

# CITY OF SOLANA BEACH

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



## AGENDA

Joint SPECIAL Meeting

Wednesday, May 10, 2017 \* 5:00 P. M.

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

Teleconference Location: Holiday Inn Express and Suites, 226 Aurora Avenue Seattle, WA. 98109 (Zito)

- 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, Time Warner-Channel 24, and AT&T U-verse Channel 99. The video taping of meetings are maintained as a permanent record and contain a detailed account of the proceedings. Council meeting tapings are archived and available for viewing on the City's website.

### AGENDA MATERIALS

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

### SPEAKERS

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

### AMERICAN DISABILITIES ACT TITLE 2

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

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

### CITY COUNCILMEMBERS

**Mike Nichols, Mayor**

**Ginger Marshall, Deputy Mayor**

**David A. Zito, Councilmember**

**Jewel Edson, Councilmember**

**Judy Hegenauer, 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:**

**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.

**D. STAFF REPORTS:** (D.1. - D.2.)

*Submit speaker slips to the City Clerk.*

**D.1. Workplan for Fiscal Year 2017-2018.** (File 0410-08)

Recommendation: That the City Council

1. Approve the revisions to the draft Fiscal Year 2017/2018 Work Plan and direct Staff to return to Council with the final Fiscal Year 2017/2018 Work Plan for approval with the Budget in June 2017.

**[Item D.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.*

**D.2. Proposed Fiscal Years 2017-2018 and 2018-2019 Budget.** (File 0330-30)

Recommendation: That the City Council

1. Review the FY 2017/18 and FY 2018/19 Proposed Budgets and provide Staff with direction to formulate the budgets for adoption on June 14, 2017.

[Item D.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.*

**ADJOURN:**

**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 May 10, 2017 Council Meeting was called by City Council, Successor Agency to the Redevelopment Agency, Public Financing Authority, and the Housing Authority of the City of Solana Beach, California, was provided and posted on May 3, 2017 at 7:10 p.m. on the City Bulletin Board at the entrance to the City Council Chambers. Said meeting is held at 5:00 p.m., May 10, 2017, in the Council Chambers, at City Hall, 635 S. Highway 101, Solana Beach, California.

Angela Ivey, City Clerk  
City of Solana Beach, CA



# STAFF REPORT CITY OF SOLANA BEACH

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Gregory Wade, City Manager  
**MEETING DATE:** May 10, 2017  
**ORIGINATING DEPT:** City Manager's Department  
**SUBJECT:** **Council Revisions to Draft Fiscal Year 2017/2018 Work Plan**

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## **BACKGROUND:**

The Fiscal Year (FY) 2017/2018 Work Plan is a guiding document that includes all of the City Council's priority projects. The FY 2017/2018 Work Plan includes an overall focus to keep four strategic priorities in mind as the City Council directs Staff on projects and programs: Community Character, Organizational Effectiveness, Environmental Sustainability and Fiscal Sustainability with the knowledge that all four concepts are important to the overall sustainability of the City.

This item is before City Council to consider the revisions to the draft FY 2017/2018 Work Plan based on the feedback received from the Council at the March 29, 2017 Work Plan Workshop (Workshop).

## **DISCUSSION:**

On March 29, 2017, the City Council (Council) held a public workshop to discuss the draft FY 2017/2018 Work Plan, recommend changes, and accept public comment. At the public workshop, Council recommended changes to the draft Work Plan presented by City Staff. The revised draft FY 2017/2018 Work Plan (Attachment 1, changes in red text) has been amended based on Council comments and is now being brought back for consideration and direction.

Similar to previous Work Plan's, Staff included the estimated costs and timeframes associated with each priority item. Some of these costs were updated after the March 29, 2017 workshop based on more information gathered from Staff during the budget preparation process. In addition to including the estimated costs, certain items were separated into phases, pending funding. All prioritized items were updated based on the progress made throughout FY 2016/2017.

CITY COUNCIL ACTION:

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The major modifications requested by Council at the March 29, 2017 public workshop are as follows:

- Community Character:
  - A) Land Use and Planning –
    - (1) General Plan and Housing Element Update –
      - Under “Key Policy Development and General Plan Update Tasks for Fiscal Year 2017/2018”:
        - Removed – “Revise SBMC to include an open space/preserve land use designation and revise maps accordingly” (Completed)
        - Removed – “Evaluate current roadways and explore possible road extensions and additional multi-modal roadway links”. (Zito)
        - Removed – “Track the Community Active Transportation Strategy (CATS) program progress” because this is now a Priority Item. (Zito)
    - (6) Gateway/Harbaugh Trails Property -
      - Modified “FY Objective” to reflect progress that has been made since the March 29, 2017 workshop – The City completed a General Plan Amendment and Zone Change from General Commercial to Open Space on this property in April, 2017. (Staff)
      - Modified “Estimated Costs” – An additional estimated cost of \$5,000 will be needed to study the feasibility of a potential pedestrian crossing at Highway 101.
      - Modified “Summary” – The City will continue to work with the SELC and interested stakeholders to implement the trail and habitat restoration project on the property. Staff will engage the professional services of a traffic engineer to study the feasibility of an at-grade pedestrian crossing at Highway 101. (Staff)
  - B) Capital Projects
    - (2) La Colonia Park Improvements –
      - Added “Key Task” – Construct the Skate Park and associated improvements.
        - Continue fundraising activities.
        - Continue community outreach and conducting public workshops.

- Complete final design.
  - Begin construction. (Zito)
- (7) Seascapesur Beach Access Maintenance
  - Revised this Priority Item to include repairs of the concrete walkway to the stairs that has been damaged due to tree root intrusion.
    - FY Objective – “Perform required maintenance of existing stairway including replacement of metal fixtures and wood treads as well as removal and reconstruction of the existing damaged concrete walkway from Sierra Avenue to the top of the stairs.”
    - Estimated Cost – increased \$50,000 to a total of \$300,000 for the additional sidewalk replacement.
    - Summary – added “The existing concrete walkway has lifted and cracked due to tree root intrusion and will be removed and reconstructed with color concrete in the same general alignment.”
- (9) City Hall Deferred Maintenance
  - Removed “Key Task” – Refurbish Elevator. (Completed)
- Added Priority Item (10) – Fletcher Cove Park and Community Center Maintenance (Hegenauer and Zito)
  - FY Objective: Perform maintenance on various components of Fletcher Cove Park and Community Center.
  - Key Tasks:
    - Perform maintenance and repair work on tot lot.
    - Reconstruct the lower portion of the existing concrete beach access ramp.
    - Perform Maintenance and Repair to the Community Center building.
  - Estimated Cost: The repairs on the tot lot are estimated to cost \$40,000. The repairs to the access ramp are estimated to cost \$150,000. The repairs to the Community Center building are estimated to cost \$20,000.
  - Summary: This project would perform maintenance on various components of Fletcher Cove Park and Community Center. Minor repairs to the Tot Lot will be completed prior to July 2017 while the significant repairs will be done after the summer. Repairs to the access ramp will depend on

Coastal Permit timing and conditions. Repairs to the Community Center will be prioritized and completed as needed.

- C) Unprioritized Community Character Issues
  - Added the following items:
    - Monitor the proposed hotel/resort development on Border Avenue in Del Mar. (Hegenauer, Edson, Zito)
    - Release RFP for potential affordable housing project on City Hall parking lot. (Zito)
    - Evaluate potential to convert existing buildings to affordable housing. (Hegenauer and Marshall)
  - Revised the following item:
    - Research areas for a new enclosed Dog Park, potentially at La Colonia Park *and other areas around the community.* (Marshall)
  - Removed the following items:
    - Citywide Public Signage Program – Will be included in General Plan discussions. (Zito)
    - Review/Update City ordinance on private signage – Will be included in General Plan discussions. (Zito)
    - Neighborhood Trails/Walkability Plan – Will be included in General Plan discussions. (Zito)
- Organizational Effectiveness:
  - A) Administration and Service
    - Added Priority Item (2) – Implement Online Software Permit Tracking System (Staff)
      - FY Objective: Implement a City-wide permit tracking system that will automate permits, licenses, and other business activities, accept credit card payments, allow customer access to view the status of applications and apply or renew permits on-line, and provide a smart phone app to submit comments and complaints to the City.
      - Key Tasks:
        - Council consideration and selection of a software permit tracking system.

- Implementation of system and training of City Staff.
  - Estimated Costs: Initial cost of software purchase would be approximately \$196,000 with annual maintenance costs of \$38,000-\$40,000.
  - Summary: Staff has researched various online permit tracking systems in an effort to help streamline the permit process and online payments for a variety of services including business certificates, building permits, parking citations, code violations, etc. that would allow for online payments and tracking. This service would allow for an easier and more efficient process for the community and City Staff. Currently, the City only allows online credit card payments for Summer Day Camp and Junior Guard registration, so this service will expand our online services while providing better customer service to our community.
- C) Unprioritized Community Character Issues
  - Added “Explore implementing an electronic Council Agenda/Staff Report program/process that is text searchable and can be downloaded as an entire packet.” (Zito)
  - Moved the “Government Operations Efficiency” to its own Priority Item (Implement Online Software Permit Tracking System).
- Environmental Sustainability:
  - A) Policy Development
    - (2) Develop and Implement a Community Choice Aggregation (CCA) Program.
      - While this item will most likely be updated after Council consideration in May, Staff did update and expand the public outreach bullet point under “Key Tasks”. (Zito)
  - C) Unprioritized Environmental Sustainability Issues
    - Explore a Sea Level Rise working group with the cities of Encinitas and Del Mar. (Hegenauer, Edson, Zito)
    - Explore providing City incentives for the purchase of rain barrels. (Hegenauer)
    - Explore providing City incentives for Electric Vehicle (EV) charging stations and promoting alternative modes of transportation. (Hegenauer, Edson, Zito)
    - Explore potential to study air quality/public health throughout the City but primarily around the freeway. (Hegenauer)



There were two sections of the draft Work Plan where Council had comments and revisions that were not included in this revised Work Plan because further updates will most likely need to be incorporated prior to the final Work Plan. These comments have been documented by Staff and will be incorporated as needed in the final Work Plan based on Council direction. These sections include the "Climate Action Key Tasks for FY 2017/2018" in the General Plan Update Priority Item and the "Develop and Implement a Community Choice Aggregation (CCA) Program" Priority Item.

If City Council approves the recommended revisions above, or any additional revisions, Staff recommends Council direct Staff to bring back for formal adoption with the Budget in June 2017.

**CEQA COMPLIANCE STATEMENT:**

Not a project as defined by CEQA.

**FISCAL IMPACT:**

Funding for the projects contained in the draft Fiscal Year 2017/2018 Work Plan vary from project to project. Some of the projects have been budgeted for; while others do not currently have funding identified at this time. The funding identified in this Work Plan is consistent with the funding proposed in the draft Budget being presented to Council at this same meeting.

**WORK PLAN:**

Revision to Work Plan.

**OPTIONS:**


- Approve the revisions to the draft Fiscal Year 2017/2018 Work Plan.
- Give direction to Staff on further modifications.
- Deny Staff Recommendation and provide direction to Staff.

**DEPARTMENT RECOMMENDATION:**

Staff recommends the City Council approve the revisions to the draft Fiscal Year 2017/2018 Work Plan and direct Staff to return to Council with the final Fiscal Year 2017/2018 Work Plan for approval with the Budget in June 2017.

**CITY MANAGER'S RECOMMENDATION:**

Approve Department Recommendation.

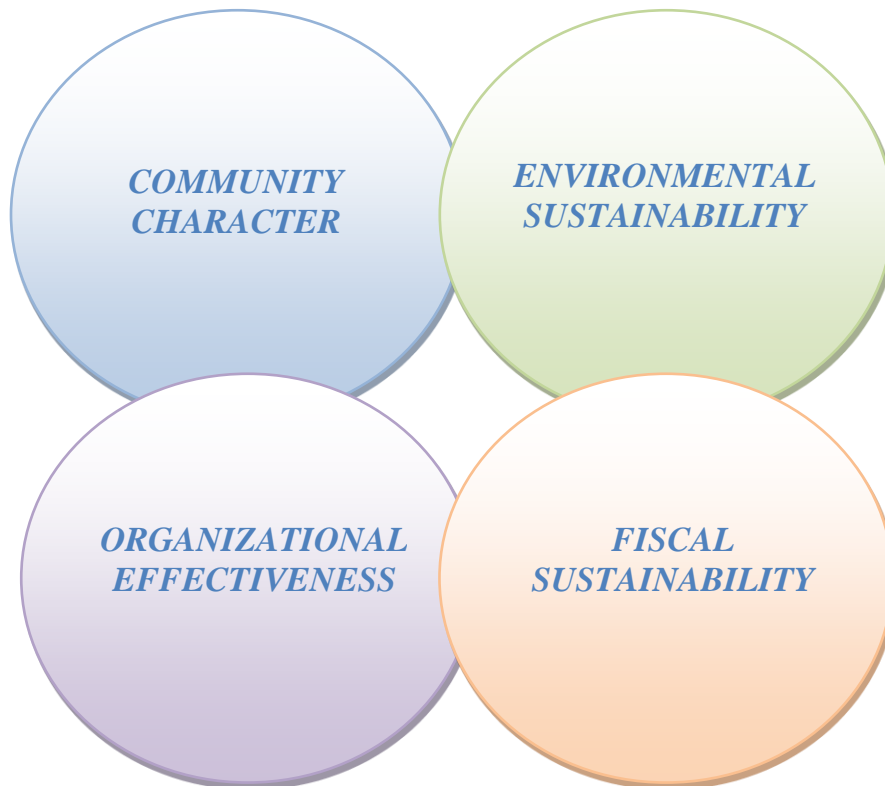
  
\_\_\_\_\_  
Gregory Wade, City Manager

Attachment 1: Revised draft Fiscal Year 2017/2018 Work Plan



# CITY OF SOLANA BEACH WORK PLAN

FISCAL YEAR 2017-2018



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# CITY MANAGER'S REPORT

Overview/Current Trends

(TO BE INSERTED LATER)



## **MISSION STATEMENT**

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

## **STRATEGIC PRIORITIES**

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

### ▪ **COMMUNITY CHARACTER**

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

### ▪ **FISCAL SUSTAINABILITY**

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

### ▪ **ORGANIZATIONAL EFFECTIVENESS**

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

### ▪ **ENVIRONMENTAL SUSTAINABILITY**

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



# FY 2017-2018 WORK PLAN PRIORITIES

## COMMUNITY CHARACTER PRIORITIES

### A. Land Use & Planning

#### 1. General Plan Update (Timeframe: 12-36 Months)

##### FY Objective:

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

In July 2010, the City Council established a General Plan Update (GPU) Ad-Hoc Committee consisting of Councilmembers Nichols and Campbell, Councilmember Campbell was later replaced with Councilmember Zito. In February 2011, City Council approved a phased approach to the update, which includes the Housing Element, Land Use Element, Circulation Element, Climate Action Plan, and programmatic environmental documents. The remaining required elements, and any optional elements the City Council chooses to undertake, are planned to be completed at a later date.

The draft Housing Element, with the modifications requested by the State Department of Housing and Community Development (HCD) and the associated Negative Declaration was adopted by the City Council on February 13, 2013. HCD certified the Housing Element on March 4, 2013. The Circulation and Land Use Elements were adopted by the City Council on November 19, 2014 and the Environmental Impact Report was certified at that same meeting. The City's remaining elements, Conservation and Open Space, Safety, Noise, and Economic Development are the next to be updated.

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

The Climate Action Plan (CAP) continues to be developed and is anticipated to be adopted in the 2017-2018 Fiscal Year. The City Council established a Climate Action Commission (CAC) in October 2015. The CAC held its first meeting on March 2, 2016. The CAC is expected to provide meaningful input and guidance on the preparation of a CAP that reflects the values of the citizens of Solana Beach. The CAP is being developed outside, but alongside, the General Plan Update to allow for more flexibility in continuous assessment and modifications needed for a successful implementation of a CAP. Therefore, the Key Tasks below are separated into "Climate Action Plan Key Tasks" and "General Plan Update Key Tasks".



**Climate Action Plan Key Tasks for FY 2017/2018:**

- Complete the Climate Action Plan.
- Develop a minimum of 75% materials recycle/reuse program for projects with a valuation of \$100,000 or more.
- Develop zero net energy use guidelines and incentives such as permit expediting that new residential development can achieve by 2020 and that commercial development can achieve by 2030.
- Evaluate development guidelines for new development and significant remodels that encourage building placement, design, and construction techniques that minimize energy consumption.
- Develop a policy requiring EnergyStar appliances.
- Revise the SBMC to require new development and redevelopment to provide safe, secure bicycle parking facilities.
- Revise the SBMC to require new commercial development and redevelopment to provide connections to existing and proposed bicycle routes, where appropriate.
- Revise the SBMC to require new development and redevelopment to provide adequate pedestrian access and, where appropriate, incorporate pedestrian-orientated street designs that provide a pleasant environment for walking.
- Evaluate the pedestrian network within and between neighborhoods to facilitate pedestrian travel free from major impediments and obstacles. [DK1]

**Key Policy Development and General Plan Update Tasks for Fiscal Year 2017/2018:**

- Develop Traffic Impact Fee (TIF) program and fee schedule.
- Evaluate possible code changes to accommodate community gardens.
- Revise the SBMC to ensure apartment conversion to condominiums meet current standards for the construction of new condominiums.
- Evaluate the existing development standards for other areas of the community, including Eden Gardens.
- Evaluate possible code changes that accommodate outdoor dining/sidewalk cafes.
- Evaluate possible code changes that accommodate live/work units.
- Revise SBMC to require a biological study for proposed development located near an environmentally sensitive habitat area.
- Evaluate need to increase guest parking requirements for multi-unit and mixed-use projects.
- ~~Revise SBMC to include an open space/preserve land use designation and revise maps accordingly.~~
- Revise SBMC to require exterior universal design standards (ADA) to the extent feasible





- Develop a multi-modal performance indicator program to periodically evaluate the City's transportation system.
- ~~Evaluate current roadways and explore possible road extensions and additional multi-modal roadway links.~~
- Develop a program to measure and monitor changes in active transportation/travel.
- Develop guidelines for new private driveways so as not to pose a traffic hazard, including consolidating driveways.
- Establish designated truck routes.
- Revise the SBMC to allow for a reduction in requirements for existing buildings that change uses and cannot accommodate current parking standards
- Provide guidelines for new development and redevelopment to locate off-street parking facilities behind storefronts.
- Evaluate requirement for new development and redevelopment to provide fair share contributions towards public facilities, services, and infrastructure. Implement key circulation/roadway projects and implementation strategies in the City.
- ~~Track the Community Active Transportation Strategy (CATS) program progress.~~

Estimated Costs (Multi-year Project): A nexus and fee study is required to be conducted for the Traffic Impact Fee Program and ~~will cost is estimated to be~~ \$85,000. An estimate of cost for the remainder of the General Plan Elements would be determined upon the issuance of an RFP for services.

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

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



FY Objective: The objective is to obtain final approval of the public recreation impact fee study and LUPA in FY 2017/2018. The CCC has 90-days to review and respond to the City's submittal of the public recreation impact fee study and LUPA. However, the CCC requested and approved a one-year time extension given the state-wide significance of the public recreation impact fee which extended the timeline for Commission action until July 2017. Following Commission action, the City will need to consider taking final action on the LUPA.

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

**LCP Local Implementation Plan Programs & Tasks for Fiscal Year 2017 / 2018:**

- Update to Zoning Code development standards (Policy 2.31, Policy 3.21, Policy 3.35)
- Establish a Visitor Serving Commercial Zone Overlay in the zoning code and map (Policy 5.1)
- Update the Highway 101 Specific Plan, North and South Cedros Avenue and the Train Station parking and development standards (Policy 2.40, Policy 2.69)
- Develop an in-lieu ESHA mitigation fee program (Policy 3.10, Policy 3.12)
- Update DRP and Grading ordinances in the LIP (Policy 3.41, Policy 3.89)
- Review and update Dark Sky Overlay regulations (Policy 3.49)
- Prepare an update to the City's Drainage/Stormwater Master Plan (Policy 3.56, 3.72)
- Continue to coordinate with other jurisdictions in developing a watershed urban runoff management plan (WURMP) (Policy 3.74, Policy 3.75, Policy 3.87) and revise City regulations to comply with the SUSMP
- Update HOZ regulations to include a coastal bluff overlay in LIP and SBMC (Policy 3.35, Policy 4.02)
- Continue annual monitoring and inspection of all shoreline protective devices (Policy 4.33, Policy 4.87) and report every 5 years to the CCC (Policy 4.49, Policy 4.52)
- Establish a land lease/recreation impact mitigation fee program (Policy 4.39, Policy 4.50, Policy 4.51) (Completion anticipated by July 2017)
- Continue to ensure that the Fire Marshal reviews all development plans for thinning or clearing of native vegetation as required for fuel management (Policy 4.72) and require a fuel modification plan as needed (Policy 4.81, Policy 4.83)
- Modify DRP application to require a landscape plan from applicants if project site is located in WUI (Policy 4.82)
- Develop a permit track for emergency projects (Policy 4.84) or modify existing permit applications as appropriate
- Update the City's SDP regulations (Policy 6.3, Policy 6.6, Policy 6.9)
- Revise LIP to reflect the Traffic Impact Program/Fee (TIF) per Circulation Element Update (General Plan) (Policy 7.4)



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

- Develop a parkland impact mitigation fee program (Policy 2.4, Policy 2.48)
- Update the Sign Ordinance (Policy 2.22, Policy 3.19, Policy 6.27, Policy 6.28, Policy 6.29)
- Update the Off Street Parking Design Manual (Policy 2.25, Policy 2.41)
- Develop a mitigation program for high cost hotel rooms (Policy 2.32, Policy 5.8)
- Monitoring program for City's public coastal access ways (Policy 2.56) Evaluate options for possible removal of rip rap on beach at Del Mar Shores public access way (Policy 2.62) Retain biologist to review and update ESHA maps in the LUP (Policy 3.5, Policy 3.7)
- Develop Heritage Tree Protection Ordinance (Policy 3.51, Policy 3.52, Policy 3.53)
- Prepare a wetland inventory/delineation for City (Policy 3.66)
- Develop a program to detect and remove illegal storm water connections/discharges (Policy 3.95)
- Stencil storm drains and creek public access points (Policy 3.98)
- Inspect, repair and maintain public structural BMP's annually (Policy 3.102)
- Cap all storm drains that drain west over the coastal bluffs by 2018 (Policy 4.28)
- Establish an assessing entity/GHAD (Policy 4.35, Policy 4.36)
- Continue water conservation/waste water recycling program (Policy 5.41) Establish a museum/visitor center to display local cultural, paleontological and archaeological artifacts (Policy 5.57)
- Implement key circulation/roadway projects (TIF Program) and implementation strategies in the City (Policy 7.25, Policy 7.26)
- Develop an LIP for City Council review and approval. Submit to the CCC upon City Council approval for their review and approval.
- Coordinate LIP preparation and the other necessary zoning changes as a result of the updated General Plan Land Use Element to ensure internal consistency.

Estimated Cost: The estimated budget proposed for FY 2017/2018 to continue the LCP Local Implementation Plan efforts, complete the public recreation impact fee study and LUPA objective is \$84,480. \$63,360 for LIP/Coastal Program Management by Summit Environmental Group and \$21,120 for adjunct planning services by Summit.



### 3. Beach Sand Replenishment & Retention Program (Timeframe: 24 Months)

A second Regional Beach Sand Project (RBSP2) was successfully completed in FY 2012/2013. Post construction monitoring will continue until 2017 following completion of sand placement activities in 2012. The City received an estimated 146,000 cubic yards of sand. Ongoing shoreline profile monitoring will occur in FY 2015/2016 and is anticipated to remain part of the ongoing SANDAG regional effort to manage and monitor the coastline.

The City has also been partnering with the City of Encinitas and the U.S. Army Corps of Engineers (USACE) for over 16 years in planning for a 50-year (2018 – 2068) shoreline protection/coastal storm damage reduction project involving the restoration of approximately eight miles of shoreline in the two cities. The final EIR/EIS was approved and certified by the City Council on October 14, 2015. The USACE Chief's Report and Record of Decision (ROD) have been completed and funding for the project is identified in the 2016 Water Resources Reform and Development Act (WRRDA). It is currently envisioned that the USACE Solana Beach-Encinitas Shoreline Protection Project will consist of initial placement of approximately one million cubic yards. The beaches would be re-nourished on a regular cycle during a Federal participation period of 50 years.

The City also continues to develop its SCoup program to obtain upland sources of opportunistically available beach sand. The City's permits allow the City to receive up to 150,000 cubic yards of sand on its beaches each year. The four regulatory permits expired in FY 2013/2014 and the City efforts to renew and/or extend all four permits in FY2014/2015 to support implementation of a SCoup project through FY 2018/19.

The Caltrans I-5 Corridor Widening Project and the San Elijo Lagoon Restoration Project (SELRP) are potential sources of beach sand for Solana Beach. Approximately 146,000 cubic yards of sand from the SELRP is expected to begin being placed at Fletcher Cove in the Winter of 2017 or Spring of 2018.

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



Key Tasks:

- Continued coordination of efforts with key parties including local, regional, State and federal regulatory governing agencies for beach sand replenishment and retention projects as a key sea level rise/climate change adaptation strategy for developed/urbanized shorelines.
- Complete RBSP2 post construction monitoring in 2017-2018. Initiate the PED phase of the USACE project.
- Initiate the PED phase of the USACE project.

Estimated Costs (Multi-Year Project):

Revenue Sources (FY 2017/2018: \$650,000)

- ~~\$161,000~~ 149,200 - T.O.T. Sand Replenishment (Fund #450)
- \$450,000 - State Parks, Division of Boating and Waterways Grant

Programmed Expenditures: (FY 2017/2018: \$426,645)

- ~~\$161,000~~ 149,200— USACE (Fund #450)
- \$450,000 – USACE for PED cost share

Summary:

- Continue the RBSP2 post-construction monitoring process in FY 2017/2018.
- Work with the Army Corp of Engineers to initiate PED for a 50 year plan to replenish and retain sand along the Solana Beach coastline. Implement the first sand phase placement of the project by FY 2018/2019.

4. View Assessment Ordinance Update (Timeframe: 2 Months)

FY Objective: Evaluate the View Assessment Ordinance; prepare amendments as needed to clarify its provisions for proposed adoption in FY 2017/2018.

Key Tasks:

- Complete final review of the recommended revisions provided by the citizen Ad Hoc Committee.
- Complete recommended revisions to the Ordinance.
- Submit an amended Ordinance and related supporting toolkit document for proposed adoption by City Council in FY 2017/2018.
- Conduct View Assessment Committee member training on the revised Ordinance.
- Establish a standard for higher quality story poles and flags.

Estimated Cost: Staff time

Summary: Provide a comprehensive review and update to the City's View Assessment Ordinance to clarify its provisions, the duties of the View Assessment Committee members, responsibilities of the applicant and procedures, including the related toolkit document for City Council consideration for adoption. Expected to be completed in FY 2017/2018.



5. Development Review Permit Ordinance (DRP) Update and Guidelines and Toolkit (Timeframe: 6 Months)

FY Objective: Evaluate and revise the Development Review Permit (DRP) Ordinance and develop a citizen Guidelines and Toolkit brochure. The adoption of revisions to the Development Review Ordinance took place in November and December 2014 and went into effect January 2015. The proposed adoption of the DRP Guidelines and Toolkit is in the Spring 2018.

Key Tasks:

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

Estimated Cost: ~~\$7,500~~ Staff time

6. Gateway/Harbaugh Trails Property ( 6 Months)

FY Objective: The purchase by the San Elijo Lagoon Conservancy (SELC) was completed in 2014 and the site was identified in the update of the Land Use Element as Open Space/Preserve. ~~The objective for FY 2017/2018 will be to facilitate a General Plan Amendment and Zone Change from General Commercial to Open Space on this property.~~ Agreements with the City, Caltrans and the SELC were completed in 2016 to facilitate funding for the Gateway/Harbaugh Trails Property. The City completed a General Plan Amendment and Zone Change from General Commercial to Open Space on this property in April 2017.

Key Tasks:

- Facilitate the design and construction of a railway undercrossing.
- Explore the creation of a Highway 101 east/west connection including the potential to install a new traffic signal/crosswalk.

Estimated Costs: ~~Staff time to process the Open Space/Preserve rezone, and expenses associated with updating and purchasing new maps.~~ Staff time will also be required to facilitate restoration agreements and to participate in the design and construction of the railway undercrossing. An additional estimated cost of \$5,000 will be needed to study the feasibility of a potential pedestrian crossing at Highway 101.

Summary: The SELC purchased the Gateway/Harbaugh Trails property on the north end of town, on the east side of Highway 101. The City will continue to work with the SELC and interested stakeholders to implement the trail and habitat restoration project on the property. Staff will engage the professional services of a traffic engineer to study the feasibility of an at-grade pedestrian crossing at Highway 101.



## 7. North Cedros Development Standards – Extend South Cedros Development Standards to North Cedros Properties (8 Months)

FY Objective: This project would involve reviewing the South Cedros Development Standards and potentially apply them to North Cedros properties as well. The process would involve meeting with the North Cedros property and business owners to review the current standards and proposed new standards, where applicable.

### Key Tasks:

- Review South Cedros Design Standards.
- Review the Highway 101 Specific Plan.
- Conduct meetings and workshops with the North Cedros property and business owners.
- Bring new standards, if applicable, to City Council for discussion and consideration.

Estimated Costs: Staff time

Summary: This proposed project would consider applying South Cedros Design Standards to the properties on North Cedros Avenue. Any proposed changes to the standards would be presented to the North Cedros property and business owners for input and feedback in what would be a collaborative process. If new standards are supported, they will be brought to the City Council for formal discussion and possible adoption.

## 8. Fairgrounds Governance (12 Months)

FY Objective: Continue to work with the cities of Del Mar, San Diego and the 22<sup>nd</sup> Agricultural District Board to establish a governance structure in which the City of Solana Beach is a participant.

### Key Tasks:

- Continue to meet with stakeholders to develop the new proposed governance structure.
- Research the potential of a legislative amendment to the Government Code to allow the new governance structure.

Estimated Costs: Staff time

Summary: The City has long desired to restructure the current governance structure of the Del Mar Fairgrounds to permit representation from the City of Solana Beach. Currently, the City does not have a say in the operations of the Fairgrounds, even though much of the negative impacts are felt largely by the Solana Beach community. City leaders have begun to meet with the cities of Del Mar and San



Diego, as well as the 22<sup>nd</sup> Agricultural District to discuss the potential of a new governance structure where Solana Beach will be a participant.

9. Review Eden Gardens Master Streetscape Plan (12 Months)

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

Key Tasks: Prepare a scope of work, public outreach schedule, and desired outcome for the preparation of a new Eden Gardens Specific Plan.

Estimated Costs: Costs would be determined through a competitive RFP process.

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

## B. Capital Projects

1. Fletcher Cove Lifeguard Station (Timeframe: TBD)

FY Objective: Evaluate the feasibility of renovating the facility and grounds. Select preferred alternative and start preliminary design.

Key Tasks:

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

Estimated Costs: Council approved \$60,000 for this project in FY 2016/2017. Additional funding will be required to move into the preliminary and final design stages. It is estimated that approximately ~~\$440,000~~ \$575,000 will be required to complete design. However this may be performed in two phases, with phase one at a cost of approximately ~~\$100,000~~ \$125,000 for 30% design including Coastal Development Permit and the rest for construction level drawings and specification for bidding purposes. A more accurate cost estimate may be provided once design alternatives are selected.

Summary: The existing Fletcher Cove Lifeguard Station is inadequate to serve the community and beach visitors into the future. The current facility is dilapidated with significant design deficiencies that don't meet the current demands of the facility as well as needed ADA improvements. Funds have been appropriated only for the





Needs Assessment work at this time. A consultant has performed the Needs Assessment Study. Three separate alternatives have been evaluated as part of this study as follows: renovation of existing building; interim modular facility; and new permanent facility in existing location. After a preferred alternative has been selected, preliminary design can be started once funding has been identified. The preliminary design stage will include work needed to obtain a Coastal Development Permit from the California Coastal Commission and proper CEQA clearance.



## 2. La Colonia Park Improvements (Timeframe: TBD)

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

### Key Tasks:

- Identify funding sources for remainder of design and initial phased improvements including ADA items.
- Meet with the Parks and Recreation Commission to prioritize different phases of the Master Plan and develop specific fundraising efforts to implement these priorities.
- Construct the Skate Park and associated improvements.
  - Continue fundraising activities.
  - Continue community outreach and conducting public workshops.
  - Complete final design.
  - Begin construction.
- Complete various improvements to building and grounds:
  - Rehabilitation of tot lot surfacing.

### Estimated Cost:

- Build out all phases of park Master Plan – \$4,000,000+
  - Site preparations including demo, clearing and utilities - \$655,648
  - Playground - \$402,117
  - Picnic area - \$145,051
  - Overlook area - \$30,511
  - Amphitheatre area - \$124,086
  - Skate area - \$450,000
  - Basketball area - \$87,026
  - Plaza gazebo - \$791,413
  - Building improvements - \$663,809
  - Museum - \$167,848
  - General area - \$803,154
- Rehabilitation of tot lot surfacing – ~~\$30,000~~60,000

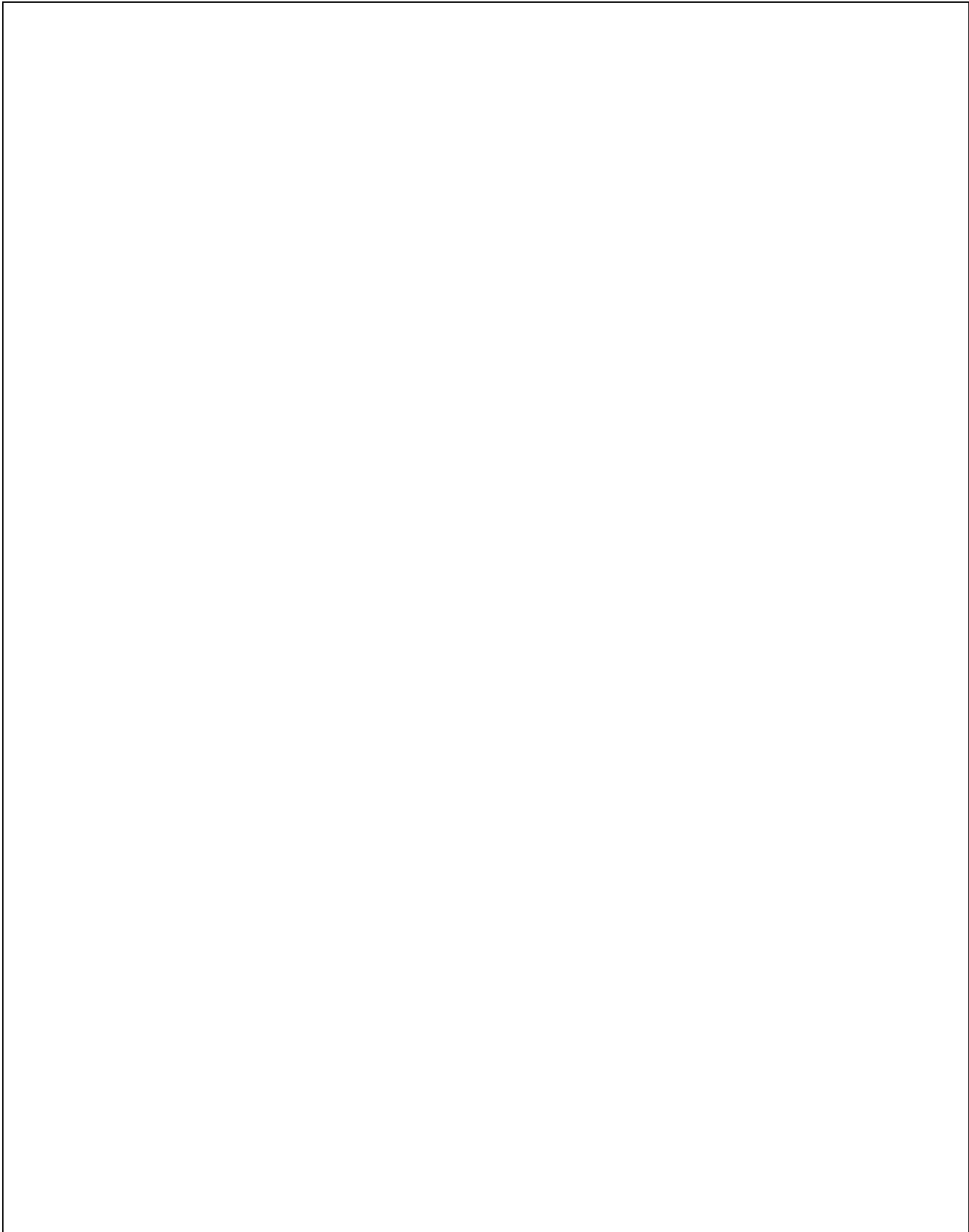
Summary: In FY 2006/2007, a community based La Colonia Park Needs Assessment Advisory Committee developed recommendations for improvements throughout La Colonia Park including ADA Transition Plan recommendations. The City completed the conceptual design for the park improvements in FY 2009/2010 and preliminary design of the park during FY 2010/2011. The project still needs to be submitted to the Coastal Commission in order to obtain a Coastal Development Permit (CDP), which will take place after construction funding has been identified for the project. All previous grant applications for construction funding have not been successful to date.



The Veteran's Honor Courtyard is a small portion of the overall park master-plan and was the first phase of the park master plan. Construction of the Courtyard was completed in May 2016. Staff is working on implementation of other elements of the Master Plan including the Community Center, Tot Lot and Skate Park.

Partial Funding of the Skate Park project was appropriated during the past fiscal year and a final design is underway. Once the design is completed and construction bids have been obtained, a more accurate funding level will be identified.





### 3. South Sierra Mixed Use Affordable Housing

FY Objective: In 2014, the City Council approved the Hitzke Development Corporation mixed use affordable housing project on South Sierra Avenue on a City-owned parking lot. The project includes commercial space and parking, ten (10) affordable housing units and parking, and 31 replacement public parking spaces.

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

Key Tasks:

- Facilitate building permits review/approval and construction.

Estimated Cost: TBD.

Summary: This project would provide needed affordable housing adjacent to neighborhood services including transit and would further implement the goals of the Solana Beach Housing Element and the General Plan.

### 4. Miscellaneous Traffic Calming Projects

FY Objective: Continue to monitor and analyze traffic calming requests and implement traffic calming measures throughout the City where appropriate and when funding is identified.

Key Tasks:

- Staff will continue to monitor and assess traffic calming requests.
- Implement traffic calming measures at South Cedros/Cliff Street.
- Implement traffic calming measures on Santa Rosita.

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

Summary: Staff will continue to analyze traffic calming requests as they arise throughout the year.



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

FY Objective: Implement the various project identified in the CATS Study that was approved by the City Council in 2015.

Key Tasks:

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

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

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

6. Lomas Santa Fe Corridor Feasibility Study (Timeframe: TBD)

FY Objective: Conduct a feasibility study to identify transportation issues and solutions along Lomas Santa Fe from Highway 101 to Highland. This fiscal year tasks include community outreach and public workshops.

Key Tasks:

- Evaluate funding options.
- Perform feasibility study for entire corridor.
- Perform preliminary (30%) engineering.
- Evaluate potential alternatives.

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

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

With the variation in character along the corridor, the Study will evaluate feasible



improvements that address transportation improvements that integrate with the surrounding land use, activity centers and community character along the Corridor. In essence, the Corridor can be divided into four distinct study areas as shown below.

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

During the past fiscal year, work has progressed on the initial stage of the study which is to provide base mapping, collect data pertaining to the current usage of the corridor, prepare a deficiencies/recommendations matrix, perform public meetings and assist in the preparation of grant proposals.

7. Seascape Sur ~~Beach Access Stairway~~ Maintenance (Timeframe: 12 to 18 months)

FY Objective: Perform required maintenance of existing stairway including replacement of metal fixtures and wood treads as well as removal and reconstruction of the existing damaged concrete walkway from Sierra Avenue to the top of the stairs. ~~Anticipated maintenance activities are expected to include replacement of metal fixtures and wood treads.~~

Key Tasks:

- ~~• Construction of recommended maintenance improvements.~~
- Dismantling the existing structure and replacing the damaged and rusted components.
- Replacing all of the stair wood treads.
- Removal and reconstruction of the existing concrete walkway.

Estimated Cost: Approximately \$25300,000 for construction estimated for FY 2017/2018.

Summary: Due to the harsh marine environment, all of the metal fasteners and hangers have reached the end of their useful life. In addition, the wood stairway treads that are walked upon are starting to deteriorate as a result on normal pedestrian traffic. This project would replace all of the metal fasteners and hangers with the same high-quality stainless steel that was used on the recently constructed Del Mar Shores Stairway. The wood treads would be replaced with pressure-treated lumber similar as to what was used on the Del Mar Shores Stairway. The existing concrete walkway has lifted and cracked due to tree root intrusion and will be removed and reconstructed with color concrete in the same general alignment. The project is expected to be advertised for construction bids in April 2017 and a construction contract to be awarded in late June or early July 2017. Construction is expected to start in October 2017 and should be completed by February 2018.



8. Stevens/Valley Avenues Bicycle and Pedestrian Improvements (Timeframe: 12 to 24 months)

FY Objective: This project will enhance the use of the existing roadway for all users by reducing the number of lanes on Stevens/Valley Avenue in order to provide for bike lanes along all of Stevens/Valley Avenue; to construct sidewalks in missing locations; to provide enhanced crosswalks; to construct curb ramps consistent with current standards; and to provide traffic calming features to slow down traffic. These improvements will directly improve the ability of all forms of active transportation to access these places by walking, bicycling or by public transit.

Key Tasks:

- Complete construction of project.
- Grant closeout with SANDAG.

Estimated Cost: The cost for this project is approximately \$1,300,000 for construction. The City has obtained a \$500,000 Active Transportation Grant from SANDAG for construction of the project. The remainder of the project would be funded out the City's TransNet funds and funding allocated by the San Dieguito High School District for storm drain improvements along Stevens and guardrail improvements along Lomas Santa Fe.

Summary: Only a portion of Stevens/Valley contains a bike lane at this time. This project will complete the bike lane in this corridor and fill in the gap. Currently, there is only a bike lane between Highland Drive and the Stevens/Valley intersection. The construction of bike lanes that would fill in the gaps in this corridor would provide better connectivity to a city park, schools, offices and retail centers along this corridor. In addition, curb, gutter and sidewalks would be constructed in areas where they currently don't exist. The entire construction project is expected to be completed in July 2017.

9. City Hall Deferred Maintenance (Timeframe: 6 to 12 months)

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

Key Tasks:

- ~~Refurbish elevator.~~ (Completed)
- Replacement of west-facing slanted roof. (Anticipated to be completed by July 2017)

Estimated Cost: Approximately \$28,000 for the elevator repairs and \$9,400 for the roof repairs.

Summary: This project would perform maintenance on various components of City Hall. Repairs to the main interior staircase and the west-facing slanted roof along the planning conference room were completed in FY 2016/2017.

About two years ago, the City's elevator maintenance contractor provided





recommendations for eventual repairs to elevator in City Hall. All recommendations from the elevator contractor would be completed with this project.

Although the flat roof at City Hall was replaced about three years ago, the west and north facing slanted, shingled roof was not replaced. This portion of the roof has reached the end of its useful lifespan and several leaks have resulted. The replacement of this portion is recommended.

#### 10. Fletcher Cove Park and Community Center Maintenance (Timeframe: 6 to 12 months)

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

##### Key Tasks:

- Perform maintenance and repair work on tot lot.
- Reconstruct the lower portion of the existing concrete beach access ramp.
- Perform Maintenance and Repair to the Community Center building.

Estimated Cost: The repairs on the tot lot are estimated to cost \$40,000. The repairs to the access ramp are estimated to cost \$150,000. The repairs to the Community Center building are estimated to cost \$20,000.

Summary: This project would perform maintenance on various components of Fletcher Cove Park and Community Center. Minor repairs to the Tot Lot will be completed prior to July 2017 while the significant repairs will be done after the summer. Repairs to the access ramp will depend on Coastal Permit timing and conditions. Repairs to the Community Center will be prioritized and completed as needed.



### C. Unprioritized Community Character Issues

- Annual Pavement Repair Project – FY 2016/2017 project is complete. – FY 2017/2018 annual program will be developed in Spring 2017 for construction in the second half of 2017.
- ~~Citywide Public Signage Program - Will be included in General Plan discussions.~~
- ~~Review/Update City ordinance on private signage - Will be included in General Plan discussions.~~
- ~~Neighborhood Trails/Walkability Plan - Will be included in General Plan discussions.~~
- Development of impact fees on projects for establishing future parks and for public infrastructure.
- Continue to explore the development of a “Highway 101/Cedros Avenue Parking District/Business Preservation Ordinance” and bring to City Council for consideration and review.
- Submit a “Bike Friendly City” application.
- Analyze Fletcher Cove ramp fees and develop cleaning/sweeping schedule for sand on the ramp.
- Analyze the Distillery Lot/Downtown Core Corridor for potential future development. This includes the potential to close a portion of Plaza Street for vehicle through traffic and open up the space for potential community gathering places. In addition, as part of this process, explore opportunities to increase the amount of public parking spaces.
- Analyze increasing the budget for the Community Grant Program and Parks and Recreation utilizing private donations.
- Analyze and establish development standards for retaining wall heights in relation to existing vs proposed elevation.
- Analyze and establish development standards for commercial businesses and parking standards in relation to high employee businesses such as call centers (i.e. parking per employee vs per square footage).
- Conduct maintenance and repairs to the Fletcher Cove Tot Lot.
- Research areas for a new enclosed Dog Park, potentially at La Colonia Park and other areas around the community.
- Assess Fletcher Cove Park beach access ramp and railings for maintenance and potential repairs.
- Monitor the proposed hotel/resort development on Border Avenue in Del Mar.
- Release RFP for potential affordable housing project on City Hall parking lot. (Housing Element requirement)
- Evaluate potential to convert existing buildings to affordable housing.



# ORGANIZATIONAL EFFECTIVENESS

## A. Administration and Service

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

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

Key Tasks:

- Complete analysis of FY 2016/2017 performance measures and report results and action plan to City Council in the FY 2017/2018 Budget.
- Develop additional measures as appropriate to cover full range of City services.
- Identify appropriate community survey tool(s) to evaluate customer satisfaction that match with the performance measurement goals.
- Develop Citizen Commission Performance Measures.
- Recognize/Evaluate existing Committees/Commissions and un-official Committees/Commissions.

Estimated Cost: Staff time

### 2. Online Software Permit Tracking System

FY Objective: Implement a City-wide permit tracking system that will automate permits, licenses, and other business activities, accept credit card payments, allow customer access to view the status of applications and apply or renew permits online, and provide a smart phone app to submit comments and complaints to the City.

Key Tasks:

- Council consideration and selection of a software permit tracking system.
- Implementation of system and training of City Staff.

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

Summary: Staff has researched various online permit tracking systems in an effort to help streamline the permit process and online payments for a variety of services including business certificates, building permits, parking citations, code violations etc. that would allow for online payments and tracking. This service would allow for an easier and more efficient process for the community and City Staff. Currently, the City only allows online credit card payments for Summer Day Camp and Junior Guard registration, so this service will expand our online services while providing better customer service to our community.



## B. Communications & Technology

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

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

Key Tasks:

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

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

## C. Unprioritized Organizational Effectiveness Issues

- Government Transparency – Open Meetings – Maintain compliance with the Brown Act to provide information and access to public meetings. Records Management - Sustain and improve the City’s records management plan to ensure efficient and effective access and retention of City records for the purpose of identifying, protecting, and preserving the official history of City actions. Explore options for an efficient and effective online community comment portal for City Council agenda items.
- Development of City Donation, Dedication and Memorial Policies.
- Research the potential to improve the Community Grant Program by collaborating with other organizations to increase the amount of resources.
- Analyze the potential to implement free “Wi-Fi” zones at public locations.
- ~~Government Operations Efficiency—explore expanding online services such as payments online for building permits, fees, business licenses, tickets, etc. through an online portal. This service may also include building permit tracking, code violation tracking, etc. for individual properties. (Moved to Priority Item)~~
- Explore implementing an electronic Council Agenda/Staff Report program/process that is text searchable and can be downloaded as an entire packet.



## ENVIRONMENTAL SUSTAINABILITY

### A. Policy Development

#### 1. Community-Wide Greenhouse Gas Emission (GHG) Reductions (Timeframe: Ongoing)

FY Objective: Continue developing and implementing various programs and policies to reduce GHG emissions at City facilities and throughout the community. The major goals for FY 2017/2018 are to complete the Climate Action Plan (CAP) and implement associated programs and policies. The City anticipates the completion and implementation of the CAP during FY 2017/2018 which will be the guiding document to lowering the City's GHG emissions and setting GHG emission reduction targets for the future.

The City continues to implement existing Property Assessed Clean Energy (PACE) programs and research and adopt new PACE programs that allow residential and commercial property owners to install energy and water efficiency and conservation upgrades to their properties with minimal upfront costs, effectively lowering energy demand and saving money (see Item 2 below). A significant action taken by the City Council in FY 2015/2016 was the creation of a new Climate Action Commission (CAC). Currently, the CAC is made up of one (1) Councilmember, six (6) residents and two (2) experts and will be tasked with assisting and guiding the City in the development and implementation of the CAP and associated programs and policies.

Key Tasks:

- Continue to monitor emerging Property Assessed Clean Energy (PACE) programs for consideration of implementation. The City successfully accomplished its primary goal from four years ago to implement a PACE program for the community when Council adopted the HERO PACE program in October 2013. Subsequently, the City now participates in five (5) PACE financing program options to choose from. The environmental and economic benefits of successful PACE program(s) are significant and will assist the City with GHG reductions and assist the community (property owners) with reduced energy costs and facility improvements.
- Continue regional sustainability work with local governmental agencies, non-profit organizations and environmental groups including SANDAG, ICLEI, San Diego Foundation, San Diego Regional Climate Protection Network, the Climate Collaborative and the North Coast Energy Action Collaborative to collaborate on regional sustainability efforts.
- Begin development of comprehensive climate change mitigation and adaptation policies and strategies with assistance from the Climate Action Commission and the Energy Policy Initiative Center (EPIC).
- Continue following state and federal legislation.



- Incorporate Climate Action Plan alongside the General Plan.
- Continue to educate the community on issues related to environmental sustainability through events and activities throughout the year.
- Continue to negotiate with SDG&E to purchase remaining street lights and retrofit with LED technology.

Estimated Costs: Development and implementation of a CAP and associated programs/policies may be substantial, so costs will be presented to City Council before implementation. A Cost Study will be presented to City Council as part of the CAP process. The City, through the Emerging Cities Program (a partnership with the San Diego Association of Governments (SANDAG) and SDG&E), received technical and background support to develop the CAP at no cost.

- Develop and Implement a Community Choice Aggregation (CCA) Program<sup>[DK2]</sup>

FY Objective: Continue researching the feasibility of forming a viable CCA program that would increase the renewable energy content portfolio for the community, reduce GHG emissions, reduce customer's energy rates, promote the local economy and job growth and provide a potential clean energy programs and incentives to the City and its residents.

Key Tasks:

- ~~Complete the CCA Technical Study. (Completed)~~
- ~~Evaluate the preferred structure of the CCA, whether that is a single city, JPA or public/private partnership. (Completed)~~
- ~~Prepare and release a Request for Proposals for consultant assistance with forming and implementing the CCA. (Completed)~~
- Select the structure and consultants to develop and potentially implement the CCA.
- Conduct extensive community education and outreach efforts with the City's consultants before decision to launch the CCA.
  - City Council Meetings
  - HOA Meetings
  - Community Events
  - Public Workshops
  - Business Outreach

Estimated Costs: ~~TBD depending on Council direction.~~ There can be are significant upfront costs of forming a CCA, however, based on Council direction, the City is currently negotiating a contract with consultants that would launch a CCA with no upfront costs to the City. The structure of the agreement is for the consultant team to bear the costs of the formation of the CCA and the CCA will repay those initial costs with revenue from the CCA, should the City Council decide to move forward with the launch of the CCA. At no point will the City's General Fund be at risk due



to the launch and operation of the CCA. –The City has secured the services of outside CCA experts to assist the City with proposal reviews, consultant team interviews, contract negotiations and conducting an independent/3<sup>rd</sup> party review of the Technical Study.

Summary: The City Council has been very active and supportive in promoting the formation of a local CCA. The environmental and economic benefits of a successful CCA are well documented, and the City is on the forefront in San Diego County on this issue. If this continues to progress on the current track, the City could be the first jurisdiction in the County to form and implement a viable CCA. The current goal is to have a CCA formed and providing power to the community in FY 2017/2018.

## Policy Development (Continued)

### 3. Increase Recycled Water Infrastructure Throughout City

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

Key Tasks:

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

Estimated Costs: The costs to extend the infrastructure from the existing system at Stevens/Valley Avenue to the Via de la Valle corridor was constructed for approximately \$1,000,000.

Summary: The City is extremely interested in increasing the recycled water infrastructure throughout the City to maximize the distribution of recycled water that is produced at the SEJPA facility and reduce the demand on imported, energy intensive, potable water. Previously, a preliminary design report was completed that recommended the recycled line be extended west from Valley Avenue along Via de la Valle and terminate at Border Avenue at an estimated cost of approximately \$1,000,000. This includes service connections along Cedros Avenue, Solana Circle West and Del Mar Downs Road that will enable the adjacent condominium complexes to access the new recycled water line along Via de la Valle. This work was completed in FY 2016/2017.



## B. Capital Projects

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

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

Key Tasks:

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

Estimated Cost: Construction costs are estimated to be \$5,200,000. This includes construction, contingency and other miscellaneous project-related costs such as construction management and inspection.

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

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

FY Objective: Improve storm drain infrastructure throughout the City.

Key Tasks:

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

Estimated Cost: Estimated total cost of \$~~225,000~~150,000 for storm drain improvements in FY 2017~~6~~/2018~~7~~.

Summary: There are a number of storm drain systems throughout the City that are in need of improvements/upgrades. This project provides ongoing design and construction of several additional storm drain system improvements throughout the City based on a priority ranking determined by Staff. One project that was constructed during FY 2016/2017 is drainage improvements along Palmitas Street.





### C. Unprioritized Environmental Sustainability Issues

- Green purchasing policy.
- Neighborhood Electric Vehicles – promote charging station infrastructure throughout the City by encouraging development projects to incorporate public charging stations – encourage public projects to incorporate charging stations when appropriate. The City installed three (3) EV charging stations at City Hall in FY 2012/2013. The City purchased an all-electric neighborhood vehicle for Staff use in FY 2014/2015.
- Develop and implement a small business energy efficiency and conservation program in cooperation with SDG&E.
- Develop and implement a voluntary “Clean Business Program.”
- Continue to monitor the potential regional development of a feasible curbside compost/food scrap program.
- Explore the development and implementation of Green Code initiatives such as a “solar ready” ordinance, “EV charging ready” ordinance and “greywater ready” ordinance for new development.
- Explore energy storage at City facilities.
- Bike Share/Car Share Program – Staff will research the potential to bring a bike share, car share or some similar program to the City to promote alternative modes of transportation in the City.
- Monitor the beach report card grades for Seascape Sur to see if additional actions need to be taken at that storm drain outlet.
- Explore a “Sea Level Rise” working group with the cities of Encinitas and Del Mar.
- Explore providing City incentives for the purchase of rain barrels.
- Explore providing City incentives for Electric Vehicle (EV) charging stations and promoting alternative modes of transportation.
- Explore potential to study air quality/public health throughout the City but primarily around the freeway.



## FISCAL SUSTAINABILITY

### A. Economic Development

#### 1. NCTD Property Planning & Related Issues

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

Key Tasks:

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

Summary: NCTD issued a second RFP in December 2014 and received four development proposals. The responses to this RFP have been evaluated by a NCTD Selection Committee with local representation and the selected Development Team will be recommended to the NCTD Board and forwarded to the City review/processing and City Council consideration, review and discussion in FY 2017/2018.

### B. Facility Asset Management

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

FY Objective: The City has completed a preliminary condition assessment and associated costs for the all City Buildings. Through FY 2016/17, Council has authorized a total of \$400,000 for this Master Plan. The FY 2017/18 objective is to keep funding this Master Plan and completing necessary maintenance projects at City Facilities.

Key Tasks:

- Update City facility/asset inventory list.
- Prioritize maintenance and replacement costs.
- Continue funding this item in the FY 2017/2018 Adopted Budget.

Estimated Costs: The costs to fund the facility maintenance and replacement are significant and \$150,000 will be recommended to be included in the FY 2016/2017 Budget for Council consideration.

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



## C. CalPERS Future Liability

### 1. Proactively Pursue Measures to Reduce CalPERS Future Liabilities

FY Objective: Continue to fund and/or establish an on-going budget line item to reduce CalPERS pension obligations. Council established and is funding a PARS Post-Employment Benefits Trust Fund in FY 2015/16 to fund Pension and Other Post-Employment (Health) Benefits (OPEB) liabilities to initiate this objective.

Key Tasks:

- Continue funding the PARS Trust Fund in FY 2017/2018.

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

Summary: Council approved the PARS Trust Fund in October 2015 and has appropriated to date a total of \$1,036,585 for unfunded pension and OPEB liabilities. Another \$135,000 was authorized by Council and appropriated to fund the liability. The purpose of the establishment of this Trust would be to pay down the CalPERS unfunded future liability quicker and provide less volatility which would lower the overall costs to the City.

## D. Unprioritized Fiscal Sustainability Issues

- Regional, State and Federal Funding opportunities for capital and redevelopment projects.
- Distillery Lot Feasibility Study – The Distillery Lot is a key parking resource to the community and beach visitors. The location lends itself to consideration as a major development hub to solidify the Plaza areas as the economic and cultural core of Solana Beach. This public lot, in addition to all City public lots, has been identified in the Housing Element as potential development locations.
- Conduct a Transit Occupancy Tax (TOT) local hotel audit.
- Consider resuming a two-year budget cycle. (to be considered for FY 2017/18)
- Update Comprehensive Fee Study.
- Research ways to make “downtown” more tourist friendly (i.e. QR Code program).
- Review the Fire Benefit Fee.
- Sell the remaining open tiles on the Fletcher Cove Upper Park sign.
- Research ways to minimize Fire Department overtime costs.



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





# STAFF REPORT CITY OF SOLANA BEACH

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Gregory Wade, City Manager  
**MEETING DATE:** May 10, 2017  
**ORIGINATING DEPT:** Finance  
**SUBJECT:** **Review of the Proposed Fiscal Years 2017/18 and 2018/19 Budget**

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## **BACKGROUND:**

Staff is presenting the Fiscal Years (FYs) 2017/18 and 2018/19 Proposed Budget (Budget) to the City Council tonight.

This item is before the City Council for review and to provide direction in anticipation of the budget's formal adoption at the June 14, 2017 meeting.

## **DISCUSSION:**

The proposed budget is summarized in the Budget document (provided under a separate cover). The information contained in this document reflects the estimate of anticipated revenues for all funds, sets the spending limits for all funds, and follows the policy direction provided by the City Council. The estimates are based on current available information. The Council has the ability to modify the budget during the fiscal years as it becomes necessary.

Staff is presenting to Council a two year budget – FY 2017/18 and FY 2018/19. Prior to the economic downturn in 2008, Council would receive a two year budget though Council did not approve the second year of budget presented. Staff is recommending that Council approve the two year budget being presented at tonight's meeting at its June 14, 2017 Council meeting.

There are a number of advantages to approving a two year budget. It allows for a longer planning horizon, enabling the City to better allocate resources. It saves time in budget preparation in that it limits the need to do an in-depth budget process to once every two years. It also helps to better integrate goal setting and budgetary processes.

Staff will return to Council at mid-year and the end of the fiscal year, or on an as needed basis, to present adjustments as needed to revenue and expenditures.

CITY COUNCIL ACTION:

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The following summarizes the highlights that have been incorporated into the budget schedules based on Staff's revenue estimates and expenditures for the General Fund, Special Revenue Funds, Debt Services Funds, Capital Project Funds and the Sanitation Fund. Staff will make a detailed presentation to the City Council at the May 10<sup>th</sup> Council Meeting.

The following summary highlights the financial aspects of each fund:

**GENERAL FUND**

The General Fund, not including internal service funds (Risk Management, Workers Compensation, PERS Side Fund, Facilities, Asset Replacement funds), is summarized in the following table with a comparison to the FY 2016/17 Adopted Budget:

<b>General Fund Summary</b>				
	<u>FY2017 Adopted</u>	<u>FY2017 Projected</u>	<u>FY2018 Proposed</u>	<u>FY2019 Proposed</u>
Revenues	\$ 16,512,500	\$ 17,407,671	\$ 17,611,600	\$ 17,916,600
Salaries & Benefits	7,342,900	7,312,477	7,593,400	7,766,600
Materials, Supplies, Services	7,293,600	7,223,045	7,668,700	7,823,400
Internal Service	1,512,200	1,512,200	1,670,600	1,511,500
Total Expenditures	<u>16,148,700</u>	<u>16,047,722</u>	<u>16,932,700</u>	<u>17,101,500</u>
Revenues Over/(Under) Expend	<u>363,800</u>	<u>1,359,949</u>	<u>678,900</u>	<u>815,100</u>
Transfers Out				
Debt Service	(153,300)	(153,300)	(152,400)	(151,100)
City CIP *	(152,500)	(469,600)	(220,000)	(458,000)
Asset Replacement	<u>(45,000)</u>	<u>(45,000)</u>	<u>-</u>	<u>-</u>
Total Transfers Out	(350,800)	(667,900)	(372,400)	(609,100)
Net Projected Surplus (Deficit)	<u>\$ 13,000</u>	<u>\$ 692,049</u>	<u>\$ 306,500</u>	<u>\$ 206,000</u>
Beginning Fund Balance 07/01	9,455,150	9,455,150	10,147,199	10,453,699
Ending Fund Balance 06/30	<u>9,468,150</u>	<u>10,147,199</u>	<u>10,453,699</u>	<u>10,659,699</u>

\* Assumes Council approval of \$365,000 transfer to the City CIP Fund in FY2017 (Projected)

**Revenues**

General Fund revenues are projected to increase for FY 2017/18 by a total of \$1,099,100, or 6.7%, as compared to the FY 2016/17 Adopted Budget. The primary increases are in property tax, transient occupancy tax, and service charges revenues.

The Budget document provides amounts proposed by revenue category for the General Fund and this information can be found on pages B-9 to B-10 of the Budget. The following table provides a summarized version of the revenue categories for the projected General Fund Revenue with a comparison to the FY 2016/17 Adopted Budget amounts:

	General Fund Revenue							
	FY2017	FY2017	FY2018	Change from		FY2019	Change from	
	Adopted	Projected	Proposed	FY2017 (Adopted)		Proposed	FY2018 (Proposed)	
			\$	%		\$	%	
Property Tax	\$ 6,911,500	\$ 7,005,000	\$ 7,332,000	\$ 420,500	6.1%	\$ 7,536,400	\$ 204,400	2.8%
Sales Tax	3,184,600	3,170,094	3,233,100	48,500	1.5%	3,298,400	65,300	2.0%
Transient Occupancy Tax	1,175,000	1,330,000	1,380,000	205,000	17.4%	1,380,000	-	0.0%
Franchise Fees	749,000	726,000	726,000	(23,000)	-3.1%	726,000	-	0.0%
Fire Benefit Fees	440,000	440,000	440,000	-	0.0%	440,000	-	0.0%
Other Taxes	494,000	579,000	554,000	60,000	12.1%	554,000	-	0.0%
<b>Total Taxes</b>	<b>12,954,100</b>	<b>13,250,094</b>	<b>13,665,100</b>	<b>711,000</b>	<b>5.5%</b>	<b>13,934,800</b>	<b>269,700</b>	<b>2.0%</b>
Licenses and Permits	421,400	471,400	476,400	55,000	13.1%	476,400	-	0.0%
Fines and Penalties	463,800	488,400	487,000	23,200	5.0%	487,000	-	0.0%
Use of Money and Property	126,000	213,000	195,000	69,000	54.8%	195,000	-	0.0%
Intergovernmental Revenues	1,718,100	1,781,640	1,809,000	90,900	5.3%	1,854,300	45,300	2.5%
Service Charges	630,000	884,037	780,000	150,000	23.8%	770,000	(10,000)	-1.3%
Other Revenues	199,100	319,100	199,100	-	0.0%	199,100	-	0.0%
<b>Total GF Revenues</b>	<b>\$ 16,512,500</b>	<b>\$ 17,407,671</b>	<b>\$ 17,611,600</b>	<b>1,099,100</b>	<b>6.7%</b>	<b>\$ 17,916,600</b>	<b>305,000</b>	<b>1.7%</b>

### Property Tax:

The FY 2016/17 Adopted Budget projected \$6,911,500 in property tax revenues, a \$447,400 or 6.9% increase, over the prior fiscal year's adopted budget. It is now projected that the City will receive \$7,005,000 in property tax revenues for FY 2016/17, an increase of \$93,500, or an additional 1.35%, for a total increase of \$540,900 or 8.35% as compared to FY 2015/16.

In estimating property tax revenues for the FY 2017/18 Budget, Staff reviewed historical property tax revenue collection rates, change of ownership data and the increase in assessed valuation for the fiscal year as allowed by Proposition 13. In California, as required by Proposition 13, the assessed value of existing properties is only allowed to grow by either the California Consumer Price Index or 2 percent, whichever is lower. In December, the State Board of Equalization announced that the inflation rate for the 2017 year was 2.619 percent which will result in the assessed value of existing properties increasing a maximum of 2 percent as required by California law.

Using this information, Staff is proposing property tax revenues being budgeted at \$7,332,000, a \$420,500 or 6.1% increase for FY 2017/18 as compared to the FY 2016/17 Adopted Budget. As compared to expected property tax revenues for FY 2016/17, the increase is \$327,000 or 4.7%. This percentage increase is being used since, in addition to the 2.0 percent increase that is expected as allowed by Proposition

13, the City anticipates assessed valuations to increase due to properties being sold in Solana Beach at a higher sales price than the assessed valuation on the County records before the sale and for properties being reassessed due to remodeling or newly constructed.

For the FY 2018/19 Budget, Staff is proposing a \$204,400 or 2.8% increase in property tax revenue as compared to the proposed FY 2017/18 budget. This proposed increase will result in property tax revenues being budgeted at \$7,536,400.

#### Sales Tax:

This revenue source was budgeted at \$3,184,600 in the FY 2016/17 Adopted Budget, and expected revenue this fiscal year is anticipated to be \$14,506 lower than the amount budgeted, or \$3,170,094.

In FY 2015/16, the triple flip revenue mechanism that the State implemented in 2004 was wound-down. In that year, voters approved Proposition 57 which authorized the State to issue \$15 billion in deficit financing bonds (also known as economic recovery bonds, or ERBs). To repay the ERBs, the State pledged one-quarter cent of the local Bradley-Burns sales tax. Specifically, it reduced by one-quarter cent the Bradley-Burns sales tax, which cities and counties use for general and transportation purposes, and replaced it with a one-quarter cent state special fund sales tax for repayment of the bonds. To hold local governments harmless, the state initiated a complex series of revenue exchanges commonly referred to as the "triple flip" to continue until the ERBs were repaid. The ERBs were repaid in August 2015 and resulted in a one-time triple flip adjustment to the City's sales tax revenue for FY 2015/16. Beginning in January 2016, the triple flip deductions and back fill payments were discontinued, and the City began to receive its full 1% sales tax allocation.

The City's sales tax consultant, Hinderliter, de Llamas & Associates (HdL) projects the City's sales tax revenue will be \$3,233,100 for FY 2017/18, which represents a \$63,006 or 2% increase in revenue as compared to the projected sales tax revenue for FY 2016/17. HdL also projects that sales tax revenue for FY 2018/19 will increase another \$65,300 or 2% as compared to FY 2017/18.

#### Transient Occupancy Tax (TOT):

The City budgeted a total of \$1,175,000 in TOT revenue in FY 2015/16 from the City's hotel and short term vacation rentals and it is projected that the City will receive \$1,330,000 in revenue for the current fiscal year, a \$155,000 increase over the amount budgeted.

The majority of the increase, or \$115,000, is in Short Term Vacation Rentals (STVR) TOT revenue. This increase can be attributed to increased tourism in the City as well as an increase in STVR permit registrations and TOT payments due to enforcement efforts by City Staff.

At the April 12, 2017 City Council meeting, Council authorized the execution of a Voluntary Collection Agreement with Airbnb to collect and submit TOT to the City of



Solana Beach for the STVR's that Airbnb advertises and facilitates in the City of Solana Beach. Staff is expecting the collection of TOT to increase because all rental money paid to Airbnb hosts in the City of Solana Beach would automatically pay the 13% TOT directly to the City through Airbnb. While Staff expects STVR TOT to increase, the proposed TOT revenue budgets for FY 2017/18 and 2018/19 do not include potential increases based on the Airbnb agreement since the City does not yet have historical data on how the agreement will affect revenues.

For the FY 2017/18 budget, it is expected that the City will collect an amount just over its projected FY 2016/17 level of \$1.33 million, therefore, \$1,380,000 is projected in the proposed FY 2017/18 and FY 2018/19 budgets.

### Other Taxes

Property Transfer Tax and RDA Pass Thru Payment revenue were budgeted at \$150,000 and \$30,000, respectively, in the FY 2016/17 Adopted Budget.

The City is projected to receive Property Transfer Tax revenue of \$185,000 for FY 2016/17 due to increased property sales in the City and Staff is proposing \$160,000 in this revenue category for FY 2017/18 and FY 2018/19.

RDA Pass Thru Payment revenue was budgeted at \$30,000 in FY 2016/17 and the City now expects to receive \$80,000 for the fiscal year. Staff is proposing \$80,000 be budgeted in FY 2017/18 and FY 2018/19.

### Building Permits:

In FY 2016/17, Building Permits were budgeted at \$240,000 with projected revenues for the fiscal year expected to now reach \$285,000.

This revenue category has shown a steady increase in revenues since FY 2011/12 and Staff is proposing that \$290,000 be budgeted in the each of the FY 2017/18 and FY 2018/19 budgets.

### Fines and Penalties

In FY 2016/17, Parking Citations were budgeted at \$140,000 with projected collections for the fiscal year expected to reach \$120,000. The decrease in projected revenue is due to vacancies in Code Enforcement staffing during the fiscal year. With a fully staffed Code Enforcement department in FY 2017/18, it is expected revenues will return to their expected levels of \$140,000 and this is the amount budgeted for FY 2017/18 and FY 2018/19.

Red Light Citations were budgeted at \$260,000 in FY 2016/17 and are projected to reach \$300,000 for the current fiscal year. This increase is due to the implementation of improved handling and collection procedures implemented during FY 2015/16. The proposed FY 2017/18 and FY 2018/19 budgets project \$280,000 in collections for each year.

Investment Interest Earnings

The City has historically invested its excess funds in the Local Agency Investment Fund (LAIF) managed by the State of California. In February 2016, the City updated its investment policy and the following month engaged the services of Chandler Asset Management to manage the majority of the City's investment portfolio. The City currently has \$33.7 million invested with Chandler.

This change has resulted in increased investment revenues for the City. The FY 2016/17 Adopted Budget budgeted \$40,000 in investment revenue in the General Fund. It is projected that \$93,000 will be received for the current fiscal year, and Staff is recommending that \$85,000 be budgeted in the FY 2017/18 and FY 2018/19 budgets.

Intergovernmental Revenues

Motor Vehicle-in Lieu revenues increase at the same rate as property tax revenue, therefore, this revenue source is expected to increase by 4.5% or \$65,000 over the projected revenue of \$1,445,000 for the current fiscal year for a total of \$1,510,000 for FY 2017/18 and by an additional 3% or \$1,555,300 for FY 2018/19.

Expenditures:

The following table provides a summarized version of the expenditure categories for the projected General Fund Expenditures with a comparison to the FY 2016/17 Adopted Budget amounts:

General Fund Expenditures								
	FY2017 Adopted	FY2017 Projected	FY2018 Proposed	Change from FY2017 (Adopted)		FY2019 Proposed	Change from FY2018 (Proposed)	
				\$	%		\$	%
Salaries & Benefits	\$ 7,342,900	\$ 7,312,477	\$ 7,593,400	\$ 250,500	3.4%	\$ 7,766,600	\$ 173,200	2.3%
Materials, Supplies, Services	7,293,600	7,223,045	7,668,700	375,100	5.1%	7,823,400	154,700	2.0%
Internal Service	1,512,200	1,512,200	1,670,600	158,400	10.5%	1,511,500	(159,100)	-9.5%
<b>Total Expenditures</b>	<b>\$ 16,148,700</b>	<b>\$ 16,047,722</b>	<b>\$ 16,932,700</b>	<b>\$ 784,000</b>	<b>4.9%</b>	<b>\$ 17,101,500</b>	<b>\$ 168,800</b>	<b>1.0%</b>

Salaries and Benefits:

Personnel costs are expected to increase \$250,500 in the proposed FY 2017/18 General Fund Budget as compared to the FY 2016/17 Adopted General Fund Budget. This increase is primarily due to the implementation of the second year of the Memorandum of Understanding (MOU) with the Solana Beach Fire Association (SBFA) for \$74,800 and an increase of \$109,800 in the City's annual Unfunded Accrued Liability (UAL) payment to CalPERS from \$498,300 in FY 2016/17 to \$608,100 in FY 2017/18. The General Fund portion of the increased UAL payment is \$102,300.

Retiree health insurance costs are also expected to increase in FY 2017/18 by \$23,000 along with an additional \$31,600 in salary and benefit costs for increasing the temporary fire inspector position from 0.75 FTE to a 1.0 FTE and including the addition of flex credit benefits.

In FY 2018/19, salary and benefit costs are projected to increase by \$173,200 over the proposed FY 2017/18 budget amount due to an additional increase of \$174,200 in the City's projected annual UAL payment to CalPERS from \$608,100 in FY 2017/18 to \$782,300 in FY 2018/19. The General Fund portion of the projected increased UAL payment is \$162,400.

No salary or benefit increases for staff outside of the increases per the SBFA MOU are included in the proposed FY 2017/18 and 2018/19 budgets.

Before FY 2015/16, PERS costs were reflected as a percentage of salaries. The percentage of salaries included both normal cost and Unfunded Accrued Liability (UAL) percentages. Beginning in FY 2015/16, PERS costs were separated into two components per plan – a normal cost percentage and a lump sum UAL payment amount. To reflect this change, a new expenditure account was added in FY 2015/16 named "Retirement UAL" to capture the lump sum UAL payment. The UAL for the Fire Department and Marine Safety employee PERS plans is reflected in their budget units. The General Fund portion of the UAL for Miscellaneous PERS plans is reported in the Finance department budget unit. The normal portion of the City's PERS cost is still recorded in the "Retirement" expenditure account.

In December 2016, CalPERS approved lowering the CalPERS discount rate assumption, the long-term rate of return, from 7.50 percent to 7.00 percent over the next three years. This will increase public agency employer contribution costs beginning in FY 2018/19.

The phase-in of the discount rate change approved by CalPERS for the next three fiscal years is as follows:

Valuation Date	FY for Required Contribution	Discount Rate
06/30/16	2018/19	7.375%
06/30/17	2019/20	7.250%
06/30/18	2020/21	7.000%

Lowering the discount rate means plans will see increases in both the normal costs (the cost of pension benefits accruing in one year for active members) and the UAL. These increases will result in higher required employer contributions.

Staff has incorporated the impact of the discount rate changes using information provided by the California State Municipal Finance Officers (CSMFO) to help jurisdictions project their future CalPERS liability. The table on the next page shows the projected impact on normal rates and annual UAL payments when incorporating the discount rate changes:

PERS Employer Rate Comparison

Valuation Date	06/30/15	06/30/16	06/30/17	06/30/18	06/30/19	06/30/20
	17-18 Rates	18-19 Rates (Projected)	19-20 Rates (Projected)	20-21 Rates (Projected)	21-22 Rates (Projected)	22-23 Rates (Projected)
<b>MIS1</b>						
Normal cost %	10.100%	10.600%	11.100%	12.100%	12.100%	12.100%
UAL \$	232,575	296,192	348,535	385,034	425,774	456,335
Total UAL \$	3,831,582					
<b>MIS 2</b>						
Normal cost %	7.200%	7.200%	7.200%	7.200%	7.200%	7.200%
UAL \$	310	550	805	1,074	1,340	1,522
Total UAL \$	5,554					
<b>MIS 3</b>						
Normal cost %	6.533%	6.500%	6.500%	6.500%	6.500%	6.500%
UAL \$	139	345	563	794	973	1,096
Total UAL \$	3,224					
<b>SFI 1</b>						
Normal cost %	19.723%	19.700%	19.700%	19.700%	19.700%	19.700%
UAL \$	342,845	444,406	555,895	658,845	759,715	846,909
Total UAL \$	5,950,295					
<b>SFI 2</b>						
Normal cost %	14.971%	15.000%	15.000%	15.000%	15.000%	15.000%
UAL \$	-	50	52	53	55	57
Total UAL \$	(3,120)					
<b>SFI 3</b>						
Normal cost %	11.990%	12.000%	12.000%	12.000%	12.000%	12.000%
UAL \$	1,116	247	385	532	624	687
Total UAL \$	1,589					
<b>SOS 1</b>						
Normal cost %	19.723%	19.700%	19.700%	19.700%	19.700%	19.700%
UAL \$	32,063	42,427	53,815	64,413	75,044	84,097
Total UAL \$	560,168					
<b>SOS 3</b>						
Normal cost %	11.990%	12.000%	12.000%	12.000%	12.000%	12.000%
UAL \$	-	21	22	22	23	24
Total UAL \$	(1,950)					
<b>UAL \$</b>						
Miscellaneous	233,024	297,087	349,903	386,902	428,087	458,953
Fire	342,961	444,703	556,332	659,430	760,394	847,653
MS	32,063	42,448	53,837	64,435	75,067	84,121
TOTAL	608,048	784,238	960,072	1,110,767	1,263,548	1,390,727
Incremental Increases	109,718	176,190	175,834	150,695	152,781	127,179
Cumulative increase		285,908	461,742	612,437	765,218	892,397
<b>TOTAL UAL \$</b>						
Miscellaneous	3,840,360	-	-	-	-	-
Fire	5,948,764	-	-	-	-	-
MS	558,218	-	-	-	-	-
TOTAL	10,347,342	-	-	-	-	-

Material, Supplies, and Services: Even though the economy has shown improvement since the downturn in 2008, departments have been requested over the past few years to keep their budget requests for a given fiscal year in line with their previous fiscal year's budget appropriations but, if needed and deemed justified, request additional funds. The same process was followed again for FY 2017/18 and FY 2018/19. Departments were asked to keep their budget requests equal to their FY 2016/17 appropriations and, if increases were needed, to provide justifications for the additional funds.

Additional funding was requested for increased advertising for planning projects, travel and training, clothing, supplies, communications, and water utilities.

The Planning Department is on track to purchase a new permitting software program in FY 2017/18, and while the ongoing software support was budgeted in FY 2016/17 in equipment maintenance, additional modules have been added and there is a related increase of \$8,600. Equipment maintenance increases were also requested by Fire, Finance, and Marine Safety for a total increase in the account of \$16,200.

There were reductions of electricity costs in the Facilities Maintenance budget and vehicle maintenance costs in the Public Works budgets. Other Costs in the Finance Department decreased by a net \$15,100 to reflect that bank analysis fees of \$22,000 paid to Union Bank were moved to Professional Services and this amount was offset by \$6,900 in increased fees paid for sales and property tax administration. The bi-annual election will be held in November 2018 and Election Supplies in the City Clerk's budget was decreased by \$17,800 in FY 2017/18 to reflect the off-election year and then increased by \$23,800 in FY 2018/19 to cover the onetime costs of the November 2018 election.

The largest increase was in Professional Services at \$362,900 in FY 2017/18 and \$107,000 in FY 2018/19. A breakdown of the increase is provided in the table on the following page:

	2017/18	2018/19
Professional Services		
Sheriff's contract	\$ 224,000	\$ 237,400
6% increase in each fiscal year		
Animal Control		
County of San Diego	11,200	
Vendor TBD		10,400
City Manager-As needed	10,000	
Environmental Services		
JURMP Stormwater Program services support	33,700	
Fire Management agreement	6,450	13,150
Finance Department		
Union Bank fees	25,000	
transfer from Other Charges + increase		
City wide fee study	(5,000)	(45,000)
PARS custodial fees (moved to PARS fund)	(3,500)	
OBEB and audit costs	2,500	
Other (various departments)	(16,150)	(15,350)
One-time		
Retention schedule update	1,500	(25,000)
Tree trimming	7,000	(7,000)
Personnel Policies update	3,100	(5,000)
Lithocrete Concrete Sealing (bi-annual)	58,600	(58,600)
TOTAL	\$ 358,400	\$ 105,000

Capital, Debt Service, and Charges: There was an overall increase in this expenditure category for the General Fund of \$158,400 in FY 2017/18 as compared to the current fiscal year and then an overall decrease in FY 2018/19 of \$159,100.

The increase in FY 2017/18 is primarily due to the increase in internal service charges needed to sustain the Self-Insurance and Worker Compensation funds at a minimum \$500,000 fund balance amount. In FY 2016/17, the General Fund portion of self-insurance and worker compensation charges was \$533,000 while for FY 2017/18, it is anticipated that the charges will increase to \$653,300, an increase of \$120,300. In FY 2018/19, it is expected to increase again by \$167,100 to \$820,400.

While self-insurance and worker compensation charges in FY 2018/19 will increase by \$167,500, the charge for the PERS Side Fund will decrease from \$483,900 in FY 2017/18 to \$157,700 for FY 2018/19, a decrease of \$326,200. This decrease is because the PERS Side Fund loan will be fully paid back to the Sanitation Fund in FY 2018/19 and the \$157,700 represents the final loan payment due.

**Transfers Out:**

The projected FY 2016/17 net surplus as indicated in the General Fund Summary table on page 2 of this Staff Report is projected to be \$692,049. The Transfer Out-City CIP amount is \$469,600, and has been increased by \$365,000 in the table as compared to the current appropriated transfer Out-CIP amount of \$104,600.

Staff is recommending that Council approve the increase of \$365,000 to the Transfer Out-City CIP account for FY 2016/17 to help pay for expenditures proposed for the FY 2017/18 and 2018/19 City CIP budget. The Lomas Santa Fe Drive Corridor Study is being proposed to be funded for \$65,000 in FY 2017/18 and \$100,000 in FY 2018/19. Additionally, storm drain repairs of \$200,000 are being recommended in FY 2017/18.

The Transfer Out-City CIP of \$365,000 from the General Fund to the City CIP for FY 2016/17 will allow these projects to be funded in FY 2017/18 by establishing an increased fund balance in the City CIP for FY 2017/18.

If Council approves the recommended transfer of \$365,000 in FY 2016/17, the proposed General Fund budgets includes a transfer out of \$220,000 and \$458,000 to the City CIP fund to pay for planned CIP projects for FY 2017/18 and FY 2018/19, respectively.

There is also a transfer of \$152,400 in FY 2017/18 and \$151,100 in FY 2018/19 for the annual debt service payment for the Association of Bay Area Governments (ABAG) lease with City National Bank for previous city facility upgrades.

Fund Balance: The General Fund Proposed Budgets project a surplus of \$306,500 for FY 2017/18 and \$206,000 for FY 2018/19 using the assumptions detailed above.

The estimated reserve balances at June 30, 2017 and June 30, 2018 for the General Fund, using the classifications reported in past budgets and not the GASB 54 classifications, are as follows:

	06/30/18	06/30/19
Undesignated	\$ 5,351,119	\$ 5,442,774
Reserved	679,590	724,490
Designated	4,422,990	4,492,435
TOTAL	<u>\$ 10,453,699</u>	<u>\$10,659,699</u>

**INTERNAL SERVICE FUNDS**

The internal service funds for Self Insurance, Asset Replacement, Worker's Compensation, Facilities Replacement, and PERS Side Fund have total revenue estimated to be \$1,965,500 and total expenditures of \$1,625,700 for FY 2017/18. For FY 2018/19, estimated total revenues are \$1,829,900 and estimated total expenditures are \$1,300,100.

The Self Insurance and Worker's Compensation funds are programmed to maintain projected ending fund balances at \$500,000 each, and the internal service charges to the various other City budget units were calculated to maintain this goal.

The fund for the PERS Side Fund payoff was added in FY 2010-11 to the internal service funds. This fund receives as revenue an amount equal to the loan payment due to the Sanitation Fund for the fiscal year. The funds that are charged the PERS Side Fund charge have Regular Salaries (Account No. 6101) in their budgets and are charged proportionately as compared to the total amount due to the Sanitation fund. The departmental charge for the General Fund portion of the Miscellaneous Employees group is reported in the Finance Department's budget unit.

The PERS Side Fund departmental revenue is offset by the interest portion of the loan payment. The principle portion of the loan payment is applied to the amount "Due to" the Sanitation Fund on the PERS Side Fund's balance sheet and the amount "Due from" the General Fund on the Sanitation fund's balance sheet. Consequently, the negative fund balance of \$1,139,048, as reported in Note 12 (Classification of Fund Balances) from the FY 2015/16 Comprehensive Annual Financial Report, has been reduced to a negative \$665,400 by the end of FY 2016/17 which reflects departmental charges of \$500,700 and an interest payment of \$27,052. The loan will be fully paid off by the end of FY 2018/19 which reflects fiscal years 2017/18 and 2018/19 departmental charges of \$516,800 and \$168,300 and interest payments of \$15,800 and \$3,900, respectively.

### Special Revenue Funds

The Special Revenue Funds include some of the following funds:

- Gas Tax
- Special Districts (MIDS, Highway 101, CRT and Street Lighting)
- TransNet Funds
- Fire Mitigation Fees
- COPS
- Miscellaneous Grants
- Housing

For FY 2017/18, total revenue for the proposed Special Revenue Funds is estimated to be \$2,458,700 and the total expenditures are estimated to be \$2,204,000 with total reserves for the Special Revenue Funds estimated to be \$4,660,413 at June 30, 2018.

For FY 2018/19, total revenue for the proposed Special Revenue Funds is estimated to be \$2,474,500 and the total expenditures are estimated to be \$2,121,800 with total reserves for the Special Revenue Funds estimated to be \$5,013,113 at June 30, 2019.



### Debt Service Funds

The Debt Service Funds include the following funds:

- Public Facilities
- Capital Leases

For FY 2017/18, the total revenue for the proposed Debt Service Funds is estimated at \$354,800 and the total expenditures are also estimated to be \$354,800 with total reserves for the Debt Service Funds estimated to be \$24,828 at June 30, 2018.

For FY 2018/19, the total revenue for the proposed Debt Service Funds is estimated at \$353,800 and the total expenditures are also estimated to be \$354,800 with total reserves for the Debt Service Funds estimated to be \$24,858 at June 30, 2019.

### Capital Project Funds

The Capital Project Funds include the following funds:

- T.O.T. Sand Replenishment
- Public Improvement Grant Fund
- City CIP Fund (funded by the General Fund)
- Assessment Districts

For FY 2017/18, the total revenue for the proposed Capital Projects Funds is estimated at \$527,500 and the total expenditures are estimated to be \$1,547,000. The total reserves for the Capital Project Funds are estimated to be \$469,615 at June 30, 2018.

For FY 2018/19, the total revenue for the proposed Capital Projects Funds is estimated at \$744,500 and the total expenditures are estimated to be \$637,000. The total reserves for the Capital Project Funds are estimated to be \$576,515 at June 30, 2019.

Though expenditures may exceed revenues, reserves in the Capital Project Funds were established and maintained and are available to pay for these types of one-time project costs.

### Capital Improvement Program (CIP)

The total proposed five-year CIP is \$14,899,600. The expenditure appropriations for FY 2017/18 are \$7,907,000 for all funds including \$923,800 of General Fund expenditures. For FY 2018/19, the expenditure appropriations are \$1,722,600 for all funds including \$488,400 of General Fund expenditures.

### Sanitation

The total revenue for the proposed Sanitation Fund is estimated at \$5,420,360 for FY 2017/18 and \$5,554,183 for FY 2018/19. Total expenditures, including capital projects, are estimated to be \$10,247,300 for FY 2017/18 and \$5,075,700 for FY 2018/19. The

total reserves for the Sanitation Fund are estimated to be \$24,500,246 at June 30, 2018 and \$24,978,728 at June 30, 2019.

Expenditures exceed revenues in the Sanitation Fund due to one-time capital projects that are included in the Budget. As with the Capital Project Funds, reserves in the Sanitation Fund have been established and maintained and are available to pay for the costs of these projects.

### Successor Agency

On June 29, 2011, California Governor Jerry Brown signed AB1X26 to dissolve all redevelopment agencies within the State of California. All agencies were subsequently dissolved as of February 1, 2012, and a Successor Agency was designated to complete the work of the Solana Beach Redevelopment Agency (RDA) and satisfy its financial obligations.

Recognized Obligation Payment Schedules (ROPS) are now prepared by the Successor Agency annually which then must be approved by the Oversight Board, the County of San Diego and the State of California. The ROPS identify financial commitments of the former RDA, and include \$159,674 in Successor Agency administrative costs, which are paid from semi-annual tax increment revenue received by the Successor Agency.

The budget for the Successor Agency presented in the proposed budget is based on the ROPS submitted to the State of California.

### Transfers In/Transfers Out

The total transfers between funds are proposed to be \$574,800 for FY 2017/18 and \$811,500 for FY 2018/19. The details of the transfers are highlighted on page B-18 of the budget.

### Total Budget

The total revenue for the proposed FY 2017/18 Budget is estimated at \$28,818,300 and the total expenditures, including capital projects, are estimated to be \$33,884,750. The total reserves for all City funds are estimated to be \$44,760,545 on June 30, 2018.

The total revenue for the proposed FY 2018/19 Budget is estimated at \$29,353,023 and the total expenditures, including capital projects, are estimated to be \$27,800,550. The total reserves for all City funds are estimated to be \$46,313,018 on June 30, 2019.

### **CEQA COMPLIANCE STATEMENT**

Not a project as defined by CEQA

**FISCAL IMPACT:**

The fiscal impacts have been detailed in the Discussion section of this Staff Report.

**WORK PLAN:** NA

**OPTIONS:**

- Provide direction to Staff for the formulation of the FY 2017/18 and FY 2018/19 Proposed Budgets for adoption on June 14, 2017.
- Request modification to the proposed Budget and/or request additional information from Staff.

**DEPARTMENT RECOMMENDATION:**

Staff recommends that the City Council:

1. Review the FY 2017/18 and FY 2018/19 Proposed Budgets and provide Staff with direction to formulate the budgets for adoption on June 14, 2017.

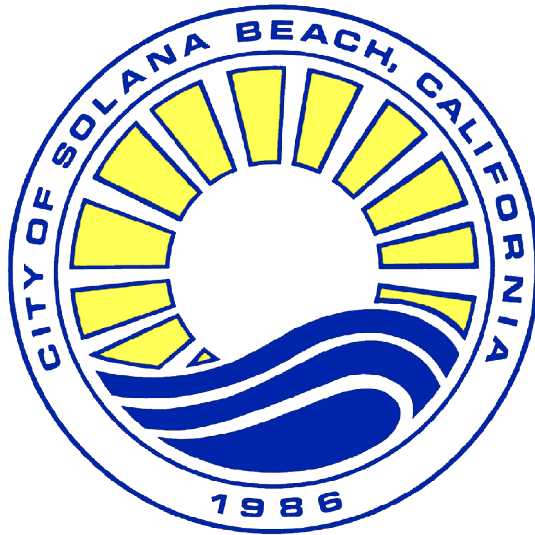
**CITY MANAGER'S RECOMMENDATION:**

Approve department recommendation.

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

Attachments:

1. FY 2017/18 and FY 2018/19 Proposed Budgets (under a separate cover)



# **CITY OF SOLANA BEACH**

## **PROPOSED BUDGET FY 2017-18 AND FY 2018-19**



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## SUMMARY OF KEY REVENUE ASSUMPTIONS

As part of the Fiscal Year (FY) 2016/17 mid-year budget review process, the revenue assumptions included in the revenue forecasts were re-examined based on actual receipts for FY 2015/16 and emerging trends at the mid-point of the fiscal year. The revenue projections for FY 2017/18 and FY 2018/19 are consistent with assumptions made and historical trends.

Sources used in developing the revenue projections include economic trends as reported in the national media, economic and fiscal information developed by the State Legislative Analyst and the State Department of Finance, the State Controller's Office and the County of San Diego. Ultimately, the 2017/18 and 2018/19 revenue projections reflect the staff's best judgment about performance of the local economy and how it will affect City revenues.

### TOP SIX GENERAL FUND REVENUES

The following provides a brief description of the City's top six General Fund revenues along with the general assumptions used in preparing revenue projections for the 2017/18 and 2018/19 budgets. These six revenue sources account for 82% of total budgeted General Fund revenues.

#### **General assumptions**

The revenue projections generally assume that the real estate market remains dynamic as sales and home values continue their upward trend as compared to the last two fiscal years. The City's revenues from development activities saw a significant increase beginning in FY 2013/14 and the increased revenues have remained at these increased levels on a consistent basis through FY 2016/17 and are expected to remain stable into FY 2018/19.

The percent changes in each of the revenue categories is a comparison of the FY 2017/18 proposed revenue amounts as compared to the FY 2016/17 projected revenue forecast and of the FY 2018/19 proposed revenue amounts as compared to the FY 2017/18 proposed revenue amounts.

#### 1. PROPERTY TAX

Under Proposition 13 adopted in June of 1978, property taxes for general purposes may not exceed 1% of market value. San Diego County performs the property tax assessment, collection and apportionment. Assessment increases to reflect current market values are allowed when property ownership changes or when improvements are made. Otherwise, the maximum increase in assessed value is 2% annually. The City's allocation is approximately 16 cents for every dollar of the 1% tax levy. Based on indications that the housing market continues to rebound, the City's - year estimates indicate an increase in property assessments and revenue collections by the County. As compared to the year estimates, an increase of 4.7% for Property Taxes – Current is anticipated for FY 2017/18 and an increase of 3.0% is anticipated for FY 2018/19. Property Taxes – Delinquent will be budgeted at \$35,000 for FY 2017/18 and \$25,000 for FY 2018/19.

2017/18 revenue	\$7,332,000
Increases by	4.7%
2018/19 revenue	\$7,536,400
Increases by	3.0%
% of total revenue	42%

#### 2. SALES TAX

The City receives 1% from all taxable retail sales occurring within its boundaries. The State of California collects the sales tax for the City. The San Diego County sales tax rate of 8.0% is distributed as follows: 5.25% for the State General Fund; 1.0% for the City General Fund; 0.50% for the County of San Diego for transportation purposes; 0.75% for State programs, and 0.50% to fund Proposition 172.

## SUMMARY OF KEY REVENUE ASSUMPTIONS (Continued)

Revenue was budgeted at \$3,184,600 for FY 2016/17, but expected revenues for the fiscal year are anticipated to be approximately \$14,500 less the amount budgeted. As compared to the FY 2016/17 adopted revenues, sales tax is projected to increase an additional 1.5% or by \$48,500 for FY 2017/18 to \$3,233,100 for FY 2017/18. For FY 2018/19, sales tax revenue is expected to increase another 2% or by \$65,300 to \$3,298,400.

2017/18 revenue \$3,233,100  
Increases by 1.5%  
2018/19 revenue \$3,298,400  
Increases by 2.0%  
% of total revenue 18%

### 3. MOTOR VEHICLE IN-LIEU (VLF)

Vehicle license fees in the amount of 2% of the market value of the motor vehicle are imposed by the State annually in lieu of local property taxes. The State allocates 81.25% of these revenues equally between cities and counties, apportioned based on population. Any increase in this revenue source is tied to the increase in the City's property tax calculations. Staff is anticipating that the VLF account for FY 2017/18 will increase 4.5% as compared to year end estimates which will produce \$1,510,000 of revenue and for FY 2018/19 will increase 3.0% to \$1,555,300.

2017/18 revenue \$1,510,000  
Increases by 4.5%  
2018/19 revenue \$1,555,300  
Increases by 3.0%  
% of total revenue 8%

### 4. TRANSIENT OCCUPANCY TAX (TOT)

TOT is levied on visitors and tourists for the privilege of occupying lodgings on a temporary basis. The tax rate is currently 13% which is added to the price of a room. The hotels collect the tax and transmit it to the City monthly. The budget anticipates the collection of \$1,380,000 for FY 2017/18 which is an increase of 17.4% over the FY 2016/17 Adopted Budget and remains at the same level for FY 2018/19. The increase is based on expected receipts through FY 2016/17 using year end estimates and historical data.

2017/18 revenue \$1,380,000  
Increases by 17.4%  
2018/19 revenue \$1,380,000  
No increase  
% of total revenue 8%

### 5. FRANCHISE FEES

This revenue source comprises gas & electric, waste, and cable franchise contracts and including other fees that are included as part of the contracts. The budget anticipates total franchise fees of \$726,000 for both FY 2017/18 and FY 2018/19. This is based upon the current year's projected receipts and anticipates a slight decrease in the revenue stream over the projected FY 2015/16 revenue.

2017/18 revenue \$726,000  
Decreases by 3.1%  
2018/19 revenue \$726,000  
No increase  
% of total revenue 4%

### 6. FIRE BENEFIT FEE

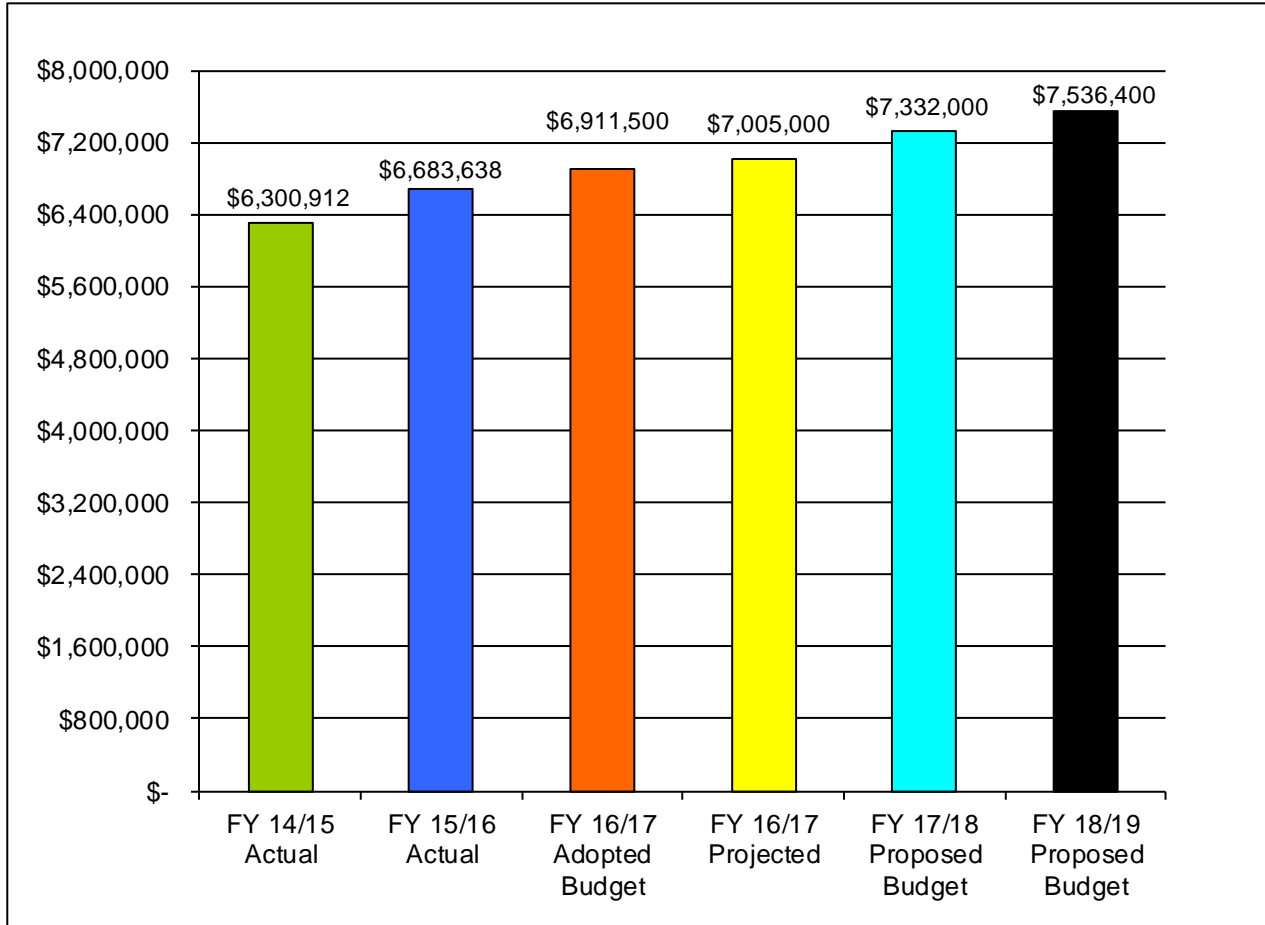
This revenue source is expected to remain flat for both FY 2017/18 and 2018/19. The fee is collected from all properties in the City to assist in providing fire prevention services.

2017/18 revenue \$440,000  
No Increase  
2018/19 revenue \$440,000  
No increase  
% of total revenue 2%

# REVENUES

## PROPERTY TAX

### 2014-15 THROUGH 2018-19



Property taxes represent the City's most significant source of revenue. Property Tax is imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (movable property). The tax is based upon the assessed value of such property.

The combined city, county, school district and special district property tax rate is 1% of assessed value. Prior to the passage of Proposition 13 in 1978, cities had the authority to set the property tax rate, which meant that it could be raised or lowered depending upon the funding that was needed to balance the budget. After the imposition of Proposition 13, however, the property tax rate may not exceed the 1% limit except to retire debt approved by the voters prior to July 1, 1978.

Cities, counties, school districts and special districts share the revenues from the 1% property tax. The county allocates revenues to these agencies according to the proportion of property tax revenues allocated to each agency in the previous year.

When territory is annexed by a city, the city, the county, and the special districts must negotiate how the property tax revenues from that area will be split. In San Diego County, the cities and the county have agreed upon formulas to determine the property tax split for jurisdictional changes.

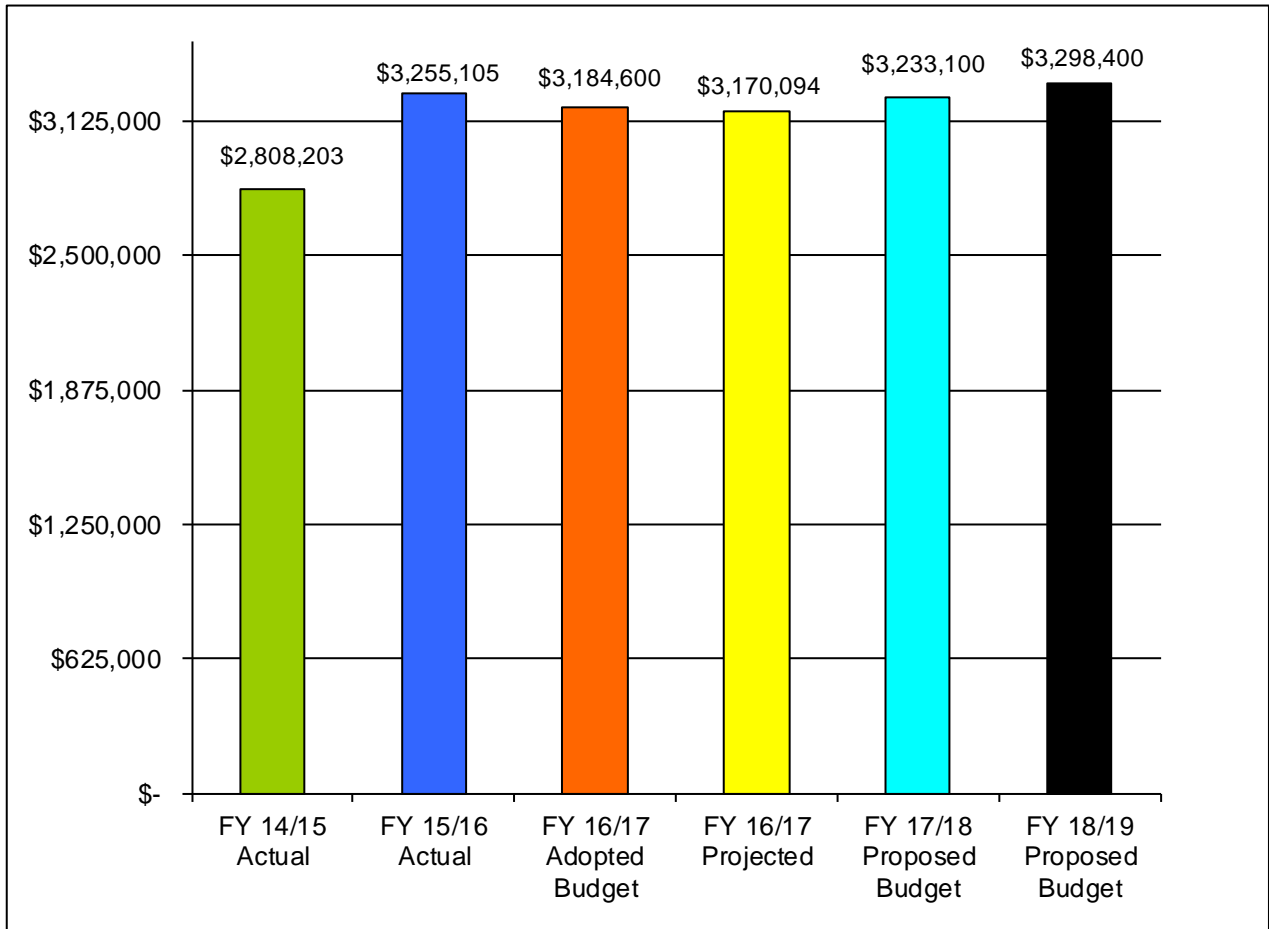
To understand how much of the property tax is actually paid to the City of Solana Beach, the following example is provided: property taxes based on \$200,000 of assessed valuation would be approximately \$2,000; Solana Beach would receive 16% or \$320 of the total property taxes paid depending on the tax rate area. The remainder would be paid to the county, schools, and various districts.

Revenue estimates were based on historical trends and estimates obtained from the Tax Assessor's Office of the County of San Diego. Property Taxes are estimated to be \$7,332,000 in FY 2017/18 and \$7,536,400 in FY 2018/19, which represent 42% of the total General Fund revenues.

# REVENUES

## SALES TAX

2014-15 THROUGH 2018-19



Sales and use tax is imposed on retailers for the privilege of selling at retail or on products purchased outside the state for use in California. The tax is based on the sales price of any taxable transaction of tangible personal property. Leases are considered to be a continuing sale or use and are subject to taxation.

As a part of their general business license tax authority, California cities have long had authority to levy and collect local sales taxes. In 1955, the Bradley-Burns Uniform Local Sales and Use Tax Law was adopted. This extended the authority to impose local sales taxes to counties and permitted cities and counties to contract with the State Board of Equalization for administration of the tax. Because of the advantages of having the State administer the local sales tax, every city currently levies its sales tax according to the provisions of the Bradley-Burns law.

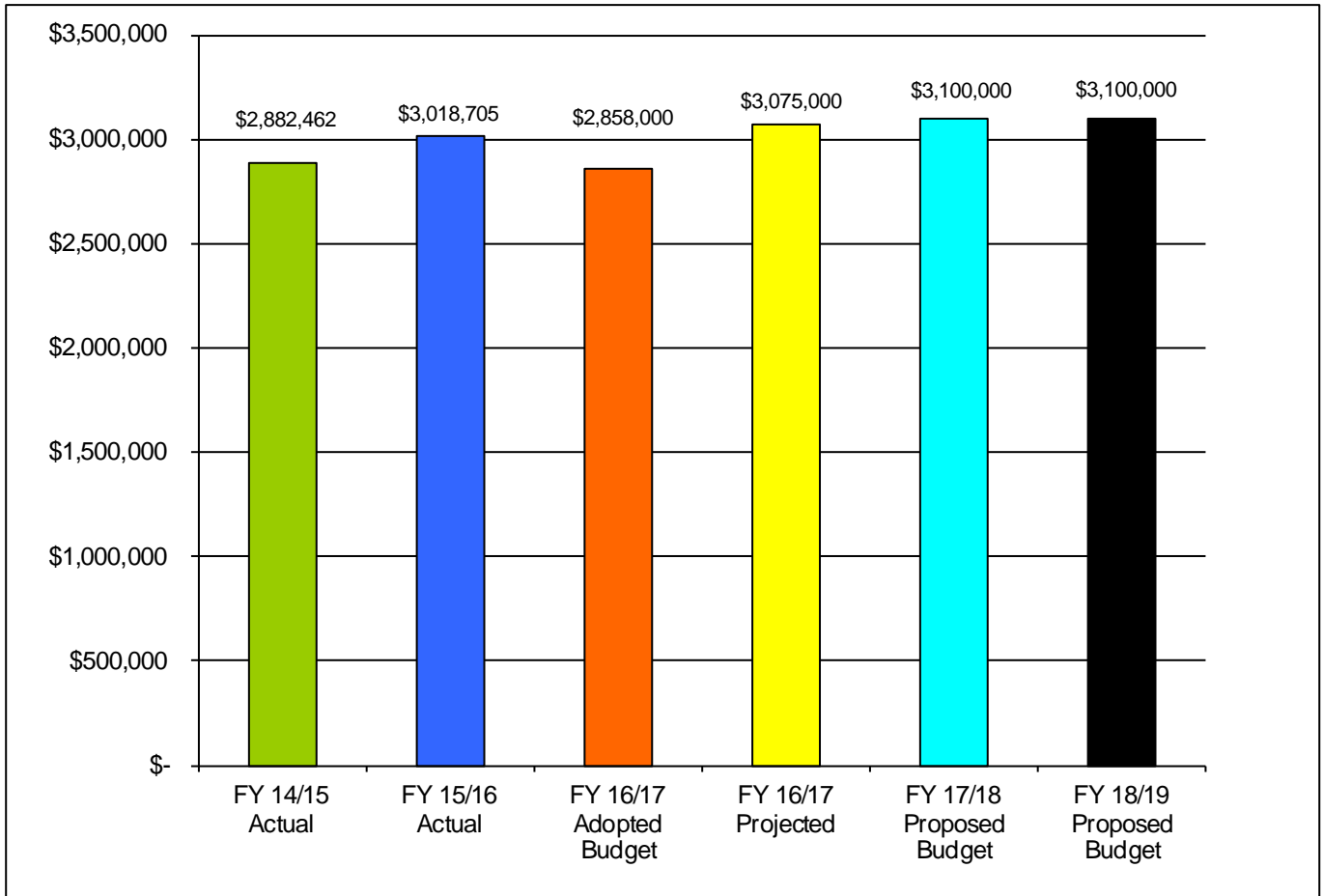
Bradley-Burns sets the local sales tax rate at 1.25%. The .25% portion of the tax goes to local transportation agencies, while 1% is for city or county general purposes.

Sales and use taxes generate approximately 18% of the total General Fund revenue, the second largest revenue source for the City of Solana Beach. Sales tax continues to be a vital part of the City's revenue stream. The total sales tax revenue projected is \$3,233,100 for FY 2017/18 and \$3,298,400 for FY 2018/19.

Due to the "triple flip" in fiscal years before FY 2016/17, the City's advances received from the State Board of Equalization and the County impacted the timing between fiscal years and receipts. The "triple flip" was wound down in FY 2015/16 and the City received a one-time distribution of "triple flip" revenue.

# REVENUES

## OTHER TAXES AND FEES 2014-15 THROUGH 2018-19



**FIRE BENEFIT FEE:** The Fire Benefit Fee is imposed on all properties in the City of Solana Beach. This fee was enacted by a vote of the people in 1980 in order to help provide fire-related services in the City. The fee for a residence is based on 5 units, with each unit equaling \$10. Therefore, a residential unit pays \$50 per year in Fire Benefit Fees. In addition, all commercial properties contribute to this fee based on the size of the property.

**FRANCHISE FEES:** Several statutes provide cities with authority to impose fees on privately owned utility companies and other businesses for the privilege of using city streets. The City levies franchise fees on gas, electricity, refuse, and cable television companies. These include Waste Management, EDCO, SDG&E, Southern California Gas, Cox Cable, Time Warner Cable and AT&T. Telephone companies and railroads are exempt from local franchising authority. Revenue estimates for 2017/18 and 2018/19 are based on historical trends, negotiated agreements, and previous year's receipts. The budget anticipates collections of

\$726,000 for FY 2017/18 and 2018/19. Revenues from this source represent approximately 4% of the Total General Fund revenue.

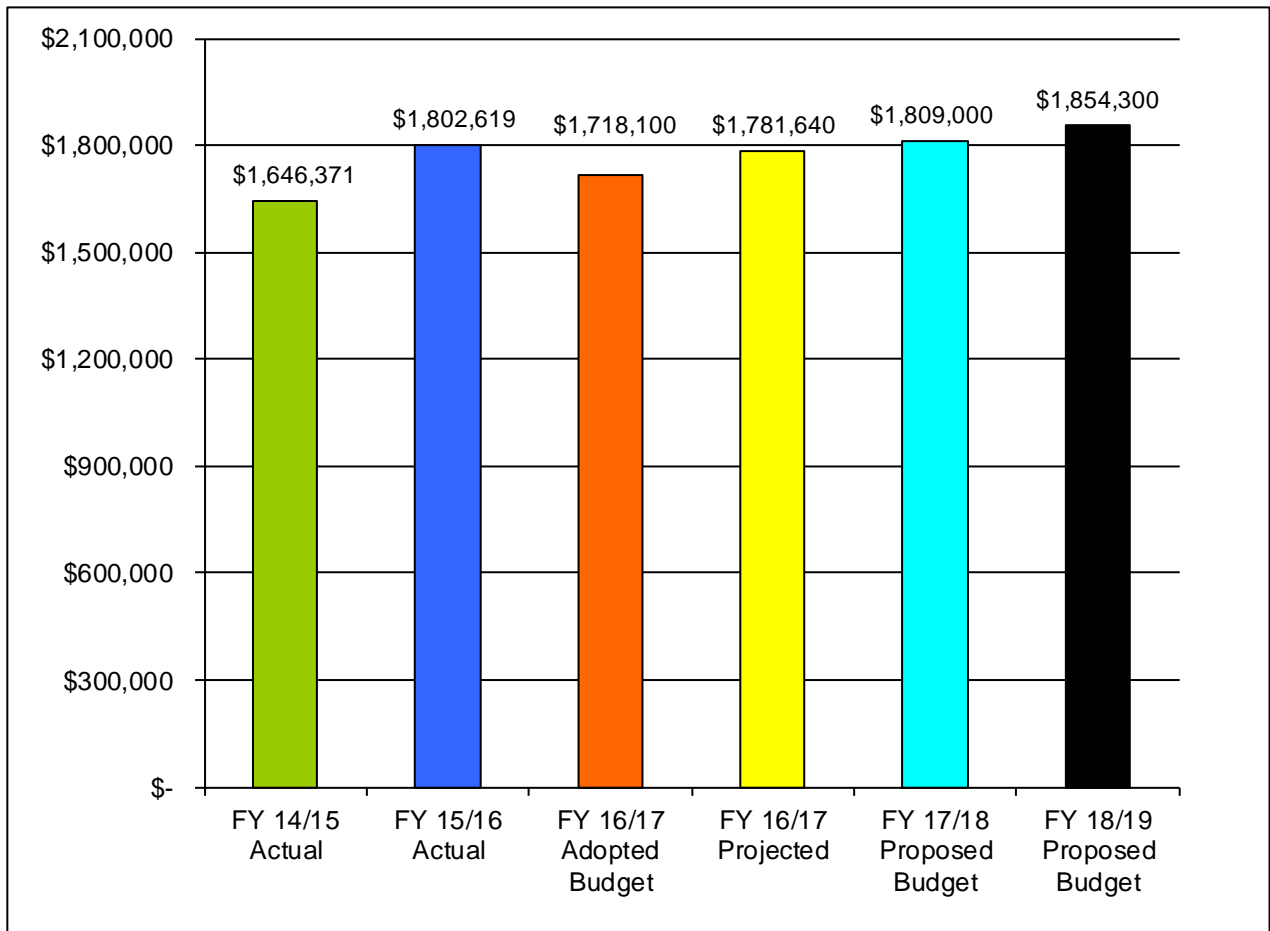
**TRANSIENT OCCUPANCY TAXES:** This tax is levied for the privilege of occupying lodgings on a transient basis. Better known as TOT, the tax rate is 13% and added to the price of the room. The General Fund receives a rate of 10% of the 13%. The other 3% goes to the Coastal Business/Visitors and Sand Replenishment CIP funds. TOT revenues for the General Fund are estimated to be \$1,380,000 for FY 2017/18 and 2018/19 and represent 8% of the total General Fund revenue.

**REAL PROPERTY TRANSFER TAX:** Real property transfer tax is levied on property when it is sold. This tax is set at \$1.10 per \$100 of valuation with the City receiving 50% or \$.55 per \$100 and the County of San Diego receiving the other \$.55.

**SOLID WASTE FEE:** The budget includes \$240,000 to offset the costs associated with the State mandated stormwater program.



**REVENUES**  
**INTERGOVERNMENTAL REVENUE**  
**2014-15 THROUGH 2018-19**



Approximately 10% of General Fund revenues come from other governmental agencies, primarily from state shared revenues. Known as subventions, these shared revenues may be in lieu of local taxes, replacement revenue for taxes previously levied by cities, or general state assistance for specific purposes.

**MOTOR VEHICLE IN-LIEU FEES:** At one time, motor vehicles were taxed as personal property. However, because local administration of this tax on vehicles proved inequitable and easy to evade, the state repealed the local property tax on vehicles and enacted a state vehicle license fee in lieu of the property tax. The fee is imposed for the privilege of operating a vehicle on the public highways. The fee is set at 2% of the depreciated market value of all motor vehicles and must be paid annually. Based on the population estimate of 13,783 (per the State Department of Finance) and data from the State Controller's Office, the City expects to receive \$1,809,000 from this revenue source in FY 2017/18 and \$1,854,300 in

FY 2018/19.

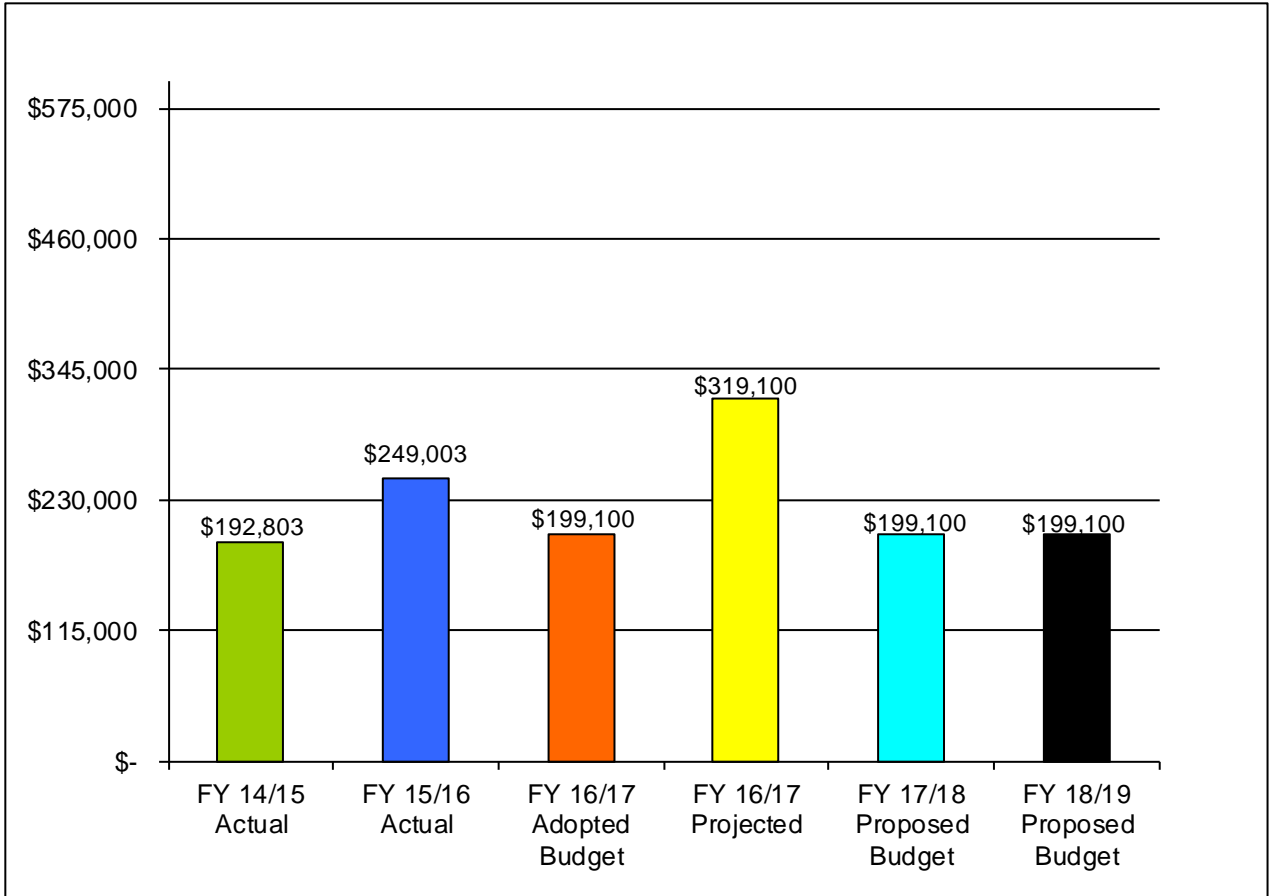
**OTHER STATE & FEDERAL REVENUES:** This category includes revenue received from the State Homeowners Exemption. Every homeowner in California is entitled to an exemption of \$7,000 per year for the residence they own and occupy on January 1 of every year. The City receives a portion of the fee that is collected.

**OFF-TRACK BETTING:** These funds are derived from satellite wagering at the Del Mar Race Track. The City of Solana Beach, along with the City of Del Mar and the County of San Diego, receives a percentage of the handle from the racetrack to help mitigate impacts caused by activities at the fairgrounds. This source is expected to generate about \$25,000 in FY 2017/18 and 2018/19 for the City.

## REVENUES

### OTHER REVENUE

2014-15 THROUGH 2018-19



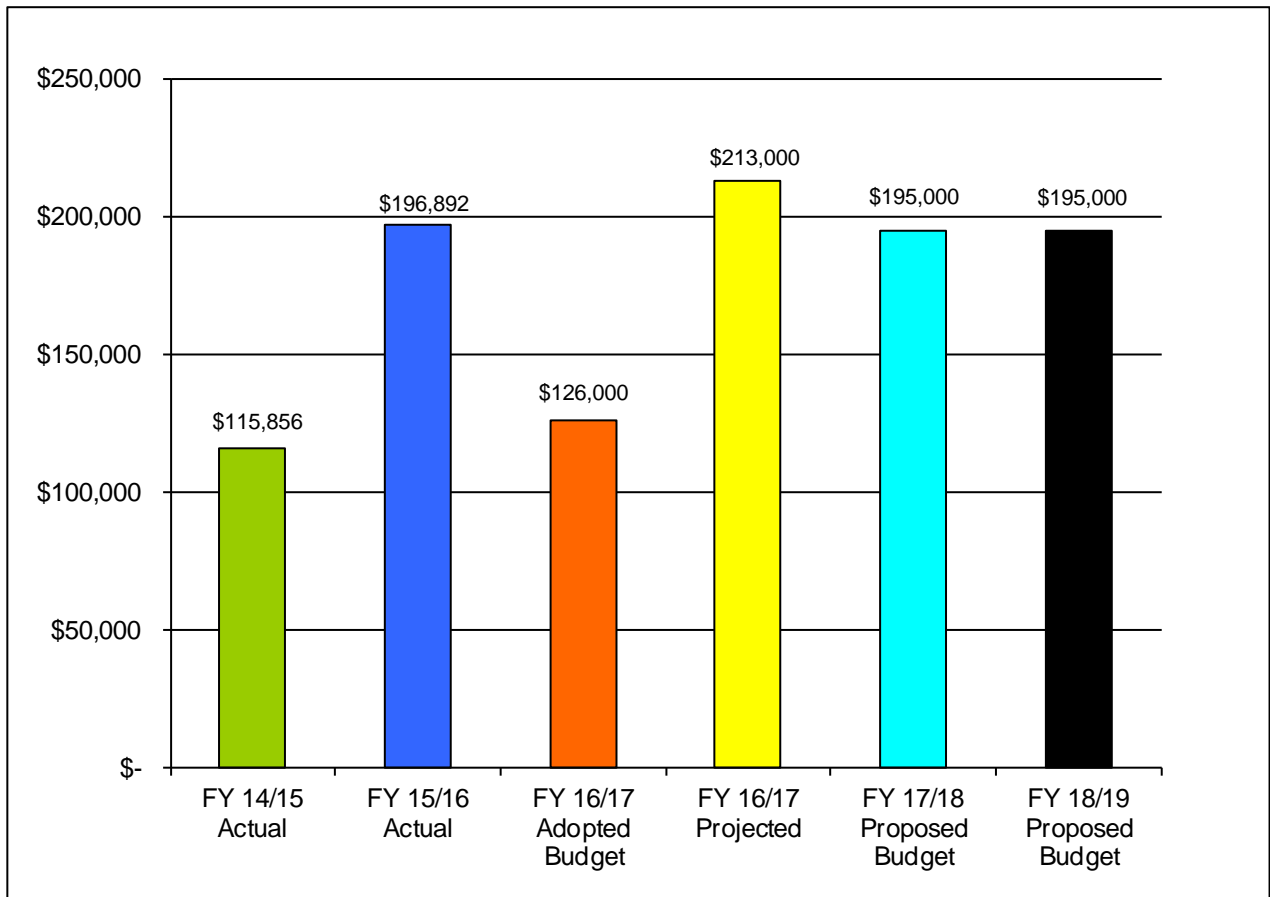
The "Other Revenue" category includes refunds, reimbursements, and miscellaneous revenues (\$40,000) received in the ordinary course of business.

This category also includes funds received (\$146,600) from other funds (i.e. Sanitation, Street

Lighting etc.) for the administrative services provided by City service departments (City Council, City Manager, City Clerk, Legal, Finance, Human Resources, and Non-Departmental).

# REVENUES

## USE OF MONEY AND PROPERTY 2014-15 THROUGH 2018-19



**INTEREST INCOME:** Interest income is derived from the investment of City funds. The City pools its funds for investment purposes. These pooled funds are invested in the Local Agency Investment Fund (LAIF) with the State of California and, beginning in FY 2015/16, with Chandler Asset Management.

**PROPERTY RENTAL:** These funds are derived from the rental of Fletcher Cove Community Center and the La Colonia Park Community Center. In addition, this category also includes the rental of space at the Fire Station to CSA 17 for housing the ambulance and paramedics.

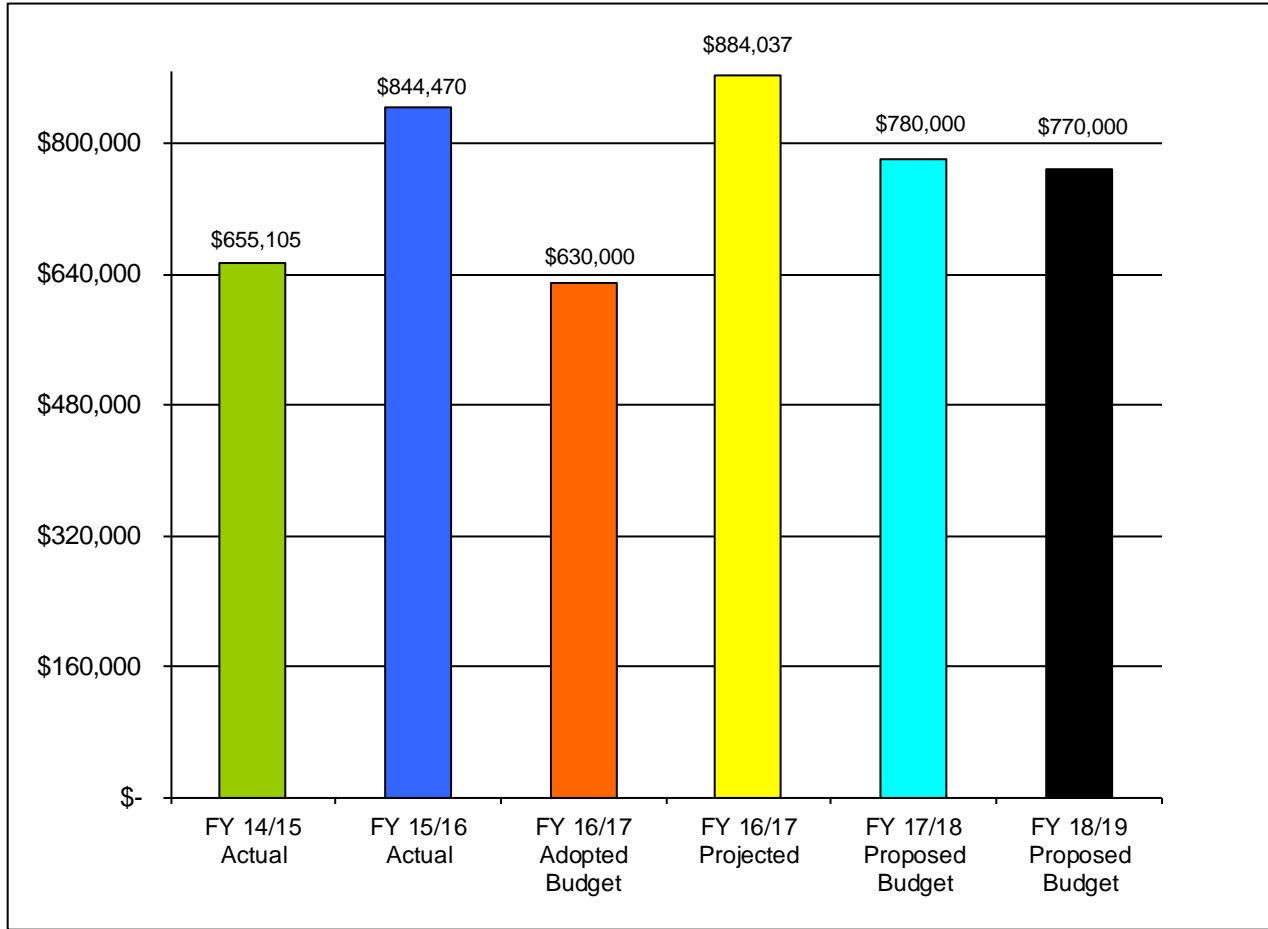
Investment earnings are all allocated to the General Fund unless otherwise required by law. Statutory allocations to restricted funds are made in proportion to the ratio of restricted fund balances to the total pooled balances.

Interest income is expected to increase due to investment of the majority of the City's excess funds with Chandler Asset Management. The General Fund expects to receive \$85,000 from interest earnings in FY 2017/18 and 2018/19.

# REVENUES

## SERVICE CHARGES

### 2014-15 THROUGH 2018-19



**SERVICE CHARGES:** A service charge is a fee imposed upon the user of a service provided by the City. A service charge can be levied when the service can be measured and sold in marketable units and the user can be identified. The rationale behind service charges is that certain services are primarily for the benefit of individuals rather than the general public. Thus the individual benefiting from a service should pay the cost of that service.

Service charges differ from license and permit fees in that the latter are designed to reimburse the city for costs related to regulatory activities.

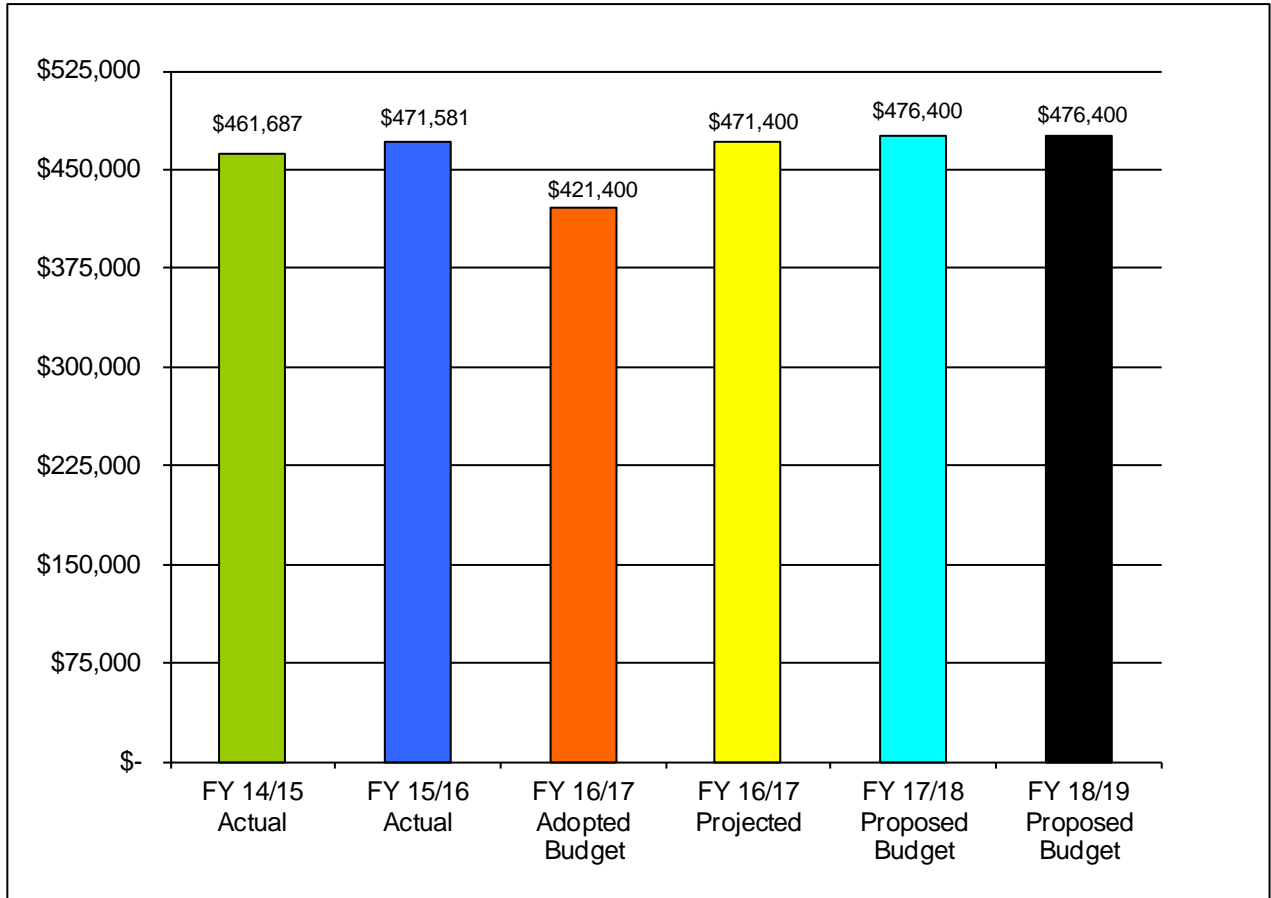
Service charges, on the other hand, are imposed to support services to individuals.

Service charges include planning and zoning services, subdivision review, engineering services, and recreation services, etc.

The General Fund expects to receive \$780,000 in revenue from service charges in FY 2017/18 and \$770,000 in FY 2018/19.

## REVENUES

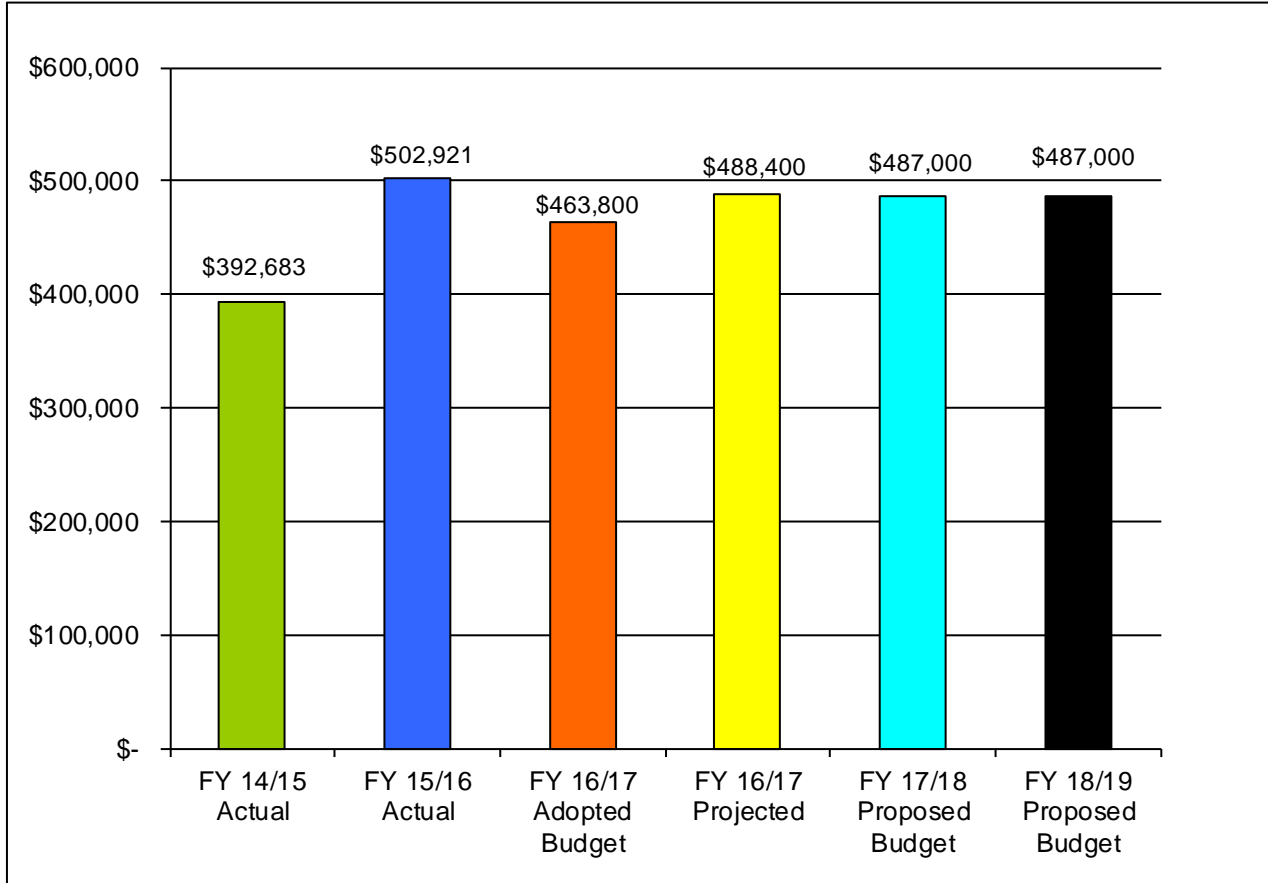
### LICENSES AND PERMITS 2014-15 THROUGH 2018-19



**LICENSES AND PERMITS:** The State Constitution through the police power (Article XI, Section 7), as well as various statutes, gives cities the authority to engage in certain regulatory activities in the interest of the overall community. Cities may charge license and permit fees as a means of recovering the cost of regulation. These fees may not exceed the actual cost of the regulatory activity.

Fees are commonly charged for building permits, business registration fees, animal licenses, and special permits. The largest source of revenue in this category is for building related permits, from which the City receives 25% of the total fees collected. The remaining 75% is paid to Esgil Corporation for performing building permit services for the City. The City anticipates generating \$476,400 in license and permit fees in FY 2017/18 and FY 2018/19.

**REVENUES**  
**FINES AND PENALTIES**  
**2014-15 THROUGH 2018-19**



**VEHICLE CODE FINES:** Cities share with the county all fines collected upon conviction of a misdemeanor or an infraction in any municipal or justice court. In addition, they share bail monies forfeited following a misdemeanor or infraction charge when such fines or forfeiture results from a misdemeanor or infraction committed within city boundaries. Distribution of these revenues varies depending upon whether the fine or forfeiture is derived from a Vehicle Code violation or some other violation and upon the employing agency of the arresting officer. Vehicle Code fines are expected to raise an estimated \$60,000 in FY 2017/18 and 2018/19.

**PARKING CITATION FINES:** Parking citations are issued by both the City's Code Enforcement staff and the Sheriff's Department. The City contracts with the Sheriff's Department to provide law enforcement for the City of Solana Beach.

Parking citations are expected to raise \$140,000 in revenue for FY 2017/18 and 2018/19.

**RED LIGHT CITATIONS:** The City installed red light cameras at two busy intersections in an effort to reduce the running of red lights. Each violation carries a \$490 fine and the City anticipates grossing \$280,000 in FY 2017/18 and 2018/19. The City pays a flat monthly fee to a third party vendor who administers the citation program.

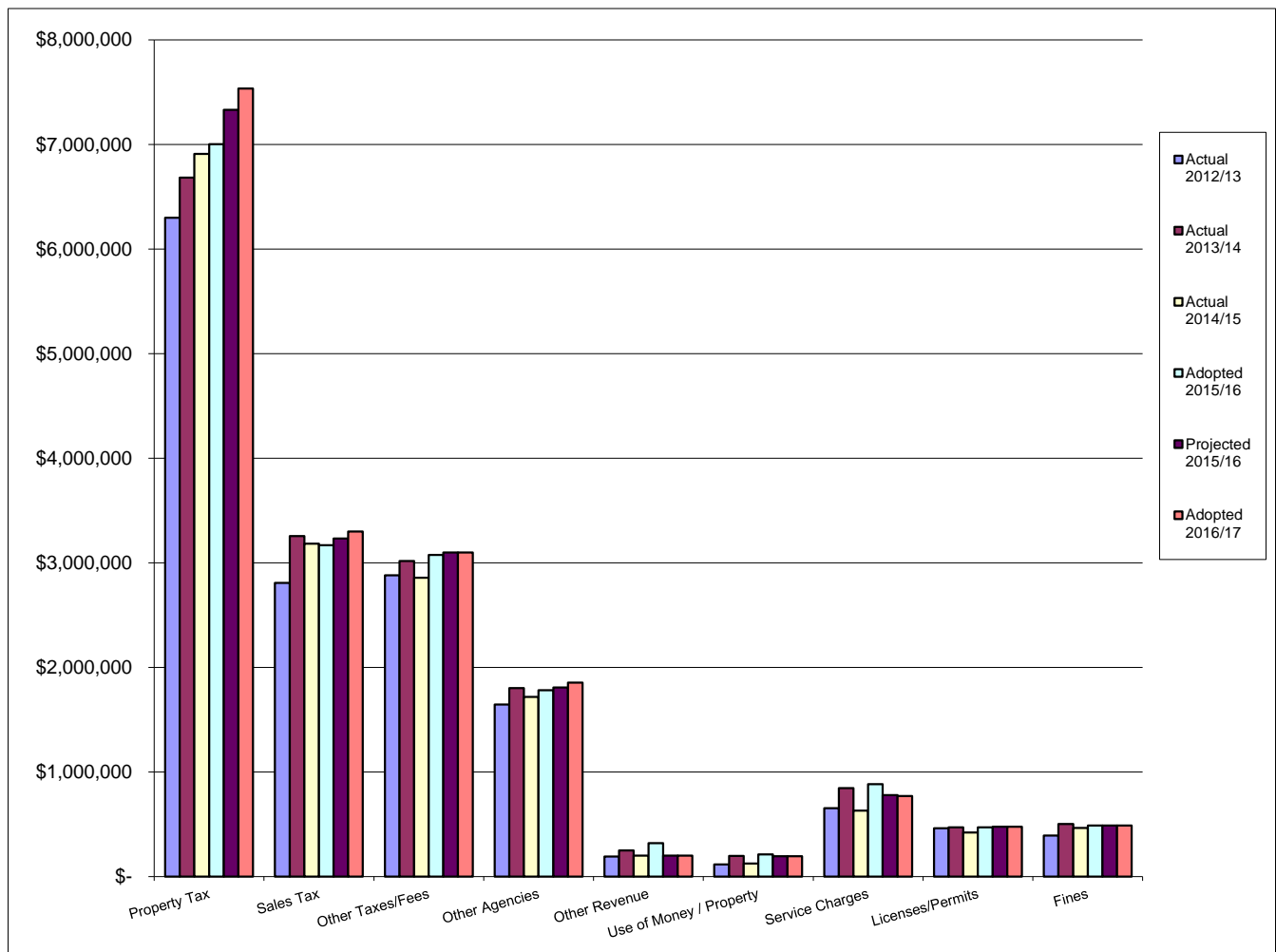
**MISCELLANEOUS:** The remaining \$7,000 is comprised of anticipated revenues to be received from false alarm fees and administrative citations.

# REVENUES

## GENERAL FUND MIX AND TREND

### 2014/15 Through 2018/19

	Actual 2012/13	Actual 2013/14	Actual 2014/15	Adopted 2015/16	Projected 2015/16	Adopted 2016/17
Property Tax	\$ 6,300,912	\$ 6,683,638	\$ 6,911,500	\$ 7,005,000	\$ 7,332,000	\$ 7,536,400
Sales Tax	2,808,203	3,255,105	3,184,600	3,170,094	3,233,100	3,298,400
Other Taxes/Fees	2,882,462	3,018,705	2,858,000	3,075,000	3,100,000	3,100,000
Other Agencies	1,646,371	1,802,619	1,718,100	1,781,640	1,809,000	1,854,300
Other Revenue	192,803	249,003	199,100	319,100	199,100	199,100
Use of Money / Property	115,856	196,892	126,000	213,000	195,000	195,000
Service Charges	655,105	844,470	630,000	884,037	780,000	770,000
Licenses/Permits	461,687	471,581	421,400	471,400	476,400	476,400
Fines	392,683	502,921	463,800	488,400	487,000	487,000
<b>TOTAL REVENUES</b>	<b>\$ 15,456,082</b>	<b>\$ 17,024,934</b>	<b>\$ 16,512,500</b>	<b>\$ 17,407,671</b>	<b>\$ 17,611,600</b>	<b>\$ 17,916,600</b>







## CITY OF SOLANA BEACH FUND BALANCES

		PROJECTED 2016-2017 FISCAL YEAR BALANCES				
FUND #	FUND NAME	07/01/16 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	NET CHANGE	PROJ 06/30/17 FUND BALANCE
<b>GENERAL FUND (Major Fund)</b>						
<b>RESERVES</b>						
	Public Facilities	245,957	72,000	-	72,000	317,957
	Park Fees	31,503	1,800	-	1,800	33,303
	Community Television Production	70,607	55,000	99,500	(44,500)	26,107
	Street Sweeping	120,575	45,000	45,500	(500)	120,075
	In-Lieu Housing Fees	100,786	-	-	-	100,786
	Parks & Recreation	25,260	-	-	-	25,260
	Public Arts	14,202	-	-	-	14,202
	<b>TOTAL RESERVES</b>	<b>608,890</b>	<b>173,800</b>	<b>145,000</b>	<b>28,800</b>	<b>637,690</b>
<b>DESIGNATIONS</b>						
	Contingencies (17% of operating exp)	2,835,660	-	-	-	2,835,660
	Housing	1,499,500	-	-	-	1,499,500
	<b>TOTAL DESIGNATIONS</b>	<b>4,335,160</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,335,160</b>
	<b>TOTAL UNDESIGNATED</b>	<b>4,511,100</b>	<b>17,233,871</b>	<b>16,570,622</b>	<b>663,249</b>	<b>5,174,349</b>
<b>001</b>	<b>SUBTOTAL GENERAL FUND</b>	<b>9,455,150</b>	<b>17,407,671</b>	<b>16,715,622</b>	<b>692,049</b>	<b>10,147,199</b>
120	Risk Management Insurance	779,858	448,060	688,036	(239,976)	539,882
125	Workers' Compensation Insurance	600,735	362,155	381,579	(19,424)	581,311
135	Asset Replacement	2,166,660	426,400	389,682	36,718	2,203,378
140	Facilities Replacement	251,452	154,000	44,300	109,700	361,152
150	PERS Side Fund	(1,139,048)	500,700	27,052	473,648	(665,400)
160	Other Post Employment Benefits	85,376	1,600	86,976	(85,376)	-
165	Pension Stabilization	825,106	40,000	4,000	36,000	861,106
	<b>TOTAL GENERAL FUND</b>	<b>13,025,289</b>	<b>19,340,586</b>	<b>18,337,247</b>	<b>1,003,339</b>	<b>14,028,628</b>
<b>SPECIAL REVENUE FUNDS (Non-Major Funds)</b>						
202	State Gas Tax Fund	458,194	265,242	334,242	(69,000)	389,194
	<u>Special Districts</u>					
203	MID 33 Highway 101	451,123	122,600	108,739	13,861	464,984
204	MID 9C Santa Fe Hills	117,468	296,361	252,200	44,161	161,629
205	MID 9E Isla Verde	3,520	6,000	6,000	-	3,520
207	MID 9H San Elijo #2	157,520	102,300	83,100	19,200	176,720
208	Coastal Rail Trail Maintenance District	57,814	75,300	76,000	(700)	57,114
211	Street Light District	1,687,903	557,252	334,062	223,190	1,911,093
	<b>Total Special Districts</b>	<b>2,475,348</b>	<b>1,159,813</b>	<b>860,101</b>	<b>299,712</b>	<b>2,775,060</b>
213	Developer Pass-Thru	5,629	220,000	220,000	-	5,629
214	Fire Mitigation Fees	104	5,000	5,000	-	104
215	State Parks/Division of Boating & Waterways	60,048	-	-	-	60,048
218	Transnet - Motorized	12,636	-	12,636	(12,636)	-
219	COPS	135,389	100,500	100,000	500	135,889
220	TDA	-	500,000	500,000	-	-
228	Transnet Extension	31,281	378,407	367,203	11,204	42,485
240	CDBG	(15,573)	53,399	53,399	-	(15,573)
241	CALTRANS	59,634	-	-	-	59,634
244	TEA21/ISTEA	(128,296)	-	-	-	(128,296)
245	TEA	(40,674)	-	-	-	(40,674)
246	Miscellaneous Grants	1,285	-	-	-	1,285
250	Coastal Business/Visitors TOT	404,188	139,875	107,600	32,275	436,463
255	Camp Programs	154,412	377,200	362,771	14,429	168,841
263	Housing	431,323	2,600	-	2,600	433,923
265	Affordable Housing Grant	161,317	-	161,317	(161,317)	-
270	Public Safety Special Revenue	75,049	97,300	90,648	6,652	81,701
	<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>4,281,294</b>	<b>3,299,336</b>	<b>3,174,917</b>	<b>124,419</b>	<b>4,405,713</b>

## CITY OF SOLANA BEACH FUND BALANCES

		<b>PROJECTED 2016-2017 FISCAL YEAR BALANCES</b>				
FUND #	FUND NAME	07/01/16 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	NET CHANGE	PROJ 06/30/17 FUND BALANCE
<b>DEBT SERVICE FUNDS (Non-Major Funds)</b>						
317	Public Facilities	374	153,300	153,300	-	374
320	Capital Leases	24,454	202,400	202,400	-	24,454
<b>TOTAL DEBT SERVICE FUNDS</b>		<b>24,828</b>	<b>355,700</b>	<b>355,700</b>	<b>-</b>	<b>24,828</b>
<b>CAPITAL PROJECTS FUNDS (Non-Major Funds)</b>						
420	Public Improvement Grant	115,116	847	115,963	(115,116)	-
450	Sand Replenishment TOT	552,089	266,400	189,647	76,753	628,842
459	City CIP Fund	849,288	1,396,983	1,545,605	(148,622)	700,666
47X	Assessment Districts	159,457	150	-	150	159,607
<b>TOTAL CAPITAL PROJECTS FUNDS</b>		<b>1,675,950</b>	<b>1,664,380</b>	<b>1,851,215</b>	<b>(186,835)</b>	<b>1,489,115</b>
<b>PROPRIETARY FUNDS (Major Fund)</b>						
* 509	Sanitation					
	Net Position (Undesignated)	29,711,194	5,305,800	5,689,808	(384,008)	29,327,186
<b>TOTAL PROPRIETARY FUNDS</b>		<b>29,711,194</b>	<b>5,305,800</b>	<b>5,689,808</b>	<b>(384,008)</b>	<b>29,327,186</b>
<b>SUCCESSOR AGENCY</b>						
65X	Successor Agency					
	Net Position (not including Long-Term Debt)	582,055	569,400	599,930	(30,530)	551,525
<b>TOTAL PRIVATE PURPOSE TRUST FUND</b>		<b>582,055</b>	<b>569,400</b>	<b>599,930</b>	<b>(30,530)</b>	<b>551,525</b>
<b>TOTAL FUND BALANCE - ALL FUNDS</b>		<b>49,300,610</b>	<b>30,535,202</b>	<b>30,008,817</b>	<b>526,385</b>	<b>49,826,995</b>

## CITY OF SOLANA BEACH FUND BALANCES

		BUDGETED 2017-2018 FISCAL YEAR BALANCES				
FUND #	FUND NAME	PROJ 07/01/17 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	NET CHANGE	PROJ 06/30/18 FUND BALANCE
<b>GENERAL FUND (Major Fund)</b>						
<b>RESERVES</b>						
	Public Facilities	317,957	50,000	-	50,000	367,957
	Park Fees	33,303	-	-	-	33,303
	Community Television Production	26,107	55,000	55,600	(600)	25,507
	Street Sweeping	120,075	45,000	45,500	(500)	119,575
	In-Lieu Housing Fees	100,786	-	-	-	100,786
	Parks & Recreation	25,260	-	-	-	25,260
	Public Arts	14,202	-	7,000	(7,000)	7,202
	<b>TOTAL RESERVES</b>	<b>637,690</b>	<b>150,000</b>	<b>108,100</b>	<b>41,900</b>	<b>679,590</b>
<b>DESIGNATIONS</b>						
	Contingencies (17% of operating exp)	2,835,660	87,830	-	87,830	2,923,490
	Housing	1,499,500	-	-	-	1,499,500
	<b>TOTAL DESIGNATIONS</b>	<b>4,335,160</b>	<b>87,830</b>	<b>-</b>	<b>87,830</b>	<b>4,422,990</b>
	<b>TOTAL UNDESIGNATED</b>	<b>5,174,349</b>	<b>17,373,770</b>	<b>17,197,000</b>	<b>176,770</b>	<b>5,351,119</b>
001	<b>SUBTOTAL GENERAL FUND</b>	<b>10,147,199</b>	<b>17,611,600</b>	<b>17,305,100</b>	<b>306,500</b>	<b>10,453,699</b>
120	Risk Management Insurance	539,882	479,900	512,000	(32,100)	507,782
125	Workers' Compensation Insurance	581,311	377,900	458,700	(80,800)	500,511
135	Asset Replacement	2,203,378	400,400	634,900	(234,500)	1,968,878
140	Facilities Replacement	361,152	153,500	300	153,200	514,352
150	PERS Side Fund	(665,400)	516,800	15,800	501,000	(164,400)
160	Other Post Employment Benefits	-	-	-	-	-
165	Pension Stabilization	861,106	37,000	4,000	33,000	894,106
	<b>TOTAL GENERAL FUND</b>	<b>14,028,628</b>	<b>19,577,100</b>	<b>18,930,800</b>	<b>646,300</b>	<b>14,674,928</b>
<b>SPECIAL REVENUE FUNDS (Non-Major Funds)</b>			1,965,500	1,625,700		
202	State Gas Tax Fund	389,194	306,400	482,600	(176,200)	212,994
<b>Special Districts</b>						
203	MID 33 Highway 101	464,984	124,800	115,200	9,600	474,584
204	MID 9C Santa Fe Hills	161,629	300,300	252,200	48,100	209,730
205	MID 9E Isla Verde	3,520	6,000	6,000	-	3,520
207	MID 9H San Elijo #2	176,720	103,600	83,100	20,500	197,220
208	Coastal Rail Trail Maintenance District	57,114	76,500	72,500	4,000	61,114
211	Street Light District	1,911,093	560,200	356,900	203,300	2,114,393
	<b>Total Special Districts</b>	<b>2,775,060</b>	<b>1,171,400</b>	<b>885,900</b>	<b>285,500</b>	<b>3,060,560</b>
213	Developer Pass-Thru	5,629	100,000	100,000	-	5,629
214	Fire Mitigation Fees	104	5,000	5,000	-	104
215	State Parks/Division of Boating & Waterways	60,048	-	-	-	60,048
218	Transnet - Motorized	-	-	-	-	-
219	COPS	135,889	100,400	100,000	400	136,289
220	TDA	-	-	-	-	-
228	Transnet Extension	42,485	150,000	150,000	-	42,485
240	CDBG	(15,573)	-	-	-	(15,573)
241	CALTRANS	59,634	-	-	-	59,634
244	TEA21/ISTEA	(128,296)	-	-	-	(128,296)
245	TEA	(40,674)	-	-	-	(40,674)
246	Miscellaneous Grants	1,285	-	-	-	1,285
250	Coastal Business/Visitors TOT	436,463	140,500	48,600	91,900	528,363
255	Camp Programs	168,841	433,000	431,900	1,100	169,941
263	Housing	433,923	2,500	10,000	(7,500)	426,423
265	Affordable Housing Grant	-	-	-	-	-
270	Public Safety Special Revenue	81,701	49,500	95,000	(45,500)	36,201
	<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>4,405,713</b>	<b>2,458,700</b>	<b>2,309,000</b>	<b>149,700</b>	<b>4,555,413</b>

## CITY OF SOLANA BEACH FUND BALANCES

FUND #	FUND NAME	BUDGETED 2017-2018 FISCAL YEAR BALANCES				
		PROJ 07/01/17 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	NET CHANGE	PROJ 06/30/18 FUND BALANCE
<b>DEBT SERVICE FUNDS (Non-Major Funds)</b>						
317	Public Facilities	374	152,400	152,400	-	374
320	Capital Leases	24,454	202,400	202,400	-	24,454
<b>TOTAL DEBT SERVICE FUNDS</b>		<b>24,828</b>	<b>354,800</b>	<b>354,800</b>	<b>-</b>	<b>24,828</b>
<b>CAPITAL PROJECTS FUNDS (Non-Major Funds)</b>						
420	Public Improvement Grant	-	-	-	-	-
450	Sand Replenishment TOT	628,842	276,400	623,200	(346,800)	282,042
459	City CIP Fund	700,666	251,000	923,800	(672,800)	27,866
47X	Assessment Districts	159,607	100	-	100	159,707
<b>TOTAL CAPITAL PROJECTS FUNDS</b>		<b>1,489,115</b>	<b>527,500</b>	<b>1,547,000</b>	<b>(1,019,500)</b>	<b>469,615</b>
<b>PROPRIETARY FUNDS (Major Fund)</b>						
* 509	Sanitation					
	Net Position (Undesignated)	29,327,186	5,420,360	10,247,300	(4,826,941)	24,500,246
<b>TOTAL PROPRIETARY FUNDS</b>		<b>29,327,186</b>	<b>5,420,360</b>	<b>10,247,300</b>	<b>(4,826,941)</b>	<b>24,500,246</b>
<b>SUCCESSOR AGENCY</b>						
65X	Successor Agency					
	Net Position (not including Long-Term Debt)	551,525	479,840	495,850	(16,010)	535,515
<b>TOTAL PRIVATE PURPOSE TRUST FUND</b>		<b>551,525</b>	<b>479,840</b>	<b>495,850</b>	<b>(16,010)</b>	<b>535,515</b>
<b>TOTAL FUND BALANCE - ALL FUNDS</b>		<b>49,826,995</b>	<b>28,818,300</b>	<b>33,884,750</b>	<b>(5,066,450)</b>	<b>44,760,545</b>

## CITY OF SOLANA BEACH FUND BALANCES

		BUDGETED 2018-2019 FISCAL YEAR BALANCES				
FUND #	FUND NAME	PROJ 07/01/18 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	NET CHANGE	PROJ 06/30/19 FUND BALANCE
<b>GENERAL FUND (Major Fund)</b>						
<b>RESERVES</b>						
	Public Facilities	367,957	50,000		50,000	417,957
	Park Fees	33,303	-		-	33,303
	Community Television Production	25,507	55,000	59,600	(4,600)	20,907
	Street Sweeping	119,575	45,000	45,500	(500)	119,075
	In-Lieu Housing Fees	100,786	-		-	100,786
	Parks & Recreation	25,260	-		-	25,260
	Public Arts	7,202	-		-	7,202
	<b>TOTAL RESERVES</b>	<b>679,590</b>	<b>150,000</b>	<b>105,100</b>	<b>44,900</b>	<b>724,490</b>
<b>DESIGNATIONS</b>						
	Contingencies (17% of operating exp)	2,923,490	69,445		69,445	2,992,935
	Housing	1,499,500	-		-	1,499,500
	<b>TOTAL DESIGNATIONS</b>	<b>4,422,990</b>	<b>69,445</b>	<b>-</b>	<b>69,445</b>	<b>4,492,435</b>
	<b>TOTAL UNDESIGNATED</b>	<b>5,351,119</b>	<b>17,697,155</b>	<b>17,605,500</b>	<b>91,655</b>	<b>5,442,774</b>
<b>001</b>	<b>SUBTOTAL GENERAL FUND</b>	<b>10,453,699</b>	<b>17,916,600</b>	<b>17,710,600</b>	<b>206,000</b>	<b>10,659,699</b>
120	Risk Management Insurance	507,782	579,400	568,300	11,100	518,882
125	Workers' Compensation Insurance	500,511	491,300	490,100	1,200	501,711
135	Asset Replacement	1,968,878	400,400	233,500	166,900	2,135,778
140	Facilities Replacement	514,352	153,500	300	153,200	667,552
150	PERS Side Fund	(164,400)	168,300	3,900	164,400	-
160	Other Post Employment Benefits	-	-	-	-	-
165	Pension Stabilization	894,106	37,000	4,000	33,000	927,106
	<b>TOTAL GENERAL FUND</b>	<b>14,674,928</b>	<b>19,746,500</b>	<b>19,010,700</b>	<b>735,800</b>	<b>15,410,728</b>
<b>SPECIAL REVENUE FUNDS (Non-Major Funds)</b>						
			1,829,900	1,300,100		
202	State Gas Tax Fund	212,994	311,800	402,600	(90,800)	122,194
	<u>Special Districts</u>					
203	MID 33 Highway 101	474,584	127,000	115,200	11,800	486,384
204	MID 9C Santa Fe Hills	209,730	304,300	252,200	52,100	261,830
205	MID 9E Isla Verde	3,520	6,000	6,000	-	3,520
207	MID 9H San Elijo #2	197,220	101,000	83,100	17,900	215,120
208	Coastal Rail Trail Maintenance District	61,114	76,500	72,500	4,000	65,114
211	Street Light District	2,114,393	569,300	356,700	212,600	2,326,992
	<b>Total Special Districts</b>	<b>3,060,560</b>	<b>1,184,100</b>	<b>885,700</b>	<b>298,400</b>	<b>3,358,960</b>
213	Developer Pass-Thru	5,629	100,000	100,000	-	5,629
214	Fire Mitigation Fees	104	5,000	5,000	-	104
215	State Parks/Division of Boating & Waterways	60,048	-	-	-	60,048
218	Transnet - Motorized	-	-	-	-	-
219	COPS	136,289	100,400	100,000	400	136,689
220	TDA	-	-	-	-	-
228	Transnet Extension	42,485	150,000	150,000	-	42,485
240	CDBG	(15,573)	-	-	-	(15,573)
241	CALTRANS	59,634	-	-	-	59,634
244	TEA21/ISTEA	(128,296)	-	-	-	(128,296)
245	TEA	(40,674)	-	-	-	(40,674)
246	Miscellaneous Grants	1,285	-	-	-	1,285
250	Coastal Business/Visitors TOT	528,363	140,500	48,600	91,900	620,263
255	Camp Programs	169,941	430,700	429,900	800	170,741
263	Housing	426,423	2,500	10,000	(7,500)	418,923
265	Affordable Housing Grant	-	-	-	-	-
270	Public Safety Special Revenue	36,201	49,500	85,000	(35,500)	701
	<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>4,555,413</b>	<b>2,474,500</b>	<b>2,216,800</b>	<b>257,700</b>	<b>4,813,113</b>

## CITY OF SOLANA BEACH FUND BALANCES

FUND #	FUND NAME	BUDGETED 2018-2019 FISCAL YEAR BALANCES				PROJ 06/30/19 FUND BALANCE
		PROJ 07/01/18 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	NET CHANGE	
<b>DEBT SERVICE FUNDS (Non-Major Funds)</b>						
317	Public Facilities	374	151,100	151,100	-	374
320	Capital Leases	24,454	202,400	202,400	-	24,454
<b>TOTAL DEBT SERVICE FUNDS</b>		<b>24,828</b>	<b>353,500</b>	<b>353,500</b>	<b>-</b>	<b>24,828</b>
<b>CAPITAL PROJECTS FUNDS (Non-Major Funds)</b>						
420	Public Improvement Grant	-	-	-	-	-
450	Sand Replenishment TOT	282,042	276,400	149,200	127,200	409,242
459	City CIP Fund	27,866	468,000	488,400	(20,400)	7,466
47X	Assessment Districts	159,707	100	-	100	159,807
<b>TOTAL CAPITAL PROJECTS FUNDS</b>		<b>469,615</b>	<b>744,500</b>	<b>637,600</b>	<b>106,900</b>	<b>576,515</b>
<b>PROPRIETARY FUNDS (Major Fund)</b>						
* 509	Sanitation					
	Net Position (Undesignated)	24,500,246	5,554,183	5,075,700	478,483	24,978,728
<b>TOTAL PROPRIETARY FUNDS</b>		<b>24,500,246</b>	<b>5,554,183</b>	<b>5,075,700</b>	<b>478,483</b>	<b>24,978,728</b>
<b>SUCCESSOR AGENCY</b>						
65X	Successor Agency					
	Net Position (not including Long-Term Debt)	535,515	479,840	496,250	(16,410)	519,105
<b>TOTAL PRIVATE PURPOSE TRUST FUND</b>		<b>535,515</b>	<b>479,840</b>	<b>496,250</b>	<b>(16,410)</b>	<b>519,105</b>
<b>TOTAL FUND BALANCE - ALL FUNDS</b>		<b>44,760,545</b>	<b>29,353,023</b>	<b>27,790,550</b>	<b>1,562,473</b>	<b>46,323,018</b>

## REVENUE SUMMARY BY FUND

FUND	DESCRIPTION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018	2018-2019
						PROPOSED BUDGET	PROPOSED BUDGET
001	GENERAL FUND	15,456,081	17,024,934	16,512,500	17,407,671	17,611,600	17,916,600
120	RISK MANAGEMENT/INSURANCE	427,371	248,720	400,300	448,060	479,900	579,400
125	WORKER'S COMPENSATION INS	273,254	341,971	362,500	362,155	377,900	491,300
135	ASSET REPLACEMENT	319,950	1,007,640	410,400	426,400	400,400	400,400
140	FACILITIES REPLACEMENT	100,000	151,452	150,000	154,000	153,500	153,500
150	PERS SIDE FUND	469,612	484,875	500,700	500,700	516,800	168,300
160	OTHER POST EMPLOYMENT BENEFITS	-	220,376	-	1,600	-	-
165	PENSION STABILIZATION	-	825,106	-	40,000	37,000	37,000
202	GAS TAX	356,610	294,487	274,900	265,242	306,400	311,800
203	MID 33 HIGHWAY 101	114,001	122,020	107,600	122,600	124,800	127,000
204	MID 9C SANTA FE HILLS	280,177	287,717	276,500	296,361	300,300	304,300
205	MID 9E ISLA VERDE	5,982	5,982	6,000	6,000	6,000	6,000
207	MID 9H SAN ELIJO #2	100,618	104,395	99,700	102,300	103,600	101,000
208	CRT MAINTENANCE DISTRICT	72,711	74,383	75,000	75,300	76,500	76,500
211	STREET LIGHT DISTRICT	490,652	595,530	471,400	557,252	560,200	569,300
213	DEVELOPER PASS-THRU	439,674	-	100,000	220,000	100,000	100,000
214	FIRE MITIGATION FEES	970	4,671	4,000	5,000	5,000	5,000
215	BOATING & WATERWAYS	736	53	450,000	-	-	-
218	TRANSNET MOTORIZED	13,000	-	-	-	-	-
219	COPS	106,471	115,055	100,100	100,500	100,400	100,400
220	TDA	-	-	500,000	500,000	-	-
228	TRANSNET II	127,592	703,794	403,100	378,407	150,000	150,000
240	CDBG	34,688	107,508	-	53,399	-	-
246	MISCELLANEOUS GRANT FUND	66,330	32,785	-	-	-	-
250	COASTAL BUSINESS/VISTORS	115,077	131,887	118,500	139,875	140,500	140,500
255	CAMP PROGRAMS	348,439	365,300	323,000	377,200	433,000	430,700
263	HOUSING	1,045	1,883	500	2,600	2,500	2,500
265	AFFORDABLE HOUSING GRANT	663	1,135	300	-	-	-
270	PUBLIC SAFETY SPECIAL REVENUES	64,790	166,847	49,500	97,300	49,500	49,500
317	PUBLIC FACILITIES	149,005	148,995	153,300	153,300	152,400	151,100
320	CAPITAL LEASE	70,400	70,400	202,400	202,400	202,400	202,400
420	PUBLIC IMPROVEMENT GRANT	12,290	145,721	-	847	-	-
450	SAND REPLENISHMENT/RETENTION CIP	219,398	250,647	235,400	266,400	276,400	276,400
459	MISC. CAPITAL PROJECTS	596,063	989,458	153,000	1,396,983	251,000	468,000
47X	ASSESSMENT DISTRICTS CIP	574	961	100	150	100	100
509	SANITATION	5,049,982	5,316,083	5,289,800	5,305,800	5,420,360	5,554,183
65X	SUCCESSOR AGENCY	626,297	521,529	569,400	569,400	479,840	479,840
TOTAL CITY & RDA FUNDS		<u>26,510,503</u>	<u>30,864,300</u>	<u>28,299,900</u>	<u>30,535,202</u>	<u>28,818,300</u>	<u>29,353,023</u>

**REVENUES BY MAJOR CATEGORIES AND SOURCES**

	2014-2015	2015-2016	2016-2017		2017-2018	2018-2019
	ACTUAL	ACTUAL	ADOPTED BUDGET	2016-2017 PROJECTED	PROPOSED BUDGET	PROPOSED BUDGET
<b>GENERAL FUND (Major Fund)</b>						
<b>Tax Revenues</b>						
Property Taxes - Current	6,271,544	6,642,809	6,861,500	6,970,000	7,297,000	7,511,400
Property Taxes - Delinquent	29,368	40,829	50,000	35,000	35,000	25,000
<b>Total Property Taxes</b>	<b>6,300,912</b>	<b>6,683,638</b>	<b>6,911,500</b>	<b>7,005,000</b>	<b>7,332,000</b>	<b>7,536,400</b>
Sales and Use Tax	2,158,817	2,662,374	3,184,600	3,170,094	3,233,100	3,298,400
Sales Tax (County)	649,386	592,731	-	-	-	-
Transient Occupancy Tax - Hotels	880,509	949,463	910,000	950,000	1,000,000	1,000,000
TOT - Short-term Vacation Rentals	259,048	285,679	265,000	380,000	380,000	380,000
Franchise Fees	765,995	736,041	749,000	726,000	726,000	726,000
Property Transfer Tax	190,058	223,470	150,000	185,000	160,000	160,000
Street Sweeping	44,925	44,925	45,000	45,000	45,000	45,000
Hazardous Household Waste	29,713	29,803	29,000	29,000	29,000	29,000
Fire Benefit Fees	438,747	446,840	440,000	440,000	440,000	440,000
Solid Waste Fee NPDES	243,711	240,614	240,000	240,000	240,000	240,000
RDA Pass Thru Payments	29,756	61,870	30,000	80,000	80,000	80,000
<b>Total Taxes and Fees Revenues</b>	<b>11,991,577</b>	<b>12,957,448</b>	<b>12,954,100</b>	<b>13,250,094</b>	<b>13,665,100</b>	<b>13,934,800</b>
<b>Licenses and Permits</b>						
Business Registration	134,159	139,370	135,000	135,000	135,000	135,000
Building/Plumbing/Electrical/ Permits	277,394	281,704	240,000	285,000	290,000	290,000
Animal Licenses	19,858	20,241	20,400	20,400	20,400	20,400
Other Special Permits	30,276	30,266	26,000	31,000	31,000	31,000
<b>Total Licenses and Permits</b>	<b>461,687</b>	<b>471,581</b>	<b>421,400</b>	<b>471,400</b>	<b>476,400</b>	<b>476,400</b>
<b>Fines and Penalties</b>						
CVC Fines	51,242	65,191	60,000	60,000	60,000	60,000
Admin Citations	2,454	1,973	1,500	4,000	4,000	4,000
Parking Citations	91,830	144,290	140,000	120,000	140,000	140,000
Red Light Citations	246,757	287,163	260,000	300,000	280,000	280,000
False Alarm Fines	400	4,304	2,300	4,400	3,000	3,000
<b>Total Fines and Penalties</b>	<b>392,683</b>	<b>502,921</b>	<b>463,800</b>	<b>488,400</b>	<b>487,000</b>	<b>487,000</b>
<b>Use of Money and Property</b>						
Investment Interest Earnings	27,357	97,104	40,000	93,000	85,000	85,000
Sale of Personal Property	3,932	1,417	-	-	-	-
Property Rental	84,567	98,371	86,000	120,000	110,000	110,000
<b>Total Use of Money and Property</b>	<b>115,856</b>	<b>196,892</b>	<b>126,000</b>	<b>213,000</b>	<b>195,000</b>	<b>195,000</b>
<b>Intergovernmental Revenues</b>						
Motor Vehicle in-Lieu	1,308,714	1,381,117	1,424,000	1,445,000	1,510,000	1,555,300
State Homeowners Exemption (HOE)	51,892	51,145	53,000	53,000	53,000	53,000
Off Track Betting (OTB)	40,879	33,633	35,000	30,000	25,000	25,000
SB 90	13,598	144,544	-	7,640	-	-
Fire Revenue from Other Agencies	175,526	167,877	185,100	225,000	200,000	200,000
Miscellaneous	55,762	24,303	21,000	21,000	21,000	21,000
<b>Total Intergovernmental Revenues</b>	<b>1,646,371</b>	<b>1,802,619</b>	<b>1,718,100</b>	<b>1,781,640</b>	<b>1,809,000</b>	<b>1,854,300</b>



**REVENUES BY MAJOR CATEGORIES AND SOURCES**

	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018	2018-2019
	ACTUAL	ACTUAL	ADOPTED	PROJECTED	PROPOSED	PROPOSED
			BUDGET		BUDGET	BUDGET
<b>Service Charges</b>						
Planning and Zoning	220,197	267,530	210,000	125,000	200,000	200,000
Building/Plan Check Fees	169,404	188,469	175,000	290,000	225,000	225,000
Public Facilities Fees	28,248	78,648	30,000	72,000	50,000	50,000
Engineering Fees	163,256	230,307	145,000	282,667	200,000	200,000
Ramp/Seawall Fees	-	7,570	5,000	7,570	15,000	5,000
Fire Plan Check Fees	72,170	72,975	65,000	105,000	90,000	90,000
Park Fees	-	-	-	1,800	-	-
Miscellaneous	1,830	(1,029)	-	-	-	-
<b>Total Service Charges</b>	<b>655,105</b>	<b>844,470</b>	<b>630,000</b>	<b>884,037</b>	<b>780,000</b>	<b>770,000</b>
<b>Other Revenues</b>						
Community Grants/Contributions	18,254	95,000	12,500	97,500	12,500	12,500
Miscellaneous Revenues	27,949	7,403	40,000	75,000	40,000	40,000
Administration Charges	146,600	146,600	146,600	146,600	146,600	146,600
<b>Total Other Revenues</b>	<b>192,803</b>	<b>249,003</b>	<b>199,100</b>	<b>319,100</b>	<b>199,100</b>	<b>199,100</b>
<b>Subtotal General Fund</b>	<b>15,456,081</b>	<b>17,024,934</b>	<b>16,512,500</b>	<b>17,407,671</b>	<b>17,611,600</b>	<b>17,916,600</b>
<b>Risk Management Insurance</b>						
Investment Interest Earnings	1,716	3,496	2,000	6,500	4,000	4,000
Miscellaneous Revenues	22,255	59,424	88,400	262,960	-	-
Departmental Charges	403,400	185,800	309,900	178,600	475,900	575,400
<b>Total Risk Management</b>	<b>427,371</b>	<b>248,720</b>	<b>400,300</b>	<b>448,060</b>	<b>479,900</b>	<b>579,400</b>
<b>Workers' Compensation Insurance</b>						
Investment Interest Earnings	913	2,789	300	4,590	3,000	3,000
Miscellaneous Revenues	10,341	63,982	-	16,265	-	2,500
Departmental Charges	262,000	275,200	362,200	341,300	374,900	485,800
<b>Total Worker's Compensation</b>	<b>273,254</b>	<b>341,971</b>	<b>362,500</b>	<b>362,155</b>	<b>377,900</b>	<b>491,300</b>
<b>Asset Replacement</b>						
Investment Interest Earnings	4,850	15,281	5,000	21,000	17,000	17,000
Proceeds from Capital Lease	-	614,759	-	-	-	-
Miscellaneous Revenues	-	-	-	-	-	-
Departmental Charges	310,900	342,600	360,400	360,400	383,400	383,400
<b>Total Asset Replacement</b>	<b>315,750</b>	<b>972,640</b>	<b>365,400</b>	<b>381,400</b>	<b>400,400</b>	<b>400,400</b>
<b>Facilities Replacement</b>						
Investment Interest Earnings	-	1,452	-	4,000	3,500	3,500
Departmental Charges	100,000	150,000	150,000	150,000	150,000	150,000
<b>Total Facilities Replacement</b>	<b>100,000</b>	<b>151,452</b>	<b>150,000</b>	<b>154,000</b>	<b>153,500</b>	<b>153,500</b>
<b>PERS Side Fund</b>						
Departmental Charges	469,612	484,875	500,700	500,700	516,800	168,300
<b>OPEB Obligation</b>						
Investment Interest Earnings	-	-	-	1,600	-	-
Departmental Charges	-	220,376	-	-	-	-
<b>Total Facilities Replacement</b>	<b>-</b>	<b>220,376</b>	<b>-</b>	<b>1,600</b>	<b>-</b>	<b>-</b>
<b>Pension Stabilization</b>						
Investment Interest Earnings	-	8,897	-	40,000	37,000	37,000
Departmental Charges	-	816,209	-	-	-	-
<b>Total Facilities Replacement</b>	<b>-</b>	<b>825,106</b>	<b>-</b>	<b>40,000</b>	<b>37,000</b>	<b>37,000</b>
<b>TOTAL GENERAL FUND</b>	<b>17,042,068</b>	<b>20,270,074</b>	<b>18,291,400</b>	<b>19,295,586</b>	<b>19,577,100</b>	<b>19,746,500</b>

**REVENUES BY MAJOR CATEGORIES AND SOURCES**

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED	2017-2018 PROPOSED BUDGET	2018-2019 PROPOSED BUDGET
<b>SPECIAL REVENUE FUNDS (Minor Funds)</b>						
<b>State Gas Tax Fund</b>						
Investment Interest Earnings	1,092	1,355	700	2,500	2,000	2,000
State Gas Taxes	355,518	293,132	274,200	262,742	304,400	309,800
<b>Total State Gas Tax Fund</b>	<b>356,610</b>	<b>294,487</b>	<b>274,900</b>	<b>265,242</b>	<b>306,400</b>	<b>311,800</b>
<b>MID 33 Highway 101</b>						
Property Tax	100,455	106,056	95,000	110,000	112,200	114,400
Benefit Fees	11,689	13,296	11,500	11,500	11,500	11,500
State HOE	822	812	600	600	600	600
Investment Interest Earnings	1,035	1,856	500	500	500	500
<b>Total MID 33 Highway 101</b>	<b>114,001</b>	<b>122,020</b>	<b>107,600</b>	<b>122,600</b>	<b>124,800</b>	<b>127,000</b>
<b>MID 9C Santa Fe Hills</b>						
Property Tax	183,334	190,344	180,000	199,861	203,800	207,800
Benefit Fees	95,240	95,210	95,000	95,000	95,000	95,000
State HOE	1,509	1,455	1,500	1,500	1,500	1,500
Investment Interest Earnings	94	708	-	-	-	-
<b>Total MID 9C Santa Fe Hills</b>	<b>280,177</b>	<b>287,717</b>	<b>276,500</b>	<b>296,361</b>	<b>300,300</b>	<b>304,300</b>
<b>MID 9E Isla Verde</b>						
Benefit Fees	5,982	5,982	6,000	6,000	6,000	6,000
<b>MID 9H San Elijo #2</b>						
Property Tax	65,712	68,791	65,000	67,600	68,900	66,300
Benefit Fees	34,042	34,348	34,200	34,200	34,200	34,200
State HOE	541	526	400	400	400	400
Investment Interest Earnings	323	730	100	100	100	100
<b>Total MID 9H San Elijo #2</b>	<b>100,618</b>	<b>104,395</b>	<b>99,700</b>	<b>102,300</b>	<b>103,600</b>	<b>101,000</b>
<b>Coastal Rail Trail Maintenance District</b>						
Benefit Fees	72,571	74,263	75,000	75,000	76,500	76,500
Investment Interest Earnings	140	120	-	300	-	-
<b>Total CRT Maintenance District</b>	<b>72,711</b>	<b>74,383</b>	<b>75,000</b>	<b>75,300</b>	<b>76,500</b>	<b>76,500</b>
<b>Street Light District</b>						
Property Tax	405,238	429,096	390,000	450,551	459,500	468,600
Benefit Fees	78,666	82,193	76,700	82,501	82,500	82,500
State HOE	3,348	3,293	3,200	3,200	3,200	3,200
Investment Interest Earnings	3,400	11,546	1,500	21,000	15,000	15,000
Miscellaneous Revenues	-	69,402	-	-	-	-
<b>Total Street Light District</b>	<b>490,652</b>	<b>595,530</b>	<b>471,400</b>	<b>557,252</b>	<b>560,200</b>	<b>569,300</b>
<b>Developer Pass-Thru</b>						
Charges for Services	439,674	-	100,000	220,000	100,000	100,000
<b>Fire Mitigation Fees</b>						
Charges for Services	970	4,671	4,000	5,000	5,000	5,000
<b>Department of Boating &amp; Waterways</b>						
Investment Interest Earnings	136	53	-	-	-	-
Intergovernmental	600	-	450,000	-	-	-
<b>Total Dept. of Boating &amp; Waterways</b>	<b>736</b>	<b>53</b>	<b>450,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

**REVENUES BY MAJOR CATEGORIES AND SOURCES**

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED	2017-2018 PROPOSED BUDGET	2018-2019 PROPOSED BUDGET
<b>COPS</b>						
Intergovernmental	106,230	114,618	100,000	100,000	100,000	100,000
Investment Interest Earnings	241	437	100	500	400	400
<b>Total COPS</b>	<b>106,471</b>	<b>115,055</b>	<b>100,100</b>	<b>100,500</b>	<b>100,400</b>	<b>100,400</b>
<b>TDA</b>						
Intergovernmental	-	-	500,000	500,000	-	-
<b>Transnet Extension</b>						
Intergovernmental	127,515	703,671	403,100	365,636	150,000	150,000
Investment Interest Earnings	77	123	-	135	-	-
<b>Total Transnet II</b>	<b>127,592</b>	<b>703,794</b>	<b>403,100</b>	<b>365,771</b>	<b>150,000</b>	<b>150,000</b>
<b>CDBG</b>						
Intergovernmental	34,688	107,508	-	53,399	-	-
<b>Miscellaneous Grants</b>						
Intergovernmental	66,330	32,785	-	-	-	-
<b>Coastal Business/Visitors TOT</b>						
Transient Occupancy Tax - Hotels	83,907	94,946	91,000	95,000	100,000	100,000
TOT - Short-term Vacation Rentals	25,365	28,568	26,500	38,000	38,000	38,000
Investment Interest Earnings	717	1,798	1,000	3,000	2,500	2,500
Miscellaneous Revenues	5,088	6,575	-	3,875	-	-
<b>Total Coastal Business/Visitors</b>	<b>115,077</b>	<b>131,887</b>	<b>118,500</b>	<b>139,875</b>	<b>140,500</b>	<b>140,500</b>
<b>Camp Programs</b>						
Junior Lifeguard Program	315,077	333,800	290,000	337,200	373,300	371,000
Recreation Camps	33,362	30,438	33,000	40,000	59,700	59,700
Investment Interest Earnings	-	1,062	-	-	-	-
<b>Total Camp Programs</b>	<b>348,439</b>	<b>365,300</b>	<b>323,000</b>	<b>377,200</b>	<b>433,000</b>	<b>430,700</b>
<b>Housing</b>						
Investment Interest Earnings	1,045	1,883	500	2,600	2,500	2,500
<b>Affordable Housing Grant Fund</b>						
Investment Interest Earnings	663	1,135	300	-	-	-
<b>Public Safety Special Revenues</b>						
CSA 17	21,952	21,024	19,500	19,500	19,500	19,500
Intergovernmental	31,140	139,349	30,000	76,800	30,000	30,000
Miscellaneous Revenues	11,698	6,474	-	1,000	-	-
	64,790	166,847	49,500	97,300	49,500	49,500
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>2,727,226</b>	<b>3,115,432</b>	<b>3,360,100</b>	<b>3,286,700</b>	<b>2,458,700</b>	<b>2,474,500</b>
<b>DEBT SERVICE FUNDS (Minor Funds)</b>						
<b>Public Facilities</b>						
Investment Interest Earnings	5	(5)	-	-	-	-
	5	(5)	-	-	-	-
<b>TOTAL DEBT SERVICE FUNDS</b>	<b>5</b>	<b>(5)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**REVENUES BY MAJOR CATEGORIES AND SOURCES**

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED	2017-2018 PROPOSED BUDGET	2018-2019 PROPOSED BUDGET
<b>CAPITAL PROJECTS FUNDS (Minor Funds)</b>						
<b>Public Improvement Grant</b>						
Investment Interest Earnings	2,290	2,721	-	847	-	-
Intergovernmental	-	100,000	-	-	-	-
Donations	-	43,000	-	-	-	-
<b>Total Public Improvement Grant</b>	<b>2,290</b>	<b>145,721</b>	<b>-</b>	<b>847</b>	<b>-</b>	<b>-</b>
<b>Sand Replenishment TOT</b>						
Transient Occupancy Tax - Hotels	167,814	189,893	182,000	190,000	200,000	200,000
TOT - Short-term Vacation Rentals	50,730	57,136	53,000	76,000	76,000	76,000
Investment Interest Earnings	854	3,618	400	400	400	400
Miscellaneous Revenues	-	-	-	-	-	-
<b>Total Sand Replenishment</b>	<b>219,398</b>	<b>250,647</b>	<b>235,400</b>	<b>266,400</b>	<b>276,400</b>	<b>276,400</b>
<b>City CIP Fund</b>						
Intergovernmental	320,968	60,107	-	815,000	-	-
Investment Interest Earnings	548	2,351	500	10,000	10,000	10,000
Service Charges	1,306	-	-	58,383	-	-
Donations	-	-	-	-	21,000	-
Miscellaneous Revenues	45,776	103,000	-	-	-	-
<b>Total Misc. Capital Projects</b>	<b>368,598</b>	<b>165,458</b>	<b>500</b>	<b>883,383</b>	<b>31,000</b>	<b>10,000</b>
<b>Assessment Districts</b>						
Investment Interest Earnings	574	961	100	150	100	100
<b>Total Assessment Districts</b>	<b>574</b>	<b>961</b>	<b>100</b>	<b>150</b>	<b>100</b>	<b>100</b>
<b>TOTAL CAPITAL PROJECTS FUNDS</b>	<b>590,860</b>	<b>562,787</b>	<b>236,000</b>	<b>1,150,780</b>	<b>307,500</b>	<b>286,500</b>
<b>PROPRIETARY FUNDS (Major Fund)</b>						
<b>Sanitation</b>						
Service Charges	4,949,070	5,151,671	5,220,300	5,220,300	5,350,860	5,484,683
Connection Fees	-	-	-	-	-	-
Investment Interest Earnings/Rentals	71,973	115,322	55,700	71,700	55,700	55,700
Miscellaneous Revenues	28,939	49,090	13,800	13,800	13,800	13,800
Proceeds from Long Term Debt	-	-	-	-	-	-
<b>Total Sanitation</b>	<b>5,049,982</b>	<b>5,316,083</b>	<b>5,289,800</b>	<b>5,305,800</b>	<b>5,420,360</b>	<b>5,554,183</b>
<b>TOTAL PROPRIETARY FUNDS</b>	<b>5,049,982</b>	<b>5,316,083</b>	<b>5,289,800</b>	<b>5,305,800</b>	<b>5,420,360</b>	<b>5,554,183</b>
<b>TOTAL - CITY FUNDS</b>	<b>25,410,141</b>	<b>29,264,371</b>	<b>27,177,300</b>	<b>29,038,866</b>	<b>27,763,660</b>	<b>28,061,683</b>
<b>SUCCESSOR AGENCY</b>						
<b>Successor Agency</b>	<b>626,297</b>	<b>521,529</b>	<b>569,400</b>	<b>569,400</b>	<b>479,840</b>	<b>479,840</b>
<b>OTHER SOURCES OF FUNDS</b>						
<b>Transfers In</b>						
Asset Replacement						
General Fund - Parks & Recreation	4,200	-	-	-	-	-
General Fund - Community Television	-	35,000	45,000	45,000	-	-
Special Revenue Funds:						
Transnet - Motorized	13,000	-	-	-	-	-
Transnet - Extension	-	-	-	12,636	-	-
Debt Service Funds:						
Public Facilities	149,000	149,000	153,300	153,300	152,400	151,100
Capital Lease	70,400	70,400	202,400	202,400	202,400	202,400
Capital Projects Funds:						
City CIP Fund	227,465	824,000	152,500	513,600	220,000	458,000
Public Improvement Grant	10,000	-	-	-	-	-
<b>Total Transfers In</b>	<b>474,065</b>	<b>1,078,400</b>	<b>553,200</b>	<b>926,936</b>	<b>574,800</b>	<b>811,500</b>
<b>Proceeds from Long-Term Debt</b>						
<b>TOTAL OTHER SOURCES OF FUNDS</b>	<b>474,065</b>	<b>1,078,400</b>	<b>553,200</b>	<b>926,936</b>	<b>574,800</b>	<b>811,500</b>
<b>GRAND TOTAL REVENUES</b>	<b>26,510,503</b>	<b>30,864,300</b>	<b>28,299,900</b>	<b>30,535,202</b>	<b>28,818,300</b>	<b>29,353,023</b>

**EXPENDITURE SUMMARY BY FUND**

FUND	DESCRIPTION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018	2018-2019
						PROPOSED BUDGET	PROPOSED BUDGET
001	GENERAL FUND	14,503,325	16,352,028	16,499,500	16,715,622	17,305,100	17,710,600
120	RISK MANAGEMENT/INSURANCE	346,893	400,459	566,800	688,036	512,000	568,300
125	WORKER'S COMPENSATION INS	323,974	362,061	435,200	381,579	458,700	490,100
135	ASSET REPLACEMENT	259,516	778,679	460,000	389,682	634,900	233,500
140	FACILITIES REPLACEMENT	-	-	44,000	44,300	300	300
150	PERS SIDE FUND	47,694	37,673	27,100	27,052	15,800	3,900
160	OTHER POST EMPLOYMENT BENEFITS	-	135,000	-	86,976	-	-
165	PENSION STABILIZATION	-	-	-	4,000	4,000	4,000
202	GAS TAX	484,254	484,254	82,100	334,242	482,600	402,600
203	MID 33 HIGHWAY 101	77,858	84,894	102,400	108,739	115,200	115,200
204	MID 9C SANTA FE HILLS	242,731	220,224	252,200	252,200	252,200	252,200
205	MID 9E ISLA VERDE	5,899	5,899	6,000	6,000	6,000	6,000
207	MID 9H SAN ELIJO #2	83,733	83,737	83,100	83,100	83,100	83,100
208	CRT MAINTENANCE DISTRICT	82,128	70,286	72,500	76,000	72,500	72,500
211	STREET LIGHT DISTRICT	311,210	294,529	352,800	334,062	356,900	356,700
212	TRANSNET NM/PROPOSITION A	13,000	-	-	-	-	-
213	DEVELOPER PASS-THRU	199,222	-	100,000	220,000	100,000	100,000
214	FIRE MITIGATION FEES	8,598	6,000	5,000	5,000	5,000	5,000
215	BOATING & WATERWAYS	1,701	-	450,000	-	-	-
216	LOCAL COASTAL PLAN	-	-	-	-	-	-
218	TRANSNET MOTORIZED	364	-	-	12,636	-	-
219	COPS	101,000	100,000	100,000	100,000	100,000	100,000
220	TDA	-	-	500,000	500,000	-	-
228	TRANSNET EXTENSION	127,400	127,400	350,000	367,203	150,000	150,000
240	CDBG	20,950	20,950	-	53,399	-	-
241	CALTRANS	-	-	-	-	-	-
244	TEA21/ISTEA	-	-	-	-	-	-
245	TEA	-	-	-	-	-	-
246	MISCELLANEOUS GRANT FUND	70,362	70,362	-	-	-	-
250	COASTAL BUSINESS/VISTORS	47,918	93,608	44,500	107,600	48,600	48,600
255	CAMP PROGRAMS	313,078	401,564	311,700	362,771	431,900	429,900
263	HOUSING	-	-	-	-	10,000	10,000
265	AFFORDABLE HOUSING GRANT	37,239	37,239	-	161,317	-	-
270	PUBLIC SAFETY SPECIAL REVENUE	100,438	96,138	24,000	90,648	95,000	85,000
317	PUBLIC FACILITIES	148,974	148,732	153,300	153,300	152,400	151,100
320	CAPITAL LEASE	70,374	70,374	202,400	202,400	202,400	202,400
420	PUBLIC IMPROVEMENT GRANT	381,210	381,210	98,100	115,963	-	-
450	SAND REPLENISHMENT TOT - CIP	140,444	140,444	400,600	189,647	623,200	149,200
459	CITY CIP FUND	672,810	672,810	525,300	1,545,605	923,800	488,400
47X	ASSESSMENT DISTRICTS CIP	-	-	-	-	-	-
509	SANITATION	5,266,077	5,316,427	8,639,800	5,689,808	10,247,300	5,075,700
65X	SUCCESSOR AGENCY	587,125	601,449	569,400	599,930	495,850	496,250
TOTAL CITY & SA FUNDS		25,077,498	27,594,430	31,457,800	30,008,817	33,884,750	27,790,550

## EXPENDITURES & OTHER FINANCING USES

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED	2017-2018 PROPOSED BUDGET	2018-2019 PROPOSED BUDGET
<b>GENERAL FUND (Major Fund)</b>						
<b>General Government</b>						
City Council	246,144	354,148	291,700	264,107	293,100	294,100
City Clerk	334,104	335,360	418,000	375,579	427,500	432,800
City Attorney	417,866	490,601	525,000	503,145	523,600	523,900
City Manager	342,148	307,617	329,700	358,194	372,300	376,100
Finance	665,561	1,772,230	942,200	879,576	986,000	912,000
Non-Departmental	39,650	34,646	32,100	29,647	36,200	36,200
Human Resources	369,764	256,278	443,200	320,131	446,700	452,800
Information Services	324,359	351,721	390,200	381,998	414,700	424,900
Total General Government	2,739,597	3,902,602	3,372,100	3,112,377	3,500,100	3,452,800
<b>Community Development</b>						
Planning	571,049	638,235	720,900	687,757	743,200	752,800
Building Services	352,394	355,435	315,300	433,250	315,100	315,100
Total Community Development	923,442	993,670	1,036,200	1,121,007	1,058,300	1,067,900
<b>Public Safety</b>						
Law Enforcement	3,381,458	3,484,434	3,634,400	3,633,100	3,857,100	4,094,500
Fire Department	3,986,353	4,265,237	4,394,200	4,545,065	4,719,600	4,706,900
Animal Regulation	98,101	98,609	96,000	96,000	107,200	117,600
Code/Parking Enforcement	206,575	218,798	237,200	189,531	237,200	240,500
Emergency Preparedness	29,325	27,412	28,500	29,500	30,700	30,700
Marine Safety	767,177	838,631	867,800	879,301	858,800	843,600
Shoreline Protection	1,048	1,500	1,100	1,100	1,100	1,100
Total Public Safety	8,470,037	8,934,621	9,259,200	9,373,597	9,811,700	10,034,900
<b>Public Works</b>						
Engineering	340,274	326,667	364,700	370,972	368,000	372,400
Storm Water Management	230,623	284,874	307,400	345,290	342,400	344,200
Street Maintenance	376,559	377,169	515,900	450,179	572,300	543,800
Traffic Safety	122,837	152,380	180,900	172,500	180,900	180,900
Street Sweeping	42,432	45,022	45,500	45,500	48,500	48,500
Park Maintenance	292,632	288,952	332,100	318,044	336,400	340,000
Public Facilities	333,561	414,009	431,700	422,500	435,300	433,500
Total Public Works	1,738,917	1,889,073	2,178,200	2,124,985	2,283,800	2,263,300
<b>Community Services</b>						
Community Services	101,300	99,217	113,200	124,077	113,200	115,200
Recreation	153,667	160,681	189,800	191,679	165,600	167,400
Total Community Services	254,966	259,898	303,000	315,756	278,800	282,600
<b>Subtotal General Fund</b>	<b>14,126,960</b>	<b>15,979,863</b>	<b>16,148,700</b>	<b>16,047,722</b>	<b>16,932,700</b>	<b>17,101,500</b>

## EXPENDITURES & OTHER FINANCING USES

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED	2017-2018 PROPOSED BUDGET	2018-2019 PROPOSED BUDGET
Risk Management Insurance	346,893	400,459	566,800	688,036	512,000	568,300
Workers' Compensation Insurance	323,974	362,061	435,200	381,579	458,700	490,100
Asset Replacement	259,516	778,679	328,000	257,682	502,900	101,500
Facilities Replacement	-	-	44,000	300	300	300
PERS Side Fund	47,694	37,673	27,100	27,052	15,800	3,900
Other Post Employment Benefits	-	135,000	-	86,976	-	-
Pension Stabilization	-	-	-	4,000	4,000	4,000
<b>TOTAL GENERAL FUND</b>	<b>15,105,036</b>	<b>17,693,735</b>	<b>17,549,800</b>	<b>17,493,347</b>	<b>18,426,400</b>	<b>18,269,600</b>
<b>SPECIAL REVENUE FUNDS (Minor Funds)</b>						
State Gas Tax Fund						
Public Works	41,761	41,761	2,100	7,180	2,600	2,600
Capital Projects	442,493	442,493	80,000	327,062	480,000	400,000
Total State Gas Tax Fund	484,254	484,254	82,100	334,242	482,600	402,600
Special Districts						
MID 33 Highway 101	77,858	84,894	102,400	108,739	115,200	115,200
MID 9C Santa Fe Hills	242,731	220,224	252,200	252,200	252,200	252,200
MID 9E Isla Verde	5,899	5,899	6,000	6,000	6,000	6,000
MID 9H San Elijo #2	83,733	83,737	83,100	83,100	83,100	83,100
Coastal Rail Trail Maint District	82,128	70,286	72,500	76,000	72,500	72,500
Street Light District	240,810	224,129	282,400	263,662	286,500	286,300
Total Special Districts	733,159	689,169	798,600	789,701	815,500	815,300
Developer Pass-Thru	199,222	-	100,000	220,000	100,000	100,000
Fire Mitigation Fees	8,598	6,000	5,000	5,000	5,000	5,000
Dept of Boating & Waterways	1,701	-	450,000	-	-	-
TransNet - Motorized	364	-	-	-	-	-
COPS	101,000	100,000	100,000	100,000	100,000	100,000
TDA	-	-	500,000	500,000	-	-
TransNet Extension	127,400	127,400	350,000	367,203	150,000	150,000
CDBG	20,950	20,950	-	53,399	-	-
Miscellaneous Grants	70,362	70,362	-	-	-	-
Coastal Business/Visitors TOT	47,918	40,608	44,500	107,600	48,600	48,600
Camp Programs						
Junior Lifeguard Program	290,834	375,280	282,200	337,160	372,200	370,200
Recreation Camps	22,244	26,284	29,500	25,611	59,700	59,700
Total Camp Programs	313,078	401,564	311,700	362,771	431,900	429,900
Housing	-	-	-	-	10,000	10,000
Affordable Housing Grant	37,239	37,239	-	161,317	-	-
Public Safety Special Revenues	96,138	96,138	24,000	90,648	95,000	85,000
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>2,241,383</b>	<b>2,073,684</b>	<b>2,765,900</b>	<b>3,091,881</b>	<b>2,238,600</b>	<b>2,146,400</b>
<b>DEBT SERVICE FUNDS (Minor Funds)</b>						
Public Facilities	148,974	148,732	153,300	153,300	152,400	151,100
Capital Lease	70,374	70,374	202,400	202,400	202,400	202,400
<b>TOTAL DEBT SERVICE FUNDS</b>	<b>219,348</b>	<b>219,106</b>	<b>355,700</b>	<b>355,700</b>	<b>354,800</b>	<b>353,500</b>
<b>CAPITAL PROJECTS FUNDS (Minor Funds)</b>						
Public Improvement Grant	381,210	381,210	98,100	115,963	-	-
Sand Replenishment TOT	140,444	140,444	400,600	189,647	623,200	149,200
City CIP Fund	672,810	672,810	525,300	1,545,605	923,800	488,400
Assessment Districts	-	-	-	-	-	-
<b>TOTAL CAPITAL PROJECTS FUNDS</b>	<b>1,194,464</b>	<b>1,194,464</b>	<b>1,024,000</b>	<b>1,851,215</b>	<b>1,547,000</b>	<b>637,600</b>

**EXPENDITURES & OTHER FINANCING USES**

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED	2017-2018 PROPOSED BUDGET	2018-2019 PROPOSED BUDGET
<b>PROPRIETARY FUND (Major Fund)</b>						
Sanitation						
Maintenance	2,740,718	2,747,833	2,954,900	2,824,966	2,941,900	2,960,800
Debt Service	1,424,762	1,415,139	1,427,200	1,427,174	1,431,600	1,428,900
Improvements (San Elijo JPA)	451,903	504,761	457,700	457,668	143,800	151,000
Capital Projects	648,694	648,694	3,800,000	980,000	5,730,000	535,000
Total Sanitation	5,266,077	5,316,427	8,639,800	5,689,808	10,247,300	5,075,700
<b>TOTAL PROPRIETARY FUNDS</b>	5,266,077	5,316,427	8,639,800	5,689,808	10,247,300	5,075,700
<b>TOTAL - CITY FUNDS</b>	24,026,308	26,497,416	30,335,200	28,481,951	32,814,100	26,482,800
<b>SUCCESSOR AGENCY</b>						
Successor Agency	577,125	601,449	569,400	599,930	495,850	496,250
<b>OTHER SOURCES OF FUNDS</b>						
<b>Transfers Out</b>						
General Fund						
Undesignated						
Debt Service-Public Facilities	149,000	149,000	153,300	153,300	152,400	151,100
City CIP Fund	223,165	223,165	152,500	469,600	220,000	458,000
Reserve for Community Television						
Asset Replacement	-	-	45,000	45,000	-	-
Reserve for Parks and Recreation						
Asset Replacement	4,200	-	-	-	-	-
Facilities Replacement	-	-	-	-	-	-
City CIP Fund	-	-	-	44,000	-	-
Asset Replacement	-	-	-	-	-	-
Capital Leases	-	-	132,000	132,000	132,000	132,000
Street Lighting						
Capital Leases	70,400	70,400	70,400	70,400	70,400	70,400
Transnet - Extension						
Transnet Motorized	13,000	-	-	-	-	-
Transnet - Motorized						
Transnet - Extension	-	-	-	12,636	-	-
Coastal Business/Visitors TOT						
Public Arts Reserve						
City CIP Fund		53,000	-	-	-	-
Public Safety Special Revenue						
City CIP Fund	4,300	-	-	-	-	-
Successor Agency						
Public Improvement Grant	10,000	-	-	-	-	-
<b>Total Transfers Out</b>	474,065	495,565	553,200	926,936	574,800	811,500
<b>TOTAL OTHER USES OF FUNDS</b>	474,065	495,565	553,200	926,936	574,800	811,500
<b>TOTAL EXPENDITURES-ALL FUNDS</b>	25,077,498	27,594,430	31,457,800	30,008,817	33,884,750	27,790,550



# GRAPHS AND SUMMARIES

ALL FUNDS FISCAL YEAR 2017-2018

	General Fund (001)	General Fund Internal Services (120-165) Page B-20	Gas Tax (202)	Municipal Improvmnt Districts (203-205) (207,208) Page B-21	Successor Agency to the Solana Beach RDA 65X
<b><u>Resources</u></b>					
<b><u>Revenue</u></b>					
Property Tax	7,332,000	-	-	384,900	-
Sales Tax	3,233,100	-	-	-	-
Other Taxes and Fees	3,100,000	-	-	223,200	-
Licenses and Permits	476,400	-	-	-	-
Fines, Forfeits and Penalties	487,000	-	-	-	-
Use of Money and Property	195,000	64,500	2,000	600	-
Intergovernmental	1,809,000	-	304,400	2,500	-
Service Charges	780,000	-	-	-	-
Other Revenue	199,100	1,901,000	-	-	-
Tax Increment	-	-	-	-	479,840
<b>Total Revenue</b>	<b>17,611,600</b>	<b>1,965,500</b>	<b>306,400</b>	<b>611,200</b>	<b>479,840</b>
<b><u>Other Sources of Funds</u></b>					
Proceeds from Long-Term Debt	-	-	-	-	-
Transfers In	-	-	-	-	-
<b>Total Other Sources of Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total 2017/18</b>					
<b>Resources</b>	17,611,600	1,965,500	306,400	611,200	479,840
<b>07/01/17 Estimated</b>					
<b>Fund Balance</b>	10,147,199	3,881,429	389,194	863,967	551,525
<b>Total Resources</b>	<b>27,758,799</b>	<b>5,846,929</b>	<b>695,594</b>	<b>1,475,168</b>	<b>1,031,365</b>
<b><u>Appropriations</u></b>					
<b><u>Operating Expenses</u></b>					
Salaries	5,310,400	93,500	-	14,400	105,500
Fringe Benefits	2,283,000	23,700	-	4,900	32,600
Materials, Supplies, Services	7,668,700	859,300	2,600	507,700	109,150
Capital, Debt Service & Charges	1,670,600	501,400	-	2,000	248,600
<b>Total Operating Expenses</b>	<b>16,932,700</b>	<b>1,477,900</b>	<b>2,600</b>	<b>529,000</b>	<b>495,850</b>
<b><u>Other Uses of Funds</u></b>					
Debt Service	-	15,800	-	-	-
Capital Improvements	-	-	480,000	-	-
Transfers Out	372,400	132,000	-	-	-
<b>Total Other Uses of Funds</b>	<b>372,400</b>	<b>147,800</b>	<b>480,000</b>	<b>-</b>	<b>-</b>
<b>Total 2017/18 Use of Funds</b>	<b>17,305,100</b>	<b>1,625,700</b>	<b>482,600</b>	<b>529,000</b>	<b>495,850</b>
<b>Designated Reserves (Est.)</b>	<b>5,102,580</b>	<b>4,221,229</b>	<b>212,994</b>	<b>946,168</b>	<b>535,515</b>
<b>Undesignated Reserves (Est.)</b>	<b>5,351,119</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Appropriations</b>	<b>27,758,799</b>	<b>5,846,929</b>	<b>695,594</b>	<b>1,475,168</b>	<b>1,031,365</b>

<b>Street Light District (211)</b>	<b>Special Revenue (212-270) Page B-24 to B-25</b>	<b>Debt Service (317/320) Page B-26</b>	<b>Capital Imprvmt (420-46X) Page B-23</b>	<b>Sanitation (509)</b>	<b>Total All Funds</b>
459,500	-	-	-	-	8,176,400
-	-	-	-	-	3,233,100
82,500	138,000	-	276,000	-	3,819,700
-	-	-	-	-	476,400
-	-	-	-	-	487,000
15,000	5,400	-	10,500	55,700	348,700
3,200	299,500	-	-	-	2,418,600
-	538,000	-	-	5,350,860	6,668,860
-	-	-	21,000	13,800	2,134,900
-	-	-	-	-	479,840
560,200	980,900	-	307,500	5,420,360	28,243,500
-	-	-	-	-	-
-	-	354,800	220,000	-	574,800
-	-	354,800	220,000	-	574,800
560,200	980,900	354,800	527,500	5,420,360	28,818,300
1,911,093	1,241,459	24,828	1,489,115	29,327,186	49,826,995
2,471,293	2,222,359	379,628	2,016,615	34,747,546	78,645,295
75,700	208,900	-	-	344,500	6,152,900
25,800	40,300	-	-	115,300	2,525,600
174,900	541,300	-	-	2,269,300	12,132,950
10,100	-	-	-	356,600	2,789,300
286,500	790,500	-	-	3,085,700	23,600,750
-	-	354,800	-	1,431,600	1,802,200
-	150,000	-	1,547,000	5,730,000	7,907,000
70,400	-	-	-	-	574,800
70,400	150,000	354,800	1,547,000	7,161,600	10,284,000
356,900	940,500	354,800	1,547,000	10,247,300	33,884,750
2,114,393	1,281,859	24,828	469,615	24,500,246	39,409,426
-	-	-	-	-	5,351,119
2,471,293	2,222,359	379,628	2,016,615	34,747,546	78,645,295

# GRAPHS AND SUMMARIES

ALL FUNDS FISCAL YEAR 2018-2019

	General Fund (001)	General Fund Internal Services (120-165) Page B-20	Gas Tax (202)	Municipal Improvmnt Districts (203-205) (207,208) Page B-21	Successor Agency to the Solana Beach RDA 65X
<b><u>Resources</u></b>					
<b><u>Revenue</u></b>					
Property Tax	7,536,400	-	-	388,500	-
Sales Tax	3,298,400	-	-	-	-
Other Taxes and Fees	3,100,000	-	-	223,200	-
Licenses and Permits	476,400	-	-	-	-
Fines, Forfeits and Penalties	487,000	-	-	-	-
Use of Money and Property	195,000	64,500	2,000	600	-
Intergovernmental	1,854,300	-	309,800	2,500	-
Service Charges	770,000	-	-	-	-
Other Revenue	199,100	1,765,400	-	-	-
Tax Increment	-	-	-	-	479,840
<b>Total Revenue</b>	<b>17,916,600</b>	<b>1,829,900</b>	<b>311,800</b>	<b>614,800</b>	<b>479,840</b>
<b><u>Other Sources of Funds</u></b>					
Proceeds from Long-Term Debt	-	-	-	-	-
Transfers In	-	-	-	-	-
<b>Total Other Sources of Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total 2018/19 Resources</b>	<b>17,916,600</b>	<b>1,829,900</b>	<b>311,800</b>	<b>614,800</b>	<b>479,840</b>
<b>07/01/18 Estimated Fund Balance</b>	<b>10,453,699</b>	<b>4,221,229</b>	<b>212,994</b>	<b>946,168</b>	<b>535,515</b>
<b>Total Resources</b>	<b>28,370,299</b>	<b>6,051,129</b>	<b>524,794</b>	<b>1,560,968</b>	<b>1,015,355</b>
<b><u>Appropriations</u></b>					
<b><u>Operating Expenses</u></b>					
Salaries	5,310,400	93,500	-	14,400	105,500
Fringe Benefits	2,456,200	23,700	-	5,300	34,800
Materials, Supplies, Services	7,823,400	947,000	2,600	507,700	109,150
Capital, Debt Service & Charges	1,511,500	100,000	-	1,600	246,800
<b>Total Operating Expenses</b>	<b>17,101,500</b>	<b>1,164,200</b>	<b>2,600</b>	<b>529,000</b>	<b>496,250</b>
<b><u>Other Uses of Funds</u></b>					
Debt Service	-	3,900	-	-	-
Capital Improvements	-	-	400,000	-	-
Transfers Out	609,100	132,000	-	-	-
<b>Total Other Uses of Funds</b>	<b>609,100</b>	<b>135,900</b>	<b>400,000</b>	<b>-</b>	<b>-</b>
<b>Total 2018/19 Use of Funds</b>	<b>17,710,600</b>	<b>1,300,100</b>	<b>402,600</b>	<b>529,000</b>	<b>496,250</b>
<b>Designated Reserves (Est.)</b>	<b>5,216,925</b>	<b>4,751,029</b>	<b>122,194</b>	<b>1,031,968</b>	<b>519,105</b>
<b>Undesignated Reserves (Est.)</b>	<b>5,442,774</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Appropriations</b>	<b>28,370,299</b>	<b>6,051,129</b>	<b>524,794</b>	<b>1,560,968</b>	<b>1,015,355</b>

<b>Street Light District (211)</b>	<b>Special Revenue (212-270) Page B-24 to B-25</b>	<b>Debt Service (317/320) Page B-26</b>	<b>Capital Imprvmt (420-46X) Page B-23</b>	<b>Sanitation (509)</b>	<b>Total All Funds</b>
468,600	-	-	-	-	8,393,500
-	-	-	-	-	3,298,400
82,500	138,000	-	276,000	-	3,819,700
-	-	-	-	-	476,400
-	-	-	-	-	487,000
15,000	5,400	-	10,500	55,700	348,700
3,200	299,500	-	-	-	2,469,300
-	535,700	-	-	5,484,683	6,790,383
-	-	-	-	13,800	1,978,300
-	-	-	-	-	479,840
569,300	978,600	-	286,500	5,554,183	28,541,523
-	-	-	-	-	-
-	-	353,500	458,000	-	811,500
-	-	353,500	458,000	-	811,500
569,300	978,600	353,500	744,500	5,554,183	29,353,023
2,114,393	1,281,859	24,828	469,615	24,500,246	44,760,545
2,683,692	2,260,459	378,328	1,214,115	30,054,428	74,113,568
75,700	208,900	-	-	344,500	6,152,900
27,500	40,300	-	-	122,800	2,710,600
174,900	529,300	-	-	2,288,000	12,382,050
8,200	-	-	-	366,500	2,234,600
286,300	778,500	-	-	3,121,800	23,480,150
-	-	353,500	-	1,428,900	1,786,300
-	150,000	-	637,600	535,000	1,722,600
70,400	-	-	-	-	811,500
70,400	150,000	353,500	637,600	1,963,900	4,320,400
356,700	928,500	353,500	637,600	5,085,700	27,800,550
2,326,992	1,331,959	24,828	576,515	24,968,728	40,870,244
-	-	-	-	-	5,442,774
2,683,692	2,260,459	378,328	1,214,115	30,054,428	74,113,568

**INTERFUND TRANSFERS**

**Fiscal Year 2017-2018**

TRANSFER FROM	TRANSFER TO						TOTAL
	GENERAL FUND	PUBLIC FACILITIES	CAPITAL LEASES	ASSET REPLACEMENT	MISC CAPITAL PROJECTS	RDA LOW/MOD HOUSING	
GENERAL FUND							-
UNDESIGNATED RESERVES		152,400			220,000		372,400
DESIGNATED RESERVES							-
ASSET REPLACEMENT			132,000				132,000
STREET LIGHTING			70,400				70,400
MISCELLANEOUS CAPITAL PROJECTS							-
<b>TOTAL IN:</b>	-	152,400	202,400	-	220,000	-	574,800

**Transfers To:**

135-4910	-
317-4910	152,400
320-4910	202,400
459-4910	220,000
	<u>574,800</u>

**Transfers From:**

001-6810	372,400
135-6810	132,000
211-6810	70,400
	<u>574,800</u>

**INTERFUND TRANSFERS**

**Fiscal Year 2018-2019**

TRANSFER FROM	TRANSFER TO						TOTAL
	GENERAL FUND	PUBLIC FACILITIES	CAPITAL LEASES	ASSET REPLACEMENT	MISC CAPITAL PROJECTS	RDA LOW/MOD HOUSING	
GENERAL FUND							-
UNDESIGNATED RESERVES		151,100			458,000		609,100
DESIGNATED RESERVES							-
ASSET REPLACEMENT			132,000				132,000
STREET LIGHTING			70,400				70,400
MISCELLANEOUS CAPITAL PROJECTS							-
TOTAL IN:	-	151,100	202,400	-	458,000	-	811,500

**Transfers To:**

135-4910	-
317-4910	151,100
320-4910	202,400
459-4910	458,000
	<u>811,500</u>

**Transfers From:**

001-6810	609,100
135-6810	132,000
211-6810	70,400
	<u>811,500</u>

**GRAPHS AND SUMMARIES**

**General Fund Operating Expenditures by Object Code**

OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	3,683,226	4,026,726	4,367,900	4,113,503	4,422,500	4,422,500
6102	Part Time & Temporary Salaries	478,290	371,037	374,100	399,306	391,800	391,800
6103	Overtime	411,438	537,465	333,800	565,300	386,400	386,400
6104	Special Pay	95,594	147,166	107,300	111,675	109,700	109,700
6105	Temporary Non-Payroll	72,860	29,395	-	24,394	-	-
6205	Retirement	771,922	538,993	583,300	553,982	529,700	532,100
6207	Retirement-UAL	-	391,742	460,700	460,700	563,000	725,400
6210	Medicare	65,179	71,054	74,900	73,972	76,900	76,900
6211	Social Security	18,441	17,098	14,100	13,157	14,100	14,100
6220	Flex Credit Benefit	637,297	678,673	768,400	729,317	796,500	796,500
6244	LT Disability Insurance	10,731	12,681	13,500	13,151	13,500	13,500
6245	Life Insurance	9,519	10,147	14,300	10,537	14,900	14,900
6255	Deferred Compensation	208	5,082	5,000	5,013	6,000	6,000
6248	RHSA % Benefit	15,828	17,347	17,700	24,039	37,100	37,100
6260	Unemployment Insurance	7,547	2,199	20,000	19,357	20,000	20,000
6270	Retirees Health Insurance	127,279	131,536	145,000	160,970	168,000	176,400
6280	Auto Allowance	13,231	28,603	32,900	27,165	33,300	33,300
6285	Uniform Allowance	-	3,100	2,000	1,750	2,000	2,000
6290	Phone Allowance	918	-	-	-	-	-
6295	Rideshare	6,880	5,291	8,000	5,189	8,000	8,000
<b>TOTAL</b>		<b>6,426,387</b>	<b>7,025,335</b>	<b>7,342,900</b>	<b>7,312,477</b>	<b>7,593,400</b>	<b>7,766,600</b>
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences & Meetings	12,772	15,990	32,500	27,120	35,700	35,100
6320	Training	12,491	13,174	29,800	24,275	31,100	30,700
6330	Membership and Dues	74,502	88,707	99,300	98,432	102,100	101,900
6340	Clothing and Personal Expenses	12,344	21,423	18,600	19,550	22,300	23,600
6341	Tuition Reimbursement	5,049	6,269	4,000	4,000	5,000	5,000
6350	Pre-Employment	8,472	10,881	4,900	4,900	5,000	5,000
6351	Recruitments	56,058	5,996	5,500	6,500	7,000	7,000
6413	Fire Prevention Program	-	-	2,600	1,570	1,800	2,800
6415	Election Supplies	1,307	163	19,000	19,000	1,200	25,000
6416	Office Supplies	10,449	7,806	7,300	4,600	7,200	7,200
6417	Postage	6,819	7,363	8,700	8,450	8,700	9,000
6418	Books, Subscriptions & Printing	25,645	22,682	28,800	25,906	29,800	29,900
6419	Minor Equipment	27,033	26,466	33,500	44,309	29,900	30,700
6420	Departmental Special Supplies	81,791	77,411	87,400	80,047	90,900	90,700
6421	Small Tools	393	153	900	902	1,300	1,200
6427	Vehicle Operating Supplies	39,536	37,537	53,200	40,600	47,100	48,400
6428	Vehicle Maintenance	74,639	48,269	80,400	79,181	82,000	84,000
6522	Advertising	7,998	6,749	8,100	10,934	12,800	13,000
6523	Communications	51,897	61,634	64,500	63,910	68,700	72,300
6524	Utilities - Electric	134,661	127,524	167,000	148,000	162,600	163,800
6525	Rents and Leases	20,173	20,611	21,300	19,923	21,500	22,300
6526	Maint. of Buildings & Grounds	181,511	196,561	217,300	213,200	220,000	220,300
6527	Utilities - Water	44,135	36,361	60,800	55,800	70,300	70,600
6529	Mileage	2,134	1,364	4,200	3,345	4,000	4,000
6530	Professional Services	5,070,600	5,343,886	5,729,200	5,751,754	6,092,100	6,199,100
6531	Maint. & Operation of Equipment	61,118	67,413	109,200	72,150	125,400	129,100
6532	Contribution to Other Agencies	73,150	158,507	75,600	75,709	76,400	76,400
6535	Community Television Production	32,562	35,856	55,600	54,500	55,600	59,600
6538	Special Events	11,739	8,708	19,200	20,000	22,200	22,200
6539	Contingency	32,522	18,427	37,500	37,500	37,500	37,500
6540	Damage Claims	-	30,000	-	-	-	-
6570	Other Charges	176,611	201,469	201,500	202,478	187,000	191,500
6575	Public Arts Expenditures	2,140	-	6,200	4,500	4,500	4,500
<b>TOTAL</b>		<b>6,352,249</b>	<b>6,705,360</b>	<b>7,293,600</b>	<b>7,223,045</b>	<b>7,668,700</b>	<b>7,823,400</b>
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6640	Equipment	11,897	-	-	-	-	-
6910	Claims Liability Charges	242,000	117,600	192,700	192,700	300,400	363,300
6920	Worker's Comp Charges	246,900	259,000	340,300	340,300	352,900	457,100
6930	Asset Replacement Chrgs	310,900	342,600	360,400	360,400	383,400	383,400
6935	Facilities Replacement Charges	100,000	150,000	150,000	150,000	150,000	150,000
6940	PERS Side Fund Charges	436,627	444,968	468,800	468,800	483,900	157,700
6960	PARS OPEB Charges	-	198,780	-	-	-	-
6965	PARS Pension Charges	-	736,220	-	-	-	-
<b>TOTAL</b>		<b>1,348,324</b>	<b>2,249,168</b>	<b>1,512,200</b>	<b>1,512,200</b>	<b>1,670,600</b>	<b>1,511,500</b>
<b>ACTIVITY TOTALS</b>		<b>14,126,960</b>	<b>15,979,863</b>	<b>16,148,700</b>	<b>16,047,722</b>	<b>16,932,700</b>	<b>17,101,500</b>

**GRAPHS AND SUMMARIES**

**Insurance and Asset Replacement Funds**

Description	Fund 120 Risk Management		Fund 125 Worker's Compensation		Fund 135 Asset Replacement		Fund 140 Facilities Replacement		Fund 150 PERS Side Fund		Fund 165 Pension Stabilization		Total	
	Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year	
	2017-2018	2018-2019	2017-2018	2018-2019	2017-2018	2018-2019	2017-2018	2018-2019	2017-2018	2018-2019	2017-2018	2018-2019	2017-2018	2018-2019
<b>Revenue:</b>														
Interest	4,000	4,000	3,000	3,000	17,000	17,000	3,500	3,500	-	-	37,000	37,000	64,500	64,500
Miscellaneous	-	-	-	2,500	-	-	-	-	-	-	-	-	-	2,500
Departmental Charges	475,900	575,400	374,900	485,800	383,400	383,400	150,000	150,000	516,800	168,300	-	-	1,901,000	1,762,900
<b>Total Revenue</b>	<b>479,900</b>	<b>579,400</b>	<b>377,900</b>	<b>491,300</b>	<b>400,400</b>	<b>400,400</b>	<b>153,500</b>	<b>153,500</b>	<b>516,800</b>	<b>168,300</b>	<b>37,000</b>	<b>37,000</b>	<b>1,965,500</b>	<b>1,829,900</b>
<b>Other Sources of Funds</b>														
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Other Sources of Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Source of Funds</b>	<b>479,900</b>	<b>579,400</b>	<b>377,900</b>	<b>491,300</b>	<b>400,400</b>	<b>400,400</b>	<b>153,500</b>	<b>153,500</b>	<b>516,800</b>	<b>168,300</b>	<b>37,000</b>	<b>37,000</b>	<b>1,965,500</b>	<b>1,829,900</b>
<b>Estimated Fund Balance-BB</b>	<b>539,882</b>	<b>507,782</b>	<b>581,311</b>	<b>500,511</b>	<b>2,203,378</b>	<b>1,968,878</b>	<b>361,152</b>	<b>514,352</b>	<b>(665,400)</b>	<b>(164,400)</b>	<b>861,106</b>	<b>894,106</b>	<b>3,881,429</b>	<b>4,221,229</b>
<b>Total Resources</b>	<b>1,019,782</b>	<b>1,087,182</b>	<b>959,211</b>	<b>991,811</b>	<b>2,603,778</b>	<b>2,369,278</b>	<b>514,652</b>	<b>667,852</b>	<b>(148,600)</b>	<b>3,900</b>	<b>898,106</b>	<b>931,106</b>	<b>5,846,929</b>	<b>6,051,129</b>
<b>Expenditures</b>														
Salaries	50,600	50,600	42,900	42,900	-	-	-	-	-	-	-	-	93,500	93,500
Fringe	13,900	13,900	9,800	9,800	-	-	-	-	-	-	-	-	23,700	23,700
Materials, Supplies, Services	447,500	503,800	406,000	437,400	1,500	1,500	300	300	-	-	4,000	4,000	859,300	947,000
Capital, Debt Service & Charges	-	-	-	-	501,400	100,000	-	-	-	-	-	-	501,400	100,000
<b>Total Expenditures</b>	<b>512,000</b>	<b>568,300</b>	<b>458,700</b>	<b>490,100</b>	<b>502,900</b>	<b>101,500</b>	<b>300</b>	<b>300</b>	<b>-</b>	<b>-</b>	<b>4,000</b>	<b>4,000</b>	<b>1,477,900</b>	<b>1,164,200</b>
<b>Other Uses of Funds</b>														
Transfers Out	-	-	-	-	132,000	132,000	-	-	-	-	-	-	132,000	132,000
Capital Improvements	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Payment to Sanitation Fund	-	-	-	-	-	-	-	-	15,800	3,900	-	-	15,800	3,900
<b>Total Other Uses of Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>132,000</b>	<b>132,000</b>	<b>-</b>	<b>-</b>	<b>15,800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>147,800</b>	<b>135,900</b>
<b>Total Use of Funds</b>	<b>512,000</b>	<b>568,300</b>	<b>458,700</b>	<b>490,100</b>	<b>634,900</b>	<b>233,500</b>	<b>300</b>	<b>300</b>	<b>15,800</b>	<b>-</b>	<b>4,000</b>	<b>4,000</b>	<b>1,625,700</b>	<b>1,300,100</b>
<b>Estimated Fund Balance at Fiscal Year End</b>	<b>507,782</b>	<b>518,882</b>	<b>500,511</b>	<b>501,711</b>	<b>1,968,878</b>	<b>2,135,778</b>	<b>514,352</b>	<b>667,552</b>	<b>(164,400)</b>	<b>3,900</b>	<b>894,106</b>	<b>927,106</b>	<b>4,221,229</b>	<b>4,751,029</b>
<b>Total Uses</b>	<b>1,019,782</b>	<b>1,087,182</b>	<b>959,211</b>	<b>991,811</b>	<b>2,603,778</b>	<b>2,369,278</b>	<b>514,652</b>	<b>667,852</b>	<b>(148,600)</b>	<b>3,900</b>	<b>898,106</b>	<b>931,106</b>	<b>5,846,929</b>	<b>6,051,129</b>



**GRAPHS AND SUMMARIES**

**Municipal Improvement Districts**

<u>Description</u>	<b>Fund 203 Hwy 101 Railroad</b>		<b>Fund 204 Santa Fe Hills</b>		<b>Fund 205 Isla Verde</b>		<b>Fund 207 San Elijo Hills II</b>		<b>Fund 208 Coastal Rail Trail Maint District</b>		<b>Total</b>	
	Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year	
	2017-2018	2018-2019	2017-2018	2018-2019	2017-2018	2018-2019	2017-2018	2018-2019	2017-2018	2018-2019	2017-2018	2018-2019
<b>Revenue:</b>												
Property Tax	112,200	114,400	203,800	207,800	-	-	68,900	66,300	-	-	384,900	388,500
Benefit Fees	11,500	11,500	95,000	95,000	6,000	6,000	34,200	34,200	76,500	76,500	223,200	223,200
State HOE	600	600	1,500	1,500	-	-	400	400	-	-	2,500	2,500
Interest Earnings	500	500	-	-	-	-	100	100	-	-	600	600
<b>Total Revenue</b>	<b>124,800</b>	<b>127,000</b>	<b>300,300</b>	<b>304,300</b>	<b>6,000</b>	<b>6,000</b>	<b>103,600</b>	<b>101,000</b>	<b>76,500</b>	<b>76,500</b>	<b>611,200</b>	<b>614,800</b>
<b>Estimated Fund Balance-BB</b>	<b>464,984</b>	<b>474,584</b>	<b>161,629</b>	<b>209,730</b>	<b>3,520</b>	<b>3,520</b>	<b>176,720</b>	<b>197,220</b>	<b>57,114</b>	<b>61,114</b>	<b>863,967</b>	<b>946,168</b>
<b>Total Resources</b>	<b>589,784</b>	<b>601,584</b>	<b>461,930</b>	<b>514,030</b>	<b>9,520</b>	<b>9,520</b>	<b>280,320</b>	<b>298,220</b>	<b>133,614</b>	<b>137,614</b>	<b>1,475,168</b>	<b>1,560,968</b>
<b>Expenditures</b>												
Salaries	14,400	14,400	-	-	-	-	-	-	-	-	14,400	14,400
Fringe Benefits	4,900	5,300	-	-	-	-	-	-	-	-	4,900	5,300
Materials, Supplies, Services	93,900	93,900	252,200	252,200	6,000	6,000	83,100	83,100	72,500	72,500	507,700	507,700
Capital, Debt Service & Charges	2,000	1,600	-	-	-	-	-	-	-	-	2,000	1,600
<b>Total Expenditures</b>	<b>115,200</b>	<b>115,200</b>	<b>252,200</b>	<b>252,200</b>	<b>6,000</b>	<b>6,000</b>	<b>83,100</b>	<b>83,100</b>	<b>72,500</b>	<b>72,500</b>	<b>529,000</b>	<b>529,000</b>
<b>Estimated Fund Balance at Fiscal Year End</b>	<b>474,584</b>	<b>486,384</b>	<b>209,730</b>	<b>261,830</b>	<b>3,520</b>	<b>3,520</b>	<b>197,220</b>	<b>215,120</b>	<b>61,114</b>	<b>65,114</b>	<b>946,168</b>	<b>1,031,968</b>
<b>Total Uses</b>	<b>589,784</b>	<b>601,584</b>	<b>461,930</b>	<b>514,030</b>	<b>9,520</b>	<b>9,520</b>	<b>280,320</b>	<b>298,220</b>	<b>133,614</b>	<b>137,614</b>	<b>1,475,168</b>	<b>1,560,968</b>

**GRAPHS AND SUMMARIES**

**Capital Improvement Projects (CIP)**

<u>Description</u>	<b>Fund 450 TOT Sand Replenishment</b>		<b>Fund 459 Miscellaneous Capital Projects</b>		<b>Fund 47X Assessment Districts</b>		<b>Total</b>	
	<u>Fiscal Year</u>		<u>Fiscal Year</u>		<u>Fiscal Year</u>		<u>Fiscal Year</u>	
	2017-2018	2018-2019	2017-2018	2018-2019	2017-2018	2018-2019	2017-2018	2018-2019
<b>Revenue:</b>								
Other Taxes and Fees	276,000	276,000	-	-	-	-	276,000	276,000
Intergovernmental	-	-	-	-	-	-	-	-
Interest Earnings	400	400	10,000	10,000	100	100	10,500	10,500
Other Revenue	-	-	21,000	-	-	-	21,000	-
<b>Total Revenue</b>	<b>276,400</b>	<b>276,400</b>	<b>31,000</b>	<b>10,000</b>	<b>100</b>	<b>100</b>	<b>307,500</b>	<b>286,500</b>
<b>Other Sources of Funds</b>								
Transfers In	-	-	220,000	458,000	-	-	220,000	458,000
<b>Total Other Sources of Funds</b>	<b>-</b>	<b>-</b>	<b>220,000</b>	<b>458,000</b>	<b>-</b>	<b>-</b>	<b>220,000</b>	<b>458,000</b>
<b>Total Source of Funds</b>	<b>276,400</b>	<b>276,400</b>	<b>251,000</b>	<b>468,000</b>	<b>100</b>	<b>100</b>	<b>527,500</b>	<b>744,500</b>
<b>Estimated Fund Balance-BB</b>	<b>628,842</b>	<b>282,042</b>	<b>700,666</b>	<b>27,866</b>	<b>159,607</b>	<b>159,707</b>	<b>1,489,115</b>	<b>469,615</b>
<b>Total Resources</b>	<b>905,242</b>	<b>558,442</b>	<b>951,666</b>	<b>495,866</b>	<b>159,707</b>	<b>159,807</b>	<b>2,016,615</b>	<b>1,214,115</b>
<b>Expenditures</b>								
Salaries	-	-	-	-	-	-	-	-
Fringe Benefits	-	-	-	-	-	-	-	-
Materials, Supplies, Services	-	-	-	-	-	-	-	-
Other Charges	-	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Uses of Funds</b>								
Capital Improvements	623,200	149,200	923,800	488,400	-	-	1,547,000	637,600
Transfers Out	-	-	-	-	-	-	-	-
<b>Total Other Uses of Funds</b>	<b>623,200</b>	<b>149,200</b>	<b>923,800</b>	<b>488,400</b>	<b>-</b>	<b>-</b>	<b>1,547,000</b>	<b>637,600</b>
<b>Total Use of Funds</b>	<b>623,200</b>	<b>149,200</b>	<b>923,800</b>	<b>488,400</b>	<b>-</b>	<b>-</b>	<b>1,547,000</b>	<b>637,600</b>
<b>Estimated Fund Balance at Fiscal Year End</b>	<b>282,042</b>	<b>409,242</b>	<b>27,866</b>	<b>7,466</b>	<b>159,707</b>	<b>159,807</b>	<b>469,615</b>	<b>576,515</b>
<b>Total Uses</b>	<b>905,242</b>	<b>558,442</b>	<b>951,666</b>	<b>495,866</b>	<b>159,707</b>	<b>159,807</b>	<b>2,016,615</b>	<b>1,214,115</b>

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See detail of Capital Improvement Projects at Page D-7

**GRAPHS AND SUMMARIES**

**Special Revenue Funds (Fiscal Years 2017-2018 & 2018-2019)**

<u>Description</u>	<u>Fund 213 Developer Pass-Thru</u>		<u>Fund 214 Fire Mitigation Fees</u>		<u>Fund 215 State Parks/Division Boating &amp; Waterways</u>		<u>Fund 219 COPS</u>		<u>Fund 228 TransNet Extension</u>		<u>Fund 240 CDBG</u>		<u>Fund 241 CALTRANS</u>	
<b>Revenue:</b>														
Other Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Use of Money/Property	-	-	-	-	-	-	400	400	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	100,000	100,000	150,000	150,000	-	-	-	-
Service Charges	100,000	100,000	5,000	5,000	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	100,000	100,000	5,000	5,000	-	-	100,400	100,400	150,000	150,000	-	-	-	-
<b>Estimated Beginning Fund Balance</b>	5,629	5,629	104	104	60,048	60,048	135,889	136,289	42,485	42,485	(15,573)	(15,573)	59,634	59,634
<b>Total Resources</b>	105,629	105,629	5,104	5,104	60,048	60,048	236,289	236,689	192,485	192,485	(15,573)	(15,573)	59,634	59,634
<b>Expenditures:</b>														
Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fringe	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Materials,Supplies,Service:	100,000	100,000	5,000	5,000	-	-	100,000	100,000	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Improvement	-	-	-	-	-	-	-	-	150,000	150,000	-	-	-	-
<b>Total Expenditures:</b>	100,000	100,000	5,000	5,000	-	-	100,000	100,000	150,000	150,000	-	-	-	-
<b>Estimated Ending Fund Balance</b>	5,629	5,629	104	104	60,048	60,048	136,289	136,689	42,485	42,485	(15,573)	(15,573)	59,634	59,634
<b>Total Uses</b>	105,629	105,629	5,104	5,104	60,048	60,048	236,289	236,689	192,485	192,485	(15,573)	(15,573)	59,634	59,634

**GRAPHS AND SUMMARIES**

Special Revenue Funds (Fiscal Years 2017-2018 & 2018-2019 continued)

	Fund 244/5 TEA		Fund 246 Miscell Grants		Fund 250 Coastal Bus/ Visitors TOT		Fund 255 Camp Programs		Fund 263 Housing		Fund 270 Public Safety		Total	
<b>Description</b>														
<b>Revenue:</b>														
Other Taxes	-	-	-	-	138,000	138,000	-	-	-	-	-	-	138,000	138,000
Use of Money/Property	-	-	-	-	2,500	2,500	-	-	2,500	2,500	-	-	5,400	5,400
Intergovernmental	-	-	-	-	-	-	-	-	-	-	49,500	49,500	299,500	299,500
Service Charges	-	-	-	-	-	-	433,000	430,700	-	-	-	-	538,000	535,700
<b>Total Revenue</b>	-	-	-	-	140,500	140,500	433,000	430,700	2,500	2,500	49,500	49,500	980,900	978,600
<b>Estimated Beginning Fund Balance</b>	(168,970)	(168,970)	1,285	1,285	436,463	528,363	168,841	169,941	433,923	426,423	81,701	36,201	1,241,459	1,281,859
<b>Total Resources</b>	(168,970)	(168,970)	1,285	1,285	576,963	668,863	601,841	600,641	436,423	428,923	131,201	85,701	2,222,359	2,260,459
<b>Expenditures:</b>														
Salaries	-	-	-	-	-	-	208,900	208,900	-	-	-	-	208,900	208,900
Fringe	-	-	-	-	-	-	40,300	40,300	-	-	-	-	40,300	40,300
Materials,Supplies,Services	-	-	-	-	48,600	48,600	182,700	180,700	10,000	10,000	95,000	85,000	541,300	529,300
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Improvement	-	-	-	-	-	-	-	-	-	-	-	-	150,000	150,000
<b>Total Expenditures:</b>	-	-	-	-	48,600	48,600	431,900	429,900	10,000	10,000	95,000	85,000	940,500	928,500
<b>Estimated Ending Fund Balance</b>	(168,970)	(168,970)	1,285	1,285	528,363	620,263	169,941	170,741	426,423	418,923	36,201	701	1,281,859	1,331,959
<b>Total Uses</b>	(168,970)	(168,970)	1,285	1,285	576,963	668,863	601,841	600,641	436,423	428,923	131,201	85,701	2,222,359	2,260,459

**GRAPHS AND SUMMARIES**

**Debt Service Funds (non-SA/RDA)**

<b>Description</b>	<b>Fund 317 Public Facilities</b>		<b>Fund 320 Capital Lease</b>		<b>Total</b>	
	<b>Fiscal Year</b>		<b>Fiscal Year</b>		<b>Fiscal Year</b>	
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2016-2017</b>	<b>2017-2018</b>
<b>Revenue:</b>						
Interest	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
<b>Total Revenue</b>	-	-	-	-	-	-
<b>Other Sources of Funds</b>						
Transfers In	152,400	151,100	202,400	202,400	354,800	353,500
<b>Total Other Sources of Funds</b>	152,400	151,100	202,400	202,400	354,800	353,500
<b>Total Source of Funds</b>	152,400	151,100	202,400	202,400	354,800	353,500
<b>Estimated Fund Balance-BB</b>	374	374	24,454	24,454	24,828	24,828
<b>Total Resources</b>	152,774	151,474	226,854	226,854	379,628	378,328
<b>Expenditures</b>						
Debt Service	152,400	151,100	202,400	202,400	354,800	353,500
<b>Total Expenditures</b>	152,400	151,100	202,400	202,400	354,800	353,500
<b>Other Uses of Funds</b>						
Transfers Out	-	-	-	-	-	-
<b>Total Other Uses of Funds</b>	-	-	-	-	-	-
<b>Total Use of Funds</b>	152,400	151,100	202,400	202,400	354,800	353,500
<b>Estimated Fund Balance at Fiscal Year End</b>	374	374	24,454	24,454	24,828	24,828
<b>Total Uses</b>	152,774	151,474	226,854	226,854	379,628	378,328

**GRAPHS AND SUMMARIES**

Debt Outstanding

<b>Bond Name</b>	<b>Repayment Source</b>	<b>Original Debt Issue</b>	<b>Outstanding Principal at 06/30/17</b>	<b>2017-18 Payment P&amp;I</b>	<b>2018-19 Payment P&amp;I</b>	<b>FY Final Payment</b>
<b>City National Bank Lease Agreement #11-022</b>	General Fund	\$ 1,388,300	\$ 817,200	\$ 152,429	\$ 151,067	2023
<b>City National Bank Lease Agreement #15-010</b>	General Fund	614,759	497,569	120,002	122,883	2021
<b>Municipal Finance Corporation Lease #12-015</b>	Street Lighting District	818,695	615,493	70,374	70,374	2027
<b>Tax Allocation Bond, Series 2006</b>	Redevelopment	3,555,000	2,820,000	234,913	235,468	2036
<b>2010 Series A (Build America Bonds)</b>	TransNet Extension	5,500,000	5,500,000	325,105	325,105	2048
<b>Subordinate Watewater Revenue Bonds</b>	Sewer Enterprise Revenue	9,825,000	7,780,000	590,588	590,588	2037
<b>2011 Refunding Revenue Bonds- San Elijo JPA</b>	Sewer Enterprise Revenue	4,893,637	1,593,302	786,914	784,434	2021
	<b>Subtotals</b>	<b>\$ 26,595,391</b>	<b>\$ 19,623,564</b>	<b>\$ 2,280,325</b>	<b>\$ 2,279,918</b>	
<b>2006 Barbara-Granados Underground Utility District (AD 2005-1)</b>	Assessment District	1,510,000	1,285,000	102,888	100,998	2036
<b>2006 Pacific Underground Utility District (AD 2005-2)</b>	Assessment District	510,000	435,000	36,248	35,539	2036
<b>2006 South Solana Sewer Project (AD 2006-1)</b>	Assessment District	550,000	465,000	37,519	36,818	2036
<b>2008 Marsolan Underground Utility District (AD 2008-1)</b>	Assessment District	475,000	365,000	31,985	31,535	2038
	<b>Subtotals</b>	<b>\$ 3,045,000</b>	<b>\$ 2,550,000</b>	<b>\$ 208,640</b>	<b>\$ 204,890</b>	
	<b>Totals</b>	<b>\$ 29,640,391</b>	<b>\$ 22,173,564</b>	<b>\$ 2,488,965</b>	<b>\$ 2,484,808</b>	

## GRAPHS AND SUMMARIES

### Departmental Charges for Risk Management, Workers' Compensation, Asset Replacement, Facilities Replacement & PERS Side Fund for Fiscal Year 2017-2018

Department:	Risk Mgmt Dept Contribution	Wrkrs Comp Dept Contribution	Asset Replacement Contribution	Facilities Replacement Contribution	PERS Side Fund Payoff Contribution	Total Dept Contribution
<b>General Fund:</b>						
City Council	2,200	1,800	-	-	-	4,000
City Clerk	9,600	7,500	1,300	-	-	18,400
City Attorney	600	500	-	-	-	1,100
City Manager	8,500	6,700	-	-	-	15,200
Finance	9,400	7,400	10,900	-	137,200	164,900
Human Resources	5,900	4,600	-	-	-	10,500
Information Systems	4,200	3,300	105,000	-	-	112,500
Community Development	18,600	14,700	29,600	-	-	62,900
Fire	94,100	203,900	169,500	-	315,800	783,300
Animal Control	-	-	-	-	-	-
Code Enforcement	4,800	3,700	6,800	-	-	15,300
Marine Safety	20,500	45,900	43,000	-	30,900	140,300
Engineering	10,300	7,900	-	-	-	18,200
Environmental Services	3,400	2,700	-	-	-	6,100
Streets Maint	98,200	34,400	17,300	-	-	149,900
Park Maint	3,600	2,800	-	-	-	6,400
Facilities	-	-	-	150,000	-	150,000
Community Services	2,600	2,000	-	-	-	4,600
Recreation	3,900	3,100	-	-	-	7,000
<b>Total General Fund</b>	<b>300,400</b>	<b>352,900</b>	<b>383,400</b>	<b>150,000</b>	<b>483,900</b>	<b>1,670,600</b>
<b>All Other Funds:</b>						
Sanitation	161,100	10,700	-	-	21,000	192,800
Mid 33	600	400	-	-	1,000	2,000
Street Lighting	3,000	2,400	-	-	4,700	10,100
Junior Lifeguard	6,600	5,200	-	-	-	11,800
Successor Agency Admin	4,200	3,300	-	-	6,200	13,700
<b>Total All Funds</b>	<b>475,900</b>	<b>374,900</b>	<b>383,400</b>	<b>150,000</b>	<b>516,800</b>	<b>1,901,000</b>

The City uses a combination of factors to allocate charges to departments. The allocation factors consist of: 1) The departments proposed payroll (exposure) 2) Actual claims as calculated and averaged over the prior five fiscal years (losses) and 3) Equipment operated by the department. The factors are input into the following formula to calculate Claims and Worker's Compensation charges:

$$C = T \times [(W \times I/L) + ((1-W) \times e/E)]$$

Where:

C = Contribution of department

T = Total cost of risk allocated

W = Weight placed on department loss experience

I = Losses of the department

L = Total losses of all departments

e = Exposure of the department (payroll)

E = Total exposure of all departments

## GRAPHS AND SUMMARIES

### Departmental Charges for Risk Management, Workers' Compensation, Asset Replacement, Facilities Replacement & PERS Side Fund for Fiscal Year 2018-2019

Department:	Risk Mgmt Dept Contribution	Wrkrs Comp Dept Contribution	Asset Replacement Contribution	Facilities Replacement Contribution	PERS Side Fund Payoff Contribution	Total Dept Contribution
<b>General Fund:</b>						
City Council	2,700	2,300	-	-	-	5,000
City Clerk	11,600	9,800	1,300	-	-	22,700
City Attorney	800	600	-	-	-	1,400
City Manager	10,300	8,700	-	-	-	19,000
Finance	11,400	9,600	10,900	-	44,800	76,700
Human Resources	7,100	6,000	-	-	-	13,100
Information Systems	5,100	4,300	105,000	-	-	114,400
Community Development	22,500	19,400	29,600	-	-	71,500
Fire	113,800	279,600	169,500	-	102,800	665,700
Animal Control	-	-	-	-	-	-
Code Enforcement	5,700	4,900	6,800	-	-	17,400
Marine Safety	24,800	38,400	43,000	-	10,100	116,300
Engineering	12,400	10,200	-	-	-	22,600
Environmental Services	4,100	3,500	-	-	-	7,600
Streets Maint	118,700	49,500	17,300	-	-	185,500
Park Maint	4,400	3,700	-	-	-	8,100
Facilities	-	-	-	150,000	-	150,000
Community Services	3,100	2,600	-	-	-	5,700
Recreation	4,800	4,000	-	-	-	8,800
<b>Total General Fund</b>	<b>363,300</b>	<b>457,100</b>	<b>383,400</b>	<b>150,000</b>	<b>157,700</b>	<b>1,511,500</b>
<b>All Other Funds:</b>						
Sanitation	194,800	13,900	-	-	6,800	215,500
Mid 33	700	600	-	-	300	1,600
Street Lighting	3,600	3,100	-	-	1,500	8,200
Junior Lifeguard	8,000	6,800	-	-	-	14,800
Successor Agency Admin	5,000	4,300	-	-	2,000	11,300
<b>Total All Funds</b>	<b>575,400</b>	<b>485,800</b>	<b>383,400</b>	<b>150,000</b>	<b>168,300</b>	<b>1,762,900</b>

The City uses a combination of factors to allocate charges to departments. The allocation factors consist of: 1) The departments proposed payroll (exposure) 2) Actual claims as calculated and averaged over the prior five fiscal years (losses) and 3) Equipment operated by the department. The factors are input into the following formula to calculate Claims and Worker's Compensation charges:

$$C = T \times [(W \times I/L) + ((1-W) \times e/E)]$$

Where:

C = Contribution of department

T = Total cost of risk allocated

W = Weight placed on department loss experience

I = Losses of the department

L = Total losses of all departments

e = Exposure of the department (payroll)

E = Total exposure of all departments



## BUDGET GRAPHS AND SUMMARIES

### Budget Schedule IVA - Asset Replacement Fund by Department - Fiscal Year 2017-2018

		Balance July 1, 2017	Scheduled Charges for 2017/18	Available 2017/18	2017/18			Ending Balance June 30, 2018
					Replacements	Debt Service	Transfer In	
<b><u>Vehicles:</u></b>								
Fire Department	7	\$ 625,800	131,900	757,700	(63,000)	(132,000)	-	562,700
Marine Safety	2	58,500	15,900	74,400	(48,100)	-	-	26,300
Public Works	8	218,600	6,100	224,700	-	-	-	224,700
Parking and Codes	2	58,600	3,200	61,800	-	-	-	61,800
<i>Total Vehicles</i>	19	961,500	157,100	1,118,600	(111,100)	(132,000)	-	875,500
<b><u>Equipment: <sup>(1)</sup></u></b>								
Fire Department		391,200	37,600	428,800	-	-	-	428,800
Marine Safety		196,400	27,100	223,500	(25,000)	-	-	198,500
Parking and Codes		39,700	3,600	43,300	(6,100)	-	-	37,200
Public Works		64,500	11,200	75,700	-	-	-	75,700
Community Development		181,000	29,600	210,600	(195,800)	-	-	14,800
Community Services		22,500	-	22,500	-	-	-	22,500
City Clerk		37,100	1,300	38,400	-	-	-	38,400
Finance		57,100	10,900	68,000	(32,900)	-	-	35,100
City Manager		151,300	-	151,300	-	-	-	151,300
Information Systems		81,100	105,000	186,100	(130,500)	-	-	55,600
<i>Total Equipment</i>		1,221,900	226,300	1,448,200	(390,300)	-	-	1,057,900
Total reserved		2,183,400	383,400	2,566,800	(501,400)	(132,000)	-	1,933,400
Interest earnings (net)		-	15,500	15,500	-	-	-	15,500
<b>Total Asset Replacement</b>		<b>\$ 2,183,400</b>	<b>398,900</b>	<b>2,582,300</b>	<b>(501,400)</b>	<b>(132,000)</b>	<b>-</b>	<b>1,948,900</b>

<sup>(1)</sup> The equipment identified on this schedule are those items having a replacement cost of \$5,000 or greater. Certain items on this schedule are not capitalized as fixed assets within the City's financial statements due to type of equipment not being recognized as capitalizable by generally accepted accounting principals.

## BUDGET GRAPHS AND SUMMARIES

### Budget Schedule IVA - Asset Replacement Fund by Department - Fiscal Year 2018-19

		Balance July 1, 2018	Scheduled Charges for 2018/19	Available 2018/19	2018/19			Ending Balance June 30, 2019
					Replacements	Debt Service	Transfer In	
<b><u>Vehicles:</u></b>								
Fire Department	7	\$ 562,700	131,900	694,600		(132,000)	-	562,600
Marine Safety	2	26,300	15,900	42,200	-	-	-	42,200
Public Works	8	224,700	6,100	230,800	-	-	-	230,800
Parking and Codes	2	61,800	3,200	65,000	-	-	-	65,000
<i>Total Vehicles</i>	<i>19</i>	<i>875,500</i>	<i>157,100</i>	<i>1,032,600</i>	<i>-</i>	<i>(132,000)</i>	<i>-</i>	<i>900,600</i>
<b><u>Equipment: <sup>(1)</sup></u></b>								
Fire Department		428,800	37,600	466,400	(9,500)	-	-	456,900
Marine Safety		198,500	27,100	225,600	-	-	-	225,600
Parking and Codes		37,200	3,600	40,800	-	-	-	40,800
Public Works		75,700	11,200	86,900	-	-	-	86,900
Community Development		14,800	29,600	44,400	-	-	-	44,400
Community Services		22,500	-	22,500	-	-	-	22,500
City Clerk		38,400	1,300	39,700	-	-	-	39,700
Finance		35,100	10,900	46,000	(500)	-	-	45,500
City Manager		151,300	-	151,300	-	-	-	151,300
Information Systems		55,600	105,000	160,600	(90,000)	-	-	70,600
<i>Total Equipment</i>		<i>1,057,900</i>	<i>226,300</i>	<i>1,284,200</i>	<i>(100,000)</i>	<i>-</i>	<i>-</i>	<i>1,184,200</i>
Total reserved		1,933,400	383,400	2,316,800	(100,000)	(132,000)	-	2,084,800
Interest earnings		15,500	15,500	31,000	-	-	-	31,000
<b>Total Asset Replacement</b>		<b>\$ 1,948,900</b>	<b>398,900</b>	<b>2,347,800</b>	<b>(100,000)</b>	<b>(132,000)</b>	<b>-</b>	<b>2,115,800</b>

<sup>(1)</sup> The equipment identified on this schedule are those items having a replacement cost of \$5,000 or greater. Certain items on this schedule are not capitalized as fixed assets within the City's financial statements due to type of equipment not being recognized as capitalizable by generally accepted accounting principals.

**GRAPHS AND SUMMARIES**

Schedule V - Authorized and Funded Positions (Full-Time Equivalents FTEs) (Home Department)

DEPARTMENT/ POSITION TITLE	CLASS CODE/ SALARY RANGES	APPROVED POSITIONS FY 15-16	APPROVED POSITIONS FY 16-17	APPROVED POSITIONS 17-18 & 18-19
<b>CITY CLERK</b>				
City Clerk	M6	1.00	1.00	1.00
Deputy City Clerk	M1	1.00	1.00	1.00
Administrative Assistant III	MIS86	1.00	1.00	1.00
Management Analyst	PTS83	0.00	0.00	0.00
<b>Total</b>		<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>CITY MANAGER</b>				
City Manager	contract	1.00	1.00	1.00
Assitant City Manager	M8	0.00	0.00	1.00
Admin Serv Director/Deputy CM	M8	1.00	0.00	0.00
Assistant to CM/Sr. Mngmnt Analyst	M5	1.00	1.00	0.00
Administrative Assistant IV	C99	1.00	1.00	1.00
Administrative Assistant III	MIS86	0.00	1.00	1.00
<b>Total</b>		<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>FINANCE</b>				
Finance Manager/City Treasurer	M7	1.00	1.00	1.00
Senior Accountant	M1	0.00	1.00	1.00
Accountant	C106	1.00	0.00	0.00
Fiscal Services Specialist II	C99	1.00	1.00	1.00
Administrative Assistant II	MIS64	1.00	1.00	1.00
Fiscal Services Specialist I	C87	1.00	1.00	1.00
<b>Total</b>		<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>HUMAN RESOURCES</b>				
Human Resources Manager	M4	0.00	1.00	0.75
Senior Human Resources Analyst	M2	1.00	0.00	0.00
<b>Total</b>		<b>1.00</b>	<b>1.00</b>	<b>0.75</b>
<b>INFORMATION SYSTEMS</b>				
Information Technology Manager	M4	1.00	1.00	1.00
<b>COMMUNITY DEVELOPMENT</b>				
Community Development Director	M8	1.00	1.00	1.00
Principal Planner	M3	1.00	1.00	1.00
Associate Planner	MIS114	1.00	1.00	1.00
Assistant Planner	MIS101	1.00	1.00	1.00
Junior Planner	MIS85	1.00	1.00	1.00
Administrative Assistant III	MIS86	1.00	1.00	1.00
<b>Total</b>		<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
<b>COMMUNITY SERVICES/RECREATION</b>				
Recreation Manager	M3	1.00	1.00	1.00
<b>FIRE</b>				
Deputy Fire Chief	M7	1.00	1.00	1.00
Fire Captain II	5109	3.00	3.00	3.00
Fire Captain I	5094 - 5099	3.00	3.00	3.00
Fire Engineer	5091-A	0.00	0.00	0.00
Fire Engineer/Paramedic	5100	9.00	9.00	9.00
Firefighter/Paramedic	5091	3.00	3.00	3.00
<b>Total</b>		<b>19.00</b>	<b>19.00</b>	<b>19.00</b>
<b>CODES &amp; PARKING</b>				
Senior Code Compliance Officer	MIS106	1.00	1.00	1.00
Code Compliance Officer	MIS94	1.00	1.00	1.00
<b>Total</b>		<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>MARINE SAFETY</b>				
Marine Safety Captain	M3	1.00	1.00	1.00
Marine Safety Lieutenant	MS119	1.00	1.00	1.00
Marine Safety Sergeant	MS99	2.00	2.00	2.00
<b>Total</b>		<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>ENGINEERING/PUBLIC WORKS</b>				
City Engineer/Public Works Director	M8	1.00	1.00	1.00
Principal Civil Engineer	M4	1.00	1.00	1.00
Associate Civil Engineer	MIS131	1.00	1.00	1.00
Senior Engineering Technician	MIS103	1.00	1.00	1.00
Environmental Specialist	MIS106	0.00	0.00	0.00
Public Works Inspector	MIS109	0.00	0.00	0.00
Assistant Civ. Engineer/Environmental	MIS117	1.00	1.00	1.00
Public Works Operations Manager	M4	1.00	1.00	1.00
Lead Maintenance Worker	MIS89	1.00	2.00	2.00
Administrative Assistant III	MIS86	1.00	1.00	1.00
Maintenance Worker II	MIS75	3.00	2.00	2.00
<b>Total</b>		<b>11.00</b>	<b>11.00</b>	<b>11.00</b>
<b>Grand Total full-time equivalents</b>		<b>57.00</b>	<b>57.00</b>	<b>56.75</b>
Part-Time/Seasonal full-time equivalents		12.60	12.60	12.85
<b>Grand Total</b>		<b>69.60</b>	<b>69.60</b>	<b>69.60</b>

## GRAPHS AND SUMMARIES

### Schedule VI - List of Positions Split Between Funds & Departments

	Fiscal Year 2016-2017	Fiscal Year 2017-2018/2018-19	Change
	Percent	Percent	Percent
<b><u>City Manager *</u></b>			
City Manager	50%	60%	10%
Sanitation	15%	25%	10%
Street Lighting	5%	5%	0%
Successor Agency	30%	10%	-20%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Assistant City Manager</u></b>			
City Manager	20%	20%	0%
Human Resources	15%	15%	0%
Environmental Services	10%	10%	0%
Recreation	15%	10%	-5%
Recreation (Camp)	0%	5%	5%
Community Services	15%	15%	0%
Sanitation	15%	15%	0%
Workers' Compensation - Insurance	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Deputy CM</u></b>			
City Manager	0%	0%	0%
Human Resources	0%	0%	0%
Community Development	0%	0%	0%
Fire	0%	0%	0%
Codes / Parking	0%	0%	0%
Animal Control	0%	0%	0%
Successor Agency	0%	0%	0%
<b>Total</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
<b><u>Community Development Director</u></b>			
Community Development	80%	80%	0%
Successor Agency	20%	20%	0%
Sanitation	0%	0%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>City Clerk</u></b>			
City Clerk	85%	85%	0%
Successor Agency	15%	15%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Deputy City Clerk</u></b>			
City Clerk	75%	75%	0%
City Attorney	25%	25%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Director of Public Works/</u></b>			
<b><u>City Engineer</u></b>			
Engineering	35%	40%	5%
Street Maintenance	20%	20%	0%
Sanitation	30%	30%	0%
Street Lighting	10%	10%	0%
CIP Projects	5%	0%	-5%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Principal Civil Engineer</u></b>			
Engineering	25%	55%	30%
Environmental Services	10%	10%	0%
Sanitation	20%	20%	0%
Street Lighting	15%	15%	0%
CIP Projects	30%	0%	-30%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Sr. Engineering Technician</u></b>			
Engineering	65%	65%	0%
Sanitation	25%	25%	0%
Street Lighting	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

## GRAPHS AND SUMMARIES

### Schedule VI - List of Positions Split Between Funds & Departments

	Fiscal Year 2016-2017	Fiscal Year 2017-2018/2018-19	Change
	Percent	Percent	Percent
<b><u>Finance Manager/City Treasurer</u></b>			
Finance	30%	30%	0%
Risk Management - Insurance	15%	15%	0%
Workers' Compensation - Insurance	0%	10%	10%
Successor Agency	30%	20%	-10%
Sanitation	25%	25%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Public Works Operations Manager</u></b>			
Environmental Services	10%	10%	0%
Street Maintenance	20%	20%	0%
Park Maintenance	20%	20%	0%
MID #33	15%	15%	0%
Sanitation	25%	25%	0%
Street Lighting	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Senior Management Analyst</u></b>			
City Manager	45%	0%	-45%
Community Services	20%	0%	-20%
Environmental Services	15%	0%	-15%
Recreation	20%	0%	-20%
<b>Total</b>	<b>100%</b>	<b>0%</b>	<b>-100%</b>
<b><u>HR Analyst</u></b>			
Human Resources	80%	0%	-80%
Workers' Compensation - Insurance	20%	0%	-20%
<b>Total</b>	<b>100%</b>	<b>0%</b>	<b>-100%</b>
<b><u>HR Manager</u></b>			
Human Resources	80%	60%	-20%
Workers' Compensation - Insurance	20%	15%	-5%
<b>Total</b>	<b>100%</b>	<b>75%</b>	<b>-25%</b>
<b><u>Assistant Civil Engineer/Environmental</u></b>			
Environmental Services	30%	30%	0%
Engineering	15%	15%	0%
Street Maintenance	10%	10%	0%
Park Maintenance	10%	10%	0%
Sanitation	25%	25%	0%
Street Lighting	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Associate Civil Engineer</u></b>			
Engineering	25%	50%	25%
CIP Projects	25%	0%	-25%
Sanitation	50%	50%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Senior Accountant</u></b>			
Finance	75%	65%	-10%
Successor Agency	15%	15%	0%
Sanitation	10%	20%	10%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Accountant</u></b>			
Finance	0%	0%	0%
Successor Agency	0%	0%	0%
Sanitation	0%	0%	0%
<b>Total</b>	<b>100%</b>	<b>0%</b>	<b>-100%</b>
<b><u>Fiscal Services Specialist II</u></b>			
Finance	75%	70%	-5%
Risk Management - Insurance	20%	20%	0%
Sanitation	5%	10%	5%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Fiscal Services Specialist I</u></b>			
Finance	75%	75%	0%
Risk Management - Insurance	20%	20%	0%
Sanitation	5%	5%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

## GRAPHS AND SUMMARIES

### Schedule VI - List of Positions Split Between Funds & Departments

	Fiscal Year 2016-2017	Fiscal Year 2017-2018/2018-19	Change
	Percent	Percent	Percent
<b><u>Code Compliance Officer</u></b>			
Codes/Parking	80%	80%	0%
Environmental Services	20%	20%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Administrative Assistant II (CM/Fire/MS)</u></b>			
City Manager	50%	50%	0%
Risk Management - Insurance	10%	10%	0%
Fire Department	20%	20%	0%
Marine Safety	20%	20%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Administrative Assistant IV</u></b>			
City Council	20%	20%	0%
City Manager	60%	60%	0%
Human Resources	20%	20%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Lead Maintenance Worker (2 positions)</u></b>			
Environmental Services	7%	7%	0%
Street Maintenance	55%	55%	0%
Park Maintenance	23%	23%	0%
Sanitation	12%	12%	0%
Street Lighting	3%	3%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Maintenance Worker II (2 positions)</u></b>			
Environmental Services	5%	5%	0%
Street Maintenance	55%	55%	0%
Park Maintenance	30%	30%	0%
Sanitation	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Administrative Assistant III (Engineering)</u></b>			
Engineering	48%	48%	0%
Street Maintenance	25%	25%	0%
Sanitation	17%	17%	0%
Street Lighting	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Marine Safety Captain</u></b>			
Marine Safety	90%	90%	0%
Junior Guard-Camp	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Marine Safety Lieutenant</u></b>			
Marine Safety	100%	90%	-10%
Junior Guard-Camp	0%	10%	10%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Marine Safety Sergeant (Position 1)</u></b>			
Marine Safety	80%	90%	10%
Junior Guard-Camp	20%	10%	-10%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Marine Safety Sergeant (Position 2)</u></b>			
Marine Safety	80%	60%	-20%
Junior Guard-Camp	20%	40%	20%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Recreation Manager</u></b>			
Recreation	100%	80%	-20%
Recreation (Camp)	0%	20%	20%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

\* Per Contract



**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION					2017-2018	2018-2019
<b>GENERAL GOVERNMENT</b>	General Fund					3,500,100	3,452,800
	Risk Management - Insurance					512,000	568,300
	Worker's Compensation - Insurance					458,700	490,100
	Asset Replacement					502,900	101,500
	PERS Side Fund					15,800	3,900
						4,989,500	4,616,600
EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED	
TOTAL REGULAR POSITIONS	11.24	12.00	12.00	12.00	11.85	11.85	
SALARIES & FRINGE BENEFITS	1,438,285	1,517,408	1,807,000	1,602,973	1,868,600	1,929,300	
MATERIAL, SUPPLIES & SERVICES	1,723,355	1,948,677	2,282,100	2,295,519	2,277,100	2,331,100	
CAPITAL, DEBT SVC & CHARGES	508,338	1,977,715	640,100	568,234	843,800	356,200	
<b>TOTAL BUDGET</b>	<b>3,669,979</b>	<b>5,443,800</b>	<b>4,729,200</b>	<b>4,466,726</b>	<b>4,989,500</b>	<b>4,616,600</b>	

**Department Overview:**

The General Government function for the City comprises the legislative and administrative support services departments. These departments include the City Council, City Attorney and City Clerk which fulfill the legislative functions while the City Manager, Human Resources, Finance, Information Systems, Risk Management and Support Services departments comprise the administrative support services of the City.

**Structure & Services**

Solana Beach is a General Law City operated by a Council/Manager form of government. The **City Council** serves as the legislative body and consists of five City Council members, one of whom is chosen to act as Mayor for a one-year term on a rotating basis. The City Council budget is located on pages C-4 and C-5.

The **City Manager** is appointed by the City Council to serve as the Chief Administrative Officer of the City. The City Manager oversees the implementation of policy and programs established by the City Council and provides overall direction for the administration of City programs and services. Information regarding its mission statement, structure and services, goals, and budget and service indicators can be found beginning on pages C-10

The **City Clerk's** office is responsible for providing regulatory oversight as per the Government Code and state regulatory agencies as needed and required, including the Fair Political Practices Commission. The Clerk's department records and archives the City Council legislative history into a document imaging system to assist in the research and retrieval process. The department also coordinates with City departments all official records of the City including the



## GENERAL GOVERNMENT (continued)

records maintenance schedule and destruction of out-dated records. The City Clerk acts as the City's election official and administers all City elections. Other responsibilities include codifying the Municipal Code, certifying official documents, and administering oaths. The City Clerk's department manages front desk operations including greeting, phones, receipting, mail, general information, and citywide / City Clerk administration. Further information regarding the City Clerk's office, including its budget and service indicators, can be found beginning on pages C-6.

The **City Attorney** serves as a legal advisor to the City Council, City Manager, the various City departments, commissions, and committees and boards. The office assists in developing strategy and negotiating solutions to City legal problems. The City Attorney prepares and approves for legality the majority of proposed City ordinances, resolutions, contracts, and other legal documents. The City Attorney also manages all litigation for the City and represents the City in certain cases. City attorney services are provided by an outside law firm on a contract basis. The department's budget is located on pages C-14 and C-15

The **Finance Department** manages its budget unit and the budgets for Support Services, Risk Management, Workers Compensation, Asset Replacement and the PERS Side Fund. Information regarding its mission statement, structure and services, goals, and budget and service indicators can be found beginning on pages C-17.



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>CITY COUNCIL</b>		<b>5100</b>			<b>001-5000-5100</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	54,668	54,163	55,800	47,449	55,800	55,800
6103	Overtime	189	20	400	34	400	400
6205	Retirement	6,908	4,432	4,600	3,641	4,100	4,100
6210	Medicare	1,384	1,699	800	1,532	800	800
622X	Flex Credit Benefit	63,392	66,013	69,900	58,849	69,900	69,900
6244	LT Disability Insurance	75	61	100	72	100	100
6245	Life Insurance	33	24	-	30	-	-
6280	Auto Allowance	5,950	18,200	21,000	14,000	21,000	21,000
6290	Phone Allowance	-	-	-	-	-	-
TOTAL		132,598	144,612	152,600	125,607	152,100	152,100
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	4,532	3,039	9,100	9,100	8,300	8,300
6330	Membership and Dues	65,153	79,882	83,800	83,200	84,600	84,600
6418	Books, Subscriptions, and Printing	139	61	500	500	300	300
6420	Departmental Special Supplies	31	132	200	200	200	200
6529	Mileage	203	-	500	500	500	500
6532	Contribution to Other Agencies	39,888	124,122	41,700	41,700	43,000	43,000
6570	Other Charges	-	-	100	100	100	100
TOTAL		109,946	207,236	135,900	135,300	137,000	137,000
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	2,200	900	1,500	1,500	2,700	2,700
6920	Workers' Comp Charges	1,400	1,400	1,700	1,700	1,800	2,300
TOTAL		3,600	2,300	3,200	3,200	4,500	5,000
ACTIVITY TOTALS		246,144	354,148	291,700	264,107	293,600	294,100

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>CITY COUNCIL</b>	<b>5100</b>	<b>001-5000-5100</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
C99	Mayor	-	8,600	-	8,600	-	8,600	-	8,600
	Council Members	-	34,200	-	34,200	-	34,200	-	34,200
	Executive Assistant	0.20	12,700	0.20	13,000	0.20	13,000	0.20	13,000
	Overtime		400		400		400		400
	Total Salaries		55,900		56,200		56,200		56,200
	Total Benefits		84,600		96,400		95,900		95,900
<b>Total</b>		<b>0.20</b>	<b>140,500</b>	<b>0.20</b>	<b>152,600</b>	<b>0.20</b>	<b>152,100</b>	<b>0.20</b>	<b>152,100</b>

**NOTES:**

	FY 17/18	FY 18/19
6315: League of California Cities meetings	3,200	3,200
Closed Session Council meetings	1,600	1,600
LCC Luncheon Fees	300	300
CCMA annual retreat	500	500
LCC Exec Forum Workshop	2,700	2,700
	<u>8,300</u>	<u>8,300</u>
6330: San Dieguito River JPA	69,100	69,100
League of California Cities (state)	5,600	5,600
LAFCO	6,500	6,500
SANDAG	2,300	2,300
League of California Cities (SD Chapter)	600	600
Misc Luncheon Fees	500	500
	<u>84,600</u>	<u>84,600</u>
6532: Community Grant Program	25,000	25,000
Friends of the Library	10,000	10,000
211 San Diego	2,000	2,000
Winter Shelter	4,500	4,500
Regional Task Force	1,500	1,500
	<u>43,000</u>	<u>43,000</u>
6570: Council photos, event invitations, ground breaking and special recognition supplies.		



# City Clerk's Office

## **Mission Statement:**

Promote the openness of government by providing quality service through access to information and records, facilitation and oversight of legislative obligations and proceedings, recordation of the City's actions, and ensuring high integrity in election proceedings.

## **Structure & Services**

### **Legislative Administration**

The City Clerk's department is responsible for facilitating the execution of official and legislative processes including publishing and posting of City Council, sub-legislative bodies, and other official agendas; attesting to, recording, and preserving all official actions of the City Council; codifying the municipal code, and certifying City records. The City Clerk's department is responsible for ensuring that all meetings are conducted in accordance with the California Government Code's Ralph A. Brown Act, also known as the open public meeting law.

The department performs formal bid openings, processes and maintains agreements and recorded documents, performs centralized processing of all legal notices, and acts as the filing office for all claims, subpoenas, summons, legal service filings, and official notices.

### **Records Management and Processing**

To maximize public access to the City's legislative processes by maintaining legislative history, the City Clerk's department is responsible for maintaining the City's official records and implementing the records management program which includes the retention, preservation, destruction of records, and administration of the City's adopted Records Retention Schedule, as well as adheres to amended and additional state mandates. The department archives all legislative documents, including certain historical documents, utilizing a document imaging system to aid in records research and retrieval. The primary goals of the records management program are to coordinate an efficient and effective administration of records in order to lend public access and promote government transparency.

The department responds to all inquiries to meet requirements of the California Public Records Act including timely responses, required exemptions/redactions, and required assistance in identifying records sought by requesters.

### **Boards and Commission**

The City Clerk's department coordinates the citizen commission recruitment for annual expiring positions and unexpected vacancies and processes and tracks all new member/new term logistical requirements in compliance with state and local law including oaths, conflict of interest filings, ethics training, handbook review, and background checks.

### **Elections**

As the elections official, the City Clerk is responsible for guiding democratic processes, such as conducting general/special elections including administering the candidate nomination process, publishing candidate notices pursuant to legal guidelines, assessing and certifying official citizen initiative petitions for ballot qualification, processing and tracking required campaign statement filings,

## CITY CLERK'S OFFICE (continued)

and monitoring changes in laws and regulations to effectively qualify candidates and initiatives/measures to administer elections. The department provides oversight in regards to compliance with the Political Reform Act, California Elections Code, California Code of Regulations, and the Solana Beach Municipal Code.

### **Fair Political Practices Commission (FPPC) Filings**

The City Clerk acts as the compliance filing official/officer of the Political Reform Act by administering the required annual noticing, tracking, and reporting of the Fair Political Practices Commission (FPPC) economic filings and biennial review and update of the City's Conflict of Interest Code. The department tracks required biennial ethics training for City Council and Staff.

**Community Access and Public Information** The City Clerk's department manages City Hall's general lobby operations which includes routing all general incoming calls, directing public inquiries, assisting all visitors, providing general information on programs/services and permits/applications, managing incoming/outgoing citywide mail/parcels, internal monitoring of conference room schedules, and acting as the City Clerk department counter administration.

The City Clerk's budget and service indicators are located on pages C - 8 and C - 9.

### **Goals:**

- Comply with the California Government Code, Political Reform Act, Fair Political Practices Commission, Public Records Act, Brown Act, Solana Beach Municipal Code, Conflict of Interest Code and other various state codes and statutes in a timely and efficient manner in order to meet obligations which include official noticing, publication, and regulated filings.
- Confirm the City's conformance that legislative bodies conduct meetings in accordance with the Brown Act, also known as the open public meeting law, specifically in terms of required noticing.
- Process legislative documents including minutes, resolutions, ordinances, contracts, recorded documents, and official records of proceedings.
- Assure conformity with requirements for public records requests, appropriately collaborate to provide the most definitive conclusions, and fulfill required deadlines.
- Continue to prepare and maintain the indexing, storage, and archival of official current records and the manual review and organization of historical records. Maintain the archiving of documents within the document imaging system to assist in the research and retrieval of information.
- Continue review of the City's Records Retention Schedule for future updates.
- Maintain and track new election laws to help ensure professional and fair election processes for the community.
- Manage City Hall's lobby general information desk and City Clerk department customer service in order to provide information, resources and direction to the public.

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>CITY CLERK</b>		<b>5150</b>			<b>001-5000-5150</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	126,315	172,886	204,200	166,494	209,100	209,100
6102	Part Time & Temporary Salaries	49,489	22,312	31,700	35,065	32,300	32,300
6103	Overtime	2,073	2,728	100	433	300	300
6105	Temporary Non-Payroll	46,102	27,253	-	24,394	-	-
6205	Retirement	21,766	16,311	19,000	16,251	16,400	16,400
6210	Medicare	2,595	3,076	3,400	3,052	3,500	3,500
6211	Social Security	282	56	-	190	-	-
622X	Flex Credit Benefit	18,438	31,912	41,700	31,797	41,700	41,700
6244	LT Disability Insurance	622	933	1,200	1,015	1,300	1,300
6245	Life Insurance	329	447	800	476	800	800
6280	Auto Allowance	2,601	2,644	2,600	2,708	2,600	2,600
6290	Phone Allowance	98	-	-	-	-	-
TOTAL		270,712	280,558	304,700	281,875	308,000	308,000
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	333	144	3,400	4,900	5,900	5,300
6320	Training	2,473	2,216	1,100	775	1,500	1,100
6330	Membership and Dues	685	300	500	1,134	1,300	1,400
6415	Election Supplies	1,307	163	19,000	19,000	1,200	25,000
6416	Office Supplies	666	-	-	-	-	-
6417	Postage	6,765	7,352	8,500	8,350	8,500	8,800
6418	Books, Subscriptions, and Printing	11,838	7,625	6,900	7,225	9,800	9,900
6419	Minor Equipment	1,611	1,920	600	600	800	600
6420	Departmental Special Supplies	7,918	7,235	8,700	8,315	8,500	8,800
6522	Advertising	914	804	3,700	4,580	4,600	4,800
6525	Rents and Leases	2,436	2,639	2,700	2,700	2,700	3,500
6529	Mileage	65	-	300	325	400	400
6530	Professional Services	11,884	13,504	42,300	20,300	55,000	31,600
6531	Maint. & Operation of Equipment	-	-	600	500	700	700
6570	Other Charges	28	-	200	200	200	200
TOTAL		48,923	43,902	98,500	78,904	101,100	102,100
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6640	Equipment	1,570	-	-	-	-	-
6910	Claims Liability Charges	7,000	3,900	6,200	6,200	11,600	11,600
6920	Workers' Comp Charges	4,600	5,700	7,300	7,300	7,700	9,800
6930	Asset Replacement Charges	1,300	1,300	1,300	1,300	1,300	1,300
TOTAL		14,470	10,900	14,800	14,800	20,600	22,700
ACTIVITY TOTALS		334,104	335,360	418,000	375,579	429,700	432,800

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
CITY CLERK	5150	001-5000-5150

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M6	City Clerk	0.85	100,800	0.85	103,400	0.85	103,400	0.85	103,400
M1	Deputy City Clerk	0.75	42,400	0.75	43,400	0.75	48,300	0.75	48,300
MIS86	Admin Assistant II/III	1.00	54,600	1.00	57,400	1.00	57,400	1.00	57,400
PTS83	PT Mgmt Analyst	0.50	30,200	0.50	31,700	0.50	32,300	0.50	32,300
	Overtime		100		100		300		300
	Total Salaries		228,100		236,000		241,700		241,700
	Total Benefits		64,400		68,700		66,300		66,300
	<b>Total</b>	<b>3.10</b>	<b>292,500</b>	<b>3.10</b>	<b>304,700</b>	<b>3.10</b>	<b>308,000</b>	<b>3.10</b>	<b>308,000</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Resolutions adopted	160	146	125	140	140
Ordinances adopted	7	8	8	8	8
Council agendas - public meetings	25	26	25	25	25
Records requests	330	325	395	400	400



**NOTES:**

6330: SD Clerks Association, International Institute of Municipal Clerks, City Clerks Association of California, ARMA

6417: Postage for Citywide departments, FED EX, UPS, Bulk mail permits.

6418: Municipal Code updates, City Clerk reference materials, records reproduction County Recorder's guide, reference materials.

6420: Supplies: Meeting and agenda packet preparation, audio/video reproduction, record request materials/services, vital record archival materials, plaques, gavel, front desk operations, etc.

6522: Required publication of ordinances/resolutions/hearing notices

6525: Postage machine lease.

6530: Document imaging and content mgmt software support/maintenance, official redaction software annual maintenance, Front desk temporary staffing, consultant, translation services for Public Mtgs, records storage/destruction/shredding vendor.

6531: Dedicated scanner, official bid date stamper.



# City Manager

## **Mission Statement:**

We are here to assist the entire community to accomplish their vision with our skills, resources, and abilities while providing services that promote and sustain a high quality of life for all.

## **Structure & Services**

The **City Manager** provides leadership, management, direction, support and coordination for all of the various City departments, provides policy recommendations to and implements policies of the City Council, represents City interests in local and regional issues and ensures that the governmental processes succeed in maintaining and improving the quality of life in Solana Beach. The department enforces all applicable Federal and State laws as well as municipal codes and ordinances and administers and manages the overall budget. The City Manager's budget is located on pages C-12 and C-13.

**Human Resources** provides the City with effective human resource programs and services in the areas of personnel recruitment and selection, employee training and development, labor and employee relations and negotiations, salary and benefit administration, performance evaluations, classification and position studies and allocations and employee awards and programs. Additionally, Human Resources assumes responsibility for administering claims for the City's self-funded Worker's Compensation Insurance and Administration of the Affordable Care Act (ACA) Policy and Procedures. The budget and service indicators for Human Resources are located on pages C-22 and C-23.

**Information/Communication Systems** is responsible for ensuring that the City's information technology resources are effectively managed and used as key organizational tools in improving staff productivity, customer service, and public access to City information. Information/Communications Systems is responsible for overseeing, maintaining and improving the Local Area Networks for all City sites, multimedia operations for City Council and other public meetings, Internet access and monitoring, telephone system, voicemail system, computer hardware/software training and staff support. Information/Communication Systems' budget and service indicators are located on pages C-24 and C-25

The **Communications** division manages the educational/community television programming under the City's cable franchise agreement, produces public service announcements (PSA), prepares press releases and E-Blasts, maintains the City website and social media communications, coordinates media activities for City programs and services, and produces the Shorelines quarterly newsletter. The budget for communications is derived from various City departments.

The **Community Services** division is responsible for providing various service-oriented activities which include the City's Annual Street Banner program, production of *Shorelines*, the City newsletter publication, management of the public art program, and coordination of City-sponsored community-wide events. In addition, the Community Services Department is directly responsible for providing programs and services to the community, including rental processing of La Colonia Field and Community Center and managing the Fletcher Cove Community Center for City programs, rentals and services; coordination of 30 City-sponsored special events; development of joint use agreements with local school districts and other organizations for

## CITY MANAGER (continued)

facility use and program resources; contract management with the Boys & Girls Club for the City's After School Enrichment Program; non-City-sponsored special event application administration; and Summer Youth Camps.

### **Goals:**

- Implement all policies and programs adopted and directed by the City Council.
- Manage all City operations through the City's employees and contractors assuring effective and quality results.
- Prepare a recommended Budget and Work Plan and implement the goals of the organization upon adoption.
- Maintain a balanced operating budget and healthy capital improvement plan that provides fiscal sustainability on a three-year forecast basis.
- Reduce the City's environmental footprint and develop and implement long-term environmental sustainability measures for the community including the development of the City's Climate Action Plan.
- Continue the comprehensive review of land use policies and selected zoning ordinances to preserve community character through the General Plan Update.
- Promote a culture of learning and communication that ensures the community is well informed while providing a high level of confidence in local government.
- Continue work on the Local Coastal Program Implementation Plan and implementing Policies of the adopted Land Use Plan. .
- Continue work on the approved USACE 50-year Sand Replenishment Project.
- After completion of the RFP process for the NCTD project, oversee the development permit review process for the selected development team through the City.
- Continue to provide the necessary tools and resources to ensure a small and dedicated staff of professionals is connected and responsive to the City Council and community with high expectations.

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>CITY MANAGER</b>		<b>5200</b>			<b>001-5000-5200</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2017-2018 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	159,781	208,563	192,100	216,284	214,400	214,400
6102	Part Time & Temporary Salaries	51,810	1,222	-	-	-	-
6103	Overtime	1,319	1,071	700	407	500	500
6104	Special Pay	-	2,649	-	-	-	-
6205	Retirement	20,521	15,607	13,900	16,994	15,300	15,300
6210	Medicare	3,046	3,201	2,800	3,236	3,100	3,100
6211	Social Security	3,123	76	-	-	-	-
622X	Flex Credit Benefit	18,367	22,035	24,200	26,308	25,500	25,500
6244	LT Disability Insurance	622	895	1,000	859	1,100	1,100
6245	Life Insurance	360	520	600	549	700	700
6255	Deferred Compensation	208	5,082	5,000	5,013	6,000	6,000
6280	Auto Allowance	396	2,918	3,300	4,244	3,900	3,900
6290	Phone Allowance	58	-	-	-	-	-
TOTAL		259,611	263,839	243,600	273,894	270,500	270,500
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	2,820	3,298	7,000	5,700	7,500	7,500
6320	Training	515	149	1,000	1,000	1,000	1,000
6330	Membership and Dues	2,225	2,335	2,800	2,300	3,800	3,800
6418	Books, Subscriptions, and Printing	464	93	600	600	600	600
6419	Minor Equipment	248	-	-	-	-	-
6420	Departmental Special Supplies	1,029	890	800	800	800	800
6529	Mileage	514	205	400	400	400	400
6530	Professional Services	30,000	9,681	25,000	25,000	35,000	35,000
6539	Contingency	32,522	18,427	37,500	37,500	37,500	37,500
TOTAL		70,338	35,078	75,100	73,300	86,600	86,600
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	7,400	3,500	5,100	5,100	10,300	10,300
6920	Workers' Comp Charges	4,800	5,200	5,900	5,900	6,900	8,700
TOTAL		12,200	8,700	11,000	11,000	17,200	19,000
ACTIVITY TOTALS		342,148	307,617	329,700	358,194	374,300	376,100

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
CITY MANAGER	5200	001-5000-5200

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
Contract	City Manager	0.50	99,000	0.50	99,000	0.60	120,600	0.60	120,600
M8	Assistant City Manager	-	-	0.20	25,900	0.20	25,900	0.20	25,900
M8	Deputy City Manager	-	-	-	-	-	-	-	-
M5	Sr. Management Analyst	0.45	43,600	-	-	-	-	-	-
C99	Admin Assistant IV	0.60	38,200	0.60	39,200	0.60	39,200	0.60	39,200
MIS86	Admin Assistant III	0.50	27,300	0.50	28,000	0.50	28,700	0.50	28,700
MIS64	Admin Assistant II	-	-	-	-	-	-	-	-
	Overtime		700		700		500		500
	Total Salaries		208,800		192,800		214,900		214,900
	Total Benefits		52,900		50,800		55,600		55,600
	<b>Total</b>	<b>2.05</b>	<b>261,700</b>	<b>1.80</b>	<b>243,600</b>	<b>1.90</b>	<b>270,500</b>	<b>1.90</b>	<b>270,500</b>

**NOTES:**

6315: League of California Cities, CCMA meetings and luncheons, DC trip for City Manager  
6330: ICMA, CCMA, ASBPA and GCMF dues for City Manager, MMAC dues for Assistant CM  
6539: In line with Financial Policies an amount not to exceed 0.5% of the operating budget is to be included with the City Manager's budget to enhance operating efficiency

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>CITY ATTORNEY</b>		<b>5250</b>			<b>001-5000-5250</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	9,493	15,051	14,500	15,813	16,100	16,100
6102	Part Time & Temporary Salaries	8,008	-	-	-	-	-
6103	Overtime	-	54	-	58	-	-
6205	Retirement	1,853	941	1,000	1,043	1,100	1,100
6210	Medicare	267	253	200	267	200	200
622X	Flex Credit Benefit	2,165	3,066	3,400	3,519	3,400	3,400
6244	LT Disability Insurance	55	87	100	105	100	100
6245	Life Insurance	25	37	-	40	100	100
TOTAL		21,867	19,489	19,200	20,845	21,000	21,000
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	12	219	-	500	500	500
6330	Memberships and Dues	-	-	-	-	-	-
6418	Books, Subscriptions, and Printing	979	118	5,000	1,000	1,000	1,000
6420	Departmental Special Supplies	-	-	-	-	-	-
6530	Professional Services	394,008	440,175	500,000	480,000	500,000	500,000
6540	Damage Claims	-	30,000	-	-	-	-
TOTAL		394,999	470,512	505,000	481,500	501,500	501,500
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	600	200	400	400	800	800
6920	Workers' Comp Charges	400	400	400	400	500	600
TOTAL		1,000	600	800	800	1,300	1,400
ACTIVITY TOTALS		417,866	490,601	525,000	503,145	523,800	523,900

**CITY OF SOLANA BEACH**  
SUMMARY/COMMENTARY/DETAIL

DEPARTMENT <b>CITY ATTORNEY</b>	DEPT. NO. <b>5250</b>	BUDGET UNIT <b>001-5000-5250</b>
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Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M1	Deputy City Clerk	0.25	14,100	0.25	14,500	0.25	16,100	0.25	16,100
	Total Salaries		14,100		14,500		16,100		16,100
	Total Benefits		4,200		4,700		4,900		4,900
	<b>Total</b>	<b>0.25</b>	<b>18,300</b>	<b>0.25</b>	<b>19,200</b>	<b>0.25</b>	<b>21,000</b>	<b>0.25</b>	<b>21,000</b>

<b>NOTES:</b>		
6418: Municipal law book update, West Law book and other legal journals subscriptions		
6420: Pleading papers	FY 17/18	FY 18/19
6530: City Attorney - General Services	200,000	200,000
City Attorney - Other Services	90,000	90,000
Outside Legal Services	210,000	210,000
	500,000	500,000



# Finance Department

## **Mission Statement:**

We deliver quality financial management and services to our elected officials, citizens, city departments, and the community by providing accurate and timely information to ensure fiscal sustainability in an environment of teamwork, excellent customer service, innovative business solutions and high ethical standards.

## **Structure and Services**

The Finance Department is responsible for managing Finance, Support Services, Risk Management, Workers' Compensation administration, Asset Replacement, Facilities Replacement, and the administration of the Successor Agency to the former Solana Beach Redevelopment Agency.

The ***Finance Department*** maintains the financial records of the City, the Successor Agency and the former Solana Beach Redevelopment Agency. Responsibilities include financial planning, cash management, purchasing, budgeting, payroll, payables, receivables, collections, accounting, financial reporting, fixed asset tracking, investment and debt administration. Finance's budget and service indicators are located on pages C-18 and C-19.

***Support Services*** includes costs that affect City Hall in general, but are not easily allocated to the appropriate departments, and its budget is located on pages C-20 and C-21.

The Finance Manager is also the Risk Manager for the City and oversees the insurance requirements of the City, manages the loss-control program, and handles all claims made against the City in addition to administering the budget for the self-insured worker's compensation program. The Workers Compensation budget unit was introduced in Fiscal Year 2003-04 as the City began to self-insure for Workers' Compensation in October 2003. The costs to provide this service are charged to other budget units with payroll accounts on an annual basis.

The budgets and service indicators for ***Risk Management, Workers Compensation, Asset Replacement and the PERS Side Fund*** are located on pages C-26 through C-33.

## **Goals:**

- Complete sections of the department procedures manual that implement new processes
- Implement a workflow process for purchase orders and human resources
- Implement an electronic time-keeping system
- Implement on-line credit card payments for services.
- Submit the Comprehensive Annual Financial Report and the Adopted Budget for the Government Finance Officers Association (GFOA) awards for Outstanding Financial Reporting and Excellence in Operational Budgeting
- Refinancing Waste Water Revenue and the former Redevelopment Agency Tax Allocation Bonds.



**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**


DEPARTMENT		DEPT. NO.			BUDGET UNIT		
FINANCE		5300			001-5000-5300		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	211,946	226,264	234,700	215,767	236,900	236,900
6102	Part Time & Temporary Salaries	7,454	4,302	-	19,244	-	-
6103	Overtime	5,567	5,288	1,200	1,061	1,200	1,200
6205	Retirement	26,617	19,125	19,200	16,268	17,000	17,000
6207	Retirement-UAL	-	137,510	156,800	156,800	156,700	240,200
6210	Medicare	3,309	3,450	3,400	3,370	3,500	3,500
6211	Social Security	463	193	-	766	-	-
622X	Flex Credit Benefit	43,315	43,563	47,700	41,602	45,700	45,700
6244	LT Disability Insurance	1,119	1,329	1,200	1,174	1,200	1,200
6245	Life Insurance	554	572	800	515	800	800
6290	Phone Allowance	40	-	-	-	-	-
TOTAL		300,386	441,596	465,000	456,567	463,000	546,500
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	33	77	2,300	-	2,300	2,300
6320	Training	1,553	631	2,000	779	2,000	2,000
6330	Membership and Dues	350	300	300	300	300	300
6418	Books, Subscriptions, and Printing	-	-	400	474	400	400
6420	Departmental Special Supplies	1,384	2,190	1,900	3,232	3,100	3,100
6522	Advertising	189	164	300	954	1,000	1,000
6529	Mileage	34	-	100	20	100	100
6530	Professional Services	41,538	60,015	127,900	71,872	146,900	103,300
6531	Maint. & Operation of Equipment	30,307	31,269	32,800	31,950	33,900	34,900
6570	Other Charges	142,316	156,327	152,000	156,228	136,900	141,400
TOTAL		217,704	250,973	320,000	265,809	326,900	288,800
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	9,100	3,800	6,200	6,200	11,400	11,400
6920	Workers' Comp Charges	5,900	5,600	7,200	7,200	7,600	9,600
6930	Asset Replacement Charges	10,900	10,900	10,900	10,900	10,900	10,900
6940	PERS Side Fund Charges	121,572	124,361	132,900	132,900	137,200	44,800
6960	PARS OPEB Charges	-	198,780	-	-	-	-
6965	PARS Pension Charges	-	736,220	-	-	-	-
TOTAL		147,472	1,079,661	157,200	157,200	167,100	76,700
ACTIVITY TOTALS		665,561	1,772,230	942,200	879,576	957,000	912,000

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>FINANCE</b>	<b>5300</b>	<b>001-5000-5300</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8	Finance Director	-	-	-	-	-	-	-	-
M7	Finance Manager/Treasurer	0.30	39,300	0.30	40,300	0.30	40,300	0.30	40,300
M1	Senior Accountant	-	-	0.75	55,800	0.65	50,000	0.65	50,000
C106	Accountant	0.75	51,200	-	-	-	-	-	-
C99	Fiscal Services Specialist II	0.75	47,800	0.75	49,000	0.75	45,700	0.75	45,700
C87	Fiscal Services Specialist I	0.75	42,000	0.75	43,500	0.75	43,500	0.75	43,500
MIS64	Admin Assistant II	1.00	43,900	1.00	46,100	1.00	57,400	1.00	57,400
	Special Pay								
	Overtime		1,200		1,200		1,200		1,200
	Total Salaries		225,400		235,900		238,100		238,100
	Total Benefits		200,300		229,100		224,900		308,400
	<b>Total</b>	<b>3.55</b>	<b>425,700</b>	<b>3.55</b>	<b>465,000</b>	<b>3.45</b>	<b>463,000</b>	<b>3.45</b>	<b>546,500</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
A/P checks	2299	2400	2375	2400	2400
Payroll checks/vouchers	2666	2800	2800	2800	2800
W-2 forms	163	161	172	180	180
1099 forms	35	36	50	70	70
Bank reconciliations	72	72	72	72	72
Cash receipts processed	4001	4000	4000	4000	4000
Purchase Orders processed	286	300	255	300	300



NOTES:	FY 17/18	FY 18/19
6530: Annual Audit	28,400	29,800
Sales Tax Reports/Audit	11,300	11,300
CAFR Statistics & Debt Statement	500	500
Fire Benefit Administration	2,500	2,500
Chandler Investment	19,200	19,200
Union Bank Analysis Fees	25,000	25,000
PERS GASB 68 Report	10,000	10,000
OPED Actuarial Report	5,000	5,000
Fee Study	45,000	-
	<u>146,900</u>	<u>103,300</u>
6531: Pentamation Licenses and Support The cost also reflects department expenditures for computer costs associated with the accounting system.		
6570: Property tax administration	93,000	96,600
Sales tax administration	41,800	42,700
HDL CAFR Report package	600	600
Budget/CAFR awards program	1,500	1,500
	<u>136,900</u>	<u>141,400</u>

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

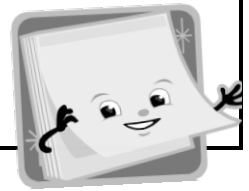
DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>SUPPORT SERVICES</b>		<b>5350</b>			<b>001-5000-5350</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
TOTAL		-	-	-	-	-	-
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6416	Office Supplies	8,243	6,433	5,000	2,500	5,000	5,000
6418	Books, Subscriptions & Printing	5,077	6,284	7,600	8,158	8,700	8,700
6419	Minor Equipment	1,490	2,279	-	1,777	3,000	3,000
6420	Departmental Special Supplies	2,822	2,910	2,000	2,400	2,000	2,000
6525	Rents and Leases	12,827	12,500	12,200	11,712	12,200	12,200
6530	Professional Services	3,348	4,178	4,500	3,000	4,500	4,500
6531	Maint. & Operation of Equipment	738	62	700	-	700	700
6570	Other Charges	136	-	100	100	100	100
TOTAL		34,680	34,646	32,100	29,647	36,200	36,200
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6640	Equipment	4,970	-	-	-	-	-
TOTAL		4,970	-	-	-	-	-
<b>ACTIVITY TOTALS</b>		<b>39,650</b>	<b>34,646</b>	<b>32,100</b>	<b>29,647</b>	<b>36,200</b>	<b>36,200</b>

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
SUPPORT SERVICES	5350	001-5000-5350

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									
	<b>Total</b>	-	-	-	-	-	-	-	-

**NOTES:**  
 6416: Office supplies for all City departments excluding Fire and Marine Safety  
 6418: Various books and publications, miscellaneous printing, and excess copy costs  
 6420: Includes paper and toner for copiers/fax machines and water for City Hall  
 6525: Copier leases (all City Hall copiers are paid from this department)



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
HUMAN RESOURCES		5400			001-5000-5400		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	94,109	16,700	175,500	11,774	82,500	82,500
6102	Part Time & Temporary Salaries	-	-	-	31,020	66,100	66,100
6103	Overtime	726	120	200	75	500	500
6104	Special Pay	-	7,948	-	-	-	-
6205	Retirement	13,842	1,090	13,900	3,595	13,200	13,200
6210	Medicare	1,503	427	2,500	695	2,200	2,200
6211	Social Security	20	15	-	112	-	-
622X	Flex Credit Benefit	13,672	9,039	15,500	6,388	12,800	12,800
6244	LT Disability Insurance	449	65	700	240	500	500
6245	Life Insurance	235	27	400	103	300	300
6260	Unemployment Insurance	7,547	2,199	20,000	19,357	20,000	20,000
6270	Retirees Health Insurance	127,279	131,536	145,000	160,970	168,000	176,400
6280	Auto Allowance	459	18	500	-	500	500
6290	Phone Allowance	17	-	-	-	-	-
6295	Rideshare Program	6,880	5,291	8,000	5,189	8,000	8,000
TOTAL		266,737	174,475	382,200	239,518	374,600	383,000
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	1,675	3,025	3,300	120	3,500	3,500
6320	Training	199	-	1,700	1,700	1,700	1,700
6330	Membership and Dues	2,464	2,608	4,900	4,883	5,000	5,000
6341	Tuition Reimbursement	5,049	6,269	4,000	4,000	5,000	5,000
6350	Pre-Employment	8,472	10,881	4,900	4,900	5,000	5,000
6351	Recruitment	56,058	5,996	5,500	6,500	7,000	7,000
6418	Books, Subscriptions & Printing	336	280	300	310	800	800
6419	Minor Equipment	-	-	-	3,200	1,000	1,000
6420	Special Department Supplies	749	391	-	270	500	500
6522	Advertising	-	-	500	100	500	500
6529	Mileage	155	-	200	150	200	200
6530	Professional Services	16,949	43,655	18,300	36,080	21,400	16,500
6538	Special Events	3,093	3,294	3,000	4,000	5,000	5,000
6570	Other Charges	2,226	2,604	4,400	4,400	5,000	5,000
TOTAL		97,427	79,003	51,000	70,613	61,600	56,700
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	3,400	1,100	4,600	4,600	7,100	7,100
6920	Workers' Comp Charges	2,200	1,700	5,400	5,400	4,800	6,000
TOTAL		5,600	2,800	10,000	10,000	11,900	13,100
ACTIVITY TOTALS		369,764	256,278	443,200	320,131	448,100	452,800

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>HUMAN RESOURCES</b>	<b>5400</b>	<b>001-5000-5400</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8	Assistant City Manager	-	-	0.15	19,500	0.15	19,500	0.15	19,500
M8	Deputy City Manager	-	-	-	-	-	-	-	-
M4	HR Manager	-	-	0.80	93,000	0.60	66,100	0.60	66,100
M2	Senior HR Analyst	0.80	55,100	-	-	-	-	-	-
C99	Administrative Assistant IV	0.20	12,700	0.20	13,000	0.20	13,000	0.20	13,000
	Management Compensation				50,000		50,000		50,000
	Overtime		200		200		500		500
	Total Salaries		68,000		175,700		149,100		149,100
	Total Benefits		20,300		33,500		29,500		29,500
	Health Insurance Retirees		135,000		145,000		168,000		176,400
	Unemployment Insurance		20,000		20,000		20,000		20,000
	Rideshare Program		8,000		8,000		8,000		8,000
	<b>Total</b>	<b>1.00</b>	<b>251,300</b>	<b>1.15</b>	<b>382,200</b>	<b>0.95</b>	<b>374,600</b>	<b>0.95</b>	<b>383,000</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
New employees hired	N/A	N/A	31*	35*	35*
Average to complete recruitment (days)	N/A	N/A	50	50	50
Separations/Terminations	N/A	N/A	20**	20**	20**
MOUs negotiated	3	3	3	3	3
In-service training programs offered	N/A	N/A	1	1	1
Employee (avg) participants per in-service training	N/A	N/A	42	45	45
* Includes temporary/seasonal employees					
** Includes retirements, resignations, temporary/seasonal					
*** Includes retirements, resignations, temporary/seasonal					

**NOTES:**

- 6320: LCW and RTC trainings, city wide trainings, sexual harassment, team building, ethics training, etc.
- 6330: Membership/Dues: IPMA-HR, CalPACS, SD Employment Consortium, IPMA HR (SD Chapter), CalPERA
- 6341: Tuition reimbursement for all City employees
- 6350: Pre-employment medical exams, Livescan fingerprinting, vaccinations
- 6351: Material related to recruitments: panel meals, binders, supplies, etc.
- 6530: Wage Works (Flexible Spending Accounts), Employee Assistance Program, Website support, labor relations, miscellaneous materials
- 6538: Annual Employee Appreciation Event



**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
INFO/COMMUNICATION SYSTEMS		5450			001-5000-5450		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	100,377	104,730	105,700	110,005	105,700	105,700
6103	Overtime	768	1,190	-	1,016	-	-
6205	Retirement	15,799	10,167	9,600	10,330	9,600	9,600
6210	Medicare	1,423	1,494	1,500	1,562	1,500	1,500
622X	Flex Credit Benefit	12,259	12,265	13,400	14,074	13,400	13,400
6244	LT Disability Insurance	498	556	500	571	500	500
6245	Life Insurance	263	268	300	280	300	300
6290	Phone Allowance	115	-	-	-	-	-
TOTAL		131,504	130,670	131,000	137,838	131,000	131,000
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6320	Training	-	-	2,500	-	2,500	2,500
6330	Membership and Dues	240	160	300	160	300	300
6419	Minor Equipment	17,755	15,001	17,000	13,000	15,000	16,000
6420	Departmental Special Supplies	3,468	3,588	3,500	2,500	2,500	2,500
6523	Communications	35,491	40,122	39,000	39,000	41,500	43,700
6525	Rents/Leases	1,069	1,173	1,300	250	1,000	1,000
6530	Professional Services	19,433	18,541	23,000	22,050	23,400	23,400
6531	Maint. & Operation of Equipment	26,136	20,310	28,700	24,700	29,400	30,500
6535	Community Television Production	32,562	35,856	55,600	54,500	55,600	59,600
TOTAL		136,155	134,751	171,200	156,160	171,200	179,500
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	3,900	1,700	2,800	2,800	5,100	5,100
6920	Workers' Comp Charges	2,500	2,600	3,200	3,200	3,400	4,300
6930	Asset Replacement Charges	50,300	82,000	82,000	82,000	105,000	105,000
TOTAL		56,700	86,300	88,000	88,000	113,500	114,400
ACTIVITY TOTALS		324,359	351,721	390,200	381,998	415,700	424,900

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>INFO/COMMUNICATION SYSTEMS</b>	<b>5450</b>	<b>001-5000-5450</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8 M4	Deputy City Manager Info Tech Manager	- 1.00	- 103,100	- 1.00	- 105,700	- 1.00	- 105,700	- 1.00	- 105,700
	Total Salaries		103,100		105,700		105,700		105,700
	Total Benefits		24,100		25,300		25,300		25,300
	<b>Total</b>	<b>1.00</b>	<b>127,200</b>	<b>1.00</b>	<b>131,000</b>	<b>1.00</b>	<b>131,000</b>	<b>1.00</b>	<b>131,000</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
PC's supported	70	70	70	70	70
Physical servers supported	8	6	6	6	6
Virtual servers supported	18	19	19	19	19
Printers supported	29	29	29	29	29
Telephones supported	75	75	75	75	75
Voicemail boxes supported	90	90	90	90	90
Email boxes supported	115	115	15	15	15

NOTES:
6320: Training network systems engineer on continuing certification and citywide computer training
6419: Printers, fax machines, wireless cards, replacement parts, server room equipment
6420: Employee software licenses
6523: AT&T site to site connection, phone and DSL, Cox internet connection
6525: Cost to host City website and to post Municipal Codes on the MSRC website
6530: Technical support for LAN-Email/Web Filter IT Technical Support Web Development
6531: Computer and printer repairs, Firewall security & LAN maintenance. Costs associated with website and Internet access plus maintenance of voice-mail and phone systems
6535: Community access channel programming and web streaming





**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>RISK MANAGEMENT - INSURANCE</b>		<b>5460</b>			<b>120-5000-5460</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	25,928	48,495	50,400	45,895	50,600	50,600
6103	Overtime	787	685	-	85	-	-
6205	Retirement	3,983	4,208	4,200	3,696	4,000	4,000
6210	Medicare	358	680	700	637	700	700
622X	Flex Credit Benefit	4,033	7,707	8,700	7,155	8,700	8,700
6244	LT Disability Insurance	132	270	300	225	300	300
6245	Life Insurance	69	124	200	107	200	200
6290	Phone Allowance	12	-	-	-	-	-
TOTAL		35,302	62,169	64,500	57,800	64,500	64,500
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6310	Insurance and Surety Bonds	278,001	259,405	239,100	222,846	204,300	220,600
6315	Travel-Meeting	40	-	-	-	-	-
6320	Training	2,551	567	3,000	425	3,000	3,000
6330	Membership and Dues	150	150	200	150	200	200
6419	Minor Equipment	1,590	11,089	-	1,766	-	-
6530	Professional Services	10,155	27,975	60,000	20,000	50,000	50,000
6540	Damage Claims	9,697	928	180,000	351,000	200,000	200,000
6541	Damage to City Property	3,185	21,275	-	14,300	-	-
6576	Loss Control	4,360	6,600	20,000	19,749	30,000	30,000
TOTAL		309,728	327,989	502,300	630,236	487,500	503,800
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6940	PERS Side Fund Charges	1,863	3,045	-	-	-	-
6960	PARS OPEB Charges	-	1,543	-	-	-	-
6965	PARS Pension Charges	-	5,713	-	-	-	-
TOTAL		1,863	10,301	-	-	-	-
ACTIVITY TOTALS		346,893	400,459	566,800	688,036	552,000	568,300

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>RISK MANAGEMENT - INSURANCE</b>	<b>5460</b>	<b>120-5000-5460</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M7	Finance Manager/Treasurer	0.15	19,700	0.15	20,200	0.15	20,200	0.15	20,200
C99	Fiscal Services Specialist II	0.20	12,700	0.20	13,000	0.20	13,100	0.20	13,100
MIS86	Admin Assistant III	0.10	5,500	0.10	5,600	0.10	5,700	0.10	5,700
C87	Fiscal Services Specialist I	0.20	11,200	0.20	11,600	0.20	11,600	0.20	11,600
	Total Salaries		49,100		50,400		50,600		50,600
	Total Benefits		13,300		14,100		13,900		13,900
	<b>Total</b>	<b>0.65</b>	<b>62,400</b>	<b>0.65</b>	<b>64,500</b>	<b>0.65</b>	<b>64,500</b>	<b>0.65</b>	<b>64,500</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Liability claims filed	11	10	3	4	4
Value of claims*	\$9,697	\$53,000	\$165,000	\$200,000	\$200,000

\*value claims includes claims for Sanitation Fund

**NOTES:**

The proposed expenditures are for insurance, third party services including (claims administration and legal) and damage claims. Sanitation claims are paid from the Sanitation budget.

The costs to provide this service are charged to other budget units with payroll accounts on an annual basis.

- 6310: General Liability, Property & Automobile and Miscellaneous Insurance Premiums
- 6530: Third party administration services, Armored Transport
- 6540: Damage Claims



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET


DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>WORKERS' COMPENSATION - INSURANCE</b>		<b>5465</b>			<b>125-5000-5465</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	14,750	-	36,200	-	26,400	26,400
6102	Part Time & Temporary Salaries	-	-	-	7,314	16,500	16,500
6103	Overtime	101	-	-	-	-	-
6205	Retirement	2,029	-	2,900	664	3,900	3,900
6210	Medicare	234	-	500	109	600	600
6211	Social Security	-	-	-	-	-	-
622X	Flex Credit Benefit	2,345	-	4,000	882	4,700	4,700
6244	LT Disability Insurance	75	-	200	42	200	200
6245	Life Insurance	35	-	100	18	100	100
6280	Auto Allowance	-	-	300	-	300	300
TOTAL		19,570	-	44,200	9,029	52,700	52,700
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6310	Insurance and Surety Bonds	148,978	160,484	166,000	167,715	192,000	209,900
6530	Professional Services	27,827	56,324	45,000	34,658	45,000	47,500
6540	Damage Claims	126,649	144,304	180,000	170,177	180,000	180,000
TOTAL		303,455	361,112	391,000	372,550	417,000	437,400
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6940	PERS Side Fund Charges	949	949	-	-	-	-
TOTAL		949	949	-	-	-	-
<b>ACTIVITY TOTALS</b>		323,974	362,061	435,200	381,579	469,700	490,100

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>WORKERS' COMPENSATION - INSURANCE</b>	<b>5465</b>	<b>125-5000-5465</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8	Assistant City Manager	-	-	0.10	13,000	0.10	13,000	0.10	13,000
M4	HR Manager	-	-	0.20	23,200	0.15	16,500	0.15	16,500
M2	Senior HR Analyst	0.20	13,800	-	-	-	-	-	-
M7	Finance Manager/Treasurer	-	-	-	-	0.10	13,400	0.10	13,400
	Total Salaries		13,800		36,200		42,900		42,900
	Total Benefits		4,100		8,000		9,800		9,800
	<b>Total</b>	<b>0.20</b>	<b>17,900</b>	<b>0.30</b>	<b>44,200</b>	<b>0.35</b>	<b>52,700</b>	<b>0.35</b>	<b>52,700</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Number of claims outstanding	18	20	19	20	20
Outstanding value of claims filed	700,000	721,000	528,000	500,000	500,000

<b>NOTES:</b>	<p>6310: Excess premium through CSAC; State of California Self Insurance Fee          6530: Third party administration services - Tri-Star          6540: Claims</p>	
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**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**


DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>ASSET REPLACEMENT</b>		<b>5470</b>			<b>135-5000-5470</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6419	Minor Equipment	-	3,475	-	-	-	-
6530	Professional Services	-	-	-	1,500	1,500	1,500
	TOTAL	-	3,475	-	1,500	1,500	1,500
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6640	Equipment	161,076	116,577	328,000	143,147	390,300	100,000
6650	Vehicles	98,440	658,627	-	113,035	111,100	-
	TOTAL	259,516	775,204	328,000	256,182	501,400	100,000
	ACTIVITY TOTALS	259,516	778,679	328,000	257,682	502,900	101,500

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>ASSET REPLACEMENT</b>	<b>5470</b>	<b>135-5000-5470</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									

**COMMENTARY:**



**NOTES:**

	FY 17/18	FY 18/19
6640: Information Technology:		
Windows Office 2016 Licenses (75)	37,500	-
Windows Exchange 2013 Email Server (2)	2,000	-
Windows Exchange 2013 User CAL (75)	6,000	-
Replacement Phones (20)	10,000	-
Replacement Laptops (2)	5,000	-
Replacement PCs (2)	2,000	-
Replacement Server	15,000	-
Replacement Server Room KVM Tray	3,000	-
Replacement Building Counter Printers	6,000	-
Replacement Fire Station Data Switch	4,000	-
Replacement TV Studio DVD Player/Recorder	5,000	-
Upgrade- Phone System/Paging System/Receptionist Console	20,000	-
Wireless Upgrades	10,000	-
Dais Microphone Replacement	5,000	-
Upgrade- User Hardware/Software Upgrades (75)	-	15,000
Upgrade- Server Hardware/Software Upgrades	-	20,000
Upgrade- Video Production Hardware/Software Upgrades	-	20,000
Upgrade- Communications Networking Hardware/Software Upgrade	-	20,000
Upgrade- Email Server	-	10,000
Upgrade- Computer Peripherals Upgrade	-	5,000
	<u>130,500</u>	<u>90,000</u>
Finance:		
Sungard- Fixed Asset Module and interface program	5,000	-
Inventory Program	7,900	500
FinancePLUS 5.1 Upgrade	20,000	-
Community Development:		
Trak-it Permitting Process Software	190,900	-
MyCommunity App	4,900	-
Codes:		
Handheld Parking Ticketing Equipment	6,100	-
Marine Safety		
Timekeeping System	25,000	-
Fire:		
Mobile Data Computers Annual Assessment	-	6,500
Fit Test (Solana Beach Portion)	-	3,000
	<u>259,800</u>	<u>10,000</u>
Total Equipment	<u>390,300</u>	<u>100,000</u>
6650: Marine Safety		
PWC- Honda AquaTrax	12,600	-
4x4 Truck- Ford	34,000	-
UTV Trailer	1,500	-
Fire		
Fire Emergency Prepared Pick up Truck	63,000	-
Total Vehicles	<u>111,100</u>	<u>-</u>
Total	<u>501,400</u>	<u>100,000</u>

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>PERS SIDE FUND</b>		<b>5480</b>			<b>150-5000-5480</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
	TOTAL	-	-	-	-	-	-
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6720	Interest Payment to Sanitation Fund	47,694	37,673	27,100	27,052	15,800	3,900
	TOTAL	47,694	37,673	27,100	27,052	15,800	3,900
	ACTIVITY TOTALS	47,694	37,673	27,100	27,052	15,800	3,900

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
PERS SIDE FUND	5480	150-5000-5480

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
N/A	N/A	N/A	N/A	N/A	N/A

**NOTES:**





**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				2017-2018	2018-2019
					General Fund	Coastal Business/Visitors
<b>COMMUNITY DEVELOPMENT</b>					1,058,300	1,041,300
					48,600	48,600
					1,106,900	1,089,900
EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
TOTAL REGULAR POSITIONS	5.40	6.00	5.80	5.80	5.80	5.80
SALARIES & FRINGE BENEFITS	470,572	547,579	591,700	588,157	597,300	597,300
MATERIAL, SUPPLIES & SERVICES	396,648	396,191	432,900	584,350	446,700	421,100
CAPITAL, DEBT SVC & CHARGES	56,223	49,900	56,100	56,100	62,900	71,500
TOTAL BUDGET	923,442	993,670	1,080,700	1,228,607	1,106,900	1,089,900

**Mission Statement:**

We build community into everything we do. We engage the community in the planning and development of a sustainable City by protecting the environment, preserving community character, and providing a high quality of life for the citizens of Solana Beach.

**Department Overview:**

The Community Development Department provides a variety of services to the public, including administration of local subdivision and zoning regulations, and coastal development activities. The department processes applications for all types of development and land use permits and business certificates, manages housing programs for the City related to affordable housing, and administers and implements the City's General Plan and Certified Land Use Plan. The department also provides professional and technical support to the City Council and City Staff. The department includes three divisions – the Planning Division, the Building Division, and Shoreline Management Division.

**Structure & Services:**

The **Planning Division** administers and implements the City's General Plan, zoning and subdivision regulations and special projects such as the Local Coastal Program/Land Use Plan. This division consists of planners and technical staff who manage the day-to-day development services for current planning projects, provides assistance to customers and also develops strategies for long range planning functions.

The **Building Division** administers and implements the City's Building, Health and Safety Codes in plan checking and issuance of building permits. Currently the City contracts with EsGil/Safebuilt to provide Building Division services.

The **Shoreline Management Division** administers comprehensive local, state and federal efforts to maintain and improve the City's shoreline and beach renourishment programs. These programs remain a top priority for Solana Beach in order to provide recreational opportunities for the City's

## COMMUNITY DEVELOPMENT (continued)

residents and visitors and to protect the City's bluff properties and structures. Programs that the City continues to pursue in Shoreline Management include sand replenishment and renourishment involving local jurisdiction partnerships, as well as, regional stewardship. Funding for these programs is comprised of local, state and federal resources.

### **Goals:**

The department has a variety of goals and objectives identified in the City's Work Plan. Those goals include:

- General Plan Implementation (including Local Implementation Plan)
- Development of a Climate Action Plan
- Development of Implementing Policies and Incorporation of Ordinances of the adopted Local Coastal Plan/Land Use Plan
- Progress on the City's Sand Replenishment & Retention Program
- Mixed Use Affordable Housing Projects
- Update View Assessment Toolkit and Guidelines
- Create Development Review Toolkit and Guidelines
- Coordination of Adopted Specific Plan Standards with the Highway 101 Streetscape Projects and planning for public parking facilities at the NCTD train station
- Review and recommendation of business district parking practices and standards



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>COMMUNITY DEVELOPMENT</b>		<b>5550</b>			<b>001-5500-5550</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	346,065	413,909	463,600	456,663	469,100	469,100
6102	Part Time & Temporary Salaries	10,831	445	-	985	-	-
6103	Overtime	2,137	5,459	1,800	2,444	1,800	1,800
6104	Special Pay	-	21,195	-	-	-	-
6205	Retirement	42,675	30,867	35,400	34,968	35,300	35,300
6210	Medicare	5,249	6,361	6,700	6,731	6,800	6,800
6211	Social Security	-	-	-	61	-	-
622X	Flex Credit Benefit	59,498	63,644	77,900	80,044	77,900	77,900
6244	LT Disability Insurance	1,937	2,170	2,400	2,546	2,400	2,400
6245	Life Insurance	909	1,018	1,500	1,166	1,600	1,600
6280	Auto Allowance	1,224	2,511	2,400	2,549	2,400	2,400
6290	Phone Allowance	46	-	-	-	-	-
<b>TOTAL</b>		<b>470,572</b>	<b>547,579</b>	<b>591,700</b>	<b>588,157</b>	<b>597,300</b>	<b>597,300</b>
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences & Meetings	2,907	2,426	3,200	3,200	3,200	3,200
6320	Training	472	658	2,400	2,400	2,400	2,400
6330	Membership and Dues	900	820	2,300	2,000	2,000	2,000
6418	Books, Subscriptions and Printing	2,543	2,451	2,500	2,000	2,000	2,000
6420	Departmental Special Supplies	2,509	4,078	3,600	2,600	3,000	3,000
6522	Advertising	6,256	5,781	3,300	5,000	6,000	6,000
6529	Mileage	197	72	300	200	300	300
6530	Professional Services	28,470	24,470	26,100	26,100	26,100	26,100
6531	Maint. & Operation of Equipment	-	-	29,400	-	38,000	39,000
<b>TOTAL</b>		<b>44,254</b>	<b>40,756</b>	<b>73,100</b>	<b>43,500</b>	<b>83,000</b>	<b>84,000</b>
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6640	Equipment	1,523	-	-	-	-	-
6910	Claims Liability Charges	15,200	8,200	12,200	12,200	22,600	22,500
6920	Workers' Comp Charges	9,900	12,100	14,300	14,300	15,100	19,400
6930	Asset Replacement Charges	29,600	29,600	29,600	29,600	29,600	29,600
<b>TOTAL</b>		<b>56,223</b>	<b>49,900</b>	<b>56,100</b>	<b>56,100</b>	<b>67,300</b>	<b>71,500</b>
<b>ACTIVITY TOTALS</b>		<b>571,049</b>	<b>638,235</b>	<b>720,900</b>	<b>687,757</b>	<b>747,600</b>	<b>752,800</b>

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT <b>COMMUNITY DEVELOPMENT</b>	DEPT. NO. <b>5550</b>	BUDGET UNIT <b>001-5500-5550</b>
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Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8	Deputy City Manager	-	-	-	-	-	-	-	-
M8	Community Dev. Director	1.00	154,400	0.80	114,800	0.80	114,800	0.80	114,800
M3	Principal Planner	1.00	87,800	1.00	92,200	1.00	97,700	1.00	97,700
MIS114	Associate Planner	1.00	70,000	1.00	75,700	1.00	75,800	1.00	75,800
MIS101	Assistant Planner	1.00	63,400	1.00	66,600	1.00	66,600	1.00	66,600
MIS85	Junior Planner	1.00	54,000	1.00	56,800	1.00	56,800	1.00	56,800
MIS86	Administrative Assistant III	1.00	54,600	1.00	57,400	1.00	57,400	1.00	57,400
PTS59	Planning Tech (Part-time)	-	-	-	-	-	-	-	-
	Overtime		1,800		1,900		1,800		1,800
	Total Salaries		486,000		465,400		470,900		470,900
	Total Benefits		119,900		126,300		126,400		126,400
	<b>Total</b>	<b>6.00</b>	<b>605,900</b>	<b>5.80</b>	<b>591,700</b>	<b>5.80</b>	<b>597,300</b>	<b>5.80</b>	<b>597,300</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Structure development permit applications	40	7	8	6	6
All discretionary review project applications	40	47	44	45	45
Business Certificates					
- New	414	450	430	430	430
- Renewals	1,975	1,963	2,000	2,000	2,000



<b>NOTES:</b>
6530: American Planning Association, Association of Environmental Professionals and various other professional dues
6418: Planning related books and reference materials, printing of blueprints, forms, and public notices, and annual charge for Assessor's Office data from Data Quick
6420: Film and graphics supplies
6522: Legally required public hearing advertisements
6529: Mileage reimbursement for staff
6530: Consultants for environmental review and other professional and consulting services

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>BUILDING SERVICES</b>		<b>5560</b>			<b>001-5500-5560</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
TOTAL		-	-	-	-	-	-
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6418	Books, Subscriptions & Printing	129	1,177	2,000	1,200	2,000	2,000
6420	Special Department Supplies	1,870	1,629	2,000	800	1,800	1,800
6530	Professional Services	350,395	352,629	311,300	431,250	311,300	311,300
TOTAL		352,394	355,435	315,300	433,250	315,100	315,100
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
TOTAL		-	-	-	-	-	-
ACTIVITY TOTALS		352,394	355,435	315,300	433,250	315,100	315,100

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

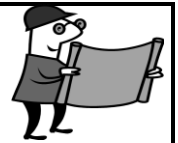
DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>BUILDING SERVICES</b>	<b>5560</b>	<b>001-5500-5560</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
New housing units	5	4	6	10	10
Total value of construction (in millions)	416	293	446	450	450
Building Permits Issued	1220	1012	1624	1700	1700

**NOTES:**

6418: Printing of building permit forms and handouts  
 6530: Contract services with Esgil Corporation for processing building permits (offset by permit fees collected)





**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>COASTAL BUSINESS/VISITORS</b>		<b>5570</b>			<b>250-5500-5570</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6530	Professional Services	-	-	-	100	100	100
6532	Contribution to Agencies	17,388	15,000	22,000	15,000	22,000	22,000
6538	Special Events	14,851	17,112	22,500	15,000	26,500	26,500
6575	Public Arts Expenditures	15,679	8,496	-	77,500	-	-
	TOTAL	47,918	40,608	44,500	107,600	48,600	48,600
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	<b>ACTIVITY TOTALS</b>	<b>47,918</b>	<b>40,608</b>	<b>44,500</b>	<b>107,600</b>	<b>48,600</b>	<b>48,600</b>

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
COASTAL BUSINESS/VISITORS	5570	250-5500-5570

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									
	<b>Total</b>								

NOTES:	FY 17/18	FY 18/19
6532: Contribution to Agencies;		
Solana Beach Visitors Center	15,000	15,000
Solana Beach Chamber of Commerce Fiesta Del Sol	7,000	7,000
	22,000	22,000
6538: Special Events:		
Spring Festival & Egg Hunt	2,500	2,500
Beach Blanket Movie Night	2,500	2,500
Paws in the Park	500	500
Concerts at the Cove (50% Arts, 50% TOT)	6,000	6,000
Arts Alive Event		
Contribution by City	4,000	4,000
Public Arts Reserve	4,500	4,500
Temporary Public Art Program		
Public Arts Reserve	6,500	6,500
	26,500	26,500





**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				2017-2018	2018-2019
	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	PROPOSED	PROPOSED
<b>PUBLIC SAFETY</b>	General Fund				9,811,700	10,034,900
	Fire Mitigation Fees				5,000	5,000
	Camp Programs				372,200	370,200
	COPS				100,000	100,000
					10,288,900	10,510,100
EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
TOTAL REGULAR POSITIONS	33.54	35.27	35.27	35.27	35.52	35.52
SALARIES & FRINGE BENEFITS	3,775,102	4,227,392	4,184,400	4,265,722	4,422,100	4,533,400
MATERIAL, SUPPLIES & SERVICES	4,282,569	4,401,493	4,574,900	4,664,735	4,911,100	5,162,500
CAPITAL, DEBT SVC & CHARGES	812,798	787,016	887,100	885,300	955,700	814,200
<b>TOTAL BUDGET</b>	<b>8,870,469</b>	<b>9,415,901</b>	<b>9,646,400</b>	<b>9,815,757</b>	<b>10,288,900</b>	<b>10,510,100</b>

**Department Overview:**

Public Safety is divided into the following departments:

Law Enforcement	Emergency Preparedness	Fire
Marine Safety	Animal Control	Junior Lifeguards
Code & Parking Enforcement	Shoreline Protection	

**Structure & Services**

The City contracts with the County of San Diego for law enforcement and animal control services. Law Enforcement is provided by the County of San Diego Sheriff's department and its budget and service indicators are located on pages C-46 and C-47. Animal Control is provided by the County of San Diego's Department of Animal Services and its budget and service indicators are located on pages C-52 and C-53.

Shoreline Protection, while classified in the Public Safety function, is managed by the Community Development Department whose department overview and structure begin on page C-35. Shoreline Protection's budget and service indicators are located on pages C-66 and C-67.

Mission statements, structure and services, goals, and budget and service indicators for the remaining departments in Public Safety can be found beginning on the following pages:

<u>Department</u>	
Fire	C-49
Code & Parking Enforcement	C-55
Emergency Preparedness	C-59
Marine Safety	C-63
Junior Lifeguards	C-73

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>LAW ENFORCEMENT</b>		<b>6110</b>			<b>001-6000-6110</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6523	Communications	1,193	936	1,300	-	-	-
6530	Professional Services	3,380,265	3,483,498	3,633,100	3,633,100	3,857,100	4,094,500
	TOTAL	3,381,458	3,484,434	3,634,400	3,633,100	3,857,100	4,094,500
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	ACTIVITY TOTALS	3,381,458	3,484,434	3,634,400	3,633,100	3,857,100	4,094,500

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>LAW ENFORCEMENT</b>	<b>6110</b>	<b>001-6000-6110</b>


Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									

**COMMENTARY:**

This budget unit provides between 97% of the City's total cost for law enforcement.  
The Special Revenue, "COPS" Fund, located at page C-74, provides the remaining as follows:

		FY 17/18	FY 18/19
Law Enforcement	97%	\$ 3,857,100	\$ 4,094,500
COPS	3%	100,000	100,000
		<u>\$ 3,957,100</u>	<u>\$ 4,194,500</u>

<b>SERVICE INDICATORS</b>	<b>2014/15 Actual</b>	<b>2015/16 Actual</b>	<b>2016/17 Projected</b>	<b>2017/18 Proposed</b>	<b>2018/19 Proposed</b>
Response Calls:					
Priority 1	25	8	16	13	11
Priority 2	1,430	1,334	1,124	1,144	1,083
Priority 3	1,661	1,709	1,716	1,767	1,804
Priority 4	1,139	1,150	1,139	1,185	1,210
Hazard traffic citations issued for every 1 injury/ /fatal traffic accidents					
FBI index crimes	244	284	241	251	249



**NOTES:**

	FY 17/18	FY 18/19
<i>Total cost of services breakdown:</i>		
Deputy Patrol 7.090	1,250,799	1,325,847
Deputy Traffic 2.310	407,524	431,975
Deputy Motor 1.000	188,726	200,050
Deputy SPO 2.200	388,118	411,405
CSO 0.500	38,627	40,945
Sergeant 1.028	234,525	248,597
One Special Purpose Officer (Narcotics Enforcement)	-	-
Detective 1.000	184,623	195,700
Detective Sgt. 0.111	25,349	26,870
Station Staff	220,398	233,622
<i>General Fund Funded Subtotal</i>	<u>2,938,689</u>	<u>3,115,011</u>
<i>Less: Amount funded by COPS Special Revenue Grant</i>	<u>(100,000)</u>	<u>(100,000)</u>
<i>General Fund Funded Subtotal</i>	<u>2,838,689</u>	<u>3,015,011</u>
Ancillary Support	481,319	510,198
Supply	66,239	70,213
Vehicles	227,788	241,455
Space	53,163	56,353
Management Support	147,329	156,169
Liability	27,844	29,515
<i>Total Sheriff's Contract funded by General Fund</i>	<u>3,842,371</u>	<u>4,078,914</u>
ARJIS	9,641	10,193
Cal_ID/Criminal Clearing House	5,088	5,393
<i>Total General Fund Funded</i>	<u>3,857,100</u>	<u>4,094,500</u>



# Fire Department

## **Mission Statement:**

We serve the community and one another with compassion, professionalism, integrity, respect and accountability.

## **Structure & Services:**

Management of the Fire Department is being provided through a Management Services Agreement with the cities of Del Mar and Encinitas that consists of a Fire Chief, Deputy Chief, three Battalion Chiefs and a Fire Marshal. Under Direction of the Fire Chief, the Deputy Chief is responsible for overseeing day-to-day operations of the Fire Department and the Battalion Chiefs are responsible for emergency response and emergency management services as well as mid-level management/supervisory responsibilities over the Fire Captains, facilities management and the training and professional development of all Fire Department personnel. The Fire Marshal is responsible for overseeing, assigning and tracking fire prevention inspection program, hydrant maintenance program and fire code enforcement and interpretation. The Fire Department operates with a three-shift work schedule to provide 24 hour a day, 7 days a week service from one station. The station houses one fire engine company and one truck company. Each shift consists of two Fire Captains, two Fire Engineers and two Firefighter Paramedics working a 24-hour shift. Each shift is responsible for emergency response, training, fire prevention and station and equipment maintenance.

Ongoing responsibilities include:

- Provide an all hazard response to emergencies (1,876 incidents in 2016)
- Conduct fire prevention inspections
- Conduct training for emergency responders
- Review building plans and fire code inspections
- Maintain the fire station and equipment
- Develop a budget and monitor revenues and expenditures
- Provide support for Emergency Preparedness
- Conduct public education presentations
- Fire Hydrant maintenance

The Fire Department's budget and service indicators are located on pages C-50 and C-51 and the budget for Fire Mitigation funds, which helps support the capital acquisitions for the department, is located on pages C-68 and C-69.

## **Goals:**

- Review, track, and update response time goals for the City.
- Review building plans in less than 10 days
- Conduct annual fire prevention inspections on 100% of City businesses
- Provide annual maintenance to all fire hydrants
- Conduct annual testing and inventory of fire hose
- Create and maintain pre-fire plans for high hazard occupancies and wildland/urban interface.
- Combine fleet maintenance operations with the other management services partners.
- Conduct a minimum of 4,000 hours training (7,542 combined in 2016)
- Continue inspections in the Wildland Urban Interface
- Continue to develop efficiencies within the Cooperative Management Structure
- Continue to increase membership in CERT
- Identify and actively pursue grant funding opportunities while continuing to seek out and identify cost recovery opportunities for the department



**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
FIRE		6120			001-6000-6120		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	1,635,255	1,738,478	1,785,100	1,724,215	1,929,400	1,929,400
6102	Part Time & Temporary Salaries	40,879	39,637	49,000	13,451	-	-
6103	Overtime	388,538	503,175	313,400	550,253	365,800	365,800
6104	Special Pay	71,280	75,517	78,400	92,150	81,600	81,600
6205	Retirement	440,160	312,961	336,300	315,573	295,800	295,800
6207	Retirement-UAL	-	232,896	278,300	278,300	278,300	444,700
6210	Medicare	27,927	30,189	32,300	32,218	34,500	34,500
6211	Social Security	1,451	1,725	-	-	-	-
622X	Flex Credit Benefit	229,306	231,229	258,000	246,074	295,600	295,600
6244	LT Disability Insurance	29	70	100	42	400	400
6245	Life Insurance	4,167	4,389	5,900	4,420	6,400	6,400
6248	RHSA % Benefit	15,828	17,347	17,700	24,039	37,100	37,100
6290	Phone Allowance	138	-	-	-	-	-
<b>TOTAL</b>		<b>2,854,959</b>	<b>3,187,613</b>	<b>3,154,500</b>	<b>3,280,735</b>	<b>3,324,900</b>	<b>3,491,300</b>
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences & Meetings	-	297	-	-	-	-
6320	Training	4,800	5,541	12,000	11,820	12,400	12,400
6330	Membership and Dues	55	55	100	165	600	300
6340	Clothing and Personal Expenses	7,298	14,127	12,300	13,100	12,500	13,800
6413	Fire Prevention Program	-	-	2,600	1,570	1,800	2,800
6416	Office Supplies	337	555	700	700	700	700
6417	Postage	54	11	-	-	-	-
6418	Books, Subscriptions & Printing	698	623	-	-	-	-
6419	Minor Equipment	1,711	1,005	7,400	7,400	3,000	3,000
6420	Departmental Special Supplies	6,602	8,143	6,800	6,600	8,100	8,100
6421	Small Tools	393	153	800	800	800	1,000
6427	Vehicle Operating Supplies	18,469	15,640	20,800	18,800	22,600	23,600
6428	Vehicle Maintenance	66,690	40,873	72,000	71,781	71,600	73,600
6523	Communications	9,067	13,590	16,800	16,810	18,500	19,900
6524	Utilities - Electric	18,296	-	-	-	-	-
6526	Maint. of Buildings & Grounds	222	912	1,500	1,500	2,000	2,000
6527	Utilities - Water	3,252	2,625	4,300	4,300	4,600	4,900
6529	Mileage	-	-	100	-	100	100
6530	Professional Services	317,227	321,194	341,200	372,150	365,700	362,400
6531	Maint. & Operation of Equipment	3,266	9,031	9,700	7,125	12,500	12,100
6532	Contribution to Other Agencies	11,511	11,475	11,900	11,009	9,200	9,200
6570	Other Expense	-	-	-	-	-	-
<b>TOTAL</b>		<b>469,946</b>	<b>445,850</b>	<b>521,000</b>	<b>545,630</b>	<b>546,700</b>	<b>549,900</b>
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	80,600	35,800	58,500	58,500	114,100	113,800
6920	Workers' Comp Charges	142,200	148,000	184,800	184,800	209,300	279,600
6930	Asset Replacement Charges	151,700	151,700	169,500	169,500	169,500	169,500
6940	PERS Side Fund Charges	286,948	296,274	305,900	305,900	315,800	102,800
<b>TOTAL</b>		<b>661,448</b>	<b>631,774</b>	<b>718,700</b>	<b>718,700</b>	<b>808,700</b>	<b>665,700</b>
<b>ACTIVITY TOTALS</b>		<b>3,986,353</b>	<b>4,265,237</b>	<b>4,394,200</b>	<b>4,545,065</b>	<b>4,680,300</b>	<b>4,706,900</b>

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>FIRE</b>	<b>6120</b>	<b>001-6000-6120</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M7	Deputy Fire Chief /Marshal	-	-	-	-	-	-	-	-
M4	Battalian Chief	1.00	123,500	1.00	133,000	1.00	138,900	1.00	138,900
5109	Fire Captain II	3.00	284,400	3.00	302,900	3.00	316,500	3.00	316,500
5099	Fire Captain I (fully qualified)	3.00	278,900	3.00	297,000	3.00	310,400	3.00	310,400
5091-A	Fire Engineer	-	-	-	-	-	-	-	-
5100	Fire Engineer+Paramedic	6.00	525,500	6.00	541,300	6.00	564,700	6.00	564,700
5091	Firefighter + Paramedic	6.00	480,400	6.00	499,700	6.00	522,100	6.00	522,100
PTS104	Temporary Fire Prevent. Tech	0.75	40,200	0.75	48,900	1.00	65,300	1.00	65,300
MIS86	Administrative Asst III	0.20	11,000	0.20	11,200	0.20	11,500	0.20	11,500
MIS64	Administrative Asst II	-	-	-	-	-	-	-	-
	Overtime		300,000		313,500		365,800		365,800
	EMT Re-Certification Pay		5,500		6,000		6,000		6,000
	Holiday Pay		69,100		72,400		75,600		75,600
	<b>Total Salaries</b>		<b>2,118,500</b>		<b>2,118,500</b>		<b>2,376,800</b>		<b>2,376,800</b>
	<b>Total Benefits</b>		<b>830,800</b>		<b>928,600</b>		<b>948,100</b>		<b>1,114,500</b>
	<b>Total</b>	<b>19.95</b>	<b>2,949,300</b>	<b>19.95</b>	<b>3,154,500</b>	<b>20.20</b>	<b>3,324,900</b>	<b>20.20</b>	<b>3,491,300</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Emergency responses	1,570	1,798	1,827	1,900	1,900
Training hours	7,079	6,177	5,598	600	6,000
Fire plan checks	324	396	444	450	450
Response type %:					
Fire	10.0%	6.0%	7.0%	7.0%	7.0%
Medical	49.0%	59.0%	57.0%	57.0%	57.0%
Other emergencies	41.0%	35.0%	36.0%	36.0%	36.0%



**NOTES:**

6420: Shop supplies, dry goods and drinking water and misc. fire station supplies (janitorial etc.)		
6427: Gasoline for all engines and vehicles		
6523: Phones, cell and long distance, dispatch data and fax line, wireless cards	FY 17/18	FY 18/19
6530: Fire Management Agreement	265,200	271,900
NCDJPA Dispatch Services	88,200	88,200
Standards of Coverage Analysis	10,000	-
Other (Telestaff, Proj. Heartbeat, Lynx)	2,300	2,300
	<u>365,700</u>	<u>362,400</u>
6531: Maintenance, repair of equipment other than vehicles, including annual ladder stress tests, emergency phones and NCDPJPA Video Conferencing		
6532: Palomar College Training	4,100	4,100
North Zone Hiring Consortium	3,000	3,000
Trauma Intervention Program	2,100	2,100
	<u>9,200</u>	<u>9,200</u>

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>ANIMAL CONTROL</b>		<b>6130</b>			<b>001-6000-6130</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	7,740	1,764	-	-	-	-
6102	Part Time & Temporary Salaries	-	-	-	-	-	-
6103	Overtime	44	34	-	-	-	-
6104	Special Pay	-	2,648	-	-	-	-
6105	Temporary Non-Payroll	-	-	-	-	-	-
6205	Retirement	1,214	24	-	-	-	-
6210	Medicare	103	64	-	-	-	-
6211	Social Security	-	-	-	-	-	-
622X	Flex Credit Benefit	613	27	-	-	-	-
6244	LT Disability Insurance	25	1	-	-	-	-
6245	Life Insurance	20	1	-	-	-	-
6280	Auto Allowance	153	6	-	-	-	-
6290	Phone Allowance	6	-	-	-	-	-
TOTAL		9,918	4,569	-	-	-	-
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6530	Professional Services	87,684	94,040	96,000	96,000	107,200	117,600
TOTAL		87,684	94,040	96,000	96,000	107,200	117,600
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	300	-	-	-	-	-
6920	Workers' Comp Charges	200	-	-	-	-	-
TOTAL		500	-	-	-	-	-
ACTIVITY TOTALS		98,101	98,609	96,000	96,000	107,200	117,600

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>ANIMAL CONTROL</b>	<b>6130</b>	<b>001-6000-6130</b>


Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8	Deputy City Manager	-	-	-	-	-	-	-	-
	Overtime		-		-		-		-
	Total Salaries		-		-		-		-
	Total Benefits		-		-		-		-
	<b>Total</b>	-	-	-	-	-	-	-	-

<b>SERVICE INDICATORS</b>	<b>2014/15 Actual</b>	<b>2015/16 Actual</b>	<b>2016/17 Projected</b>	<b>2017/18 Proposed</b>	<b>2018/19 Proposed</b>
Requests	N/A	N/A	116	121	126

**NOTES:**

	<u>FY 17/18</u>	<u>FY 18/19</u>
6530: Animal control services contractor:		
County of San Diego	103,700	114,100
Third party vendor (TBD)		2,000
Removal of dead animals	2,000	2,000
SNAPS	1,500	1,500
	<u>107,200</u>	<u>117,600</u>

Some of the costs for this budget unit are offset by revenue received by the County of San Diego for animal licenses.





## Codes and Parking Enforcement

### **Mission Statement:**

The Code Compliance Department works with the residents and business owners to maintain the appearance and safety of the community and protect the quality of life through the diligent application of our City ordinances and land use regulations. Our officers are dedicated to work in partnership with all and to be responsive and solution-oriented. The City strives to promote and protect the welfare of the community to keep Solana Beach a safe, healthy and desirable place to live and work.

### **Structure & Services:**

Under the direction of the Community Development Director, the Code Compliance and Parking Enforcement Department consists of two full-time Code Compliance Officers. The department monitors activities related to compliance with the City's municipal code, parking laws, short-term vacation rentals, stormwater and other pertinent City regulations.

Ongoing responsibilities include:

- Conduct inspections to monitor construction for compliance to applicable codes
- Monitor parking in the City
- Issue Short Term Vacation Rental permits
- Issue regulatory permits and conduct inspections
- Respond to and investigate complaints
- Assist with monitoring of school traffic and speed surveys
- Provide for security and road closures for the Fourth of July

### **Goals:**

- Respond to written complaints within 48 hours
- Respond to telephone messages within 48 hours
- Educate through service

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
CODE & PARKING ENFORCEMENT		6140			001-6000-6140		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	88,431	101,525	118,100	88,261	118,100	118,100
6102	Part Time & Temporary Salaries	26,874	-	-	-	-	-
6103	Overtime	175	1,190	2,200	616	2,100	2,100
6104	Special Pay	-	10,597	-	-	-	-
6205	Retirement	17,129	8,140	9,600	6,371	8,000	9,200
6210	Medicare	1,631	1,655	1,700	1,349	1,700	1,700
622X	Flex Credit Benefit	14,663	19,323	24,200	17,757	24,200	24,200
6244	LT Disability Insurance	495	604	600	460	600	600
6245	Life Insurance	254	247	400	187	400	400
6280	Auto Allowance	612	24	-	-	-	-
6290	Phone Allowance	23	-	-	-	-	-
TOTAL		150,286	143,305	156,800	115,001	155,100	156,300
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6320	Training	-	6	1,000	750	1,000	1,000
6330	Membership and Dues	75	153	200	100	200	200
6340	Clothing and Personal Expenses	315	596	800	800	800	800
6416	Office Supplies	368	350	800	600	700	700
6417	Postage	-	-	100	-	100	100
6418	Books, Subscriptions & Printing	1,503	2,763	1,300	2,600	2,200	2,200
6419	Minor Equipment	-	59	200	-	200	200
6420	Departmental Special Supplies	140	156	100	180	200	200
6427	Vehicle Operating Supplies	1,796	2,885	3,600	1,800	3,000	3,000
6428	Vehicle Maintenance	807	973	1,200	400	1,200	1,200
6523	Communications	641	505	1,000	900	1,000	1,000
6530	Professional Services	10,863	16,047	16,700	16,500	16,700	16,700
6531	Maint. & Operation of Equipment	-	-	600	100	500	500
6570	Other Charges	24,481	39,700	39,000	36,000	39,000	39,000
TOTAL		40,989	64,193	66,600	60,730	66,800	66,800
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	4,900	1,800	3,200	3,200	5,800	5,700
6920	Workers' Comp Charges	3,600	2,700	3,800	3,800	3,800	4,900
6930	Asset Replacement Charges	6,800	6,800	6,800	6,800	6,800	6,800
TOTAL		15,300	11,300	13,800	13,800	16,400	17,400
ACTIVITY TOTALS		206,575	218,798	237,200	189,531	238,300	240,500

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>CODE &amp; PARKING ENFORCEMENT</b>	<b>6140</b>	<b>001-6000-6140</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8	Deputy City Manager	-	-	-	-	-	-	-	-
MIS106	Sr. Code Compliance Officer	0.80	51,600	0.80	56,000	0.80	56,000	0.80	56,000
MIS64	Administrative Asst III	-	-	-	-	-	-	-	-
PTS67	Temp. Code Compl. Asst.	-	-	-	-	-	-	-	-
MIS94	Code Compliance Officer	1.00	51,900	1.00	62,100	1.00	62,100	1.00	62,100
	Overtime		2,100		2,200		2,100		2,100
	Total Salaries		105,600		120,300		120,200		120,200
	Total Benefits		32,700		36,500		34,900		36,100
	<b>Total</b>	<b>1.80</b>	<b>138,300</b>	<b>1.80</b>	<b>156,800</b>	<b>1.80</b>	<b>155,100</b>	<b>1.80</b>	<b>156,300</b>

SERVICE INDICATORS	2014/15	2015/16	2016/17	2017/18	2018/19
	Actual	Actual	Projected	Proposed	Proposed
Cases opened	1,119	1,097	1,000	1,000	1,000
Cases closed	1,109	1,117	1,000	1,000	1,000
Inspections	2,131	2,242	2,000	2,000	2,000
Permits Issued	210	221	200	200	200
Administrative Citations	17	14	10	10	10
Parking Citations	1617	2,841	1,600	1,600	1,600
Parking Citations Dismissed	14	32	20	20	20



<b>NOTES:</b>	<p>6330: Southern California Association of Code Enforcement Officers</p> <p>6340: Uniforms for Parking and Code Enforcement personnel</p> <p>6416: Specialized office supplies and lamination of certificates</p> <p>6418: Electrical, Mechanical and California Vehicle Code Book, Uniform Fire Code Book replacement</p> <p>6523: Cellular phone charges, long distance, radios</p> <p>6530: Processing costs for parking citations - Data Ticket, DOJ fingerprinting</p> <p>6531: Maintenance and repair of computer, radar and all service equipment, telephone system and office equipment</p> <p>6570: Parking Citation fees required by State - fee amount is calculated as a percentage of parking fees</p>
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# Emergency Preparedness

## **Structure & Services**

This department includes maintenance and operation of the City's Emergency Operations Center (EOC), the City's membership in the Regional Hazardous Incident Response Team, and the Unified Disaster Council of San Diego County. The Community Emergency Response Team is under the direction of the City's Emergency Preparedness Department. This department operates under the direction of the Deputy Fire Chief with the support of the fire department personnel.

Ongoing responsibilities include:

- Assist the City and the public prepare for a large scale incident
- Participate as a contract member in the Hazardous Incident Response Team
- Participate as a member of the Unified Disaster Council/Urban Area Working Group
- Conduct CERT training
- Assist other organizations in the community with emergency preparedness planning
- Maintain the EOC in a ready state

The Emergency Preparedness Department's budget and service indicators are located on pages C-60 and C-61.

## **Goals:**

- Train 15 new CERT members
- Participate in regional training exercises
- Assist City employees receive ICS/NIMS training
- Explore opportunities to improve the infrastructure of the EOC
- Develop or update Evacuation and Continuity of Operations Plans
- Update City's Hazard Mitigation Plan

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>EMERGENCY PREPAREDNESS</b>		<b>6150</b>			<b>001-6000-6150</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6523	Communications	2,042	1,981	2,500	2,500	2,500	2,500
6531	Maint. & Operation of Equipment	-	-	300	300	300	300
6532	Contribution to Other Agencies	21,751	22,910	22,000	23,000	24,200	24,200
6570	Other Charges	5,532	2,521	3,700	3,700	3,700	3,700
	TOTAL	29,325	27,412	28,500	29,500	30,700	30,700
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6640	Equipment	-	-	-	-	-	-
	TOTAL	-	-	-	-	-	-
	<b>ACTIVITY TOTALS</b>	<b>29,325</b>	<b>27,412</b>	<b>28,500</b>	<b>29,500</b>	<b>30,700</b>	<b>30,700</b>

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>EMERGENCY PREPAREDNESS</b>	<b>6150</b>	<b>001-6000-6150</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									

**NOTES:**

6531: Emergency generator maintenance agreement, diesel fuel costs and computer maintenance

6532: Contribution to Hazardous Materials Response

6570: Community Emergency Response Team, earthquake management, gas shut-off tools, Red Cross kits





# Marine Safety Department

## **Mission Statement:**

The mission of the Solana Beach Marine Safety Department is to prevent the loss of life, limb and property, reducing the city's exposure to liabilities by protecting citizens on the beaches, in the ocean and from the coastal bluffs through prevention, education and emergency response.

## **Structure & Services**

The City of Solana Beach Marine Safety Department is responsible for water, beach and bluff safety for the public use of the city's 1.7 miles of coastline. The Marine Safety Department operates with four full-time employees, complimented with 45 seasonal employees. The department primarily prevents and responds to waterborne emergencies in the City of Solana Beach 24 hours a day, seven days a week, and 365 days a year. Preventing and responding to calls for assistance from beachgoers, swimmers, surfers, and boaters. The Marine Safety Department also conducts animal rescues, dive rescues and recovery, cliff rescues, and provides emergency medical assistance as needed.

Ongoing responsibilities include:

- Provide response to waterborne & coastal emergencies
- Conduct training for lifeguard staff
- Maintain the Marine Safety Headquarters and rescue equipment
- Develop a budget and monitor revenues and expenditures
- Conduct public education presentations
- Oversee the City's Junior Lifeguard Program
- Beach related code compliance

The Marine Safety Department's budget and service indicators are located at C-64 and C-65.

## **Goals:**

- Maintain our excellent level of service to the community.
- Convert our incident reporting to an electronic system.
- Perform a minimum of 500 hours training including CE's for EMT's.
- Maintain our partnership with SDR ALERT (San Diego Regional Aquatic Lifesaving Emergency Response Taskforce). Fostering and maintaining relationships with neighboring organizations involved in aquatic rescues, developing procedures and protocols.
- Continue to monitor and enforce the city's beach related municipal codes.
- Participate in the planning and development of the restoration of the city's historic Marine Safety Headquarters building.
- Contribute to the planning and development of the sand replenishment projects (Army Corp, CAL Trans, and San Elijo dredge).
- Expand our seasonal work force to accommodate the growing demand for qualified part-time employees due to a year round increase in beach population.
- Strengthen our ongoing public education efforts via safety presentations at the lifeguard station, local schools and on the beaches and parks.

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>MARINE SAFETY</b>		<b>6170</b>			<b>001-6000-6170</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	241,746	269,645	281,300	281,016	267,000	267,000
6102	Part Time & Temporary Salaries	224,622	250,787	233,200	247,164	233,200	233,200
6103	Overtime	1,653	1,615	1,000	384	1,000	1,000
6104	Special Pay	13,842	15,112	15,800	7,777	15,000	15,000
6205	Retirement	72,822	52,384	54,600	58,637	50,600	50,600
6207	Retirement-UAL	-	21,336	25,600	25,600	25,600	40,500
6210	Medicare	6,797	7,925	7,700	7,659	7,500	7,500
6211	Social Security	12,003	14,432	13,000	10,482	13,000	13,000
622X	Flex Credit Benefit	40,700	51,248	56,400	58,253	53,700	53,700
6244	LT Disability Insurance	1,308	1,669	1,600	1,683	1,400	1,400
6245	Life Insurance	616	694	1,000	721	900	900
6285	Uniform Allowance	-	3,100	2,000	1,750	2,000	2,000
6290	Phone Allowance	115	-	-	-	-	-
TOTAL		616,225	689,947	693,200	701,126	670,900	685,800
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences & Meetings	89	384	400	200	700	700
6320	Training	1,944	1,497	1,500	1,551	2,100	2,100
6330	Membership and Dues	-	-	300	420	200	200
6340	Clothing and Personal Expenses	2,306	3,137	2,500	2,500	6,000	6,000
6416	Office Supplies	835	468	800	800	800	800
6418	Books, Subscriptions & Printing	792	920	1,000	1,189	1,300	1,300
6419	Minor Equipment	1,929	1,370	7,100	7,100	3,700	3,700
6420	Departmental Special Supplies	4,473	7,776	4,000	5,000	4,100	3,500
6421	Small Tools	-	-	100	102	500	200
6427	Vehicle Operating Supplies	6,663	6,330	6,000	6,000	6,300	6,600
6428	Vehicle Maintenance	1,389	3,379	1,700	2,000	3,700	3,700
6523	Communications	2,285	3,278	2,400	3,300	3,700	3,700
6525	Rents and Leases	2,020	1,783	2,000	2,161	2,500	2,500
6526	Maint. of Buildings & Grounds	378	18	1,000	1,000	1,500	1,500
6529	Mileage	49	20	300	100	300	300
6530	Professional Services	445	983	800	1,252	800	800
6531	Maint. & Operation of Equipment	607	2,108	1,800	2,600	2,900	3,900
6570	Other Charges	52	-	-	-	-	-
TOTAL		26,255	33,451	33,700	37,275	41,100	41,500
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6640	Equipment	1,490	-	-	-	-	-
6910	Claims Liability Charges	16,600	8,700	14,000	14,000	24,800	24,800
6920	Workers' Comp Charges	35,500	39,200	53,900	53,900	47,100	38,400
6930	Asset Replacement Charges	43,000	43,000	43,000	43,000	43,000	43,000
6940	PERS Side Fund Charges	28,107	24,333	30,000	30,000	30,900	10,100
TOTAL		124,697	115,233	140,900	140,900	145,800	116,300
ACTIVITY TOTALS		767,177	838,631	867,800	879,301	857,800	843,600

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>MARINE SAFETY</b>	<b>6170</b>	<b>001-6000-6170</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M3	Marine Safety Captain	0.90	83,800	0.90	85,900	0.90	85,900	0.90	85,900
MS119	Marine Safety Lieutenant	1.00	77,700	1.00	79,700	0.90	71,700	0.90	71,700
MS99	Marine Safety Sergeant	1.60	102,000	1.60	104,500	1.50	98,000	1.50	98,000
PTS	Sr. Lifeguard + EMT (P/T)	2.71	120,700	2.71	127,900	2.71	127,800	2.71	127,800
PTS	Lifeguard (P/T)	3.08	101,000	3.08	105,300	3.08	105,300	3.08	105,300
MIS86	Administrative Asst III	0.20	10,900	0.20	11,200	0.20	11,500	0.20	11,500
MIS64	Administrative Asst II	-	-	-	-	-	-	-	-
	Overtime		1,000		1,000		1,000		1,000
	Holiday Pay		15,500		15,800		15,000		15,000
	Total Salaries		512,600		531,300		516,200		516,200
	Total Benefits		153,400		161,900		154,700		169,600
	<b>Total</b>	<b>9.49</b>	<b>666,000</b>	<b>9.49</b>	<b>693,200</b>	<b>9.29</b>	<b>670,900</b>	<b>9.29</b>	<b>685,800</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Rescues	395	400	425	450	450
Medical aids	463	600	675	700	700
Animals	8235	4500	2500	2300	2300
Public education	1155	1200	1250	1300	1300
Mutual Aids	6	25	30	30	30



**NOTES:**

- 6320: CPR and First Aid Recertification Training for Returning Staff, EMT Recertification
- 6340: Uniforms for seasonal and permanent staff (hats, trunks, swim suits, long sleeve shirts, board shorts, wetsuits and rash guards), sunglasses
- 6416: Record keeping books, envelopes, poster board and organizers  
Ink cartridges for printer
  
- 6418: Annual tide books  
Log Book and Tower Log Books
  
- 6419: Minor rescue equipment:  
Rescue equipment, rescue tubes and boards, megaphones  
SCUBA and cliff rescue equipment
  
- 6420: Medical supplies,  
Tower supplies (locks, chairs, binoculars, phones)  
Rescue vehicle & ATV supplies
  
- 6523: Telephone service costs and repairs/installations
- 6525: Biannual heavy equipment rental to move lifeguard towers; water cooler rental
- 6530: Fire extinguisher service, annual security charge and miscellaneous fees
- 6531: Maintenance of Personal Watercraft, ATV, SCUBA and rescue boat/skiff  
Misc. maintenance for beach & tower equipment



**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>SHORELINE MANAGEMENT</b>		<b>6190</b>			<b>001-6000-6190</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6330	Membership and Dues	1,000	1,500	1,100	1,100	1,100	1,100
6530	Professional Services	48	-	-	-	-	-
	TOTAL	1,048	1,500	1,100	1,100	1,100	1,100
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	ACTIVITY TOTALS	1,048	1,500	1,100	1,100	1,100	1,100

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
SHORELINE MANAGEMENT	6190	001-6000-6190

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									
	<b>Total</b>								



SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Bluff failures:					
Major	1	6	12	7	7
Minor	6	11	22	18	18
Beach closures	0	0	0	0	0

NOTES:	FY 17/18	FY 18/19
6330: California Coastal Coalition	1,000	1,000
ASBPA (American Shore & Beach Preservation Associations) Government Membership	100	100
	<u>1,100</u>	<u>1,100</u>

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>FIRE MITIGATION FEES</b>		<b>6120</b>			<b>214-6000-6120</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
6340	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
	Clothing	8,598	6,000	5,000	5,000	5,000	5,000
	TOTAL	8,598	6,000	5,000	5,000	5,000	5,000
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
ACTIVITY TOTALS	8,598	6,000	5,000	5,000	5,000	5,000	

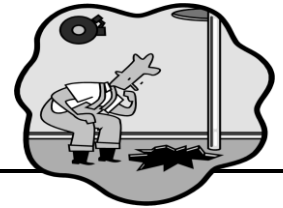
**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT <b>FIRE MITIGATION FEES</b>	DEPT. NO. <b>6120</b>	BUDGET UNIT <b>214-6000-6120</b>
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Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									
	<b>Total</b>								

**NOTES:**

This Special Revenue fund is used to account for Fire Mitigation fees that can only be used to build, purchase, finance, or improve the facilities and equipment (per section 3.20 of the SBMC).




**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>COPS</b>		<b>6110</b>			<b>219-6000-6110</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6530	Professional Services	101,000	100,000	100,000	100,000	100,000	100,000
	TOTAL	101,000	100,000	100,000	100,000	100,000	100,000
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	ACTIVITY TOTALS	101,000	100,000	100,000	100,000	100,000	100,000

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT <b>COPS</b>	DEPT. NO. <b>6110</b>	BUDGET UNIT <b>219-6000-6110</b>
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Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									
	<b>Total</b>								

**NOTES:**

This Special Revenue fund is used to account for funding received for Community Oriented Policing Services (COPS) used to fund Law Enforcement.

6530: Professional Services/Law Enforcement



# Junior Lifeguard Program

## **Mission Statement:**

The mission of the Solana Beach **Junior Lifeguard Program** is to provide a safe and fun environment where participants learn about lifeguarding, safety, the beaches, ocean, and coastal bluffs. It is our objective to build safe and healthy kids through training, education, exercise and activities. We foster a sense of community, mutual respect and build self-esteem among the participants.

## **Structure & Services**

The City of Solana Beach Junior Lifeguard Program operates as a division of the Marine Safety Department and is located on the beach approximately 100 yards north of the Seascape Public Access. The Junior Lifeguard Program is in session for 10 weeks during the summer, has over 1000 participants that range in ages 7-16, representing about 700 local and out of town families. The program employs about 45 seasonal staff members.

The Junior Lifeguard Program's budget and service indicators are located on pages C-74 and C-75.

## **Goals:**

- Educate the local youth about coastal safety hazards, first aid and the marine environment.
- Teach kids about healthy outdoor lifestyles built around the ocean environment.
- Maintain an enrollment of 1000 participants.
- Offer an affordable high quality, self-sustaining, ocean and safety orientated youth program
- Cultivate a reliable source of future lifeguards for our Marine Safety Department.
- Foster a sense of community, mutual respect and self-esteem.



**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>JUNIOR LIFEGUARDS</b>		<b>6180</b>			<b>255-6000-6180</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	-	33,624	35,700	37,457	50,200	50,200
6102	Part Time & Temporary Salaries	127,283	136,046	114,100	101,395	114,300	114,300
6103	Overtime	124	106	-	106	-	-
6104	Special Pay	-	1,955	2,100	969	2,900	2,900
6205	Retirement	8,386	10,090	8,600	9,929	10,300	10,300
6210	Medicare	1,808	2,512	2,200	2,057	2,400	2,400
6211	Social Security	6,015	6,959	6,200	5,041	6,200	6,200
622X	Flex Credit Benefit	-	9,971	10,500	11,197	13,200	13,200
6244	LT Disability Insurance	65	209	300	218	300	300
6245	Life Insurance	34	86	200	91	200	200
6285	Uniform Allowance	-	400	-	400	-	-
TOTAL		143,715	201,958	179,900	168,860	200,000	200,000
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6310	Insurance and Surety Bonds	18,685	16,336	11,000	16,500	16,500	16,500
6315	Travel, Conferences, & Meetings	22,226	35,584	25,300	36,000	36,000	36,000
6320	Training	324	140	500	1,000	1,000	1,000
6340	Clothing and Personal Expenses	40,060	42,091	28,500	43,000	43,500	43,500
6416	Office Supplies	405	384	700	700	700	700
6417	Postage	59	29	200	200	200	200
6419	Minor Equipment	10,453	2,799	7,000	7,000	7,000	7,000
6420	Departmental Special Supplies	3,514	9,173	3,600	8,600	7,300	7,300
6427	Vehicle Operating Supplies	-	-	200	200	200	200
6428	Vehicle Maintenance	978	33	500	700	500	500
6519	Bank Charges	11,567	12,526	-	13,000	13,000	13,000
6521	Camp Discounts	8,922	10,493	-	11,000	11,000	11,000
6525	Rents and Leases	2,536	2,550	2,000	2,600	2,600	2,600
6530	Professional Services	-	-	2,300	3,100	3,100	3,100
6531	Maint. & Operation of Equipment	-	-	200	200	200	200
6534	Camp Scholarships	9,938	5,875	-	6,000	6,000	6,000
6580	Administrative Charges	6,600	6,600	6,600	6,600	6,600	6,600
TOTAL		136,267	144,613	88,600	156,400	155,400	155,400
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6640	Equipment	3,953	-	5,000	5,000	5,000	-
6910	Claims Liability Charges	4,200	2,600	4,000	4,200	8,000	8,000
6920	Workers' Comp Charges	2,700	3,800	4,700	2,700	5,400	6,800
6940	PERS Side Fund Charges	-	4,687	-	-	-	-
6960	PARS OPEB Charges	-	3,746	-	-	-	-
6965	PARS Pension Charges	-	13,876	-	-	-	-
TOTAL		10,853	28,709	13,700	11,900	18,400	14,800
ACTIVITY TOTALS		290,834	375,280	282,200	337,160	373,800	370,200

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>JUNIOR LIFEGUARDS</b>	<b>6180</b>	<b>255-6000-6180</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M3	Marine Safety Captain	0.10	9,300	0.10	9,600	0.10	9,500	0.10	9,500
MS119	Marine Safety Lieutenant					0.10	8,000	0.10	8,000
MS99	Marine Safety Sergeant	0.40	25,500	0.40	26,200	0.50	32,600	0.50	32,600
PTS	Program Director	0.28	13,500	0.28	13,500	0.28	13,700	0.28	13,700
PTS	Assistant Prog Dir	0.19	7,700	0.19	7,700	0.19	7,700	0.19	7,700
PTS	Senior Instructors	1.14	40,400	1.14	40,400	1.14	40,400	1.14	40,400
PTS	Regular Instructors	-	-	-	-	-	-	-	-
PTS	Program Assistants	1.92	52,500	1.92	52,500	1.92	52,500	1.92	52,500
	Overtime								
	Holiday Pay		2,000		2,000		3,000		3,000
	Total Salaries		150,900		151,900		167,400		167,400
	Total Benefits		26,800		28,000		32,600		32,600
	<b>Total Salaries</b>	<b>4.03</b>	<b>177,700</b>	<b>4.03</b>	<b>179,900</b>	<b>4.23</b>	<b>200,000</b>	<b>4.23</b>	<b>200,000</b>

SERVICE INDICATOR	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Program participants	1036	1040	1040	1040	1,040



**NOTES:**

6310: Insurance for the program and program participants

6315: Awards ceremonies  
 DVD Production  
 Junior Lifeguard competitions  
 Field Trip to Wild Rivers  
 Staff Appreciation  
 Miscellaneous  
 Bus Transportation

6340: Cost of uniforms for program staff (hats, trunks, swim suits, t-shirts)  
 Jr. Guard Uniforms  
 Sewing JG Patches

6416: Record keeping books, toner, poster board, stamps, organizers and office supplies

6419: Body boards  
 Soft surfboards and paddleboards  
 Miscellaneous equipment

6420: Jr. Guard patches  
 First Aid Supplies  
 Misc. supplies  
 Marketing and Promotional Materials

6525: Rental of summer office trailer

6530: Signs and Banners



**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				2017-2018	2018-2019
					2,283,800	2,263,300
<b>PUBLIC WORKS</b>	General Fund				4,517,300	4,550,700
	Sanitation				6,801,100	6,814,000
EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
TOTAL REGULAR POSITIONS	10.61	10.50	10.65	10.65	11.45	11.45
SALARIES & FRINGE BENEFITS	1,059,973	1,137,339	1,229,300	1,222,352	1,276,200	1,284,000
MATERIAL, SUPPLIES & SERVICES	3,014,109	3,128,320	3,462,200	3,305,999	3,406,100	3,360,800
CAPITAL, DEBT SVC & CHARGES	2,282,219	2,291,147	2,326,500	2,306,442	2,118,800	2,169,200
TOTAL BUDGET	6,356,300	6,556,806	7,018,000	6,834,793	6,801,100	6,814,000

**Mission Statement:**

To enhance public safety, the environment and quality of life for our residents and visitors by constructing and maintaining public infrastructure through strategic planning and community involvement while providing state of the art engineering and maintenance services that modernize City infrastructure.

**Department Overview:**

The Public Works Department is divided into two primary areas of responsibility: Engineering and Public Works Maintenance.

The Engineering Division includes engineering design and construction, environmental services, traffic engineering and sanitation.

The Public Works Maintenance Division includes the maintenance of streets, parks, public facilities, traffic control devices and sanitation divisions, and is responsible for the Coastal Rail Trail, Street Sweeping, Traffic Signal and Street Lighting special districts.

**Structure & Services**

**Engineering** is responsible for all aspects of public and private improvements including streets, public facilities and parks, flood control and street lighting. It also provides engineering support to Council and Staff. This department's budget and service indicators are located on pages C-82 and C-83.

Coordination for all storm water related tasks associated with the Regional Water Quality Control Board permit and maintenance of flood control and drainage is the responsibility of **Environmental Services** and its budget and service indicators are located on pages C-84 and C-85.

## PUBLIC WORKS (continued)

**Street Maintenance** is responsible for routine maintenance of streets and public right-of-way which includes managing small street patching contracts. Its budget and service indicators are located on pages C-86 and C-87.

The **Traffic Safety** budget unit is responsible for maintaining the City's traffic control devices, including red light cameras, signals, signs and markings. Signal maintenance is provided by a private company and traffic engineering is provided by a consultant. The traffic safety budget and service indicators are located on pages C-88 and C-89.

The **Street Sweeping** budget unit ensures that all City streets and municipal parking lots are routinely cleaned and its budget and service indicators are located on pages C-90 and C-91.

The maintenance of the City's parks and public facilities are serviced by the **Park Maintenance** and **Public Facilities Maintenance** budgets units of the Public Works Maintenance Division. The maintenance of Fletcher Cove, La Colonia, pocket parks, beach accesses, and the Coastal Rail Trail are the responsibility of Park Maintenance. The maintenance of City Hall, the Public Works Yard, the community centers at La Colonia Park and Fletcher Cove, the Marine Safety Center and Fire Station are the responsibility of Public Facilities Maintenance. Their respective budgets are located on pages C-92 through C-95.

The **Sanitation** department provides administration, capital improvements, maintenance and inspection of the City's sanitary sewer system. Maintenance of sewer lines is provided under contract with a private sanitary sewer company. The San Elijo Treatment Plant, as well as City-owned pump stations, are administered and maintained by the San Elijo Joint Powers Authority (SEJPA). A copy of the SEJPA's complete budget can be obtained from the SEJPA located at 2695 Manchester Avenue, Cardiff by the Sea, CA 92007. The Sanitation department's operating budget is located on pages C-96 and C-97 of the budget and sanitation capital improvement projects can be found in Section D of the budget.

The Public Works Maintenance Division is also responsible for maintenance of the City's special districts. Information about the districts' structure and services, budgets, and service indicators are located beginning at page C-109 of the budget. Additionally, the Public Works Division is responsible for fleet maintenance, which includes smog checks and routine maintenance and repair of Code Compliance, Public Works and Engineering vehicles.

### Goals:

#### **1. Continue to Provide Engineering Support to Council and Staff**

- A. Provide design and construction services for Capital Improvement Projects. These services include preparing Requests for Proposals (RFPs), preparing and reviewing plans, writing specifications, obtaining construction bids, providing construction management and all other services required to guide a capital project from the conception phase through the completion of construction. Examples of future and past major projects include: Reconstruction of the Del Mar Shores Beach Access Stairway, Solana Beach and San Elijo Hills Pump Station Upgrades, Highway 101 Pedestrian Enhancement Project, a new skate park at La Colonia Park and various major storm drain and sewer repair/replacements projects.
- B. For Private Development Projects: prepare Engineering comments on private project plans; perform grading plan review and permitting; and review projects submitted for Building Permits .

## PUBLIC WORKS (continued)

- C. Issue permits in compliance with the Solana Beach Municipal Code (SBMC) and Best Management Practice Standards including permits for: public right-of-way Encroachments, Sanitation, Engineering and Transportation (Haul Permits).

### **2. Expand and Maintain Environmental Services Program**

- A. Storm Drain and Stevens Creek Cleaning in compliance with regional permit.
- B. Provide environmental comments on: private project plans, building permit projects, construction BMPs in compliance with standards and with Green Building Incentive Program Construction Standards.
- C. Perform Commercial and Industrial inspections for all sites in the City.
- D. Reduce City's environmental footprint; reduce waste, encourage carpooling, conserve resources, promote sustainable building practices, solar and energy efficient public lighting, HVAC, and continue education and promote proper disposal to increase participation in the Household Hazardous Waste Program.
- E. Prevent debris and silt from entering storm drains by routinely sweeping residential streets and parking lots.
- F. Administer Construction & Demolition Waste Management Plan for public and private construction projects.

### **3. Continue Street Maintenance Program and Traffic Safety/Traffic Calming Initiatives.**

- A. Respond to citizen reports of potholes, drainage problems, and signage issues.
- B. Inspect and maintain street striping markings.
- C. Review and update Annual Pavement Maintenance Plan and administer street repair and overlay projects.
- D. Respond to citizen concerns about traffic issues, seek consultation with the citizen Public Safety Committee, Technical Traffic Advisory Committee and/or contract traffic engineers to assess options, hold public meetings and develop recommendations and actions. Areas of concentration include South Sierra, North Cedros and Cliff Street.
- E. Develop Parking Management Plan for Highway 101, Plaza, Cedros and western end of Lomas Santa Fe.

### **4. Maintain Parks, Coastal Rail Trail and Facilities in a Safe and Functional Condition**

- A. Maintain landscaping, buildings, play equipment, fields, and beach access points.
- B. Provide routine security patrols during evenings at La Colonia Park. Includes unlocking and locking restrooms at La Colonia Park and Fletcher Cove Park.
- C. Remove graffiti from public property within 3 days.

### **5. Maintain and Improve Street Lighting**

- A. Conduct quarterly inspections of lighting systems and respond to citizen concerns about street and Coastal Rail Trail lighting and expedite scheduled repairs.
- B. Continue construction projects identified in Streetlight Masterplan update.
- C. Prepare annual Engineer's Report for the Street Lighting District.

### **6. Maintain and Continue the Assessment of Sanitation Systems to prevent sewer backup**

- A. Work with contractor to clean 100% and video 20% of sewer lines annually and track service in City software.
- B. Analyze reports and video, identify problem areas, determine plan to address permanent repairs.

## PUBLIC WORKS (continued)

- C. Continue repairs to priority projects identified in west and east side sewer system assessment reports.
- D. Perform extra cleaning, root foaming and “hot spot” cleaning to manage problem areas until permanent repairs are made.
- E. Maintain siphon.





**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>ENGINEERING</b>		<b>6510</b>			<b>001-6500-6510</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	223,545	242,210	252,600	262,153	252,600	252,600
6103	Overtime	468	675	1,000	121	1,000	1,000
6205	Retirement	32,663	22,449	22,000	23,448	22,000	22,000
6210	Medicare	3,006	3,183	3,700	3,505	3,700	3,700
622X	Flex Credit Benefit	38,791	35,908	36,700	38,356	36,700	36,700
6244	LT Disability Insurance	1,102	1,294	1,300	1,350	1,300	1,300
6245	Life Insurance	601	625	800	665	800	800
6280	Auto Allowance	1,224	1,244	1,200	1,274	1,200	1,200
6290	Phone Allowance	104	-	-	-	-	-
TOTAL		301,505	307,588	319,300	330,872	319,300	319,300
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	250	1,401	1,800	1,500	1,800	1,800
6320	Training	-	649	1,000	1,000	1,000	1,000
6330	Membership and Dues	525	231	1,000	1,000	1,000	1,000
6417	Postage	-	-	100	100	100	100
6418	Books, Subscriptions & Printing	957	206	300	300	300	300
6419	Minor Equipment	140	624	-	-	-	-
6420	Departmental Special Supplies	1,551	1,432	1,500	1,500	1,500	1,500
6427	Vehicle Operating Supplies	1,588	1,606	2,400	1,800	2,000	2,000
6428	Vehicle Maintenance	141	595	1,000	1,000	1,000	1,000
6522	Advertising	639	-	100	200	100	100
6523	Communications	83	91	200	100	200	200
6530	Professional Services	20,795	4,744	21,400	17,000	21,400	21,400
6531	Maint. & Operation of Equipment	-	-	100	100	100	100
TOTAL		26,669	11,579	30,900	25,600	30,500	30,500
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	7,300	3,000	6,700	6,700	12,500	12,400
6920	Workers' Comp Charges	4,800	4,500	7,800	7,800	8,100	10,200
6930	Equipment Replacement Chrgs	-	-	-	-	-	-
TOTAL		12,100	7,500	14,500	14,500	20,600	22,600
ACTIVITY TOTALS		340,274	326,667	364,700	370,972	370,400	372,400

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b> <b>ENGINEERING</b>	<b>DEPT. NO.</b> <b>6510</b>	<b>BUDGET UNIT</b> <b>001-6500-6510</b>
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Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8	Director of PW / City Engineer	0.35	53,500	0.40	62,700	0.40	62,700	0.40	62,700
M4	Principal Civil Engineer	0.25	27,300	0.55	61,600	0.55	61,600	0.55	61,600
M1	Management Analyst	-	-	-	-	-	-	-	-
MIS131	Associate Civil Engineer	0.25	21,400	0.50	44,900	0.50	44,900	0.50	44,900
MIS117	Assistant Civil Engineer	0.15	11,100	0.15	11,700	0.15	11,700	0.15	11,700
MIS109	Public Works Inspector	-	-	-	-	-	-	-	-
MIS103	Senior Engineering Technician	0.65	42,000	0.65	44,200	0.65	44,200	0.65	44,200
MIS86	Administrative Asst III	0.48	23,800	0.48	27,500	0.48	27,500	0.48	27,500
	Overtime		1,000		1,000		1,000		1,000
	Total Salaries		180,100		253,600		253,600		253,600
	Total Benefits		46,900		65,700		65,700		65,700
<b>Total</b>		<b>2.13</b>	<b>227,000</b>	<b>2.73</b>	<b>319,300</b>	<b>2.73</b>	<b>319,300</b>	<b>2.73</b>	<b>319,300</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Encroachment permits issued	99	98	105	112	120
Marine safety permits issued	4	2	1	2	2
Grading permits issued	10	20	20	10	10
Transportation permits issued	9	12	10	12	12
Capital Project Management:					
Less than \$200,000	1	3	6	5	5
Greater than \$200,000	2	5	3	3	3
Street overlays/slurries (square feet)	490,000	953,000	250,000	500,000	500,000
Improvement & lot adjustment permits	2	2	6	3	3
Sanitation permits issued	10	10	17	15	15



<b>NOTES:</b>
6330: Percentage of memberships in American Public Works Association, American Society of Civil Engineers
6427: Regular supplies for maintenance of engineering vehicles
6530: Service alerts, staff support, surveys & inspections, on call testing, geological services, misc services

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>ENVIRONMENTAL SERVICES</b>		<b>6520</b>			<b>001-6500-6520</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	74,325	87,974	85,200	101,982	85,200	85,200
6103	Overtime	521	1,237	700	892	700	700
6104	Special Pay	732	826	900	990	900	900
6105	Temporary Non-Payroll	1,434	714	-	-	-	-
6205	Retirement	9,932	7,524	7,000	8,255	6,700	7,000
6210	Medicare	1,115	1,307	1,300	1,535	1,300	1,300
622X	Flex Credit Benefit	12,372	14,819	14,100	17,647	14,100	14,100
6244	LT Disability Insurance	403	520	500	558	500	500
6245	Life Insurance	195	227	300	254	300	300
6280	Auto Allowance	-	114	300	477	300	300
6290	Phone Allowance	40	-	-	-	-	-
TOTAL		101,071	115,262	110,300	132,590	110,000	110,300
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	-	721	500	500	500	500
6320	Training	-	854	2,000	1,500	1,900	1,900
6330	Membership and Dues	460	-	1,300	1,000	1,000	1,000
6340	Clothing and Personal Expenses	492	1,615	700	950	700	700
6418	Books, Subscriptions & Printing	116	81	200	200	200	200
6419	Minor Equipment	-	1,608	200	200	200	200
6420	Departmental Special Supplies	7,468	7,093	10,300	10,250	12,600	12,600
6427	Vehicle Operating Supplies	4,438	4,531	6,700	5,000	5,000	5,000
6428	Vehicle Maintenance	1,458	595	1,500	1,000	1,500	1,500
6522	Advertising	-	-	-	-	-	-
6523	Communications	83	91	100	100	100	100
6525	Rents and Leases	-	-	300	300	300	300
6527	Utilities - Water	2,667	2,595	3,500	3,500	3,500	3,500
6529	Mileage	70	47	100	100	100	100
6530	Professional Services	107,200	146,281	164,700	183,100	198,700	198,700
TOTAL		124,452	166,112	192,100	207,700	226,300	226,300
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	3,100	1,400	2,300	2,300	4,200	4,100
6920	Workers' Comp Charges	2,000	2,100	2,700	2,700	2,800	3,500
TOTAL		5,100	3,500	5,000	5,000	7,000	7,600
ACTIVITY TOTALS		230,623	284,874	307,400	345,290	343,300	344,200

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>ENVIRONMENTAL SERVICES</b>	<b>6520</b>	<b>001-6500-6520</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8	Assistant City Manager	-	-	0.10	13,000	0.10	13,000	0.10	13,000
M5	Sr. Management Analyst	0.15	14,500	-	-	-	-	-	-
M4	Principal Civil Engineer	0.10	10,900	0.10	11,100	0.10	11,100	0.10	11,100
M4	Public Works Operations Mgr	0.10	9,300	0.10	9,600	0.10	9,600	0.10	9,600
MIS117	Assistant Civil Engineer	0.30	22,300	0.30	23,500	0.30	23,500	0.30	23,500
MIS109	Public Works Inspector	-	-	-	-	-	-	-	-
MIS89	Lead Maintenance Worker (2 positions)	0.15	8,500	0.15	8,900	0.15	8,900	0.15	8,900
MIS75	Maint. Worker II (2 positions)	0.10	4,900	0.10	5,100	0.10	5,100	0.10	5,100
MIS57	Temp. Maint. Worker I	-	-	-	-	-	-	-	-
MIS106	Sr. Code Compliance Officer	0.20	12,900	0.20	14,000	0.20	14,000	0.20	14,000
	Overtime		700		700		700		700
	Stand by Pay (Overtime Rate)		900		900		900		900
	<b>Total Salaries</b>		<b>84,900</b>		<b>86,800</b>		<b>86,800</b>		<b>86,800</b>
	<b>Total Benefits</b>		<b>22,400</b>		<b>23,500</b>		<b>23,200</b>		<b>23,500</b>
	<b>Total</b>	<b>1.10</b>	<b>107,300</b>	<b>1.10</b>	<b>110,300</b>	<b>1.05</b>	<b>110,000</b>	<b>1.05</b>	<b>110,300</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Trash pick-up per year	245	245	245	245	245
Low flow diverter inspections	245	245	12	12	12
Diverter repairs & maintenance	4	2	2	2	2
Spill responses from auto accidents	2	2	2	2	2
Litter removal from public rights of way	52	52	52	52	52
Dog waste bag replacements					
bag replacements	90,000	90,000	90,000	90,000	90,000
# of times dispensers refilled	52	52	52	52	52
Catch basins cleaned	75	75	75	75	75
Stevens Creek & outfall inspections	12	12	12	12	12



**NOTES:**

6330: Percentage of membership in APWA for Pubic Works Supervisor  
6340: Percentage of replacement uniforms for Public Works Supervisor and Lead Maintenance Worker  
6418: Printing of education material on storm water runoff, public outreach education  
6420: Ceramic tiles for catch basins, recycling supplies, dog waste bags, sampling devices sand bags, recycling supplies, stormwater, BMP material and equipment

	FY 17/18	FY 18/19
6530:		
Storm drain cleaning	21,200	21,200
Stevens Creek cleaning	3,000	3,000
Household Hazardous Waste programs	14,000	14,000
JURMP Stormwater Program Services Support	85,000	85,000
JPA Sediment Drying Pad	7,800	7,800
U.S. Mayors Conference	2,700	2,700
Storm Water Program Costs	65,000	65,000
	<u>198,700</u>	<u>198,700</u>

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>STREET MAINTENANCE</b>		<b>6530</b>			<b>001-6500-6530</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	144,641	174,183	194,200	191,608	194,200	194,200
6102	Part Time & Temporary Salaries	6,247	-	-	-	-	-
6103	Overtime	3,115	7,135	6,100	4,942	6,100	6,100
6104	Special Pay	7,022	7,276	8,300	7,587	8,300	8,300
6105	Temporary Non-Payroll	16,405	714	-	-	-	-
6205	Retirement	18,069	14,579	15,600	16,210	15,600	15,600
6210	Medicare	2,354	2,759	3,000	2,953	3,000	3,000
6211	Social Security	405	-	-	-	-	-
622X	Flex Credit Benefit	29,132	32,875	39,600	41,424	39,600	39,600
6244	LT Disability Insurance	803	992	1,000	1,108	1,000	1,000
6245	Life Insurance	405	443	700	509	700	700
6280	Auto Allowance	612	622	600	638	600	600
6290	Phone Allowance	46	-	-	-	-	-
<b>TOTAL</b>		<b>229,256</b>	<b>241,578</b>	<b>269,100</b>	<b>266,979</b>	<b>269,100</b>	<b>269,100</b>
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6320	Training	200	943	1,000	500	1,000	1,000
6330	Membership and Dues	200	193	200	200	200	200
6340	Clothing and Personal Expenses	1,041	949	1,000	1,000	1,000	1,000
6420	Departmental Special Supplies	4,217	3,667	8,000	5,300	8,000	8,100
6427	Vehicle Operating Supplies	4,135	4,165	6,000	4,000	4,000	4,000
6428	Vehicle Maintenance	2,651	935	1,500	1,500	1,500	1,500
6523	Communications	166	182	300	300	300	300
6524	Utilities - Electric	9,303	20,309	29,000	20,000	25,000	26,200
6525	Rents and Leases	(43)	1,309	800	800	800	800
6526	Maint. of Buildings & Grounds	-	-	12,500	12,200	12,300	12,500
6527	Utilities - Water	-	-	5,000	-	5,000	5,000
6529	Mileage	148	223	300	300	300	300
6530	Professional Services	13,408	25,244	68,600	22,100	91,900	26,300
<b>TOTAL</b>		<b>35,857</b>	<b>58,291</b>	<b>134,200</b>	<b>70,600</b>	<b>153,300</b>	<b>89,200</b>
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6640	Equipment	2,345	-	-	-	-	-
6910	Claims Liability Charges	71,000	39,000	61,800	61,800	119,100	118,700
6920	Workers' Comp Charges	20,800	21,000	33,500	33,500	35,300	49,500
6930	Asset Replacement Charges	17,300	17,300	17,300	17,300	17,300	17,300
<b>TOTAL</b>		<b>111,445</b>	<b>77,300</b>	<b>112,600</b>	<b>112,600</b>	<b>171,700</b>	<b>185,500</b>
<b>ACTIVITY TOTALS</b>		<b>376,559</b>	<b>377,169</b>	<b>515,900</b>	<b>450,179</b>	<b>594,100</b>	<b>543,800</b>

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>STREET MAINTENANCE</b>	<b>6530</b>	<b>001-6500-6530</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8	Director of PW / City Engineer	0.20	30,600	0.20	31,300	0.20	31,300	0.20	31,300
M4	Public Works Operations Mgr	0.20	18,700	0.20	19,200	0.20	19,200	0.20	19,200
MIS117	Assistant Civil Engineer	0.10	7,400	0.10	7,800	0.10	7,800	0.10	7,800
MIS109	Public Works Inspector	-	-	-	-	-	-	-	-
MIS89	Lead Maintenance Worker (2)	1.10	61,900	1.10	65,000	1.10	65,000	1.10	65,000
MIS86	Administrative Asst III	0.25	12,400	0.25	14,300	0.25	14,300	0.25	14,300
MIS75	Maintenance Worker II (2)	1.10	53,800	1.10	56,600	1.10	56,600	1.10	56,600
MIS57	Temp Maint Worker I	-	-	-	-	-	-	-	-
N/A	Overtime		6,100		6,100		6,100		6,100
	Stand by Pay (Overtime Rate)		7,900		8,300		8,300		8,300
	Total Salaries		198,800		208,600		208,600		208,600
	Total Benefits		56,200		60,500		60,500		60,500
<b>Total</b>		<b>2.95</b>	<b>255,000</b>	<b>2.95</b>	<b>269,100</b>	<b>2.95</b>	<b>269,100</b>	<b>2.95</b>	<b>269,100</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Asphalt repairs	3,000	1,000	1,000	1,000	1,000
Street name & regulatory sign replacement	300	100	300	300	300
Curb painting (lineal feet)	15,000	15,000	15,000	15,000	15,000
Street striping (lineal feet)	300	300	300	300	300
Graffiti removal	40	40	40	40	40
Inspect landscape medians	12	16	16	16	16
Clean under I-5 bridge	5	5	5	5	5
Public contact regarding street issues	52	52	52	52	52



**NOTES:**

- 6330: Percentage of American Public Works Association membership for Public Works Supervisor
- 6340: Percentage of costs for uniforms and boots spread over 7 accounts
- 6420: Signage, barricades, cold process asphalt repair materials, miscellaneous repair materials
- 6428: Regular maintenance of Public Works Fleet
- 6523: Cellular phone
- 6525: Rental of miscellaneous equipment and tools for street repair

	FY 17/18	FY 18/19
6530: Pavement repairs, potholes, street markings, including emergencies	14,000	14,000
Power Washing-Graffiti removal	1,500	1,500
Tree trimming/arborist	12,000	5,000
Lithocrete Concrete Sealing (every two years)	58,600	-
Sidewalk Cleaning	5,000	5,000
Pest Control/Dead Animal Removal	800	800
	<u>91,900</u>	<u>26,300</u>

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

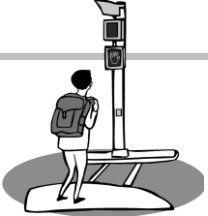
DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>TRAFFIC SAFETY</b>		<b>6540</b>			<b>001-6500-6540</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6420	Departmental Special Supplies	12,232	9,120	12,000	12,000	12,000	12,000
6523	Communications	642	676	700	700	700	700
6524	Utilities - Electric	-	17,922	28,000	23,000	27,600	27,600
6525	Rents and Leases	-	-	1,000	1,000	1,000	1,000
6529	Mileage	74	-	100	100	100	100
6530	Professional Services	109,889	124,662	138,600	135,200	139,000	139,000
6531	Maint. & Operation of Equipment	-	-	500	500	500	500
	TOTAL	122,837	152,380	180,900	172,500	180,900	180,900
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	ACTIVITY TOTALS	122,837	152,380	180,900	172,500	180,900	180,900

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>TRAFFIC SAFETY</b>	<b>6540</b>	<b>001-6500-6540</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
<b>SERVICE II</b> Preventative maintenance of traffic signals	12	14	14	14	14
Traffic signal repairs	50	50	50	50	50
Safety signs installed	50	50	25	25	25
Sight distance issues	1	1	1	1	1
Other repairs relating to landscaping, temporary signage	30	30	30	30	30



**NOTES:**

6418: Printing specifications and plans

6420: Striping paint, posts, street name signs, regulatory signs, and street marking templates  
Portion of cost of pressure washer, traffic control signs and barricades

6524: Miscellaneous utilities and electricity and cost share agreement with Caltrans

	FY 17/18	FY 18/19
6530: Red Flex - third party red light camera administration	89,000	89,000
Traffic engineering consulting	20,000	20,000
Signal repairs	25,800	25,800
Cost Share agreement with Caltrans for maintenance & equipment for I-5 intersection	4,200	4,200
	<u>139,000</u>	<u>139,000</u>

6531: Maintenance of striping machine, arrow board, trailer, spray gun, flashing lights, timer, signal cabinet and hardware



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>STREET SWEEPING</b>		<b>6550</b>			<b>001-6500-6550</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6527	Utilities - Water	-	-	-	-	3,000	3,000
6530	Professional Services	42,432	45,022	45,500	45,500	45,500	45,500
	TOTAL	42,432	45,022	45,500	45,500	48,500	48,500
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	ACTIVITY TOTALS	42,432	45,022	45,500	45,500	48,500	48,500

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>STREET SWEEPING</b>	<b>6550</b>	<b>001-6500-6550</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Miles of streets swept	40	40	40	40	40
Special event street sweepings	2	2	4	4	4
Maintain signage	12	12	12	12	12
Street sweeping inspections	12	12	12	12	12



**NOTES:**

The cost for the City to provide these services is recovered through an agreement with the City's trash pick-up contractor, negotiated as part of the contract.

6530: Includes cleaning of all city streets at least nine times a year with Lomas Santa Fe Drive, South Sierra Ave, Highway 101, Stevens Avenue, and portions of South Cedros being swept twice per month. Special event/emergency street sweeping is funded at \$800 for the fiscal year. City Parking Lots are swept once per month

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

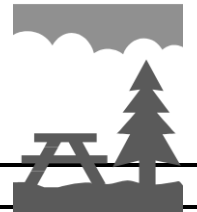
DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>PARK MAINTENANCE</b>		<b>6560</b>			<b>001-6500-6560</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	59,800	73,990	84,400	76,894	84,400	84,400
6103	Overtime	1,349	3,443	2,900	2,223	2,900	2,900
6104	Special Pay	2,718	3,398	3,900	3,171	3,900	3,900
6105	Temporary Non-Payroll	8,919	714	-	-	-	-
6205	Retirement	7,157	6,234	6,700	6,666	6,700	6,700
6210	Medicare	951	1,193	1,300	1,191	1,300	1,300
622X	Flex Credit Benefit	14,273	15,320	18,100	16,992	18,100	18,100
6244	LT Disability Insurance	366	448	400	474	400	400
6245	Life Insurance	170	187	300	201	300	300
6290	Phone Allowance	23	-	-	-	-	-
TOTAL		95,725	104,927	118,000	107,812	118,000	118,000
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6340	Clothing and Personal Expenses	492	637	700	700	700	700
6419	Minor Equipment	658	484	1,000	7,832	1,000	1,000
6420	Departmental Special Supplies	7,106	5,600	7,900	5,500	7,900	7,900
6427	Vehicle Operating Supplies	962	959	1,200	1,200	1,200	1,200
6428	Vehicle Maintenance	1,269	919	1,500	1,500	1,500	1,500
6523	Communications	166	182	200	200	200	200
6524	Utilities - Electric	25,942	-	-	-	-	-
6525	Rents and Leases	1,604	637	500	500	500	500
6526	Maint. of Buildings & Grounds	96,258	115,226	116,300	112,500	114,400	116,300
6527	Utilities - Water	35,982	28,902	45,000	45,000	50,000	50,000
6529	Mileage	156	263	300	300	300	300
6530	Professional Services	20,911	25,147	31,800	27,300	31,800	31,800
6531	Maint. & Operation of Equipment	-	1,369	2,500	2,500	2,500	2,500
TOTAL		191,507	180,325	208,900	205,032	212,000	213,900
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	3,300	1,500	2,400	2,400	4,400	4,400
6920	Workers' Comp Charges	2,100	2,200	2,800	2,800	2,900	3,700
TOTAL		5,400	3,700	5,200	5,200	7,300	8,100
ACTIVITY TOTALS		292,632	288,952	332,100	318,044	337,300	340,000

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>PARK MAINTENANCE</b>	<b>6560</b>	<b>001-6500-6560</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M4	Public Works Operations Mgr	0.20	18,700	0.20	19,200	0.20	19,200	0.20	19,200
MIS117	Assistant Civil Engineer	0.10	7,400	0.10	7,800	0.10	7,800	0.10	7,800
MIS109	Public Works Inspector	-	-	-	-	-	-	-	-
MIS89	Lead Maintenance Worker (2)	0.45	25,300	0.45	26,600	0.45	26,600	0.45	26,600
MIS75	Maintenance Worker II (2)	0.60	29,400	0.60	30,800	0.60	30,800	0.60	30,800
MIS57	Temp Maint Worker I	-	-	-	-	-	-	-	-
N/A	Overtime		2,800		2,900		2,900		2,900
	Stand by Pay (Overtime Rate)		3,700		3,900		3,900		3,900
	Total Salaries		87,300		91,200		91,200		91,200
	Total Benefits		25,000		26,800		26,800		26,800
	<b>Total Salaries</b>	<b>1.35</b>	<b>112,300</b>	<b>1.35</b>	<b>118,000</b>	<b>1.35</b>	<b>118,000</b>	<b>1.35</b>	<b>118,000</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Landscape inspections	52	52	52	52	52
Maintenance to Stevens House	12	15	12	12	12
Repairs & maintenance to park buildings	100	100	100	100	100
Playground inspections	52	52	52	52	52
Plumbing repairs to showers, drinking, fountains, etc.	15	15	15	15	15
Lighting repairs	30	30	30	30	30
Beach access and maintenance	52	52	52	52	52
Signage repairs and installations	50	50	50	50	50



**NOTES:**

6419: Replacement parts and hoses for spraying & blowing equipment, etc.  
6420: Irrigation and landscaping miscellaneous supplies and repair parts  
6421: Miscellaneous hand tools and pruning equipment, sprinklers, etc.  
6427: Fuel for Public Work Fleet  
6523: Radio and telephone usage  
6525: Rental of large mowers and power sprayers, boom, tiller

6526: Landscape Maintenance	FY 17/18 <u>114,400</u>	FY 18/19 <u>116,300</u>
6530: Tree trimming/on-call arborist	10,000	10,000
Back flow testing, misc repairs	11,800	11,800
Security, alarm monitoring	10,000	10,000
	<u>31,800</u>	<u>31,800</u>

6531: Maintenance of beach tractor and front end loader repair, chainsaws, weeders, blowers, etc

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET


DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>PUBLIC FACILITIES MAINTENANCE</b>		<b>6570</b>			<b>001-6500-6570</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6419	Minor Equipment	1,058	1,944	-	800	-	-
6420	Departmental Special Supplies	13,723	10,261	11,500	10,700	11,500	11,500
6427	Vehicle Operating Supplies	1,483	1,421	6,500	2,000	3,000	3,000
6428	Vehicle Maintenance	234	-	-	-	-	-
6524	Utilities - Electric	81,120	89,293	110,000	105,000	110,000	110,000
6525	Rents/Leases	259	570	500	500	500	500
6526	Maint. of Buildings & Grounds	84,653	80,405	86,000	86,000	89,800	88,000
6527	Utilities - Water	2,234	2,239	3,000	3,000	4,200	4,200
6529	Mileage	171	232	200	200	200	200
6530	Professional Services	47,961	74,845	63,000	63,000	63,300	63,300
6531	Maint. & Operation of Equipment	64	2,799	1,000	1,300	2,800	2,800
6570	Other Charges	600	-	-	-	-	-
	TOTAL	233,561	264,009	281,700	272,500	285,300	283,500
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6935	Facilities Replacement Charges	100,000	150,000	150,000	150,000	150,000	150,000
	TOTAL	100,000	150,000	150,000	150,000	150,000	150,000
	<b>ACTIVITY TOTALS</b>	333,561	414,009	431,700	422,500	435,300	433,500

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>PUBLIC FACILITIES MAINTENANCE</b>	<b>6570</b>	<b>001-6500-6570</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Painting at City Hall (square feet)	500	500	500	500	500
Plumbing repairs	10	10	10	10	10
Roof maintenance (times per year)	2	2	2	2	2
Lighting repairs	35	35	35	35	35
Sewer line cleaning at City Hall	12	12	12	12	12



**NOTES:**

6419: Miscellaneous minor equipment for facility maintenance  
6420: City-wide supplies, first aid supplies, miscellaneous repair parts & supplies

6524: City facility utility costs

	FY 17/18	FY 18/19
6526:		
Janitorial services	47,700	47,700
Pest control	2,100	2,100
HVAC preventative maintenance	2,100	2,100
LS Maintenance Contract	17,900	17,900
Emergency Generator Maintance (City Hall/Fire station)	9,500	9,500
Elevator Maintenance	2,000	2,000
Computer room Exhaust Fan	1,000	
Marine Safety- Lock/deadbolt replacement	800	
Misc.Unspecified Repairs	6,700	6,700
	<u>89,800</u>	<u>88,000</u>
6530:		
Alarm repairs & reprogramming	1,500	1,500
City Hall Generator APCD Permit	700	700
Micellanous Repairs	14,000	14,000
Public Works Drinking Water	1,000	1,000
City Facility Repairs and Door Service and Repair	10,500	10,500
Tree Trimming	2,000	2,000
Partnership With Industry	33,600	33,600
	<u>63,300</u>	<u>63,300</u>

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
SANITATION		7700			509-0000-7700		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	248,950	282,200	309,800	290,909	341,600	341,600
6102	Part Time & Temporary Salaries	9,793	-	-	-	-	-
6103	Overtime	1,567	2,948	1,200	2,982	1,200	1,200
6104	Special Pay	1,279	1,488	1,700	1,560	1,700	1,700
6105	Temporary Non-Payroll	2,868	714	-	-	-	-
6205	Retirement	28,701	19,257	26,000	25,171	28,100	28,100
6207	Retirement-UAL	-	17,775	21,200	14,813	24,000	36,300
6210	Medicare	3,551	3,802	4,500	3,979	5,000	5,000
6211	Social Security	607	-	-	-	-	-
622X	Flex Credit Benefit	32,160	34,493	41,900	39,138	45,300	45,300
6244	LT Disability Insurance	1,166	1,379	1,600	1,448	1,800	1,800
6245	Life Insurance	643	698	1,000	737	1,100	1,100
6255	Deferred Compensation	42	1,525	1,500	1,587	2,500	2,500
6280	Auto Allowance	968	1,705	2,200	1,775	2,700	2,700
6290	Phone Allowance	121	-	-	-	-	-
TOTAL		332,415	367,984	412,600	384,099	455,000	467,300
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6310	Insurance and Surety Bonds	-	-	-	23,200	25,300	27,300
6315	Travel, Conferences, & Meetings	-	500	500	500	500	500
6320	Training	200	828	500	500	500	500
6330	Membership and Dues	-	308	1,000	500	1,000	1,000
6340	Clothing and Personal Expenses	375	456	500	500	500	500
6418	Books, Subscriptions & Printing	115	97	200	200	200	200
6419	Minor Equipment	-	620	-	-	-	-
6420	Departmental Special Supplies	707	205	1,000	1,000	1,000	1,000
6421	Small Tools	-	381	500	500	500	500
6427	Vehicle Operating Supplies	1,778	1,771	2,500	1,800	2,500	2,500
6428	Vehicle Maintenance	1,719	989	2,000	500	2,000	2,000
6522	Advertising	370	-	100	100	100	100
6523	Communications	223	236	300	300	300	300
6525	Rents and Leases	534	274	600	300	600	600
6526	Maintenance of Building	-	-	500	500	500	500
6527	Utilities - Water	3,032	2,951	10,000	7,000	10,000	10,000
6529	Mileage	-	17	200	200	200	200
6530	Professional Services	1,785,895	1,746,136	1,906,900	1,808,267	1,762,900	1,779,600
6540	Damage Claims	-	52,983	20,000	20,000	20,000	20,000
6560	Depreciation	352,645	352,650	350,000	350,000	350,000	350,000
6570	Other Charges	-	-	1,500	1,500	1,500	1,500
6580	Administrative Charges	89,200	89,200	89,200	89,200	89,200	89,200
TOTAL		2,236,793	2,250,602	2,388,000	2,306,567	2,269,300	2,288,000
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6630	Improve. Other than Buildings	451,903	504,761	457,700	457,668	143,800	151,000
6640	Equipment	-	-	20,000	-	20,000	-
6710	Principal - Debt Service	880,634	906,470	937,800	937,808	979,700	1,016,200
6720	Interest - Debt Service	483,260	454,870	435,600	435,566	398,100	358,900
67XX	Debt Service Cost	60,868	53,799	53,800	53,800	53,800	53,800
6910	Claims Liability Charges	148,400	62,100	106,700	106,700	195,300	194,800
6920	Workers' Comp Charges	6,700	7,100	9,600	9,600	11,000	13,900
6940	PERS Side Fund Charges	16,409	17,547	18,000	18,000	21,000	6,800
6960	PARS OPEB Charges	-	9,036	-	-	-	-
6965	PARS Pension Charges	-	33,464	-	-	-	-
TOTAL		2,048,174	2,049,147	2,039,200	2,019,142	1,822,700	1,795,400
ACTIVITY TOTALS		4,617,383	4,667,733	4,839,800	4,709,808	4,547,000	4,550,700

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT <b>SANITATION</b>	DEPT. NO. <b>7700</b>	BUDGET UNIT <b>509-0000-7700</b>
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Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
Contract	City Manager	0.15	29,700	0.15	29,700	0.25	50,200	0.25	50,200
M8	Assistant City Manager	-	-	0.15	19,500	0.15	19,500	0.15	19,500
M8	Director of PW / City Engineer	0.30	45,900	0.30	47,000	0.30	47,000	0.30	47,000
M8	Community Development Direc	-	-	-	-	-	-	-	-
M4	Principal Civil Engineer	0.20	21,900	0.20	22,400	0.20	22,400	0.20	22,400
M7	Finance Manager/Treasurer	0.25	32,700	0.25	33,600	0.25	33,600	0.25	33,600
M4	Public Works Operations Mgr	0.25	23,400	0.25	23,900	0.25	24,000	0.25	24,000
MIS117	Assistant Civil Engineer	0.25	18,600	0.25	19,500	0.25	19,500	0.25	19,500
MIS131	Associate Civil Engineer	0.50	42,700	0.50	44,900	0.50	44,900	0.50	44,900
MIS109	Public Works Inspector	-	-	-	-	-	-	-	-
MIS103	Senior Engineering Technician	0.25	16,200	0.25	17,000	0.25	17,000	0.25	17,000
MIS86	Administrative Asst III	0.17	8,400	0.17	9,800	0.17	9,800	0.17	9,800
MIS89	Lead Maintenance Worker (2)	0.25	14,100	0.25	14,800	0.25	14,800	0.25	14,800
MIS75	Maint. Worker II (2)	0.20	9,800	0.20	10,200	0.20	10,200	0.20	10,200
PTS57	Temp. Maint. Worker I	-	-	-	-	-	-	-	-
M1	Senior Accountant	-	-	0.10	7,500	0.20	15,400	0.20	15,400
C106	Accountant	0.10	6,800	-	-	-	-	-	-
C99	Fiscal Specialist II	0.05	3,200	0.05	3,300	0.10	6,600	0.10	6,600
C87	Fiscal Specialist I	0.05	2,800	0.05	2,900	0.05	2,900	0.05	2,900
	San Elijo JPA Members		3,800		3,800		3,800		3,800
	Part-Time		-		-		-		-
	Overtime		1,200		1,200		1,200		1,200
	Stand by Pay (Overtime Rate)		1,600		1,700		1,700		1,700
	<b>Total Salaries</b>		<b>282,800</b>		<b>312,700</b>		<b>344,500</b>		<b>344,500</b>
	<b>Total Benefits</b>		<b>85,700</b>		<b>99,900</b>		<b>110,500</b>		<b>122,800</b>
	<b>Total</b>	<b>2.97</b>	<b>368,500</b>	<b>3.12</b>	<b>412,600</b>	<b>3.37</b>	<b>455,000</b>	<b>3.37</b>	<b>467,300</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Miles of collection system maintained	48	48	48	48	48
Sewer system & wet well inspections	24	24	24	24	24
Private sewer spills attended to	0	0	2	0	0
Public sewer spills or blockages	0	0	1	0	0



**NOTES:**

- 6310: Insurance premiums
- 6522: Advertising for hookup program
- 6524: Water expenses for Solana Hills pump station
- 6525: Includes annual lease of right-of-way for Solana Beach pump station

**6530: San Elijo JPA Capital Services:**

	FY 17/18	FY 18/19
Wastewater Treatment	882,801	900,000
Laboratory analysis	160,425	160,000
Outfall	28,325	28,300
Solana Beach pump stations	311,749	311,700
<i>Total San Elijo JPA Services</i>	<u>1,383,300</u>	<u>1,400,000</u>

**City Professional Services:**

Sewer line maintenance	282,100	282,100
Chandler Investment management Fees	11,000	11,000
Bond administration	13,300	13,300
Transamerica	200	200
Audit Services	13,000	13,000
City of Encinitas conveyance	60,000	60,000
<i>Total City Services</i>	<u>379,600</u>	<u>379,600</u>
<b>Total Professional Services</b>	<u>1,762,900</u>	<u>1,779,600</u>

- 6540: Damage claims
- 6570: County EDP charges
- 6580: City administrative charges based on cost allocation study
- 6630: San Elijo JPA Capital Projects:  
Ocean discharge metering system and air scrudder study, outfall and misc.





**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				2017-2018	2018-2019
					General Fund	Camp Programs
<b>COMMUNITY SERVICES/ RECREATION</b>					278,800	282,600
					59,700	59,700
					338,500	342,300
EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
TOTAL REGULAR POSITIONS	3.41	3.43	3.38	3.33	3.33	3.33
SALARIES & FRINGE BENEFITS	213,457	227,728	231,700	253,061	255,400	256,300
MATERIAL, SUPPLIES & SERVICES	31,409	24,470	60,900	52,295	71,500	71,500
CAPITAL, DEBT SVC & CHARGES	10,100	7,700	10,400	10,400	11,600	14,500
TOTAL BUDGET	254,966	259,898	303,000	315,756	338,500	342,300

**Mission Statement:**

We create community through people, parks, and programs. We also enrich our community by creating an atmosphere that nurtures, enhances, and reflects our diverse cultural values and artistic vitality. Parks and the arts make life better!

**Department Overview:**

**Community Services/Recreation** is responsible for various City-sponsored community events and providing the community with enriching cultural experiences and family orientated recreational activities.

**Structure & Services:**

**Community Services** is responsible for providing various service-oriented activities which include the City's Annual Street Banner program, production of *Shorelines*, the City newsletter publication, management of the public art program, and coordination of City-sponsored community-wide events. The department's budget and service indicators are located on pages C-102 and C-103.

Community Services provides program management for the City Hall Gallery Art Exhibits, management of the Master Art Policy, and the Street Banner Program, coordination of the annual Arts Alive Event with local artists, implementation of public art projects including the Temporary Public Art Program, and provides staff support to the City's Public Arts Commission. The budget for this program is included in the Community Services budget.

**Recreation Services** is directly responsible for providing programs and services to the community through City sponsored and contracted programs. The City currently contracts with Mira Costa College for Adult Recreation Classes and Instruction that are held at La Colonia and Fletcher Cove Community Centers. Recreation Services also includes:

## COMMUNITY SERVICES/RECREATION (continued)

rental processing of La Colonia field and Community Center and managing the Fletcher Cove Community Center for City programs, rentals and services; Coordination of 30 City-sponsored special events; development of joint use agreements with local school districts and other organizations for facility use and program resources; contract management with the Boys & Girls Club for the City's After School Enrichment Program; non-City-sponsored special event application administration; and Summer Youth Camps. Recreation Services also includes staff support to the City's Park & Recreation Commission. This department's budget and service indicators are located on pages C-104 and C-105.

### **Goals for 2017-2018:**

- Evaluate current programs through participant feedback, and conduct periodic studies to enhance Parks and Recreation Department programming to ensure the City is serving the needs of the community.
- To meet community recreational needs with maximum effectiveness and with minimum expense.
- Expand the use of community volunteers and sponsors to maximize program quality and efficiency.
- Continue the artist exhibitions, receptions, and lectures in the City Hall Gallery and seek out interesting, informative, and entertaining cultural events to include in the annual Gallery schedule.
- Expand the Temporary Public Art Program by seeking additional Council approved sites, changing the current sculptures and installing new ones to keep the Program interesting.
- Improve the electronic version of *Shorelines*, the City newsletter.
- Work with the Public Arts Commission to provide new and on-going artistic and cultural community events.
- Work with the Public Arts Commission to implement long range Council directed goals such as artistic monument signs at City entry ways.
- Continue to seek out funding sources for the La Colonia Park Renovation Project.
- Process all special event permit applications throughout the City.
- Work closely with the Parks and Recreation Commission to provide community events that enhance the quality of life for Solana Beach residents.
- Continue encouraging and fostering partnerships with community and youth agencies that will strengthen collaboration efforts in order to provide safe environments for the youth.
- Maintain the number of partnership agreements and foster even stronger community relationships with overall intent of providing a wider variety of recreational opportunities for residents.
- Continue a high level of more inclusive and family oriented programs and services.
- Provide the necessary management to fully achieve the priorities identified by the Parks & Recreation Commission, the City Manager's Office, and City Council.
- Continue evaluating ways Improve safety and sense of security for park users.
- Continue to investigate potential resources to fund the La Colonia Park Renovation Plan.



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>COMMUNITY SERVICES</b>		<b>7100</b>			<b>001-7000-7100</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	16,990	21,125	19,500	33,559	19,500	19,500
6102	Part Time & Temporary Salaries	40,883	42,632	43,000	40,332	43,000	43,000
6103	Overtime	2,335	2,230	2,100	133	2,100	2,100
6205	Retirement	9,127	6,213	5,700	5,178	4,800	5,700
6210	Medicare	960	1,053	900	1,179	900	900
6211	Social Security	-	-	-	800	-	-
622X	Flex Credit Benefit	11,629	11,670	12,100	13,343	12,100	12,100
6244	LT Disability Insurance	340	390	300	280	300	300
6245	Life Insurance	152	162	200	136	200	200
6280	Auto Allowance	-	151	500	637	500	500
6290	Phone Allowance	23	-	-	-	-	-
TOTAL		82,440	85,626	84,300	95,577	83,400	84,300
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	-	-	200	200	200	200
6320	Training	-	-	100	100	100	100
6330	Membership and Dues	-	-	-	300	300	300
6420	Departmental Special Supplies	1,887	333	900	900	900	900
6522	Advertising	-	-	-	-	400	400
6529	Mileage	-	-	400	400	400	400
6530	Professional Services	9,793	10,241	15,900	15,900	15,900	15,900
6538	Special Events	-	-	-	1,000	1,000	1,000
6570	Other Charges	1,240	317	1,500	1,500	1,500	1,500
6575	Public Arts Expenditures	2,140	-	6,200	4,500	4,500	4,500
TOTAL		15,060	10,891	25,200	24,800	25,200	25,200
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	2,300	1,100	1,700	1,700	3,100	3,100
6920	Workers' Comp Charges	1,500	1,600	2,000	2,000	2,100	2,600
TOTAL		3,800	2,700	3,700	3,700	5,200	5,700
ACTIVITY TOTALS		101,300	99,217	113,200	124,077	113,800	115,200

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>COMMUNITY SERVICES</b>	<b>7100</b>	<b>001-7000-7100</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
1-102	Assistant to CM	-	-	-	-	-	-	-	-
M8	Assistant City Manager	-	-	0.15	19,500	0.15	19,500	0.15	19,500
M5	Sr. Management Analyst	0.20	19,400	-	-	-	-	-	-
MIS86	Community Serv Coordinator	0.75	41,000	0.75	43,000	0.75	43,000	0.75	43,000
	Overtime		2,000		2,100		2,100		2,100
	Total Salaries		62,400		64,600		64,600		64,600
	Total Benefits		18,800		19,700		18,800		19,700
	<b>Total</b>	<b>0.95</b>	<b>81,200</b>	<b>0.90</b>	<b>84,300</b>	<b>0.90</b>	<b>83,400</b>	<b>0.90</b>	<b>84,300</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Shorelines Newsletter	4	N/A	N/A	N/A	N/A
Street banner changes	6	N/A	N/A	N/A	N/A
City Hall Gallery Exhibitions	9	N/A	N/A	N/A	N/A
Master Art Policy Projects					
Arts Alive on CRT	1	N/A	N/A	N/A	N/A
Special Event @ La Colonia					
Temporary Public Art Program	2	N/A	N/A	N/A	N/A



NOTES:	FY 17/18	FY 18/19
6530 eShorelines Publication	5,000	5,000
Street Banner Change Out Program		
City banner	2,500	2,500
Outside Agencies - reimbursed	3,900	3,900
Temporary Art	4,500	4,500
	<u>15,900</u>	<u>15,900</u>
6570 Dial-A-Ride and ad hoc activities		

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>RECREATION</b>		<b>7110</b>			<b>001-7000-7110</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	87,999	103,566	101,400	113,566	82,500	82,500
6102	Part Time & Temporary Salaries	11,193	9,700	17,200	12,045	17,200	17,200
6103	Overtime	460	801	-	208	-	-
6205	Retirement	13,668	9,945	9,200	10,554	7,500	7,500
6210	Medicare	1,558	1,765	1,700	1,938	1,400	1,400
6211	Social Security	694	601	1,100	746	1,100	1,100
622X	Flex Credit Benefit	14,711	14,717	15,500	16,890	12,100	12,100
6244	LT Disability Insurance	483	597	500	614	400	400
6245	Life Insurance	229	259	300	285	300	300
6280	Auto Allowance	-	151	500	638	300	300
6290	Phone Allowance	23	-	-	-	-	-
TOTAL		131,018	142,102	147,400	157,484	122,800	122,800
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	121	959	1,300	1,200	1,300	1,300
6320	Training	335	30	500	400	500	500
6330	Membership and Dues	170	170	200	170	200	200
6340	Clothing & Personal Expenses	400	362	600	500	600	600
6418	Books, Subscriptions & Printing	75	-	200	150	200	200
6420	Departmental Special Supplies	611	787	1,700	1,000	1,700	1,700
6522	Advertising	-	-	200	100	200	200
6523	Communications	37	-	-	-	-	-
6529	Mileage	300	302	300	250	300	300
6530	Professional Services	5,655	5,090	13,500	8,000	13,500	13,500
6531	Maint. & Operation of Equipment	-	465	500	475	600	600
6538	Special Events	8,645	5,414	16,200	15,000	16,200	11,200
6570	Other Charges	-	-	500	250	500	500
TOTAL		16,349	13,579	35,700	27,495	35,800	30,800
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	3,800	2,000	3,100	3,100	4,800	4,800
6920	Workers' Comp Charges	2,500	3,000	3,600	3,600	3,200	4,000
TOTAL		6,300	5,000	6,700	6,700	8,000	8,800
ACTIVITY TOTALS		153,667	160,681	189,800	191,679	166,600	162,400

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
RECREATION	7110	001-7000-7110

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8	Assistant City Manager	-	-	0.15	19,500	0.10	13,000	0.10	13,000
M5	Sr. Management Analyst	0.20	19,300	-	-	-	-	-	-
M3	Recreation Manager	1.00	80,000	1.00	81,900	0.80	69,500	0.80	69,500
PTS35	Sr. Recreation Leader (P/T)	-	-	-	-	-	-	-	-
PTS25	Recreation Leaders (P/T)	0.65	16,800	0.65	17,200	0.65	17,200	0.65	17,200
	Overtime								
	Total Salaries		116,100		118,600		99,700		99,700
	Total Benefits		27,600		28,800		23,100		23,100
	<b>Total</b>	<b>1.85</b>	<b>143,700</b>	<b>1.80</b>	<b>147,400</b>	<b>1.55</b>	<b>122,800</b>	<b>1.55</b>	<b>122,800</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
City sponsored community events	25	26	23	25	25
Special events participants	9,050	11,450	8,450	10,000	10,000
Fletcher Cove Community Center Private rentals	27	30	17	20	20



**NOTES:**

- 6330: Staff membership in California Parks and Recreation Society
- 6418: Newspapers & Misc Publications for the public/printing for events/camps and classes
- 6420: Supplies for various recreation programs; Day Camp & Enrichment Class supplies; etc.
- 6530: Custodial and security guard services for Fletcher Cover private rentals

	FY 17/18	FY 18/19
6538: Staff Coordinated Events		
Dias De Los Muertos	3,600	3,600
Family Camp Out	1,300	1,300
Veterans Day	400	400
Memorial Day	400	400
Ad hoc events/dedications, etc.	500	500
P&R Coordinated Events		
Community Skatepark Event	5,000	-
Future Special Event	-	5,000
Holiday Tree Lighting	5,000	5,000
Special Events Totals	<u>16,200</u>	<u>16,200</u>



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>RECREATION (CAMP)</b>		<b>7110</b>			<b>255-7000-7110</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	-	-	-	-	23,900	23,900
6102	Part Time & Temporary Salaries	11,706	15,575	17,600	14,130	17,600	17,600
6205	Retirement	-	-	-	-	2,200	2,200
6210	Medicare	170	225	300	205	600	600
6211	Social Security	726	966	1,100	876	1,100	1,100
622X	Flex Credit Benefit	-	-	-	-	3,400	3,400
6244	LT Disability Insurance	-	-	-	-	100	100
6245	Life Insurance	-	-	-	-	100	100
6280	Auto Allowance	-	-	-	-	200	200
TOTAL		12,602	16,766	19,000	15,211	49,200	49,200
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6310	Insurance Premiums	2,076	1,815	2,000	2,000	2,000	2,000
6419	Minor Equipment	162	-	-	-	-	-
6537	Summer Day Camp	7,404	7,703	8,500	8,400	8,500	8,500
TOTAL		9,642	9,518	10,500	10,400	10,500	10,500
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
TOTAL		-	-	-	-	-	-
ACTIVITY TOTALS		22,244	26,284	29,500	25,611	59,700	59,700

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>RECREATION (CAMP)</b>	<b>7110</b>	<b>255-7000-7110</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8	Assistant City Manager	-	-	-	-	0.05	6,500	0.05	6,500
M3	Recreation Manager	-	-	-	-	0.20	17,400	0.20	17,400
PTS25	Recreation Leaders (P/T)	0.43	11,100	0.43	11,400	0.43	11,400	-	-
PTS35	Sr. Recreation Leader (PT)	0.20	6,000	0.20	6,200	0.20	6,200	0.20	6,200
	Overtime								-
	Total Salaries		17,100		17,600		41,500		41,500
	Total Benefits		1,300		1,400		7,700		7,700
<b>Total</b>		<b>0.63</b>	<b>18,400</b>	<b>0.63</b>	<b>19,000</b>	<b>0.88</b>	<b>49,200</b>	<b>0.88</b>	<b>49,200</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Summer day camp participants	315	322	315	320	320

<b>NOTES:</b>	
6537: Summer Day Camp Program	



**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				
<b>SPECIAL DISTRICTS</b>	*** see below				
EXPENSE CLASSIFICATION	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 ADOPTED	2015-2016 PROJECTED	2016-2017 ADOPTED
TOTAL REGULAR POSITIONS	0.95	0.90	0.90	0.90	0.90
SALARIES & FRINGE BENEFITS	109,151	109,950	113,700	115,548	119,100
MATERIAL, SUPPLIES & SERVICES	584,248	612,659	669,100	609,945	669,100
CAPITAL, DEBT SVC & CHARGES	14,680	10,550	8,700	8,379	10,400
TOTAL BUDGET	708,079	733,159	791,500	733,872	798,600

**Department Overview:**

The Public Works Maintenance Division is responsible for maintenance of the Municipal Improvement, Coastal Rail Trail, and Street Lighting special districts.

**Structure & Services**

**Municipal Improvement** special districts (Districts), or MID's, provide a means for property owners within the Districts to self assess fees to pay for the costs of services, such as water and landscape maintenance and improvements, that are provided to the Districts by the City. MID's within the City include:

<u>Municipal Improvement District</u>	<u>FY2017-18</u>	<u>FY2018-19</u>	<u>Budget/Service Indicator Pages</u>
Highway 101 Landscaping MID 33	\$ 115,200	\$115,200	C-112 and C-113
Santa Fe Hills MID 9C	252,200	252,200	C-114 and C-115
Isla Verde MID 9E	6,000	6,000	C-116 and C-117
San Elijo Hills #2C MID 9H	<u>83,100</u>	<u>83,100</u>	C-118 and C-119
TOTAL	<u>\$ 456,500</u>	<u>\$ 456,500</u>	

The ***Coastal Rail Trail*** (CRT) Maintenance District was established by a vote of Solana Beach property owners and pays for the Coastal Rail Trail maintenance, administration, and reserves. The CRT budget and service indicators are located on pages C-120 and C-121.

The ***Street Lighting*** district is responsible for the capital improvements maintenance and operation of approximately 750 street lights throughout the City and lighting on the Coastal Rail Trail. The operation is funded by a benefit assessment which appears on property tax bills. The district's budget and service indicators are located on pages C-122 and C-123.

## SPECIAL DISTRICTS (continued)

### **Goals:**

The Public Works Department goals are located on pages C-79 and include goals related to the City's special districts.



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

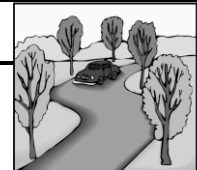
DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>HIGHWAY 101 LANDSCAPING MID 33</b>		<b>7510</b>			<b>203-7500-7510</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	13,047	14,242	14,400	14,921	14,400	14,400
6103	Overtime	49	195	-	194	-	-
6205	Retirement	2,049	1,383	1,300	1,423	1,300	1,300
6207	Retirement-UAL	-	999	1,100	832	1,100	1,700
6210	Medicare	169	187	200	195	200	200
622X	Flex Credit Benefit	1,839	1,839	2,000	2,070	2,000	2,000
6244	LT Disability Insurance	73	83	100	87	100	100
6245	Life Insurance	34	36	-	38	-	-
TOTAL		17,277	18,964	19,100	19,760	19,100	19,700
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6522	Advertising	116	112	-	-	-	-
6524	Utilities - Electric	10,540	23,065	29,500	26,000	29,500	29,500
6526	Maint. of Buildings & Grounds	33,075	25,932	35,200	45,600	45,600	45,600
6527	Utilities - Water	6,992	5,164	9,800	7,000	9,800	9,800
6530	Professional Services	-	-	1,000	1,000	1,000	1,000
6570	Other Charges	4,999	4,983	3,000	3,000	3,000	3,000
6580	Administrative Charges	3,100	3,100	3,100	5,000	5,000	5,000
TOTAL		58,822	62,356	81,600	87,600	93,900	93,900
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	500	200	400	400	700	700
6920	Workers' Comp Charges	300	300	400	400	500	600
6940	PERS Side Fund Charges	958	1,001	900	579	1,000	300
6960	PARS OPEB Charges	-	440	-	-	-	-
6965	PARS Pension Charges	-	1,633	-	-	-	-
TOTAL		1,758	3,574	1,700	1,379	2,200	1,600
ACTIVITY TOTALS		77,858	84,894	102,400	108,739	115,200	115,200

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
HIGHWAY 101 LANDSCAPING MID 33	7510	203-7500-7510

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8	Public Works Operations Mgr	0.15	14,000	0.15	14,400	0.15	14,400	0.15	14,400
N/A	Overtime		-		-		-		-
N/A	Stand by Pay (Overtime Rate)		-		-		-		-
	Total Salaries		14,000		14,400		14,400		14,400
	Total Benefits		4,400		4,700		4,700		5,300
	<b>Total</b>	<b>0.15</b>	<b>18,400</b>	<b>0.15</b>	<b>19,100</b>	<b>0.15</b>	<b>19,100</b>	<b>0.15</b>	<b>19,700</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Landscape area maintained (square feet)	75,000	75,000	75,000	75,000	75,000
Trash pick-up	52	52	52	52	52



**NOTES:**

- 6526: Landscape maintenance (general)
- 6530: Graffiti removal, minor concrete repairs, arborist consultation
- 6570: County EDP & property tax administrative charges
- 6580: City administration charge (based on cost alloc. study)



**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>SANTA FE HILLS MID 9C</b>		<b>7520</b>			<b>204-7500-7520</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6527	Utilities - Water	83,708	61,212	93,000	93,000	93,000	93,000
6530	Professional Services	147,000	147,000	147,000	147,000	147,000	147,000
6570	Other Charges	2,523	2,512	2,700	2,700	2,700	2,700
6580	Adminstrative Charges	9,500	9,500	9,500	9,500	9,500	9,500
	TOTAL	242,731	220,224	252,200	252,200	252,200	252,200
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	ACTIVITY TOTALS	242,731	220,224	252,200	252,200	252,200	252,200

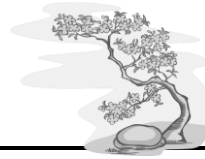
**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>SANTA FE HILLS MID 9C</b>	<b>7520</b>	<b>204-7500-7520</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									

<b>SERVICE INDICATORS</b>	<b>2014/15 Actual</b>	<b>2015/16 Actual</b>	<b>2016/17 Projected</b>	<b>2017/18 Proposed</b>	<b>2018/19 Proposed</b>
Number of maintenance inspections performed	12	12	12	12	12
Number of units	408	408	408	408	408
Assessment per unit	\$232.10	\$232.10	\$232.10	\$232.10	\$232.10

<b>NOTES:</b>
6527: Water for irrigation of slopes and median area.
6530: Santa Fe Hills HOA
6570: County EDP & property tax administrative charges
6580: General administrative charges based on cost allocation study



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>ISLA VERDE MID 9E</b>		<b>7530</b>			<b>205-7500-7530</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6530	Professional Services	5,100	5,100	5,200	5,200	5,200	5,200
6570	Other Charges	99	99	100	100	100	100
6580	Adminstrative Charges	700	700	700	700	700	700
	TOTAL	5,899	5,899	6,000	6,000	6,000	6,000
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	<b>ACTIVITY TOTALS</b>	5,899	5,899	6,000	6,000	6,000	6,000

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT <b>ISLA VERDE MID 9E</b>	DEPT. NO. <b>7530</b>	BUDGET UNIT <b>205-7500-7530</b>
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Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Number of maintenance inspections performed	12	12	12	12	12
Number of units	87	87	87	87	87
Assessment per unit	\$68.74	\$68.74	\$68.74	\$68.74	\$68.74

**NOTES:**  
 6530: Landscape maintenance of two traffic islands in San Lucas Ct and four gates at San Lucas and Highland  
 6570: Appropriation for County EDP charges  
 6580: City admin charge based on cost allocation study



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>SAN ELIJO HILLS # 2C MID 9H</b>		<b>7550</b>			<b>207-7500-7550</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6530	Professional Services	78,600	78,600	78,600	78,600	78,600	78,600
6570	Other Charges	933	937	300	300	300	300
6580	Adminstrative Charges	4,200	4,200	4,200	4,200	4,200	4,200
	TOTAL	83,733	83,737	83,100	83,100	83,100	83,100
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	<b>ACTIVITY TOTALS</b>	83,733	83,737	83,100	83,100	83,100	83,100

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

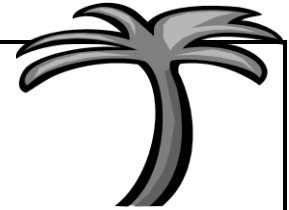
<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>SAN ELIJO HILLS #2C MID 9H</b>	<b>7550</b>	<b>207-7500-7550</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									

SERVICE INDICATORS	2014/15	2015/16	2016/17	2017/18	2018/19
	Actual	Actual	Projected	Proposed	Proposed
Number of maintenance inspections performed	12	12	12	12	12
Number of units	118	118	118	118	118
Assessment per unit	\$289.58	\$289.58	\$289.58	\$289.58	\$289.58

**NOTES:**

- 6530: Landscape maintenance of slopes, sprinkler system parts, plants, chemicals, water and electricity, landscape supplies, and maintenance of Santa Helena median
- 6570: County EDP & property tax administrative charge
- 6580: General City charges based on cost allocation study



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
COASTAL RAIL TRAIL MAINT DISTRICT		7580			208-7500-7580		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
TOTAL		-	-	-	-	-	-
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6522	Advertising	-	185	-	-	-	-
6526	Maintenance Of Buildings & Grounds	41,534	34,600	34,600	34,600	34,600	34,600
6527	Utilities - Water	28,943	14,182	20,600	20,600	20,600	20,600
6530	Professional Services	7,188	16,855	12,500	16,000	12,500	12,500
6570	Other Charges	564	564	900	900	900	900
6580	Administrative Charge	3,900	3,900	3,900	3,900	3,900	3,900
TOTAL		82,128	70,286	72,500	76,000	72,500	72,500
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
TOTAL		-	-	-	-	-	-
ACTIVITY TOTALS		82,128	70,286	72,500	76,000	72,500	72,500

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
COASTAL RAIL TRAIL MAINTENANCE DISTRICT	7580	208-7500-7580

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Number of days landscape maintenance is performed	150	150	260	260	260
Number of inspections performed	12	12	12	12	12
Number of units	10,472	10,472	10,448	10,448	10,448
Assessment per unit	6.84	6.84	6.84	6.84	6.84

**NOTES:**

- 6527 Water
- 6530 Landscape Maintenance
- 6570 Reserves - 10% of Operations
- 6580 General City charges based on cost allocation study





**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

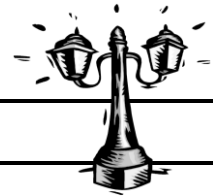
DEPARTMENT		DEPT. NO.			BUDGET UNIT		
STREET LIGHTING		7600			211-0000-7600		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	69,093	73,739	75,200	77,759	75,400	75,400
6102	Part Time & Temporary Salaries	4,452	-	-	-	-	-
6103	Overtime	273	503	100	482	100	100
6104	Special Pay	186	240	200	265	200	200
6205	Retirement	9,178	6,350	6,300	6,615	6,300	6,300
6207	Retirement-UAL	-	4,595	5,200	3,828	5,400	8,200
6210	Medicare	989	1,005	1,100	1,065	1,100	1,100
6211	Social Security	276	-	-	-	-	-
622X	Flex Credit Benefit	7,353	8,578	10,100	9,900	10,100	10,100
6244	LT Disability Insurance	312	362	400	382	400	400
6245	Life Insurance	174	188	300	199	300	300
6255	Deferred Compensation	19	508	500	530	500	500
6280	Auto Allowance	329	568	600	592	600	600
6290	Phone Allowance	40	-	-	-	-	-
TOTAL		92,673	96,636	100,000	101,617	100,400	103,200
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6330	Membership and Dues	-	-	100	100	100	100
6340	Clothing and Personal Expenses	76	89	100	100	100	100
6420	Departmental Special Supplies	304	-	100	300	100	100
6522	Advertising	139	257	200	200	200	200
6523	Communications	83	91	100	100	100	100
6524	Utilities - Electric	105,112	67,992	116,000	115,145	116,000	116,000
6530	Professional Services	9,570	16,915	37,200	17,200	38,400	38,400
6570	Other Charges	9,661	8,750	5,500	5,800	5,500	5,500
6580	Adminstrative Charges	14,400	14,400	14,400	14,400	14,400	14,400
TOTAL		139,345	108,494	173,700	153,345	174,900	174,900
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	2,700	1,200	2,000	2,000	3,600	3,600
6920	Workers' Comp Charges	1,800	1,800	2,300	2,300	2,400	3,100
6940	PERS Side Fund Charges	4,292	4,596	4,400	4,400	4,700	1,500
6960	PARS OPEB Charges	-	2,424	-	-	-	-
6965	PARS Pension Charges	-	8,979	-	-	-	-
TOTAL		8,792	18,999	8,700	8,700	10,700	8,200
ACTIVITY TOTALS		240,810	224,129	282,400	263,662	286,000	286,300

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>STREET LIGHTING</b>	<b>7600</b>	<b>211-0000-7600</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
Contract	City Manager	0.05	9,900	0.05	9,900	0.05	10,100	0.05	10,100
M8	Director of PW / City Engineer	0.10	15,300	0.10	15,700	0.10	15,700	0.10	15,700
M4	Principal Civil Engineer	0.15	16,400	0.15	16,700	0.15	16,700	0.15	16,700
M4	Public Works Operations Mgr	0.10	9,400	0.10	9,600	0.10	9,600	0.10	9,600
MIS117	Assistant Civil Engineer	0.10	7,400	0.10	7,800	0.10	7,800	0.10	7,800
MIS109	Public Works Inspector	-	-	-	-	-	-	-	-
MIS103	Senior Engineering Technician	0.10	6,500	0.10	6,800	0.10	6,800	0.10	6,800
MIS86	Administrative Asst III	0.10	4,900	0.10	5,700	0.10	5,700	0.10	5,700
MIS89	Lead Maintenance Worker	0.05	2,800	0.05	3,000	0.05	3,000	0.05	3,000
	Overtime		200		100		100		100
	Stand by Pay (Overtime Rate)		200		200		200		200
	<b>Total Salaries</b>		<b>73,000</b>		<b>75,500</b>		<b>75,700</b>		<b>75,700</b>
	<b>Total Benefits</b>		<b>22,300</b>		<b>24,500</b>		<b>24,700</b>		<b>27,500</b>
	<b>Total</b>	<b>0.75</b>	<b>95,300</b>	<b>0.75</b>	<b>100,000</b>	<b>0.75</b>	<b>100,400</b>	<b>0.75</b>	<b>103,200</b>

<b>SERVICE INDICATORS</b>	<b>2014/15 Actual</b>	<b>2015/16 Actual</b>	<b>2016/17 Projected</b>	<b>2017/18 Proposed</b>	<b>2018/19 Proposed</b>
New streetlight installations	26	26	0	0	0
Pedestrian bollard lights	25	25	0	0	0
New ballast installations	15	15	0	0	0
Maintenance occurrences of streetlights and pedestrian lights	26	26	26	26	26



**NOTES:**

6418: Printing specifications, electrical catalogs  
6420: Light junction boxes, bulbs and wires  
6522: Advertising for various public hearings  
6523: Percentage of cellular phone charges for City Engineer & Public Works Superintendent

	<u>FY 17/18</u>	<u>FY 18/19</u>
6524: CRT	17,300	17,300
All other facilities	98,700	98,700
	<u>116,000</u>	<u>116,000</u>
6530: Street Light Maintenance and Repairs	22,900	22,900
Street Light Replacement	10,000	10,000
North County Dispatch - emergencies	500	500
Electrical Repairs	5,000	5,000
	<u>38,400</u>	<u>38,400</u>

6531: Replacement of bulbs, ballasts, etc. for streetlights  
6570: County EDP & property tax administrative charge  
6580: Administrative charge based on cost allocation study



**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION					
<b>SUCCESSOR AGENCY (SA) TO THE FORMER REDEVELOPMENT AGENCY (RDA)</b>	Successor Agency					
EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
TOTAL REGULAR POSITIONS	1.05	0.90	1.10	1.10	0.80	0.80
SALARIES & FRINGE BENEFITS	187,309	189,308	204,500	232,080	138,100	140,300
MATERIAL, SUPPLIES & SERVICES	44,757	28,225	113,200	109,150	109,150	109,150
CAPITAL, DEBT SVC & CHARGES	345,059	383,916	251,700	258,700	248,600	246,800
<b>TOTAL BUDGET</b>	<b>577,125</b>	<b>601,449</b>	<b>569,400</b>	<b>599,930</b>	<b>495,850</b>	<b>496,250</b>

On June 29, 2011, California Governor Jerry Brown signed ABX126 to dissolve all redevelopment agencies within the State of California. All agencies were subsequently dissolved as of February 1, 2012, and a Successor Agency was designated to complete the work of the Solana Beach Redevelopment Agency (RDA) and satisfy its financial obligations.

Recognized Obligation Payment Schedules (ROPS) are prepared by the Successor Agency for each six month period in the fiscal year which then must be approved by the Oversight Board, the County of San Diego and the State of California. The ROPS identifies financial commitments of the former RDA, including administrative costs, which will be paid from semi-annual Redevelopment Property Tax Trust Fund (formerly tax increment) distributions received by the Successor Agency.

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
SUCCESSOR AGENCY		7810			652-7800-7810		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	126,478	141,959	157,900	171,918	105,500	105,500
6102	Part Time & Temporary Salaries	26,709	-	-	-	-	-
6103	Overtime	1,053	1,414	-	1,349	-	-
6104	Special Pay		7,948	-	7,948	-	-
6205	Retirement	16,578	10,947	12,400	12,772	8,300	8,300
6207	Retirement-UAL	-	6,990	10,100	5,825	8,500	10,700
6210	Medicare	2,148	2,181	2,300	9,717	1,500	1,500
6211	Social Security	1,656	-	-	-	-	-
622X	Flex Credit Benefit	10,739	11,749	14,800	15,471	10,700	10,700
6244	LT Disability Insurance	417	516	800	661	600	600
6245	Life Insurance	292	351	500	447	400	400
6255	Deferred Compensation	115	3,050	3,000	3,173	1,000	1,000
6280	Auto Allowance	1,053	2,203	2,700	2,799	1,600	1,600
6290	Phone Allowance	69	-	-	-	-	-
TOTAL		187,309	189,308	204,500	232,080	138,100	140,300
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences & Meetings	-	-	3,000	3,000	3,000	3,000
6330	Memberships and Dues	-	-	1,900	1,900	1,900	1,900
6417	Postage	-	-	100	100	100	100
6522	Advertising	-	-	100	100	100	100
6530	Professional Services	19,757	13,225	89,300	85,250	85,250	85,250
6570	Other Charges	10,000	-	3,800	3,800	3,800	3,800
6580	Administrative Charges	15,000	15,000	15,000	15,000	15,000	15,000
TOTAL		44,757	28,225	113,200	109,150	109,150	109,150
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6710	Principal Expense	175,000	200,665	90,000	90,000	95,000	100,000
6720	Interest Expense	152,811	148,534	144,100	144,100	139,900	135,500
6910	Claims Liability Charges	5,600	2,100	4,100	4,100	4,200	5,000
6920	Workers' Comp Charges	3,600	3,200	4,900	4,900	3,300	4,300
6940	PERS Side Fund Charges	8,048	8,686	8,600	15,600	6,200	2,000
696X	PARS	-	20,731	-	-	-	-
TOTAL		345,059	383,916	251,700	258,700	248,600	246,800
ACTIVITY TOTALS		577,125	601,449	569,400	599,930	495,850	496,250

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>SUCCESSOR AGENCY</b>	<b>7810</b>	<b>652-7800-7810</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
Contract	City Manager	0.30	59,400	0.30	59,400	0.10	20,100	0.10	20,100
M8	Community Development Director	-	-	0.20	28,700	0.20	28,700	0.20	28,700
1-101	City Clerk	0.15	17,800	0.15	18,200	0.15	18,200	0.15	18,200
1-101	Deputy City Manager	-	-	-	-	-	-	-	-
M8	Finance Director	-	-	-	-	-	-	-	-
1-101	Director of PW / City Engineer	-	-	-	-	-	-	-	-
1-103	Principal Civil Engineer	-	-	-	-	-	-	-	-
1-103	Finance Manager/Treasurer	0.30	39,300	0.30	40,400	0.20	26,900	0.20	26,900
M1	Senior Accountant	-	-	0.15	11,200	0.15	11,600	0.15	11,600
C106	Accountant	0.15	10,300	-	-	-	-	-	-
	Total Salaries		126,800		157,900		105,500		105,500
	Total Benefits		32,400		46,600		32,600		34,800
	<b>Total</b>	<b>0.90</b>	<b>159,200</b>	<b>1.10</b>	<b>204,500</b>	<b>0.80</b>	<b>138,100</b>	<b>0.80</b>	<b>140,300</b>

NOTES:









**Comprehensive Project List**

Page Number	Project Number	Project Title	Funding Source	Appropriated Amount	Encumbrances Outstanding	Actual Costs to Date	Percent Spent	Fiscal Year 2017-18		Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-2021	Fiscal Year 2021-22	Total CIP Appropriations
<b><i>FY 2017-18 Ongoing Carryover Projects:</i></b>								<b>Re-appropriation</b>	<b>New Request</b>					
CIP - 01	9905.02	General Plan Update-Climate Action Plan	459	122,260	-	47,500	39%	15,000	-	10,000	-	-	-	72,500
CIP - 02	9903.00	Shoreline Management/LCP Project	459	1,128,920	-	1,074,640	95%	20,000	43,400	63,400	-	-	-	1,201,440
CIP - 03	9442.01	Seacape Sur Beach Access Maintenance	450	240,000	40,000	19,135	8%	-	300,000	-	-	-	-	359,135
CIP - 04	9926.00	Sand Replenishment Project (Local Share)	215/450	2,368,755	-	1,850,107	78%	-	149,200	149,200	-	-	-	2,148,507
CIP - 05	9438.06	LCC Tot Lot Repairs	459	60,000	-	-	0%	-	60,000	-	-	-	-	60,000
CIP - 06	9441.06	FC Park Tot Lot Repairs	420	20,000	-	-	0%	-	40,000	-	-	-	-	40,000
CIP - 07	9917.00	Plaza Street Fountain	459	20,000	-	-	0%	-	-	20,000	-	-	-	20,000
CIP - 13	9325.00	City Wide Geographical Info System (GIS)	459	20,000	-	-	0%	-	-	20,000	-	-	-	20,000
CIP - 14	9371.17	City Sidewalk Repair	459	10,000	-	592	6%	9,400	11,000	20,000	20,000	20,000	20,000	100,992
CIP - 15	9382.01	Lomas Santa Fe Drive Corridor Study	459	50,000	-	-	0%	-	65,000	100,000	-	-	-	165,000
CIP - 16	9441.06	Fletcher Cove Access Ramp	216	15,000	-	-	0%	-	150,000	-	-	-	-	150,000
CIP - 17	9449	Marine Safety Building	459	55,000	2000	53,000	96%	-	125,000	450,000	-	-	-	630,000
<b><i>Annual ADA Projects:</i></b>														
CIP - 08	9955.02	ADA Transition Plan Projects	459	5,000	-	-	-	-	5,000	5,000	95,000	95,000	95,000	295,000
<b><i>Annual Maintenance Projects:</i></b>														
CIP - 09	9362.17	Annual Pavement Management Program	202/228	-	-	-	-	-	550,000	550,000	600,000	600,000	600,000	2,900,000
CIP - 10	9856.17	Sanitary Sewer Pipeline Rehabilitation	509	-	-	-	-	-	500,000	500,000	500,000	500,000	500,000	2,500,000
CIP - 11	9456.17	Storm Drain Improvements - Major	459	-	-	-	-	-	200,000	250,000	300,000	350,000	400,000	1,500,000
<b><i>Sanitation Projects:</i></b>														
CIP - 12	9833.00	Solana Beach Pump Station	509	4,197,000	-	897,000	21%	3,300,000	1,900,000	-	-	-	-	6,097,000
<b>Total Ongoing</b>				<b>8,850,243</b>	<b>42,000</b>	<b>4,312,558</b>	<b>49%</b>	<b>3,344,400</b>	<b>4,098,600</b>	<b>2,137,600</b>	<b>1,515,000</b>	<b>1,565,000</b>	<b>1,615,000</b>	<b>18,630,158</b>
<b><i>FY 2017-18 Proposed Projects:</i></b>														
CIP - 18	XXXX	Pedestrian Crossing across Hwy 101 North End	459	-	-	-	-	-	5,000	-	-	-	-	5,000
CIP - 19	XXXX	Marine Safety Building Repairs		-	-	-	-	-	24,000	-	-	-	-	24,000
CIP - 20	XXXX	Traffic Controllers	202	-	-	-	-	-	80,000	-	-	-	-	80,000
CIP - 21	9438.XX	Skate Park at La Colonia Park	459	-	-	-	-	-	450,000	-	-	-	-	450,000
CIP - 22	XXXX	Sewer Inflow/Infiltration Investigation Work	509	17,000	-	-	0%	-	30,000	35,000	-	-	-	65,000
<b>Total FY 2017-18 Proposed Projects:</b>				<b>17,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>589,000</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>624,000</b>
<b>Total FY 2017-18 Project Appropriations &amp; Costs:</b>				<b>8,867,243</b>	<b>42,000</b>	<b>4,312,558</b>	<b>49%</b>	<b>3,344,400</b>	<b>4,687,600</b>	<b>2,172,600</b>	<b>1,515,000</b>	<b>1,565,000</b>	<b>1,615,000</b>	<b>19,254,158</b>

**Project Funding Sources:**

- 202 - Gas Tax Fund
- 211 - Street Lighting District
- 215 - Department of Boating/Waterways
- 218 - TransNet
- 240 - CBDG
- 264 - RDA Low/Mod Housing
- 265 - Affordable Housing Grant Fund
- 420 - Public Improvement Grant
- 450 - TOT Sand Replenishment CIP
- 459 - City CIP Fund
- 509 - Sanitation
- UF - Unfunded, No funding source has been identified

**Notes:**

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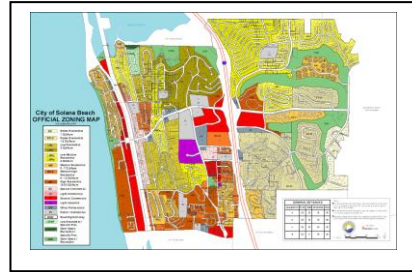
Project Appropriations By Funding Source (Cost Estimate)									
Page Number	Project Number	Funding Source & Project Title	Fiscal Year 2018 Cost Estimate						Total by Funding Source
			Re-appropriation	New Request	Total	FY2019	FY2020	FY2021	
<b>459 City CIP / General Fund</b>									
CIP - 01	9905.02	General Plan Update-Climate Action Plan	15,000	-	15,000	10,000	-	-	25,000
CIP - 02	9903.00	Shoreline Management/LCP Project	20,000	43,400	63,400	63,400	-	-	126,800
CIP - 05	9438.06	LCC Tot Lot Repairs	-	60,000	60,000	-	-	-	60,000
CIP - 06	9441.06	FC Park Tot Lot Repairs	-	40,000	40,000	-	-	-	40,000
CIP - 07	9917.00	Plaza Street Fountain	-	-	-	20,000	-	-	20,000
CIP - 08	9955.02	ADA Transition Plan Projects	-	5,000	5,000	5,000	95,000	95,000	295,000
CIP - 11	9456.17	Storm Drain Improvements - Major	-	200,000	200,000	250,000	300,000	350,000	1,500,000
CIP - 13	9325.00	City Wide Geographical Info System (GIS)	-	-	-	20,000	-	-	20,000
CIP - 14	9371.17	City Sidewalk Repair	9,400	11,000	20,400	20,000	20,000	20,000	100,400
CIP - 15	9382.01	Lomas Santa Fe Drive Corridor Study	-	65,000	65,000	100,000	-	-	165,000
CIP - 18	XXXX	Pedestrian Crossing across Hwy 101 North End	-	5,000	5,000	-	-	-	5,000
CIP - 21	9438.XX	Skate Park at La Colonia Park	-	450,000	450,000	-	-	-	450,000
<b>Total City CIP / General Fund</b>			<b>44,400</b>	<b>879,400</b>	<b>923,800</b>	<b>488,400</b>	<b>415,000</b>	<b>465,000</b>	<b>2,807,200</b>
<b>202 Gas Tax</b>									
CIP - 09	9362.17	Annual Pavement Management Program	-	400,000	400,000	400,000	400,000	400,000	2,000,000
CIP - 20	XXXX	Traffic Controllers	-	80,000	80,000	-	-	-	80,000
			-	<b>480,000</b>	<b>480,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>2,080,000</b>
<b>228 Transnet Extension</b>									
CIP - 09	9362.17	Annual Pavement Management Program	-	150,000	150,000	150,000	200,000	200,000	900,000
<b>450 TOT Sand Replenishment</b>									
CIP - 03	9442.01	Seacape Sur Beach Access Maintenance	-	300,000	300,000	-	-	-	300,000
CIP - 04	9926.00	Sand Replenishment Project (Local Share)	-	149,200	149,200	149,200	-	-	298,400
CIP - 16	9441.06	Fletcher Cove Access Ramp	-	150,000	150,000	-	-	-	150,000
CIP - 19	XXXX	Marine Safety Building Repairs	-	24,000	24,000	-	-	-	24,000
			-	<b>623,200</b>	<b>623,200</b>	<b>149,200</b>	-	-	<b>772,400</b>
<b>509 Sanitation</b>									
CIP - 10	9856.17	Sanitary Sewer Pipeline Rehabilitation	-	500,000	500,000	500,000	500,000	500,000	2,500,000
CIP - 12	9833.00	Solana Beach Pump Station	3,300,000	1,900,000	5,200,000	-	-	-	5,200,000
CIP - 22	XXXX	Sewer Inflow/Infiltration Investigation Work	-	30,000	30,000	35,000	-	-	65,000
<b>Total Sanitation</b>			<b>3,300,000</b>	<b>2,430,000</b>	<b>5,730,000</b>	<b>535,000</b>	<b>500,000</b>	<b>500,000</b>	<b>7,765,000</b>
<b>Unfunded</b>									
CIP - 17	9449	Marine Safety Building	-	125,000	125,000	450,000	-	-	575,000
<b>Total Unfunded</b>			-	<b>125,000</b>	<b>125,000</b>	<b>450,000</b>	-	-	<b>575,000</b>
<b>Total Project Appropriations</b>			<b>3,344,400</b>	<b>4,687,600</b>	<b>8,032,000</b>	<b>2,172,600</b>	<b>1,515,000</b>	<b>1,565,000</b>	<b>14,899,600</b>



## CAPITAL IMPROVEMENT PROGRAM

### General Plan Update – 9905

**Description:** Provides for the comprehensive update of the City’s General Plan, and preparation of a Climate Action Plan. The General Plan was last adopted in 1988. The Housing Element is required to be updated every 8 years and was last completed in March 2013. The Land Use and Circulation Elements



**Project Manager:** Planning Department

**Fund:** City CIP

**Justification:** This item proposes a comprehensive update to the General Plan, including the preparation and adoption of a Climate Action Plan (CAP). The CAP is being funded through SANDAG with consultant assistance from EPIC and Ascent Environmental consultants, at no cost to the City. The Housing Element is state mandated and must demonstrate how a city can meet the regional housing needs assessment (RHNA). The next RHNA cycle process will begin at the end of FY 18/19. The Land Use and Circulation Elements were both adopted in November 2014.

**Comments:** Work on the various updates to the General Plan started in FY 2010/2011, and continues to appear on the City’s work plan. The General Plan Update was proposed to be a 4 year work plan project. However, the remaining elements were deferred after completion of the Housing, Land Use and Circulation Elements. During FY 2010-2011, staff started the process of historical and other map data collection (as needed) to update the General Plan. The General Plan Update project also includes the preparation and adoption of a Climate Action Plan that is currently underway.

**Begin Date:** September 2010

**End Date:** TBD

**Type:** Ongoing

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Design	City CIP	\$ 319,300	15,000	10,000	-	\$ 344,300
<i>Total</i>		\$ 319,300	15,000	10,000	-	\$ 344,300

#### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
September-2010					TBD

**Capital Improvement Program  
Miscellaneous Project  
Shoreline Management LCP – 9903**

**Description:** Prepare State mandated Local Coastal Plan (LCP) to transfer land use permitting authority from the State Coastal Commission to the City of Solana Beach.



**Project Manager:** Planning Dept

**Fund:** City CIP

**Justification:** State mandated transfer of permit authority

**Comments:** The Local Coastal Plan / Land Use Plan (LCP/LUP) was adopted on February 27, 2013, which provides policies appropriate to the coastal zone, sand replenishment and shoreline protection devices and related fees. The California Coastal Commission adopted amendments to the Land Use Plan in January 2014 and these amendments were accepted by the City Council on June 11, 2014. Pending the resolution of litigation, a two year work plan has been prepared for the subsequent completion of the Local Implementation Plan associated with the LCP/LUP, subject to approval by the City Council and Coastal Commission.

**General Plan Consistency:** Ensure consistency of general plan and LCP/LUP

**Operations Impact:** Utilization of staff time

**Begin Date:** July 2004

**End Date:** TBD

**Type:** Ongoing

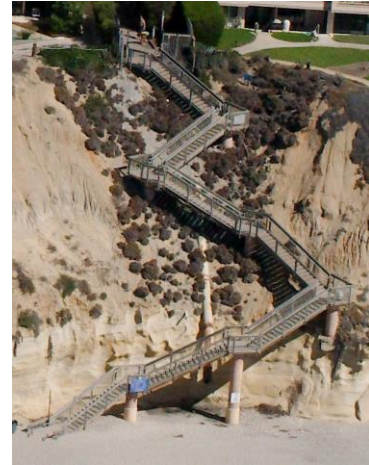
Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Design	City CIP	\$ 985,420	63,400	63,400	-	\$ 1,112,220
<i>Total</i>		\$ 985,420	63,400	63,400	-	\$ 1,112,220

**Estimated Project Timeline**

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2004					TBD

**Capital Improvement Program  
Seascape Sur Stair Repair  
9442.01**

**Description:** Perform major repair and renovation of the existing stairway. Proposed project include preparation of plans specifications and estimate for the proposed renovation project, replacement of all metal hardware and replacement of stairway treads.



**Project Manager:** Dan Goldberg

**Fund:** General Fund

**Justification:** This project will prevent further deterioration of this public stairway.

**Comments:** The Seascape Sur Public Beach Access Stairway is over 20 years old and is experiencing deterioration due to normal use and the harsh marine environment.

**General Plan Consistency:** Proactive maintenance of the City's facilities is consistent with the City's General Plan.

**Operations Impact:** None

**Begin Date:** March 2016      **End Date:** April 2018      **Type:** Ongoing

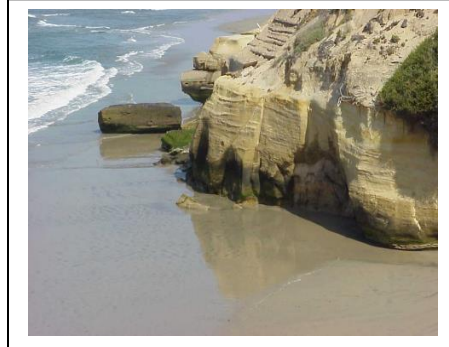
Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	TOT Sand Replen	\$ 240,000	300,000			\$ 540,000
<i>Total</i>		\$ 240,000	300,000		-	\$ 540,000

**Estimated Project Timeline**

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
March-2016					April-2018

**Capital Improvement Program  
Miscellaneous Project  
Sand Replenishment ACOE Feasibility Study – 9926**

**Description:** Provides for Army Corps of Engineers (ACOE) feasibility study funding and initial pre-construction and engineering drawings for beach sand replenishment for a 50 year program. Also includes support for: Regional Beach Sand Replenishment, S.C.O.U.P. program and Southern California Reef Technology Study at Fletcher Cove



**Project Manager:** Planning Dept

**Fund:** Dept. of Boating & Waterways/Sand Replenishment Fund/City CIP

**Justification:** High ranking City Council priority to provide beach sand

**Comments:** Successfully complete studies and review processes and receive Federal (ACOE) and State (Division of Boating and Waterways) funding to implement a long term and short term sand replenishment projects for Solana Beach. These include: the ACOE Shoreline Feasibility Study and Southern California Reef Technology Study at Fletcher Cove, Sand Compatibility and Opportunistic Use Program (SCOUP) and the SANDAG Regional Beach Sand Project #2.

**General Plan Consistency:** Protection of recreational beach sand improving public safety

**Operations Impact:** None

**Begin Date:** July 2004

**End Date:** TBD

**Type:** Proposed – Future

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	Sand Replens TOT	\$ 827,300	149,100	149,100	-	\$ 1,125,500
	City CIP	\$ 95,000	-	-	-	95,000
	Dept of Boat/Water	685,755	-	-	-	685,755
<i>Total</i>		\$ 1,608,055	149,100	149,100	-	\$ 1,906,255

**Estimated Project Timeline**

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2004					TBD

## Capital Improvement Program La Colonia Tot Lot Repairs - 9438

**Description:** Replace deteriorated rubber tot lot floor surface and repairs/replacement of aging playground equipment.



**Project Manager:** Steve Kerr

**Fund:** Public Improvement Grant Fund

**Justification:** The tot lot receives heavy use and requires periodic repairs/replacement.

**Comments:** The rubberized playground surface at the park is nearing the end of its useful life so replacement is required. Project would also include replacement of some of the playground equipment.

**General Plan Consistency:** Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety

**Operations Impact:** Routine maintenance of city infrastructure

**Begin Date:** July 2017

**End Date:** June 2018

**Type:** One-time

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	General Fund	\$ 60,000	60,000	-	-	\$ 120,000
<i>Total</i>		\$ 60,000	60,000	-	-	\$ 120,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2017					June-2018



## Capital Improvement Program Fletcher Cove Park Tot Lot Upgrades – 9441.06

**Description:** Replace deteriorated rubber tot lot floor surface



**Project Manager:** Steve Kerr

**Fund:** Public Improvement Grant Fund

**Justification:** The tot lot receives heavy use and requires periodic repairs/replacement.

**Comments:** The rubberized playground surface is nearing the end of its useful life so replacement is required.

**General Plan Consistency:** Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety

**Operations Impact:** Routine maintenance of city infrastructure

**Begin Date:** July 2017

**End Date:** June 2018

**Type:** One-time

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	Pubic Improv	\$ 20,000	40,000	-	-	\$ 60,000
			-	-	-	-
<i>Total</i>		\$ 20,000	40,000	-	-	\$ 60,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2017					June-2018

## Capital Improvement Program Plaza Street Fountain Repairs – 9917

**Description:** Equipment upgrades and repairs of inside and perimeter of the concrete fountain at Plaza Street.



**Project Manager:** Steve Kerr

**Fund:** General Fund

**Justification:** The fountain has weathered over the years and needs repairs to the equipment for continued operation

**Comments:** No changes to the sculpture, just the fountain and related equipment

**General Plan Consistency:** Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety

**Operations Impact:** Routine maintenance of city infrastructure

**Begin Date:** July 2017

**End Date:** June 2018

**Type:** One-time

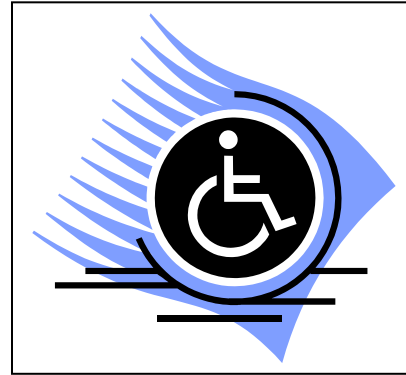
Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	General Fund	\$ 15,000	-	20,000	-	\$ 35,000
<i>Total</i>		\$ 15,000	-	20,000	-	\$ 35,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2017					June-2018

**Capital Improvement Program  
Non-motorized Project  
ADA Transition Plan – 9955.02**

**Description:** The Code of Federal Regulation, Part 35, requires each local agency with 50 or more employees to complete a “Transition Plan” to meet the Americans with Disabilities Act.



**Project Manager:** Dan Goldberg

**Fund:** City CIP

**Justification:** The City is committed to making public facilities and infrastructure accessible to all individuals. Various public facilities have been identified and will be constructed on a priority basis

**Comments:** A report has been prepared identifying the City facilities requiring ADA improvements. The City continues to improve the facilities identified on the list.

**General Plan Consistency:** Provide transportation facilities that are adequate and efficient

**Operations Impact:** None

**Begin Date:** Annual Appropriation      **End Date:** Ongoing      **Type:** Ongoing

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	City CIP	\$ 5,000	5,000	5,000	285,000	\$ 300,000
<i>Total</i>		\$ 5,000	5,000	5,000	285,000	\$ 300,000

**Estimated Project Timeline**

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
Annual Appropriation					Ongoing

**Capital Improvement Program  
Street Project  
Annual Pavement Management Program – 9362.16**

**Description:** Provides for the maintenance of the City's asphalt and concrete roadways to patch, overlay and slurry seal the pavements, and to replace traffic striping.



**Project Manager:** Jim Greenstein

**Fund:** Gas Tax and *TransNet*

**Justification:** Annual maintenance scheduled through the utilization of a computerized database (Pavement Management System) will extend the life of the City's streets

**Comments:** None

**General Plan Consistency:** Provide transportation facilities and services that are adequate and efficient and that significantly reduce hazards to human life, pollution, noise, disruption of community organization and damage to the natural environment

**Operations Impact:** None

**Begin Date:** Ongoing

**End Date:** Ongoing

**Type:** Annual

Costs	Source	Prior Years	FY 17/18	FY 18/19	Future Years	Total
Construction	Gas Tax	\$ 400,000	400,000	400,000	800,000	\$ 2,000,000
Construction	TransNet	\$ 100,000	150,000	150,000	400,000	\$ 800,000
<i>Total</i>		\$ 500,000	550,000	550,000	1,200,000	\$ 2,800,000

**Estimated Project Timeline**

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
Ongoing					Ongoing

## Capital Improvement Program Sanitation Project Sanitary Sewer Pipeline Program – 9856.16

**Description:** Provides for replacement and rehabilitation of existing sewer pipelines in the City.



**Project Manager:** Jim Greenstein

**Fund:** Sanitation

**Justification:** Recommended by the Sanitary Sewer Master Plan as a proactive maintenance program.

**Comments:** Specific projects will be determined by need, age of pipeline, CCTV inspection, and street repaving schedule.

**General Plan Consistency:** Identify and reduce hazards to health and property from natural and man-made conditions.

**Operations Impact:** Reduce sewer maintenance costs and improve reliability

**Begin Date:** Ongoing      **End Date:** Ongoing      **Type:** Annual

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	Sanitation	\$ 500,000	500,000	500,000	2,000,000	\$ 3,500,000
<i>Total</i>		\$ 500,000	500,000	500,000	2,000,000	\$ 3,500,000

Council Approval	Estimated Project Timeline					
	Design		Construction			Completion
	Begin	End	Begin	End	Final Inspection	
Ongoing						Ongoing

## Capital Improvement Program Storm Water Project Citywide Storm Drain Improvements (Major) – 9456

**Description:** Replace or rehabilitate deteriorated storm pipes and inlets at various locations, and add storm drain facilities where needed.



**Project Manager:** Jim Greenstein

**Fund:** City CIP

**Justification:** Maintain drainage facilities to prevent flooding during storm events.

**Comments:** Specific projects will be determined by need, age of facilities, CCTV inspection, and street repaving schedule.

**General Plan Consistency:** Maintain, improve and enhance the quality of air, water and land.

**Operations Impact:** Reduce maintenance costs and improve reliability

**Begin Date:** July 2016

**End Date:** TBD

**Type:** Ongoing

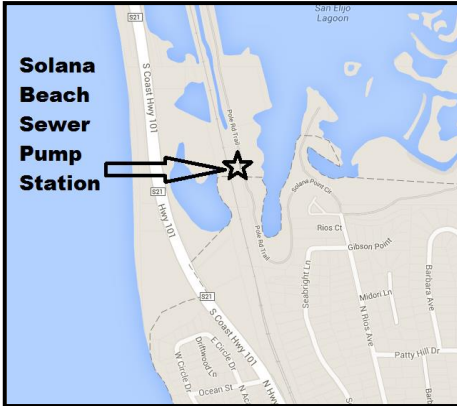
Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	City CIP	\$ 75,200	200,000	250,000	1,050,000	\$ 1,575,200
<i>Total</i>		\$ 75,200	200,000	250,000	1,050,000	\$ 1,575,200

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2016					TBD

## Capital Improvement Program Sanitation Project Solana Beach Pump Station – 9833.00

**Description:** Provides for the renovation and upgrade of the Solana Beach Pump Station.



**Project Manager:** Jim Greenstein

**Fund:** Sanitation

**Justification:** Recommended by the Sanitary Sewer Master Plan for system reliability and emergency overflow storage

**Comments:** Electrical upgrades completed in 2014; Mechanical upgrades forthcoming.

**General Plan Consistency:** Maintain, improve and enhance the quality of air, water and land according to state and national standards and local needs

**Operations Impact:** Reduced maintenance costs

**Begin Date:** May 2010

**End Date:** TBD

**Type:** Ongoing

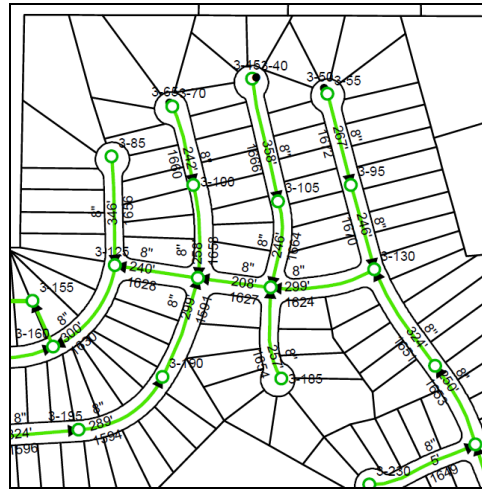
Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 17/18	FY 18/19	
Construction	Sanitation	4,200,500	5,200,000		9,400,500
<i>Total</i>		\$ 4,200,500	5,200,000	-	\$ 9,400,500

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
May-2010			Jan-2018	December-2018	March-2019

## Capital Improvement Program City Wide Geographical Info System (GIS) - XXXX

**Description:** Improve the City’s GIS to better serve the geographic information needs of all city departments.



**Project Manager:** Jim Greenstein

**Fund:** General Fund

**Justification:** Interactive mapping of City infrastructure, elevation contours, zoning and property lines and data, overlaid on top of high resolution aerial imagery, provides valuable information quickly and easily available to more efficiently conduct City business.

**Comments:** Funding for GIS consultant services and software upgrades.

**General Plan Consistency:** Helps with General Plan compliance

**Operations Impact:** Supports maintenance of city infrastructure

**Begin Date:** July 2017

**End Date:** June 2018

**Type:** New

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	City CIP		-	20,000	-	\$ 20,000
<i>Total</i>		\$ -	-	20,000	-	\$ 20,000

### Estimated Project Timeline

**Council Approval**

**Ongoing**

July-2017

June-2018



### Capital Improvement Program City Sidewalk Repair - XXXX.XX

**Description:** Remove and replace damaged and displaced sidewalks



**Project Manager:** Steve Kerr

**Fund:** General Fund

**Justification:** Provide safe walking pathways for pedestrians.

**Comments:** Maintenance of City infrastructure

**General Plan Consistency:** To maintain, improve, and enhance the quality of air, water, and land.

**Operations Impact:** Eliminate temporary patching efforts

**Begin Date:** July 2017

**End Date:** June 2018

**Type:** Periodic Maintenance

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	City CIP		20,400	20,000	-	\$ 40,400
			-	-	-	-
<i>Total</i>		\$ -	20,400	20,000	-	\$ 40,400

#### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2017					July-2018

## Capital Improvement Program Public Facilities Project Lomas Santa Fe Drive Corridor Study – XXXX.XX

**Description:** The study will evaluate and provide for the needs of all users of the roadway. Improvements will focus on user-friendly walkways and bike lanes as well as improving vehicular flow at a low speed without compromising capacity and safety.



**Project Manager:** Dan Goldberg

**Fund:** General Fund

**Justification:** The City’s goal for the Lomas Santa Fe Corridor Feasibility Study is to identify physical improvements that could be constructed to improve the character, safety, walkability, bikeability and circulation along this key east-west arterial.

**Comments:** Revitalization of city’s infrastructure

**General Plan Consistency:** Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety

**Operations Impact:** Likely increased, more frequent maintenance depending upon the nature of the improvements

**Begin Date:** February 2016

**End Date:** Ongoing

**Type:** Ongoing

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
	City CIP	\$ -	65,000	100,000	-	\$ 165,000
<i>Total</i>		-	65,000	100,000	-	\$ 165,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
Feb. 2016					ongoing

## Capital Improvement Program Fletcher Cove Access Ramp – 9441.06

**Description:** Perform feasibility analysis and cost estimate for reconstruction of concrete driving ramp and asphalt walking ramp that leads from Fletcher Cove Park to the beach



**Project Manager:** Dan Goldberg

**Fund:** General Fund

**Justification:** The upper 25% of the driving and walking ramps at Fletcher Cove were reconstructed during the renovation of Fletcher Cove Park. The remaining parts of the ramps are at least 20 years old and are showing signs of wear and tear from routine use.

**Comments:** This periodic maintenance will allow the driving and walking ramp to remain in operation

**General Plan Consistency:** Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety

**Operations Impact:** Routine maintenance of city infrastructure

**Begin Date:** July 2016

**End Date:** June 2018

**Type:** Periodic Maintenance

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	TOT Sand Replen		150,000	-	-	\$ 150,000
			-	-	-	-
<i>Total</i>		\$ -	150,000	-	-	\$ 150,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2016					July-2018

**Capital Improvement Program  
Marine Safety Station – Building  
9449.XX**

**Description:** Perform feasibility study and preliminary design for the renovation/upgrade of the existing facilities or removal and replacement of the Marine Safety Station at Fletcher Cove Park.



**Project Manager:** Dan Goldberg

**Fund:** General Fund

**Justification:** Recommended by the ADA Transition Plan

**Comments:** Perform feasibility study during this fiscal year. Design and construction funding not included in this fiscal year.

**General Plan Consistency:** Maintain, improve and enhance public infrastructure

**Operations Impact:** Routine maintenance after renovation project is completed

**Begin Date:** February 2015

**End Date:** TBD

**Type:** Ongoing

<i>Project Costs</i>	<i>Funding Source</i>	<b>Amount Appropriated</b>				<b>Total</b>
		<b>Prior Years</b>	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>Future Years</b>	
Feasibility	City CIP	\$ 60,000	125,000	450,000	-	\$ 635,000
		-	-	-	-	-
<i>Total</i>		\$ 60,000	125,000	450,000	-	\$ 635,000

**Estimated Project Timeline**

<b>Council Approval</b>	<b>Design</b>		<b>Construction</b>		<b>Completion</b>
	Begin	End	Begin	End	Final Inspection
February-2015					TBD

### Capital Improvement Program Pedestrian Crossing across Highway 101 at North End of City – XXXX

**Description:** Initial phase provides for feasibility study of providing an at grade pedestrian crossing across Highway 101 at the north end of the City.



**Project Manager:** Dan Goldberg

**Fund:** General Fund

**Justification:** Allow for safe crossings of Highway 101.

**Comments:** Proposed new crossing would allow direct access for the San Elijo Lagoon on the east side of the railroad tracks to Seaside State Beach on the east side of Highway 101 via the new pedestrian tunnel installed as part of the North Coast Corridor Project.

**General Plan Consistency:** Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety.

**Operations Impact:** Routine maintenance

**Begin Date:** July 2017      **End Date:** June 2018      **Type:** New

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	TOT Sand Replen		5,000			\$ 5,000
<i>Total</i>		\$ -	-	-	-	\$ 5,000

#### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2017					June-2018

### Capital Improvement Program

#### Repairs to Lifeguard Station Outposts at Del Mar Shores and Tide Park– XXXX

**Description:** Provides for upgrades to the lifeguard stations on the Del Mar Shores Stairway and the Tide Park Beach Stairway



**Project Manager:** Dan Goldberg/Steve Kerr

**Fund:** Public Facilities

**Justification:** Improvements would help with the level of service at the outlying lifeguard stations.

**Comments:** Electricity would be provided for the Del Mar Shores station and new windows and shutters for the Tide Park station.

**General Plan Consistency:** Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety.

**Operations Impact:** Routine maintenance

**Begin Date:** July 2017                      **End Date:** June 2018                      **Type:** New

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	TOT Sand Replen		24,000			\$ 24,000
<i>Total</i>		\$ -	24,000	-	-	\$ 24,000

#### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2017					June-2018



**Capital Improvement Program  
Public Facilities Project  
Skate Park at La Colonia Park – 9438.XX**

**Description:** Complete design and construct skate park in the northwest corner of La Colonia Park.



**Project Manager:** Dan Goldberg

**Fund:** Public Improvement Grant Fund/General Fund

**Justification:** This project includes final design and construction of a new skate park at La Colonia Park. La Colonia Park is the city’s largest park and includes the city’s largest community center.

**Comments:** Final design will include community involvement and resident participation. This project will be partially funded through a fund-raising effort by the community.

**General Plan Consistency:** Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety

**Operations Impact:** Likely increased due to more frequent maintenance at the new facility

**Begin Date:** November 2016

**End Date:** July 2018

**Type:** Ongoing

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
	Public Improv	\$ -	450,000	-	-	\$ 450,000
<i>Total</i>		\$ -	450,000	-	-	\$ 450,000

**Estimated Project Timeline**

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
November-2016					July-2018



## Capital Improvement Program Sewer Inflow/Infiltration Investigation Work– XXXX

**Description:** Sewer Inflow/Infiltration Study to identify leaks and cross connections from storm drains to the city’s sanitary sewer system that may lead to elevated flows to pump stations and the wastewater treatment plant during storm events.



**Project Manager:** Dan Goldberg/Steve Kerr

**Fund:** Sanitation

**Justification:** A proactive maintenance program to safeguard the City’s sewer system.

**Comments:** Specific projects will be determined by the results of this investigative work.

**General Plan Consistency:** Identify and reduce hazards to health and property from natural and man-made conditions.

**Operations Impact:** Reduce sewer maintenance costs and improve reliability

**Begin Date:** July 2017      **End Date:** June 2019      **Type:** New

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	TOT Sand Replen		30,000	35,000		\$ 65,000
<i>Total</i>		\$ -	30,000	35,000	-	\$ 65,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2017					June-2019

# FIVE YEAR FORECAST

TO BE PROVIDED



## REFERENCE MATERIALS

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### GLOSSARY

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#### ***Accrual Basis***

A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

#### ***Annualize***

Taking costs that occurred at any point during the year and using that cost to project for the full year.

#### ***Appropriation***

A legal authorization made by the City Council that permits the City to incur obligations and to make expenditures of resources for specific purposes.

#### ***Assessed Valuation***

A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 1% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal. Property taxes for general purposes cannot exceed 1% of assessed value.

#### ***Audit***

Test procedures performed by an independent Certified Public Accountant (CPA). The primary objective of an audit is to determine if the City's financial statements fairly present the City's financial position and results of operations in conformity with generally accepted accounting principles.

#### ***Asset***

Resources owned or held by a government, which have monetary value.

#### ***Available (Undesignated) Fund Balance***

This refers to the funds remaining from the prior year, which are available for appropriation and expenditure in the current year.

#### ***Bonds***

A form of borrowing (debt financing) which reflects a written promise from the City to repay a sum of money on a specific date at a specified interest rate. Bonds are used to finance large capital projects such as buildings, streets, utility infrastructure, and bridges.

#### ***Budget***

A process of putting together an operating plan for a specified period of time that accounts for projected revenues and planned expenditures for municipal services for the budget period.

#### ***Budgetary Basis***

This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

## REFERENCE MATERIALS

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### GLOSSARY (Continued)

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#### ***Budget Amendments***

The City Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by majority vote. The City Manager is authorized to transfer budgeted amounts within departments. Actual expenditures may not exceed budgeted appropriations at the fund level.

#### ***Budget Message***

Included in the opening section of the budget, the Budget Message provides the Council and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years, and the views and recommendations of the City Manager.

#### ***Budget and Fiscal Policies***

General and specific guidelines adopted by the City Council that govern the budget preparation and administration and financial aspects of the City.

#### ***Capital Improvements Projects (CIP)***

All of the City's construction projects costing \$5,000 are considered to be a Capital Improvement Project. A construction project is a physical improvement for maintenance, rehabilitation, construction or development on City property with a life expectancy of three or more years. These include streets, sewers, public facilities and community enhancements. These capital projects can span fiscal years and have multiple funding sources. The projects may also cross functional boundaries. Minor capital outlays of less than \$5,000 are included with the operating budgets. A CIP also includes any study costing \$25,000 or more, that is non-recurring in nature, and could potentially lead to a project

#### ***Capital Outlay***

Fixed assets that have a value of \$5,000 or more and have a useful economic lifetime of more than one year.

#### ***Capital Project Funds***

This fund type is used to account for financial resources used in acquiring or building major capital facilities other than those financed by Proprietary Funds and Trust Funds. This fund also finances the City CIP as defined above.

#### ***Cash Basis***

A basis of accounting in which transactions are recognized only when cash is increased or decreased.

#### ***City/Council Goals***

Provides policy guidance and direction for the highest priority objectives to be accomplished during the budget period.

#### ***COP***

Certificate of Participation – A debt issue similar to issuing selling bonds, but less restrictive.

#### ***Debt Financing***

Borrowing funds for capital improvements needed today and pledging future revenues to repay principal and interest expenditures. The City of Solana Beach uses debt financing only for one-time capital improvements whose life will exceed the term of financing and where expected revenues are sufficient to cover the long-term debt.

## REFERENCE MATERIALS

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### GLOSSARY (Continued)

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#### ***Debt Service***

The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

#### ***Debt Service Funds***

This fund type is used to account for the payment and accumulation of resources related to general long-term debt principal and interest; debt service payments related to enterprise operations are directly accounted for in those funds.

#### ***Deficit***

The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

#### ***Depreciation***

Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

#### ***Designated Reserves***

Reserves that have been designated by management to be used for a specified purpose. Designated Reserves are still spendable resources.

#### ***Encumbrance***

The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure. Note: An encumbrance is not an expenditure; an encumbrance reserves funds to be expended.

#### ***Enterprise Funds***

This fund type is used to account for operations that are financed and operated in a manner similar to private sector enterprises and it is the City's intent that the costs (including depreciation) of providing goods or services to the general public be financed or recovered primarily through user charges. The City has established one enterprise fund called Sanitation.

#### ***Expenditure***

The outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid.

#### ***Financial Plan***

A plan for a specified period of time that accounts for projected revenues and planned expenditures for municipal services, goals and objectives. A plan to accomplish specified goals and objectives during a specified period.

#### ***Fiscal Policies***

A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policies provide an agreed-upon set of principles for the planning and programming of government finances.

## REFERENCE MATERIALS

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### GLOSSARY (Continued)

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#### ***Fiscal Year***

The beginning and ending period for recording financial transactions. The City has specified July 1 to June 30 as its fiscal year.

#### ***Fixed Assets***

Assets of long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$5,000.

#### ***Fund***

An accounting entity that records all financial transactions for specific activities or government functions. The six generic fund types used by the City are: General Fund, Special Revenue, Debt Service, Capital Project, Enterprise, and Trust & Agency Funds.

#### ***Fund Balance***

Also known as financial position, fund balance for the governmental fund types is the excess of fund assets over liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses. Fund balance is a similar (although not exact) concept as Retained Earnings in the Enterprise fund.

#### ***GAAP***

Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

#### ***General Fund***

The primary operating fund of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. Except for subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

#### ***Grants***

A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantee.

#### ***Infrastructure***

The physical assets of a government (e.g., streets, water; sewer; public buildings and parks).

#### ***Intergovernmental Revenue***

Funds received from federal, state and other local government sources in the form of shared revenues, and payments in lieu of taxes.

#### ***Investment Revenue***

Interest income from the investment of funds not immediately required to meet cash disbursement obligations.

#### ***Long-term Debt***

Debt with a maturity of more than one year after the date of issuance.

## REFERENCE MATERIALS

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### GLOSSARY (Continued)

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#### ***Materials, Supplies & Services***

Expendable materials and operating supplies and services necessary to conduct departmental operations.

#### ***NPDES***

National Pollutant Discharge Elimination System – State mandated permitting system to enhance storm water systems and to control pollution and run off.

#### ***Objective***

Something to be accomplished in specific, well-defined and measurable terms and that is achievable within a specific time frame.

#### ***Operating Budget***

The portion of the budget that pertains to daily operations and delivery of basic governmental services.

#### ***Operating Revenue***

Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

#### ***Operating Expenses***

The cost for salaries, fringe benefits, materials supplies & services and equipment required for a department to function.

#### ***Pay-as-you-go Basis***

A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing.

#### ***Prior-Year Encumbrances***

Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

#### ***Reserve***

An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

#### ***Resolution***

A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

#### ***Resources***

Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

#### ***Revenue***

Sources of income financing the operations of government.



## REFERENCE MATERIALS

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### GLOSSARY (Continued)

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#### ***Set-Aside***

An additional amount over and above what is scheduled to provide for future benefit.

#### ***Special Revenue Funds***

This fund type is used to account for the proceeds from specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditures for specific purposes. (See fund)

#### ***Subvention***

Revenues collected by the State (or other level of government), which are allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in lieu and gasoline taxes.

#### ***Supplemental Appropriation***

An additional appropriation made by the governing body after the budget year has started.

#### ***Transfers In/Out***

Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

#### ***Trust and Agency Funds***

Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

#### ***Unencumbered Balance***

The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

#### ***Unreserved Fund Balance***

The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

#### ***User Charges***

The payments of a fee for direct receipt of a public service by the party who benefits from the service.

#### ***Work plan***

This is the plan adopted by the City Council on an annual basis that lists the overall goals, values and priorities, and workload for the forthcoming year.

## **REFERENCE MATERIALS**

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### **EXPENDITURE ACCOUNTS - DEFINITIONS**

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#### **SALARIES & FRINGE BENEFITS**

##### **6101 REGULAR SALARIES**

Salary paid for regular payroll expenditures for full-time employees subject to all usual deductions.

##### **6102 PART TIME & TEMPORARY SALARIES**

Salary paid for regular payroll expenditures for part-time and temporary employees subject to all usual deductions.

##### **6103 OVERTIME**

Salary paid over and above regular time at time and one-half. Overtime is not available to FLSA exempt employees.

##### **6104 SPECIAL PAY**

Holiday in lieu pay for Fire and Marine Safety and stand by pay for Public Works.

##### **6205 RETIREMENT**

Payments on behalf of employees to full time retirement system. (PERS).

##### **6210 MEDICARE**

Medicare payments withheld from employees for employees covered by Medicare system.

##### **6211 SOCIAL SECURITY**

Social Security payments for employees covered by social security system.

##### **6220/6230/6240 HEALTH/DENTAL/VISION INSURANCE**

Payments to employees under the City's Cafeteria Plan for health/dental/vision insurance.

##### **6244 LONG TERM DISABILITY INSURANCE**

Payments to cover employees' long term disability premiums where applicable

##### **6245 GROUP LIFE INSURANCE**

Payments to cover employees' life insurance premiums where applicable.

##### **6248 RHSA % BENEFIT**

Payments to cover fire employees' RHSA % Benefit under the Fire MOU

##### **6270 RETIREE HEALTH BENEFITS**

Payments to CALPERS to cover a portion of retired employees' health benefits.

##### **6280 AUTO ALLOWANCE**

Payments to employees qualifying for auto allowance.

##### **6285 UNIFORM ALLOWANCE**

Payments to employees for the purchase of uniforms required for the job.

##### **6290 PHONE ALLOWANCE**

Payments to management employees and Council for the business use of cellular phones.

## **REFERENCE MATERIALS**

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### EXPENDITURE ACCOUNTS - DEFINITIONS (Continued)

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#### **MATERIALS, SUPPLIES AND SERVICES**

##### **6310 INSURANCE AND SURETY BONDS**

Insurance premiums for all property, general liability and excess insurance coverage.

##### **6315 TRAVEL, CONFERENCES & MEETINGS**

Meals, lodging, registration and airfare associated with conferences, seminars and meetings.

##### **6320 TRAINING**

Payments for employees to attend training programs to enhance work related skills.

##### **6330 MEMBERSHIPS & DUES**

Staff membership and dues in professional organizations.

##### **6340 CLOTHING & PERSONAL EXPENSES**

Uniforms, safety gear, weather protection, etc.; pre-employment physicals and tuition reimbursement.

##### **6341 TUITION REIMBURSEMENT**

Staff reimbursement for courses related to work skill enhancement. Requires prior approval.

##### **6351 RECRUITMENT**

Payments used in the hiring of staff (advertisement, testing, etc)

##### **6415 ELECTION SUPPLIES**

Supplies used for elections

##### **6416 OFFICE SUPPLIES**

General office supplies used in every-day operations.

##### **6418 BOOKS, SUBSCRIPTIONS & PRINTING**

Publications, printing costs for forms, letterhead, etc.; outside duplication services.

##### **6419 MINOR EQUIPMENT**

Minor equipment; per item cost before shipping/tax between \$100 and \$4,999.

##### **6420 SPECIAL DEPARTMENTAL SUPPLIES**

Supplies or expenses singular to a department (not general) and that are not minor equipment or small tools.

##### **6421 SMALL TOOLS**

Small tools; per item cost before shipping/tax between \$100 and \$4,999

##### **6427 VEHICLE OPERATING SUPPLIES**

Gasoline and diesel.

##### **6428 VEHICLE MAINTENANCE**

Repairs and parts for all vehicles.

## **REFERENCE MATERIALS**

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### **EXPENDITURE ACCOUNTS - DEFINITIONS (Continued)**

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**6519 BANK CHARGES**

Credit card fees and transaction fees for third-party credit card processing company.

**6522 ADVERTISING**

Advertising/legal notifications to public.

**6523 COMMUNICATIONS**

Phone, fax, cable etc.

**6524 UTILITIES - ELECTRICITY**

Electricity and natural gas charges.

**6525 RENTS & LEASES**

Rental/lease of property owned by others.

**6526 MAINTENANCE OF BUILDINGS & GROUNDS**

Internal building maintenance/repair; outside grounds upkeep.

**6527 UTILITIES - WATER**

Water charges.

**6529 MILEAGE**

Staff mileage reimbursement at IRS rate.

**6530 PROFESSIONAL SERVICES**

Outside contractors used for engineering, surveys etc. Any service provided by an outside party.

**6531 MAINTENANCE OF & OPERATION OF EQUIPMENT**

Repairs and service of City-owned equipment.

**6532 CONTRIBUTION TO OTHER AGENCIES**

Contributions to other governmental/nonprofit organizations.

**6535 COMMUNITY TV PRODUCTION**

Payments for cable programming from restricted sources.

**6539 CONTINGENCY**

To allow for operating efficiency as needed. Requires City Manager approval.

**6540 DAMAGE CLAIMS**

Payments to settle claims against the City that fall below SIR.

**6560 DEPRECIATION**

Annual write-off of Fixed Assets over the life of the asset.

**6570 OTHER CHARGES**

Expenses that do not fall within another classification; City admin and County EDP charges.

## **REFERENCE MATERIALS**

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### EXPENDITURE ACCOUNTS - DEFINITIONS (Continued)

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#### **CAPITAL OUTLAY**

##### **6610 LAND**

Expenditures for the purchase of land.

##### **6620 BUILDINGS**

Expenditures for the purchase of buildings.

##### **6630 IMPROVEMENTS OTHER THAN BUILDINGS**

Alterations to structures which increase structure life.

##### **6640 EQUIPMENT**

Furniture, machinery, office equipment. Fixed Assets over \$5,000.

##### **6650 VEHICLES**

All motorized vehicles.

##### **6661 CONSTRUCTION**

Used to accumulate all costs associated with construction projects. Used in Projects Ledger.

#### **DEBT SERVICE**

##### **6710 RETIREMENT OF PRINCIPAL**

Expenditures for the retirement of principal portion of debt.

##### **6720 INTEREST EXPENDITURE**

Expenditures for the interest portion of debt.

##### **6810 TRANSFERS OUT**

Used to transfer funds from one fund to another.

#### **DEPARTMENTAL CHARGES**

##### **6910 CLAIMS LIABILITY CHARGES**

Charges to departments for providing insurance coverage and risk management services.

##### **6920 WORKERS' COMPENSATION CHARGES**

Charges to departments for providing workers' compensation coverage and services.

##### **6930 ASSET REPLACEMENT CHARGES**

Charges to departments for use of assets based on a depreciation schedule.

##### **6935 FACILITIES REPLACEMENT CHARGES**

Charges to departments for use of facilities based on a depreciation schedule.

##### **6940 PERS SIDE FUND CHARGES**

Charges to departments for annual debt service to the Sanitation Fund for the payoff of the PERS Side Fund in FY2011. Allocation based on regular salaries (Account 6101) for the fiscal year

## REFERENCE

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### ORGANIZATION OF THE CITY'S FUNDS

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In accordance with generally accepted accounting principles, the City's financial reporting system is organized on a fund basis consisting of three major fund types (governmental, proprietary and fiduciary). The City's various funds have been established in order to segregate and identify those financial transactions and resources associated with providing specific activities or programs in conformance with special regulations, restrictions, or limitations.

Budgets are prepared for each fund in accordance with its respective basis of accounting. All governmental funds have legally adopted budgets except the capital project funds. While budgets are prepared for the City's capital project funds, the capital projects generally span more than one year and are effectively controlled at the project level.

The following funds are included in the Budget. Descriptions of each of the fund types are provided.

#### **Governmental Funds**

Most of the City's programs and functions are provided and financed through the following governmental funds, which are distinguished by their measurement focus on determining financial position and changes in financial position, rather than upon determining net income:

- General Fund
  - General Fund
  - Risk Management/Insurance
  - Workers' Compensation Insurance
  - Asset Replacement
  - Facilities Replacement
  - PERS Side Fund
  - OPEB Obligation
  - Pension Stabilization
- Special Revenue Funds
  - Gas Tax
  - Municipal Improvement Districts (MID)
  - Coastal Rail Trail Maintenance District
  - Street Lighting Assessment District
  - Developer Pass-Thru Fund
  - Fire Mitigation
  - Department of Boating & Waterways
  - TRANSNET – motorized
  - Community Orientated Policing Services (COPS)
  - Transnet Extension
  - Housing and Community Development (CDBG) Fund
  - CALTRANS/CMAQ
  - TEA
  - Miscellaneous Grants
  - Coastal Area Business/Visitor Assistance and Enhancement Fund (TOT)
  - Camp Program Fund
  - Housing
  - Affordable Housing Grant Fund
  - Public Safety Special Revenue Fund
- Debt Service Funds
  - Public Facilities
  - Capital Lease Fund

## REFERENCE

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### ORGANIZATION OF THE CITY'S FUNDS (continued)

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- Capital Projects Fund
  - Public Improvement Grant Fund
  - Sand Replenishment/Retention and Coastal CIP (TOT)
  - City CIP Fund
  - Assessment Districts

#### **Enterprise Fund**

Enterprise funds are distinguished from governmental funds by their similarity to private sector enterprises, as it is intended that the cost of providing services will be financed or recovered primarily through user charges. The City uses the following enterprise fund:

- Sanitation
- OPEB Obligation Trust

## **REFERENCE MATERIALS**

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### **DESCRIPTION OF OPERATING FUNDS**

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#### ***001 GENERAL FUND***

The General Fund is the general operating fund of the City and is used to account for all financial resources and transactions except those required to be accounted for in other funds or account groups.

#### ***120 RISK MANAGEMENT***

This fund accounts for the settlement of claims and losses, as well as insurance premiums and any related professional services.

#### ***125 WORKERS' COMPENSATION INSURANCE***

This fund accounts for the settlement of claims and losses resulting from injuries sustained during work hours.

#### ***135 ASSET REPLACEMENT FUND***

This fund accumulates resources for the replacement of vehicles and equipment costing over \$5,000.

#### ***140 FACILITIES REPLACEMENT FUND***

This fund accumulates resources for meeting the needs of maintaining the City's buildings and improvements.

#### ***150 PERS SIDE FUND***

This fund accumulates resources for the annual debt payment to the Sanitation Fund for the loan used for the payoff of the PERS Side Fund in FY2011.

#### ***160 OPEB OBLIGATION***

This fund accounts resources for the invested amounts of Other Post-Employment Benefits.

#### ***165 PENSION STABILIZATION***

This fund accounts resources for the invested amounts in PARS trust (Post-Employment Benefits Trust Program).

#### ***202 GAS TAX FUND***

The State Gas Tax is used to account for revenues received as the City's share of state gasoline taxes and expenditures made for street maintenance and improvements. Revenues are sub-vented to the City under Sections 2103, 2105, 2106, 2107 and 2107.5 of the Streets and Highways Code. Expenditures are for street maintenance and engineering to the extent legally permitted, with the remainder allocated to street construction projects.

#### ***203 MUNICIPAL IMPROVEMENT DISTRICT HIGHWAY 101 LANDSCAPING (MID #33)***

#### ***204 MUNICIPAL IMPROVEMENT DISTRICT SANTA FE HILLS (MID #9C )***

#### ***205 MUNICIPAL IMPROVEMENT DISTRICT ISLA VERDE (MID #9E)***

#### ***207 MUNICIPAL IMPROVEMENT DISTRICT SAN ELIJO HILLS #2 (MID #9H)***

The MID Funds are used to account for receipts and expenditures related to landscape maintenance within the improvement district. Budgets for the maintenance costs are determined by the property owners who are then assessed on a per parcel basis. The assessments are collected via the County tax roll.



## **REFERENCE MATERIALS**

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### DESCRIPTION OF OPERATING FUNDS (Continued)

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#### **208 COASTAL RAIL TRAIL MAINTENANCE DISTRICT**

The Coastal Rail Trail Maintenance Fund is used to account for project receipts and expenditures for the rejuvenating and updating of the Coastal Rail Trail.

#### **211 STREET LIGHTING DISTRICT FUND**

The Lighting District Fund accounts for revenues received and expenditures made related to streetlights on City streets. The City determines the annual budget and property owners are charged their proportionate share based on a per unit basis. The assessment is collected via the County tax roll.

#### **213 DEVELOPER PASS\_THRU**

This fund accounts for resources related to Pass-Thru developer deposits

#### **214 FIRE MITIGATION FUND**

In accordance with section 3.20 of the SBMC, this fund is used to account for Fire Mitigation fees that can only be used to build, purchase, finance or improve fire facilities and equipment.

#### **215 DEPARTMENT OF BOATING AND WATERWAYS**

To record receipts and expenditures related to grants received from the Department of Boating and Waterways. These funds are being used to fund the Army Corp. of Engineers beach replenishment study.

#### **218 TRANSNET FUND/228 TRANSNET EXTENSION**

The TRANSNET Fund is used to account for the San Diego County Proposition A one-half (1/2) cent transportation sales tax which went into effect on July 1, 1988. All expenditures must be for transportation related purposes. Funds are allocated to the City through SANDAG.

#### **219 COPS PROGRAM FUND**

The COPS Fund is used to account for federal and local grants received for police services.

#### **240 HOUSING AND COMMUNITY DEVELOPMENT FUND (CDBG) FUND**

The Housing and Community Development fund is used to account for revenues from the United States Department of Housing and Urban Development Community Development Block Grant Programs.

#### **241 CALTRANS/CMAQ FUND**

The Caltrans fund accounts for several different sources of transportation related funds. Caltrans is responsible for distributing funds for Congestion Mitigation and Air Quality (CMAQ) funds.

#### **244/5 TEA**

The TEA (Transportation Enhancement Act) fund records transport related receipts and expenditures.

#### **246 MISCELLANEOUS GRANT FUND**

The Miscellaneous Grant fund accounts for grants received to fund various ongoing capital projects.

#### **255 CAMP FUND**

To record service fee revenue and expenditures related to the summer recreation programs (JG and camp).

## **REFERENCE MATERIALS**

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### DESCRIPTION OF OPERATING FUNDS (Continued)

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#### **250 COASTAL BUSINESS/VISITORS (TOT)**

This fund is for expenditures, funded by TOT revenues, that include local visitor and business promotion such as assistance to the Chamber of Commerce, special events such as Fiesta Del Sol, public art, and visitor enhancements to the Highway 101 business corridor or the Cedros Design District.

#### **263 HOUSING FUND**

This fund accounts for receipts and expenditures related to providing low and moderate income housing within the City.

#### **265 AFFORDABLE HOUSING GRANT**

This fund accounts for resources related to affordable housing grants.

#### **270 PUBLIC SAFETY SPECIAL REVENUE**

This fund accounts for resources related to public safety grants.

#### **317 PUBLIC FACILITY DEBT SERVICE FUND**

The Public Facilities Debt Service Fund is used to account for the accumulation of resources for the payment of interest and principal on City debt

#### **320 CAPITAL LEASE DEBT SERVICE**

This fund accounts for receipts and expenditures related to capital leases.

#### **420 PUBLIC IMPROVEMENT GRANT**

The Public Improvement Grant is supported by the former RDA's remaining bond funds and pays for capital projects within the Project area.

#### **450 SAND REPLENISHMENT TOT**

This fund is limited to sand replenishment, sand retention, and coastal improvement projects funded by TOT revenues.

#### **47X ASSESSMENT DISTRICTS CIP**

This fund accounts for capital projects in the assessment districts

#### **459 CITY CIP FUND**

The City CIP fund is used to account for financial resources to be used for the acquisition or construction of miscellaneous major capital facilities (other than those financed by proprietary funds and special assessment funds).

#### **509 SANITATION FUND**

The Sanitation Fund is an Enterprise Fund. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the City Council is that the costs of providing these services to the general public on a continuing basis be financed or recovered primarily through user charges. The sanitation operation is responsible for the collection, transportation, and treatment of effluent generated in Solana Beach. The City is an equal partner with the City of Encinitas in the ownership of the San Elijo Treatment Plant.

## REFERENCE MATERIALS

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### DESCRIPTION OF OPERATING FUNDS (Continued)

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**660 OPEB Obligation Trust**

This fund is used for the OPEB retirement Obligation Trust to invest monies set aside for City employee retirement cost associated with retirements and OPEB cost.

## **REFERENCE MATERIALS**

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### DESCRIPTION OF DESIGNATION OF RESERVES

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#### ***DESIGNATED FOR CONTINGENCIES***

This designation is in accordance with the City Council's Financial Policies which specify that a minimum of 17%, or two months of operating expenditures, be set aside. This designation is to ensure uninterrupted service in the event of an unforeseen disaster and/or economic uncertainties.

#### ***DESIGNATED FOR HOUSING***

This designation is to provide funds for the City's low income housing obligations. Without a confirmed cost, estimates range from \$0 to around \$220,000 a unit for 10 units. Staff will set aside funds when available.

# **REFERENCE MATERIALS**

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## **FINANCIAL POLICIES**

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### **Statement of Purpose**

The financial integrity of our City government is of utmost importance. To discuss, write, and adopt a set of financial policies is a key element to maintaining this integrity.

Written, adopted financial policies have many benefits, such as assisting the Council and City Manager in the financial management of the City, saving time and energy when discussing financial matters, promoting public confidence, and providing continuity over time as Council and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City's stability, efficiency and effectiveness.

The following policies are divided into seven general categories for ease of reference. These categories include 1) Accounting, Auditing, and Financial Reporting Policies; 2) Reserve Policies; 3) Debt Policies; 4) Revenue Policies; 5) Capital Improvement Policies; 6) Cash Management/Investment Policies; 7) Operating Budget Policies. It is recommended that all policies included in this document be adhered to.

## **ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES**

### **FINANCIAL INFORMATION**

It will be the policy of the City of Solana Beach to provide all financial information in a thorough, timely fashion, and in a format that is easy for Council, Citizens, Committees and City employees to understand and utilize.

### **ACCOUNTING STANDARDS**

The City's accounting financial systems shall be maintained in accordance with Generally Accepted Accounting Principles (GAAP), as promulgated by the Government Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA).

### **ANNUAL AUDIT**

An independent public accounting firm will perform an annual audit and its opinion will be included in the Comprehensive Annual Financial Report.

The goal is to select the independent audit firm through a competitive process at least once every five years. The contract will be for an initial period of three years with two additional one-year options at the City staff's discretion. The City Manager and Finance Director will review the qualifications of prospective firms and make a recommendation to the City Council. The audit contract will be awarded by the City Council.

## **REFERENCE MATERIALS**

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### **FINANCIAL POLICIES (Continued)**

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A Comprehensive Annual Financial Report shall be prepared within five months of the close of the previous fiscal year. It will be presented to the City Council and community within six months at a regularly scheduled City Council meeting.

The City shall attempt to maintain accounting records in such a manner as to receive an unqualified audit opinion and to qualify for a Certificate of Achievement for Excellence in Financial Reporting from the GFOA.

## **RESERVE POLICIES**

The City utilizes a variety of funds for recording revenues and expenditures of the City. At each fiscal year-end, budgeted/appropriated expenditure authority lapses with very few exceptions, such as operating expenses that have been incurred but not paid (encumbered). The remaining dollars left in each fund that are undesignated and unencumbered constitute available reserves of the City. It is appropriate that reserve policies for the City be established for each of the various funds (See below), that the purpose of these reserves be designated, and that dollars available in excess of the reserve amounts be appropriately and effectively utilized.

### **GENERAL FUND**

The goal of the General Fund reserve will be to maintain an amount at least equal to 17 percent of the annual General Fund operating budget, including operating transfers, which approximates two months worth of operating expenditures. This Reserve, to be designated, will only be used in the case of significant financial or other emergency. Reserves in excess of the 17 percent will be available for spending on capital equipment, capital projects or other one-time non-recurring expenditures ie. Be available to transfer to Capital Improvement Projects fund or Asset Replacement Reserve fund.

### **DESIGNATIONS**

The Council and/or City Manager may designate parts of the available fund balance which would represent tentative management plans, rather than actual restrictions on the use of resources.

#### **Designation – Unforeseen Emergencies**

A designation of funds set at 17% of operating expenditures including debt service is considered the minimum level necessary to maintain the City's credit worthiness and to adequately provide for:

1. Economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy.
2. Contingencies for unforeseen operating or capital needs.
3. Cash flow requirements.

## **REFERENCE MATERIALS**

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### **FINANCIAL POLICIES (Continued)**

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#### **Designation – Revenue Shortfall**

A designation of funds should be budgeted annually to avoid the need for service level reductions in the event an economic downturn causes revenues to come in lower than budget. This should approximate 5% of General Fund revenues before transfers based upon an average of prior year's revenue shortfalls.

#### **ENTERPRISE FUND/SANITATION**

The City's Enterprise Fund will maintain reserves at a minimum equal to nine months of operating expenses and one year of estimated capital spending.

#### **ASSET REPLACEMENT RESERVE FUND**

Through the use of the Asset Replacement Reserve Fund, the City will annually budget sufficient funds to provide for the orderly replacement of the City's existing equipment, vehicles, computers and furnishings as they reach the end of their useful lives. This fund is funded based on a depreciation schedule and required replacement of the asset. The goal will be to maintain a sufficient fund balance to provide for the scheduled replacement of said items at the end of their useful lives.

#### **RISK MANAGEMENT RESERVE FUND**

The City maintains a Risk Management Reserve Fund for the purpose of segregating property and liability insurance expenses. This fund pays insurance premiums, benefit and settlement payments, and administrative and operating expenses. These annual charges for services shall reflect historical experience and shall be established to approximately equal the annual expenses of the fund. A fund balance, determined annually, shall be maintained at a level that will adequately fund the City's potential loss exposure in each area as determined by the Risk Manager based on past experience currently at \$500,000.

#### **WORKERS' COMPENSATION INSURANCE FUND**

The City maintains a Workers' Compensation Insurance Fund for the purpose of having sufficient resources to pay premiums, administration services and losses incurred for Workers Compensation injuries. The City is self-insured for this purpose and has a \$125,000 Self Insured Retention (SIR) per claim incident. The sufficiency of funding is to be determined periodically by an independent actuarial study utilizing the 95% confidence interval. This is the minimum funding level to establish. The City's Risk Manager to determine the funding level, currently three times SIR plus administration and contingencies or \$500,000. This fund balance should be determined annually and should be sufficient to fully fund the City's potential loss exposures.

## **REFERENCE MATERIALS**

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### FINANCIAL POLICIES (Continued)

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## **DEBT POLICIES**

### **ISSUANCE OF DEBT**

The City will not use long-term debt to pay for current operations.

The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.

The term of the debt shall never extend beyond the useful life of the improvements to be financed.

Debt management will provide for the protection of bond rating, the maintenance of adequate debt service reserves, compliance with debt instrument provisions and appropriate disclosure to investors, underwriters, and rating agencies.

### **LEASE PURCHASE**

The City will lease purchase high-cost items of equipment only if necessary because of funding availability. In no case shall the City lease purchase equipment whose useful life is less than the term of the lease.

## **REVENUE POLICIES**

### **GENERAL FUND REVENUE**

The City will strive to develop and maintain a diversified and stable revenue stream so as to avoid becoming overly dependent on any single type of revenue in order to minimize the effects of economic fluctuations on revenues. Efforts will be directed to optimize existing revenue sources while periodically reviewing potential new revenue sources.

Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state and other governmental agencies when available.

Revenues from “one-time” or limited duration sources will not be used to balance the City’s annual operating budget.

Fees and charges for service shall be evaluated and, if necessary, adjusted periodically to assure that they cover all direct and indirect costs, unless it is determined that full cost recovery would not be in the best interest of the public. These fees and charges will be evaluated periodically by an independent outside consultant.



## **REFERENCE MATERIALS**

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### **FINANCIAL POLICIES (Continued)**

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#### **SPECIAL REVENUE FUNDS eg. /GAS TAX & TRANSNET**

These funds are used for revenues that the City receives that are of a restrictive nature. The City's first priority with the Gas Tax revenues and Transnet revenues shall be used to fund eligible capital projects and not subsidize operating expenditures.

#### **GRANTS AND GIFTS**

The City shall actively pursue federal, state and other grant opportunities when deemed appropriate. Before accepting any grant the City shall thoroughly consider the implications in terms of ongoing obligations and indirect costs that will be required in connection with acceptance of said grant. The benefits to be derived from the grant must exceed both direct and administrative costs of the grant.

#### **ENTERPRISE FUND – SANITATION CHARGES**

The City will set user fees for the Enterprise Fund at a rate that fully covers direct and indirect costs of providing the service; including capital expenditures.

#### **COMMUNITY SERVICE FEES**

Recreation activity fees shall be established to recover the direct cost of the program. As appropriate within the marketing of the recreation programs, higher non-resident fees may be charged, as well as priority registration procedures for Solana Beach residents.

## **CAPITAL IMPROVEMENT POLICIES**

#### **CIP FUND**

Most of the City's infrastructure has a designated revenue source to pay for its upgrade or replacement as appropriate. For example, sewage rates fund sewage infrastructure needs and gas tax revenues fund street needs. However, our public buildings, beaches and parks are the primary beneficiaries of the City's Capital Improvement Fund. Capital Improvement Projects involve the construction, acquisition, expansion, and rehabilitation or replacement of a facility or improvement costing \$5,000 or more. A CIP also includes any study costing \$25,000 or more, that is non-recurring in nature, and could potentially lead to a project.

City general capital projects are to be funded annually with transfers from the City's General Fund. Transfers are to be made based upon a maximum of 75 % of actual funds available out of the last completed previous years general fund surplus, or for specific projects. Funding is at the discretion City Council based on overall budget considerations.

## **REFERENCE MATERIALS**

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### **FINANCIAL POLICIES (Continued)**

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#### **FIVE YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)**

The City shall annually prepare a Capital Improvement spending program projecting capital needs for a five year period. Capital Projects shall be prioritized according to goals set annually by the Council.

The first year of the five year CIP will be consistent with, and adopted as a component of, the annual operating budget.

#### **ENTERPRISE FUND CAPITAL IMPROVEMENTS**

Capital Improvements funded from the Enterprise Funds shall be paid for with the combination of “pay-as-you-go” financing and the use of long-term debt. The City shall periodically review its enterprise capital needs and establish capital spending plans that are appropriate and reflect a combination of debt and “pay-as-you-go,” while attempting to keep our rates competitive with those in the surrounding area.

### **CASH MANAGEMENT/INVESTMENT POLICIES**

Investments and cash management will be the responsibility of the City Treasurer.

The City Council shall annually review and update, or modify as appropriate, the City’s investment policy in accordance with Section 53646 of the Government Code. This review shall take place at a regularly scheduled City Council meeting and the policy shall be adopted by resolution of the City Council.

Investments of the City will be made in accordance with the City’s adopted Investment Policy.

In order to maximize yields from the overall portfolio, the City will consolidate cash balances from all funds for investment purposes, and will allocate investment earnings to each fund with a positive cash balance in accordance with generally accepted accounting principles.

Reports on the City’s investment portfolio and cash position shall be developed and presented to the City Council monthly by the City Treasurer. The report shall be in conformance with all State laws and City investment policy requirements.

City funds will be managed in a prudent and diligent manner with emphasis on safety, liquidity, and yield, in that order.

## **REFERENCE MATERIALS**

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### FINANCIAL POLICIES (Continued)

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## **OPERATING BUDGET POLICIES**

### **BALANCED OPERATING BUDGET**

The operating budget will be based on the principle that current operating expenditures shall be funded with current revenues. The City shall annually adopt a balanced General Fund budget where operating revenues are equal to, or exceed, operating expenditures ie. Estimated revenue and transfers in equal or exceed estimated expenditures and transfers out excluding transfers for capital projects. Any increase in expenses, decrease in revenues, or combination of the two that would result in a budget imbalance will require budget revision, rather than spending unappropriated surpluses or designated reserves to support ongoing operations. Any year end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and the balance will be available for capital projects and/or "one-time only" Capital Outlay expenditures.

### **GENERAL FUND CONTINGENCY ACCOUNT**

A contingency account equal to a maximum of half a percent (1/2 percent) of the City's General Fund budgeted appropriations (before transfers) will be maintained annually in the City Managers budget. This account will be available for unanticipated, unbudgeted expenditures and will require City Manager approval to spend. The purpose of this account is to provide for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increase in costs.

### **RETIREMENT FUNDING (CALPERS)**

The City offers its employees an agent multiple-employer public employee defined benefit pension plan. The City's annual contribution toward the plan is determined by a CALPERS actuary through an annual valuation report. The City will on an annual basis meet its obligation to funding its share of the pension plan contribution out of its operating budget.

### **BUDGET DOCUMENT**

The operating budget shall serve as the annual financial plan for the City. It will serve as the policy document of the City Council for implementing Council goals and objectives. The budget shall provide the staff the resources necessary to accomplish City Council determined service levels.

The City Manager shall annually prepare and present a proposed operating budget to the City Council & Budget & Finance committee no later than May 20 of each year; and Council will adopt said budget no later than June 30 of each year. Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the City Council.

The City's annual budget will be presented by department, with a logical breakdown of line-item detail. The budget document will be presented for discussion and review by the City Council and the public.

## **REFERENCE MATERIALS**

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### FINANCIAL POLICIES (Continued)

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#### **BUDGET CONTROL AND ACCOUNTABILITY**

Budget control is maintained at the departmental level. The City Manager has the authority to approve appropriation transfers between line items within a department. In no case may total expenditures of a particular fund exceed that which is appropriated by the City Council without a budget amendment.

A mid-year budget will be presented to the City Council which discusses revenue projections and expenditures to date and the fiscal condition of the City six months after the beginning of the fiscal year. Budget accountability rests primarily with the operating departments of the City.

#### **ENTERPRISE FUND**

The Enterprise Fund shall be supported by its own rates/current revenues excluding interest income, and shall not be subsidized by the General Fund.

The rates charged should be competitive with the rates charged by other entities, and sufficient to cover both operations and infrastructure maintenance.

The rates charged should be reviewed periodically.

The Enterprise Fund will pay its share of overhead services provided by the General Fund. These overhead costs include rental of office space, utilities and personnel administrative costs.

# REFERENCE MATERIALS

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## INVESTMENT POLICY

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

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

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

### 1.0 SCOPE

This investment policy applies to all funds of the City of Solana Beach that are under the control of the City Treasurer. These funds include, but are not limited to the:

- A. General Fund
- B. Special Revenue Funds
- C. Capital Project Funds
- D. Enterprise Funds
- E. Debt Service Funds
- F. Agency Funds

These funds are accounted for in the City's Comprehensive Annual Financial Report.

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

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

### 2.0 PRUDENCE

Investments shall be made in accordance with the "prudent investor standard". This standard shall be applied in the context of managing an overall portfolio. The City Treasurer shall invest "...with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the

## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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#### 2.0 PRUDENCE (Continued)

principal and maintain the liquidity needs of the agency.” Investment officers, i.e. (City Treasurer) acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

#### 3.0 OBJECTIVES

As specified in CGC §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

- A. Safety: Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- B. Liquidity: The investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.
- C. Yield: Yield shall be considered only after the basic requirements of safety and liquidity have been met. Whenever possible and in a manner consistent with the objectives of safety and liquidity, a yield higher than the market rate of return shall be sought.

#### 4.0 DELEGATION OF AUTHORITY

California Government Code Sections 53607 and 53608 authorize the legislative body of a local agency to invest, deposit, and provide for the safekeeping of the local agency's funds or to delegate those responsibilities to the City Treasurer of the local agency.

No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the City Treasurer. The City Treasurer shall be responsible for all investment transactions undertaken on behalf of the City, and shall establish a system of controls to regulate the activities of subordinate officials. The City Treasurer shall have the exclusive authority to buy and sell securities on behalf of the City.

Under the provisions of California Government Code 53600.3, the City Treasurer is a trustee and a fiduciary subject to the prudent investor standard.

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

## **REFERENCE MATERIALS**

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### INVESTMENT POLICY (Continued)

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#### **5.0 INTERNAL CONTROLS**

The City Treasurer shall be responsible for ensuring that all investment transactions comply with the City's Investment Policy and for establishing internal controls that are designed to prevent losses due to fraud, negligence, and third-party misrepresentation. Accordingly, the City Treasurer shall establish written procedures for the operation of the City's investment program that are consistent with the provisions of this Investment Policy.

Procedures should include references to: safekeeping, PSA repurchase agreements, wire transfer agreements, collateral/depository agreements, and banking services contracts, as appropriate. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions.

Internal controls deemed most important shall include: avoidance of collusion; separation of duties and administrative controls; separating transaction authority from accounting and record keeping; custodial safekeeping; clear delegation of authority; management approval and review of investment transactions; specific limitations regarding securities losses and remedial action; written confirmation of telephone transactions; documentation of investment transactions and strategies; and monitoring of results.

#### **6.0 ETHICS AND CONFLICTS OF INTEREST**

Investment Officers involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

They shall disclose to the City Council any material financial interest in financial institutions that conduct business within the City's jurisdiction. They shall also disclose any personal investment positions that could be related to the performance of the City's investment portfolios. Investment Officers shall subordinate their personal investment transactions to those of the City, particularly with regard to the timing of securities purchases and sales, and shall avoid transactions that might impair public confidence.

#### **7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND BROKER-DEALERS**

The City Treasurer shall maintain an Approved list (Attached) of financial institutions/broker-dealers that the City Council have authorized to engage in securities trading with the City. This list shall be provided to all members of the City Council.

Only primary government securities dealers ("primary dealers") that regularly report to the Federal Reserve Bank of New York shall be eligible to apply for inclusion on the Approved List.

The only exception to the foregoing requirement shall be that the City Council may, at their discretion, accept, review, and approve applications from regional brokers that: (1) have been in existence for more than five years; (2) have a net capital position in excess of \$10

## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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#### 7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND BROKER-DEALERS (Continued)

million; (3) are licensed as broker-dealers by the State of California; and (4) are headquartered or have a branch office in California. The number of primary dealers and regional brokers on the Approved List shall not exceed a combined total of eight at any single time. The City shall accept and review new broker-dealer applications only when there is an immediate need to fill a vacancy on the Approved List. In all cases, the City shall only accept applications from and transact business with the institutional securities sales departments of primary dealers and regional brokers.

Broker-dealers that wish to apply for inclusion on the Approved List must, at a minimum, provide the City Treasurer with a copy of the following documents unless otherwise noted:

- a) Completed Broker-Dealer Questionnaire and Certification (signed original only).
- b) Most recent *Annual Report* and most recent Securities and Exchange Commission ("SEC") *Form 10-K*.
- c) National Association of Securities Dealers ("NASD") *Form BD Uniform Application for Broker-Dealer Registration* or, in the case of an investment department within a commercial bank, *SEC Form MSD*.
- d) Current NASD *Form BD Status Report*.
- e) NASD *Form U-4 -- Uniform Application for Securities Industry Registration or Transfer* for each employee with whom the City would be trading.
- f) Current NASD *Form U-4 Status Report* on each employee with whom the City would be trading.
- g) Most recent SEC *Form X-17 A-5* or, in the case of an investment department within a commercial bank, most recent SEC *Consolidated Reports of Condition and Income for A Bank With Domestic and Foreign Offices – FFIEC 031*.
- h) A resume from each employee with whom the City would be trading.
- i) Most recent MSRB *Form G-37/G-38*.
- j) A trading resolution.

Investment Officers shall investigate all broker-dealer applicants in order to determine if they: (1) are adequately capitalized; (2) are subject to pending legal action (either the firm or the trader); (3) make markets in securities that are appropriate for the City's needs; (4) are licensed as a broker-dealer by the State of California Department of Corporations; and (5) are a member of the NASD. Broker-dealer applicants may be requested to provide local government or other client references from within California.

The City Council shall review the submitted documents, along with the City Treasurer's recommendations, and shall decide if any broker-dealer applicants should be added to the Approved List. If a broker-dealer applicant fails to complete and submit the required documents on time, then its application shall be deemed to have been automatically rejected.



## **REFERENCE MATERIALS**

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### **INVESTMENT POLICY (Continued)**

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#### **7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND BROKER-DEALERS (Continued)**

The City Treasurer shall conduct an annual review, of the financial condition and the registrations of all approved broker-dealers in order to determine whether they should remain on the Approved List. In addition to other requirements, the City shall give all approved broker-dealers a copy of the City's current Investment Policy and a certification form.

The completion and submission of the certification form by an approved broker-dealer shall constitute proof that it has received the City's Investment Policy, read it, and intends to comply with it. The City Treasurer shall keep current audited annual financial statements on file for each approved broker-dealer with which the City does business.

#### **8.0 AUTHORIZED PUBLIC DEPOSITORIES**

The City Treasurer shall maintain an Approved List (Attached) of all commercial banks and all savings and loan associations that the City Council has authorized as public depositories of City monies. This List shall be provided to all members of the City Council.

The City shall only deposit public monies in financial institutions that have: (1) at least \$5 billion in total assets; (2) a core capital-to-total assets ratio of at least five percent; (3) favorable statistical ratings from a nationally recognized rating service, as determined by the City Treasurer; (4) a federal or a state charter; and (5) a branch office within San Diego County.

Under no circumstances shall the City's deposits in a financial institution exceed the total shareholder's equity of that institution.

#### **9.0 SAFEKEEPING AND CUSTODY**

All security transactions entered into by the City of Solana Beach shall be conducted on delivery-versus-payment (DVP) basis or on a receipt-versus-payment ("RVP") basis.

A third-party bank trust department ("Custodian") that acts as an agent for the City under the terms of a custody agreement executed between both parties shall hold the securities. The City's Custodian shall be represented on the Approved List (Attached).

The only exception to the foregoing shall be securities purchases made with: (1) local government investment pools; (2) money market mutual funds; and (3) Federal Reserve Banks ("Treasury Direct Program") since the purchased securities are not deliverable. No securities broker-dealer or investment advisor shall have access to City monies, accounts, or investments. Any transfer of monies to or through a securities broker-dealer must have the City Treasurer's prior written approval. If the City Treasurer is unavailable, then the management authorization chain-of-command specified in section 4.0, paragraph 3 of this Investment Policy shall be followed. The City shall require Broker Trade Confirmations for all trades.

## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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#### 9.0 SAFEKEEPING AND CUSTODY (Continued)

Securities held by a third party custodial shall be held in an account in the City's name. All investments held by a third party custodian for the City of Solana Beach will be evidenced by safekeeping receipts.

#### 10.0 COLLATERALIZATION

Investment Officers shall ensure that all demand deposits and all non-negotiable certificates of deposit that exceed \$100,000 shall be fully collateralized with securities authorized under state law and under this Investment Policy. Collateral may be waived for the first \$100,000 since this will be insured by the Federal Deposit Insurance Corporation. Any amount on deposit over \$100,000 plus accrued interest, however, shall be collateralized with United States Treasury or federal agency securities at a constant margin ratio of 110 percent or with mortgage-backed collateral at a constant margin ratio of 150 percent.

Collateralized investments and demand deposits may require substitution of collateral. The City Treasurer must approve all requests from financial institutions for substitution of collateral that involve interchanging classes of security.

An independent third party with whom the City has a current custodial agreement shall always hold the collateral. The independent third party shall provide the City Treasurer with a safekeeping receipt that he shall retain.

#### 11.0 RISK

##### 11.1 CREDIT RISK

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligation. Concentration of credit risk is the risk of loss attributed to the magnitude of a City's investment in a single issuer. All participants in the investment process shall consider aversion to concentration of credit risk by:

- A. Limiting investment purchases to those types and amounts permissible by California Government Code §53601 and §12.0 of this Policy,
- B. Investing no more than 25% of the portfolio with one issuer, with the exception of LAIF, and the US treasury, and
- C. If pursuing a rated investment, investing only in investments with an AA+/A1 or better rating from Standard and Poor's Corporation and AA1/P1 or better from Moody's Investors Service Inc. at the time of purchase.

Custodial credit risk is the risk that the City will not be able to recover deposits or the value of an investment or collateral securities that are in the possession of an outside party.

## **REFERENCE MATERIALS**

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### **INVESTMENT POLICY (Continued)**

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#### **11.1 CREDIT RISK (Continued)**

All participants in the investment process shall consider aversion to custodial credit risk by:

- A. Investing no more than 25% of the portfolio with one financial institution, with the exceptions of LAIF, the US Treasury, and funds advanced or in trustee accounts for project construction, and
- B. If pursuing a deposit, insuring that all deposits are fully collateralized as required by California Government Code §53652 or insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation, and the "Contract for Deposit of Monies" will indicate the type and amount of collateral.

#### **11.2 INTEREST RATE RISK**

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. All participants in the investment process shall consider aversion to interest rate risk by limiting the term remaining to maturity on purchased investment to five years, unless a longer term is permissible within the California Government Code and specifically approved by the City Council to purchase.

#### **11.3 FOREIGN CURRENCY RISK**

Foreign currency risk is the risk that changes in exchange rates will adversely affect the fair value of an investment or deposit. All participants in the investment process shall be prohibited from investing in foreign currency-denominated securities, unless permissible within the California Government Code and specifically approved by the City Council prior to purchase.

### **12.0 AUTHORIZED AND SUITABLE INVESTMENTS**

The City of Solana Beach may invest in the following instruments (which include but are not as extensive as those authorized by California Government Code 53600 et seq.) under the guidelines as provided herein:

- A. Bonds issued by the City of Solana Beach, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled or operated by the City of Solana Beach or by a department, board, agency, or authority of the City of Solana Beach.
- B. United States Treasury Bills, Notes, Bonds, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.

## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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#### 12.0 AUTHORIZED AND SUITABLE INVESTMENTS (Continued)

- C. Registered state warrants or treasury notes or bonds issued by the State of California.
- D. Bonds, notes, warrants, or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the State of California, County Treasurers, other local agencies, or Joint Powers Agencies.
- E. Obligations issued by the United States Government or its agencies.
- F. Time Certificates of Deposit will be made only in FDIC or FSLIC insured accounts. For deposits in excess of the insured maximum of \$100,000, approved collateral shall be required in accordance with California Government Code (CGC) Section 53652 and/or 53651(m).
- G. Non-Negotiable Certificates of Deposit issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a state-licensed branch of a foreign bank. Purchases of a non-negotiable Certificates of Deposit may not exceed 15% of the City's surplus money which may be invested.
- H. Local Agency Investment Fund ("LAIF")  
Investment shall be permitted in this pool which is organized and managed by the State Treasurer's Office for the benefit of local agencies, pursuant to California Government Code Section 16429.1. The City Council approved City participation in LAIF on 18 August 1986 in Resolution Number 20. *Investment shall be limited to the maximum amount per legal entity that is permitted under state law.*
- I. Investment Trust of California ("CalTRUST"). Investment shall be permitted in CalTRUST, which is a joint powers authority (JPA), organized and managed by the Investment Trust of California JPA for the benefit of local agencies, pursuant to California Government Code Section 6509.7. The CalTRUST funds are an authorized Investment for local agencies pursuant to California Government Code Section 53601(p).

#### 13.0 PROHIBITED INVESTMENTS AND PRACTICES

Investment Officers shall not invest public monies in financial instruments that are not authorized under this Statement of Investment Policy.

Prohibited investments shall include, but shall not be limited to, equity securities, bond mutual funds, repurchase agreements, reverse repurchase agreements, and derivative contracts (forwards, futures, and options). The purchase of derivative securities shall be prohibited *except for callable and for zero coupon Treasury ("STRIPS") securities*. Investment Officers shall not engage in securities lending, short selling, or other hedging strategies.

## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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#### 13.0 PROHIBITED INVESTMENTS AND PRACTICES (Continued)

LAIF and CalTRUST shall be exempt from the prohibitions on derivative contracts, derivative securities, repurchase agreements, reverse repurchase agreements, securities lending, short selling, and other hedging strategies; provided, however, that no such instruments or strategies may be utilized by CalTRUST for the purpose of leveraging any of the CalTRUST portfolios.

#### 14.0 DIVERSIFICATION

The City of Solana Beach will diversify its investments by security type and institution. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- A. Portfolio maturities shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- B. Maturities selected shall provide for stability of income and liquidity.
- C. Disbursement and payroll dates shall be covered through maturing investments, marketable U.S. Treasury bills, or other cash equivalent instruments.

#### 15.0 MAXIMUM MATURITY

Investment Officers shall not invest in securities with maturities exceeding five years. The City Council, however, may approve longer maturities for the investment of bond reserve, bond escrow, and other funds if the maturities of such investments are expected to coincide with the expected use of the funds.

*At least 50 percent of the City portfolio shall mature in three years or less; 30 percent in two years or less; and 20 percent in one year or less. The only exception to these maturity limits shall be the investment of the gross proceeds of tax-exempt bonds.*

#### 16.0 BOND PROCEEDS

The City Treasurer shall segregate the gross proceeds of tax-exempt bonds from the City general pool and shall keep them in a separate pool. They shall be invested pursuant to the instructions in the respective bond indentures of trust. If the bond indenture authorizes investments that conflict with this Investment Policy, then such investments shall be made only with the City Council's prior approval. The City Treasurer shall be allowed to invest bond proceeds from an assessment district in the City general pool (LAIF) where the City serves as Trustee for the bond issue.

## **REFERENCE MATERIALS**

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### **INVESTMENT POLICY (Continued)**

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#### **16.0 BOND PROCEEDS (Continued)**

All securities shall be held in third-party safekeeping with the bond trustee (“Trustee”) and all DVP and RVP rules shall apply. The Trustee shall be represented on the Approved List (Attached).

Investment Officers shall use competitive offerings, whenever practical, for all investment transactions that involve the gross proceeds of tax-exempt bonds. The City shall obtain a minimum of three competitive offers. Any exceptions to this policy shall be documented and shall be reported to the City Council.

The City is required under the U.S. Tax Reform Act of 1986 to perform annual arbitrage calculations and to rebate excess earnings to the United States Treasury from the investment of the gross proceeds of tax-exempt bonds that were sold after the effective date of that law. The City Treasurer may contract with qualified outside financial consultants to provide the necessary technical expertise that is required to comply with this law.

#### **17.0 PORTFOLIO BENCHMARK**

The City’s investment portfolios, for the most part, shall be passively managed with portfolio securities being held to maturity. On selected occasions, the City’s portfolios may be actively managed for purposes of improving portfolio risk structure, liquidity, or yield in response to market conditions or to meet City requirements. Profit-taking may only be done if capital gains would: (1) exceed the return that would be realized by holding the security to maturity; and (2) more than offset any income reduction due to reinvestment rate risk.

The City shall use a one-year United States Treasury bill that is traded on the secondary market as a benchmark to measure whether or not the City’s portfolio yields are matching or surpassing the market yield.

#### **18.0 REPORTING**

In accordance with CGC §53646(b)(1), the City Treasurer shall submit to each member of the City Council a quarterly investment report. The Treasurer may also submit monthly reports to the City Council for information purposes. The report shall include the type of investments, the issuers, maturity dates, par values, and the current market values of each component of the portfolio, including funds managed for City of Solana Beach by third party contracted managers. The report will also include the source of the portfolio valuation. As specified in CGC §53646(e), if all funds are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and (2) the City of Solana Beach will meet its expenditure obligations for the next six months is required by CGC §53646(b)(2) and (3) respectively. The City Treasurer shall maintain a complete and timely record of all investment transactions.

## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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#### 19.0 INVESTMENT POLICY REVIEW AND ADOPTION

The City Treasurer shall submit an Investment Policy to the City Council annually for their review and adoption by resolution.

#### THE CITY OF SOLANA BEACH APPROVED LIST

The City of Solana Beach has authorized the following security broker-dealers, public depositories, and other financial institutions to provide financial services to the City.

#### UNITED STATES GOVERNMENT

1. **Federal Reserve Bank**

#### PRIMARY DEALERS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

#### REGIONAL BROKERS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### PUBLIC DEPOSITORIES

1. **Bank of America**
2. **Union Bank of California**
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

#### CUSTODIAN

1. \_\_\_\_\_

#### TRUSTEE

1. **Wells Fargo Bank**
2. **Union Bank of California**

## REFERENCE MATERIALS

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### INVESTMENT GLOSSARY

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#### **ACCRUED INTEREST**

Interest accumulated on a security since the issue date or the last coupon payment. The buyer of the security pays the market price plus accrued interest.

#### **AGENCIES**

Agencies of the federal government. Federal agency and instrumentality securities.

#### **ASKED**

The price at which securities are offered.

#### **BANKERS'S ACCEPTANCE ("BA")**

A draft, bill, or exchange accepted by a bank or a trust company. Both the issuer and the accepting institution guarantee payment of the bill.

#### **BASIS POINT**

One basis point is one hundredth of one percent.

#### **BID**

The price offered by a buyer of securities (when you are selling securities, you ask for a bid). See "Offer".

#### **BOOK VALUE**

The value at which a debt security is shown on the holders' balance sheet. Book value is acquisition cost less amortization of premium or accretion of discount.

#### **BROKER**

A broker brings buyers and sellers together so that he can earn a commission.

#### **CERTIFICATE OF DEPOSIT ("CD")**

A time deposit with a specific maturity, as evidenced by a certificate. Large-denomination CDs are typically negotiable.

#### **COLLATERAL**

Securities, evidence of deposit, or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

#### **COMMERCIAL PAPER**

An unsecured short-term promissory note issued by corporations, with maturities ranging from 2 to 270 days.

#### **COMPREHENSIVE ANNUAL FINANCIAL REPORT ("CAFR")**

The official annual report for the City of Solana Beach. It includes five combined statements for each individual fund and account group, that are prepared in conformity with GAAP. It also includes supporting schedules that are necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed statistical section.

**COUPON.** (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond, that evidences interest due on a payment date.



## REFERENCE MATERIALS

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### INVESTMENT GLOSSARY (Continued)

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#### ***CURRENT MATURITY***

Amount of time left to maturity of an obligation. (For example, a one-year bill issued nine months ago has a current maturity of three months.)

#### ***DEALER***

A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

#### ***DEBENTURE***

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

#### ***DELIVERY VERSUS PAYMENT***

There are two methods of delivery of securities: (1) delivery versus payment (DVP); and (2) delivery versus receipt (DVR). DVP is delivery of securities with an exchange of money for the securities. DVR is delivery of securities with an exchange of a signed receipt for the securities.

#### ***DERIVATIVES***

(1) Financial instruments that are linked to, or derived from, the movement of one or more underlying indexes or securities, and may include a leveraging factor; or (2) financial contracts based upon a notional amount whose value is derived from an underlying index or security (e.g., interest rates, foreign exchange rates, equities, or commodities).

#### ***DISCOUNT***

The difference between the acquisition cost of a security and its value at maturity, when quoted at lower than face value. A security that sells below original offering price shortly after sale, is also considered to be at a discount.

#### ***DISCOUNT SECURITIES***

Non-interest bearing money market instruments that are issued at a discount and that are redeemed at maturity for full face value (e.g., U.S. Treasury Bills).

#### ***DIVERSIFICATION***

Dividing investment funds among a variety of securities that offer independent returns.

#### ***FACE VALUE***

The principal amount owed on a debt instrument. It is the amount on which interest is computed and represents the amount that the issuer promises to pay at maturity.

#### ***FEDERAL CREDIT AGENCIES***

Agencies of the Federal Government that were established to supply credit to various classes of institutions and individuals (e.g., S&Ls, small business firms, students, farmers, farm cooperatives, and exporters)

#### ***FEDERAL DEPOSIT INSURANCE CORPORATION (“FDIC”)***

A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

## REFERENCE MATERIALS

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### INVESTMENT GLOSSARY (Continued)

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#### **FEDERAL FUNDS RATE**

The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

#### **FEDERAL HOME LOAN BANKS (“FHLB”)**

Government-sponsored wholesale banks (currently 12 regional banks) that lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions, and insurance companies. The mission of the FHLBs is to liquefy the housing-related assets of its members, who must purchase stock in their District Bank.

#### **FEDERAL NATIONAL MORTGAGE ASSOCIATION (“FNMA”)**

FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation’s purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA’s securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

#### **FEDERAL OPEN MARKET COMMITTEE (“FOMC”)**

The FOMC consists of seven members of the Federal Reserve Board and five of the 12 Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of government securities in the open market, as a means of influencing the volume of bank credit and money.

#### **FEDERAL RESERVE SYSTEM**

The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, D.C., 12 regional banks, and about 5,700 commercial banks that are members of the system.

#### **GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (“GNMA” or “Ginnie Mae”)**

Securities that influence the volume of bank credit which is guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. A security holder is protected by the full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA, or FMHM mortgages. The term “passthroughs” is often used to describe Ginnie Maes.

#### **LIQUIDITY**

A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow, and reasonable size can be done at those quotes.

#### **LOCAL AGENCY INVESTMENT FUND (“LAIF”)**

Monies from local governmental units may be remitted to the California State Treasurer for deposit in this special fund for the purpose of investment.

## REFERENCE MATERIALS

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### INVESTMENT GLOSSARY (Continued)

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#### **MARKET VALUE**

The price at which a security is trading and could presumably be purchased or sold.

#### **MASTER REPURCHASE AGREEMENT**

A written contract covering all future transactions between the parties to repurchase-reverse repurchase agreements, that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer (lender) to liquidate the underlying securities in the event of default by the seller (borrower).

#### **MATURITY**

The date upon which the principal or stated value of an investment becomes due and payable.

#### **MONEY MARKET**

The market in which short-term debt instruments (e.g., bills, commercial paper, banker's acceptances) are issued and traded.

#### **OFFER**

The price asked by a seller of securities (when you are buying securities, you ask for an offer). See "Asked" and "Bid".

#### **OPEN MARKET OPERATIONS**

Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank, as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

#### **PAR VALUE**

The amount of principal that must be paid at maturity. Also referred to as the face amount of a bond.

#### **PORTFOLIO**

A collection of securities held by an investor.

#### **PRIMARY DEALER**

A group of government securities dealers that submit daily reports of market activity and positions, and monthly financial statements to the Federal Reserve Bank of New York, and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) -- registered securities broker-dealers, banks, and a few unregulated firms.

#### **PRINCIPAL**

The face value or par value of a debt instrument, or the amount of capital invested in a given security.

**PRUDENT INVESTOR RULE** An investment standard. A fiduciary, such as a trustee, may invest in a security if it is one that would be bought by a prudent investor acting in like capacity, who is seeking reasonable income and preservation of capital.

## REFERENCE MATERIALS

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### INVESTMENT GLOSSARY (Continued)

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#### **QUALIFIED PUBLIC DEPOSITORIES**

A financial institution that: (1) does not claim exemption from the payment of any sales, compensating use, or ad valorem taxes under the laws of this state; (2) has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability; and (3) has been approved by the Public Deposit Protection Commission to hold public deposits.

#### **RATE OF RETURN**

The yield obtainable on a security based on its purchase price or its current market price.

#### **RATING**

The designation used by investor services to rate the quality of a security's creditworthiness.

#### **REPURCHASE AGREEMENT ("RP" OR "REPO")**

A holder of securities sells them to an investor with an agreement to repurchase the securities at a fixed price on a fixed date. The security "buyer", in effect, lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: when the Fed is said to be doing RP, it is lending money (increasing bank reserves).

#### **SAFEKEEPING**

A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

#### **SECONDARY MARKET**

A market made for the purchase and sale of outstanding issues following the initial distribution.

#### **SECURITIES AND EXCHANGE COMMISSION (SEC)**

An agency created by Congress to administer securities legislation for the purpose of protecting investors in securities transactions.

#### **SEC RULE 15c3-1**

See "Uniform Net Capital Rule".

#### **STRUCTURED NOTES**

Notes issued by instrumentalities (e.g., FHLB, FNMA, SLMA) and by corporations, that have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) in their debt structure. The market performance of structured notes is affected by fluctuating interest rates; the volatility of imbedded options; and shifts in the yield curve.

#### **TREASURY BILLS**

A non-interest bearing discount security that is issued by the U.S. Treasury to finance the national debt. Most T-bills are issued to mature in three months, six months, or one year.

#### **TREASURY BONDS**

Long-term, coupon-bearing U.S. Treasury securities that are issued as direct obligations of the U.S. Government, and having initial maturities of more than 10 years.

## REFERENCE MATERIALS

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### INVESTMENT GLOSSARY (Continued)

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#### **TREASURY NOTES**

Medium-term, coupon-bearing U.S. Treasury securities that are issued as direct obligations of the U.S. Government, and having initial maturities of two to 10 years.

#### **UNDERWRITER**

A dealer who purchases a new issue of municipal securities for resale.

#### **UNIFORM NET CAPITAL RULE**

SEC requirement that member firms, as well as nonmember broker-dealers in securities, maintain a maximum ratio of indebtedness-to-liquid capital of 15 to 1. Also called *net capital rule* and *net capital ratio*. Indebtedness covers all money that is owed to a firm, including margin loans and commitments to purchase securities (one reason that new public issues are spread among members of underwriting syndicates). Liquid capital includes cash and assets easily converted into cash.

#### **YIELD**

The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

#### **YIELD CURVE**

A graphic representation that shows the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity.



# STAFF REPORT CITY OF SOLANA BEACH

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Gregory Wade, City Manager  
**MEETING DATE:** May 10, 2017  
**ORIGINATING DEPT:** Finance  
**SUBJECT:** **Review of the Proposed Fiscal Years 2017/18 and 2018/19 Budget**

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## **BACKGROUND:**

Staff is presenting the Fiscal Years (FYs) 2017/18 and 2018/19 Proposed Budget (Budget) to the City Council tonight.

This item is before the City Council for review and to provide direction in anticipation of the budget's formal adoption at the June 14, 2017 meeting.

## **DISCUSSION:**

The proposed budget is summarized in the Budget document (provided under a separate cover). The information contained in this document reflects the estimate of anticipated revenues for all funds, sets the spending limits for all funds, and follows the policy direction provided by the City Council. The estimates are based on current available information. The Council has the ability to modify the budget during the fiscal years as it becomes necessary.

Staff is presenting to Council a two year budget – FY 2017/18 and FY 2018/19. Prior to the economic downturn in 2008, Council would receive a two year budget though Council did not approve the second year of budget presented. Staff is recommending that Council approve the two year budget being presented at tonight's meeting at its June 14, 2017 Council meeting.

There are a number of advantages to approving a two year budget. It allows for a longer planning horizon, enabling the City to better allocate resources. It saves time in budget preparation in that it limits the need to do an in-depth budget process to once every two years. It also helps to better integrate goal setting and budgetary processes.

Staff will return to Council at mid-year and the end of the fiscal year, or on an as needed basis, to present adjustments as needed to revenue and expenditures.

CITY COUNCIL ACTION:

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The following summarizes the highlights that have been incorporated into the budget schedules based on Staff's revenue estimates and expenditures for the General Fund, Special Revenue Funds, Debt Services Funds, Capital Project Funds and the Sanitation Fund. Staff will make a detailed presentation to the City Council at the May 10<sup>th</sup> Council Meeting.

The following summary highlights the financial aspects of each fund:

**GENERAL FUND**

The General Fund, not including internal service funds (Risk Management, Workers Compensation, PERS Side Fund, Facilities, Asset Replacement funds), is summarized in the following table with a comparison to the FY 2016/17 Adopted Budget:

<b>General Fund Summary</b>				
	<u>FY2017 Adopted</u>	<u>FY2017 Projected</u>	<u>FY2018 Proposed</u>	<u>FY2019 Proposed</u>
Revenues	\$ 16,512,500	\$ 17,407,671	\$ 17,611,600	\$ 17,916,600
Salaries & Benefits	7,342,900	7,312,477	7,593,400	7,766,600
Materials, Supplies, Services	7,293,600	7,223,045	7,668,700	7,823,400
Internal Service	1,512,200	1,512,200	1,670,600	1,511,500
Total Expenditures	<u>16,148,700</u>	<u>16,047,722</u>	<u>16,932,700</u>	<u>17,101,500</u>
Revenues Over/(Under) Expend	<u>363,800</u>	<u>1,359,949</u>	<u>678,900</u>	<u>815,100</u>
Transfers Out				
Debt Service	(153,300)	(153,300)	(152,400)	(151,100)
City CIP *	(152,500)	(469,600)	(220,000)	(458,000)
Asset Replacement	<u>(45,000)</u>	<u>(45,000)</u>	<u>-</u>	<u>-</u>
Total Transfers Out	(350,800)	(667,900)	(372,400)	(609,100)
Net Projected Surplus (Deficit)	<u>\$ 13,000</u>	<u>\$ 692,049</u>	<u>\$ 306,500</u>	<u>\$ 206,000</u>
Beginning Fund Balance 07/01	9,455,150	9,455,150	10,147,199	10,453,699
Ending Fund Balance 06/30	<u>9,468,150</u>	<u>10,147,199</u>	<u>10,453,699</u>	<u>10,659,699</u>

\* Assumes Council approval of \$365,000 transfer to the City CIP Fund in FY2017 (Projected)

**Revenues**

General Fund revenues are projected to increase for FY 2017/18 by a total of \$1,099,100, or 6.7%, as compared to the FY 2016/17 Adopted Budget. The primary increases are in property tax, transient occupancy tax, and service charges revenues.

The Budget document provides amounts proposed by revenue category for the General Fund and this information can be found on pages B-9 to B-10 of the Budget. The following table provides a summarized version of the revenue categories for the projected General Fund Revenue with a comparison to the FY 2016/17 Adopted Budget amounts:

	General Fund Revenue							
	FY2017	FY2017	FY2018	Change from		FY2019	Change from	
	Adopted	Projected	Proposed	FY2017 (Adopted)		Proposed	FY2018 (Proposed)	
			\$	%		\$	%	
Property Tax	\$ 6,911,500	\$ 7,005,000	\$ 7,332,000	\$ 420,500	6.1%	\$ 7,536,400	\$ 204,400	2.8%
Sales Tax	3,184,600	3,170,094	3,233,100	48,500	1.5%	3,298,400	65,300	2.0%
Transient Occupancy Tax	1,175,000	1,330,000	1,380,000	205,000	17.4%	1,380,000	-	0.0%
Franchise Fees	749,000	726,000	726,000	(23,000)	-3.1%	726,000	-	0.0%
Fire Benefit Fees	440,000	440,000	440,000	-	0.0%	440,000	-	0.0%
Other Taxes	494,000	579,000	554,000	60,000	12.1%	554,000	-	0.0%
<b>Total Taxes</b>	<b>12,954,100</b>	<b>13,250,094</b>	<b>13,665,100</b>	<b>711,000</b>	<b>5.5%</b>	<b>13,934,800</b>	<b>269,700</b>	<b>2.0%</b>
Licenses and Permits	421,400	471,400	476,400	55,000	13.1%	476,400	-	0.0%
Fines and Penalties	463,800	488,400	487,000	23,200	5.0%	487,000	-	0.0%
Use of Money and Property	126,000	213,000	195,000	69,000	54.8%	195,000	-	0.0%
Intergovernmental Revenues	1,718,100	1,781,640	1,809,000	90,900	5.3%	1,854,300	45,300	2.5%
Service Charges	630,000	884,037	780,000	150,000	23.8%	770,000	(10,000)	-1.3%
Other Revenues	199,100	319,100	199,100	-	0.0%	199,100	-	0.0%
<b>Total GF Revenues</b>	<b>\$ 16,512,500</b>	<b>\$ 17,407,671</b>	<b>\$ 17,611,600</b>	<b>1,099,100</b>	<b>6.7%</b>	<b>\$ 17,916,600</b>	<b>305,000</b>	<b>1.7%</b>

### Property Tax:

The FY 2016/17 Adopted Budget projected \$6,911,500 in property tax revenues, a \$447,400 or 6.9% increase, over the prior fiscal year's adopted budget. It is now projected that the City will receive \$7,005,000 in property tax revenues for FY 2016/17, an increase of \$93,500, or an additional 1.35%, for a total increase of \$540,900 or 8.35% as compared to FY 2015/16.

In estimating property tax revenues for the FY 2017/18 Budget, Staff reviewed historical property tax revenue collection rates, change of ownership data and the increase in assessed valuation for the fiscal year as allowed by Proposition 13. In California, as required by Proposition 13, the assessed value of existing properties is only allowed to grow by either the California Consumer Price Index or 2 percent, whichever is lower. In December, the State Board of Equalization announced that the inflation rate for the 2017 year was 2.619 percent which will result in the assessed value of existing properties increasing a maximum of 2 percent as required by California law.

Using this information, Staff is proposing property tax revenues being budgeted at \$7,332,000, a \$420,500 or 6.1% increase for FY 2017/18 as compared to the FY 2016/17 Adopted Budget. As compared to expected property tax revenues for FY 2016/17, the increase is \$327,000 or 4.7%. This percentage increase is being used since, in addition to the 2.0 percent increase that is expected as allowed by Proposition



13, the City anticipates assessed valuations to increase due to properties being sold in Solana Beach at a higher sales price than the assessed valuation on the County records before the sale and for properties being reassessed due to remodeling or newly constructed.

For the FY 2018/19 Budget, Staff is proposing a \$204,400 or 2.8% increase in property tax revenue as compared to the proposed FY 2017/18 budget. This proposed increase will result in property tax revenues being budgeted at \$7,536,400.

#### Sales Tax:

This revenue source was budgeted at \$3,184,600 in the FY 2016/17 Adopted Budget, and expected revenue this fiscal year is anticipated to be \$14,506 lower than the amount budgeted, or \$3,170,094.

In FY 2015/16, the triple flip revenue mechanism that the State implemented in 2004 was wound-down. In that year, voters approved Proposition 57 which authorized the State to issue \$15 billion in deficit financing bonds (also known as economic recovery bonds, or ERBs). To repay the ERBs, the State pledged one-quarter cent of the local Bradley-Burns sales tax. Specifically, it reduced by one-quarter cent the Bradley-Burns sales tax, which cities and counties use for general and transportation purposes, and replaced it with a one-quarter cent state special fund sales tax for repayment of the bonds. To hold local governments harmless, the state initiated a complex series of revenue exchanges commonly referred to as the "triple flip" to continue until the ERBs were repaid. The ERBs were repaid in August 2015 and resulted in a one-time triple flip adjustment to the City's sales tax revenue for FY 2015/16. Beginning in January 2016, the triple flip deductions and back fill payments were discontinued, and the City began to receive its full 1% sales tax allocation.

The City's sales tax consultant, Hinderliter, de Llamas & Associates (HdL) projects the City's sales tax revenue will be \$3,233,100 for FY 2017/18, which represents a \$63,006 or 2% increase in revenue as compared to the projected sales tax revenue for FY 2016/17. HdL also projects that sales tax revenue for FY 2018/19 will increase another \$65,300 or 2% as compared to FY 2017/18.

#### Transient Occupancy Tax (TOT):

The City budgeted a total of \$1,175,000 in TOT revenue in FY 2015/16 from the City's hotel and short term vacation rentals and it is projected that the City will receive \$1,330,000 in revenue for the current fiscal year, a \$155,000 increase over the amount budgeted.

The majority of the increase, or \$115,000, is in Short Term Vacation Rentals (STVR) TOT revenue. This increase can be attributed to increased tourism in the City as well as an increase in STVR permit registrations and TOT payments due to enforcement efforts by City Staff.

At the April 12, 2017 City Council meeting, Council authorized the execution of a Voluntary Collection Agreement with Airbnb to collect and submit TOT to the City of

Solana Beach for the STVR's that Airbnb advertises and facilitates in the City of Solana Beach. Staff is expecting the collection of TOT to increase because all rental money paid to Airbnb hosts in the City of Solana Beach would automatically pay the 13% TOT directly to the City through Airbnb. While Staff expects STVR TOT to increase, the proposed TOT revenue budgets for FY 2017/18 and 2018/19 do not include potential increases based on the Airbnb agreement since the City does not yet have historical data on how the agreement will affect revenues.

For the FY 2017/18 budget, it is expected that the City will collect an amount just over its projected FY 2016/17 level of \$1.33 million, therefore, \$1,380,000 is projected in the proposed FY 2017/18 and FY 2018/19 budgets.

### Other Taxes

Property Transfer Tax and RDA Pass Thru Payment revenue were budgeted at \$150,000 and \$30,000, respectively, in the FY 2016/17 Adopted Budget.

The City is projected to receive Property Transfer Tax revenue of \$185,000 for FY 2016/17 due to increased property sales in the City and Staff is proposing \$160,000 in this revenue category for FY 2017/18 and FY 2018/19.

RDA Pass Thru Payment revenue was budgeted at \$30,000 in FY 2016/17 and the City now expects to receive \$80,000 for the fiscal year. Staff is proposing \$80,000 be budgeted in FY 2017/18 and FY 2018/19.

### Building Permits:

In FY 2016/17, Building Permits were budgeted at \$240,000 with projected revenues for the fiscal year expected to now reach \$285,000.

This revenue category has shown a steady increase in revenues since FY 2011/12 and Staff is proposing that \$290,000 be budgeted in the each of the FY 2017/18 and FY 2018/19 budgets.

### Fines and Penalties

In FY 2016/17, Parking Citations were budgeted at \$140,000 with projected collections for the fiscal year expected to reach \$120,000. The decrease in projected revenue is due to vacancies in Code Enforcement staffing during the fiscal year. With a fully staffed Code Enforcement department in FY 2017/18, it is expected revenues will return to their expected levels of \$140,000 and this is the amount budgeted for FY 2017/18 and FY 2018/19.

Red Light Citations were budgeted at \$260,000 in FY 2016/17 and are projected to reach \$300,000 for the current fiscal year. This increase is due to the implementation of improved handling and collection procedures implemented during FY 2015/16. The proposed FY 2017/18 and FY 2018/19 budgets project \$280,000 in collections for each year.

Investment Interest Earnings

The City has historically invested its excess funds in the Local Agency Investment Fund (LAIF) managed by the State of California. In February 2016, the City updated its investment policy and the following month engaged the services of Chandler Asset Management to manage the majority of the City's investment portfolio. The City currently has \$33.7 million invested with Chandler.

This change has resulted in increased investment revenues for the City. The FY 2016/17 Adopted Budget budgeted \$40,000 in investment revenue in the General Fund. It is projected that \$93,000 will be received for the current fiscal year, and Staff is recommending that \$85,000 be budgeted in the FY 2017/18 and FY 2018/19 budgets.

Intergovernmental Revenues

Motor Vehicle-in Lieu revenues increase at the same rate as property tax revenue, therefore, this revenue source is expected to increase by 4.5% or \$65,000 over the projected revenue of \$1,445,000 for the current fiscal year for a total of \$1,510,000 for FY 2017/18 and by an additional 3% or \$1,555,300 for FY 2018/19.

Expenditures:

The following table provides a summarized version of the expenditure categories for the projected General Fund Expenditures with a comparison to the FY 2016/17 Adopted Budget amounts:

General Fund Expenditures								
	FY2017 Adopted	FY2017 Projected	FY2018 Proposed	Change from FY2017 (Adopted)		FY2019 Proposed	Change from FY2018 (Proposed)	
				\$	%		\$	%
Salaries & Benefits	\$ 7,342,900	\$ 7,312,477	\$ 7,593,400	\$ 250,500	3.4%	\$ 7,766,600	\$ 173,200	2.3%
Materials, Supplies, Services	7,293,600	7,223,045	7,668,700	375,100	5.1%	7,823,400	154,700	2.0%
Internal Service	1,512,200	1,512,200	1,670,600	158,400	10.5%	1,511,500	(159,100)	-9.5%
<b>Total Expenditures</b>	<b>\$ 16,148,700</b>	<b>\$ 16,047,722</b>	<b>\$ 16,932,700</b>	<b>\$ 784,000</b>	<b>4.9%</b>	<b>\$ 17,101,500</b>	<b>\$ 168,800</b>	<b>1.0%</b>

Salaries and Benefits:

Personnel costs are expected to increase \$250,500 in the proposed FY 2017/18 General Fund Budget as compared to the FY 2016/17 Adopted General Fund Budget. This increase is primarily due to the implementation of the second year of the Memorandum of Understanding (MOU) with the Solana Beach Fire Association (SBFA) for \$74,800 and an increase of \$109,800 in the City's annual Unfunded Accrued Liability (UAL) payment to CalPERS from \$498,300 in FY 2016/17 to \$608,100 in FY 2017/18. The General Fund portion of the increased UAL payment is \$102,300.

Retiree health insurance costs are also expected to increase in FY 2017/18 by \$23,000 along with an additional \$31,600 in salary and benefit costs for increasing the temporary fire inspector position from 0.75 FTE to a 1.0 FTE and including the addition of flex credit benefits.

In FY 2018/19, salary and benefit costs are projected to increase by \$173,200 over the proposed FY 2017/18 budget amount due to an additional increase of \$174,200 in the City's projected annual UAL payment to CalPERS from \$608,100 in FY 2017/18 to \$782,300 in FY 2018/19. The General Fund portion of the projected increased UAL payment is \$162,400.

No salary or benefit increases for staff outside of the increases per the SBFA MOU are included in the proposed FY 2017/18 and 2018/19 budgets.

Before FY 2015/16, PERS costs were reflected as a percentage of salaries. The percentage of salaries included both normal cost and Unfunded Accrued Liability (UAL) percentages. Beginning in FY 2015/16, PERS costs were separated into two components per plan – a normal cost percentage and a lump sum UAL payment amount. To reflect this change, a new expenditure account was added in FY 2015/16 named "Retirement UAL" to capture the lump sum UAL payment. The UAL for the Fire Department and Marine Safety employee PERS plans is reflected in their budget units. The General Fund portion of the UAL for Miscellaneous PERS plans is reported in the Finance department budget unit. The normal portion of the City's PERS cost is still recorded in the "Retirement" expenditure account.

In December 2016, CalPERS approved lowering the CalPERS discount rate assumption, the long-term rate of return, from 7.50 percent to 7.00 percent over the next three years. This will increase public agency employer contribution costs beginning in FY 2018/19.

The phase-in of the discount rate change approved by CalPERS for the next three fiscal years is as follows:

Valuation Date	FY for Required Contribution	Discount Rate
06/30/16	2018/19	7.375%
06/30/17	2019/20	7.250%
06/30/18	2020/21	7.000%

Lowering the discount rate means plans will see increases in both the normal costs (the cost of pension benefits accruing in one year for active members) and the UAL. These increases will result in higher required employer contributions.

Staff has incorporated the impact of the discount rate changes using information provided by the California State Municipal Finance Officers (CSMFO) to help jurisdictions project their future CalPERS liability. The table on the next page shows the projected impact on normal rates and annual UAL payments when incorporating the discount rate changes:

PERS Employer Rate Comparison

Valuation Date	06/30/15	06/30/16	06/30/17	06/30/18	06/30/19	06/30/20
	17-18 Rates	18-19 Rates (Projected)	19-20 Rates (Projected)	20-21 Rates (Projected)	21-22 Rates (Projected)	22-23 Rates (Projected)
<b>MIS1</b>						
Normal cost %	10.100%	10.600%	11.100%	12.100%	12.100%	12.100%
UAL \$	232,575	296,192	348,535	385,034	425,774	456,335
Total UAL \$	3,831,582					
<b>MIS 2</b>						
Normal cost %	7.200%	7.200%	7.200%	7.200%	7.200%	7.200%
UAL \$	310	550	805	1,074	1,340	1,522
Total UAL \$	5,554					
<b>MIS 3</b>						
Normal cost %	6.533%	6.500%	6.500%	6.500%	6.500%	6.500%
UAL \$	139	345	563	794	973	1,096
Total UAL \$	3,224					
<b>SFI 1</b>						
Normal cost %	19.723%	19.700%	19.700%	19.700%	19.700%	19.700%
UAL \$	342,845	444,406	555,895	658,845	759,715	846,909
Total UAL \$	5,950,295					
<b>SFI 2</b>						
Normal cost %	14.971%	15.000%	15.000%	15.000%	15.000%	15.000%
UAL \$	-	50	52	53	55	57
Total UAL \$	(3,120)					
<b>SFI 3</b>						
Normal cost %	11.990%	12.000%	12.000%	12.000%	12.000%	12.000%
UAL \$	1,116	247	385	532	624	687
Total UAL \$	1,589					
<b>SOS 1</b>						
Normal cost %	19.723%	19.700%	19.700%	19.700%	19.700%	19.700%
UAL \$	32,063	42,427	53,815	64,413	75,044	84,097
Total UAL \$	560,168					
<b>SOS 3</b>						
Normal cost %	11.990%	12.000%	12.000%	12.000%	12.000%	12.000%
UAL \$	-	21	22	22	23	24
Total UAL \$	(1,950)					
<b>UAL \$</b>						
Miscellaneous	233,024	297,087	349,903	386,902	428,087	458,953
Fire	342,961	444,703	556,332	659,430	760,394	847,653
MS	32,063	42,448	53,837	64,435	75,067	84,121
TOTAL	608,048	784,238	960,072	1,110,767	1,263,548	1,390,727
Incremental Increases	109,718	176,190	175,834	150,695	152,781	127,179
Cumulative increase		285,908	461,742	612,437	765,218	892,397
<b>TOTAL UAL \$</b>						
Miscellaneous	3,840,360	-	-	-	-	-
Fire	5,948,764	-	-	-	-	-
MS	558,218	-	-	-	-	-
TOTAL	10,347,342	-	-	-	-	-

Material, Supplies, and Services: Even though the economy has shown improvement since the downturn in 2008, departments have been requested over the past few years to keep their budget requests for a given fiscal year in line with their previous fiscal year's budget appropriations but, if needed and deemed justified, request additional funds. The same process was followed again for FY 2017/18 and FY 2018/19. Departments were asked to keep their budget requests equal to their FY 2016/17 appropriations and, if increases were needed, to provide justifications for the additional funds.

Additional funding was requested for increased advertising for planning projects, travel and training, clothing, supplies, communications, and water utilities.

The Planning Department is on track to purchase a new permitting software program in FY 2017/18, and while the ongoing software support was budgeted in FY 2016/17 in equipment maintenance, additional modules have been added and there is a related increase of \$8,600. Equipment maintenance increases were also requested by Fire, Finance, and Marine Safety for a total increase in the account of \$16,200.

There were reductions of electricity costs in the Facilities Maintenance budget and vehicle maintenance costs in the Public Works budgets. Other Costs in the Finance Department decreased by a net \$15,100 to reflect that bank analysis fees of \$22,000 paid to Union Bank were moved to Professional Services and this amount was offset by \$6,900 in increased fees paid for sales and property tax administration. The bi-annual election will be held in November 2018 and Election Supplies in the City Clerk's budget was decreased by \$17,800 in FY 2017/18 to reflect the off-election year and then increased by \$23,800 in FY 2018/19 to cover the onetime costs of the November 2018 election.

The largest increase was in Professional Services at \$362,900 in FY 2017/18 and \$107,000 in FY 2018/19. A breakdown of the increase is provided in the table on the following page:

	2017/18	2018/19
Professional Services		
Sheriff's contract	\$ 224,000	\$ 237,400
6% increase in each fiscal year		
Animal Control		
County of San Diego	11,200	
Vendor TBD		10,400
City Manager-As needed	10,000	
Environmental Services		
JURMP Stormwater Program services support	33,700	
Fire Management agreement	6,450	13,150
Finance Department		
Union Bank fees	25,000	
transfer from Other Charges + increase		
City wide fee study	(5,000)	(45,000)
PARS custodial fees (moved to PARS fund)	(3,500)	
OBEB and audit costs	2,500	
Other (various departments)	(16,150)	(15,350)
One-time		
Retention schedule update	1,500	(25,000)
Tree trimming	7,000	(7,000)
Personnel Policies update	3,100	(5,000)
Lithocrete Concrete Sealing (bi-annual)	58,600	(58,600)
TOTAL	\$ 358,400	\$ 105,000

Capital, Debt Service, and Charges: There was an overall increase in this expenditure category for the General Fund of \$158,400 in FY 2017/18 as compared to the current fiscal year and then an overall decrease in FY 2018/19 of \$159,100.

The increase in FY 2017/18 is primarily due to the increase in internal service charges needed to sustain the Self-Insurance and Worker Compensation funds at a minimum \$500,000 fund balance amount. In FY 2016/17, the General Fund portion of self-insurance and worker compensation charges was \$533,000 while for FY 2017/18, it is anticipated that the charges will increase to \$653,300, an increase of \$120,300. In FY 2018/19, it is expected to increase again by \$167,100 to \$820,400.

While self-insurance and worker compensation charges in FY 2018/19 will increase by \$167,500, the charge for the PERS Side Fund will decrease from \$483,900 in FY 2017/18 to \$157,700 for FY 2018/19, a decrease of \$326,200. This decrease is because the PERS Side Fund loan will be fully paid back to the Sanitation Fund in FY 2018/19 and the \$157,700 represents the final loan payment due.

**Transfers Out:**

The projected FY 2016/17 net surplus as indicated in the General Fund Summary table on page 2 of this Staff Report is projected to be \$692,049. The Transfer Out-City CIP amount is \$469,600, and has been increased by \$365,000 in the table as compared to the current appropriated transfer Out-CIP amount of \$104,600.

Staff is recommending that Council approve the increase of \$365,000 to the Transfer Out-City CIP account for FY 2016/17 to help pay for expenditures proposed for the FY 2017/18 and 2018/19 City CIP budget. The Lomas Santa Fe Drive Corridor Study is being proposed to be funded for \$65,000 in FY 2017/18 and \$100,000 in FY 2018/19. Additionally, storm drain repairs of \$200,000 are being recommended in FY 2017/18.

The Transfer Out-City CIP of \$365,000 from the General Fund to the City CIP for FY 2016/17 will allow these projects to be funded in FY 2017/18 by establishing an increased fund balance in the City CIP for FY 2017/18.

If Council approves the recommended transfer of \$365,000 in FY 2016/17, the proposed General Fund budgets includes a transfer out of \$220,000 and \$458,000 to the City CIP fund to pay for planned CIP projects for FY 2017/18 and FY 2018/19, respectively.

There is also a transfer of \$152,400 in FY 2017/18 and \$151,100 in FY 2018/19 for the annual debt service payment for the Association of Bay Area Governments (ABAG) lease with City National Bank for previous city facility upgrades.

Fund Balance: The General Fund Proposed Budgets project a surplus of \$306,500 for FY 2017/18 and \$206,000 for FY 2018/19 using the assumptions detailed above.

The estimated reserve balances at June 30, 2017 and June 30, 2018 for the General Fund, using the classifications reported in past budgets and not the GASB 54 classifications, are as follows:

	06/30/18	06/30/19
Undesignated	\$ 5,351,119	\$ 5,442,774
Reserved	679,590	724,490
Designated	4,422,990	4,492,435
TOTAL	<u>\$ 10,453,699</u>	<u>\$10,659,699</u>

**INTERNAL SERVICE FUNDS**

The internal service funds for Self Insurance, Asset Replacement, Worker's Compensation, Facilities Replacement, and PERS Side Fund have total revenue estimated to be \$1,965,500 and total expenditures of \$1,625,700 for FY 2017/18. For FY 2018/19, estimated total revenues are \$1,829,900 and estimated total expenditures are \$1,300,100.



The Self Insurance and Worker's Compensation funds are programmed to maintain projected ending fund balances at \$500,000 each, and the internal service charges to the various other City budget units were calculated to maintain this goal.

The fund for the PERS Side Fund payoff was added in FY 2010-11 to the internal service funds. This fund receives as revenue an amount equal to the loan payment due to the Sanitation Fund for the fiscal year. The funds that are charged the PERS Side Fund charge have Regular Salaries (Account No. 6101) in their budgets and are charged proportionately as compared to the total amount due to the Sanitation fund. The departmental charge for the General Fund portion of the Miscellaneous Employees group is reported in the Finance Department's budget unit.

The PERS Side Fund departmental revenue is offset by the interest portion of the loan payment. The principle portion of the loan payment is applied to the amount "Due to" the Sanitation Fund on the PERS Side Fund's balance sheet and the amount "Due from" the General Fund on the Sanitation fund's balance sheet. Consequently, the negative fund balance of \$1,139,048, as reported in Note 12 (Classification of Fund Balances) from the FY 2015/16 Comprehensive Annual Financial Report, has been reduced to a negative \$665,400 by the end of FY 2016/17 which reflects departmental charges of \$500,700 and an interest payment of \$27,052. The loan will be fully paid off by the end of FY 2018/19 which reflects fiscal years 2017/18 and 2018/19 departmental charges of \$516,800 and \$168,300 and interest payments of \$15,800 and \$3,900, respectively.

### Special Revenue Funds

The Special Revenue Funds include some of the following funds:

- Gas Tax
- Special Districts (MIDS, Highway 101, CRT and Street Lighting)
- TransNet Funds
- Fire Mitigation Fees
- COPS
- Miscellaneous Grants
- Housing

For FY 2017/18, total revenue for the proposed Special Revenue Funds is estimated to be \$2,458,700 and the total expenditures are estimated to be \$2,204,000 with total reserves for the Special Revenue Funds estimated to be \$4,660,413 at June 30, 2018.

For FY 2018/19, total revenue for the proposed Special Revenue Funds is estimated to be \$2,474,500 and the total expenditures are estimated to be \$2,121,800 with total reserves for the Special Revenue Funds estimated to be \$5,013,113 at June 30, 2019.

### Debt Service Funds

The Debt Service Funds include the following funds:

- Public Facilities
- Capital Leases

For FY 2017/18, the total revenue for the proposed Debt Service Funds is estimated at \$354,800 and the total expenditures are also estimated to be \$354,800 with total reserves for the Debt Service Funds estimated to be \$24,828 at June 30, 2018.

For FY 2018/19, the total revenue for the proposed Debt Service Funds is estimated at \$353,800 and the total expenditures are also estimated to be \$354,800 with total reserves for the Debt Service Funds estimated to be \$24,858 at June 30, 2019.

### Capital Project Funds

The Capital Project Funds include the following funds:

- T.O.T. Sand Replenishment
- Public Improvement Grant Fund
- City CIP Fund (funded by the General Fund)
- Assessment Districts

For FY 2017/18, the total revenue for the proposed Capital Projects Funds is estimated at \$527,500 and the total expenditures are estimated to be \$1,547,000. The total reserves for the Capital Project Funds are estimated to be \$469,615 at June 30, 2018.

For FY 2018/19, the total revenue for the proposed Capital Projects Funds is estimated at \$744,500 and the total expenditures are estimated to be \$637,000. The total reserves for the Capital Project Funds are estimated to be \$576,515 at June 30, 2019.

Though expenditures may exceed revenues, reserves in the Capital Project Funds were established and maintained and are available to pay for these types of one-time project costs.

### Capital Improvement Program (CIP)

The total proposed five-year CIP is \$14,899,600. The expenditure appropriations for FY 2017/18 are \$7,907,000 for all funds including \$923,800 of General Fund expenditures. For FY 2018/19, the expenditure appropriations are \$1,722,600 for all funds including \$488,400 of General Fund expenditures.

### Sanitation

The total revenue for the proposed Sanitation Fund is estimated at \$5,420,360 for FY 2017/18 and \$5,554,183 for FY 2018/19. Total expenditures, including capital projects, are estimated to be \$10,247,300 for FY 2017/18 and \$5,075,700 for FY 2018/19. The

total reserves for the Sanitation Fund are estimated to be \$24,500,246 at June 30, 2018 and \$24,978,728 at June 30, 2019.

Expenditures exceed revenues in the Sanitation Fund due to one-time capital projects that are included in the Budget. As with the Capital Project Funds, reserves in the Sanitation Fund have been established and maintained and are available to pay for the costs of these projects.

### Successor Agency

On June 29, 2011, California Governor Jerry Brown signed AB1X26 to dissolve all redevelopment agencies within the State of California. All agencies were subsequently dissolved as of February 1, 2012, and a Successor Agency was designated to complete the work of the Solana Beach Redevelopment Agency (RDA) and satisfy its financial obligations.

Recognized Obligation Payment Schedules (ROPS) are now prepared by the Successor Agency annually which then must be approved by the Oversight Board, the County of San Diego and the State of California. The ROPS identify financial commitments of the former RDA, and include \$159,674 in Successor Agency administrative costs, which are paid from semi-annual tax increment revenue received by the Successor Agency.

The budget for the Successor Agency presented in the proposed budget is based on the ROPS submitted to the State of California.

### Transfers In/Transfers Out

The total transfers between funds are proposed to be \$574,800 for FY 2017/18 and \$811,500 for FY 2018/19. The details of the transfers are highlighted on page B-18 of the budget.

### Total Budget

The total revenue for the proposed FY 2017/18 Budget is estimated at \$28,818,300 and the total expenditures, including capital projects, are estimated to be \$33,884,750. The total reserves for all City funds are estimated to be \$44,760,545 on June 30, 2018.

The total revenue for the proposed FY 2018/19 Budget is estimated at \$29,353,023 and the total expenditures, including capital projects, are estimated to be \$27,800,550. The total reserves for all City funds are estimated to be \$46,313,018 on June 30, 2019.

### CEQA COMPLIANCE STATEMENT

Not a project as defined by CEQA

**FISCAL IMPACT:**

The fiscal impacts have been detailed in the Discussion section of this Staff Report.

**WORK PLAN:** NA

**OPTIONS:**

- Provide direction to Staff for the formulation of the FY 2017/18 and FY 2018/19 Proposed Budgets for adoption on June 14, 2017.
- Request modification to the proposed Budget and/or request additional information from Staff.

**DEPARTMENT RECOMMENDATION:**

Staff recommends that the City Council:

1. Review the FY 2017/18 and FY 2018/19 Proposed Budgets and provide Staff with direction to formulate the budgets for adoption on June 14, 2017.

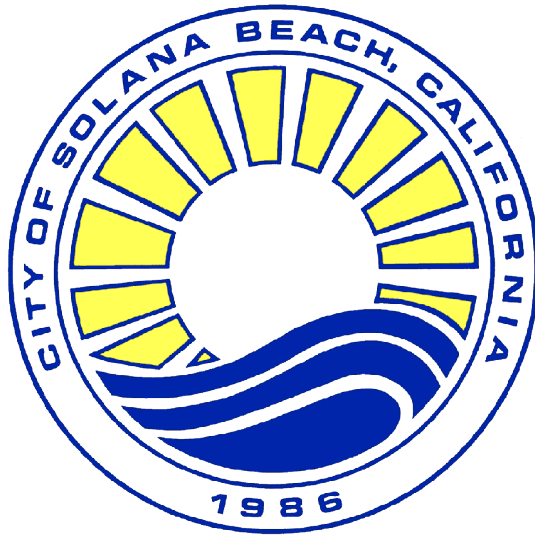
**CITY MANAGER'S RECOMMENDATION:**

Approve department recommendation.

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

Attachments:

1. FY 2017/18 and FY 2018/19 Proposed Budgets (under a separate cover)



# **CITY OF SOLANA BEACH**

## **PROPOSED BUDGET FY 2017-18 AND FY 2018-19**



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## SUMMARY OF KEY REVENUE ASSUMPTIONS

As part of the Fiscal Year (FY) 2016/17 mid-year budget review process, the revenue assumptions included in the revenue forecasts were re-examined based on actual receipts for FY 2015/16 and emerging trends at the mid-point of the fiscal year. The revenue projections for FY 2017/18 and FY 2018/19 are consistent with assumptions made and historical trends.

Sources used in developing the revenue projections include economic trends as reported in the national media, economic and fiscal information developed by the State Legislative Analyst and the State Department of Finance, the State Controller's Office and the County of San Diego. Ultimately, the 2017/18 and 2018/19 revenue projections reflect the staff's best judgment about performance of the local economy and how it will affect City revenues.

### TOP SIX GENERAL FUND REVENUES

The following provides a brief description of the City's top six General Fund revenues along with the general assumptions used in preparing revenue projections for the 2017/18 and 2018/19 budgets. These six revenue sources account for 82% of total budgeted General Fund revenues.

#### **General assumptions**

The revenue projections generally assume that the real estate market remains dynamic as sales and home values continue their upward trend as compared to the last two fiscal years. The City's revenues from development activities saw a significant increase beginning in FY 2013/14 and the increased revenues have remained at these increased levels on a consistent basis through FY 2016/17 and are expected to remain stable into FY 2018/19.

The percent changes in each of the revenue categories is a comparison of the FY 2017/18 proposed revenue amounts as compared to the FY 2016/17 projected revenue forecast and of the FY 2018/19 proposed revenue amounts as compared to the FY 2017/18 proposed revenue amounts.

#### 1. PROPERTY TAX

Under Proposition 13 adopted in June of 1978, property taxes for general purposes may not exceed 1% of market value. San Diego County performs the property tax assessment, collection and apportionment. Assessment increases to reflect current market values are allowed when property ownership changes or when improvements are made. Otherwise, the maximum increase in assessed value is 2% annually. The City's allocation is approximately 16 cents for every dollar of the 1% tax levy. Based on indications that the housing market continues to rebound, the City's - year estimates indicate an increase in property assessments and revenue collections by the County. As compared to the year estimates, an increase of 4.7% for Property Taxes – Current is anticipated for FY 2017/18 and an increase of 3.0% is anticipated for FY 2018/19. Property Taxes – Delinquent will be budgeted at \$35,000 for FY 2017/18 and \$25,000 for FY 2018/19.

2017/18 revenue	\$7,332,000
Increases by	4.7%
2018/19 revenue	\$7,536,400
Increases by	3.0%
% of total revenue	42%

#### 2. SALES TAX

The City receives 1% from all taxable retail sales occurring within its boundaries. The State of California collects the sales tax for the City. The San Diego County sales tax rate of 8.0% is distributed as follows: 5.25% for the State General Fund; 1.0% for the City General Fund; 0.50% for the County of San Diego for transportation purposes; 0.75% for State programs, and 0.50% to fund Proposition 172.

## SUMMARY OF KEY REVENUE ASSUMPTIONS (Continued)

Revenue was budgeted at \$3,184,600 for FY 2016/17, but expected revenues for the fiscal year are anticipated to be approximately \$14,500 less the amount budgeted. As compared to the FY 2016/17 adopted revenues, sales tax is projected to increase an additional 1.5% or by \$48,500 for FY 2017/18 to \$3,233,100 for FY 2017/18. For FY 2018/19, sales tax revenue is expected to increase another 2% or by \$65,300 to \$3,298,400.

2017/18 revenue \$3,233,100  
Increases by 1.5%  
2018/19 revenue \$3,298,400  
Increases by 2.0%  
% of total revenue 18%

### 3. MOTOR VEHICLE IN-LIEU (VLF)

Vehicle license fees in the amount of 2% of the market value of the motor vehicle are imposed by the State annually in lieu of local property taxes. The State allocates 81.25% of these revenues equally between cities and counties, apportioned based on population. Any increase in this revenue source is tied to the increase in the City's property tax calculations. Staff is anticipating that the VLF account for FY 2017/18 will increase 4.5% as compared to year end estimates which will produce \$1,510,000 of revenue and for FY 2018/19 will increase 3.0% to \$1,555,300.

2017/18 revenue \$1,510,000  
Increases by 4.5%  
2018/19 revenue \$1,555,300  
Increases by 3.0%  
% of total revenue 8%

### 4. TRANSIENT OCCUPANCY TAX (TOT)

TOT is levied on visitors and tourists for the privilege of occupying lodgings on a temporary basis. The tax rate is currently 13% which is added to the price of a room. The hotels collect the tax and transmit it to the City monthly. The budget anticipates the collection of \$1,380,000 for FY 2017/18 which is an increase of 17.4% over the FY 2016/17 Adopted Budget and remains at the same level for FY 2018/19. The increase is based on expected receipts through FY 2016/17 using year end estimates and historical data.

2017/18 revenue \$1,380,000  
Increases by 17.4%  
2018/19 revenue \$1,380,000  
No increase  
% of total revenue 8%

### 5. FRANCHISE FEES

This revenue source comprises gas & electric, waste, and cable franchise contracts and including other fees that are included as part of the contracts. The budget anticipates total franchise fees of \$726,000 for both FY 2017/18 and FY 2018/19. This is based upon the current year's projected receipts and anticipates a slight decrease in the revenue stream over the projected FY 2015/16 revenue.

2017/18 revenue \$726,000  
Decreases by 3.1%  
2018/19 revenue \$726,000  
No increase  
% of total revenue 4%

### 6. FIRE BENEFIT FEE

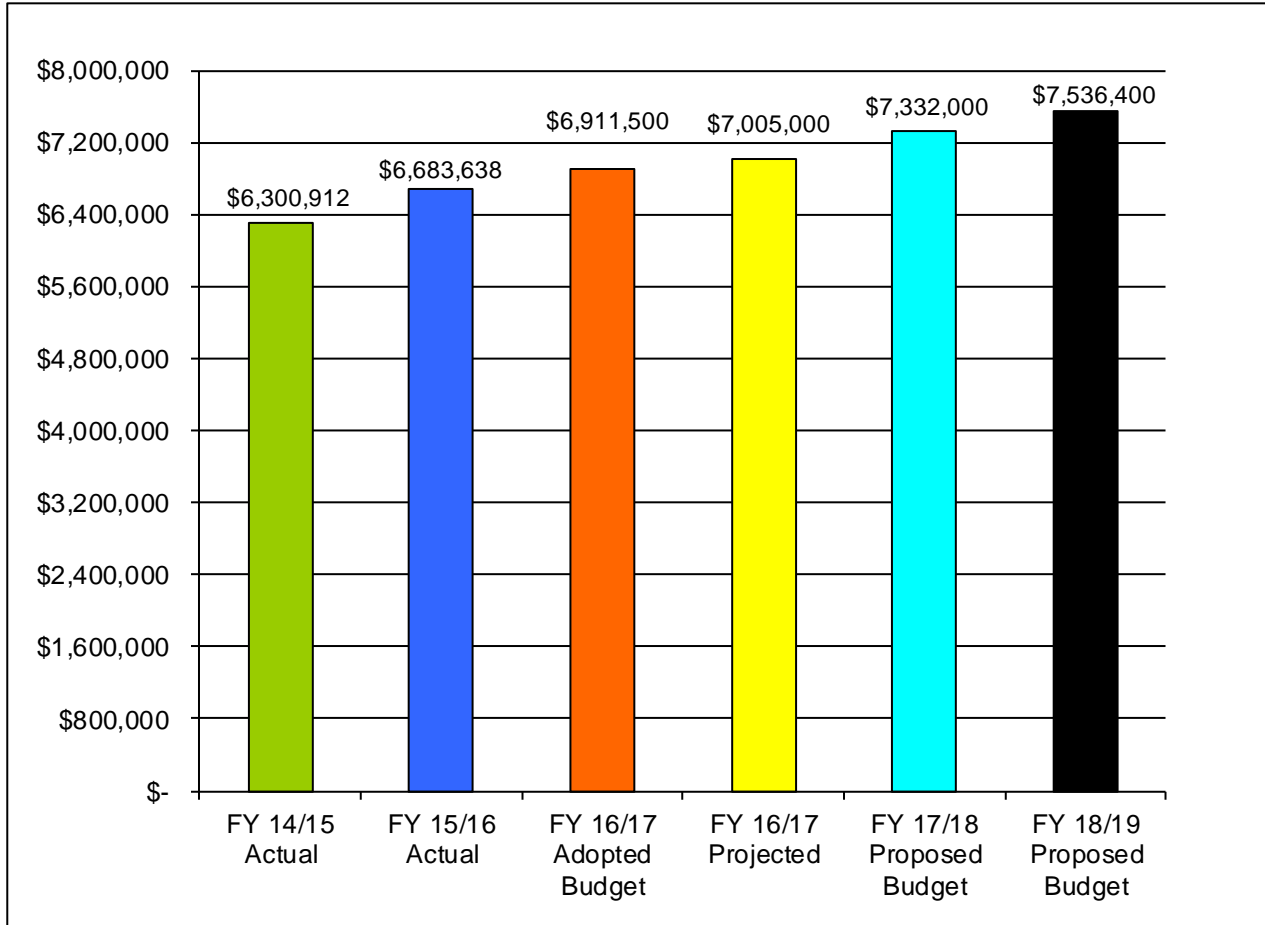
This revenue source is expected to remain flat for both FY 2017/18 and 2018/19. The fee is collected from all properties in the City to assist in providing fire prevention services.

2017/18 revenue \$440,000  
No Increase  
2018/19 revenue \$440,000  
No increase  
% of total revenue 2%

# REVENUES

## PROPERTY TAX

### 2014-15 THROUGH 2018-19



Property taxes represent the City's most significant source of revenue. Property Tax is imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (movable property). The tax is based upon the assessed value of such property.

When territory is annexed by a city, the city, the county, and the special districts must negotiate how the property tax revenues from that area will be split. In San Diego County, the cities and the county have agreed upon formulas to determine the property tax split for jurisdictional changes.

The combined city, county, school district and special district property tax rate is 1% of assessed value. Prior to the passage of Proposition 13 in 1978, cities had the authority to set the property tax rate, which meant that it could be raised or lowered depending upon the funding that was needed to balance the budget. After the imposition of Proposition 13, however, the property tax rate may not exceed the 1% limit except to retire debt approved by the voters prior to July 1, 1978.

To understand how much of the property tax is actually paid to the City of Solana Beach, the following example is provided: property taxes based on \$200,000 of assessed valuation would be approximately \$2,000; Solana Beach would receive 16% or \$320 of the total property taxes paid depending on the tax rate area. The remainder would be paid to the county, schools, and various districts.

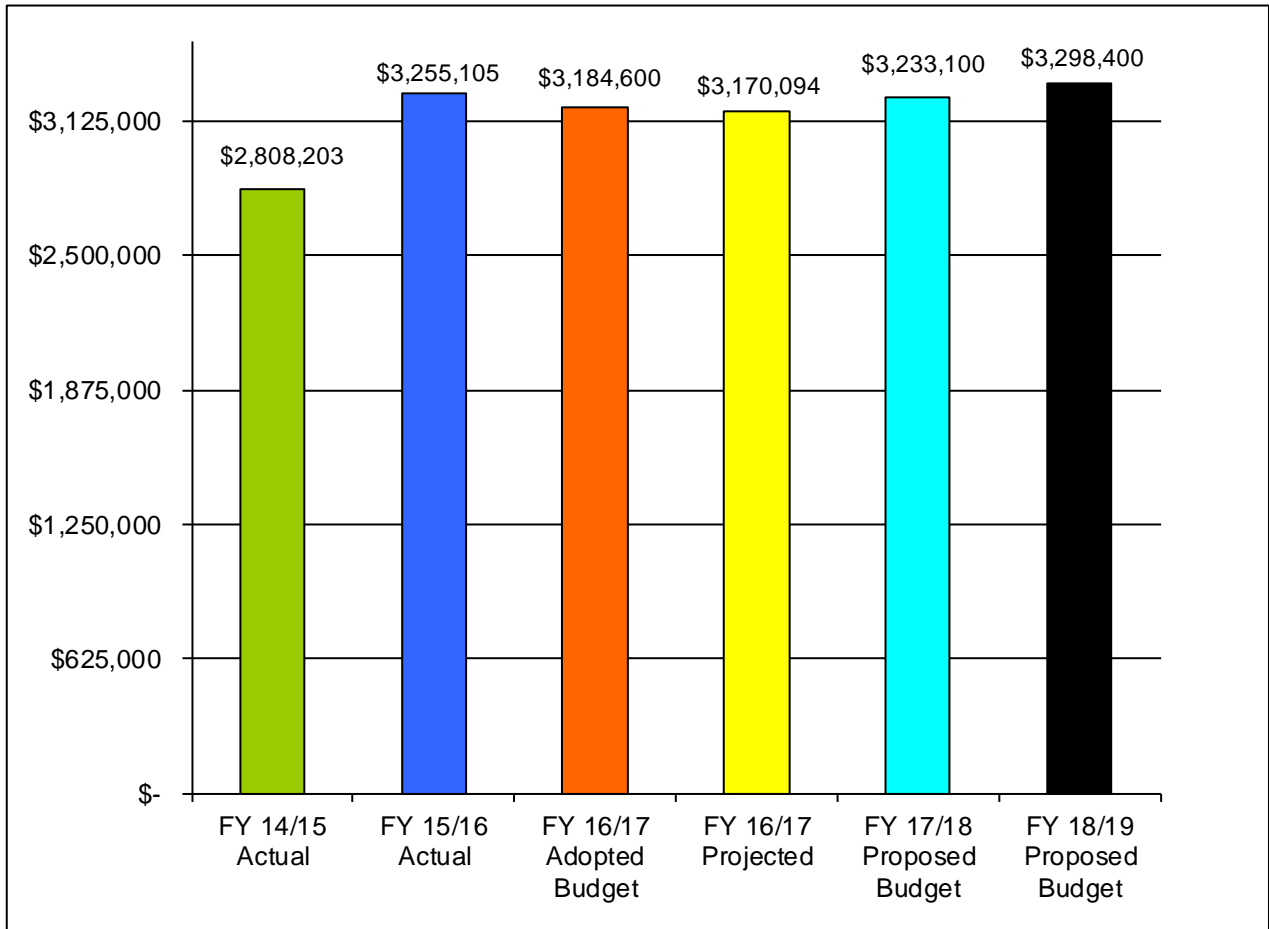
Cities, counties, school districts and special districts share the revenues from the 1% property tax. The county allocates revenues to these agencies according to the proportion of property tax revenues allocated to each agency in the previous year.

Revenue estimates were based on historical trends and estimates obtained from the Tax Assessor's Office of the County of San Diego. Property Taxes are estimated to be \$7,332,000 in FY 2017/18 and \$7,536,400 in FY 2018/19, which represent 42% of the total General Fund revenues.

# REVENUES

## SALES TAX

2014-15 THROUGH 2018-19



Sales and use tax is imposed on retailers for the privilege of selling at retail or on products purchased outside the state for use in California. The tax is based on the sales price of any taxable transaction of tangible personal property. Leases are considered to be a continuing sale or use and are subject to taxation.

As a part of their general business license tax authority, California cities have long had authority to levy and collect local sales taxes. In 1955, the Bradley-Burns Uniform Local Sales and Use Tax Law was adopted. This extended the authority to impose local sales taxes to counties and permitted cities and counties to contract with the State Board of Equalization for administration of the tax. Because of the advantages of having the State administer the local sales tax, every city currently levies its sales tax according to the provisions of the Bradley-Burns law.

Bradley-Burns sets the local sales tax rate at 1.25%. The .25% portion of the tax goes to local transportation agencies, while 1% is for city or county general purposes.

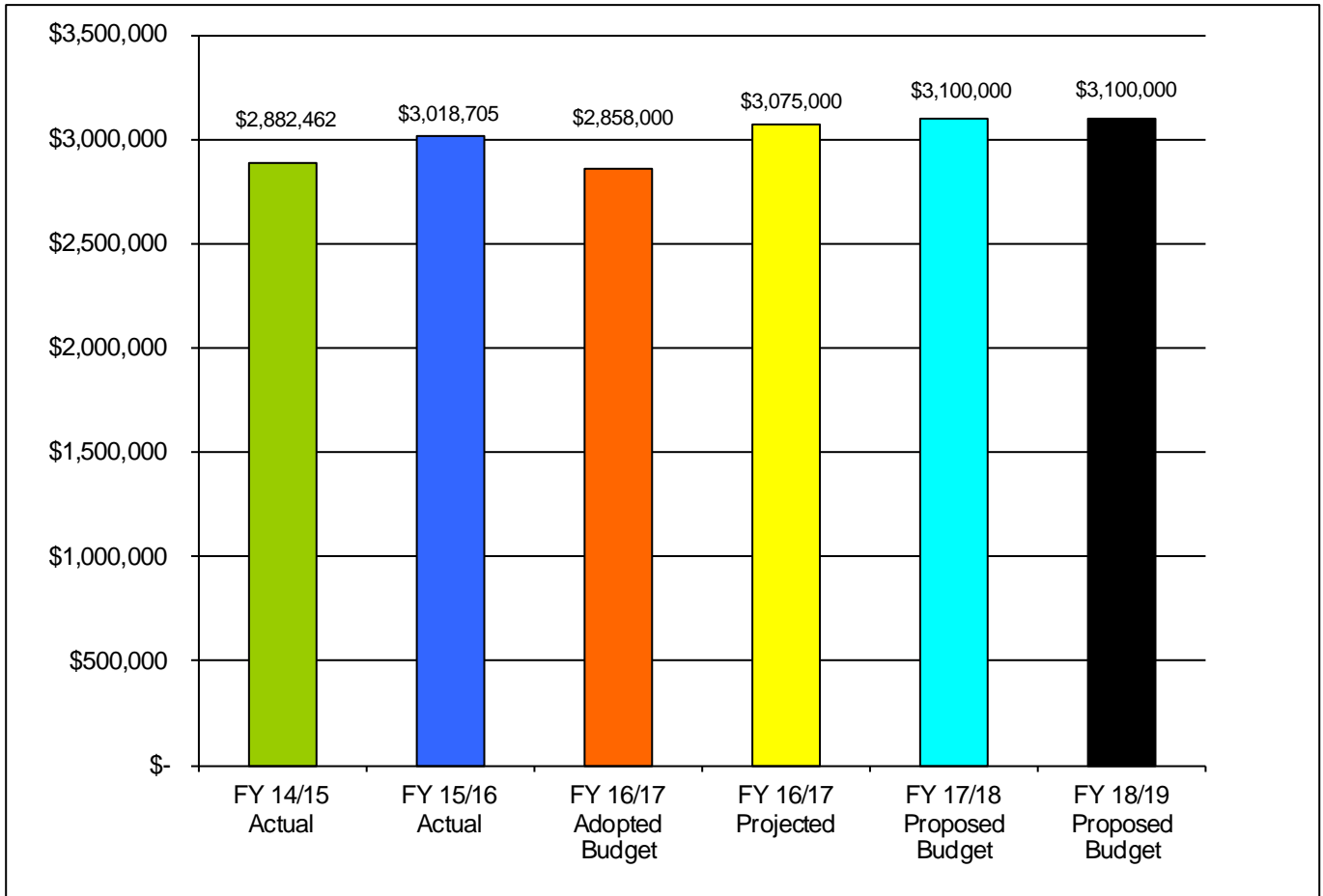
Sales and use taxes generate approximately 18% of the total General Fund revenue, the second largest revenue source for the City of Solana Beach. Sales tax continues to be a vital part of the City's revenue stream. The total sales tax revenue projected is \$3,233,100 for FY 2017/18 and \$3,298,400 for FY 2018/19.

Due to the "triple flip" in fiscal years before FY 2016/17, the City's advances received from the State Board of Equalization and the County impacted the timing between fiscal years and receipts. The "triple flip" was wound down in FY 2015/16 and the City received a one-time distribution of "triple flip" revenue.



# REVENUES

## OTHER TAXES AND FEES 2014-15 THROUGH 2018-19



**FIRE BENEFIT FEE:** The Fire Benefit Fee is imposed on all properties in the City of Solana Beach. This fee was enacted by a vote of the people in 1980 in order to help provide fire-related services in the City. The fee for a residence is based on 5 units, with each unit equaling \$10. Therefore, a residential unit pays \$50 per year in Fire Benefit Fees. In addition, all commercial properties contribute to this fee based on the size of the property.

**FRANCHISE FEES:** Several statutes provide cities with authority to impose fees on privately owned utility companies and other businesses for the privilege of using city streets. The City levies franchise fees on gas, electricity, refuse, and cable television companies. These include Waste Management, EDCO, SDG&E, Southern California Gas, Cox Cable, Time Warner Cable and AT&T. Telephone companies and railroads are exempt from local franchising authority. Revenue estimates for 2017/18 and 2018/19 are based on historical trends, negotiated agreements, and previous year's receipts. The budget anticipates collections of

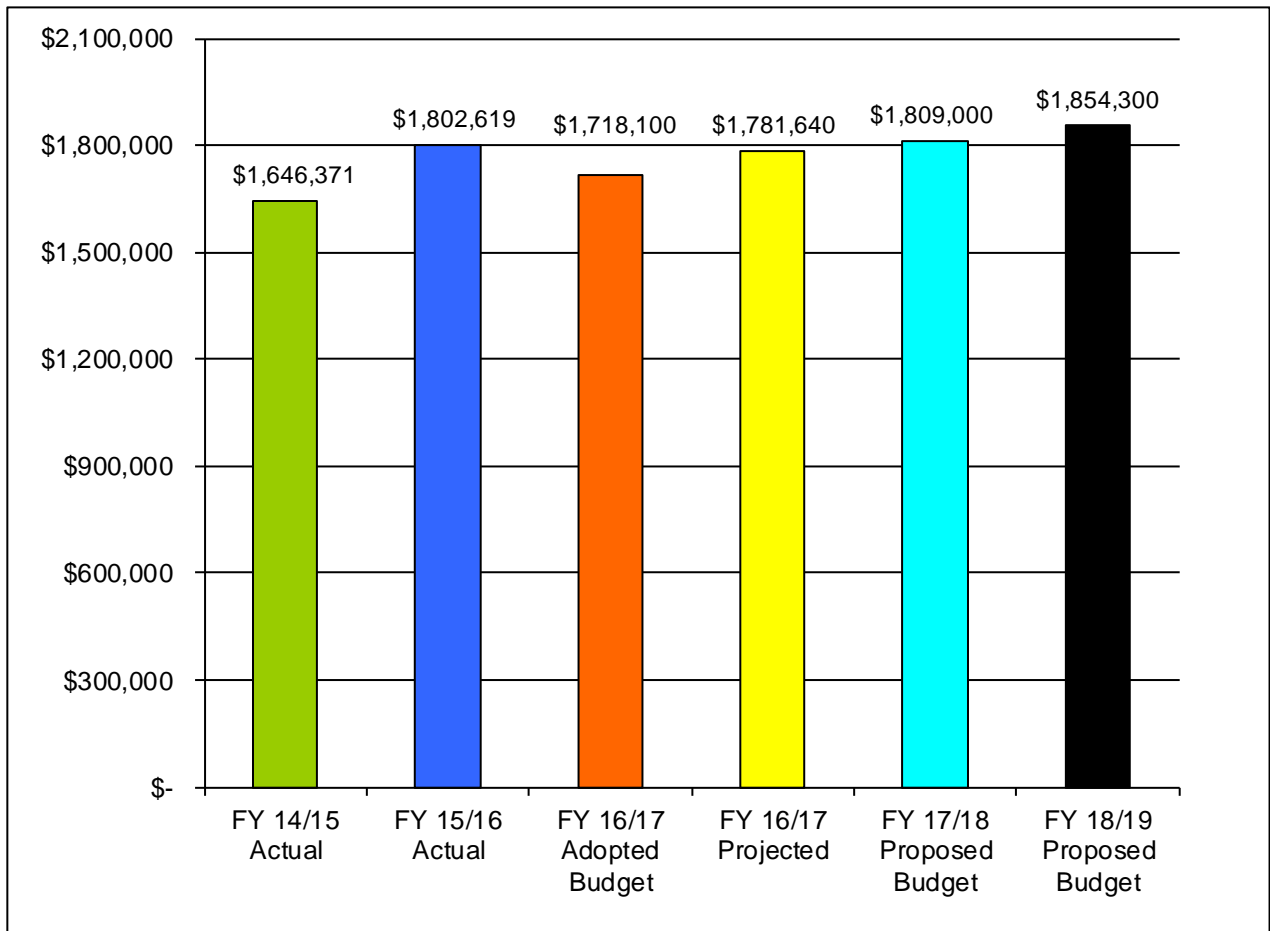
\$726,000 for FY 2017/18 and 2018/19. Revenues from this source represent approximately 4% of the Total General Fund revenue.

**TRANSIENT OCCUPANCY TAXES:** This tax is levied for the privilege of occupying lodgings on a transient basis. Better known as TOT, the tax rate is 13% and added to the price of the room. The General Fund receives a rate of 10% of the 13%. The other 3% goes to the Coastal Business/Visitors and Sand Replenishment CIP funds. TOT revenues for the General Fund are estimated to be \$1,380,000 for FY 2017/18 and 2018/19 and represent 8% of the total General Fund revenue.

**REAL PROPERTY TRANSFER TAX:** Real property transfer tax is levied on property when it is sold. This tax is set at \$1.10 per \$100 of valuation with the City receiving 50% or \$.55 per \$100 and the County of San Diego receiving the other \$.55.

**SOLID WASTE FEE:** The budget includes \$240,000 to offset the costs associated with the State mandated stormwater program.

**REVENUES**  
**INTERGOVERNMENTAL REVENUE**  
**2014-15 THROUGH 2018-19**



Approximately 10% of General Fund revenues come from other governmental agencies, primarily from state shared revenues. Known as subventions, these shared revenues may be in lieu of local taxes, replacement revenue for taxes previously levied by cities, or general state assistance for specific purposes.

**MOTOR VEHICLE IN-LIEU FEES:** At one time, motor vehicles were taxed as personal property. However, because local administration of this tax on vehicles proved inequitable and easy to evade, the state repealed the local property tax on vehicles and enacted a state vehicle license fee in lieu of the property tax. The fee is imposed for the privilege of operating a vehicle on the public highways. The fee is set at 2% of the depreciated market value of all motor vehicles and must be paid annually. Based on the population estimate of 13,783 (per the State Department of Finance) and data from the State Controller's Office, the City expects to receive \$1,809,000 from this revenue source in FY 2017/18 and \$1,854,300 in

FY 2018/19.

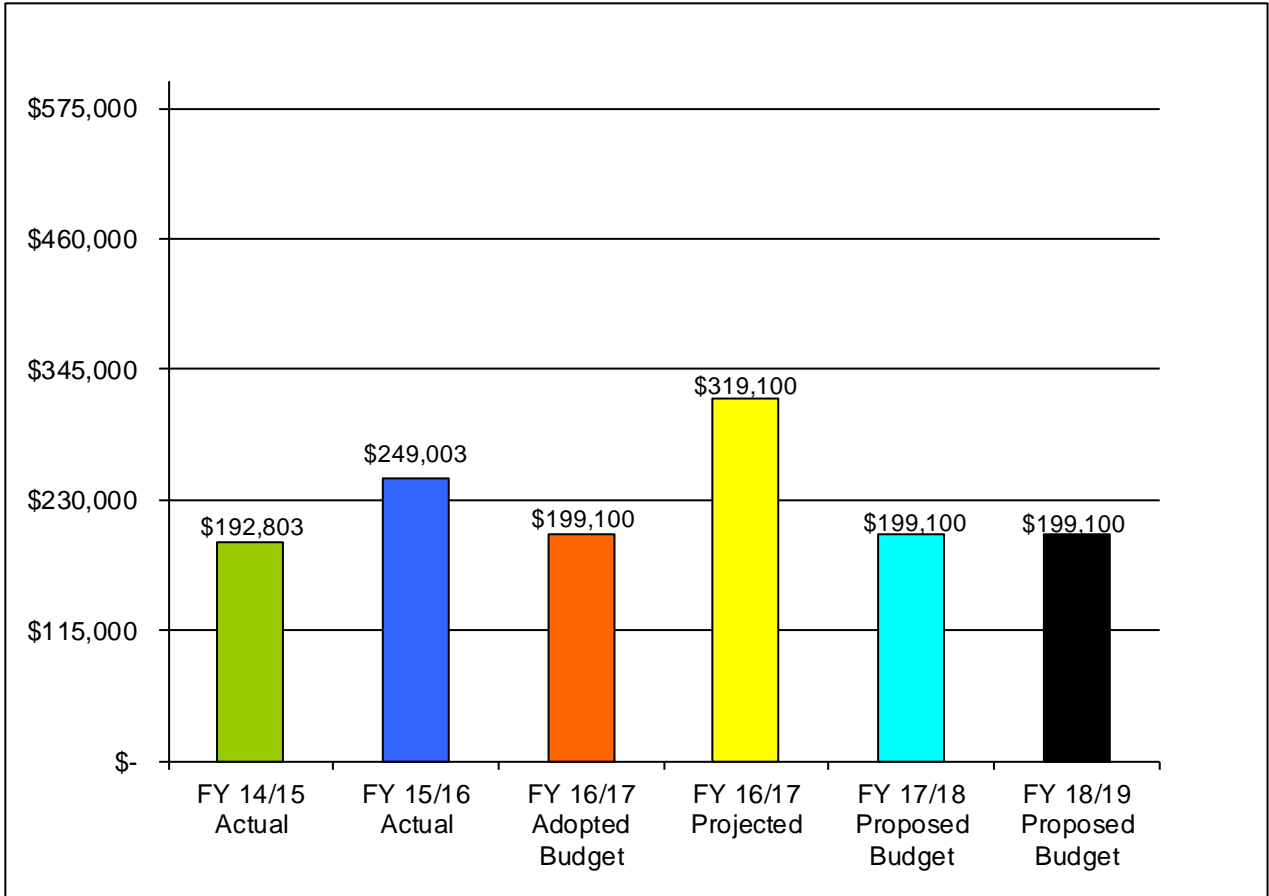
**OTHER STATE & FEDERAL REVENUES:** This category includes revenue received from the State Homeowners Exemption. Every homeowner in California is entitled to an exemption of \$7,000 per year for the residence they own and occupy on January 1 of every year. The City receives a portion of the fee that is collected.

**OFF-TRACK BETTING:** These funds are derived from satellite wagering at the Del Mar Race Track. The City of Solana Beach, along with the City of Del Mar and the County of San Diego, receives a percentage of the handle from the racetrack to help mitigate impacts caused by activities at the fairgrounds. This source is expected to generate about \$25,000 in FY 2017/18 and 2018/19 for the City.

# REVENUES

## OTHER REVENUE

2014-15 THROUGH 2018-19



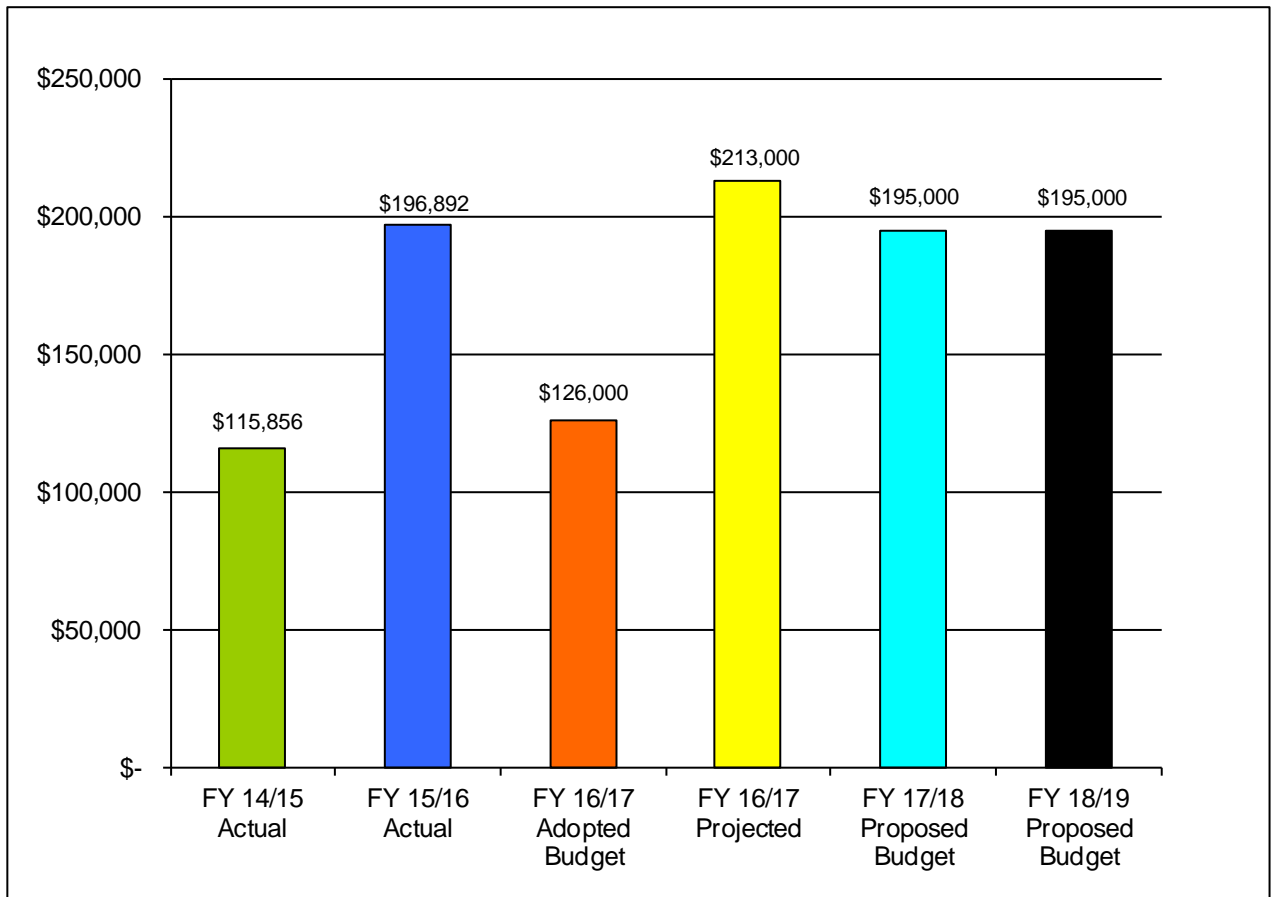
The "Other Revenue" category includes refunds, reimbursements, and miscellaneous revenues (\$40,000) received in the ordinary course of business.

Lighting etc.) for the administrative services provided by City service departments (City Council, City Manager, City Clerk, Legal, Finance, Human Resources, and Non-Departmental).

This category also includes funds received (\$146,600) from other funds (i.e. Sanitation, Street

# REVENUES

## USE OF MONEY AND PROPERTY 2014-15 THROUGH 2018-19



**INTEREST INCOME:** Interest income is derived from the investment of City funds. The City pools its funds for investment purposes. These pooled funds are invested in the Local Agency Investment Fund (LAIF) with the State of California and, beginning in FY 2015/16, with Chandler Asset Management.

Investment earnings are all allocated to the General Fund unless otherwise required by law. Statutory allocations to restricted funds are made in proportion to the ratio of restricted fund balances to the total pooled balances.

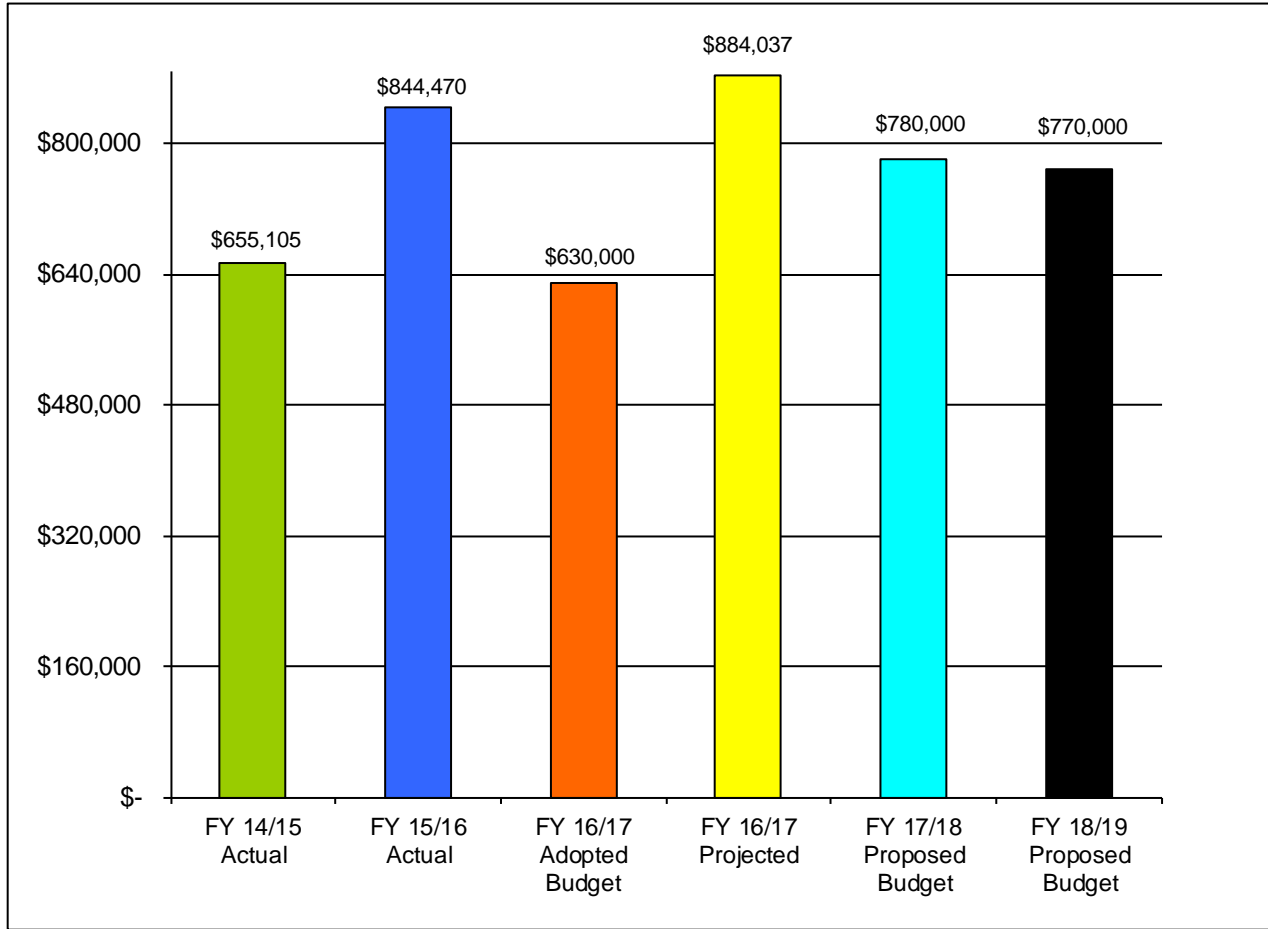
Interest income is expected to increase due to investment of the majority of the City's excess funds with Chandler Asset Management. The General Fund expects to receive \$85,000 from interest earnings in FY 2017/18 and 2018/19.

**PROPERTY RENTAL:** These funds are derived from the rental of Fletcher Cove Community Center and the La Colonia Park Community Center. In addition, this category also includes the rental of space at the Fire Station to CSA 17 for housing the ambulance and paramedics.

# REVENUES

## SERVICE CHARGES

### 2014-15 THROUGH 2018-19



**SERVICE CHARGES:** A service charge is a fee imposed upon the user of a service provided by the City. A service charge can be levied when the service can be measured and sold in marketable units and the user can be identified. The rationale behind service charges is that certain services are primarily for the benefit of individuals rather than the general public. Thus the individual benefiting from a service should pay the cost of that service.

Service charges differ from license and permit fees in that the latter are designed to reimburse the city for costs related to regulatory activities.

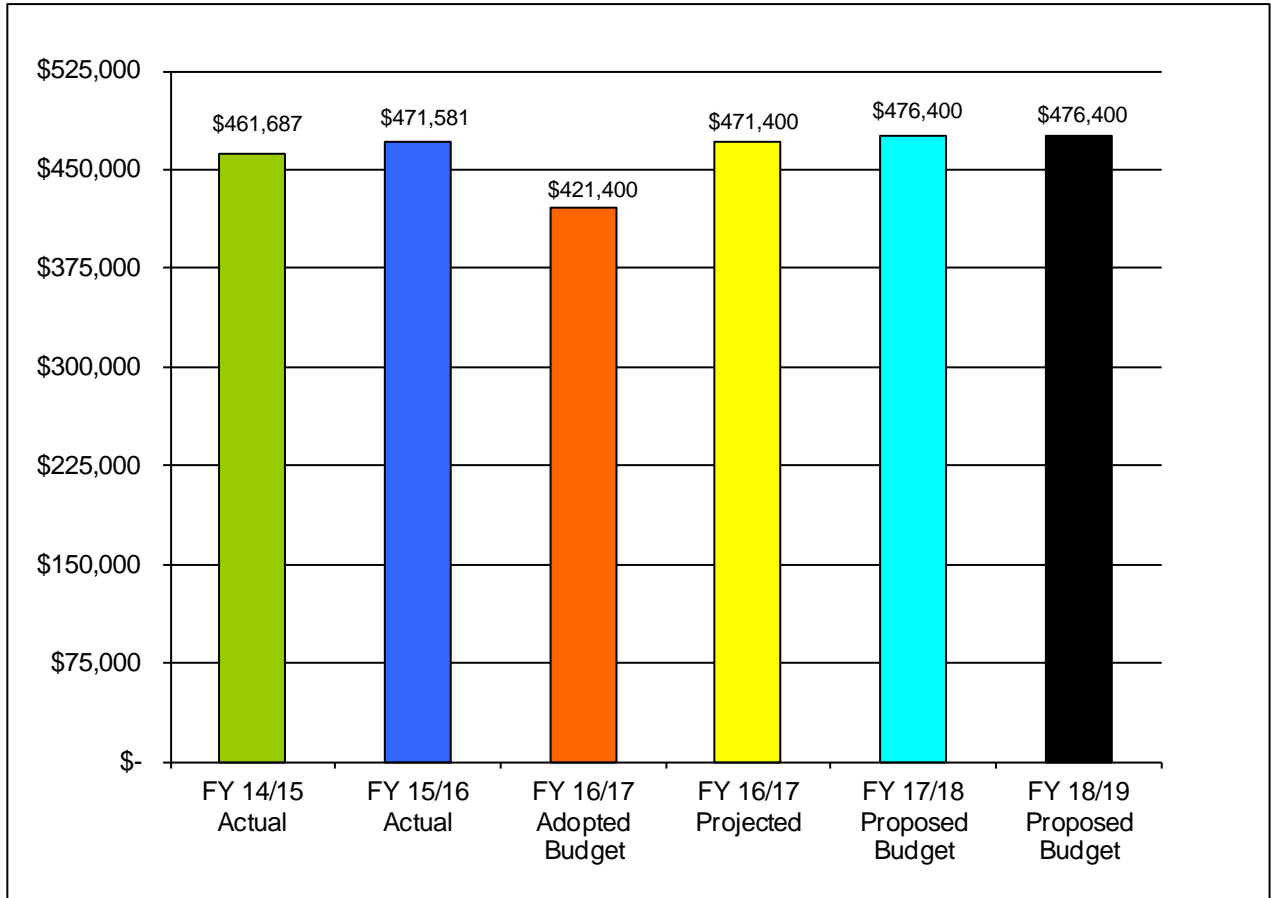
Service charges, on the other hand, are imposed to support services to individuals.

Service charges include planning and zoning services, subdivision review, engineering services, and recreation services, etc.

The General Fund expects to receive \$780,000 in revenue from service charges in FY 2017/18 and \$770,000 in FY 2018/19.

## REVENUES

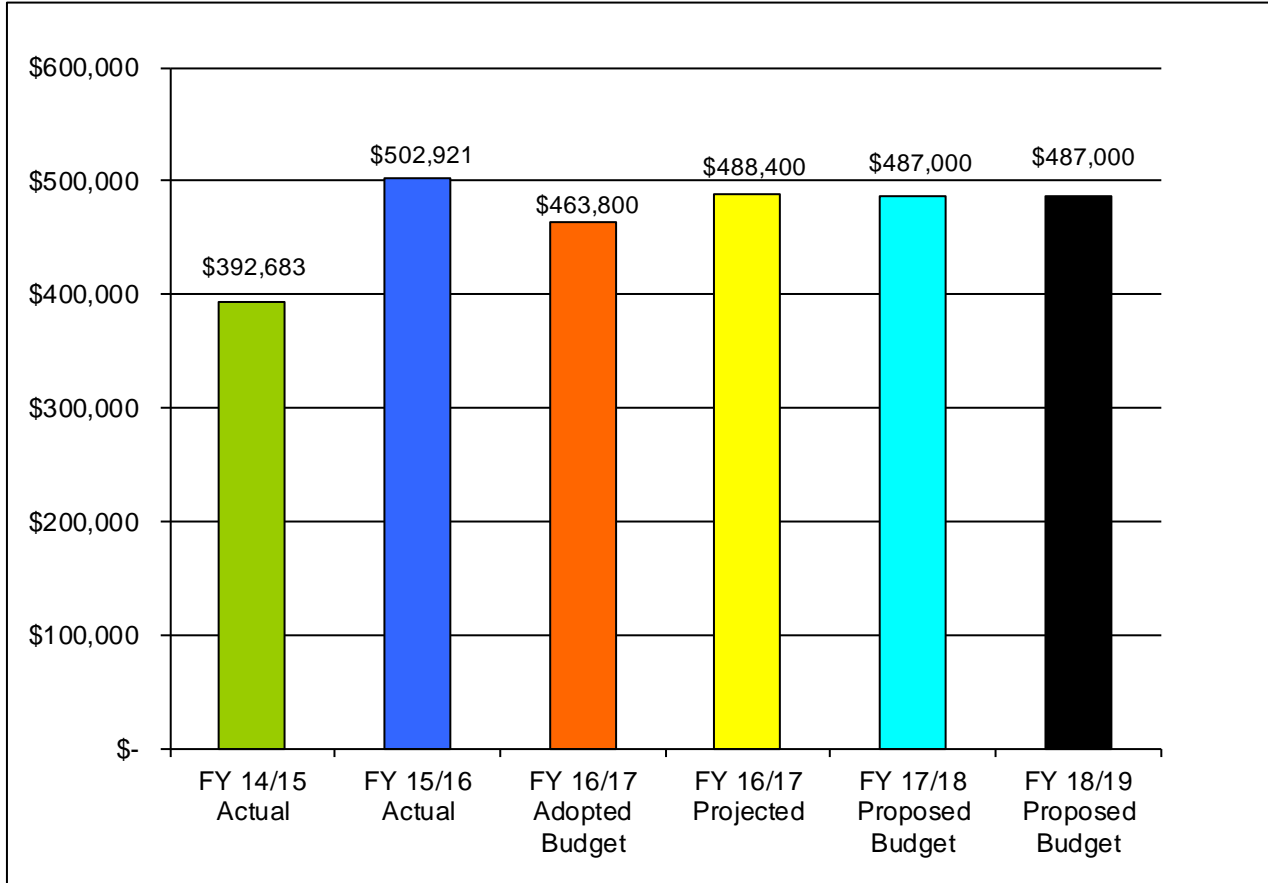
### LICENSES AND PERMITS 2014-15 THROUGH 2018-19



**LICENSES AND PERMITS:** The State Constitution through the police power (Article XI, Section 7), as well as various statutes, gives cities the authority to engage in certain regulatory activities in the interest of the overall community. Cities may charge license and permit fees as a means of recovering the cost of regulation. These fees may not exceed the actual cost of the regulatory activity.

Fees are commonly charged for building permits, business registration fees, animal licenses, and special permits. The largest source of revenue in this category is for building related permits, from which the City receives 25% of the total fees collected. The remaining 75% is paid to Esgil Corporation for performing building permit services for the City. The City anticipates generating \$476,400 in license and permit fees in FY 2017/18 and FY 2018/19.

**REVENUES**  
**FINES AND PENALTIES**  
**2014-15 THROUGH 2018-19**



**VEHICLE CODE FINES:** Cities share with the county all fines collected upon conviction of a misdemeanor or an infraction in any municipal or justice court. In addition, they share bail monies forfeited following a misdemeanor or infraction charge when such fines or forfeiture results from a misdemeanor or infraction committed within city boundaries. Distribution of these revenues varies depending upon whether the fine or forfeiture is derived from a Vehicle Code violation or some other violation and upon the employing agency of the arresting officer. Vehicle Code fines are expected to raise an estimated \$60,000 in FY 2017/18 and 2018/19.

**PARKING CITATION FINES:** Parking citations are issued by both the City's Code Enforcement staff and the Sheriff's Department. The City contracts with the Sheriff's Department to provide law enforcement for the City of Solana Beach.

Parking citations are expected to raise \$140,000 in revenue for FY 2017/18 and 2018/19.

**RED LIGHT CITATIONS:** The City installed red light cameras at two busy intersections in an effort to reduce the running of red lights. Each violation carries a \$490 fine and the City anticipates grossing \$280,000 in FY 2017/18 and 2018/19. The City pays a flat monthly fee to a third party vendor who administers the citation program.

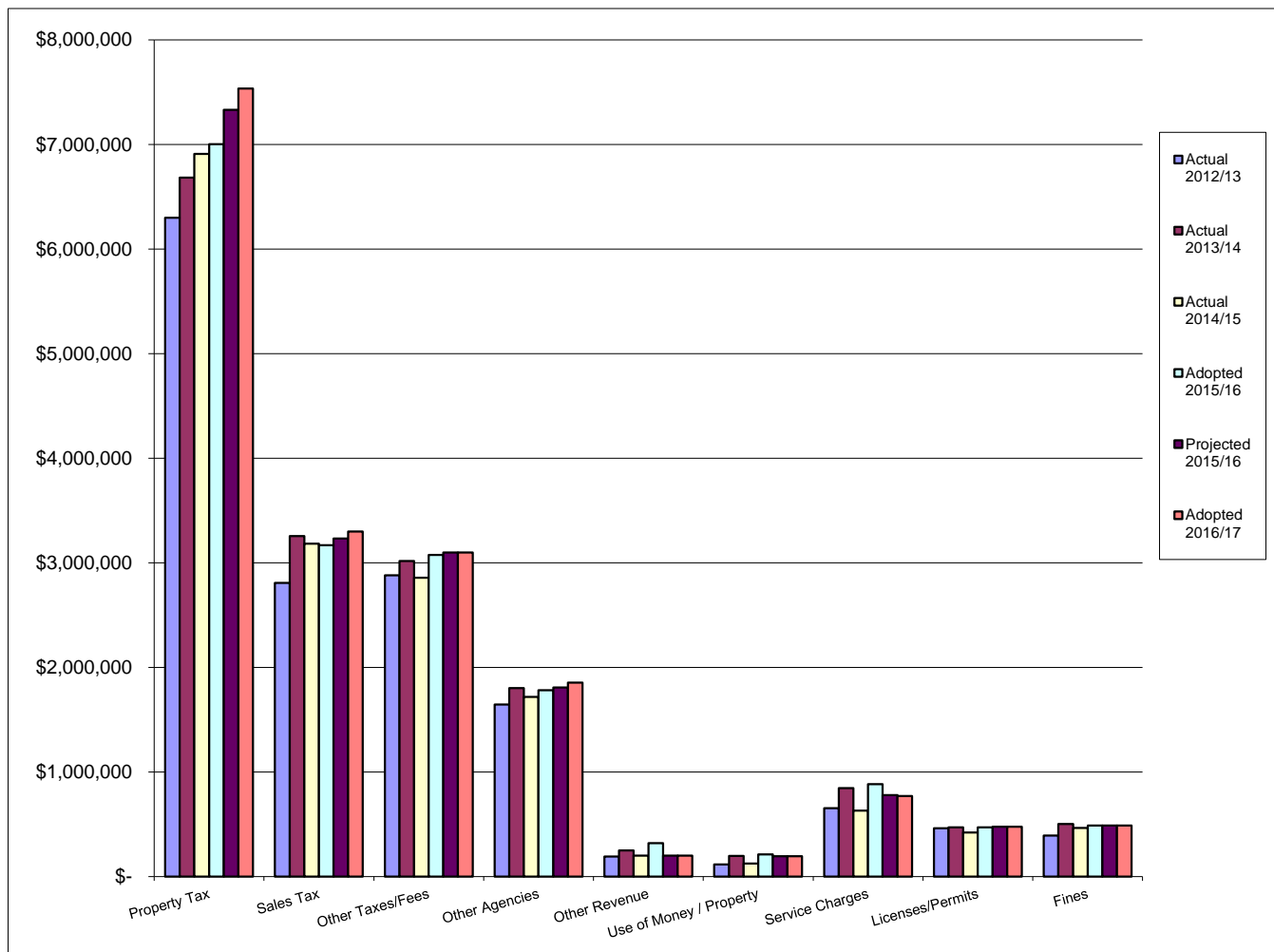
**MISCELLANEOUS:** The remaining \$7,000 is comprised of anticipated revenues to be received from false alarm fees and administrative citations.

# REVENUES

## GENERAL FUND MIX AND TREND

### 2014/15 Through 2018/19

	Actual 2012/13	Actual 2013/14	Actual 2014/15	Adopted 2015/16	Projected 2015/16	Adopted 2016/17
Property Tax	\$ 6,300,912	\$ 6,683,638	\$ 6,911,500	\$ 7,005,000	\$ 7,332,000	\$ 7,536,400
Sales Tax	2,808,203	3,255,105	3,184,600	3,170,094	3,233,100	3,298,400
Other Taxes/Fees	2,882,462	3,018,705	2,858,000	3,075,000	3,100,000	3,100,000
Other Agencies	1,646,371	1,802,619	1,718,100	1,781,640	1,809,000	1,854,300
Other Revenue	192,803	249,003	199,100	319,100	199,100	199,100
Use of Money / Property	115,856	196,892	126,000	213,000	195,000	195,000
Service Charges	655,105	844,470	630,000	884,037	780,000	770,000
Licenses/Permits	461,687	471,581	421,400	471,400	476,400	476,400
Fines	392,683	502,921	463,800	488,400	487,000	487,000
<b>TOTAL REVENUES</b>	<b>\$ 15,456,082</b>	<b>\$ 17,024,934</b>	<b>\$ 16,512,500</b>	<b>\$ 17,407,671</b>	<b>\$ 17,611,600</b>	<b>\$ 17,916,600</b>







## CITY OF SOLANA BEACH FUND BALANCES

		PROJECTED 2016-2017 FISCAL YEAR BALANCES				
FUND #	FUND NAME	07/01/16 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	NET CHANGE	PROJ 06/30/17 FUND BALANCE
<b>GENERAL FUND (Major Fund)</b>						
<b>RESERVES</b>						
	Public Facilities	245,957	72,000	-	72,000	317,957
	Park Fees	31,503	1,800	-	1,800	33,303
	Community Television Production	70,607	55,000	99,500	(44,500)	26,107
	Street Sweeping	120,575	45,000	45,500	(500)	120,075
	In-Lieu Housing Fees	100,786	-	-	-	100,786
	Parks & Recreation	25,260	-	-	-	25,260
	Public Arts	14,202	-	-	-	14,202
	<b>TOTAL RESERVES</b>	<b>608,890</b>	<b>173,800</b>	<b>145,000</b>	<b>28,800</b>	<b>637,690</b>
<b>DESIGNATIONS</b>						
	Contingencies (17% of operating exp)	2,835,660	-	-	-	2,835,660
	Housing	1,499,500	-	-	-	1,499,500
	<b>TOTAL DESIGNATIONS</b>	<b>4,335,160</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,335,160</b>
	<b>TOTAL UNDESIGNATED</b>	<b>4,511,100</b>	<b>17,233,871</b>	<b>16,570,622</b>	<b>663,249</b>	<b>5,174,349</b>
001	<b>SUBTOTAL GENERAL FUND</b>	<b>9,455,150</b>	<b>17,407,671</b>	<b>16,715,622</b>	<b>692,049</b>	<b>10,147,199</b>
120	Risk Management Insurance	779,858	448,060	688,036	(239,976)	539,882
125	Workers' Compensation Insurance	600,735	362,155	381,579	(19,424)	581,311
135	Asset Replacement	2,166,660	426,400	389,682	36,718	2,203,378
140	Facilities Replacement	251,452	154,000	44,300	109,700	361,152
150	PERS Side Fund	(1,139,048)	500,700	27,052	473,648	(665,400)
160	Other Post Employment Benefits	85,376	1,600	86,976	(85,376)	-
165	Pension Stabilization	825,106	40,000	4,000	36,000	861,106
	<b>TOTAL GENERAL FUND</b>	<b>13,025,289</b>	<b>19,340,586</b>	<b>18,337,247</b>	<b>1,003,339</b>	<b>14,028,628</b>
<b>SPECIAL REVENUE FUNDS (Non-Major Funds)</b>						
202	State Gas Tax Fund	458,194	265,242	334,242	(69,000)	389,194
	<u>Special Districts</u>					
203	MID 33 Highway 101	451,123	122,600	108,739	13,861	464,984
204	MID 9C Santa Fe Hills	117,468	296,361	252,200	44,161	161,629
205	MID 9E Isla Verde	3,520	6,000	6,000	-	3,520
207	MID 9H San Elijo #2	157,520	102,300	83,100	19,200	176,720
208	Coastal Rail Trail Maintenance District	57,814	75,300	76,000	(700)	57,114
211	Street Light District	1,687,903	557,252	334,062	223,190	1,911,093
	<b>Total Special Districts</b>	<b>2,475,348</b>	<b>1,159,813</b>	<b>860,101</b>	<b>299,712</b>	<b>2,775,060</b>
213	Developer Pass-Thru	5,629	220,000	220,000	-	5,629
214	Fire Mitigation Fees	104	5,000	5,000	-	104
215	State Parks/Division of Boating & Waterways	60,048	-	-	-	60,048
218	Transnet - Motorized	12,636	-	12,636	(12,636)	-
219	COPS	135,389	100,500	100,000	500	135,889
220	TDA	-	500,000	500,000	-	-
228	Transnet Extension	31,281	378,407	367,203	11,204	42,485
240	CDBG	(15,573)	53,399	53,399	-	(15,573)
241	CALTRANS	59,634	-	-	-	59,634
244	TEA21/ISTEA	(128,296)	-	-	-	(128,296)
245	TEA	(40,674)	-	-	-	(40,674)
246	Miscellaneous Grants	1,285	-	-	-	1,285
250	Coastal Business/Visitors TOT	404,188	139,875	107,600	32,275	436,463
255	Camp Programs	154,412	377,200	362,771	14,429	168,841
263	Housing	431,323	2,600	-	2,600	433,923
265	Affordable Housing Grant	161,317	-	161,317	(161,317)	-
270	Public Safety Special Revenue	75,049	97,300	90,648	6,652	81,701
	<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>4,281,294</b>	<b>3,299,336</b>	<b>3,174,917</b>	<b>124,419</b>	<b>4,405,713</b>

## CITY OF SOLANA BEACH FUND BALANCES

		<b>PROJECTED 2016-2017 FISCAL YEAR BALANCES</b>				
FUND #	FUND NAME	07/01/16 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	NET CHANGE	PROJ 06/30/17 FUND BALANCE
<b>DEBT SERVICE FUNDS (Non-Major Funds)</b>						
317	Public Facilities	374	153,300	153,300	-	374
320	Capital Leases	24,454	202,400	202,400	-	24,454
<b>TOTAL DEBT SERVICE FUNDS</b>		<b>24,828</b>	<b>355,700</b>	<b>355,700</b>	<b>-</b>	<b>24,828</b>
<b>CAPITAL PROJECTS FUNDS (Non-Major Funds)</b>						
420	Public Improvement Grant	115,116	847	115,963	(115,116)	-
450	Sand Replenishment TOT	552,089	266,400	189,647	76,753	628,842
459	City CIP Fund	849,288	1,396,983	1,545,605	(148,622)	700,666
47X	Assessment Districts	159,457	150	-	150	159,607
<b>TOTAL CAPITAL PROJECTS FUNDS</b>		<b>1,675,950</b>	<b>1,664,380</b>	<b>1,851,215</b>	<b>(186,835)</b>	<b>1,489,115</b>
<b>PROPRIETARY FUNDS (Major Fund)</b>						
* 509	Sanitation					
	Net Position (Undesignated)	29,711,194	5,305,800	5,689,808	(384,008)	29,327,186
<b>TOTAL PROPRIETARY FUNDS</b>		<b>29,711,194</b>	<b>5,305,800</b>	<b>5,689,808</b>	<b>(384,008)</b>	<b>29,327,186</b>
<b>SUCCESSOR AGENCY</b>						
65X	Successor Agency					
	Net Position (not including Long-Term Debt)	582,055	569,400	599,930	(30,530)	551,525
<b>TOTAL PRIVATE PURPOSE TRUST FUND</b>		<b>582,055</b>	<b>569,400</b>	<b>599,930</b>	<b>(30,530)</b>	<b>551,525</b>
<b>TOTAL FUND BALANCE - ALL FUNDS</b>		<b>49,300,610</b>	<b>30,535,202</b>	<b>30,008,817</b>	<b>526,385</b>	<b>49,826,995</b>

## CITY OF SOLANA BEACH FUND BALANCES

		BUDGETED 2017-2018 FISCAL YEAR BALANCES				
FUND #	FUND NAME	PROJ 07/01/17 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	NET CHANGE	PROJ 06/30/18 FUND BALANCE
<b>GENERAL FUND (Major Fund)</b>						
<b>RESERVES</b>						
	Public Facilities	317,957	50,000	-	50,000	367,957
	Park Fees	33,303	-	-	-	33,303
	Community Television Production	26,107	55,000	55,600	(600)	25,507
	Street Sweeping	120,075	45,000	45,500	(500)	119,575
	In-Lieu Housing Fees	100,786	-	-	-	100,786
	Parks & Recreation	25,260	-	-	-	25,260
	Public Arts	14,202	-	7,000	(7,000)	7,202
	<b>TOTAL RESERVES</b>	<b>637,690</b>	<b>150,000</b>	<b>108,100</b>	<b>41,900</b>	<b>679,590</b>
						-
<b>DESIGNATIONS</b>						
	Contingencies (17% of operating exp)	2,835,660	87,830	-	87,830	2,923,490
	Housing	1,499,500	-	-	-	1,499,500
	<b>TOTAL DESIGNATIONS</b>	<b>4,335,160</b>	<b>87,830</b>	<b>-</b>	<b>87,830</b>	<b>4,422,990</b>
						-
	<b>TOTAL UNDESIGNATED</b>	<b>5,174,349</b>	<b>17,373,770</b>	<b>17,197,000</b>	<b>176,770</b>	<b>5,351,119</b>
						-
001	<b>SUBTOTAL GENERAL FUND</b>	<b>10,147,199</b>	<b>17,611,600</b>	<b>17,305,100</b>	<b>306,500</b>	<b>10,453,699</b>
120	Risk Management Insurance	539,882	479,900	512,000	(32,100)	507,782
125	Workers' Compensation Insurance	581,311	377,900	458,700	(80,800)	500,511
135	Asset Replacement	2,203,378	400,400	634,900	(234,500)	1,968,878
140	Facilities Replacement	361,152	153,500	300	153,200	514,352
150	PERS Side Fund	(665,400)	516,800	15,800	501,000	(164,400)
160	Other Post Employment Benefits	-	-	-	-	-
165	Pension Stabilization	861,106	37,000	4,000	33,000	894,106
	<b>TOTAL GENERAL FUND</b>	<b>14,028,628</b>	<b>19,577,100</b>	<b>18,930,800</b>	<b>646,300</b>	<b>14,674,928</b>
						-
<b>SPECIAL REVENUE FUNDS (Non-Major Funds)</b>			1,965,500	1,625,700		
202	State Gas Tax Fund	389,194	306,400	482,600	(176,200)	212,994
	<u>Special Districts</u>					
203	MID 33 Highway 101	464,984	124,800	115,200	9,600	474,584
204	MID 9C Santa Fe Hills	161,629	300,300	252,200	48,100	209,730
205	MID 9E Isla Verde	3,520	6,000	6,000	-	3,520
207	MID 9H San Elijo #2	176,720	103,600	83,100	20,500	197,220
208	Coastal Rail Trail Maintenance District	57,114	76,500	72,500	4,000	61,114
211	Street Light District	1,911,093	560,200	356,900	203,300	2,114,393
	<b>Total Special Districts</b>	<b>2,775,060</b>	<b>1,171,400</b>	<b>885,900</b>	<b>285,500</b>	<b>3,060,560</b>
						-
213	Developer Pass-Thru	5,629	100,000	100,000	-	5,629
214	Fire Mitigation Fees	104	5,000	5,000	-	104
215	State Parks/Division of Boating & Waterways	60,048	-	-	-	60,048
218	Transnet - Motorized	-	-	-	-	-
219	COPS	135,889	100,400	100,000	400	136,289
220	TDA	-	-	-	-	-
228	Transnet Extension	42,485	150,000	150,000	-	42,485
240	CDBG	(15,573)	-	-	-	(15,573)
241	CALTRANS	59,634	-	-	-	59,634
244	TEA21/ISTEA	(128,296)	-	-	-	(128,296)
245	TEA	(40,674)	-	-	-	(40,674)
246	Miscellaneous Grants	1,285	-	-	-	1,285
250	Coastal Business/Visitors TOT	436,463	140,500	48,600	91,900	528,363
255	Camp Programs	168,841	433,000	431,900	1,100	169,941
263	Housing	433,923	2,500	10,000	(7,500)	426,423
265	Affordable Housing Grant	-	-	-	-	-
270	Public Safety Special Revenue	81,701	49,500	95,000	(45,500)	36,201
	<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>4,405,713</b>	<b>2,458,700</b>	<b>2,309,000</b>	<b>149,700</b>	<b>4,555,413</b>

## CITY OF SOLANA BEACH FUND BALANCES

FUND #	FUND NAME	BUDGETED 2017-2018 FISCAL YEAR BALANCES				
		PROJ 07/01/17 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	NET CHANGE	PROJ 06/30/18 FUND BALANCE
<b>DEBT SERVICE FUNDS (Non-Major Funds)</b>						
317	Public Facilities	374	152,400	152,400	-	374
320	Capital Leases	24,454	202,400	202,400	-	24,454
<b>TOTAL DEBT SERVICE FUNDS</b>		<b>24,828</b>	<b>354,800</b>	<b>354,800</b>	<b>-</b>	<b>24,828</b>
<b>CAPITAL PROJECTS FUNDS (Non-Major Funds)</b>						
420	Public Improvement Grant	-	-	-	-	-
450	Sand Replenishment TOT	628,842	276,400	623,200	(346,800)	282,042
459	City CIP Fund	700,666	251,000	923,800	(672,800)	27,866
47X	Assessment Districts	159,607	100	-	100	159,707
<b>TOTAL CAPITAL PROJECTS FUNDS</b>		<b>1,489,115</b>	<b>527,500</b>	<b>1,547,000</b>	<b>(1,019,500)</b>	<b>469,615</b>
<b>PROPRIETARY FUNDS (Major Fund)</b>						
* 509	Sanitation					
	Net Position (Undesignated)	29,327,186	5,420,360	10,247,300	(4,826,941)	24,500,246
<b>TOTAL PROPRIETARY FUNDS</b>		<b>29,327,186</b>	<b>5,420,360</b>	<b>10,247,300</b>	<b>(4,826,941)</b>	<b>24,500,246</b>
<b>SUCCESSOR AGENCY</b>						
65X	Successor Agency					
	Net Position (not including Long-Term Debt)	551,525	479,840	495,850	(16,010)	535,515
<b>TOTAL PRIVATE PURPOSE TRUST FUND</b>		<b>551,525</b>	<b>479,840</b>	<b>495,850</b>	<b>(16,010)</b>	<b>535,515</b>
<b>TOTAL FUND BALANCE - ALL FUNDS</b>		<b>49,826,995</b>	<b>28,818,300</b>	<b>33,884,750</b>	<b>(5,066,450)</b>	<b>44,760,545</b>

## CITY OF SOLANA BEACH FUND BALANCES

		BUDGETED 2018-2019 FISCAL YEAR BALANCES				
FUND #	FUND NAME	PROJ 07/01/18 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	NET CHANGE	PROJ 06/30/19 FUND BALANCE
<b>GENERAL FUND (Major Fund)</b>						
<b>RESERVES</b>						
	Public Facilities	367,957	50,000		50,000	417,957
	Park Fees	33,303	-		-	33,303
	Community Television Production	25,507	55,000	59,600	(4,600)	20,907
	Street Sweeping	119,575	45,000	45,500	(500)	119,075
	In-Lieu Housing Fees	100,786	-		-	100,786
	Parks & Recreation	25,260	-		-	25,260
	Public Arts	7,202	-		-	7,202
	<b>TOTAL RESERVES</b>	<b>679,590</b>	<b>150,000</b>	<b>105,100</b>	<b>44,900</b>	<b>724,490</b>
<b>DESIGNATIONS</b>						
	Contingencies (17% of operating exp)	2,923,490	69,445		69,445	2,992,935
	Housing	1,499,500	-		-	1,499,500
	<b>TOTAL DESIGNATIONS</b>	<b>4,422,990</b>	<b>69,445</b>	<b>-</b>	<b>69,445</b>	<b>4,492,435</b>
	<b>TOTAL UNDESIGNATED</b>	<b>5,351,119</b>	<b>17,697,155</b>	<b>17,605,500</b>	<b>91,655</b>	<b>5,442,774</b>
001	<b>SUBTOTAL GENERAL FUND</b>	<b>10,453,699</b>	<b>17,916,600</b>	<b>17,710,600</b>	<b>206,000</b>	<b>10,659,699</b>
120	Risk Management Insurance	507,782	579,400	568,300	11,100	518,882
125	Workers' Compensation Insurance	500,511	491,300	490,100	1,200	501,711
135	Asset Replacement	1,968,878	400,400	233,500	166,900	2,135,778
140	Facilities Replacement	514,352	153,500	300	153,200	667,552
150	PERS Side Fund	(164,400)	168,300	3,900	164,400	-
160	Other Post Employment Benefits	-	-	-	-	-
165	Pension Stabilization	894,106	37,000	4,000	33,000	927,106
	<b>TOTAL GENERAL FUND</b>	<b>14,674,928</b>	<b>19,746,500</b>	<b>19,010,700</b>	<b>735,800</b>	<b>15,410,728</b>
<b>SPECIAL REVENUE FUNDS (Non-Major Funds)</b>						
			1,829,900	1,300,100		
202	State Gas Tax Fund	212,994	311,800	402,600	(90,800)	122,194
	<u>Special Districts</u>					
203	MID 33 Highway 101	474,584	127,000	115,200	11,800	486,384
204	MID 9C Santa Fe Hills	209,730	304,300	252,200	52,100	261,830
205	MID 9E Isla Verde	3,520	6,000	6,000	-	3,520
207	MID 9H San Elijo #2	197,220	101,000	83,100	17,900	215,120
208	Coastal Rail Trail Maintenance District	61,114	76,500	72,500	4,000	65,114
211	Street Light District	2,114,393	569,300	356,700	212,600	2,326,992
	Total Special Districts	3,060,560	1,184,100	885,700	298,400	3,358,960
213	Developer Pass-Thru	5,629	100,000	100,000	-	5,629
214	Fire Mitigation Fees	104	5,000	5,000	-	104
215	State Parks/Division of Boating & Waterways	60,048	-	-	-	60,048
218	Transnet - Motorized	-	-	-	-	-
219	COPS	136,289	100,400	100,000	400	136,689
220	TDA	-	-	-	-	-
228	Transnet Extension	42,485	150,000	150,000	-	42,485
240	CDBG	(15,573)	-	-	-	(15,573)
241	CALTRANS	59,634	-	-	-	59,634
244	TEA21/ISTEA	(128,296)	-	-	-	(128,296)
245	TEA	(40,674)	-	-	-	(40,674)
246	Miscellaneous Grants	1,285	-	-	-	1,285
250	Coastal Business/Visitors TOT	528,363	140,500	48,600	91,900	620,263
255	Camp Programs	169,941	430,700	429,900	800	170,741
263	Housing	426,423	2,500	10,000	(7,500)	418,923
265	Affordable Housing Grant	-	-	-	-	-
270	Public Safety Special Revenue	36,201	49,500	85,000	(35,500)	701
	<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>4,555,413</b>	<b>2,474,500</b>	<b>2,216,800</b>	<b>257,700</b>	<b>4,813,113</b>

## CITY OF SOLANA BEACH FUND BALANCES

FUND #	FUND NAME	BUDGETED 2018-2019 FISCAL YEAR BALANCES				
		PROJ 07/01/18 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	NET CHANGE	PROJ 06/30/19 FUND BALANCE
<b>DEBT SERVICE FUNDS (Non-Major Funds)</b>						
317	Public Facilities	374	151,100	151,100	-	374
320	Capital Leases	24,454	202,400	202,400	-	24,454
<b>TOTAL DEBT SERVICE FUNDS</b>		<b>24,828</b>	<b>353,500</b>	<b>353,500</b>	<b>-</b>	<b>24,828</b>
<b>CAPITAL PROJECTS FUNDS (Non-Major Funds)</b>						
420	Public Improvement Grant	-	-	-	-	-
450	Sand Replenishment TOT	282,042	276,400	149,200	127,200	409,242
459	City CIP Fund	27,866	468,000	488,400	(20,400)	7,466
47X	Assessment Districts	159,707	100	-	100	159,807
<b>TOTAL CAPITAL PROJECTS FUNDS</b>		<b>469,615</b>	<b>744,500</b>	<b>637,600</b>	<b>106,900</b>	<b>576,515</b>
<b>PROPRIETARY FUNDS (Major Fund)</b>						
* 509	Sanitation					
	Net Position (Undesignated)	24,500,246	5,554,183	5,075,700	478,483	24,978,728
<b>TOTAL PROPRIETARY FUNDS</b>		<b>24,500,246</b>	<b>5,554,183</b>	<b>5,075,700</b>	<b>478,483</b>	<b>24,978,728</b>
<b>SUCCESSOR AGENCY</b>						
65X	Successor Agency					
	Net Position (not including Long-Term Debt)	535,515	479,840	496,250	(16,410)	519,105
<b>TOTAL PRIVATE PURPOSE TRUST FUND</b>		<b>535,515</b>	<b>479,840</b>	<b>496,250</b>	<b>(16,410)</b>	<b>519,105</b>
<b>TOTAL FUND BALANCE - ALL FUNDS</b>		<b>44,760,545</b>	<b>29,353,023</b>	<b>27,790,550</b>	<b>1,562,473</b>	<b>46,323,018</b>

## REVENUE SUMMARY BY FUND

FUND	DESCRIPTION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018	2018-2019
						PROPOSED BUDGET	PROPOSED BUDGET
001	GENERAL FUND	15,456,081	17,024,934	16,512,500	17,407,671	17,611,600	17,916,600
120	RISK MANAGEMENT/INSURANCE	427,371	248,720	400,300	448,060	479,900	579,400
125	WORKER'S COMPENSATION INS	273,254	341,971	362,500	362,155	377,900	491,300
135	ASSET REPLACEMENT	319,950	1,007,640	410,400	426,400	400,400	400,400
140	FACILITIES REPLACEMENT	100,000	151,452	150,000	154,000	153,500	153,500
150	PERS SIDE FUND	469,612	484,875	500,700	500,700	516,800	168,300
160	OTHER POST EMPLOYMENT BENEFITS	-	220,376	-	1,600	-	-
165	PENSION STABILIZATION	-	825,106	-	40,000	37,000	37,000
202	GAS TAX	356,610	294,487	274,900	265,242	306,400	311,800
203	MID 33 HIGHWAY 101	114,001	122,020	107,600	122,600	124,800	127,000
204	MID 9C SANTA FE HILLS	280,177	287,717	276,500	296,361	300,300	304,300
205	MID 9E ISLA VERDE	5,982	5,982	6,000	6,000	6,000	6,000
207	MID 9H SAN ELIJO #2	100,618	104,395	99,700	102,300	103,600	101,000
208	CRT MAINTENANCE DISTRICT	72,711	74,383	75,000	75,300	76,500	76,500
211	STREET LIGHT DISTRICT	490,652	595,530	471,400	557,252	560,200	569,300
213	DEVELOPER PASS-THRU	439,674	-	100,000	220,000	100,000	100,000
214	FIRE MITIGATION FEES	970	4,671	4,000	5,000	5,000	5,000
215	BOATING & WATERWAYS	736	53	450,000	-	-	-
218	TRANSNET MOTORIZED	13,000	-	-	-	-	-
219	COPS	106,471	115,055	100,100	100,500	100,400	100,400
220	TDA	-	-	500,000	500,000	-	-
228	TRANSNET II	127,592	703,794	403,100	378,407	150,000	150,000
240	CDBG	34,688	107,508	-	53,399	-	-
246	MISCELLANEOUS GRANT FUND	66,330	32,785	-	-	-	-
250	COASTAL BUSINESS/VISTORS	115,077	131,887	118,500	139,875	140,500	140,500
255	CAMP PROGRAMS	348,439	365,300	323,000	377,200	433,000	430,700
263	HOUSING	1,045	1,883	500	2,600	2,500	2,500
265	AFFORDABLE HOUSING GRANT	663	1,135	300	-	-	-
270	PUBLIC SAFETY SPECIAL REVENUES	64,790	166,847	49,500	97,300	49,500	49,500
317	PUBLIC FACILITIES	149,005	148,995	153,300	153,300	152,400	151,100
320	CAPITAL LEASE	70,400	70,400	202,400	202,400	202,400	202,400
420	PUBLIC IMPROVEMENT GRANT	12,290	145,721	-	847	-	-
450	SAND REPLENISHMENT/RETENTION CIP	219,398	250,647	235,400	266,400	276,400	276,400
459	MISC. CAPITAL PROJECTS	596,063	989,458	153,000	1,396,983	251,000	468,000
47X	ASSESSMENT DISTRICTS CIP	574	961	100	150	100	100
509	SANITATION	5,049,982	5,316,083	5,289,800	5,305,800	5,420,360	5,554,183
65X	SUCCESSOR AGENCY	626,297	521,529	569,400	569,400	479,840	479,840
TOTAL CITY & RDA FUNDS		<u>26,510,503</u>	<u>30,864,300</u>	<u>28,299,900</u>	<u>30,535,202</u>	<u>28,818,300</u>	<u>29,353,023</u>



**REVENUES BY MAJOR CATEGORIES AND SOURCES**

	2014-2015	2015-2016	2016-2017		2017-2018	2018-2019
	ACTUAL	ACTUAL	ADOPTED BUDGET	2016-2017 PROJECTED	PROPOSED BUDGET	PROPOSED BUDGET
<b>GENERAL FUND (Major Fund)</b>						
<b>Tax Revenues</b>						
Property Taxes - Current	6,271,544	6,642,809	6,861,500	6,970,000	7,297,000	7,511,400
Property Taxes - Delinquent	29,368	40,829	50,000	35,000	35,000	25,000
<b>Total Property Taxes</b>	<b>6,300,912</b>	<b>6,683,638</b>	<b>6,911,500</b>	<b>7,005,000</b>	<b>7,332,000</b>	<b>7,536,400</b>
Sales and Use Tax	2,158,817	2,662,374	3,184,600	3,170,094	3,233,100	3,298,400
Sales Tax (County)	649,386	592,731	-	-	-	-
Transient Occupancy Tax - Hotels	880,509	949,463	910,000	950,000	1,000,000	1,000,000
TOT - Short-term Vacation Rentals	259,048	285,679	265,000	380,000	380,000	380,000
Franchise Fees	765,995	736,041	749,000	726,000	726,000	726,000
Property Transfer Tax	190,058	223,470	150,000	185,000	160,000	160,000
Street Sweeping	44,925	44,925	45,000	45,000	45,000	45,000
Hazardous Household Waste	29,713	29,803	29,000	29,000	29,000	29,000
Fire Benefit Fees	438,747	446,840	440,000	440,000	440,000	440,000
Solid Waste Fee NPDES	243,711	240,614	240,000	240,000	240,000	240,000
RDA Pass Thru Payments	29,756	61,870	30,000	80,000	80,000	80,000
<b>Total Taxes and Fees Revenues</b>	<b>11,991,577</b>	<b>12,957,448</b>	<b>12,954,100</b>	<b>13,250,094</b>	<b>13,665,100</b>	<b>13,934,800</b>
<b>Licenses and Permits</b>						
Business Registration	134,159	139,370	135,000	135,000	135,000	135,000
Building/Plumbing/Electrical/ Permits	277,394	281,704	240,000	285,000	290,000	290,000
Animal Licenses	19,858	20,241	20,400	20,400	20,400	20,400
Other Special Permits	30,276	30,266	26,000	31,000	31,000	31,000
<b>Total Licenses and Permits</b>	<b>461,687</b>	<b>471,581</b>	<b>421,400</b>	<b>471,400</b>	<b>476,400</b>	<b>476,400</b>
<b>Fines and Penalties</b>						
CVC Fines	51,242	65,191	60,000	60,000	60,000	60,000
Admin Citations	2,454	1,973	1,500	4,000	4,000	4,000
Parking Citations	91,830	144,290	140,000	120,000	140,000	140,000
Red Light Citations	246,757	287,163	260,000	300,000	280,000	280,000
False Alarm Fines	400	4,304	2,300	4,400	3,000	3,000
<b>Total Fines and Penalties</b>	<b>392,683</b>	<b>502,921</b>	<b>463,800</b>	<b>488,400</b>	<b>487,000</b>	<b>487,000</b>
<b>Use of Money and Property</b>						
Investment Interest Earnings	27,357	97,104	40,000	93,000	85,000	85,000
Sale of Personal Property	3,932	1,417	-	-	-	-
Property Rental	84,567	98,371	86,000	120,000	110,000	110,000
<b>Total Use of Money and Property</b>	<b>115,856</b>	<b>196,892</b>	<b>126,000</b>	<b>213,000</b>	<b>195,000</b>	<b>195,000</b>
<b>Intergovernmental Revenues</b>						
Motor Vehicle in-Lieu	1,308,714	1,381,117	1,424,000	1,445,000	1,510,000	1,555,300
State Homeowners Exemption (HOE)	51,892	51,145	53,000	53,000	53,000	53,000
Off Track Betting (OTB)	40,879	33,633	35,000	30,000	25,000	25,000
SB 90	13,598	144,544	-	7,640	-	-
Fire Revenue from Other Agencies	175,526	167,877	185,100	225,000	200,000	200,000
Miscellaneous	55,762	24,303	21,000	21,000	21,000	21,000
<b>Total Intergovernmental Revenues</b>	<b>1,646,371</b>	<b>1,802,619</b>	<b>1,718,100</b>	<b>1,781,640</b>	<b>1,809,000</b>	<b>1,854,300</b>

**REVENUES BY MAJOR CATEGORIES AND SOURCES**

	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018	2018-2019
	ACTUAL	ACTUAL	ADOPTED	PROJECTED	PROPOSED	PROPOSED
			BUDGET		BUDGET	BUDGET
<b>Service Charges</b>						
Planning and Zoning	220,197	267,530	210,000	125,000	200,000	200,000
Building/Plan Check Fees	169,404	188,469	175,000	290,000	225,000	225,000
Public Facilities Fees	28,248	78,648	30,000	72,000	50,000	50,000
Engineering Fees	163,256	230,307	145,000	282,667	200,000	200,000
Ramp/Seawall Fees	-	7,570	5,000	7,570	15,000	5,000
Fire Plan Check Fees	72,170	72,975	65,000	105,000	90,000	90,000
Park Fees	-	-	-	1,800	-	-
Miscellaneous	1,830	(1,029)	-	-	-	-
<b>Total Service Charges</b>	<b>655,105</b>	<b>844,470</b>	<b>630,000</b>	<b>884,037</b>	<b>780,000</b>	<b>770,000</b>
<b>Other Revenues</b>						
Community Grants/Contributions	18,254	95,000	12,500	97,500	12,500	12,500
Miscellaneous Revenues	27,949	7,403	40,000	75,000	40,000	40,000
Administration Charges	146,600	146,600	146,600	146,600	146,600	146,600
<b>Total Other Revenues</b>	<b>192,803</b>	<b>249,003</b>	<b>199,100</b>	<b>319,100</b>	<b>199,100</b>	<b>199,100</b>
<b>Subtotal General Fund</b>	<b>15,456,081</b>	<b>17,024,934</b>	<b>16,512,500</b>	<b>17,407,671</b>	<b>17,611,600</b>	<b>17,916,600</b>
<b>Risk Management Insurance</b>						
Investment Interest Earnings	1,716	3,496	2,000	6,500	4,000	4,000
Miscellaneous Revenues	22,255	59,424	88,400	262,960	-	-
Departmental Charges	403,400	185,800	309,900	178,600	475,900	575,400
<b>Total Risk Management</b>	<b>427,371</b>	<b>248,720</b>	<b>400,300</b>	<b>448,060</b>	<b>479,900</b>	<b>579,400</b>
<b>Workers' Compensation Insurance</b>						
Investment Interest Earnings	913	2,789	300	4,590	3,000	3,000
Miscellaneous Revenues	10,341	63,982	-	16,265	-	2,500
Departmental Charges	262,000	275,200	362,200	341,300	374,900	485,800
<b>Total Worker's Compensation</b>	<b>273,254</b>	<b>341,971</b>	<b>362,500</b>	<b>362,155</b>	<b>377,900</b>	<b>491,300</b>
<b>Asset Replacement</b>						
Investment Interest Earnings	4,850	15,281	5,000	21,000	17,000	17,000
Proceeds from Capital Lease	-	614,759	-	-	-	-
Miscellaneous Revenues	-	-	-	-	-	-
Departmental Charges	310,900	342,600	360,400	360,400	383,400	383,400
<b>Total Asset Replacement</b>	<b>315,750</b>	<b>972,640</b>	<b>365,400</b>	<b>381,400</b>	<b>400,400</b>	<b>400,400</b>
<b>Facilities Replacement</b>						
Investment Interest Earnings	-	1,452	-	4,000	3,500	3,500
Departmental Charges	100,000	150,000	150,000	150,000	150,000	150,000
<b>Total Facilities Replacement</b>	<b>100,000</b>	<b>151,452</b>	<b>150,000</b>	<b>154,000</b>	<b>153,500</b>	<b>153,500</b>
<b>PERS Side Fund</b>						
Departmental Charges	469,612	484,875	500,700	500,700	516,800	168,300
<b>OPEB Obligation</b>						
Investment Interest Earnings	-	-	-	1,600	-	-
Departmental Charges	-	220,376	-	-	-	-
<b>Total Facilities Replacement</b>	<b>-</b>	<b>220,376</b>	<b>-</b>	<b>1,600</b>	<b>-</b>	<b>-</b>
<b>Pension Stabilization</b>						
Investment Interest Earnings	-	8,897	-	40,000	37,000	37,000
Departmental Charges	-	816,209	-	-	-	-
<b>Total Facilities Replacement</b>	<b>-</b>	<b>825,106</b>	<b>-</b>	<b>40,000</b>	<b>37,000</b>	<b>37,000</b>
<b>TOTAL GENERAL FUND</b>	<b>17,042,068</b>	<b>20,270,074</b>	<b>18,291,400</b>	<b>19,295,586</b>	<b>19,577,100</b>	<b>19,746,500</b>

**REVENUES BY MAJOR CATEGORIES AND SOURCES**

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED	2017-2018 PROPOSED BUDGET	2018-2019 PROPOSED BUDGET
<b>SPECIAL REVENUE FUNDS (Minor Funds)</b>						
<b>State Gas Tax Fund</b>						
Investment Interest Earnings	1,092	1,355	700	2,500	2,000	2,000
State Gas Taxes	355,518	293,132	274,200	262,742	304,400	309,800
<b>Total State Gas Tax Fund</b>	<b>356,610</b>	<b>294,487</b>	<b>274,900</b>	<b>265,242</b>	<b>306,400</b>	<b>311,800</b>
<b>MID 33 Highway 101</b>						
Property Tax	100,455	106,056	95,000	110,000	112,200	114,400
Benefit Fees	11,689	13,296	11,500	11,500	11,500	11,500
State HOE	822	812	600	600	600	600
Investment Interest Earnings	1,035	1,856	500	500	500	500
<b>Total MID 33 Highway 101</b>	<b>114,001</b>	<b>122,020</b>	<b>107,600</b>	<b>122,600</b>	<b>124,800</b>	<b>127,000</b>
<b>MID 9C Santa Fe Hills</b>						
Property Tax	183,334	190,344	180,000	199,861	203,800	207,800
Benefit Fees	95,240	95,210	95,000	95,000	95,000	95,000
State HOE	1,509	1,455	1,500	1,500	1,500	1,500
Investment Interest Earnings	94	708	-	-	-	-
<b>Total MID 9C Santa Fe Hills</b>	<b>280,177</b>	<b>287,717</b>	<b>276,500</b>	<b>296,361</b>	<b>300,300</b>	<b>304,300</b>
<b>MID 9E Isla Verde</b>						
Benefit Fees	5,982	5,982	6,000	6,000	6,000	6,000
<b>MID 9H San Elijo #2</b>						
Property Tax	65,712	68,791	65,000	67,600	68,900	66,300
Benefit Fees	34,042	34,348	34,200	34,200	34,200	34,200
State HOE	541	526	400	400	400	400
Investment Interest Earnings	323	730	100	100	100	100
<b>Total MID 9H San Elijo #2</b>	<b>100,618</b>	<b>104,395</b>	<b>99,700</b>	<b>102,300</b>	<b>103,600</b>	<b>101,000</b>
<b>Coastal Rail Trail Maintenance District</b>						
Benefit Fees	72,571	74,263	75,000	75,000	76,500	76,500
Investment Interest Earnings	140	120	-	300	-	-
<b>Total CRT Maintenance District</b>	<b>72,711</b>	<b>74,383</b>	<b>75,000</b>	<b>75,300</b>	<b>76,500</b>	<b>76,500</b>
<b>Street Light District</b>						
Property Tax	405,238	429,096	390,000	450,551	459,500	468,600
Benefit Fees	78,666	82,193	76,700	82,501	82,500	82,500
State HOE	3,348	3,293	3,200	3,200	3,200	3,200
Investment Interest Earnings	3,400	11,546	1,500	21,000	15,000	15,000
Miscellaneous Revenues	-	69,402	-	-	-	-
<b>Total Street Light District</b>	<b>490,652</b>	<b>595,530</b>	<b>471,400</b>	<b>557,252</b>	<b>560,200</b>	<b>569,300</b>
<b>Developer Pass-Thru</b>						
Charges for Services	439,674	-	100,000	220,000	100,000	100,000
<b>Fire Mitigation Fees</b>						
Charges for Services	970	4,671	4,000	5,000	5,000	5,000
<b>Department of Boating &amp; Waterways</b>						
Investment Interest Earnings	136	53	-	-	-	-
Intergovernmental	600	-	450,000	-	-	-
<b>Total Dept. of Boating &amp; Waterways</b>	<b>736</b>	<b>53</b>	<b>450,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

**REVENUES BY MAJOR CATEGORIES AND SOURCES**

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED	2017-2018 PROPOSED BUDGET	2018-2019 PROPOSED BUDGET
<b>COPS</b>						
Intergovernmental	106,230	114,618	100,000	100,000	100,000	100,000
Investment Interest Earnings	241	437	100	500	400	400
<b>Total COPS</b>	<b>106,471</b>	<b>115,055</b>	<b>100,100</b>	<b>100,500</b>	<b>100,400</b>	<b>100,400</b>
<b>TDA</b>						
Intergovernmental	-	-	500,000	500,000	-	-
<b>Transnet Extension</b>						
Intergovernmental	127,515	703,671	403,100	365,636	150,000	150,000
Investment Interest Earnings	77	123	-	135	-	-
<b>Total Transnet II</b>	<b>127,592</b>	<b>703,794</b>	<b>403,100</b>	<b>365,771</b>	<b>150,000</b>	<b>150,000</b>
<b>CDBG</b>						
Intergovernmental	34,688	107,508	-	53,399	-	-
<b>Miscellaneous Grants</b>						
Intergovernmental	66,330	32,785	-	-	-	-
<b>Coastal Business/Visitors TOT</b>						
Transient Occupancy Tax - Hotels	83,907	94,946	91,000	95,000	100,000	100,000
TOT - Short-term Vacation Rentals	25,365	28,568	26,500	38,000	38,000	38,000
Investment Interest Earnings	717	1,798	1,000	3,000	2,500	2,500
Miscellaneous Revenues	5,088	6,575	-	3,875	-	-
<b>Total Coastal Business/Visitors</b>	<b>115,077</b>	<b>131,887</b>	<b>118,500</b>	<b>139,875</b>	<b>140,500</b>	<b>140,500</b>
<b>Camp Programs</b>						
Junior Lifeguard Program	315,077	333,800	290,000	337,200	373,300	371,000
Recreation Camps	33,362	30,438	33,000	40,000	59,700	59,700
Investment Interest Earnings	-	1,062	-	-	-	-
<b>Total Camp Programs</b>	<b>348,439</b>	<b>365,300</b>	<b>323,000</b>	<b>377,200</b>	<b>433,000</b>	<b>430,700</b>
<b>Housing</b>						
Investment Interest Earnings	1,045	1,883	500	2,600	2,500	2,500
<b>Affordable Housing Grant Fund</b>						
Investment Interest Earnings	663	1,135	300	-	-	-
<b>Public Safety Special Revenues</b>						
CSA 17	21,952	21,024	19,500	19,500	19,500	19,500
Intergovernmental	31,140	139,349	30,000	76,800	30,000	30,000
Miscellaneous Revenues	11,698	6,474	-	1,000	-	-
	64,790	166,847	49,500	97,300	49,500	49,500
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>2,727,226</b>	<b>3,115,432</b>	<b>3,360,100</b>	<b>3,286,700</b>	<b>2,458,700</b>	<b>2,474,500</b>
<b>DEBT SERVICE FUNDS (Minor Funds)</b>						
<b>Public Facilities</b>						
Investment Interest Earnings	5	(5)	-	-	-	-
	5	(5)	-	-	-	-
<b>TOTAL DEBT SERVICE FUNDS</b>	<b>5</b>	<b>(5)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**REVENUES BY MAJOR CATEGORIES AND SOURCES**

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED	2017-2018 PROPOSED BUDGET	2018-2019 PROPOSED BUDGET
<b>CAPITAL PROJECTS FUNDS (Minor Funds)</b>						
<b>Public Improvement Grant</b>						
Investment Interest Earnings	2,290	2,721	-	847	-	-
Intergovernmental	-	100,000	-	-	-	-
Donations	-	43,000	-	-	-	-
<b>Total Public Improvement Grant</b>	<b>2,290</b>	<b>145,721</b>	<b>-</b>	<b>847</b>	<b>-</b>	<b>-</b>
<b>Sand Replenishment TOT</b>						
Transient Occupancy Tax - Hotels	167,814	189,893	182,000	190,000	200,000	200,000
TOT - Short-term Vacation Rentals	50,730	57,136	53,000	76,000	76,000	76,000
Investment Interest Earnings	854	3,618	400	400	400	400
Miscellaneous Revenues	-	-	-	-	-	-
<b>Total Sand Replenishment</b>	<b>219,398</b>	<b>250,647</b>	<b>235,400</b>	<b>266,400</b>	<b>276,400</b>	<b>276,400</b>
<b>City CIP Fund</b>						
Intergovernmental	320,968	60,107	-	815,000	-	-
Investment Interest Earnings	548	2,351	500	10,000	10,000	10,000
Service Charges	1,306	-	-	58,383	-	-
Donations	-	-	-	-	21,000	-
Miscellaneous Revenues	45,776	103,000	-	-	-	-
<b>Total Misc. Capital Projects</b>	<b>368,598</b>	<b>165,458</b>	<b>500</b>	<b>883,383</b>	<b>31,000</b>	<b>10,000</b>
<b>Assessment Districts</b>						
Investment Interest Earnings	574	961	100	150	100	100
<b>Total Assessment Districts</b>	<b>574</b>	<b>961</b>	<b>100</b>	<b>150</b>	<b>100</b>	<b>100</b>
<b>TOTAL CAPITAL PROJECTS FUNDS</b>	<b>590,860</b>	<b>562,787</b>	<b>236,000</b>	<b>1,150,780</b>	<b>307,500</b>	<b>286,500</b>
<b>PROPRIETARY FUNDS (Major Fund)</b>						
<b>Sanitation</b>						
Service Charges	4,949,070	5,151,671	5,220,300	5,220,300	5,350,860	5,484,683
Connection Fees	-	-	-	-	-	-
Investment Interest Earnings/Rentals	71,973	115,322	55,700	71,700	55,700	55,700
Miscellaneous Revenues	28,939	49,090	13,800	13,800	13,800	13,800
Proceeds from Long Term Debt	-	-	-	-	-	-
<b>Total Sanitation</b>	<b>5,049,982</b>	<b>5,316,083</b>	<b>5,289,800</b>	<b>5,305,800</b>	<b>5,420,360</b>	<b>5,554,183</b>
<b>TOTAL PROPRIETARY FUNDS</b>	<b>5,049,982</b>	<b>5,316,083</b>	<b>5,289,800</b>	<b>5,305,800</b>	<b>5,420,360</b>	<b>5,554,183</b>
<b>TOTAL - CITY FUNDS</b>	<b>25,410,141</b>	<b>29,264,371</b>	<b>27,177,300</b>	<b>29,038,866</b>	<b>27,763,660</b>	<b>28,061,683</b>
<b>SUCCESSOR AGENCY</b>						
<b>Successor Agency</b>	<b>626,297</b>	<b>521,529</b>	<b>569,400</b>	<b>569,400</b>	<b>479,840</b>	<b>479,840</b>
<b>OTHER SOURCES OF FUNDS</b>						
<b>Transfers In</b>						
Asset Replacement						
General Fund - Parks & Recreation	4,200	-	-	-	-	-
General Fund - Community Television	-	35,000	45,000	45,000	-	-
Special Revenue Funds:						
Transnet - Motorized	13,000	-	-	-	-	-
Transnet - Extension	-	-	-	12,636	-	-
Debt Service Funds:						
Public Facilities	149,000	149,000	153,300	153,300	152,400	151,100
Capital Lease	70,400	70,400	202,400	202,400	202,400	202,400
Capital Projects Funds:						
City CIP Fund	227,465	824,000	152,500	513,600	220,000	458,000
Public Improvement Grant	10,000	-	-	-	-	-
<b>Total Transfers In</b>	<b>474,065</b>	<b>1,078,400</b>	<b>553,200</b>	<b>926,936</b>	<b>574,800</b>	<b>811,500</b>
<b>Proceeds from Long-Term Debt</b>						
<b>TOTAL OTHER SOURCES OF FUNDS</b>	<b>474,065</b>	<b>1,078,400</b>	<b>553,200</b>	<b>926,936</b>	<b>574,800</b>	<b>811,500</b>
<b>GRAND TOTAL REVENUES</b>	<b>26,510,503</b>	<b>30,864,300</b>	<b>28,299,900</b>	<b>30,535,202</b>	<b>28,818,300</b>	<b>29,353,023</b>

**EXPENDITURE SUMMARY BY FUND**

FUND	DESCRIPTION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018	2018-2019
						PROPOSED BUDGET	PROPOSED BUDGET
001	GENERAL FUND	14,503,325	16,352,028	16,499,500	16,715,622	17,305,100	17,710,600
120	RISK MANAGEMENT/INSURANCE	346,893	400,459	566,800	688,036	512,000	568,300
125	WORKER'S COMPENSATION INS	323,974	362,061	435,200	381,579	458,700	490,100
135	ASSET REPLACEMENT	259,516	778,679	460,000	389,682	634,900	233,500
140	FACILITIES REPLACEMENT	-	-	44,000	44,300	300	300
150	PERS SIDE FUND	47,694	37,673	27,100	27,052	15,800	3,900
160	OTHER POST EMPLOYMENT BENEFITS	-	135,000	-	86,976	-	-
165	PENSION STABILIZATION	-	-	-	4,000	4,000	4,000
202	GAS TAX	484,254	484,254	82,100	334,242	482,600	402,600
203	MID 33 HIGHWAY 101	77,858	84,894	102,400	108,739	115,200	115,200
204	MID 9C SANTA FE HILLS	242,731	220,224	252,200	252,200	252,200	252,200
205	MID 9E ISLA VERDE	5,899	5,899	6,000	6,000	6,000	6,000
207	MID 9H SAN ELIJO #2	83,733	83,737	83,100	83,100	83,100	83,100
208	CRT MAINTENANCE DISTRICT	82,128	70,286	72,500	76,000	72,500	72,500
211	STREET LIGHT DISTRICT	311,210	294,529	352,800	334,062	356,900	356,700
212	TRANSNET NM/PROPOSITION A	13,000	-	-	-	-	-
213	DEVELOPER PASS-THRU	199,222	-	100,000	220,000	100,000	100,000
214	FIRE MITIGATION FEES	8,598	6,000	5,000	5,000	5,000	5,000
215	BOATING & WATERWAYS	1,701	-	450,000	-	-	-
216	LOCAL COASTAL PLAN	-	-	-	-	-	-
218	TRANSNET MOTORIZED	364	-	-	12,636	-	-
219	COPS	101,000	100,000	100,000	100,000	100,000	100,000
220	TDA	-	-	500,000	500,000	-	-
228	TRANSNET EXTENSION	127,400	127,400	350,000	367,203	150,000	150,000
240	CDBG	20,950	20,950	-	53,399	-	-
241	CALTRANS	-	-	-	-	-	-
244	TEA21/ISTEA	-	-	-	-	-	-
245	TEA	-	-	-	-	-	-
246	MISCELLANEOUS GRANT FUND	70,362	70,362	-	-	-	-
250	COASTAL BUSINESS/VISTORS	47,918	93,608	44,500	107,600	48,600	48,600
255	CAMP PROGRAMS	313,078	401,564	311,700	362,771	431,900	429,900
263	HOUSING	-	-	-	-	10,000	10,000
265	AFFORDABLE HOUSING GRANT	37,239	37,239	-	161,317	-	-
270	PUBLIC SAFETY SPECIAL REVENUE	100,438	96,138	24,000	90,648	95,000	85,000
317	PUBLIC FACILITIES	148,974	148,732	153,300	153,300	152,400	151,100
320	CAPITAL LEASE	70,374	70,374	202,400	202,400	202,400	202,400
420	PUBLIC IMPROVEMENT GRANT	381,210	381,210	98,100	115,963	-	-
450	SAND REPLENISHMENT TOT - CIP	140,444	140,444	400,600	189,647	623,200	149,200
459	CITY CIP FUND	672,810	672,810	525,300	1,545,605	923,800	488,400
47X	ASSESSMENT DISTRICTS CIP	-	-	-	-	-	-
509	SANITATION	5,266,077	5,316,427	8,639,800	5,689,808	10,247,300	5,075,700
65X	SUCCESSOR AGENCY	587,125	601,449	569,400	599,930	495,850	496,250
TOTAL CITY & SA FUNDS		25,077,498	27,594,430	31,457,800	30,008,817	33,884,750	27,790,550

## EXPENDITURES & OTHER FINANCING USES

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED	2017-2018 PROPOSED BUDGET	2018-2019 PROPOSED BUDGET
<b>GENERAL FUND (Major Fund)</b>						
<b>General Government</b>						
City Council	246,144	354,148	291,700	264,107	293,100	294,100
City Clerk	334,104	335,360	418,000	375,579	427,500	432,800
City Attorney	417,866	490,601	525,000	503,145	523,600	523,900
City Manager	342,148	307,617	329,700	358,194	372,300	376,100
Finance	665,561	1,772,230	942,200	879,576	986,000	912,000
Non-Departmental	39,650	34,646	32,100	29,647	36,200	36,200
Human Resources	369,764	256,278	443,200	320,131	446,700	452,800
Information Services	324,359	351,721	390,200	381,998	414,700	424,900
Total General Government	2,739,597	3,902,602	3,372,100	3,112,377	3,500,100	3,452,800
<b>Community Development</b>						
Planning	571,049	638,235	720,900	687,757	743,200	752,800
Building Services	352,394	355,435	315,300	433,250	315,100	315,100
Total Community Development	923,442	993,670	1,036,200	1,121,007	1,058,300	1,067,900
<b>Public Safety</b>						
Law Enforcement	3,381,458	3,484,434	3,634,400	3,633,100	3,857,100	4,094,500
Fire Department	3,986,353	4,265,237	4,394,200	4,545,065	4,719,600	4,706,900
Animal Regulation	98,101	98,609	96,000	96,000	107,200	117,600
Code/Parking Enforcement	206,575	218,798	237,200	189,531	237,200	240,500
Emergency Preparedness	29,325	27,412	28,500	29,500	30,700	30,700
Marine Safety	767,177	838,631	867,800	879,301	858,800	843,600
Shoreline Protection	1,048	1,500	1,100	1,100	1,100	1,100
Total Public Safety	8,470,037	8,934,621	9,259,200	9,373,597	9,811,700	10,034,900
<b>Public Works</b>						
Engineering	340,274	326,667	364,700	370,972	368,000	372,400
Storm Water Management	230,623	284,874	307,400	345,290	342,400	344,200
Street Maintenance	376,559	377,169	515,900	450,179	572,300	543,800
Traffic Safety	122,837	152,380	180,900	172,500	180,900	180,900
Street Sweeping	42,432	45,022	45,500	45,500	48,500	48,500
Park Maintenance	292,632	288,952	332,100	318,044	336,400	340,000
Public Facilities	333,561	414,009	431,700	422,500	435,300	433,500
Total Public Works	1,738,917	1,889,073	2,178,200	2,124,985	2,283,800	2,263,300
<b>Community Services</b>						
Community Services	101,300	99,217	113,200	124,077	113,200	115,200
Recreation	153,667	160,681	189,800	191,679	165,600	167,400
Total Community Services	254,966	259,898	303,000	315,756	278,800	282,600
<b>Subtotal General Fund</b>	<b>14,126,960</b>	<b>15,979,863</b>	<b>16,148,700</b>	<b>16,047,722</b>	<b>16,932,700</b>	<b>17,101,500</b>

## EXPENDITURES & OTHER FINANCING USES

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED	2017-2018 PROPOSED BUDGET	2018-2019 PROPOSED BUDGET
Risk Management Insurance	346,893	400,459	566,800	688,036	512,000	568,300
Workers' Compensation Insurance	323,974	362,061	435,200	381,579	458,700	490,100
Asset Replacement	259,516	778,679	328,000	257,682	502,900	101,500
Facilities Replacement	-	-	44,000	300	300	300
PERS Side Fund	47,694	37,673	27,100	27,052	15,800	3,900
Other Post Employment Benefits	-	135,000	-	86,976	-	-
Pension Stabilization	-	-	-	4,000	4,000	4,000
<b>TOTAL GENERAL FUND</b>	<b>15,105,036</b>	<b>17,693,735</b>	<b>17,549,800</b>	<b>17,493,347</b>	<b>18,426,400</b>	<b>18,269,600</b>
<b>SPECIAL REVENUE FUNDS (Minor Funds)</b>						
State Gas Tax Fund						
Public Works	41,761	41,761	2,100	7,180	2,600	2,600
Capital Projects	442,493	442,493	80,000	327,062	480,000	400,000
Total State Gas Tax Fund	484,254	484,254	82,100	334,242	482,600	402,600
Special Districts						
MID 33 Highway 101	77,858	84,894	102,400	108,739	115,200	115,200
MID 9C Santa Fe Hills	242,731	220,224	252,200	252,200	252,200	252,200
MID 9E Isla Verde	5,899	5,899	6,000	6,000	6,000	6,000
MID 9H San Elijo #2	83,733	83,737	83,100	83,100	83,100	83,100
Coastal Rail Trail Maint District	82,128	70,286	72,500	76,000	72,500	72,500
Street Light District	240,810	224,129	282,400	263,662	286,500	286,300
Total Special Districts	733,159	689,169	798,600	789,701	815,500	815,300
Developer Pass-Thru	199,222	-	100,000	220,000	100,000	100,000
Fire Mitigation Fees	8,598	6,000	5,000	5,000	5,000	5,000
Dept of Boating & Waterways	1,701	-	450,000	-	-	-
TransNet - Motorized	364	-	-	-	-	-
COPS	101,000	100,000	100,000	100,000	100,000	100,000
TDA	-	-	500,000	500,000	-	-
TransNet Extension	127,400	127,400	350,000	367,203	150,000	150,000
CDBG	20,950	20,950	-	53,399	-	-
Miscellaneous Grants	70,362	70,362	-	-	-	-
Coastal Business/Visitors TOT	47,918	40,608	44,500	107,600	48,600	48,600
Camp Programs						
Junior Lifeguard Program	290,834	375,280	282,200	337,160	372,200	370,200
Recreation Camps	22,244	26,284	29,500	25,611	59,700	59,700
Total Camp Programs	313,078	401,564	311,700	362,771	431,900	429,900
Housing	-	-	-	-	10,000	10,000
Affordable Housing Grant	37,239	37,239	-	161,317	-	-
Public Safety Special Revenues	96,138	96,138	24,000	90,648	95,000	85,000
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>2,241,383</b>	<b>2,073,684</b>	<b>2,765,900</b>	<b>3,091,881</b>	<b>2,238,600</b>	<b>2,146,400</b>
<b>DEBT SERVICE FUNDS (Minor Funds)</b>						
Public Facilities	148,974	148,732	153,300	153,300	152,400	151,100
Capital Lease	70,374	70,374	202,400	202,400	202,400	202,400
<b>TOTAL DEBT SERVICE FUNDS</b>	<b>219,348</b>	<b>219,106</b>	<b>355,700</b>	<b>355,700</b>	<b>354,800</b>	<b>353,500</b>
<b>CAPITAL PROJECTS FUNDS (Minor Funds)</b>						
Public Improvement Grant	381,210	381,210	98,100	115,963	-	-
Sand Replenishment TOT	140,444	140,444	400,600	189,647	623,200	149,200
City CIP Fund	672,810	672,810	525,300	1,545,605	923,800	488,400
Assessment Districts	-	-	-	-	-	-
<b>TOTAL CAPITAL PROJECTS FUNDS</b>	<b>1,194,464</b>	<b>1,194,464</b>	<b>1,024,000</b>	<b>1,851,215</b>	<b>1,547,000</b>	<b>637,600</b>



**EXPENDITURES & OTHER FINANCING USES**

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED	2017-2018 PROPOSED BUDGET	2018-2019 PROPOSED BUDGET
<b>PROPRIETARY FUND (Major Fund)</b>						
Sanitation						
Maintenance	2,740,718	2,747,833	2,954,900	2,824,966	2,941,900	2,960,800
Debt Service	1,424,762	1,415,139	1,427,200	1,427,174	1,431,600	1,428,900
Improvements (San Elijo JPA)	451,903	504,761	457,700	457,668	143,800	151,000
Capital Projects	648,694	648,694	3,800,000	980,000	5,730,000	535,000
Total Sanitation	5,266,077	5,316,427	8,639,800	5,689,808	10,247,300	5,075,700
<b>TOTAL PROPRIETARY FUNDS</b>	<b>5,266,077</b>	<b>5,316,427</b>	<b>8,639,800</b>	<b>5,689,808</b>	<b>10,247,300</b>	<b>5,075,700</b>
<b>TOTAL - CITY FUNDS</b>	<b>24,026,308</b>	<b>26,497,416</b>	<b>30,335,200</b>	<b>28,481,951</b>	<b>32,814,100</b>	<b>26,482,800</b>
<b>SUCCESSOR AGENCY</b>						
Successor Agency	577,125	601,449	569,400	599,930	495,850	496,250
<b>OTHER SOURCES OF FUNDS</b>						
<b>Transfers Out</b>						
General Fund						
Undesignated						
Debt Service-Public Facilities	149,000	149,000	153,300	153,300	152,400	151,100
City CIP Fund	223,165	223,165	152,500	469,600	220,000	458,000
Reserve for Community Television						
Asset Replacement	-	-	45,000	45,000	-	-
Reserve for Parks and Recreation						
Asset Replacement	4,200	-	-	-	-	-
Facilities Replacement	-	-	-	-	-	-
City CIP Fund	-	-	-	44,000	-	-
Asset Replacement	-	-	-	-	-	-
Capital Leases	-	-	132,000	132,000	132,000	132,000
Street Lighting						
Capital Leases	70,400	70,400	70,400	70,400	70,400	70,400
Transnet - Extension						
Transnet Motorized	13,000	-	-	-	-	-
Transnet - Motorized						
Transnet - Extension	-	-	-	12,636	-	-
Coastal Business/Visitors TOT						
Public Arts Reserve						
City CIP Fund		53,000	-	-	-	-
Public Safety Special Revenue						
City CIP Fund	4,300	-	-	-	-	-
Successor Agency						
Public Improvement Grant	10,000	-	-	-	-	-
<b>Total Transfers Out</b>	<b>474,065</b>	<b>495,565</b>	<b>553,200</b>	<b>926,936</b>	<b>574,800</b>	<b>811,500</b>
<b>TOTAL OTHER USES OF FUNDS</b>	<b>474,065</b>	<b>495,565</b>	<b>553,200</b>	<b>926,936</b>	<b>574,800</b>	<b>811,500</b>
<b>TOTAL EXPENDITURES-ALL FUNDS</b>	<b>25,077,498</b>	<b>27,594,430</b>	<b>31,457,800</b>	<b>30,008,817</b>	<b>33,884,750</b>	<b>27,790,550</b>

# GRAPHS AND SUMMARIES

ALL FUNDS FISCAL YEAR 2017-2018

	General Fund (001)	General Fund Internal Services (120-165) Page B-20	Gas Tax (202)	Municipal Improvmnt Districts (203-205) (207,208) Page B-21	Successor Agency to the Solana Beach RDA 65X
<b><u>Resources</u></b>					
<b><u>Revenue</u></b>					
Property Tax	7,332,000	-	-	384,900	-
Sales Tax	3,233,100	-	-	-	-
Other Taxes and Fees	3,100,000	-	-	223,200	-
Licenses and Permits	476,400	-	-	-	-
Fines, Forfeits and Penalties	487,000	-	-	-	-
Use of Money and Property	195,000	64,500	2,000	600	-
Intergovernmental	1,809,000	-	304,400	2,500	-
Service Charges	780,000	-	-	-	-
Other Revenue	199,100	1,901,000	-	-	-
Tax Increment	-	-	-	-	479,840
<b>Total Revenue</b>	<b>17,611,600</b>	<b>1,965,500</b>	<b>306,400</b>	<b>611,200</b>	<b>479,840</b>
<b><u>Other Sources of Funds</u></b>					
Proceeds from Long-Term Debt	-	-	-	-	-
Transfers In	-	-	-	-	-
<b>Total Other Sources of Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total 2017/18</b>					
<b>Resources</b>	<b>17,611,600</b>	<b>1,965,500</b>	<b>306,400</b>	<b>611,200</b>	<b>479,840</b>
<b>07/01/17 Estimated</b>					
<b>Fund Balance</b>	<b>10,147,199</b>	<b>3,881,429</b>	<b>389,194</b>	<b>863,967</b>	<b>551,525</b>
<b>Total Resources</b>	<b>27,758,799</b>	<b>5,846,929</b>	<b>695,594</b>	<b>1,475,168</b>	<b>1,031,365</b>
<b><u>Appropriations</u></b>					
<b><u>Operating Expenses</u></b>					
Salaries	5,310,400	93,500	-	14,400	105,500
Fringe Benefits	2,283,000	23,700	-	4,900	32,600
Materials, Supplies, Services	7,668,700	859,300	2,600	507,700	109,150
Capital, Debt Service & Charges	1,670,600	501,400	-	2,000	248,600
<b>Total Operating Expenses</b>	<b>16,932,700</b>	<b>1,477,900</b>	<b>2,600</b>	<b>529,000</b>	<b>495,850</b>
<b><u>Other Uses of Funds</u></b>					
Debt Service	-	15,800	-	-	-
Capital Improvements	-	-	480,000	-	-
Transfers Out	372,400	132,000	-	-	-
<b>Total Other Uses of Funds</b>	<b>372,400</b>	<b>147,800</b>	<b>480,000</b>	<b>-</b>	<b>-</b>
<b>Total 2017/18 Use of Funds</b>	<b>17,305,100</b>	<b>1,625,700</b>	<b>482,600</b>	<b>529,000</b>	<b>495,850</b>
<b>Designated Reserves (Est.)</b>	<b>5,102,580</b>	<b>4,221,229</b>	<b>212,994</b>	<b>946,168</b>	<b>535,515</b>
<b>Undesignated Reserves (Est.)</b>	<b>5,351,119</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Appropriations</b>	<b>27,758,799</b>	<b>5,846,929</b>	<b>695,594</b>	<b>1,475,168</b>	<b>1,031,365</b>

<b>Street Light District (211)</b>	<b>Special Revenue (212-270) Page B-24 to B-25</b>	<b>Debt Service (317/320) Page B-26</b>	<b>Capital Imprvmt (420-46X) Page B-23</b>	<b>Sanitation (509)</b>	<b>Total All Funds</b>
459,500	-	-	-	-	8,176,400
-	-	-	-	-	3,233,100
82,500	138,000	-	276,000	-	3,819,700
-	-	-	-	-	476,400
-	-	-	-	-	487,000
15,000	5,400	-	10,500	55,700	348,700
3,200	299,500	-	-	-	2,418,600
-	538,000	-	-	5,350,860	6,668,860
-	-	-	21,000	13,800	2,134,900
-	-	-	-	-	479,840
560,200	980,900	-	307,500	5,420,360	28,243,500
-	-	-	-	-	-
-	-	354,800	220,000	-	574,800
-	-	354,800	220,000	-	574,800
560,200	980,900	354,800	527,500	5,420,360	28,818,300
1,911,093	1,241,459	24,828	1,489,115	29,327,186	49,826,995
2,471,293	2,222,359	379,628	2,016,615	34,747,546	78,645,295
75,700	208,900	-	-	344,500	6,152,900
25,800	40,300	-	-	115,300	2,525,600
174,900	541,300	-	-	2,269,300	12,132,950
10,100	-	-	-	356,600	2,789,300
286,500	790,500	-	-	3,085,700	23,600,750
-	-	354,800	-	1,431,600	1,802,200
-	150,000	-	1,547,000	5,730,000	7,907,000
70,400	-	-	-	-	574,800
70,400	150,000	354,800	1,547,000	7,161,600	10,284,000
356,900	940,500	354,800	1,547,000	10,247,300	33,884,750
2,114,393	1,281,859	24,828	469,615	24,500,246	39,409,426
-	-	-	-	-	5,351,119
2,471,293	2,222,359	379,628	2,016,615	34,747,546	78,645,295

# GRAPHS AND SUMMARIES

ALL FUNDS FISCAL YEAR 2018-2019

	General Fund (001)	General Fund Internal Services (120-165) Page B-20	Gas Tax (202)	Municipal Improvmnt Districts (203-205) (207,208) Page B-21	Successor Agency to the Solana Beach RDA 65X
<b><u>Resources</u></b>					
<b><u>Revenue</u></b>					
Property Tax	7,536,400	-	-	388,500	-
Sales Tax	3,298,400	-	-	-	-
Other Taxes and Fees	3,100,000	-	-	223,200	-
Licenses and Permits	476,400	-	-	-	-
Fines, Forfeits and Penalties	487,000	-	-	-	-
Use of Money and Property	195,000	64,500	2,000	600	-
Intergovernmental	1,854,300	-	309,800	2,500	-
Service Charges	770,000	-	-	-	-
Other Revenue	199,100	1,765,400	-	-	-
Tax Increment	-	-	-	-	479,840
<b>Total Revenue</b>	<b>17,916,600</b>	<b>1,829,900</b>	<b>311,800</b>	<b>614,800</b>	<b>479,840</b>
<b><u>Other Sources of Funds</u></b>					
Proceeds from Long-Term Debt	-	-	-	-	-
Transfers In	-	-	-	-	-
<b>Total Other Sources of Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total 2018/19 Resources</b>	<b>17,916,600</b>	<b>1,829,900</b>	<b>311,800</b>	<b>614,800</b>	<b>479,840</b>
<b>07/01/18 Estimated Fund Balance</b>					
	10,453,699	4,221,229	212,994	946,168	535,515
<b>Total Resources</b>	<b>28,370,299</b>	<b>6,051,129</b>	<b>524,794</b>	<b>1,560,968</b>	<b>1,015,355</b>
<b><u>Appropriations</u></b>					
<b><u>Operating Expenses</u></b>					
Salaries	5,310,400	93,500	-	14,400	105,500
Fringe Benefits	2,456,200	23,700	-	5,300	34,800
Materials, Supplies, Services	7,823,400	947,000	2,600	507,700	109,150
Capital, Debt Service & Charges	1,511,500	100,000	-	1,600	246,800
<b>Total Operating Expenses</b>	<b>17,101,500</b>	<b>1,164,200</b>	<b>2,600</b>	<b>529,000</b>	<b>496,250</b>
<b><u>Other Uses of Funds</u></b>					
Debt Service	-	3,900	-	-	-
Capital Improvements	-	-	400,000	-	-
Transfers Out	609,100	132,000	-	-	-
<b>Total Other Uses of Funds</b>	<b>609,100</b>	<b>135,900</b>	<b>400,000</b>	<b>-</b>	<b>-</b>
<b>Total 2018/19 Use of Funds</b>	<b>17,710,600</b>	<b>1,300,100</b>	<b>402,600</b>	<b>529,000</b>	<b>496,250</b>
<b>Designated Reserves (Est.)</b>	<b>5,216,925</b>	<b>4,751,029</b>	<b>122,194</b>	<b>1,031,968</b>	<b>519,105</b>
<b>Undesignated Reserves (Est.)</b>	<b>5,442,774</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Appropriations</b>	<b>28,370,299</b>	<b>6,051,129</b>	<b>524,794</b>	<b>1,560,968</b>	<b>1,015,355</b>

<b>Street Light District (211)</b>	<b>Special Revenue (212-270) Page B-24 to B-25</b>	<b>Debt Service (317/320) Page B-26</b>	<b>Capital Imprvmt (420-46X) Page B-23</b>	<b>Sanitation (509)</b>	<b>Total All Funds</b>
468,600	-	-	-	-	8,393,500
-	-	-	-	-	3,298,400
82,500	138,000	-	276,000	-	3,819,700
-	-	-	-	-	476,400
-	-	-	-	-	487,000
15,000	5,400	-	10,500	55,700	348,700
3,200	299,500	-	-	-	2,469,300
-	535,700	-	-	5,484,683	6,790,383
-	-	-	-	13,800	1,978,300
-	-	-	-	-	479,840
569,300	978,600	-	286,500	5,554,183	28,541,523
-	-	-	-	-	-
-	-	353,500	458,000	-	811,500
-	-	353,500	458,000	-	811,500
569,300	978,600	353,500	744,500	5,554,183	29,353,023
2,114,393	1,281,859	24,828	469,615	24,500,246	44,760,545
2,683,692	2,260,459	378,328	1,214,115	30,054,428	74,113,568
75,700	208,900	-	-	344,500	6,152,900
27,500	40,300	-	-	122,800	2,710,600
174,900	529,300	-	-	2,288,000	12,382,050
8,200	-	-	-	366,500	2,234,600
286,300	778,500	-	-	3,121,800	23,480,150
-	-	353,500	-	1,428,900	1,786,300
-	150,000	-	637,600	535,000	1,722,600
70,400	-	-	-	-	811,500
70,400	150,000	353,500	637,600	1,963,900	4,320,400
356,700	928,500	353,500	637,600	5,085,700	27,800,550
2,326,992	1,331,959	24,828	576,515	24,968,728	40,870,244
-	-	-	-	-	5,442,774
2,683,692	2,260,459	378,328	1,214,115	30,054,428	74,113,568

**INTERFUND TRANSFERS**

**Fiscal Year 2017-2018**

TRANSFER FROM	TRANSFER TO						TOTAL
	GENERAL FUND	PUBLIC FACILITIES	CAPITAL LEASES	ASSET REPLACEMENT	MISC CAPITAL PROJECTS	RDA LOW/MOD HOUSING	
GENERAL FUND							-
UNDESIGNATED RESERVES		152,400			220,000		372,400
DESIGNATED RESERVES							-
ASSET REPLACEMENT			132,000				132,000
STREET LIGHTING			70,400				70,400
MISCELLANEOUS CAPITAL PROJECTS							-
TOTAL IN:	-	152,400	202,400	-	220,000	-	574,800

**Transfers To:**

135-4910	-
317-4910	152,400
320-4910	202,400
459-4910	220,000
	<u>574,800</u>

**Transfers From:**

001-6810	372,400
135-6810	132,000
211-6810	70,400
	<u>574,800</u>

**INTERFUND TRANSFERS**

**Fiscal Year 2018-2019**

TRANSFER FROM	TRANSFER TO						TOTAL
	GENERAL FUND	PUBLIC FACILITIES	CAPITAL LEASES	ASSET REPLACEMENT	MISC CAPITAL PROJECTS	RDA LOW/MOD HOUSING	
GENERAL FUND							-
UNDESIGNATED RESERVES		151,100			458,000		609,100
DESIGNATED RESERVES							-
ASSET REPLACEMENT			132,000				132,000
STREET LIGHTING			70,400				70,400
MISCELLANEOUS CAPITAL PROJECTS							-
TOTAL IN:	-	151,100	202,400	-	458,000	-	811,500

**Transfers To:**

135-4910	-
317-4910	151,100
320-4910	202,400
459-4910	458,000
	<u>811,500</u>

**Transfers From:**

001-6810	609,100
135-6810	132,000
211-6810	70,400
	<u>811,500</u>

**GRAPHS AND SUMMARIES**

**General Fund Operating Expenditures by Object Code**

OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	3,683,226	4,026,726	4,367,900	4,113,503	4,422,500	4,422,500
6102	Part Time & Temporary Salaries	478,290	371,037	374,100	399,306	391,800	391,800
6103	Overtime	411,438	537,465	333,800	565,300	386,400	386,400
6104	Special Pay	95,594	147,166	107,300	111,675	109,700	109,700
6105	Temporary Non-Payroll	72,860	29,395	-	24,394	-	-
6205	Retirement	771,922	538,993	583,300	553,982	529,700	532,100
6207	Retirement-UAL	-	391,742	460,700	460,700	563,000	725,400
6210	Medicare	65,179	71,054	74,900	73,972	76,900	76,900
6211	Social Security	18,441	17,098	14,100	13,157	14,100	14,100
6220	Flex Credit Benefit	637,297	678,673	768,400	729,317	796,500	796,500
6244	LT Disability Insurance	10,731	12,681	13,500	13,151	13,500	13,500
6245	Life Insurance	9,519	10,147	14,300	10,537	14,900	14,900
6255	Deferred Compensation	208	5,082	5,000	5,013	6,000	6,000
6248	RHSA % Benefit	15,828	17,347	17,700	24,039	37,100	37,100
6260	Unemployment Insurance	7,547	2,199	20,000	19,357	20,000	20,000
6270	Retirees Health Insurance	127,279	131,536	145,000	160,970	168,000	176,400
6280	Auto Allowance	13,231	28,603	32,900	27,165	33,300	33,300
6285	Uniform Allowance	-	3,100	2,000	1,750	2,000	2,000
6290	Phone Allowance	918	-	-	-	-	-
6295	Rideshare	6,880	5,291	8,000	5,189	8,000	8,000
<b>TOTAL</b>		<b>6,426,387</b>	<b>7,025,335</b>	<b>7,342,900</b>	<b>7,312,477</b>	<b>7,593,400</b>	<b>7,766,600</b>
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences & Meetings	12,772	15,990	32,500	27,120	35,700	35,100
6320	Training	12,491	13,174	29,800	24,275	31,100	30,700
6330	Membership and Dues	74,502	88,707	99,300	98,432	102,100	101,900
6340	Clothing and Personal Expenses	12,344	21,423	18,600	19,550	22,300	23,600
6341	Tuition Reimbursement	5,049	6,269	4,000	4,000	5,000	5,000
6350	Pre-Employment	8,472	10,881	4,900	4,900	5,000	5,000
6351	Recruitments	56,058	5,996	5,500	6,500	7,000	7,000
6413	Fire Prevention Program	-	-	2,600	1,570	1,800	2,800
6415	Election Supplies	1,307	163	19,000	19,000	1,200	25,000
6416	Office Supplies	10,449	7,806	7,300	4,600	7,200	7,200
6417	Postage	6,819	7,363	8,700	8,450	8,700	9,000
6418	Books, Subscriptions & Printing	25,645	22,682	28,800	25,906	29,800	29,900
6419	Minor Equipment	27,033	26,466	33,500	44,309	29,900	30,700
6420	Departmental Special Supplies	81,791	77,411	87,400	80,047	90,900	90,700
6421	Small Tools	393	153	900	902	1,300	1,200
6427	Vehicle Operating Supplies	39,536	37,537	53,200	40,600	47,100	48,400
6428	Vehicle Maintenance	74,639	48,269	80,400	79,181	82,000	84,000
6522	Advertising	7,998	6,749	8,100	10,934	12,800	13,000
6523	Communications	51,897	61,634	64,500	63,910	68,700	72,300
6524	Utilities - Electric	134,661	127,524	167,000	148,000	162,600	163,800
6525	Rents and Leases	20,173	20,611	21,300	19,923	21,500	22,300
6526	Maint. of Buildings & Grounds	181,511	196,561	217,300	213,200	220,000	220,300
6527	Utilities - Water	44,135	36,361	60,800	55,800	70,300	70,600
6529	Mileage	2,134	1,364	4,200	3,345	4,000	4,000
6530	Professional Services	5,070,600	5,343,886	5,729,200	5,751,754	6,092,100	6,199,100
6531	Maint. & Operation of Equipment	61,118	67,413	109,200	72,150	125,400	129,100
6532	Contribution to Other Agencies	73,150	158,507	75,600	75,709	76,400	76,400
6535	Community Television Production	32,562	35,856	55,600	54,500	55,600	59,600
6538	Special Events	11,739	8,708	19,200	20,000	22,200	22,200
6539	Contingency	32,522	18,427	37,500	37,500	37,500	37,500
6540	Damage Claims	-	30,000	-	-	-	-
6570	Other Charges	176,611	201,469	201,500	202,478	187,000	191,500
6575	Public Arts Expenditures	2,140	-	6,200	4,500	4,500	4,500
<b>TOTAL</b>		<b>6,352,249</b>	<b>6,705,360</b>	<b>7,293,600</b>	<b>7,223,045</b>	<b>7,668,700</b>	<b>7,823,400</b>
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6640	Equipment	11,897	-	-	-	-	-
6910	Claims Liability Charges	242,000	117,600	192,700	192,700	300,400	363,300
6920	Worker's Comp Charges	246,900	259,000	340,300	340,300	352,900	457,100
6930	Asset Replacement Chrgs	310,900	342,600	360,400	360,400	383,400	383,400
6935	Facilities Replacement Charges	100,000	150,000	150,000	150,000	150,000	150,000
6940	PERS Side Fund Charges	436,627	444,968	468,800	468,800	483,900	157,700
6960	PARS OPEB Charges	-	198,780	-	-	-	-
6965	PARS Pension Charges	-	736,220	-	-	-	-
<b>TOTAL</b>		<b>1,348,324</b>	<b>2,249,168</b>	<b>1,512,200</b>	<b>1,512,200</b>	<b>1,670,600</b>	<b>1,511,500</b>
<b>ACTIVITY TOTALS</b>		<b>14,126,960</b>	<b>15,979,863</b>	<b>16,148,700</b>	<b>16,047,722</b>	<b>16,932,700</b>	<b>17,101,500</b>



**GRAPHS AND SUMMARIES**

**Insurance and Asset Replacement Funds**

Description	Fund 120 Risk Management		Fund 125 Worker's Compensation		Fund 135 Asset Replacement		Fund 140 Facilities Replacement		Fund 150 PERS Side Fund		Fund 165 Pension Stabilization		Total	
	Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year	
	2017-2018	2018-2019	2017-2018	2018-2019	2017-2018	2018-2019	2017-2018	2018-2019	2017-2018	2018-2019	2017-2018	2018-2019	2017-2018	2018-2019
<b>Revenue:</b>														
Interest	4,000	4,000	3,000	3,000	17,000	17,000	3,500	3,500	-	-	37,000	37,000	64,500	64,500
Miscellaneous	-	-	-	2,500	-	-	-	-	-	-	-	-	-	2,500
Departmental Charges	475,900	575,400	374,900	485,800	383,400	383,400	150,000	150,000	516,800	168,300	-	-	1,901,000	1,762,900
<b>Total Revenue</b>	<b>479,900</b>	<b>579,400</b>	<b>377,900</b>	<b>491,300</b>	<b>400,400</b>	<b>400,400</b>	<b>153,500</b>	<b>153,500</b>	<b>516,800</b>	<b>168,300</b>	<b>37,000</b>	<b>37,000</b>	<b>1,965,500</b>	<b>1,829,900</b>
<b>Other Sources of Funds</b>														
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Other Sources of Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Source of Funds</b>	<b>479,900</b>	<b>579,400</b>	<b>377,900</b>	<b>491,300</b>	<b>400,400</b>	<b>400,400</b>	<b>153,500</b>	<b>153,500</b>	<b>516,800</b>	<b>168,300</b>	<b>37,000</b>	<b>37,000</b>	<b>1,965,500</b>	<b>1,829,900</b>
<b>Estimated Fund Balance-BB</b>	<b>539,882</b>	<b>507,782</b>	<b>581,311</b>	<b>500,511</b>	<b>2,203,378</b>	<b>1,968,878</b>	<b>361,152</b>	<b>514,352</b>	<b>(665,400)</b>	<b>(164,400)</b>	<b>861,106</b>	<b>894,106</b>	<b>3,881,429</b>	<b>4,221,229</b>
<b>Total Resources</b>	<b>1,019,782</b>	<b>1,087,182</b>	<b>959,211</b>	<b>991,811</b>	<b>2,603,778</b>	<b>2,369,278</b>	<b>514,652</b>	<b>667,852</b>	<b>(148,600)</b>	<b>3,900</b>	<b>898,106</b>	<b>931,106</b>	<b>5,846,929</b>	<b>6,051,129</b>
<b>Expenditures</b>														
Salaries	50,600	50,600	42,900	42,900	-	-	-	-	-	-	-	-	93,500	93,500
Fringe	13,900	13,900	9,800	9,800	-	-	-	-	-	-	-	-	23,700	23,700
Materials, Supplies, Services	447,500	503,800	406,000	437,400	1,500	1,500	300	300	-	-	4,000	4,000	859,300	947,000
Capital, Debt Service & Charges	-	-	-	-	501,400	100,000	-	-	-	-	-	-	501,400	100,000
<b>Total Expenditures</b>	<b>512,000</b>	<b>568,300</b>	<b>458,700</b>	<b>490,100</b>	<b>502,900</b>	<b>101,500</b>	<b>300</b>	<b>300</b>	<b>-</b>	<b>-</b>	<b>4,000</b>	<b>4,000</b>	<b>1,477,900</b>	<b>1,164,200</b>
<b>Other Uses of Funds</b>														
Transfers Out	-	-	-	-	132,000	132,000	-	-	-	-	-	-	132,000	132,000
Capital Improvements	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Payment to Sanitation Fund	-	-	-	-	-	-	-	-	15,800	3,900	-	-	15,800	3,900
<b>Total Other Uses of Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>132,000</b>	<b>132,000</b>	<b>-</b>	<b>-</b>	<b>15,800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>147,800</b>	<b>135,900</b>
<b>Total Use of Funds</b>	<b>512,000</b>	<b>568,300</b>	<b>458,700</b>	<b>490,100</b>	<b>634,900</b>	<b>233,500</b>	<b>300</b>	<b>300</b>	<b>15,800</b>	<b>-</b>	<b>4,000</b>	<b>4,000</b>	<b>1,625,700</b>	<b>1,300,100</b>
<b>Estimated Fund Balance at Fiscal Year End</b>	<b>507,782</b>	<b>518,882</b>	<b>500,511</b>	<b>501,711</b>	<b>1,968,878</b>	<b>2,135,778</b>	<b>514,352</b>	<b>667,552</b>	<b>(164,400)</b>	<b>3,900</b>	<b>894,106</b>	<b>927,106</b>	<b>4,221,229</b>	<b>4,751,029</b>
<b>Total Uses</b>	<b>1,019,782</b>	<b>1,087,182</b>	<b>959,211</b>	<b>991,811</b>	<b>2,603,778</b>	<b>2,369,278</b>	<b>514,652</b>	<b>667,852</b>	<b>(148,600)</b>	<b>3,900</b>	<b>898,106</b>	<b>931,106</b>	<b>5,846,929</b>	<b>6,051,129</b>

**GRAPHS AND SUMMARIES**

**Municipal Improvement Districts**

<u>Description</u>	<b>Fund 203 Hwy 101 Railroad</b>		<b>Fund 204 Santa Fe Hills</b>		<b>Fund 205 Isla Verde</b>		<b>Fund 207 San Elijo Hills II</b>		<b>Fund 208 Coastal Rail Trail Maint District</b>		<b>Total</b>	
	Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year	
	2017-2018	2018-2019	2017-2018	2018-2019	2017-2018	2018-2019	2017-2018	2018-2019	2017-2018	2018-2019	2017-2018	2018-2019
<b>Revenue:</b>												
Property Tax	112,200	114,400	203,800	207,800	-	-	68,900	66,300	-	-	384,900	388,500
Benefit Fees	11,500	11,500	95,000	95,000	6,000	6,000	34,200	34,200	76,500	76,500	223,200	223,200
State HOE	600	600	1,500	1,500	-	-	400	400	-	-	2,500	2,500
Interest Earnings	500	500	-	-	-	-	100	100	-	-	600	600
<b>Total Revenue</b>	<b>124,800</b>	<b>127,000</b>	<b>300,300</b>	<b>304,300</b>	<b>6,000</b>	<b>6,000</b>	<b>103,600</b>	<b>101,000</b>	<b>76,500</b>	<b>76,500</b>	<b>611,200</b>	<b>614,800</b>
<b>Estimated Fund Balance-BB</b>	<b>464,984</b>	<b>474,584</b>	<b>161,629</b>	<b>209,730</b>	<b>3,520</b>	<b>3,520</b>	<b>176,720</b>	<b>197,220</b>	<b>57,114</b>	<b>61,114</b>	<b>863,967</b>	<b>946,168</b>
<b>Total Resources</b>	<b>589,784</b>	<b>601,584</b>	<b>461,930</b>	<b>514,030</b>	<b>9,520</b>	<b>9,520</b>	<b>280,320</b>	<b>298,220</b>	<b>133,614</b>	<b>137,614</b>	<b>1,475,168</b>	<b>1,560,968</b>
<b>Expenditures</b>												
Salaries	14,400	14,400	-	-	-	-	-	-	-	-	14,400	14,400
Fringe Benefits	4,900	5,300	-	-	-	-	-	-	-	-	4,900	5,300
Materials, Supplies, Services	93,900	93,900	252,200	252,200	6,000	6,000	83,100	83,100	72,500	72,500	507,700	507,700
Capital, Debt Service & Charges	2,000	1,600	-	-	-	-	-	-	-	-	2,000	1,600
<b>Total Expenditures</b>	<b>115,200</b>	<b>115,200</b>	<b>252,200</b>	<b>252,200</b>	<b>6,000</b>	<b>6,000</b>	<b>83,100</b>	<b>83,100</b>	<b>72,500</b>	<b>72,500</b>	<b>529,000</b>	<b>529,000</b>
<b>Estimated Fund Balance at Fiscal Year End</b>	<b>474,584</b>	<b>486,384</b>	<b>209,730</b>	<b>261,830</b>	<b>3,520</b>	<b>3,520</b>	<b>197,220</b>	<b>215,120</b>	<b>61,114</b>	<b>65,114</b>	<b>946,168</b>	<b>1,031,968</b>
<b>Total Uses</b>	<b>589,784</b>	<b>601,584</b>	<b>461,930</b>	<b>514,030</b>	<b>9,520</b>	<b>9,520</b>	<b>280,320</b>	<b>298,220</b>	<b>133,614</b>	<b>137,614</b>	<b>1,475,168</b>	<b>1,560,968</b>

**GRAPHS AND SUMMARIES**

**Capital Improvement Projects (CIP)**

<u>Description</u>	<b>Fund 450 TOT Sand Replenishment</b>		<b>Fund 459 Miscellaneous Capital Projects</b>		<b>Fund 47X Assessment Districts</b>		<b>Total</b>	
	<u>Fiscal Year</u>		<u>Fiscal Year</u>		<u>Fiscal Year</u>		<u>Fiscal Year</u>	
	<u>2017-2018</u>	<u>2018-2019</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2017-2018</u>	<u>2018-2019</u>
<b>Revenue:</b>								
Other Taxes and Fees	276,000	276,000	-	-	-	-	276,000	276,000
Intergovernmental	-	-	-	-	-	-	-	-
Interest Earnings	400	400	10,000	10,000	100	100	10,500	10,500
Other Revenue	-	-	21,000	-	-	-	21,000	-
<b>Total Revenue</b>	<b>276,400</b>	<b>276,400</b>	<b>31,000</b>	<b>10,000</b>	<b>100</b>	<b>100</b>	<b>307,500</b>	<b>286,500</b>
<b>Other Sources of Funds</b>								
Transfers In	-	-	220,000	458,000	-	-	220,000	458,000
<b>Total Other Sources of Funds</b>	<b>-</b>	<b>-</b>	<b>220,000</b>	<b>458,000</b>	<b>-</b>	<b>-</b>	<b>220,000</b>	<b>458,000</b>
<b>Total Source of Funds</b>	<b>276,400</b>	<b>276,400</b>	<b>251,000</b>	<b>468,000</b>	<b>100</b>	<b>100</b>	<b>527,500</b>	<b>744,500</b>
<b>Estimated Fund Balance-BB</b>	<b>628,842</b>	<b>282,042</b>	<b>700,666</b>	<b>27,866</b>	<b>159,607</b>	<b>159,707</b>	<b>1,489,115</b>	<b>469,615</b>
<b>Total Resources</b>	<b>905,242</b>	<b>558,442</b>	<b>951,666</b>	<b>495,866</b>	<b>159,707</b>	<b>159,807</b>	<b>2,016,615</b>	<b>1,214,115</b>
<b>Expenditures</b>								
Salaries	-	-	-	-	-	-	-	-
Fringe Benefits	-	-	-	-	-	-	-	-
Materials, Supplies, Services	-	-	-	-	-	-	-	-
Other Charges	-	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Uses of Funds</b>								
Capital Improvements	623,200	149,200	923,800	488,400	-	-	1,547,000	637,600
Transfers Out	-	-	-	-	-	-	-	-
<b>Total Other Uses of Funds</b>	<b>623,200</b>	<b>149,200</b>	<b>923,800</b>	<b>488,400</b>	<b>-</b>	<b>-</b>	<b>1,547,000</b>	<b>637,600</b>
<b>Total Use of Funds</b>	<b>623,200</b>	<b>149,200</b>	<b>923,800</b>	<b>488,400</b>	<b>-</b>	<b>-</b>	<b>1,547,000</b>	<b>637,600</b>
<b>Estimated Fund Balance at Fiscal Year End</b>	<b>282,042</b>	<b>409,242</b>	<b>27,866</b>	<b>7,466</b>	<b>159,707</b>	<b>159,807</b>	<b>469,615</b>	<b>576,515</b>
<b>Total Uses</b>	<b>905,242</b>	<b>558,442</b>	<b>951,666</b>	<b>495,866</b>	<b>159,707</b>	<b>159,807</b>	<b>2,016,615</b>	<b>1,214,115</b>

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See detail of Capital Improvement Projects at Page D-7

**GRAPHS AND SUMMARIES**

**Special Revenue Funds (Fiscal Years 2017-2018 & 2018-2019)**

<u>Description</u>	<u>Fund 213 Developer Pass-Thru</u>		<u>Fund 214 Fire Mitigation Fees</u>		<u>Fund 215 State Parks/Division Boating &amp; Waterways</u>		<u>Fund 219 COPS</u>		<u>Fund 228 TransNet Extension</u>		<u>Fund 240 CDBG</u>		<u>Fund 241 CALTRANS</u>	
<b>Revenue:</b>														
Other Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Use of Money/Property	-	-	-	-	-	-	400	400	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	100,000	100,000	150,000	150,000	-	-	-	-
Service Charges	100,000	100,000	5,000	5,000	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	100,000	100,000	5,000	5,000	-	-	100,400	100,400	150,000	150,000	-	-	-	-
<b>Estimated Beginning Fund Balance</b>	5,629	5,629	104	104	60,048	60,048	135,889	136,289	42,485	42,485	(15,573)	(15,573)	59,634	59,634
<b>Total Resources</b>	105,629	105,629	5,104	5,104	60,048	60,048	236,289	236,689	192,485	192,485	(15,573)	(15,573)	59,634	59,634
<b>Expenditures:</b>														
Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fringe	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Materials,Supplies,Service:	100,000	100,000	5,000	5,000	-	-	100,000	100,000	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Improvement	-	-	-	-	-	-	-	-	150,000	150,000	-	-	-	-
<b>Total Expenditures:</b>	100,000	100,000	5,000	5,000	-	-	100,000	100,000	150,000	150,000	-	-	-	-
<b>Estimated Ending Fund Balance</b>	5,629	5,629	104	104	60,048	60,048	136,289	136,689	42,485	42,485	(15,573)	(15,573)	59,634	59,634
<b>Total Uses</b>	105,629	105,629	5,104	5,104	60,048	60,048	236,289	236,689	192,485	192,485	(15,573)	(15,573)	59,634	59,634

**GRAPHS AND SUMMARIES**

Special Revenue Funds (Fiscal Years 2017-2018 & 2018-2019 continued)

<u>Description</u>	<u>Fund 244/5 TEA</u>		<u>Fund 246 Miscell Grants</u>		<u>Fund 250 Coastal Bus/ Visitors TOT</u>		<u>Fund 255 Camp Programs</u>		<u>Fund 263 Housing</u>		<u>Fund 270 Public Safety</u>		<u>Total</u>	
<b>Revenue:</b>														
Other Taxes	-	-	-	-	138,000	138,000	-	-	-	-	-	-	138,000	138,000
Use of Money/Property	-	-	-	-	2,500	2,500	-	-	2,500	2,500	-	-	5,400	5,400
Intergovernmental	-	-	-	-	-	-	-	-	-	-	49,500	49,500	299,500	299,500
Service Charges	-	-	-	-	-	-	433,000	430,700	-	-	-	-	538,000	535,700
<b>Total Revenue</b>	-	-	-	-	140,500	140,500	433,000	430,700	2,500	2,500	49,500	49,500	980,900	978,600
<b>Estimated Beginning Fund Balance</b>	(168,970)	(168,970)	1,285	1,285	436,463	528,363	168,841	169,941	433,923	426,423	81,701	36,201	1,241,459	1,281,859
<b>Total Resources</b>	<u>(168,970)</u>	<u>(168,970)</u>	<u>1,285</u>	<u>1,285</u>	<u>576,963</u>	<u>668,863</u>	<u>601,841</u>	<u>600,641</u>	<u>436,423</u>	<u>428,923</u>	<u>131,201</u>	<u>85,701</u>	<u>2,222,359</u>	<u>2,260,459</u>
<b>Expenditures:</b>														
Salaries	-	-	-	-	-	-	208,900	208,900	-	-	-	-	208,900	208,900
Fringe	-	-	-	-	-	-	40,300	40,300	-	-	-	-	40,300	40,300
Materials,Supplies,Services	-	-	-	-	48,600	48,600	182,700	180,700	10,000	10,000	95,000	85,000	541,300	529,300
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Improvement	-	-	-	-	-	-	-	-	-	-	-	-	150,000	150,000
<b>Total Expenditures:</b>	-	-	-	-	48,600	48,600	431,900	429,900	10,000	10,000	95,000	85,000	940,500	928,500
<b>Estimated Ending Fund Balance</b>	(168,970)	(168,970)	1,285	1,285	528,363	620,263	169,941	170,741	426,423	418,923	36,201	701	1,281,859	1,331,959
<b>Total Uses</b>	<u>(168,970)</u>	<u>(168,970)</u>	<u>1,285</u>	<u>1,285</u>	<u>576,963</u>	<u>668,863</u>	<u>601,841</u>	<u>600,641</u>	<u>436,423</u>	<u>428,923</u>	<u>131,201</u>	<u>85,701</u>	<u>2,222,359</u>	<u>2,260,459</u>

**GRAPHS AND SUMMARIES**

**Debt Service Funds (non-SA/RDA)**

<b>Description</b>	<b>Fund 317 Public Facilities</b>		<b>Fund 320 Capital Lease</b>		<b>Total</b>	
	<b>Fiscal Year</b>		<b>Fiscal Year</b>		<b>Fiscal Year</b>	
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2016-2017</b>	<b>2017-2018</b>
<b>Revenue:</b>						
Interest	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
<b>Total Revenue</b>	-	-	-	-	-	-
<b>Other Sources of Funds</b>						
Transfers In	152,400	151,100	202,400	202,400	354,800	353,500
<b>Total Other Sources of Funds</b>	152,400	151,100	202,400	202,400	354,800	353,500
<b>Total Source of Funds</b>	152,400	151,100	202,400	202,400	354,800	353,500
<b>Estimated Fund Balance-BB</b>	374	374	24,454	24,454	24,828	24,828
<b>Total Resources</b>	152,774	151,474	226,854	226,854	379,628	378,328
<b>Expenditures</b>						
Debt Service	152,400	151,100	202,400	202,400	354,800	353,500
<b>Total Expenditures</b>	152,400	151,100	202,400	202,400	354,800	353,500
<b>Other Uses of Funds</b>						
Transfers Out	-	-	-	-	-	-
<b>Total Other Uses of Funds</b>	-	-	-	-	-	-
<b>Total Use of Funds</b>	152,400	151,100	202,400	202,400	354,800	353,500
<b>Estimated Fund Balance at Fiscal Year End</b>	374	374	24,454	24,454	24,828	24,828
<b>Total Uses</b>	152,774	151,474	226,854	226,854	379,628	378,328

**GRAPHS AND SUMMARIES**

**Debt Outstanding**

<b>Bond Name</b>	<b>Repayment Source</b>	<b>Original Debt Issue</b>	<b>Outstanding Principal at 06/30/17</b>	<b>2017-18 Payment P&amp;I</b>	<b>2018-19 Payment P&amp;I</b>	<b>FY Final Payment</b>
<b>City National Bank Lease Agreement #11-022</b>	General Fund	\$ 1,388,300	\$ 817,200	\$ 152,429	\$ 151,067	2023
<b>City National Bank Lease Agreement #15-010</b>	General Fund	614,759	497,569	120,002	122,883	2021
<b>Municipal Finance Corporation Lease #12-015</b>	Street Lighting District	818,695	615,493	70,374	70,374	2027
<b>Tax Allocation Bond, Series 2006</b>	Redevelopment	3,555,000	2,820,000	234,913	235,468	2036
<b>2010 Series A (Build America Bonds)</b>	TransNet Extension	5,500,000	5,500,000	325,105	325,105	2048
<b>Subordinate Watewater Revenue Bonds</b>	Sewer Enterprise Revenue	9,825,000	7,780,000	590,588	590,588	2037
<b>2011 Refunding Revenue Bonds- San Elijo JPA</b>	Sewer Enterprise Revenue	4,893,637	1,593,302	786,914	784,434	2021
	<b>Subtotals</b>	<b>\$ 26,595,391</b>	<b>\$ 19,623,564</b>	<b>\$ 2,280,325</b>	<b>\$ 2,279,918</b>	
<b>2006 Barbara-Granados Underground Utility District (AD 2005-1)</b>	Assessment District	1,510,000	1,285,000	102,888	100,998	2036
<b>2006 Pacific Underground Utility District (AD 2005-2)</b>	Assessment District	510,000	435,000	36,248	35,539	2036
<b>2006 South Solana Sewer Project (AD 2006-1)</b>	Assessment District	550,000	465,000	37,519	36,818	2036
<b>2008 Marsolan Underground Utility District (AD 2008-1)</b>	Assessment District	475,000	365,000	31,985	31,535	2038
	<b>Subtotals</b>	<b>\$ 3,045,000</b>	<b>\$ 2,550,000</b>	<b>\$ 208,640</b>	<b>\$ 204,890</b>	
	<b>Totals</b>	<b>\$ 29,640,391</b>	<b>\$ 22,173,564</b>	<b>\$ 2,488,965</b>	<b>\$ 2,484,808</b>	

## GRAPHS AND SUMMARIES

### Departmental Charges for Risk Management, Workers' Compensation, Asset Replacement, Facilities Replacement & PERS Side Fund for Fiscal Year 2017-2018

Department:	Risk Mgmt Dept Contribution	Wrkrs Comp Dept Contribution	Asset Replacement Contribution	Facilities Replacement Contribution	PERS Side Fund Payoff Contribution	Total Dept Contribution
<b>General Fund:</b>						
City Council	2,200	1,800	-	-	-	4,000
City Clerk	9,600	7,500	1,300	-	-	18,400
City Attorney	600	500	-	-	-	1,100
City Manager	8,500	6,700	-	-	-	15,200
Finance	9,400	7,400	10,900	-	137,200	164,900
Human Resources	5,900	4,600	-	-	-	10,500
Information Systems	4,200	3,300	105,000	-	-	112,500
Community Development	18,600	14,700	29,600	-	-	62,900
Fire	94,100	203,900	169,500	-	315,800	783,300
Animal Control	-	-	-	-	-	-
Code Enforcement	4,800	3,700	6,800	-	-	15,300
Marine Safety	20,500	45,900	43,000	-	30,900	140,300
Engineering	10,300	7,900	-	-	-	18,200
Environmental Services	3,400	2,700	-	-	-	6,100
Streets Maint	98,200	34,400	17,300	-	-	149,900
Park Maint	3,600	2,800	-	-	-	6,400
Facilities	-	-	-	150,000	-	150,000
Community Services	2,600	2,000	-	-	-	4,600
Recreation	3,900	3,100	-	-	-	7,000
<b>Total General Fund</b>	<b>300,400</b>	<b>352,900</b>	<b>383,400</b>	<b>150,000</b>	<b>483,900</b>	<b>1,670,600</b>
<b>All Other Funds:</b>						
Sanitation	161,100	10,700	-	-	21,000	192,800
Mid 33	600	400	-	-	1,000	2,000
Street Lighting	3,000	2,400	-	-	4,700	10,100
Junior Lifeguard	6,600	5,200	-	-	-	11,800
Successor Agency Admin	4,200	3,300	-	-	6,200	13,700
<b>Total All Funds</b>	<b>475,900</b>	<b>374,900</b>	<b>383,400</b>	<b>150,000</b>	<b>516,800</b>	<b>1,901,000</b>

The City uses a combination of factors to allocate charges to departments. The allocation factors consist of: 1) The departments proposed payroll (exposure) 2) Actual claims as calculated and averaged over the prior five fiscal years (losses) and 3) Equipment operated by the department. The factors are input into the following formula to calculate Claims and Worker's Compensation charges:

$$C = T \times [(W \times I/L) + ((1-W) \times e/E)]$$

Where:

C = Contribution of department

T = Total cost of risk allocated

W = Weight placed on department loss experience

I = Losses of the department

L = Total losses of all departments

e = Exposure of the department (payroll)

E = Total exposure of all departments



## GRAPHS AND SUMMARIES

### Departmental Charges for Risk Management, Workers' Compensation, Asset Replacement, Facilities Replacement & PERS Side Fund for Fiscal Year 2018-2019

Department:	Risk Mgmt Dept Contribution	Wrkrs Comp Dept Contribution	Asset Replacement Contribution	Facilities Replacement Contribution	PERS Side Fund Payoff Contribution	Total Dept Contribution
<b>General Fund:</b>						
City Council	2,700	2,300	-	-	-	5,000
City Clerk	11,600	9,800	1,300	-	-	22,700
City Attorney	800	600	-	-	-	1,400
City Manager	10,300	8,700	-	-	-	19,000
Finance	11,400	9,600	10,900	-	44,800	76,700
Human Resources	7,100	6,000	-	-	-	13,100
Information Systems	5,100	4,300	105,000	-	-	114,400
Community Development	22,500	19,400	29,600	-	-	71,500
Fire	113,800	279,600	169,500	-	102,800	665,700
Animal Control	-	-	-	-	-	-
Code Enforcement	5,700	4,900	6,800	-	-	17,400
Marine Safety	24,800	38,400	43,000	-	10,100	116,300
Engineering	12,400	10,200	-	-	-	22,600
Environmental Services	4,100	3,500	-	-	-	7,600
Streets Maint	118,700	49,500	17,300	-	-	185,500
Park Maint	4,400	3,700	-	-	-	8,100
Facilities	-	-	-	150,000	-	150,000
Community Services	3,100	2,600	-	-	-	5,700
Recreation	4,800	4,000	-	-	-	8,800
<b>Total General Fund</b>	<b>363,300</b>	<b>457,100</b>	<b>383,400</b>	<b>150,000</b>	<b>157,700</b>	<b>1,511,500</b>
<b>All Other Funds:</b>						
Sanitation	194,800	13,900	-	-	6,800	215,500
Mid 33	700	600	-	-	300	1,600
Street Lighting	3,600	3,100	-	-	1,500	8,200
Junior Lifeguard	8,000	6,800	-	-	-	14,800
Successor Agency Admin	5,000	4,300	-	-	2,000	11,300
<b>Total All Funds</b>	<b>575,400</b>	<b>485,800</b>	<b>383,400</b>	<b>150,000</b>	<b>168,300</b>	<b>1,762,900</b>

The City uses a combination of factors to allocate charges to departments. The allocation factors consist of: 1) The departments proposed payroll (exposure) 2) Actual claims as calculated and averaged over the prior five fiscal years (losses) and 3) Equipment operated by the department. The factors are input into the following formula to calculate Claims and Worker's Compensation charges:

$$C = T \times [(W \times I/L) + ((1-W) \times e/E)]$$

Where:

C = Contribution of department

T = Total cost of risk allocated

W = Weight placed on department loss experience

I = Losses of the department

L = Total losses of all departments

e = Exposure of the department (payroll)

E = Total exposure of all departments

## BUDGET GRAPHS AND SUMMARIES

### Budget Schedule IVA - Asset Replacement Fund by Department - Fiscal Year 2017-2018

		Balance July 1, 2017	Scheduled Charges for 2017/18	Available 2017/18	2017/18			Ending Balance June 30, 2018
					Replacements	Debt Service	Transfer In	
<b><u>Vehicles:</u></b>								
Fire Department	7	\$ 625,800	131,900	757,700	(63,000)	(132,000)	-	562,700
Marine Safety	2	58,500	15,900	74,400	(48,100)	-	-	26,300
Public Works	8	218,600	6,100	224,700	-	-	-	224,700
Parking and Codes	2	58,600	3,200	61,800	-	-	-	61,800
<i>Total Vehicles</i>	19	961,500	157,100	1,118,600	(111,100)	(132,000)	-	875,500
<b><u>Equipment: <sup>(1)</sup></u></b>								
Fire Department		391,200	37,600	428,800	-	-	-	428,800
Marine Safety		196,400	27,100	223,500	(25,000)	-	-	198,500
Parking and Codes		39,700	3,600	43,300	(6,100)	-	-	37,200
Public Works		64,500	11,200	75,700	-	-	-	75,700
Community Development		181,000	29,600	210,600	(195,800)	-	-	14,800
Community Services		22,500	-	22,500	-	-	-	22,500
City Clerk		37,100	1,300	38,400	-	-	-	38,400
Finance		57,100	10,900	68,000	(32,900)	-	-	35,100
City Manager		151,300	-	151,300	-	-	-	151,300
Information Systems		81,100	105,000	186,100	(130,500)	-	-	55,600
<i>Total Equipment</i>		1,221,900	226,300	1,448,200	(390,300)	-	-	1,057,900
Total reserved		2,183,400	383,400	2,566,800	(501,400)	(132,000)	-	1,933,400
Interest earnings (net)		-	15,500	15,500	-	-	-	15,500
<b>Total Asset Replacement</b>		<b>\$ 2,183,400</b>	<b>398,900</b>	<b>2,582,300</b>	<b>(501,400)</b>	<b>(132,000)</b>	<b>-</b>	<b>1,948,900</b>

<sup>(1)</sup> The equipment identified on this schedule are those items having a replacement cost of \$5,000 or greater. Certain items on this schedule are not capitalized as fixed assets within the City's financial statements due to type of equipment not being recognized as capitalizable by generally accepted accounting principals.

## BUDGET GRAPHS AND SUMMARIES

### Budget Schedule IVA - Asset Replacement Fund by Department - Fiscal Year 2018-19

		Balance July 1, 2018	Scheduled Charges for 2018/19	Available 2018/19	2018/19			Ending Balance June 30, 2019
					Replacements	Debt Service	Transfer In	
<b><u>Vehicles:</u></b>								
Fire Department	7	\$ 562,700	131,900	694,600		(132,000)	-	562,600
Marine Safety	2	26,300	15,900	42,200	-	-	-	42,200
Public Works	8	224,700	6,100	230,800	-	-	-	230,800
Parking and Codes	2	61,800	3,200	65,000	-	-	-	65,000
<i>Total Vehicles</i>	<i>19</i>	<i>875,500</i>	<i>157,100</i>	<i>1,032,600</i>	<i>-</i>	<i>(132,000)</i>	<i>-</i>	<i>900,600</i>
<b><u>Equipment: <sup>(1)</sup></u></b>								
Fire Department		428,800	37,600	466,400	(9,500)	-	-	456,900
Marine Safety		198,500	27,100	225,600	-	-	-	225,600
Parking and Codes		37,200	3,600	40,800	-	-	-	40,800
Public Works		75,700	11,200	86,900	-	-	-	86,900
Community Development		14,800	29,600	44,400	-	-	-	44,400
Community Services		22,500	-	22,500	-	-	-	22,500
City Clerk		38,400	1,300	39,700	-	-	-	39,700
Finance		35,100	10,900	46,000	(500)	-	-	45,500
City Manager		151,300	-	151,300	-	-	-	151,300
Information Systems		55,600	105,000	160,600	(90,000)	-	-	70,600
<i>Total Equipment</i>		<i>1,057,900</i>	<i>226,300</i>	<i>1,284,200</i>	<i>(100,000)</i>	<i>-</i>	<i>-</i>	<i>1,184,200</i>
Total reserved		1,933,400	383,400	2,316,800	(100,000)	(132,000)	-	2,084,800
Interest earnings		15,500	15,500	31,000	-	-	-	31,000
<b>Total Asset Replacement</b>		<b>\$ 1,948,900</b>	<b>398,900</b>	<b>2,347,800</b>	<b>(100,000)</b>	<b>(132,000)</b>	<b>-</b>	<b>2,115,800</b>

<sup>(1)</sup> The equipment identified on this schedule are those items having a replacement cost of \$5,000 or greater. Certain items on this schedule are not capitalized as fixed assets within the City's financial statements due to type of equipment not being recognized as capitalizable by generally accepted accounting principals.

**GRAPHS AND SUMMARIES**

Schedule V - Authorized and Funded Positions (Full-Time Equivalents FTEs) (Home Department)

DEPARTMENT/ POSITION TITLE	CLASS CODE/ SALARY RANGES	APPROVED POSITIONS FY 15-16	APPROVED POSITIONS FY 16-17	APPROVED POSITIONS 17-18 & 18-19
<b>CITY CLERK</b>				
City Clerk	M6	1.00	1.00	1.00
Deputy City Clerk	M1	1.00	1.00	1.00
Administrative Assistant III	MIS86	1.00	1.00	1.00
Management Analyst	PTS83	0.00	0.00	0.00
<b>Total</b>		<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>CITY MANAGER</b>				
City Manager	contract	1.00	1.00	1.00
Assitant City Manager	M8	0.00	0.00	1.00
Admin Serv Director/Deputy CM	M8	1.00	0.00	0.00
Assistant to CM/Sr. Mngmnt Analyst	M5	1.00	1.00	0.00
Administrative Assistant IV	C99	1.00	1.00	1.00
Administrative Assistant III	MIS86	0.00	1.00	1.00
<b>Total</b>		<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>FINANCE</b>				
Finance Manager/City Treasurer	M7	1.00	1.00	1.00
Senior Accountant	M1	0.00	1.00	1.00
Accountant	C106	1.00	0.00	0.00
Fiscal Services Specialist II	C99	1.00	1.00	1.00
Administrative Assistant II	MIS64	1.00	1.00	1.00
Fiscal Services Specialist I	C87	1.00	1.00	1.00
<b>Total</b>		<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>HUMAN RESOURCES</b>				
Human Resources Manager	M4	0.00	1.00	0.75
Senior Human Resources Analyst	M2	1.00	0.00	0.00
<b>Total</b>		<b>1.00</b>	<b>1.00</b>	<b>0.75</b>
<b>INFORMATION SYSTEMS</b>				
Information Technology Manager	M4	1.00	1.00	1.00
<b>COMMUNITY DEVELOPMENT</b>				
Community Development Director	M8	1.00	1.00	1.00
Principal Planner	M3	1.00	1.00	1.00
Associate Planner	MIS114	1.00	1.00	1.00
Assistant Planner	MIS101	1.00	1.00	1.00
Junior Planner	MIS85	1.00	1.00	1.00
Administrative Assistant III	MIS86	1.00	1.00	1.00
<b>Total</b>		<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
<b>COMMUNITY SERVICES/RECREATION</b>				
Recreation Manager	M3	1.00	1.00	1.00
<b>FIRE</b>				
Deputy Fire Chief	M7	1.00	1.00	1.00
Fire Captain II	5109	3.00	3.00	3.00
Fire Captain I	5094 - 5099	3.00	3.00	3.00
Fire Engineer	5091-A	0.00	0.00	0.00
Fire Engineer/Paramedic	5100	9.00	9.00	9.00
Firefighter/Paramedic	5091	3.00	3.00	3.00
<b>Total</b>		<b>19.00</b>	<b>19.00</b>	<b>19.00</b>
<b>CODES &amp; PARKING</b>				
Senior Code Compliance Officer	MIS106	1.00	1.00	1.00
Code Compliance Officer	MIS94	1.00	1.00	1.00
<b>Total</b>		<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>MARINE SAFETY</b>				
Marine Safety Captain	M3	1.00	1.00	1.00
Marine Safety Lieutenant	MS119	1.00	1.00	1.00
Marine Safety Sergeant	MS99	2.00	2.00	2.00
<b>Total</b>		<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>ENGINEERING/PUBLIC WORKS</b>				
City Engineer/Public Works Director	M8	1.00	1.00	1.00
Principal Civil Engineer	M4	1.00	1.00	1.00
Associate Civil Engineer	MIS131	1.00	1.00	1.00
Senior Engineering Technician	MIS103	1.00	1.00	1.00
Environmental Specialist	MIS106	0.00	0.00	0.00
Public Works Inspector	MIS109	0.00	0.00	0.00
Assistant Civ. Engineer/Environmental	MIS117	1.00	1.00	1.00
Public Works Operations Manager	M4	1.00	1.00	1.00
Lead Maintenance Worker	MIS89	1.00	2.00	2.00
Administrative Assistant III	MIS86	1.00	1.00	1.00
Maintenance Worker II	MIS75	3.00	2.00	2.00
<b>Total</b>		<b>11.00</b>	<b>11.00</b>	<b>11.00</b>
<b>Grand Total full-time equivalents</b>		<b>57.00</b>	<b>57.00</b>	<b>56.75</b>
Part-Time/Seasonal full-time equivalents		12.60	12.60	12.85
<b>Grand Total</b>		<b>69.60</b>	<b>69.60</b>	<b>69.60</b>

## GRAPHS AND SUMMARIES

### Schedule VI - List of Positions Split Between Funds & Departments

	Fiscal Year 2016-2017	Fiscal Year 2017-2018/2018-19	Change
	Percent	Percent	Percent
<b><u>City Manager *</u></b>			
City Manager	50%	60%	10%
Sanitation	15%	25%	10%
Street Lighting	5%	5%	0%
Successor Agency	30%	10%	-20%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Assistant City Manager</u></b>			
City Manager	20%	20%	0%
Human Resources	15%	15%	0%
Environmental Services	10%	10%	0%
Recreation	15%	10%	-5%
Recreation (Camp)	0%	5%	5%
Community Services	15%	15%	0%
Sanitation	15%	15%	0%
Workers' Compensation - Insurance	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Deputy CM</u></b>			
City Manager	0%	0%	0%
Human Resources	0%	0%	0%
Community Development	0%	0%	0%
Fire	0%	0%	0%
Codes / Parking	0%	0%	0%
Animal Control	0%	0%	0%
Successor Agency	0%	0%	0%
<b>Total</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
<b><u>Community Development Director</u></b>			
Community Development	80%	80%	0%
Successor Agency	20%	20%	0%
Sanitation	0%	0%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>City Clerk</u></b>			
City Clerk	85%	85%	0%
Successor Agency	15%	15%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Deputy City Clerk</u></b>			
City Clerk	75%	75%	0%
City Attorney	25%	25%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Director of Public Works/</u></b>			
<b><u>City Engineer</u></b>			
Engineering	35%	40%	5%
Street Maintenance	20%	20%	0%
Sanitation	30%	30%	0%
Street Lighting	10%	10%	0%
CIP Projects	5%	0%	-5%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Principal Civil Engineer</u></b>			
Engineering	25%	55%	30%
Environmental Services	10%	10%	0%
Sanitation	20%	20%	0%
Street Lighting	15%	15%	0%
CIP Projects	30%	0%	-30%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Sr. Engineering Technician</u></b>			
Engineering	65%	65%	0%
Sanitation	25%	25%	0%
Street Lighting	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

## GRAPHS AND SUMMARIES

### Schedule VI - List of Positions Split Between Funds & Departments

	Fiscal Year 2016-2017	Fiscal Year 2017-2018/2018-19	Change
	Percent	Percent	Percent
<b><u>Finance Manager/City Treasurer</u></b>			
Finance	30%	30%	0%
Risk Management - Insurance	15%	15%	0%
Workers' Compensation - Insurance	0%	10%	10%
Successor Agency	30%	20%	-10%
Sanitation	25%	25%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Public Works Operations Manager</u></b>			
Environmental Services	10%	10%	0%
Street Maintenance	20%	20%	0%
Park Maintenance	20%	20%	0%
MID #33	15%	15%	0%
Sanitation	25%	25%	0%
Street Lighting	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Senior Management Analyst</u></b>			
City Manager	45%	0%	-45%
Community Services	20%	0%	-20%
Environmental Services	15%	0%	-15%
Recreation	20%	0%	-20%
<b>Total</b>	<b>100%</b>	<b>0%</b>	<b>-100%</b>
<b><u>HR Analyst</u></b>			
Human Resources	80%	0%	-80%
Workers' Compensation - Insurance	20%	0%	-20%
<b>Total</b>	<b>100%</b>	<b>0%</b>	<b>-100%</b>
<b><u>HR Manager</u></b>			
Human Resources	80%	60%	-20%
Workers' Compensation - Insurance	20%	15%	-5%
<b>Total</b>	<b>100%</b>	<b>75%</b>	<b>-25%</b>
<b><u>Assistant Civil Engineer/Environmental</u></b>			
Environmental Services	30%	30%	0%
Engineering	15%	15%	0%
Street Maintenance	10%	10%	0%
Park Maintenance	10%	10%	0%
Sanitation	25%	25%	0%
Street Lighting	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Associate Civil Engineer</u></b>			
Engineering	25%	50%	25%
CIP Projects	25%	0%	-25%
Sanitation	50%	50%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Senior Accountant</u></b>			
Finance	75%	65%	-10%
Successor Agency	15%	15%	0%
Sanitation	10%	20%	10%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Accountant</u></b>			
Finance	0%	0%	0%
Successor Agency	0%	0%	0%
Sanitation	0%	0%	0%
<b>Total</b>	<b>100%</b>	<b>0%</b>	<b>-100%</b>
<b><u>Fiscal Services Specialist II</u></b>			
Finance	75%	70%	-5%
Risk Management - Insurance	20%	20%	0%
Sanitation	5%	10%	5%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Fiscal Services Specialist I</u></b>			
Finance	75%	75%	0%
Risk Management - Insurance	20%	20%	0%
Sanitation	5%	5%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

## GRAPHS AND SUMMARIES

### Schedule VI - List of Positions Split Between Funds & Departments

	Fiscal Year 2016-2017	Fiscal Year 2017-2018/2018-19	Change
	Percent	Percent	Percent
<b><u>Code Compliance Officer</u></b>			
Codes/Parking	80%	80%	0%
Environmental Services	20%	20%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Administrative Assistant II (CM/Fire/MS)</u></b>			
City Manager	50%	50%	0%
Risk Management - Insurance	10%	10%	0%
Fire Department	20%	20%	0%
Marine Safety	20%	20%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Administrative Assistant IV</u></b>			
City Council	20%	20%	0%
City Manager	60%	60%	0%
Human Resources	20%	20%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Lead Maintenance Worker (2 positions)</u></b>			
Environmental Services	7%	7%	0%
Street Maintenance	55%	55%	0%
Park Maintenance	23%	23%	0%
Sanitation	12%	12%	0%
Street Lighting	3%	3%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Maintenance Worker II (2 positions)</u></b>			
Environmental Services	5%	5%	0%
Street Maintenance	55%	55%	0%
Park Maintenance	30%	30%	0%
Sanitation	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Administrative Assistant III (Engineering)</u></b>			
Engineering	48%	48%	0%
Street Maintenance	25%	25%	0%
Sanitation	17%	17%	0%
Street Lighting	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Marine Safety Captain</u></b>			
Marine Safety	90%	90%	0%
Junior Guard-Camp	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Marine Safety Lieutenant</u></b>			
Marine Safety	100%	90%	-10%
Junior Guard-Camp	0%	10%	10%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Marine Safety Sergeant (Position 1)</u></b>			
Marine Safety	80%	90%	10%
Junior Guard-Camp	20%	10%	-10%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Marine Safety Sergeant (Position 2)</u></b>			
Marine Safety	80%	60%	-20%
Junior Guard-Camp	20%	40%	20%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Recreation Manager</u></b>			
Recreation	100%	80%	-20%
Recreation (Camp)	0%	20%	20%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

\* Per Contract





**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION					2017-2018	2018-2019
	<b>GENERAL GOVERNMENT</b>	General Fund					3,500,100
Risk Management - Insurance					512,000	568,300	
Worker's Compensation - Insurance					458,700	490,100	
Asset Replacement					502,900	101,500	
PERS Side Fund					15,800	3,900	
					4,989,500	4,616,600	
EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED	
TOTAL REGULAR POSITIONS	11.24	12.00	12.00	12.00	11.85	11.85	
SALARIES & FRINGE BENEFITS	1,438,285	1,517,408	1,807,000	1,602,973	1,868,600	1,929,300	
MATERIAL, SUPPLIES & SERVICES	1,723,355	1,948,677	2,282,100	2,295,519	2,277,100	2,331,100	
CAPITAL, DEBT SVC & CHARGES	508,338	1,977,715	640,100	568,234	843,800	356,200	
<b>TOTAL BUDGET</b>	<b>3,669,979</b>	<b>5,443,800</b>	<b>4,729,200</b>	<b>4,466,726</b>	<b>4,989,500</b>	<b>4,616,600</b>	

**Department Overview:**

The General Government function for the City comprises the legislative and administrative support services departments. These departments include the City Council, City Attorney and City Clerk which fulfill the legislative functions while the City Manager, Human Resources, Finance, Information Systems, Risk Management and Support Services departments comprise the administrative support services of the City.

**Structure & Services**

Solana Beach is a General Law City operated by a Council/Manager form of government. The **City Council** serves as the legislative body and consists of five City Council members, one of whom is chosen to act as Mayor for a one-year term on a rotating basis. The City Council budget is located on pages C-4 and C-5.

The **City Manager** is appointed by the City Council to serve as the Chief Administrative Officer of the City. The City Manager oversees the implementation of policy and programs established by the City Council and provides overall direction for the administration of City programs and services. Information regarding its mission statement, structure and services, goals, and budget and service indicators can be found beginning on pages C-10

The **City Clerk's** office is responsible for providing regulatory oversight as per the Government Code and state regulatory agencies as needed and required, including the Fair Political Practices Commission. The Clerk's department records and archives the City Council legislative history into a document imaging system to assist in the research and retrieval process. The department also coordinates with City departments all official records of the City including the

## GENERAL GOVERNMENT (continued)

records maintenance schedule and destruction of out-dated records. The City Clerk acts as the City's election official and administers all City elections. Other responsibilities include codifying the Municipal Code, certifying official documents, and administering oaths. The City Clerk's department manages front desk operations including greeting, phones, receipting, mail, general information, and citywide / City Clerk administration. Further information regarding the City Clerk's office, including its budget and service indicators, can be found beginning on pages C-6.

The **City Attorney** serves as a legal advisor to the City Council, City Manager, the various City departments, commissions, and committees and boards. The office assists in developing strategy and negotiating solutions to City legal problems. The City Attorney prepares and approves for legality the majority of proposed City ordinances, resolutions, contracts, and other legal documents. The City Attorney also manages all litigation for the City and represents the City in certain cases. City attorney services are provided by an outside law firm on a contract basis. The department's budget is located on pages C-14 and C-15

The **Finance Department** manages its budget unit and the budgets for Support Services, Risk Management, Workers Compensation, Asset Replacement and the PERS Side Fund. Information regarding its mission statement, structure and services, goals, and budget and service indicators can be found beginning on pages C-17.



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>CITY COUNCIL</b>		<b>5100</b>			<b>001-5000-5100</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	54,668	54,163	55,800	47,449	55,800	55,800
6103	Overtime	189	20	400	34	400	400
6205	Retirement	6,908	4,432	4,600	3,641	4,100	4,100
6210	Medicare	1,384	1,699	800	1,532	800	800
622X	Flex Credit Benefit	63,392	66,013	69,900	58,849	69,900	69,900
6244	LT Disability Insurance	75	61	100	72	100	100
6245	Life Insurance	33	24	-	30	-	-
6280	Auto Allowance	5,950	18,200	21,000	14,000	21,000	21,000
6290	Phone Allowance	-	-	-	-	-	-
TOTAL		132,598	144,612	152,600	125,607	152,100	152,100
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	4,532	3,039	9,100	9,100	8,300	8,300
6330	Membership and Dues	65,153	79,882	83,800	83,200	84,600	84,600
6418	Books, Subscriptions, and Printing	139	61	500	500	300	300
6420	Departmental Special Supplies	31	132	200	200	200	200
6529	Mileage	203	-	500	500	500	500
6532	Contribution to Other Agencies	39,888	124,122	41,700	41,700	43,000	43,000
6570	Other Charges	-	-	100	100	100	100
TOTAL		109,946	207,236	135,900	135,300	137,000	137,000
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	2,200	900	1,500	1,500	2,700	2,700
6920	Workers' Comp Charges	1,400	1,400	1,700	1,700	1,800	2,300
TOTAL		3,600	2,300	3,200	3,200	4,500	5,000
ACTIVITY TOTALS		246,144	354,148	291,700	264,107	293,600	294,100

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>CITY COUNCIL</b>	<b>5100</b>	<b>001-5000-5100</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
C99	Mayor	-	8,600	-	8,600	-	8,600	-	8,600
	Council Members	-	34,200	-	34,200	-	34,200	-	34,200
	Executive Assistant	0.20	12,700	0.20	13,000	0.20	13,000	0.20	13,000
	Overtime		400		400		400		400
	Total Salaries		55,900		56,200		56,200		56,200
	Total Benefits		84,600		96,400		95,900		95,900
<b>Total</b>		<b>0.20</b>	<b>140,500</b>	<b>0.20</b>	<b>152,600</b>	<b>0.20</b>	<b>152,100</b>	<b>0.20</b>	<b>152,100</b>

**NOTES:**

	FY 17/18	FY 18/19
6315: League of California Cities meetings	3,200	3,200
Closed Session Council meetings	1,600	1,600
LCC Luncheon Fees	300	300
CCMA annual retreat	500	500
LCC Exec Forum Workshop	2,700	2,700
	<u>8,300</u>	<u>8,300</u>
6330: San Dieguito River JPA	69,100	69,100
League of California Cities (state)	5,600	5,600
LAFCO	6,500	6,500
SANDAG	2,300	2,300
League of California Cities (SD Chapter)	600	600
Misc Luncheon Fees	500	500
	<u>84,600</u>	<u>84,600</u>
6532: Community Grant Program	25,000	25,000
Friends of the Library	10,000	10,000
211 San Diego	2,000	2,000
Winter Shelter	4,500	4,500
Regional Task Force	1,500	1,500
	<u>43,000</u>	<u>43,000</u>
6570: Council photos, event invitations, ground breaking and special recognition supplies.		



# City Clerk's Office

## **Mission Statement:**

Promote the openness of government by providing quality service through access to information and records, facilitation and oversight of legislative obligations and proceedings, recordation of the City's actions, and ensuring high integrity in election proceedings.

## **Structure & Services**

### **Legislative Administration**

The City Clerk's department is responsible for facilitating the execution of official and legislative processes including publishing and posting of City Council, sub-legislative bodies, and other official agendas; attesting to, recording, and preserving all official actions of the City Council; codifying the municipal code, and certifying City records. The City Clerk's department is responsible for ensuring that all meetings are conducted in accordance with the California Government Code's Ralph A. Brown Act, also known as the open public meeting law.

The department performs formal bid openings, processes and maintains agreements and recorded documents, performs centralized processing of all legal notices, and acts as the filing office for all claims, subpoenas, summons, legal service filings, and official notices.

### **Records Management and Processing**

To maximize public access to the City's legislative processes by maintaining legislative history, the City Clerk's department is responsible for maintaining the City's official records and implementing the records management program which includes the retention, preservation, destruction of records, and administration of the City's adopted Records Retention Schedule, as well as adheres to amended and additional state mandates. The department archives all legislative documents, including certain historical documents, utilizing a document imaging system to aid in records research and retrieval. The primary goals of the records management program are to coordinate an efficient and effective administration of records in order to lend public access and promote government transparency.

The department responds to all inquiries to meet requirements of the California Public Records Act including timely responses, required exemptions/redactions, and required assistance in identifying records sought by requesters.

### **Boards and Commission**

The City Clerk's department coordinates the citizen commission recruitment for annual expiring positions and unexpected vacancies and processes and tracks all new member/new term logistical requirements in compliance with state and local law including oaths, conflict of interest filings, ethics training, handbook review, and background checks.

### **Elections**

As the elections official, the City Clerk is responsible for guiding democratic processes, such as conducting general/special elections including administering the candidate nomination process, publishing candidate notices pursuant to legal guidelines, assessing and certifying official citizen initiative petitions for ballot qualification, processing and tracking required campaign statement filings,

## CITY CLERK'S OFFICE (continued)

and monitoring changes in laws and regulations to effectively qualify candidates and initiatives/measures to administer elections. The department provides oversight in regards to compliance with the Political Reform Act, California Elections Code, California Code of Regulations, and the Solana Beach Municipal Code.

### **Fair Political Practices Commission (FPPC) Filings**

The City Clerk acts as the compliance filing official/officer of the Political Reform Act by administering the required annual noticing, tracking, and reporting of the Fair Political Practices Commission (FPPC) economic filings and biennial review and update of the City's Conflict of Interest Code. The department tracks required biennial ethics training for City Council and Staff.

**Community Access and Public Information** The City Clerk's department manages City Hall's general lobby operations which includes routing all general incoming calls, directing public inquiries, assisting all visitors, providing general information on programs/services and permits/applications, managing incoming/outgoing citywide mail/parcels, internal monitoring of conference room schedules, and acting as the City Clerk department counter administration.

The City Clerk's budget and service indicators are located on pages C - 8 and C - 9.

### **Goals:**

- Comply with the California Government Code, Political Reform Act, Fair Political Practices Commission, Public Records Act, Brown Act, Solana Beach Municipal Code, Conflict of Interest Code and other various state codes and statutes in a timely and efficient manner in order to meet obligations which include official noticing, publication, and regulated filings.
- Confirm the City's conformance that legislative bodies conduct meetings in accordance with the Brown Act, also known as the open public meeting law, specifically in terms of required noticing.
- Process legislative documents including minutes, resolutions, ordinances, contracts, recorded documents, and official records of proceedings.
- Assure conformity with requirements for public records requests, appropriately collaborate to provide the most definitive conclusions, and fulfill required deadlines.
- Continue to prepare and maintain the indexing, storage, and archival of official current records and the manual review and organization of historical records. Maintain the archiving of documents within the document imaging system to assist in the research and retrieval of information.
- Continue review of the City's Records Retention Schedule for future updates.
- Maintain and track new election laws to help ensure professional and fair election processes for the community.
- Manage City Hall's lobby general information desk and City Clerk department customer service in order to provide information, resources and direction to the public.

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>CITY CLERK</b>		<b>5150</b>			<b>001-5000-5150</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	126,315	172,886	204,200	166,494	209,100	209,100
6102	Part Time & Temporary Salaries	49,489	22,312	31,700	35,065	32,300	32,300
6103	Overtime	2,073	2,728	100	433	300	300
6105	Temporary Non-Payroll	46,102	27,253	-	24,394	-	-
6205	Retirement	21,766	16,311	19,000	16,251	16,400	16,400
6210	Medicare	2,595	3,076	3,400	3,052	3,500	3,500
6211	Social Security	282	56	-	190	-	-
622X	Flex Credit Benefit	18,438	31,912	41,700	31,797	41,700	41,700
6244	LT Disability Insurance	622	933	1,200	1,015	1,300	1,300
6245	Life Insurance	329	447	800	476	800	800
6280	Auto Allowance	2,601	2,644	2,600	2,708	2,600	2,600
6290	Phone Allowance	98	-	-	-	-	-
TOTAL		270,712	280,558	304,700	281,875	308,000	308,000
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	333	144	3,400	4,900	5,900	5,300
6320	Training	2,473	2,216	1,100	775	1,500	1,100
6330	Membership and Dues	685	300	500	1,134	1,300	1,400
6415	Election Supplies	1,307	163	19,000	19,000	1,200	25,000
6416	Office Supplies	666	-	-	-	-	-
6417	Postage	6,765	7,352	8,500	8,350	8,500	8,800
6418	Books, Subscriptions, and Printing	11,838	7,625	6,900	7,225	9,800	9,900
6419	Minor Equipment	1,611	1,920	600	600	800	600
6420	Departmental Special Supplies	7,918	7,235	8,700	8,315	8,500	8,800
6522	Advertising	914	804	3,700	4,580	4,600	4,800
6525	Rents and Leases	2,436	2,639	2,700	2,700	2,700	3,500
6529	Mileage	65	-	300	325	400	400
6530	Professional Services	11,884	13,504	42,300	20,300	55,000	31,600
6531	Maint. & Operation of Equipment	-	-	600	500	700	700
6570	Other Charges	28	-	200	200	200	200
TOTAL		48,923	43,902	98,500	78,904	101,100	102,100
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6640	Equipment	1,570	-	-	-	-	-
6910	Claims Liability Charges	7,000	3,900	6,200	6,200	11,600	11,600
6920	Workers' Comp Charges	4,600	5,700	7,300	7,300	7,700	9,800
6930	Asset Replacement Charges	1,300	1,300	1,300	1,300	1,300	1,300
TOTAL		14,470	10,900	14,800	14,800	20,600	22,700
ACTIVITY TOTALS		334,104	335,360	418,000	375,579	429,700	432,800



**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
CITY CLERK	5150	001-5000-5150

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M6	City Clerk	0.85	100,800	0.85	103,400	0.85	103,400	0.85	103,400
M1	Deputy City Clerk	0.75	42,400	0.75	43,400	0.75	48,300	0.75	48,300
MIS86	Admin Assistant II/III	1.00	54,600	1.00	57,400	1.00	57,400	1.00	57,400
PTS83	PT Mgmt Analyst	0.50	30,200	0.50	31,700	0.50	32,300	0.50	32,300
	Overtime		100		100		300		300
	Total Salaries		228,100		236,000		241,700		241,700
	Total Benefits		64,400		68,700		66,300		66,300
	<b>Total</b>	<b>3.10</b>	<b>292,500</b>	<b>3.10</b>	<b>304,700</b>	<b>3.10</b>	<b>308,000</b>	<b>3.10</b>	<b>308,000</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Resolutions adopted	160	146	125	140	140
Ordinances adopted	7	8	8	8	8
Council agendas - public meetings	25	26	25	25	25
Records requests	330	325	395	400	400



**NOTES:**

6330: SD Clerks Association, International Institute of Municipal Clerks, City Clerks Association of California, ARMA

6417: Postage for Citywide departments, FED EX, UPS, Bulk mail permits.

6418: Municipal Code updates, City Clerk reference materials, records reproduction County Recorder's guide, reference materials.

6420: Supplies: Meeting and agenda packet preparation, audio/video reproduction, record request materials/services, vital record archival materials, plaques, gavel, front desk operations, etc.

6522: Required publication of ordinances/resolutions/hearing notices

6525: Postage machine lease.

6530: Document imaging and content mgmt software support/maintenance, official redaction software annual maintenance, Front desk temporary staffing, consultant, translation services for Public Mtgs, records storage/destruction/shredding vendor.

6531: Dedicated scanner, official bid date stamper.

# City Manager

## **Mission Statement:**

We are here to assist the entire community to accomplish their vision with our skills, resources, and abilities while providing services that promote and sustain a high quality of life for all.

## **Structure & Services**

The **City Manager** provides leadership, management, direction, support and coordination for all of the various City departments, provides policy recommendations to and implements policies of the City Council, represents City interests in local and regional issues and ensures that the governmental processes succeed in maintaining and improving the quality of life in Solana Beach. The department enforces all applicable Federal and State laws as well as municipal codes and ordinances and administers and manages the overall budget. The City Manager's budget is located on pages C-12 and C-13.

**Human Resources** provides the City with effective human resource programs and services in the areas of personnel recruitment and selection, employee training and development, labor and employee relations and negotiations, salary and benefit administration, performance evaluations, classification and position studies and allocations and employee awards and programs. Additionally, Human Resources assumes responsibility for administering claims for the City's self-funded Worker's Compensation Insurance and Administration of the Affordable Care Act (ACA) Policy and Procedures. The budget and service indicators for Human Resources are located on pages C-22 and C-23.

**Information/Communication Systems** is responsible for ensuring that the City's information technology resources are effectively managed and used as key organizational tools in improving staff productivity, customer service, and public access to City information. Information/Communications Systems is responsible for overseeing, maintaining and improving the Local Area Networks for all City sites, multimedia operations for City Council and other public meetings, Internet access and monitoring, telephone system, voicemail system, computer hardware/software training and staff support. Information/Communication Systems' budget and service indicators are located on pages C-24 and C-25

The **Communications** division manages the educational/community television programming under the City's cable franchise agreement, produces public service announcements (PSA), prepares press releases and E-Blasts, maintains the City website and social media communications, coordinates media activities for City programs and services, and produces the Shorelines quarterly newsletter. The budget for communications is derived from various City departments.

The **Community Services** division is responsible for providing various service-oriented activities which include the City's Annual Street Banner program, production of *Shorelines*, the City newsletter publication, management of the public art program, and coordination of City-sponsored community-wide events. In addition, the Community Services Department is directly responsible for providing programs and services to the community, including rental processing of La Colonia Field and Community Center and managing the Fletcher Cove Community Center for City programs, rentals and services; coordination of 30 City-sponsored special events; development of joint use agreements with local school districts and other organizations for

## CITY MANAGER (continued)

facility use and program resources; contract management with the Boys & Girls Club for the City's After School Enrichment Program; non-City-sponsored special event application administration; and Summer Youth Camps.

### **Goals:**

- Implement all policies and programs adopted and directed by the City Council.
- Manage all City operations through the City's employees and contractors assuring effective and quality results.
- Prepare a recommended Budget and Work Plan and implement the goals of the organization upon adoption.
- Maintain a balanced operating budget and healthy capital improvement plan that provides fiscal sustainability on a three-year forecast basis.
- Reduce the City's environmental footprint and develop and implement long-term environmental sustainability measures for the community including the development of the City's Climate Action Plan.
- Continue the comprehensive review of land use policies and selected zoning ordinances to preserve community character through the General Plan Update.
- Promote a culture of learning and communication that ensures the community is well informed while providing a high level of confidence in local government.
- Continue work on the Local Coastal Program Implementation Plan and implementing Policies of the adopted Land Use Plan. .
- Continue work on the approved USACE 50-year Sand Replenishment Project.
- After completion of the RFP process for the NCTD project, oversee the development permit review process for the selected development team through the City.
- Continue to provide the necessary tools and resources to ensure a small and dedicated staff of professionals is connected and responsive to the City Council and community with high expectations.

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>CITY MANAGER</b>		<b>5200</b>			<b>001-5000-5200</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2017-2018 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	159,781	208,563	192,100	216,284	214,400	214,400
6102	Part Time & Temporary Salaries	51,810	1,222	-	-	-	-
6103	Overtime	1,319	1,071	700	407	500	500
6104	Special Pay	-	2,649	-	-	-	-
6205	Retirement	20,521	15,607	13,900	16,994	15,300	15,300
6210	Medicare	3,046	3,201	2,800	3,236	3,100	3,100
6211	Social Security	3,123	76	-	-	-	-
622X	Flex Credit Benefit	18,367	22,035	24,200	26,308	25,500	25,500
6244	LT Disability Insurance	622	895	1,000	859	1,100	1,100
6245	Life Insurance	360	520	600	549	700	700
6255	Deferred Compensation	208	5,082	5,000	5,013	6,000	6,000
6280	Auto Allowance	396	2,918	3,300	4,244	3,900	3,900
6290	Phone Allowance	58	-	-	-	-	-
TOTAL		259,611	263,839	243,600	273,894	270,500	270,500
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	2,820	3,298	7,000	5,700	7,500	7,500
6320	Training	515	149	1,000	1,000	1,000	1,000
6330	Membership and Dues	2,225	2,335	2,800	2,300	3,800	3,800
6418	Books, Subscriptions, and Printing	464	93	600	600	600	600
6419	Minor Equipment	248	-	-	-	-	-
6420	Departmental Special Supplies	1,029	890	800	800	800	800
6529	Mileage	514	205	400	400	400	400
6530	Professional Services	30,000	9,681	25,000	25,000	35,000	35,000
6539	Contingency	32,522	18,427	37,500	37,500	37,500	37,500
TOTAL		70,338	35,078	75,100	73,300	86,600	86,600
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	7,400	3,500	5,100	5,100	10,300	10,300
6920	Workers' Comp Charges	4,800	5,200	5,900	5,900	6,900	8,700
TOTAL		12,200	8,700	11,000	11,000	17,200	19,000
ACTIVITY TOTALS		342,148	307,617	329,700	358,194	374,300	376,100

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT <b>CITY MANAGER</b>	DEPT. NO. <b>5200</b>	BUDGET UNIT <b>001-5000-5200</b>
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Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
Contract	City Manager	0.50	99,000	0.50	99,000	0.60	120,600	0.60	120,600
M8	Assistant City Manager	-	-	0.20	25,900	0.20	25,900	0.20	25,900
M8	Deputy City Manager	-	-	-	-	-	-	-	-
M5	Sr. Management Analyst	0.45	43,600	-	-	-	-	-	-
C99	Admin Assistant IV	0.60	38,200	0.60	39,200	0.60	39,200	0.60	39,200
MIS86	Admin Assistant III	0.50	27,300	0.50	28,000	0.50	28,700	0.50	28,700
MIS64	Admin Assistant II	-	-	-	-	-	-	-	-
	Overtime		700		700		500		500
	Total Salaries		208,800		192,800		214,900		214,900
	Total Benefits		52,900		50,800		55,600		55,600
	<b>Total</b>	<b>2.05</b>	<b>261,700</b>	<b>1.80</b>	<b>243,600</b>	<b>1.90</b>	<b>270,500</b>	<b>1.90</b>	<b>270,500</b>

**NOTES:**

6315: League of California Cities, CCMA meetings and luncheons, DC trip for City Manager  
6330: ICMA, CCMA, ASBPA and GCMF dues for City Manager, MMAC dues for Assistant CM  
6539: In line with Financial Policies an amount not to exceed 0.5% of the operating budget is to be included with the City Manager's budget to enhance operating efficiency

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>CITY ATTORNEY</b>		<b>5250</b>			<b>001-5000-5250</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	9,493	15,051	14,500	15,813	16,100	16,100
6102	Part Time & Temporary Salaries	8,008	-	-	-	-	-
6103	Overtime	-	54	-	58	-	-
6205	Retirement	1,853	941	1,000	1,043	1,100	1,100
6210	Medicare	267	253	200	267	200	200
622X	Flex Credit Benefit	2,165	3,066	3,400	3,519	3,400	3,400
6244	LT Disability Insurance	55	87	100	105	100	100
6245	Life Insurance	25	37	-	40	100	100
TOTAL		21,867	19,489	19,200	20,845	21,000	21,000
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	12	219	-	500	500	500
6330	Memberships and Dues	-	-	-	-	-	-
6418	Books, Subscriptions, and Printing	979	118	5,000	1,000	1,000	1,000
6420	Departmental Special Supplies	-	-	-	-	-	-
6530	Professional Services	394,008	440,175	500,000	480,000	500,000	500,000
6540	Damage Claims	-	30,000	-	-	-	-
TOTAL		394,999	470,512	505,000	481,500	501,500	501,500
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	600	200	400	400	800	800
6920	Workers' Comp Charges	400	400	400	400	500	600
TOTAL		1,000	600	800	800	1,300	1,400
ACTIVITY TOTALS		417,866	490,601	525,000	503,145	523,800	523,900

**CITY OF SOLANA BEACH**  
SUMMARY/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>CITY ATTORNEY</b>	<b>5250</b>	<b>001-5000-5250</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M1	Deputy City Clerk	0.25	14,100	0.25	14,500	0.25	16,100	0.25	16,100
	Total Salaries		14,100		14,500		16,100		16,100
	Total Benefits		4,200		4,700		4,900		4,900
	<b>Total</b>	<b>0.25</b>	<b>18,300</b>	<b>0.25</b>	<b>19,200</b>	<b>0.25</b>	<b>21,000</b>	<b>0.25</b>	<b>21,000</b>

**NOTES:**

6418: Municipal law book update, West Law book and other legal journals subscriptions		
6420: Pleading papers	FY 17/18	FY 18/19
6530: City Attorney - General Services	200,000	200,000
City Attorney - Other Services	90,000	90,000
Outside Legal Services	210,000	210,000
	500,000	500,000





# Finance Department

## **Mission Statement:**

We deliver quality financial management and services to our elected officials, citizens, city departments, and the community by providing accurate and timely information to ensure fiscal sustainability in an environment of teamwork, excellent customer service, innovative business solutions and high ethical standards.

## **Structure and Services**

The Finance Department is responsible for managing Finance, Support Services, Risk Management, Workers' Compensation administration, Asset Replacement, Facilities Replacement, and the administration of the Successor Agency to the former Solana Beach Redevelopment Agency.

The ***Finance Department*** maintains the financial records of the City, the Successor Agency and the former Solana Beach Redevelopment Agency. Responsibilities include financial planning, cash management, purchasing, budgeting, payroll, payables, receivables, collections, accounting, financial reporting, fixed asset tracking, investment and debt administration. Finance's budget and service indicators are located on pages C-18 and C-19.

***Support Services*** includes costs that affect City Hall in general, but are not easily allocated to the appropriate departments, and its budget is located on pages C-20 and C-21.

The Finance Manager is also the Risk Manager for the City and oversees the insurance requirements of the City, manages the loss-control program, and handles all claims made against the City in addition to administering the budget for the self-insured worker's compensation program. The Workers Compensation budget unit was introduced in Fiscal Year 2003-04 as the City began to self-insure for Workers' Compensation in October 2003. The costs to provide this service are charged to other budget units with payroll accounts on an annual basis.

The budgets and service indicators for ***Risk Management, Workers Compensation, Asset Replacement and the PERS Side Fund*** are located on pages C-26 through C-33.

## **Goals:**

- Complete sections of the department procedures manual that implement new processes
- Implement a workflow process for purchase orders and human resources
- Implement an electronic time-keeping system
- Implement on-line credit card payments for services.
- Submit the Comprehensive Annual Financial Report and the Adopted Budget for the Government Finance Officers Association (GFOA) awards for Outstanding Financial Reporting and Excellence in Operational Budgeting
- Refinancing Waste Water Revenue and the former Redevelopment Agency Tax Allocation Bonds.

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**


DEPARTMENT		DEPT. NO.			BUDGET UNIT		
FINANCE		5300			001-5000-5300		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	211,946	226,264	234,700	215,767	236,900	236,900
6102	Part Time & Temporary Salaries	7,454	4,302	-	19,244	-	-
6103	Overtime	5,567	5,288	1,200	1,061	1,200	1,200
6205	Retirement	26,617	19,125	19,200	16,268	17,000	17,000
6207	Retirement-UAL	-	137,510	156,800	156,800	156,700	240,200
6210	Medicare	3,309	3,450	3,400	3,370	3,500	3,500
6211	Social Security	463	193	-	766	-	-
622X	Flex Credit Benefit	43,315	43,563	47,700	41,602	45,700	45,700
6244	LT Disability Insurance	1,119	1,329	1,200	1,174	1,200	1,200
6245	Life Insurance	554	572	800	515	800	800
6290	Phone Allowance	40	-	-	-	-	-
TOTAL		300,386	441,596	465,000	456,567	463,000	546,500
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	33	77	2,300	-	2,300	2,300
6320	Training	1,553	631	2,000	779	2,000	2,000
6330	Membership and Dues	350	300	300	300	300	300
6418	Books, Subscriptions, and Printing	-	-	400	474	400	400
6420	Departmental Special Supplies	1,384	2,190	1,900	3,232	3,100	3,100
6522	Advertising	189	164	300	954	1,000	1,000
6529	Mileage	34	-	100	20	100	100
6530	Professional Services	41,538	60,015	127,900	71,872	146,900	103,300
6531	Maint. & Operation of Equipment	30,307	31,269	32,800	31,950	33,900	34,900
6570	Other Charges	142,316	156,327	152,000	156,228	136,900	141,400
TOTAL		217,704	250,973	320,000	265,809	326,900	288,800
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	9,100	3,800	6,200	6,200	11,400	11,400
6920	Workers' Comp Charges	5,900	5,600	7,200	7,200	7,600	9,600
6930	Asset Replacement Charges	10,900	10,900	10,900	10,900	10,900	10,900
6940	PERS Side Fund Charges	121,572	124,361	132,900	132,900	137,200	44,800
6960	PARS OPEB Charges	-	198,780	-	-	-	-
6965	PARS Pension Charges	-	736,220	-	-	-	-
TOTAL		147,472	1,079,661	157,200	157,200	167,100	76,700
ACTIVITY TOTALS		665,561	1,772,230	942,200	879,576	957,000	912,000

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>FINANCE</b>	<b>5300</b>	<b>001-5000-5300</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8	Finance Director	-	-	-	-	-	-	-	-
M7	Finance Manager/Treasurer	0.30	39,300	0.30	40,300	0.30	40,300	0.30	40,300
M1	Senior Accountant	-	-	0.75	55,800	0.65	50,000	0.65	50,000
C106	Accountant	0.75	51,200	-	-	-	-	-	-
C99	Fiscal Services Specialist II	0.75	47,800	0.75	49,000	0.75	45,700	0.75	45,700
C87	Fiscal Services Specialist I	0.75	42,000	0.75	43,500	0.75	43,500	0.75	43,500
MIS64	Admin Assistant II	1.00	43,900	1.00	46,100	1.00	57,400	1.00	57,400
	Special Pay								
	Overtime		1,200		1,200		1,200		1,200
	Total Salaries		225,400		235,900		238,100		238,100
	Total Benefits		200,300		229,100		224,900		308,400
	<b>Total</b>	<b>3.55</b>	<b>425,700</b>	<b>3.55</b>	<b>465,000</b>	<b>3.45</b>	<b>463,000</b>	<b>3.45</b>	<b>546,500</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
A/P checks	2299	2400	2375	2400	2400
Payroll checks/vouchers	2666	2800	2800	2800	2800
W-2 forms	163	161	172	180	180
1099 forms	35	36	50	70	70
Bank reconciliations	72	72	72	72	72
Cash receipts processed	4001	4000	4000	4000	4000
Purchase Orders processed	286	300	255	300	300



NOTES:	FY 17/18	FY 18/19
6530: Annual Audit	28,400	29,800
Sales Tax Reports/Audit	11,300	11,300
CAFR Statistics & Debt Statement	500	500
Fire Benefit Administration	2,500	2,500
Chandler Investment	19,200	19,200
Union Bank Analysis Fees	25,000	25,000
PERS GASB 68 Report	10,000	10,000
OPED Actuarial Report	5,000	5,000
Fee Study	45,000	-
	<u>146,900</u>	<u>103,300</u>
6531: Pentamation Licenses and Support The cost also reflects department expenditures for computer costs associated with the accounting system.		
6570: Property tax administration	93,000	96,600
Sales tax administration	41,800	42,700
HDL CAFR Report package	600	600
Budget/CAFR awards program	1,500	1,500
	<u>136,900</u>	<u>141,400</u>

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

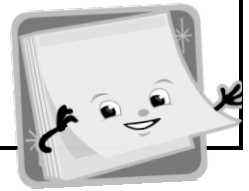
DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>SUPPORT SERVICES</b>		<b>5350</b>			<b>001-5000-5350</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
TOTAL		-	-	-	-	-	-
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6416	Office Supplies	8,243	6,433	5,000	2,500	5,000	5,000
6418	Books, Subscriptions & Printing	5,077	6,284	7,600	8,158	8,700	8,700
6419	Minor Equipment	1,490	2,279	-	1,777	3,000	3,000
6420	Departmental Special Supplies	2,822	2,910	2,000	2,400	2,000	2,000
6525	Rents and Leases	12,827	12,500	12,200	11,712	12,200	12,200
6530	Professional Services	3,348	4,178	4,500	3,000	4,500	4,500
6531	Maint. & Operation of Equipment	738	62	700	-	700	700
6570	Other Charges	136	-	100	100	100	100
TOTAL		34,680	34,646	32,100	29,647	36,200	36,200
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6640	Equipment	4,970	-	-	-	-	-
TOTAL		4,970	-	-	-	-	-
<b>ACTIVITY TOTALS</b>		<b>39,650</b>	<b>34,646</b>	<b>32,100</b>	<b>29,647</b>	<b>36,200</b>	<b>36,200</b>

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
SUPPORT SERVICES	5350	001-5000-5350

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									
	<b>Total</b>	-	-	-	-	-	-	-	-

**NOTES:**  
 6416: Office supplies for all City departments excluding Fire and Marine Safety  
 6418: Various books and publications, miscellaneous printing, and excess copy costs  
 6420: Includes paper and toner for copiers/fax machines and water for City Hall  
 6525: Copier leases (all City Hall copiers are paid from this department)



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
HUMAN RESOURCES		5400			001-5000-5400		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	94,109	16,700	175,500	11,774	82,500	82,500
6102	Part Time & Temporary Salaries	-	-	-	31,020	66,100	66,100
6103	Overtime	726	120	200	75	500	500
6104	Special Pay	-	7,948	-	-	-	-
6205	Retirement	13,842	1,090	13,900	3,595	13,200	13,200
6210	Medicare	1,503	427	2,500	695	2,200	2,200
6211	Social Security	20	15	-	112	-	-
622X	Flex Credit Benefit	13,672	9,039	15,500	6,388	12,800	12,800
6244	LT Disability Insurance	449	65	700	240	500	500
6245	Life Insurance	235	27	400	103	300	300
6260	Unemployment Insurance	7,547	2,199	20,000	19,357	20,000	20,000
6270	Retirees Health Insurance	127,279	131,536	145,000	160,970	168,000	176,400
6280	Auto Allowance	459	18	500	-	500	500
6290	Phone Allowance	17	-	-	-	-	-
6295	Rideshare Program	6,880	5,291	8,000	5,189	8,000	8,000
TOTAL		266,737	174,475	382,200	239,518	374,600	383,000
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	1,675	3,025	3,300	120	3,500	3,500
6320	Training	199	-	1,700	1,700	1,700	1,700
6330	Membership and Dues	2,464	2,608	4,900	4,883	5,000	5,000
6341	Tuition Reimbursement	5,049	6,269	4,000	4,000	5,000	5,000
6350	Pre-Employment	8,472	10,881	4,900	4,900	5,000	5,000
6351	Recruitment	56,058	5,996	5,500	6,500	7,000	7,000
6418	Books, Subscriptions & Printing	336	280	300	310	800	800
6419	Minor Equipment	-	-	-	3,200	1,000	1,000
6420	Special Department Supplies	749	391	-	270	500	500
6522	Advertising	-	-	500	100	500	500
6529	Mileage	155	-	200	150	200	200
6530	Professional Services	16,949	43,655	18,300	36,080	21,400	16,500
6538	Special Events	3,093	3,294	3,000	4,000	5,000	5,000
6570	Other Charges	2,226	2,604	4,400	4,400	5,000	5,000
TOTAL		97,427	79,003	51,000	70,613	61,600	56,700
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	3,400	1,100	4,600	4,600	7,100	7,100
6920	Workers' Comp Charges	2,200	1,700	5,400	5,400	4,800	6,000
TOTAL		5,600	2,800	10,000	10,000	11,900	13,100
ACTIVITY TOTALS		369,764	256,278	443,200	320,131	448,100	452,800

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>HUMAN RESOURCES</b>	<b>5400</b>	<b>001-5000-5400</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8	Assistant City Manager	-	-	0.15	19,500	0.15	19,500	0.15	19,500
M8	Deputy City Manager	-	-	-	-	-	-	-	-
M4	HR Manager	-	-	0.80	93,000	0.60	66,100	0.60	66,100
M2	Senior HR Analyst	0.80	55,100	-	-	-	-	-	-
C99	Administrative Assistant IV	0.20	12,700	0.20	13,000	0.20	13,000	0.20	13,000
	Management Compensation				50,000		50,000		50,000
	Overtime		200		200		500		500
	Total Salaries		68,000		175,700		149,100		149,100
	Total Benefits		20,300		33,500		29,500		29,500
	Health Insurance Retirees		135,000		145,000		168,000		176,400
	Unemployment Insurance		20,000		20,000		20,000		20,000
	Rideshare Program		8,000		8,000		8,000		8,000
	<b>Total</b>	<b>1.00</b>	<b>251,300</b>	<b>1.15</b>	<b>382,200</b>	<b>0.95</b>	<b>374,600</b>	<b>0.95</b>	<b>383,000</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
New employees hired	N/A	N/A	31*	35*	35*
Average to complete recruitment (days)	N/A	N/A	50	50	50
Separations/Terminations	N/A	N/A	20**	20**	20**
MOUs negotiated	3	3	3	3	3
In-service training programs offered	N/A	N/A	1	1	1
Employee (avg) participants per in-service training	N/A	N/A	42	45	45
* Includes temporary/seasonal employees					
** Includes retirements, resignations, temporary/seasonal					
*** Includes retirements, resignations, temporary/seasonal					

**NOTES:**

- 6320: LCW and RTC trainings, city wide trainings, sexual harassment, team building, ethics training, etc.
- 6330: Membership/Dues: IPMA-HR, CalPACS, SD Employment Consortium, IPMA HR (SD Chapter), CalPERA
- 6341: Tuition reimbursement for all City employees
- 6350: Pre-employment medical exams, Livescan fingerprinting, vaccinations
- 6351: Material related to recruitments: panel meals, binders, supplies, etc.
- 6530: Wage Works (Flexible Spending Accounts), Employee Assistance Program, Website support, labor relations, miscellaneous materials
- 6538: Annual Employee Appreciation Event



**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
INFO/COMMUNICATION SYSTEMS		5450			001-5000-5450		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	100,377	104,730	105,700	110,005	105,700	105,700
6103	Overtime	768	1,190	-	1,016	-	-
6205	Retirement	15,799	10,167	9,600	10,330	9,600	9,600
6210	Medicare	1,423	1,494	1,500	1,562	1,500	1,500
622X	Flex Credit Benefit	12,259	12,265	13,400	14,074	13,400	13,400
6244	LT Disability Insurance	498	556	500	571	500	500
6245	Life Insurance	263	268	300	280	300	300
6290	Phone Allowance	115	-	-	-	-	-
TOTAL		131,504	130,670	131,000	137,838	131,000	131,000
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6320	Training	-	-	2,500	-	2,500	2,500
6330	Membership and Dues	240	160	300	160	300	300
6419	Minor Equipment	17,755	15,001	17,000	13,000	15,000	16,000
6420	Departmental Special Supplies	3,468	3,588	3,500	2,500	2,500	2,500
6523	Communications	35,491	40,122	39,000	39,000	41,500	43,700
6525	Rents/Leases	1,069	1,173	1,300	250	1,000	1,000
6530	Professional Services	19,433	18,541	23,000	22,050	23,400	23,400
6531	Maint. & Operation of Equipment	26,136	20,310	28,700	24,700	29,400	30,500
6535	Community Television Production	32,562	35,856	55,600	54,500	55,600	59,600
TOTAL		136,155	134,751	171,200	156,160	171,200	179,500
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	3,900	1,700	2,800	2,800	5,100	5,100
6920	Workers' Comp Charges	2,500	2,600	3,200	3,200	3,400	4,300
6930	Asset Replacement Charges	50,300	82,000	82,000	82,000	105,000	105,000
TOTAL		56,700	86,300	88,000	88,000	113,500	114,400
ACTIVITY TOTALS		324,359	351,721	390,200	381,998	415,700	424,900



**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>INFO/COMMUNICATION SYSTEMS</b>	<b>5450</b>	<b>001-5000-5450</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8 M4	Deputy City Manager Info Tech Manager	- 1.00	- 103,100	- 1.00	- 105,700	- 1.00	- 105,700	- 1.00	- 105,700
	Total Salaries		103,100		105,700		105,700		105,700
	Total Benefits		24,100		25,300		25,300		25,300
	<b>Total</b>	<b>1.00</b>	<b>127,200</b>	<b>1.00</b>	<b>131,000</b>	<b>1.00</b>	<b>131,000</b>	<b>1.00</b>	<b>131,000</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
PC's supported	70	70	70	70	70
Physical servers supported	8	6	6	6	6
Virtual servers supported	18	19	19	19	19
Printers supported	29	29	29	29	29
Telephones supported	75	75	75	75	75
Voicemail boxes supported	90	90	90	90	90
Email boxes supported	115	115	15	15	15

<b>NOTES:</b>
6320: Training network systems engineer on continuing certification and citywide computer training
6419: Printers, fax machines, wireless cards, replacement parts, server room equipment
6420: Employee software licenses
6523: AT&T site to site connection, phone and DSL, Cox internet connection
6525: Cost to host City website and to post Municipal Codes on the MSRC website
6530: Technical support for LAN-Email/Web Filter IT Technical Support Web Development
6531: Computer and printer repairs, Firewall security & LAN maintenance. Costs associated with website and Internet access plus maintenance of voice-mail and phone systems
6535: Community access channel programming and web streaming



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>RISK MANAGEMENT - INSURANCE</b>		<b>5460</b>			<b>120-5000-5460</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	25,928	48,495	50,400	45,895	50,600	50,600
6103	Overtime	787	685	-	85	-	-
6205	Retirement	3,983	4,208	4,200	3,696	4,000	4,000
6210	Medicare	358	680	700	637	700	700
622X	Flex Credit Benefit	4,033	7,707	8,700	7,155	8,700	8,700
6244	LT Disability Insurance	132	270	300	225	300	300
6245	Life Insurance	69	124	200	107	200	200
6290	Phone Allowance	12	-	-	-	-	-
TOTAL		35,302	62,169	64,500	57,800	64,500	64,500
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6310	Insurance and Surety Bonds	278,001	259,405	239,100	222,846	204,300	220,600
6315	Travel-Meeting	40	-	-	-	-	-
6320	Training	2,551	567	3,000	425	3,000	3,000
6330	Membership and Dues	150	150	200	150	200	200
6419	Minor Equipment	1,590	11,089	-	1,766	-	-
6530	Professional Services	10,155	27,975	60,000	20,000	50,000	50,000
6540	Damage Claims	9,697	928	180,000	351,000	200,000	200,000
6541	Damage to City Property	3,185	21,275	-	14,300	-	-
6576	Loss Control	4,360	6,600	20,000	19,749	30,000	30,000
TOTAL		309,728	327,989	502,300	630,236	487,500	503,800
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6940	PERS Side Fund Charges	1,863	3,045	-	-	-	-
6960	PARS OPEB Charges	-	1,543	-	-	-	-
6965	PARS Pension Charges	-	5,713	-	-	-	-
TOTAL		1,863	10,301	-	-	-	-
ACTIVITY TOTALS		346,893	400,459	566,800	688,036	552,000	568,300

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>RISK MANAGEMENT - INSURANCE</b>	<b>5460</b>	<b>120-5000-5460</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M7	Finance Manager/Treasurer	0.15	19,700	0.15	20,200	0.15	20,200	0.15	20,200
C99	Fiscal Services Specialist II	0.20	12,700	0.20	13,000	0.20	13,100	0.20	13,100
MIS86	Admin Assistant III	0.10	5,500	0.10	5,600	0.10	5,700	0.10	5,700
C87	Fiscal Services Specialist I	0.20	11,200	0.20	11,600	0.20	11,600	0.20	11,600
	Total Salaries		49,100		50,400		50,600		50,600
	Total Benefits		13,300		14,100		13,900		13,900
	<b>Total</b>	<b>0.65</b>	<b>62,400</b>	<b>0.65</b>	<b>64,500</b>	<b>0.65</b>	<b>64,500</b>	<b>0.65</b>	<b>64,500</b>

<b>SERVICE INDICATORS</b>	<b>2014/15 Actual</b>	<b>2015/16 Actual</b>	<b>2016/17 Projected</b>	<b>2017/18 Proposed</b>	<b>2018/19 Proposed</b>
Liability claims filed	11	10	3	4	4
Value of claims*	\$9,697	\$53,000	\$165,000	\$200,000	\$200,000

\*value claims includes claims for Sanitation Fund

**NOTES:**

The proposed expenditures are for insurance, third party services including (claims administration and legal) and damage claims. Sanitation claims are paid from the Sanitation budget.

The costs to provide this service are charged to other budget units with payroll accounts on an annual basis.

- 6310: General Liability, Property & Automobile and Miscellaneous Insurance Premiums
- 6530: Third party administration services, Armored Transport
- 6540: Damage Claims



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET


DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>WORKERS' COMPENSATION - INSURANCE</b>		<b>5465</b>			<b>125-5000-5465</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	14,750	-	36,200	-	26,400	26,400
6102	Part Time & Temporary Salaries	-	-	-	7,314	16,500	16,500
6103	Overtime	101	-	-	-	-	-
6205	Retirement	2,029	-	2,900	664	3,900	3,900
6210	Medicare	234	-	500	109	600	600
6211	Social Security	-	-	-	-	-	-
622X	Flex Credit Benefit	2,345	-	4,000	882	4,700	4,700
6244	LT Disability Insurance	75	-	200	42	200	200
6245	Life Insurance	35	-	100	18	100	100
6280	Auto Allowance	-	-	300	-	300	300
TOTAL		19,570	-	44,200	9,029	52,700	52,700
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6310	Insurance and Surety Bonds	148,978	160,484	166,000	167,715	192,000	209,900
6530	Professional Services	27,827	56,324	45,000	34,658	45,000	47,500
6540	Damage Claims	126,649	144,304	180,000	170,177	180,000	180,000
TOTAL		303,455	361,112	391,000	372,550	417,000	437,400
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6940	PERS Side Fund Charges	949	949	-	-	-	-
TOTAL		949	949	-	-	-	-
<b>ACTIVITY TOTALS</b>		323,974	362,061	435,200	381,579	469,700	490,100

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>WORKERS' COMPENSATION - INSURANCE</b>	<b>5465</b>	<b>125-5000-5465</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8	Assistant City Manager	-	-	0.10	13,000	0.10	13,000	0.10	13,000
M4	HR Manager	-	-	0.20	23,200	0.15	16,500	0.15	16,500
M2	Senior HR Analyst	0.20	13,800	-	-	-	-	-	-
M7	Finance Manager/Treasurer	-	-	-	-	0.10	13,400	0.10	13,400
	Total Salaries		13,800		36,200		42,900		42,900
	Total Benefits		4,100		8,000		9,800		9,800
	<b>Total</b>	<b>0.20</b>	<b>17,900</b>	<b>0.30</b>	<b>44,200</b>	<b>0.35</b>	<b>52,700</b>	<b>0.35</b>	<b>52,700</b>

<b>SERVICE INDICATORS</b>	<b>2014/15 Actual</b>	<b>2015/16 Actual</b>	<b>2016/17 Projected</b>	<b>2017/18 Proposed</b>	<b>2018/19 Proposed</b>
Number of claims outstanding	18	20	19	20	20
Outstanding value of claims filed	700,000	721,000	528,000	500,000	500,000

<b>NOTES:</b>	<p>6310: Excess premium through CSAC; State of California Self Insurance Fee          6530: Third party administration services - Tri-Star          6540: Claims</p>	
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**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**


DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>ASSET REPLACEMENT</b>		<b>5470</b>			<b>135-5000-5470</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
TOTAL		-	-	-	-	-	-
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6419	Minor Equipment	-	3,475	-	-	-	-
6530	Professional Services	-	-	-	1,500	1,500	1,500
TOTAL		-	3,475	-	1,500	1,500	1,500
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6640	Equipment	161,076	116,577	328,000	143,147	390,300	100,000
6650	Vehicles	98,440	658,627	-	113,035	111,100	-
TOTAL		259,516	775,204	328,000	256,182	501,400	100,000
ACTIVITY TOTALS		259,516	778,679	328,000	257,682	502,900	101,500

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>ASSET REPLACEMENT</b>	<b>5470</b>	<b>135-5000-5470</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									

**COMMENTARY:**



**NOTES:**

	FY 17/18	FY 18/19
6640: Information Technology:		
Windows Office 2016 Licenses (75)	37,500	-
Windows Exchange 2013 Email Server (2)	2,000	-
Windows Exchange 2013 User CAL (75)	6,000	-
Replacement Phones (20)	10,000	-
Replacement Laptops (2)	5,000	-
Replacement PCs (2)	2,000	-
Replacement Server	15,000	-
Replacement Server Room KVM Tray	3,000	-
Replacement Building Counter Printers	6,000	-
Replacement Fire Station Data Switch	4,000	-
Replacement TV Studio DVD Player/Recorder	5,000	-
Upgrade- Phone System/Paging System/Receptionist Console	20,000	-
Wireless Upgrades	10,000	-
Dais Microphone Replacement	5,000	-
Upgrade- User Hardware/Software Upgrades (75)	-	15,000
Upgrade- Server Hardware/Software Upgrades	-	20,000
Upgrade- Video Production Hardware/Software Upgrades	-	20,000
Upgrade- Communications Networking Hardware/Software Upgrade	-	20,000
Upgrade- Email Server	-	10,000
Upgrade- Computer Peripherals Upgrade	-	5,000
	<u>130,500</u>	<u>90,000</u>
Finance:		
Sungard- Fixed Asset Module and interface program	5,000	-
Inventory Program	7,900	500
FinancePLUS 5.1 Upgrade	20,000	-
Community Development:		
Trak-it Permitting Process Software	190,900	-
MyCommunity App	4,900	-
Codes:		
Handheld Parking Ticketing Equipment	6,100	-
Marine Safety		
Timekeeping System	25,000	-
Fire:		
Mobile Data Computers Annual Assessment	-	6,500
Fit Test (Solana Beach Portion)	-	3,000
	<u>259,800</u>	<u>10,000</u>
Total Equipment	<u>390,300</u>	<u>100,000</u>
6650: Marine Safety		
PWC- Honda AquaTrax	12,600	-
4x4 Truck- Ford	34,000	-
UTV Trailer	1,500	-
Fire		
Fire Emergency Prepared Pick up Truck	63,000	-
Total Vehicles	<u>111,100</u>	<u>-</u>
Total	<u>501,400</u>	<u>100,000</u>

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>PERS SIDE FUND</b>		<b>5480</b>			<b>150-5000-5480</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
	TOTAL	-	-	-	-	-	-
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6720	Interest Payment to Sanitation Fund	47,694	37,673	27,100	27,052	15,800	3,900
	TOTAL	47,694	37,673	27,100	27,052	15,800	3,900
	ACTIVITY TOTALS	47,694	37,673	27,100	27,052	15,800	3,900



**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
PERS SIDE FUND	5480	150-5000-5480

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
N/A	N/A	N/A	N/A	N/A	N/A

**NOTES:**



**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				2017-2018	2018-2019
					General Fund	Coastal Business/Visitors
<b>COMMUNITY DEVELOPMENT</b>					1,058,300	1,041,300
					48,600	48,600
					1,106,900	1,089,900
EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
TOTAL REGULAR POSITIONS	5.40	6.00	5.80	5.80	5.80	5.80
SALARIES & FRINGE BENEFITS	470,572	547,579	591,700	588,157	597,300	597,300
MATERIAL, SUPPLIES & SERVICES	396,648	396,191	432,900	584,350	446,700	421,100
CAPITAL, DEBT SVC & CHARGES	56,223	49,900	56,100	56,100	62,900	71,500
TOTAL BUDGET	923,442	993,670	1,080,700	1,228,607	1,106,900	1,089,900

**Mission Statement:**

We build community into everything we do. We engage the community in the planning and development of a sustainable City by protecting the environment, preserving community character, and providing a high quality of life for the citizens of Solana Beach.

**Department Overview:**

The Community Development Department provides a variety of services to the public, including administration of local subdivision and zoning regulations, and coastal development activities. The department processes applications for all types of development and land use permits and business certificates, manages housing programs for the City related to affordable housing, and administers and implements the City's General Plan and Certified Land Use Plan. The department also provides professional and technical support to the City Council and City Staff. The department includes three divisions – the Planning Division, the Building Division, and Shoreline Management Division.

**Structure & Services:**

The **Planning Division** administers and implements the City's General Plan, zoning and subdivision regulations and special projects such as the Local Coastal Program/Land Use Plan. This division consists of planners and technical staff who manage the day-to-day development services for current planning projects, provides assistance to customers and also develops strategies for long range planning functions.

The **Building Division** administers and implements the City's Building, Health and Safety Codes in plan checking and issuance of building permits. Currently the City contracts with EsGil/Safebuilt to provide Building Division services.

The **Shoreline Management Division** administers comprehensive local, state and federal efforts to maintain and improve the City's shoreline and beach renourishment programs. These programs remain a top priority for Solana Beach in order to provide recreational opportunities for the City's

## COMMUNITY DEVELOPMENT (continued)

residents and visitors and to protect the City's bluff properties and structures. Programs that the City continues to pursue in Shoreline Management include sand replenishment and renourishment involving local jurisdiction partnerships, as well as, regional stewardship. Funding for these programs is comprised of local, state and federal resources.

### **Goals:**

The department has a variety of goals and objectives identified in the City's Work Plan. Those goals include:

- General Plan Implementation (including Local Implementation Plan)
- Development of a Climate Action Plan
- Development of Implementing Polices and Incorporation of Ordinances of the adopted Local Coastal Plan/Land Use Plan
- Progress on the City's Sand Replenishment & Retention Program
- Mixed Use Affordable Housing Projects
- Update View Assessment Toolkit and Guidelines
- Create Development Review Toolkit and Guidelines
- Coordination of Adopted Specific Plan Standards with the Highway 101 Streetscape Projects and planning for public parking facilities at the NCTD train station
- Review and recommendation of business district parking practices and standards



**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>COMMUNITY DEVELOPMENT</b>		<b>5550</b>			<b>001-5500-5550</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	346,065	413,909	463,600	456,663	469,100	469,100
6102	Part Time & Temporary Salaries	10,831	445	-	985	-	-
6103	Overtime	2,137	5,459	1,800	2,444	1,800	1,800
6104	Special Pay	-	21,195	-	-	-	-
6205	Retirement	42,675	30,867	35,400	34,968	35,300	35,300
6210	Medicare	5,249	6,361	6,700	6,731	6,800	6,800
6211	Social Security	-	-	-	61	-	-
622X	Flex Credit Benefit	59,498	63,644	77,900	80,044	77,900	77,900
6244	LT Disability Insurance	1,937	2,170	2,400	2,546	2,400	2,400
6245	Life Insurance	909	1,018	1,500	1,166	1,600	1,600
6280	Auto Allowance	1,224	2,511	2,400	2,549	2,400	2,400
6290	Phone Allowance	46	-	-	-	-	-
<b>TOTAL</b>		<b>470,572</b>	<b>547,579</b>	<b>591,700</b>	<b>588,157</b>	<b>597,300</b>	<b>597,300</b>
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences & Meetings	2,907	2,426	3,200	3,200	3,200	3,200
6320	Training	472	658	2,400	2,400	2,400	2,400
6330	Membership and Dues	900	820	2,300	2,000	2,000	2,000
6418	Books, Subscriptions and Printing	2,543	2,451	2,500	2,000	2,000	2,000
6420	Departmental Special Supplies	2,509	4,078	3,600	2,600	3,000	3,000
6522	Advertising	6,256	5,781	3,300	5,000	6,000	6,000
6529	Mileage	197	72	300	200	300	300
6530	Professional Services	28,470	24,470	26,100	26,100	26,100	26,100
6531	Maint. & Operation of Equipment	-	-	29,400	-	38,000	39,000
<b>TOTAL</b>		<b>44,254</b>	<b>40,756</b>	<b>73,100</b>	<b>43,500</b>	<b>83,000</b>	<b>84,000</b>
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6640	Equipment	1,523	-	-	-	-	-
6910	Claims Liability Charges	15,200	8,200	12,200	12,200	22,600	22,500
6920	Workers' Comp Charges	9,900	12,100	14,300	14,300	15,100	19,400
6930	Asset Replacement Charges	29,600	29,600	29,600	29,600	29,600	29,600
<b>TOTAL</b>		<b>56,223</b>	<b>49,900</b>	<b>56,100</b>	<b>56,100</b>	<b>67,300</b>	<b>71,500</b>
<b>ACTIVITY TOTALS</b>		<b>571,049</b>	<b>638,235</b>	<b>720,900</b>	<b>687,757</b>	<b>747,600</b>	<b>752,800</b>

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT <b>COMMUNITY DEVELOPMENT</b>	DEPT. NO. <b>5550</b>	BUDGET UNIT <b>001-5500-5550</b>
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Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8	Deputy City Manager	-	-	-	-	-	-	-	-
M8	Community Dev. Director	1.00	154,400	0.80	114,800	0.80	114,800	0.80	114,800
M3	Principal Planner	1.00	87,800	1.00	92,200	1.00	97,700	1.00	97,700
MIS114	Associate Planner	1.00	70,000	1.00	75,700	1.00	75,800	1.00	75,800
MIS101	Assistant Planner	1.00	63,400	1.00	66,600	1.00	66,600	1.00	66,600
MIS85	Junior Planner	1.00	54,000	1.00	56,800	1.00	56,800	1.00	56,800
MIS86	Administrative Assistant III	1.00	54,600	1.00	57,400	1.00	57,400	1.00	57,400
PTS59	Planning Tech (Part-time)	-	-	-	-	-	-	-	-
	Overtime		1,800		1,900		1,800		1,800
	Total Salaries		486,000		465,400		470,900		470,900
	Total Benefits		119,900		126,300		126,400		126,400
	<b>Total</b>	<b>6.00</b>	<b>605,900</b>	<b>5.80</b>	<b>591,700</b>	<b>5.80</b>	<b>597,300</b>	<b>5.80</b>	<b>597,300</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Structure development permit applications	40	7	8	6	6
All discretionary review project applications	40	47	44	45	45
Business Certificates					
- New	414	450	430	430	430
- Renewals	1,975	1,963	2,000	2,000	2,000



<b>NOTES:</b>
6530: American Planning Association, Association of Environmental Professionals and various other professional dues
6418: Planning related books and reference materials, printing of blueprints, forms, and public notices, and annual charge for Assessor's Office data from Data Quick
6420: Film and graphics supplies
6522: Legally required public hearing advertisements
6529: Mileage reimbursement for staff
6530: Consultants for environmental review and other professional and consulting services

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>BUILDING SERVICES</b>		<b>5560</b>			<b>001-5500-5560</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
TOTAL		-	-	-	-	-	-
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6418	Books, Subscriptions & Printing	129	1,177	2,000	1,200	2,000	2,000
6420	Special Department Supplies	1,870	1,629	2,000	800	1,800	1,800
6530	Professional Services	350,395	352,629	311,300	431,250	311,300	311,300
TOTAL		352,394	355,435	315,300	433,250	315,100	315,100
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
TOTAL		-	-	-	-	-	-
ACTIVITY TOTALS		352,394	355,435	315,300	433,250	315,100	315,100



**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

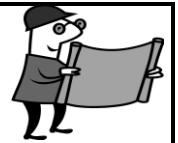
DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>BUILDING SERVICES</b>	<b>5560</b>	<b>001-5500-5560</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
New housing units	5	4	6	10	10
Total value of construction (in millions)	416	293	446	450	450
Building Permits Issued	1220	1012	1624	1700	1700

**NOTES:**

6418: Printing of building permit forms and handouts  
 6530: Contract services with Esgil Corporation for processing building permits (offset by permit fees collected)



**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>COASTAL BUSINESS/VISITORS</b>		<b>5570</b>			<b>250-5500-5570</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6530	Professional Services	-	-	-	100	100	100
6532	Contribution to Agencies	17,388	15,000	22,000	15,000	22,000	22,000
6538	Special Events	14,851	17,112	22,500	15,000	26,500	26,500
6575	Public Arts Expenditures	15,679	8,496	-	77,500	-	-
	TOTAL	47,918	40,608	44,500	107,600	48,600	48,600
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	<b>ACTIVITY TOTALS</b>	<b>47,918</b>	<b>40,608</b>	<b>44,500</b>	<b>107,600</b>	<b>48,600</b>	<b>48,600</b>

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
COASTAL BUSINESS/VISITORS	5570	250-5500-5570

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									
	<b>Total</b>								

NOTES:		FY 17/18	FY 18/19
6532: Contribution to Agencies;			
Solana Beach Visitors Center		15,000	15,000
Solana Beach Chamber of Commerce Fiesta Del Sol		7,000	7,000
		<u>22,000</u>	<u>22,000</u>
6538: Special Events:			
Spring Festival & Egg Hunt		2,500	2,500
Beach Blanket Movie Night		2,500	2,500
Paws in the Park		500	500
Concerts at the Cove (50% Arts, 50% TOT)		6,000	6,000
Arts Alive Event			
Contribution by City		4,000	4,000
Public Arts Reserve		4,500	4,500
Temporary Public Art Program			
Public Arts Reserve		6,500	6,500
		<u>26,500</u>	<u>26,500</u>





**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				2017-2018	2018-2019
	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	PROPOSED	PROPOSED
<b>PUBLIC SAFETY</b>	General Fund				9,811,700	10,034,900
	Fire Mitigation Fees				5,000	5,000
	Camp Programs				372,200	370,200
	COPS				100,000	100,000
					10,288,900	10,510,100
EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
TOTAL REGULAR POSITIONS	33.54	35.27	35.27	35.27	35.52	35.52
SALARIES & FRINGE BENEFITS	3,775,102	4,227,392	4,184,400	4,265,722	4,422,100	4,533,400
MATERIAL, SUPPLIES & SERVICES	4,282,569	4,401,493	4,574,900	4,664,735	4,911,100	5,162,500
CAPITAL, DEBT SVC & CHARGES	812,798	787,016	887,100	885,300	955,700	814,200
<b>TOTAL BUDGET</b>	<b>8,870,469</b>	<b>9,415,901</b>	<b>9,646,400</b>	<b>9,815,757</b>	<b>10,288,900</b>	<b>10,510,100</b>

**Department Overview:**

Public Safety is divided into the following departments:

Law Enforcement	Emergency Preparedness	Fire
Marine Safety	Animal Control	Junior Lifeguards
Code & Parking Enforcement	Shoreline Protection	

**Structure & Services**

The City contracts with the County of San Diego for law enforcement and animal control services. Law Enforcement is provided by the County of San Diego Sheriff's department and its budget and service indicators are located on pages C-46 and C-47. Animal Control is provided by the County of San Diego's Department of Animal Services and its budget and service indicators are located on pages C-52 and C-53.

Shoreline Protection, while classified in the Public Safety function, is managed by the Community Development Department whose department overview and structure begin on page C-35. Shoreline Protection's budget and service indicators are located on pages C-66 and C-67.

Mission statements, structure and services, goals, and budget and service indicators for the remaining departments in Public Safety can be found beginning on the following pages:

<u>Department</u>	
Fire	C-49
Code & Parking Enforcement	C-55
Emergency Preparedness	C-59
Marine Safety	C-63
Junior Lifeguards	C-73

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>LAW ENFORCEMENT</b>		<b>6110</b>			<b>001-6000-6110</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6523	Communications	1,193	936	1,300	-	-	-
6530	Professional Services	3,380,265	3,483,498	3,633,100	3,633,100	3,857,100	4,094,500
	TOTAL	3,381,458	3,484,434	3,634,400	3,633,100	3,857,100	4,094,500
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	ACTIVITY TOTALS	3,381,458	3,484,434	3,634,400	3,633,100	3,857,100	4,094,500

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>LAW ENFORCEMENT</b>	<b>6110</b>	<b>001-6000-6110</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									

**COMMENTARY:**

This budget unit provides between 97% of the City's total cost for law enforcement.  
The Special Revenue, "COPS" Fund, located at page C-74, provides the remaining as follows:

		FY 17/18	FY 18/19
Law Enforcement	97%	\$ 3,857,100	\$ 4,094,500
COPS	3%	<u>100,000</u>	<u>100,000</u>
		<u>\$ 3,957,100</u>	<u>\$ 4,194,500</u>

<b>SERVICE INDICATORS</b>	<b>2014/15 Actual</b>	<b>2015/16 Actual</b>	<b>2016/17 Projected</b>	<b>2017/18 Proposed</b>	<b>2018/19 Proposed</b>
Response Calls:					
Priority 1	25	8	16	13	11
Priority 2	1,430	1,334	1,124	1,144	1,083
Priority 3	1,661	1,709	1,716	1,767	1,804
Priority 4	1,139	1,150	1,139	1,185	1,210
Hazard traffic citations issued for every 1 injury/ /fatal traffic accidents					
FBI index crimes	244	284	241	251	249



**NOTES:**

		FY 17/18	FY 18/19
<i>Total cost of services breakdown:</i>			
Deputy Patrol	7.090	1,250,799	1,325,847
Deputy Traffic	2.310	407,524	431,975
Deputy Motor	1.000	188,726	200,050
Deputy SPO	2.200	388,118	411,405
CSO	0.500	38,627	40,945
Sergeant	1.028	234,525	248,597
One Special Purpose Officer (Narcotics Enforcement)		-	-
Detective	1.000	184,623	195,700
Detective Sgt.	0.111	25,349	26,870
Station Staff		220,398	233,622
<i>General Fund Funded Subtotal</i>		<u>2,938,689</u>	<u>3,115,011</u>
<i>Less: Amount funded by COPS Special Revenue Grant</i>		<u>(100,000)</u>	<u>(100,000)</u>
<i>General Fund Funded Subtotal</i>		<u>2,838,689</u>	<u>3,015,011</u>
Ancillary Support		481,319	510,198
Supply		66,239	70,213
Vehicles		227,788	241,455
Space		53,163	56,353
Management Support		147,329	156,169
Liability		27,844	29,515
<i>Total Sheriff's Contract funded by General Fund</i>		<u>3,842,371</u>	<u>4,078,914</u>
ARJIS		9,641	10,193
Cal_ID/Criminal Clearing House		5,088	5,393
<i>Total General Fund Funded</i>		<u>3,857,100</u>	<u>4,094,500</u>





# Fire Department

## **Mission Statement:**

We serve the community and one another with compassion, professionalism, integrity, respect and accountability.

## **Structure & Services:**

Management of the Fire Department is being provided through a Management Services Agreement with the cities of Del Mar and Encinitas that consists of a Fire Chief, Deputy Chief, three Battalion Chiefs and a Fire Marshal. Under Direction of the Fire Chief, the Deputy Chief is responsible for overseeing day-to-day operations of the Fire Department and the Battalion Chiefs are responsible for emergency response and emergency management services as well as mid-level management/supervisory responsibilities over the Fire Captains, facilities management and the training and professional development of all Fire Department personnel. The Fire Marshal is responsible for overseeing, assigning and tracking fire prevention inspection program, hydrant maintenance program and fire code enforcement and interpretation. The Fire Department operates with a three-shift work schedule to provide 24 hour a day, 7 days a week service from one station. The station houses one fire engine company and one truck company. Each shift consists of two Fire Captains, two Fire Engineers and two Firefighter Paramedics working a 24-hour shift. Each shift is responsible for emergency response, training, fire prevention and station and equipment maintenance.

Ongoing responsibilities include:

- Provide an all hazard response to emergencies (1,876 incidents in 2016)
- Conduct fire prevention inspections
- Conduct training for emergency responders
- Review building plans and fire code inspections
- Maintain the fire station and equipment
- Develop a budget and monitor revenues and expenditures
- Provide support for Emergency Preparedness
- Conduct public education presentations
- Fire Hydrant maintenance

The Fire Department's budget and service indicators are located on pages C-50 and C-51 and the budget for Fire Mitigation funds, which helps support the capital acquisitions for the department, is located on pages C-68 and C-69.

## **Goals:**

- Review, track, and update response time goals for the City.
- Review building plans in less than 10 days
- Conduct annual fire prevention inspections on 100% of City businesses
- Provide annual maintenance to all fire hydrants
- Conduct annual testing and inventory of fire hose
- Create and maintain pre-fire plans for high hazard occupancies and wildland/urban interface.
- Combine fleet maintenance operations with the other management services partners.
- Conduct a minimum of 4,000 hours training (7,542 combined in 2016)
- Continue inspections in the Wildland Urban Interface
- Continue to develop efficiencies within the Cooperative Management Structure
- Continue to increase membership in CERT
- Identify and actively pursue grant funding opportunities while continuing to seek out and identify cost recovery opportunities for the department

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
FIRE		6120			001-6000-6120		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	1,635,255	1,738,478	1,785,100	1,724,215	1,929,400	1,929,400
6102	Part Time & Temporary Salaries	40,879	39,637	49,000	13,451	-	-
6103	Overtime	388,538	503,175	313,400	550,253	365,800	365,800
6104	Special Pay	71,280	75,517	78,400	92,150	81,600	81,600
6205	Retirement	440,160	312,961	336,300	315,573	295,800	295,800
6207	Retirement-UAL	-	232,896	278,300	278,300	278,300	444,700
6210	Medicare	27,927	30,189	32,300	32,218	34,500	34,500
6211	Social Security	1,451	1,725	-	-	-	-
622X	Flex Credit Benefit	229,306	231,229	258,000	246,074	295,600	295,600
6244	LT Disability Insurance	29	70	100	42	400	400
6245	Life Insurance	4,167	4,389	5,900	4,420	6,400	6,400
6248	RHSA % Benefit	15,828	17,347	17,700	24,039	37,100	37,100
6290	Phone Allowance	138	-	-	-	-	-
<b>TOTAL</b>		<b>2,854,959</b>	<b>3,187,613</b>	<b>3,154,500</b>	<b>3,280,735</b>	<b>3,324,900</b>	<b>3,491,300</b>
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences & Meetings	-	297	-	-	-	-
6320	Training	4,800	5,541	12,000	11,820	12,400	12,400
6330	Membership and Dues	55	55	100	165	600	300
6340	Clothing and Personal Expenses	7,298	14,127	12,300	13,100	12,500	13,800
6413	Fire Prevention Program	-	-	2,600	1,570	1,800	2,800
6416	Office Supplies	337	555	700	700	700	700
6417	Postage	54	11	-	-	-	-
6418	Books, Subscriptions & Printing	698	623	-	-	-	-
6419	Minor Equipment	1,711	1,005	7,400	7,400	3,000	3,000
6420	Departmental Special Supplies	6,602	8,143	6,800	6,600	8,100	8,100
6421	Small Tools	393	153	800	800	800	1,000
6427	Vehicle Operating Supplies	18,469	15,640	20,800	18,800	22,600	23,600
6428	Vehicle Maintenance	66,690	40,873	72,000	71,781	71,600	73,600
6523	Communications	9,067	13,590	16,800	16,810	18,500	19,900
6524	Utilities - Electric	18,296	-	-	-	-	-
6526	Maint. of Buildings & Grounds	222	912	1,500	1,500	2,000	2,000
6527	Utilities - Water	3,252	2,625	4,300	4,300	4,600	4,900
6529	Mileage	-	-	100	-	100	100
6530	Professional Services	317,227	321,194	341,200	372,150	365,700	362,400
6531	Maint. & Operation of Equipment	3,266	9,031	9,700	7,125	12,500	12,100
6532	Contribution to Other Agencies	11,511	11,475	11,900	11,009	9,200	9,200
6570	Other Expense	-	-	-	-	-	-
<b>TOTAL</b>		<b>469,946</b>	<b>445,850</b>	<b>521,000</b>	<b>545,630</b>	<b>546,700</b>	<b>549,900</b>
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	80,600	35,800	58,500	58,500	114,100	113,800
6920	Workers' Comp Charges	142,200	148,000	184,800	184,800	209,300	279,600
6930	Asset Replacement Charges	151,700	151,700	169,500	169,500	169,500	169,500
6940	PERS Side Fund Charges	286,948	296,274	305,900	305,900	315,800	102,800
<b>TOTAL</b>		<b>661,448</b>	<b>631,774</b>	<b>718,700</b>	<b>718,700</b>	<b>808,700</b>	<b>665,700</b>
<b>ACTIVITY TOTALS</b>		<b>3,986,353</b>	<b>4,265,237</b>	<b>4,394,200</b>	<b>4,545,065</b>	<b>4,680,300</b>	<b>4,706,900</b>

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>FIRE</b>	<b>6120</b>	<b>001-6000-6120</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M7	Deputy Fire Chief /Marshal	-	-	-	-	-	-	-	-
M4	Battalian Chief	1.00	123,500	1.00	133,000	1.00	138,900	1.00	138,900
5109	Fire Captain II	3.00	284,400	3.00	302,900	3.00	316,500	3.00	316,500
5099	Fire Captain I (fully qualified)	3.00	278,900	3.00	297,000	3.00	310,400	3.00	310,400
5091-A	Fire Engineer	-	-	-	-	-	-	-	-
5100	Fire Engineer+Paramedic	6.00	525,500	6.00	541,300	6.00	564,700	6.00	564,700
5091	Firefighter + Paramedic	6.00	480,400	6.00	499,700	6.00	522,100	6.00	522,100
PTS104	Temporary Fire Prevent. Tech	0.75	40,200	0.75	48,900	1.00	65,300	1.00	65,300
MIS86	Administrative Asst III	0.20	11,000	0.20	11,200	0.20	11,500	0.20	11,500
MIS64	Administrative Asst II	-	-	-	-	-	-	-	-
	Overtime		300,000		313,500		365,800		365,800
	EMT Re-Certification Pay		5,500		6,000		6,000		6,000
	Holiday Pay		69,100		72,400		75,600		75,600
	<b>Total Salaries</b>		<b>2,118,500</b>		<b>2,118,500</b>		<b>2,376,800</b>		<b>2,376,800</b>
	<b>Total Benefits</b>		<b>830,800</b>		<b>928,600</b>		<b>948,100</b>		<b>1,114,500</b>
	<b>Total</b>	<b>19.95</b>	<b>2,949,300</b>	<b>19.95</b>	<b>3,154,500</b>	<b>20.20</b>	<b>3,324,900</b>	<b>20.20</b>	<b>3,491,300</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Emergency responses	1,570	1,798	1,827	1,900	1,900
Training hours	7,079	6,177	5,598	600	6,000
Fire plan checks	324	396	444	450	450
Response type %:					
Fire	10.0%	6.0%	7.0%	7.0%	7.0%
Medical	49.0%	59.0%	57.0%	57.0%	57.0%
Other emergencies	41.0%	35.0%	36.0%	36.0%	36.0%



NOTES:	FY 17/18	FY 18/19
6420: Shop supplies, dry goods and drinking water and misc. fire station supplies (janitorial etc.)		
6427: Gasoline for all engines and vehicles		
6523: Phones, cell and long distance, dispatch data and fax line, wireless cards		
6530: Fire Management Agreement	265,200	271,900
NCDJPA Dispatch Services	88,200	88,200
Standards of Coverage Anaylsis	10,000	-
Other (Telestaff, Proj. Heartbeat, Lynx)	2,300	2,300
	<u>365,700</u>	<u>362,400</u>
6531: Maintenance, repair of equipment other than vehicles, including annual ladder stress tests, emergency phones and NCDPJPA Video Conferencing		
6532: Palomar College Training	4,100	4,100
North Zone Hiring Consortium	3,000	3,000
Trauma Intervention Program	2,100	2,100
	<u>9,200</u>	<u>9,200</u>

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>ANIMAL CONTROL</b>		<b>6130</b>			<b>001-6000-6130</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	7,740	1,764	-	-	-	-
6102	Part Time & Temporary Salaries	-	-	-	-	-	-
6103	Overtime	44	34	-	-	-	-
6104	Special Pay	-	2,648	-	-	-	-
6105	Temporary Non-Payroll	-	-	-	-	-	-
6205	Retirement	1,214	24	-	-	-	-
6210	Medicare	103	64	-	-	-	-
6211	Social Security	-	-	-	-	-	-
622X	Flex Credit Benefit	613	27	-	-	-	-
6244	LT Disability Insurance	25	1	-	-	-	-
6245	Life Insurance	20	1	-	-	-	-
6280	Auto Allowance	153	6	-	-	-	-
6290	Phone Allowance	6	-	-	-	-	-
TOTAL		9,918	4,569	-	-	-	-
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6530	Professional Services	87,684	94,040	96,000	96,000	107,200	117,600
TOTAL		87,684	94,040	96,000	96,000	107,200	117,600
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	300	-	-	-	-	-
6920	Workers' Comp Charges	200	-	-	-	-	-
TOTAL		500	-	-	-	-	-
ACTIVITY TOTALS		98,101	98,609	96,000	96,000	107,200	117,600

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>ANIMAL CONTROL</b>	<b>6130</b>	<b>001-6000-6130</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8	Deputy City Manager	-	-	-	-	-	-	-	-
	Overtime		-		-		-		-
	Total Salaries		-		-		-		-
	Total Benefits		-		-		-		-
	<b>Total</b>	-	-	-	-	-	-	-	-

<b>SERVICE INDICATORS</b>	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Requests	N/A	N/A	116	121	126

<b>NOTES:</b>	<u>FY 17/18</u>	<u>FY 18/19</u>
6530: Animal control services contractor:		
County of San Diego	103,700	114,100
Third party vendor (TBD)		2,000
Removal of dead animals	2,000	2,000
SNAPS	1,500	1,500
	<u>107,200</u>	<u>117,600</u>
 Some of the costs for this budget unit are offset by revenue received by the County of San Diego for animal licenses.		





## Codes and Parking Enforcement

### **Mission Statement:**

The Code Compliance Department works with the residents and business owners to maintain the appearance and safety of the community and protect the quality of life through the diligent application of our City ordinances and land use regulations. Our officers are dedicated to work in partnership with all and to be responsive and solution-oriented. The City strives to promote and protect the welfare of the community to keep Solana Beach a safe, healthy and desirable place to live and work.

### **Structure & Services:**

Under the direction of the Community Development Director, the Code Compliance and Parking Enforcement Department consists of two full-time Code Compliance Officers. The department monitors activities related to compliance with the City's municipal code, parking laws, short-term vacation rentals, stormwater and other pertinent City regulations.

Ongoing responsibilities include:

- Conduct inspections to monitor construction for compliance to applicable codes
- Monitor parking in the City
- Issue Short Term Vacation Rental permits
- Issue regulatory permits and conduct inspections
- Respond to and investigate complaints
- Assist with monitoring of school traffic and speed surveys
- Provide for security and road closures for the Fourth of July

### **Goals:**

- Respond to written complaints within 48 hours
- Respond to telephone messages within 48 hours
- Educate through service

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
CODE & PARKING ENFORCEMENT		6140			001-6000-6140		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	88,431	101,525	118,100	88,261	118,100	118,100
6102	Part Time & Temporary Salaries	26,874	-	-	-	-	-
6103	Overtime	175	1,190	2,200	616	2,100	2,100
6104	Special Pay	-	10,597	-	-	-	-
6205	Retirement	17,129	8,140	9,600	6,371	8,000	9,200
6210	Medicare	1,631	1,655	1,700	1,349	1,700	1,700
622X	Flex Credit Benefit	14,663	19,323	24,200	17,757	24,200	24,200
6244	LT Disability Insurance	495	604	600	460	600	600
6245	Life Insurance	254	247	400	187	400	400
6280	Auto Allowance	612	24	-	-	-	-
6290	Phone Allowance	23	-	-	-	-	-
TOTAL		150,286	143,305	156,800	115,001	155,100	156,300
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6320	Training	-	6	1,000	750	1,000	1,000
6330	Membership and Dues	75	153	200	100	200	200
6340	Clothing and Personal Expenses	315	596	800	800	800	800
6416	Office Supplies	368	350	800	600	700	700
6417	Postage	-	-	100	-	100	100
6418	Books, Subscriptions & Printing	1,503	2,763	1,300	2,600	2,200	2,200
6419	Minor Equipment	-	59	200	-	200	200
6420	Departmental Special Supplies	140	156	100	180	200	200
6427	Vehicle Operating Supplies	1,796	2,885	3,600	1,800	3,000	3,000
6428	Vehicle Maintenance	807	973	1,200	400	1,200	1,200
6523	Communications	641	505	1,000	900	1,000	1,000
6530	Professional Services	10,863	16,047	16,700	16,500	16,700	16,700
6531	Maint. & Operation of Equipment	-	-	600	100	500	500
6570	Other Charges	24,481	39,700	39,000	36,000	39,000	39,000
TOTAL		40,989	64,193	66,600	60,730	66,800	66,800
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	4,900	1,800	3,200	3,200	5,800	5,700
6920	Workers' Comp Charges	3,600	2,700	3,800	3,800	3,800	4,900
6930	Asset Replacement Charges	6,800	6,800	6,800	6,800	6,800	6,800
TOTAL		15,300	11,300	13,800	13,800	16,400	17,400
ACTIVITY TOTALS		206,575	218,798	237,200	189,531	238,300	240,500



**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>CODE &amp; PARKING ENFORCEMENT</b>	<b>6140</b>	<b>001-6000-6140</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8	Deputy City Manager	-	-	-	-	-	-	-	-
MIS106	Sr. Code Compliance Officer	0.80	51,600	0.80	56,000	0.80	56,000	0.80	56,000
MIS64	Administrative Asst III	-	-	-	-	-	-	-	-
PTS67	Temp. Code Compl. Asst.	-	-	-	-	-	-	-	-
MIS94	Code Compliance Officer	1.00	51,900	1.00	62,100	1.00	62,100	1.00	62,100
	Overtime		2,100		2,200		2,100		2,100
	Total Salaries		105,600		120,300		120,200		120,200
	Total Benefits		32,700		36,500		34,900		36,100
	<b>Total</b>	<b>1.80</b>	<b>138,300</b>	<b>1.80</b>	<b>156,800</b>	<b>1.80</b>	<b>155,100</b>	<b>1.80</b>	<b>156,300</b>

SERVICE INDICATORS	2014/15	2015/16	2016/17	2017/18	2018/19
	Actual	Actual	Projected	Proposed	Proposed
Cases opened	1,119	1,097	1,000	1,000	1,000
Cases closed	1,109	1,117	1,000	1,000	1,000
Inspections	2,131	2,242	2,000	2,000	2,000
Permits Issued	210	221	200	200	200
Administrative Citations	17	14	10	10	10
Parking Citations	1617	2,841	1,600	1,600	1,600
Parking Citations Dismissed	14	32	20	20	20



<b>NOTES:</b>	<p>6330: Southern California Association of Code Enforcement Officers</p> <p>6340: Uniforms for Parking and Code Enforcement personnel</p> <p>6416: Specialized office supplies and lamination of certificates</p> <p>6418: Electrical, Mechanical and California Vehicle Code Book, Uniform Fire Code Book replacement</p> <p>6523: Cellular phone charges, long distance, radios</p> <p>6530: Processing costs for parking citations - Data Ticket, DOJ fingerprinting</p> <p>6531: Maintenance and repair of computer, radar and all service equipment, telephone system and office equipment</p> <p>6570: Parking Citation fees required by State - fee amount is calculated as a percentage of parking fees</p>
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# Emergency Preparedness

## **Structure & Services**

This department includes maintenance and operation of the City's Emergency Operations Center (EOC), the City's membership in the Regional Hazardous Incident Response Team, and the Unified Disaster Council of San Diego County. The Community Emergency Response Team is under the direction of the City's Emergency Preparedness Department. This department operates under the direction of the Deputy Fire Chief with the support of the fire department personnel.

Ongoing responsibilities include:

- Assist the City and the public prepare for a large scale incident
- Participate as a contract member in the Hazardous Incident Response Team
- Participate as a member of the Unified Disaster Council/Urban Area Working Group
- Conduct CERT training
- Assist other organizations in the community with emergency preparedness planning
- Maintain the EOC in a ready state

The Emergency Preparedness Department's budget and service indicators are located on pages C-60 and C-61.

## **Goals:**

- Train 15 new CERT members
- Participate in regional training exercises
- Assist City employees receive ICS/NIMS training
- Explore opportunities to improve the infrastructure of the EOC
- Develop or update Evacuation and Continuity of Operations Plans
- Update City's Hazard Mitigation Plan

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>EMERGENCY PREPAREDNESS</b>		<b>6150</b>			<b>001-6000-6150</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6523	Communications	2,042	1,981	2,500	2,500	2,500	2,500
6531	Maint. & Operation of Equipment	-	-	300	300	300	300
6532	Contribution to Other Agencies	21,751	22,910	22,000	23,000	24,200	24,200
6570	Other Charges	5,532	2,521	3,700	3,700	3,700	3,700
	TOTAL	29,325	27,412	28,500	29,500	30,700	30,700
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6640	Equipment	-	-	-	-	-	-
	TOTAL	-	-	-	-	-	-
	<b>ACTIVITY TOTALS</b>	<b>29,325</b>	<b>27,412</b>	<b>28,500</b>	<b>29,500</b>	<b>30,700</b>	<b>30,700</b>

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>EMERGENCY PREPAREDNESS</b>	<b>6150</b>	<b>001-6000-6150</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									

**NOTES:**

6531: Emergency generator maintenance agreement, diesel fuel costs and computer maintenance

6532: Contribution to Hazardous Materials Response

6570: Community Emergency Response Team, earthquake management, gas shut-off tools, Red Cross kits





# Marine Safety Department

## **Mission Statement:**

The mission of the Solana Beach Marine Safety Department is to prevent the loss of life, limb and property, reducing the city's exposure to liabilities by protecting citizens on the beaches, in the ocean and from the coastal bluffs through prevention, education and emergency response.

## **Structure & Services**

The City of Solana Beach Marine Safety Department is responsible for water, beach and bluff safety for the public use of the city's 1.7 miles of coastline. The Marine Safety Department operates with four full-time employees, complimented with 45 seasonal employees. The department primarily prevents and responds to waterborne emergencies in the City of Solana Beach 24 hours a day, seven days a week, and 365 days a year. Preventing and responding to calls for assistance from beachgoers, swimmers, surfers, and boaters. The Marine Safety Department also conducts animal rescues, dive rescues and recovery, cliff rescues, and provides emergency medical assistance as needed.

Ongoing responsibilities include:

- Provide response to waterborne & coastal emergencies
- Conduct training for lifeguard staff
- Maintain the Marine Safety Headquarters and rescue equipment
- Develop a budget and monitor revenues and expenditures
- Conduct public education presentations
- Oversee the City's Junior Lifeguard Program
- Beach related code compliance

The Marine Safety Department's budget and service indicators are located at C-64 and C-65.

## **Goals:**

- Maintain our excellent level of service to the community.
- Convert our incident reporting to an electronic system.
- Perform a minimum of 500 hours training including CE's for EMT's.
- Maintain our partnership with SDR ALERT (San Diego Regional Aquatic Lifesaving Emergency Response Taskforce). Fostering and maintaining relationships with neighboring organizations involved in aquatic rescues, developing procedures and protocols.
- Continue to monitor and enforce the city's beach related municipal codes.
- Participate in the planning and development of the restoration of the city's historic Marine Safety Headquarters building.
- Contribute to the planning and development of the sand replenishment projects (Army Corp, CAL Trans, and San Elijo dredge).
- Expand our seasonal work force to accommodate the growing demand for qualified part-time employees due to a year round increase in beach population.
- Strengthen our ongoing public education efforts via safety presentations at the lifeguard station, local schools and on the beaches and parks.

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>MARINE SAFETY</b>		<b>6170</b>			<b>001-6000-6170</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	241,746	269,645	281,300	281,016	267,000	267,000
6102	Part Time & Temporary Salaries	224,622	250,787	233,200	247,164	233,200	233,200
6103	Overtime	1,653	1,615	1,000	384	1,000	1,000
6104	Special Pay	13,842	15,112	15,800	7,777	15,000	15,000
6205	Retirement	72,822	52,384	54,600	58,637	50,600	50,600
6207	Retirement-UAL	-	21,336	25,600	25,600	25,600	40,500
6210	Medicare	6,797	7,925	7,700	7,659	7,500	7,500
6211	Social Security	12,003	14,432	13,000	10,482	13,000	13,000
622X	Flex Credit Benefit	40,700	51,248	56,400	58,253	53,700	53,700
6244	LT Disability Insurance	1,308	1,669	1,600	1,683	1,400	1,400
6245	Life Insurance	616	694	1,000	721	900	900
6285	Uniform Allowance	-	3,100	2,000	1,750	2,000	2,000
6290	Phone Allowance	115	-	-	-	-	-
TOTAL		616,225	689,947	693,200	701,126	670,900	685,800
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences & Meetings	89	384	400	200	700	700
6320	Training	1,944	1,497	1,500	1,551	2,100	2,100
6330	Membership and Dues	-	-	300	420	200	200
6340	Clothing and Personal Expenses	2,306	3,137	2,500	2,500	6,000	6,000
6416	Office Supplies	835	468	800	800	800	800
6418	Books, Subscriptions & Printing	792	920	1,000	1,189	1,300	1,300
6419	Minor Equipment	1,929	1,370	7,100	7,100	3,700	3,700
6420	Departmental Special Supplies	4,473	7,776	4,000	5,000	4,100	3,500
6421	Small Tools	-	-	100	102	500	200
6427	Vehicle Operating Supplies	6,663	6,330	6,000	6,000	6,300	6,600
6428	Vehicle Maintenance	1,389	3,379	1,700	2,000	3,700	3,700
6523	Communications	2,285	3,278	2,400	3,300	3,700	3,700
6525	Rents and Leases	2,020	1,783	2,000	2,161	2,500	2,500
6526	Maint. of Buildings & Grounds	378	18	1,000	1,000	1,500	1,500
6529	Mileage	49	20	300	100	300	300
6530	Professional Services	445	983	800	1,252	800	800
6531	Maint. & Operation of Equipment	607	2,108	1,800	2,600	2,900	3,900
6570	Other Charges	52	-	-	-	-	-
TOTAL		26,255	33,451	33,700	37,275	41,100	41,500
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6640	Equipment	1,490	-	-	-	-	-
6910	Claims Liability Charges	16,600	8,700	14,000	14,000	24,800	24,800
6920	Workers' Comp Charges	35,500	39,200	53,900	53,900	47,100	38,400
6930	Asset Replacement Charges	43,000	43,000	43,000	43,000	43,000	43,000
6940	PERS Side Fund Charges	28,107	24,333	30,000	30,000	30,900	10,100
TOTAL		124,697	115,233	140,900	140,900	145,800	116,300
ACTIVITY TOTALS		767,177	838,631	867,800	879,301	857,800	843,600



**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>MARINE SAFETY</b>	<b>6170</b>	<b>001-6000-6170</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M3	Marine Safety Captain	0.90	83,800	0.90	85,900	0.90	85,900	0.90	85,900
MS119	Marine Safety Lieutenant	1.00	77,700	1.00	79,700	0.90	71,700	0.90	71,700
MS99	Marine Safety Sergeant	1.60	102,000	1.60	104,500	1.50	98,000	1.50	98,000
PTS	Sr. Lifeguard + EMT (P/T)	2.71	120,700	2.71	127,900	2.71	127,800	2.71	127,800
PTS	Lifeguard (P/T)	3.08	101,000	3.08	105,300	3.08	105,300	3.08	105,300
MIS86	Administrative Asst III	0.20	10,900	0.20	11,200	0.20	11,500	0.20	11,500
MIS64	Administrative Asst II	-	-	-	-	-	-	-	-
	Overtime		1,000		1,000		1,000		1,000
	Holiday Pay		15,500		15,800		15,000		15,000
	Total Salaries		512,600		531,300		516,200		516,200
	Total Benefits		153,400		161,900		154,700		169,600
	<b>Total</b>	<b>9.49</b>	<b>666,000</b>	<b>9.49</b>	<b>693,200</b>	<b>9.29</b>	<b>670,900</b>	<b>9.29</b>	<b>685,800</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Rescues	395	400	425	450	450
Medical aids	463	600	675	700	700
Animals	8235	4500	2500	2300	2300
Public education	1155	1200	1250	1300	1300
Mutual Aids	6	25	30	30	30



**NOTES:**

- 6320: CPR and First Aid Recertification Training for Returning Staff, EMT Recertification
- 6340: Uniforms for seasonal and permanent staff (hats, trunks, swim suits, long sleeve shirts, board shorts, wetsuits and rash guards), sunglasses
- 6416: Record keeping books, envelopes, poster board and organizers  
Ink cartridges for printer
  
- 6418: Annual tide books  
Log Book and Tower Log Books
  
- 6419: Minor rescue equipment:  
Rescue equipment, rescue tubes and boards, megaphones  
SCUBA and cliff rescue equipment
  
- 6420: Medical supplies,  
Tower supplies (locks, chairs, binoculars, phones)  
Rescue vehicle & ATV supplies
  
- 6523: Telephone service costs and repairs/installations
- 6525: Biannual heavy equipment rental to move lifeguard towers; water cooler rental
- 6530: Fire extinguisher service, annual security charge and miscellaneous fees
- 6531: Maintenance of Personal Watercraft, ATV, SCUBA and rescue boat/skiff  
Misc. maintenance for beach & tower equipment

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>SHORELINE MANAGEMENT</b>		<b>6190</b>			<b>001-6000-6190</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6330	Membership and Dues	1,000	1,500	1,100	1,100	1,100	1,100
6530	Professional Services	48	-	-	-	-	-
	TOTAL	1,048	1,500	1,100	1,100	1,100	1,100
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	ACTIVITY TOTALS	1,048	1,500	1,100	1,100	1,100	1,100

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
SHORELINE MANAGEMENT	6190	001-6000-6190

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									
	<b>Total</b>								



SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Bluff failures:					
Major	1	6	12	7	7
Minor	6	11	22	18	18
Beach closures	0	0	0	0	0

NOTES:	FY 17/18	FY 18/19
6330: California Coastal Coalition	1,000	1,000
ASBPA (American Shore & Beach Preservation Associations) Government Membership	100	100
	<u>1,100</u>	<u>1,100</u>

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>FIRE MITIGATION FEES</b>		<b>6120</b>			<b>214-6000-6120</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
6340	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
	Clothing	8,598	6,000	5,000	5,000	5,000	5,000
	TOTAL	8,598	6,000	5,000	5,000	5,000	5,000
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
ACTIVITY TOTALS	8,598	6,000	5,000	5,000	5,000	5,000	

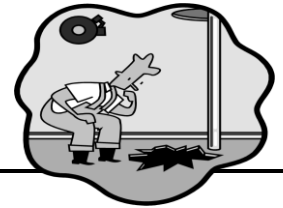
**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT <b>FIRE MITIGATION FEES</b>	DEPT. NO. <b>6120</b>	BUDGET UNIT <b>214-6000-6120</b>
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Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									
	<b>Total</b>								

**NOTES:**

This Special Revenue fund is used to account for Fire Mitigation fees that can only be used to build, purchase, finance, or improve the facilities and equipment (per section 3.20 of the SBMC).




**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>COPS</b>		<b>6110</b>			<b>219-6000-6110</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6530	Professional Services	101,000	100,000	100,000	100,000	100,000	100,000
	TOTAL	101,000	100,000	100,000	100,000	100,000	100,000
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	ACTIVITY TOTALS	101,000	100,000	100,000	100,000	100,000	100,000

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT <b>COPS</b>	DEPT. NO. <b>6110</b>	BUDGET UNIT <b>219-6000-6110</b>
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Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									
	<b>Total</b>								

**NOTES:**

This Special Revenue fund is used to account for funding received for Community Oriented Policing Services (COPS) used to fund Law Enforcement.

6530: Professional Services/Law Enforcement





# Junior Lifeguard Program

## **Mission Statement:**

The mission of the Solana Beach **Junior Lifeguard Program** is to provide a safe and fun environment where participants learn about lifeguarding, safety, the beaches, ocean, and coastal bluffs. It is our objective to build safe and healthy kids through training, education, exercise and activities. We foster a sense of community, mutual respect and build self-esteem among the participants.

## **Structure & Services**

The City of Solana Beach Junior Lifeguard Program operates as a division of the Marine Safety Department and is located on the beach approximately 100 yards north of the Seascape Public Access. The Junior Lifeguard Program is in session for 10 weeks during the summer, has over 1000 participants that range in ages 7-16, representing about 700 local and out of town families. The program employs about 45 seasonal staff members.

The Junior Lifeguard Program's budget and service indicators are located on pages C-74 and C-75.

## **Goals:**

- Educate the local youth about coastal safety hazards, first aid and the marine environment.
- Teach kids about healthy outdoor lifestyles built around the ocean environment.
- Maintain an enrollment of 1000 participants.
- Offer an affordable high quality, self-sustaining, ocean and safety orientated youth program
- Cultivate a reliable source of future lifeguards for our Marine Safety Department.
- Foster a sense of community, mutual respect and self-esteem.

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>JUNIOR LIFEGUARDS</b>		<b>6180</b>			<b>255-6000-6180</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	-	33,624	35,700	37,457	50,200	50,200
6102	Part Time & Temporary Salaries	127,283	136,046	114,100	101,395	114,300	114,300
6103	Overtime	124	106	-	106	-	-
6104	Special Pay	-	1,955	2,100	969	2,900	2,900
6205	Retirement	8,386	10,090	8,600	9,929	10,300	10,300
6210	Medicare	1,808	2,512	2,200	2,057	2,400	2,400
6211	Social Security	6,015	6,959	6,200	5,041	6,200	6,200
622X	Flex Credit Benefit	-	9,971	10,500	11,197	13,200	13,200
6244	LT Disability Insurance	65	209	300	218	300	300
6245	Life Insurance	34	86	200	91	200	200
6285	Uniform Allowance	-	400	-	400	-	-
TOTAL		143,715	201,958	179,900	168,860	200,000	200,000
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6310	Insurance and Surety Bonds	18,685	16,336	11,000	16,500	16,500	16,500
6315	Travel, Conferences, & Meetings	22,226	35,584	25,300	36,000	36,000	36,000
6320	Training	324	140	500	1,000	1,000	1,000
6340	Clothing and Personal Expenses	40,060	42,091	28,500	43,000	43,500	43,500
6416	Office Supplies	405	384	700	700	700	700
6417	Postage	59	29	200	200	200	200
6419	Minor Equipment	10,453	2,799	7,000	7,000	7,000	7,000
6420	Departmental Special Supplies	3,514	9,173	3,600	8,600	7,300	7,300
6427	Vehicle Operating Supplies	-	-	200	200	200	200
6428	Vehicle Maintenance	978	33	500	700	500	500
6519	Bank Charges	11,567	12,526	-	13,000	13,000	13,000
6521	Camp Discounts	8,922	10,493	-	11,000	11,000	11,000
6525	Rents and Leases	2,536	2,550	2,000	2,600	2,600	2,600
6530	Professional Services	-	-	2,300	3,100	3,100	3,100
6531	Maint. & Operation of Equipment	-	-	200	200	200	200
6534	Camp Scholarships	9,938	5,875	-	6,000	6,000	6,000
6580	Administrative Charges	6,600	6,600	6,600	6,600	6,600	6,600
TOTAL		136,267	144,613	88,600	156,400	155,400	155,400
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6640	Equipment	3,953	-	5,000	5,000	5,000	-
6910	Claims Liability Charges	4,200	2,600	4,000	4,200	8,000	8,000
6920	Workers' Comp Charges	2,700	3,800	4,700	2,700	5,400	6,800
6940	PERS Side Fund Charges	-	4,687	-	-	-	-
6960	PARS OPEB Charges	-	3,746	-	-	-	-
6965	PARS Pension Charges	-	13,876	-	-	-	-
TOTAL		10,853	28,709	13,700	11,900	18,400	14,800
ACTIVITY TOTALS		290,834	375,280	282,200	337,160	373,800	370,200

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b> <b>JUNIOR LIFEGUARDS</b>	<b>DEPT. NO.</b> <b>6180</b>	<b>BUDGET UNIT</b> <b>255-6000-6180</b>
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Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M3	Marine Safety Captain	0.10	9,300	0.10	9,600	0.10	9,500	0.10	9,500
MS119	Marine Safety Lieutenant					0.10	8,000	0.10	8,000
MS99	Marine Safety Sergeant	0.40	25,500	0.40	26,200	0.50	32,600	0.50	32,600
PTS	Program Director	0.28	13,500	0.28	13,500	0.28	13,700	0.28	13,700
PTS	Assistant Prog Dir	0.19	7,700	0.19	7,700	0.19	7,700	0.19	7,700
PTS	Senior Instructors	1.14	40,400	1.14	40,400	1.14	40,400	1.14	40,400
PTS	Regular Instructors	-	-	-	-	-	-	-	-
PTS	Program Assistants	1.92	52,500	1.92	52,500	1.92	52,500	1.92	52,500
	Overtime								
	Holiday Pay		2,000		2,000		3,000		3,000
	<b>Total Salaries</b>		<b>150,900</b>		<b>151,900</b>		<b>167,400</b>		<b>167,400</b>
	<b>Total Benefits</b>		<b>26,800</b>		<b>28,000</b>		<b>32,600</b>		<b>32,600</b>
	<b>Total Salaries</b>	<b>4.03</b>	<b>177,700</b>	<b>4.03</b>	<b>179,900</b>	<b>4.23</b>	<b>200,000</b>	<b>4.23</b>	<b>200,000</b>

SERVICE INDICATOR	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Program participants	1036	1040	1040	1040	1,040



**NOTES:**

6310: Insurance for the program and program participants

6315: Awards ceremonies  
DVD Production  
Junior Lifeguard competitions  
Field Trip to Wild Rivers  
Staff Appreciation  
Miscellaneous  
Bus Transportation

6340: Cost of uniforms for program staff (hats, trunks, swim suits, t-shirts)  
Jr. Guard Uniforms  
Sewing JG Patches

6416: Record keeping books, toner, poster board, stamps, organizers and office supplies

6419: Body boards  
Soft surfboards and paddleboards  
Miscellaneous equipment

6420: Jr. Guard patches  
First Aid Supplies  
Misc. supplies  
Marketing and Promotional Materials

6525: Rental of summer office trailer

6530: Signs and Banners



**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				2017-2018	2018-2019
					2,283,800	2,263,300
<b>PUBLIC WORKS</b>	General Fund				4,517,300	4,550,700
	Sanitation				6,801,100	6,814,000
EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
TOTAL REGULAR POSITIONS	10.61	10.50	10.65	10.65	11.45	11.45
SALARIES & FRINGE BENEFITS	1,059,973	1,137,339	1,229,300	1,222,352	1,276,200	1,284,000
MATERIAL, SUPPLIES & SERVICES	3,014,109	3,128,320	3,462,200	3,305,999	3,406,100	3,360,800
CAPITAL, DEBT SVC & CHARGES	2,282,219	2,291,147	2,326,500	2,306,442	2,118,800	2,169,200
TOTAL BUDGET	6,356,300	6,556,806	7,018,000	6,834,793	6,801,100	6,814,000

**Mission Statement:**

To enhance public safety, the environment and quality of life for our residents and visitors by constructing and maintaining public infrastructure through strategic planning and community involvement while providing state of the art engineering and maintenance services that modernize City infrastructure.

**Department Overview:**

The Public Works Department is divided into two primary areas of responsibility: Engineering and Public Works Maintenance.

The Engineering Division includes engineering design and construction, environmental services, traffic engineering and sanitation.

The Public Works Maintenance Division includes the maintenance of streets, parks, public facilities, traffic control devices and sanitation divisions, and is responsible for the Coastal Rail Trail, Street Sweeping, Traffic Signal and Street Lighting special districts.

**Structure & Services**

**Engineering** is responsible for all aspects of public and private improvements including streets, public facilities and parks, flood control and street lighting. It also provides engineering support to Council and Staff. This department's budget and service indicators are located on pages C-82 and C-83.

Coordination for all storm water related tasks associated with the Regional Water Quality Control Board permit and maintenance of flood control and drainage is the responsibility of **Environmental Services** and its budget and service indicators are located on pages C-84 and C-85.

## PUBLIC WORKS (continued)

**Street Maintenance** is responsible for routine maintenance of streets and public right-of-way which includes managing small street patching contracts. Its budget and service indicators are located on pages C-86 and C-87.

The **Traffic Safety** budget unit is responsible for maintaining the City's traffic control devices, including red light cameras, signals, signs and markings. Signal maintenance is provided by a private company and traffic engineering is provided by a consultant. The traffic safety budget and service indicators are located on pages C-88 and C-89.

The **Street Sweeping** budget unit ensures that all City streets and municipal parking lots are routinely cleaned and its budget and service indicators are located on pages C-90 and C-91.

The maintenance of the City's parks and public facilities are serviced by the **Park Maintenance** and **Public Facilities Maintenance** budgets units of the Public Works Maintenance Division. The maintenance of Fletcher Cove, La Colonia, pocket parks, beach accesses, and the Coastal Rail Trail are the responsibility of Park Maintenance. The maintenance of City Hall, the Public Works Yard, the community centers at La Colonia Park and Fletcher Cove, the Marine Safety Center and Fire Station are the responsibility of Public Facilities Maintenance. Their respective budgets are located on pages C-92 through C-95.

The **Sanitation** department provides administration, capital improvements, maintenance and inspection of the City's sanitary sewer system. Maintenance of sewer lines is provided under contract with a private sanitary sewer company. The San Elijo Treatment Plant, as well as City-owned pump stations, are administered and maintained by the San Elijo Joint Powers Authority (SEJPA). A copy of the SEJPA's complete budget can be obtained from the SEJPA located at 2695 Manchester Avenue, Cardiff by the Sea, CA 92007. The Sanitation department's operating budget is located on pages C-96 and C-97 of the budget and sanitation capital improvement projects can be found in Section D of the budget.

The Public Works Maintenance Division is also responsible for maintenance of the City's special districts. Information about the districts' structure and services, budgets, and service indicators are located beginning at page C-109 of the budget. Additionally, the Public Works Division is responsible for fleet maintenance, which includes smog checks and routine maintenance and repair of Code Compliance, Public Works and Engineering vehicles.

### Goals:

#### **1. Continue to Provide Engineering Support to Council and Staff**

- A. Provide design and construction services for Capital Improvement Projects. These services include preparing Requests for Proposals (RFPs), preparing and reviewing plans, writing specifications, obtaining construction bids, providing construction management and all other services required to guide a capital project from the conception phase through the completion of construction. Examples of future and past major projects include: Reconstruction of the Del Mar Shores Beach Access Stairway, Solana Beach and San Elijo Hills Pump Station Upgrades, Highway 101 Pedestrian Enhancement Project, a new skate park at La Colonia Park and various major storm drain and sewer repair/replacements projects.
- B. For Private Development Projects: prepare Engineering comments on private project plans; perform grading plan review and permitting; and review projects submitted for Building Permits .

## PUBLIC WORKS (continued)

- C. Issue permits in compliance with the Solana Beach Municipal Code (SBMC) and Best Management Practice Standards including permits for: public right-of-way Encroachments, Sanitation, Engineering and Transportation (Haul Permits).

### **2. Expand and Maintain Environmental Services Program**

- A. Storm Drain and Stevens Creek Cleaning in compliance with regional permit.
- B. Provide environmental comments on: private project plans, building permit projects, construction BMPs in compliance with standards and with Green Building Incentive Program Construction Standards.
- C. Perform Commercial and Industrial inspections for all sites in the City.
- D. Reduce City's environmental footprint; reduce waste, encourage carpooling, conserve resources, promote sustainable building practices, solar and energy efficient public lighting, HVAC, and continue education and promote proper disposal to increase participation in the Household Hazardous Waste Program.
- E. Prevent debris and silt from entering storm drains by routinely sweeping residential streets and parking lots.
- F. Administer Construction & Demolition Waste Management Plan for public and private construction projects.

### **3. Continue Street Maintenance Program and Traffic Safety/Traffic Calming Initiatives.**

- A. Respond to citizen reports of potholes, drainage problems, and signage issues.
- B. Inspect and maintain street striping markings.
- C. Review and update Annual Pavement Maintenance Plan and administer street repair and overlay projects.
- D. Respond to citizen concerns about traffic issues, seek consultation with the citizen Public Safety Committee, Technical Traffic Advisory Committee and/or contract traffic engineers to assess options, hold public meetings and develop recommendations and actions. Areas of concentration include South Sierra, North Cedros and Cliff Street.
- E. Develop Parking Management Plan for Highway 101, Plaza, Cedros and western end of Lomas Santa Fe.

### **4. Maintain Parks, Coastal Rail Trail and Facilities in a Safe and Functional Condition**

- A. Maintain landscaping, buildings, play equipment, fields, and beach access points.
- B. Provide routine security patrols during evenings at La Colonia Park. Includes unlocking and locking restrooms at La Colonia Park and Fletcher Cove Park.
- C. Remove graffiti from public property within 3 days.

### **5. Maintain and Improve Street Lighting**

- A. Conduct quarterly inspections of lighting systems and respond to citizen concerns about street and Coastal Rail Trail lighting and expedite scheduled repairs.
- B. Continue construction projects identified in Streetlight Masterplan update.
- C. Prepare annual Engineer's Report for the Street Lighting District.

### **6. Maintain and Continue the Assessment of Sanitation Systems to prevent sewer backup**

- A. Work with contractor to clean 100% and video 20% of sewer lines annually and track service in City software.
- B. Analyze reports and video, identify problem areas, determine plan to address permanent repairs.

## PUBLIC WORKS (continued)

- C. Continue repairs to priority projects identified in west and east side sewer system assessment reports.
- D. Perform extra cleaning, root foaming and “hot spot” cleaning to manage problem areas until permanent repairs are made.
- E. Maintain siphon.





**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>ENGINEERING</b>		<b>6510</b>			<b>001-6500-6510</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	223,545	242,210	252,600	262,153	252,600	252,600
6103	Overtime	468	675	1,000	121	1,000	1,000
6205	Retirement	32,663	22,449	22,000	23,448	22,000	22,000
6210	Medicare	3,006	3,183	3,700	3,505	3,700	3,700
622X	Flex Credit Benefit	38,791	35,908	36,700	38,356	36,700	36,700
6244	LT Disability Insurance	1,102	1,294	1,300	1,350	1,300	1,300
6245	Life Insurance	601	625	800	665	800	800
6280	Auto Allowance	1,224	1,244	1,200	1,274	1,200	1,200
6290	Phone Allowance	104	-	-	-	-	-
TOTAL		301,505	307,588	319,300	330,872	319,300	319,300
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	250	1,401	1,800	1,500	1,800	1,800
6320	Training	-	649	1,000	1,000	1,000	1,000
6330	Membership and Dues	525	231	1,000	1,000	1,000	1,000
6417	Postage	-	-	100	100	100	100
6418	Books, Subscriptions & Printing	957	206	300	300	300	300
6419	Minor Equipment	140	624	-	-	-	-
6420	Departmental Special Supplies	1,551	1,432	1,500	1,500	1,500	1,500
6427	Vehicle Operating Supplies	1,588	1,606	2,400	1,800	2,000	2,000
6428	Vehicle Maintenance	141	595	1,000	1,000	1,000	1,000
6522	Advertising	639	-	100	200	100	100
6523	Communications	83	91	200	100	200	200
6530	Professional Services	20,795	4,744	21,400	17,000	21,400	21,400
6531	Maint. & Operation of Equipment	-	-	100	100	100	100
TOTAL		26,669	11,579	30,900	25,600	30,500	30,500
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	7,300	3,000	6,700	6,700	12,500	12,400
6920	Workers' Comp Charges	4,800	4,500	7,800	7,800	8,100	10,200
6930	Equipment Replacement Chrgs	-	-	-	-	-	-
TOTAL		12,100	7,500	14,500	14,500	20,600	22,600
ACTIVITY TOTALS		340,274	326,667	364,700	370,972	370,400	372,400

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b> <b>ENGINEERING</b>	<b>DEPT. NO.</b> <b>6510</b>	<b>BUDGET UNIT</b> <b>001-6500-6510</b>
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Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8	Director of PW / City Engineer	0.35	53,500	0.40	62,700	0.40	62,700	0.40	62,700
M4	Principal Civil Engineer	0.25	27,300	0.55	61,600	0.55	61,600	0.55	61,600
M1	Management Analyst	-	-	-	-	-	-	-	-
MIS131	Associate Civil Engineer	0.25	21,400	0.50	44,900	0.50	44,900	0.50	44,900
MIS117	Assistant Civil Engineer	0.15	11,100	0.15	11,700	0.15	11,700	0.15	11,700
MIS109	Public Works Inspector	-	-	-	-	-	-	-	-
MIS103	Senior Engineering Technician	0.65	42,000	0.65	44,200	0.65	44,200	0.65	44,200
MIS86	Administrative Asst III	0.48	23,800	0.48	27,500	0.48	27,500	0.48	27,500
	Overtime		1,000		1,000		1,000		1,000
	Total Salaries		180,100		253,600		253,600		253,600
	Total Benefits		46,900		65,700		65,700		65,700
	<b>Total</b>	<b>2.13</b>	<b>227,000</b>	<b>2.73</b>	<b>319,300</b>	<b>2.73</b>	<b>319,300</b>	<b>2.73</b>	<b>319,300</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Encroachment permits issued	99	98	105	112	120
Marine safety permits issued	4	2	1	2	2
Grading permits issued	10	20	20	10	10
Transportation permits issued	9	12	10	12	12
Capital Project Management:					
Less than \$200,000	1	3	6	5	5
Greater than \$200,000	2	5	3	3	3
Street overlays/slurries (square feet)	490,000	953,000	250,000	500,000	500,000
Improvement & lot adjustment permits	2	2	6	3	3
Sanitation permits issued	10	10	17	15	15



<b>NOTES:</b>
6330: Percentage of memberships in American Public Works Association, American Society of Civil Engineers
6427: Regular supplies for maintenance of engineering vehicles
6530: Service alerts, staff support, surveys & inspections, on call testing, geological services, misc services

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>ENVIRONMENTAL SERVICES</b>		<b>6520</b>			<b>001-6500-6520</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	74,325	87,974	85,200	101,982	85,200	85,200
6103	Overtime	521	1,237	700	892	700	700
6104	Special Pay	732	826	900	990	900	900
6105	Temporary Non-Payroll	1,434	714	-	-	-	-
6205	Retirement	9,932	7,524	7,000	8,255	6,700	7,000
6210	Medicare	1,115	1,307	1,300	1,535	1,300	1,300
622X	Flex Credit Benefit	12,372	14,819	14,100	17,647	14,100	14,100
6244	LT Disability Insurance	403	520	500	558	500	500
6245	Life Insurance	195	227	300	254	300	300
6280	Auto Allowance	-	114	300	477	300	300
6290	Phone Allowance	40	-	-	-	-	-
TOTAL		101,071	115,262	110,300	132,590	110,000	110,300
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	-	721	500	500	500	500
6320	Training	-	854	2,000	1,500	1,900	1,900
6330	Membership and Dues	460	-	1,300	1,000	1,000	1,000
6340	Clothing and Personal Expenses	492	1,615	700	950	700	700
6418	Books, Subscriptions & Printing	116	81	200	200	200	200
6419	Minor Equipment	-	1,608	200	200	200	200
6420	Departmental Special Supplies	7,468	7,093	10,300	10,250	12,600	12,600
6427	Vehicle Operating Supplies	4,438	4,531	6,700	5,000	5,000	5,000
6428	Vehicle Maintenance	1,458	595	1,500	1,000	1,500	1,500
6522	Advertising	-	-	-	-	-	-
6523	Communications	83	91	100	100	100	100
6525	Rents and Leases	-	-	300	300	300	300
6527	Utilities - Water	2,667	2,595	3,500	3,500	3,500	3,500
6529	Mileage	70	47	100	100	100	100
6530	Professional Services	107,200	146,281	164,700	183,100	198,700	198,700
TOTAL		124,452	166,112	192,100	207,700	226,300	226,300
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	3,100	1,400	2,300	2,300	4,200	4,100
6920	Workers' Comp Charges	2,000	2,100	2,700	2,700	2,800	3,500
TOTAL		5,100	3,500	5,000	5,000	7,000	7,600
ACTIVITY TOTALS		230,623	284,874	307,400	345,290	343,300	344,200

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>ENVIRONMENTAL SERVICES</b>	<b>6520</b>	<b>001-6500-6520</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8	Assistant City Manager	-	-	0.10	13,000	0.10	13,000	0.10	13,000
M5	Sr. Management Analyst	0.15	14,500	-	-	-	-	-	-
M4	Principal Civil Engineer	0.10	10,900	0.10	11,100	0.10	11,100	0.10	11,100
M4	Public Works Operations Mgr	0.10	9,300	0.10	9,600	0.10	9,600	0.10	9,600
MIS117	Assistant Civil Engineer	0.30	22,300	0.30	23,500	0.30	23,500	0.30	23,500
MIS109	Public Works Inspector	-	-	-	-	-	-	-	-
MIS89	Lead Maintenance Worker (2 positions)	0.15	8,500	0.15	8,900	0.15	8,900	0.15	8,900
MIS75	Maint. Worker II (2 positions)	0.10	4,900	0.10	5,100	0.10	5,100	0.10	5,100
MIS57	Temp. Maint. Worker I	-	-	-	-	-	-	-	-
MIS106	Sr. Code Compliance Officer	0.20	12,900	0.20	14,000	0.20	14,000	0.20	14,000
	Overtime		700		700		700		700
	Stand by Pay (Overtime Rate)		900		900		900		900
	<b>Total Salaries</b>		<b>84,900</b>		<b>86,800</b>		<b>86,800</b>		<b>86,800</b>
	<b>Total Benefits</b>		<b>22,400</b>		<b>23,500</b>		<b>23,200</b>		<b>23,500</b>
	<b>Total</b>	<b>1.10</b>	<b>107,300</b>	<b>1.10</b>	<b>110,300</b>	<b>1.05</b>	<b>110,000</b>	<b>1.05</b>	<b>110,300</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Trash pick-up per year	245	245	245	245	245
Low flow diverter inspections	245	245	12	12	12
Diverter repairs & maintenance	4	2	2	2	2
Spill responses from auto accidents	2	2	2	2	2
Litter removal from public rights of way	52	52	52	52	52
Dog waste bag replacements					
bag replacements	90,000	90,000	90,000	90,000	90,000
# of times dispensers refilled	52	52	52	52	52
Catch basins cleaned	75	75	75	75	75
Stevens Creek & outfall inspections	12	12	12	12	12



**NOTES:**

- 6330: Percentage of membership in APWA for Public Works Supervisor
- 6340: Percentage of replacement uniforms for Public Works Supervisor and Lead Maintenance Worker
- 6418: Printing of education material on storm water runoff, public outreach education
- 6420: Ceramic tiles for catch basins, recycling supplies, dog waste bags, sampling devices sand bags, recycling supplies, stormwater, BMP material and equipment

	FY 17/18	FY 18/19
6530:		
Storm drain cleaning	21,200	21,200
Stevens Creek cleaning	3,000	3,000
Household Hazardous Waste programs	14,000	14,000
JURMP Stormwater Program Services Support	85,000	85,000
JPA Sediment Drying Pad	7,800	7,800
U.S. Mayors Conference	2,700	2,700
Storm Water Program Costs	65,000	65,000
	<u>198,700</u>	<u>198,700</u>

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>STREET MAINTENANCE</b>		<b>6530</b>			<b>001-6500-6530</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	144,641	174,183	194,200	191,608	194,200	194,200
6102	Part Time & Temporary Salaries	6,247	-	-	-	-	-
6103	Overtime	3,115	7,135	6,100	4,942	6,100	6,100
6104	Special Pay	7,022	7,276	8,300	7,587	8,300	8,300
6105	Temporary Non-Payroll	16,405	714	-	-	-	-
6205	Retirement	18,069	14,579	15,600	16,210	15,600	15,600
6210	Medicare	2,354	2,759	3,000	2,953	3,000	3,000
6211	Social Security	405	-	-	-	-	-
622X	Flex Credit Benefit	29,132	32,875	39,600	41,424	39,600	39,600
6244	LT Disability Insurance	803	992	1,000	1,108	1,000	1,000
6245	Life Insurance	405	443	700	509	700	700
6280	Auto Allowance	612	622	600	638	600	600
6290	Phone Allowance	46	-	-	-	-	-
<b>TOTAL</b>		<b>229,256</b>	<b>241,578</b>	<b>269,100</b>	<b>266,979</b>	<b>269,100</b>	<b>269,100</b>
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6320	Training	200	943	1,000	500	1,000	1,000
6330	Membership and Dues	200	193	200	200	200	200
6340	Clothing and Personal Expenses	1,041	949	1,000	1,000	1,000	1,000
6420	Departmental Special Supplies	4,217	3,667	8,000	5,300	8,000	8,100
6427	Vehicle Operating Supplies	4,135	4,165	6,000	4,000	4,000	4,000
6428	Vehicle Maintenance	2,651	935	1,500	1,500	1,500	1,500
6523	Communications	166	182	300	300	300	300
6524	Utilities - Electric	9,303	20,309	29,000	20,000	25,000	26,200
6525	Rents and Leases	(43)	1,309	800	800	800	800
6526	Maint. of Buildings & Grounds	-	-	12,500	12,200	12,300	12,500
6527	Utilities - Water	-	-	5,000	-	5,000	5,000
6529	Mileage	148	223	300	300	300	300
6530	Professional Services	13,408	25,244	68,600	22,100	91,900	26,300
<b>TOTAL</b>		<b>35,857</b>	<b>58,291</b>	<b>134,200</b>	<b>70,600</b>	<b>153,300</b>	<b>89,200</b>
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6640	Equipment	2,345	-	-	-	-	-
6910	Claims Liability Charges	71,000	39,000	61,800	61,800	119,100	118,700
6920	Workers' Comp Charges	20,800	21,000	33,500	33,500	35,300	49,500
6930	Asset Replacement Charges	17,300	17,300	17,300	17,300	17,300	17,300
<b>TOTAL</b>		<b>111,445</b>	<b>77,300</b>	<b>112,600</b>	<b>112,600</b>	<b>171,700</b>	<b>185,500</b>
<b>ACTIVITY TOTALS</b>		<b>376,559</b>	<b>377,169</b>	<b>515,900</b>	<b>450,179</b>	<b>594,100</b>	<b>543,800</b>

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>STREET MAINTENANCE</b>	<b>6530</b>	<b>001-6500-6530</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8	Director of PW / City Engineer	0.20	30,600	0.20	31,300	0.20	31,300	0.20	31,300
M4	Public Works Operations Mgr	0.20	18,700	0.20	19,200	0.20	19,200	0.20	19,200
MIS117	Assistant Civil Engineer	0.10	7,400	0.10	7,800	0.10	7,800	0.10	7,800
MIS109	Public Works Inspector	-	-	-	-	-	-	-	-
MIS89	Lead Maintenance Worker (2)	1.10	61,900	1.10	65,000	1.10	65,000	1.10	65,000
MIS86	Administrative Asst III	0.25	12,400	0.25	14,300	0.25	14,300	0.25	14,300
MIS75	Maintenance Worker II (2)	1.10	53,800	1.10	56,600	1.10	56,600	1.10	56,600
MIS57	Temp Maint Worker I	-	-	-	-	-	-	-	-
N/A	Overtime		6,100		6,100		6,100		6,100
	Stand by Pay (Overtime Rate)		7,900		8,300		8,300		8,300
	Total Salaries		198,800		208,600		208,600		208,600
	Total Benefits		56,200		60,500		60,500		60,500
<b>Total</b>		<b>2.95</b>	<b>255,000</b>	<b>2.95</b>	<b>269,100</b>	<b>2.95</b>	<b>269,100</b>	<b>2.95</b>	<b>269,100</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Asphalt repairs	3,000	1,000	1,000	1,000	1,000
Street name & regulatory sign replacement	300	100	300	300	300
Curb painting (lineal feet)	15,000	15,000	15,000	15,000	15,000
Street striping (lineal feet)	300	300	300	300	300
Graffiti removal	40	40	40	40	40
Inspect landscape medians	12	16	16	16	16
Clean under I-5 bridge	5	5	5	5	5
Public contact regarding street issues	52	52	52	52	52



**NOTES:**

- 6330: Percentage of American Public Works Association membership for Public Works Supervisor
- 6340: Percentage of costs for uniforms and boots spread over 7 accounts
- 6420: Signage, barricades, cold process asphalt repair materials, miscellaneous repair materials
- 6428: Regular maintenance of Public Works Fleet
- 6523: Cellular phone
- 6525: Rental of miscellaneous equipment and tools for street repair

	FY 17/18	FY 18/19
6530: Pavement repairs, potholes, street markings, including emergencies	14,000	14,000
Power Washing-Graffiti removal	1,500	1,500
Tree trimming/arborist	12,000	5,000
Lithocrete Concrete Sealing (every two years)	58,600	-
Sidewalk Cleaning	5,000	5,000
Pest Control/Dead Animal Removal	800	800
	<u>91,900</u>	<u>26,300</u>

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>TRAFFIC SAFETY</b>		<b>6540</b>			<b>001-6500-6540</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6420	Departmental Special Supplies	12,232	9,120	12,000	12,000	12,000	12,000
6523	Communications	642	676	700	700	700	700
6524	Utilities - Electric	-	17,922	28,000	23,000	27,600	27,600
6525	Rents and Leases	-	-	1,000	1,000	1,000	1,000
6529	Mileage	74	-	100	100	100	100
6530	Professional Services	109,889	124,662	138,600	135,200	139,000	139,000
6531	Maint. & Operation of Equipment	-	-	500	500	500	500
	TOTAL	122,837	152,380	180,900	172,500	180,900	180,900
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	ACTIVITY TOTALS	122,837	152,380	180,900	172,500	180,900	180,900

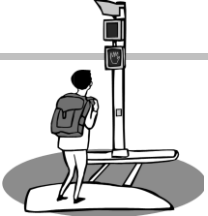


**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>TRAFFIC SAFETY</b>	<b>6540</b>	<b>001-6500-6540</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
<b>SERVICE II</b> Preventative maintenance of traffic signals	12	14	14	14	14
Traffic signal repairs	50	50	50	50	50
Safety signs installed	50	50	25	25	25
Sight distance issues	1	1	1	1	1
Other repairs relating to landscaping, temporary signage	30	30	30	30	30



**NOTES:**

6418: Printing specifications and plans

6420: Striping paint, posts, street name signs, regulatory signs, and street marking templates  
Portion of cost of pressure washer, traffic control signs and barricades

6524: Miscellaneous utilities and electricity and cost share agreement with Caltrans

	FY 17/18	FY 18/19
6530: Red Flex - third party red light camera administration	89,000	89,000
Traffic engineering consulting	20,000	20,000
Signal repairs	25,800	25,800
Cost Share agreement with Caltrans for maintenance & equipment for I-5 intersection	4,200	4,200
	<u>139,000</u>	<u>139,000</u>

6531: Maintenance of striping machine, arrow board, trailer, spray gun, flashing lights, timer, signal cabinet and hardware

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>STREET SWEEPING</b>		<b>6550</b>			<b>001-6500-6550</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6527	Utilities - Water	-	-	-	-	3,000	3,000
6530	Professional Services	42,432	45,022	45,500	45,500	45,500	45,500
	TOTAL	42,432	45,022	45,500	45,500	48,500	48,500
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	ACTIVITY TOTALS	42,432	45,022	45,500	45,500	48,500	48,500

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>STREET SWEEPING</b>	<b>6550</b>	<b>001-6500-6550</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Miles of streets swept	40	40	40	40	40
Special event street sweepings	2	2	4	4	4
Maintain signage	12	12	12	12	12
Street sweeping inspections	12	12	12	12	12



**NOTES:**

The cost for the City to provide these services is recovered through an agreement with the City's trash pick-up contractor, negotiated as part of the contract.

6530: Includes cleaning of all city streets at least nine times a year with Lomas Santa Fe Drive, South Sierra Ave, Highway 101, Stevens Avenue, and portions of South Cedros being swept twice per month. Special event/emergency street sweeping is funded at \$800 for the fiscal year. City Parking Lots are swept once per month

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

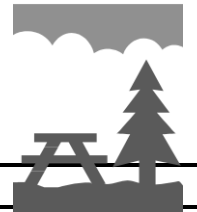
DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>PARK MAINTENANCE</b>		<b>6560</b>			<b>001-6500-6560</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	59,800	73,990	84,400	76,894	84,400	84,400
6103	Overtime	1,349	3,443	2,900	2,223	2,900	2,900
6104	Special Pay	2,718	3,398	3,900	3,171	3,900	3,900
6105	Temporary Non-Payroll	8,919	714	-	-	-	-
6205	Retirement	7,157	6,234	6,700	6,666	6,700	6,700
6210	Medicare	951	1,193	1,300	1,191	1,300	1,300
622X	Flex Credit Benefit	14,273	15,320	18,100	16,992	18,100	18,100
6244	LT Disability Insurance	366	448	400	474	400	400
6245	Life Insurance	170	187	300	201	300	300
6290	Phone Allowance	23	-	-	-	-	-
TOTAL		95,725	104,927	118,000	107,812	118,000	118,000
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6340	Clothing and Personal Expenses	492	637	700	700	700	700
6419	Minor Equipment	658	484	1,000	7,832	1,000	1,000
6420	Departmental Special Supplies	7,106	5,600	7,900	5,500	7,900	7,900
6427	Vehicle Operating Supplies	962	959	1,200	1,200	1,200	1,200
6428	Vehicle Maintenance	1,269	919	1,500	1,500	1,500	1,500
6523	Communications	166	182	200	200	200	200
6524	Utilities - Electric	25,942	-	-	-	-	-
6525	Rents and Leases	1,604	637	500	500	500	500
6526	Maint. of Buildings & Grounds	96,258	115,226	116,300	112,500	114,400	116,300
6527	Utilities - Water	35,982	28,902	45,000	45,000	50,000	50,000
6529	Mileage	156	263	300	300	300	300
6530	Professional Services	20,911	25,147	31,800	27,300	31,800	31,800
6531	Maint. & Operation of Equipment	-	1,369	2,500	2,500	2,500	2,500
TOTAL		191,507	180,325	208,900	205,032	212,000	213,900
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	3,300	1,500	2,400	2,400	4,400	4,400
6920	Workers' Comp Charges	2,100	2,200	2,800	2,800	2,900	3,700
TOTAL		5,400	3,700	5,200	5,200	7,300	8,100
ACTIVITY TOTALS		292,632	288,952	332,100	318,044	337,300	340,000

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>PARK MAINTENANCE</b>	<b>6560</b>	<b>001-6500-6560</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M4	Public Works Operations Mgr	0.20	18,700	0.20	19,200	0.20	19,200	0.20	19,200
MIS117	Assistant Civil Engineer	0.10	7,400	0.10	7,800	0.10	7,800	0.10	7,800
MIS109	Public Works Inspector	-	-	-	-	-	-	-	-
MIS89	Lead Maintenance Worker (2)	0.45	25,300	0.45	26,600	0.45	26,600	0.45	26,600
MIS75	Maintenance Worker II (2)	0.60	29,400	0.60	30,800	0.60	30,800	0.60	30,800
MIS57	Temp Maint Worker I	-	-	-	-	-	-	-	-
N/A	Overtime		2,800		2,900		2,900		2,900
	Stand by Pay (Overtime Rate)		3,700		3,900		3,900		3,900
	Total Salaries		87,300		91,200		91,200		91,200
	Total Benefits		25,000		26,800		26,800		26,800
	<b>Total Salaries</b>	<b>1.35</b>	<b>112,300</b>	<b>1.35</b>	<b>118,000</b>	<b>1.35</b>	<b>118,000</b>	<b>1.35</b>	<b>118,000</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Landscape inspections	52	52	52	52	52
Maintenance to Stevens House	12	15	12	12	12
Repairs & maintenance to park buildings	100	100	100	100	100
Playground inspections	52	52	52	52	52
Plumbing repairs to showers, drinking, fountains, etc.	15	15	15	15	15
Lighting repairs	30	30	30	30	30
Beach access and maintenance	52	52	52	52	52
Signage repairs and installations	50	50	50	50	50



**NOTES:**

6419: Replacement parts and hoses for spraying & blowing equipment, etc.  
6420: Irrigation and landscaping miscellaneous supplies and repair parts  
6421: Miscellaneous hand tools and pruning equipment, sprinklers, etc.  
6427: Fuel for Public Work Fleet  
6523: Radio and telephone usage  
6525: Rental of large mowers and power sprayers, boom, tiller

6526: Landscape Maintenance	FY 17/18 <u>114,400</u>	FY 18/19 <u>116,300</u>
6530: Tree trimming/on-call arborist	10,000	10,000
Back flow testing, misc repairs	11,800	11,800
Security, alarm monitoring	10,000	10,000
	<u>31,800</u>	<u>31,800</u>

6531: Maintenance of beach tractor and front end loader repair, chainsaws, weeders, blowers, etc

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET


DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>PUBLIC FACILITIES MAINTENANCE</b>		<b>6570</b>			<b>001-6500-6570</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6419	Minor Equipment	1,058	1,944	-	800	-	-
6420	Departmental Special Supplies	13,723	10,261	11,500	10,700	11,500	11,500
6427	Vehicle Operating Supplies	1,483	1,421	6,500	2,000	3,000	3,000
6428	Vehicle Maintenance	234	-	-	-	-	-
6524	Utilities - Electric	81,120	89,293	110,000	105,000	110,000	110,000
6525	Rents/Leases	259	570	500	500	500	500
6526	Maint. of Buildings & Grounds	84,653	80,405	86,000	86,000	89,800	88,000
6527	Utilities - Water	2,234	2,239	3,000	3,000	4,200	4,200
6529	Mileage	171	232	200	200	200	200
6530	Professional Services	47,961	74,845	63,000	63,000	63,300	63,300
6531	Maint. & Operation of Equipment	64	2,799	1,000	1,300	2,800	2,800
6570	Other Charges	600	-	-	-	-	-
	TOTAL	233,561	264,009	281,700	272,500	285,300	283,500
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6935	Facilities Replacement Charges	100,000	150,000	150,000	150,000	150,000	150,000
	TOTAL	100,000	150,000	150,000	150,000	150,000	150,000
	<b>ACTIVITY TOTALS</b>	333,561	414,009	431,700	422,500	435,300	433,500

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>PUBLIC FACILITIES MAINTENANCE</b>	<b>6570</b>	<b>001-6500-6570</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Painting at City Hall (square feet)	500	500	500	500	500
Plumbing repairs	10	10	10	10	10
Roof maintenance (times per year)	2	2	2	2	2
Lighting repairs	35	35	35	35	35
Sewer line cleaning at City Hall	12	12	12	12	12



**NOTES:**

6419: Miscellaneous minor equipment for facility maintenance  
6420: City-wide supplies, first aid supplies, miscellaneous repair parts & supplies

6524: City facility utility costs

6526:

	FY 17/18	FY 18/19
Janitorial services	47,700	47,700
Pest control	2,100	2,100
HVAC preventative maintenance	2,100	2,100
LS Maintenance Contract	17,900	17,900
Emergency Generator Maintance (City Hall/Fire station)	9,500	9,500
Elevator Maintenance	2,000	2,000
Computer room Exhaust Fan	1,000	
Marine Safety- Lock/deadbolt replacement	800	
Misc.Unspecified Repairs	6,700	6,700
	<u>89,800</u>	<u>88,000</u>

6530:

Alarm repairs & reprogramming	1,500	1,500
City Hall Generator APCD Permit	700	700
Micellanous Repairs	14,000	14,000
Public Works Drinking Water	1,000	1,000
City Facility Repairs and Door Service and Repair	10,500	10,500
Tree Trimming	2,000	2,000
Partnership With Industry	33,600	33,600
	<u>63,300</u>	<u>63,300</u>

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
SANITATION		7700			509-0000-7700		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	248,950	282,200	309,800	290,909	341,600	341,600
6102	Part Time & Temporary Salaries	9,793	-	-	-	-	-
6103	Overtime	1,567	2,948	1,200	2,982	1,200	1,200
6104	Special Pay	1,279	1,488	1,700	1,560	1,700	1,700
6105	Temporary Non-Payroll	2,868	714	-	-	-	-
6205	Retirement	28,701	19,257	26,000	25,171	28,100	28,100
6207	Retirement-UAL	-	17,775	21,200	14,813	24,000	36,300
6210	Medicare	3,551	3,802	4,500	3,979	5,000	5,000
6211	Social Security	607	-	-	-	-	-
622X	Flex Credit Benefit	32,160	34,493	41,900	39,138	45,300	45,300
6244	LT Disability Insurance	1,166	1,379	1,600	1,448	1,800	1,800
6245	Life Insurance	643	698	1,000	737	1,100	1,100
6255	Deferred Compensation	42	1,525	1,500	1,587	2,500	2,500
6280	Auto Allowance	968	1,705	2,200	1,775	2,700	2,700
6290	Phone Allowance	121	-	-	-	-	-
TOTAL		332,415	367,984	412,600	384,099	455,000	467,300
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6310	Insurance and Surety Bonds	-	-	-	23,200	25,300	27,300
6315	Travel, Conferences, & Meetings	-	500	500	500	500	500
6320	Training	200	828	500	500	500	500
6330	Membership and Dues	-	308	1,000	500	1,000	1,000
6340	Clothing and Personal Expenses	375	456	500	500	500	500
6418	Books, Subscriptions & Printing	115	97	200	200	200	200
6419	Minor Equipment	-	620	-	-	-	-
6420	Departmental Special Supplies	707	205	1,000	1,000	1,000	1,000
6421	Small Tools	-	381	500	500	500	500
6427	Vehicle Operating Supplies	1,778	1,771	2,500	1,800	2,500	2,500
6428	Vehicle Maintenance	1,719	989	2,000	500	2,000	2,000
6522	Advertising	370	-	100	100	100	100
6523	Communications	223	236	300	300	300	300
6525	Rents and Leases	534	274	600	300	600	600
6526	Maintenance of Building	-	-	500	500	500	500
6527	Utilities - Water	3,032	2,951	10,000	7,000	10,000	10,000
6529	Mileage	-	17	200	200	200	200
6530	Professional Services	1,785,895	1,746,136	1,906,900	1,808,267	1,762,900	1,779,600
6540	Damage Claims	-	52,983	20,000	20,000	20,000	20,000
6560	Depreciation	352,645	352,650	350,000	350,000	350,000	350,000
6570	Other Charges	-	-	1,500	1,500	1,500	1,500
6580	Administrative Charges	89,200	89,200	89,200	89,200	89,200	89,200
TOTAL		2,236,793	2,250,602	2,388,000	2,306,567	2,269,300	2,288,000
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6630	Improve. Other than Buildings	451,903	504,761	457,700	457,668	143,800	151,000
6640	Equipment	-	-	20,000	-	20,000	-
6710	Principal - Debt Service	880,634	906,470	937,800	937,808	979,700	1,016,200
6720	Interest - Debt Service	483,260	454,870	435,600	435,566	398,100	358,900
67XX	Debt Service Cost	60,868	53,799	53,800	53,800	53,800	53,800
6910	Claims Liability Charges	148,400	62,100	106,700	106,700	195,300	194,800
6920	Workers' Comp Charges	6,700	7,100	9,600	9,600	11,000	13,900
6940	PERS Side Fund Charges	16,409	17,547	18,000	18,000	21,000	6,800
6960	PARS OPEB Charges	-	9,036	-	-	-	-
6965	PARS Pension Charges	-	33,464	-	-	-	-
TOTAL		2,048,174	2,049,147	2,039,200	2,019,142	1,822,700	1,795,400
ACTIVITY TOTALS		4,617,383	4,667,733	4,839,800	4,709,808	4,547,000	4,550,700



**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT <b>SANITATION</b>	DEPT. NO. <b>7700</b>	BUDGET UNIT <b>509-0000-7700</b>
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Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
Contract	City Manager	0.15	29,700	0.15	29,700	0.25	50,200	0.25	50,200
M8	Assistant City Manager	-	-	0.15	19,500	0.15	19,500	0.15	19,500
M8	Director of PW / City Engineer	0.30	45,900	0.30	47,000	0.30	47,000	0.30	47,000
M8	Community Development Direc	-	-	-	-	-	-	-	-
M4	Principal Civil Engineer	0.20	21,900	0.20	22,400	0.20	22,400	0.20	22,400
M7	Finance Manager/Treasurer	0.25	32,700	0.25	33,600	0.25	33,600	0.25	33,600
M4	Public Works Operations Mgr	0.25	23,400	0.25	23,900	0.25	24,000	0.25	24,000
MIS117	Assistant Civil Engineer	0.25	18,600	0.25	19,500	0.25	19,500	0.25	19,500
MIS131	Associate Civil Engineer	0.50	42,700	0.50	44,900	0.50	44,900	0.50	44,900
MIS109	Public Works Inspector	-	-	-	-	-	-	-	-
MIS103	Senior Engineering Technician	0.25	16,200	0.25	17,000	0.25	17,000	0.25	17,000
MIS86	Administrative Asst III	0.17	8,400	0.17	9,800	0.17	9,800	0.17	9,800
MIS89	Lead Maintenance Worker (2)	0.25	14,100	0.25	14,800	0.25	14,800	0.25	14,800
MIS75	Maint. Worker II (2)	0.20	9,800	0.20	10,200	0.20	10,200	0.20	10,200
PTS57	Temp. Maint. Worker I	-	-	-	-	-	-	-	-
M1	Senior Accountant	-	-	0.10	7,500	0.20	15,400	0.20	15,400
C106	Accountant	0.10	6,800	-	-	-	-	-	-
C99	Fiscal Specialist II	0.05	3,200	0.05	3,300	0.10	6,600	0.10	6,600
C87	Fiscal Specialist I	0.05	2,800	0.05	2,900	0.05	2,900	0.05	2,900
	San Elijo JPA Members		3,800		3,800		3,800		3,800
	Part-Time		-		-		-		-
	Overtime		1,200		1,200		1,200		1,200
	Stand by Pay (Overtime Rate)		1,600		1,700		1,700		1,700
	<b>Total Salaries</b>		<b>282,800</b>		<b>312,700</b>		<b>344,500</b>		<b>344,500</b>
	<b>Total Benefits</b>		<b>85,700</b>		<b>99,900</b>		<b>110,500</b>		<b>122,800</b>
	<b>Total</b>	<b>2.97</b>	<b>368,500</b>	<b>3.12</b>	<b>412,600</b>	<b>3.37</b>	<b>455,000</b>	<b>3.37</b>	<b>467,300</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Miles of collection system maintained	48	48	48	48	48
Sewer system & wet well inspections	24	24	24	24	24
Private sewer spills attended to	0	0	2	0	0
Public sewer spills or blockages	0	0	1	0	0



**NOTES:**

- 6310: Insurance premiums
- 6522: Advertising for hookup program
- 6524: Water expenses for Solana Hills pump station
- 6525: Includes annual lease of right-of-way for Solana Beach pump station

**6530: San Elijo JPA Capital Services:**

	FY 17/18	FY 18/19
Wastewater Treatment	882,801	900,000
Laboratory analysis	160,425	160,000
Outfall	28,325	28,300
Solana Beach pump stations	311,749	311,700
<i>Total San Elijo JPA Services</i>	<u>1,383,300</u>	<u>1,400,000</u>

**City Professional Services:**

Sewer line maintenance	282,100	282,100
Chandler Investment management Fees	11,000	11,000
Bond administration	13,300	13,300
Transamerica	200	200
Audit Services	13,000	13,000
City of Encinitas conveyance	60,000	60,000
<i>Total City Services</i>	<u>379,600</u>	<u>379,600</u>
<b>Total Professional Services</b>	<u>1,762,900</u>	<u>1,779,600</u>

- 6540: Damage claims
- 6570: County EDP charges
- 6580: City administrative charges based on cost allocation study
- 6630: San Elijo JPA Capital Projects:  
Ocean discharge metering system and air scrudder study, outfall and misc.



**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				2017-2018	2018-2019
					General Fund	Camp Programs
<b>COMMUNITY SERVICES/ RECREATION</b>					278,800	282,600
					59,700	59,700
					338,500	342,300
EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
TOTAL REGULAR POSITIONS	3.41	3.43	3.38	3.33	3.33	3.33
SALARIES & FRINGE BENEFITS	213,457	227,728	231,700	253,061	255,400	256,300
MATERIAL, SUPPLIES & SERVICES	31,409	24,470	60,900	52,295	71,500	71,500
CAPITAL, DEBT SVC & CHARGES	10,100	7,700	10,400	10,400	11,600	14,500
TOTAL BUDGET	254,966	259,898	303,000	315,756	338,500	342,300

**Mission Statement:**

We create community through people, parks, and programs. We also enrich our community by creating an atmosphere that nurtures, enhances, and reflects our diverse cultural values and artistic vitality. Parks and the arts make life better!

**Department Overview:**

**Community Services/Recreation** is responsible for various City-sponsored community events and providing the community with enriching cultural experiences and family orientated recreational activities.

**Structure & Services:**

**Community Services** is responsible for providing various service-oriented activities which include the City's Annual Street Banner program, production of *Shorelines*, the City newsletter publication, management of the public art program, and coordination of City-sponsored community-wide events. The department's budget and service indicators are located on pages C-102 and C-103.

Community Services provides program management for the City Hall Gallery Art Exhibits, management of the Master Art Policy, and the Street Banner Program, coordination of the annual Arts Alive Event with local artists, implementation of public art projects including the Temporary Public Art Program, and provides staff support to the City's Public Arts Commission. The budget for this program is included in the Community Services budget.

**Recreation Services** is directly responsible for providing programs and services to the community through City sponsored and contracted programs. The City currently contracts with Mira Costa College for Adult Recreation Classes and Instruction that are held at La Colonia and Fletcher Cove Community Centers. Recreation Services also includes:

## COMMUNITY SERVICES/RECREATION (continued)

rental processing of La Colonia field and Community Center and managing the Fletcher Cove Community Center for City programs, rentals and services; Coordination of 30 City-sponsored special events; development of joint use agreements with local school districts and other organizations for facility use and program resources; contract management with the Boys & Girls Club for the City's After School Enrichment Program; non-City-sponsored special event application administration; and Summer Youth Camps. Recreation Services also includes staff support to the City's Park & Recreation Commission. This department's budget and service indicators are located on pages C-104 and C-105.

### **Goals for 2017-2018:**

- Evaluate current programs through participant feedback, and conduct periodic studies to enhance Parks and Recreation Department programming to ensure the City is serving the needs of the community.
- To meet community recreational needs with maximum effectiveness and with minimum expense.
- Expand the use of community volunteers and sponsors to maximize program quality and efficiency.
- Continue the artist exhibitions, receptions, and lectures in the City Hall Gallery and seek out interesting, informative, and entertaining cultural events to include in the annual Gallery schedule.
- Expand the Temporary Public Art Program by seeking additional Council approved sites, changing the current sculptures and installing new ones to keep the Program interesting.
- Improve the electronic version of *Shorelines*, the City newsletter.
- Work with the Public Arts Commission to provide new and on-going artistic and cultural community events.
- Work with the Public Arts Commission to implement long range Council directed goals such as artistic monument signs at City entry ways.
- Continue to seek out funding sources for the La Colonia Park Renovation Project.
- Process all special event permit applications throughout the City.
- Work closely with the Parks and Recreation Commission to provide community events that enhance the quality of life for Solana Beach residents.
- Continue encouraging and fostering partnerships with community and youth agencies that will strengthen collaboration efforts in order to provide safe environments for the youth.
- Maintain the number of partnership agreements and foster even stronger community relationships with overall intent of providing a wider variety of recreational opportunities for residents.
- Continue a high level of more inclusive and family oriented programs and services.
- Provide the necessary management to fully achieve the priorities identified by the Parks & Recreation Commission, the City Manager's Office, and City Council.
- Continue evaluating ways Improve safety and sense of security for park users.
- Continue to investigate potential resources to fund the La Colonia Park Renovation Plan.



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>COMMUNITY SERVICES</b>		<b>7100</b>			<b>001-7000-7100</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	16,990	21,125	19,500	33,559	19,500	19,500
6102	Part Time & Temporary Salaries	40,883	42,632	43,000	40,332	43,000	43,000
6103	Overtime	2,335	2,230	2,100	133	2,100	2,100
6205	Retirement	9,127	6,213	5,700	5,178	4,800	5,700
6210	Medicare	960	1,053	900	1,179	900	900
6211	Social Security	-	-	-	800	-	-
622X	Flex Credit Benefit	11,629	11,670	12,100	13,343	12,100	12,100
6244	LT Disability Insurance	340	390	300	280	300	300
6245	Life Insurance	152	162	200	136	200	200
6280	Auto Allowance	-	151	500	637	500	500
6290	Phone Allowance	23	-	-	-	-	-
<b>TOTAL</b>		<b>82,440</b>	<b>85,626</b>	<b>84,300</b>	<b>95,577</b>	<b>83,400</b>	<b>84,300</b>
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	-	-	200	200	200	200
6320	Training	-	-	100	100	100	100
6330	Membership and Dues	-	-	-	300	300	300
6420	Departmental Special Supplies	1,887	333	900	900	900	900
6522	Advertising	-	-	-	-	400	400
6529	Mileage	-	-	400	400	400	400
6530	Professional Services	9,793	10,241	15,900	15,900	15,900	15,900
6538	Special Events	-	-	-	1,000	1,000	1,000
6570	Other Charges	1,240	317	1,500	1,500	1,500	1,500
6575	Public Arts Expenditures	2,140	-	6,200	4,500	4,500	4,500
<b>TOTAL</b>		<b>15,060</b>	<b>10,891</b>	<b>25,200</b>	<b>24,800</b>	<b>25,200</b>	<b>25,200</b>
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	2,300	1,100	1,700	1,700	3,100	3,100
6920	Workers' Comp Charges	1,500	1,600	2,000	2,000	2,100	2,600
<b>TOTAL</b>		<b>3,800</b>	<b>2,700</b>	<b>3,700</b>	<b>3,700</b>	<b>5,200</b>	<b>5,700</b>
<b>ACTIVITY TOTALS</b>		<b>101,300</b>	<b>99,217</b>	<b>113,200</b>	<b>124,077</b>	<b>113,800</b>	<b>115,200</b>

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>COMMUNITY SERVICES</b>	<b>7100</b>	<b>001-7000-7100</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
1-102	Assistant to CM	-	-	-	-	-	-	-	-
M8	Assistant City Manager	-	-	0.15	19,500	0.15	19,500	0.15	19,500
M5	Sr. Management Analyst	0.20	19,400	-	-	-	-	-	-
MIS86	Community Serv Coordinator	0.75	41,000	0.75	43,000	0.75	43,000	0.75	43,000
	Overtime		2,000		2,100		2,100		2,100
	Total Salaries		62,400		64,600		64,600		64,600
	Total Benefits		18,800		19,700		18,800		19,700
	<b>Total</b>	<b>0.95</b>	<b>81,200</b>	<b>0.90</b>	<b>84,300</b>	<b>0.90</b>	<b>83,400</b>	<b>0.90</b>	<b>84,300</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Shorelines Newsletter	4	N/A	N/A	N/A	N/A
Street banner changes	6	N/A	N/A	N/A	N/A
City Hall Gallery Exhibitions	9	N/A	N/A	N/A	N/A
Master Art Policy Projects					
Arts Alive on CRT	1	N/A	N/A	N/A	N/A
Special Event @ La Colonia					
Temporary Public Art Program	2	N/A	N/A	N/A	N/A



NOTES:	FY 17/18	FY 18/19
6530 eShorelines Publication	5,000	5,000
Street Banner Change Out Program		
City banner	2,500	2,500
Outside Agencies - reimbursed	3,900	3,900
Temporary Art	4,500	4,500
	<u>15,900</u>	<u>15,900</u>
6570 Dial-A-Ride and ad hoc activities		

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>RECREATION</b>		<b>7110</b>			<b>001-7000-7110</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	87,999	103,566	101,400	113,566	82,500	82,500
6102	Part Time & Temporary Salaries	11,193	9,700	17,200	12,045	17,200	17,200
6103	Overtime	460	801	-	208	-	-
6205	Retirement	13,668	9,945	9,200	10,554	7,500	7,500
6210	Medicare	1,558	1,765	1,700	1,938	1,400	1,400
6211	Social Security	694	601	1,100	746	1,100	1,100
622X	Flex Credit Benefit	14,711	14,717	15,500	16,890	12,100	12,100
6244	LT Disability Insurance	483	597	500	614	400	400
6245	Life Insurance	229	259	300	285	300	300
6280	Auto Allowance	-	151	500	638	300	300
6290	Phone Allowance	23	-	-	-	-	-
TOTAL		131,018	142,102	147,400	157,484	122,800	122,800
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	121	959	1,300	1,200	1,300	1,300
6320	Training	335	30	500	400	500	500
6330	Membership and Dues	170	170	200	170	200	200
6340	Clothing & Personal Expenses	400	362	600	500	600	600
6418	Books, Subscriptions & Printing	75	-	200	150	200	200
6420	Departmental Special Supplies	611	787	1,700	1,000	1,700	1,700
6522	Advertising	-	-	200	100	200	200
6523	Communications	37	-	-	-	-	-
6529	Mileage	300	302	300	250	300	300
6530	Professional Services	5,655	5,090	13,500	8,000	13,500	13,500
6531	Maint. & Operation of Equipment	-	465	500	475	600	600
6538	Special Events	8,645	5,414	16,200	15,000	16,200	11,200
6570	Other Charges	-	-	500	250	500	500
TOTAL		16,349	13,579	35,700	27,495	35,800	30,800
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	3,800	2,000	3,100	3,100	4,800	4,800
6920	Workers' Comp Charges	2,500	3,000	3,600	3,600	3,200	4,000
TOTAL		6,300	5,000	6,700	6,700	8,000	8,800
ACTIVITY TOTALS		153,667	160,681	189,800	191,679	166,600	162,400



**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>RECREATION</b>	<b>7110</b>	<b>001-7000-7110</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8	Assistant City Manager	-	-	0.15	19,500	0.10	13,000	0.10	13,000
M5	Sr. Management Analyst	0.20	19,300	-	-	-	-	-	-
M3	Recreation Manager	1.00	80,000	1.00	81,900	0.80	69,500	0.80	69,500
PTS35	Sr. Recreation Leader (P/T)	-	-	-	-	-	-	-	-
PTS25	Recreation Leaders (P/T)	0.65	16,800	0.65	17,200	0.65	17,200	0.65	17,200
	Overtime								
	Total Salaries		116,100		118,600		99,700		99,700
	Total Benefits		27,600		28,800		23,100		23,100
<b>Total</b>		<b>1.85</b>	<b>143,700</b>	<b>1.80</b>	<b>147,400</b>	<b>1.55</b>	<b>122,800</b>	<b>1.55</b>	<b>122,800</b>

<b>SERVICE INDICATORS</b>	<b>2014/15 Actual</b>	<b>2015/16 Actual</b>	<b>2016/17 Projected</b>	<b>2017/18 Proposed</b>	<b>2018/19 Proposed</b>
City sponsored community events	25	26	23	25	25
Special events participants	9,050	11,450	8,450	10,000	10,000
Fletcher Cove Community Center Private rentals	27	30	17	20	20



**NOTES:**

- 6330: Staff membership in California Parks and Recreation Society
- 6418: Newspapers & Misc Publications for the public/printing for events/camps and classes
- 6420: Supplies for various recreation programs; Day Camp & Enrichment Class supplies; etc.
- 6530: Custodial and security guard services for Fletcher Cover private rentals

	<u>FY 17/18</u>	<u>FY 18/19</u>
6538: Staff Coordinated Events		
Dias De Los Muertos	3,600	3,600
Family Camp Out	1,300	1,300
Veterans Day	400	400
Memorial Day	400	400
Ad hoc events/dedications, etc.	500	500
P&R Coordinated Events		
Community Skatepark Event	5,000	-
Future Special Event	-	5,000
Holiday Tree Lighting	5,000	5,000
Special Events Totals	<u>16,200</u>	<u>16,200</u>

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>RECREATION (CAMP)</b>		<b>7110</b>			<b>255-7000-7110</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	-	-	-	-	23,900	23,900
6102	Part Time & Temporary Salaries	11,706	15,575	17,600	14,130	17,600	17,600
6205	Retirement	-	-	-	-	2,200	2,200
6210	Medicare	170	225	300	205	600	600
6211	Social Security	726	966	1,100	876	1,100	1,100
622X	Flex Credit Benefit	-	-	-	-	3,400	3,400
6244	LT Disability Insurance	-	-	-	-	100	100
6245	Life Insurance	-	-	-	-	100	100
6280	Auto Allowance	-	-	-	-	200	200
TOTAL		12,602	16,766	19,000	15,211	49,200	49,200
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6310	Insurance Premiums	2,076	1,815	2,000	2,000	2,000	2,000
6419	Minor Equipment	162	-	-	-	-	-
6537	Summer Day Camp	7,404	7,703	8,500	8,400	8,500	8,500
TOTAL		9,642	9,518	10,500	10,400	10,500	10,500
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
TOTAL		-	-	-	-	-	-
ACTIVITY TOTALS		22,244	26,284	29,500	25,611	59,700	59,700

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>RECREATION (CAMP)</b>	<b>7110</b>	<b>255-7000-7110</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8	Assistant City Manager	-	-	-	-	0.05	6,500	0.05	6,500
M3	Recreation Manager	-	-	-	-	0.20	17,400	0.20	17,400
PTS25	Recreation Leaders (P/T)	0.43	11,100	0.43	11,400	0.43	11,400	-	-
PTS35	Sr. Recreation Leader (PT)	0.20	6,000	0.20	6,200	0.20	6,200	0.20	6,200
	Overtime								-
	Total Salaries		17,100		17,600		41,500		41,500
	Total Benefits		1,300		1,400		7,700		7,700
<b>Total</b>		<b>0.63</b>	<b>18,400</b>	<b>0.63</b>	<b>19,000</b>	<b>0.88</b>	<b>49,200</b>	<b>0.88</b>	<b>49,200</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Summer day camp participants	315	322	315	320	320

<b>NOTES:</b>	
6537: Summer Day Camp Program	



**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				
<b>SPECIAL DISTRICTS</b>	*** see below				
EXPENSE CLASSIFICATION	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 ADOPTED	2015-2016 PROJECTED	2016-2017 ADOPTED
TOTAL REGULAR POSITIONS	0.95	0.90	0.90	0.90	0.90
SALARIES & FRINGE BENEFITS	109,151	109,950	113,700	115,548	119,100
MATERIAL, SUPPLIES & SERVICES	584,248	612,659	669,100	609,945	669,100
CAPITAL, DEBT SVC & CHARGES	14,680	10,550	8,700	8,379	10,400
TOTAL BUDGET	708,079	733,159	791,500	733,872	798,600

**Department Overview:**

The Public Works Maintenance Division is responsible for maintenance of the Municipal Improvement, Coastal Rail Trail, and Street Lighting special districts.

**Structure & Services**

**Municipal Improvement** special districts (Districts), or MID's, provide a means for property owners within the Districts to self assess fees to pay for the costs of services, such as water and landscape maintenance and improvements, that are provided to the Districts by the City. MID's within the City include:

<u>Municipal Improvement District</u>	<u>FY2017-18</u>	<u>FY2018-19</u>	<u>Budget/Service Indicator Pages</u>
Highway 101 Landscaping MID 33	\$ 115,200	\$115,200	C-112 and C-113
Santa Fe Hills MID 9C	252,200	252,200	C-114 and C-115
Isla Verde MID 9E	6,000	6,000	C-116 and C-117
San Elijo Hills #2C MID 9H	<u>83,100</u>	<u>83,100</u>	C-118 and C-119
TOTAL	<u>\$ 456,500</u>	<u>\$ 456,500</u>	

The ***Coastal Rail Trail*** (CRT) Maintenance District was established by a vote of Solana Beach property owners and pays for the Coastal Rail Trail maintenance, administration, and reserves. The CRT budget and service indicators are located on pages C-120 and C-121.

The ***Street Lighting*** district is responsible for the capital improvements maintenance and operation of approximately 750 street lights throughout the City and lighting on the Coastal Rail Trail. The operation is funded by a benefit assessment which appears on property tax bills. The district's budget and service indicators are located on pages C-122 and C-123.

## SPECIAL DISTRICTS (continued)

### **Goals:**

The Public Works Department goals are located on pages C-79 and include goals related to the City's special districts.



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>HIGHWAY 101 LANDSCAPING MID 33</b>		<b>7510</b>			<b>203-7500-7510</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	13,047	14,242	14,400	14,921	14,400	14,400
6103	Overtime	49	195	-	194	-	-
6205	Retirement	2,049	1,383	1,300	1,423	1,300	1,300
6207	Retirement-UAL	-	999	1,100	832	1,100	1,700
6210	Medicare	169	187	200	195	200	200
622X	Flex Credit Benefit	1,839	1,839	2,000	2,070	2,000	2,000
6244	LT Disability Insurance	73	83	100	87	100	100
6245	Life Insurance	34	36	-	38	-	-
TOTAL		17,277	18,964	19,100	19,760	19,100	19,700
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6522	Advertising	116	112	-	-	-	-
6524	Utilities - Electric	10,540	23,065	29,500	26,000	29,500	29,500
6526	Maint. of Buildings & Grounds	33,075	25,932	35,200	45,600	45,600	45,600
6527	Utilities - Water	6,992	5,164	9,800	7,000	9,800	9,800
6530	Professional Services	-	-	1,000	1,000	1,000	1,000
6570	Other Charges	4,999	4,983	3,000	3,000	3,000	3,000
6580	Administrative Charges	3,100	3,100	3,100	5,000	5,000	5,000
TOTAL		58,822	62,356	81,600	87,600	93,900	93,900
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	500	200	400	400	700	700
6920	Workers' Comp Charges	300	300	400	400	500	600
6940	PERS Side Fund Charges	958	1,001	900	579	1,000	300
6960	PARS OPEB Charges	-	440	-	-	-	-
6965	PARS Pension Charges	-	1,633	-	-	-	-
TOTAL		1,758	3,574	1,700	1,379	2,200	1,600
ACTIVITY TOTALS		77,858	84,894	102,400	108,739	115,200	115,200

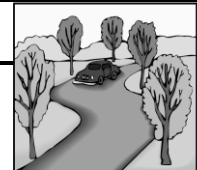


**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
HIGHWAY 101 LANDSCAPING MID 33	7510	203-7500-7510

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
M8	Public Works Operations Mgr	0.15	14,000	0.15	14,400	0.15	14,400	0.15	14,400
N/A	Overtime		-		-		-		-
N/A	Stand by Pay (Overtime Rate)		-		-		-		-
	Total Salaries		14,000		14,400		14,400		14,400
	Total Benefits		4,400		4,700		4,700		5,300
	<b>Total</b>	<b>0.15</b>	<b>18,400</b>	<b>0.15</b>	<b>19,100</b>	<b>0.15</b>	<b>19,100</b>	<b>0.15</b>	<b>19,700</b>

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Landscape area maintained (square feet)	75,000	75,000	75,000	75,000	75,000
Trash pick-up	52	52	52	52	52



**NOTES:**

- 6526: Landscape maintenance (general)
- 6530: Graffiti removal, minor concrete repairs, arborist consultation
- 6570: County EDP & property tax administrative charges
- 6580: City administration charge (based on cost alloc. study)

**CITY OF SOLANA BEACH**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>SANTA FE HILLS MID 9C</b>		<b>7520</b>			<b>204-7500-7520</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6527	Utilities - Water	83,708	61,212	93,000	93,000	93,000	93,000
6530	Professional Services	147,000	147,000	147,000	147,000	147,000	147,000
6570	Other Charges	2,523	2,512	2,700	2,700	2,700	2,700
6580	Adminstrative Charges	9,500	9,500	9,500	9,500	9,500	9,500
	TOTAL	242,731	220,224	252,200	252,200	252,200	252,200
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	ACTIVITY TOTALS	242,731	220,224	252,200	252,200	252,200	252,200

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>SANTA FE HILLS MID 9C</b>	<b>7520</b>	<b>204-7500-7520</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									

<b>SERVICE INDICATORS</b>	<b>2014/15 Actual</b>	<b>2015/16 Actual</b>	<b>2016/17 Projected</b>	<b>2017/18 Proposed</b>	<b>2018/19 Proposed</b>
Number of maintenance inspections performed	12	12	12	12	12
Number of units	408	408	408	408	408
Assessment per unit	\$232.10	\$232.10	\$232.10	\$232.10	\$232.10

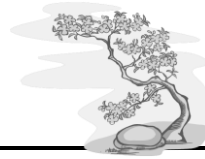
**NOTES:**

6527: Water for irrigation of slopes and median area.

6530: Santa Fe Hills HOA

6570: County EDP & property tax administrative charges

6580: General administrative charges based on cost allocation study



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>ISLA VERDE MID 9E</b>		<b>7530</b>			<b>205-7500-7530</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6530	Professional Services	5,100	5,100	5,200	5,200	5,200	5,200
6570	Other Charges	99	99	100	100	100	100
6580	Adminstrative Charges	700	700	700	700	700	700
	TOTAL	5,899	5,899	6,000	6,000	6,000	6,000
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	<b>ACTIVITY TOTALS</b>	5,899	5,899	6,000	6,000	6,000	6,000

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT <b>ISLA VERDE MID 9E</b>	DEPT. NO. <b>7530</b>	BUDGET UNIT <b>205-7500-7530</b>
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Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Number of maintenance inspections performed	12	12	12	12	12
Number of units	87	87	87	87	87
Assessment per unit	\$68.74	\$68.74	\$68.74	\$68.74	\$68.74

**NOTES:**  
 6530: Landscape maintenance of two traffic islands in San Lucas Ct and four gates at San Lucas and Highland  
 6570: Appropriation for County EDP charges  
 6580: City admin charge based on cost allocation study



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>SAN ELIJO HILLS # 2C MID 9H</b>		<b>7550</b>			<b>207-7500-7550</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6530	Professional Services	78,600	78,600	78,600	78,600	78,600	78,600
6570	Other Charges	933	937	300	300	300	300
6580	Adminstrative Charges	4,200	4,200	4,200	4,200	4,200	4,200
	TOTAL	83,733	83,737	83,100	83,100	83,100	83,100
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	<b>ACTIVITY TOTALS</b>	83,733	83,737	83,100	83,100	83,100	83,100

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

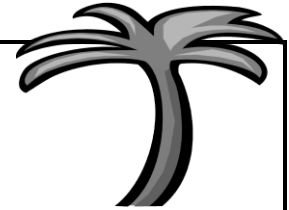
<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>SAN ELIJO HILLS #2C MID 9H</b>	<b>7550</b>	<b>207-7500-7550</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Number of maintenance inspections performed	12	12	12	12	12
Number of units	118	118	118	118	118
Assessment per unit	\$289.58	\$289.58	\$289.58	\$289.58	\$289.58

**NOTES:**

- 6530: Landscape maintenance of slopes, sprinkler system parts, plants, chemicals, water and electricity, landscape supplies, and maintenance of Santa Helena median
- 6570: County EDP & property tax administrative charge
- 6580: General City charges based on cost allocation study



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
COASTAL RAIL TRAIL MAINT DISTRICT		7580			208-7500-7580		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
TOTAL		-	-	-	-	-	-
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6522	Advertising	-	185	-	-	-	-
6526	Maintenance Of Buildings & Grounds	41,534	34,600	34,600	34,600	34,600	34,600
6527	Utilities - Water	28,943	14,182	20,600	20,600	20,600	20,600
6530	Professional Services	7,188	16,855	12,500	16,000	12,500	12,500
6570	Other Charges	564	564	900	900	900	900
6580	Administrative Charge	3,900	3,900	3,900	3,900	3,900	3,900
TOTAL		82,128	70,286	72,500	76,000	72,500	72,500
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
TOTAL		-	-	-	-	-	-
ACTIVITY TOTALS		82,128	70,286	72,500	76,000	72,500	72,500



**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

DEPARTMENT	DEPT. NO.	BUDGET UNIT
COASTAL RAIL TRAIL MAINTENANCE DISTRICT	7580	208-7500-7580

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
N/A									

SERVICE INDICATORS	2014/15 Actual	2015/16 Actual	2016/17 Projected	2017/18 Proposed	2018/19 Proposed
Number of days landscape maintenance is performed	150	150	260	260	260
Number of inspections performed	12	12	12	12	12
Number of units	10,472	10,472	10,448	10,448	10,448
Assessment per unit	6.84	6.84	6.84	6.84	6.84

**NOTES:**

- 6527 Water
- 6530 Landscape Maintenance
- 6570 Reserves - 10% of Operations
- 6580 General City charges based on cost allocation study



**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

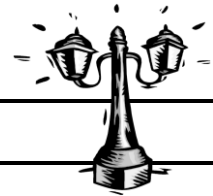
DEPARTMENT		DEPT. NO.			BUDGET UNIT		
STREET LIGHTING		7600			211-0000-7600		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	69,093	73,739	75,200	77,759	75,400	75,400
6102	Part Time & Temporary Salaries	4,452	-	-	-	-	-
6103	Overtime	273	503	100	482	100	100
6104	Special Pay	186	240	200	265	200	200
6205	Retirement	9,178	6,350	6,300	6,615	6,300	6,300
6207	Retirement-UAL	-	4,595	5,200	3,828	5,400	8,200
6210	Medicare	989	1,005	1,100	1,065	1,100	1,100
6211	Social Security	276	-	-	-	-	-
622X	Flex Credit Benefit	7,353	8,578	10,100	9,900	10,100	10,100
6244	LT Disability Insurance	312	362	400	382	400	400
6245	Life Insurance	174	188	300	199	300	300
6255	Deferred Compensation	19	508	500	530	500	500
6280	Auto Allowance	329	568	600	592	600	600
6290	Phone Allowance	40	-	-	-	-	-
TOTAL		92,673	96,636	100,000	101,617	100,400	103,200
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6330	Membership and Dues	-	-	100	100	100	100
6340	Clothing and Personal Expenses	76	89	100	100	100	100
6420	Departmental Special Supplies	304	-	100	300	100	100
6522	Advertising	139	257	200	200	200	200
6523	Communications	83	91	100	100	100	100
6524	Utilities - Electric	105,112	67,992	116,000	115,145	116,000	116,000
6530	Professional Services	9,570	16,915	37,200	17,200	38,400	38,400
6570	Other Charges	9,661	8,750	5,500	5,800	5,500	5,500
6580	Adminstrative Charges	14,400	14,400	14,400	14,400	14,400	14,400
TOTAL		139,345	108,494	173,700	153,345	174,900	174,900
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	2,700	1,200	2,000	2,000	3,600	3,600
6920	Workers' Comp Charges	1,800	1,800	2,300	2,300	2,400	3,100
6940	PERS Side Fund Charges	4,292	4,596	4,400	4,400	4,700	1,500
6960	PARS OPEB Charges	-	2,424	-	-	-	-
6965	PARS Pension Charges	-	8,979	-	-	-	-
TOTAL		8,792	18,999	8,700	8,700	10,700	8,200
ACTIVITY TOTALS		240,810	224,129	282,400	263,662	286,000	286,300

**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>STREET LIGHTING</b>	<b>7600</b>	<b>211-0000-7600</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
Contract	City Manager	0.05	9,900	0.05	9,900	0.05	10,100	0.05	10,100
M8	Director of PW / City Engineer	0.10	15,300	0.10	15,700	0.10	15,700	0.10	15,700
M4	Principal Civil Engineer	0.15	16,400	0.15	16,700	0.15	16,700	0.15	16,700
M4	Public Works Operations Mgr	0.10	9,400	0.10	9,600	0.10	9,600	0.10	9,600
MIS117	Assistant Civil Engineer	0.10	7,400	0.10	7,800	0.10	7,800	0.10	7,800
MIS109	Public Works Inspector	-	-	-	-	-	-	-	-
MIS103	Senior Engineering Technician	0.10	6,500	0.10	6,800	0.10	6,800	0.10	6,800
MIS86	Administrative Asst III	0.10	4,900	0.10	5,700	0.10	5,700	0.10	5,700
MIS89	Lead Maintenance Worker	0.05	2,800	0.05	3,000	0.05	3,000	0.05	3,000
	Overtime		200		100		100		100
	Stand by Pay (Overtime Rate)		200		200		200		200
	<b>Total Salaries</b>		<b>73,000</b>		<b>75,500</b>		<b>75,700</b>		<b>75,700</b>
	<b>Total Benefits</b>		<b>22,300</b>		<b>24,500</b>		<b>24,700</b>		<b>27,500</b>
	<b>Total</b>	<b>0.75</b>	<b>95,300</b>	<b>0.75</b>	<b>100,000</b>	<b>0.75</b>	<b>100,400</b>	<b>0.75</b>	<b>103,200</b>

<b>SERVICE INDICATORS</b>	<b>2014/15 Actual</b>	<b>2015/16 Actual</b>	<b>2016/17 Projected</b>	<b>2017/18 Proposed</b>	<b>2018/19 Proposed</b>
New streetlight installations	26	26	0	0	0
Pedestrian bollard lights	25	25	0	0	0
New ballast installations	15	15	0	0	0
Maintenance occurrences of streetlights and pedestrian lights	26	26	26	26	26



**NOTES:**

- 6418: Printing specifications, electrical catalogs
- 6420: Light junction boxes, bulbs and wires
- 6522: Advertising for various public hearings
- 6523: Percentage of cellular phone charges for City Engineer & Public Works Superintendent

	<u>FY 17/18</u>	<u>FY 18/19</u>
6524: CRT	17,300	17,300
All other facilities	98,700	98,700
	<u>116,000</u>	<u>116,000</u>
6530: Street Light Maintenance and Repairs	22,900	22,900
Street Light Replacement	10,000	10,000
North County Dispatch - emergencies	500	500
Electrical Repairs	5,000	5,000
	<u>38,400</u>	<u>38,400</u>

- 6531: Replacement of bulbs, ballasts, etc. for streetlights
- 6570: County EDP & property tax administrative charge
- 6580: Administrative charge based on cost allocation study



**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION					
<b>SUCCESSOR AGENCY (SA) TO THE FORMER REDEVELOPMENT AGENCY (RDA)</b>	Successor Agency					
EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
TOTAL REGULAR POSITIONS	1.05	0.90	1.10	1.10	0.80	0.80
SALARIES & FRINGE BENEFITS	187,309	189,308	204,500	232,080	138,100	140,300
MATERIAL, SUPPLIES & SERVICES	44,757	28,225	113,200	109,150	109,150	109,150
CAPITAL, DEBT SVC & CHARGES	345,059	383,916	251,700	258,700	248,600	246,800
<b>TOTAL BUDGET</b>	<b>577,125</b>	<b>601,449</b>	<b>569,400</b>	<b>599,930</b>	<b>495,850</b>	<b>496,250</b>

On June 29, 2011, California Governor Jerry Brown signed ABX126 to dissolve all redevelopment agencies within the State of California. All agencies were subsequently dissolved as of February 1, 2012, and a Successor Agency was designated to complete the work of the Solana Beach Redevelopment Agency (RDA) and satisfy its financial obligations.

Recognized Obligation Payment Schedules (ROPS) are prepared by the Successor Agency for each six month period in the fiscal year which then must be approved by the Oversight Board, the County of San Diego and the State of California. The ROPS identifies financial commitments of the former RDA, including administrative costs, which will be paid from semi-annual Redevelopment Property Tax Trust Fund (formerly tax increment) distributions received by the Successor Agency.

**CITY OF SOLANA BEACH**  
FISCAL YEAR 2016-2017 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
SUCCESSOR AGENCY		7810			652-7800-7810		
OBJECT CODE	EXPENSE CLASSIFICATION	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 PROJECTED	2017-2018 PROPOSED	2018-2019 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	126,478	141,959	157,900	171,918	105,500	105,500
6102	Part Time & Temporary Salaries	26,709	-	-	-	-	-
6103	Overtime	1,053	1,414	-	1,349	-	-
6104	Special Pay		7,948	-	7,948	-	-
6205	Retirement	16,578	10,947	12,400	12,772	8,300	8,300
6207	Retirement-UAL	-	6,990	10,100	5,825	8,500	10,700
6210	Medicare	2,148	2,181	2,300	9,717	1,500	1,500
6211	Social Security	1,656	-	-	-	-	-
622X	Flex Credit Benefit	10,739	11,749	14,800	15,471	10,700	10,700
6244	LT Disability Insurance	417	516	800	661	600	600
6245	Life Insurance	292	351	500	447	400	400
6255	Deferred Compensation	115	3,050	3,000	3,173	1,000	1,000
6280	Auto Allowance	1,053	2,203	2,700	2,799	1,600	1,600
6290	Phone Allowance	69	-	-	-	-	-
TOTAL		187,309	189,308	204,500	232,080	138,100	140,300
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences & Meetings	-	-	3,000	3,000	3,000	3,000
6330	Memberships and Dues	-	-	1,900	1,900	1,900	1,900
6417	Postage	-	-	100	100	100	100
6522	Advertising	-	-	100	100	100	100
6530	Professional Services	19,757	13,225	89,300	85,250	85,250	85,250
6570	Other Charges	10,000	-	3,800	3,800	3,800	3,800
6580	Administrative Charges	15,000	15,000	15,000	15,000	15,000	15,000
TOTAL		44,757	28,225	113,200	109,150	109,150	109,150
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6710	Principal Expense	175,000	200,665	90,000	90,000	95,000	100,000
6720	Interest Expense	152,811	148,534	144,100	144,100	139,900	135,500
6910	Claims Liability Charges	5,600	2,100	4,100	4,100	4,200	5,000
6920	Workers' Comp Charges	3,600	3,200	4,900	4,900	3,300	4,300
6940	PERS Side Fund Charges	8,048	8,686	8,600	15,600	6,200	2,000
696X	PARS	-	20,731	-	-	-	-
TOTAL		345,059	383,916	251,700	258,700	248,600	246,800
ACTIVITY TOTALS		577,125	601,449	569,400	599,930	495,850	496,250

**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>SUCCESSOR AGENCY</b>	<b>7810</b>	<b>652-7800-7810</b>

Pay Range	Position Title	2015/2016		2016/2017		2017/2018		2018/2019	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget	Proposed FTE Hours	Proposed Budget
Contract	City Manager	0.30	59,400	0.30	59,400	0.10	20,100	0.10	20,100
M8	Community Development Director	-	-	0.20	28,700	0.20	28,700	0.20	28,700
1-101	City Clerk	0.15	17,800	0.15	18,200	0.15	18,200	0.15	18,200
1-101	Deputy City Manager	-	-	-	-	-	-	-	-
M8	Finance Director	-	-	-	-	-	-	-	-
1-101	Director of PW / City Engineer	-	-	-	-	-	-	-	-
1-103	Principal Civil Engineer	-	-	-	-	-	-	-	-
1-103	Finance Manager/Treasurer	0.30	39,300	0.30	40,400	0.20	26,900	0.20	26,900
M1	Senior Accountant	-	-	0.15	11,200	0.15	11,600	0.15	11,600
C106	Accountant	0.15	10,300	-	-	-	-	-	-
	Total Salaries		126,800		157,900		105,500		105,500
	Total Benefits		32,400		46,600		32,600		34,800
	<b>Total</b>	<b>0.90</b>	<b>159,200</b>	<b>1.10</b>	<b>204,500</b>	<b>0.80</b>	<b>138,100</b>	<b>0.80</b>	<b>140,300</b>

NOTES:









**Comprehensive Project List**

Page Number	Project Number	Project Title	Funding Source	Appropriated Amount	Encumbrances Outstanding	Actual Costs to Date	Percent Spent	Fiscal Year 2017-18		Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-2021	Fiscal Year 2021-22	Total CIP Appropriations
<b><i>FY 2017-18 Ongoing Carryover Projects:</i></b>								<b>Re-appropriation</b>	<b>New Request</b>					
CIP - 01	9905.02	General Plan Update-Climate Action Plan	459	122,260	-	47,500	39%	15,000	-	10,000	-	-	-	72,500
CIP - 02	9903.00	Shoreline Management/LCP Project	459	1,128,920	-	1,074,640	95%	20,000	43,400	63,400	-	-	-	1,201,440
CIP - 03	9442.01	Seacape Sur Beach Access Maintenance	450	240,000	40,000	19,135	8%	-	300,000	-	-	-	-	359,135
CIP - 04	9926.00	Sand Replenishment Project (Local Share)	215/450	2,368,755	-	1,850,107	78%	-	149,200	149,200	-	-	-	2,148,507
CIP - 05	9438.06	LCC Tot Lot Repairs	459	60,000	-	-	0%	-	60,000	-	-	-	-	60,000
CIP - 06	9441.06	FC Park Tot Lot Repairs	420	20,000	-	-	0%	-	40,000	-	-	-	-	40,000
CIP - 07	9917.00	Plaza Street Fountain	459	20,000	-	-	0%	-	-	20,000	-	-	-	20,000
CIP - 13	9325.00	City Wide Geographical Info System (GIS)	459	20,000	-	-	0%	-	-	20,000	-	-	-	20,000
CIP - 14	9371.17	City Sidewalk Repair	459	10,000	-	592	6%	9,400	11,000	20,000	20,000	20,000	20,000	100,992
CIP - 15	9382.01	Lomas Santa Fe Drive Corridor Study	459	50,000	-	-	0%	-	65,000	100,000	-	-	-	165,000
CIP - 16	9441.06	Fletcher Cove Access Ramp	216	15,000	-	-	0%	-	150,000	-	-	-	-	150,000
CIP - 17	9449	Marine Safety Building	459	55,000	2000	53,000	96%	-	125,000	450,000	-	-	-	630,000
<b><i>Annual ADA Projects:</i></b>														
CIP - 08	9955.02	ADA Transition Plan Projects	459	5,000	-	-	-	-	5,000	5,000	95,000	95,000	95,000	295,000
<b><i>Annual Maintenance Projects:</i></b>														
CIP - 09	9362.17	Annual Pavement Management Program	202/228	-	-	-	-	-	550,000	550,000	600,000	600,000	600,000	2,900,000
CIP - 10	9856.17	Sanitary Sewer Pipeline Rehabilitation	509	-	-	-	-	-	500,000	500,000	500,000	500,000	500,000	2,500,000
CIP - 11	9456.17	Storm Drain Improvements - Major	459	-	-	-	-	-	200,000	250,000	300,000	350,000	400,000	1,500,000
<b><i>Sanitation Projects:</i></b>														
CIP - 12	9833.00	Solana Beach Pump Station	509	4,197,000	-	897,000	21%	3,300,000	1,900,000	-	-	-	-	6,097,000
<b><i>Total Ongoing</i></b>				<b>8,850,243</b>	<b>42,000</b>	<b>4,312,558</b>	<b>49%</b>	<b>3,344,400</b>	<b>4,098,600</b>	<b>2,137,600</b>	<b>1,515,000</b>	<b>1,565,000</b>	<b>1,615,000</b>	<b>18,630,158</b>
<b><i>FY 2017-18 Proposed Projects:</i></b>														
CIP - 18	XXXX	Pedestrian Crossing across Hwy 101 North End	459	-	-	-	-	-	5,000	-	-	-	-	5,000
CIP - 19	XXXX	Marine Safety Building Repairs		-	-	-	-	-	24,000	-	-	-	-	24,000
CIP - 20	XXXX	Traffic Controllers	202	-	-	-	-	-	80,000	-	-	-	-	80,000
CIP - 21	9438.XX	Skate Park at La Colonia Park	459	-	-	-	-	-	450,000	-	-	-	-	450,000
CIP - 22	XXXX	Sewer Inflow/Infiltration Investigation Work	509	17,000	-	-	0%	-	30,000	35,000	-	-	-	65,000
<b><i>Total FY 2017-18 Proposed Projects:</i></b>				<b>17,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>589,000</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>624,000</b>
<b><i>Total FY 2017-18 Project Appropriations &amp; Costs:</i></b>				<b>8,867,243</b>	<b>42,000</b>	<b>4,312,558</b>	<b>49%</b>	<b>3,344,400</b>	<b>4,687,600</b>	<b>2,172,600</b>	<b>1,515,000</b>	<b>1,565,000</b>	<b>1,615,000</b>	<b>19,254,158</b>

**Project Funding Sources:**

- 202 - Gas Tax Fund
- 211 - Street Lighting District
- 215 - Department of Boating/Waterways
- 218 - TransNet
- 240 - CBDG
- 264 - RDA Low/Mod Housing
- 265 - Affordable Housing Grant Fund
- 420 - Public Improvement Grant
- 450 - TOT Sand Replenishment CIP
- 459 - City CIP Fund
- 509 - Sanitation
- UF - Unfunded, No funding source has been identified

**Notes:**

-

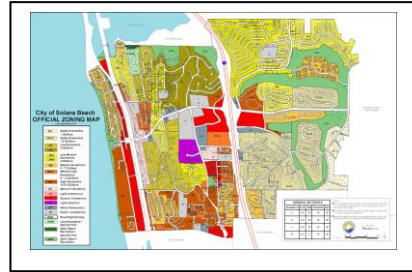
Project Appropriations By Funding Source (Cost Estimate)									
Page Number	Project Number	Funding Source & Project Title	Fiscal Year 2018 Cost Estimate						Total by Funding Source
			Re-appropriation	New Request	Total	FY2019	FY2020	FY2021	
<b>459 City CIP / General Fund</b>									
CIP - 01	9905.02	General Plan Update-Climate Action Plan	15,000	-	15,000	10,000	-	-	25,000
CIP - 02	9903.00	Shoreline Management/LCP Project	20,000	43,400	63,400	63,400	-	-	126,800
CIP - 05	9438.06	LCC Tot Lot Repairs	-	60,000	60,000	-	-	-	60,000
CIP - 06	9441.06	FC Park Tot Lot Repairs	-	40,000	40,000	-	-	-	40,000
CIP - 07	9917.00	Plaza Street Fountain	-	-	-	20,000	-	-	20,000
CIP - 08	9955.02	ADA Transition Plan Projects	-	5,000	5,000	5,000	95,000	95,000	295,000
CIP - 11	9456.17	Storm Drain Improvements - Major	-	200,000	200,000	250,000	300,000	350,000	1,500,000
CIP - 13	9325.00	City Wide Geographical Info System (GIS)	-	-	-	20,000	-	-	20,000
CIP - 14	9371.17	City Sidewalk Repair	9,400	11,000	20,400	20,000	20,000	20,000	100,400
CIP - 15	9382.01	Lomas Santa Fe Drive Corridor Study	-	65,000	65,000	100,000	-	-	165,000
CIP - 18	XXXX	Pedestrian Crossing across Hwy 101 North End	-	5,000	5,000	-	-	-	5,000
CIP - 21	9438.XX	Skate Park at La Colonia Park	-	450,000	450,000	-	-	-	450,000
<b>Total City CIP / General Fund</b>			<b>44,400</b>	<b>879,400</b>	<b>923,800</b>	<b>488,400</b>	<b>415,000</b>	<b>465,000</b>	<b>2,807,200</b>
<b>202 Gas Tax</b>									
CIP - 09	9362.17	Annual Pavement Management Program	-	400,000	400,000	400,000	400,000	400,000	2,000,000
CIP - 20	XXXX	Traffic Controllers	-	80,000	80,000	-	-	-	80,000
			-	<b>480,000</b>	<b>480,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>2,080,000</b>
<b>228 Transnet Extension</b>									
CIP - 09	9362.17	Annual Pavement Management Program	-	150,000	150,000	150,000	200,000	200,000	900,000
<b>450 TOT Sand Replenishment</b>									
CIP - 03	9442.01	Seacape Sur Beach Access Maintenance	-	300,000	300,000	-	-	-	300,000
CIP - 04	9926.00	Sand Replenishment Project (Local Share)	-	149,200	149,200	149,200	-	-	298,400
CIP - 16	9441.06	Fletcher Cove Access Ramp	-	150,000	150,000	-	-	-	150,000
CIP - 19	XXXX	Marine Safety Building Repairs	-	24,000	24,000	-	-	-	24,000
			-	<b>623,200</b>	<b>623,200</b>	<b>149,200</b>	-	-	<b>772,400</b>
<b>509 Sanitation</b>									
CIP - 10	9856.17	Sanitary Sewer Pipeline Rehabilitation	-	500,000	500,000	500,000	500,000	500,000	2,500,000
CIP - 12	9833.00	Solana Beach Pump Station	3,300,000	1,900,000	5,200,000	-	-	-	5,200,000
CIP - 22	XXXX	Sewer Inflow/Infiltration Investigation Work	-	30,000	30,000	35,000	-	-	65,000
<b>Total Sanitation</b>			<b>3,300,000</b>	<b>2,430,000</b>	<b>5,730,000</b>	<b>535,000</b>	<b>500,000</b>	<b>500,000</b>	<b>7,765,000</b>
<b>Unfunded</b>									
CIP - 17	9449	Marine Safety Building	-	125,000	125,000	450,000	-	-	575,000
<b>Total Unfunded</b>			-	<b>125,000</b>	<b>125,000</b>	<b>450,000</b>	-	-	<b>575,000</b>
<b>Total Project Appropriations</b>			<b>3,344,400</b>	<b>4,687,600</b>	<b>8,032,000</b>	<b>2,172,600</b>	<b>1,515,000</b>	<b>1,565,000</b>	<b>14,899,600</b>



## CAPITAL IMPROVEMENT PROGRAM

### General Plan Update – 9905

**Description:** Provides for the comprehensive update of the City’s General Plan, and preparation of a Climate Action Plan. The General Plan was last adopted in 1988. The Housing Element is required to be updated every 8 years and was last completed in March 2013. The Land Use and Circulation Elements



**Project Manager:** Planning Department

**Fund:** City CIP

**Justification:** This item proposes a comprehensive update to the General Plan, including the preparation and adoption of a Climate Action Plan (CAP). The CAP is being funded through SANDAG with consultant assistance from EPIC and Ascent Environmental consultants, at no cost to the City. The Housing Element is state mandated and must demonstrate how a city can meet the regional housing needs assessment (RHNA). The next RHNA cycle process will begin at the end of FY 18/19. The Land Use and Circulation Elements were both adopted in November 2014.

**Comments:** Work on the various updates to the General Plan started in FY 2010/2011, and continues to appear on the City’s work plan. The General Plan Update was proposed to be a 4 year work plan project. However, the remaining elements were deferred after completion of the Housing, Land Use and Circulation Elements. During FY 2010-2011, staff started the process of historical and other map data collection (as needed) to update the General Plan. The General Plan Update project also includes the preparation and adoption of a Climate Action Plan that is currently underway.

**Begin Date:** September 2010

**End Date:** TBD

**Type:** Ongoing

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Design	City CIP	\$ 319,300	15,000	10,000	-	\$ 344,300
<i>Total</i>		\$ 319,300	15,000	10,000	-	\$ 344,300

#### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
September-2010					TBD

**Capital Improvement Program  
Miscellaneous Project  
Shoreline Management LCP – 9903**

**Description:** Prepare State mandated Local Coastal Plan (LCP) to transfer land use permitting authority from the State Coastal Commission to the City of Solana Beach.



**Project Manager:** Planning Dept

**Fund:** City CIP

**Justification:** State mandated transfer of permit authority

**Comments:** The Local Coastal Plan / Land Use Plan (LCP/LUP) was adopted on February 27, 2013, which provides policies appropriate to the coastal zone, sand replenishment and shoreline protection devices and related fees. The California Coastal Commission adopted amendments to the Land Use Plan in January 2014 and these amendments were accepted by the City Council on June 11, 2014. Pending the resolution of litigation, a two year work plan has been prepared for the subsequent completion of the Local Implementation Plan associated with the LCP/LUP, subject to approval by the City Council and Coastal Commission.

**General Plan Consistency:** Ensure consistency of general plan and LCP/LUP

**Operations Impact:** Utilization of staff time

**Begin Date:** July 2004

**End Date:** TBD

**Type:** Ongoing

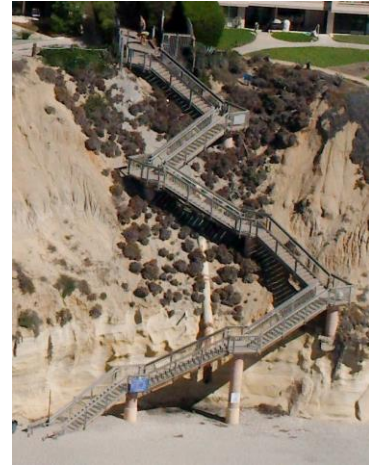
Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Design	City CIP	\$ 985,420	63,400	63,400	-	\$ 1,112,220
<i>Total</i>		\$ 985,420	63,400	63,400	-	\$ 1,112,220

**Estimated Project Timeline**

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2004					TBD

## Capital Improvement Program Seascape Sur Stair Repair 9442.01

**Description:** Perform major repair and renovation of the existing stairway. Proposed project include preparation of plans specifications and estimate for the proposed renovation project, replacement of all metal hardware and replacement of stairway treads.



**Project Manager:** Dan Goldberg

**Fund:** General Fund

**Justification:** This project will prevent further deterioration of this public stairway.

**Comments:** The Seascape Sur Public Beach Access Stairway is over 20 years old and is experiencing deterioration due to normal use and the harsh marine environment.

**General Plan Consistency:** Proactive maintenance of the City's facilities is consistent with the City's General Plan.

**Operations Impact:** None

**Begin Date:** March 2016      **End Date:** April 2018      **Type:** Ongoing

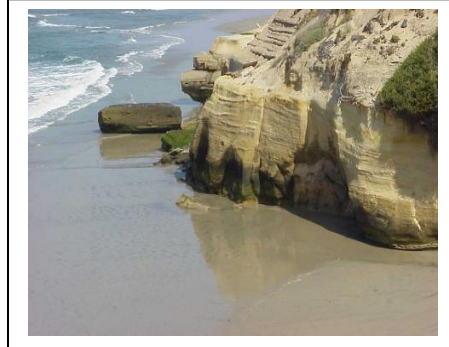
Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	TOT Sand Replen	\$ 240,000	300,000			\$ 540,000
<i>Total</i>		\$ 240,000	300,000		-	\$ 540,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
March-2016					April-2018

**Capital Improvement Program  
Miscellaneous Project  
Sand Replenishment ACOE Feasibility Study – 9926**

**Description:** Provides for Army Corps of Engineers (ACOE) feasibility study funding and initial pre-construction and engineering drawings for beach sand replenishment for a 50 year program. Also includes support for: Regional Beach Sand Replenishment, S.C.O.U.P. program and Southern California Reef Technology Study at Fletcher Cove



**Project Manager:** Planning Dept

**Fund:** Dept. of Boating & Waterways/Sand Replenishment Fund/City CIP

**Justification:** High ranking City Council priority to provide beach sand

**Comments:** Successfully complete studies and review processes and receive Federal (ACOE) and State (Division of Boating and Waterways) funding to implement a long term and short term sand replenishment projects for Solana Beach. These include: the ACOE Shoreline Feasibility Study and Southern California Reef Technology Study at Fletcher Cove, Sand Compatibility and Opportunistic Use Program (SCOUP) and the SANDAG Regional Beach Sand Project #2.

**General Plan Consistency:** Protection of recreational beach sand improving public safety

**Operations Impact:** None

**Begin Date:** July 2004

**End Date:** TBD

**Type:** Proposed – Future

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	Sand Replens TOT	\$ 827,300	149,100	149,100	-	\$ 1,125,500
	City CIP	\$ 95,000	-	-	-	95,000
	Dept of Boat/Water	685,755	-	-	-	685,755
<i>Total</i>		\$ 1,608,055	149,100	149,100	-	\$ 1,906,255

**Estimated Project Timeline**

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2004					TBD



## Capital Improvement Program La Colonia Tot Lot Repairs - 9438

**Description:** Replace deteriorated rubber tot lot floor surface and repairs/replacement of aging playground equipment.



**Project Manager:** Steve Kerr

**Fund:** Public Improvement Grant Fund

**Justification:** The tot lot receives heavy use and requires periodic repairs/replacement.

**Comments:** The rubberized playground surface at the park is nearing the end of its useful life so replacement is required. Project would also include replacement of some of the playground equipment.

**General Plan Consistency:** Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety

**Operations Impact:** Routine maintenance of city infrastructure

**Begin Date:** July 2017

**End Date:** June 2018

**Type:** One-time

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	General Fund	\$ 60,000	60,000	-	-	\$ 120,000
<i>Total</i>		\$ 60,000	60,000	-	-	\$ 120,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2017					June-2018

## Capital Improvement Program Fletcher Cove Park Tot Lot Upgrades – 9441.06

**Description:** Replace deteriorated rubber tot lot floor surface



**Project Manager:** Steve Kerr

**Fund:** Public Improvement Grant Fund

**Justification:** The tot lot receives heavy use and requires periodic repairs/replacement.

**Comments:** The rubberized playground surface is nearing the end of its useful life so replacement is required.

**General Plan Consistency:** Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety

**Operations Impact:** Routine maintenance of city infrastructure

**Begin Date:** July 2017

**End Date:** June 2018

**Type:** One-time

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	Pubic Improv	\$ 20,000	40,000	-	-	\$ 60,000
			-	-	-	-
<i>Total</i>		\$ 20,000	40,000	-	-	\$ 60,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2017					June-2018

## Capital Improvement Program Plaza Street Fountain Repairs – 9917

**Description:** Equipment upgrades and repairs of inside and perimeter of the concrete fountain at Plaza Street.



**Project Manager:** Steve Kerr

**Fund:** General Fund

**Justification:** The fountain has weathered over the years and needs repairs to the equipment for continued operation

**Comments:** No changes to the sculpture, just the fountain and related equipment

**General Plan Consistency:** Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety

**Operations Impact:** Routine maintenance of city infrastructure

**Begin Date:** July 2017

**End Date:** June 2018

**Type:** One-time

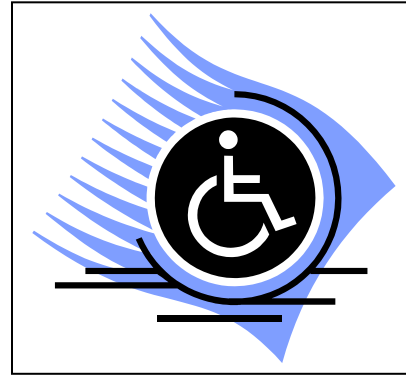
Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	General Fund	\$ 15,000	-	20,000	-	\$ 35,000
<i>Total</i>		\$ 15,000	-	20,000	-	\$ 35,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2017					June-2018

**Capital Improvement Program  
Non-motorized Project  
ADA Transition Plan – 9955.02**

**Description:** The Code of Federal Regulation, Part 35, requires each local agency with 50 or more employees to complete a “Transition Plan” to meet the Americans with Disabilities Act.



**Project Manager:** Dan Goldberg

**Fund:** City CIP

**Justification:** The City is committed to making public facilities and infrastructure accessible to all individuals. Various public facilities have been identified and will be constructed on a priority basis

**Comments:** A report has been prepared identifying the City facilities requiring ADA improvements. The City continues to improve the facilities identified on the list.

**General Plan Consistency:** Provide transportation facilities that are adequate and efficient

**Operations Impact:** None

**Begin Date:** Annual Appropriation      **End Date:** Ongoing      **Type:** Ongoing

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	City CIP	\$ 5,000	5,000	5,000	285,000	\$ 300,000
<i>Total</i>		\$ 5,000	5,000	5,000	285,000	\$ 300,000

**Estimated Project Timeline**

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
Annual Appropriation					Ongoing

**Capital Improvement Program  
Street Project  
Annual Pavement Management Program – 9362.16**

**Description:** Provides for the maintenance of the City's asphalt and concrete roadways to patch, overlay and slurry seal the pavements, and to replace traffic striping.



**Project Manager:** Jim Greenstein

**Fund:** Gas Tax and *TransNet*

**Justification:** Annual maintenance scheduled through the utilization of a computerized database (Pavement Management System) will extend the life of the City's streets

**Comments:** None

**General Plan Consistency:** Provide transportation facilities and services that are adequate and efficient and that significantly reduce hazards to human life, pollution, noise, disruption of community organization and damage to the natural environment

**Operations Impact:** None

**Begin Date:** Ongoing

**End Date:** Ongoing

**Type:** Annual

Costs	Source	Prior Years	FY 17/18	FY 18/19	Future Years	Total
Construction	Gas Tax	\$ 400,000	400,000	400,000	800,000	\$ 2,000,000
Construction	TransNet	\$ 100,000	150,000	150,000	400,000	\$ 800,000
<i>Total</i>		\$ 500,000	550,000	550,000	1,200,000	\$ 2,800,000

**Estimated Project Timeline**

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
Ongoing					Ongoing

## Capital Improvement Program Sanitation Project Sanitary Sewer Pipeline Program – 9856.16

**Description:** Provides for replacement and rehabilitation of existing sewer pipelines in the City.



**Project Manager:** Jim Greenstein

**Fund:** Sanitation

**Justification:** Recommended by the Sanitary Sewer Master Plan as a proactive maintenance program.

**Comments:** Specific projects will be determined by need, age of pipeline, CCTV inspection, and street repaving schedule.

**General Plan Consistency:** Identify and reduce hazards to health and property from natural and man-made conditions.

**Operations Impact:** Reduce sewer maintenance costs and improve reliability

**Begin Date:** Ongoing

**End Date:** Ongoing

**Type:** Annual

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	Sanitation	\$ 500,000	500,000	500,000	2,000,000	\$ 3,500,000
<i>Total</i>		\$ 500,000	500,000	500,000	2,000,000	\$ 3,500,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
Ongoing					Ongoing

## Capital Improvement Program Storm Water Project Citywide Storm Drain Improvements (Major) – 9456

**Description:** Replace or rehabilitate deteriorated storm pipes and inlets at various locations, and add storm drain facilities where needed.



**Project Manager:** Jim Greenstein

**Fund:** City CIP

**Justification:** Maintain drainage facilities to prevent flooding during storm events.

**Comments:** Specific projects will be determined by need, age of facilities, CCTV inspection, and street repaving schedule.

**General Plan Consistency:** Maintain, improve and enhance the quality of air, water and land.

**Operations Impact:** Reduce maintenance costs and improve reliability

**Begin Date:** July 2016

**End Date:** TBD

**Type:** Ongoing

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	City CIP	\$ 75,200	200,000	250,000	1,050,000	\$ 1,575,200
<i>Total</i>		\$ 75,200	200,000	250,000	1,050,000	\$ 1,575,200

### Estimated Project Timeline

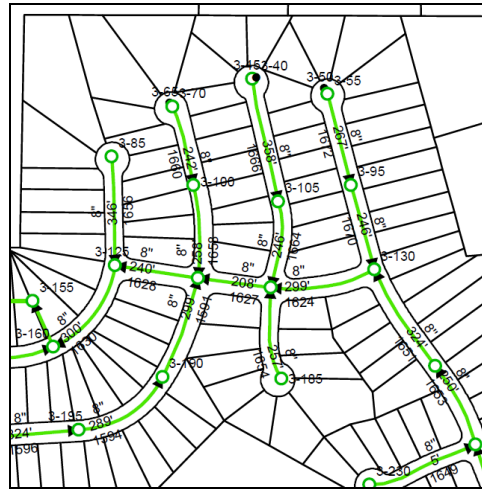
Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2016					TBD





## Capital Improvement Program City Wide Geographical Info System (GIS) - XXXX

**Description:** Improve the City’s GIS to better serve the geographic information needs of all city departments.



**Project Manager:** Jim Greenstein

**Fund:** General Fund

**Justification:** Interactive mapping of City infrastructure, elevation contours, zoning and property lines and data, overlaid on top of high resolution aerial imagery, provides valuable information quickly and easily available to more efficiently conduct City business.

**Comments:** Funding for GIS consultant services and software upgrades.

**General Plan Consistency:** Helps with General Plan compliance

**Operations Impact:** Supports maintenance of city infrastructure

**Begin Date:** July 2017

**End Date:** June 2018

**Type:** New

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	City CIP		-	20,000	-	\$ 20,000
<i>Total</i>		\$ -	-	20,000	-	\$ 20,000

### Estimated Project Timeline

**Council Approval**

**Ongoing**

July-2017

June-2018

### Capital Improvement Program City Sidewalk Repair - XXXX.XX

**Description:** Remove and replace damaged and displaced sidewalks



**Project Manager:** Steve Kerr

**Fund:** General Fund

**Justification:** Provide safe walking pathways for pedestrians.

**Comments:** Maintenance of City infrastructure

**General Plan Consistency:** To maintain, improve, and enhance the quality of air, water, and land.

**Operations Impact:** Eliminate temporary patching efforts

**Begin Date:** July 2017

**End Date:** June 2018

**Type:** Periodic Maintenance

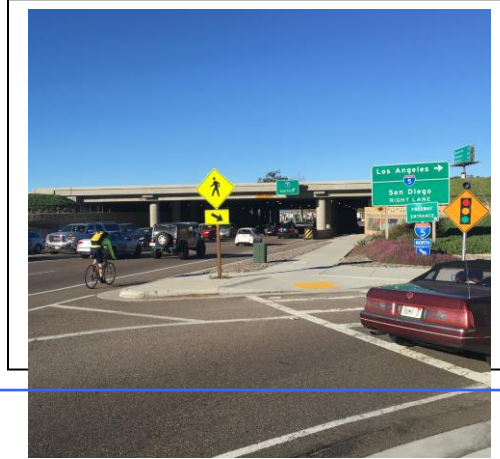
Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	City CIP		20,400	20,000	-	\$ 40,400
			-	-	-	-
<i>Total</i>		\$ -	20,400	20,000	-	\$ 40,400

#### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2017					July-2018

## Capital Improvement Program Public Facilities Project Lomas Santa Fe Drive Corridor Study – XXXX.XX

**Description:** The study will evaluate and provide for the needs of all users of the roadway. Improvements will focus on user-friendly walkways and bike lanes as well as improving vehicular flow at a low speed without compromising capacity and safety.



**Project Manager:** Dan Goldberg

**Fund:** General Fund

**Justification:** The City’s goal for the Lomas Santa Fe Corridor Feasibility Study is to identify physical improvements that could be constructed to improve the character, safety, walkability, bikeability and circulation along this key east-west arterial.

**Comments:** Revitalization of city’s infrastructure

**General Plan Consistency:** Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety

**Operations Impact:** Likely increased, more frequent maintenance depending upon the nature of the improvements

**Begin Date:** February 2016

**End Date:** Ongoing

**Type:** Ongoing

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
	City CIP	\$ -	65,000	100,000	-	\$ 165,000
<i>Total</i>		-	65,000	100,000	-	\$ 165,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
Feb. 2016					ongoing

## Capital Improvement Program Fletcher Cove Access Ramp – 9441.06

**Description:** Perform feasibility analysis and cost estimate for reconstruction of concrete driving ramp and asphalt walking ramp that leads from Fletcher Cove Park to the beach



**Project Manager:** Dan Goldberg

**Fund:** General Fund

**Justification:** The upper 25% of the driving and walking ramps at Fletcher Cove were reconstructed during the renovation of Fletcher Cove Park. The remaining parts of the ramps are at least 20 years old and are showing signs of wear and tear from routine use.

**Comments:** This periodic maintenance will allow the driving and walking ramp to remain in operation

**General Plan Consistency:** Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety

**Operations Impact:** Routine maintenance of city infrastructure

**Begin Date:** July 2016

**End Date:** June 2018

**Type:** Periodic Maintenance

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	TOT Sand Replen		150,000	-	-	\$ 150,000
			-	-	-	-
<i>Total</i>		\$ -	150,000	-	-	\$ 150,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2016					July-2018

**Capital Improvement Program  
Marine Safety Station – Building  
9449.XX**

**Description:** Perform feasibility study and preliminary design for the renovation/upgrade of the existing facilities or removal and replacement of the Marine Safety Station at Fletcher Cove Park.



**Project Manager:** Dan Goldberg

**Fund:** General Fund

**Justification:** Recommended by the ADA Transition Plan

**Comments:** Perform feasibility study during this fiscal year. Design and construction funding not included in this fiscal year.

**General Plan Consistency:** Maintain, improve and enhance public infrastructure

**Operations Impact:** Routine maintenance after renovation project is completed

**Begin Date:** February 2015

**End Date:** TBD

**Type:** Ongoing

<i>Project Costs</i>	<i>Funding Source</i>	<b>Amount Appropriated</b>				<b>Total</b>
		<b>Prior Years</b>	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>Future Years</b>	
Feasibility	City CIP	\$ 60,000	125,000	450,000	-	\$ 635,000
		-	-	-	-	-
<i>Total</i>		\$ 60,000	125,000	450,000	-	\$ 635,000

**Estimated Project Timeline**

<b>Council Approval</b>	<b>Design</b>		<b>Construction</b>		<b>Completion</b>
	Begin	End	Begin	End	Final Inspection
February-2015					TBD

### Capital Improvement Program Pedestrian Crossing across Highway 101 at North End of City – XXXX

**Description:** Initial phase provides for feasibility study of providing an at grade pedestrian crossing across Highway 101 at the north end of the City.



**Project Manager:** Dan Goldberg

**Fund:** General Fund

**Justification:** Allow for safe crossings of Highway 101.

**Comments:** Proposed new crossing would allow direct access for the San Elijo Lagoon on the east side of the railroad tracks to Seaside State Beach on the east side of Highway 101 via the new pedestrian tunnel installed as part of the North Coast Corridor Project.

**General Plan Consistency:** Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety.

**Operations Impact:** Routine maintenance

**Begin Date:** July 2017      **End Date:** June 2018      **Type:** New

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	TOT Sand Replen		5,000			\$ 5,000
<i>Total</i>		\$ -	-	-	-	\$ 5,000

#### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2017					June-2018

### Capital Improvement Program

#### Repairs to Lifeguard Station Outposts at Del Mar Shores and Tide Park– XXXX

**Description:** Provides for upgrades to the lifeguard stations on the Del Mar Shores Stairway and the Tide Park Beach Stairway



**Project Manager:** Dan Goldberg/Steve Kerr

**Fund:** Public Facilities

**Justification:** Improvements would help with the level of service at the outlying lifeguard stations.

**Comments:** Electricity would be provided for the Del Mar Shores station and new windows and shutters for the Tide Park station.

**General Plan Consistency:** Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety.

**Operations Impact:** Routine maintenance

**Begin Date:** July 2017      **End Date:** June 2018      **Type:** New

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	TOT Sand Replen		24,000			\$ 24,000
<i>Total</i>		\$ -	24,000	-	-	\$ 24,000

#### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2017					June-2018





**Capital Improvement Program  
Public Facilities Project  
Skate Park at La Colonia Park – 9438.XX**

**Description:** Complete design and construct skate park in the northwest corner of La Colonia Park.



**Project Manager:** Dan Goldberg

**Fund:** Public Improvement Grant Fund/General Fund

**Justification:** This project includes final design and construction of a new skate park at La Colonia Park. La Colonia Park is the city’s largest park and includes the city’s largest community center.

**Comments:** Final design will include community involvement and resident participation. This project will be partially funded through a fund-raising effort by the community.

**General Plan Consistency:** Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety

**Operations Impact:** Likely increased due to more frequent maintenance at the new facility

**Begin Date:** November 2016

**End Date:** July 2018

**Type:** Ongoing

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
	Public Improv	\$ -	450,000	-	-	\$ 450,000
<i>Total</i>		\$ -	450,000	-	-	\$ 450,000

**Estimated Project Timeline**

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
November-2016					July-2018

## Capital Improvement Program Sewer Inflow/Infiltration Investigation Work– XXXX

**Description:** Sewer Inflow/Infiltration Study to identify leaks and cross connections from storm drains to the city’s sanitary sewer system that may lead to elevated flows to pump stations and the wastewater treatment plant during storm events.



**Project Manager:** Dan Goldberg/Steve Kerr

**Fund:** Sanitation

**Justification:** A proactive maintenance program to safeguard the City’s sewer system.

**Comments:** Specific projects will be determined by the results of this investigative work.

**General Plan Consistency:** Identify and reduce hazards to health and property from natural and man-made conditions.

**Operations Impact:** Reduce sewer maintenance costs and improve reliability

**Begin Date:** July 2017      **End Date:** June 2019      **Type:** New

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 17/18	FY 18/19	Future Years	
Construction	TOT Sand Replen		30,000	35,000		\$ 65,000
<i>Total</i>		\$ -	30,000	35,000	-	\$ 65,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2017					June-2019

# FIVE YEAR FORECAST

TO BE PROVIDED



## REFERENCE MATERIALS

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### GLOSSARY

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#### ***Accrual Basis***

A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

#### ***Annualize***

Taking costs that occurred at any point during the year and using that cost to project for the full year.

#### ***Appropriation***

A legal authorization made by the City Council that permits the City to incur obligations and to make expenditures of resources for specific purposes.

#### ***Assessed Valuation***

A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 1% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal. Property taxes for general purposes cannot exceed 1% of assessed value.

#### ***Audit***

Test procedures performed by an independent Certified Public Accountant (CPA). The primary objective of an audit is to determine if the City's financial statements fairly present the City's financial position and results of operations in conformity with generally accepted accounting principles.

#### ***Asset***

Resources owned or held by a government, which have monetary value.

#### ***Available (Undesignated) Fund Balance***

This refers to the funds remaining from the prior year, which are available for appropriation and expenditure in the current year.

#### ***Bonds***

A form of borrowing (debt financing) which reflects a written promise from the City to repay a sum of money on a specific date at a specified interest rate. Bonds are used to finance large capital projects such as buildings, streets, utility infrastructure, and bridges.

#### ***Budget***

A process of putting together an operating plan for a specified period of time that accounts for projected revenues and planned expenditures for municipal services for the budget period.

#### ***Budgetary Basis***

This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

## REFERENCE MATERIALS

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### GLOSSARY (Continued)

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#### ***Budget Amendments***

The City Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by majority vote. The City Manager is authorized to transfer budgeted amounts within departments. Actual expenditures may not exceed budgeted appropriations at the fund level.

#### ***Budget Message***

Included in the opening section of the budget, the Budget Message provides the Council and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years, and the views and recommendations of the City Manager.

#### ***Budget and Fiscal Policies***

General and specific guidelines adopted by the City Council that govern the budget preparation and administration and financial aspects of the City.

#### ***Capital Improvements Projects (CIP)***

All of the City's construction projects costing \$5,000 are considered to be a Capital Improvement Project. A construction project is a physical improvement for maintenance, rehabilitation, construction or development on City property with a life expectancy of three or more years. These include streets, sewers, public facilities and community enhancements. These capital projects can span fiscal years and have multiple funding sources. The projects may also cross functional boundaries. Minor capital outlays of less than \$5,000 are included with the operating budgets. A CIP also includes any study costing \$25,000 or more, that is non-recurring in nature, and could potentially lead to a project

#### ***Capital Outlay***

Fixed assets that have a value of \$5,000 or more and have a useful economic lifetime of more than one year.

#### ***Capital Project Funds***

This fund type is used to account for financial resources used in acquiring or building major capital facilities other than those financed by Proprietary Funds and Trust Funds. This fund also finances the City CIP as defined above.

#### ***Cash Basis***

A basis of accounting in which transactions are recognized only when cash is increased or decreased.

#### ***City/Council Goals***

Provides policy guidance and direction for the highest priority objectives to be accomplished during the budget period.

#### ***COP***

Certificate of Participation – A debt issue similar to issuing selling bonds, but less restrictive.

#### ***Debt Financing***

Borrowing funds for capital improvements needed today and pledging future revenues to repay principal and interest expenditures. The City of Solana Beach uses debt financing only for one-time capital improvements whose life will exceed the term of financing and where expected revenues are sufficient to cover the long-term debt.

## REFERENCE MATERIALS

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### GLOSSARY (Continued)

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#### ***Debt Service***

The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

#### ***Debt Service Funds***

This fund type is used to account for the payment and accumulation of resources related to general long-term debt principal and interest; debt service payments related to enterprise operations are directly accounted for in those funds.

#### ***Deficit***

The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

#### ***Depreciation***

Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

#### ***Designated Reserves***

Reserves that have been designated by management to be used for a specified purpose. Designated Reserves are still spendable resources.

#### ***Encumbrance***

The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure. Note: An encumbrance is not an expenditure; an encumbrance reserves funds to be expended.

#### ***Enterprise Funds***

This fund type is used to account for operations that are financed and operated in a manner similar to private sector enterprises and it is the City's intent that the costs (including depreciation) of providing goods or services to the general public be financed or recovered primarily through user charges. The City has established one enterprise fund called Sanitation.

#### ***Expenditure***

The outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid.

#### ***Financial Plan***

A plan for a specified period of time that accounts for projected revenues and planned expenditures for municipal services, goals and objectives. A plan to accomplish specified goals and objectives during a specified period.

#### ***Fiscal Policies***

A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policies provide an agreed-upon set of principles for the planning and programming of government finances.

## REFERENCE MATERIALS

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### GLOSSARY (Continued)

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#### ***Fiscal Year***

The beginning and ending period for recording financial transactions. The City has specified July 1 to June 30 as its fiscal year.

#### ***Fixed Assets***

Assets of long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$5,000.

#### ***Fund***

An accounting entity that records all financial transactions for specific activities or government functions. The six generic fund types used by the City are: General Fund, Special Revenue, Debt Service, Capital Project, Enterprise, and Trust & Agency Funds.

#### ***Fund Balance***

Also known as financial position, fund balance for the governmental fund types is the excess of fund assets over liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses. Fund balance is a similar (although not exact) concept as Retained Earnings in the Enterprise fund.

#### ***GAAP***

Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

#### ***General Fund***

The primary operating fund of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. Except for subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

#### ***Grants***

A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantee.

#### ***Infrastructure***

The physical assets of a government (e.g., streets, water; sewer; public buildings and parks).

#### ***Intergovernmental Revenue***

Funds received from federal, state and other local government sources in the form of shared revenues, and payments in lieu of taxes.

#### ***Investment Revenue***

Interest income from the investment of funds not immediately required to meet cash disbursement obligations.

#### ***Long-term Debt***

Debt with a maturity of more than one year after the date of issuance.



## REFERENCE MATERIALS

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### GLOSSARY (Continued)

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#### ***Materials, Supplies & Services***

Expendable materials and operating supplies and services necessary to conduct departmental operations.

#### ***NPDES***

National Pollutant Discharge Elimination System – State mandated permitting system to enhance storm water systems and to control pollution and run off.

#### ***Objective***

Something to be accomplished in specific, well-defined and measurable terms and that is achievable within a specific time frame.

#### ***Operating Budget***

The portion of the budget that pertains to daily operations and delivery of basic governmental services.

#### ***Operating Revenue***

Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

#### ***Operating Expenses***

The cost for salaries, fringe benefits, materials supplies & services and equipment required for a department to function.

#### ***Pay-as-you-go Basis***

A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing.

#### ***Prior-Year Encumbrances***

Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

#### ***Reserve***

An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

#### ***Resolution***

A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

#### ***Resources***

Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

#### ***Revenue***

Sources of income financing the operations of government.

## REFERENCE MATERIALS

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### GLOSSARY (Continued)

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**Set-Aside**

An additional amount over and above what is scheduled to provide for future benefit.

**Special Revenue Funds**

This fund type is used to account for the proceeds from specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditures for specific purposes. (See fund)

**Subvention**

Revenues collected by the State (or other level of government), which are allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in lieu and gasoline taxes.

**Supplemental Appropriation**

An additional appropriation made by the governing body after the budget year has started.

**Transfers In/Out**

Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

**Trust and Agency Funds**

Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

**Unencumbered Balance**

The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

**Unreserved Fund Balance**

The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

**User Charges**

The payments of a fee for direct receipt of a public service by the party who benefits from the service.

**Work plan**

This is the plan adopted by the City Council on an annual basis that lists the overall goals, values and priorities, and workload for the forthcoming year.

## **REFERENCE MATERIALS**

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### **EXPENDITURE ACCOUNTS - DEFINITIONS**

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#### **SALARIES & FRINGE BENEFITS**

##### **6101 REGULAR SALARIES**

Salary paid for regular payroll expenditures for full-time employees subject to all usual deductions.

##### **6102 PART TIME & TEMPORARY SALARIES**

Salary paid for regular payroll expenditures for part-time and temporary employees subject to all usual deductions.

##### **6103 OVERTIME**

Salary paid over and above regular time at time and one-half. Overtime is not available to FLSA exempt employees.

##### **6104 SPECIAL PAY**

Holiday in lieu pay for Fire and Marine Safety and stand by pay for Public Works.

##### **6205 RETIREMENT**

Payments on behalf of employees to full time retirement system. (PERS).

##### **6210 MEDICARE**

Medicare payments withheld from employees for employees covered by Medicare system.

##### **6211 SOCIAL SECURITY**

Social Security payments for employees covered by social security system.

##### **6220/6230/6240 HEALTH/DENTAL/VISION INSURANCE**

Payments to employees under the City's Cafeteria Plan for health/dental/vision insurance.

##### **6244 LONG TERM DISABILITY INSURANCE**

Payments to cover employees' long term disability premiums where applicable

##### **6245 GROUP LIFE INSURANCE**

Payments to cover employees' life insurance premiums where applicable.

##### **6248 RHSA % BENEFIT**

Payments to cover fire employees' RHSA % Benefit under the Fire MOU

##### **6270 RETIREE HEALTH BENEFITS**

Payments to CALPERS to cover a portion of retired employees' health benefits.

##### **6280 AUTO ALLOWANCE**

Payments to employees qualifying for auto allowance.

##### **6285 UNIFORM ALLOWANCE**

Payments to employees for the purchase of uniforms required for the job.

##### **6290 PHONE ALLOWANCE**

Payments to management employees and Council for the business use of cellular phones.

## **REFERENCE MATERIALS**

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### EXPENDITURE ACCOUNTS - DEFINITIONS (Continued)

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#### **MATERIALS, SUPPLIES AND SERVICES**

##### **6310 INSURANCE AND SURETY BONDS**

Insurance premiums for all property, general liability and excess insurance coverage.

##### **6315 TRAVEL, CONFERENCES & MEETINGS**

Meals, lodging, registration and airfare associated with conferences, seminars and meetings.

##### **6320 TRAINING**

Payments for employees to attend training programs to enhance work related skills.

##### **6330 MEMBERSHIPS & DUES**

Staff membership and dues in professional organizations.

##### **6340 CLOTHING & PERSONAL EXPENSES**

Uniforms, safety gear, weather protection, etc.; pre-employment physicals and tuition reimbursement.

##### **6341 TUITION REIMBURSEMENT**

Staff reimbursement for courses related to work skill enhancement. Requires prior approval.

##### **6351 RECRUITMENT**

Payments used in the hiring of staff (advertisement, testing, etc)

##### **6415 ELECTION SUPPLIES**

Supplies used for elections

##### **6416 OFFICE SUPPLIES**

General office supplies used in every-day operations.

##### **6418 BOOKS, SUBSCRIPTIONS & PRINTING**

Publications, printing costs for forms, letterhead, etc.; outside duplication services.

##### **6419 MINOR EQUIPMENT**

Minor equipment; per item cost before shipping/tax between \$100 and \$4,999.

##### **6420 SPECIAL DEPARTMENTAL SUPPLIES**

Supplies or expenses singular to a department (not general) and that are not minor equipment or small tools.

##### **6421 SMALL TOOLS**

Small tools; per item cost before shipping/tax between \$100 and \$4,999

##### **6427 VEHICLE OPERATING SUPPLIES**

Gasoline and diesel.

##### **6428 VEHICLE MAINTENANCE**

Repairs and parts for all vehicles.

## **REFERENCE MATERIALS**

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### EXPENDITURE ACCOUNTS - DEFINITIONS (Continued)

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**6519 BANK CHARGES**

Credit card fees and transaction fees for third-party credit card processing company.

**6522 ADVERTISING**

Advertising/legal notifications to public.

**6523 COMMUNICATIONS**

Phone, fax, cable etc.

**6524 UTILITIES - ELECTRICITY**

Electricity and natural gas charges.

**6525 RENTS & LEASES**

Rental/lease of property owned by others.

**6526 MAINTENANCE OF BUILDINGS & GROUNDS**

Internal building maintenance/repair; outside grounds upkeep.

**6527 UTILITIES - WATER**

Water charges.

**6529 MILEAGE**

Staff mileage reimbursement at IRS rate.

**6530 PROFESSIONAL SERVICES**

Outside contractors used for engineering, surveys etc. Any service provided by an outside party.

**6531 MAINTENANCE OF & OPERATION OF EQUIPMENT**

Repairs and service of City-owned equipment.

**6532 CONTRIBUTION TO OTHER AGENCIES**

Contributions to other governmental/nonprofit organizations.

**6535 COMMUNITY TV PRODUCTION**

Payments for cable programming from restricted sources.

**6539 CONTINGENCY**

To allow for operating efficiency as needed. Requires City Manager approval.

**6540 DAMAGE CLAIMS**

Payments to settle claims against the City that fall below SIR.

**6560 DEPRECIATION**

Annual write-off of Fixed Assets over the life of the asset.

**6570 OTHER CHARGES**

Expenses that do not fall within another classification; City admin and County EDP charges.

## **REFERENCE MATERIALS**

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### EXPENDITURE ACCOUNTS - DEFINITIONS (Continued)

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#### **CAPITAL OUTLAY**

##### **6610 LAND**

Expenditures for the purchase of land.

##### **6620 BUILDINGS**

Expenditures for the purchase of buildings.

##### **6630 IMPROVEMENTS OTHER THAN BUILDINGS**

Alterations to structures which increase structure life.

##### **6640 EQUIPMENT**

Furniture, machinery, office equipment. Fixed Assets over \$5,000.

##### **6650 VEHICLES**

All motorized vehicles.

##### **6661 CONSTRUCTION**

Used to accumulate all costs associated with construction projects. Used in Projects Ledger.

#### **DEBT SERVICE**

##### **6710 RETIREMENT OF PRINCIPAL**

Expenditures for the retirement of principal portion of debt.

##### **6720 INTEREST EXPENDITURE**

Expenditures for the interest portion of debt.

##### **6810 TRANSFERS OUT**

Used to transfer funds from one fund to another.

#### **DEPARTMENTAL CHARGES**

##### **6910 CLAIMS LIABILITY CHARGES**

Charges to departments for providing insurance coverage and risk management services.

##### **6920 WORKERS' COMPENSATION CHARGES**

Charges to departments for providing workers' compensation coverage and services.

##### **6930 ASSET REPLACEMENT CHARGES**

Charges to departments for use of assets based on a depreciation schedule.

##### **6935 FACILITIES REPLACEMENT CHARGES**

Charges to departments for use of facilities based on a depreciation schedule.

##### **6940 PERS SIDE FUND CHARGES**

Charges to departments for annual debt service to the Sanitation Fund for the payoff of the PERS Side Fund in FY2011. Allocation based on regular salaries (Account 6101) for the fiscal year

## REFERENCE

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### ORGANIZATION OF THE CITY'S FUNDS

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In accordance with generally accepted accounting principles, the City's financial reporting system is organized on a fund basis consisting of three major fund types (governmental, proprietary and fiduciary). The City's various funds have been established in order to segregate and identify those financial transactions and resources associated with providing specific activities or programs in conformance with special regulations, restrictions, or limitations.

Budgets are prepared for each fund in accordance with its respective basis of accounting. All governmental funds have legally adopted budgets except the capital project funds. While budgets are prepared for the City's capital project funds, the capital projects generally span more than one year and are effectively controlled at the project level.

The following funds are included in the Budget. Descriptions of each of the fund types are provided.

#### **Governmental Funds**

Most of the City's programs and functions are provided and financed through the following governmental funds, which are distinguished by their measurement focus on determining financial position and changes in financial position, rather than upon determining net income:

- General Fund
  - General Fund
  - Risk Management/Insurance
  - Workers' Compensation Insurance
  - Asset Replacement
  - Facilities Replacement
  - PERS Side Fund
  - OPEB Obligation
  - Pension Stabilization
- Special Revenue Funds
  - Gas Tax
  - Municipal Improvement Districts (MID)
  - Coastal Rail Trail Maintenance District
  - Street Lighting Assessment District
  - Developer Pass-Thru Fund
  - Fire Mitigation
  - Department of Boating & Waterways
  - TRANSNET – motorized
  - Community Orientated Policing Services (COPS)
  - Transnet Extension
  - Housing and Community Development (CDBG) Fund
  - CALTRANS/CMAQ
  - TEA
  - Miscellaneous Grants
  - Coastal Area Business/Visitor Assistance and Enhancement Fund (TOT)
  - Camp Program Fund
  - Housing
  - Affordable Housing Grant Fund
  - Public Safety Special Revenue Fund
- Debt Service Funds
  - Public Facilities
  - Capital Lease Fund

## REFERENCE

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### ORGANIZATION OF THE CITY'S FUNDS (continued)

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- Capital Projects Fund
  - Public Improvement Grant Fund
  - Sand Replenishment/Retention and Coastal CIP (TOT)
  - City CIP Fund
  - Assessment Districts

#### **Enterprise Fund**

Enterprise funds are distinguished from governmental funds by their similarity to private sector enterprises, as it is intended that the cost of providing services will be financed or recovered primarily through user charges. The City uses the following enterprise fund:

- Sanitation
- OPEB Obligation Trust



## **REFERENCE MATERIALS**

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### **DESCRIPTION OF OPERATING FUNDS**

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#### ***001 GENERAL FUND***

The General Fund is the general operating fund of the City and is used to account for all financial resources and transactions except those required to be accounted for in other funds or account groups.

#### ***120 RISK MANAGEMENT***

This fund accounts for the settlement of claims and losses, as well as insurance premiums and any related professional services.

#### ***125 WORKERS' COMPENSATION INSURANCE***

This fund accounts for the settlement of claims and losses resulting from injuries sustained during work hours.

#### ***135 ASSET REPLACEMENT FUND***

This fund accumulates resources for the replacement of vehicles and equipment costing over \$5,000.

#### ***140 FACILITIES REPLACEMENT FUND***

This fund accumulates resources for meeting the needs of maintaining the City's buildings and improvements.

#### ***150 PERS SIDE FUND***

This fund accumulates resources for the annual debt payment to the Sanitation Fund for the loan used for the payoff of the PERS Side Fund in FY2011.

#### ***160 OPEB OBLIGATION***

This fund accounts resources for the invested amounts of Other Post-Employment Benefits.

#### ***165 PENSION STABILIZATION***

This fund accounts resources for the invested amounts in PARS trust (Post-Employment Benefits Trust Program).

#### ***202 GAS TAX FUND***

The State Gas Tax is used to account for revenues received as the City's share of state gasoline taxes and expenditures made for street maintenance and improvements. Revenues are sub-vented to the City under Sections 2103, 2105, 2106, 2107 and 2107.5 of the Streets and Highways Code. Expenditures are for street maintenance and engineering to the extent legally permitted, with the remainder allocated to street construction projects.

#### ***203 MUNICIPAL IMPROVEMENT DISTRICT HIGHWAY 101 LANDSCAPING (MID #33)***

#### ***204 MUNICIPAL IMPROVEMENT DISTRICT SANTA FE HILLS (MID #9C )***

#### ***205 MUNICIPAL IMPROVEMENT DISTRICT ISLA VERDE (MID #9E)***

#### ***207 MUNICIPAL IMPROVEMENT DISTRICT SAN ELIJO HILLS #2 (MID #9H)***

The MID Funds are used to account for receipts and expenditures related to landscape maintenance within the improvement district. Budgets for the maintenance costs are determined by the property owners who are then assessed on a per parcel basis. The assessments are collected via the County tax roll.

## **REFERENCE MATERIALS**

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### DESCRIPTION OF OPERATING FUNDS (Continued)

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#### **208 COASTAL RAIL TRAIL MAINTENANCE DISTRICT**

The Coastal Rail Trail Maintenance Fund is used to account for project receipts and expenditures for the rejuvenating and updating of the Coastal Rail Trail.

#### **211 STREET LIGHTING DISTRICT FUND**

The Lighting District Fund accounts for revenues received and expenditures made related to streetlights on City streets. The City determines the annual budget and property owners are charged their proportionate share based on a per unit basis. The assessment is collected via the County tax roll.

#### **213 DEVELOPER PASS\_THRU**

This fund accounts for resources related to Pass-Thru developer deposits

#### **214 FIRE MITIGATION FUND**

In accordance with section 3.20 of the SBMC, this fund is used to account for Fire Mitigation fees that can only be used to build, purchase, finance or improve fire facilities and equipment.

#### **215 DEPARTMENT OF BOATING AND WATERWAYS**

To record receipts and expenditures related to grants received from the Department of Boating and Waterways. These funds are being used to fund the Army Corp. of Engineers beach replenishment study.

#### **218 TRANSNET FUND/228 TRANSNET EXTENSION**

The TRANSNET Fund is used to account for the San Diego County Proposition A one-half (1/2) cent transportation sales tax which went into effect on July 1, 1988. All expenditures must be for transportation related purposes. Funds are allocated to the City through SANDAG.

#### **219 COPS PROGRAM FUND**

The COPS Fund is used to account for federal and local grants received for police services.

#### **240 HOUSING AND COMMUNITY DEVELOPMENT FUND (CDBG) FUND**

The Housing and Community Development fund is used to account for revenues from the United States Department of Housing and Urban Development Community Development Block Grant Programs.

#### **241 CALTRANS/CMAQ FUND**

The Caltrans fund accounts for several different sources of transportation related funds. Caltrans is responsible for distributing funds for Congestion Mitigation and Air Quality (CMAQ) funds.

#### **244/5 TEA**

The TEA (Transportation Enhancement Act) fund records transport related receipts and expenditures.

#### **246 MISCELLANEOUS GRANT FUND**

The Miscellaneous Grant fund accounts for grants received to fund various ongoing capital projects.

#### **255 CAMP FUND**

To record service fee revenue and expenditures related to the summer recreation programs (JG and camp).

## **REFERENCE MATERIALS**

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### DESCRIPTION OF OPERATING FUNDS (Continued)

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#### **250 COASTAL BUSINESS/VISITORS (TOT)**

This fund is for expenditures, funded by TOT revenues, that include local visitor and business promotion such as assistance to the Chamber of Commerce, special events such as Fiesta Del Sol, public art, and visitor enhancements to the Highway 101 business corridor or the Cedros Design District.

#### **263 HOUSING FUND**

This fund accounts for receipts and expenditures related to providing low and moderate income housing within the City.

#### **265 AFFORDABLE HOUSING GRANT**

This fund accounts for resources related to affordable housing grants.

#### **270 PUBLIC SAFETY SPECIAL REVENUE**

This fund accounts for resources related to public safety grants.

#### **317 PUBLIC FACILITY DEBT SERVICE FUND**

The Public Facilities Debt Service Fund is used to account for the accumulation of resources for the payment of interest and principal on City debt

#### **320 CAPITAL LEASE DEBT SERVICE**

This fund accounts for receipts and expenditures related to capital leases.

#### **420 PUBLIC IMPROVEMENT GRANT**

The Public Improvement Grant is supported by the former RDA's remaining bond funds and pays for capital projects within the Project area.

#### **450 SAND REPLENISHMENT TOT**

This fund is limited to sand replenishment, sand retention, and coastal improvement projects funded by TOT revenues.

#### **47X ASSESSMENT DISTRICTS CIP**

This fund accounts for capital projects in the assessment districts

#### **459 CITY CIP FUND**

The City CIP fund is used to account for financial resources to be used for the acquisition or construction of miscellaneous major capital facilities (other than those financed by proprietary funds and special assessment funds).

#### **509 SANITATION FUND**

The Sanitation Fund is an Enterprise Fund. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the City Council is that the costs of providing these services to the general public on a continuing basis be financed or recovered primarily through user charges. The sanitation operation is responsible for the collection, transportation, and treatment of effluent generated in Solana Beach. The City is an equal partner with the City of Encinitas in the ownership of the San Elijo Treatment Plant.

## REFERENCE MATERIALS

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### DESCRIPTION OF OPERATING FUNDS (Continued)

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**660 OPEB Obligation Trust**

This fund is used for the OPEB retirement Obligation Trust to invest monies set aside for City employee retirement cost associated with retirements and OPEB cost.

## **REFERENCE MATERIALS**

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### DESCRIPTION OF DESIGNATION OF RESERVES

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#### ***DESIGNATED FOR CONTINGENCIES***

This designation is in accordance with the City Council's Financial Policies which specify that a minimum of 17%, or two months of operating expenditures, be set aside. This designation is to ensure uninterrupted service in the event of an unforeseen disaster and/or economic uncertainties.

#### ***DESIGNATED FOR HOUSING***

This designation is to provide funds for the City's low income housing obligations. Without a confirmed cost, estimates range from \$0 to around \$220,000 a unit for 10 units. Staff will set aside funds when available.

# **REFERENCE MATERIALS**

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## **FINANCIAL POLICIES**

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### **Statement of Purpose**

The financial integrity of our City government is of utmost importance. To discuss, write, and adopt a set of financial policies is a key element to maintaining this integrity.

Written, adopted financial policies have many benefits, such as assisting the Council and City Manager in the financial management of the City, saving time and energy when discussing financial matters, promoting public confidence, and providing continuity over time as Council and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City's stability, efficiency and effectiveness.

The following policies are divided into seven general categories for ease of reference. These categories include 1) Accounting, Auditing, and Financial Reporting Policies; 2) Reserve Policies; 3) Debt Policies; 4) Revenue Policies; 5) Capital Improvement Policies; 6) Cash Management/Investment Policies; 7) Operating Budget Policies. It is recommended that all policies included in this document be adhered to.

## **ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES**

### **FINANCIAL INFORMATION**

It will be the policy of the City of Solana Beach to provide all financial information in a thorough, timely fashion, and in a format that is easy for Council, Citizens, Committees and City employees to understand and utilize.

### **ACCOUNTING STANDARDS**

The City's accounting financial systems shall be maintained in accordance with Generally Accepted Accounting Principles (GAAP), as promulgated by the Government Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA).

### **ANNUAL AUDIT**

An independent public accounting firm will perform an annual audit and its opinion will be included in the Comprehensive Annual Financial Report.

The goal is to select the independent audit firm through a competitive process at least once every five years. The contract will be for an initial period of three years with two additional one-year options at the City staff's discretion. The City Manager and Finance Director will review the qualifications of prospective firms and make a recommendation to the City Council. The audit contract will be awarded by the City Council.

## **REFERENCE MATERIALS**

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### **FINANCIAL POLICIES (Continued)**

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A Comprehensive Annual Financial Report shall be prepared within five months of the close of the previous fiscal year. It will be presented to the City Council and community within six months at a regularly scheduled City Council meeting.

The City shall attempt to maintain accounting records in such a manner as to receive an unqualified audit opinion and to qualify for a Certificate of Achievement for Excellence in Financial Reporting from the GFOA.

## **RESERVE POLICIES**

The City utilizes a variety of funds for recording revenues and expenditures of the City. At each fiscal year-end, budgeted/appropriated expenditure authority lapses with very few exceptions, such as operating expenses that have been incurred but not paid (encumbered). The remaining dollars left in each fund that are undesignated and unencumbered constitute available reserves of the City. It is appropriate that reserve policies for the City be established for each of the various funds (See below), that the purpose of these reserves be designated, and that dollars available in excess of the reserve amounts be appropriately and effectively utilized.

### **GENERAL FUND**

The goal of the General Fund reserve will be to maintain an amount at least equal to 17 percent of the annual General Fund operating budget, including operating transfers, which approximates two months worth of operating expenditures. This Reserve, to be designated, will only be used in the case of significant financial or other emergency. Reserves in excess of the 17 percent will be available for spending on capital equipment, capital projects or other one-time non-recurring expenditures ie. Be available to transfer to Capital Improvement Projects fund or Asset Replacement Reserve fund.

### **DESIGNATIONS**

The Council and/or City Manager may designate parts of the available fund balance which would represent tentative management plans, rather than actual restrictions on the use of resources.

#### **Designation – Unforeseen Emergencies**

A designation of funds set at 17% of operating expenditures including debt service is considered the minimum level necessary to maintain the City's credit worthiness and to adequately provide for:

1. Economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy.
2. Contingencies for unforeseen operating or capital needs.
3. Cash flow requirements.

## **REFERENCE MATERIALS**

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### **FINANCIAL POLICIES (Continued)**

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#### **Designation – Revenue Shortfall**

A designation of funds should be budgeted annually to avoid the need for service level reductions in the event an economic downturn causes revenues to come in lower than budget. This should approximate 5% of General Fund revenues before transfers based upon an average of prior year's revenue shortfalls.

#### **ENTERPRISE FUND/SANITATION**

The City's Enterprise Fund will maintain reserves at a minimum equal to nine months of operating expenses and one year of estimated capital spending.

#### **ASSET REPLACEMENT RESERVE FUND**

Through the use of the Asset Replacement Reserve Fund, the City will annually budget sufficient funds to provide for the orderly replacement of the City's existing equipment, vehicles, computers and furnishings as they reach the end of their useful lives. This fund is funded based on a depreciation schedule and required replacement of the asset. The goal will be to maintain a sufficient fund balance to provide for the scheduled replacement of said items at the end of their useful lives.

#### **RISK MANAGEMENT RESERVE FUND**

The City maintains a Risk Management Reserve Fund for the purpose of segregating property and liability insurance expenses. This fund pays insurance premiums, benefit and settlement payments, and administrative and operating expenses. These annual charges for services shall reflect historical experience and shall be established to approximately equal the annual expenses of the fund. A fund balance, determined annually, shall be maintained at a level that will adequately fund the City's potential loss exposure in each area as determined by the Risk Manager based on past experience currently at \$500,000.

#### **WORKERS' COMPENSATION INSURANCE FUND**

The City maintains a Workers' Compensation Insurance Fund for the purpose of having sufficient resources to pay premiums, administration services and losses incurred for Workers Compensation injuries. The City is self-insured for this purpose and has a \$125,000 Self Insured Retention (SIR) per claim incident. The sufficiency of funding is to be determined periodically by an independent actuarial study utilizing the 95% confidence interval. This is the minimum funding level to establish. The City's Risk Manager to determine the funding level, currently three times SIR plus administration and contingencies or \$500,000. This fund balance should be determined annually and should be sufficient to fully fund the City's potential loss exposures.



## **REFERENCE MATERIALS**

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### FINANCIAL POLICIES (Continued)

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## **DEBT POLICIES**

### **ISSUANCE OF DEBT**

The City will not use long-term debt to pay for current operations.

The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.

The term of the debt shall never extend beyond the useful life of the improvements to be financed.

Debt management will provide for the protection of bond rating, the maintenance of adequate debt service reserves, compliance with debt instrument provisions and appropriate disclosure to investors, underwriters, and rating agencies.

### **LEASE PURCHASE**

The City will lease purchase high-cost items of equipment only if necessary because of funding availability. In no case shall the City lease purchase equipment whose useful life is less than the term of the lease.

## **REVENUE POLICIES**

### **GENERAL FUND REVENUE**

The City will strive to develop and maintain a diversified and stable revenue stream so as to avoid becoming overly dependent on any single type of revenue in order to minimize the effects of economic fluctuations on revenues. Efforts will be directed to optimize existing revenue sources while periodically reviewing potential new revenue sources.

Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state and other governmental agencies when available.

Revenues from “one-time” or limited duration sources will not be used to balance the City’s annual operating budget.

Fees and charges for service shall be evaluated and, if necessary, adjusted periodically to assure that they cover all direct and indirect costs, unless it is determined that full cost recovery would not be in the best interest of the public. These fees and charges will be evaluated periodically by an independent outside consultant.

## **REFERENCE MATERIALS**

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### **FINANCIAL POLICIES (Continued)**

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#### **SPECIAL REVENUE FUNDS eg. /GAS TAX & TRANSNET**

These funds are used for revenues that the City receives that are of a restrictive nature. The City's first priority with the Gas Tax revenues and Transnet revenues shall be used to fund eligible capital projects and not subsidize operating expenditures.

#### **GRANTS AND GIFTS**

The City shall actively pursue federal, state and other grant opportunities when deemed appropriate. Before accepting any grant the City shall thoroughly consider the implications in terms of ongoing obligations and indirect costs that will be required in connection with acceptance of said grant. The benefits to be derived from the grant must exceed both direct and administrative costs of the grant.

#### **ENTERPRISE FUND – SANITATION CHARGES**

The City will set user fees for the Enterprise Fund at a rate that fully covers direct and indirect costs of providing the service; including capital expenditures.

#### **COMMUNITY SERVICE FEES**

Recreation activity fees shall be established to recover the direct cost of the program. As appropriate within the marketing of the recreation programs, higher non-resident fees may be charged, as well as priority registration procedures for Solana Beach residents.

## **CAPITAL IMPROVEMENT POLICIES**

#### **CIP FUND**

Most of the City's infrastructure has a designated revenue source to pay for its upgrade or replacement as appropriate. For example, sewage rates fund sewage infrastructure needs and gas tax revenues fund street needs. However, our public buildings, beaches and parks are the primary beneficiaries of the City's Capital Improvement Fund. Capital Improvement Projects involve the construction, acquisition, expansion, and rehabilitation or replacement of a facility or improvement costing \$5,000 or more. A CIP also includes any study costing \$25,000 or more, that is non-recurring in nature, and could potentially lead to a project.

City general capital projects are to be funded annually with transfers from the City's General Fund. Transfers are to be made based upon a maximum of 75 % of actual funds available out of the last completed previous years general fund surplus, or for specific projects. Funding is at the discretion City Council based on overall budget considerations.

## **REFERENCE MATERIALS**

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### **FINANCIAL POLICIES (Continued)**

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#### **FIVE YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)**

The City shall annually prepare a Capital Improvement spending program projecting capital needs for a five year period. Capital Projects shall be prioritized according to goals set annually by the Council.

The first year of the five year CIP will be consistent with, and adopted as a component of, the annual operating budget.

#### **ENTERPRISE FUND CAPITAL IMPROVEMENTS**

Capital Improvements funded from the Enterprise Funds shall be paid for with the combination of “pay-as-you-go” financing and the use of long-term debt. The City shall periodically review its enterprise capital needs and establish capital spending plans that are appropriate and reflect a combination of debt and “pay-as-you-go,” while attempting to keep our rates competitive with those in the surrounding area.

### **CASH MANAGEMENT/INVESTMENT POLICIES**

Investments and cash management will be the responsibility of the City Treasurer.

The City Council shall annually review and update, or modify as appropriate, the City’s investment policy in accordance with Section 53646 of the Government Code. This review shall take place at a regularly scheduled City Council meeting and the policy shall be adopted by resolution of the City Council.

Investments of the City will be made in accordance with the City’s adopted Investment Policy.

In order to maximize yields from the overall portfolio, the City will consolidate cash balances from all funds for investment purposes, and will allocate investment earnings to each fund with a positive cash balance in accordance with generally accepted accounting principles.

Reports on the City’s investment portfolio and cash position shall be developed and presented to the City Council monthly by the City Treasurer. The report shall be in conformance with all State laws and City investment policy requirements.

City funds will be managed in a prudent and diligent manner with emphasis on safety, liquidity, and yield, in that order.

## **REFERENCE MATERIALS**

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### FINANCIAL POLICIES (Continued)

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## **OPERATING BUDGET POLICIES**

### **BALANCED OPERATING BUDGET**

The operating budget will be based on the principle that current operating expenditures shall be funded with current revenues. The City shall annually adopt a balanced General Fund budget where operating revenues are equal to, or exceed, operating expenditures ie. Estimated revenue and transfers in equal or exceed estimated expenditures and transfers out excluding transfers for capital projects. Any increase in expenses, decrease in revenues, or combination of the two that would result in a budget imbalance will require budget revision, rather than spending unappropriated surpluses or designated reserves to support ongoing operations. Any year end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and the balance will be available for capital projects and/or "one-time only" Capital Outlay expenditures.

### **GENERAL FUND CONTINGENCY ACCOUNT**

A contingency account equal to a maximum of half a percent (1/2 percent) of the City's General Fund budgeted appropriations (before transfers) will be maintained annually in the City Managers budget. This account will be available for unanticipated, unbudgeted expenditures and will require City Manager approval to spend. The purpose of this account is to provide for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increase in costs.

### **RETIREMENT FUNDING (CALPERS)**

The City offers its employees an agent multiple-employer public employee defined benefit pension plan. The City's annual contribution toward the plan is determined by a CALPERS actuary through an annual valuation report. The City will on an annual basis meet its obligation to funding its share of the pension plan contribution out of its operating budget.

### **BUDGET DOCUMENT**

The operating budget shall serve as the annual financial plan for the City. It will serve as the policy document of the City Council for implementing Council goals and objectives. The budget shall provide the staff the resources necessary to accomplish City Council determined service levels.

The City Manager shall annually prepare and present a proposed operating budget to the City Council & Budget & Finance committee no later than May 20 of each year; and Council will adopt said budget no later than June 30 of each year. Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the City Council.

The City's annual budget will be presented by department, with a logical breakdown of line-item detail. The budget document will be presented for discussion and review by the City Council and the public.

## **REFERENCE MATERIALS**

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### FINANCIAL POLICIES (Continued)

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#### **BUDGET CONTROL AND ACCOUNTABILITY**

Budget control is maintained at the departmental level. The City Manager has the authority to approve appropriation transfers between line items within a department. In no case may total expenditures of a particular fund exceed that which is appropriated by the City Council without a budget amendment.

A mid-year budget will be presented to the City Council which discusses revenue projections and expenditures to date and the fiscal condition of the City six months after the beginning of the fiscal year. Budget accountability rests primarily with the operating departments of the City.

#### **ENTERPRISE FUND**

The Enterprise Fund shall be supported by its own rates/current revenues excluding interest income, and shall not be subsidized by the General Fund.

The rates charged should be competitive with the rates charged by other entities, and sufficient to cover both operations and infrastructure maintenance.

The rates charged should be reviewed periodically.

The Enterprise Fund will pay its share of overhead services provided by the General Fund. These overhead costs include rental of office space, utilities and personnel administrative costs.

# REFERENCE MATERIALS

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## INVESTMENT POLICY

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

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

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

### 1.0 SCOPE

This investment policy applies to all funds of the City of Solana Beach that are under the control of the City Treasurer. These funds include, but are not limited to the:

- A. General Fund
- B. Special Revenue Funds
- C. Capital Project Funds
- D. Enterprise Funds
- E. Debt Service Funds
- F. Agency Funds

These funds are accounted for in the City's Comprehensive Annual Financial Report.

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

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

### 2.0 PRUDENCE

Investments shall be made in accordance with the "prudent investor standard". This standard shall be applied in the context of managing an overall portfolio. The City Treasurer shall invest "...with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the

## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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#### 2.0 PRUDENCE (Continued)

principal and maintain the liquidity needs of the agency.” Investment officers, i.e. (City Treasurer) acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

#### 3.0 OBJECTIVES

As specified in CGC §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

- A. Safety: Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- B. Liquidity: The investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.
- C. Yield: Yield shall be considered only after the basic requirements of safety and liquidity have been met. Whenever possible and in a manner consistent with the objectives of safety and liquidity, a yield higher than the market rate of return shall be sought.

#### 4.0 DELEGATION OF AUTHORITY

California Government Code Sections 53607 and 53608 authorize the legislative body of a local agency to invest, deposit, and provide for the safekeeping of the local agency's funds or to delegate those responsibilities to the City Treasurer of the local agency.

No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the City Treasurer. The City Treasurer shall be responsible for all investment transactions undertaken on behalf of the City, and shall establish a system of controls to regulate the activities of subordinate officials. The City Treasurer shall have the exclusive authority to buy and sell securities on behalf of the City.

Under the provisions of California Government Code 53600.3, the City Treasurer is a trustee and a fiduciary subject to the prudent investor standard.

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

## **REFERENCE MATERIALS**

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### INVESTMENT POLICY (Continued)

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#### **5.0 INTERNAL CONTROLS**

The City Treasurer shall be responsible for ensuring that all investment transactions comply with the City's Investment Policy and for establishing internal controls that are designed to prevent losses due to fraud, negligence, and third-party misrepresentation. Accordingly, the City Treasurer shall establish written procedures for the operation of the City's investment program that are consistent with the provisions of this Investment Policy.

Procedures should include references to: safekeeping, PSA repurchase agreements, wire transfer agreements, collateral/depository agreements, and banking services contracts, as appropriate. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions.

Internal controls deemed most important shall include: avoidance of collusion; separation of duties and administrative controls; separating transaction authority from accounting and record keeping; custodial safekeeping; clear delegation of authority; management approval and review of investment transactions; specific limitations regarding securities losses and remedial action; written confirmation of telephone transactions; documentation of investment transactions and strategies; and monitoring of results.

#### **6.0 ETHICS AND CONFLICTS OF INTEREST**

Investment Officers involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

They shall disclose to the City Council any material financial interest in financial institutions that conduct business within the City's jurisdiction. They shall also disclose any personal investment positions that could be related to the performance of the City's investment portfolios. Investment Officers shall subordinate their personal investment transactions to those of the City, particularly with regard to the timing of securities purchases and sales, and shall avoid transactions that might impair public confidence.

#### **7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND BROKER-DEALERS**

The City Treasurer shall maintain an Approved list (Attached) of financial institutions/broker-dealers that the City Council have authorized to engage in securities trading with the City. This list shall be provided to all members of the City Council.

Only primary government securities dealers ("primary dealers") that regularly report to the Federal Reserve Bank of New York shall be eligible to apply for inclusion on the Approved List.

The only exception to the foregoing requirement shall be that the City Council may, at their discretion, accept, review, and approve applications from regional brokers that: (1) have been in existence for more than five years; (2) have a net capital position in excess of \$10



## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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#### 7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND BROKER-DEALERS (Continued)

million; (3) are licensed as broker-dealers by the State of California; and (4) are headquartered or have a branch office in California. The number of primary dealers and regional brokers on the Approved List shall not exceed a combined total of eight at any single time. The City shall accept and review new broker-dealer applications only when there is an immediate need to fill a vacancy on the Approved List. In all cases, the City shall only accept applications from and transact business with the institutional securities sales departments of primary dealers and regional brokers.

Broker-dealers that wish to apply for inclusion on the Approved List must, at a minimum, provide the City Treasurer with a copy of the following documents unless otherwise noted:

- a) Completed Broker-Dealer Questionnaire and Certification (signed original only).
- b) Most recent *Annual Report* and most recent Securities and Exchange Commission ("SEC") *Form 10-K*.
- c) National Association of Securities Dealers ("NASD") *Form BD Uniform Application for Broker-Dealer Registration* or, in the case of an investment department within a commercial bank, *SEC Form MSD*.
- d) Current NASD *Form BD Status Report*.
- e) NASD *Form U-4 -- Uniform Application for Securities Industry Registration or Transfer* for each employee with whom the City would be trading.
- f) Current NASD *Form U-4 Status Report* on each employee with whom the City would be trading
- g) Most recent SEC *Form X-17 A-5* or, in the case of an investment department within a commercial bank, most recent SEC *Consolidated Reports of Condition and Income for A Bank With Domestic and Foreign Offices – FFIEC 031*.
- h) A resume from each employee with whom the City would be trading.
- i) Most recent MSRB *Form G-37/G-38*.
- j) A trading resolution.

Investment Officers shall investigate all broker-dealer applicants in order to determine if they: (1) are adequately capitalized; (2) are subject to pending legal action (either the firm or the trader); (3) make markets in securities that are appropriate for the City's needs; (4) are licensed as a broker-dealer by the State of California Department of Corporations; and (5) are a member of the NASD. Broker-dealer applicants may be requested to provide local government or other client references from within California.

The City Council shall review the submitted documents, along with the City Treasurer's recommendations, and shall decide if any broker-dealer applicants should be added to the Approved List. If a broker-dealer applicant fails to complete and submit the required documents on time, then its application shall be deemed to have been automatically rejected.

## **REFERENCE MATERIALS**

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### INVESTMENT POLICY (Continued)

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#### **7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND BROKER-DEALERS (Continued)**

The City Treasurer shall conduct an annual review, of the financial condition and the registrations of all approved broker-dealers in order to determine whether they should remain on the Approved List. In addition to other requirements, the City shall give all approved broker-dealers a copy of the City's current Investment Policy and a certification form.

The completion and submission of the certification form by an approved broker-dealer shall constitute proof that it has received the City's Investment Policy, read it, and intends to comply with it. The City Treasurer shall keep current audited annual financial statements on file for each approved broker-dealer with which the City does business.

#### **8.0 AUTHORIZED PUBLIC DEPOSITORIES**

The City Treasurer shall maintain an Approved List (Attached) of all commercial banks and all savings and loan associations that the City Council has authorized as public depositories of City monies. This List shall be provided to all members of the City Council.

The City shall only deposit public monies in financial institutions that have: (1) at least \$5 billion in total assets; (2) a core capital-to-total assets ratio of at least five percent; (3) favorable statistical ratings from a nationally recognized rating service, as determined by the City Treasurer; (4) a federal or a state charter; and (5) a branch office within San Diego County.

Under no circumstances shall the City's deposits in a financial institution exceed the total shareholder's equity of that institution.

#### **9.0 SAFEKEEPING AND CUSTODY**

All security transactions entered into by the City of Solana Beach shall be conducted on delivery-versus-payment (DVP) basis or on a receipt-versus-payment ("RVP") basis.

A third-party bank trust department ("Custodian") that acts as an agent for the City under the terms of a custody agreement executed between both parties shall hold the securities. The City's Custodian shall be represented on the Approved List (Attached).

The only exception to the foregoing shall be securities purchases made with: (1) local government investment pools; (2) money market mutual funds; and (3) Federal Reserve Banks ("Treasury Direct Program") since the purchased securities are not deliverable. No securities broker-dealer or investment advisor shall have access to City monies, accounts, or investments. Any transfer of monies to or through a securities broker-dealer must have the City Treasurer's prior written approval. If the City Treasurer is unavailable, then the management authorization chain-of-command specified in section 4.0, paragraph 3 of this Investment Policy shall be followed. The City shall require Broker Trade Confirmations for all trades.

## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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#### 9.0 SAFEKEEPING AND CUSTODY (Continued)

Securities held by a third party custodial shall be held in an account in the City's name. All investments held by a third party custodian for the City of Solana Beach will be evidenced by safekeeping receipts.

#### 10.0 COLLATERALIZATION

Investment Officers shall ensure that all demand deposits and all non-negotiable certificates of deposit that exceed \$100,000 shall be fully collateralized with securities authorized under state law and under this Investment Policy. Collateral may be waived for the first \$100,000 since this will be insured by the Federal Deposit Insurance Corporation. Any amount on deposit over \$100,000 plus accrued interest, however, shall be collateralized with United States Treasury or federal agency securities at a constant margin ratio of 110 percent or with mortgage-backed collateral at a constant margin ratio of 150 percent.

Collateralized investments and demand deposits may require substitution of collateral. The City Treasurer must approve all requests from financial institutions for substitution of collateral that involve interchanging classes of security.

An independent third party with whom the City has a current custodial agreement shall always hold the collateral. The independent third party shall provide the City Treasurer with a safekeeping receipt that he shall retain.

#### 11.0 RISK

##### 11.1 CREDIT RISK

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligation. Concentration of credit risk is the risk of loss attributed to the magnitude of a City's investment in a single issuer. All participants in the investment process shall consider aversion to concentration of credit risk by:

- A. Limiting investment purchases to those types and amounts permissible by California Government Code §53601 and §12.0 of this Policy,
- B. Investing no more than 25% of the portfolio with one issuer, with the exception of LAIF, and the US treasury, and
- C. If pursuing a rated investment, investing only in investments with an AA+/A1 or better rating from Standard and Poor's Corporation and AA1/P1 or better from Moody's Investors Service Inc. at the time of purchase.

Custodial credit risk is the risk that the City will not be able to recover deposits or the value of an investment or collateral securities that are in the possession of an outside party.

## **REFERENCE MATERIALS**

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### **INVESTMENT POLICY (Continued)**

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#### **11.1 CREDIT RISK (Continued)**

All participants in the investment process shall consider aversion to custodial credit risk by:

- A. Investing no more than 25% of the portfolio with one financial institution, with the exceptions of LAIF, the US Treasury, and funds advanced or in trustee accounts for project construction, and
- B. If pursuing a deposit, insuring that all deposits are fully collateralized as required by California Government Code §53652 or insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation, and the "Contract for Deposit of Monies" will indicate the type and amount of collateral.

#### **11.2 INTEREST RATE RISK**

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. All participants in the investment process shall consider aversion to interest rate risk by limiting the term remaining to maturity on purchased investment to five years, unless a longer term is permissible within the California Government Code and specifically approved by the City Council to purchase.

#### **11.3 FOREIGN CURRENCY RISK**

Foreign currency risk is the risk that changes in exchange rates will adversely affect the fair value of an investment or deposit. All participants in the investment process shall be prohibited from investing in foreign currency-denominated securities, unless permissible within the California Government Code and specifically approved by the City Council prior to purchase.

### **12.0 AUTHORIZED AND SUITABLE INVESTMENTS**

The City of Solana Beach may invest in the following instruments (which include but are not as extensive as those authorized by California Government Code 53600 et seq.) under the guidelines as provided herein:

- A. Bonds issued by the City of Solana Beach, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled or operated by the City of Solana Beach or by a department, board, agency, or authority of the City of Solana Beach.
- B. United States Treasury Bills, Notes, Bonds, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.

## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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#### 12.0 AUTHORIZED AND SUITABLE INVESTMENTS (Continued)

- C. Registered state warrants or treasury notes or bonds issued by the State of California.
- D. Bonds, notes, warrants, or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the State of California, County Treasurers, other local agencies, or Joint Powers Agencies.
- E. Obligations issued by the United States Government or its agencies.
- F. Time Certificates of Deposit will be made only in FDIC or FSLIC insured accounts. For deposits in excess of the insured maximum of \$100,000, approved collateral shall be required in accordance with California Government Code (CGC) Section 53652 and/or 53651(m).
- G. Non-Negotiable Certificates of Deposit issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a state-licensed branch of a foreign bank. Purchases of a non-negotiable Certificates of Deposit may not exceed 15% of the City's surplus money which may be invested.
- H. Local Agency Investment Fund ("LAIF")  
Investment shall be permitted in this pool which is organized and managed by the State Treasurer's Office for the benefit of local agencies, pursuant to California Government Code Section 16429.1. The City Council approved City participation in LAIF on 18 August 1986 in Resolution Number 20. *Investment shall be limited to the maximum amount per legal entity that is permitted under state law.*
- I. Investment Trust of California ("CalTRUST"). Investment shall be permitted in CalTRUST, which is a joint powers authority (JPA), organized and managed by the Investment Trust of California JPA for the benefit of local agencies, pursuant to California Government Code Section 6509.7. The CalTRUST funds are an authorized Investment for local agencies pursuant to California Government Code Section 53601(p).

#### 13.0 PROHIBITED INVESTMENTS AND PRACTICES

Investment Officers shall not invest public monies in financial instruments that are not authorized under this Statement of Investment Policy.

Prohibited investments shall include, but shall not be limited to, equity securities, bond mutual funds, repurchase agreements, reverse repurchase agreements, and derivative contracts (forwards, futures, and options). The purchase of derivative securities shall be prohibited *except for callable and for zero coupon Treasury ("STRIPS") securities*. Investment Officers shall not engage in securities lending, short selling, or other hedging strategies.

## **REFERENCE MATERIALS**

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### INVESTMENT POLICY (Continued)

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#### **13.0 PROHIBITED INVESTMENTS AND PRACTICES (Continued)**

LAIF and CalTRUST shall be exempt from the prohibitions on derivative contracts, derivative securities, repurchase agreements, reverse repurchase agreements, securities lending, short selling, and other hedging strategies; provided, however, that no such instruments or strategies may be utilized by CalTRUST for the purpose of leveraging any of the CalTRUST portfolios.

#### **14.0 DIVERSIFICATION**

The City of Solana Beach will diversify its investments by security type and institution. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- A. Portfolio maturities shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- B. Maturities selected shall provide for stability of income and liquidity.
- C. Disbursement and payroll dates shall be covered through maturing investments, marketable U.S. Treasury bills, or other cash equivalent instruments.

#### **15.0 MAXIMUM MATURITY**

Investment Officers shall not invest in securities with maturities exceeding five years. The City Council, however, may approve longer maturities for the investment of bond reserve, bond escrow, and other funds if the maturities of such investments are expected to coincide with the expected use of the funds.

*At least 50 percent of the City portfolio shall mature in three years or less; 30 percent in two years or less; and 20 percent in one year or less. The only exception to these maturity limits shall be the investment of the gross proceeds of tax-exempt bonds.*

#### **16.0 BOND PROCEEDS**

The City Treasurer shall segregate the gross proceeds of tax-exempt bonds from the City general pool and shall keep them in a separate pool. They shall be invested pursuant to the instructions in the respective bond indentures of trust. If the bond indenture authorizes investments that conflict with this Investment Policy, then such investments shall be made only with the City Council's prior approval. The City Treasurer shall be allowed to invest bond proceeds from an assessment district in the City general pool (LAIF) where the City serves as Trustee for the bond issue.

## **REFERENCE MATERIALS**

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### **INVESTMENT POLICY (Continued)**

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#### **16.0 BOND PROCEEDS (Continued)**

All securities shall be held in third-party safekeeping with the bond trustee (“Trustee”) and all DVP and RVP rules shall apply. The Trustee shall be represented on the Approved List (Attached).

Investment Officers shall use competitive offerings, whenever practical, for all investment transactions that involve the gross proceeds of tax-exempt bonds. The City shall obtain a minimum of three competitive offers. Any exceptions to this policy shall be documented and shall be reported to the City Council.

The City is required under the U.S. Tax Reform Act of 1986 to perform annual arbitrage calculations and to rebate excess earnings to the United States Treasury from the investment of the gross proceeds of tax-exempt bonds that were sold after the effective date of that law. The City Treasurer may contract with qualified outside financial consultants to provide the necessary technical expertise that is required to comply with this law.

#### **17.0 PORTFOLIO BENCHMARK**

The City’s investment portfolios, for the most part, shall be passively managed with portfolio securities being held to maturity. On selected occasions, the City’s portfolios may be actively managed for purposes of improving portfolio risk structure, liquidity, or yield in response to market conditions or to meet City requirements. Profit-taking may only be done if capital gains would: (1) exceed the return that would be realized by holding the security to maturity; and (2) more than offset any income reduction due to reinvestment rate risk.

The City shall use a one-year United States Treasury bill that is traded on the secondary market as a benchmark to measure whether or not the City’s portfolio yields are matching or surpassing the market yield.

#### **18.0 REPORTING**

In accordance with CGC §53646(b)(1), the City Treasurer shall submit to each member of the City Council a quarterly investment report. The Treasurer may also submit monthly reports to the City Council for information purposes. The report shall include the type of investments, the issuers, maturity dates, par values, and the current market values of each component of the portfolio, including funds managed for City of Solana Beach by third party contracted managers. The report will also include the source of the portfolio valuation. As specified in CGC §53646(e), if all funds are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and (2) the City of Solana Beach will meet its expenditure obligations for the next six months is required by CGC §53646(b)(2) and (3) respectively. The City Treasurer shall maintain a complete and timely record of all investment transactions.

## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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#### 19.0 INVESTMENT POLICY REVIEW AND ADOPTION

The City Treasurer shall submit an Investment Policy to the City Council annually for their review and adoption by resolution.

#### THE CITY OF SOLANA BEACH APPROVED LIST

The City of Solana Beach has authorized the following security broker-dealers, public depositories, and other financial institutions to provide financial services to the City.

#### UNITED STATES GOVERNMENT

1. **Federal Reserve Bank**

#### PRIMARY DEALERS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

#### REGIONAL BROKERS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### PUBLIC DEPOSITORIES

1. **Bank of America**
2. **Union Bank of California**
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

#### CUSTODIAN

1. \_\_\_\_\_

#### TRUSTEE

1. **Wells Fargo Bank**
2. **Union Bank of California**



## REFERENCE MATERIALS

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### INVESTMENT GLOSSARY

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#### **ACCRUED INTEREST**

Interest accumulated on a security since the issue date or the last coupon payment. The buyer of the security pays the market price plus accrued interest.

#### **AGENCIES**

Agencies of the federal government. Federal agency and instrumentality securities.

#### **ASKED**

The price at which securities are offered.

#### **BANKERS'S ACCEPTANCE ("BA")**

A draft, bill, or exchange accepted by a bank or a trust company. Both the issuer and the accepting institution guarantee payment of the bill.

#### **BASIS POINT**

One basis point is one hundredth of one percent.

#### **BID**

The price offered by a buyer of securities (when you are selling securities, you ask for a bid). See "Offer".

#### **BOOK VALUE**

The value at which a debt security is shown on the holders' balance sheet. Book value is acquisition cost less amortization of premium or accretion of discount.

#### **BROKER**

A broker brings buyers and sellers together so that he can earn a commission.

#### **CERTIFICATE OF DEPOSIT ("CD")**

A time deposit with a specific maturity, as evidenced by a certificate. Large-denomination CDs are typically negotiable.

#### **COLLATERAL**

Securities, evidence of deposit, or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

#### **COMMERCIAL PAPER**

An unsecured short-term promissory note issued by corporations, with maturities ranging from 2 to 270 days.

#### **COMPREHENSIVE ANNUAL FINANCIAL REPORT ("CAFR")**

The official annual report for the City of Solana Beach. It includes five combined statements for each individual fund and account group, that are prepared in conformity with GAAP. It also includes supporting schedules that are necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed statistical section.

**COUPON.** (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond, that evidences interest due on a payment date.

## REFERENCE MATERIALS

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### INVESTMENT GLOSSARY (Continued)

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#### ***CURRENT MATURITY***

Amount of time left to maturity of an obligation. (For example, a one-year bill issued nine months ago has a current maturity of three months.)

#### ***DEALER***

A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

#### ***DEBENTURE***

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

#### ***DELIVERY VERSUS PAYMENT***

There are two methods of delivery of securities: (1) delivery versus payment (DVP); and (2) delivery versus receipt (DVR). DVP is delivery of securities with an exchange of money for the securities. DVR is delivery of securities with an exchange of a signed receipt for the securities.

#### ***DERIVATIVES***

(1) Financial instruments that are linked to, or derived from, the movement of one or more underlying indexes or securities, and may include a leveraging factor; or (2) financial contracts based upon a notional amount whose value is derived from an underlying index or security (e.g., interest rates, foreign exchange rates, equities, or commodities).

#### ***DISCOUNT***

The difference between the acquisition cost of a security and its value at maturity, when quoted at lower than face value. A security that sells below original offering price shortly after sale, is also considered to be at a discount.

#### ***DISCOUNT SECURITIES***

Non-interest bearing money market instruments that are issued at a discount and that are redeemed at maturity for full face value (e.g., U.S. Treasury Bills).

#### ***DIVERSIFICATION***

Dividing investment funds among a variety of securities that offer independent returns.

#### ***FACE VALUE***

The principal amount owed on a debt instrument. It is the amount on which interest is computed and represents the amount that the issuer promises to pay at maturity.

#### ***FEDERAL CREDIT AGENCIES***

Agencies of the Federal Government that were established to supply credit to various classes of institutions and individuals (e.g., S&Ls, small business firms, students, farmers, farm cooperatives, and exporters)

#### ***FEDERAL DEPOSIT INSURANCE CORPORATION (“FDIC”)***

A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

## REFERENCE MATERIALS

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### INVESTMENT GLOSSARY (Continued)

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#### **FEDERAL FUNDS RATE**

The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

#### **FEDERAL HOME LOAN BANKS (“FHLB”)**

Government-sponsored wholesale banks (currently 12 regional banks) that lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions, and insurance companies. The mission of the FHLBs is to liquefy the housing-related assets of its members, who must purchase stock in their District Bank.

#### **FEDERAL NATIONAL MORTGAGE ASSOCIATION (“FNMA”)**

FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation’s purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA’s securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

#### **FEDERAL OPEN MARKET COMMITTEE (“FOMC”)**

The FOMC consists of seven members of the Federal Reserve Board and five of the 12 Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of government securities in the open market, as a means of influencing the volume of bank credit and money.

#### **FEDERAL RESERVE SYSTEM**

The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, D.C., 12 regional banks, and about 5,700 commercial banks that are members of the system.

#### **GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (“GNMA” or “Ginnie Mae”)**

Securities that influence the volume of bank credit which is guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. A security holder is protected by the full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA, or FMHM mortgages. The term “passthroughs” is often used to describe Ginnie Maes.

#### **LIQUIDITY**

A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow, and reasonable size can be done at those quotes.

#### **LOCAL AGENCY INVESTMENT FUND (“LAIF”)**

Monies from local governmental units may be remitted to the California State Treasurer for deposit in this special fund for the purpose of investment.

## REFERENCE MATERIALS

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### INVESTMENT GLOSSARY (Continued)

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#### **MARKET VALUE**

The price at which a security is trading and could presumably be purchased or sold.

#### **MASTER REPURCHASE AGREEMENT**

A written contract covering all future transactions between the parties to repurchase-reverse repurchase agreements, that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer (lender) to liquidate the underlying securities in the event of default by the seller (borrower).

#### **MATURITY**

The date upon which the principal or stated value of an investment becomes due and payable.

#### **MONEY MARKET**

The market in which short-term debt instruments (e.g., bills, commercial paper, banker's acceptances) are issued and traded.

#### **OFFER**

The price asked by a seller of securities (when you are buying securities, you ask for an offer). See "Asked" and "Bid".

#### **OPEN MARKET OPERATIONS**

Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank, as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

#### **PAR VALUE**

The amount of principal that must be paid at maturity. Also referred to as the face amount of a bond.

#### **PORTFOLIO**

A collection of securities held by an investor.

#### **PRIMARY DEALER**

A group of government securities dealers that submit daily reports of market activity and positions, and monthly financial statements to the Federal Reserve Bank of New York, and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) -- registered securities broker-dealers, banks, and a few unregulated firms.

#### **PRINCIPAL**

The face value or par value of a debt instrument, or the amount of capital invested in a given security.

**PRUDENT INVESTOR RULE** An investment standard. A fiduciary, such as a trustee, may invest in a security if it is one that would be bought by a prudent investor acting in like capacity, who is seeking reasonable income and preservation of capital.

## **REFERENCE MATERIALS**

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### **INVESTMENT GLOSSARY (Continued)**

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#### ***QUALIFIED PUBLIC DEPOSITORIES***

A financial institution that: (1) does not claim exemption from the payment of any sales, compensating use, or ad valorem taxes under the laws of this state; (2) has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability; and (3) has been approved by the Public Deposit Protection Commission to hold public deposits.

#### ***RATE OF RETURN***

The yield obtainable on a security based on its purchase price or its current market price.

#### ***RATING***

The designation used by investor services to rate the quality of a security's creditworthiness.

#### ***REPURCHASE AGREEMENT ("RP" OR "REPO")***

A holder of securities sells them to an investor with an agreement to repurchase the securities at a fixed price on a fixed date. The security "buyer", in effect, lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: when the Fed is said to be doing RP, it is lending money (increasing bank reserves).

#### ***SAFEKEEPING***

A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

#### ***SECONDARY MARKET***

A market made for the purchase and sale of outstanding issues following the initial distribution.

#### ***SECURITIES AND EXCHANGE COMMISSION (SEC)***

An agency created by Congress to administer securities legislation for the purpose of protecting investors in securities transactions.

#### ***SEC RULE 15c3-1***

See "*Uniform Net Capital Rule*".

#### ***STRUCTURED NOTES***

Notes issued by instrumentalities (e.g., FHLB, FNMA, SLMA) and by corporations, that have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) in their debt structure. The market performance of structured notes is affected by fluctuating interest rates; the volatility of imbedded options; and shifts in the yield curve.

#### ***TREASURY BILLS***

A non-interest bearing discount security that is issued by the U.S. Treasury to finance the national debt. Most T-bills are issued to mature in three months, six months, or one year.

#### ***TREASURY BONDS***

Long-term, coupon-bearing U.S. Treasury securities that are issued as direct obligations of the U.S. Government, and having initial maturities of more than 10 years.

## REFERENCE MATERIALS

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### INVESTMENT GLOSSARY (Continued)

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#### **TREASURY NOTES**

Medium-term, coupon-bearing U.S. Treasury securities that are issued as direct obligations of the U.S. Government, and having initial maturities of two to 10 years.

#### **UNDERWRITER**

A dealer who purchases a new issue of municipal securities for resale.

#### **UNIFORM NET CAPITAL RULE**

SEC requirement that member firms, as well as nonmember broker-dealers in securities, maintain a maximum ratio of indebtedness-to-liquid capital of 15 to 1. Also called *net capital rule* and *net capital ratio*. Indebtedness covers all money that is owed to a firm, including margin loans and commitments to purchase securities (one reason that new public issues are spread among members of underwriting syndicates). Liquid capital includes cash and assets easily converted into cash.

#### **YIELD**

The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

#### **YIELD CURVE**

A graphic representation that shows the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity.