PSA) with All City Management Services, Inc, (ACMS) the provider of the crossing guard services, to include the intersection at Santa Helena and Lomas Santa Fe; and

C. On April 10, 2019, the City Council approved an amended MOU with the District and an amended PSA with ACMS, to add the crosswalk at Lomas Santa Fe Drive and Stevens Avenue to the program; and

D. On September 9, 2020, the City Council approved an amended MOU with the District and an amended PSA with ACMS to reflect the 2020-2021 school year costs for eight (8) crossing guards; and

E. Pursuant to Resolution 2021-086, under the City Manager's authorization, the Parties desire to enter into a new PSA with ACMS to reflect the cost of services for the next three years for ten (10) crossing guards in accordance to a revised Exhibit A to the MOU.

NOW, THEREFORE, in consideration of these recitals and the mutual covenants contained herein, City and Contractor agree as follows:

1. The Parties have agreed to a revised Exhibit A to the MOU which is attached to and incorporated by this reference as Exhibit "A".

2. All other provisions of the MOU, as may have been amended from time to time, shall remain in full force and effect.

3. The individuals executing this MOU and the instruments referenced on behalf of District each represent and warrant that they have the legal power, right and actual authority to bind the District to the terms and conditions hereof of this Amendment.

DISTRICT

CITY OF SOLANA BEACH, a municipal corporation of the State of California

By:

Lisa Davis
Assistant Superintendent, Business
Services
Solana Beach School District

Greg Wade, City Manager

APPROVED AS TO CONTENT:

Dan King
Assistant City Manager

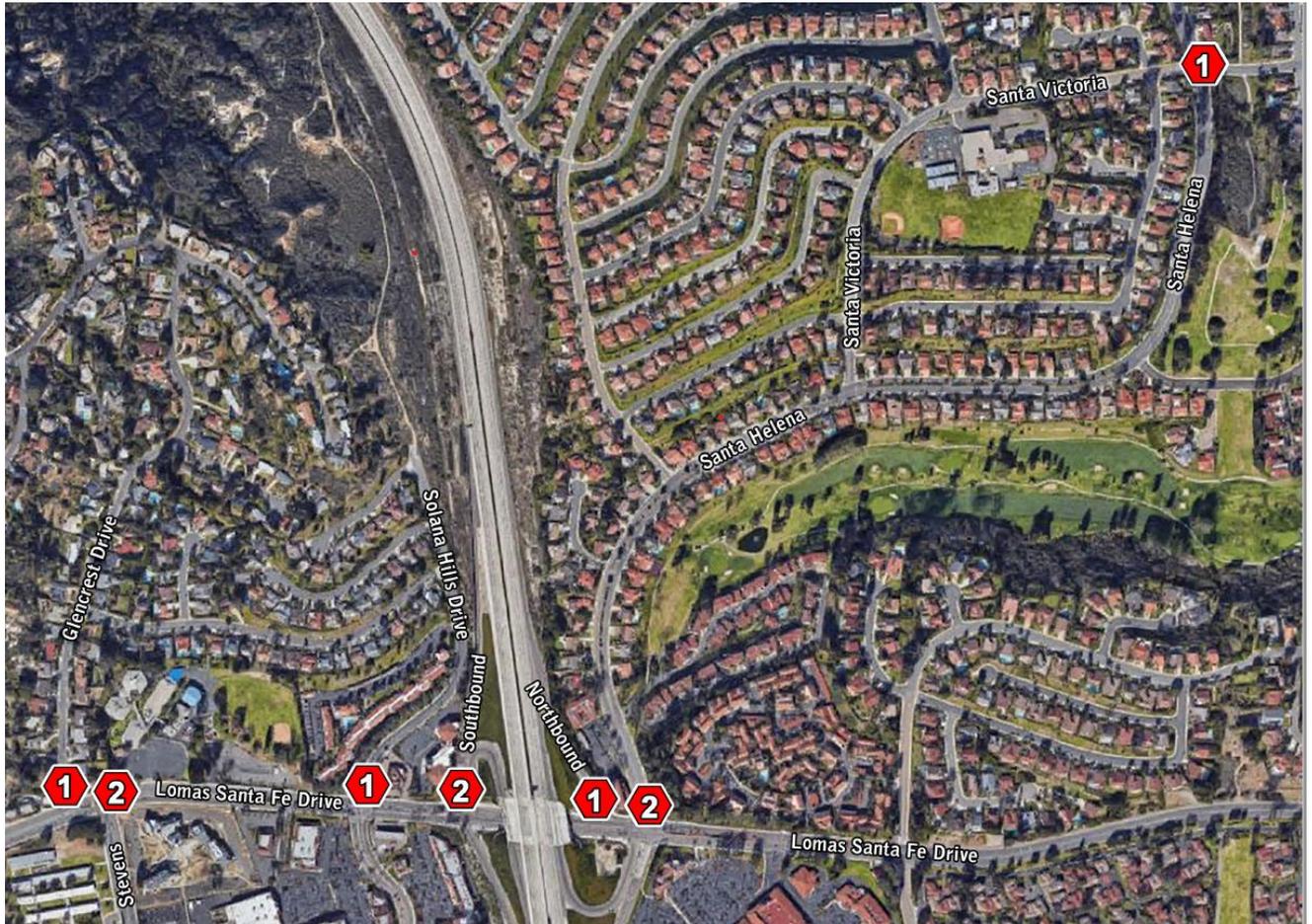
APPROVED AS TO FORM:

Johanna N. Canlas, City Attorney

ATTEST:

Angela Ivey, City Clerk

Crossing Guard numbers and locations.



City of Solana Beach

PROFESSIONAL SERVICES AGREEMENT

FOR PROFESSIONAL CROSSING GUARD SERVICES

This Professional Services Agreement (“AGREEMENT”) is made and entered into this 1st day of July, 2021 by and between the CITY OF SOLANA BEACH, a municipal corporation (“CITY”), and, All City Management Services a California corporation, (“CONSULTANT”) (collectively “PARTIES”).

WHEREAS, the CITY desires to employ a CONSULTANT to furnish Professional Crossing Guard Services (“PROFESSIONAL SERVICES”) for a school-year crossing guard program for the Solana Beach School District (“PROJECT”); and

WHEREAS, the CITY has determined that CONSULTANT is qualified by experience and ability to perform the services desired by CITY, and CONSULTANT is willing to perform such services; and

WHEREAS, CONSULTANT will conduct all the work as described and detailed in this AGREEMENT to be provided to the CITY.

NOW, THEREFORE, the PARTIES hereto mutually covenant and agree with each other as follows:

1. PROFESSIONAL SERVICES.

- 1.1. **Scope of Services.** The CONSULTANT shall perform the PROFESSIONAL SERVICES as set forth in the written Scope of Services, attached as Exhibit “A” Scope of Services and Fee, at the direction of the CITY. CITY shall provide CONSULTANT access to appropriate staff and resources for the coordination and completion of the projects under this AGREEMENT. For all work to be performed on site in the City, the CITY and CONSULTANT agree that the Scope of Services begins when the CONSULTANT arrives on site and terminates when the CONSULTANT leaves the site. Travel time to and from project site shall not be considered time on the job or compensated by the CITY.
- 1.2. **Project Coordinator.** The Assistant City Manager is hereby designated as the Project Coordinator for CITY and will monitor the progress and execution of this AGREEMENT. CONSULTANT shall assign a single Project Director to provide supervision and have overall responsibility for the progress and execution of this AGREEMENT for CONSULTANT. The Contract Administrator is hereby designated as the Project Director for CONSULTANT.
- 1.3. **City Modification of Scope of Services.** CITY may order changes to the Scope of Services within the general scope of this AGREEMENT consisting of additions, deletions, or other revisions. If such changes cause a change in the CONSULTANT’s cost of, or time required for, completion of the Scope of Services, an equitable adjustment to CONSULTANT’s compensation and/or contract time shall be made, subject to the CITY’S approval. All such changes shall be authorized in writing, executed by CONSULTANT and CITY.

2. DURATION OF AGREEMENT.

- 2.1. **Term.** The term of this AGREEMENT shall be for a period of one (1) year beginning from the date of execution of the AGREEMENT. Time is of the essence in the performance of work under this AGREEMENT, unless otherwise specified.

- 2.2. Extensions.** If marked, the CITY shall have the option to extend the AGREEMENT for two (2) additional one (1) year periods or parts thereof for an amount not to exceed one hundred ninety-nine thousand six hundred fifty-six dollars (\$199,656.00) in the second year and two hundred fourteen thousand fifty-six dollars (\$214,056.00) in the third year per the parameters outlined in the Scope of Services . Extensions shall be in the sole discretion of the City Manager and shall be based upon CONSULTANT's satisfactory past performance, CITY needs, and appropriation of funds by the City Council. The CITY shall give written notice to CONSULTANT prior to exercising the option.
- 2.3. Delay.** Any delay occasioned by causes beyond the control of CONSULTANT may merit an extension of time for the completion of the Scope of Services. When such delay occurs, CONSULTANT shall immediately notify the Project Coordinator in writing of the cause and the extent of the delay, whereupon the Project Coordinator shall ascertain the facts and the extent of the delay and grant an extension of time for the completion of the PROFESSIONAL SERVICES when justified by the circumstances.
- 2.4. City's Right to Terminate for Default.** Should CONSULTANT be in default of any covenant or condition hereof, CITY may immediately terminate this AGREEMENT for cause if CONSULTANT fails to cure the default within ten (10) calendar days of receiving written notice of the default.
- 2.5. City's Right to Terminate without Cause.** Without limiting its rights in the event of CONSULTANT's default, CITY may terminate this AGREEMENT, without cause, by giving written notice to CONSULTANT. Such termination shall be effective upon receipt of the written notice. CONSULTANT shall be compensated for all effort and material expended on behalf of CITY under the terms of this AGREEMENT, up to the effective date of termination. All personal property remaining in CITY facilities or on CITY property thirty (30) days after the expiration or termination of this AGREEMENT shall be, at CITY's election, considered the property of CITY.

3. COMPENSATION.

- 3.1. Total Amount.** The total cost for all work described in the Scope of Services and Fee (Exhibit "A") shall not exceed one hundred eighty six thousand nine hundred eighty four dollars (\$186,984.00) without prior written authorization from CITY. CONSULTANT shall bill the CITY for work provided and shall present a written request for such payment monthly.
- 3.2. Additional Services.** CITY may, as the need arises or in the event of an emergency, request additional services of CONSULTANT. Should such additional services be required, CITY and CONSULTANT shall agree to the cost prior to commencement of these services.
- 3.3. Costs.** Any costs billed to the CITY shall be approved in writing in advance and in accordance with any terms negotiated and incorporated herein as part of Exhibit "A" Scope of Services and Fee.

4. INDEPENDENT CONTRACTOR.

- 4.1.** CONSULTANT is, for all purposes arising out of this AGREEMENT, an independent contractor. The CONSULTANT has and shall retain the right to exercise full control and supervision of all persons assisting the CONSULTANT in the performance of said services hereunder, the CITY only being concerned with the finished results of the work being performed. Neither CONSULTANT nor CONSULTANT's employees shall in any event be entitled to any benefits to which CITY employees are entitled, including, but not limited to, overtime, retirement benefits, workers' compensation benefits, injury leave or other leave benefits. CONSULTANT is solely responsible for all such matters, as well as compliance with social security and income tax withholding and all other regulations and laws governing such matters.

- 4.2 PERS Eligibility Indemnification.** In the event that CONSULTANT's employee providing services under this AGREEMENT claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS of the CITY, CONSULTANT shall indemnify, defend, and hold harmless CITY for the payment of any employer and employee contributions for PERS benefits on behalf of the employee as well as for payment of any penalties and interest on such contributions which would otherwise be the responsibility of the CITY. Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, CONSULTANT's employees providing service under this AGREEMENT shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation and benefit including but not limited to eligibility to enroll in PERS as an employee of CITY and entitlement to any contributions to be paid by CITY for employer contributions and/or employee contributions for PERS benefits.
- 4.3 Indemnification for Employee Payments.** CONSULTANT agrees to defend and indemnify the CITY for any obligation, claim, suit or demand for tax, retirement contribution including any contribution to the PERS, social security, salary or wages, overtime payment, or workers' compensation payment which the CITY may be required to make for work done under this AGREEMENT.
- 4.4** The provisions of this section 4 are continuing obligations that shall survive expiration or termination of this AGREEMENT.

5. STANDARD OF PERFORMANCE.

While performing the PROFESSIONAL SERVICES, CONSULTANT shall exercise the reasonable professional care and skill customarily exercised by reputable members of CONSULTANT's profession practicing in the metropolitan Southern California Area, and will use reasonable diligence and best judgment while exercising its professional skill and expertise.

6. WARRANTY OF CONSULTANT'S LICENSE.

CONSULTANT warrants that CONSULTANT is properly licensed with the applicable government agency(ies) for any PROFESSIONAL SERVICES that require a license. If the CONSULTANT lacks such license, this AGREEMENT is void and of no effect.

7. AUDIT OF RECORDS.

- 7.1.** At any time during normal business hours and as often as may be deemed necessary the CONSULTANT shall make available to a representative of CITY for examination all of its records with respect to all matters covered by this AGREEMENT and shall permit CITY to audit, examine and/or reproduce such records. CONSULTANT shall retain such financial and program service records for at least four (4) years after termination or final payment under this AGREEMENT.
- 7.2.** The CONSULTANT shall include the CITY's right under this section in any and all of their subcontracts, and shall ensure that these sections are binding upon all subcontractors.

8. CONFIDENTIALITY AND SECURITY.

- 8.1. Confidential Work Product.** All professional services performed by CONSULTANT, including but not limited to all drafts, data, correspondence, proposals, reports, research and estimates compiled or composed by CONSULTANT, pursuant to this AGREEMENT, are for the sole use of the CITY, its agents and employees. Neither the documents nor their contents shall be released to any third party without the prior written consent of the CITY. This provision does not apply to information that (a) was publicly known, or otherwise known to CONSULTANT, at the time that it was disclosed to CONSULTANT by the CITY, (b) subsequently becomes publicly known through no act or omission of CONSULTANT or (c) otherwise becomes known to CONSULTANT other than through disclosure by the CITY. Except for any subcontractors that may be allowed upon prior agreement, neither the documents nor their contents shall be released

to any third party without the prior written consent of the CITY. The sole purpose of this section is to prevent disclosure of CITY's confidential and proprietary information by CONSULTANT or subcontractors.

8.2. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this AGREEMENT, may be exposed to confidential information and that disclosure of such information could violate the rights of private individuals and entities, including the parties and third parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (e.g., social security numbers) and trade secrets, each as defined by applicable state law, and all other information protected by applicable law ("Confidential Information"). The party receiving Confidential Information ("Receiving Party") of the other ("Disclosing Party") shall not, and shall cause its employees and agents who are authorized to receive Confidential Information, not to, use Confidential Information for any purpose except as necessary to implement, perform or enforce this AGREEMENT or comply with its legal obligations. Receiving Party will use the same reasonable efforts to protect the Confidential Information of Disclosing Party as it uses to protect its own proprietary information and data. The Receiving Party will not disclose or release Confidential Information to any third person without the prior written consent of the Disclosing Party, except for where required by law or for authorized employees or agents of the Receiving Party. Prior to disclosing the Confidential Information to its authorized employees or agents, Receiving Party shall inform them of the confidential nature of the Confidential Information and require them to abide by the terms of this AGREEMENT. Receiving Party will promptly notify Disclosing Party if Receiving Party discovers any improper use or disclosure of Confidential Information and will promptly commence all reasonable efforts to investigate and correct the causes of such improper use or disclosure. If Receiving Party believes the Confidential Information must be disclosed under applicable law, Receiving Party may do so provided that, to the extent permitted by law, the other party is given a reasonable notice and opportunity to contest such disclosure or obtain a protective order. Confidential Information does not include information that: (i) is or becomes known to the public without fault or breach of the Receiving Party; (ii) the Disclosing Party regularly discloses to third parties without restriction on disclosure; or (iii) the Receiving Party obtains from a third party without restriction on disclosure and without breach of a non-disclosure obligation. Confidential Information does not include any information that is required to be provided to the public pursuant to the laws of the United States and/or California such as the California Public Records Act, due to the nature of CITY being a local governmental agency. The non-disclosure and non-use obligations of this AGREEMENT will remain in full force with respect to each item of Confidential Information for a period of ten (10) years after the Receiving Party's receipt of that item.

8.3. Security.

8.3.1. Implementation. CONSULTANT shall implement commercially reasonable administrative, technical and physical safeguards designed to: (i) ensure the security and confidentiality of data and information provided by the CITY or used in connection with providing services under this AGREEMENT, including data or information about third parties ("CITY'S Data"); (ii) protect against any anticipated threats or hazards to the security or integrity of CITY'S Data; and (iii) protect against unauthorized access to or use of CITY'S Data. CONSULTANT shall review and test such safeguards on no less than an annual basis.

8.3.2. Network. If CONSULTANT makes CITY'S Data accessible through the Internet or other networked environment, CONSULTANT shall be solely responsible for all aspects of Internet use, and shall maintain, in connection with the operation or use of CITY'S Data, adequate technical and procedural access controls and system security requirements and devices, necessary for data privacy, confidentiality, integrity, authorization, authentication and non-repudiation and virus detection and eradication.

8.3.3. Personal Data. If CONSULTANT processes or otherwise has access to any personal data or personal information on CITY's behalf when performing CONSULTANT's services and obligations under this AGREEMENT, then: (i) CITY shall be the data controller (where "data controller" means an entity which alone or jointly with others determines purposes for which and the manner in which any personal data are, or are to be, processed) and CONSULTANT shall be a data processor (where "data processor" means an entity which processes the data only on behalf of the data controller and not for any purposes of its own); (ii) CITY shall ensure that it has obtained all necessary consents and it is entitled to transfer the relevant personal data or personal information to CONSULTANT so that CONSULTANT may lawfully use, process and transfer the personal data and personal information in accordance with this AGREEMENT on CITY's behalf in order for CONSULTANT to provide the services and perform its other obligations under this AGREEMENT; (iii) CONSULTANT shall process the personal data and personal information only in accordance with any lawful and reasonable instructions given by CITY from time to time and in accordance with the terms of this AGREEMENT; and (iv) each party shall take appropriate technical and organizational measures against unauthorized or unlawful processing of the personal data and personal information or its accidental loss, destruction or damage so that, having regard to the state of technological development and the cost of implementing any measures, the measures taken ensure a level of security appropriate to the harm that might result from such unauthorized or unlawful processing or accidental loss, destruction or damage in relation to the personal data and personal information and the nature of the personal data and personal information being protected. If necessary, the parties will cooperate to document these measures taken.

8.3.4. Information Security. CONSULTANT represents and warrants that its collection, access, use, storage, disposal and disclosure of Confidential Information accessed and/or collected from CITY does and will comply with all applicable federal and state privacy and data protection laws. In the event of any security breach, CONSULTANT shall: (a) Provide CITY with the name and contact information for an employee who shall serve as CITY's primary security contact and shall be available to assist CITY twenty-four (24) hours per day, seven (7) days per week as a contact in resolving obligations associated with a security breach; and (b) Notify CITY of a security breach as soon as practicable, but no later than twenty-four (24) hours after CONSULTANT becomes aware of it. Immediately following CONSULTANT's notification to CITY of a security breach, the parties shall coordinate with each other to investigate the security breach. CONSULTANT agrees to fully cooperate with CITY in CITY's handling of the matter. CONSULTANT shall use best efforts to immediately remedy any security breach and prevent any further security breach at CONSULTANT's own expense in accordance with applicable privacy rights, laws, regulations and standards. CONSULTANT agrees to provide, at its expense, up to one year of credit monitoring services to third parties impacted by any data breach involving the loss of personally identifiable information.

- 8.4. Indemnity.** CONSULTANT agrees to indemnify, defend, and hold harmless the CITY, the Solana Beach School District ("DISTRICT") and their respective officers, officials, agents and employees from any and all claims, demands, costs or liabilities that arise out of, or pertain to, or relate to the negligence, recklessness, or willful misconduct of CONSULTANT, its employees, agents, and subcontractors in the performance of services under this AGREEMENT. CONSULTANT's duty to indemnify under this section shall not include liability for damages for death or bodily injury to persons, injury to property, or other loss, damage or expense arising from the sole negligence or willful misconduct by the CITY, the DISTRICT or their respective elected officials, officers, agents, and employees. CONSULTANT's indemnification obligations shall not be limited by the insurance provisions of this AGREEMENT. Notwithstanding the foregoing, in the event that a court determines that liability for any claim, demand, cost or liability was caused or contributed to by the negligence, recklessness, or willful misconduct of CITY or DISTRICT, liability will be apportioned between the PARTIES and the DISTRICT, as applicable, based upon their respective degrees of culpability, as determined by the court, and CONSULTANT'S duty to indemnify CITY and DISTRICT will be limited accordingly. The PARTIES expressly agree that any payment, attorney's fees, costs or expense CITY incurs or makes to or on behalf of an injured employee under the CITY's self-administered workers' compensation is included as a lost expense, or cost for the purposes of this section, and that this section will survive the expiration or early termination of this AGREEMENT.
- 8.5. Notice and Remedy of Breaches.** Each party shall promptly give notice to the other of any actual or suspected breach by it of any of the provisions of Section 8 of this AGREEMENT, whether or not intentional, and the breaching party shall, at its expense, take all steps reasonably requested by the other party to prevent or remedy the breach.
- 8.6. Enforcement.** Each party acknowledges that any breach of any of the provisions of Section 8 of this AGREEMENT may result in irreparable injury to the other for which money damages would not adequately compensate. If there is a breach, then the injured party shall be entitled, in addition to all other rights and remedies which it may have, to have a decree of specific performance or an injunction issued by any competent court, requiring the breach to be cured or enjoining all persons involved from continuing the breach.

9. CONFLICTS OF INTEREST.

- 9.1.** CONSULTANT shall at all times comply with all federal, state and local conflict of interest laws, regulations, and policies applicable to public contracts and procurement practices, including but not limited to California Government Code Section 81000 *et seq.* (Political Reform Act) and Section 1090 *et seq.* CONSULTANT shall immediately disqualify itself and shall not use its official position to influence in any way any matter coming before the CITY in which the CONSULTANT has a financial interest as defined in Government Code Section 87103. CONSULTANT represents that it has no knowledge of any financial interests which would require it to disqualify itself from any matter on which it might perform services for the CITY.
- 9.2.** If, in performing the PROFESSIONAL SERVICES set forth in this AGREEMENT, the CONSULTANT makes, or participates in, a "governmental decision" as described in Title 2, Section 18700.3(a) of the California Code of Regulations, or performs the same or substantially all the same duties for the CITY that would otherwise be performed by a CITY employee holding a position specified in the department's conflict of interest code, the CONSULTANT shall be subject to a conflict of interest code requiring the completion of one or more statements of economic interests disclosing the CONSULTANT's relevant financial interests.

- 9.3. If checked, the CONSULTANT shall comply with all of the reporting requirements of the Political Reform Act. Specifically, the CONSULTANT shall file a Fair Political Practices Commission Form 700 (Assuming Office Statement) within thirty (30) calendar days of the CITY's determination that the CONSULTANT is subject to a conflict of interest code. The CONSULTANT shall also file a Form 700 (Annual Statement) on or before April 1 of each year of the AGREEMENT, disclosing any financial interests held during the previous calendar year for which the CONSULTANT was subject to a conflict of interest code.
- 9.4. CITY represents that pursuant to California Government Code Section 1090 *et seq.*, none of its elected officials, officers, or employees has an interest in this AGREEMENT.

10. DISPOSITION AND OWNERSHIP OF DOCUMENTS.

- 10.1. All documents, data, studies, drawings, maps, models, photographs and reports prepared by CONSULTANT under this AGREEMENT, whether paper or electronic, shall become the property of CITY for use with respect to this PROJECT, and shall be turned over to the CITY upon completion of the PROJECT or any phase thereof, as contemplated by this AGREEMENT.
- 10.2. Contemporaneously with the transfer of documents, the CONSULTANT hereby assigns to the CITY and CONSULTANT thereby expressly waives and disclaims, any copyright in, and the right to reproduce, all written material, drawings, plans, specifications or other work prepared under this AGREEMENT, except upon the CITY's prior authorization regarding reproduction, which authorization shall not be unreasonably withheld. The CONSULTANT shall, upon request of the CITY, execute any further document(s) necessary to further effectuate this waiver and disclaimer.

11. INSURANCE

- 11.1. CONSULTANT shall procure and maintain for the duration of the AGREEMENT insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the CONSULTANT, their agents, representatives, employees or subcontractors. Insurance shall be placed with insurers with a current A.M. Best's rating of no less than "A" and "VII" unless otherwise approved in writing by the CITY's Risk Manager.
- 11.2. CONSULTANT's liabilities, including but not limited to CONSULTANT's indemnity obligations, under this AGREEMENT, shall not be deemed limited in any way to the insurance coverage required herein. All policies of insurance required hereunder must provide that the CITY is entitled to thirty (30) days prior written notice of cancellation or non-renewal of the policy or policies, or ten (10) days prior written notice for cancellation due to non-payment of premium. Maintenance of specified insurance coverage is a material element of this AGREEMENT.
- 11.3. **Types and Amounts Required.** CONSULTANT shall maintain, at minimum, the following insurance coverage for the duration of this AGREEMENT:

- 11.3.1.** **Commercial General Liability (CGL).** If checked the CONSULTANT shall maintain CGL Insurance written on an ISO Occurrence form or equivalent providing coverage at least as broad as CG 00 01 which shall cover liability arising from any and all personal injury or property damage, including ongoing and completed operations, in the amount no less than \$2,000,000.00 per occurrence and subject to an annual aggregate of \$4,000,000.00. If limits apply separately to this project (CG 25 03 or 25 04) the general aggregate limit shall not apply. There shall be no endorsement or modification of the CGL limiting the scope of coverage for either insured vs. insured claims or contractual liability. All defense costs shall be outside the limits of the policy. If the CONSULTANT or subcontractor maintains higher limits than the limits shown above, the CITY shall be entitled to coverage for the higher limits maintained by the CONSULTANT and their subcontractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the CITY. Any excess or umbrella policies being used to meet the required limits of insurance will be evaluated separately and must meet the same qualifications as the CONSULTANT's primary policy.
- 11.3.2.** **Commercial Automobile Liability.** If checked the CONSULTANT shall maintain Commercial Automobile Liability Insurance for all of the CONSULTANT's automobiles including owned, hired and non-owned automobiles, automobile insurance written on an ISO form CA 00 01 12 90 or a later version of this form or an equivalent form providing coverage at least as broad for bodily injury and property damage for a combined single limit no less than \$1,000,000.00 per occurrence. Insurance certificate shall reflect coverage for any automobile (any auto).
- 11.3.3.** **Workers' Compensation.** If checked the CONSULTANT shall maintain Worker's Compensation insurance for all of the CONSULTANT's employees who are subject to this AGREEMENT and to the extent required by applicable state or federal law, a Workers' Compensation policy providing at minimum \$1,000,000.00 employers' liability coverage. The CONSULTANT shall provide an endorsement that the insurer waives the right of subrogation against the CITY and its respective elected officials, officers, employees, agents and representatives.
- 11.3.4.** **Professional Liability.** If checked the CONSULTANT shall also maintain Professional Liability (errors and omissions) coverage with a limit no less than \$1,000,000 per claim and \$2,000,000 annual aggregate. The CONSULTANT shall ensure both that (1) the policy retroactive date is on or before the date of commencement of the Scope of Services; and (2) the policy will be maintained in force for a period of three years after substantial completion of the Scope of Services or termination of this AGREEMENT whichever occurs last. The CONSULTANT agrees that for the time period defined above, there will be no changes or endorsements to the policy that increase the CITY's exposure to loss. All defense costs shall be outside the limits of the policy. If CONSULTANT maintains higher limits than the limits shown above, the CITY shall be entitled to coverage for the higher limits maintained by the CONSULTANT. Any available proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the CITY.

- 11.3.5.** **Cyber Liability.** If checked the CONSULTANT shall also maintain Cyber Liability coverage on an occurrence basis with a limit of \$2,000,000 per occurrence or claim and \$2,000,000 annual aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as are undertaken by CONSULTANT in this AGREEMENT and shall include claims involving infringement of intellectual property, infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to such obligations. All defense costs shall be outside the limits of the policy.
- 11.4. Self-Insured Retentions.** Any self-insured retentions are the responsibility of the CONSULTANT and must be declared to and approved by the CITY. At the option of the CITY, either (1) the insurer shall reduce or eliminate such self-insured retentions as respects the CITY, its officers, officials, employees and volunteers, or (2) the CONSULTANT shall provide a financial guarantee satisfactory to the CITY guaranteeing payment of losses and related investigations, claim administration, and defense expenses.
- 11.5. Additional Required Provisions.** The commercial general liability, including any excess or umbrella policies being used to meet the required limits of insurance, and automobile liability policies shall contain, or be endorsed to contain, the following provisions:
- 11.5.1.** The CITY, its officers, officials, employees, and representatives shall be named as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the CONSULTANT including materials, parts, or equipment furnished in connection with such work or operations. The CITY's additional insured status must be reflected on additional insured endorsement form (20 10 1185 or 20 10 1001 and 20 37 1001) which shall be submitted to the CITY.
- 11.5.2.** The Solana Beach School District ("DISTRICT"), its officers, officials, employees, and representatives shall be named as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the CONSULTANT including material, parts, or equipment furnished in connection with such work or operations. The DISTRICT's additional insured status must be reflected on additional insured endorsement form (20 10 1185 or 20 10 1001 and 20 37 1001) which shall be submitted to the CITY.
- 11.5.3.** The policies are primary and non-contributory to any insurance that may be carried by the CITY or DISTRICT, as reflected in an endorsement at least as broad as CG 20 01 04 13 which shall be submitted to the CITY. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees, or representatives shall be excess of the CONSULTANT's insurance and shall not contribute with it.
- 11.6. Verification of Coverage.** CONSULTANT shall furnish the CITY with original certificates and amendatory endorsements effecting coverage required by this Section 11, as well as a complete, certified copy of any general liability policy being used to meet the required limits of insurance, which shall include the declaration pages, a schedule of forms listing all policy endorsements, and all policy forms. The endorsements should be on forms approved by the CITY or on other than the CITY's forms provided those endorsements conform to CITY requirements. All certificates and endorsements are to be received and approved by the CITY before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The CITY reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

- 11.7. Special Risks or Circumstances.** CITY reserves the right to modify these requirements, including limits, based on the nature of risk, prior experience, insurer, coverage, or other special circumstances.

12. INDEMNIFICATION.

CONSULTANT agrees to indemnify, defend (with counsel acceptable to CITY), and hold harmless the CITY, the DISTRICT and their respective officers, officials, agents and employees from any and all claims, demands, costs or liabilities that arise out of, or pertain to, or relate to the negligence, recklessness, or willful misconduct of CONSULTANT, its employees, agents, and subcontractors in the performance of or failure to perform services or obligations under this AGREEMENT. CONSULTANT's duty to indemnify under this section shall not include liability for damages for death or bodily injury to persons, injury to property, or other loss, damage or expense arising from the sole negligence or willful misconduct by the CITY, the DISTRICT or their respective elected officials, officers, agents, and employees. CONSULTANT's indemnification obligations shall not be limited by the insurance provisions of this AGREEMENT. Notwithstanding the foregoing, in the event that a court determines that liability for any claim, demand, cost or liability was caused or contributed to by the negligence, recklessness, or willful misconduct of CITY or DISTRICT, liability will be apportioned between the PARTIES and the DISTRICT, as applicable, based upon their respective degrees of culpability, as determined by the court, and CONSULTANT'S duty to indemnify CITY and DISTRICT will be limited accordingly. The PARTIES expressly agree that any payment, attorney's fees, costs or expense CITY incurs or makes to or on behalf of an injured employee under the CITY's self-administered workers' compensation is included as a loss, expense, or cost for the purposes of this section, and that this section will survive the expiration or early termination of this AGREEMENT.

13. SUBCONTRACTORS.

- 13.1.** The CONSULTANT's hiring or retaining of third parties (i.e. subcontractors) to perform services related to the PROJECT is subject to prior written approval by the CITY.
- 13.2.** All contracts entered into between the CONSULTANT and its subcontractor shall also provide that each subcontractor shall obtain insurance policies which shall be kept in full force and effect during any and all work on this PROJECT and for the duration of this AGREEMENT. The CONSULTANT shall require the subcontractor to obtain, all policies described in Section 11 in the amounts required by the CITY, which shall not be greater than the amounts required of the CONSULTANT.
- 13.3.** In any dispute between the CONSULTANT and its subcontractor, the CITY shall not be made a party to any judicial or administrative proceeding to resolve the dispute. The CONSULTANT agrees to defend and indemnify the CITY as described in Section 12 of this AGREEMENT should the CITY be made a party to any judicial or administrative proceeding to resolve any such dispute.

14. NON-DISCRIMINATION.

CONSULTANT shall not discriminate against any employee or applicant for employment because of sex, race, color, age, religion, ancestry, national origin, military or veteran status, disability, medical condition, genetic information, gender expression, marital status, or sexual orientation. CONSULTANT shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their sex, race, color, age, religion, ancestry, national origin, military or veteran status, disability, medical condition, genetic information, gender expression, marital status, or sexual orientation and shall make reasonable accommodation to qualified individuals with disabilities or medical conditions. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. CONSULTANT agrees to post in conspicuous places available to employees and applicants for employment any notices provided by CITY setting forth the provisions of this non-discrimination clause.

15. NOTICES.

All communications to either party by the other party shall be delivered to the persons listed below. Any such written communications by mail shall be conclusively deemed to have been received by the addressee five (5) calendar days after the deposit thereof in the United States mail, postage prepaid and properly addressed as noted below.

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

Demitra Farwell, Administrative Services Director
All City Management Services, Inc.
10440 Pioneer Boulevard, Suite 5
Santa Fe Springs, CA 90670

16. ASSIGNABILITY.

This AGREEMENT and any portion thereof shall not be assigned or transferred, nor shall any of the CONSULTANT’s duties be delegated or sub-contracted, without the express written consent of the CITY.

17. RESPONSIBILITY FOR EQUIPMENT.

CITY shall not be responsible nor held liable for any damage to persons or property consequent upon the use, misuse, or failure of any equipment used by CONSULTANT or any of CONSULTANT’s employees or subcontractors, even if such equipment has been furnished, rented, or loaned to CONSULTANT by CITY. The acceptance or use of any such equipment by CONSULTANT, CONSULTANT’s employees, or subcontractors shall be construed to mean that CONSULTANT accepts full responsibility for and agrees to exonerate, defend, indemnify and hold harmless CITY from and against any and all claims for any damage whatsoever resulting from the use, misuse, or failure of such equipment.

18. CALIFORNIA LAW; VENUE.

This AGREEMENT shall be construed and interpreted according to the laws of the State of California. Any action brought to enforce or interpret any portion of this AGREEMENT shall be brought in the county of San Diego, California. CONSULTANT hereby waives any and all rights it might have pursuant to California Code of Civil Procedure Section 394.

19. COMPLIANCE WITH LAWS.

The Consultant shall comply with all laws, ordinances, regulations, and policies of the federal, state, and local governments applicable to this AGREEMENT whether now in force or subsequently enacted. This includes maintaining a City of Solana Beach Business Certificate.

20. ENTIRE AGREEMENT.

This AGREEMENT sets forth the entire understanding of the PARTIES with respect to the subject matters herein. There are no other understandings, terms or other agreements expressed or implied, oral or written, except as set forth herein. No change, alteration, or modification of the terms or conditions of this AGREEMENT, and no verbal understanding of the PARTIES, their officers, agents, or employees shall be valid unless agreed to in writing by both PARTIES.

21. NO WAIVER.

No failure of either the City or the Consultant to insist upon the strict performance by the other of any covenant, term or condition of this AGREEMENT, nor any failure to exercise any right or remedy consequent upon a breach of any covenant, term, or condition of this AGREEMENT shall constitute a waiver of any such breach of such covenant, term or condition.

22. SEVERABILITY.

The unenforceability, invalidity, or illegality of any provision of this AGREEMENT shall not render any other provision unenforceable, invalid, or illegal.

23. DRAFTING AMBIGUITIES.

The PARTIES agree that they are aware that they have the right to be advised by counsel with respect to the negotiations, terms and conditions of this AGREEMENT, and the decision of whether or not to seek advice of counsel with respect to this AGREEMENT is a decision which is the sole responsibility of each Party. This AGREEMENT shall not be construed in favor of or against either Party by reason of the extent to which each Party participated in the drafting of the AGREEMENT.

24. CONFLICTS BETWEEN TERMS.

If an apparent conflict or inconsistency exists between the main body of this AGREEMENT and the Exhibits, the main body of this AGREEMENT shall control. If a conflict exists between an applicable federal, state, or local law, rule, regulation, order, or code and this AGREEMENT, the law, rule, regulation, order, or code shall control. Varying degrees of stringency among the main body of this AGREEMENT, the Exhibits, and laws, rules, regulations, orders, or codes are not deemed conflicts, and the most stringent requirement shall control. Each Party shall notify the other immediately upon the identification of any apparent conflict or inconsistency concerning this AGREEMENT.

25. EXHIBITS INCORPORATED.

All Exhibits referenced in this AGREEMENT are incorporated into the AGREEMENT by this reference.

26. SIGNING AUTHORITY.

- 26.1. The representative for each Party signing on behalf of a corporation, partnership, joint venture, association, or governmental entity hereby declares that authority has been obtained to sign on behalf of the corporation, partnership, joint venture, association, or entity and agrees to hold the other Party or PARTIES hereto harmless if it is later determined that such authority does not exist.
- 26.2. If checked, a proper notary acknowledgement of execution by CONSULTANT must be attached.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AGREEMENT the day and year first hereinabove written.

CITY OF SOLANA BEACH, a municipal corporation

All City Management Services, a California corporation

By:

By:

City Manager, Gregory Wade

Signature

Print Name and Title

ATTEST:

City Clerk, Angela Ivey

APPROVED AS TO CONTENT:

Dan King, Assistant City Manager

APPROVED AS TO FORM:

City Attorney, Johanna N. Canlas

EXHIBIT "A"
SCOPE OF SERVICES AND FEE

Client Worksheet 2021 - 2022

Department: 4801
Billing Rate for 2021/2022: \$25.97

City of Solana Beach 635 South Highway 101 Solana Beach, CA 92075

KEY:

Traditional Calendar:

For sites with no regularly scheduled early release days, use 180 regular days

For sites with one regularly scheduled early release day/week, use 144 regular days and 36 minimum days

Sites with traditional calendar:

		40		180		\$25.97	=	\$186,984.00
10	Sites at 4.0 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

TOTAL PROJECTED HOURS	7200	TOTAL ANNUAL PROJECTED COST	\$186,984.00
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Client Worksheet 2022 - 2023

Department: 4801
Billing Rate for 2022/2023: \$27.73

City of Solana Beach
 635 South Highway 101
 Solana Beach, CA 92075

KEY:

Traditional Calendar:

For sites with no regularly scheduled early release days, use 180 regular days

For sites with one regularly scheduled early release day/week, use 144 regular days and 36 minimum days

Sites with traditional calendar:

	40		180		\$27.73	=	\$199,656.00
10 Sites at 4.0 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

TOTAL PROJECTED HOURS 7200 TOTAL ANNUAL PROJECTED COST \$199,656.00

Client Worksheet 2023 - 2024

Department: 4801
Billing Rate for 2023/2024: \$29.73

City of Solana Beach
 635 South Highway 101
 Solana Beach, CA 92075

KEY:

Traditional Calendar:

For sites with no regularly scheduled early release days, use 180 regular days

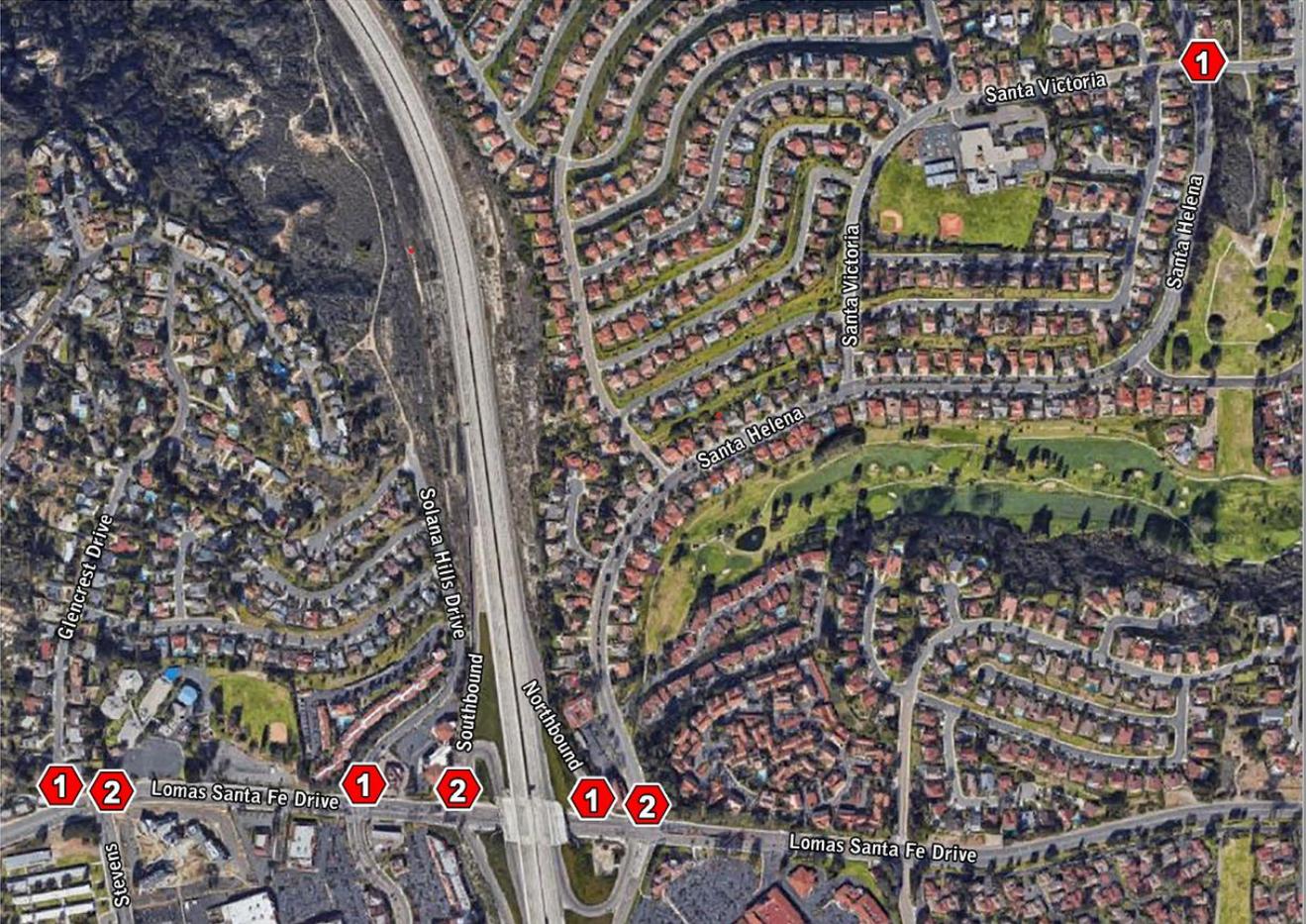
For sites with one regularly scheduled early release day/week, use 144 regular days and 36 minimum days

Sites with traditional calendar:

	40		180		\$29.73	=	\$214,056.00
10 Sites at 4.0 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

TOTAL PROJECTED HOURS **7200** **TOTAL ANNUAL PROJECTED COST** **\$214,056.00**

Crossing Guard numbers and locations.





STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 23, 2021
ORIGINATING DEPT: City Manager's Department
SUBJECT: **City Council Adoption of Fiscal Year 2021/2022 Work Plan**

BACKGROUND:

The Fiscal Year 2021/2022 Work Plan is a guiding document that includes all of the City Council's (Council) priority projects. The Fiscal Year 2021/2022 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 2021/2022 Work Plan based on the feedback received from the Council at the April 14, 2021 and May 26, 2021 Work Plan workshops.

DISCUSSION:

On April 14, 2021, the Council held a public workshop to discuss the draft Fiscal Year 2021/2022 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 26, 2021 City Council meeting, where additional revisions were directed by the Council.

The revised final Fiscal Year 2021/2022 Work Plan (Attachment 1) is being brought back for final consideration for approval by the Council. The Fiscal Years 2019 through 2021 table of "Significant Accomplishments" has also been added to this final Work Plan. This table includes two years of program and project accomplishments as there was not a Work Plan adopted last year due to the COVID-19 pandemic.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

CITY COUNCIL ACTION:

FISCAL IMPACT:

Funding for the projects contained in the Fiscal Year 2021/2022 Work Plan vary from project to project. As with previous Work Plans, the FY 2021/2022 Work Plan includes estimated costs for each Priority Item. The estimated costs for Priority Items in this Work Plan correlate with the projects included in the final Budget also being considered for approval at this Council Meeting.

WORK PLAN:

This is the consideration and adoption of the FY 2021/2022 Final Work Plan.

OPTIONS:

- Adopt the final Fiscal Year 2021/2022 Work Plan.
- Give direction to Staff on further modifications.
- Do not adopt the final Fiscal Year 2021/2022 Work Plan.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council consider and adopt the final Fiscal Year 2021/2022 Work Plan.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachment 1: Final Fiscal Year 2021/2022 Work Plan



DRAFT WORK PLAN

**FISCAL YEAR
2021-2022**

Table of Contents

CITY MANAGER’S REPORT	3
MISSION STATEMENT	4
STRATEGIC PRIORITIES	4
COMMUNITY CHARACTER	5
A. LAND USE & PLANNING	5
B. CAPITAL PROJECTS.....	13
C. UNPRIORITIZED COMMUNITY CHARACTER ISSUES.....	25
ORGANIZATIONAL EFFECTIVENESS.....	26
A. HUMAN RESOURCES MANAGEMENT / STAFF ENGAGEMENT & EFFECTIVENESS	26
B. ADMINISTRATION AND SERVICE.....	27
C. COMMUNICATIONS & TECHNOLOGY	30
D. CITY INITIATIVES	33
E. UNPRIORITIZED ORGANIZATIONAL EFFECTIVENESS ISSUES.....	35
ENVIRONMENTAL SUSTAINABILITY.....	36
A. POLICY DEVELOPMENT	36
B. CAPITAL PROJECTS.....	46
C. UNPRIORITIZED ENVIRONMENTAL SUSTAINABILITY ISSUES.....	47
FISCAL SUSTAINABILITY.....	49
A. ECONOMIC DEVELOPMENT.....	49
B. FACILITY ASSET MANAGEMENT	50
C. CALPERS FUTURE LIABILITY	51
D. OPEB FUTURE LIABILITY	52
E. UNBUDGETED SIGNIFICANT NEW PRIORITY ITEMS.....	53
F. UNPRIORITIZED FISCAL SUSTAINABILITY ISSUES	54
HIGHLGHTS OF SIGNIFICANT PROJECTS	55
A. COMPLETED IN FISCAL YEARS 2019/20 & 2020/21	55

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 inspire and generate a high level of confidence in City Government and strengthen our city by providing exceptional professional services to the community through our leadership, management, innovation and ethics. To produce quality results by promoting a culture of personal and professional integrity, community engagement, equity and inclusion, staff engagement, effectiveness and teamwork, human resources management, transparent financial management, strategic leadership, service delivery, open communications and information sharing, and continuous improvement.

- **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.

COMMUNITY CHARACTER

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 to implement 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 April 2021 as well as update the Safety Element consistent with the recent San Diego County Hazard Mitigation Plan update. Staff will ensure that the updates are consistent with State law and with SANDAG's Regional Plan.

Key Policy Development and General Plan Update Tasks for Fiscal Year 2021/22:

- Update Zoning Ordinance consistent with Housing Element policies and programs (i.e. ADUs, definitions, use matrix).
- Complete Safety Element update and adopt Environmental Justice Element.
- Evaluate the existing development standards for specified areas of the community.
- Evaluate need to increase guest parking requirements for multi-unit and mixed-use projects.
- 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.

- Adopt State Very High Fire Hazard Severity Zone Map.
- Consider ADU Ordinance update allowing ADU/JADU development in sensitive areas.
- Update Chapter 17.12 Definitions and Use Matrix
 - Consistency with ADU Ordinance
 - Add Transitional and Supportive Housing in Use Matrix
 - Add Employee Housing Definition and add in Use Matrix
- Identify/pursue outside funding opportunities for development of lower and moderate income households.
- Modify SBMC regarding “Reasonable Accommodation” criteria.

Estimated Costs (Multi-year Project): An estimate of cost for the Housing and Safety Elements Update would be determined upon the issuance of an RFP for services. The City was granted \$160,000 of SB 2 and LEAP funds to complete the Housing and Safety Element Update.

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 approved the fee study with 16 modifications.

On November 8, 2017, the City Council directed staff to pursue geographic segmentation of the bluff top properties from the rest of the City in the LIP and authorized the City Manager to request a one-year extension from the CCC on the Fee Study LUP Amendment. On November 13, 2018, the City Council adopted all the CCC “Suggested Modifications” on the City’s Fee Study and LUPA. On December 13, 2018 the CCC concurred with the Executive Director’s determination that the City’s actions are legally adequate pertaining to the adoption of a public recreation fee associated with shoreline development. City staff continues to work on the draft

LIP that would geographically segment the bluff top properties from the rest of the City.

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

LCP Local Implementation Plan Programs & Tasks for Fiscal Year 2021/2022:

- Submit to the CCC upon City Council approval for their review and approval. Draft LIP available for public review and submitted to CCC Fall 2021.
- Complete a Land Use Plan Amendment (LUPA) to correct zoning information within the approved LUP.
- Update to Zoning Code development standards (Policy 2.31, Policy 3.21, Policy 3.35).

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).
- 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).
- Establish an assessing entity/GHAD (Policy 4.35, Policy 4.36).

Estimated Cost: The estimated budget proposed for FY 2021/2022 to continue the LCP Local Implementation Plan efforts is \$55,200 for LIP/Coastal Program Management by Summit Environmental Group and \$27,600 for adjunct planning services by Summit.

3. Coastal Resiliency Programs (Timeframe: Ongoing)

Summary: The second SANDAG 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 continue locally as well as regionally and will remain the foundation of the SANDAG regional shoreline monitoring program. The City has entered 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 partnered with the City of Encinitas and the U.S. Army Corps of Engineers (USACE) for over 18 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 using beach nourishment. 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 of beach quality sand in Solana Beach and Encinitas in 2023. The beaches would be re-nourished on a periodic cycle over a 50-year federal participation period.

The project received \$1,900,000 in federal funding in the USACE FY 2020 and FY 2021 Work Plans to initiate and complete the Pre-Construction, Engineering and Design (PED) phase and to establish baseline conditions and to conduct one year of monitoring prior to the placement of sand on the City's beach.

The City continues to implement its Sand Compatibility and Opportunistic Use Program (SCOUP) 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. In 2018, the City completed the process to extend its SCOUP for another five years, which extends new permit approvals received from the California State Land Commission, CCC USACE, and Regional Water Quality Control Board through 2024. The City's SCOUP is a key element of the City's long-term shoreline management program and is a key sea level rise adaptation strategy. The City will be implementing its first SCOUP project with construction of Solana 101 in April 2021.

The San Elijo Lagoon Restoration Project (SELRP) provided beach sand for Solana Beach in the Spring of 2018. Approximately 146,000 cubic yards of sand from the SELRP was placed at Fletcher Cove.

FY 2020-22 Objective: In 2020 and 2021, the City successfully obtained Federal (USACE) funding to implement long-term coastal resiliency beach sand replenishment project in Solana Beach. These funds enable the initiation and completion of the PED phase of the USACE Coastal Storm Damage Reduction Project following completion of the Feasibility Study Phase in 2015 (which included

the EIR/EIS) and Southern California Reef Technology Study at Fletcher Cove. In addition to the USACE project, the City will continue to implement the Sand Compatibility and Opportunistic Use Program (SCOUP) and participate in the SANDAG Regional Shoreline Profile Monitoring program that has been in place since 1998. Additional federal funding is necessary to construct the long-term USACE sand replenishment project with the City of Encinitas following the conclusion of the PED phase expected May 2023. State and Federal funding will need to be secured to implement the 50-year shoreline protection and coastal storm damage reduction project involving the restoration of approximately eight miles of shoreline in the cities of Encinitas and Solana Beach.

Key Tasks:

- Continued coordination of efforts with key parties including local, regional, State and federal regulatory and governing agencies for beach sand replenishment and retention projects as a key sea level rise/climate change adaptation strategy for developed/urbanized shorelines.
- Continue to make progress to obtain Federal and State construction funding to implement the 50-year shoreline protection and coastal storm damage reduction project.

Estimated Costs (Multi-Year Project):

Revenue Sources (FY 2021/2022):

- \$149,200 - T.O.T. Sand Replenishment (Fund #450)
- \$450,000 - State Parks, Division of Boating and Waterways, Local Assistance Grant
 - \$67,500 Public Beach Restoration Fund Match (City match)
- \$400,000 – USACE Civil Works Program (FY 2020 Work Plan)

Programmed Expenditures (FY 2021/2022):

- \$149,200– USACE (Fund #450)
- \$450,000 – USACE for PED cost share (State Grant pass-through)
 - \$67,500 Public Beach Restoration Fund Match
- \$400,000 – USACE Civil Works Program (FY 2020 Work Plan)

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. In FY 2019/2020, Staff provided language that was developed by the City's former Ad Hoc Committee and outlined other possible modification the City Council may wish to consider.

FY 2021/22 Objective: Evaluate the View Assessment Ordinance; prepare amendments as needed to clarify its provisions for proposed adoption in FY 2021/2022.

Key Tasks:

- Complete and submit amended Ordinance revisions for City Council consideration as revised by the view assessment working group. Expected to be done Spring 2022.

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 2021/22 Objective: Develop a citizen Guidelines and Toolkit brochure. The proposed adoption of the DRP Guidelines and Toolkit will be in the Fall 2021.

Key Tasks:

- Complete the written material for the DRP Guidelines and Toolkit. Expected to be done Fall 2021.
- Add the appropriate drawings and demonstrations to the DRP Guidelines and Toolkit. Expected to be done Fall 2021.
- Submit supporting Guidelines and Toolkit for proposed adoption. Expected to be done Fall 2021.

Estimated Cost: Staff time

6. Highway 101 Specific Plan

Summary: Consider additional modifications to the Highway 101 Specific Plan. 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. Any recommended standards will be brought to the City Council for formal discussion and possible adoption.

FY 2021/22 Objective: This project would involve further review of the SBMC and Specific Plan that might allow for a reduction in requirements for existing buildings that change uses and cannot accommodate current parking standards.

Key Tasks:

- Conduct meetings with property and business owners.
- Consider revising the SBMC to allow for a reduction in requirements for existing buildings that change uses and cannot accommodate current parking standards.
- Evaluate maintaining outdoor dining (City-wide) that ~~does not~~ minimizes conflict with residential parking.

Estimated Costs: Staff time

7. Eden Gardens Specific Plan/Overlay

Summary: The Eden Gardens Master Streetscape Plan was adopted April 17, 1995, and is a document that provides guidance on the public improvements desired in the area. The scope of the Specific Plan or creation of a zoning overlay could 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. In November 2019, Staff conducted a community meeting and received input regarding concerns and issues the community had been facing.

FY 2021/22 Objective: Identify and prepare possible development standards for the Eden Gardens overlay area. This may include evaluating the need to increase guest parking requirements for multi-unit and mixed-use projects.

Key Tasks:

- Prepare for consideration a draft Specific Plan/Zoning Overlay for review and consideration by City Council.
- Consider, among other things, parking requirements and setback regulations.
- Return to the community for additional workshops/feedback.

Estimated Costs: Staff time

8. Legislative Monitoring/Priorities

Summary: During any given legislative period, bills with potentially significant impacts on the City are proposed and oftentimes revised many times that require close monitoring and frequent updates to City Council. While Staff consistently monitors such legislation, the City hired a professional lobbyist in fall of 2020 to ensure the City Council is properly notified of pertinent legislation and advised of the appropriate actions to take to protect the interests of the community. The City will continue to work to advance our interests with other with other governmental entities and respond to state and federal legislation.

Key Tasks:

- Monitor proposed state legislation.
- Prepare a Legislative Priority List for Council Consideration.
- Develop policy on priority topic areas to support/advocate.
- Continue to work with lobbyists to promote City agenda.
- Engage representatives and submit letters to further our priorities.
- Adopt City ordinances and policies to respond and remain compliant with changes in law.

Estimated Costs: The City has retained a lobbyist firm at a cost of \$63,600 through December 2022.

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. A needs assessment study was completed in June 2017. After the end of the needs assessment study, it was determined by the City Council that the best alternative was to demolish the existing building and construct a new building.

A Professional Services Agreement with an architectural consultant was approved in October 2018. The current phase of the project (Phase II) will develop a preliminary site and building design for a new Marine Safety Center. A community meeting was held in February 2019 and presentations occurred at Council meetings in November 2019 and October 2020. At the November 2019 Council meeting, three design options were presented and Council directed Staff to pursue the above-ground option. At the October 2020 Council meeting, a refined version of the above-ground option was presented.

FY 2021/22 Objective: Complete preliminary design and negotiate contract for final design.

Key Tasks:

- Obtain a Geotechnical Report on area, including an assessment of the surrounding bluffs.
- Perform design and engineering on preferred alternative.
- Perform environmental clearance studies.
- Prepare for submittal of a Coastal Development Permit to the California Coastal Commission.
- Obtain discretionary permits (DRP/SDP).
- Explore availability of grant funding and apply for appropriate grants.

Estimated Costs: It is estimated that approximately \$540,000 will be required to complete design. However, the design of the project is being performed in two additional phases with the currently funded Phase II (Preliminary Engineering) estimated to cost approximately \$140,000 for 30% design including Coastal Development Permit. Phase III (Final Design) would prepare construction level drawings and specification for bidding purposes. An estimated cost for Phase III is approximately \$400,000. A more accurate cost estimate for final design and construction will be provided once a design alternative is selected after Phase II is completed.

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. With the City's purchase of the property immediately north of the new Skate Park, analysis will need to be made on how to incorporate the property into the existing park.

FY 2021/22 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. Construction of the skate park element of the Master Plan was completed during the 2018/19 Fiscal Year. The next priority project for the Master Plan, pending funding, is to design and construct the new Tot Lot playground.

Key Tasks:

- Reconstruction of Tot Lot playground consistent with the Park's Master Plan.
- Incorporate new property north of Skate Park into La Colonia Park Master Plan.
- Identify funding sources for remainder of design and initial phased improvements including ADA items.
- Complete various improvements to building and grounds.
- Analyze interior lighting in the Community Center and research possibility of installing more windows.
- Explore potential opportunities with the vacant property to the north of the park.
- Conduct routine maintenance of the Heritage Museum.

Estimated Cost:

- Build out all remaining phases of park Master Plan –
- Playground/Tot Lot - \$500,000 (design \$100,000, construction \$400,000)
- Site preparations including demo, clearing and utilities - \$655,648
- Picnic area - \$145,051
- Overlook area - \$30,511
- Amphitheatre area - \$124,086
- Plaza gazebo - \$791,413
- Building improvements - \$663,809

Estimated Cost continued:

- Museum - \$167,848
- General area - \$803,154
- Incorporation of new vacant property north of La Colonia Park into the overall Master Plan - \$32,000

The estimated costs for the design and construction of the Tot Lot playground is \$500,000. The estimated cost to incorporate the new property north of La Colonia Park into the overall Master Plan is \$32,000. Both of these projects would include public participation and involvement. A Prop 68 Parks grant was received in the amount of \$233,089, which includes \$186,471 from the State and a City match of \$46,618.

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. The project also satisfied obligations from a settlement agreement from the 1990s. 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.

Following approval of the project, significant delays were encountered including a legal challenge against the City and Hitzke Development Corporation and subsequent appeal with the City prevailing both at the lower court the Court of Appeals. During this delay, construction costs increased and the inability of the Applicant to obtain required affordable housing funding, including State and County grants, resulted in Hitzke having to abandon the project. In November 2020, official notification was received by the City.

On February 24, 2021, pursuant to the terms of the Agreement, the Applicant provided to the City electronic copies of all plans prepared for the project. The City's objective is to pursue development of the project pursuant to the prepared plans and approvals through issuance of a Request for Proposals (RFP).

FY 2021/22 Objective: Update building permit plans and package into a RFP for issuance to seek a qualified affordable housing developer to build the project.

Key Tasks:

- Update building permit plans for review/approval and construction.
- Prepare and issue an RFP for solicitation of affordable housing developers.
- 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 2021/22 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:

- Continue to monitor and assess traffic calming requests.
- Implement traffic calming measures at North Cedros/Cliff Street.
- Implement traffic calming measures on Santa Helena, [including between Santa Victoria and Sun Valley Road](#).
- Implement traffic calming measures on South Cedros from Cofair to Marsolan.
- Implement traffic calming measures on Nardo Avenue.
- Maintain and update the list of traffic calming measures with corresponding design elements and cost estimates for Council's consideration.
- Assist community in implementation of speed cushion policy. Speed cushions were recently installed on Glencrest Drive and Highland Drive.

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, Nardo Avenue and neighborhoods in and around the City's schools.

FY 2021/22 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.
- Improvements to Lomas Santa Fe and Santa Helena are identified for improvements in the CATS study but are listed as separate items in this Work Plan.

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 Lomas Santa Fe Corridor project is a top priority of the CATS project listed above. Due to the significance of this project and the multiple benefits it could provide to the community, it has been separated into its own Priority Item. The project study area for the Lomas Santa Fe (LSF) 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 continued on Phase III of the project which is developing design elements that were shared with the community for feedback. Phase III of the project is for final design of the improvements to LSF and has been funded primarily through a grant from SANDAG. Many elements are being designed as part of Phase III but the study of all roundabouts has been eliminated per Council

direction. Some of the elements to be designed as part of Phase III include a multi-use path on the north side of LSF, striping and signal improvements, added parking, landscaping and other items intended to slow down traffic and increase use of the corridor by pedestrians and bicycles. A Community Workshop was held in October 2019 and the project was presented to the City Council for further direction in January 2020.

FY 2021/22 Objective: Complete Phase III of design and pursue grant funding for construction of the project.

Key Tasks:

- Continue final design and preparation of bid documents.
- Evaluate and apply for potential construction grant funding.
Explore the feasibility of legally allowing bicycles on the new path. This may include modifying City ordinances to allow bicycles on multipurpose paths.
- [Explore ways to improve e-bike safety including education and outreach.](#)

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. A grant from SANDAG, in the amount of approximately \$616,000, was obtained for Phase III. With a 10% match committed by the City, the total amount of funding secured for Phase III is approximately \$684,000. The total cost of the project will be determined based on final design.

7. City Hall Deferred Maintenance

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

The projects identified for FY 2021/22 would replace the floor drains in the restrooms, cleaning the vents and duct work and mechanical upgrades to elevator equipment.

FY 2021/22 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.
- Upgrades to the elevator mechanical room.

- Install a water filling Station near Council Chambers.
- Ensure the air ventilation in the Council Chambers is sufficient to provide a safe environment for Council, Staff and the public prior to in-person meetings resuming post-pandemic.
- Explore the potential of sit/stand desks at the Council Dais.
- Explore the potential of installing windows at City Hall that open and close.

Estimated Cost: It is estimated that approximately \$75,000 is needed for the upgrades to the elevator. Carpet replacement is estimated to be \$35,000.

8. Fletcher Cove Park and Community Center Maintenance

Summary: This project would perform maintenance on various components of Fletcher Cove Park and the Community Center. Significant Perform repairs to the Tot Lot playground including replacement of the playground structure. Repairs to the access ramp are being designed and will depend on Coastal Permit timing and conditions. The main repairs to the Community Center include replacement of the doors and hardware, repairs to the restroom mosaic tiles and repairs to the roof and façade above the front entrance doors.

FY 2021/22 Objective: Perform maintenance on various components of Fletcher Cove Park and the Community Center.

Key Tasks:

- Perform maintenance and repair work on tot lot playground. Minor maintenance work has been completed but cost proposals for replacement have been received and estimated costs exceed the available budget a larger project to replace the playground structure and the rubber safety surface are currently being designed.
- Reconstruct the handrail and 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 (performed every three years).
- Repair roof and repair bathroom tiles.
- Evaluate replacing the chain link fence on upper park at Fletcher Cove with a more attractive fence.
- Replace four concrete benches.
- Repair cracks and damaged concrete in Fletcher Cove Park.

- Repair or remove in-ground lighting, primarily at the Sunburst.

Estimated Cost: The repairs on the tot lot are estimated to cost \$85,000. 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 \$50,000. Design and construction of the playground is expected to cost approximately \$185,000.

9. Highway 101 Pedestrian Crossing at North End of City

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 2021/22 Objective: Design 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.
- Work with Encinitas on traffic calming measures and good transitions leading into and exiting City limits.

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.

10. Santa Helena Neighborhood Trail (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 neighborhood trail at this location. The Conceptual Design was presented to City Council in March 2020.

FY 2021/22 Objective: In FY 2019/20, a Conceptual Design of the project was developed that would reduce the pavement width on Santa Helena, from Sun Valley Road to the trail head at the San Elijo Lagoon, and use the additional space for traffic calming improvements and a neighborhood trail. A focus group meeting was held with representatives from several local HOAs, community members and BikeWalkSolana.

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 will be identified during the design phase. In the 2020/21 fiscal year, \$300,000 has been appropriated for future work on the project. \$100,000 was identified in the FY 2020/21 CIP budget and \$70,000 was identified in the FY 2021/22 CIP budget.

11. Replacement of Emergency Generator at Fire Station (Timeframe: 12 to 18 months)

Summary: The existing generator at the fire station is approximately 28 years old and was installed when the fire station was constructed in 1991. Due to the age of the existing generator, the permit with the Air Pollution Control Board only allows for the operation of the generator up to 20 hours per year in non-emergency situations during testing and maintenance. As part of the design study, the operational needs of the building were evaluated to determine the size of the generator required. The electrical switchgear was also evaluated to determine if upgrades were necessary.

FY 2021/22 Objective: Complete design for generator replacement and evaluate funding options. Staff will also need to obtain permit from the County Air Pollution Control District (APCD) and construct project.

Key Tasks:

- Evaluate needs of building and condition of switchgear inside the building.

- Obtain permits from Air Pollution Control District (APCD).
- Complete design.
- Advertise and construct project.

Estimated Cost: The estimated cost for design of the generator replacement is \$20,000. The purchase and installation of a new generator is estimated to cost approximately \$70,000. This cost could change depending on the condition assessment of the existing switchgear and operation needs of the fire station.

12. Replacement of Dissipater Grate at Fletcher Cove

Summary: The existing dissipater grate was installed in approximately 1998 as part of the NCTD train station project and associated drainage work. The dissipater grate is showing signs of age and replacement with a more aesthetically pleasing structure may be necessary.

FY 2021/22 Objective: Identify costs for grate replacement and prepare bid package if directed by City Council. [Engage the Public Arts Commission \(PAC\) to participate and potentially make this a public art project.](#)

Key Tasks:

- Identify replacement costs.
- [Engage the PAC.](#)
- Prepare construction bid documents.
- Advertise project for construction.

Estimated Cost: Since no work has been performed on this potential project, no detail cost estimates have been done. Staff is estimating that the costs to replace the dissipater grate would be between \$30,000 and \$50,000.

13. Safe Routes to School Master Plan

Summary: In October 2019, the City submitted a grant application to Caltrans through the Sustainable Transportation Planning Grant Program for a SRTS Master Plan. A statewide total of 178 grant applications were received and totaling approximately \$54 million. A total of 77 applications were selected for grant awards, totaling approximately \$21.5 million. In June 2020, the City was notified that our grant proposal was accepted for full funding. A grant agreement was executed with Caltrans in October 2020 and a Notice to Proceed was issued in November 2020. A PSA with Chen Ryan Associates for the project was (expected to be) approved at the April 14, 2021 City Council meeting.

FY 2021/22 Objective: Continue work on the Safe Routes to School Master Plan. Per the grant agreement with Caltrans, all work on the project has to be completed by February 2023.

Key Tasks:

- Continue work on Safe Routes to School Master Plan.
- Community outreach.
- Update the City's CATS program where appropriate.

Estimated Cost: The City received a grant from Caltrans as part of the Sustainable Communities Grant Program funded through SB-1 funding. The total project costs are \$220,000 and the City has a 25% match requirement. Therefore, the grant from Caltrans is in the amount of \$165,000 and the City's match is \$55,000 and will be funded through the City TransNet funding.

14. Glenmont Pocket Park

Summary: The City has been researching the possibility of placing a pocket park on the property off of Glenmont Avenue where the Santa Fe Irrigation District (SFID) reservoir is located.

FY 2021/22 Objective: The objective for the upcoming fiscal year is to work with the local community on the design of a pocket park at this property.

Key Tasks:

- Select a consultant through RFP process.
- Community outreach.
- Coordination with SFID.

Estimated Cost: It is estimated that the conceptual design and public outreach would cost approximately \$10,000. The final design and construction budget would be determined as part of the conceptual design phase.

15. South Acacia Avenue Reconstruction Project

Summary: The curb, gutter, sidewalk and asphalt are old and in need of replacement. There are several properties along South Acacia and it would be difficult to coordinate the repairs if performed by the property owners.

FY 2021/22 Objective: The objective for the upcoming fiscal year is to engage the community and start the preliminary design.

Key Tasks:

- Select a consultant to perform Field Survey.

- Perform preliminary design by in-house Engineers.
- Coordination with adjacent property owners.

Estimated Cost: It is estimated that the preliminary design and public outreach would cost approximately \$12,000. The final design and construction budget would be determined as part of the preliminary design phase.

C. Unprioritized Community Character Issues

- Annual Pavement Repair Project – FY 2020/2021 project is complete. – FY 2021/2022 annual program will be developed in Spring 2021 for construction in the second half of 2021.
- 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 grade elevation.
- Research areas for a new enclosed Dog Park, potentially at La Colonia Park and other areas around the community.
- Monitor the development proposal for the North Bluff property on Border Avenue in Del Mar.
- Evaluate potential to convert existing buildings to affordable housing.
- Monitor Fairgrounds governance.
- Developing and communicating the City’s commitment to diversity, equity and inclusion for all of our residents and visitors.
- Evaluate the development of a sidewalk installation policy.
- Explore ways to become a Smart City and consider joining the SD Smart Cities Initiative and developing a Smart City Plan.
- Parking lot repairs at City Hall and La Colonia Park.
- Create development check lists (including costs) for prospective applicants.
- Place Development Review Permit (DRP) matrix on City’s website.

ORGANIZATIONAL EFFECTIVENESS

A. Human Resources Management / Staff Engagement & Effectiveness

1. Staff Engagement and Effectiveness

FY 2021/22 Objective: To continue to be a strategic City partner and to promote and empower a positive work environment where staff and the organization are prepared to rethink processes and welcome innovation to provide more efficiency.

Key Tasks:

- Continue the City's practice and approach to fair and consistent hiring practices that consider trust, inclusiveness, transparency and succession planning.
- Encourage Staff to see the big picture and to be innovative, responsible and effective teams while working towards the same defined goals while creating a positive atmosphere for coworkers and the community.
- Continue to display and promote ethical behavior in all official duties and personal affairs. Hold Staff accountable, instill accountability into operations, and continue to communicate and implement ethical standards and guidelines to others.
- Conduct mandatory training for all (100%) permanent City employees.

Estimated Cost: Staff time

B. Administration and Service

1. Implement Performance Measurement Program (Timeframe: Ongoing)

FY 2021/22 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 2020/2021 performance measures and report results and action plan to City Council in the FY 2021/2022 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 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 Central Square to create the tracking program for the City. The City went live with the TRAKiT program in July 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. The My Community app was available to the community in November 2018.

FY 2021/22 Objective: Implement a City-wide permit tracking system that will automate permits, licenses, and other business activities, accept credit card payments, allow customer access to view the status of applications and apply or renew business certificate and permits on-line. Staff will also prepare a report to Council at least twice a year on the My Community app including such things as usage, response time and highest reported issues.

Key Tasks:

- Implement an on-line application process for business certificates and permits.
- Implement the ability for customers to pay for business certificate applications and renewals and permit applications online using a credit card.
- Research potential to include an “Other” tab in the My Community mobile application (app) to allow residents to submit reports on things not already included.
- Research the potential to include an option to report an Act of Kindness on the My Community app.

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

3. Web-Based Online Onboarding and Performance Evaluation Program

Summary: Implemented a Citywide online Onboarding system “Onboard” through NeoGov. Built to support the public sector’s compliance requirements, Onboard ensures day-one readiness for new employees and, expedites productivity. The program has provided more efficiency in the new hire process and has reduced waste by eliminating the need to print and copy many forms, brochures, etc. All necessary information is now accessible online to new hires and employees.

FY 2021/22 Objective: Implement a Citywide online Performance Management software “Perform” through NeoGov. The Perform software automates annual and probationary employee evaluations, allowing HR and department heads to identify skills gaps and areas of improvement in employees. Perform is the only full-featured performance management software in the marketplace with specific public sector functionality and a mobile-friendly interface.

Key Tasks: Implementation of system and training of City Staff. In process, implementation expected in September 2021.

Estimated Costs: Initial cost of software purchase was approximately \$5,900 with annual subscription cost of \$3,900.

4. Financial and Human Resources Software Update

Summary: The City’s current financial and human resources software programs, FinancePLUS and CommunityPLUS (FinancePLUS), have a term expiration date of June 30, 2021. On June 30, 2021, Central Square who is the software vendor for the programs, will no longer provide technical or functional support.

During FY 2020/21, Staff evaluated new programs and decided to move forward with a new system purchase and implementation, through Tyler/Munis. Staff is currently and actively going through the implementation process.

FY 2021/22 Objective: Implement and go live with Tyler/Munis ERP software.

Key Tasks:

- Configure software and convert data from legacy system.
- Complete final testing and validation of data and train users.
- Go-Live with Munis and begin processing day-to-day business transactions.

Estimated Costs: A one-time fee of \$353,870, plus a project management contract in the amount of \$233,550. Tyler/Munis has an annual maintenance fee of \$81,475.

C. Communications & Technology

1. Social Media (Timeframe: Ongoing)

Summary: The City continues to successfully utilize 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 2021/22 Objective: Continue Staff communication through social media outlets by sending information regarding City activities, news and events through Facebook and Twitter. [There will be a concentrated effort to increase social media presence of City programs, events and initiatives, specifically with the City of Kindness Initiative.](#)

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.
- Update the City's Social Media and Computer Policies.

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.

2. New City Website

Summary: The City's current website is outdated and difficult to navigate. It also lacks key functions such as a working search engine that makes navigating the website extremely difficult. In addition, many pages are redundant and not kept up with recent information. Staff released a RFP for a new consultant contract to redesign the website. In April 2021, Council selected 360Civic to complete the website redesign.

FY 2021/22 Objective: Staff to work with new consultant to analyze current website, eliminate unnecessary pages, transition over appropriate pages and redesign the website into a more user friendly, functional and aesthetically pleasing format.

Key Tasks:

- Identify key Staff in each department to assist with transition.

- Complete website redesign.

Estimated Costs: The consultant contract with 360Civic is for \$30,710 with an annual fee thereafter of \$7,500 for hosting and maintenance services.

3. Cyber Security Expansion- Awareness Training, Business Continuity & Disaster Recovery

Summary: The City's current Cyber Security Awareness Initiative is in need of growth to increase protection across the City's technology infrastructure. Currently, the program consists of a monthly e-mail newsletter, designed to inform and educate, but not test Staff competency. Additionally, the City's current technological infrastructure for disaster recovery and business continuity remains centralized. Therefore, it is recommended that the City explore options to expand security training course modules and testing software, as well as de-centralize information system backup hardware and leverage secure government-cloud connections.

FY 2021/22 Objective: Explore options for updating current City backup infrastructure from on premise tapes to cloud-based recovery backup solutions. In addition, implement enhanced cybersecurity training tactics in the form of fake malicious e-mails and set up necessary training to increase Staff awareness.

Key Tasks:

- Budget for software and infrastructure costs in addition to renewals.
- Refine existing Disaster Recovery/ Business Continuity plan.
- Obtain competitive pricing quotes for hardware and installations.
- Install, setup, test network infrastructure hardware.
- Identify and prioritize cybersecurity training modules to key Staff.

Estimated Costs: Staff is currently researching potential costs but early estimates are approximately \$25,000 for hardware/software purchase and implementation.

4. Unified Communications

Summary: The City's current communications infrastructure is in need of unification and continued growth to increase productivity for Staff and accessibility from both Staff and the public. Currently, all City buildings are in the process of obtaining fiber optic connection points, allowing us to put in place necessary unified communication infrastructure. However, the City's current broadcast capability in the Council Chambers is in need of upgrades that will provide increased visibility within the Chambers.

FY 2021/22 Objective: Continue with the deployment of fiber telecommunications to all City buildings and explore options for updating current City Council Chambers Audio/Visual broadcasting system. Additionally, unify Staff telephone system with Office 365 application Teams to increase accessibility for Staff.

Key Tasks:

- Finalize installment of fiber optic connection to remaining buildings.
- Deploy network backbone upgrades to increase connectivity between buildings.
- Reduce telecommunications costs by migrating T1 Primary Rate Interface (PRIs) to Session Initiation Protocol (SIP) trunks.
- Budget for system upgrades with Council Chambers broadcast system.
- Integrate Office 365 application Teams with Staff phone system.
- Implement WiFi at all public facilities.

Estimated Costs: Staff is currently researching potential costs. A phased approach will be brought to Council for consideration.

D. City Initiatives

1. City of Kindness Coalition

Summary: City of Kindness is a coalition of organizations working to inspire kindness in the world. Organizations involved in the coalition hope to affect meaningful change among schools, professionals, young people, elected officials and companies. City of Kindness is a project of the Social Impact Fund, a non-profit public charity that supports projects and campaigns that work to advance social good and make a positive difference in the world-at-large.

FY 2021/22 Objective: The objective is to make the world a better place by increasing the amount of kindness in it. Mayors across the country have come together to challenge the nation to adopt a culture of kindness in our cities, businesses and schools through acts of kindness. Now that the City is officially a part of the coalition, Staff will continue to work with the community group to promote the program and assist with events, as necessary.

Key Tasks:

- Continue to promote the coalition.
- Continue to encourage acts of kindness throughout the community and encourage people to track and submit these acts of kindness to the Kindness Counter link on the City's website.
- Work with newly created City Council Subcommittee to refine the priorities for FY 2021/22 for implementation.

Estimated Cost: Staff time

2. Promote an Unbiased and Inclusive Environment

Summary: In the wake of major social and political changes over the past decades, employers are taking steps to increase diversity, equity, and inclusion at the workplace. Studies have shown diversity and inclusion are much more than a legal or moral requirement; it is also a competitive advantage.

FY 2021/22 Objective:

- Foster and promote an inclusive culture.
- Enhanced employee engagement and retention.
- Communicate goals and measure progress.

Key Tasks:

- Develop evidence-based Ideas to increase diversity, equity, and inclusion in the Workplace.
- Training for all employee levels and any new hires on “Unconscious Bias and Diversity”.

Estimated Cost: Staff time and training costs.

E. 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.
- 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. Staff is currently analyzing the ability to provide free Wi-Fi zones at Fletcher Cove Park and adjacent beaches as well as at La Colonia Park.
- Explore implementing an electronic Council Agenda/Staff Report program/process that is text searchable and can be downloaded as an entire packet. In addition, explore the possibility of having Staff Reports “text searchable”.

ENVIRONMENTAL SUSTAINABILITY

A. Policy Development

1. Climate Action Plan Implementation (Timeframe: Ongoing)

Summary: The City has made considerable progress on many measures identified in the Climate Action Plan (CAP) which was adopted in July 2017. Staff presented a 2019 Climate Action Plan Update for Council covering the first two years of the CAP's implementation. During that update, it was noted that the establishment of a Community Choice Aggregation (CCA) program, which was the second most impactful measure, has been completed although work to transition to a regional CCA is ongoing (more information in next Priority Item). The City is also making progress on the fifth most impactful measure to divert 90% of waste from the landfill when Council adopted the single-use plastics ordinance and even more waste will be diverted from the landfill when the City implements organics recycling in 2021 to comply with SB 1383.

The three remaining CAP measures identified as among the top 5 most impactful are as follows:

- 1) increasing alternative fuel vehicles (AFV's) in the region.
- 2) increasing the installation of residential rooftop solar photovoltaic (PV) systems.
- 3) increasing the installation of solar hot water heaters at commercial spaces.

Progress on these measures can be made by adopting additional building code standards that establish requirements for electric vehicle infrastructure and PV and solar hot water installations. In Fiscal Year 2019-2020 the City began to explore the process of how this could be accomplished, however an updated CAP might yield newer more up-to-date impactful measures in line with the latest greenhouse gas (GHG) reduction trends and these potential updates should also be considered. In FY 2020-FY 2021, the Climate Action Commission helped coordinate a workshop on Building Electrification to educate the community about another potential means to reduce GHG's that are emitted when residents use natural gas.

Section 5.3 of the CAP states the City will update the Plan every five years beginning in 2022. Thus, the City should begin to evaluate how to effectuate this update.

FY 2021/22 Objective:

Prepare RFP and organize process to complete a Climate Action Plan update. Identify potential funding sources and stakeholder groups. Gather the latest best scientific practices and capitalize on regional knowledge and coalition groups to identify effective CAP target measures. Make progress on the key measures

identified in the summary above and that are called out separately in the sections that follow.

Key Tasks:

- 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 measures identified in the CAP through the website, social media, electronic communications and activities/events throughout the year.
- Continue to negotiate with SDG&E to purchase remaining street lights and retrofit with LED technology.
- [Commit to Cc](#) Consider the addition of a Social Equity Chapter to the CAP. The next full revision of the CAP is anticipated to take place in calendar year 2022.
- Follow and stay involved with regional efforts for the next CAP revision process.

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. The costs for consultant assistance to update the CAP and to implement building reach codes are still to be determined pending Council consideration of which measures to pursue, but Staff estimates that this will be approximately \$50,000. Other priority items the CAC requested in the prior Work Plan and approved by Council are broken out and listed as separate items below.

2. Continue to Operate Solana Energy Alliance (SEA) and Transition to Clean Energy Alliance (CEA)

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 officially launched in June 2018, making it the first CCA in San Diego County. SEA has been operating for close to three years and is in the process of transitioning to the Clean Energy Alliance (CEA) with the cities of Carlsbad and Del Mar. SEA will have achieved all of its top priorities including providing a higher renewable portfolio percentage (50% renewable energy, 75% greenhouse gas

(GHG) free product) than San Diego Gas and Electric (SDG&E), maintaining local control and saving its customers close to \$500,000 during the life of the program. The City is extremely proud that it was successful in launching the first CCA in the County and leading the way to the launch of two new CCA JPA's in the region. Much of the focus for FY 2020/21 will be accomplishing the tasks necessary to wind down SEA and to launch CEA.

FY 2021/22 Objective: Continue compliance requirements of the Solana Energy Alliance (SEA) mandated by the CPUC. In addition, work with the CEA Board to accomplish the necessary tasks to ensure a successful launch and implementation of CEA in 2021/22.

Key Tasks:

- Continue working with the selected consultant team (The Energy Authority and Calpine Energy Solutions) to manage the ongoing compliance requirements of SEA that will extend into 2023.
- Continue regulatory filings.
- Continue monitoring legislation for possible action.
- Continue to explore the potential to increase the baseline RPS of CEA to eventually reach the 100% RPS goal by 2035. CEA has incorporated incremental (~2%) annual increases to the RPS in its Integrated Resource Plan (IRP), as well as the pro forma, to achieve 100% by 2035.
- Continue to work with the CEA Board and consultant team to accomplish the necessary tasks to develop and launch CEA in 2021/22.

Estimated Costs: The structure of the SEA program was 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 have been presented to the City Council to track the costs and revenue of the program. It is anticipated that all City up-front costs for direct services have been paid.

With the formation of CEA, the City committed \$150,000 along with the cities of Carlsbad and Del Mar (for a total of \$450,000) for initial costs to accomplish the tasks necessary for the successful launch of CEA. It is anticipated that those costs will be repaid to the respective cities as soon as revenues are available after CEA launch, but no later than 36-months after the launch date. The CEA Board will also consider other earlier repayment options such as securing payment from the banking partner once selected.

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. In addition, the City will support the SEJPA and its efforts to develop a potable water reuse program.

FY 2021/22 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. Encourage private properties (such as condos along Via de la Valle) to hook up to recycled water where it is available. In addition, the City should target areas that are already “water-wise” and implementing measures to reduce water use (installation of drought tolerant landscaping, low flow irrigation, etc.) so the City is not promoting the use of more water. Finally, the City should encourage the continued exploration of potable reuse.

Key Tasks:

- 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.
- Continue dialogue with property owners and HOAs along Via de la Valle about connecting to the new recycled water line.
- Identify and prioritize areas to target for recycled water infrastructure improvements.

Support SEJPA and its efforts to develop a potable reuse program.

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

4. Plastic Use Restrictions

Summary: The City adopted a robust single-use plastics ordinance in 2019 and most provisions of the ordinance were slated to go into effect in 2020. However, the COVID-19 pandemic paused efforts to educate businesses and enforce the ordinance as local businesses faced unprecedented economic challenges. Considerable effort to educate businesses and residents is still required to ensure compliance so that plastics and other single-use items are successfully diverted from the environment and/or the waste stream. In addition, internal City policies and procedures need to be monitored to ensure compliance by the City with ordinance requirements. Special effort needs to be made to analyze and identify how the City can support water-bottle-free events on City property by ensuring easy to access water hook-ups for drinking stations at major events and access to water bottle filling stations on City property in general.

FY 2021/22 Objective: Continue education and outreach efforts to the business community through the Chamber of Commerce and other trade associations so that the requirements of the new ordinance are well-understood and successfully implemented. Monitor implementation efforts and identify challenges. Consider options to ensure that for events on City property that there is drinking water availability either through the installation of water stations, providing access to potable water hookups and electricity if vendors wish to supply their own water stations or help event organizers identify other alternatives to bottled water. Also, develop educational materials and/or strategy to educate beachgoers regarding the new Styrofoam restrictions on City beaches.

Key Tasks:

- Review and update City purchasing procedures to ensure compliance.
- Educate City Staff about the new restrictions.
- Continue communication with the business community and residents to ensure compliance.
- Continue to conduct outreach to the community.
- Identify any compliance challenges and assist efforts for businesses to comply through outreach and educational materials.
- Consider and identify or help coordinate drinking water alternatives to bottled water for events occurring on City property.

Estimated Costs: Staff time and potential increased water and electricity costs if City potable water hookups are offered to event organizers or if water stations are provided by the City. The City has identified and prioritized the installation of water filling stations at public facilities and the utilization of annual grants to fund the projects.

5. Electric Vehicle Infrastructure and Incentives

Summary: The City would like to explore policies that would add to the electrical vehicle charging infrastructure in the City and region and promote policies which would increase and facilitate the use of electric vehicles by residents for daily transportation needs. This item is addressed in Measures T-1, T-5, T-8 and T-10 in the CAP.

FY 2021/22 Objective: Research and analyze electric vehicle regulations from other jurisdictions in the region and State including building code and planning requirements which would promote the addition of electric vehicle infrastructure.

Explore State and Federal incentives for electric vehicles and promote those within the City.

Key Tasks:

- Research/study electric vehicle policies from other communities.
- Assess thresholds for new and substantial remodels.
- Explore adopting measures to require EV charging stations and EV charger-ready wiring in commercial/multi-family and residential structures (both new construction and substantial remodels).
- Identify eligible parking spots on city-owned lots for conversion to preferred parking for EV and AFVs.
- Develop policies for Council review and consideration.
- Conduct outreach to the community.
- Conduct outreach to the City's businesses and commercial property owners to encourage the conversion of private parking spaces to EV and AFV preferred parking.
- Consider building code updates that would require EV infrastructure as part of a package of other building code updates discussed in the sections that follow.
- Research and apply for EV charging station grants if available.
- Explore streamlining the EV charging station permitting process.
- Strive over time to convert municipal gasoline fueled vehicle fleet to EV's to achieve 50% gasoline reduction.

Estimated Costs: Staff time and potential consultant costs if the City creates building code amendments to address this item, which could require technical expertise.

6. Buildings/Energy Code Enhanced Regulations

Summary: Two of the measures in the CAP with significant GHG emission reduction potential are to increase the installation of residential rooftop solar PV systems (Measure E-2 in the CAP) and to increase the installation of solar hot water heaters at commercial spaces (Measure E-4 in the CAP). Since those measures were adopted in 2017, the City has adopted the new 2019 California Building Code, which requires the installation of PV systems on new single-family residential construction. However, the City may pursue stricter requirements through the reach code process to require installation of PV systems on substantial remodels as well. Staff has also

conducted research that suggests that it might be more beneficial to adopt energy efficiency requirements in conjunction with PV requirements. There has also been work done by other cities that determined there are certain circumstance in which solar hot water heating is not the most cost-effective or efficient choice. The City can research and utilize the work done in other cities and, ideally in consultation with consultants who have technical expertise in the area of energy reach codes, determine what package of reach code ordinances would help the City achieve maximum GHG reductions while considering cost-efficiency parameters.

FY 2021/22 Objective: Research and analyze clean energy building regulations from other jurisdictions in the region and State including building code and planning requirements which would promote the use of solar power and other renewable energy sources. Determine the best options and strategy for the City to amend the building codes in order to meet greenhouse gas (GHG) targets outlined in the CAP measures while considering the cost-effectiveness of implementing such measures. The process to amend building codes related to energy requires technical considerations which will likely require support from consultants who specialize in energy building code work.

Key Tasks:

- Assess a variety of building code amendment options and determine the most impactful yet cost-effective ordinance package for Council consideration.
- Building Electrification: Explore the implementation of electrification reach code measures that target space heating, water heating and dryer systems.
- Explore regulations which call for “solar ready” or installed solar PV systems in residential and commercial remodel and development projects. Reference CAP Measure E-2, Action 2.5.
- Explore and monitor the potential impact of increased PV systems on the Clean Energy Alliance program to maximize clean energy utilization within the City in the most efficient and economical manner.
- Identify a “package” of reach code ordinances and consider whether to pursue approval for those reach codes through the approval process established by the California Energy Commission which could require a cost/benefit analysis.
- Explore defining the threshold for “substantial remodel” which would trigger the requirement to install solar PV systems.
- Explore the implementation of CAP Measure E-3 to increase rooftop solar PV systems on new or substantially remodeled commercial buildings.
- Conduct outreach to the community.

Estimated Costs: Staff time and potentially additional costs for the services of a specialized consultant to assist with the reach code process of identifying and

recommending the appropriate reach codes for Council consideration. The assistance of a qualified consultant will be solicited through an open RFP process and any costs will be brought to City Council for consideration.

7. Environmental Sustainability Outreach

Summary: The City's Climate Action Plan calls upon the City to educate and reach out to residents and businesses regarding various environmental sustainability issues and opportunities. One means to do so is through the website, which currently might not reflect the most current information available. The City would also like to explore whether other communication avenues might be an effective way to reach residents and businesses to promote environmental programs and practices within the community. Other communication avenues might include social media, the Shorelines newsletter or community events and forums.

FY 2021/22 Objective: Review the City's website for items that might fall under the environmental sustainability and/or Climate Action Plan umbrella and assess whether the information is the most up-to-date. Determine whether the current structure of the website is best-suited to present the information to residents and, if not, develop a more user-friendly interface. Explore the potential for more opportunities to educate the community about sustainability measures.

Key Tasks:

- Refresh and restructure sustainability content on the City's website.
- Explore other means to push information out to residents and businesses.
- Develop topics for speakers and schedule special meetings.

Estimated Costs: Staff time

8. Trees and Vegetation for Climate Resilience and Adaptation

Summary: The right plants planted in an urban community offer many benefits beyond pleasing aesthetics. Plants remove carbon dioxide from the atmosphere and thereby reduce the City's GHG emissions numbers. Trees also offer shade and cooling effects that will be important as the number of extreme heat days is projected to increase due to global warming effects. Healthy trees in the urban corridor and around homes are also important to reduce the threat and severity of wildfires which are also projected to increase in number and intensity. In addition, while open space in the City is limited, habitat can be created by planting native trees, flowers and shrubs in residential and commercial landscaping in what is not traditionally considered wildlands. Additional habitat will add resilience, support pollinators, provide ecosystem services and promote wildlife movement as directed in the CAP.

In FY 2019/2020, the City entered into an agreement with Lumbercycle, a non-profit, who provided an eco-benefits assessment of the City's trees. As part of the work, they also provided a list of trees the City should consider planting when the City is considering replacement. The list of trees includes ones with maximum eco-benefits such as carbon sequestration. In FY 2021/2022, the City can make this list available to residents and business as well to help provide education about the best species of trees to plant in this area.

FY 2021/22 Objective: Increase the City's tree canopy by planting more trees and plant areas that support local pollinators and other native animal species. Determine whether the City should pursue a more comprehensive plan for planting and maintaining habitat on City property. Determine whether the City should provide educational materials for commercial and residential developers to promote habitat in non-traditional wildlands. Examine alternatives to pesticides and herbicides that harm pollinators. When exploring any comprehensive planting list for public and private reference, the height and width of the vegetation at maturity should be considered.

Key Tasks:

- Make a list of preferred trees to plant in Solana Beach available on the City website.
- Educate residents on the importance of increasing the City's tree canopy (Measure U-1) in the CAP and on the importance of planting the right trees to maximize the eco-benefits of those trees.
- Review other urban tree policies and assess the fiscal feasibility including staff resource time to support a sustainable tree policy for the City.
- Explore and provide residents and businesses with resources to help them plant and maintain vegetation on private property in a manner that aligns with the City's sustainability goals.
- Work with community leaders to survey City property and determine optimal locations for pollinator habitat and take necessary steps to move forward with new planting.

Estimated Costs: The cost of trees or new plantings will be assessed once planting areas are identified.

9. Senate Bill (SB) 1383 Implementation

Summary: SB 1383 is considered to be the most significant waste reduction mandate to be adopted in California in the last 30 years. SB 1383 establishes new requirements for local governments which state that cities must: 1) provide organic waste collection to all residents and business; 2) establish an edible food recovery

program that recovers edible food from the waste stream; 3) conduct outreach and education to affected parties; 4) evaluate the City's capacity to implement SB 1383; 5) procure recycled organic waste products like compost, mulch, and renewable natural gas (RNG); inspect and enforce compliance with SB 1383; and 6) maintain accurate and timely records of SB 1383. These regulations become enforceable by the State on January 1, 2022. A portion of these requirements may be met as EDCO begins organic collection services. However, the rest of the measures such as implementing an edible food recovery program, enforcement, and record-keeping requirements will require further attention and planning from the City. SB 1383 is the first solid waste law that establishes penalties for local jurisdictions that do not satisfy the requirements, putting further pressure on the City to ensure compliance.

The City has already identified what actions the City will need to take to ensure compliance for most of the bill's provisions and has been coordinating with Regional Solid Waste Association (RSWA) cities to tackle several tasks as a region. However, still more work needs to be done.

FY 2021/22 Objective: Update the City's waste collection ordinance to reflect the newest requirements and begin establishing program elements to comply with SB 1383's edible food program requirements.

Key Tasks:

- Update City's waste management ordinance to comply with SB 1383.
- Identify program gaps that would leave the City out of compliance.
- Identify strategies to fill those gaps either internally or through regional coordination efforts.
- Develop educational campaign and strategy to implement all the various SB 1383 measures.
- Explore expanding organics recycling pick-up beyond commercial and residential to include City facilities including parks and recreation facilities.

Estimated Costs: Staff time and potential program implementation costs not currently known or identified. Staff will return to Council when these potential costs are identified for consideration. Staff has begun to work with RSWA to develop a collective strategy with the goal to reduce costs for local cities by working together. There is optimism that this can be accomplished and a plan is being brought before the RSWA Board for consideration and potential funding.

B. Capital Projects

1. Major Storm Drain System Improvement Projects

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 completed during FY 2019/2020 is the repair to the 84” drainage pipe at the American Assets Shopping Center adjacent to Discount Tire. A project was also completed in FY 2020/21 to line or replace several Corrugated Metal Pipes that were in the worst condition.

FY 2021/22 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 \$ \$300,000 for storm drain improvements in FY 2021/22.

C. Unprioritized Environmental Sustainability Issues

- Implement Measure T-10 of the CAP to increase bicycle lanes in the City to a total 17 miles of bike lanes. Currently, there are approximately 15.3 miles of bike lines in the City.
- Develop and implement a small business energy efficiency and conservation program in cooperation with the Clean Energy Alliance and SDG&E.
- Develop and implement a voluntary “Clean Business Program.”
- Explore energy storage at City facilities.
- Implement policies that support energy storage and microgrids.
- Prioritize doing business with banks that do not support fossil fuel projects.
- Prepare strategy for net zero carbon citywide.
- Summarize and implement lessons learned from the Coronavirus emergency.
- Any actions in the CAP that are labeled as “ongoing” or “short term” in the CAP Implementation Plan.
- Bike Share/Car Share Program – The City, along with the cities of Del Mar and Encinitas, entered into an agreement with Gotcha to implement a regional bike share program. However, due to supply chain issues and the global pandemic, Gotcha had to withdraw from the agreement and the program was placed on hold. Encinitas will implement a smaller, city-only program as a pilot with the potential to expand into Solana Beach in the future. Staff continues to participate in regional meetings held by SANDAG and will monitor the program in Encinitas before deciding how to move forward, if necessary. [Staff will also engage the local bike shops for interest in a program when appropriate.](#)
- Monitor the beach report card grades for Seascape Sur to see if additional actions need to be taken at that storm drain outlet.
- Explore possibilities to provide City incentives for Electric Vehicle (EV) charging stations and promoting alternative modes of transportation.
- 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.
- [Continue to use the latest available organic and nonchemical pesticides ~~and eliminate any use of rodenticides for the use~~ in City’s Parks, rights of ways and public facilities.](#)

ENVIRONMENTAL SUSTAINABILITY

Unprioritized Environmental Sustainability Issues

- [Research to potential ban on helium and lighter than air balloons.](#)
- [Research grant funding opportunities for EV charging infrastructure, including SANDAG.](#)

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 were evaluated by a NCTD Selection Committee with local representation and a selected Development Team was recommended to the NCTD Board. In 2017, NCTD entered into an Exclusive Negotiation Agreement (ENA) with the selected developer and a pre-application review was completed by Community Development Staff on December 21, 2017. Due to several factors, NCTD terminated the ENA in 2018. City Staff and NCTD are reviewing terms of a Ground Lease between NCTD and the City to facilitate development of the property.

FY 2021/22 Objective: Finalize and execute a Ground Lease with NCTD in order to facilitate planning and development of the NCTD site and related financing of a public parking facility. The City would take the lead on facilitating a new RFP process to select a preferred developer for the property. The total project area includes the entire NCTD property, including the open space area at the corner of Lomas Santa Fe and North Cedros, however, the intention would be to develop the property in two separate phases.

Key Tasks:

- City Council review and consideration of a Ground Lease with NCTD for future development and financing of a public parking facility.
- Implement terms of the Ground Lease with NCTD in order to facilitate development of the property.
- Prepare and issue a RFP to select a developer for the property.
- Select a preferred developer for the property.

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 2021/22 Objective: The City has completed a preliminary condition assessment and associated costs for all City facilities. Starting in FY 2014/15 through FY 2020/21, Council has authorized a total of \$1,050,000 for this Master Plan. The FY 2021/22 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 on an annual basis.

Estimated Costs: The costs to fund the facility maintenance and replacement are significant and \$96,600 will be recommended in the FY 2021/22 Budget, pending final budget outlook.

C. CalPERS Future Liability

1. Proactively Pursue Measures to Reduce CalPERS Future Liabilities

Summary: Council established a PARS Post-Employment Benefits Trust Fund in FY 2015/16 to fund Pension liabilities to initiate this objective. Council approved the PARS Trust Fund in October 2015 and has appropriated a total of \$2,428,051 for unfunded pension liabilities through FY 2020/2021. Including contributions and investment earnings, the pension liabilities fund had an account balance of \$3,049,750 as of December 31, 2020. 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 2021/22 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 2021/2022.
- Consider the development of a Council Pension Funding Policy to address the City's long-term pension obligations.

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

D. OPEB Future Liability

1. Proactively Pursue Measures to Reduce Other Post-Employment Benefits (OPEB) Future Liabilities

Summary: Council established and is funding a PARS Post-Employment Benefits Trust Fund in FY 2015/16 to fund 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 2020/ 2021 a total of \$963,581 for unfunded OPEB liabilities. Including contributions and investment earnings, the OPEB liabilities funds had an account balance of \$1,179,842 as of December 31, 2020. The purpose of the establishment of this Trust would be to establish a long-term reserve to pay down the OPEB unfunded future liability quicker and provide less volatility which would lower the overall costs to the City.

Council approved as part of the FY's 2018/19, 2019/20, and 2020/21 adopted budgets an amount for the City's OPEB obligation. These amounts were equal to the actuarially determined contribution (ADC) for the fiscal years as determined by Bartel Associates, LLC. The ADC includes annual pay-as-you go benefit payments for retirees and PEMCHA administrative costs with the balance of the ADC being sent to the PARS Trust Fund for OPEB.

Establishing this funding mechanism in the adopted budgets resulted in a reduction in the City's OPEB net liability by \$1,769,644 from \$4,454,874 in FY 2017/18 to \$2,685,230 in FY 2019/2020.

FY 2021/22 Objective: Continue to fund an on-going budget line item equal to the ADC as determined by the OPEB actuarial valuation to address the City's OPEB liability obligation.

Key Tasks:

- Continue funding the PARS Trust Fund in FY 2021/2022.
- Consider the development of a Council Policy on funding the PARS Trust Fund (funding policy was done a part of the FY's 2018/19, 2019/20, and 2020/21 adopted budgets).

Estimated Costs: \$318,000 has been included in the FY 2021/22 budget.

E. 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 threatened litigation if the City declined 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.

On July 10, 2018, City Council adopted Ordinance 488 establishing by-district electoral system for four city councilmembers as reflected on Map 410e and a separately elected Mayor. Beginning with the general municipal election in November 2020, Councilmembers will be elected in electoral districts consistent with Map 410e.

On November 3, 2020, the City conducted its first district Councilmember and separately elected Mayoral election. Districts 1 and 3 and a separately elected Mayor were elected. The City will hold Councilmember elections for Districts 2 and 4 in November 2022.

Key Task:

- Establish Council Policy for Deputy Mayor rotation.
- Conduct re-districting as part of the census.

F. Unprioritized Fiscal Sustainability Issues

- Participate and coordinate local 2020 Census Complete Count efforts with U.S. Census and SANDAG
- Regional, State and Federal Funding opportunities for capital and redevelopment projects.
- Conduct a Transient Occupancy Tax (TOT) local hotel audit.
- 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

A. Completed in Fiscal Years 2019/20 & 2020/21

- Performed and completed preventative routine elevator maintenance services at City Hall with 24 Hour Elevator
- Performed and completed preventative, routine maintenance and services on City sewer and storm drains, including video inspections of both with Affordable Pipeline
- Amended the Solana Beach Floodplain Overlay Zone Ordinance
- Amended the Transnet Local Street Improvement Program of Projects (SB1)
- Prepared the annual CRT and Streetlight Assessment District reports
- Applied for and obtained Federal Community Development Block Grant (CDBG) funding for ADA Pedestrian Ramp Improvements
- Evaluated locations for construction of ADA Pedestrian Ramps Project
- Performed a condition assessment of Corrugated Metal Pipes (CMP) and identified emergency CMP storm drain failures, and awarded and completed repairs with PAL General Engineering
- Performed and completed city-wide street sweeping services with CleanStreet, LLC
- Performed and completed preventative, routine maintenance and service to city-wide streetlighting with Siemens Mobility
- Assessed conditions, cleaned and maintained city-wide storm drain catch basins
- Established project list for 2020/22 Local Streets and Roads Funding Program using funds from Road Maintenance and Rehabilitation for the 2022/22 Street Maintenance and Repairs Project
- Continued cost-share agreement with the County of San Diego for Stormwater Program costs
- Identified failing 84" storm drain at the Solana Beach Towne Center and completed repairs with Structural & Engineering Design Company, Geopacifica and Crest Equipment
- Evaluated Equivalent Dwelling Units (EDU) Assignment Modifications
- Assessed and replaced Fletcher Cove Community Center Doors Project with Lalley Construction

HIGHLIGHTS OF SIGNIFICANT PROJECTS

Completed in Fiscal Years 2019/20 & 2020/21

- Awarded and completed construction for the Glencrest Drive Vertical Realignment Project with Portillo Concrete
- Prepared and implemented city-wide Speed Cushion Policy and constructed 2 two speed cushions
- Performed and completed janitorial services at City Facilities with California Office Cleaning
- Implemented support services for JURMP Stormwater Program and NPDES Commercial/Industrial Inspections with Mikhail Ogawa Engineering
- Obtained handyman services with Lalley Construction
- Continued work on Phase III design of Lomas Santa Fe Corridor Study
- Completed Phase II of Marine Safety Center preliminary engineering design services
- Awarded and completed construction for the Marvista-Canyon-Glenmont Storm Drain Project with Scott Michael Inc.
- Performed and completed City-wide landscaping services with Nissho of California
- Implemented support services for traffic engineering with STC Traffic and Chen Ryan Associates
- Implemented trash abatement services from Partnerships With Industry
- Performed and completed monthly pest and rodent control treatments at city facilities with Habitat Protection
- Assessed department fleet and obtained new Public Works dump truck vehicle
- Performed and completed restroom unlock/lockup, patrol, alarm monitoring, and as-needed security services with Rancho Santa Fe Security
- Continued agreement with Regional Water Quality Control Board (RWQCB)
- Applied and obtained Safe Route to School Master Plan Grant
- Obtained design service support for the Santa Helena Neighborhood Trail Project with MW Peltz & Associates
- Performed and completed quarterly and as-needed HVAC services at city facilities with Seaside HVAC
- Executed Recycled Pipeline Transfer and Cost Reimbursement Agreement with SEJPA

HIGHLIGHTS OF SIGNIFICANT PROJECTS

Completed in Fiscal Years 2019/20 & 2020/21

- Performed and completed construction of annual Sewer and Storm Drain Rehabilitation Project
- Performed and completed preventative, routine maintenance and service to city-wide traffic signals and safety lights with Siemens Mobility
- Constructed and completed Solana Beach Pump Station Upgrades Project
- Continued agreement with State Water Regional Control Board (SWRCB)
- Performed annual Stevens Creek cleaning
- Performed and completed construction of the annual Pavement Rehabilitation Project
- Performed and completed construction of the Tide Beach Park Slope Removal Project with Wright Construction Engineering
- Performed and completed installation of battery back-up systems at City intersections with Siemens Mobility
- Continued WQIP cost-share agreement with San Dieguito and Carlsbad
- Performed and completed construction of the City Hall and Fire Station Water Damage Repair Project with War Rhino, Inc.
- Implemented Agreement for design services from VDLA for design of new playground at La Colonia Park and design of new playground equipment at Fletcher Cove Park
- Entered into Agreement with Nature Collective and NCTD for maintenance and use of the Railroad Pedestrian Undercrossing
- Implemented design support services and completed the Glencrest Drive Curbs and Sidewalks with Gold Coast Surveying, Inc.
- Implemented Track 1 of the Trash Amendment with installation of full capture system devices on several city catch basins
- Submitted application and obtained grant from California Department of Parks and Recreation for the Per Capita Grant for the new playground at La Colonia
- Installation of speed cushions at various locations
- Implemented design service support for the Safe Routes to School Master Plan from Chen Ryan Associates
- Implemented support services to perform city-wide pavement condition assessment and provide 5-year pavement management plan with Bucknam Infrastructure

HIGHLIGHTS OF SIGNIFICANT PROJECTS

Completed in Fiscal Years 2019/20 & 2020/21

- Continued successful partnership with the Boys and Girls Club to provide free after school programs in the Eden Gardens neighborhood
- Became a Monarch Friendly City
- Transitioned from SEA to CEA
- Updated Climate Adaptation Plan
- Adopted comprehensive Single-Use Plastics Ban
- Declared a Climate Emergency
- Developed and began to implement an organics recycling and edible food recovery plan to comply with SB 1383
- Implemented Permit Tracking Software (TRAKiT)
- Updated City's ADU regulations
- Obtained \$145,000 in grant funding (\$80k SB2 & \$65k LEAP) for Housing and Safety Element Updates
- Implemented COVID procedures to safely provide development review and permit application services
- Implemented COVID TUP application process and implementation to allow temporary expansion for businesses as directed by City Council
- Negotiated contract amendments lowering the cost of several professional service contracts
- Reviewed and approved 1st SCOUP Project (Solana 101)
- Adopted 2021-2029 Housing Element
- Completed a five-year Sewer Cost of Service and Rate Study
- Continued annual funding of the PARS Trust Fund for Pension & OPEB Liabilities
- Developed and implemented a Small Business Grant Program
- Conducted four (4) Free Food Distribution Events for COVID-19 relief
- Developed and implemented a Rental Assistance Program for those affected by the COVID-19 pandemic
- Successfully upheld State and County Public Health Orders on City Beaches and Fletcher Cove Park (Making 52,240 PHO Enforcement Contacts)

HIGHLIGHTS OF SIGNIFICANT PROJECTS

Completed in Fiscal Years 2019/20 & 2020/21

- Collaborated with County and other Municipal and State Agencies in closing and reopening City Beaches.
- Assisted San Diego County with Covid-19 testing and vaccine administration.
- Maintained a clean, healthy and positive work environment in compliance with County PHO requirements, avoiding any Covid-19 outbreaks among staff.
- Participated in the Scripps San Diego County Lifeguard Advisory Committee (SLAC), in developing a School Beach Safety PowerPoint for San Diego County, Drowning Resuscitation Protocols, and the 2020 Lifeguard Educational Conference
- Continued work with CSULB Shark-Lab installing and monitoring shark sensor buoys in our local waters
- Implemented electronic report writing and statistic documentation software, which has been a long term goal of the Marine Safety Department



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 23, 2021
ORIGINATING DEPT: Engineering
SUBJECT: **Council Consideration of Resolution 2021-089 to Amend and Increase Funding for the Traffic Signal Maintenance Contract with Siemens Mobility, Inc.**

BACKGROUND:

In February 2018, Staff issued a Request for Proposals (RFP) via an electronic bid site (ebidboard.com) to solicit proposals from firms qualified to provide repairs, maintenance and installation of the City's safety lighting, traffic signals, and other traffic signal related operations. After the evaluation process, the City Council authorized the City Manager to enter into a Professional Service Agreement (PSA) with Siemens Mobility, Inc., (Siemens) in an amount not to exceed \$26,000 per year effective July 1, 2018. The City Council's authorization included an option for the City to renew the agreement for four additional years subject to the sole discretion of the City.

Under the terms of this agreement, Siemens performed regular and required maintenance services as well as any emergency services on the City's traffic signals and safety lights. As part of the Fiscal Year (FY) 2021/22 Proposed Budget, \$16,500 will be allocated for a one-time installation of a video detection system to replace the existing damaged and deteriorated wired loop detection system at the intersection of Lomas Santa Fe Drive and Via Mil Cumbres/Las Banderas Drive.

This item is before the City Council to authorize the City Manager to execute Amendment 4 (Attachment 1) to the Professional Services Agreement with Siemens for Safety Lighting and Traffic Signal Maintenance and Repair for a one-time increase to the compensation of \$16,500 and agreement amount not to exceed \$42,500.

DISCUSSION:

The contract with Siemens provides for on-going scheduled traffic signal service, as-needed traffic signal repair and replacement of signal head lights, controllers and other

CITY COUNCIL ACTION:

equipment as scheduled by City Staff. This contract includes line items for additional work such as replacement of the controller boxes, repairs and replacement of loop detectors, modifications to the traffic signal software, etc.

At the intersection of Lomas Santa Fe Drive, Via Mil Cumbres and Las Banderas, the in-pavement loop detectors in the eastbound direction were damaged during repairs of pavement buckled by tree roots. In the westbound direction, the pavement needs to be repaired, which would require the traffic loops to be replaced. Considering the future Lomas Santa Fe Drive corridor project, the City's traffic consultant recommended that video detection be installed in lieu of replacing the in-pavement loops.

Siemens is very familiar with the City's traffic signal system and Staff is pleased with their performance. Staff is recommending that Siemens perform the City-wide traffic signal maintenance services for the upcoming annual service contract. The proposed amendment would include the installation of video detection at the intersection of Lomas Santa Fe Drive and Via Mil Cumbres/Las Banderas Drive.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The Safety Lighting and Traffic Signal Maintenance and Repair contract with Siemens is for a not to exceed amount of \$26,000 per year. Staff is proposing to increase the compensation amount by \$16,500, bringing the contract amount not to exceed \$42,500 for FY 2021/22. The additional amount will cover the needed video detection installation. Adequate funding has been included in the FY 2021/22 Proposed Budget in Traffic Safety Professional Services.

WORK PLAN:

N/A

OPTIONS:

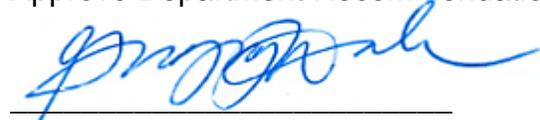
- Approve Staff recommendation.
- Deny Staff recommendation and provide direction.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2021-089 authorizing the City Manager to execute Amendment 4 to the Professional Services Agreement with Siemens Mobility, Inc. for Traffic Signal Maintenance Services for FY 2021/22, to increase the compensation to an amount not to exceed \$42,500.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2021-089

RESOLUTION 2021-089

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AMENDING THE PROFESSIONAL SERVICES AGREEMENT AMENDMENT WITH SIEMENS MOBILITY, INC FOR TRAFFIC SIGNAL MAINTENANCE AND UPGRADES

WHEREAS, effective July 1, 2018, the City entered into a Professional Services Agreement with Siemens Mobility, Inc., (Siemens) for repairs, maintenance and installation of the City’s safety lighting and traffic signals; and

WHEREAS, the City has executed three amendments to the agreement, with Amendment 3 being executed on July 1, 2020 and extending the term of the agreement to June 30, 2021; and

WHEREAS, under the terms of the agreement, during the past twelve months, Siemens performed regular and required maintenance services as well as any emergency services on the City’s traffic signals and safety lights; and

WHEREAS, due to damaged, in-pavement loop detectors at the intersection of Lomas Santa Fe Drive, Via Mil Cumbres and Las Banderas Drive, a video detection system is recommended for installation in lieu of replacing the in-pavement loops.

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

1. That the foregoing recitations are true and correct.
2. That the City Council authorizes the City Manager to execute Amendment 4 to the Professional Services Agreement with Siemens Mobility, Inc. for Traffic Signal Maintenance Services for FY 2021/22, to increase the compensation to an amount not to exceed \$42,500.

PASSED AND ADOPTED this 23rd day of June 23, 2021, at a regular meeting of the City Council of the City of Solana Beach, California by the following vote:

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

LEESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 23, 2021
ORIGINATING DEPT: Finance
SUBJECT: **Council Consideration of Resolution 2021-092 Approving the Adoption of the Fiscal Year 2021/22 and FY 2022/23 Budget**

BACKGROUND:

The City Council (Council) held a Budget Session on May 26, 2021, where Staff presented to Council the Fiscal Years 2021/22 (FY 22) and 2022/23 (FY23) Draft Budget (Budget).

This item is before the Council for the consideration of Resolution 2021-092 (Attachment 1) approving the adoption of the Proposed FY 2021/22 and FY 2022/23 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 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.

The recommended Budget was summarized in the Draft Budget for FY 2021/22 and FY 2022/23 as presented to Council at the May 26th Council meeting. Changes have been made to the Draft Budget and are discussed in the following sections.

The Proposed Budget is scheduled for presentation to and discussion by the Budget and Finance Commission on June 21, 2021. Any recommendations or comments made by the Commission will be provided to the Council at the June 23rd Council meeting.

GENERAL FUND

Since the presentation of the Budget to Council on May 26th, the following changes were made in the General Fund:

CITY COUNCIL ACTION:

Revenues

Adjustments were made to the General Fund revenue in the Building Permit and Plan Check category resulting in an increase of \$52,000 in both FY 22 and FY 23. Projections for this category were increased to incorporate an elevated level of permit activity expected over the next two years.

Expenditures

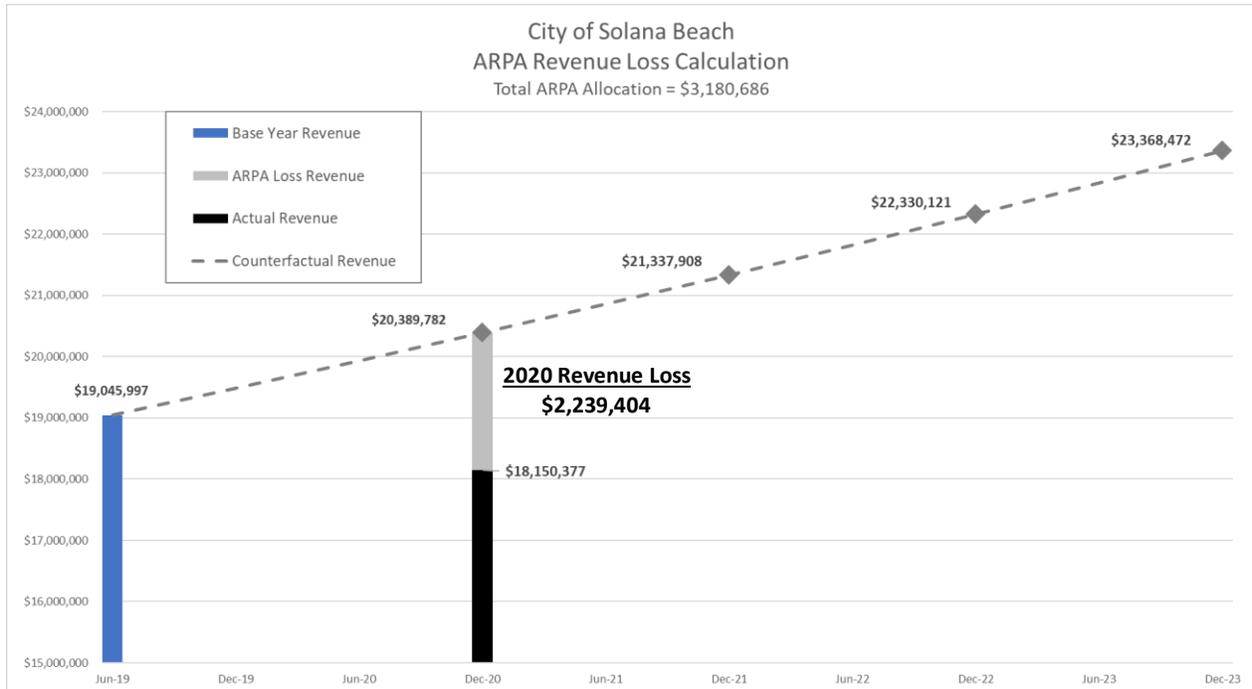
General Fund expenditures have been increased by \$120,055 in FY 22 and \$16,535 in FY 23. The increases are detailed below.

- Salaries and Benefits: Net increases of \$75,055 and \$13,035 were made to FY 22 and FY 23, respectively. The increases are due to the retention of a part-time temporary staff position for three additional months in FY 22 (\$28,000) to assist the City Clerk and Human Resources departments and updates to the negotiations with the Miscellaneous and Marine Safety labor groups (\$47,055 in FY 22 and \$13,035 in FY 23).
- Materials, Supplies and Services: Professional Services line item was increased by \$45,000 in FY 22. This increase includes redistricting legal services for \$25,000, a Video Detection System in the Traffic Safety department for \$16,500 (Item A.10 on June 23rd Agenda), and \$3,500 for Form 700 filing software in the City Clerk's department. The Form 700 software has also been included in FY 23 for \$3,500.

American Rescue Plan Act (ARPA)

New guidance has been released by the US Department of Treasury regarding the allocation and eligible uses of the ARPA funds. The City is now in line to receive \$3,180,686, an increase of 27%, over the initial estimate of \$2,502,680. Although the federal guidance identifies a number of eligible uses of the ARPA funds, Staff believes replacing lost revenue affords the City the broadest latitude in using the funding to support government services.

The Treasury's guidance established a methodology for recipients to calculate its reduction of revenue. This calculation compares actual revenue to expected revenue had the pandemic not occurred (Counterfactual Revenue). Recipients were given the option of using a projected growth rate of the greater of 4.1% (Three-year national average growth prior to pandemic) or the recipient's average growth rate in the three-years prior to the pandemic (4.65% for Solana Beach). Using the City's growth rate of 4.65%, Staff calculated a revenue loss for calendar year 2020 of \$2,239,400. Subsequent revenue loss calculations will be completed following the end of each calendar year until all funds have been applied. Staff is recommending using the funds to replace the 2020 lost revenues in FY 22 with the remaining amount to be applied towards 2021 lost revenues, to be calculated at the conclusion of calendar year 2021, and recognized in FY 23. The chart on the following page shows the Counterfactual Revenue, actual revenue in 2020, and calculated revenue loss for 2020.



Staff will continue to monitor Federal and State ARPA guidance to ensure compliance with applicable laws and regulations.

To reflect these recommended changes, the General Fund Summary table has been amended as shown below:

General Fund Summary

	FY 2022 Proposed	FY 2023 Proposed
Revenues	\$ 22,694,100	\$ 22,148,385
Salaries and Benefits	9,706,830	10,088,455
Materials, Supplies, Services	9,153,905	9,347,155
Internal Service	1,361,825	1,431,650
Total Expenditures	20,222,560	20,867,260
Revenues Over/(Under) Expenditures	2,471,540	1,281,125
Transfers Out		
Debt Service	150,100	147,500
City CIP	766,000	335,000
Total Transfers Out	916,100	482,500
Net Projected Surplus/(Deficit)	\$ 1,555,440	\$ 798,625

As compared to the Draft Budget presented to Council on May 26th, the General Fund FY 2021/22 projected surplus increased \$1,275,280 from \$280,160 to \$1,555,440 and the FY 2022/23 projected surplus increased by \$127,910 from \$670,715 to \$798,625.

Staff is still evaluating the process by which the City's General Fund surplus can be allocated both to COVID-19-related community and economic benefit programs and to other City projects and needs. A primary consideration of this evaluation is to ensure that any economic benefit programs established by the City will not conflict with nor render ineligible any residents or businesses from similar Countywide COVID-19 relief programs. Staff intends to bring this back for discussion and direction from the City Council.

Special Revenue Funds

Special Revenue fund net revenues increase by \$340,500 in FY 22 due to the increased allocation expected from the ARPA funds.

Special Revenue fund expenditures increased by \$1,510,550 in FY 22 and \$135,325 in FY 23. The increases are detail below:

- Special Districts expenditures increased by \$166,575 in FY 22 and \$41,560 in FY 23 due to additional maintenance and repairs scheduled for the Santa Fe Hills MID and additional street light repair services in the Street Light District.
- Miscellaneous Grant fund expenditures increased by \$1,342,885 in FY 22 and \$92,445 in FY 23 to account for the transfer out of the additional ARPA funds.
- Camp programs increased by \$1,090 in FY 22 and \$1,320 in FY 23 due to increased salary and benefit costs from labor group negotiations.

Capital Project Funds

Capital Project fund expenditures increased \$231,850 in FY 22 and \$191,850 in FY 23 due to additional Fletcher Cove repairs and shoreline management services.

CEQA COMPLIANCE STATEMENT

The above-mentioned items are not projects as defined by CEQA.

FISCAL IMPACT:

The following are the fiscal impacts of the FY 2021/22 and FY 2022/23 Proposed Budget (includes all funds):

Proposed Budget Summary All Funds

	FY 2022 Proposed	FY 2023 Proposed
Revenues	\$ 37,266,755	\$ 34,435,685
Salaries and Benefits	11,281,315	11,727,890
Materials, Supplies, Services	20,399,780	18,513,250
Internal Service	1,529,100	1,582,800
Total Expenditures	33,210,195	31,823,940
Revenues Over/(Under) Expenditures	4,056,560	2,611,745
Transfers Out	3,391,900	1,519,185
Net Projected Surplus/(Deficit)	\$ 664,660	\$ 1,092,560

WORK PLAN:

Fiscal Sustainability.

OPTIONS:

- Adopt the FY 2021/22 and FY 2022/23 Budget as proposed.
- Adopt modified FY 2021/22 and FY 2022/23 Budget.
- Deny Staff Recommendation and provide direction to Staff.

DEPARTMENT RECOMMENDATION:

1. Conduct the Public Hearing: Open the public hearing, Report Council disclosures, receive public testimony, Close the public hearing.
2. Adopt Resolution No. 2021-092 approving FY 2021/22 and FY 2022/23 Budget.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2021-092
2. Proposed FY 2021/22 and FY 2022/23 Budget

RESOLUTION 2021-092

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ADOPTING THE BUDGET FOR FISCAL YEARS 2021/22 AND 2022/23

WHEREAS, the City Council reviewed the proposed budgets for Fiscal Years 2021/22 and 2022/23 and considered comments and input by the public on the proposed budget; and

WHEREAS, the City Council finds it in the interest of the health, welfare and safety of this city, its citizens and businesspersons, to adopt budgets for the receipt and expenditure of public monies in Fiscal Years 2021/22 and 2022/23.

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

1. That the foregoing recitations are true and correct.
2. That the City Council does hereby adopt the budgeted revenue, appropriations, and transfers by fund for the City of Solana Beach for the fiscal year beginning July 1, 2021 and ending June 30, 2022 as set forth in the attached Exhibit A.
3. That the City Council does hereby adopt the budget revenue and appropriations and transfers by fund for the City of Solana Beach for the fiscal year beginning July 1, 2022 and ending June 30, 2023 as set forth in the attached Exhibit B.
4. That the appropriations above constitute the budgets for the 2021/22 and 2022/23 fiscal years and the City Manager is authorized to transfer monies between accounts provided that the total budget for the fund is not exceeded. Transfer of monies from one fund to another, shall be approved by the City Council.

PASSED, APPROVED, AND ADOPTED this 23rd day of June 2021 at a regular meeting of the City Council of the City of Solana Beach, California, by the following vote:

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

LESA HEEBNER, Mayor

ATTEST:

APPROVED AS TO FORM:

JOHANNA N. CANLAS, City Attorney

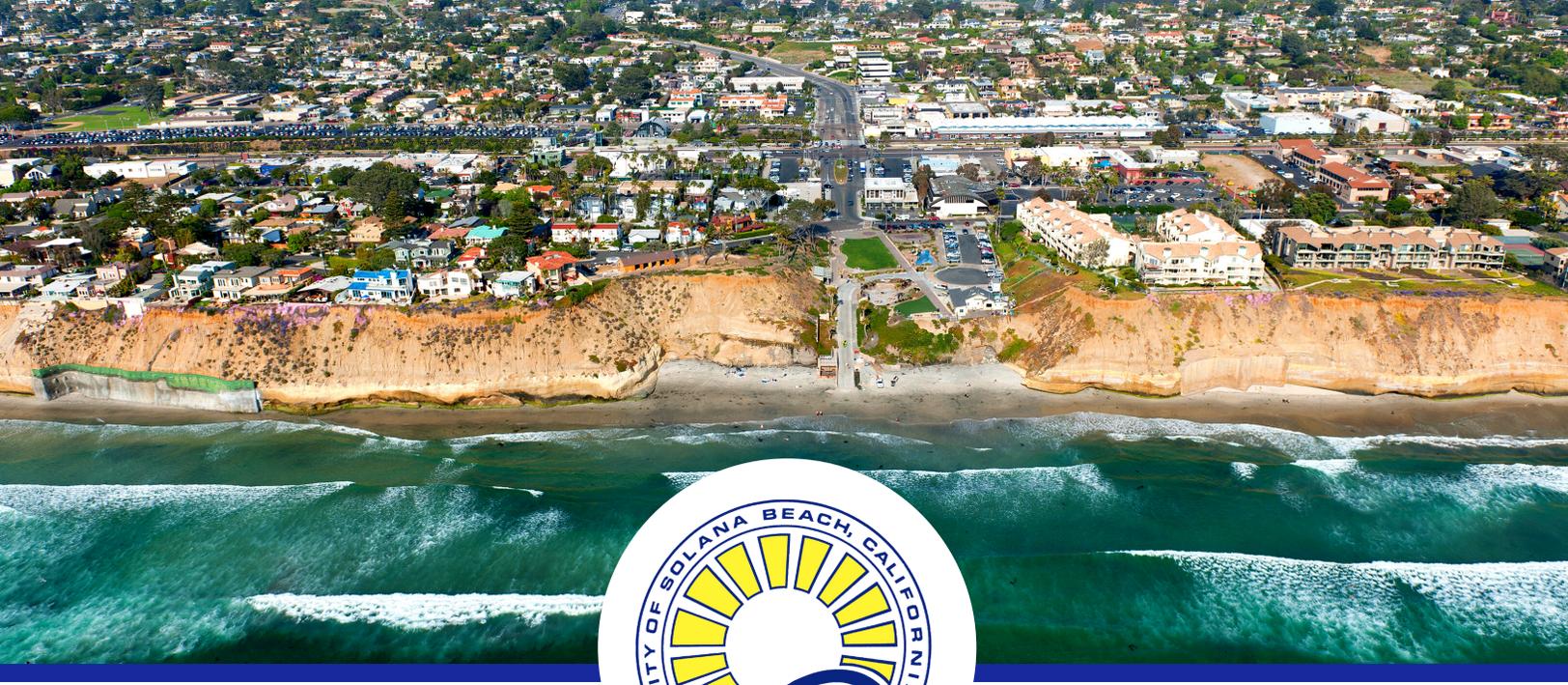
ANGELA IVEY, City Clerk

Exhibit A
Resolution 2021-092

	FY 2021/22	
	Revenues/ Transfers	Appropriations
GENERAL FUND	\$ 22,694,100	\$ 21,138,660
RISK MANAGEMENT/INSURANCE	335,100	512,005
WORKER'S COMPENSATION INS	382,300	501,065
ASSET REPLACEMENT	95,000	633,100
FACILITIES REPLACEMENT	10,000	96,600
REAL PROPERTY ACQUISITION	445,700	57,105
OTHER POST EMPLOYMENT BENEFITS	318,000	318,000
PENSION STABILIZATION	75,000	18,000
GAS TAX	344,170	223,000
MID 33 HIGHWAY 101	153,200	169,785
MID 9C SANTA FE HILLS	325,400	450,200
MID 9E ISLA VERDE	6,000	6,000
MID 9H SAN ELIJO #2	123,950	83,100
CRT MAINTENANCE DISTRICT	83,000	93,900
STREET LIGHT DISTRICT	652,200	482,795
DEVELOPER PASS-THRU	100,000	100,000
FIRE MITIGATION FEES	10,000	6,000
COPS	103,500	150,000
TRANSNET II	259,300	250,000
CDBG	45,700	45,700
MISCELLANEOUS GRANTS	1,776,815	2,425,875
SB 1 STREETS AND ROADS	272,315	270,000
COASTAL BUSINESS/VISTORS	137,000	53,100
CAMP PROGRAMS	490,000	512,695
HOUSING	7,500	10,000
PUBLIC SAFETY SPECIAL REVENUES	98,000	-
PUBLIC FACILITIES	150,100	150,060
CAPITAL LEASE	70,400	70,400
SAND REPLENISHMENT/RETENTION CIP	250,000	871,850
PARK DEVELOPMENT IMPACT	46,000	-
TRANSPORTATION IMPACT FEE (TIF)	57,000	-
PUBLIC USE IMPACT	5,000	-
MISC. CAPITAL PROJECTS	932,000	932,000
SANITATION	5,855,000	5,508,295
SOLANA ENERGY ALLIANCE (SEA)	326,220	171,100
SUCCESSOR AGENCY	231,785	291,705
	<u>\$ 37,266,755</u>	<u>\$ 36,602,095</u>

Exhibit B
Resolution 2021-092

	FY 2022/23	
	Revenues/ Transfers	Appropriations
GENERAL FUND	\$ 22,148,385	\$ 21,349,760
RISK MANAGEMENT/INSURANCE	360,200	532,950
WORKER'S COMPENSATION INS	406,900	509,345
ASSET REPLACEMENT	93,000	73,900
FACILITIES REPLACEMENT	10,000	25,600
REAL PROPERTY ACQUISITION	445,700	46,300
OTHER POST EMPLOYMENT BENEFITS	322,000	322,000
PENSION STABILIZATION	75,000	19,000
GAS TAX	375,850	223,000
MID 33 HIGHWAY 101	154,800	172,090
MID 9C SANTA FE HILLS	329,900	325,200
MID 9E ISLA VERDE	6,000	6,000
MID 9H SAN ELIJO #2	125,450	83,100
CRT MAINTENANCE DISTRICT	82,700	93,900
STREET LIGHT DISTRICT	662,800	477,080
DEVELOPER PASS-THRU	100,000	100,000
FIRE MITIGATION FEES	10,000	6,000
COPS	103,000	150,000
TRANSNET II	259,300	250,000
CDBG	45,700	45,700
MISCELLANEOUS GRANTS	-	941,285
SB 1 STREETS AND ROADS	280,400	290,000
COASTAL BUSINESS/VISTORS	153,000	53,100
CAMP PROGRAMS	525,000	540,940
HOUSING	6,000	10,000
PUBLIC SAFETY SPECIAL REVENUES	100,000	-
PUBLIC FACILITIES	147,500	147,465
CAPITAL LEASE	70,400	70,400
SAND REPLENISHMENT/RETENTION CIP	273,000	191,850
PARK DEVELOPMENT IMPACT	45,800	-
TRANSPORTATION IMPACT FEE (TIF)	56,000	-
PUBLIC USE IMPACT	5,000	-
MISC. CAPITAL PROJECTS	360,000	360,000
SANITATION	5,890,000	5,618,970
SOLANA ENERGY ALLIANCE (SEA)	144,000	15,000
SUCCESSOR AGENCY	262,900	293,190
	<u>\$ 34,435,685</u>	<u>\$ 33,343,125</u>



City of Solana Beach

PROPOSED BUDGET FY 2021-22 & FY 2022-23



City of
Solana Beach
California



TWO-YEAR BUDGET
FISCAL YEARS 2021-22 & 2022-23

LESA HEEBNER
Mayor

KRISTI BECKER
Deputy Mayor

KELLY HARLESS
Council Member

DAVID A. ZITO
Council Member

JEWEL EDSON
Council Member

GREG WADE
City Manager

RYAN SMITH
Finance Director/
City Treasurer

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TABLE OF CONTENTS

Section A Introduction

Budget Transmittal.....	A-1
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Section B Budget Summaries

Citywide Resources and Appropriations Summary:

Summary of Fund Balance	B-3
Summary of Resources & Appropriations by Fund.....	B-4
Summary of Resources, Appropriations, and Fund Balance by Fund – FY 2021-22	B-6
Summary of Resources, Appropriations, and Fund Balance by Fund – FY 2022-33	B-7

General Fund Budget Summary:

General Fund Reserves.....	B-11
Summary of General Fund Resources & Appropriations.....	B-12
General Fund Resources - Charts	B-13
General Fund Appropriations - Charts	B-14
General Fund Balance and Resources & Appropriations - Charts	B-15
General Fund Resources & Appropriations	B-17

Section C Budget Detail

General Government	C-1
Function Activity Overview - General Government.....	C-3
City Council.....	C-5
City Clerk	C-7
City Manager.....	C-11
City Attorney	C-15
Finance	C-17
Support Services.....	C-21
Human Resources	C-23
Information/Communication Systems	C-25
Community Development	C-27
Function Activity Overview - Community Development.....	C-29
Community Development.....	C-31
Building Services	C-33
Code & Parking Enforcement	C-35

TABLE OF CONTENTS (continued)

Public Safety	C-39
Function Activity Overview - Public Safety.....	C-41
Law Enforcement.....	C-43
Fire.....	C-45
Animal Control	C-49
Emergency Preparedness	C-51
Marine Safety.....	C-53
Shoreline Management.....	C-57
Public Works.....	C-59
Function Activity Overview - Public Works.....	C-61
Engineering.....	C-65
Environmental Services	C-67
Street Maintenance.....	C-69
Traffic Safety.....	C-71
Street Sweeping.....	C-73
Park Maintenance.....	C-75
Public Facilities Maintenance.....	C-77
Community Services.....	C-79
Function Activity Overview - Community Services.....	C-81
Community Services.....	C-83
Recreation.....	C-85
Transfers Out.....	C-87
Transfers Out.....	C-89
Internal Service Funds.....	C-91
Risk Management – Insurance	C-93
Worker’s Compensation Insurance	C-95
Asset Replacement	C-97
Facilities Replacement	C-99
PERS Side Fund.....	C-100
Real Property Acquisition.....	C-100
PARS OPEB	C-103
PARS Pension	C-105
Special Revenue Funds	C-107
Gas Tax	C-107
Recreation (Camp Programs).....	C-106
Highway 101 Landscaping MID 33.....	C-110

Santa Fe Hills MID 9C	C-111
Isla Verde MID 9E.....	C-112
San Elijo Hills #2C MID 9H	C-113
Coastal Rail Trail Maint District.....	C-114
Street Lighting	C-115
Developer Pass-Thru	C-116
Fire Mitigation Fees	C-117
State Boating & Waterways	C-118
Citizens Option for Public Safety (COPS)	C-119
Transportation Development Act	C-120
Transnet	C-121
Community Development Block Grant (CDBG).....	C-122
CALTRANS	C-123
Miscellaneous Grants	C-124
SB1 – Road Maintenance & Rehabilitation Account (RMRA)	C-125
Coastal Business/Visitors	C-126
Camp Programs.....	C-127
Housing.....	C-129
Public Safety Special Revenue	C-130
Debt Service.....	C-131
Public Facilities	C-133
Capital Leases	C-134
Capital Improvements.....	C-135
Capital Improvement Plan.....	C-137
Sand Replenishment TOT	C-138
City CIP	C-139
Assessment Districts.....	C-140
Enterprise Funds	C-141
Function Activity Overview- Enterprises	C-143
Sanitation	C-145
Solana Energy Alliance	C-147
Successor Agency	C-149
Successor Agency	C-151

Section D
REFERENCE MATERIALS

Glossary.....	D-1
Expenditure Accounts – Definitions.....	D-9
Organization of City’s Funds.....	D-13
Description of the Operating Funds	D-15
Financial Policies.....	D-19
Investment Policy.....	D-27

Budget Transmittal

Budget Overview:

There are over 25 different funds that make up the City's budget. The City's largest fund, the General Fund, is vital to the operation of the City as these are discretionary resources that can be allocated by the City Council toward any project or need within the community. Special revenue funds each contain their own spending restrictions and, as such, can only be allocated toward specific projects or purposes.

The two-year budget for FY 2021-22 and 2022-23 includes appropriations for programs and projects as directed by the City Council. Net General Fund operations are estimated to result in a positive cash flow to the fund balance in the amount of \$1,80,665 in FY 2021-22 and \$982,330 in FY 2022-23. The projected fund balance for the General Fund at the end of FY 2022-23 is estimated to be \$16.8 million. In accordance with the city policies, \$7.9 million is assigned or committed for projects and reserves. The unassigned portion of the fund balance, which is available for any governmental purpose, totals \$8.9 million. Revenue projections are based on conservative assumptions and account for an expected recovery from the economic effects of the COVID-19 pandemic. Overall, General Fund revenues are anticipated to be about \$2.57 million higher in FY 2021-22 than in FY 2020-21 and \$494,015 lower in FY 2022-23. The cost of operations is estimated to increase by \$834,860 in FY 2021-22 to accommodate the continuation of current City services, activities, and projects as well as additional appropriations as directed by the Council.

Creation of the Annual Budget:

The Annual Budget is developed using the following principles:

- Services are budgeted at realistic levels.
- The budget maintains service levels in all areas of operation.
- Revenues are estimated based on historical data, a reasonable (though conservative) forecast of economic conditions over the next two fiscal years, and the latest legislative developments.
- To the extent practicable, one-time monies are *not* used for recurring expenditures.

Resources:

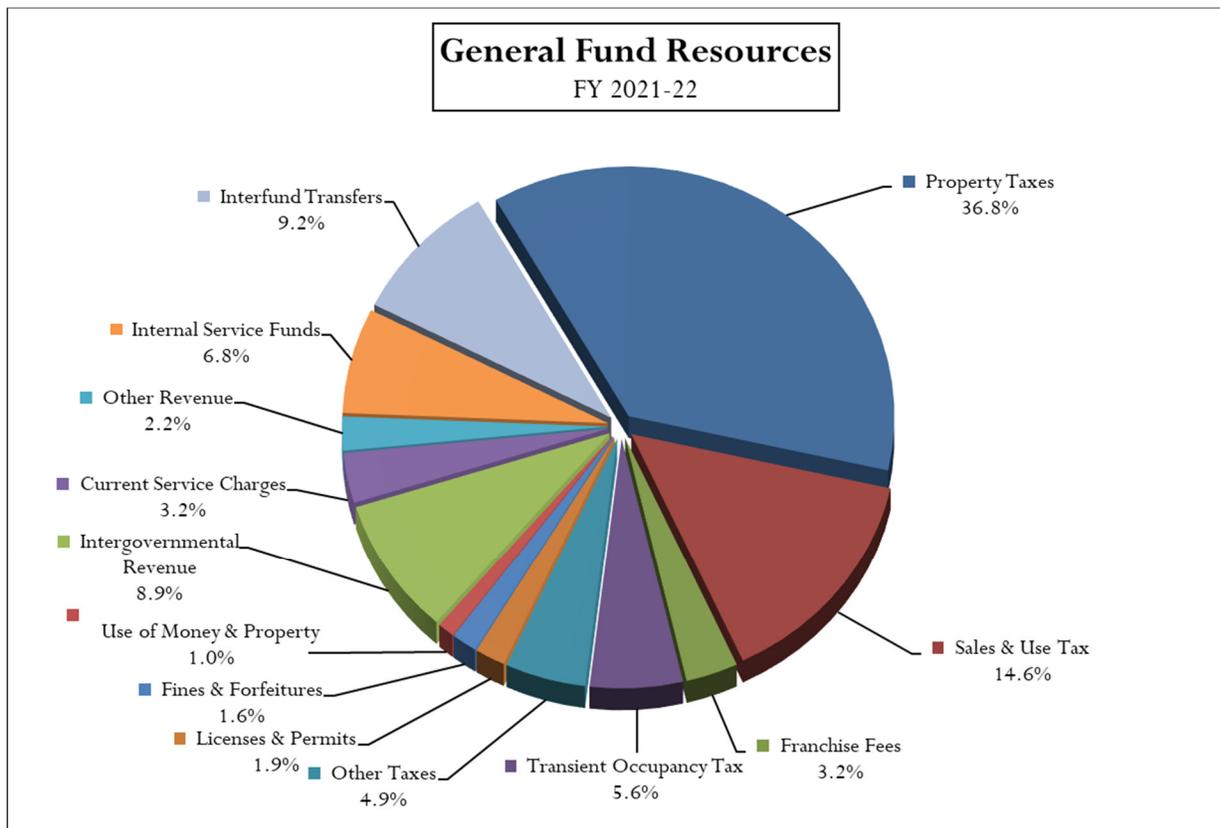
An essential step in the budget process is estimating revenues for the upcoming fiscal year. This process is vital, as appropriations are based on these projections. To ensure accuracy in our projections, several factors are considered: historical trends, population projections/growth, economic indicators, and inflationary factors. With this information,

the City can closely estimate the amount of revenues available for allocation. Additionally, the City uses long-range financial planning to ensure long-term solvency.

The proposed General Fund revenues for FY 2021-22 and FY 2022-23 total \$24,355,200 and 23,861,185, respectively. FY 2021-22 estimated revenues reflects an overall increase of 11.8%, compared to the FY 2020-21 mid-year projections. This growth is predominately attributed to the receipt of American Rescue Act Funds that are being applied to lost revenues in the General Fund. Growth is also expected in Taxes, Franchise Fees, Licenses and Permits, and Fines and Forfeitures.

Chart I indicates the composition of the FY 2021-22 General Fund Revenue Budget by funding source.

CHART I



Property Tax:

Property taxes have been the most reliable local government revenue stream for decades and are the primary revenue source for the General Fund. The City is estimating an overall 3.0% growth in property in FY 2021-22 and FY 2022-23. This increase is higher than the 2% factor allowed under Proposition 13 as the City anticipates assessed valuations to increase due to properties being sold, remodeled, or newly constructed. As

seen in Chart I, Property Taxes make up 36.8% of the total estimated General Fund revenue in FY 2021-22.

Sales Tax:

In FY 2021-22, the City's Sales Tax consultant, Hinderliter, de Llamas & Associates (HdL) projects Sales Tax revenue to be \$3,560,300, an increase of \$227,300 or 6.82% over the FY 2020/21 Mid-Year Budget. The projected increase in revenue is due to the expected continued return of consumers from the COVID/economic shutdown period, especially in coastal/tourism areas of the State. In FY 2022/23, Sales Tax revenues are forecast to increase by \$147,300 or 4.14%.

Transient Occupancy Tax (TOT):

TOT revenue from the City's hotels and short-term vacation rentals is estimated at \$1,375,000 for FY 2021/22, a \$150,600 or 19.5% increase. For the FY 2022/23 budget, a total of \$1,535,000 is being budgeted, resulting in an increase of \$160,000 or 18.75% over FY 2021/22. The increases are primarily attributed to expected recovery in the travel and tourism industry over the next two years.

Fines and Penalties

The projected budget for Fines and Penalties in FY 2021-22, which includes CVC fines, red light camera citations, and parking citations, is \$381,500, an increase of \$75,500 or 24.7% over the current FY 2020/21 budget. The FY 2022/23 Fines and Penalties is being budgeted at \$436,500. Increases over the next two years are anticipated as travel and traffic patterns are expected to return to pre-COVID activity within the City.

Intergovernmental Revenues

Motor Vehicle-in Lieu revenues are expected to increase by 3.5% or \$66,300 for a total projected revenue of \$1,880,000 in FY 2021/22 and by an additional 3.5% or \$1,945,800 in FY 2022/23.

Service Charge Revenues

Service Charge revenues are being increased in FY 2021-22 by 17.3% to a total of \$791,000 and by 1% in FY 2022-23 to account for increased activity in plan check fees, engineering fees, and fire review fees.

Other Revenues

Other revenue category is projected to decrease by \$233,000 in FY 2021-22 due to one-time revenues budgeted to be received in FY 2020/21 in Miscellaneous Revenue, Reimbursed Costs, and Transfers In from other funds. This category tends to fluctuate year-to-year as one-time revenues are recognized. FY 2022/23 budget is expected to increase by \$38,300 or 7.16%.

Transfers in

A significant source of budgeted revenue in FY 2021-22 and FY 2022-23 are recognized replacement of revenue losses through the American Rescue Plan Act (“ARPA”). Signed into law by President Biden on March 11, 2021, The American Rescue Plan Act of 2021 created a \$1.9 trillion COVID-19 relief package. The package includes \$350 billion in aid for state and local governments. The City of Solana Beach is in line to be allocated \$3,180,686 in ARPA funds.

The US Department of Treasury's ARPA guidance established a methodology for recipients to calculate its reduction of revenue. This calculation compares actual revenue to expected revenue had the pandemic not occurred (Counterfactual Revenue). Recipients were given the option of using a projected growth rate of the greater of 4.1% (Three-year national average growth prior to pandemic) or the recipient's average growth rate in the three-years prior to the pandemic (4.65% for Solana Beach). Using the City's growth rate of 4.65%, Staff calculated a revenue loss for calendar year 2020 of \$2,239,400. Subsequent revenue loss calculations will be completed following the end of each calendar year until all funds have been applied. Staff is recommending using the funds to replace the 2020 lost revenues in FY 22 with the remaining amount to be applied towards 2021 lost revenues, to be calculated at the conclusion of calendar year 2021, and recognized in FY 23.

Revenue sources not included in the City's General Fund include Gas Tax, Special Districts, Transnet, Road Maintenance & Rehabilitation Account (RMRA), and federal and state grants.

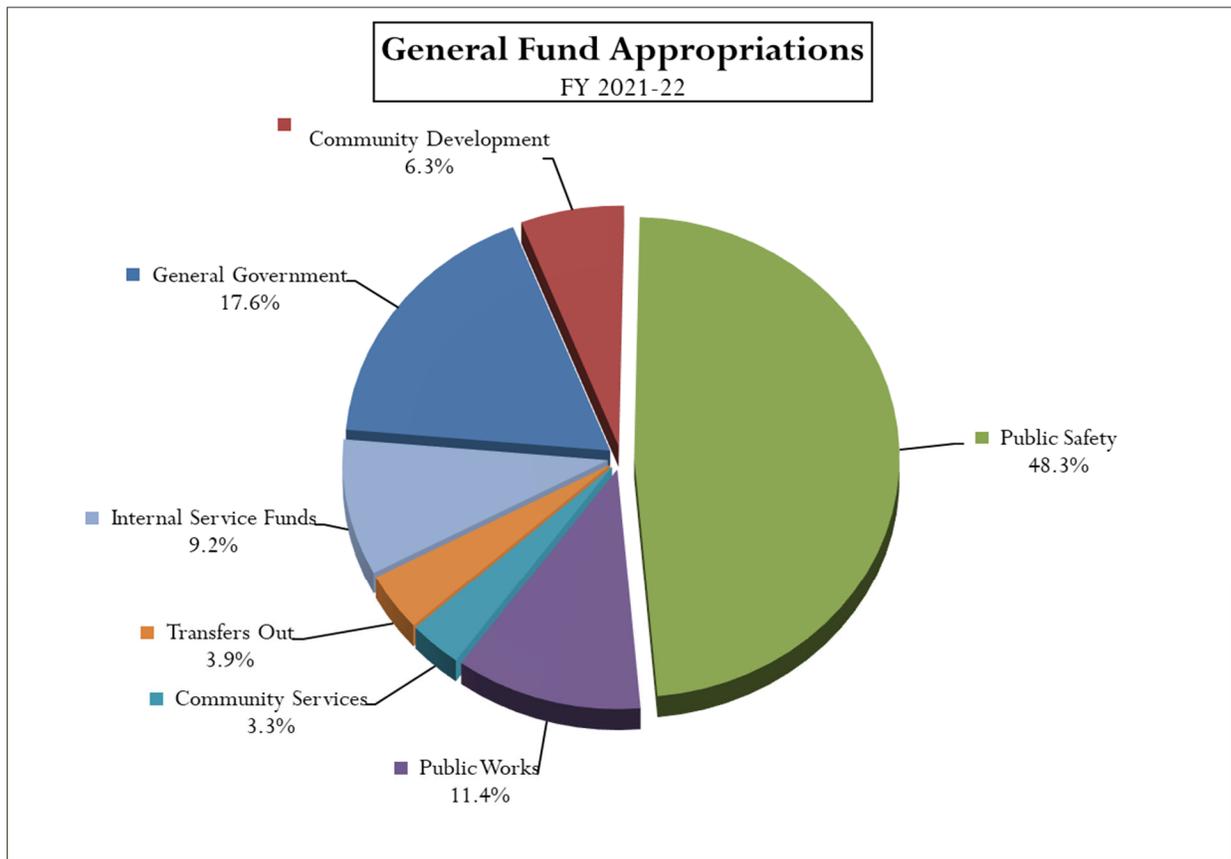
Appropriations:

Proposed General Fund Appropriations for FY 2021-22 and FY 2022-23 total \$23,274,535 and 22,878,855, respectively. The FY 2021-22 & FY 2022-23 budget provides for desired service levels to the community and carries forward all activities and programs already underway. Contracts due for renewal have been budgeted in accordance with the terms specified in the contracts, including any required cost of living increases. Any other additions to the budget were kept to a minimum and only include expenditures necessary to maintain service levels and implement projects and programs approved by the Council.

The largest General Fund Expenditure category is Public Safety. Public Safety, which includes the Law Enforcement contract and operating expenditures for Fire, Marine Safety, Animal Control, and Emergency Management, is estimated to total \$11,235,030 in FY 2021-22 and \$11,656,085 in FY 2022-23. The Public Safety category accounts for 48.3% of General Fund appropriations in FY 2021-22. Fiscal year 2021-22 is the final year of the current five-year Sheriff contract. Staff has included a 4% increase in the FY 2022-23 in the proposed budget as place holder for the new Sheriff's contract.

Chart II indicates the composition of the FY 2021-22 budget by departmental unit.

CHART II



Material, Supplies, and Services:

Given the economic uncertainty and revenue losses due to the COVID pandemic, departments were requested to keep their FY 2021/22 budget requests for a given line-item consistent with their previous fiscal year's budget. If increases were needed, departments were asked to provide justification for the additional funds.

Internal Service Charges

Internal Service Fund contributions from the General Fund total of \$1,361,825 in FY 2021/22. This is a decrease of \$463,575 as compared to the current fiscal year. The decrease is due in large part to the COVID related reduction of revenues in the General Fund. General Fund contributions are budgeted to increase by \$69,825 in FY 2022/23 to a total of \$1,431,650.

Personnel and Benefits

City Personnel, which composes 36.9% of appropriations, was adjusted to incorporate the implementation of MOUs with employee labor groups. Table I, on the following page, details staffing levels for the City.

Table 1 - Authorized and Funded Positions (Full-Time Equivalents FTEs)

DEPARTMENT/ POSITION TITLE	CLASS CODE/ SALARY RANGES	APPROVED POSITIONS FY 19-20	APPROVED POSITIONS FY 20-21	PROPOSED POSITIONS 21-22 & 22-23
CITY CLERK				
City Clerk	M8	1.00	1.00	1.00
Deputy City Clerk	M2	1.00	1.00	1.00
Management Assistant	MIS86	1.00	1.00	1.00
Management Analyst	M1	0.50	0.50	0.50
Total		3.50	3.50	3.50
CITY MANAGER				
City Manager	contract	1.00	1.00	1.00
Assistant City Manager	M8	1.00	1.00	1.00
Snr Management Analyst	M2	0.75	0.75	1.00
Executive Assistant	M1	1.00	1.00	1.00
Administrative Assistant III	MIS86	1.00	1.00	1.00
Total		4.75	4.75	5.00
FINANCE				
Finance Director/City Treasurer	M8	1.00	1.00	1.00
Senior Accountant	M3	1.00	1.00	1.00
Senior Management Analyst	M2	1.00	1.00	1.00
Administrative Assistant III	MIS086	1.00	1.00	1.00
Fiscal Services Specialist II	C99	1.00	1.00	1.00
Total		5.00	5.00	5.00
HUMAN RESOURCES				
Human Resources Director	M8	0.75	1.00	1.00
Total		0.75	1.00	1.00
INFORMATION SYSTEMS				
Information Technology Manager	M4	1.00	1.00	1.00
Temporary Management Assistant	PTS84	-	0.50	0.50
Total		1.00	1.50	1.50
COMMUNITY DEVELOPMENT				
Community Development Director	M8	1.00	1.00	1.00
Principal Planner	M4	1.00	1.00	1.00
Associate Planner	MIS116A	1.00	1.00	1.00
Assistant Planner	MIS104B	1.00	1.00	1.00
Junior Planner	MIS85	1.00	1.00	1.00
Administrative Assistant III	MIS86	1.00	-	-
Permit Technician	MIS85	-	1.00	1.00
Total		6.00	6.00	6.00
COMMUNITY SERVICES/RECREATION				
Recreation Manager	M4	1.00	1.00	1.00
Management Assistant	MIS86	0.75	0.75	0.75
Total		1.75	1.75	1.75
FIRE				
Deputy Fire Chief	M7	1.00	1.00	1.00
Fire Captain II	5109	3.00	3.00	3.00
Fire Captain I	5099	3.00	3.00	3.00
Fire Engineer/Paramedic	5100	6.00	6.00	6.00
Firefighter/Paramedic	5091	6.00	6.00	6.00
Fire Prevention Specialist	MIS109	1.00	1.00	1.00
Total		20.00	20.00	20.00
CODES & PARKING				
Senior Code Compliance Officer	MIS106A	1.00	1.00	1.00
Code Compliance Officer	MIS94	1.00	1.00	1.00
Total		2.00	2.00	2.00
MARINE SAFETY				
Marine Safety Captain	M6	1.00	1.00	1.00
Marine Safety Lieutenant	MS119	1.00	1.00	1.00
Marine Safety Sergeant	MS100	3.00	3.00	3.00
Total		5.00	5.00	5.00
ENGINEERING/PUBLIC WORKS				
City Engineer/Public Works Director	M8	1.00	1.00	1.00
Principal Civil Engineer	M4	1.00	1.00	1.00
Associate Civil Engineer	MIS137A	1.00	1.00	1.00
Assistant Civil Engineer	MIS119A	1.00	1.00	1.00
Assistant Civ. Engineer/Environmental	MIS119A	1.00	1.00	1.00
Public Works Operations Manager	M4	1.00	1.00	1.00
Public Works Supervisor	M1	-	-	1.00
Lead Maintenance Worker	MIS89	2.00	2.00	1.00
Associate Management Analyst	MIS103A	1.00	1.00	1.00
Maintenance Worker II	MIS75	2.00	2.00	2.00
Total		11.00	11.00	11.00
Grand Total full-time equivalents		60.75	61.50	61.75

General Fund Reserves:

As a result of the Council's leadership and conservative approach to the budget, the City has been successful in maintaining strong reserve levels. Strong reserves are critical in the case of an emergency or unforeseen opportunity. General Fund Balance at the end of operations for FY 2022-23 is estimated to be \$16.85 million. The unassigned portion of the fund balance, which is available for any governmental purpose, totals \$8.9 million.

Special Revenues:

The aforementioned Special Revenue resources (e.g. Gas Tax, Special Districts, RMRA, Transnet, etc.) are budgeted to support capital improvement projects, traffic and street maintenance and rehabilitation projects, and other front-line services and equipment. Regularly expending these funds is important to accommodate requirements that they be spent within the time frames stipulated by each source of revenue.

Capital Improvement Projects:

The Capital Improvement Program is a key component of this document and the community as a whole. Representing a balanced approach for meeting the community's current and future needs, it accomplishes the City's major goals for projects while continuing critical ongoing maintenance. The Capital Improvement Program totals \$1.8 million FY 2021-22 and \$551,850 in FY 2022-23.

In an effort to fund all desired capital improvement projects, staff has attempted to maximize the use of special revenues by actively pursuing grants and other funding opportunities from county, state, and federal sources. The entire Capital Improvement Program represents a proactive and tangible effort toward enhancing the quality of life of our residents, while continuing to address priority issues expressed by the community and the City Council. A detailed description of all projects planned within the FY 2018-19 Capital Improvement Projects budget can be found in the Capital Projects section of this document.

This report is designed to provide our residents with a general overview of the City's finances and to show the City's accountability for monies it receives. Please contact the City's Financial Services Department for any inquires or clarifications.

City of Solana Beach
Finance Department

**CITYWIDE
RESOURCES
AND
APPROPRIATIONS
SUMMARY**

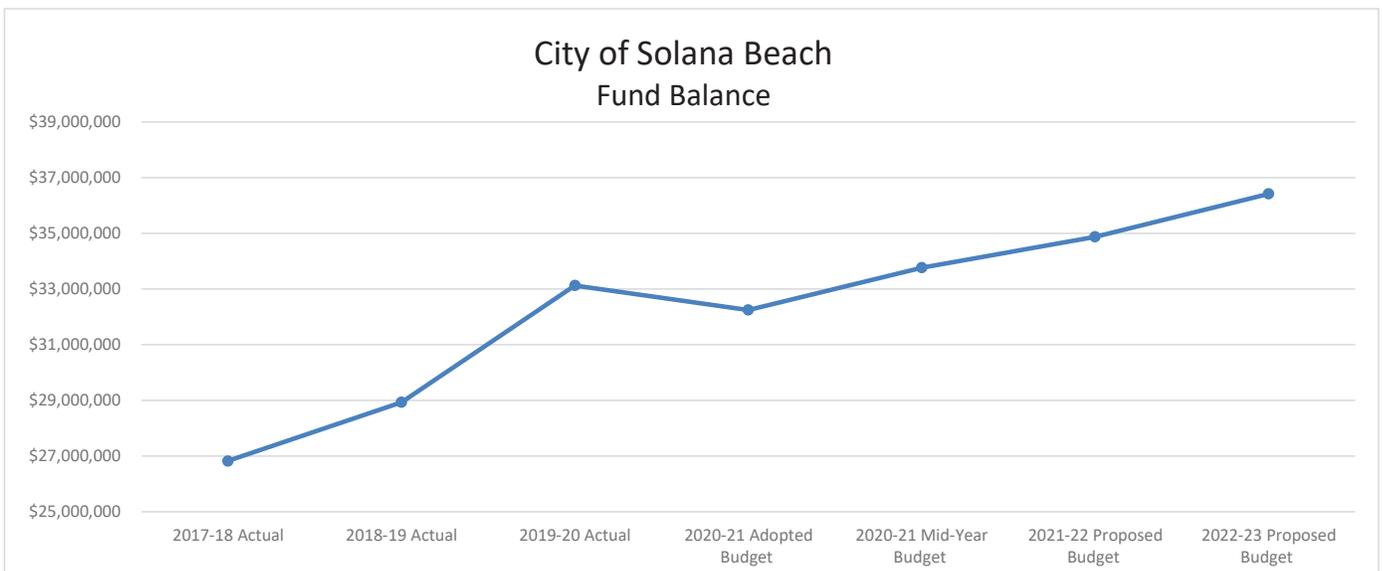


CITY OF SOLANA BEACH

SUMMARY OF FUND BALANCE

FY 2021-22 & FY 2022-23

Fund	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
100 General Fund	9,776,456	9,867,401	10,467,014	10,487,014	10,486,021	12,041,461	12,840,086
1XX Internal Service Funds	5,798,059	3,965,878	4,987,063	4,309,982	4,309,982	3,835,207	4,018,912
202 Gas Tax	391,350	152,519	197,834	241,334	241,334	362,504	515,354
2XX Special Districts	3,143,821	3,485,106	3,954,920	4,209,844	4,179,844	4,237,814	4,442,094
213 Developer Pass-Thru	(87)	(87)	(87)	(87)	(87)	(87)	(87)
214 Fire Mitigation Fees	(13,053)	(17,710)	(7,438)	(7,438)	(7,438)	(3,438)	562
215 State Boating & Waterways	60,369	61,316	62,229	62,229	62,229	62,229	62,229
219 COPS	205,072	262,067	250,944	201,344	201,344	154,844	107,844
220 TDA	-	(28,221)	(34,696)	(34,696)	(34,696)	(34,696)	(34,696)
228 TRANSNET	(37,006)	23,194	90,332	55,840	55,840	65,140	74,440
240 CDBG	(15,575)	(15,575)	(15,917)	(15,917)	(15,917)	(15,917)	(15,917)
241 CALTRANS	60,289	-	-	-	-	-	-
245 TEA	(168,970)	-	-	-	-	-	-
246 Micellaneous Grants	6,098	6,098	6,240	6,240	1,596,580	947,520	6,235
247 SB 1 Streets & Roads	79,262	136,798	185,200	213,300	213,300	215,615	206,015
250 Coastal Business/Visitors	619,094	673,873	790,002	834,052	824,052	907,952	1,007,852
255 Camp Programs	71,129	(51,004)	13,501	13,501	43,501	20,806	4,866
263 Housing	353,613	623,854	637,265	581,206	581,206	578,706	574,706
270 Public Safety Special Revenues	214,543	318,519	278,751	243,251	243,251	341,251	441,251
317 Public Facilities	24,898	24,931	21,710	21,710	21,710	21,750	21,785
320 Capital Leases	82	163	245	245	245	245	245
450 Sand Replenishment TOT	618,436	782,863	880,093	690,389	690,389	68,539	149,689
459 City CIP	1,835,250	2,823,164	2,752,887	1,922,765	1,869,765	1,977,765	2,084,565
47X Assessment Districts	161,176	120,369	120,369	120,369	120,369	120,369	120,369
Total Governmental Funds Balance	23,184,306	23,215,517	25,638,462	24,156,478	25,682,825	25,905,580	26,628,400
509 Sanitation	5,851,964	7,810,569	9,769,674	10,145,232	10,138,120	10,930,524	11,647,253
550 Solana Energy Alliance	103,774	97,347	(61,258)	161,242	158,738	313,858	442,858
65X Successor Agency	(2,317,245)	(2,193,230)	(2,222,165)	(2,216,865)	(2,216,865)	(2,276,786)	(2,307,076)
Total City Fund Balance	26,822,798	28,930,202	33,124,714	32,246,087	33,762,818	34,873,176	36,411,435



CITY OF SOLANA BEACH
SUMMARY OF RESOURCES & APPROPRIATIONS BY FUND
FY 2021-22 & FY 2022-23

	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
OPERATING BUDGET							
RESOURCES¹							
101 General Fund	18,053,185	20,090,608	19,887,122	19,412,600	19,766,600	22,694,100	22,148,385
1XX Internal Service Funds	2,606,166	2,495,491	2,852,811	2,015,000	2,015,000	1,661,100	1,712,800
202 Gas Tax	297,904	302,328	332,499	338,400	338,400	344,170	375,850
2XX Special Districts	1,219,604	1,392,883	1,470,347	1,297,300	1,297,300	1,343,750	1,361,650
213 Developer Pass-Thru	410,709	285,376	89,582	100,000	100,000	100,000	100,000
214 Fire Mitigation Fees	1,891	5,963	15,272	5,000	5,000	10,000	10,000
215 State Boating & Waterways	459	948	913	0	450,000	0	0
219 COPS	140,366	157,108	89,112	100,400	100,400	103,500	103,000
220 TDA	323,860	120,309	150,616	0	0	0	0
228 TRANSNET	697,525	590,886	615,094	144,400	144,400	259,300	259,300
240 CDBG	3,037	42,500	52,323	-	-	45,700	45,700
241 CALTRANS	670	-	-	-	-	-	-
245 TEA	-	168,970	-	-	-	-	-
246 Miscellaneous Grants	-	-	142	-	1,590,340	1,776,815	-
247 SB 1 Streets & Roads	79,262	257,603	248,171	236,400	236,400	272,315	280,400
250 Coastal Business/Visitors	147,592	184,684	147,793	103,000	103,000	137,000	153,000
255 Camp Programs	331,674	335,170	369,256	388,900	418,900	490,000	525,000
263 Housing	12,684	277,353	15,544	2,500	2,500	7,500	6,000
270 Public Safety Special Revenues	424,621	319,941	358,165	49,500	61,824	98,000	100,000
317 Public Facilities	152,400	151,100	151,100	151,100	151,100	150,100	147,500
320 Capital Leases	202,400	202,400	202,400	202,400	202,400	70,400	70,400
Total Resources	25,106,007	27,381,622	27,048,262	24,546,900	26,983,564	29,563,750	27,398,985
APPROPRIATIONS¹							
101 General Fund	17,947,520	19,999,664	19,288,730	19,392,600	19,747,593	21,138,660	21,349,760
1XX Internal Service Funds	1,461,093	4,327,672	1,831,625	2,692,081	2,692,081	2,135,875	1,529,095
202 Gas Tax	405,465	541,159	287,181	294,900	294,900	223,000	223,000
2XX Special Districts	848,596	1,051,597	1,000,530	1,042,376	1,072,376	1,285,780	1,157,370
213 Developer Pass-Thru	403,265	285,376	89,582	100,000	100,000	100,000	100,000
214 Fire Mitigation Fees	12,062	10,620	5,000	5,000	5,000	6,000	6,000
215 State Boating & Waterways	-	-	-	-	450,000	-	-
219 COPS	100,159	100,112	100,236	150,000	150,000	150,000	150,000
220 TDA	177,847	148,530	157,091	-	-	-	-
228 TRANSNET	773,049	530,686	547,955	178,892	178,892	250,000	250,000
240 CDBG	-	42,500	52,666	-	-	45,700	45,700
241 CALTRANS	-	60,288	-	-	-	-	-
246 Miscellaneous Grants	-	-	-	-	-	2,425,875	941,285
247 SB 1 Streets & Roads	-	200,068	199,769	208,300	208,300	270,000	290,000
250 Coastal Business/Visitors	41,736	129,906	31,665	58,950	68,950	53,100	53,100
255 Camp Programs	436,177	457,302	304,752	388,900	388,900	512,695	540,940
263 Housing	17,498	7,112	2,133	58,559	58,559	10,000	10,000
270 Public Safety Special Revenues	347,233	215,905	397,933	85,000	97,324	-	-
317 Public Facilities	152,429	151,067	154,321	151,100	151,100	150,060	147,465
320 Capital Leases	202,318	202,318	202,318	202,400	202,400	70,400	70,400
Total Appropriations	23,326,448	28,461,883	24,653,487	25,009,059	25,866,376	28,827,145	26,864,115
CHANGE IN OPERATING FUNDS BALANCE	1,779,558	(1,080,261)	2,394,775	(462,159)	1,117,188	736,605	534,870
CAPITAL BUDGET							
RESOURCES¹							
450 Sand Replenishment TOT	285,328	345,246	258,990	201,300	201,300	250,000	273,000
459 City CIP	1,210,083	3,159,224	314,460	167,000	167,000	1,040,000	466,800
47X Assessment Districts	1,807	2,609	-	-	-	-	-
Total Resources	1,497,218	3,507,079	573,450	368,300	368,300	1,290,000	739,800
APPROPRIATIONS¹							
450 Sand Replenishment TOT	372,665	180,817	161,761	391,003	391,003	871,850	191,850
459 City CIP	811,166	2,171,309	384,736	997,122	1,050,122	932,000	360,000
47X Assessment Districts	218	43,417	-	-	-	-	-
Total Appropriations	1,184,048	2,395,544	546,496	1,388,126	1,441,126	1,803,850	551,850
CHANGE IN CAPITAL FUNDS BALANCE	313,170	1,111,535	26,953	(1,019,826)	(1,072,826)	(513,850)	187,950

ENTERPRISE BUDGET**RESOURCES**

509	Santitation	7,260,489	6,348,222	6,104,211	6,075,299	6,075,299	6,300,699	6,335,699
550	Solana Energy Alliance	494,307	5,204,387	4,123,935	5,088,200	5,088,200	326,220	144,000
	Total Resources	7,754,796	11,552,609	10,228,146	11,163,499	11,163,499	6,626,919	6,479,699

APPROPRIATIONS

509	Santitation	3,775,185	4,389,617	4,145,106	5,699,741	5,706,853	5,508,295	5,618,970
550	Solana Energy Alliance	390,533	5,210,815	4,282,539	4,865,700	4,868,204	171,100	15,000
	Total Appropriations	4,165,718	9,600,432	8,427,645	10,565,441	10,575,057	5,679,395	5,633,970

CHANGE IN ENTERPRISE FUNDS BALANCE

3,589,078	1,952,177	1,800,501	598,058	588,442	947,524	845,729
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TRUST FUNDS BUDGET**RESOURCES**

65X	Successor Agency	1,129,384	379,354	100,946	295,300	295,300	231,784	262,900
	Total Resources	1,129,384	379,354	100,946	295,300	295,300	231,784	262,900

APPROPRIATIONS

65X	Successor Agency	386,488	255,339	129,880	290,000	290,000	291,705	293,190
	Total Appropriations	386,488	255,339	129,880	290,000	290,000	291,705	293,190

CHANGE IN TRUST FUNDS BALANCE

742,896	124,014	(28,935)	5,300	5,300	(59,921)	(30,290)
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NET CHANGE IN FUND BALANCE

6,424,702	2,107,403	4,194,512	(878,626)	638,105	1,110,358	1,538,259
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Total Beginning Fund Balance

20,398,095	26,822,798	28,930,201	33,124,713	33,124,713	33,762,818	34,873,176
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PROJECTED TOTAL ENDING FUND BALANCE

26,822,798	28,930,201	33,124,713	32,246,087	33,762,818	34,873,176	36,411,435
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¹ Data includes interfund transfers.

CITY OF SOLANA BEACH
SUMMARY OF RESOURCES & APPROPRIATIONS BY FUND
FY 2021-22

	Beginning Balance	Transfers In	Resources	Appropriations	Transfers Out	Ending Balance
General Funds						
100 General Fund	10,485,850	2,239,400	20,454,700	(20,222,560)	(916,100)	12,041,290
1XX Internal Service Funds	4,310,153	-	1,661,100	(1,969,875)	(166,000)	3,835,378
Total General Funds	14,796,004	2,239,400	22,115,800	(22,192,435)	(1,082,100)	15,876,669
Special Revenue Funds						
202 Gas Tax	241,334	-	344,170	(223,000)	-	362,504
2XX Special Districts	4,179,844	-	1,343,750	(1,215,380)	(70,400)	4,237,814
213 Developer Pass-Thru	(87)	-	100,000	(100,000)	-	(87)
214 Fire Mitigation Fees	(7,438)	-	10,000	(6,000)	-	(3,438)
215 State Boating & Waterways	62,229	-	-	-	-	62,229
219 COPS	201,344	-	103,500	(150,000)	-	154,844
220 TDA	(34,696)	-	-	-	-	(34,696)
228 TRANSNET	55,840	-	259,300	(250,000)	-	65,140
240 CDBG	(15,917)	-	45,700	(45,700)	-	(15,917)
246 Micellaneous Grants	1,596,580	-	1,776,815	(186,475)	(2,239,400)	947,520
247 SB 1 Streets & Roads	213,300	-	272,315	(270,000)	-	215,615
250 Coastal Business/Visitors	824,052	-	137,000	(53,100)	-	907,952
255 Camp Programs	43,501	-	490,000	(512,695)	-	20,806
263 Housing	581,206	-	7,500	(10,000)	-	578,706
270 Public Safety Special Revenues	243,251	-	98,000	-	-	341,251
Total Special Revenue Funds	8,184,343	-	4,988,050	(3,022,350)	(2,309,800)	7,840,243
Debt Service Funds						
317 Public Facilities	21,710	150,100	-	(150,060)	-	21,750
320 Capital Leases	245	70,400	-	(70,400)	-	245
Total Debt Service Funds	21,955	220,500	-	(220,460)	-	21,995
Capital Project Funds						
450 Sand Replenishment TOT	690,389	-	250,000	(871,850)	-	68,539
459 City CIP	1,869,765	932,000	108,000	(932,000)	-	1,977,765
47X Assessment Districts	120,369	-	-	-	-	120,369
Total Capital Project Funds	2,680,524	932,000	358,000	(1,803,850)	-	2,166,674
Enterprise Funds						
509 Sanitation	10,138,120	-	6,300,699	(5,508,295)	-	10,930,524
550 Solana Energy Alliance	158,738	-	326,220	(171,100)	-	313,858
Total Enterprise Funds	10,296,858	-	6,626,919	(5,679,395)	-	11,244,382
Enterprise Funds						
652 Successory Agency	(2,216,865)	-	231,784	(291,705)	-	(2,276,786)
Total Enterprise Funds	(2,216,865)	-	231,784	(291,705)	-	(2,276,786)
Total All Funds	33,762,818	3,391,900	34,320,553	(33,210,195)	(3,391,900)	34,873,176

CITY OF SOLANA BEACH
SUMMARY OF RESOURCES & APPROPRIATIONS BY FUND
FY 2022-23

	Beginning Balance	Transfers In	Resources	Appropriations	Transfers Out	Ending Balance
General Funds						
100 General Fund	12,041,290	941,285	21,207,100	(20,867,260)	(482,500)	12,839,915
1XX Internal Service Funds	3,835,378	-	1,712,800	(1,504,095)	(25,000)	4,019,083
Total General Funds	15,876,669	941,285	22,919,900	(22,371,355)	(507,500)	16,858,999
Special Revenue Funds						
202 Gas Tax	362,504	-	375,850	(223,000)	-	515,354
2XX Special Districts	4,237,814	-	1,361,650	(1,086,970)	(70,400)	4,442,094
213 Developer Pass-Thru	(87)	-	100,000	(100,000)	-	(87)
214 Fire Mitigation Fees	(3,438)	-	10,000	(6,000)	-	562
215 State Boating & Waterways	62,229	-	-	-	-	62,229
219 COPS	154,844	-	103,000	(150,000)	-	107,844
220 TDA	(34,696)	-	-	-	-	(34,696)
228 TRANSNET	65,140	-	259,300	(250,000)	-	74,440
240 CDBG	(15,917)	-	45,700	(45,700)	-	(15,917)
246 Micellaneous Grants	947,520	-	-	-	(941,285)	6,235
247 SB 1 Streets & Roads	215,615	-	280,400	(290,000)	-	206,015
250 Coastal Business/Visitors	907,952	-	153,000	(53,100)	-	1,007,852
255 Camp Programs	20,806	-	525,000	(540,940)	-	4,866
263 Housing	578,706	-	6,000	(10,000)	-	574,706
270 Public Safety Special Revenues	341,251	-	100,000	-	-	441,251
Total Special Revenue Funds	7,840,243	-	3,319,900	(2,755,710)	(1,011,685)	7,392,748
Debt Service Funds						
317 Public Facilities	21,750	147,500	-	(147,465)	-	21,785
320 Capital Leases	245	70,400	-	(70,400)	-	245
Total Debt Service Funds	21,995	217,900	-	(217,865)	-	22,030
Capital Project Funds						
450 Sand Replenishment TOT	68,539	-	273,000	(191,850)	-	149,689
459 City CIP	1,977,765	360,000	106,800	(360,000)	-	2,084,565
47X Assessment Districts	120,369	-	-	-	-	120,369
Total Capital Project Funds	2,166,674	360,000	379,800	(551,850)	-	2,354,624
Enterprise Funds						
509 Sanitation	10,930,524	-	6,335,699	(5,618,970)	-	11,647,253
550 Solana Energy Alliance	313,858	-	144,000	(15,000)	-	442,858
Total Enterprise Funds	11,244,382	-	6,479,699	(5,633,970)	-	12,090,111
Enterprise Funds						
652 Successory Agency	(2,276,786)	-	262,900	(293,190)	-	(2,307,076)
Total Enterprise Funds	(2,276,786)	-	262,900	(293,190)	-	(2,307,076)
Total All Funds	34,873,176	1,519,185	33,362,199	(31,823,940)	(1,519,185)	36,411,435

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**GENERAL FUND
BUDGET
SUMMARY**



CITY OF SOLANA BEACH

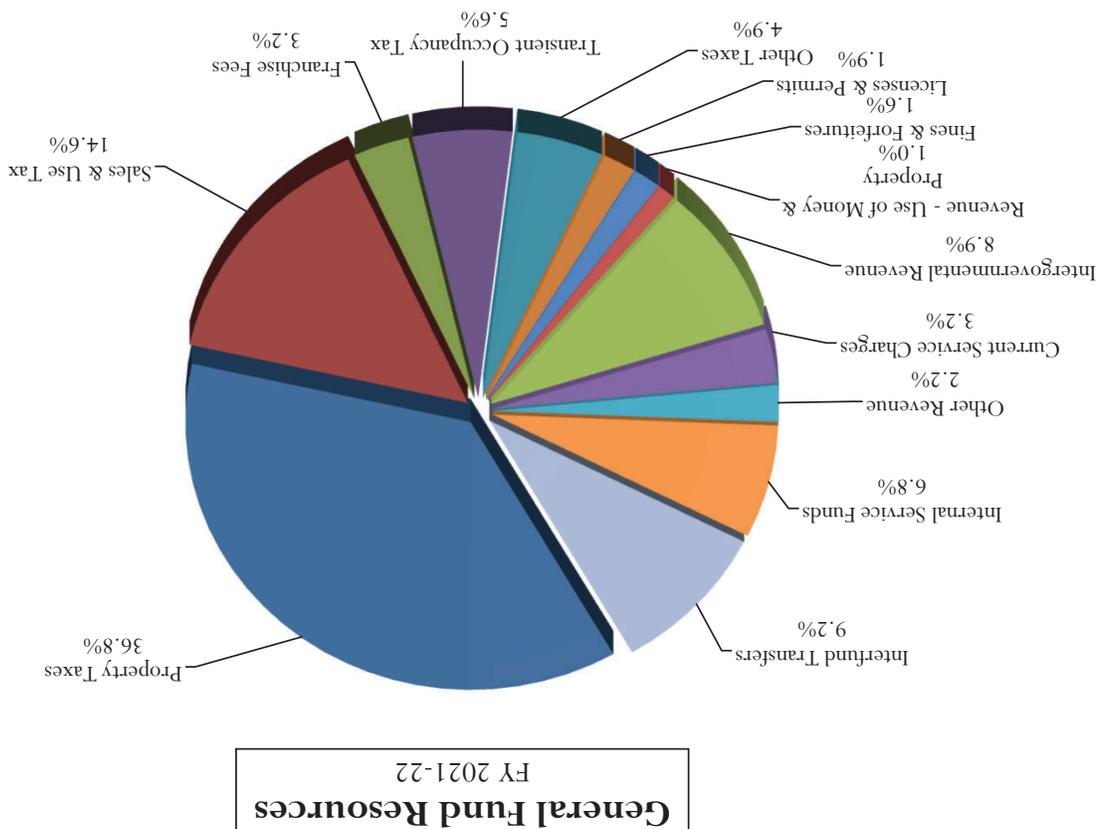
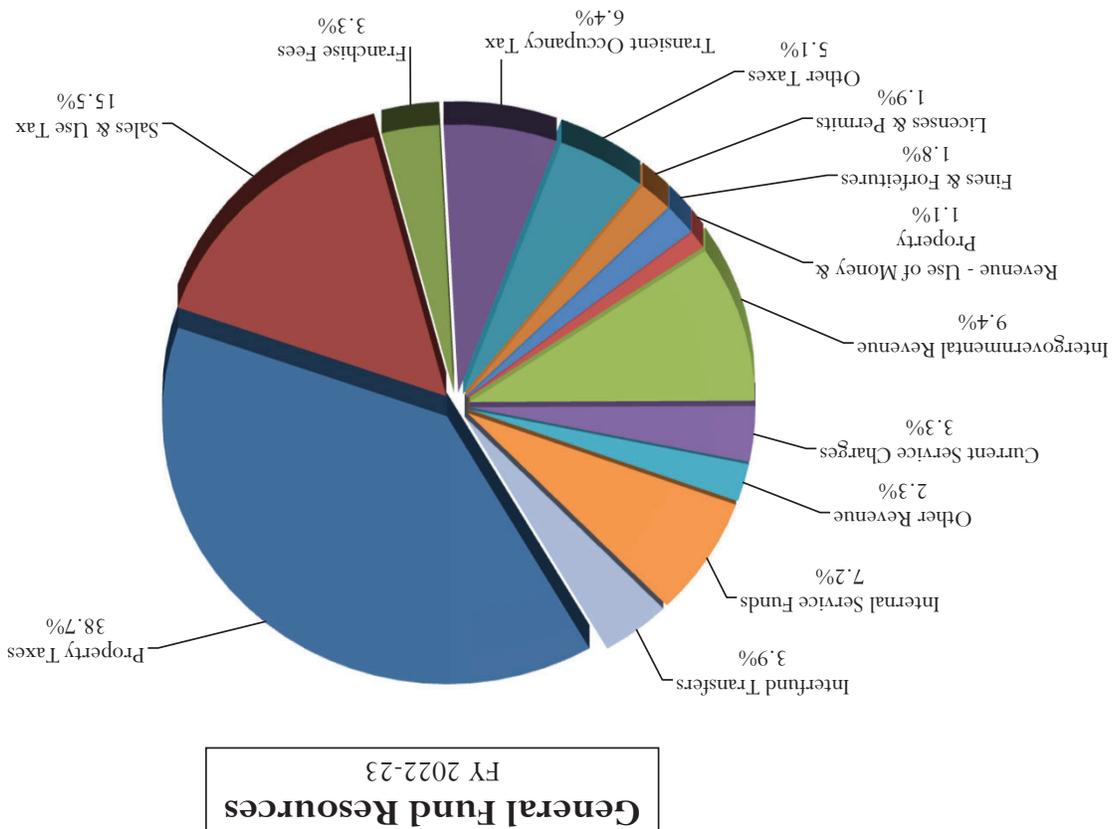
GENERAL FUND RESERVES

FY 2021-22 & FY 2022-23

	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
FUND BALANCE							
Non Spendable:	72,579	23,402	52,665	-	-	-	-
Restricted:							
Pensions	1,294,957	1,743,908	2,422,056	2,455,056	2,455,056	2,512,056	2,568,056
Committed							
Public Facilities	26,699	469,388	539,047	594,047	580,247	635,247	690,247
Public Art	402,318	27,458	26,858	22,358	22,358	17,858	13,358
OPEB	96,417	185,000	197,870	197,870	197,870	197,870	197,870
Pensions	358,078	623,724	282,748	282,748	282,748	282,748	282,748
In-Lieu Housing	31,056	100,786	100,786	100,786	100,786	100,786	100,786
Parks & Recreation	100,786	29,951	32,198	32,198	32,198	32,198	32,198
Assigned to:							
Park Fee	36,903	38,703	38,703	38,703	38,703	38,703	38,703
Community Television	83,281	82,130	90,564	93,364	91,064	92,564	95,364
Street Sweeping	137,601	133,242	129,637	118,437	125,237	114,037	102,837
Housing	1,499,500	1,499,500	1,499,500	1,499,500	1,499,500	1,499,500	1,499,500
Self-Insurance	820,198	792,180	923,644	732,444	521,544	345,029	172,249
Worker's Comp	642,947	541,161	539,911	537,111	542,511	423,691	321,231
Asset Replacement	2,076,745	2,295,215	2,392,250	2,428,150	1,700,569	1,162,469	1,181,569
Facilities Replacement	508,715	659,462	735,493	818,493	738,493	651,893	636,293
Unassigned:							
Unassigned General Fund	7,385,736	4,588,069	5,450,148	4,845,732	5,867,120	7,770,020	8,925,990
Total Fund Balance	15,574,516	13,833,279	15,454,078	14,796,997	14,796,004	15,876,669	16,858,999

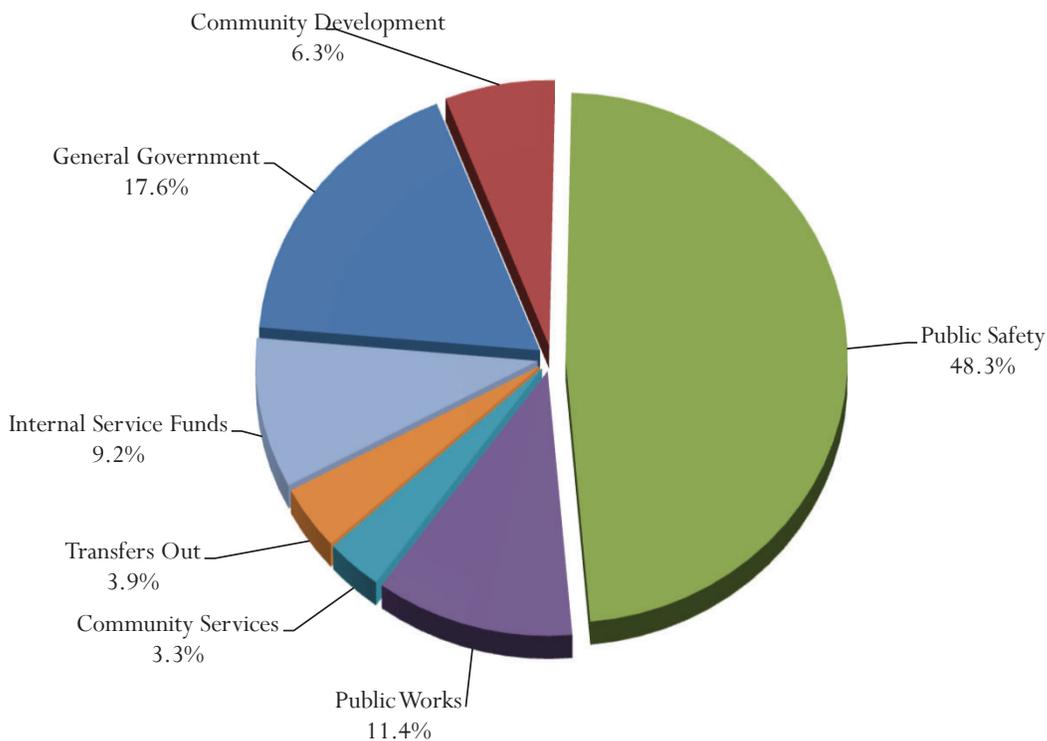
CITY OF SOLANA BEACH
SUMMARY OF GENERAL FUND RESOURCES & APPROPRIATIONS
FY 2021-22 & FY 2022-23

	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
Taxes	13,963,899	15,015,548	14,646,097	15,074,100	15,251,100	15,873,700	16,464,000
Licenses & Permits	508,548	440,510	337,922	323,800	423,800	453,000	458,000
Fines and Forfeitures	479,933	502,248	359,703	396,000	306,000	381,500	436,500
Rev-Use of Money & Property	164,730	570,409	500,445	195,000	240,000	251,000	252,000
Intergovernmental Revenue	1,842,030	1,952,837	2,033,270	2,096,200	2,103,200	2,169,500	2,254,300
Current Services Charges	784,373	953,306	1,111,932	574,500	674,500	791,000	799,000
Other Revenue	309,671	655,749	897,753	673,000	688,000	535,000	543,300
Interfund Transfers In	-	-	-	80,000	80,000	2,239,400	941,285
General Fund Sub-Total	18,053,185	20,090,608	19,887,122	19,412,600	19,766,600	22,694,100	22,148,385
Risk Management Insurance	506,779	280,171	493,044	148,000	148,000	335,100	360,200
Workers' Compensation Insurance	355,777	320,167	579,927	552,200	552,200	382,300	406,900
Asset Replacement	393,394	491,531	508,310	439,600	439,600	95,000	93,000
Facilities Replacement	150,438	171,277	176,618	3,500	3,500	10,000	10,000
PERS Side Fund	681,269	-	-	-	-	-	-
Real Property Acquisition	-	-	367,860	445,700	445,700	445,700	445,700
OPEB Obligation	96,416	508,000	378,000	389,000	389,000	318,000	322,000
Pension Stabilization	422,093	724,344	349,051	37,000	37,000	75,000	75,000
Internal Service Fund-Total	2,606,166	2,495,491	2,852,811	2,015,000	2,015,000	1,661,100	1,712,800
Total Resources	20,659,351	22,586,100	22,739,932	21,427,600	21,781,600	24,355,200	23,861,185
APPROPRIATIONS							
General Government	3,678,616	3,889,826	3,610,006	3,988,900	4,170,651	4,105,360	4,208,390
Community Development	1,350,743	1,372,111	1,599,391	1,266,400	1,422,400	1,466,920	1,527,410
Public Safety	9,694,083	9,663,942	10,444,163	10,903,500	10,932,800	11,235,030	11,656,085
Public Works	2,158,839	2,290,871	2,402,734	2,390,700	2,378,200	2,655,185	2,706,840
Community Services	270,338	238,687	734,920	692,000	692,442	760,065	768,535
Transfers Out	794,900	2,544,227	497,515	151,100	151,100	916,100	482,500
General Fund Sub-Total	17,947,520	19,999,664	19,288,730	19,392,600	19,747,593	21,138,660	21,349,760
Risk Management Insurance	386,865	308,294	361,579	550,100	550,100	512,005	532,950
Workers' Compensation Insurance	345,174	422,023	581,175	549,600	549,600	501,065	509,345
Asset Replacement	615,263	273,061	411,274	1,131,281	1,131,281	633,100	73,900
Facilities Replacement	374	20,533	100,588	500	500	96,600	25,600
PERS Side Fund	15,805	-	-	-	-	-	-
Real Property Acquisition	-	2,874,597	-	67,600	67,600	57,105	46,300
OPEB Obligation	92,434	419,417	365,130	389,000	389,000	318,000	322,000
Pension Stabilization	5,178	9,747	11,879	4,000	4,000	18,000	19,000
Internal Services Fund Sub-Total	1,461,093	4,327,672	1,831,625	2,692,081	2,692,081	2,135,875	1,529,095
Total Appropriations	19,408,613	24,327,336	21,120,355	22,084,681	22,439,674	23,274,535	22,878,855
NET CHANGE IN FUND BALANCE	1,250,738	(1,741,236)	1,620,799	(657,081)	(658,074)	1,080,665	982,330
Beginning Fund Balance	14,323,777	15,574,516	13,833,279	15,454,078	15,454,078	14,796,004	15,876,669
PROJECTED ENDING FUND BALANCE	15,574,516	13,833,279	15,454,078	14,796,997	14,796,004	15,876,669	16,858,999



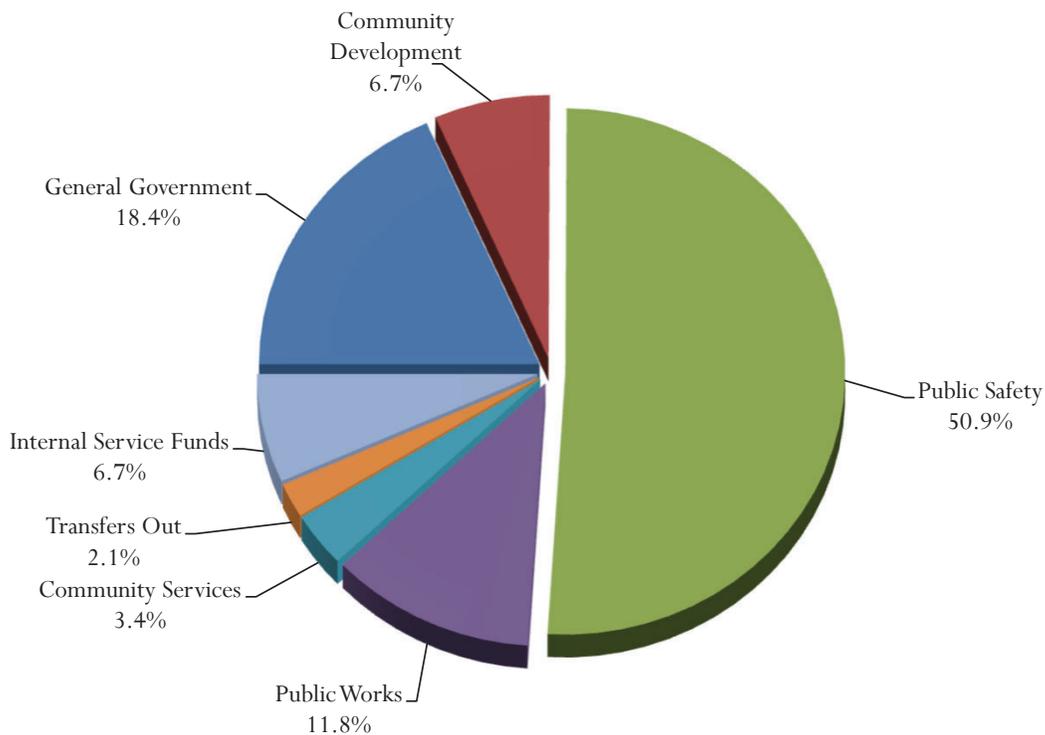
General Fund Appropriations

FY 2021-22



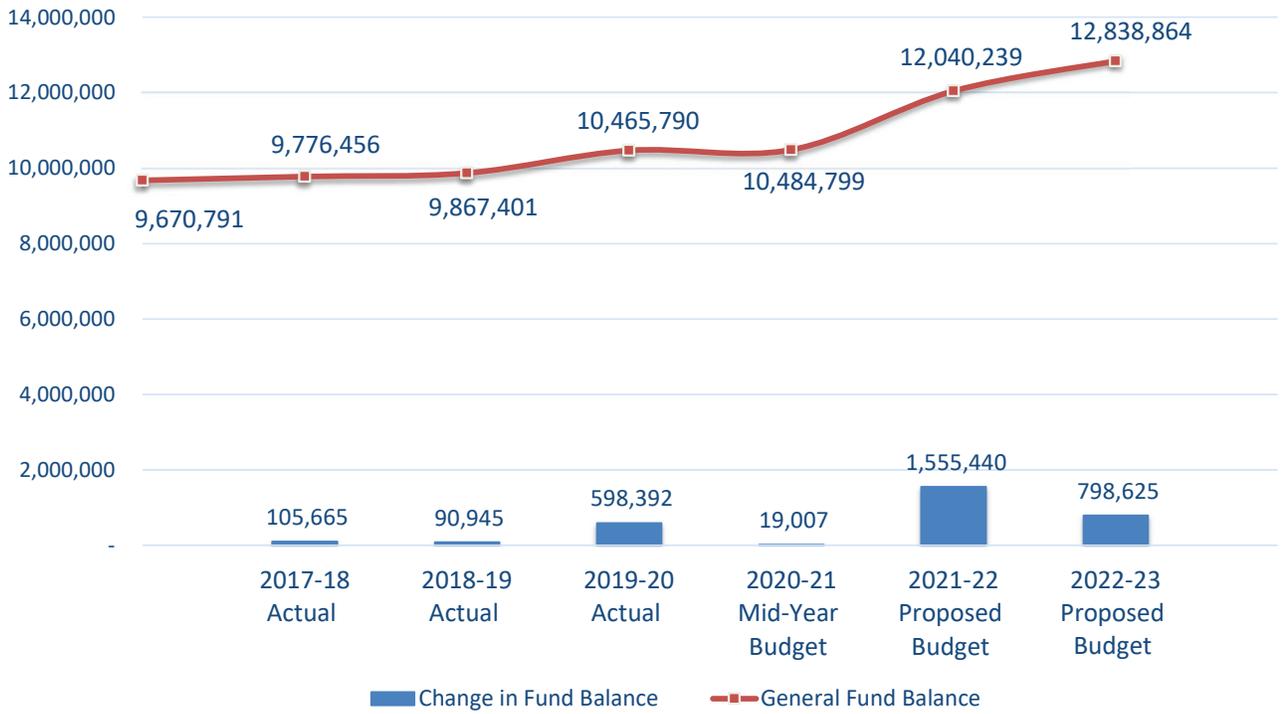
General Fund Appropriations

FY 2022-23



General Fund Balance

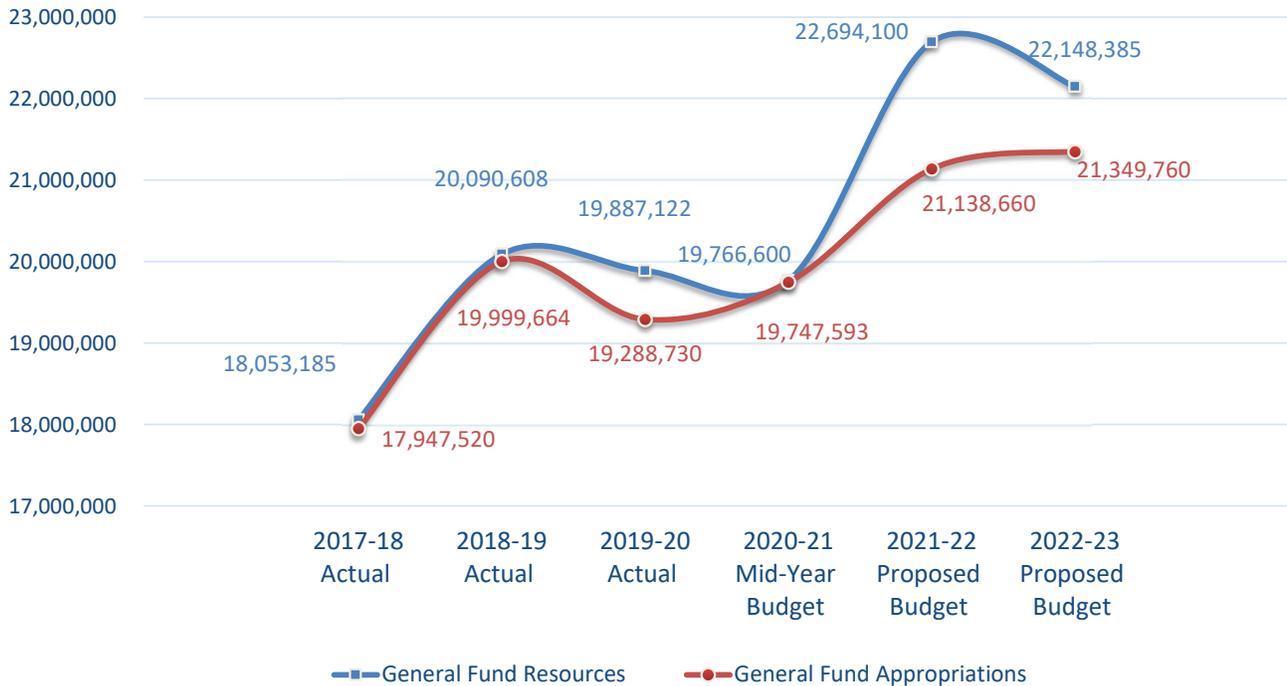
FY 2021-22 & FY 2022-23



Note: Does not include Internal Service Funds

General Fund Resources & Appropriations

FY 2021-22 & FY 2022-23



Note: Does not include Internal Service Funds

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CITY OF SOLANA BEACH
GENERAL FUND RESOURCES & APPROPRIATIONS
FY 2021-22 & FY 2022-23

	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
GENERAL FUND RESOURCES							
<u>Tax Revenues</u>							
Property Taxes - Current	7,457,366	7,932,800	8,261,801	8,561,500	8,676,500	8,937,000	9,205,000
Property Taxes - Delinquent	43,053	19,616	38,329	25,000	25,000	30,000	30,000
Total Property Taxes	7,500,418	7,952,416	8,300,130	8,586,500	8,701,500	8,967,000	9,235,000
Sales and Use Tax	3,191,410	3,502,561	3,291,805	3,493,000	3,333,000	3,560,300	3,707,600
Transient Occupancy Tax - Hotels	1,028,781	1,087,276	772,151	733,800	733,800	900,000	1,050,000
TOT - Short-term Vacation Rentals	377,183	465,805	348,513	270,600	490,600	475,000	485,000
Franchise Fees	723,163	792,574	751,323	818,800	750,800	775,000	780,000
Property Transfer Tax	199,010	180,200	179,635	180,000	250,000	200,000	210,000
Street Sweeping	51,130	51,130	46,701	51,100	51,100	51,100	51,100
Hazardous Household Waste	30,390	30,390	31,134	30,300	30,300	30,300	30,300
Fire Benefit Fees	481,730	506,341	452,289	440,000	440,000	450,000	450,000
Solid Waste Fee NPDES	238,195	256,252	255,209	262,000	262,000	260,000	260,000
RDA Pass Thru Payments	142,489	190,603	217,207	208,000	208,000	205,000	205,000
Total Taxes and Fees Revenues	13,963,899	15,015,548	14,646,097	15,074,100	15,251,100	15,873,700	16,464,000
<u>Licenses and Permits</u>							
Business Registration	137,493	148,238	60,588	118,700	118,700	120,000	125,000
Building/Plumbing/Electrical/ Permits	319,705	266,681	257,932	180,100	280,100	310,000	310,000
Animal Licenses	18,142	-	-	-	-	-	-
Other Special Permits	33,208	25,591	19,402	25,000	25,000	23,000	23,000
Total Licenses and Permits	508,548	440,510	337,922	323,800	423,800	453,000	458,000
<u>Fines and Penalties</u>							
CVC Fines	103,756	150,385	116,067	135,000	90,000	110,000	125,000
Admin Citations	2,354	4,185	2,974	4,000	4,000	3,500	3,500
Parking Citations	146,563	133,823	68,095	64,000	64,000	90,000	105,000
Red Light Citations	223,910	210,806	171,967	190,000	145,000	175,000	200,000
False Alarm Fines	3,350	3,050	600	3,000	3,000	3,000	3,000
Total Fines and Penalties	479,933	502,248	359,703	396,000	306,000	381,500	436,500
<u>Use of Money and Property</u>							
Investment Interest Earnings	68,092	487,350	416,212	105,000	150,000	177,000	178,000
Sale of Personal Property	9,084	-	7,903	-	-	-	-
Property Rental	87,554	83,059	76,330	90,000	90,000	74,000	74,000
Total Use of Money and Property	164,730	570,409	500,445	195,000	240,000	251,000	252,000
<u>Intergovernmental Revenues</u>							
Motor Vehicle in-Lieu	1,554,273	1,656,302	1,742,811	1,809,500	1,816,500	1,880,000	1,945,800
State Homeowners Exemption (HOE)	50,647	50,812	52,020	51,000	51,000	50,000	52,000
Off Track Betting (OTB)	26,831	19,194	8,712	25,000	25,000	10,000	25,000
SB 90	-	-	-	-	-	-	-
Fire Revenue from Other Agencies	187,568	193,705	206,104	189,700	189,700	207,500	207,500
Miscellaneous	22,712	32,824	23,622	21,000	21,000	22,000	24,000
Total Intergovernmental Revenues	1,842,030	1,952,837	2,033,270	2,096,200	2,103,200	2,169,500	2,254,300
<u>Service Charges</u>							
Planning and Zoning	153,499	198,439	240,794	141,800	141,800	157,500	157,500
Building/Plan Check Fees	227,401	244,094	533,148	170,200	270,200	320,000	320,000
Public Facilities Fees	82,005	67,075	69,659	41,200	41,200	65,000	65,000
Engineering Fees	220,262	240,428	238,330	161,500	161,500	212,000	217,000
Fire Plan Check Fees	97,126	73,916	29,795	59,800	59,800	36,500	36,500
Park Fees	3,600	1,800	-	-	-	-	-
Miscellaneous	480	127,553	205	-	-	-	3,000
Total Service Charges	784,373	953,306	1,111,932	574,500	674,500	791,000	799,000

	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
<u>Other Revenues</u>							
Community Grants/Contributions	25,000	19,000	35,000	15,000	30,000	30,000	30,000
Miscellaneous Revenues	151,713	150,514	192,432	180,700	180,700	20,000	20,000
Administration Charges	132,959	486,235	670,321	477,300	477,300	485,000	493,300
Total Other Revenues	309,671	655,749	897,753	673,000	688,000	535,000	543,300
<u>Transfers In</u>							
General Fund Transfers In	-	-	-	80,000	80,000	2,239,400	941,285
Total Transfers In	-	-	-	80,000	80,000	2,239,400	941,285
Subtotal General Fund	18,053,185	20,090,608	19,887,122	19,412,600	19,766,600	22,694,100	22,148,385
<u>Risk Management Insurance</u>							
Investment Interest Earnings	1,518	29,071	28,254	5,000	5,000	10,000	10,000
Miscellaneous Revenues	31,993	2,000	-	-	-	-	-
Departmental Charges	473,268	249,100	464,790	143,000	143,000	325,100	350,200
Total Risk Management	506,779	280,171	493,044	148,000	148,000	335,100	360,200
<u>Workers' Compensation Insurance</u>							
Investment Interest Earnings	1,622	19,184	10,891	5,000	5,000	7,000	7,000
Miscellaneous Revenues	(18,677)	1,484	147,246	4,500	4,500	-	-
Departmental Charges	372,832	299,500	421,790	542,700	542,700	375,300	399,900
Total Worker's Compensation	355,777	320,167	579,927	552,200	552,200	382,300	406,900
<u>Asset Replacement</u>							
Investment Interest Earnings	9,994	80,865	94,217	15,500	15,500	30,000	28,000
Technology Fee	-	3,206	16,993	-	-	-	-
Miscellaneous Revenues	-	4,061	-	-	-	-	-
Departmental Charges	383,400	403,400	397,100	424,100	424,100	65,000	65,000
Transfers In	-	-	-	-	-	-	-
Total Asset Replacement	393,394	491,531	508,310	439,600	439,600	95,000	93,000
<u>Facilities Replacement</u>							
Investment Interest Earnings	438	21,277	26,618	3,500	3,500	10,000	10,000
Departmental Charges	150,000	150,000	150,000	-	-	-	-
Total Facilities Replacement	150,438	171,277	176,618	3,500	3,500	10,000	10,000
<u>PERS Side Fund</u>							
Departmental Charges	681,269	-	-	-	-	-	-
Total PERS Side Fund	681,269	-	-	-	-	-	-
<u>Real Property Acquisition</u>							
Departmental Charges	-	-	367,860	445,700	445,700	445,700	445,700
Total Real Property Acquisition	-	-	367,860	445,700	445,700	445,700	445,700
<u>OPEB Obligation</u>							
Departmental Charges	96,417	323,000	378,000	389,000	389,000	318,000	322,000
Transfers In	-	185,000	-	-	-	-	-
Total OPEB Obligation	96,416	508,000	378,000	389,000	389,000	318,000	322,000
<u>Pension Stabilization</u>							
Investment Interest Earnings	64,995	101,600	65,125	37,000	37,000	75,000	75,000
Departmental Charges	357,098	622,744	283,926	-	-	-	-
Total Pension Stabilization	422,093	724,344	349,051	37,000	37,000	75,000	75,000
TOTAL GENERAL FUND RESOURCES	20,659,351	22,586,100	22,739,932	21,427,600	21,781,600	24,355,200	23,861,185
GENERAL FUND APPROPRIATIONS							
General Government							
City Council	304,146	314,083	329,397	322,500	322,500	344,585	351,455
City Clerk	363,534	593,803	441,871	649,500	649,500	519,885	574,030
City Manager	334,398	291,136	418,690	461,300	523,276	528,095	540,945
City Attorney	518,867	461,513	348,069	476,700	476,700	503,435	479,310
Finance	1,374,565	1,604,242	1,450,156	1,375,500	1,465,500	1,355,950	1,388,105
Support Services	31,777	39,650	24,930	42,600	42,600	40,430	44,380
Human Resources	352,836	209,186	220,052	236,900	256,675	400,135	413,055
Information Services	398,493	376,212	376,841	423,900	433,900	412,845	417,110
Total General Government	3,678,616	3,889,826	3,610,006	3,988,900	4,170,651	4,105,360	4,208,390

	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
Community Development							
Planning	758,810	760,590	798,376	745,900	751,900	775,340	804,115
Building Services	410,708	385,896	593,849	283,900	433,900	444,390	449,715
Code & Parking Enforcement	181,225	225,625	207,167	236,600	236,600	247,190	273,580
Total Community Development	1,350,743	1,372,111	1,599,391	1,266,400	1,422,400	1,466,920	1,527,410
Public Safety							
Law Enforcement	3,854,756	4,087,358	4,322,787	4,495,600	4,495,600	4,687,505	4,881,005
Fire Department	4,886,960	4,676,991	5,077,206	5,289,400	5,289,400	5,452,575	5,641,775
Animal Regulation	108,826	84,922	85,142	88,600	92,900	92,500	95,000
Emergency Preparedness	28,775	26,663	27,936	31,300	56,300	32,800	32,800
Marine Safety	814,767	787,008	930,092	997,500	997,500	968,450	1,004,305
Shoreline Protection	-	1,000	1,000	1,100	1,100	1,200	1,200
Total Public Safety	9,694,083	9,663,942	10,444,163	10,903,500	10,932,800	11,235,030	11,656,085
Public Works							
Engineering	366,157	358,214	396,338	415,900	395,900	444,560	460,910
Storm Water Management	348,238	335,831	336,798	386,800	386,800	446,300	452,370
Street Maintenance	538,747	446,718	531,484	470,900	470,900	543,205	586,600
Traffic Safety	158,291	277,797	254,041	323,500	323,500	344,200	327,700
Street Sweeping	39,933	55,489	50,306	57,000	57,000	63,800	63,800
Park Maintenance	322,053	389,560	380,301	401,300	401,300	440,520	446,860
Public Facilities	385,421	427,262	453,465	335,300	342,800	372,600	368,600
Total Public Works	2,158,839	2,290,871	2,402,734	2,390,700	2,378,200	2,655,185	2,706,840
Community Services							
Community Services	117,152	76,390	74,798	88,600	88,600	124,055	126,965
Recreation	153,186	162,297	660,122	603,400	603,842	636,010	641,570
Total Community Services	270,338	238,687	734,920	692,000	692,442	760,065	768,535
Transfers Out	794,900	2,544,227	497,515	151,100	151,100	916,100	482,500
Subtotal General Fund	17,947,520	19,999,664	19,288,730	19,392,600	19,747,593	21,138,660	21,349,760
Internal Service Funds							
Risk Management Insurance	386,865	308,294	361,579	550,100	550,100	512,005	532,950
Workers' Compensation Insurance	345,174	422,023	581,175	549,600	549,600	501,065	509,345
Asset Replacement	615,263	273,061	411,274	1,131,281	1,131,281	633,100	73,900
Facilities Replacement	374	20,533	100,588	500	500	96,600	25,600
PERS Side Fund	15,805	-	-	-	-	-	-
Real Property Acquisition	-	2,874,597	-	67,600	67,600	57,105	46,300
PARS - OPEB	92,434	419,417	365,130	389,000	389,000	318,000	322,000
PARS - Pension	5,178	9,747	11,879	4,000	4,000	18,000	19,000
Subtotal Internal Service Funds	1,461,093	4,327,672	1,831,625	2,692,081	2,692,081	2,135,875	1,529,095
TOTAL GENERAL FUND APPROPRIATIONS	19,408,613	24,327,336	21,120,355	22,084,681	22,439,674	23,274,535	22,878,855
Resources over/(under) Appropriations	1,250,738	(1,741,237)	1,620,799	(657,081)	(658,074)	1,080,665	982,330
Beginning Fund Balance	14,323,777	15,574,516	13,833,279	15,454,078	15,454,078	14,796,004	15,876,669
PROJECTED ENDING FUND BALANCE	15,574,516	13,833,279	15,454,078	14,796,997	14,796,004	15,876,669	16,858,999

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GENERAL GOVERNMENT



CITY OF SOLANA BEACH
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION					2021-2022	2022-2023
	GENERAL GOVERNMENT	General Fund					4,300,465
Risk Management - Insurance					512,005	532,950	
Worker's Compensation - Insurance					501,065	509,345	
Asset Replacement					563,100	73,900	
PERS Side Fund					0	0	
						5,876,635	5,507,885
EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 AMENDED	2020-2021 PROJECTED	2021-2022 PROPOSED	2022-2023 PROPOSED	
TOTAL REGULAR POSITIONS	11.40	12.61	12.61	12.61	13.76	13.76	
SALARIES & FRINGE BENEFITS	1,671,472	1,944,430	2,216,875	2,057,916	2,383,340	2,457,245	
MATERIAL, SUPPLIES & SERVICES	2,227,061	2,048,892	2,712,304	2,393,463	2,506,400	2,555,845	
CAPITAL, DEBT SVC & CHARGES	3,990,784	1,036,713	972,412	970,212	986,895	494,795	
TOTAL BUDGET	7,889,317	5,030,036	5,901,591	5,421,591	5,876,635	5,507,885	

Department Overview:

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

Structure & Services

Solana Beach is a General Law City operated by a Council/Manager form of government. The **City Council** serves as the legislative body and consists of five City Council members, one of whom is chosen to act as Mayor for a one-year term on a rotating basis. The City Council budget is located on pages C-5 and C-6.

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

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

GENERAL GOVERNMENT (continued)

Other responsibilities include codifying the records maintenance schedule and destruction of out-dated records. The City Clerk acts as the City's election official and administers all City elections. Other responsibilities include codifying the Municipal Code, certifying official documents, and administering oaths. The City Clerk's department manages front desk operations including greeting, phones, receipting, mail, general information, and citywide / City Clerk administration.

Further information regarding the City Clerks office, including its budget and service indicators, can be found beginning on pages C-7.

The **City Attorney** serves as a legal advisor to the City Council, City Manager, the various City departments, commissions, and committees and boards. The office assists in developing strategy and negotiating solutions to City legal problems. The City Attorney prepares and approves for legality the majority of proposed City ordinances, resolutions, contracts, and other legal documents. The City Attorney also manages all litigation for the City and represents the City in certain cases. City attorney services are provided by an outside law firm on a contract basis. The department's budget is located on pages C-15 and C-16

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

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
CITY COUNCIL	5100	001-5000-5100

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M1	Mayor	-	8,500	-	8,500	-	11,520	-	11,520
	Council Members	-	34,200	-	34,200	-	41,280	-	41,280
	Executive Assistant	0.20	14,600	0.20	14,900	0.20	15,285	0.20	15,740
	Overtime		400		400		400		400
	Total Salaries		57,700		58,000		68,485		68,940
	Total Benefits		110,900		111,200		116,900		121,415
Total		0.20	168,600	0.20	169,200	0.20	185,385	0.20	190,355

NOTES:

	FY 21/22	FY 22/23
6315: League of California Cities meetings	3,200	3,200
Closed Session Council meetings	1,600	1,600
LCC Luncheon Fees	300	300
LCC Exec Forum Workshop	2,700	2,700
	7,800	7,800
6330: San Dieguito River JPA	78,000	78,000
League of California Cities (state)	6,400	6,700
LAFCO	9,000	10,000
SANDAG	5,500	6,000
	98,900	100,700
6532: Community Grant Program	30,000	30,000
Friends of the Library	10,000	10,000
211 San Diego	2,000	2,000
Winter Shelter	4,500	4,500
Regional Task Force	1,500	1,500
	48,000	48,000
6570: Council photos, event invitations, ground breaking and special recognition supplies.		



General Government

CITY OF SOLANA BEACH

Estimated Expenditures

5100 - City Council

FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23
100-5000-5100	Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget	Proposed Budget
PERSONNEL-SALARIES & BENEFITS							
61010 Regular Salaries	54,703	56,919	57,384	57,300	57,300	68,085	68,540
61030 Overtime	-	-	-	400	400	400	400
62050 Retirement	4,012	4,149	4,594	4,700	4,700	5,450	5,500
62100 Medicare	1,830	1,785	2,264	800	800	1,045	1,050
62200 Flex Credit Benefit	75,629	80,704	84,739	84,700	84,700	88,975	93,425
62440 LT Disability Insurance	81	82	96	100	100	80	80
62450 Life Insurance	32	34	37	-	-	50	50
62550 2% Deferred Comp 457	-	-	-	-	-	300	310
62800 Auto Allowance	16,450	18,923	21,000	21,000	21,000	21,000	21,000
TOTAL PERSONNEL-SALARIES & BENEFITS	152,737	162,595	170,115	169,000	169,000	185,385	190,355
MATERIALS, SUPPLIES & SERVICES							
63150 Travel, Conferences, & Meetings	4,346	5,370	5,289	2,600	2,600	7,800	7,800
63300 Membership and Dues	85,257	88,671	95,053	99,200	99,200	98,900	100,700
64180 Books, Subscriptions, and Printing	306	106	52	100	100	100	100
64200 Departmental Special Supplies	-	27	72	200	200	200	200
65250 Rents/Leases	-	-	-	-	-	-	-
65290 Mileage	-	-	-	500	500	500	500
65300 Contribution to Other Agencies	57,500	54,500	54,930	48,000	48,000	48,000	48,000
65320 Other Charges	-	313	86	-	-	-	-
TOTAL MATERIALS, SUPPLIES & SERVICES	147,409	148,987	155,483	150,600	150,600	155,500	157,300
CAPITAL, DEBT SVC & CHRGS							
69100 Claims Liability Charges	2,200	1,100	2,000	600	600	1,700	1,800
69200 Workers' Comp Charges	1,800	1,400	1,800	2,300	2,300	2,000	2,000
TOTAL CAPITAL, DEBT SVC & CHRGS	4,000	2,500	3,800	2,900	2,900	3,700	3,800
TOTAL CITY COUNCIL	304,146	314,083	329,397	322,500	322,500	344,585	351,455

City Clerk's Office

Mission Statement:

Promote the openness of government by serving as a neutral liaison between citizens and government by providing quality service through access to information and records, facilitate and oversight of legislative obligations and proceedings, recordation of the City's actions, and ensuring the highest integrity in election proceedings.

Structure & Services

Legislative Administration

The City Clerk's department is responsible for facilitating the execution of official and legislative processes including publishing and posting of City Council, sub-legislative bodies, and other official agendas; attesting to, recording, and preserving all official actions of the City Council, including meeting minutes, resolutions and ordinances; codifying the municipal code, and certifying City documents. The City Clerk's department is responsible for ensuring that all meetings are conducted in accordance with the Brown Act, also known as the open public meeting law. The City Clerk assists with arranging for ceremonial and official functions of the City.

The department facilitates formal bid openings, processes agreements and recorded documents, performs centralized processing of all legal notices, and acts as the filing office for all claims, subpoenas, summons, legal service filings, and official notices.

Records Management and Processing

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

The department responds to all inquiries to meet requirements of the California Public Records Act including timely responses, required exemptions/redactions, and assistance in identifying records.

Boards and Commission

The City Clerk's department coordinates annual and citizen commission recruitment for expiring positions and unexpected vacancies and processes and tracks all new member/new term logistical requirements in compliance with state and local law including oaths, economic filings, ethics training, handbook review, and background checks.

Elections

As the elections official, the City Clerk is responsible for guiding democratic processes, such as conducting general/special elections including administering the candidate nomination process, publishing candidate notices within legal guidelines, assessing and certifying official citizen initiative petitions for ballot qualification, processing and tracking required campaign statement filings, and

CITY CLERK'S OFFICE (continued)

monitoring changes in laws and regulations to effectively qualify candidates and initiatives/measures and administer elections. Assists in meeting requirements of district/redistricting elections. The department provides oversight in regards to compliance with the Political Reform Act, California Elections Code, California Code of Regulations, and Solana Beach Municipal Code.

Fair Political Practices Commission (FPPC) Filings

The City Clerk acts as the compliance filing official/officer of the Political Reform Act by administering the required annual noticing, tracking, and reporting of the Fair Political Practices Commission (FPPC) economic filings and biennial review and update of the City's Conflict of Interest Code. The department tracks required biennial ethics training for City Council and Staff.

Community Access and Public Information The City Clerk's department manages City Hall's general lobby operations which include routing all general incoming calls, directing public inquiries, assisting all visitors, providing general information on programs/services and permits/applications, managing incoming/outgoing citywide mail and packages, internal scheduling of conference rooms, and acting as City Clerk department counter administration.

The City Clerk's budget and service indicators are located at C-9 and C-10.

Department Administration

Responsible for directing operations of the City Clerk Department including staffing, budget preparation, purchasing, software utilization, and maintaining pertinent portions of the City's website.

Goals:

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

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
CITY CLERK	5150	001-5000-5150

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M6	City Clerk	0.98	128,900	0.98	131,600	0.98	137,948	0.98	142,088
M2	Deputy City Clerk	0.75	58,500	0.75	59,700	0.75	58,499	0.75	60,254
MIS86	Admin Assistant II/III	1.00	62,200	1.00	63,300	1.00	55,201	1.00	58,078
M1	Management Analyst	0.50	32,500	0.50	33,100	0.50	34,252	0.50	34,625
	Temporary Management					0.25	26,000		
	Overtime		300		300		2,000		2,000
	Total Salaries		282,400		288,000		313,900		297,045
	Total Benefits		99,965		87,300		99,965		102,065
	Total	3.23	382,365	3.23	375,300	3.48	413,865	3.23	399,110

SERVICE INDICATORS	2018/19 Actual	2019/20 Actual	2020/21 Projected	2021/22 Proposed	2022/23 Proposed
Resolutions adopted	157	151	142	160	160
Ordinances adopted	14	10	1	10	10
Council agendas - public meetings	29	28	27	28	28
Records requests	372	327	315	365	375



NOTES:

6330: SD Clerks Association, International Institute of Municipal Clerks, City Clerks Association of California, ARMA

6417: Postage for Citywide departments, FED EX, UPS, Bulk mail permits.

6418: Municipal Code updates, City Clerk reference materials, records reproduction County Recorder's guide, reference materials.

6420: Supplies: Meeting and agenda packet preparation, audio/video reproduction, record request materials/services, vital record archival materials, plaques, gavel, front desk operations, etc.

6522: Required publication of ordinances/resolutions/hearing notices

6525: Postage machine lease.

6530: Document imaging and content mgmt software support/maintenance, official redaction software annual maintenance, Front desk temporary staffing, consultant, translation services for Public Mtgs, records storage/destruction/shredding vendor.

6531: Dedicated scanner, official bid date stamper.

General Government

CITY OF SOLANA BEACH

Estimated Expenditures

5150 - City Clerk

FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23
100-5000-5150	Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget	Proposed Budget
PERSONNEL-SALARIES & BENEFITS							
61010 Regular Salaries	161,837	191,726	191,245	246,800	246,800	277,415	261,075
61020 Part Time & Temporary Salaries	28,064	13,834	55,243	68,400	68,400	32,985	33,970
61030 Overtime	1,636	162	662	300	300	2,000	2,000
61040 Special Pay	-	-	-	-	-	1,500	-
61050 Temporary Non-Payroll	54,497	44,250	20,101	-	-	-	-
62050 Retirement	15,187	17,836	21,887	28,300	28,300	27,545	28,460
62100 Medicare	2,895	3,112	3,721	4,600	4,600	5,355	5,150
62110 Social Security	354	179	506	-	-	1,610	-
62200 Flex Credit Benefit	29,500	31,299	45,846	58,300	58,300	55,270	58,030
62440 LT Disability Insurance	966	1,001	1,274	1,500	1,500	1,430	1,490
62450 Life Insurance	480	486	622	1,000	1,000	915	950
62550 2% Deferred Comp 457	-	-	-	-	-	4,840	4,985
62800 Auto Allowance	2,608	2,544	2,999	3,000	3,000	3,000	3,000
TOTAL PERSONNEL-SALARIES & BENEFITS	298,024	306,429	344,105	412,200	412,200	413,865	399,110
MATERIALS, SUPPLIES & SERV							
63150 Travel, Conferences, & Meetings	385	662	1,283	-	-	1,060	1,660
63200 Training	3,161	1,670	478	-	-	-	-
63300 Membership and Dues	565	895	465	1,300	1,300	900	900
64150 Election Supplies	1,689	198,189	472	125,000	125,000	700	65,000
64170 Postage	5,202	6,950	5,106	7,700	7,700	7,000	7,700
64180 Books, Subscriptions, and Printing	3,477	3,080	5,686	9,100	9,100	7,800	8,800
64190 Minor Equipment	909	-	3,083	-	-	-	-
64200 Departmental Special Supplies	7,494	10,974	7,033	9,500	9,500	9,200	9,300
65220 Advertising	937	7,421	5,803	5,500	5,500	5,000	5,000
65250 Rents and Leases	2,436	2,019	2,820	3,600	3,600	3,200	3,200
65290 Mileage	-	-	-	200	200	160	160
65300 Professional Services	20,854	23,014	32,237	43,800	43,800	50,300	46,500
65310 Maint. & Operation of Equipment	-	-	-	700	700	400	400
65700 Other Charges	-	-	-	-	-	-	-
TOTAL MATERIALS, SUPPLIES & SERV	47,109	254,874	64,466	206,400	206,400	85,720	148,620
CAPITAL, DEBT SVC & CHRGS							
69100 Claims Liability Charges	9,600	5,100	9,600	3,300	3,300	7,100	7,600
69200 Workers' Comp Charges	7,500	6,100	8,700	12,600	12,600	8,200	8,700
69300 Asset Replacement Charges	1,300	21,300	15,000	15,000	15,000	5,000	10,000
CAPITAL, DEBT SVC & CHRGS	18,400	32,500	33,300	30,900	30,900	20,300	26,300
TOTAL CITY CLERK	363,534	593,803	441,871	649,500	649,500	519,885	574,030

City Manager

Mission Statement:

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

Structure & Services

The **City Manager** provides leadership, management, direction, support and coordination for all of the various City departments, provides policy recommendations to and implements policies of the City Council, represents City interests in local and regional issues and ensures that the governmental processes succeed in maintaining and improving the quality of life in Solana Beach. The department enforces all applicable Federal and State laws as well as municipal codes and ordinances and administers and manages the overall budget. The City Manager's budget is located at C-13 and C-14.

Human Resources provides the City with effective human resource programs and services in the areas of personnel recruitment and selection, employee training and development, labor and employee relations and negotiations, salary and benefit administration, performance evaluations, classification and position studies and allocations and employee awards and programs. Additionally, Human Resources assumes responsibility for administering claims for the City's self-funded Worker's Compensation Insurance. The budget and service indicators for Human Resources are located at C-23 and C-24.

Information/Communication Systems is responsible for ensuring that the City's information technology resources are effectively managed and used as key organizational tools in improving staff productivity, customer service, and public access to City information. Information/Communications Systems is responsible for overseeing, maintaining and improving the Local Area Networks for all City sites, multimedia operations for City Council and other public meetings, Internet access and monitoring, telephone system, voicemail system, computer hardware/software training and staff support. Information/Communication Systems' budget and service indicators are located at C-25 and C-26

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

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

CITY MANAGER (continued)

Goals:

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

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
CITY MANAGER	5200	001-5000-5200

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
Contract	City Manager	0.48	103,300	0.48	103,400	0.53	125,093	0.53	128,707
M8	Assistant City Manager	0.20	32,300	0.20	33,000	0.20	35,512	0.20	36,578
M2	Sr. Management Analyst	0.75	52,800	0.75	53,900	0.75	55,404	0.75	57,066
M1	Executive Assistant	0.55	40,100	0.55	40,900	0.60	45,856	0.60	47,232
MIS86	Admin Assistant III	0.50	31,000	0.50	31,800	0.50	33,909	0.50	34,582
	Overtime		500		500		2,000		2,000
	Total Salaries		260,000		263,500		297,774		306,165
	Total Benefits		82,300		85,900		98,720		102,080
	Total	2.48	342,300	2.48	349,400	2.58	396,494	2.58	408,245

NOTES:

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

General Government

CITY OF SOLANA BEACH

Estimated Expenditures

5200 - City Manager

FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
100-5000-5200							
PERSONNEL-SALARIES & BENEFITS							
61010 Regular Salaries	215,410	195,511	213,499	210,200	210,200	295,025	304,165
61020 Part Time & Temporary Salaries	290	6,927	53,047	52,800	52,800	-	-
61030 Overtime	1,321	-	827	500	500	2,000	2,000
61040 Special Pay	-	-	-	-	-	750	-
62050 Retirement	15,502	15,898	22,790	24,400	24,400	26,875	27,715
62100 Medicare	3,271	3,143	4,184	3,800	3,800	4,960	5,110
62200 Flex Credit Benefit	28,084	29,899	39,844	40,400	40,400	44,145	46,355
62440 LT Disability Insurance	834	928	1,222	1,400	1,400	1,485	1,530
62450 Life Insurance	545	536	703	900	900	950	975
62550 Deferred Compensation	7,243	8,995	11,854	11,800	11,800	16,830	16,920
62800 Auto Allowance	3,863	2,729	3,204	3,200	3,200	3,475	3,475
TOTAL PERSONNEL-SALARIES & BENEFITS	276,364	264,567	351,174	349,400	349,400	396,495	408,245
MATERIALS, SUPPLIES & SERV							
63150 Travel, Conferences, & Meetings	5,946	1,419	2,074	1,700	1,700	4,000	4,000
63200 Training	679	-	-	-	-	-	-
63300 Membership and Dues	3,650	2,900	2,900	3,000	3,000	2,900	2,900
64180 Books, Subscriptions, and Printing	261	394	220	400	400	400	400
64200 Departmental Special Supplies	594	345	633	800	800	800	800
65290 Mileage	40	71	-	200	200	200	200
65300 Professional Services	24,167	13,541	44,689	55,000	116,976	70,000	70,000
65390 Contingency	7,498	-	-	37,500	37,500	37,500	37,500
TOTAL MATERIALS, SUPPLIES & SERV	42,835	18,669	50,516	98,600	160,576	115,800	115,800
CAPITAL, DEBT SVC & CHRGS							
69100 Claims Liability Charges	8,500	3,600	8,900	2,800	2,800	7,300	7,900
69200 Workers' Comp Charges	6,700	4,300	8,100	10,500	10,500	8,500	9,000
CAPITAL, DEBT SVC & CHRGS	15,200	7,900	17,000	13,300	13,300	15,800	16,900
TOTAL CITY MANAGER	334,398	291,136	418,690	461,300	523,276	528,095	540,945

CITY OF SOLANA BEACH
SUMMARY/COMMENTARY/DETAIL

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

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M2	Deputy City Clerk	0.25	19,500	0.25	18,600	0.25	19,500	0.25	20,085
	Total Salaries		19,500		18,600		19,500		20,085
	Total Benefits		6,100		6,200		6,835		7,125
	Total	0.25	25,600	0.25	24,800	0.25	26,335	0.25	27,210

NOTES:		
6418: Municipal law book update, West Law book and other legal journals subscriptions	FY 21/22	FY 22/23
6420: Pleading papers	200,000	200,000
6530: City Attorney - General Services	90,000	90,000
City Attorney - Other Services	185,000	160,000
Outside Legal Services	<u>475,000</u>	<u>450,000</u>

General Government

CITY OF SOLANA BEACH

Estimated Expenditures

5250 - City Attorney

FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23
100-5000-5250	Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget	Proposed Budget
PERSONNEL-SALARIES & BENEFITS							
61010 Regular Salaries	18,378	18,164	18,428	18,600	18,600	19,500	20,085
61030 Overtime	142	-	-	-	-	-	-
62050 Retirement	1,171	1,360	1,461	1,600	1,600	1,660	1,720
62100 Medicare	309	297	304	300	300	345	355
62200 Flex Credit Benefit	4,003	3,880	4,074	4,100	4,100	4,280	4,490
62440 LT Disability Insurance	77	119	120	100	100	100	100
62450 Life Insurance	31	46	48	100	100	65	65
62550 Deferred Compensation	-	-	-	-	-	385	395
TOTAL PERSONNEL-SALARIES & BENEFITS	24,112	23,867	24,435	24,800	24,800	26,335	27,210
MATERIALS, SUPPLIES & SERV							
63150 Travel, Conferences, & Meetings	263	392	183	-	-	-	-
64180 Books, Subscriptions, and Printing	350	144	-	1,000	1,000	1,000	1,000
65300 Professional Services	493,042	406,411	322,151	450,000	450,000	475,000	450,000
65400 Damage Claims	-	30,000	-	-	-	-	-
TOTAL MATERIALS, SUPPLIES & SERV	493,655	436,946	322,334	451,000	451,000	476,000	451,000
CAPITAL, DEBT SVC & CHRGS							
69100 Claims Liability Charges	600	300	700	200	200	500	500
69200 Workers' Comp Charges	500	400	600	700	700	600	600
CAPITAL, DEBT SVC & CHRGS	1,100	700	1,300	900	900	1,100	1,100
TOTAL CITY ATTORNEY	518,867	461,513	348,069	476,700	476,700	503,435	479,310

Finance Department

Mission Statement:

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

Structure and Services

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

The ***Finance Department*** maintains the financial records of the City, the Successor Agency and the former Solana Beach Redevelopment Agency. Responsibilities include financial planning, cash management, purchasing, budgeting, payroll, payables, receivables, collections, accounting, financial reporting, fixed asset tracking, investment and debt administration. Finance's budget and service indicators are located on pages C-19 and C-20.

Support Services includes costs that affect City Hall in general, but are not easily allocated to the appropriate departments, and its budget is located on pages C-21 and C-22.

The Finance Manager is also the Risk Manager for the City and oversees the insurance requirements of the City, manages the loss-control program, and handles all claims made against the City in addition to administering the budget for the self-insured worker's compensation program. The Workers Compensation budget unit was introduced in Fiscal Year 2003-04 as the City began to self-insure for Workers' Compensation in October 2003. The costs to provide this service are charged to other budget units with payroll accounts on an annual basis.

The budgets and service indicators for ***Risk Management, Workers Compensation, Asset Replacement, PERS Side Fund, Real Property Acquisition, and OPEB*** are located in the Internal Service Fund section beginning on page C-91.

Goals:

- Complete sections of the department procedures manual that implement new processes
- Implement a workflow process for purchase orders and human resources
- Implement an electronic time-keeping system
- Implement on-line credit card payments for services.
- Submit the Comprehensive Annual Financial Report and the Adopted Budget for the Government Finance Officers Association (GFOA) awards for Outstanding Financial Reporting and Excellence in Operational Budgeting

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CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
FINANCE	5300	001-5000-5300

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M8	Finance Director/Treasurer	0.40	59,700	0.40	56,600	0.40	57,328	0.40	59,048
M7	Finance Manager/Treasurer	-	-	-	-	-	-	-	-
M3	Senior Accountant	0.65	56,900	0.65	58,000	0.70	64,305	0.70	66,235
M2	Senior Management Analyst	0.50	42,800	0.50	43,700	0.50	44,972	0.50	46,321
M1	Management Analyst	-	-	-	-	-	-	-	-
C99	Fiscal Services Specialist II	-	-	-	-	-	-	-	-
C87	Fiscal Services Specialist I	0.75	45,900	0.75	46,800	0.75	51,371	0.75	52,376
MIS86	Admin Assistant II	1.00	62,000	1.00	63,400	1.00	61,699	1.00	65,105
	Temporary Finance Director			0.40	83,115				
	Special Pay		-		-		-		-
	Overtime		1,200		1,200		2,000		2,000
	Total Salaries		268,500		352,815		281,675		291,085
	Total Benefits		337,900		399,885		442,400		484,970
	Total	3.30	606,400	3.70	752,700	3.35	724,075	3.35	776,055

SERVICE INDICATORS	2018/19 Actual	2019/20 Actual	2020/21 Projected	2021/22 Proposed	2022/23 Proposed
A/P checks	2822	2524	2600	3000	3000
Payroll checks/vouchers	2824	2895	2600	2900	2900
W-2 forms	153	165	170	170	170
1099 forms	98	86	120	120	120
Bank reconciliations	108	108	108	108	108
Cash receipts processed	4500	4500	4500	4500	4500
Purchase Orders processed	N/A	N/A	N/A	N/A	N/A



NOTES:

6530: Annual Audit
Sales Tax Reports/Audit
CAFR Statistics & Debt Statement
Fire Benefit Administration
Chandler Investment Fees
Union Bank Analysis Fees
PERS GASB 68 Report
GASB 68 Audit
OPED Actuarial Report
Actuarial Valuation

6531: Pentamation Licenses and Support
The cost also reflects department expenditures for computer costs associated with the accounting system.

6570: Property tax administration
Sales tax administration
HDL CAFR Report package
Budget/CAFR awards program

General Government

CITY OF SOLANA BEACH

Estimated Expenditures

5300 - Finance

FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23
100-5000-5300	Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget	Proposed Budget
PERSONNEL-SALARIES & BENEFITS							
61010 Regular Salaries	175,438	184,518	249,449	268,500	268,500	277,050	289,085
61020 Part Time & Temporary Salaries	37,642	27,856	-	-	83,115	-	-
61030 Overtime	1,935	924	4,225	1,200	1,200	2,000	2,000
61040 Special Pay	-	-	-	-	-	2,625	-
61050 Temporary Non-Payroll	-	-	4,181	-	-	-	-
62050 Retirement	15,858	16,360	19,829	23,400	23,400	22,235	23,050
62070 Retirement-UAL	187,953	224,167	270,913	308,400	308,400	349,240	387,640
62100 Medicare	3,107	3,304	3,824	3,900	5,550	4,915	5,095
62110 Social Security	-	-	-	-	5,235	-	-
62200 Flex Credit Benefit	33,996	48,727	53,471	53,800	53,800	57,320	60,190
62440 LT Disability Insurance	997	1,109	1,414	1,400	1,400	1,410	1,470
62450 Life Insurance	451	483	637	900	900	900	940
62550 2% Deferred Comp 457	-	-	-	-	-	5,155	5,360
62800 Auto Allowance	-	-	1,459	1,200	1,200	1,225	1,225
TOTAL PERSONNEL-SALARIES & BENEFITS	457,376	507,447	609,402	662,700	752,700	724,075	776,055
MATERIALS, SUPPLIES & SERV							
63150 Travel, Conferences, & Meetings	350	728	26	-	-	2,200	4,300
63200 Training	784	1,128	1,411	-	-	1,600	1,600
63300 Membership and Dues	480	420	300	600	600	300	300
64180 Books, Subscriptions, and Printing	18	387	-	400	400	4,000	4,000
64190 Minor Equipment	-	161	751	-	-	2,450	-
64200 Departmental Special Supplies	2,472	5,350	3,023	3,000	3,000	3,650	3,650
65220 Advertising	116	1,072	1,736	900	900	1,300	1,300
65290 Mileage	-	24	-	-	-	100	100
65300 Professional Services	151,474	83,592	83,695	80,700	80,700	103,450	87,100
65310 Maint. & Operation of Equipment	33,732	35,418	29,141	109,200	109,200	94,500	82,500
65700 Other Charges	123,205	127,533	120,670	130,900	130,900	125,000	129,350
TOTAL MATERIALS, SUPPLIES & SERV	312,631	255,813	240,753	325,700	325,700	338,550	314,200
CAPITAL, DEBT SVC & CHRGS							
69100 Claims Liability Charges	9,400	4,500	9,200	2,800	2,800	6,900	7,500
69200 Workers' Comp Charges	7,400	5,500	8,300	10,800	10,800	8,000	8,500
69300 Asset Replacement Charges	10,900	10,900	10,900	37,900	37,900	5,000	5,000
69400 PERS Side Fund Charges	176,858	-	-	-	-	-	-
69600 PARS OPEB Charges	85,039	280,082	321,600	335,600	335,600	273,425	276,850
69650 PARS Pension Charges	314,961	540,000	250,000	-	-	-	-
CAPITAL, DEBT SVC & CHRGS	604,558	840,982	600,000	387,100	387,100	293,325	297,850
TOTAL FINANCE	1,374,565	1,604,242	1,450,156	1,375,500	1,465,500	1,355,950	1,388,105

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

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

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									
	Total	-	-	-	-	-	-	-	-

NOTES:

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

General Government

CITY OF SOLANA BEACH

Estimated Expenditures

5350 - Support Services

FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23
100-5000-5350	Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget	Proposed Budget
MATERIALS, SUPPLIES & SERV							
64160 Office Supplies	3,734	7,222	3,770	5,000	5,000	3,500	5,000
64180 Books, Subscriptions & Printing	6,643	8,315	4,840	6,500	6,500	6,050	8,500
64190 Minor Equipment	1,984	1,058	75	1,500	1,500	3,000	3,000
64200 Departmental Special Supplies	3,646	7,199	1,132	2,000	2,000	4,520	4,520
65250 Rents and Leases	11,690	11,688	11,002	17,800	17,800	18,060	18,060
65300 Professional Services	4,079	4,169	4,111	9,000	9,000	4,500	4,500
65310 Maint. & Operation of Equipment	-	-	-	700	700	700	700
65700 Other Charges	-	-	-	100	100	100	100
TOTAL MATERIALS, SUPPLIES & SERV	31,777	39,650	24,930	42,600	42,600	40,430	44,380
TOTAL SUPPORT SERVICES	31,777	39,650	24,930	42,600	42,600	40,430	44,380

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
HUMAN RESOURCES	5400	001-5000-5400

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M8	Assistant City Manager	0.15	24,200	0.15	24,200	0.15	26,635	0.15	27,434
M4	HR Director	0.60	74,800	0.60	91,090	0.85	113,390	0.85	116,792
M1	Executive Assistant	0.20	14,600	0.20	14,600	0.20	15,285	0.20	15,744
	Management Compensation		50,000		-		60,000		60,000
	Overtime		500		500		2,000		2,000
	Total Salaries		164,100		130,390		217,310		221,970
	Total Benefits		36,000		35,285		54,175		57,035
	Health Insurance Retirees		-		-		-		-
	Unemployment Insurance		-		20,000		20,000		20,000
	Rideshare Program		8,000		8,000		4,000		4,000
	Total	0.95	208,100	0.95	193,675	1.20	295,485	1.20	303,005

SERVICE INDICATORS	2018/19 Actual	2019/20 Actual	2020/21 Projected	2021/22 Proposed	2022/23 Proposed
New employees hired	27*	13*	50*	55*	55*
Average to complete recruitment (days)	42 days	42 days	42 days	42 days	42 days
Separations/Terminations	15**	12**	12**	15**	15**
MOUs negotiated	0	0	2	1	0
In-service training programs offered	2	1	3***	2	2
Employee (avg) participants per in-service training	45	13	79****	50	80

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

NOTES:

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



General Government

CITY OF SOLANA BEACH

Estimated Expenditures

5400 - Human Resources

FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23
100-5000-5400	Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget	Proposed Budget
PERSONNEL-SALARIES & BENEFITS							
61010 Regular Salaries	34,033	35,862	40,375	39,500	83,777	215,310	219,970
61020 Part Time & Temporary Salaries	69,496	71,386	75,097	74,800	46,113	-	-
61030 Overtime	3,210	2,447	2,437	500	500	2,000	2,000
62050 Retirement	9,102	9,947	11,555	12,400	14,170	23,560	24,065
62100 Medicare	-	-	190	-	-	-	-
62110 Social Security	1,584	1,570	1,759	1,700	1,925	3,450	3,530
62200 Flex Credit Benefit	16,100	14,744	15,481	15,500	17,550	20,535	21,560
62440 LT Disability Insurance	598	603	618	600	685	775	800
62450 Life Insurance	261	271	291	400	455	495	510
62550 2% Deferred Comp 457	-	-	-	-	-	2,300	3,510
62600 Unemployment Insurance	2,226	7,627	5,516	20,000	20,000	20,000	20,000
62700 Retirees Health Insurance	159,621	-	-	-	-	-	-
62800 Auto Allowance	460	449	3,401	500	500	3,060	3,060
62950 Rideshare Program	3,086	594	1,583	8,000	8,000	4,000	4,000
TOTAL PERSONNEL-SALARIES & BENEFITS	299,776	145,501	158,303	173,900	193,675	295,485	303,005
MATERIALS, SUPPLIES & SERV							
63150 Travel, Conferences, & Meetings	1,925	1,727	275	-	-	3,000	3,000
63200 Training	70	1,770	1,555	-	-	2,000	2,500
63300 Membership and Dues	758	705	705	1,500	1,500	1,500	1,500
63410 Tuition Reimbursement	7,867	14,030	9,558	7,000	7,000	10,000	10,000
63500 Pre-Employment	12,401	12,563	6,657	8,500	8,500	12,000	12,500
63510 Recruitment	5,422	6,907	10,214	17,700	17,700	18,750	19,500
64180 Books, Subscriptions & Printing	706	305	332	1,000	1,000	1,350	1,350
64190 Minor Equipment	238	-	-	800	800	800	800
64200 Special Department Supplies	768	654	47	500	500	600	700
65220 Advertising	640	-	-	400	400	500	600
65290 Mileage	-	-	17	-	-	-	-
65300 Professional Services	5,328	5,321	11,170	12,300	12,300	29,150	30,400
65380 Special Events	3,602	6,402	7,017	2,000	2,000	8,500	9,000
65700 Other Charges	2,833	6,900	3,502	5,500	5,500	5,500	6,500
TOTAL MATERIALS, SUPPLIES & SERV	42,560	57,285	51,049	57,200	57,200	93,650	98,350
CAPITAL, DEBT SVC & CHRGS							
69100 Claims Liability Charges	5,900	2,900	5,600	1,200	1,200	5,100	5,500
69200 Workers' Comp Charges	4,600	3,500	5,100	4,600	4,600	5,900	6,200
CAPITAL, DEBT SVC & CHRGS	10,500	6,400	10,700	5,800	5,800	11,000	11,700
TOTAL HUMAN RESOURCES	352,836	209,186	220,052	236,900	256,675	400,135	413,055

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

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

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023			
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget		
M4	Info Tech Manager	1.00	114,400	1.00	99,800	1.00	104,814	1.00	107,958		
	PT Help Desk				9,235		0.50		29,961	0.50	30,861
	Total Salaries		114,400		109,035		134,775		138,819		
	Total Benefits		28,100		27,865		33,873		34,891		
Total		1.00	142,500	1.00	136,900	1.50	168,648	1.50	173,710		

SERVICE INDICATORS	2018/19 Actual	2019/20 Actual	2020/21 Projected	2021/22 Proposed	2022/23 Proposed
PC's supported	70	70	70	70	70
Physical servers supported	6	6	6	6	6
Virtual servers supported	19	19	19	19	19
Printers supported	29	29	29	29	29
Telephones supported	75	75	75	75	75
Voice mail boxes supported	90	90	90	90	90
Email boxes supported	15	15	15	15	15

NOTES:

6320: Training network systems engineer on continuing certification and citywide computer training

6419: Printers, fax machines, wireless cards, replacement parts, server room equipment

6420: Employee software licenses

6523: AT&T site to site connection, phone and DSL, Cox internet connection

6525: Cost to host City website and to post Municipal Codes on the MSRC website

6530: Technical support for LAN-Email/Web Filter
IT Technical Support
Web Development

6531: Computer and printer repairs, Firewall security & LAN maintenance. Costs associated with website and Internet access plus maintenance of voice-mail and phone systems

6535: Community access channel programming and web streaming

General Government

CITY OF SOLANA BEACH

5450 - Information Technology

Estimated Expenditures

FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
100-5000-5450							
PERSONNEL-SALARIES & BENEFITS							
61010 Regular Salaries	109,105	93,093	89,343	99,800	99,800	104,815	107,955
61020 Part Time & Temporary Salaries	-	-	-	-	9,235	29,960	30,860
61030 Overtime	1,780	429	-	-	-	-	-
62050 Retirement	9,946	7,993	6,290	8,600	8,600	8,900	9,225
62100 Medicare	1,566	1,325	1,452	1,400	1,575	2,200	2,275
62110 Social Security	-	-	-	-	590	1,860	1,915
62200 Flex Credit Benefit	14,781	12,287	13,580	16,300	16,300	17,110	17,965
62440 LT Disability Insurance	548	397	473	500	500	530	550
62450 Life Insurance	276	206	219	300	300	340	350
62550 2% Deferred Comp 457	-	-	-	-	-	2,930	2,615
62800 Auto Allowance	-	-	2,589	-	-	-	-
TOTAL PERSONNEL-SALARIES & BENEFITS	138,002	115,730	113,947	126,900	136,900	168,645	173,710
MATERIALS, SUPPLIES & SERV							
63150 Travel, Conferences, & Meetings	-	-	-	-	-	2,500	2,500
63200 Training	4,790	65	465	-	-	2,500	2,500
63300 Membership and Dues	160	130	370	300	300	300	300
64190 Minor Equipment	4,995	4,688	3,409	9,500	9,500	10,500	10,500
64200 Departmental Special Supplies	2,085	1,473	3,002	10,900	10,900	10,000	12,000
65230 Communications	39,097	41,226	51,421	59,900	59,900	64,900	64,900
65250 Rents/Leases	1,429	1,643	2,219	300	300	2,500	2,500
65300 Professional Services	20,278	23,437	26,835	26,400	26,400	44,700	47,700
65310 Maint. & Operation of Equipment	27,274	25,771	18,388	29,400	29,400	31,300	30,100
65350 Community Television Production	47,883	52,148	44,385	50,200	50,200	57,700	57,700
TOTAL MATERIALS, SUPPLIES & SERV	147,991	150,582	150,494	186,900	186,900	226,900	230,700
CAPITAL, DEBT SVC & CHRGS							
69100 Claims Liability Charges	4,200	2,200	3,900	1,100	1,100	3,400	3,600
69200 Workers' Comp Charges	3,300	2,700	3,500	4,000	4,000	3,900	4,100
69300 Asset Replacement Charges	105,000	105,000	105,000	105,000	105,000	10,000	5,000
CAPITAL, DEBT SVC & CHRGS	112,500	109,900	112,400	110,100	110,100	17,300	12,700
TOTAL INFORMATION TECHNOLOGY	398,493	376,212	376,841	423,900	433,900	412,845	417,110

COMMUNITY DEVELOPMENT



CITY OF SOLANA BEACH
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				2021-2022	2022-2023
					1,466,920	1,527,410
COMMUNITY DEVELOPMENT	General Fund					
	Coastal Business/Visitors				53,100	53,100
					1,520,020	1,580,510
EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 AMENDED	2020-2021 PROJECTED	2021-2022 PROPOSED	2022-2023 PROPOSED
TOTAL REGULAR POSITIONS	5.80	6.00	7.00	7.00	6.00	5.00
SALARIES & FRINGE BENEFITS	784,366	830,949	886,500	731,241	929,320	970,610
MATERIAL, SUPPLIES & SERVICES	653,751	719,507	533,350	440,533	543,000	543,500
CAPITAL, DEBT SVC & CHARGES	63,900	80,600	71,500	68,400	47,700	66,400
TOTAL BUDGET	1,502,017	1,631,056	1,491,350	1,240,174	1,520,020	1,580,510

Mission Statement:

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

Department Overview:

The Community Development Department provides a variety of services to the public, including administration of local subdivision and zoning regulations, and coastal development activities. The department processes applications for all types of development and land use permits, manages housing programs for the City related to affordable housing, and administers and implements the City’s General Plan and Certified Land Use Plan. The department also provides professional and technical support to the City Council and City Staff. The department includes four divisions – the Planning Division, the Building Division, the Code Compliance division and Shoreline Management Division.

Structure & Services:

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

The **Building Division** administers and implements the City’s Building, Health and Safety Codes in plan checking and issuance of building permits. Currently the City contracts with EsGil/Safebuilt to provide Building Division services.

The **Code Compliance Division** works with the residents and business owners to maintain the appearance and safety of the community and protect the quality of life through the diligent application of our City ordinances and land use regulations. Our officers are dedicated to work in partnership with

COMMUNITY DEVELOPMENT (continued)

all and to be responsive and solution-oriented. The City strives to promote and protect the welfare of the community to keep Solana Beach a safe, healthy and desirable place to live and work.

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

Goals:

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

- General Plan Implementation (including Local Implementation Plan)
- Implementation of the City's Climate Action Plan
- Update the City's Housing and Safety Element of the General Plan
- Update the City's Accessory Dwelling Unit Ordinance provisions
- Development of Implementing Policies and Incorporation of Ordinances of the adopted Local Coastal Plan/Land Use Plan
- Progress on the City's Sand Replenishment & Retention Program
- Mixed Use Affordable Housing Projects
- Update View Assessment Toolkit and Guidelines
- Create Development Review Toolkit and Guidelines
- Update and maintain City's geographic information system
- Coordination of Adopted Specific Plan Standards with the Highway 101 Streetscape Projects and planning for public parking facilities at the NCTD train station
- Review and recommendation of business district parking practices and standards

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT COMMUNITY DEVELOPMENT	DEPT. NO. 5550	BUDGET UNIT 001-5500-5550
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Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M8	Community Dev. Director	1.00	149,000	1.00	151,780	1.00	159,319	1.00	164,100
M3	Principal Planner	1.00	105,800	1.00	107,680	1.00	111,039	1.00	114,370
M3	Senior Planner	1.00	83,900	1.00	85,380	1.00	96,931	1.00	99,839
MIS103B	Assistant Planner	1.00	74,600	1.00	75,880	1.00	76,756	1.00	81,386
MIS85	Junior Planner	1.00	61,500	1.00	62,480	1.00	60,955	1.00	64,300
MIS86	Administrative Assistant III	1.00	62,000	1.00	-	-	-	-	-
	Overtime		1,800		7,800		2,000		2,000
	Total Salaries		538,600		491,000		507,000		525,995
	Total Benefits		156,700		137,000		152,440		159,120
Total		6.00	695,300	6.00	628,000	5.00	659,440	5.00	685,115

SERVICE INDICATORS	2018/19 Actual	2019/20 Actual	2020/21 Projected	2021/22 Proposed	2022/23 Proposed
Structure development permit applications	7	22	25	23	23
All discretionary review project applications	30	33	30	32	32
Business Certificates					
- New	425				
- Renewals	2,000				



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

Community Development

CITY OF SOLANA BEACH

Estimated Expenditures

5550 - Planning

FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23
100-5500-5550	Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget	Proposed Budget
PERSONNEL-SALARIES & BENEFITS							
61010 Regular Salaries	456,674	494,644	521,879	483,200	483,200	502,000	523,995
61030 Overtime	3,096	2,925	4,830	1,800	7,800	2,000	2,000
61040 Special Pay	24,634	-	-	-	-	3,000	-
62050 Retirement	32,950	38,506	41,128	41,300	41,300	42,470	44,075
62100 Medicare	7,026	6,972	7,268	7,000	7,000	8,590	8,930
62200 Flex Credit Benefit	80,802	90,632	90,986	81,500	81,500	85,555	89,830
62440 LT Disability Insurance	2,448	2,651	2,643	2,500	2,500	2,545	2,655
62450 Life Insurance	1,126	1,256	1,283	1,600	1,600	1,625	1,695
62550 2% Deferred Comp 457	-	-	-	-	-	8,595	8,875
62800 Auto Allowance	1,819	2,515	2,448	3,100	3,100	3,060	3,060
TOTAL PERSONNEL-SALARIES & BENEFITS	610,577	640,101	672,465	622,000	628,000	659,440	685,115
MATERIALS, SUPPLIES & SERV							
63150 Travel, Conferences & Meetings	2,284	1,076	298	-	-	1,500	1,500
63200 Training	2,034	915	2,250	-	-	2,000	2,000
63300 Membership and Dues	604	1,376	788	2,000	2,000	2,000	2,000
64180 Books, Subscriptions and Printing	2,896	1,445	1,574	2,000	2,000	2,000	2,000
64190 Minor Equipment	-	129	1,274	-	-	-	-
64200 Departmental Special Supplies	2,404	2,913	2,166	3,000	3,000	2,500	2,500
65220 Advertising	6,621	9,240	13,246	6,000	6,000	6,000	6,000
65290 Mileage	131	211	39	300	300	300	300
65300 Professional Services	31,983	10,150	15,560	15,600	15,600	25,000	25,000
65310 Maint. & Operation of Equipment	36,327	41,433	23,316	40,000	40,000	42,000	43,000
65700 Other Charges	50	-	-	-	-	-	-
TOTAL MATERIALS, SUPPLIES & SERV	85,334	68,889	60,511	68,900	68,900	83,300	84,300
CAPITAL, DEBT SVC & CHRGS							
69100 Claims Liability Charges	18,600	9,900	18,400	5,100	5,100	12,500	13,500
69200 Workers' Comp Charges	14,700	12,100	17,400	20,300	20,300	15,100	16,200
69300 Asset Replacement Charges	29,600	29,600	29,600	29,600	29,600	5,000	5,000
CAPITAL, DEBT SVC & CHRGS	62,900	51,600	65,400	55,000	55,000	32,600	34,700
TOTAL COMMUNITY DEVELOPMENT	758,810	760,590	798,376	745,900	751,900	775,340	804,115

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT BUDGET UNIT
DEPT. NO. 5560
BUILDING SERVICES 001-5500-5560

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
MIS85	Permit Technician	1.00	\$ 61,500	1.00	\$ 61,500	1.00	\$ 60,754	1.00	\$ 64,085
	Overtime	-	-	-	-	1,000	1,000	1,000	1,000
	Total Salaries	-	-	61,500	61,500	61,754	61,754	65,085	65,085
	Total Benefits	-	-	22,500	22,500	\$ 24,335	\$ 24,335	\$ 26,030	\$ 26,030
				84,000	84,000	86,089	86,089	91,115	91,115

NOTES:

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



Community Development

CITY OF SOLANA BEACH

Estimated Expenditures

5560 - Building Services

FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23
100-5500-5560	Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget	Proposed Budget
PERSONNEL-SALARIES & BENEFITS							
61010 Regular Salaries	-	-	-	61,500	61,500	59,255	64,085
61030 Overtime	-	-	-	-	-	1,000	1,000
61040 Special Pay	-	-	-	-	-	1,500	-
62050 Retirement	-	-	-	4,800	4,800	4,645	4,900
62100 Medicare	-	-	-	900	900	895	1,205
62200 Flex Credit Benefit	-	-	-	16,300	16,300	17,110	17,965
62440 LT Disability Insurance	-	-	-	300	300	305	330
62450 Life Insurance	-	-	-	200	200	195	350
62550 Deferred Compensation	-	-	-	-	-	1,185	1,280
TOTAL PERSONNEL-SALARIES & BENEFITS	-	-	-	84,000	84,000	86,090	91,115
MATERIALS, SUPPLIES & SERV							
63200 Training	-	-	-	-	-	800	800
63300 Membership and Dues	-	-	-	300	300	300	300
64180 Books, Subscriptions, and Printing	-	999	-	2,000	2,000	-	2,000
64200 Departmental Special Supplies	2,224	1,936	891	1,800	1,800	4,000	1,500
65300 Professional Services	408,485	382,961	592,957	192,700	342,700	350,000	350,000
TOTAL MATERIALS, SUPPLIES & SERV	410,708	385,896	593,849	196,800	346,800	355,100	354,600
CAPITAL, DEBT SVC & CHRGS							
69100 Claims Liability Charges	-	-	-	600	600	1,500	2,100
69200 Workers' Comp Charges	-	-	-	2,500	2,500	1,700	1,900
CAPITAL, DEBT SVC & CHRGS	-	-	-	3,100	3,100	3,200	4,000
TOTAL BUILDING SERVICES	410,708	385,896	593,849	283,900	433,900	444,390	449,715

Codes and Parking Enforcement

Mission Statement:

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

Structure & Services:

Under the direction of the Community Development Director, the Code Compliance and Parking Enforcement Department consists of two full-time Code Compliance Officers. The department monitors activities related to compliance with the City's municipal code, parking laws, short-term vacation rentals, storm water and other pertinent City regulations.

Ongoing responsibilities include:

- Conduct inspections to monitor construction for compliance to applicable codes
- Monitor parking in the City
- Issue Short Term Vacation Rental permits
- Issue Regulatory Permits and conduct Regulatory Compliance Inspections
- Respond to and investigate complaints
- Provide for security and road closures for the Fourth of July and other special events

Goals:

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

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CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
CODE & PARKING ENFORCEMENT	5590	001-5500-5590

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
MIS106A	Sr. Code Compliance Officer	0.80	56,000	0.80	60,400	0.80	62,020	0.80	65,777
MIS94	Code Compliance Officer	1.00	62,100	1.00	67,600	1.00	70,445	1.00	74,563
	Overtime		2,100		2,100		2,100		2,100
	Total Salaries		120,200		130,100		134,565		142,440
	Total Benefits		34,900		44,400		49,225		51,940
	Total	1.80	155,100	1.80	174,500	1.80	183,790	1.80	194,380

SERVICE INDICATORS	2018/19 Actual	2019/20 Actual	2020/21 Projected	2021/22 Proposed	2022/23 Proposed
Cases opened	303	282	298	300	300
Cases closed	279	260	290	275	275
Inspections	909	840	870	875	875
Permits Issued	340	342	335	340	340
Administrative Citations	16	9	0	5	5
Parking Citations	2859	1,367	1,000	2,000	2,000
Parking Citations Dismissed	19	12	10	10	10



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

CITY OF SOLANA BEACH

5590 - Code & Parking Enforcement

Estimated Expenditures

FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23
100-5500-5590	Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget	Proposed Budget
PERSONNEL-SALARIES & BENEFITS							
61010 Regular Salaries	45,533	100,194	117,343	128,000	128,000	129,765	140,340
61020 Part Time & Temporary Salaries	28,840	8,262	-	-	-	-	-
61030 Overtime	1,854	789	843	2,100	2,100	2,100	2,100
61040 Special Pay	-	-	-	-	-	2,700	-
62050 Retirement	3,009	6,746	8,267	12,100	12,100	12,330	13,070
62100 Medicare	1,140	1,543	1,659	1,900	1,900	2,400	2,535
62110 Social Security	1,788	512	-	-	-	-	-
62200 Flex Credit Benefit	11,825	25,350	29,333	29,300	29,300	30,800	32,340
62440 LT Disability Insurance	274	619	748	700	700	670	725
62450 Life Insurance	116	249	292	400	400	430	465
62550 Deferred Compensation	-	-	-	-	-	2,595	2,805
TOTAL PERSONNEL-SALARIES & BENEFITS	94,377	144,265	158,484	174,500	174,500	183,790	194,380
MATERIALS, SUPPLIES & SERV							
63150 Travel, Conferences & Meetings	-	-	-	-	-	1,000	1,000
63200 Training	1,570	-	-	-	-	1,000	1,000
63300 Membership and Dues	-	-	-	-	-	-	-
63400 Clothing and Personal Expenses	609	387	391	400	400	400	400
64160 Office Supplies	194	725	165	300	300	300	300
64170 Postage	-	35	86	100	100	100	100
64180 Books, Subscriptions & Printing	4,533	2,995	383	2,200	2,200	2,200	2,200
64190 Minor Equipment	-	1,206	147	200	200	200	200
64200 Departmental Special Supplies	-	81	97	200	200	200	200
64270 Vehicle Operating Supplies	3,369	3,722	2,606	3,000	3,000	3,000	3,000
64280 Vehicle Maintenance	113	1,538	377	700	700	1,500	1,500
65230 Communications	465	1,142	1,746	1,800	1,800	1,800	1,800
65300 Professional Services	16,803	17,479	8,703	12,500	12,500	12,500	12,500
65310 Maint. & Operation of Equipment	-	-	-	-	-	-	-
65700 Other Charges	43,890	39,750	18,782	27,300	27,300	27,300	27,300
TOTAL MATERIALS, SUPPLIES & SERV	71,548	69,060	33,483	48,700	48,700	51,500	51,500
CAPITAL, DEBT SVC & CHRGS							
69100 Claims Liability Charges	4,800	2,500	4,400	1,400	1,400	3,200	3,600
69200 Workers' Comp Charges	3,700	3,000	4,000	5,200	5,200	3,700	4,100
69300 Asset Replacement Charges	6,800	6,800	6,800	6,800	6,800	5,000	20,000
CAPITAL, DEBT SVC & CHRGS	15,300	12,300	15,200	13,400	13,400	11,900	27,700
TOTAL CODE & PARKING ENFORCEMENT	181,225	225,625	207,167	236,600	236,600	247,190	273,580

PUBLIC SAFETY



CITY OF SOLANA BEACH
FUNCTION ACTIVITY OVERVIEW

FUNCTION PUBLIC SAFETY	FUND DISTRIBUTION				2021-2022	2022-2023
	General Fund				11,235,030	11,656,085
	Fire Mitigation Fees				6,000	6,000
	Camp Programs				429,565	455,230
	COPS				150,000	150,000
					11,820,595	12,267,315
EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 AMENDED	2020-2021 PROJECTED	2021-2022 PROPOSED	2022-2023 PROPOSED
TOTAL REGULAR POSITIONS	36.41	36.41	35.69	35.69	35.64	35.64
SALARIES & FRINGE BENEFITS	4,567,079	4,912,062	5,142,700	4,523,153	5,566,120	5,807,820
MATERIAL, SUPPLIES & SERVICES	5,102,794	5,227,886	5,615,900	5,586,475	5,884,255	6,078,205
CAPITAL, DEBT SVC & CHARGES	493,458	646,178	652,000	648,300	370,220	381,290
TOTAL BUDGET	10,163,331	10,786,126	11,410,600	10,757,928	11,820,595	12,267,315

Department Overview:

Public Safety is divided into the following departments:

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

Structure & Services

The City contracts with the County of San Diego for law enforcement and animal control services. Law Enforcement is provided by the County of San Diego Sheriff's department and its budget and service indicators are located on pages C-43 and C-44. Animal Control is provided by the Humane Society and its budget and service indicators are located on pages C-49 and C-50.

Shoreline Protection, while classified in the Public Safety function, is managed by the Community Development Department whose department overview and structure begin on page C-27. Shoreline Management's budget and service indicators are located on pages C-57 and C-58.

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CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
LAW ENFORCEMENT	6110	001-6000-6110

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									

COMMENTARY:			
<p>This budget unit provides between 97% of the City's total cost for law enforcement. The Special Revenue, "COPS" Fund, located at page C-74, provides the remaining as follows:</p>			
		FY 21/22	FY 22/23
Law Enforcement	98%	\$ 4,687,505	\$ 4,881,005
COPS	2%	150,000	150,000
		\$ 4,837,505	\$ 5,031,005

Public Safety

CITY OF SOLANA BEACH

Estimated Expenditures

6110 - Law Enforcement

FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23
100-6000-6110	Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget	Proposed Budget
MATERIALS, SUPPLIES & SERV							
65300 Professional Services	3,854,756	4,087,358	4,322,787	4,495,600	4,495,600	4,687,505	4,881,005
TOTAL MATERIALS, SUPPLIES & SERV	3,854,756	4,087,358	4,322,787	4,495,600	4,495,600	4,687,505	4,881,005
TOTAL LAW ENFORCEMENT	3,854,756	4,087,358	4,322,787	4,495,600	4,495,600	4,687,505	4,881,005

Fire Department

Mission Statement:

Proudly committed to providing the highest level of service to our communities and the people we serve by protecting life, property and the environment.

Structure & Services

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

Ongoing responsibilities include:

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

The Fire Department's budget and service indicators are located at C-47 and C-48 and the budget for Fire Mitigation funds, which helps support the capital acquisitions for the department, is located at C-117.

Goals:

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

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CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
FIRE	6120	001-6000-6120

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M7	Deputy Fire Chief	1.00	148,200	1.00	164,600	1.00	246,989	1.00	254,400
5109	Fire Captain II	3.00	335,000	3.00	338,390	3.00	348,594	3.00	355,566
5099	Fire Captain I (fully qualified)	3.00	328,500	3.00	331,797	3.00	336,223	3.00	348,557
5091-A	Fire Engineer	-	-	-	-	-	-	-	-
5100	Fire Engineer+Paramedic	6.00	594,700	6.00	600,636	6.00	615,360	6.00	631,094
5091	Firefighter + Paramedic	6.00	549,800	6.00	555,318	6.00	548,360	6.00	569,268
MIS109	Fire Prevention Specialist	1.00	76,200	1.00	78,042	1.00	79,270	1.00	84,112
MIS86	Administrative Asst III	0.20	12,400	0.20	12,417	0.20	13,564	0.20	13,833
	Overtime		500,000		505,000		624,240		636,725
	EMT Re-Certification Pay		6,000		6,000		6,000		6,000
	Holiday Pay		79,800		74,500		85,370		85,370
	Total Salaries		2,630,600		2,666,700		2,903,970		2,984,925
	Total Benefits		1,305,200		1,410,700		1,539,805		1,646,450
	Total	20.20	3,935,800	20.20	4,077,400	20.20	4,443,775	20.20	4,631,375

SERVICE INDICATORS	2018/19 Actual	2019/20 Actual	2020/21 Projected	2021/22 Proposed	2022/23 Proposed
Emergency responses					
Training hours					
Fire plan checks					
Response type %:					
Fire					
Medical					
Other emergencies					



NOTES:	FY 21/22	FY 22/23
6420: Shop supplies, dry goods and drinking water and misc. fire station supplies (janitorial etc.)		
6427: Gasoline for all engines and vehicles		
6523: Phones, cell and long distance, dispatch data and fax line, wireless cards		
6530: Fire Management Agreement	350,000	350,000
NCDJPA Dispatch Services	95,000	98,000
NCDJPA Annual Maintenance	1,700	1,700
Standards of Coverage Analysis	-	-
Other (Telestaff, Proj. Heartbeat, Lynx)	4,000	4,000
	<u>450,700</u>	<u>453,700</u>
6531: Maintenance, repair of equipment other than vehicles, including annual ladder stress tests, emergency phones and NCDJPA Video Conferencing		
6532: Palomar College Training	4,100	4,100
North Zone Hiring Consortium	3,000	3,000
Trauma Intervention Program	2,100	2,100
	<u>9,200</u>	<u>9,200</u>

Public Safety

CITY OF SOLANA BEACH

Estimated Expenditures

6120 - Fire Department

FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
100-6000-6120							
PERSONNEL-SALARIES & BENEFITS							
61010 Regular Salaries	1,830,767	1,840,603	1,988,407	2,081,200	2,081,200	2,186,560	2,256,830
61020 Part Time & Temporary Salaries	20,148	9,675	7,468	-	-	-	-
61030 Overtime	487,161	626,120	593,221	505,000	505,000	624,240	636,725
61040 Special Pay	80,057	80,174	78,491	80,500	80,500	93,170	91,370
62050 Retirement	290,772	295,731	329,103	375,600	375,600	373,160	383,440
62070 Retirement-UAL	342,960	433,074	535,739	609,200	609,200	687,875	762,230
62100 Medicare	31,319	33,299	33,629	38,700	38,700	47,585	49,035
62110 Social Security	-	469	1	-	-	-	-
62200 Flex Credit Benefit	287,488	302,785	308,442	340,000	340,000	377,845	396,735
62440 LT Disability Insurance	61	182	481	500	500	470	505
62450 Life Insurance	4,634	4,643	4,954	6,900	6,900	7,205	7,435
62480 RHSA % Benefit	35,369	35,075	36,828	39,800	39,800	41,845	43,110
62550 2% Deferred Comp 457	-	-	-	-	-	3,820	3,960
TOTAL PERSONNEL-SALARIES & BENEFITS	3,410,736	3,661,828	3,916,764	4,077,400	4,077,400	4,443,775	4,631,375
MATERIALS, SUPPLIES & SERV							
63150 Travel, Conferences & Meetings	-	38	237	-	-	2,900	2,900
63200 Training	9,729	13,392	12,795	7,500	7,500	17,300	17,300
63300 Membership and Dues	195	356	366	600	600	600	900
63400 Clothing and Personal Expenses	14,647	19,432	29,635	31,800	31,800	37,000	37,000
64130 Fire Prevention Program	1,253	2,652	1,274	5,300	5,300	6,300	5,900
64160 Office Supplies	690	615	547	1,200	1,200	1,200	1,200
64190 Minor Equipment	860	3,418	7,419	5,000	5,000	21,000	9,000
64200 Departmental Special Supplies	7,247	8,314	12,363	9,100	9,100	10,000	10,000
64210 Small Tools	665	957	206	1,500	1,500	1,500	1,500
64270 Vehicle Operating Supplies	17,894	18,813	21,070	23,600	23,600	23,600	23,600
64280 Vehicle Maintenance	42,256	84,288	85,667	80,500	80,500	81,700	81,700
65230 Communications	10,115	13,216	18,223	23,400	23,400	22,900	22,900
65260 Maint. of Buildings & Grounds	55	1,375	1,587	2,000	2,000	2,000	2,000
65270 Utilities - Water	3,111	3,057	3,259	4,000	4,000	4,000	4,000
65290 Mileage	-	-	-	-	-	-	-
65300 Professional Services	465,875	433,958	425,343	444,500	444,500	450,700	453,700
65310 Maint. & Operation of Equipment	9,479	15,075	10,542	13,600	13,600	17,800	17,800
65320 Contribution to Other Agencies	8,379	7,622	6,910	9,200	9,200	9,200	9,200
65700 Other Expense	-	484	-	-	-	-	-
TOTAL MATERIALS, SUPPLIES & SERV	592,447	627,063	637,442	662,800	662,800	709,700	700,600
CAPITAL, DEBT SVC & CHRGS							
69100 Claims Liability Charges	94,100	47,900	90,300	28,600	28,600	54,800	58,700
69200 Workers' Comp Charges	203,900	170,700	263,200	351,100	351,100	224,300	246,100
69300 Asset Replacement Charges	169,500	169,500	169,500	169,500	169,500	20,000	5,000
69400 PERS Side Fund Charges	416,278	-	-	-	-	-	-
CAPITAL, DEBT SVC & CHRGS	883,778	388,100	523,000	549,200	549,200	299,100	309,800
TOTAL FIRE DEPARTMENT	4,886,960	4,676,991	5,077,206	5,289,400	5,289,400	5,452,575	5,641,775

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
ANIMAL CONTROL	6130	001-6000-6130

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
	Overtime		-		-		-		-
	Total Salaries		-		-		-		-
	Total Benefits		-		-		-		-
	Total	-	-	-	-	-	-	-	-

NOTES:

	<u>FY 21/22</u>	<u>FY 22/23</u>
6530: Animal control services contractor:		
Humane Society	90,500	93,000
Removal of dead animals	2,000	2,000
	<u>92,500</u>	<u>95,000</u>



Public Safety

6130 - Animal Control

FY 2021-22 & FY 2022-23

CITY OF SOLANA BEACH

Estimated Expenditures

BUDGET UNIT	2017-18	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23
100-6000-6130	Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget	Proposed Budget
MATERIALS, SUPPLIES & SERV							
65300 Professional Services	108,826	84,922	85,142	88,600	92,900	92,500	95,000
TOTAL MATERIALS, SUPPLIES & SERV	108,826	84,922	85,142	88,600	92,900	92,500	95,000
TOTAL ANIMAL CONTROL	108,826	84,922	85,142	88,600	92,900	92,500	95,000

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
EMERGENCY PREPAREDNESS	6150	001-6000-6150

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									

NOTES:

6531: Emergency generator maintenance agreement, diesel fuel costs and computer maintenance

6532: Contribution to Hazardous Materials Response

6570: Community Emergency Response Team, earthquake management, gas shut-off tools, Red Cross kits



Public Safety

CITY OF SOLANA BEACH

Estimated Expenditures

6150 - EMERGENCY PREPAREDNESS

FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23
100-6000-6150	Actual	Actual	Actual	Adopted	Mid-Year	Proposed	Proposed
				Budget	Budget	Budget	Budget
MATERIALS, SUPPLIES & SERV							
64200 Special Department Supplies	-	-	-	-	25,000	-	-
65230 Communications	1,975	1,812	1,976	2,500	2,500	2,500	2,500
65310 Maint. & Operation of Equipment	-	-	-	300	300	300	300
65320 Contribution to Other Agencies	24,055	24,051	25,960	28,500	28,500	28,500	28,500
65700 Other Charges	2,745	800	-	-	-	1,500	1,500
TOTAL MATERIALS, SUPPLIES & SERV	28,775	26,663	27,936	31,300	56,300	32,800	32,800
TOTAL EMERGENCY PREPAREDNESS	28,775	26,663	27,936	31,300	56,300	32,800	32,800

Marine Safety Department

Mission Statement:

The mission of the Solana Beach Marine Safety Department is to prevent the loss of life, limb and property, reducing the city's exposure to liabilities by protecting citizens on the beaches, in the ocean and from the coastal bluffs through prevention, education and emergency response.

Structure & Services

The City of Solana Beach Marine Safety Department is responsible for water, beach and bluff safety for the public use of the city's 1.7 miles of coastline. The Marine Safety Department operates with five full-time employees, complimented with 55 seasonal employees. The department primarily prevents and responds to waterborne emergencies in the City of Solana Beach 24 hours a day, seven days a week, and 365 days a year. Preventing and responding to calls for assistance from beachgoers, swimmers, surfers, and boaters. The Marine Safety Department also conducts animal rescues, dive rescues and recovery, cliff rescues, and provides emergency medical assistance as needed.

Ongoing responsibilities include:

- Provide response to waterborne & coastal emergencies
- Conduct training for lifeguard and Junior Lifeguard staff
- Maintain the Marine Safety Headquarters and rescue equipment
- Develop a budget and monitor revenues and expenditures
- Conduct public education and safety presentations for local schools
- Oversee the City's Junior Lifeguard Program
- Continue to monitor and enforce the city's beach related municipal codes.
-

The Marine Safety Department's budget and service indicators are located at C-55 and C-56.

Goals:

- Maintain our excellent level of safety, service, and professionalism.
- Identify and implement enhancements to Junior Lifeguard Program and Marine Safety department.
- Perform a minimum of 500 hours training including CE's for EMT's.
- Maintain our partnership with San Diego Regional Aquatic Lifesaving Emergency Response Taskforce (SDR ALERT). Fostering relationships with neighboring organizations involved in aquatic rescues, developing procedures and protocols.
- Continue to monitor and enforce the City's beach related municipal codes. (Including Public Health Orders Related to Covid-19)
- Contribute to the planning and development of sand replenishment projects (Army Corp, CAL Trans, and San Elijo dredge).

- Continue to expand our seasonal work force to accommodate the growing demand for qualified part-time employees due to a year round increase in beach population.
- Strengthen our ongoing public education efforts via safety presentations at the lifeguard station, local schools and on the beaches and parks.
- Participate in the planning and development of the City's Marine Safety Center building.

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
MARINE SAFETY	6170	001-6000-6170

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M3	Marine Safety Captain	0.90	92,100	0.90	97,244	0.90	96,730	0.90	99,632
MS119	Marine Safety Lieutenant	0.95	81,900	0.95	84,063	0.95	85,609	0.95	92,124
MS99	Marine Safety Sergeant	1.70	121,300	1.70	167,693	1.70	122,262	1.70	131,456
PTS	Sr. Lifeguard + EMT (P/T)	1.73	83,700	1.73	83,600	1.73	85,841	1.73	88,416
PTS	Lifeguard (P/T)	4.23	159,500	4.23	159,500	4.23	181,479	4.23	186,924
MIS86	Administrative Asst III	0.20	12,400	0.20	12,400	0.20	13,264	0.20	13,833
	Overtime		1,000		1,000		1,000		1,000
	Holiday Pay		17,300		20,500		28,125		23,480
	Total Salaries		569,200		626,000		614,310		636,865
	Total Benefits		187,900		226,800		234,490		249,840
	Total	9.71	757,100	9.71	852,800	9.71	848,800	9.71	886,705

SERVICE INDICATORS	2018/19 Actual	2019/20 Actual	2020/21 Projected	2021/22 Proposed	2022/23 Proposed
Rescues					
Medical aids					
Animals					
Public Safety Contact					
Bluff Contacts					



NOTES:

6320: CPR and First Aid Recertification Training for Returning Staff, EMT Recertification

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

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

6418: Annual tide books
Log Book and Tower Log Books

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

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

6523: Telephone service costs and repairs/installations

6525: Biannual heavy equipment rental to move lifeguard towers; water cooler rental

6530: Fire extinguisher service, annual security charge and miscellaneous fees

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

Public Safety

CITY OF SOLANA BEACH

Estimated Expenditures

6170 - Marine Safety

FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
100-6000-6170							
PERSONNEL-SALARIES & BENEFITS							
61010 Regular Salaries	219,733	244,615	308,834	361,400	361,400	317,865	337,045
61020 Part Time & Temporary Salaries	249,499	251,551	263,920	243,100	243,100	267,320	275,340
61030 Overtime	168	(3,698)	420	1,000	1,000	1,000	1,000
61040 Special Pay	21,994	13,637	19,795	20,500	20,500	28,125	23,480
62050 Retirement	46,583	48,553	60,027	65,900	65,900	61,730	64,285
62070 Retirement-UAL	32,063	41,611	41,049	55,300	55,300	71,680	80,230
62100 Medicare	7,307	7,605	8,922	9,100	9,100	9,840	10,210
62110 Social Security	11,943	12,035	14,057	15,100	15,100	16,575	17,070
62200 Flex Credit Benefit	45,944	48,276	64,950	72,900	72,900	64,165	67,375
62440 LT Disability Insurance	1,305	1,420	1,809	1,900	1,900	1,635	1,735
62450 Life Insurance	554	612	790	1,200	1,200	1,045	1,105
62480 RHSA % Benefit	-	-	-	-	-	2,065	2,075
62550 2% Deferred Comp 457	1,014	2,743	2,824	2,900	2,900	2,755	2,755
62850 Uniform Allowance	1,650	2,096	1,846	2,500	2,500	3,000	3,000
TOTAL PERSONNEL-SALARIES & BENEFITS	639,757	671,056	789,244	852,800	852,800	848,800	886,705
MATERIALS, SUPPLIES & SERV							
63150 Travel, Conferences & Meetings	841	1,220	168	-	-	1,000	1,000
63200 Training	1,316	1,534	855	5,200	5,200	5,800	4,500
63300 Membership and Dues	90	-	680	300	300	800	300
63400 Clothing and Personal Expenses	3,390	5,452	6,666	5,000	5,000	7,250	7,500
64160 Office Supplies	814	930	942	1,100	1,100	1,100	1,100
64180 Books, Subscriptions & Printing	983	1,805	1,786	3,300	3,300	3,600	3,700
64190 Minor Equipment	4,286	2,853	2,674	3,700	3,700	4,600	4,600
64200 Departmental Special Supplies	2,780	3,381	6,752	4,000	4,000	4,500	4,500
64210 Small Tools	409	62	112	200	200	200	200
64270 Vehicle Operating Supplies	5,159	7,074	8,041	7,800	7,800	7,800	7,800
64280 Vehicle Maintenance	2,356	1,064	3,474	3,700	3,700	4,700	4,700
65220 Advertisement	-	-	-	-	-	-	-
65230 Communications	4,827	3,724	4,874	6,800	6,800	6,800	6,800
65250 Rents and Leases	1,689	1,867	2,056	2,600	2,600	2,900	2,900
65260 Maint. of Buildings & Grounds	202	1,218	598	1,500	1,500	1,500	1,500
65290 Mileage	-	-	-	300	300	300	300
65300 Professional Services	870	1,415	746	5,000	5,000	6,000	6,000
65310 Maint. & Operation of Equipment	2,683	4,250	4,125	3,900	3,900	5,900	5,900
TOTAL MATERIALS, SUPPLIES & SERV	32,696	37,852	44,547	54,400	54,400	64,750	63,300
CAPITAL, DEBT SVC & CHRGS							
69100 Claims Liability Charges	20,500	11,000	19,400	6,600	6,600	14,100	15,300
69200 Workers' Comp Charges	45,900	24,100	33,900	40,700	40,700	30,800	29,000
69300 Asset Replacement Charges	43,000	43,000	43,000	43,000	43,000	10,000	10,000
69400 PERS Side Fund Charges	32,914	-	-	-	-	-	-
CAPITAL, DEBT SVC & CHRGS	142,314	78,100	96,300	90,300	90,300	54,900	54,300
TOTAL MARINE SAFETY	814,767	787,008	930,092	997,500	997,500	968,450	1,004,305

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
SHORELINE MANAGEMENT	6190	001-6000-6190

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									
	Total								



SERVICE INDICATORS	2018/19 Actual	2019/20 Actual	2020/21 Projected	2021/22 Proposed	2022/23 Proposed
Bluff failures:					
Major	1	3	1	N/A	N/A
Minor	12	6	1	N/A	N/A
Beach closures	0	43*	0	N/A	N/A

*due to COVID-19

NOTES:	FY 21/22	FY 22/23
6330: California Coastal Coalition	1,100	1,100
ASBPA (American Shore & Beach Preservation Associations) Government Membership	100	100
	<u>1,200</u>	<u>1,200</u>

Public Safety

CITY OF SOLANA BEACH
 Estimated Expenditures

6190 - Shoreline Management
 FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23
100-6000-6190	Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget	Proposed Budget
MATERIALS, SUPPLIES & SERV							
63300 Membership and Dues	-	1,000	1,000	1,100	1,100	1,200	1,200
TOTAL MATERIALS, SUPPLIES & SERV	-	1,000	1,000	1,100	1,100	1,200	1,200
TOTAL SHORELINE MANAGEMENT	-	1,000	1,000	1,100	1,100	1,200	1,200

PUBLIC WORKS



CITY OF SOLANA BEACH
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				2021-2022	2022-2023
	General Fund				(2,353,110)	(2,412,130)
PUBLIC WORKS	Sanitation				5,008,295	5,118,970
					2,655,185	2,706,840
EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 AMENDED	2020-2021 PROJECTED	2021-2022 PROPOSED	2022-2023 PROPOSED
TOTAL REGULAR POSITIONS	8.08	8.08	7.98	7.98	8.23	8.23
SALARIES & FRINGE BENEFITS	854,694	908,405	876,900	772,002	1,030,910	1,070,165
MATERIAL, SUPPLIES & SERVICES	1,166,277	1,146,729	1,391,400	1,355,488	1,483,775	1,463,275
CAPITAL, DEBT SVC & CHARGES	269,900	347,600	109,900	259,900	140,500	173,400
TOTAL BUDGET	2,290,871	2,402,734	2,378,200	2,387,390	2,655,185	2,706,840

Mission Statement:

To enhance public safety, the environment and quality of life for our residents and visitors by constructing and maintaining public infrastructure through strategic planning and community involvement while providing state of the art engineering and maintenance services that modernize City infrastructure.

Department Overview:

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

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

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

Structure & Services

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

Coordination for all storm water related tasks associated with the Regional Water Quality Control Board permit and management of flood control and drainage systems is the responsibility of **Environmental Services**.

Street Maintenance is responsible for routine maintenance of streets and public right-of-way which includes managing small street patching projects. I

The **Traffic Safety** budget unit is responsible for maintaining the City's traffic control devices, including red light cameras, signals, signs and markings. Signal maintenance is provided by a private company and traffic engineering is provided by a consultant.

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PUBLIC WORKS (continued)

The **Street Sweeping** budget unit ensures that all City streets and municipal parking lots are routinely cleaned.

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

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

The Public Works Maintenance Division is also responsible for maintenance of the City's special districts. Additionally, the Public Works Division is responsible for fleet maintenance, which includes smog checks and routine maintenance and repair of Code Compliance, Public Works and Engineering vehicles.

Goals:

1. Continue to Provide Engineering Support to Council and Staff

- A. Provide design and construction services for Capital Improvement Projects. These services include preparing Requests for Proposals (RFPs), preparing and reviewing plans, writing specifications, obtaining construction bids, providing construction management and all other services required to guide a capital project from the conception phase through the completion of construction. Examples of future and past major projects include: Reconstruction of the, Solana Beach Pump Station Mechanical Upgrades, a new skate park at La Colonia Park, Lomas Santa Fe Drive corridor study, design replacement of the Marine Safety Center, Glencrest Drive street improvements, Santa Helena Neighborhood Trail, and various major storm drain and sewer repair/replacements projects.
- B. For Private Development Projects: prepare Engineering comments on private project plans; perform grading plan review and permitting; and review projects submitted for Building Permits .
- C. Issue permits in compliance with the Solana Beach Municipal Code (SBMC) and Best Management Practice Standards including permits for: public right-of-way Encroachments, Sanitation, Engineering and Transportation (Haul Permits).

2. Expand and Maintain Environmental Services Program

- A. Storm Drain and Stevens Creek Cleaning in compliance with regional permit.
- B. Provide environmental comments on: private project plans, building permit projects, construction BMPs in compliance with standards and with Green Building Incentive Program Construction Standards.
- C. Perform Commercial and Industrial inspections for all sites in the City.

PUBLIC WORKS (continued)

- D. Reduce City's environmental footprint; reduce waste, encourage carpooling, conserve resources, promote sustainable building practices, solar and energy efficient public lighting, HVAC, and continue education and promote proper disposal to increase participation in the Household Hazardous Waste Program.
 - E. Prevent debris and silt from entering storm drains by routinely sweeping residential streets and parking lots.
 - F. Administer Construction & Demolition Waste Management Plan for public and private construction projects.
- 3. Continue Street Maintenance Program and Traffic Safety/Traffic Calming Initiatives.**
- A. Respond to citizen reports of potholes, drainage problems, and signage issues.
 - B. Inspect and maintain street striping markings.
 - C. Review and update Annual Pavement Maintenance Plan and administer street repair and overlay projects.
 - D. Respond to citizen concerns about traffic issues, seek consultation with the citizen Public Safety Committee, Technical Traffic Advisory Committee and/or contract traffic engineers to assess options, hold public meetings and develop recommendations and actions. Areas of concentration include South Sierra, North Cedros and Cliff Street.
 - E. Develop Parking Management Plan for Highway 101, Plaza, Cedros and western end of Lomas Santa Fe.
- 4. Maintain Parks, Coastal Rail Trail and Facilities in a Safe and Functional Condition**
- A. Maintain landscaping, buildings, play equipment, fields, and beach access points.
 - B. Provide routine security patrols during evenings at La Colonia Park. Includes unlocking and locking restrooms at La Colonia Park and Fletcher Cove Park.
 - C. Remove graffiti from public property within 3 days.
- 5. Maintain and Improve Street Lighting**
- A. Conduct quarterly inspections of lighting systems and respond to citizen concerns about street and Coastal Rail Trail lighting and expedite scheduled repairs.
 - B. Continue construction projects identified in Streetlight Masterplan update.
 - C. Prepare annual Engineer's Report for the Street Lighting District.
- 6. Maintain and Continue the Assessment of Sanitation Systems to prevent sewer backup**
- A. Work with contractor to clean 100% and video 20% of sewer lines annually and routinely provides documentation for progress reports.
 - B. Analyze reports and video, identify problem areas, determine plan to address permanent repairs.
 - C. Continue repairs to priority projects identified in west and east side sewer system assessment reports.
 - D. Perform extra cleaning, root foaming and "hot spot" cleaning to manage problem areas until permanent repairs are made.
 - E. Maintain siphon.

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT ENGINEERING	DEPT. NO. 6510	BUDGET UNIT 001-6500-6510
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Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M8	Director of PW / City Engineer	0.40	67,800	0.40	65,422	0.40	72,555	0.40	74,732
M4	Principal Civil Engineer	0.55	68,000	0.55	65,522	0.55	71,362	0.55	73,504
MIS137A	Associate Civil Engineer	0.50	51,700	0.50	48,922	0.50	56,948	0.50	58,658
MIS119A	Assistant Civil Engineer	0.80	69,000	0.80	66,722	0.80	68,112	0.80	71,801
MIS103A	Senior Engineering Technician	-	-	-	-	-	-	-	-
MIS103A	Associate Management Analyst	0.48	35,500	0.48	32,422	0.48	38,188	0.48	39,570
MIS86	Administrative Asst III	-	-	-	-	-	-	-	-
	Overtime		1,000		1,000		1,000		1,000
	Total Salaries		293,000		280,010		308,165		319,265
	Total Benefits		79,300		77,790		91,195		95,045
	Total	2.73	372,300	2.73	357,800	2.73	399,360	2.73	414,310

SERVICE INDICATORS	2018/19 Actual	2019/20 Actual	2020/21 Projected	2021/22 Proposed	2022/23 Proposed
Encroachment permits issued	144	189	200	200	200
Marine safety permits issued	0	1	1	1	1
Grading permits issued	22	46	40	45	45
Transportation permits issued	30	12	15	15	15
Capital Project Management:					
Less than \$200,000	4	6	2	6	6
Greater than \$200,000	4	3	2	3	3
Street overlays/slurries (square feet)	644,000	180,000	111,000	40,000	200,000
Improvement & lot adjustment permits	2	8	10	4	4
Sanitation permits issued	17	26	25	25	25



NOTES:

6330: Percentage of memberships in American Public Works Association, American Society of Civil Engineers

6427: Regular supplies for maintenance of engineering vehicles

6530: Service alerts, staff support, surveys & inspections, on call testing, geological services, misc services

Public Works

CITY OF SOLANA BEACH

Estimated Expenditures

6510 - Engineering

FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23
100-6500-6510	Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget	Proposed Budget
PERSONNEL-SALARIES & BENEFITS							
61010 Regular Salaries	263,220	265,726	286,840	294,600	279,010	305,245	318,265
61030 Overtime	1,504	87	261	1,000	1,000	1,000	1,000
61040 Special Pay	-	-	-	-	-	1,920	-
62050 Retirement	22,907	25,868	26,634	29,700	27,970	30,580	31,650
62100 Medicare	3,587	3,665	4,080	4,300	4,100	5,145	5,340
62200 Flex Credit Benefit	40,352	38,167	44,488	44,500	42,150	46,715	49,050
62440 LT Disability Insurance	1,298	1,264	1,404	1,500	1,420	1,550	1,620
62450 Life Insurance	668	654	729	1,000	950	990	1,035
62550 2% Deferred Comp 457	-	-	-	-	-	4,990	5,125
62800 Auto Allowance	1,227	1,197	1,224	1,200	1,200	1,225	1,225
TOTAL PERSONNEL-SALARIES & BENEFITS	334,762	336,627	365,660	377,800	357,800	399,360	414,310
MATERIALS, SUPPLIES & SERV							
63150 Travel, Conferences, & Meetings	951	808	603	-	-	-	-
63200 Training	374	172	928	-	-	-	-
63300 Membership and Dues	1,007	709	1,062	1,000	1,000	1,000	1,000
64170 Postage	-	-	-	100	100	100	100
64180 Books, Subscriptions & Printing	24	386	-	300	300	300	300
64190 Minor Equipment	-	267	108	600	600	600	600
64200 Departmental Special Supplies	1,180	1,619	1,193	1,200	1,200	1,200	1,200
64270 Vehicle Operating Supplies	1,510	1,486	1,598	1,800	1,800	1,800	1,800
64280 Vehicle Maintenance	1,850	84	44	1,000	1,000	1,000	1,000
65220 Advertising	128	237	574	300	300	600	600
65230 Communications	135	137	216	800	800	500	500
65300 Professional Services	6,036	3,354	4,351	15,700	15,700	21,000	21,000
65310 Maint. & Operation of Equipment	-	129	-	100	100	100	100
TOTAL MATERIALS, SUPPLIES & SERV	13,195	9,387	10,678	22,900	22,900	28,200	28,200
CAPITAL, DEBT SVC & CHRGS							
69100 Claims Liability Charges	10,300	5,600	10,900	3,400	3,400	8,200	9,000
69200 Workers' Comp Charges	7,900	6,600	9,100	11,800	11,800	8,800	9,400
CAPITAL, DEBT SVC & CHRGS	18,200	12,200	20,000	15,200	15,200	17,000	18,400
TOTAL ENGINEERING	366,157	358,214	396,338	415,900	395,900	444,560	460,910

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
ENVIRONMENTAL SERVICES	6520	001-6500-6520

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M8	Assistant City Manager	0.05	8,000	0.05	7,700	0.10	17,756	0.10	18,289
M4	Principal Civil Engineer	0.10	12,400	0.10	11,100	0.10	12,976	0.10	13,365
M4	Public Works Operations Mgr	0.10	10,800	0.10	9,800	0.10	13,324	0.10	13,725
MIS119A	Assistant Civil Engineer	0.30	25,900	0.30	25,400	0.30	27,707	0.30	28,840
MIS109	Public Works Supervisor	-	-	-	-	0.10	7,370	0.10	7,591
MIS89	Lead Maintenance Worker (1 positions)	0.15	9,600	0.15	8,800	0.05	3,308	0.05	3,563
MIS75	Maint. Worker II (2 positions)	0.10	5,600	0.10	5,700	0.10	5,428	0.10	5,850
MIS106A	Sr. Code Compliance Officer	0.20	15,200	0.20	13,800	0.20	15,205	0.20	16,445
M2	Snr Management Analyst					0.15	11,081	0.15	11,412
	Overtime		700		700		800		800
	Stand by Pay (Overtime Rate)		1,000		1,000		2,075		1,100
	Total Salaries		89,200		84,000		117,030		120,980
	Total Benefits		-		25,800		37,395		39,015
	Total	1.05	89,200	1.05	109,800	1.20	154,425	1.20	159,995

SERVICE INDICATORS	2018/19	2019/20	2020/21	2021/22	2022/23
	Actual	Actual	Projected	Proposed	Proposed
Trash pick-up per year	245	245	245	245	245
Low flow diverter inspections	12	12	12	12	12
Diverter repairs & maintenance	2	2	2	2	2
Spill responses from auto accidents	1	1	1	1	1
Litter removal from public rights of way	52	52	52	52	52
Dog waste bag replacements	96000	230000	230000	230000	230000
bag replacements					
# of times dispensers refilled	52	52	52	52	52
Catch basins cleaned	75	75	75	75	75
Stevens Creek & outfall inspections	12	12	12	12	12



NOTES:

6330: Percentage of membership in APWA for Pubic Works Supervisor
6340: Percentage of replacement uniforms for Public Works Supervisor and Lead Maintenance Worker
6418: Printing of education material on storm water runoff, public outreach education
6420: Ceramic tiles for catch basins, recycling supplies, dog waste bags, sampling devices sand bags, recycling supplies, stormwater, BMP material and equipment

	FY 21/22	FY 22/23
6530:		
Storm drain cleaning	40,000	40,000
Stevens Creek cleaning	-	-
Household Hazardous Waste programs	14,000	14,000
JURMP Stormwater Program Services Support	115,000	115,000
JPA Sediment Drying Pad	10,075	10,075
U.S. Mayors Conference	1,000	1,000
Trash Full Capture System Devices	10,000	10,000
Storm Water Program Costs	65,000	65,000
	<u>255,075</u>	<u>255,075</u>

Public Works

CITY OF SOLANA BEACH

6520 - Environmental Services

Estimated Expenditures

FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23
100-6500-6520	Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget	Proposed Budget
PERSONNEL-SALARIES & BENEFITS							
61010 Regular Salaries	84,892	81,681	86,409	82,300	82,300	114,155	119,080
61030 Overtime	1,530	677	822	700	700	800	800
61040 Special Pay	876	902	1,046	1,000	1,000	2,075	1,100
62050 Retirement	6,670	6,646	7,465	8,200	8,200	11,670	12,080
62100 Medicare	1,283	1,230	1,307	1,200	1,200	1,995	2,065
62200 Flex Credit Benefit	15,400	15,397	16,296	15,500	15,500	20,535	21,560
62440 LT Disability Insurance	461	471	485	400	400	525	550
62450 Life Insurance	217	208	219	300	300	370	390
62550 2% Deferred Comp 457	-	-	-	-	-	1,995	2,065
62800 Auto Allowance	307	152	153	200	200	305	305
TOTAL PERSONNEL-SALARIES & BENEFITS	111,635	107,364	114,202	109,800	109,800	154,425	159,995
MATERIALS, SUPPLIES & SERV							
63150 Travel, Conferences, & Meetings	1,096	123	391	-	-	-	-
63200 Training	800	119	111	-	-	500	500
63300 Membership and Dues	591	847	410	1,000	1,000	1,000	1,000
63400 Clothing and Personal Expenses	678	740	795	1,000	1,000	1,000	1,000
64180 Books, Subscriptions & Printing	80	164	172	200	200	200	200
64190 Minor Equipment	14,304	1,869	6,985	11,200	11,200	5,000	5,000
64200 Departmental Special Supplies	9,928	9,745	9,137	12,400	12,400	12,400	12,400
64270 Vehicle Operating Supplies	4,393	4,323	4,650	4,500	4,500	4,500	4,500
64280 Vehicle Maintenance	2,262	-	-	1,500	1,500	1,500	1,500
65220 Advertising	104	-	-	-	-	-	-
65230 Communications	67	69	216	800	800	800	800
65250 Rents and Leases	-	-	-	300	300	300	300
65270 Utilities - Water	2,490	2,466	2,740	3,500	3,500	3,500	3,500
65290 Mileage	32	16	19	-	-	-	-
65300 Professional Services	193,679	204,186	191,171	236,300	236,300	255,075	255,075
TOTAL MATERIALS, SUPPLIES & SERV	230,503	224,667	216,796	272,700	272,700	285,775	285,775
CAPITAL, DEBT SVC & CHRGS							
69100 Claims Liability Charges	3,400	1,700	3,000	900	900	2,800	3,100
69200 Workers' Comp Charges	2,700	2,100	2,800	3,400	3,400	3,300	3,500
CAPITAL, DEBT SVC & CHRGS	6,100	3,800	5,800	4,300	4,300	6,100	6,600
TOTAL ENVIRONMENTAL SERVICES	348,238	335,831	336,798	386,800	386,800	446,300	452,370

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
STREET MAINTENANCE	6530	001-6500-6530

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M8	Director of PW / City Engineer	0.20	33,900	0.20	33,930	0.20	36,278	0.20	37,377
M4	Public Works Operations Mgr	0.20	21,700	0.20	10,850	0.20	26,648	0.20	27,449
MIS119A	Assistant Civil Engineer	0.10	8,600	0.10	8,640	0.10	9,236	0.10	9,614
MIS109	Public Works Supervisor	-	-	-	-	0.55	40,534	0.55	41,740
MIS89	Lead Maintenance Worker	1.10	70,400	1.10	70,360	0.55	36,378	0.55	39,187
MIS103A	Associate Management Analyst	0.25	18,500	0.25	18,510	0.25	19,515	0.25	20,610
MIS86	Administrative Asst III	-	-	-	-	-	-	-	-
MIS75	Maintenance Worker II (2)	1.10	61,200	1.10	61,210	1.10	59,706	1.10	64,343
N/A	Overtime		6,100		6,100		6,600		6,600
	Stand by Pay (Overtime Rate)		9,000		9,000		12,500		9,500
	Total Salaries		229,400		218,600		247,395		256,420
	Total Benefits		73,000		71,800		83,910		87,780
	Total	2.95	302,400	2.95	290,400	2.95	331,305	2.95	344,200

SERVICE INDICATORS	2018/19 Actual	2019/20 Actual	2020/21 Projected	2021/22 Proposed	2022/23 Proposed
Asphalt repairs	1,000	1,000	1,000	1,000	1,000
Street name & regulatory sign replacement	300	300	300	300	300
Curb painting (lineal feet)	15,000	15,000	15,000	15,000	15,000
Street striping (lineal feet)	300	300	300	300	300
Graffiti removal	40	40	40	40	40
Inspect landscape medians	16	16	16	16	16
Clean under I-5 bridge	5	5	5	5	5
Public contact regarding street issues	52	52	52	52	52



NOTES:

- 6330: Percentage of American Public Works Association membership for Public Works Supervisor
- 6340: Percentage of costs for uniforms and boots spread over 7 accounts
- 6420: Signage, barricades, cold process asphalt repair materials, miscellaneous repair materials
- 6428: Regular maintenance of Public Works Fleet
- 6523: Cellular phone
- 6525: Rental of miscellaneous equipment and tools for street repair

6530: Pavement repairs, potholes, street markings, including emergencies	FY 21/22	FY 22/23
Tree trimming/arborist	12,100	12,100
Sidewalk Cleaning	14,000	14,000
Pest Control/Dead Animal Removal	5,000	5,000
	-	-
	<u>31,100</u>	<u>31,100</u>

Public Works

CITY OF SOLANA BEACH

Estimated Expenditures

6530 - Street Maintenance

FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23
100-6500-6530	Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget	Proposed Budget
PERSONNEL-SALARIES & BENEFITS							
61010 Regular Salaries	197,133	203,665	211,842	203,500	203,500	228,295	240,320
61030 Overtime	6,439	4,866	4,809	6,100	6,100	6,600	6,600
61040 Special Pay	7,844	8,136	9,136	9,000	9,000	12,500	9,500
62050 Retirement	15,879	17,467	19,126	19,800	19,800	22,505	23,375
62100 Medicare	3,062	3,193	3,383	3,200	3,200	4,320	4,485
62200 Flex Credit Benefit	43,604	45,784	48,073	46,400	46,400	50,475	53,000
62440 LT Disability Insurance	1,105	1,171	1,224	1,100	1,100	1,165	1,230
62450 Life Insurance	517	519	539	700	700	745	785
62550 2% Deferred Comp 457	-	-	-	-	-	4,090	4,295
62800 Auto Allowance	614	599	612	600	600	610	610
TOTAL PERSONNEL-SALARIES & BENEFITS	276,196	285,400	298,743	290,400	290,400	331,305	344,200
MATERIALS, SUPPLIES & SERV							
63150 Travel-Meetings	-	-	483	-	-	-	-
63200 Training	95	1,015	37	-	-	1,000	1,000
63300 Membership and Dues	194	216	164	200	200	200	200
63400 Clothing and Personal Expenses	914	1,104	1,287	1,500	1,500	1,800	1,800
64190 Minor Equipment	12,214	-	3,551	2,000	3,330	2,000	2,000
64200 Departmental Special Supplies	3,904	9,029	4,293	8,000	8,000	10,000	10,000
64270 Vehicle Operating Supplies	4,130	3,937	4,281	4,500	4,500	4,500	4,500
64280 Vehicle Maintenance	1,481	787	1,361	1,500	1,500	1,500	1,500
65230 Communications	202	206	216	800	800	500	500
65240 Utilities - Electric	18,357	15,621	13,308	15,000	15,000	17,000	17,000
65250 Rents and Leases	516	90	302	800	800	800	800
65260 Maint. of Buildings & Grounds	14,089	22,094	22,090	27,100	27,100	27,100	27,100
65270 Utilities - Water	379	382	1,174	2,000	2,000	2,000	2,000
65290 Mileage	108	180	140	300	300	300	300
65300 Professional Services	56,066	5,992	14,754	30,900	29,570	31,100	31,100
65310 Maint. & Operation of Equipment	-	965	-	-	-	-	-
TOTAL MATERIALS, SUPPLIES & SERV	112,650	61,618	67,441	94,600	94,600	99,800	99,800
CAPITAL, DEBT SVC & CHRGS							
69100 Claims Liability Charges	98,200	51,700	130,400	50,300	50,300	91,300	123,600
69200 Workers' Comp Charges	34,400	30,700	17,600	18,300	18,300	15,800	14,000
69300 Asset Replacement Charges	17,300	17,300	17,300	17,300	17,300	5,000	5,000
CAPITAL, DEBT SVC & CHRGS	149,900	99,700	165,300	85,900	85,900	112,100	142,600
TOTAL STREET MAINTENANCE	538,747	446,718	531,484	470,900	470,900	543,205	586,600

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
TRAFFIC SAFETY	6540	001-6500-6540

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									

SERVICE INDICATORS	2018/19 Actual	2019/20 Actual	2020/21 Projected	2021/22 Proposed	2022/23 Proposed	
SERVICE II Preventative maintenance of traffic signals	16	16	16	16	16	
Traffic signal repairs	35	35	35	35	35	
Safety signs installed	30	30	30	30	30	
Sight distance issues	0	0	0	0	0	
Other repairs relating to landscaping, temporary signage	25	25	25	25	25	

NOTES:	FY 21/22	FY 22/23
6418: Printing specifications and plans		
6420: Striping paint, posts, street name signs, regulatory signs, and street marking templates		
Portion of cost of pressure washer, traffic control signs and barricades		
6524: Miscellaneous utilities and electricity and cost share agreement with Caltrans		
6530: Red Flex - third party red light camera administration	88,400	88,400
Traffic engineering consulting	20,000	20,000
Signal repairs	25,800	25,800
Crossing Guards	138,000	138,000
Miscellaneous	16,500	-
Cost Share agreement with Caltrans for maintenance & equipment for I-5 intersection	5,800	5,800
	<u>294,500</u>	<u>278,000</u>
6531: Maintenance of striping machine, arrow board, trailer, spray gun, flashing lights, timer, signal cabinet and hardware		

Public Works

CITY OF SOLANA BEACH

Estimated Expenditures

6540 - Traffic Safety

FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23
100-6500-6540	Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget	Proposed Budget
MATERIALS, SUPPLIES & SERV							
64190 Minor Equipment	234	14,948	10,635	12,000	12,000	12,000	12,000
64200 Departmental Special Supplies	11,798	11,671	5,231	12,000	12,000	12,000	12,000
65230 Communications	640	659	705	1,300	1,300	1,300	1,300
65240 Utilities - Electric	18,189	17,222	17,549	21,000	21,000	22,800	22,800
65250 Rents and Leases	-	410	-	1,000	1,000	1,000	1,000
65290 Mileage	13	51	83	100	100	100	100
65300 Professional Services	126,128	232,836	219,765	275,600	275,600	294,500	278,000
65310 Maint. & Operation of Equipment	1,288	-	72	500	500	500	500
TOTAL MATERIALS, SUPPLIES & SERV	158,291	277,797	254,041	323,500	323,500	344,200	327,700
TOTAL TRAFFIC SAFETY	158,291	277,797	254,041	323,500	323,500	344,200	327,700

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
STREET SWEEPING	6550	001-6500-6550

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									

SERVICE INDICATORS	2018/19 Actual	2019/20 Actual	2020/21 Projected	2021/22 Proposed	2022/23 Proposed
Miles of streets swept	40	40	40	40	40
Special event street sweepings	2	2	2	2	2
Maintain signage	12	12	12	12	12
Street sweeping inspections	26	26	26	26	26



NOTES:

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

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

Public Works

CITY OF SOLANA BEACH

Estimated Expenditures

6550 - Street Sweeping

FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
100-6500-6550							
MATERIALS, SUPPLIES & SERV							
65270 Utilities - Water	1,137	1,145	704	1,500	1,500	1,500	1,500
65300 Professional Services	38,796	54,344	49,602	55,500	55,500	62,300	62,300
TOTAL MATERIALS, SUPPLIES & SERV	39,933	55,489	50,306	57,000	57,000	63,800	63,800
TOTAL STREET SWEEPING	39,933	55,489	50,306	57,000	57,000	63,800	63,800

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
PARK MAINTENANCE	6560	001-6500-6560

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M4	Public Works Operations Mgr	0.20	19,200	0.10	10,800	0.20	26,649	0.20	27,453
MIS119A	Assistant Civil Engineer	0.10	7,800	0.10	8,630	0.10	9,236	0.10	9,614
M1	Public Works Supervisor	-	-	-	-	0.15	11,055	0.15	11,387
MIS89	Lead Maintenance Worker	0.45	26,600	0.45	28,782	0.30	19,843	0.30	21,375
MIS75	Maintenance Worker II (2)	0.60	30,800	0.60	33,388	0.60	32,567	0.60	35,096
	Overtime		2,900		2,900		3,100		3,100
	Stand by Pay (Overtime Rate)		3,900		4,300		6,000		4,500
N/A	Total Salaries		91,200		88,800		108,450		112,525
	Total Benefits		26,800		30,100		37,370		39,135
	Total Salaries	1.35	118,000	1.25	118,900	1.35	145,820	1.35	151,660

SERVICE INDICATORS	2018/19	2019/20	2020/21	2021/22	2022/23
	Actual	Actual	Projected	Proposed	Proposed
Landscape inspections	52	52	52	52	52
Maintenance to Stevens House	12	12	12	12	12
Repairs & maintenance to park buildings	150	150	150	150	150
Playground inspections	52	52	52	52	52
Plumbing repairs to showers, drinking, fountains, etc.	16	16	16	16	16
Lighting repairs	40	40	40	40	40
Beach access and maintenance	26	26	26	26	26
Signage repairs and installations	30	30	30	30	30



NOTES:

6419: Replacement parts and hoses for spraying & blowing equipment, etc.

6420: Irrigation and landscaping miscellaneous supplies and repair parts

6421: Miscellaneous hand tools and pruning equipment, sprinklers, etc.

6427: Fuel for Public Work Fleet

6523: Radio and telephone usage

6525: Rental of large mowers and power sprayers, boom, tiller

6526: Landscape Maintenance
As-needed repairs and landscaping
Weed Abatement-Stevens Property

6530: Tree trimming/on-call arborist
Back flow testing, misc repairs
Security, alarm monitoring

6531: Maintenance of beach tractor and front end loader repair, chainsaws, weeders, blowers, etc

	FY 21/22	FY 22/23
	173,300	173,300
	5,000	5,000
	2,700	2,700
	<u>181,000</u>	<u>181,000</u>
	14,000	14,000
	6,500	6,500
	15,000	15,000
	<u>35,500</u>	<u>35,500</u>

Public Works

CITY OF SOLANA BEACH

6560 - Park Maintenance

Estimated Expenditures

FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23
100-6500-6560	Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget	Proposed Budget
PERSONNEL-SALARIES & BENEFITS							
61010 Regular Salaries	85,604	88,259	91,022	81,600	81,600	99,350	104,925
61030 Overtime	2,977	2,302	2,080	2,900	2,900	3,100	3,100
61040 Special Pay	3,710	3,870	4,337	4,300	4,300	6,000	4,500
62050 Retirement	6,890	7,593	8,083	7,700	7,700	9,680	10,065
62100 Medicare	1,349	1,406	1,490	1,300	1,300	1,905	1,985
62200 Flex Credit Benefit	20,018	21,107	22,000	20,400	20,400	23,100	24,255
62440 LT Disability Insurance	514	540	556	400	400	510	540
62450 Life Insurance	227	225	232	300	300	325	345
62550 2% Deferred Comp 457	-	-	-	-	-	1,850	1,945
TOTAL PERSONNEL-SALARIES & BENEFITS	121,289	125,303	129,800	118,900	118,900	145,820	151,660
MATERIALS, SUPPLIES & SERV							
63150 Travel-Meeting	-	-	483	-	-	-	-
63200 Training	-	-	37	-	-	-	-
63400 Clothing and Personal Expenses	652	673	788	1,000	1,000	1,000	1,000
64170 Postage	-	211	-	-	-	-	-
64190 Minor Equipment	6,026	1,649	707	1,000	1,000	1,000	1,000
64200 Departmental Special Supplies	6,355	6,186	15,134	7,600	7,600	12,600	12,600
64270 Vehicle Operating Supplies	824	811	872	1,200	1,200	1,200	1,200
64280 Vehicle Maintenance	1,588	722	1,662	1,500	1,500	1,500	1,500
65230 Communications	135	137	173	800	800	800	800
65250 Rents and Leases	542	772	187	500	500	500	500
65260 Maint. of Buildings & Grounds	105,940	172,231	151,215	181,000	181,000	181,000	181,000
65270 Utilities - Water	42,107	39,436	38,513	51,800	51,800	51,800	51,800
65290 Mileage	255	382	204	300	300	300	300
65300 Professional Services	24,362	33,266	34,027	29,000	29,000	35,500	35,500
65310 Maint. & Operation of Equipment	5,579	3,581	-	2,200	2,200	2,200	2,200
TOTAL MATERIALS, SUPPLIES & SERV	194,365	260,058	244,002	277,900	277,900	289,400	289,400
CAPITAL, DEBT SVC & CHRGS							
69100 Claims Liability Charges	3,600	1,900	3,400	1,000	1,000	2,500	2,700
69200 Workers' Comp Charges	2,800	2,300	3,100	3,500	3,500	2,800	3,100
CAPITAL, DEBT SVC & CHRGS	6,400	4,200	6,500	4,500	4,500	5,300	5,800
TOTAL PARK MAINTENANCE	322,053	389,560	380,301	401,300	401,300	440,520	446,860

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

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

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									

SERVICE INDICATORS	2018/19 Actual	2019/20 Actual	2020/21 Projected	2021/22 Proposed	2022/23 Proposed	
Painting at City Hall (square feet)	500	500	500	500	500	
Plumbing repairs	12	12	12	12	12	
Roof maintenance (times per year)	12	12	12	12	12	
Lighting repairs	30	30	30	30	30	
Sewer line cleaning at City Hall	12	12	12	12	12	

NOTES:

6419: Miscellaneous minor equipment for facility maintenance
6420: City-wide supplies, first aid supplies, miscellaneous repair parts & supplies

6524: City facility utility costs

6526:

	<u>FY 21/22</u>	<u>FY 22/23</u>
Janitorial services	100,280	100,280
Pest control	3,000	3,000
HVAC preventative maintenance	2,500	2,500
LS Maintenance Contract	34,700	34,700
Emergency Generator Maintenance (City Hall/Fire station)	13,694	13,694
Elevator Maintenance	2,500	2,500
Misc.Unspecified Repairs	7,426	7,426
	<u>164,100</u>	<u>164,100</u>

6530:

City Hall Generator APCD Permit	700	700
Micellanous Repairs	9,500	9,500
Handyman	20,000	20,000
Seaside HVAC	15,000	15,000
Door Service/repair	7,500	7,500
Tree Trimming	4,000	4,000
Partnership With Industry	16,800	16,800
	<u>73,500</u>	<u>73,500</u>

Public Works

CITY OF SOLANA BEACH

Estimated Expenditures

6570 - Public Facilities Maintenance

FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
100-6500-6570							
MATERIALS, SUPPLIES & SERV							
64190 Minor Equipment	847	2,527	7,655	-	-	4,000	-
64200 Departmental Special Supplies	13,111	10,684	17,754	17,500	17,500	17,500	17,500
64270 Vehicle Operating Supplies	1,373	1,451	1,472	3,000	3,000	1,500	1,500
65240 Utilities - Electric	84,357	87,639	81,449	90,000	90,000	100,000	100,000
65250 Rents/Leases	1,117	-	865	500	500	500	500
65260 Maint. of Buildings & Grounds	84,542	113,238	130,102	164,100	171,600	164,100	164,100
65270 Utilities - Water	3,633	2,234	2,058	2,500	2,500	2,500	2,500
65290 Mileage	46	79	173	200	200	200	200
65300 Professional Services	45,971	55,434	57,164	51,200	51,200	73,500	73,500
65310 Maint. & Operation of Equipment	425	3,977	4,773	6,300	6,300	8,800	8,800
TOTAL MATERIALS, SUPPLIES & SERV	235,421	277,262	303,465	335,300	342,800	372,600	368,600
CAPITAL, DEBT SVC & CHRGS							
69350 Facilities Replacement Charges	150,000	150,000	150,000	-	-	-	-
CAPITAL, DEBT SVC & CHRGS	150,000	150,000	150,000	-	-	-	-
TOTAL PUBLIC FACILITIES MAINTENANCE	385,421	427,262	453,465	335,300	342,800	372,600	368,600

COMMUNITY SERVICES



CITY OF SOLANA BEACH
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				2021-2022	2022-2023
					760,065	768,535
COMMUNITY SERVICES/ RECREATION	General Fund				83,130	85,710
	Camp Programs				843,195	854,245
EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 AMENDED	2020-2021 PROJECTED	2021-2022 PROPOSED	2022-2023 PROPOSED
TOTAL REGULAR POSITIONS	3.33	3.33	2.98	2.98	3.35	3.35
SALARIES & FRINGE BENEFITS	234,539	238,810	254,400	192,064	311,090	321,620
MATERIAL, SUPPLIES & SERVICES	53,982	37,791	38,400	22,715	70,725	70,725
CAPITAL, DEBT SVC & CHARGES	18,811	526,344	465,742	10,200	461,380	461,900
TOTAL BUDGET	307,332	802,945	758,542	224,979	843,195	854,245

Mission Statement:

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

Department Overview:

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

Structure & Services

Community Services is responsible for providing various service-oriented activities which include the City's Annual Street Banner program, production of *Shorelines*, the City newsletter publication, management of the public art program, and coordination of City-sponsored community-wide events. The department's budget and service indicators are located at C-83 and C-84.

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

Recreation Services is directly responsible for providing programs and services to the community through City sponsored and contracted programs. The City currently contracts with Mira Costa College for Adult Recreation Classes and Instruction that are held at La Colonia and Fletcher Cove Community Centers. Recreation Services also includes:

- rental processing of La Colonia field and Community Center and managing the Fletcher Cove Community Center for City programs, rentals and services;
- Coordination of 30 City-sponsored special events; development of joint use agreements with local school districts and other organizations for facility use and program resources; contract management with the Boys & Girls Club for the City's After School Enrichment Program;

- non-City-sponsored special event application administration; and Summer Youth Camps. Recreation Services also includes staff support to the City's Park & Recreation Commission. This department's budget and service indicators are located at C-85 and C-86.

Goals for 2021-2022 & 2022-2023:

- Evaluate current programs through participant feedback, and conduct periodic studies to enhance Parks and Recreation Department programming to ensure the City is serving the needs of the community.
- To meet community recreational needs with maximum effectiveness and with minimum expense.
- Expand the use of community volunteers and sponsors to maximize program quality and efficiency.
- Continue the artist exhibitions, receptions, and lectures in the City Hall Gallery and seek out interesting, informative, and entertaining cultural events to include in the annual Gallery schedule.
- Expand the Temporary Public Art Program by seeking additional Council approved sites, changing the current sculptures and installing new ones to keep the Program interesting.
- Improve the electronic version of *Shorelines*, the City newsletter.
- Work with the Public Arts Commission to provide new and on-going artistic and cultural community events.
- Work with the Public Arts Commission to implement long range Council directed goals such as artistic monument signs at City entry ways.
- Continue to seek out funding sources for the La Colonia Park Master Plan Project.
- Process all special event permit applications throughout the City.
- Work closely with the Parks and Recreation Commission to provide community events that enhance the quality of life for Solana Beach residents.
- Continue encouraging and fostering partnerships with community and youth agencies that will strengthen collaboration efforts in order to provide safe environments for the youth.
- Maintain the number of partnership agreements and foster even stronger community relationships with overall intent of providing a wider variety of recreational opportunities for residents.
- Provide the necessary management to fully achieve the priorities identified by the Parks & Recreation Commission, the City Manager's Office, and City Council.
- Continue evaluating ways Improve safety and sense of security for park users.
- Manage the Proposition 68 grant funding received through the State of California.
- Work with Van Dyke Landscape Architects, the community, and Engineering Department to complete the Design & Construction phases of the La Colonia & Fletcher Cove playground projects.

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT COMMUNITY SERVICES	DEPT. NO. 7100	BUDGET UNIT 001-7000-7100
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Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M8 MIS86	Assistant City Manager	0.05	8,000	0.05	8,300	0.10	18,885	0.10	18,285
	Management Assistant	0.60	37,400	0.60	37,300	0.75	49,280	0.75	51,870
	Overtime		2,000		2,000		2,000		2,000
	Total Salaries		47,400		47,600		70,165		72,155
	Total Benefits		15,400		15,700		23,665		24,685
	Total	0.90	62,800	0.65	63,300	0.85	93,830	0.85	96,840

SERVICE INDICATORS	2018/19 Actual	2019/20 Actual	2020/21 Projected	2021/22 Proposed	2022/23 Proposed
Shorelines Newsletter	N/A	N/A	N/A	N/A	N/A
Street banner changes	N/A	N/A	N/A	N/A	N/A
City Hall Gallery Exhibitions	N/A	N/A	N/A	N/A	N/A
Master Art Policy Projects	N/A	N/A	N/A	N/A	N/A
Arts Alive on CRT	N/A	N/A	N/A	N/A	N/A
Special Event @ La Colonia	N/A	N/A	N/A	N/A	N/A
Temporary Public Art Program	N/A	N/A	N/A	N/A	N/A



NOTES:	FY 21/22	FY 22/23
6530 eShorelines Publication	5,000	5,000
Street Banner Change Out Program		
City banner	7,200	7,200
Outside Agencies - reimbursed	3,925	3,925
	<u>16,125</u>	<u>16,125</u>
6570 Dial-A-Ride and ad hoc activities		

Community Services

CITY OF SOLANA BEACH

Estimated Expenditures

7100 - Community Services

FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23
100-7000-7100	Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget	Proposed Budget
PERSONNEL-SALARIES & BENEFITS							
61010 Regular Salaries	21,373	7,749	8,256	8,300	8,300	17,760	18,285
61020 Part Time & Temporary Salaries	35,588	32,496	34,679	37,300	37,300	49,280	51,870
61030 Overtime	360	175	338	2,000	2,000	2,000	2,000
61040 Special Pay	-	-	-	-	-	1,125	-
62050 Retirement	4,303	2,988	3,302	3,800	3,800	5,835	6,015
62100 Medicare	972	697	711	700	700	1,230	1,270
62200 Flex Credit Benefit	13,303	10,250	10,592	10,600	10,600	14,545	15,270
62440 LT Disability Insurance	225	248	247	200	200	345	360
62450 Life Insurance	124	116	111	200	200	220	230
62550 2% Deferred Comp 457	-	-	-	-	-	1,185	1,235
62800 Auto Allowance	460	155	153	200	200	305	305
TOTAL PERSONNEL-SALARIES & BENEFITS	76,708	54,873	58,389	63,300	63,300	93,830	96,840
MATERIALS, SUPPLIES & SERV							
63150 Travel, Conferences, & Meetings	37	40	66	-	-	-	-
63200 Training	18	-	-	-	-	-	-
63300 Membership and Dues	95	85	180	300	300	300	300
64170 Postage	-	1,700	-	-	-	-	-
64200 Departmental Special Supplies	223	537	116	900	900	900	900
65220 Advertising	-	19	-	400	400	400	400
65290 Mileage	-	54	-	400	400	400	400
65300 Professional Services	22,584	11,793	12,346	13,900	13,900	16,125	16,125
65380 Special Events	-	-	-	1,000	1,000	1,000	1,000
65700 Other Charges	157	237	-	1,500	1,500	1,500	1,500
65750 Public Arts Expenditures	12,730	3,752	600	4,500	4,500	4,500	4,500
TOTAL MATERIALS, SUPPLIES & SERV	35,844	18,217	13,309	22,900	22,900	25,125	25,125
CAPITAL, DEBT SVC & CHRGS							
69100 Claims Liability Charges	2,600	900	1,600	500	500	1,700	1,800
69200 Workers' Comp Charges	2,000	2,400	1,500	1,900	1,900	3,400	3,200
CAPITAL, DEBT SVC & CHRGS	4,600	3,300	3,100	2,400	2,400	5,100	5,000
TOTAL COMMUNITY SERVICES	117,152	76,390	74,798	88,600	88,600	124,055	126,965

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
RECREATION	7110	001-7000-7110

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M8	Assistant City Manager	0.050	8,100	0.05	8,299	0.10	17,758	0.10	18,289
M3	Recreation Manager	0.80	76,700	0.80	76,601	0.80	80,462	0.80	82,876
PTS35	Sr. Recreation Leader (P/T)	-	-	-	-	-	-	-	-
PTS25	Recreation Leaders (P/T)	0.60	17,400	0.60	17,400	0.60	19,280	0.60	19,860
	Overtime				-				-
	Total Salaries		102,200		102,300		117,500		121,025
	Total Benefits		26,100		27,000		32,410		34,045
	Total	1.55	122,800	1.45	129,300	1.50	149,910	1.50	155,070

SERVICE INDICATORS	2018/19 Actual	2019/20 Actual	2020/21 Projected	2021/22 Proposed	2022/23 Proposed
City sponsored community events	25	4	1	23	23
Special events participants	5,900	4,000	3,000	13,200	13,200
Fletcher Cove Community Center Private rentals	24	7	10	30	30



NOTES:

- 6330: Staff membership in California Parks and Recreation Society
- 6418: Newspapers & Misc Publications for the public/printing for events/camps and classes
- 6420: Supplies for various recreation programs; Day Camp & Enrichment Class supplies; etc.
- 6530: Custodial and security guard services for Fletcher Cover private rentals

	FY 21/22	FY 22/23
6538: Staff Coordinated Events		
Dias De Los Muertos	3,600	3,600
Veterans Day	400	400
Memorial Day	400	400
Ad hoc events/dedications, etc.	500	500
P&R Coordinated Events		
Skate Park Event	3,000	3,000
Holiday Tree Lighting	5,500	5,500
Special Events Totals	<u>13,400</u>	<u>13,400</u>

Community Services

CITY OF SOLANA BEACH

Estimated Expenditures

7110 - Recreation

FY 2021-22 & FY 2022-23

BUDGET UNIT	2017-18	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23
100-7000-7110	Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget	Proposed Budget
PERSONNEL-SALARIES & BENEFITS							
61010 Regular Salaries	88,220	83,548	86,393	84,900	84,900	98,220	101,165
61020 Part Time & Temporary Salaries	12,401	15,618	12,902	17,400	17,400	19,280	19,860
61030 Overtime	754	-	326	-	-	-	-
61040 Special Pay	-	-	989	-	-	-	-
62050 Retirement	7,927	10,103	9,120	9,600	9,600	10,995	11,320
62100 Medicare	1,556	1,526	1,550	1,500	1,500	1,925	1,990
62110 Social Security	808	968	803	1,100	1,100	1,195	1,230
62200 Flex Credit Benefit	13,303	13,224	13,852	13,900	13,900	15,400	16,170
62440 LT Disability Insurance	490	466	467	400	400	495	510
62450 Life Insurance	221	210	216	300	300	315	325
62550 2% Deferred Comp 457	-	-	-	-	-	1,780	2,195
62800 Auto Allowance	307	152	153	200	200	305	305
TOTAL PERSONNEL-SALARIES & BENEFITS	125,985	125,817	126,771	129,300	129,300	149,910	155,070
MATERIALS, SUPPLIES & SERV							
63150 Travel, Conferences, & Meetings	1,319	1,002	858	-	-	1,400	1,400
63200 Training	295	217	140	-	-	500	500
63300 Membership and Dues	170	170	170	200	200	200	200
63400 Clothing & Personal Expenses	307	501	506	600	600	600	600
64170 Postage	-	-	-	-	-	-	-
64180 Books, Subscriptions & Printing	49	-	-	200	200	200	200
64190 Minor Equipment	463	229	250	-	-	-	-
64200 Departmental Special Supplies	1,155	1,836	125	1,500	1,500	1,700	1,700
64270 Vehicle Operating Supplies	523	786	468	800	800	1,000	1,000
64280 Vehicle Maintenance	525	338	-	700	700	1,000	1,000
65220 Advertising	164	-	-	100	100	-	-
65290 Mileage	-	131	-	100	100	300	300
65300 Professional Services	4,163	5,090	2,799	7,500	-	12,600	12,600
65310 Maint. & Operation of Equipment	103	108	-	500	500	700	700
65380 Special Events	10,906	15,161	10,738	10,400	10,400	13,400	13,400
65700 Other Charges	61	112	-	400	400	500	500
66400 Equipment	-	-	-	-	7,942	-	-
TOTAL MATERIALS, SUPPLIES & SERV	20,201	25,680	16,054	23,000	23,442	34,100	34,100
CAPITAL, DEBT SVC & CHRGS							
69100 Claims Liability Charges	3,900	2,000	3,500	1,100	1,100	2,900	3,100
69200 Workers' Comp Charges	3,100	8,800	3,300	4,300	4,300	3,400	3,600
69380 700 Stevens	-	-	510,497	445,700	445,700	445,700	445,700
CAPITAL, DEBT SVC & CHRGS	7,000	10,800	517,297	451,100	451,100	452,000	452,400
TOTAL RECREATION	153,186	162,297	660,122	603,400	603,842	636,010	641,570

TRANSFERS OUT



Transfers Out

CITY OF SOLANA BEACH

8000 - Transfers Out

Estimated Expenditures

FY 2021-22 & FY 2022-23

BUDGET UNIT 100-0000-8000	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
TRANSFERS OUT							
68100 Transfers Out - General Fund Operating	794,900	2,544,227	497,515	151,100	151,100	916,100	482,500
TOTAL TRANSFERS OUT	<u>794,900</u>	<u>2,544,227</u>	<u>497,515</u>	<u>151,100</u>	<u>151,100</u>	<u>916,100</u>	<u>482,500</u>
TOTAL TRANSFERS OUT	<u>794,900</u>	<u>2,544,227</u>	<u>497,515</u>	<u>151,100</u>	<u>151,100</u>	<u>916,100</u>	<u>482,500</u>

FY 21-22 - TRANSFER DETAIL

FD 317 - Public Facilities	150,100
FD 459 - Miscellaneous Capital Projects	<u>766,000</u>
Total	<u>916,100</u>

FY 22-23 - TRANSFER DETAIL

FD 317 - Public Facilities	147,500
FD 459 - Miscellaneous Capital Projects	<u>335,000</u>
Total	<u>482,500</u>

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INTERNAL SERVICE FUNDS



CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
RISK MANAGEMENT - INSURANCE	5460	120-5000-5460

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M8	Finance Director	0.15	22,400	0.15	22,500	0.15	21,500	0.15	22,144
M7	Finance Manager/Treasurer	-	-	-	-	-	-	-	-
M2	Senior Management Analyst	0.40	34,300	0.40	34,700	0.40	35,978	0.40	37,035
M1	Management Analyst	-	-	-	-	-	-	-	-
C99	Fiscal Services Specialist II	-	-	-	-	-	-	-	-
MIS86	Admin Assistant III	0.10	6,200	0.10	6,000	0.10	6,783	0.10	6,914
C87	Fiscal Services Specialist I	0.20	12,200	0.20	12,200	0.20	13,699	0.20	13,967
	Total Salaries		75,100		75,400		77,960		80,060
	Total Benefits		25,100		32,100		34,460		36,560
	Total	0.85	100,200	0.85	107,500	0.85	112,420	0.85	116,620

SERVICE INDICATORS	2018/19 Actual	2019/20 Actual	2020/21 Projected	2021/22 Proposed	2022/23 Proposed
Liability claims filed					
Value of claims*					

*value claims includes claims for Sanitation Fund

NOTES:

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

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

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



Internal Service Funds

CITY OF SOLANA BEACH

120- Risk Management - Insurance

Estimated Expenditures

FY 2021-22 & FY 2022-23

FUND 120	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
4510 Investment Interest - LAIF	-	-	-	5,000	5,000	-	-
4511 Investment Interest - Chandler	9,741	11,700	12,520	-	-	10,000	10,000
4530 Gain/Loss on FMV of Asset	(8,224)	17,371	15,734	-	-	-	-
4850 Miscellaneous Revenue	-	-	-	-	-	-	-
4871 Damage to City Property	31,993	-	-	-	-	-	-
4890 Administrative Charges	473,268	249,100	464,790	143,000	143,000	325,100	350,200
4892 Reimbursed Costs	-	2,000	-	-	-	-	-
4910 Transfers In	-	-	-	-	-	-	-
TOTAL RESOURCES	506,779	280,171	493,044	148,000	148,000	335,100	360,200
EXPENDITURES							
PERSONNEL-SALARIES & BENEFITS							
61XXX Salaries & Wages	57,066	66,389	74,718	75,400	75,400	77,960	80,060
62XXX Benefits	16,663	19,960	28,759	32,100	32,100	34,460	36,560
TOTAL PERSONNEL-SALARIES & BENEFITS	73,728	86,349	103,477	107,500	107,500	112,420	116,620
MATERIALS, SUPPLIES & SERV							
63100 Insurance and Surety Bonds	191,622	148,534	201,417	299,200	299,200	314,300	330,995
63150 Travel-Meeting	161	37	68	-	-	100	100
63200 Training	1,346	2,334	1,603	3,000	3,000	3,000	3,000
63300 Membership and Dues	300	150	150	200	200	200	200
64190 Minor Equipment	11,351	9,486	5,955	-	-	5,000	5,000
65300 Professional Services	9,902	25,993	26,066	35,000	35,000	25,000	25,000
65400 Damage Claims	76,406	19,850	4,436	75,000	75,000	40,000	40,000
65410 Damage to City Property	4,856	-	1,803	-	-	-	-
65760 Loss Control	9,306	7,353	8,980	25,000	25,000	8,000	8,000
TOTAL MATERIALS, SUPPLIES & SERV	305,250	213,737	250,476	437,400	437,400	395,600	412,295
CAPITAL, DEBT SVC & CHRGS							
69400 PERS Side Fund Charges	4,259	-	-	-	-	-	-
69600 PARS OPEB Charges	771	2,803	5,000	5,200	5,200	3,985	4,035
69650 PARS Pension Charges	2,857	5,405	2,625	-	-	-	-
CAPITAL, DEBT SVC & CHRGS	7,887	8,208	7,625	5,200	5,200	3,985	4,035
TOTAL EXPENDITURES	386,865	308,294	361,579	550,100	550,100	512,005	532,950
Resources over/(under) Appropriations	119,914	(28,020)	131,465	(402,100)	(402,100)	(176,905)	(172,750)
Beginning Fund Balance	700,284	820,198	792,179	923,644	923,644	521,544	344,639
PROJECTED ENDING FUND BALANCE	820,198	792,179	923,644	521,544	521,544	344,639	171,889

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

DEPARTMENT	DEPT. NO.	BUDGET UNIT
WORKERS' COMPENSATION - INSURANCE	5465	125-5000-5465

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M8	Assistant City Manager	0.10	16,100.00	0.10	16,400	0.10	8,879	0.10	9,145
M4	HR Director	0.15	18,700.00	0.15	18,700	0.15	20,010	0.15	20,610
M8	Finance Director/Treasurer	0.10	15,000	0.10	15,100	0.10	14,331	0.10	14,765
M7	Finance Manager/Treasurer	-	-	-	-	-	-	-	-
	Total Salaries		49,800		50,200		43,220		44,520
	Total Benefits		19,000		20,500		17,415		18,415
	Total	0.35	68,800	0.35	70,700	0.35	60,635	0.35	62,935

SERVICE INDICATORS	2018/19 Actual	2019/20 Actual	2020/21 Projected	2021/22 Proposed	2022/23 Proposed
Number of claims outstanding					
Outstanding value of claims filed					

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

CITY OF SOLANA BEACH

125 - Workers' Compensation - Insurance

Estimated Expenditures

FY 2021-22 & FY 2022-23

FUND 125	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
45100 Investment Interest - LAIF	-	-	-	5,000	5,000	-	-
45110 Investment Interest - Chandler	7,619	6,918	4,868	-	-	7,000	7,000
45300 Gain/Loss on FMV of Asset	(5,996)	12,265	6,023	-	-	-	-
48500 Miscellaneous Revenue	-	-	4	4,500	4,500	-	-
48820 Excess Insurance Retention	(20,677)	1,484	145,242	-	-	-	-
48900 Administrative Charges	372,832	299,500	421,790	542,700	542,700	375,300	399,900
48920 Reimbursed Costs	2,000	-	2,000	-	-	-	-
49100 Transfers In	-	-	-	-	-	-	-
TOTAL RESOURCES	355,777	320,167	579,927	552,200	552,200	382,300	406,900
EXPENDITURES							
PERSONNEL-SALARIES & BENEFITS							
61XXX Salaries & Wages	46,196	47,715	50,654	50,200	50,200	43,220	44,520
62XXX Benefits	10,595	11,273	18,818	20,500	20,500	17,415	18,415
TOTAL PERSONNEL-SALARIES & BENEFITS	56,791	58,988	69,472	70,700	70,700	60,635	62,935
MATERIALS, SUPPLIES & SERV							
63100 Insurance and Surety Bonds	171,250	159,221	164,195	159,400	159,400	183,000	191,700
63150 Travel-Meeting	70	173	143	1,500	1,500	1,500	1,500
63200 Training	-	-	296	500	500	500	500
65300 Professional Services	33,629	42,387	67,722	65,300	65,300	53,250	50,500
65400 Damage Claims	76,226	154,294	275,083	250,000	250,000	200,000	200,000
TOTAL MATERIALS, SUPPLIES & SERV	281,175	356,075	507,439	476,700	476,700	438,250	444,200
CAPITAL, DEBT SVC & CHRGS							
69400 PERS Side Fund Charges	4,033	-	-	-	-	-	-
69600 PARS OPEB Charges	675	2,377	2,100	2,200	2,200	2,180	2,210
69650 PARS Pension Charges	2,500	4,583	2,164	-	-	-	-
CAPITAL, DEBT SVC & CHRGS	7,208	6,960	4,264	2,200	2,200	2,180	2,210
TOTAL EXPENDITURES	345,174	422,023	581,175	549,600	549,600	501,065	509,345
Resources over/(under) Appropriations	10,604	(101,786)	(1,250)	2,600	2,600	(118,765)	(102,445)
Beginning Fund Balance	632,343	642,947	541,161	539,911	539,911	542,511	423,746
PROJECTED ENDING FUND BALANCE	642,947	541,161	539,911	542,511	542,511	423,746	321,301

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT ASSET REPLACEMENT	DEPT. NO. 5470	BUDGET UNIT 135-5000-5470
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Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									

COMMENTARY:



NOTES:

	FY 21/22	FY 22/23
66400:		
Information Technology:	92,000	
City Manager	115,000	
Clerk	-	
Finance	160,000	
Codes	-	
Fire	111,600	32,400
Marine Safety	40,500	39,500
Total Equipment	<u>92,000</u>	<u>126,100</u>
Total	<u>92,000</u>	<u>126,100</u>

Internal Service Funds

CITY OF SOLANA BEACH

135 - Asset Replacement

Estimated Expenditures

FY 2021-22 & FY 2022-23

FUND DETAIL	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
45100 Investment Interest - LAIF	-	-	-	15,500	15,500	-	-
45110 Investment Interest - Chandler	28,018	34,060	45,440	-	-	30,000	28,000
45300 Gain/Loss on FMV of Asset	(18,024)	46,805	48,777	-	-	-	-
48820 Technology Fee	-	3,206	16,993	-	-	-	-
48210 Donations	-	-	-	-	-	-	-
48900 Administrative Charges	383,400	403,400	397,100	424,100	424,100	65,000	65,000
48920 Reimbursed Costs	-	4,061	-	-	-	-	-
49100 Transfers In	-	-	-	-	-	-	-
TOTAL RESOURCES	393,394	491,531	508,310	439,600	439,600	95,000	93,000
EXPENDITURES							
MATERIALS, SUPPLIES & SERV							
64190 Minor Equipment	86,737	38,946	30,790	-	-	-	-
65300 Professional Services	1,876	1,979	2,161	1,500	1,500	2,000	2,000
66400 Equipment	232,635	41,582	98,362	928,781	928,781	519,100	71,900
66500 Vehicles	162,016	58,555	147,962	69,000	69,000	42,000	-
TOTAL MATERIALS, SUPPLIES & SERV	483,263	141,061	279,274	999,281	999,281	563,100	73,900
TRANSFERS OUT							
68100 TRANSFERS OUT	132,000	132,000	132,000	132,000	132,000	70,000	-
TOTAL TRANSFERS OUT	132,000	132,000	132,000	132,000	132,000	70,000	-
TOTAL EXPENDITURES	615,263	273,061	411,274	1,131,281	1,131,281	633,100	73,900
Resources over/(under) Appropriations	(221,870)	218,470	97,034	(691,681)	(691,681)	(538,100)	19,100
Beginning Fund Balance	2,298,615	2,076,745	2,295,215	2,392,250	2,392,250	1,700,569	1,162,469
PROJECTED ENDING FUND BALANCE	2,076,745	2,295,215	2,392,250	1,700,569	1,700,569	1,162,469	1,181,569

Internal Service Funds

CITY OF SOLANA BEACH

Estimated Expenditures

140 - Facilities Replacement

FY 2021-22 & FY 2022-23

FUND DETAIL	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
45100 Investment Interest - LAIF	-	-	-	3,500	3,500	-	-
45110 Investment Interest - Chandler	5,752	9,398	12,215	-	-	10,000	10,000
45300 Gain/Loss on FMV of Asset	(5,314)	11,879	14,403	-	-	-	-
48900 Administrative Charges	150,000	150,000	150,000	-	-	-	-
TOTAL RESOURCES	150,438	171,277	176,618	3,500	3,500	10,000	10,000
EXPENDITURES							
MATERIALS, SUPPLIES & SERV							
65300 Professional Services	374	533	588	500	500	600	600
TOTAL MATERIALS, SUPPLIES & SERV	374	533	588	500	500	600	600
TRANSFERS OUT							
68100 TRANSFERS OUT	-	20,000	100,000	-	-	96,000	25,000
TOTAL TRANSFERS OUT	-	20,000	100,000	-	-	96,000	25,000
TOTAL EXPENDITURES	374	20,533	100,588	500	500	96,600	25,600
Resources over/(under) Appropriations	150,065	150,744	76,030	3,000	3,000	(86,600)	(15,600)
Beginning Fund Balance	358,654	508,719	659,463	735,493	735,493	738,493	651,893
PROJECTED ENDING FUND BALANCE	508,719	659,463	735,493	738,493	738,493	651,893	636,293

Internal Service Funds

CITY OF SOLANA BEACH

Estimated Expenditures

150 - PERS Side Fund

FY 2021-22 & FY 2022-23

FUND DETAIL	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
48900 Administrative Charges	681,269	-	-	-	-	-	-
TOTAL RESOURCES	681,269	-	-	-	-	-	-
EXPENDITURES							
CAPITAL, DEBT SVC & CHRGS							
67200 Interest	15,805	-	-	-	-	-	-
TOTAL CAPITAL, DEBT SVC & CHRGS	15,805	-	-	-	-	-	-
TOTAL EXPENDITURES	15,805	-	-	-	-	-	-
Resources over/(under) Appropriations	665,464	-	-	-	-	-	-
Beginning Fund Balance	(665,464)	-	-	-	-	-	-
PROJECTED ENDING FUND BALANCE	-	-	-	-	-	-	-

Internal Service Funds

CITY OF SOLANA BEACH

152 - Real Property Acquisition

Estimated Expenditures

FY 2021-22 & FY 2022-23

FUND DETAIL	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
48900 Administrative Charges	-	-	367,860	445,700	445,700	445,700	445,700
TOTAL RESOURCES	-	-	367,860	445,700	445,700	445,700	445,700
EXPENDITURES							
CAPITAL, DEBT SVC & CHRGS							
66100 Land	-	2,800,000	-	-	-	-	-
67200 Interest	-	74,597	-	67,600	67,600	57,105	46,300
TOTAL CAPITAL, DEBT SVC & CHRGS	-	2,874,597	-	67,600	67,600	57,105	46,300
TOTAL EXPENDITURES	-	2,874,597	-	67,600	67,600	57,105	46,300
Resources over/(under) Appropriations	-	(2,874,597)	367,860	378,100	378,100	388,595	399,400
Beginning Fund Balance	-	-	(2,874,597)	(2,506,737)	(2,506,737)	(2,128,637)	(1,740,042)
PROJECTED ENDING FUND BALANCE	-	(2,874,597)	(2,506,737)	(2,128,637)	(2,128,637)	(1,740,042)	(1,340,642)

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CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
OTHER POST EMPLOYMENT BENEFITS	5360	160-5000-5360

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
	Retirees Health Insurance		180,000		185,000		173,259		185,000
			180,000		185,000		173,259		185,000

NOTES:

Internal Service Funds

CITY OF SOLANA BEACH

Estimated Expenditures

160 - PARS OPEB

FY 2021-22 & FY 2022-23

FUND DETAIL	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
45100 Investment Interest - LAIF	-	-	-	-	-	-	-
45110 Investment Interest - Chandler	-	-	-	-	-	-	-
45120 Investment Interest - PARS	-	-	-	-	-	-	-
45300 Gain/Loss on FMV of Asset	-	-	-	-	-	-	-
48900 Administrative Charges	96,417	323,000	378,000	389,000	389,000	318,000	322,000
49100 Transfers In	-	185,000	-	-	-	-	-
TOTAL RESOURCES	96,417	508,000	378,000	389,000	389,000	318,000	322,000
EXPENDITURES							
PERSONNEL-SALARIES & BENEFITS							
62XXX Benefits	-	165,901	167,130	185,000	185,000	180,000	185,000
TOTAL PERSONNEL-SALARIES & BENEFITS	-	165,901	167,130	185,000	185,000	180,000	185,000
MATERIALS, SUPPLIES & SERV							
65320 Contributions to Agencies	-	253,516	198,000	204,000	204,000	138,000	137,000
TOTAL MATERIALS, SUPPLIES & SERV	-	253,516	198,000	204,000	204,000	138,000	137,000
TRANSFERS OUT							
68100 TRANSFERS OUT	92,434	-	-	-	-	-	-
TOTAL TRANSFERS OUT	92,434	-	-	-	-	-	-
TOTAL EXPENDITURES	92,434	419,417	365,130	389,000	389,000	318,000	322,000
Resources over/(under) Appropriations	3,984	88,582	12,870	-	-	-	-
Beginning Fund Balance	92,434	96,418	185,000	197,870	197,870	197,870	197,870
PROJECTED ENDING FUND BALANCE	96,418	185,000	197,870	197,870	197,870	197,870	197,870

Internal Service Funds

CITY OF SOLANA BEACH

Estimated Expenditures

165 - PARS Pension

FY 2021-22 & FY 2022-23

FUND DETAIL	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
45100 Investment Interest - LAIF	-	-	-	37,000	37,000	-	-
45110 Investment Interest - Chandler	49,892	91,319	67,765	-	-	75,000	75,000
45300 Gain/Loss on FMV of Asset	15,103	10,282	(2,640)	-	-	-	-
48900 Administrative Charges	357,098	622,744	283,926	-	-	-	-
TOTAL RESOURCES	422,093	724,344	349,051	37,000	37,000	75,000	75,000
EXPENDITURES							
MATERIALS, SUPPLIES & SERV							
65300 Professional Services	5,178	9,747	11,879	4,000	4,000	18,000	19,000
TOTAL MATERIALS, SUPPLIES & SERV	5,178	9,747	11,879	4,000	4,000	18,000	19,000
TOTAL EXPENDITURES	5,178	9,747	11,879	4,000	4,000	18,000	19,000
Resources over/(under) Appropriations	416,916	714,598	337,171	33,000	33,000	57,000	56,000
Beginning Fund Balance	1,236,120	1,653,036	2,367,634	2,704,804	2,704,804	2,737,804	2,794,804
PROJECTED ENDING FUND BALANCE	1,653,036	2,367,634	2,704,804	2,737,804	2,737,804	2,794,804	2,850,804

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SPECIAL REVENUE FUNDS



Special Revenue Funds

CITY OF SOLANA BEACH

Estimated Expenditures

202 - Gas Tax

FY 2021-22 & FY 2022-23

FUND 202	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
45XXX Investment Interest	3,881	8,513	7,052	2,000	2,000	3,000	2,000
48500 State Gax Tax Section 2105	73,407	76,473	71,073	73,900	73,900	78,335	82,600
48710 State Gax Tax Section 2106	54,027	55,889	49,894	53,000	53,000	53,570	56,650
48900 State Gax Tax Section 2107	95,534	96,173	89,744	88,800	88,800	99,630	105,000
48920 State Gax Tax Section 2107.5	3,000	3,000	3,000	3,000	3,000	3,000	3,000
49100 State Gax Tax Section 2103	52,677	46,563	96,073	117,700	117,700	106,635	126,600
46900 Miscellaneous - Intergovernmental	15,378	15,718	15,664	-	-	-	-
TOTAL RESOURCES	297,904	302,328	332,499	338,400	338,400	344,170	375,850
EXPENDITURES							
MATERIALS, SUPPLIES & SERV							
64190 Minor Equipment	-	-	3,453	-	-	-	-
65220 Advertising	-	-	706	-	-	-	-
65300 Professional Services	405,465	541,159	40,929	47,600	47,600	3,000	3,000
TOTAL MATERIALS, SUPPLIES & SERV	405,465	541,159	45,087	47,600	47,600	3,000	3,000
CAPITAL, DEBT SVC & CHRGS							
66600 Design	-	-	10,043	100,000	100,000	-	-
66610 Construction	-	-	232,052	147,300	147,300	220,000	220,000
TOTAL CAPITAL, DEBT SVC & CHRGS	-	-	242,094	247,300	247,300	220,000	220,000
TOTAL EXPENDITURES	405,465	541,159	287,181	294,900	294,900	223,000	223,000
Resources over/(under) Appropriations	(107,561)	(238,831)	45,315	43,500	43,500	121,170	152,850
Beginning Fund Balance	498,911	391,350	152,519	197,834	197,834	241,334	362,504
PROJECTED ENDING FUND BALANCE	391,350	152,519	197,834	241,334	241,334	362,504	515,354

Special Revenue Funds

CITY OF SOLANA BEACH

203 - MID 33 Highway 101

Estimated Expenditures

FY 2021-22 & FY 2022-23

FUND 203	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
41010 Property Taxes - Current	118,645	126,843	132,209	130,300	130,300	132,900	135,500
41030 Property Taxes - Delinquent	685	313	614	-	-	-	-
42180 Benefit Fees	11,908	12,058	11,766	11,500	11,500	11,500	11,500
42240 RDA Pass Thru Payments	3,395	4,543	5,178	-	-	-	-
45XXX Investment Interest	2,629	19,935	24,090	500	500	8,200	7,200
46300 State HOE	806	813	833	600	600	600	600
TOTAL RESOURCES	138,068	164,505	174,690	142,900	142,900	153,200	154,800
EXPENDITURES							
PERSONNEL-SALARIES & BENEFITS							
61XXX Salaries & Wages	15,079	15,421	16,365	8,100	8,100	19,985	20,590
62XXX Benefits	5,256	5,868	6,591	3,400	3,400	8,075	8,560
TOTAL PERSONNEL-SALARIES & BENEFITS	20,335	21,288	22,955	11,500	11,500	28,060	29,150
MATERIALS, SUPPLIES & SERV							
63150 Travel, Conferences, & Meetings	-	-	362	-	-	-	-
65220 Advertising	114	187	-	-	-	-	-
65240 Utilities - Electric	25,688	27,508	27,167	35,500	35,500	35,500	35,500
65260 Maint. of Buildings & Grounds	34,898	48,517	42,808	48,300	48,300	48,300	48,300
65270 Utilities - Water	6,670	6,162	5,143	5,200	5,200	8,000	8,000
65300 Professional Services	438	484	513	1,000	1,000	1,000	1,000
65700 Other Charges	5,070	5,196	5,243	3,000	3,000	5,500	5,500
65800 Administrative Charges	5,000	39,100	39,600	40,100	40,100	41,300	42,500
TOTAL MATERIALS, SUPPLIES & SERV	77,879	127,154	120,836	133,100	133,100	139,600	140,800
CAPITAL, DEBT SVC & CHRGS							
69100 Claims Liability Charges	600	300	600	100	100	500	500
69200 Workers' Comp Charges	400	400	500	300	300	600	600
69400 PERS Side Fund	1,325	-	-	-	-	-	-
69600 PARS OPEB Charges	193	776	1,100	600	600	1,025	1,040
69650 PARS Pension Charges	714	1,495	711	-	-	-	-
CAPITAL, DEBT SVC & CHRGS	3,232	2,971	2,911	1,000	1,000	2,125	2,140
TOTAL EXPENDITURES	101,445	151,413	146,703	145,600	145,600	169,785	172,090
Resources over/(under) Appropriations	36,623	13,092	27,985	(2,700)	(2,700)	(16,585)	(17,290)
Beginning Fund Balance	484,125	520,748	533,840	561,824	561,824	559,124	542,539
PROJECTED ENDING FUND BALANCE	520,748	533,840	561,824	559,124	559,124	542,539	525,249

Special Revenue Funds

CITY OF SOLANA BEACH

204 - MID 9C Santa Fe Hills

Estimated Expenditures

FY 2021-22 & FY 2022-23

FUND 204	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
41010 Property Taxes - Current	207,089	217,966	230,531	221,000	221,000	225,400	229,900
41030 Property Taxes - Delinquent	1,212	542	1,048	-	-	-	-
42180 Benefit Fees	94,248	95,824	93,768	95,000	95,000	95,000	95,000
45XXX Investment Interest	236	4,991	7,943	-	-	3,500	3,500
46300 State HOE	1,405	1,394	1,450	1,500	1,500	1,500	1,500
TOTAL RESOURCES	304,188	320,718	334,740	317,500	317,500	325,400	329,900
EXPENDITURES							
MATERIALS, SUPPLIES & SERV							
65270 Utilities - Water	101,729	87,097	88,290	93,000	93,000	93,000	93,000
65300 Professional Services	167,075	202,084	195,129	195,000	195,000	345,000	220,000
65700 Other Charges	2,495	2,576	2,592	2,700	2,700	2,700	2,700
65800 Administrative Charges	9,500	9,500	9,500	9,500	9,500	9,500	9,500
TOTAL MATERIALS, SUPPLIES & SERV	280,799	301,258	295,511	300,200	300,200	450,200	325,200
TOTAL EXPENDITURES	280,799	301,258	295,511	300,200	300,200	450,200	325,200
Resources over/(under) Appropriations	23,390	19,461	39,230	17,300	17,300	(124,800)	4,700
Beginning Fund Balance	95,478	118,868	138,329	177,558	177,558	194,858	70,058
PROJECTED ENDING FUND BALANCE	118,868	138,329	177,558	194,858	194,858	70,058	74,758

Special Revenue Funds

CITY OF SOLANA BEACH

Estimated Expenditures

205 - MID 9E Isla Verde

FY 2021-22 & FY 2022-23

FUND 205	2017-18	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23
	Actual	Actual	Actual	Adopted	Mid-Year	Proposed	Proposed
				Budget	Budget	Budget	Budget
RESOURCES							
42180 Benefit Fees	6,413	5,980	6,058	6,000	6,000	6,000	6,000
45XXX Investment Interest	5	8	101	-	-	-	-
TOTAL RESOURCES	6,418	5,989	6,159	6,000	6,000	6,000	6,000
EXPENDITURES							
MATERIALS, SUPPLIES & SERV							
65300 Professional Services	5,100	5,100	5,100	5,200	5,200	5,200	5,200
65700 Other Charges	101	602	105	100	100	100	100
65800 Administrative Charges	700	700	700	700	700	700	700
TOTAL MATERIALS, SUPPLIES & SERV	5,901	6,402	5,905	6,000	6,000	6,000	6,000
TOTAL EXPENDITURES	5,901	6,402	5,905	6,000	6,000	6,000	6,000
Resources over/(under) Appropriations	517	(414)	254	-	-	-	-
Beginning Fund Balance	3,674	4,191	3,778	4,031	4,031	4,031	4,031
PROJECTED ENDING FUND BALANCE	4,191	3,778	4,031	4,031	4,031	4,031	4,031

Special Revenue Funds

CITY OF SOLANA BEACH

Estimated Expenditures

207 - MID 9H San Elijo #2

FY 2021-22 & FY 2022-23

FUND 207	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
41010 Property Taxes - Current	78,391	82,575	87,730	83,600	83,600	85,200	86,900
41030 Property Taxes - Delinquent	461	205	397	-	-	-	-
42180 Benefit Fees	34,170	33,881	34,225	34,200	34,200	34,200	34,200
45XXX Investment Interest	1,154	8,290	11,198	100	100	4,150	3,950
46300 State HOE	532	529	552	400	400	400	400
TOTAL RESOURCES	114,709	125,479	134,103	118,300	118,300	123,950	125,450
EXPENDITURES							
MATERIALS, SUPPLIES & SERV							
65300 Professional Services	78,769	78,796	78,853	78,600	78,600	78,600	78,600
65700 Other Charges	970	1,002	1,013	300	300	300	300
65800 Administrative Charges	4,200	4,200	4,200	4,200	4,200	4,200	4,200
TOTAL MATERIALS, SUPPLIES & SERV	83,940	83,998	84,067	83,100	83,100	83,100	83,100
TOTAL EXPENDITURES	83,940	83,998	84,067	83,100	83,100	83,100	83,100
Resources over/(under) Appropriations	30,769	41,481	50,036	35,200	35,200	40,850	42,350
Beginning Fund Balance	184,549	215,318	256,799	306,835	306,835	342,035	382,885
PROJECTED ENDING FUND BALANCE	215,318	256,799	306,835	342,035	342,035	382,885	425,235

Special Revenue Funds

CITY OF SOLANA BEACH

208 - Coastal Rail Trail Maintenance District

Estimated Expenditures

FY 2021-22 & FY 2022-23

FUND 208	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
42180 Benefit Fees	76,402	78,454	79,566	81,300	81,300	81,300	81,300
45XXX Investment Interest	387	2,399	4,341	-	-	1,700	1,400
TOTAL RESOURCES	76,789	80,853	83,907	81,300	81,300	83,000	82,700
EXPENDITURES							
MATERIALS, SUPPLIES & SERV							
65220 Advertising	-	-	568	600	600	-	-
65260 Maint. of Buildings & Grounds	34,017	58,280	45,457	65,500	65,500	64,800	64,800
65270 Utilities - Water	17,824	14,098	12,828	20,600	20,600	20,600	20,600
65300 Professional Services	3,663	3,668	3,671	4,698	4,698	3,700	3,700
65700 Other Charges	803	565	565	900	900	900	900
65800 Administrative Charges	3,900	3,900	3,900	3,900	3,900	3,900	3,900
TOTAL MATERIALS, SUPPLIES & SERV	60,207	80,511	66,989	96,198	96,198	93,900	93,900
TOTAL EXPENDITURES	60,207	80,511	66,989	96,198	96,198	93,900	93,900
Resources over/(under) Appropriations	16,582	342	16,918	(14,898)	(14,898)	(10,900)	(11,200)
Beginning Fund Balance	69,667	86,249	86,590	103,508	103,508	88,611	77,711
PROJECTED ENDING FUND BALANCE	86,249	86,590	103,508	88,611	88,611	77,711	66,511

Special Revenue Funds

CITY OF SOLANA BEACH

211 - Street Light District

Estimated Expenditures

FY 2021-22 & FY 2022-23

FUND 211	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
41010 Property Taxes - Current	478,151	507,875	530,647	521,100	521,100	531,500	542,100
41030 Property Taxes - Delinquent	2,775	1,261	2,461	-	-	-	-
42180 Benefit Fees	77,499	78,104	77,374	77,000	77,000	77,000	77,000
42240 RDA Pass Thru Payments	10,182	13,617	15,468	-	-	-	-
45XXX Investment Interest	7,569	91,220	107,449	30,000	30,000	40,500	40,500
46300 State HOE	3,256	3,261	3,349	3,200	3,200	3,200	3,200
TOTAL RESOURCES	579,432	695,339	736,748	631,300	631,300	652,200	662,800
EXPENDITURES							
PERSONNEL-SALARIES & BENEFITS							
61XXX Salaries & Wages	79,803	80,348	84,891	80,100	80,100	104,170	107,520
62XXX Benefits	27,115	29,488	32,992	33,100	33,100	43,845	46,450
TOTAL PERSONNEL-SALARIES & BENEFITS	106,918	109,836	117,883	113,200	113,200	148,015	153,970
MATERIALS, SUPPLIES & SERV							
63150 Travel, Conferences, & Meetings	-	224	500	-	-	-	-
63200 Training	-	-	156	-	-	-	-
63300 Membership and Dues	-	-	-	200	200	200	200
63400 Clothing and Personal Expenses	89	104	100	-	-	-	-
64200 Departmental Special Supplies	-	-	-	-	-	-	-
65220 Advertising	232	-	543	600	600	600	600
65230 Communications	67	69	43	1,000	1,000	100	100
65240 Utilities - Electric	78,822	79,729	79,149	93,600	93,600	93,600	93,600
65300 Professional Services	19,630	29,187	26,492	32,400	62,400	70,490	55,850
65700 Other Charges	8,948	9,225	9,167	6,879	6,879	2,500	2,500
65800 Administrative Charges	14,400	81,500	82,500	83,500	83,500	86,000	88,500
TOTAL MATERIALS, SUPPLIES & SERV	122,188	200,037	198,650	218,179	248,179	253,490	241,350
CAPITAL, DEBT SVC & CHRGS							
66400 Equipment	-	33,745	-	-	-	-	-
69100 Claims Liability Charges	3,000	1,600	2,900	800	800	2,600	2,800
69200 Workers' Comp Charges	2,400	1,900	2,600	3,200	3,200	3,000	3,200
69400 PERS Side Fund	6,410	-	-	-	-	-	-
69600 PARS OPEB Charges	1,061	3,585	5,700	5,500	5,500	5,290	5,360
69650 PARS Pension Charges	3,928	6,911	3,223	-	-	-	-
CAPITAL, DEBT SVC & CHRGS	16,799	47,741	14,423	9,500	9,500	10,890	11,360
TRANSFERS OUT							
68100 Transfers Out	70,400	70,400	70,400	70,400	70,400	70,400	70,400
TOTAL TRANSFERS OUT	70,400	70,400	70,400	70,400	70,400	70,400	70,400
TOTAL EXPENDITURES	316,305	428,014	401,356	411,279	441,279	482,795	477,080
Resources over/(under) Appropriations	263,127	267,325	335,391	220,021	190,021	169,405	185,720
Beginning Fund Balance	1,935,320	2,198,447	2,465,772	2,801,163	2,801,163	2,991,184	3,160,589
PROJECTED ENDING FUND BALANCE	2,198,447	2,465,772	2,801,163	3,021,184	2,991,184	3,160,589	3,346,309

Special Revenue Funds

CITY OF SOLANA BEACH

Estimated Expenditures

213 - Developer Pass-Thru

FY 2021-22 & FY 2022-23

FUND 213	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
45XXX Investment Interest	1,347	-	12,149	-	-	-	-
48930 Developer Pass-Thru	409,362	285,376	77,433	100,000	100,000	100,000	100,000
TOTAL RESOURCES	410,709	285,376	89,582	100,000	100,000	100,000	100,000
EXPENDITURES							
PERSONNEL-SALARIES & BENEFITS							
61XXX Salaries & Wages	6,817	-	-	-	-	-	-
62XXX Benefits	714	-	-	-	-	-	-
TOTAL PERSONNEL-SALARIES & BENEFITS	7,532	-	-	-	-	-	-
MATERIALS, SUPPLIES & SERV							
65300 Professional Services	402,903	285,376	82,652	100,000	100,000	100,000	100,000
65700 Other Charges	-	-	6,930	-	-	-	-
TOTAL MATERIALS, SUPPLIES & SERV	402,903	285,376	89,582	100,000	100,000	100,000	100,000
CAPITAL, DEBT SVC & CHRGS							
69400 PERS Side Fund	362	-	-	-	-	-	-
CAPITAL, DEBT SVC & CHRGS	362	-	-	-	-	-	-
TOTAL EXPENDITURES	403,265	285,376	89,582	100,000	100,000	100,000	100,000
Resources over/(under) Appropriations	7,444	-	-	-	-	-	-
Beginning Fund Balance	(7,531)	(87)	(87)	(87)	(87)	(87)	(87)
PROJECTED ENDING FUND BALANCE	(87)	(87)	(87)	(87)	(87)	(87)	(87)

Special Revenue Funds

CITY OF SOLANA BEACH

Estimated Expenditures

214 - Fire Mitigation Fees

FY 2021-22 & FY 2022-23

FUND 214	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
47550 Fire Mitigation Fees	1,891	5,963	15,272	5,000	5,000	10,000	10,000
TOTAL RESOURCES	1,891	5,963	15,272	5,000	5,000	10,000	10,000
EXPENDITURES							
MATERIALS, SUPPLIES & SERV							
63400 Clothing and Personal Expenses	5,687	3,745	5,000	5,000	5,000	6,000	6,000
65300 Professional Services	6,375	6,875	-	-	-	-	-
TOTAL MATERIALS, SUPPLIES & SERV	12,062	10,620	5,000	5,000	5,000	6,000	6,000
TOTAL EXPENDITURES	12,062	10,620	5,000	5,000	5,000	6,000	6,000
Resources over/(under) Appropriations	(10,172)	(4,657)	10,272	-	-	4,000	4,000
Beginning Fund Balance	(2,881)	(13,053)	(17,710)	(7,438)	(7,438)	(7,438)	(3,438)
PROJECTED ENDING FUND BALANCE	(13,053)	(17,710)	(7,438)	(7,438)	(7,438)	(3,438)	562

Special Revenue Funds

CITY OF SOLANA BEACH

215 - State Parks Boating & Waterways

Estimated Expenditures

FY 2021-22 & FY 2022-23

FUND 215	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
45XXX Investment Interest	459	948	913	-	-	-	-
46800 State Grants	-	-	-	-	450,000	-	-
TOTAL RESOURCES	459	948	913	-	450,000	-	-
EXPENDITURES							
MATERIALS, SUPPLIES & SERV							
65300 Professional Services	-	-	-	-	450,000	-	-
TOTAL MATERIALS, SUPPLIES & SERV	-	-	-	-	450,000	-	-
TOTAL EXPENDITURES	-	-	-	-	450,000	-	-
Resources over/(under) Appropriations	459	948	913	-	-	-	-
Beginning Fund Balance	59,910	60,369	61,316	62,229	62,229	62,229	62,229
PROJECTED ENDING FUND BALANCE	60,369	61,316	62,229	62,229	62,229	62,229	62,229

Special Revenue Funds

CITY OF SOLANA BEACH

219 - Citizens Option for Public Safety

Estimated Expenditures

FY 2021-22 & FY 2022-23

FUND 219

	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
45XXX Investment Interest	949	8,361	9,112	400	400	3,500	3,000
46800 State Grants	139,416	148,747	80,000	100,000	100,000	100,000	100,000
TOTAL RESOURCES	140,366	157,108	89,112	100,400	100,400	103,500	103,000
EXPENDITURES							
MATERIALS, SUPPLIES & SERV							
65300 Professional Services	100,159	100,112	100,236	150,000	150,000	150,000	150,000
TOTAL MATERIALS, SUPPLIES & SERV	100,159	100,112	100,236	150,000	150,000	150,000	150,000
TOTAL EXPENDITURES	100,159	100,112	100,236	150,000	150,000	150,000	150,000
Resources over/(under) Appropriations	40,206	56,995	(11,123)	(49,600)	(49,600)	(46,500)	(47,000)
Beginning Fund Balance	164,866	205,072	262,067	250,944	250,944	201,344	154,844
PROJECTED ENDING FUND BALANCE	205,072	262,067	250,944	201,344	201,344	154,844	107,844

Special Revenue Funds

CITY OF SOLANA BEACH

220 - Transportation Development Act

Estimated Expenditures

FY 2021-22 & FY 2022-23

FUND 220	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
46810 County of San Diego	323,860	120,309	150,616	-	-	-	-
TOTAL RESOURCES	323,860	120,309	150,616	-	-	-	-
EXPENDITURES							
MATERIALS, SUPPLIES & SERV							
65300 Professional Services	177,847	-	-	-	-	-	-
TOTAL MATERIALS, SUPPLIES & SERV	177,847	-	-	-	-	-	-
CAPITAL, DEBT SVC & CHRGS							
66600 Design	-	148,530	157,091	-	-	-	-
TOTAL CAPITAL, DEBT SVC & CHRGS	-	148,530	157,091	-	-	-	-
TOTAL EXPENDITURES	177,847	148,530	157,091	-	-	-	-
Resources over/(under) Appropriations	146,013	(28,221)	(6,475)	-	-	-	-
Beginning Fund Balance	(146,013)	-	(28,221)	(34,696)	(34,696)	(34,696)	(34,696)
PROJECTED ENDING FUND BALANCE	-	(28,221)	(34,696)	(34,696)	(34,696)	(34,696)	(34,696)

Special Revenue Funds

CITY OF SOLANA BEACH

Estimated Expenditures

228 - Transnet

FY 2021-22 & FY 2022-23

FUND 228	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
45XXX Investment Interest	48	-	6,143	-	-	1,500	1,500
46580 Transnet/Sandag	648,535	438,001	553,200	144,400	144,400	250,000	250,000
46900 Miscellaneous - Intergovernmental	-	106,504	48,505	-	-	-	-
47400 RTCIP Fee	36,233	46,381	7,246	-	-	7,800	7,800
49100 Transfers In	12,710	-	-	-	-	-	-
TOTAL RESOURCES	697,525	590,886	615,094	144,400	144,400	259,300	259,300
EXPENDITURES							
MATERIALS, SUPPLIES & SERV							
65220 Advertising	-	-	461	-	-	-	-
65300 Professional Services	435,235	191,985	75	-	-	-	-
TOTAL MATERIALS, SUPPLIES & SERV	435,235	191,985	536	-	-	-	-
CAPITAL, DEBT SVC & CHRGS							
66600 Design	-	13,570	20,388	34,492	34,492	137,000	-
66610 Construction	-	26	201,926	144,400	144,400	113,000	250,000
67200 Interest	325,105	325,105	325,105	-	-	-	-
TOTAL CAPITAL, DEBT SVC & CHRGS	325,105	338,701	547,419	178,892	178,892	250,000	250,000
TRANSFERS OUT							
68100 Transfers Out	12,710	-	-	-	-	-	-
TOTAL TRANSFERS OUT	12,710	-	-	-	-	-	-
TOTAL EXPENDITURES	773,049	530,686	547,955	178,892	178,892	250,000	250,000
Resources over/(under) Appropriations	(75,524)	60,200	67,138	(34,492)	(34,492)	9,300	9,300
Beginning Fund Balance	38,518	(37,006)	23,194	90,332	90,332	55,840	65,140
PROJECTED ENDING FUND BALANCE	(37,006)	23,194	90,332	55,840	55,840	65,140	74,440

Special Revenue Funds

CITY OF SOLANA BEACH

240 - Community Development Block Grant

Estimated Expenditures

FY 2021-22 & FY 2022-23

FUND 240	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
46600 Federal Grants	-	-	-	-	-	45,700	45,700
46810 County of San Diego	3,037	42,500	52,323	-	-	-	-
TOTAL RESOURCES	3,037	42,500	52,323	-	-	45,700	45,700
EXPENDITURES							
MATERIALS, SUPPLIES & SERV							
65220 Advertising	-	-	566	-	-	-	-
65300 Professional Services	-	42,500	-	-	-	-	-
TOTAL MATERIALS, SUPPLIES & SERV	-	42,500	566	-	-	-	-
CAPITAL, DEBT SVC & CHRGS							
66610 Construction	-	-	52,100	-	-	45,700	45,700
TOTAL CAPITAL, DEBT SVC & CHRGS	-	-	52,100	-	-	45,700	45,700
TOTAL EXPENDITURES	-	42,500	52,666	-	-	45,700	45,700
Resources over/(under) Appropriations	3,037	-	(343)	-	-	-	-
Beginning Fund Balance	(18,611)	(15,575)	(15,575)	(15,917)	(15,917)	(15,917)	(15,917)
PROJECTED ENDING FUND BALANCE	(15,575)	(15,575)	(15,917)	(15,917)	(15,917)	(15,917)	(15,917)

Special Revenue Funds

CITY OF SOLANA BEACH

Estimated Expenditures

241 - CALTRANS

FY 2021-22 & FY 2022-23

FUND 241	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
45XXX Investment Interest	670	-	-	-	-	-	-
TOTAL RESOURCES	670	-	-	-	-	-	-
EXPENDITURES							
MATERIALS, SUPPLIES & SERV							
65700 Other Charges	-	5,546	-	-	-	-	-
TOTAL MATERIALS, SUPPLIES & SERV	-	5,546	-	-	-	-	-
TRANSFERS OUT							
68100 Transfers Out	-	54,743	-	-	-	-	-
TOTAL TRANSFERS OUT	-	54,743	-	-	-	-	-
TOTAL EXPENDITURES	-	60,288	-	-	-	-	-
Resources over/(under) Appropriations	670	(60,289)	-	-	-	-	-
Beginning Fund Balance	59,619	60,289	-	-	-	-	-
PROJECTED ENDING FUND BALANCE	60,289	-	-	-	-	-	-

Special Revenue Funds

CITY OF SOLANA BEACH

Estimated Expenditures

246 - Miscellaneous Grants

FY 2021-22 & FY 2022-23

FUND 246	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
45XXX Investment Interest	-	-	142	-	-	-	-
46600 Federal Grants	-	-	-	-	1,590,340	1,590,340	-
46800 State Grants	-	-	-	-	-	186,475	-
TOTAL RESOURCES	-	-	142	-	1,590,340	1,776,815	-
EXPENDITURES							
CAPITAL, DEBT SVC & CHRGS							
66610 Construction	-	-	-	-	-	186,475	-
TOTAL CAPITAL, DEBT SVC & CHRGS	-	-	-	-	-	186,475	-
TRANSFERS OUT							
68100 Transfers Out	-	-	-	-	-	2,239,400	941,285
TOTAL TRANSFERS OUT	-	-	-	-	-	2,239,400	941,285
TOTAL EXPENDITURES	-	-	-	-	-	2,425,875	941,285
Resources over/(under) Appropriations	-	-	142	-	1,590,340	(649,060)	(941,285)
Beginning Fund Balance	6,098	6,098	6,098	6,240	6,240	1,596,580	947,520
PROJECTED ENDING FUND BALANCE	6,098	6,098	6,240	6,240	1,596,580	947,520	6,235

Special Revenue Funds

CITY OF SOLANA BEACH

Estimated Expenditures

247 - SB1 RMRA

FY 2021-22 & FY 2022-23

FUND 247	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
45XXX Investment Interest	-	2,005	6,853	-	-	-	-
46160 RMRA Road Maint Rehab Acct	79,262	255,598	241,318	236,400	236,400	272,315	280,400
TOTAL RESOURCES	79,262	257,603	248,171	236,400	236,400	272,315	280,400
EXPENDITURES							
MATERIALS, SUPPLIES & SERV							
65300 Professional Services	-	200,068	147	-	-	-	-
TOTAL MATERIALS, SUPPLIES & SERV	-	200,068	147	-	-	-	-
CAPITAL, DEBT SVC & CHRGS							
66610 Construction	-	-	199,622	208,300	208,300	270,000	290,000
TOTAL CAPITAL, DEBT SVC & CHRGS	-	-	199,622	208,300	208,300	270,000	290,000
TOTAL EXPENDITURES	-	200,068	199,769	208,300	208,300	270,000	290,000
Resources over/(under) Appropriations	79,262	57,536	48,402	28,100	28,100	2,315	(9,600)
Beginning Fund Balance	-	79,262	136,798	185,200	185,200	213,300	215,615
PROJECTED ENDING FUND BALANCE	79,262	136,798	185,200	213,300	213,300	215,615	206,015

Special Revenue Funds

CITY OF SOLANA BEACH

250 - Coastal Area Business & Visitor Assistance

Estimated Expenditures

FY 2021-22 & FY 2022-23

FUND 250	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
42110 Transient Occupancy Tax	102,878	108,728	77,215	73,400	73,400	80,000	95,000
42210 Short Term Vacation Rental TOT	37,718	46,580	34,863	27,100	27,100	45,000	48,000
45XXX Investment Interest	3,457	22,567	32,224	2,500	2,500	12,000	10,000
48630 Special Events	3,538	6,809	3,492	-	-	-	-
TOTAL RESOURCES	147,592	184,684	147,793	103,000	103,000	137,000	153,000
EXPENDITURES							
MATERIALS, SUPPLIES & SERV							
65300 Professional Services	491	565	684	100	100	100	100
65320 Contributions to Agencies	20,000	20,000	19,570	15,000	15,000	15,000	15,000
65380 Special Events	15,875	15,068	11,411	20,500	20,500	20,500	20,500
65750 Public Art Expenditures	5,370	94,273	-	23,350	33,350	17,500	17,500
TOTAL MATERIALS, SUPPLIES & SERV	41,736	129,906	31,665	58,950	68,950	53,100	53,100
TOTAL EXPENDITURES	41,736	129,906	31,665	58,950	68,950	53,100	53,100
Resources over/(under) Appropriations	105,856	54,778	116,130	44,050	34,050	83,900	99,900
Beginning Fund Balance	513,238	619,094	673,873	790,002	790,002	824,052	907,952
PROJECTED ENDING FUND BALANCE	619,094	673,873	790,002	834,052	824,052	907,952	1,007,852

Special Revenue Funds

CITY OF SOLANA BEACH

Estimated Expenditures

255 - Camp Programs

FY 2021-22 & FY 2022-23

FUND 255	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
45XXX Investment Interest	(326)	1,142	-	-	-	-	-
47610 After School Program	34,870	36,235	(1,680)	66,100	66,100	65,000	75,000
47790 Sale of Publications/Program Supplies	28,996	32,301	7,044	-	-	-	-
48100 Junior Lifeguards	268,133	265,492	17,477	322,800	352,800	425,000	450,000
49100 Transfers In	-	-	346,415	-	-	-	-
TOTAL RESOURCES	331,674	335,170	369,256	388,900	418,900	490,000	525,000
EXPENDITURES							
JUNIOR LIFEGUARD PROGRAM							
PERSONNEL-SALARIES & BENEFITS							
61XXX Salaries & Wages	193,122	194,533	154,809	175,300	175,300	208,210	219,515
62XXX Benefits	33,109	39,662	51,245	37,200	37,200	65,335	70,225
TOTAL PERSONNEL-SALARIES & BENEFITS	226,231	234,195	206,054	212,500	212,500	273,545	289,740
MATERIALS, SUPPLIES & SERV							
63100 Insurance Premiums	12,830	11,768	(207)	12,000	12,000	16,000	16,000
63150 Travel, Conferences, & Meetings	24,535	7,072	4,658	7,100	7,100	8,000	8,000
63200 Training	598	754	150	1,000	1,000	1,200	1,200
63400 Clothing and Personal Expenses	35,885	43,499	23,755	9,000	9,000	35,000	43,500
64160 Office Supplies	481	521	222	700	700	700	700
64170 Postage	-	-	34	-	-	-	-
64190 Minor Equipment	3,461	4,365	1,393	5,000	5,000	7,000	7,000
64200 Departmental Special Supplies	4,240	2,691	1,228	3,000	3,000	7,300	7,300
64210 Small Tools	-	-	(47,545)	-	-	-	-
64270 Vehicle Operating Supplies	44	-	-	200	200	200	200
64280 Vehicle Maintenance	423	651	51	700	700	700	700
65190 Bank Charges	11,817	12,653	7,246	13,000	13,000	13,000	13,000
65210 Camp Discounts	8,266	6,893	626	6,900	6,900	11,000	11,000
65220 Advertising	-	-	128	-	-	-	-
65230 Communications	152	-	-	-	-	-	-
65250 Rents and Leases	3,088	2,834	1,272	3,000	3,000	3,100	3,100
65300 Professional Services	260	2,352	2,300	3,400	3,400	3,800	3,800
65310 Maint. & Operation of Equipment	-	39	84	200	200	200	200
65340 Camp Scholarships	5,725	4,563	1,700	6,000	6,000	6,000	6,000
65800 Administrative Charges	6,059	26,549	6,700	26,600	26,600	26,600	26,600
TOTAL MATERIALS, SUPPLIES & SERV	117,863	127,204	3,795	97,800	97,800	139,800	148,300
CAPITAL, DEBT SVC & CHRGS							
69100 Claims Liability Charges	6,600	3,800	7,900	1,800	1,800	5,000	5,400
69200 Workers' Comp Charges	5,200	4,500	7,200	7,000	7,000	5,700	6,200
69400 PERS Side Fund	7,861	-	-	-	-	-	-
69600 PARS OPEB Charges	1,832	6,475	7,200	3,700	3,700	5,520	5,590
69650 PARS Pension Charges	6,785	12,483	4,578	-	-	-	-
CAPITAL, DEBT SVC & CHRGS	28,278	27,258	26,878	12,500	12,500	16,220	17,190
TOTAL EXPENDITURES - JUNIOR LIFEGUARDS	372,372	388,657	236,727	322,800	322,800	429,565	455,230
RECREATION - CAMP PROGRAM							
PERSONNEL-SALARIES & BENEFITS							
61XXX Salaries & Wages	42,166	44,747	41,573	48,200	48,200	53,035	54,625
62XXX Benefits	8,021	9,103	12,077	13,600	13,600	14,315	15,085
TOTAL PERSONNEL-SALARIES & BENEFITS	50,187	53,849	53,650	61,800	61,800	67,350	69,710
MATERIALS, SUPPLIES & SERV							
63100 Insurance Premiums	1,426	2,077	-	-	-	2,000	2,000
63150 Travel, Conferences, & Meetings	-	281	264	-	-	-	-
65370 Summer Day Camp	7,941	7,727	8,164	-	-	9,500	9,500
TOTAL MATERIALS, SUPPLIES & SERV	9,367	10,084	8,428	-	-	11,500	11,500

(Continued on Next Page)

Special Revenue Funds

CITY OF SOLANA BEACH

Estimated Expenditures

255 - Camp Programs

FY 2021-22 & FY 2022-23

FUND 255	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
CAPITAL, DEBT SVC & CHRGS							
69100 Claims Liability Charges	-	-	1,600	500	500	1,300	1,400
69200 Workers' Comp Charges	-	-	1,500	1,900	1,900	1,500	1,600
69400 PERS Side Fund	2,438	-	-	-	-	-	-
69600 PARS OPEB Charges	386	1,609	1,800	1,900	1,900	1,480	1,500
69650 PARS Pension Charges	1,428	3,102	1,047	-	-	-	-
CAPITAL, DEBT SVC & CHRGS	4,252	4,711	5,947	4,300	4,300	4,280	4,500
TOTAL EXPENDITURES - RECREATION CAMP	63,806	68,645	68,025	66,100	66,100	83,130	85,710
TOTAL EXPENTITURES	436,177	457,302	304,752	388,900	388,900	512,695	540,940
Resources over/(under) Appropriations	(104,502)	(122,132)	64,505	-	30,000	(22,695)	(15,940)
Beginning Fund Balance	175,631	71,129	(51,004)	13,501	13,501	43,501	20,806
PROJECTED ENDING FUND BALANCE	71,129	(51,004)	13,501	13,501	43,501	20,806	4,866

Special Revenue Funds

CITY OF SOLANA BEACH

Estimated Expenditures

263 - Housing

FY 2021-22 & FY 2022-23

FUND 263	2017-18	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23
	Actual	Actual	Actual	Adopted	Mid-Year	Proposed	Proposed
				Budget	Budget	Budget	Budget
RESOURCES							
45XXX Investment Interest	2,892	19,025	15,544	2,500	2,500	7,500	6,000
47100 In-Lieu Housing Fees	9,792	258,329	-	-	-	-	-
TOTAL RESOURCES	12,684	277,353	15,544	2,500	2,500	7,500	6,000
EXPENDITURES							
MATERIALS, SUPPLIES & SERV							
65300 Professional Services	17,498	7,112	2,133	58,559	58,559	10,000	10,000
TOTAL MATERIALS, SUPPLIES & SERV	17,498	7,112	2,133	58,559	58,559	10,000	10,000
TOTAL EXPENDITURES	17,498	7,112	2,133	58,559	58,559	10,000	10,000
Resources over/(under) Appropriations	(4,814)	270,241	13,411	(56,059)	(56,059)	(2,500)	(4,000)
Beginning Fund Balance	358,427	353,613	623,854	637,265	637,265	581,206	578,706
PROJECTED ENDING FUND BALANCE	353,613	623,854	637,265	581,206	581,206	578,706	574,706

Special Revenue Funds

CITY OF SOLANA BEACH

270 - Public Safety Special Revenue

Estimated Expenditures

FY 2021-22 & FY 2022-23

FUND 270	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
46500 CSA 17 Contract Revenue	18,787	30,055	183,437	19,500	19,500	68,000	70,000
46600 Federal Grants	13,593	9,912	24,379	30,000	42,324	30,000	30,000
46710 Fire Revenue from Other Agencies	387,625	258,238	137,346	-	-	-	-
48210 Donations	-	-	300	-	-	-	-
48500 Miscellaneous Revenue	-	100	200	-	-	-	-
48920 Reimbursed Costs	4,617	21,635	12,503	-	-	-	-
TOTAL RESOURCES	424,621	319,941	358,165	49,500	61,824	98,000	100,000
EXPENDITURES							
PERSONNEL-SALARIES & BENEFITS							
61XXX Salaries & Wages	290,683	174,303	114,107	-	-	-	-
62XXX Benefits	4,536	2,190	2,394	-	-	-	-
TOTAL PERSONNEL-SALARIES & BENEFITS	295,220	176,493	116,501	-	-	-	-
MATERIALS, SUPPLIES & SERV							
63150 Travel, Conferences, & Meetings	4,710	4,033	2,931	-	-	-	-
63200 Training	712	2,627	-	-	-	-	-
63400 Clothing and Personal Expenses	5,675	-	-	-	-	-	-
64190 Minor Equipment	6,846	4,599	19,398	-	12,324	-	-
64200 Departmental Special Supplies	1,587	1,593	5,317	85,000	85,000	-	-
64270 Vehicle Operating Supplies	205	-	290	-	-	-	-
64280 Vehicle Maintenance	-	(80)	-	-	-	-	-
65230 Communications	1,368	1,368	1,368	-	-	-	-
65300 Professional Services	-	1,755	1,505	-	-	-	-
65310 Maint. & Operation of Equipment	-	-	3,990	-	-	-	-
65700 Other Charges	-	-	181	-	-	-	-
65800 Administrative Charges	-	-	102,000	-	-	-	-
TOTAL MATERIALS, SUPPLIES & SERV	21,104	15,895	136,980	85,000	97,324	-	-
CAPITAL, DEBT SVC & CHRGS							
66400 Equipment	30,909	23,517	144,452	-	-	-	-
CAPITAL, DEBT SVC & CHRGS	30,909	23,517	144,452	-	-	-	-
TOTAL EXPENDITURES	347,233	215,905	397,933	85,000	97,324	-	-
Resources over/(under) Appropriations	77,388	103,976	(39,768)	(35,500)	(35,500)	98,000	100,000
Beginning Fund Balance	137,155	214,543	318,519	278,751	278,751	243,251	341,251
PROJECTED ENDING FUND BALANCE	214,543	318,519	278,751	243,251	243,251	341,251	441,251

DEBT SERVICE



Debt Service

CITY OF SOLANA BEACH

Estimated Expenditures

317 - Public Facilities

FY 2021-22 & FY 2022-23

FUND 317	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
49100 Transfers In	152,400	151,100	151,100	151,100	151,100	150,100	147,500
TOTAL RESOURCES	152,400	151,100	151,100	151,100	151,100	150,100	147,500
EXPENDITURES							
CAPITAL, DEBT SVC & CHRGS							
67100 Principal Retirement	126,800	129,800	137,600	135,300	135,300	142,700	145,000
67200 Interest	25,629	21,267	16,721	15,800	15,800	7,360	2,465
TOTAL CAPITAL, DEBT SVC & CHRGS	152,429	151,067	154,321	151,100	151,100	150,060	147,465
TOTAL EXPENDITURES	152,429	151,067	154,321	151,100	151,100	150,060	147,465
Resources over/(under) Appropriations	(29)	33	(3,221)	-	-	40	35
Beginning Fund Balance	24,927	24,898	24,931	21,710	21,710	21,710	21,750
PROJECTED ENDING FUND BALANCE	24,898	24,931	21,710	21,710	21,710	21,750	21,785

Debt Service

CITY OF SOLANA BEACH

Estimated Expenditures

320 - Capital Leases

FY 2021-22 & FY 2022-23

FUND 320	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
49100 Transfers In	202,400	202,400	202,400	202,400	202,400	70,400	70,400
TOTAL RESOURCES	202,400	202,400	202,400	202,400	202,400	70,400	70,400
EXPENDITURES							
CAPITAL, DEBT SVC & CHRGS							
67900 Principal Retirement	169,566	174,171	178,905	132,000	132,000	56,850	58,825
67950 Interest	32,752	28,148	23,414	70,400	70,400	13,550	11,575
TOTAL CAPITAL, DEBT SVC & CHRGS	202,318	202,318	202,318	202,400	202,400	70,400	70,400
TOTAL EXPENDITURES	202,318	202,318	202,318	202,400	202,400	70,400	70,400
Resources over/(under) Appropriations	82	82	82	-	-	-	-
Beginning Fund Balance	-	82	163	245	245	245	245
PROJECTED ENDING FUND BALANCE	82	163	245	245	245	245	245

CAPITAL IMPROVEMENTS



**Capital Improvement Plan
FY 2021/22 & FY 2022/23**

Project Appropriations By Funding Source (Cost Estimate)				
Project Number	Funding Source & Project Title	2021-22 Proposed Budget	2022-23 Proposed Budget	Total by Funding Source
459 City CIP / General Fund				
9441.06	Fletcher Cove Playground Repairs	20,000	-	20,000
9955.22	ADA Transition Plan Projects	5,000	5,000	10,000
9456.22	Storm Drain Improvements - Major	300,000	300,000	600,000
9438.12	La Colonia Master Plan Update	20,000		20,000
9438.11	LC Park Playground Project	293,000		293,000
9408.00	City Hall Elevator Upgrade	75,000		75,000
	La Colonia Courtyard Trellis Repair	10,000	20,000	30,000
	Glenmont Pocket Park Design	10,000		10,000
	La Colonia Reseal Parking Lot	8,000		8,000
	City-Wide Tree planting project	25,000	10,000	35,000
	Total City CIP / General Fund	766,000	335,000	1,101,000
135 Equipment Replacement				
9397.00	Fire Station Generator	70,000		70,000
	Total Equipment Replacement	70,000	-	70,000
140 Facilities Replacement				
9462.04	Fletcher Cove Community Center Deferred Maintenance	20,000		20,000
9407.22	City Hall Deferred Maintenance	25,000	25,000	50,000
9395.22	Fire Station Deferred Maintenance	35,000		35,000
	Marine Safety Center Deferred Maintenance	16,000		16,000
	Total Facilities Replacement	96,000	25,000	121,000
202 Gas Tax				
9321.04	Miscellaneous Traffic Calming Projects	50,000	50,000	100,000
9362.22	Annual Pavement Management Program	170,000	170,000	340,000
	Total Gas Tax	220,000	220,000	440,000
228 Transnet II				
9362.00	Annual Pavement Management Program	38,000	250,000	288,000
9525.00	Santa Helena Neighborhood Trail Design	70,000		70,000
9320.02	Glencrest Sidewalk Installation	75,000		75,000
	Safe Routes to School Masterplan	55,000		55,000
	South Acacia Avenue Reconstruction Design	12,000		12,000
	Total TransNet II	250,000	250,000	500,000
240 CDBG				
	ADA Pedestrian Ramps	45,700	45,700	91,400
	Total CDBG	45,700	45,700	91,400
246 Miscellaneous Grants				
9438.11	LCC Tot Lot Project	186,000	-	186,000
	Total Miscellaneous Grants	186,000	-	186,000
247 SB1				
9362.20	Annual Pavement Management Program	270,000	290,000	560,000
	Total SB1	270,000	290,000	560,000
450 TOT Sand Replenishment				
9441.07	Fletcher Cove Access Ramp	150,000	-	150,000
9449.02	Marine Safety Building	450,000	-	450,000
9438.11	Fletcher Cove Repairs	-	-	-
	Fletcher Cove Dissipator	40,000	-	40,000
	Total Sand Replenishment	640,000	-	640,000
509 Sanitation				
9856.22	Sanitary Sewer Pipeline Rehabilitation	500,000	500,000	1,000,000
	Total Sanitation	500,000	500,000	1,000,000
Unfunded				
9382.XX	Lomas Santa Fe Drive Corridor	-	-	-
	Total Unfunded	-	-	-
	Total Project Appropriations	3,043,700	1,665,700	4,709,400

Capital Project Funds

CITY OF SOLANA BEACH

450 - Sand Replenishment TOT

Estimated Expenditures

FY 2021-22 & FY 2022-23

FUND 450	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
42110 Transient Occupancy Tax	205,756	217,455	154,430	146,800	146,800	170,000	190,000
42210 Short Term Vacation Rental TOT	75,437	93,161	69,725	54,100	54,100	70,000	75,000
45XXX Investment Interest	4,135	23,295	34,835	400	400	10,000	8,000
48920 Reimbursed Costs	-	11,334	-	-	-	-	-
TOTAL RESOURCES	285,328	345,246	258,990	201,300	201,300	250,000	273,000
EXPENDITURES							
MATERIALS, SUPPLIES & SERV							
65300 Professional Services	372,665	158,617	119,781	241,003	241,003	641,850	191,850
TOTAL MATERIALS, SUPPLIES & SERV	372,665	158,617	119,781	241,003	241,003	641,850	191,850
CAPITAL, DEBT SVC & CHRGS							
66610 Construction	-	22,200	41,980	150,000	150,000	230,000	-
CAPITAL, DEBT SVC & CHRGS	-	22,200	41,980	150,000	150,000	230,000	-
TOTAL EXPENDITURES	372,665	180,817	161,761	391,003	391,003	871,850	191,850
Resources over/(under) Appropriations	(87,337)	164,427	97,230	(189,703)	(189,703)	(621,850)	81,150
Beginning Fund Balance	705,773	618,436	782,863	880,093	880,093	690,389	68,539
PROJECTED ENDING FUND BALANCE	618,436	782,863	880,093	690,389	690,389	68,539	149,689

Capital Project Funds

CITY OF SOLANA BEACH

Estimated Expenditures

459 - City CIP

FY 2021-22 & FY 2022-23

FUND 459	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
45XXX Investment Interest	12,271	63,091	127,293	37,000	37,000	8,000	6,800
46800 State Grants	-	537,081	-	-	-	-	-
46810 County of San Diego	100,000	-	-	-	-	-	-
47300 Engineering Fees	-	3,800	-	-	-	-	-
474XX Impact Fees	47,144	389,815	86,167	50,000	50,000	100,000	100,000
48210 Donations	37,200	51,538	1,000	-	-	-	-
48500 Miscellaneous Revenue	-	-	-	10,000	10,000	-	-
48700 Reimbursement Agreements	339,797	-	-	-	-	-	-
48920 Reimbursed Costs	31,171	-	-	-	-	-	-
49100 Transfers In	642,500	2,113,900	100,000	70,000	70,000	932,000	360,000
TOTAL RESOURCES	1,210,083	3,159,224	314,460	167,000	167,000	1,040,000	466,800
EXPENDITURES							
MATERIALS, SUPPLIES & SERV							
65220 Advertising	-	-	437	-	-	-	-
65300 Professional Services	811,166	1,119,507	124,645	105,080	105,080	-	-
65320 Contributions to Agencies	-	537,081	-	-	-	-	-
TOTAL MATERIALS, SUPPLIES & SERV	811,166	1,656,588	125,082	105,080	105,080	-	-
CAPITAL, DEBT SVC & CHRGS							
66300 Improvements	-	303	49,754	-	-	-	-
66600 Design	-	5,970	-	109,830	109,830	30,000	-
66610 Construction	-	508,448	204,888	780,000	833,000	902,000	360,000
66630 Maintenance	-	-	5,013	2,213	2,213	-	-
CAPITAL, DEBT SVC & CHRGS	-	514,722	259,654	892,043	945,043	932,000	360,000
TOTAL EXPENDITURES	811,166	2,171,309	384,736	997,122	1,050,122	932,000	360,000
Resources over/(under) Appropriations	398,918	987,914	(70,276)	(830,122)	(883,122)	108,000	106,800
Beginning Fund Balance	1,436,332	1,835,250	2,823,164	2,752,887	2,752,887	1,869,765	1,977,765
PROJECTED ENDING FUND BALANCE	1,835,250	2,823,164	2,752,887	1,922,765	1,869,765	1,977,765	2,084,565

Capital Project Funds

CITY OF SOLANA BEACH

Estimated Expenditures

Assessment Districts

FY 2021-22 & FY 2022-23

FUND 47X

	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid-Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
45XXX Investment Interest	1,807	2,609	-	-	-	-	-
TOTAL RESOURCES	1,807	2,609	-	-	-	-	-
EXPENDITURES							
MATERIALS, SUPPLIES & SERV							
65300 Professional Services	218	36	-	-	-	-	-
65700 Other Charges	-	43,381	-	-	-	-	-
TOTAL MATERIALS, SUPPLIES & SERV	218	43,417	-	-	-	-	-
TOTAL EXPENDITURES	218	43,417	-	-	-	-	-
Resources over/(under) Appropriations	1,589	(40,807)	-	-	-	-	-
Beginning Fund Balance	159,587	161,176	120,369	120,369	120,369	120,369	120,369
PROJECTED ENDING FUND BALANCE	161,176	120,369	120,369	120,369	120,369	120,369	120,369

ENTERPRISE FUNDS



CITY OF SOLANA BEACH
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION					
ENTERPRISE FUNDS	Sanitation, Successor Agency, Solana Energy Alliance (SEA)					
EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 AMENDED	2020-2021 PROJECTED	2021-2022 PROPOSED	2022-2023 PROPOSED
TOTAL REGULAR POSITIONS	4.92	4.92	4.92	4.92	3.91	3.91
SALARIES & FRINGE BENEFITS	1,495,728	883,330	713,900	828,674	704,495	732,320
MATERIAL, SUPPLIES & SERVICES	7,344,711	6,694,572	7,698,300	6,064,730	2,681,570	2,581,310
CAPITAL, DEBT SVC & CHARGES	(1,453,820)	(2,374,594)	2,078,600	1,969,424	2,037,370	2,065,840
TOTAL BUDGET	7,386,619	5,203,309	10,490,800	8,862,828	5,423,435	5,379,470

SANITATION

The Sanitation fund is managed by the Public Works Department.

SUCCESSOR AGENCY (SA)

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

Recognized Obligation Payment Schedules (ROPS) are prepared by the Successor Agency for each six month period in the fiscal year which then must be approved by the Oversight Board, the County of San Diego and the State of California. The ROPS identifies financial commitments of the former RDA, including administrative costs, which will be paid from semi-annual Redevelopment Property Tax Trust Fund (formerly tax increment) distributions received by the Successor Agency.

SOLANA ENERGY ALLIANCE (SEA)

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

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

The City Council established SEA with the goal of offering cleaner energy, local control, rate savings compared to SDG&E and supporting its Climate Action Plan's aggressive goal of 100% renewable energy by 2035. SEA launched with its default product, SEA Choice, sourced from 50% renewable and 75% greenhouse gas free sources. In addition, SEA offers SEA Green, it's 100% renewable energy product.

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

DEPARTMENT SANITATION	DEPT. NO. 7700	BUDGET UNIT 509-0000-7700
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Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
Contract	City Manager	0.25	53,800	0.25	55,167	0.35	82,609	0.35	84,996
M8	Assistant City Manager	0.15	24,200	0.15	24,870	0.25	44,391	0.25	45,722
M8	Director of PW / City Engineer	0.30	50,900	0.30	50,874	0.30	54,416	0.30	56,049
M4	Principal Civil Engineer	0.20	24,700	0.20	24,717	0.20	25,951	0.20	26,729
MIS137A	Senior Civil Engineer	0.50	51,700	0.50	54,242	0.50	56,948	0.50	58,658
MIS119A	Assistant Civil Engineer	0.50	43,200	0.50	43,152	0.50	43,494	0.50	46,104
MIS103A	Associate Management Analyst	0.17	12,600	0.17	12,581	0.17	13,270	0.17	14,015
MIS86	Administrative Asst III	-	-	-	-	-	-	-	-
MIS103A	Senior Engineering Technician	-	-	-	-	-	-	-	-
M4	Public Works Operations Mgr	0.25	27,100	0.25	13,552	0.25	33,312	0.25	34,310
M1	Public Works Supervisor	-	-	-	-	0.15	11,055	0.15	11,387
MIS89	Lead Maintenance Worker	0.25	16,000	0.25	15,990	0.10	6,615	0.10	7,125
MIS75	Maint. Worker II (2)	0.20	11,200	0.20	11,130	0.20	10,856	0.20	11,699
M8	Finance Director/Treasurer	0.25	37,300	0.25	37,282	0.30	42,997	0.30	44,287
M7	Finance Manager/Treasurer	-	-	-	-	-	-	-	-
M3	Senior Accountant	0.20	17,500	0.20	17,500	0.25	22,966	0.25	23,655
M2	Senior Management Analyst	0.10	8,600	0.10	8,568	0.10	8,995	0.10	9,265
M1	Management Analyst	-	-	-	-	-	-	-	-
C99	Fiscal Specialist II	-	-	-	-	-	-	-	-
C87	Fiscal Specialist I	0.05	2,900	0.05	3,135	0.05	3,350	0.05	3,494
	San Elijo JPA Members		3,800		3,840		3,840		3,840
	Part-Time		-		-		-		-
	Overtime		1,200		1,200		1,400		1,400
	Stand by Pay (Overtime Rate)		1,800		1,800		3,530		2,000
	Total Salaries		388,500		379,600		469,995		484,735
	Total Benefits		149,500		156,600		196,015		207,660
	Total	3.37	538,000	3.37	536,200	3.67	666,010	3.67	692,395

SERVICE INDICATORS	2018/19	2019/20	2020/21	2021/22	2022/23
	Actual	Actual	Projected	Proposed	Proposed
Miles of collection system maintained	48	48	48	48	48
Sewer system & wet well inspections	24	24	24	24	24
Private sewer spills attended to	2	2	2	2	2
Public sewer spills or blockages	1	1	1	1	1



NOTES:

6310: Insurance premiums
6522: Advertising for hookup program
6524: Water expenses for Solana Hills pump station
6525: Includes annual lease of right-of-way for Solana Beach pump station
6530: **San Elijo JPA Capital Services:**

	FY 21/22	FY 22/23
City Professional Services:		
Sewer line maintenance	282,085	282,085
Chandler Investment management Fees	8,000	8,000
Bond administration	9,250	9,250
Transamerica	400	400
Audit Services	12,000	12,000
City of Encinitas conveyance	75,000	75,000
Total City Services	386,735	386,735
Total Professional Services	2,094,695	2,145,935

6540: Damage claims
6570: County EDP charges
6580: City administrative charges based on cost allocation study
6630: San Elijo JPA Capital Projects:
Ocean discharge metering system and air scrudder study, outfall and misc.

Enterprise Funds

CITY OF SOLANA BEACH

509 -Sanitation

Estimated Expenditures

FY 2021-22 & FY 2022-23

FUND 509	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid- Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
45XXX Investment Interest	81,629	555,163	417,655	80,000	80,000	130,000	138,000
47810 Sewer Service Charge	5,367,990	5,509,694	5,561,476	5,535,800	5,535,800	5,510,200	5,537,500
478XX Sewer Connection Fee	47,700	82,350	26,775	-	-	26,800	26,500
48XXX Miscellaneous Revenue	1,763,170	201,015	98,305	13,800	13,800	188,000	188,000
TOTAL RESOURCES	7,260,489	6,348,222	6,104,211	5,629,600	5,629,600	5,855,000	5,890,000
EXPENDITURES							
PERSONNEL-SALARIES & BENEFITS							
61XXX Salaries & Wages	367,492	369,547	395,694	379,600	379,600	469,995	484,735
62XXX Benefits	(60,770)	665,104	275,456	156,600	156,600	196,015	207,660
TOTAL PERSONNEL-SALARIES & BENEFITS	306,722	1,034,651	671,150	536,200	536,200	666,010	692,395
MATERIALS, SUPPLIES & SERV							
63100 Insurance and Surety Bonds	22,095	20,487	21,284	27,300	27,300	61,175	61,175
63150 Travel, Conferences, & Meetings	1,105	1,081	1,691	1,700	1,700	1,700	1,700
63200 Training	40	235	711	700	700	700	700
63300 Membership and Dues	418	393	670	1,000	1,000	1,000	1,000
63400 Clothing and Personal Expenses	457	667	400	500	500	500	500
64180 Books, Subscriptions & Printing	125	174	330	200	200	200	200
64200 Departmental Special Supplies	556	1,036	1,700	1,000	1,000	1,000	1,000
64210 Small Tools	-	-	-	500	500	500	500
64270 Vehicle Operating Supplies	1,648	1,621	1,744	2,500	2,500	2,500	2,500
64280 Vehicle Maintenance	2,707	974	1,818	2,000	2,000	2,000	2,000
65220 Advertising	-	-	477	100	100	100	100
65230 Communications	224	229	205	300	300	300	300
65250 Rents and Leases	284	284	284	600	600	600	600
65260 Maintenance of Building	-	-	-	500	500	500	500
65270 Utilities - Water	7,987	7,917	8,734	10,000	10,000	10,000	10,000
65290 Mileage	25	64	37	200	200	200	200
65300 Professional Services	2,782,693	4,069,744	5,036,220	2,354,741	2,361,853	2,094,695	2,145,935
65400 Damage Claims	-	-	-	20,000	20,000	20,000	20,000
65600 Depreciation	383,902	423,531	426,773	-	-	-	-
65700 Other Charges	-	-	9,000	-	-	-	-
65800 Administrative Charges	89,200	299,000	358,000	306,500	306,500	311,000	315,600
TOTAL MATERIALS, SUPPLIES & SERV	3,293,463	4,827,438	5,870,078	2,730,341	2,737,453	2,508,670	2,564,510
CAPITAL, DEBT SVC & CHRGS							
66300 Improve. Other than Buildings	143,804	182	(1)	506,300	506,300	530,250	580,000
66610 Construction	-	15,904	-	570,000	570,000	500,000	500,000
67100 Principal - Debt Service	-	-	-	570,000	570,000	530,000	542,500
67200 Interest - Debt Service	776,016	705,008	674,095	663,200	663,200	646,125	630,225
67XXX Debt Service Cost	(968,736)	(2,327,668)	(3,246,346)	53,800	53,800	2,500	2,500
69100 Claims Liability Charges	161,100	85,000	121,900	27,000	27,000	87,500	68,500
69200 Workers' Comp Charges	10,700	1,100	13,700	16,700	16,700	13,500	14,300
69400 PERS Side Fund Charges	28,533	-	-	-	-	-	-
69600 PARS OPEB Charges	5,014	16,394	25,800	26,200	26,200	23,740	24,040
69650 PARS Pension Charges	18,569	31,608	14,730	-	-	-	-
CAPITAL, DEBT SVC & CHRGS	175,000	(1,472,472)	(2,396,122)	2,433,200	2,433,200	2,333,615	2,362,065
TOTAL EXPENDITURES	3,775,185	4,389,617	4,145,106	5,699,741	5,706,853	5,508,295	5,618,970
Resources over/(under) Appropriations	3,485,304	1,958,605	1,959,105	375,558	368,446	792,404	716,729
Beginning Fund Balance	2,366,660	5,851,964	7,810,569	9,769,674	9,769,674	10,138,120	10,930,524
PROJECTED ENDING FUND BALANCE	5,851,964	7,810,569	9,769,674	10,145,232	10,138,120	10,930,524	11,647,253

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

DEPARTMENT SOLANA ENERGY ALLIANCE	DEPT. NO. 7750	BUDGET UNIT 550-0000-7750
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Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget
Contract	City Manager	0.20	43,000	0.20	44,134	-	-	-	-
M8	Assistant City Manager	0.20	32,300	0.20	33,194	-	-	-	-
M8	Finance Director	0.05	7,500	0.05	7,459	-	-	-	-
M7	Finance Manager/Treasurer	-	-	-	-	-	-	-	-
M3	Senior Accountant	0.10	8,800	0.10	8,750	-	-	-	-
M1	Executive Assistant	0.05	3,600	0.05	3,650	-	-	-	-
MIS86	Management Assistant	0.15	9,300	0.15	9,313	-	-	-	-
	Total Salaries		104,500		106,500		-		-
	Total Benefits		41,000		44,400		-		-
	Total	0.75	145,500	0.75	150,900	-	-	-	-

NOTES:



Enterprise Funds

CITY OF SOLANA BEACH

550 - Solana Energy Alliance

Estimated Expenditures

FY 2021-22 & FY 2022-23

FUND 550	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid- Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
47800 Energy Generation	494,307	5,204,387	4,123,935	5,088,200	5,088,200	326,220	144,000
TOTAL RESOURCES	494,307	5,204,387	4,123,935	5,088,200	5,088,200	326,220	144,000
EXPENDITURES							
PERSONNEL-SALARIES & BENEFITS							
61XXX Salaries & Wages	203	98,791	105,457	106,500	106,500	-	-
62XXX Benefits	16	222,403	72,145	44,400	44,400	-	-
TOTAL PERSONNEL-SALARIES & BENEFITS	219	321,193	177,602	150,900	150,900	-	-
MATERIALS, SUPPLIES & SERV							
63150 Travel, Conferences & Meetings	2,324	3,299	2,523	5,000	5,000	-	-
63200 Training	-	-	158	-	-	-	-
63300 Memberships and Dues	-	8,605	8,820	8,600	8,600	-	-
64180 Books, Subscriptions & Printing	12,133	8,817	8,461	5,900	8,404	-	-
65190 Bank Charges	-	1,205	2,805	500	500	-	-
65220 Advertising	-	5,432	368	6,000	6,000	-	-
65240 Utilities	-	4,161,619	3,209,339	4,062,500	4,062,500	141,100	-
65280 NEM Expense	-	76,987	2,397	-	-	-	-
65300 Professional Services	43,665	143,267	106,584	121,600	121,600	30,000	15,000
65330 Project Professional Services	-	443,123	724,626	472,700	472,700	-	-
65700 Other Charges	332,191	1	407	-	-	-	-
65800 Administrative Charges	-	19,800	20,050	19,800	19,800	-	-
TOTAL MATERIALS, SUPPLIES & SERV	390,314	4,872,155	4,086,537	4,702,600	4,705,104	171,100	15,000
CAPITAL, DEBT SVC & CHRGS							
69100 Claims Liability Charges	-	2,300	4,300	1,100	1,100	-	-
69200 Workers' Comp Charges	-	2,800	3,900	4,300	4,300	-	-
69600 PARS OPEB Charges	-	4,224	6,400	6,800	6,800	-	-
69650 PARS Pension Charges	-	8,143	3,800	-	-	-	-
CAPITAL, DEBT SVC & CHRGS	-	17,467	18,400	12,200	12,200	-	-
TOTAL EXPENDITURES	390,533	5,210,815	4,282,539	4,865,700	4,868,204	171,100	15,000
Resources over/(under) Appropriations	103,774	(6,428)	(158,604)	222,500	219,996	155,120	129,000
Beginning Fund Balance	-	103,774	97,347	(61,258)	(61,258)	158,738	313,858
PROJECTED ENDING FUND BALANCE	103,774	97,347	(61,258)	161,242	158,738	313,858	442,858

SUCCESSOR AGENCY



CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
SUCCESSOR AGENCY	7810	652-7800-7810

Pay Range	Position Title	2019/2020		2020/2021		2021/2022		2022/2023	
		Adopted FTE Hours	Adopted Budget	Amended FTE Hours	Amended Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
Contract	City Manager	0.02	4,300	0.02	4,300	0.02	4,723	0.02	4,858
M8	Community Development Director	-	-	-	-	-	-	-	-
M6	City Clerk	0.02	4,400	0.02	2,700	0.02	2,815	0.02	2,900
M8	Finance Director	0.05	7,500	0.05	7,600	0.05	7,166	0.05	7,381
M7	Finance Manager/Treasurer	-	-	-	-	-	-	-	-
M3	Senior Accountant	0.05	2,600	0.05	4,500	0.05	4,594	0.05	4,731
M2	Sr Management Analyst	-	-	-	-	0.10	7,387	0.10	7,610
	Total Salaries		18,800		19,100		26,685		27,480
	Total Benefits		7,300		7,700		11,800		12,445
	Total	0.80	138,100	0.14	26,800	0.24	38,485	0.24	39,925

NOTES:	
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Trust Funds

CITY OF SOLANA BEACH

652 - Successor Agency

Estimated Expenditures

FY 2021-22 & FY 2022-23

FUND 652	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Mid- Year Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
RESOURCES							
49XXX Successor Agency	1,129,384	379,354	100,946	295,300	295,300	231,784	262,900
TOTAL RESOURCES	1,129,384	379,354	100,946	295,300	295,300	231,784	262,900
EXPENDITURES							
PERSONNEL-SALARIES & BENEFITS							
61XXX Salaries & Wages	103,881	103,350	25,436	18,900	18,900	26,685	27,480
62XXX Benefits	33,259	36,533	9,145	7,900	7,900	11,765	12,435
TOTAL PERSONNEL-SALARIES & BENEFITS	137,140	139,884	34,581	26,800	26,800	38,450	39,915
MATERIALS, SUPPLIES & SERV							
63150 Travel, Conferences & Meetings	-	538	91	-	-	-	-
63200 Training	-	-	79	-	-	-	-
65300 Professional Services	17,709	8,379	7,193	58,200	58,200	47,700	47,700
65800 Administrative Charges	-	1,986	1,171	1,800	1,800	1,800	1,800
TOTAL MATERIALS, SUPPLIES & SERV	17,709	10,903	8,534	60,000	60,000	49,500	49,500
CAPITAL, DEBT SVC & CHRGS							
67100 Principal Expense	-	-	-	120,900	120,900	125,000	129,000
67200 Interest Expense	113,212	87,464	83,637	80,000	80,000	75,900	71,900
67500 Cost of Issuance	108,824	-	-	-	-	-	-
69100 Claims Liability Charges	1,568	1,300	390	200	200	700	700
69200 Workers' Comp Charges	1,232	2,100	390	800	800	800	800
69600 PARS OPEB Charges	1,446	4,675	1,300	1,300	1,300	1,355	1,375
69650 PARS Pension Charges	5,356	9,014	1,048	-	-	-	-
CAPITAL, DEBT SVC & CHRGS	231,639	104,553	86,766	203,200	203,200	203,755	203,775
TOTAL EXPENDITURES	386,488	255,339	129,880	290,000	290,000	291,705	293,190
Resources over/(under) Appropriations	742,896	124,014	(28,935)	5,300	5,300	(59,921)	(30,290)
Beginning Fund Balance	(3,060,141)	(2,317,245)	(2,193,230)	(2,222,165)	(2,222,165)	(2,216,865)	(2,276,786)
PROJECTED ENDING FUND BALANCE	(2,317,245)	(2,193,230)	(2,222,165)	(2,216,865)	(2,216,865)	(2,276,786)	(2,307,076)

REFERENCE MATERIALS



REFERENCE MATERIALS

GLOSSARY

Accrual Basis

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

Annualize

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

Appropriation

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

Assessed Valuation

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

Audit

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

Asset

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

Available (Undesignated) Fund Balance

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

Bonds

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

Budget

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

Budgetary Basis

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

REFERENCE MATERIALS

GLOSSARY (Continued)

Budget Amendments

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

Budget Message

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

Budget and Fiscal Policies

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

Capital Improvements Projects (CIP)

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

Capital Outlay

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

Capital Project Funds

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

Cash Basis

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

City/Council Goals

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

COP

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

Debt Financing

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

REFERENCE MATERIALS

GLOSSARY (Continued)

Debt Service

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

Debt Service Funds

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

Deficit

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

Depreciation

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

Designated Reserves

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

Encumbrance

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

Enterprise Funds

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

Expenditure

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

Financial Plan

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

Fiscal Policies

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

REFERENCE MATERIALS

GLOSSARY (Continued)

Fiscal Year

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

Fixed Assets

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

Fund

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

Fund Balance

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

GAAP

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

General Fund

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

Grants

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

Infrastructure

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

Intergovernmental Revenue

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

Investment Revenue

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

Long-term Debt

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

REFERENCE MATERIALS

GLOSSARY (Continued)

Materials, Supplies & Services

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

NPDES

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

Objective

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

Operating Budget

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

Operating Revenue

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

Operating Expenses

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

Pay-as-you-go Basis

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

Prior-Year Encumbrances

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

Reserve

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

Resolution

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

Resources

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

Revenue

Sources of income financing the operations of government.

REFERENCE MATERIALS

GLOSSARY (Continued)

Set-Aside

An additional amount over and above what is scheduled to provide for future benefit.

Special Revenue Funds

This fund type is used to account for the proceeds from specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditures for specific purposes. (See fund)

Subvention

Revenues collected by the State (or other level of government), which are allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in lieu and gasoline taxes.

Supplemental Appropriation

An additional appropriation made by the governing body after the budget year has started.

Transfers In/Out

Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Trust and Agency Funds

Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

Unencumbered Balance

The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

Unreserved Fund Balance

The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

User Charges

The payments of a fee for direct receipt of a public service by the party who benefits from the service.

Work plan

This is the plan adopted by the City Council on an annual basis that lists the overall goals, values and priorities, and workload for the forthcoming year.

REFERENCE MATERIALS

EXPENDITURE ACCOUNTS - DEFINITIONS

SALARIES & FRINGE BENEFITS

6101 REGULAR SALARIES

Salary paid for regular payroll expenditures for full-time employees subject to all usual deductions.

6102 PART TIME & TEMPORARY SALARIES

Salary paid for regular payroll expenditures for part-time and temporary employees subject to all usual deductions.

6103 OVERTIME

Salary paid over and above regular time at time and one-half. Overtime is not available to FLSA exempt employees.

6104 SPECIAL PAY

Holiday in lieu pay for Fire and Marine Safety and stand by pay for Public Works.

6205 RETIREMENT

Payments on behalf of employees to full time retirement system. (PERS).

6210 MEDICARE

Medicare payments withheld from employees for employees covered by Medicare system.

6211 SOCIAL SECURITY

Social Security payments for employees covered by social security system.

6220/6230/6240 HEALTH/DENTAL/VISION INSURANCE

Payments to employees under the City's Cafeteria Plan for health/dental/vision insurance.

6244 LONG TERM DISABILITY INSURANCE

Payments to cover employees' long term disability premiums where applicable

6245 GROUP LIFE INSURANCE

Payments to cover employees' life insurance premiums where applicable.

6248 RHSA % BENEFIT

Payments to cover fire employees' RHSA % Benefit under the Fire MOU

6270 RETIREE HEALTH BENEFITS

Payments to CALPERS to cover a portion of retired employees' health benefits.

6280 AUTO ALLOWANCE

Payments to employees qualifying for auto allowance.

6285 UNIFORM ALLOWANCE

Payments to employees for the purchase of uniforms required for the job.

6290 PHONE ALLOWANCE

Payments to management employees and Council for the business use of cellular phones.

REFERENCE MATERIALS

EXPENDITURE ACCOUNTS - DEFINITIONS (Continued)

MATERIALS, SUPPLIES AND SERVICES

6310 INSURANCE AND SURETY BONDS

Insurance premiums for all property, general liability and excess insurance coverage.

6315 TRAVEL, CONFERENCES & MEETINGS

Meals, lodging, registration and airfare associated with conferences, seminars and meetings.

6320 TRAINING

Payments for employees to attend training programs to enhance work related skills.

6330 MEMBERSHIPS & DUES

Staff membership and dues in professional organizations.

6340 CLOTHING & PERSONAL EXPENSES

Uniforms, safety gear, weather protection, etc.; pre-employment physicals and tuition reimbursement.

6341 TUITION REIMBURSEMENT

Staff reimbursement for courses related to work skill enhancement. Requires prior approval.

6351 RECRUITMENT

Payments used in the hiring of staff (advertisement, testing, etc)

6415 ELECTION SUPPLIES

Supplies used for elections

6416 OFFICE SUPPLIES

General office supplies used in every-day operations.

6418 BOOKS, SUBSCRIPTIONS & PRINTING

Publications, printing costs for forms, letterhead, etc.; outside duplication services.

6419 MINOR EQUIPMENT

Minor equipment; per item cost before shipping/tax between \$100 and \$4,999.

6420 SPECIAL DEPARTMENTAL SUPPLIES

Supplies or expenses singular to a department (not general) and that are not minor equipment or small tools.

6421 SMALL TOOLS

Small tools; per item cost before shipping/tax between \$100 and \$4,999

6427 VEHICLE OPERATING SUPPLIES

Gasoline and diesel.

6428 VEHICLE MAINTENANCE

Repairs and parts for all vehicles.

REFERENCE MATERIALS

EXPENDITURE ACCOUNTS - DEFINITIONS (Continued)

6519 BANK CHARGES

Credit card fees and transaction fees for third-party credit card processing company.

6522 ADVERTISING

Advertising/legal notifications to public.

6523 COMMUNICATIONS

Phone, fax, cable etc.

6524 UTILITIES - ELECTRICITY

Electricity and natural gas charges.

6525 RENTS & LEASES

Rental/lease of property owned by others.

6526 MAINTENANCE OF BUILDINGS & GROUNDS

Internal building maintenance/repair; outside grounds upkeep.

6527 UTILITIES - WATER

Water charges.

6529 MILEAGE

Staff mileage reimbursement at IRS rate.

6530 PROFESSIONAL SERVICES

Outside contractors used for engineering, surveys etc. Any service provided by an outside party.

6531 MAINTENANCE OF & OPERATION OF EQUIPMENT

Repairs and service of City-owned equipment.

6532 CONTRIBUTION TO OTHER AGENCIES

Contributions to other governmental/nonprofit organizations.

6535 COMMUNITY TV PRODUCTION

Payments for cable programming from restricted sources.

6539 CONTINGENCY

To allow for operating efficiency as needed. Requires City Manager approval.

6540 DAMAGE CLAIMS

Payments to settle claims against the City that fall below SIR.

6560 DEPRECIATION

Annual write-off of Fixed Assets over the life of the asset.

6570 OTHER CHARGES

Expenses that do not fall within another classification; City admin and County EDP charges.

REFERENCE MATERIALS

EXPENDITURE ACCOUNTS - DEFINITIONS (Continued)

CAPITAL OUTLAY

6610 LAND

Expenditures for the purchase of land.

6620 BUILDINGS

Expenditures for the purchase of buildings.

6630 IMPROVEMENTS OTHER THAN BUILDINGS

Alterations to structures which increase structure life.

6640 EQUIPMENT

Furniture, machinery, office equipment. Fixed Assets over \$5,000.

6650 VEHICLES

All motorized vehicles.

6661 CONSTRUCTION

Used to accumulate all costs associated with construction projects. Used in Projects Ledger.

DEBT SERVICE

6710 RETIREMENT OF PRINCIPAL

Expenditures for the retirement of principal portion of debt.

6720 INTEREST EXPENDITURE

Expenditures for the interest portion of debt.

6810 TRANSFERS OUT

Used to transfer funds from one fund to another.

DEPARTMENTAL CHARGES

6910 CLAIMS LIABILITY CHARGES

Charges to departments for providing insurance coverage and risk management services.

6920 WORKERS' COMPENSATION CHARGES

Charges to departments for providing workers' compensation coverage and services.

6930 ASSET REPLACEMENT CHARGES

Charges to departments for use of assets based on a depreciation schedule.

6935 FACILITIES REPLACEMENT CHARGES

Charges to departments for use of facilities based on a depreciation schedule.

6940 PERS SIDE FUND CHARGES

Charges to departments for annual debt service to the Sanitation Fund for the payoff of the PERS Side Fund in FY2011. Allocation based on regular salaries (Account 6101) for the fiscal year

REFERENCE

ORGANIZATION OF THE CITY'S FUNDS

In accordance with generally accepted accounting principles, the City's financial reporting system is organized on a fund basis consisting of three major fund types (governmental, proprietary and fiduciary). The City's various funds have been established in order to segregate and identify those financial transactions and resources associated with providing specific activities or programs in conformance with special regulations, restrictions, or limitations.

Budgets are prepared for each fund in accordance with its respective basis of accounting. All governmental funds have legally adopted budgets except the capital project funds. While budgets are prepared for the City's capital project funds, the capital projects generally span more than one year and are effectively controlled at the project level.

The following funds are included in the Budget. Descriptions of each of the fund types are provided.

Governmental Funds

Most of the City's programs and functions are provided and financed through the following governmental funds, which are distinguished by their measurement focus on determining financial position and changes in financial position, rather than upon determining net income:

- General Fund
 - General Fund
 - Risk Management/Insurance
 - Workers' Compensation Insurance
 - Asset Replacement
 - Facilities Replacement
 - PERS Side Fund
 - OPEB Obligation
 - Pension Stabilization
 - Real Property Acquisition
- Special Revenue Funds
 - Gas Tax
 - Municipal Improvement Districts (MID)
 - Coastal Rail Trail Maintenance District
 - Street Lighting Assessment District
 - Developer Pass-Thru Fund
 - Fire Mitigation
 - Department of Boating & Waterways
 - TRANSNET – motorized
 - Community Orientated Policing Services (COPS)
 - Transnet Extension
 - Housing and Community Development (CDBG) Fund
 - CALTRANS/CMAQ
 - TEA
 - Miscellaneous Grants
 - Coastal Area Business/Visitor Assistance and Enhancement Fund (TOT)
 - Camp Program Fund
 - Housing
 - Affordable Housing Grant Fund
 - Public Safety Special Revenue Fund

REFERENCE

ORGANIZATION OF THE CITY'S FUNDS (continued)

- Debt Service Funds
 - Public Facilities
 - Capital Lease Fund

- Capital Projects Fund
 - Public Improvement Grant Fund
 - Sand Replenishment/Retention and Coastal CIP (TOT)
 - Streets and Roads
 - Transportation Impact Fee
 - City CIP Fund
 - Assessment Districts

Enterprise Fund

Enterprise funds are distinguished from governmental funds by their similarity to private sector enterprises, as it is intended that the cost of providing services will be financed or recovered primarily through user charges. The City uses the following enterprise fund:

- Sanitation
- OPEB Obligation Trust
- Solana Energy Alliance (SEA)
- Successor Agency (SA)

REFERENCE MATERIALS

DESCRIPTION OF OPERATING FUNDS

001 GENERAL FUND

The General Fund is the general operating fund of the City and is used to account for all financial resources and transactions except those required to be accounted for in other funds or account groups.

120 RISK MANAGEMENT

This fund accounts for the settlement of claims and losses, as well as insurance premiums and any related professional services.

125 WORKERS' COMPENSATION INSURANCE

This fund accounts for the settlement of claims and losses resulting from injuries sustained during work hours.

135 ASSET REPLACEMENT FUND

This fund accumulates resources for the replacement of vehicles and equipment costing over \$5,000.

140 FACILITIES REPLACEMENT FUND

This fund accumulates resources for meeting the needs of maintaining the City's buildings and improvements.

150 PERS SIDE FUND

This fund accumulates resources for the annual debt payment to the Sanitation Fund for the loan used for the payoff of the PERS Side Fund in FY2011.

152 REAL PROPERTY ACQUISITION

This fund accounts for City's purchase of real property (i.e. land).

160 OPEB OBLIGATION

This fund accounts resources for the invested amounts of Other Post-Employment Benefits.

165 PENSION STABILIZATION

This fund accounts resources for the invested amounts in PARS trust (Post-Employment Benefits Trust Program).

202 GAS TAX FUND

The State Gas Tax is used to account for revenues received as the City's share of state gasoline taxes and expenditures made for street maintenance and improvements. Revenues are sub-vented to the City under Sections 2103, 2105, 2106, 2107 and 2107.5 of the Streets and Highways Code. Expenditures are for street maintenance and engineering to the extent legally permitted, with the remainder allocated to street construction projects.

REFERENCE MATERIALS

DESCRIPTION OF OPERATING FUNDS (Continued)

203 MUNICIPAL IMPROVEMENT DISTRICT HIGHWAY 101 LANDSCAPING (MID #33)

204 MUNICIPAL IMPROVEMENT DISTRICT SANTA FE HILLS (MID #9C)

205 MUNICIPAL IMPROVEMENT DISTRICT ISLA VERDE (MID #9E)

207 MUNICIPAL IMPROVEMENT DISTRICT SAN ELIJO HILLS #2 (MID #9H)

The MID Funds are used to account for receipts and expenditures related to landscape maintenance within the improvement district. Budgets for the maintenance costs are determined by the property owners who are then assessed on a per parcel basis. The assessments are collected via the County tax roll.

208 COASTAL RAIL TRAIL MAINTENANCE DISTRICT

The Coastal Rail Trail Maintenance Fund is used to account for project receipts and expenditures for the rejuvenating and updating of the Coastal Rail Trail.

211 STREET LIGHTING DISTRICT FUND

The Lighting District Fund accounts for revenues received and expenditures made related to streetlights on City streets. The City determines the annual budget and property owners are charged their proportionate share based on a per unit basis. The assessment is collected via the County tax roll.

213 DEVELOPER PASS_THRU

This fund accounts for resources related to Pass-Thru developer deposits

214 FIRE MITIGATION FUND

In accordance with section 3.20 of the SBMC, this fund is used to account for Fire Mitigation fees that can only be used to build, purchase, finance or improve fire facilities and equipment.

215 DEPARTMENT OF BOATING AND WATERWAYS

To record receipts and expenditures related to grants received from the Department of Boating and Waterways. These funds are being used to fund the Army Corp. of Engineers beach replenishment study.

218 TRANSNET FUND/228 TRANSNET EXTENSION

The TRANSNET Fund is used to account for the San Diego County Proposition A one-half (1/2) cent transportation sales tax which went into effect on July 1, 1988. All expenditures must be for transportation related purposes. Funds are allocated to the City through SANDAG.

219 COPS PROGRAM FUND

The COPS Fund is used to account for federal and local grants received for police services.

240 HOUSING AND COMMUNITY DEVELOPMENT FUND (CDBG) FUND

The Housing and Community Development fund is used to account for revenues from the United States Department of Housing and Urban Development Community Development Block Grant Programs.

241 CALTRANS/CMAQ FUND

The Caltrans fund accounts for several different sources of transportation related funds. Caltrans is responsible for distributing funds for Congestion Mitigation and Air Quality (CMAQ) funds.

REFERENCE MATERIALS

244/5 TEA

The TEA (Transportation Enhancement Act) fund records transport related receipts and expenditures.

246 MISCELLANEOUS GRANT FUND

The Miscellaneous Grant fund accounts for grants received to fund various ongoing capital projects.

250 COASTAL BUSINESS/VISITORS (TOT)

This fund is for expenditures, funded by TOT revenues, that include local visitor and business promotion such as assistance to the Chamber of Commerce, special events such as Fiesta Del Sol, public art, and visitor enhancements to the Highway 101 business corridor or the Cedros Design District.

255 CAMP FUND

To record service fee revenue and expenditures related to the summer recreation programs (JG and camp).

263 HOUSING FUND

This fund accounts for receipts and expenditures related to providing low and moderate income housing within the City.

265 AFFORDABLE HOUSING GRANT

This fund accounts for resources related to affordable housing grants.

270 PUBLIC SAFETY SPECIAL REVENUE

This fund accounts for resources related to public safety grants.

317 PUBLIC FACILITY DEBT SERVICE FUND

The Public Facilities Debt Service Fund is used to account for the accumulation of resources for the payment of interest and principal on City debt

320 CAPITAL LEASE DEBT SERVICE

This fund accounts for receipts and expenditures related to capital leases.

420 PUBLIC IMPROVEMENT GRANT

The Public Improvement Grant is supported by the former RDA's remaining bond funds and pays for capital projects within the Project area.

450 SAND REPLENISHMENT TOT

This fund is limited to sand replenishment, sand retention, and coastal improvement projects funded by TOT revenues.

47X ASSESSMENT DISTRICTS CIP

This fund accounts for capital projects in the assessment districts

REFERENCE MATERIALS

DESCRIPTION OF OPERATING FUNDS (Continued)

459 CITY CIP FUND

The City CIP fund is used to account for financial resources to be used for the acquisition or construction of miscellaneous major capital facilities (other than those financed by proprietary funds and special assessment funds).

509 SANITATION FUND

The Sanitation Fund is an Enterprise Fund. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the City Council is that the costs of providing these services to the general public on a continuing basis be financed or recovered primarily through user charges. The sanitation operation is responsible for the collection, transportation, and treatment of effluent generated in Solana Beach. The City is an equal partner with the City of Encinitas in the ownership of the San Elijo Treatment Plant.

550 SOLANA ENERGY ALLIANCE (SEA)

The Solana Energy Alliance is an Enterprise Funds to account for operations for the Community Choice Aggregation (CCA) of Solana Beach with the goal of providing a higher percentage of renewable energy electricity at a competitive and cheaper price while giving consumers local choices and promoting the development of renewable power sources.

660 OPEB Obligation Trust

This fund is used for the OPEB retirement Obligation Trust to invest monies set aside for City employee retirement cost associated with retirements and OPEB cost.

67X ASSESSMENT DISTRICTS DS

This fund accounts for the deposits in the assessment districts

REFERENCE MATERIALS

FINANCIAL POLICIES

Statement of Purpose

The financial integrity of our City government is of utmost importance. To discuss, write, and adopt a set of financial policies is a key element to maintaining this integrity.

Written, adopted financial policies have many benefits, such as assisting the Council and City Manager in the financial management of the City, saving time and energy when discussing financial matters, promoting public confidence, and providing continuity over time as Council and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City's stability, efficiency and effectiveness.

The following policies are divided into seven general categories for ease of reference. These categories include 1) Accounting, Auditing, and Financial Reporting Policies; 2) Reserve Policies; 3) Debt Policies; 4) Revenue Policies; 5) Capital Improvement Policies; 6) Cash Management/Investment Policies; 7) Operating Budget Policies. It is recommended that all policies included in this document be adhered to.

ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES

FINANCIAL INFORMATION

It will be the policy of the City of Solana Beach to provide all financial information in a thorough, timely fashion, and in a format that is easy for Council, Citizens, Committees and City employees to understand and utilize.

ACCOUNTING STANDARDS

The City's accounting financial systems shall be maintained in accordance with Generally Accepted Accounting Principles (GAAP), as promulgated by the Government Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA).

ANNUAL AUDIT

An independent public accounting firm will perform an annual audit and its opinion will be included in the Comprehensive Annual Financial Report.

The goal is to select the independent audit firm through a competitive process at least once every five years. The contract will be for an initial period of three years with two additional one-year options at the City staff's discretion. The City Manager and Finance Director will review the qualifications of prospective firms and make a recommendation to the City Council. The audit contract will be awarded by the City Council.

REFERENCE MATERIALS

FINANCIAL POLICIES (Continued)

A Comprehensive Annual Financial Report shall be prepared within five months of the close of the previous fiscal year. It will be presented to the City Council and community within six months at a regularly scheduled City Council meeting.

The City shall attempt to maintain accounting records in such a manner as to receive an unqualified audit opinion and to qualify for a Certificate of Achievement for Excellence in Financial Reporting from the GFOA.

RESERVE POLICIES

The City utilizes a variety of funds for recording revenues and expenditures of the City. At each fiscal year-end, budgeted/appropriated expenditure authority lapses with very few exceptions, such as operating expenses that have been incurred but not paid (encumbered). The remaining dollars left in each fund that are undesignated and unencumbered constitute available reserves of the City. It is appropriate that reserve policies for the City be established for each of the various funds (See below), that the purpose of these reserves be designated, and that dollars available in excess of the reserve amounts be appropriately and effectively utilized.

GENERAL FUND

The goal of the General Fund reserve will be to maintain an amount at least equal to 17 percent of the annual General Fund operating budget, including operating transfers, which approximates two months worth of operating expenditures. This Reserve, to be designated, will only be used in the case of significant financial or other emergency. Reserves in excess of the 17 percent will be available for spending on capital equipment, capital projects or other one-time non-recurring expenditures ie. Be available to transfer to Capital Improvement Projects fund or Asset Replacement Reserve fund.

DESIGNATIONS

The Council and/or City Manager may designate parts of the available fund balance which would represent tentative management plans, rather than actual restrictions on the use of resources.

Designation – Unforeseen Emergencies

A designation of funds set at 17% of operating expenditures including debt service is considered the minimum level necessary to maintain the City's credit worthiness and to adequately provide for:

1. Economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy.
2. Contingencies for unforeseen operating or capital needs.
3. Cash flow requirements.

REFERENCE MATERIALS

FINANCIAL POLICIES (Continued)

Designation – Revenue Shortfall

A designation of funds should be budgeted annually to avoid the need for service level reductions in the event an economic downturn causes revenues to come in lower than budget. This should approximate 5% of General Fund revenues before transfers based upon an average of prior year's revenue shortfalls.

Designation – Housing

This designation is to provide funds for the City's low-income housing obligations. Without a confirmed cost, estimates range from \$0 to around \$220,000 a unit for 10 units. Staff will set aside funds when available.

ENTERPRISE FUND/SANITATION

The City's Enterprise Fund will maintain reserves at a minimum equal to nine months of operating expenses and one year of estimated capital spending.

ASSET REPLACEMENT RESERVE FUND

Through the use of the Asset Replacement Reserve Fund, the City will annually budget sufficient funds to provide for the orderly replacement of the City's existing equipment, vehicles, computers and furnishings as they reach the end of their useful lives. This fund is funded based on a depreciation schedule and required replacement of the asset. The goal will be to maintain a sufficient fund balance to provide for the scheduled replacement of said items at the end of their useful lives.

RISK MANAGEMENT RESERVE FUND

The City maintains a Risk Management Reserve Fund for the purpose of segregating property and liability insurance expenses. This fund pays insurance premiums, benefit and settlement payments, and administrative and operating expenses. These annual charges for services shall reflect historical experience and shall be established to approximately equal the annual expenses of the fund. A fund balance, determined annually, shall be maintained at a level that will adequately fund the City's potential loss exposure in each area as determined by the Risk Manager based on past experience currently at \$500,000.

WORKERS' COMPENSATION INSURANCE FUND

The City maintains a Workers' Compensation Insurance Fund for the purpose of having sufficient resources to pay premiums, administration services and losses incurred for Workers Compensation injuries. The City is self-insured for this purpose and has a \$125,000 Self Insured Retention (SIR) per claim incident. The sufficiency of funding is to be determined periodically by an independent actuarial study utilizing the 95% confidence interval. This is the minimum funding level to establish. The City's Risk Manager to determine the funding level, currently three times SIR plus administration and contingencies or \$500,000. This fund balance should be determined annually and should be sufficient to fully fund the City's potential loss exposures.

REFERENCE MATERIALS

FINANCIAL POLICIES (Continued)

DEBT POLICIES

ISSUANCE OF DEBT

The City will not use long-term debt to pay for current operations.

The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.

The term of the debt shall never extend beyond the useful life of the improvements to be financed.

Debt management will provide for the protection of bond rating, the maintenance of adequate debt service reserves, compliance with debt instrument provisions and appropriate disclosure to investors, underwriters, and rating agencies.

LEASE PURCHASE

The City will lease purchase high-cost items of equipment only if necessary because of funding availability. In no case shall the City lease purchase equipment whose useful life is less than the term of the lease.

REVENUE POLICIES

GENERAL FUND REVENUE

The City will strive to develop and maintain a diversified and stable revenue stream so as to avoid becoming overly dependent on any single type of revenue in order to minimize the effects of economic fluctuations on revenues. Efforts will be directed to optimize existing revenue sources while periodically reviewing potential new revenue sources.

Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state and other governmental agencies when available.

Revenues from “one-time” or limited duration sources will not be used to balance the City’s annual operating budget.

Fees and charges for service shall be evaluated and, if necessary, adjusted periodically to assure that they cover all direct and indirect costs, unless it is determined that full cost recovery would not be in the best interest of the public. These fees and charges will be evaluated periodically by an independent outside consultant.

REFERENCE MATERIALS

FINANCIAL POLICIES (Continued)

SPECIAL REVENUE FUNDS eg. /GAS TAX & TRANSNET

These funds are used for revenues that the City receives that are of a restrictive nature. The City's first priority with the Gas Tax revenues and Transnet revenues shall be used to fund eligible capital projects and not subsidize operating expenditures.

GRANTS AND GIFTS

The City shall actively pursue federal, state and other grant opportunities when deemed appropriate. Before accepting any grant the City shall thoroughly consider the implications in terms of ongoing obligations and indirect costs that will be required in connection with acceptance of said grant. The benefits to be derived from the grant must exceed both direct and administrative costs of the grant.

ENTERPRISE FUND – SANITATION CHARGES

The City will set user fees for the Enterprise Fund at a rate that fully covers direct and indirect costs of providing the service; including capital expenditures.

COMMUNITY SERVICE FEES

Recreation activity fees shall be established to recover the direct cost of the program. As appropriate within the marketing of the recreation programs, higher non-resident fees may be charged, as well as priority registration procedures for Solana Beach residents.

CAPITAL IMPROVEMENT POLICIES

CIP FUND

Most of the City's infrastructure has a designated revenue source to pay for its upgrade or replacement as appropriate. For example, sewage rates fund sewage infrastructure needs and gas tax revenues fund street needs. However, our public buildings, beaches and parks are the primary beneficiaries of the City's Capital Improvement Fund. Capital Improvement Projects involve the construction, acquisition, expansion, and rehabilitation or replacement of a facility or improvement costing \$5,000 or more. A CIP also includes any study costing \$25,000 or more, that is non-recurring in nature, and could potentially lead to a project.

City general capital projects are to be funded annually with transfers from the City's General Fund. Transfers are to be made based upon a maximum of 75 % of actual funds available out of the last completed previous years general fund surplus, or for specific projects. Funding is at the discretion City Council based on overall budget considerations.

REFERENCE MATERIALS

FINANCIAL POLICIES (Continued)

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

The City shall annually prepare a Capital Improvement spending program projecting capital needs for a five year period. Capital Projects shall be prioritized according to goals set annually by the Council.

The first year of the five year CIP will be consistent with, and adopted as a component of, the annual operating budget.

ENTERPRISE FUND CAPITAL IMPROVEMENTS

Capital Improvements funded from the Enterprise Funds shall be paid for with the combination of “pay-as-you-go” financing and the use of long-term debt. The City shall periodically review its enterprise capital needs and establish capital spending plans that are appropriate and reflect a combination of debt and “pay-as-you-go,” while attempting to keep our rates competitive with those in the surrounding area.

CASH MANAGEMENT/INVESTMENT POLICIES

Investments and cash management will be the responsibility of the City Treasurer.

The City Council shall annually review and update, or modify as appropriate, the City’s investment policy in accordance with Section 53646 of the Government Code. This review shall take place at a regularly scheduled City Council meeting and the policy shall be adopted by resolution of the City Council.

Investments of the City will be made in accordance with the City’s adopted Investment Policy.

In order to maximize yields from the overall portfolio, the City will consolidate cash balances from all funds for investment purposes, and will allocate investment earnings to each fund with a positive cash balance in accordance with generally accepted accounting principles.

Reports on the City’s investment portfolio and cash position shall be developed and presented to the City Council monthly by the City Treasurer. The report shall be in conformance with all State laws and City investment policy requirements.

City funds will be managed in a prudent and diligent manner with emphasis on safety, liquidity, and yield, in that order.

REFERENCE MATERIALS

FINANCIAL POLICIES (Continued)

OPERATING BUDGET POLICIES

BALANCED OPERATING BUDGET

The operating budget will be based on the principle that current operating expenditures shall be funded with current revenues. The City shall annually adopt a balanced General Fund budget where operating revenues are equal to, or exceed, operating expenditures ie. Estimated revenue and transfers in equal or exceed estimated expenditures and transfers out excluding transfers for capital projects. Any increase in expenses, decrease in revenues, or combination of the two that would result in a budget imbalance will require budget revision, rather than spending unappropriated surpluses or designated reserves to support ongoing operations. Any year end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and the balance will be available for capital projects and/or "one-time only" Capital Outlay expenditures.

GENERAL FUND CONTINGENCY ACCOUNT

A contingency account equal to a maximum of half a percent (1/2 percent) of the City's General Fund budgeted appropriations (before transfers) will be maintained annually in the City Managers budget. This account will be available for unanticipated, unbudgeted expenditures and will require City Manager approval to spend. The purpose of this account is to provide for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increase in costs.

RETIREMENT FUNDING (CALPERS)

The City offers its employees an agent multiple-employer public employee defined benefit pension plan. The City's annual contribution toward the plan is determined by a CALPERS actuary through an annual valuation report. The City will on an annual basis meet its obligation to funding its share of the pension plan contribution out of its operating budget.

BUDGET DOCUMENT

The operating budget shall serve as the annual financial plan for the City. It will serve as the policy document of the City Council for implementing Council goals and objectives. The budget shall provide the staff the resources necessary to accomplish City Council determined service levels.

The City Manager shall annually prepare and present a proposed operating budget to the City Council & Budget & Finance committee no later than May 20 of each year; and Council will adopt said budget no later than June 30 of each year. Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the City Council.

The City's annual budget will be presented by department, with a logical breakdown of line-item detail. The budget document will be presented for discussion and review by the City Council and the public.

REFERENCE MATERIALS

FINANCIAL POLICIES (Continued)

BUDGET CONTROL AND ACCOUNTABILITY

Budget control is maintained at the fund level. The City Manager has the authority to approve appropriation transfers between line items within a fund. In no case may total expenditures of a particular fund exceed that which is appropriated by the City Council without a budget amendment.

A mid-year budget will be presented to the City Council which discusses revenue projections and expenditures to date and the fiscal condition of the City six months after the beginning of the fiscal year. Budget accountability rests primarily with the operating departments of the City.

ENTERPRISE FUND

The Enterprise Fund shall be supported by its own rates/current revenues excluding interest income, and shall not be subsidized by the General Fund.

The rates charged should be competitive with the rates charged by other entities, and sufficient to cover both operations and infrastructure maintenance.

The rates charged should be reviewed periodically.

The Enterprise Fund will pay its share of overhead services provided by the General Fund. These overhead costs include rental of office space, utilities and personnel administrative costs.

**CITY OF SOLANA BEACH
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2021-22**



CITY COUNCIL

MAYOR LESA HEEBNER

DEPUTY MAYOR KRISTI BECKER

COUNCILMEMBER KELLY HARLESS

COUNCILMEMBER DAVID A. ZITO

COUNCILMEMBER JEWEL EDSON

**CITY MANAGER
GREG WADE**

**CITY TREASURER
RYAN SMITH**

CITY OF SOLANA BEACH

Investment Policy

FISCAL YEAR 2021/22

CONTENTS

I.	INTRODUCTION	2
II.	OBJECTIVES.....	2
III.	SCOPE.....	3
IV.	PRUDENCE.....	3
V.	DELEGATION OF AUTHORITY	4
VI.	ETHICS AND CONFLICTS OF INTEREST	5
VII.	INTERNAL CONTROLS.....	5
VIII.	AUTHORIZED FINANCIAL INSTITUTIONS, DEPOSITORIES, AND BROKER/DEALERS	5
IX.	AUTHORIZED INVESTMENTS	7
X.	PROHIBITED INVESTMENT VEHICLES AND PRACTICES.....	13
XI.	FOSSIL FUELS RESTRICTION.....	13
XII.	INVESTMENT POOLS/MUTUAL FUNDS	13
XIII.	COLLATERALIZATION	14
XIV.	DELIVERY, SAFEKEEPING AND CUSTODY	15
XV.	MAXIMUM MATURITY	15
XVI.	RISK MANAGEMENT AND DIVERSIFICATION.....	15
XVII.	REVIEW OF INVESTMENT PORTFOLIO.....	16
XVIII.	PERFORMANCE EVALUATION	17
XIX.	REPORTING.....	17
XX.	REVIEW OF INVESTMENT POLICY.....	18
	APPENDIX A – GLOSSARY OF INVESTMENT TERMS.....	A-1

I. INTRODUCTION

The purpose of this document is to outline the City's policy for the investment of public funds.

It is the policy of the City of Solana Beach, the Solana Beach Public Financing Authority and the Solana Beach Public Facilities Corporation (hereafter referred collectively as the "City") to predicate their investment policies, procedures and practices upon the limitations placed upon them by the governing legislative bodies. These policies shall have four primary goals:

- To assure compliance with federal, state, and local laws governing the investment of public monies under the control of the City Treasurer.
- To provide sufficient liquidity to meet normal operating and unexpected expenditures.
- To protect the principal monies entrusted to the City.
- To generate the maximum amount of investment income within the parameters of prudent risk management as defined in this Investment Policy.

This policy is written to incorporate industry best practices and recommendations from sources such as the Government Finance Officers Association (GFOA), California Municipal Treasurers Association (CMTA), California Debt and Investment Advisory Commission (CDIAC) and the Association of Public Treasurers (APT).

II. OBJECTIVES

The City's overall investment program shall be designed and managed with a degree of professionalism worthy of the public trust. The overriding objectives of the program are to preserve principal, provide sufficient liquidity, and manage investment risks, while seeking a market-rate of return.

- **SAFETY.** The protection of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the City will diversify its investments by investing funds among a variety of securities with independent returns.
- **LIQUIDITY.** The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- **RETURN ON INVESTMENTS.** The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and

economic cycles, taking into account the investment risk constraints for safety and liquidity needs.

III. SCOPE

This policy covers all funds and investment activities under the direct authority of the City, as set forth in the State Government Code, Sections 53600 *et seq.*, with the following exceptions:

- Proceeds of debt issuance shall be invested in accordance with the City's general investment philosophy as set forth in this policy; however, such proceeds are to be invested pursuant to the permitted investment provisions of their specific bond indentures.
- Any other funds specifically exempted by the City Council.

Funds not included in the policy include the City's deferred compensation plans (Plans). These Plans will be excluded from the policy under the following circumstances:

- i. A third-party administrator administers the plan
- ii. Individual plan participants have control over the selection of investments
- iii. The City has no fiduciary responsibility to act as a "trustee" for the Plan.

POOLING OF FUNDS

Except for cash in certain restricted and special funds, the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

IV. PRUDENCE

Pursuant to California Government Code, Section 53600.3, all persons authorized to make investment decisions on behalf of the City are trustees and therefore fiduciaries subject to the *Prudent Investor Standard*:

"...all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing,

acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the City, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the City. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.”

V. DELEGATION OF AUTHORITY

The Treasurer and other authorized persons responsible for managing City funds acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes provided that the Treasurer or other authorized persons acted in good faith. Deviations from expectations of a security’s credit or market risk should be reported to the City Council in a timely fashion and appropriate action should be taken to control adverse developments.

Authority to manage the City’s investment program is derived from California Government Code, Sections 41006 and 53600 *et seq.*

The City Council is responsible for the management of the City’s funds, including the administration of this investment policy. Management responsibility for the cash management of the City’s funds is hereby delegated to the Treasurer.

The Treasurer will be responsible for all transactions undertaken and will establish a system of procedures and controls to regulate the activities of subordinate officials and employees. Such procedures will include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer.

The City may engage the services of one or more external investment advisers, who are registered under the Investment Advisers Act of 1940, to assist in the management of the City’s investment portfolio in a manner consistent with the City’s objectives. External investment advisers may be granted discretion to purchase and sell investment securities in accordance with this investment policy.

If the City Treasurer is unavailable, then the Finance Manager, Deputy City Manager, or the City Manager shall authorize the investment transactions, in writing, prior to execution.

The City’s overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The City recognizes that in a diversified portfolio, occasional measured losses may be inevitable and

must be considered within the context of the overall portfolio's return and the cash flow requirements of the City.

VI. ETHICS AND CONFLICTS OF INTEREST

All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. Thus employees and officials involved in the investment process shall refrain from personal business activity that could create a conflict of interest or the appearance of a conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose to the City Manager any material interests in financial institutions with which they conduct business, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the City.

VII. INTERNAL CONTROLS

The Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Periodically, as deemed appropriate by the City and/or the City Council, an independent analysis by an external auditor shall be conducted to review internal controls, account activity and compliance with policies and procedures.

VIII. AUTHORIZED FINANCIAL INSTITUTIONS, DEPOSITORIES, AND BROKER/DEALERS

To the extent practicable, the Treasurer shall endeavor to complete investment transactions using a competitive bid process whenever possible. The City's Treasurer will determine which financial institutions are authorized to provide investment services to the City. It shall be the City's policy to purchase securities only from authorized institutions and firms.

The Treasurer shall maintain procedures for establishing a list of authorized broker/dealers and financial institutions which are approved for investment purposes that are selected through a process of due diligence as determined by the City. Due inquiry shall determine whether such authorized broker/dealers, and the individuals covering the City are reputable and trustworthy, knowledgeable and

experienced in Public City investing and able to meet all of their financial obligations. These institutions may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15c3-1 (uniform net capital rule).

In accordance with Section 53601.5, institutions eligible to transact investment business with the City include:

- Institutions licensed by the state as a broker-dealer.
- Institutions that are members of a federally regulated securities exchange.
- Primary government dealers as designated by the Federal Reserve Bank and non-primary government dealers.
- Nationally or state-chartered banks.
- The Federal Reserve Bank.
- Direct issuers of securities eligible for purchase.

Selection of financial institutions and broker/dealers authorized to engage in transactions will be at the sole discretion of the City, except where the City utilizes an external investment adviser in which case the City may rely on the adviser for selection.

All financial institutions which desire to become qualified bidders for investment transactions (and which are not dealing only with the investment adviser) must supply the Treasurer with audited financials and a statement certifying that the institution has reviewed the California Government Code, Section 53600 *et seq.* and the City's investment policy. The Treasurer will conduct an annual review of the financial condition and registrations of such qualified bidders.

Public deposits will be made only in qualified public depositories as established by State law. Deposits will be insured by the Federal Deposit Insurance Corporation, or, to the extent the amount exceeds the insured maximum, will be collateralized in accordance with State law.

Selection of broker/dealers used by an external investment adviser retained by the City will be at the sole discretion of the adviser. Where possible, transactions with broker/dealers shall be selected on a competitive basis and their bid or offering prices shall be recorded. If there is no other readily available competitive offering, best efforts will be made to document quotations for comparable or alternative securities. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price.

IX. AUTHORIZED INVESTMENTS

The City's investments are governed by California Government Code, Sections 53600 *et seq.* Within the investments permitted by the Code, the City seeks to further restrict eligible investments to the guidelines listed below. In the event a discrepancy is found between this policy and the Code, the more restrictive parameters will take precedence. Percentage holding limits and credit quality minimums listed in this section apply at the time the security is purchased.

Any investment currently held at the time the policy is adopted which does not meet the new policy guidelines can be held until maturity and shall be exempt from the current policy. At the time of the investment's maturity or liquidation, such funds shall be reinvested only as provided in the current policy.

An appropriate risk level shall be maintained by primarily purchasing securities that are of high quality, liquid, and marketable. The portfolio shall be diversified by security type and institution to avoid incurring unreasonable and avoidable risks regarding specific security types or individual issuers.

1. **MUNICIPAL SECURITIES** include obligations of the City, the State of California, and any local agency within the State of California, provided that:
 - The securities are rated in a rating category of "A" or its equivalent or higher by at least one nationally recognized statistical rating organization ("NRSRO").
 - No more than 5% of the portfolio may be invested in any single issuer.
 - No more than 30% of the portfolio may be in Municipal Securities.
 - The maximum maturity does not exceed five (5) years.
2. **MUNICIPAL SECURITIES (REGISTERED TREASURY NOTES OR BONDS)** of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California.
 - The securities are rated in a rating category of "A" or its equivalent or higher by at least one nationally recognized statistical rating organization ("NRSRO").
 - No more than 5% of the portfolio may be invested in any single issuer.
 - No more than 30% of the portfolio may be in Municipal Securities.
 - The maximum maturity does not exceed five (5) years.
3. **U.S. TREASURIES** and other government obligations for which the full faith and credit of the United States are pledged for the payment of principal and interest.

There are no limits on the dollar amount or percentage that the City may invest in U.S. Treasuries, provided that:

- The maximum maturity is five (5) years.

4. FEDERAL AGENCIES or United States Government-Sponsored Enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There are no limits on the dollar amount or percentage that the City may invest in Federal City or Government-Sponsored Enterprises (GSEs), provided that:

- No more than 30% of the portfolio may be invested in any single City/GSE issuer.
- The maximum maturity does not exceed five (5) years.
- The maximum percentage of callable agencies in the portfolio is 20%.

5. BANKER'S ACCEPTANCES, provided that:

- They are issued by institutions which have short-term debt obligations rated "A-1" or the equivalent or higher by at least one NRSRO; or long-term debt obligations which are rated in the "A" category or the equivalent or higher by at least one NRSRO.
- No more than 40% of the portfolio may be invested in Banker's Acceptances.
- No more than 5% of the portfolio may be invested in any single issuer.
- The maximum maturity does not exceed 180 days.

6. COMMERCIAL PAPER, provided that the securities are issued by an entity that meets all of the following conditions in either paragraph (a) or (b) and other requirements specified below:

a. SECURITIES issued by corporations:

- (i) The issuer is organized and operating in the United States with assets more than \$500 million.
- (ii) The securities are rated "A-1" or its equivalent or higher by at least one NRSRO.
- (iii) If the issuer has other debt obligations, they must be rated in a rating category of "A" or its equivalent or higher by at least one NRSRO.

b. SECURITIES issued by other entities:

- (i) The issuer is organized and operating in the United States as a special purpose corporation, trust, or limited liability company.
 - (ii) The securities must have program-wide credit enhancement including, but not limited to, overcollateralization, letters of credit, or a surety bond.
 - (iii) The securities are rated “A-1” or its equivalent or higher by at least one NRSRO.
- City may purchase no more than 10% of the outstanding commercial paper of any single issuer.
 - No more than 25% of the portfolio may be invested in Commercial Paper.
 - No more than 5% of the portfolio may be invested in any single issuer.
 - The maximum maturity does not exceed 270 days.

7. NEGOTIABLE CERTIFICATES OF DEPOSIT (NCDs), issued by a nationally or state-chartered bank, a savings association, or a federal association, a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank, provided that:

- The amount of the NCD insured up to the FDIC limit does not require any credit ratings.
- Any amount above the FDIC insured limit must be issued by institutions which have short-term debt obligations rated “A-1” or the equivalent or higher by at least one NRSRO; or long-term obligations rated in the “A” category or the equivalent or higher by at least one NRSRO.
- No more than 30% of the total portfolio may be invested in NCDs (combined with CDARS).
- No more than 5% of the portfolio may be invested in any single issuer.
- The maximum maturity does not exceed five (5) years.

8. FEDERALLY INSURED TIME DEPOSITS (Non-Negotiable Certificates of Deposit) in state or federally chartered banks, savings and loans, or credit unions, provided that:

- The amount per institution is limited to the maximum covered under federal insurance.

- No more than 20% of the portfolio will be invested in a combination of federally insured and collateralized time deposits.
 - The maximum maturity does not exceed five (5) years.
- 9. COLLATERALIZED TIME DEPOSITS (Non-Negotiable Certificates of Deposit)** in state or federally chartered banks, savings and loans, or credit unions in excess of insured amounts which are fully collateralized with securities in accordance with California law, provided that:
- No more than 20% of the portfolio will be invested in a combination of federally insured and collateralized time deposits.
 - The maximum maturity does not exceed five (5) years.
- 10. CERTIFICATE OF DEPOSIT PLACEMENT SERVICE (CDARS)**, provided that:
- No more than 30% of the total portfolio may be invested in a combination of Certificates of Deposit, including CDARS.
 - The maximum maturity does not exceed five (5) years.
- 11. COLLATERALIZED BANK DEPOSITS.** City's deposits with financial institutions will be collateralized with pledged securities per California Government Code, Section 53651.
- 12. REPURCHASE AGREEMENTS** collateralized with securities authorized under California Government Code, maintained at a level of at least 102% of the market value of the Repurchase Agreement. There are no limits on the dollar amount or percentage that the City may invest, provided that:
- Securities used as collateral for Repurchase Agreements will be delivered to an acceptable third party custodian.
 - Repurchase Agreements are subject to a Master Repurchase Agreement between the City and the provider of the repurchase agreement. The Master Repurchase Agreement will be substantially in the form developed by the Securities Industry and Financial Markets Association (SIFMA).
 - The maximum maturity does not exceed one (1) year.
- 13. STATE OF CALIFORNIA LOCAL CITY INVESTMENT FUND (LAIF)**, provided that:
- The City may invest up to the maximum amount permitted by LAIF.
 - LAIF's investments in instruments prohibited by or not specified in the City's policy do not exclude the investment in LAIF itself from the City's list of

allowable investments, provided LAIF's reports allow the Treasurer to adequately judge the risk inherent in LAIF's portfolio.

14. INVESTMENT TRUST OF CALIFORNIA (CALTRUST), which is a joint powers authority (JPA), organized and managed by the Investment Trust of California JPA for the benefit of local agencies, pursuant to California Government Code Section 6509.7

15. CORPORATE MEDIUM TERM NOTES (MTNs), provided that:

- The issuer is a corporation organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States.
- The securities are rated in the "A" category or the equivalent or higher by at least one NRSRO.
- No more than 30% of the total portfolio may be invested in MTNs.
- No more than 5% of the portfolio may be invested in any single issuer.
- The maximum maturity does not exceed five (5) years.

16. ASSET-BACKED, MORTGAGE-BACKED, MORTGAGE PASS-THROUGH SECURITIES, AND COLLATERALIZED MORTGAGE OBLIGATIONS from issuers not defined in sections 3 and 4 of the Authorized investments section of this policy, provided that:

- The securities are rated in the "AA" category or the equivalent or higher by a NRSRO.
- No more than 20% of the total portfolio may be invested in these securities.
- No more than 5% of the portfolio may be invested in any single Asset-Backed or Commercial Mortgage security issuer. There is no issuer limitation on any Mortgage security where the issuer is the US Treasury or a Federal City/GSE.
- The maximum legal final maturity does not exceed five (5) years.

17. MUTUAL FUNDS AND MONEY MARKET MUTUAL FUNDS that are registered with the Securities and Exchange Commission under the Investment Company Act of 1940, provided that:

- a. **MUTUAL FUNDS** that invest in the securities and obligations as authorized under California Government Code, Section 53601 (a) to (k) and (m) to (q) inclusive and that meet either of the following criteria:
 1. Attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) NRSROs; or
 2. Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by California Government Code, Section 53601 and with assets under management in excess of \$500 million.
 3. No more than 10% of the total portfolio may be invested in shares of any one mutual fund.
- b. **MONEY MARKET MUTUAL FUNDS** registered with the Securities and Exchange Commission under the Investment Company Act of 1940 and issued by diversified management companies and meet either of the following criteria:
 1. Have attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) NRSROs; or
 2. Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of \$500 million.
 3. No more than 20% of the total portfolio may be invested in the shares of any one Money Market Mutual Fund.
- c. No more than 20% of the total portfolio may be invested in these securities.

18. SUPRANATIONALS, provided that:

- Issues are US dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank.
- The securities are rated in the "AA" category or the equivalent or higher by a NRSRO.
- No more than 30% of the total portfolio may be invested in these securities.
- No more than 10% of the portfolio may be invested in any single issuer.
- The maximum maturity does not exceed five (5) years.

X. PROHIBITED INVESTMENT VEHICLES AND PRACTICES

- State law notwithstanding, any investments not specifically described herein are prohibited, including, but not limited to futures and options.
- In accordance with Government Code, Section 53601.6, investment in inverse floaters, range notes, or mortgage derived interest-only strips is prohibited.
- Investment in any security that could result in a zero-interest accrual if held to maturity is prohibited. Under a provision sunseting on January 1, 2026, securities backed by the U.S. Government that could result in a zero- or negative-interest accrual if held to maturity are permitted.
- Trading securities for the sole purpose of speculating on the future direction of interest rates is prohibited.
- Purchasing or selling securities on margin is prohibited.
- The use of reverse repurchase agreements, securities lending or any other form of borrowing or leverage is prohibited.
- The purchase of foreign currency denominated securities is prohibited.

XI. FOSSIL FUELS RESTRICTION

- The purchase of securities issued by fossil fuel companies that directly source the majority (more than 50%) of their revenue from oil, gas and/or coal production is prohibited.

XII. INVESTMENT POOLS/MUTUAL FUNDS

The City shall conduct a thorough investigation of any pool or mutual fund prior to making an investment, and on a continual basis thereafter. The Treasurer shall develop a questionnaire which will answer the following general questions:

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.

4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
5. A schedule for receiving statements and portfolio listings.
6. Are reserves, retained earnings, etc. utilized by the pool/fund?
7. A fee schedule, and when and how is it assessed.
8. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

XIII. COLLATERALIZATION

CERTIFICATES OF DEPOSIT (CDs). The City shall require any commercial bank or savings and loan association to deposit eligible securities with an City of a depository approved by the State Banking Department to secure any uninsured portion of a Non-Negotiable Certificate of Deposit. The value of eligible securities as defined pursuant to California Government Code, Section 53651, pledged against a Certificate of Deposit shall be equal to 150% of the face value of the CD if the securities are classified as mortgages and 110% of the face value of the CD for all other classes of security.

COLLATERALIZATION OF BANK DEPOSITS. This is the process by which a bank or financial institution pledges securities, or other deposits for the purpose of securing repayment of deposited funds. The City shall require any bank or financial institution to comply with the collateralization criteria defined in California Government Code, Section 53651.

REPURCHASE AGREEMENTS. The City requires that Repurchase Agreements be collateralized only by securities authorized in accordance with California Government Code:

- The securities which collateralize the repurchase agreement shall be priced at Market Value, including any Accrued Interest plus a margin. The Market Value of the securities that underlie a repurchase agreement shall be valued at 102% or greater of the funds borrowed against those securities.
- Financial institutions shall mark the value of the collateral to market at least monthly and increase or decrease the collateral to satisfy the ratio requirement described above.
- The City shall receive monthly statements of collateral.

XIV. DELIVERY, SAFEKEEPING AND CUSTODY

DELIVERY-VERSUS-PAYMENT (DVP). All investment transactions shall be conducted on a delivery-versus-payment basis.

SAFEKEEPING AND CUSTODY. To protect against potential losses due to failure of individual securities dealers, and to enhance access to securities, interest payments and maturity proceeds, all cash and securities in the City's portfolio shall be held in safekeeping in the City's name by a third-party custodian, acting as agent for the City under the terms of a custody agreement executed by the bank and the City. All investment transactions will require a safekeeping receipt or acknowledgment generated from the trade. A monthly report will be received by the City from the custodian listing all securities held in safekeeping with current market data and other information.

The only exceptions to the foregoing shall be depository accounts and securities purchases made with: (i) local government investment pools; (ii) time certificates of deposit, and, (iii) money mutual funds, since the purchased securities are not deliverable.

XV. MAXIMUM MATURITY

To the extent possible, investments shall be matched with anticipated cash flow requirements and known future liabilities.

The City will not invest in securities maturing more than five (5) years from the date of trade settlement, unless the City Council has by resolution granted authority to make such an investment.

XVI. RISK MANAGEMENT AND DIVERSIFICATION

MITIGATING CREDIT RISK IN THE PORTFOLIO

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. The City will mitigate credit risk by adopting the following strategies:

- The diversification requirements included in the "Authorized Investments" section of this policy are designed to mitigate credit risk in the portfolio.
- No more than 5% of the total portfolio may be invested in securities of any single issuer, except where the issuer is the US Government, its Agencies and GSEs, an authorized Supranational issuer or where the security is a Money Market Mutual Fund, Local City Investment Fund (LAIF) or other Local Government Investment Pool, or where otherwise specified in this investment policy.

- The City may elect to sell a security prior to its maturity and record a capital gain or loss in order to manage the quality, liquidity or yield of the portfolio in response to market conditions or City's risk preferences.
- If securities owned by the City are downgraded to a level below the quality required by this investment policy, making the security ineligible for additional purchases, the following steps will be taken:
 - Any actions taken related to the downgrade by an investment manager will be communicated to the Treasurer in a timely manner.
 - If a decision is made to retain the security in the portfolio, the credit situation will be monitored and reported to the City Council.

MITIGATING MARKET RISK IN THE PORTFOLIO

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The City recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The City will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes.

The City further recognizes that certain types of securities, including variable rate securities, securities with principal paydowns prior to maturity, and securities with embedded options, will affect the market risk profile of the portfolio differently in different interest rate environments. The City, therefore, adopts the following strategies to control and mitigate its exposure to market risk:

- The City will maintain a minimum of six months of budgeted operating expenditures in short term investments to provide sufficient liquidity for expected disbursements.
- The maximum stated final maturity of individual securities in the portfolio will be five (5) years, except as otherwise stated in this policy.
- The duration of the portfolio will generally be approximately equal to the duration (typically, plus or minus 20%) of a Market Benchmark, an index selected by the City based on the City's investment objectives, constraints and risk tolerances.

XVII. REVIEW OF INVESTMENT PORTFOLIO

The Treasurer shall periodically, but no less than quarterly, review the portfolio to identify investments that do not comply with this investment policy and establish protocols for reporting major and critical incidences of noncompliance to the City Council.

XVIII. PERFORMANCE EVALUATION

The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the City's risk constraints, the cash flow characteristics of the portfolio, and state and local laws, ordinances or resolutions that restrict investments.

The Treasurer shall monitor and evaluate the portfolio's performance relative to the chosen market benchmark(s), which will be included in the Treasurer's quarterly report. The Treasurer shall select an appropriate, readily available index to use as a market benchmark.

XIX. REPORTING

MONTHLY REPORTS

Monthly transaction reports will be submitted by the Treasurer to the City Council within 30 days of the end of the reporting period in accordance with California Government Code Section 53607.

QUARTERLY REPORTS

The Treasurer will submit a quarterly investment report to the City Council which provides full disclosure of the City's investment activities within 30 days after the end of the quarter. These reports will disclose, at a minimum, the following information about the City's portfolio:

1. An asset listing showing par value, cost, and independent third-party fair market value of each security as of the date of the report, the source of the valuation, type of investment, issuer, maturity date, interest rate and interest rate.
2. Transactions for the period.
3. A description of the funds, investments and programs (including lending programs) managed by contracted parties (i.e. LAIF; investment pools, outside money managers and securities lending agents)

4. A one-page summary report that shows:
 - a. Average maturity of the portfolio and modified duration of the portfolio;
 - b. Maturity distribution of the portfolio;
 - c. Percentage of the portfolio represented by each investment category;
 - d. Average portfolio credit quality; and,
 - e. Time-weighted total rate of return for the portfolio for the prior one month, three months, twelve months and since inception compared to the City's market benchmark returns for the same periods;
5. A statement of compliance with investment policy, including a schedule of any transactions or holdings which do not comply with this policy or with the California Government Code, including a justification for their presence in the portfolio and a timetable for resolution.
6. A statement that the City has adequate funds to meet its cash flow requirements for the next six months.

ANNUAL REPORTS

A comprehensive annual report will be presented to the City Council. This report will include comparisons of the City's return to the market benchmark return, suggest policies and improvements that might enhance the investment program, and will include an investment plan for the coming year.

XX. REVIEW OF INVESTMENT POLICY

The investment policy will be reviewed and adopted at least annually within 120 days of the end of the fiscal year, to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends. Any recommended modifications or amendments shall be presented by Staff to the City Council for their consideration and adoption.

Appendix A

Glossary of Investment Terms

AGENCIES. Shorthand market terminology for any obligation issued by a *government-sponsored entity (GSE)*, or a *federally related institution*. Most obligations of GSEs are not guaranteed by the full faith and credit of the US government. Examples are:

FFCB. The Federal Farm Credit Bank System provides credit and liquidity in the agricultural industry. FFCB issues discount notes and bonds.

FHLB. The Federal Home Loan Bank provides credit and liquidity in the housing market. FHLB issues discount notes and bonds.

FHLMC. Like FHLB, the Federal Home Loan Mortgage Corporation provides credit and liquidity in the housing market. FHLMC, also called “Freddie Mac” issues discount notes, bonds and mortgage pass-through securities.

FNMA. Like FHLB and Freddie Mac, the Federal National Mortgage Association was established to provide credit and liquidity in the housing market. FNMA, also known as “Fannie Mae,” issues discount notes, bonds and mortgage pass-through securities.

GNMA. The Government National Mortgage Association, known as “Ginnie Mae,” issues mortgage pass-through securities, which are guaranteed by the full faith and credit of the US Government.

PEFCO. The Private Export Funding Corporation assists exporters. Obligations of PEFCO are not guaranteed by the full faith and credit of the US government.

TVA. The Tennessee Valley Authority provides flood control and power and promotes development in portions of the Tennessee, Ohio, and Mississippi River valleys. TVA currently issues discount notes and bonds.

ASKED. The price at which a seller offers to sell a security.

ASSET BACKED SECURITIES. Securities supported by pools of installment loans or leases or by pools of revolving lines of credit.

AVERAGE LIFE. In mortgage-related investments, including CMOs, the average time to expected receipt of principal payments, weighted by the amount of principal expected.

BANKER’S ACCEPTANCE. A money market instrument created to facilitate international trade transactions. It is highly liquid and safe because the risk of the trade transaction is transferred to the bank which “accepts” the obligation to pay the investor.

BENCHMARK. A comparison security or portfolio. A performance benchmark is a partial market index, which reflects the mix of securities allowed under a specific investment policy.

BID. The price at which a buyer offers to buy a security.

BROKER. A broker brings buyers and sellers together for a transaction for which the broker receives a commission. A broker does not sell securities from his own position.

CALLABLE. A callable security gives the issuer the option to call it from the investor prior to its maturity. The main cause of a call is a decline in interest rates. If interest rates decline since an issuer issues securities, it will likely call its current securities and reissue them at a lower rate of interest. Callable securities have reinvestment risk as the investor may receive its principal back when interest rates are lower than when the investment was initially made.

CERTIFICATE OF DEPOSIT (CD). A time deposit with a specific maturity evidenced by a certificate. Large denomination CDs may be marketable.

CERTIFICATE OF DEPOSIT ACCOUNT REGISTRY SYSTEM (CDARS). A private placement service that allows local agencies to purchase more than \$250,000 in CDs from a single financial institution (must be a participating institution of CDARS) while still maintaining FDIC insurance coverage. CDARS is currently the only entity providing this service. CDARS facilitates the trading of deposits between the California institution and other participating institutions in amounts that are less than \$250,000 each, so that FDIC coverage is maintained.

COLLATERAL. Securities or cash pledged by a borrower to secure repayment of a loan or repurchase agreement. Also, securities pledged by a financial institution to secure deposits of public monies.

COLLATERALIZED MORTGAGE OBLIGATIONS (CMO). Classes of bonds that redistribute the cash flows of mortgage securities (and whole loans) to create securities that have different levels of prepayment risk, as compared to the underlying mortgage securities.

COMMERCIAL PAPER. The short-term unsecured debt of corporations.

COST YIELD. The annual income from an investment divided by the purchase cost. Because it does not give effect to premiums and discounts which may have been included in the purchase cost, it is an incomplete measure of return.

COUPON. The rate of return at which interest is paid on a bond.

CREDIT RISK. The risk that principal and/or interest on an investment will not be paid in a timely manner due to changes in the condition of the issuer.

CURRENT YIELD. The annual income from an investment divided by the current market value. Since the mathematical calculation relies on the current market value rather than the investor's cost, current yield is unrelated to the actual return the investor will earn if the security is held to maturity.

DEALER. A dealer acts as a principal in security transactions, selling securities from and buying securities for his own position.

DEBENTURE. A bond secured only by the general credit of the issuer.

DELIVERY VS. PAYMENT (DVP). A securities industry procedure whereby payment for a security must be made at the time the security is delivered to the purchaser's agent.

DERIVATIVE. Any security that has principal and/or interest payments which are subject to uncertainty (but not for reasons of default or credit risk) as to timing and/or amount, or any security which represents a component of another security which has been separated from other components ("Stripped" coupons and principal). A derivative is also defined as a financial instrument the value of which is totally or partially derived from the value of another instrument, interest rate, or index.

DISCOUNT. The difference between the par value of a bond and the cost of the bond, when the cost is below par. Some short-term securities, such as T-bills and banker's acceptances, are known as discount securities. They sell at a discount from par and return the par value to the investor at maturity without additional interest. Other securities, which have fixed coupons, trade at a discount when the coupon rate is lower than the current market rate for securities of that maturity and/or quality.

DIVERSIFICATION. Dividing investment funds among a variety of investments to avoid excessive exposure to any one source of risk.

DURATION. The weighted average time to maturity of a bond where the weights are the present values of the future cash flows. Duration measures the price sensitivity of a bond to changes in interest rates. (See modified duration).

FEDERAL FUNDS RATE. The rate of interest charged by banks for short-term loans to other banks. The Federal Reserve Bank through open-market operations establishes it.

FEDERAL OPEN MARKET COMMITTEE. A committee of the Federal Reserve Board that establishes monetary policy and executes it through temporary and permanent changes to the supply of bank reserves.

LEVERAGE. Borrowing funds in order to invest in securities that have the potential to pay earnings at a rate higher than the cost of borrowing.

LIQUIDITY. The speed and ease with which an asset can be converted to cash.

LOCAL AGENCY INVESTMENT FUND (LAIF). A voluntary investment fund open to government entities and certain non-profit organizations in California that is managed by the State Treasurer's Office.

LOCAL GOVERNMENT INVESTMENT POOL. Investment pools that range from the State Treasurer's Office Local Agency Investment Fund (LAIF) to county pools, to Joint Powers Authorities (JPAs). These funds are not subject to the same SEC rules applicable to money market mutual funds.

MAKE WHOLE CALL. A type of call provision on a bond that allows the issuer to pay off the remaining debt early. Unlike a call option, with a make whole call provision, the issuer makes a lump sum payment that equals the net present value (NPV) of future coupon payments that will not be paid because of the call. With this type of call, an investor is compensated, or "made whole."

MARGIN. The difference between the market value of a security and the loan a broker makes using that security as collateral.

MARKET RISK. The risk that the value of securities will fluctuate with changes in overall market conditions or interest rates.

MARKET VALUE. The price at which a security can be traded.

MARKING TO MARKET. The process of posting current market values for securities in a portfolio.

MATURITY. The final date upon which the principal of a security becomes due and payable.

MEDIUM TERM NOTES. Unsecured, investment-grade senior debt securities of major corporations which are sold in relatively small amounts on either a continuous or an intermittent basis. MTNs are highly flexible debt instruments that can be structured to respond to market opportunities or to investor preferences.

MODIFIED DURATION. The percent change in price for a 100-basis point change in yields. Modified duration is the best single measure of a portfolio's or security's exposure to market risk.

MONEY MARKET. The market in which short-term debt instruments (T-bills, discount notes, commercial paper, and banker's acceptances) are issued and traded.

MORTGAGE PASS-THROUGH SECURITIES. A securitized participation in the interest and principal cash flows from a specified pool of mortgages. Principal and interest payments made on the mortgages are passed through to the holder of the security.

MUNICIPAL SECURITIES. Securities issued by state and local agencies to finance capital and operating expenses.

MUTUAL FUND. An entity which pools the funds of investors and invests those funds in a set of securities which is specifically defined in the fund's prospectus. Mutual funds can be invested in various types of domestic and/or international stocks, bonds, and money market instruments, as set forth in the individual fund's prospectus. For most large, institutional investors, the costs associated with investing in mutual funds are higher than the investor can obtain through an individually managed portfolio.

NEGOTIABLE CD. A short-term debt instrument that pays interest and is issued by a bank, savings or federal association, state or federal credit union, or state-licensed branch of a foreign bank. Negotiable CDs are traded in a secondary market.

PREMIUM. The difference between the par value of a bond and the cost of the bond, when the cost is above par.

PREPAYMENT SPEED. A measure of how quickly principal is repaid to investors in mortgage securities.

PREPAYMENT WINDOW. The time period over which principal repayments will be received on mortgage securities at a specified prepayment speed.

PRIMARY DEALER. A financial institution (1) that is a trading counterparty with the Federal Reserve in its execution of market operations to carry out U.S. monetary policy, and (2) that participates for statistical reporting purposes in compiling data on activity in the U.S. Government securities market.

PRUDENT PERSON (PRUDENT INVESTOR) RULE. A standard of responsibility which applies to fiduciaries. In California, the rule is stated as "Investments shall be managed with the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person, acting in a like capacity and familiar with such matters, would use in the conduct of an enterprise of like character and with like aims to accomplish similar purposes."

REALIZED YIELD. The change in value of the portfolio due to interest received and interest earned and realized gains and losses. It does not give effect to changes in market value on securities, which have not been sold from the portfolio.

REGIONAL DEALER. A financial intermediary that buys and sells securities for the benefit of its customers without maintaining substantial inventories of securities and that is not a primary dealer.

REPURCHASE AGREEMENT. Short-term purchases of securities with a simultaneous agreement to sell the securities back at a higher price. From the seller's point of view, the same transaction is a reverse repurchase agreement.

SAFEKEEPING. A service to bank customers whereby securities are held by the bank in the customer's name.

STRUCTURED NOTE. A complex, fixed income instrument, which pays interest, based on a formula tied to other interest rates, commodities, or indices. Examples include inverse floating rate notes which have coupons that increase when other interest rates are falling, and which fall when other interest rates are rising, and "dual index floaters," which pay interest based on the relationship between two other interest rates - for example, the yield on the ten-year Treasury note minus the Libor rate. Issuers of such notes lock in a reduced cost of borrowing by purchasing interest rate swap agreements.

SUPRANATIONAL. A Supranational is a multi-national organization whereby member states transcend national boundaries or interests to share in the decision making to promote economic development in the member countries.

TOTAL RATE OF RETURN. A measure of a portfolio's performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending value; it includes interest earnings, realized and unrealized gains, and losses in the portfolio.

U.S. TREASURY OBLIGATIONS. Securities issued by the U.S. Treasury and backed by the full faith and credit of the United States. Treasuries are considered to have no credit risk and are the benchmark for interest rates on all other securities in the US and overseas. The Treasury issues both discounted securities and fixed coupon notes and bonds.

TREASURY BILLS. All securities issued with initial maturities of one year or less are issued as discounted instruments and are called Treasury bills. The Treasury currently issues three- and six-month T-bills at regular weekly auctions. It also issues "cash management" bills as needed to smooth out cash flows.

TREASURY NOTES. All securities issued with initial maturities of two to ten years are called Treasury notes and pay interest semi-annually.

TREASURY BONDS. All securities issued with initial maturities greater than ten years are called Treasury bonds. Like Treasury notes, they pay interest semi-annually.

VOLATILITY. The rate at which security prices change with changes in general economic conditions or the general level of interest rates.

YIELD TO MATURITY. The annualized internal rate of return on an investment which equates the expected cash flows from the investment to its cost.

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SOLANA BEACH

635 S. HIGHWAY 101

SOLANA BEACH, CA 92075

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858-720-2460



STAFF REPORT

CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 23, 2021
ORIGINATING DEPT: City Manager's Department
SUBJECT: **Public Hearing to Consider Adoption of the Fiscal Year (FY) 2021-22 Solid Waste and Recycling Rate Increase for EDCO Waste and Recycling Services**

BACKGROUND:

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

At the April 28, 2021 City Council (Council) meeting, the Council authorized the City to proceed with the proper Proposition 218 noticing and majority protest voting procedures including setting a Public Hearing to disclose any protest votes for the solid waste and recycling rate increases.

This item is before the City Council to conduct the "protest hearing" to receive any protests regarding the proposed residential and commercial solid waste and recycling rate increases for FY 2021-22. If the City does not receive protest votes from more than 50% of property owners in the City, then the Council is requested to consider adopting Resolution 2021 – 087 (Attachment 1) approving the rate increases for residential and commercial solid waste and recycling services.

CITY COUNCIL ACTION:

DISCUSSION:

The CPI increased 1.38% for the period from December 2019 to December 2020 and the tipping fee increased 1.50%, or from \$50.50 per ton (at the time of the last rate increase in 2020) to \$51.26 per ton. Therefore, the proposed rate for residential services would increase from \$26.11 to \$26.48 (not including the National Pollutant Discharge Elimination System ‘NPDES’ fee) per month and the commercial rate for the most common service (3-yard bin picked up 1 time per week) will increase from \$110.87 to \$112.47 (not including the NPDES fee) per month.

In addition, to comply with SB 1383, the State’s new organics recycling law, the City Council must consider an incremental increase in commercial organic rates that will vary for each customer, based upon service levels needed. The current commercial organics rate for a 65-gallon cart, serviced one time per week, is \$89.72 per month. The proposed commercial organics rate for the same level of service would increase to \$90.92 per month. It is important to note that these rates will not be charged to commercial customers on July 1, 2021, but rather when the commercial organics program is implemented for each customer. EDCO staff will review each customer’s needs and apply the appropriate adjustment as the program is implemented prior to January 1, 2022. EDCO will also work with the commercial businesses, upon request, to assess their needs with the goal of reducing the level of service (and associated costs) for trash to account for the reduction in organic materials that will now go into the organics recycling. This will help offset some of the additional costs of the mandatory organic recycling program.

The full rate review package can be found in Attachment 2 including the Commercial Commingled Organics rates proposed for the fiscal year. These requests must go through the Proposition 218 noticing requirements, which Staff and EDCO have completed. Residential and commercial property owners received notification through the mail on the proposed rate increases and had a chance to submit a protest vote if they oppose. The vote outcome will be revealed during the Public Hearing at this City Council meeting.

Prop 218

Article III D, section 6(a) of the California Constitution, commonly known as Proposition 218, requires that the City conduct a protest hearing in order to increase solid waste service charges. Public notification letters for this public hearing were sent out to all property and business owners in the City describing the rate adjustment requests and how to protest if desired, as required by law.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The franchise fee of 10% will result in a slight increase in the City's solid waste revenue fund from the minor increase in solid waste and recycling rates. In addition, there will be a slight increase in the costs paid to the City for litter abatement, street sweeping and storm water reduction activities.

WORK PLAN:

This item is not identified in the Work Plan.

OPTIONS:

- Approve the FY 2021-22 solid waste and recycling rate increases identified in Attachment 2.
- Reject the commercial solid waste rate increase for FY 2021-22.
- Provide direction to Staff.

DEPARTMENT RECOMMENDATION:

Staff recommends the City Council:

1. Conduct the Public Hearing: Open the Public Hearing; Report Council disclosures; Report written protests received; Receive Public Testimony; Close the Public Hearing.
2. Following the Public Hearing, consider adopting Resolution 2021-087 approving EDCO's rate review request increasing solid waste and recycling rates for FY 2021–22 in accordance with the Franchise Agreement.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation



Gregory Wade, City Manager

Attachments:

1. Resolution No. 2021-087
2. EDCO Rate Review Application

RESOLUTION 2021-087

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING RATE INCREASES FOR EDCO WASTE AND RECYCLING SERVICES FOR SOLID WASTE AND RECYCLING COLLECTION

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

WHEREAS, EDCO has provided highly responsive solid waste and recycling services to the City; and

WHEREAS, the Agreement allows for EDCO to submit rate review applications annually to modify solid waste and recycling collection rates; and

WHEREAS, the City complied with Proposition 218 noticing and voting requirements under Article III D, section 6(a) of the California Constitution; and

WHEREAS, the City conducted a public “protest hearing” at the June 23, 2021 City Council meeting to confirm the proposed solid waste and recycling rates.

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

1. That the foregoing recitations are true and correct.
2. That the City Council approves EDCO’s rate review application, increasing solid waste and recycling rates as shown in Exhibits A through K.

PASSED AND ADOPTED this 23rd day of June, 2021, 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 –

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

EXHIBIT “A”
TRASH COLLECTION FEE
COMMERCIAL BIN RATES

Bin Size¹	Service Frequency	Existing Trash Rate per Month	FY 2021/2022 Proposed Trash Rate per Month
2 Cubic Yard Bin	1X Week	\$74.10	\$75.17
	2X Week	\$128.67	\$130.53
	3X Week	\$182.91	\$185.55
	4X Week	\$235.40	\$238.80
	5X Week	\$291.32	\$295.53
	6X Week	\$345.72	\$350.72
3 Cubic Yard Bin	1X Week	\$110.87	\$112.47
	2X Week	\$192.29	\$195.07
	3X Week	\$276.17	\$280.16
	4X Week	\$355.10	\$360.23
	5X Week	\$436.35	\$442.66
	6X Week	\$517.51	\$524.99
4 Cubic Yard Bin	1X Week	\$147.38	\$149.50
	2X Week	\$256.01	\$259.71
	3X Week	\$364.63	\$369.91
	4X Week	\$472.99	\$479.82
	5X Week	\$581.41	\$589.81
	6X Week	\$689.55	\$699.52
5 Cubic Yard Bin	1X Week	\$183.83	\$186.49
	2X Week	\$319.66	\$324.27
	3X Week	\$455.40	\$461.98
	4X Week	\$667.42	\$677.06
	5X Week	\$726.50	\$737.00
	6X Week	\$863.19	\$875.67

1. For multiple bins, multiply the monthly bin rate by the number of bins.

EXHIBIT “B”
TRASH COLLECTION FEE-
COMMERCIAL/MULTI-FAMILY ROLL-OFF RATES

Fee Type	Existing Roll-Off Rates	FY 2021/2022 Proposed Roll-Off Rates
Roll-Off Boxes Standard	\$273.13 per load plus tip fees for trash and CDI of \$56.11/ton	\$276.90 per load plus tip fees for trash and CDI of \$56.95 /ton

1. For multiple cans, multiply the monthly can rate by the number of cans.

EXHIBIT “C”
TRASH COLLECTION FEE
COMMERCIAL RECYCLING RATES

Bin Size¹	Service Frequency	Existing Recycling Rate per Month	FY 2021/2022 Proposed Recycling Rate per Month
2 Cubic Yard Bin	1X Week	\$44.61	\$45.22
	2X Week	\$87.71	\$82.83
	3X Week	\$118.28	\$119.91
	4X Week	\$154.89	\$157.02
	5X Week	\$191.48	\$194.11
3 Cubic Yard Bin	1X Week	\$53.90	\$54.64
	2X Week	\$97.82	\$99.16
	3X Week	\$141.71	\$143.67
	4X Week	\$185.59	\$188.15
	5X Week	\$229.49	\$232.65
4 Cubic Yard Bin	1X Week	\$59.77	\$60.59
	2X Week	\$110.97	\$112.50
	3X Week	\$162.21	\$164.44
	4X Week	\$213.42	\$216.36
	5X Week	\$264.65	\$268.29
5 Cubic Yard Bin	1X Week	\$67.09	\$68.01
	2X Week	\$125.62	\$127.35
	3X Week	\$184.14	\$186.67
	4X Week	\$242.69	\$246.03
	5X Week	\$301.22	\$305.36

1. For multiple cans, multiply the monthly can rate by the number of cans.

EXHIBIT “D”
TRASH COLLECTION FEE
COMMERCIAL RECYCLING RATES – CARDBOARD

Bin Size¹	Service Frequency	Existing Recycling Rate per Month	FY 2021/2022 Proposed Recycling Rate per Month
2 Cubic Yard Bin	1X Week	\$31.03	\$31.45
3 Cubic Yard Bin	1X Week	\$46.52	\$47.16
4 Cubic Yard Bin	1X Week	\$62.02	\$62.88
5 Cubic Yard Bin	1X Week	\$77.74	\$78.81

1. For multiple cans, multiply the monthly can rate by the number of cans.

EXHIBIT “E”
COMMINGLED ORGANICS
COMMERCIAL/MULTI-FAMILY RATES¹

Bin Size	Service Frequency	Existing Recycling Rate per Month	FY 2021/2022 Proposed Organics Rate per Month¹
Cart (65 Gallon)	1X Week	\$89.72	\$90.96
	2X Week	\$179.43	\$181.90
	3X Week	\$269.14	\$272.85
	Extra Pickup	\$35.89	\$36.38
Cart (96 Gallon)	1X Week	\$101.18	\$102.57
	2X Week	\$202.36	\$205.15
	3X Week	\$303.56	\$307.74
	Extra Pickup	\$40.48	\$41.04
2 Cubic Yard Bin	1X Week	\$164.10	\$166.36
	2X Week	\$328.21	\$332.73
	3X Week	\$492.30	\$499.08
	Extra Pickup	\$65.64	\$66.54

1. For multiple commercial cans multiply the monthly can rate by 95% and then by the number of cans.

EXHIBIT “F”
TRASH COLLECTION FEE
SINGLE FAMILY TRASH/RESIDENTIAL RATES

Existing Monthly Trash Fee	FY 2021/2022 Proposed Monthly Trash Fee¹
\$23.00 per month	\$26.48 per month ²

1. Does not include the additional charges for the National Pollution Discharge Elimination System (“NPDES”) fee.
2. Incorporates organic recycling rate that formally was calculated separately in FY 2020/2021 in Exhibit “G.”

EXHIBIT “G”
COMMINGLED ORGANICS
RESIDENTIAL RECYCLABLE RATES

Existing Recycling Rates	FY 2021/2022 Proposed Organics Rates per Month¹
Per Residential Single Family	Per Residential Single Family
\$3.11	Included into Rate Calculation in Exhibit “F”

EXHIBIT “H”

TRASH COLLECTION FEE MULTI -FAMILY BIN RATES

Bin Size¹	Service Frequency	Existing Trash Rate per Month	FY 2021/2022 Proposed Trash Rate per Month
2 Cubic Yard Bin	1X Week	\$72.21	\$73.24
	2X Week	\$127.62	\$129.45
	3X Week	\$164.68	\$167.07
	4X Week	\$214.02	\$217.13
	5X Week	\$263.25	\$267.07
3 Cubic Yard Bin	1X Week	\$108.37	\$109.93
	2X Week	\$193.38	\$196.16
	3X Week	\$278.40	\$282.41
	4X Week	\$363.34	\$368.58
	5X Week	\$453.25	\$458.78
4 Cubic Yard Bin	1X Week	\$138.40	\$140.38
	2X Week	\$243.20	\$246.71
	3X Week	\$347.96	\$352.99
	4X Week	\$452.74	\$459.28
	5X Week	\$557.15	\$565.22
5 Cubic Yard Bin	1X Week	\$168.44	\$170.85
	2X Week	\$294.85	\$299.11
	3X Week	\$422.11	\$428.21
	4X Week	\$547.56	\$555.49
	5X Week	\$673.62	\$683.39

1. For multiple bins, multiply the monthly bin rate by the number of bins.

EXHIBIT “I”

**TRASH COLLECTION FEE-
MULTI-FAMILY RECYCLABLE RATES¹**

Existing Recycling Rates	FY 2021/2022 Proposed Recycling Rates per Month
Per Residential Unit in Complex	Per Residential Unit in Complex
\$1.58	\$1.60

1. For multiple cans, multiply the monthly can rate by the number of cans.

EXHIBIT “J”
TRASH COLLECTION FEE-
MULTI-FAMILY TEMPORARY BIN¹

Existing Recycling Rates	FY 2021/2022 Proposed Recycling Rates per Month
Multi-family Temp Bin (1 week rental)	Multi-family Temp Bin (1 week rental)
\$96.33	\$97.72

1. For multiple cans, multiply the monthly can rate by the number of cans.

EXHIBIT “K”
MULTI-FAMILY CAN SERVICE FEE¹

Service Frequency	Current Trash Rate (per month)	FY 2021/2022 Proposed Trash Rate (per month)
1X Week	\$42.11	\$42.71
2X Week	\$84.17	\$85.40

1. For multiple cans, multiply the monthly can rate by the number of cans



March 25, 2021

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

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

Dear Dan:

The Franchise Agreement between the City of Solana Beach and EDCO allows for annual rate adjustments. EDCO last adjusted rates in July 2020. Section 8.3 of the Agreement includes the details of the rate adjustment procedures. As outlined, following a Prop 218 review, rates may be increased due to changes in landfill tipping fees and increases in the Los Angeles-Anaheim Consumer Price Index (CPI). EDCO is requesting an allowable rate adjustment based on changes in the CPI and the Regional Solid Waste Association (RSWA) disposal fee. The effective date of this rate adjustment will be July 1, 2021.

CPI Adjustment

To calculate the CPI portion of the adjustment, the second half of the 2019 index (276.03) was compared to the second half of 2020 index (279.832) which produced a 3.802 point change or 1.38% increase. The CPI indexes are attached for your reference. The 1.38% increase is applied to current rates after franchise fees, AB939 and disposal fees are deducted from the current gross rate. A copy of the applicable CPI is attached for your reference.

RSWA Disposal Fee Adjustment

The City is a member of RSWA that regulates waste disposal tipping fees for its member agencies. Tipping fees were last adjusted in 2020 rate change. Currently the tip fee for Solana Beach is \$50.50 per ton. Effective July 1, 2021, the tip fee for Solana Beach will increase to \$51.26, representing a 1.50% increase in the tip fee component of the rate calculation.

Anaerobic Digestion Facility

Earlier this year, EDCO completed construction of the Anaerobic Digestion (AD) facility, which will enable the City to comply with the future application of SB 1383 by

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ATTACHMENT 2



WASTE & RECYCLING SERVICES

diverting residential organics from being landfilled. This exciting new facility will also assist in achieving the Climate Action Plan through the conversion of source separated

commingled organics into Renewable Natural Gas that will be directly injected into the pipeline.

With the AD facility becoming operational by March 1, 2021, EDCO rolled out the Solana Beach residential organics recycling program and adjusted rates according to approval provided by city council on July 8, 2020. At that time, residential rates for single family residents increased \$3.11/month. Effective July 1, 2021, this additional organics rate will be incorporated into the residential base rate and adjusted each year by the approved CPI and RSWA tipping fee adjustment.

Throughout the remainder of 2021, EDCO plans to roll out organics recycling to all multi-family and commercial businesses. The rate increase approved for adding organics recycling services to these customers was also approved on July 8, 2020, and will be adjusted on July 1, 2021 by the same CPI and RSWA tipping fee increase.

As was accomplished with the residential organics program roll out, EDCO will provide an extensive and robust direct educational outreach for commercial and multi-family customers. In addition, the food scrap container for kitchens will continue to be offered to all residents for the interior collection of food waste to assist in facilitating the material to the current green waste carts. Our collective goal is to educate and create awareness to increase diversion and work cohesively to assist the City in meeting SB 1383 regulations.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim Ambroso', is written over a large, stylized, abstract graphic element that resembles a signature or a large letter 'J'.

Jim Ambroso
General Manager

Attachments

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**City of Solana Beach
Multi-Family and Residential Rates
Effective July 1st, 2021**

RSWA Tip Fee 2020	\$ 50.50
RSWA Tip Fee 2020	\$ 51.26
Change	\$ 0.76
% Change - Tip Fee	<u>1.5050%</u>

CPI Consumer Price Index 12/31/2019	276.0
CPI Consumer Price Index 12/31/2020	279.8
Change	3.8
% Change - CPI	<u>1.38%</u>
Cap % 4%	

Rates 7.1.2020

Rate Adjustments effective 7.1.21

Rates 7.1.2021

Description	Frequency per Week	Rates 7.1.2020						Rate Adjustments effective 7.1.21				Rates 7.1.2021					
		Net Operating Expense	Disposal Component	Franchise Fee 10.0%	Customer Total w/o NPDES	NPDES	Customer Total with NPDES	1.38% Net Operating Expense	1.50% Disposal Component	Franchise Fee 10.0%	Customer Total w/o NPDES	Net Operating Expense	Disposal Component	Franchise Fee 10.0%	Customer Total w/o NPDES	NPDES	Customer Total with NPDES
Commercial Multi- Family Rates																	
Commercial - Two Yard Bin																	
	1	\$ 37.31	\$ 27.68	\$ 7.22	\$ 72.21	\$ 5.56	\$ 77.77	\$ 0.51	\$ 0.42	\$ 0.10	\$ 1.03	\$ 37.82	\$ 28.10	\$ 7.32	\$ 73.24	\$ 5.56	\$ 78.80
	2	\$ 59.50	\$ 55.36	\$ 12.76	\$ 127.62	\$ 11.12	\$ 138.74	\$ 0.82	\$ 0.83	\$ 0.18	\$ 1.83	\$ 60.32	\$ 56.19	\$ 12.94	\$ 129.45	\$ 11.12	\$ 140.57
	3	\$ 65.17	\$ 83.04	\$ 16.47	\$ 164.68	\$ 16.68	\$ 181.36	\$ 0.90	\$ 1.25	\$ 0.24	\$ 2.39	\$ 66.07	\$ 84.29	\$ 16.71	\$ 167.07	\$ 16.68	\$ 183.75
	4	\$ 81.88	\$ 110.74	\$ 21.40	\$ 214.02	\$ 22.24	\$ 236.26	\$ 1.13	\$ 1.67	\$ 0.31	\$ 3.11	\$ 83.01	\$ 112.41	\$ 21.71	\$ 217.13	\$ 22.24	\$ 239.37
	5	\$ 98.50	\$ 138.42	\$ 26.33	\$ 263.25	\$ 27.80	\$ 291.05	\$ 1.36	\$ 2.08	\$ 0.38	\$ 3.82	\$ 99.86	\$ 140.50	\$ 26.71	\$ 267.07	\$ 27.80	\$ 294.87
Commercial - Three Yard Bin																	
	1	\$ 56.01	\$ 41.53	\$ 10.83	\$ 108.37	\$ 8.34	\$ 116.71	\$ 0.77	\$ 0.63	\$ 0.16	\$ 1.56	\$ 56.78	\$ 42.16	\$ 10.99	\$ 109.93	\$ 8.34	\$ 118.27
	2	\$ 91.00	\$ 83.04	\$ 19.34	\$ 193.38	\$ 16.68	\$ 210.06	\$ 1.25	\$ 1.25	\$ 0.28	\$ 2.78	\$ 92.25	\$ 84.29	\$ 19.62	\$ 196.16	\$ 16.68	\$ 212.84
	3	\$ 125.98	\$ 124.58	\$ 27.84	\$ 278.40	\$ 25.02	\$ 303.42	\$ 1.74	\$ 1.87	\$ 0.40	\$ 4.01	\$ 127.72	\$ 126.45	\$ 28.24	\$ 282.41	\$ 25.02	\$ 307.43
	4	\$ 160.91	\$ 166.10	\$ 36.33	\$ 363.34	\$ 33.36	\$ 396.70	\$ 2.22	\$ 2.50	\$ 0.52	\$ 5.24	\$ 163.13	\$ 168.60	\$ 36.85	\$ 368.58	\$ 33.36	\$ 401.94
	5	\$ 200.30	\$ 207.62	\$ 45.33	\$ 453.25	\$ 41.70	\$ 494.95	\$ 2.76	\$ 3.12	\$ 0.65	\$ 6.53	\$ 203.06	\$ 210.74	\$ 45.98	\$ 459.78	\$ 41.70	\$ 501.48
Commercial - Four Yard Bin																	
	1	\$ 69.20	\$ 55.36	\$ 13.84	\$ 138.40	\$ 11.12	\$ 149.52	\$ 0.95	\$ 0.83	\$ 0.20	\$ 1.98	\$ 70.15	\$ 56.19	\$ 14.04	\$ 140.38	\$ 11.12	\$ 151.50
	2	\$ 108.15	\$ 110.73	\$ 24.32	\$ 243.20	\$ 22.24	\$ 265.44	\$ 1.49	\$ 1.67	\$ 0.35	\$ 3.51	\$ 109.64	\$ 112.40	\$ 24.67	\$ 246.71	\$ 22.24	\$ 268.95
	3	\$ 147.06	\$ 166.10	\$ 34.80	\$ 347.96	\$ 33.36	\$ 381.32	\$ 2.03	\$ 2.50	\$ 0.50	\$ 5.03	\$ 149.09	\$ 168.60	\$ 35.30	\$ 352.99	\$ 33.36	\$ 386.35
	4	\$ 186.00	\$ 221.47	\$ 45.27	\$ 452.74	\$ 44.48	\$ 497.22	\$ 2.56	\$ 3.33	\$ 0.65	\$ 6.54	\$ 188.56	\$ 224.80	\$ 45.92	\$ 459.28	\$ 44.48	\$ 503.76
	5	\$ 224.61	\$ 276.82	\$ 55.72	\$ 557.15	\$ 55.60	\$ 612.75	\$ 3.09	\$ 4.17	\$ 0.81	\$ 8.07	\$ 227.70	\$ 280.99	\$ 56.53	\$ 565.22	\$ 55.60	\$ 620.82
Commercial - Five Yard Bin																	
	1	\$ 82.40	\$ 69.20	\$ 16.84	\$ 168.44	\$ 13.90	\$ 182.34	\$ 1.13	\$ 1.04	\$ 0.24	\$ 2.41	\$ 83.53	\$ 70.24	\$ 17.08	\$ 170.85	\$ 13.90	\$ 184.75
	2	\$ 126.95	\$ 138.42	\$ 29.48	\$ 294.85	\$ 27.80	\$ 322.65	\$ 1.75	\$ 2.08	\$ 0.43	\$ 4.26	\$ 128.70	\$ 140.50	\$ 29.91	\$ 299.11	\$ 27.80	\$ 326.91
	3	\$ 172.28	\$ 207.62	\$ 42.21	\$ 422.11	\$ 41.70	\$ 463.81	\$ 2.37	\$ 3.12	\$ 0.61	\$ 6.10	\$ 174.65	\$ 210.74	\$ 42.82	\$ 428.21	\$ 41.70	\$ 469.91
	4	\$ 215.98	\$ 276.82	\$ 54.76	\$ 547.56	\$ 55.60	\$ 603.16	\$ 2.97	\$ 4.17	\$ 0.79	\$ 7.93	\$ 218.95	\$ 280.99	\$ 55.55	\$ 555.49	\$ 55.60	\$ 611.09
	5	\$ 260.21	\$ 346.04	\$ 67.37	\$ 673.62	\$ 69.50	\$ 743.12	\$ 3.58	\$ 5.21	\$ 0.98	\$ 9.77	\$ 263.79	\$ 351.25	\$ 68.35	\$ 683.39	\$ 69.50	\$ 752.89
Muti Family Recycling Rate																	
	1	\$ 1.42	\$ -	\$ 0.16	\$ 1.58	\$ -	\$ 1.58	\$ 0.02	\$ -	\$ -	\$ 0.02	\$ 1.44	\$ -	\$ 0.16	\$ 1.60	\$ -	\$ 1.60
Commercial Can (1-Trash 1-Recy)																	
	1	\$ 24.06	\$ 13.84	\$ 4.21	\$ 42.11	\$ 3.52	\$ 45.63	\$ 0.33	\$ 0.21	\$ 0.06	\$ 0.60	\$ 24.39	\$ 14.05	\$ 4.27	\$ 42.71	\$ 3.52	\$ 46.23
	Extra Cart	\$ 1.76	\$ -	\$ 0.20	\$ 1.96	\$ 1.76	\$ 3.72	\$ 0.02	\$ -	\$ -	\$ 0.02	\$ 1.78	\$ -	\$ 0.20	\$ 1.98	\$ 1.76	\$ 3.74
	2	\$ 20.40	\$ 55.36	\$ 8.41	\$ 84.17	\$ 7.04	\$ 91.21	\$ 0.28	\$ 0.83	\$ 0.12	\$ 1.23	\$ 20.68	\$ 56.19	\$ 8.53	\$ 85.40	\$ 7.04	\$ 92.44
	Extra Cart	\$ 3.52	\$ -	\$ 0.39	\$ 3.91	\$ 3.52	\$ 7.43	\$ 0.05	\$ -	\$ 0.01	\$ 0.06	\$ 3.57	\$ -	\$ 0.40	\$ 3.97	\$ 3.52	\$ 7.49
Multi-family Temp Bin(1 wk rental)																	
	1	\$ 45.16	\$ 41.53	\$ 9.64	\$ 96.33	\$ 8.34	\$ 104.67	\$ 0.62	\$ 0.63	\$ 0.14	\$ 1.39	\$ 45.78	\$ 42.16	\$ 9.78	\$ 97.72	\$ 8.34	\$ 106.06

**City of Solana Beach
Multi-Family and Residential Rates
Effective July 1st, 2021**

RSWA Tip Fee 2020	\$ 50.50
RSWA Tip Fee 2020	\$ 51.26
Change	\$ 0.76
% Change - Tip Fee	<u>1.5050%</u>

CPI Consumer Price Index 12/31/2019	276.0
CPI Consumer Price Index 12/31/2020	279.8
Change	3.8
% Change - CPI	<u>1.38%</u>
Cap % 4%	

Rates 7.1.2020

Rate Adjustments effective 7.1.21

Rates 7.1.2021

Description	Frequency per Week	Rates 7.1.2020						Rate Adjustments effective 7.1.21				Rates 7.1.2021					
		Net Operating Expense	Disposal Component	Franchise Fee 10.0%	Customer Total w/o NPDES	Customer Total with NPDES	Customer Total with NPDES	1.38% Net Operating Expense	1.50% Disposal Component	Franchise Fee 10.0%	Customer Total w/o NPDES	Net Operating Expense	Disposal Component	Franchise Fee 10.0%	Customer Total w/o NPDES	Customer Total with NPDES	
Residential Rates (Including Organics)																	
Solid Waste Service (1 cart)	96 gal	\$ 19.06	\$ 4.44	\$ 2.61	\$ 26.11	\$ 1.32	\$ 27.43	\$ 0.26	\$ 0.07	\$ 0.04	\$ 0.37	\$ 19.32	\$ 4.51	\$ 2.65	\$ 26.48	\$ 1.32	\$ 27.80
	64 gal	\$ 19.06	\$ 4.44	\$ 2.61	\$ 26.11	\$ 0.88	\$ 26.99	\$ 0.26	\$ 0.07	\$ 0.04	\$ 0.37	\$ 19.32	\$ 4.51	\$ 2.65	\$ 26.48	\$ 0.88	\$ 27.36
	35 gal	\$ 19.06	\$ 4.44	\$ 2.61	\$ 26.11	\$ 0.44	\$ 26.55	\$ 0.26	\$ 0.07	\$ 0.04	\$ 0.37	\$ 19.32	\$ 4.51	\$ 2.65	\$ 26.48	\$ 0.44	\$ 26.92
Recycling Service (1 cart)	96 gal					\$ 1.32	\$ 1.32									\$ 1.32	\$ 1.32
	64 gal					\$ 0.88	\$ 0.88									\$ 0.88	\$ 0.88
	35 gal					\$ 0.44	\$ 0.44									\$ 0.44	\$ 0.44
Extra Cart	96 gal	\$ 2.94	\$ -	\$ 0.33	\$ 3.27	\$ 1.32	\$ 4.59	\$ 0.04	\$ -	\$ -	\$ 0.04	\$ 2.98	\$ -	\$ 0.33	\$ 3.31	\$ 1.32	\$ 4.63
	64 gal	\$ 2.94	\$ -	\$ 0.33	\$ 3.27	\$ 0.88	\$ 4.15	\$ 0.04	\$ -	\$ -	\$ 0.04	\$ 2.98	\$ -	\$ 0.33	\$ 3.31	\$ 0.88	\$ 4.19
	35 gal	\$ 2.94	\$ -	\$ 0.33	\$ 3.27	\$ 0.44	\$ 3.71	\$ 0.04	\$ -	\$ -	\$ 0.04	\$ 2.98	\$ -	\$ 0.33	\$ 3.31	\$ 0.44	\$ 3.75

Rolloff Rates

Haul Rate	\$ 245.82	\$ -	\$ 27.31	\$ 273.13	\$ 273.13	\$ 3.39	\$ -	\$ 0.38	\$ 3.77	\$ 249.21	\$ -	\$ 27.69	\$ 276.90	\$ 276.90
Disposal Fee per Ton - Trash	\$ -	\$ 50.50	\$ 5.61	\$ 56.11	\$ 56.11	\$ -	\$ 0.76	\$ 0.08	\$ 0.84	\$ -	\$ 51.26	\$ 5.69	\$ 56.95	\$ 56.95
Disposal Fee per Ton - CDI (New)		\$ 72.00	\$ 8.00	\$ 80.00	\$ 80.00	\$ -	\$ 1.08	\$ 0.12	\$ 1.20	\$ -	\$ 73.08	\$ 8.12	\$ 81.20	\$ 81.20

OTHER FEES:

Bin Exchange	\$ 39.28	\$ -	\$ 4.36	\$ 43.64	\$ 43.64	\$ 0.54	\$ -	\$ 0.06	\$ 0.60	\$ 39.82	\$ -	\$ 4.42	\$ 44.24	\$ 44.24
Lock Fees	\$ 8.34	\$ -	\$ 0.93	\$ 9.27	\$ 9.27	\$ 0.11	\$ -	\$ 0.01	\$ 0.12	\$ 8.45	\$ -	\$ 0.94	\$ 9.39	\$ 9.39
Pull Out Fees				\$ -	\$ -								\$ -	\$ -
16' - 50' per bin, per number of service days	\$ 3.79	\$ -	\$ 0.41	\$ 4.20	\$ 4.20	\$ 0.05	\$ -	\$ 0.01	\$ 0.06	\$ 3.84	\$ -	\$ 0.42	\$ 4.26	\$ 4.26
51' or more per bin, per number of service days	\$ 5.13	\$ -	\$ 0.57	\$ 5.70	\$ 5.70	\$ 0.07	\$ -	\$ 0.01	\$ 0.08	\$ 5.20	\$ -	\$ 0.58	\$ 5.78	\$ 5.78
Reinstate Fee:	\$ 24.55	\$ -	\$ 2.73	\$ 27.28	\$ 27.28	\$ 0.34	\$ -	\$ 0.04	\$ 0.38	\$ 24.89	\$ -	\$ 2.77	\$ 27.66	\$ 27.66
Late Fee: Minimum \$3 charge on any delinquent account	\$ 2.70	\$ -	\$ 0.30	\$ 3.00	\$ 3.00					\$ 2.70	\$ -	\$ 0.30	\$ 3.00	\$ 3.00
Bulky Items	\$ 27.57	\$ 9.27	\$ 4.09	\$ 40.93	\$ 40.93	\$ 0.38	\$ 0.14	\$ 0.06	\$ 0.58	\$ 27.95	\$ 9.41	\$ 4.15	\$ 41.51	\$ 41.51
Each Addtl Bulky Item	\$ 3.74	\$ 1.26	\$ 0.56	\$ 5.56	\$ 5.56	\$ 0.05	\$ 0.02	\$ 0.01	\$ 0.08	\$ 3.79	\$ 1.28	\$ 0.57	\$ 5.64	\$ 5.64
Recycling Contamination Fee	\$ 31.66	\$ 9.27	\$ 4.55	\$ 45.48	\$ 45.48	\$ 0.44	\$ 0.14	\$ 0.06	\$ 0.64	\$ 32.10	\$ 9.41	\$ 4.61	\$ 46.12	\$ 46.12
Overage Fee	\$ 31.57	\$ 9.27	\$ 4.54	\$ 45.38	\$ 45.38	\$ 0.43	\$ 0.14	\$ 0.06	\$ 0.63	\$ 32.00	\$ 9.41	\$ 4.60	\$ 46.01	\$ 46.01
Cart Delivery Fee	\$ 14.73	\$ -	\$ 1.64	\$ 16.37	\$ 16.37	\$ 0.20	\$ -	\$ 0.02	\$ 0.22	\$ 14.93	\$ -	\$ 1.66	\$ 16.59	\$ 16.59
Extra Pickup All Bin Sizes	\$ 36.92	\$ -	\$ 4.10	\$ 41.02	\$ 41.02	\$ 0.51	\$ -	\$ 0.06	\$ 0.57	\$ 37.43	\$ -	\$ 4.16	\$ 41.59	\$ 41.59

City of Solana Beach
Commercial Rates
Effective July 1st, 2021

RSWA Tip Fee 2020	\$ 50.50
RSWA Tip Fee 2020	\$ 51.26
Change	\$ 0.76
% Change - Tip Fee	<u>1.50%</u>

CPI Consumer Price Index 12/31/2019	276.03
CPI Consumer Price Index 12/31/2020	<u>279.832</u>
Change	<u>3.8</u>
% Change - CPI	<u>1.38%</u>
Cap % 4%	

Description	Frequency per Week	Rates 7.1.2020					Rate Adjustments effective 7.1.21					Rates 7.1.2021					
		Net Operating Expense	Disposal Component	Franchise Fee 10.0%	Customer Total w/o NPDES	Customer Total with NPDES	1.38% Net Operating Expense	1.50% Disposal Component	Franchise Fee 10.0%	Customer Total w/o NPDES	Customer Total with NPDES	Net Operating Expense	Disposal Component	Franchise Fee 10.0%	Customer Total w/o NPDES	Customer Total with NPDES	
Commercial - Two Yard Bin																	
1		\$ 31.51	\$ 35.18	\$ 7.41	\$ 74.10	\$ 6.83	\$ 80.93	\$ 0.43	\$ 0.53	\$ 0.11	\$ 1.07	\$ 31.94	\$ 35.71	\$ 7.52	\$ 75.17	\$ 6.83	\$ 82.00
2		\$ 54.72	\$ 61.08	\$ 12.87	\$ 128.67	\$ 13.67	\$ 142.34	\$ 0.75	\$ 0.92	\$ 0.19	\$ 1.86	\$ 55.47	\$ 62.00	\$ 13.06	\$ 130.53	\$ 13.67	\$ 144.20
3		\$ 77.79	\$ 86.83	\$ 18.29	\$ 182.91	\$ 20.50	\$ 203.41	\$ 1.07	\$ 1.31	\$ 0.26	\$ 2.64	\$ 78.86	\$ 88.14	\$ 18.55	\$ 185.55	\$ 20.50	\$ 206.05
4		\$ 100.12	\$ 111.74	\$ 23.54	\$ 235.40	\$ 27.34	\$ 262.74	\$ 1.38	\$ 1.68	\$ 0.34	\$ 3.40	\$ 101.50	\$ 113.42	\$ 23.88	\$ 238.80	\$ 27.34	\$ 266.14
5		\$ 123.90	\$ 138.29	\$ 29.13	\$ 291.32	\$ 34.17	\$ 325.49	\$ 1.71	\$ 2.08	\$ 0.42	\$ 4.21	\$ 125.61	\$ 140.37	\$ 29.55	\$ 295.53	\$ 34.17	\$ 329.70
6		\$ 147.03	\$ 164.12	\$ 34.57	\$ 345.72	\$ 41.00	\$ 386.72	\$ 2.03	\$ 2.47	\$ 0.50	\$ 5.00	\$ 149.06	\$ 166.59	\$ 35.07	\$ 350.72	\$ 41.00	\$ 391.72
Commercial - Three Yard Bin																	
1		\$ 47.14	\$ 52.63	\$ 11.10	\$ 110.87	\$ 10.25	\$ 121.12	\$ 0.65	\$ 0.79	\$ 0.16	\$ 1.60	\$ 47.79	\$ 53.42	\$ 11.26	\$ 112.47	\$ 10.25	\$ 122.72
2		\$ 81.78	\$ 91.28	\$ 19.23	\$ 192.29	\$ 20.50	\$ 212.79	\$ 1.13	\$ 1.37	\$ 0.28	\$ 2.78	\$ 82.91	\$ 92.65	\$ 19.51	\$ 195.07	\$ 20.50	\$ 215.57
3		\$ 117.45	\$ 131.10	\$ 27.62	\$ 276.17	\$ 30.75	\$ 306.92	\$ 1.62	\$ 1.97	\$ 0.40	\$ 3.99	\$ 119.07	\$ 133.07	\$ 28.02	\$ 280.16	\$ 30.75	\$ 310.91
4		\$ 151.01	\$ 168.58	\$ 35.51	\$ 355.10	\$ 41.00	\$ 396.10	\$ 2.08	\$ 2.54	\$ 0.51	\$ 5.13	\$ 153.09	\$ 171.12	\$ 36.02	\$ 360.23	\$ 41.00	\$ 401.23
5		\$ 185.57	\$ 207.14	\$ 43.64	\$ 436.35	\$ 51.26	\$ 487.61	\$ 2.56	\$ 3.12	\$ 0.63	\$ 6.31	\$ 188.13	\$ 210.26	\$ 44.27	\$ 442.66	\$ 51.26	\$ 493.92
6		\$ 220.09	\$ 245.67	\$ 51.75	\$ 517.51	\$ 61.51	\$ 579.02	\$ 3.03	\$ 3.70	\$ 0.75	\$ 7.48	\$ 223.12	\$ 249.37	\$ 52.50	\$ 524.99	\$ 61.51	\$ 586.50
Commercial - Four Yard Bin																	
1		\$ 62.68	\$ 69.97	\$ 14.73	\$ 147.38	\$ 13.67	\$ 161.05	\$ 0.86	\$ 1.05	\$ 0.21	\$ 2.12	\$ 63.54	\$ 71.02	\$ 14.94	\$ 149.50	\$ 13.67	\$ 163.17
2		\$ 108.88	\$ 121.53	\$ 25.60	\$ 256.01	\$ 27.34	\$ 283.35	\$ 1.50	\$ 1.83	\$ 0.37	\$ 3.70	\$ 110.38	\$ 123.36	\$ 25.97	\$ 259.71	\$ 27.34	\$ 287.05
3		\$ 155.07	\$ 173.10	\$ 36.46	\$ 364.63	\$ 41.00	\$ 405.63	\$ 2.14	\$ 2.61	\$ 0.53	\$ 5.28	\$ 157.21	\$ 175.71	\$ 36.99	\$ 369.91	\$ 41.00	\$ 410.91
4		\$ 201.16	\$ 224.53	\$ 47.30	\$ 472.99	\$ 54.67	\$ 527.66	\$ 2.77	\$ 3.38	\$ 0.68	\$ 6.83	\$ 203.93	\$ 227.91	\$ 47.98	\$ 478.82	\$ 54.67	\$ 534.49
5		\$ 247.27	\$ 276.00	\$ 58.14	\$ 581.41	\$ 68.34	\$ 649.75	\$ 3.41	\$ 4.15	\$ 0.84	\$ 8.40	\$ 250.68	\$ 280.15	\$ 58.98	\$ 589.81	\$ 68.34	\$ 658.15
6		\$ 293.26	\$ 327.33	\$ 68.96	\$ 689.55	\$ 82.01	\$ 771.56	\$ 4.04	\$ 4.93	\$ 1.00	\$ 9.97	\$ 297.30	\$ 332.26	\$ 69.96	\$ 699.52	\$ 82.01	\$ 781.53
Commercial - Five Yard Bin																	
1		\$ 78.18	\$ 87.27	\$ 18.38	\$ 183.83	\$ 17.09	\$ 200.92	\$ 1.08	\$ 1.31	\$ 0.27	\$ 2.66	\$ 79.26	\$ 88.58	\$ 18.65	\$ 186.49	\$ 17.09	\$ 203.58
2		\$ 135.95	\$ 151.75	\$ 31.96	\$ 319.66	\$ 34.17	\$ 353.83	\$ 1.87	\$ 2.28	\$ 0.46	\$ 4.61	\$ 137.82	\$ 154.03	\$ 32.42	\$ 324.27	\$ 34.17	\$ 358.44
3		\$ 193.68	\$ 216.18	\$ 45.54	\$ 455.40	\$ 51.26	\$ 506.66	\$ 2.67	\$ 3.25	\$ 0.66	\$ 6.58	\$ 196.35	\$ 219.43	\$ 46.20	\$ 461.98	\$ 51.26	\$ 513.24
4		\$ 283.84	\$ 316.84	\$ 66.74	\$ 667.42	\$ 68.34	\$ 735.76	\$ 3.91	\$ 4.77	\$ 0.96	\$ 9.64	\$ 287.75	\$ 321.61	\$ 67.70	\$ 677.06	\$ 68.34	\$ 745.40
5		\$ 308.97	\$ 344.88	\$ 72.65	\$ 726.50	\$ 85.43	\$ 811.93	\$ 4.26	\$ 5.19	\$ 1.05	\$ 10.50	\$ 313.23	\$ 350.07	\$ 73.70	\$ 737.00	\$ 85.43	\$ 822.43
6		\$ 367.10	\$ 409.77	\$ 86.32	\$ 863.19	\$ 102.51	\$ 965.70	\$ 5.06	\$ 6.17	\$ 1.25	\$ 12.48	\$ 372.16	\$ 415.94	\$ 87.57	\$ 875.67	\$ 102.51	\$ 978.18

City of Solana Beach
Commercial Rates
Effective July 1st, 2021

RSWA Tip Fee 2020	\$ 50.50
RSWA Tip Fee 2020	\$ 51.26
Change	\$ 0.76
% Change - Tip Fee	<u>1.50%</u>

CPI Consumer Price Index 12/31/2019	276.03
CPI Consumer Price Index 12/31/2020	<u>279.832</u>
Change	<u>3.8</u>
% Change - CPI	<u>1.38%</u>
Cap % 4%	

Description	Frequency per Week	Rates 7.1.2020						Rate Adjustments effective 7.1.21				Rates 7.1.2021					
		Net Operating Expense	Disposal Component	Franchise Fee 10.0%	Customer Total w/o NPDES	NPDES	Customer Total with NPDES	1.38% Net Operating Expense	1.50% Disposal Component	Franchise Fee 10.0%	Customer Total w/o NPDES	Net Operating Expense	Disposal Component	Franchise Fee 10.0%	Customer Total w/o NPDES	NPDES	Customer Total with NPDES
Commercial Rates																	
Recycle - Two Yard Bin																	
	1	\$ 40.15	\$ -	\$ 4.46	\$ 44.61	\$ 6.83	\$ 51.44	\$ 0.55	\$ -	\$ 0.06	\$ 0.61	\$ 40.70	\$ -	\$ 4.52	\$ 45.22	\$ 6.83	\$ 52.05
	2	\$ 73.53	\$ -	\$ 8.18	\$ 81.71	\$ 13.67	\$ 95.38	\$ 1.01	\$ -	\$ 0.11	\$ 1.12	\$ 74.54	\$ -	\$ 8.29	\$ 82.83	\$ 13.67	\$ 96.50
	3	\$ 106.45	\$ -	\$ 11.83	\$ 118.28	\$ 20.50	\$ 138.78	\$ 1.47	\$ -	\$ 0.16	\$ 1.63	\$ 107.92	\$ -	\$ 11.99	\$ 119.91	\$ 20.50	\$ 140.41
	4	\$ 139.39	\$ -	\$ 15.50	\$ 154.89	\$ 27.34	\$ 182.23	\$ 1.92	\$ -	\$ 0.21	\$ 2.13	\$ 141.31	\$ -	\$ 15.71	\$ 157.02	\$ 27.34	\$ 184.36
	5	\$ 172.32	\$ -	\$ 19.16	\$ 191.48	\$ 34.17	\$ 225.65	\$ 2.37	\$ -	\$ 0.26	\$ 2.63	\$ 174.69	\$ -	\$ 19.42	\$ 194.11	\$ 34.17	\$ 228.28
Recycle - Three Yard Bin																	
	1	\$ 48.51	\$ -	\$ 5.39	\$ 53.90	\$ 10.25	\$ 64.15	\$ 0.67	\$ -	\$ 0.07	\$ 0.74	\$ 49.18	\$ -	\$ 5.46	\$ 54.64	\$ 10.25	\$ 64.89
	2	\$ 88.04	\$ -	\$ 9.78	\$ 97.82	\$ 20.50	\$ 118.32	\$ 1.21	\$ -	\$ 0.13	\$ 1.34	\$ 89.25	\$ -	\$ 9.91	\$ 99.16	\$ 20.50	\$ 119.66
	3	\$ 127.53	\$ -	\$ 14.18	\$ 141.71	\$ 30.75	\$ 172.46	\$ 1.76	\$ -	\$ 0.20	\$ 1.96	\$ 129.29	\$ -	\$ 14.38	\$ 143.67	\$ 30.75	\$ 174.42
	4	\$ 167.02	\$ -	\$ 18.57	\$ 185.59	\$ 41.00	\$ 226.59	\$ 2.30	\$ -	\$ 0.26	\$ 2.56	\$ 169.32	\$ -	\$ 18.83	\$ 188.15	\$ 41.00	\$ 229.15
	5	\$ 206.54	\$ -	\$ 22.95	\$ 229.49	\$ 51.26	\$ 280.75	\$ 2.84	\$ -	\$ 0.32	\$ 3.16	\$ 209.38	\$ -	\$ 23.27	\$ 232.65	\$ 51.26	\$ 283.91
Recycle - Four Yard Bin																	
	1	\$ 53.79	\$ -	\$ 5.98	\$ 59.77	\$ 13.67	\$ 73.44	\$ 0.74	\$ -	\$ 0.08	\$ 0.82	\$ 54.53	\$ -	\$ 6.06	\$ 60.59	\$ 13.67	\$ 74.26
	2	\$ 99.88	\$ -	\$ 11.09	\$ 110.97	\$ 27.34	\$ 138.31	\$ 1.38	\$ -	\$ 0.15	\$ 1.53	\$ 101.26	\$ -	\$ 11.24	\$ 112.50	\$ 27.34	\$ 139.84
	3	\$ 145.99	\$ -	\$ 16.22	\$ 162.21	\$ 41.00	\$ 203.21	\$ 2.01	\$ -	\$ 0.22	\$ 2.23	\$ 148.00	\$ -	\$ 16.44	\$ 164.44	\$ 41.00	\$ 205.44
	4	\$ 192.08	\$ -	\$ 21.34	\$ 213.42	\$ 54.67	\$ 268.09	\$ 2.65	\$ -	\$ 0.29	\$ 2.94	\$ 194.73	\$ -	\$ 21.63	\$ 216.36	\$ 54.67	\$ 271.03
	5	\$ 238.18	\$ -	\$ 26.47	\$ 264.65	\$ 68.34	\$ 332.99	\$ 3.28	\$ -	\$ 0.36	\$ 3.64	\$ 241.46	\$ -	\$ 26.83	\$ 268.29	\$ 68.34	\$ 336.63
Recycle - Five Yard Bin																	
	1	\$ 60.38	\$ -	\$ 6.71	\$ 67.09	\$ 17.09	\$ 84.18	\$ 0.83	\$ -	\$ 0.09	\$ 0.92	\$ 61.21	\$ -	\$ 6.80	\$ 68.01	\$ 17.09	\$ 85.10
	2	\$ 113.06	\$ -	\$ 12.56	\$ 125.62	\$ 34.17	\$ 159.79	\$ 1.56	\$ -	\$ 0.17	\$ 1.73	\$ 114.62	\$ -	\$ 12.73	\$ 127.35	\$ 34.17	\$ 161.52
	3	\$ 165.73	\$ -	\$ 18.41	\$ 184.14	\$ 51.26	\$ 235.40	\$ 2.28	\$ -	\$ 0.25	\$ 2.53	\$ 168.01	\$ -	\$ 18.66	\$ 186.67	\$ 51.26	\$ 237.93
	4	\$ 218.42	\$ -	\$ 24.27	\$ 242.69	\$ 68.34	\$ 311.03	\$ 3.01	\$ -	\$ 0.33	\$ 3.34	\$ 221.43	\$ -	\$ 24.60	\$ 246.03	\$ 68.34	\$ 314.37
	5	\$ 271.10	\$ -	\$ 30.12	\$ 301.22	\$ 85.43	\$ 386.65	\$ 3.73	\$ -	\$ 0.41	\$ 4.14	\$ 274.83	\$ -	\$ 30.53	\$ 305.36	\$ 85.43	\$ 390.79
Commercial Cardboard Recycling																	
2 - Yards																	
	1 x week	\$ 27.93	\$ -	\$ 3.10	\$ 31.03	\$ 6.83	\$ 37.86	\$ 0.38	\$ -	\$ 0.04	\$ 0.42	\$ 28.31	\$ -	\$ 3.14	\$ 31.45	\$ 6.83	\$ 38.28
3 - Yards																	
	1 x week	\$ 41.87	\$ -	\$ 4.65	\$ 46.52	\$ 10.25	\$ 56.77	\$ 0.58	\$ -	\$ 0.06	\$ 0.64	\$ 42.45	\$ -	\$ 4.71	\$ 47.16	\$ 10.25	\$ 57.41
4 - Yards																	
	1 x week	\$ 55.81	\$ -	\$ 6.21	\$ 62.02	\$ 13.67	\$ 75.69	\$ 0.77	\$ -	\$ 0.09	\$ 0.86	\$ 56.58	\$ -	\$ 6.30	\$ 62.88	\$ 13.67	\$ 76.55
5 - Yards																	
	1 x week	\$ 69.97	\$ -	\$ 7.77	\$ 77.74	\$ 17.09	\$ 94.83	\$ 0.96	\$ -	\$ 0.11	\$ 1.07	\$ 70.93	\$ -	\$ 7.88	\$ 78.81	\$ 17.09	\$ 95.90

City of Solana Beach
Commercial Rates
Effective July 1st, 2021

RSWA Tip Fee 2020 \$ 50.50
RSWA Tip Fee 2020 \$ 51.26
Change \$ 0.76
% Change - Tip Fee 1.50%

CPI Consumer Price Index 12/31/2019 276.03
CPI Consumer Price Index 12/31/2020 279.832
Change 3.8
% Change - CPI 1.38%
Cap % 4%

Description	Frequency per Week	Rates 7.1.2020					Rate Adjustments effective 7.1.21				Rates 7.1.2021						
		Net Operating Expense	Disposal Component	Franchise Fee 10.0%	Customer Total w/o NPDES	Customer Total with NPDES	1.38% Net Operating Expense	1.50% Disposal Component	Franchise Fee 10.0%	Customer Total w/o NPDES	Net Operating Expense	Disposal Component	Franchise Fee 10.0%	Customer Total w/o NPDES	Customer Total with NPDES		
Commercial Rates																	
OTHER FEES:																	
Bin Exchange		\$ 39.28	\$ -	\$ 4.36	\$ 43.64	\$ -	\$ 43.64	\$ 0.54	\$ -	\$ 0.06	\$ 0.60	\$ 39.82	\$ -	\$ 4.42	\$ 44.24	\$ -	\$ 44.24
Lock Fees		\$ 8.34	\$ -	\$ 0.93	\$ 9.27	\$ -	\$ 9.27	\$ 0.11	\$ -	\$ 0.01	\$ 0.12	\$ 8.45	\$ -	\$ 0.94	\$ 9.39	\$ -	\$ 9.39
Pull Out Fees																	
16' - 50' per bin, per number of service days		\$ 3.79	\$ -	\$ 0.41	\$ 4.20	\$ -	\$ 4.20	\$ 0.05	\$ -	\$ 0.01	\$ 0.06	\$ 3.84	\$ -	\$ 0.42	\$ 4.26	\$ -	\$ 4.26
51' or more per bin, per number of service days		\$ 5.13	\$ -	\$ 0.57	\$ 5.70	\$ -	\$ 5.70	\$ 0.07	\$ -	\$ 0.01	\$ 0.08	\$ 5.20	\$ -	\$ 0.58	\$ 5.78	\$ -	\$ 5.78
Reinstate Fee:		\$ 24.55	\$ -	\$ 2.73	\$ 27.28	\$ -	\$ 27.28	\$ 0.34	\$ -	\$ 0.04	\$ 0.38	\$ 24.89	\$ -	\$ 2.77	\$ 27.66	\$ -	\$ 27.66
Late Fee: Minimum \$3 charge on any delinquent account																	
		\$ 2.70	\$ -	\$ 0.30	\$ 3.00	\$ -	\$ 3.00					\$ 2.70	\$ -	\$ 0.30	\$ 3.00	\$ -	\$ 3.00
Bulky Items		\$ 27.57	\$ 9.27	\$ 4.09	\$ 40.93	\$ -	\$ 40.93	\$ 0.38	\$ 0.14	\$ 0.06	\$ 0.58	\$ 27.95	\$ 9.41	\$ 4.15	\$ 41.51	\$ -	\$ 41.51
Each Addtl Bulky Item		\$ 3.74	\$ 1.26	\$ 0.56	\$ 5.56	\$ -	\$ 5.56	\$ 0.05	\$ 0.02	\$ 0.01	\$ 0.08	\$ 3.79	\$ 1.28	\$ 0.57	\$ 5.64	\$ -	\$ 5.64
Recycling Contamination Fee		\$ 31.66	\$ 9.27	\$ 4.55	\$ 45.48	\$ -	\$ 45.48	\$ 0.44	\$ 0.14	\$ 0.06	\$ 0.64	\$ 32.10	\$ 9.41	\$ 4.61	\$ 46.12	\$ -	\$ 46.12
Overage Fee		\$ 31.57	\$ 9.27	\$ 4.54	\$ 45.38	\$ -	\$ 45.38	\$ 0.43	\$ 0.14	\$ 0.06	\$ 0.63	\$ 32.00	\$ 9.41	\$ 4.60	\$ 46.01	\$ -	\$ 46.01
Cart Delivery Fee		\$ 14.73	\$ -	\$ 1.64	\$ 16.37	\$ -	\$ 16.37	\$ 0.20	\$ -	\$ 0.02	\$ 0.22	\$ 14.93	\$ -	\$ 1.66	\$ 16.59	\$ -	\$ 16.59
Extra Pickup All Bin Sizes		\$ 36.92	\$ -	\$ 4.10	\$ 41.02	\$ -	\$ 41.02	\$ 0.51	\$ -	\$ 0.06	\$ 0.57	\$ 37.43	\$ -	\$ 4.16	\$ 41.59	\$ -	\$ 41.59

City of Solana Beach
Commercial Commingled Organics
Effective July 1st, 2021

CPI Consumer Price Index 12/31/2019	276.03
CPI Consumer Price Index 12/31/2020	<u>279.832</u>
Change	3.802
% Change - CPI	1.377%

7/1/21 Proposed CPI -adjusted Rates

Commercial Commingled Organics

1st Container

<u>Size</u>	<u>Frequency</u>			<u>Extra Pickup</u>	<u>% Incr</u>
	<u>1</u>	<u>2</u>	<u>3</u>		
Cart (65 gl	\$ 90.96	\$ 181.90	\$ 272.85	\$ 36.38	1.38%
Cart (96 gl	\$ 102.57	\$ 205.15	\$ 307.74	\$ 41.04	1.38%
2 CY	\$ 166.36	\$ 332.73	\$ 499.08	\$ 66.54	1.38%

Each Additional Container

<u>Size</u>	<u>Frequency</u>			<u>% Incr</u>
	<u>1</u>	<u>2</u>	<u>3</u>	
Cart (65 gl	\$ 86.40	\$ 172.81	\$ 259.20	1.38%
Cart (96 gl	\$ 97.45	\$ 194.90	\$ 292.35	1.38%
2 CY	\$ 158.05	\$ 316.08	\$ 474.13	1.38%

Series Id: CUURS49ASA0

Not Seasonally Adjusted

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

Area: Los Angeles-Long Beach-Anaheim, CA

Item: All items

Base Period: 1982-84=100

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2011	228.652	229.729	232.241	233.319	233.367	232.328	231.303	231.833	233.022	233.049	232.731	231.567	231.928	231.606	232.251
2012	233.441	234.537	236.941	236.866	237.032	236.025	235.776	237.222	238.104	240.111	237.675	236.042	236.648	235.807	237.488
2013	238.015	239.753	239.995	239.043	239.346	239.223	238.92	239.219	239.611	239.94	238.677	238.742	239.207	239.229	239.185
2014	239.857	241.059	242.491	242.437	243.362	243.528	243.727	243.556	243.623	243.341	241.753	240.475	242.434	242.122	242.746
2015	239.724	241.297	243.738	243.569	246.093	245.459	247.066	246.328	245.431	245.812	245.711	245.357	244.632	243.313	245.951
2016	247.155	247.113	247.873	248.368	249.554	249.789	249.784	249.7	250.145	251.098	250.185	250.189	249.246	248.309	250.184
2017	252.373	253.815	254.525	254.971	255.674	255.275	256.023	256.739	257.89	258.883	259.135	259.22	256.21	254.439	257.982
2018	261.235	263.012	264.158	265.095	266.148	265.522	266.007	266.665	268.032	269.482	268.56	267.631	265.962	264.195	267.73
2019	269.468	269.608	271.311	273.945	274.479	274.38	274.682	274.579	276.054	278.075	277.239	275.553	274.114	272.199	276.03
2020	277.755	278.657	276.589	275.853	276.842	278.121	279.899	280.116	279.366	279.947	280.102	279.56	278.567	277.303	279.832

CPI Index Change 3.802
CPI % Change 1.377%



Memo

To: James Eggart, General Manager- RSWA
From: Steve South, CEO- EDCO
Date: February 18th 2021
Re: RSWA Tip Fee Calculation for FY 2021/22

As specified in the disposal contract between our organizations, the following formula is used to calculate the RSWA tip fee for the upcoming fiscal year beginning July 1, 2021. Please refer to the attached spreadsheet for 2020 tonnage data and the Consumer Price Index used in the calculation.

The LA-Riverside-Orange County CPI for all Urban Consumers increased 1.45% from December 2019 to December 2020 and therefore the floor of 1.50% will to used.

- $\frac{2}{3}$ (or .6667) of the current tip fee increases by the change in the CPI (floor) of 1.50%. $\frac{2}{3} \times 1.50\% = 1.000\%$.
- $\frac{1}{3}$ (or .3333) of the current tip fee changes by the difference between the CPI (floor) increase of 1.50% and the percentage change in solid waste tonnage generated by RSWA cities from the previous calendar year. In 2020, RSWA tonnage decreased -2.58% when compared to 2019 and therefore will also be adjusted at the CPI floor rate of 1.50%
- $\frac{1}{3}$ (or .3333) of 1.5000% = .5000%.
- The combined effect of the CPI (1.000%) and the decreased tonnage calculation (.50%), results in an allowable increase of 1.5000% applied to the entire rate.

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

The current tip fee of \$50.50 per ton is increased 1.5000% resulting in an increase of \$.7575 per ton or \$.76 per ton. The new tip fee for these four cities on July 1, 2021 is \$51.26 per ton.

2. National City & Poway

The current tip fee in these two cities of \$45.54 is increased 1.5000% resulting in an increase of \$.6831 or \$.68 per ton. The new tip fee for these cities on July 1, 2021 is \$46.22 per ton.

3. Volume Rebate Calculation

The current annual volume rebate of \$283,229.69 is multiplied by the CPI (floor) increase of 1.50%, which generates an additional \$4,284.45 in rebate revenue. The adjusted volume rebate is \$287,478.14. 1/3 of this amount (\$95,826.05), is adjusted by the percentage change in tonnage generated in 2020, (-2.58%). This negative change in tonnage results in a 0% change for this component of the rate. The total volume rebate to be paid to RSWA beginning July 1, 2021 is \$287,478.14.

Please review these calculations at your earliest convenience so we may proceed with rate changes in all RSWA cities.



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 23, 2021
ORIGINATING DEPT: Engineering Department
SUBJECT: **Public Hearing: Consideration of Resolutions 2021-080 and 2021-081 Accepting the Final Engineer’s Report and Ordering the Levy and Collection of Annual Assessments for the City of Solana Beach Coastal Rail Trail Maintenance District**

BACKGROUND:

In 2006, the City Council adopted a resolution forming the City of Solana Beach Coastal Rail Trail (CRT) Maintenance District (“District”) under the provisions of the Landscape and Lighting Act of 1972, Division 15, Part 2, of the California Streets and Highways Code. The District was formed for the purpose of levying and collecting funds for the operations, maintenance, and servicing of landscaping, lighting and all appurtenant facilities related to the District.

On May 26, 2021, the City Council adopted Resolutions 2021-061, 2021-062 and 2021-063 initiating the proceedings for the annual levy of assessments for the District; approving the preliminary CRT Maintenance District Engineer’s Report (Report) for the Fiscal Year (FY) 2021/22 annual levy of assessments for the District; declaring the City’s intent to provide for the annual levy and collection of assessments for the District; and setting a time and place for the public hearing, respectively.

This item is presented to the City Council to conduct the Public Hearing and consider approving Resolution 2021-080 (Attachment 1) accepting the Final CRT Maintenance District Engineer’s Report and Resolution 2021-081 (Attachment 2) ordering the levy and collection of annual assessments for the District for FY 2021/22.

DISCUSSION:

The District’s major costs are for the maintenance and operation of the Coastal Rail Trail (CRT). The maintenance items include landscaping, irrigation and hardscape

CITY COUNCIL ACTION:

maintenance, including tree trimming and graffiti removal. The costs also include the utility charges for water.

The District budget includes funds for capital replacement costs for possible replacement of the following items: landscape, irrigation, pedestrian/bike path and hardscape items. The capital replacement costs also include an operating reserve of 10% of the direct operating and maintenance costs.

The District's assessment methodology uses an Equivalent Benefit Unit ("EBU") System. The EBU method of apportioning benefit is typically viewed as the most appropriate and equitable assessment methodology for districts formed under the 1972 Act. The EBU for the proposed District establishes the single-family detached residential unit as the basic unit, representing 1.0 EBU. The following summarizes the EBU application by land use:

<u>Land Use</u>	<u>EBU</u>
Single-Family Residential	1.0 per parcel
Residential Condominium	1.0 per dwelling unit
Multi-Family Residential	0.75 per dwelling unit
Planned Residential Development	1.0 per proposed unit
Commercial/Industrial	1.0 per parcel
Vacant Single-Family Residential	1.0 per parcel
Vacant Multi-Family Residential	0.75 per parcel
Vacant Commercial/Industrial	1.0 per parcel

The methodology also identifies parcels that are exempt from the proposed District. They may include, but are not limited to, parcels identified as public streets, roadways, dedicated public easements, open space, and rights-of-way. These properties, as well as other publicly owned properties such as schools, the fire station and community centers, are considered to receive little or no benefit from the improvements of the proposed District.

In addition to assigning each property an EBU by land type, the assessment methodology utilizes three zones based on the location of parcels in proximity to the CRT. Properties located the closest to the CRT will receive a greater special benefit than those properties that are located the farthest away from the CRT. A factor is applied to each of the zones according to their locations. The three zones are as follows:

Zone 1:

This zone includes all properties generally located within a few blocks of the CRT. The properties are located east of Acacia Avenue (north of Cliff Street) and Sierra Avenue (south of Cliff Street) and west of Rios Avenue. Parcels in this zone are assessed the EBU amounts based on land use and are then multiplied by a factor of three.

Zone 2:

This zone includes all properties that are generally located west of Acacia Avenue (north of Cliff Street) and Sierra Avenue (south of Cliff Street) and those properties located east of Rios Avenue and west of Interstate 5. Parcels in this zone are assessed the EBU amounts based on land use and are then multiplied by a factor of two.

Zone 3:

This zone includes properties located east of Interstate 5. Parcels in this zone are assessed the EBU amounts based on land use and are then multiplied by a factor of 0.5.

The following shows the maximum assessment rates proposed to be levied in the FY 2021/22 by land use:

Land Use Description	Per	Base Rate Zone 1	Base Rate Zone 2	Base Rate Zone 3
Single-Family Residential	Lot or Parcel	\$23.58	\$15.72	\$3.93
Residential Condominium	Dwelling Unit	\$23.58	\$15.72	\$3.93
Multi-Family Residential	Dwelling Unit	\$17.68	\$11.79	\$2.95
Planned Residential Development	Lot or Dwelling Unit	\$23.58	\$15.72	\$3.93
Commercial/Industrial	Parcel	\$23.58	\$15.72	\$3.93
Vacant Single-Family Residential	Parcel	\$23.58	\$15.72	\$3.93
Vacant Multi-Family Residential	Parcel	\$17.68	\$11.79	\$2.95
Vacant Commercial/Industrial	Parcel	\$23.58	\$15.72	\$3.93
Timeshare Units	1 week of ownership	\$ 0.00	\$ 0.00	\$0.00
Exempt Parcels	Parcel	\$ 0.00	\$ 0.00	\$0.00
Public Owned Parcels	Parcel	\$ 0.00	\$ 0.00	\$0.00

The 1972 Act requires the City Council to adopt a resolution annually directing the preparation and filing of an Annual Report and a Resolution of Intention to renew the annual assessments for the District. The resolutions declare the City Council's intention to levy and collect assessments and set the date of the public hearing at which the assessments will be levied. The law requires the assessment information to be submitted to the County by August 10th of each year.

Fiscal Year 2021/22 Benefit Fees

Attachment 3 is the proposed Coastal Rail Trail Maintenance District Engineer's Report for FY 2021/22 (Report). The Report contains an overview of the District, a description of the services and improvements to be maintained, the proposed FY 2021/22 Budget, and the method of apportionment.

The Report identifies and allocates costs and assessments of the District based on provisions of the Landscaping and Lighting Act of 1972 (1972 Act) and the Streets and Highways Code of California. Per the 1972 Act, the Maximum Assessment may be increased using the lesser of the increase in the San Diego Consumer Price Index for All Urban Consumers (CPI-U) or the maximum of the first year levy beginning in Fiscal Year 2007/2008, known as the Assessment Range Formula (2.0%). The Maximum Assessment adjusted annually by this formula is not considered an increased assessment because it is consistent with the formula approved by the vote in January 2006.

The CPI-U for 2020 was 1.50%. Since the maximum amount the assessment is allowed to increase each year is equal to the CPI-U but not greater than 2.00%, the assessments for FY 2021/22 are proposed to increase by 1.50% per Table 1 of the Report. The City has notified the property owners about levying and collecting the assessment in the Coastal Rail Trail Maintenance District by publishing a notice of this public hearing in the San Diego Union-Tribune on June 2, 2021.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The District began assessing a benefit charge in FY 2006/07. The proposed annual amount of the Equivalent Benefit Unit for FY 2021/22 is \$7.86. The amount proposed for FY 2021/22 represents an annual increase of \$0.10 per EBU from last year's assessment, which is consistent with the approval of the District by the vote of the property owners in January 2006.

Based on the above methodology and included in the Engineer's Report, the CRT is expected to receive \$82,271 in benefit charge revenues. Total expenditures expected to be spent on the CRT are \$93,902. The shortfall of \$11,631, or the difference between the amount expected to be received (\$82,271) and the amount expected to be spent (\$93,902), will be covered by available projected reserves in the CRT fund of \$88,611 on July 1, 2021. The CRT fund should keep reserves equal to approximately 50% of the annual assessment amount. The proposed budget will reduce the CRT fund balance to approximately \$76,980 by June 30, 2022. This reserve will still be over the 50% recommended maximum fund balance of \$41,136 and will be reduced in future fiscal years until it reaches the 50% recommended maximum fund balance. Once the reserves

are at the 50% recommended maximum fund balance, the additional money needed to replenish the reserve will once again be appropriated from non-CRT funds.

WORK PLAN:

Renewal of the District is consistent with the Fiscal Sustainability section of the FY 2021/22 Work Plan.

OPTIONS:

- Approve Staff recommendation.
- Do not renew the CRT Maintenance District and fund the cost for maintenance of the CRT through the General Fund.
- Provide direction.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council:

1. Conduct the Public Hearing: Open the public hearing, Report Council disclosures, Receive public testimony, Close the public hearing.
2. Adopt Resolution 2021-080, approving the Engineer's Report regarding the Coastal Rail Trail Maintenance District.
3. Adopt Resolution 2021-081, ordering the levy and collection of the annual assessments regarding the Coastal Rail Trail Maintenance District for Fiscal Year 2021/22.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2021-080
2. Resolution 2021-081
3. Engineer's Report for FY 2021/22

RESOLUTION 2021-080

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING THE FISCAL YEAR 2021/22 ENGINEER'S REPORT REGARDING THE COASTAL RAIL TRAIL MAINTENANCE DISTRICT

WHEREAS, the City Council, pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (the "Act"), did by previous Resolution order the Assessment Engineer, Koppel & Gruber Public Finance, to prepare and file the Fiscal Year (FY) 2021/22 Engineer's Report for the City of Solana Beach Coastal Rail Trail Maintenance District (District); and

WHEREAS, the Assessment Engineer has prepared and filed with the City Clerk of the City of Solana Beach, California and the City Clerk has presented to the City Council such report entitled City of Solana Beach Coastal Rail Trail Maintenance District Engineer's Report FY 2021/22 ("Report") as required by the Act; and

WHEREAS, the City Council has carefully examined and reviewed the Report as presented, considered all oral and written comments presented with respect to the District and Report at a noticed Public Hearing and has discussed any necessary or desired modifications to the Report, and is satisfied that the levy for each parcel has been calculated in accordance with the special benefits received from the operation, maintenance and services performed, as set forth in the Report.

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

1. The above recitals are true and correct.
2. The Report as presented or as modified, contains the following:
 - a. Description of Improvements.
 - b. Diagram of the District.
 - c. Method of Apportionment that details the method of calculating each parcel's proportional special benefits and annual assessment.

- d. The FY 2021/22 Assessment based upon the Method of Apportionment as approved by the property owners pursuant to the provision of the California Constitution Article XIID Section 4.
 - e. An Assessment Range Formula for calculating annual inflationary adjustments to the initial "Maximum Assessment" (Adjusted Maximum Levy per benefit unit), also approved by the property owners.
 - f. The FY 2021/22 Annual Budget (Costs and Expenses) and the resulting FY 2021/22 assessment (levy per benefit unit) for the fiscal year.
 - g. The District Roll containing the levy for each Assessor's Parcel Number within the District for FY 2021/22.
3. The City Clerk is hereby directed to enter on the minutes of the City Council any and all modifications to the Report determined and approved by the City Council, and all such changes and/or modifications by reference are to be incorporated into the Report.
 4. The City Council is satisfied with the Report as presented or modified, each and all of the budget items and documents as set forth therein, and is satisfied that the FY 2021/22 annual assessments contained therein are consistent with the assessments approved by the property owners and spread in accordance with the special benefits received from the improvements pursuant to the provisions of the California Constitution Article XIID.
 5. The Report is hereby approved as submitted or modified and ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

6. The City Clerk shall certify to the passage and adoption of this resolution, and the minutes of this meeting shall so reflect the presentation and approval of the Report as submitted or modified.

PASSED AND ADOPTED this 23rd day of June, 2021, at a regularly scheduled meeting of the by the City council of the City of Solana Beach by the following vote:

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

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

RESOLUTION 2021-081

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ORDERING THE LEVY AND COLLECTION OF ANNUAL ASSESSMENTS REGARDING THE COASTAL RAIL TRAIL MAINTENANCE DISTRICT FOR FISCAL YEAR 2021/22

WHEREAS, the City Council has, by previous resolutions, initiated proceedings to form and declare its intention to levy and collect annual assessments against parcels of land within the City of Solana Beach Coastal Rail Trail Maintenance District ("District"), for the Fiscal Year (FY) commencing July 1, 2021 and ending June 30, 2022 pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (Act) to pay the costs and expenses of operating, maintaining and servicing the improvements and appurtenant facilities related thereto; and

WHEREAS, Koppel & Gruber Public Finance, the Assessment Engineer selected by the City Council, has prepared and filed with the City Clerk, and the City Clerk has presented to the City Council the Engineer's Report entitled City of Solana Beach Coastal Rail Trail Maintenance District Engineer's Report FY 2021/22 ("Report") in connection with the proposed levy and collection of special benefit assessment upon eligible parcels of land within the District, and the City Council did by previous resolution approve such Report; and

WHEREAS, the City Council desires to levy and collect assessments against parcels of land within the District for the Fiscal Year commencing July 1, 2021 and ending June 30, 2022, to pay the costs and expenses of operating, maintaining and servicing the improvements and appurtenant facilities related thereto; and

WHEREAS, the City Council, following notice duly given, has held a full and fair Public Hearing on June 23, 2021, regarding the levy and collection of assessments as described in the Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters, pursuant to the Act and in accordance with the provisions of the California Constitution Article XIID.

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

1. The above recitals are true and correct.
2. Following notice duly given, the City Council has held a full and fair public hearing regarding the levy and collection of the assessments, the Report prepared in connection therewith, and considered all oral and written statements,

protests and communications made or filed by interested persons regarding these matters.

3. The City Council desires to levy and collect assessments against parcels of land within the District for the fiscal year commencing July 1, 2021 and ending June 30, 2022, to pay the costs and expenses of operating, maintaining and servicing the landscaping, public lighting improvements and appurtenant facilities located within public places in the District.
4. The City Council has carefully reviewed and examined the Report in connection with the District, and the levy and collection of assessments. Based upon its review of the Report, a copy of which has been presented to the City Council and which has been filed with the City Clerk, hereby finds that the City Council determines that:
 - a. The territory of land within the District will receive special benefits from the operation, maintenance and servicing of the landscaping, lighting, drainage and appurtenant facilities and improvements related thereto.
 - b. The District includes all of the lands so benefited; and
 - c. The amount to be assessed upon the lands within the District, in accordance with the proposed budget for the fiscal year commencing July 1, 2021 and ending June 30, 2022, is apportioned by a formula and method which fairly distributes the net amount among all eligible parcels in proportion to the special benefits, to be received by each parcel from the improvements and services, and is satisfied that the assessments are levied, without regard to property valuation.
5. The Report and FY 2021/22 assessments, as presented to the City Council and on file in the office of the City Clerk, are hereby confirmed as filed.
6. The City Council hereby orders the proposed improvements to be made; the improvements are briefly described as the operation, administration, maintenance and servicing of all public landscaping, lighting improvements and appurtenant facilities and expenses associated with the District, and that will be maintained by the City of Solana Beach or their designee and all such maintenance, operation and servicing of the landscaping, lighting and all appurtenant facilities shall be performed pursuant to the Act. A more complete description of the improvements is detailed in the Report and by reference this document is made part of this resolution.
7. 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, outlined in the Report and such levies shall be collected at the same time and in the same manner as County taxes are collected pursuant to Chapter 4, Article 2, Section 22646 of the Act. After collection by the County, the net amount of the assessments, after deduction of any compensation due the County for collection, shall be paid to the City Treasurer.

- 8. The City Treasurer shall deposit all money from the assessments collected by the County for the District into a fund for the Coastal Rail Trail Maintenance District, and such money shall be expended to pay the costs and expenses of operating, maintaining and servicing the improvements and appurtenant facilities related thereto described above.
- 9. The adoption of this resolution constitutes the authorization of the District levy for the Fiscal Year commencing July 1, 2021 and ending June 30, 2022.
- 10. The City Clerk or Clerk's designee 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 23rd day of June, 2021, at a regularly scheduled meeting of the by the City Council of the City of Solana Beach by the following vote:

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

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



**CITY OF SOLANA BEACH
COASTAL RAIL TRAIL MAINTENANCE DISTRICT
ENGINEER'S REPORT
FISCAL YEAR 2021/2022**

JUNE 23, 2021



KOPPEL & GRUBER
PUBLIC FINANCE

334 VIA VERA CRUZ, SUITE 256
SAN MARCOS
CALIFORNIA 92078

T. 760.510.0290
F. 760.510.0288

ATTACHMENT 3

TABLE OF CONTENTS

SECTION I.	OVERVIEW	1
SECTION II.	PLANS AND SPECIFICATION.....	3
SECTION III.	PROPOSED FISCAL YEAR 2021/2022 BUDGET.....	5
A.	ESTIMATED FISCAL YEAR 2021/2022 BUDGET.....	5
B.	DESCRIPTION OF BUDGET ITEMS.....	7
SECTION IV.	METHOD OF APPORTIONMENT	8
A.	GENERAL	8
B.	GENERAL BENEFIT ANALYSIS	8
C.	SPECIAL BENEFIT ANALYSIS	9
D.	ASSESSMENT METHODOLOGY	10
E.	RATES	12
F.	ASSESSMENT RANGE FORMULA.....	13
SECTION V.	ASSESSMENT ROLL.....	14
SECTION VI.	ASSESEMENT DIAGRAM.....	15

SECTION I. OVERVIEW

A. INTRODUCTION AND BACKGROUND

The Coastal Rail Trail (the “CRT”) is a project sponsored by the cities of Oceanside, Carlsbad, Encinitas, Solana Beach and San Diego for a multi-use pathway (bicycle facilities and pedestrian) that will ultimately extend from the San Luis Rey River in Oceanside to the Santa Fe Depot in San Diego. Each of the sponsoring cities has agreed to construct and maintain the portion of the trail that is located within their jurisdiction. The City of Solana Beach (the “City”) began construction on their portion of the CRT (“City CRT”) in August 2003 by obtaining outside grants and the City CRT was substantially completed in November of 2004.

The City CRT encompasses approximately 1.7 miles extending from the north boundary of the City at the San Elijo Lagoon and the City of Encinitas to the south boundary of the City at Via de la Valle. The Class I bicycle trail proceeds south through the City, crossing Lomas Santa Fe Road and continuing to Via de la Valle in the City of Del Mar.

The City of Solana Beach Coastal Rail Trail Maintenance District (“District”) was formed in January 2006 in order to provide funding for the maintenance of certain public improvements including but not limited to the operation, maintenance and servicing of landscaping and public lighting improvements along the City CRT. This report constitutes the Fiscal Year 2021/2022 Engineer’s Report for the District.

The City Council pursuant to the provisions of the *Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* (“Act”) and in compliance with the substantive and procedural requirements of the *California State Constitution Article XIII C and XIII D* (“Proposition 218”) and the *Proposition 218 Omnibus Implementation Act (Government Code Section 53750 and following)* (the “Implementation Act”) desires to levy and collect annual assessments against lots and parcels within the District beginning in the fiscal year commencing July 1, 2021 and ending June 30, 2022 to pay for the operation, maintenance and servicing of landscaping and public lighting improvements along the City CRT. The proposed assessments are based on the City’s estimate of the costs for Fiscal Year 2021/2022 to maintain the City CRT improvements that provide a special benefit to properties assessed within the District. The assessment rates set for Fiscal Year 2021/2022 as set forth in this Engineer’s Report, do not exceed the maximum rates established at the time the District was formed, therefore, the City and the District are not required to go through a property owner ballot procedure in order to establish the 2021/2022 assessment rates.

B. CONTENTS OF ENGINEER’S REPORT

This Report describes the District boundaries and the proposed improvements to be assessed to the property owners located within the District. The Report is made up of the following sections.

SECTION I. OVERVIEW – Provides a general introduction into the Report and provides background on the District and the assessment.

SECTION II. PLANS AND SPECIFICATIONS – Contains a general description of the improvements that are maintained and serviced by the District.

SECTION III. PROPOSED FISCAL YEAR 2021/2022 BUDGET – Identifies the cost of the maintenance and services to be provided by the District including incidental costs and expenses.

SECTION IV. METHOD OF APPORTIONMENT – Describes the basis in which costs have been apportioned to lots or parcels within the District, in proportion to the special benefit received by each lot or parcel.

SECTION V. ASSESSMENT ROLL – The assessment roll identifies the maximum assessment to be levied to each lot or parcel within the District.

SECTION VI. ASSESSMENT DIAGRAM – Displays a diagram of the District showing the boundaries of the District.

For this Report, each lot or parcel to be assessed, refers to an individual property assigned its own Assessment Parcel Number (“APN”) by the San Diego County (“County”) Assessor’s Office as shown on the last equalized roll of the assessor.

Following the conclusion of the Public Hearing, the City Council will confirm the Report as submitted or amended and may order the collection of assessments for Fiscal Year 2021/2022.

SECTION II. PLANS AND SPECIFICATION

A. GENERAL DESCRIPTION OF THE DISTRICT

The boundaries of the District are defined as being contiguous with the boundaries of the City of Solana Beach. Solana Beach is located approximately thirty miles north of the City of San Diego in the north coastal area of the County. The City is bordered by the Pacific Ocean to the west, the City of Encinitas to the north, the City of Del Mar to the south and the unincorporated village of Rancho Santa Fe to the east.

The properties within the District include single-family residential, multi-family residential, timeshare, commercial, and industrial parcels. Each parcel has been categorized into three zones based upon their general proximity to the City CRT. Please refer to Section IV D of the Report for a further explanation on the zones included within the District.

B. DESCRIPTION OF SERVICES AND IMPROVEMENTS TO BE MAINTAINED

The District provides a funding mechanism for the ongoing maintenance, operation and servicing of landscaping and public lighting improvements that were installed as part of the construction of the City CRT. These improvements may include, but are not limited to, all materials, equipment, utilities, labor, and appurtenant facilities related to those improvements.

The improvements constructed as part of the project that are to be maintained and serviced by the District relate to landscaping and public lighting improvements, and are generally described as follows:

- Concrete and decomposed granite trails including landscaping, irrigation, drainage, grading, lighting, and hardscape features.
- Concrete paths, trees, plantings, lighting, irrigation, conduit, infrastructure, earthwork, trash receptacles, fencing, node structures (bus shelters, art amenities, garden nodes), drinking fountains, signage, and observation deck.
- Open space and irrigated and planted slopes located along the Trail.
- Public lighting facilities within and adjacent to the City CRT.

Maintenance services will be provided by City personnel and/or private contractors. The proposed improvements to be maintained and services are generally described as follows:

LANDSCAPING AND APPURTENANT IMPROVEMENTS

The landscaping improvements and services to be maintained by the District include but are not limited to landscaping, planting, ground cover, shrubbery, turf, trees, irrigation and drainage systems, hardscape, fixtures, sidewalks, fencing and other appurtenant items located along and adjacent to the City CRT.

PUBLIC LIGHTING AND APPURTENANT IMPROVEMENTS

The public lighting improvements to be maintained and serviced include but are not limited to the following, which provide public lighting directly or indirectly to the City CRT or to other public areas associated with or necessary for use of the trail:

- Maintenance, repair and replacement of public light poles and fixtures, including changing light bulbs, painting, photoelectric cell repair or replacement, and repairing damage caused by automobile accidents, vandalism, time, and weather.
- Electrical conduit repair and replacement due to damage by vandalism, time and weather.
- Service-call maintenance, repair and replacement including painting, replacing worn out electrical components and repairing damage due to accidents, vandalism, and weather.
- Payment of the electrical bill for the existing street lighting system.
- Responding to constituent and business inquiries and complaints regarding the public lighting.

Maintenance means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of landscaping and public lighting improvements facilities and appurtenant facilities. This includes repair, removal or replacement of all or part of any of the landscaping and street lighting improvements, or appurtenant facilities; providing for the life, growth, health and beauty of landscaping improvements and for the operation of the lighting improvements.

Servicing means the furnishing of all labor, materials, equipment and utilities necessary to maintain the landscaping improvements and to maintain and operate the public lighting improvements or appurtenant facilities in order to provide adequate illumination.

SECTION III. PROPOSED FISCAL YEAR BUDGET

A. ESTIMATED FISCAL YEAR 2021/2022 BUDGET

A summary of the proposed District Fiscal Year 2021/2022 budget is summarized, by category, in Table 1 shown on the following page:

Table 1

**CITY OF SOLANA BEACH
COASTAL RAIL TRAIL MAINTENANCE DISTRICT
2021/22 BUDGET**

	TOTAL BUDGET	GENERAL BENEFIT PORTION ^{1&2}	PROPOSED FY 2021/22 ASSESSMENT
OPERATING AND MAINTENANCE COSTS			
Operating and Maintenance			
Landscape, Irrigation & Hardscape Maintenance Thru an Outside Contract (Includes Tree Trimming)	\$68,500	\$13,500	\$55,000
Utilities (Water)	\$20,600	\$0	\$20,600
Utilities (Electricity)	\$29,500	\$29,500	\$0
Trail Maintenance (DG & Concrete Paths)	\$1,400	\$0	\$1,400
Graffiti Abatement	\$200	\$0	\$200
Total Operating and Maintenance Costs	\$120,200	\$43,000	\$77,200
CAPITAL REPLACEMENT AND RESERVES			
Capital Replacement			
Landscape & Irrigation Replacement	\$3,600	\$200	\$3,400
Pedestrian/Bicycle Path Replacement	\$2,600	\$200	\$2,400
Hardscape Features Replacement (water fountain, art work, bus shelter)	\$2,600	\$200	\$2,400
Reserves			
Fiscal Year 2021/2021 Reserve Collection	\$0	\$0	\$0
Total Capital Replacement and Reserves	\$8,800	\$600	\$8,200
ADMINISTRATION COSTS			
District Administration Costs			
County SB 2557 Costs			\$300
County Electronic Data Processing Costs			\$602
City Administration/Consultant Costs			\$7,600
Total Administration Costs			\$8,502
AMOUNT TO LEVY			
TOTAL BUDGET			\$93,902
LESS OPERATING RESERVES USED IN FY²			(\$11,631)
TOTAL ASSESSMENT AMOUNT			\$82,271
Total Parcels in the District			13,128
Total Parcels Levied			5,661
Total Equivalent Benefit Units			10,467.13
Proposed Levy Per Equivalent Benefit Unit			\$7.86
Inflation Percentage Applied to Proposed Levy Per EBU			1.50%

OPERATING RESERVES	
Beginning Balance as of 7/1/21	\$88,611
FY 2021/2022 Collection	\$82,271
Expenditures	(\$93,902)
Projected Ending Balance as of 6/30/22 ³	\$76,980
Maximum Cash Flow Reserve Amount	\$41,136

1. While the cost of the electricity is not 100% general benefit, the City is paying for the entire cost through other available funds and none of the cost is being allocated to the parcels located within the District.
2. The CRT landscaping cost is greater than the available funding from the District so other available funding is being utilized to cover the difference.
3. The City is developing a plan on how to utilize the operating reserves on the CRT in the future.

B. DESCRIPTION OF BUDGET ITEMS

The following is a brief description of the major budget categories that includes the detailed costs of maintenance and services for the District included in the table above.

OPERATING AND MAINTENANCE COSTS – This includes the costs of maintaining and servicing the landscaping and lighting improvements. This may include, but is not limited to, the costs for labor, utilities, equipment, supplies, repairs, replacements and upgrades that are required to properly maintain the items that provide a direct benefit to properties located within the District.

CAPITAL REPLACEMENT AND RESERVES – These items provide a funding source to pay for items that wear out over time, other unanticipated items not directly budgeted for and for the replacement of the landscaping, pathways and hardscape features located along and adjacent to the City CRT.

ADMINISTRATION COSTS – This includes the indirect costs not included above that are necessary to pay for administrative costs related to the District, including the levy and submittal of the assessments to the County to be placed on the Fiscal Year 2021/2022 County equalized tax roll, responding to property owner inquiries relating to the assessments and services, and any other related administrative costs.

SECTION IV. METHOD OF APPORTIONMENT

A. GENERAL

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements, which include the construction, maintenance, and servicing of landscaping and public lights and appurtenant facilities.

Streets and Highways Code Section 22573 requires that maintenance assessments be levied according to benefit rather than the assessed value.

“The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.”

In addition, Article XIID and the Implementation Act require that a parcel’s assessment may not exceed the reasonable cost for the proportional special benefit conferred to that parcel. A special benefit is a particular and distinct benefit over and above general benefits conferred on property located within the assessment district. Article XIID and the Implementation Act further provides that only special benefits are assessable and the City must separate the general benefits from the special benefits. They also require that publicly owned properties which specifically benefit from the improvements be assessed.

B. GENERAL BENEFIT ANALYSIS

The improvements described in Section II B of this Report are for the special benefit, enhancement and use of properties within the District. However, the City CRT was constructed as a portion of a much larger regional trail that will extend from the City of Oceanside to the north to the City of San Diego to the south. Residents and property owners located in each of the cities along the trail will receive a special benefit from the construction and maintenance of the trail within their city. Residents from each of these cities will have an opportunity to use the entire trail upon completion including the portion in Solana Beach which creates a general benefit.

Additionally, included among the different property types in the City are timeshare units. Though individuals may purchase and “own” their timeshare unit, their ownership rights are limited and temporary (typically one week per year.) Owners of timeshare units have an opportunity to use the CRT while vacationing in the City. Due to the limited ownership time-frame of timeshare owners, their special benefit is limited and thus considered as part of the general benefit similar to the general benefit to the public at large.

The general benefit portion of the assessment has been determined by looking at each participating city’s trail length as a factor or the entire trail. The City of Solana Beach’s portion of the CRT is 1.7 miles compared to the entire proposed trail length of 44.0 miles. Comparing the length of the City CRT to the total length of the CRT results in a general

benefit of 3.86%. Engineering also determined that timeshares add an additional 2.0% general benefit impact. For rounding purposes after adding the two components (3.86% + 2.0%) the general benefit is considered to be 6.0% overall to the public at large. The budget has been allocated to parcels based on their special benefit share. In addition, the City is paying 100% of the electricity costs, totaling \$29,000, for the District through funds available from other sources resulting in over 30% of the costs paid directly by the City.

C. SPECIAL BENEFIT ANALYSIS

Each of the proposed improvements and the associated costs and assessments within the District has been reviewed, identified and allocated based on special benefit pursuant to the provisions of Article XIID, the Implementation Act, and the Streets and Highways Code Section 22573.

Proper maintenance and operation of the City CRT landscaping, hardscape, open space and public lighting provides special benefit to adjacent properties by providing community character, security, safety and vitality. Additionally, one of the purposes of the trail is to facilitate alternative transportation opportunities in order to reduce air pollution and vehicular traffic congestion which provide special benefit to the properties within the District.

TRAIL AND LANDSCAPING SPECIAL BENEFIT

Landscaping and appurtenant facilities, if well maintained, provide beautification, shade and enhancement of the desirability of the surroundings, and therefore increase property values. Specifically, they provide a sense of ownership and a common theme in the community providing aesthetic appeal, recreational and health opportunities and increased desirability of properties.

PUBLIC LIGHTING SPECIAL BENEFIT

The operation, maintenance and servicing of public lighting along and adjacent to the City CRT provide safety and security to properties along City CRT specifically as follows:

- Improved security, deterrence of crime and aid to police and fire protection.
- Reduced vandalism and damage to the improvements and property.
- Increased business activity to the coastal community during nighttime hours.

D. ASSESSMENT METHODOLOGY

To establish the special benefit to the individual lots or parcels within the District, an Equivalent Benefit Unit system based on land use is used along with a Zone Factor based on geographic proximity to the City CRT.

EQUIVALENT BENEFIT UNITS

Each parcel of land is assigned an Equivalent Benefit Unit in proportion to the estimated special benefit the parcel receives relative to other parcels within the District. The single family detached (“SFD”) residential property has been selected as the basic unit for calculating assessments; therefore, a SFD residential parcel equals one Equivalent Benefit Unit (“EBU”).

The EBU method of apportioning benefit is typically seen as the most appropriate and equitable assessment methodology for districts formed under the 1972 Act, as the benefit to each parcel from the improvements are apportioned as a function of land use type, size and development. A methodology has been developed to relate all other land uses to the SFD residential as described below.

EBU APPLICATION BY LAND USE:

SINGLE-FAMILY RESIDENTIAL — This land use is defined as a fully subdivided residential parcel in which a tract map has been approved and recorded. This land use is assessed 1.0 EBU per lot or parcel. This is the base value that all other land use types are compared and weighted against (i.e. Equivalent Benefit Unit or EBU).

RESIDENTIAL CONDOMINIUM — This land use is defined as a fully subdivided residential parcel that has more than one residential unit developed on the property with individual unit ownership. This land use is assessed 1.0 EBU per dwelling unit.

MULTI-FAMILY RESIDENTIAL — This land use is defined as a fully subdivided residential parcel that has more than one residential unit developed on the property not available for individual unit ownership. This land use is assessed 0.75 EBU per dwelling unit.

PLANNED-RESIDENTIAL DEVELOPMENT — This land use is defined as any property not fully subdivided with a specific number of proposed residential lots or dwelling units to be developed on the parcel. This land use type is assessed at 1.0 EBU per planned (proposed) residential lot or dwelling unit.

COMMERCIAL/INDUSTRIAL — This land use is defined as property developed for either commercial or industrial use. This land use type is assessed at 1.0 EBU per parcel.

VACANT SINGLE-FAMILY RESIDENTIAL — This land use is defined as property currently zoned for single-family detached residential development, but a tentative or final tract map has not been submitted and/or approved. This land use is assessed at 1.0 EBU per parcel.

VACANT MULTI-FAMILY RESIDENTIAL — This land use is defined as property currently zoned for multi-family residential development, but a tentative or final tract map has not been submitted and/or approved. This land use is assessed at 0.75 EBU per parcel.

VACANT COMMERCIAL/INDUSTRIAL — This land use is defined as property currently zoned for either commercial or industrial use. This land use is assessed at 1.0 EBU per parcel.

EXEMPT PARCELS — This land use identifies properties that are not assessed and are assigned 0.0 EBU. This land use classification may include, but is not limited, to lots or parcels identified as public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas and right-of-ways including greenbelts and parkways; utility right-of-ways; common areas, sliver parcels and bifurcated lots or any other property that can not be developed; park properties and other publicly owned properties that are part of the District improvements or that have little or no improvement value. These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment.

PUBLIC OWNED PARCELS — This land use identifies properties that are not assessed and are assigned 0.0 EBU. This land use classification includes other typically non-assessed parcels that are not considered exempt parcels and may include, but is not limited, to lots or parcels identified as schools, government owned buildings, fire and police stations, and administration offices. These types of properties are considered to receive little special benefit from the improvements and any benefit that they may receive is considered to be part of the City’s general benefit contribution to the District.

ZONE FACTOR

The District was divided into three zones based on the proximity of parcels in location to the City CRT. Properties located the closest to the trail will receive a greater special benefit as compared to those parcels the farthest away. In order to calculate this into the assessment a factor is applied to each parcel according to the following Zone location.

ZONE 1 PROPERTIES – This Zone is defined as properties located adjacent to or within a few blocks of the City CRT improvements. This includes all properties that are generally located east of Acacia and Sierra Avenue and west of Rios Avenue. Parcels located in this zone use the EBU amounts derived above based on land use and then multiplied by a proximity factor of three (3).

ZONE 2 PROPERTIES – This Zone is defined as properties located close to the improvements but not adjacent to the City CRT or properties defined as Zone 1 Properties. This includes all properties that are generally located west of Acacia Avenue and also those properties located east of Rios Avenue and west of Interstate-5. Parcels located in this zone use the EBU amounts derived above based on land use and then multiplied by a proximity factor of two (2).

ZONE 3 PROPERTIES – This Zone is defined as properties located the furthest away from the City CRT improvements. This includes all properties that are located east of Interstate-5. Parcels located in this zone use the EBU amounts derived above based on land use and then multiplied by a proximity factor of 0.5.

The following table summarizes the EBU and Zone Factors based on land use.

Table 2

**CITY OF SOLANA BEACH
COASTAL RAIL TRAIL MAINTENANCE DISTRICT
EQUIVALENT BENEFIT UNITS AND ZONE FACTOR BY LAND USE**

Land Use Description	Equivalent Benefit Units (EBUs)	Per	Zone 1 Multiplier	Zone 2 Multiplier	Zone 3 Multiplier	No. of EBUs for Property in Zone 1	No. of EBUs for Property in Zone 2	No. of EBUs for Property in Zone 3
Single Family Residential	1.00	Lot or Parcel	3.00	2.00	0.50	3.00	2.00	0.50
Residential Condominium	1.00	Dwelling Unit	3.00	2.00	0.50	3.00	2.00	0.50
Multi-Family Residential	0.75	Dwelling Unit	3.00	2.00	0.50	2.25	1.50	0.38
		Lot or Dwelling						
Planned Residential Development	1.00	Unit	3.00	2.00	0.50	3.00	2.00	0.50
Commercial/Industrial	1.00	Parcel	3.00	2.00	0.50	3.00	2.00	0.50
Vacant Single Family Residential	1.00	Parcel	3.00	2.00	0.50	3.00	2.00	0.50
Vacant Multi-Family Residential	0.75	Parcel	3.00	2.00	0.50	2.25	1.50	0.38
Vacant Commercial/Industrial	1.00	Parcel	3.00	2.00	0.50	3.00	2.00	0.50
		1 week of						
Timeshare Units	0.00	ownership	3.00	2.00	0.50	0.00	0.00	0.00
Exempt Parcels	0.00	Parcel	3.00	2.00	0.50	0.00	0.00	0.00
Public Owned Parcels	0.00	Parcel	3.00	2.00	0.50	0.00	0.00	0.00

In order to determine the maximum annual assessment rate for each type of land use described above, the following formula is applied:

Applicable EBU * Applicable Zone Factor*Maximum Assessment Rate per 1.0 EBU=Assessment Rate per Unit/Parcel.

E. RATES

Table 3 below shows the maximum assessments rates proposed to be levied in Fiscal Year 2021/2022 by land use. Because the San Diego Consumer Price Index for All Urban Consumers (“CPI-U”) was 1.50% for 2020, the maximum assessments were increased by 1.50% (the lessor of the annual CPI or 2.00%) as allowed for in the assessment range formula discussed below.

Table 3

**CITY OF SOLANA BEACH
COASTAL RAIL TRAIL MAINTENANCE DISTRICT
EQUIVELANT BENEFIT UNITS AND ZONE FACTOR BY LAND USE**

Land Use Description	Per	Base Rate for Zone 1	Base Rate for Zone 2	Base Rate for Zone 3
Single Family Residential	Lot or Parcel	\$23.58	\$15.72	\$3.93
Residential Condominium	Dwelling Unit	\$23.58	\$15.72	\$3.93
Multi-Family Residential	Dwelling Unit	\$17.68	\$11.79	\$2.95
	Lot or Dwelling			
Planned Residential Development	Unit	\$23.58	\$15.72	\$3.93
Commercial/Industrial	Parcel	\$23.58	\$15.72	\$3.93
Vacant Single Family Residential	Parcel	\$23.58	\$15.72	\$3.93
Vacant Multi-Family Residential	Parcel	\$17.68	\$11.79	\$2.95
Vacant Commercial/Industrial	Parcel	\$23.58	\$15.72	\$3.93
Timeshare Units	1 week of ownership	\$0.00	\$0.00	\$0.00
Exempt Parcels	Parcel	\$0.00	\$0.00	\$0.00
Public Owned Parcels	Parcel	\$0.00	\$0.00	\$0.00

F. ASSESSMENT RANGE FORMULA

The purpose of establishing an Assessment Range Formula is to provide for reasonable inflationary increases to the annual assessments without requiring the District to go through an expensive balloting process required by law in order to get a small increase. On July 1, 2007 and each year thereafter, the Maximum Assessment Rate shall be increased by the lesser of Local CPI-U in the San Diego County area or 2.0%. The CPI-U used shall be as determined annually by the Bureau of Labor Statistics beginning with the CPI-U rate increase for 2006.

Beginning in the Fiscal Year 2007/2008 the Maximum Assessment may be increased using the lesser of the increase in the CPI-U from first year levy (the Assessment Range Formula) or 2.0%. This Assessment Rate Formula would be applied every fiscal year thereafter and a new Maximum Assessment will be established to include the allowable increase.

The Maximum Assessment adjusted annually by this formula is not considered an increased assessment. Although the Maximum Assessment will increase each year, the actual assessment will only reflect the necessary budgeted amounts and may remain unchanged. Increases in the budget or an increase in the rate in one year from the prior year will not require a new 218 balloting unless the rate is greater than the Maximum Assessment adjusted to reflect an increase in the CPI-U.

SECTION V. ASSESSMENT ROLL

Parcel identification, for each lot or parcel within the District shall be the parcel as shown on the County Assessor's map for the year in which this Report is prepared.

A listing of parcels assessed within the District, along with the proposed assessment amounts, has been submitted to the City Clerk, under a separate cover, and by reference is made part of this Report. Said listing of parcels to be assessed shall be submitted to the County Auditor/Controller and included on the property tax roll for each parcel in Fiscal Year 2021/2022. If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the current fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be based on the method of apportionment and assessment rate approved in this Report. Therefore, if a single parcel has changed to multiple parcels, the assessment amount applied to each of the new parcels shall be recalculated and applied according to the approved method of apportionment and assessment rate rather than a proportionate share of the original assessment.

SECTION VI. ASSESSMENT DIAGRAM

The parcels within the District consist of all lots, parcels and subdivisions of land located in the City. A boundary map of the area is attached.

CITY OF SOLANA BEACH

CITY OF SOLANA BEACH COASTAL RAIL TRAIL MAINTENANCE DISTRICT

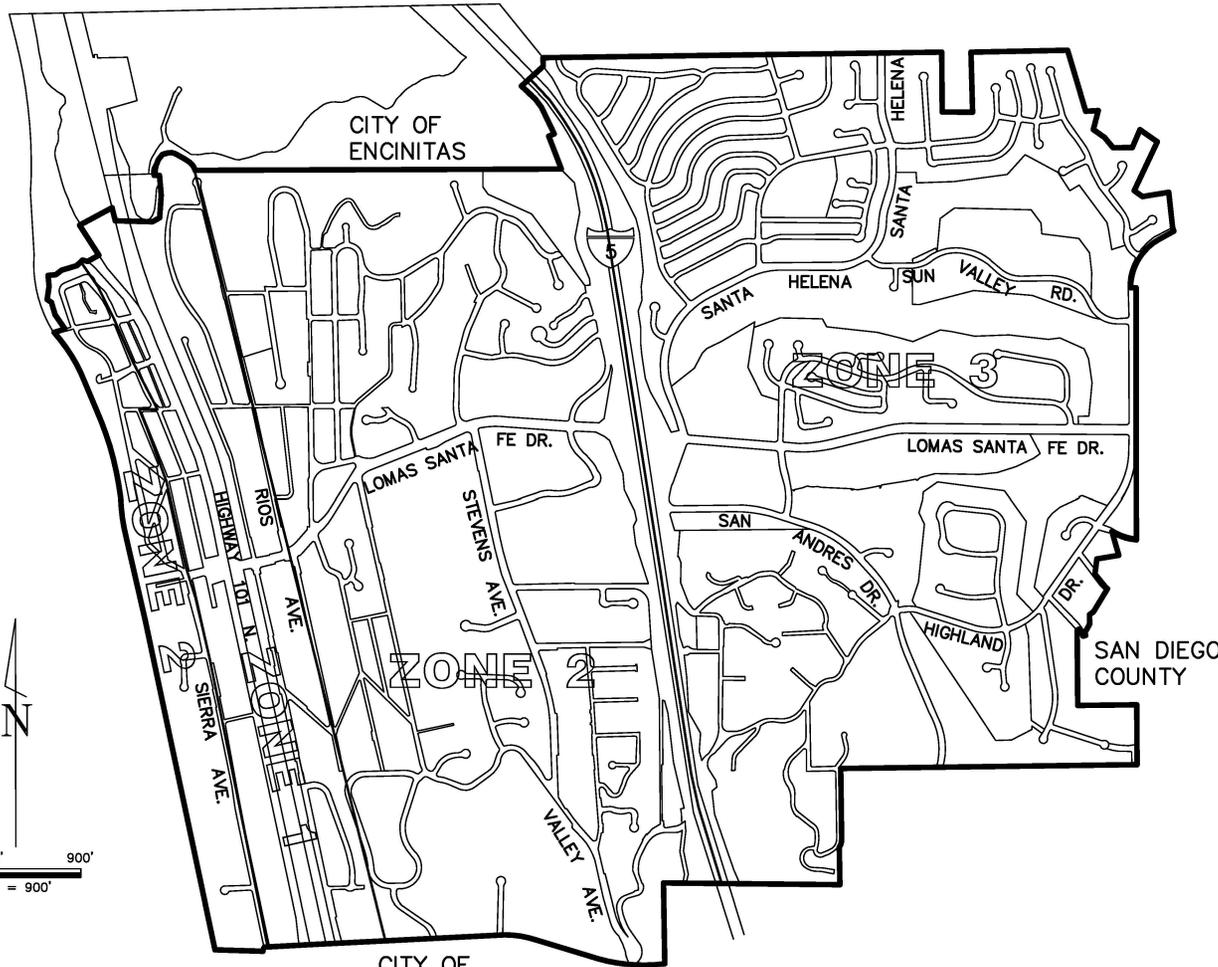
Engineer's Report Fiscal Year 2021/2022

The undersigned respectfully submits the enclosed Report as directed by City Council.

Report Submitted By:

By: Scott Koppel
Scott Koppel
Koppel & Gruber Public Finance

By: M. Sammak
Mohammad Sammak



FILED IN THE OFFICE OF THE CITY CLERK OF THE CITY OF SOLANA BEACH THIS _____ DAY OF _____, 2005.

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING PROPOSED BOUNDARIES OF THE COASTAL RAIL TRAIL MAINTENANCE DISTRICT, CITY OF SOLANA BEACH, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF SOLANA BEACH AT A REGULAR MEETING THEREOF, HELD ON THE _____ DAY OF _____, 2005, BY ITS RESOLUTION NO. _____

CITY CLERK
CITY OF SOLANA BEACH

FILED THIS _____ DAY OF _____, 2005, AT THE HOUR OF _____ O'CLOCK _____ M. IN BOOK _____ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS, AT PAGE(S) _____ AND AS INSTRUMENT NO. _____ IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA.

COUNTY RECORDER
COUNTY OF SAN DIEGO
STATE OF CALIFORNIA

NOTE: FOR PARTICULARS OF THE LINES AND DIMENSIONS OF ASSESSOR'S PARCELS, REFERENCE IS MADE TO THE MAPS OF THE SAN DIEGO COUNTY ASSESSOR OF SAN DIEGO COUNTY RECORDS, WHICH MAPS SHALL GOVERN FOR ALL DETAILS RELATING THERETO.



900' 450' 0' 900'
SCALE : 1" = 900'

KOPPEL & GRUBER
PUBLIC FINANCE

334 Via Vera Cruz
Suite 256
San Marcos, California 92078
Phone (760) 510-0290 Fax (760) 510-0288

PROPOSED BOUNDARY MAP OF COASTAL RAIL TRAIL MAINTENANCE DISTRICT

CITY OF SOLANA BEACH
COUNTY OF SAN DIEGO
STATE OF CALIFORNIA



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 23, 2021
ORIGINATING DEPT: Engineering Department
SUBJECT: **Public Hearing: Consideration of Resolutions 2021-082 and 2021-083 Accepting the Final Engineer’s Report and Ordering the Levy and Collection of Annual Assessments for the City of Solana Beach Lighting Maintenance District for Fiscal Year (FY) 2021/22**

BACKGROUND:

In 1987, the City Council approved formation of the City of Solana Beach Lighting Maintenance District (“District”) under the provisions of the Landscape and Lighting Act of 1972, Division 15, Part 2, of the California Streets and Highways Code. The District was formed for the purpose of levying and collecting funds for the installation, operation and maintenance of street lighting facilities within the City.

On May 26, 2021, Council passed Resolution 2021-064 approving the Preliminary Lighting Maintenance District Engineer’s Report (“Report”) for proceedings for the annual levy of assessments within a special lighting district and Resolution 2021-065 declaring intention to provide for an annual levy and collection of assessments and setting June 23, 2021 as the date of the Public Hearing.

This item is presented to the City Council to conduct the Public Hearing and consider approving Resolution 2021-082 (Attachment 1) accepting the Final Lighting Maintenance District Engineer’s Report and Resolution 2021-083 (Attachment 2) ordering the levy and collection of annual assessments for the District for Fiscal Year (FY) 2021/22.

DISCUSSION:

The District is the successor agency to portions of San Diego County Lighting Maintenance District Nos. 1 and 3 (LMD1 and LMD3). Ballots issued in 1982 and 1984 to levy assessments for LMD1 and LMD3 were approved to have a maximum charge of

CITY COUNCIL ACTION:

\$25.00 per benefit unit. This maximum benefit unit charge will not apply to Zone B of the District as it was formed after Solana Beach was incorporated.

Notice of this public hearing was published in the Union-Tribune on June 2, 2021, as required by Streets and Highways Code and is the only public hearing to receive public input required by law. The assessment information is to be submitted to the County by August 10th of each year.

The current benefit fee for Zone A is \$8.80 per single-family unit per year and \$1.62 per single-family unit per year in Zone B. Zone B consists of the portion of the City adjacent to San Elijo Lagoon and a segment of the City between San Andres Drive and I-5. This zone is the City's "dark sky" area designated in the General Plan as neighborhoods that seek to preserve their traditional semi-rural character, a major component of which is very low levels of nighttime illumination. Zone A consists of all other properties in the City except those in Zone B.

Attachment 3 is the Final Report for FY 2021/22. The basis for spreading the cost of constructing, operating, maintaining and servicing improvements to the benefiting parcels is based on vehicular trip generation rates. Vehicular trips are directly proportional to the concentration and activity associated with each parcel of land. Derivation of Street Lighting Benefit Units, as shown in the Engineer's Report, is based on the most current trip generation rates published by the San Diego Association of Governments. The improvements include those designated in the District boundaries and shown in the Street Light Master Plan.

Fiscal Year 2021/22 Benefit Fees

The total annual amount to be assessed for street lighting is \$77,016. There is no proposed increase to the annual assessment charged to each property but the total amount collected has increased slightly (a total of \$7) due to land use changes in Zone A.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The District has been financed by a benefit charge and by using the District's share of one percent ad valorem property tax revenues since FY 1989/90. The amount to be collected from the benefit assessment is proposed to be \$8.80 per benefit unit in Zone A and \$1.62 in Zone B, which is unchanged from last year.

WORK PLAN:

N/A

OPTIONS:

- Approve Staff recommendation.
- Do not confirm Lighting Maintenance District Engineer's Report and annual levy of assessments
- Provide direction.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council:

1. Conduct the Public Hearing: Open the public hearing, Report Council disclosures, Receive public testimony and Close the public hearing.
2. Adopt Resolution 2021-082 confirming the diagram and assessment and approving the City of Solana Beach Lighting Maintenance District Engineer's Report.
3. Adopt Resolution 2021-083 ordering the levy and collection of annual assessments for FY 2021/22 and ordering the transmission of charges to the County Auditor for collection.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2021-082
2. Resolution 2021-083
3. FY 2021/22 Lighting Maintenance District Engineer's Report

RESOLUTION 2021-082

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING THE FISCAL YEAR 2021/22 ENGINEER'S REPORT REGARDING THE SOLANA BEACH LIGHTING MAINTENANCE DISTRICT

WHEREAS, the City Council, pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (the "Act"), did, by previous Resolution, order the Assessment Engineer, to prepare and file the Fiscal Year (FY) 2021/22 Engineer's Report for the City of Solana Beach Lighting Maintenance District (District); and

WHEREAS, the Assessment Engineer has prepared and filed with the City Clerk of the City of Solana Beach, California, and the City Clerk has presented to the City Council such report entitled City of Solana Beach Lighting Maintenance District Engineer's Report FY 2021/22 ("Report") as required by the Act; and

WHEREAS, the City Council has carefully examined and reviewed the Report as presented, considered all oral and written comments presented with respect to the District and Report at a noticed Public Hearing and has discussed any necessary or desired modifications to the Report, and is satisfied that the levy for each parcel has been calculated in accordance with the special benefits received from the operation, maintenance and services performed, as set forth in the Report.

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

1. The above recitals are true and correct.
2. The Report as presented or as modified, contains the following:
 - a. Description of Improvements.
 - b. Diagram of the District.
 - c. Method of Apportionment that details the method of calculating each parcel's proportional special benefits and annual assessment.
 - d. The FY 2021/22 Assessment based upon the Method of Apportionment determined that all costs and expenses of the work and incidental expenses have been apportioned and distributed to the benefiting parcels in accordance with the special benefits received.

- e. The FY 2021/22 Annual Budget Costs and Expenses and the resulting FY 2021/22 assessment levy per benefit unit for the fiscal year.
 - f. The District Roll containing the levy for each Assessor's Parcel Number within the District for FY 2021/22.
3. The City Clerk is hereby directed to enter on the minutes of the City Council any and all modifications to the Report determined and approved by the City Council, and all such changes and/or modifications by reference are to be incorporated into the Report.
 4. The City Council is satisfied with the Report as presented or modified, each and all of the budget items and documents as set forth therein, and is satisfied that the FY 2021/22 annual assessments and spread in accordance with the special benefits received from the improvements pursuant to the provisions of the California Constitution Article XIID.
 5. The Report is hereby approved as submitted or modified and ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.
 6. The City Clerk shall certify to the passage and adoption of this resolution, and the minutes of this meeting shall so reflect the presentation and approval of the Report as submitted or modified.

PASSED AND ADOPTED this 23rd day of June, 2021, at a regularly scheduled meeting of the by the City council of the City of Solana Beach by the following vote:

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

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

RESOLUTION 2021-083

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA ORDERING THE LEVY AND COLLECTION OF ANNUAL ASSESSMENTS REGARDING THE CITY OF SOLANA BEACH LIGHTING DISTRICT FOR FISCAL YEAR 2021/22

WHEREAS, the City Council has, by previous resolutions, initiated proceedings to form and declared its intention to levy and collect annual assessments against parcels of land within the City of Solana Beach Lighting Maintenance District (“District”), for the Fiscal Year commencing July 1, 2021 and ending June 30, 2022 pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (Act) to pay the costs and expenses of operating, maintaining and servicing the improvements and appurtenant facilities related thereto; and

WHEREAS, the Assessment Engineer has prepared and filed with the City Clerk, and the City Clerk has presented to the City Council, the Engineer’s Report entitled City of City of Solana Beach Lighting Maintenance District Engineer's Report Fiscal Year (FY) 2021/22 (“Report”) in connection with the proposed levy and collection of special benefit assessment upon eligible parcels of land within the District, and the City Council did by previous resolution approve such Report; and

WHEREAS, the City Council desires to levy and collect assessments against parcels of land within the District for the Fiscal Year commencing July 1, 2021 and ending June 30, 2022, to pay the costs and expenses of operating, maintaining and servicing the improvements and appurtenant facilities related thereto; and

WHEREAS, the City Council, following notice duly given, has held a full and fair Public Hearing on June 23, 2021, regarding the levy and collection of assessments as described in the Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters, pursuant to the Act and in accordance with the provisions of the California Constitution Article XIID.

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

1. The above recitals are true and correct.
2. Following notice duly given, the City Council has held a full and fair public hearing regarding the levy and collection of the assessments, the Report prepared in connection therewith, and considered all oral and written statements,

protests and communications made or filed by interested persons regarding these matters.

3. The City Council desires to levy and collect assessments against parcels of land within the District for the fiscal year commencing July 1, 2021 and ending June 30, 2022, to pay the costs and expenses of operating, maintaining and servicing the landscaping, public lighting improvements and appurtenant facilities located within public places in the District.
4. The City Council has carefully reviewed and examined the Report in connection with the District, and the levy and collection of assessments. Based upon its review the Report, a copy of which has been presented to the City Council and which has been filed with the City Clerk, hereby finds that the City Council determines that:
 - a. The territory of land within the District will receive special benefits from the operation, maintenance and servicing of the landscaping, lighting, drainage and appurtenant facilities and improvements related thereto.
 - b. The District includes all of the lands so benefited.
 - c. The amount to be assessed upon the lands within the District, in accordance with the proposed budget for the fiscal year commencing July 1, 2021 and ending June 30, 2022, is apportioned by a formula and method which fairly distributes the net amount among all eligible parcels in proportion to the special benefits, to be received by each parcel from the improvements and services, and is satisfied that the assessments are levied, without regard to property valuation.
5. The Report and FY 2021/22 assessments, as presented to the City Council and on file in the office of the City Clerk, are hereby confirmed as filed.
6. The City Council hereby orders the proposed improvements to be made; the improvements are briefly described as the operation, administration, maintenance and servicing of all public landscaping, lighting improvements and appurtenant facilities and expenses associated with the District, and that will be maintained by the City of Solana Beach or their designee and all such maintenance, operation and servicing of the landscaping, lighting and all appurtenant facilities shall be performed pursuant to the Act. A more complete description of the improvements is detailed in the Report and by reference this document is made part of this resolution.

7. 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, outlined in the Report and such levies shall be collected at the same time and in the same manner as County taxes are collected pursuant to Chapter 4, Article 2, Section 22646 of the Act. After collection by the County, the net amount of the assessments, after deduction of any compensation due the County for collection, shall be paid to the City Treasurer.
8. The City Treasurer, shall deposit all money from the assessments collected by the County for the District into a fund for the Solana Beach Lighting District, and such money shall be expended to pay the costs and expenses of operating, maintaining and servicing the improvements and appurtenant facilities related thereto described above.
9. The adoption of this resolution constitutes the authorization of the District levy for the Fiscal Year commencing July 1, 2021 and ending June 30, 2022.
10. The City Clerk or Clerk's designee 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 23rd day of June, 2021, at a regularly scheduled meeting of the by the City Council of the City of Solana Beach by the following vote:

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

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

**CITY OF SOLANA BEACH
LIGHTING MAINTENANCE DISTRICT
ENGINEER'S REPORT
FISCAL YEAR 2021/2022**



**Prepared by:
Dan Goldberg
Principal Civil Engineer
R.C.E. 57292**

TABLE OF CONTENTS

INTRODUCTION	3
GENERAL DESCRIPTION OF THE DISTRICT.....	3
DESIGNATION OF ZONES.....	4
DISTRICT IMPROVEMENT.....	4
METHOD OF APPORTIONMENT	6
DISTRICT FINANCING	6
ASSESSMENT ROLL	6
CALCULATION OF ASSESSMENT FEES	7
EXHIBIT 1 – STREET LIGHT ZONE MAP	8
EXHIBIT 2 – DERIVATION OF STREET LIGHT BENEFIT UNITS.....	9
EXHIBIT 3 – BUDGET 2021-2022.....	11

Introduction

The City of Solana Beach (“City”) Lighting Maintenance District (“District”) was formed in order to provide funding for operation, maintenance and servicing of all lights within the City, owned both by City of Solana Beach and San Diego Gas and Electric as shown on the City’s Street Light Master Plan. The City Council, pursuant to the provisions of the “Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Street and Highway Code of California” (Act), desires to levy and collect annual assessment against lots and parcels within the District beginning in the fiscal year beginning July 1, 2021 and ending June 30, 2022. The collected assessments would pay for the operation, maintenance and servicing of the public lighting improvements within the City. The proposed assessments are based on the City’s estimate for the cost for fiscal year 2021/2022 to maintain the District that provides a special benefit to properties assessed within the District. The assessment rates set for Fiscal Year 2021/2022, as set forth in this Engineer’s Report (“Report”), do not exceed the maximum rates established at the time the District was formed, therefore, the City and the District are not required to go through property owner ballot procedure in order to establish the 2021/2022 assessment rates. This report describes the District boundaries and the proposed operation, maintenance and services to be assessed to the property owners located within the District. For this Report, each lot or parcel to be assessed refers to an individual property and is assigned its own Assessment Parcel Number (“APN”) by the San Diego County (“County”) Assessor’s Office as shown on the latest equalization roll of the assessor. Following the conclusion of the Public Hearing, the City Council will confirm the Report as submitted or amended and may order the collection of the assessments for Fiscal Year 2021/2022.

General Description of the District

The boundaries of the District are defined as being contiguous with the boundaries of the City of Solana Beach. The properties within the District include single-family residential, multi-family residential, timeshare, multiuse, commercial and industrial parcels.

Section 22573, Landscape and Lighting Act of 1972 (“1972 Act”), requires assessments to be levied according to benefit rather than according to assessed value. This section of the 1972 Act states:

“The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.”

The 1972 Act also provides for the classification of various areas within an assessment district into different zones where, "*...by reason of variations in the nature, location, and extent of the improvements, the various areas will receive differing degrees of benefit from the improvements. A zone shall consist of all territory, which will receive substantially the same degree of benefit from the improvements. An assessment district may consist of contiguous or non-contiguous areas.*"

Properties owned by public agencies, such as a city, county, state, or the federal government, are not assessable without the approval of the particular agency. For this reason, they are traditionally not assessed.

Designation of Zones

The District consists of two zones in the City of Solana Beach; Zone "A" and Zone "B". Properties within Zone "A", which represent the majority of the population, are benefiting from the streetlights on six significant circulation element streets as well as streetlights on their local streets. Properties within Zone "B", also known as "Dark Sky Zone", do not have streetlights on their local streets. These properties benefit only from streetlights on circulation elements and do not benefit from streetlights on local streets. Maps showing the boundaries of the District and the zones are on file in the office of the City Engineer and are attached herein as Exhibit 1.

District Improvements

The public lighting improvements to be maintained and serviced include but are not limited to the following:

- Maintenance, repair and replacement of public light poles and fixtures, including changing light bulbs, painting, photoelectric cell repair or replacement, repairing damages caused by automobile accidents and vandalism, and repairing normal deterioration caused by time and weather.
- Electrical conduit repair and replacement due to damage by vandalism and normal deterioration.
- Service-call maintenance repair and replacement including painting, replacing worn out electrical components and repairing damage due to accidents, vandalism, and normal deterioration.
- Payment of the electrical bill for the existing street lighting system.
- Responding to constituent and business inquiries and complaints regarding the public lighting.

Maintenance

The City provides services and furnishes materials for the ordinary and usual maintenance, operation and servicing of public lighting improvements facilities and appurtenant facilities. This includes inspecting lights during daylight as well as evening hours for condition assessment and performing repair, removal or replacement of all or part of any of the street lighting found to be inoperable in order to provide for the, health welfare and safety of the residents in the district.

Servicing

The City workforces along with assistance from private contractors provide all labor, materials, equipment and utilities necessary to maintain and operate the public lighting improvements or appurtenant facilities in order to provide adequate illumination.

City's Streetlight System

The City's streetlight system consists of streetlights which are owned by the San Diego Gas and Electric (SDG&E) and streetlights that are owned by the City of Solana Beach. A listing (printout) showing the type, size, location and ownership of the specific streetlights in the City is on file in the Office of the City Engineer. There are currently 801 streetlights in the District of which 149 are located on circulation element streets such as Highway 101, Lomas Santa Fe Drive, Via De La Valle, Cedros Avenue, San Andres Drive, Highland Avenue and Stevens Avenue. The remaining 652 streetlights are located on local streets. Approximately 274 streetlights are owned and maintained by SDG&E and the rest are owned and maintained by the City of Solana Beach. The City pays SDG&E for the use of their streetlights. For the purpose of this report, all lights have been analyzed regardless of ownership. Additionally, there are 247 bollard lights and 16 pedestrian pole lights on the Coastal Rail Trail that are included in the District.

Streetlight Retrofit

In April 2012, the City entered into a contract with Chevron Energy Solution (Chevron ES) for a series of energy efficient projects, which included retrofitting all City-owned streetlights to the latest LED technology. This project replaced the approximately two-thirds of the streetlights throughout the City that are owned and operated by the City. The remaining one-third of the streetlights were not retrofitted because they are owned and operated by SDG&E. Because of this partial ownership arrangement, a few streetlights in some neighborhoods remained unchanged.

Capital Improvement Projects

Approximately three years ago, the City converted the light fixtures on Lomas Santa Fe Drive under the Interstate 5 bridge to LED fixtures. A total of 46 light fixtures were retrofitted.

Method of Apportionment

The 1972 Act require that a parcel's assessment may not exceed the reasonable cost for the proportional benefit conferred to that parcel. To establish the benefit to the individual lots or parcels within the district, an Equivalent Benefit Unit ("EBU") system based on land use is used along with special consideration based on City's "Dark Sky Zone". Each parcel of land in the District was determined by the Engineering Department to have a specific land use. Each land use type was assigned a land use factor determined by trip generation rates developed by San Diego Association of Government (SANDAG). If a land use was not included in the SANDAG's study, the Engineering Department made a determination as to its probable trip generation compared to that of a single family residential and assigned a land use factor accordingly. Single-family residential units were assigned a land use factor of 1.0 regardless of its size. The theory is that all single-family residential units, regardless of parcel size, generate approximately the same number of trips and therefore receive the same benefit from the use of streets and their appurtenances such as streetlights. Under this method, vacant lots are assigned an EBU of "0". Exhibit 2 provides the EBU determination for all land uses within the City.

District Financing

The District will be financed by assessing a benefit assessment and by using the District's share of 1.0 percent ad valorem tax revenues. The amount to be generated from the benefit assessment is \$8.80 per benefit unit in Zone "A" and \$1.62 per benefit unit in Zone "B". As mentioned above, the total amount of revenue to be generated by assessment was calculated from a methodology, which identifies two benefit zones within the District. This methodology assumes that circulation element streetlights provide City-wide benefit and therefore properties located in Zone "B", the Dark Sky Zone properties, are assessed for this portion of the District's expenses only. Properties located within Zone "A" are assessed for expenses associated with the streetlights located on the circulation element streets as well as those on local streets. Both the circulation element streetlight benefit and local streetlight benefit are allotted in proportion to the Average Daily Traffic (ADT) generated by properties within the District to establish equivalent benefit charge per property. These are estimates only because the County Assessor's information will not be available until August 2021. The City does not assess governmental agencies owning properties within the District. See Exhibit 3 for the proposed District budget.

Assessment Roll

Parcel identification, for each lot or parcel within the District shall be the parcel as shown on the County Assessor’s map for the year in which this Report is prepared.

A listing of parcels assessed within the District, along with the proposed assessment amounts, has been submitted to the City Clerk, under a separate cover, and by reference is made part of this Report. Said listing of parcels to be assessed shall be submitted to the County Auditor/Controller and included on the property tax roll for each parcel in Fiscal Year 2021/2022. If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the current fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be based on the method of apportionment and assessment rate approved in this Report. Therefore, if a single parcel has changed to multiple parcels, the assessment amount applied to each of the new parcels shall be recalculated and applied according to the approved method of apportionment and assessment rate rather than a proportionate share of the original assessment.

Calculation of Assessment Fees

Following is a calculation of assessment fees for the Solana Beach Lighting District. There are two zones in this lighting district; Zone “A” and Zone “B”.

Total streetlights on six circulation element streets	149
Total streetlights on local streets	652
Total Streetlights	801

Bollard lights on Coastal Rail Trail	247
Pedestrian pole lights on Coastal Rail Trail	16

Total Benefit Units in Zone “A”	8,664
Total Benefit Units in Zone “B”	477

Assessment per Benefit Unit in Zone “A”	\$8.80
Assessment per Benefit Unit in Zone “B”	\$1.62

Total Assessment for Zone “A”	\$76,243
Total Assessment for Zone “B”	\$773

Total Assessment for the District **\$77,016**

EXHIBIT 1

STREET LIGHT ZONE MAP

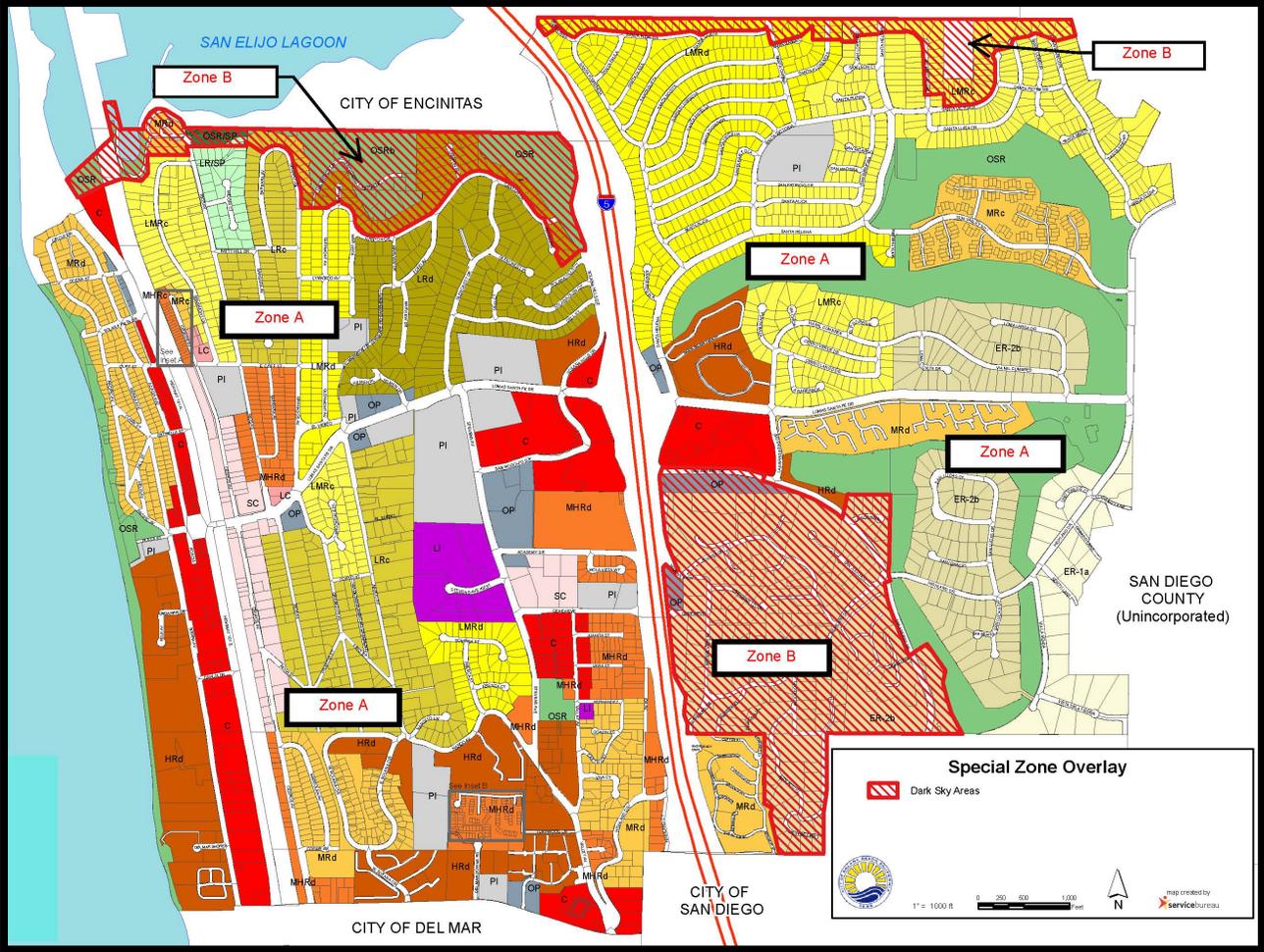


EXHIBIT 2

DERIVATION OF STREET LIGHT BENEFIT UNITS

Traffic generation rates are derived from a report issued by the San Diego Association of Governments (SANDAG) dated April 2002. The information in the report is based on the San Diego Traffic Generators manual. Land uses are defined by the County Assessor. Using traffic generated by single family dwellings as 10 per dwelling unit (d.u.) or 40 per acre, the derivation of Benefit Units from land use is as follows:

<u>LAND USE</u>	<u>BENEFIT UNITS</u>	<u>HOW DERIVED</u>
Vacant Land	0.0	Generates little or no traffic. Assigned a value of 0.0
Residential	1.0/d.u.	<u>10 trips/d.u.</u> 10 trips/d.u.
Time Shares	.02/Time Share	<u>0.2 trips/time share</u> 10 trips/d.u.
Mobilehome/Trailer Parks	0.5/Space	<u>5 trips/d.u. or space</u> 10 trips/d.u.
1-3 Story Misc. Stores	10.0/Acre	<u>400 trips/acre</u> 40 trips/acre
4+ Story Offices/Stores	15.0/Acre	<u>600 trips/acre</u> 40 trips/acre
Regional Shopping Center Medical, Dental, Animal Hospital	12.5/Acre	<u>500 trips/acre</u> 40 trips/acre
Community Shopping Center	17.5/Acre	<u>700 trips/acre</u> 40 trips/acre
Neighborhood Shopping Center	30.0/Acre	<u>1200 trips/acre</u> 40 trips/acre

Hotel, Motel	5.0/Acre	<u>200 trips/acre</u> 40 trips/acre
Convalescent Hospital, Rest Home	1.0/Acre	<u>40 trips/acre</u> 40 trips/acre
Office Condominiums	0.5/Condo	<u>20 trips/condo</u> 10 trips/d.u.
Parking lot, Garage, Used Cars, Auto Sales/Service, Service Station	7.5/Acre	<u>300 trips/acre</u> 40 trips/acre
Bowling Alley	7.5/Acre	<u>300 trips/acre</u> 40 trips/acre

EXHIBIT 3

STREET LIGHTING DISTRICT

PROPOSED BUDGET

FISCAL YEAR 2021-22

	Amended Budget 2020-21	Proposed Budget 2021-22
COSTS		
Energy	93,600	93,600
Maintenance	167,300	208,970
Administration	109,979	109,825
Capital Outlay	0	0
Debt Service	70,400	70,400
Contingency Reserve	2,991,184	3,160,589
TOTAL COSTS	3,432,463	3,643,384

FUNDING		
Property Taxes	521,100	531,500
Benefit Fees	77,000	77,000
Interest	30,000	40,500
Intergovernmental	3,200	3,200
Fund Balance	2,801,163	2,991,184
TOTAL RESOURCES	3,432,463	3,643,384



STAFF REPORT

CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 23, 2021
ORIGINATING DEPT: City Manager's Office
SUBJECT: **FY 2021/22 Community Grant Program Awards**

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 February 10, 2021 City Council meeting, the City Council authorized the Fiscal Year (FY) 2021/22 Community Grant Program. The FY 2021/22 Adopted Budget contains an appropriation in the amount of \$25,000 to fund the Community Grants Program. The City receives a \$15,000 contribution from EDCO as part of their community enhancement efforts, which is used to fund a portion of the \$25,000 budgeted for this program.

At the June 9, 2021 City Council meeting, the grant applicants gave presentations on their respective program requests. There are a total of fourteen (14) applications for a maximum funding request of \$66,568.

This item is before the City Council to select the FY 2021/22 Community Grant Program recipients.

DISCUSSION:

The following fourteen (14) applications were received by the City during the solicitation period (In alphabetical order):

CITY COUNCIL ACTION: _____ _____

Applicant	Amount Requested
Assistance League Rancho San Dieguito	\$3,000
BikeWalk Solana	\$3,600
Boys and Girls Club of San Dieguito	\$5,000
Casa De Amistad	\$5,000
Community Resource Center	\$5,000
Disconnect Collective, Inc.	\$5,000
Girls On The Run	\$5,000
Jaliscience Folkloric Academy	\$5,000
La Colonia Community Foundation	\$5,000
Nature Collective	\$5,000
North Coast Repertory Theatre	\$5,000
North County Immigration & Citizenship Center	\$4,968
San Diego Green Building Council	\$5,000
Solana Beach Civic & Historical Society	\$5,000
Total	\$66,568

The complete applications were included in a separate attachment that was distributed to Council prior to the June 9, 2021 City Council meeting. The City's FY 2021/22 Adopted Budget contains an appropriation in the amount of \$25,000 to be used to fund community grants. 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.

Santa Fe Christian (SFC) Schools Cooperation

Nine 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 contribution ranging from \$10,000 to \$15,000 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 SFC has not confirmed their participation as of yet. Once the City receives information about whether SFC will be able to contribute to this Fiscal Year's Community Grant program, Staff will relay the information to the Council.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The FY 2021/22 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. The appropriation is budgeted in the Contribution to Other Agencies expenditure account in the City Council budget unit.

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.

If Council approves the additional \$5,000 from the Reserve Public Arts Account to be used, the funding breakdown is as follows:

City's FY 2020/21 Adopted Budget -	\$25,000
Public Arts Reserve Account -	\$ 5,000
<u>Santa Fe Christian Schools -</u>	<u>\$ TBD</u>
Total -	\$30,000

The total funding request for FY 2021/22 Community Grant cycle is \$66,568, which leaves \$36,568 unfunded based on the potential available funds listed above. Once SFC confirms the amount they will contribute, Staff will inform the Council.

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:

1. Select the FY 2021/22 Community Grant Program recipients and identify an award amount to each recipient.
2. Adopt Resolution No. 2021-091 (Attachment 1) authorizing the funding for the selected community grant applicants for financial assistance under the FY 2021/22 Community Grant Program.

CITY MANAGER RECOMMENDATION:

Approve Department Recommendation



Gregory Wade, City Manager

Attachments:

1. Resolution 2021-091

RESOLUTION 2021-091

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AUTHORIZING CITY COUNCIL FUNDING FOR SELECTED COMMUNITY GRANT RECIPIENTS FOR FINANCIAL ASSISTANCE UNDER THE FISCAL YEAR (FY) 2021/22 COMMUNITY GRANT PROGRAM

WHEREAS, the City Council approved the offering of the FY 2021/22 Community Grant Program for community service organizations who seek program financial assistance on February 10, 2021; and

WHEREAS, the City Council has approved the allocation of \$25,000 for the purpose of funding the FY 2021/22 Community Grant Program in the FY 2021/22 Adopted Budget; and

WHEREAS, the City Council has received Requests for Financial Assistance for the FY 2021/22 Community Grant Program, reviewed all applications, and has determined the selection of the FY 2021/22 grant recipients and award amounts pursuant to Council Policy No. 14 (Policy).

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

1. That the above recitations are true and correct.
2. That the Council has reviewed all FY 2021/22 Community Grant requests and has determined the selection of the FY 2021/22 grant recipients and award amounts pursuant to Council Policy No. 14, not to exceed the total \$25,000 authorized in the FY 2021/22 Adopted Budget.

PASSED AND ADOPTED this 23rd day of June, 2021, 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 –

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT

CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 23, 2021
ORIGINATING DEPT: City Manager's Department
SUBJECT: **Provide Direction Regarding Potential Building Electrification and Electric Vehicle Charging Infrastructure Amendments to the 2019 Edition of the California Building Standards Code that Would Exceed the Minimum Energy Efficiency Standards Established by the State (Reach Codes)**

BACKGROUND:

The purpose of this report is to provide general information about potential Building Electrification and Electric Vehicle Charging Reach Codes and to receive City Council (Council) direction regarding further study and development of Reach Codes for consideration by the Council later this year. This item would not obligate the Council to adopt Reach Codes. However, development of draft ordinances for consideration and required studies as discussed in this report will require fairly significant time and resources including involvement from the City Attorney's Office; therefore, Staff would like to determine if the Council would like to consider Reach Codes prior to expending resources.

Public Resources Code section 25402.1(h) (2) and section 10-106 of the Building Energy Efficiency Standards establish a process which allows local adoption of amendments to statewide energy standards that are more stringent than the statewide standards (called "Reach Codes") if they are found to be cost effective and require buildings to be designed to consume no more energy than permitted by Title 24 and approved by the California Energy Commission.

Reach Codes are one means to help the City of Solana Beach (City) achieve greenhouse gas (GHG) reduction goals as outlined in its Climate Action Plan (CAP). The City can reduce emissions by powering new and existing buildings and vehicles with GHG-free electricity. Instead of burning natural gas and gasoline to operate buildings and vehicles,

CITY COUNCIL ACTION:

they can run on clean electricity provided by the Clean Energy Alliance (CEA). CEA's base power mix is on track to be 100 percent carbon neutral by 2035, which, with advancements and widespread implementation of renewable energy sources and energy storage, will mean virtually no GHG emissions associated with energy use by electrified appliances and systems in buildings.

This item is before the City Council for discussion and to provide direction to Staff regarding the potential development of Building Electrification and Electric Vehicle Charging Infrastructure Reach Codes.

DISCUSSION:

California Building Standards Code - The California Code of Regulations (CCR) Title 24 is published by the California Building Standards Commission and applies to all buildings throughout the State. Title 24 contains requirements for structural, mechanical, electrical, plumbing, energy conservation, green building, fire/life safety, and accessibility. Cities and counties are required by state law to enforce CCR Title 24, which is a key element of what is commonly referred to as “the Building Code.”

Triennial Code Adoption Cycle - State law requires a new edition of Title 24 every three years. The primary purpose for this cycle is to adopt and amend for California the most recent editions of national model codes, such as the International Building Code, National Electrical Code, Uniform Plumbing Code, and others. This ensures that the Building Code is up to date with best practices regarding building safety, indoor air quality, energy efficiency, etc.

Local Amendments Permitted - Local governments are authorized under state law to adopt local ordinances that make amendments to the Building Code, include Title 24. Amendments must not lessen the effect or intent of Title 24 (can be more rigorous) and require that the Council make findings that the amendment(s) is reasonably necessary because of local climatic, geological, topographic or environmental conditions. Local amendments must be adopted for each new tri-annual update to the Building Code and/or to Title 24 and must be submitted and filed with the State.

Introduction to Reach Codes - State law establishes a process which allows local adoption of energy standards that are more stringent than the statewide standards (see local amendments, above). For energy standards specifically, there is an added requirement that the California Energy Commission (CEC) approve the local amendment and find that the standards will be cost effective and require buildings to be designed to consume no more energy than permitted by Title 24. These local amendments to energy standards are called “Reach Codes” because they are reaching beyond the minimum requirements with the goal of decreasing emissions.

Agencies that adopt Reach Codes must submit to the CEC: (1) the proposed energy standards; (2) the local jurisdiction’s findings and supporting analyses on the energy savings and cost effectiveness of the proposed energy standards; (3) a statement or

finding by the local jurisdiction that the local energy standards will require buildings to be designed to consume no more energy than permitted by Title 24, Part 6; and (4) any findings, determinations, declarations or reports, including any necessary CEQA document. CEC staff will review these documents, post for a 60-day comment period, and bring the application before the full CEC for approval.

2019 Title 24 Update - Before introducing more information about Reach Codes, it is important to note the energy efficiency progress made under the 2019 State Code (baseline). When the 2019 Title 24 Update was presented, the CEC conducted a study of how the changes would affect energy usage and cost impacts as well as greenhouse gas emissions (GHG's). This information refers to statewide averages and is not specific to Solana Beach. The CEC reported*:

Energy and Emissions

With rooftop solar electricity generation (required for new homes), homes built under the 2019 standards use about 53 percent less energy than those under the 2016 standards. This reduces GHG's by 700,000 metric tons over three years.

Nonresidential buildings use about 30 percent less energy under the 2019 standards.

Cost Impacts

On average, the 2019 standards increased the cost of constructing a new home by about \$9,500, but will save \$19,000 in energy and maintenance costs over 30 years. Based on a 30-year mortgage, the Energy Commission estimates that the standards add about \$40 per month for the average home, but save consumers \$80 per month on heating, cooling and lighting bills.

*Information based on state averages and not specific to Solana Beach. Source: An overview of the 2019 Building Energy Efficiency Standards, California Energy Commission

2022 Title 24 Update - The 2022 Building Energy Efficiency Standards (Energy Code) will improve upon the 2019 Energy Code for new construction of, and additions and alterations to, residential and nonresidential buildings. Workshops will be held to present revisions and obtain public comment. Proposed standards will be adopted in 2021 with an effective date of January 1, 2023.

The CEC is proposing several amendments to the Energy Code. The ones below relate to building electrification or building energy efficiency measures:

- Add new requirements that mixed fuel buildings be electric ready, meaning that electrical connections and other features needed to allow use of non-combustion equipment options are installed at the time of initial construction; and

- Improve existing residential energy efficiency standards for solar photovoltaic systems, including battery storage, and associated compliance options; and
- Add new prescriptive solar photovoltaic and battery requirements for the following newly constructed nonresidential building types: high-rise multifamily, hotel-motel, tenant-space, office, medical office or clinic, restaurant, grocery store, retail store, school, and theater/auditorium/convention center buildings; and
- Improve nonresidential and multifamily efficiency standards for building envelopes (e.g., exterior walls, windows, roofs, and floors), fan and duct systems, HVAC controls, boilers and service water heating systems, indoor and outdoor lighting systems, and grid integration equipment such as demand responsive controls.

If formally adopted, these changes may or may not increase construction costs in the same manner that the 2019 code update increased construction costs. The changes are only allowed, however, if the energy savings achieved warrant the costs. And it is possible that Reach Codes adopted by the City would also add to construction costs, although the Reach Codes should only be adopted if these increased costs are outweighed by the savings achieved through energy efficiency.

Because local amendments must be adopted for each new tri-annual update to Title 24 and must be submitted and filed with the State, if the City adopts Reach Codes for the 2019 Building Code, then the City will have to repeat the Reach Code process once the 2021 Building Code is effectuated.

Electric Vehicle Charging Reach Code - The demand for electric vehicles is high and increasing. Separate from the energy standard Reach Codes discussed above, agencies may also exceed the CALGreen electric vehicle (EV) charging requirements. CALGreen is California's state-mandated green building code, formally known as the California Green Building Standards Code, Title 24, Part 11, of the California Code of Regulations. Amendments to the CALGreen requirements do not require cost efficiency analyses. CALGreen already requires level two EV charging capability in new single-family homes. On a per parking space basis, as part of the 2019 CALGreen EV code development, the California Air Resources Board estimated between 8 and 17 metric tons in avoided greenhouse gas emissions annually per EV ready multifamily space in 2025. If so directed, Staff can research a variety of EV parking requirements to present for the Council's consideration.

Significant Remodel Definition – The 2019 State Building Code requirements to install photovoltaic systems only applies to new construction of single-family residential and multi-family residential construction of up to three stories. Since the City is largely built-out, significant construction activity within the City is a result of remodels rather than entirely new construction on vacant lots. Some cities formally establish thresholds for remodels such that if those thresholds are met, then the project should be considered as “new construction” and must therefore follow the 2019 State Building Code requirements. Criteria for setting thresholds can include the percentage of area being

remodeled, certain valuations, or considerations as to whether a roof is being modified during a remodel. Currently, for certain projects in the City when it is necessary to determine whether the project qualifies as a “significant remodel,” Planning Staff will reference the Local Coastal Plan (LCP) for guidance, under which, if 50% or more a major structural component is being replaced, it is considered new development. If Council so directs, Staff could research various options to establish significant remodel thresholds that would trigger requirements to install photovoltaic systems in accordance with the 2019 Building Code requirements and any other requirements adopted in future Building Code cycles.

Work Plan Items – During the FY 2021-2022 Work Plan update process, the Council Environmental Subcommittee proposed the Council prioritize the exploration of reach codes that would require electric fuel sources for space heating, water heating and clothes dryers. The requirements outlined in the table below are a sample of the types of standards that have been adopted in other California cities and that also correspond to these priorities.

Summary of Potential Reach Codes Requirement/Standards	
Building Type	Requirements/Standards
New Residential Buildings (Single-family and three stories or less multifamily)	1. Require electric fuel source for space heating, water heating and clothes dryers. 2. Natural gas can be used (if desired) for cooking appliances and fireplaces. 3. If natural gas appliances are used, locations must also be electrically pre-wired for future electric appliance installation.
Accessory Dwelling Units (ADUs)	4. Some or all ADU types could be exempted from Reach Code requirements.
New Non-Residential Buildings	5. Require to use electricity as the fuel source for all appliances, including but not limited to heating/cooling appliances and clothes dryers. (commercial kitchen cooking appliances and fireplaces may or may not be exempted). 6. Require to install a minimum amount of on-site solar based on square footage: a. Less than 10,000 square feet requires a minimum of three kilowatt photovoltaic system. b. Greater than or equal to 10,000 square feet requires a minimum of five kilowatt photovoltaic system. 7. Exceptions to using natural gas shall include: a. Public agency owned and operated emergency operation centers (such as fire and police stations) can use natural gas. b. Nonresidential kitchens (such as for-profit restaurants) may use natural gas with Building Official approval.

	8. If natural gas appliances are used for any of the above exceptions, locations must also be electrically pre-wired for future electric appliance installation.
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In addition, Council may review Attachment 1 for examples of ordinances adopted in other cities that address the potential Work Plan priority items. The three ordinances included address space heating, water heating, clothes dryers and/or EV infrastructure requirements. Each jurisdiction chose to implement the standards differently. The City of Campbell only applied restrictions on newly constructed residences and only for the purposes of water heating and warm air heating systems. The City of Los Altos also imposed similar restrictions and further required that buildings plumbed for natural gas or propane shall include electric-ready outlets for clothes dryers, cooktops and stand-alone cooking ovens. The final ordinance example is from the City of Brisbane and demonstrates the various EV infrastructure requirements that may be implemented.

Climate Action Plan – In order to reduce GHG emissions, the City’s Climate Action Plan (CAP) adopted in 2018 included energy measures that focused more heavily on the transition to a Community Choice Aggregation (CCA) program to increase the supply of renewable energy sources and on the installation of photovoltaic systems on buildings. The CAP calculated that the transition to a CCA could reduce the City’s GHG emissions by the equivalent of 10,466 metric tons of carbon dioxide (MTCO₂E). The CAP also calculated that if all the solar measures (including the requirement for solar hot water heaters) were fully implemented, the City would achieve a total reduction in GHG’s of 10,293 MTCO₂E. At the time the CAP was adopted, building electrification did not have the momentum it currently has and so only one measure addressed a building electrification item more specifically. The measure (Measure E-6) called for a reduction in non-space/water heating residential natural gas use by 15% that if fully implemented would result in a reduction of 359 MTCO₂E. Thus, Staff does not have the data to inform Council how the implementation of building electrification reach codes will reduce GHG emissions within the City. However, there is some data that addresses potential GHG emission reductions if building electrification was pursued more broadly statewide. The Council could direct Staff to issue a Request for Proposals (RFP) for a consultant to quantify the effect on GHG reductions if various reach code measures were implemented in the City. This could also be included in the upcoming CAP update, which is scheduled to occur in 2022.

Climate Action Commission (CAC) – The CAC has discussed building electrification reach code options at their regularly scheduled monthly meetings and voted to send a letter to Council encouraging quick action to adopt building electrification reach codes. The CAC helped coordinate a community workshop to educate and inform the community about the topic and to hear input and feedback. Based on the information from this workshop, Staff also presented similar information directly to the City’s Business Liaison Committee. In addition, the CAC has been working to propose specific building electrification reach code measures for Council consideration.

In summary, Staff is recommending that the City Council determine whether Reach Codes should be developed for future Council consideration to be included in the local amendments in the 2019 tri-annual code update that are deemed to be cost effective as determined by a cost effectiveness study. The Electric Vehicle Reach Code does not require a cost effectiveness study and is recognized to add construction costs. Agencies are not required to adopt model codes in their entirety and may select Reach Codes that are appropriate for their jurisdiction and found to be cost effective. If directed to prepare Reach Codes, Staff will analyze options, conduct a cost effectiveness study, and prepare a recommendation for Council consideration later this year. It's important to note that there are many model reach codes available with corresponding cost-effectiveness studies already completed, so the City will not necessarily have to expend financial resources to conduct one. In addition, there is a possibility that pro bono legal help might be available to assist the City through the reach code process, but this relationship has not been formalized pending Council direction.

CEQA COMPLIANCE STATEMENT:

This discussion item is not a project as defined by CEQA, because Staff is only seeking direction from Council. If Council directs Staff to develop any reach code drafts, then Staff will assess CEQA considerations at that time.

FISCAL IMPACT:

There is no fiscal impact for this Staff Report except Staff and Attorney time. If direction is given to compile a reach code package for submission to the State, the City will have to formally prepare the proposed energy standards; the local jurisdiction's findings and supporting analyses on the energy savings and cost effectiveness of the proposed energy standards; a statement or finding by the local jurisdiction that the local energy standards will require buildings to be designed to consume no more energy than permitted by Title 24, Part 6; and any findings, determinations, declarations or reports, including any necessary CEQA document. While there are organizations that can provide help to complete some of these tasks on a pro bono basis, and there may be cost-effectiveness studies already completed for the City's climate zone, if the City had to pay for the services completely, estimated costs could be as high as \$150,000 depending upon the complexity. Costs can be more formally assessed pending direction from Council.

WORK PLAN:

This item is being considered in the Environmental Sustainability section of the FY 2021/2022 Work Plan.

OPTIONS:

- Direct Staff to compile reach code samples for consideration.
- Direct Staff to delay reach code development until more information is gathered.

- Direct Staff to conduct additional outreach.
- Provide additional direction, as necessary.

DEPARTMENT RECOMMENDATION:

Staff recommends the City Council discuss and provide direction to Staff regarding the potential development of Building Electrification and Electric Vehicle Charging Infrastructure Reach Codes.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation



Gregory Wade, City Manager

Attachments:

1. Sample Reach Code Ordinances

ORDINANCE NO. _____

**BEING AN ORDINANCE OF THE CITY OF CAMPBELL
AMENDING TITLE 18, Chapter 18.18 OF THE CAMPBELL
MUNICIPAL CODE.**

After notification and public hearing, as specified by law and after presentation by the Building Official, proponents and opponents, the hearing was closed.

After due consideration of all evidence presented, the City Council of the City of Campbell does ordain as follows:

SECTION ONE: New Residential Living Units: Campbell Municipal Code Section 18.18.20 is hereby added to read as follows:

All newly constructed residential living units shall be prohibited from using natural gas or any other carbon-based gas for the purpose of water heating and warm air heating systems in the living unit. This ordinance does not prohibit the use of natural gas for other purposes in the living unit.

SECTION TWO: The changes to Title 18 in 18.18.020 are made to affect the reduction of carbon dioxide in new living units in the City of Campbell. By elimination of natural gas for water heating and warm air heating in new living units, Campbell will slow the effects of climate change and reduce local production of greenhouse gas.

SECTION THREE: This Ordinance shall become effective thirty (30) days following its passage and adoption and shall be published, one time within fifteen (15) days upon passage and adoption in the Campbell Express, a newspaper of general circulation in the City of Campbell, County of Santa Clara.

PASSED AND ADOPTED this ____ day of _____ 2020, by the following roll call vote:

- AYES: COUNCILMEMBERS:
- NOES: COUNCILMEMBERS:
- ABSENT: COUNCILMEMBERS:
- ABSTAIN: COUNCILMEMBERS:

APPROVED: _____
Susan M. Landry, Mayor

Attachment: Ordinance (Amend Title 18, Chapter 18)

ORDINANCE _____**AN ORDINANCE OF THE TOWN OF LOS ALTOS HILLS AMENDING CHAPTER 1.6 (ENERGY CODE) OF TITLE 8 (BUILDING REGULATIONS) OF THE LOS ALTOS HILLS MUNICIPAL CODE AND ADOPT BY REFERENCE REGULATIONS THAT REQUIRE THE ELECTRIFICATION OF SPACE AND WATER HEATING SYSTEMS IN NEW RESIDENTIAL BUILDINGS BASED ON SPECIAL LOCAL CONDITIONS**

WHEREAS, California Health and Safety Code section 17958 requires that cities adopt building regulations that are substantially the same as those adopted by the California Building Standards Commission and contained in the California Code of Regulations – Title 24; and

WHEREAS, the 2019 California Energy Code is a part of the 2019 California Code of Regulations and implements minimum energy efficiency standards in buildings through mandatory requirements, prescriptive standards, and performances standards; and

WHEREAS, Public Resources Code Section 25402.1(h)2 and Section 10-106 of the Building Energy Efficiency Standards (Standards) establish a process which allows local adoption of energy standards that are more stringent than the statewide Standards, provided that such local standards are cost effective and the California Energy Commission finds that the standards will require buildings to be designed to consume no more energy than permitted by the 2019 California Energy Code; and

WHEREAS, the California Statewide Codes and Standards Program led the development of a cost-effectiveness study for Energy Code reach codes that examined different performance-based approaches for new construction of specific building types and determined that such modifications will result in designs that consume less energy than they would under the 2019 State Energy Code; and

WHEREAS, the City Council of the Town of Los Altos Hills finds that the local amendments to the California Energy Code contained in this ordinance are cost effective and will require buildings to be designed to consume no more energy than permitted by the California Energy Code; and

WHEREAS, pursuant to California Health and Safety Code Sections 17958.5, 17958.7 and 18941.5, the City Council of the Town of Los Altos Hills hereby finds that the modifications to the building standards contained in the California Code of Regulations are reasonably necessary based on the following local climatic, geological or topographical conditions:

1. Climatic: The Town is located in Climate Zone 3 as established in the 2019 California Energy Code. Climate Zone 3 incorporates communities near the coast from Marin County to southern Monterey County including Los Altos Hills. The Town experiences precipitation ranging from 18 to 22 inches per year with an average of approximately 20 inches per year. Ninety-five percent of precipitation falls during the months of

November through April, leaving a dry period of approximately six months each year. Relative humidity remains moderate most of the time and temperatures average 80 degrees the mid-50s in winter. These climatic conditions along with the greenhouse emissions generated from residential structures requires exceeding the energy standards for building construction established in the 2019 California Building Standards Code. The Town's City Council also adopted a Climate Action Plan that has a goal of reducing greenhouse gas emissions below 1990 levels by the year 2030. In order to achieve and maintain this goal, the Town needs to adopt policies and regulations that reduce the use of fossil fuels that contribute to climate change, such as natural gas in buildings.

2. **Geologic:** The Town of Los Altos Hills is subject to earthquake hazard caused by its proximity to San Andreas fault. This fault runs from Hollister, through the Santa Cruz Mountains, epicenter of the 1989 Loma Prieta Earthquake, up the San Francisco Peninsula eventually moving offshore at Daly City near Mussel Rock. This fault system is considered a major Northern California earthquake faults which may experience rupture at any time. Thus, because the City is within a seismic area which includes these earthquake faults, the modifications and changes cited herein are designed to better limit property damage as a result of seismic activity.
3. **Topographic:** The Town of Los Altos Hills consists of ridgelines, rolling foothills and deep wooded canyons that affect climate conditions resulting in increased use of heating and cooling systems and the trapping of potential greenhouse gases in the valley floors.

WHEREAS, in accordance with Health and Safety Code section 17958.7, the City Council hereby finds that each of the above findings is applicable to each of the modifications to the 2019 Edition of the California Energy Code described in this ordinance; and

WHEREAS, the City Council of the Town of Los Altos Hills finds that this project is exempt from the provisions of the California Environmental Quality Act ("CEQA"), pursuant to Section 15061(b)(3) of the CEQA Guidelines, because it can be seen with certainty that there is no possibility that the ordinance will have a significant effect on the environment.

NOW, THEREFORE, the City Council of the Town of Los Altos Hills does hereby further ORDAIN as follows:

1. Title 8, Chapter 1.6, "Energy Code," of the Los Altos Hills Municipal Code is hereby amended to add Section 8-1.6.02, with additions in underline and deletions in strikethrough to reflect local amendments. Sections not affected by this amendment are not included below and shall remain in full force and effect.

Chapter 1.6 CALIFORNIA ENERGY CODE

8-1.6.02 Amended sections of adopted code.

Notwithstanding the provisions of Section 8-1.6.01, the Energy Code is amended as follows:

A. Section 100.0 **Scope** under subsection (e) 2. D. **Low-rise residential buildings** is amended to read as follows:

i. **Sections applicable.** Sections 150.0 through 150.1 apply to newly constructed low-rise residential buildings. In addition, all newly constructed residences, newly constructed detached accessory dwelling units, and other newly constructed detached habitable structures shall be electrically heated mixed-fuel buildings as defined in Section 100.1(b).

B. Section 100.1(b) **Definitions** is amended by adding or amending the following definitions to read:

All-electric building is a building that has no natural gas or propane plumbing installed within the building, and that uses electricity as the source of energy for its space heating, water heating, cooking appliances, and clothes drying appliances.

Certified energy analyst is a person registered as a Certified Energy Analyst with the California Association of Building Energy Consultants as of the date of submission of a Certificate of Compliance as required under Section 10.103.

Electrically heated mixed-fuel building is a mixed-fuel building that uses electricity as the source of energy for its space heating and water heating appliances.

Free standing accessory dwelling unit is a detached building that is not intended for sale separate from the primary residence, on a lot that is zoned for single-family or multi-family use, located on the same lot as an existing dwelling, and does not exceed 1,200 square feet of total living area.

Mixed-fuel building is a building that is plumbed for the use of natural gas or propane as fuel for space heating, water heating, cooking appliances and/or clothes drying appliances.

C. Section 150.0 **Mandatory Features and Devices** is amended to read as follows:
Low-rise residential buildings shall comply with the applicable requirements of Sections 150(a) through 150.0(¶ s).

NOTE: The requirements of Sections 150.0(a) through 150.0(¶ s) apply to newly constructed buildings. Sections 150.2(a) and 150.2(b) specify which requirements of Sections 150.0(a) through 150.0(¶ s) also apply to additions or alterations.

D. Section 150.0(h) **Space-conditioning equipment** is amended by adding the following:

5. Systems using gas or propane space heating equipment to serve newly constructed residences, newly constructed detached accessory dwelling units, and other newly constructed detached habitable structures are not permitted.

- E. Section 150.0(n) **Water heating system** is amended by adding the following:
1. Systems using gas or propane water heaters to serve ~~individual dwelling units newly constructed residences, newly constructed detached accessory dwelling units, and other newly constructed detached habitable structures are not permitted.~~ shall include the following components:
 - A. ~~A dedicated 125-volt, 20-amp electrical receptacle that is connected to the electric panel with a 120/240-volt 3-conductor, 10-AWG copper branch circuit within 3 feet from the water heater and accessible to the water heater with no obstructions. In addition, all of the following:~~
 - i. ~~Both ends of the unused conductor shall be labeled with the word “For Future Electric Water Heater” and be electrically isolated; and~~
 - ii. ~~A reserved single pole circuit breaker space in the electrical panel adjacent to the circuit breaker for the branch circuit in A above and labeled with the words “Future 240V use”; and~~
- F. Section 150.0(s) is added to read as follows:
- (s) **Clothes Drying and Cooking.** Buildings plumbed for natural gas or propane clothes drying or cooking equipment shall include the following components for each gas terminal or stub out:
1. **Clothes Drying.**
 - A. A dedicated 208/240-volt, 30-amp or greater electrical receptacle that is connected to the electric panel with conductors of adequate capacity, within 3 feet of the appliance and accessible with no obstructions;
 - B. Both ends of the unused conductor shall be labeled with the words “For Future Electric Clothes Dryer” and be electrically isolated;
 - C. A double pole circuit breaker in the electrical panel labeled with the words “For Future Electric Clothes Dryer;” and
 - D. Other electrical components, including conductors, receptacles or blank covers, related to this section shall be installed in accordance with the California Electrical Code.
 2. **Cooktop.**
 - A. A dedicated 208/240-volt, 50-amp or greater electrical receptacle that is connected to the electric panel with conductors of adequate capacity, within 3 feet of the appliance and accessible with no obstructions;
 - B. Both ends of the unused conductor shall be labeled with the words “For Future Electric Range” and be electrically isolated;
 - C. A double pole circuit breaker in the electrical panel labeled with the words “For Future Electric Range;” and
 - D. Other electrical components, including conductors, receptacles or blank covers, related to this section shall be installed in accordance with the California Electrical Code.
 3. **Stand Alone Cooking Oven.**
 - A. A dedicated 208/240-volt, 20-amp or greater or greater receptacle within 3 feet of the appliance and accessible with no obstructions;

- B. Both ends of the unused conductor shall be labeled with the words “For Future Electric Oven” and be electrically isolated;
- C. A double pole circuit breaker in the electrical panel labeled with the words “For Future Electric Oven;” and
- D. Other electrical components, including conductors, receptacles or blank covers, related to this section shall be installed in accordance with the California Electrical Code.

2. **Severability.** If any provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, the remainder of this ordinance, including the application of such part or provision to other persons or circumstances shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this ordinance are severable. The City Council of the Town of Los Altos Hills hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be held unconstitutional, invalid, or unenforceable.
3. **Effective Date; Publication.** This ordinance shall take effect thirty (30) days after adoption. Within fifteen days after the passage of this ordinance the City Clerk shall cause this ordinance or a summary thereof to be published once, with the names of those City Councilmembers voting for or against it in a newspaper of general circulation in the Town of Los Altos Hills, as required by law. Prior to the effective date of this ordinance, the City Clerk shall further file a copy of the ordinance, with the California Building Standards Commission.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

BY: _____
Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

DRAFT

- c. The applicant may submit a written request for a financial hardship exception, subject to Building Official approval. In such cases, it shall be demonstrated that the costs, including short and long term operating costs, would be more expensive under the ordinance provisions.

SECTION 7: Chapter 15.84 “Electric Vehicle Infrastructure” is added to read as follows:

Chapter 15.84 – Electric Vehicle Infrastructure

15.84.010 - Title.

This chapter shall be known as the City of Brisbane Electric Vehicle Infrastructure Ordinance.

15.84.020 - Authority.

The building official or the building official’s designee shall have the authority to enforce the provisions of this chapter.

15.84.030 - Purpose.

The purpose of this chapter is to provide for electric vehicle charging infrastructure as part of new development projects.

15.84.040 - Application.

This chapter applies to the permitting of all new residential and new non-residential development projects.

15.84.050 – Coordination with state codes

This chapter does not replace the most recent edition of the California Building Code, Title 24, as adopted by the City in Chapter 15.04 of this Code. This chapter 15.84 amends the state code, to place additional requirements on new residential and nonresidential development projects. To the extent the provisions of this chapter conflict with any current or subsequently adopted state code provisions, then the most energy conserving provisions shall supersede and control.

15.84.060 - Definitions:

For the purposes of this chapter, the following definitions shall apply:

- A. EV Capable Parking Space:** “EV Capable Parking Space” means a parking space linked to a listed electrical panel with sufficient capacity to provide at least 110/120 volts and 20 amperes to the parking space. The following shall be addressed in designating an EV Capable Parking Space:

- a. Where, following construction, a parking space would not otherwise be readily linked (or accessible) to the electrical panel, raceways linking the electrical panel and the parking space shall be required in order to be considered EV capable. Determination of linked or accessibility shall be at the discretion of the Building Official.
- b. Inaccessibility (not considered EV Capable) generally includes such cases as, where underground trenching would be required or where penetrations to walls, floors, or other partitions would be required for future installation of branch circuits.
- c. The panel circuit directory shall identify the overcurrent protective device space(s) reserved for EV charging as “EV CAPABLE.”
- d. Raceways shall be at least 1” in diameter and may be sized for multiple circuits as allowed by the California Electrical Code. Construction documents shall indicate future completion of raceway from the panel to the parking space, via the installed inaccessible raceways.

B. Level 1 EV Ready Circuit Parking Space: “Level 1 EV Ready Circuit Parking Space” means a parking space served by a complete electric circuit with a minimum of 110/120 volt, 20-ampere capacity including electrical panel capacity, overprotection device. The following shall be addressed in designating a Level 1 EV Ready Circuit Parking Space:

1. Raceways shall be a minimum 1” diameter and may be sized for multiple circuits as allowed by the California Electrical Code.
2. Wiring shall be included and either
 - i. A receptacle labelled “Electric Vehicle Outlet” with at least a ½” font adjacent to the parking space, or
 - ii. Electric vehicle supply equipment (EVSE).

C. Level 2 EV Ready Circuit Parking Space: “Level 2 EV Ready Circuit Parking Space” means a parking space served by a complete electric circuit with 208/240 volt, 40-ampere capacity including electrical panel capacity, overprotection device. The following shall be addressed in designating a Level 2 EV Ready Circuit Parking Space:

1. It is to be a minimum 1” diameter raceway that may include multiple circuits as allowed by the California Electrical Code.
2. Wiring shall be included and either:
 - i. A receptacle labelled “Electric Vehicle Outlet” with at least a ½” font adjacent to the parking space, or
 - ii. Electric vehicle supply equipment (EVSE) with a minimum output of 30 amperes.

D. Electric Vehicle Charging Station (EVCS): “Electric Vehicle Charging Station (EVCS)” means a parking space that includes installation of electric vehicle supply equipment (EVSE) with a minimum output of 30 amperes connected to a Level 2 EV Ready Circuit. EVCS installation may be used to satisfy a Level 2 EV Ready Circuit requirement.

- E. New Development or New Construction:** “New development or new construction” means construction or reconstruction of a principal structure on a site, to which the parking standards provided in Chapter 17.34 would be applied. Based on the Building Official’s determination, it may include buildings that have been substantially demolished and reconstructed consistent with Chapter 17.38 – Nonconforming Uses and Structures.
- F. Parking Space:** “Parking Space” means an area designed and marked for parking an automobile and recognized by the Building Official towards meeting the minimum parking standards for a site as set forth in Chapter 17.34.

15.84.070 Residential Requirements

New residential construction shall comply with the following provisions:

B. New single family residences, duplexes and townhouses.

3. EV Standards:

- a. For each dwelling unit, where two or more parking spaces are required, at least one Level 2 EV Ready Circuit and one Level 1 EV Ready Circuit is to be installed.
- b. Where only one parking space is required per unit, per Chapter 17.34, only one Level 2 EV Ready Circuit shall be required.

4. Exceptions: The following exceptions apply, subject to Building Official approval:

- d. A reduction in the EV standards may be allowed, if requested in writing by the applicant based on demonstration that the provisions of this section would render the development project infeasible due to associated utility costs. Documentation is to take into account short term and long term cost analysis to the satisfaction of the Building Official.

C. New multifamily dwellings. The following provisions apply to multifamily developments whether parking spaces are assigned or unassigned to individual units:

1. EV Standards:

- a. A minimum of one Level 2 EV Ready Circuit Parking Space per unit shall be provided.
- b. A minimum of 50 percent of required guest spaces shall be Electric Vehicle Charging Station (EVCS) Parking Spaces

2. Exceptions: The following exceptions apply, subject to Building Official approval:

- a. Where less than one parking space per unit is required per Chapter 17.34, the provision of Level 2 EV Ready Circuit Parking Space shall apply only to the parking required per Chapter 17.34. This section does not alter the required minimum number of parking spaces as provided in Chapter 17.34.

- b. When more than 20 multifamily dwelling units are constructed on a building site, load balancing systems may be installed. In such cases, the panel capacity must average a minimum of 16 amperes per EV space. Load balancing systems may be installed to increase the number of EV chargers or the amperage or voltage beyond the minimum required.
- c. A reduction in the EV standards may be allowed, if requested in writing by the applicant based on demonstration that the provisions of this section would render the development project infeasible due to associated utility costs. However, the maximum feasible amount of EV infrastructure shall be provided. Documentation is to take into account short term and long term cost analysis to the satisfaction of the Building Official.

15.84.080 Non-Residential Requirements

New nonresidential construction shall comply with the following provisions:

A. Building Uses with Lower Parking Turnover Rates: For buildings designed for primarily low parking turnover uses, such as Administrative Office, R&D, Industrial, Hotels and School Uses, the following provisions apply to construction of new buildings, as determined by the Building Official. These building uses typically have longer average parking durations as compared to those included in Section 17.84.080.B.

3. EV Standards:

- a. A total of 50% of the parking spaces required per Chapter 17.34 shall be EV, as follows:
 - i. When 10 or more parking spaces are required to be constructed, 15% of the required parking spaces on site shall be equipped with Level 2 EVCS;
 - ii. An additional 10% shall be provided with at least Level 2 EV Ready Circuits; and
 - iii. An additional 25% shall be at least Level 1 EV Capable.
- a. Rounding: Calculations for the required minimum number of spaces equipped with Level 2 EVCS, Level 1 EV Ready spaces and EV Capable spaces shall all be rounded up to the nearest whole number

4. Exceptions: The following exceptions apply, subject to Building Official approval:

- a. A reduction in the EV standards may be allowed, if requested in writing by the applicant based on demonstration that the provisions of this section would render the development project infeasible due to associated utility costs. However, the maximum feasible amount of EV infrastructure shall be provided. Documentation is to take into account short term and long term cost analysis to the satisfaction of the Building Official.
- b. The Building Official may apply EV Space Standards provided in Section 15.84.080.B to uses listed in this section where the applicant has adequately demonstrated that the specific use applied for fits with the Higher Parking Turnover Rates.

B. Building Uses with Higher Parking Turnover Rates: The following provisions apply to construction of new buildings designed for the primary uses of restaurant, retail, meeting

halls, gyms, commercial recreation, professional office and similar, as determined by the Building Official. These building uses typically have shorter average parking durations as compared to those included in Section 17.84.080.A.

1. EV Standards:

b. A total of 25% of the parking spaces required per Chapter 17.34 shall be EV, as follows:

- i. When 10 or more parking spaces are required to be constructed, 15% of the required parking spaces on site shall be equipped with Level 2 EVCS;
- ii. An additional 10% shall be at least Level 1 EV Ready.

a. Rounding: Calculations for the required minimum number of spaces equipped with Level 2 EVCS and Level 1 EV Ready spaces shall be rounded up to the nearest whole number.

2. Exceptions: The following exceptions apply, subject to Building Official approval:

a. A reduction in the EV standards may be allowed, if requested in writing by the applicant based on demonstration that the provisions of this section would render the development project infeasible due to associated utility costs. However, the maximum feasible amount of EV infrastructure shall be provided. Documentation is to take into account short term and long term cost analysis to the satisfaction of the Building Official.

b. Installation of each Direct Current Fast Charger with the capacity to provide at least 80 kW output may substitute for 6 Level 2 EVCS and 5 EV Ready spaces after a minimum of 6 Level 2 EVCS and 5 Level 1 EV Ready spaces are installed.

SECTION 8: If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Brisbane hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases may be held invalid or unconstitutional.

SECTION 9: This Ordinance shall be in full force and effect on January 1, 2020 after its passage and adoption, except that the provisions of Section 7 pertaining to Building Electrification shall be in effect following approval by the California Energy Commission.

* * *

The above and foregoing Ordinance was regularly introduced and after the waiting time required by law, was thereafter passed and adopted at a regular meeting of the City Council of the City of Brisbane held on the ~~twenty first day of November 2019~~twelfth day of December 2019, by the following vote:

AYES: