

CITY OF SOLANA BEACH

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



AGENDA

Joint REGULAR Meeting

Wednesday, July 11, 2018 * 6:00 P. M.

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

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

PUBLIC MEETING ACCESS

The Regular Meetings of the City Council are scheduled for the 2nd and 4th Wednesdays and are broadcast live on Cox Communications-Channel 19, Spectrum(Time Warner)-Channel 24, and AT&T U-verse Channel 99. The video taping of meetings are maintained as a permanent record and contain a detailed account of the proceedings. Council meeting tapings are archived and available for viewing on the City's website.

AGENDA MATERIALS

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

SPEAKERS

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

AMERICAN DISABILITIES ACT TITLE 2

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

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

CITY COUNCILMEMBERS

David A. Zito, Mayor

Jewel Edson, Deputy Mayor

Judy Hegenauer, Councilmember

Lesa Heebner, Councilmember

Peter Zahn, Councilmember

Gregory Wade
City Manager

Johanna Canlas
City Attorney

Angela Ivey
City Clerk

SPEAKERS:

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

READING OF ORDINANCES AND RESOLUTIONS:

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

CALL TO ORDER AND ROLL CALL:

CLOSED SESSION REPORT: (when applicable)

FLAG SALUTE:

APPROVAL OF AGENDA:

PROCLAMATIONS/CERTIFICATES: *Ceremonial*

None at the posting of this agenda

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

1. Santa Fe Irrigation District
2. KAABOO

ORAL COMMUNICATIONS:

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

COUNCIL COMMUNITY ANNOUNCEMENTS / COMMENTARY:

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

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

Items listed on the Consent Calendar are to be acted in a single action of the City Council unless pulled for discussion. Any member of the public may address the City Council on an item of concern by submitting to the City Clerk a speaker slip (located on the back table) before the Consent Calendar is addressed. Those items removed from the Consent Calendar by a member of the Council will be trailed to the end of the agenda, while Consent Calendar items removed by the public will be 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 June 9 - 22, 2018.

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

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

A.2. General Fund Adopted Budget for Fiscal Year 2017-2018 Changes. (File 0330-30)

Recommendation: That the City Council

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

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

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A.3. Marvista-Canyon-Glenmont Storm Drain Contract. (File 0850-40)

Recommendation: That the City Council

1. Adopt **Resolution 2018-090:**
 - a. Awarding the construction contract to Scott Michael, Inc., in the amount of \$162,614, for the Marvista-Canyon-Glenmont Storm Drain, Bid 2018-04.
 - b. Approving an amount of \$25,000 for construction contingency.
 - c. Authorizing the City Manager to execute the construction contract on behalf of the City.
 - d. Authorizing the City Manager to approve cumulative change orders up to the construction contingency amount.

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

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A.4. Seascape Sur Beach Access Stairway – Maintenance and Repairs. (File 0740-30)

Recommendation: That the City Council

1. Adopt **Resolution 2018-084**:
 - a. Authorizing the City Engineer to accept as complete the Seascape Sur Beach Access Stairway – Maintenance and Repairs, Bid No. 2017-06, constructed by Conan Construction, Inc.
 - b. Authorizing the City Clerk to file a Notice of Completion.

[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. 2018 Street Maintenance & Repair Project. (File 0820-35)

Recommendation: That the City Council

1. Adopt **Resolution 2018-091**:
 - a. Awarding a construction contract for the 2018 Street Maintenance & Repair Project, Bid 2018-03, in the amount of \$781,656.65, to PAL General Engineering.
 - b. Approving an amount of \$18,000 for construction contingency.
 - c. Authorizing the City Manager to execute the construction contract on behalf of the City.
 - d. Authorizing an appropriation of \$50,000 from the Gas Tax Fund into the project budget unit.
 - e. Authorizing the City Treasurer to amend the Fiscal Year 2018/19 Adopted Budget accordingly.

[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. Transportation Impact Fee Fund and the County Service Area (CSA) 135H Fund.
(File 0840-10)

Recommendation: That the City Council

1. Adopt **Resolution 2018-094** approving the establishment of the Transportation Impact Fee Capital Improvement Fund (#455) and the County Service Area (CSA) 135H Special Revenue Fund (#271) in the City's FY 2017/18 Adopted Budget.

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

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A.7. League of California Cities' 2018 Annual Business Meeting Voting Delegates Designees. (File 0140-10)

Recommendation: That the City Council

1. Appoint Councilmember Edson, primary voting delegate, Councilmember Heebner, 1st alternate, and City Manager, Gregory Wade, 2nd alternate, as the voting delegates for the 2018 Annual Business Meeting of the League of California Cities Annual Conference being held September 12-14, 2018 in Long Beach, or provide alternative appointments.
2. Authorize the City Clerk to attest to the appointments and submit the Official Voting Form to the League of California Cities by August 31, 2018.

[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. Solana Energy Alliance 2018 Integrated Resource Plan. (File 1010-40)

Recommendation: That the City Council

1. Adopt **Resolution 2018-102** approving the Solana Energy Alliance 2018 Integrated Resource 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. Circle Drive Sewer Pipeline Replacement Project. (File 1040-26)

Recommendation: That the City Council

1. Adopt **Resolution 2018-100**:
 - a. Authorizing the City Council to accept as complete the Circle Drive Sewer Pipeline Replacement, Bid 2017-10, performed by Burtech Pipeline.
 - b. Authorizing the City Clerk to file a Notice of Completion.
 - c. Authorizing an appropriation of \$4,789 from the Sanitation Fund into the project budget unit.
 - d. Authorizing the City Treasurer to amend the Fiscal Year 2017/18 Adopted Budget accordingly.

[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.

A.10. Calling the General Municipal Election for November 6, 2018. (File 0430-20)

Recommendation: That the City Council

1. Adopt **Resolution 2018-103** Calling and Giving Notice of the Holding of a General Municipal Election to be held on Tuesday, November 6, 2018, for the Election of Certain Officers as required by the Provision of the Laws of the State of California Relating to General Law Cities and determining tie vote provisions.
2. Adopt **Resolution 2018-104** requesting the Board of Supervisors of the County of San Diego to Consolidate a General Municipal Election to be held on Tuesday, November 6, 2018, with the Statewide General Election to be held on that date.
3. Adopt **Resolution 2018-105** adopting regulations for Candidates for Elective Office pertaining to Candidate's Statements submitted to the voters at an Election.

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

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

A.11. Consideration of Resolution 2018-092 Adopting Fiscal Year 2018/19 Salary and Compensation Plans for the Non-Represented (Executive Management, Mid-Management, Management and Confidential) Employees, the Solana Beach Miscellaneous Unit (SBEA-MISC), the Marine Safety Unit (SBEA/MSU), City Manager, Part-Time/Seasonal/Temporary Employees, and Elected Officials, and creating a Management Analyst series. (File 0520-10)

Recommendation: That the City Council

1. Adopt **Resolution 2018-092** approving FY 2018/19 Salary and Compensation Plans for Executive Management, Mid-Management, Confidential, Marine Safety, Miscellaneous, Fire, City Manager, Part-Time/Seasonal/Temporary employees and Elected Officials.

[Item A.11. 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.12. Tentative Agreement for a Four-Year Memorandum of Understanding between the City of Solana Beach and the Solana Beach Firefighters Association.

Recommendation: That the City Council

1. Adopt **Resolution 2018-101**:

- a. Approving a Tentative Agreement for a four-year Memorandum of Understanding between the City of Solana Beach and the Solana Beach Firefighters' Association for Fiscal Years (FY) 2018/19, 2019/20, 2020/21 and 2021/22.
- b. Approving an appropriation of \$185,425 to the General Fund allocated between salary and benefits as determined by the Finance Department.
- c. Authorizing the City Treasurer to amend the FY 2018/19 Adopted Budget accordingly.

[Item A.12. Report \(click here\)](#)

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

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

B. PUBLIC HEARINGS: (B.1. – B.2.)

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

B.1. Public Hearing: 982 Avocado Place, Applicant: Seaview FA, LLC.; APN: 298-292-21, Case # 17-17-19. (File 0610-60)

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

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.
2. Find the project exempt from the California Environmental Quality Act pursuant to Section 15303 of the State CEQA Guidelines; and
3. If the City Council makes the requisite findings and approves the project, adopt **Resolution 2018-096** conditionally approving a DRP and an administrative SDP to construct a new single-level, single-family residence with an attached three-car garage and perform associated site improvements on a vacant lot at 982 Avocado Place, Solana Beach.

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

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

B.2. Public Hearing: 766 Castro Street, Applicant: Raymundo Sandoval, Case # 17-17-18, APN: 298-162-22. (File 0600-40)

The proposed project meets the requirements under the SBMC, is consistent with the General Plan, and may be found, as conditioned, to meet the discretionary findings required as discussed in this report to approve the requested Tentative Parcel Map and Minor Subdivision. Therefore, Staff recommends that the City Council:

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.
2. Find the project exempt from the California Environmental Quality Act pursuant to Section 15301 of the State CEQA Guidelines; and
3. If the City Council makes the requisite findings and approves the project, adopt **Resolution 2018-095** conditionally approving the proposed two-lot Minor Subdivision Tentative Parcel Map at 766 Castro Street.

[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.

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

Submit speaker slips to the City Clerk.

C.1. Purchase and Sale Agreement for the Real Property Located at 700 Stevens Avenue and to Establish an Internal Service Fund to Receive Funds from the Sanitation Fund as a Loan to Pay for the Acquisition. (File 049-70)

Recommendation: That the City Council

1. Adopt **Resolution 2018-069:**

- a. Approving the purchase and sale agreement for 700 Stevens Avenue (Purchase and Sale Agreement) for \$2.8 million.
- b. Establishing an internal service fund named “Real Property Acquisition” to receive funds from the Sanitation Fund to pay for the acquisition of 700 Stevens Avenue.
- c. Authorizing the transfer of \$2.8 million from the Sanitation fund to the “Real Property Acquisition” fund as a loan payable to the Sanitation fund at an annual interest rate of 2.78% for seven years with annual payments equal to \$445,699.
- d. Authorizing the City Manager to take any and all actions needed to effectuate the purchase of 700 Stevens Avenue.

[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. Proposed Fee Study and Cost Allocation Plan. (File 0390-23)

Recommendation: That the City Council

1. Review the Fee Study Update report prepared by R&C Specialists and provide direction to Staff as to the next steps.

[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 14, 2017

COMPENSATION & REIMBURSEMENT DISCLOSURE:

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

COUNCIL COMMITTEE REPORTS:

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

- a. City Selection Committee (meets twice a year) Primary-Edson, Alternate-Zito
- b. County Service Area 17: Primary-Zahn, Alternate-Hegenauer
- c. Escondido Creek Watershed Authority: Zahn /Staff (no alternate).
- d. League of Ca. Cities’ San Diego County Executive Committee: Primary-Edson, Alternate-Heebner and any subcommittees.
- e. League of Ca. Cities’ Local Legislative Committee: Primary-Edson, Alternate-Heebner
- f. League of Ca. Cities’ Coastal Cities Issues Group (CCIG): Primary-Edson, Alternate-Heebner
- g. North County Dispatch JPA: Primary-Heebner, Alternate-Edson
- h. North County Transit District: Primary-Edson, Alternate-Heebner
- i. Regional Solid Waste Association (RSWA): Primary-Hegenauer, Alternate-Heebner
- j. SANDAG: Primary-Zito, Alternate-Edson, 2nd Alternate-Heebner, and any subcommittees.
- k. SANDAG Shoreline Preservation Committee: Primary-Zito, Alternate-Hegenauer
- l. San Dieguito River Valley JPA: Primary-Hegenauer, Alternate-Heebner
- m. San Elijo JPA: Primary-Zito, Primary-Zahn, Alternate-City Manager
- n. 22nd Agricultural District Association Community Relations Committee: Primary-Heebner, Alternate-Edson

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

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

ADJOURN:

Next Regularly Scheduled Meeting is August 22, 2018

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

www.cityofsolanabeach.org 858-720-2425

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 July 11, 2018 Council Meeting was called by City Council, Successor Agency to the Redevelopment Agency, Public Financing Authority, and the Housing Authority of the City of Solana Beach, California, was provided and posted on July 2, 2018 at 6:15 p.m. on the City Bulletin Board at the entrance to the City Council Chambers. Said meeting is held at 6:00 p.m., July 11, 2018, in the Council Chambers, at City Hall, 635 S. Highway 101, Solana Beach, California.

Angela Ivey, City Clerk
City of Solana Beach, CA

UPCOMING CITIZEN CITY COMMISSION AND COMMITTEE MEETINGS:

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

- **Budget & Finance Commission**
Thursday, July 19, 2018, 5:30 p.m. (City Hall)
- **Climate Action Commission**
Wednesday, July 18, 2018, 5:30 p.m. (City Hall)
- **Parks & Recreation Commission**
Thursday, July 12, 2018, 4:00 p.m. (Fletcher Cove Community Center)
- **Public Arts Commission**
Tuesday, July 24, 2018, 5:30 p.m. (City Hall)
- **View Assessment Commission**
Tuesday, July 17, 2018, 6:00 p.m. (Council Chambers)



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: July 11, 2018
ORIGINATING DEPT: Finance
SUBJECT: Register of Demands

BACKGROUND:

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

Register of Demands- 06/09/18 through 06/22/18

Check Register-Disbursement Fund (Attachment 1)		\$	627,164.62
Council Payroll	June 14, 2018		3,432.61
Federal & State Taxes	June 14, 2018		268.20
PERS Retirement (EFT)	June 14, 2018		528.09
Net Payroll	June 15, 2018		160,983.45
Federal & State Taxes	June 15, 2018		38,541.20
PERS Retirement (EFT)	June 15, 2018		41,633.82
Retirement Payroll	June 15, 2018		9,404.00
			<hr/>
TOTAL		\$	<u>881,955.99</u>

DISCUSSION:

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

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The register of demands for June 9, 2018 through June 22, 2018 reflects total expenditures of \$881,955.99 from various City funding sources.

CITY COUNCIL ACTION: _____ _____

WORK PLAN:

N/A

OPTIONS:

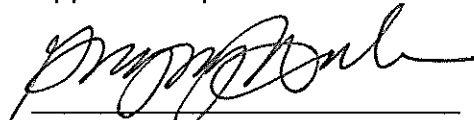
- Ratify the register of demands.
- Do not ratify and provide direction.

DEPARTMENT RECOMMENDATION:

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

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Check Register – Disbursement Fund

PENTAMATION
DATE: 06/21/2018
TIME: 16:41:10
CITY OF SOLANA BEACH, CA
CHECK REGISTER - DISBURSEMENT FUND

SELECTION CRITERIA: transact.ck_date between '20180609 00:00:00.000' and '20180622 00:00:00.000'
ACCOUNTING PERIOD: 12/18

FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	92750	06/14/18	5137	ABLE PATROL & GUARD, INC	00170007110	FCCC SECURITY-MAY	0.00	125.00
1011	92751	06/14/18	2159	ADMINISTRATIVE SERVICES,	00170007100	DIAL-A-RIDE 05/08/18	0.00	40.00
1011	92752	06/14/18	5144	ALTA LANGUAGE SERVICES,	00150005400	LISTEN/SPEAKING TEST	0.00	60.00
1011	92753	06/14/18	4832	AT&T CALNET 3	00150005450	9391062899 04/24-5/23	0.00	4.65
1011	92754	06/14/18	2975	BABI-KINI/MICHELSON INC	25560006180	JRLG SWM SUIT/BRDSHRTS	0.00	1,467.48
1011	92754	06/14/18	2975	BABI-KINI/MICHELSON INC	25560006180	JRLG SWM SUIT/BRDSHRTS	0.00	3,540.24
1011	92754	06/14/18	2975	BABI-KINI/MICHELSON INC	25560006180	JRLG SWM SUIT/BRDSHRTS	0.00	7,279.63
TOTAL CHECK							0.00	12,287.35
1011	92755	06/14/18	3069	JOSHUA BLEA	00165000560	MILEAGE-05/26/18	0.00	13.62
1011	92755	06/14/18	3069	JOSHUA BLEA	00165000530	MILEAGE-05/26/18	0.00	13.63
TOTAL CHECK							0.00	27.25
1011	92756	06/14/18	4383	CDCE, INC	27060006120	4 MOBILE DATA CMPTRS	0.00	26,243.00
1011	92756	06/14/18	4383	CDCE, INC	27060006120	4 MOBILE DATA CMPTRS	0.00	4,665.99
TOTAL CHECK							0.00	30,908.99
1011	92757	06/14/18	1561	CDW GOVERNMENT INC	00150005450	BATTERIES	0.00	61.22
1011	92758	06/14/18	689	THE COAST NEWS	00150005150	DISTRCT ELECTN NTC	0.00	325.00
1011	92759	06/14/18	3902	CORODATA RECORDS MANAGEM	00150005150	RECORDS STRG-MAY	0.00	308.57
1011	92760	06/14/18	318	COUNTY OF SAN DIEGO ASSE	00155005550	MAP FEE 05/24/18	0.00	2.00
1011	92761	06/14/18	2098	CULLIGAN OF SAN DIEGO	00160006120	WATER FLTR 06/01-7/31	0.00	85.60
1011	92762	06/14/18	2165	CULLIGAN OF SAN DIEGO	00160006170	DRNKG WTR SVC-MAY	0.00	41.60
1011	92763	06/14/18	5423	TRACEY L DAVIS	55000007750	ENRGY ALLNC POSTCARDS	0.00	695.00
1011	92764	06/14/18	2217	DELL MARKETING L.P.	00150005450	DEPT DIR LAPTOP MAINT	0.00	973.00
1011	92765	06/14/18	94	ESGIL CORPORATION	00155005560	BLDG PRMT 04/30-05/04	0.00	3,953.48
1011	92765	06/14/18	94	ESGIL CORPORATION	00160006120	FIRE PRMT 04/30-05/04	0.00	2,701.74
TOTAL CHECK							0.00	6,655.22
1011	92766	06/14/18	322	FIRE ETC.	00160006120	BOOTS-TOTH	0.00	425.61
1011	92767	06/14/18	3299	HELIX ENVIRONMENTAL	21355005550	1716.18/1036 SOLANA DR	0.00	280.00
1011	92768	06/14/18	11	ICMA RETIREMENT TRUST-45	001	ICMA PD 06/14/18	0.00	4,407.19
1011	92768	06/14/18	11	ICMA RETIREMENT TRUST-45	001	ICMA PD 06/15/18	0.00	9,740.80
TOTAL CHECK							0.00	14,147.99
1011	92769	06/14/18	3859	ICMA RETIREMENT TRUST-RH	001	ICMA PD 06/15/18	0.00	2,044.76
1011	92770	06/14/18	1075	IRON MOUNTAIN	00150005150	RECORDS STRG-JUNE	0.00	342.00

SELECTION CRITERIA: transact_ck_date between '20180609 00:00:00.000' and '20180622 00:00:00.000'
 ACCOUNTING PERIOD: 12/18

FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPARTMENT OF JUSTICE	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	92807	06/21/18	739	DEPARTMENT OF JUSTICE	00150005400	FINGERPRINT APP-MAY	0.00	352.00	
1011	92808	06/21/18	134	DIXIELINE LUMBER CO INC	00165006570	SCREW	0.00	1.25	
1011	92808	06/21/18	134	DIXIELINE LUMBER CO INC	00165006560	PVC BALL VALVE	0.00	4.64	
1011	92808	06/21/18	134	DIXIELINE LUMBER CO INC	00165006560	CLEANUP REMOVER	0.00	5.32	
1011	92808	06/21/18	134	DIXIELINE LUMBER CO INC	00165006570	WASTEBASKET	0.00	11.14	
1011	92808	06/21/18	134	DIXIELINE LUMBER CO INC	00165006560	GLOVES/VALVE BOX	0.00	14.03	
1011	92808	06/21/18	134	DIXIELINE LUMBER CO INC	00165006570	BOLTS/PIPES/COUPLING	0.00	14.33	
1011	92808	06/21/18	134	DIXIELINE LUMBER CO INC	00165006570	2 FLOOR BLUBS	0.00	21.53	
1011	92808	06/21/18	134	DIXIELINE LUMBER CO INC	00165006570	2 ELECT OUTLET/PLATES	0.00	24.15	
1011	92808	06/21/18	134	DIXIELINE LUMBER CO INC	00165006570		0.00	96.39	
TOTAL CHECK									
1011	92809	06/21/18	269	DUDEK & ASSOCIATES INC.	50998336510	9833 PUMP STN-PE04/27	0.00	4,383.75	
1011	92810	06/21/18	4395	ELON EBANKS	00170007100	TEMP ART REIMBRSMNT	0.00	500.00	
1011	92811	06/21/18	5262	GEORGE HILLS COMPANY, IN	120500005460	PROF SVC-MAY	0.00	66.40	
1011	92812	06/21/18	4909	RYAN HILLER	250550005570	CONCRT AT COVE 06/21	0.00	200.00	
1011	92813	06/21/18	2288	AMBER IRWIN	00170007100	TEMP ART REIMBRSMNT	0.00	500.00	
1011	92814	06/21/18	87	ISLA VERDE HOA	20575007530	LANDSCAPE MAINT-MAY	0.00	425.00	
1011	92814	06/21/18	87	ISLA VERDE HOA	20575007530	LANDSCAPE MAINT-APR	0.00	425.00	
TOTAL CHECK								850.00	
1011	92815	06/21/18	2562	LALLEY CONSTRUCTION	00165006570	AS NEEDED REPAIR-NOV	0.00	360.00	
1011	92815	06/21/18	2562	LALLEY CONSTRUCTION	00165006570	AS NEEDED REPAIR-DEC	0.00	840.00	
1011	92815	06/21/18	2562	LALLEY CONSTRUCTION	00165006570	AS NEEDED REPAIR-JAN	0.00	1,140.00	
TOTAL CHECK								2,340.00	
1011	92816	06/21/18	1130	MCDUGAL LOVE ECKIS SMIT	26399465580	9946 PROF SVC-APR	0.00	122.50	
1011	92816	06/21/18	1130	MCDUGAL LOVE ECKIS SMIT	00150005250	PROF SERV PE 04/30/18	0.00	17.50	
1011	92816	06/21/18	1130	MCDUGAL LOVE ECKIS SMIT	00150005250	PROF SERV PE 04/30/18	0.00	122.50	
1011	92816	06/21/18	1130	MCDUGAL LOVE ECKIS SMIT	00150005250	PROF SERV PE 04/30/18	0.00	140.00	
1011	92816	06/21/18	1130	MCDUGAL LOVE ECKIS SMIT	00150005250	PROF SERV PE 04/30/18	0.00	140.00	
1011	92816	06/21/18	1130	MCDUGAL LOVE ECKIS SMIT	00150005250	PROF SERV PE 04/30/18	0.00	210.00	
1011	92816	06/21/18	1130	MCDUGAL LOVE ECKIS SMIT	00150005250	PROF SERV PE 04/30/18	0.00	472.50	
1011	92816	06/21/18	1130	MCDUGAL LOVE ECKIS SMIT	00150005250	PROF SERV PE 04/30/18	0.00	599.20	
1011	92816	06/21/18	1130	MCDUGAL LOVE ECKIS SMIT	00150005250	PROF SERV PE 04/30/18	0.00	822.50	
1011	92816	06/21/18	1130	MCDUGAL LOVE ECKIS SMIT	00150005250	PROF SERV PE 04/30/18	0.00	840.60	
1011	92816	06/21/18	1130	MCDUGAL LOVE ECKIS SMIT	00150005250	REDSTRCT PROF SVC-APR	0.00	3,885.00	
1011	92816	06/21/18	1130	MCDUGAL LOVE ECKIS SMIT	00150005250	PROF SERV PE 04/30/18	0.00	5,500.00	
1011	92816	06/21/18	1130	MCDUGAL LOVE ECKIS SMIT	00150005250	PROF SERV PE 04/30/18	0.00	15,420.53	
1011	92816	06/21/18	1130	MCDUGAL LOVE ECKIS SMIT	00150005250	PROF SERV PE 04/30/18	0.00	28,292.83	
TOTAL CHECK									
1011	92817	06/21/18	4738	MEDICAL EYE SERVICES	001	VISION JUNE	0.00	463.91	
1011	92817	06/21/18	4738	MEDICAL EYE SERVICES	00150005400	ROUNDING -JUNE	0.00	-0.98	
1011	92817	06/21/18	4738	MEDICAL EYE SERVICES	00150005400	ROUNDING- JUNE	0.00	-0.22	
1011	92817	06/21/18	4738	MEDICAL EYE SERVICES	001	ROUNDING -JUNE	0.00	0.98	
1011	92817	06/21/18	4738	MEDICAL EYE SERVICES	001	EE# -JUNE	0.00	11.29	
1011	92817	06/21/18	4738	MEDICAL EYE SERVICES	001	EE.. -JUNE	0.00	29.14	

PENTAMATION
 DATE: 06/21/2018
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CITY OF SOLANA BEACH, CA
 CHECK REGISTER - DISBURSEMENT FUND

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 ACCOUNTING PERIOD: 12/18

FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CHECK								
1011	92818	06/21/18	2106	MIKHAIL OGAWA ENGINEERIN	00165006520	JURMP-MAY	0.00	772.75
1011	92818	06/21/18	2106	MIKHAIL OGAWA ENGINEERIN	00165006520	JURMP-MAY	0.00	16,808.95
TOTAL CHECK							0.00	17,581.70
1011	92819	06/21/18	5407	PJ CASTORENA, INC.	55000007750	CCA COURTSY LTRS	0.00	500.00
1011	92819	06/21/18	5407	PJ CASTORENA, INC.	55000007750	CCA COURTSY LTRS	0.00	394.57
TOTAL CHECK							0.00	894.57
1011	92820	06/21/18	111	MISSION LINEN & UNIFORM	21100007600	LAUNDRY-PUB WORKS	0.00	1.66
1011	92820	06/21/18	111	MISSION LINEN & UNIFORM	50900007700	LAUNDRY-PUB WORKS	0.00	6.64
1011	92820	06/21/18	111	MISSION LINEN & UNIFORM	00165006560	LAUNDRY-PUB WORKS	0.00	7.47
1011	92820	06/21/18	111	MISSION LINEN & UNIFORM	00165006520	LAUNDRY-PUB WORKS	0.00	7.48
1011	92820	06/21/18	111	MISSION LINEN & UNIFORM	00165006530	LAUNDRY-PUB WORKS	0.00	13.29
1011	92820	06/21/18	111	MISSION LINEN & UNIFORM	50900007700	LAUNDRY-PUB WORKS	0.00	6.71
1011	92820	06/21/18	111	MISSION LINEN & UNIFORM	00165006560	LAUNDRY-PUB WORKS	0.00	7.39
1011	92820	06/21/18	111	MISSION LINEN & UNIFORM	00165006520	LAUNDRY-PUB WORKS	0.00	7.40
1011	92820	06/21/18	111	MISSION LINEN & UNIFORM	00165006520	LAUNDRY-PUB WORKS	0.00	7.55
1011	92820	06/21/18	111	MISSION LINEN & UNIFORM	00165006560	LAUNDRY-PUB WORKS	0.00	7.55
1011	92820	06/21/18	111	MISSION LINEN & UNIFORM	00165006530	LAUNDRY-PUB WORKS	0.00	13.14
1011	92820	06/21/18	111	MISSION LINEN & UNIFORM	00165006530	LAUNDRY-PUB WORKS	0.00	13.43
1011	92820	06/21/18	111	MISSION LINEN & UNIFORM	21100007600	LAUNDRY-PUB WORKS	0.00	1.64
1011	92820	06/21/18	111	MISSION LINEN & UNIFORM	21100007600	LAUNDRY-PUB WORKS	0.00	1.68
1011	92820	06/21/18	111	MISSION LINEN & UNIFORM	50900007700	LAUNDRY-PUB WORKS	0.00	6.57
TOTAL CHECK							0.00	109.60
1011	92821	06/21/18	3357	MOHAMMAD SAMMAK	00165006510	PARKING-SANDAG 6/7/18	0.00	10.00
1011	92822	06/21/18	191	NAPA AUTO PARTS INC	00165006560	BATTERY	0.00	176.60
1011	92823	06/21/18	4522	NISSHO OF CALIFORNIA	00165006560	RPLC VALVE BOX-LC	0.00	226.88
1011	92824	06/21/18	4767	PARTNERSHIPS WITH INDUST	00165006570	TRASH ABTMT PE05/31	0.00	1,266.44
1011	92825	06/21/18	1087	PREFERRED BENEFIT INS AD	001	EE# COBRA JUNE 18	0.00	45.00
1011	92825	06/21/18	1087	PREFERRED BENEFIT INS AD	001	EE# COBRA MAY 18	0.00	45.00
1011	92825	06/21/18	1087	PREFERRED BENEFIT INS AD	00150005400	ROUNDING JUNE 18	0.00	-0.09
1011	92825	06/21/18	1087	PREFERRED BENEFIT INS AD	001	ROUNDING JUNE 18	0.00	0.02
1011	92825	06/21/18	1087	PREFERRED BENEFIT INS AD	001	EE# COBRA JUNE 18	0.00	139.60
1011	92825	06/21/18	1087	PREFERRED BENEFIT INS AD	001	DENTAL JUNE 18	0.00	2,863.52
1011	92825	06/21/18	1087	PREFERRED BENEFIT INS AD	00150005400	EE# COBRA ADJ 18	0.00	-140.40
TOTAL CHECK							0.00	2,952.65
1011	92826	06/21/18	1382	PURE FLO - PW # 26118	00165006570	DRINK WATER-MAY	0.00	36.31
1011	92827	06/21/18	3307	PURE FLO WATER-LC	00170007110	DRINK WATER-MAY	0.00	28.94
1011	92828	06/21/18	1112	RANCHO SANTA FE SECURITY	00165006560	RESTRM LCK/UNLOCK-MAY	0.00	515.00
1011	92828	06/21/18	1112	RANCHO SANTA FE SECURITY	00165006560	ALARM MONITORING-MAY	0.00	174.50
1011	92828	06/21/18	1112	RANCHO SANTA FE SECURITY	00165006570	FIRE ALM MONTRNG MAY	0.00	25.00
TOTAL CHECK							0.00	714.50

CITY OF SOLANA BEACH, CA
CHECK REGISTER - DISBURSEMENT FUND

SELECTION CRITERIA: transact.ck_date between '20180609 00:00:00.000' and '20180622 00:00:00.000'
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FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	DESCRIPTION	SALES TAX	AMOUNT
1011	92829	06/21/18	2260	REFLEX TRAFFIC SYSTEMS,	00165006540	RED LIGHT CAMERA-MAY	0.00	7,158.00
1011	92830	06/21/18	4841	VANESSA RIVERA	00165006530	BIKE FRNDLY CELB SUPL	0.00	75.22
1011	92831	06/21/18	86	SAN ELIJO HILLS II HOA	20775007550	LANDSCAPE MAINT-APR	0.00	6,550.00
1011	92831	06/21/18	86	SAN ELIJO HILLS II HOA	20775007550	LANDSCAPE MAINT-MAY	0.00	6,550.00
	TOTAL CHECK						0.00	13,100.00
1011	92832	06/21/18	88	SANTA FE HILLS HOA	20475007520	LANDSCAPE MAINT-MAY	0.00	12,250.00
1011	92832	06/21/18	88	SANTA FE HILLS HOA	20475007520	LANDSCAPE MAINT-APR	0.00	12,250.00
	TOTAL CHECK						0.00	24,500.00
1011	92833	06/21/18	1073	SEASIDE HEATING & AIR CO	00165006570	CIRCUIT RESET-CH	0.00	105.00
1011	92834	06/21/18	156	SHARP REES-STEALY MEDICA	12050005460	FF RESP CLRNCE REVIEW	0.00	600.00
1011	92834	06/21/18	156	SHARP REES-STEALY MEDICA	00150005400	PRE-EMPLOYMENT SCREEN	0.00	2,424.00
	TOTAL CHECK						0.00	3,024.00
1011	92835	06/21/18	1231	STAPLES CONTRACT & COMM	00155005550	DESK PAD	0.00	32.85
1011	92836	06/21/18	683	STATE CONTROLLER'S OFFIC	20265006510	STREET REPORT FY16/17	0.00	2,262.60
1011	92837	06/21/18	4840	STC TRAFFIC, INC	45993826510	9382.01 LSF CORRIDOR	0.00	3,716.25
1011	92837	06/21/18	4840	STC TRAFFIC, INC	45993826510	9382.01 LSF CORR-II	0.00	390.00
	TOTAL CHECK						0.00	4,106.25
1011	92838	06/21/18	5437	STEVENS STREET, LLC	00150005200	700 STEVENS DUE DLGNC	0.00	100.00
1011	92839	06/21/18	4606	T & T JANITORIAL, INC	00165006570	JANITORIAL SVC-MAY	0.00	3,975.00
1011	92839	06/21/18	4606	T & T JANITORIAL, INC	00165006570	JANITORIAL SVC-MAR	0.00	3,975.00
	TOTAL CHECK						0.00	7,950.00
1011	92840	06/21/18	5433	TARA SANTORA	001	RFND FCCC 06/10/18	0.00	500.00
1011	92841	06/21/18	1147	TRAFFIC SAFETY SOLUTIONS	00165006530	NO PRKNG-FIESTA DEL	0.00	267.50
1011	92842	06/21/18	4534	TRAFFIC SUPPLY, INC	00165006540	6 BARRICDE LGTS/BATT	0.00	255.25
1011	92842	06/21/18	4534	TRAFFIC SUPPLY, INC	00165006540	NO PRK/ST SWP SIGNS	0.00	633.73
	TOTAL CHECK						0.00	888.98
1011	92843	06/21/18	40	UNDERGROUND SVC ALERT OF	00165006510	DIG ALERT-MAY	0.00	71.05
1011	92844	06/21/18	2097	UT SAN DIEGO - NRTH COUN	20875007580	PUB NTC-CRT MAINT	0.00	238.96
1011	92844	06/21/18	2097	UT SAN DIEGO - NRTH COUN	21100007600	NTC-SPCL LHTNG DSTRCT	0.00	231.89
	TOTAL CHECK						0.00	470.85
1011	92845	06/21/18	5435	DANIEL VANCE	001500095400	VANCE-LIVESCAN	0.00	20.00
1011	92846	06/21/18	30	VERIZON WIRELESS-SD	00165006520	PW CELL 05/02-06/01	0.00	5.78
1011	92846	06/21/18	30	VERIZON WIRELESS-SD	21100007600	PW CELL 05/02-06/01	0.00	5.78
1011	92846	06/21/18	30	VERIZON WIRELESS-SD	50900007700	PW CELL 05/02-06/01	0.00	5.78

CITY OF SOLANA BEACH, CA
CHECK REGISTER - DISBURSEMENT FUND

PENTAMATION
DATE: 06/21/2018
TIME: 16:41:10

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FUND - 001 - GENERAL FUND									
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	DESCRIPTION	SALES TAX	AMOUNT	
1011	92846	06/21/18	30	VERIZON WIRELESS-SD	00165006510	PW CELL 05/02-06/01	0.00	11.53	
1011	92846	06/21/18	30	VERIZON WIRELESS-SD	00165006540	PW CELL 05/02-06/01	0.00	11.55	
1011	92846	06/21/18	30	VERIZON WIRELESS-SD	00165006560	PW CELL 05/02-06/01	0.00	11.55	
1011	92846	06/21/18	30	VERIZON WIRELESS-SD	00165006530	PW CELL 05/02-06/01	0.00	17.33	
	TOTAL CHECK						0.00	69.30	
1011	92847	06/21/18	5436	YURIY AKOPOV	00170007100	TEMP ART REIMERSMNT	0.00	500.00	
1011	92848	06/21/18	1497	ZUMAR INDUSTRIES INC	00165006540	CRDT-60 CITY ST SIGNS	0.00	-414.84	
1011	92848	06/21/18	1497	ZUMAR INDUSTRIES INC	00165006540	32 ST NAME SIGNS	0.00	1,896.40	
	TOTAL CHECK						0.00	1,481.56	
	TOTAL CASH ACCOUNT						0.00	627,164.62	
	TOTAL FUND						0.00	627,164.62	
	TOTAL REPORT						0.00	627,164.62	



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: July 11, 2018
ORIGINATING DEPT: Finance
SUBJECT: **Report on Changes Made to the General Fund Adopted Budget for Fiscal Year 2018-2019**

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 27, 2018.

DISCUSSION:

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

GENERAL FUND - ADOPTED BUDGET PLUS CHANGES					
As of June 27, 2018					
Action	Description	Revenues	Expenditures	Transfers from GF	Net Surplus
Reso 2017-195	Adopted Budget	17,916,600	(17,098,600)	(401,600) (1)	\$ 416,400
Reso 2018-070	Fiscal Year 2018/19 Appropriation Revisions	76,100	(229,900)	-	262,600
	(1) Transfers to:				
	Debt Service for Public Facilities		151,100		
	City CIP Fund		250,500	401,600	

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA

FISCAL IMPACT:

N/A

COUNCIL ACTION:

WORK PLAN:

N/A

OPTIONS:


- Receive the report.
- Do not accept the report

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council receive the report listing changes made to the FY 2018-2019 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: July 11, 2018
ORIGINATING DEPT: Engineering Department
SUBJECT: **Council Consideration of Resolution No. 2018-090
Awarding the Marvista-Canyon-Glenmont Storm Drain
Contract**

BACKGROUND:

The Capital Improvement Project (CIP) Budget makes appropriations to maintain, repair, replace and upgrade the storm drain facilities throughout the City. Two storm drain related problems have been recently identified. First, an 18-inch corrugated metal storm drain crossing under Glenmont and passing thru 683 Glenmont Drive in a public easement was found to be excessively deteriorated and partially collapsed. This project proposes to replace the existing storm drain. The second problem is at the intersection of Canyon and Marvista where groundwater continually surfaces in the street, damaging the pavement. This situation has worsened in the last year and the City has received numerous complaints from the surrounding residents. At the request of the City, Santa Fe Irrigation District investigated the area and performed leakage tests, but they could not find the groundwater source. After consulting with a geotechnical engineer, a storm drain pipe, two catch basins, and a subsurface seepage collection system is proposed to collect and transmit both groundwater and surface runoff. The proposed storm drain would connect to the storm drain crossing at Glenmont that is described above.

City Staff designed the storm drain system and replacement infrastructure, prepared the construction documents and advertised the project for construction bids. On June 19, 2018 the City received eleven bid proposals for the Marvista-Canyon-Glenmont Storm Drain, Bid 2018-04. Bids were publicly opened and announced by the City Clerk. The bid results are summarized in Table 1 on the next page.

This item is before the City Council to consider adoption of Resolution 2018-090 (Attachment 1) that would award a construction contract to Scott Michael, Inc., the lowest responsive and responsible bidder, to install the storm drains.

CITY COUNCIL ACTION:

DISCUSSION:

This project was advertised for construction bids on May 16, 2018. As previously mentioned, the City received eleven bid proposals for the Marvista-Canyon-Glenmont Storm Drain, Bid 2018-04 on June 19, 2018 at 2:00 p.m. The bids are summarized below in Table 1:

Table 1: Bid Results

Contractors	Base Bid
Scott Michael, Inc.	\$ 162,614
Tri Group Construction	\$ 200,918
New Century Construction	\$ 216,010
Bert W. Salas	\$ 236,282
Burtech Pipeline	\$ 247,717
Blue Pacific Engineering & Construction	\$ 260,020
AToM Engineering Construction	\$ 270,398
Piperin Corporation	\$ 277,010
El Cajon Grading & Engineering	\$ 319,614
J.C. Baldwin Construction	\$ 379,901
PAL General Engineering	\$ 524,417

The lowest bid submitted by Scott Michael, Inc. was found to be complete and responsive to the bid specifications. Scott Michael, Inc. has successfully completed projects for the City in the past. Staff is recommending that Scott Michael, Inc. be awarded the construction contract. The contract duration is 60 working days (12 weeks) and it is anticipated that the project will be completed by the end of November 2018.

CEQA COMPLIANCE STATEMENT:

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

FISCAL IMPACT:

At the June 13, 2018 Council Meeting, the Fiscal Year (FY) 2018/19 Capital Improvement Projects budget was amended to include the project Storm Drain-Canyon/Marvista in the amount of \$250,000 (Fund 459). In addition to the \$162,614 contract amount, Staff is recommending a construction contingency of \$25,000, approximately 15%, for unforeseen conditions and unanticipated changes, for a total construction budget of \$187,614.

WORK PLAN:

This project is listed in the FY 2018/19 World Plan under Community Character, Capital Projects, Item 9.

OPTIONS:

- Adopt Staff recommendations and award construction contract.
- Postpone contract award and provide direction to Staff.
- Reject construction bids and provide alternative direction to Staff.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2018-090:

1. Awarding the construction contract to Scott Michael, Inc., in the amount of \$162,614, for the Marvista-Canyon-Glenmont Storm Drain, Bid 2018-04.
2. Approving an amount of \$25,000 for construction contingency.
3. Authorizing the City Manager to execute the construction contract on behalf of the City.
4. Authorizing the City Manager to approve cumulative change orders up to the construction contingency amount.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution No. 2018-090

RESOLUTION 2018-090

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AWARDING A CONSTRUCTION CONTRACT TO SCOTT MICHAEL, INC. FOR THE MARVISTA-CANYON-GLENMONT STORM DRAIN

WHEREAS, the Capital Improvement Project (CIP) Budget makes appropriations to maintain, repair, replace and upgrade the storm drain facilities throughout the City, and the Fiscal Year (FY) 2018/19 Capital Improvement Projects budget was amended to include the project Storm Drain-Canyon/Marvista; and

WHEREAS, on June 19, 2018 the City received eleven bid proposals for the Marvista-Canyon-Glenmont Storm Drain, Bid 2018-04, that were publicly opened and announced by the City Clerk. At that time it was determined that Scott Michael, Inc. was the apparent low bidder with a construction estimate of \$162,614; and

WHEREAS, Staff recommends a construction contingency of \$25,000 for unforeseen conditions and unanticipated changes.

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 awards the construction contract to Scott Michael, Inc., in the amount of \$162,614 for the Marvista-Canyon-Glenmont Storm Drain, Bid 2018-04.
3. That the City Council approves an amount of \$25,000 for construction contingency.

4. That the City Council authorizes the City Manager to execute the construction contract on behalf of the City.

PASSED AND ADOPTED this 11th day of July 2018, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

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

DAVID A. ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT

CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: July 11, 2018
ORIGINATING DEPT: Engineering Department
SUBJECT: **Consideration of Resolution No. 2018-084 Notice of Completion for the Seascapesur Beach Access Stairway – Maintenance and Repairs**

BACKGROUND:

The Seascapesur Public Beach Access Stairway (Seascapesur Stairway) was constructed in 1995. The stairway is constructed with a concrete pier supported structure and several flights of stairs. The piers and the landings over the piers are constructed out of concrete, whereas, the stair flights are constructed out of treated lumber. Five of the piers are situated on the bluff and three piers are on the beach. In 2008, the three beach piers were encased with an interlocking jacket system that strengthened the piers against surface wearing that occurs from the constant impact and abrasion of sand and cobble, particularly during winter months and high tide conditions.

Due to the harsh marine environment surrounding the Seascapesur Stairway, all of the metal hangers and fasteners that support the treated lumber stairs had deteriorated to a point where they need to be replaced. Additionally, the wooden stair treads needed to be replaced due to normal wear and tear that has occurred over the 23 years that the stairway has been in service.

The Seascapesur Beach Access Stairway – Maintenance and Repairs, Bid No. 2017-06, was advertised for construction bids in May 2017 and the City Council awarded a construction contract to Conan Construction, Inc. (Conan) on July 12, 2017. This item is before the City Council to report the final project costs and for the consideration of Resolution No. 2018-084 (Attachment 1) authorizing the City Engineer to accept the project as complete and directing the City Clerk to file a Notice of Completion.

CITY COUNCIL ACTION:

DISCUSSION:

Conan completed all work on this project in accordance with the approved plans and specifications of Bid No. 2017-06 to the satisfaction of the City Engineer. There were three change orders issued on the project. Change Order No. 1 compensated the contractor for unforeseen conditions related to the difficulty in removing the metal fasteners due to extensive corrosion. Change Order No. 2 compensated the contractor for additional work related to the replacement of the concrete walkway between South Sierra Avenue and the top of the stairs. This additional work included stamped concrete, minor drainage work near the top of the stairs, a short keystone wall and additional decorative concrete pad for the City's temporary art program. Change Order No. 3 compensated the contractor for minor irrigation work and the installation of a new steel handrail on the beach flight of stairs.

The City will release the retention, in the amount of approximately \$11,804, thirty-five (35) days after the Notice of Completion is approved by the City Council.

CEQA COMPLIANCE STATEMENT:

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

FISCAL IMPACT:

There was \$242,690 appropriated for construction of the project, which included \$40,000 for contingencies. The three changes orders totaled \$33,389.15 and were funded out of the construction contingency. The final construction cost of the project was \$236,079.15.

WORK PLAN:

This project was consistent with Community Character Priorities, Item B.7 of the FY 2017/18 Work Plan. Since the project was completed during FY 2017/18, it was not included in the 2018/19 Work Plan.

OPTIONS:

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

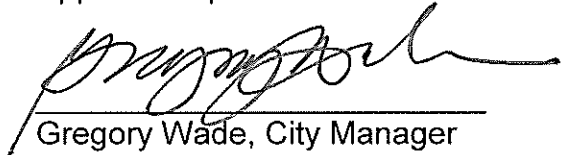
DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2018-084:

1. Authorizing the City Engineer to accept as complete the Seascape Sur Beach Access Stairway – Maintenance and Repairs, Bid No. 2017-06, constructed by Conan Construction, Inc.
2. Authorizing the City Clerk to file a Notice of Completion.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution No. 2018-084

RESOLUTION 2018 – 084

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ACCEPTING AS COMPLETE THE SEASCAPE SUR BEACH ACCESS STAIRWAY – MAINTENANCE AND REPAIRS, BID NO. 2017-06, AND AUTHORIZING THE CITY CLERK TO FILE A NOTICE OF COMPLETION

WHEREAS, the Seascape Sur Public Beach Access Stairway was constructed in 1995 and is constructed with a concrete pier supported structure and several flights of stairs. The piers and the landings over the piers are constructed out of concrete, whereas, the stair flights are constructed out of treated lumber; and

WHEREAS, due to the harsh marine environment surrounding the Seascape Stairway, all of the metal hangers and fasteners that support the treated lumber stairs have deteriorated to a point where they need to be replaced. Additionally, the wooden stair treads need to be replaced due to normal wear and tear that has occurred over the 23 years that the stairway has been in service; and

WHEREAS, in May 2017, Staff advertised for construction bids the Seascape Sur Beach Access Stairway – Maintenance and Repairs, Bid No. 2017-06 and a construction contract was awarded to Conan Construction, Inc. on July 12, 2017.

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

1. That the above recitations are true and correct.
2. That the City Council authorizes the City Engineer to accept as complete the Seascape Sur Beach Access Stairway – Maintenance and Repairs, Bid No. 2018-06, constructed by Conan Construction, Inc.

3. That the City Council authorizes the City Clerk to file a Notice of Completion for the project.

PASSED AND ADOPTED this 11th day of July, 2018, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

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

DAVID A. ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: July 11, 2018
ORIGINATING DEPT: Engineering Department
SUBJECT: **Council Consideration of Resolution 2018-091 Awarding the 2018 Street Maintenance & Repair Project**

BACKGROUND:

In 2016, a City consultant performed a citywide pavement assessment to determine the most effective way to budget, repair, replace and preserve City street pavements. Based upon this survey, the consultant prepared a priority list for the City's pavement repairs and maintenance. This list was used to select street segments for this year's street maintenance and repair program. At the May 9, 2018 City Council meeting, Council approved the list of streets for the 2018 Street Maintenance and Repairs Project and authorized the City Engineer to advertise for construction bids.

This item is before the City Council to consider adopting Resolution 2018-091 (Attachment 1) that would award a construction contract to PAL General Engineering, the lowest responsive and responsible bidder for the 2018 Street Maintenance & Repair Project.

DISCUSSION:

The proposed pavement maintenance program for Fiscal Year 2018/19 will include both pavement overlays and rubberized slurry seals. A list of streets scheduled to be resurfaced is shown on Attachment 2. The project would also include localized pavement dig-out replacements throughout the City. Pavement striping and markings would also be performed, primarily on those streets that would be resurfaced.

The 2018 Street Maintenance & Repair Project, Bid No. 2018-03, was prepared and advertised for construction bids. On June 19, 2018, eight bids were received and publicly opened by the City Clerk. The bids are listed in Table 1 on the next page.

CITY COUNCIL ACTION:

Table 1: Bid Results

Contractor	Bid Price
PAL General Engineering	\$ 781,656.65
SRM Contracting & Paving	\$ 788,830.45
George Weir Asphalt	\$ 825,990.05
Eagle Paving	\$ 837,903.00
T.C. Construction Company	\$ 907,953.00
RAP Engineering	\$ 931,574.15
All American Asphalt	\$ 979,270.75
Ramona Paving & Construction	\$ 999,064.45

The bid submitted by PAL General Engineering was found to be complete and responsive to the bid specifications. PAL has successfully completed previous street repair projects for the City of Solana Beach. Staff is recommending that PAL be awarded the construction contract. The contract amount is based on the City Engineer's estimated unit quantities and the contractor's bid unit prices. The final cost of the project will be based on field-measurements and the actual completed quantities. The contract allows 45 working days (9 weeks) to complete the work. The street repairs are anticipated to be completed by the end of November 2018.

CEQA COMPLIANCE STATEMENT:

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

FISCAL IMPACT:

In addition to the \$781,656.65 construction contract, Staff is recommending a contingency of \$18,000 for unanticipated extra work, for a total construction budget of \$799,656.65.

The Annual Pavement Management Program (CIP-09) of the Fiscal Year (FY) 2018/19 Budget, amended by Resolution 2018-070, includes \$400,000 in Gas Tax Funds, \$150,000 in TransNet Funds and \$200,000 in SB1 Funds, for a total budget of \$750,000. Staff is requesting an additional appropriation in Gas Tax Funds of \$50,000 to increase the budget to \$800,000.

WORK PLAN:

This project is listed in the FY 2018/19 Work Plan under the Unprioritized Community Character Issues.

OPTIONS:

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


DEPARTMENT RECOMMENDATION:

Staff recommends the City Council adopt Resolution No. 2018-091:

1. Awarding a construction contract for the 2018 Street Maintenance & Repair Project, Bid 2018-03, in the amount of \$781,656.65, to PAL General Engineering.
2. Approving an amount of \$18,000 for construction contingency.
3. Authorizing the City Manager to execute the construction contract on behalf of the City.
4. Authorizing an appropriation of \$50,000 from the Gas Tax Fund into the project budget unit.
5. Authorizing the City Treasurer to amend the Fiscal Year 2018/19 Adopted Budget accordingly.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution No. 2018-091
2. List of Streets

RESOLUTION NO. 2018-091

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AWARDING A CONSTRUCTION CONTRACT FOR THE 2018 STREET MAINTENANCE & REPAIR PROJECT, BID 2018-03, TO PAL GENERAL ENGINEERING

WHEREAS, the Capital Improvement Program portion of the Fiscal Year (FY) 2018/19 Adopted Budget contains appropriations for an annual pavement repair project; and

WHEREAS, the Engineering Department utilized a citywide pavement condition assessment, field reviews and a review of previous street rehabilitation projects to identify the list of streets to be repaired as part of this project; and

WHEREAS, in response to an advertisement for construction bids, the City received eight bids for the project; and

WHEREAS, on June 19, 2018 the City Clerk opened the construction bids and publicly read the bids aloud.

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 awards a construction contract for the 2018 Street Maintenance & Repair Project, Bid 2018-03, in the amount of \$781,656.65, to PAL General Engineering.
3. That the City Council approves an amount of \$18,000 for construction contingency.
4. That the City Council authorizes the City Manager to execute the construction contract on behalf of the City.
5. That the City Council authorizes an appropriation of \$50,000 from the Gas Tax Fund into the project budget unit.

6. That the City Council authorizes the City Treasurer to amend the Fiscal Year 2018/19 Adopted Budget accordingly.

PASSED AND ADOPTED this 11th day of July 2018, at a special meeting of the City Council of the City of Solana Beach, California by the following vote:

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

DAVID A. ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

LIST OF STREETS

2018 Pavement Maintenance & Repair Project (FY 2018-19)

Overlays (2")			
Street	From	To	Area (sf)
Cliff Street	Cedros	Rios	12,200
Linda Mar	entire street		23,400
North Acacia (+ por. Estrella)	Plaza	Estrella	37,300
San Leon/San Lorenzo	entire street		27,500
San Mario	Santa Petra	north end	19,800
San Ricardo	entire street		9,800
Santa Bartola	entire street		42,500
Santa Carina	Santa Victoria	dead end	44,800
Seabright	entire street		69,100
South Sierra	Border	Dahlia	95,300
Via la Senda	Vista de la Tierra	cul-de-sac	16,400
Vista de la Tierra	entire street		26,400
			424,500

Slurry Seals			
Street	From	To	Area (sf)
Canyon Place	entire street		15,800
Castro	entire street		18,600
Del Mar Shores Terrace	entire street		13,200
Glencrest Place	entire street		20,100
Gonzales	entire street		7,300
S Cedros	Marsolan	Cofair	39,600
S Granados	Palmitas	south end	29,200
Santa Gabriella	entire street		10,100
Santa Marta	entire street		11,700
Santa Rosita	Santa Helena	Santa Florencia	54,100
			219,700



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: July 11, 2018
ORIGINATING DEPT: Finance Department
SUBJECT: **Consideration of Resolution No. 2018-094 Establishing the Transportation Impact Fee Fund and the County Service Area (CSA) 135H Fund**

BACKGROUND:

On June 28, 2017, the City Council approved Ordinance 479 that authorized a Transportation Impact Fee Program (TIF). Since the establishment of the TIF, the City of Solana Beach (City) has collected TIF Program fees and needs to establish a separate Capital Improvement Project Fund to segregate and account for the funds.

County Service Area (CSA) No. 135 was formed in 1994 to support an 800 MHz communications system for public safety personnel in San Diego County. The CSA boundary includes unincorporated San Diego County and 10 cities; additional cities and organizations contract for regional communications systems (RCS) services. Fiscal and operational oversight has been delegated to a member-agency Advisory Board, of which the City is a member. The RCS is staffed by the Sheriff's Department.

This item is before the City Council for the consideration of Resolution No. 2018-094 (Attachment 1) establishing the Transportation Impact Fee Capital Improvement Fund (#455) and the CSA 135H Special Revenue Fund (#271) in the City's FY 2017/18 Adopted Budget.

DISCUSSION:

Transportation Impact Fee Fund (#454)

Staff is recommending a new fund be established in the City's budget to track revenues received from the TIF Program and subsequent CIP expenditures. The name of the proposed fund is the Transportation Impact Fee fund and it will be established in the Fiscal Year (FY) 2018/19 Adopted Budget.

CITY COUNCIL ACTION:

Staff is required by Assembly Bill (AB) 1600 to account for every impact fee that the City collects, keep it in a separate account, and not commingle the fee with any other funds for other impact fees. During the time funds are accruing for individual capital facilities, the City must keep track of each fund and provide an annual report to the public. The establishment of the Transportation Impact Fee will help facilitate meeting those requirements.

CSA 135H Funds (#271)

CSA 135 provides a district wide 800 MHz regional communications system and fire protection and emergency services within specific service areas. The 800 MHz system is administered by the Sheriff's Department for three of the cities in CSA 135 – Del Mar (CSA 135B), Poway (CSA 135F) and Solana Beach (CSA 135H) – and assessments are collected on the property tax rolls for these cities' share of their 800 MHz costs. The Sheriff Department collects the assessments and makes payments in accordance with an annual budget approved by the San Diego County Board of Supervisors.

The City, with the approval of its outside auditors, proposes to include CSA 135-H revenues and expenditures as part of its financial reporting structure to allow Staff to accurately track activity related to its 800 MHz system obligations, including ongoing maintenance for its public safety radios used by Fire and Marine Safety. The County would continue to receive CSA 135H revenues and make related expenditures but the City would also record the revenue and expenditure activity in its records. This system would allow the City to report its total public safety related revenue and expenditures.

CEQA COMPLIANCE STATEMENT: N/A

FISCAL IMPACT:

The FY 2018/19 Adopted Budget would add the Transportation Impact Fee Fund (#454) and the CSA 135-H Fund (#271). TIF revenues that the City has received in FY 2018/19 would be recorded in the Transportation Impact Fee Fund (#454) and revenue and expenditure activity reported by the County for CSA 135H would be recorded in the CSA 135-H Fund (#271), including opening fund balances as of July 1, 2017.

WORK PLAN: N/A

OPTIONS:

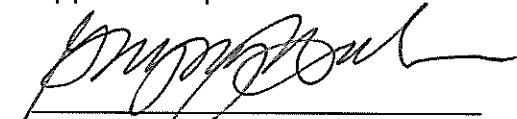
- Approve Staff recommendation.
- Approve Staff recommendation with alternative amendments or modifications.
- Deny Staff recommendation and provide direction.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2018-094 approving the establishment of the Transportation Impact Fee Capital Improvement Fund (#455) and the County Service Area (CSA) 135H Special Revenue Fund (#271) in the City's FY 2017/18 Adopted Budget.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution No. 2018-094

RESOLUTION NO. 2018-094

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ESTABLISHING THE TRANSPORTATION IMPACT FEE FUND AND THE COUNTY SERVICE AREA (CSA) 135H FUND

WHEREAS, the City of Solana Beach established a Transportation Impact Fee Program (TIF) and needs to establish a separate Capital Improvement Project Fund to segregate and account for the funds; and

WHEREAS, the County of San Diego collects CSA 135H revenues from City property owners to pay for the City's share of the county wide 800 MHz regional communications system; and

WHEREAS, the City desires to include these CSA 135H revenues and expenditures managed by the County into its financial records for budgeting and reporting purposes.

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 approves the establishment of the Transportation Impact Fee Capital Improvement Fund (#455) and the County Service Area (CSA) 135H Special Revenue Fund (#271) in the City's FY 2017/18 Adopted Budget.

PASSED AND ADOPTED this 11th day of July, 2018, 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 –

DAVID ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: July 11, 2018
ORIGINATING DEPT: City Clerk's Department
SUBJECT: League of California Cities' 2018 Annual Business Meeting
 Voting Delegates Designees

BACKGROUND:

The League of California Cities (League) will host its 2018 Annual Conference September 12-14 in Long Beach. The Annual Business Meeting will be held on September 14th at 12:30 p.m. where the League membership will consider and take action on resolutions that establish League policy. The League resolutions and policy-making decisions, in conjunction with the League's efforts, help to guide cities to improve the quality and responsiveness of local government. The League requires each City Council to designate its voting delegate, and may appoint up to two alternate voting delegates.

This item is before Council to officially appoint voting delegates for the League's 2018 Annual Conference, as required, and which will be attested by the City Clerk and forwarded to the League.

DISCUSSION:

Consistent with League bylaws, a City's voting delegate and alternate(s) must be designated by City Council action in order to act on behalf of the City of Solana Beach. The voting delegate and alternate(s) must be registered to attend the conference, and at least one delegate must be present at the Business Meeting and in possession of the voting card in order to cast a vote. Transferring voting cards to non-designated individuals will not be allowed, but they may be transferred freely between the voting delegate and alternate(s).

Designated Delegates

Currently serving on the League Executive Committee is Councilmember Edson, primary, and Councilmember Heebner, alternate.

Designating Additional Alternate Delegate

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

CITY COUNCIL ACTION: _____

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

CEQA COMPLIANCE STATEMENT: N/A

FISCAL IMPACT:

Fiscal impact will include costs for the delegates' travel, lodging and meals, which has been budgeted.

WORK PLAN: N/A

OPTIONS:

- Appoint voting delegates to represent the City of Solana Beach at the 2018 League of California Cities Annual Conference.
- Do not appoint voting delegates, forfeiting all or some voting rights for Solana Beach.

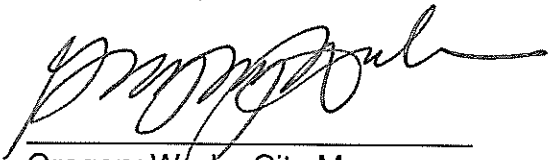
DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council:

1. Appoint Councilmember Edson, primary voting delegate, Councilmember Heebner, 1st alternate, and City Manager, Gregory Wade, 2nd alternate, as the voting delegates for the 2018 Annual Business Meeting of the League of California Cities Annual Conference being held September 12-14, 2018 in Long Beach, or provide alternative appointments.
2. Authorize the City Clerk to attest to the appointments and submit the Official Voting Form to the League of California Cities by August 31, 2018.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachment:

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



1400 K Street, Suite 400 • Sacramento,
California 95814
Phone: 916.658.8200 Fax: 916.658.8240
www.cacities.org

Council Action Advised by July 31, 2018

May 17, 2018

TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – September 12 - 14, Long Beach**

The League's 2018 Annual Conference is scheduled for September 12 – 14 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for 12:30 p.m. on Friday, September 14, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, August 31, 2018. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates must be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one voter must be present at the

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Sacramento Convention Center, will be open at the following times: Wednesday, September 12, 8:00 a.m. – 6:00 p.m.; Thursday, September 13, 7:00 a.m. – 4:00 p.m.; and Friday, September 14, 7:30 a.m.– 11:30 a.m.. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

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

Once again, thank you for completing the voting delegate and alternate form and returning it to the League's office by Friday, August 31. If you have questions, please call Kayla Curry at (916) 658-8254.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: _____

2018 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Friday, August 31, 2018. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

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

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

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

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

Name: _____ E-mail _____

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

Date: _____

Please complete and return by Friday, August 31, 2018

League of California Cities
ATTN: Kayla Curry
1400 K Street, 4th Floor
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: kcurry@cacities.org
(916) 658-8254



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: July 11, 2018
ORIGINATING DEPT: City Manager's Department
SUBJECT: **Council Consideration of Resolution No 2018-102
Approving the Solana Energy Alliance 2018 Integrated
Resource Plan**

BACKGROUND:

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

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

Senate Bill 350, approved by the Governor on October 7, 2015 added, among other actions, Public Utilities Code section 454.52 which established the requirement for load-serving entities (including CCAs) to file an integrated resource plan (IRP) with the California Public Utilities Commission (CPUC).

This item is before City Council to consider approving Resolution 2018-102 (Attachment 1) approving the Solana Energy Alliance 2018 Integrated Resource Plan.

CITY COUNCIL ACTION:

DISCUSSION:

Senate Bill 350 made revisions to the renewable portfolio standards (RPS) for California, with which SEA must comply. Specifically, it increased the minimum renewable energy standards from 33% by December 31, 2020 to 50% by December 31, 2030. The City Council took the bold step in establishing a default energy product for SEA that is sourced from 50% renewable energy, already meeting the state's 2030 goal.

To ensure CCAs are meeting these minimum standards, as well as meeting greenhouse gas reduction targets as established by the California Air Resources Board, an Integrated Resource Plan is required to be filed with the California Public Utilities Commission (CPUC) for certification with the first being due by August 1, 2018. The IRP looks out at a 10-year time horizon and establishes a plan for SEA's procurement activities to meet the RPS and greenhouse gas reduction targets.

SEA's consultant, The Energy Authority (TEA), has been working closely with the CPUC to ensure the IRP as presented to City Council meets all the requirements as established by the CPUC. The IRP follows the required template as provided by the CPUC. At the time of writing this report, TEA was still working on finalizing the IRP. The final IRP will be made available to the Council and the public as a blue folder item as soon as it is available.

The IRP will be updated and brought back to City Council every two years.

DEPARTMENT RECOMMENDATION:

Staff recommends the City Council consider adoption of Resolution 2018-102 approving the Solana Energy Alliance 2018 Integrated Resource Plan

CITY MANAGER RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2018-102
2. Integrated Resource Plan (to be added when available)

RESOLUTION 2018 – 102

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING THE SOLANA ENERGY ALLIANCE INTEGRATED RESOURCE PLAN

WHEREAS, 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; and

WHEREAS, on December 13, 2017, the City Council adopted Ordinance 483, establishing a Community Choice Aggregation program, Solana Energy Alliance; and

WHEREAS, Senate Bill 350, approved October 7, 2015, establishes a requirement for Community Choice Aggregation Programs to develop an Integrated Resource Plan and submit it to the California Public Utilities Commission for certification; and

WHEREAS, the Solana Energy Alliance Integrated Resource Plan was developed consistent with the requirements as established by the California Public Utilities Commission.

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 approves the Solana Energy Alliance Integrated Resource Plan.

PASSED AND ADOPTED this 11th day of July 2018, at a regular meeting of the City Council of the City of Solana Beach, California, by the following vote:

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

DAVID A. ZITO, 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: July 11, 2018
ORIGINATING DEPT: Engineering Department
SUBJECT: **Council Consideration of Resolution 2018-100
Authorizing the City Clerk to File a Notice of Completion
for the Circle Drive Sewer Pipeline Replacement Project**

BACKGROUND:

At the January 10, 2018 Council Meeting, the construction contract for the Circle Drive Sewer Pipeline Replacement, Bid 2017-10, was awarded to Burtech Pipeline. The project removed and replaced the sewer mains in Circle Drive and Driftwood Lane.

This item is before the City Council to consider adoption of Resolution 2018-100 (Attachment 1) to report the final project costs, accept the project as complete, to appropriate additional funding for extra work, and to direct the City Clerk to file a Notice of Completion.

DISCUSSION:

Burtech Pipeline completed all work on this project in accordance with the approved plans and specifications of Bid No. 2017-10 to the satisfaction of the City Engineer. The City will release the 5% retention, in the amount of \$30,850, 35 days after the Notice of Completion is approved by the City Council.

The contractor performed additional work at the request of Staff and incurred extra expenses due to unforeseen utilities and underground conditions. The additional work included constructing curb and gutter along the west side of East Circle Drive, installing a sewer lateral to a vacant lot, and repairing a sewer manhole at the intersection of Valley Avenue and Viva Court.

CITY COUNCIL ACTION:

CEQA COMPLIANCE STATEMENT:

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

FISCAL IMPACT:

The project was funded by the Fiscal Year (FY) 2017/18 Capital Improvement Projects budget for Sanitary Sewer Pipeline Replacements (CIP-10). The initial budget was \$500,000. Council authorized an additional appropriation of \$130,540 when the project was awarded to Burtech for a total project cost of \$630,540. In addition to the contract amount of \$532,226, the project included an \$80,000 construction contingency and the pre-design survey and bid advertising expenditures. A final contract change order was negotiated with Burtech that equaled the \$80,000 construction contingency amount, plus the cost to repair a manhole on Valley Avenue. The manhole repair was performed on a time and material basis for a total cost of \$4,789. Staff is requesting an additional appropriation of \$4,789 for the manhole repair.

WORK PLAN:

Although this project was not mentioned in the FY 2017/18 Work Plan, it is consistent with the Environmental Sustainability section of the Work Plan.

OPTIONS:

- Adopt Staff recommendation.
- Deny Staff recommendation.
- Provide direction.


DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2018-100:

1. Authorizing the City Council to accept as complete the Circle Drive Sewer Pipeline Replacement, Bid 2017-10, performed by Burtech Pipeline.
2. Authorizing the City Clerk to file a Notice of Completion.
3. Authorizing an appropriation of \$4,789 from the Sanitation Fund into the project budget unit.
4. Authorizing the City Treasurer to amend the Fiscal Year 2017/18 Adopted Budget accordingly.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution No. 2018-100

RESOLUTION 2018 – 100

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ACCEPTING AS COMPLETE THE CIRCLE DRIVE SEWER PIPELINE REPLACEMENT PROJECT, AND AUTHORIZING THE CITY CLERK TO FILE A NOTICE OF COMPLETION

WHEREAS, the Capital Improvement Program (CIP) budget includes funds for Sanitary Sewer Pipeline Replacements, and that the City performed sewer pipeline condition assessments and determined sewer pipelines to be rehabilitated or replaced to improve system reliability; and

WHEREAS, on January 10, 2018 the City Council awarded a construction contract to Burtech Pipeline for the Circle Drive Sewer Pipeline Replacement, Bid 2017-10; and

WHEREAS, the Circle Drive Sewer Pipeline Replacement Project has been completed in accordance with the plans and specifications included as part of the public works contract with Burtech Pipeline to the satisfaction of the City Engineer; and

WHEREAS, the contractor performed additional work at the request of Staff and incurred extra expenses due to unforeseen utilities and underground conditions, exceeding the construction contingency approved at the January 10, 2018 City Council meeting.

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

1. That the above recitations are true and correct.
2. That the City Council authorizes the City Engineer to accept as complete the Circle Drive Sewer Pipeline Replacement, Bid 2017-10, performed by Burtech Pipeline.
3. That the City Council authorizes the City Clerk to file a Notice of Completion for the project.
4. That the City Council authorizes an appropriation of \$4,789 from the Sanitation Fund into the project budget unit.

5. That the City Council authorizes the City Treasurer to amend the Fiscal Year 2017/18 Adopted Budget accordingly.

PASSED AND ADOPTED this 11th day of July, 2018, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

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

DAVID A. ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: July 11, 2018
ORIGINATING DEPT: City Clerk's Office
SUBJECT: Calling the General Municipal Election for November 6, 2018

BACKGROUND:

As per Solana Beach Municipal Code (SBMC) Section 2.24.010, the City of Solana Beach is required to conduct its General Municipal Election on the same day as the Statewide General Election (Elec. Code Section 1301(b)&(c) and SBMC Section 2.24.010), which will be November 6, 2018, for the purpose of electing members of the City Council. Two Councilmember terms will expire on December 12, 2018, when the Election will be officially certified, and the top three vote getters of the election will fill these positions. Currently these positions are served by appointed members Lesa Heebner and Peter Zahn.

This item is before Council to perform the official calling of the November 6, 2018 General Election, by Resolution, and to specify other related election matters.

DISCUSSION:

Each General Election requires the passing of Resolutions in order to:

- Call and Give Notice of the Election.
- Define the regulations for Candidate Statements.
- Consolidate the Municipal Election with the Statewide General Election, whenever possible, and utilize the professional services of the County Registrar of Voters for a number of election duties and tasks, by submitting a formal request to the San Diego County Board of Supervisors.
- Determine how to decide a tie vote.

Calling for the Election

In order to hold an election for City Councilmembers, the City is required to officially, by resolution, "call and give notice" of a General Election. Resolution 2018-103 (Attachment 1) authorizes a General Municipal Election to be held on Tuesday, November 6, 2018.

Candidate Nomination Period

The candidate nomination filing period will begin Monday, July 16, 2018 and end on Friday, August 10, 2018 at 5:00 p.m. City Hall is closed alternate Fridays, however, the City Clerk/Election Official will make accommodations by appointment, as necessary. Filers are asked to reserve appointments at the beginning of this period with the City Clerk in order to

CITY COUNCIL ACTION: _____

pull the required nomination document and other required paperwork and be briefed on various additional requirements for qualifying as a candidate for the ballot, local campaign regulations, etc. Once candidates complete all the necessary filing paperwork, they are asked to make appointments to officially file their paperwork, as required, before the deadline. If certain paperwork is not complete or filed, it may be grounds for insufficiency, therefore, the earlier the filing is made, it will allow time for the nomination paper's required signatures to be verified, and if needed, a Supplemental Paper to be issued, which all must be filed by the deadline of August 10, 2018.

Potential Filing Extension Date

If any incumbent does not file by the filing deadline on August 10th, the filing period will be extended to Wednesday, August 15, 2018 at 5:30 p.m. for candidates other than incumbents.

Consolidation with Statewide Election

General Municipal Elections are typically consolidated with Statewide General Elections, whenever possible. Resolution 2018-104 (Attachment 2) meets the requirement of the California Election Code 10403 to formally request the County Board of Supervisors consolidate the City's election with the statewide election.

Consolidation provides the most cost effective method and provides for certain expertise of the San Diego County Registrar of Voters (ROV). When consolidated, the City Clerk employs the County to handle responsibilities for procuring polling places, precinct workers, the publication and mailing of the sample ballot and canvassing the returns of the election. All other functions of the election are handled by the City Clerk, as the local Elections Official.

Candidate Statements

As specified in California Election Code Section 13307, Candidate Statements are a brief description of the candidate's education and qualifications expressed by the candidate. Candidate Statements are prepared on a specified form issued by the Elections Official. These statements are printed in the Sample Ballot mailed to all registered voters. Candidate statements are optional and paid for by the candidate. The local agency estimates the cost of printing, handling, translating, and mailing of qualified Candidates' Statements in the Sample Ballot and is based on varying factors including the number of candidates running, other elections within the consolidated election, and the number of words allowed, 200 or 400. Historically, the City of Solana Beach has chosen 200 words for the Candidate Statement. Candidates must prepay the estimated cost at the time of filing all official election papers for candidate qualification. Based on an initial estimated 5-6 candidates running for three open seats, the estimate for Solana Beach Candidate Statements containing 200 words is \$825 each. This estimate is provided by the San Diego County Registrar of Voters, with whom the City contracts to provide certain election services and that once actual costs are determined and provided in the final invoice, the balance or refund will be returned to candidates. A deposit of \$825 will be charged to candidates who choose to prepare a Candidate Statement for placement in the Sample Ballot.

Staff recommends the City Council continue the past practice of designating 200 words for Candidate Statements (Attachment 3, Resolution 2018-105). If the Council chooses to expand the limitation to 400 words, the Resolution may be modified in the record, and a higher deposit will be assessed and charged.

Translation Requirements

The San Diego County Registrar of Voters signs a Memorandum of Understanding with the United States Department of Justice to translate all election materials into designated foreign languages for the demographics of the County. When the City consolidates with the County for election services, it is required to comply with these translation requirements for posting and publishing certain election notices and materials. The City complies with the same translation requirements for notices adhered by San Diego County, who will be responsible for translation of all other materials.

Resolving a Tie Vote

If the election results in a tie vote, there are two options for reconciling the tie. A tie vote may be decided by lot (e.g. tossing a coin, etc.) or by conducting a special runoff election involving those candidates who receive an equal number of votes. The City Council must decide, prior to the election, how to determine the tie vote. Determining the winner of a tie vote using the "by lot" method results in minimal cost to the City.

If the election results in a tie vote and Council elects to opt for a runoff, then an appropriate resolution would be brought back at a later date to call a Special Runoff Election. A Special Runoff Election, held by itself (without consolidation with another statewide election), and contracting these services from the County Registrar could cost in excess of \$200,000, based on the last estimate provided to the City for a Special Election.

Staff recommends Council determine the resolution of a tie vote using the "by lot" method, which is specified in the attached resolution (Attachment 1, Resolution 2018-103). If Council determines a Special Runoff Election is the appropriate method, then a resolution would need to be brought back, prior to the election, for adoption.

Cancellation of Election

In the event that an equal number of qualified candidates do not exceed the number of Council positions to be filled, Elections Code Section 10229 allows Council to make a determination of whether to appoint the candidates in lieu of holding the scheduled election.

Elections Code Section 10229 states that, *"if by 5:00 p.m. on the 88th day (August 10, 2018) prior to the day that is fixed for a regularly scheduled municipal election or the 83rd day (August 15, 2018) prior if incumbents fail to file, only one person has been nominated for an office which is elected on a citywide basis and/or the number of persons who have been nominated for open offices do not exceed the number of offices to be filled, the city elections official shall submit a certificate of these facts to the governing body of the city and publish the notice informing the governing body of the city that it may, at a regular or special meeting held before the municipal election and by the required deadline, adopt one of the following courses of action:*

- (1) Appoint to the office the person who has been nominated.*
- (2) Appoint to the office any eligible elector if no one has been nominated.*
- (3) Hold the election, if either no one or only one person has been nominated."*

Following the nomination period, if the City Clerk determines that the above section applies, a certificate of facts would be presented to Council at a Council meeting for the determination

on whether to appoint the candidates and cancel the election or to proceed with the scheduled election.

CEQA COMPLIANCE STATEMENT: Not defined by CEQA.

FISCAL IMPACT:

Biennial general municipal election costs are determined by the number of registered voters, the Registrar of Voter's costs for services, and the City's costs for publishing, translations and other election associated costs. The estimate for minimal internal costs and to employ the Registrar totals up to approximately \$19,000 and has been included in the adopted Fiscal Year 2018-19 Budget.

WORK PLAN: N/A

OPTIONS:

- Approve Staff recommendation to call the General Election, consolidating with the County, choosing a 200 word candidate statement, and opting for a tie vote decided by lot.
- Do not approve the calling of the General Election and return to call a Special Election to comply with the Solana Beach Municipal Code and California Codes.

DEPARTMENT RECOMMENDATION:

Staff recommends that City Council:

1. Adopt Resolution 2018-103 Calling and Giving Notice of the Holding of a General Municipal Election to be held on Tuesday, November 6, 2018, for the Election of Certain Officers as required by the Provision of the Laws of the State of California Relating to General Law Cities and determining tie vote provisions.
2. Adopt Resolution 2018-104 requesting the Board of Supervisors of the County of San Diego to Consolidate a General Municipal Election to be held on Tuesday, November 6, 2018, with the Statewide General Election to be held on that date.
3. Adopt Resolution 2018-105 adopting regulations for Candidates for Elective Office pertaining to Candidate's Statements submitted to the voters at an Election.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation



Gregory Wade, City Manager

Attachments:

1. Resolution 2018-103 – Call Election, Reconcile Tie Vote
2. Resolution 2018-104 – Consolidation Request
3. Resolution 2018-105 – Candidate Statements

RESOLUTION 2018-103

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 6, 2018, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES

WHEREAS, under the provisions of the laws relating to General Law cities in the State of California, a General Municipal Election shall be held on November 8, 2016, for the election of municipal officers.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the requirement of the laws of the State of California relating to General Law cities, there is called and ordered to be held in the City of Solana Beach, California, on Tuesday, November 6, 2018, a General Municipal Election for the purpose of electing two (2) Members of the City Council for the full term of four years.

SECTION 2. That the ballots to be used at the election shall be in form and content as required by law.

SECTION 3. That pursuant to Resolution 2018-104, the election department of the County of San Diego is authorized, instructed and directed to procure and furnish any and all official ballots, notices, printer matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 4. That the polls for the election shall be open at 7:00 a.m. on the day of the election and shall remain open continuously from that time until 8:00 p.m. of the same day when the polls shall be closed, except as provided in Section 14401 of the Elections Code of the State of California.

SECTION 5. That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 6. That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 7. That in the event of a tie vote (if any two or more persons receive an equal and the highest number of votes for an office) as certified by the San Diego

County Registrar of Voters (ROV), the City Council, in accordance with Election Code Section 15651(b), shall set a date, time, and place and summon the candidates who have received the tie votes to appear and will determine the tie by lot.

SECTION 8. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

SECTION 9. That the City Council authorized the City Clerk to administer said election and all reasonable and actual election expenses shall be paid by the City upon presentation of a properly submitted bill.

PASSED, APPROVED AND ADOPTED at a Regular meeting of the Solana Beach City Council held on the 11th day of July, 2018, by the following vote:

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

DAVID A. ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

RESOLUTION 2018-104

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF SAN DIEGO TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 6, 2018, WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THAT DATE PURSUANT TO SECTION 10403 OF THE ELECTIONS CODE

WHEREAS, the City Council of the City of Solana Beach called a General Municipal Election to be held on November 6, 2018, for the purpose of the election of three Members of the City Council; and,

WHEREAS, in the course of conduct of the election it is necessary for the City to request services of the County; and

WHEREAS, all necessary expenses in performing these services shall be paid by the City of Solana Beach; and

WHEREAS, it is desirable that the General Municipal Election be consolidated with the Statewide General Election to be held on the same date and that within the City the precincts, polling places and election officers of the two elections be the same, and that the county election department of the County of San Diego canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the provisions of Section 10403 of the Elections Code, the Board of Supervisors of the County of San Diego is hereby requested to consent and agree to the consolidation of a General Municipal Election with the Statewide General Election held Tuesday, November 6, 2018, for the purpose of the election of three Members of the City Council.

SECTION 2. That the County of San Diego election department is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. The election will be held and conducted in accordance with the provisions of law regulating the statewide election.

SECTION 3. That the Board of Supervisors is requested to issue instructions to the county election department to take any and all steps necessary for the holding of the consolidated election.

SECTION 4. That the City of Solana Beach recognized that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs upon presentation of an invoice.

SECTION 5. That the City Clerk is hereby directed to file a certified copy of this Resolution with the Board of Supervisors and the county election department of the County of San Diego.

SECTION 6. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California, held on the 11th day of July, 2018, by the following vote:

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

DAVID A. ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

RESOLUTION 2018-105

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATE'S STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 6, 2018.

WHEREAS, Section 13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidates statement.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. GENERAL PROVISIONS. That pursuant to Section 13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an Election to be held in the City of Solana Beach on November 6, 2018 may prepare a candidate's statement on an appropriate form provided by the City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself/herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement to be filed (in typewritten form) in the office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

SECTION 2. FOREIGN LANGUAGE POLICY

- A. Pursuant to the Federal Voting Rights Act, the candidate's statements are required to be translated in all languages required as required. The County is required to translate candidate's statements into the following languages: Spanish, Tagalog/Filipino, Vietnamese, and Chinese.
- B. The County will mail sample ballots and candidates statements in Spanish, Tagalog/Filipino, Vietnamese, and Chinese to only those voters who are on the county voter file as having requested a sample ballot in a particular language. The County will make the sample ballots and candidates statements in the required languages available at all polling places, on the County's website, and in the Election Official's office.

SECTION 3. PAYMENT

A. Translations:

1. The candidate shall be required to pay for the cost of translating the candidate's statement into any required foreign language as specified in (A) pursuant to the Federal and/or State law.

B. Printing

1. The candidate shall be required to pay for the cost of printing the candidate's statement in English in the voter's pamphlet.
2. The candidate shall be required to pay for the cost of printing the candidate's statement in a foreign language in the voter's pamphlet.

The City Clerk shall estimate the total cost of printing, handling, translating and mailing the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the City of Solana Beach his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the clerk is not bound by the estimate and may on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the clerk may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the clerk shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election or as soon as the final amount is known from the Registrar of Voters.

The City Clerk estimates the pro rata share to candidates for having a candidate statement of 200 words included in the voter pamphlet to be \$825, which each candidate shall pay at the time of submitting the candidate statement.

SECTION 4. MISCELLANEOUS

- A) All translations shall be provided by professionally-certified translators.
- B) The City Clerk shall comply with all recommendations and standards set forth by the California Secretary of State, the San Diego County Registrar Voters, and local municipal codes and regulations, in other matters relating to elections.

SECTION 5. ADDITIONAL MATERIALS. No candidate will be permitted to include additional materials in the sample ballot package.

SECTION 6. That the City Clerk shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

SECTION 7. That all previous resolutions establishing council policy on payment for candidate's statements are repealed.

SECTION 8. That this resolution shall apply at the next ensuing municipal election, November 6, 2018, and at each municipal election after that time.

SECTION 9. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California, held on the 11th day of July, 2018, by the following vote.

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

DAVID A. ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT

CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: July 11, 2018
ORIGINATING DEPT: City Manager's Office
SUBJECT: **Consideration of Resolution 2018-092 Adopting Fiscal Year 2018/19 Salary and Compensation Plans for the Non-Represented (Executive Management, Mid-Management, Management and Confidential) Employees, the Solana Beach Miscellaneous Unit (SBEA-MISC), the Marine Safety Unit (SBEA/MSU), City Manager, Part-Time/Seasonal/Temporary Employees, and Elected Officials, and creating a Management Analyst series**

BACKGROUND:

In accordance with the City's Personnel Rules and Regulations, Section 8.10, the City Council authorizes and approves all salary and benefit plans for employees and establishes salary ranges pursuant to the recommendation by the City Manager. Salary and benefits for Non-Represented Employees (Executive Management, Mid-Management and Confidential) are included in the salary and compensation plans approved by the City Council each fiscal year. The City Council must approve a Salary and Compensation Plan for all employees to coincide with fiscal appropriations of a new fiscal year and new budget. Subsequent revisions to the adopted Salary and Compensation Plan will be recommended by the City Manager pursuant to City Personnel Rules and approved by the City Council.

The Solana Beach Employees Association – Marine Safety Unit (SBEA-MSU) and the Solana Beach Employees Association – Miscellaneous Unit (SBEA-MISC) both reached an agreement with the City for a three-year Memorandum of Understanding (MOU) that covers Fiscal Years (FY) 2017/18, FY 2018/19, and FY 2019/20. The proposed FY 2018/19 Salary and Compensation Plans include the negotiated and approved 2.5% salary increase for the SBEA-MSU employees. The proposed FY 2018/19 Salary and Compensation Plans also include the negotiated and approved 2.5% salary increase for

COUNCIL ACTION:

the SBEA-MISC employees as well as a one-time salary adjustment over the first two years of the three-year MOU for six positions within the SBEA-MISC employee group.

The Non-Represented Executive, Mid-Management, Management and Confidential employees will also receive a 2.5% salary increase in FY 2018/19. Additional increases to these employees may be provided at the discretion of the City Manager based upon performance and subject to the City Council approved budget.

The Part-Time/Seasonal Temporary employees received an adjustment to their salary schedule earlier this year, which was approved at the February 28, 2018 City Council meeting. No additional adjustments are recommended at this time.

The SBEA-MSU, SBEA-MISC employees and Non-Represented employees will also receive a 5% increase to their health benefit flex credit (\$1,293.33 per month) for FY 2018/19.

During the past several months, the City met and conferred in good faith with the Solana Beach Fire Association (SBFA) the recognized bargaining unit for the Fire employees of the City, for a successor Memorandum of Understanding (MOU) to the 2016/2018 MOU which ended on June 30, 2018. During the meet and confer process, the City and SBFA reached a tentative agreement on a four-year MOU for Fiscal Years (FY) 2018/19, 2019/20, 2020/21, and 2021/22.

Additionally, Staff is recommending creating a Management Analyst classification series in order to provide employees growth and advancement opportunities within the City.

Finally, the pay grade for the Deputy City Clerk classification has been changed from pay grade M-1 to M-3 on the Management pay structure (Schedule 1) to better align the position with other similar management classifications.

This item is before the City Council to consider the adoption of the FY 2018/19 Salary and Compensation Plans for SBEA-MISC, SBEA-MSU, SBFA, Non-Represented, City Manager, Part-Time/Seasonal Temporary employees, and Elected Officials.

DISCUSSION:

The City Manager recommends adoption of the FY 2018/19 Salary & Classification Plan for the SBEA-MISC, SBEA-MSU, SBFA, Non-Represented, City Manager, Part-Time/Seasonal/Temporary employees, and Elected Officials, which include the following major points outlined below.

Proposed FY 2018/19 Salary and Compensation Plans

Non-Represented Executive Management, Mid-Management, Management and Confidential (excluding City Attorney and City Manager):

1. Term of Compensation Plan: July 1, 2018 to June 30, 2019.
2. 2.5% salary increase effective first full pay period in July, 2018

- Mid-Management and Executive Management FY 2018/19 Salary Schedule 1 (Attachment 1)
 - Confidential Employees' FY 2018/19 Salary Schedule 2 (Attachment 2)
3. 5% increase in Health Care Benefits: \$1,293.33/month effective July 1, 2018.

SBEA-MISC (Miscellaneous Employees):

1. Term of Compensation Plan: July 1, 2018 to June 30, 2019.
2. One-time salary adjustments as listed below for the following positions over a two-year period. The 1st column indicates adjustments which were given for FY 2017/18, the adjustments listed in the 2nd column below are due for FY 2018/19.

	2017/18	2018/19	Total
Sr. Code Compliance Officer	0.30%	0.00%	0.30%
Sr. Engineering Technician	0.66%	0.00%	0.66%
Assistant Civil Engineer	1.05%	1.05%	2.10%
Associate Planner	1.15%	1.15%	2.30%
Assistant Planner	1.75%	1.75%	3.50%
Associate Civil Engineer	3.10%	3.10%	6.20%

3. 2.5% salary increase effective first full pay period in July, 2018.
 - Miscellaneous Employees' FY 2018/19 Salary Schedule 3 (Attachment 3)
4. 5% increase in Health Care Benefits: \$1,293.33/month effective July 1, 2018.

SBEA-MSU Employees (Marine Safety):

1. Term of Compensation Plan: July 1, 2018 to June 30, 2019.
2. 2.5% salary increase effective first full pay period in July, 2018.
 - Marine Safety Employees' FY 2018/19 Salary Schedule 4 (Attachment 4)
3. 5% increase in Health Care Benefits: \$1,293.33/month effective July 1, 2018.

SBFA Employees (Fire):

1. Term of Compensation Plan: July 1, 2018 to June 30, 2019.
2. 2.75% salary increase for Firefighter/Paramedics and fire Engineers effective first full pay period in July, 2018
 - 3.25% salary increase for Fire Captain effective first full pay period in July, 2018
 - Fire Employees' FY 2018/19 Salary Schedule 5 (Attachment 5)
3. Increase in Health Care Benefits: \$1,500/month effective July 1, 2018.

City Manager and Elected Officials:

1. Term of Compensation Plan: July 1, 2018 to June 30, 2019.
2. No changes.
 - City Manager FY 2018/19 Salary Schedule 7 (Attachment 5)
 - Elected Officials FY 2018/19 Salary Schedule 8 (Attachment 6)
3. 5% increase in Health Care Benefits: \$1,293.33/month effective July 1, 2018.

Part-Time/Temporary/Seasonal Employees:

1. Term of Compensation Plan: July 1, 2018 to June 30, 2019.
2. No changes.
 - Part-Time/Temporary/Seasonal Employees' FY 2018/19 Salary Schedule 6 (Attachment 7)

Management Analyst Classification Series

Staff recommends creating and adding a Management Analyst Series to the City's job classification plan in order to allow growth and advancement opportunities for employees, as well as provide flexibility in recruitment of new employees based on skills and qualifications.

The City's current job classification plan includes a Management Assistant and a Management Analyst. Staff recommends adding the two additional positions of an Associate Management Analyst and a Senior Management Analyst, in order to create a four level Management Analyst job series. Listed below are the proposed job levels for each classification and the attached Knowledge, Skills and Abilities (KSA) matrix outlines the requirements and KSA for each level (Attachment 8).

- Level 1: Management Assistant (entry level)
- Level 2: Associate Management Analyst (journey level)
- Level 3: Management Analyst (management level)
- Level 4: Senior Management Analyst (management level)

The Senior Management Analyst classification differs from the Level 3 Management Analyst classification in that the Senior Management Analyst has permanent, ongoing responsibility for a highly complex analysis function involving the application of specialized skills over and above that required of a Management Analyst. Senior Management Analysts may be assigned direct supervision of lower level staff while Management Analysts provide guidance and training to lower level staff.

Both, the Management Assistant and the Associate Management Analyst classifications will be listed under the Miscellaneous Employees' salary schedule (schedule 3), and the Management Analyst and the Senior Management Analyst positions will be listed under the Management Employees salary schedule (schedule 1).

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The Adopted Budget for FY 2018/19 included the SBEA-MISC, SBEA-MSU, Non-Represented, City Manager, Part-Time/Seasonal/Temporary employees, and Elected Officials salary and compensation costs. An appropriation is need for the SBFA salary and compensation costs and is included as part of SBFA Tentative Agreement Staff Report and Resolution 2018-101 being presented at tonight's meeting.

WORK PLAN:

N/A

OPTIONS:

- Approve the FY 2018/19 Salary and Compensation Plans as recommended by Staff.
- Approve the FY 2018/19 Salary and Compensation Plans with modifications.
- Do not approve the FY 2018/19 Salary and Compensation Plans and provide alternative direction.


DEPARTMENT RECOMMENDATION:

Staff recommends the City Council adopt Resolution 2018-092 (Attachment 9):

1. Approving FY 2018/19 Salary and Compensation Plans for Executive Management, Mid-Management, Confidential, Marine Safety, Miscellaneous, Fire, City Manager, Part-Time/Seasonal/Temporary employees and Elected Officials.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation



Gregory Wade, City Manager

Attachments:

1. 2018/19 Executive/Senior Management/Mid-management Salary Schedule 1
2. 2018/19 Confidential Employees' Salary Schedule 2
3. 2018/19 SBEA / Miscellaneous Employees' Salary Schedule 3
4. 2018/19 SBEA / Marine Safety Unit Salary Schedule 4
5. 2018/19 SBFA Salary Schedule 5

6. 2018/19 City Manager Salary Schedule 7
7. 2018/19 Elected Officials Salary Schedule 8
8. 2018/19 Part-Time/Seasonal Temporary Employees Salary Schedule 6
9. Management Analyst Job Series Job Description
10. Resolution No. 2018-092 Adopting the FY 2018/19 Salary and Compensation Plans

Management Pay Structure
Schedule 1
Effective July 7, 2018

Pay Grade	Job Classifications	Payment Schedule	Range Minimum	Range 25th Percentile	Range Midpoint	Range 75th Percentile	Range Maximum
M1	Management Analyst Human Resources Analyst Recreation Supervisor	Annual Monthly Bi-weekly Hourly	\$59,634 \$4,970 \$2,485 \$28.67	\$68,579 \$5,715 \$2,857 \$32.97	\$77,524 \$6,460 \$3,230 \$37.27	\$86,469 \$7,206 \$3,603 \$41.57	\$95,415 \$7,951 \$3,976 \$45.87
M2	Senior Human Resources Analyst Senior Human Resources Analyst	Annual Monthly Bi-weekly Hourly	\$68,221 \$5,685 \$2,843 \$32.80	\$76,749 \$6,396 \$3,198 \$36.90	\$85,277 \$7,106 \$3,553 \$41.00	\$93,804 \$7,817 \$3,909 \$45.10	\$102,332 \$8,528 \$4,264 \$49.20
M3	Principal Planner Marine Safety Captain Recreation Manager Network System Engineer Senior Accountant Deputy City Clerk	Annual Monthly Bi-weekly Hourly	\$75,044 \$6,294 \$3,127 \$38.08	\$84,424 \$7,035 \$3,518 \$40.59	\$93,804 \$7,817 \$3,909 \$45.10	\$103,185 \$8,599 \$4,299 \$49.61	\$112,565 \$9,380 \$4,690 \$54.12
M4	Information Technology Manager Principal Civil Engineer Public Works Operations Manager Human Resources Manager	Annual Monthly Bi-weekly Hourly	\$82,548 \$6,879 \$3,439 \$39.69	\$92,866 \$7,739 \$3,869 \$44.65	\$103,185 \$8,599 \$4,299 \$49.61	\$113,503 \$9,459 \$4,729 \$54.57	\$123,822 \$10,318 \$5,159 \$59.53
M4-A	Fire Battalion Chief (2912 annual hours)	Annual Monthly Bi-weekly Hourly	\$90,225 \$7,519 \$3,759 \$30.98	\$101,504 \$8,459 \$4,229 \$34.86	\$112,782 \$9,398 \$4,699 \$38.73	\$124,060 \$10,338 \$5,169 \$42.60	\$135,338 \$11,278 \$5,639 \$46.48
M5	Assistant to the City Manager / Sr Management Analyst	Annual Monthly Bi-weekly Hourly	\$90,803 \$7,567 \$3,783 \$43.66	\$102,153 \$8,513 \$4,256 \$49.11	\$113,503 \$9,459 \$4,729 \$54.57	\$124,854 \$10,404 \$5,202 \$60.03	\$136,204 \$11,350 \$5,675 \$65.48
M6	City Clerk	Annual Monthly Bi-weekly Hourly	\$99,883 \$8,324 \$4,162 \$48.02	\$112,368 \$9,284 \$4,682 \$54.02	\$124,894 \$10,404 \$5,202 \$60.03	\$137,339 \$11,445 \$5,722 \$66.03	\$149,824 \$12,485 \$6,243 \$72.03
M7	Deputy Fire Chief Finance Manager/City Treasurer	Annual Monthly Bi-weekly Hourly	\$105,645 \$8,804 \$4,402 \$50.79	\$121,492 \$10,124 \$5,062 \$58.41	\$137,339 \$11,445 \$5,722 \$66.03	\$153,186 \$12,765 \$6,383 \$73.65	\$169,033 \$14,086 \$7,043 \$81.27
M8	City Engineer/Public Works Director Community Development Director Fire Chief Finance Director Administrative Services Director/Assistant City Manager	Annual Monthly Bi-weekly Hourly	\$116,210 \$9,684 \$4,842 \$55.87	\$133,641 \$11,137 \$5,568 \$64.25	\$151,073 \$12,589 \$6,295 \$72.63	\$168,504 \$14,042 \$7,021 \$81.01	\$185,936 \$15,495 \$7,747 \$89.39

Pay Structure Legend:

Range Spread =	60%
Pay Structure Aging: 07/07/14 =	3.0%
Constant Grade Differential =	10%

Confidential Employees Pay Structure
Salary Schedule 2
Effective July 7, 2018

Pay Schedule	Grade	Job Classification	Hourly					Monthly				
			Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Confidential	86	Confidential Administrative Assistant	\$ 23.96	\$ 25.15	\$ 26.41	\$ 27.73	\$ 29.12	\$ 4,152.21	\$ 4,359.82	\$ 4,577.81	\$ 4,806.70	\$ 5,047.03
Confidential	87	Fiscal Services Specialist	\$ 24.20	\$ 25.40	\$ 26.68	\$ 28.01	\$ 29.41	\$ 4,193.73	\$ 4,403.42	\$ 4,623.59	\$ 4,854.77	\$ 5,097.50
Confidential	99	Administrative Assistant IV	\$ 27.26	\$ 28.63	\$ 30.06	\$ 31.56	\$ 33.14	\$ 4,725.60	\$ 4,961.88	\$ 5,209.97	\$ 5,470.47	\$ 5,744.00
		Fiscal Services Specialist II										
Confidential	106	Accountant	\$ 29.23	\$ 30.69	\$ 32.23	\$ 33.84	\$ 35.53	\$ 5,066.48	\$ 5,319.81	\$ 5,585.80	\$ 5,865.09	\$ 6,158.34

CITY OF SOLANA BEACH - SBEA Miscellaneous Employees Pay Structure
Salary Schedule 3
 Effective July 7, 2018

Pay Schedule	Grade	Job Classification	Hourly					Monthly				
			Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
MIS (MS)	44	Administrative Assistant I	\$ 15.77	\$ 16.56	\$ 17.39	\$ 18.26	\$ 19.17	\$ 2,733.89	\$ 2,870.59	\$ 3,014.12	\$ 3,164.82	\$ 3,323.06
MIS (MS)	63	Maintenance Worker I	\$ 19.06	\$ 20.01	\$ 21.01	\$ 22.06	\$ 23.16	\$ 3,302.84	\$ 3,467.98	\$ 3,641.38	\$ 3,823.45	\$ 4,014.62
MIS (MS)	64	Administrative Assistant II	\$ 19.25	\$ 20.21	\$ 21.22	\$ 22.28	\$ 23.39	\$ 3,335.87	\$ 3,502.66	\$ 3,677.79	\$ 3,861.68	\$ 4,054.77
MIS (MS)	75	Maintenance Worker II	\$ 21.47	\$ 22.55	\$ 23.67	\$ 24.86	\$ 26.10	\$ 3,721.72	\$ 3,907.81	\$ 4,103.20	\$ 4,308.36	\$ 4,523.78
MIS (MS)	84	Code Compliance Specialist	\$ 23.48	\$ 24.66	\$ 25.89	\$ 27.19	\$ 28.54	\$ 4,070.39	\$ 4,273.91	\$ 4,487.61	\$ 4,711.99	\$ 4,947.59
MIS (MS)	85	Junior Planner	\$ 23.72	\$ 24.90	\$ 26.15	\$ 27.46	\$ 28.83	\$ 4,111.10	\$ 4,316.65	\$ 4,532.48	\$ 4,759.11	\$ 4,997.06
MIS (MS)	86	Administrative Assistant III	\$ 23.96	\$ 25.15	\$ 26.41	\$ 27.73	\$ 29.12	\$ 4,152.21	\$ 4,359.82	\$ 4,577.81	\$ 4,806.70	\$ 5,047.03
MIS (MS)		Management Assistant										
MIS (MS)	89	Lead Maintenance Worker	\$ 24.68	\$ 25.92	\$ 27.21	\$ 28.57	\$ 30.00	\$ 4,278.02	\$ 4,491.92	\$ 4,716.52	\$ 4,952.35	\$ 5,199.96
MIS (MS)	94	Code Compliance Officer	\$ 25.94	\$ 27.24	\$ 28.60	\$ 30.03	\$ 31.53	\$ 4,496.25	\$ 4,721.06	\$ 4,957.11	\$ 5,204.97	\$ 5,465.21
MIS (MS)	103A	Senior Engineering Technician	\$ 28.56	\$ 29.99	\$ 31.49	\$ 33.06	\$ 34.71	\$ 4,949.93	\$ 5,197.43	\$ 5,457.30	\$ 5,730.17	\$ 6,016.67
MIS (MS)		Associate Management Analyst										
MIS (MS)	104B	Assistant Planner	\$ 28.80	\$ 30.24	\$ 31.75	\$ 33.34	\$ 35.00	\$ 4,991.52	\$ 5,241.09	\$ 5,503.15	\$ 5,778.30	\$ 6,067.22
MIS (MS)	106	Environmental Specialist	\$ 29.23	\$ 30.69	\$ 32.23	\$ 33.84	\$ 35.53	\$ 5,066.48	\$ 5,319.81	\$ 5,585.80	\$ 5,865.09	\$ 6,158.34
MIS (MS)	106A	Senior Code Compliance Officer	\$ 29.32	\$ 30.78	\$ 32.32	\$ 33.94	\$ 35.64	\$ 5,081.68	\$ 5,335.77	\$ 5,602.55	\$ 5,882.68	\$ 6,176.82
MIS (MS)	109	Public Works Inspector	\$ 30.12	\$ 31.62	\$ 33.20	\$ 34.86	\$ 36.61	\$ 5,220.00	\$ 5,481.00	\$ 5,755.05	\$ 6,042.80	\$ 6,344.94
MIS (MS)	116A	Associate Planner	\$ 32.39	\$ 34.00	\$ 35.70	\$ 37.49	\$ 39.36	\$ 5,613.35	\$ 5,894.02	\$ 6,188.72	\$ 6,498.16	\$ 6,823.06
MIS (MS)	119A	Assistant Civil Engineer	\$ 33.30	\$ 34.97	\$ 36.71	\$ 38.55	\$ 40.48	\$ 5,771.90	\$ 6,060.49	\$ 6,363.52	\$ 6,681.69	\$ 7,015.78
MIS (MS)	137A	Associate Civil Engineer	\$ 39.87	\$ 41.87	\$ 43.96	\$ 46.16	\$ 48.46	\$ 6,910.94	\$ 7,256.49	\$ 7,619.31	\$ 8,000.28	\$ 8,400.29

CITY OF SOLANA BEACH - Marine Safety Unit Pay Structure
 Salary Schedule 4
 Effective July 7, 2018

Pay Schedule	Grade	Job Classification	Hourly					Monthly				
			Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Marine Safety	100	Marine Safety Sergeant	\$ 27.54	\$ 28.91	\$ 30.36	\$ 31.88	\$ 33.47	\$ 4,772.86	\$ 5,011.50	\$ 5,262.07	\$ 5,525.18	\$ 5,801.44
Marine Safety	119	Marine Safety Lieutenant	\$ 33.27	\$ 34.93	\$ 36.68	\$ 38.51	\$ 40.44	\$ 5,766.13	\$ 6,054.44	\$ 6,357.16	\$ 6,675.02	\$ 7,008.77

**City of Solana Beach Fire Schedule
FY 2018/19
(Salary Schedule 5)
Effective July 7, 2018**

<u>Classification</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
5091 <u>Firefighter / Paramedic</u>					
Base Rate	\$ 24.60	\$ 25.83	\$ 27.12	\$ 28.48	\$ 29.90
OT Premium	\$ 12.30	\$ 12.92	\$ 13.56	\$ 14.24	\$ 14.95
Bi-weekly Base ⁽¹⁾	\$ 2,755	\$ 2,893	\$ 3,037	\$ 3,190	\$ 3,349
Monthly Base ⁽¹⁾	\$ 5,970	\$ 6,268	\$ 6,581	\$ 6,911	\$ 7,256
Annual Base ⁽¹⁾	\$ 71,635	\$ 75,217	\$ 78,973	\$ 82,934	\$ 87,069
Estimated Annual FLSA OT ⁽²⁾	\$ 1,919	\$ 2,016	\$ 2,115	\$ 2,221	\$ 2,332
Estimated Annual Total ⁽²⁾	\$ 73,554	\$ 77,232	\$ 81,089	\$ 85,155	\$ 89,401

5091-A <u>Fire Engineer</u>					
Base Rate	\$ 25.83	\$ 27.12	\$ 28.48	\$ 29.90	\$ 31.40
OT Premium	\$ 12.92	\$ 13.56	\$ 14.24	\$ 14.95	\$ 15.70
Bi-weekly Base ⁽¹⁾	\$ 2,893	\$ 3,037	\$ 3,190	\$ 3,349	\$ 3,517
Monthly Base ⁽¹⁾	\$ 6,268	\$ 6,581	\$ 6,911	\$ 7,256	\$ 7,620
Annual Base ⁽¹⁾	\$ 75,217	\$ 78,973	\$ 82,934	\$ 87,069	\$ 91,437
Estimated Annual FLSA OT ⁽²⁾	\$ 2,016	\$ 2,115	\$ 2,221	\$ 2,332	\$ 2,449
Estimated Annual Total ⁽²⁾	\$ 77,232	\$ 81,089	\$ 85,155	\$ 89,401	\$ 93,886

5100 <u>Fire Engineer w/ Paramedic Cert (3% differential above Fire Engineer)</u>					
Base Rate	\$ 26.60	\$ 27.93	\$ 29.33	\$ 30.80	\$ 32.34
OT Premium	\$ 13.30	\$ 13.97	\$ 14.67	\$ 15.40	\$ 16.17
Bi-weekly Base ⁽¹⁾	\$ 2,979	\$ 3,128	\$ 3,285	\$ 3,450	\$ 3,622
Monthly Base ⁽¹⁾	\$ 6,455	\$ 6,778	\$ 7,117	\$ 7,474	\$ 7,848
Annual Base ⁽¹⁾	\$ 77,459	\$ 81,332	\$ 85,409	\$ 89,690	\$ 94,174
Estimated Annual FLSA OT ⁽²⁾	\$ 2,075	\$ 2,179	\$ 2,289	\$ 2,402	\$ 2,523
Estimated Annual Total ⁽²⁾	\$ 79,534	\$ 83,511	\$ 87,697	\$ 92,092	\$ 96,697

5099 <u>Fire Captain</u>					
Base Rate	\$ 29.40	\$ 30.87	\$ 32.41	\$ 34.03	\$ 35.73
OT Premium	\$ 14.70	\$ 15.44	\$ 16.21	\$ 17.02	\$ 17.87
Bi-weekly Base ⁽¹⁾	\$ 3,293	\$ 3,457	\$ 3,630	\$ 3,811	\$ 4,002
Monthly Base ⁽¹⁾	\$ 7,134	\$ 7,491	\$ 7,865	\$ 8,258	\$ 8,670
Annual Base ⁽¹⁾	\$ 85,613	\$ 89,893	\$ 94,378	\$ 99,095	\$ 104,046
Estimated Annual FLSA OT ⁽²⁾	\$ 2,293	\$ 2,409	\$ 2,529	\$ 2,655	\$ 2,788
Estimated Annual Total ⁽²⁾	\$ 87,906	\$ 92,302	\$ 96,907	\$ 101,750	\$ 106,833

5109 <u>Fire Captain (Shift)</u>					
Base Rate	\$ 29.99	\$ 31.49	\$ 33.06	\$ 34.71	\$ 36.44
OT Premium	\$ 15.00	\$ 15.75	\$ 16.53	\$ 17.36	\$ 18.22
Bi-weekly Base ⁽¹⁾	\$ 3,359	\$ 3,527	\$ 3,703	\$ 3,888	\$ 4,081
Monthly Base ⁽¹⁾	\$ 7,278	\$ 7,642	\$ 8,023	\$ 8,423	\$ 8,843
Annual Base ⁽¹⁾	\$ 87,331	\$ 91,699	\$ 96,271	\$ 101,076	\$ 106,113
Estimated Annual FLSA OT ⁽²⁾	\$ 2,340	\$ 2,457	\$ 2,579	\$ 2,708	\$ 2,842
Estimated Annual Total ⁽²⁾	\$ 89,671	\$ 94,156	\$ 98,849	\$ 103,784	\$ 108,956

(1) Weekly, Bi-weekly, and Annual "base rates" are determined by calculating 112 hours of straight time paid in 26 pay periods. These rates do not include FLSA Overtime.

(2) Estimated Annual FLSA OT Premium is compensation required under Department of Labor Fair Labor Standards Act (FLSA) Section 29 CFR 553.230 (Section 7(k)) and is compensated based on Fire Department 24-day Work Period resulting in approx. 10 hours of OT Premium pay per 24-day Work Period.

City Manager Pay Structure
Schedule 7
Effective July 1, 2017

	Grade	Job Classification	Hourly	Monthly
CM	Per Contract	City Manager	\$ 99.52	\$ 17,250.13

City Council Pay Structure
Schedule 8
Effective December 10, 2008

	Grade	Job Classification	Monthly
CC	Per Ord 389	City Council Member	\$ 712.58

**Part-Time/Seasonal Temporary Employees
Salary Schedule 6
Effective February 28, 2018**

	Grade	Job Classification	Step A	Step B	Step C	Step D	Step E
PTS	9	Junior Lifeguard Intern	\$ 11.00	\$ 11.55	\$ 12.13	\$ 12.73	\$ 13.37
PTS	19	Management Intern	\$ 12.15	\$ 12.76	\$ 13.40	\$ 14.07	\$ 14.77
PTS	21	Parking Enforcement Officer	\$ 12.40	\$ 13.01	\$ 13.67	\$ 14.35	\$ 15.07
PTS	24	Junior Lifeguard Instructor	\$ 12.77	\$ 13.41	\$ 14.08	\$ 14.78	\$ 15.52
PTS	25	Recreation Leader	\$ 12.90	\$ 13.54	\$ 14.22	\$ 14.93	\$ 15.68
PTS	35	Senior Recreation Leader	\$ 14.25	\$ 14.96	\$ 15.71	\$ 16.49	\$ 17.32
PTS	36	Temporary Administrative Assistant	\$ 14.39	\$ 15.11	\$ 15.87	\$ 16.66	\$ 17.49
PTS	37	Lifeguard	\$ 14.53	\$ 15.26	\$ 16.02	\$ 16.83	\$ 17.67
PTS	42	Lifeguard + EMT	\$ 15.28	\$ 16.04	\$ 16.84	\$ 17.68	\$ 18.57
PTS	50	Jr. Lifeguard Instructor Sr.	\$ 16.54	\$ 17.37	\$ 18.24	\$ 19.15	\$ 20.11
PTS	57	Temporary Maintenance Worker I	\$ 17.73	\$ 18.62	\$ 19.55	\$ 20.53	\$ 21.56
PTS	58	Temporary Fire Fighter	\$ 17.91	\$ 18.81	\$ 19.75	\$ 20.74	\$ 21.77
PTS	59	Temporary Planning Technician	\$ 18.09	\$ 19.00	\$ 19.95	\$ 20.94	\$ 21.99
		Temporary Engineering Technician					
PTS	62	Jr. Lifeguard Program Director Assistant	\$ 18.64	\$ 19.57	\$ 20.55	\$ 21.58	\$ 22.66
		Senior Lifeguard					
PTS	63	Temporary Administrative Technician	\$ 18.83	\$ 19.77	\$ 20.76	\$ 21.79	\$ 22.88
PTS	67	Code Compliance Officer Assistant	\$ 19.59	\$ 20.57	\$ 21.60	\$ 22.68	\$ 23.81
		Senior Lifeguard & EMT					
PTS	75	Junior Lifeguard Program Director	\$ 21.21	\$ 22.27	\$ 23.39	\$ 24.56	\$ 25.78
PTS	83	Temporary Management Assistant	\$ 22.97	\$ 24.12	\$ 25.33	\$ 26.59	\$ 27.92
PTS	104	Temporary Fire Prevention Technician	\$ 28.31	\$ 29.72	\$ 31.21	\$ 32.77	\$ 34.41

CITY OF SOLANA BEACH
MANAGEMENT ANALYST SERIES

DEFINITION

Management Analysts are professional level, individual contributors, who use their underlying skills in administration, research, analysis, project, and program management in a wide variety of areas throughout the City organization. The job level of a Management Analyst (as described by the attached Knowledge, Skills and Abilities matrix) is determined by two factors. The first is "business need" to have a job performed at a certain level, as defined by the specific responsibilities designed into the role, and how the organization is structured. The second is that the job incumbent must possess the knowledge, skills and abilities to function at the assigned professional level, as demonstrated by their work and contributions.

CLASS CHARACTERISTICS

This position is expected to exercise initiative and independent judgment within established guidelines in providing technical and paraprofessional administrative support in a variety of areas. Assignments are typically received in broad outline form, and require incumbents to use judgment in selecting appropriate procedures to solve routine to non-routine problems based on knowledge gained through experience. Direction received consists of the assignment of specific projects undertaken within prescribed methods. Projects may include statistical analysis, procedures, budget development, regulatory analysis, or other areas specific to the assignment. The job level of a Management Analyst is based on the Knowledge, Skills and Abilities listed on the attached matrix.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

The following are examples of the types of job duties that may be found in the Management Analyst roles:

- Participates in or leads in the development of goals, objectives, policies, programs, and priorities for the organization and/or function/department to which assigned.
- Conducts surveys and performs research and statistical analysis on administrative, fiscal, human resources, and operational problems and/or issues.

- Collects and compiles data in office and field; analyzes data and makes recommendations on the formulation of policies and procedures.
- Assists in preparing, analyzing, and administering operating and capital improvement program budgets by collecting data necessary to prepare departmental budgets.
- Prepares budgets. Provides ongoing analysis, recommendations and monitoring.
- Compiles information and prepares manuals, documents, resolutions, or publications relating to administrative, fiscal, or operational issues.
- Formulates departmental and/or City policies and procedures; prepares ordinances and resolutions for City Council consideration and adoption.
- Conducts or directs assigned projects or program activity; performs research and statistical analysis; prepares and presents reports of findings and recommendations as to appropriate action.
- Administers projects, contracts, and monitors work performed by consultants; prepares related reports, and monitors budget expenditures.
- Leads or participates in committee activity; coordinates or conducts activities with other City departments, agencies, organizations, and the community, contributing views and interests of the City and/or department in the execution of assigned duties.
- Formulates recommendations and writes grant applications; prepares and monitors program grants and related proposals; writes and edits articles for City publications, City website, correspondence, and press releases.
- Assists in the development and implementation of the City's human resources programs, including policies, guidelines, systems, procedures, monitoring and reporting.
- Assists with various human resources functions such as recruitment and selection, classification and compensation, employee benefits, labor negotiations and Worker's Compensation.
- Prepares and presents reports to City Council, commissions and/or committees.
- Participates in special projects including research of new programs and services.
- Provides assistance to department management, other City staff, and the public regarding administrative, fiscal, operational issues, policies, or procedures.
- May provide technical guidance and functional supervision to staff in the course of performing responsibilities.

- Other duties as assigned.

QUALIFICATIONS GUIDELINES

Typically, a Management Analyst must possess and demonstrate at least 80% of the Knowledge, Skills and Abilities (KSA) at a given level to be assigned to that level. The requirements for each level are listed on the attached KSA Matrix.

Job Level 1: Management Assistant (*Miscellaneous Employee Group*)
Job Level 2: Management Associate (*Miscellaneous Employee Group*)
Job Level 3: Management Analyst (*Management*)
Job Level 4: Senior Management Analyst (*Mid-Management*)

SPECIAL REQUIREMENTS

Possession of or the ability to obtain a valid Class "C" California driver's license with a satisfactory driving record.

MANAGEMENT ANALYST “KSA” MATRIX

Job Level 1: Management Assistant (current)	Job Level 2: Management Associate (new)	Job Level 3: Management Analyst (current)	Job Level 4: Sr. Management Analyst (new)
<p><u>Complexity and Scope:</u></p> <ul style="list-style-type: none"> • Entry level professional. This is the first of four job levels in the Management Analyst Job Family. • Requires limited use and application of basic principles, theories, concepts used, and a basic understanding of the City’s policies and procedures. • Provides solutions to routine problems of limited scope and complexity. 	<p><u>Complexity and Scope:</u></p> <ul style="list-style-type: none"> • Experienced professional. This is the second of four professional job levels in the Management Analyst Job Family. • Requires full use and application of standard theories, concepts and techniques used, and a solid understanding of the City’s policies and procedures. • Provides solutions to a wide variety of problems of moderate scope and complexity. 	<p><u>Complexity and Scope:</u></p> <ul style="list-style-type: none"> • Fully qualified professional. This is the third of our professional job levels in the Management Analyst Job Family. • Requires both breadth and depth of use and application of the theories, concepts and techniques used, and a thorough understanding of the City’s policies and procedures. • Provides solutions to a wide range of difficult and complex problems in a thorough, imaginative, and practical manner. 	<p><u>Complexity and Scope:</u></p> <ul style="list-style-type: none"> • A seasoned and experienced professional, seen as an emerging authority in their field. This is the fourth of four professional levels in the Management Analyst Job Family. • Requires a high degree of innovation, creativity and resourcefulness. Applies and develops advanced solutions to complex opportunities or problems, using advanced principles, theories and concepts. Expert on the City’s policies and procedures. Solves complex problems, while directly contributing to the development of information or models, which extend the existing boundaries of practice or knowledge in relevant fields.

Job Level 1: Management Assistant (current)	Job Level 2: Management Associate (new)	Job Level 3: Management Analyst (current)	Job Level 4: SR. Management Analyst (new)
<p><u>Discretion and Impact:</u></p> <ul style="list-style-type: none"> • Exercises judgment within closely defined procedures and practices to determine appropriate action. • Errors typically do not have a major effect on the organization. 	<p><u>Discretion and Impact:</u></p> <ul style="list-style-type: none"> • Exercises judgment within standard, defined procedures and practices to determine appropriate action. • Incorrect decisions or recommendations or failure to get results may cause delays in schedules and result in the allocation of more resources. 	<p><u>Discretion and Impact:</u></p> <ul style="list-style-type: none"> • Independently exercises judgement within generally defined practices and policies, selecting methods and techniques for obtaining solutions • Incorrect decisions or recommendations, or failure to achieve objectives would normally have a serious effect upon the organization's results and customer/citizen relationships. 	<p><u>Discretion and Impact:</u></p> <ul style="list-style-type: none"> • Independently exercises judgement within generally defined practices and policies as well as areas that require expert interpretation. Selects (and may design new) methods and techniques for obtaining solutions. • Incorrect decisions or recommendations, or failure to achieve objectives would normally have a serious effect upon the organization's results and customer/citizen relationships. • May serve on regional committees and impact regional standards, regulations or policies.

Job Level 1: Management Assistant (current)	Job Level 2: Management Associate (new)	Job Level 3: Management Analyst (current)	Job Level 4: SR. Management Analyst (new)
<p><u>Contact & Communication:</u></p> <ul style="list-style-type: none"> • Contacts are primarily with immediate supervisors and other team members in section/group. Inter-organizational and outside organization contacts are infrequent and/or on routine matters. Has direct customer contact within a routine environment. • Effective communicator, with both written and oral presentations. • Good interpersonal and communication skills. Effective team player. 	<p><u>Contact & Communication:</u></p> <ul style="list-style-type: none"> • Has direct customer/citizen contact. Frequent inter-organizational contact. Serves on cross-functional teams. • Effective communicator, with both written and oral presentations. Developing excellent presentation, demonstration, and writing skills. • Strong interpersonal and communication skills. Effective team player and leader of small, local teams. 	<p><u>Contact & Communication:</u></p> <ul style="list-style-type: none"> • Direct customer and citizen contact to understand issues and plan and implement solutions. Frequent cross-functional contact and coordination. May provide staff assistance to City Council, Boards and Commissions. • Skilled and effective communicator, with both written and oral presentations. Highly developed presentation, demonstration and writing skills. • Strong interpersonal and communication skills. Effective team player and informal/formal team leader. • May represent the City in the community and at professional meetings. 	<p><u>Contact & Communication:</u></p> <ul style="list-style-type: none"> • Lead contact with strategic committees, customers and citizen issues. Works cross-functionally to develop strong and strategic contacts and partnerships. Provides expert staff assistance to City Council, Boards and Commissions. • Skilled, effective, and compelling communicator, with both written and oral presentations. Excellent presentation, demonstration, facilitation and writing skills. • Highly developed interpersonal and communication skills. Extremely effective team player and informal/formal team leader. • Represents the City in the community and at professional meetings.

Job Level 1: Management Assistant (current)	Job Level 2: Management Associate (new)	Job Level 3: Management Analyst (current)	Job Level 4: SR. Management Analyst (new)
<p><u>Supervision Given or Received:</u></p> <ul style="list-style-type: none"> • Works under functional direction, performs independently within guidelines established by their supervisor or by the project. • Supervisor may initiate meetings to ensure appropriate coaching during assignments. • May work on project teams. 	<p><u>Supervision Given or Received:</u></p> <ul style="list-style-type: none"> • Works under functional direction, performs independently within guidelines established by their supervisor or by the project. • Supervisor typically determines goals/objectives. Work is reviewed for soundness of judgement and overall adequacy and effectiveness. • Effective project team member. 	<p><u>Supervision Given or Received:</u></p> <ul style="list-style-type: none"> • Works under general direction. Participates in determining objectives of assignment. Work is reviewed upon completion of adequacy in meeting objectives. • May provide technical guidance and supervision (particularly for administrative or clerical staff) in course of performing responsibilities. • Leads project teams. Understands and effectively applies project management fundamentals. 	<p><u>Supervision Given or Received:</u></p> <ul style="list-style-type: none"> • Works under general direction. Exercises considerable latitude in determining strategy and approach to assignments and projects. Completed work is reviewed for desired results from relatively long term objectives. Assignments are often self-initiated. • Provides technical guidance and supervision to staff in course of performing responsibilities. Demonstrates leadership, coaching and mentoring skills. • Leads project teams on complex projects and programs, using effective project management skills and techniques.

Job Level 1: Management Assistant (current)	Job Level 2: Management Associate (new)	Job Level 3: Management Analyst (current)	Job Level 4: SR. Management Analyst (new)
<p><u>Technical, Organization and Industry Knowledge:</u></p> <p>Requires a basic understanding of:</p> <ul style="list-style-type: none"> • The City's services, policies and procedures in the relevant area. • The organizational structure of the City and the roles and responsibilities of related functions. • The basics of the City's Vision and Strategy, and Annual Operating goals, and how their area and work supports the Vision/Strategy/Goals. • Federal, state and local laws, codes and regulations affecting the area of assigned responsibility. • Principles of organization, administration, budgeting and human resources management. • Methods and techniques of research, statistical analysis and report presentation. • Use of word processing, spreadsheet and database software. 	<p><u>Technical, Organization and Industry Knowledge:</u></p> <p>Requires a basic understanding of:</p> <ul style="list-style-type: none"> • The City's services, policies and procedures in relevant areas. • The organizational structure of the City and the roles and responsibilities of related functions. • The basics of the City's Vision and Strategy, and Annual Operating goals, and how their area and work supports the Vision/Strategy/Goals. • Federal, state and local laws, codes and regulations affecting the areas of assigned responsibility. • Standard principles of organization, administration, budgeting and human resources management. • Standard methods and techniques of research, statistical analysis and report presentation. • Use of word processing, spreadsheet and database software. 	<p><u>Technical, Organization and Industry Knowledge:</u></p> <p>Requires a basic understanding of:</p> <ul style="list-style-type: none"> • The City's services, policies and procedures in relevant areas. • The organizational structure of the City and the roles and responsibilities of most functions. • The City's Vision and Strategy, and Annual Operating goals, and how their area and work supports the Vision/Strategy/Goals. • Federal, state and local laws, codes and regulations affecting the areas of assigned responsibility. • Principles of organization, administration, budgeting and human resources management. • Methods and techniques of research, statistical analysis and report presentation. • Use of word processing, spreadsheet and database software. 	<p><u>Technical, Organization and Industry Knowledge:</u></p> <p>Requires a basic understanding of:</p> <ul style="list-style-type: none"> • The City's services, policies and procedures in multiple areas. • The organizational structure of the City and the roles and responsibilities of most functions. • The City's Vision and Strategy, and Annual Operating goals, and how their area and work supports the Vision/Strategy/Goals. • Federal, state and local laws, codes and regulations affecting multiple, complex areas. • Advanced principles of organization, administration, budgeting and human resources management. • Advanced methods and techniques of research statistical analysis and report presentation. • Use of word processing, spreadsheet and database software.

Job Level 1: Management Assistant (current)	Job Level 2: Management Associate (new)	Job Level 3: Management Analyst (current)	Job Level 4: SR. Management Analyst (new)
<p><u>Typical Minimum Education & Experience:</u></p> <ul style="list-style-type: none"> • A two-year degree from an accredited college or university with major work in public administration or related field, plus one year of related work experience. • A Bachelor's degree is highly desirable. 	<p><u>Typical Minimum Education & Experience:</u></p> <ul style="list-style-type: none"> • The equivalent of an Associate's degree from an accredited college or university with major work in public administration or related field, plus a minimum of two years of related work experience. • A Bachelor's degree is highly desirable. 	<p><u>Typical Minimum Education & Experience:</u></p> <ul style="list-style-type: none"> • The equivalent of a Bachelor's degree from an accredited college or university with major work in public administration or related field, plus a minimum of three years of related experience. • A master's degree is highly desirable and may be substituted for one year of experience. 	<p><u>Typical Minimum Education & Experience:</u></p> <ul style="list-style-type: none"> • The equivalent of a Bachelor's degree from an accredited college or university with major work in public administration or related field, plus 5-7 years of related experience. • A master's degree in public administration or related field is highly desirable.

RESOLUTION NO. 2018-092

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING FY 2018/19 SALARY AND COMPENSATION PLANS

WHEREAS, the City Council authorizes all salary and compensation plans (Section 8.10 of the City's Personnel Rules and Regulations); and

WHEREAS, the City Council must approve a salary and compensation plan for employees including executive management, mid-management, management and confidential, the Solana Beach Employees Association – Miscellaneous (SBEA-MISC), the Solana Beach Employees Association – Marine Safety Unit (SBEA-MSU), the Solana Beach Fire Association (SBFA), and the Part-Time/Seasonal/Employee groups to coincide with fiscal appropriations each fiscal year; and

WHEREAS, a newly Management Analyst Series has been created and added to the City's Job Classification Plan; and

WHEREAS, the City Council has reviewed and considered the City Manager's recommendations for salary and compensation plans and is prepared to adopt the FY 2018/19 Salary and Compensation plans as recommended.

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. The FY 2018/19 Salary and Compensation Plans for represented employees, executive management, mid-management, management, confidential, City Manager, part-time/seasonal/temporary employees and elected officials are as follows:

A. SBEA / Marine Safety Represented Employees:

- i. 2.5% salary increase and 5% increase in Health Care Benefits.

B. SBEA / Miscellaneous Unit Represented Employees:

- i. 2.5% salary increase and 5% increase in Health Care Benefits.

C. SBFA Represented Employees:

- i. 2.75% salary increase for firefighter/paramedics and engineers and 3.25% salary increase for fire captain, and increase to \$1,500/month for Health Care Benefits.

C. Non-represented Employees: (Executive Management, Mid-Management and Confidential):

- i. 2.5% salary increase and 5% increase in Health Care Benefits.

- D. Part-Time/Seasonal/Temporary Employees:
 - i. No salary changes.
- E. City Manager:
 - i. No salary changes.
 - ii. 5% increase in Health Care Benefits.
- F. Elected Officials:
 - i. No salary changes.
 - ii. 5% increase in Health Care Benefits.
- G. Except as identified above, the terms of the FY 2018/19 Salary and Compensation Plans shall continue in full force and effect for all employees.
- H. Term: The FY 2018/19 Salary and Compensation Plans shall be effective July 1, 2018, for all employees, and will remain in effect for an unspecified period of time until revised by City Council.

PASSED AND ADOPTED this 11th day of July 2018, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California, by the following vote:

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

DAVID ZITO, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA 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: July 11, 2018
ORIGINATING DEPT: City Manager
SUBJECT: **Approval of a Tentative Agreement for a Four-Year Memorandum of Understanding between the City of Solana Beach and the Solana Beach Firefighters Association**

BACKGROUND:

In accordance with the City's Personnel Rules and Regulations, Section 8.10, the City Council authorizes and approves all salary and benefit plans for employees and establishes salary ranges pursuant to the recommendation by the City Manager.

During the meet and confer process, the City and the Solana Beach Fire Association (SBFA) reached a Tentative Agreement (TA) on a four-year Memorandum of Understanding (MOU) for Fiscal Years (FY) 2018/19, 2019/20, 2020/21 and 2021/22.

This item is before the City Council to approve a Tentative Agreement (Attachment 1) between the City and the SBFA.

DISCUSSION:

Negotiations with the SBFA representatives began in mid-December of 2017 with a kickoff meeting to discuss the status of the City's finances and to develop ground rules for negotiating. After engaging in good faith negotiations, the City has reached a TA on a four-year MOU. The financial terms are as follows:

Solana Beach Fire Association

- 1) Four year term - July 1, 2018 through June 30, 2022
- 2) Salary Adjustments:
 - Year One (FY 2018/19): effective first full pay period in July 2018
 - 2.75 % salary increase for FF/PM
 - 2.75% salary increase for Fire Engineer
 - 3.25% salary increase for Fire Captain

CITY COUNCIL ACTION:

- Year Two (FY 2019/20): 2.5% salary increase for all positions, effective the first full pay period in July 2019
- Year Three (FY 2020/21): 2.0% salary increase for all positions, effective the first full pay period in July 2020
- Year Four (FY 2021/22): 2.0% salary increase for all positions, effective the first full pay period in July 2021

3) Health Benefits (Flex Plan Credit):

- Year One (FY 2018/19): \$1,500 flex credit per month, effective July 1, 2018
- Year Two (FY 2019/20): No increase, flex credit will remain as \$1,500 per month effective July 1, 2019
- Year Three (FY 2020/21): 5% increase to \$1,575 flex credit per month effective July 1, 2020
- Year Four (FY 2021/22): No increase, the flex credit will remain as \$1,575/month effective July 1, 2021
- Additional terms/provisions limiting the opt-out and cash back provisions for the above benefits are listed in the attached TA.

4) FLSA and Overtime Calculations:

- Effective with the 24 day work cycle that begins on July 9, 2018, all hours will be considered hours worked (with the exception of worker's compensation and leave without pay) and all FLSA mandated specialty pays will be annualized for purposes of calculating the FLSA regular rate of pay.

The City Manager proposes approval of the TA for the SBFA with the corresponding change to the FY 2018/19 Salary Schedule incorporated within the TA.

Staff will continue to meet and confer with the SBFA to finalize the language of the MOU after approval of the TA and return to Council at its August 22, 2018 meeting for approval of the MOU.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The fiscal impact of the TA for the SBFA-MOU for Fiscal Years 2018/19 through 2021/22 is estimated at a cumulative cost of \$1,201,737 over the four years of the MOU as detailed in the following table:

Fiscal Year	Incremental	Cumulative
2018/19	\$ 185,425	\$ 185,425
2019/20	76,848	447,698
2020/21	87,346	797,317
2021/22	54,801	1,201,737

To accommodate the above financial terms, the FY 2018/19 Adopted Budget would need to be modified for the first-year cost of \$185,425.

If Council approves Staff’s recommendation, and assuming that Council approved Resolution 2018-089 at the July 10, 2018 Council meeting regarding the addition of Crossing Guard costs to the General Fund Adopted Budget, the “General Fund – Adopted Budget Plus Changes” net surplus balance reported at each Council meeting would be updated as follows:

GENERAL FUND - ADOPTED BUDGET PLUS CHANGES As of July 11, 2018					
Action	Description	Revenues	Expenditures	Transfers from GF	Net Surplus
Reso 2017-195	Adopted Budget	17,916,600	(17,098,600)	(401,600) (1)	\$ 416,400
Reso 2018-070	Fiscal Year 2018/19 Appropriation Revisions	76,100	(229,900)	-	262,600
Reso 2018-089	Crossing Guards	38,507	(59,242)	-	241,865
Reso 2018-101	SBFA MOU	-	(185,425)	-	56,440
(1) Transfers to:					
	Debt Service for Public Facilities		151,100		
	City CIP Fund		250,500	401,600	

The General Fund’s projected budget surplus for FY 2018/19 would then decrease \$185,425 to \$56,440.

WORK PLAN: N/A

OPTIONS:

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

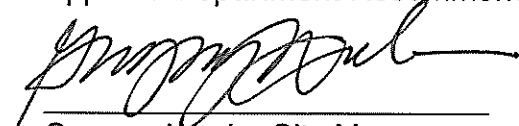
DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2018-101 (Attachment 2):

1. Approving a Tentative Agreement for a four-year Memorandum of Understanding between the City of Solana Beach and the Solana Beach Firefighters' Association for Fiscal Years (FY) 2018/19, 2019/20, 2020/21 and 2021/22.
2. Approving an appropriation of \$185,425 to the General Fund allocated between salary and benefits as determined by the Finance Department.
3. Authorizing the City Treasurer to amend the FY 2018/19 Adopted Budget accordingly.

CITY MANAGER'S RECOMMENDATION:

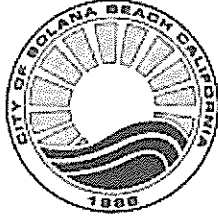
Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Solana Beach Firefighters' Association TA for a four-year MOU covering FYs 2018/19, 2019/20, 2020/21 and 2021/22
2. Resolution 2018-101 (SBFA TA)



**Tentative Agreement between the City of Solana Beach
and
The Solana Beach Fire Association- (SBFA)**

WHEREAS, Employer-Employee Relations for the City of Solana Beach (hereinafter, "City") are governed by California Government Code section 3500 through 3511, known as the Meyers-Milias-Brown Act; and

WHEREAS, the Solana Beach Fire Association-(SBFA) is the recognized bargaining unit for the Fire employees of the City of Solana Beach; and

WHEREAS, the City and SBFA entered into a Memorandum of Understanding ("MOU") effective July 1, 2016 through June 30, 2018; and

WHEREAS, the parties met and conferred in good faith in an effort to reach an agreement on a new MOU; and

WHEREAS, during the meet and confer process, the City and SBFA reached a tentative agreement on a four year MOU for Fiscal Years (FY) 2018/2019, 2019/2020, 2020/2021 and 2021/2022; and

WHEREAS, the SBFA membership approved the tentative agreement for a four year MOU on July 3, 2018; and

NOW THEREFORE, the City and SBFA mutually agree as follows:

1. Four (4) year MOU covering FYs 2018/2019, 2019/2020, 2020/2021 and 2021/2022; and
2. Salary Increases:
 - Year One (FY 2018/19): effective first full pay period in July 2018
 - ✓ 2.75% salary increase for FF/PM
 - ✓ 2.75% salary increase for Fire Engineer
 - ✓ 3.25% salary increase for Fire Captain

- Year Two (FY 2019/20):
 - ✓ 2.5% salary increase for all positions, effective the first full pay period in July 2019
 - Year Three (FY 2020/21):
 - ✓ 2.0% salary increase for all positions, effective the first full pay period in July 2020
 - Year Four (FY 2021/22):
 - ✓ 2.0% salary increase for all positions, effective the first full pay period in July 2021
3. Health Benefits (Flex Plan Credit):
- Year One (FY 2018/19):
 - ✓ The City will provide a maximum monthly health insurance allowance of up to \$1,500 for SBFA employees who enroll in health insurance coverage provided by the City.

Cash Back Provisions

Employees hired prior to July 1, 2018:

- 1) Employees who do not enroll in the medical, dental or vision insurance plans provided by the City will receive \$1,293 cash back.

For employees who:

- a) Do not enroll in the medical insurance plan provided by the City and enroll in either the dental or vision plans provided by the City; or
- b) Enroll in medical and dental or vision plans provided by the City where the total monthly health insurance premiums cost less than \$1,293;

The employee will receive the difference between \$1,293 and their total monthly insurance premiums for medical, dental, and vision plans provided by the City.

- 2) No cash back will be provided to employees whose total monthly insurance premiums for medical, dental, and vision plans provided by the City exceed \$1,293.
- 3) Employees who do not enroll in a medical plan provided by the City (“opt out”) must provide proof of other minimum essential group medical insurance coverage to HR.

Employees hired on or after July 1, 2018:

- 1) Employees who do not enroll in the medical, dental or vision insurance plans provided by the City will receive \$475 cash back.

For employees who:

- a) Do not enroll in the medical insurance plan provided by the City and enroll in either the dental or vision plans provided by the City; or
- b) Enroll in medical and dental or vision plans provided by the City where the total monthly health insurance premiums cost less than \$475;

The employee will receive the difference between \$475 and their total monthly insurance premiums for medical, dental, and vision plans provided by the City.

- 2) No cash back will be provided to employees whose total monthly insurance premiums for medical, dental, and vision plans provided by the City exceed \$475.
- 3) Employees who do not enroll in a medical plan provided by the City ("opt out") must provide proof of other minimum essential group medical insurance coverage to HR.

➤ Year Two (FY 2019/20):

- ✓ Effective, July 1, 2019, there will be no increase to the monthly health insurance allowance and all previous terms apply.

➤ Year Three (FY 2020/21):

- ✓ Effective July 1, 2020, the City will increase the maximum monthly health insurance allowance by 5% from \$1,500 to \$1,575 per month for SBFA members who enroll in health insurance coverage provided by the City. All previous terms apply.

➤ Year Four (FY 2021/22):

- ✓ Effective July 1, 2021, there will be no increase, the flex credit will remain as \$1,575/month and all previous terms apply.

4. FLSA and Overtime Calculation: Effective with the 24 day work cycle that begins on July 9, 2018, all hours will be considered hours worked (with the exception of worker's compensation and leave without pay) and, all specialty pays will be annualized.

5. Re-Opener: During the term of the MOU, The City would like to re-open discussions regarding the following items:
 - Fire Management Blended Policies
 - Retiree Health Benefit HRA Setup
6. The parties will continue to meet and confer to finalize the language of the MOU within a reasonable time period after execution of the Tentative Agreement. Upon completion, the MOU will be brought back before the City Council on August 22, 2018 for approval; and
7. The provisions in this Tentative Agreement shall go into effect upon City Council approval on July 11, 2018.

Executed in Solana Beach, California by:

SBFA:

Eric Phillips, SBFA

Date

Lorn Cannon, SBFA

Date

CITY OF SOLANA BEACH:

Dan King, Assistant City Manager

Date

Pouneh Sammak, HR Manager

Date

**City of Solana Beach Fire Schedule
FY 2018/19
(Salary Schedule 5)
Effective July 7, 2018**

Classification	Step A	Step B	Step C	Step D	Step E
5091 Firefighter / Paramedic					
Base Rate	\$ 24.60	\$ 25.83	\$ 27.12	\$ 28.48	\$ 29.90
OT Premium	\$ 12.30	\$ 12.92	\$ 13.56	\$ 14.24	\$ 14.95
Bi-weekly Base ⁽¹⁾	\$ 2,755	\$ 2,893	\$ 3,037	\$ 3,190	\$ 3,349
Monthly Base ⁽¹⁾	\$ 5,970	\$ 6,268	\$ 6,581	\$ 6,911	\$ 7,256
Annual Base ⁽¹⁾	\$ 71,635	\$ 75,217	\$ 78,973	\$ 82,934	\$ 87,069
Estimated Annual FLSA OT ⁽²⁾	\$ 1,919	\$ 2,016	\$ 2,115	\$ 2,221	\$ 2,332
Estimated Annual Total ⁽²⁾	\$ 73,554	\$ 77,232	\$ 81,089	\$ 85,155	\$ 89,401

5091-A Fire Engineer					
Base Rate	\$ 25.83	\$ 27.12	\$ 28.48	\$ 29.90	\$ 31.40
OT Premium	\$ 12.92	\$ 13.56	\$ 14.24	\$ 14.95	\$ 15.70
Bi-weekly Base ⁽¹⁾	\$ 2,893	\$ 3,037	\$ 3,190	\$ 3,349	\$ 3,517
Monthly Base ⁽¹⁾	\$ 6,268	\$ 6,581	\$ 6,911	\$ 7,256	\$ 7,620
Annual Base ⁽¹⁾	\$ 75,217	\$ 78,973	\$ 82,934	\$ 87,069	\$ 91,437
Estimated Annual FLSA OT ⁽²⁾	\$ 2,016	\$ 2,115	\$ 2,221	\$ 2,332	\$ 2,449
Estimated Annual Total ⁽²⁾	\$ 77,232	\$ 81,089	\$ 85,155	\$ 89,401	\$ 93,886

5100 Fire Engineer w/ Paramedic Cert (3% differential above Fire Engineer)					
Base Rate	\$ 26.60	\$ 27.93	\$ 29.33	\$ 30.80	\$ 32.34
OT Premium	\$ 13.30	\$ 13.97	\$ 14.67	\$ 15.40	\$ 16.17
Bi-weekly Base ⁽¹⁾	\$ 2,979	\$ 3,128	\$ 3,285	\$ 3,450	\$ 3,622
Monthly Base ⁽¹⁾	\$ 6,455	\$ 6,778	\$ 7,117	\$ 7,474	\$ 7,848
Annual Base ⁽¹⁾	\$ 77,459	\$ 81,332	\$ 85,409	\$ 89,690	\$ 94,174
Estimated Annual FLSA OT ⁽²⁾	\$ 2,075	\$ 2,179	\$ 2,289	\$ 2,402	\$ 2,523
Estimated Annual Total ⁽²⁾	\$ 79,534	\$ 83,511	\$ 87,697	\$ 92,092	\$ 96,697

5099 Fire Captain					
Base Rate	\$ 29.40	\$ 30.87	\$ 32.41	\$ 34.03	\$ 35.73
OT Premium	\$ 14.70	\$ 15.44	\$ 16.21	\$ 17.02	\$ 17.87
Bi-weekly Base ⁽¹⁾	\$ 3,293	\$ 3,457	\$ 3,630	\$ 3,811	\$ 4,002
Monthly Base ⁽¹⁾	\$ 7,134	\$ 7,491	\$ 7,865	\$ 8,258	\$ 8,670
Annual Base ⁽¹⁾	\$ 85,613	\$ 89,893	\$ 94,378	\$ 99,095	\$ 104,046
Estimated Annual FLSA OT ⁽²⁾	\$ 2,293	\$ 2,409	\$ 2,529	\$ 2,655	\$ 2,788
Estimated Annual Total ⁽²⁾	\$ 87,906	\$ 92,302	\$ 96,907	\$ 101,750	\$ 106,833

5109 Fire Captain (Shift)					
Base Rate	\$ 29.99	\$ 31.49	\$ 33.06	\$ 34.71	\$ 36.44
OT Premium	\$ 15.00	\$ 15.75	\$ 16.53	\$ 17.36	\$ 18.22
Bi-weekly Base ⁽¹⁾	\$ 3,359	\$ 3,527	\$ 3,703	\$ 3,888	\$ 4,081
Monthly Base ⁽¹⁾	\$ 7,278	\$ 7,642	\$ 8,023	\$ 8,423	\$ 8,843
Annual Base ⁽¹⁾	\$ 87,331	\$ 91,699	\$ 96,271	\$ 101,076	\$ 106,113
Estimated Annual FLSA OT ⁽²⁾	\$ 2,340	\$ 2,457	\$ 2,579	\$ 2,708	\$ 2,842
Estimated Annual Total ⁽²⁾	\$ 89,671	\$ 94,156	\$ 98,849	\$ 103,784	\$ 108,956

(1) Weekly, Bi-weekly, and Annual "base rates" are determined by calculating 112 hours of straight time paid in 26 pay periods. These rates do not include FLSA Overtime.

(2) Estimated Annual FLSA OT Premium is compensation required under Department of Labor Fair Labor Standards Act (FLSA) Section 29 CFR 553.230 (Section 7(k)) and is compensated based on Fire Department 24-day Work Period resulting in approx. 10 hours of OT Premium pay per 24-day Work Period.

RESOLUTION NO. 2018-101

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING AND ADOPTING A TENTATIVE AGREEMENT TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH SOLANA BEACH FIRE ASSOCIATION (SBFA).

WHEREAS, Employer-Employee Relations for the City of Solana Beach (hereinafter, "City") are governed by California Government Code section 3500 through 3511, known as the Meyers-Milias-Brown Act, and

WHEREAS, the Solana Beach Firefighters' Association (SBFA) is the recognized bargaining unit for the firefighter employees of the City of Solana Beach; and

WHEREAS, the Memorandum of Understanding (MOU) between the City and the SBFA expired on June 30, 2018; and

WHEREAS, the City and SBFA has met and conferred in good faith in an effort to reach agreement on a new MOU; and

WHEREAS, during the meet and confer process, the City and the SBFA reached a tentative agreement for a new MOU for Fiscal Years 2018/2019, 2019/2020, 2020/2021 and 2021/2022, attached to this Resolution as Exhibit A and fully incorporated by reference herein; and

WHEREAS, the attached Tentative Agreement has been approved by SBFA membership; and

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. The attached Tentative Agreement between the City and employees represented by the SBFA is hereby approved and adopted.
3. That the City Council appropriates \$185,425 to the General Fund allocated between salary and benefits as determined by the Finance Department.
4. That the City Council authorizes the City Treasurer to amend the FY 2018/19 Adopted Budget accordingly.

PASSED AND ADOPTED this 11th day of July, 2018 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 –

DAVID A. ZITO, 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: July 11, 2018
ORIGINATING DEPT: Community Development Department
SUBJECT: **Public Hearing: Request for DRP and SDP to Construct a New, Single-Family Residence with an Attached Three-Car Garage and Perform Associated Site Improvements at 982 Avocado Place. (Case # 17-17-19 Applicant: Seaview FA, LLC.; APN: 298-292-21; Resolution No. 2018-096)**

BACKGROUND:

The Applicant, Seaview FA, LLC, is requesting City Council approval of a Development Review Permit (DRP) and a Structure Development Permit (SDP) to construct a new single-story, single-family residence with an attached three-car garage and perform associated site improvements on a vacant lot. The 25,730 square-foot lot is located at 982 Avocado Place which was approved as Lot 2 of the Feather Acres Subdivision by the City Council in May of 2016. The lot is located within the Estate Residential (ER-2) Zone.

The project proposes grading in the amounts of 1,200 cubic yards of cut, 1,600 cubic yards of fill and 400 cubic yards of import in addition to the grading approved under the Feather Acres Subdivision (as reflected in the approving resolution 2016-044). A portion of the currently proposed 1,200 cubic yards of cut would be attributed to lowering the pad in the northwest corner of the lot created during the Feather Acres Subdivision. This pad, commonly referred to in the neighborhood as the "knoll", would be lowered by 6 feet from 244 feet above Mean Sea Level (MSL) to 238 MSL with the current project. Additional information regarding proposed grading is provided later in this report.

The maximum building height would be 24.1 feet above the pad height approved for Lot 2 under the Feather Acres Subdivision and 257.90 feet above MSL. The project requires a DRP for an aggregate grading quantity in excess of 100 cubic yards. The project requires a SDP because the proposed development exceeds 16 feet in height above the existing grade as established by the Feather Acres Subdivision approval.

CITY COUNCIL ACTION:

The issue before the Council is whether to approve, approve with conditions, or deny the Applicant's request as contained in Resolution 2018-096 (Attachment 1).

DISCUSSION:

The lot was created with the approval of the Feather Acres seven lot subdivision. The lot was originally identified as Lot 2 of the subdivision, however, since then addresses have been assigned to each of the lots and Lot 2 has been assigned 982 Avocado Place.

The property is relatively rectangular in shape except for the northeast corner, where the property line arcs inward following the Avocado Place right-of-way. Grading approved as part of the Feather Acres Subdivision established specific pad elevations for each of the individual lots. The subject lot was graded to have two flat pads. The first flat pad was graded to an elevation of approximately 234 feet above MSL which is approximately nine feet below the street elevation. At the northwest corner of the lot, the property slopes upward ten feet to the second flat pad at 244 MSL. The east side of the lot slopes downward four feet to the existing topography on the adjacent property to the east.

The Applicant proposes to re-grade the property to eliminate the two separate building pads. The main building pad would be raised from 234 MSL to 239 MSL and the second pad in the northwest corner would be lowered from 244 MSL to 238 MSL. Therefore, the proposed grade would slope downward from the Avocado Place street elevation from approximately 243 MSL to 239 MSL (four feet lower) over the main portion of the lot and 238 MSL (five feet lower) in the northwest corner of the lot. The grade would continue to slope downward an additional five feet to the south beyond the main building pad.

The proposed grading would remove the previously approved and completed grading that created the elevated building pad ("knoll") in the northwest corner of the lot. However, it should be noted that this grading is contingent upon the Applicant obtaining a Grading Permit in accordance with the conditions of approval set forth in the attached Resolution of approval (Attachment 1). Additionally, a portion of the raised building pad is located on vacant Lot 1 of the Feather Acres Subdivision. Removal of the portion of raised grade on that property is not part of the current proposal for Lot 2. It should also be noted that the source of the proposed 400 cubic yards of import fill will not be verified until the Grading Permit has been submitted. The Applicant has conveyed interest in utilizing soil from other Feather Acres lots, though this proposal would be verified with the Grading Permit and would likely require a separate DRP approval by City Council for an aggregate grading quantity (400 cubic yards of cut and export) in excess of 100 cubic yards on a separate property.

The Applicant proposes to construct a 4,270 square-foot, single-story residence, which a 56 square-foot covered entry and 24 square-foot outdoor shower that are also included as floor area. The Applicant is also proposing an attached 695 square foot three-car garage as well as associated site improvements including cut and fill grading,

a pool and spa, hardscape, fencing and retaining walls, and landscaping. The project plans are provided in Attachment 2.

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

Table 1		
LOT INFORMATION		
Property Address:	982 Avocado Pl.	Zoning Designation: ER-2 (1-2 du/ac)
Lot Size (Net):	25,730 ft ²	# of Units Allowed: 1 Dwelling Unit, 1 ADU
Max. Allowable Floor Area:	8,360 ft ²	# of Units Requested: 1 Dwelling Unit
Proposed Floor Area:	4,270 ft ²	Setbacks:
Below Max. Floor Area by:	4,090 ft ²	Required
Max. Allowable Height:	25 ft.	Proposed
Max. Proposed Height:	*24.1 ft.	Front (E) 25 ft. 25 ft.
Highest Point/Ridge:	257.90 MSL	Interior Side (N) 10 ft. 10 ft.
*Height Above Proposed Grade:	18.9 ft.	Interior Side (S) 10 ft. 10 ft.
		Rear (W) 40 ft. 40 ft.
PROPOSED PROJECT INFORMATION		
Floor Area Breakdown:		Required Permits:
Main Floor Living Area	3,895 ft ²	DRP: A DRP is required for a structure that exceeds 60% of the maximum allowable floor area and for grading in excess of 100 cubic yards (aggregate)
Covered Entry	56 ft ²	
Outdoor Shower	24 ft ²	SDP: A SDP is required for a new structure that exceeds 16 feet in height from the existing grade.
Attached Garage	695 ft ²	
Subtotal	4,670 ft ²	
Off-Street Parking Exemption	- 400 ft ²	
Total Floor Area:	4,270 ft²	
Proposed Grading: Cut: 1,200 yd³ Fill: 1,600 yd³ Import: 400 yd³		
Proposed Parking: Attached 3-Car Garage		Existing Development:
Proposed Fences and Walls: Yes		Vacant Lot Previously Graded Under the approved Feather Acres Subdivision
Proposed Accessory Dwelling Unit: No		
Proposed Accessory Structure: No		

Staff has prepared draft findings for approval of the project in the attached Resolution 2018-096 for Council's consideration based upon the information in this report. The applicable SBMC sections are provided in italicized text and conditions from the Community Development, Engineering, and Fire Departments are incorporated in the Resolution of Approval. The Council may direct Staff to modify the Resolution to reflect the findings and conditions it deems appropriate as a result of the public hearing process. If the Council determines the project is to be denied, Staff will prepare a Resolution of Denial for adoption at a subsequent Council meeting.

The following is a discussion of the findings for a DRP and an administrative SDP as each applies to the proposed project as well as references to recommended conditions of approval contained in Resolution 2018-096.

Development Review Permit Compliance (SBMC Section 17.68.40):

A DRP is required for the following reasons: 1) the proposal includes an aggregate grading quantity that exceeds 100 cubic yards of grading. There would be 1,200 cubic yards of cut, 1,600 cubic yards of fill, and 400 cubic yards of import or an aggregate grading quantity of 2,800 cubic yards.

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

1. Relationship with Adjacent Land Uses
2. Building and Structure Placement
3. Landscaping
4. Roads, Pedestrian Walkways, Parking, and Storage Areas
5. Grading
6. Lighting
7. Usable Open Space

The Council may approve, or conditionally approve, a DRP only if all of the findings listed below can be made. Resolution 2018-096 provides the full discussion of the findings.

1. The proposed development is consistent with the general plan and all applicable requirements of the zoning ordinance including special regulations, overlay zones, and specific plans.
2. The proposed development complies with the development review criteria.
3. All required permits and approvals issued by the city, including variances, conditional use permits, comprehensive sign plans, and coastal development permits have been obtained prior to or concurrently with the development review permit.
4. If the development project also requires a permit or approval to be issued by a state or federal agency, the city council may conditionally approve the development review permit upon the Applicant obtaining the required permit or approval from the other agency.

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

Relationship with Adjacent Land Uses:

The property is located within the ER-2 Zone. The surrounding neighborhood consists of a mix of properties that are either vacant or developed one- and two-story single-

family residences. Properties immediately to the west and south are other vacant lots created with the Feather Acres Subdivision and the lot immediately to the east is a developed lot also created by the Feather Acres Subdivision.

The project, as designed, is consistent with the permitted uses for the ER-2 Zone as described in SBMC Sections 17.20.010 and 17.12.020. The property is designated Estate Residential in the General Plan and intended for single-family residences developed at a maximum density of one to two dwelling units per acre. The proposed development could be found to be consistent with the objectives of the General Plan as it encourages the development and maintenance of healthy residential neighborhoods, the stability of transitional neighborhoods, and the rehabilitation of deteriorated neighborhoods.

The property is not located within any of the City's Specific Plan or Overlay Zone areas; however, it is located within the Coastal Zone. As a condition of project approval, the Applicant would be required to obtain a Coastal Development Permit, Waiver or Exemption from the California Coastal Commission prior to the issuance of a Building Permit.

Building and Structure Placement:

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

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

Driveway access would be taken from the westernmost portion of street frontage along the curve of Avocado Place. The driveway would slope down approximately five feet from Avocado Place to the three- car garage, which would be oriented toward the northwest. Pedestrian access to the residence would be taken from a stepped pathway from the eastern side of the Avocado Place street frontage and access the main entrance to the residence on the northeast side of the residence.

The residence would be setback 26 feet from the front property line abutting the Avocado Place right-of-way, 14 feet from the neighboring developed property to the east (980 Avocado Place), 45 feet from the vacant Feather Acres Lot 1 property to the west, and 42 feet from the rear property line abutting vacant Feather Acres Lots 4 (840 Avocado Place) and 5 (970 Avocado Place).

The Applicant is proposing to construct a partially covered hardscape patio area with a swimming pool and spa on the southwest side of the residence. Exterior stairs from the

patio would access an uncovered roof deck over the southwest portion of the garage. There would also be a pool bathroom attached to the garage with access from the patio and the garage that would count as floor area.

The 3,895 square-foot residence would include the following features: an open dining and great room, kitchen, pantry, mud and laundry room, three bedrooms, three bathrooms, and a master suite. There would also be a 695 square-foot three-car garage, a 56 square-foot covered entry, and a 24 square-foot outdoor shower that would count toward the overall floor area.

The SBMC parking regulations require two off-street parking spaces per single family residence. The Code indicates that when required spaces are provided in a garage, 200 square feet of floor area is exempted for each required space. The site is required to provide two parking spaces, therefore, the project is afforded a 400 square-foot exemption, and the total proposed floor area would be 4,270 square feet, which is 4,090 square feet below the maximum allowable floor area for the 25,730 square-foot lot. The maximum floor area calculation for this project is as follows:

0.60 for first 5,000 ft ²	3,000 ft ²
0.30 for 5,000 to 20,000 ft ²	4,500 ft ²
0.15 for anything over 20,000 ft ²	860 ft ²
<hr/> Total Allowable Floor Area:	8,360 ft ²

The proposed project, as designed, meets the minimum required setbacks and is 4,090 square-feet below the maximum allowable floor area for the property.

Neighborhood Comparison:

Staff compared the proposed project to 49 other properties within the surrounding area. This area includes properties along both sides of Avocado Place as shown on the following map:

5	985 Avocado Place	26,136	5,550		8,420	ER-2
6	981 Jeffery Road	26,572	5,486		8,486	ER-2
7	905 Avocado Place	30,492	3,519		9,074	ER-2
8	955 Jeffery Road	30,492	3,417		9,074	ER-2
9	973 Jeffery Road	27,878	4,408		8,682	ER-2
10	930 Avocado Place	22,216	4,827		7,832	ER-2
11	920 Avocado Place	28,750	5,050		8,813	ER-2
12	956 Avocado Place	21,780	4,411		7,767	ER-2
13	873 Avocado Place	47,480	2,627		11,622	ER-2
14	869 Avocado Place	24,829	2,219		8,224	ER-2
15	859 Avocado Place	21,780	2,561		7,767	ER-2
16	849 Avocado Place	21,780	2,663		7,767	ER-2
17	839 Avocado Place	23,958	3,523		8,094	ER-2
18	986 Avocado Place	31,195	Vacant		9,179	ER-2
19	708 Avocado Place	21,780	2,795		7,767	ER-2
20	716 Avocado Place	21,780	2,182		7,767	ER-2
21	726 Avocado Place	21,780	2,422		7,767	ER-2
22	736 Avocado Place	21,780	2,875		7,767	ER-2
23	744 Avocado Place	21,780	2,572		7,767	ER-2
24	995 Avocado Place	28,750	2,952		8,813	ER-2
25	731 Avocado Place	39,204	2,408	5,112	10,381	ER-2
26	737 Avocado Place	27,878	2,954		8,682	ER-2
27	747 Avocado Place	30,056	3,910		9,008	ER-2
28	787 Avocado Pace	29,185	3,179		8,878	ER-2
29	782 Avocado Place	25,700	2,567		8,355	ER-2
30	723 Avocado Place	33,541	4,143		9,531	ER-2
31	715 Avocado Place	22,651	3,948		7,898	ER-2
32	*2920 Avocado Place	22,651	3,234			
33	*2945 Avocado Place	23,958	3,701			
34	*941 Avocado Place	34,412	4,131			
35	*2930 Avocado Place	21,780	3,234			
36	*2940 Avocado Place	30,492	3,701			
37	*2935 Avocado Place	27,007	4,131			
38	*2925 Avocado Place	22,651	3,234			
39	*957 Avocado Place	31,363	3,701			
40	*933 Avocado Place	33,541	4,463			
41	984 Avocado Place	23,939	Vacant		8,091	ER-2
42	982 Avocado Place	25,730	Vacant	3,895	8,360	ER-2
43	980 Avocado Place	24,269	2,256		8,140	ER-2
44	970 Avocado Place	20,069	Vacant		7,510	ER-2
45	960 Avocado Place	22,386	Vacant	4,375	7,858	ER-2
46	840 Avocado Place	20,084	Vacant		7,513	ER-2
47	850 Avocado Place	20,024	Vacant		7,804	ER-2
48	862 Avocado Place	60,984	Not Available		13,648	ER-2
49	934 Avocado Place	37,897	2,116		10,185	ER-2

50	877 Avocado Place	23,841	3,238		8,076	ER-2
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* These properties are located within the jurisdiction of the City of San Diego.

Fences, Walls and Retaining Walls:

Within the front yard setback area, the SBMC Section 17.20.040(O) allows fences and walls, or any combination thereof, to be no higher than 42 inches in height as measured from existing grade, except for an additional two feet of fence that is at least 80% open to light. Fences, walls and retaining walls located within the rear and interior side yards are allowed to be up to six feet in height with an additional 24 inches that is 50% open to light and air. However, the SBMC also permits fences or walls to be 5 feet high in the front-yard setback to comply with pool fencing requirements.

The Applicant proposes to construct a five foot high wooden fence to surround the proposed pool and usable yard area at the southern portion of the buildable area and within the rear yard setback area along the southern property line. The fences and walls onsite have been measured from the existing grade or the grade approved under the Feather Acres Subdivision for the lot.

Currently, the plans show fences and walls that comply with the requirements of SBMC 17.20.040(O) and 17.60.070(C). If the Applicant decides to modify any of the proposed fences and walls or construct additional fences and walls on the project site, a condition of project approval indicates that they would be required to be in compliance with the Municipal Code.

Landscape:

The project is subject to the current water efficient landscaping regulations of SBMC Chapter 17.56. A Landscape Documentation Package is required for new development projects with an aggregate landscape equal to or greater than 500 square feet requiring a building permit, plan check or development review. The Applicant provided a conceptual landscape plan that has been reviewed by the City's third-party landscape architect, who has recommended approval. The Applicant will be required to submit detailed construction landscape drawings that will be reviewed by the City's third-party landscape architect for conformance with the conceptual plan. In addition, the City's third-party landscape architect will perform inspections during the construction phase of the project. A separate condition has been added to require that native or drought-tolerant and non-invasive plant materials and water-conserving irrigation systems are required to be incorporated into the landscaping to the extent feasible.

Parking:

SBMC Section 17.52.040 and the Off-Street Parking Design Manual (OSPDM) require two (2) parking spaces for a single-family residence. The Applicant is proposing to construct an attached, three-car garage accessed by a new driveway at the westernmost portion of the street frontage along the northern property line abutting

Avocado Place. SBMC Section 17.08.030 indicates that required parking up to 200 square feet per parking space provided in a garage is exempt from the floor area calculation. The proposed garage will provide three parking spaces. Two spaces are required, therefore, 400 square feet of garage area is exempt from the project's floor area calculation.

Grading:

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

However, the grading on the subject lot associated with the Feather Acres Subdivision has been of specific concern of the neighborhood. In response to the neighborhood concern, the Applicant proposes to re-grade the property to eliminate the two separate building pads. The project includes grading in the amount of 1,200 cubic yards of cut, 1,600 cubic yards of fill, and 400 cubic yards of import. The main building pad would be raised from 234 MSL to 239 MSL and the second pad in the northwest corner would be lowered from 244 MSL to 238 MSL. Therefore, the proposed grade would slope downward from the Avocado Place street elevation from approximately 243 MSL to 239 MSL (four feet lower) over the main portion of the lot and 238 MSL (five feet lower) in the northwest corner of the lot. The grade would continue to slope downward an additional five feet to the south beyond the main building pad.

Grading is also proposed to provide for a stormwater detention area in the southwestern corner of the property, the proposed driveway at the center of the northern elevation, and to provide exterior access around the proposed residence.

Lighting:

The project site is located within the City's Dark Sky Area which has specific lighting regulations to preserve the traditional semirural character of the area which includes low levels of nighttime illumination. These regulations prohibit the outside illumination for aesthetic or dramatic purposes of any building and/or surrounding landscape, including environmentally sensitive habitat areas (public or private). Conditions of project approval include that all new exterior lighting fixtures comply with the City-Wide Lighting Regulations of the Zoning Ordinance (SBMC 17.60.060); that all light fixtures shall be shielded so that no light or glare is transmitted or reflected in such concentrated quantities or intensities as to be detrimental to the surrounding area; and that aesthetic - illumination of the proposed residence or landscaping is prohibited.

Usable Open Space:

The project consists of the construction of a new single-story, single-family residence with an attached garage on a vacant residential lot, therefore, usable open space and recreational facilities are neither proposed nor required according to SBMC Section 17.20.040. As a condition of approval, the Applicant will be required to pay the City's Park Fee for developing a vacant lot.

Structure Development Permit Compliance:

The proposed structure exceeds 16 feet in height above the existing grade as approved under the Feather Acres Subdivision, therefore, the project must comply with all of the View Assessment requirements of SBMC Chapter 17.63 and the Applicant was required to complete the SDP process. Once the pad elevations approved under the Feather Acres Subdivision were certified for the lot, the Applicant had story poles erected onsite. A final Story Pole Height Certification was issued by a licensed land surveyor on March 30, 2018, which showed a maximum building height of 24.1 feet above existing grade (established by the Feather Acres Subdivision) and the tallest story poles (SP #33) certified at 257.9 MSL. Notices to apply for View Assessment were mailed to property owners and occupants within 300 feet of the project site which established a deadline to file for View Assessment on April 30, 2018. One application for View Assessment was received, however the Applicant has since withdrew their claim. Therefore, if the Council is able to make the required findings to approve the DRP, the SDP would be approved administratively.

It should be noted that the proposed chimney would exceed the 25-foot maximum height limit for the property, which is permissible pursuant to SMBC Section 17.08 (Building Height). The chimney is depicted by a string line between story poles #36 and #37 which was certified at 260.15 MSL or 26.25 feet above the existing grade.

As a condition of approval, a height certificate prepared by a licensed land surveyor will be required prior to the framing inspection certifying that the maximum height of the proposed addition will not exceed 24.1 feet above the existing grade or 257.9 feet above the Mean Sea Level (MSL), which is the maximum proposed structure height reflected on the project plans.

Public Hearing Notice:

Notice of the City Council Public Hearing for the project was published in the Union Tribune more than 10 days prior to the public hearing. The same public notice was mailed to property owners and occupants within 300 feet of the proposed project site on June 28, 2018. Staff has received numerous inquiries about the proposed development with the majority of concerns and questions focused on the raised pad area (commonly referred to as the "knoll") in the northwest corner of the lot, the additional grading proposed and overall building height. Correspondence received by Staff is included in Attachment 3.

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

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

CEQA COMPLIANCE STATEMENT:

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

FISCAL IMPACT: N/A

WORK PLAN: N/A

OPTIONS:

- Approve Staff recommendation adopting the attached Resolution 2018-096.
- Approve Staff recommendation subject to additional specific conditions necessary for the City Council to make all required findings for the approval of a SDP and DRP.
- Deny the project if all required findings for the DRP cannot be made.


DEPARTMENT RECOMMENDATION:

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

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.
2. Find the project exempt from the California Environmental Quality Act pursuant to Section 15303 of the State CEQA Guidelines; and
3. If the City Council makes the requisite findings and approves the project, adopt Resolution 2018-096 conditionally approving a DRP and an administrative SDP to construct a new single-level, single-family residence with an attached three-car garage and perform associated site improvements on a vacant lot at 982 Avocado Place, Solana Beach.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2018-096
2. Project Plans
3. Correspondence

RESOLUTION NO. 2018-096

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, CONDITIONALLY APPROVING A DEVELOPMENT REVIEW PERMIT AND AN ADMINISTRATIVE STRUCTURE DEVELOPMENT PERMIT FOR THE CONSTRUCTION OF A NEW SINGLE-STORY, SINGLE-FAMILY RESIDENCE WITH AN ATTACHED THREE-CAR GARAGE AND PERFORM ASSOCIATED SITE IMPROVEMENTS ON A PROPERTY LOCATED AT 982 AVOCADO PLACE, SOLANA BEACH

**APPLICANTS: Seaview FA, LLC
CASE NO.: 17-17-19 DRP/SDP**

WHEREAS, Seaview FA, LLC (hereinafter referred to as the "Applicant"), has submitted an application for a Development Review Permit (DRP) and Structure Development Permit (SDP) pursuant to Title 17 (Zoning) of the Solana Beach Municipal Code (SBMC); and

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

WHEREAS, at the public hearing on July 11, 2018, the City Council received and considered evidence concerning the proposed application; and

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

WHEREAS, the City Council of the City of Solana Beach found the application request exempt from the California Environmental Quality Act pursuant to Section 15303 of the State CEQA Guidelines; and

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

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

- I. That the foregoing recitations are true and correct.
- II. That the request for a DRP and an administrative SDP to construct a new two-story, 3,895 square foot single-family residence with an attached 695 square foot three-car garage and to perform associated site improvements on a vacant lot at 982 Avocado Place, Lot 2 of the Feather Acres Subdivision, is conditionally approved based upon the following Findings and subject to the following Conditions:

III. FINDINGS

A. In accordance with Section 17.68.040 (Development Review Permit) of the City of Solana Beach Municipal Code, the City Council finds the following:

I. The proposed project is consistent with the General Plan and all applicable requirements of SBMC Title 17 (Zoning Ordinance), including special regulations, overlay zones and specific plans.

General Plan Consistency: The project, as conditioned, is consistent with the City's General Plan designation of Estate Residential (ER-2) which allows for single-family residential development with a maximum density of 1-2 dwelling units per acre. The development is also consistent with the objectives of the General Plan as it encourages the development and maintenance of healthy residential neighborhoods, the stability of transitional neighborhoods, and the rehabilitation of deteriorated neighborhoods.

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

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

II. The proposed development complies with the following development review criteria set forth in Solana Beach Municipal Code Section 17.68.040.F:

a. Relationship with Adjacent Land Uses: The development shall be designed in a manner compatible with and where feasible, complimentary to existing and potential development in the immediate vicinity of the project site. Site planning on the perimeter of the development shall give consideration to the protection of surrounding areas from potential adverse effects, as well as protection of the property from adverse surrounding influences.

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

other vacant lots created with the Feather Acres Subdivision and the lot immediately to the east is a developed lot also created by the Feather Acres Subdivision.

The project, as designed, is consistent with the permitted uses for the ER-2 Zone as described in SBMC Sections 17.20.010 and 17.12.020. The property is designated Estate Residential in the General Plan and intended for single-family residences developed at a maximum density of one to two dwelling units per acre. The proposed development is found to be consistent with the objectives of the General Plan as it encourages the development and maintenance of healthy residential neighborhoods, the stability of transitional neighborhoods, and the rehabilitation of deteriorated neighborhoods.

The property is not located within any of the City's Specific Plan or Overlay Zone areas; however, it is located within the Coastal Zone. As a condition of project approval, the Applicant shall obtain a Coastal Development Permit, Waiver or Exemption from the California Coastal Commission prior to the issuance of a Building Permit.

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

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

Driveway access will be taken from the westernmost portion of street frontage along the curve of Avocado Place. The driveway will slope down approximately five feet from Avocado Place to the three- car garage, which will be oriented toward the northwest. Pedestrian access to the residence will be taken from a stepped pathway from the eastern side of the Avocado Place street frontage and access the main entrance to the residence on the northeast side of the residence.

The residence will be setback 26 feet from the front property line abutting the Avocado Place right-of-way, 14 feet from the neighboring developed property to the east (980 Avocado Place), 45 feet from the vacant Feather Acres Lot 1 property to the west, and 42 feet from the rear property line abutting vacant Feather Acres Lots 4 (840 Avocado Place) and 5 (970 Avocado Place).

The project includes a partially covered hardscape patio area with a swimming pool and spa on the southwest side of the residence. Exterior stairs from the patio will access an uncovered roof deck over the southwest portion of the garage. There will also be a pool bathroom attached to the garage with access from the patio and the garage that will count as floor area.

The 3,895 square-foot residence will include the following features: an open dining and great room, kitchen, pantry, mud and laundry room, three bedrooms, three bathrooms, and a master suite. There will also be a 695 square-foot three-car garage, a 56 square-foot covered entry, and a 24 square-foot outdoor shower that will count toward the overall floor area.

A single-family residence requires two off-street parking spaces per single family residence. The SBMC indicates that when required spaces are provided in a garage, 200 square feet of floor area is exempted for each required space. The site is required to provide two parking spaces, therefore, the project is afforded a 400 square-foot exemption, and the total proposed floor area would be 4,270 square feet, which is 4,090 square feet below the maximum allowable floor area for the 25,730 square-foot lot. The maximum floor area calculation for this project is as follows:

0.60 for first 5,000 ft ²	3,000 ft ²
0.30 for 5,000 to 20,000 ft ²	4,500 ft ²
0.15 for anything over 20,000 ft ²	860 ft ²
Total Allowable Floor Area:	8,360 ft ²

The proposed project, as designed, meets the minimum required setbacks and is 4,090 square-feet below the maximum allowable floor area for the property.

- c. *Landscaping: The removal of significant native vegetation shall be minimized. Replacement vegetation and landscaping shall be compatible with the vegetation of the surrounding area. Trees and other large plantings shall not obstruct significant views when installed or at maturity.*

The project is subject to the current water efficient landscaping regulations of SBMC Chapter 17.56. A Landscape Documentation Package is required for new development projects with an aggregate landscape equal to or greater than 500 square feet requiring a building permit, plan check or development review. The Applicant provided a conceptual

landscape plan that has been reviewed by the City's third-party landscape architect, who has recommended approval. The Applicant will be required to submit detailed construction landscape drawings that will be reviewed by the City's third-party landscape architect for conformance with the conceptual plan. In addition, the City's third-party landscape architect will perform inspections during the construction phase of the project. A separate condition has been added to require that native or drought-tolerant and non-invasive plant materials and water-conserving irrigation systems are required to be incorporated into the landscaping to the extent feasible.

- d. *Roads, Pedestrian Walkways, Parking and Storage Areas: Any development involving more than one building or structure shall provide common access roads and pedestrian walkways. Parking and outside storage areas, where permitted, shall be screened from view, to the extent feasible, by existing topography, by the placement of buildings and structures, or by landscaping and plantings.*

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

- e. *Grading: To the extent feasible, natural topography and scenic features of the site shall be retained and incorporated into the proposed development. Any grading or earth-moving operations in connection with the proposed development shall be planned and executed so as to blend with the existing terrain both on and adjacent to the site. Existing exposed or disturbed slopes shall be landscaped with native or naturalized non-native vegetation and existing erosion problems shall be corrected.*

Grading was approved and completed under the Feather Acres Subdivision to create specific building pads for each of the seven lots. A two-tier building pad was created for the subject property. The grading has been completed onsite for the subject property and a pad certification has been submitted to the Engineering Department in order to certify that the existing

condition of the lot matches the grading and pad elevations approved under the subdivision.

However, the grading on the subject lot associated with the Feather Acres Subdivision has been of specific concern of the neighborhood. Therefore, the Applicant proposes to re-grade the property to eliminate the two separate building pads. The project includes grading in the amount of 1,200 cubic yards of cut, 1,600 cubic yards of fill, and 400 cubic yards of import. The main building pad will be raised from 234 MSL to 239 MSL and the second pad in the northwest corner will be lowered from 244 MSL to 238 MSL. Therefore, the proposed grade will slope downward from the Avocado Place street elevation from approximately 243 MSL to 239 MSL (four feet lower) over the main portion of the lot and 238 MSL (five feet lower) in the northwest corner of the lot. The grade will continue to slope downward an additional five feet to the south beyond the main building pad.

Grading is also proposed to provide for a stormwater detention area in the southwestern corner of the property, the proposed driveway at the center of the northern elevation, and to provide exterior access around the proposed residence.

- f. *Lighting: Light fixtures for walkways, parking areas, driveways, and other facilities shall be provided in sufficient number and at proper locations to assure safe and convenient nighttime use. All light fixtures shall be appropriately shielded so that no light or glare is transmitted or reflected in such concentrated quantities or intensities as to be detrimental to the surrounding areas per SBMC 17.60.060 (Exterior Lighting Regulations).*

The project site is located within the City's Dark Sky Area which has specific lighting regulations to preserve the traditional semirural character of the area which includes low levels of nighttime illumination. These regulations prohibit the outside illumination for aesthetic or dramatic purposes of any building and/or surrounding landscape, including environmentally sensitive habitat areas (public or private). Conditions of project approval include that all new exterior lighting fixtures comply with the City-Wide Lighting Regulations of the Zoning Ordinance (SBMC 17.60.060); that all light fixtures shall be shielded so that no light or glare is transmitted or reflected in such concentrated quantities or intensities as to be detrimental to the surrounding area; and that aesthetic illumination of the proposed residence or landscaping is prohibited.

- g. Usable Open Space: Recreational facilities proposed within required usable open space shall be located and designed to maintain essential open space values.*

The project consists of the construction of a new single-story, single-family residence with an attached garage on a vacant residential lot, therefore, usable open space and recreational facilities are neither proposed nor required according to SBMC Section 17.20.040. As a condition of approval, the Applicant will be required to pay the City's Park Fee for developing a vacant lot.

- III. All required permits and approvals including variances, conditional use permits, comprehensive sign plans, and coastal development permits have been obtained prior to or concurrently with the development review permit.*

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

- IV. If the development project also requires a permit or approval to be issued by a state or federal agency, the city council may conditionally approve the development review permit upon the Applicant obtaining the required permit or approval from the other agency.*

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

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

The proposed structure exceeds 16 feet in height above the existing grade as approved under the Feather Acres Subdivision, therefore, the project must comply with all of the View Assessment requirements of SBMC Chapter 17.63 and the Applicant was required to complete the SDP process. Once the pad elevations approved under the Feather Acres Subdivision were certified for the lot, the Applicant had story poles erected onsite. A final Story Pole Height Certification was issued by a licensed land surveyor on March 30, 2018, which showed a maximum building height of 24.1 feet and the tallest story poles (SP #33) certified at 257.9 MSL. Notices to apply for View Assessment were mailed to property owners and occupants within 300 feet of the project site which established a deadline to file for View Assessment on April 30, 2018. One application for View Assessment was received, however the Applicant has later withdrew their claim. Therefore, if the Council is able to make the required findings to approve the DRP, the SDP would be approved administratively.

It should be noted that the proposed chimney would exceed the 25-foot maximum height limit for the property, which is permissible pursuant to SBMC Section 17.08 (Building Height). The chimney is depicted by a string line between story poles #36 and #37, which was certified at 260.15 MSL or 26.25 feet above the existing grade.

As a condition of approval, a height certificate prepared by a licensed land surveyor will be required prior to the framing inspection certifying that the maximum height of the proposed addition will not exceed 23.10 feet above the proposed grade or 256.20 feet above the Mean Sea Level (MSL), which is the maximum proposed structure height reflected on the project plans.

IV. CONDITIONS

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

A. Community Development Department Conditions:

- I. The Applicant shall pay required Public Facilities Fees, as established by SBMC Section 17.72.020 and Resolution 1987-36.
- II. The Applicant shall pay the required Park Fee, Regional Transportation Congestion Impact Fee (RTCIP) and Transportation Impact Fee (TIF) for the development of a vacant lot prior to building permit issuance.
- III. Building Permit plans must be in substantial conformance with the architectural plans presented to the City Council on July 11, 2018, and located in the project file with a submittal date of June 28, 2018.
- IV. Prior to requesting a framing inspection, the Applicant shall submit a height certification, signed by a licensed land surveyor, certifying that the building envelope (which is represented by the story poles) is in conformance with the plans as approved by the City Council on July 11, 2018 and the certified story pole plot plan, and will not exceed 24.1 feet in height from the existing finished grade established by the Feather Acres Subdivision or 257.9 feet above MSL.
- V. Any proposed onsite fences, walls and retaining walls and any proposed railing located on top, or any combination thereof, shall comply with applicable regulations of SBMC Section 17.20.040 and 17.60.070 (Fences and Walls).
- VI. The Applicant shall obtain required California Coastal Commission (CCC) approval of a Coastal Development Permit, Waiver or Exemption as determined necessary by the CCC, prior to the

issuance of a grading or building permit.

- VII. The Applicant shall provide a full Landscape Documentation Package in compliance with SBMC Chapter 17.56 prior to building permit issuance, which will be reviewed and inspected by the City's third party landscape professional.
- VIII. Native or drought tolerant and non-invasive plant materials and water conserving irrigation systems shall be incorporated into any proposed landscaping and compatible with the surrounding area to the extent feasible.
- IX. All new exterior lighting fixtures shall be in conformance with the City-wide lighting regulations of the Zoning Ordinance (SBMC 17.60.060). All light fixtures shall be appropriately shielded so that no light or glare is transmitted or reflected in such concentrated quantities or intensities as to be detrimental to the surrounding area.
- X. Due to the property's location within the Dark Sky Area, the outside illumination for aesthetic or dramatic purposes of any building or surrounding landscape, including environmentally sensitive habitat areas (public or private) is prohibited.

B. Fire Department Conditions:

- I. ACCESS ROAD MINIMUM DIMENSIONS: Fire apparatus access roads shall have an unobstructed improved width of not less than 20 feet; curb line to curb line, and an unobstructed vertical clearance of not less than 13 feet 6 inches. Exception: Single-Family residential driveways; serving no more than two single-family dwellings, shall have minimum of 16 feet, curb line to curb line, of unobstructed improved width. Access roads shall be designed and maintained to support the imposed loads of not less than 75,000 pounds and shall be provided with an approved paved surface to provide all-weather driving capabilities.
 - a. Lot frontage (Avocado Place) shall comply with condition providing 20 feet in width minimum.
- II. GRADE: The gradient for a fire apparatus access roadway shall not exceed 20.0%. Grades exceeding 15.0% (incline or decline) shall not be permitted without mitigation. Minimal mitigation shall be a surface of Portland cement concrete, with a deep broom finish perpendicular to the entire direction of travel. Additional mitigation measures may be required where deemed appropriate. The angle of departure and angle of approach of a fire access roadway shall not exceed seven degrees (12 percent).

- III. **POSTING OR STRIPING ROADWAYS "NO PARKING FIRE LANE":** Fire Department access roadways, when required, shall be properly identified as per Solana Beach Fire Department standards. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility.
- IV. **GATES:** All gates or other structures or devices, which could obstruct fire access roadways or otherwise hinder emergency operations, are prohibited unless they meet standards approved by the Fire Department. An approved emergency key-operated switch and/or an approved emergency traffic control-activating strobe light sensor shall be installed per Solana Beach Fire Department standards.
- V. **OBSTRUCTION OF ROADWAYS DURING CONSTRUCTION:** All roadways shall be a minimum of 20 feet in width during construction and maintained free and clear, including the parking of vehicles, in accordance with the California Fire Code and the Solana Beach Fire Department.
- VI. **FIRE HYDRANTS AND FIRE FLOWS:** The Applicant shall provide fire hydrants of a type, number, and location satisfactory to the Solana Beach Fire Department. A letter from the water agency serving the area shall be provided that states the required fire flow is available. Fire hydrants shall be of a bronze type. Multi-family residential or industrial fire hydrants shall have two (2) 4" inch and two (2) 2 ½" inch NST outlets. Residential fire hydrants shall have one (1) 4" inch NST outlet, and one (1) 2 ½" inch NST outlets.
- VII. **ADDRESS NUMBERS: STREET NUMBERS:** Approved numbers and/or addresses shall be placed on all new and existing buildings and at appropriate additional locations as to be plainly visible and legible from the street or roadway fronting the property from either direction of approach. Said numbers shall contrast with their background, and shall meet the following minimum standards as to size: 4" high with a ½" inch stroke width for residential buildings, 8" high with a ½" stroke for commercial and multi-family residential buildings, 12" high with a 1" stroke for industrial buildings. Additional numbers shall be required where deemed necessary by the Fire Marshal, such as rear access doors, building corners, and entrances to commercial centers.
- VIII. **AUTOMATIC FIRE SPRINKLER SYSTEM-ONE AND TWO FAMILY DWELLINGS:** Structures shall be protected by an automatic fire sprinkler system designed and installed to the satisfaction of the Fire

Department. Plans for the automatic fire sprinkler system shall be approved by the Fire Department prior to installation.

- IX. CLASS "A" ROOF: All structures shall be provided with a Class "A" Roof covering to the satisfaction of the Solana Beach Fire Department.

C. Engineering Department Conditions:

- I. Obtain an Encroachment Permit in accordance with Chapter 11.20 of the SBMC, prior to the construction of any improvements within the public right-of-way including, but not limited to, the demolition and construction of surface improvements. All proposed improvements within the public right-of-way shall comply with City standards including but not limited to the Off-Street Parking Design Manual.
- II. The collection of Traffic Impact Fee prior to Building Permit Issuance is required of this project.
- III. All construction demolition materials shall be recycled according to the City's Construction and Demolition recycling program and an approved Waste Management Plan shall be submitted.
- IV. Construction fencing shall be located on the subject property unless the Applicant has obtained an Encroachment Permit in accordance with Chapter 11.20 of the SBMC which allows otherwise.
- V. The triangular area of right-of-way west of Avocado Place, near the northeasterly property corner, is requested by the applicant to be vacated. This area is recommended to be vacated with this development review permit under a separate resolution to be recorded by the County Recorder.

Grading:

- VI. Obtain a Grading Permit in accordance with Chapter 15.40 of the Solana Beach Municipal Code. The Feather Acres Subdivision Grading Permit shall be As-Built prior to the issuance of the Grading Permit of this lot. Conditions prior to the issuance of a Grading Permit shall include, but not be limited to the following:
 - a. The Grading Plan shall be prepared by a Registered Civil Engineer and approved by the City Engineer. On-site grading design and construction shall be in accordance with Chapter 15.40 of the Solana Beach Municipal Code.
 - b. A Soils Report shall be prepared by a Registered Soils Engineer and approved by the City Engineer. All necessary

measures shall be taken and implemented to assure slope stability, erosion control and soil integrity. The grading plan shall incorporate all recommendations contained in the soils report.

- c. Provide a Drainage Report prepared by a Registered Civil Engineer. This report shall address the design for a detention basin and corresponding outflow system to ensure the rate of runoff for the proposed development is at or below that of existing condition. A detention basin easement will be required over the proposed basin site. All recommendations of this report shall be incorporated into the Preliminary Grading Plan.
- d. An easement shall be recorded for maintenance of the detention basins by the property owner(s) in perpetuity, prior to the occupancy of this project.
- e. All retaining walls and drainage structures shall be shown. Retaining walls shown on the grading plan shall conform to the San Diego Regional Standards or be designed by a licensed civil engineer. Engineering calculations for all designed walls with a surcharge and nonstandard walls shall be submitted at grading plan check. Retaining walls may not exceed the allowable height within the property line setback as determined by the City of Solana Beach Municipal Code. Contact the Community Development Department for further information.
- f. The Applicant is responsible to protect the adjacent properties during construction. If any grading or other types of construction are anticipated beyond the property lines, the applicant shall obtain a written permission from the adjoining property owners for incidental grading or construction that may occur and submit the letter to the City Engineer prior to the anticipated work.
- g. Pay grading plan check fee in accordance with the current Engineering Fee Schedule at initial grading plan submittal. Inspection fees shall be paid prior to issuance of the grading permit.
- h. Obtain and submit grading security in a form prescribed by the City Engineer.
- i. Obtain haul permit for import / export of soil. The Applicant shall transport all excavated material to a legal disposal site.
- j. Submit certification from the Engineer of Record and the Soils

Engineer that all public or private drainage facilities and finished grades are functioning and are installed in accordance with the approved plans. This shall be accomplished by the Engineer of record incorporating as-built conditions on the Mylar grading plans and obtaining signatures of the Engineer of Record and the Soils Engineer certifying the as-built conditions.

- k. An Erosion Prevention and Sediment Control Plan shall be prepared. Best management practices shall be developed and implemented to manage storm water and non-storm water discharges from the site at all times during excavation and grading activities. Erosion prevention shall be emphasized as the most important measure for keeping sediment on site during excavation and grading activities. Sediment controls shall be used as a supplement to erosion prevention for keeping sediment on site.
- l. Show all proposed on-site private drainage facilities intended to discharge water run-off. Elements of this design shall include a hydrologic and hydraulic analysis verifying the adequacy of the facilities and identify any easements or structures required to properly convey the drainage. The construction of drainage structures shall comply with the standards set forth by the San Diego Regional Standard Drawings.
- m. Post Construction Best Management Practices meeting City and RWQCB Order No. R9-2013-001 requirements shall be implemented in the drainage design.
- n. No increased cross lot drainage shall be allowed.

Sewer:

- VII. The Applicant shall pay in full the one-time sewer capacity/connection fees of \$4500.00 per Equivalent Dwelling Unit (EDU). The EDU assignment is determined by SBMC 14.08.060.
 - a. Pay in full the prorated portion of the current annual sewer charge for the remainder of the fiscal year.
 - b. The Applicant shall record a document holding the City of Solana Beach harmless in case of a sanitary sewer backup due to a blockage in the public sewer main; a backflow prevention device shall be installed on private property.

X. ENFORCEMENT

Pursuant to SBMC 17.72.120(B) failure to satisfy any and all of the above-mentioned conditions of approval is subject to the imposition of penalties as set forth in SBMC Chapters 1.1.6 and 1.18 in addition to any applicable revocation proceedings.

XI. EXPIRATION

The Development Review Permit and Structure Development Permit for the project will expire 24 months from the date of this Resolution, unless the Applicant has obtained building permits and has commenced construction prior to that date, and diligently pursued construction to completion. An extension of the application may be granted by the City Council according to SBMC 17.72.110.

XII. INDEMNIFICATION AGREEMENT

The Applicant shall defend, indemnify, and hold harmless the City, its agents, officers, and employees from any and all claims, actions, proceedings, damages, judgments, or costs, including attorney's fees, against the City or its agents, officers, or employees, relating to the issuance of this permit including, but not limited to, any action to attack, set aside, void, challenge, or annul this development approval and any environmental document or decision. The City will promptly notify the Applicant of any claim, action, or proceeding. The City may elect to conduct its own defense, participate in its own defense, or obtain independent legal counsel in defense of any claim related to this indemnification. In the event of such election, the Applicant shall pay all of the costs related thereto, including without limitation reasonable attorney's fees and costs. In the event of a disagreement between the City and Applicant regarding litigation issues, the City shall have the authority to control the litigation and make litigation related decisions, including, but not limited to, settlement or other disposition of the matter. However, the Applicant shall not be required to pay or perform any settlement unless such settlement is approved by the Applicant.

NOTICE TO APPLICANTS: Pursuant to Government Code Section 66020, you are hereby notified that the 90-day period to protest the imposition of the fees, dedications, reservations or other exactions described in this resolution commences on the effective date of this resolution. To protest the imposition of any fee, dedications, reservations or other exactions described in this resolution you must comply with the provisions of Government Code Section 66020. Generally the resolution is effective upon expiration of the tenth day following the date of adoption of this resolution, unless the resolution is appealed or called for review as provided in the Solana Beach Zoning Ordinance.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California, held on the 11th day of July, 2018, by the following vote:

AYES: Councilmembers –

NOES: Councilmembers –

ABSENT: Councilmembers –

ABSTAIN: Councilmembers –

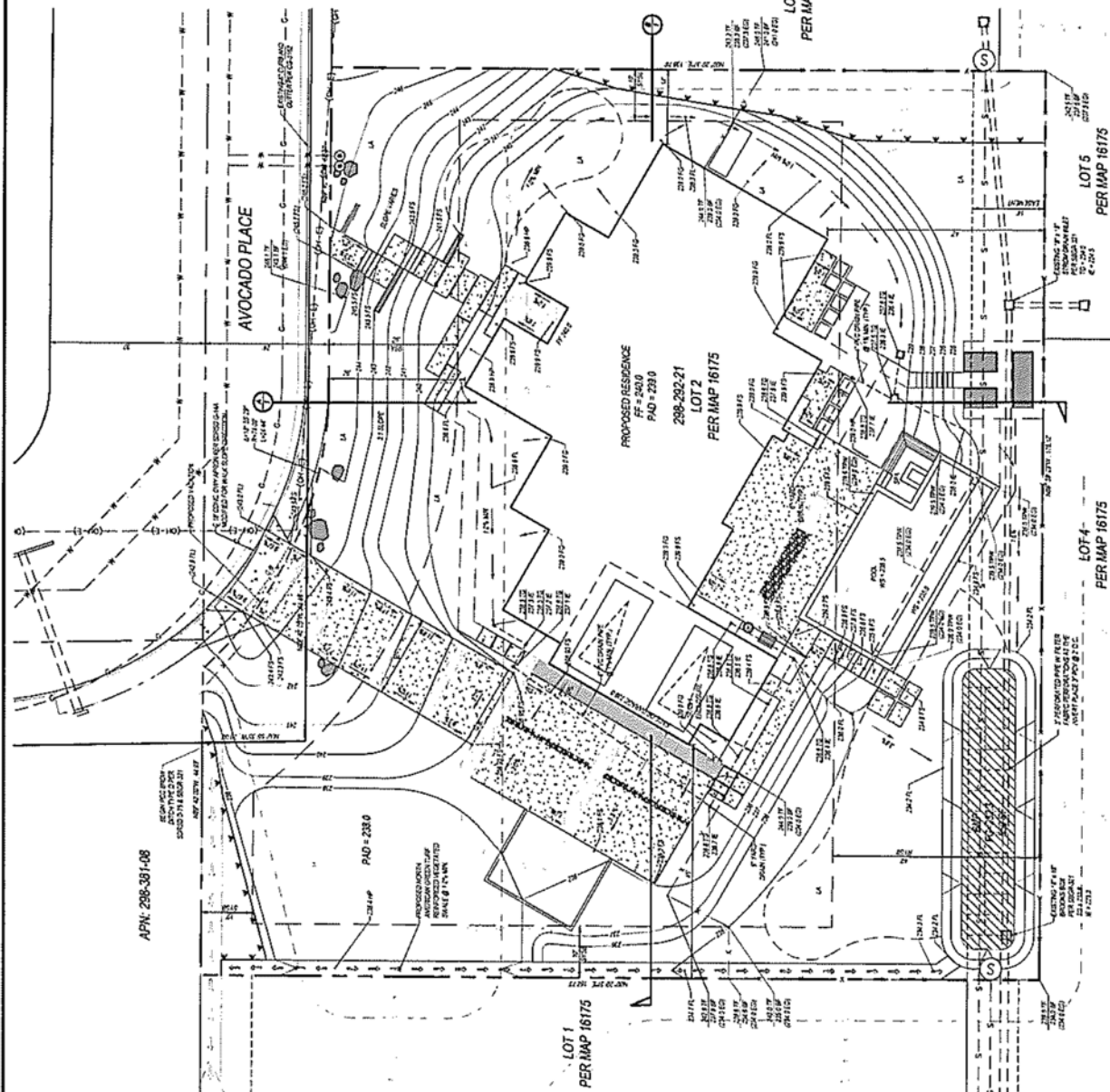
DAVID ZITO, MAYOR

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



PARKING:

REQUIRED SPACE	7
PROVIDED SPACE	7

EAR CALCULATION:

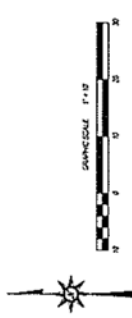
AREA	2,100 SF
AREA	2,100 SF
AREA	2,100 SF
AREA	2,100 SF
AREA	2,100 SF

FLOOD AREA BREAKDOWN:

AREA	2,100 SF
AREA	2,100 SF
AREA	2,100 SF
AREA	2,100 SF
AREA	2,100 SF

PROPERTY AREA BREAKDOWN:

AREA	2,100 SF
AREA	2,100 SF
AREA	2,100 SF
AREA	2,100 SF
AREA	2,100 SF



APN: 298-381-08

PUD # 2380

LOT 1
PER MAP 16175

PROPOSED RESIDENCE
PUD # 2380

LOT 2
298-292-21
PER MAP 16175

LOT 3
PER MAP 16175

LOT 4
PER MAP 16175

LOT 5
PER MAP 16175

CITY OF SOLANA BEACH
982 AVOCADO PLACE

PASCO LARET SUITER & ASSOCIATES
CIVIL ENGINEERING • LAND PLANNING • LAND MARKETING
140 North Highway 161, Ste. A, Solana Beach, CA 92083
(949) 425-0111 | Fax: (949) 425-0112 | pasco@pasco-laret.com



SHEET INDEX

- A-1 FAR DIAGRAM
- A-2 MAIN RESIDENCE PLAN
- A-3 MAIN RESIDENCE ROOF PLAN
- A-4 MAIN RESIDENCE ELEVATIONS
- A-5 MAIN RESIDENCE ELEVATIONS
- A-6 MAIN RESIDENCE SECTIONS
- A-7 MAIN RESIDENCE SECTIONS
- A-8 STORY POLE PLAN
- A-9 PERSPECTIVES
- A-10 PERSPECTIVES

SOLANA BEACH

Mana Investments
 5927 Balfour Ct., Suite 208
 Carlsbad, CA 92008

FEATHER ACRES LOT 2

MARCH 29, 2018

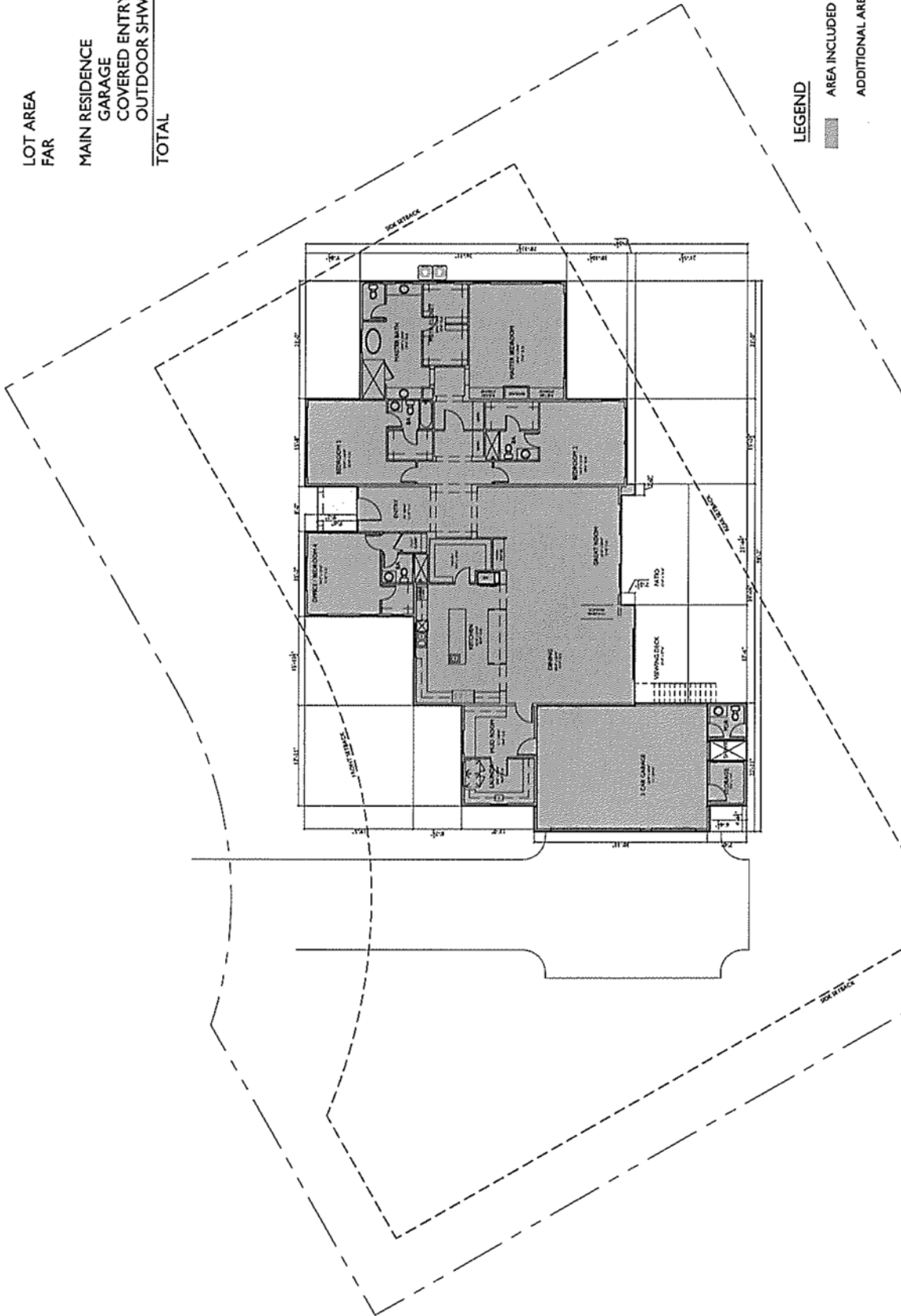
SCALE: 

TITLE SHEET

SUMMA
 ARCHITECTURE
 5256 S. Mission Road, Ste. 404
 Bonsall, CA 92003
 760.724.1198

LOT AREA 25,730 SF (.591 AC)
 FAR .18

MAIN RESIDENCE 3895 SF
 GARAGE 695 SF
 COVERED ENTRY 56 SF
 OUTDOOR SHWR 24 SF
 TOTAL 4670 SF



LEGEND
 ■ AREA INCLUDED TOWARD FAR
 - - - - - ADDITIONAL AREA INCLUDED TOWARD FAR

FEATHER ACRES LOT 2



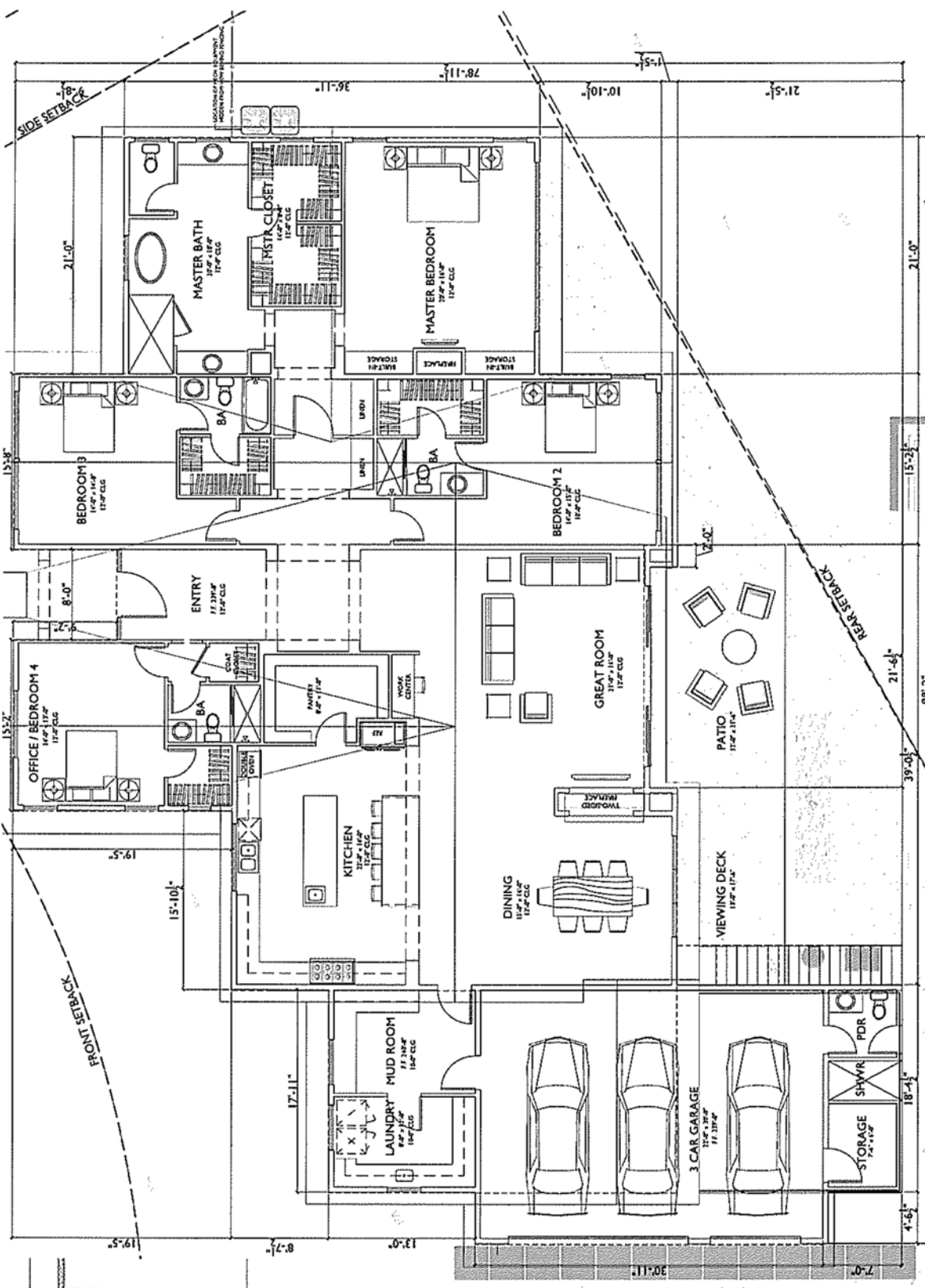
SOLANA BEACH

Mana Investments
 5927 Balfour Ct., Suite 208
 Carlsbad, CA 92008

FAR DIAGRAM

MARCH 29, 2018
 5256 S. Mission Road, Ste 404
 Bonsall, CA 92003
 760.724.1198
 A-1





LOT 2 SITE PLAN 1/32" = 1'-0"

MAIN RESIDENCE	3,895 SF
GARAGE	695 SF
COVERED ENTRY	56 SF
OUTDOOR SHWR	24 SF
TOTAL FLOOR AREA	4,670 SF

FLOOR PLAN

FEATHER ACRES LOT 2

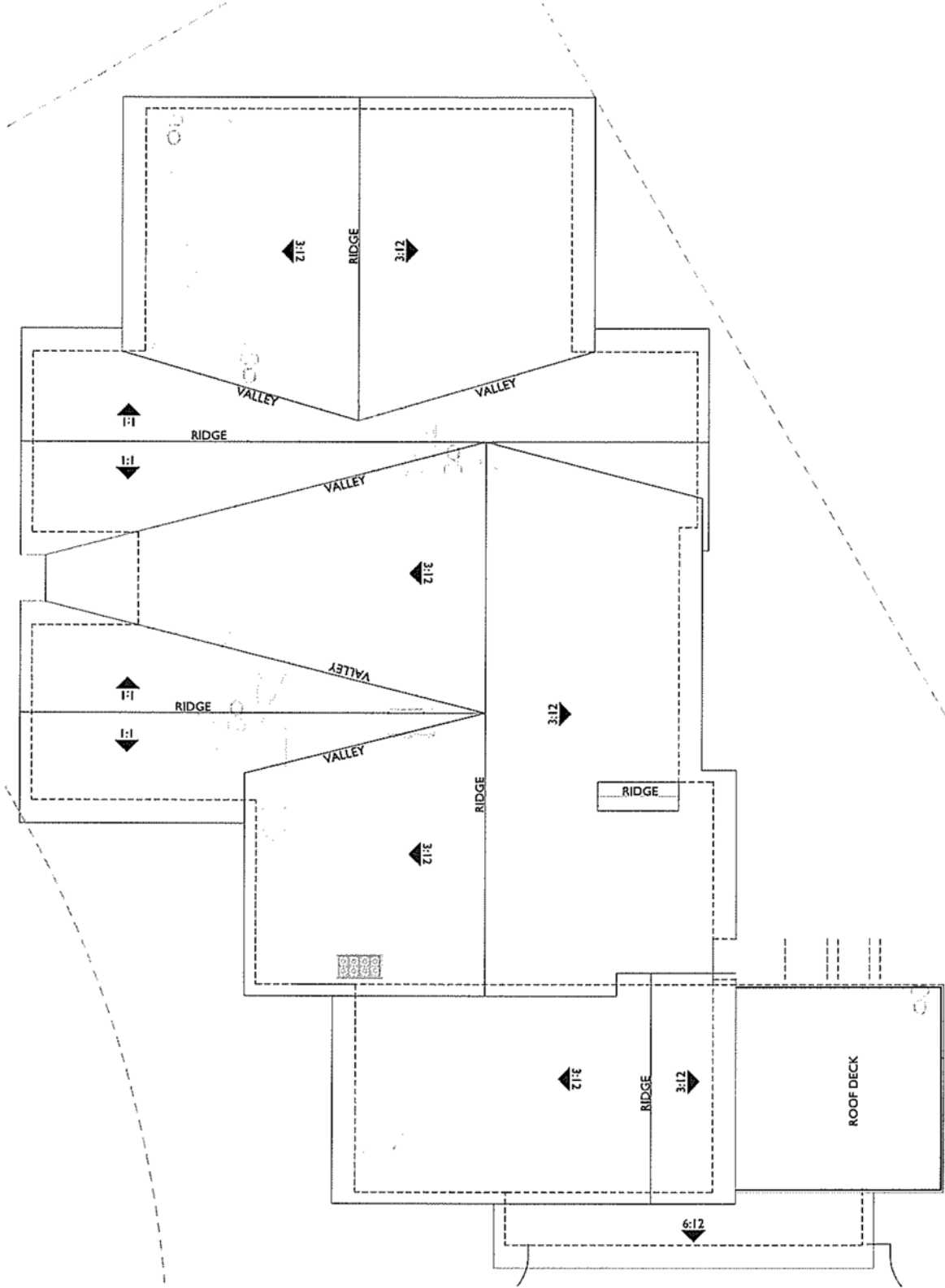
MARCH 29, 2018

SCALE 0 4 8 12

SOLANA BEACH
 Mana Investments
 5927 Balfour Ct., Suite 208
 Carlsbad, CA 92008

SUMMA ARCHITECTURE
 5256 S. Mission Road, Ste 404
 Bonsall, CA 92003
 760.724.1198

A-2

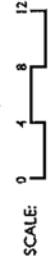


SOLANA BEACH

Mana Investments
 5927 Balfour Ct., Suite 208
 Carlsbad, CA 92008

FEATHER ACRES LOT 2

MARCH 29, 2018

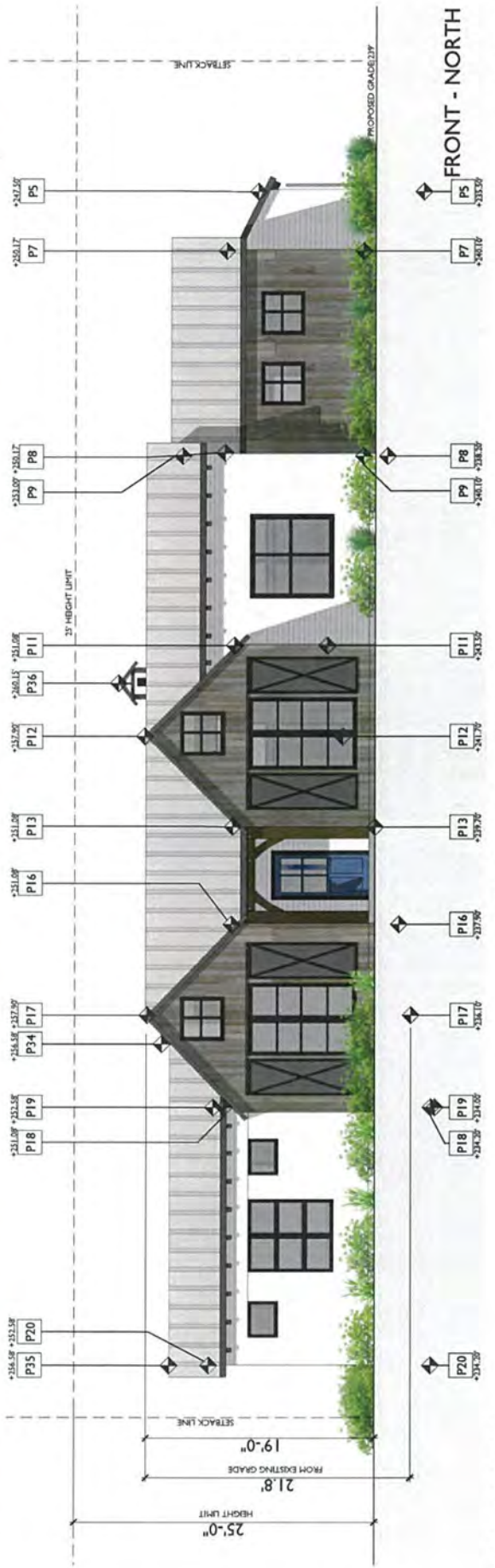
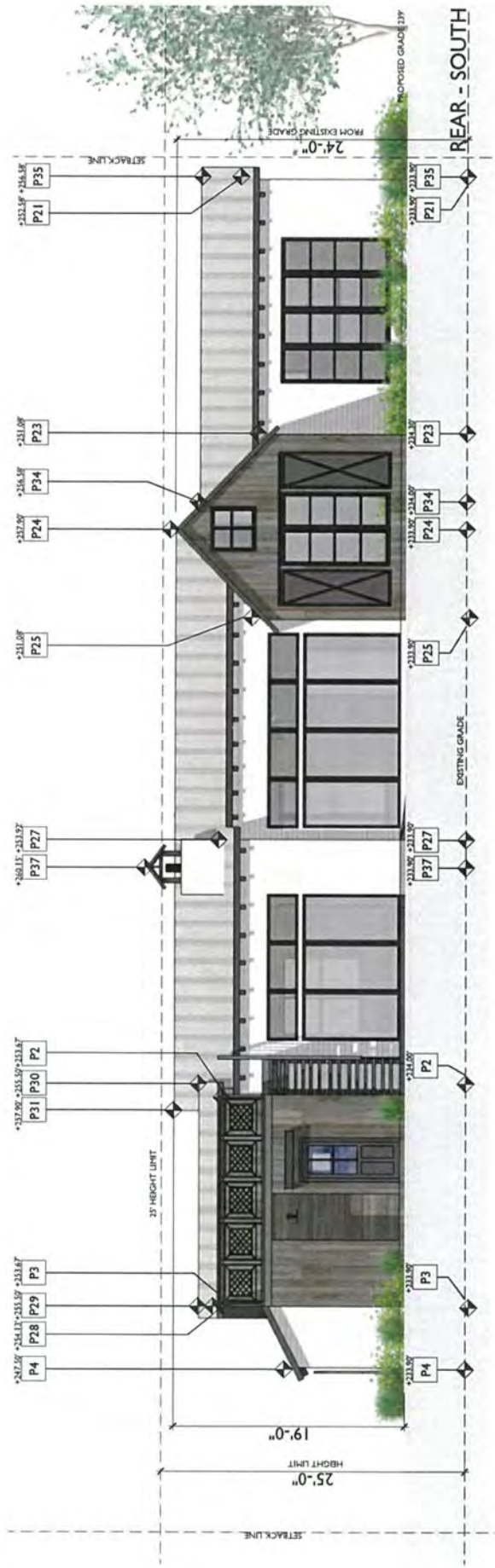


ROOF PLAN

5256 S. Mission Road, Ste 404
 Bonsall, CA 92003
 760.724.1198



A-3



SOLANA BEACH

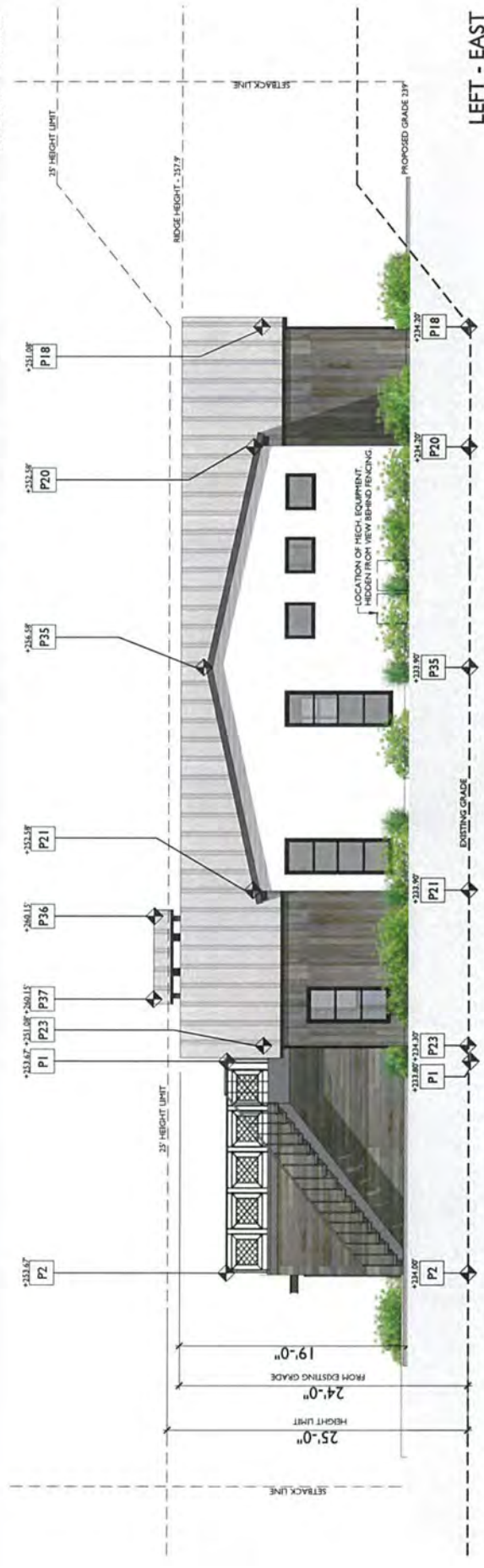
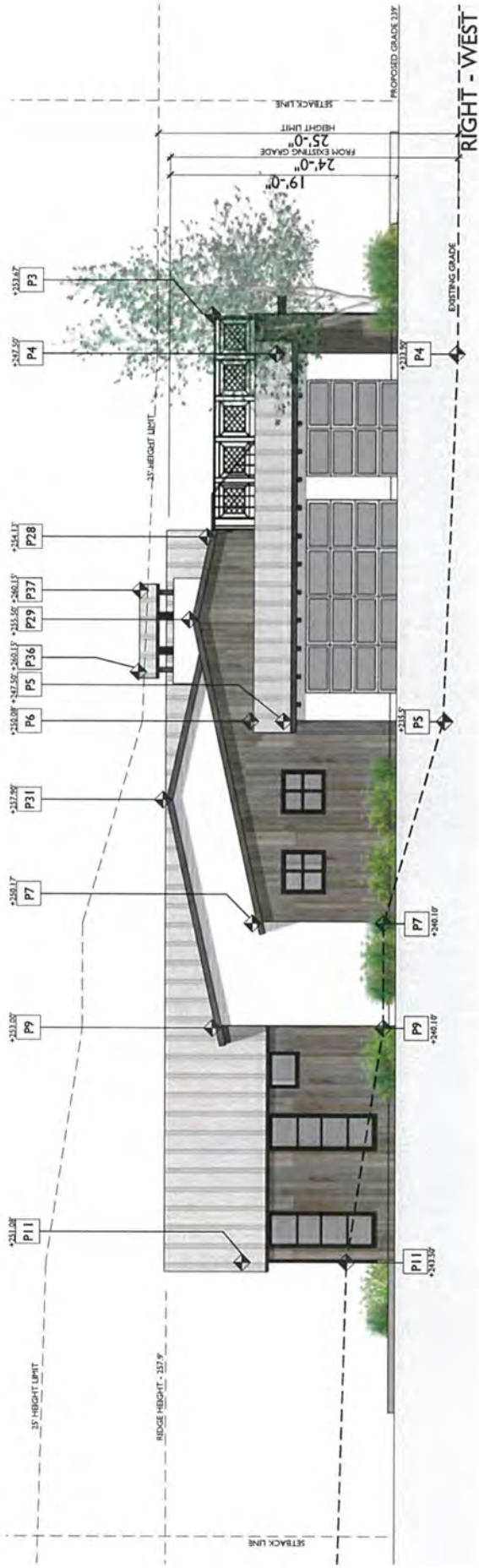
Mana Investments
5927 Balfour Ct., Suite 208
Carlsbad, CA 92008

FEATHER ACRES LOT 2

MARCH 29, 2018
SCALE: 0 4 8 12

ELEVATIONS

SUMMA
ARCHITECTURE & DESIGN
5256 S. Mission Road, Ste 404
Bonsall, CA 92003
760.724.1198



SOLANA BEACH

Mana Investments
5927 Balfour Ct., Suite 208
Carlsbad, CA 92008

FEATHER ACRES LOT 2

MARCH 29, 2018

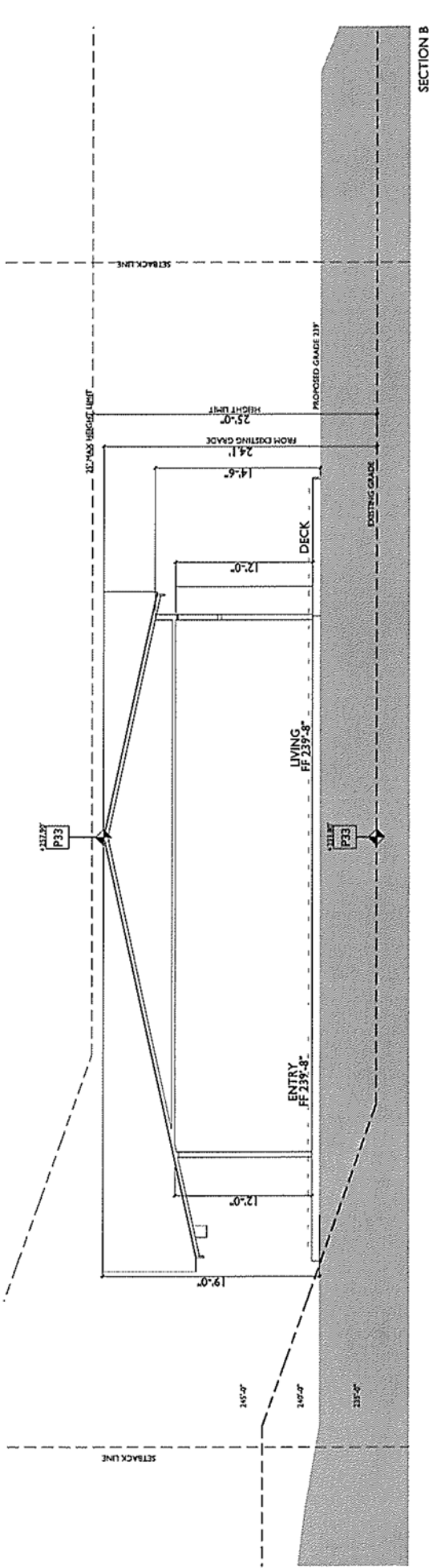
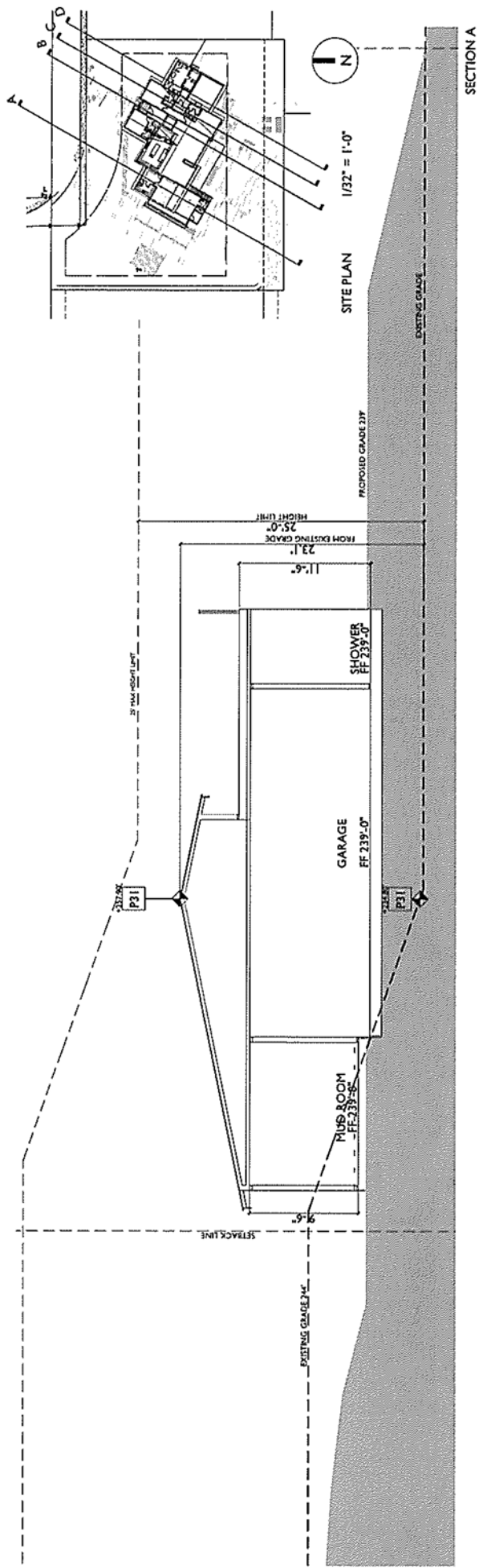


ELEVATIONS

5256 S. Mission Road, Ste 404
Bonsall, CA 92003
760.724.1198



A-5



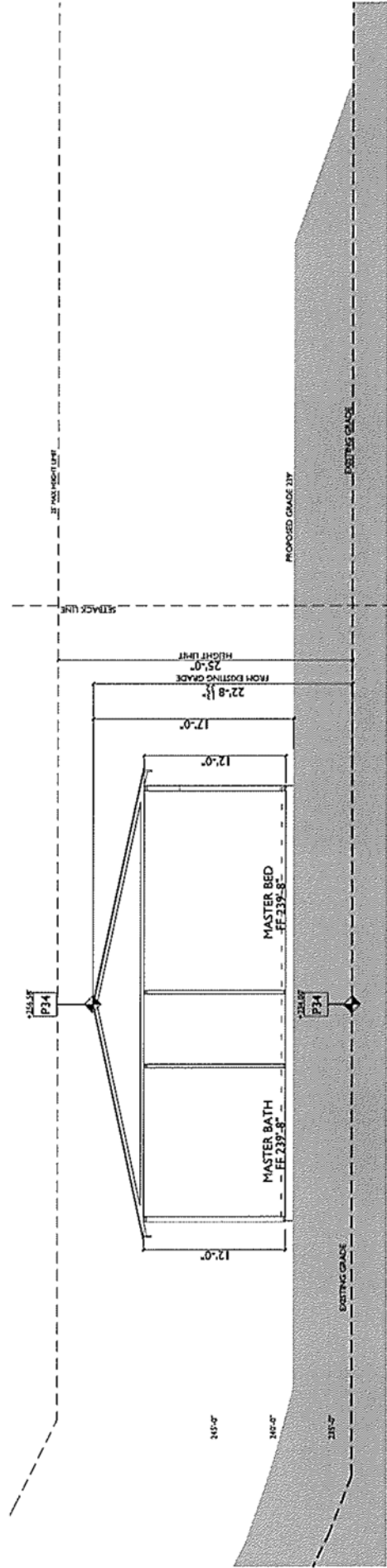
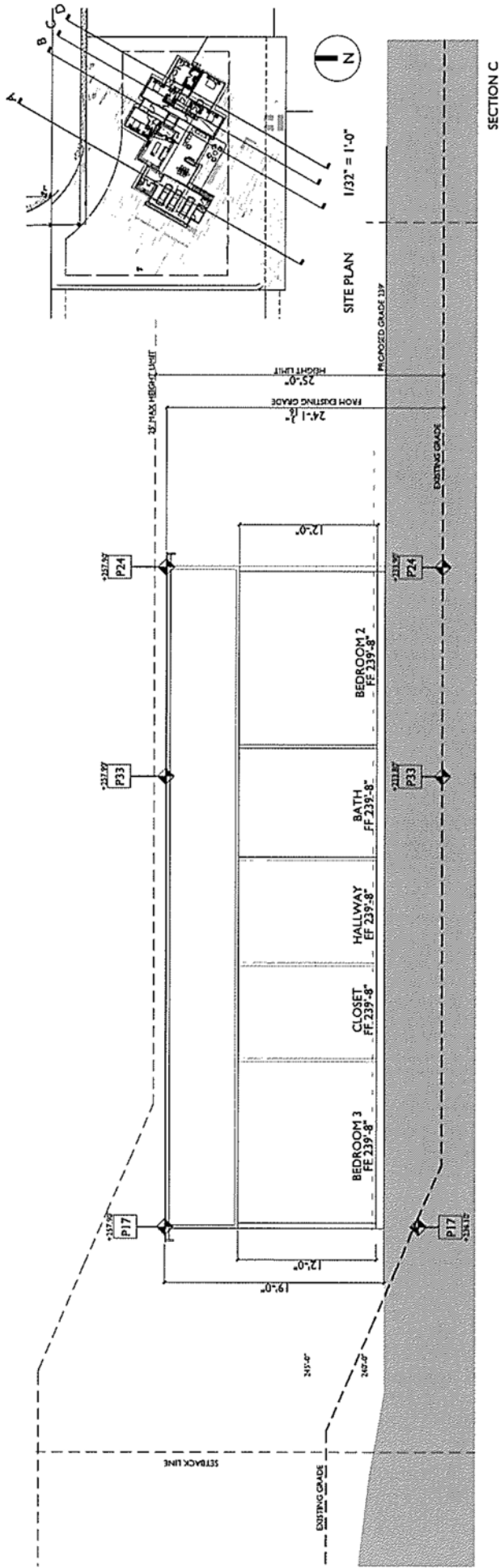
SOLANA BEACH
 Mana Investments
 5927 Balfour Ct., Suite 208
 Carlsbad, CA 92008

FEATHER ACRES LOT 2

MARCH 29, 2018
 SCALE 0 4 8 12

SECTIONS

SUMMA
 ARCHITECTURE
 5256 S. Mission Road, Ste 404
 Bonsall, CA 92003
 760.724.1198



SOLANA BEACH

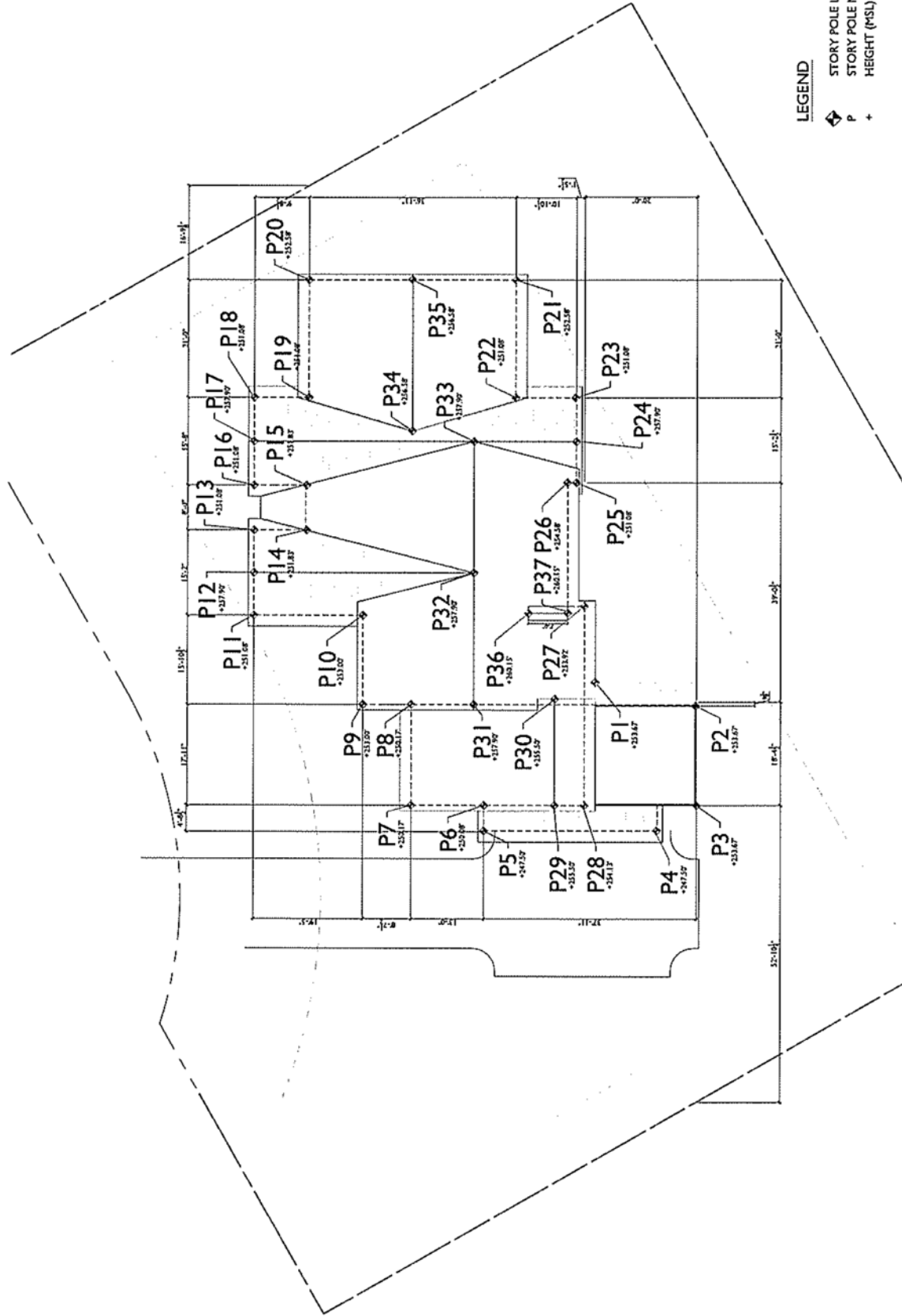
Mana Investments
5927 Balfour Ct., Suite 208
Carlsbad, CA 92008

FEATHER ACRES LOT 2

MARCH 29, 2018
SCALE: 0 4 8 12

SECTIONS

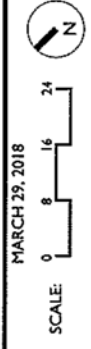
SUMMA
ARCHITECTURE
5256 S. Mission Road, Ste 404
Bonsall, CA 92003
760.724.1198



LEGEND
 ◆ STORY POLE LOCATOR
 P STORY POLE NUMBER
 + HEIGHT (MSL)

SOLANA BEACH **FEATHER ACRES LOT 2** **STORY POLE PLAN**

Mana Investments
 5927 Balfour Ct., Suite 208
 Carlsbad, CA 92008



SUMMA
 ARCHITECTURE

5256 S. Mission Road, Ste 404
 Bonsall, CA 92003
 760.724.1198



WEST VIEW



REAR VIEW



NORTH STREET VIEW



AERIAL FROM SOUTH

SOLANA BEACH

Mana Investments
5927 Balfour Ct., Suite 208
Carlsbad, CA 92008

FEATHER ACRES LOT 2

MARCH 29, 2018

SCALE: 

PERSPECTIVES

SUMMA
ARCHITECTURE
5256 S. Mission Road, Ste 404
Bonstall, CA 92003
760.724.1198

A-9



SOUTH AT SUNSET



STREET VIEW

SOLANA BEACH

Mana Investments
 5927 Balfour Ct., Suite 208
 Carlsbad, CA 92008

FEATHER ACRES LOT 2

MARCH 29, 2018

SCALE: 

PERSPECTIVES

SUMMA
 ARCHITECTURE
 5256 S. Mission Road, Ste 404
 Bonsall, CA 92003
 760.724.1198

A-10



PREPARED FOR:

MAA INVESTMENTS
COVILLE POWERS

PREPARED BY:

LINEAR LANDSCAPE
ARCHITECTURE

AGE DOBOSIA
5571 HIGHWAY ST.
SAN DIEGO, CA 92109
TEL: 619.451.1822
300 SAN DIEGO BLVD.
SAN DIEGO, CA 92108
TEL: 619.594.7323
7710 BURNING WOODS

LC-01

PRELIMINARY PLANS - NOT FOR CONSTRUCTION

CONSTRUCTION LEGEND

EXISTING SITE ELEMENTS

- 1 EXISTING COMPUTER
- 2 EXISTING D.G. PUBLIC WALKWAY
- 3 PROPERTY LINE
- 4 BROKENTON BASH PER CIVL
- 5 EXISTING METER LOCATION
- 6 ASPHALT CONCRETE PAVING
- 7 OMT

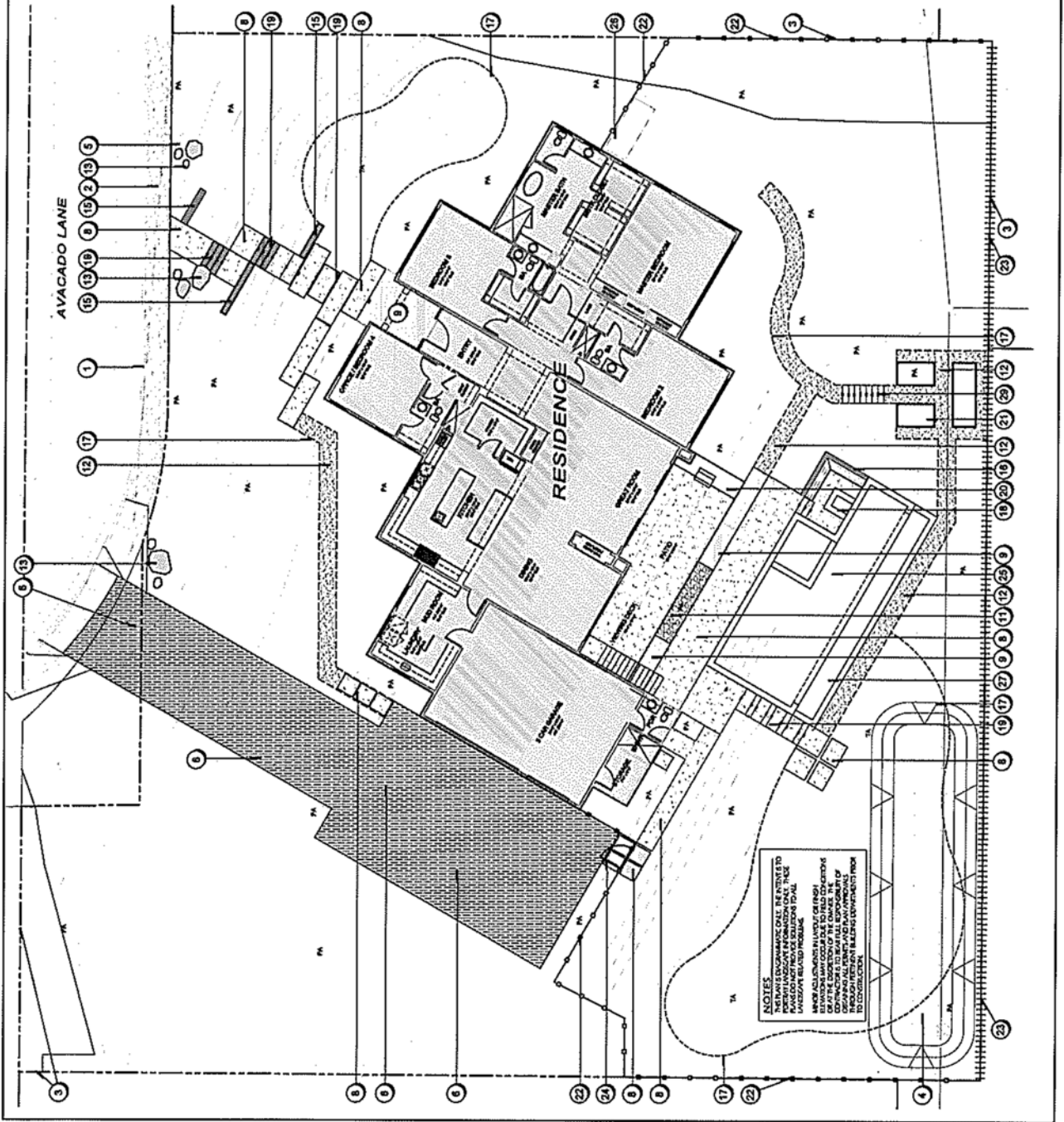
- 8 INTEGRAL COLOR CONCRETE FEMTER W/ SAND FINISH
- 9 INTEGRAL COLOR CONCRETE W/ HANDEDGED AGGREGATE FINISH FEMTER W/ 3/8" IRIDESCENT PEBBLE
- 10 STABILIZED DECOMPOSED GRANITE - 1/8" FEMTER GRAY
- 11 OMT
- 12 GRAVEL - 1" HICKORY CREEK
- 13 2-4" DA BOULDERS - HICKORY CREEK
- 14 OMT
- 15 30" HT. MASONRY PARTIAL RET. WALL WITH REGALITONE CASTLE GRAY BY AC7. ALIGN JOINTS IN STACKED BOND PATTERN.
- 16 17'-0" X 24" HT. P.P. CONCRETE PARTIAL RET. WALL WITH INTEGRAL COLOR FEMTER WITH BOARD FORM FINISH AND FLOATING RE BENCH SEAT ATTACHED @ 18" HT WHERE SHOWN
- 17 4" ALUMINUM EDGING - HILL FINISH
- 18 12" HT. PP. CONCRETE FIREW/ BOARD FORM FINISH
- 19 PP. CONCRETE STEPS - COLOR TO MATCH ADJACENT PAVING
- 20 8" HO. COUNTER W/ PP. WATERFALL EDGE COUNTER (SMOOTH HAND FINISHED) FINISH COLOR TO BE "DARK GRAY" AND HORIZONTAL RE WOOD GRAIN
- 21 12" HT. REDWOOD VEGETABLE PLANTERS
- 22 5" HT. HORIZONTAL WESTERN RED CEDAR FENCE TO MEET POOL ENCLOSURE CODES. NO SPACING
- 23 2" TUBULAR STEEL FENCE W/ VERTICAL PICKETS. TO MEET POOL ENCLOSURE CODES
- 24 5" FT SELF LOCKING HORIZONTAL WESTERN RED CEDAR GATE TO MEET POOL ENCLOSURE CODES
- 25 WASHING EDGE POOL - PER POOL CONTRACTOR UNDER SEPARATE PERMIT
- 26 POOL EQUIPMENT LOCATION - PER POOL CONTRACTOR UNDER SEPARATE PERMIT
- 27 CATCH BASIN AT SPILLWAY - PER POOL CONTRACTOR UNDER SEPARATE PERMIT
- 28 OMT
- 29 LANDSCAPE TIMBER STEPS - NOT TO EXCEED 7.5" EXPOSED HT.

SYMBOL LEGEND

- TA PLANTING AREA - SEE PLANTING PLAN
- TA TUBE AREA - SEE PLANTING PLAN
- SA W/OUT SCORELINE
- STEP UP

Underground Service Alert
Call: TOLL FREE
1-800-227-2600

NO WORKING DATE BEFORE YOU DO THESE UTILITIES WORKING IN THE GROUND. THERE SHOULD BE A WARNING SIGN AT EVERY 10' INTERVAL. THE NUMBER IS THE DEPTH OF THE UTILITY IN FEET.



NOTES
1. THIS PLAN IS A PRELIMINARY DESIGN. THE ARCHITECT IS NOT RESPONSIBLE FOR ANY CONSTRUCTION RELATED PROBLEMS.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AGENCIES.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AGENCIES.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AGENCIES.



PREPARED FOR
 HANA WILSON
 CO OWNERS

PREPARED BY
 LINEAR LANDSCAPE
 ARCHITECTURE

105 0000 AEA
 2575 WILLOW VALLEY
 SAN DIEGO, CA 92129
 P | 619.233.6628
 317 SAN MAR AVENUE, 2017
 SAN DIEGO, CA 92108
 470 SAN FERNANDO
 317 SAN MAR AVENUE

LC-02

SHT
 02 OF 34

PRELIMINARY PLANS - NOT FOR CONSTRUCTION

GENERAL NOTES

- BEFORE START OF ANY EXCAVATION OR TRENCHING IN LOCATION ON PROJECT SITE, CONTRACTOR SHALL VERIFY LOCATIONS OF ALL UNDERGROUND UTILITIES. CONTACT UNDERGROUND SERVICE ALERT FOR LOCATION OF ALL UTILITIES. CONTRACTOR SHALL VERIFY LOCATION OF ALL UTILITIES A MINIMUM OF 48 HOURS BEFORE START OF ANY EXCAVATION. DO NOT COMMENCE ANY EXCAVATION UNTIL UTILITIES HAVE BEEN LOCATED.
- CONTRACTOR AND/OR OWNER BUILDER IS TO BEAR FULL RESPONSIBILITY FOR OBTAINING ALL PERMITS AND PLAN APPROVALS THROUGH THE PERTINENT BUILDING DEPT. FOR THIS PROJECT.
- CONTRACTOR SHALL ADHERE TO ALL PREVALUING BUILDING CODES, ZONING REQUIREMENTS AND SETBACKS RELATED TO THE PROJECT.
- IN ADDITION, THE CONTRACTOR SHALL TAKE NOTE OF ANY UNUSUAL SITE CONDITIONS AFFECTING COST OR CONSTRUCTION FEASIBILITY AND WILL NOTIFY OWNER AND/OR LANDSCAPE DESIGNER PRIOR TO COMMENCEMENT OF WORK.
- CONTRACTOR TO INSPECT SITE PRIOR TO START OF CONSTRUCTION AND VERIFY ALL SPECIAL CONDITIONS WHICH MIGHT INVOLVE ADDED COST, I.E. SITE PREP, DEMOLITION, HAULING COST, ETC. PROVIDE OWNER WITH WRITTEN ESTIMATE OF ALL ANTICIPATED COSTS.
- CONTRACTOR TO VERIFY ALL PROPERTY LINES, EASEMENTS, AND SETBACKS IN THE FIELD PRIOR TO INSTALLATION OF WORK.

GRADING & DRAINAGE NOTES

- CONTRACTOR TO PROVIDE A BASIC SURVEY OF ELEVATIONS TO ENSURE THAT ALL GRADING AND CONSTRUCTION MAY PROCEED AS PLANNED.
- IN ADDITION, CONTRACTOR TO PROVIDE FILL SOIL MATERIAL AS DESIGNER TO FILL IN AROUND HARDSCAPE AND IN ORDER TO FILL IN UNEVEN TERRAIN, SWALES, IF ABANDONED, AND LOW AREAS.
- CONTRACTOR TO PROVIDE OWNER WITH APPROXIMATE COST ESTIMATE OF FILL REQUIRED TO ACHIEVE SMOOTH AND EVEN GRADES THROUGHOUT PROJECT AREA.
- CONTRACTOR TO REMOVE ALL DEBRIS ROCK, AND COBBLE FROM SITE UNLESS OTHERWISE SPECIFIED.
- CONTRACTOR TO DEMO AND REMOVE ALL CONCRETE UNLESS CONCRETE IS INDICATED TO REMAIN (PER PLAN)
- NOTE: LANDSCAPE CONTRACTOR TO WARRANTY ALL WORK IN THE FIELD RELATED GRADING AND DRAINAGE FOR A PERIOD OF ONE YEAR AFTER FINAL PAYMENT BY CLIENT.
- SWALS, WALKS, AND PATIOS WILL HAVE POSITIVE SURFACE DRAINAGE SO NO PUDDLING OF WATER WILL OCCUR (MIN 1% SLOPE)
- LAWNS AND PLANTER BEDS WILL HAVE POSITIVE SURFACE DRAINAGE SO NO PUDDLING OF WATER WILL OCCUR (MIN 2% SLOPE)
- PROVIDE CURB CORES PER PLAN, IF REQUIRED.
- RETAINING WALLS ABOVE 3 COURSES (WITH SURCHARGE) TO INCLUDE A FRENCH DRAIN SYSTEM WHICH CONFORMS TO SAN DIEGO COUNTY SPECIFICATIONS
- FINISH GRADES OF PLANTER BEDS AND LAWNS TO BE APPROXIMATELY 1/2" BELOW FINISH GRADE OF ADJACENT CONCRETE WALKS AND PATIOS.
- LAWNS AND PLANTER BEDS TO RECEIVE SILT LOAM TO DEPTH INDICATED ON PLANS AND/OR TO MEET FINISH GRADING REQUIREMENTS.
- RAISED CONCRETE PATIOS AND SLABS TO RECEIVE D.G. FILL MATERIAL COMPACTED TO A RELATIVE FACTOR OF 90%
- CONTRACTOR SHALL BE RESPONSIBLE FOR MAKING USES OF FAMILIAR WITH ALL UNDERGROUND UTILITIES PIPES AND STRUCTURES. CONTRACTOR SHALL TAKE SOLE RESPONSIBILITY FOR COST INCURRED DUE TO DAMAGE AND REPLACEMENT OF SAID UTILITIES.

NOTES

ALL MEASUREMENTS ARE APPROXIMATE. CONTRACTOR TO VERIFY DIMENSIONS IN THE FIELD AND REPORT ANY DISCREPANCIES TO THE ARCHITECT IMMEDIATELY. THE FIELD ARCHITECT HAS THE FINAL SAY IN ALL MATTERS DUE TO FIELD CONDITIONS OR AT THE DISCRETION OF THE OWNER.

THE CONTRACTOR IS TO BEAR FULL RESPONSIBILITY OF OBTAINING ALL PERMITS AND PLAN APPROVALS THROUGH PERTINENT BUILDING DEPARTMENTS PRIOR TO CONSTRUCTION.

CONTRACTOR TO PROVIDE CLIENT WITH SAMPLES OF ALL STONE MATERIAL, DECOMPOSED GRANITE, AND GROUT. CLIENT AND DESIGNER SHALL APPROVE SAMPLES BEFORE ORDERING MATERIALS.

SEE SHEET LC-02 FOR GENERAL NOTES AND DRAINAGE AND GRADING NOTES.

THIS PLAN IS DIAGRAMMATIC ONLY. THE INTENT IS TO PORTRAY LANDSCAPE INFORMATION ONLY. THESE PLANS DO NOT PROVIDE SOLUTIONS TO ALL LANDSCAPE RELATED PROBLEMS.

MINOR ADJUSTMENTS IN LAYOUT OR FINISH ELEVATIONS MAY OCCUR DUE TO FIELD CONDITIONS OR AT THE DISCRETION OF THE OWNER. THE CONTRACTOR IS TO BEAR FULL RESPONSIBILITY OF OBTAINING ALL PERMITS AND PLAN APPROVALS THROUGH PERTINENT BUILDING DEPARTMENTS PRIOR TO CONSTRUCTION.



FEATHER ACRES - LOT 2
 982 AVACADO PLACE
 DEL MAR, CA
HYDROZONE PLAN

PREPARED FOR
 MAMA INVESTMENTS
 COVILLE POWERS

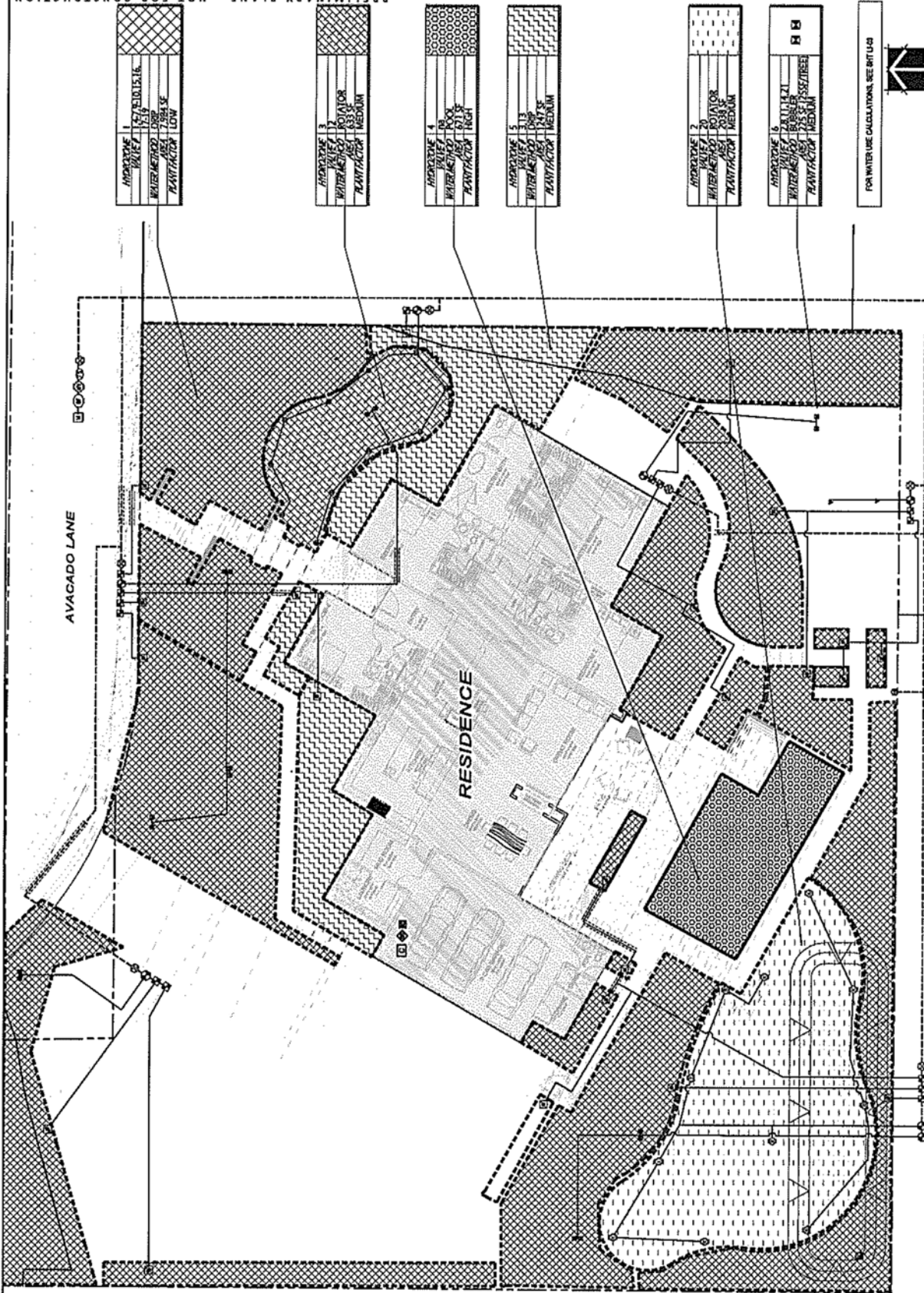
PREPARED BY
 LINEAR LANDSCAPE
 ARCHITECTURE
 2571 INDIAN STREET
 SAN DIEGO, CA 92109
 714.883.2028

DATE: MAY 12, 2017
 DATE: MAY 12, 2017
 DATE: DEC 11, 2017
 DATE: FEB 7, 2018
 DATE: MAR 14, 2018

LI-02

SHT
 04 OF 14

PRELIMINARY PLANS - NOT FOR CONSTRUCTION



HYDROZONE 1	1/2" x 1/2" x 1/2" x 1/2"
WATER METHOD	1/2" x 1/2" x 1/2" x 1/2"
PLANT FACTOR	LOW

HYDROZONE 3	1/2" x 1/2" x 1/2" x 1/2"
WATER METHOD	1/2" x 1/2" x 1/2" x 1/2"
PLANT FACTOR	MEDIUM

HYDROZONE 4	1/2" x 1/2" x 1/2" x 1/2"
WATER METHOD	1/2" x 1/2" x 1/2" x 1/2"
PLANT FACTOR	HIGH

HYDROZONE 5	1/2" x 1/2" x 1/2" x 1/2"
WATER METHOD	1/2" x 1/2" x 1/2" x 1/2"
PLANT FACTOR	MEDIUM

HYDROZONE 2	1/2" x 1/2" x 1/2" x 1/2"
WATER METHOD	1/2" x 1/2" x 1/2" x 1/2"
PLANT FACTOR	MEDIUM

HYDROZONE 6	1/2" x 1/2" x 1/2" x 1/2"
WATER METHOD	1/2" x 1/2" x 1/2" x 1/2"
PLANT FACTOR	MEDIUM

FOR WATER USE CALCULATIONS, SEE BWT LISTS

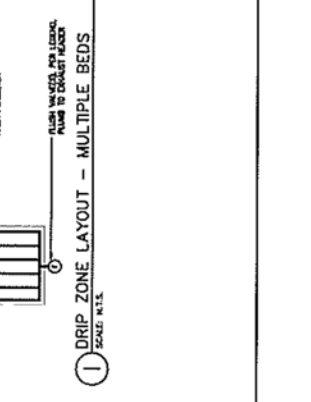
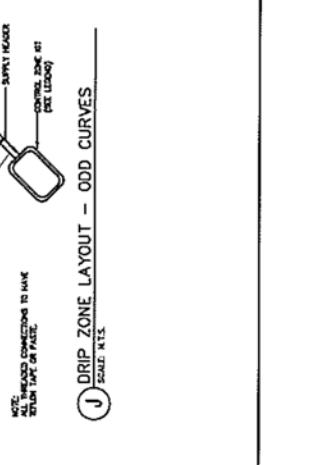
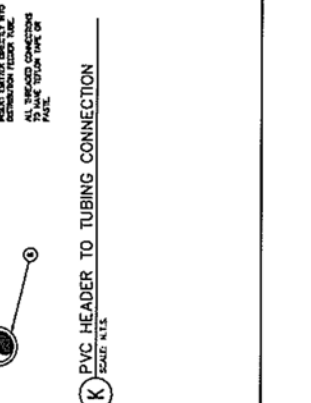
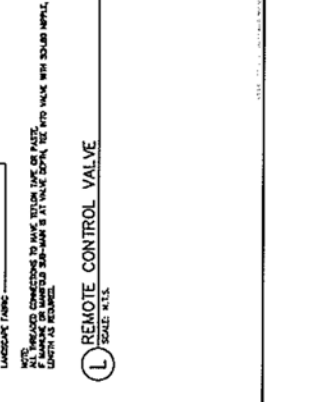
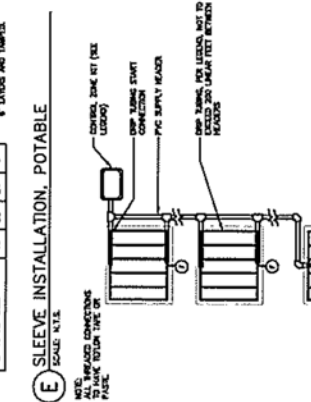
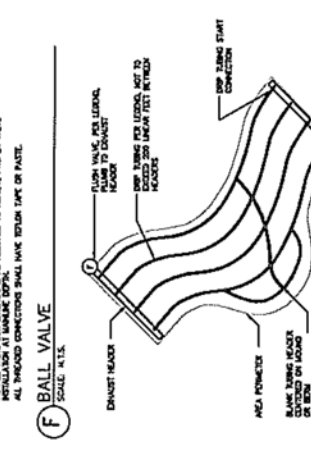
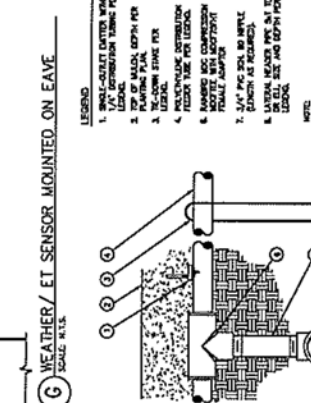
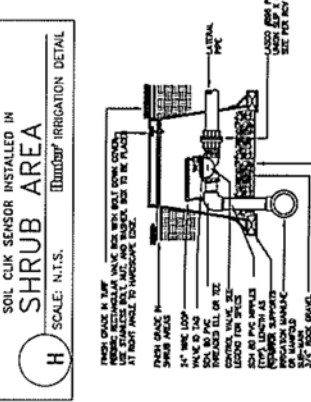
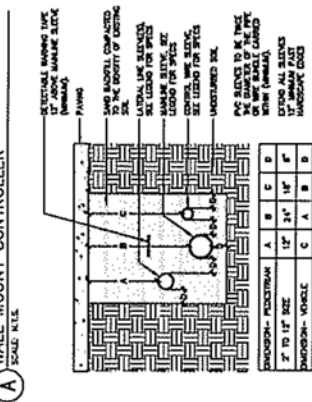
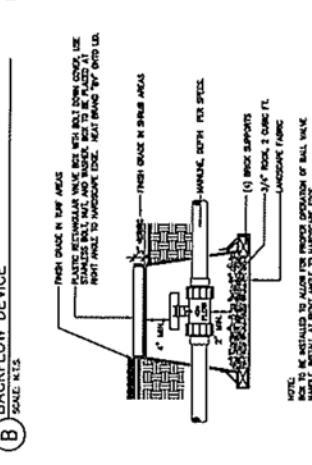
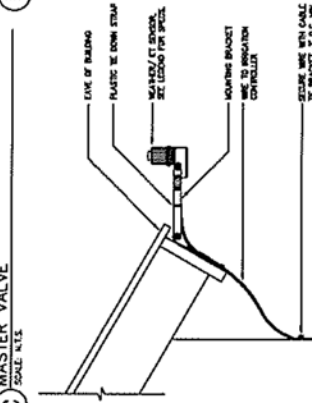
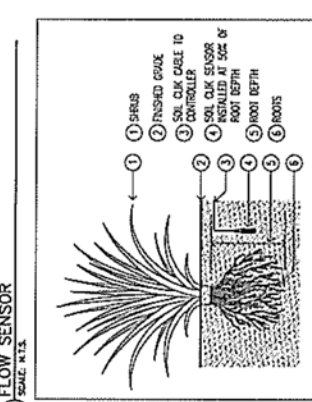
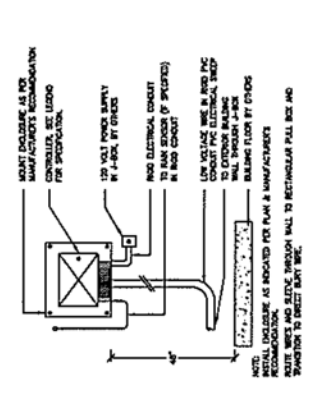
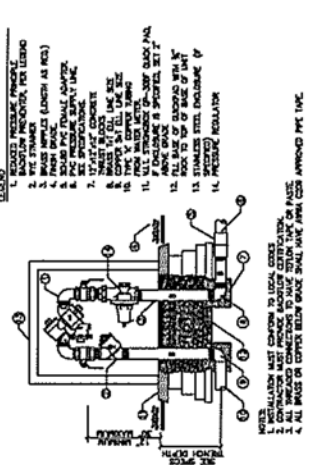
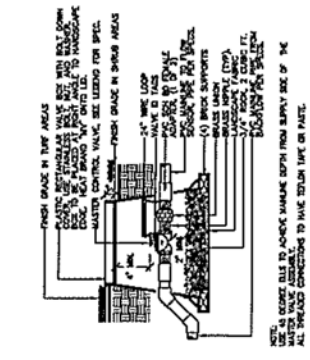
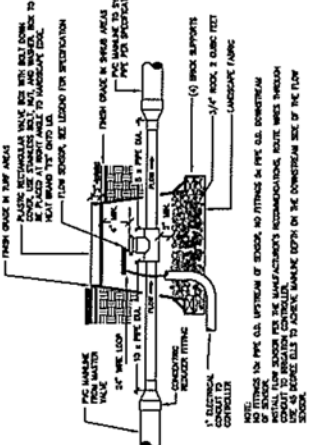


AVACADO LANE

RESIDENCE



PRELIMINARY PLANS - NOT FOR CONSTRUCTION

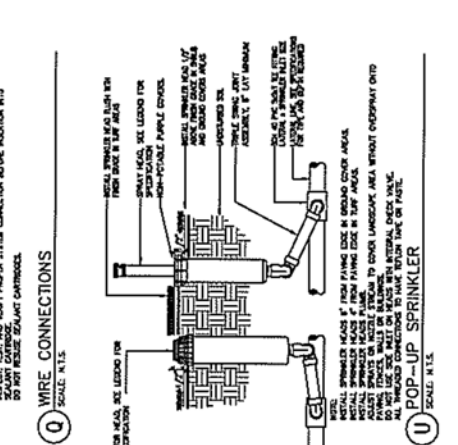
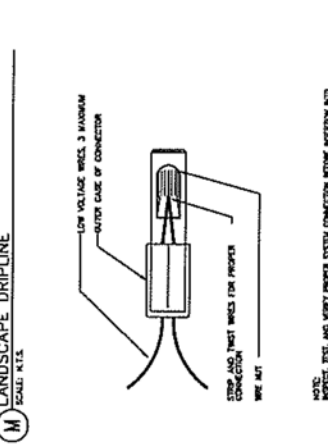
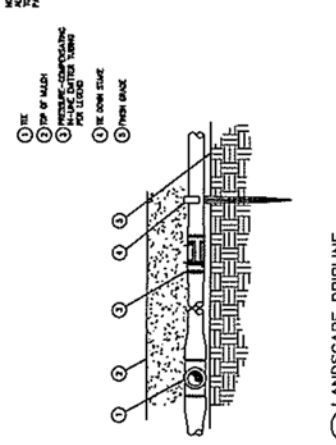
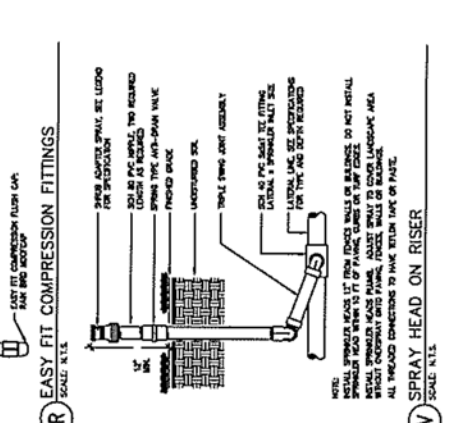
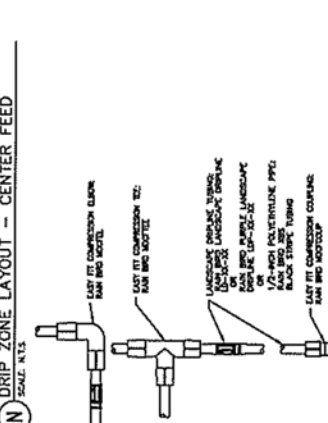
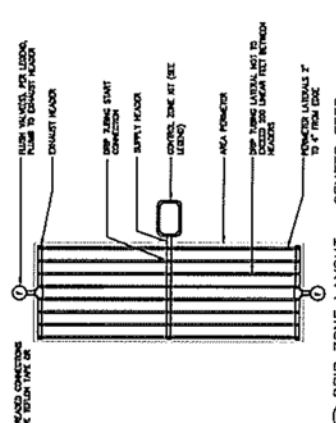
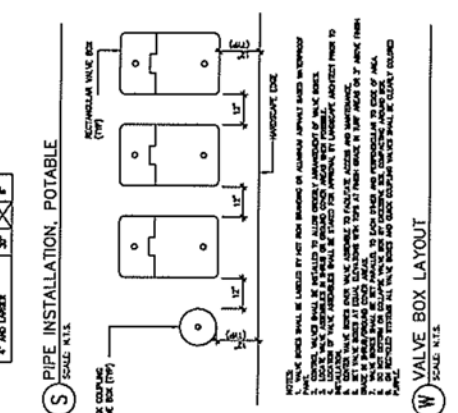
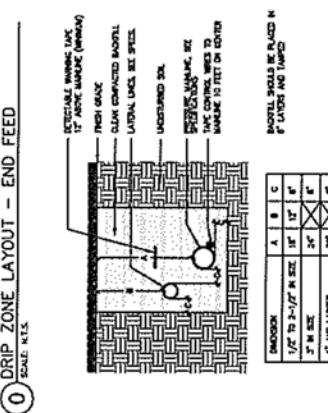
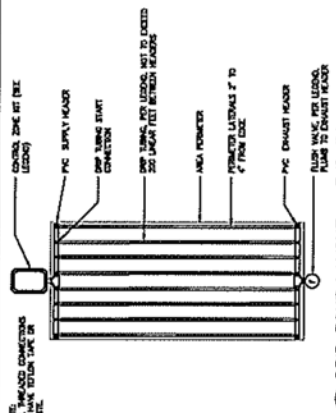
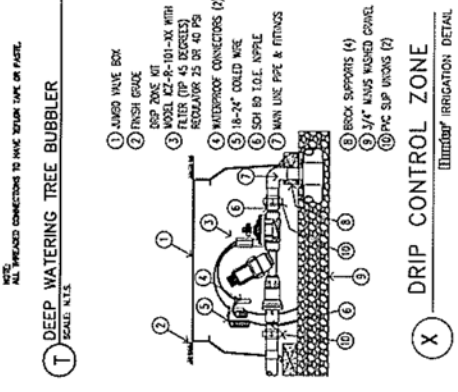
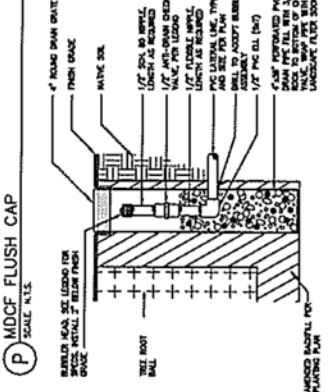
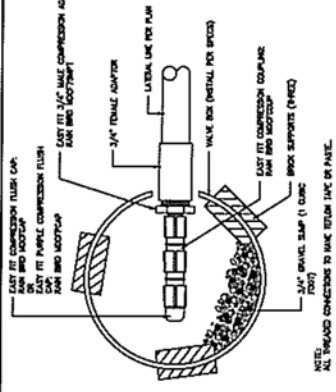




PREPARED FOR:
 MANA INVESTMENTS
 600 ORVILLE POWERS

PREPARED BY:
 LINEAR LANDSCAPE
 ARCHITECTURE
 3521 INDIAN WOODS
 SAN DIEGO, CALIFORNIA
 P 619.233.6428
 F 619.233.6429
 157 SUE-MAY 15, 2017
 157 SUE-MAY 15, 2017
 474 SUE-MAY 15, 2017
 474 SUE-MAY 15, 2017

PRELIMINARY PLANS - NOT FOR CONSTRUCTION





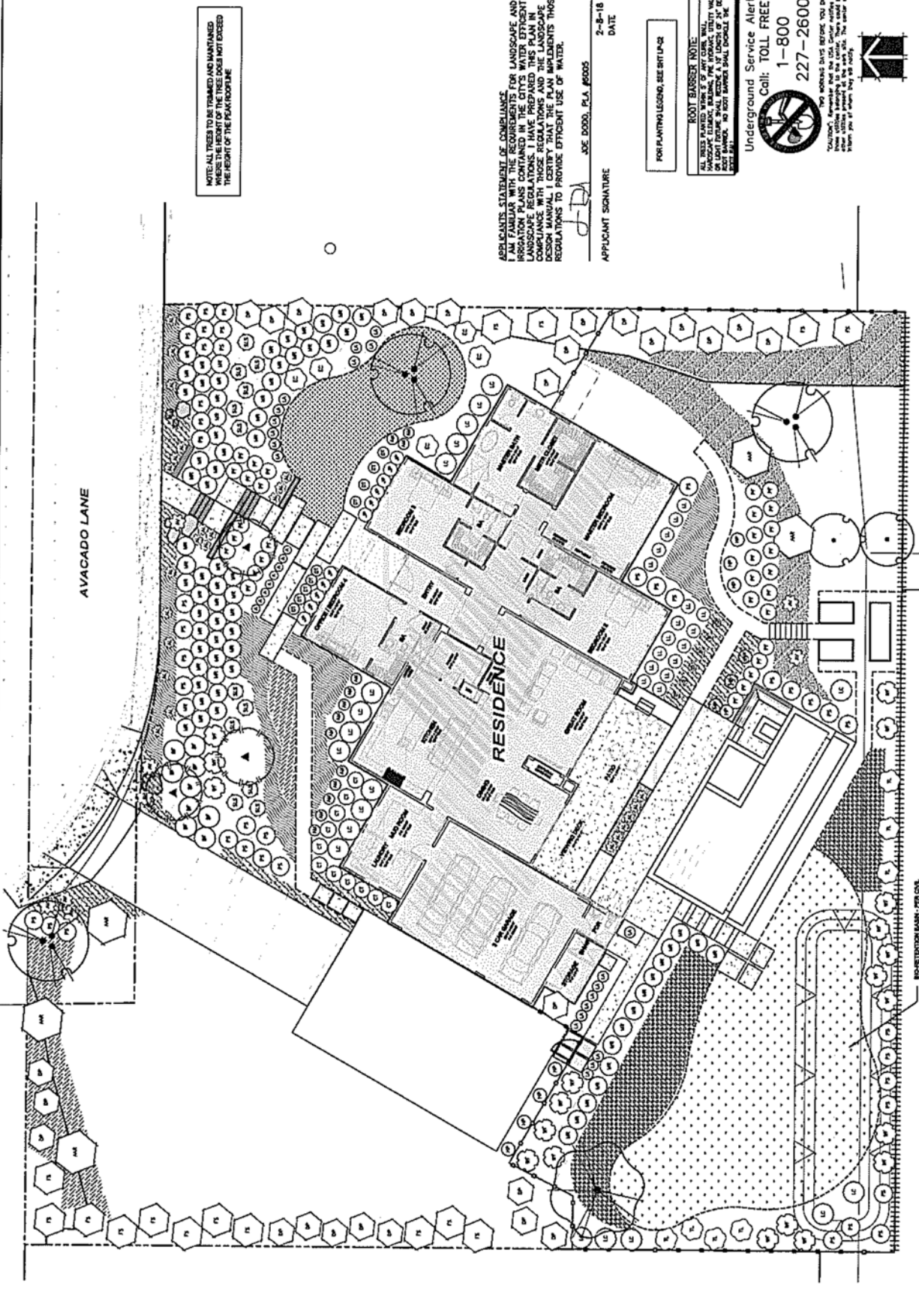
PREPARED FOR
 HANA INVESTMENTS
 CO DOWELL POWERS

PREPARED BY
 LINEAR LANDSCAPE
 ARCHITECTURE
 1571 INGRAM STREET
 SAN DIEGO, CA 92109
 P 858.201.6628

1ST DATE: MAY 19, 2017
 2ND DATE: OCT 11, 2017
 3RD DATE: FEB 7, 2018
 4TH DATE: MAR 28, 2018

LP-01

PRELIMINARY PLANS - NOT FOR CONSTRUCTION



NOTE: ALL TREES TO BE TRIMMED AND MAINTAINED WHERE THE HEIGHT OF THE TREE DOES NOT EXCEED THE HEIGHT OF THE PLANTING CODE.

APPLICANT'S STATEMENT OF COMPLIANCE
 I AM FAMILIAR WITH THE REQUIREMENTS FOR LANDSCAPE AND IRRIGATION PLANS CONTAINED IN THE CITY'S WATER EFFICIENT LANDSCAPE REGULATIONS. I HAVE PREPARED THIS PLAN IN ACCORDANCE WITH THE CITY'S WATER EFFICIENT LANDSCAPE REGULATIONS AND THE CITY'S WATER EFFICIENT LANDSCAPE REGULATIONS TO PROVIDE EFFICIENT USE OF WATER.

APPLICANT SIGNATURE
 JOE DODD, P.L.A. #6005
 2-8-18
 DATE

FOR PLANTING LEGEND, SEE SHEET LP-02

ROOT BARRIER NOTE:
 ALL TREES PLANTED WITHIN 5' OF ANY CURB, WALL, DRIVEWAY, DRIVE, SIDEWALK, OR OTHER HORIZONTAL SURFACE SHALL BE PLANTED WITH A ROOT BARRIER. NO ROOT BARRIER SHALL BE REQUIRED FOR TREES PLANTED IN THE FOLLOWING AREAS:
 1. AREAS WITHIN 5' OF A DRIVEWAY OR DRIVE.
 2. AREAS WITHIN 5' OF A SIDEWALK OR SIDEWALK.

Underground Service Alert
 Call: TOLL FREE
 1-800
 227-2600



PLEASE ADVISE THE CITY OF SAN DIEGO OF ANY CHANGES TO THIS PLAN. THE CITY OF SAN DIEGO IS NOT RESPONSIBLE FOR ANY CHANGES TO THIS PLAN.



SCALE: 1/8" = 1'-0"
 0 5 10 15 20



PRELIMINARY PLANS - NOT FOR CONSTRUCTION

21. UNLESS ALL REQUIRED PLANTING AREAS SHALL BE COVERED WITH MULCH TO A MINIMUM DEPTH OF 3 INCHES EXCLUDING SLOPES REQUIRING ESCAPEMENT AND AREAS PLANTED WITH GROUND COVER. ALL EXPOSED SOIL AREAS WITHOUT VEGETATION SHALL ALSO BE MULCHED TO THIS MIN. DEPTH (SDMC 142.041.30).

22. ALL TREES PLANTED WITHIN 5' FROM ANY HARBORAGE PAVEMENT, OR CURBS SHALL RECEIVE A 1/4"-2" DEEP ROOT TREE ROOT BARRIER INSTALLED IN A 1/2" LINEAR APPLICATION, OR AS SHOWN ON PLANTING PLAN. ROOT BARRIER SHALL NOT ENCLOSE THE ROOT BALL. SEE ROOT BARRIER DETAIL.

23. LANDSCAPE CONTRACTOR SHALL MAINTAIN ALL PLANTINGS FOR A PERIOD OF SIXTY (60) DAYS AFTER COMPLETION. ALL AREAS SHALL BE KEPT CLEAN, WATERED, AND WEED FREE. COMPLETION OF ALL WORK OUTLINED IN THESE PLANS. THE LANDSCAPE CONTRACTOR SHALL CONTACT OWNER AND ARRANGE FOR A WALK THROUGH TO DETERMINE THAT ALL ASPECTS OF WORK ARE COMPLETED. WORK MUST BE FULLY COMPLETED ACCORDING TO ALL PLANS AND SPECIFICATIONS AND MUST BE COMPLETED IN A GOOD MANNER. THE MAINTENANCE PERIOD SHALL INCLUDE THE FOLLOWING SCOPE OF WORK:

- DAILY WATERING OF ALL PLANT MATERIAL.
- WEEDING AND REMOVAL OF ALL WEEDS FROM GROUND COVER AREAS.
- REPLACEMENT OF ANY DEAD, DYING, OR DAMAGED TREES, SHRUBS, OR GROUND COVER.
- FLUSHING AND RE-PLANTING OF ANY LOW AREAS WHICH MAY CAUSE STANDING WATER.
- ADJUSTING OF SPRINKLER HEAD HEIGHT AND WATERING SYSTEM.
- WEEDING AND RECOMPACT OF EXPOSED AREAS.
- REPLACEMENT OF ANY DAMAGED OR MISSING MULCH.
- AT 70 DAYS AFTER PLANTING AND PRIOR TO THE END OF THE MAINTENANCE PERIOD, ORGANIC FERTILIZER SHALL BE APPLIED TO PLANTING AREAS AS PER MANUFACTURER'S RECOMMENDATIONS.
- ORGANIC FERTILIZER SHALL BE APPLIED TO TURF AREAS AS PER MANUFACTURER'S RECOMMENDATIONS.

24. PRIOR TO END OF MAINTENANCE PERIOD, LANDSCAPE CONTRACTOR SHALL WATER AND MULCH ALL PLANTINGS AND AREAS WHICH MUST ACCEPT ALL MAINTENANCE AREAS IN WRITING PRIOR TO END OF MAINTENANCE PERIOD.

25. ALL GROUND COVERS SHALL BE GUARANTEED BY THE CONTRACTOR AS TO SURVIVAL AND HEALTH FOR A PERIOD OF SIXTY (60) DAYS AFTER COMPLETION OF MAINTENANCE PERIOD AND SHALL BE FULLY COMPLETED BY THE CONTRACTOR AS TO GROWTH AND HEALTH FOR A PERIOD OF NINETY (90) DAYS AFTER COMPLETION OF MAINTENANCE PERIOD AND FINAL ACCEPTANCE. ALL TREES SHALL BE GUARANTEED BY THE CONTRACTOR TO LIVE AND GROW IN AN ACCEPTABLE UPRIGHT MANNER THROUGHOUT THE MAINTENANCE PERIOD AND FINAL ACCEPTANCE.

26. THE CONTRACTOR, WITHIN FIFTEEN (15) DAYS OF WRITTEN NOTIFICATION BY THE OWNER, SHALL MAINTAIN ALL PLANTINGS AND AREAS WHICH MUST ACCEPT ALL MAINTENANCE AREAS IN WRITING PRIOR TO MEET THE REQUIREMENTS OF THE GUARANTEE. REPLACEMENT SHALL BE MADE WITH PLANT MATERIALS AS INDICATED ON SPECIFIED OR ORIGINAL PLANS, AND ALL SUCH REPLACEMENT MATERIALS SHALL BE GUARANTEED AS SPECIFIED FOR THE ORIGINAL MATERIAL GUARANTEED.

27. ALL MECHANICAL EQUIPMENT AND UTILITIES SHALL BE SCREENED BY PLANTING. IF NOT SCREENED AS INDICATED ON THE PLAN, ALLOW EIGHT (8) GALLON SHRUBS PER UTILITY TO BE PLANTED DURING PLANT INSTALLATION AS NEEDED TO PROVIDE REQUIRED SCREENING.

28. A CERTIFICATE OF COMPLETION, USING THE CITY'S FORM AND SIGNED BY THE LICENSED PROFESSIONAL WHO PREPARED THE PLANS, WILL BE REQUIRED AT TIME OF COMPLETION OF INSTALLATION.

1. ALL PLANTING PLANS IS APPROXIMATE. ALL PLANT LOCATIONS ARE APPROXIMATE. PLANT SPECIES, PLANT QUANTITIES, PLANT QUANTITIES, PLANT QUANTITIES, PLANT QUANTITIES SHOWN ON THE PLANTING PLAN ARE APPROXIMATE AND ARE FOR THE CONVENIENCE OF THE CONTRACTOR ONLY. THE LANDSCAPE ARCHITECT OF THE DISCREPANCIES BETWEEN QUANTITIES AND STANDARD SHOP.

2. LANDSCAPE CONTRACTOR SHALL APPLY A CONTACT HERBICIDE, WHERE WEEDS ARE ENCOUNTERED, TO ALL PLANTING AREAS PRIOR TO PLANTING. THE WEEDS SHALL BE COMPLETELY DELETED, INCLUDING THE ROOTS BEFORE PROCEEDING WITH WORK.

3. ALL AREAS SHALL BE FULLY OPERATIONAL AND READY FOR PLANTING. LANDSCAPE CONTRACTOR SHALL SUBMIT A SQA ANALYSIS REPORT FROM AN AUTHORIZED TESTING AGENCY TO THE LANDSCAPE ARCHITECT BEFORE BEGINNING WORK.

4. PRIOR TO PLANTING, OBSERVATION SYSTEM SHALL BE FULLY OPERATIONAL AND PLANTING AREAS SHALL BE HERBICIDE TREATED.

5. ALL AREAS TO BE PLANTED, WHICH HAVE A SLOPE OF LESS THAN 10% SHALL BE CROSS-SLOPPED TO A DEPTH OF SIX (6") INCHES AND THE FOLLOWING AMENDMENTS SPREAD AND COVERED IN PERCENTS PER 1000 SQUARE FEET (QUANTITIES SUBJECT TO CHANGE PER SOIL ANALYSIS):

- 4 CUBIC YARDS COMPOST
- 100 POUNDS AGRICULTURAL GYPSUM
- 15 POUNDS NITROGEN
- 25 POUNDS 16-4-8 SLOW RELEASE FERTILIZER

6. EACH PLANT SHALL RECEIVE "AGROFON" (OR EQUIV.) PLANT TABLETS AS FOLLOWS:

- ROOTED CUTTINGS/7" POT - (1) 5 GRAM
- 1" CAL CONTAINER - (3) 21 GRAM
- 5" CAL CONTAINER - (5) 21 GRAM
- 15" CAL CONTAINER - (1) 21 GRAM PER 3" BOX SIZE

7. PLANT BOX FILL SHALL BE SOE SITE SOIL, AND SOE NITROGEN FORTIFIED REDWOOD SHAWINGS BY VOLUME.

8. PLANT PIT SHALL BE TWICE THE SIZE OF THE DESIGNATED NURSERY CONTAINER.

9. PLANT MATERIAL SHALL NOT BE ROOT BOUND. FIVE GALLON PLANTS AND LARGER SHALL HAVE BEEN GROWN IN CONTAINERS FOR A MINIMUM OF 8 MONTHS AND A MAXIMUM OF TWO YEARS.

10. PLANTS SHALL EXHIBIT HEALTHY GROWTH AND BE FREE OF DISEASES AND PESTS.

11. STAKE ALL TREES PER DETAIL.

12. REMOVE NURSERY STAKES ON ALL WINDS AND ATTACH TO ADJACENT FENCES WITH GALV. WALS AND GREEN NURSERY TAP.

13. REMOVE NURSERY STAKES AND TIES FROM ALL CONTAINER STOCK. MAINTAIN SOE GROWTH ON ALL TREES.

14. PLANTS SHALL NOT BE PLACED WITHIN TWELVE (12") INCHES OF SPRINKLER HEADS.

15. SHRUBS SHOWN IN PLANT AREAS SHALL BE UNDER-PLANTED WITH GROUNDCOVER SHOWN BY ADJACENT SYMBOL, TO WITHIN 12" OF MAIN PLANT STEM.

16. LANDSCAPE CONTRACTOR SHALL MAINTAIN A MINIMUM OF 2" SPACING AWAY FROM ALL BUILDING STRUCTURES AND WALLS. FINISHED GRASSES SHALL BE SMOOTHED TO ELIMINATE Pudding OR STANDING WATER.

17. FINISHED GRASSES SHALL BE ONE (1) INCH BELOW THE TOP OF CURBS, BAILS, AND WALKWAYS IN ALL AREAS, WHERE SOE IS LAD NEXT TO THESE IMPROVEMENTS-FRESH GRADE BEFORE LAYING SOE SHALL BE 1-1/2" BELOW THE TOP.

18. THE LANDSCAPE CONTRACTOR SHALL LEAVE SITE IN A CLEAN CONDITION, REMOVING ALL UNUSED MATERIAL, TRASH, AND TOOLS.

19. LANDSCAPE CONTRACTOR SHALL MAINTAIN ALL PLANTINGS FOR A PERIOD OF SIXTY (60) DAYS AFTER COMPLETION. ALL AREAS SHALL BE KEPT CLEAN, WATERED, AND WEED FREE.

20. AT COMPLETION OF ALL WORK OUTLINED IN THESE PLANS, THE LANDSCAPE CONTRACTOR SHALL CONTACT OWNER AND ARRANGE FOR A WALK THROUGH TO DETERMINE THAT ALL ASPECTS OF WORK ARE COMPLETED. WORK MUST BE FULLY COMPLETED ACCORDING TO ALL PLANS AND SPECIFICATIONS AND MUST BE COMPLETED IN A GOOD MANNER. THE MAINTENANCE PERIOD SHALL INCLUDE THE FOLLOWING SCOPE OF WORK:

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- REPLACEMENT OF ANY DAMAGED OR MISSING MULCH.
- AT 70 DAYS AFTER PLANTING AND PRIOR TO THE END OF THE MAINTENANCE PERIOD, ORGANIC FERTILIZER SHALL BE APPLIED TO PLANTING AREAS AS PER MANUFACTURER'S RECOMMENDATIONS.
- ORGANIC FERTILIZER SHALL BE APPLIED TO TURF AREAS AS PER MANUFACTURER'S RECOMMENDATIONS.

21. ALL TREES TO BE PLANTED IN ACCORDANCE WITH THE MINIMUM TREE SEPARATION DISTANCE. SEE NOTE ON PLANTING SHEET.

22. ALL TREES PLANTED WITHIN 5' FROM ANY HARBORAGE PAVEMENT, OR CURBS SHALL RECEIVE A 1/4"-2" DEEP ROOT TREE ROOT BARRIER INSTALLED IN A 1/2" LINEAR APPLICATION, OR AS SHOWN ON PLANTING PLAN. ROOT BARRIER SHALL NOT ENCLOSE THE ROOT BALL. SEE ROOT BARRIER DETAIL AND NOTE ON PLANTING PLAN.

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PREPARED FOR:
MAMA INVESTMENTS
C/O ORVILLE POWERS

PREPARED BY:
LINEAR LANDSCAPE ARCHITECTURE
JOE DODD/JAGA
3571 INGRAM AVE.
SAN DIEGO, CA 92121
STEVEN MAYER
260 SUIR 00715, 2017
360 SUIR 00715, 2017
4715 SUIR 00715, 2018
3715 SUIR 00715, 2018

PRELIMINARY PLANS - NOT FOR CONSTRUCTION

LIGHTING LEGEND:

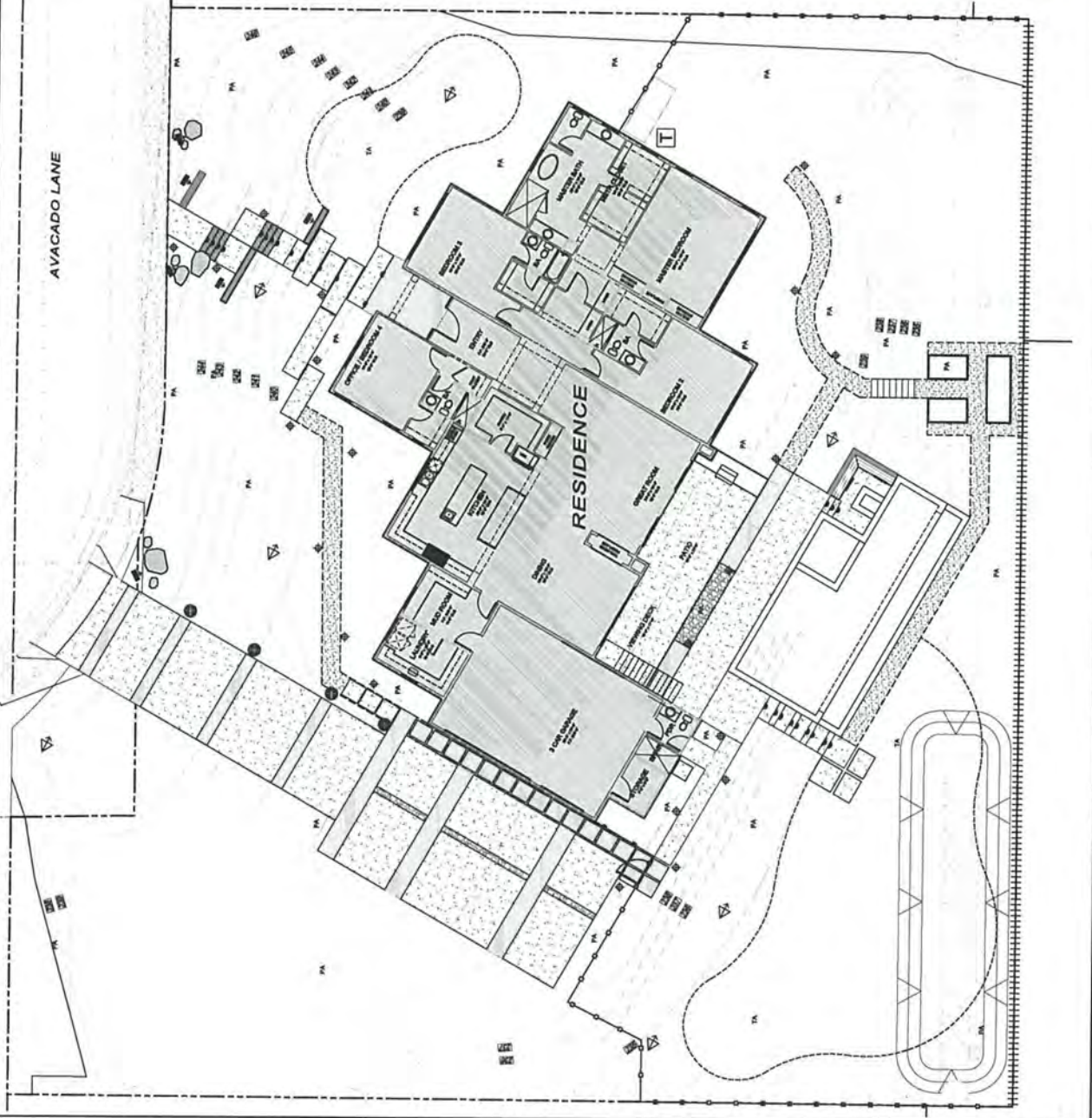
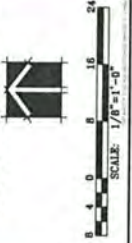
SYM	LIGHT FIXTURE/ MANUFACTURER	FINISH	BEAM/WATT*
	DOWNLIGHT - DM	DR	1 LED 2W
	SPOT LIGHT - SP	DR	SLIDE/WATT
	UPLIGHT - UM	DR	2 LED 4 WATT
	MINI SPOT LIGHT - OZ	DR	1 LED 2 WATT
	WALL SCONCE - WS	DR	2 LED 4 WATT
	PATH LIGHT - PM	DR	6 LED 10 WATT
	TRANSFORMER - LUDOR GS	DR	300W

*PAIRED OR MODIFIED CLIENT



MS - Wall light
Underground Service Alert
Call: TOLL FREE
1-800-227-2600

*CAUTION: NO WORKING DAYS BEFORE YOU DIG. Always call before digging. There should be a "no dig" sign placed in the ground. The ground will show you at what depth they will dig.



PM - PATH LIGHT

Date: 5/4/18

To: Dave and Diane Carty

RE: 982 Avocado Place – View Assessment Consideration

Thank you for reaching out again regarding your view concerns. We have been trying to narrow down our tree choice since meeting with you on April 6, 2018. I think we have decided to go with a manzanita or some type of multi-trunk that is more wide than tall. The manzanita are a native species to the region, are drought tolerant and do not grow much taller than 15ft.

As I stated when we met, our intention has never been to block your view. I understand from your email that you now have further concerns that our home will be too visible once developed. The purpose of this letter is to provide further background on substantial planning efforts over the course of the last 4 years.

As we began the initial design, the City confirmed there was no “public view corridor” that affected the property as defined within the City’s General Plan. Despite this assurance, we realized we would need to be sensitive with our planning efforts when we thought about home design.

For contextual purposes, I have outlined several items through this letter and pose questions that we would like you to take into consideration:

Does your property have an enhanced view since the Feather Acres subdivision completed land development?

I believe your view was substantially enhanced by our development process. The demolition and tree clearing occurred in April’17, grading in May, overhead poles and line will soon to be removed. Our story poles have been erected after we the completion of substantial land development work to our site. As stated in the staff report for our initial approval, our development occurs in two steps. The first step is the land development, and the second is home design approval and vertical construction.

During the first step of our development over the last year, we have removed 18 large trees and 24 medium trees from from the Feather Acres property. In addition, we have/or will remove 600 linear feet of power, cable and telephone lines and the accompanying poles. These lines specifically run across your horizon view and will no longer. The pole in the N/E corner of your property will also be removed. This land development work improved your view, but we would hope you realize that as part of this enhancement will be the rebuilding of the site with six homes.

Contiguous and adjacent property owners enjoy a temporary view to the ocean as a result of the development work required to create the six custom homesites. In the case of your home, the view will remain enhanced because of the tree removal, whereas the views of those homes along Avocado Point are truly temporary. During the approval process for the Pruett Residence (across from Avocado Point), no one filed a view assessment, despite a situation where the views upon completion will be less enhanced than yours.

Please find photos on page 2 showing the site pre-development.

Aerial photo of tree's removed that enhanced the view for Carty Residence



Photo of tree's and foliage along that were removed during grading that enhanced view from street.



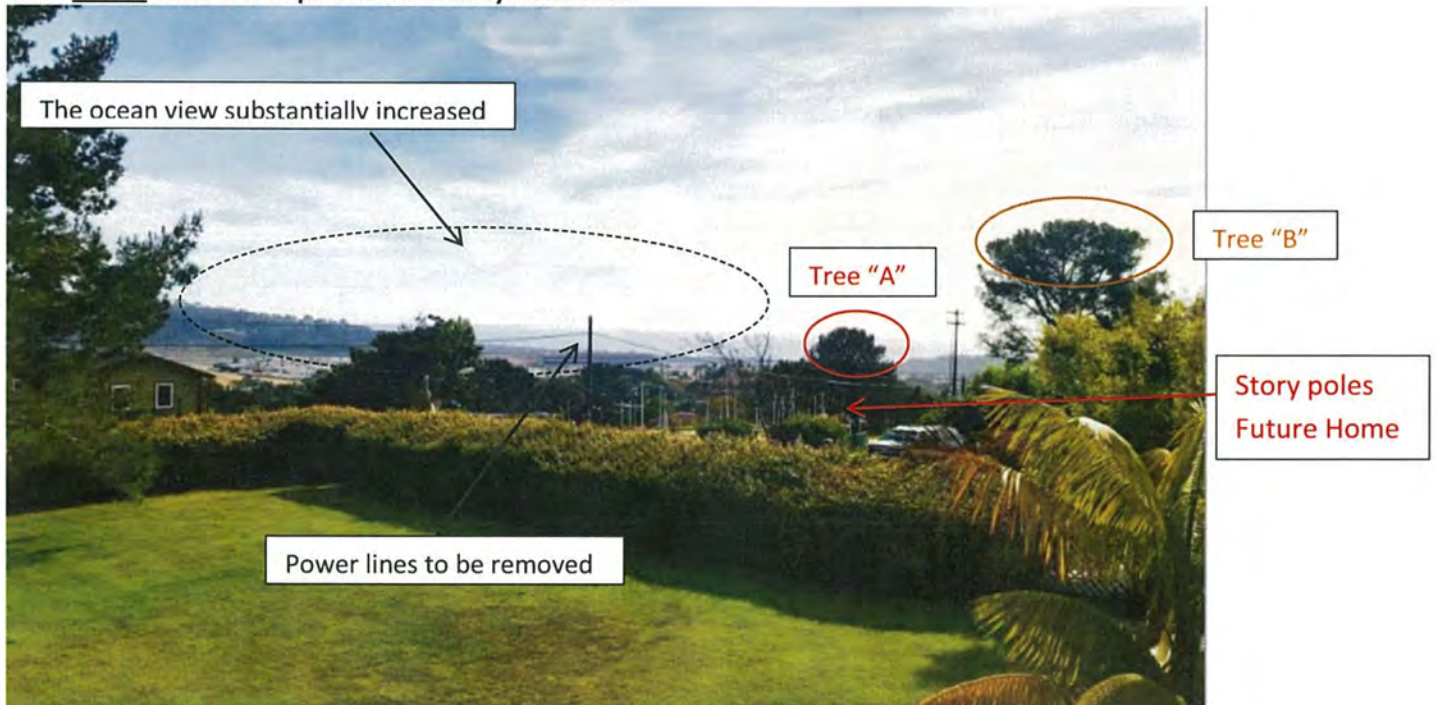
Has your view been improved?

Obviously this is a subjective question. Below are two pictures from your deck. The first is prior to development and the second in the current condition. The two photos below show that our land development work has substantially improved your view (in our opinion) and when our home is erected it will be well below both the horizon and tree line. Our home will ultimately only block's the view of other homes on Lower Avocado Place as well as some trees.

View BEFORE land development from Carty Residence:



View AFTER Land Development from Carty Residence:



Tree Removal Concern by Other Neighbors

Though the tree and power line removal has significantly enhanced your view, many of the long time neighbors are upset at the loss of mature trees and have asked that we replant. This was a discussion we had with several people during our community outreach meeting where we shared our architectural plans. The planting plan for our home replants three trees on our property. These trees are not meant to grow tall, but to bring back some of the foliage that was removed. Hopefully you can understand it is tough to appease everyone in the process. We feel that by planting smaller trees we can maintain your view while still bringing back some of the greenery that is desired by others.

Shouldn't we all share the view?

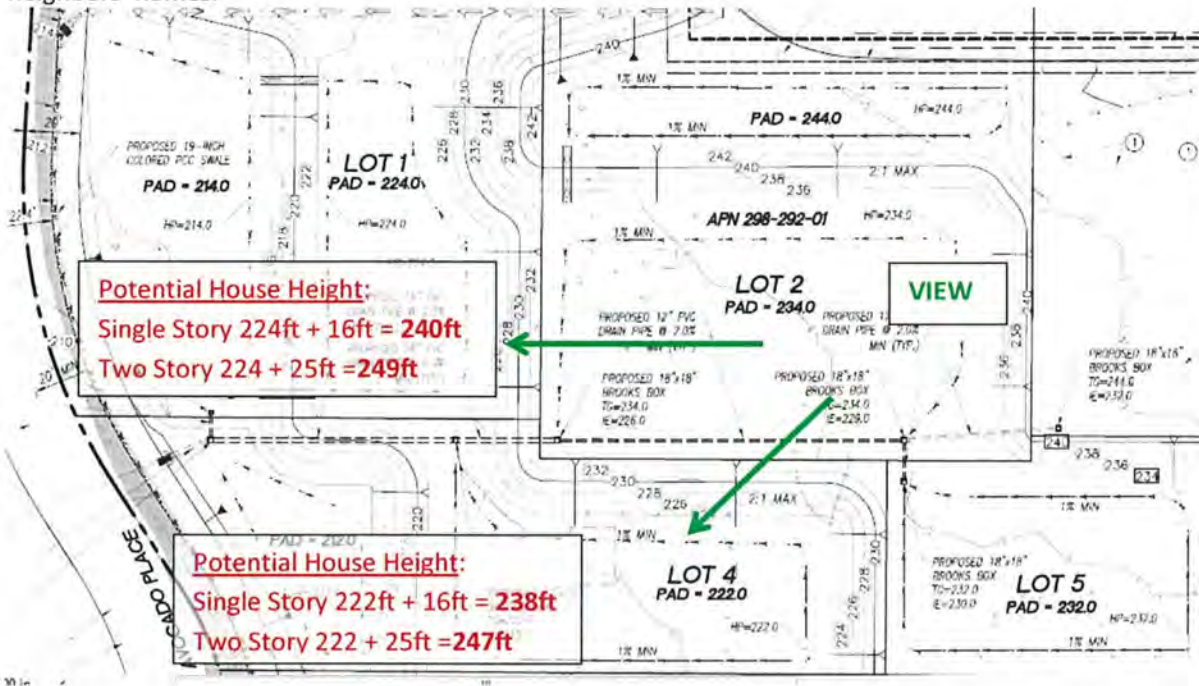
As mentioned previously, we have put a lot of thought into the design of our home, as well as anticipating how the neighboring lots will likely be constructed. The entire Feather Acres property falls 51 feet across the site from Upper Avocado to Lower Avocado Place. The site was designed with three upper lots and three lower lots. The goal for our team was to allow for each lot to achieve a view. Every lot is bi-level as they chase the grade down the hill. The City's design criteria and municipal code allow for pad heights to be adjusted complementing the custom nature of the home that could be designed on each lot. This is done through a Precise Grading Plan that accompanies the application for a Site Development Permit. The property is currently certified by our civil engineer and geotechnical engineer to match the approved Rough Grading Plan. Every lot will have some adjustments throughout the Precise Grading Plan process. Our lot adjustments are not different than that which was previously approved by City Council for the Pruett Residence.

In planning the location and height of our finished pad and home on Lot #2, we had several challenges. The first being we did not want to build a two story home, as a family with three young children we prefer to live on a single level. Second, we have to bring the driveway onto the site and there is 10ft fall from the street to our current pad (244ft MSL to 234ft MSL). This becomes a health and safety concern as the Fire Department will not allow a driveway over 15% grade and the hose pull cannot exceed 150ft with further mitigation. And lastly, we took into consideration how our view on Lot #2 will be affected when lots #1 and #4 are built. Given all of these factors we massaged the plan in an attempt to find a happy medium with a pad height of 239ft MSL. This pad height reflects the previous height of this area prior to any grading.

By lowering the height of our pad below 239ft MSL, our home will sit below the roofline of the homes built on the lots below us (Lots #1 and #4). If we were to further lower, as you have now requested, our view would be severely impacted. We realize you were not aware of the impact of lower our pad and ask that you share the view with us. Though our new home will be visible, it should be an improvement over the previously erected dilapidated nursery structure that was previously on the site.

How was our house pad height determined?

The below image is from the approved Rough Grading Plan with notes calculating the potential height of our future neighbors' homes.



You can see from the above graphic that the roof of Lot #1 could range from 240ft to 249ft MSL. Whereas the roof line on Lot #4 could range from 238ft to 247ft MSL. Therefore the roofline of the immediately adjacent lots could potentially be built as much as 15ft above our pad. This clearly would partially block our view.

Given the above concerns we had two choices. The first being build a two story upside down plan (main living area on second floor) such as your home, or raise the pad and build a single story. We felt the later choice would be less obtrusive to our neighbors up the hill.

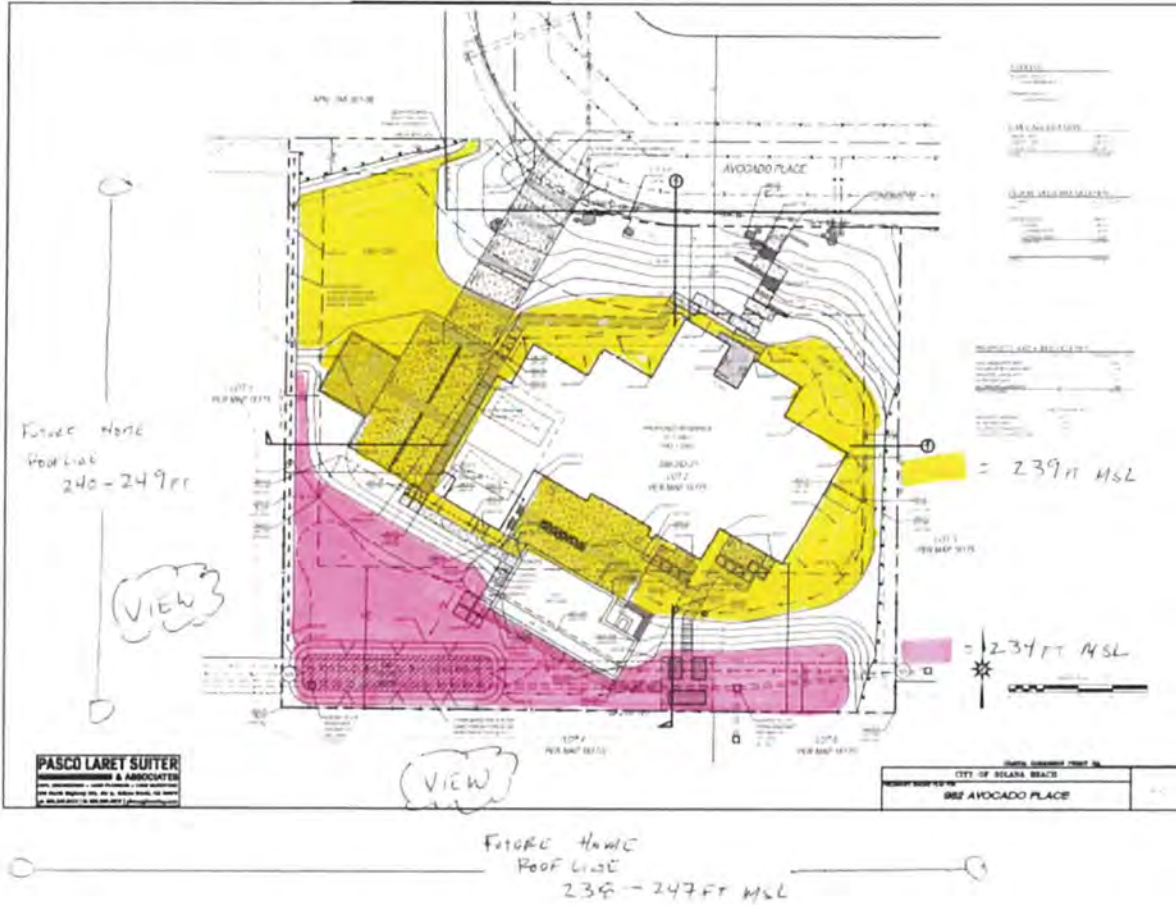
The second item that we took into consideration when determining pad height relates to health and safety. The fire department requires the slope of the driveway to be 15% or less. In our current plan, the driveway is 11%.

In determining our pad elevation we had to find a middle ground elevation that is below our upper pad height of 244ft MSL or above the lower pad height of 234ft MSL. We ended up at 239ft MSL on the pad area for the house. The reasoning as follows:

- **Pad Slightly Lower than the Top of our Neighbors Future Roof:** At 239ft MSL pad our home will sit 1ft below roofline of Lot #1 (assuming a single story home on a portion of their lot). It will be up to 9 ft below their roofline if a two story is built. We have been working with that owner of Lot #1 (who is planning his home now) to allow us to maintain our view corridor along his southern property line. Though his house will be very visible from our lot, we will still maintain a view. We will have to work with the owner of Lot #4 in a similar fashion.
- **Complies with Health and Safety Requirements:** At 239ft MSL it will allow for a driveway grade at 11% and an acceptable hose pull distance. We tested several scenarios for pad height. Even bringing the pad height down to 236ft MSL increases the slope beyond a level acceptable by the fire department (pad 236 = Slope of 18.76%).
- **The height of the pad as proposed at 239ft MSL matches the previous grade prior to any grading.**

Given there will be two homes built immediately adjacent to our house, we are carefully trying to balance the pad heights for the upper and lower lot so that everyone has a view. Your request to lower our house would make our home slightly less visible from your house, but would equate to us potentially losing our view. We would ask you to reconsider. We realize you were likely not aware of this situation, and I probably did not communicate it well.

Grading Plan Detailing Pad Contours:



Does our home still allow for a view corridor from your home?

Your home (see below) sits at 263.2ft MSL and your main viewing area is from your second story at 273.2ft (assuming a 10ft first floor height). This does not include the actual height of your roof which is likely another 15 feet. The top of our roofline of our future residence will be 257.8ft MSL. Therefore, at its highest point, the top of our home is 15.4 feet below your second floor, and approximately 350 feet away. Although our home will be visible from your second floor, it sits significantly below the horizon and below the tree line. I do agree it is visible, but I don't feel it blocks your view particularly now that we have removed the trees and overhead lines that resulted in an enhanced horizon view.

We would hope that you will take into consideration that our pad will be 1ft below our neighbor's roofline assuming they build a single story and our homes are much closer together (likely 80-90ft). Just as you enjoy your view, we would like to maintain a view as well.

Carty Residence Topo Map (Elevation 263.2 ft MSL)



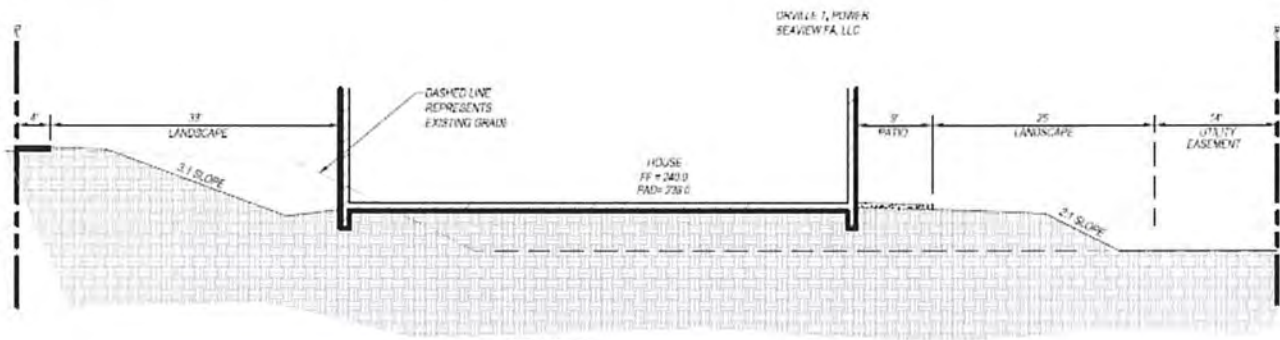
Why are the setbacks greater on the north side of Avocado Place?

All of our setbacks comply with the city municipal code, and we are not requesting a variance. We have positioned our home as far east as possible to help achieve a view corridor that can be maintained when the neighboring homes are built on Lots #1 and #4. The front yard setback is 25 ft, with a majority of the front of the home setback beyond 30ft. This setback is common in the neighborhood for the homes internal on the loop.

We understand there are some homes with larger setbacks (mainly outside the loop). I would suspect that these homes were plotted in this fashion to allow for a larger front yard on the view side of the home and it appears there is a minimum setback on their respective back and side yards.



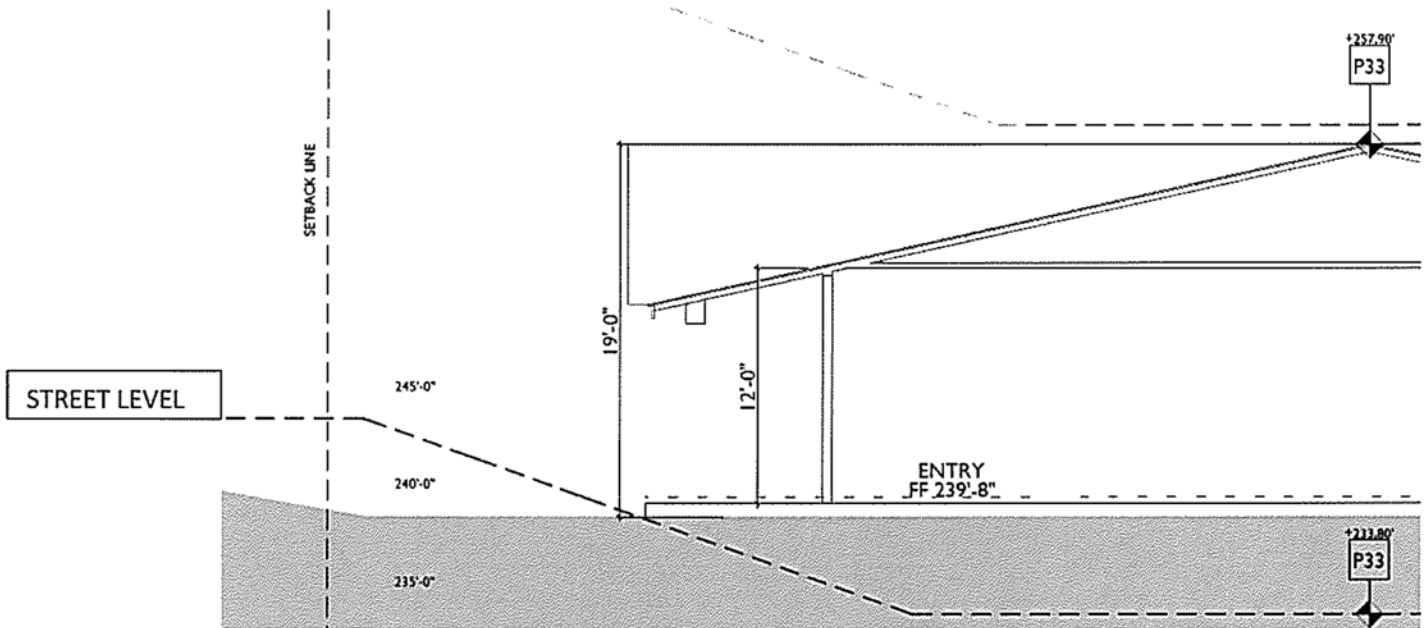
Our total lot depth is 139ft. The front yard setback is 25ft and the rear yard setback is 40ft. Therefore, we are left with 74ft of buildable area after the setbacks. We really don't have the room to setback our home further as you have requested.



Home Height:

Factually speaking, the roofline on the front of our home sits at 19 ft. above the proposed pad which is 6 feet below the height limit in the municipal code. The peak of the roofline is 257.90 ft MSL midway into the lot. The home height is 14 ft above the street which sits at 244 ft MSL. We planned the lot and house to be built 5ft below the street so that it would have as minimal impact as possible.

We have never stated that our home would be kept at 16ft, nor did we ever speak with your Realtor, I am not sure why they would give you this misinformation. I cannot speak with knowledge of your conversations the City of Solana Beach. However, the city zoning code allows for homes in our neighborhood to be built up to 25ft. Anything over 16ft has to erect story poles, which we have done. Our physical home structure is 17-19ft, and under 14ft at the street. Our Staff Report and Conditions of Approval do not prohibit building heights on any of the lots outside of the municipal code.



How many homes within Avocado Place neighborhood are constructed Single Story or under 16ft?

We did a quick survey of the neighborhood to analyze how many homes are single story (or below 16ft). Of the approximate 42 homes in the immediately surrounding neighborhood, 4 are single story (or less than 10%). Several homes appear to be well above 25 ft. Our home design fits with the character and sizes of the neighborhood. I believe it is difficult to argue everyone should not have equal rights in their home design.

Conclusion:

We hope this information provides perspective and facts surrounding our home design. This has been a tremendous undertaking by our family and has come with great sacrifice. All of this being said; we have worked tirelessly to navigate the approval process and have designed a home that our family will enjoy which minimizes the view impacts on our neighbors, while maintaining our property development rights.

We are happy your view has been enhanced through our development process. We believe our proposed design still keeps a significant portion of that view intact. Lowering our pad height will substantially limit our view and severely impact the enjoyment of the property.

Kindly take into consideration how much we have enhanced your view by removing trees and power, cable and telephone lines. In the end, our home will be merely visible in the distance from your main living area, but the fantastic horizon, ocean and city light view will remain enhanced.

Thank you for your consideration and we hope you can support my family's endeavor. We are happy to meet to discuss further if you feel it would be helpful.

Orville and Melissa Power

Katie Benson

From: Orville T. Power [REDACTED]
Sent: Wednesday, June 27, 2018 10:23 AM
To: Katie Benson
Subject: FW: Support for Feather Acres lot 2

See below

From: Jon Mark [REDACTED]
Sent: Tuesday, January 23, 2018 8:25 PM
To: Katie Benson <kbenson@cosb.org>
Subject: Support for Feather Acres lot 2

Katie,

Please forward this email to the individual who is sheparding the Power house through the process, if it is not you.

We are the couple that owns the lot immediately to the north of the Power lot, and as such probably have as much as anyone at stake in the outcome for that lot.

Now that the ALU is off the table, and Orville is addressing the contentious knoll issue, I am writing to support the Power family in their efforts to build their house in the style they want, on the lot that they own, assuming that there are no legitimate View Impairment issues (we are not really affected).

We have witnessed a number of reactions to the Power proposal suggesting that the house is somehow not reflective of neighbourhood standards. However, we are unable to detect any neighbourhood standards of housing, and I feel that I must take a stand against the local "fashion police". Further, what attracted us to this neighbourhood was the specific absence of the cookie cutter houses so prevalent in Southern California. The original owners clearly built their houses they without regard to what others in the neighbourhood were doing. We like the glorious diversity that has developed and we encourage it to continue.

The neighbourhood features a wide variety of housing styles, including some of undetectable origins. To somehow suggest that a lot owner should be subjected to the subjective notions of the neighbourhood (where there is no HOA) is, in my view, completely inappropriate.

Thank you

Jon Mark

Katie Benson

From: Orville T. Power [REDACTED]
Sent: Wednesday, June 27, 2018 10:19 AM
To: Katie Benson
Subject: FW: MT. Feather Acres

From: Terri Morash [REDACTED]
Sent: Tuesday, January 23, 2018 2:57 PM
To: Orville T. Power [REDACTED]
Subject: RE: MT. Feather Acres

Orville, Thank you for your explanations regarding your properties. It sounds like your houses will be lovely and fit into the neighborhood. I think someone should say "welcome to the neighborhood". We really are friendly !! Terri Morash

From: Orville T. Power [mailto:[REDACTED]]
Sent: Tuesday, January 23, 2018 2:11 PM
To: Charlotte Kooistra
Cc: Ake Persson; C.A. McNiece; David Newman; N Andrew & Jeanette Quinn Carmen; N Andrew & Jeanette Quinn Carmen; [REDACTED]; Angie Theis-Chen; Anju Sreenivasan; Angie Theis; Aviva Mark; BARBARA ROSARIO; Brenda Kaplan; Beth Richardson; N Cal DiMaggio; C. Blair Pruett; N Wernsman Tracy; Mike McNiece; Jane Quinn; [REDACTED]; [REDACTED]; [REDACTED]; Diane Goldberger; David Carty; David Morash; Dave Morash; Ted & Vicky Van Arsdale; Mike & Linda Hall; Truc Harris; Judy Michell; N Andrew & Jeanette Quinn Carmen; N Jon & Aviva Mark; Ted & Vicky Van Arsdale; N Pouya & Kate Afshar; N Kevin & Maryann Hennessy; Mahesh Kodukula; Lily; Lawrence Evans; N Kim Mamer; N Lisbeth Persson; N Mendes Lori; William & Lydia Shen; Donald Barra; N Kevin & Maryann Hennessy; N Bartlett; Melissa Power; [REDACTED] Milena Livingston; [REDACTED]; N Bartlett; Padma Kodukula; N Pouya & Kate Afshar; N Pierre; [REDACTED] Rajiv & Anju Sreenivansan; N Barry & Tina Rifkin; [REDACTED]; Samantha Goldstein; Samuel Richardson; Sylvia Chan; N Diane Barth; N David & Kersten Levine; N Aubrey & Debbie Morrow; Tina Rifkin; Tony & Angie Chen; N Raduenz; Rick & Alizabeth Hoang; [REDACTED]; [REDACTED]; William Shen; [REDACTED]; Corey Andrews
Subject: MT. Feather Acres

All - again we appreciate your feedback, and I apologize for not realizing there was so much frustration over the knoll. The plans sent around late last night by Cindy are very old plans that were prepared by the engineer to determine the lot yield for the property. They are not the approved grading plan which were presented to the neighborhood and ultimately approved by City Council. The site as it sits is graded and signed off by the city with all pads certified to match the approved grading plan. You are welcome to reach out to the city to confirm.

We realize many of you have heartburn over the current condition of the site as graded lots in there raw form are not attractive. They have all been hydro

seeded so the graded area should become more green and attractive as we get rain.

My wife and I have worked with the engineer over the last few days to replan the “knoll” area as we stated previously we would do. We will reduce the knoll down 239ft which is consistent with our house pad at 238ft. We are working to finalize this grading plan for resubmittal, but it appears to be doable. As a reference, the pad on Lot #1 (to the west of Lot #2), sits at 224ft. If they build a single level home at 16ft, the top of their roof will be at 240ft making the “knoll” or upper pad no longer visible from lower Avocado. The “knoll” will sit 5ft below the road off upper Avocado as you all have requested. When Jon Marks builds his home to the north, it will further block the view of this area.

As it relates to the character of the neighborhood and our home plans. We have designed a single level home with approximately 3950 sq ft of living area, and a three car garage. The home is designed in a contemporary farmhouse theme using distressed wood enhancements, siding, rock and metal seamed roofs. It is 4 bedroom and 4 baths. One room for each of our three children. We specifically designed our home to fit the character and theme of the neighborhood. I don't think the size our massing is out of context with the surrounding homes (many of which are two story). We hope that you all can appreciate the thought we put into our design (which was previously shared in the original email).

In addition to Lot #2, Melissa and I own Lot #6 and will be building a custom home on Lot #6 which will be sold. Lot #6 is the lowest lot in the southwest corner. That plan has been submitted to the city as well, and it is a couple months behind Lot #2. It is again a single level main home with a different farmhouse theme. It is currently planned slightly smaller than our home. Our plan is to build both houses at the same time (if possible). We are currently working with the fire department to resolve a couple issues relating to that plan. Once we are near the story pole plan stage on Lot #6 we will share those plans with you as well. There is no need to share them now as they will likely still change. I would like to have both homes completed by Q1 2019. The remaining lots at Feather Acres are owned by Blair.

The landscaping plan on both lots involves planting mature trees and natural grasses as well as gardening areas and a play zone for our children, who are most excited to build a tree fort.

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The goal of my family is to complete the homes on our two lots as quickly as possible. We hope to have your support in doing so. I think it is best for the neighborhood to do so.

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Hopefully this put an end to saga of Mt. Feather Acres.

Kind Regards,
Orville and Melissa Power

-op

Sent from my iPhone

On Jan 23, 2018, at 12:09 PM, Charlotte Kooistra <[REDACTED]> wrote:

This was brought up at several meetings at which we were told the knoll would be removed. IT SHOULD BE MOVED TO THE LEVEL OF THE HOUSE which is what we were promised.

Dale Kooistra and Charlotte Crucean

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Bring the knoll down to the level of the house. At a neighborhood meeting we attended the developers clearly stated that the knoll was temporary and would be removed.

- Lisbeth and Ake Persson

REMOVE THE KNOLL TO STREET LEVEL OR LOWER

On Sun, Jan 21, 2018 at 9:59 PM, C.A. McNiece <[REDACTED]> wrote:

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To make this clear, at present the knoll pad sits at 244ft and is to be lowered to 242ft (2ft difference.) The knoll will still loom in full view and impede upon the neighboring lots and remain the "eye sore," "elephant," "golf tee," "fireworks pad," "pyramid," and "Feather Acres mountain" for all to view when entering and exiting our neighborhood. Even with extensive landscaping the knoll will be in full view after the corner (Mark's) lot is built out. Many do not feel this is just to the entire neighborhood.

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Times changed, commitments were not kept and we witnessed multiple trucks loads of dirt arrive and giant knolls were formed. Who's to blame? "The Engineer." It is said, "No one knew how large the knolls would be until it was graded." We are not Grading Engineers, we took your word and face value. And now, our once quaint neighborhood looks very much like the Santa's North of Lomas Santa Fe with enormously terraced lots. What happened to the "natural terrain?" Lots are now being sold individually with a permit to build taking anywhere from two to four years each. Now multiply that by six for neighborhood construction inconvenience.

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And the time is now for the construction crews to give back to the Neighborhood and take down the ominous Power's Knoll, keep construction 20ft from exterior roads, complete the walking path and build to the existing neighborhood standards.

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Please let your voices be heard as I am leaving this as an open forum to respond as neighbors are receiving unclear information.

As simple a response:

FOR THE EXISTING KNOLL or REMOVE THE KNOLL TO STREET LEVEL



Virus-free. www.avq.com

Katie Benson

From: Orville T. Power <[REDACTED]>
Sent: Wednesday, June 27, 2018 10:18 AM
To: Katie Benson
Subject: FW: MT. Feather Acres

Below are some of the responses to the removal of the knoll.

From: Linda Hall <[REDACTED]>
Sent: Wednesday, January 24, 2018 10:08 AM
To: Theresa Raduenz <[REDACTED]>
Cc: Chuck Wernsman <[REDACTED]>; Orville T. Power <[REDACTED]>; Charlotte Kooistra <[REDACTED]>; Ake Persson <[REDACTED]>; C.A. McNiece <[REDACTED]>; David Newman <[REDACTED]>; N Andrew & Jeanette Quinn Carmen <[REDACTED]>; N Andrew & Jeanette Quinn Carmen <[REDACTED]>; [REDACTED]; Angie Theis-Chen <[REDACTED]>; Anju Sreenivasan <[REDACTED]>; Angie Theis <[REDACTED]>; Aviva Mark <[REDACTED]>; BARBARA ROSARIO <[REDACTED]>; Brenda Kaplan <[REDACTED]>; Beth Richardson <[REDACTED]>; N Cal DiMaggio <[REDACTED]>; C. Blair Pruett <[REDACTED]>; Mike McNiece <[REDACTED]>; Jane Quinn <[REDACTED]>; [REDACTED]; [REDACTED]; [REDACTED]; Diane Goldberger <[REDACTED]>; David Carty <[REDACTED]>; David Morash <[REDACTED]>; Dave Morash <[REDACTED]>; Ted & Vicky Van Arsdale <[REDACTED]>; Truc Harris <[REDACTED]>; Judy Michell <[REDACTED]>; N Andrew & Jeanette Quinn Carmen <[REDACTED]>; N Jon & Aviva Mark <[REDACTED]>; Ted & Vicky Van Arsdale <[REDACTED]>; N Pouya & Kate Afshar <[REDACTED]>; N Kevin & Maryann Hennessy <[REDACTED]>; Mahesh Kodukula <[REDACTED]>; Lily <[REDACTED]>; Lawrence Evans <[REDACTED]>; N Kim Mamer <[REDACTED]>; N Lisbeth Persson <[REDACTED]>; N Mendes Lori <[REDACTED]>; William & Lydia Shen <[REDACTED]>; Donald Barra <[REDACTED]>; N Kevin & Maryann Hennessy <[REDACTED]>; N Bartlett <[REDACTED]>; Melissa Power <[REDACTED]>; [REDACTED]; Milena Livingston <[REDACTED]>; [REDACTED]; N Bartlett <[REDACTED]>; Padma Kodukula <[REDACTED]>; N Pouya & Kate Afshar <[REDACTED]>; N Pierre <[REDACTED]>; [REDACTED]; Rajiv & Anju Sreenivasan <[REDACTED]>; N Barry & Tina Rifkin <[REDACTED]>; [REDACTED]; Samantha Goldstein <[REDACTED]>; Samuel Richardson <[REDACTED]>; Sylvia Chan <[REDACTED]>; N Diane Barth <[REDACTED]>; N David & Kersten Levine <[REDACTED]>; N Aubrey & Debbie Morrow <[REDACTED]>; Tina Rifkin <[REDACTED]>; Tony & Angie Chen <[REDACTED]>; Rick & Alizabeth Hoang <[REDACTED]>; [REDACTED]; [REDACTED] William Shen <[REDACTED]>; [REDACTED]; [REDACTED] Corey Andrews <candrews@cosb.org>
Subject: Re: MT. Feather Acres

Perfectly written, Chuck. And a special thank you to Cindy for keeping us all informed as to neighborhood issues.

On Tue, Jan 23, 2018 at 5:41 PM, Theresa Raduenz <[REDACTED]> wrote:
PERFECTLY WROTE BY WILLIAM SHEN AND CHUCK & TRACY WERNSMAN

Theresa

On Tuesday, January 23, 2018 4:32 PM, Chuck Wernsman <[REDACTED]> wrote:

Hi Orville

I look forward to seeing the final product of your family venture and also to many years of being one of your neighbors. Hopefully when you're done planting back the trees, the drive down the street will have that country feeling with lots of trees for the owls and red tail hawks that made avocado place their homes, and we'll have the same kind of neighbor love that we had and still have with Ted and Vicki.

Love,
Chuck and Tracy Wernsman

On Jan 23, 2018 2:10 PM, "Orville T. Power" <[REDACTED]> wrote:

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-op

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Please let your voices be heard as I am leaving this as an open forum to respond as neighbors are receiving unclear information.

As simple a response:

FOR THE EXISTING KNOLL or REMOVE THE KNOLL TO STREET LEVEL

--

Linda Hall

Mom, Wife, Nana

Katie Benson

From: Orville T. Power <[REDACTED]>
Sent: Wednesday, June 27, 2018 10:18 AM
To: Katie Benson
Subject: FW: MT. Feather Acres

See below

From: Steve Gardner <[REDACTED]>
Sent: Tuesday, January 23, 2018 6:07 PM
To: Orville T. Power <[REDACTED]>
Subject: RE: MT. Feather Acres

Hi Orville, Welcome to the neighborhood. I don't have any concern or heartburn. I can't see the pad from my house, but it doesn't bother me when I drive by.

Steve Gardner

From: Orville T. Power [mailto:[REDACTED]]
Sent: Tuesday, January 23, 2018 2:11 PM
To: Charlotte Kooistra <[REDACTED]>
Cc: Ake Persson <[REDACTED]>; C.A. McNiece <[REDACTED]>; David Newman <[REDACTED]>; N Andrew & Jeanette Quinn Carmen <[REDACTED]>; N Andrew & Jeanette Quinn Carmen <[REDACTED]>; [REDACTED] Angie Theis-Chen <[REDACTED]>; Anju Sreenivasan <[REDACTED]>; Angie Theis <[REDACTED]>; Aviva Mark <[REDACTED]>; BARBARA ROSARIO <[REDACTED]>; Brenda Kaplan <[REDACTED]>; Beth Richardson <[REDACTED]>; N Cal DiMaggio <[REDACTED]>; C. Blair Pruett <[REDACTED]>; N Wernsman Tracy <[REDACTED]>; Mike McNiece <[REDACTED]>; Jane Quinn <[REDACTED]>; [REDACTED] Diane Goldberger <[REDACTED]>; David Carty <[REDACTED]>; David Morash <[REDACTED]>; Dave Morash <[REDACTED]>; Ted & Vicky Van Arsdale <[REDACTED]>; Mike & Linda Hall <[REDACTED]>; Truc Harris <[REDACTED]>; Judy Michell <[REDACTED]>; N Andrew & Jeanette Quinn Carmen <[REDACTED]>; N Jon & Aviva Mark <[REDACTED]>; Ted & Vicky Van Arsdale <[REDACTED]>; N Pouya & Kate Afshar <[REDACTED]>; N Kevin & Maryann Hennessy <[REDACTED]>; Mahesh Kodukula <[REDACTED]>; Lily <[REDACTED]>; Lawrence Evans <[REDACTED]>; N Kim Mamer <[REDACTED]>; N Lisbeth Persson <[REDACTED]>; N Mendes Lori <[REDACTED]>; William & Lydia Shen <[REDACTED]>; Donald Barra <[REDACTED]>; N Kevin & Maryann Hennessy <[REDACTED]>; N Bartlett <[REDACTED]>; Melissa Power <[REDACTED]>; [REDACTED] Milena Livingston <[REDACTED]>; [REDACTED] N Bartlett <[REDACTED]>; Padma Kodukula <[REDACTED]>; N Pouya & Kate Afshar <[REDACTED]>; N Pierre <[REDACTED]>; [REDACTED] Rajiv & Anju Sreenivasan <[REDACTED]>; N Barry & Tina Rifkin <[REDACTED]>; Steve Gardner <[REDACTED]>; Samantha Goldstein <[REDACTED]>; Samuel Richardson <[REDACTED]>; Sylvia Chan <[REDACTED]>; N Diane Barth <[REDACTED]>; N David & Kersten Levine <[REDACTED]>; N Aubrey & Debbie Morrow <[REDACTED]>; Tina Rifkin <[REDACTED]>; Tony & Angie Chen <[REDACTED]>; N Raduenz <[REDACTED]>; Rick & Alizabeth Hoang <[REDACTED]>; [REDACTED] William Shen <[REDACTED]>; [REDACTED] Corey Andrews

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When we finalize our grading plan for Lot#2 REMOVING THE KNOLL, we will share it with you all. We can invite you on the property and we will have full-size plans available for you to view. We can answer any questions you may have relating to our property. We are shooting for this weekend, but I am not sure the grading plan will be ready.

In the meantime, I would suggest if you have questions feel free to reach out to me directly. There is a lot of misinformation in the email chains over the last

few days. I don't think misinformation helps anyone of us in this process and simply creates further confusion.

Hopefully this put an end to saga of Mt. Feather Acres.

Kind Regards,
Orville and Melissa Power

-op

Sent from my iPhone

On Jan 23, 2018, at 12:09 PM, Charlotte Kooistra <[REDACTED]> wrote:

This was brought up at several meetings at which we were told the knoll would be removed. IT SHOULD BE MOVED TO THE LEVEL OF THE HOUSE which is what we were promised.

Dale Kooistra and Charlotte Crucean

On Jan 23, 2018, at 9:55 AM, Ake Persson <[REDACTED]> wrote:

Bring the knoll down to the level of the house. At a neighborhood meeting we attended the developers clearly stated that the knoll was temporary and would be removed.

- Lisbeth and Ake Persson

REMOVE THE KNOLL TO STREET LEVEL OR LOWER

On Sun, Jan 21, 2018 at 9:59 PM, C.A. McNiece <[REDACTED]> wrote:

It has come to my attention that several of our neighbors have been misled into believing that the knoll on the Power's lot will be lowered to street level.

To make this clear, at present the knoll pad sits at 244ft and is to be lowered to 242ft (2ft difference.) The knoll will still loom in full view and impede upon the neighboring lots and remain the "eye sore," "elephant," "golf tee," "fireworks pad," "pyramid," and "Feather Acres mountain" for all to view when entering and exiting our neighborhood. Even with extensive landscaping the knoll will be in full view after the corner (Mark's) lot is built out. Many do not feel this is just to the entire neighborhood.

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Times changed, commitments were not kept and we witnessed multiple trucks loads of dirt arrive and giant knolls were formed. Who's to blame? "The Engineer." It is said, "No one knew how large the knolls would be until it was graded." We are not Grading Engineers, we took your word and face value. And now, our once quaint neighborhood looks very much like the Santa's North of Lomas Santa Fe with enormously terraced lots. What happened to the "natural terrain?" Lots are now being sold individually with a permit to build taking anywhere from two to four years each. Now multiply that by six for neighborhood construction inconvenience.

In conversation with Orville Power's, he stated that the logistics of removing this knoll involves "neighboring lots lines and trespassing" in order to bring the level down to normal street values. So it has been suggested that now is the time for them to speak with the neighboring lot owners and the City and use the current dozers on site while they are still available. When there is a will, there is a way! And time is ticking.

And the time is now for the construction crews to give back to the Neighborhood and take down the ominous Power's Knoll, keep construction 20ft from exterior roads, complete the walking path and build to the existing neighborhood standards.

Many of you have been asked to write letters of support to the City of Solana Beach for the Power's quick response to the ALU. This has been misrepresented as it was and has been the height of the graded knoll relative to the street grade in question. Had the pad been graded much like their home the ALU certainly could have been built to reasonable heights. The knoll is completely out of whack with the neighborhood.

Please let your voices be heard as I am leaving this as an open forum to respond as neighbors are receiving unclear information.

As simple a response:

FOR THE EXISTING KNOLL or REMOVE THE KNOLL TO STREET LEVEL

Katie Benson

From: Orville T. Power <[REDACTED]>
Sent: Wednesday, June 27, 2018 10:18 AM
To: Katie Benson
Subject: FW: MT. Feather Acres

From: Ted Van Arsdale <[REDACTED]>
Sent: Tuesday, January 23, 2018 5:19 PM
To: Orville T. Power <[REDACTED]>; Melissa Power <[REDACTED]>
Cc: C. Blair Pruett <[REDACTED]>
Subject: Re: MT. Feather Acres

Orville and Melissa,

Vicky and I greatly appreciate you informing the neighbors of your plans and intentions. It seems misinformation comes from no information.

Here you have seemingly taken care of it all for now.

Thank You.

Ted

On Jan 23, 2018, at 2:10 PM, Orville T. Power <[REDACTED]> wrote:

All - again we appreciate your feedback, and I apologize for not realizing there was so much frustration over the knoll. The plans sent around late last night by Cindy are very old plans that were prepared by the engineer to determine the lot yield for the property. They are not the approved grading plan which were presented to the neighborhood and ultimately approved by City Council. The site as it sits is graded and signed off by the city with all pads certified to match the approved grading plan. You are welcome to reach out to the city to confirm.

We realize many of you have heartburn over the current condition of the site as graded lots in there raw form are not attractive. They have all been hydro seeded so the graded area should become more green and attractive as we get rain.

My wife and I have worked with the engineer over the last few days to replan the "knoll" area as we stated previously we would do. We will reduce the knoll down 239ft which is consistent with our house

pad at 238ft. We are working to finalize this grading plan for resubmittal, but it appears to be doable. As a reference, the pad on Lot #1 (to the west of Lot #2), sits at 224ft. If they build a single level home at 16ft, the top of their roof will be at 240ft making the “knoll” or upper pad no longer visible from lower Avocado. The “knoll” will sit 5ft below the road off upper Avocado as you all have requested. When Jon Marks builds his home to the north, it will further block the view of this area.

As it relates to the character of the neighborhood and our home plans. We have designed a single level home with approximately 3950 sq ft of living area, and a three car garage. The home is designed in a contemporary farmhouse theme using distressed wood enhancements, siding, rock and metal seamed roofs. It is 4 bedroom and 4 baths. One room for each of our three children. We specifically designed our home to fit the character and theme of the neighborhood. I don't think the size our massing is out of context with the surrounding homes (many of which are two story). We hope that you all can appreciate the thought we put into our design (which was previously shared in the original email).

In addition to Lot #2, Melissa and I own Lot #6 and will be building a custom home on Lot #6 which will be sold. Lot #6 is the lowest lot in the southwest corner. That plan has been submitted to the city as well, and it is a couple months behind Lot #2. It is again a single level main home with a different farmhouse theme. It is currently planned slightly smaller than our home. Our plan is to build both houses at the same time (if possible). We are currently working with the fire department to resolve a couple issues relating to that plan. Once we are near the story pole plan stage on Lot #6 we will share those plans with you as well. There is no need to share them now as they will likely still change. I would like to have both homes completed by Q1 2019. The remaining lots at Feather Acres are owned by Blair.

The landscaping plan on both lots involves planting mature trees and natural grasses as well as gardening areas and a play zone for our children, who are most excited to build a tree fort.

We have done our best to plan both of these homes to “fit in” and to enhance the existing neighborhood. If someone would have expressed to us their frustration with the knoll, we would have been more sensitive to the issue. Perhaps we should have spent more time on site over the last year, but we did not manage the grading and improvement process over the last year so we have not been on site much. We also had our third child who just turned 1 years old, which took much of our time. If there was lack of communication we apologize but life has been busy.

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As simple a response:

FOR THE EXISTING KNOLL or REMOVE THE KNOLL TO STREET LEVEL

Katie Benson

From: Orville T. Power <[REDACTED]>
Sent: Wednesday, June 27, 2018 10:11 AM
To: Katie Benson
Subject: FW: Feather Acres - Lot 2 - VAC

Hi Katie – here is the resolution email from the Carty’s relating to the VAC.

From: Orville T. Power
Sent: Thursday, June 7, 2018 12:17 PM
To: David Carty <[REDACTED]>
Subject: Re: Feather Acres - Lot 2 - VAC

Received. We appreciate your understanding and look forward to being neighbors.

-op

Sent from my iPhone

On Jun 7, 2018, at 12:08 PM, David Carty <[REDACTED]> wrote:

Hi Orville and Melissa, I sent you an e-mail this morning around 6:30am but apparently it wasn't received. Diane and I did review your landscaping plans and appreciate it that you will not be obstructing our view. Diane will be contacting Corey today and withdrawing the VAC. Please let me know that you received this e-mail. Thanks again. Dave and Diane Carty

From: Orville T. Power <[REDACTED]>
To: David Carty <[REDACTED]>
Sent: Thursday, June 7, 2018 10:49 AM
Subject: Re: Feather Acres - Lot 2 - VAC

Hi Dave and Diane - have you had a chance to review? Any questions?

-op

Sent from my iPhone

On May 31, 2018, at 10:35 AM, David Carty <[REDACTED]> wrote:

Hi Orville and Melissa, Diane and I are out of town and will be back early next week. We thought we would be receiving a copy of the revisions before the VAC was removed.

Thanks,
Dave and Diane Carty

Sent from my iPad

On May 30, 2018, at 5:43 AM, Orville T. Power <[REDACTED]>
wrote:

Hi Dave, Diane & Corey – Will you please advise if the VAC has been withdrawn? We submitted our revised plans nearly one week ago per our agreement.

Thank you,
Orville & Melissa Power

From: Orville T. Power
Sent: Thursday, May 24, 2018 9:58 AM
To: Corey Andrews <candrews@cosb.org>; [REDACTED]
[REDACTED] <[REDACTED]>; [REDACTED]
Subject: RE: Feather Acres - Lot 2 - VAC

Hi Corey – Per the request and agreement with the Carty's, you will be receiving a revised Landscape Plan and Grading Plan this afternoon. We have noted on the landscape plan the language stating we will trim the tree's so that they do not exceed to top of the roof. This language is specifically located on the planting plan. Additionally, we have amended the grading plan to remove some of the fill dirt on the eastern edge of the property, as well as brought down the "knoll" another 1 ft. The net result is a significant reduction in import dirt. Most if not all of this dirt is already on site or will come from the export dirt on Lot 6.

Please let me know if you have any questions.

Thank you,
Orville and Melissa Power

From: Corey Andrews <candrews@cosb.org>
Sent: Monday, May 21, 2018 12:11 PM
To: Orville T. Power <[REDACTED]>; [REDACTED] ([REDACTED])
<[REDACTED]>; [REDACTED]
Subject: RE: Feather Acres - Lot 2 - VAC

In order for the Carty's to withdraw their application for view assessment, we would need them to submit something in writing requesting to withdraw their View Assessment application and then the City would then refund the \$600 filing fee for both parties.
Thanks,

Corey Andrews
Principal Planner
City of Solana Beach

From: Orville T. Power [mailto:[REDACTED]]
Sent: Monday, May 21, 2018 8:53 AM
To: Corey Andrews; [REDACTED] ([REDACTED]); [REDACTED]
Subject: Feather Acres - Lot 2 - VAC

Hi Corey – I wanted to inform you that we have reached an agreement as it relates to the Carty's VAC filing. They have concluded their main concern was our tree's and the potential view blockage. We are in the process of amending our landscape plan set which will note that our tree's will be trimmed so that they do not grow taller than the top of our roof. The Carty's have agreed to remove the VAC if we agree to trim the tree's.

In addition, outside of the Carty's VAC filing, Melissa and I had the engineer amend the grading plan to significantly reduce the import dirt. I expect to have the new landscape and grading plan submitted to you within the next day or two.

Will you please advise on the process for the Carty's to remove their VAC filing? Is their a formal document to complete?

Thank you,
Orville Power

RECEIVED

APR 30 2018

Community Development Dept.
City of Solana Beach

Petition to Deny Structure Development Permit. Request to Build in Excess of 16 Feet in Height At 982 Avocado Place Solana Beach.

The owners at 982 Avocado Place have proposed to build a single story structure, but at a two story height. We were originally informed that this development was for a single story home that would be kept at it's natural grade and topography. Instead, 1000's of cu. yards of fill have been brought in, substantially raising the height of the existing grade and in addition taking advantage of the already small set backs, almost putting the house on the street. Now the owner would like to build 24.1 ft. above the already heightened grade. The massive looking structure, the extended height in excess of 16ft., along with the already raised grade, the large footprint and the small set backs, would significantly block the panoramic ocean and city views from Avocado Place for everyone, forever, making this house non-compatible with the open space and feel of the neighborhood.

We, the undersigned, are concerned citizens and neighbors who urge our city leaders to deny the Structure Development Permit to Build in Excess of 16 Feet in Height at 982 Avocado Place.

Printed Name	Signature	Address	Commitment	Date
David Newman	<i>[Signature]</i>	██████████ Avocado Pl Del Mar		4-25-18
Sylvia Chan	<i>[Signature]</i>	██████████ Avocado Pl. Del Mar		4/26/18
Lily Jiw	<i>[Signature]</i>	██████████ Avocado Pt. Del Mar		4/28/18
Larry Evans	<i>[Signature]</i>	██████████ Avocado Pt. Del Mar		4/28/18
Padma Kodukul	<i>[Signature]</i>	██████████ Avocado Ct. Del Mar.		4/28/18
Victor Chan	<i>[Signature]</i>	██████████ AVOCADO 7L, DEL MAR		4/28/18
Shani Green	<i>[Signature]</i>	██████████ Avocado PL DelMar		4/28/18
Yvette Magnaghi	<i>[Signature]</i>	██████████ Avocado Place		4/30/18
				4/30/18

Petition to Deny Structure Development Permit. Request to Build in Excess of 16 Feet in Height At 982 Avocado Place Solana Beach.

The owners at 982 Avocado Place have proposed to build a single story structure, but at a two story height. We were originally informed that this development was for a single story home that would be kept at it's natural grade and topography. Instead, 1000's of cu. yards of fill have been brought in, substantially raising the height of the existing grade, in addition taking advantage of the already small set backs, almost putting the house on the street. Now the owner would like to build 24.1 ft. above the already heightened grade. The massive looking structure, the extended height in excess of 16ft., along with the already raised grade, the large footprint and the small set backs, would significantly block the panoramic ocean and city views from Avocado Place for everyone, forever, making this house non-compatible with the open space and feel of the neighborhood.

We, the undersigned, are concerned citizens and neighbors who urge our city leaders to deny the Structure Development Permit to Build in Excess of 16 Feet in Height at 982 Avocado Place.

Printed Name	Signature	Address	SUBJECT PROPERTY	Comment	Date
SUSAN GLASS	<i>Susan Glass</i>	[Redacted]	Avocado Court	Am the partner for the new owner (Coty) who purchased this property. I'm limited from proceeding to my clients' wishes of a 2 story at the city offices about height improvement. Disruption by Builders on the street is significant and was the reason why I bought height limitation and that builders will be to keep land and structure of close to the natural terrain as possible. Based on that information the Coty's children on that are violating the enforceable ordinance and will damage, possibly obstruct their views.	4/26/2018
LEONARD D GLASS	<i>Leonard D Glass</i>	[Redacted]	Avocado Ct.	after walking the property, I concluded that wider will be obstructed!	

Petition to Deny Structure Development Permit. Request to Build in Excess of 16 Feet in Height At 982 Avocado Place Solana Beach.

The owners at 982 Avocado Place have proposed to build a single story structure, but at a two story height. We were originally informed that this development was for a single story home that would be kept at it's natural grade and topography. Instead, **1000's** of cu. yards of fill have been brought in, substantially raising the height of the existing grade, in addition taking advantage of the already small set backs, almost putting the house on the street. Now the owner would like to build 24.1 ft. above the already heightened grade. The massive looking structure, the extended height in excess of 16ft., along with the already raised grade, the large footprint and the small set backs, would significantly block the panoramic ocean and city views from Avocado Place for everyone, forever, making this house non-compatible with the open space and feel of the neighborhood.

We, the undersigned, are concerned citizens and neighbors who urge our city leaders to deny the Structure Development Permit to Build in Excess of 16 Feet in Height at 982 Avocado Place.

Printed Name	Signature	Address	Comment	Date
Jane Quinn	<i>Jane Quinn</i>	██████████ Avocado Pl.		4/17/18
Chris Quinn	<i>Chris Quinn</i>	██████████ Avocado Pl		4/17/18
Frene Guillard	<i>Frene Guillard</i>	██████████ AVOCADO PL		4-18-18
Robert [unclear]	<i>Robert [unclear]</i>	██████████ AVOCADO CT.	Keep e 16ft - Lower grade -	4/18/18
Diane GROSSBERGER	<i>Diane GROSSBERGER</i>	██████████ AVOCADO PL.	16' hgt - NO MORE FILL	4-18-18
LARRY GROSSBERGER	<i>LARRY GROSSBERGER</i>	██████████ " "	" "	4/18/18
DAVE CARTY	<i>DAVE CARTY</i>	██████████ AVOCADO CT	Keep zc 16' height	4/19/18
DR. ARON ABOLD	<i>DR. ARON ABOLD</i>	██████████ AVOCADO PL.	,	4/19/18
Michael [unclear]	<i>Michael [unclear]</i>	██████████ 877 AVOCADO PL.	KEEP TO 16' HEIGHT AOR	4/19/18

We have attached a Petition and urge you to sign it so that we can submit it ASAP to the city. The deadline is April 30th. You can:

- 1) Scan and e-mail back with signature to dianecartydesigns@yahoo.com or
- 2) Print, sign and drop off at 787 Avocado Court or
- 3) Stop by and sign the petition which will be left at our front door or
- 4) call us at (858) 245-8492 and we will bring a petition for you to sign.

If all of the new property owners of this new development pushed the limits on height, size, and landscaping, it would be forever destructive to the character of this neighborhood as each towering structure was built. While we look forward to welcoming the Power Family to the neighborhood, just as we were welcomed, we believe it would be neighborly of them to keep their proposed single story home structure to 16 feet as promised and thereby preserving views for all to enjoy.

Sincerely,

Dave and Diane Carty

Petition to Deny Structure Development Permit Request to Feet in Height At 982 Avocado Place Solana Beach.

The owners at 982 Avocado Place have proposed to build a single story structure, but originally informed that this development was for a single story home that would be kept topography. Instead, 1000's of cu. yards of fill have been brought in, substantially raising in addition taking advantage of the already small set backs, almost putting the house on like to build 24.1 ft. above the already heightened grade. The massive looking structure 16ft., along with the already raised grade, the large footprint and the small set backs, with panoramic ocean and city views from Avocado Place for everyone, forever, making this open space and feel of the neighborhood.

We, the undersigned, are concerned citizens and neighbors who urge our city leaders to Permit to Build in Excess of 16 Feet in Height at 982 Avocado Place.

Printed Name	Signature	Address	C
TED VAN ARSDALE	<i>Ted Van Arsdale</i>	[Redacted] Avocado Place	4/8/18
Victoria Van Heerde	<i>Victoria Van Heerde</i>	[Redacted] Avocado Pl	4/8/18
DANICA JIMNER	<i>DANICA JIMNER</i>	[Redacted] Avocado Place	4/19/18
Kate Garcia	<i>KMG</i>	Feather Acres 980 Avocado Pl	4/19/18
Lawren Daugherty	<i>Lawren Daugherty</i>	[Redacted] Avocado Pl	4/19/18
Bryant Daugherty	<i>Bryant Daugherty</i>	[Redacted] Avocado Pl	4/20/18

Added note

Petition to Deny Structure Development Permit. Request to Build in Excess of 16 Feet in Height At 982 Avocado Place Solana Beach.

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Printed Name	Signature	Address	Comment	Date
AKE PERSSON		[Redacted] AVOCADO POINT		04/19/20
Lisbeth Persson		[Redacted] AVOCADO POINT		04/19/20
Cecilia Raduencz		[Redacted] JEFFREY RD		4/20/20
Brian Raduencz		[Redacted] JEFFREY RD		4-20-20
ED BARTH		[Redacted] JEFFREY RD.		4/20/20

City of San Francisco Planning Department
 Permit to Build in Excess of 16 Feet in Height at 888 Avocado Place

The owners at 888 Avocado Place have proposed to build a single story building. They originally informed that this development was for a single story home that would fit the topography. Instead, 1000's of cubic yards of fill have been brought in, and an artificial elevation taking advantage of the already raised grade. The massive building like to built 24.1 ft. above the already heightened grade. The massive building, 10 ft, along with the already raised grade, the large footprint and the similar panoramic view and city views from Avocado Place to everyone, foregoes the open space and feel of the neighborhood.

We, the undersigned, are concerned citizens and neighbors who urge our city leaders to permit to build in excess of 16 feet in height at 888 Avocado Place.

Printed Name	Address	City	State	Zip	Comment
BRENDA KAPLAN	[Redacted]	DUBLIN	CA	94568	
BRENDA KAPLAN	[Redacted]	DUBLIN	CA	94568	



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: July 11, 2018
ORIGINATING DEPT: Community Development Department
SUBJECT: **Public Hearing: Request of a Minor Subdivision Tentative Parcel Map to Demolish the Existing Single-Family Residence and Associated Improvements Onsite and Subdivide an Existing Parcel into Two New Single-Family Parcels at 766 Castro Street (Case # 17-17-18; Applicant: Raymundo Sandoval; APN: 298-162-22; Resolution No. 2018-095)**

BACKGROUND

The Applicant, Raymundo Sandoval, is requesting City Council approval of a Minor Subdivision Tentative Parcel Map to create two residential lots out of an existing 15,936 square-foot property located at 766 Castro Street. The southern lot (Parcel 1) would be 8,175 square feet and the northern lot (Parcel 2) would be 7,761 square feet. A Minor Subdivision process is required whenever a property is subdivided into four lots or less. The proposal also includes demolishing the existing single-family residence and associated improvements and performing 26 cubic yards of aggregate grading for compacting and stabilizing of the site. The proposal does not require a Development Review Permit (DRP) because the proposed grading would not exceed 100 cubic yards (aggregate). Any future development proposed on the newly created lot would be requested separately after recordation of the associated parcel map and be evaluated and subjected to regulations and permit requirements in place at such time.

The issue before the City Council is whether to approve, approve with conditions, or deny the Applicant's request as contained in Resolution 2018-095 (Attachment 1).

DISCUSSION

The proposed two-lot Minor Subdivision is located on the east side of Castro Street within the Medium Residential (MR) Zone, which allows for five to seven dwelling units per acre with a minimum required lot size of 6,000 square feet. The surrounding neighborhood consists of residential lots developed with one to two dwelling units each

CITY COUNCIL ACTION:

and, according to the data available from the County Assessor; the average lot size is approximately 7,665 square feet. An aerial photo of the subject property and surrounding neighborhood is included in Attachment 2.

The subject lot is not located within any of the City's Overlay Zones. The project is also located within the Coastal Zone. As a condition of project approval, the Applicant will be required to obtain a Coastal Development Permit, Waiver, or Exemption from the California Coastal Commission prior to the issuance of a demo permit and recordation of the Parcel Map.

The proposal includes the division of one legal parcel into two lots such that the ownership of the existing parcel can then be separately conveyed as two lots. Potential future use of the property is still subject to the City codes regulating new structures, grading, view assessment, etc. The proposed two-lot subdivision complies with all criteria for a Minor Subdivision pursuant to SBMC Chapter 16.28, subject to the Engineering Conditions included in the attached Resolution (Attachment 1).

The proposed Minor SUB is consistent within the maximum density allowed for the MR Zone which is five to seven dwelling units (du) per net acre (ac). In order to determine the number of units allowed for the site, the Municipal Code indicates that the calculation would use the net lot area (15,936 square feet) and the following calculation:

$$\text{net lot size in acres} \times \text{number of dwelling units per acre} = \text{number of units allowed}$$

If the calculation results in a fractional number of 0.7 or greater, the number of units can be rounded up to the nearest whole number. The density range for the 15,936 square-foot or 0.37 acre (net) parcel is as follows:

$$0.37 \text{ ac} \times 5 \text{ du/ac} = 1.85 \text{ or } 2.0 \text{ du permitted}$$

In addition, Solana Beach Municipal Code (SBMC) Section 17.20.030(B)(4) indicates that subdivisions located in or in proximity to sensitive lands such as steep slopes, coastal bluffs and wetlands shall adjust the allowed density according as follows:

Table 17.20.030-C	
Density Adjustments for Sensitive Lands	
Area Type	Density Adjustment Multiplier
Wetland Areas	0.00
Slopes less than 25% grade	1.00
Slopes 25% to 40% grade and not also in another sensitive area	0.50
Slopes greater than 40% grade	0.00
Slopes of 25% or greater grade: 1. Along Coastal Bluffs 2. Uplands Adjoining the San Elijo Lagoon	0.00

The Applicants provided a Slope Analysis Exhibit as sheet 3 of 4 of the Tentative Parcel Map Plans (Attachment 3) that shows the density adjustment of the existing parcel according to Table 17.20.030-C as follows:

Density Adjustment Multiplier				
Slope Range %	Density Adjustment Factor	Adjusted Density (DU/Net Acre)	Area (Acre)	Number of Units Permitted
0-25	1.0	5	0.32	1.6
25-40	0.5	2.5	0.04	0.1
40-100	0	0	0.01	0.0
Total Units:				1.7 or 2

In both the standard and the adjusted base (5 du/ac) density calculations, the existing lot would permit 2 units when rounded up from 1.85 or 1.7, as permissible by the Code. The Minor Subdivision would create two lots each allowing one dwelling unit, which is within the density range allowed by the base density set forth in the MR Zone.

The MR Zone requires a minimum lot size of 6,000 square feet, a minimum street frontage (width) of 60 feet, and a minimum depth of 100 feet. As designed, the proposed lots would comply with the MR Zone standards. The proposed southern lot (Lot 1) would have 8,175 square feet of lot area, approximately 83 feet of street of street frontage (width), and 156 feet of lot depth. The proposed northern lot (Lot 2) would have 7,761 square feet of lot area, approximately 85 feet of street frontage (width) and 145 feet of lot depth. The proposal would create a straight shared property line between the two lots.

Table 1, below, provides a synopsis of the SBMC specific zoning regulations compared to the Applicant's proposal.

Table 1			
LOT INFORMATION			
Property Address: 766 Castro Street	Required Minimum Lot Size and Dimensions:		
Zoning Designation: Medium Residential			
Overlay Zone(s): N/A			
Lot Area: 0.37 Acres			
Density Allowed:			
0.37 ac X 5.0 du/ac = 1.85 units or 2 units	Minimum:	Lot Size	Street Frontage / Width*
Density Adjustment for Sensitive Lands:			Depth**
0.32 ac X 5.0 du/ac = 1.6	Lot 1	8,175 ft ²	60'
0.04 ac X 2.5 du/ac = 0.1	Lot 2	7,761 ft ²	83'
0.01 ac X 0.0 du/ac = 0.0			85'
Which results in 1.7 units or 2 units	* Lot width by definition is measured as the distance between side lot lines, measured at the street property line.		
Density Requested: 2 units or 5 du/ac	** Lot Depth by definition is measured as the average distance between the front and rear lot lines or between the front and the intersection of the two side lines, if there is no rear line.		
PROPOSED PROJECT INFORMATION			
Required Permits: A Minor Subdivision Tentative Parcel Map is being requested to allow for the creation of two new single-family residential parcels.			
Proposed Grading: Cut: 26 yd ³ of compaction and stabilization			

Existing Development: Existing single-family residence and associated improvements to be demolished.

Proposed Development: No new development proposed with this Application. The SUB would allow for two homes to be built in the future.

Staff has prepared draft findings for approval of the project in the attached Resolution for Council's consideration based upon the information in this report. Conditions from the Community Development, Engineering and Fire Departments have been incorporated into the Resolution of Approval. The Council may direct Staff to modify the Resolution to reflect the findings and conditions as it deems appropriate as a part of the Public Hearing process. If the Council determines the project is to be denied, Staff will prepare a Resolution of Denial for adoption at a subsequent Council meeting.

The following is a discussion of the findings for Minor Subdivision as each applies to the proposed project as well as references to recommended conditions of approval contained in Resolution 2016-095 (Attachment 1).

Minor Subdivision Compliance:

The project must comply with the subdivision criteria contained SBMC Section 16.24.140(F) (Subdivisions). This section specifies that the City Council may approve, or conditionally approve, a tentative parcel map only if all of the findings can be made. The nine findings are:

1. *The proposed map is consistent with applicable general and specific plans and applicable provisions of SBMC Title 17;*
2. *The design or improvement of the proposed subdivision is consistent with applicable provisions of SBMC Title 17;*
3. *The site is physically suitable for the type of development;*
4. *The site is physically suitable for the proposed density of development;*
5. *The design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat; unless an environmental impact report was prepared in respect to the project and a finding was made pursuant to Section 21081(c) of the Public Resources Code that specific economic, social or other considerations make infeasible the mitigation measures or project alternatives identified in the environmental impact report;*
6. *The design of the subdivision or the type of improvements is not likely to cause serious public health problems;*
7. *The design of the subdivision or the type of improvements will not conflict with easements of record or easements established by court judgment, acquired by the public at large, for access through or use of property within*

the proposed subdivision. In this connection, the city engineer may approve a map if he finds that alternate easements, for access or for use, will be provided, and that these will be substantially equivalent to ones previously acquired by the public;

- 8. In the case of the conversion of residential real property to a common interest development project, the notices to tenants required by law have been or will be given as required by the Subdivision Map Act*
- 9. Subject to the exceptions contained in Section 66474.4 of the Government Code, that the property is not subject to a contract entered into pursuant to the Land Conservation Act of 1965 (Williamson Act) and the parcels resulting from the subdivision would be too small to sustain agricultural use. The determination of ability to sustain agriculture use shall be made according to the provisions of Section 66474.4 of the Government Code.*

The Minor Subdivision is consistent with the General Plan, which designates the property as Medium Density Residential. Policy LU-1.2 of the Land Use Element indicates that it is the intent of the land use plan to include residential land uses comprising a range of housing types, locations, and densities. The Medium Density Residential category provides for single- and multi-family residential development within a density range of five to seven units per acre. Other compatible uses such as accessory dwelling units, home occupations, religious institutions, educational institutions, parks and recreation facilities, and public utilities are permitted or conditionally permitted.

Per SBMC Section 17.20.010(D), the MR Zone is intended for residential development in areas characterized primarily by detached single-family dwellings on older subdivided lots and two-family and multiple-family dwellings within newer, large lot, planned developments. The proposed project is consistent with all applicable requirements of the Zoning Ordinance (Title 17), including Chapter 17.20, which delineates maximum allowable density and the minimum lot dimensions for the MR Zone.

The design of the subdivision is not likely to cause substantial environmental damage and/or avoidably injure fish or wildlife or their habitat. No Environmentally Sensitive Habitat Area or biological resources have been identified on the property according to LUP exhibit 3-8. No fish or wildlife have been identified as native or transitive to this site. The project site has no value as habitat for endangered, rare, or threatened species. This project was found exempt from the California Environmental Quality Act (CEQA) and did not warrant the preparation of an Environmental Impact Report (EIR).

The proposed subdivision will not conflict with any easements of record and the property is not subject to a contract entered into pursuant to the Land Conservation Act of 1965 (Williamson Act). Notices to tenants required by law have been or will be given as required by the Subdivision Map Act.

Notices and Public Communications:

Courtesy Notices were mailed on December 20, 2017, informing the public of the application. Notice of the City Council Public Hearing for the project was published in the Union Tribune more than 10 days prior to the July 11, 2018 Public Hearing. The same public notice was mailed to property owners and occupants within 300 feet of the proposed project site, on June 28, 2016. As of the date of preparation of this Staff Report, Staff has not received any letters, phone calls, or emails from neighbors or interested parties in support of, or in opposition to, the proposed project.

In conclusion, the proposed project, as conditioned, meets the requirements in the Zoning Ordinance, is consistent with the General Plan, and could be found to meet the findings required to approve a Minor Subdivision Tentative Parcel Map.

CEQA COMPLIANCE STATEMENT:

The project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15315 of the State CEQA Guidelines. Class 15 consists of the division of property in urbanized areas zoned for residential, commercial, or industrial use into four or fewer parcels when the division is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the previous 2 years, and the parcel does not have an average slope greater than 20 percent.

FISCAL IMPACT: N/A

WORK PLAN: N/A

OPTIONS:

- Approve Staff recommendation adopting the attached Resolution 2018-095.
- Approve Staff recommendation subject to additional specific conditions necessary for the City Council to make all required findings for the approval of a DRP and administrative SDP.
- Deny the project if all required findings for the DRP cannot be made.

DEPARTMENT RECOMMENDATION:

The proposed project meets the requirements under the SBMC, is consistent with the General Plan, and may be found, as conditioned, to meet the discretionary findings required as discussed in this report to approve the requested Tentative Parcel Map and Minor Subdivision. Therefore, Staff recommends that the City Council:

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.

2. Find the project exempt from the California Environmental Quality Act pursuant to Section 15301 of the State CEQA Guidelines; and
3. If the City Council makes the requisite findings and approves the project, adopt Resolution 2018-095 conditionally approving the propose two-lot Minor Subdivision Tentative Parcel Map at 766 Castro Street.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2018-095
2. Aerial Photo
3. Tentative Parcel Map

RESOLUTION NO. 2018-095

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, CONDITIONALLY APPROVING A MINOR SUBDIVISION TENTATIVE PARCEL MAP TO DEMOLISH THE EXISTING SINGLE-FAMILY RESIDENCE AND ASSOCIATED IMPROVEMENTS ONSITE AND SUBDIVIDE AN EXISTING PARCEL INTO TWO NEW SINGLE-FAMILY PARCELS AT 766 CASTRO STREET.

**APPLICANTS: Raymundo Sandoval
CASE NO.: 17-17-18 Minor SUB TPM**

WHEREAS, Raymundo Sandoval (hereinafter referred to as "Applicant") has submitted an application for a Minor Subdivision Tentative Parcel Map (SUB) pursuant to Title 16 (Subdivisions) and Title 17 (Zoning), of the Solana Beach Municipal Code (SBMC); and

WHEREAS, at the public hearing on July 11, 2018, the City Council received and considered evidence concerning the proposed application; and

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

WHEREAS, the City Council of the City of Solana Beach found the application request exempt from the California Environmental Quality Act pursuant to Section 15315 of the State CEQA Guidelines; and

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

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

- I. That the foregoing recitations are true and correct.
- II. That the project is exempt from the California Environmental Quality Act pursuant to Sections 15315 of the State CEQA Guidelines.
- III. That the request for a Minor Subdivision Tentative Parcel Map to demolish exiting structures onsite and subdivide an existing 15,936 square foot parcel at 766 Castro Street into two new single-family parcels is conditionally approved based upon the following Findings and subject to the following Conditions:

IV. FINDINGS

- I. In accordance with Section 16.24.140(F) (Subdivisions) of the City of Solana Beach Municipal Code (SBMC), the City Council finds the following:

- I. The proposed map is consistent with applicable general and specific plans and applicable provisions of SBMC Title 17.*

The proposed subdivision is consistent with the General Plan, which designates the property as Medium Density Residential and allows up to five to seven dwelling units per acre. Policy LU-1.2 of the Land Use Element indicates that it is the intent of the land use plan to include residential land uses comprising a range of housing types, locations, and densities.

The property is within the Coastal Zone and, as a condition of approval, the Applicant will be required to obtain a Coastal Development Permit, Waiver, or Exemption from the California Coastal Commission prior to the issuance of a demo permit and recordation of the Tentative Parcel Map.

- II. That the design or improvement of the proposed subdivision is consistent with applicable provisions of SBMC Title 17.*

The design of the subdivision, as conditioned, is consistent with all applicable provisions of Title 17 including density, minimum lot dimensions, and all other applicable specific requirements.

- III. The site is physically suitable for the type of development.*

The property, as well as the adjacent properties to the north, east and south, are zoned Medium Residential (MR). The surrounding neighborhood consists of residential lots developed with one to two dwelling units each and, according to the data available from the County Assessor; the average lot size is approximately 7,665 square feet. The proposed Minor Subdivision would create two lots in compliance with applicable regulations.

The MR Zone has a required minimum lot size of 6,000 square feet, a minimum street frontage (width) of 60 feet, and a minimum depth of 100 feet. The proposed lots will comply with the MR Zone. The proposed southern lot (Lot 1) will have 8,175 square feet of lot area, approximately 83 feet of street of street frontage (width), and 156 feet of lot depth. The proposed northern lot (Lot 2) will have 7,761 square feet of lot area, approximately 85 feet of street frontage (width) and 145 feet of lot depth. The proposal will create a straight shared property line between the two lots.

The site is physically suitable for residential development because it has adequate area to provide for the building pads, parking, and design of the residential structures. The site is located outside all overlay zones and specific plan areas. No unique characteristics exist onsite that would otherwise preclude the Applicant from developing the lot as proposed.

IV. That the site is physically suitable for the proposed density of development.

The proposed minor SUB is consistent within the maximum density allowed for the MR Zone which is for five to seven dwelling units (du) per net acre (ac). In order to determine the number of units allowed for the site, the Municipal Code indicates that the calculation would use the net lot area and the following calculation:

$$\text{net lot size in ac} \times \text{number of du per ac} = \text{number of units allowed}$$

If the calculation results in a fractional number of 0.7 or greater, the number of units can be rounded up to the nearest whole number. The density range for the 38,908 square-foot or 0.893 acre (net) parcel is as follows:

$$0.37 \text{ ac} \times 5 \text{ du/ac} = 1.85 \text{ (rounded up to 2.0) du permitted}$$

In addition, Solana Beach Municipal Code (SBMC) indicates that subdivisions located in or in proximity to sensitive lands such as steep slopes, coastal bluffs and wetlands shall adjust the allowed density by one half for areas where the slope exceeds 25%. Areas where the slope exceeds 40% are not counted towards the density calculation. After the adjustment, the permitted number of units would be 1.7 (rounded up to 2.0) dwelling units.

In both the standard and adjusted base (5 du/ac) density calculations the existing lot will permit 2 units when rounded up from 1.85 or 1.7, as permissible by the Code. The Minor Subdivision will create two lots each allowing one dwelling unit, which is within the density range allowed by the base density set forth in the MR Zone.

V. The design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage and avoidably injure fish or wildlife or their habitat; unless an environmental impact report was prepared in respect to the project and a finding was made pursuant to Section 21081(c) of the Public Resources Code that specific economic, social or other considerations make infeasible the mitigation measures or project alternatives identified in the environmental impact report.

The design of the subdivision and proposed improvements are not likely to cause substantial environmental damage and/or avoidably injure fish or wildlife or their habitat. No environmentally sensitive habitat area or biological resources have been identified on the property. No fish or wildlife has been identified as native or transitive to this site. The project site has no value as habitat for endangered, rare, or threatened species. This project was found exempt from the California Environmental Quality Act (CEQA) and did not warrant the preparation of an environmental impact report.

- VI. *The design of the subdivision or the type of improvements is not likely to cause serious public health problems.*

The design of the subdivision and the type of improvements are not likely to cause serious public health problems given that all public utilities are available to serve the development, including sewer and water. The project will not interfere with existing public utilities to adjacent properties.

- VII. *The design of the subdivision or the type of improvements will not conflict with easements of record or easements established by court judgment acquired by the public at large, for access through or use of property within the proposed subdivision.*

The design of the subdivision and the type of improvements will not conflict with easements of record. In addition, there are no easements established by court judgment, acquired by the public at large, for access or use of the property within the proposed subdivision. All existing easements have been demarcated on the tentative map and will be maintained with the design of the subdivision and the type of improvements. Alternate or additional easements will not be required.

- VIII. *In the case of the conversion of residential real property to a common interest development project, that any of the notices to tenants required by law have been sent or will be given as required by the Subdivision Map Act.*

The subdivision does not convert residential real property to a common interest development, and therefore, no additional noticing to existing tenants is required.

- IX. *Subject to the exceptions contained in Section 66474.4 of the Government Code, that the property is not subject to a contract entered into pursuant to the Land Conservation Act of 1965 (Williamson Act) and the parcels resulting from the subdivision would be too small to sustain agricultural use.*

The property is not subject to a contract pursuant to the Williamson Act. The parcel has a zoning designation within the MR Zone and Staff is not aware of any historical uses of the property as agricultural land.

V. CONDITIONS

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

A. Community Development Department Conditions:

- I. The Applicant shall pay for the assignment of an address for the newly created lot.
- II. The Applicant shall obtain required California Coastal Commission (CCC) approval of a Coastal Development Permit, Waiver or Exemption as determined necessary by the CCC, prior to the issuance of a demo permit or recordation of the Parcel Map.

B. Fire Department Conditions:

- I. **OBSTRUCTION OF ROADWAYS DURING CONSTRUCTION:** All roadways shall be a minimum of 24 feet in width during construction and maintained free and clear, including the parking of vehicles, in accordance with the California Fire Code and the Fire Department.

C. Engineering Department Conditions:

- I. Prior to recordation of the parcel map, the applicant shall obtain a grading permit for all grading associated with the removal of the retaining wall and driveway along Castro Street. This permit shall ensure that proper drainage and erosion control measures are constructed and maintained until such time when both parcels are developed.
- II. Prior to recordation of the parcel map, the applicant shall obtain a building permit for removal of all building structures located within the boundary of the tentative map. The existing building shall be removed prior to parcel map recordation.
- III. Prior to recordation of the parcel map, the applicant shall have the public water system extension required by Santa Fe Irrigation District to serve the subdivision designed and constructed. The subdivider may elect to execute an agreement to construct such improvements and provide an improvement security in accordance with SBMC 16.28.070.
- IV. Underground all new utility services, including electrical, telephone and CATV.

FINAL PARCEL MAP

- V. A Parcel Map shall be prepared and recorded in accordance with Chapter 16.32 of SBMC.
- a. Provide a Subdivision Map Guarantee within ten days before recording the Parcel Map.
 - b. Pay Parcel Map plan check fee in accordance with the current Engineering Fee Schedule.
 - c. A preliminary soils report, prepared by a civil engineer registered in this state, and based upon adequate test borings, shall be submitted prior to recording of the final parcel map and noted on the final parcel map.
 - d. The Applicant shall comply with Section 66436 of the Government Code by furnishing to the City Engineer a certification from each public utility and each public entity owning easements within the proposed subdivision stating that:
(a) they have received from the developer a copy of the proposed Parcel Map; (b) they object or do not object to the filing of the Parcel Map without their signature.

III. ENFORCEMENT: Pursuant to SBMC Section 17.72.120(B) failure to satisfy any and all of the above-mentioned conditions of approval is subject to the imposition of penalties as set forth in SBMC Chapters 1.16 and 1.18 in addition to any applicable revocation proceedings.

IV. EXPIRATION: The Minor Subdivision/Tentative Parcel Map for the project will expire on 24 months from the date of approval unless the Applicant has recorded a parcel map, obtained a demo permit, and commenced demolition activities onsite prior to that date. An extension of the application may be granted by the City Council.

V. INDEMNIFICATION AGREEMENT: The Applicant shall defend, indemnify, and hold harmless the City, its agents, officers, and employees from any and all claims, actions, proceedings, damages, judgments, or costs, including attorney's fees, against the City or its agents, officers, or employees, relating to the issuance of this permit including, but not limited to, any action to attack, set aside, void, challenge, or annul this development approval and any environmental document or decision. The City will promptly notify the Applicant of any claim, action, or proceeding. The City may elect to conduct its own defense, participate in its own defense, or obtain independent legal counsel in defense of any claim related to this indemnification. In the event of such election, Applicant shall pay all of the costs related thereto, including without limitation reasonable attorney's fees and costs. In the event of a disagreement

between the City and the Applicant regarding litigation issues, the City shall have the authority to control the litigation and make litigation related decisions, including, but not limited to, settlement or other disposition of the matter. However, the Applicant shall not be required to pay or perform any settlement unless such settlement is approved by Applicants.

VI. NOTICE TO APPLICANT: Pursuant to Government Code Section 66020, you are hereby notified that the 90-day period to protest the imposition of the fees, dedications, reservations or other exactions described in this resolution commences on the effective date of this resolution. To protest the imposition of any fee, dedications, reservations or other exactions described in this resolution you must comply with the provisions of Government Code Section 66020. Generally the resolution is effective upon expiration of the tenth day following the date of adoption of this resolution, unless the resolution is appealed or called for review as provided in the Solana Beach Zoning Ordinance.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California, held on the 11th day of July, 2018, by the following vote:

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

DAVID A. ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

766 Castro — Aerial Photo



SURVEYOR'S STATEMENT

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE PROFESSIONAL LAND SURVEYOR ACT

TORGERSEN
LAND SURVEYOR
66-22-2024
DATE



SURVEY NOTES

1. THIS SURVEY WAS PERFORMED ON THE CALLED AND SHOWN BOUNDARIES BETWEEN THE PARCELS SHOWN HEREON AS SHOWN ON THE CITY OF SOLANA BEACH SURVEY CONTROL MAP, RECORD OF SURVEY NO. 1987-1, E. IN 1823-11' W.
2. THE BOUNDARIES OF THE SUBJECT PARCELS WERE RETRACED AND/OR ESTABLISHED BY A FIELD SURVEY OF THE SURVEYOR AND HIS ASSISTANTS. THE SURVEY WAS MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE PROFESSIONAL LAND SURVEYOR ACT. THE DISTANCES SHOWN HEREON ARE GROUND DISTANCES, UNLESS INDICATED OTHERWISE. TO OBTAIN ACCURATE DISTANCES, MULTIPLE GROUND DISTANCES BY THE CONVERGED SINE METHOD (COS²) USE AT ANCHOR POINTS IS RECOMMENDED.
3. THE BOUNDARIES OF THE SUBJECT PARCELS WERE RETRACED AND/OR ESTABLISHED BY A FIELD SURVEY OF THE SURVEYOR AND HIS ASSISTANTS. THE SURVEY WAS MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE PROFESSIONAL LAND SURVEYOR ACT. THE DISTANCES SHOWN HEREON ARE GROUND DISTANCES, UNLESS INDICATED OTHERWISE. TO OBTAIN ACCURATE DISTANCES, MULTIPLE GROUND DISTANCES BY THE CONVERGED SINE METHOD (COS²) USE AT ANCHOR POINTS IS RECOMMENDED.
4. ELEVATIONS SHOWN HEREON ARE BASED ON CITY OF SOLANA BEACH CONTROL STATION "TRIP" AS PUBLISHED ON RECORD OF SURVEY NO. 1987-1, E. IN 1823-11' W. DATUM NAVD83.
5. TOPOGRAPHIC DATA SHOWN HEREON IS BASED ON A FIELD SURVEY PERFORMED ON SEPTEMBER 14, 2018.
6. THE LOCATIONS OF UNDERGROUND UTILITY LINES AND/OR STRUCTURES AS SHOWN HEREON ARE BASED ON OBSERVED ABOVE GROUND EVIDENCE ONLY. NO RECORDED UTILITY PLANS WERE REVIEWED FOR THIS SURVEY. THE LOCATION OF ANY UTILITY LINES OR STRUCTURES NOT SHOWN HEREON ARE THE RESPONSIBILITY OF THE PROPERTY OWNER. ADDITIONAL INFORMATION IS AVAILABLE IN THE OFFICE OF THE SURVEYOR.
7. ELEVATIONS SHOWN HEREON ARE BASED ON CITY OF SOLANA BEACH CONTROL STATION "TRIP" AS PUBLISHED ON RECORD OF SURVEY NO. 1987-1, E. IN 1823-11' W. DATUM NAVD83.
8. TOPOGRAPHIC DATA SHOWN HEREON IS BASED ON A FIELD SURVEY PERFORMED ON SEPTEMBER 14, 2018.

ABBREVIATED LEGAL DESCRIPTION

PORTION OF LOT 11, MAP 2278

PROJECT DATA

OWNER/APPLICANT: MATTHEW SANDOVAL
 ADDRESS: 766 CASTRO STREET, SOLANA BEACH, CA 92081
 PHONE: 954-481-8719

PROJECT LOCATION: 766 CASTRO STREET, SOLANA BEACH, CA 92081

PROJECT A/P#: 298-162-21-00

SUBDIVIDER'S STATEMENT

THE SUBDIVIDER AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE CITY OF SOLANA BEACH, THE CITY OF SOLANA BEACH OFFICIALS, OFFICERS, EMPLOYEES, TO A FINAL SET ASIDE, FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES, THAT MAY BE ASSERTED AGAINST THE CITY OF SOLANA BEACH OR ITS OFFICIALS, EMPLOYEES, OR AGENTS, ARISING FROM OR RESULTING FROM THIS SURVEY. THIS CERTIFICATION IS CONSIDERED VALID AND EFFECTIVE FROM THE DATE OF RECORDATION IN THE PUBLIC RECORDS OF THE COUNTY OF SAN DIEGO, CALIFORNIA. THIS CERTIFICATION IS CONSIDERED VALID AND EFFECTIVE FROM THE DATE OF RECORDATION IN THE PUBLIC RECORDS OF THE COUNTY OF SAN DIEGO, CALIFORNIA.

INTERVIEW APPROVAL: _____ DATE: _____

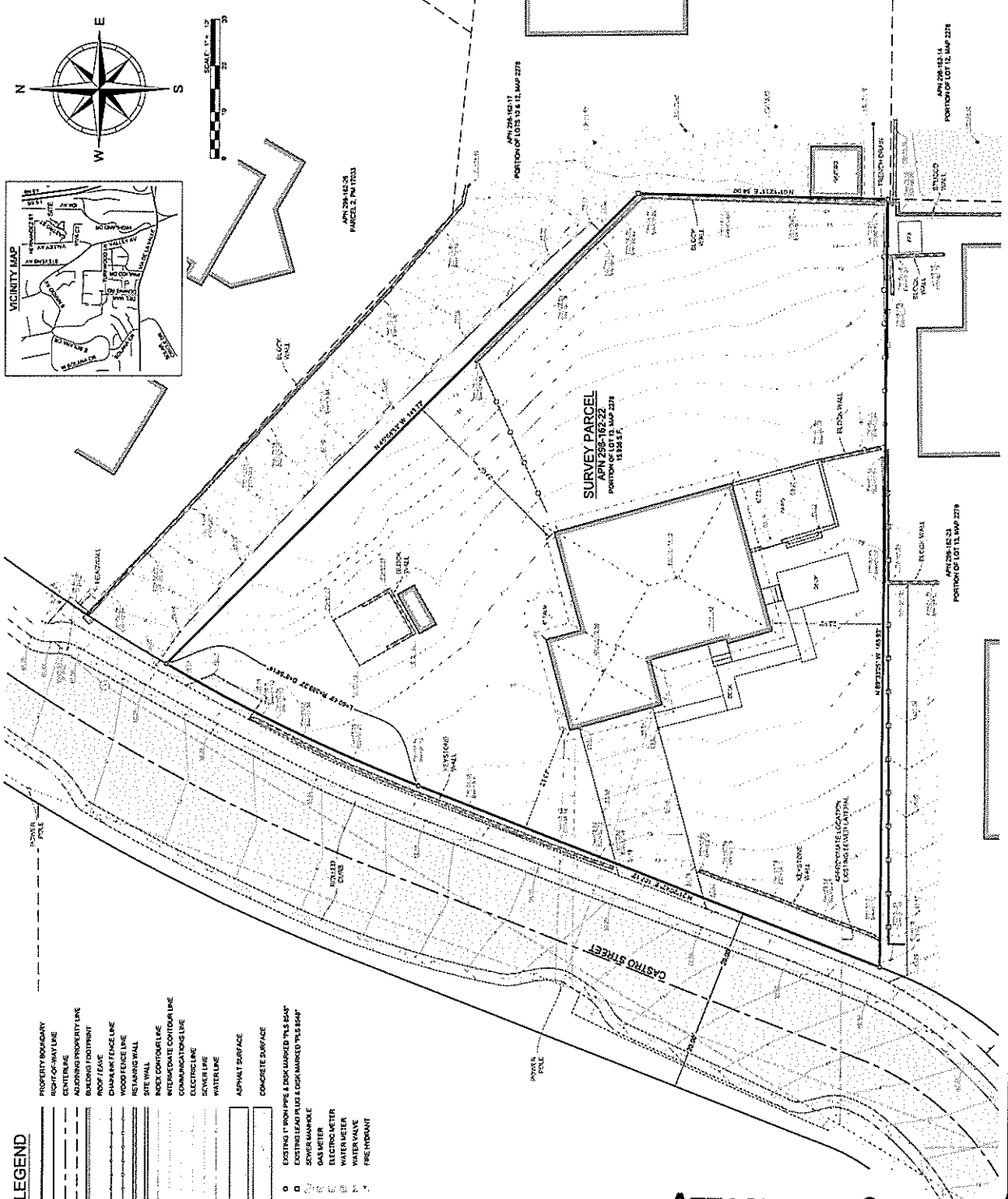


TORGERSEN SURVEYING, INC.
1012 MAR VISTA DR, VISTA, CA 92081
619-535-5874 | TORSURV@GMAIL.COM

**TENTATIVE PARCEL MAP
EXISTING TOPOGRAPHY
& SITE CONDITIONS**

766 CASTRO STREET, SOLANA BEACH

A/P#: 298-162-21-00
SUBDIVISION: 1987-1, E. IN 1823-11' W.
JOB # 1621
SHEET 1 OF 4



LEGEND

--- (dashed line)	PROPERTY BOUNDARY
--- (dotted line)	RIGHT-OF-WAY LINE
--- (dash-dot line)	CENTERLINE
--- (solid line)	PROPERTY LINE
--- (solid line)	RECORD CONTOUR
--- (solid line)	ROOF LEAK
--- (solid line)	CHAINLINK FENCE LINE
--- (solid line)	WOOD FENCE LINE
--- (solid line)	RETAINING WALL
--- (solid line)	SITE WALL
--- (solid line)	INDEX CONTOUR LINE
--- (solid line)	INTERMEDIATE CONTOUR LINE
--- (solid line)	COMMUNICATIVE LINE
--- (solid line)	CONCRETE SURFACE
--- (solid line)	ASPHALT SURFACE
--- (solid line)	WATER LINE
--- (solid line)	SOVEREIGN LINE
--- (solid line)	EXISTING 1" HIGH PIPE ENCLOSED 7/8" S&P
--- (solid line)	EXISTING 1" HIGH PIPE UNENCLOSED 7/8" S&P
--- (solid line)	SOVEREIGN MARKER
--- (solid line)	GALVANIZED
--- (solid line)	ELECTRIC METER
--- (solid line)	WATER METER
--- (solid line)	WATER VALVE
--- (solid line)	FIRE HYDRANT

LEGEND

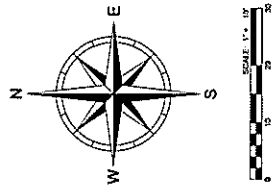
- PROPERTY BOUNDARY
- RIGHT-OF-WAY LINE
- ADDRESS PROPERTY LINE
- PROPOSED CONTRACT LINE
- PROPOSED EROSION CONTROL
- INTERMEDIATE CONTOUR LINE (PROPOSED)
- EROSION CONTROL FRENCH ROLLS
- EROSION CONTROL SILT FENCE
- DISTURBED AREA TO BE REVEGETATED
- EXISTING BUILDING FOOTPRINT
- EXISTING ROOF LEAK
- EXISTING CHAIN LINK FENCE LINE
- EXISTING WOOD FENCE LINE
- EXISTING RETAINING WALL
- EXISTING SITE WALL
- INDEX CONTOUR LINE (EXISTING)
- INTERMEDIATE CONTOUR LINE (EXISTING)
- EXISTING OVERHEAD COMMUNICATIONS LINE
- EXISTING POWER LINE
- EXISTING WATER LINE
- EXISTING ASPHALT SURFACE
- EXISTING CONCRETE SURFACE
- EXISTING 1" HIGH WIRE FENCE MARKED 7/8" GAP
- EXISTING 2" HIGH WIRE FENCE MARKED 7/8" GAP
- EXISTING SAND/GRANULAR
- EXISTING GAS METER
- EXISTING ELECTRIC METER
- EXISTING WATER METER
- EXISTING WATER VALVE
- EXISTING FIRE HYDRANT

UTILITY SERVICE PROVIDERS

- WATER: SANITARY ERIVATION DISTRICT
- SEWER: SANITARY ERIVATION DISTRICT
- GAS & ELECTRIC: CITY OF SOLANA BEACH
- TELEPHONE: CITY OF SOLANA BEACH
- CABLE TV: CITY OF SOLANA BEACH

SCHOOL DISTRICTS

- ELEMENTARY SCHOOL: SAN JUAN BEACH SCHOOL DISTRICT
- MIDDLE/JUNIOR HIGH SCHOOL: SAN JUAN BEACH SCHOOL DISTRICT



GENERAL NOTES

1. NO BUILDING, SITE GRADING, OR LANDSCAPING ARE PROPOSED UNDER THIS APPLICATION. THE PROPOSED GRADING AND LANDSCAPING ARE PROPOSED TO BE CONSTRUCTED AND COMPLETED BY THE RESPONSIBILITY OF EACH PARCEL OWNER UNDER A SEPARATE PERMIT AFTER REVISION OF THE PARCEL MAP.

ZONING SUMMARY

USE	MIN. SIDE SETBACKS (FEET)	PARCEL 1	PARCEL 2
LOT AREA	6,000 S.F.	41,133 S.F.	7,781 S.F.
STREET FRONTAGE	87'	81.07'	84.81'
LOT DEPTH (AVG.)	69'	157'	94.81'
LOT DEPTH (MIN.)	57'	157'	94.81'
LOT DEPTH (MAX.)	78'	157'	94.81'
3-AVERAGE LOT WIDTH	288'	288'	283'

SETBACKS: REVISION #9: 25'
 FRONT YARD: 5'
 SIDE YARD: 5'
 REAR YARD: 5'

GRADING TABULATION

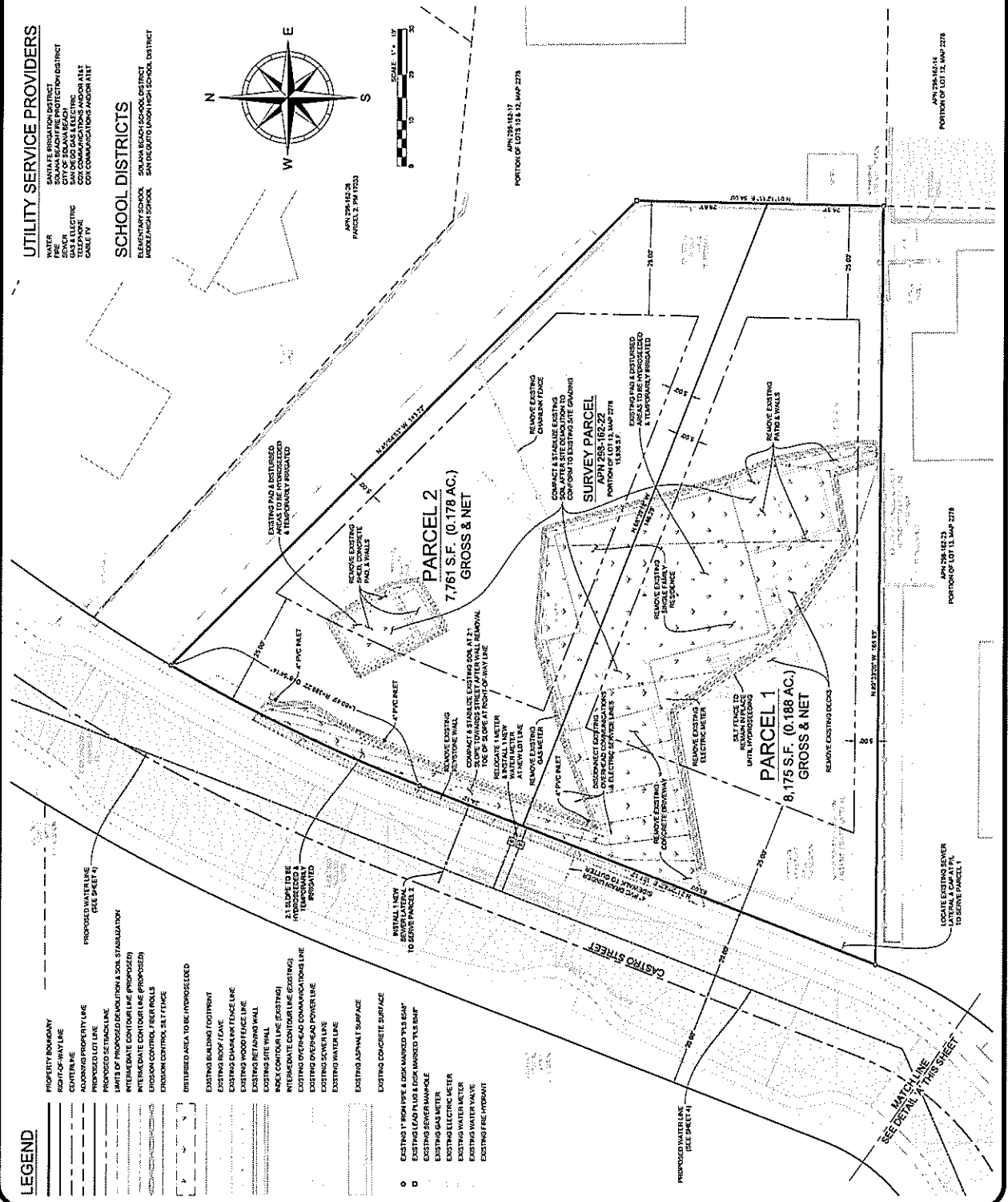
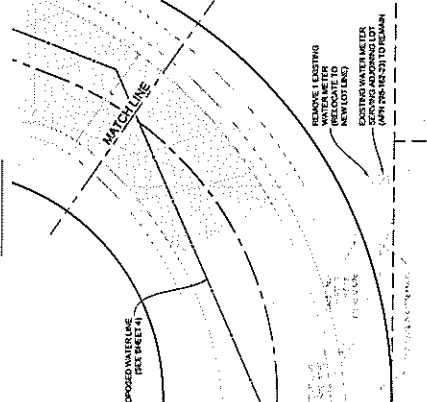
DIET	21CV	TOTAL
RE-CONSTRUCTION	815 S.F.	815 S.F.
RE-CONSTRUCTION	815 S.F.	815 S.F.
CUT FOR FOOTINGS	815 S.F.	815 S.F.
TOTAL	1,630 S.F.	1,630 S.F.

PERVIOUS & LANDSCAPED AREAS

PARCEL 1	PARCEL 2	TOTAL
PERVIOUS	1,630 S.F.	1,630 S.F.
LANDSCAPED	1,630 S.F.	1,630 S.F.
NON-REPAVED	1,630 S.F.	1,630 S.F.
TOTAL	3,260 S.F.	3,260 S.F.

NOTE: THE PAVED AREA INCLUDES ONLY THE EXISTING CONCRETE ON THE SITE THAT WILL BE REPAVED. THIS DOES NOT INCLUDE THE EXISTING CONCRETE ON THE CONCRETE DRIVEWAY EAST OF THE EXISTING WALL ALONG THE EAST/PAVEMENT PROPERTY LINE. NOTE: THESE ARE EXISTING IRRIGATION SYSTEMS ON THE SITE THAT WILL BE ABANDONED AFTER REVISION OF THE EXISTING HOUSE APPROXIMATELY 27.93 S.F. ON PARCEL 1 AND APPROXIMATELY 80 S.F. ON PARCEL 2.

DETAIL 'A'



TORGENSEN SURVEYING, INC.
 1012 MAR VISTA DR, VISTA, CA 92081
 619-532-9874 | TORGENSEN@GMAIL.COM

**TENTATIVE PARCEL MAP
 SITE PLAN WITH
 GRADING & EROSION CONTROL PLAN**

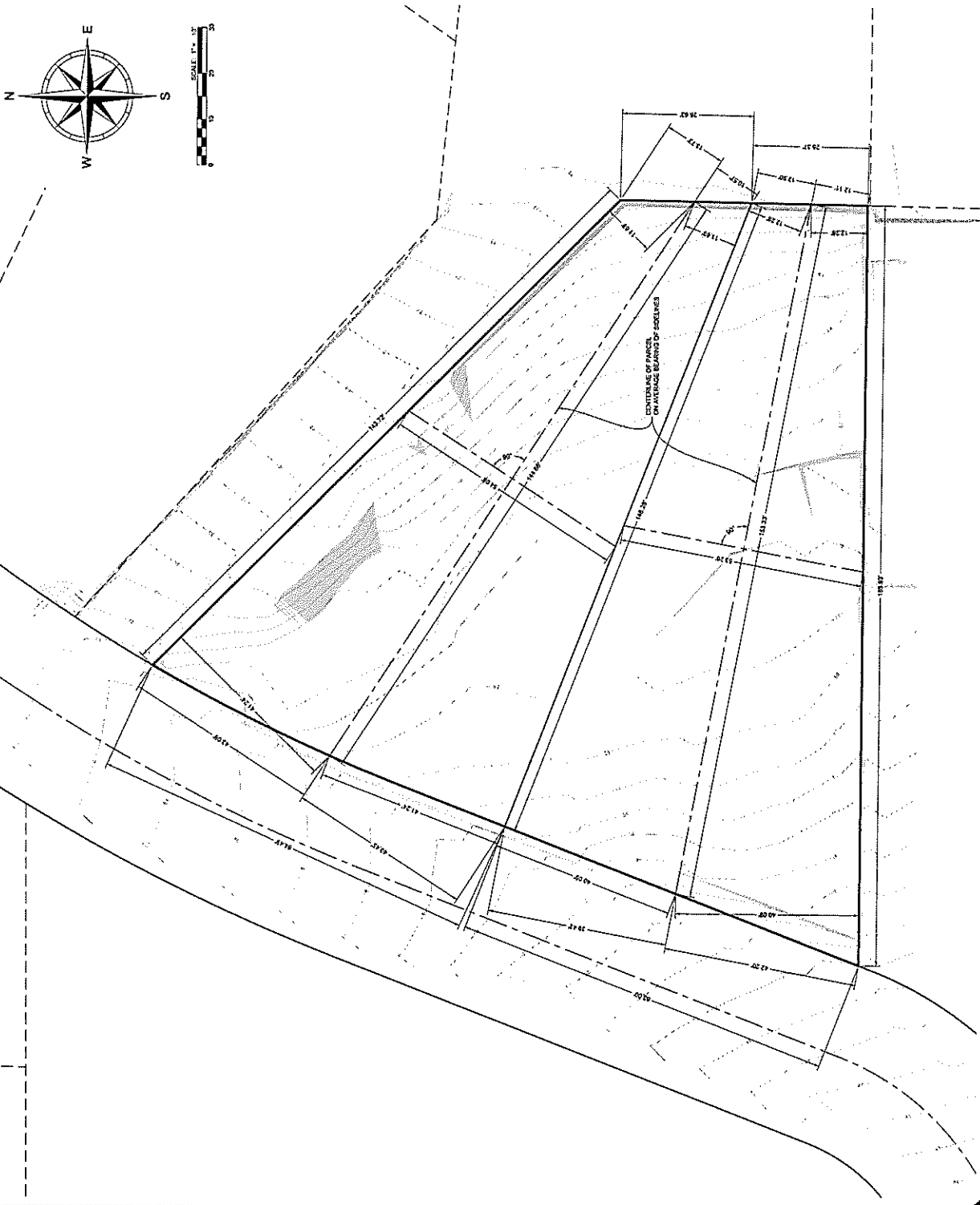
APN: 295-162-22
 REFERENCE: PM 1203

SURVEY DATE: 04/20/18
 DRAWN DATE: 05/22/18

JOB # 1621

SHEET 2 OF 4

ANALYSIS OF DEPTH TO WIDTH RATIO:
 FOUR METHODS WERE USED TO CALCULATE THE PARCEL DEPTH TO WIDTH RATIOS FOR THE PROPOSED PARCELS, AS TABULATED BELOW.



PARCEL 1

Method 1: Single rectangular parcel with a depth to width ratio of 1.00 (based on average parcel width).

Method	Depth (ft)	Width (ft)	Ratio
Method 1	100.00	100.00	1.00

Method 2: Single rectangular parcel with a depth to width ratio of 1.00 (based on average parcel width).

Method	Depth (ft)	Width (ft)	Ratio
Method 2	100.00	100.00	1.00

Method 3: Single rectangular parcel with a depth to width ratio of 1.00 (based on average parcel width).

Method	Depth (ft)	Width (ft)	Ratio
Method 3	100.00	100.00	1.00

Method 4: Single rectangular parcel with a depth to width ratio of 1.00 (based on average parcel width).

Method	Depth (ft)	Width (ft)	Ratio
Method 4	100.00	100.00	1.00

PARCEL 2

Method 1: Single rectangular parcel with a depth to width ratio of 1.00 (based on average parcel width).

Method	Depth (ft)	Width (ft)	Ratio
Method 1	100.00	100.00	1.00

Method 2: Single rectangular parcel with a depth to width ratio of 1.00 (based on average parcel width).

Method	Depth (ft)	Width (ft)	Ratio
Method 2	100.00	100.00	1.00

Method 3: Single rectangular parcel with a depth to width ratio of 1.00 (based on average parcel width).

Method	Depth (ft)	Width (ft)	Ratio
Method 3	100.00	100.00	1.00

Method 4: Single rectangular parcel with a depth to width ratio of 1.00 (based on average parcel width).

Method	Depth (ft)	Width (ft)	Ratio
Method 4	100.00	100.00	1.00

DENSITY CALCULATIONS

GROSS ACRES: 0.37 AC
 LESS PRIVATE STREET: 0.00 AC
 NET ACRES: 0.37 AC

TYPE	NUMBER	AREA (SQ FT)	AREA (AC)	PERCENT	PERCENT
RES	1	14,100	0.32	86.4	86.4
TOTAL	1	14,100	0.32	86.4	86.4

PER 1000 (1.25) 0.37 AC, A FRACTIONAL DENSITY OF 0.37 IS PROPOSED. THIS DENSITY IS PROPOSED UP TO THE NEAREST WHOLE NUMBER OF DEVELOPABLE UNITS. 1 IS ALLOWED. 2 IS PROPOSED.



TORGERSSEN SURVEYING, INC.
 1012 MAR VISTA DR, VISTA, CA 92081
 619-558-8874 | TORGERSSEN@GMAIL.COM

**TENTATIVE PARCEL MAP
 PARCEL WIDTH & DEPTH STUDY
 & DENSITY CALCULATIONS**

766 CASTRO STREET, SOLANA BEACH

APR 2014
 REVISION: 14/02/14

SURVEY DATE: 1/14
 DRAWING DATE: 02/27/14

JOB # 1621

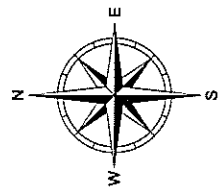
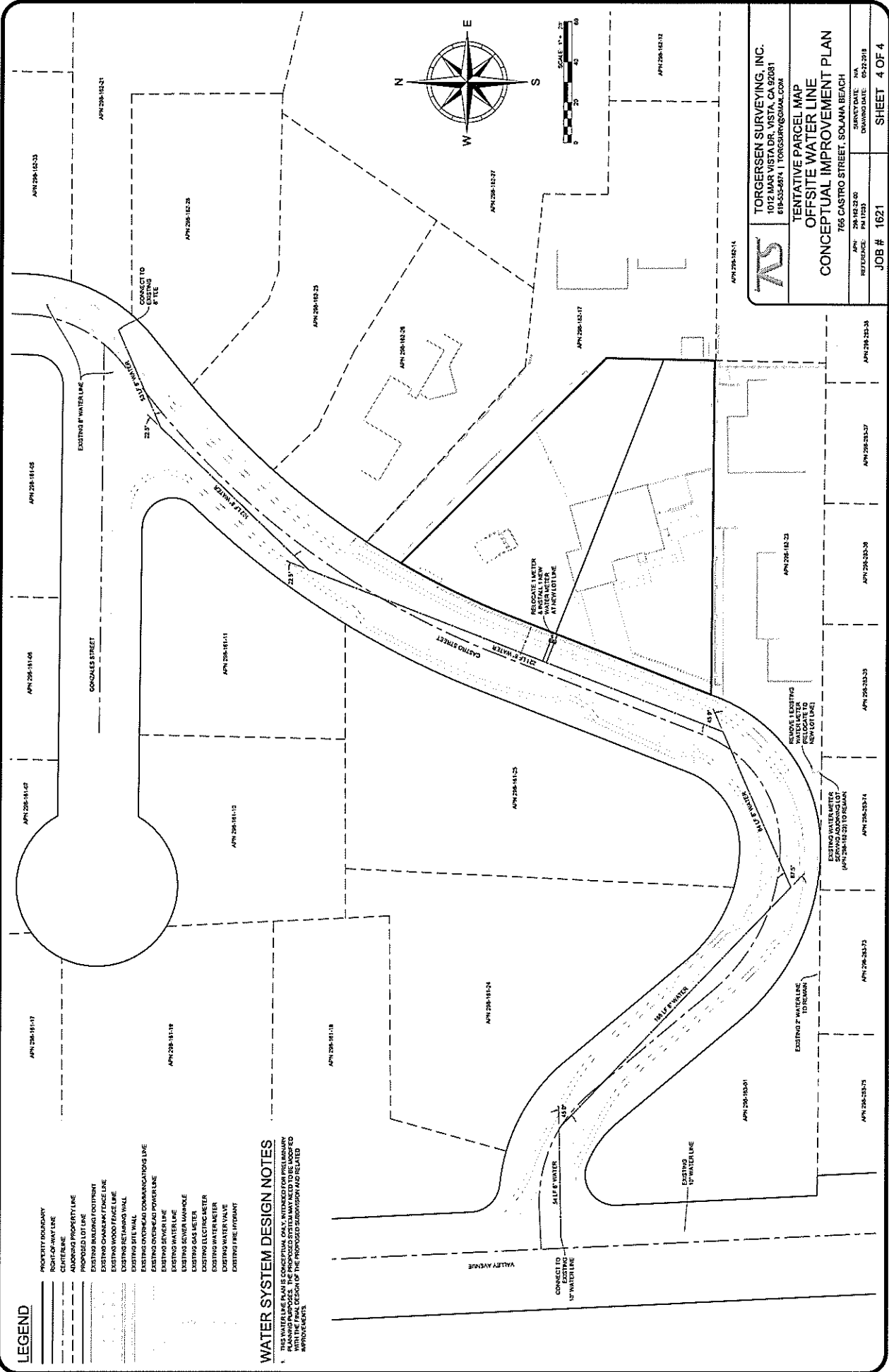
SHEET 3 OF 4

LEGEND

- PROPERTY BOUNDARY
- RIGHT-OF-WAY LINE
- CURBLINE
- ADJACENT PROPERTY LINE
- EXISTING DRIVEWAY
- EXISTING WALKWAY
- EXISTING CHAINSAW FENCE LINE
- EXISTING WOOD FENCE LINE
- EXISTING RETAINING WALL
- EXISTING SITE WALL
- EXISTING OVERHEAD COMMUNICATIONS LINE
- EXISTING OVERHEAD POWERLINE
- EXISTING SEWERLINE
- EXISTING GAS LINE
- EXISTING SLOPE MARKER
- EXISTING GAS METER
- EXISTING ELECTRIC METER
- EXISTING WATER METER
- EXISTING WATER VALVE
- EXISTING FIRE HYDRANT

WATER SYSTEM DESIGN NOTES

1. THIS WATER LINE PLAN IS CONCEPTUAL ONLY, INTENDED FOR PRELIMINARY PLANNING PURPOSES. THE PROPOSED SYSTEM MAY NEED TO BE MODIFIED UPON THE COMPLETION OF THE PROPOSED SUBDIVISION RELATED IMPROVEMENTS.



	TORGENSEN SURVEYING, INC. 1012 MAR VISTA DR, VISTA, CA 92081 619-553-4874 TORGERSURV@GMAIL.COM	
	SURVEY DATE: N/A DRAWING DATE: 02-22-19	JOB # 1621
TENTATIVE PARCEL MAP OFFSITE WATER LINE CONCEPTUAL IMPROVEMENT PLAN		SURVEY DATE: N/A DRAWING DATE: 02-22-19
166 CASTRO STREET, SOLANA BEACH		SHEET 4 OF 4



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: July 11, 2018
ORIGINATING DEPT: City Manager's/City Attorney's Office
SUBJECT: **Consideration of Resolution 2018-069 to Approve the Purchase and Sale Agreement for the Real Property Located at 700 Stevens Avenue and to Establish an Internal Service Fund to Receive Funds from the Sanitation Fund as a Loan to Pay for the Acquisition**

BACKGROUND:

The City of Solana Beach is a built-out coastal community and availability of vacant land is scarce. This past spring, 700 Stevens Avenue (Assessor's Parcel Nos 298-131-22, 27 and 28) ("Property") was listed for sale for \$2.8 million. The Property is approximately 28,978 square feet and is located immediately north of and adjacent to La Colonia Park. While the Property is zoned General Commercial, it is currently vacant.

The City Council directed the City Manager to submit an offer to acquire the property and, upon acceptance of that offer, to negotiate the price and terms with the Seller, Stevens Street, LLC for the purchase of the Property.

The requested action for this item is that the City Council consider adoption of Resolution 2018-069 (Attachment 1) to approve the Purchase and Sale Agreement for the Property) (Attachment 2) and to establish an internal service fund to receive funds from the City's Sanitation Fund as a loan to pay for the acquisition of the Property.

DISCUSSION:

Located immediately located north of and adjacent to La Colonia Park , the Property offers the City an opportunity to expand the existing open space, recreation and park use in the future. The City Attorney's Office retained an appraiser and obtained an appraisal for the Property. The appraisal report supports acquisition of the Property at

COUNCIL ACTION:

the listing price of \$2.8 million. Subject to feasibility matters, it is expected that escrow will close on September 12, 2018.

To pay for the acquisition of the Property, City staff recommends the City establish an internal service fund to receive funds from the City's Sanitation Fund (Sanitation). If money is borrowed from Sanitation, it would be reported in Sanitation as a "Due from Other Funds." The monies would be transferred to an internal service fund and reported as "Due to Other Funds."

The establishment of an internal service fund to receive funds from Sanitation as a loan to pay for the Property follows the same mechanism that was used in June 2011 to pay off the CalPERS Side Fund (Side Fund) amount of \$3,132,587. This amount was borrowed from Sanitation and transferred to an internal service fund. The Side Fund amount of \$3,132,587 was then paid from the internal service fund to CalPERS.

Each fiscal year, the budget units and funds that would have been used to pay towards the Side Fund continued to pay their share of the Side Fund based on the City's salary allocation schedule. These amounts were then transferred to the internal service fund. The internal service fund then made the annual loan payment due to Sanitation.

Over the seven-year term of the Side Fund repayment, the annual payment to Sanitation averaged \$470,574 from a low of \$426,648 in the first year to a high of \$516,904 in the seventh year. The eighth and final year payment is due next fiscal year, FY 2018/19, in an amount of \$168,269. The General Fund paid for 93% of the annual payment due to the internal service fund and non-General Fund monies paid for the remaining 7% of the annual payment due.

The interest rate for the CalPERS Side Fund borrowing was established by using a fixed rate based on the 7-Year U.S. Treasury bond coupon rate. This coupon rate was chosen to reflect placement of Sanitation Funds in the most low-risk, long-term investment vehicle, which would be reasonable index of valuing money invested at the time of the borrowing. A seven-years term was chosen because the payments due to CalPERS over the remaining twelve years of their amortization schedule at their stated discount rate of 7.75% would be the same payments due for seven years of their amortization schedule, plus a smaller principle payment due in an eighth year, using the 7-Year U.S. Treasury bond coupon rate.

Utilizing the same Sanitation loan and repayment structure, Staff is proposing three options for borrowing and repayment of \$2.8 million from Sanitation to purchase the Property. The proposed interest rates use Treasury Note rates as of May 31, 2018, with corresponding borrowing rates for 5 years, 7 years, or 10 years:

Principle	\$ 2,800,000
Loan Term (Years)	5
Annual Interest Rate	2.68%
Annual Payment	\$605,818
Total Interest Paid	\$229,088
Loan Term (Years)	7
Annual Interest Rate	2.78%
Annual Payment	\$445,699
Total Interest Paid	\$319,892
Loan Term (Years)	10
Annual Interest Rate	2.83%
Annual Payment	\$325,404
Total Interest Paid	\$454,040

Staff is recommending Council approve a seven-year term at 2.78% with an annual payment of \$445,699 since this payment most closely represents the PERS Side Fund term and annual payment amount.

CEQA COMPLIANCE STATEMENT:

The Proposed Project is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 15316 (Class 16) in that the acquisition of land in order to establish a park will not have a significant effect on the environment, and is thereby declared to be categorically exempt.

FISCAL IMPACT:

The General Fund will be paying to the internal service fund the annual amount due under the payment option approved by Council. For example, if Council approves the seven year term at 2.78% with an annual payment of \$445,699, this amount will be transferred each year to the internal service fund. The internal service fund will then transfer the same amount to Sanitation.

The annual payment will be budgeted in the Recreation Department's budget unit as an internal service expenditure charge and in the internal service fund as administrative revenue and a reduction of Due to Other Funds, with a corresponding reduction in Sanitation under Due from Other Funds.

Interest due with each payment will be charged to the Recreation Department as interest expense and to Sanitation as interest revenue.

Other expenditures related to the purchase of the Property, such as escrow, recording fees, and postage, will be charged to the Legal Services budget in the General Fund.

Staff completed an analysis of the level of Sanitation reserves that would be available over the seven-year life of the loan. The analysis reports that sufficient reserves would be available in the Sanitation budget over the life of the loan to continue to meet the operation, maintenance and CIP costs listed in the City's Sewer Master Plan and also meet the City's share of the SEJPA operation and CIP costs.

WORK PLAN: N/A

OPTIONS:

- Approve Staff recommendation.
- Approve Staff recommendation with alternative amendments / modifications.
- Do not approve Staff recommendation and provide direction.

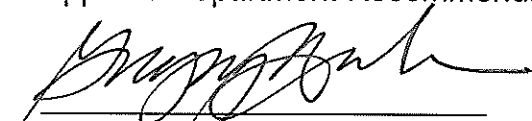
DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council consider adoption of Resolution 2018-069:

1. Approving the purchase and sale agreement for 700 Stevens Avenue (Purchase and Sale Agreement) for \$2.8 million.
2. Establishing an internal service fund named "Real Property Acquisition" to receive funds from the Sanitation Fund to pay for the acquisition of 700 Stevens Avenue.
3. Authorizing the transfer of \$2.8 million from the Sanitation fund to the "Real Property Acquisition" fund as a loan payable to the Sanitation fund at an annual interest rate of 2.78% for seven years with annual payments equal to \$445,699.
4. Authorizing the City Manager to take any and all actions needed to effectuate the purchase of 700 Stevens Avenue.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2018-069
2. Purchase and Sale Agreement for 700 Stevens Avenue

RESOLUTION 2018-069

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING THE PURCHASE AND SALE AGREEMENT FOR THE REAL PROPERTY LOCATED AT 700 STEVENS AVENUE AND TO ESTABLISH AN INTERNAL SERVICE FUND TO RECEIVE FUNDS FROM THE SANITATION FUND AS A LOAN TO PAY FOR THE ACQUISITION

WHEREAS, the City of Solana Beach is a built-out coastal community and availability of vacant land is scarce; and

WHEREAS, 700 Stevens Avenue (Assessor's Parcel Nos 298-131-22, 27 and 28) ("Property") was listed for sale for \$2.8 million; and

WHEREAS, the Property is approximately 28,978 square feet and is located immediately north of and adjacent to La Colonia Park; and

WHEREAS, the City Council directed the City Manager to submit an offer to acquire the property and, upon acceptance of that offer, to negotiate the price and terms with the Seller, Stevens Street, LLC for the purchase of the Property; and

WHEREAS, the City Attorney's Office retained an appraiser and obtained an appraisal for the Property and the appraisal report supports acquisition of the Property at the listing price of \$2.8 million.

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 approves the purchase and sale agreement for 700 Stevens Avenue (Purchase and Sale Agreement) for \$2.8 million.
3. That the City Council approves the establishment of an internal service fund named "Real Property Acquisition" to receive funds from the Sanitation Fund to pay for the acquisition of 700 Stevens Avenue.
4. That the City Council authorizes the transfer of \$2.8 million from the Sanitation fund to the "Real Property Acquisition" fund as a loan payable to the Sanitation fund at an annual interest rate of 2.78% for seven years with annual payments equal to \$445,699.

5. That the City Council authorizes the City Manager to take any and all actions needed to effectuate the purchase of 700 Stevens Avenue.

PASSED AND ADOPTED this 11th day of July 2018, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

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

DAVID A. ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

PURCHASE AND SALE AGREEMENT AND JOINT ESCROW INSTRUCTIONS

THIS PURCHASE AND SALE AGREEMENT AND JOINT ESCROW INSTRUCTIONS ("Agreement"), is entered into and effective as of May ____, 2018, (the "Effective Date") by and between STEVENS STREET LLC, a California limited liability company ("Seller"), and THE CITY OF SOLANA BEACH ("Buyer"), who agree as follows:

RECITALS:

A. Seller owns that certain real property in the City of Solana Beach ("City"), County of San Diego ("County"), California, consisting of approximately 28,978 square feet designated as Assessor's Parcel Nos. 298-131-22, 27 and 28 located at 700 Stevens Avenue, as more particularly described on Exhibit A attached hereto ("Property").

B. Buyer wishes to purchase the Property from Seller. Seller is willing to sell the Property to Buyer on the terms and subject to the conditions set forth below.

ARTICLE 1. AGREEMENT OF SALE; ESCROW

1.1 **Agreement.** In consideration of the covenants contained in this Agreement, Seller shall sell, and Buyer shall purchase, the Property for the fixed sum of \$2,800,000 ("Purchase Price"). The Purchase Price shall be paid by Buyer in installments as follows:

1.1.1 The sum of \$50,000 ("Initial Deposit") shall be delivered to Chicago Title Insurance Company in San Diego, California ("Escrow Holder") no later than three (3) business days after the Escrow Opening Date, which is the date both parties have signed and delivered this Agreement and the Escrow Instructions referred to in paragraph 1.2.1 herein to Escrow Holder ("Escrow Opening Date").

1.1.2 Concurrently with and in addition to delivery of the Initial Deposit, Buyer shall deliver to or as directed by Seller the sum of \$100 ("Independent Consideration") as independent consideration for the execution of this Agreement by Seller. The Independent Consideration shall be deemed earned by Seller as of the Escrow Opening Date and shall be non-refundable to Buyer in all events. The Independent Consideration shall be credited against the Purchase Price.

1.1.3 Upon Buyer's approval of the Feasibility Matters, Buyer shall deliver the an additional sum of \$50,000 to Escrow Holder ("Second Deposit"). Following Buyer's delivery of the Second Deposit to Escrow Holder, the Initial Deposit and the Second Deposit together (total of \$100,000) shall be referred to as the "Deposit."

1.1.4 The balance of the Purchase Price, after crediting the Deposit and the Independent Consideration, shall be payable on or before the Closing Date (defined below).

1.2 **Escrow and Closing.**

1.2.1 **Escrow.** Promptly after this Agreement is signed by both parties, this Agreement shall be delivered to Escrow Holder. Each party shall separately execute such joint

escrow instructions ("Escrow Instructions") as are reasonably requested by Escrow Holder to establish an escrow ("Escrow") to effect the sale of the Property from Seller to Buyer as contemplated hereunder. If there are any conflicts between this Agreement and the Escrow Instructions, this Agreement governs and controls.

1.2.2 Closing Date. The closing of the Escrow ("Closing" or "Close of Escrow") shall occur on that date which is thirty (30) days following the expiration of the Feasibility Period ("Closing Date").

1.3 Title. Seller shall obtain an CLTA standard coverage owner's policy of title insurance ("Title Policy"), issued by Chicago Title Insurance Company ("Title Insurer") with liability in the amount of the Purchase Price, insuring that fee title to the Property vests in Buyer subject to the following excepted items (collectively, "Permitted Exceptions"): (i) the exclusions listed in the standard "Schedule of Exclusions from Coverage" of the Title Policy; (ii) all taxes, assessments and other charges against the Property evidenced by the secured tax bill issued by the Tax Collector of the County ("Property Taxes") which are, as of the Close of Escrow, not delinquent; (iii) any matters described in the preliminary report ("Preliminary Report") to be issued by Title Insurer within fifteen (15) days after the Effective Date and any survey required by Title Insurer which are approved by Buyer during the Feasibility Period described below; and (iv) any liens and encumbrances voluntarily imposed by Buyer; provided, however, that notwithstanding anything herein to the contrary, in no event will any delinquent Property Taxes, deeds of trust or mortgages, mechanic's liens, abstracts of judgment, leases, options or *lis pendens* notices be deemed to be Permitted Exceptions, and Seller shall be solely responsible for removing any such matters (as well as for paying any delinquent Property Taxes) prior to or concurrently with the Closing. At Buyer's election, the Title Policy shall be an ALTA extended coverage owner's policy, in which case Buyer shall be responsible for any survey required by Title Insurer and for any additional premium for the ALTA extended coverage policy above what would have been payable for an ALTA standard coverage policy.

1.4 Feasibility Period. Buyer shall have until 75 days after the Escrow Opening Date ("Feasibility Period") in which to review, inspect, investigate, and approve, at Buyer's sole cost and expense any and all matters concerning or relating to the Property, including, but not limited to, the state of title and the physical condition, appearance, marketability, development potential, geological conditions, environmental conditions, any pest and vector control problems, any studies or investigations made by Buyer pursuant to Paragraphs 2.2 and 2.3, all other aspects of the Property and the Project which Buyer, in its sole discretion, deems material to Buyer's decision to purchase the Property (collectively, the "Feasibility Matters"). The Closing is contingent upon Buyer's delivery of the Second Deposit to Escrow Holder on or before 5:00 p.m. (California time) on the last day of the Feasibility Period. Buyer's delivery of the Second Deposit constitutes Buyer's satisfaction of this condition. If Buyer fails to deliver the Second Deposit by the last day of the Feasibility Period, then Buyer shall be deemed to have disapproved the Feasibility Matters, which it may do for any reason or no reason, and this condition shall be conclusively deemed to have failed.

1.5 Deposit. If Buyer fails to deliver the Second Deposit within the time specified in Paragraph 1.4, then Escrow shall be terminated and the First Deposit shall be returned to Buyer less Escrow and title termination charges (if any). If Buyer delivers the Second Deposit as

required, then the Deposit becomes non-refundable to Buyer in all circumstances other than the failure of the Escrow to close because of the default of Seller or the failure of a condition precedent to Buyer's obligations set forth in Paragraph 1.7 (ii) or (iii). The Deposit shall be applicable to the Purchase Price upon Closing. If Escrow fails to close because of the default of Seller or the failure of a condition precedent to Buyer's obligations set forth in Paragraph 1.7 (ii) or (iii), then the Deposit shall be returned to Buyer by Seller upon termination of Escrow pursuant to Paragraph 1.9.

1.6 Deliveries to Escrow Holder.

1.6.1 Buyer's Deliveries.

(a) Buyer shall deliver the Deposit when and as required under Paragraph 1.1.

(b) No later than 10:00 a.m. (California time) on the Closing Date, Buyer shall deliver to Escrow Holder, in immediately available funds ("Cash"), the balance of the Purchase Price (after crediting the Deposit and Independent Consideration), and the charges to Buyer described in Paragraph 1.10.3. Buyer's obligation to deliver funds on the Closing Date is conditional upon Buyer's receipt of written or telephonic notification by Escrow Holder that, except for the receipt and disbursement of Cash and the recording of documents, the Escrow is in condition to be closed.

1.6.2 Seller's Deliveries.

(a) Seller shall, no later than the third business day before the Closing Date, deliver to Escrow Holder: (i) a grant deed on Title Insurer's standard printed form ("Grant Deed"), conveying marketable title to and a fee simple interest in the Property to Buyer free and clear of all title defects, liens, encumbrances, leases, rental agreements, licenses, and other matters other than the Permitted Exceptions; (ii) a General Assignment and Transfer in the form attached as Exhibit B ("Assignment"); (iii) a certification as to the non-foreign status of Seller for federal tax withholding purposes, completed and executed by Seller; (iv) a Withholding Exemption Certificate on California Franchise Tax Board Form 593-C, duly executed by Seller; and (v) shall cause Escrow Holder to deliver to Buyer a Natural Hazard Disclosure Statement as further described in paragraph 3.5 below.

1.7 Additional Conditions to Close of Escrow. In addition to Buyer's approval of the Feasibility Matters by delivery of the Second Deposit, the Closing is contingent upon, as of the Closing Date: (i) there having been no material adverse change in the condition of the Property occurring subsequent to Buyer's satisfaction of its Feasibility Determination pursuant to paragraph 2.1; (ii) all of Seller's representations and warranties shall be materially true and correct as of the Closing Date; (iii) Seller shall not be in material default of its obligations hereunder; (iv) there is no tenant or occupant in possession of the Property; and (v) Buyer's approval of the Grant Deed and Escrow Holder's Closing Statement. The conditions set forth in clauses (i) through (v) are for the benefit of Buyer, and if not satisfied by the Closing Date may thereafter be waived unilaterally by Buyer unless and until such time as either party elects to terminate this Agreement and the Escrow pursuant to Paragraph 1.9. Any such waiver will be effective only if the same is in writing,

signed by the waiving party, and delivered to Escrow Holder prior to delivery by either party of a written notice of termination pursuant to Paragraph 1.9.

1.8 **The Closing.** Escrow Holder shall close the Escrow on the Closing Date by filing for record the Grant Deed (and such other documents as may be necessary to procure the Title Policy), and delivering the Assignment to Buyer, WHEN AND ONLY WHEN each of the following conditions has been satisfied: (i) all funds and documents described in Paragraph 1.6 have been delivered to Escrow Holder; (ii) Title Insurer is irrevocably committed to issue the Title Policy; and (iii) the conditions of Paragraph 1.7 have been either satisfied or waived by Buyer.

1.9 **Termination.** If Escrow Holder cannot close Escrow by the Closing Date because any condition in Paragraph 1.8 has not been satisfied, each party who is not then in default hereunder shall have the right (but not the obligation) to terminate this Agreement by delivering a written notice of termination to Escrow Holder. If the notice is delivered, the Escrow shall be terminated. Unless the termination was the result of Seller's default hereunder, Buyer shall within 5 business days after termination deliver to Seller, without representation or warranty and subject to the rights of any consultants or design professionals, all documents relating to the Property and its development that were delivered by Seller or were generated by third-party consultants and engineers for Buyer (except for financial projections and proprietary information).

1.10 **Prorations, Fees and Costs.**

1.10.1 **Prorations.** Escrow Holder shall prorate (*i.e.*, apportion) Property Taxes between the parties, to the Close of Escrow, based on the latest information available to Escrow Holder. All prorations shall be done based strictly upon the date on which the Close of Escrow occurs, without regard to the payment due date. Buyer and Seller agree to re-prorate the proration if, after the Close of Escrow, more accurate or definitive information becomes available with respect thereto. The party receiving such information shall deliver written notice thereof to the other party within 5 days of such receipt and, within 5 days thereof, the parties shall re-prorate the affected matter and a party which is thereby shown to have received an excess credit shall to the extent of such excess immediately reimburse the other party. All prorations called for in this Agreement shall be made on the basis of a 30-day month.

1.10.2 **Seller's Charges.** Seller shall pay (i) all Documentary Transfer Tax; (ii) the base premium for the Title Policy; (iii) one-half of Escrow Holder's fee; (iv) fees for beneficiaries' statements; (v) usual seller's document drafting and recording charges; and (vi) other charges customarily paid by a seller in the County.

1.10.3 **Buyer's Charges.** Buyer shall pay (i) one-half of Escrow Holder's fee; (ii) usual buyer's document drafting and recording charges; (iii) any costs for an extended coverage Title Policy or endorsements to the Title Policy in excess of the base premium; and (iv) other charges customarily paid by a buyer in the County.

ARTICLE 2. PRE CLOSING RIGHTS AND OBLIGATIONS

2.1 **Buyer's Feasibility Determination.** No later than 5 days after the Escrow Opening Date, Seller shall deliver to Buyer any plans, surveys, maps, engineering or architectural work, studies, reports, permits, contracts, authorizations, and other documents, information and materials

pertaining to the Property, including without limitation environmental site assessments, soil tests, ground water tests, utility line studies, improvement plans, development agreements, assessments, and all leases which are in Seller's possession (collectively, "Property Documents"). Additionally, no later than 5 days after the Escrow Opening Date, Seller shall: (i) cause Title Insurer to deliver to Buyer the Preliminary Report together with copies of all documents and items listed as exceptions therein and a color plotting of all easements listed as exceptions therein; and (ii) disclose to Buyer all known environmental issues and other issues concerning or relating to the condition of the Property to the best of Seller's actual knowledge. Property Documents shall not include Seller documents that are protected by the attorney client and (or) the attorney work product privilege and Seller's economic analysis and appraisals with respect to the Property or its potential development.

2.2 **Entry by Buyer.** Buyer and its agents, contractors and consultants may, during the term of this Agreement, upon at least 48 hours' written or telephonic notice, reasonably go upon the Property for purposes of inspecting the Property to determine the suitability of the Property for Buyer's contemplated use. Buyer may also conduct environmental and soils tests on the Property, but following such tests shall restore the Property to its previous condition. Buyer will indemnify, defend and hold Seller and the Property harmless from any claim, cost actually incurred, lien, action or judgment (including, without limitation, Seller's reasonable attorneys' fees and defense costs): (i) incurred for surveyors, engineers, architects and others implementing the purposes of this Paragraph hired by Buyers; and (ii) for personal injury and property damage caused by Buyer or any of its employees, agents or independent contractors concerning such inspections of the Property; provided, however, that Buyer shall have no indemnification obligations with respect to (x) the pre-existing presence and discovery of Hazardous Materials (defined below), (y) the results or findings of any tests, studies or reports resulting from or relating to such inspections, or (z) the effect of any governmental action which results from such tests, studies or reports. If this Agreement is terminated for any reason, Buyer will, immediately after such termination, at Buyer's sole cost, repair any physical damage resulting from its activities thereon. Before doing any tests or inspections as contemplated by this Paragraph, Buyer shall secure and maintain, at Buyer's sole cost, a commercial general liability and property damage insurance policy covering Buyer's activities on the Property, with combined limits of \$2,000,000 for personal injury or death, \$1,000,000 for property damage, and \$2,000,000 policy limit for aggregate operations on an occurrence basis, which shall name Seller as an additional insured. Evidence of the required insurance, in the form of a certificate or endorsement, shall be provided to Seller prior to any entry by Buyer or its consultants and contractors pursuant to this Paragraph.

2.3 **Buyer's Environmental Site Assessment.** As used herein, the term "Hazardous Materials" means any substance, material or other thing present in sufficient amounts to be in violation of federal, state or local statute or ordinance by reason of its potential for harm to human health or the environment, or because of its flammability, toxicity, reactivity or corrosiveness. Accordingly, and without limiting any representation of Seller regarding Hazardous Materials, the parties agree that Buyer shall have the right to obtain and approve a Phase I environmental site assessment made at Buyer's expense under Buyer's direction, and other studies or investigations made by Buyer relating to the presence of Hazardous Materials or other environmental conditions on the Property.

2.4 **Future Action.** During the term of this Agreement, without the prior written consent of Buyer, Seller shall not execute or consent to the execution of any document, agreement or other instrument which may result in an alteration of the condition of title as approved by Buyer, extend the Closing Date, affect the Property, or impair the ability of Seller to deliver title to the Property to Buyer in accordance with the terms of this Agreement.

2.5 **Management of Property.** Seller shall manage the Property through the Closing in a reasonable manner, shall not commit or permit any waste or nuisance to occur, and shall not voluntarily take any action or omission which would cause any of the representations or warranties of Seller contained herein to become inaccurate or any of the covenants of Seller to be breached. Without Buyer's prior consent, Seller shall not take or knowingly permit any action that would alter the topography or other aspects of the physical condition of the Property; provided, however, that Seller shall have the right and obligation to maintain the Property such that no vegetation or standing water is created or maintained that would constitute a nuisance or otherwise jeopardize the Property. Seller shall comply with all of its obligations imposed by law or by any title restrictions or agreements relating to the Property, including payment of Property Taxes. Seller shall not enter into any leases, licenses or occupancy agreements, nor modify any existing ones, in either case where the occupancy could survive the Close of Escrow, without Buyer's prior consent, which shall be at Buyer's reasonable discretion.

ARTICLE 3. ACKNOWLEDGMENTS, REPRESENTATIONS, WARRANTIES AND COVENANTS

3.1 **Brokerage Commissions.** Seller and Buyer each represents to the other that no brokerage commission, finder's fee or other compensation of any kind is due or owing to any person or entity in connection with the transactions covered by this Agreement other than to Seller's Broker, Victor Krebs, of Colliers International who is representing Seller only in this transaction and shall be paid by Seller pursuant to separate written agreement. Each party agrees to and does hereby indemnify, defend and hold the other harmless from and against any and all costs, liabilities, losses, damages, claims, causes of action or proceedings which may result from any broker, agent or finder, licensed or otherwise, claiming through, under or by reason of the conduct of the indemnifying party in connection with this transaction.

3.2 Buyer's Acknowledgments, Representations and Warranties.

3.2.1 **Duly Organized.** Buyer is duly organized, validly existing and in good standing under the laws of the State of California with full power and authority to consummate the transaction contemplated hereby.

3.2.2 **Due Authorization.** This Agreement has been duly authorized by all requisite action, and the person executing this Agreement on behalf of Buyer has full power and authority to execute this Agreement, to undertake and consummate the transactions contemplated hereby, and to pay, perform and observe all of the conditions, covenants, agreements and obligations contained herein.

3.2.3 **No Default.** The consummation of the transaction contemplated by this Agreement, and the payment and performance of all of the obligations of Buyer hereunder, will

not result in any breach of, or constitute a default under, any contract, loan or credit agreement, corporate charter, bylaws, trust indenture or other instrument to which Buyer is a party or by which Buyer may be bound or affected.

3.3 **Seller's Representations and Warranties.** In addition to any other express agreements of Seller contained in this Agreement, the matters set forth in this Paragraph 3.3 constitute representations and warranties by Seller, all of which are made to the best of Seller's knowledge and which are true and correct as of the Escrow Opening Date and shall be reaffirmed by Seller as of the Closing Date as if remade at that time. Seller's knowledge regarding its representations and warranties shall be to its actual knowledge without any duty to investigate but shall include information obtained from any source at any time prior to the Close of Escrow. The parties agree that Seller's representations and warranties shall survive the Close of Escrow for a period of six (6) months only ("Limitation Period") and that Buyer shall provide actual written notice to Seller of any breach of such representations and warranties and if the breach is curable, then Buyer shall allow Seller thirty days after Buyer's delivery of written notice of breach to Seller within which to cure such breach. If, after the Close of Escrow, Seller fails to cure such breach after actual written notice and within such cure period, Buyer's sole remedy as to any such breach shall be an action at law, which must be commenced, if at all, within two months after the expiration of the Limitation Period. The Limitation Period referred to herein shall apply to known as well as unknown breaches of such representations or warranties.

3.3.1 **Binding Effect of Documents.** Upon execution and delivery by Seller, this Agreement and all other documents executed hereunder will have been duly entered into by Seller, and will constitute legal, valid and binding obligations of Seller. This Agreement does not violate or will violate any contract, document, understanding, agreement or instrument to which Seller is a party or by which Seller is or will be bound.

3.3.2 **Title to the Property.** Seller is the sole fee title owner to the Property, and has good, marketable and indefeasible title, and no other person or entity has any right or interest in the Property except as set forth in the Preliminary Report.

3.3.3 **No Default.** Seller is not in material default under any contracts, leases, agreements, easements or any other documents or instruments relating to or affecting this Agreement or the Property.

3.3.4 **Pending Transactions, Suits or Proceedings.** There are no transactions, suits, proceedings, litigation, bankruptcy or insolvency proceedings, condemnation, or investigations pending or threatened against or affecting Seller or the Property which would prevent Seller from meeting any of its obligations under this Agreement, or which could result in a material adverse change in the condition, operation, developability or marketability of the Property from its condition on Escrow Opening Date.

3.3.5 **No Third-Party Rights to Acquire Property.** No person, firm or entity other than Buyer has any rights in or right to acquire, lease or obtain any interest in any part of the Property, and as long as this Agreement remains in force, Seller will not, without Buyer's prior written consent, lease, transfer, option, mortgage, pledge, encumber or convey any interest in any portion of the Property, nor any right therein, nor shall Seller enter into any agreement granting to

any person or entity any option to purchase or rights superior to Buyer with respect to the Property or any part thereof.

3.3.6 Hazardous Materials. Seller has not stored or caused to be stored upon the Property any Hazardous Materials, and except as may be shown in the Property Documents, Seller has no knowledge that any of the Seller's predecessors-in-interest stored or caused to be stored any Hazardous Materials on the Property or that any Hazardous Materials now exist in, on or under the Property.

3.3.7 Access; Possession. There are no leases, rental agreements, licenses, tenancies, or occupancy agreements in effect on the Property as of the Effective Date and continuing to the Closing Date, Seller has sole possession of the Property and possession of the Property can and will be delivered to Buyer upon the Close of Escrow free and clear of any tenancies and rights of parties in possession.

3.3.8 No Violation of Law. As of the Escrow Opening Date, Seller has received no written notices from governmental authorities pertaining to violations of law or governmental regulations with respect to the Property with which Seller has not fully complied or corrected.

3.3.9 Consultant Agreements. All amounts payable by Seller pursuant to any contract or agreement affecting the Property have been and will continue to be paid on a current basis. Buyer will have no obligation or liability with respect to any such contracts or agreements following the Close of Escrow unless and except to the extent that Buyer specifically elects to assume the same.

3.3.10 No Liens. There are no liens, encumbrances, covenants, conditions, reservations, restrictions, easements or other matters affecting the Property except as disclosed in the Preliminary Report.

3.3.11 Foreign Person. Seller warrants that no individual or entity which, under the terms of this Agreement, will transfer United States Real Property Interests, as defined in Section 897(c) of the Internal Revenue Code, is a "foreign person" within the meaning of Section 1445(f) of the Internal Revenue Code. Seller agrees to execute and deliver through escrow, prior to the Close of Escrow, any affidavit required by Buyer verifying the warranty specified in this Paragraph.

3.3.12 Seller Not Listed on OFAC. Seller is not listed on the Specially Designated Nationals and Blocked Persons List maintained by the Office of Foreign Asset Control, Department of the Treasury ("OFAC") or on any other list of terrorists or terrorist organizations maintained pursuant to any of the rules and regulations of OFAC or pursuant to any other applicable governmental rules, regulations or orders (collectively, "Lists"). Seller is not owned or controlled by, nor does Seller act for or on behalf of, any person or entity on any of the Lists or any other person or entity that has been determined by competent authority to be subject to the prohibitions contained in governmental rules, regulations or orders pertaining to terrorists or terrorist organizations.

3.3.13 Duly Organized. Seller is duly organized, validly existing and in good standing under the laws of the State of California with full power and authority to consummate the transaction contemplated hereby.

3.3.14 Due Authorization. This Agreement has been duly authorized by all requisite action, and the person executing this Agreement on behalf of Seller has full power and authority to execute this Agreement, to undertake and consummate the transactions contemplated hereby, and to pay, perform and observe all of the conditions, covenants, agreements and obligations contained herein.

3.3.15 No Default. The consummation of the transaction contemplated by this Agreement, and the payment and performance of all of the obligations of Buyer hereunder, will not result in any breach of, or constitute a default under, any contract, loan or credit agreement, corporate charter, bylaws, trust indenture or other instrument to which Seller is a party or by which Buyer may be bound or affected.

3.4 Untruth or Invalidity of Representations or Warranties; Material Change. In the event that, during the period between the execution of this Agreement and the Close of Escrow, Seller learns or has a reason to believe that any of Seller's representations and warranties have ceased or may cease to be true, Seller shall give notice to Buyer immediately (which notice shall include copies of any instrument, correspondence or document upon which Seller's notice is based). If any of Seller's representations and warranties are not true and correct as of the Close of Escrow date in any material respect, Buyer may elect, in its sole and absolute discretion, to declare that a condition precedent hereunder to Buyer's obligations to purchase contained in paragraph 1.7 has not been met, and provided that Seller does not thereafter effect a timely cure of such failure pursuant to the cure provisions of this Agreement, if any, then Buyer shall be entitled (i) to terminate this Agreement and obtain a refund of the Deposit, or (ii) to elect to close despite any such material change and waive any right to recover for the failure of such representations and warranties.

3.5 Natural Hazard Disclosure Statement. Within ten (10) days after the Escrow Opening Date, Seller shall cause Escrow Holder to provide Buyer with a Natural Hazard Disclosure Statement pursuant to the Natural Hazard Disclosure Act, California Government Code Sections 8589.3, 8589.4, and 51183.5, and California Public Resources Code Sections 2621.9, 2694, and 4136, and any successor statutes or laws.

3.6 AS-IS Purchase. Buyer acknowledges and agrees that except as set forth in Paragraph 3.3 Seller has not made, does not make and specifically negates and disclaims any representations or warranties of any kind or character whatsoever, whether express or implied, oral or written, past, present or future, of, as to, concerning or with respect to (a) the value, nature, quality of condition of the Property, including, without limitation, the water, soil and geology; (b) the income to be derived from the Property; (c) the suitability of the Property for any and all activities and uses which Buyer may conduct thereon; (d) the compliance of or by the Property or its operation with any laws, rules, ordinances or regulations of any applicable governmental authority or body; (e) the habitability, merchantability, marketability, profitability or fitness for a particular purpose of the Property; or (f) any other matter with respect to the Property, and specifically (except as set forth herein) that Seller has not made, does not make, and specifically


disclaims any representations regarding compliance with any environmental laws and regulations relating to Hazardous Materials. Buyer further acknowledges and agrees that any information prepared by a third party for Seller and provided or to be provided by or on behalf of Seller with respect to the Property was obtained from a variety of sources and that Seller has not made any independent investigation or verification of such information and makes no representations as to the accuracy or completeness of such information. Seller is not liable or bound in any manner by any oral or written statements, representations or information pertaining to the Property, or the operation thereof, furnished by any real estate broker, agent, employee, servant or other person. The Closing of the purchase of the Property by Buyer hereunder shall be conclusive evidence that: (x) Buyer is satisfied with Buyer's inspection of the Property; (y) Buyer accepts the Property as being in good and satisfactory condition and suitable for Buyer's purposes; and (z) the Property fully complies with Seller's covenants and obligations hereunder. Buyer further acknowledges and agrees that the sale of the Property as provided for herein is made on an AS-IS condition and basis with all faults, subject to Seller's representations and warranties in Paragraph 3.3.

ARTICLE 4. OTHER MATTERS OF AGREEMENT

4.1 **Liquidated Damages for Default by Buyer.** THE PARTIES AGREE THAT THE PURCHASE PRICE HAS BEEN DETERMINED NOT ONLY BY A CONSIDERATION OF THE VALUE OF THE PROPERTY *PER SE* BUT ALSO BY A CONSIDERATION OF THE VALUE OF THE VARIOUS COVENANTS, CONDITIONS AND WARRANTIES OF THIS AGREEMENT AS THEY RELATE TO THE PROPERTY. THE CONSIDERATION OF SUCH VALUES, SOMETIMES MEASURABLE IN RELATION TO KNOWN EXTERNAL STANDARDS AND SOMETIMES DETERMINED ONLY BY SUBJECTIVE BUSINESS JUDGMENTS OF THE PARTIES, ARE ALL INTERRELATED AND AFFECTED BY THE PARTIES' ULTIMATE AGREEMENT UPON THE PURCHASE PRICE. THE PARTIES HAVE DISCUSSED AND NEGOTIATED IN GOOD FAITH UPON THE QUESTION OF THE DAMAGES THAT WOULD BE SUFFERED BY SELLER IN THE EVENT BUYER BREACHES THIS AGREEMENT AND HAVE ENDEAVORED TO REASONABLY ESTIMATE SUCH DAMAGES AND THEY HEREBY AGREE THAT, BY REASON OF THE AFORESAID CONSIDERATIONS, (I) SUCH DAMAGES ARE AND WILL BE IMPRACTICABLE OR EXTREMELY DIFFICULT TO FIX, (II) LIQUIDATED DAMAGES IN THE AMOUNT OF THE DEPOSIT ARE AND WILL BE REASONABLE, (III) IN THE EVENT OF SUCH BREACH, SELLER SHALL BE ENTITLED TO THE DEPOSIT AS SUCH LIQUIDATED DAMAGES AS ITS SOLE AND EXCLUSIVE REMEDY, AND (IV) IN CONSIDERATION OF THE PAYMENT OF SUCH LIQUIDATED DAMAGES, SELLER SHALL BE DEEMED TO HAVE WAIVED ALL OTHER CLAIMS FOR DAMAGES OR RELIEF AT LAW OR IN EQUITY (INCLUDING ANY RIGHTS SELLER MAY HAVE PURSUANT TO CIVIL CODE §3389 AND §1680 OR OTHERWISE TO SPECIFIC PERFORMANCE OF THIS AGREEMENT).



Seller's Initials



Buyer's Initials

4.2 **Remedies for Default by Seller.** In the event that this Agreement is terminated or this Escrow is prevented from closing by reason of Seller's default, Buyer shall be entitled to pursue either specific performance of this Agreement or the return of the Deposit plus reimbursement for

Buyer's actual documented third party out of pocket costs (not to exceed \$25,000) incurred to conduct due diligence investigations, inspections, consultants, reports, Buyer's cancellation fees, if any, to Escrow Holder and Title Company, and Buyer's fees for appraisers and attorneys concerning this Agreement.

4.3 **Cure Notice.** Should either party be in breach of or default under or otherwise fail to comply with any of the terms of this Agreement, the complying party shall have the option of terminating this Agreement on 10 days' written notice to the other party of the alleged breach or default and failure by such other party to cure such breach within such 10-day period. The non-defaulting party shall promptly notify the defaulting party in writing of the alleged default on obtaining knowledge thereof. The Closing Date shall be extended to the extent necessary to afford the defaulting party the full 10-day period within which to cure such default.

4.4 **Assignment.**

4.4.1 **By Buyer.** Buyer shall not assign to any person(s) any or all of Buyer's rights in this Agreement without the prior written consent of Seller, which shall not be unreasonably withheld.

4.4.2 **By Seller.** Seller shall not assign this Agreement or its rights and obligations hereunder without Buyer's written approval, which Buyer may withhold in its sole and absolute discretion.

4.5 **Notices.** Unless otherwise specifically provided herein, all notices, demands or other communications given hereunder shall be in writing and shall be deemed to have been duly delivered upon personal delivery or as of the second business day after mailing by United States certified mail, return receipt requested, postage prepaid, or as of the first business day after sending by overnight commercial courier, or as of the day of sending by facsimile transmission or electronic mail (with hard copy mailed first class the same day), addressed as follows:

If to Seller, to: STEVENS STREET LLC
 P.O. Box 371347
 San Diego, California 92137
 Attention: Ronald L. Neeley
 Telephone: (858) 755-9933
 Facsimile: (858) 755-1399
 Email: rneeley@me.com

With a copy to: Seltzer Caplan McMahon Vitek
 750 B Street, Suite 2100
 San Diego, California 92101
 Attention: David J. Dorne, Esq.
 Telephone: (619) 685-3027
 Facsimile: (619) 720-6806
 Email: dorne@scmv.com

If to Buyer, to: CITY OF SOLANA BEACH
635 South Highway 101
Solana Beach, California 92075
Attn: Gregory Wade, City Manager
Telephone: (858) 720-2400
Facsimile: (858) 720-2455
Email: gwade@cosb.org

If to Escrow Holder,
to: Chicago Title Insurance Company
2365 Northside Drive, Suite 600
San Diego, California 92108
Attention: Annemarie Lo Coco
Telephone: (619) 521-3411
Email: lococoa@ctt.com

or to such other address or to such other person as any party shall designate to the others for such purpose in the manner set forth above.

4.6 **General Provisions.**

4.6.1 **Gender, Number.** Whenever the context requires, the use herein of (i) the neuter gender includes the masculine and the feminine, and (ii) the singular number includes the plural.

4.6.2 **Survival of Provisions.** The representations, warranties, agreements and indemnities set forth in this Agreement shall remain operative, shall be deemed made at the Close of Escrow, and shall survive the closing and the execution and delivery of the Grant Deed and shall not be merged in the Grant Deed.

4.6.3 **Authority of Signatories.** Each individual signing this Agreement on behalf of an entity warrants that he or she is duly authorized to sign and deliver this Agreement on behalf of such entity, in the capacity authorized under the documents governing such entity so to sign, or as the entity's duly authorized agent with authority to bind the entity, and the entity has taken all necessary action to approve the execution of this Agreement.

4.6.4 **Attorneys' Fees and Costs.** If either party commences litigation of this Agreement, including any tort cause of action, the prevailing party will be entitled to a judgment against the other for, and to collect, an amount equal to reasonable attorneys' fees and court and other costs actually incurred. The "prevailing party" shall be the party who is entitled to recover its costs of suit, whether or not the suit proceeds to final judgment. A party not entitled to recover its costs shall not recover attorneys' fees. No sum for attorneys' fees shall be counted in calculating the amount of a judgment for the purposes of determining whether a party is entitled to recover its costs or attorneys' fees.

4.6.5 Joint and Several Liability. If a party or an assignee of a party consists of more than one person, the liability of each person signing this Agreement on behalf of such party or assignee shall be joint and several.

4.6.6 No Partnership or Joint Venture. The relationship of Seller and Buyer hereunder is and will be that of seller and buyer, and none of the provisions of this Agreement are intended to create any relationship other than seller and buyer. No agency, partnership, joint venture or other relationship is intended hereby, and neither party shall be deemed the agent, servant, employee, partner or joint venturer of the other party. Seller and Buyer shall not, in any way or for any reason be deemed to have become a partner of the other in the conduct of its business or otherwise, or a joint venturer. In addition, by virtue of this Agreement, there shall not be deemed to have occurred a merger or any joint enterprise between Buyer and Seller.

4.6.7 Applicable Law; Venue. This Agreement shall be construed and enforced in accordance with the laws of the State of California. In the event of any legal action to enforce or interpret this Agreement or any of the documents in the forms attached as exhibits hereto, the sole and exclusive venue shall be a court of competent jurisdiction located in the county in which the Property is located; and the parties hereto agree to and do hereby submit to the jurisdiction of such court.

4.6.8 Limitation on Damages. Notwithstanding anything to the contrary set forth in the Agreement, in no event shall Seller or Buyer be liable for any consequential, special, exemplary or punitive damages. This limitation shall survive the Close of Escrow.

4.6.9 Extension Not a Waiver. No delay in the exercise of any power, remedy or right herein provided or otherwise available to any party shall impair or affect the right of such party thereafter to exercise the same. Any extension of time or other indulgence granted to a party hereunder must be in writing and shall not otherwise alter or affect any power, remedy or right of any other party, or the obligations of the party to whom such extension or indulgence is granted, except as specifically waived in writing.

4.6.10 No Third Party Beneficiaries. This Agreement and each and every provision hereof are for the exclusive benefit of the parties hereto and not for the benefit of any third party.

4.6.11 Time of the Essence; Business Days. Time is of the essence of each provision of this Agreement for which a date for performance is specified. A "business day" as used herein shall be any day other than a Saturday, Sunday or holiday recognized by commercial banks in San Diego County.

4.6.12 Entire Agreement. This Agreement contains the entire agreement between the parties relating to the transaction contemplated hereby and all prior or contemporaneous agreements, understandings, representations and statements, oral or written, including without limitation, those certain letters of intent dated March 29 and April 2, 2018, are merged herein.

4.6.13 Captions. Captions in this Agreement are inserted for convenience of reference only and do not define, describe or limit the scope or the intent of this Agreement.

4.6.14 Interpretation. No provision in this Agreement is to be interpreted for or against either party because that party or its legal representative drafted such provision. Buyer and Seller acknowledge that they have been represented, or have had the opportunity to be represented, by counsel of their own choice.

4.6.15 Facsimile or Email Signatures. If any party uses facsimile- or email-transmitted signed documents, Escrow Holder and the other party are authorized to rely upon such documents as if they bore original signatures; provided, however, that facsimile- or email-transmitted signed documents will not be accepted for recordation by the County Recorder.

4.6.16 Modifications. No modification, waiver or discharge of this Agreement shall be valid unless the same is in writing and signed by the party against which the enforcement of such modification, waiver or discharge is or may be sought.

4.6.17 Successors. Subject to the application of Paragraph 4.4, all terms of this Agreement shall be binding upon and inure to the benefit of the parties and their respective administrators or executors, successors and assigns.

4.6.18 Invalidity of Material Provision. If any material term, covenant, condition, or provision or other portion (collectively "Provision" for the purpose of this paragraph) of this Agreement is held by a final judgment of a court of competent jurisdiction to be unenforceable, void, illegal, or invalid for any reason, then such Provision shall be interpreted in the manner that best reflects the apparent intention of the parties hereto and yet negates the element that rendered such Provision unenforceable, void, illegal, or invalid or if such interpretation is impossible or not practical, then such Provision shall be deemed to be severed and deleted and neither such Provision, its severance or deletion, shall affect the validity of the remaining covenants and provisions of this Agreement and this Agreement shall continue in full force and effect without Provision.

4.6.19 Further Assurances. Each party to this Agreement, for itself and its successors and assigns, agrees to take such additional actions and execute such additional instruments as may be reasonably requested by Escrow Holder or the other party in order to give effect to the transaction contemplated hereby.

4.6.20 Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one instrument.

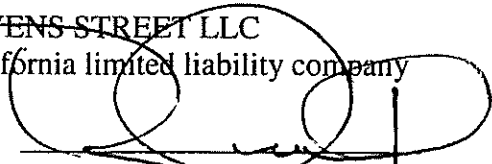
4.6.21 Exhibits. The following exhibits are attached and are part of this Agreement:

- A Legal Description Property
- B Form of Assignment

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties have signed and entered into this Agreement as of the day and year first above written.

Seller:
Dated: 5/25/18, 2018

STEVENS STREET LLC
a California limited liability company
By: 
Name: R. HEELY
Title: _____

Buyer:
Dated: 5-29-18, 2018

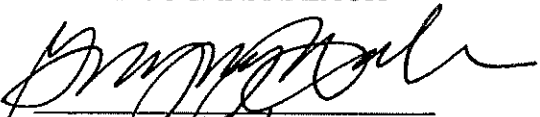
THE CITY OF SOLANA BEACH
By: 
Name: GREGORY WADE
Title: CITY MANAGER

EXHIBIT A

Legal Description of Property

REAL PROPERTY LOCATED IN THE CITY OF SOLANA BEACH, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

PARCEL 1: (APN: 298-131-27)

THE EASTERLY 92.66 FEET OF THAT PORTION OF LOT 9, BLOCK "F" OF EDEN GARDENS, IN THE CITY OF SOLANA BEACH, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP THEREOF NO. 2148, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY, MARCH 2, 1929, LYING NORTHERLY OF THE FOLLOWING DESCRIBED LINE:

COMMENCING AT THE SOUTHEASTERLY CORNER OF SAID LOT 9; THENCE NORTH 03° 21' 00" WEST 71.18 FEET ALONG THE LINE COMMON TO LOTS 8 AND 9 TO THE TRUE POINT OF BEGINNING; THENCE SOUTH 89° 54' WEST 204.35 FEET TO A POINT IN THE WESTERLY LINE OF SAID LOT 9, SAID POINT ALSO LYING ON THE EASTERLY BOUNDARY OF THE PUBLIC ROAD KNOWN AS STEVENS AVENUE AND WHICH BEARS NORTH 10° 31' WEST AND DISTANT 72.26 FEET FROM THE SOUTHEASTERLY CORNER OF SAID LOT 9.

PARCEL 2: (APN: 298-131-28)

ALL THAT PORTION OF LOT 9, BLOCK "F" OF EDEN GARDENS, IN THE CITY OF SOLANA BEACH, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP THEREOF NO. 2148, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY, MARCH 2, 1929, LYING NORTHERLY OF THE FOLLOWING DESCRIBED LINE:

COMMENCING AT THE SOUTHEASTERLY CORNER OF SAID LOT 9; THENCE NORTH 03° 21' 00" WEST 71.18 FEET ALONG THE LINE COMMON TO LOTS 8 AND 9 TO THE TRUE POINT OF BEGINNING; THENCE SOUTH 89° 54' WEST 204.35 FEET TO A POINT IN THE WESTERLY LINE OF SAID LOT 9, SAID POINT ALSO LYING ON THE EASTERLY BOUNDARY OF THE PUBLIC ROAD KNOWN AS STEVENS AVENUE AND WHICH BEARS NORTH 10° 31' WEST AND DISTANT 72.26 FEET FROM THE SOUTHWESTERLY CORNER OF SAID LOT 9.

EXCEPTING THEREFROM THE EASTERLY 92.66 FEET.

PARCEL 3: (APN: 298-131-22)

ALL THAT PORTION OF LOT 9 BLOCK "F" OF EDEN GARDENS, IN THE CITY OF SOLANA BEACH, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP THEREOF NO. 2148, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN

EXHIBIT

A

DIEGO COUNTY, MARCH 2, 1929, LYING SOUTHERLY OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT THE SOUTHEASTERLY CORNER OF SAID LOT 9; THENCE NORTH 3° 21' WEST 71.18 FEET ALONG THE LINE COMMON TO LOTS 8 AND 9 TO THE TRUE POINT OF BEGINNING; THENCE SOUTH 89° 54' WEST 204.35 FEET TO A POINT IN THE WESTERLY LINE OF SAID LOT 9, SAID POINT ALSO LYING ON THE EASTERLY BOUNDARY OF THE PUBLIC ROAD KNOWN AS STEVENS AVENUE AND WHICH BEARS NORTH 10° 31' WEST AND DISTANT 72.26 FEET FROM THE SOUTHWESTERLY CORNER OF SAID LOT 9, BLOCK "F".

EXHIBIT
A

EXHIBIT B

Form of Assignment

GENERAL ASSIGNMENT AND TRANSFER

For valuable consideration, receipt of which is hereby acknowledged, STEVENS STREET LLC, a California limited liability company ("Assignor"), hereby sells, transfers, assigns, delivers and conveys to the CITY OF SOLANA BEACH ("Assignee"), all of Assignor's right, title and interest, if any, in and to all tangible and intangible items related to the acquisition, development, design, construction, permitting or marketing of the Property, as those terms are defined in the Purchase and Sale Agreement dated as of May __, 2018 entered by and between Assignor as Seller and Assignee as Buyer, which is incorporated herein by this reference. The parties intend by the foregoing to transfer to Assignee all of Assignor's rights, title, and interests concerning the Property, including, but not limited to the following: all warranties concerning the Property or any works of improvement thereon or concerning the Property; approvals, entitlements, permits, licenses and authorizations; all deposits and bonds concerning the Property; all surveys, reports, inspection reports, environmental surveys, assessments and reports, soils and ground water tests and reports, and all other reports, studies, tests, contracts, plans and specifications relating to the Property; all causes of action and their proceeds for any damage or injury to the Property or the other property described above or any part of them, or breach of warranty in connection with the design or construction of any improvements, including causes of action arising in tort, contract or fraud; and all proceeds of, additions and accretions to, substitutions and replacements for, and changes in any of the foregoing.

STEVENS STREET LLC
a California limited liability company

By: _____

Name: _____

Title: _____



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: July 11, 2018
ORIGINATING DEPT: Finance
SUBJECT: Council Consideration and Discussion of Proposed Fee Study and Cost Allocation Plan

BACKGROUND:

A Comprehensive Fee Study and Cost Allocation Plan (CAP) project was initiated by the City of Solana Beach in January 2017. A Request for Proposals (RFP) was issued, six consultant proposals were received, and in August 2017, a professional services agreement was executed with Revenue & Cost Specialists, LLC., to update the City's current fee schedule and CAP.

This project proceeded in two phases. The first phase was to prepare an updated CAP, which distributes general government and support services across the direct services provided to the public. This phase was completed in February 2018. The second phase was an analysis of the City's user fees and charges to accurately represent the efforts entailed in providing each of the City's services and programs. This phase was completed in June 2018.

The last comprehensive fee study was undertaken in 2006 and new fees have been added as needed, but in general, the City's user fees, development review and permit fees, and regulatory fees have remained unchanged since the last fee study.

This item is before Council for consideration and discussion of the proposed Updated Fee Study report (Attachment 1) and to provide direction to Staff as to the next steps.

COUNCIL ACTION:

DISCUSSION:

User fees and charges are collected to recover some or all costs incurred in providing a specific service from which one or more individuals (i.e. permit applicants) obtain a benefit. It is a best practice for cities to perform a comprehensive update of their cost allocation plans every 5 years and review user fees and charges schedules annually.

One of the Council's overarching Work Plan goals is to enhance the City's long-term fiscal sustainability. Adopting a fee methodology and resulting fee adjustments realigns user fees to more efficiently utilize general revenues (taxes) for services and programs such as public safety, infrastructure maintenance, and economic development.

Furthermore, the California Constitution (Propositions 13, 218 and 26) and various state laws have placed both substantive and procedural limits on cities' ability to impose fees and charges. Proposition 26 contains a more general articulation of the cost of service principle and includes a requirement that the local government bear the burden of proof that 1) "a levy, charge, or other exaction is not a tax; 2) that the amount is no more than necessary to recover the reasonable costs of the government activity; and 3) that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burden on, or benefits received from, the governmental activity." (Cal. Const. art. XIII C, § (e)). It is important to note that rental charges for rooms or facilities, fines, penalties and late charges are not technically user fees and are not required to be based on actual costs. Instead, these types of charges are more typically governed by market rates, reasonableness and other policy driven factors and can legally exceed the cost.

In January 2017, the City released a RFP solicitation for an independent consultant with expertise in municipal finance to update the City's cost allocation plan and conduct a review of its user fee schedule. Six proposals were received and, after an evaluation process, Revenue & Cost Specialists, LLC. (R&C Specialists) received the highest rated score and was selected to provide the requested services. R&C Specialists was founded in 1980 and has worked with more than 250 public agencies including performing over 200 engagements of a similar nature to that requested by the City. R&C Specialists was also the City's consultant for the comprehensive fee study done in 2006 and is familiar with the City's operations.

The city-wide Cost Allocation Plan and User Fee Analysis project was initiated in December 2017. This project proceeded in two phases. The first phase was to prepare an updated CAP, which spreads the cost of general government and support services across the direct services provided to the public. This phase was completed in February 2018. The second phase, a Fee Study, included a thorough analysis of the total cost of providing services, including all applicable direct, indirect and overhead costs associated with specific services. This was a coordinated effort among all City departments and included many meetings between R&C Specialists and City staff to review updates and provide feedback. The Fee Study Update (Fee Study) was completed at the end of June 2018 and is included as Attachment 1.

The R&C Specialists Fee Study was based on Fiscal Year (FY) 2017/18 budget data and computed estimated annual fee revenue based on FY 2017/18 projected units of service activity level. The methodology used to determine the recommended fees and the CAP is explained in the Executive Summary section of the Fee Study Update report.

The following chart summarizes the various cost recovery levels for fees and General Fund subsidies related to Development Services, such as Planning, Engineering, and Building; Public Safety Services, such as Fire Inspections; Recreation programs; Business Registration; and Administrative fees.

Department/Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User Fee Revenue	Annual Cost Recovery Surplus/(Deficit)	Current Cost Recovery Percentage	Possible New Revenue
Development Services	\$1,162,211	\$1,666,216	\$ (504,005)	69.8%	\$458,700
Public Safety Services	467,421	761,192	(293,771)	61.4%	147,900
Recreation	89,522	337,553	(248,031)	26.5%	29,200
Business Registration	172,790	228,702	(55,912)	75.6%	56,100
Administrative	3,756	7,140	(3,384)	52.6%	300
Total	\$1,895,700	\$3,000,803	\$(1,105,103)	63.2%	\$692,200

Overall, R&C Specialists's analysis indicates that the City recovered approximately 63% of the full cost of providing fee related services for the departments/divisions shown above. Thus, the City's General Fund subsidized 37%, or approximately \$1.1 million, of the cost of these services. As expected, cost recovery levels varied between departments and programs.

A detailed breakdown of the above table is included in the Fee Study in Schedule 1, Summary of Revenues, Costs, and Subsidies.

Appendix A of the Fee Study is a Summary Listing of the City's current fees and fees proposed by R&C Specialists based on the analysis conducted by the consultants.

Appendix B of the Fee Study contains the Revenue and Cost Summary Worksheets matched with the Cost Detail Worksheets for each fee on the City's current fee schedule. R& C Specialists also recommended some new fees after discussions with Staff.

The Cost Detail Worksheets are based on interviews with City department Staff and then fully allocating Staff time and the City's budgeted costs for salary and benefits, maintenance and operations, and general and department overhead into a fully allocated hourly rate for each position in the City. The fully allocated hourly rate is then applied to the time spent by employees providing the service for each type of fee.

The Revenue and Cost Summary Worksheets detail the City's current fee structure, the recommended recovery rate, and the revenue and cost comparisons based on the Cost Detail Worksheets with recommendations for modifications to the City's fees.

Next Steps

The attached Fee Study is a first look at user fees that would result in full recovery of the City's costs. Staff will be taking the Fee Study to the Budget and Finance Commission during the summer for their review and input.

At this time, the Fee Study is being presented to Council for discussion purposes. Staff is looking for input from the City Council on both the Fee Study and regarding potential guidelines to establish a User Fee Cost Recovery Policy. A clear User Fee Cost Recovery Policy will allow the City to provide an ongoing, sound basis for setting fees that can be periodically reviewed and updated. Adopting a formal policy regarding fees and charges is also a recommended best practice by Governmental Finance Officers' Association (GFOA).

After input from the Council and Budget and Finance Commission, it is expected that Staff will return to the City Council for further discussion of the Fee Study and its recommended user fees and/or to conduct a public hearing to adopt an updated fee schedule and a User Fee Cost Recovery Policy. Once the fee schedule is updated, the CAP can be finalized and subsequently integrated into the City's budget process.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

Based on Fee Study Update report prepared by R&C Specialists, the City's current fee schedule is recovering 63.2% of the City's costs, or is providing a subsidy by the General Fund of \$1,105,103. If all the Fee Study recommendations were to be approved by Council, an additional \$692,200 in possible new revenue could be realized.

WORK PLAN:

Fiscal Sustainability

OPTIONS:

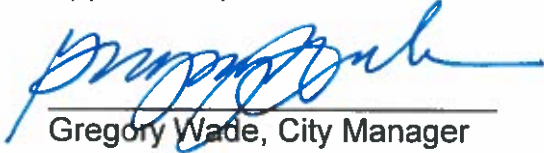
- Provide direction to Staff about fee study and alternatives.

DEPARTMENT RECOMMENDATION:

Staff requests that the City Council review the Fee Study Update report (Attachment 1) prepared by R&C Specialists and provide direction to Staff as to the next steps.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Fee Study Update for the City of Solana Beach

**Fee Study Update
for the
City of Solana Beach**

JULY 2018

Prepared by:

Revenue & Cost Specialists, LLC

1519 East Chapman Ave, Suite C
Fullerton, CA 92831

www.revenuecost.com

(714) 992-9020

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Serving Local Governments Since 1975

July 2, 2018

Ms. Marie Berkuti, Finance Manager
City of Solana Beach
635 South Highway 101
Solana Beach, CA 92075

Ms. Berkuti,

This Report is submitted pursuant to our contract with the City to perform a revenue and cost analysis and to develop a cost distribution and cost control system for the City for its services.

The motivation for this study is the need of both the City Council and City staff to maintain City's services at a level commensurate with the standards previously set by the City Council, and to maintain effective policy and management control of City services.

This Report provides current information about the City's status on recovery of costs for all City services. In addition, it will assist in projecting and determining the future level and equity of these City services.

RCS wishes to thank all City department heads and staff for their assistance and cooperation extended to us during the accomplishment of our work, without whose aid this Report could not have been produced. The response, awareness and information gathered and supplied by numerous City employees make this Report the sound one we believe it to be.

We also believe that your constituents will appreciate your subjecting the City's operations to business costing methodologies, and your willingness to be informed of the true and full costs of those services which you have decided the City should provide its citizens.

Respectfully submitted,

ERIC JOHNSON
President

CHU THAI
Vice President

EXECUTIVE SUMMARY

By acceptance of the Revenue & Cost Specialists (RCS) proposal, the City of Solana Beach decided to subject its fee-based services to detailed analysis dedicated toward seeking alternate, and more equitable, ways to finance City services provided to the community. Due to the various demands made of the City, it is essential that the City Council and management have complete information upon which to assess fees charged to the public for services provided. Schedule 1 at the end of this Executive Summary lists each service reviewed in this study. It indicates that the City could realize approximately \$692,200 in additional new revenue if the recommendations provide herein are adopted and implemented.

Organization of Report. This Executive Summary explains RCS's philosophy concerning fee-based services and cost analysis with a discussion of Costs Generally Defined. The report then lists the Types of Costs included in our analysis and our General Recommendations.

COSTS GENERALLY DEFINED

The basic costs of operating any business are direct labor and employee benefits, direct materials, allied indirect costs, overhead costs, and fixed asset or "depreciation" charges.

Determination of Costs. After the passage of Proposition 13, the California Taxpayers Association, the California Chamber of Commerce, the National Tax Limitation Committee and the California Association of Realtors put Proposition 4 before the voters. It was adopted by 74.3% of the voters of California on November 6, 1979, and became effective on July 1, 1980, retroactive to Fiscal Year 1978-79.

This proposition, which became Article XIII B of the State Constitution, addressed all city revenues and established a limit on the growth of tax revenues. Also, because of Proposition 4, fee services cannot exceed the "costs reasonably borne" by the City in providing the service. If the fee exceeds the cost, the excess fee is defined to be a special tax, which Proposition 13 requires be approved by two-thirds of the voters.

As Article XIII B was written by the above business groups, it is not surprising that they recommended a business-oriented approach to the costs of governmental services. For example:

The phrase costs reasonably borne by such entity in providing the regulation, product, or service is intended to incorporate all appropriations by an entity for

City of Solana Beach Fee Study Update

reasonable costs appropriate for the continuation of the service over time. This includes ongoing expenses such as operation costs and a reasonable allocation for overhead and administration, but it also includes reasonable allocation for start-up costs and future capacity. Thus, reasonable allocations for capital replacement, expansion of services, and repayment of related bond issuances would be considered "costs reasonably borne."¹

Principle Involved. A basic principle involved in this Report is the recognition of those full business costs as they are as defined by the authors of the Constitutional amendment, NOT just those costs which 1) the City might recognize and decide to budget; or 2) which it might decide to use in some other cost analysis methodology; or 3) that other jurisdictions not so complying might use; or 4) that some accounting or other consulting firm might decide it should use, based on some external, non-California legal requirements.

These cost elements have been determined in a businesslike manner per basic business principles, and applied to each and every fee-financed or fee-financeable service provided by the City, modified only slightly to accommodate the published intent and definitions of the authors of Article XIII B. Thus a logical, legal, and Constitutionally-mandated cost-consciousness can now be applied to City operations.

TYPES OF COSTS

The following costs, identified above as part of "costs reasonably borne" by the Authors of Proposition 4, make up the cost detail found on the right-hand page in Appendix B for each service center.

Salaries and Wages

City government is in fact a service industry, and therefore, it is natural that salaries make up the largest single element of cost for most services.

Interview Process. In order to allocate the salaries, lengthy interviews were held, documents sought and researched, and reports and accounting records examined by RCS. The result was, in most cases, a percentage or hours distribution of individual employee personal services costs.

One hundred percent of the time of all City employees was distributed. In other words, everyone

¹ A Summary of Proposed Implementing Legislation and Drafter's Intent with Regard to Article XIII B of the California Constitution (Proposition 4, November 6, 1979); Spirit of 13, Inc.; 1980; California Chamber of Commerce; page 6.

City of Solana Beach Fee Study Update

had to be someplace, all of their time. No judgments were made about what personnel should or might be doing. Their time was distributed to those service centers where the time was expended.

Employee Fringe Benefits

Since fractional time -- to as low as three minutes per unit of service or one-twentieth of a percent of the annual time of an employee has been allocated to service centers, fringe benefit costs also must be fractionalized to carefully and accurately distribute those ancillary personnel costs.

The City finances numerous benefits for its employees, thereby incurring measurable costs for these items, including:

- PERS Retirement
- Group Health Insurance
- Medicare Insurance
- Long Term Disability Insurance
- Life Insurance
- Deferred Compensation

All of these costs are current operating expenses, and the amounts were isolated. Actual costs were determined and reduced to a percentage of salary for each of the positions.

Maintenance and Operation Costs

All maintenance and operation costs, including non-personnel expenses such as professional services, insurance, operating supplies etc., were derived from the 2017-2018 Council-approved budget and allocated via percentages or through actual allocation to each of the service centers identified in a department or division.

General and Departmental Overhead Costs

Overhead costs provide the vital glue that holds an organization together operationally and provide important coordinating capabilities. They also provide the day-to-day support services and facilities required for the organization to function effectively. RCS has used a detailed Cost Allocation Plan (CAP) to identify and allocate these costs to the remainder of the City

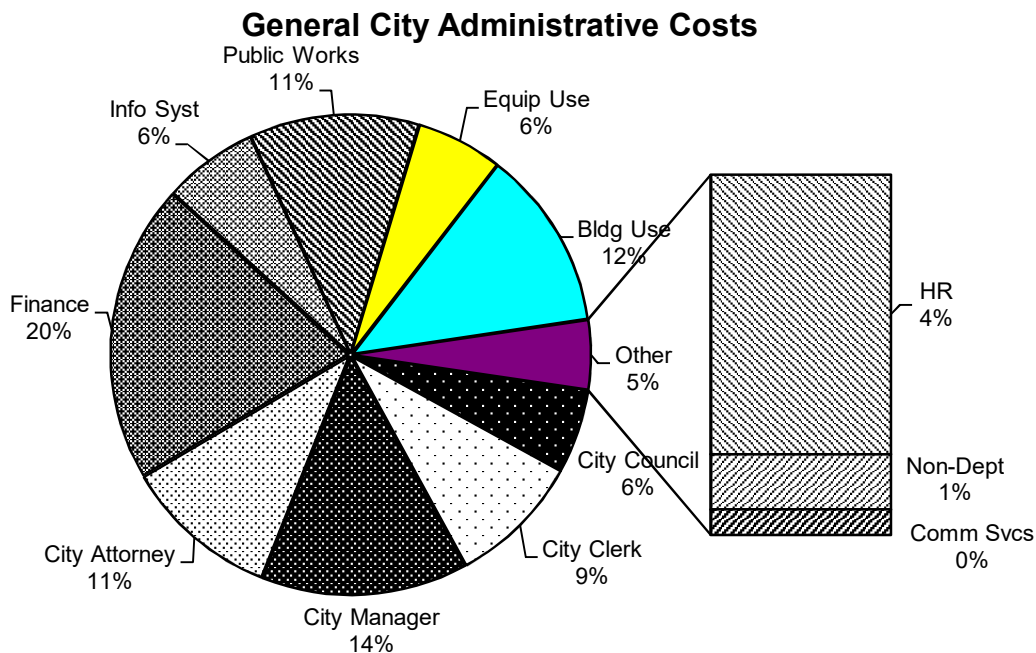
City of Solana Beach Fee Study Update

organization. In the CAP, costs were allocated to end-user departments and divisions by applying an overhead allocation factor. Each factor was related to the work effort of its particular overhead element and was assessed for relevance and reasonableness.

Full Cost Distribution. The purpose of deriving overhead costs to apportion these amounts to direct service program costs. By adopting this method the City will be aware of its true costs and be able to emulate business methods. Article XIII B's (Proposition 4 of 1979) authors intended this, defining as part of "costs reasonably borne" a calculated "reasonable allocation for overhead and administration."

General City Overhead. These services primarily set policy and support other departments without providing a deliverable service to the public. Where they do perform an end-user service, such costs have not been allocated to other departments.

Costs in this general administration category include the following functions:

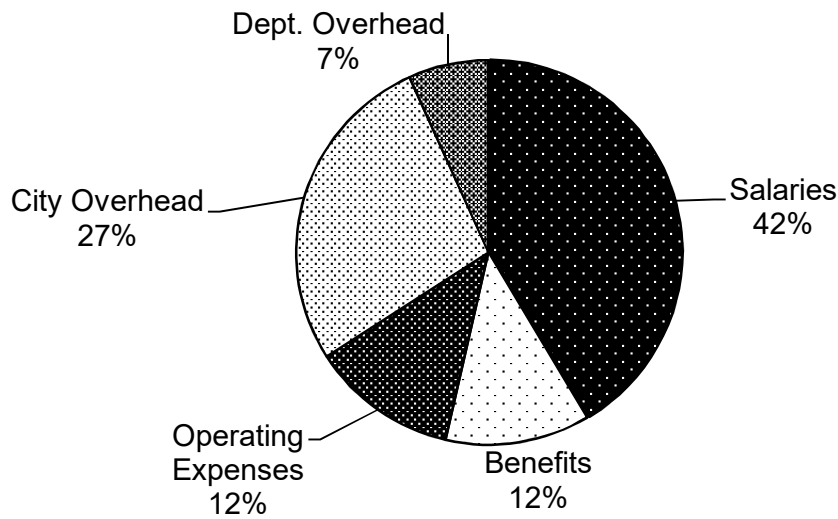


Departmental Administration. Costs in this category involve intra-departmental support functions, outside the above listed general City overhead functions, and involve the allocation of staff time within and among departmental functions. These services also do not provide end-user deliverables to the public, but instead provide vital administrative support within specific departments.

Fully Allocated Hourly Rates

All of the above items make up the fully allocated hourly rate which is calculated for each position in the City. The makeup of each component of the City-wide average fully allocated hourly rate is detailed in the chart below.

Fully Allocated Hourly Rate Components



Calculation of Revenues. Many of the revenues included in this Report are calculated based on the current fee and the number of projected units of service. This may be different than the current budgeted revenues due to changes to projected volume, which comes from looking at historic volume and estimates of current year levels.

GENERAL RECOMMENDATIONS

Adoption of Modifications to Current Fee Structure

It is recommended that the City Council adjust the fee schedule for the enumerated City services presented in Appendix A of this Report. Continued use of the "full business costing" concept will create consistency in the establishment of fees, and allow for timely adjustment to reflect changes in the cost of providing services

Review of Suggested Recovery Rates

The City Council should review each service and the suggested recovery rate to determine how much of each service should be recovered through fees, and how much should be subsidized through the City's tax dollars. This review is very important because it gives City staff direction as to what the Council wants to subsidize and what it does not.

CONCLUSION

If all the recommendations and suggestions made in this Report are adopted, the City's financial picture would be improved. Also, far more equity between taxpayers and fee-payers, as well as fairness between property-related and non-property-related services could be secured, assisting in the City's continued financial stability into the future. The following Schedule 1 portrays the various services assessed during our analysis.

Appendix A – Summary of Current and Proposed Fees

Appendix A includes a summary of the current City fees matched up with the proposed fees for each service presented.

Appendix B - Detailed Worksheets

The substance of RCS's work effort on this project is primarily comprised of two different worksheets shown in the detail of this report (see Appendix B). The first, "Revenue and Cost Summary Worksheet" is on the left hand side. These worksheets include a description of the service, the current fee structure, the recommended recovery rate, and other pertinent

City of Solana Beach Fee Study Update

information. Also included are the revenue and cost comparisons and suggestions for fee modifications.

Presented on the facing page, titled "Cost Detail Worksheet", is the worksheet which details the costs involved with each service. This page identifies those employees providing the service, the time spent, and their related costs.

CITY OF SOLANA BEACH
SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
FISCAL YEAR 2017-2018

REF #	SERVICE TITLE	REVENUE	COST	PROFIT/ (SUBSIDY)	PERCENT RECOVERY		POSSIBLE NEW REVENUE
					CURRENT	SUGGEST	
S-001	CONDITIONAL USE PERMIT PROCESSING	\$55,800	\$51,968	\$3,832	107.4%	100%	(\$3,800)
S-002	COND. USE PERMIT - REVISION/MODIF.	\$4,336	\$6,089	(\$1,753)	71.2%	100%	\$1,800
S-003	COND. USE PERMIT - TIME EXTENSION	\$1,568	\$2,271	(\$703)	69.0%	100%	\$0 #
S-004	DIRECTORS USE PERMIT	\$16,289	\$18,847	(\$2,558)	86.4%	100%	\$2,600
S-005	PLNG DIR. HRNG USE PMT - REVISION	\$1,222	\$1,435	(\$213)	85.2%	100%	\$200
S-006	PLNG DIR HRNG USE PER - TIME EXTEN.	\$1,020	\$1,214	(\$194)	84.0%	100%	\$0 #
S-008	MINOR EXCEPTION REVIEW PROCESSING	\$1,690	\$2,321	(\$631)	72.8%	100%	\$600
S-011	TEMPORARY USE PERMIT PROCESSING	\$1,425	\$1,483	(\$58)	96.1%	100%	\$100
S-012	TEMPORARY USE PERMIT - TIME EXTEN.	\$630	\$725	(\$95)	86.9%	100%	\$0 #
S-013	ZONING LETTER	\$540	\$619	(\$79)	87.2%	100%	\$100
S-014	VARIANCE REVIEW - PROCESSING	\$2,163	\$6,553	(\$4,390)	33.0%	100%	\$4,400
S-017	APPEAL TO THE CITY COUNCIL	\$5,316	\$8,179	(\$2,863)	65.0%	100%	\$2,900
S-018	GENERAL PLAN AMENDMENT	\$10,000	\$11,016	(\$1,016)	90.8%	100%	\$0 #
S-019	REZONING/SPECIFIC PLAN REVIEW	\$10,000	\$11,016	(\$1,016)	90.8%	100%	\$0 #
S-020	ZONING TEXT AMENDMENT	\$5,000	\$11,248	(\$6,248)	44.5%	100%	\$0 #
S-021	DEVELOPMENT REVIEW PERMIT - PROCESS	\$221,160	\$375,399	(\$154,239)	58.9%	100%	\$154,200
S-022	DEVELOP REV PERMIT - REVIS/MODIF	\$6,704	\$6,336	\$368	105.8%	100%	(\$400)
S-023	DEVELOP REV PERMIT - TIME EXTENSION	\$1,977	\$2,069	(\$92)	95.6%	100%	\$0 #
S-024	MAJOR SUBDIVISION TENTATIVE MAP	\$10,858	\$13,997	(\$3,139)	77.6%	100%	\$0 #
S-025	MAJOR SUBDIVISION FINAL MAP	\$5,777	\$4,857	\$920	118.9%	100%	\$0 #
S-026	MAJOR SUBDIVISION AMEND OF CONDIT.	\$3,332	\$4,094	(\$762)	81.4%	100%	\$0 #
S-027	MAJOR SUBDIVISION TIME EXTENSION	\$2,615	\$3,778	(\$1,163)	69.2%	100%	\$0 #
S-028	MINOR SUBDIVISION TENTATIVE MAP	\$17,348	\$21,446	(\$4,098)	80.9%	100%	\$4,100
S-029	MINOR SUBDIVISION FINAL MAP	\$8,004	\$7,865	\$139	101.8%	100%	(\$100)
S-030	MINOR SUBDIVISION AMEND OF CONDIT.	\$2,593	\$3,219	(\$626)	80.6%	100%	\$0 #
S-031	MINOR SUBDIVISION TIME EXTENSION	\$2,418	\$3,116	(\$698)	77.6%	100%	\$0 #
S-032B	ENVIRONMENTAL DOCUMENTATION	N/A	N/A	N/A	N/A	100%	\$0
S-035	ENVIRONMENTAL IMPACT REPORT	N/A	N/A	N/A	N/A	100%	\$0
S-036	STRUCTURE DEVELOPMENT PERMIT	\$5,208	\$25,129	(\$19,921)	20.7%	100%	\$19,900
S-036A	STRUCTURE DEV PERM WAIVER/TIME EXT	\$7,920	\$6,618	\$1,302	119.7%	100%	(\$1,300)
S-037	APPLICATION FOR VIEW ASSESSMENT	\$18,000	\$80,474	(\$62,474)	22.4%	100%	\$62,500
S-038A	VIEW ASSESSMENT COMM. APPEAL TO CC	\$300	\$1,754	(\$1,454)	17.1%	100%	\$0 #

**CITY OF SOLANA BEACH
SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
FISCAL YEAR 2017-2018**

REF #	SERVICE TITLE	REVENUE	COST	PROFIT/ (SUBSIDY)	PERCENT RECOVERY		POSSIBLE NEW REVENUE
					CURRENT	SUGGEST	
S-038B	VIEW ASSESSMENT CD DIR APPEAL TO CC	N/A	N/A	N/A	N/A	100%	\$0
S-039	STANDARD SIGN PERMIT PROCESSING	\$10,045	\$11,608	(\$1,563)	86.5%	100%	\$1,600
S-040	COMPREHENSIVE SIGN PLAN REVIEW	\$1,722	\$2,815	(\$1,093)	61.2%	100%	\$1,100
S-041	COMPREHENSIVE SIGN PLAN AMENDMENT	\$532	\$496	\$36	107.3%	100%	\$0
S-044	TEMPORARY SIGN/BANNER	\$232	\$442	(\$210)	52.5%	100%	\$200
S-045	LANDSCAPE PLAN REVIEW/INSPECTION	N/A	N/A	N/A	N/A	100%	\$0
S-046	STREET ADDRESS CHANGE	\$1,784	\$2,004	(\$220)	89.0%	100%	\$200
S-046A	PLANNING PUBLIC NOTICING	\$0	\$50,516	(\$50,516)	0.0%	100%	\$50,500
S-046B	TECHNOLOGY SURCHARGE	\$0	\$34,160	(\$34,160)	0.0%	100%	\$34,200
S-047	LOT LINE ADJ./CERT. OF COMPL. REV.	\$4,161	\$5,499	(\$1,338)	75.7%	100%	\$1,300
S-048	GRADING & PUBL IMPROVE. PLAN CHECK	\$59,800	\$83,189	(\$23,389)	71.9%	100%	\$23,400
S-050	GRADING & PUBL IMPROVE. INSPECTION	\$59,800	\$51,727	\$8,073	115.6%	100%	(\$8,100)
S-051	ENCROACHMENT PERMIT PROC/INSPECTION	\$65,863	\$90,449	(\$24,586)	72.8%	100%	\$24,600
S-051A	MISCELLANEOUS ENGINEERING PERMIT	\$0	\$1,112	(\$1,112)	0.0%	100%	\$1,100
S-051B	EASEMENT ABANDON/STREET VACATION	\$0	\$1,715	(\$1,715)	0.0%	100%	\$0 #
S-051C	EASEMENT/R.O.W. DEDICATION	\$0	\$950	(\$950)	0.0%	100%	\$1,000
S-051D	GOLF CART PERMIT	\$1,000	\$399	\$601	250.6%	100%	(\$500)
S-052	PRE-APPLICATION REVIEW	\$7,730	\$13,833	(\$6,103)	55.9%	100%	\$3,000
S-053	BUILDING PLAN CHECK & INSPECTION	\$515,000	\$616,688	(\$101,688)	83.5%	100%	\$77,300
S-056	BUILDING PERMIT EXTENSION REVIEW	\$329	\$232	\$97	141.8%	100%	\$0 #
S-079	MARINE SAFETY PERMIT	\$3,000	\$3,247	(\$247)	92.4%	100%	\$0
SUBTOTAL - DEVELOPMENT SERVICES		\$1,162,211	\$1,666,216	(\$504,005)	69.8%		\$458,700
S-053A	FIRE BUILDING PLAN CHECK/INSPECTION	\$7,070	\$26,027	(\$18,957)	27.2%	100%	\$19,000
S-054	COMM. FIRE SPRINKLER PLAN CHK/INSP	\$230	\$723	(\$493)	31.8%	100%	\$500
S-054A	RES. FIRE SPRINKLER PLAN CHK/INSP	\$1,970	\$2,420	(\$450)	81.4%	100%	\$500
S-055	FIRE ALARM/MONITOR SYSTEM PC/INSP	\$205	\$560	(\$355)	36.6%	100%	\$400
S-055A	FIRE SPEC PROT SYSTEM PC/INSP	\$205	\$199	\$6	103.0%	100%	\$0
S-055B	FIRE SOLAR SYSTEM PLAN CHECK/INSP	\$0	\$1,061	(\$1,061)	0.0%	100%	\$1,100
S-066	BUSINESS FIRE SAFETY INSPECTION	\$85,590	\$210,304	(\$124,714)	40.7%	100%	\$124,700
S-067	FIRE ALT. MATERIALS & METHODS REV.	\$0	\$1,591	(\$1,591)	0.0%	100%	\$1,600

CITY OF SOLANA BEACH
SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
FISCAL YEAR 2017-2018

REF #	SERVICE TITLE	REVENUE	COST	PROFIT/ (SUBSIDY)	PERCENT RECOVERY		POSSIBLE NEW REVENUE
					CURRENT	SUGGEST	
S-068	U/G TANK INSTALL/REMOVE PC/INSPECT.	\$351	\$398	(\$47)	88.2%	100%	\$0
S-069	NEW DEVELOPMENT FLOW TEST	N/A	N/A	N/A	N/A	100%	\$0
S-070	MISCELLANEOUS FIRE INSPECTION	\$0	\$133	(\$133)	0.0%	100%	\$100
S-071	AFTER HOUR INSPECTION	\$330	\$265	\$65	124.5%	100%	\$0
S-073	STAND-BY CHARGE	\$470	\$623	(\$153)	75.4%	100%	\$0
S-077	JUNIOR LIFEGUARD PROGRAM	\$371,000	\$516,888	(\$145,888)	71.8%	60%	\$0
SUBTOTAL - PUBLIC SAFETY SERVICES		\$467,421	\$761,192	(\$293,771)	61.4%		\$147,900
S-080	SPECIAL EVENT PERMIT	\$2,000	\$31,201	(\$29,201)	6.4%	100%	\$29,200
S-085	CONTRACT ENRICHMENT CLASSES	N/A	N/A	N/A	N/A	100%	\$0
S-086	DAY CAMP PROGRAM	\$59,700	\$95,234	(\$35,534)	62.7%	40%	\$0
S-091	SPORTS FIELD MANAGEMENT	\$0	\$3,116	(\$3,116)	0.0%	50%	\$0
S-094	FACILITY RENTAL (COMM. CENTER)	\$27,822	\$208,002	(\$180,180)	13.4%	20%	\$0
SUBTOTAL - RECREATION SERVICES		\$89,522	\$337,553	(\$248,031)	26.5%		\$29,200
S-057A	SHORT TERM VACATION RENTAL PERMIT	\$5,260	\$11,753	(\$6,493)	44.8%	100%	\$6,500
S-111	BUSINESS REGISTRATION - DUPLICATE	\$170	\$190	(\$20)	89.5%	100%	\$0
S-112	BUSINESS REGISTRATION - NEW	\$80,400	\$104,119	(\$23,719)	77.2%	100%	\$23,700
S-113	BUSINESS REGISTRATION - RENEWAL	\$73,700	\$99,204	(\$25,504)	74.3%	100%	\$25,500
S-114A	AMUSEMENT PERMIT	\$508	\$373	\$135	136.2%	100%	\$0 #
S-114B	DANCE PERMIT	\$192	\$373	(\$181)	51.5%	100%	\$0 #
S-114C	ENTERTAINMENT PERMIT	\$780	\$373	\$407	209.1%	100%	\$0 #
S-114D	FIREARMS SALE PERMIT	\$224	\$506	(\$282)	44.3%	100%	\$300
S-114E	MASSAGE ESTABLISHMENT PERMIT	\$2,425	\$774	\$1,651	313.3%	100%	(\$1,700)
S-114F	SECONDHAND DEALER PERMIT	\$374	\$506	(\$132)	73.9%	100%	\$100
S-114G	SOLICITORS PERMIT	\$241	\$746	(\$505)	32.3%	100%	\$500
S-114H	TAXI BUSINESS PERMIT	\$7,831	\$8,878	(\$1,047)	88.2%	100%	\$1,000
S-114I	TOBACCO SALES PERMIT	\$685	\$907	(\$222)	75.5%	100%	\$200
SUBTOTAL - BUSINESS REGISTRATION SVCS		\$172,790	\$228,702	(\$55,912)	75.6%		\$56,100

CITY OF SOLANA BEACH
SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
FISCAL YEAR 2017-2018

REF #	SERVICE TITLE	REVENUE	COST	PROFIT/ (SUBSIDY)	PERCENT RECOVERY		POSSIBLE NEW REVENUE
					CURRENT	SUGGEST	
S-115	NOTARY PUBLIC SERVICE	\$70	\$264	(\$194)	26.5%	40%	\$0
S-116	DOCUMENT CERTIFICATION	\$420	\$452	(\$32)	92.9%	100%	\$0
S-117	CC MEETING REPRODUCTION	\$1,005	\$1,136	(\$131)	88.5%	100%	\$100
S-118	ANNUAL AGENDA MAILING SUBSCRIPTION	\$436	\$325	\$111	134.2%	100%	\$0 #
S-118A	ANNUAL AGENDA PACKET SUBSCRIPTION	\$1,063	\$957	\$106	111.1%	100%	\$0 #
S-118B	ANNUAL SPECIAL NOTICE SUBSCRIPTION	\$44	\$50	(\$6)	88.0%	100%	\$0 #
S-119	DOCUMENT PRINTING & COPYING	\$280	\$479	(\$199)	58.5%	100%	\$0
S-120	CANDIDATE PROCESSING	\$0	\$1,808	(\$1,808)	0.0%	5%	\$100
S-121	INITIATIVE PROCESSING	\$200	\$1,205	(\$1,005)	16.6%	15%	\$0
S-122	VERIFICATION OF RESIDENCY	\$63	\$188	(\$125)	33.5%	50%	\$0
S-123	NSF CHECK	\$175	\$276	(\$101)	63.4%	100%	\$100
SUBTOTAL - ADMINISTRATIVE SERVICES		\$3,756	\$7,140	(\$3,384)	52.6%		\$300
GRAND TOTAL		\$1,895,700	\$3,000,803	(\$1,105,103)	63.2%		\$692,200

NOTES:

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APPENDIX A

SUMMARY
OF
CURRENT FEES
AND
PROPOSED FEES

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-001

TITLE: CONDITIONAL USE PERMIT PROCESSING

CURRENT FEE

\$9,300 per application

Bluff Retention Device CUP - requires additional deposit for third party reviews plus 15%

Wireless Communications Facility CUP - requires additional deposit for third party reviews plus 15%

RECOMMENDED FEE

\$8,660 per application

Bluff Retention Device CUP - requires additional deposit for third party reviews plus 15%

Wireless Communications Facility CUP - requires additional deposit for third party reviews plus 15%

REF #: S-002

TITLE: COND. USE PERMIT - REVISION/MODIF.

CURRENT FEE

\$2,168 per application

RECOMMENDED FEE

\$3,045 per application

REF #: S-003

TITLE: COND. USE PERMIT - TIME EXTENSION

CURRENT FEE

\$1,568 per application

RECOMMENDED FEE

\$2,270 per application

REF #: S-004

TITLE: DIRECTORS USE PERMIT

CURRENT FEE

\$2,327 per application

RECOMMENDED FEE

Telecomm - \$2,600 per application
Other - \$2,820 per application

Wireless Communications Facility - requires additional deposit for third party reviews plus 15%

REF #: S-005

TITLE: PLNG DIR. HRNG USE PMT - REVISION

CURRENT FEE

\$1,222 per application

RECOMMENDED FEE

\$1,435 per application

REF #: S-006

TITLE: PLNG DIR HRNG USE PER - TIME EXTEN.

CURRENT FEE

\$1,020 per application

RECOMMENDED FEE

\$1,215 per application

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-008

TITLE: MINOR EXCEPTION REVIEW PROCESSING

CURRENT FEE

\$845 per application

RECOMMENDED FEE

\$1,160 per application

REF #: S-011

TITLE: TEMPORARY USE PERMIT PROCESSING

CURRENT FEE

\$1,425 per application

RECOMMENDED FEE

\$1,485 per application

REF #: S-012

TITLE: TEMPORARY USE PERMIT - TIME EXTEN.

CURRENT FEE

\$630 per application

RECOMMENDED FEE

\$725 per application

REF #: S-013

TITLE: ZONING LETTER

CURRENT FEE

\$135 per letter

RECOMMENDED FEE

\$155 per letter

REF #: S-014

TITLE: VARIANCE REVIEW - PROCESSING

CURRENT FEE

\$2,163 per application

RECOMMENDED FEE

\$6,555 per application

REF #: S-017

TITLE: APPEAL TO THE CITY COUNCIL

CURRENT FEE

Resident - \$1,063 per appeal
Other - \$2,658 per appeal

RECOMMENDED FEE

The total cost is \$4,090 per appeal

Fees with current subsidies:
Resident - \$1,635 per appeal
Other - \$4,090 per appeal

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-018

TITLE: GENERAL PLAN AMENDMENT

CURRENT FEE

\$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

RECOMMENDED FEE

\$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

REF #: S-019

TITLE: REZONING/SPECIFIC PLAN REVIEW

CURRENT FEE

\$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

RECOMMENDED FEE

\$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

REF #: S-020

TITLE: ZONING TEXT AMENDMENT

CURRENT FEE

\$5,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

RECOMMENDED FEE

\$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

REF #: S-021

TITLE: DEVELOPMENT REVIEW PERMIT - PROCESS

CURRENT FEE

Projects not requiring an EIR:
Resident - \$3,030 per application
Other - \$6,058 per application

Projects requiring an EIR - \$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

RECOMMENDED FEE

Level I - \$10,215 per application
Level II - \$17,115 per application or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

Current subsidy policy is for projects not requiring an EIR that are submitted by a resident be charged at 50% total cost recovery.

REF #: S-022

TITLE: DEVELOP REV PERMIT - REVIS/MODIF

CURRENT FEE

Resident - \$1,595 per application
Other - \$3,352 per application

RECOMMENDED FEE

Total cost is \$3,170 per application
Resident - \$1,585 per application
Other - \$3,170 per application

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-023

TITLE: DEVELOP REV PERMIT - TIME EXTENSION

CURRENT FEE

\$1,977 per application

RECOMMENDED FEE

\$2,070 per application

REF #: S-024

TITLE: MAJOR SUBDIVISION TENTATIVE MAP

CURRENT FEE

\$10,858 per map

RECOMMENDED FEE

\$14,000 per map

REF #: S-025

TITLE: MAJOR SUBDIVISION FINAL MAP

CURRENT FEE

\$5,777 per map

RECOMMENDED FEE

\$4,855 per map

REF #: S-026

TITLE: MAJOR SUBDIVISION AMEND OF CONDIT.

CURRENT FEE

\$3,332 per application

RECOMMENDED FEE

\$4,095 per application

REF #: S-027

TITLE: MAJOR SUBDIVISION TIME EXTENSION

CURRENT FEE

\$2,615 per application

RECOMMENDED FEE

\$3,780 per application

REF #: S-028

TITLE: MINOR SUBDIVISION TENTATIVE MAP

CURRENT FEE

\$8,674 per map

RECOMMENDED FEE

\$10,725 per map

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-029 **TITLE: MINOR SUBDIVISION FINAL MAP**

CURRENT FEE

\$4,002 per map

RECOMMENDED FEE

\$3,935 per map

REF #: S-030 **TITLE: MINOR SUBDIVISION AMEND OF CONDIT.**

CURRENT FEE

\$2,593 per application

RECOMMENDED FEE

\$3,220 per application

REF #: S-031 **TITLE: MINOR SUBDIVISION TIME EXTENSION**

CURRENT FEE

\$2,418 per application

RECOMMENDED FEE

\$3,115 per application

REF #: S-032B **TITLE: ENVIRONMENTAL DOCUMENTATION**

CURRENT FEE

Deposit based on 115% of contract estimate.

15% of the contract cost is a City review fee.

RECOMMENDED FEE

Deposit based on 115% of contract estimate.

15% of the contract cost is a City review fee.

REF #: S-035 **TITLE: ENVIRONMENTAL IMPACT REPORT**

CURRENT FEE

Deposit based on 115% of contract estimate.

15% of the contract cost is a City review fee.

RECOMMENDED FEE

Deposit based on 115% of contract estimate.

15% of the contract cost is a City review fee.

REF #: S-036 **TITLE: STRUCTURE DEVELOPMENT PERMIT**

CURRENT FEE

\$744 per application

This fee is not charged in conjunction with a Development Review Permit.

RECOMMENDED FEE

\$3,590 per application for 100% cost recovery

If in conjunction with a Development Review Permit, this fee will instead be \$1,075 per application (30% of the total fee).

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-036A

TITLE: STRUCTURE DEV PERM WAIVER/TIME EXT

CURRENT FEE

\$660 per application

Time Extension Fee is not charged in conjunction with a Development Review Permit Time Extension.

RECOMMENDED FEE

\$550 per application

Time Extension Fee is not charged in conjunction with a Development Review Permit Time Extension.

REF #: S-037

TITLE: APPLICATION FOR VIEW ASSESSMENT

CURRENT FEE

\$600 - neighbor
\$600 - applicant

These fees are paid by each.

RECOMMENDED FEE

To recover 100% of the costs:

\$2,435 - neighbor
\$2,435 - original applicant
These fees are paid by each.

\$2,475 - each additional meeting after the first meeting

If resolved before review by the View Assessment Commission, then 50% of the fee shall be refunded.

REF #: S-038A

TITLE: VIEW ASSESSMENT COMM. APPEAL TO CC

CURRENT FEE

\$300 per appeal

RECOMMENDED FEE

\$1,755 per application for 100% cost recovery

REF #: S-038B

TITLE: VIEW ASSESSMENT CD DIR APPEAL TO CC

CURRENT FEE

\$600 per appeal

RECOMMENDED FEE

This fee would be charged as an Appeal to the City Council (S-017) and not as a separate fee.

REF #: S-039

TITLE: STANDARD SIGN PERMIT PROCESSING

CURRENT FEE

\$287 per application

plus 100% fine of original sign permit if the sign was built without a permit.

RECOMMENDED FEE

\$330 per application

plus 100% fine of original sign permit if the sign was built without a permit.

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-040

TITLE: COMPREHENSIVE SIGN PLAN REVIEW

CURRENT FEE

\$574 per application

plus 100% fine of original sign permit if the sign was built without a permit.

RECOMMENDED FEE

\$940 per application

plus 100% fine of original sign permit if the sign was built without a permit.

REF #: S-041

TITLE: COMPREHENSIVE SIGN PLAN AMENDMENT

CURRENT FEE

\$532 per application

RECOMMENDED FEE

\$495 per application

REF #: S-044

TITLE: TEMPORARY SIGN/BANNER

CURRENT FEE

\$58 per application

RECOMMENDED FEE

\$110 per application

REF #: S-045

TITLE: LANDSCAPE PLAN REVIEW/INSPECTION

CURRENT FEE

Deposit for contractor at \$125/hr with additional 15% for City review

RECOMMENDED FEE

Deposit based on 115% of contract estimate.

15% of the contract cost is a City review fee.

REF #: S-046

TITLE: STREET ADDRESS CHANGE

CURRENT FEE

\$223 per address

RECOMMENDED FEE

\$245 for first five addresses plus \$55 for each additional five addresses per application

REF #: S-046A

TITLE: PLANNING PUBLIC NOTICING

CURRENT FEE

None

RECOMMENDED FEE

\$535 per notice plus actual postage and newspaper costs

If a project has more than one notice, this fee would be charged for each notice.

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-046B

TITLE: TECHNOLOGY SURCHARGE

CURRENT FEE

None

RECOMMENDED FEE

Charge 1% of all Building Plan Check and Permit fees

REF #: S-047

TITLE: LOT LINE ADJ./CERT. OF COMPL. REV.

CURRENT FEE

\$1,387 per application

RECOMMENDED FEE

\$1,835 per application or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

REF #: S-048

TITLE: GRADING & PUBL IMPROVE. PLAN CHECK

CURRENT FEE

Construction Valuation: (\$1,020 minimum fee)
\$0 - \$20,000 - 5%
\$20,001 - \$80,000 - 4.5%
\$80,001 - \$400,000 - 4%
\$400,001+ - 3%

Bluff Projects - Staff determined deposit with charges made at the fully allocated hourly rate for all personnel used.

RECOMMENDED FEE

Construction Valuation: (\$1,000 minimum fee)
\$0-\$20,000 - 10% of the construction value
\$20,001-\$80,000 - \$2,000 + 3% of the construction value over \$20,000
\$80,001-\$200,000 - \$3,800 + 1% of the construction value over \$80,000
\$200,001+- \$5,000 + 1% of the construction value over \$200,000 or a deposit determined by staff with charges at the fully allocated hourly rates

Bluff Projects - Staff determined deposit with charges made at the fully allocated hourly rate for all personnel used.

REF #: S-050

TITLE: GRADING & PUBL IMPROVE. INSPECTION

CURRENT FEE

Construction Valuation: (\$1,020 minimum)
\$0 - \$20,000 - 5%
\$20,001 - \$80,000 - 4.5%
\$80,001 - \$400,000 - 4%
\$400,001+ - 3%

Bluff Projects - Staff determined deposit with charges made at the fully allocated hourly rate for all personnel used.

RECOMMENDED FEE

Construction Valuation: (\$1,000 minimum fee)
\$0-\$20,000 - 5% of the construction value
\$20,001-\$80,000 - \$1,000 + 1.5% of the construction value over \$20,000
\$80,001-\$200,000 - \$1,900 + 1% of the construction value over \$80,000
\$200,001+- \$3,100 + 1% of the construction value over \$200,000 or a deposit determined by staff with charges at the fully allocated hourly rates

Bluff Projects - Staff determined deposit with charges made at the fully allocated hourly rate for all personnel used.

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-051

TITLE: ENCROACHMENT PERMIT PROC/INSPECTION

CURRENT FEE

Street Cut - \$611 per permit
Standard - \$261 per permit

RECOMMENDED FEE

Street Cut - \$755 per permit
Standard - \$530 per permit

REF #: S-051A

TITLE: MISCELLANEOUS ENGINEERING PERMIT

CURRENT FEE

None

RECOMMENDED FEE

\$220 per permit

REF #: S-051B

TITLE: EASEMENT ABANDON/STREET VACATION

CURRENT FEE

None

RECOMMENDED FEE

\$1,715 per application or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

REF #: S-051C

TITLE: EASEMENT/R.O.W. DEDICATION

CURRENT FEE

None

RECOMMENDED FEE

\$475 per application

REF #: S-051D

TITLE: GOLF CART PERMIT

CURRENT FEE

\$20 per permit

RECOMMENDED FEE

\$10 per permit

REF #: S-052

TITLE: PRE-APPLICATION REVIEW

CURRENT FEE

\$1,546 per application

50% of the fee to be credited against future fees if the project goes forward.

RECOMMENDED FEE

\$2,765 per application

50% of the fee to be credited against future fees if the project goes forward within six months.

City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018

REF #: S-053

TITLE: BUILDING PLAN CHECK & INSPECTION

CURRENT FEE

Contract with Esgil in which the City receives 25% of the plan check and permit revenues collected. Esgil uses the Uniform Building Code Table 3-A to establish fees to be charged.

Green Building PC/Inspection - 0-50,000 SF - 3% of Bldg PC/Insp fee
50,001+ SF - 1% of Bldg PC/Insp Fee

Commercial Photovoltaic PC/Inspection (based on valuation -
\$0-\$100,000 - \$695 \$100,001-\$500,000 - \$865
\$500,001-\$1,000,000 - \$950 \$1,000,001+ - \$1,120

RECOMMENDED FEE

Increase all Building Plan Check and Permit fees by 15%, except for:

Green Building Fees - No Change

Commercial Photovoltaic Plan Check/Inspection - No Change

REF #: S-053A

TITLE: FIRE BUILDING PLAN CHECK/INSPECTION

CURRENT FEE

\$70 per plan

RECOMMENDED FEE

Commercial:

Plan Check - \$200 per plan

Inspection - \$135 per inspection

Residential:

Plan Check - \$135 per plan

Inspection - \$100 per inspection

Reinspection (3rd Inspection) - \$100 per reinspection

REF #: S-054

TITLE: COMM. FIRE SPRINKLER PLAN CHK/INSP

CURRENT FEE

Plan Check:

1-10 heads - \$45

11-50 heads - \$135

51+ heads - \$270

Inspection:

1-10 heads - \$70

11-50 heads - \$300

51+ heads - \$600

RECOMMENDED FEE

Plan Check:

Tenant Improvement - \$65

New - Actual Costs

Inspection:

Tenant Improvement - \$135

New - \$525

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-054A

TITLE: RES. FIRE SPRINKLER PLAN CHK/INSP

CURRENT FEE

Plan Check:
1-10 heads - \$45
11-50 heads - \$135
51+ heads - \$270
Inspection:
1-10 heads - \$70
11-50 heads - \$300
51+ heads - \$600

RECOMMENDED FEE

0-2,500 Sq Ft: PC/Inspection - \$200 Inspection Only - \$100
2,501-5,000 Sq Ft: PC/Inspection - \$265 Inspection Only - \$135
5,001-7,000 Sq Ft: PC/Inspection - \$300 Inspection Only - \$165
7,001-10,000 Sq Ft: PC/Inspection - \$400 Inspection Only - \$200
10,000+ Sq Ft: PC/Inspection - \$430 Inspection Only - \$230

REF #: S-055

TITLE: FIRE ALARM/MONITOR SYSTEM PC/INSP

CURRENT FEE

Plan Check:
1-10 devices - \$135
11-50 devices - \$270
51+ heads - \$400
Inspection:
1-10 devices - \$70
11-50 devices - \$135
51+ heads - \$200

RECOMMENDED FEE

Plan Check - \$135 or actual costs with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
Inspection - \$430

REF #: S-055A

TITLE: FIRE SPEC PROT SYSTEM PC/INSP

CURRENT FEE

Plan Check - \$135
Inspection - \$70

RECOMMENDED FEE

\$200 per plan

REF #: S-055B

TITLE: FIRE SOLAR SYSTEM PLAN CHECK/INSP

CURRENT FEE

None

RECOMMENDED FEE

Single Family Residential - included as part of Building fees
Multi-Family, Commercial, or Industrial - \$265

REF #: S-056

TITLE: BUILDING PERMIT EXTENSION REVIEW

CURRENT FEE

\$329 per application

RECOMMENDED FEE

\$230 per application

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-057A

TITLE: SHORT TERM VACATION RENTAL PERMIT

CURRENT FEE

New - \$110 per permit
Late Fee - \$100 plus the cost of the Certificate
Renewal - \$17 per permit
Late Fees - 31-90 days late - \$17 plus renewal fee
91+ days late - Per SBMC 4.02.230

RECOMMENDED FEE

New - \$100 per permit
Late Fee - \$100 plus the cost of the Certificate
Renewal - \$55 per permit
Late Fees - 31-90 days late - \$17 plus renewal fee
91+ days late - Per SBMC 4.02.230

By Municipal Code, this fee is defined as the same fee as a new business certificate. The code should be changed to remove that conention.

REF #: S-066

TITLE: BUSINESS FIRE SAFETY INSPECTION

CURRENT FEE

New:
0-1,000 SF - \$150
1,001-3,500 SF - \$170
3,501-10,000 SF - \$265
10,001 SF - \$570
Renewal:
0-1,000 SF - \$55
1,001-3,500 SF - \$75
3,501-10,000 SF - \$170
10,001 SF - \$475

RECOMMENDED FEE

B, R2, R2.1 Occupancies:
0-1,000 SF - \$100
1,001-3,500 SF - \$200
3,501-10,000 SF - \$265
10,001 SF - \$795
All Other Occupancies:
0-1,000 SF - \$200
1,001-3,500 SF - \$400
3,501-10,000 SF - \$530
10,001 SF - \$1,060

REF #: S-067

TITLE: FIRE ALT. MATERIALS & METHODS REV.

CURRENT FEE

None

RECOMMENDED FEE

\$265 per application plus actual costs at the fully allocated hourly rates for all time after two hours

REF #: S-068

TITLE: U/G TANK INSTALL/REMOVE PC/INSPECT.

CURRENT FEE

\$351 per permit

RECOMMENDED FEE

\$400 per permit

REF #: S-069

TITLE: NEW DEVELOPMENT FLOW TEST

CURRENT FEE

\$191 per test

RECOMMENDED FEE

This service is now provided by the Water District.

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-070

TITLE: MISCELLANEOUS FIRE INSPECTION

CURRENT FEE

None

RECOMMENDED FEE

\$135 per hour

REF #: S-071

TITLE: AFTER HOUR INSPECTION

CURRENT FEE

\$330 minimum plus actual cost using fully allocated hourly rates

RECOMMENDED FEE

Actual cost using fully allocated hourly rates (\$265 minimum)

REF #: S-073

TITLE: STAND-BY CHARGE

CURRENT FEE

\$470 minimum plus actual cost using fully allocated hourly rates

RECOMMENDED FEE

Actual cost using fully allocated hourly rates (\$600 minimum)

REF #: S-077

TITLE: JUNIOR LIFEGUARD PROGRAM

CURRENT FEE

2 week session - \$250 (Non-resident) \$225 (Resident)
4 week session - \$375 (Non-resident) \$350 (Resident)
5 week session - \$450 (Non-resident) \$425 (Resident)

RECOMMENDED FEE

This program is recovering 101% of its direct program costs and 72% of its total costs.

Due to upcoming changes to the program, no changes to the fees are recommended at this time until the effects of the program changes are identified.

REF #: S-079

TITLE: MARINE SAFETY PERMIT

CURRENT FEE

Ramp Fee - \$5.30 per round trip
Trip Fee - \$2.70 per ton
plus \$27 per day for days 1-30 and \$53 per day for 31 and subsequent days
plus actual staffing costs

A deposit is collected and these fees are charged against the deposit.

RECOMMENDED FEE

Ramp Fee - \$5.30 per round trip
Trip Fee - \$2.70 per ton
plus \$27 per day for days 1-30 and \$53 per day for 31 and subsequent days
plus actual staffing costs

plus 15% deposit management fee

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-080

TITLE: SPECIAL EVENT PERMIT

CURRENT FEE

Resident/Non-Profit - \$50
Non-Resident - \$250

RECOMMENDED FEE

\$765 per permit

If event involves a lane or street closure, then charge the actual cost for the planning of the event.

Plus actual costs incurred the day of the event

REF #: S-085

TITLE: CONTRACT ENRICHMENT CLASSES

CURRENT FEE

The Class Instructor receives 70% of the class fee and the City receives 30% of the class fee.

RECOMMENDED FEE

No Change

REF #: S-086

TITLE: DAY CAMP PROGRAM

CURRENT FEE

Resident - \$106 per week
Non-Resident - \$123 per week
Aftercare Program - \$27 per week

RECOMMENDED FEE

This program is recovering 102% of its direct program costs, and 63% of its total costs, including facility maintenance and replacement.

REF #: S-091

TITLE: SPORTS FIELD MANAGEMENT

CURRENT FEE

Resident/Non-Profit - No Charge
Other - \$20 per hour

RECOMMENDED FEE

No Change

REF #: S-094

TITLE: FACILITY RENTAL (COMM. CENTER)

CURRENT FEE

La Colonia:
Resident - \$60 per hour
Non-Resident - \$65 per hour

RECOMMENDED FEE

No Change

Fletcher Cove - fees are set by initiative

REF #: S-111

TITLE: BUSINESS REGISTRATION - DUPLICATE

CURRENT FEE

\$17 per duplicate

RECOMMENDED FEE

\$20 per duplicate

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-112

TITLE: BUSINESS REGISTRATION - NEW

CURRENT FEE

Home Base/Outside City - \$110
Inside City:
0-1,000 SF - \$150
1,001-3,500 SF - \$170
3,501-10,000 SF - \$265
10,001 SF - \$570
Late Fees:
90 days late - \$100 plus the cost of the Certificate
91+ days late - Per SBMC 4.02.230

RECOMMENDED FEE

Home Base/Located outside the City - \$100 per application
Business located within the City - \$225 per application
Late Fees:
90 days late - \$100 plus the cost of the Certificate
91+ days late - Per SBMC 4.02.230

REF #: S-113

TITLE: BUSINESS REGISTRATION - RENEWAL

CURRENT FEE

Home Base/Outside City - \$17
Inside City:
0-1,000 SF - \$55
1,001-3,500 SF - \$75
3,501-10,000 SF - \$170
10,001 SF - \$475
Late Fees:
31-90 days late - \$17 plus the cost of the Renewal
91+ days late - Per SBMC 4.02.230

RECOMMENDED FEE

\$47 per renewal
Plus 100% late fee if more than 60 days late
Thereafter Administrative Citation Process

REF #: S-114A

TITLE: AMUSEMENT PERMIT

CURRENT FEE

New - \$271 per permit plus \$62 per device
Renewal - \$237 per permit plus \$62 per device

RECOMMENDED FEE

New - \$240 per permit plus DOJ and other State fees
Renewal - \$135 per permit plus DOJ and other State fees

REF #: S-114B

TITLE: DANCE PERMIT

CURRENT FEE

New - \$117 per permit
Renewal - \$75 per permit

RECOMMENDED FEE

New - \$240 per permit plus DOJ and other State fees
Renewal - \$135 per permit plus DOJ and other State fees

REF #: S-114C

TITLE: ENTERTAINMENT PERMIT

CURRENT FEE

New - \$406 per permit
Renewal - \$374 per permit

RECOMMENDED FEE

New - \$240 per permit plus DOJ and other State fees
Renewal - \$135 per permit plus DOJ and other State fees

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-114D

TITLE: FIREARMS SALE PERMIT

CURRENT FEE

New - \$138 per permit
Renewal - \$43 per permit

RECOMMENDED FEE

New - \$240 per permit plus DOJ and other State fees
Renewal - \$135 per permit plus DOJ and other State fees

REF #: S-114E

TITLE: MESSAGE ESTABLISHMENT PERMIT

CURRENT FEE

New - \$541 per permit (\$509 + \$32 DOJ fee + \$32 for each co-owner or corporate officer
Renewal - \$471 per permit + 10% per month for late renewal fees after 30 days expired

RECOMMENDED FEE

New - \$240 per permit plus DOJ and other State fees
Renewal - \$135 per permit plus DOJ and other State fees

REF #: S-114F

TITLE: SECONDHAND DEALER PERMIT

CURRENT FEE

New - \$278 per permit + \$32 DOJ Fees plus \$32 for each co-owner or corporate officer plus \$195 for additional state fees
Renewal - \$48 per permit plus \$10 State fees

RECOMMENDED FEE

New - \$240 per permit plus DOJ and other State fees
Renewal - \$135 per permit plus DOJ and other State fees

REF #: S-114G

TITLE: SOLICITORS PERMIT

CURRENT FEE

New - \$159 per permit + \$32 DOJ Fees plus \$82 for each additional solicitor
Renewal - None

RECOMMENDED FEE

New - \$240 per permit plus \$105 for each additional solicitor plus DOJ and other State fees
Renewal - \$135 per permit plus DOJ and other State fees

REF #: S-114H

TITLE: TAXI BUSINESS PERMIT

CURRENT FEE

New - \$131 per permit + \$32 DOJ Fees plus \$32 for each co-owner or corporate officer plus \$195 for additional state fees plus \$53 per cab
Renewal - \$113 per permit plus \$10 State fees plus \$53 per cab

RECOMMENDED FEE

New - \$345 per permit plus \$20 for each cab plus DOJ and other State fees
Renewal - \$185 per permit plus \$20 for each cab plus DOJ and other State fees

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-114I

TITLE: TOBACCO SALES PERMIT

CURRENT FEE

New - \$135
Renewal - \$110
Duplicate - \$10
Late Fee - Renewal fee + 10%

RECOMMENDED FEE

New - \$240
Renewal - \$135
Late Fee - Renewal fee + 10%

REF #: S-115

TITLE: NOTARY PUBLIC SERVICE

CURRENT FEE

\$10 per signature.

This fee is set by the State

RECOMMENDED FEE

\$15 per signature.

This fee is set by the State

REF #: S-116

TITLE: DOCUMENT CERTIFICATION

CURRENT FEE

\$35 per item

RECOMMENDED FEE

\$40 per item

REF #: S-117

TITLE: CC MEETING REPRODUCTION

CURRENT FEE

Audio CD - \$15
DVD - \$15
Convert VHS to DVD - \$45

RECOMMENDED FEE

Audio CD - \$21.25
DVD - \$21.25
Convert VHS to DVD - \$41.25
Convert Audio Cassette to CD/MP4 - Actual Costs

REF #: S-118

TITLE: ANNUAL AGENDA MAILING SUBSCRIPTION

CURRENT FEE

\$436 staff costs plus \$38 copying/mailling costs = \$474 per subscriber per year

RECOMMENDED FEE

\$325 staff costs plus \$57 copying/mailling costs = \$382 per subscriber per year

REF #: S-118A

TITLE: ANNUAL AGENDA PACKET SUBSCRIPTION

CURRENT FEE

\$1,063 staff costs plus \$478.50 copying/mailling costs = \$1,542 per subscriber per year

RECOMMENDED FEE

\$955 staff costs plus \$600 copying/mailling costs = \$1,555 per subscriber per year

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-118B

TITLE: ANNUAL SPECIAL NOTICE SUBSCRIPTION

CURRENT FEE

\$44 staff costs plus \$3 copying/mailling costs = \$47 per subscriber per year

RECOMMENDED FEE

\$50 staff costs plus \$4 copying/mailling costs = \$54 per subscriber per year

REF #: S-119

TITLE: DOCUMENT PRINTING & COPYING

CURRENT FEE

Black and White Copy - \$1 for first page plus \$0.10 per page for every page thereafter
Color Copy - \$1 for first page plus \$0.20 per page for every page thereafter
Document Imaging - \$1 for first page plus \$0.02 per page for every page thereafter
Data Copy - \$8
Agenda Packet - \$65
Maps/Blueprints - Actual Costs

RECOMMENDED FEE

All Copies - First 10 pages - No Charge \$0.20 per page for every page thereafter
Document Imaging - First 10 pages - No Charge \$0.15 per page for every page thereafter
Data Copy - \$8 per device
Agenda Packet - \$65
Maps/Blueprints - Actual Costs

REF #: S-120

TITLE: CANDIDATE PROCESSING

CURRENT FEE

None

RECOMMENDED FEE

\$25 per candidate

This fee is set by the State.

REF #: S-121

TITLE: INITIATIVE PROCESSING

CURRENT FEE

\$200 per initiative

RECOMMENDED FEE

\$200 per initiative

This fee is set by the State.

REF #: S-122

TITLE: VERIFICATION OF RESIDENCY

CURRENT FEE

\$12.50 per request

RECOMMENDED FEE

\$19 per request

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-123

TITLE: NSF CHECK

CURRENT FEE

\$35 per NSF check

RECOMMENDED FEE

\$55 per NSF check

APPENDIX B

**REVENUE AND COST
SUMMARY WORKSHEETS
Matched With
COST DETAIL WORKSHEETS**

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE CONDITIONAL USE PERMIT PROCESSING		REFERENCE NO. S-001	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Business	
DESCRIPTION OF SERVICE Reviewing request for discretionary entitlement and developing compliance conditions to meet community standards. Examples are religious facilities, private schools, night clubs, bars and liquor stores in commercial zones.			
CURRENT FEE STRUCTURE \$9,300 per application Bluff Retention Device CUP - requires additional deposit for third party reviews plus 15% Wireless Communications Facility CUP - requires additional deposit for third party reviews plus 15%			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$9,300.00	TOTAL REVENUE:	\$55,800
UNIT COST:	\$8,661.33	TOTAL COST:	\$51,968
UNIT PROFIT (SUBSIDY):	\$638.67	TOTAL PROFIT (SUBSIDY):	\$3,832
TOTAL UNITS:	6	PCT. COST RECOVERY:	107.37%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$8,660 per application Bluff Retention Device CUP - requires additional deposit for third party reviews plus 15% Wireless Communications Facility CUP - requires additional deposit for third party reviews plus 15%			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE CONDITIONAL USE PERMIT PROCESSING					REFERENCE NO. S-001		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 6		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		3.00	\$825.42	6	\$4,953	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	6	\$1,327	
PLANNING	PROJECT PLANNER		35.00	\$5,413.80	6	\$32,483	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		6.00	\$838.26	6	\$5,030	
ENGINEERING	DIR. OF PW/CITY ENGINEER		4.00	\$928.20	6	\$5,569	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		2.00	\$331.34	6	\$1,988	
ENGINEERING	SR ENGINEERING TECH		1.00	\$103.21	6	\$619	
TYPE SUBTOTAL			53.00	\$8,661.33		\$51,968	
TOTALS			53.00	\$8,661.33		\$51,968	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE COND. USE PERMIT - REVISION/MODIF.		REFERENCE NO. S-002	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Business	
DESCRIPTION OF SERVICE Reviewing a revision or modification to an already approved conditional use permit.			
CURRENT FEE STRUCTURE \$2,168 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$2,168.00	TOTAL REVENUE:	\$4,336
UNIT COST:	\$3,044.50	TOTAL COST:	\$6,089
UNIT PROFIT (SUBSIDY):	\$(876.50)	TOTAL PROFIT (SUBSIDY):	\$(1,753)
TOTAL UNITS:	2	PCT. COST RECOVERY:	71.21%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$3,045 per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE COND. USE PERMIT - REVISION/MODIF.					REFERENCE NO. S-002		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		1.00	\$275.14	2	\$550	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	2	\$442	
PLANNING	PROJECT PLANNER		13.00	\$2,010.84	2	\$4,022	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		1.00	\$139.71	2	\$279	
ENGINEERING	DIR. OF PW/CITY ENGINEER		1.00	\$232.05	2	\$464	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		1.00	\$165.67	2	\$331	
		TYPE SUBTOTAL	19.00	\$3,044.51		\$6,089	
TOTALS			19.00	\$3,044.50		\$6,089	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE COND. USE PERMIT - TIME EXTENSION		REFERENCE NO. S-003	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Business	
DESCRIPTION OF SERVICE Reviewing an extension of time on an approved conditional use permit to allow the applicant more time to complete the project.			
CURRENT FEE STRUCTURE \$1,568 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,568.00	TOTAL REVENUE:	\$1,568
UNIT COST:	\$2,271.00	TOTAL COST:	\$2,271
UNIT PROFIT (SUBSIDY):	\$(703.00)	TOTAL PROFIT (SUBSIDY):	\$(703)
TOTAL UNITS:	1	PCT. COST RECOVERY:	69.04%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$2,270 per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE COND. USE PERMIT - TIME EXTENSION					REFERENCE NO. S-003		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		1.00	\$275.14	1	\$275	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
PLANNING	PROJECT PLANNER		8.00	\$1,237.44	1	\$1,237	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		1.00	\$139.71	1	\$140	
ENGINEERING	DIR. OF PW/CITY ENGINEER		1.00	\$232.05	1	\$232	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		1.00	\$165.67	1	\$166	
TYPE SUBTOTAL			14.00	\$2,271.11		\$2,271	
TOTALS			14.00	\$2,271.00		\$2,271	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE DIRECTORS USE PERMIT		REFERENCE NO. S-004
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Resident/Business
DESCRIPTION OF SERVICE Reviewing request for discretionary entitlement and developing compliance conditions to meet community standards as defined by the Zoning Ordinance.		
CURRENT FEE STRUCTURE \$2,327 per application		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$2,327.00	TOTAL REVENUE: \$16,289
UNIT COST:	\$2,692.43	TOTAL COST: \$18,847
UNIT PROFIT (SUBSIDY):	\$(365.43)	TOTAL PROFIT (SUBSIDY): \$(2,558)
TOTAL UNITS:	7	PCT. COST RECOVERY: 86.43%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Telecomm - \$2,600 per application Other - \$2,820 per application Wireless Communications Facility - requires additional deposit for third party reviews plus 15%		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE DIRECTORS USE PERMIT					REFERENCE NO. S-004		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 7		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		0.50	\$69.86	7	\$489	
		TYPE SUBTOTAL	0.50	\$69.86		\$489	
PLANNING	COM DEV DIRECTOR		3.00	\$825.42	3	\$2,476	
PLANNING	JUNIOR PLANNER		16.00	\$1,768.80	3	\$5,306	
PLANNING	PROJECT PLANNER		1.00	\$154.68	3	\$464	
		TYPE SUBTOTAL	20.00	\$2,748.90		\$8,247	
PLANNING	COM DEV DIRECTOR	Telecom Only	3.00	\$825.42	4	\$3,302	
PLANNING	JUNIOR PLANNER	Telecom Only	14.00	\$1,547.70	4	\$6,191	
PLANNING	PROJECT PLANNER	Telecom Only	1.00	\$154.68	4	\$619	
		TYPE SUBTOTAL	18.00	\$2,527.80		\$10,111	
TOTALS			38.50	\$2,692.43		\$18,847	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE PLNG DIR. HRNG USE PMT - REVISION		REFERENCE NO. S-005	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Reviewing a revision or modification to an already approved Planning Director Use Permit.			
CURRENT FEE STRUCTURE \$1,222 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,222.00	TOTAL REVENUE:	\$1,222
UNIT COST:	\$1,435.00	TOTAL COST:	\$1,435
UNIT PROFIT (SUBSIDY):	\$(213.00)	TOTAL PROFIT (SUBSIDY):	\$(213)
TOTAL UNITS:	1	PCT. COST RECOVERY:	85.16%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,435 per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE PLNG DIR. HRNG USE PMT - REVISION					REFERENCE NO. S-005		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		2.00	\$550.28	1	\$550	
PLANNING	JUNIOR PLANNER		8.00	\$884.40	1	\$884	
		TYPE SUBTOTAL	10.00	\$1,434.68		\$1,435	
TOTALS			10.00	\$1,435.00		\$1,435	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE PLNG DIR HRNG USE PER - TIME EXTEN.		REFERENCE NO. S-006	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Reviewing an extension of time on an approved Planning Director Use Permit to allow the applicant additional time to complete the project.			
CURRENT FEE STRUCTURE \$1,020 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,020.00	TOTAL REVENUE:	\$1,020
UNIT COST:	\$1,214.00	TOTAL COST:	\$1,214
UNIT PROFIT (SUBSIDY):	\$(194.00)	TOTAL PROFIT (SUBSIDY):	\$(194)
TOTAL UNITS:	1	PCT. COST RECOVERY:	84.02%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,215 per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE PLNG DIR HRNG USE PER - TIME EXTEN.					REFERENCE NO. S-006		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		2.00	\$550.28	1	\$550	
PLANNING	JUNIOR PLANNER		6.00	\$663.30	1	\$663	
		TYPE SUBTOTAL	8.00	\$1,213.58		\$1,214	
TOTALS			8.00	\$1,214.00		\$1,214	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MINOR EXCEPTION REVIEW PROCESSING		REFERENCE NO. S-008	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Reviewing proposed (variance) minor deviation with City codes to determine if the deviation is within permissible limits for Parking Standards and Wall/Fence Heights.			
CURRENT FEE STRUCTURE \$845 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$845.00	TOTAL REVENUE:	\$1,690
UNIT COST:	\$1,160.50	TOTAL COST:	\$2,321
UNIT PROFIT (SUBSIDY):	\$(315.50)	TOTAL PROFIT (SUBSIDY):	\$(631)
TOTAL UNITS:	2	PCT. COST RECOVERY:	72.81%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,160 per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MINOR EXCEPTION REVIEW PROCESSING					REFERENCE NO. S-008		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		1.00	\$275.14	2	\$550	
PLANNING	JUNIOR PLANNER		6.00	\$663.30	2	\$1,327	
PLANNING	PROJECT PLANNER		1.00	\$154.68	2	\$309	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		0.25	\$41.42	2	\$83	
ENGINEERING	SR ENGINEERING TECH		0.25	\$25.80	2	\$52	
TYPE SUBTOTAL			8.50	\$1,160.34		\$2,321	
TOTALS			8.50	\$1,160.50		\$2,321	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE TEMPORARY USE PERMIT PROCESSING		REFERENCE NO. S-011	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Business	
DESCRIPTION OF SERVICE Reviewing request for a temporary use permit for a specific use of a specific parcel of property within terms of the Zoning Code. Examples are parking lot sales, christmas tree lots, temporary construction trailers.			
CURRENT FEE STRUCTURE \$1,425 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,425.00	TOTAL REVENUE:	\$1,425
UNIT COST:	\$1,483.00	TOTAL COST:	\$1,483
UNIT PROFIT (SUBSIDY):	\$(58.00)	TOTAL PROFIT (SUBSIDY):	\$(58)
TOTAL UNITS:	1	PCT. COST RECOVERY:	96.09%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,485 per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE TEMPORARY USE PERMIT PROCESSING					REFERENCE NO. S-011		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		3.00	\$825.42	1	\$825	
PLANNING	JUNIOR PLANNER		4.00	\$442.20	1	\$442	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL		0.75	\$99.47	1	\$99	
ENGINEERING	DIR. OF PW/CITY ENGINEER		0.50	\$116.03	1	\$116	
TYPE SUBTOTAL			8.25	\$1,483.12		\$1,483	
TOTALS			8.25	\$1,483.00		\$1,483	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE TEMPORARY USE PERMIT - TIME EXTEN.		REFERENCE NO. S-012
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Business
DESCRIPTION OF SERVICE Reviewing a temporary use permit application to determine if time extension should be permitted with or without new restrictions.		
CURRENT FEE STRUCTURE \$630 per application		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$630.00	TOTAL REVENUE: \$630
UNIT COST:	\$725.00	TOTAL COST: \$725
UNIT PROFIT (SUBSIDY):	\$(95.00)	TOTAL PROFIT (SUBSIDY): \$(95)
TOTAL UNITS:	1	PCT. COST RECOVERY: 86.90%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$725 per application		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE TEMPORARY USE PERMIT - TIME EXTEN.					REFERENCE NO. S-012		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		1.50	\$412.71	1	\$413	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL		0.25	\$33.16	1	\$33	
ENGINEERING	DIR. OF PW/CITY ENGINEER		0.25	\$58.01	1	\$58	
		TYPE SUBTOTAL	4.00	\$724.98		\$725	
TOTALS			4.00	\$725.00		\$725	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE ZONING LETTER		REFERENCE NO. S-013	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE LETTER	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Processing a request for the zoning information of a particular parcel			
CURRENT FEE STRUCTURE \$135 per letter			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$135.00	TOTAL REVENUE:	\$540
UNIT COST:	\$154.75	TOTAL COST:	\$619
UNIT PROFIT (SUBSIDY):	\$(19.75)	TOTAL PROFIT (SUBSIDY):	\$(79)
TOTAL UNITS:	4	PCT. COST RECOVERY:	87.24%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$155 per letter			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE ZONING LETTER					REFERENCE NO. S-013		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 4		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	PROJECT PLANNER		1.00	\$154.68	4	\$619	
		TYPE SUBTOTAL	1.00	\$154.68		\$619	
TOTALS			1.00	\$154.75		\$619	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE VARIANCE REVIEW - PROCESSING		REFERENCE NO. S-014	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE A review to determine if unique site-specific circumstances warrant flexibility in application of standard code requirements.			
CURRENT FEE STRUCTURE \$2,163 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$2,163.00	TOTAL REVENUE:	\$2,163
UNIT COST:	\$6,553.00	TOTAL COST:	\$6,553
UNIT PROFIT (SUBSIDY):	\$(4,390.00)	TOTAL PROFIT (SUBSIDY):	\$(4,390)
TOTAL UNITS:	1	PCT. COST RECOVERY:	33.01%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$6,555 per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE VARIANCE REVIEW - PROCESSING					REFERENCE NO. S-014		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		3.00	\$825.42	1	\$825	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
PLANNING	PROJECT PLANNER		35.00	\$5,413.80	1	\$5,414	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		0.25	\$34.93	1	\$35	
ENGINEERING	DIR. OF PW/CITY ENGINEER		0.25	\$58.01	1	\$58	
TYPE SUBTOTAL			40.50	\$6,553.26		\$6,553	
TOTALS			40.50	\$6,553.00		\$6,553	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE APPEAL TO THE CITY COUNCIL		REFERENCE NO. S-017	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Request	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Processing and reviewing an appeal of the Planning Director's interpretation of the code to the City Council.			
CURRENT FEE STRUCTURE Resident - \$1,063 per appeal Other - \$2,658 per appeal			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$2,658.00	TOTAL REVENUE:	\$5,316
UNIT COST:	\$4,089.50	TOTAL COST:	\$8,179
UNIT PROFIT (SUBSIDY):	\$(1,431.50)	TOTAL PROFIT (SUBSIDY):	\$(2,863)
TOTAL UNITS:	2	PCT. COST RECOVERY:	65.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
The total cost is \$4,090 per appeal			
Fees with current subsidies:			
Resident - \$1,635 per appeal			
Other - \$4,090 per appeal			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE APPEAL TO THE CITY COUNCIL					REFERENCE NO. S-017		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		9.00	\$2,476.26	2	\$4,953	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	2	\$442	
PLANNING	PROJECT PLANNER		9.00	\$1,392.12	2	\$2,784	
TYPE SUBTOTAL			20.00	\$4,089.48		\$8,179	
TOTALS			20.00	\$4,089.50		\$8,179	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE GENERAL PLAN AMENDMENT		REFERENCE NO. S-018	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Reviewing and making recommendations regarding proposed amendment to the City Comprehensive General Plan.			
CURRENT FEE STRUCTURE \$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$10,000.00	TOTAL REVENUE:	\$10,000
UNIT COST:	\$11,016.00	TOTAL COST:	\$11,016
UNIT PROFIT (SUBSIDY):	\$(1,016.00)	TOTAL PROFIT (SUBSIDY):	\$(1,016)
TOTAL UNITS:	1	PCT. COST RECOVERY:	90.78%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE GENERAL PLAN AMENDMENT					REFERENCE NO. S-018		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		10.00	\$2,751.40	1	\$2,751	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
PLANNING	PROJECT PLANNER		52.00	\$8,043.36	1	\$8,043	
TYPE SUBTOTAL			64.00	\$11,015.86		\$11,016	
TOTALS			64.00	\$11,016.00		\$11,016	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE REZONING/SPECIFIC PLAN REVIEW		REFERENCE NO. S-019	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Reviewing a request for rezoning, specific plan, or specific plan amendment on a specific parcel.			
CURRENT FEE STRUCTURE \$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$10,000.00	TOTAL REVENUE:	\$10,000
UNIT COST:	\$11,016.00	TOTAL COST:	\$11,016
UNIT PROFIT (SUBSIDY):	\$(1,016.00)	TOTAL PROFIT (SUBSIDY):	\$(1,016)
TOTAL UNITS:	1	PCT. COST RECOVERY:	90.78%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE REZONING/SPECIFIC PLAN REVIEW					REFERENCE NO. S-019		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		10.00	\$2,751.40	1	\$2,751	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
PLANNING	PROJECT PLANNER		52.00	\$8,043.36	1	\$8,043	
TYPE SUBTOTAL			64.00	\$11,015.86		\$11,016	
TOTALS			64.00	\$11,016.00		\$11,016	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE ZONING TEXT AMENDMENT		REFERENCE NO. S-020	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Processing and reviewing a change to the text of the Zoning Code.			
CURRENT FEE STRUCTURE \$5,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$5,000.00	TOTAL REVENUE:	\$5,000
UNIT COST:	\$11,248.00	TOTAL COST:	\$11,248
UNIT PROFIT (SUBSIDY):	\$(6,248.00)	TOTAL PROFIT (SUBSIDY):	\$(6,248)
TOTAL UNITS:	1	PCT. COST RECOVERY:	44.45%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE ZONING TEXT AMENDMENT					REFERENCE NO. S-020		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		10.00	\$2,751.40	1	\$2,751	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
PLANNING	PROJECT PLANNER		52.00	\$8,043.36	1	\$8,043	
ENGINEERING	DIR. OF PW/CITY ENGINEER		1.00	\$232.05	1	\$232	
		TYPE SUBTOTAL	65.00	\$11,247.91		\$11,248	
TOTALS			65.00	\$11,248.00		\$11,248	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE DEVELOPMENT REVIEW PERMIT - PROCESS		REFERENCE NO. S-021	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of larger projects and projects where special environmental, design, or access and circulation considerations exist. For development in special overlay zones, on a coastal bluff top property, or more than 50 yards of grading.			
CURRENT FEE STRUCTURE Projects not requiring an EIR: Resident - \$3,030 per application Other - \$6,058 per application Projects requiring an EIR - \$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$7,372.00	TOTAL REVENUE:	\$221,160
UNIT COST:	\$12,513.30	TOTAL COST:	\$375,399
UNIT PROFIT (SUBSIDY):	\$(5,141.30)	TOTAL PROFIT (SUBSIDY):	\$(154,239)
TOTAL UNITS:	30	PCT. COST RECOVERY:	58.91%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Level I - \$10,215 per application Level II - \$17,115 per application or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs. Current subsidy policy is for projects not requiring an EIR that are submitted by a resident be charged at 50% total cost recovery.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE					REFERENCE NO.		
DEVELOPMENT REVIEW PERMIT - PROCESS					S-021		
NOTE					TOTAL UNITS		
Unit Costs are an Average of Total Units					30		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR	Level I	3.00	\$825.42	20	\$16,508	
PLANNING	JUNIOR PLANNER	Level I	2.00	\$221.10	20	\$4,422	
PLANNING	PROJECT PLANNER	Level I	45.00	\$6,960.60	20	\$139,212	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Level I	2.00	\$265.24	20	\$5,305	
ENGINEERING	ASSOCIATE CIVIL ENGINEER	Level I	2.00	\$279.42	20	\$5,588	
ENGINEERING	DIR. OF PW/CITY ENGINEER	Level I	2.00	\$464.10	20	\$9,282	
ENGINEERING	PRINCIPAL CIVIL ENGINEER	Level I	1.00	\$165.67	20	\$3,313	
ENGINEERING	SR ENGINEERING TECH	Level I	10.00	\$1,032.10	20	\$20,642	
TYPE SUBTOTAL			67.00	\$10,213.65		\$204,273	
PLANNING	COM DEV DIRECTOR	Level II	6.00	\$1,650.84	10	\$16,508	
PLANNING	JUNIOR PLANNER	Level II	2.00	\$221.10	10	\$2,211	
PLANNING	PROJECT PLANNER	Level II	70.00	\$10,827.60	10	\$108,276	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Level II	4.00	\$530.48	10	\$5,305	
ENGINEERING	ASSOCIATE CIVIL ENGINEER	Level II	4.00	\$558.84	10	\$5,588	
ENGINEERING	DIR. OF PW/CITY ENGINEER	Level II	4.00	\$928.20	10	\$9,282	
ENGINEERING	PRINCIPAL CIVIL ENGINEER	Level II	2.00	\$331.34	10	\$3,313	
ENGINEERING	SR ENGINEERING TECH	Level II	20.00	\$2,064.20	10	\$20,642	
TYPE SUBTOTAL			112.00	\$17,112.60		\$171,126	
TOTALS			179.00	\$12,513.30		\$375,399	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE DEVELOP REV PERMIT - REVIS/MODIF		REFERENCE NO. S-022	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Reviewing of a revision or modification to a development review permit already approved.			
CURRENT FEE STRUCTURE Resident - \$1,595 per application Other - \$3,352 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$3,352.00	TOTAL REVENUE:	\$6,704
UNIT COST:	\$3,168.00	TOTAL COST:	\$6,336
UNIT PROFIT (SUBSIDY):	\$184.00	TOTAL PROFIT (SUBSIDY):	\$368
TOTAL UNITS:	2	PCT. COST RECOVERY:	105.81%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Total cost is \$3,170 per application Resident - \$1,585 per application Other - \$3,170 per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE DEVELOP REV PERMIT - REVIS/MODIF					REFERENCE NO. S-022		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		1.00	\$275.14	2	\$550	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	2	\$442	
PLANNING	PROJECT PLANNER		13.00	\$2,010.84	2	\$4,022	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		1.00	\$139.71	2	\$279	
ENGINEERING	DIR. OF PW/CITY ENGINEER		1.00	\$232.05	2	\$464	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		0.50	\$82.84	2	\$166	
ENGINEERING	SR ENGINEERING TECH		2.00	\$206.42	2	\$413	
TYPE SUBTOTAL			20.50	\$3,168.10		\$6,336	
TOTALS			20.50	\$3,168.00		\$6,336	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE DEVELOP REV PERMIT - TIME EXTENSION		REFERENCE NO. S-023
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer
DESCRIPTION OF SERVICE Reviewing a development review permit application to determine if time extension should be permitted with or without new restrictions.		
CURRENT FEE STRUCTURE \$1,977 per application		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$1,977.00	TOTAL REVENUE:
UNIT COST:	\$2,069.00	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$(92.00)	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	1	PCT. COST RECOVERY:
		95.55%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$2,070 per application		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE DEVELOP REV PERMIT - TIME EXTENSION					REFERENCE NO. S-023		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		1.00	\$275.14	1	\$275	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
PLANNING	PROJECT PLANNER		8.00	\$1,237.44	1	\$1,237	
ENGINEERING	DIR. OF PW/CITY ENGINEER		1.00	\$232.05	1	\$232	
ENGINEERING	SR ENGINEERING TECH		1.00	\$103.21	1	\$103	
TYPE SUBTOTAL			13.00	\$2,068.94		\$2,069	
TOTALS			13.00	\$2,069.00		\$2,069	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MAJOR SUBDIVISION TENTATIVE MAP		REFERENCE NO. S-024
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Map	SERVICE RECIPIENT Developer
DESCRIPTION OF SERVICE Reviewing a major subdivision tentative map to identify any special conditions and determine the extent to which it complies with appropriate code requirements.		
CURRENT FEE STRUCTURE \$10,858 per map		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$10,858.00	TOTAL REVENUE:
UNIT COST:	\$13,997.00	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$(3,139.00)	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	1	PCT. COST RECOVERY:
		77.57%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$14,000 per map		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MAJOR SUBDIVISION TENTATIVE MAP					REFERENCE NO. S-024		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		8.00	\$2,201.12	1	\$2,201	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
PLANNING	PROJECT PLANNER		35.00	\$5,413.80	1	\$5,414	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL		5.00	\$663.10	1	\$663	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		20.00	\$2,794.20	1	\$2,794	
ENGINEERING	DIR. OF PW/CITY ENGINEER		8.00	\$1,856.40	1	\$1,856	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		2.00	\$331.34	1	\$331	
ENGINEERING	SR ENGINEERING TECH		5.00	\$516.05	1	\$516	
TYPE SUBTOTAL			85.00	\$13,997.11		\$13,997	
TOTALS			85.00	\$13,997.00		\$13,997	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MAJOR SUBDIVISION FINAL MAP		REFERENCE NO. S-025	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE Map	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Reviewing a subdivision final map to identify any special conditions and determine that it applies to the appropriate code requirements.			
CURRENT FEE STRUCTURE \$5,777 per map			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$5,777.00	TOTAL REVENUE:	\$5,777
UNIT COST:	\$4,857.00	TOTAL COST:	\$4,857
UNIT PROFIT (SUBSIDY):	<u>\$920.00</u>	TOTAL PROFIT (SUBSIDY):	<u>\$920</u>
TOTAL UNITS:	1	PCT. COST RECOVERY:	118.94%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$4,855 per map			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MAJOR SUBDIVISION FINAL MAP					REFERENCE NO. S-025		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		1.00	\$275.14	1	\$275	
PLANNING	PROJECT PLANNER		2.00	\$309.36	1	\$309	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL		1.00	\$132.62	1	\$133	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		20.00	\$2,794.20	1	\$2,794	
ENGINEERING	DIR. OF PW/CITY ENGINEER		2.00	\$464.10	1	\$464	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		2.00	\$331.34	1	\$331	
ENGINEERING		Surveyor	0.00	\$550.00	1	\$550	
		TYPE SUBTOTAL	28.00	\$4,856.76		\$4,857	
TOTALS			28.00	\$4,857.00		\$4,857	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MAJOR SUBDIVISION AMEND OF CONDIT.		REFERENCE NO. S-026	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Reviewing changes to the conditions of an already approved major subdivision.			
CURRENT FEE STRUCTURE \$3,332 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$3,332.00	TOTAL REVENUE:	\$3,332
UNIT COST:	\$4,094.00	TOTAL COST:	\$4,094
UNIT PROFIT (SUBSIDY):	\$(762.00)	TOTAL PROFIT (SUBSIDY):	\$(762)
TOTAL UNITS:	1	PCT. COST RECOVERY:	81.39%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$4,095 per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MAJOR SUBDIVISION AMEND OF CONDIT.					REFERENCE NO. S-026		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		4.00	\$1,100.56	1	\$1,101	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
PLANNING	PROJECT PLANNER		10.00	\$1,546.80	1	\$1,547	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		4.00	\$558.84	1	\$559	
ENGINEERING	DIR. OF PW/CITY ENGINEER		1.00	\$232.05	1	\$232	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		2.00	\$331.34	1	\$331	
ENGINEERING	SR ENGINEERING TECH		1.00	\$103.21	1	\$103	
TYPE SUBTOTAL			24.00	\$4,093.90		\$4,094	
TOTALS			24.00	\$4,094.00		\$4,094	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MAJOR SUBDIVISION TIME EXTENSION		REFERENCE NO. S-027
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer
DESCRIPTION OF SERVICE Reviewing an expiring major subdivision map to determine if time extension should be permitted with or without new restrictions.		
CURRENT FEE STRUCTURE \$2,615 per application		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$2,615.00	TOTAL REVENUE: \$2,615
UNIT COST:	\$3,778.00	TOTAL COST: \$3,778
UNIT PROFIT (SUBSIDY):	\$(1,163.00)	TOTAL PROFIT (SUBSIDY): \$(1,163)
TOTAL UNITS:	1	PCT. COST RECOVERY: 69.22%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$3,780 per application		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MAJOR SUBDIVISION TIME EXTENSION					REFERENCE NO. S-027		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		4.00	\$1,100.56	1	\$1,101	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
PLANNING	PROJECT PLANNER		10.00	\$1,546.80	1	\$1,547	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		2.00	\$279.42	1	\$279	
ENGINEERING	DIR. OF PW/CITY ENGINEER		2.00	\$464.10	1	\$464	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		1.00	\$165.67	1	\$166	
		TYPE SUBTOTAL	21.00	\$3,777.65		\$3,778	
TOTALS			21.00	\$3,778.00		\$3,778	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MINOR SUBDIVISION TENTATIVE MAP		REFERENCE NO. S-028
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Map	SERVICE RECIPIENT Developer
DESCRIPTION OF SERVICE Reviewing a minor subdivision tentative map to identify any special conditions and determine extent to which it complies with appropriate code requirements.		
CURRENT FEE STRUCTURE \$8,674 per map		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$8,674.00	TOTAL REVENUE:
UNIT COST:	\$10,723.00	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$(2,049.00)	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	2	PCT. COST RECOVERY:
		80.89%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$10,725 per map		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MINOR SUBDIVISION TENTATIVE MAP					REFERENCE NO. S-028		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		6.00	\$1,650.84	2	\$3,302	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	2	\$442	
PLANNING	PROJECT PLANNER		32.00	\$4,949.76	2	\$9,900	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL		3.00	\$397.86	2	\$796	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		12.00	\$1,676.52	2	\$3,353	
ENGINEERING	DIR. OF PW/CITY ENGINEER		6.00	\$1,392.30	2	\$2,785	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		2.00	\$331.34	2	\$663	
ENGINEERING	SR ENGINEERING TECH		1.00	\$103.21	2	\$206	
TYPE SUBTOTAL			64.00	\$10,722.93		\$21,446	
TOTALS			64.00	\$10,723.00		\$21,446	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MINOR SUBDIVISION FINAL MAP		REFERENCE NO. S-029	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE Map	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Reviewing a minor subdivision final map to identify any special conditions and determine that it applies to the appropriate code requirements.			
CURRENT FEE STRUCTURE \$4,002 per map			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$4,002.00	TOTAL REVENUE:	\$8,004
UNIT COST:	\$3,932.50	TOTAL COST:	\$7,865
UNIT PROFIT (SUBSIDY):	\$69.50	TOTAL PROFIT (SUBSIDY):	\$139
TOTAL UNITS:	2	PCT. COST RECOVERY:	101.77%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$3,935 per map			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MINOR SUBDIVISION FINAL MAP					REFERENCE NO. S-029		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		1.00	\$275.14	2	\$550	
PLANNING	PROJECT PLANNER		2.00	\$309.36	2	\$619	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL		1.00	\$132.62	2	\$265	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		16.00	\$2,235.36	2	\$4,471	
ENGINEERING	DIR. OF PW/CITY ENGINEER		2.00	\$464.10	2	\$928	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		1.00	\$165.67	2	\$331	
ENGINEERING		Surveyor	0.00	\$350.00	2	\$700	
TYPE SUBTOTAL			23.00	\$3,932.25		\$7,865	
TOTALS			23.00	\$3,932.50		\$7,865	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MINOR SUBDIVISION AMEND OF CONDIT.		REFERENCE NO. S-030	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Reviewing changes to the conditions of an already approved minor subdivision.			
CURRENT FEE STRUCTURE \$2,593 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$2,593.00	TOTAL REVENUE:	\$2,593
UNIT COST:	\$3,219.00	TOTAL COST:	\$3,219
UNIT PROFIT (SUBSIDY):	\$(626.00)	TOTAL PROFIT (SUBSIDY):	\$(626)
TOTAL UNITS:	1	PCT. COST RECOVERY:	80.55%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$3,220 per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MINOR SUBDIVISION AMEND OF CONDIT.					REFERENCE NO. S-030		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		3.00	\$825.42	1	\$825	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
PLANNING	PROJECT PLANNER		9.00	\$1,392.12	1	\$1,392	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		2.00	\$279.42	1	\$279	
ENGINEERING	DIR. OF PW/CITY ENGINEER		1.00	\$232.05	1	\$232	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		1.00	\$165.67	1	\$166	
ENGINEERING	SR ENGINEERING TECH		1.00	\$103.21	1	\$103	
TYPE SUBTOTAL			19.00	\$3,218.99		\$3,219	
TOTALS			19.00	\$3,219.00		\$3,219	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MINOR SUBDIVISION TIME EXTENSION		REFERENCE NO. S-031
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer
DESCRIPTION OF SERVICE Reviewing an expiring minor subdivision map to determine if a time extension should be permitted with or without new restrictions.		
CURRENT FEE STRUCTURE \$2,418 per application		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$2,418.00	TOTAL REVENUE: \$2,418
UNIT COST:	\$3,116.00	TOTAL COST: \$3,116
UNIT PROFIT (SUBSIDY):	\$(698.00)	TOTAL PROFIT (SUBSIDY): \$(698)
TOTAL UNITS:	1	PCT. COST RECOVERY: 77.60%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$3,115 per application		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MINOR SUBDIVISION TIME EXTENSION					REFERENCE NO. S-031		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		3.00	\$825.42	1	\$825	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
PLANNING	PROJECT PLANNER		9.00	\$1,392.12	1	\$1,392	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		2.00	\$279.42	1	\$279	
ENGINEERING	DIR. OF PW/CITY ENGINEER		1.00	\$232.05	1	\$232	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		1.00	\$165.67	1	\$166	
		TYPE SUBTOTAL	18.00	\$3,115.78		\$3,116	
TOTALS			18.00	\$3,116.00		\$3,116	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE ENVIRONMENTAL DOCUMENTATION		REFERENCE NO. S-032B	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Reviewing an outsourced non-exempt project to determine if it will have any environmental impacts which require further study. Examples are shopping centers, residential subdivisions, office projects.			
CURRENT FEE STRUCTURE Deposit based on 115% of contract estimate. 15% of the contract cost is a City review fee.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Deposit based on 115% of contract estimate. 15% of the contract cost is a City review fee.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE ENVIRONMENTAL DOCUMENTATION					REFERENCE NO. S-032B	
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1	
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	PROJECT PLANNER	Contract +15% Mgt	0.00	\$0.00	1	\$0
PLANNING	PROJECT PLANNER	+Fire, Engineering	0.00	\$0.00	1	\$0
PLANNING	PROJECT PLANNER	Plng Review/Oversght	0.00	\$0.00	1	\$0
TYPE SUBTOTAL			0.00	\$0.00		\$0
TOTALS			0.00	\$0.00		\$0

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE ENVIRONMENTAL IMPACT REPORT		REFERENCE NO. S-035
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer
DESCRIPTION OF SERVICE Reviewing and commenting on contract -provider- prepared environmental impact report.		
CURRENT FEE STRUCTURE Deposit based on 115% of contract estimate. 15% of the contract cost is a City review fee.		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$0.00	TOTAL REVENUE:
UNIT COST:	\$0.00	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	1	PCT. COST RECOVERY:
		0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Deposit based on 115% of contract estimate. 15% of the contract cost is a City review fee.		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE ENVIRONMENTAL IMPACT REPORT					REFERENCE NO. S-035		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
			0.00	\$0.00	0	\$0	
		TYPE SUBTOTAL	0.00	\$0.00		\$0	
		TOTALS	0.00	\$0.00		\$0	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE STRUCTURE DEVELOPMENT PERMIT		REFERENCE NO. S-036	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Public notification and review of new construction to insure that it meets the City's assessment provisions.			
CURRENT FEE STRUCTURE \$744 per application This fee is not charged in conjunction with a Development Review Permit.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$744.00	TOTAL REVENUE:	\$5,208
UNIT COST:	\$3,589.86	TOTAL COST:	\$25,129
UNIT PROFIT (SUBSIDY):	\$(2,845.86)	TOTAL PROFIT (SUBSIDY):	\$(19,921)
TOTAL UNITS:	7	PCT. COST RECOVERY:	20.73%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$3,590 per application for 100% cost recovery If in conjunction with a Development Review Permit, this fee will instead be \$1,075 per application (30% of the total fee).			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE STRUCTURE DEVELOPMENT PERMIT					REFERENCE NO. S-036		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 7		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		1.00	\$275.14	7	\$1,926	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	7	\$1,548	
PLANNING	PROJECT PLANNER		20.00	\$3,093.60	7	\$21,655	
		TYPE SUBTOTAL	23.00	\$3,589.84		\$25,129	
TOTALS			23.00	\$3,589.86		\$25,129	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE STRUCTURE DEV PERM WAIVER/TIME EXT		REFERENCE NO. S-036A
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Resident/Business
DESCRIPTION OF SERVICE Processing a request to be waived from the terms of the Structure Development Permit or a time extension of an existing Structure Development Permit.		
CURRENT FEE STRUCTURE \$660 per application Time Extension Fee is not charged in conjunction with a Development Review Permit Time Extension.		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$660.00	TOTAL REVENUE:
UNIT COST:	\$551.50	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$108.50	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	12	PCT. COST RECOVERY:
		119.67%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$550 per application Time Extension Fee is not charged in conjunction with a Development Review Permit Time Extension.		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE STRUCTURE DEV PERM WAIVER/TIME EXT					REFERENCE NO. S-036A		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 12		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		1.00	\$275.14	12	\$3,302	
PLANNING	JUNIOR PLANNER		2.50	\$276.38	12	\$3,317	
		TYPE SUBTOTAL	3.50	\$551.52		\$6,618	
TOTALS			3.50	\$551.50		\$6,618	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE APPLICATION FOR VIEW ASSESSMENT		REFERENCE NO. S-037	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Reviewing a request from the neighbors of a project to reassess the view requirements at the view assessment commission.			
CURRENT FEE STRUCTURE \$600 - neighbor \$600 - applicant These fees are paid by each.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,200.00	TOTAL REVENUE:	\$18,000
UNIT COST:	\$5,364.93	TOTAL COST:	\$80,474
UNIT PROFIT (SUBSIDY):	\$(4,164.93)	TOTAL PROFIT (SUBSIDY):	\$(62,474)
TOTAL UNITS:	15	PCT. COST RECOVERY:	22.37%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
To recover 100% of the costs:			
\$2,435 - neighbor			
\$2,435 - original applicant			
These fees are paid by each.			
\$2,475 - each additional meeting after the first meeting			
If resolved before review by the View Assessment Commission, then 50% of the fee shall be refunded.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE APPLICATION FOR VIEW ASSESSMENT					REFERENCE NO. S-037		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 15		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	ADMIN ASSISTANT III		11.00	\$1,228.04	15	\$18,421	
PLANNING	COM DEV DIRECTOR		4.00	\$1,100.56	15	\$16,508	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	15	\$3,317	
PLANNING	PROJECT PLANNER		15.00	\$2,320.20	15	\$34,803	
TYPE SUBTOTAL			32.00	\$4,869.90		\$73,049	
PLANNING	ADMIN ASSISTANT III	Each Addl Meeting	4.00	\$446.56	3	\$1,340	
PLANNING	COM DEV DIRECTOR	Each Addl Meeting	4.00	\$1,100.56	3	\$3,302	
PLANNING	PROJECT PLANNER	Each Addl Meeting	6.00	\$928.08	3	\$2,784	
TYPE SUBTOTAL			14.00	\$2,475.20		\$7,426	
TOTALS			46.00	\$5,364.93		\$80,474	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE VIEW ASSESSMENT COMM. APPEAL TO CC		REFERENCE NO. S-038A	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Request	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Appealing a view assessment matter from the decision of the View Assessment Commission to the City Council.			
CURRENT FEE STRUCTURE \$300 per appeal			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$300.00	TOTAL REVENUE:	\$300
UNIT COST:	\$1,754.00	TOTAL COST:	\$1,754
UNIT PROFIT (SUBSIDY):	\$(1,454.00)	TOTAL PROFIT (SUBSIDY):	\$(1,454)
TOTAL UNITS:	1	PCT. COST RECOVERY:	17.10%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,755 per application for 100% cost recovery			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE VIEW ASSESSMENT COMM. APPEAL TO CC					REFERENCE NO. S-038A		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		3.00	\$825.42	1	\$825	
PLANNING	PROJECT PLANNER		6.00	\$928.08	1	\$928	
		TYPE SUBTOTAL	9.00	\$1,753.50		\$1,754	
TOTALS			9.00	\$1,754.00		\$1,754	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE VIEW ASSESSMENT CD DIR APPEAL TO CC		REFERENCE NO. S-038B
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Request	SERVICE RECIPIENT Developer/Resident/Business
DESCRIPTION OF SERVICE Appealing a view assessment matter from the decision of the Community Development Director to the City Council.		
CURRENT FEE STRUCTURE \$600 per appeal		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$0.00	TOTAL REVENUE: \$0
UNIT COST:	\$0.00	TOTAL COST: \$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY): \$0
TOTAL UNITS:	1	PCT. COST RECOVERY: 0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%		
This fee would be charged as an Appeal to the City Council (S-017) and not as a separate fee.		

**City of Solana Beach
 COST DETAIL WORKSHEET
 FY 2017-2018**

SERVICE VIEW ASSESSMENT CD DIR APPEAL TO CC					REFERENCE NO. S-038B		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
			0.00	\$0.00	0	\$0	
		TYPE SUBTOTAL	0.00	\$0.00		\$0	
TOTALS			0.00	\$0.00		\$0	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE STANDARD SIGN PERMIT PROCESSING		REFERENCE NO. S-039	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Business	
DESCRIPTION OF SERVICE Checking sign plan (1-4 signs) and inspecting sign on-site to assure compliance with appropriate code requirements.			
CURRENT FEE STRUCTURE \$287 per application plus 100% fine of original sign permit if the sign was built without a permit.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$287.00	TOTAL REVENUE:	\$10,045
UNIT COST:	\$331.66	TOTAL COST:	\$11,608
UNIT PROFIT (SUBSIDY):	\$(44.66)	TOTAL PROFIT (SUBSIDY):	\$(1,563)
TOTAL UNITS:	35	PCT. COST RECOVERY:	86.54%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$330 per application plus 100% fine of original sign permit if the sign was built without a permit.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE STANDARD SIGN PERMIT PROCESSING					REFERENCE NO. S-039		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 35		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	JUNIOR PLANNER	1-4 Signs	3.00	\$331.65	35	\$11,608	
		TYPE SUBTOTAL	3.00	\$331.65			
		TOTALS	3.00	\$331.66	\$11,608		

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE COMPREHENSIVE SIGN PLAN REVIEW		REFERENCE NO. S-040	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Business	
DESCRIPTION OF SERVICE Reviewing comprehensive sign plan (more than 4 signs for a specific site) to determine if it meets the City requirements.			
CURRENT FEE STRUCTURE \$574 per application plus 100% fine of original sign permit if the sign was built without a permit.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$574.00	TOTAL REVENUE:	\$1,722
UNIT COST:	\$938.33	TOTAL COST:	\$2,815
UNIT PROFIT (SUBSIDY):	\$(364.33)	TOTAL PROFIT (SUBSIDY):	\$(1,093)
TOTAL UNITS:	3	PCT. COST RECOVERY:	61.17%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$940 per application plus 100% fine of original sign permit if the sign was built without a permit.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE COMPREHENSIVE SIGN PLAN REVIEW					REFERENCE NO. S-040	
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 3	
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	COM DEV DIRECTOR	More Than 4 Signs	1.00	\$275.14	3	\$825
PLANNING	JUNIOR PLANNER	More Than 4 Signs	6.00	\$663.30	3	\$1,990
TYPE SUBTOTAL			7.00	\$938.44		\$2,815
TOTALS			7.00	\$938.33		\$2,815

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE COMPREHENSIVE SIGN PLAN AMENDMENT		REFERENCE NO. S-041	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Business	
DESCRIPTION OF SERVICE Amending an already approved comprehensive sign plan (for a specific site) due to changes by the applicant.			
CURRENT FEE STRUCTURE \$532 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$532.00	TOTAL REVENUE:	\$532
UNIT COST:	\$496.00	TOTAL COST:	\$496
UNIT PROFIT (SUBSIDY):	\$36.00	TOTAL PROFIT (SUBSIDY):	\$36
TOTAL UNITS:	1	PCT. COST RECOVERY:	107.26%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$495 per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE COMPREHENSIVE SIGN PLAN AMENDMENT					REFERENCE NO. S-041		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		1.00	\$275.14	1	\$275	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
		TYPE SUBTOTAL	3.00	\$496.24		\$496	
TOTALS			3.00	\$496.00		\$496	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE TEMPORARY SIGN/BANNER		REFERENCE NO. S-044	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Business/Comm. Group	
DESCRIPTION OF SERVICE Checking temporary special event sign plan and inspecting sign on-site to assure compliance with appropriate code requirements.			
CURRENT FEE STRUCTURE \$58 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$58.00	TOTAL REVENUE:	\$232
UNIT COST:	\$110.50	TOTAL COST:	\$442
UNIT PROFIT (SUBSIDY):	\$(52.50)	TOTAL PROFIT (SUBSIDY):	\$(210)
TOTAL UNITS:	4	PCT. COST RECOVERY:	52.49%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$110 per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE TEMPORARY SIGN/BANNER					REFERENCE NO. S-044		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 4		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	JUNIOR PLANNER		1.00	\$110.55	4	\$442	
		TYPE SUBTOTAL	1.00	\$110.55		\$442	
TOTALS			1.00	\$110.50		\$442	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE LANDSCAPE PLAN REVIEW/INSPECTION		REFERENCE NO. S-045
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business
DESCRIPTION OF SERVICE Review of the plans for landscape improvements and inspection of those improvements for compliance with City codes and standards. Currently deposit for contractor at \$125/hr with 15%		
CURRENT FEE STRUCTURE Deposit for contractor at \$125/hr with additional 15% for City review		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$0.00	TOTAL REVENUE:
UNIT COST:	\$0.00	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	35	PCT. COST RECOVERY:
		0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Deposit based on 115% of contract estimate. 15% of the contract cost is a City review fee.		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE LANDSCAPE PLAN REVIEW/INSPECTION				REFERENCE NO. S-045		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 35		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	PROJECT PLANNER	Deposit	0.00	\$0.00	35	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
TOTALS			0.00	\$0.00		\$0

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE STREET ADDRESS CHANGE		REFERENCE NO. S-046	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Address	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Review a request to change a street address.			
CURRENT FEE STRUCTURE \$223 per address			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$223.00	TOTAL REVENUE:	\$1,784
UNIT COST:	\$250.50	TOTAL COST:	\$2,004
UNIT PROFIT (SUBSIDY):	\$(27.50)	TOTAL PROFIT (SUBSIDY):	\$(220)
TOTAL UNITS:	8	PCT. COST RECOVERY:	89.02%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$245 for first five addresses plus \$55 for each additional five addresses per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE STREET ADDRESS CHANGE					REFERENCE NO. S-046		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 8		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	JUNIOR PLANNER	First 5 Addresses	2.00	\$221.10	8	\$1,769	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	First 5 Addresses	0.17	\$22.55	8	\$180	
TYPE SUBTOTAL			2.17	\$243.65		\$1,949	
PLANNING	JUNIOR PLANNER	Each Add'l 5 Addr	0.50	\$55.28	1	\$55	
TYPE SUBTOTAL			0.50	\$55.28		\$55	
TOTALS			2.67	\$250.50		\$2,004	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE PLANNING PUBLIC NOTICING		REFERENCE NO. S-046A	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE NOTICE	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Public notification of a development project through the production of mailers and newspapers advertisements.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$537.40	TOTAL COST:	\$50,516
UNIT PROFIT (SUBSIDY):	\$(537.40)	TOTAL PROFIT (SUBSIDY):	\$(50,516)
TOTAL UNITS:	94	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$535 per notice plus actual postage and newspaper costs			
If a project has more than one notice, this fee would be charged for each notice.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE PLANNING PUBLIC NOTICING					REFERENCE NO. S-046A		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 94		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CITY CLERK	DEPUTY CITY CLERK		2.00	\$159.44	94	\$14,987	
PLANNING	ADMIN ASSISTANT III		2.00	\$223.28	94	\$20,988	
PLANNING	PROJECT PLANNER		1.00	\$154.68	94	\$14,540	
		TYPE SUBTOTAL	5.00	\$537.40		\$50,516	
TOTALS			5.00	\$537.40		\$50,516	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE TECHNOLOGY SURCHARGE		REFERENCE NO. S-046B	
PRIMARY DEPARTMENT CPMM DEVELOPMENT	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Recovery of the technology costs needed for the efficient processing of development applications and permits.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$34,160.00	TOTAL COST:	\$34,160
UNIT PROFIT (SUBSIDY):	<u>\$(34,160.00)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(34,160)</u>
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Charge 1% of all Building Plan Check and Permit fees			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE TECHNOLOGY SURCHARGE					REFERENCE NO. S-046B		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING		TrakIt Software	0.00	\$34,160.00	1	\$34,160	
		TYPE SUBTOTAL	0.00	\$34,160.00		\$34,160	
TOTALS			0.00	\$34,160.00		\$34,160	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE LOT LINE ADJ./CERT. OF COMPL. REV.		REFERENCE NO. S-047	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Reviewing the proposed change to the property boundary between two lots and issuing a certificate of compliance.			
CURRENT FEE STRUCTURE \$1,387 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,387.00	TOTAL REVENUE:	\$4,161
UNIT COST:	\$1,833.00	TOTAL COST:	\$5,499
UNIT PROFIT (SUBSIDY):	\$(446.00)	TOTAL PROFIT (SUBSIDY):	\$(1,338)
TOTAL UNITS:	3	PCT. COST RECOVERY:	75.67%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,835 per application or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE LOT LINE ADJ./CERT. OF COMPL. REV.					REFERENCE NO. S-047		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 3		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	PROJECT PLANNER		1.00	\$154.68	3	\$464	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		5.00	\$698.55	3	\$2,096	
ENGINEERING	DIR. OF PW/CITY ENGINEER		2.00	\$464.10	3	\$1,392	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		1.00	\$165.67	3	\$497	
ENGINEERING		Surveyor	0.00	\$350.00	3	\$1,050	
		TYPE SUBTOTAL	9.00	\$1,833.00		\$5,499	
TOTALS			9.00	\$1,833.00		\$5,499	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE GRADING & PUBL IMPROVE. PLAN CHECK		REFERENCE NO. S-048	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE Plan	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of public improvement constructed by a developer for eventual dedication to the City to assure compliance with appropriate code requirements. Review of proposed grading plans to ensure compliance with appropriate codes and standard			
CURRENT FEE STRUCTURE Construction Valuation: (\$1,020 minimum fee) \$0 - \$20,000 - 5% \$20,001 - \$80,000 - 4.5% \$80,001 - \$400,000 - 4% \$400,001+ - 3% Bluff Projects - Staff determined deposit with charges made at the fully allocated hourly rate for all personnel used.			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$2,491.67	TOTAL REVENUE:	\$59,800
UNIT COST:	\$3,466.21	TOTAL COST:	\$83,189
UNIT PROFIT (SUBSIDY):	\$(974.54)	TOTAL PROFIT (SUBSIDY):	\$(23,389)
TOTAL UNITS:	24	PCT. COST RECOVERY:	71.88%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Construction Valuation: (\$1,000 minimum fee) \$0-\$20,000 - 10% of the construction value \$20,001-\$80,000 - \$2,000 + 3% of the construction value over \$20,000 \$80,001-\$200,000 - \$3,800 + 1% of the construction value over \$80,000 \$200,001+- \$5,000 + 1% of the construction value over \$200,000 or a deposit determined by staff with charges at the fully allocated hourly rates Bluff Projects - Staff determined deposit with charges made at the fully allocated hourly rate for all personnel used.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE					REFERENCE NO.		
GRADING & PUBL IMPROVE. PLAN CHECK					S-048		
NOTE					TOTAL UNITS		
Unit Costs are an Average of Total Units					24		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
ENGINEERING	ASSOCIATE CIVIL ENGINEER	Minor <\$20k	4.00	\$558.84	6	\$3,353	
ENGINEERING	ASSISTANT CIVIL ENGINEER	Minor <\$20k	8.00	\$953.04	6	\$5,718	
ENGINEERING	DIR. OF PW/CITY ENGINEER	Minor <\$20k	1.00	\$232.05	6	\$1,392	
ENGINEERING	PRINCIPAL CIVIL ENGINEER	Minor <\$20k	1.00	\$165.67	6	\$994	
ENGINEERING	SR ENGINEERING TECH	Minor <\$20k	1.00	\$103.21	6	\$619	
TYPE SUBTOTAL			15.00	\$2,012.81		\$12,077	
ENGINEERING	ASSOCIATE CIVIL ENGINEER	\$20-80k	8.00	\$1,117.68	12	\$13,412	
ENGINEERING	ASSISTANT CIVIL ENGINEER	\$20-80k	16.00	\$1,906.08	12	\$22,873	
ENGINEERING	DIR. OF PW/CITY ENGINEER	\$20-80k	2.00	\$464.10	12	\$5,569	
ENGINEERING	PRINCIPAL CIVIL ENGINEER	\$20-80k	1.00	\$165.67	12	\$1,988	
ENGINEERING	SR ENGINEERING TECH	\$20-80k	1.00	\$103.21	12	\$1,239	
TYPE SUBTOTAL			28.00	\$3,756.74		\$45,081	
ENGINEERING	ASSOCIATE CIVIL ENGINEER	\$80-200k	12.00	\$1,676.52	3	\$5,030	
ENGINEERING	ASSISTANT CIVIL ENGINEER	\$80-200k	20.00	\$2,382.60	3	\$7,148	
ENGINEERING	DIR. OF PW/CITY ENGINEER	\$80-200k	2.00	\$464.10	3	\$1,392	
ENGINEERING	PRINCIPAL CIVIL ENGINEER	\$80-200k	1.00	\$165.67	3	\$497	
ENGINEERING	SR ENGINEERING TECH	\$80-200k	1.00	\$103.21	3	\$310	
TYPE SUBTOTAL			36.00	\$4,792.10		\$14,376	
ENGINEERING	ASSOCIATE CIVIL ENGINEER	>\$200k	16.00	\$2,235.36	2	\$4,471	
ENGINEERING	ASSISTANT CIVIL ENGINEER	>\$200k	24.00	\$2,859.12	2	\$5,718	
ENGINEERING	DIR. OF PW/CITY ENGINEER	>\$200k	2.00	\$464.10	2	\$928	
ENGINEERING	PRINCIPAL CIVIL ENGINEER	>\$200k	1.00	\$165.67	2	\$331	
ENGINEERING	SR ENGINEERING TECH	>\$200k	1.00	\$103.21	2	\$206	
TYPE SUBTOTAL			44.00	\$5,827.46		\$11,655	
TOTALS			123.00	\$3,466.21		\$83,189	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE GRADING & PUBL IMPROVE. INSPECTION		REFERENCE NO. S-050	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE Plan	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Inspection of public improvement constructed by a developer for eventual dedication to the City to assure compliance with appropriate code requirements. Inspection of proposed grading plans to ensure compliance with appropriate codes and standard			
CURRENT FEE STRUCTURE Construction Valuation: (\$1,020 minimum) \$0 - \$20,000 - 5% \$20,001 - \$80,000 - 4.5% \$80,001 - \$400,000 - 4% \$400,001+ - 3% Bluff Projects - Staff determined deposit with charges made at the fully allocated hourly rate for all personnel used.			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$2,491.67	TOTAL REVENUE:	\$59,800
UNIT COST:	\$2,155.29	TOTAL COST:	\$51,727
UNIT PROFIT (SUBSIDY):	\$336.38	TOTAL PROFIT (SUBSIDY):	\$8,073
TOTAL UNITS:	24	PCT. COST RECOVERY:	115.61%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Construction Valuation: (\$1,000 minimum fee) \$0-\$20,000 - 5% of the construction value \$20,001-\$80,000 - \$1,000 + 1.5% of the construction value over \$20,000 \$80,001-\$200,000 - \$1,900 + 1% of the construction value over \$80,000 \$200,001+- \$3,100 + 1% of the construction value over \$200,000 or a deposit determined by staff with charges at the fully allocated hourly rates Bluff Projects - Staff determined deposit with charges made at the fully allocated hourly rate for all personnel used.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE					REFERENCE NO.		
GRADING & PUBL IMPROVE. INSPECTION					S-050		
NOTE					TOTAL UNITS		
Unit Costs are an Average of Total Units					24		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
ENGINEERING	ASSOCIATE CIVIL ENGINEER	Minor <\$20k	0.50	\$69.86	6	\$419	
ENGINEERING	ASSISTANT CIVIL ENGINEER	Minor <\$20k	8.00	\$953.04	6	\$5,718	
ENGINEERING	DIR. OF PW/CITY ENGINEER	Minor <\$20k	0.25	\$58.01	6	\$348	
ENGINEERING	SR ENGINEERING TECH	Minor <\$20k	0.50	\$51.61	6	\$310	
TYPE SUBTOTAL			9.25	\$1,132.52		\$6,795	
ENGINEERING	ASSOCIATE CIVIL ENGINEER	\$20-80k	2.00	\$279.42	12	\$3,353	
ENGINEERING	ASSISTANT CIVIL ENGINEER	\$20-80k	14.00	\$1,667.82	12	\$20,014	
ENGINEERING	DIR. OF PW/CITY ENGINEER	\$20-80k	0.25	\$58.01	12	\$696	
ENGINEERING	SR ENGINEERING TECH	\$20-80k	1.00	\$103.21	12	\$1,239	
TYPE SUBTOTAL			17.25	\$2,108.46		\$25,302	
ENGINEERING	ASSOCIATE CIVIL ENGINEER	\$80-200k	2.00	\$279.42	3	\$838	
ENGINEERING	ASSISTANT CIVIL ENGINEER	\$80-200k	24.00	\$2,859.12	3	\$8,577	
ENGINEERING	DIR. OF PW/CITY ENGINEER	\$80-200k	0.50	\$116.03	3	\$348	
ENGINEERING	PRINCIPAL CIVIL ENGINEER	\$80-200k	0.50	\$82.84	3	\$249	
ENGINEERING	SR ENGINEERING TECH	\$80-200k	1.00	\$103.21	3	\$310	
TYPE SUBTOTAL			28.00	\$3,440.62		\$10,322	
ENGINEERING	ASSOCIATE CIVIL ENGINEER	>\$200k	4.00	\$558.84	2	\$1,118	
ENGINEERING	ASSISTANT CIVIL ENGINEER	>\$200k	30.00	\$3,573.90	2	\$7,148	
ENGINEERING	DIR. OF PW/CITY ENGINEER	>\$200k	1.00	\$232.05	2	\$464	
ENGINEERING	PRINCIPAL CIVIL ENGINEER	>\$200k	0.50	\$82.84	2	\$166	
ENGINEERING	SR ENGINEERING TECH	>\$200k	2.00	\$206.42	2	\$413	
TYPE SUBTOTAL			37.50	\$4,654.05		\$9,308	
TOTALS			92.00	\$2,155.29		\$51,727	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE ENCROACHMENT PERMIT PROC/INSPECTION		REFERENCE NO. S-051	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Utility	
DESCRIPTION OF SERVICE Reviewing proposed encroachment on public rights-of-way on behalf of private parties. Can be for sewer/utilities/driveways/sidewalks			
CURRENT FEE STRUCTURE Street Cut - \$611 per permit Standard - \$261 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$495.21	TOTAL REVENUE:	\$65,863
UNIT COST:	\$680.07	TOTAL COST:	\$90,449
UNIT PROFIT (SUBSIDY):	\$(184.86)	TOTAL PROFIT (SUBSIDY):	\$(24,586)
TOTAL UNITS:	133	PCT. COST RECOVERY:	72.82%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Street Cut - \$755 per permit Standard - \$530 per permit			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE ENCROACHMENT PERMIT PROC/INSPECTION					REFERENCE NO. S-051		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 133		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
ENGINEERING	ADMIN ASSISTANT III	Standard	1.00	\$86.60	44	\$3,810	
ENGINEERING	ASSISTANT CIVIL ENGINEER	Standard	2.00	\$238.26	44	\$10,483	
ENGINEERING	SR ENGINEERING TECH	Standard	2.00	\$206.42	44	\$9,082	
TYPE SUBTOTAL			5.00	\$531.28		\$23,376	
ENGINEERING	ADMIN ASSISTANT III	Street Cut	1.00	\$86.60	89	\$7,707	
ENGINEERING	ASSISTANT CIVIL ENGINEER	Street Cut	3.00	\$357.39	89	\$31,808	
ENGINEERING	SR ENGINEERING TECH	Street Cut	3.00	\$309.63	89	\$27,557	
TYPE SUBTOTAL			7.00	\$753.62		\$67,072	
TOTALS			12.00	\$680.07		\$90,449	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MISCELLANEOUS ENGINEERING PERMIT		REFERENCE NO. S-051A	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE Permit	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review and inspection os miscellaneous Engineering permits, including swimming pool removal, discharge, or stormwater.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$222.40	TOTAL COST:	\$1,112
UNIT PROFIT (SUBSIDY):	\$(222.40)	TOTAL PROFIT (SUBSIDY):	\$(1,112)
TOTAL UNITS:	5	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$220 per permit			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MISCELLANEOUS ENGINEERING PERMIT					REFERENCE NO. S-051A		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
ENGINEERING	ASSISTANT CIVIL ENGINEER		1.00	\$119.13	5	\$596	
ENGINEERING	SR ENGINEERING TECH		1.00	\$103.21	5	\$516	
		TYPE SUBTOTAL	2.00	\$222.34		\$1,112	
TOTALS			2.00	\$222.40		\$1,112	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE EASEMENT ABANDON/STREET VACATION		REFERENCE NO. S-051B	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of a request to abandon an easement or a public street.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$1,715.00	TOTAL COST:	\$1,715
UNIT PROFIT (SUBSIDY):	\$(1,715.00)	TOTAL PROFIT (SUBSIDY):	\$(1,715)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$1,715 per application or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE EASEMENT ABANDON/STREET VACATION					REFERENCE NO. S-051B		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		6.00	\$838.26	1	\$838	
ENGINEERING	DIR. OF PW/CITY ENGINEER		2.00	\$464.10	1	\$464	
ENGINEERING	SR ENGINEERING TECH		4.00	\$412.84	1	\$413	
		TYPE SUBTOTAL	12.00	\$1,715.20		\$1,715	
TOTALS			12.00	\$1,715.00		\$1,715	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE EASEMENT/R.O.W. DEDICATION		REFERENCE NO. S-051C	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of a request to create an easement or public right-of-way.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$475.00	TOTAL COST:	\$950
UNIT PROFIT (SUBSIDY):	\$(475.00)	TOTAL PROFIT (SUBSIDY):	\$(950)
TOTAL UNITS:	2	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$475 per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE EASEMENT/R.O.W. DEDICATION					REFERENCE NO. S-051C		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		1.00	\$139.71	2	\$279	
ENGINEERING	DIR. OF PW/CITY ENGINEER		1.00	\$232.05	2	\$464	
ENGINEERING	SR ENGINEERING TECH		1.00	\$103.21	2	\$206	
TYPE SUBTOTAL			3.00	\$474.97		\$950	
TOTALS			3.00	\$475.00		\$950	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE GOLF CART PERMIT		REFERENCE NO. S-051D	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE Permit	SERVICE RECIPIENT Resdient	
DESCRIPTION OF SERVICE Review of a request to drive a golf cart on public streets in designated areas of the City.			
CURRENT FEE STRUCTURE \$20 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$20.00	TOTAL REVENUE:	\$1,000
UNIT COST:	\$7.98	TOTAL COST:	\$399
UNIT PROFIT (SUBSIDY):	\$12.02	TOTAL PROFIT (SUBSIDY):	\$601
TOTAL UNITS:	50	PCT. COST RECOVERY:	250.63%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$10 per permit			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE GOLF CART PERMIT					REFERENCE NO. S-051D		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 50		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
ENGINEERING	ADMIN ASSISTANT III	2hrs Total	0.04	\$3.46	50	\$173	
STREET MAINTENANCE	PW OPERATIONS MANAGER	1hr Total	0.02	\$4.51	50	\$226	
TYPE SUBTOTAL			0.06	\$7.97		\$399	
TOTALS			0.06	\$7.98		\$399	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE PRE-APPLICATION REVIEW		REFERENCE NO. S-052	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Providing review of concept(s) and plans to insure compliance with the General Plan, Zoning Code, Highway 101 Specific Plan, etc., before review by Esgil.			
CURRENT FEE STRUCTURE \$1,546 per application 50% of the fee to be credited against future fees if the project goes forward.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,546.00	TOTAL REVENUE:	\$7,730
UNIT COST:	\$2,766.60	TOTAL COST:	\$13,833
UNIT PROFIT (SUBSIDY):	\$(1,220.60)	TOTAL PROFIT (SUBSIDY):	\$(6,103)
TOTAL UNITS:	5	PCT. COST RECOVERY:	55.88%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$2,765 per application 50% of the fee to be credited against future fees if the project goes forward within six months.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE PRE-APPLICATION REVIEW					REFERENCE NO. S-052		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		1.50	\$412.71	5	\$2,064	
PLANNING	JUNIOR PLANNER		4.00	\$442.20	5	\$2,211	
PLANNING	PROJECT PLANNER		8.00	\$1,237.44	5	\$6,187	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL		1.00	\$132.62	5	\$663	
ENGINEERING	DIR. OF PW/CITY ENGINEER		1.00	\$232.05	5	\$1,160	
ENGINEERING	SR ENGINEERING TECH		3.00	\$309.63	5	\$1,548	
TYPE SUBTOTAL			18.50	\$2,766.65		\$13,833	
TOTALS			18.50	\$2,766.60		\$13,833	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE BUILDING PLAN CHECK & INSPECTION		REFERENCE NO. S-053	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Permit	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Checking building construction plans to assure compliance of proposed work with appropriate code requirements, and inspecting the construction to insure compliance with approved plans.			
CURRENT FEE STRUCTURE Contract with Esgil in which the City receives 25% of the plan check and permit revenues collected. Esgil uses the Uniform Building Code Table 3-A to establish fees to be charged. Green Building PC/Inspection - 0-50,000 SF - 3% of Bldg PC/Insp fee 50,001+ SF - 1% of Bldg PC/Insp Fee Commercial Photovoltaic PC/Inspection (based on valuation - \$0-\$100,000 - \$695 \$100,001-\$500,000 - \$865 \$500,001-\$1,000,000 - \$950 \$1,000,001+ - \$1,120			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$3,322.58	TOTAL REVENUE:	\$515,000
UNIT COST:	\$3,978.63	TOTAL COST:	\$616,688
UNIT PROFIT (SUBSIDY):	\$(656.05)	TOTAL PROFIT (SUBSIDY):	\$(101,688)
TOTAL UNITS:	155	PCT. COST RECOVERY:	83.51%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Increase all Building Plan Check and Permit fees by 15%, except for: Green Building Fees - No Change Commercial Photovoltaic Plan Check/Inspection - No Change			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE BUILDING PLAN CHECK & INSPECTION					REFERENCE NO. S-053		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 155		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	JUNIOR PLANNER	33%	3.53	\$390.23	155	\$60,486	
PLANNING	PROJECT PLANNER	1/2 Hr/Wk Of 3	0.50	\$77.93	155	\$12,079	
BUILDING SERVICES		CAP Charges	0.00	\$464.86	155	\$72,053	
BUILDING SERVICES		Trak-It	0.00	\$220.39	155	\$34,160	
BUILDING SERVICES		Building Budget	0.00	\$2,496.77	155	\$386,999	
ENGINEERING	ASSISTANT CIVIL ENGINEER		0.50	\$59.57	155	\$9,233	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		1.00	\$165.67	155	\$25,679	
ENGINEERING	SR ENGINEERING TECH		1.00	\$103.21	155	\$15,998	
		TYPE SUBTOTAL	6.53	\$3,978.63		\$616,688	
TOTALS			6.53	\$3,978.63		\$616,688	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE FIRE BUILDING PLAN CHECK/INSPECTION		REFERENCE NO. S-053A	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Plan/Inspection	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Checking building construction plans by the Fire Department to assure compliance of proposed work with appropriate fire code requirements.			
CURRENT FEE STRUCTURE \$70 per plan			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$70.00	TOTAL REVENUE:	\$7,070
UNIT COST:	\$257.69	TOTAL COST:	\$26,027
UNIT PROFIT (SUBSIDY):	\$(187.69)	TOTAL PROFIT (SUBSIDY):	\$(18,957)
TOTAL UNITS:	101	PCT. COST RECOVERY:	27.16%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
Commercial: Plan Check - \$200 per plan Inspection - \$135 per inspection Residential: Plan Check - \$135 per plan Inspection - \$100 per inspection Reinspection (3rd Inspection) - \$100 per reinspection			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE FIRE BUILDING PLAN CHECK/INSPECTION				REFERENCE NO. S-053A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 101		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Commercial PC	1.50	\$198.93	26	\$5,172
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Commercial Inspect	1.00	\$132.62	26	\$3,448
TYPE SUBTOTAL			2.50	\$331.55		\$8,620
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Residential Plan Chk	1.00	\$132.62	75	\$9,947
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Residential Inspect	0.75	\$99.47	75	\$7,460
TYPE SUBTOTAL			1.75	\$232.09		\$17,407
TOTALS			4.25	\$257.69		\$26,027

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE COMM. FIRE SPRINKLER PLAN CHK/INSP		REFERENCE NO. S-054
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Plan/Inspection	SERVICE RECIPIENT Developer/Business
DESCRIPTION OF SERVICE Review of proposed commercial sprinkler plans to insure compliance with appropriate Fire codes and inspecting the construction to insure compliance with approved plans.		
CURRENT FEE STRUCTURE Plan Check: 1-10 heads - \$45 11-50 heads - \$135 51+ heads - \$270 Inspection: 1-10 heads - \$70 11-50 heads - \$300 51+ heads - \$600		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$115.00	TOTAL REVENUE:
UNIT COST:	\$361.50	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$(246.50)	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	2	PCT. COST RECOVERY:
		31.81%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Plan Check: Tenant Improvement - \$65 New - Actual Costs Inspection: Tenant Improvement - \$135 New - \$525		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE COMM. FIRE SPRINKLER PLAN CHK/INSP					REFERENCE NO. S-054		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	TI Plan Check	0.50	\$66.31	1	\$66	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	TI Inspection	1.00	\$132.62	1	\$133	
TYPE SUBTOTAL			1.50	\$198.93		\$199	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	New Plan Check T&M	0.00	\$0.00	1	\$0	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	New Inspection	2.00	\$265.24	1	\$265	
FIRE	FIRE MARSHAL	New Inspection	2.00	\$258.92	1	\$259	
TYPE SUBTOTAL			4.00	\$524.16		\$524	
TOTALS			5.50	\$361.50		\$723	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE RES. FIRE SPRINKLER PLAN CHK/INSP		REFERENCE NO. S-054A	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Plan/Inspection	SERVICE RECIPIENT Developer/Resident	
DESCRIPTION OF SERVICE Review of proposed single family residential sprinkler plans to insure compliance with appropriate Fire codes and inspecting the construction to insure compliance with approved plans.			
CURRENT FEE STRUCTURE Plan Check: 1-10 heads - \$45 11-50 heads - \$135 51+ heads - \$270 Inspection: 1-10 heads - \$70 11-50 heads - \$300 51+ heads - \$600			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$394.00	TOTAL REVENUE:	\$1,970
UNIT COST:	\$484.00	TOTAL COST:	\$2,420
UNIT PROFIT (SUBSIDY):	\$(90.00)	TOTAL PROFIT (SUBSIDY):	\$(450)
TOTAL UNITS:	5	PCT. COST RECOVERY:	81.40%
SUGGESTED FEE FOR COST RECOVERY OF: 100% 0-2,500 Sq Ft: PC/Inspection - \$200 Inspection Only - \$100 2,501-5,000 Sq Ft: PC/Inspection - \$265 Inspection Only - \$135 5,001-7,000 Sq Ft: PC/Inspection - \$300 Inspection Only - \$165 7,001-10,000 Sq Ft: PC/Inspection - \$400 Inspection Only - \$200 10,000+ Sq Ft: PC/Inspection - \$430 Inspection Only - \$230			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE					REFERENCE NO.		
RES. FIRE SPRINKLER PLAN CHK/INSP					S-054A		
NOTE					TOTAL UNITS		
Unit Costs are an Average of Total Units					5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	0-2,500 Sq Ft PC/In	1.50	\$198.93	1	\$199	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	0-2,500 Sq Ft Insp	0.75	\$99.47	1	\$99	
		TYPE SUBTOTAL	2.25	\$298.40		\$298	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	2,501-5K Sq Ft PC/In	2.00	\$265.24	1	\$265	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	2,501-5K Sq Ft Insp	1.00	\$132.62	1	\$133	
		TYPE SUBTOTAL	3.00	\$397.86		\$398	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	5K-7K Sq Ft Insp	1.25	\$165.78	1	\$166	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	5,001-7K Sq Ft PC/In	2.25	\$298.40	1	\$298	
		TYPE SUBTOTAL	3.50	\$464.18		\$464	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	7K-10K Sq Ft Insp	1.50	\$198.93	1	\$199	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	7,001-10K Sq Ft PC/I	3.00	\$397.86	1	\$398	
		TYPE SUBTOTAL	4.50	\$596.79		\$597	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	10,000+ Sq Ft Insp	1.75	\$232.09	1	\$232	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	10,000+ Sq Ft PC/In	3.25	\$431.02	1	\$431	
		TYPE SUBTOTAL	5.00	\$663.11		\$663	
TOTALS			18.25	\$484.00		\$2,420	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE FIRE ALARM/MONITOR SYSTEM PC/INSP		REFERENCE NO. S-055	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Plan/Inspection	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of proposed alarm or monitoring system plans to insure compliance with appropriate Fire codes and inspecting the construction to insure compliance with approved plans.			
CURRENT FEE STRUCTURE Plan Check: 1-10 devices - \$135 11-50 devices - \$270 51+ heads - \$400 Inspection: 1-10 devices - \$70 11-50 devices - \$135 51+ heads - \$200			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$205.00	TOTAL REVENUE:	\$205
UNIT COST:	\$560.00	TOTAL COST:	\$560
UNIT PROFIT (SUBSIDY):	\$(355.00)	TOTAL PROFIT (SUBSIDY):	\$(355)
TOTAL UNITS:	1	PCT. COST RECOVERY:	36.61%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
Plan Check - \$135 or actual costs with charges at the fully allocated hourly rates for all personnel involved plus any outside costs. Inspection - \$430			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE FIRE ALARM/MONITOR SYSTEM PC/INSP				REFERENCE NO. S-055		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Plan Check	1.00	\$132.62	1	\$133
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Inspection	2.25	\$298.40	1	\$298
FIRE	FIRE MARSHAL	Inspection	1.00	\$129.46	1	\$129
TYPE SUBTOTAL			4.25	\$560.48		\$560
TOTALS			4.25	\$560.00		\$560

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE FIRE SPEC PROT SYSTEM PC/INSP		REFERENCE NO. S-055A	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Plan/Inspection	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of proposed specialized fire protection system plans to insure compliance with appropriate Fire codes and inspecting the construction to insure compliance with approved plans.			
CURRENT FEE STRUCTURE Plan Check - \$135 Inspection - \$70			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$205.00	TOTAL REVENUE:	\$205
UNIT COST:	\$199.00	TOTAL COST:	\$199
UNIT PROFIT (SUBSIDY):	\$6.00	TOTAL PROFIT (SUBSIDY):	\$6
TOTAL UNITS:	1	PCT. COST RECOVERY:	103.02%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$200 per plan			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE FIRE SPEC PROT SYSTEM PC/INSP					REFERENCE NO. S-055A		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL		1.50	\$198.93	1	\$199	
		TYPE SUBTOTAL	1.50	\$198.93		\$199	
TOTALS			1.50	\$199.00		\$199	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE FIRE SOLAR SYSTEM PLAN CHECK/INSP		REFERENCE NO. S-055B	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Plan/Inspection	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of proposed multi-family, commercial, or industrial solar system plans to insure compliance with appropriate Fire codes and inspecting the construction to insure compliance with approved plans.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$265.25	TOTAL COST:	\$1,061
UNIT PROFIT (SUBSIDY):	\$(265.25)	TOTAL PROFIT (SUBSIDY):	\$(1,061)
TOTAL UNITS:	4	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Single Family Residential - included as part of Building fees Multi-Family, Commercial, or Industrial - \$265			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE FIRE SOLAR SYSTEM PLAN CHECK/INSP					REFERENCE NO. S-055B		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 4		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	MFR/Comm/Ind PC	1.00	\$132.62	4	\$530	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	MFR/Comm/Ind Insp	1.00	\$132.62	4	\$530	
TYPE SUBTOTAL			2.00	\$265.24		\$1,061	
TOTALS			2.00	\$265.25		\$1,061	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE BUILDING PERMIT EXTENSION REVIEW		REFERENCE NO. S-056
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Resident/Business
DESCRIPTION OF SERVICE Reviewing expiring building permit applications to determine if extension should be permitted with or without new restrictions. This does not include the first two ministerial extensions.		
CURRENT FEE STRUCTURE \$329 per application		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$329.00	TOTAL REVENUE: \$329
UNIT COST:	\$232.00	TOTAL COST: \$232
UNIT PROFIT (SUBSIDY):	\$97.00	TOTAL PROFIT (SUBSIDY): \$97
TOTAL UNITS:	1	PCT. COST RECOVERY: 141.81%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$230 per application		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE BUILDING PERMIT EXTENSION REVIEW					REFERENCE NO. S-056		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	PROJECT PLANNER		1.50	\$232.02	1	\$232	
		TYPE SUBTOTAL	1.50	\$232.02		\$232	
TOTALS			1.50	\$232.00		\$232	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE SHORT TERM VACATION RENTAL PERMIT		REFERENCE NO. S-057A	
PRIMARY DEPARTMENT CODE ENFORCEMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Processing and issuing permits for short term vacation rentals for compliance with City codes and standards.			
CURRENT FEE STRUCTURE New - \$110 per permit Late Fee - \$100 plus the cost of the Certificate Renewal - \$17 per permit Late Fees - 31-90 days late - \$17 plus renewal fee 91+ days late - Per SBMC 4.02.230			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$26.30	TOTAL REVENUE:	\$5,260
UNIT COST:	\$58.77	TOTAL COST:	\$11,753
UNIT PROFIT (SUBSIDY):	\$(32.47)	TOTAL PROFIT (SUBSIDY):	\$(6,493)
TOTAL UNITS:	200	PCT. COST RECOVERY:	44.75%
SUGGESTED FEE FOR COST RECOVERY OF: 100% New - \$100 per permit Late Fee - \$100 plus the cost of the Certificate Renewal - \$55 per permit Late Fees - 31-90 days late - \$17 plus renewal fee 91+ days late - Per SBMC 4.02.230 By Municipal Code, this fee is defined as the same fee as a new business certificate. The code should be changed to remove that conenction.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE SHORT TERM VACATION RENTAL PERMIT				REFERENCE NO. S-057A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 200		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN ASSISTANT III	New	0.25	\$27.91	20	\$558
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	New	0.67	\$70.79	20	\$1,416
TYPE SUBTOTAL			0.92	\$98.70		\$1,974
PLANNING	ADMIN ASSISTANT III	Renewal	0.25	\$27.91	180	\$5,024
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	Renewal	0.25	\$26.42	180	\$4,756
TYPE SUBTOTAL			0.50	\$54.33		\$9,779
TOTALS			1.42	\$58.77		\$11,753

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE BUSINESS FIRE SAFETY INSPECTION		REFERENCE NO. S-066	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Inspection	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Inspection of new and existing businesses located within the City to determine compliance with appropriate Fire codes.			
CURRENT FEE STRUCTURE New: 0-1,000 SF - \$150 1,001-3,500 SF - \$170 3,501-10,000 SF - \$265 10,001 SF - \$570 Renewal: 0-1,000 SF - \$55 1,001-3,500 SF - \$75 3,501-10,000 SF - \$170 10,001 SF - \$475			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$89.34	TOTAL REVENUE:	\$85,590
UNIT COST:	\$219.52	TOTAL COST:	\$210,304
UNIT PROFIT (SUBSIDY):	\$(130.18)	TOTAL PROFIT (SUBSIDY):	\$(124,714)
TOTAL UNITS:	958	PCT. COST RECOVERY:	40.70%
SUGGESTED FEE FOR COST RECOVERY OF: 100% B, R2, R2.1 Occupancies: 0-1,000 SF - \$100 1,001-3,500 SF - \$200 3,501-10,000 SF - \$265 10,001 SF - \$795 All Other Occupancies: 0-1,000 SF - \$200 1,001-3,500 SF - \$400 3,501-10,000 SF - \$530 10,001 SF - \$1,060			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE					REFERENCE NO.		
BUSINESS FIRE SAFETY INSPECTION					S-066		
NOTE					TOTAL UNITS		
Unit Costs are an Average of Total Units					958		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	B/R2 1-1,000	0.75	\$99.47	405	\$40,285	
		TYPE SUBTOTAL	0.75	\$99.47		\$40,285	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	B/R2 1k-3,500	1.50	\$198.93	303	\$60,276	
		TYPE SUBTOTAL	1.50	\$198.93		\$60,276	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	B/R2 3.5k-10k	2.00	\$265.24	45	\$11,936	
		TYPE SUBTOTAL	2.00	\$265.24		\$11,936	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	B/R2 10,000+	6.00	\$795.72	16	\$12,732	
		TYPE SUBTOTAL	6.00	\$795.72		\$12,732	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Other 1-1,000	1.50	\$198.93	45	\$8,952	
		TYPE SUBTOTAL	1.50	\$198.93		\$8,952	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Other 1k-3,500	3.00	\$397.86	78	\$31,033	
		TYPE SUBTOTAL	3.00	\$397.86		\$31,033	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Other 3.5k - 10k	4.00	\$530.48	47	\$24,933	
		TYPE SUBTOTAL	4.00	\$530.48		\$24,933	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Other 10,000+	8.00	\$1,060.96	19	\$20,158	
		TYPE SUBTOTAL	8.00	\$1,060.96		\$20,158	
TOTALS			26.75	\$219.52		\$210,304	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE FIRE ALT. MATERIALS & METHODS REV.		REFERENCE NO. S-067	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of a request to use alternate materials and methods for fire safety purposes.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$265.17	TOTAL COST:	\$1,591
UNIT PROFIT (SUBSIDY):	\$(265.17)	TOTAL PROFIT (SUBSIDY):	\$(1,591)
TOTAL UNITS:	6	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$265 per application plus actual costs at the fully allocated hourly rates for all time after two hours			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE FIRE ALT. MATERIALS & METHODS REV.				REFERENCE NO. S-067		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 6		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Base Time	2.00	\$265.24	6	\$1,591
		TYPE SUBTOTAL	2.00	\$265.24		\$1,591
TOTALS			2.00	\$265.17		\$1,591

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE U/G TANK INSTALL/REMOVE PC/INSPECT.		REFERENCE NO. S-068	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Permit	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Reviewing plan and inspecting the installation or removal of an underground tank.			
CURRENT FEE STRUCTURE \$351 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$351.00	TOTAL REVENUE:	\$351
UNIT COST:	\$398.00	TOTAL COST:	\$398
UNIT PROFIT (SUBSIDY):	\$(47.00)	TOTAL PROFIT (SUBSIDY):	\$(47)
TOTAL UNITS:	1	PCT. COST RECOVERY:	88.19%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$400 per permit			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE U/G TANK INSTALL/REMOVE PC/INSPECT.					REFERENCE NO. S-068		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Plan Check	1.00	\$132.62	1	\$133	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Inspection	2.00	\$265.24	1	\$265	
TYPE SUBTOTAL			3.00	\$397.86		\$398	
TOTALS			3.00	\$398.00		\$398	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE NEW DEVELOPMENT FLOW TEST		REFERENCE NO. S-069
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Test	SERVICE RECIPIENT Developer
DESCRIPTION OF SERVICE Conduct a test of fire hydrant flow for a new development to insure adequate water flow.		
CURRENT FEE STRUCTURE \$191 per test		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$0.00	TOTAL REVENUE: \$0
UNIT COST:	\$0.00	TOTAL COST: \$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY): \$0
TOTAL UNITS:	0	PCT. COST RECOVERY: 0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%		
This service is now provided by the Water District.		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE NEW DEVELOPMENT FLOW TEST				REFERENCE NO. S-069		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 0		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MISCELLANEOUS FIRE INSPECTION		REFERENCE NO. S-070	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Inspection	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Inspection of needed Fire reviews not otherwise included in another Fire fee.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$133.00	TOTAL COST:	\$133
UNIT PROFIT (SUBSIDY):	\$(133.00)	TOTAL PROFIT (SUBSIDY):	\$(133)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$135 per hour			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MISCELLANEOUS FIRE INSPECTION					REFERENCE NO. S-070		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL		1.00	\$132.62	1	\$133	
		TYPE SUBTOTAL	1.00	\$132.62		\$133	
TOTALS			1.00	\$133.00		\$133	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE AFTER HOUR INSPECTION		REFERENCE NO. S-071	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Inspection	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Inspection performed by the Fire Department after normal business hours, such as responding to overcrowding situations or after hour development inspections.			
CURRENT FEE STRUCTURE \$330 minimum plus actual cost using fully allocated hourly rates			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$330.00	TOTAL REVENUE:	\$330
UNIT COST:	\$265.00	TOTAL COST:	\$265
UNIT PROFIT (SUBSIDY):	<u>\$65.00</u>	TOTAL PROFIT (SUBSIDY):	<u>\$65</u>
TOTAL UNITS:	1	PCT. COST RECOVERY:	124.53%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Actual cost using fully allocated hourly rates (\$265 minimum)			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE AFTER HOUR INSPECTION					REFERENCE NO. S-071		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	At OT Rate	2.00	\$265.24	1	\$265	
		TYPE SUBTOTAL	2.00	\$265.24		\$265	
TOTALS			2.00	\$265.00		\$265	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE STAND-BY CHARGE		REFERENCE NO. S-073	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Request	SERVICE RECIPIENT Business/Comm. Group	
DESCRIPTION OF SERVICE Request to provide stand-by emergency fire service for a special event or other requested activity.			
CURRENT FEE STRUCTURE \$470 minimum plus actual cost using fully allocated hourly rates			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$470.00	TOTAL REVENUE:	\$470
UNIT COST:	\$623.00	TOTAL COST:	\$623
UNIT PROFIT (SUBSIDY):	\$(153.00)	TOTAL PROFIT (SUBSIDY):	\$(153)
TOTAL UNITS:	1	PCT. COST RECOVERY:	75.44%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Actual cost using fully allocated hourly rates (\$600 minimum)			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE STAND-BY CHARGE					REFERENCE NO. S-073		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL		0.50	\$66.31	1	\$66	
FIRE DEPARTMENT	FIRE CAPTAIN I/II		2.00	\$202.70	1	\$203	
FIRE DEPARTMENT	FIRE ENGINEER/PARAMEDIC		2.00	\$183.54	1	\$184	
FIRE DEPARTMENT	FIRE FIGHTER/PARAMEDIC		2.01	\$170.65	1	\$171	
TYPE SUBTOTAL			6.51	\$623.20		\$623	
TOTALS			6.51	\$623.00		\$623	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE JUNIOR LIFEGUARD PROGRAM		REFERENCE NO. S-077	
PRIMARY DEPARTMENT MARINE SAFETY	UNIT OF SERVICE Participant	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE A comprehensive youth training program (for ages 7-16) designed to develop and build self esteem, life saving/emergency skills and techniques, respect and appreciation of the ocean environment.			
CURRENT FEE STRUCTURE 2 week session - \$250 (Non-resident) \$225 (Resident) 4 week session - \$375 (Non-resident) \$350 (Resident) 5 week session - \$450 (Non-resident) \$425 (Resident)			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$412.22	TOTAL REVENUE:	\$371,000
UNIT COST:	\$574.32	TOTAL COST:	\$516,888
UNIT PROFIT (SUBSIDY):	\$(162.10)	TOTAL PROFIT (SUBSIDY):	\$(145,888)
TOTAL UNITS:	900	PCT. COST RECOVERY:	71.78%
SUGGESTED FEE FOR COST RECOVERY OF: 60%			
<p>This program is recovering 101% of its direct program costs and 72% of its total costs.</p> <p>Due to upcoming changes to the program, no changes to the fees are recommended at this time until the effects of the program changes are identified.</p>			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE JUNIOR LIFEGUARD PROGRAM					REFERENCE NO. S-077		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 900		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
JUNIOR LIFEGUARDS	ASST PROG DIR - PT		0.56	\$17.98	900	\$16,182	
JUNIOR LIFEGUARDS	MARINE SAFETY CAPTAIN		0.18	\$28.08	900	\$25,272	
JUNIOR LIFEGUARDS	MARINE SAFETY LIEUTENANT		0.18	\$23.45	900	\$21,105	
JUNIOR LIFEGUARDS	MARINE SAFETY SERGEANT		0.91	\$96.42	900	\$86,778	
JUNIOR LIFEGUARDS	PROGRAM ASSISTANT - PT		3.89	\$122.66	900	\$110,394	
JUNIOR LIFEGUARDS	PROGRAM DIRECTOR - PT		1.11	\$32.00	900	\$28,800	
JUNIOR LIFEGUARDS	SENIOR INSTRUCTORS - PT		2.22	\$94.40	900	\$84,960	
JUNIOR LIFEGUARDS		Various Accounts	0.00	\$159.33	900	\$143,397	
		TYPE SUBTOTAL	9.05	\$574.32		\$516,888	
TOTALS			9.05	\$574.32		\$516,888	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MARINE SAFETY PERMIT		REFERENCE NO. S-079	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE Permit	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Request to use City-owned property for access to the beach for construction purposes.			
CURRENT FEE STRUCTURE Ramp Fee - \$5.30 per round trip Trip Fee - \$2.70 per ton plus \$27 per day for days 1-30 and \$53 per day for 31 and subsequent days plus actual staffing costs A deposit is collected and these fees are charged against the deposit.			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$1,500.00	TOTAL REVENUE:	\$3,000
UNIT COST:	\$1,623.50	TOTAL COST:	\$3,247
UNIT PROFIT (SUBSIDY):	\$(123.50)	TOTAL PROFIT (SUBSIDY):	\$(247)
TOTAL UNITS:	2	PCT. COST RECOVERY:	92.39%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Ramp Fee - \$5.30 per round trip Trip Fee - \$2.70 per ton plus \$27 per day for days 1-30 and \$53 per day for 31 and subsequent days plus actual staffing costs plus 15% deposit management fee			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MARINE SAFETY PERMIT					REFERENCE NO. S-079		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	PROJECT PLANNER		2.00	\$309.36	2	\$619	
ENGINEERING	ADMIN ASSISTANT III		0.25	\$21.65	2	\$43	
ENGINEERING	DIR. OF PW/CITY ENGINEER		2.00	\$464.10	2	\$928	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		5.00	\$828.35	2	\$1,657	
TYPE SUBTOTAL			9.25	\$1,623.46		\$3,247	
TOTALS			9.25	\$1,623.50		\$3,247	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE SPECIAL EVENT PERMIT		REFERENCE NO. S-080	
PRIMARY DEPARTMENT PUBLIC SAFETY	UNIT OF SERVICE Application	SERVICE RECIPIENT Business/Comm. Group	
DESCRIPTION OF SERVICE Request to host a special activity or gathering of more than 25 persons in any public right-of-way. May or may not involve a road closure.			
CURRENT FEE STRUCTURE Resident/Non-Profit - \$50 Non-Resident - \$250			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$50.00	TOTAL REVENUE:	\$2,000
UNIT COST:	\$780.03	TOTAL COST:	\$31,201
UNIT PROFIT (SUBSIDY):	\$(730.03)	TOTAL PROFIT (SUBSIDY):	\$(29,201)
TOTAL UNITS:	40	PCT. COST RECOVERY:	6.41%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$765 per permit If event involves a lane or street closure, then charge the actual cost for the planning of the event. Plus actual costs incurred the day of the event			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE SPECIAL EVENT PERMIT					REFERENCE NO. S-080		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 40		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL		1.00	\$132.62	40	\$5,305	
ENGINEERING	DIR. OF PW/CITY ENGINEER		0.25	\$58.01	40	\$2,320	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		0.50	\$82.84	40	\$3,314	
ENGINEERING	SR ENGINEERING TECH		0.25	\$25.80	40	\$1,032	
STREET MAINTENANCE	PW OPERATIONS MANAGER		0.25	\$56.40	40	\$2,256	
COMMUNITY SERVICES	MANAGEMENT ASST (3/4 TIME		0.50	\$49.20	40	\$1,968	
RECREATION	RECREATION MANAGER		3.00	\$358.80	40	\$14,352	
		TYPE SUBTOTAL	5.75	\$763.67		\$30,547	
CITY MANAGER	ASSISTANT CITY MANAGER	With Street Closure	1.00	\$115.68	1	\$116	
RECREATION	RECREATION MANAGER	With Street Closure	4.50	\$538.20	1	\$538	
		TYPE SUBTOTAL	5.50	\$653.88		\$654	
TOTALS			11.25	\$780.03		\$31,201	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE CONTRACT ENRICHMENT CLASSES		REFERENCE NO. S-085	
PRIMARY DEPARTMENT RECREATION	UNIT OF SERVICE Participant	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Providing youth classes, including coordination, facilities and contract instructors.			
CURRENT FEE STRUCTURE The Class Instructor receives 70% of the class fee and the City receives 30% of the class fee.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	388	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 50% No Change			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE CONTRACT ENRICHMENT CLASSES				REFERENCE NO. S-085		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 388		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
TOTALS			0.00	\$0.00		\$0

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE DAY CAMP PROGRAM		REFERENCE NO. S-086	
PRIMARY DEPARTMENT RECREATION	UNIT OF SERVICE Participant/Week	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Providing the summer day camp program to the community.			
CURRENT FEE STRUCTURE Resident - \$106 per week Non-Resident - \$123 per week Aftercare Program - \$27 per week			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$213.21	TOTAL REVENUE:	\$59,700
UNIT COST:	\$340.12	TOTAL COST:	\$95,234
UNIT PROFIT (SUBSIDY):	\$(126.91)	TOTAL PROFIT (SUBSIDY):	\$(35,534)
TOTAL UNITS:	280	PCT. COST RECOVERY:	62.69%
SUGGESTED FEE FOR COST RECOVERY OF: 40%			
This program is recovering 102% of its direct program costs, and 63% of its total costs, including facility maintenance and replacement.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE DAY CAMP PROGRAM					REFERENCE NO. S-086		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 280		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
RECREATION	RECREATION MANAGER	20%	1.18	\$141.64	280	\$39,659	
RECREATION		Facility Maint/Repl	0.00	\$15.59	280	\$4,365	
RECREATION CAMP PR	RECREATION LEADER - PT	\$11,400	2.68	\$94.18	280	\$26,370	
RECREATION CAMP PR	SENIOR REC LEADER - PT	\$6,200	1.43	\$51.21	280	\$14,339	
RECREATION CAMP PR		Camp Exp/Insure	0.00	\$37.50	280	\$10,500	
		TYPE SUBTOTAL	5.29	\$340.12		\$95,234	
TOTALS			5.29	\$340.12		\$95,234	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE SPORTS FIELD MANAGEMENT		REFERENCE NO. S-091	
PRIMARY DEPARTMENT RECREATION	UNIT OF SERVICE Hour	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Coordination of the ballfields for use by community groups and private groups.			
CURRENT FEE STRUCTURE Resident/Non-Profit - No Charge Other - \$20 per hour			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$3.80	TOTAL COST:	\$3,116
UNIT PROFIT (SUBSIDY):	\$(3.80)	TOTAL PROFIT (SUBSIDY):	\$(3,116)
TOTAL UNITS:	820	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 50% No Change			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE SPORTS FIELD MANAGEMENT					REFERENCE NO. S-091		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 820		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
RECREATION	RECREATION MANAGER		0.03	\$3.80	820	\$3,116	
		TYPE SUBTOTAL	0.03	\$3.80		\$3,116	
		TOTALS	0.03	\$3.80		\$3,116	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE FACILITY RENTAL (COMM. CENTER)		REFERENCE NO. S-094	
PRIMARY DEPARTMENT RECREATION	UNIT OF SERVICE Hour	SERVICE RECIPIENT Comm. Groups	
DESCRIPTION OF SERVICE Rental of a Community Center by a private organization, group or individual for private events, meetings or gatherings as authorized by the City.			
CURRENT FEE STRUCTURE La Colonia: Resident - \$60 per hour Non-Resident - \$65 per hour Fletcher Cove - fees are set by initiative			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$179.50	TOTAL REVENUE:	\$27,822
UNIT COST:	\$1,341.95	TOTAL COST:	\$208,002
UNIT PROFIT (SUBSIDY):	<u>\$(1,162.45)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(180,180)</u>
TOTAL UNITS:	155	PCT. COST RECOVERY:	13.38%
SUGGESTED FEE FOR COST RECOVERY OF: 20% No Change			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE FACILITY RENTAL (COMM. CENTER)					REFERENCE NO. S-094		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 155		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
RECREATION	RECREATION MANAGER	15%	1.60	\$191.90	155	\$29,745	
RECREATION		Private Rentals	0.00	\$113.33	155	\$17,566	
RECREATION		Mira Costa College	0.00	\$602.30	155	\$93,357	
RECREATION		Custodial/Security	0.00	\$87.10	155	\$13,501	
RECREATION		Comm Sing Along	0.00	\$13.10	155	\$2,031	
RECREATION		Gardens Foundation	0.00	\$32.74	155	\$5,075	
RECREATION		Lions Club	0.00	\$43.65	155	\$6,766	
RECREATION		Boys & Girls Club	0.00	\$236.00	155	\$36,580	
RECREATION		Historical Society	0.00	\$21.83	155	\$3,384	
		TYPE SUBTOTAL	1.60	\$1,341.95		\$208,002	
TOTALS			1.60	\$1,341.95		\$208,002	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE BUSINESS REGISTRATION - DUPLICATE		REFERENCE NO. S-111
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Duplicate	SERVICE RECIPIENT Business
DESCRIPTION OF SERVICE Providing a duplicate of a business registration certificate on request.		
CURRENT FEE STRUCTURE \$17 per duplicate		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$17.00	TOTAL REVENUE: \$170
UNIT COST:	\$19.00	TOTAL COST: \$190
UNIT PROFIT (SUBSIDY):	\$(2.00)	TOTAL PROFIT (SUBSIDY): \$(20)
TOTAL UNITS:	10	PCT. COST RECOVERY: 89.47%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$20 per duplicate		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE BUSINESS REGISTRATION - DUPLICATE					REFERENCE NO. S-111		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 10		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	ADMIN ASSISTANT III		0.17	\$18.98	10	\$190	
		TYPE SUBTOTAL	0.17	\$18.98		\$190	
TOTALS			0.17	\$19.00		\$190	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE BUSINESS REGISTRATION - NEW		REFERENCE NO. S-112	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Reviewing and processing new/changed business license applications for businesses in town and mobile services working in Solana Beach such as landscapers, carpet cleaners, mobile car detailers, etc.			
CURRENT FEE STRUCTURE Home Base/Outside City - \$110 Inside City: 0-1,000 SF - \$150 1,001-3,500 SF - \$170 3,501-10,000 SF - \$265 10,001 SF - \$570 Late Fees: 90 days late - \$100 plus the cost of the Certificate 91+ days late - Per SBMC 4.02.230			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$134.00	TOTAL REVENUE:	\$80,400
UNIT COST:	\$173.53	TOTAL COST:	\$104,119
UNIT PROFIT (SUBSIDY):	\$(39.53)	TOTAL PROFIT (SUBSIDY):	\$(23,719)
TOTAL UNITS:	600	PCT. COST RECOVERY:	77.22%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Home Base/Located outside the City - \$100 per application Business located within the City - \$225 per application Late Fees: 90 days late - \$100 plus the cost of the Certificate 91+ days late - Per SBMC 4.02.230			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE BUSINESS REGISTRATION - NEW					REFERENCE NO. S-112		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 600		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING		Pentamation	0.00	\$7.39	600	\$4,434	
		TYPE SUBTOTAL	0.00	\$7.39		\$4,434	
PLANNING	ADMIN ASSISTANT III		0.25	\$27.91	600	\$16,746	
PLANNING	ADMIN ASSISTANT III	Printing Process	0.33	\$36.84	600	\$22,104	
PLANNING	JUNIOR PLANNER		0.25	\$27.64	600	\$16,584	
		TYPE SUBTOTAL	0.83	\$92.39		\$55,434	
PLANNING	JUNIOR PLANNER	Zone Review-In Town	1.00	\$110.55	360	\$39,798	
PLANNING	PROJECT PLANNER	Zone Review-In Town	0.08	\$12.37	360	\$4,453	
		TYPE SUBTOTAL	1.08	\$122.92		\$44,251	
TOTALS			1.91	\$173.53		\$104,119	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE BUSINESS REGISTRATION - RENEWAL		REFERENCE NO. S-113	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Renewal	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Annual reviewing and processing a business certificate.			
CURRENT FEE STRUCTURE Home Base/Outside City - \$17 Inside City: 0-1,000 SF - \$55 1,001-3,500 SF - \$75 3,501-10,000 SF - \$170 10,001 SF - \$475 Late Fees: 31-90 days late - \$17 plus the cost of the Renewal 91+ days late - Per SBMC 4.02.230			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$35.10	TOTAL REVENUE:	\$73,700
UNIT COST:	\$47.24	TOTAL COST:	\$99,204
UNIT PROFIT (SUBSIDY):	\$(12.14)	TOTAL PROFIT (SUBSIDY):	\$(25,504)
TOTAL UNITS:	2,100	PCT. COST RECOVERY:	74.29%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$47 per renewal Plus 100% late fee if more than 60 days late Thereafter Administrative Citation Process			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE BUSINESS REGISTRATION - RENEWAL					REFERENCE NO. S-113		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2,100		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	ADMIN ASSISTANT III	600 Hrs/Yr	0.28	\$31.26	2,100	\$65,646	
PLANNING		Pentamation	0.00	\$15.98	2,100	\$33,558	
		TYPE SUBTOTAL	0.28	\$47.24		\$99,204	
TOTALS			0.28	\$47.24		\$99,204	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE AMUSEMENT PERMIT		REFERENCE NO. S-114A	
PRIMARY DEPARTMENT CODE ENFORCEMENT	UNIT OF SERVICE Permit	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Regulation and inspection of amusement businesses within the City.			
CURRENT FEE STRUCTURE New - \$271 per permit plus \$62 per device Renewal - \$237 per permit plus \$62 per device			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$254.00	TOTAL REVENUE:	\$508
UNIT COST:	\$186.50	TOTAL COST:	\$373
UNIT PROFIT (SUBSIDY):	\$67.50	TOTAL PROFIT (SUBSIDY):	\$135
TOTAL UNITS:	2	PCT. COST RECOVERY:	136.19%
SUGGESTED FEE FOR COST RECOVERY OF: 100% New - \$240 per permit plus DOJ and other State fees Renewal - \$135 per permit plus DOJ and other State fees			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE AMUSEMENT PERMIT				REFERENCE NO. S-114A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN ASSISTANT III	All	0.25	\$27.91	2	\$56
TYPE SUBTOTAL			0.25	\$27.91		\$56
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	New	2.00	\$211.32	1	\$211
TYPE SUBTOTAL			2.00	\$211.32		\$211
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	Renewal	1.00	\$105.66	1	\$106
TYPE SUBTOTAL			1.00	\$105.66		\$106
TOTALS			3.25	\$186.50		\$373

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE DANCE PERMIT		REFERENCE NO. S-114B	
PRIMARY DEPARTMENT CODE ENFORCEMENT	UNIT OF SERVICE Permit	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Regulation and inspection of dance businesses within the City.			
CURRENT FEE STRUCTURE New - \$117 per permit Renewal - \$75 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$96.00	TOTAL REVENUE:	\$192
UNIT COST:	\$186.50	TOTAL COST:	\$373
UNIT PROFIT (SUBSIDY):	\$(90.50)	TOTAL PROFIT (SUBSIDY):	\$(181)
TOTAL UNITS:	2	PCT. COST RECOVERY:	51.47%
SUGGESTED FEE FOR COST RECOVERY OF: 100% New - \$240 per permit plus DOJ and other State fees Renewal - \$135 per permit plus DOJ and other State fees			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE DANCE PERMIT					REFERENCE NO. S-114B		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	ADMIN ASSISTANT III	All	0.25	\$27.91	2	\$56	
TYPE SUBTOTAL			0.25	\$27.91		\$56	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	New	2.00	\$211.32	1	\$211	
TYPE SUBTOTAL			2.00	\$211.32		\$211	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	Renewal	1.00	\$105.66	1	\$106	
TYPE SUBTOTAL			1.00	\$105.66		\$106	
TOTALS			3.25	\$186.50		\$373	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE ENTERTAINMENT PERMIT		REFERENCE NO. S-114C	
PRIMARY DEPARTMENT CODE ENFORCEMENT	UNIT OF SERVICE Permit	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Regulation and inspection of live entertainment businesses within the City.			
CURRENT FEE STRUCTURE New - \$406 per permit Renewal - \$374 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$390.00	TOTAL REVENUE:	\$780
UNIT COST:	\$186.50	TOTAL COST:	\$373
UNIT PROFIT (SUBSIDY):	\$203.50	TOTAL PROFIT (SUBSIDY):	\$407
TOTAL UNITS:	2	PCT. COST RECOVERY:	209.12%
SUGGESTED FEE FOR COST RECOVERY OF: 100% New - \$240 per permit plus DOJ and other State fees Renewal - \$135 per permit plus DOJ and other State fees			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE ENTERTAINMENT PERMIT					REFERENCE NO. S-114C		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	ADMIN ASSISTANT III	All	0.25	\$27.91	2	\$56	
TYPE SUBTOTAL			0.25	\$27.91		\$56	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	New	2.00	\$211.32	1	\$211	
TYPE SUBTOTAL			2.00	\$211.32		\$211	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	Renewal	1.00	\$105.66	1	\$106	
TYPE SUBTOTAL			1.00	\$105.66		\$106	
TOTALS			3.25	\$186.50		\$373	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE FIREARMS SALE PERMIT		REFERENCE NO. S-114D	
PRIMARY DEPARTMENT CODE ENFORCEMENT	UNIT OF SERVICE Permit	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Regulation and inspection of firearms sale businesses within the City.			
CURRENT FEE STRUCTURE New - \$138 per permit Renewal - \$43 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$74.67	TOTAL REVENUE:	\$224
UNIT COST:	\$168.67	TOTAL COST:	\$506
UNIT PROFIT (SUBSIDY):	\$(94.00)	TOTAL PROFIT (SUBSIDY):	\$(282)
TOTAL UNITS:	3	PCT. COST RECOVERY:	44.27%
SUGGESTED FEE FOR COST RECOVERY OF: 100% New - \$240 per permit plus DOJ and other State fees Renewal - \$135 per permit plus DOJ and other State fees			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE FIREARMS SALE PERMIT					REFERENCE NO. S-114D		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 3		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	ADMIN ASSISTANT III	All	0.25	\$27.91	3	\$84	
		TYPE SUBTOTAL	0.25	\$27.91		\$84	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	New	2.00	\$211.32	1	\$211	
		TYPE SUBTOTAL	2.00	\$211.32		\$211	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	Renewal	1.00	\$105.66	2	\$211	
		TYPE SUBTOTAL	1.00	\$105.66		\$211	
TOTALS			3.25	\$168.67		\$506	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MESSAGE ESTABLISHMENT PERMIT		REFERENCE NO. S-114E	
PRIMARY DEPARTMENT CODE ENFORCEMENT	UNIT OF SERVICE Permit	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Regulation and inspection of massage businesses within the City. This does not include massage technician fees, as they are regulated by the State.			
CURRENT FEE STRUCTURE New - \$541 per permit (\$509 + \$32 DOJ fee + \$32 for each co-owner or corporate officer Renewal - \$471 per permit + 10% per month for late renewal fees after 30 days expired			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$485.00	TOTAL REVENUE:	\$2,425
UNIT COST:	\$154.80	TOTAL COST:	\$774
UNIT PROFIT (SUBSIDY):	\$330.20	TOTAL PROFIT (SUBSIDY):	\$1,651
TOTAL UNITS:	5	PCT. COST RECOVERY:	313.31%
SUGGESTED FEE FOR COST RECOVERY OF: 100% New - \$240 per permit plus DOJ and other State fees Renewal - \$135 per permit plus DOJ and other State fees			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MESSAGE ESTABLISHMENT PERMIT					REFERENCE NO. S-114E		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	ADMIN ASSISTANT III	All	0.25	\$27.91	5	\$140	
TYPE SUBTOTAL			0.25	\$27.91		\$140	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	New	2.00	\$211.32	1	\$211	
TYPE SUBTOTAL			2.00	\$211.32		\$211	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	Renewal	1.00	\$105.66	4	\$423	
TYPE SUBTOTAL			1.00	\$105.66		\$423	
TOTALS			3.25	\$154.80		\$774	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE SECONDHAND DEALER PERMIT		REFERENCE NO. S-114F	
PRIMARY DEPARTMENT CODE ENFORCEMENT	UNIT OF SERVICE Permit	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Regulation and inspection of secondhand dealer businesses within the City.			
CURRENT FEE STRUCTURE New - \$278 per permit + \$32 DOJ Fees plus \$32 for each co-owner or corporate officer plus \$195 for additional state fees Renewal - \$48 per permit plus \$10 State fees			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$124.67	TOTAL REVENUE:	\$374
UNIT COST:	\$168.67	TOTAL COST:	\$506
UNIT PROFIT (SUBSIDY):	\$(44.00)	TOTAL PROFIT (SUBSIDY):	\$(132)
TOTAL UNITS:	3	PCT. COST RECOVERY:	73.91%
SUGGESTED FEE FOR COST RECOVERY OF: 100% New - \$240 per permit plus DOJ and other State fees Renewal - \$135 per permit plus DOJ and other State fees			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE SECONDHAND DEALER PERMIT					REFERENCE NO. S-114F		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 3		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	ADMIN ASSISTANT III	All	0.25	\$27.91	3	\$84	
TYPE SUBTOTAL			0.25	\$27.91		\$84	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	New	2.00	\$211.32	1	\$211	
TYPE SUBTOTAL			2.00	\$211.32		\$211	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	Renewal	1.00	\$105.66	2	\$211	
TYPE SUBTOTAL			1.00	\$105.66		\$211	
TOTALS			3.25	\$168.67		\$506	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE SOLICITORS PERMIT		REFERENCE NO. S-114G	
PRIMARY DEPARTMENT CODE ENFORCEMENT	UNIT OF SERVICE Permit	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Regulation and inspection of solicitors operating within the City.			
CURRENT FEE STRUCTURE New - \$159 per permit + \$32 DOJ Fees plus \$82 for each additional solicitor Renewal - None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$60.25	TOTAL REVENUE:	\$241
UNIT COST:	\$186.50	TOTAL COST:	\$746
UNIT PROFIT (SUBSIDY):	\$(126.25)	TOTAL PROFIT (SUBSIDY):	\$(505)
TOTAL UNITS:	4	PCT. COST RECOVERY:	32.31%
SUGGESTED FEE FOR COST RECOVERY OF: 100% New - \$240 per permit plus \$105 for each additional solicitor plus DOJ and other State fees Renewal - \$135 per permit plus DOJ and other State fees			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE SOLICITORS PERMIT					REFERENCE NO. S-114G		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 4		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	ADMIN ASSISTANT III	All	0.25	\$27.91	4	\$112	
TYPE SUBTOTAL			0.25	\$27.91		\$112	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	New	2.00	\$211.32	1	\$211	
TYPE SUBTOTAL			2.00	\$211.32		\$211	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	New-Add'l Solicitor	1.00	\$105.66	1	\$106	
TYPE SUBTOTAL			1.00	\$105.66		\$106	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	Renewal	1.00	\$105.66	3	\$317	
TYPE SUBTOTAL			1.00	\$105.66		\$317	
TOTALS			4.25	\$186.50		\$746	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE TAXI BUSINESS PERMIT		REFERENCE NO. S-114H	
PRIMARY DEPARTMENT CODE ENFORCEMENT	UNIT OF SERVICE Permit	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Regulation and inspection of taxi businesses operating within the City.			
CURRENT FEE STRUCTURE New - \$131 per permit + \$32 DOJ Fees plus \$32 for each co-owner or corporate officer plus \$195 for additional state fees plus \$53 per cab Renewal - \$113 per permit plus \$10 State fees plus \$53 per cab			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$191.00	TOTAL REVENUE:	\$7,831
UNIT COST:	\$216.54	TOTAL COST:	\$8,878
UNIT PROFIT (SUBSIDY):	\$(25.54)	TOTAL PROFIT (SUBSIDY):	\$(1,047)
TOTAL UNITS:	41	PCT. COST RECOVERY:	88.21%
SUGGESTED FEE FOR COST RECOVERY OF: 100% New - \$345 per permit plus \$20 for each cab plus DOJ and other State fees Renewal - \$185 per permit plus \$20 for each cab plus DOJ and other State fees			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE TAXI BUSINESS PERMIT					REFERENCE NO. S-114H		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 41		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	ADMIN ASSISTANT III	All	0.25	\$27.91	41	\$1,144	
TYPE SUBTOTAL			0.25	\$27.91		\$1,144	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	New	3.00	\$316.98	1	\$317	
TYPE SUBTOTAL			3.00	\$316.98		\$317	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	Renewal	1.50	\$158.49	40	\$6,340	
TYPE SUBTOTAL			1.50	\$158.49		\$6,340	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	Each Cab	0.17	\$17.96	60	\$1,078	
TYPE SUBTOTAL			0.17	\$17.96		\$1,078	
TOTALS			4.92	\$216.54		\$8,878	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE TOBACCO SALES PERMIT		REFERENCE NO. S-114I	
PRIMARY DEPARTMENT CODE ENFORCEMENT	UNIT OF SERVICE Permit	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Regulation and inspection of tobacco sales businesses within the City.			
CURRENT FEE STRUCTURE New - \$135 Renewal - \$110 Duplicate - \$10 Late Fee - Renewal fee + 10%			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$114.17	TOTAL REVENUE:	\$685
UNIT COST:	\$151.17	TOTAL COST:	\$907
UNIT PROFIT (SUBSIDY):	\$(37.00)	TOTAL PROFIT (SUBSIDY):	\$(222)
TOTAL UNITS:	6	PCT. COST RECOVERY:	75.52%
SUGGESTED FEE FOR COST RECOVERY OF: 100% New - \$240 Renewal - \$135 Late Fee - Renewal fee + 10%			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE TOBACCO SALES PERMIT				REFERENCE NO. S-114I		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 6		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN ASSISTANT III	All	0.25	\$27.91	6	\$167
TYPE SUBTOTAL			0.25	\$27.91		\$167
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	New	2.00	\$211.32	1	\$211
TYPE SUBTOTAL			2.00	\$211.32		\$211
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	Renewal	1.00	\$105.66	5	\$528
TYPE SUBTOTAL			1.00	\$105.66		\$528
TOTALS			3.25	\$151.17		\$907

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE NOTARY PUBLIC SERVICE		REFERENCE NO. S-115	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE SIGNATURE	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Certifying a signature for members of the public.			
CURRENT FEE STRUCTURE \$10 per signature. This fee is set by the State			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$10.00	TOTAL REVENUE:	\$70
UNIT COST:	\$37.71	TOTAL COST:	\$264
UNIT PROFIT (SUBSIDY):	\$(27.71)	TOTAL PROFIT (SUBSIDY):	\$(194)
TOTAL UNITS:	7	PCT. COST RECOVERY:	26.52%
SUGGESTED FEE FOR COST RECOVERY OF: 40% \$15 per signature. This fee is set by the State			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE NOTARY PUBLIC SERVICE					REFERENCE NO. S-115		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 7		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CITY CLERK	CITY CLERK		0.25	\$37.67	7	\$264	
		TYPE SUBTOTAL	0.25	\$37.67		\$264	
TOTALS			0.25	\$37.71		\$264	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE DOCUMENT CERTIFICATION		REFERENCE NO. S-116	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE Item	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Reviewing City documents to ensure that they are true and legal and providing certification thereof.			
CURRENT FEE STRUCTURE \$35 per item			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$35.00	TOTAL REVENUE:	\$420
UNIT COST:	\$37.67	TOTAL COST:	\$452
UNIT PROFIT (SUBSIDY):	\$(2.67)	TOTAL PROFIT (SUBSIDY):	\$(32)
TOTAL UNITS:	12	PCT. COST RECOVERY:	92.92%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$40 per item			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE DOCUMENT CERTIFICATION					REFERENCE NO. S-116		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 12		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CITY CLERK	CITY CLERK		0.25	\$37.67	12	\$452	
		TYPE SUBTOTAL	0.25	\$37.67		\$452	
TOTALS			0.25	\$37.67		\$452	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE CC MEETING REPRODUCTION		REFERENCE NO. S-117	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE Tape/Disk	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Copying video/audio tape of City proceedings and making such recordings available for listening or purchase by the public.			
CURRENT FEE STRUCTURE Audio CD - \$15 DVD - \$15 Convert VHS to DVD - \$45			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$21.38	TOTAL REVENUE:	\$1,005
UNIT COST:	\$24.17	TOTAL COST:	\$1,136
UNIT PROFIT (SUBSIDY):	\$(2.79)	TOTAL PROFIT (SUBSIDY):	\$(131)
TOTAL UNITS:	47	PCT. COST RECOVERY:	88.47%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Audio CD - \$21.25 DVD - \$21.25 Convert VHS to DVD - \$41.25 Convert Audio Cassette to CD/MP4 - Actual Costs			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE CC MEETING REPRODUCTION					REFERENCE NO. S-117		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 47		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CITY CLERK	DEPUTY CITY CLERK	Audio CD +\$1.25	0.25	\$19.93	12	\$239	
		TYPE SUBTOTAL	0.25	\$19.93		\$239	
CITY CLERK	DEPUTY CITY CLERK	MP4/DVD Copy+\$1.25	0.25	\$19.93	25	\$498	
		TYPE SUBTOTAL	0.25	\$19.93		\$498	
CITY CLERK	DEPUTY CITY CLERK	VHS To DVD + \$1.25	0.50	\$39.86	10	\$399	
		TYPE SUBTOTAL	0.50	\$39.86		\$399	
TOTALS			1.00	\$24.17		\$1,136	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE ANNUAL AGENDA MAILING SUBSCRIPTION		REFERENCE NO. S-118	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE Subscriber	SERVICE RECIPIENT Public	
DESCRIPTION OF SERVICE Copying and mailing City Council agendas requested by private individuals or companies as per State Government Code section 54954.1.			
CURRENT FEE STRUCTURE \$436 staff costs plus \$38 copying/mailing costs = \$474 per subscriber per year			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$436.00	TOTAL REVENUE:	\$436
UNIT COST:	\$325.00	TOTAL COST:	\$325
UNIT PROFIT (SUBSIDY):	\$111.00	TOTAL PROFIT (SUBSIDY):	\$111
TOTAL UNITS:	1	PCT. COST RECOVERY:	134.15%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$325 staff costs plus \$57 copying/mailing costs = \$382 per subscriber per year			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE ANNUAL AGENDA MAILING SUBSCRIPTION					REFERENCE NO. S-118		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CITY CLERK	DEPUTY CITY CLERK	10min X 24mtgs	4.08	\$325.26	1	\$325	
TYPE SUBTOTAL			4.08	\$325.26		\$325	
TOTALS			4.08	\$325.00		\$325	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE ANNUAL AGENDA PACKET SUBSCRIPTION		REFERENCE NO. S-118A	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE Subscriber	SERVICE RECIPIENT Public	
DESCRIPTION OF SERVICE Copying and mailing entire City Council agenda packets requested by private individuals or companies as State Government Code section 54954.1.			
CURRENT FEE STRUCTURE \$1,063 staff costs plus \$478.50 copying/mailling costs = \$1,542 per subscriber per year			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,063.00	TOTAL REVENUE:	\$1,063
UNIT COST:	\$957.00	TOTAL COST:	\$957
UNIT PROFIT (SUBSIDY):	\$106.00	TOTAL PROFIT (SUBSIDY):	\$106
TOTAL UNITS:	1	PCT. COST RECOVERY:	111.08%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$955 staff costs plus \$600 copying/mailling costs = \$1,555 per subscriber per year			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE ANNUAL AGENDA PACKET SUBSCRIPTION					REFERENCE NO. S-118A	
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1	
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CITY CLERK	DEPUTY CITY CLERK	30min X 24mtgs	12.00	\$956.64	1	\$957
		TYPE SUBTOTAL	12.00	\$956.64		\$957
TOTALS			12.00	\$957.00		\$957

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE ANNUAL SPECIAL NOTICE SUBSCRIPTION		REFERENCE NO. S-118B
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE Subscriber	SERVICE RECIPIENT Public
DESCRIPTION OF SERVICE Copying and mailing required special notices requested by private individuals or companies as per various State Code sections.		
CURRENT FEE STRUCTURE \$44 staff costs plus \$3 copying/mailing costs = \$47 per subscriber per year		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$44.00	TOTAL REVENUE: \$44
UNIT COST:	\$50.00	TOTAL COST: \$50
UNIT PROFIT (SUBSIDY):	\$(6.00)	TOTAL PROFIT (SUBSIDY): \$(6)
TOTAL UNITS:	1	PCT. COST RECOVERY: 88.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$50 staff costs plus \$4 copying/mailing costs = \$54 per subscriber per year		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE ANNUAL SPECIAL NOTICE SUBSCRIPTION					REFERENCE NO. S-118B		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CITY CLERK	CITY CLERK	10min X 2notices/Yr	0.33	\$49.72	1	\$50	
TYPE SUBTOTAL			0.33	\$49.72		\$50	
TOTALS			0.33	\$50.00		\$50	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE DOCUMENT PRINTING & COPYING		REFERENCE NO. S-119	
PRIMARY DEPARTMENT VARIOUS	UNIT OF SERVICE Copy	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Providing the service of copying documents including paper and copy machines as requested by an individual.			
CURRENT FEE STRUCTURE Black and White Copy - \$1 for first page plus \$0.10 per page for every page thereafter Color Copy - \$1 for first page plus \$0.20 per page for every page thereafter Document Imaging - \$1 for first page plus \$0.02 per page for every page thereafter Data Copy - \$8 Agenda Packet - \$65 Maps/Blueprints - Actual Costs			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$1.71	TOTAL REVENUE:	\$280
UNIT COST:	\$2.92	TOTAL COST:	\$479
UNIT PROFIT (SUBSIDY):	\$(1.21)	TOTAL PROFIT (SUBSIDY):	\$(199)
TOTAL UNITS:	164	PCT. COST RECOVERY:	58.46%
SUGGESTED FEE FOR COST RECOVERY OF: 100% All Copies - First 10 pages - No Charge \$0.20 per page for every page thereafter Document Imaging - First 10 pages - No Charge \$0.15 per page for every page thereafter Data Copy - \$8 per device Agenda Packet - \$65 Maps/Blueprints - Actual Costs			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE DOCUMENT PRINTING & COPYING				REFERENCE NO. S-119		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 164		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CITY CLERK	DEPUTY CITY CLERK	B/W & Color	0.01	\$0.80	150	\$120
		TYPE SUBTOTAL	0.01	\$0.80		\$120
CITY CLERK	DEPUTY CITY CLERK	Agenda Packet	0.75	\$59.79	2	\$120
		TYPE SUBTOTAL	0.75	\$59.79		\$120
CITY CLERK	DEPUTY CITY CLERK	CD Copy + \$1.25	0.25	\$19.93	12	\$239
		TYPE SUBTOTAL	0.25	\$19.93		\$239
TOTALS			1.01	\$2.92		\$479

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE CANDIDATE PROCESSING		REFERENCE NO. S-120	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE CANDIDATE	SERVICE RECIPIENT Resident	
DESCRIPTION OF SERVICE Processing a request for a candidate for City office.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$452.00	TOTAL COST:	\$1,808
UNIT PROFIT (SUBSIDY):	\$(452.00)	TOTAL PROFIT (SUBSIDY):	\$(1,808)
TOTAL UNITS:	4	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 5%			
\$25 per candidate			
This fee is set by the State.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE CANDIDATE PROCESSING					REFERENCE NO. S-120		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 4		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CITY CLERK	CITY CLERK		3.00	\$451.98	4	\$1,808	
		TYPE SUBTOTAL	3.00	\$451.98		\$1,808	
TOTALS			3.00	\$452.00		\$1,808	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE INITIATIVE PROCESSING		REFERENCE NO. S-121	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE INITIATIVE	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Processing a request for a local initiative on the ballot.			
CURRENT FEE STRUCTURE \$200 per initiative			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$200.00	TOTAL REVENUE:	\$200
UNIT COST:	\$1,205.00	TOTAL COST:	\$1,205
UNIT PROFIT (SUBSIDY):	\$(1,005.00)	TOTAL PROFIT (SUBSIDY):	\$(1,005)
TOTAL UNITS:	1	PCT. COST RECOVERY:	16.60%
SUGGESTED FEE FOR COST RECOVERY OF: 15%			
\$200 per initiative			
This fee is set by the State.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE INITIATIVE PROCESSING					REFERENCE NO. S-121		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CITY CLERK	CITY CLERK		8.00	\$1,205.28	1	\$1,205	
		TYPE SUBTOTAL	8.00	\$1,205.28		\$1,205	
TOTALS			8.00	\$1,205.00		\$1,205	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
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SERVICE VERIFICATION OF RESIDENCY		REFERENCE NO. S-122	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE REQUEST	SERVICE RECIPIENT Resident	
DESCRIPTION OF SERVICE Certification of a verification of residency on request.			
CURRENT FEE STRUCTURE \$12.50 per request			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$12.60	TOTAL REVENUE:	\$63
UNIT COST:	\$37.60	TOTAL COST:	\$188
UNIT PROFIT (SUBSIDY):	\$(25.00)	TOTAL PROFIT (SUBSIDY):	\$(125)
TOTAL UNITS:	5	PCT. COST RECOVERY:	33.51%
SUGGESTED FEE FOR COST RECOVERY OF: 50% \$19 per request			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE VERIFICATION OF RESIDENCY					REFERENCE NO. S-122		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CITY CLERK	CITY CLERK		0.25	\$37.67	5	\$188	
		TYPE SUBTOTAL	0.25	\$37.67		\$188	
TOTALS			0.25	\$37.60		\$188	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE NSF CHECK		REFERENCE NO. S-123	
PRIMARY DEPARTMENT FINANCE	UNIT OF SERVICE NSF CHECK	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Processing a check returned for insufficient funds.			
CURRENT FEE STRUCTURE \$35 per NSF check			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$35.00	TOTAL REVENUE:	\$175
UNIT COST:	\$55.20	TOTAL COST:	\$276
UNIT PROFIT (SUBSIDY):	\$(20.20)	TOTAL PROFIT (SUBSIDY):	\$(101)
TOTAL UNITS:	5	PCT. COST RECOVERY:	63.41%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$55 per NSF check			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE NSF CHECK					REFERENCE NO. S-123		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FINANCE	ADMIN ASSISTANT II		0.58	\$48.13	5	\$241	
FINANCE	SENIOR ACCOUNTANT	20 Min/Mo	0.01	\$1.09	5	\$5	
FINANCE		Bank Charge	0.00	\$6.00	5	\$30	
		TYPE SUBTOTAL	0.59	\$55.22		\$276	
TOTALS			0.59	\$55.20		\$276	

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