

CITY OF SOLANA BEACH

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



AGENDA

Joint REGULAR Meeting

Wednesday, June 8, 2022 * 6:00 p.m.

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

Teleconference Location Only - City Hall/Council Chambers, 635 S. Highway 101, Solana Beach, California

This meeting will be conducted in accordance with California Government Code sections 54953(e) and 54954.3 and other applicable law.

MEETING LOCATION WILL **NOT** BE OPEN TO THE PUBLIC

Be advised that due to the COVID-19 pandemic in-person participation will not be allowed, there will be no members of the public in attendance at Council Meetings. Alternatives to in-person attendance for viewing and participating in City Council meetings are being provided under provided below.

AGENDA MATERIALS

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

WATCH THE MEETING

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

PUBLIC COMMENTS

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

OR

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

Before Meeting

- o Alert Clerk's Office. We ask that you alert us that you will joining the meeting to speak. Please email us at clerkoffice@cosb.org to let us know which item you will speak on. This allows our Staff to manage speakers more efficiently.
- o Watch the Meeting and Make a Public Comment
You can watch the meeting on the Live Meeting button on the Public Meetings page OR on TV at the stations provided above OR on the zoom event:

Link: <https://cosb-org.zoom.us/j/83910771650>

Webinar ID: 839 1077 1650

If you cannot log on or need to use a phone for audio, use one of these call-in numbers:
US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 646 558 8656 or
+1 301 715 8592 or +1 312 626 6799 or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free)

or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free)

- Join/Log-In to the meeting at least 15 minutes prior to the start time so that the City Clerk can verify that you are ready to speak before the meeting begins.
- Audio Accessibility: If your computer does not have a microphone or you have sound issues, you can call-in from a landline or cell phone and use it as your audio (phone # is provided once you log-in to Zoom, see above). If you call in for better audio, mute your computer's speakers to eliminate feedback so that you do not have two audios when you are speaking.

During Meeting:

- o During each Agenda Item and Oral Communications, attendees will be asked if they would like to speak. Speakers are taken during each agenda item.
- o Speakers will be asked to raise their hand (zoom icon under participants can be clicked or on the phone you can dial *9) if they would like to be called on to speak during each item. We will call on you by your log in name or the last 4 digits of your phone #. When called on by the meeting organizer, we will unmute so you may provide comments for the allotted time. Allotted speaker times are listed under each [Agenda](#) section.
- o Choose Gallery View to see the presentations, when applicable.

SPECIAL ASSISTANCE NEEDED - AMERICAN DISABILITIES ACT TITLE 2

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

<u>CITY COUNCILMEMBERS</u>		
Lesa Heebner, Mayor		
Kelly Harless, Deputy Mayor		David A. Zito, Councilmember
Jewel Edson, Councilmember		Kristi Becker, 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:

FLAG SALUTE:

APPROVAL OF AGENDA:

PROCLAMATIONS/CERTIFICATES: *Ceremonial*

Pride Month

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

ORAL COMMUNICATIONS:

Comments relating to items on this evening's agenda are taken at the time the items are heard. 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. 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. No donations of time are permitted (SBMC 2.04.190). Please be aware of the timer light on the Council Dais.

COUNCIL COMMUNITY ANNOUNCEMENTS / COMMENTARY:

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

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

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

All speakers should refer to the public comment section at the beginning of the agenda for details. Please be aware of the timer light on the Council Dais.

A.1. Minutes of the City Council.

Recommendation: That the City Council

1. Approve the Minutes of the City Council meetings held March 09, 2022.

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

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

A.2. Register Of Demands. (File 0300-30)

Recommendation: That the City Council

1. Ratify the list of demands for May 14, 2022 – May 27, 2022.

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

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

A.3. General Fund Adopted Budget for Fiscal Year 2021/2022 Changes. (File 0330-30)

Recommendation: That the City Council

1. Receive the report listing changes made to the Fiscal Year 2021-2022 General Fund Adopted Budget.

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

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

A.4. Local Streets and Roads Funding Program (SB 1) Project List - Fiscal Year (FY) 2022/23. (File 0850-35)

Recommendation: That the City Council

1. Adopt **Resolution 2022-051**:

- a. Authorizing the City Engineer to establish a project list for the FY 2022/23 Local Streets and Roads Funding Program using funds in part from the Road Maintenance and Rehabilitation Account and designating the 2022 Annual Street Maintenance and Repair Project, as identified in the City's FY 2022/23 Capital Improvement Program list, to receive the SB 1 funding. It is anticipated that the designated project will rehabilitate the pavement on portions of Lomas Santa Fe Drive and several residential streets including San Mario from Santa Sabina to Santa Petra, Glencrest Drive from Dell Street to Glencrest Place and Marview Drive from Ford Avenue to the end of the cul-de-sac. It is also anticipated that the designated project is estimated to be completed by May 2023 and will have an estimated useful life of approximately 15 years.
- b. Authorizing the City Engineer to submit the project list to the California Transportation Commission for the 2022/23 Local Streets and Roads Funding Program using funds from the Road Maintenance and Rehabilitation Account.

[Item A.4. Report \(click here\)](#)

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

A.5. Annual Investment Policy. (File 0350-30)

Recommendation: That the City Council

1. Adopt **Resolution 2022-068** approving the City's Investment Policy for Fiscal Year (FY) 2022/23.

[Item A.5. Report \(click here\)](#)

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

A.6. Facilities Maintenance and Repair Services. (File 0700-25)

Recommendation: That the City Council

1. Adopt **Resolution 2022-041**:

- a. Authorizing the City Manager to execute an amendment to the Professional Services Agreement with Lalley Construction to increase the not to exceed amount by \$11,000 per year to provide for total on-call, as-needed maintenance and repair services not to exceed \$25,000 per year for Fiscal Year (FY) 2022/23 and Fiscal Year (FY) 2023/24, if further extended in the City Manager's discretion.
- b. Awarding a one-year Professional Services Agreement (PSA) to ROI Construction and Remodeling in an amount not to exceed \$25,000 per year for on-call, as-needed maintenance and repair services for FY 2022/23.
- c. Authorizing the City Manager to execute the Professional Services Agreement with ROI Construction and Remodeling and authorizing the City Manager to extend the PSA on a yearly basis, for up to four additional one-year terms at the City's option.
- d. Appropriating \$30,000 in General Funds to the Public Facilities Maintenance/Professional Services account.
- e. Authorizing the City Treasurer to amend the FY 2022/23 Adopted Budget accordingly.

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

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

A.7. Citywide Janitorial Services. (File 0700-20)

Recommendation: That the City Council

1. Adopt **Resolution 2022-065**:

- a. Extending the Professional Services Agreement with California Office Cleaning, Inc. for an additional one-year term with a new contract expiration date of June 30, 2023.
- b. Authorizing the City Manager to execute Amendment No. 3 to the Professional Services Agreement with California Office Cleaning, Inc., increasing the scope of work and maximum compensation by \$20,000 for a not to exceed contract amount of \$127,880 for Citywide janitorial services for Fiscal Year (FY) 2022/23.
- c. Appropriating \$20,000 in General Funds to the FY 2022/23 Public Facilities Maintenance Budget Unit.
- d. Authorizing the City Treasurer to amend the FY 2022/23 Adopted Budget accordingly.

[Item A.7. Report \(click here\)](#)

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

A.8. Citywide Landscape Maintenance Services. (File 0750-25)

Recommendation: That the City Council

1. Adopt **Resolution 2022-067**:
 - a. Authorizing the City Manager to exercise the fourth option to extend the Professional Services Agreement with Nissho of California, Inc. for an additional year, effective July 1, 2022 through June 30, 2023.
 - b. Authorizing the City Manager to execute an amendment to the Professional Services Agreement with Nissho of California, Inc. increasing the scope of work to include new locations, continuation of the additional part-time laborer, and City-wide tree/plant replacement services for City-wide landscape maintenance services effective July 1, 2022.

[Item A.8. Report \(click here\)](#)

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

A.9. Local Improvement District Administration Services. (File 0495-20)

Recommendation: That the City Council

1. Adopt **Resolution 2022-069** authorizing the City Manager to execute a Professional Services Agreement with Willdan Financial Services for three (3) years with two (2) additional one (1) year optional extensions at the City Manager's discretion.

[Item A.9. Report \(click here\)](#)

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

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

B. PUBLIC HEARINGS: (B.1. – B.3.)

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

B.1. Public Hearing: 1457 Highland Dr., Applicant: Christopher and Trisha Stone, Application: DRP21-006. (File 0600-40)

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

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.
2. Find the project exempt from the California Environmental Quality Act pursuant to Section 15301 of the State CEQA Guidelines; and
3. If the City Council makes the requisite findings and approves the project, adopt **Resolution 2022-059** conditionally approving a DRP and an SDP waiver to remodel an existing two-story single-family residence, construct a 1,227 square foot first floor addition (which includes 167 square feet of proposed outdoor area that is covered and enclosed on three sides, the conversion of 126 square feet of garage area to living area and enclosing an existing covered entry), construct a 242 square foot addition to the garage, and perform associated site improvements at 1457 Highland Drive, Solana Beach.

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

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

B.2. Public Hearing: Solana Beach Lighting Maintenance District Annual Assessments. (File 0495-20)

Recommendation: That the City Council

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.
2. Adopt **Resolution 2022-063** confirming the diagram and assessment and approving the City of Solana Beach Lighting Maintenance District Engineer's Report.
3. Adopt **Resolution 2022-064** ordering the levy and collection of annual assessments for Fiscal Year (FY) 2022/23 and ordering the transmission of charges to the County Auditor for collection.

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

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

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

Recommendation: That the City Council

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.
2. Adopt **Resolution 2022-061**, approving the Engineer's Report regarding the Coastal Rail Trail Maintenance District.
3. Adopt **Resolution 2022-062**, ordering the levy and collection of the annual assessments regarding the Coastal Rail Trail Maintenance District for FY 2022/23.

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

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

C. STAFF REPORTS: (C.1.)

Submit speaker slips to the City Clerk.

All speakers should refer to the public comment section at the beginning of the agenda for time allotments. Please be aware of the timer light on the Council Dais.

C.1. Community Grant Program Requests - Fiscal Year (FY) 2022/23. (File 0330-25)

Recommendation: That the City Council

1. Receive the Staff Report, Community Grant applications and consider the presentations from the grant applicants. This item will come back to the City Council at the June 22, 2022 City Council Meeting for Council's grant allocations.

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

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

WORK PLAN COMMENTS:

Adopted June 23, 2021

COMPENSATION & REIMBURSEMENT DISCLOSURE:

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

COUNCIL COMMITTEE REPORTS: Council Committees

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

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

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

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

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

CITIZEN COMMISSION(S)

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

ADJOURN:

Next Regularly Scheduled Meeting is June 22, 2022

Always refer to the City's website Event Calendar for an updated schedule or contact City Hall. www.cityofsolanabeach.org 858-720-2400

AFFIDAVIT OF POSTING

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

I, Angela Ivey, City Clerk of the City of Solana Beach, do hereby certify that this Agenda for the June 8, 2022 Council Meeting was called by City Council, Successor Agency to the Redevelopment Agency, Public Financing Authority, and the Housing Authority of the City of Solana Beach, California, was provided and posted on June 1, 2022 at 5:45 p.m. on the City Bulletin Board at the entrance to the City Council Chambers. Said meeting is held at 6:00 p.m., June 8, 2022, in the Council Chambers, at City Hall, 635 S. Highway 101, Solana Beach, California.

Angela Ivey, City Clerk
 City of Solana Beach, CA

UPCOMING CITIZEN CITY COMMISSION AND COMMITTEE MEETINGS:

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

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



CITY OF SOLANA BEACH

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

MINUTES

Joint – Closed Session

Wednesday, March 09, 2022 ♦ 4:00 p.m.

Teleconference Location Only-City Hall/Council Chambers, 635 S. Highway 101, Solana Beach, California
This meeting will be conducted in accordance with Government Code sections 54953(e) and 54954.3 and other applicable law.

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

CALL TO ORDER AND ROLL CALL:

Mayor Heebner called the meeting to order at 4:00 p.m.

Present: Lesa Heebner, Kelly Harless, David A. Zito, Jewel Edson, Kristi Becker
Absent: None
Also Greg Wade, City Manager
Present: Johanna Canlas, City Attorney

PUBLIC COMMENT ON CLOSED SESSION ITEMS (ONLY):

Report to Council Chambers and submit speaker slips to the City Clerk before the meeting recesses to closed session.

CLOSED SESSION:

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Government Code Section 54956.9(d)(2)
Two (2) Potential cases.

2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Section 54956.9(d)(1)
- San Diego County Office of Education, et al. v. The County of San Diego, et al. (Case No. 37-2017-00019775-CU-WM-CTL)

No Reportable Action

ADJOURN:

Mayor Heebner adjourned the meeting at 4:40 p.m.

Angela Ivey, City Clerk

Council Approved:

Agenda Item # A.1.



CITY OF SOLANA BEACH

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

MINUTES

Joint REGULAR Meeting

Wednesday, March 9, 2022 * 6:00 p.m.

Teleconference Location Only-City Hall/Council Chambers, 635 S. Highway 101, Solana Beach, California

This meeting will be conducted in accordance with California Government Code sections 54953(e) and 54954.3 and other applicable law.

Minutes contain a summary of significant discussions and formal actions taken at a City Council meeting.

- 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](#).

CITY COUNCILMEMBERS

Lesa Heebner, Mayor

Kelly Harless
Deputy Mayor

David A. Zito
Councilmember
District 1

Jewel Edson
Councilmember
District 3

Kristi Becker
Councilmember

Gregory Wade
City Manager

Johanna Canlas
City Attorney

Angela Ivey
City Clerk

CALL TO ORDER AND ROLL CALL:

Mayor Heebner called the meeting to order at 6:02 p.m.

Present: Lesa Heebner, Kelly Harless, David A. Zito, Jewel Edson, Kristi Becker,

Absent: None

Also Greg Wade, City Manager

Present: Johanna Canlas, City Attorney

Angela Ivey, City Clerk

Dan King, Assistant City Manager

Mo Sammak, City Engineer/Public Works Dir.

Ryan Smith, Finance Dir.

Joseph Lim, Community Development Dir.

CLOSED SESSION REPORT: None

FLAG SALUTE:

APPROVAL OF AGENDA:

Motion: Moved by Councilmember Edson and second by Councilmember Zito to approve.

Approved 5/0. Ayes: Heebner, Becker, Harless, Zito, Edson. Noes: None. Motion carried unanimously.

ORAL COMMUNICATIONS: None

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

This portion of the agenda provides an opportunity for members of the public to address the City Council on items relating to City business and not appearing on today's agenda by joining the virtual meeting online to speak live, per the Public Participation instructions on the Agenda. Pursuant to the Brown Act, no action shall be taken by the City Council on public comment items. No written correspondence may be submitted in lieu of public speaking. Council may refer items to the City Manager for placement on a future agenda. The maximum time allotted for each speaker is THREE MINUTES (SBMC 2.04.190).

COUNCIL COMMUNITY ANNOUNCEMENTS / COMMENTARY:

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

A. CONSENT CALENDAR: (Action Items) (A.1. - A.6.)

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

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Those items removed from the Consent Calendar by a member of the Council will be trailed to the end of the agenda, while Consent Calendar items removed by the public will be discussed immediately after approval of the Consent Calendar.

A.1. Minutes of the City Council.

Recommendation: That the City Council

1. Approve the Minutes of the January 12, 2022 City Council Meetings.

Approved Minutes

http://www.ci.solana-beach.ca.us/index.asp?SEC=F0F1200D-21C6-4A88-8AE1-0BC07C1A81A7&Type=B_BASIC

Motion: Moved by Councilmember Edson and second by Deputy Mayor Harless to approve.

Approved 5/0. Ayes: Heebner, Becker, Harless, Zito, Edson. Noes: None. Motion carried unanimously.

A.2. Register Of Demands. (File 0300-30)

Recommendation: That the City Council

1. Ratify the list of demands for February 05, 2022 – February 18, 2022.

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

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

Motion: Moved by Councilmember Edson and second by Deputy Mayor Harless to approve.

Approved 5/0. Ayes: Heebner, Becker, Harless, Zito, Edson. Noes: None. Motion carried unanimously.

A.3. General Fund Budget Adjustments for Fiscal Year 2021/2022. (File 0330-30)

Recommendation: That the City Council

1. Receive the report listing changes made to the Fiscal Year 2021/2022 General Fund Adopted Budget.

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

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

Motion: Moved by Councilmember Edson and second by Deputy Mayor Harless to approve.
Approved 5/0. Ayes: Heebner, Becker, Harless, Zito, Edson. Noes: None. Motion carried unanimously.

A.4. Community Grant Program Fiscal Year 2022/23. (File 0330-25)

Recommendation: That the City Council

1. Approve **Resolution 2022-024** authorizing the Fiscal Year 2022/23 Community Grant Program.

[Item A.4. Report \(click here\)](#)

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

Motion: Moved by Councilmember Edson and second by Deputy Mayor Harless to approve.
Approved 5/0. Ayes: Heebner, Becker, Harless, Zito, Edson. Noes: None. Motion carried unanimously.

A.5. Local Emergency Teleconferencing. (File 0240-25)

Recommendation: That the City Council

1. Adopt **Resolution 2022-023** authorizing remote teleconference meetings of the legislative bodies of the City for the period of March 10, 2022 through April 8, 2022 pursuant to the new provisions of the Brown Act.

[Item A.5. Report \(click here\)](#)

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

Motion: Moved by Councilmember Edson and second by Deputy Mayor Harless to approve.
Approved 5/0. Ayes: Heebner, Becker, Harless, Zito, Edson. Noes: None. Motion carried unanimously.

C. STAFF REPORTS: (C.1.)

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

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

C.1. Homeless Solutions and Equitable Communities Presentation. (File 0230-20)

Recommendation: That the City Council

1. Receive the presentation from the Department of Homeless Solutions and Equitable Communities (HSEC) regarding their programs and activities in the region.

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

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new

submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

Greg Wade, City Manager, introduced the item.

Barbara Jimenez, Community Operations Officer, Department of Homeless Solution and Equitable Communities, presented a PowerPoint (on file).

Council and Ms. Jimenez discussed their collaboration with the Regional Task Force on the Homeless and its work groups.

Greg Wade, City Manager, introduced Captain Dustin Lopez, San Diego County Sheriff's Department, and said that he has engaged staff and the region with a compassionate response to the homeless.

Captain Lopez said that there were a multitude of responses depending on the situation, that they use and provide individuals with a resource card of agencies to assist with various needs, that the Mobile Crisis Response Teams would respond to provide access to mental and behavioral health services, that the Homeless Outreach Team was equipped with a social worker and deputy, and that all reports of concern should be made to the Sheriff's non-emergency line 858-565-5200.

Council, Staff, and Ms. Jimenez discussed potential permanent housing solutions and working with partners including CalTrans for their right-of-way near the freeways.

B. PUBLIC HEARINGS: (B.1. – B.2.)

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

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

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

After considering all of the evidence, including written materials and oral testimony, the City Council must make a decision supported by findings and the findings must be supported by substantial evidence in the record.

B.1. Public Hearing: 640 Via De La Valle., Applicant: The Fish Market, Case: 17-19-03. (File 0600-40)

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

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.
2. Find the project exempt from the California Environmental Quality Act pursuant to Section 15303 of the State CEQA Guidelines; and

3. If the City Council makes the requisite findings and approves the project, adopt **Resolution 2022-022** conditionally approving a DRP to remodel the existing Fish Market which includes modifications to the existing entry, entry waiting area, garbage enclosure, signage, perimeter landscape and to enlarge an outdoor patio at 640 Via de La Valle, Solana Beach.

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

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

Greg Wade, City Manager, introduced the item.

Corey Andrews, Principal Planner, presented a PowerPoint (on file).

Mayor Heebner opened the public hearing.

Council disclosures.

Council and Staff discussed the monument sign location, sign material, and landscaping at the base of the sign.

Reggie Reyes, Applicant, said that he was available for questions.

Motion: Moved by Deputy Mayor Harless and second by Councilmember Zito to close the public hearing. **Approved 5/0.** Ayes: Heebner, Becker, Harless, Zito, Edson. Noes: None. Motion carried unanimously.

Motion: Moved by Mayor Heebner and second by Deputy Mayor Harless to approve. **Approved 5/0.** Ayes: Heebner, Becker, Harless, Zito, Edson. Noes: None. Motion carried unanimously.

B.2. Public Hearing: 661-781 South Nardo Ave. and 821 Stevens Ave., Applicant: H.G. Fenton, Case: DRP MOD 20-002. (File 0600-40)

The proposed Project meets the minimum objective requirements under the SBMC, can be found to be consistent with the General Plan and the LCP LUP, and may be found, as conditioned, to meet the discretionary findings required as discussed in this report to approve a DRP Modification and SDP waiver. Therefore, Staff recommends that the City Council:

1. Conduct the Public Hearing: Open the public hearing, Report Council disclosures, Receive public testimony, Close the public hearing.
2. Adopt **Resolution 2022-006** conditionally approving a DRP Modification and SDP waiver for the Solana Highlands project modifications described herein, a residential community and affordable senior housing project previously approved on December 17, 2018, at 661-781 South Nardo Avenue and 821 Stevens Avenue, Solana Beach.

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

[Item B.2. Supplemental Docs \(upd. 3-9-22 at 2:30pm\)](#)

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.

Greg Wade, City Manager, introduced the item.

Leslea Meyerhoff, Staff consultant, presented a PowerPoint (on file) reviewing the proposed project.

Greg Wade, City Manager, continued the PowerPoint (on file) reviewing a request by the applicant regarding additional time to submit the onsite parking plan to the City Manager and a request that if the parking plan complied with all conditions of the resolution that it could be approved by the City Manager rather than be required to return to Council. He continued the PowerPoint (on file) regarding refinements of the traffic calming plan, and a final landscape plan.

Mayor Heebner opened the public hearing.

Council disclosures.

Council and Staff discussed traffic calming changes, additional stop signs, discussions with Bike Walk Solana, curb pop outs and road markings, and parking plans and alternative resolution language submitted by Gary Martin.

John La Raia, Applicant, introduced the development team and said that they represented a locally owned San Diego based real estate company that provides both places to live and places to work for people throughout San Diego County and that in attendance were consultants Mark Moody for landscape, Dawn Wilson for traffic, and Mike Smith, civil engineer. He reviewed the proposed request to modify building 13, modify building 19, shift building 24, slightly amend and extend the Parking Management Plan condition, finalize the Traffic Calming Plan, and finalize the Landscape Plan.

Gary Martin said that the Landscape plan was interesting with California natives with architectural interest that were drought tolerate, that he and Joe CuvIELLO submitted a condition for consideration to have the Landscape Architectural Plans updated with the most recent changes which included the box designations and some of the tree species that were noted on the Landscape Zone Plan, and a parking management plan approved by the City Manager preserving the fundamentals.

Joe CuvIELLO said that he spoke to many neighbors who were all supportive of the project, support for stop signs on the upper section of Nardo and Solana Circle and the clearer identification by Turf Wood Lane, support for approving the Landscape Zone Plan and incorporating it into the Landscape Architectural Plan, and that the landscaping would be unique within the City.

Council and Staff discussed the developer having worked with the neighbors and being open to public input, the traffic calming, investigate adding stop signs, bulb-outs, and/or pop-outs, and discuss options with Bike Walk Solana.

Motion: Moved by Deputy Mayor Harless and second by Councilmember Becker to close the public hearing. **Approved 5/0.** Ayes: Heebner, Becker, Harless, Zito, Edson. Noes: None. Motion carried unanimously.

Motion: Moved by Mayor Heebner and second by Councilmember Becker to approve and incorporate the requested actions laid out in the letter by Gary Martin and Joe Cuvillo, incorporate the letter received by Gary Martin regarding the parking plan into the resolution. **Approved 5/0.** Ayes: Heebner, Becker, Harless, Zito, Edson. Noes: None. Motion carried unanimously.

C. STAFF REPORTS: (C.2. – C.3.)

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

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

C.2. Mid-Year Budget Adjustments FY 2021-22. (File 0330-30)

Recommendation: That the City Council

1. Adopt **Resolution 2022-025**
 - a. Authorizing creation of the Information Technology (IT) Director position and job description.
 - b. Approving adjustments to the Fiscal Year (FY) 2021-2022 Part-time/Temporary/Seasonal Salary Schedule and the Fiscal Year (FY) 2021-2022 Executive and Management Salary Schedule.
 - c. Approving revised appropriations in the Fiscal Year 2021-22 Adopted Budget.
 - d. Authorize the City Treasurer to amend the FY 2021/2022 Adopted Budget accordingly.

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

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

Greg Wade, City Manager, introduced the item.

Ryan Smith, Finance Director, presented a PowerPoint (on file).

Council and Staff discussed funds that were paid this Fiscal Year from last Fiscal Year, airing on the low side of the revenues and high side of the expenditures for a conservative forecast, in lieu fees, and affordable housing fees.

Motion: Moved by Councilmember Zito and second by Councilmember Becker to approve. **Approved 5/0.** Ayes: Heebner, Becker, Harless, Zito, Edson. Noes: None. Motion carried unanimously.

C.3. Quarterly Investment Report. (File 0350-44)

Recommendation: That the City Council

1. Accept and file the attached Cash and investment Report for the quarter ended December 31, 2021.

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

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

Greg Wade, City Manager, introduced the item.

Genny Lynkeiwicz, Chandler Investments, presented a PowerPoint (on file).

Anthony Armas, PARS, presented a PowerPoint (on file).

Chris Tsuda, Highmark Capital Management, continued the PowerPoint (on file).

A.6. Public Works Pickup Truck Purchase. (File 0370-26)

Recommendation: That the City Council

1. Approve **Resolution 2022-003**
 - a. Approving the purchase of a 2022 Chevrolet Silverado 1500 4-wheel drive pickup truck, including accessories, for \$47,827.55 from National Auto Fleet Group.
 - b. Authorizing an appropriation of \$47,827.55 from the Asset Replacement Reserve Fund into the Asset Replacement Public Works Vehicle Expenditure account.
 - c. Authorizing the City Treasurer to amend the FY 2021/2022 Adopted Budget accordingly.

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

[Item A.6. Supplemental Docs \(upd. 3-9-22 at 11:45am\)](#)

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.

Greg Wade, City Manager, introduced the item regarding replacing a heavy-duty maintenance vehicle, and said that the existing vehicle had a lot of rust damage in the undercarriage and deferred maintenance items, that Staff investigated hybrid or electric vehicles, in line with the City's Climate Action Plan, but there were no options for the specifications required for this work vehicle and that Staff was seeking approval for a like vehicle.

Councilmember Becker (pulled the item for discussion) asked if it was possible to lease a vehicle until an appropriate electric or hybrid vehicle was available.

Greg Wade, City Manager, said that the Ford Ranger suggested by a public comment did not meet the needs of this vehicle replacement since it had a short bed and no 4-wheel drive abilities, that the City had replaced two of the City's fleet street vehicles with energy efficient vehicles, that the Ford 150 Lightning did not have a 8 ft. truck bed, that the immediate cost to stretch this vehicle's life was \$5,000, that leases had 2-6 year purchase options, that vehicles that the City could sell had to be sent to auction which usually reduced the return, and that it was a challenging time for vehicle costs and accessibility.

Council and Staff discussed being committed to sticking with green vehicles when possible, exploring the cost of the repairs, and the high cost of new cars these days.

Greg Wade, City Manager, displayed a picture of the truck and its wear and said that it had 60,000 miles, rust damage from the elements, been on the road for 8 years, that lifeguard vehicles were replaced at a more rapid schedule because of these impacts from the elements and use, and that it was unclear how much more use would be possible with this vehicle which was required to drive on the beach.

Council discussed this vehicle's special needs, assessing all vehicles with the work plan and replacing vehicles earlier than needed with the more efficient vehicles, and that street vehicles were the best option for hybrid and electric options.

Motion: Moved by Councilmember Zito and second by Councilmember Edson to approve and direct evaluation of fleet replacement of vehicles with energy efficient vehicles. **Approved 5/0.** Ayes: Heebner, Becker, Harless, Zito, Edson. Noes: None. Motion carried unanimously.

WORK PLAN COMMENTS: None

Adopted June 23, 2021

COMPENSATION & REIMBURSEMENT DISCLOSURE: None

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

COUNCIL COMMITTEE REPORTS: [Council Committees](#)

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

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

CITIZEN COMMISSION(S)

ADJOURN:

Mayor Heebner adjourned the meeting at 9:30 p.m. in memory of Pat Smart.



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 8, 2022
ORIGINATING DEPT: Finance
SUBJECT: Register of Demands

BACKGROUND:

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

Register of Demands- 05/14/22 through 05/27/22

Check Register-Disbursement Fund (Attachment 1)	\$ 1,050,156.03
Net Payroll M24	212,828.48
	<u>212,828.48</u>

TOTAL	\$ <u>1,262,984.51</u>
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DISCUSSION:

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

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The register of demands for May 14, 2022 through May 27, 2022 reflects total expenditures of \$1,262,984.51 from various City sources.

WORK PLAN:

N/A

CITY COUNCIL ACTION: _____ _____

OPTIONS:

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

DEPARTMENT RECOMMENDATION:

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

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Check Register – Disbursement Fund



City of Solana Beach

Register of Demands

5/14/2022 - 5/27/2022

Department Vendor	Description	Date	Check/EFT Number	Amount
100 - GENERAL FUND				
ICMA PLAN 302817	Payroll Run 1 - Warrant M24	05/26/2022	9000503	\$14,253.32
SOLANA BEACH FIREFIGHTERS ASSOC	Payroll Run 1 - Warrant M24	05/26/2022	9000507	\$850.00
US BANK	RS-TRAKIT CC TEST	05/26/2022	101872	\$20.59
SAN DIEGO COUNTY SHERIFF'S DEPT.	FEB-CR TOW FEE/STAFF	05/26/2022	101904	(\$109.42)
ICMA RHS 801939	Payroll Run 1 - Warrant M24	05/26/2022	9000504	\$1,960.07
ALL CITY MANAGEMENT SERVICES, INC	CROSSING GUARD-04/17/22-04/30/22	05/26/2022	9000499	\$6,752.20
PATRICIA SULLIVAN	RFND-05/15/22-FCCC	05/26/2022	101897	\$500.00
STERLING HEALTH SERVICES, INC.	M23 FSA FUNDING	05/20/2022	9000497	\$1,343.75
STERLING HEALTH SERVICES, INC.	M23 DCA FUNDING	05/20/2022	9000497	\$439.77
STERLING HEALTH SERVICES, INC.	MC11 FSA FUNDING	05/20/2022	9000497	\$237.50
SELF INSURED SERVICES COMPANY	MAY 22 DENTAL	05/26/2022	9000501	\$2,828.90
SELF INSURED SERVICES COMPANY	MAY 22-EE COBRA	05/26/2022	9000501	\$44.60
SELF INSURED SERVICES COMPANY	MAY 22-EE COBRA	05/26/2022	9000501	\$44.60
SELF INSURED SERVICES COMPANY	JUN 22 DENTAL	05/26/2022	9000501	\$2,981.50
SELF INSURED SERVICES COMPANY	JUN 22-EE COBRA	05/26/2022	9000501	\$44.60
SELF INSURED SERVICES COMPANY	JUN 22-EE COBRA	05/26/2022	9000501	\$44.60
FRANCHISE TAX BOARD	M24 WITHHOLDING - 6331401729933902746	05/26/2022	101886	\$100.00
RAF PACIFICA GROUP	RFND-SBGR-336/330 S CEDROS	05/26/2022	101901	\$32,793.00
WILLIAM & ELIZABETH LAWSON	RFND-SDP21-008/264 LA BARRANCA	05/20/2022	101870	\$600.00
ERIC WOLF EXCAVATING	RFND-ENC22-0047/0 MARVIEW LN	05/20/2022	101849	\$557.00
GABRIELA GERST / CHARLES GERST	RFND-05/14/22-FCCC	05/26/2022	101887	\$500.00
WILLIAM WADLEY	RFND-05/20/22-FCCC	05/26/2022	101917	\$500.00
TOBIN AND JULIE SCOTT	RFND-SDP21-008/264 LA BARRANCA	05/26/2022	101910	\$600.00
TOTAL GENERAL FUND				\$67,886.58
1005150 - CITY CLERK				
PITNEY BOWES GLOBAL FINANCIAL SVC	01/30/22-04/29/22-POSTAGE MEETER	05/26/2022	101899	\$749.07
US BANK	AI-03/09/22 LIVE INTERPTER	05/26/2022	101872	\$240.00
US BANK	MB-SPANISH TRANSLATION	05/26/2022	101872	\$240.00
US BANK	GA-TRANSCRIPTION SERVICE	05/26/2022	101872	\$91.50
US BANK	AI-COUNCIL TRANSLATION	05/26/2022	101872	\$240.00
US BANK	AI-BINDER DELIEVERY BAGS	05/26/2022	101872	\$53.79
US BANK	AI-DROP BOX 22-23	05/26/2022	101872	\$119.88
CAL EXPRESS	TAPE CONVERSION DELIVERY & PICKUP	05/26/2022	101873	\$72.00
ECS IMAGING INC	ANNUAL SERVICE/HOSTING	05/26/2022	101881	\$2,890.00
KNOWBE4,INC.	SCRTY AWRNSS TRAINING SUBSCRIPTION	05/26/2022	101892	\$1,299.75
TOTAL CITY CLERK				\$5,995.99
1005200 - CITY MANAGER				
US BANK	GW-LA TIMES	05/26/2022	101872	\$51.87
EMANUELS JONES AND ASSOCIATES	PROF SVC-MAY	05/26/2022	101883	\$2,575.00

ATTACHMENT 1

				TOTAL CITY MANAGER	\$2,626.87
1005250 - LEGAL SERVICES					
THE LEW EDWARDS GROUP	FEB-PROF SERVICES	05/20/2022	101864		\$6,000.00
THE LEW EDWARDS GROUP	MAR-PROF SERVICES	05/20/2022	101864		\$6,000.00
				TOTAL LEGAL SERVICES	\$12,000.00
1005300 - FINANCE					
STAPLES CONTRACT & COMMERCIAL	DESK LAMP	05/20/2022	101862		\$47.94
STAPLES CONTRACT & COMMERCIAL	TONER-FIN	05/20/2022	101862		\$107.74
STAPLES CONTRACT & COMMERCIAL	TONER-FIN	05/20/2022	101862		\$135.75
STAPLES CONTRACT & COMMERCIAL	PLANNER	05/20/2022	101862		\$31.24
STAPLES CONTRACT & COMMERCIAL	DESKTOP ORGANIZER	05/20/2022	101862		\$29.07
US BANK	RS-JT BUDGET TRN CSMFO	05/26/2022	101872		\$150.00
US BANK	RS-FINANCE CNTR COMPUTR/MONITOR ARM	05/26/2022	101872		\$199.26
XEROX CORPORATION	APR-XEROX-CLERK	05/26/2022	101918		\$125.59
KFORCE INC.	04/21/22-FINANCE TEMP	05/26/2022	9000505		\$1,019.52
KFORCE INC.	04/28/22-FINANCE TEMP	05/26/2022	9000505		\$1,028.16
KFORCE INC.	05/05/22-FINANCE TEMP	05/26/2022	9000505		\$1,025.44
KFORCE INC.	05/12/22-FINANCE TEMP	05/26/2022	9000505		\$1,025.92
				TOTAL FINANCE	\$4,925.63
1005350 - SUPPORT SERVICES					
STAPLES CONTRACT & COMMERCIAL	DISINFECT WIPES	05/20/2022	101862		\$47.92
STAPLES CONTRACT & COMMERCIAL	FOLDERS	05/20/2022	101862		\$50.62
STAPLES CONTRACT & COMMERCIAL	LETTER OPENER/PURELL/SWIFFER DUSTER	05/20/2022	101862		\$28.20
XEROX CORPORATION	APR-XEROX-CLERK	05/26/2022	101918		\$271.68
XEROX CORPORATION	APR-XEROX-PLANNING	05/26/2022	101918		\$89.32
XEROX CORPORATION	APR-XEROX-PLANNING	05/26/2022	101918		\$546.78
XEROX CORPORATION	APR-XEROX-UPSTAIRS	05/26/2022	101918		\$119.90
XEROX CORPORATION	APR-XEROX-UPSTAIRS	05/26/2022	101918		\$298.25
XEROX CORPORATION	APR-XEROX-FIERY-PLN	05/26/2022	101918		\$132.61
XEROX CORPORATION	APR-XEROX-FIERY-UPSTAIRS	05/26/2022	101918		\$132.61
XEROX CORPORATION	APR-XEROX-FIERY-CLK	05/26/2022	101918		\$122.84
				TOTAL SUPPORT SERVICES	\$1,840.73
1005400 - HUMAN RESOURCES					
EMPLOYMENT DEVELOPMENT DEPARTMENT	SUI PE 03/31	05/26/2022	101882		\$2,173.00
DEPARTMENT OF JUSTICE	APR-FINGERPRINT APP	05/20/2022	101845		\$96.00
SCOTT SAMPAIO	SAMPAIO-PRE-EMPLOYMENT SCREENING	05/20/2022	101860		\$66.00
CECILIO CANSECO	PRE-EMPLOYMENT SCREENING	05/20/2022	101840		\$54.00
				TOTAL HUMAN RESOURCES	\$2,389.00
1005450 - INFORMATION SERVICES					
COX COMMUNICATIONS INC	02/19-03/18-001 3410 039730701	05/20/2022	101844		\$313.28
CDW GOVERNMENT INC	ADOBE ACRO PRO	05/26/2022	9000502		\$341.05
SALIENT NETWORKS (FKA DIAL-PRO)	FY22 PHONE/VM/FAX MAINT	05/20/2022	101858		\$1,218.75
VERIZON WIRELESS-SD	03/24-04/23-670601022-0001	05/20/2022	101867		\$152.04
GOLDEN TELECOM, INC.	MS-PHONE JACK REPAIR	05/26/2022	101889		\$1,229.29
WESTERN AUDIO VISUAL	APR 22-CHAMBERS TECH	05/20/2022	101869		\$499.00
MANAGED SOLUTION	MAR 22-PROF SVC	05/20/2022	101854		\$1,746.00
MANAGED SOLUTION	APR-PROF SVC	05/20/2022	101854		\$850.00

MANAGED SOLUTION	MAR 22-PROF SVC	05/20/2022	101854	\$370.00
MALWAREBYTES	04/17/22-04/16/23-MALWAREBYTES PROTECTION	05/20/2022	101853	\$2,155.00
FISHER INTEGRATED, INC.	FEB 22-COUNCIL WEB STRM	05/20/2022	101851	\$800.00
FISHER INTEGRATED, INC.	MAR 22-COUNCIL WEB STRM	05/20/2022	101851	\$800.00
FISHER INTEGRATED, INC.	APR 22-COUNCIL WEB STRM	05/20/2022	101851	\$800.00
TING FIBER INC.	CH/MS/FS-FIBER	05/26/2022	9000508	\$3,249.00
TOTAL INFORMATION SERVICES				\$14,523.41
1005550 - PLANNING				
US BANK	JL-NCP22 SAN DIEGO ALL IN	05/26/2022	101872	\$785.00
US BANK	JL-AICP/APA MEMBERSHIP	05/26/2022	101872	\$788.00
US BANK	CA-OFFICE SUPPLIES	05/26/2022	101872	\$158.55
UT SAN DIEGO - NRTH COUNTY	PUB NTC-DRP21-015	05/20/2022	101865	\$354.34
TOTAL PLANNING				\$2,085.89
1005560 - BUILDING SERVICES				
ESGIL CORPORATION	FEB 22-BUILDING	05/20/2022	101850	\$7,655.60
ESGIL CORPORATION	JAN 22-BUILDING	05/20/2022	101850	\$413.55
ESGIL CORPORATION	MAR 22-BUILDING	05/20/2022	101850	\$32,221.76
TOTAL BUILDING SERVICES				\$40,290.91
1005590 - PARKING ENFORCEMENT				
US BANK	CA-DATE STAMP	05/26/2022	101872	\$59.21
VERIZON WIRELESS-SD	03/24-04/23-442224168-00001	05/20/2022	101867	\$328.99
BILL SMITH FOREIGN CAR SERVICE INC	RANGER-OIL CHANGE/BRAKE PAD SET	05/20/2022	101838	\$456.03
TOTAL PARKING ENFORCEMENT				\$844.23
1006110 - LAW ENFORCEMENT				
SAN DIEGO COUNTY SHERIFF'S DEPT.	FEB-LAW ENFORCEMENT	05/26/2022	101904	\$391,125.35
SAN DIEGO COUNTY SHERIFF'S DEPT.	FEB-CR TOW FEE/STAFF	05/26/2022	101904	(\$3,670.90)
TOTAL LAW ENFORCEMENT				\$387,454.45
1006120 - FIRE DEPARTMENT				
SANTA FE IRRIGATION DISTRICT	005512-000-03/02/22-05/02/22	05/26/2022	101905	\$635.34
US BANK	JG-TRAINING MATERIALS	05/26/2022	101872	\$1,199.75
DRIVE AUTO CARE	F-250-AUX POWER SUPPLY BATTERIES TEST	05/26/2022	101877	\$175.00
REGIONAL COMMS SYS, MS 056 - RCS	MAR-CAP CODE	05/26/2022	101903	\$32.50
REGIONAL COMMS SYS, MS 056 - RCS	APR-CAP CODE	05/26/2022	101903	\$32.50
FIRE STATS, LLC	JAN-MAR-FIRE DATA	05/26/2022	101885	\$637.50
ACROSS THE STREET PRODUCTIONS, INC.	BLUE CARD-ONLINE TRAINING PROGRAM-MEAD/HANCOCK	05/26/2022	101871	\$693.00
ZACHARY BASIN	03/27-04/01/22-BASIN-MEAL TCKT-NATIONAL FIRE ACDMY	05/26/2022	9000500	\$337.64
WEX BANK	MAR-AUTO FUEL/CR EXEMPT TAX	05/26/2022	101916	\$2,394.24
WEX BANK	MAR-AUTO FUEL/CR EXEMPT TAX	05/26/2022	101916	(\$93.66)
LINEGEAR FIRE & RESCUE EQUIPMENT	JACKET-SCHMIT	05/26/2022	101893	\$536.60
LINEGEAR FIRE & RESCUE EQUIPMENT	HOGAN-JACKET	05/26/2022	101893	\$536.60
LINEGEAR FIRE & RESCUE EQUIPMENT	HOGAN-PANTS	05/26/2022	101893	\$493.50
LINEGEAR FIRE & RESCUE EQUIPMENT	HANSEN/SIBERELL-PANTS	05/26/2022	101893	\$439.35
LINEGEAR FIRE & RESCUE EQUIPMENT	SCHMIT-PANT/SHELTER/HOT SPEED PACK	05/26/2022	101893	\$1,128.10
LINEGEAR FIRE & RESCUE EQUIPMENT	HOGAN-HOT SPEED PACK/RADIO HARNESS/HOSE CLAMP	05/26/2022	101893	\$488.11
AFECO INC	MEAD-TURNOUT CLEANING/MAINT	05/26/2022	101907	\$324.67

SOUTHERN CALIFORNIA SOUND IMAGE INC.	TROUBLESHOOT ALERTING SYSTEM	05/26/2022	101908	\$1,866.38
TOTAL FIRE DEPARTMENT				\$11,857.12
1006130 - ANIMAL CONTROL				
HABITAT PROTECTION, INC	MAY-ANIMAL REMOVAL SVC	05/20/2022	101855	\$50.00
TOTAL ANIMAL CONTROL				\$50.00
1006170 - MARINE SAFETY				
US BANK	RM-CAUTION TAPE	05/26/2022	101872	\$37.92
US BANK	EM-CLSA MEETING	05/26/2022	101872	\$55.00
US BANK	JP-PWC TRAILER WENCH	05/26/2022	101872	\$38.36
US BANK	JP-DIVE EQUIPMENT	05/26/2022	101872	\$75.08
US BANK	EM-CAULKING	05/26/2022	101872	\$9.47
US BANK	RM-MOTOR OIL	05/26/2022	101872	\$18.18
BRUCE E. HEMSTOCK	RADIO CHARGER	05/26/2022	101900	\$1,130.00
TOTAL MARINE SAFETY				\$1,364.01
1006510 - ENGINEERING				
UT SAN DIEGO - NRTH COUNTY	PUB HRNG-ADOPTING 2023 REGNL TRANSP IMPRV PRG	05/26/2022	101914	\$286.05
VERIZON WIRELESS-SD	362455526-00001-04/02-05/01	05/26/2022	101915	\$51.36
MOHAMMAD SAMMAK	RFND-MEMBRSHIP-CA BOARD FOR ENGINEERS	05/26/2022	101894	\$180.00
T.Y. LIN INTERNATION	APR-LSF OVERHEAD BRIDGE MAINT DSGN & SPVRT SVC	05/20/2022	101863	\$1,990.00
TOTAL ENGINEERING				\$2,507.41
1006520 - ENVIRONMENTAL SERVICES				
SANTA FE IRRIGATION DISTRICT	005506-014-04/02/22-05/02/22	05/20/2022	101859	\$246.74
VERIZON WIRELESS-SD	362455526-00001-04/02-05/01	05/26/2022	101915	\$51.35
COUNTY OF SAN DIEGO_3710	FY21/22 SDRSW CO-PERMITEE	05/20/2022	101843	\$4,402.00
DOG WASTE DEPOT	DOG WASTE BAGS	05/20/2022	101847	\$2,316.63
TOTAL ENVIRONMENTAL SERVICES				\$7,016.72
1006530 - STREET MAINTENANCE				
DIXIELINE LUMBER CO INC	RESPIRATOR FILTER/EAR PLUGS	05/20/2022	101846	\$51.75
DIXIELINE LUMBER CO INC	SPRAY PAINT	05/26/2022	101878	\$39.86
SANTA FE IRRIGATION DISTRICT	011695-000-04/02/2-05/02/22	05/20/2022	101859	\$120.29
US BANK	AP-PW AMAZON PRIME	05/26/2022	101872	\$149.77
US BANK	LC-SAFETY MEETINGS 2022	05/26/2022	101872	\$300.00
VERIZON WIRELESS-SD	362455526-00001-04/02-05/01	05/26/2022	101915	\$51.35
TRAFFIC SUPPLY, INC	STICKERS	05/26/2022	101912	\$89.43
ABEL PEREZ	MILEAGE-05/15/22	05/20/2022	101836	\$8.19
ENCINITAS BEE COMPANY	HIVE REMOVAL/DESTROY	05/20/2022	101848	\$800.00
TOTAL STREET MAINTENANCE				\$1,610.64
1006540 - TRAFFIC SAFETY				
DEPARTMENT OF TRANSPORTATION	JAN-MAR 22-COST SHARE AGMT - I-5 TRAFFIC SIGNALS	05/26/2022	101876	\$512.37
DEPARTMENT OF TRANSPORTATION	JAN-MAR 22-COST SHARE AGMT - I-5 TRAFFIC SIGNALS	05/26/2022	101876	\$602.61
VERIZON WIRELESS-SD	362455526-00001-04/02-05/01	05/26/2022	101915	\$36.68
ALL CITY MANAGEMENT SERVICES, INC	CROSSING GUARD-04/17/22-04/30/22	05/26/2022	9000499	\$3,635.80
TOTAL TRAFFIC SAFETY				\$4,787.46

1006550 - STREET CLEANING

SANTA FE IRRIGATION DISTRICT	011695-000-04/02/2-05/02/22	05/20/2022	101859	\$70.65
PRIDE INDUSTRIES	APR 22-TRASH ABATEMENT SERVICES	05/20/2022	101856	\$784.04

TOTAL STREET CLEANING**\$854.69****1006560 - PARK MAINTENANCE**

RANCHO SANTA FE SECURITY SYS INC	MAY-SECURITY PATROL	05/26/2022	101902	\$633.58
DIXIELINE LUMBER CO INC	GLOVES/WASHERS/SCREWS	05/26/2022	101878	\$65.25
DIXIELINE LUMBER CO INC	TOOL BOX/PAVER	05/26/2022	101878	\$39.87
SANTA FE IRRIGATION DISTRICT	005506-000-03/02/22-05/02/22	05/20/2022	101859	\$83.23
SANTA FE IRRIGATION DISTRICT	005506-001-03/02/22-05/02/22	05/20/2022	101859	\$76.94
SANTA FE IRRIGATION DISTRICT	005506-002-03/02/22-05/02/22	05/20/2022	101859	\$340.93
SANTA FE IRRIGATION DISTRICT	005979-001-03/02/22-05/02/22	05/20/2022	101859	\$107.02
SANTA FE IRRIGATION DISTRICT	012448-000-03/02/22-05/02/22	05/20/2022	101859	\$135.32
SANTA FE IRRIGATION DISTRICT	012448-001-03/02/22-05/02/22	05/20/2022	101859	\$88.26
SANTA FE IRRIGATION DISTRICT	005506-009-03/02/22-05/02/22	05/20/2022	101859	\$76.94
SANTA FE IRRIGATION DISTRICT	005506-010-03/02/22-05/02/22	05/20/2022	101859	\$170.52
SANTA FE IRRIGATION DISTRICT	005506-011-03/02/22-05/02/22	05/20/2022	101859	\$320.97
SANTA FE IRRIGATION DISTRICT	005506-012-03/02/22-05/02/22	05/20/2022	101859	\$1,249.11
SANTA FE IRRIGATION DISTRICT	005506-013-03/02/22-05/02/22	05/20/2022	101859	\$125.61
SANTA FE IRRIGATION DISTRICT	005506-004-03/02/22-05/02/22	05/20/2022	101859	\$76.94
SANTA FE IRRIGATION DISTRICT	005506-005-03/02/22-05/02/22	05/20/2022	101859	\$221.95
SANTA FE IRRIGATION DISTRICT	005506-006-03/02/22-05/02/22	05/20/2022	101859	\$121.31
SANTA FE IRRIGATION DISTRICT	005506-007-03/02/22-05/02/22	05/20/2022	101859	\$130.60
SANTA FE IRRIGATION DISTRICT	005506-018-04/02/22-05/02/22	05/20/2022	101859	\$386.44
SANTA FE IRRIGATION DISTRICT	005506-019-04/02/22-05/02/22	05/20/2022	101859	\$1,246.64
VERIZON WIRELESS-SD	362455526-00001-04/02-05/01	05/26/2022	101915	\$73.35

TOTAL PARK MAINTENANCE**\$5,770.78****1006570 - PUBLIC FACILITIES**

DSR - DOOR SERVICE & REPAIR, INC	PW-GARAGE DOOR	05/26/2022	101880	\$483.79
DIXIELINE LUMBER CO INC	REPLACEMENT FILTER	05/20/2022	101846	\$51.70
DIXIELINE LUMBER CO INC	GLOVES	05/20/2022	101846	\$36.84
SANTA FE IRRIGATION DISTRICT	005506-008-03/02/22-05/02/22	05/20/2022	101859	\$445.72
US BANK	AP-SOAP DISPENSER	05/26/2022	101872	\$98.48
US BANK	AP-150-WATT WALL LANTERN	05/26/2022	101872	\$71.03
US BANK	AP-NETWORK CABLE TESTER	05/26/2022	101872	\$75.69
US BANK	AP-LED MATTERIALS	05/26/2022	101872	\$131.51
US BANK	AP-PROPANE TORCH KIT	05/26/2022	101872	\$43.09
US BANK	AP-FIRE BINDER	05/26/2022	101872	\$24.77
US BANK	AP-CHICAGO REPLACEMENT PART	05/26/2022	101872	\$63.95
US BANK	LC-OFFICE SUPPLIES	05/26/2022	101872	\$41.99
ALL THE KING'S FLAGS	REPLACEMENT CITY/STATE/US FLAGS	05/20/2022	101837	\$315.01
24 HOUR ELEVATOR, INC	MAY 22-ELEVATOR MAINT	05/20/2022	101835	\$176.40
CINTAS CORPORATION NO. 2	FIRST AID SUPPLIES-PW	05/26/2022	101875	\$44.02
HABITAT PROTECTION, INC	MAY-LC-PEST/RODENT CONTROL	05/26/2022	101898	\$35.00
HABITAT PROTECTION, INC	MAY-CH-PEST/RODENT CONTROL	05/26/2022	101898	\$53.00
HABITAT PROTECTION, INC	MAY-MS-PEST/RODENT CONTROL	05/26/2022	101898	\$63.00
HABITAT PROTECTION, INC	MAY-FC-PEST/RODENT CONTROL	05/26/2022	101898	\$34.00

HABITAT PROTECTION, INC	MAY-FS-PEST/RODENT CONTROL	05/26/2022	101898	\$40.00
HABITAT PROTECTION, INC	MAY-PW-PEST/RODENT CONTROL	05/26/2022	101898	\$34.00
THE HOME DEPOT PRO	GLOVES / 10 BOX OF 100	05/26/2022	101909	\$205.32
CALIFORNIA OFFICE CLEANING, INC	APR 22-JANITORIAL/CUSTODIAL SVC	05/20/2022	101839	\$7,850.00
CALIFORNIA OFFICE CLEANING, INC	APR 22-JANITORIAL/CUSTODIAL SVC	05/20/2022	101839	\$150.00
READY REFRESH BY NESTLE	APR-CH-DRINKING WATER	05/20/2022	101857	\$204.04
PRIDE INDUSTRIES	APR 22-TRASH ABATEMENT SERVICES	05/20/2022	101856	\$784.03
TOTAL PUBLIC FACILITIES				\$11,556.38
1007110 - GF-RECREATION				
US BANK	KW-OFFICE SUPPLIES	05/26/2022	101872	\$37.45
EMBROIDERY IMAGE	STAFF UNIFORMS	05/26/2022	101884	\$407.50
TOTAL GF-RECREATION				\$444.95
1205460 - SELF INSURANCE RETENTION				
SECTRAN SECURITY INC	FEB-COURIER SVC/FUEL	05/20/2022	101861	\$150.83
SECTRAN SECURITY INC	MAR-COURIER/FUEL SVC	05/20/2022	101861	\$152.08
SECTRAN SECURITY INC	MAY-COURIER SVC	05/26/2022	101906	\$124.70
SECTRAN SECURITY INC	MAY-FUEL	05/26/2022	101906	\$32.36
GEORGE HILLS COMPANY, INC.	APR-GL CLAIMS SERVICES	05/26/2022	101888	\$63.00
TOTAL SELF INSURANCE RETENTION				\$522.97
1355200 - ASSET REPLACEMENT-CTY MNGR				
TYLER TECHNOLOGIES, INC.	IMPLMNTN / 50/50 WORK SPLIT	05/26/2022	101913	\$224.94
TYLER TECHNOLOGIES, INC.	50/50 WORK SPLIT	05/26/2022	101913	\$899.75
TOTAL ASSET REPLACEMENT-CTY MNGR				\$1,124.69
1355300 - ASSET REPLACEMENT-FINANCE				
TYLER TECHNOLOGIES, INC.	IMPLMNTN / 50/50 WORK SPLIT	05/26/2022	101913	\$4,315.06
TYLER TECHNOLOGIES, INC.	50/50 WORK SPLIT	05/26/2022	101913	\$1,900.25
TOTAL ASSET REPLACEMENT-FINANCE				\$6,215.31
1356170 - ASSET REPLACEMENT-MARN SFTY				
US BANK	LC-MS GENERATOR	05/26/2022	101872	\$2,478.24
GUILLERMO LIZARRAGA INTERNATIONAL	US CUSTOMS FOR MS BOAT	05/26/2022	101890	\$1,105.29
TOTAL ASSET REPLACEMENT-MARN SFTY				\$3,583.53
1605360 - OPEB OBLIGATION				
MIDAMERICA	JUN 22-CTYSOLANAG5	05/26/2022	9000506	\$6,740.00
TOTAL OPEB OBLIGATION				\$6,740.00
2037510 - HIGHWAY 101 LANDSC #33				
SANTA FE IRRIGATION DISTRICT	005979-000-03/02/22-05/02/22	05/20/2022	101859	\$127.60
TOTAL HIGHWAY 101 LANDSC #33				\$127.60
2047520 - MID 9C SANTA FE HILLS				
SANTA FE IRRIGATION DISTRICT	005979-026-04/02/22-05/02/22	05/20/2022	101859	\$926.02
SANTA FE IRRIGATION DISTRICT	005979-020-04/02/22-05/02/22	05/20/2022	101859	\$679.69
SANTA FE IRRIGATION DISTRICT	005979-021-04/02/22-05/02/22	05/20/2022	101859	\$781.35
SANTA FE IRRIGATION DISTRICT	005979-022-04/02/22-05/02/22	05/20/2022	101859	\$441.18
SANTA FE IRRIGATION DISTRICT	005979-023-04/02/22-05/02/22	05/20/2022	101859	\$492.01
SANTA FE IRRIGATION DISTRICT	005979-024-04/02/22-05/02/22	05/20/2022	101859	\$417.72
SANTA FE IRRIGATION DISTRICT	005979-025-04/02/22-05/02/22	05/20/2022	101859	\$597.58
SANTA FE IRRIGATION DISTRICT	005979-014-04/02/22-05/02/22	05/20/2022	101859	\$867.37

SANTA FE IRRIGATION DISTRICT	005979-015-04/02/22-05/02/22	05/20/2022	101859	\$511.56
SANTA FE IRRIGATION DISTRICT	005979-016-04/02/22-05/02/22	05/20/2022	101859	\$245.68
SANTA FE IRRIGATION DISTRICT	005979-017-04/02/22-05/02/22	05/20/2022	101859	\$59.55
SANTA FE IRRIGATION DISTRICT	005979-018-04/02/22-05/02/22	05/20/2022	101859	\$90.83
SANTA FE IRRIGATION DISTRICT	005979-019-04/02/22-05/02/22	05/20/2022	101859	\$274.60
TOTAL MID 9C SANTA FE HILLS				\$6,385.14
2087580 - COASTAL RAIL TRAIL MAINT				
SANTA FE IRRIGATION DISTRICT	005506-003-03/02/22-05/02/22	05/20/2022	101859	\$121.31
SANTA FE IRRIGATION DISTRICT	005506-020-04/02/22-05/02/22	05/20/2022	101859	\$874.59
TOTAL COASTAL RAIL TRAIL MAINT				\$995.90
2117600 - STREET LIGHTING DISTRICT				
VERIZON WIRELESS-SD	362455526-00001-04/02-05/01	05/26/2022	101915	\$14.67
TOTAL STREET LIGHTING DISTRICT				\$14.67
2135550 - DEVELOPER PASS-THRU- PLANNING				
HARRIS & ASSOC. INC.	AUG-NOV 21-REVIEW OF ESHA ASSESSMENT 1415 HIGHLAND	05/20/2022	101852	\$360.00
TOTAL DEVELOPER PASS-THRU- PLANNING				\$360.00
2196110 - COPS PROGRAM				
SAN DIEGO COUNTY SHERIFF'S DEPT.	FEB-LAW ENFORCEMENT	05/26/2022	101904	\$12,000.00
TOTAL COPS PROGRAM				\$12,000.00
2286510 - TRANSNET EXTENSION-CIP				
CHEN RYAN ASSOCIATES	APR-9538 SAFE RT SCH	05/26/2022	101874	\$3,317.50
TOTAL TRANSNET EXTENSION-CIP				\$3,317.50
2466510 - PER CAPITA GRANT FUND-CIP				
CHEN RYAN ASSOCIATES	APR-9538 SAFE RT SCH	05/26/2022	101874	\$9,952.50
TOTAL PER CAPITA GRANT FUND-CIP				\$9,952.50
2505570 - COASTAL BUSINESS/VISITORS				
US BANK	KW-EGG HUNT SUPPLIES	05/26/2022	101872	\$1,070.28
TOTAL COASTAL BUSINESS/VISITORS				\$1,070.28
2557110 - CAMP PROGRAMS				
US BANK	KW-DAY CAMP SUPPLIES	05/26/2022	101872	\$504.03
TOTAL CAMP PROGRAMS				\$504.03
2706120 - PUBLIC SAFETY- FIRE				
NATIONWIDE MEDICAL SURGICAL INC	CSA-17-RINGER BAG	05/26/2022	101895	\$81.00
NATIONWIDE MEDICAL SURGICAL INC	CSA-17-EPINEPHRINE	05/26/2022	101895	\$245.00
ZOLL MEDICAL CORPORATION	CSA-17-AUTOPULSE QUICK CASE	05/26/2022	101919	\$551.90
TOTAL PUBLIC SAFETY- FIRE				\$877.90
2706170 - PUBLIC SAFETY- MARINE SAFETY				
US BANK	JP-HQ MEDICAL SUPPLIES	05/26/2022	101872	\$42.17
TOTAL PUBLIC SAFETY- MARINE SAFETY				\$42.17
3177210 - PUBLIC FACILITY				
CITY NATIONAL BANK	ABAG #11-022 : 6/1	05/20/2022	101841	\$2,465.00
TOTAL PUBLIC FACILITY				\$2,465.00
3207220 - CAPITAL LEASE FUND				
CITY NATIONAL BANK	CHVRON #12-015 : 6/8	05/20/2022	101841	\$28,658.27
CITY NATIONAL BANK	CHVRON #12-015 : 6/8	05/20/2022	101841	\$6,528.74

TOTAL CAPITAL LEASE FUND**\$35,187.01****4506190 - SAND REPLNSHMNT/RETENTION**

WARWICK GROUP CONSULTANTS, LLC	MAR 22-PROF SVC	05/20/2022	101868	\$4,945.00
TING FIBER INC.	TIDE BEACH-TOWER	05/26/2022	9000508	\$450.00
TING FIBER INC.	DE MAR SHORE TOWER	05/26/2022	9000508	\$450.00
SUMMIT ENVIROMENTAL GROUP, INC.	APR 22-9926 PROF SVC SND	05/20/2022	9000498	\$3,220.00

TOTAL SAND REPLNSHMNT/RETENTION**\$9,065.00****4506510 - SANDREPLNSHMNT/RETNTN-CIP**

DOMUSSTUDIO ARCHITECTURE	APR-9449 MS CENTR	05/26/2022	101879	\$5,961.84
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TOTAL SANDREPLNSHMNT/RETNTN-CIP**\$5,961.84****459 - MISC. CAPITAL PROJECTS**

NU-LINE TECHNOLOGIES, LLC	9856.22/9456.22 2021 SWR&STORM DRN REHAB	05/26/2022	101896	(\$2,312.75)
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TOTAL MISC. CAPITAL PROJECTS**(\$2,312.75)****4596510 - MISC.CAPITALPROJECTS-ENG**

VAN DYKE LANDSCAPE ARCHITECTS	NOV 21-9441 FC PRK DSN	05/20/2022	101866	\$1,540.00
VAN DYKE LANDSCAPE ARCHITECTS	SEP 21-9441 FC PRK DSN	05/20/2022	101866	\$1,648.44
NU-LINE TECHNOLOGIES, LLC	2021 SEWER & STORM DRAIN REHAB	05/26/2022	101896	\$46,255.00

TOTAL MISC.CAPITALPROJECTS-ENG**\$49,443.44****5096510 - SANITATION-CIP-ENG**

NU-LINE TECHNOLOGIES, LLC	2021 SEWER & STORM DRAIN REHAB	05/26/2022	101896	\$246,823.00
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TOTAL SANITATION-CIP-ENG**\$246,823.00****5097700 - SANITATION**

SANTA FE IRRIGATION DISTRICT	005506-014-04/02/22-05/02/22	05/20/2022	101859	\$740.22
VERIZON WIRELESS-SD	362455526-00001-04/02-05/01	05/26/2022	101915	\$14.67
CITY OF ENCINITAS	FY 2021/22 SB ANNUAL FLAT-RATE CAPACITY	05/20/2022	101842	\$66,839.71
NU-LINE TECHNOLOGIES, LLC	9856.22/9456.22 2021 SWR&STORM DRN REHAB	05/26/2022	101896	(\$12,341.15)

TOTAL SANITATION**\$55,253.45****5507750 - SOLANA ENERGY ALLIANCE**

INBOUND DESIGN INC.	MAY-SEA WEBSITE MAINT	05/26/2022	101891	\$49.00
TOSDAL APC	SEA PROF SVC-APR	05/26/2022	101911	\$3,703.00

TOTAL SOLANA ENERGY ALLIANCE**\$3,752.00****REPORT TOTAL:****\$1,050,156.03**



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 8, 2022
ORIGINATING DEPT: Finance
SUBJECT: Report on Changes Made to the General Fund Adopted Budget for Fiscal Year 2021-22

BACKGROUND:

Staff provides a report at each Council meeting that lists changes made to the current Fiscal Year (FY) General Fund Adopted Budget. The information provided in this Staff Report lists the changes made through May 24, 2022.

DISCUSSION:

The following table reports the revenue, expenditures, and transfers for 1) the Adopted General Fund Budget approved by Council on June 23, 2021 (Resolution 2021-092) and 2) any resolutions passed by Council that amended the Adopted General Fund Budget.

GENERAL FUND - ADOPTED BUDGET PLUS CHANGES As of May 24, 2022
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General Fund Operations

Date	Action	Description	Revenues	Expenditures	Transfers from GF	Net Surplus
06/23/2021	Reso 2021-092	Adopted Budget	22,694,100	(20,222,560)	(916,100)	\$ 1,555,440
06/23/2021	Reso 2021-086	Crossing Guards	121,540	(48,984)	-	1,627,996
07/14/2021	Reso 2021-096	FY22 MOU	-	(950)	-	1,627,046
09/08/2021	Reso 2021-103	Landscaping Maintenance Services	-	(40,000)	-	1,587,046
11/10/2021	Reso 2021-125	Street Maintenance and Repairs Project	-	-	(200,000)	1,387,046
02/23/2022	Reso 2022-017	La Colonia Master Plan Update	-	-	(32,140)	1,354,906
02/23/2022	Reso 2022-019	Street Maintenance and Repairs Project	-	-	(17,500)	1,337,406
03/09/2022	Reso 2022-025	FY22 Mid-Year Budget Update	365,000	(358,000)	-	1,344,406
04/13/2022	Reso 2022-034	Economic Consulting Services	-	(30,000)	-	1,314,406

General Fund Unreserved Balance

Date	Action	Description	Revenues	Expenditures	Transfers from GF	Net
10/27/2021	Reso 2021-124	FY21 Surplus- PARS Contribution	-	(455,000)	-	(455,000)

<p>COUNCIL ACTION:</p> <hr/> <hr/>

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA

FISCAL IMPACT:

N/A

WORK PLAN:

N/A

OPTIONS:

- Receive the report.
- Do not accept the report

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council receive the report listing changes made to the FY 2021-2022 General Fund Adopted Budget.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation



Gregory Wade, City Manager



STAFF REPORT

CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 8, 2022
ORIGINATING DEPT: Engineering Department
SUBJECT: **City Council Consideration of Resolution 2021-051 - List of Projects for Fiscal Year 2022/23 to Receive Road Maintenance Rehabilitation Account Funding as Required by Senate Bill 1**

BACKGROUND:

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

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

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

This item is before the City Council for the consideration of Resolution 2022-051 (Attachment 1) authorizing Staff to establish a project list for the 2022 Local Streets and

CITY COUNCIL ACTION:

Roads Funding Program using funds from the Road Maintenance and Rehabilitation Account, designating the 2022 Street Maintenance and Repairs Project to receive the funding from this program and to submit to the Commission a list of projects proposed to be funded with an apportionment of RMRA funds. The project list will include only one project as identified below:

- 2022 Annual Street Maintenance and Repair Project

DISCUSSION:

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

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

- Prior to receiving an apportionment of RMRA funds from the Controller in a fiscal year, a city or county must submit to the Commission a list of projects proposed to be funded with these funds. All projects proposed to receive funding must be included in a city or county budget that is adopted by the applicable city council or county board of supervisors at a regular public meeting [SHC 2034(a)(1)].
- The list of projects must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement [SHC 2034(a)(1)].
- The project list does not limit the flexibility of an eligible city or county to fund projects in accordance with local needs and priorities so long as the projects are consistent with RMRA priorities as outlined in SHC 2030(b) [SHC 2034(a)(1)].
- The initial project list must be submitted to the Commission no later than July 1, 2022, for the 2022/23 Local Streets and Roads Funding Program.
- The Commission will report to the Controller the cities and counties that have submitted a list of projects as described in SHC 2034(a)(1) and that are therefore eligible to receive an apportionment of RMRA funds for the applicable fiscal year [SHC 2034(a)(2)].
- The Controller, upon receipt of the report from the Commission, shall apportion RMRA funds to eligible cities and counties pursuant to SHC 2032(h) [SHC 2034(a)(2)].

- For each fiscal year in which RMRA funds are received and expended, cities and counties must submit documentation to the Commission that includes a description and location of each completed project, the amount of funds expended on the project, the completion date, and the estimated useful life of the improvement [SHC 2034(b)].
- A city or county receiving an apportionment of RMRA funds is required to sustain a maintenance of effort (MOE) by spending at least the annual average of its general fund expenditures during the 2009–10, 2010–11, and 2011–12 fiscal years for street, road, and highway purposes from the city’s or county’s general fund [SHC 2036]. Monitoring and enforcement of the maintenance of effort requirement for RMRA funds will be carried out by the Controller.
- A city or county may spend its apportionment of RMRA funds on transportation priorities other than priorities outlined in SHC 2030(b) if the city or county’s average Pavement Condition Index (PCI) meets or exceeds 80 [SHC 2037].
- By July 1, 2023, cities and counties receiving RMRA funds must follow guidelines developed by the California Workforce Development Board (Board) that address participation and investment in, or partnership with, new or existing pre-apprenticeship training programs [SHC 2038].
- Project types that are eligible to receive and use RMRA funding include road maintenance/rehabilitation, safety project, complete streets components and traffic control devices [SHC 2030(b)].

To comply with requirements of SB 1, Staff is proposing to include the RMRA funding for the annual street repair project that repairs and resurfaces streets throughout the City. Since the 2022 Street Maintenance and Repairs Project is expected to be included in the Fiscal Year (FY) 2022/23 Adopted Budget, a new project does not need to be established at this time. In order to be completely transparent and as required by the SB 1 program, Staff is recommending that Council consider Resolution 2022-051 to provide clear documentation as to how the specific project received funding.

CEQA COMPLIANCE STATEMENT:

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

FISCAL IMPACT:

The FY 2022/23 Proposed Budget is expected to include \$694,000 for the 2022 Annual Street Maintenance and Repair Project to repair and resurface City streets. The funding would be divided among Gas Tax (\$154,000), TransNet (\$250,000) and SB 1 funding (\$290,000). This project will be constructed in late 2022 or early 2023 as part of the FY 2022/23 Proposed Budget. Based on January 2022 projections, the City is expected to

receive \$306,187 in FY 2022/23 as part of the SB 1/RMRA program. Note that these projections were estimates from January 2022 and are subject to change.

WORK PLAN:

This item is consistent with Unprioritized Community Character Issues identified in the 2021-22 Work Plan and is also included in the Draft 2022-23 Work Plan.

OPTIONS:

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


DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2022-051:

1. Authorizing the City Engineer to establish a project list for the FY 2022/23 Local Streets and Roads Funding Program using funds in part from the Road Maintenance and Rehabilitation Account and designating the 2022 Annual Street Maintenance and Repair Project, as identified in the City's FY 2022/23 Capital Improvement Program list, to receive the SB 1 funding. It is anticipated that the designated project will rehabilitate the pavement on portions of Lomas Santa Fe Drive and several residential streets including San Mario from Santa Sabina to Santa Petra, Glencrest Drive from Dell Street to Glencrest Place and Marview Drive from Ford Avenue to the end of the cul-de-sac. It is also anticipated that the designated project is estimated to be completed by May 2023 and will have an estimated useful life of approximately 15 years.
2. Authorizing the City Engineer to submit the project list to the California Transportation Commission for the 2022/23 Local Streets and Roads Funding Program using funds from the Road Maintenance and Rehabilitation Account.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2022-051

RESOLUTION 2022-051

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ESTABLISHING A PROJECT LIST FOR THE FISCAL YEAR 2022/23 LOCAL STREETS AND ROADS FUNDING PROGRAM AND AUTHORIZING THE CITY ENGINEER TO SUBMIT THE LIST TO THE CALIFORNIA TRANSPORTATION COMMITTEE

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017), was passed by the Legislature and signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Solana Beach are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City of Solana Beach must adopt by resolution a list of projects proposed to receive Fiscal Year (FY) funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City of Solana Beach will receive an estimated \$306,187 in RMRA funding in FY 2022/23 from SB 1; and

WHEREAS, this is the sixth year in which the City is receiving SB 1 funding, which will enable Solana Beach to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City has undergone a robust public process to ensure public input into our community's transportation priorities and the project list; and

WHEREAS, the City used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the priorities of the community for transportation investment; and

WHEREAS, the funding from SB 1 will help the City maintain and rehabilitate, through overlays, slurry seals and digouts, portions of at least seven streets, throughout the City this year and many similar projects into the future; and

WHEREAS, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City's streets and roads are in good condition and this revenue

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

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

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

1. That the above recitations are true and correct.
2. That the City Council authorizes the City Engineer to establish a project list for Local Streets and Roads Funding Program Road Maintenance and Rehabilitation Account FY 2022/23 revenues and designating the 2022 Annual Street Maintenance and Repair Project, as identified in the City's FY 2021/22 Capital Improvement Program list, to receive the SB 1 funding. It is anticipated that the designated project will rehabilitate the pavement on portions of Lomas Santa Fe Drive and several residential streets including San Mario from Santa Sabina to Santa Petra, Glencrest Drive from Dell Street to Glencrest Place and Marview Drive from Ford Avenue to the end of the cul-de-sac. It is also anticipated that the designated project is estimated to be completed by May 2023 and will have an estimated useful life of approximately 15 years.
3. That the City Council authorizes the City Engineer to submit the project list to the California Transportation Commission for the 2022/23 Local Streets and Roads Funding Program using funds from the Road Maintenance and Rehabilitation Account.

PASSED AND ADOPTED this 8th day of June 2022, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

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

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 8, 2022
ORIGINATING DEPT: Finance
SUBJECT: **City Council Consideration of Resolution 2022-068
Adopting the Fiscal Year 2022/23 City Investment Policy**

BACKGROUND:

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

This item is before the City Council to consider Resolution 2022-068 (Attachment 1) adopting the City's Investment Policy for Fiscal Year (FY) 2022/23.

DISCUSSION:

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

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

There were no changes to the local agency investment related California Government Codes during the 2021 Legislative session. After review by the City Treasurer and the City's investment advisors, Chandler Asset Management, there are no recommended changes to the policy from last year. Staff believes the investments allowed under the attached Policy are appropriate for the City. The Policy will be included on the City's website and, therefore, is subject to public scrutiny.

CITY COUNCIL ACTION:

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

N/A

WORK PLAN:

N/A

OPTIONS:

- Approve Staff recommendation adopting the City's Investment Policy for FY 2022/23.
- Do not approve and provide direction.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2022-068 (Attachment 1) approving the City's Investment Policy for FY 2022/23.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2022-068
2. City of Solana Beach Investment Policy FY 2022/23

RESOLUTION 2022-068

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING THE CITY OF SOLANA BEACH'S INVESTMENT POLICY FOR FISCAL YEAR 2022/23

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

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

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

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

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

1. That the above recitations are true.
2. That the City Council approves the updated Investment Policy for Fiscal Year 2022/23.

PASSED AND ADOPTED this 8th day of June 2022, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

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

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

ATTACHMENT 1

CITY OF SOLANA BEACH
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2022-23



CITY COUNCIL

MAYOR LESA HEEBNER

DEPUTY MAYOR KELLY HARLESS

COUNCILMEMBER KRISTI BECKER

COUNCILMEMBER DAVID A. ZITO

COUNCILMEMBER JEWEL EDSON

CITY MANAGER

GREG WADE

CITY TREASURER

RYAN SMITH

CITY OF SOLANA BEACH

Investment Policy

FISCAL YEAR 2022/23

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I. INTRODUCTION

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

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

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

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

II. OBJECTIVES

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

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

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

III. SCOPE

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

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

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

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

POOLING OF FUNDS

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

IV. PRUDENCE

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

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

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

V. DELEGATION OF AUTHORITY

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

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

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

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

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

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

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

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

VI. ETHICS AND CONFLICTS OF INTEREST

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

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

VII. INTERNAL CONTROLS

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

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

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

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

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

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

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

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

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

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

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

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

IX. AUTHORIZED INVESTMENTS

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

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

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

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

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

- The maximum maturity is five (5) years.

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

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

5. BANKER'S ACCEPTANCES, provided that:

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

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

a. SECURITIES issued by corporations:

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

b. SECURITIES issued by other entities:

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

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

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

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

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

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

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

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

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

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

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

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

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

- a. **MUTUAL FUNDS** that invest in the securities and obligations as authorized under California Government Code, Section 53601 (a) to (k) and (m) to (q) inclusive and that meet either of the following criteria:
 1. Attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) NRSROs; or
 2. Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by California Government Code, Section 53601 and with assets under management in excess of \$500 million.
 3. No more than 10% of the total portfolio may be invested in shares of any one mutual fund.
- b. **MONEY MARKET MUTUAL FUNDS** registered with the Securities and Exchange Commission under the Investment Company Act of 1940 and issued by diversified management companies and meet either of the following criteria:
 1. Have attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) NRSROs; or
 2. Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of \$500 million.
 3. No more than 20% of the total portfolio may be invested in the shares of any one Money Market Mutual Fund.
- c. No more than 20% of the total portfolio may be invested in these securities.

18. SUPRANATIONALS, provided that:

- Issues are US dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank.
- The securities are rated in the "AA" category or the equivalent or higher by a NRSRO.
- No more than 30% of the total portfolio may be invested in these securities.
- No more than 10% of the portfolio may be invested in any single issuer.
- The maximum maturity does not exceed five (5) years.

X. PROHIBITED INVESTMENT VEHICLES AND PRACTICES

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

XI. FOSSIL FUELS RESTRICTION

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

XII. INVESTMENT POOLS/MUTUAL FUNDS

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

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

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

XIII. COLLATERALIZATION

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

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

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

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

XIV. DELIVERY, SAFEKEEPING AND CUSTODY

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

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

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

XV. MAXIMUM MATURITY

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

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

XVI. RISK MANAGEMENT AND DIVERSIFICATION

MITIGATING CREDIT RISK IN THE PORTFOLIO

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

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

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

MITIGATING MARKET RISK IN THE PORTFOLIO

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

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

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

XVII. REVIEW OF INVESTMENT PORTFOLIO

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

XVIII. PERFORMANCE EVALUATION

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

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

XIX. REPORTING

MONTHLY REPORTS

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

QUARTERLY REPORTS

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

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

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

ANNUAL REPORTS

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

XX. REVIEW OF INVESTMENT POLICY

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

Appendix A

Glossary of Investment Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 8, 2022
ORIGINATING DEPT: Public Works/Engineering Department
SUBJECT: **City Council Consideration of Resolution 2022-041 Authorizing the City Manager to Execute an Amendment to the Professional Services Agreement with Lalley Construction for On-Call, As-Needed Repair and Maintenance Services in an Amount Not to Exceed \$25,000 Per Year and Awarding a One-Year Professional Services Agreement with ROI Construction & Remodeling for On-Call, As-Needed Repair and Maintenance Services in an Amount Not to Exceed \$25,000 Per Year with Optional Extensions of Up to Four Additional One-Year Terms at the City Manager’s Discretion**

BACKGROUND:

In June 2019, the City entered into a Professional Services Agreement (PSA) with Lalley Construction (Lalley) for as-needed repair services in an amount not to exceed \$14,000 per year. These services include general contracting and electrical repair services on City facilities. The PSA had an original one-year term with four additional one-year optional extensions to be exercised at the discretion of the City Manager. There are still two discretionary extensions available to the City under Lalley’s PSA.

Staff anticipates needing more on-call services than those currently being provided under Lalley’s PSA. In March 2022, Staff issued a Request for Proposals (RFP) via an electronic bid site (eBidboard.com) to solicit proposals from firms qualified to provide general facilities maintenance and repair services on an on-call, as-needed basis.

This item is before the City Council for the consideration of Resolution 2022-041 (Attachment 1) which would authorize the City Manager to: (1) execute Amendment No. 3 to Lalley Construction’s PSA for FY2022/23 and increase the not to exceed amount for on-call, as-needed repair and maintenance services from \$14,000 per year to \$25,000

CITY COUNCIL ACTION:

per year, and (2) enter into a PSA with ROI Construction and Remodeling (ROI) for on-call, as-needed repair and maintenance services in an amount not to exceed \$25,000 per year with an initial one year term expiring June 30, 2023 and four additional one-year extensions at the City Manager's discretion.

DISCUSSION:

Staff has used the services of Lalley Construction for repairs to City facilities including the Fire Station, City Hall, Marine Safety Building, La Colonia Park, Fletcher Cove Park and electrical repairs on the Coastal Rail Trail. Jake Lalley is a one-man operation skilled in most maintenance and repair work such as carpentry, electrical, concrete, masonry, dry wall, plumbing and other related trades. Staff has been satisfied with the work performed by Mr. Lalley during the past three years.

City Staff has developed a list of repairs and maintenance required for City Hall, the Fletcher Cove Community Center, La Colonia Park, the Public Works Maintenance Facility, and the Fire Station. Upon completion of Staff's assessment, it is apparent that the required maintenance and repair for these facilities requires the professional services of an additional maintenance and repair service provider to complete repairs in a timely manner while ensuring occupant comfort.

A RFP was issued in March 2022 to request proposals for repair and maintenance services for City facilities. This work includes specific items such as electrical, plumbing, flooring, framing, drywall, painting, and other general building maintenance services. The City received two proposals. One from ROI Construction and Remodeling and a second proposal from Tiger Construction, LLC.

Proposals were evaluated by in-house Staff based on responsiveness in terms of qualifications, previous experience, ability to be on-site within an hour of notification for emergency service calls, compliance with City specifications, and cost effectiveness. Staff has determined that ROI Construction & Remodeling is the lowest responsible bidder and the best fit for the City's needs. ROI is qualified and will be able to perform the required facilities maintenance and repairs. ROI Construction possesses a Class B contractor's license, which minimizes the need to bring in additional contractors for specialized repairs. Additionally, ROI's hourly rates for performing various maintenance tasks are more cost-effective than those of Tiger Construction, LLC. The two tables on the next page demonstrate hourly rates for each contractor for the specific required services.

The required maintenance and repair for City facilities are well within expertise of the City's current contractor, Lalley Construction, and proposed new contractor, ROI Construction & Remodeling. Staff is recommending the City exercise its option to extend Lalley's PSA for an additional year through June 30, 2023 with an increased contract amount not to exceed \$25,000 per year and enter into an agreement with ROI Construction & Remodeling for additional as-needed repair and maintenance services in an amount not to exceed \$25,000 per year.

LABOR RATE PER HOUR

ROI Construction & Remodeling	Year 1	Year 2	Year 3	Year 4	Year 5
General Maintenance & Repairs	\$65	\$68	\$70	\$75	\$79
Electrical, Carpentry & Plumbing	\$75	\$78	\$80	\$84	\$88

Tiger Construction LLC	Year 1	Year 2	Year 3	Year 4	Year 5
General Maintenance & Repairs	\$250	\$250	\$275	\$275	\$300
Electrical	\$500	\$500	\$525	\$525	\$550
Carpentry	\$250	\$250	\$275	\$275	\$300
Plumbing	\$350	\$350	\$375	\$375	\$400

CEQA COMPLIANCE STATEMENT:

All work covered by these agreements is exempt under the California Environmental Quality Act pursuant to Section 15301(a) (existing facilities) of the State CEQA Guidelines.

FISCAL IMPACT:

The current PSA with Lalley allows for an extension of the agreement for an amount not to exceed \$14,000 per year. Under consideration with this Staff Report is an increase to the yearly not to exceed amount with Lalley for an additional \$11,000 per year for an amount not to exceed \$25,000 per year. If extended this year, the existing PSA with Lalley would have one more extension available after FY 2022/23.

Council is also being asked to consider approval of a PSA with ROI as a second maintenance and repair service provider. The proposal under consideration is an amount not to exceed \$25,000 per year. Similar to the PSA with Lalley, the agreement with ROI would allow for the optional extension of the agreement for up to four additional one-year terms at the City Manager’s discretion.

The Fiscal Year (FY) 2021/22 and 2022/23 Adopted Budget appropriated \$20,000 for maintenance and repair services to City facilities in FY 2022/23. If the extension with Lalley and the agreement with ROI are both approved, an additional \$30,000 would need

to be appropriated from the General Fund into the Public Facilities Maintenance, Professional Services Operating Budget.

WORK PLAN:

This item is not mentioned in the Fiscal Year 2022/23 Work Plan.

OPTIONS:

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

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution 2022-041:
 - a. Authorizing the City Manager to execute an amendment to the Professional Services Agreement with Lalley Construction to increase the not to exceed amount by \$11,000 per year to provide for total on-call, as-needed maintenance and repair services not to exceed \$25,000 per year for Fiscal Year 2022/23 and Fiscal Year 2023/24, if further extended in the City Manager's discretion.
 - b. Awarding a one-year Professional Services Agreement (PSA) to ROI Construction and Remodeling in an amount not to exceed \$25,000 per year for on-call, as-needed maintenance and repair services for Fiscal Year 2022/23.
 - c. Authorizing the City Manager to execute the Professional Services Agreement with ROI Construction and Remodeling and authorizing the City Manager to extend the PSA on a yearly basis, for up to four additional one-year terms at the City's option.
 - d. Appropriating \$30,000 in General Funds to the Public Facilities Maintenance/Professional Services account.
 - e. Authorizing the City Treasurer to amend the FY 2022/23 Adopted Budget accordingly.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation



Gregory Wade, City Manager

Attachments:

1. Resolution 2022-041

RESOLUTION 2022-041

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 3 TO THE PROFESSIONAL SERVICES AGREEMENT WITH LALLEY CONSTRUCTION FOR ON-CALL, AS-NEEDED MAINTENANCE AND REPAIR SERVICES WITH A NOT TO EXCEED AMOUNT OF \$25,000 PER YEAR, AND AWARDING A CONTRACT TO AND AUTHORIZING THE CITY MANAGER TO EXECUTE A ONE-YEAR PROFESSIONAL SERVICES AGREEMENT FOR ON-CALL, AS-NEEDED MAINTENANCE AND REPAIR SERVICES WITH ROI CONSTRUCTION AND REMODELING, IN AN AMOUNT NOT TO EXCEED \$25,000 PER YEAR, WITH OPTIONAL EXTENSIONS OF THE AGREEMENT FOR UP TO FOUR ADDITIONAL ONE YEAR TERMS AT THE CITY MANAGER'S DISCRETION

WHEREAS, on May 8, 2019, the City Council approved Resolution 2019-055 awarding a Professional Services Agreement (PSA) to Lalley Construction for on-call, as-needed maintenance and repair services primarily for the City's facilities and parks; and

WHEREAS, the PSA with Lalley Construction had an original one-year term with four additional one-year optional extensions to be exercised at the discretion of the City Manager and there are still two discretionary available to the City in an amount not to exceed \$14,000 per year; and

WHEREAS, the City anticipates needing on-call, as-needed maintenance and repair services for City facilities for Fiscal Year 2022/23 in an amount exceeding that which can be provided by Lalley Construction under its current PSA; and

WHEREAS, in March 2022, Staff issued a Request for Proposals (RFP) via an electronic bid site (eBidboard.com) to solicit proposals from firms qualified to provide general facilities maintenance and repair services on an on-call, as-needed basis; and

WHEREAS, the City received two proposals in response to the RFP; and

WHEREAS, the City evaluated the proposals and ROI Construction & Remodeling was the lowest responsible bidder.

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

1. That the above recitations are true and correct.

2. That the City Council authorizes and directs the City Manager to execute an amendment to the Professional Services Agreement with Lalley Construction to increase the not to exceed amount by \$11,000 per year to provide for total on-call, as-needed maintenance and repair services not to exceed \$25,000 per year for Fiscal Year 2022/23 and Fiscal Year 2023/24, if further extended in the City Manager's discretion.
3. That the City Council awards a one-year Professional Services Agreement to ROI Construction and Remodeling in an amount not to exceed \$25,000 per year for on-call, as-needed maintenance and repair services for Fiscal Year 2022/23.
4. That the City Council authorizes the City Manager to execute the Professional Services Agreement with ROI Construction and Remodeling and authorizes the City Manager to extend the PSA on a yearly basis, for up to four additional one-year terms at the City's option.
5. That the City Council finds and determines that all work covered by the agreements set forth above is exempt under the California Environmental Quality Act pursuant to Section 15301(a) (existing facilities) of the State CEQA Guidelines.
6. That the City Council appropriates \$30,000 in General Funds to the Public Facilities Maintenance/Professional Services account.
7. That the City Council authorizes and directs the City Treasurer to amend the FY 2022/23 Adopted Budget accordingly.

PASSED AND ADOPTED this 8th day of June 2022, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

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

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT

CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 8, 2022
ORIGINATING DEPT: Public Works/Engineering Department
SUBJECT: **City Council Consideration of Resolution 2022-065 Authorizing the City Manager to Execute an Amendment to the Professional Services Agreement with California Office Cleaning, Inc. for City-Wide Janitorial Services, Exercising a One-Year Extension, Increasing the Scope of Work and Not to Exceed Contract Amount by \$20,000 for a Total Not to Exceed Contract Amount of \$127,880 for FY 2022/23, Appropriating \$20,000 for Such Purpose, and Making a Corresponding Budget Amendment for FY 2022/23**

BACKGROUND:

In October 2019, Staff issued a Request for Proposal (RFP) via an electronic bid site (eBidboard.com) to solicit proposals from firms qualified to provide janitorial services at City facilities. On December 11, 2019, the City Council awarded a one-year Professional Services Agreement (PSA) for City-wide janitorial services to California Office Cleaning, Inc. (COCI) in an amount not to exceed \$107,880 per year, with optional extensions of up to four additional one-year periods, to be exercised in the City Manager's discretion.

Under the terms of the PSA, COCI performed regular and required janitorial services as well as additional emergency and routine disinfecting cleaning services that arose due to the COVID-19 pandemic.

This item is before the City Council for the consideration of Resolution 2022-065 (Attachment 1) which would authorize the City Manager to execute Amendment No. 3 to the PSA with COCI for City-wide janitorial services, exercising the City's option to extend the agreement for FY 2022/23, increasing the scope of services to include additional as-needed cleaning services, increasing the maximum compensation by \$20,000 effective July 1, 2022 and making a related appropriation and budget amendment.

COUNCIL ACTION:

DISCUSSION:

The PSA with COCI provides for routine cleaning of most City facilities including City Hall, Fletcher Cove Community Center, Fletcher Cove Restrooms, La Colonia Community Center and outdoor restrooms, the Fire Station, and the Marine Safety Center. It also includes daily cleaning of the Fletcher Cove Community Center in July and August during the seven weeks of summer camp. Outside of those summer weeks, the community center is cleaned twice weekly. The PSA with COCI also includes a line item for cleaning of the Fletcher Cove Community Center after special events and private rentals.

The PSA with COCI was initially executed to cover the period from January 1, 2020 to December 31, 2020 and had an option to extend the PSA for up to four additional one-year terms. The City exercised its first option to extend the PSA until December 31, 2021. For the second contract extension, the City extended the PSA for only six months until June 30, 2022 so that the agreement would correspond with fiscal year. Staff intends to exercise a third extension of the PSA until June 30, 2023 and is seeking Council consideration to increase the compensation moving forward.

Pursuant to the City's COVID-19 Prevent Program, City Staff continues to require as-needed cleaning and disinfecting services in common areas at all City facilities. While the need for this additional cleaning has certainly subsided, there are still times that it is necessary. Additionally, we have increased the required carpet cleaning service at the Fire Station from a semi-annual basis to quarterly. The total cost for these additional services in FY 2021/2022 was \$152,880.

Staff is recommending that the City Council consider increasing the scope of work under the PSA to include additional as-needed cleaning services by increasing the not to exceed amount for the PSA by \$20,000, from \$107,880 to \$127,880, for FY 2022/23 and making a corresponding appropriation and budget amendment to cover that \$20,000 increase for one year.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The Fiscal Year (FY) 2022/23 Adopted Budget appropriated \$100,280 in the Public Facilities Maintenance Budget Unit of the Public Works Budget for the general cleaning portion of the janitorial agreement. Also paid through the PSA, are \$2,200 for summer camp related cleanings and \$5,400 for special events and private rentals at Fletcher Cove Community Center. These costs are calculated to be recovered through camp user fees and private rental fees.

Staff is recommending that an additional \$20,000 be appropriated to the Public Facilities Maintenance Budget Unit of the Public Works Operating Budget to increase the not to

exceed amount under PSA by \$20,000 to fully fund general janitorial services and as-needed cleaning services at various City facilities for FY 2022/23. Staff is also recommending a corresponding budget amendment.

WORK PLAN:

This item is not in the Work Plan.

OPTIONS:

- Approve Staff recommendation.
- Deny Staff recommendation.
- Provide alternate direction to Staff.


DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council consider adoption of Resolution 2022-065:

1. Extending the Professional Services Agreement with California Office Cleaning, Inc. for an additional one-year term with a new contract expiration date of June 30, 2023.
2. Authorizing the City Manager to execute Amendment No. 3 to the Professional Services Agreement with California Office Cleaning, Inc., increasing the scope of work and maximum compensation by \$20,000 for a not to exceed contract amount of \$127,880 for City-wide janitorial services for Fiscal Year 2022/23.
3. Appropriating \$20,000 in General Funds to the FY 2022/23 Public Facilities Maintenance Budget Unit.
4. Authorizing the City Treasurer to amend the FY 2022/23 Adopted Budget accordingly.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachment:

1. Resolution 2022-065

RESOLUTION 2022-065

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 3 TO THE PROFESSIONAL SERVICES AGREEMENT WITH CALIFORNIA OFFICE CLEANING, INC. FOR CITY-WIDE JANITORIAL SERVICES EXERCISING A ONE-YEAR EXTENSION, INCREASING THE SCOPE OF WORK AND NOT TO EXCEED CONTRACT AMOUNT BY \$20,000 FOR A TOTAL NOT TO EXCEED CONTRACT AMOUNT OF \$127,880 FOR FY 2022/23, APPROPRIATING \$20,000 FOR SUCH PURPOSE, AND MAKING A CORRESPONDING BUDGET AMENDMENT FOR FY 2022/23

WHEREAS, in December 2019, the City entered into a one-year Professional Services Agreement (PSA) with California Office Cleaning, Inc. (COCI) for City-wide janitorial services covering the period from January 1, 2020 to December 31, 2021; and

WHEREAS, the PSA had an option to extend the PSA for up to four additional one-year terms, to be exercised in the City Manager's discretion; and

WHEREAS, the City exercised its first option to extend the PSA until December 31, 2021 and exercised its second extension to extend the PSA for six months until June 30, 2022 so that the agreement would run along with the fiscal year; and

WHEREAS, under the PSA, COCI provides routine cleaning of most City facilities including City Hall, Fletcher Cove Community Center, Fletcher Cove Park Restrooms, La Colonia Community Center and outdoor restrooms, the Fire Station, and the Marine Safety Center; and

WHEREAS, City Staff added additional cleaning and disinfecting services to the PSA for FY 2021/22 due to the COVID-19 pandemic, some of which may still be needed for the next fiscal year.

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

1. That the foregoing recitations are true and correct.
2. That the City Council authorizes and directs the City Manager to exercise the third option to extend the Professional Services Agreement with California Office Cleaning, Inc. for an additional year, effective July 1, 2022 through June 30, 2023.

3. That the City Council authorizes and directs the City Manager to execute Amendment No. 3 to the Professional Services Agreement with California Office Cleaning, Inc., increasing the scope of work and maximum compensation by \$20,000 for a not to exceed contract amount of \$127,880 for City-wide janitorial services for Fiscal Year 2022/23.
4. That the City Council appropriates \$20,000 in General Funds to the FY 2022/23 Public Facilities Maintenance Budget Unit.
5. That the City Council authorizes the City Treasurer to amend the FY 2022/23 Adopted Budget accordingly.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California, held on the 8th day of June 2022 by the following vote.

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

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT

CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 8, 2022
ORIGINATING DEPT: Public Works/Engineering Department
SUBJECT: **City Council Consideration of Resolution 2022-067 Authorizing the City Manager to Execute an Amendment to the Professional Services Agreement with Nissho of California, Inc. for City-Wide Landscape Maintenance Services Exercising a One-Year Extension and Increasing the Scope of Work and Not to Exceed Contract Amount by \$60,000 for a Total Not to Exceed Contract Amount for FY 2022/23 of \$407,411**

BACKGROUND:

On May 23, 2018, the City Council authorized the City Manager to enter into a Professional Services Agreement (PSA) for City-wide landscape maintenance services with Nissho of California, Inc. (Nissho) in an amount not to exceed \$347,411 per year. As part of the PSA, four additional optional one-year extensions were authorized at the City Manager's discretion. The PSA and all authorized extensions of the agreement with Nissho will expire on June 30, 2023.

This item is before the City Council for the consideration of Resolution 2022-067 (Attachment 1) that would authorize the City Manager to execute an amendment to the PSA with Nissho exercising the last option to extend the agreement for one year through June 30, 2023 and increasing the scope of services and total compensation under the PSA by \$60,000 for a total not to exceed amount of \$407,411 for Fiscal Year (FY) 2022/23 for City-wide landscape maintenance services.

DISCUSSION:

Nissho provides landscape maintenance services for several parks, facilities, public rights-of-way, and playgrounds for several cities in San Diego County as well as the City

COUNCIL ACTION:

of Solana Beach. Nissho's maintenance strategies consist of utilizing environmentally friendly materials for soil amendment, fertilizer, pesticide, and herbicides as well as employing efficient water management techniques. In addition to qualified maintenance staff, Nissho has several highly qualified experts in landscaping and irrigation design, tree trimming, horticulture and other related expertise among their staff who are available to assist City Staff on short notice. Nissho has been the landscape maintenance provider for the City since 2013.

Over the past five years, the City has added several new locations, each with unique characteristics and specific maintenance needs. Staff reviewed the current maintenance requirements of the existing agreement for landscape maintenance services and revised the scope of work to include:

1. **New location, Solana Hills Drive Bike/Walk Trail.** This area is a strip of land between the City and Caltrans right of way and has been maintained infrequently by in-house Staff in the past. It is recommended that this location be added to Nissho's contract for a higher level of maintenance particularly in recognition of the recent construction of the regional bike and walking trails as part of the North Coast Corridor project. The scope of work at this location will consist of regular weed removal, litter removal, pruning-shrubs/groundcover, plant replacing, mulching and sidewalk sweeping.
2. **New location, Seascape Parking Lot.** This is a City-owned parking lot that was included in the City's maintenance contract in the past. After City Council's approval of the affordable housing project, this site was removed from the contract. It is recommended to include this site back in the contract until the site is developed. The scope of work at this location will consist of weed removal, litter removal, edging, mulching, and sidewalk sweeping.
3. **Continued enhanced services for CRT.** At the City Council's direction and during the last maintenance period, a part-time (4 hours a day) laborer was added to the contract to enhance landscape maintenance services along the Coastal Rail Trail (CRT). If approved, the same level of services would be maintained for CRT.
4. **New task for vegetation clearing at the Lomas Santa Fe Drive/Interstate 5 Interchange.** This item is only for the vegetation that is adjacent to Lomas Santa Fe Drive and does not include work along the freeway on or off ramps.
5. **Additional City-wide tree/plant replacement.** Additional funding is requested to allow for proposed trees and vegetation replacement on an as-needed basis at all City owned properties.

The 35 sites that would be maintained as part of this contract are included with this report as Attachment 2.

The agreement with Nissho for FY 2021/22 was originally for a not to exceed amount of \$347,411. After Council approval, additional compensation was added to the agreement for FY 2021/2022 in the amount of \$40,000 for a part-time laborer to enhance landscape maintenance services along the CRT. Additionally, City Council authorized \$25,000 for City-wide tree/plant replacement under this contract bringing the not to exceed amount to \$412,411 for FY 2021/22.

Staff is recommending that Nissho continues providing City-wide landscape maintenance services for the upcoming annual contract and that the services and compensation be increased from the base contract amount of \$347,411 by \$60,000 for FY 2022/23. If approved, the amount of the PSA with Nissho would be in an amount not to exceed \$407,411 for FY 2022/23 and the scope of work would include the new locations, additional mulching services, continuation of enhanced landscape maintenance services along the CRT, City-wide tree/plant replacement, and continuation of the comprehensive Integrated Pest Management Plan (IPMP) that provides a more natural and holistic method for controlling weeds and pests.

CEQA COMPLIANCE STATEMENT:

The project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301(h) of the State CEQA Guidelines as maintenance of existing landscaping.

FISCAL IMPACT:

The cost of this agreement, with the proposed increased scope of work, is funded through the Operating Budgets in the Streets, Parks, Public Facilities, MID # 33, and Coastal Rail Trail Budget Units as identified in the FY 2022/23 Adopted Budget. Staff is recommending that the additional \$60,000 be added to the PSA with Nissho for FY 2022/23 for landscape maintenance services to new City locations, one additional part-time laborer, City-wide tree/plant replacement services, and added services to various City sites. If approved, the not to exceed amount of the PSA with Nissho would be \$407,411 for FY 2022/23 as detailed below.

Proposed Nissho Funding

City-wide Landscape Maintenance Services	\$347,411.00
Part-time laborer to enhance landscape maintenance services along the CRT	\$40,000
City-wide tree/plant replacement/ New Sites	\$20,000
TOTAL	\$407,411

WORK PLAN:

This project is not identified in the Fiscal Year 2022/23 Work Plan.

OPTIONS:

- Approve Staff recommendation.
- Do not approve Staff recommendation.
- Provide direction to Staff.


DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council Adopt Resolution 2022-067:

1. Authorizing the City Manager to exercise the fourth option to extend the Professional Services Agreement with Nissho of California, Inc. for an additional year, effective July 1, 2022 through June 30, 2023.
2. Authorizing the City Manager to execute an amendment to the Professional Services Agreement with Nissho of California, Inc. increasing the scope of work to include new locations, continuation of the additional part-time laborer, and City-wide tree/plant replacement services for City-wide landscape maintenance services effective July 1, 2022.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2022-067
2. List of sites to be maintained

RESOLUTION 2022-067

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH NISSHO OF CALIFORNIA, INC. FOR CITY-WIDE LANDSCAPE MAINTENANCE SERVICES EXERCISING A ONE-YEAR EXTENSION AND INCREASING THE SCOPE OF WORK AND NOT TO EXCEED CONTRACT AMOUNT BY \$60,000 FOR A TOTAL NOT TO EXCEED CONTRACT AMOUNT FOR FY 2022/23 OF \$407,411

WHEREAS, in May 2018, the City entered into a Professional Services Agreement with Nissho of California (Nissho) for landscape maintenance services in an amount not to exceed \$347,411 per year; and

WHEREAS, the original agreement was for one year with the option to extend the agreement, on a yearly basis, for up to four additional years at the City's option and City's Manager's discretion; and

WHEREAS, the City currently has 35 sites that are maintained by Nissho; and

WHEREAS, the City desires, and it is in the best interest of the public, to increase the scope of services to include City-wide tree/plant replacement, enhance landscape maintenance services along the Coastal Rail Trail, and add four new locations to be maintained as part of the agreement with Nissho.

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

1. That the foregoing recitations are true and correct.
2. That the City Council authorizes and directs the City Manager to exercise the fourth option to extend the Professional Services Agreement with Nissho of California, Inc. for an additional year, effective July 1, 2022, through June 30, 2023.
3. That the City Council authorizes and directs the City Manager to execute an amendment to the Professional Services Agreement with Nissho of California, Inc. increasing the scope of services to incorporate into the Agreement new locations, continuing the additional part-time laborer, and City-wide tree/plant replacement services for City-wide landscape maintenance services effective July 1, 2022.

ATTACHMENT 1

4. That the City Council authorizes and directs the City Manager to execute an amendment to the Professional Services Agreement with Nissho of California, Inc. increasing the not to exceed amount by \$60,000 to a total not to exceed amount of \$407,411 for City-wide landscape maintenance services for FY2022/23.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California, held on the 8th day of June 2022 by the following vote.

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

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

**ATTACHMENT 2
SITES MAINTAINED BY NISSHO**

- 1) Tide Park Beach Access
- 2) Fletcher Cove Park
- 3) Seascape Sur Beach Access
- 4) La Colonia Park
- 5) The Plaza
- 6) Hwy 101 Medians North & South
- 7) City Hall
- 8) Fletcher Cove Community Center
- 9) Southwest Corner of Nardo & Stevens Avenue.
- 10) Ivy on Retaining Walls on Stevens/Nardo Ave.
- 11) Coastal Rail Trail from Via De La Valle to North City Boundary Limits
- 12) Distillery Parking Lot (Sierra Avenue)
- 13) Landscape Areas Surrounding the Public Works Facility
- 14) N. Lomas Santa Fe Medians Including 14 Queen Palms
- 15) Del Mar Shores Parking Lots (2)
- 16) Solana Beach & Tennis Club Parking Lot / Overlook Area
- 17) Del Mar Shores Beach Access
- 18) Solana Beach Fire Station
- 19) Marine View Right of Way / Slope
- 20) Eden Gardens Pump Station
- 21) Pacific Avenue Overlook
- 22) Sun Valley Pocket Park
- 23) North City Limits Entrance Sign Area
- 24) El Viento / S. Granados Pocket Park
- 25) Highway 101 West Side Improvements
- 26) Fletcher Cove Community Park Overlook
- 27) Solana Hills Court Slope
- 28) South Cedros and Via De La Valle Parkways
- 29) San Andres Street Medians
- 30) San Dieguito Park Parking, Median Monument Lomas Santa Fe Dr., and Highland Dr.
- 31) Stevens Ave. Median Islands at Genevieve
- 32) Solana Hills Drive: Bike/Walk Trail
- 33) Seascape Shores Parking Lot
- 34) Vegetation Clearing at Lomas Santa Fe/Interstate 5 Interchange
- 35) Vacant Lot/Adjacent to La Colonia Skate Park



STAFF REPORT

CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 8, 2022
ORIGINATING DEPT: Community Development Department
SUBJECT: **City Council Consideration of Resolution 2022-069 to Enter Into a Professional Service Agreement with Willdan Financial Services, Inc for Local Improvement District I Administration Services**

BACKGROUND:

Willdan Financial Services, Inc. has provided local improvement district administration services for the City of Solana Beach (“City”) annually since 2012. The most recent professional service agreement (PSA) was effective on July 1, 2016 and was extended annually for an additional 4 years according to the contract’s terms. No further time extensions are allowed under the PSA. Thus, a new PSA is needed to continue improvement district administration services.

This item is before Council to consider approving Resolution 2022-069 (Attachment 1) authorizing the City Manager to enter an agreement with Willdan, Inc. for local improvement district annual administration services.

DISCUSSION:

The City has three local improvement districts which require ongoing full-service financial administration services. The three districts are as follows:

1. Assessment District No. 2005-1 (Barbara/Granados Utility Undergrounding);
2. Assessment District No. 2005-2 (Pacific Utility Undergrounding); and
3. Assessment District No. 2008-1 (Marsolan Undergrounding).

In accordance with its PSA with the City, Willdan has provided services such as annual reports that contain summaries of assessments applied to the parcels within these

COUNCIL ACTION:

districts; provided a report to the County Assessor's Office each year as required by Revenue and Taxation Code 163; performed all required bond accounting and redemption services; provided prepayment quotes of assessment liens; provided a toll-free number to field inquiries from City staff, property owners, and other interested parties regarding assessment proceedings and annual installments; and other legally required financial and accounting services outlined in the Scope of Work (Attachment 2).

In addition to the annual assessment district financial services, Willdan has also performed all bond disclosure services to meet statutory and regulatory requirements. Staff believes Willdan has demonstrated the competence and qualifications to perform the services at prices that have not increased since 2012 nor are projected to increase. They have been responsive to City needs throughout.

CEQA COMPLIANCE STATEMENT:

This is not a project under the California Environmental Quality Act (CEQA).

FISCAL IMPACT:

The term of the agreement shall be for a period of three (3) years with the option to extend the agreement for two additional one (1) year periods not to exceed four thousand two hundred fifty dollars (\$4,250) per fiscal year. Administration fees paid for by the City are reimbursed through annual levies applied to the districts.

WORK PLAN: N/A

OPTIONS:

- Authorize Staff recommendation.
- Do not authorize Staff recommendation.
- Provide alternative direction to Staff.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council consider adoption of Resolution 2022-069 (Attachment 1) authorizing the City Manager to execute a Professional Services Agreement with Willdan Financial Services for three (3) years with two (2) additional one (1) year optional extensions at the City Manager's discretion.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2022-069
2. Willdan Scope of Services

RESOLUTION 2022-069

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH WILLDAN FINANCIAL SERVICES, INC FOR LOCAL IMPROVEMENT DISTRICT ADMINISTRATION SERVICES

WHEREAS, the Finance Department has utilized the services of Willdan Financial Services, Inc. (Willdan) to provide local improvement district services annually for many years; and

WHEREAS, Willdan has demonstrated the competence and qualifications to perform the services at prices that have not increased since 2012 nor are projected to increase; and

WHEREAS, Willdan has been responsive to City needs throughout their previous agreement terms.

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

1. That the foregoing recitations are true and correct.
2. That the City Council authorizes the City Manager to execute a professional service agreement for three years from Fiscal Year 2021/22 through Fiscal Year 2023/24 with Willdan to provide local improvement district administration services at an annual amount not to exceed \$4,250.
3. That the City Council authorizes the City Manager, in their discretion, to extend the agreement for two additional one-year terms, at the City's sole option at an annual amount not to exceed \$4,250.

PASSED AND ADOPTED this 8th day of June, 2022, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

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

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

Exhibit A

SCOPE OF SERVICES

Assessment District Administration Services

Willdan provides full-service administration services for Assessment Districts. The following is our standard scope of services for district administration.

Willdan will:

1. Prepare an annual report, which will include findings and recommendations, as well as a summary of significant events. The report will contain a series of schedules, including district summary information; what was applied to the roll for each parcel, broken down by principal, interest and adjustments; fund analysis; delinquency summary information; value-to-lien ratios; current debt service and amortization schedules; cash flow analysis; and bond call summary.
2. Provide assessment installment information for each parcel, formatted in the required configuration on CD, to the County Auditor/Controller's Office for placement on the property tax roll.
3. Research and, if possible, resubmit installment amounts that are rejected by the County Auditor/Controller's Office. Any assessment installment that cannot be collected on the County property tax roll will be invoiced directly to the property owner of record on behalf of the City.
4. Provide a toll-free number to field inquiries from City staff, property owners, and other interested parties regarding assessment proceedings and annual installments.
5. Provide prepayment quotes of assessment liens and/or Notices of Assessment for all interested parties upon request. Fees for this service are paid by the requesting party and may be charged to a credit card; there is no charge to property owners and/or the City. Willdan will obtain recordation information for prepaid assessments and coordinate the Release of Lien.
6. Perform all required bond call spreads and coordinate the early redemption of outstanding bonds.
7. Monitor delinquent installment payments in February and May of each year, and provide reports identifying all delinquent parcels and the corresponding delinquent installment amounts to the County.
8. Provide a report to the County Assessor's Office each year as required by Revenue and Taxation Code 163. The report will include a listing of each active parcel contained in each Assessment District, the remaining assessment amount, and the owner of each parcel based on the County Secured Roll. Additional information will be provided for parcels that paid off their assessment during the year and will include the date and amount paid and, if available, the party paying off the assessment. This information will be sent electronically and in hard copy format to the County in January of each year.

Client Responsibilities

Willdan will rely on assistance from the City of Solana Beach in obtaining the following information:

- An electronic listing of all parcels within the districts, including the corresponding parcel information used for each parcel.
- Although Willdan will annually research information regarding land subdivision, as required by the City of Solana Beach, it may be necessary for the City to assist Willdan in obtaining this information, including information regarding collections, assessments, funds, and payments and/or prepayments received by the City.
- The annual administrative cost information to be incorporated into the annual levy each year.
- Parcel information for those properties that paid off during the year.

ATTACHMENT 2

Exhibit A

Continuing Disclosure Services

Willdan proposes to perform the following services, in order to meet the needs of the City's continuing disclosure compliance.

Task 1: Define Compliance Needs and Provide Implementation Schedule

Objective: Collect bond documents relating to the debt issue, including but not limited, to the official statement, financial statements, and Annual Continuing Disclosure Information Statement ("Disclosure Report").

Description: Willdan will review the bond documents and establish an annual reporting schedule.

Deliverable: Reporting schedule and instruction relating to online tracking systems.

Task 2: Compile Data Necessary to Complete Disclosure Report

Objective: Collect data and other third-party information required to be included in the Disclosure Report directly from client, trustees, fiscal agents, state and County agencies, and others.

Description: Review the information for accuracy and appropriateness.

Task 3: Report Preparation and Review

Objective: Create a draft of the Disclosure Report for review.

Description: Willdan will discuss with City staff any relevant issues and provide suggestions regarding industry standards.

Deliverable: Disclosure Report.

Task 4: Report Dissemination

Objective: Provide timely Disclosure Report filings to the municipal market.

Description: Once authorization to disseminate has been received, Willdan will post the report on the Electronic Municipal Market Access (EMMA) and provide confirmation of the date and time of the posting.

Deliverable: Upload completed and approved Disclosure Report to EMMA, or the currently recognized public repository, and post on the tracking system at www.willdan.com.

Task 5: Notices of Occurrence of Listed Events and Supplemental Reporting

Objective: Provide timely Notice of Occurrence of Listed Events to the municipal market and supplement annual filings as necessary.

Description: Willdan will prepare Notices of Occurrence of Listed Events covering events enumerated in Rule 15c2-12(b). Willdan will also prepare Supplemental Disclosure Report, as necessary.

Deliverable: Upload Notices of Occurrence of Listed Events and Supplemental Disclosure Report to EMMA, or the currently recognized public repository. Provide confirmation of the date and time of the posting.

Exhibit A

Task 6: Investor Support

Objective: Present a unified message to the municipal market.

Description: Willdan will respond to investor calls either directly or after consultation with City staff.

Deliverable: Investor Call Support.

Task 7: Ongoing Regulatory Education

Objective: Ensure communication with the secondary market meets current regulatory requirements and is mindful of enforcement actions and investor concerns.

Description: Willdan will monitor information releases from the SEC and the MSRB regarding enforcement actions and regulatory changes. If requested, Willdan will review draft disclosure documents for new issues.

Deliverable: On request.

Client Responsibilities

Willdan will rely on obtaining the following information from the City:

- Financial and Operating Information, including but not limited to:
 - Adopted Budget;
 - Audited and Unaudited Financial Statements (if audited financials are not available); and
 - Current fund balances.
- Timely review of draft Disclosure Report.
- Authorization to disseminate Disclosure Report.
- All information relating to any change to the credit ratings or the occurrence of Listed Events as identified in the Continuing Disclosure Agreement within three business days from the date of occurrence of such event.
- Authorization for Rating Agencies, Trustees, and any other third parties to send information directly to Willdan.

Optional Services

Assessment Apportionment Services

Willdan will provide the following “optional” services:

1. Provide Apportionment application forms with simple step-by-step instructions for both the City’s counter person and the property owner;
2. Calculate the amended assessments according to the original Method of Spread;
3. Send required notification via certified mail;
4. Prepare an Amended Assessment Diagram and Notice of Amended Assessment; and
5. Record, on behalf of the City, both the Notice of Amended Assessment and the Amended Assessment Diagram at the County Recorder’s Office. We will deliver to the City a conformed copy of the diagram and notice, together with a comprehensive apportionment report.

Exhibit A

Delinquency Management Services

In order to assure that the City of Solana Beach complies with its foreclosure covenant to bondholders for the district, Willdan will provide the following **optional** Delinquency Management services:

1. Monitor delinquent tax bill payments in December and April of each year.
2. Provide delinquency reports to the City in January and May.
3. Send a delinquency reminder letter after the first installment of the tax bill becomes delinquent.
4. Send a 30-day delinquency demand letter after the second installment of the tax bill becomes delinquent. Each demand letter will include a brochure providing answers to commonly asked questions concerning delinquencies.
5. Remove the delinquent installments of Special Assessments/Taxes for the current and/or prior tax year(s) from the County tax roll. Such removal will comply with SB 1471.
6. Send a final 21-day delinquency foreclosure letter to each delinquent property owner after confirmation from the City for the removal of the delinquent Special Assessments/Taxes. Foreclosure letters shall contain a brochure providing answers to Frequently Asked Questions (FAQs) regarding delinquencies and judicial foreclosures.
7. Send those parcels, whose special assessments/taxes continue to remain delinquent after twenty-one (21) days from the mailing of foreclosure letters, to the foreclosure attorney for collection of the delinquent special assessments, applicable penalties, interest, fees, and other authorized costs. The City-retained foreclosure counsel will collect these fees.
8. Provide a toll-free telephone number at Willdan to field inquiries from staff, parcel owners, lenders, and other interested parties concerning annual installments and delinquencies throughout the entire Delinquency Management/foreclosure process.
9. Assist foreclosure counsel to initiate judicial foreclosure proceedings; and in accordance with bond foreclosure covenants, prosecute those parcels sent to foreclosure.
10. Provide, upon request, payoff quotes for all interested parties for stripped delinquent assessment installments. Fees for this service are paid by the requesting party and may be charged to a credit card; **there is no charge to the City.**

Subsequent Foreclosure Services

Once the delinquent assessments/taxes have been forwarded to judicial foreclosure counsel, Willdan will, upon request, provide the following services:

1. Prepare and forward a detailed report of the parcels to be foreclosed to foreclosure counsel.
2. Provide foreclosure counsel with the necessary resolutions and other documents to proceed with the judicial foreclosure process.
3. Keep the City and foreclosure counsel apprised of special arising situations of which we become aware, such as bankruptcies of parcel owners, tax foreclosure sales, Deed of Trust "Trustee" foreclosure sales, and so forth.
4. Provide foreclosure counsel with "subsequent year" delinquency information consisting of any installments/years that become delinquent on parcels already in foreclosure.
5. Generally, respond to inquiries from City staff and foreclosure counsel regarding the status of a foreclosure action and other relevant information.

Exhibit A

Additional Services Offered

Willdan can, at the discretion and approval of the City, negotiate a repayment schedule (payment plan) with property owner(s) to cure the delinquency and avoid initiation of judicial foreclosure.

Client Responsibilities

Willdan will rely on being able to obtain the following information for ***Delinquency Management Services*** from the City of Solana Beach:

- Existing delinquency information.
- Guidance concerning the establishment of Delinquency Management procedures.

Willdan will endeavor to minimize the impact on City staff in the completion of this project.

Please note Willdan will rely on the validity and accuracy of the City's data and documentation to complete this engagement. Willdan will rely on the data as being accurate without performing an independent verification of accuracy, and that we will not be responsible for any errors that result from inaccurate data provided by the City or a third party.

Exhibit B

COST PROPOSAL

Local Improvement District Administration

The number of parcels and districts shown in the table below are the basis of this agreement. If the actual number substantially varies, a change in our fee structure may occur. All hourly rates, fees, and expenses are subject to increase, not to exceed the Consumer Price Index within the applicable region. Fees are payable as the work progresses, on a **monthly** basis.

District	FY 21/22 – FY 23/24	Optional - FY 24/25	Optional - FY 25/26
Assessment District No. 2005-1 (Barbara/Granados Utility Undergrounding)	\$3,000	\$1,000	\$1,000
Assessment District No. 2005-2 (Pacific Utility Undergrounding)	\$3,000	\$1,000	\$1,000
Assessment District No. 2008-1 (Marsolan Undergrounding)	\$3,000	\$1,000	\$1,000
Total Annual Fees	\$9,000	\$3,000	\$3,000

* **Payoff Quote (Per Request) \$50. The requesting party pays for fees for this service. There is no charge to the City.**

Continuing Disclosure Services

Debt Issue(s)	Annual Report Preparation Fee	Annual Dissemination Fee
Solana Beach Public Financing Authority Assessment Revenue Bonds Series 2006*	\$ 1,000	Waived

* **Includes Assessment District No.'s 2005-1 (Barbara/Granados Utility Undergrounding) and 2005-2 (Pacific Utility Undergrounding).**

Annual Financial Information Statement Preparation

Additional Future Parity Bond Issues \$500

Significant Event Notice Preparation

(If necessary) Hourly Rates

Exhibit B

Optional Services

Assessment Apportionment Services

The property owner pays these fees.

Apportionment and Amended Assessment Diagram

Parcel Amount	Base Fee	Per Parcel Fee
1 to 4 Parcels	\$ 1,000	\$ 25
5 to 25 Parcels	1,250	20
26 or More Parcels	1,500	15
Review of Diagram and Spread Only	650	N/A

Delinquency Management Services

Per Parcel/Per District Fees: As the service is rendered, the following per parcel/district fees are invoiced to the City:

Services	Fees
Fees Ultimately Reimbursed to Agency by Property Owner:	
Delinquency Reminder Letter	\$ 15
Delinquency Demand Letter	45
Foreclosure Letter	65
Effect Removal from Tax Roll and Record Subsequent Notice of Satisfaction ⁽¹⁾	125
Payment Plan	200
Subsequent Foreclosure Services	300
Fees Paid Directly to Willdan by Requestor:	
Delinquency Demand Payoff ⁽²⁾	\$ 50
Zero Demand ⁽²⁾	50

Please Note:

The delinquent property owner(s) will, ultimately, reimburse all payments made by the City to Willdan for Delinquency Monitoring and judicial foreclosure services.

⁽¹⁾ This fee complies with Section 8833 of the California Streets and Highways Code and/or Section 53356.2 of the California Government Code, which requires recording of a Notice of Intent to Remove Delinquent Special Assessments and/or Special Taxes from the County tax roll. It DOES NOT include the County tax roll removal charge, or similar fee, if any.

⁽²⁾ This fee is waived for the property owner (except for escrow purposes) or for the City of Solana Beach.

Exhibit B

Reimbursable Expenses

Willdan will be reimbursed for out-of-pocket expenses at a ***not-to-exceed amount of \$250***. Examples of reimbursable expenses include, but are not limited to:

- Postage,
- Travel expenses,
- Mileage (current federal prevailing rate),
- Maps,
- Electronic data furnished by the County and/or other applicable resources,
- Construction cost periodicals, and
- Copying (currently 6¢ per copy).

Any additional expense for reports or from outside services will be billed to the City. Charges for meeting and consulting with counsel, the City, or other parties regarding services not listed in the scope of work above will be at our then-current hourly rates (see the “Additional Services” section).

In the event that a third party requests any documents, Willdan may, in accordance with Willdan’s applicable rate schedule, charge such third party for providing said documents.

Additional Services

Hourly Rates

Additional services may be authorized by the City and will be billed at our then-current hourly consulting rates below.

Title	Hourly Rate
Group Director	\$ 210
Principal Engineer	211
Principal Consultant / Assistant Director	200
Senior Project Manager	165
Project Manager / Program Manager	145
Senior Project Analyst	130
Senior Analyst	120
Analyst	100
Analyst Assistant	75
Property Owner Services Representative	55
Support Staff	50



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 8, 2022
ORIGINATING DEPT: Community Development Department
SUBJECT: **Public Hearing: Request for a DRP and a SDP Waiver for an Internal Remodel and a Square Footage Addition at the Existing Two-Story Residence at 1457 Highland Drive. (Applicants: Christopher and Trisha Stone; Application: DRP21-006; APN: 298-480-09; Resolution No. 2022-059)**

BACKGROUND:

The Applicants, Christopher and Trisha Stone, are requesting City Council approval of a Development Review Permit (DRP) and Structure Development Permit (SDP) Waiver to remodel an existing two-story single-family residence, construct a 1,227 square foot first floor addition (which includes 167 square feet of proposed outdoor area that is covered and enclosed on three sides, the conversion of 126 square feet of garage area to living area and enclosing an existing covered entry), construct a 242 square foot addition to the garage, and perform associated site improvements. The 23,522 square-foot lot is located within the Estate Residential (ER-2) Zone at 1457 Highland Drive.

The project proposes 202 cubic yards (CY) of cut and 314 CY of fill and 112 CY of import. A DRP is required for: 1) grading in excess of 100 CY (aggregate); 2) a structure that exceeds 60% of the maximum allowable floor area; and 3) a second floor that exceeds 35% of the floor area of the first floor. A SDP is required for construction in excess of 16 feet in height above the existing grade. The Applicants are requesting a SDP waiver for the addition of an awning over the second-floor deck off the primary bedroom which would be 19 feet above the existing grade. The maximum height of the proposed square footage addition would be 15.5 feet above the existing grade or 302.8 feet above MSL.

The issue before the Council is whether to approve, approve with conditions, or deny the Applicants' request as contained in Resolution 2022-059 (Attachment 1).

CITY COUNCIL ACTION:

DISCUSSION:

The 23,522 square-foot property is located on the north side of Highland Drive at the southwest corner of the intersection of Highland Drive and San Lucas Drive. The property slopes upward 4-6 feet along the north, east, and southern property lines to a flat pad in the center of the lot and currently developed with a two-story residence with an attached garage. The Applicants are proposing to remodel an existing two-story single-family residence, construct additions to the house and the garage and perform site improvements including grading, landscaping, and the construction of a swimming pool, spa and basketball court. The project plans are provided in Attachment 2.

Table 1 (below) provides a comparison of the SBMC applicable zoning regulations with the Applicants' proposed design.

Table 1																	
LOT INFORMATION																	
Property Address: 1457 Highland Dr. Lot Size (Gross): 23,522 ft ² Max. Allowable Floor Area: 8,028 ft ² Proposed Floor Area: 5,144 ft ² Below Max. Floor Area by: 2,884 ft ² Max. Allowable Height: 25 ft. Max. Proposed Height: 15 ft 6 in Highest Point/Ridge: 302.8 MSL Existing Development: Existing 2 story residence and attached garage Proposed Parking: 3 spaces in garage Accessory Structures: Yes Fences and Walls: Yes	Zoning Designation: ER-2 (1-2 du/ac) # of Units Allowed: 1 D/U, 1 ADU, and 1 JADU # of Units Requested: 1 D/U Setbacks: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Required</th> <th style="width: 20%; text-align: center;">Proposed</th> </tr> </thead> <tbody> <tr> <td>Front (N)</td> <td style="text-align: center;">*25 ft.</td> <td style="text-align: center;">20 ft. 11.25 in.</td> </tr> <tr> <td>Exterior Side (E)</td> <td style="text-align: center;">10 ft.</td> <td style="text-align: center;">16 ft. 5.75 in.</td> </tr> <tr> <td>Interior Side (W)</td> <td style="text-align: center;">10 ft.</td> <td style="text-align: center;">12 ft. 9.5 in.</td> </tr> <tr> <td>Rear (S)</td> <td style="text-align: center;">40 ft.</td> <td style="text-align: center;">105 ft. 5 in.</td> </tr> </tbody> </table> <small>*Reduced to 20 ft. as the right of way is 60 ft in width.</small> Proposed Grading: 202 yd ³ of cut 314 yd ³ of fill 112 yd ³ of import		Required	Proposed	Front (N)	*25 ft.	20 ft. 11.25 in.	Exterior Side (E)	10 ft.	16 ft. 5.75 in.	Interior Side (W)	10 ft.	12 ft. 9.5 in.	Rear (S)	40 ft.	105 ft. 5 in.	
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PROPOSED PROJECT INFORMATION																	
Floor Area Breakdown: <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 60%;">Existing First Floor Living Area</td> <td style="text-align: right;">1,883 ft²</td> </tr> <tr> <td>Proposed First Floor Addition</td> <td style="text-align: right;">1,227 ft²</td> </tr> <tr> <td>Existing Second Floor Living Area</td> <td style="text-align: right;">1,685 ft²</td> </tr> <tr> <td>Existing First Floor Garage</td> <td style="text-align: right;">507 ft²</td> </tr> <tr> <td>Proposed Garage Addition</td> <td style="text-align: right;">242 ft²</td> </tr> <tr> <td>Subtotal</td> <td style="text-align: right;">5,544 ft²</td> </tr> <tr> <td>Off-Street Parking Exemption</td> <td style="text-align: right;">- 400 ft²</td> </tr> <tr> <td>Total Floor Area:</td> <td style="text-align: right;">5,144 ft²</td> </tr> </tbody> </table>	Existing First Floor Living Area	1,883 ft ²	Proposed First Floor Addition	1,227 ft ²	Existing Second Floor Living Area	1,685 ft ²	Existing First Floor Garage	507 ft ²	Proposed Garage Addition	242 ft ²	Subtotal	5,544 ft ²	Off-Street Parking Exemption	- 400 ft ²	Total Floor Area:	5,144 ft²	Required Permits: DRP: for grading in excess of 100 cubic yards and construction of a second story floor area that exceeds 35% of the first story floor area. SDP: The Applicants are requesting a SDP waiver for a new awning that would be 19 feet above the pre-existing grade.
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Total Floor Area:	5,144 ft²																

Staff has prepared draft findings for approval of the project in the attached Resolution 2022-059 for Council's consideration based upon the information in this report. The applicable SBMC sections are provided in italicized text and conditions from the

Community Development, Engineering, and Fire Departments are incorporated in the Resolution of Approval. The Council may direct Staff to modify the Resolution to reflect the findings and conditions it deems appropriate as a result of the Public Hearing process. If the Council determines the project is to be denied, Staff will prepare a Resolution of Denial for adoption at a subsequent Council meeting.

The following is a discussion of the findings for a DRP as each applies to the proposed project as well as references to recommended conditions of approval contained in Resolution 2022-059.

Development Review Permit Compliance (SBMC Section 17.68.40):

A DRP is required because the proposed development includes grading in excess of 100 CY and a residence that exceeds 60% of the maximum allowable floor area, and the construction of a second floor that exceeds 35% of the maximum floor area for the first floor. In addition to meeting zoning requirements, the project must also be found in compliance with development review criteria. The following is a list of the development review criteria topics:

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

The Council may approve, or conditionally approve, a DRP only if all of the findings listed below can be made. Resolution 2022-059 provides the full discussion of the findings.

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

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

Relationship with Adjacent Land Uses:

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

The property is not located within any of the City's Specific Plan areas, however, the project is located within the Coastal Zone. As a condition of project approval, the Applicants will be required to obtain a Coastal Development Permit, Waiver, or Exemption from the California Coastal Commission prior to the issuance of building or grading permits.

Building and Structure Placement:

The Applicants are proposing to construct a 1,227 square foot first floor addition. This addition includes 167 square feet of proposed outdoor area that is covered and enclosed on three sides, the conversion of 126 square feet of garage area to living area and enclosing an existing covered entry as well as new living area. A separate single car garage of 242 square feet is also proposed. The proposed addition would be located in the buildable area of the lot. There is an existing driveway off Highland Drive in the northwest corner of the lot that is proposed to remain.

The first floor living area in the existing footprint of the residence would consist of the main entry, an open-concept living room, kitchen, nook, den, a pantry, a powder room, a laundry room/office and a bedroom. To the northeast of the existing footprint, the Applicants are proposing the construction of a study, bathroom, laundry closet, and bonus room. Covered patios are proposed off the kitchen and the bonus room and a patio covered with a trellis is proposed off the den and nook area. Next to the patio with the trellis, there is a bathroom, shower, and storage that is accessed from outside that are included in the FAR. The existing second floor would be remodeled to include the primary bedroom suite, three additional bedrooms and two bathrooms. A 281 square foot deck

is proposed off the primary suite and a 205 square foot deck off the other bedroom on the second floor.

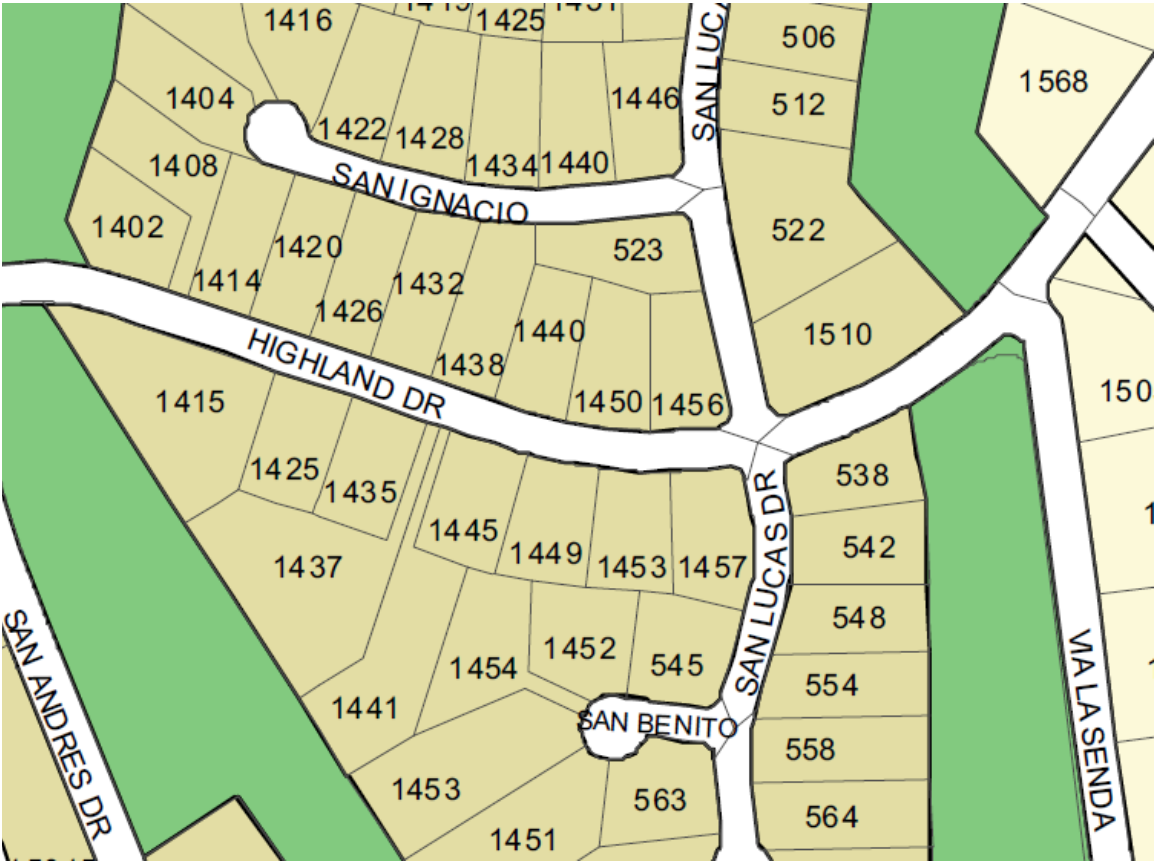
The SBMC parking regulations require two off-street parking spaces per single-family residence. When required spaces are provided in a garage, 200 square feet of floor area is exempted for each required space. 126 square feet of the existing two car garage would be converted to living area leaving a 507 square foot garage that would provide one required parking space, storage area and a golf cart parking space. One additional single car garage of 242 square feet is proposed on the northeast side of the proposed addition. Each garage would provide one unobstructed 9 ft. X 19 ft. parking space, therefore, 400 square feet of the garage is exempt from the calculation of floor area. With the exemption, the total proposed floor area onsite would be 5,144 square feet, which is the 2,884 square feet below the maximum allowable floor area for the 23,522 square-foot lot. The maximum allowable floor area calculation for this project is as follows:

0.60 for first 5,000 ft ²	3,000 ft ²
0.3 for 5,000 ft ² to 15,000 ft ²	4,500 ft ²
0.15 for lot area above 15,000 ft ²	528 ft ²
<u>Maximum Allowable Floor Area:</u>	<u>8,028 ft²</u>

As designed, the project complies with all required setbacks. The residence would be setback 20 feet 11.25 inches from the front property line along Highland Drive, approximately 16 feet 5.75 inches from the east exterior side property line along San Lucas Drive, approximately 105 feet 5.5 inches from the rear property line, and approximately 12 feet 9.5 inches from the western side property line. The maximum building height for the ER Zone is 25 feet. The proposed addition to the residence would not exceed 16 feet above the pre-existing grade with the highest portion of the structure to be at 15 feet 6 inches or 302.8 feet above MSL. The existing two-story portion of the residence is 24 feet 4 inches above the existing grade or 311.63 MSL. The Applicants are requesting a waiver of the Structure Development Permit Process for a new awning that would be above the second-floor deck off the primary living suite and 19 feet above the pre-existing grade. This is discussed further later in this report. As designed, the project will comply with the required parking, maximum floor area, required setbacks, and maximum building height.

Neighborhood Comparison:

Staff compared the proposed project to 30 other properties within the surrounding area. This area includes properties on the north and south sides of Highland Drive, properties south of San Ignacio, north of San Benito and on both east and west sides of San Lucas Drive as shown on the following map.



The properties evaluated in this comparison are also located in the ER Zone. The existing homes range in size from 2,293 square feet to 5,899 square feet, according to the County Assessor records. It should be noted that the County Assessor does not include the garage, covered porch area, unfinished basement, and non-habitable accessory building area in the total square footage. Additionally, the Assessor would not double count areas with a ceiling height of 15 feet or greater. Accordingly, the building area of the proposed project has been calculated for comparison purposes by deleting the area of the proposed garage and the outdoor covered area:

Project Gross Building Area:	5,544 ft ²
Subtract Area with a Ceiling Height of 15 ft.	-153 ft ²
Subtract Garage Area	-749 ft ²
Subtract Covered and Enclosed Outdoor Shower	-25 ft ²
<u>Project Area for Comparison to Assessor's Data:</u>	<u>4,617 ft²</u>

Table 2 is based upon the County Assessor's data and SanGIS data. It contains neighboring lot sizes, the square footage of existing development and the maximum allowable square footage for potential development on each lot.

Table 2						
#	Property Address	Lot Size in ft2 (GIS)	Existing ft2 Onsite (Assessor's)	Proposed / Recently Approved ft ²	Max. Allowable ft ²	Zone
1	1510 Highland Drive	45,254	5,899		11,288	ER-2
2	522 San Lucas Drive	46,374	3,989		11,456	ER-2
3	523 San Lucas Drive	22,776	2,664		7,916	ER-2
4	1408 Highland Drive	25,779	2,786		8,367	ER-2
5	1402 Highland Drive	22,919	2,239		7,938	ER-2
6	1414 Highland Drive	21,639	3,474		7,746	ER-2
7	1420 Highland Drive	21,855	3,410		7,778	ER-2
8	1426 Highland Drive	22,038	3,659		7,806	ER-2
9	1432 Highland Drive	22,908	3,011		7,936	ER-2
10	1438 Highland Drive	24,561	4,345		8,184	ER-2
11	1440 Highland Drive	20,954	3,109		7,643	ER-2
12	1450 Highland Drive	22,667	2,293		7,900	ER-2
13	1456 Highland Drive	21,086	4,478		7,660	ER-2
14	538 San Lucas Drive	22,519	2,818		7,878	ER-2
15	542 San Lucas Drive	22,339	3,318		7,851	ER-2
16	1457 Highland Drive	23,147	3,298		7,972	ER-2
17	1453 Highland Drive	21,449	2,310	3,465	7,717	ER-2
18	1449 Highland Drive	21,693	2,622		7,754	ER-2
19	1445 Highland Drive	22,855	2,898		7,928	ER-2
20	1435 Highland Drive	21,379	3,672		7,707	ER-2
21	1425 Highland Drive	21,726	2,531		7,759	ER-2
22	1415 Highland Drive	53,876	3,311		12,581	ER-2
23	1437 Highland Drive	58,941	3,017		13,341	ER-2
24	1441 Highland Drive	42,087	3,120		10,813	ER-2
25	1454 San Benito Ct.	28,388	3,397		8,758	ER-2
26	1452 San Benito Ct.	23,107	3,382		7,966	ER-2
27	545 San Lucas Drive	23,404	3,085		8,011	ER-2
28	554 San Lucas Drive	23,122	2,660		7,968	ER-2
29	548 San Lucas Drive	22,560	2,931		7,884	ER-2
30	542 San Lucas Drive	22,339	3,318		7,851	ER-2
31	538 San Lucas Drive	25,519	2,818		8,328	ER-2

Fences, Walls and Retaining Walls:

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

The Applicants are proposing to construct retaining walls around the proposed basketball court, the raised flat lawn area in the rear yard setback area, and around the exterior storage area. Retaining walls are measured from pre-existing grade. The proposed walls range in height from existing grade level to 2.6 feet in height. The Applicants are also proposing a fence that encloses the yard area behind the residence. The fence begins at the northwest corner of the garage at the setback line and follows the western and southern property lines. As the fence turns to follow the eastern property line, it is proposed within the buildable area and terminates at the south side of the proposed addition. Where the proposed fence is located within the required setback area, it would not exceed 6 feet in height solid with an additional 24 inches that is 50 percent open to light and air. Where the fence is located within the buildable area along the eastern property line, the fence would range in height from 6 to 8 feet solid with an additional 24 inches that are 50 percent open to light and air. A condition of approval has been added to require that the portion of the wall that is located within the required front yard setback would be required to comply with the maximum heights allowed by the SBMC.

If the Applicants decide to modify any of the proposed fences and walls or construct additional fences and walls on the project site, a condition of project approval indicates that they would be required to be in compliance with the Municipal Code.

Landscape:

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

Parking:

SBMC Section 17.52.040 and the Off-Street Parking Design Manual (OSPDM) require two (2) parking spaces for a single-family residence. There is an existing driveway off Highland Drive that provides vehicular access to the property line in the northwestern corner of the lot. Two single-car garages would provide two unobstructed parking spaces that are 9 ft. X 19 ft. SBMC Section 17.08.030 indicates that required parking up to 200 square feet per parking space provided in a garage is exempt from the floor area calculation. Therefore, 400 square feet of garage area is exempt from the project's total floor area calculation.

Grading:

The project would include grading in the amount of 202 CY of cut, 314 CY of fill and 112 CY of import in order provide a flat pad for the proposed addition to the main floor living area, to provide a flat rear yard area for the new covered patios, pool and spa, a new basketball court and a raised lawn area in the rear yard setback area. A retaining wall would support the higher grade within the rear yard setback.

Lighting:

A condition of project approval requires that all new exterior lighting fixtures comply with the City-Wide Lighting Regulations of the Zoning Ordinance (SBMC 17.60.060). Conditions of project approval include that all new exterior lighting fixtures comply with the City-Wide Lighting Regulations of the Zoning Ordinance (SBMC 17.60.060); that all light fixtures shall be shielded so that no light or glare is transmitted or reflected in such concentrated quantities or intensities as to be detrimental to the surrounding area.

Usable Open Space:

The project consists of the construction of an interior remodel and square footage addition to an existing two-story single-family residence with an attached garage and associated site improvements, therefore, usable open space and recreational facilities are neither proposed nor required according to SBMC Section 17.20.040. As a condition of project approval, the Applicants will be required to pay the Park Development Fee prior to building permit issuance.

Proposed Street Improvements:

The existing property frontage is improved with concrete curb and gutter. The area between the curb and property line is unimproved with varying slopes and is partially covered with private landscaping. If approved, the Applicants will be required to grade the public right-of-way at a 2% grade and remove the private landscaping for walking purposes.

Structure Development Permit Compliance:

The existing structure exceeds 16 feet in height above the existing grade and no portion of the proposed square footage addition will exceed 16 feet in height. The Applicants are, however, proposing to add an awning over the primary bedroom second floor deck which would be 19 feet above the pre-existing grade. According to SBMC Section 17.63.040(A), *“In the case of very minor additions to existing structures, the community development director has the authority to determine whether or not a structure development permit is required.”* The Applicants submitted a request for a waiver of the SDP process which has been provided in Attachment 3.

If the City Council is able to determine that there is no likelihood of view impairment from the proposed project, the SDP process could be waived. A condition of approval would be included in the Resolution indicating that prior to requesting a framing inspection, the Applicants will be required to submit a height certification, signed by a licensed land surveyor, certifying that the building envelope of the proposed addition is in conformance with the plans as approved by the City Council on June 8, 2022 and the awning will not exceed 19 feet above the existing grade or 306.3 feet above MSL and the proposed first floor addition will not exceed 15 feet 6 inches in height from the pre-existing grade or 302.8 feet above MSL.

If the City Council is not able waive the SDP process, the Applicants would be required to erect story poles onsite, submit a story pole height certification signed by a licensed land surveyor and Staff would process the SDP prior to bringing the project before the City Council again to complete the DRP hearing.

Public Hearing Notice:

Notice of the City Council Public Hearing for the project was published in the Union Tribune more than 10 days prior to the public hearing. The same public notice was mailed to property owners and occupants within 300 feet of the proposed project site on May 26, 2022. Staff has not received correspondence about the proposed development.

In conclusion, the proposed project, as conditioned, could be found to be consistent with the Zoning regulations and the General Plan. Staff has prepared draft findings for approval of the project in the attached Resolution 2022-059 for Council’s consideration based upon the information in this report. Conditions from the Community Development, Engineering, and Fire Departments are incorporated in the Resolution of Approval.

The Council may direct Staff to modify the Resolution to reflect the findings and conditions it deems appropriate as a result of the Public Hearing process. If the Council determines the project is to be denied, Staff will prepare a Resolution of Denial for adoption at a subsequent Council meeting.

CEQA COMPLIANCE STATEMENT:

The project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 of the State CEQA Guidelines. Class 3 consists of construction and location of limited numbers of new, small facilities or structures. Examples of this exemption include (e) Additions to existing structures provided that the addition will not result in an increase of more than: (1) 50 percent of the floor area of the structures before the addition, or 2,500 square feet, whichever is less. The proposed 1,227 square foot addition to the residence and 242 square foot addition to the garage is less than 50% of the square footage of the existing residence.

FISCAL IMPACT: N/A

WORK PLAN: N/A

OPTIONS:

- Approve Staff recommendation adopting the attached Resolution 2022-059.
- Approve Staff recommendation subject to additional specific conditions necessary for the City Council to make all required findings for the approval of a DRP.
- Deny the project if all required findings for the DRP and cannot be made.

DEPARTMENT RECOMMENDATION:

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

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.
2. Find the project exempt from the California Environmental Quality Act pursuant to Section 15301 of the State CEQA Guidelines; and
3. If the City Council makes the requisite findings and approves the project, adopt Resolution 2022-059 conditionally approving a DRP and an SDP waiver to remodel an existing two-story single-family residence, construct a 1,227 square foot first floor addition (which includes 167 square feet of proposed outdoor area that is covered and enclosed on three sides, the conversion of 126 square feet of garage area to living area and enclosing an existing covered entry), construct a 242 square foot addition to the garage, and perform associated site improvements. at 1457 Highland Drive, Solana Beach.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2022-059
2. Project Plans
3. SDP Waiver Request

RESOLUTION 2022-059

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, CONDITIONALLY APPROVING A DEVELOPMENT REVIEW PERMIT TO CONSTRUCT AN ADDITION TO AN EXISTING TWO-STORY, SINGLE-FAMILY RESIDENCE WITH AN ATTACHED GARAGE, AND PERFORM ASSOCIATED IMPROVEMENTS AT 1457 HIGHLAND DRIVE, SOLANA BEACH.

**APPLICANTS: CHRISTOPHER AND TRISHA STONE
APPLICATION: DRP21-006**

WHEREAS, Christopher and Trisha Stone (hereinafter referred to as “Applicants”), have submitted an application for a Development Review Permit (DRP) pursuant to Title 17 (Zoning) of the Solana Beach Municipal Code (SBMC); and

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

WHEREAS, at the Public Hearing on June 8, 2022, the City Council received and considered evidence concerning the proposed application; and

WHEREAS, the City Council of the City of Solana Beach found the application request exempt from the California Environmental Quality Act pursuant to Section 15301 of the State CEQA Guidelines; and

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

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

- I. That the foregoing recitations are true and correct.
- II. That the request for a DRP and Structure Development Permit (SDP) Waiver to remodel an existing two-story single-family residence, construct a 1,227 square foot first floor addition (which includes 167 square feet of proposed outdoor area that is covered and enclosed on three sides, the conversion of 126 square feet of garage area to living area and enclosing an existing covered entry), construct a 242 square foot addition to the garage, and perform associated site improvements at 1457 Highland Drive, is conditionally approved based upon the following Findings and subject to the following Conditions:

III. FINDINGS

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

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

General Plan Consistency: The project, as conditioned, is consistent with the City's General Plan designation of Estate Residential, which allows for a maximum of one to two dwelling units per acre. The development is also consistent with the objectives of the General Plan as it encourages the development and maintenance of healthy residential neighborhoods, the stability of transitional neighborhoods, and the rehabilitation of deteriorated neighborhoods.

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

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

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

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

The property is located within the ER-2 Zone. Surrounding properties are also located within the ER-2 Zone and are developed with a mixture of one- and two-story single-family residences. The project, as designed, is consistent with the permitted uses for the ER Zone as described in SBMC Sections 17.20.010 and 17.12.020. The property is designated Estate Residential in the General Plan and intended for estate types of residences developed at a maximum density of two dwelling units per acre. The proposed development could be found to be

consistent with the objectives of the General Plan as it encourages the development and maintenance of healthy residential neighborhoods, the stability of transitional neighborhoods, and the rehabilitation of deteriorated neighborhoods. The project also could be found consistent with the objective of providing a range of housing types.

The property is not located within any of the City's Specific Plan areas, however, the project is located within the Coastal Zone. As a condition of project approval, the Applicants will be required to obtain a Coastal Development Permit, Waiver, or Exemption from the California Coastal Commission prior to the issuance of building or grading permits.

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

The Applicants are proposing to construct a 1,227 square foot first floor addition. This addition includes 167 square feet of proposed outdoor area that is covered and enclosed on three sides, the conversion of 126 square feet of garage area to living area and enclosing an existing covered entry as well as new living area. A separate single car garage of 242 square feet is also proposed. The proposed addition would be located in the buildable area of the lot. There is an existing driveway off Highland Drive in the northwest corner of the lot that is proposed to remain.

The first floor living area in the existing footprint of the residence would consist of the main entry, an open-concept living room, kitchen, nook, den, a pantry, a powder room, a laundry room/office and a bedroom. To the northeast of the existing footprint, the Applicants are proposing the construction of a study, bathroom, laundry closet, and bonus room. Covered patios are proposed off the kitchen and the bonus room and a patio covered with a trellis is proposed off the den and nook area. Next to the patio with the trellis, there is a bathroom, shower, and storage that is accessed from outside that are included in the FAR. The existing second floor would be remodeled to include the primary bedroom suite, three additional bedrooms and two bathrooms. Decks are proposed off the primary suite and one other bedroom on the second floor.

The SBMC parking regulations require two off-street parking spaces per single-family residence. When required spaces are

provided in a garage, 200 square feet of floor area is exempted for each required space. 126 square feet of the existing two car garage would be converted to living area leaving a 507 square foot garage that would provide one required parking space, storage area and a golf cart parking space. One additional single car garage of 242 square feet is proposed on the northeast side of the proposed addition. Each garage would provide one unobstructed 9 ft. X 19 ft. parking space, therefore, 400 square feet of the garage is exempt from the calculation of floor area. With the exemption, the total proposed floor area onsite would be 5,144 square feet, which is the 2,884 square feet below the maximum allowable floor area for the 23,522 square-foot lot. The maximum allowable floor area calculation for this project is as follows:

0.60 for first 5,000 ft ²	3,000 ft ²
0.3 for 5,000 ft ² to 15,000 ft ²	4,500 ft ²
0.15 for lot area above 15,000 ft ²	528 ft ²
Maximum Allowable Floor Area:	8,028 ft ²

As designed, the project complies with all required setbacks. The residence would be setback 20 feet 11.25 inches from the front property line along Highland Drive, approximately 16 feet 5.75 inches from the east exterior side property line along San Lucas Drive, approximately 105 feet 5.5 inches from the rear property line, and approximately 12 feet 9.5 inches from the western side property line. The maximum building height for the ER Zone is 25 feet. The proposed addition to the residence would not exceed 16 feet above the pre-existing grade with the highest portion of the structure to be at 15 feet 6 inches or 302.8 feet above MSL. The existing two-story portion of the residence is 24 feet 4 inches above the existing grade or 311.63 MSL. The Applicants are requesting a waiver of the Structure Development Permit process for a new awning that would be above the second floor deck off the primary living suite and 19 feet above the pre-existing grade. This is discussed further later in this report. As designed, the project will comply with the required parking, maximum floor area, required setbacks, and maximum building height.

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

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

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

SBMC Section 17.52.040 and the Off-Street Parking Design Manual (OSPDM) require two (2) parking spaces for a single-family residence. There is an existing driveway off Highland Drive that provides vehicular access to the property line in the northwestern corner of the lot. Two single-car garages would provide two unobstructed parking spaces that are 9 ft. X 19 ft. SBMC Section 17.08.030 indicates that required parking up to 200 square feet per parking space provided in a garage is exempt from the floor area calculation. Therefore, 400 square feet of garage area is exempt from the project's total floor area calculation.

The existing property frontage is improved with concrete curb and gutter. The area between the curb and property line is unimproved with varying slopes and is partially covered with private landscaping. If approved, the Applicants will be required to grade the public right-of-way at a 2% grade and remove the private landscaping for walking purposes.

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

The project would include grading in the amount of 202 yd³ of cut, 314 yd³ of fill and 112 yd³ of import in order to provide a flat pad for the proposed addition to the main floor living area, to provide a flat rear yard area for the new covered patios, pool and spa, a new basketball court and a raised lawn area in the rear yard setback area. A retaining wall would support the higher grade within the rear yard setback.

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

A condition of project approval requires that all new exterior lighting fixtures comply with the City-Wide Lighting Regulations of the Zoning Ordinance (SBMC 17.60.060). A condition of project approval has been included to require all new exterior lighting fixtures comply with the City-Wide Lighting Regulations of the Zoning Ordinance (SBMC 17.60.060); that all light fixtures shall be shielded so that no light or glare is transmitted or reflected in such concentrated quantities or intensities as to be detrimental to the surrounding area.

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

The project consists of the construction of an interior remodel and square footage addition to an existing two-story, single-family residence with an attached garage, and associated site improvements therefore, usable open space and recreational facilities are neither proposed nor required according to SBMC Section 17.20.040.

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

All required permits, including the request for a SDP waiver, are being processed concurrently with the Development Review Permit.

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

The Applicants are required to obtain approval from the California Coastal Commission prior to issuance of Building and Grading Permits.

IV. CONDITIONS

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

A. Community Development Department Conditions:

- I. The Applicants shall pay required Fire Mitigation, Park Development, Public Use Facilities, and Public Facilities Impact Fees.
- II. Building Permit plans must be in substantial conformance with the architectural plans presented to the City Council on June 8, 2022, and located in the project file with a submittal date of May 9, 2022.
- III. Prior to requesting a framing inspection, the Applicants shall submit a height certification, signed by a licensed land surveyor, certifying that the building envelope of the proposed addition is in conformance with the plans as approved by the City Council on June 8, 2022 and the awning will not exceed 19 feet above the existing grade or 306.3 feet above MSL and the proposed first floor addition will not exceed 15 feet 6 inches in height from the pre-existing grade or 302.8 feet above MSL.
- IV. Any proposed onsite fences, walls and retaining walls and any proposed railing located on top, or any combination thereof, shall comply with applicable regulations of SBMC Section 17.20.040 and 17.60.070 (Fences and Walls).
- V. The Applicants shall obtain required California Coastal Commission (CCC) approval of a Coastal Development Permit, Waiver or Exemption as determined necessary by the CCC, prior to the issuance of Building

and Grading Permits.

- VI. The Applicants shall provide a full Landscape Documentation Package in compliance with SBMC Chapter 17.56 and in substantial conformance with the conceptual landscape plan included in the project plans presented to the City Council on June 8, 2022, prior to Building Permit issuance, which will be reviewed and inspected by the City's third-party landscape professional.
 - VII. Native or drought tolerant and non-invasive plant materials and water conserving irrigation systems shall be incorporated into any proposed landscaping and compatible with the surrounding area to the extent feasible
 - VIII. All new exterior lighting fixtures shall be in conformance with the City-wide lighting regulations of the Zoning Ordinance (SBMC 17.60.060). All light fixtures shall be appropriately shielded so that no light or glare is transmitted or reflected in such concentrated quantities or intensities as to be detrimental to the surrounding area.
 - IX. Construction vehicles shall be parked on the subject property at all times feasible. If construction activity prohibits parking on the subject property, the Applicants shall ensure construction vehicles are parked in such a way to allow sufficient vehicular access on the street and minimize impact to the surrounding neighbors.
 - X. The Applicants shall connect to temporary electrical service as soon as feasible to the satisfaction of the City. The use of gas-powered generator(s) during construction activity is discouraged and shall be limited only to selective use at the discretion of the City.
- B. Fire Department Conditions:
- I. **ACCESS ROAD MINIMUM DIMENSIONS:** Fire apparatus access roads shall have an unobstructed improved width of not less than 20 feet; curb line to curb line, and an unobstructed vertical clearance of not less than 13 feet 6 inches. Exception: Single-Family residential driveways; serving no more than two single-family dwellings, shall have minimum of 16 feet, curb line to curb line, of unobstructed improved width. Access roads shall be designed and maintained to support the imposed loads of not less than 75,000 pounds and shall be provided with an approved paved surface to provide all-weather driving capabilities.

- II. OBSTRUCTION OF ROADWAYS DURING CONSTRUCTION: All roadways shall be a minimum of 20 feet in width during construction and maintained free and clear, including the parking of vehicles, in accordance with the California Fire Code and the Solana Beach Fire Department.
 - III. ADDRESS NUMBERS: STREET NUMBERS: Approved numbers and/or addresses shall be placed on all new and existing buildings and at appropriate additional locations as to be plainly visible and legible from the street or roadway fronting the property from either direction of approach. Said numbers shall contrast with their background and shall meet the following minimum standards as to size: 4" high with a 1/2" inch stroke width for residential buildings, 8" high with a 1/2" stroke for commercial and multi-family residential buildings, 12" high with a 1" stroke for industrial buildings. Additional numbers shall be required where deemed necessary by the Fire Marshal, such as rear access doors, building corners, and entrances to commercial centers.
 - IV. AUTOMATIC FIRE SPRINKLER SYSTEM-ONE- AND TWO-FAMILY DWELLINGS: Structures shall be protected by an automatic fire sprinkler system designed and installed to the satisfaction of the Fire Department. Plans for the automatic fire sprinkler system shall be approved by the Fire Department prior to installation. Sprinklers will be required due to significant modifications to the interior of the dwelling.
 - V. CLASS "A" ROOF: All structures shall be provided with a Class "A" Roof covering to the satisfaction of the Solana Beach Fire Department.
- C. Engineering Department Conditions:
- I. The Applicants are required to obtain an Encroachment Permit in accordance with SBMC Section 11.20 for the below frontage improvements being done in the public right-of-way. The frontage improvements shall be done to the satisfaction of the City Engineer prior to Final Inspection of the Building Permit.
 - a. Construction of the 3-inch SDRSD D-27 underdrain pipe discharging to the exist curb/gutter.
 - b. Grading of the right-of-way to 2% maximum slope from property line to the curb.
 - c. Construction of the concrete steps along the frontage of San Lucas Drive.

d. Construction of the SDRSD modified G-14 driveway approach.

II. The Applicants shall record the Encroachment Maintenance Removal Agreement (EMRA) with the County of San Diego prior to the release of the Grading Bond and Security Deposit. The EMRA shall be recorded against this property for all private improvements in the Public Right-Of-Way including but not limited to:

a. 3-inch SDRSD D-27 underdrain pipe.

b. Concrete steps along the frontage of San Lucas Drive.

III. All construction demolition materials shall be recycled according to the City's Construction and Demolition recycling program and an approved Waste Management Plan shall be submitted.

IV. Construction fencing shall be located on the subject property unless the Applicant has obtained an Encroachment Permit in accordance with chapter 11.20 of the SBMC which allows otherwise.

D. City Council Conditions:

I. Placeholder to be completed later.

V. EXPIRATION

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

VI. INDEMNIFICATION AGREEMENT

The Applicants shall defend, indemnify, and hold harmless the City, its agents, officers, and employees from any and all claims, actions, proceedings, damages, judgments, or costs, including attorney's fees, against the City or its agents, officers, or employees, relating to the issuance of this permit including, but not limited to, any action to attack, set aside, void, challenge, or annul this development approval and any environmental document or decision. The City will promptly notify the Applicants of any claim, action, or proceeding. The City may elect to conduct its own defense, participate in its own defense, or obtain independent legal counsel in defense of any claim related to this indemnification. In the event of such election, the Applicants shall pay all of the costs related thereto, including without limitation reasonable attorney's fees and costs. In the

event of a disagreement between the City and Applicants regarding litigation issues, the City shall have the authority to control the litigation and make litigation related decisions, including, but not limited to, settlement or other disposition of the matter. However, the Applicants shall not be required to pay or perform any settlement unless such settlement is approved by the Applicants.

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

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California, held on the 8th day of June 2022, by the following vote:

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

LESA HEEBNER, MAYOR

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

STONE RESIDENCE REMODEL

1457 HIGHLAND DRIVE, SOLANA BEACH, CALIF. 92075

Building Design, Planning & Construction
J. Villa & Company Inc.
 29433 Cole Grade Road, Valley Center, CA 92082 760-688-7430 JVillaCompany.com

GENERAL PLAN NOTES

THE DESIGNER SHALL BE ADVISED OF ANY DISCREPANCIES OR CONFLICTS IN THE DRAWINGS PRIOR TO BEGINNING CONSTRUCTION. IT IS THE RESPONSIBILITY OF THE CONTRACTOR / SUB-CONTRACTORS TO VERIFY ALL DIMENSIONS, DETAILS, AND FIELD CONDITIONS PRIOR TO THE COMMENCEMENT OF WORK, AND TO ADVISE THE DESIGNER OF ANY DISCREPANCIES BETWEEN THE CONSTRUCTION DOCUMENTS AND SITE CONDITIONS.

THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR INSURING THAT ALL MATERIALS, WORKMANSHIP, AND METHODS OF CONSTRUCTION ARE IN STRICT CONFORMANCE WITH THE APPLICABLE EDITIONS OF THE UNIFORM BUILDING CODE, THE UNIFORM ELECTRICAL CODE, THE UNIFORM MECHANICAL CODE, THE UNIFORM PLUMBING CODE, THE UNIFORM FIRE CODE, AND THE NATIONAL ELECTRICAL CODE, AS WELL AS ALL APPLICABLE LAWS AND ORDINANCES OF THE LOCAL GOVERNING AGENCY AND BUILDING OFFICIAL.

DETAILS AND CONDITIONS NOTED AS "TYPICAL" SHALL BE CAREFULLY CONSIDERED PRIOR TO CONSTRUCTION, AND THE CONTRACTOR / SUB-CONTRACTOR SHALL NOTIFY THE DESIGNER OF ANY POTENTIAL CONFLICT.

ENCROACHMENT PERMITS FROM THE PROPER GOVERNING AGENCY ARE REQUIRED PRIOR TO CONSTRUCTION OF ANY SUBSURFACE, SURFACE, OR OVERHEAD STRUCTURES IN THE PUBLIC RIGHT-OF-WAY. IT IS REQUIRED THAT THE ENCROACHMENT PERMITS BE APPROVED AND OBTAINED PRIOR TO THE ISSUANCE OF ANY GRADING AND/OR BUILDING PERMITS.

IT IS THE RESPONSIBILITY OF ALL SUB-CONTRACTORS INVOLVED WITH THE WORK TO PROPERLY COORDINATE WITH THE WORK OF OTHER TRADES, AND TO NOTIFY THE GENERAL CONTRACTOR OF ANY DEFECTS OR DEFICIENCIES IN PREVIOUS WORK BY OTHERS WHICH IS NOT IN CONFORMANCE WITH THE CONSTRUCTION DOCUMENTS OR WHICH ADVERSELY AFFECTS THE QUALITY OF SUBSEQUENT WORK.

THE GENERAL CONTRACTOR AND SUB-CONTRACTORS SHALL BE AT ALL TIMES IN COMPLIANCE WITH THE CONTRACTOR'S LICENSE LAW, AND SHALL MAINTAIN CURRENT LICENSES THROUGHOUT THE ENTIRE COURSE OF WORK. THE CONTRACTOR SHALL PROVIDE THE OWNER UPON THE COMPLETION OF THE WORK, ALL APPLICABLE WARRANTIES, GUARANTIES, MANUALS, REGISTRATION FORMS, AND OPERATING INSTRUCTIONS FOR ALL MATERIALS, EQUIPMENT, AND INSTALLATIONS ON THE JOB.

PREPARATION AND TREATMENT OF SOIL AT THE SITE SHALL BE AT THE DIRECTION OF A QUALIFIED GENERAL CONTRACTOR. IT IS THE RESPONSIBILITY OF THE OWNER TO UNDERTAKE ALL SITEWORK, GRADING AND FOUNDATION PREPARATION IN CONFORMANCE WITH RECOMMENDATIONS OF PLANS.

GRADING OPERATIONS SHALL AT NO TIME ALLOW DRAINAGE TO FLOW TO ADJACENT PROPERTIES.

FINISH GRADE OF THE SITE, SUBSEQUENT TO COMPLETION OF ALL STRUCTURES, IMPROVEMENTS, AND LANDSCAPING, SHALL DIRECT SURFACE WATER AWAY FROM THE BUILDING FOUNDATIONS A MINIMUM DISTANCE OF FIVE FEET, THENCE, VIA SURFACE SWALES AND/OR UNDERGROUND DRAINS, TOWARD AND INTO APPROVED DRAINAGE WAYS.

ALL SITE PREPARATION AND GRADING SHALL BE IN CONFORMANCE WITH THE CONSTRUCTION DOCUMENTS AND CHAPTERS 18 AND 33 OF THE UNIFORM BUILDING CODE.

DESIGN CRITERIA

CITY OF SOLANA BEACH ZONE	ER-2
CONSTRUCTION TYPE	VB NON SPRINKLED
OCCUPANCY	R3 / U
BUILDING SETBACKS	
FRONT	20'
SIDE	10'
REAR	40'
MAX. BUILDING HEIGHT	25'
EXISTING & PROPOSED BUILDING HEIGHT	24'-4"
THIS PROJECT SHALL COMPLY WITH THE FOLLOWING CITY ADOPTED CODES AND AMENDMENTS:	
2019 CALIFORNIA BUILDING CODE	
2019 CALIFORNIA RESIDENTIAL CODE OR 2019 CBC	
2019 GREEN BUILDING STANDARD CODE (CALGREEN)	
2019 CALIFORNIA ELECTRICAL CODE (CEC)	
2019 CALIFORNIA PLUMBING CODE (CPC)	
2019 CALIFORNIA FIRE CODE (CFC)	
2019 CALIFORNIA BUILDING ENERGY EFFICIENCY STANDARDS (CBEES)	

EXISTING FRONT IMAGE

N.T.S. - SEE SHEET A201



AREA TABULATIONS

LOT AREA	540 AC GROSS & NET	23,522 SF
DISTURBED CONSTRUCTION AREA	see grading plan	
0.900 FOR 1ST 5,000 S.F. OF SQUARE FOOTAGE		3,000 S.F.
0.300 FOR THE BETWEEN 5,000 & 20,000 S.F.		4,500 S.F.
0.150 FOR ANYTHING OVER 20,000 S.F.		528 S.F.
MAXIMUM FAR FOR A 23,522 S.F. LOT		8,028 S.F.
EXISTING 1ST FLOOR LIVING AREA (1730 (E) + 153 clearstory) 1883 SF		
(including stairs & clearstory 15+ ceiling)		
1ST FLOOR LIVING AREA ADDITION 1060 SF		
(enclosed entry, study/great room, den extension, garage conversion/laundry)		
EXISTING 2ND FLOOR LIVING AREA to remain the same 1685 SF		
excludes clearstory 15+ ceiling		
2ND FLOOR LIVING AREA ADDITION 0 SF		
GARAGE (633 (E) - 126 conversion) 507 SF		
GARAGE 2 ADDITION 242 SF		
EXTERIOR FLOOR AREA 167 SF		
(three sides enclosed - patio bath, outdoor shower, exterior storage & roof coverage outside of garage.)		
SUB-TOTAL OF FLOOR AREA 5544 SF		
OFF STREET PARKING EXEMPTION <400> SF		
TOTAL ENCLOSED FLOOR AREA PROPOSED 5144 SF		
MAXIMUM FLOOR AREA ALLOWED 8028 SF		
COVERED PATIOS 901 SF		
(only two sides enclosed - new addition patio & backyard patio)		
TOTAL GROSS AREA 6045 SF		
CLEARSTORY (15' + CEILING) 153 SF		
(see hatched area on sheet A103)		
NUMBER OF PARKING SPACES PROVIDED 3 SPACES		
(9' x 19')		

PROJECT INFORMATION

SITE

1457 HIGHLAND DRIVE
 SOLANA BEACH, CALIF. 92075
 APN 298-480-09-00

LEGAL DESCRIPTION TR 6540 LOT 70

OWNER

CHRISTOPHER & TRISHA STONE
 1457 HIGHLAND DRIVE
 SOLANA BEACH, CALIF. 92075
 TSTONE@CANTERCOMPANIES.COM
 858-454-2238

DESIGNER

J. VILLA & COMPANY Inc.
 29433 COLE GRADE ROAD
 VALLEY CENTER, CA 92082
 PH: (760)-688-7430
 E-MAIL: jefferyvilla@gmail.com
 JVillaCompany.com

CONTRACTOR

J. VILLA & COMPANY Inc.
 29433 COLE GRADE ROAD
 VALLEY CENTER, CA 92082
 PH: (760)-688-7430
 E-MAIL: jefferyvilla@gmail.com
 JVillaCompany.com

STRUCTURAL ENGINEER

Res Struct
 ANTHONY J. HRANEK, P.E.
 760-415-3611
 thraneak@yahoo.com
 C64428

TITLE 24 ENERGY CALCULATION

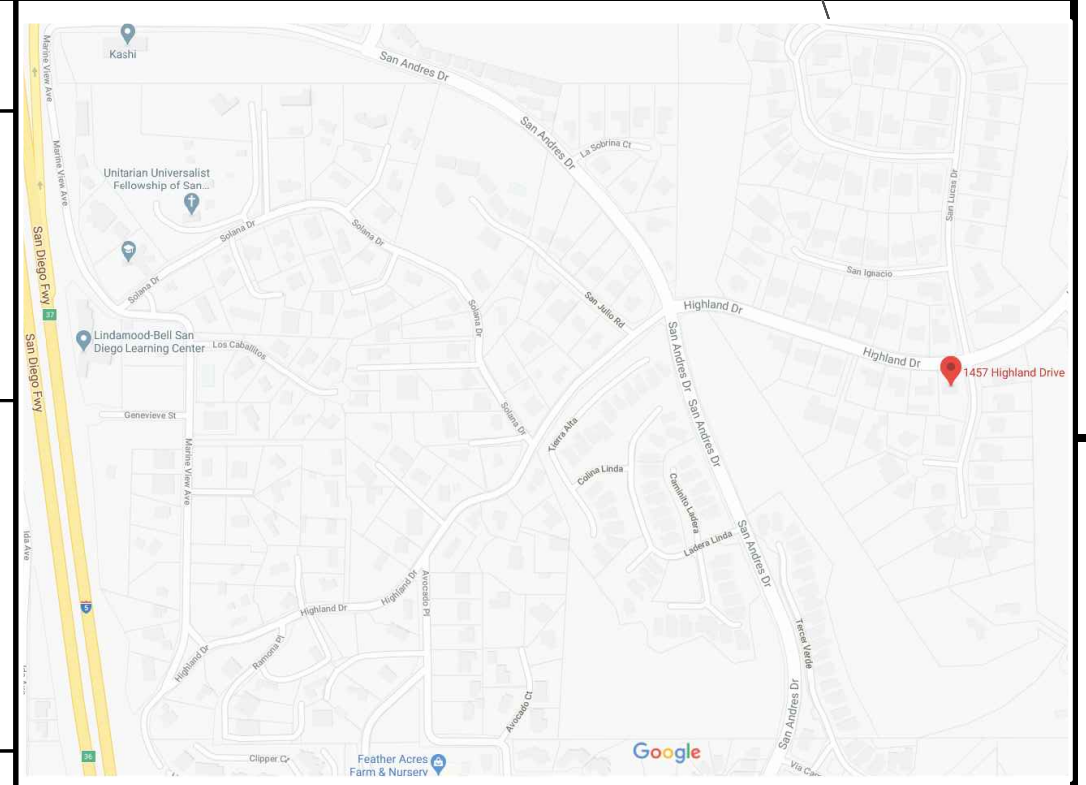
CARSTAIRS ENERGY
 P.O. BOX 4736
 SAN LUIS OBISPO, CALIF. 93403
 PH: (805)904-9048
 TITLE24@YAHOO.COM

PROPERLY COMPLETED AND SIGNED INSTALLATION CERTIFICATES (CF2R) SHALL BE PROVIDED TO INSPECTOR IN THE FIELD. FOR PROJECTS REQUIRING "HERS" VERIFICATION AND/OR DIAGNOSTIC TESTING, THE CF2R FORMS MUST BE REGISTERED.

PROPERLY COMPLETED AND SIGNED INSTALLATION CERTIFICATES (CF3R) SHALL BE PROVIDED TO INSPECTOR IN THE FIELD. FOR PROJECTS REQUIRING "HERS" VERIFICATION AND/OR DIAGNOSTIC TESTING, THE CF3R FORMS MUST BE REGISTERED.

SEE T-24 SHEETS AND E SHEETS
 SPECIAL INSPECTIONS ARE REQUIRED - SEE SHEET S1.

VICINITY MAP



SHEET INDEX

T1	TITLE / INFO SHEET
A001	SITE PLAN
A002	MINIMUM CONSTRUCTION SPECIFICATIONS
C-1	EXISTING TOPOGRAPHIC & DEMO PLAN
C-2	GRADING AND DRAINAGE PLAN
L-1	CONSTRUCTION PLAN
L-2	CONSTRUCTION DETAILS
L-3	CONSTRUCTION DETAILS
L-4	CONSTRUCTION ELEVATIONS
L-5	FENCE SECTIONS
L-6	IRRIGATION PLAN
L-7	IRRIGATION LEGEND & NOTES
L-8	HYDROZONE MAP & WATER CALCS
L-9	IRRIGATION DETAILS
L-10	IRRIGATION DETAILS
L-11	IRRIGATION SPECIFICATIONS
L-12	IRRIGATION SPECIFICATIONS
L-13	PLANTING PLAN
L-14	PLANTING NOTES & DETAILS
L-15	LIGHTING PLAN
L-16	LIGHTING CUTSHEET
A101	EXISTING / DEMO FIRST FLOOR PLAN
A102	EXISTING / DEMO SECOND FLOOR PLAN
A103	PROPOSED FIRST FLOOR PLAN
A104	PROPOSED SECOND FLOOR PLAN
A105	ROOF PLAN
A106	WINDOW & DOOR SCHEDULE
A201	EXISTING EXTERIOR ELEVATIONS
A202	PROPOSED EXTERIOR ELEVATIONS
A203	PROPOSED EXTERIOR ELEVATIONS
A204	PROPOSED 3D PERSPECTIVES
A301	BUILDING SECTIONS
A302	BUILDING SECTIONS
E1	ELECTRICAL NOTES & SINGLE LINE
E2	FIRST FLOOR ELECTRICAL PLAN
E3	SECOND FLOOR ELECTRICAL PLAN
M1	FIRST FLOOR MECHANICAL PLAN / DUCTING
M2	SECOND FLOOR MECHANICAL PLAN / DUCTING
P1	FIRST FLOOR PLUMBING PLAN
P2	SECOND FLOOR PLUMBING PLAN
T-24-1	TITLE 24 COMPLIANCE
T-24-2	TITLE 24 COMPLIANCE
T-24-3	TITLE 24 COMPLIANCE
S1	STRUCTURAL LEGENDS AND NOTES
S2	FOUNDATION
S3	FIRST FLOOR FRAMING
S4	UPPER FRAMING PLAN
S5	ROOF FRAMING
SD-1	STRUCTURAL DETAILS
SD-2	STRUCTURAL DETAILS
SD-3	STRUCTURAL DETAILS
SW-1	STRONG WALLS

TABULATIONS

	EXISTING S.F.	PROPOSED TOTAL S.F.
NON- LANDSCAPED AREA	5,334	8,893
NON-IRRIGATED LANDSCAPE	N/A	N/A
IRRIGATED LANDSCAPE	6,006	9,775
WATER FEATURES	N/A	1,235
DECORATIVE HARDSCAPE	N/A	3,400
TOTAL LOT AREA	23,303	23,303
AREA OF WORK S.F.		
IRRIGATED LANDSCAPE	8,893	
WATER FEATURES	1,235	
DECORATIVE HARDSCAPE	3,400	
AGGREGATE LANDSCAPE AREA	13,528	

EARTHWORK QUANTITIES
 CUT 202 C.Y. FILL 314 C.Y. IMPORT 112 C.Y.

PROPOSED IMPERVIOUS AREA	
ROOFS	3,327 S.F.
DRIVEWAY	0 S.F.
HARDSCAPE	3,245 S.F.
TOTAL AREA	6,572 S.F.

IMPERVIOUS AREA PRIOR TO CONSTRUCTION	5,265 S.F.
IMPERVIOUS AREA AFTER CONSTRUCTION	6,572 S.F.
INCREASE IN IMPERVIOUS AREA	1,307 S.F.
IMPERVIOUS AREA REPLACED	0 S.F.

FIRE NOTES

ACCESS ROAD MINIMUM DIMENSIONS: Fire apparatus access roads shall have an unobstructed improved width of not less than 20 feet; curb line to curb line, and an unobstructed vertical clearance of not less than 13 feet 6 inches. Exception: Single-Family residential driveways; serving no more than two single-family dwellings, shall have minimum of 16 feet, curb line to curb line, of unobstructed improved width. Access roads shall be designed and maintained to support the imposed loads of not less than 75,000 pounds and shall be provided with an approved paved surface to provide all-weather driving capabilities.

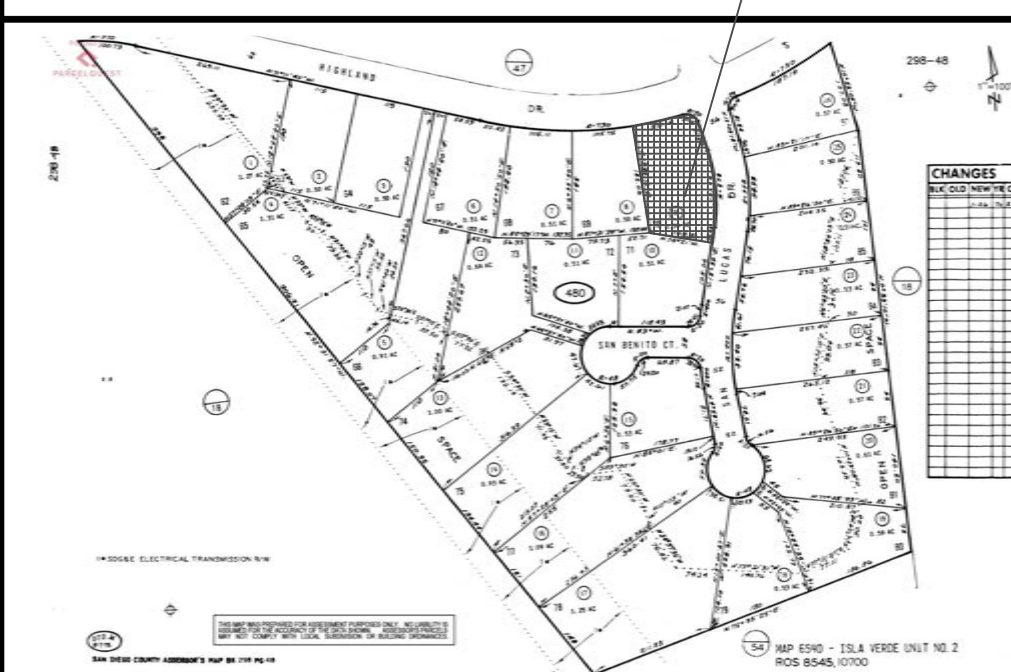
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AUTOMATIC FIRE SPRINKLER SYSTEM-ONE AND TWO FAMILY DWELLINGS: Structures shall be protected by an automatic fire sprinkler system designed and installed to the satisfaction of the Fire Department. Plans for the automatic fire sprinkler system shall be approved by the Fire Department prior to installation. Sprinklers will be required due to significant modifications to the interior of the dwelling.

CLASS "A" ROOF: This project is provided with a Class "A" Roof covering to the satisfaction of the Solana Beach Fire Department.

A.P.N. 298-480-09-00



SCOPE OF WORK

WORK TO INCLUDE:
 REMODEL EXISTING HOME PER SHEET A103 & A104 - INCLUDING KITCHEN & DINING ROOM REMODEL, MASTER BEDROOM & BATHROOM REMODEL, REMODEL THE UPSTAIRS BEDROOM BY ADDING A BATHROOM AND REMODEL THE EXTERIOR DECK & PATIO. ENCLOSE EXISTING COVERED ENTRY, AND ADD A NEW 698 S.F. STUDY, BATH & GREAT ROOM ADDITION, EXTERIOR WALL CLADDING & EXTERIOR OPENINGS, 126 S.F. GARAGE CONVERSION.

WORK ALSO TO INCLUDE PLUMBING RE-PIPE, ELECTRICAL WORK AND NEW HVAC SYSTEM NEW 540 S.F. TRELLIS AND CONCRETE PATIO
 SITE WORK AND GRADING ARE PROPOSED FOR THIS PERMIT INCLUDED IN THIS PERMIT IS POOL, SITE GRADING, LANDSCAPING, WALLS & FENCING.
 THE HOUSE IS ON CITY WATER & SEWER, AND HAS EXISTING ELECTRIC SERVICE TO BE UPGRADED.

AUTOMATIC FIRE SPRINKLER SYSTEM - AN AUTOMATIC FIRE SPRINKLER SYSTEM SHALL BE INSTALLED AS PER N.F.P.A. 13D, THE MOST CURRENT EDITION SHALL BE USED AND THE SOLANA BEACH FIRE DEPARTMENT POLICIES. DETAILED SPRINKLER PLANS SHALL BE SUBMITTED TO THE FIRE PREVENTION BUREAU AND APPROVED PRIOR TO INSTALLATION. PLANS AND INSTALLATION MUST BE BY A C16 LICENSED SPRINKLER CONTRACTOR. SOLANA BEACH MUNICIPAL CODE TITLE 15 CHAPTER 15.32 SECTION 15.32.230

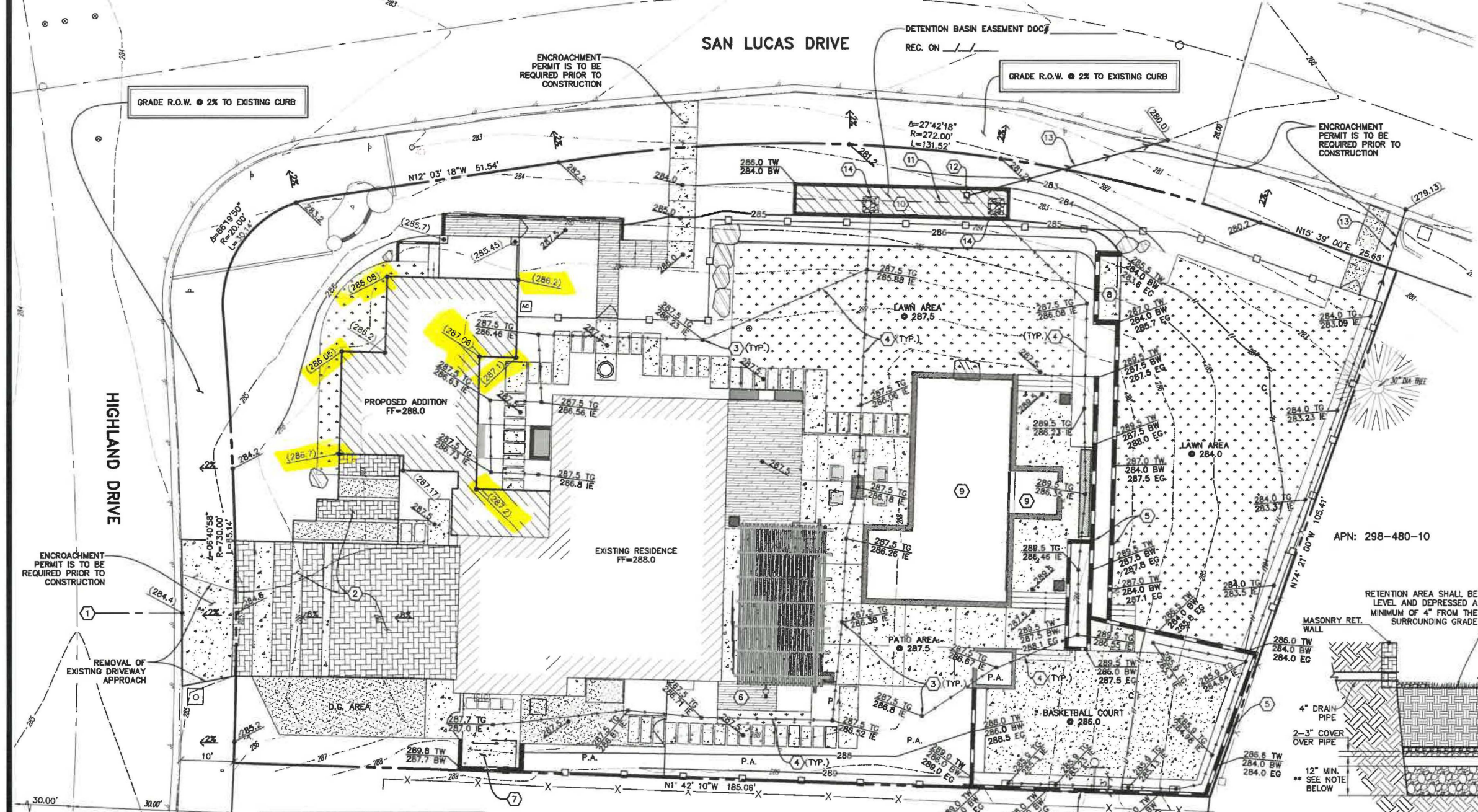
COMPLIANCE WITH THE DOCUMENTATION REQUIREMENTS OF THE 2019 ENERGY EFFICIENCY STANDARDS IS NECESSARY FOR THIS PROJECT. REGISTERED, SIGNED AND DATED COPIES OF THE APPROPRIATE CF1R, CF2R, AND CF3R FORMS SHALL BE MADE AVAILABLE AT NECESSARY INTERVALS FOR BUILDING INSPECTOR REVIEW. FINAL COMPLETED FORMS WILL BE AVAILABLE FOR THE BUILDING OWNER.

STONE RESIDENCE REMODEL
 1457 HIGHLAND DRIVE
 SOLANA BEACH, CALIF. 92075
TITLE SHEET

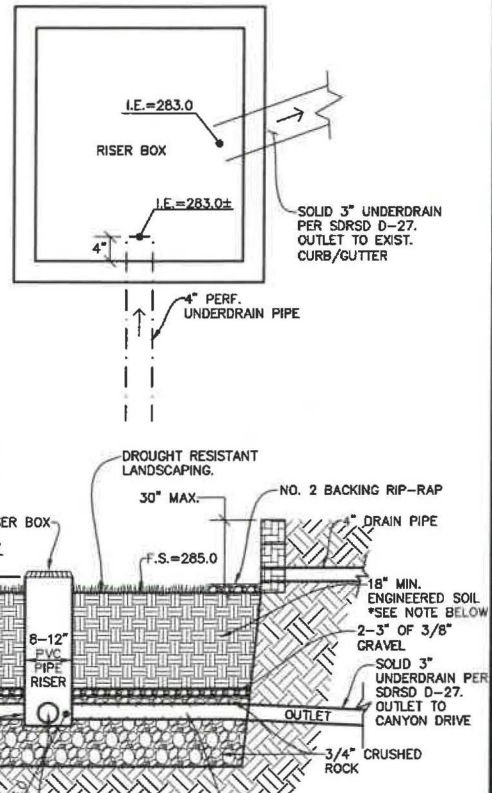
JVillaCompany.com

T1

PRELIMINARY GRADING & DRAINAGE PLAN



- WORK TO BE DONE:**
- ① 28' WIDE DRIVEWAY OPENING PER SDRSD G-14.
 - ② PERVIOUS PAVEMENT DRIVEWAY.
 - ③ AREA DRAINS.
 - ④ 4" PVC DRAIN PIPE @ 0.75% MIN.
 - ⑤ RETAINING WALL W/ LEVEL BACKFILL PER COUNTY OF S.D. "PDS-084".
 - ⑥ OUTDOOR SHOWER.
 - ⑦ SCREENED STORAGE.
 - ⑧ POOL EQUIPMENT.
 - ⑨ POOL & SPA PER SEPARATE PERMIT, NOT-A-PART.
 - ⑩ BIO-RETENTION BASIN, AREA=200.0 S.F., F.S.=285.0.
 - ⑪ 4" PERFORATED PVC PIPE.
 - ⑫ 12" RISER BOX.
 - ⑬ SOLID 3" UNDERDRAIN PIPE PER SDRSD D-27, OUTLET TO SAN LUCAS DRIVE.
 - ⑭ NO. 2 BACKING RIP-RAP DISSIPATER.



EMRA NOTE:
AN EMRA IS TO BE RECORDED FOR THE EXISTING WALL SIGN OF "ISLA VERDA"

EARTHWORK QUANTITIES
CUT = 202 C.Y. +/- FILL = 314 C.Y. +/-
IMPORT = 112 C.Y. +/-

EARTHWORK QUANTITIES NOTE:
THE QUANTITIES OF CUT/FILL SHOWN HEREON WERE CALCULATED USING REASONABLE ENGINEERING METHODS AND ON A THEORETICAL BASIS ONLY, THEY DO NOT INCLUDE VOLUMES FOR CLEARING/GRUBBING, SHRINKAGE AND/OR SWELLING WHICH CAN/WILL INEVITABLY AFFECT THESE QUANTITIES. THE QUANTITIES ESTIMATED ARE FOR USE IN CALCULATING THE FEES AND BONDS REQUIRED BY THE PUBLIC AGENCY. GRADING CONTRACTOR TO BE RESPONSIBLE FOR DETERMINING THEIR OWN GRADING QUANTITIES.

PROPOSED IMPERVIOUS AREA

ROOFS:	3,327	SQFT
DRIVEWAY:	8	SQFT
HARDSCAPE:	3,245	SQFT
TOTAL AREA:	6,572	SQFT

IMPERVIOUS AREA PRIOR TO CONSTRUCTION:	5,265	SQFT
IMPERVIOUS AREA AFTER CONSTRUCTION:	6,572	SQFT
INCREASE IN IMPERVIOUS AREA:	1,307	SQFT
IMPERVIOUS AREA REPLACED:	0	SQFT

ROOF DRAINAGE NOTE:
ALL ROOF DRAINAGE TO CONNECT TO AREA DRAINS & ROUTED INTO BIO BASIN.

ENGINEER OF WORK
I HEREBY DECLARE THAT I AM THE ENGINEER OF WORK FOR THIS PROJECT AND THAT I HAVE EXERCISED RESPONSIBLE CHARGE OVER THE DESIGN OF THE PROJECT.

DOUGLAS E. LOGAN
C 39726
DATE: 11/08/21
EXPIRES: 12/31/21

RANCHO COASTAL ENGINEERING & SURVEYING
SINGLE SOURCE DEVELOPMENT CONSULTANT
310 VIA VERA CRUZ, #205
SAN MARCOS, CA 92078
(760) 510-3152 Ph / (760) 510-3153 Fax

BENCH MARK
CITY OF SOLANA BEACH SURVEY CONTROL POINT NO. 2003 STATION NAME "SOLB-3" FOUND 2.5' CITY OF SOLANA BEACH BRASS DISC ON CONCRETE DRAINAGE INLET ON THE WEST SIDE OF THE INTERSECTION SAN MARIO DRIVE AND HIGHLAND DRIVE

CITY OF SOLANA BEACH CONTROL NETWORK
ELEV: 251.18' NGVD: 29

BIO RETENTION BASIN DETAIL
NOT TO SCALE
COASTAL COMMISSION PERMIT NO. _____

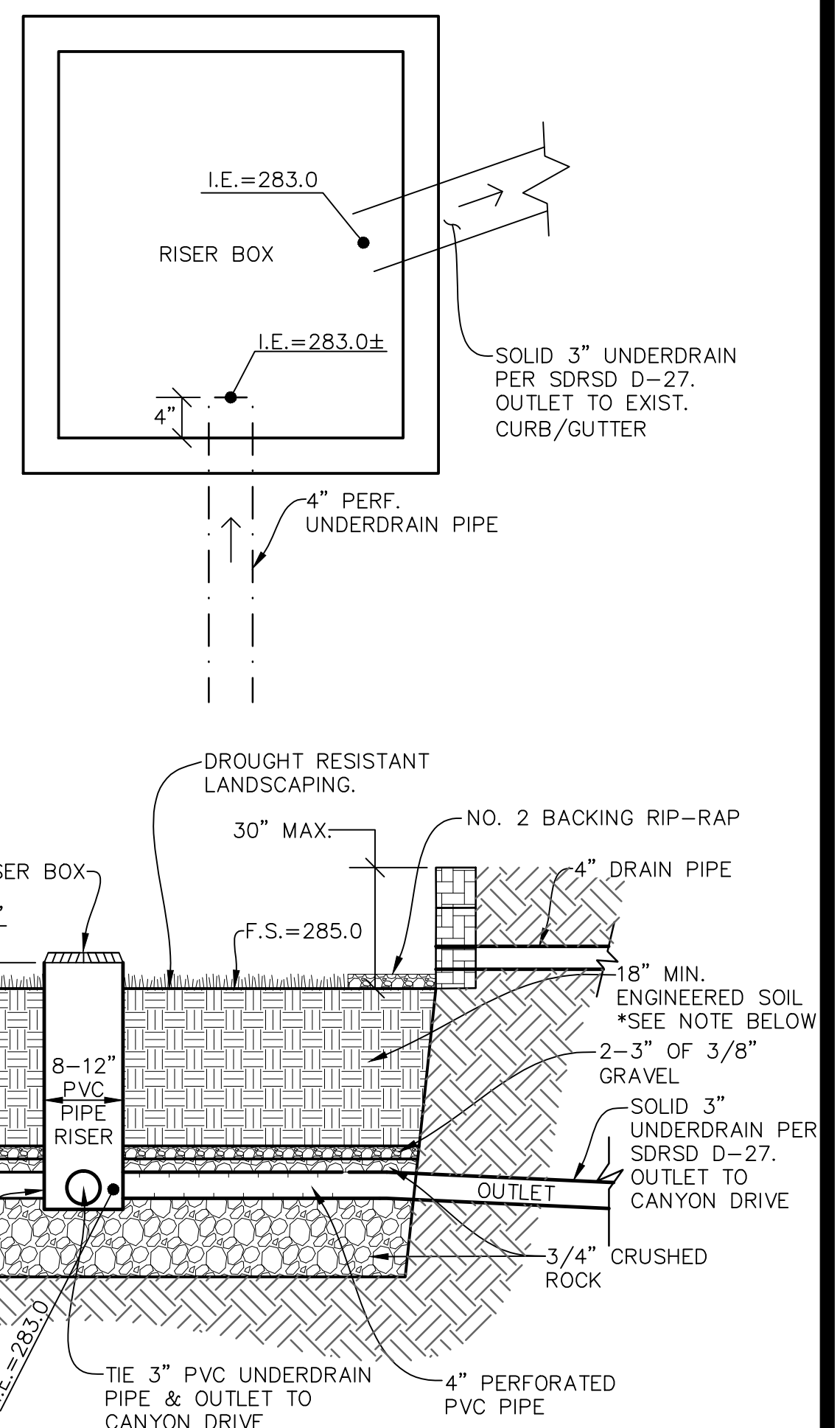
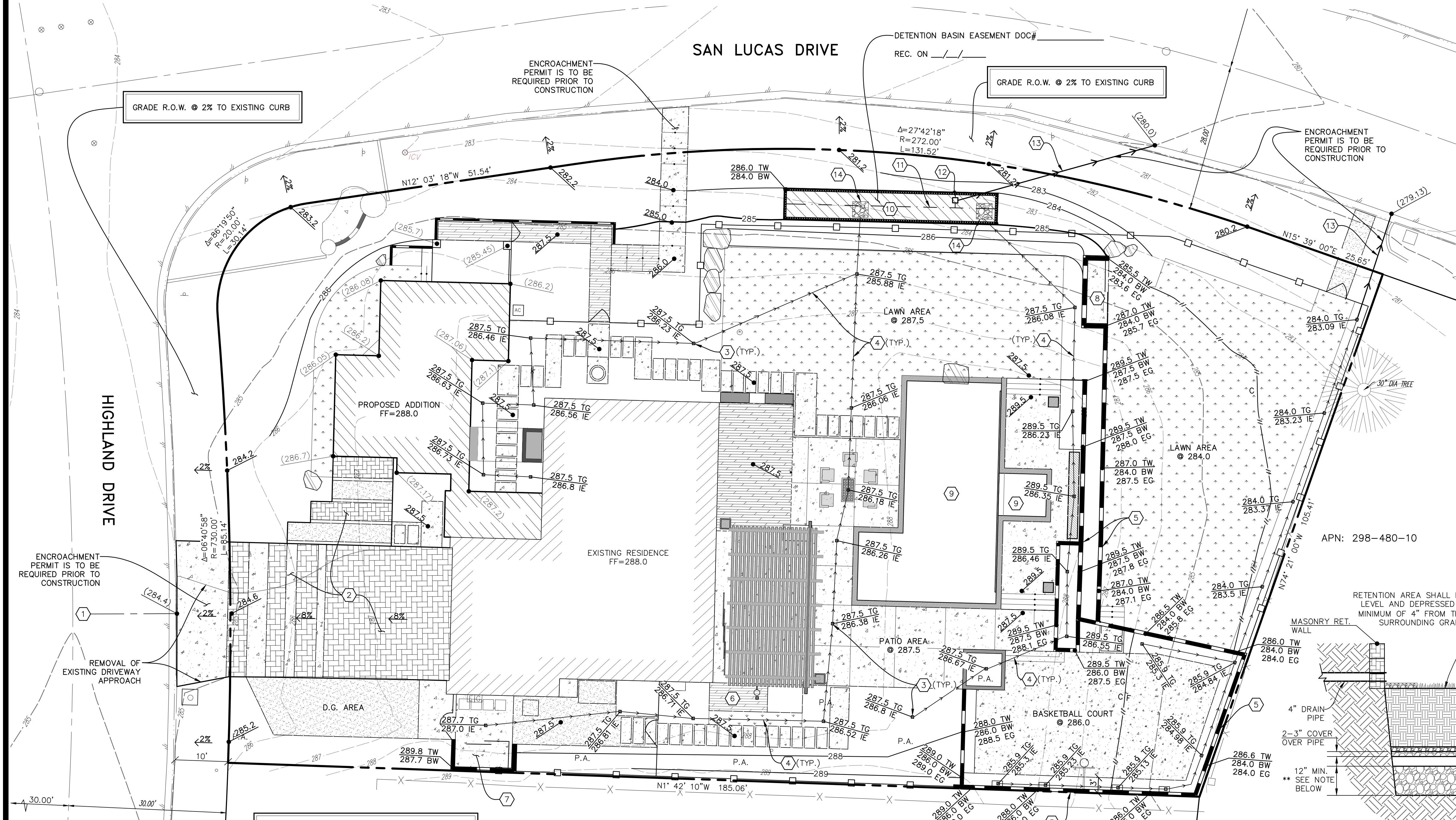
SOLANA BEACH FIRE DEPARTMENT	SANTA FE IRRIGATION DISTRICT	ENGINEER OF WORK	CITY APPROVED CHANGES	APP'D DATE	RECOMMENDED FOR APPROVAL	APPROVED FOR CONSTRUCTION	CITY OF SOLANA BEACH ENGINEERING DEPARTMENT	DRAWING NO.
BY: FIRE CHIEF DATE: _____	BY: DISTRICT REPRESENTATIVE DATE: _____	BY: DOUGLAS E. LOGAN DATE: _____ RCE 39726 EXP. 12-31-21			BY: _____ DATE: _____	BY: MOHAMMAD SAMMAK, CITY ENGINEER DATE: _____ R.C.E.: 37146 EXP: 06/30/22	PRELIMINARY GRADING & DRAINAGE PLAN: 1457 HIGHLAND DRIVE	C-2 SHEET 2 OF 2

PRELIMINARY - NOT FOR CONSTRUCTION
ENGINEER'S NAME: RANCHO COASTAL ENGINEERING
PHONE NO. (760) 510-3152 // EMAIL: DOUG@RCE.SD.COM

PRELIMINARY GRADING & DRAINAGE PLAN

WORK TO BE DONE:

- 1) 28' WIDE DRIVEWAY OPENING PER SDRSD G-14.
- 2) PERVIOUS PAVER DRIVEWAY.
- 3) AREA DRAINS.
- 4) 4" PVC DRAIN PIPE @ 0.75% MIN.
- 5) RETAINING WALL W/ LEVEL BACKFILL PER COUNTY OF S.D. "PDS-084".
- 6) OUTDOOR SHOWER.
- 7) SCREENED STORAGE.
- 8) POOL EQUIPMENT.
- 9) POOL & SPA PER SEPARATE PERMIT, NOT-A-PART.
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- 12) 12" RISER BOX.
- 13) SOLID 3" UNDERDRAIN PIPE PER SDRSD D-27, OUTLET TO SAN LUCAS DRIVE.
- 14) NO. 2 BACKING RIP-RAP DISSIPATER.



EARTHWORK QUANTITIES

CUT = .202 C.Y. +/- FILL = .314 C.Y. +/-
 IMPORT = .112 C.Y. +/-

EARTHWORK QUANTITIES NOTE:

THE QUANTITIES OF CUT/FILL SHOWN HEREON WERE CALCULATED USING REASONABLE ENGINEERING METHODS AND ON A THEORETICAL BASIS ONLY. THEY DO NOT INCLUDE VOLUMES FOR CLEARING/GRUBBING, SHRINKAGE AND/OR SWELLING WHICH CAN/WILL INEVITABLY AFFECT THESE QUANTITIES. THE QUANTITIES ESTIMATED ARE FOR USE IN CALCULATING THE FEES AND BONDS REQUIRED BY THE PUBLIC AGENCY. GRADING CONTRACTOR TO BE RESPONSIBLE FOR DETERMINING THEIR OWN GRADING QUANTITIES.

EMRA NOTE:

AN EMRA IS TO BE RECORDED FOR THE EXISTING WALL SIGN OF "ISLA VERDA"

PROPOSED IMPERVIOUS AREA

ROOFS: 3,327 SQFT
 DRIVEWAY: 8 SQFT
 HARDSCAPE: 3,245 SQFT
 TOTAL AREA: 6,572 SQFT

IMPERVIOUS AREA PRIOR TO CONSTRUCTION: 5,265 SQFT
 IMPERVIOUS AREA AFTER CONSTRUCTION: 6,572 SQFT
 INCREASE IN IMPERVIOUS AREA: 1,307 SQFT
 IMPERVIOUS AREA REPLACED: 0 SQFT

ROOF DRAINAGE NOTE:

ALL ROOF DRAINAGE TO CONNECT TO AREA DRAINS & ROUTED INTO BIO BASIN.

ENGINEER OF WORK

I HEREBY DECLARE THAT I AM THE ENGINEER OF WORK FOR THIS PROJECT AND THAT I HAVE EXERCISED RESPONSIBLE CHARGE OVER THE DESIGN OF THE PROJECT.

DOUGLAS E. LOGAN
 DATE: 11/08/21
 EXPIRES: 12/31/21



RANCHO COASTAL ENGINEERING & SURVEYING
 SINGLE SOURCE DEVELOPMENT CONSULTANT
 310 VIA VERA CRUZ, #205
 SAN MARCOS, CA. 92078
 (760) 510-3152 Ph / (760) 510-3153 Fax

BENCH MARK

CITY OF SOLANA BEACH SURVEY CONTROL POINT NO. 2003 STATION NAME "SOLB-3" FOUND 2.5" CITY OF SOLANA BEACH BRASS DISC ON CONCRETE DRAINAGE INLET ON THE WEST SIDE OF THE INTERSECTION SAN MARIO DRIVE AND HIGHLAND DRIVE

CITY OF SOLANA BEACH CONTROL NETWORK
 ELEV: 251.18' NGVD: 29

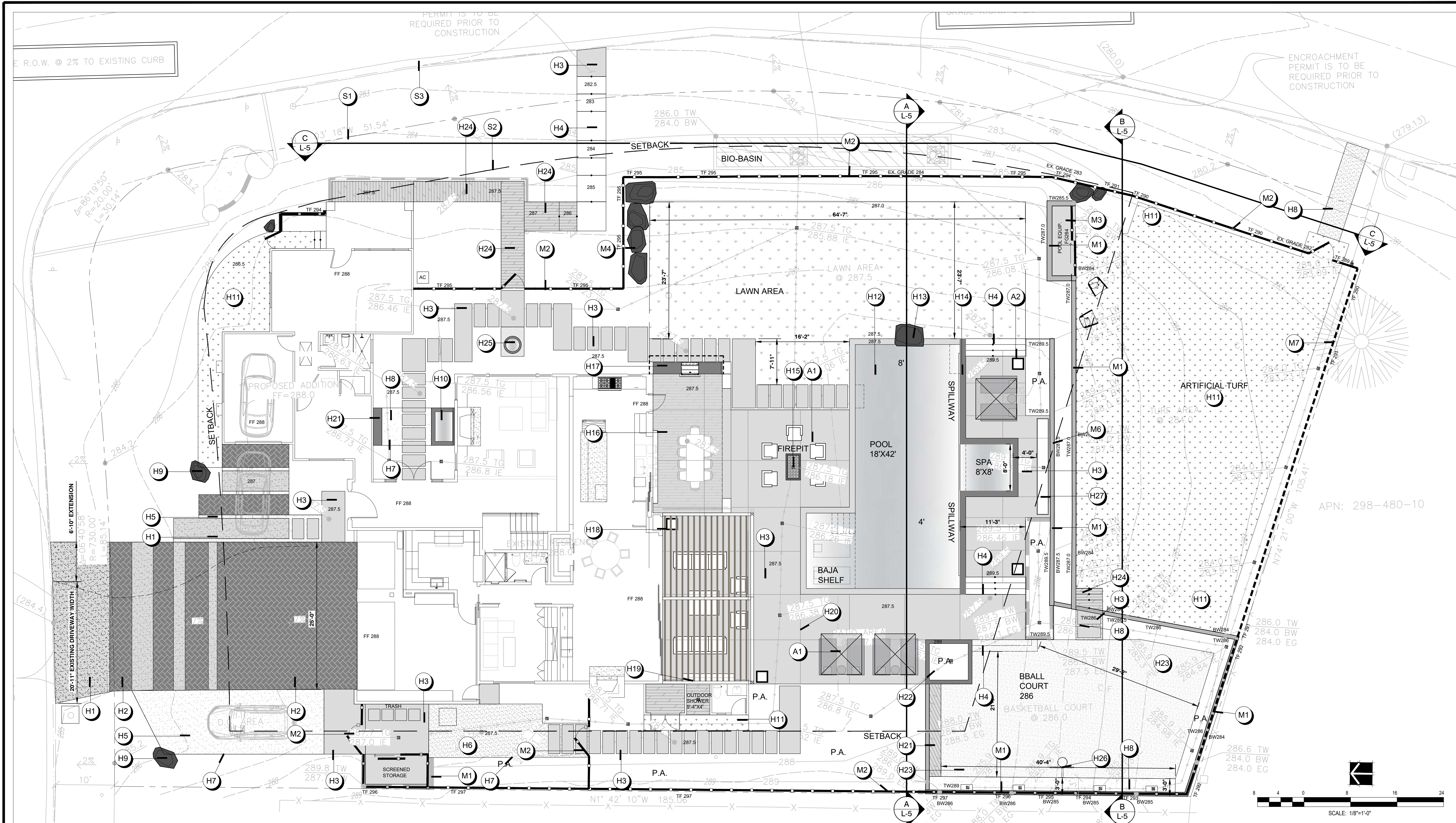
BIO RETENTION BASIN DETAIL

NOT TO SCALE

COASTAL COMMISSION PERMIT NO. _____

SOLANA BEACH FIRE DEPARTMENT	SANTA FE IRRIGATION DISTRICT	ENGINEER OF WORK	CITY APPROVED CHANGES	APP'D DATE	RECOMMENDED FOR APPROVAL	APPROVED FOR CONSTRUCTION	CITY OF SOLANA BEACH ENGINEERING DEPARTMENT	DRAWING NO.
BY: _____ DATE: _____	BY: _____ DATE: _____	BY: DOUGLAS E. LOGAN DATE: RCF 39726, EXP. 12-31-21			BY: _____ DATE: _____	BY: MOHAMMAD SAMMAK, CITY ENGINEER DATE: R.C.E.: 37146 EXP: 06/30/22	PRELIMINARY GRADING & DRAINAGE PLAN: 1457 HIGHLAND DRIVE	C-2
							DRP/SDP CASE NO. _____	SHEET 2 OF 2

PRELIMINARY - NOT FOR CONSTRUCTION ENGINEER'S NAME: RANCHO COASTAL ENGINEERING PHONE NO: (760) 510-3152 // EMAIL: DOUG@RCS.D



CONSTRUCTION PLAN

PROJECT | CLIENT :
STONE RESIDENCE
LANDSCAPE CONCEPT PLAN
1457 HIGHLAND DR
SOLANA BEACH, CA

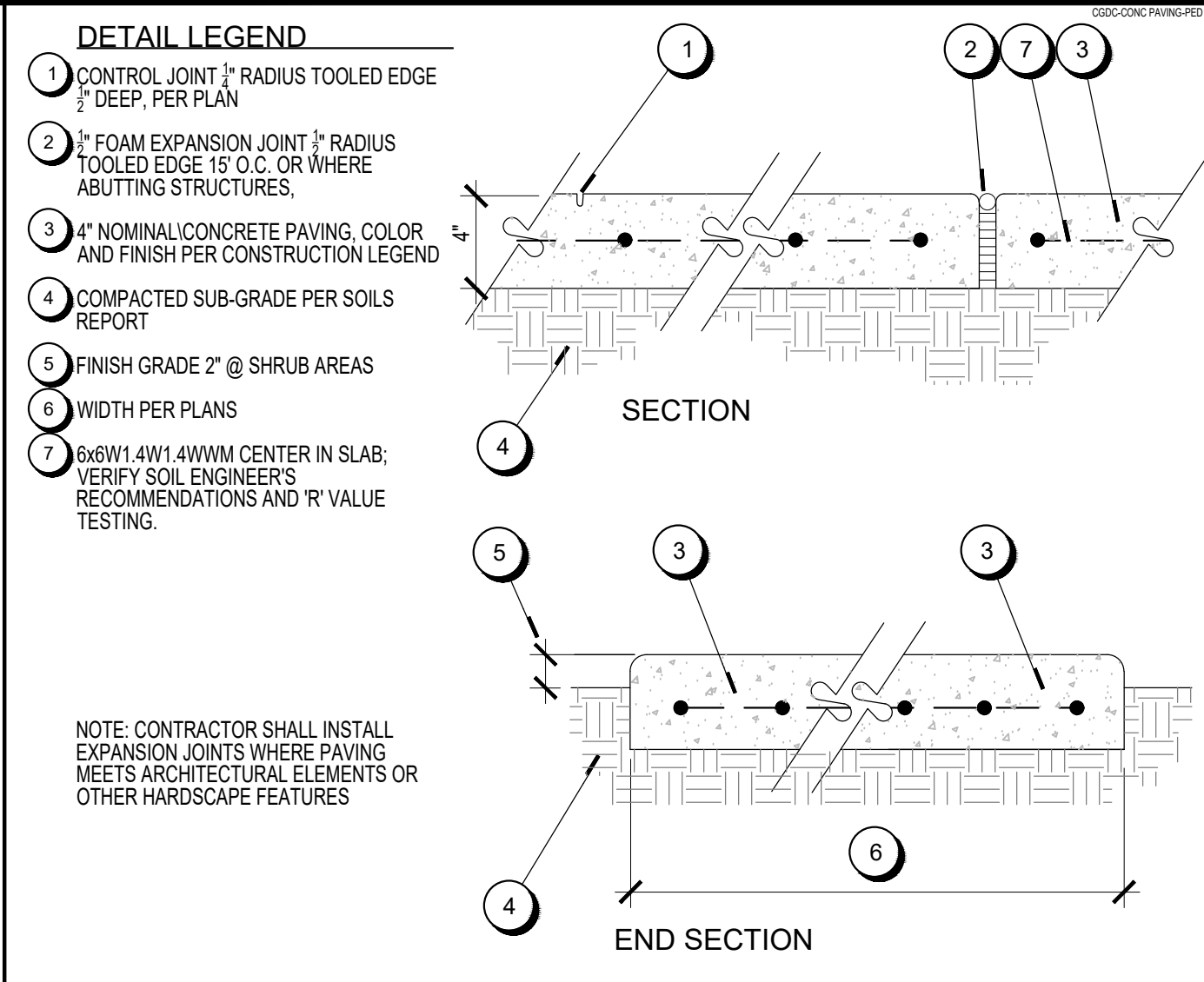


revisions

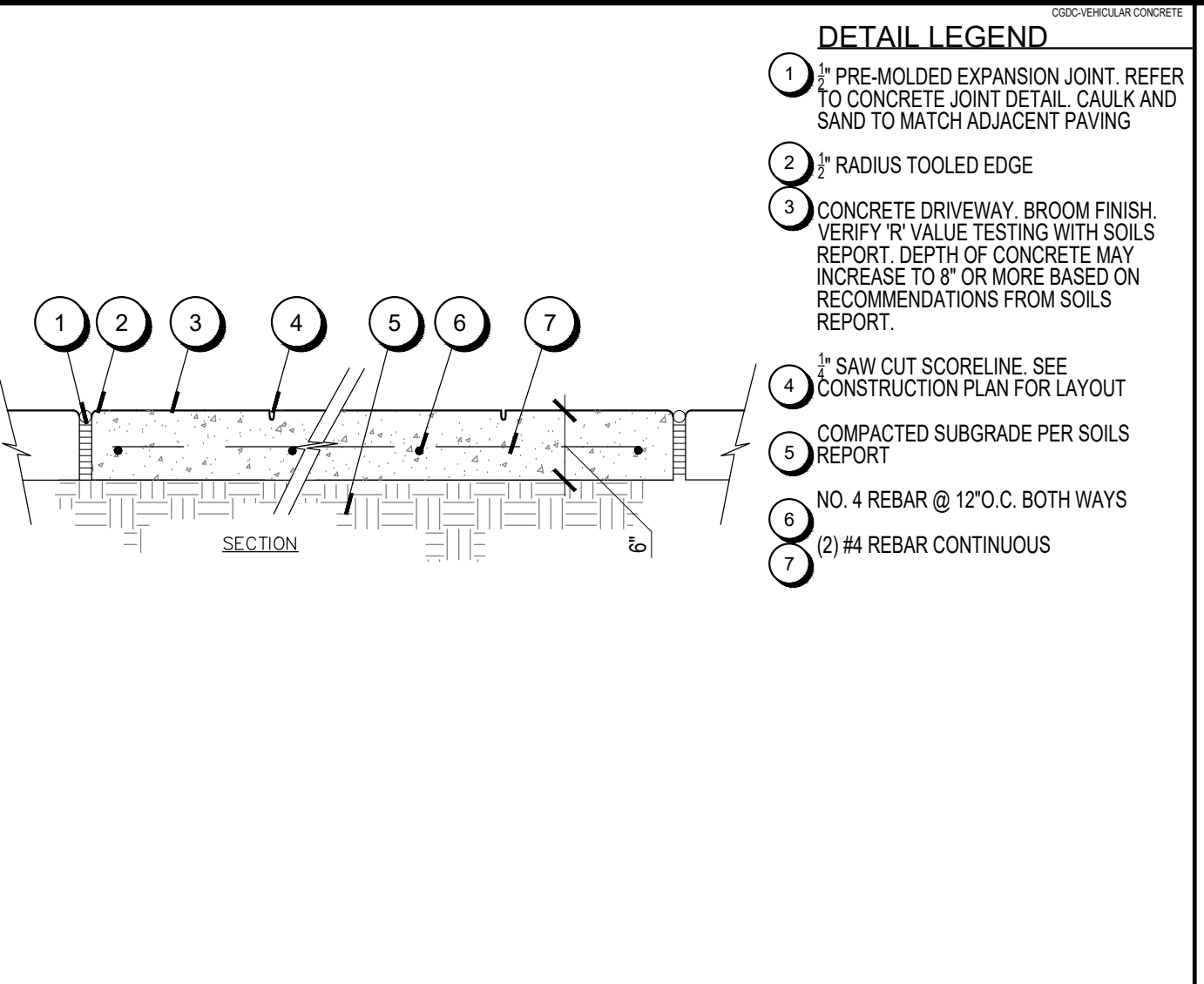
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drawing prepared by -	MBWJ
sheet plot date -	02-15-2022
carson douglas job number -	20-024
design start date -	7-1-2020

CONSTRUCTION LEGEND

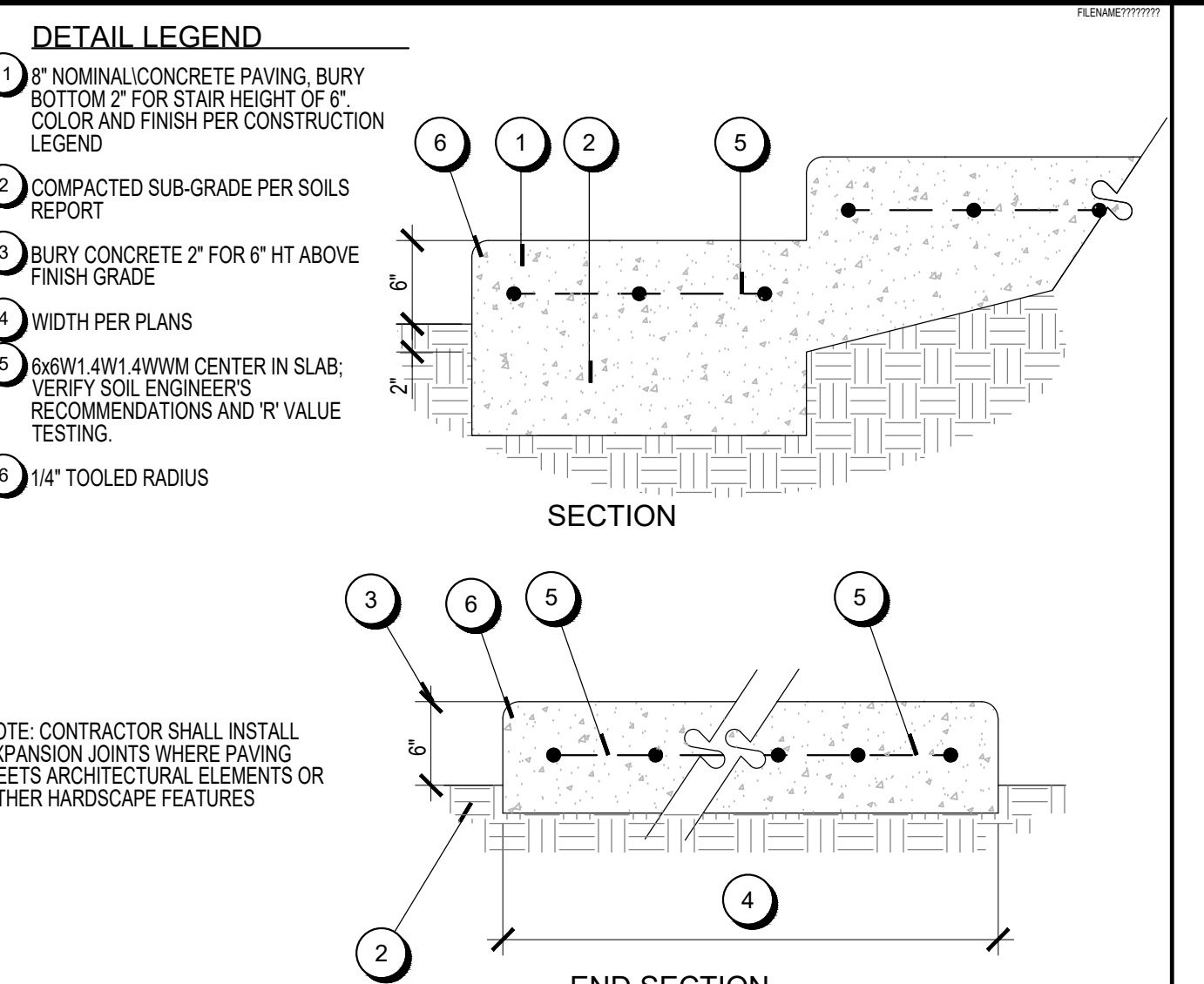
- SITE FEATURES**
- (S1) PROPERTY LINE - VERIFY BY SURVEYOR IN THE FIELD
 - (S2) SETBACK LINE. VERIFY WITH ARCHITECTURE
 - (S3) EXISTING ROAD AND CURBING TO REMAIN
- HARDSCAPE & PAVING**
- (H1) PIP COLOR INTEGRATED CONCRETE DRIVEWAY PAVING. LIGHT ACID ETCH. DAVIS COLOR 'PEWTER'. SEE DETAIL B/L-2
 - (H2) UNILOCK ECO-PROMENADE PERMEABLE PAVER PREMIER FINISH. COLOR TBD. HERRINGBONE PATTERN B.
 - (H3) PIP COLOR INTEGRATED CONCRETE WALKWAY. LIGHT ACID ETCH. DAVIS COLOR 'PEWTER'. SEE DETAIL AL-2
 - (H4) 6" HEIGHT PIP CONCRETE STEP. COLOR AND FINISH TO MATCH DRIVEWAY AND PATHWAY PAVING. SEE DETAIL CL-2
 - (H5) DRIVEWAY GRAVEL 3/4"-1/2" 'PEWTER GRAY CRUSHED' FROM SOUTHWEST BOULDER & STONE WITH GRASS PAVE. SEE DETAIL DL-3
 - (H6) 3/4" 'PEWTER GRAY CRUSHED' GRAVEL PATHWAY FROM SOUTHWEST BOULDER AND STONE. SEE DETAIL FL-2
 - (H7) STEEL HEADER, TYP. 6" DEPTH, SEE DETAIL E/L-2. ALTERNATE: BLACK PERMALOC HEADER
 - (H8) CALIFORNIA GOLD D.G. PAVING, SEE DETAIL E/L-2
 - (H9) SANTA BARBARA BEIGE SANDSTONE BOULDERS - RANGE 36" - 60" DIAMETER. SEE DETAIL H/L-2
 - (H10) CUSTOM WALL FOUNTAIN SEE DETAIL K/L-2
 - (H11) SYNLAWN AUGUSTINE ARTIFICIAL TURF. FINAL SELECTION TO BE APPROVED BY CLIENT PRIOR TO PURCHASE. INSTALL PER MANF. RECOMMENDATIONS
 - (H12) POOL AND SPA PER POOL CONTRACTOR. SEE GL-4 FOR DESIGN INTENT
 - (H13) FLAT TOP, SANTA BARBARA SANDSTONE (SOLID AND WATER TIGHT) DIVING ROCK, SET ON BOND BEAM AS PART OF COPING.
 - (H14) TILE WALL WITH CONCRETE CAP AT SPILLWAY. SEE GL-4 FOR DESIGN INTENT
 - (H15) RESTORATION HARDWARE IXTAPA FIRE TABLE. FINAL SELECTION TO BE APPROVED. INSTALL PER MANF. RECOMMENDATIONS
 - (H16) SECOND STORY DECK ABOVE PER ARCHITECTURE
 - (H17) OUTDOOR BARBEQUE AND COUNTER. SEE D/L-4
 - (H18) METAL PERGOLA WITH CEDAR RAFTERS, SEE DETAIL C&E/L-4
 - (H19) TV WALL. SEE ELEVATION AL-4 FOR DESIGN INTENT
 - (H20) CONTROL JOINTS PER PLAN. SEE DETAIL D/L-2
 - (H21) CUSTOM WOOD SLAB BENCH. CONTACT DAN AT URBAN TIMBER. SEE DETAIL J/L-2
 - (H22) PIP CONCRETE PLANTER. BOARD FORM FINISH, DAVIS COLOR 'CHARCOAL' INTEGRATED COLOR. SEE DETAIL C/L-3
 - (H23) PIP NATURAL GRAY CONCRETE BASKETBALL COURT. MEDIUM BROOM FINISH. SEE DETAIL AL-2. SPORT COURT PAINT PER CONTRACTOR
 - (H24) WOOD BOARDWALK AND STAIRS. NOT TO EXCEED 30" ABOVE FINAL GRADE. SEE DETAIL H/L-3
 - (H25) 36" DIA, 24" HT CUSTOM CHISELED STONE FOUNTAIN. CONTACT ROGER HOPKINS ROCKSCULPTOR.COM
 - (H26) BASKETBALL HOOP PER CLIENT
 - (H27) FORM AND FIBER FUSED BOX SERIES STEEL PLANTER. CARBON STEEL CLEAR COATED FINISH. TIE INTO DRAIN SYSTEM.
- MASONRY / FENCING**
- (M1) CMU BLOCK RETAINING WALL WITH SANTA BARBARA STUCCO FINISH. COLOR TO MATCH ARCHITECTURE. REFER TO CONSTRUCTION PLAN FOR WALL HEIGHTS. SEE DETAIL G/L-2.
 - (M2) HORIZONTAL REDWOOD POOL SAFETY FENCE AND GATE. REFER TO CONSTRUCTION PLAN FOR HEIGHTS. GATE TO BE SELF LATCHING AND SELF CLOSING. SEE DETAIL A&B/L-3. SEE ELEVATIONS ON SHEET L-5
 - (M3) POOL EQUIPMENT ENCLOSURE AND SLIDING GATE TO MATCH POOL SAFETY FENCE, SEE DETAIL G/L-3
 - (M4) SANTA BARBARA SANDSTONE BOULDER RETAINING WALL. NOT TO EXCEED 3' HEIGHT. SEE DETAIL I/L-2
 - (M5) 42" HEIGHT REDWOOD FENCE AND GATE. SEE DETAIL F/L-3
 - (M6) BOK MODERN METAL SCREEN WALL, INCORPORATE AND MOUNT ONTO TOP OF RETAINING WALL BELOW PER CONTRACTOR. PANEL STYLE AND FINISH PER OWNER.
 - (M7) VERTICAL REDWOOD FENCE TO MATCH SOUTH NEIGHBOR'S FENCE. STAIN NEW AND EXISTING FENCE A DARKER COLOR. VERIFY WITH CLIENT.
- AMENITIES**
- (A1) FURNITURE: CONTACT CDLA FOR FURNITURE OPTIONS.
 - (A2) POTTERY: CONTACT CDLA FOR POTTERY OPTIONS.
- NOTES:**
- CONTRACTOR TO LOCATE AND CONFIRM ALL UTILITIES PRIOR TO CONSTRUCTION - NOTIFY LANDSCAPE ARCHITECT OF ANY DESIGN CONFLICTS
 - REFER TO CIVIL PLAN FOR GRADING AND DRAINAGE INFORMATION



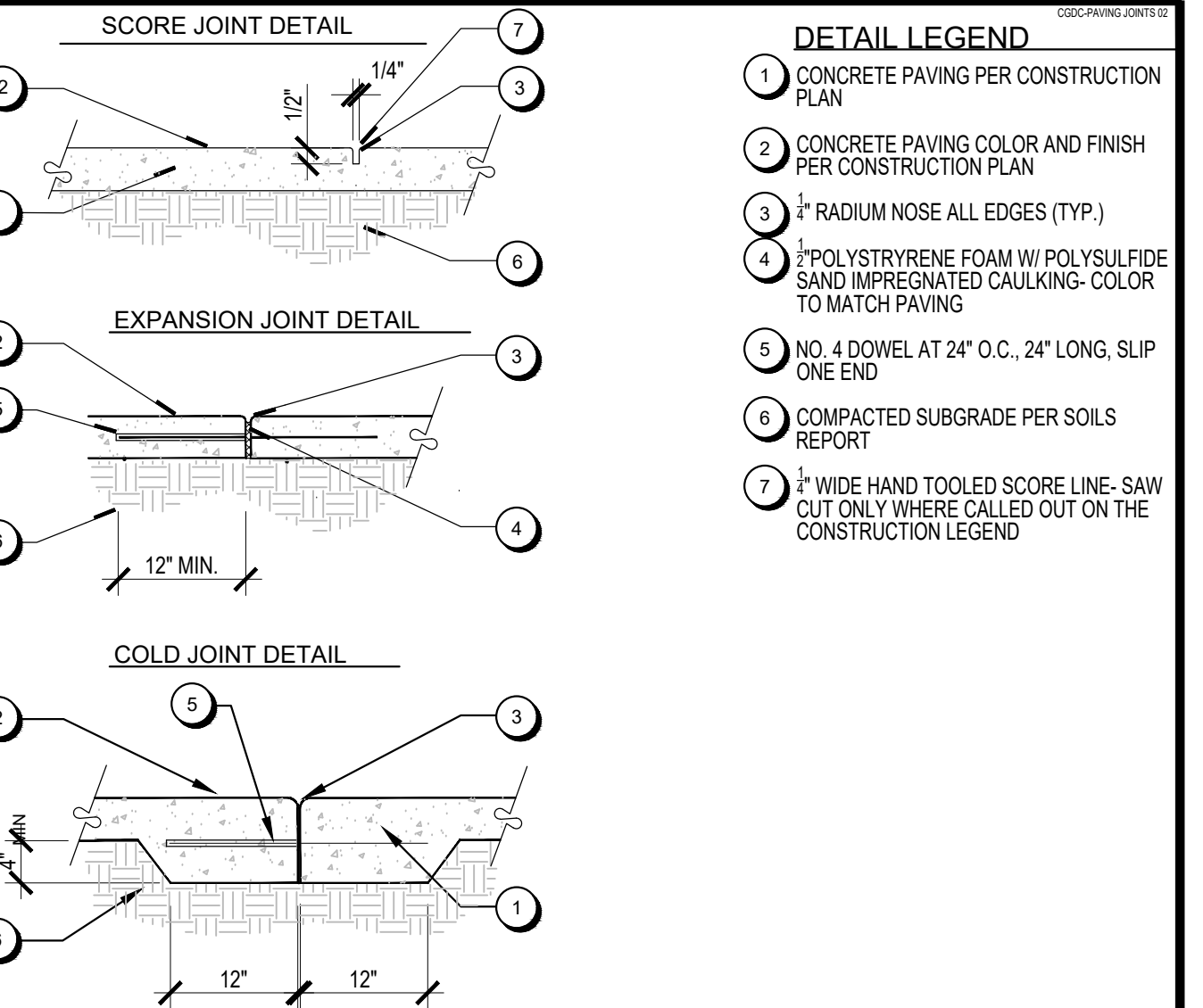
(A) PEDESTRIAN CONCRETE PAVING REVISED: 1/25/2022 N.T.S.



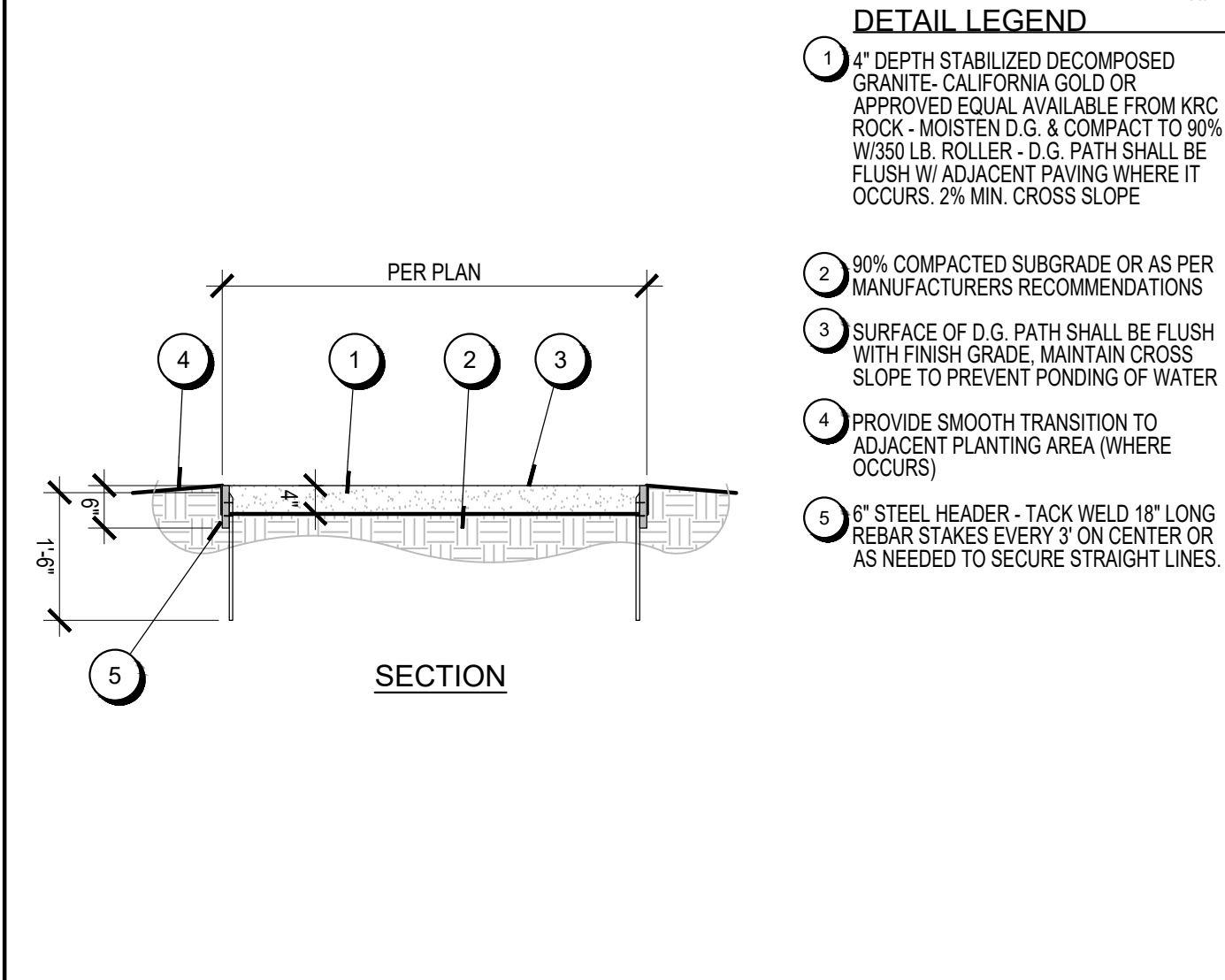
(B) DRIVEWAY CONCRETE REVISED: 1/25/2022 N.T.S.



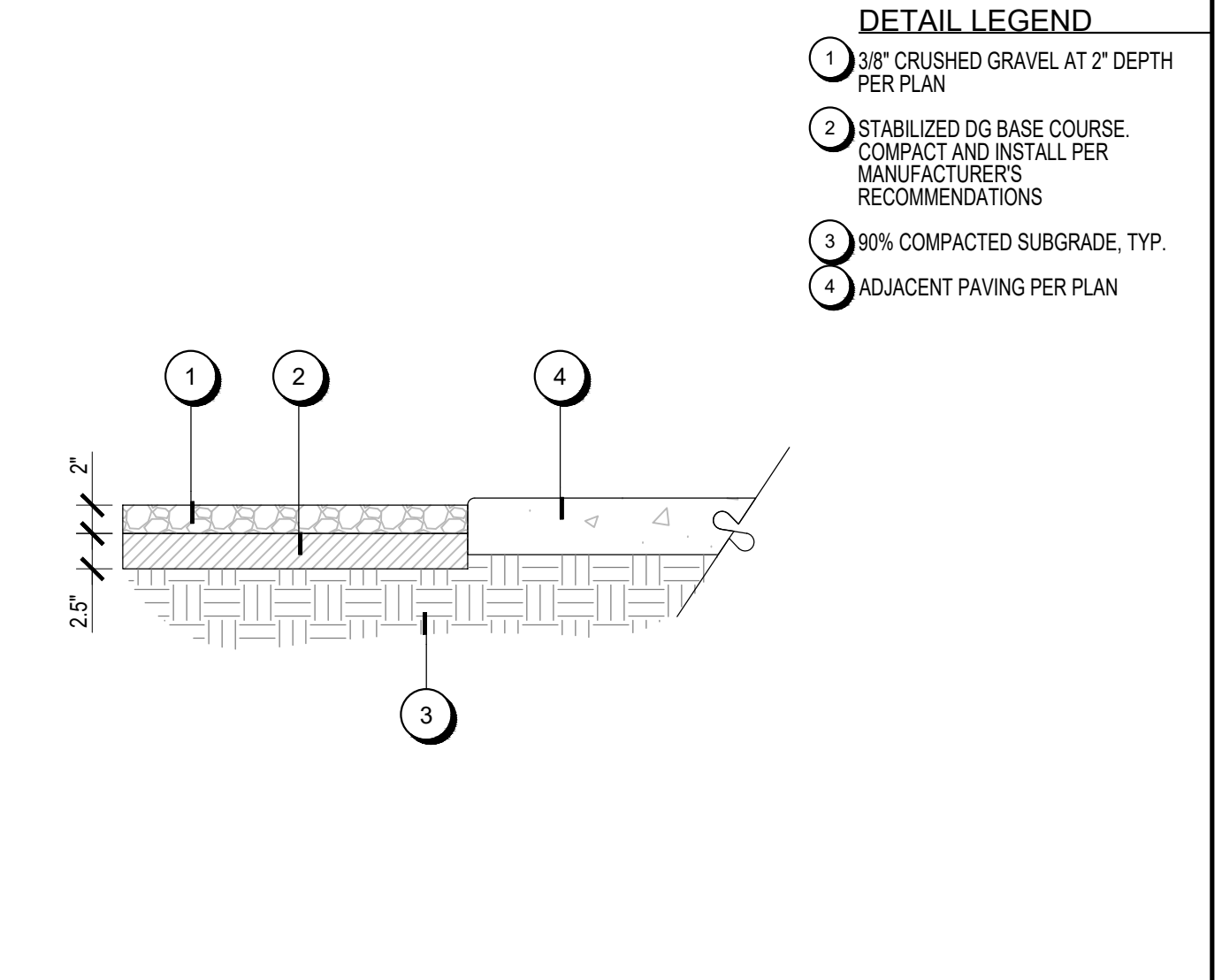
(C) CONCRETE STEP REVISED: 1/25/2022 N.T.S.



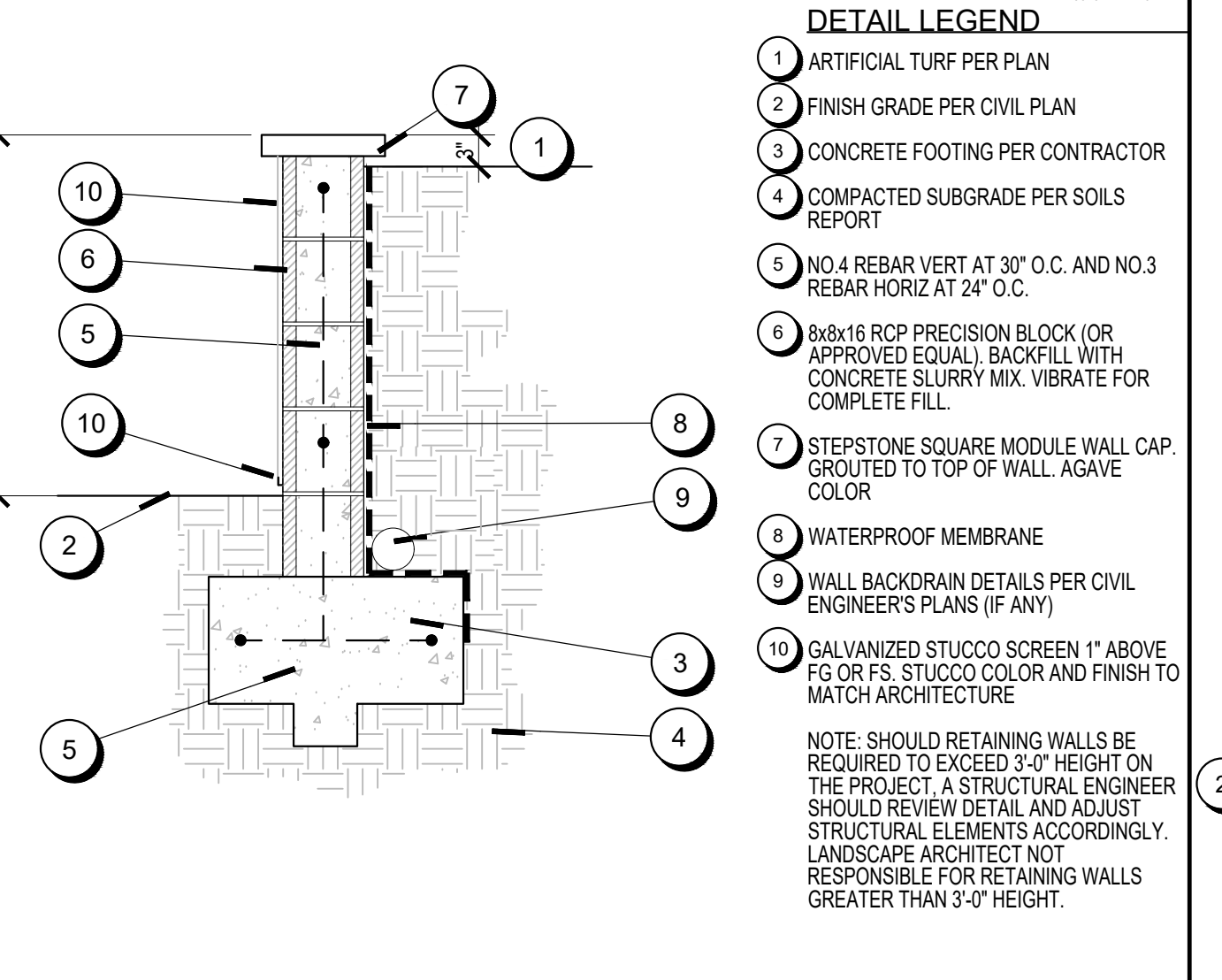
(D) PAVING JOINTS REVISED: 1/25/2022 N.T.S.



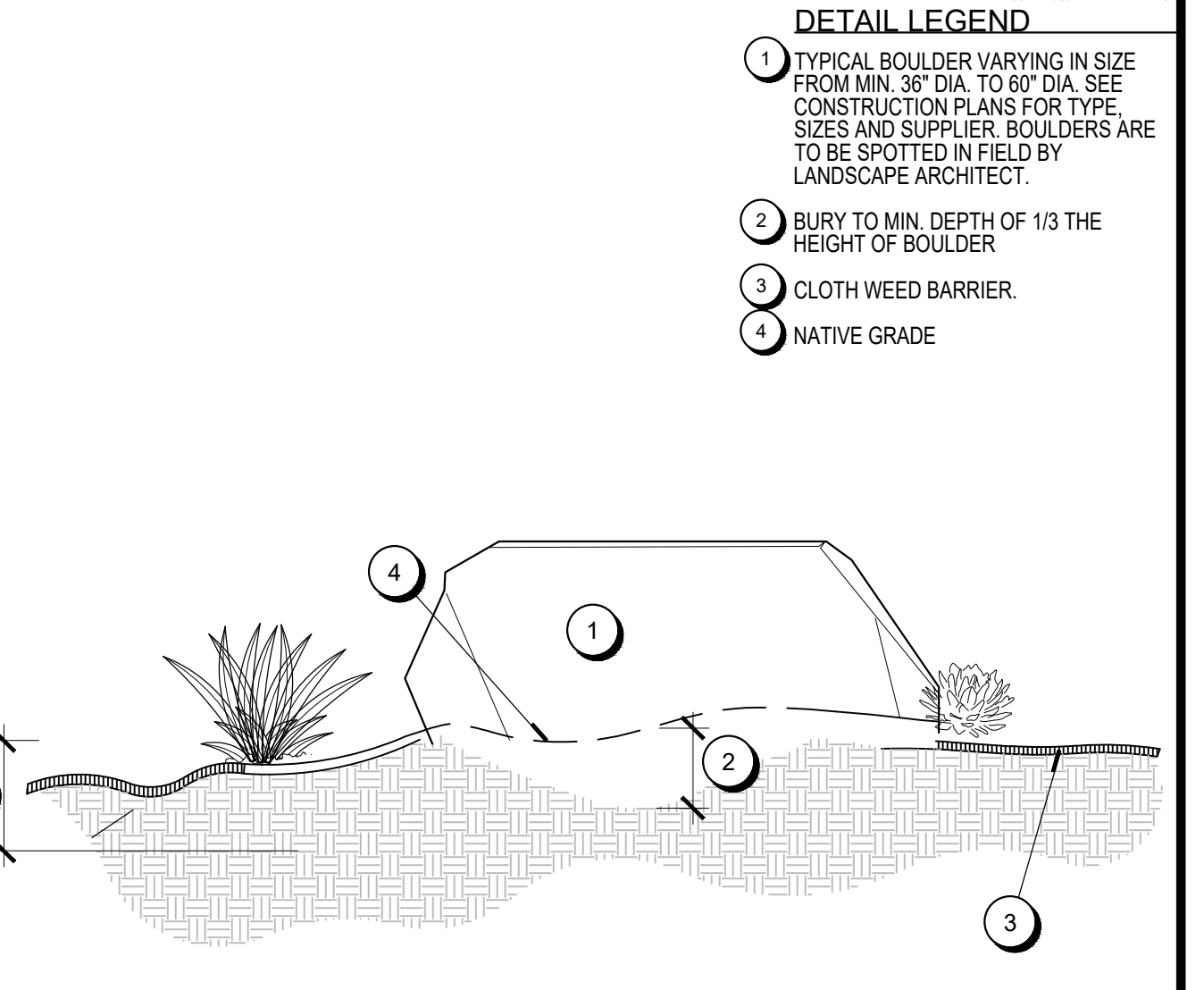
(E) D.G. PAVING REVISED: 1/25/2022 N.T.S.



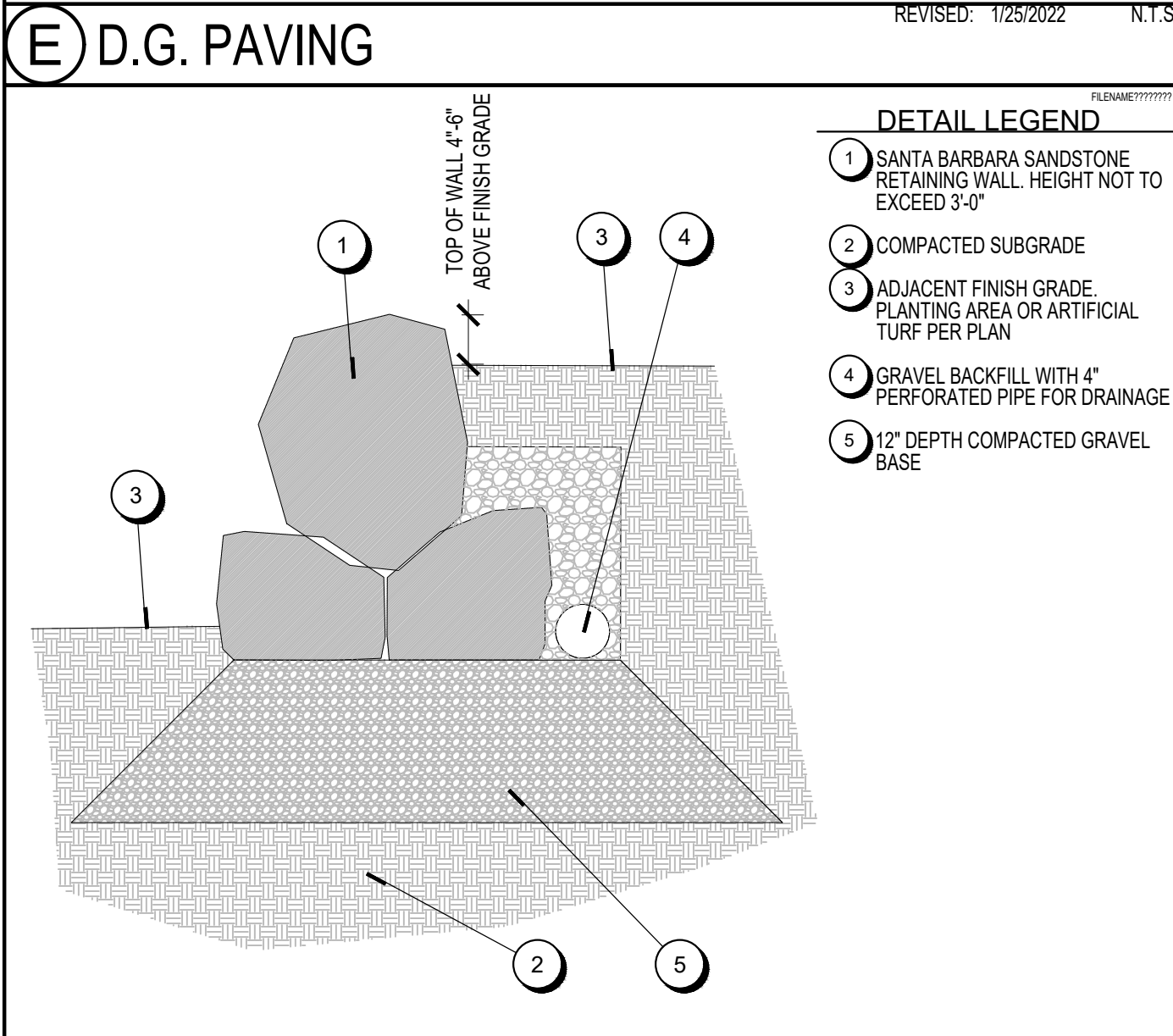
(F) CRUSHED GRAVEL WALK REVISED: 1/25/2022 N.T.S.



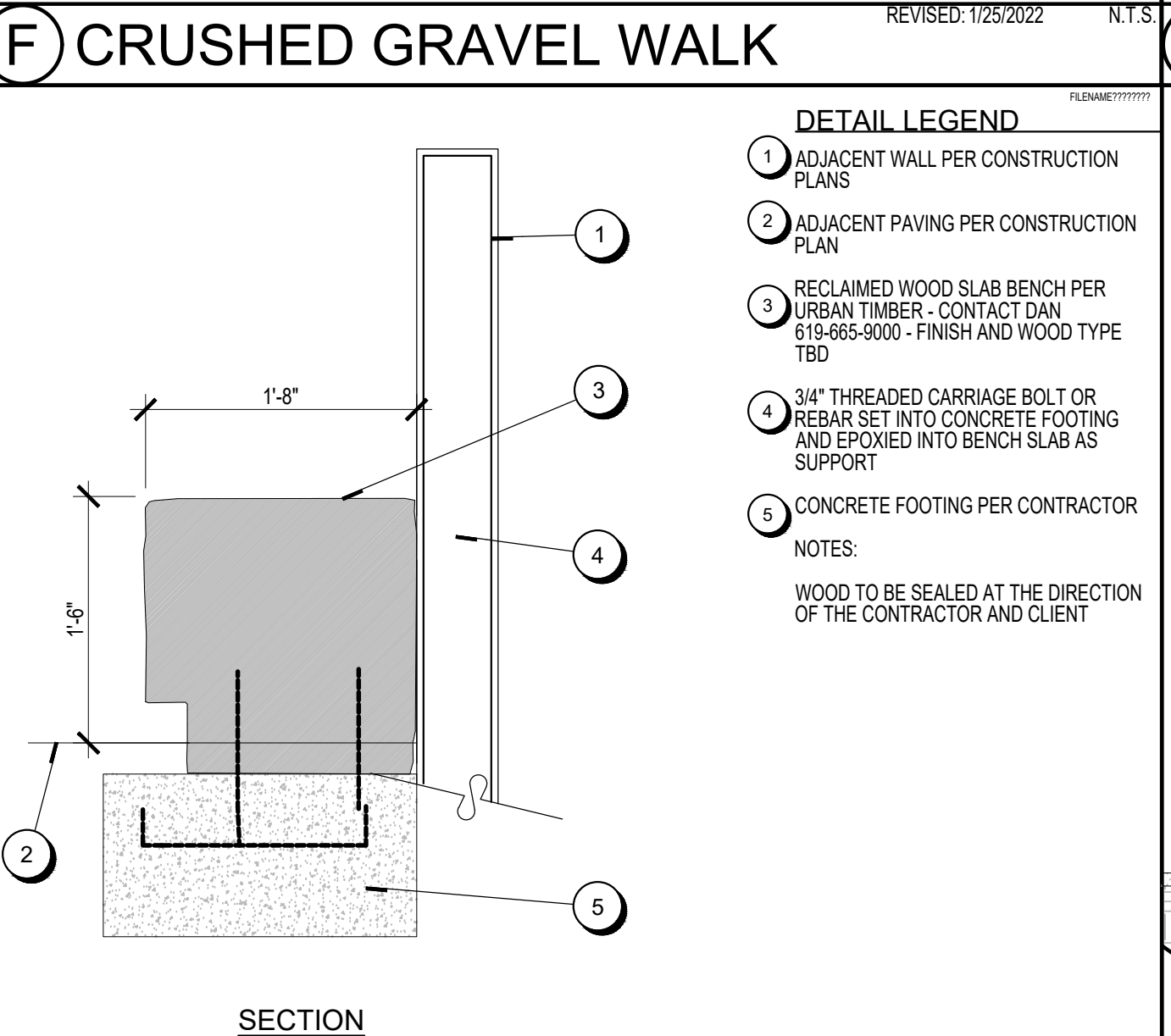
(G) RETAINING WALL REVISED: 1/25/2022 N.T.S.



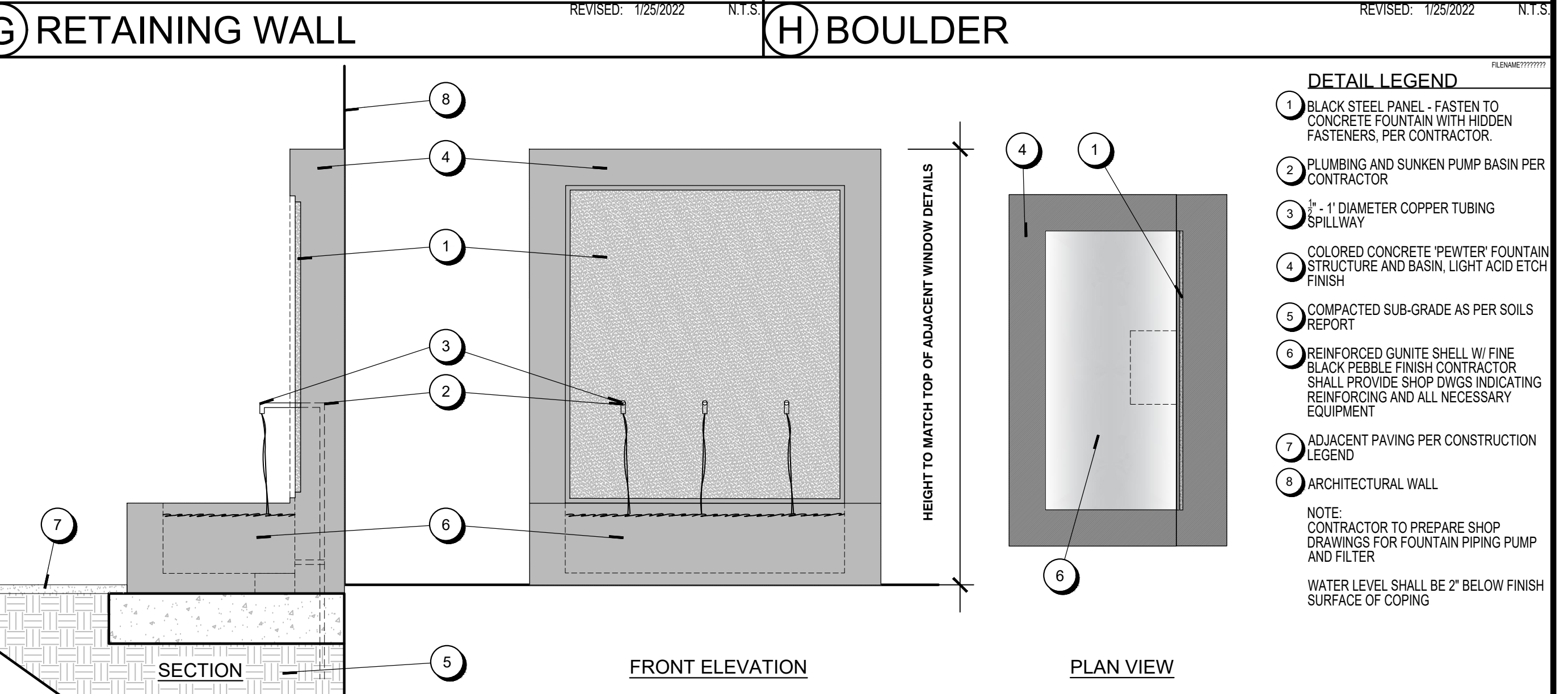
(H) BOULDER REVISED: 1/25/2022 N.T.S.



(I) SANDSTONE RETAINING WALL REVISED: 1/25/2022 N.T.S.



(J) RECLAIMED WOOD BENCH SLAB REVISED: 1/25/2022 N.T.S.



(K) WATER FEATURE REVISED: 1/25/2022 N.T.S.

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SHEET TITLE:
**CONSTRUCTION
DETAILS**

PROJECT | CLIENT:
STONE RESIDENCE
LANDSCAPE CONCEPT PLAN
1457 HIGHLAND DR
SOLANA BEACH, CA



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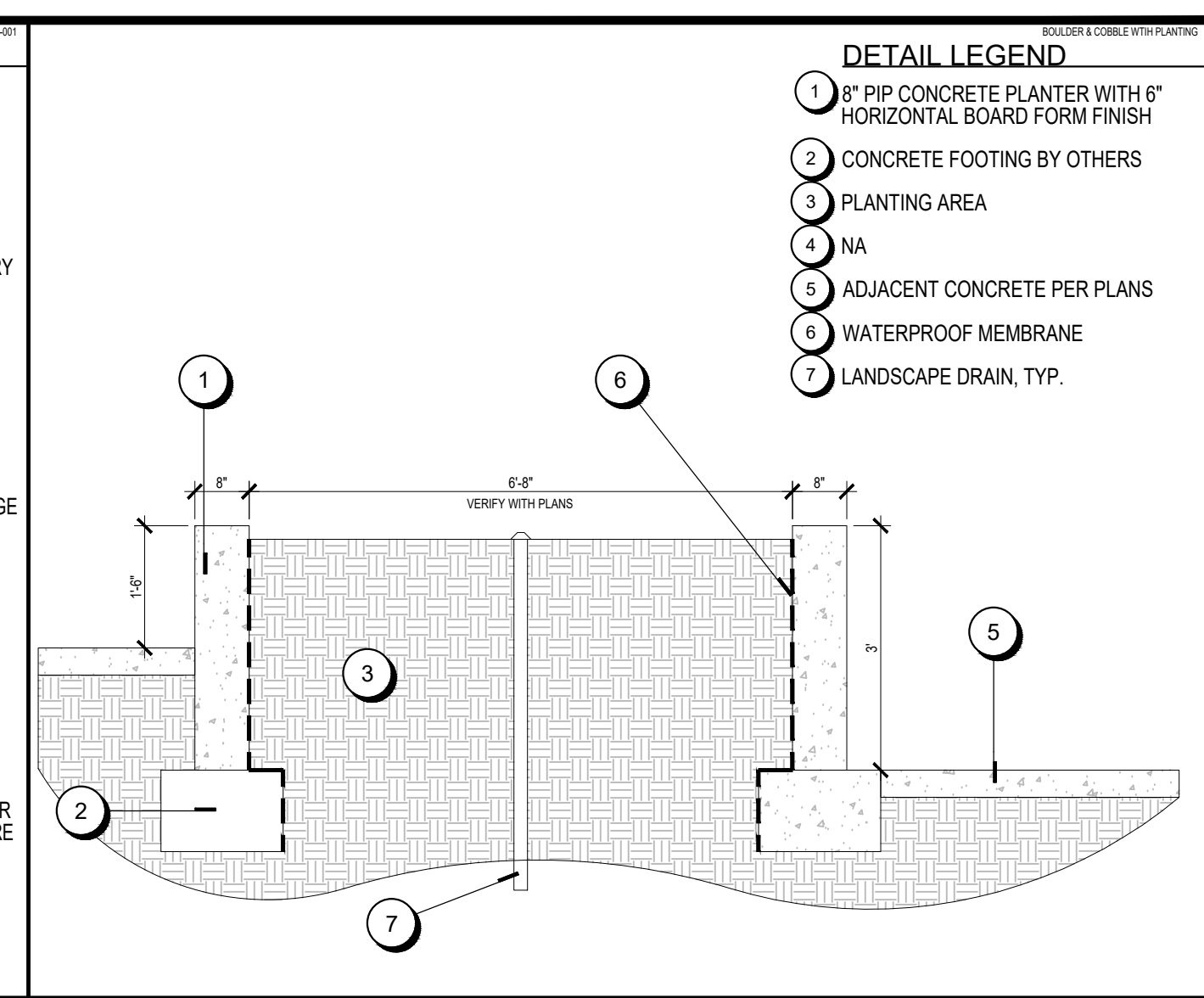
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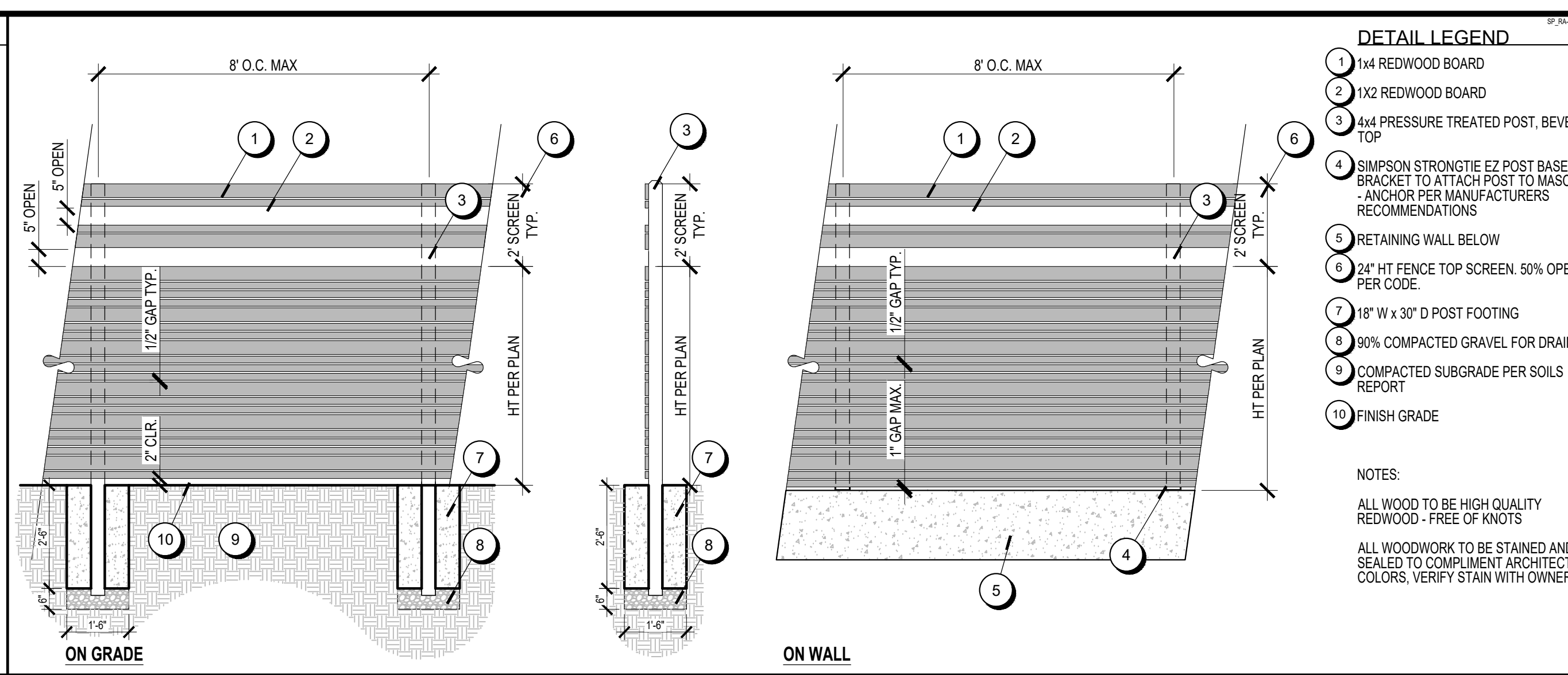


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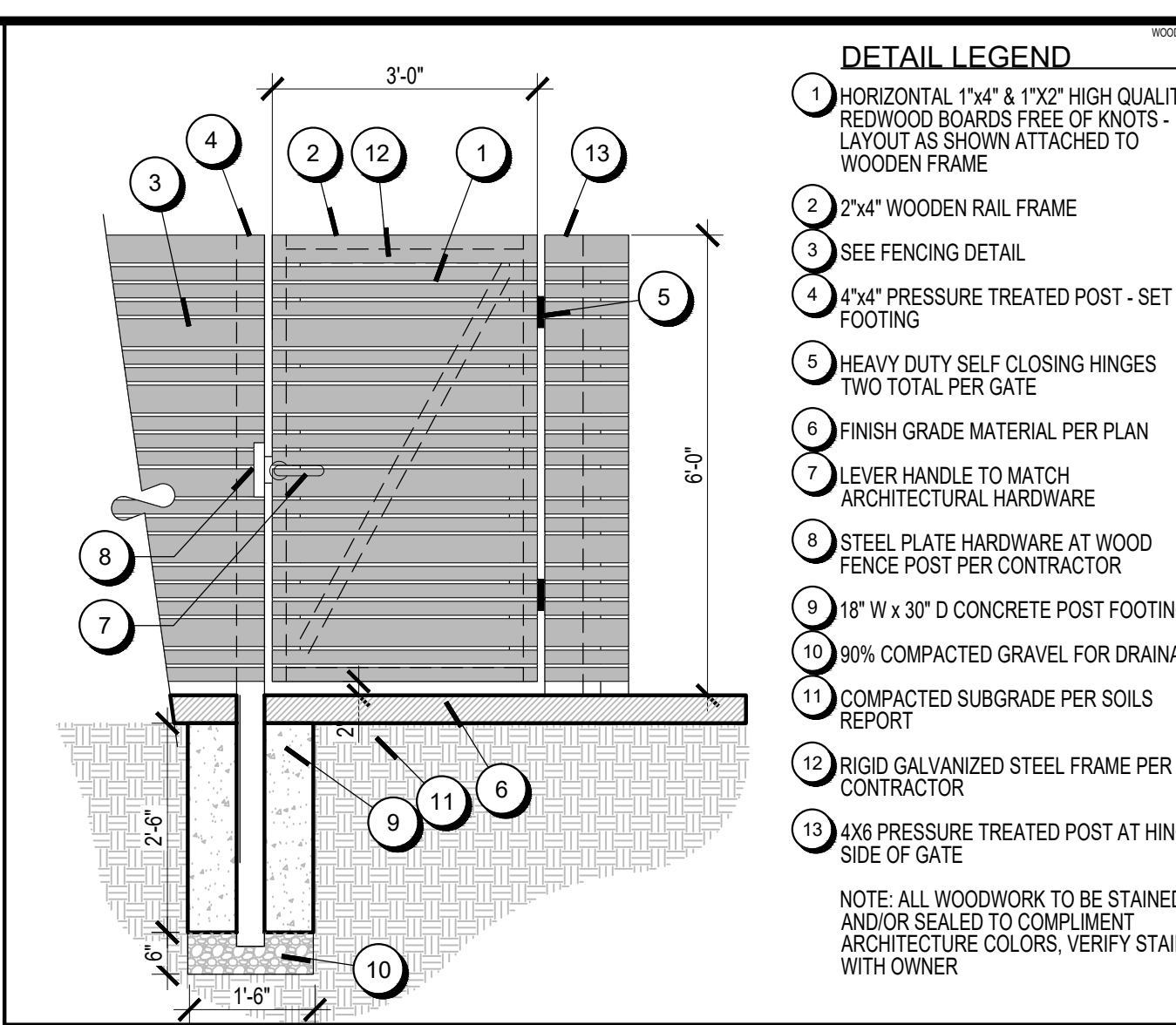
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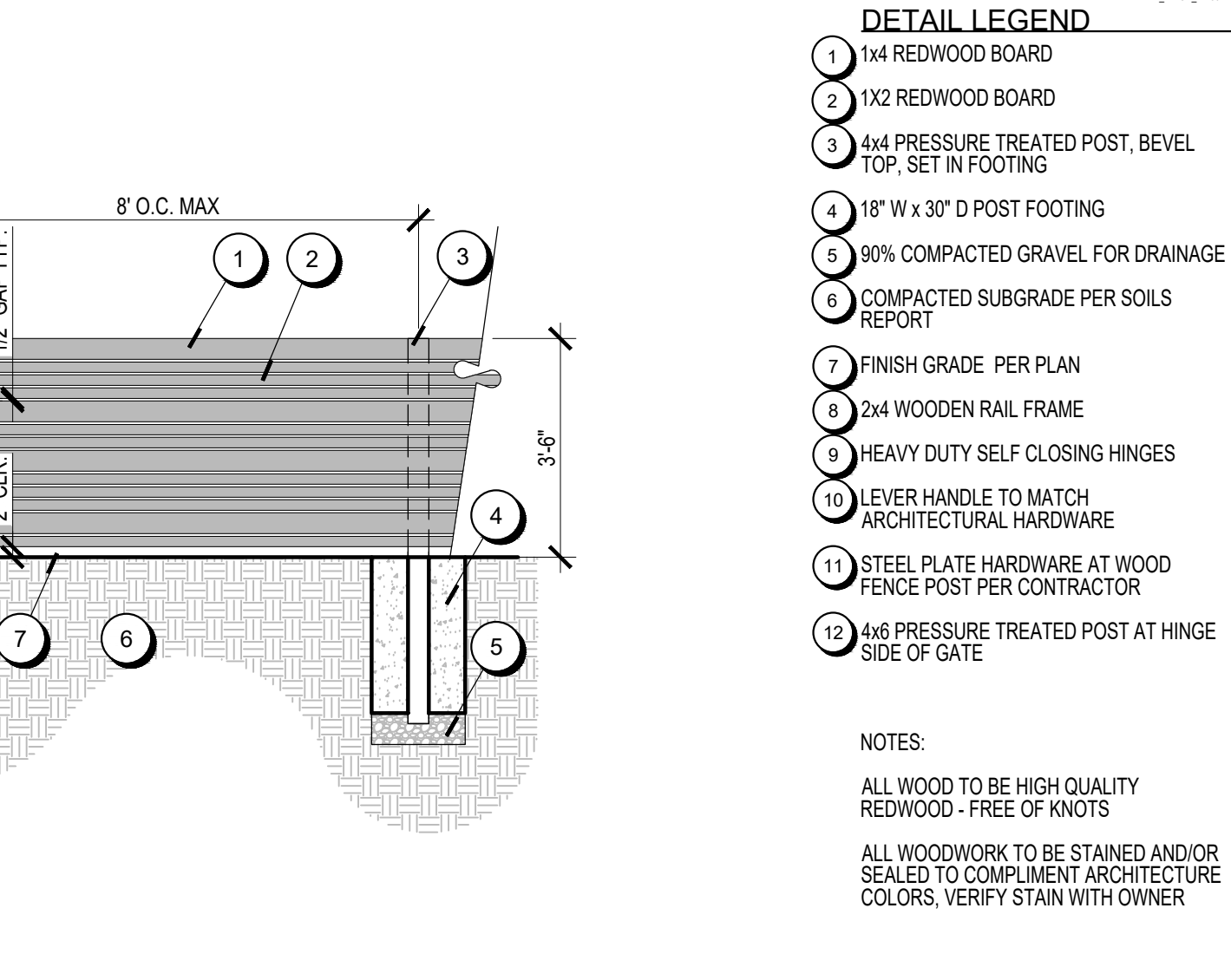
C CONCRETE PLANTER REVISED: 11.15.2010 N.T.S.



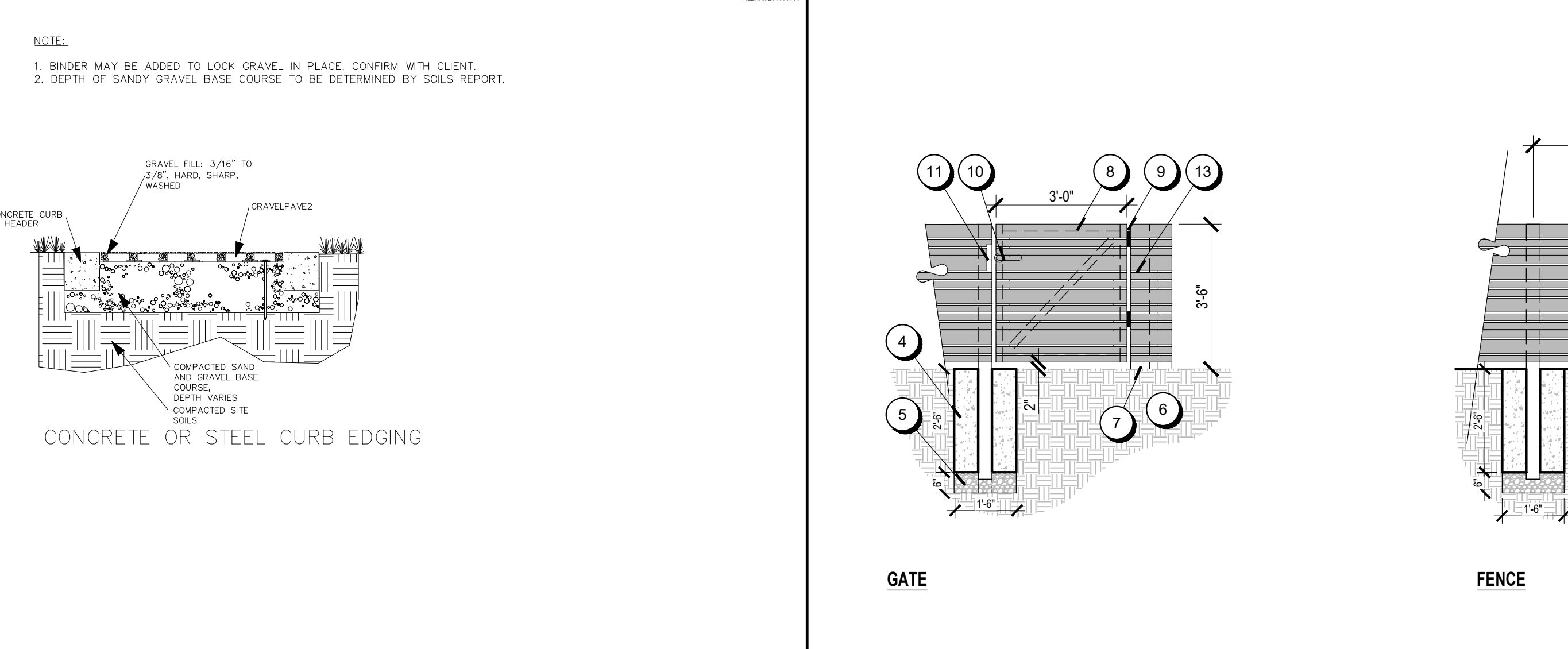
B HORIZONTAL WOOD FENCE REVISED: 02/16/04 N.T.S.



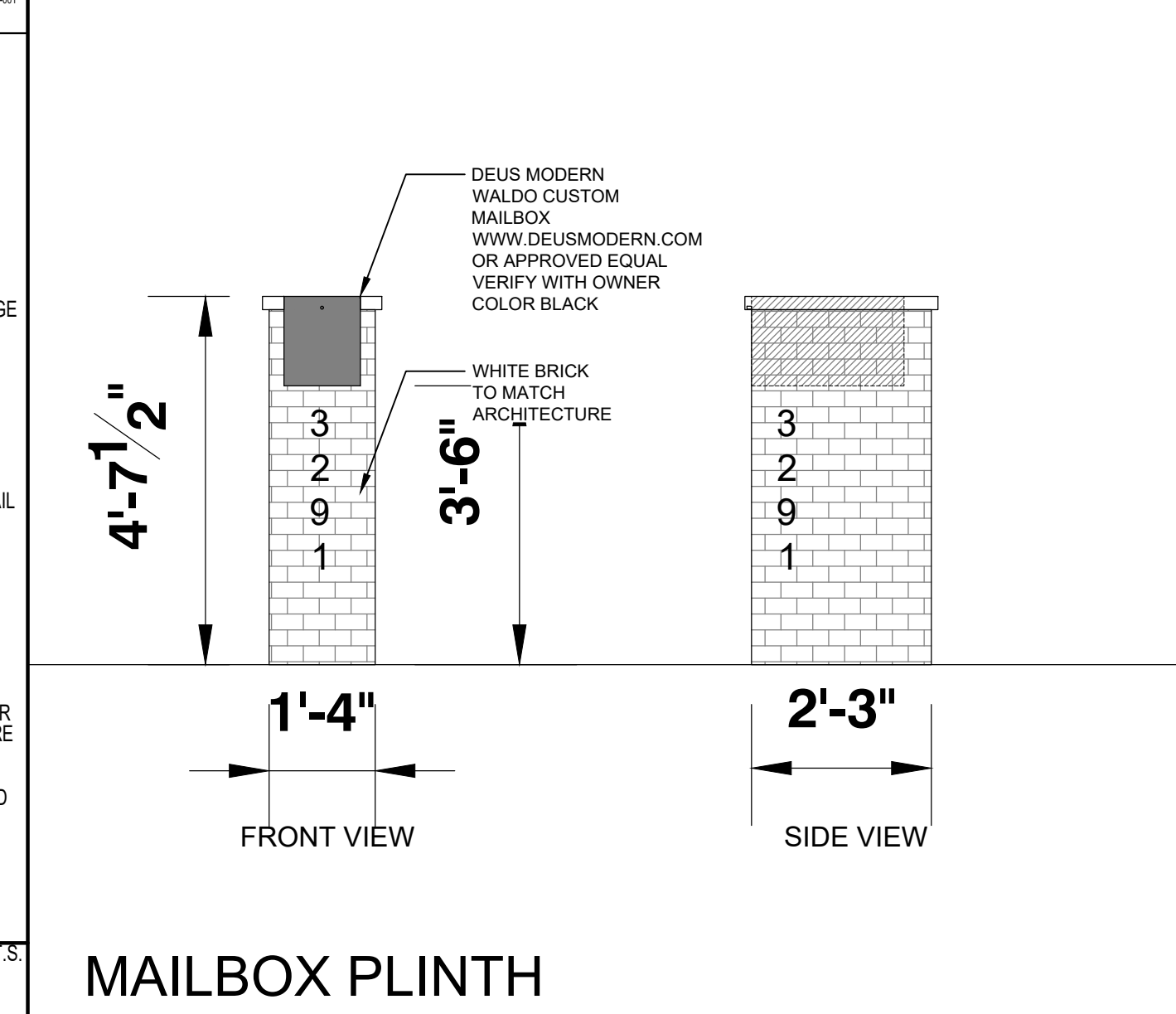
A WOOD GATE REVISED: 11.15.2010 N.T.S.



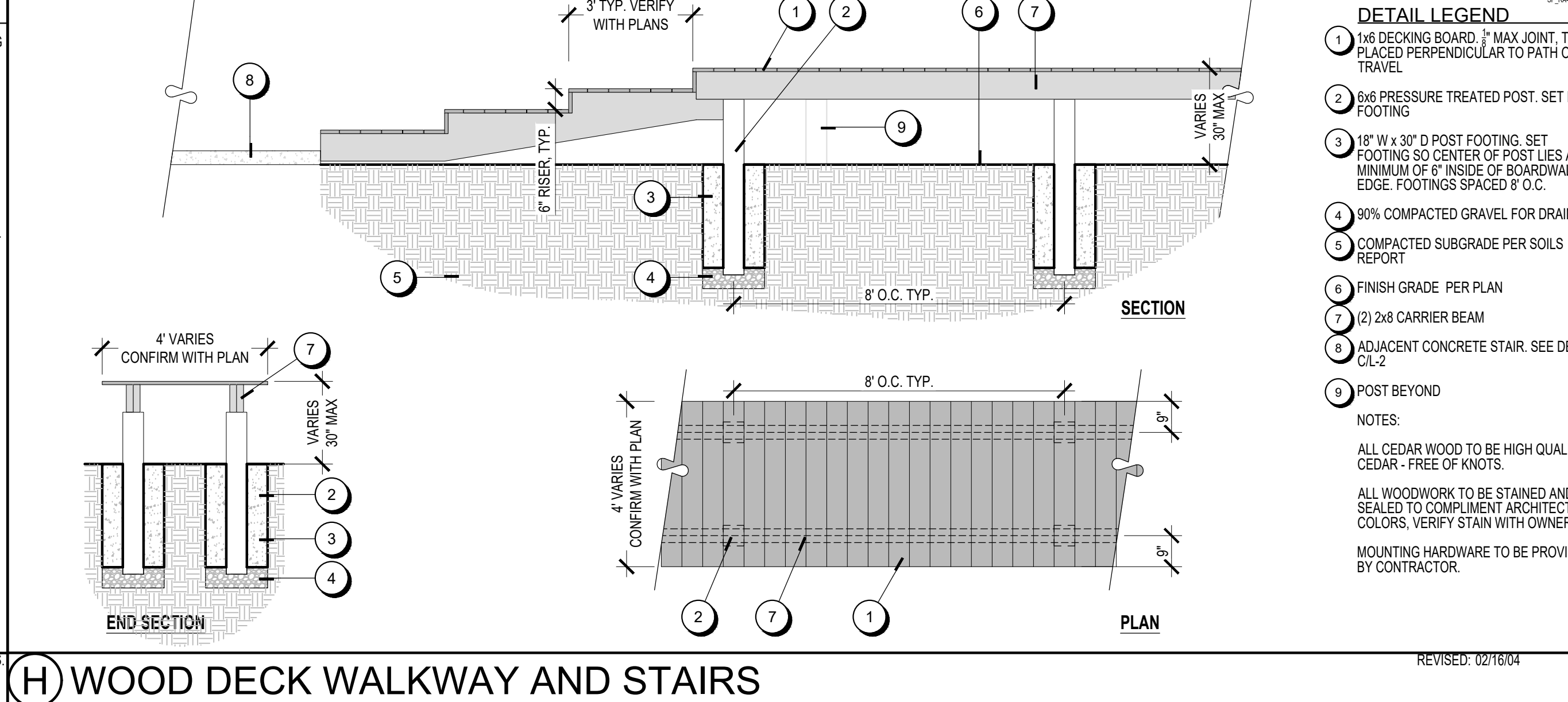
F 42" WOOD FENCE AND GATE REVISED: 02/16/04 N.T.S.



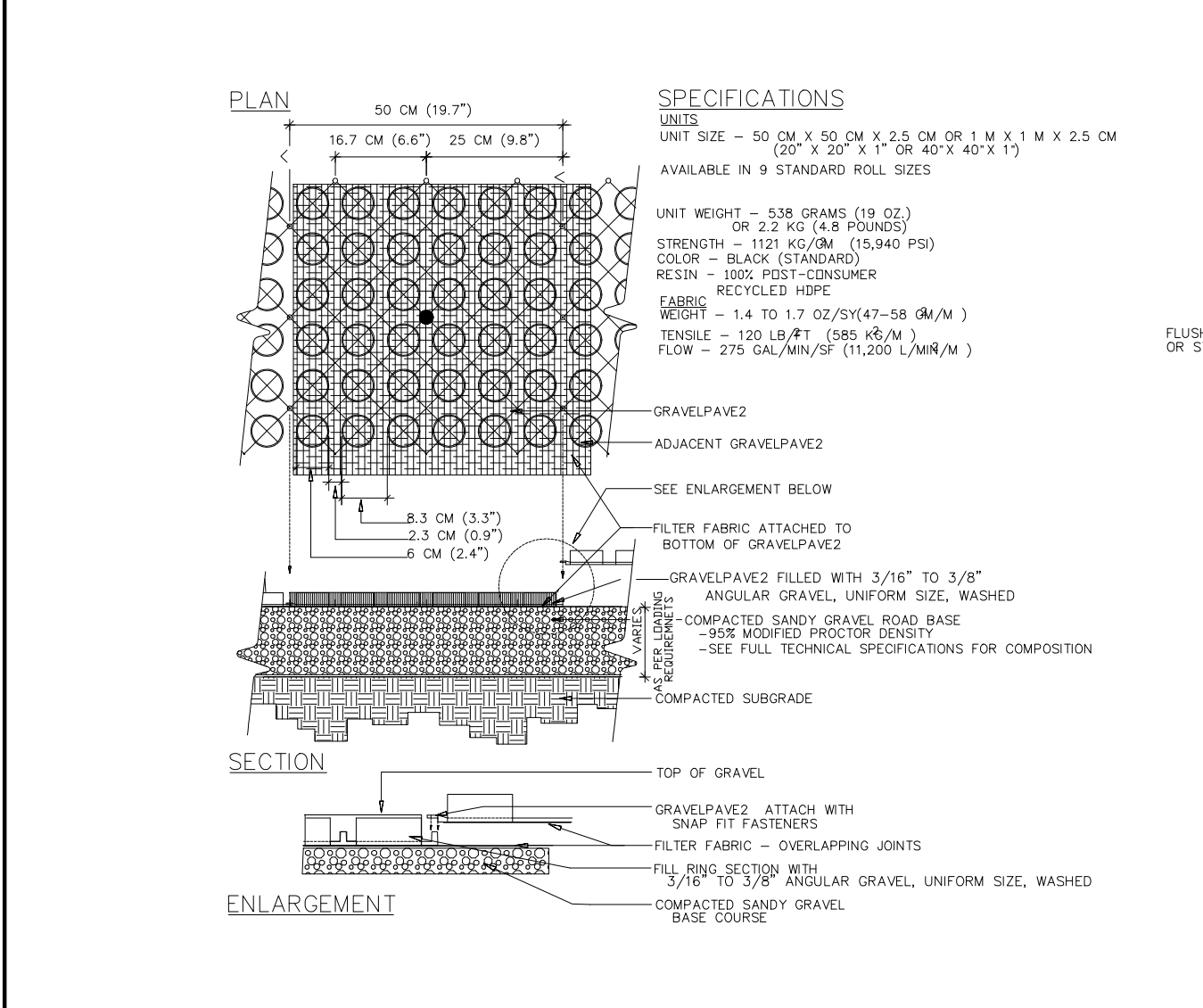
D GRAVELPAVE 2 REVISED: 1/25/2022 N.T.S.



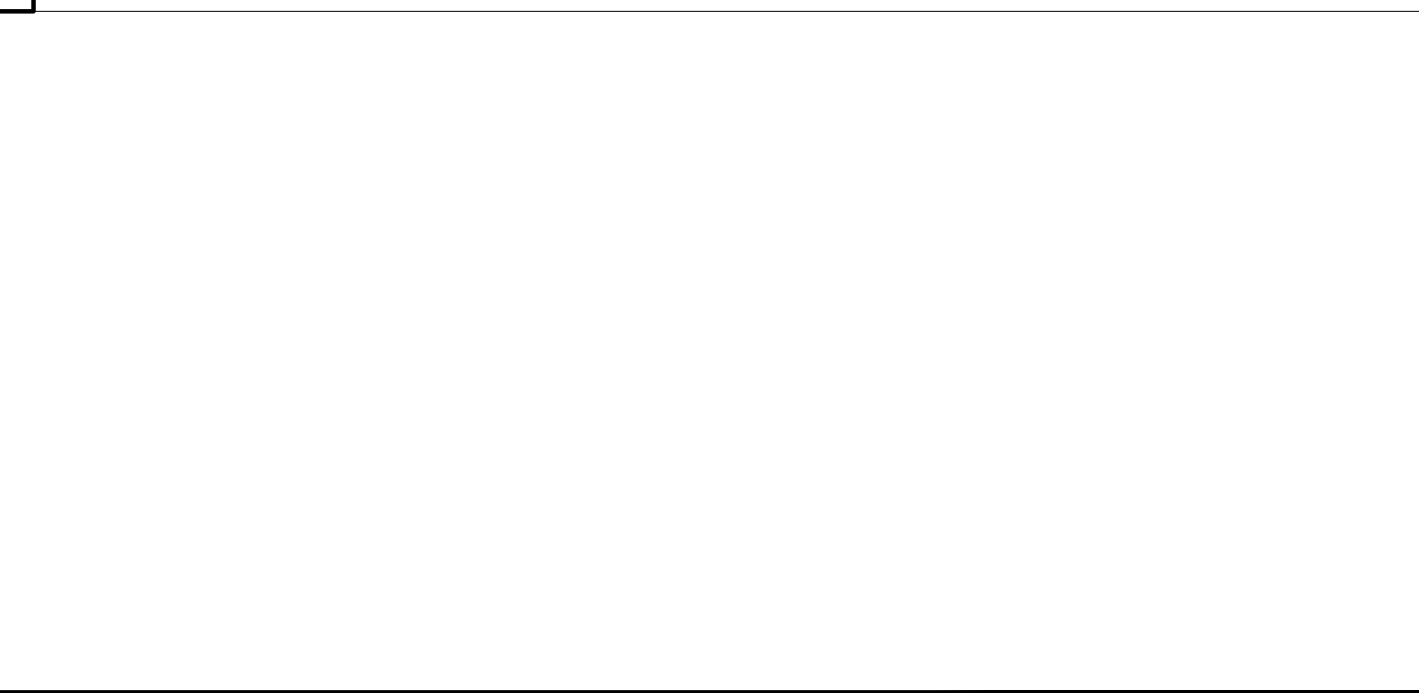
G SLIDING WOOD GATE REVISED: 11.15.2010 N.T.S.



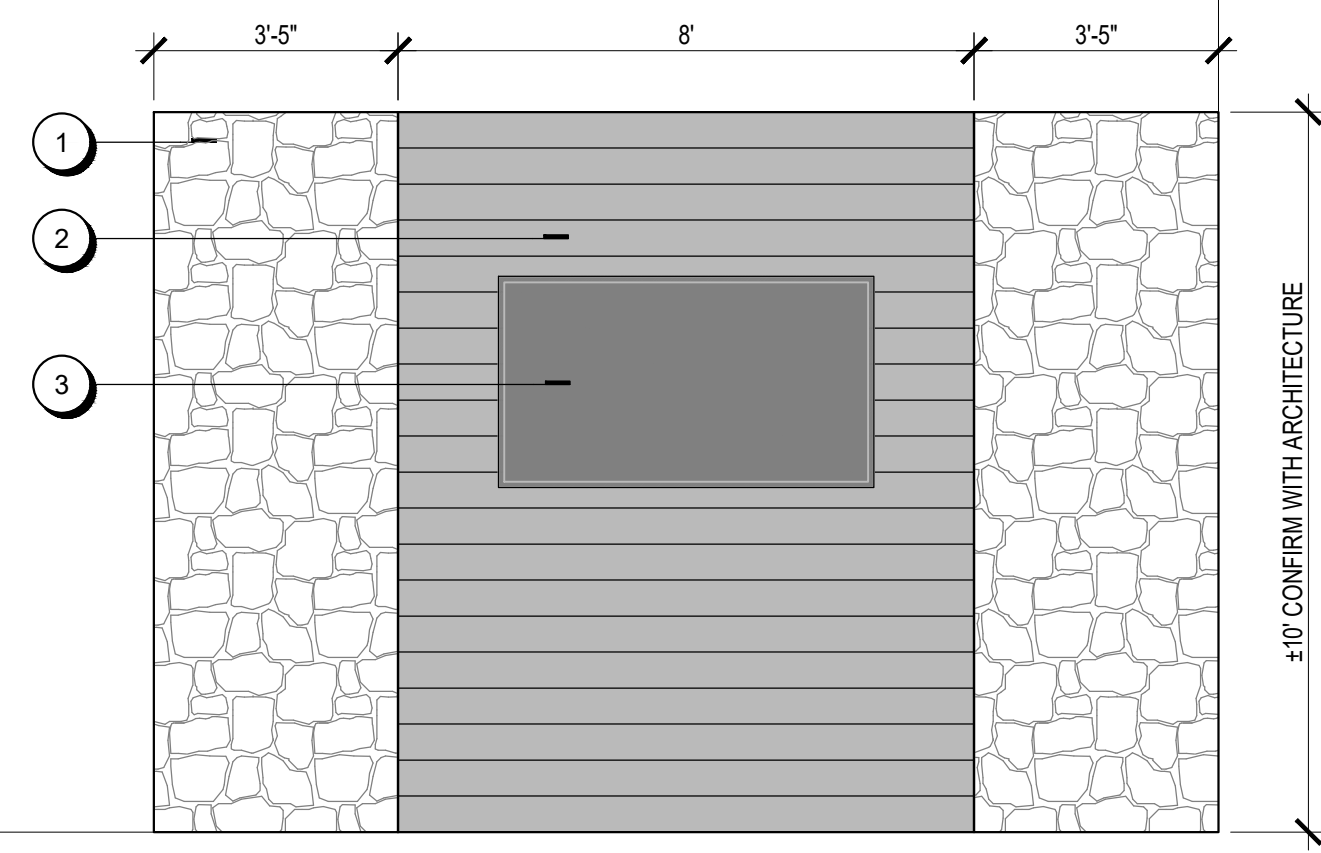
H WOOD DECK WALKWAY AND STAIRS REVISED: 02/16/04 N.T.S.



E WOOD GATE REVISED: 11.15.2010 N.T.S.

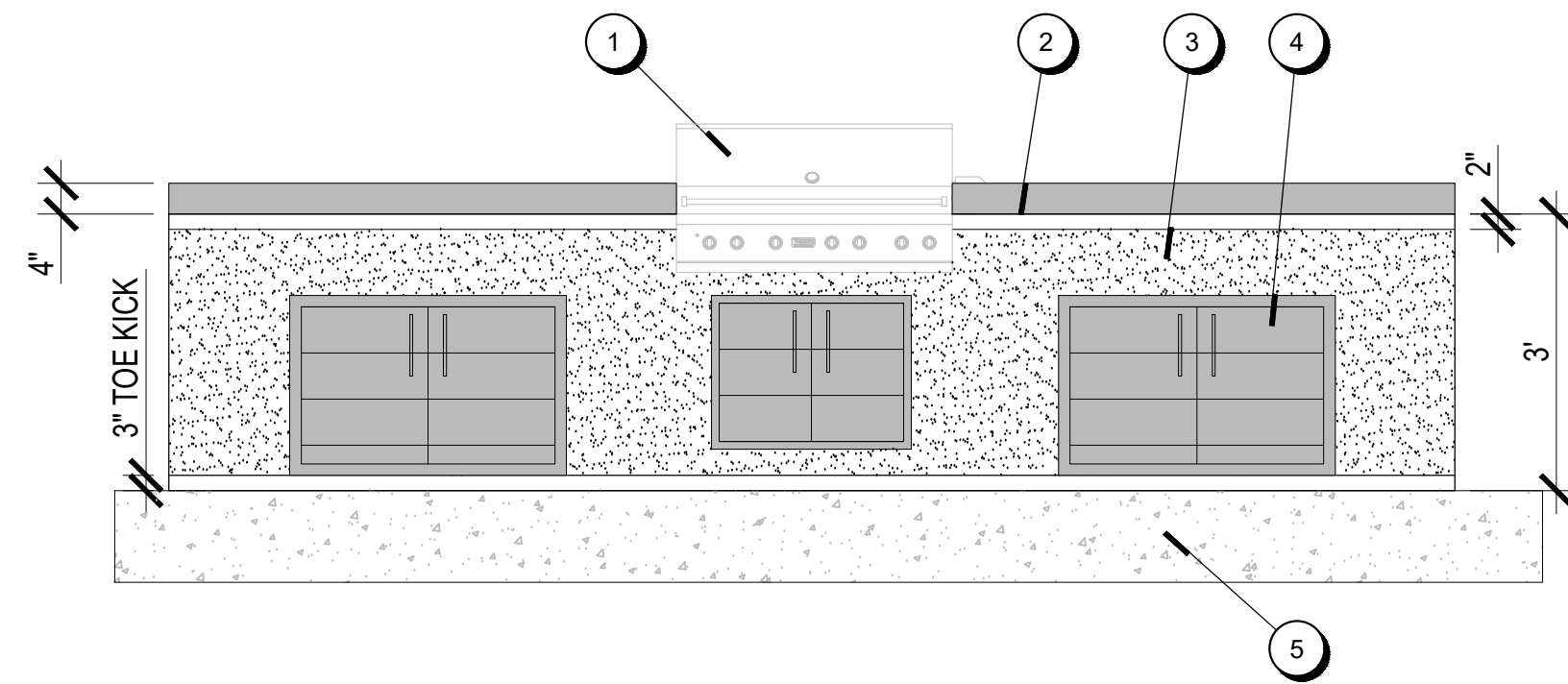


I MAILBOX PLINTH



- DETAIL LEGEND**
- 1 WHITE STONE WALL PER ARCHITECTURE ENTRY WALL
 - 2 1x6 CEDAR (OR APPROVED EQUAL) BOARD TV BACKDROP. SET PROUD OF BRICK WALL 4" - 6" - SEMITRANSSPARENT STAIN TO MATCH GARAGE DOORS.
 - 3 TV MOUNTED TO WALL PER MANUFACTURER
- NOTES:**
- ALL CEDAR WOOD TO BE HIGH QUALITY CEDAR - FREE OF KNOTS
- ALL WOODWORK TO BE STAINED AND/OR SEALED TO COMPLEMENT ARCHITECTURE COLORS. VERIFY STAIN WITH OWNER

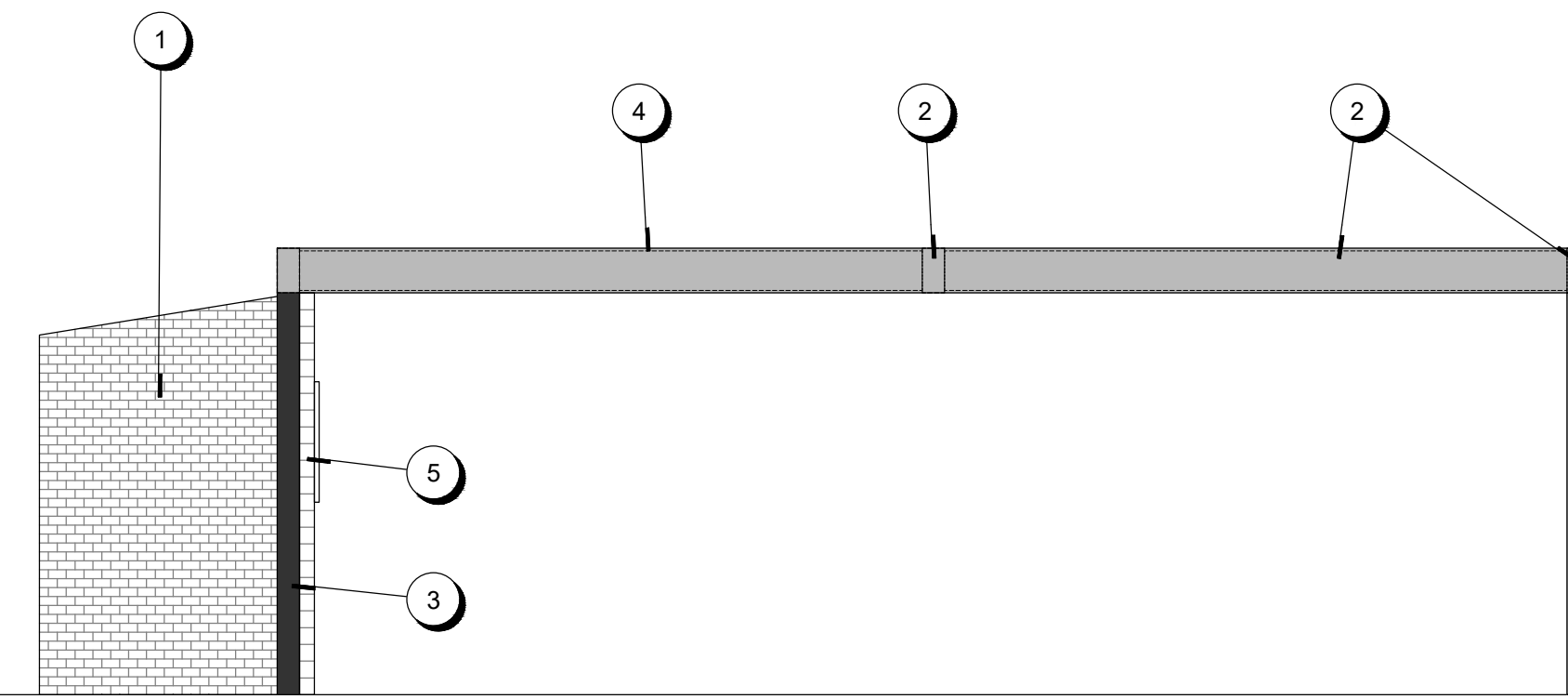
(A) ELEVATION - TV WALL



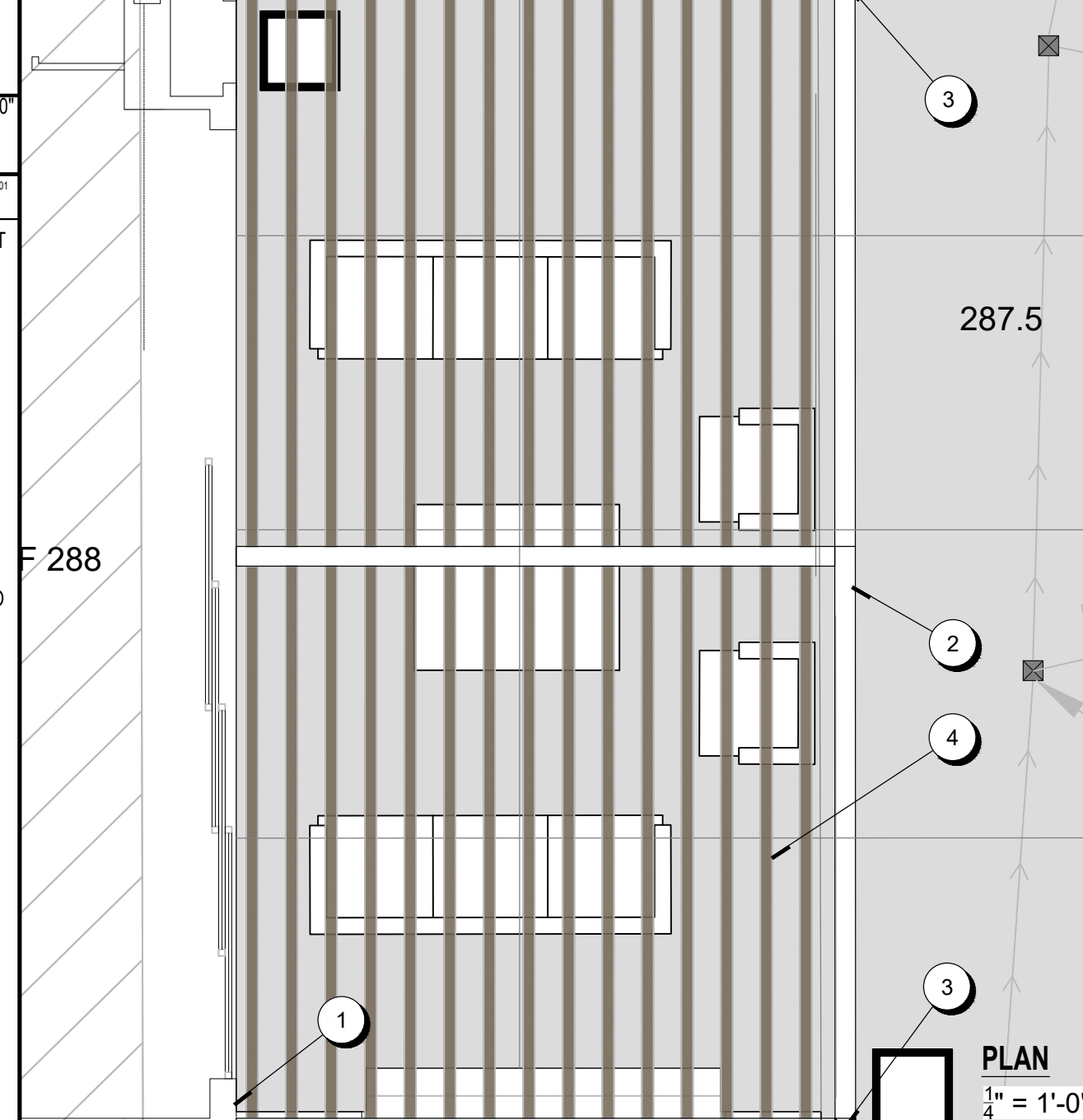
- DETAIL LEGEND**
- 1 3/8" VIKING STAINLESS STEEL BBQ INSERT PER CONTRACTOR. CONFIRM WITH CLIENT.
 - 2 3" HT BBQ COUNTER WITH SMOOTH CONCRETE TOP AND 4" BACKSPLASH CONCRETE COLOR TO BE INTEGRATED DAVIS COLOR PEWTER. SEALANT PER CONTRACTOR.
 - 3 STUCCO FACE AND SIDES OF WALL TO MATCH ARCHITECTURE. SOLID SUPPORT UNDER BBQ TO SUPPORT FULL WEIGHT OF UNIT - CONTRACTOR TO PROVIDE CUTOUT FOR GAS LINE AND POWER PER MANF.
 - 4 CEDAR CABINERY. STAIN AND FINISH TO MATCH TV WALL. HARDWARE PER OWNER.
 - 5 CONCRETE FOOTING AND COMPACTED SUBGRADE TYPICAL. PER CONTRACTOR
- TASK LIGHTING TO BE INSTALLED ON UNDERSIDE OF DECK ABOVE

(D) ELEVATION - BBQ

(C) REAR PERGOLA ELEVATION

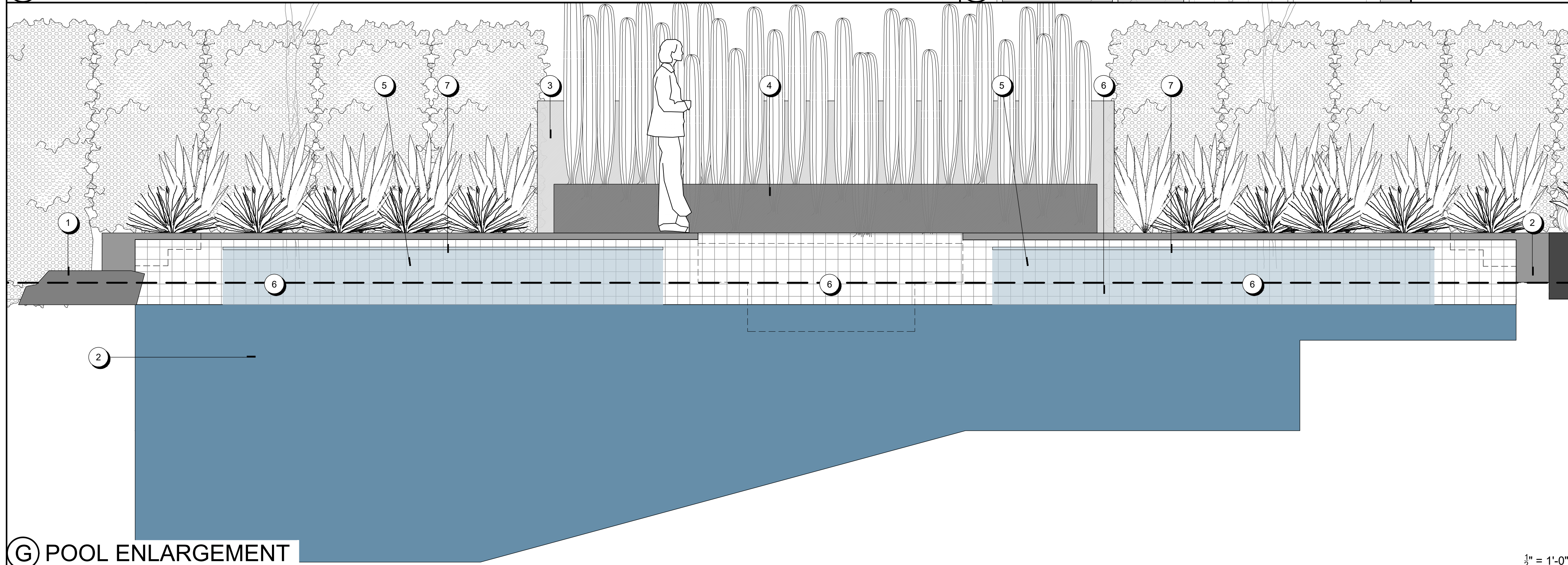


- DETAIL LEGEND**
- 1 OUTDOOR SHOWER AND STORAGE PER ARCHITECT
 - 2 6"x12" METAL BEAM - POWDER COAT BLACK TO MATCH ARCHITECTURAL ELEMENTS
 - 3 6"x8" METAL POSTS - POWDER COAT BLACK TO MATCH ARCHITECTURAL ELEMENTS
 - 4 4"x12" CEDAR RAFTERS - SET 12" ON CENTER - STAIN AND SEAL A SEMITRANSSPARENT TO MATCH GARAGE DOORS. VERIFY WITH OWNER
 - 5 CEDAR TV WALL - REFER TO CONSTRUCTION PLANS
- NOTE:** HARDWARE, CONNECTIONS, FOOTINGS, AND OTHER STRUCTURAL ELEMENTS TO BE PER STRUCTURAL ENGINEER OR CONTRACTOR. ELEVATIONS ARE FOR DESIGN INTENT AND FINISHES ONLY.



- DETAIL LEGEND**
- 1 ARCHITECTURE
 - 2 6"x12" METAL BEAM - POWDER COAT BLACK TO MATCH ARCHITECTURAL ELEMENTS
 - 3 6"x8" METAL POSTS - POWDER COAT BLACK TO MATCH ARCHITECTURAL ELEMENTS
 - 4 4"x12" CEDAR RAFTERS - SET 12" ON CENTER - STAIN AND SEAL A SEMITRANSSPARENT TO MATCH GARAGE DOORS. VERIFY WITH OWNER
- NOTE:** HARDWARE, CONNECTIONS, FOOTINGS, AND OTHER STRUCTURAL ELEMENTS TO BE PER STRUCTURAL ENGINEER OR CONTRACTOR. ELEVATIONS ARE FOR DESIGN INTENT AND FINISHES ONLY.

(E) PERGOLA PLAN AND ELEVATION



- DETAIL LEGEND**
- 1 DIVING ROCK
 - 2 POOL AND SPA PER CONTRACTOR. ELEVATION IS FOR DESIGN INTENT.
 - 3 4" HEIGHT BOK MODERN METAL PANEL. STYLE AND FINISH PER OWNERS SELECTION
 - 4 FORM AND FIBER STEEL FUSED BOX SERIES PLANTER. FINISH TBD
 - 5 SPILLWAY BY CONTRACTOR
 - 6 TILE WALL - 4" SQUARE CLE TILE GLAZED TERRACOTTA 'SHATTERED PEARL ZELIGE'. CONFIRM WITH CLIENT. TILE TO RUN UP TO BOTTOM OF COPING WHERE COPING IS ADJACENT. ENTIRE SPA TO BE TILED.
 - 7 CONCRETE COPING TO MATCH ADJACENT PAVING - REFER TO CONSTRUCTION PLAN
- NOTE:** REFER TO SITE CONSTRUCTION LEGEND FOR MORE INFORMATION

(G) POOL ENLARGEMENT

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CONSTRUCTION ELEVATIONS

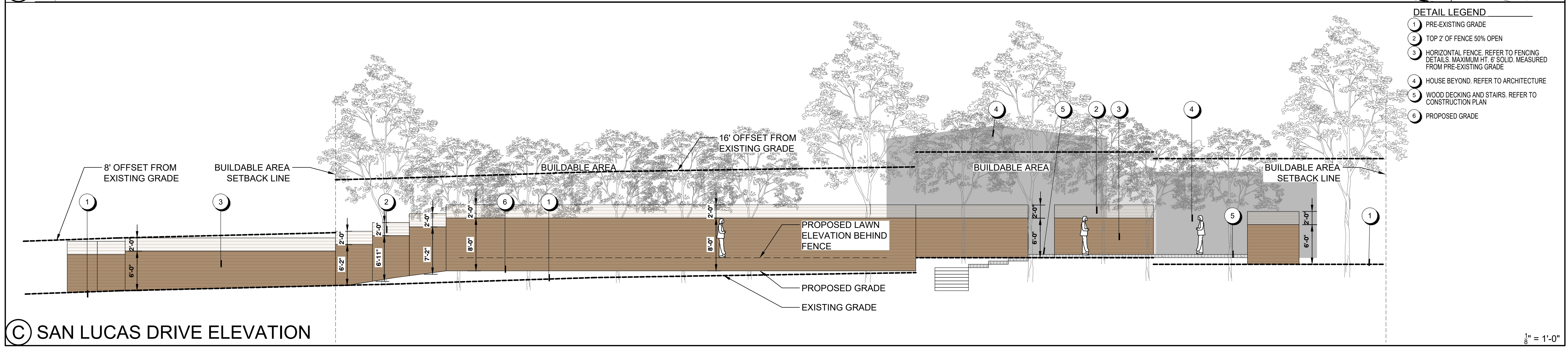
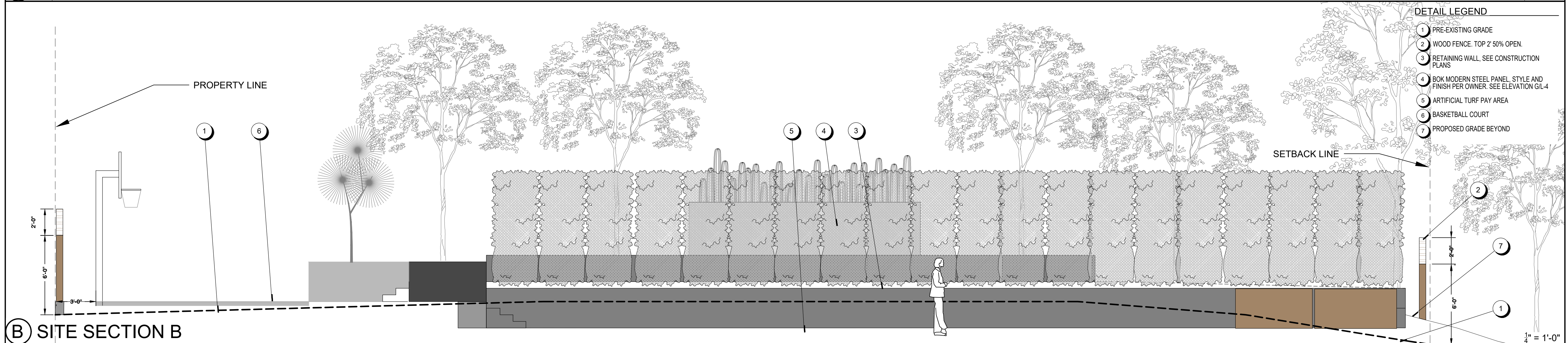
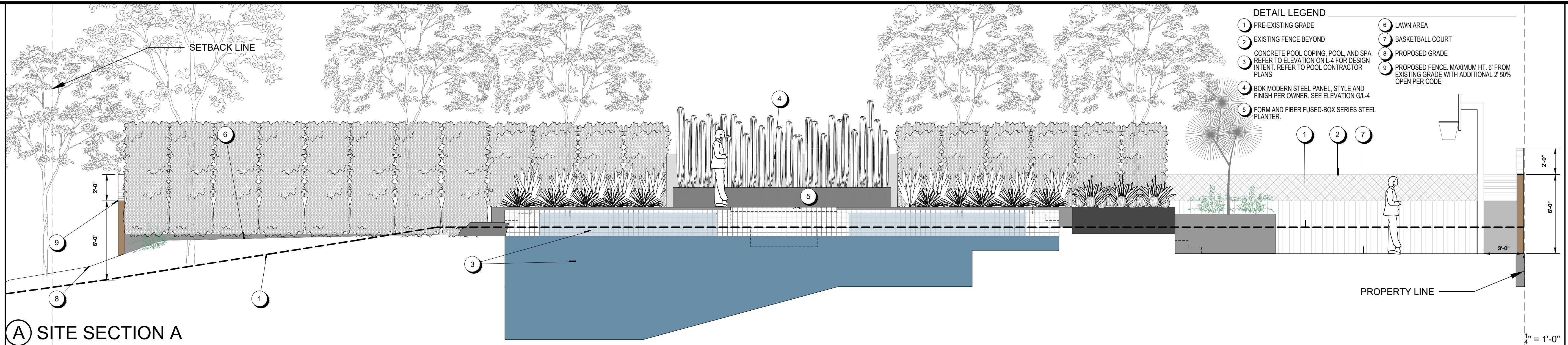
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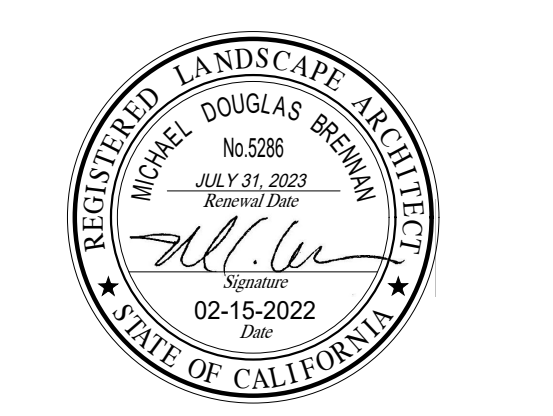
L-4



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SHEET TITLE:
FENCE SECTIONS

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L-5

HYDROZONE	H-4
VALVE #	4,9,15
WATER METHOD	BUBBLERS
AREA	616 SF
PLANT FACTOR	LOW

HYDROZONE	H-5
VALVE #	14
WATER METHOD	BUBBLERS
AREA	84 SF
PLANT FACTOR	MEDIUM

HYDROZONE	H-1
VALVE #	1,5,6,7,10,11,12,13,16
WATER METHOD	DRIP
AREA	7288 SF
PLANT FACTOR	LOW

HYDROZONE	H-2
VALVE #	3
WATER METHOD	ROTARY
AREA	1629 SF
PLANT FACTOR	MEDIUM

HYDROZONE	H-3
VALVE #	2,8,17
WATER METHOD	DRIP
AREA	1065 SF
PLANT FACTOR	MEDIUM

HYDROZONE	H-6
VALVE #	N/A
WATER METHOD	WATER FEATURE
AREA	932 SF
PLANT FACTOR	HIGH

WATER CALCULATIONS

LINE	HYDROZONE 1 shrubs low	HYDROZONE 2 lawn	HYDROZONE 3 shrubs medium	HYDROZONE 4 - tree bubblers	HYDROZONE 5 - tree bubblers	HYDROZONE 6 - water feature	SLA
1	EVAPOTRANSPIRATION RATE (Eto) 41						
2	CONVERSION FACTOR - 0.62 0.62						
3	LINE 1 X LINE 2 25.42						
4	0.30	6	0.60	0.30	0.60	1.00	
5	7288	1629	1065	616	84	927	
6	2186.4	977.4	639.0	184.8	50.4	927.0	
7	0.81	0.75	0.81	0.75	0.75	1.00	
8	2599.25	1303.20	788.89	246.40	87.20	927.00	
9	TOTAL OF ALL LINE 8 BOXES 6.032						
10	LINE 3 X LINE 9 - ESTIMATED TOTAL WATER USE (ETWU) 153.332						

ETa = 41 mpy
LA = 11609 sq ft
SLA = 0 sq ft
ETAF = 0.55
MAWA = $(Eto)(0.62)(ETAF \times LA) + (1 - ETAF) \times SLA$
MAWA = $(41)(0.62)(0.55 \times 11609) + (1 - 0.55) \times 0$
MAWA = 25.42 (0.55 x 11609.00 + 0)
MAXIMUM APPLIED WATER ALLOWANCE = 162305.43 gal. per year

Eto	
West of I-5	41.00
East of I-5	47

Hydrozone Category	PF-Plant Factor
High Water Use	1.00
Moderate Water Use	0.60
Low Water Use	0.30
Very Low Water Use	0.10
Special Landscape Area	1.00

Irrigation Method Code	IE - Irrigation Efficiency
Drip/Microspray	0.81
Bubblers	0.75
Rotors	0.70
Rotators	0.75
Overhead Spray	0.55

HYDROZONE MAP

SCALE: 1"=20'

4407 Orchard Ave
San Diego, CA 92107
619.995.1306
cd-ha.com

SHEET TITLE:
HYDROZONE MAP & WATER CALCS

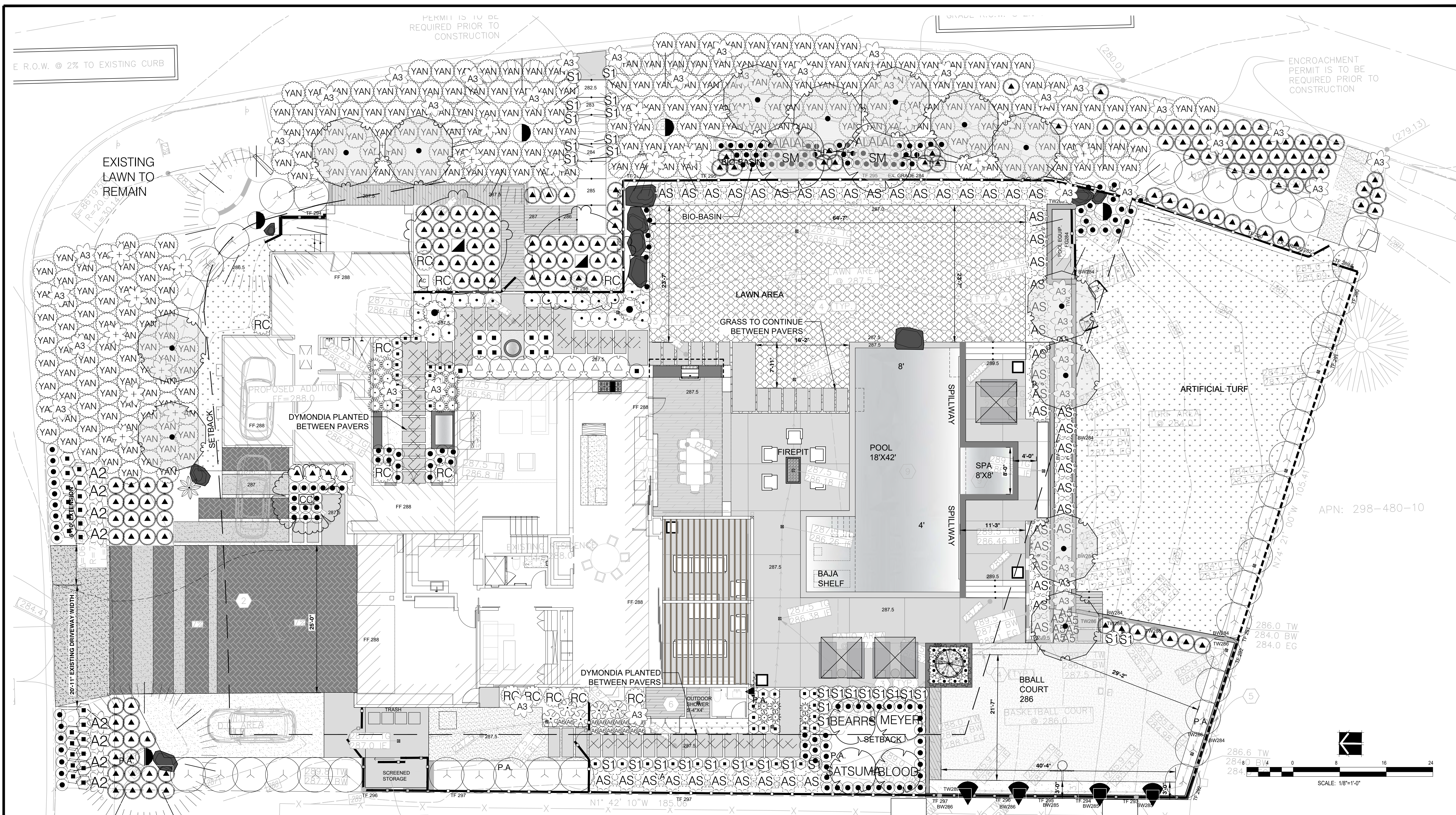
PROJECT | CLIENT:
STONE RESIDENCE
LANDSCAPE CONCEPT PLAN
1457 HIGHLAND DR
SOLANA BEACH, CA



revisions	
INTERNAL REVISION #2	10-13-2020
CD SUBMITTAL 01 DRAFT	10-29-2020
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drawing prepared by -	MBWJ
sheet plot date -	02-15-2022
carson douglas job number -	20-024
design start date -	7-1-2020

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E.R.O.W. © 2% TO EXISTING CURB



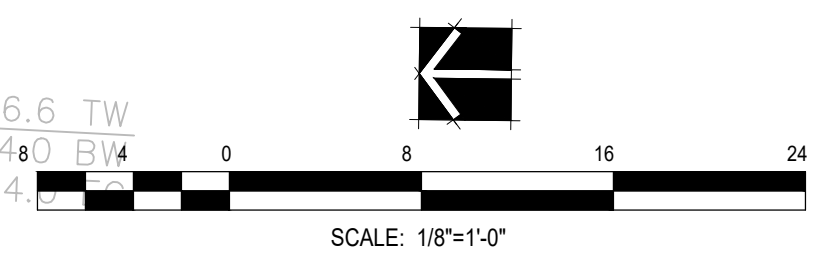
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PLANTING PLAN

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SOLANA BEACH, CA



APN: 298-480-10



PLANT SCHEDULE

TREES	QTY	BOTANICAL NAME	COMMON NAME	CONTAINER	WUCOLS	HEIGHT	QTY	BOTANICAL NAME	COMMON NAME	CONTAINER	WUCOLS	HEIGHT	QTY	BOTANICAL NAME	COMMON NAME	CONTAINER	WUCOLS	HEIGHT
	1	Aloe bainesii	Aloe	24" BOX	LOW	20'	6	Achillea millefolium 'Lavender Beauty'	Yarrow	4" POTS	LOW	4"	2	Dasylirion wheeleri	Grey Desert Spoon	15 GAL	LOW	4"
	2	Arbutus unedo	Strawberry Tree Shrub	36" BOX	LOW	15'	6	Agave 'Blue Glow'	Blue Glow Agave	15 GAL	LOW	6"	10	Dorycnium hirsutum	Hairy Canary Clover	3 GAL	LOW	4"
	1	Cercis occidentalis 'Forest Pansy'	Western Redbud	24" BOX	LOW	15'	22	Agave americana 'Medio-picta Alba'	Striped Century Plant	5 GAL	LOW	6"	7	Hesperaloe parviflora 'Dwarf Yellow'	Dark Yellow Yucca	5 GAL	LOW	4"
	1	Citrus reticulata 'Satsuma'	Satsuma Tangerine	24" BOX	MEDIUM	10'	8	Agave attenuata 'Nova'	Blue Clone	5 GAL	LOW	4"	22	Kniphofia uvaria 'Echo Mango'	Reblooming Torch Lily	5 GAL	MEDIUM	4"
	1	Citrus x aurantiifolia 'Bears Lime'	Bears Lime	24" BOX	MEDIUM	12'	40	Agave x 'Blue Flame'	Blue Flame Agave	15 GAL	LOW	10'	41	Laurus nobilis	Bay Laurel	15 GAL	LOW	10'
	1	Citrus x limon 'Improved Meyer'	Meyer Lemon	24" BOX	MEDIUM	10'	16	Aloe vera	Medicinal Aloe	5 gal	LOW	4"	23	Lavandula angustifolia 'Hidcote'	Hidcote Lavender	5 GAL	LOW	4"
	1	Citrus x sinensis 'Blood'	Blood Red Orange	24" BOX	MEDIUM	10'	39	Aloe x 'Blue Elf'	Aloe	1 GAL	LOW	4"	14	Lygeum spartum	False Esparto Grass	1 GAL	LOW	4"
	13	Olea europaea 'Swan Hill'	Fruitless Olive - Multi	36" BOX	LOW	25'	7	Aloe x 'Blue Elf'	Aloe	5 gal	LOW	4"	148	Muhlenbergia rigens	Deer Grass	1 GAL	LOW	4"
	5	Platanus racemosa - multi trunk	California Sycamore	36" box	MEDIUM	50'	16	Aloe x 'Grassy Lassie'	Aloe	1 GAL	LOW	4"	1	Pandorea jasminoides 'Alba'	Jasmine Pandorea	15 GAL	MEDIUM	15'
	2	Sambucus mexicana	Mexican Elderberry	5 gal.	LOW	15'	147	Carex divisa	Berkeley Sedge	5 GAL	LOW	4"	4	Podocarpus elongatus 'Icee Blue' TM	Icee Blue Yellow Wood	15 GAL	MEDIUM	15'
	5	Chondropetalum tectorum	Cape Rush	5 GAL	LOW	4"	254	Ceanothus griseus horizontalis 'Yankee Point'	California Lilac	5 GAL	LOW	4"	12	Rhamnus californica 'Mound San Bruno'	California Coffeeberry	5 GAL	LOW	4"
	50	Acca sellowiana	Pineapple Guava	15 GAL	MEDIUM	10'	5			5 GAL	LOW	4"	4	Rhoicissus capensis	Evergreen Grape	5 GAL	MEDIUM	15'

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carson douglas job number -	20-024
design start date -	7-1-2020

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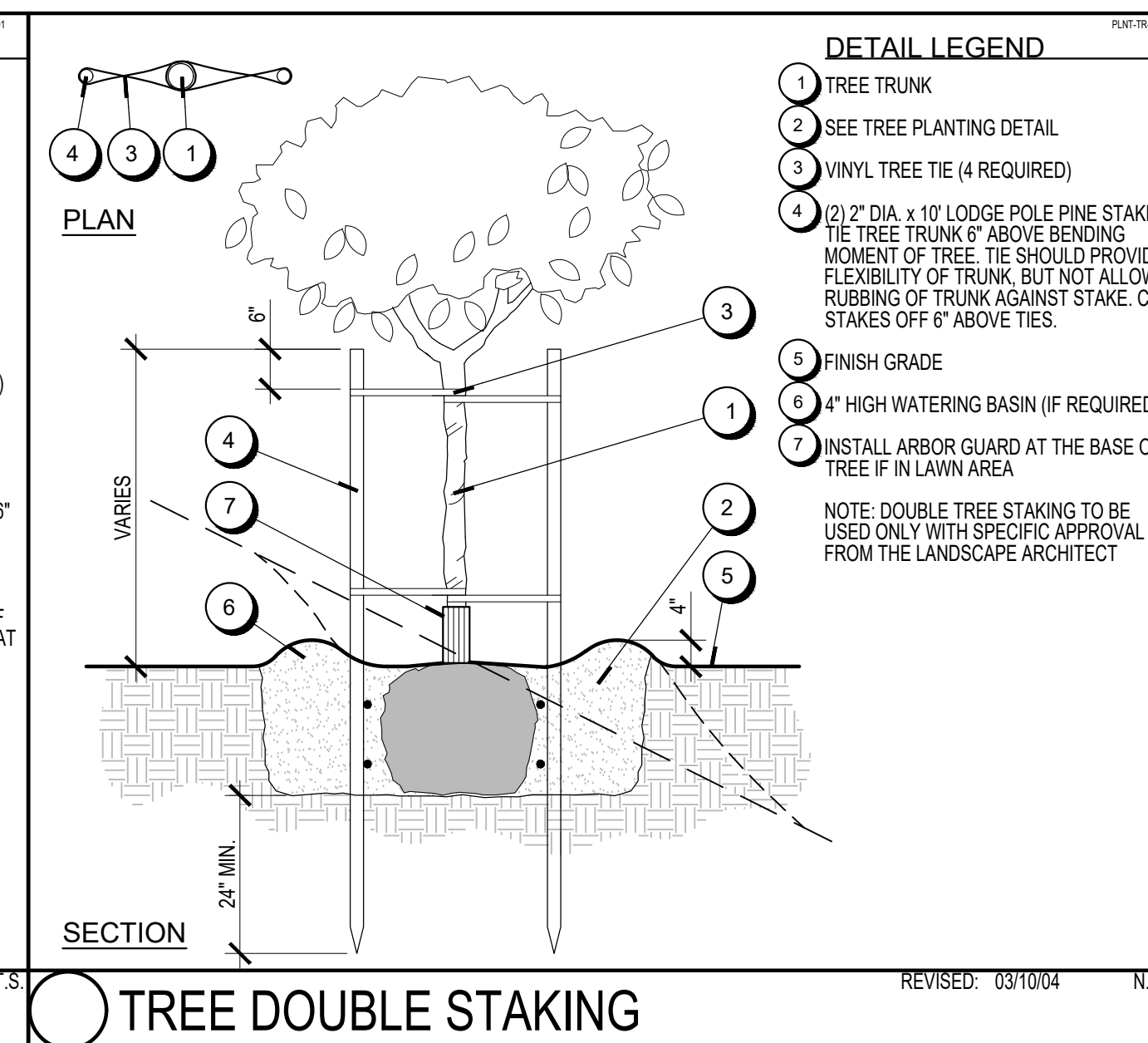
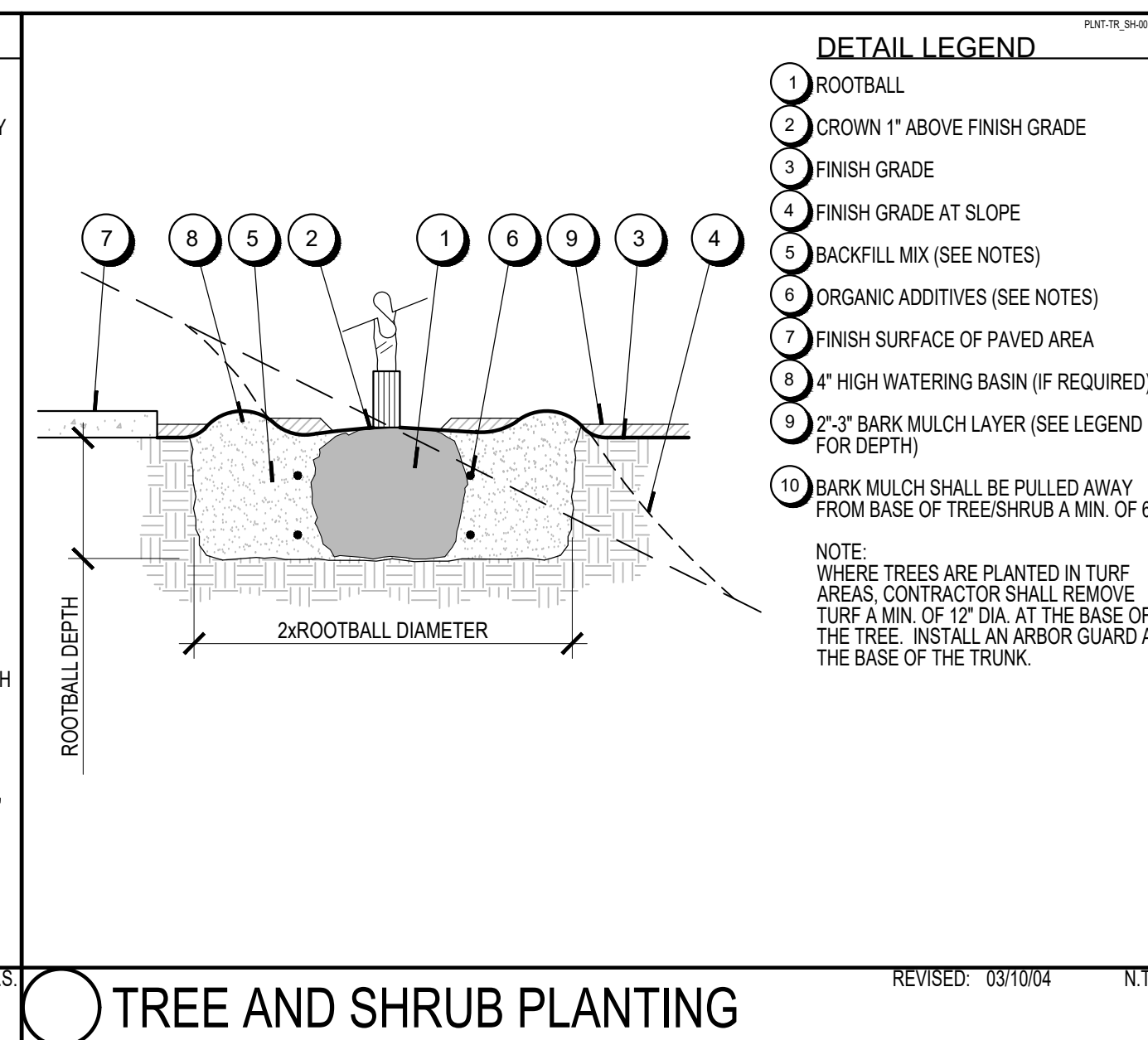
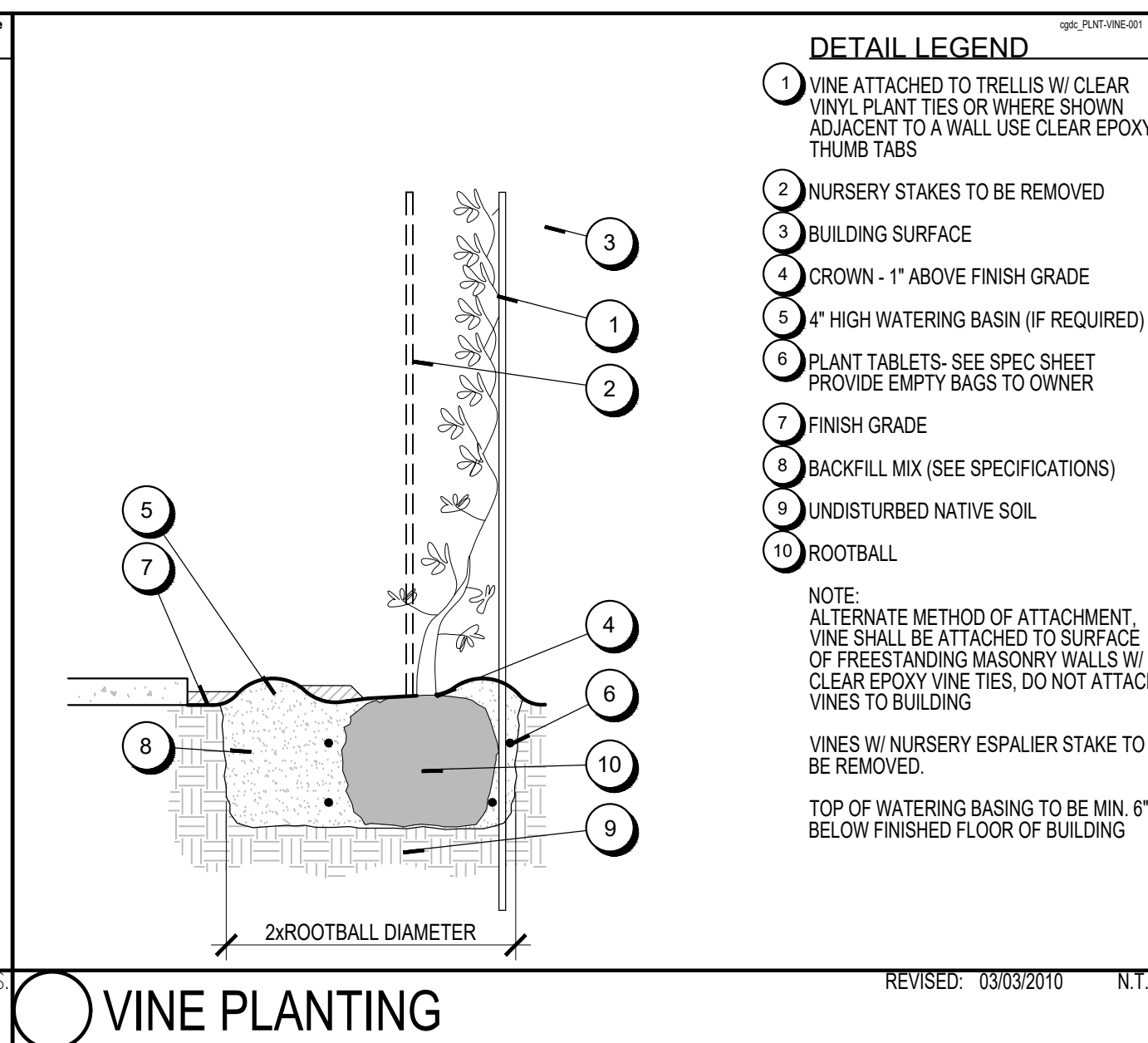
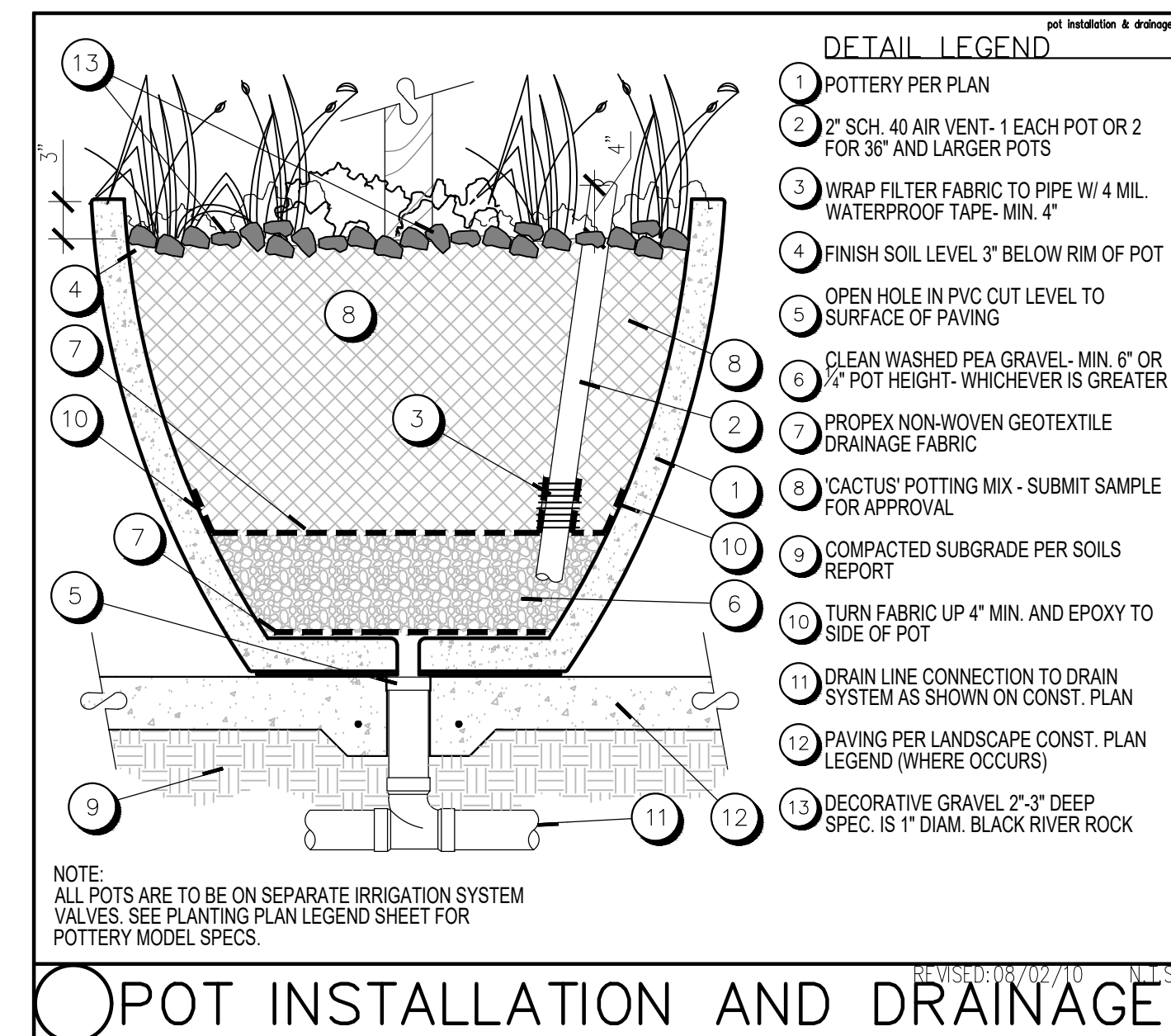
SHEET 7 OF 8

PLANTING NOTES

1. A. THE PLANTING PLAN IS DIAGRAMMATIC. ALL PLANT LOCATIONS ARE APPROXIMATE. PLANT SYMBOLS TAKE PRECEDENCE OVER PLANT QUANTITIES SPECIFIED.
- A. QUANTITIES SHOWN ON THE PLANTING PLAN ARE APPROXIMATE AND ARE FOR THE CONVENIENCE OF THE CONTRACTOR ONLY.
- B. CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT OF THE DISCREPANCIES BETWEEN QUANTITIES AND SYMBOLS SHOWN.
2. LANDSCAPE CONTRACTOR SHALL APPLY A CONTACT HERBICIDE, WHERE WEEDS ARE PRESENT, PER MANUFACTURERS SPECIFICATIONS A MINIMUM OF TEN (10) DAYS PRIOR TO COMMENCEMENT OF ANY PLANTING OR IRRIGATION WORK. WEEDS SHALL BE ALLOWED TO COMPLETELY DIE BACK, INCLUDING THE ROOTS BEFORE PROCEEDING WITH WORK.
3. LANDSCAPE CONTRACTOR SHALL CONTACT TRI-C ENTERPRISES FOR A SOIL KIT @ 1-800-927-3311, TAKE NECESSARY SOIL SAMPLES AND PROVIDE A SOIL TESTING REPORT TO THE LANDSCAPE ARCHITECT BEFORE BEGINNING WORK.
4. PRIOR TO PLANTING, IRRIGATION SYSTEM SHALL BE FULLY OPERATIONAL AND PLANTING AREAS SHALL BE THOROUGHLY SOAKED. THE CONTRACTOR SHALL CONTACT THE PROJECT LANDSCAPE ARCHITECT TO PERFORM A COVERAGE TEST AND MAINLINE PRESSURE TESTING PRIOR TO PLANTING INSTALLATION. TREE PLANTING MAY BE STARTED HOWEVER SHRUB AND GROUND COVER PLANTING SHALL COMMENCE ONCE LANDSCAPE ARCHITECT REVIEWS THE ENTIRE IRRIGATION SYSTEM. IF DRIP LINE IRRIGATION IS SPECIFIED ON THE IRRIGATION PLANS, THE CONTRACTOR MUST GET LANDSCAPE ARCHITECT'S APPROVAL ON THE LAYOUT PRIOR TO COVERING UP THE LINES. ALL SITE MEETINGS WITH LANDSCAPE ARCHITECT SHALL BE SCHEDULED IN ADVANCE OF FIVE BUSINESS DAYS.
5. ALL AREAS TO BE PLANTED, WHICH HAVE A SLOPE OF LESS THAN 10%, SHALL BE CROSS-RIPPED TO A DEPTH OF SIX (6") INCHES AND THE FOLLOWING AMENDMENTS SPREAD EVENLY AND THOROUGHLY BLENDED IN PER 1,000 SQUARE FEET (QUANTITIES SUBJECT TO CHANGE PER SOIL ANALYSIS):
 - A. 2 CUBIC YARDS NITROGEN FORTIFIED GOOD QUALITY SHAVINGS
 - B. 100 POUNDS AGRICULTURAL GYPSUM
 - C. 15 POUNDS IRON SULPHATE
 - D. 25 POUNDS 16-20-20 PRE-PLANT FERTILIZER
 - E. 50 POUNDS TRI-C PREMIUM HUMATE
6. EACH PLANT SHALL RECEIVE TRI-C MYCO PAKS (7GM) AS FOLLOWS:

Pak Application Rates:		5 Gallon	15 Gallon	24" Box	36" Box	48" Box	60" Box	72" Box	84" Box	96" Box
1 Gallon	5 Gallon	15 Gallon	24" Box	36" Box	48" Box	60" Box	72" Box	84" Box	96" Box	
1 pak	2-3 paks	6-8 paks	10-12 paks	16-18 paks	20-22 paks	26-28 paks	32-34 paks	40-42 paks	46-48 paks	
7. PLANT BACK FILL SHALL BE 80% SITE SOIL, AND 20% NITROGEN FORTIFIED GOOD QUALITY SHAVINGS BY VOLUME. 6LBS TRI-C 6-2-4 W/5% S, (SOIL CONDITIONER & FERTILIZER)
8. PLANT PITS SHALL BE TWICE THE SIZE OF THE DESIGNATED NURSERY CONTAINER.
9. PLANT MATERIAL SHALL NOT BE ROOT BOUND. FIVE GALLON PLANTS AND LARGER SHALL HAVE BEEN GROWN IN CONTAINERS FOR A MINIMUM OF 6 MONTHS AND A MAXIMUM OF TWO YEARS.
10. PLANTS SHALL EXHIBIT HEALTHY GROWTH AND BE FREE OF DISEASES AND PESTS.
11. STAKE ALL TREES AS SPECIFIED IN THE PLANTING LEGEND BY SPECIES TYPE. PALM TREES DO NOT REQUIRE ANY STAKING. TREES LARGER THAN 48" BOX MAY REQUIRE GUY STAKING.
12. REMOVE NURSERY STAKES ON ALL VINES AND ATTACH TO ADJACENT FENCES WITH GALV. NAILS AND GREEN NURSERY TAPE.
13. REMOVE NURSERY STAKES AND TIES FROM ALL CONTAINER STOCK. MAINTAIN SIDE GROWTH ON ALL TREES.
14. PLANTS SHALL NOT BE PLACED WITHIN TWELVE (12") INCHES OF SPRINKLER HEADS.
15. SHRUBS SHOWN IN PLANTING AREAS SHALL BE UNDER-PLANTED WITH GROUND COVER SHOWN BY ADJACENT SYMBOL, TO WITHIN 12" OF MAIN PLANT STEM. IF NO GROUND COVER IS SPECIFIED AROUND SHRUB BEDS THE AREA IS TO BE MULCHED TO A DEPTH OF 3" WITH BARK CHIP MULCH SPECIFIED IN GROUND COVER LEGEND.
16. LANDSCAPE CONTRACTOR SHALL MAINTAIN A MINIMUM OF 2% DRAINAGE AWAY FROM ALL BUILDINGS, STRUCTURES, AND WALLS. LANDSCAPE AREAS SHALL BE FINISH GRADED SMOOTH TO ELIMINATE ROCKS AND ELIMINATE PUDDLING OR STANDING WATER.
17. FINISHED GRADES SHALL BE ONE (1) INCH BELOW THE TOP OF CURBS, SILLS, AND WALKWAYS IN ALL AREAS. WHERE SOD IS LAID NEXT TO THESE IMPROVEMENTS-FINISH GRADE BEFORE LAYING SOD SHALL BE 1-1/2" BELOW THE TOP.
18. THE LANDSCAPE CONTRACTOR SHALL LEAVE SITE IN A CLEAN CONDITION, REMOVING ALL UNUSED MATERIAL, TRASH, AND TOOLS ON A DAILY BASIS.
19. LANDSCAPE CONTRACTOR SHALL MAINTAIN ALL PLANTINGS ON A WEEKLY BASIS FOR A PERIOD OF NINETY (90) DAYS AFTER COMPLETION. ALL AREAS SHALL BE KEPT CLEAN, WATERED, AND WEED FREE. CONTRACTOR TO INCLUDE THIS 90 DAY MAINTENANCE IN THE INSTALLATION CONTRACT UNDER A SEPARATE LINE ITEM FOR REVIEW BY THE CLIENT.

20. AT COMPLETION OF ALL WORK OUTLINED IN THESE PLANS, THE LANDSCAPE CONTRACTOR SHALL CONTACT OWNER AND ARRANGE FOR A WALK THROUGH TO DETERMINE THAT ALL ASPECTS OF WORK ARE COMPLETED. WORK MUST BE FULLY COMPLETED ACCORDING TO ALL PLANS AND SPECIFICATIONS AND MUST BE COMPLETED IN A GOOD WORKMANSHIP MANNER AND MUST BE ACCEPTED BY THE OWNER IN WRITING PRIOR TO THE BEGINNING OF THE MAINTENANCE PERIOD.
21. THE MAINTENANCE PERIOD SHALL INCLUDE THE FOLLOWING SCOPE OF WORK:
 - A. DAILY WATERING OF ALL PLANT MATERIAL.
 - B. WEEKLY MOWING OF ALL TURF AREAS (IF ANY).
 - C. WEEDING AND REMOVAL OF ALL WEEDS FROM GROUND COVER AREAS AND WATER QUALITY CHANNELS (IF ANY).
 - D. REPLACEMENT OF ANY DEAD, DYING, OR DAMAGED TREES, SHRUBS, OR GROUND COVERS.
 - E. FILLING AND REPLANTING OF ANY LOW AREAS WHICH MAY CAUSE STANDING WATER.
 - F. ADJUSTING OF SPRINKLER HEAD HEIGHT AND WATERING SYSTEM.
 - G. FILLING AND RECOMPACTION OF ERODED AREAS.
 - H. WEEKLY REMOVAL OF ALL TRASH, LITTER, CLIPPINGS, AND ALL FOREIGN DEBRIS.
 - I. AT 90 DAYS AFTER PLANTING AND PRIOR TO THE END OF THE MAINTENANCE PERIOD, TRI-C 6-2-4 W/5% S (SOIL CONDITIONER & FERTILIZER) SHALL BE APPLIED AT THE RATE OF 10 LBS. PER 1,000 SQUARE FEET TO LAWN AREAS AND PLANTING AREAS.
22. PRIOR TO END OF MAINTENANCE PERIOD, LANDSCAPE CONTRACTOR SHALL CONTACT OWNER AND ARRANGE FOR A FINAL WALK THROUGH WITH THE LANDSCAPE ARCHITECT. OWNER MUST ACCEPT ALL MAINTAINED AREAS IN WRITING PRIOR TO END OF MAINTENANCE PERIOD.
23. ALL GROUND COVERS SHALL BE GUARANTEED BY THE CONTRACTOR AS TO GROWTH AND HEALTH FOR A PERIOD OF SIXTY (60) DAYS AFTER THE COMPLETION OF MAINTENANCE PERIOD AND FINAL ACCEPTANCE. ALL SHRUBS SHALL BE GUARANTEED BY THE CONTRACTOR AS TO GROWTH AND HEALTH FOR A PERIOD OF NINETY (90) DAYS AFTER COMPLETION OF MAINTENANCE PERIOD AND FINAL ACCEPTANCE. ALL TREES SHALL BE GUARANTEED BY THE CONTRACTOR TO LIVE AND GROW IN AN ACCEPTABLE UPRIGHT POSITION FOR A PERIOD OF ONE (1) YEAR AFTER COMPLETION OF THE SPECIFIED MAINTENANCE PERIOD AND FINAL ACCEPTANCE.
24. THE CONTRACTOR, WITHIN FIFTEEN (15) DAYS OF WRITTEN NOTIFICATION BY THE LANDSCAPE ARCHITECT, SHALL REMOVE AND REPLACE ALL GUARANTEED PLANT MATERIALS, WHICH FOR ANY REASON FAIL TO MEET THE REQUIREMENTS OF THE GUARANTEE. REPLACEMENT SHALL BE MADE WITH PLANT MATERIALS AS INDICATED OR SPECIFIED ON THE ORIGINAL PLANS, AND ALL SUCH REPLACEMENT MATERIALS SHALL BE GUARANTEED AS SPECIFIED FOR THE ORIGINAL MATERIAL GUARANTEE.
25. ALL SHRUB AREAS SHALL RECEIVE A REINFORCED STRAW MATTING MATERIAL AS TEH TOP DRESSING
26. ALL FLOWER POTS AND FRONT BORDERS OF PLANTING BEDS TO BE PLANTED WITH SEASONAL ANNUALS. 4" POTS @ 6" O.C. ANNUALS SPECIES WILL DEPEND UPON SEASON AND AVAILABILITY. ANNUAL COLOR PALETTE TO BE APPROVED BY L.A. PRIOR TO INSTALLATION.
27. ALL TREES TO BE PLANTED A MINIMUM DISTANCE OF:
 - A. 10' FROM ANY LIGHT STANDARDS, POWER POLES.
 - B. 5' FROM ANY DRIVE APPROACHES, FIRE HYDRANTS, UTILITIES, AND PROPERTY LINES.
 - C. 3' FROM ANY METERS AND MAIN LINES.
 - D. 6' TO 8' CLEARANCE FROM R.O.W. AND
 - E. NO TREES IN DRAINAGE SWALES. ANY TREES SHOWN AROUND DRAINAGE CHANNELS OR BIOSWALES MUST BE PLANTED ON THE UPSLOPE AREA AND WELL OUTSIDE THE CENTERLINE OF THE CHANNEL.
28. ALL TREES PLANTED WITHIN 5' FROM ANY HARDSCAPE PAVEMENT, OR CURBS SHALL RECEIVE A "BIO-BARRIER" OR EQUIVALENT TREE ROOT BARRIER. INSTALL 20 LINEAL FEET CENTERED AT EACH TREE. ROOT BARRIERS WILL NOT BE WRAPPED AROUND THE ROOT BALL. SEE ROOT BARRIER DETAIL.
29. TOPPING OF TREES IS NOT PERMITTED. ALL PRUNING SHALL COMPLY WITH THE NATIONAL ARBORIST ASSOCIATION
30. ANY REQUIRED LANDSCAPE (INCLUDING EXISTING OR PROPOSED LANDSCAPE ON-SITE OR SITE ADJACENT) DAMAGED OR REMOVED DURING DEMOLITION OR CONSTRUCTION SHALL BE REPAIRED AND/OR REPLACED IN KIND AND EQUIVALENT SIZE TO THE SATISFACTION OF THE CITY MANAGER WITHIN 30 DAYS OF DAMAGE OR CERTIFICATE OF OCCUPANCY.



POT INSTALLATION AND DRAINAGE

VINE PLANTING

TREE AND SHRUB PLANTING

TREE DOUBLE STAKING

4407 Orchard Ave
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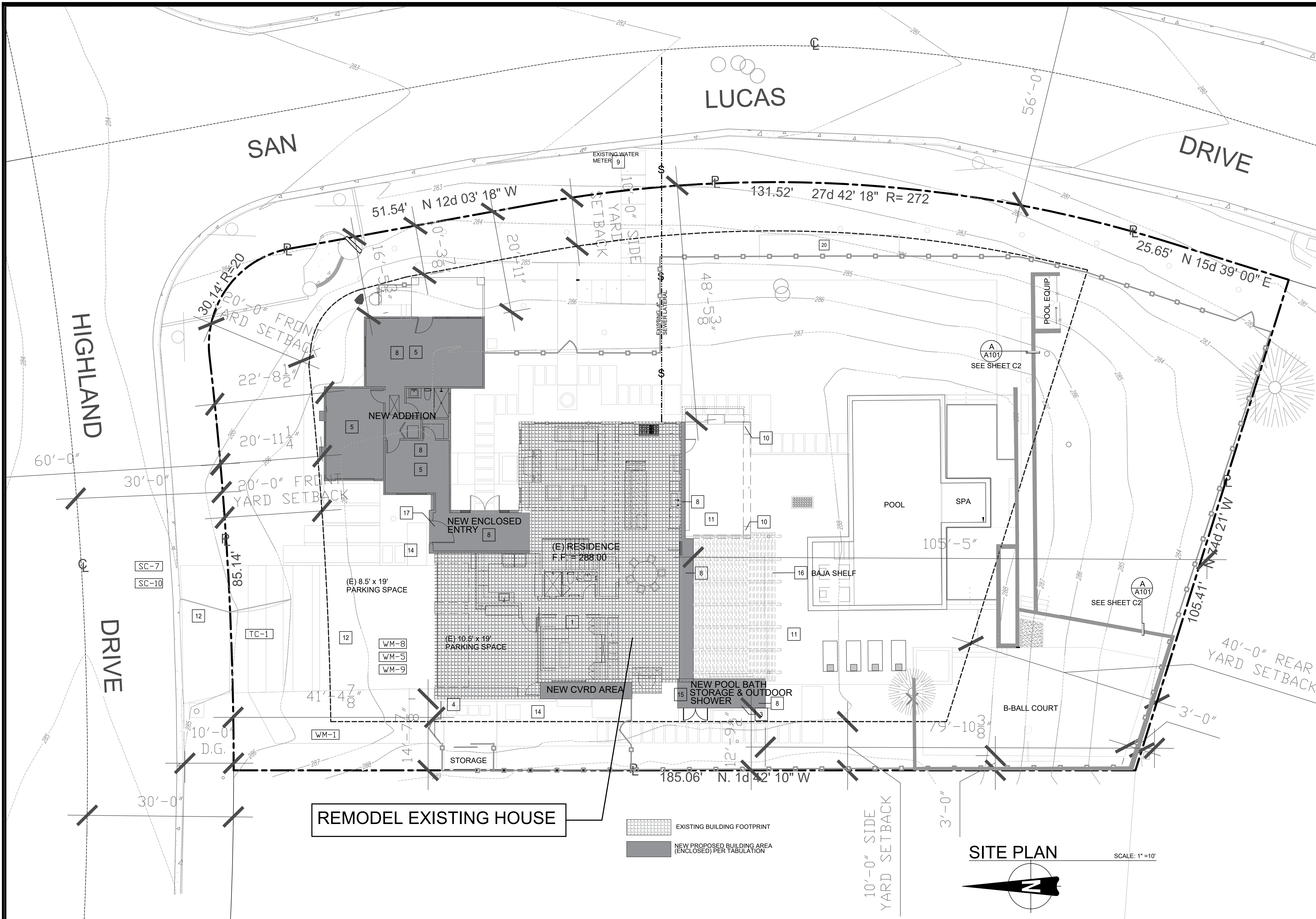
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design start date -	7-1-2020



SITE PLAN KEY NOTES:

- 1 EXISTING 2 STORY HOUSE TO REMAIN
- 2 EXISTING ATTACHED GARAGE - SLAB ON GRADE
- 3 NEW OUTDOOR ENCLOSED BATHROOM
- 4 MAIN ELECTRICAL SERVICE PANEL - UPGRADE TO (200 AMP)
- 5 NEW STUDY, BATH & GREAT ROOM PER TABULATION BELOW
- 6 (E) A/C CONDENSER ON CONCRETE PAD
- 7 EXISTING GAS METER
- 8 NEW ENCLOSED BUILDING AREA PER TABULATION ON SHEET T1
- 9 EXISTING WATER METER TO REMAIN
- 10 NEW BALCONY COLUMNS PER SHEET A103
- 11 DEMO & REMOVE EXISTING CONCRETE PATIO
- 12 (E) CONCRETE DRIVEWAY TO REMAIN
- 13 (E) 5' SIDEWALK
- 14 (E) CONCRETE WALKWAY TO REMAIN
- 15 NEW ENCLOSED POOL STORAGE
- 16 NEW TRELIS - STEEL COLUMNS, TIMBER BEAMS
- 17 ENCLOSE EXISTING COVERED ENTRY
- 18 EXISTING SCREEN WALL TO BE REMOVED
- 19 NEW TRELIS - STEEL COLUMNS, TIMBER BEAMS
- 20 BIO BASIN - PER GRADING PLAN - SEE C2

BMP LEGEND

- DIRECTION OF LOT DRAINAGE → → 1% MIN.
- MATERIALS & WASTE MANAGEMENT CONTROL BMPs:**
- WM-1 MATERIAL DELIVERY & STORAGE
 - WM-8 CONCRETE WASTE MANAGEMENT
 - WM-5 SOLID WASTE MANAGEMENT
 - WM-9 SANITARY WASTE MANAGEMENT
- TEMPORARY RUNOFF CONTROL BMPs:**
- SC-7 STREET SWEEPING AND VACUUMING
 - SC-10 STORM DRAIN INLET PROTECTION
 - TC-1 STABILIZED CONSTRUCTION ENTRANCE

CITY PLANNER NOTES

THE ENTIRE CITY OF SOLANA BEACH IS WITHIN THE COASTAL ZONE. ONCE ALL INITIAL PLANNING COMMENTS HAVE BEEN ADDRESSED AND THE PROJECT IS APPROVED TO SUBMIT FOR PLAN CHECK, PLEASE CONTACT THE CALIFORNIA COASTAL COMMISSION AT (619)767-2370 TO DETERMINE IF A COSTAL DEVELOPMENT PERMIT IS REQUIRED FOR THIS PROJECT. COSTAL APPROVAL IS REQUIRED PRIOR TO PERMIT ISSUANCE.

PRIOR TO FRAMING INSPECTION, A HEIGHT CERTIFICATION IS REQUIRED FOR PROJECTS WITH CONSTRUCTION IN EXCESS OF 15 FEET IN HEIGHT. IN ORDER TO VERIFY THE HEIGHT OF THE NEW CONSTRUCTION, THE ELEVATIONS SHALL INCLUDE THE MSL OF THE EXISTING OR PROPOSED GRADE, WHICHEVER IS LOWER. PLEASE BE SURE TO INCLUDE THE MSL ELEVATION OF THE HIGHEST POINT OF THE NEW CONSTRUCTION.

THE DIMENSIONS ON THE FLOOR PLANS SHALL BE MEASURED FROM THE EXTERIOR WALL SURFACES.

TABULATION

EXISTING 1ST FLOOR LIVING AREA (1730 (E) + 153 clearstory)	1883 SF
(including stairs & clearstory 15+ ceiling)	
1ST FLOOR LIVING AREA ADDITION	1060 SF
(enclosed entry, study/great room, den extension, garage conversion/laundry)	
EXISTING 2ND FLOOR LIVING AREA to remain the same	1685 SF
2ND FLOOR LIVING AREA ADDITION	0 SF
GARAGE 1 (633 (E) - 126 conversion)	507 SF
GARAGE 2 ADDITION	242 SF
EXTERIOR FLOOR AREA	167 SF
(three sides enclosed - patio bath, outdoor shower, exterior storage & roof coverage outside of garage.)	
SUB-TOTAL OF FLOOR AREA	5544 SF
OFF STREET PARKING EXEMPTION	<400> SF
TOTAL ENCLOSED FLOOR AREA PROPOSED	5144 SF
MAXIMUM FLOOR AREA ALLOWED	8028 SF
COVERED PATIOS	901 SF
(only two sides enclosed - new addition patio & backyard patio)	
TOTAL GROSS AREA	6045 SF
CLEARSTORY (15' + CEILING)	153 SF
(see hatched area on sheet A103)	
NUMBER OF PARKING SPACES PROVIDED (9' x 19')	3 SPACES

J. Villa & Company Inc.
 Building Design, Planning & Construction
 29433 Cole Grade Road, Valley Center, CA 92082
 PH: (760)-688-7430
 E-MAIL: jeffervilla@gmail.com
 JVilaCompany.com

STONE RESIDENCE REMODEL
 1457 HIGHLAND DRIVE
 SOLANA BEACH, CALIF. 92075

SITE PLAN

AREA TABULATION SEE SHEET T1

	EXISTING S.F.	PROPOSED TOTAL S.F.
NON-LANDSCAPED AREA	5,334	8,893
NON-IRRIGATED LANDSCAPE	N/A	N/A
IRRIGATED LANDSCAPE	8,006	9,775
WATER FEATURES	N/A	1,235
DECORATIVE HARDSCAPE	N/A	3,400
TOTAL LOT AREA	23,303	23,303

	AREA OF WORK S.F.
IRRIGATED LANDSCAPE	8,893
WATER FEATURES	1,235
DECORATIVE HARDSCAPE	3,400
AGGREGATE LANDSCAPE AREA	13,528

OWNER INFORMATION

NAME: CHRISTOPHER & TRISHA STONE
 ADDRESS: 1457 HIGHLAND DRIVE
 CITY: SOLANA BEACH
 STATE: CALIFORNIA
 ZIP: 92075
 PHONE: 858-454-2238

CONTACT INFORMATION

NAME: J. VILLA & COMPANY Inc.
 ADDRESS: 29433 COLE GRADE ROAD
 CITY: VALLEY CENTER
 STATE: CALIFORNIA
 ZIP: 92082
 PHONE: 760-688-7430

PARCEL INFORMATION

1457 HIGHLAND DRIVE
 SOLANA BEACH, CALIF. 92075
 APN 298-480-09-00

EARTHWORK QUANTITIES
 CUT 202 C.Y. FILL 314 C.Y. IMPORT 112 C.Y.

PROPOSED IMPERVIOUS AREA

ROOFS	3,327 S.F.
DRIVEWAY	0 S.F.
HARDSCAPE	3,245 S.F.
TOTAL AREA	6,572 S.F.

IMPERVIOUS AREA PRIOR TO CONSTRUCTION: 5,265 S.F.
 IMPERVIOUS AREA AFTER CONSTRUCTION: 6,572 S.F.
 INCREASE IN IMPERVIOUS AREA: 1,307 S.F.
 IMPERVIOUS AREA REPLACED: 0 S.F.

PROJECT INFORMATION

(REMODEL EXISTING HOME PER SHEET A103 & A104 - INCLUDING KITCHEN & DINING ROOM REMODEL, MASTER BEDROOM & BATHROOM REMODEL, REMODEL THE UPSTAIRS BEDROOM BY ADDING A BATHROOM AND REMODEL THE EXTERIOR DECK & PATIO. ENCLOSE EXISTING COVERED ENTRY, AND ADD A NEW 698 S.F. STUDY, BATH & GREAT ROOM ADDITION, EXTERIOR WALL CLADDING & EXTERIOR OPENINGS. 126 S.F. GARAGE CONVERSION.)

WORK ALSO TO INCLUDE PLUMBING RE-PIPE, ELECTRICAL WORK AND NEW HVAC SYSTEM. NEW 540 S.F. TRELIS AND CONCRETE PATIO.

SITE WORK AND GRADING ARE PROPOSED FOR THIS PERMIT.

INCLUDED IN THIS PERMIT IS POOL, SITE GRADING, LANDSCAPING, WALLS & FENCING. (THE HOUSE IS ON CITY WATER & SEWER, AND HAS EXISTING ELECTRIC SERVICE TO BE UPGRADED.)

NOTE: OUTDOOR NIGHT LIGHTING IS NOT PERMITTED FOR OUTDOOR SPORTS COURTS. REMOVE UPLIGHTS IN THE COURT AREA.

SPECIAL INSPECTIONS ARE REQUIRED - SEE SHEET S1.

PLOT PLAN INFORMATION

CITY OF SOLANA BEACH
 ZONE ER-2
 CONSTRUCTION TYPE VB

BUILDING SETBACKS
 FRONT 20'
 SIDE 10'
 REAR 40'

MAX. BUILDING HEIGHT 25'

SHEET TITLE

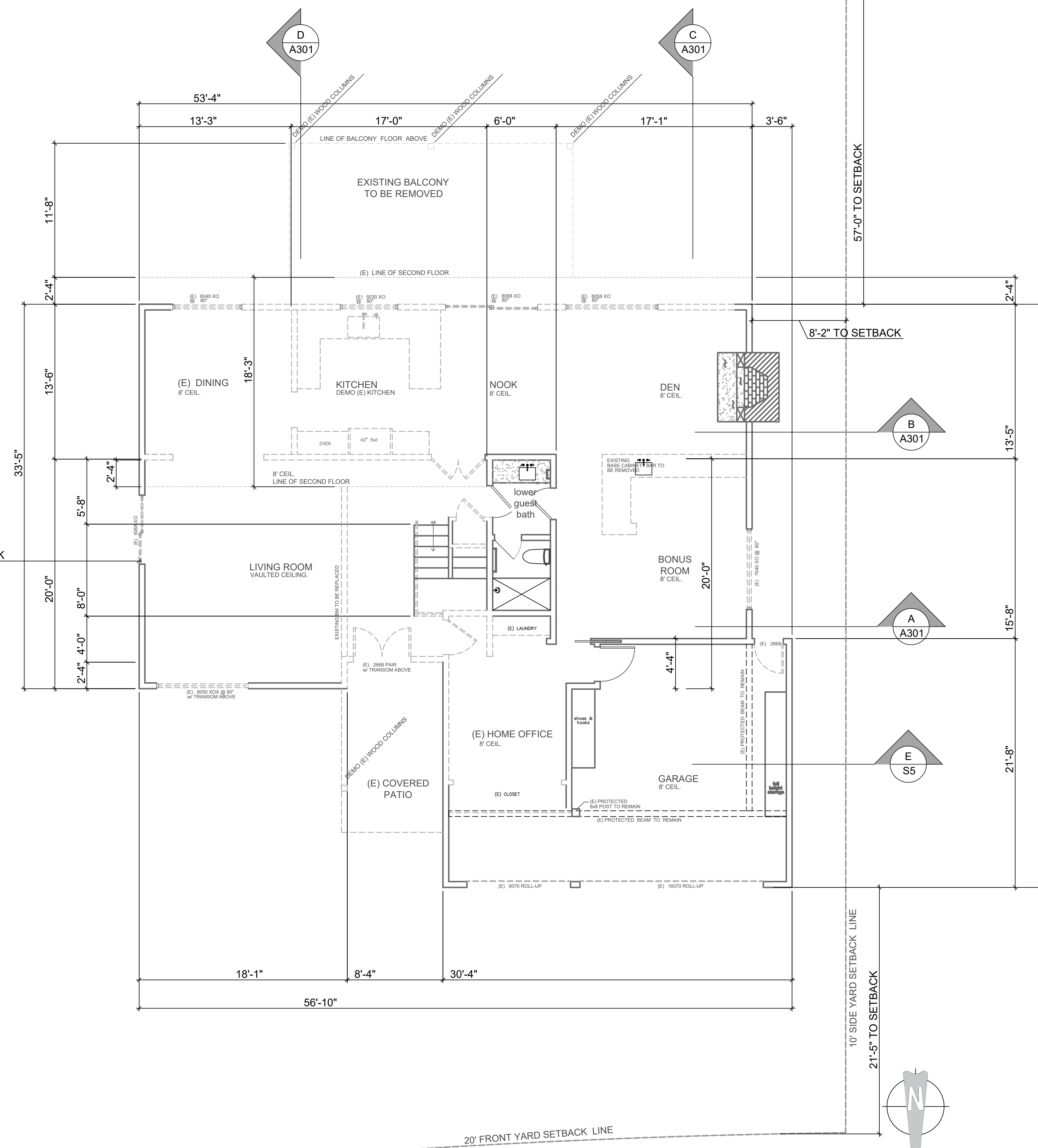
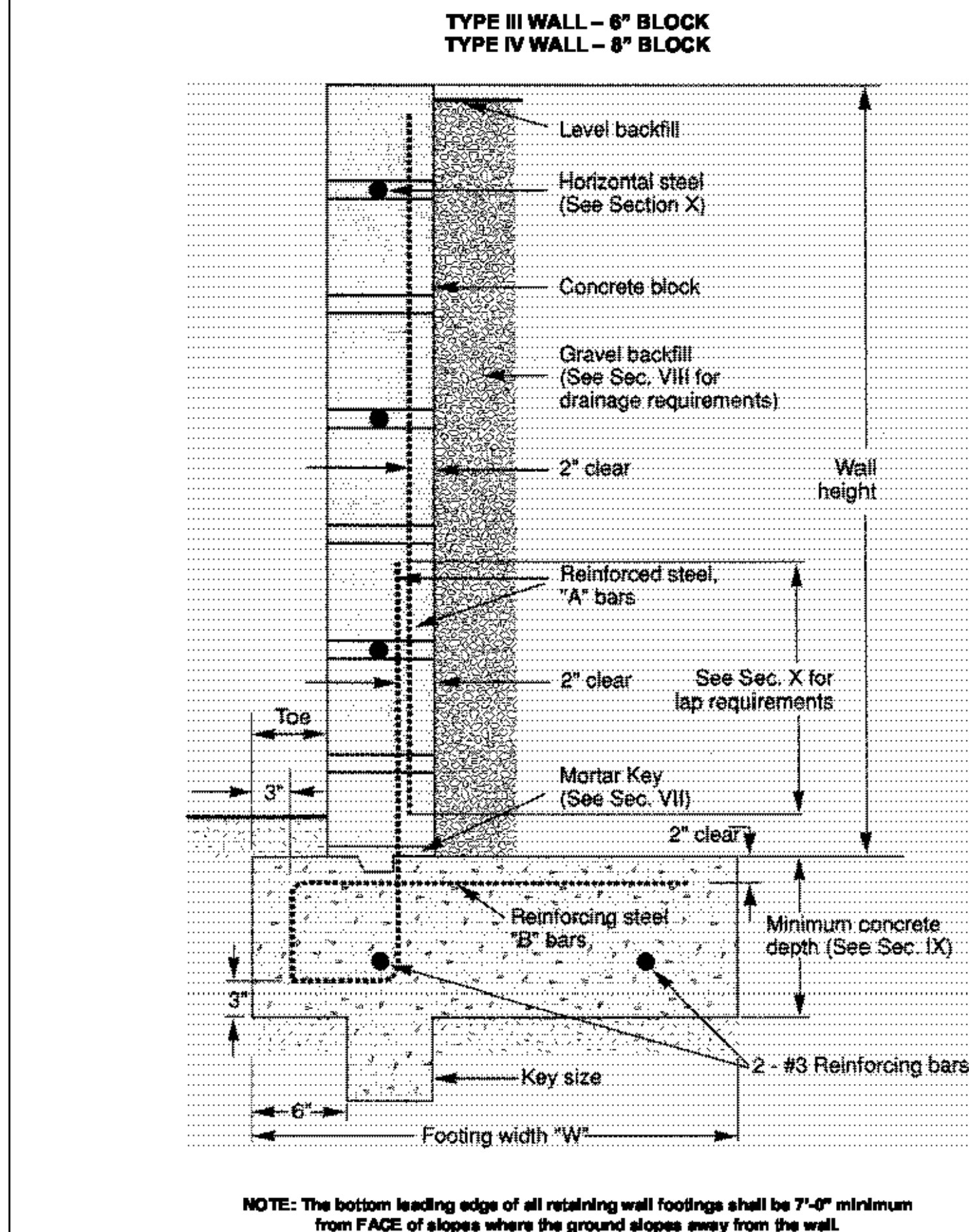
NEW SUBMITTAL: 4-1-2021
 PLANNING COMM. 11-1-2021
 PLANNING REV. 4-27-2022

SHEET NUMBER

A001

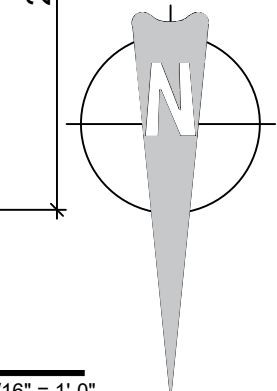
TABLE A

Wall height	Wall type	Toe	Footing width	Key size	Reinforcing Steel	
					A bars	B bars
1'-4"	III	2"	1'-3"	None	#3 @ 24" o.c.	None
2'-0"	III	2"	1'-6"	None	#3 @ 24" o.c.	None
2'-8"	III	3"	1'-10"	None	#3 @ 24" o.c.	#3 @ 48" o.c.
3'-4"	III	4"	2'-1"	None	#3 @ 24" o.c.	#3 @ 48" o.c.
4'-0"	IV	6"	2'-6"	None	#4 @ 24" o.c.	#3 @ 32" o.c.
4'-8"	IV	11"	2'-11"	None	#4 @ 24" o.c.	#4 @ 24" o.c.
5'-4"	IV	12"	3'-2"	6"x6"	#4 @ 16" o.c.	#4 @ 24" o.c.
6'-0"	V	16"	3'-10"	8"x8"	#4 @ 16" o.c.	#4 @ 24" o.c.
6'-8"	V	16"	4'-4"	8"x8"	#4 @ 16" o.c.	#4 @ 16" o.c.
7'-4"	V	16"	5'-0"	12"x12"	#5 @ 16" o.c.	#4 @ 16" o.c.
8'-0"	V	20"	5'-8"	12"x12"	#6 @ 16" o.c.	#4 @ 16" o.c.



EXISTING / DEMO FIRST FLOOR PLAN

WALL LEGEND
EXISTING TO REMAIN
DEMO



GENERAL PLAN NOTES:

- ALL DIMENSIONS ARE TO FACE OF STUD UNLESS NOTED OTHERWISE.
- VERIFY (E) 5/8" TYPE "X" GYPSUM BOARD FROM FLOOR TO ROOF SHEATHING AT GARAGE/DWELLING SEPARATION WALLS. ALL ELEMENTS SUPPORTING FLOOR ABOVE GARAGE MUST HAVE EQUIVALENT FIRE PROTECTION ON GARAGE SIDE. ALL WALLS AND CEILINGS, MINIMUM 1/2" GYP. BOARD ON GARAGE SIDE FROM DWELLING AND ATTICS, AND ON WALLS SUPPORTING FLOORS/CEILINGS.
- (E) 1 1/2" THICK, SOLID CORE, ONE HOUR FIRE RATED DOOR WITH SELF-CLOSING HARDWARE AT OPENING BETWEEN GARAGE AND DWELLING.
- (E) 18" HIGH RAISED PLATFORM FOR WATER HEATER IN GARAGE. PROVIDE P & T VALVE, ROU-T DISCHARGE LINE TO EXTERIOR & PROVIDE SEISMIC STRAPS.
- WHEN DOORS SWING TO THE EXTERIOR THE FLOOR LANDING SHALL NOT BE MORE THAN 1/2" INCH (12.7 mm) LOWER THAN THE THRESHOLD OF THE DOORWAY. WHERE SUCH ACCESS IS NOT REQUIRED, THE THRESHOLD SHALL NOT EXCEED 1 INCH (25 mm). LANDINGS SHALL BE LEVEL EXCEPT THAT EXTERIOR LANDINGS MAY HAVE A SLOPE NOT TO EXCEED 1/4" UNIT VERTICAL IN 12" UNITS HORIZONTAL (2% SLOPE).
- PROVIDE PERMANENTLY WIRED SMOKE DETECTORS WITH BATTERY BACKUP AS SHOWN. SEE SHEET E2.
- (E) METAL BOX FIREPLACE TO REMAIN
- SHOWER ENCLOSURES: SHOWER WALLS MUST BE FINISHED TO A HEIGHT OF 6'-0" WITH A SMOOTH, HARD, NONABSORBENT SURFACE.
- (E) ATTIC ACCESS: ATTIC AREAS IS ACCESSIBLE BY AN OPENING NOT LESS THAN 22"x30"
- HOSE BIBS AND LAWN SPRINKLER SYSTEMS SHALL HAVE AN APPROVED BACK FLOW PREVENTION DEVICE.
- PROVIDE EXHAUST FAN CAPABLE OF 5 AIR CHANGES PER HOUR MINIMUM IN AN INTERIOR BATHROOM, VANITY, OR LAUNDRY ROOM.
- BASEMENTS AND SLEEPING ROOMS MUST HAVE A WINDOW OR EXTERIOR DOOR FOR EMERGENCY ESCAPE AND RESCUE:
 - 5.7 SQ. FT. MINIMUM NET CLEAR OPENABLE AREA
 - 24" MINIMUM NET CLEAR OPENABLE HEIGHT
 - 20" MINIMUM NET CLEAR OPENABLE WIDTH
 - FINISHED SILL HEIGHT 44" ABOVE FLOOR MAXIMUM
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- WATER CLOSETS SHALL PROVIDE NO MORE THAN 1.28 GALLONS PER FLUSH.
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TABULATION SEE SHEET T1

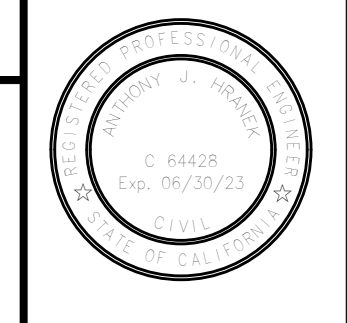
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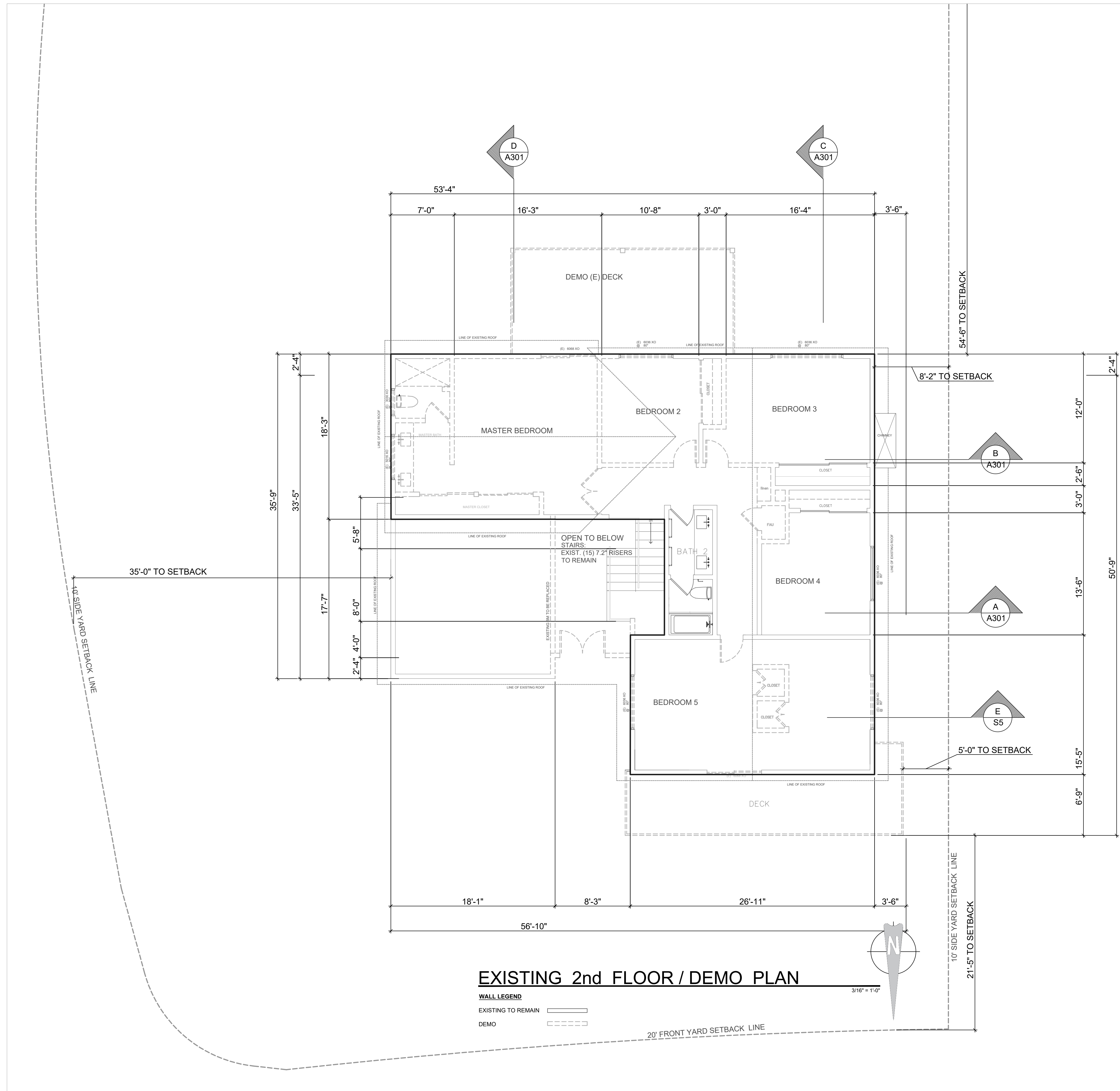
FLOOR PLANS

REVISIONS	
DESCRIPTION	DATE
NEW SUBMITTAL	3-11-2021



JVilaCompany.com
BY: J.N.V.

A101



GENERAL PLAN NOTES:

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PROPOSED FLOOR PLANS

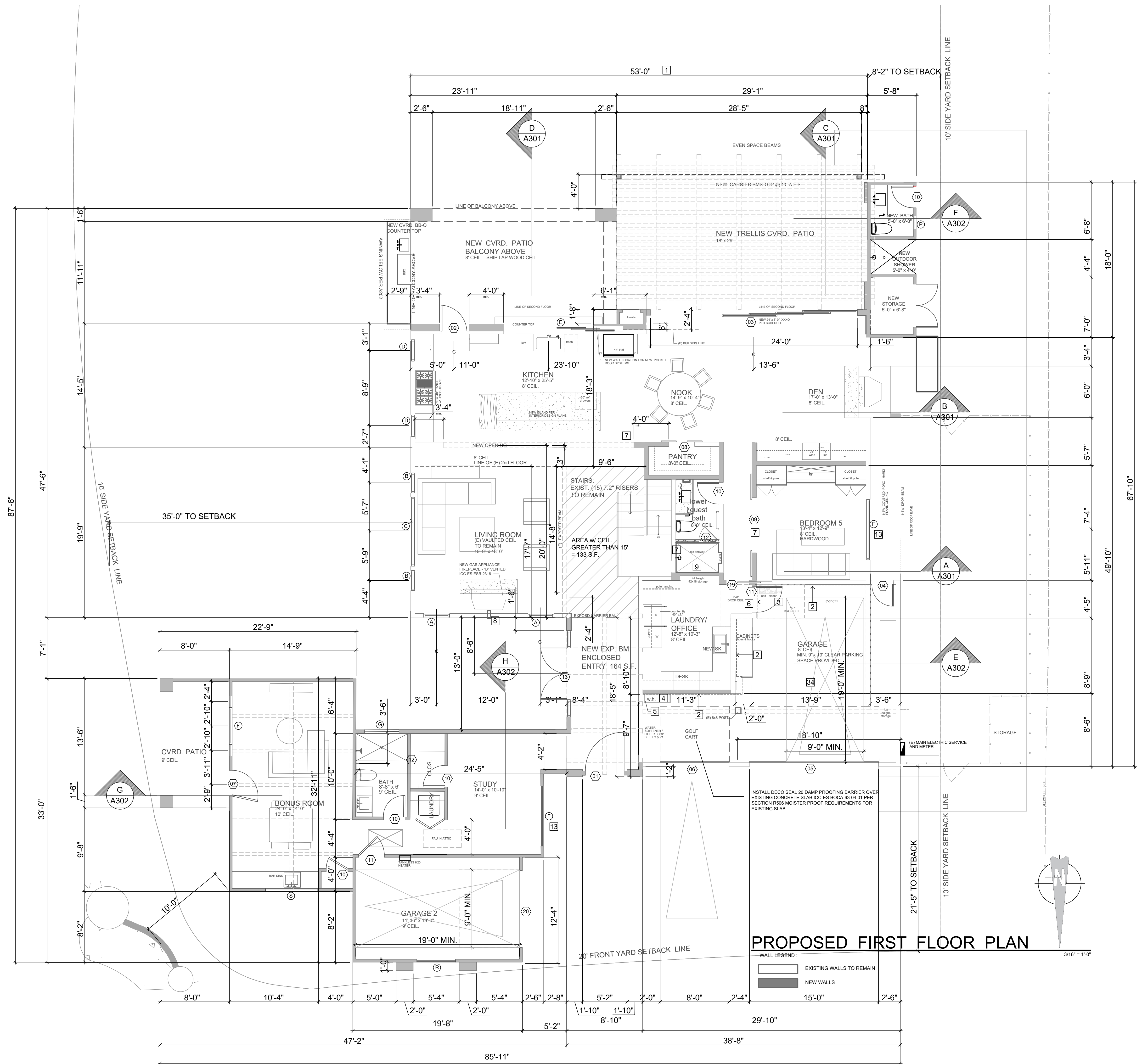
REVISIONS	
DESCRIPTION	DATE
NEW SUBMITTAL	3-11-2021

J. Villa & Company Inc.
 BY: J.N.V.

A102

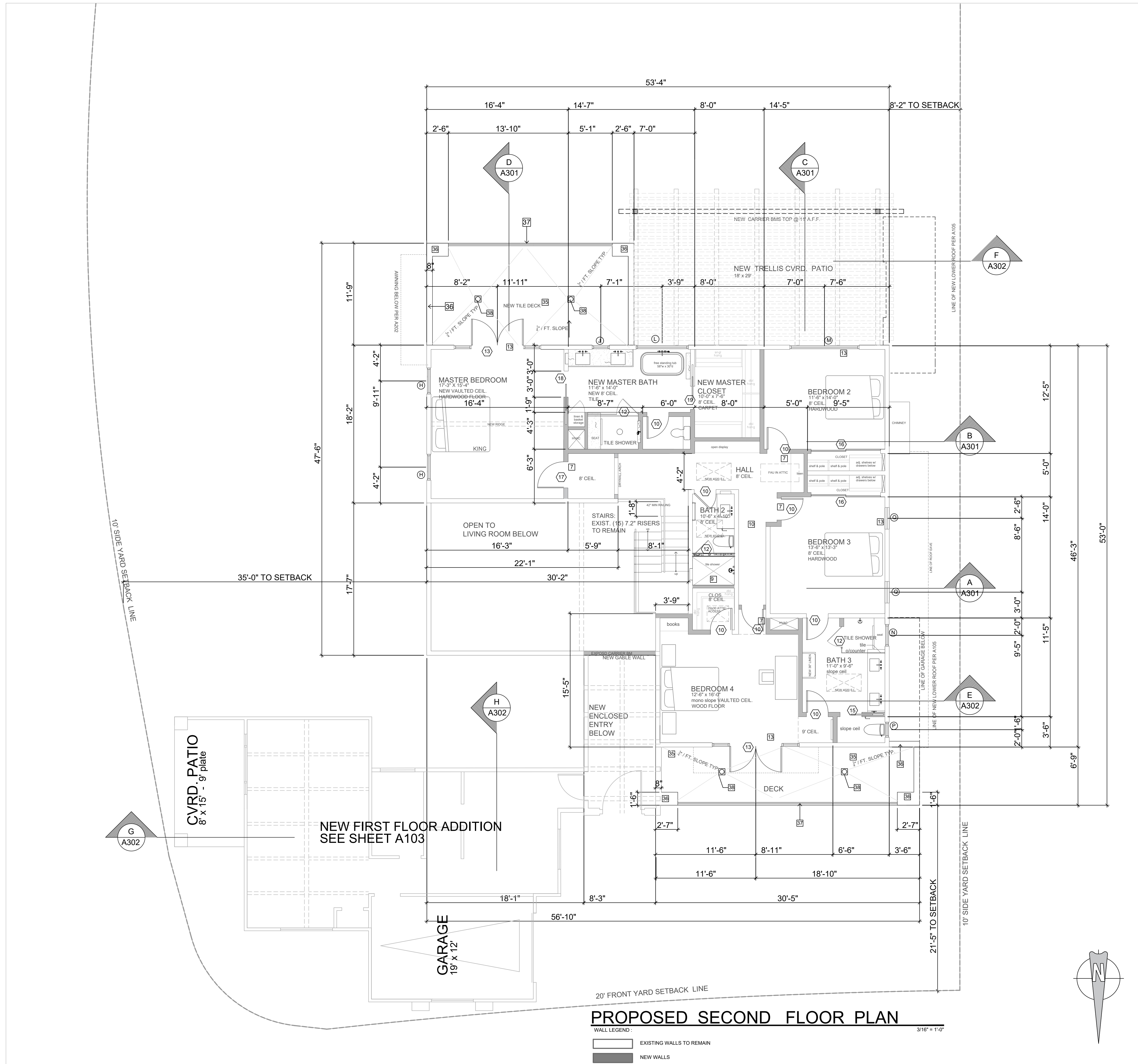
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- 36 EFFECTIVE JULY 1, 2019, NEW OR REPLACEMENT GARAGES SHALL HAVE BATTERY BACK-UP INSTALLED FOR ANY GARAGE DOOR OPENERS. S9969.



LOT AREA	540 AC GROSS & NET	23,522 SF
DISTURBED CONSTRUCTION AREA	see grading plan	
0.600 FOR 1ST 5,000 S.F. OF SQUARE FOOTAGE		3,000 S.F.
0.300 FOR THE BETWEEN 5,000 & 20,000 S.F.		4,500 S.F.
0.150 FOR ANYTHING OVER 20,000 S.F.		528 S.F.
MAXIMUM FAR FOR A 23,522 S.F. LOT		8,028 S.F.
EXISTING 1ST FLOOR LIVING AREA (1730 (E) + 153 clearstory) (including stairs & clearstory 15' ceiling)		1883 SF
1ST FLOOR LIVING AREA ADDITION (enclosed entry, study/great room, den extension, garage conversion/laundry)		1060 SF
EXISTING 2ND FLOOR LIVING AREA to remain the same		1685 SF
2ND FLOOR LIVING AREA ADDITION		0 SF
GARAGE (633 (E) - 126 conversion)		507 SF
GARAGE 2 ADDITION		242 SF
EXTERIOR FLOOR AREA (three sides enclosed - patio bath, outdoor shower, exterior storage & roof coverage outside of garage.)		167 SF
SUB-TOTAL OF FLOOR AREA		5544 SF
OFF STREET PARKING EXEMPTION (<400' SF)		<400' SF
TOTAL ENCLOSED FLOOR AREA PROPOSED		5144 SF
MAXIMUM FLOOR AREA ALLOWED		8028 SF
COVERED PATIOS (only two sides enclosed - new addition patio & backyard patio)		901 SF
TOTAL GROSS AREA		6045 SF
CLEARSTORY (15' + CEILING) (see hatched area on sheet A103)		153 SF
NUMBER OF PARKING SPACES PROVIDED (9' x 19')		3 SPACES

REVISIONS	DESCRIPTION	DATE
1	NEW SUBMITTAL	3-11-2021



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- 4 (E) 18" HIGH RAISED PLATFORM FOR WATER HEATER IN GARAGE. PROVIDE P & T VALVE, ROUT DISCHARGE LINE TO EXTERIOR & PROVIDE SEISMIC STRAPS.
- 5 WHEN DOORS SWING TO THE EXTERIOR THE FLOOR LANDING SHALL NOT BE MORE THAN 1/2" INCH (12.7 mm) LOWER THAN THE THRESHOLD OF THE DOORWAY. WHERE SUCH ACCESS IS NOT REQUIRED, THE THRESHOLD SHALL NOT EXCEED 1 INCH (25 mm). LANDINGS SHALL BE LEVEL EXCEPT THAT EXTERIOR LANDINGS MAY HAVE A SLOPE NOT TO EXCEED 1/4" UNIT VERTICAL IN 12" UNITS HORIZONTAL (2% SLOPE).
- 6 PROVIDE PERMANENTLY WIRED SMOKE DETECTORS WITH BATTERY BACKUP AS SHOWN. SEE SHEET E2.
- 7 (E) METAL BOX FIREPLACE TO REMAIN.
- 8 SHOWER ENCLOSURES: SHOWER WALLS MUST BE FINISHED TO A HEIGHT OF 6'-0" WITH A SMOOTH, HARD, NONABSORBENT SURFACE.
- 9 (E) ATTIC ACCESS: ATTIC AREAS IS ACCESSIBLE BY AN OPENING NOT LESS THAN 22"x30"
- 10 HOSE AND LAWN SPRINKLER SYSTEMS SHALL HAVE AN APPROVED BACK FLOW PREVENTION DEVICE.
- 11 PROVIDE EXHAUST FAN CAPABLE OF 5 AIR CHANGES PER HOUR MINIMUM IN AN INTERIOR BATHROOM, VANITY, OR LAUNDRY ROOM.
- 12 BASEMENTS AND SLEEPING ROOMS MUST HAVE A WINDOW OR EXTERIOR DOOR FOR EMERGENCY ESCAPE AND RESCUE:
 A. 5.7 SQ. FT. MINIMUM NET CLEAR OPENABLE AREA
 B. 24" MINIMUM NET CLEAR OPENABLE HEIGHT
 C. 20" MINIMUM NET CLEAR OPENABLE WIDTH
 D. FINISHED SILL HEIGHT 44" ABOVE FLOOR MAXIMUM
- 13 GARAGE SLAB UNDER WASHER AND LAUNDRY ROOM, SLOPE TO EXTERIOR FLOOR DRAIN RUN LINE TO DAYLIGHT.
- 14 PROVIDE PRESSURE BALANCED OR THERMOSTATIC MIXING VALVES IN SHOWERS AND TUB/SHOWER COMBINATIONS.
- 15 WATER CLOSETS SHALL PROVIDE NO MORE THAN 1.28 GALLONS PER FLUSH.
- 16 ALL VENTS (FLUES) SHALL BE INSTALLED AND SUPPORTED PER MANUFACTURER'S SPECIFICATIONS.
- 17 PROVIDE MIN. 30" CLEAR UNOBSTRUCTED WORKING SPACE IN FRONT OF FAU.
- 18 ALL WEATHER EXPOSED SURFACES SHALL HAVE A WEATHER RESISTIVE BARRIER TO PROTECT THE INTERIOR WALL COVERING AND THAT EXTERIOR OPENINGS SHALL BE FLASHED IN A MANNER TO MAKE THEM WATERPROOF.
- 19 FIREPLACES WITH GAS LOG LIGHTERS SHALL HAVE THE FLUE DAMPER FIXED IN THE OPEN POSITION WITH APPROVED FIREPLACE DOOR SYSTEM INSTALLED.
- 20 OPENABLE WINDOW AREA MUST BE 1/20 OF THE FLOOR AREA, MINIMUM 1-1/2 SQ. FT. IN BATHROOMS, LAUNDRY ROOMS, AND SIMILAR ROOMS.
- 21 PROVIDE FIRESTOPS, VERTICAL AND HORIZONTAL, IN ENCLOSED SPACES AT 10'-0" INTERVALS MAXIMUM.
- 22 DOORS MAY NOT SWING INTO GARAGE WHEN THERE IS MORE THAN 1" DROP FROM THE HOUSE.
- 23 UNDER NO CIRCUMSTANCES ARE GARAGES PERMITTED TO OPEN INTO A ROOM USED FOR SLEEPING PURPOSES.
- 24 ALL GLAZING TO BE INSTALLED WITH "U" VALUE INFORMATION ATTACHED CERTIFIED BY THE NFRC AND SHOWING COMPLIANCE WITH THE ENERGY CALCULATIONS. ALL NEW GLAZING SHALL HAVE CERTIFYING LABEL SHOWING THE "U" VALUE.
- 25 PROVIDE FAUCETS WITH A MAXIMUM FLOW RATE OF 2.2 GALLONS PER MINUTE (GPM).
- 26 PROVIDE SHOWER HEADS WITH A MAXIMUM FLOW RATE OF 2.5 GALLONS PER MINUTE (GPM).
- 27 PROVIDE ULTRA LOW FLUSH TOILETS.
- 28 SHOWER COMPARTMENTS AND BATH TUBS WITH INSTALLED SHOWER HEADS SHALL BE FINISHED WITH A NONABSORBENT SURFACE THAT EXTENDS TO A HEIGHT OF NOT LESS THAN 6 FEET ABOVE THE FLOOR.
- 29 ALL RESIDENTIAL FIRE SPRINKLER SYSTEMS SHALL BE DESIGNED IN ACCORDANCE WITH NFPA 13-D STANDARDS.
- 30 A PLUMBING FIXTURE CERTIFICATION MUST BE COMPLETED AND SIGNED BY EITHER A LICENSED GENERAL CONTRACTOR, OR A PLUMBING SUBCONTRACTOR, OR THE BUILDING OWNER CERTIFYING THE FLOW RATE OF THE FIXTURES INSTALLED. A COPY OF THE CERTIFICATION CAN BE OBTAINED FROM THE DEVELOPMENTAL SERVICES DEPARTMENT.
- 31 JOINTS AND OPENINGS, ANNULAR SPACES AROUND PIPES, ELECTRICAL CABLES, CONDUITS, OR OTHER OPENINGS IN PLATES AT EXTERIOR WALLS SHALL BE PROTECTED AGAINST THE PASSAGE OF RODENTS BY CLOSING SUCH OPENINGS WITH CEMENT MORTAR, CONCRETE MASONRY OR SIMILAR METHOD ACCEPTABLE TO THE ENFORCING AGENCY.
- 32 A MINIMUM OF 50% OF THE CONSTRUCTION WASTE GENERATED AT THE SITE IS DIVERTED TO RECYCLE OR SALVAGE.
- 33 (E) GARAGE SLABS/FLOORS OF NONCOMBUSTIBLE MATERIAL WITH MINIMUM 1% SLOPE DIRECTED TO DRAINS OR MAIN VEHICLE ENTRY DOORWAY.
- 34 TILE OF DEX-O-TEX ICC-ES REPORT ESR-1757
- 35 VENEER BRICK OVER STUCCO 48" WALL & COLUMN
- 36 NEW 42" MIN TALL RAILING - PRECAST CONCRETE CURB AT DECK TESTED DECK DRAINS TO EXTERIOR
- 37
- 38

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STONE RESIDENCE REMODEL
 1457 HIGHLAND DRIVE
 SOLANA BEACH, CALIF. 92075

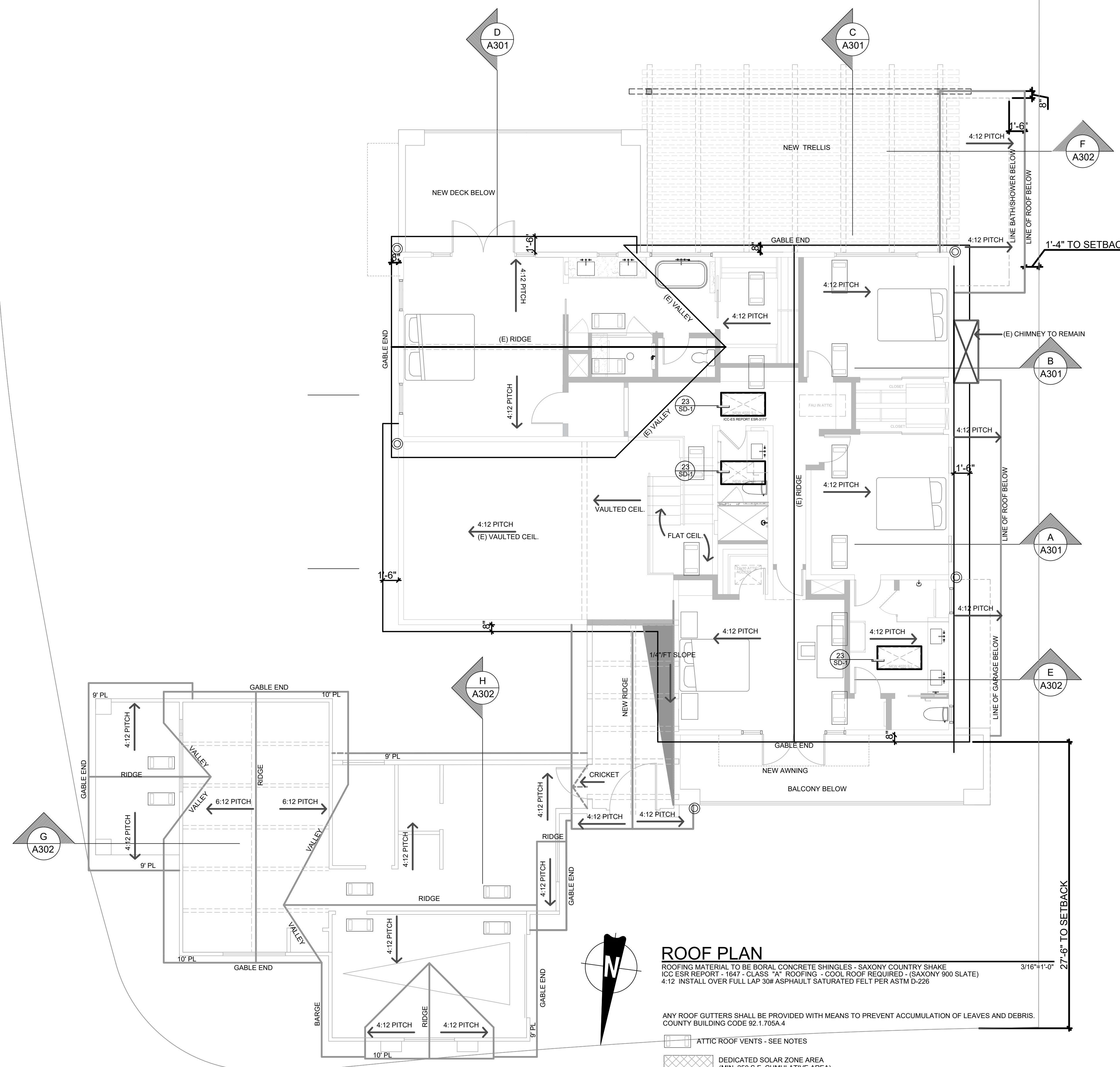
PROPOSED FLOOR PLANS

REVISIONS	
DESCRIPTION	DATE
NEW SUBMITTAL	3-II-2021

© 4428
 Exp. 06/30/23
 2/1/21

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A104



ROOF PLAN

ROOFING MATERIAL TO BE BORAL CONCRETE SHINGLES - SAXONY COUNTRY SHAKE
 ICC ESR REPORT #1647 - CLASS "A" ROOFING - COOL ROOF REQUIRED - (SAXONY 900 SLATE)
 4:12 INSTALL OVER FULL LAP 30# ASPHALT SATURATED FELT PER ASTM D-225

ANY ROOF GUTTERS SHALL BE PROVIDED WITH MEANS TO PREVENT ACCUMULATION OF LEAVES AND DEBRIS.
 COUNTY BUILDING CODE 92.1.705A.4

- ATTIC ROOF VENTS - SEE NOTES
- DEDICATED SOLAR ZONE AREA (MIN. 250 S.F. CUMULATIVE AREA)
- RAIN GUTTER DOWNSPOUT LOCATION PER SYMBOL
- RADIANT BARRIER ROOF PLYWOOD IS REQUIRED ON THIS HOUSE

ROOF PLAN NOTES:

ALL ROOFING CONSTRUCTION TO BE CLASS "A" ASSEMBLY AND EMBER RESISTANT VENTS

OHGEN - FLAT FIRE & ICE TILE ATTIC VENTS
 MODEL # OHAGEN NFVA - 99 in.2
 ICC-ES REPORT # 9650-A

ATTIC VENTILATION SYMBOL:

GARAGE ROOF:

1. Roof area in square feet:	1222
2. multiplied by 144 to get the:	176 K in.2
3. Roof area in square inches:	176 K in.2
4. divided by 150, to get:	1173 in.2
5. Total vent area REQ. in square inches:	1173 in.2
6. Total sq. in. OF VENTING PROVIDED:	1188 in.2

USE (12) FLAT OHAGEN ROOF VENTS PER PLAN

VENTILATION OPENINGS MUST COMPLY WITH THE FOLLOWING:
 ALL VENTILATION OPENINGS SHALL BE COVERED WITH NON-COMBUSTIBLE CORROSION-RESISTANT MESH. MESH OPENINGS SHALL BE 1/8 INCH.

-VENTILATION OPENINGS ON STRUCTURES LOCATED IMMEDIATELY ADJACENT TO BRUSH MANAGEMENT ZONE 1 SHALL NOT BE DIRECTED TOWARD HAZARDOUS AREAS OF NATIVE OR NATURALIZED VEGETATION.
 -ATTIC VENTILATION OPENINGS SHALL NOT BE LOCATED IN SOFFITS, IN EAVE OVERHANGS, BETWEEN RAFTERS AT EAVES, OR IN OTHER OVERHANG AREAS.

ALL BUILDINGS AND STRUCTURES HAVING ANY CHIMNEY, FLUE, OR STOVE PIPE ATTACHED TO ANY FIREPLACE, STOVE, BARBECUE, OR OTHER SOLID OR LIQUID FUEL BURNING EQUIPMENT AND DEVICES, SHALL BE EQUIPPED WITH AN APPROVED SPARK ARRESTOR

GUTTERS:

K STYLE PROFILE, METAL, GUTTERS
 GUTTERS @ ALL EAVES UNLESS OTHERWISE NOTED PER TYPICAL EAVE
 LEAVE AND DEBRIS ACCUMULATION PROTECTION REQUIRED

DOWNSPOUTS:

LOCATION PER SYMBOL
 ALL DOWNSPOUTS TO BE ROUND, METAL,
 FAUX COPPER & TIE INTO IRRIGATION DRAINS

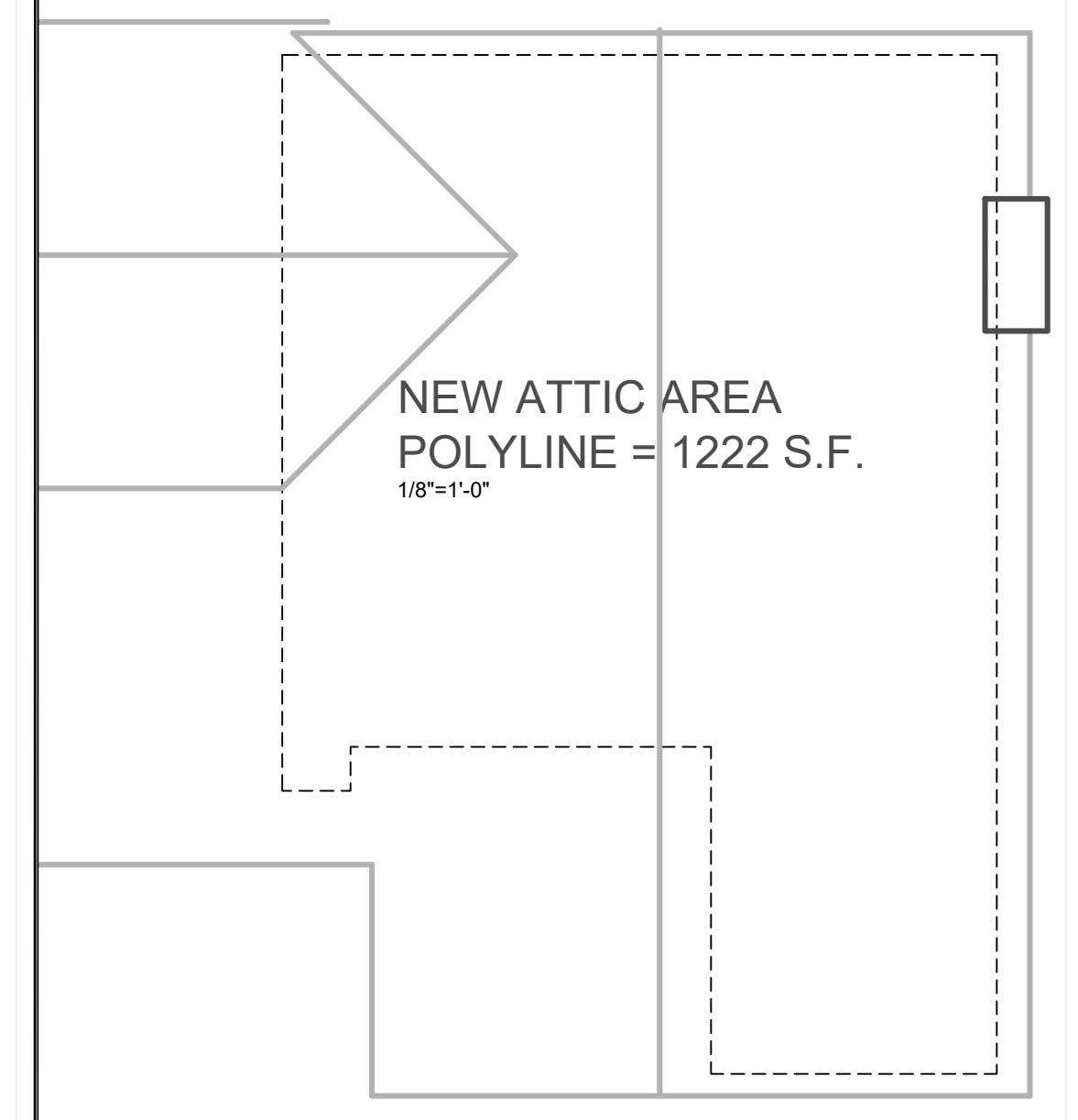
VENTILATION OPENINGS MUST COMPLY WITH THE FOLLOWING:

-INDIVIDUAL VENTILATION OPENINGS SHALL NOT EXCEED 144 SQUARE INCHES
 ALL VENTILATION OPENINGS SHALL BE COVERED WITH NON-COMBUSTIBLE CORROSION-RESISTANT MESH. MESH OPENINGS SHALL BE 1/8 INCH.

-VENTILATION OPENINGS ON STRUCTURES LOCATED IMMEDIATELY ADJACENT TO BRUSH MANAGEMENT ZONE 1 SHALL NOT BE DIRECTED TOWARD HAZARDOUS AREAS OF NATIVE OR NATURALIZED VEGETATION.
 -ATTIC VENTILATION OPENINGS SHALL NOT BE LOCATED IN SOFFITS, IN EAVE OVERHANGS, BETWEEN RAFTERS AT EAVES, OR IN OTHER OVERHANG AREAS.

TYPICAL ALL EXTERIOR ROOF FLASHINGS:

APPROVED NON-COMBUSTIBLE 26 GAGE METAL
 VALLEY TINS INSTALLED OVER 36" WIDE UNDERLAYMENT
 NO. 72 ASTM CAP SHEET FULL LENGTH OF VALLEY & AT EAVE RUNS

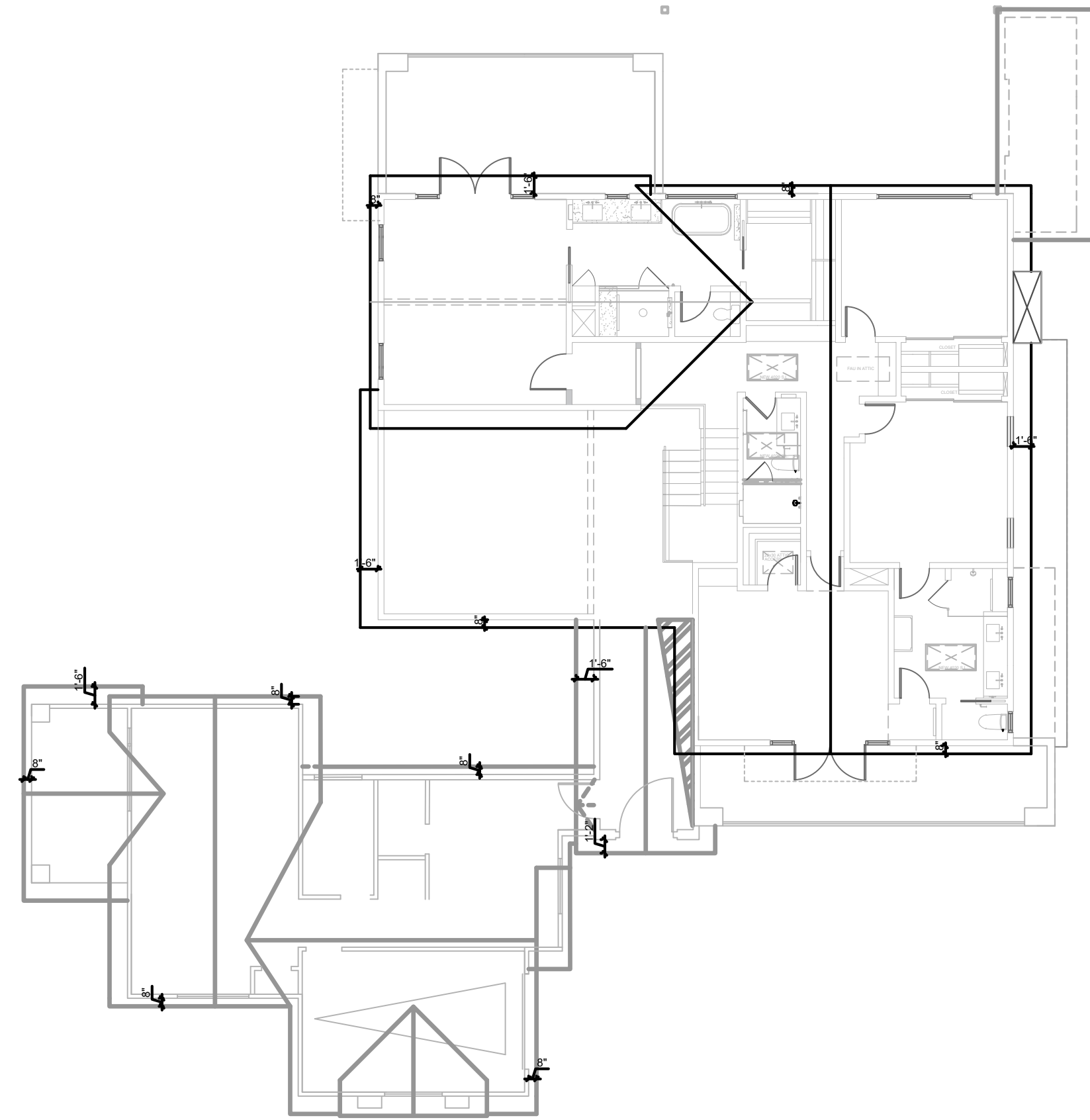


REVISIONS

DESCRIPTION	DATE
NEW SUBMITTAL	3-11-2021

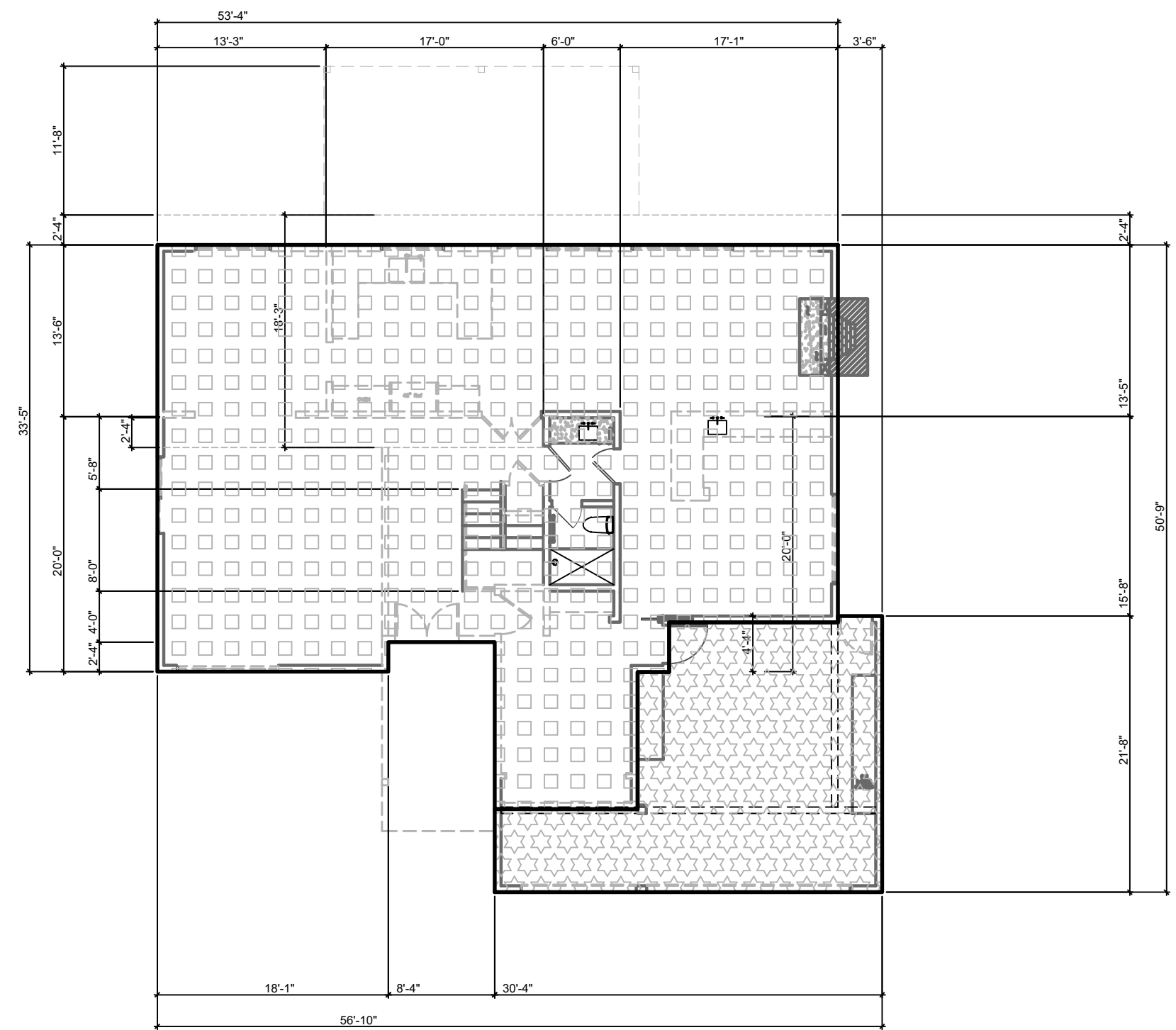


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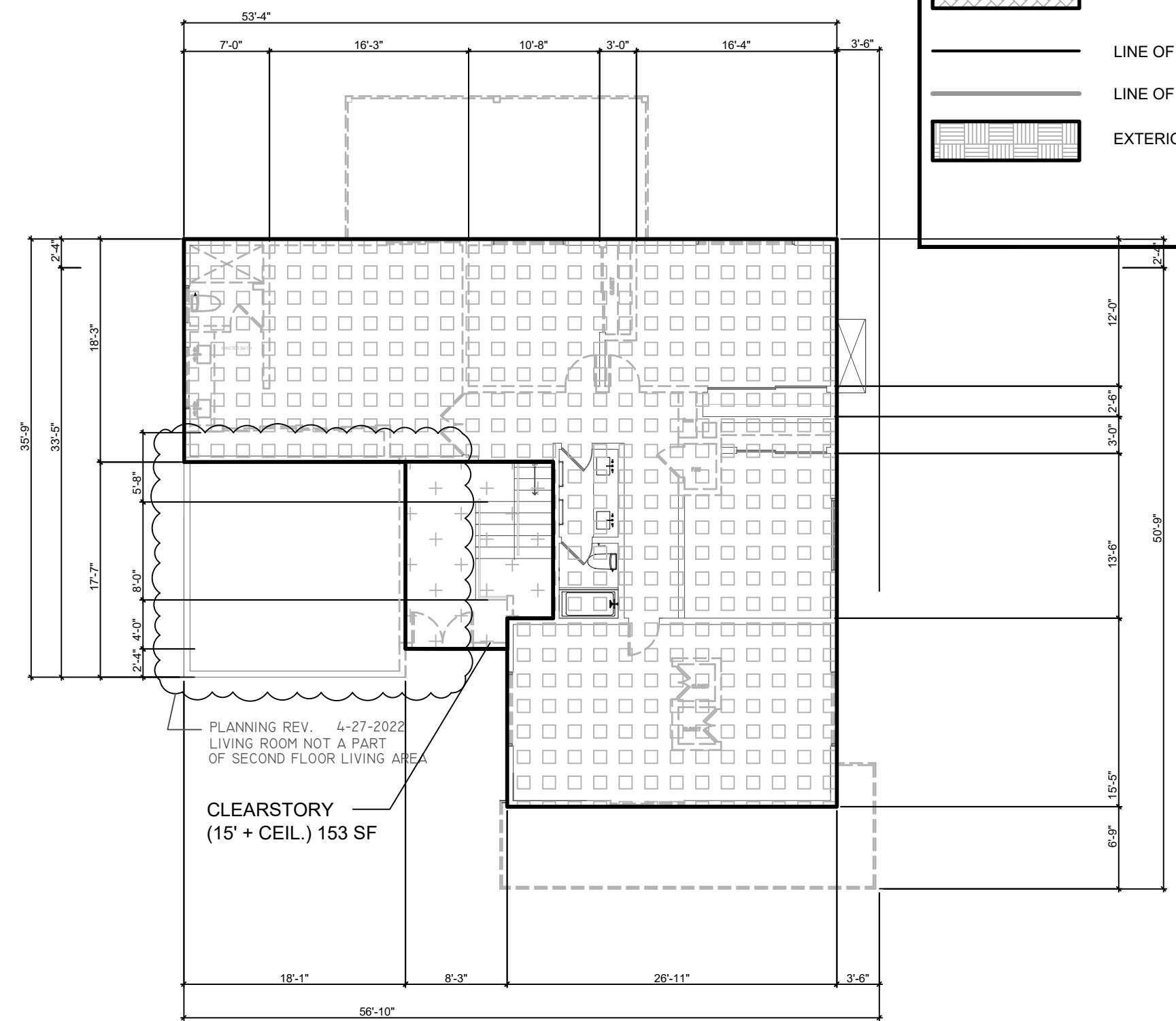
EXISTING AND PROPOSED ROOF PLAN

3/32" = 1'-0"



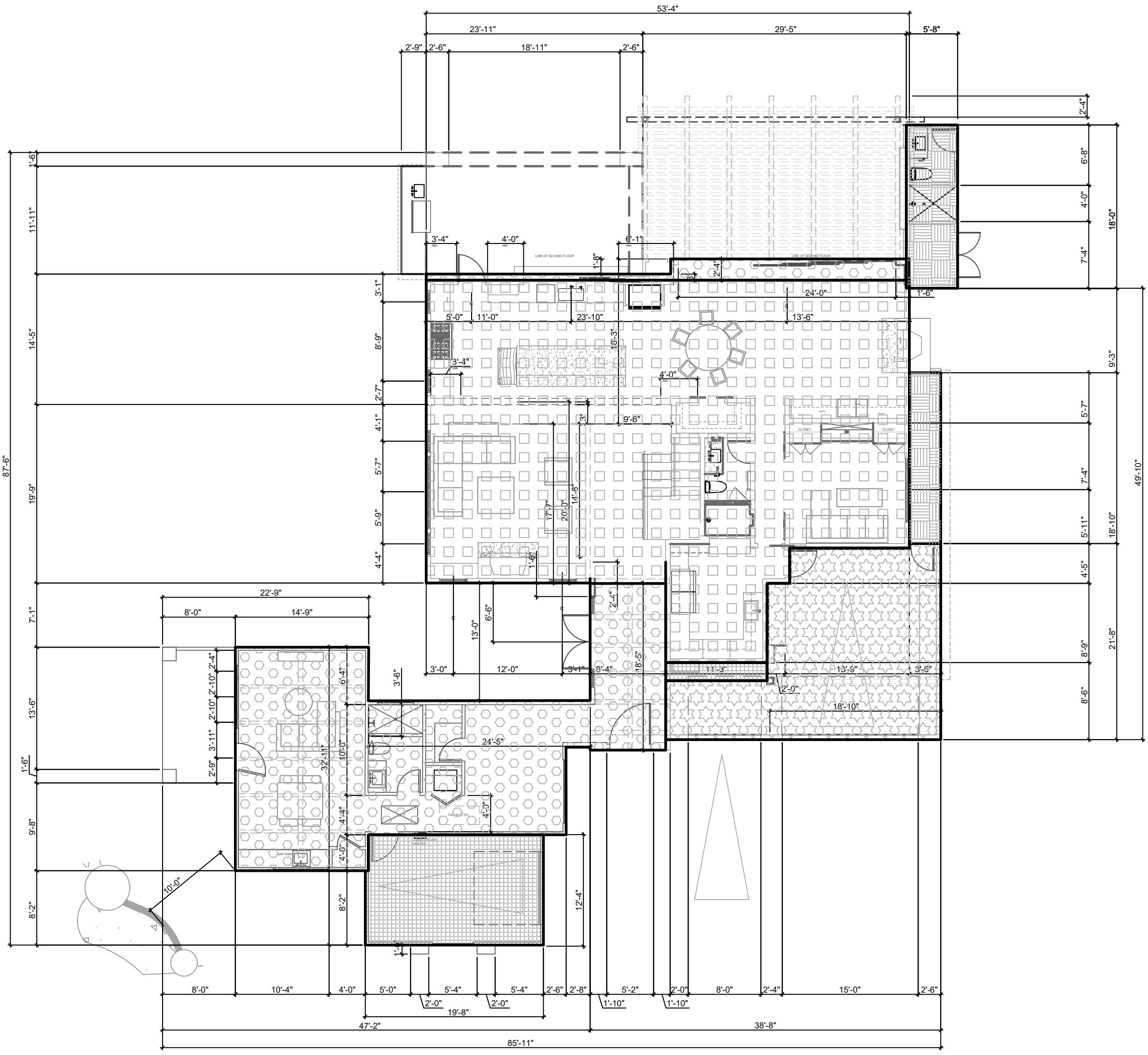
EXISTING FIRST FLOOR PLAN

3/32" = 1'-0"



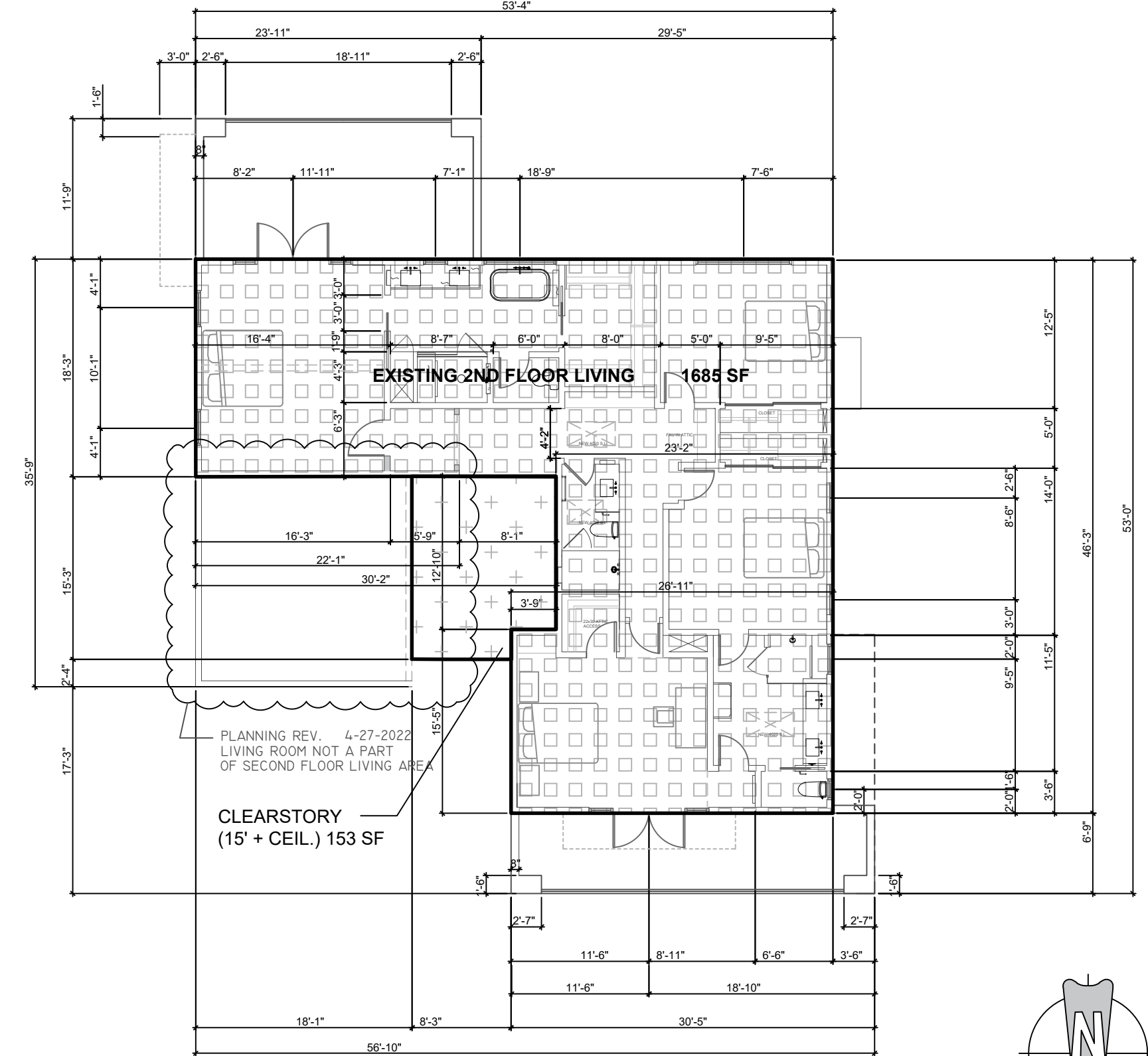
EXISTING SECOND FLOOR PLAN

3/32" = 1'-0"



PROPOSED FIRST FLOOR PLAN

3/32" = 1'-0"



PROPOSED SECOND FLOOR PLAN

3/32" = 1'-0"

FLOOR AREA DIAGRAM LEGEND

- EXISTING LIVING AREA
- EXISTING GARAGE AREA
- CEILING HEIGHTS > 15'
- PROPOSED LIVING AREA
- PROPOSED NEW GARAGE AREA
- LINE OF UPPER EXISTING ROOF
- LINE OF LOWER NEW / PROPOSED ROOF
- EXTERIOR FLOOR AREA

LOT AREA	.540 AC GROSS & NET	23522 SF
DISTURBED CONSTRUCTION AREA		see grading plan
0.600 FOR 1ST 5,000 S.F. OF SQUARE FOOTAGE		3,000 S.F.
0.300 FOR THE BETWEEN 5,000 & 20,000 S.F.		4,500 S.F.
0.150 FOR ANYTHING OVER 20,000 S.F.		528 S.F.
MAXIMUM FAR FOR A 23,522 S.F. LOT		8,028 S.F.

EXISTING 1ST FLOOR LIVING AREA (1730 (E) + 153 clearstory)	1883 SF
(including stairs & clearstory 15+ ceiling)	
1ST FLOOR LIVING AREA ADDITION	1060 SF
(enclosed entry, study/great room, den extension, garage conversion/laundry)	
EXISTING 2ND FLOOR LIVING AREA to remain the same	1685 SF
excludes clearstory 15+ ceiling	
2ND FLOOR LIVING AREA ADDITION	0 SF
GARAGE #3 ADDITION (633 (E) - 126 conversion)	507 SF
GARAGE #2 ADDITION	242 SF
EXTERIOR FLOOR AREA	167 SF
(three sides enclosed - patio bath, outdoor shower, exterior storage & roof coverage outside of garage.)	
SUB-TOTAL OF FLOOR AREA	5544 SF
OFF STREET PARKING EXEMPTION	<400> SF
TOTAL ENCLOSED FLOOR AREA PROPOSED	5144 SF
MAXIMUM FLOOR AREA ALLOWED	8028 SF

COVERED PATIOS	901 SF
(only two sides enclosed - new addition patio & backyard patio)	
TOTAL GROSS AREA	6045 SF
CLEARSTORY (15' + CEILING)	153 SF
(see hatched area on sheet A103)	
NUMBER OF PARKING SPACES PROVIDED	3 SPACES
(9' x 19')	

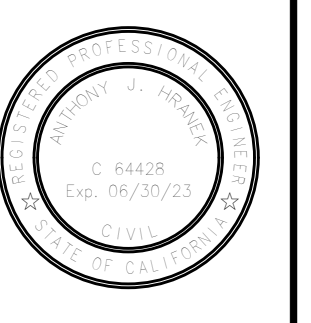
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STONE RESIDENCE REMODEL
 1457 HIGHLAND DRIVE
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FLOOR AREA DIAGRAM

REVISIONS	
DESCRIPTION	DATE
NEW SUBMITTAL	9-7-21
PLANNING REV.	4-27-2022



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A107

ELEVATION KEY NOTES:

- 1 DEMO EXISTING RAILINGS
- 2 DEMO EXISTING WOOD BALCONY
- 3 REMOVE EXISTING WINDOWS AND DOORS PER FLOOR PLAN
- 4 REMOVE AND CUT BACK EXISTING PORCH - SEE ROOF PLAN
- 5 EXISTING CHIMNEY, FLUE AND SPARK ARRESTOR TO REMAIN
- 6 EXISTING OUTDOOR BEAMS TO BE REMOVED
- 7 DEMO EXISTING WOOD COLUMNS
- 8 REMOVE EXISTING WOOD DOOR TRIM
- 9 EXISTING STUCCO EXTERIOR

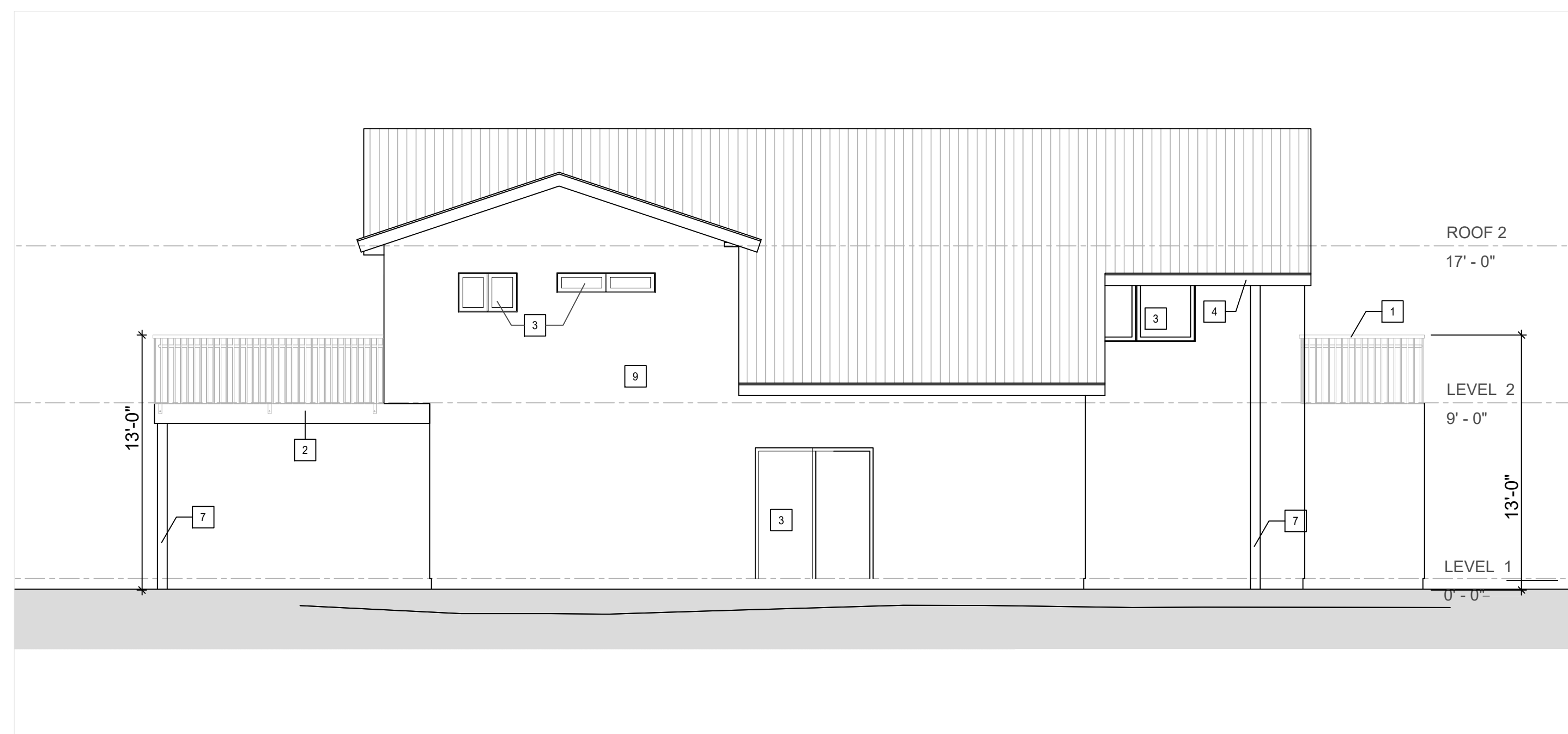


SOUTH REAR EXTERIOR ELEVATION
EXISTING 3/16"=1'-0"

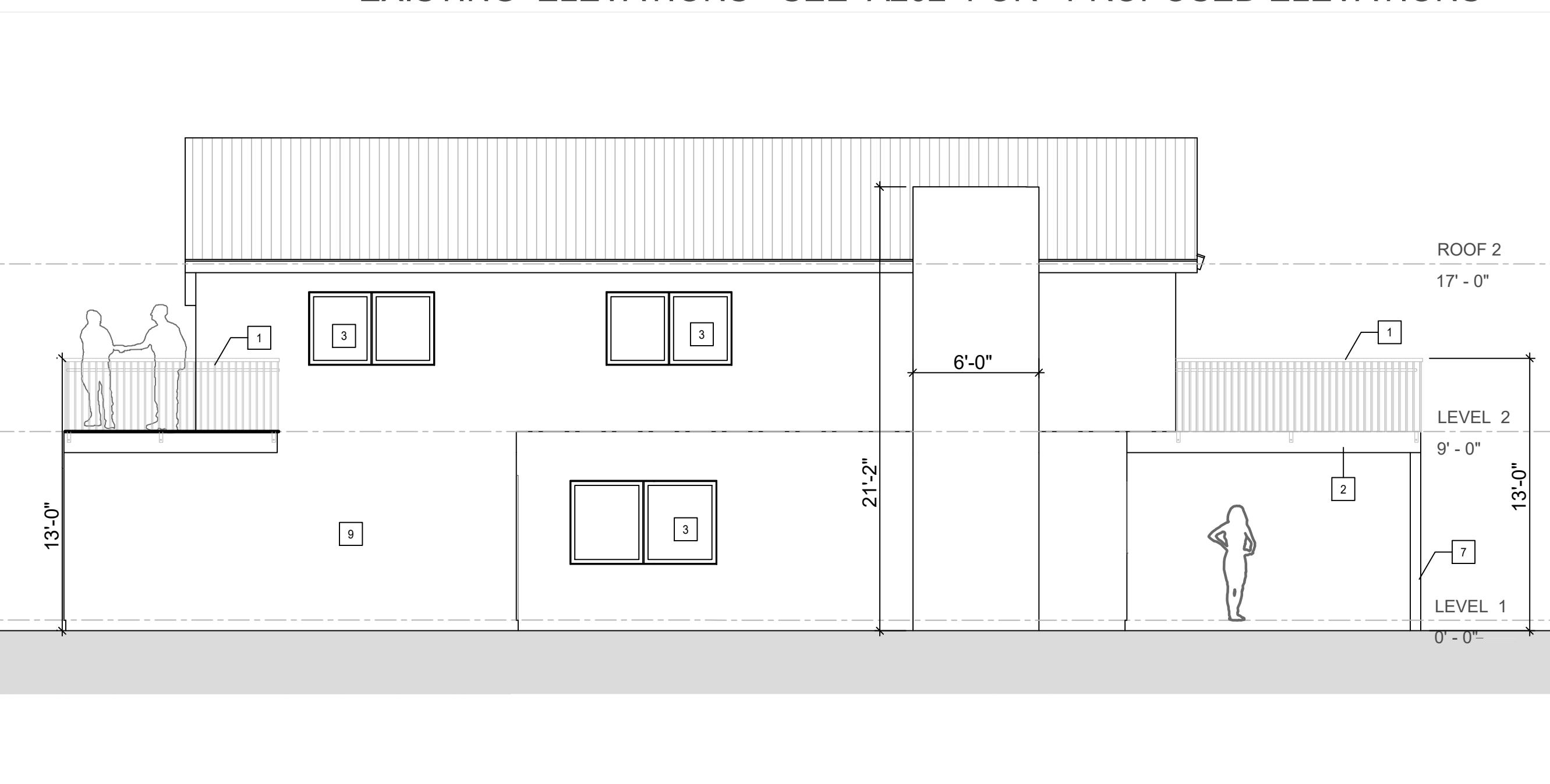


NORTH EXTERIOR ELEVATION
EXISTING 3/16"=1'-0"

EXISTING ELEVATIONS - SEE A202 FOR PROPOSED ELEVATIONS



EAST EXTERIOR ELEVATION
EXISTING 3/16"=1'-0"

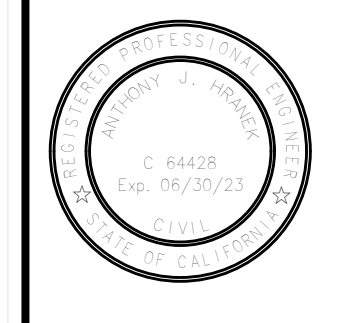


WEST EXTERIOR ELEVATION
EXISTING 3/16"=1'-0"

STONE RESIDENCE REMODEL
 1457 HIGHLAND DRIVE
 SOLANA BEACH, CALIF. 92075

EXTERIOR ELEVATIONS

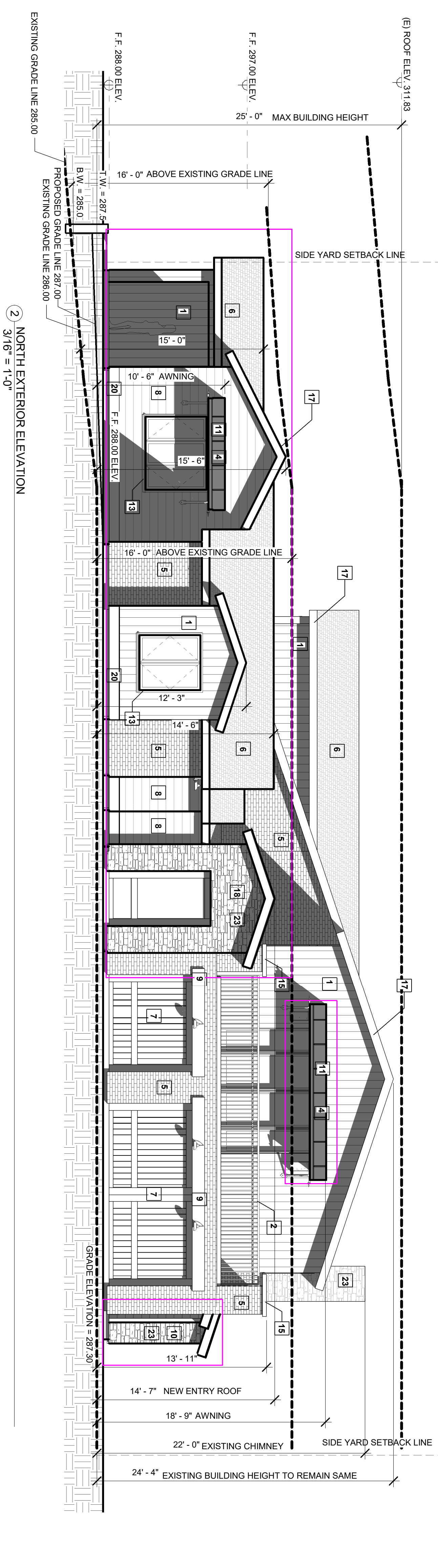
REVISIONS	
DESCRIPTION	DATE
NEW SUBMITTAL	3-11-2021



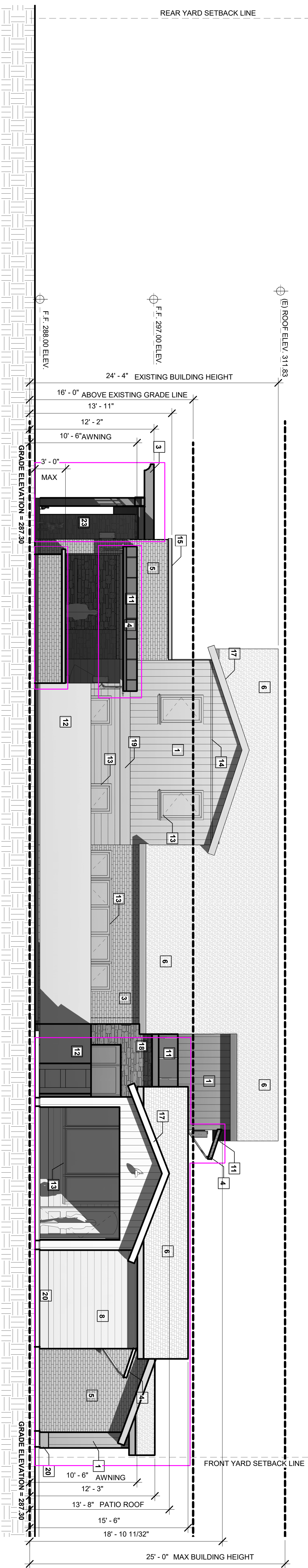
A201

ELEVATION KEY NOTES

- 1 NEW 1x3 of 1x12 VERTICAL BATT & BOARD SIDING
- 2 NEW IRON RAILING
- 3 NEW WOOD TRELLIS
- 4 NEW AWNING - APPLIED FOR AWNING EXEMPTION
- 5 NEW CULTURED BRICK VENEER OF STUCCO BASE
- 6 NEW CONCRETE SHINGLE ROOF
- 7 NEW CANYON RIDGE - CARRIAGE HOUSE GARAGE DOORS
- 8 NEW HORIZONTAL SIDING
- 9 NEW WOOD LINTELS
- 10 NEW POOL STORAGE
- 11 NEW STANDING SEAM METAL ROOF
- 12 EXISTING STUCCO FENCE
- 13 2x4 TRIM PER DETAIL
- 14 1x3 TRIM
- 15 PRECAST CONCRETE COLUMN CAP
- 16 PRECAST CONCRETE CURB / TRIM
- 17 2x8 FASCIA BOARD
- 18 NEW ENCLOSED FRONT ENTRY w/ HORIZON STONE VENEER of STUCCO BASE
- 19 2x10 D.F. BELLY BAND TRIM PAINTED
- 20 2x10 D.F. BASE TRIM PAINTED
- 21 NEW 5'-0" x 6'-0" BATHROOM
- 22 NEW OUTDOOR SHOWER
- 23 HORIZON STONE VENEER of STUCCO BASE

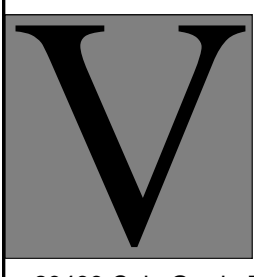


2 NORTH EXTERIOR ELEVATION
3/16\"/>



1 EAST EXTERIOR ELEVATION
3/16\"/>

CHRISTOPHER & TRISHA STIONE
1457 HIGHLAND DRIVE
SOLANA BEACH, CALIF., 92075



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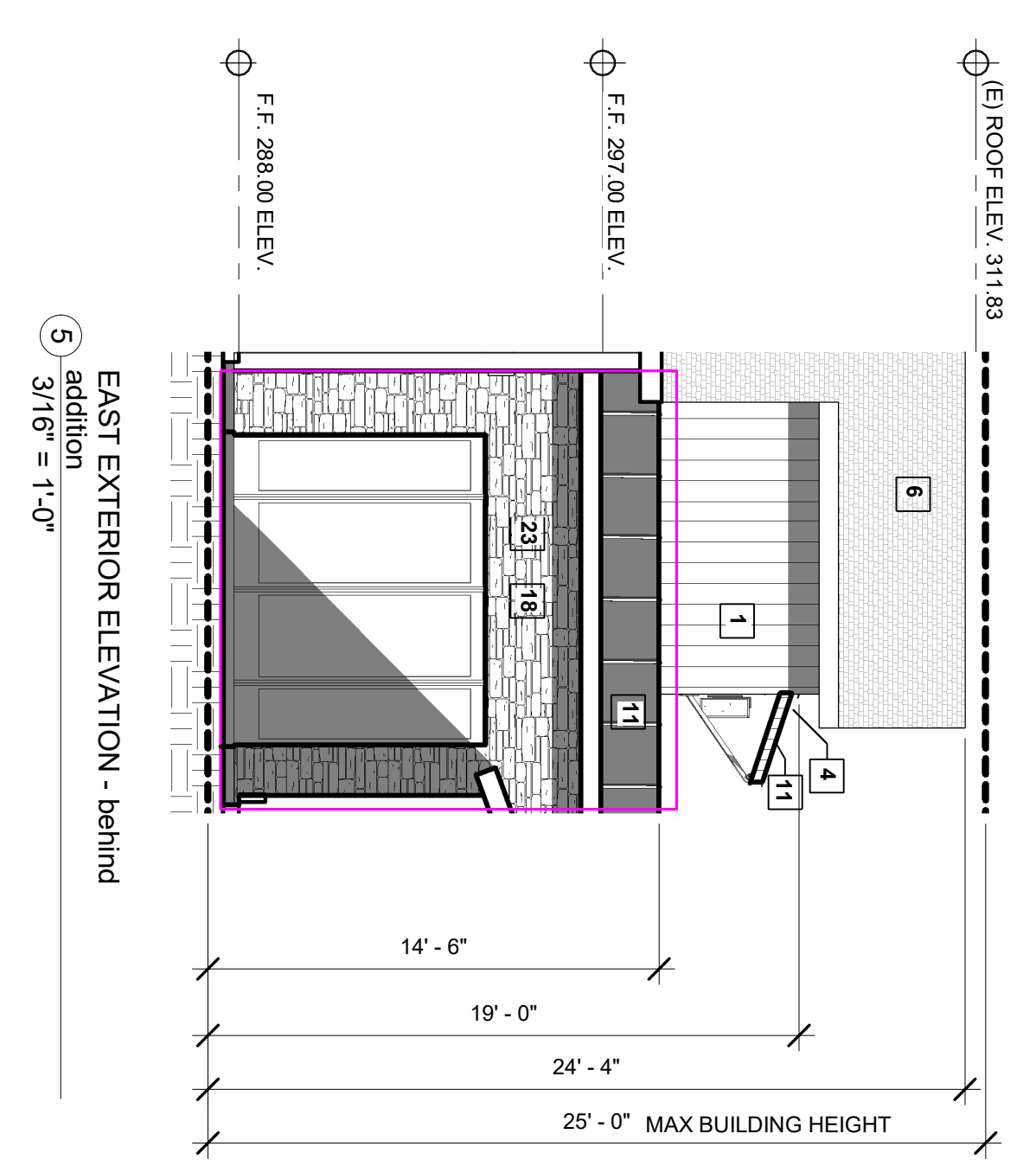
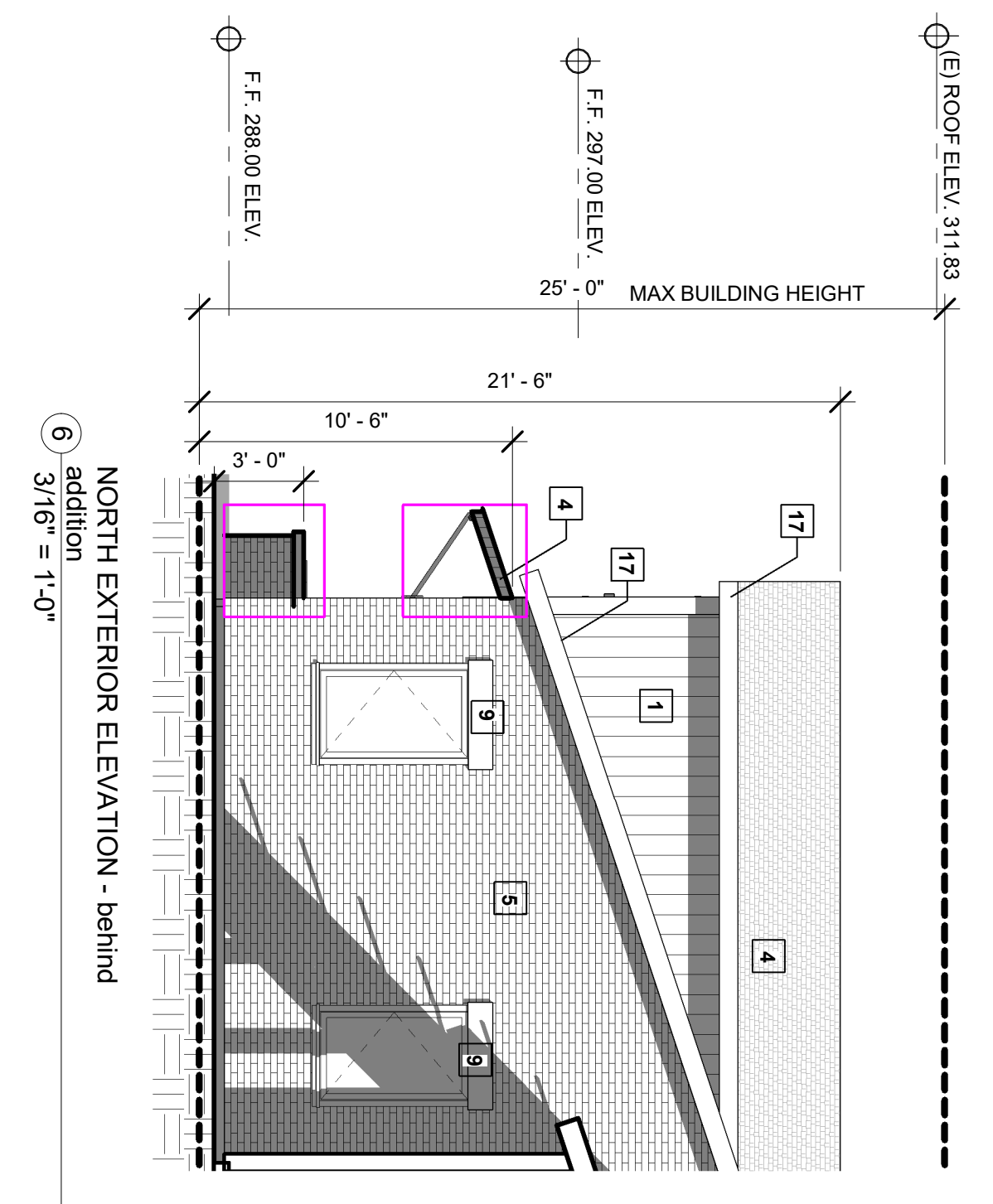
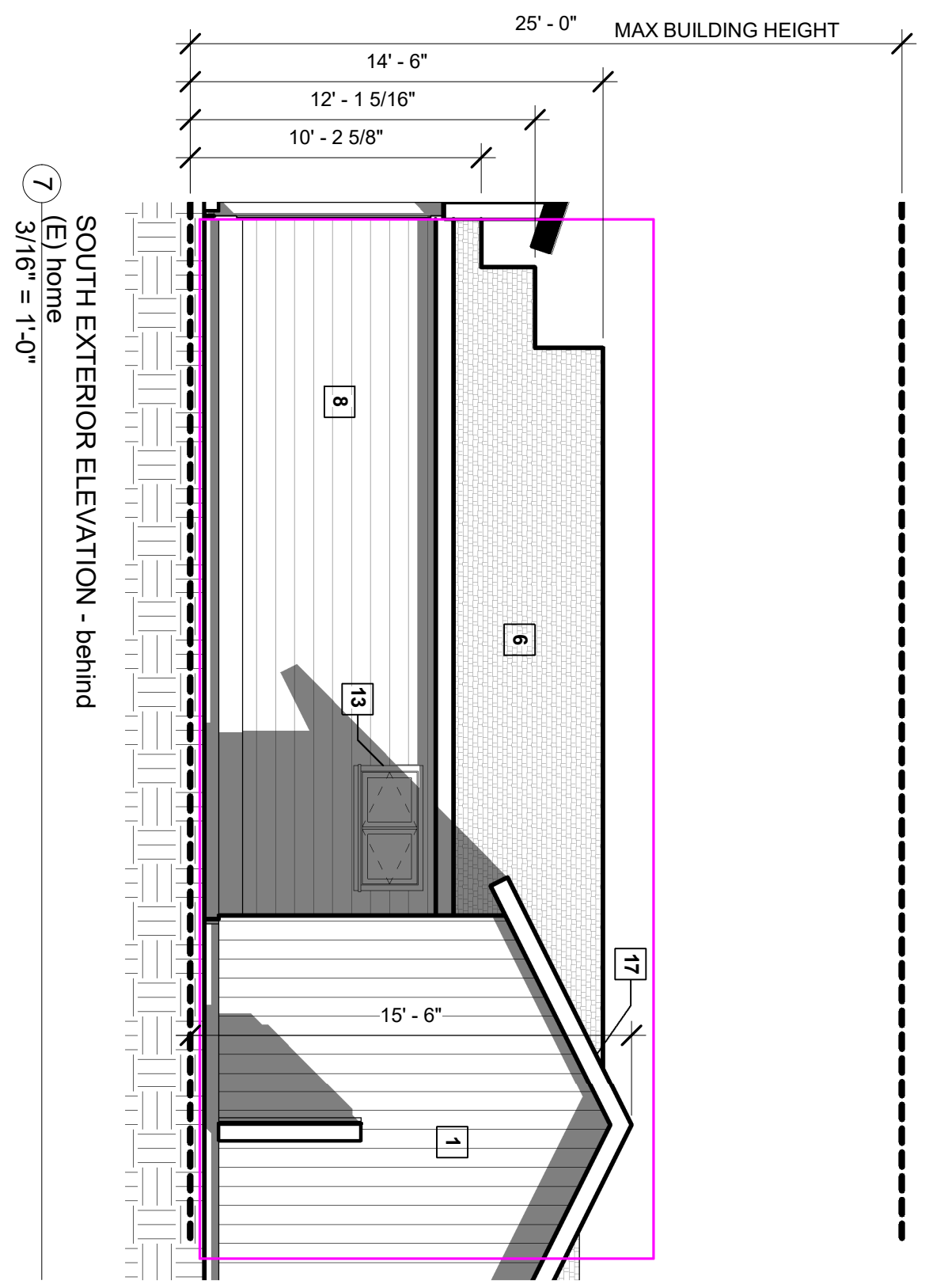
EXTERIOR ELEVATIONS

No.	Description	Date

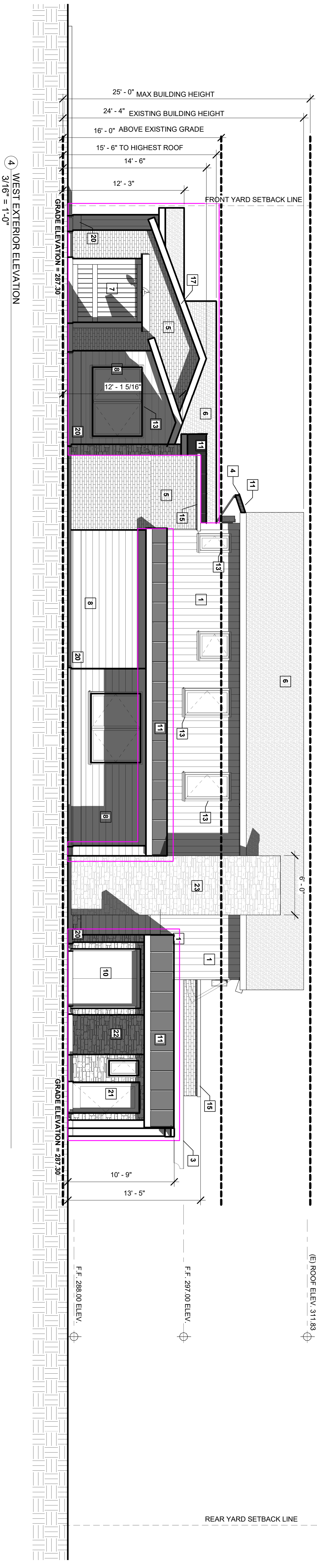
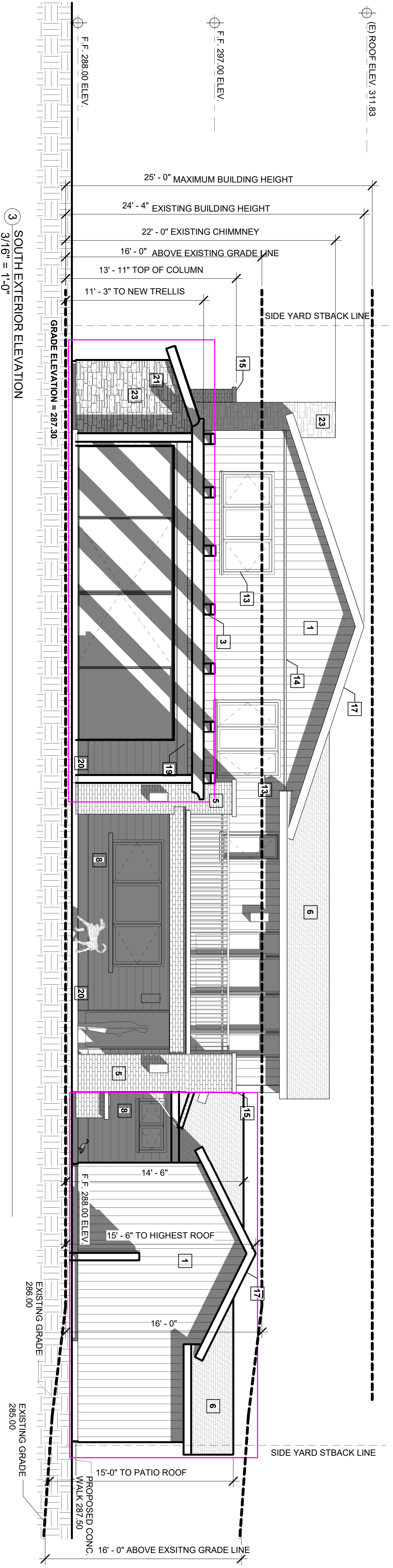
Revision	Schedule

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A202



- ELEVATION KEY NOTES**
- 1 NEW 1x3 of 1x12 VERTICAL BATT & BOARD SIDING
 - 2 NEW IRON RAILING
 - 3 NEW WOOD TRELLIS
 - 4 NEW AWNING
 - 5 NEW CULTURED BRICK VENEER of STUCCO BASE
 - 6 NEW CONCRETE SHINGLE ROOF
 - 7 NEW CANYON RIDGE - CARRIAGE HOUSE GARAGE DOORS
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 - 15 PRECAST CONCRETE COLUMN CAP
 - 16 PRECAST CONCRETE CURB / TRIM
 - 17 2x8 FASCIA BOARD
 - 18 NEW ENCLOSED FRONT ENTRY w/ HORIZON STONE VENEER of STUCCO BASE
 - 19 2x10 D.F. BELLY BAND TRIM PAINTED
 - 20 2x10 D.F. BASE TRIM PAINTED
 - 21 NEW 5'-0" x 8'-0" BATHROOM
 - 22 NEW OUTDOOR SHOWER
 - 23 HORIZON STONE VENEER of STUCCO BASE





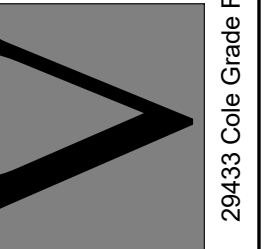
① 3D View 1



② 3D View 2



④ 3D View 4

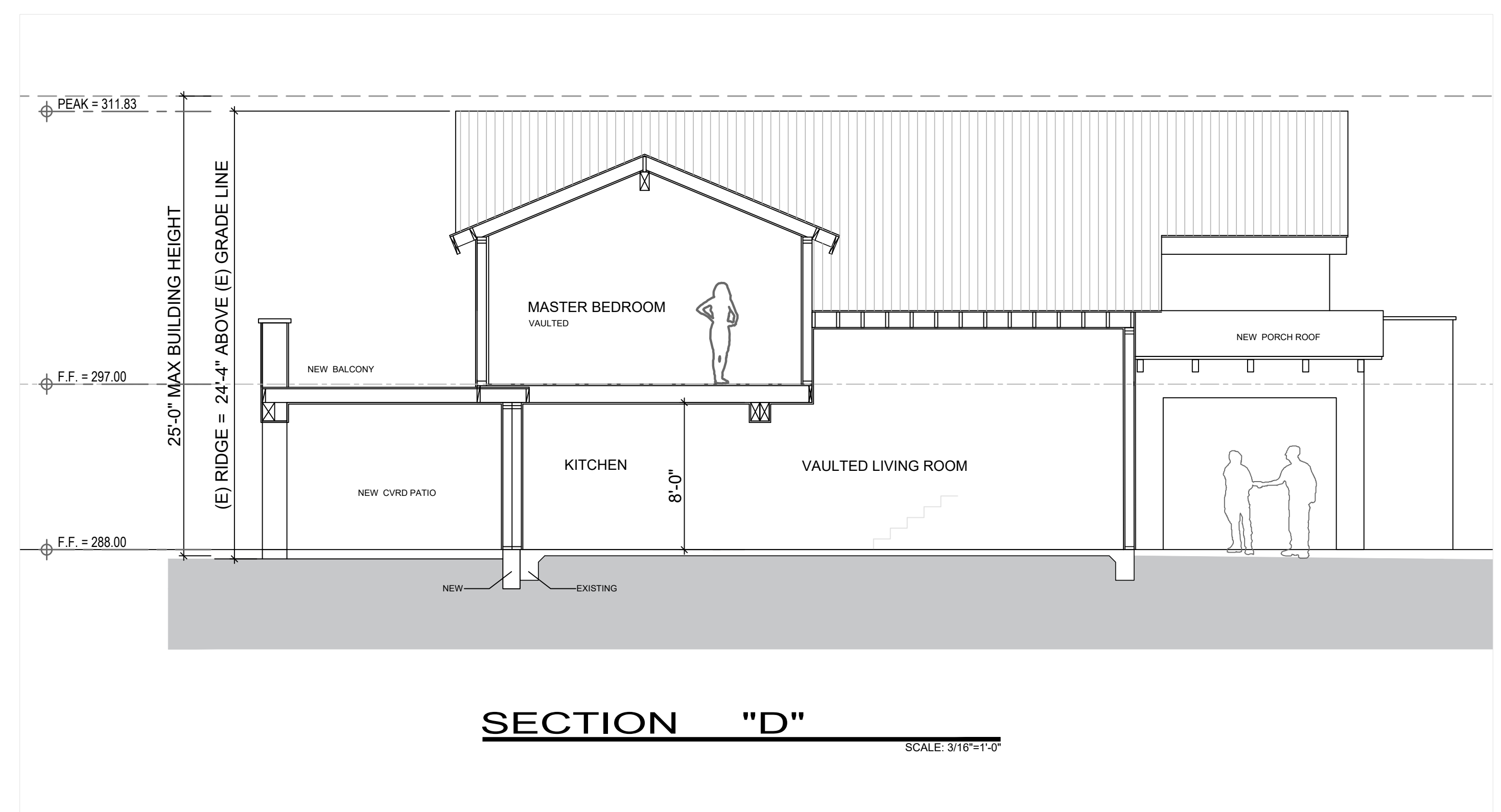
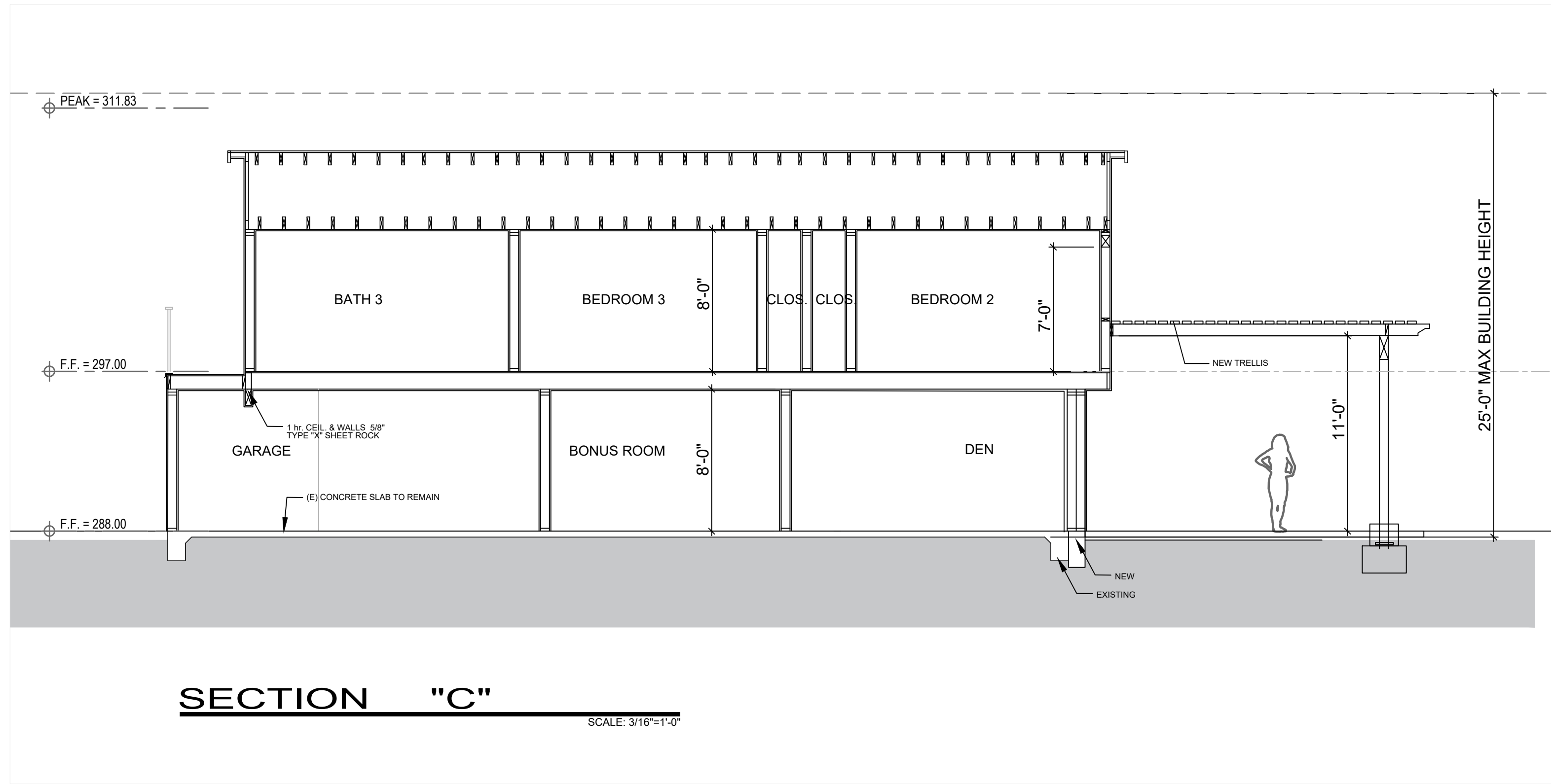
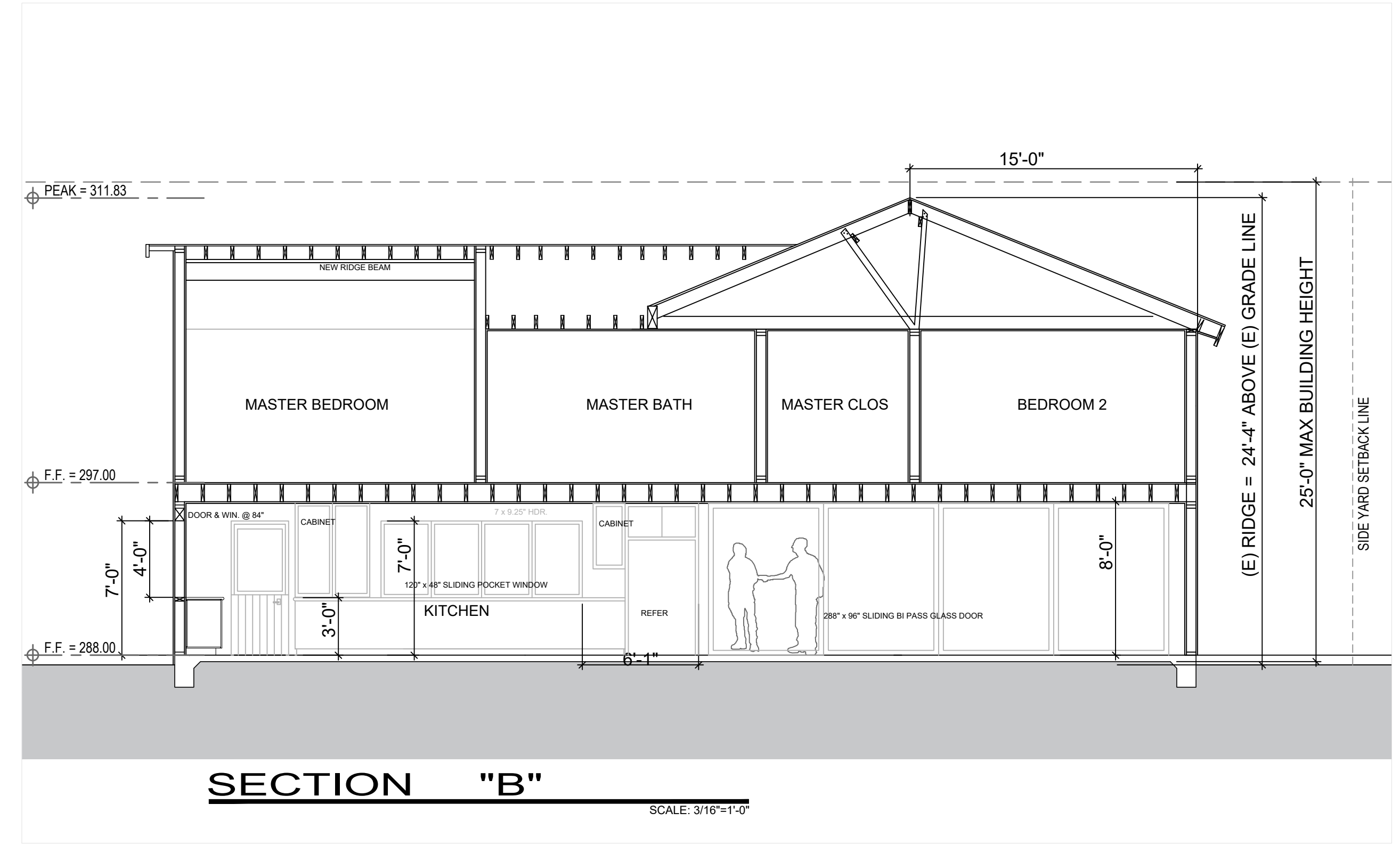
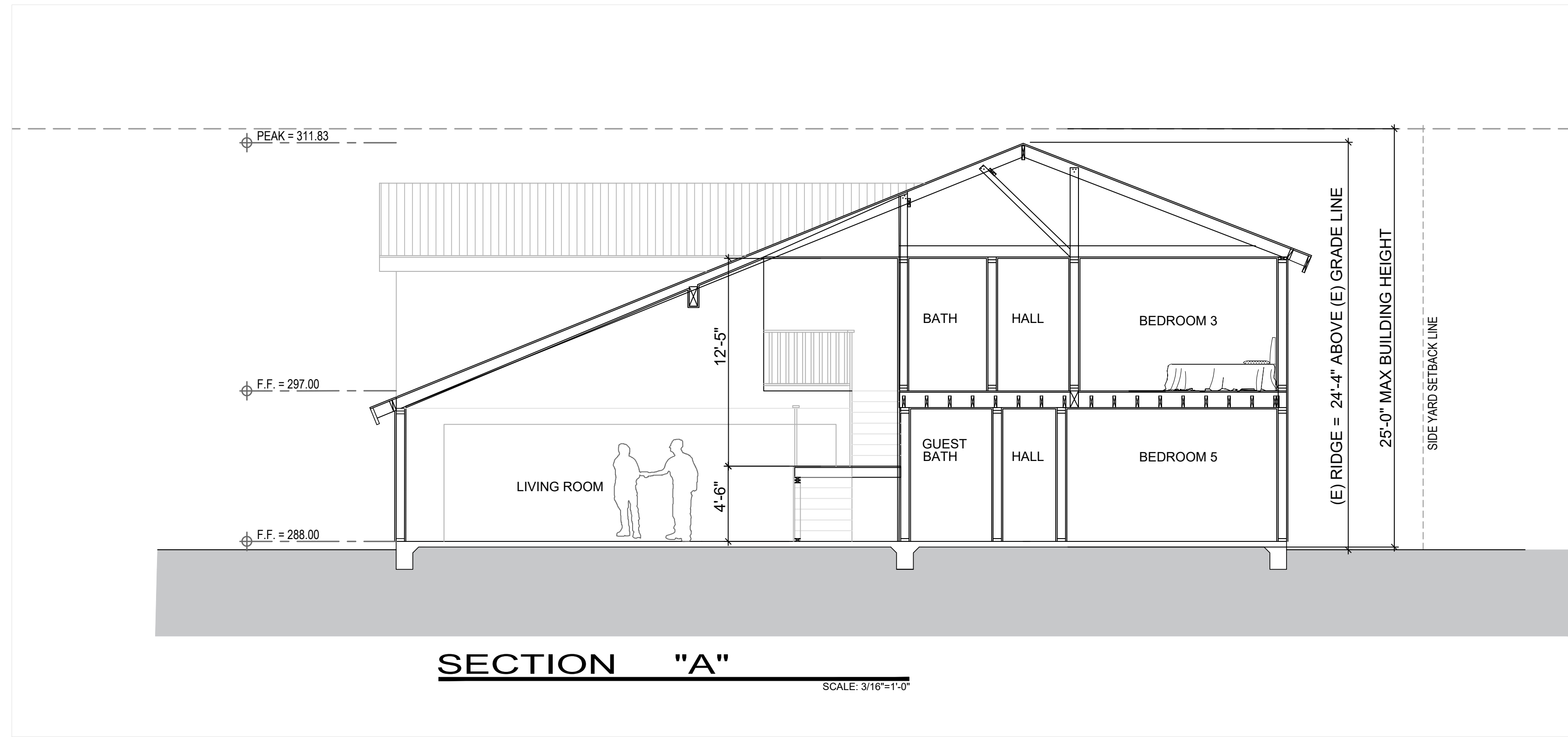


CHRISTOPHER & TRISHA STONE
 1457 HIGHLAND DRIVE
 SOLANA BEACH, CALIF., 92075

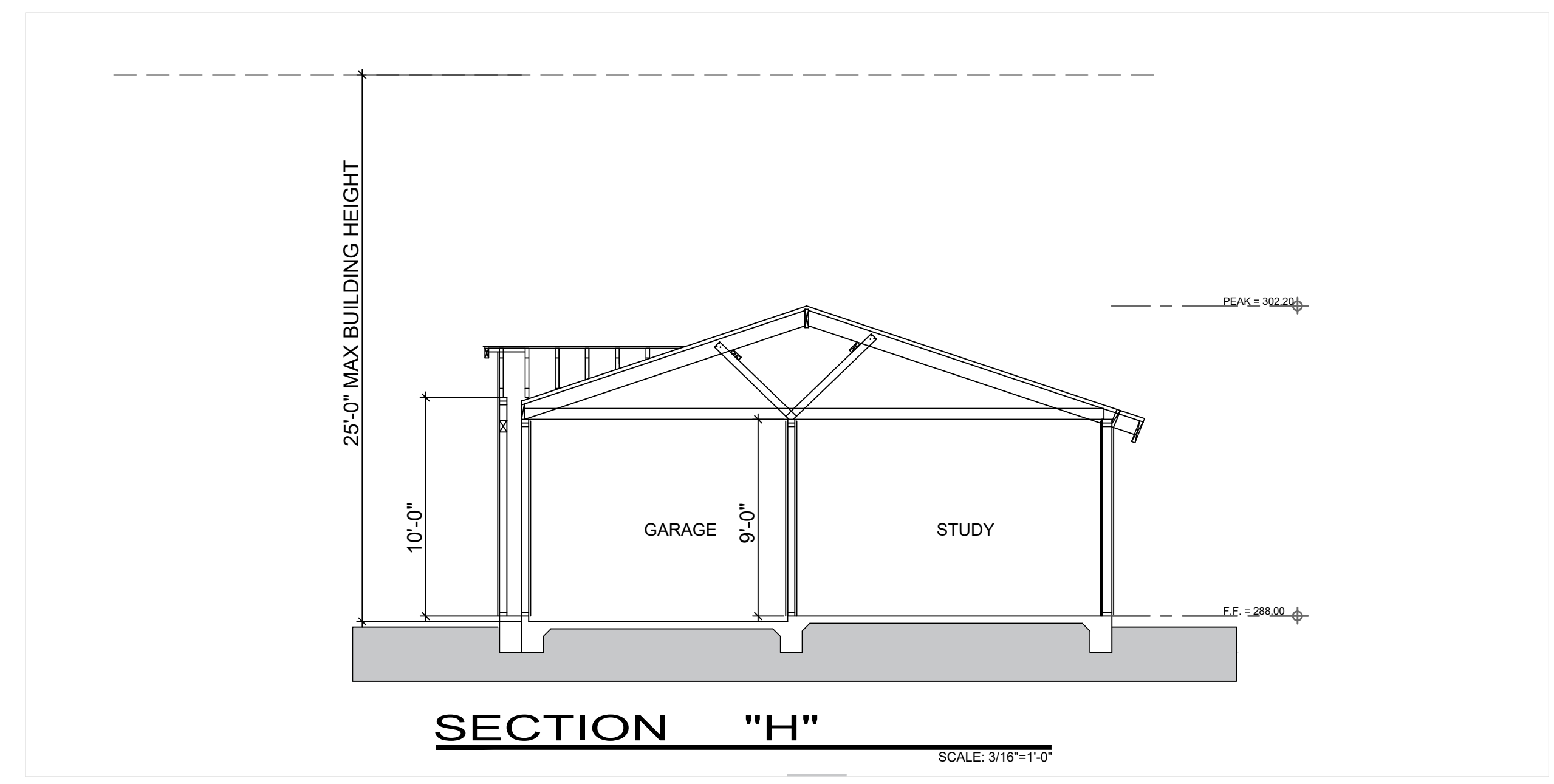
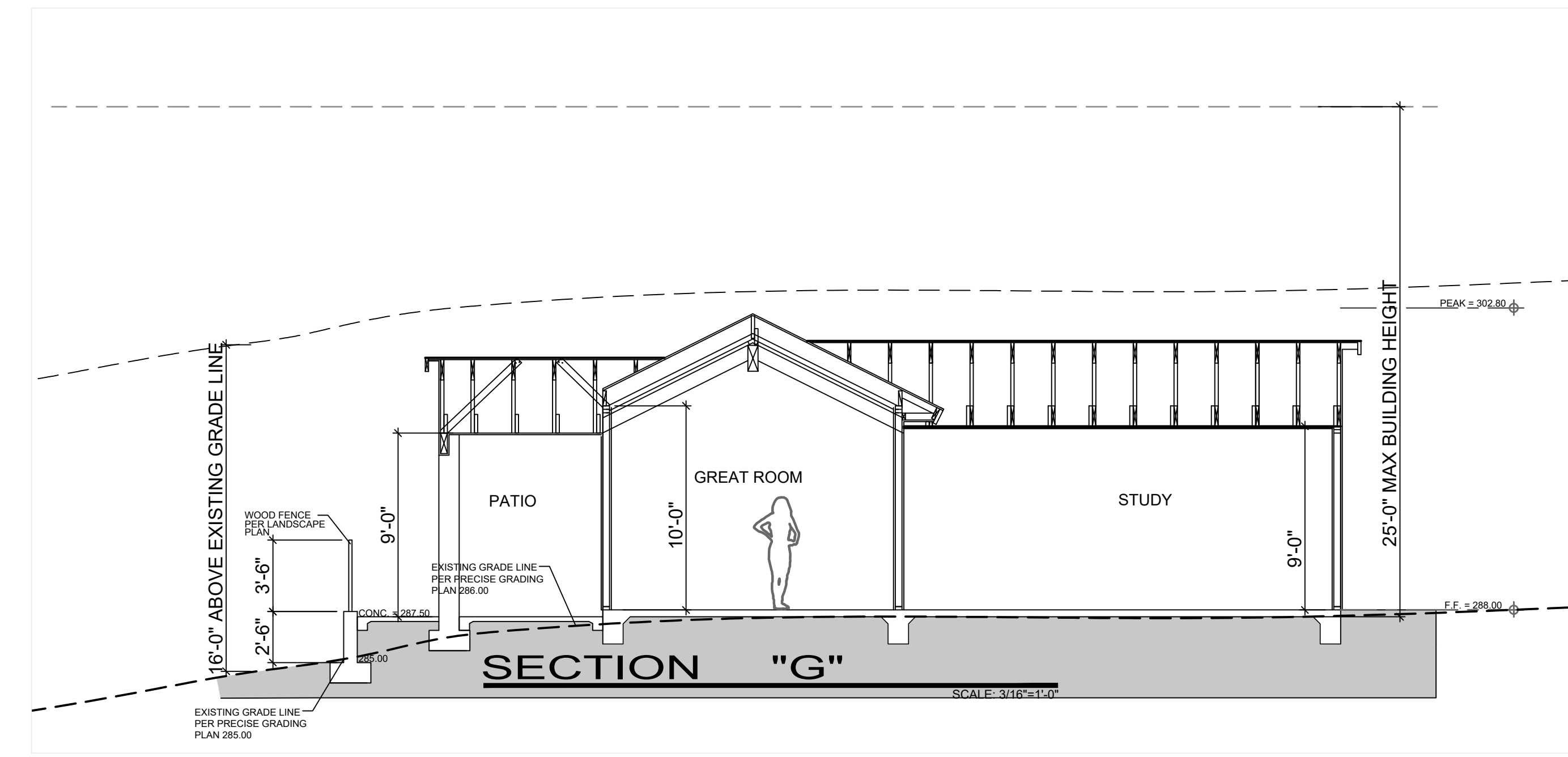
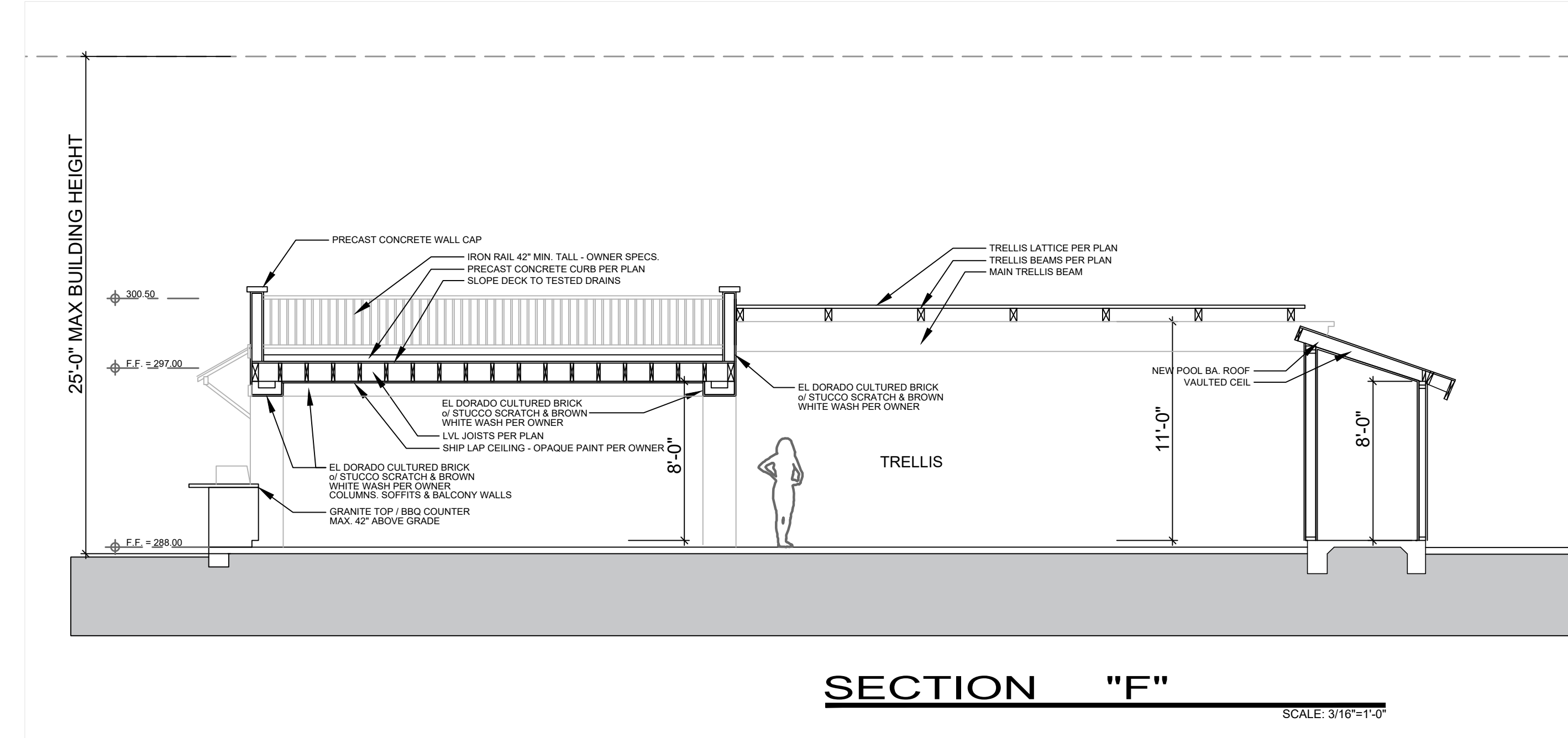
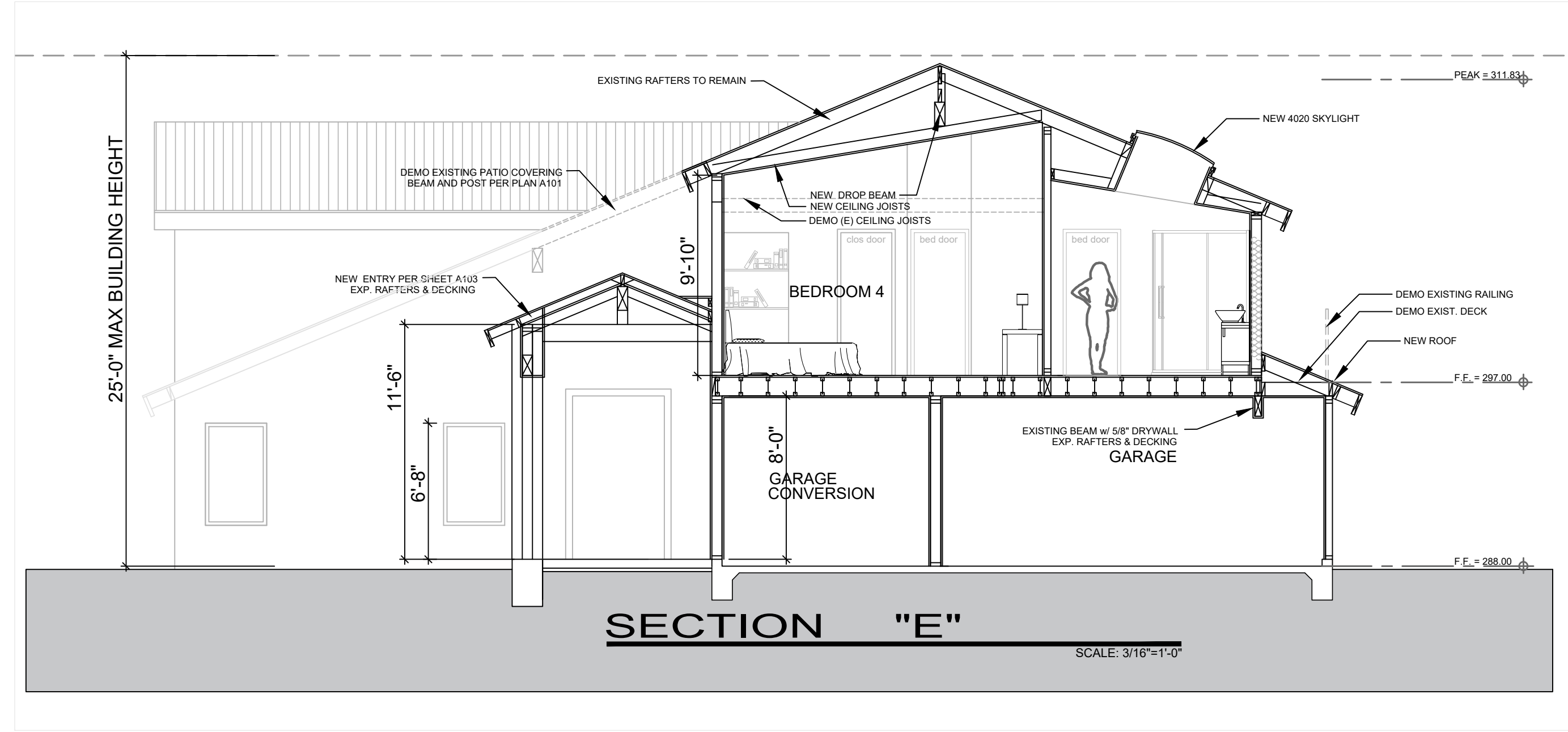
STONE RESIDENCE REMODEL
 1457 HIGHLAND DRIVE
 SOLANA BEACH, CALIF., 92075

EXTERIOR PERSPECTIVES

Revision Schedule		
No.	Description	Date



REVISIONS	DESCRIPTION	DATE
NEW SUBMITTAL	NEW SUBMITTAL	3-11-2021
PLANNER CHNTS	PLANNER CHNTS	6-9-21



REVISIONS	
DESCRIPTION	DATE
NEW SUBMITTAL	3-11-2021
PLANNER CMNTS	6-9-21

BY: J.N.V.

J. Villa & Company, Inc.

Design, Planning & Construction Ca. Lic. # 1032293

1 of 1

Awning Exemption for Community Development

February 12, 2021

Letter to the Planning Director

Re: The Stone Residence Addition & Remodel
1457 Highland Avenue
Solana Beach, CA 92075
858-454-2238
tstone@cantercompanies.com

From: J. Villa & Company Inc.
Jeffery Villa
29433 Cole Grade Road
Valley Center, Ca 92082
760-688-7430
jefferyvilla@gmail.com

Dear Mr. Joseph Lim.

We are writing this letter to formally request a waiver for the shade canopy roof awning that is proposed for the front exterior elevation on the above-mentioned project. See the attached exhibit. The maximum height of the awning is in excess of the allowable max. 16', however, we believe the awning will be architecturally appropriate and poses no view obstructions.

Thank you for your consideration on this matter.

Sincerely,

Jeffery Villa
J. Villa & Company Inc.

29433 Cole Grade Road, Valley Center, CA 92082
(760) 688-7430 tel. JefferyVilla@gmail.com
jVillaCompany.com

AWNING EXHIBIT
1457 HIGHLAND DRIVE, SOLANA BEACH, CA 92075
B20-0362





STAFF REPORT

CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 8, 2022
ORIGINATING DEPT: Engineering Department
SUBJECT: **Public Hearing: Consideration of Resolutions 2022-063 and 2022-064 Accepting the Final Engineer’s Report and Ordering the Levy and Collection of Annual Assessments for the City of Solana Beach Lighting Maintenance District for Fiscal Year (FY) 2022/23**

BACKGROUND:

In 1987, the City Council approved formation of the City of Solana Beach Lighting Maintenance District (District) under the provisions of the Landscape and Lighting Act of 1972, Division 15, Part 2, of the California Streets and Highways Code. The District was formed for the purpose of levying and collecting funds for the installation, operation and maintenance of street lighting facilities within the City.

On May 24, 2022, Council passed Resolution 2022-056 approving the Preliminary Lighting Maintenance District Engineer’s Report (Report) for proceedings for the annual levy of assessments within a special lighting district and Resolution 2022-057 declaring intention to provide for an annual levy and collection of assessments and setting June 8, 2022 as the date of the Public Hearing.

This item is presented to the City Council to conduct the Public Hearing and consider approving Resolution 2022-063 (Attachment 1) accepting the Final Lighting Maintenance District Engineer’s Report and Resolution 2022-064 (Attachment 2) ordering the levy and collection of annual assessments for the District for Fiscal Year (FY) 2022/23.

DISCUSSION:

The District is the successor agency to portions of San Diego County Lighting Maintenance District Nos. 1 and 3 (LMD1 and LMD3). Ballots issued in 1982 and 1984 to levy assessments for LMD1 and LMD3 were approved to have a maximum charge of

CITY COUNCIL ACTION:

\$25.00 per benefit unit. This maximum benefit unit charge will not apply to Zone B of the District as it was formed after Solana Beach was incorporated.

Notice of this public hearing was published in the Union-Tribune on May 27, 2022, as required by Streets and Highways Code and is the only public hearing to receive public input required by law.

The assessment information is to be submitted to the County by August 10th of each year.

The current benefit fee for Zone A is \$8.80 per single-family unit per year and \$1.62 per single-family unit per year in Zone B. Zone B consists of the portion of the City adjacent to San Elijo Lagoon and a segment of the City between San Andres Drive and I-5. This zone is the City's "dark sky" area designated in the General Plan as neighborhoods that seek to preserve their traditional semi-rural character, a major component of which is very low levels of nighttime illumination. Zone A consists of all other properties in the City except those in Zone B.

Attachment 3 is the Final Report for Fiscal Year (FY) 2022/23. The basis for spreading the cost of constructing, operating, maintaining and servicing improvements to the benefiting parcels is based on vehicular trip generation rates. Vehicular trips are directly proportional to the concentration and activity associated with each parcel of land. Derivation of Street Lighting Benefit Units, as shown in the Engineer's Report, is based on the most current trip generation rates published by the San Diego Association of Governments. The improvements include those designated in the District boundaries and shown in the Street Light Master Plan.

Fiscal Year 2022/23 Benefit Fees

The total annual amount to be assessed for street lighting is \$76,849 for FY 2022/23. There is no proposed increase to the annual assessment charged to each property, but the total amount collected has decreased slightly (a total reduction of \$167) due to land use changes in Zone A.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The District has been financed by a benefit charge and by using the District's share of one percent ad valorem property tax revenues since FY 1989/90. The amount to be collected from the benefit assessment is proposed to be \$8.80 per benefit unit in Zone A and \$1.62 in Zone B, which is unchanged from last year.

WORK PLAN:

N/A

OPTIONS:

- Approve Staff recommendation.
- Do not confirm Lighting Maintenance District Engineer's Report and annual levy of assessments.
- Provide direction.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council:

1. Conduct the Public Hearing: open the public hearing, report Council disclosures, receive public testimony and close the public hearing.
2. Adopt Resolution 2022-063 confirming the diagram and assessment and approving the City of Solana Beach Lighting Maintenance District Engineer's Report.
3. Adopt Resolution 2022-064 ordering the levy and collection of annual assessments for FY 2022/23 and ordering the transmission of charges to the County Auditor for collection.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2022-063
2. Resolution 2022-064
3. FY 2022/23 Lighting Maintenance District Engineer's Report

RESOLUTION 2022-063

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING THE FISCAL YEAR 2022/23 ENGINEER'S REPORT REGARDING THE SOLANA BEACH LIGHTING MAINTENANCE DISTRICT

WHEREAS, the City Council, pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (the "Act"), did, by previous Resolution 2022-056 adopted on May 24, 2022, order the Assessment Engineer, to prepare and file the Fiscal Year (FY) 2022/23 Engineer's Report for the City of Solana Beach Lighting Maintenance District (District); and

WHEREAS, the Assessment Engineer has prepared and filed with the City Clerk of the City of Solana Beach, California, and the City Clerk has presented to the City Council such report entitled City of Solana Beach Lighting Maintenance District Engineer's Report FY 2022/23 ("Report") as required by the Act; and

WHEREAS, the City Council has carefully examined and reviewed the Report as presented, considered all oral and written comments presented with respect to the District and Report at a noticed Public Hearing and has discussed any necessary or desired modifications to the Report, and is satisfied that the levy for each parcel has been calculated in accordance with the special benefits received from the operation, maintenance and services performed, as set forth in the Report.

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

1. The above recitals are true and correct.
2. The Report as presented or as modified, contains the following:
 - a. Description of Improvements.
 - b. Diagram of the District.
 - c. Method of Apportionment that details the method of calculating each parcel's proportional special benefits and annual assessment.
 - d. The FY 2022/23 Assessment based upon the Method of Apportionment determined that all costs and expenses of the work and incidental expenses have been apportioned and distributed to the benefiting parcels in accordance with the special benefits received.

ATTACHMENT 1

- e. The FY 2022/23 Annual Budget Costs and Expenses and the resulting FY 2022/23 assessment levy per benefit unit for the fiscal year.
 - f. The District Roll containing the levy for each Assessor's Parcel Number within the District for FY 2022/23.
3. The City Clerk is hereby directed to enter on the minutes of the City Council any and all modifications to the Report determined and approved by the City Council, and all such changes and/or modifications by reference are to be incorporated into the Report.
 4. The City Council is satisfied with the Report as presented or modified and each and all of the budget items and documents as set forth therein, and is satisfied that the FY 2022/23 annual assessments and spread is in accordance with the special benefits received from the improvements pursuant to the provisions of the California Constitution Article XIID.
 5. The Report is hereby approved as submitted or modified and ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.
 6. The City Clerk shall certify to the passage and adoption of this resolution, and the minutes of this meeting shall so reflect the presentation and approval of the Report as submitted or modified.

PASSED AND ADOPTED this 8th day of June, 2022, at a regularly scheduled meeting of the by the City council of the City of Solana Beach by the following vote:

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

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

RESOLUTION 2022-064

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA ORDERING THE LEVY AND COLLECTION OF ANNUAL ASSESSMENTS REGARDING THE CITY OF SOLANA BEACH LIGHTING DISTRICT FOR FISCAL YEAR 2022/23

WHEREAS, the City Council has, by previous resolutions, initiated proceedings to form and declared its intention to levy and collect annual assessments against parcels of land within the City of Solana Beach Lighting Maintenance District (District), for the Fiscal Year commencing July 1, 2022 and ending June 30, 2023 pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (Act) to pay the costs and expenses of operating, maintaining and servicing the improvements and appurtenant facilities related thereto; and

WHEREAS, the Assessment Engineer has prepared and filed with the City Clerk, and the City Clerk has presented to the City Council, the Engineer's Report entitled City of City of Solana Beach Lighting Maintenance District Engineer's Report Fiscal Year (FY) 2022/23 (Report) in connection with the proposed levy and collection of special benefit assessment upon eligible parcels of land within the District, and the City Council did, by previous Resolution 2022-063 adopted on June 8, 2022, approve such Report; and

WHEREAS, the City Council desires to levy and collect assessments against parcels of land within the District for the Fiscal Year commencing July 1, 2022 and ending June 30, 2023 to pay the costs and expenses of operating, maintaining and servicing the improvements and appurtenant facilities related thereto; and

WHEREAS, the City Council, following notice duly given, has held a full and fair Public Hearing on June 8, 2022, regarding the levy and collection of assessments as described in the Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters, pursuant to the Act and in accordance with the provisions of the California Constitution Article XIID.

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

1. The above recitals are true and correct.

ATTACHMENT 2

2. The City Council desires to levy and collect assessments against parcels of land within the District for the fiscal year commencing July 1, 2022 and ending June 30, 2023, to pay the costs and expenses of operating, maintaining and servicing the landscaping, public lighting improvements and appurtenant facilities located within public places in the District.
3. The City Council has carefully reviewed and examined the Report in connection with the District, and the levy and collection of assessments. Based upon its review the Report, a copy of which has been presented to the City Council and which has been filed with the City Clerk, the City Council hereby finds and determines that:
 - a. The territory of land within the District will receive special benefits from the operation, maintenance and servicing of the landscaping, lighting, drainage and appurtenant facilities and improvements related thereto.
 - b. The District includes all of the lands so benefited.
 - c. The amount to be assessed upon the lands within the District, in accordance with the proposed budget for the fiscal year commencing July 1, 2022 and ending June 30, 2023, is apportioned by a formula and method that fairly distributes the net amount among all eligible parcels in proportion to the special benefits, to be received by each parcel from the improvements and services, and the assessments are levied without regard to property valuation.
4. The Report and FY 2022/23 assessments, as presented to the City Council and on file in the office of the City Clerk, are hereby confirmed as filed.
5. The City Council hereby orders the proposed improvements to be made; the improvements are briefly described as the operation, administration, maintenance and servicing of all public landscaping, lighting improvements and appurtenant facilities and expenses associated with the District, and that will be maintained by the City of Solana Beach or their designee and all such maintenance, operation and servicing of the landscaping, lighting and all appurtenant facilities shall be performed pursuant to the Act. A more complete description of the improvements is detailed in the Report and by reference this document is made part of this resolution.
6. The San Diego County Auditor shall place on the County Assessment Roll, opposite each parcel of land, the amount of levy so apportioned by the method of apportionment formula, outlined in the Report and such levies shall be collected at the same time and in the same manner as County taxes are collected pursuant to Chapter 4, Article 2, Section 22646 of the Act. After collection by the

County, the net amount of the assessments, after deduction of any compensation due the County for collection, shall be paid to the City Treasurer.

7. The City Treasurer, shall deposit all money from the assessments collected by the County for the District into a fund for the Solana Beach Lighting District, and such money shall be expended to pay the costs and expenses of operating, maintaining and servicing the improvements and appurtenant facilities related thereto described above.
8. The adoption of this resolution constitutes the authorization of the District levy for the Fiscal Year commencing July 1, 2022 and ending June 30, 2023.
9. The City Clerk or Clerk's designee is hereby authorized and directed to file the levy with the San Diego County Auditor subsequent to the adoption of this resolution.

PASSED AND ADOPTED this 8th day of June, 2022, at a regularly scheduled meeting of the by the City Council of the City of Solana Beach by the following vote:

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

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

**CITY OF SOLANA BEACH
LIGHTING MAINTENANCE DISTRICT
ENGINEER'S REPORT
FISCAL YEAR 2022/2023**



**Prepared by:
Dan Goldberg
Principal Civil Engineer
R.C.E. 57292**

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Introduction

The City of Solana Beach (“City”) Lighting Maintenance District (“District”) was formed to provide funding for operation, maintenance and servicing of all lights within the City, owned both by City of Solana Beach and San Diego Gas and Electric as shown on the City’s Streetlight Master Plan. The City Council, pursuant to the provisions of the “Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Street and Highway Code of California” (Act), desires to levy and collect annual assessment against lots and parcels within the District beginning in the fiscal year beginning July 1, 2022 and ending June 30, 2023. The collected assessments would pay for the operation, maintenance and servicing of the public lighting improvements within the City. The proposed assessments are based on the City’s estimate for the cost for fiscal year 2022/2023 to maintain the District that provides a special benefit to properties assessed within the District. The assessment rates set for Fiscal Year 2022/2023, as set forth in this Engineer’s Report (“Report”), do not exceed the maximum rates established at the time the District was formed, therefore, the City and the District are not required to go through property owner ballot procedure to establish the 2022/2023 assessment rates. This report describes the District boundaries and the proposed operation, maintenance and services to be assessed to the property owners located within the District. For this Report, each lot or parcel to be assessed refers to an individual property and is assigned its own Assessment Parcel Number (“APN”) by the San Diego County (“County”) Assessor’s Office as shown on the latest equalization roll of the assessor. Following the conclusion of the Public Hearing, the City Council will confirm the Report as submitted or amended and may order the collection of the assessments for Fiscal Year 2022/2023.

General Description of the District

The boundaries of the District are defined as being contiguous with the boundaries of the City of Solana Beach. The properties within the District include single-family residential, multi-family residential, timeshare, multiuse, commercial and industrial parcels.

Section 22573, Landscape and Lighting Act of 1972 (“1972 Act”), requires assessments to be levied according to benefit rather than according to assessed value. This section of the 1972 Act states:

“The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.”

The 1972 Act also provides for the classification of various areas within an assessment district into different zones where, *"...by reason of variations in the nature, location, and extent of the improvements, the various areas will receive differing degrees of benefit from the improvements. A zone shall consist of all territory, which will receive substantially the same degree of benefit from the improvements. An assessment district may consist of contiguous or non-contiguous areas."*

Properties owned by public agencies, such as a city, county, state, or the federal government, are not assessable without the approval of the particular agency. For this reason, they are traditionally not assessed.

Designation of Zones

The District consists of two zones in the City of Solana Beach; Zone "A" and Zone "B". Properties within Zone "A", which represent the majority of the parcels in the City, benefit from streetlights on six significant circulation element streets as well as streetlights on their local streets. Properties within Zone "B", also known as "Dark Sky Zone", do not have streetlights on their local streets. These properties benefit only from streetlights on circulation element streets and do not benefit from streetlights on local streets. A map showing the boundaries of the District and the zones are on file in the office of the City Engineer and is also attached herein as Exhibit 1.

District Improvements

The public lighting improvements to be maintained and serviced include but are not limited to the following:

- Maintenance, repair and replacement of public light poles and fixtures, including changing light bulbs, painting, photoelectric cell repair or replacement, repairing damages caused by automobile accidents and vandalism, and repairing normal deterioration caused by time and weather.
- Electrical conduit repair and replacement due to damage by vandalism and normal deterioration.
- Service-call maintenance repair and replacement including painting, replacing worn out electrical components and repairing damage due to accidents, vandalism, and normal deterioration.
- Payment of the electrical bill for the existing street lighting system.
- Responding to constituent and business inquiries and complaints regarding the public lighting.

Maintenance

The City provides services and furnishes materials for the ordinary and usual maintenance, operation and servicing of public lighting improvements facilities and appurtenant facilities. This includes inspecting lights during daylight as well as evening hours for condition assessment and performing repair, removal or replacement of all or part of any of the streetlights found to be inoperable in order to provide for the health welfare and safety of the residents in the district.

Servicing

The City workforces along with assistance from private contractors provide all labor, materials, equipment and utilities necessary to maintain and operate the public lighting improvements or appurtenant facilities in order to provide adequate illumination.

City's Streetlight System

The City's streetlight system consists of streetlights which are owned by the San Diego Gas and Electric (SDG&E) and streetlights that are owned by the City of Solana Beach. A listing (printout) showing the type, size, location and ownership of the specific streetlights in the City is on file in the Office of the City Engineer. There are currently 801 streetlights in the District of which 149 are located on circulation element streets such as Highway 101, Lomas Santa Fe Drive, Via De La Valle, Cedros Avenue, San Andres Drive, Highland Avenue and Stevens Avenue. The remaining 652 streetlights are located on local streets. Approximately 274 streetlights are owned and maintained by SDG&E and the rest are owned and maintained by the City of Solana Beach. The City pays SDG&E for the use of their streetlights. For the purpose of this report, all lights have been analyzed regardless of ownership. Additionally, there are 247 bollard lights and 16 pedestrian pole lights on the Coastal Rail Trail that are included in the District.

Streetlight Retrofit

In April 2012, the City entered into an agreement with Chevron Energy Solution (Chevron ES) for a series of energy efficient projects, which included retrofitting all City-owned streetlights to the latest LED technology. This project replaced the approximately two-thirds of the streetlights throughout the City that are owned and operated by the City. The remaining one-third of the streetlights were not retrofitted because they are owned and operated by SDG&E. Because of this partial ownership arrangement, a few streetlights in some neighborhoods remained unchanged.

Capital Improvement Projects

Since the City-owned streetlights were converted to LED fixtures in 2012, there was not a need for a capital improvement project for the streetlights this past year.

Method of Apportionment

The 1972 Act requires that a parcel's assessment may not exceed the reasonable cost for the proportional benefit conferred to that parcel. To establish the benefit to the individual lots or parcels within the district, an Equivalent Benefit Unit ("EBU") system based on land use is used along with special consideration based on City's "Dark Sky Zone". Each parcel of land in the District was determined by the Engineering Department to have a specific land use. Each land use type was assigned a land use factor determined by trip generation rates developed by San Diego Association of Government (SANDAG). If a land use was not included in the SANDAG's study, the Engineering Department made a determination as to its probable trip generation compared to that of a single family residential and assigned a land use factor accordingly. Single-family residential units were assigned a land use factor of 1.0 regardless of its size. The theory is that all single-family residential units, regardless of parcel size, generate approximately the same number of trips and therefore receive the same benefit from the use of streets and their appurtenances such as streetlights. Under this method, vacant lots are assigned an EBU of "0". Exhibit 2 provides the EBU determination for all land uses within the City.

District Financing

The District will be financed by assessing a benefit assessment and by using the District's share of 1.0 percent ad valorem tax revenues. The amount to be generated from the benefit assessment is \$8.80 per benefit unit in Zone "A" and \$1.62 per benefit unit in Zone "B". As mentioned above, the total amount of revenue to be generated by assessment was calculated from a methodology, which identifies two benefit zones within the District. This methodology assumes that circulation element streetlights provide City-wide benefit and therefore properties located in Zone "B", the Dark Sky Zone properties, are assessed for this portion of the District's expenses only. Properties located within Zone "A" are assessed for expenses associated with the streetlights located on the circulation element streets as well as those on local streets. Both the circulation element streetlight benefit and local streetlight benefit are allotted in proportion to the Average Daily Traffic (ADT) generated by properties within the District to establish equivalent benefit charge per property. These are estimates only because the County Assessor's information will not be available until August 2022. The City does

EXHIBIT 1

STREETLIGHT ZONE MAP

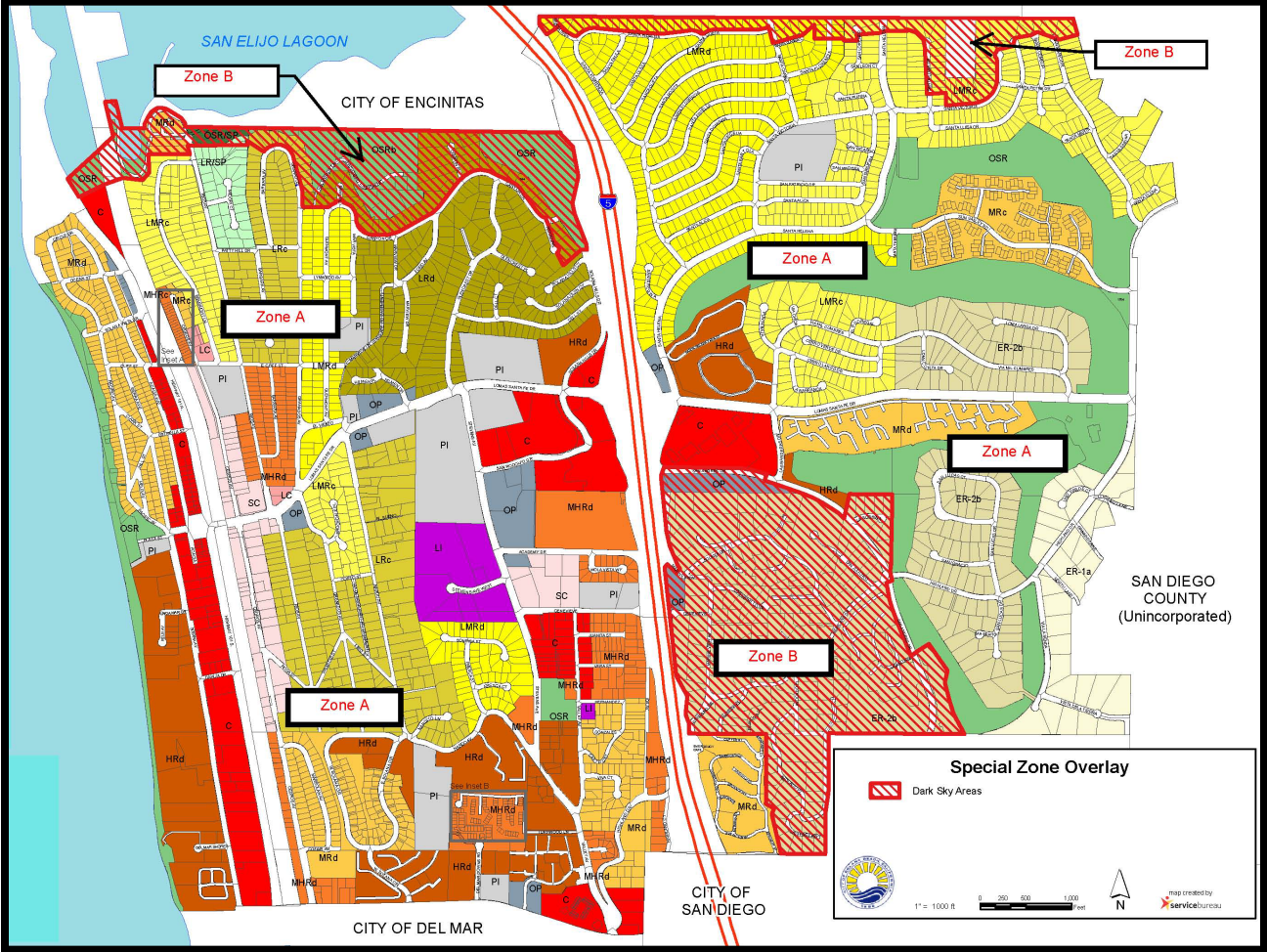


EXHIBIT 2

DERIVATION OF STREETLIGHT BENEFIT UNITS

Traffic generation rates are derived from a report issued by the San Diego Association of Governments (SANDAG) dated April 2002. The information in the report is based on the San Diego Traffic Generators manual. Land uses are defined by the County Assessor. Using traffic generated by single family dwellings as 10 per dwelling unit (d.u.) or 40 per acre, the derivation of Benefit Units from land use is as follows:

<u>LAND USE</u>	<u>BENEFIT UNITS</u>	<u>HOW DERIVED</u>
Vacant Land	0.0	Generates little or no traffic. Assigned a value of 0.0
Residential	1.0/d.u.	<u>10 trips/d.u.</u> 10 trips/d.u.
Time Shares	.02/Time Share	<u>0.2 trips/time share</u> 10 trips/d.u.
Mobilehome/Trailer Parks	0.5/Space	<u>5 trips/d.u. or space</u> 10 trips/d.u.
1-3 Story Misc. Stores	10.0/Acre	<u>400 trips/acre</u> 40 trips/acre
4+ Story Offices/Stores	15.0/Acre	<u>600 trips/acre</u> 40 trips/acre
Regional Shopping Center Medical, Dental, Animal Hospital	12.5/Acre	<u>500 trips/acre</u> 40 trips/acre
Community Shopping Center	17.5/Acre	<u>700 trips/acre</u> 40 trips/acre
Neighborhood Shopping Center	30.0/Acre	<u>1200 trips/acre</u> 40 trips/acre

Hotel, Motel	5.0/Acre	<u>200 trips/acre</u> 40 trips/acre
Convalescent Hospital, Rest Home	1.0/Acre	<u>40 trips/acre</u> 40 trips/acre
Office Condominiums	0.5/Condo	<u>20 trips/condo</u> 10 trips/d.u.
Parking lot, Garage, Used Cars, Auto Sales/Service, Service Station	7.5/Acre	<u>300 trips/acre</u> 40 trips/acre
Bowling Alley	7.5/Acre	<u>300 trips/acre</u> 40 trips/acre

EXHIBIT 3

STREETLIGHT DISTRICT

PROPOSED BUDGET

FISCAL YEAR 2022-23

	Amended Budget 2021-22	Proposed Budget 2022-23
COSTS		
Energy	\$93,600	\$93,600
Maintenance	208,970	199,942
Administration	109,825	113,138
Capital Outlay	0	0
Debt Service	70,400	70,400
Contingency Reserve	3,235,361	3,421,081
TOTAL COSTS	\$3,718,156	\$3,898,161

FUNDING		
Property Taxes	\$521,100	\$542,100
Benefit Fees	77,000	77,000
Interest	40,500	40,500
Intergovernmental	3,200	3,200
Fund Balance	3,076,356	3,235,361
TOTAL RESOURCES	\$3,718,156	\$3,898,161



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 8, 2022
ORIGINATING DEPT: Engineering Department
SUBJECT: **Public Hearing: Consideration of Resolutions 2022-061 and 2022-062 Accepting the Final Engineer’s Report and Ordering the Levy and Collection of Annual Assessments for the City of Solana Beach Coastal Rail Trail Maintenance District for FY 2022/23**

BACKGROUND:

In 2006, the City Council adopted a resolution forming the City of Solana Beach Coastal Rail Trail (CRT) Maintenance District (District) under the provisions of the Landscape and Lighting Act of 1972, Division 15, Part 2, of the California Streets and Highways Code (the 1972 Act). The District was formed for the purpose of levying and collecting funds for the operations, maintenance, and servicing of landscaping, lighting and all appurtenant facilities related to the District.

On May 24, 2022, the City Council adopted Resolutions 2022-053, 2022-054 and 2022-055 initiating the proceedings for the annual levy of assessments for the District; approving the preliminary CRT Maintenance District Engineer’s Report (Report) for the Fiscal Year (FY) 2022/23 annual levy of assessments for the District; declaring the City’s intent to provide for the annual levy and collection of assessments for the District; and setting a time and place for the public hearing, respectively.

This item is presented to the City Council to conduct the Public Hearing and to consider Resolution 2022-061 (Attachment 1) accepting the Final CRT Maintenance District Engineer’s Report and Resolution 2022-062 (Attachment 2) ordering the levy and collection of annual assessments for the District for FY 2022/23.

DISCUSSION:

The District’s major costs are for the maintenance and operation of the Coastal Rail Trail (CRT). The maintenance items include landscaping, irrigation and hardscape

CITY COUNCIL ACTION:

maintenance, including tree trimming and graffiti removal. The costs also include the utility charges for water.

The District budget includes funds for capital replacement costs for possible replacement of the following items: landscape, irrigation, pedestrian/bike path and hardscape items. The capital replacement costs also include an operating reserve of 10% of the direct operating and maintenance costs.

The District's assessment methodology uses an Equivalent Benefit Unit (EBU) System. The EBU method of apportioning benefit is typically viewed as the most appropriate and equitable assessment methodology for districts formed under the 1972 Act. The EBU for the proposed District establishes the single-family detached residential unit as the basic unit, representing 1.0 EBU. The following summarizes the EBU application by land use:

<u>Land Use</u>	<u>EBU</u>
Single-Family Residential	1.0 per parcel
Residential Condominium	1.0 per dwelling unit
Multi-Family Residential	0.75 per dwelling unit
Planned Residential Development	1.0 per proposed unit
Commercial/Industrial	1.0 per parcel
Vacant Single-Family Residential	1.0 per parcel
Vacant Multi-Family Residential	0.75 per parcel
Vacant Commercial/Industrial	1.0 per parcel

The methodology also identifies parcels that are exempt from the proposed District. They may include, but are not limited to, parcels identified as public streets, roadways, dedicated public easements, open space, and rights-of-way. These properties, as well as other publicly owned properties such as schools, the fire station and community centers, are considered to receive little or no benefit from the improvements of the proposed District.

In addition to assigning each property an EBU by land type, the assessment methodology utilizes three zones based on the location of parcels in proximity to the CRT. Properties located the closest to the CRT will receive a greater special benefit than those properties that are located the farthest away from the CRT. A factor is applied to each of the zones according to their locations. The three zones are as follows:

Zone 1:

This zone includes all properties generally located within a few blocks of the CRT. The properties are located east of Acacia Avenue and Sierra Avenue and west of Rios Avenue. Parcels in this zone are assessed the EBU amounts based on land use and are then multiplied by a factor of three.

Zone 2:

This zone includes all properties that are generally located west of Acacia Avenue and those properties located east of Rios Avenue and west of Interstate 5. Parcels in this zone are assessed the EBU amounts based on land use and are then multiplied by a factor of two.

Zone 3:

This zone includes properties located east of Interstate 5. Parcels in this zone are assessed the EBU amounts based on land use and are then multiplied by a factor of 0.5.

The following shows the maximum assessment rates proposed to be levied in the FY 2022/23 by land use:

Land Use Description	Per	Base Rate Zone 1	Base Rate Zone 2	Base Rate Zone 3
Single-Family Residential	Lot or Parcel	\$24.06	\$16.04	\$4.01
Residential Condominium	Dwelling Unit	\$24.06	\$16.04	\$4.01
Multi-Family Residential	Dwelling Unit	\$18.04	\$12.03	\$3.01
Planned Residential Development	Lot or Dwelling Unit	\$24.06	\$16.04	\$4.01
Commercial/Industrial	Parcel	\$24.06	\$16.04	\$4.01
Vacant Single-Family Residential	Parcel	\$24.06	\$16.04	\$4.01
Vacant Multi-Family Residential	Parcel	\$18.04	\$12.03	\$3.01
Vacant Commercial/Industrial	Parcel	\$24.06	\$16.04	\$4.01
Timeshare Units	1 week of ownership	\$ 0.00	\$ 0.00	\$0.00
Exempt Parcels	Parcel	\$ 0.00	\$ 0.00	\$0.00
Public Owned Parcels	Parcel	\$ 0.00	\$ 0.00	\$0.00

The 1972 Act requires the City Council to adopt a resolution annually directing the preparation and filing of an Annual Report and a Resolution of Intention to renew the annual assessments for the District. The resolutions declare the City Council's intention to levy and collect assessments and set the date of the public hearing at which the assessments will be levied. The law requires the assessment information to be submitted to the County by August 10th of each year.

Fiscal Year 2022/23 Benefit Fees

Attachment 3 is the proposed Coastal Rail Trail Maintenance District Engineer's Report for FY 2022/23 dated May 24, 2022 (Report). The Report contains an overview of the District, a description of the services and improvements to be maintained, the proposed FY 2022/23 Budget, and the method of apportionment.

The Report identifies and allocates costs and assessments of the District based on provisions of the 1972 Act and the Streets and Highways Code of California. Per the 1972 Act, the Maximum Assessment may be increased using the lesser of the increase in the San Diego Consumer Price Index for All Urban Consumers (CPI-U) or the maximum of the first year levy beginning in Fiscal Year 2007/2008, known as the Assessment Range Formula (2.0%). The Maximum Assessment adjusted annually by this formula is not considered an increased assessment because it is consistent with the formula approved by the voters in January 2006. A copy of the Assessment Roll is available for review in the Office of the City Clerk.

The CPI-U for 2021 was 5.21%. Since the maximum amount the assessment is allowed to increase each year is equal to the CPI-U but not greater than 2.00%, the assessments for FY 2022/23 are proposed to increase by 2.00% per Table 1 of the Report. The City has notified the property owners about levying and collecting the assessment in the Coastal Rail Trail Maintenance District by publishing a notice of this public hearing in the San Diego Union-Tribune.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The District began assessing a benefit charge in FY 2006/07. The CPI-U for 2021 was 5.21%. Since the maximum amount the assessment is allowed to increase each year is equal to the CPI-U but not greater than 2.00%, the assessments for FY 2022/23 are proposed to increase by 2.00% per Table 1 of the Report (and indicated above). The Assessment Amount per Equivalent Benefit Unit for FY 2022/23 is \$8.02. This is \$0.16 more per EBU than last year's assessment and is consistent with the approval of the District by the vote of the property owners in January 2006.

Based on the above methodology and included in the Engineer's Report, the CRT is expected to receive \$83,779 in benefit charge revenues. Total expenditures that are expected to be spent on the CRT are \$93,901. The shortfall of \$10,122, or the difference between the amount expected to be received (\$83,779) and the amount expected to be spent (\$93,901), will be covered by available projected reserves in the CRT fund of \$104,498 on July 1, 2022. The CRT fund should keep reserves equal to approximately 50% of the annual assessment amount. The proposed budget will reduce the CRT fund balance to approximately \$94,376 by June 30, 2023. This reserve will still be over the 50%

recommended maximum fund balance of \$41,890. Once the reserves drop below the 50% recommended maximum fund balance, additional funds will need to be appropriated from non-CRT funding sources.

WORK PLAN:

Renewal of the District is consistent with the Fiscal Sustainability section of the FY 2022/23 Work Plan.

OPTIONS:

- Approve Staff recommendation.
- Do not renew the CRT Maintenance District and fund the cost for maintenance of the CRT through the General Fund.
- Provide direction.


DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council:

1. Conduct the Public Hearing: open the public hearing, report Council disclosures, receive public testimony, close the public hearing.
2. Adopt Resolution 2022-061, approving the Engineer's Report regarding the Coastal Rail Trail Maintenance District.
3. Adopt Resolution 2022-062, ordering the levy and collection of the annual assessments regarding the Coastal Rail Trail Maintenance District for Fiscal Year 2022/23.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2022-061
2. Resolution 2022-062
3. Engineer's Report for FY 2022/23

RESOLUTION 2022-061

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING THE FISCAL YEAR 2022/23 ENGINEER'S REPORT REGARDING THE COASTAL RAIL TRAIL MAINTENANCE DISTRICT

WHEREAS, the City Council, pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (the "Act"), did by previous Resolution 2022-054 adopted on May 24, 2022 order the Assessment Engineer, Koppel & Gruber Public Finance, to prepare and file the Fiscal Year (FY) 2022/23 Engineer's Report for the City of Solana Beach Coastal Rail Trail Maintenance District (District); and

WHEREAS, the Assessment Engineer has prepared and filed with the City Clerk of the City of Solana Beach, California and the City Clerk has presented to the City Council such report entitled City of Solana Beach Coastal Rail Trail Maintenance District Engineer's Report FY 2022/23 dated May 24, 2022 (Report) as required by the Act; and

WHEREAS, the City Council has carefully examined and reviewed the Report as presented, considered all oral and written comments presented with respect to the District and Report at a noticed Public Hearing and has discussed any necessary or desired modifications to the Report, and is satisfied that the levy for each parcel has been calculated in accordance with the special benefits received from the operation, maintenance and services performed, as set forth in the Report.

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

1. The above recitals are true and correct.
2. The Report as presented or as modified, contains the following:
 - a. Description of Improvements.
 - b. Diagram of the District.
 - c. Method of Apportionment that details the method of calculating each parcel's proportional special benefits and annual assessment.

- d. The FY 2022/23 Assessment based upon the Method of Apportionment as approved by the property owners pursuant to the provision of the California Constitution Article XIID Section 4.
 - e. An Assessment Range Formula for calculating annual inflationary adjustments to the initial "Maximum Assessment" (Adjusted Maximum Levy per benefit unit), also approved by the property owners.
 - f. The FY 2022/23 Annual Budget (Costs and Expenses) and the resulting FY 2022/23 assessment (levy per benefit unit) for the fiscal year.
 - g. The District Roll containing the levy for each Assessor's Parcel Number within the District for FY 2022/23.
3. The City Clerk is hereby directed to enter on the minutes of the City Council any and all modifications to the Report determined and approved by the City Council, and all such changes and/or modifications by reference are to be incorporated into the Report.
 4. The City Council is satisfied with the Report as presented or modified and each and all of the budget items and documents as set forth therein, and is satisfied that the FY 2022/23 annual assessments contained therein are consistent with the assessments approved by the property owners and spread in accordance with the special benefits received from the improvements pursuant to the provisions of the California Constitution Article XIID.
 5. The Report is hereby approved as submitted or modified and ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

6. The City Clerk shall certify to the passage and adoption of this resolution, and the minutes of this meeting shall so reflect the presentation and approval of the Report as submitted or modified.

PASSED AND ADOPTED this 8th day of June, 2022, at a regularly scheduled meeting of the by the City council of the City of Solana Beach by the following vote:

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

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

RESOLUTION 2022-062

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ORDERING THE LEVY AND COLLECTION OF ANNUAL ASSESSMENTS REGARDING THE COASTAL RAIL TRAIL MAINTENANCE DISTRICT FOR FISCAL YEAR 2022/23

WHEREAS, the City Council has, by previous Resolutions 2022-053, 2022-054 and 2022-055 adopted on May 24, 2022, initiated proceedings to form and declare its intention to levy and collect annual assessments against parcels of land within the City of Solana Beach Coastal Rail Trail Maintenance District ("District"), for the Fiscal Year (FY) commencing July 1, 2022 and ending June 30, 2023 pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (Act) to pay the costs and expenses of operating, maintaining and servicing the improvements and appurtenant facilities related thereto; and

WHEREAS, Koppel & Gruber Public Finance, the Assessment Engineer selected by the City Council, has prepared and filed with the City Clerk, and the City Clerk has presented to the City Council the Engineer's Report entitled City of Solana Beach Coastal Rail Trail Maintenance District Engineer's Report FY 2022/23 dated May 24, 2022 (Report) in connection with the proposed levy and collection of special benefit assessment upon eligible parcels of land within the District, and the City Council did by previous Resolution 2022-061 adopted on June 8, 2022 approve such Report; and

WHEREAS, the City Council desires to levy and collect assessments against parcels of land within the District for the Fiscal Year commencing July 1, 2022 and ending June 30, 2023 to pay the costs and expenses of operating, maintaining and servicing the improvements and appurtenant facilities related thereto; and

WHEREAS, the City Council, following notice duly given, has held a full and fair Public Hearing on June 8, 2022, regarding the levy and collection of assessments as described in the Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters, pursuant to the Act and in accordance with the provisions of the California Constitution Article XIID.

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

1. The above recitals are true and correct.

2. The City Council desires to levy and collect assessments against parcels of land within the District for the fiscal year commencing July 1, 2022 and ending June 30, 2023, to pay the costs and expenses of operating, maintaining and servicing the landscaping, public lighting improvements and appurtenant facilities located within public places in the District.
3. The City Council has carefully reviewed and examined the Report in connection with the District, and the levy and collection of assessments. Based upon its review of the Report, a copy of which has been presented to the City Council and which has been filed with the City Clerk, the City Council hereby finds and determines that:
 - a. The territory of land within the District will receive special benefits from the operation, maintenance and servicing of the landscaping, lighting, drainage and appurtenant facilities and improvements related thereto.
 - b. The District includes all of the lands so benefited; and
 - c. The amount to be assessed upon the lands within the District, in accordance with the proposed budget for the fiscal year commencing July 1, 2022 and ending June 30, 2023 is apportioned by a formula and method that fairly distributes the net amount among all eligible parcels in proportion to the special benefits to be received by each parcel from the improvements and services, and the assessments are levied without regard to property valuation.
4. The Report and FY 2022/23 assessments, as presented to the City Council and on file in the office of the City Clerk, are hereby confirmed as filed.
5. The City Council hereby orders the proposed improvements to be made; the improvements are briefly described as the operation, administration, maintenance and servicing of all public landscaping, lighting improvements and appurtenant facilities and expenses associated with the District, and that will be maintained by the City of Solana Beach or their designee and all such maintenance, operation and servicing of the landscaping, lighting and all appurtenant facilities shall be performed pursuant to the Act. A more complete description of the improvements is detailed in the Report and by reference this document is made part of this resolution.
6. The San Diego County Auditor shall place on the County Assessment Roll, opposite each parcel of land, the amount of levy so apportioned by the method of apportionment formula, outlined in the Report and such levies shall be collected at the same time and in the same manner as County taxes are collected pursuant to Chapter 4, Article 2, Section 22646 of the Act. After collection by the

County, the net amount of the assessments, after deduction of any compensation due the County for collection, shall be paid to the City Treasurer.

7. The City Treasurer shall deposit all money from the assessments collected by the County for the District into a fund for the Coastal Rail Trail Maintenance District, and such money shall be expended to pay the costs and expenses of operating, maintaining and servicing the improvements and appurtenant facilities related thereto described above.
8. The adoption of this resolution constitutes the authorization of the District levy for the Fiscal Year commencing July 1, 2022 and ending June 30, 2023.
9. The City Clerk or Clerk's designee is hereby authorized and directed to file the levy with the San Diego County Auditor subsequent to the adoption of this resolution.

PASSED AND ADOPTED this 8th day of June, 2022, at a regularly scheduled meeting of the by the City Council of the City of Solana Beach by the following vote:

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

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



**CITY OF SOLANA BEACH
COASTAL RAIL TRAIL MAINTENANCE DISTRICT
ENGINEER'S REPORT
FISCAL YEAR 2022/2023**

DATE JUNE 8, 2022



KOPPEL & GRUBER
PUBLIC FINANCE

334 VIA VERA CRUZ, SUITE 256
SAN MARCOS
CALIFORNIA 92078

T. 760.510.0290
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ATTACHMENT 3

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SECTION I. OVERVIEW

A. INTRODUCTION AND BACKGROUND

The Coastal Rail Trail (the “CRT”) is a project sponsored by the cities of Oceanside, Carlsbad, Encinitas, Solana Beach and San Diego for a multi-use pathway (bicycle facilities and pedestrian) that will ultimately extend from the San Luis Rey River in Oceanside to the Santa Fe Depot in San Diego. Each of the sponsoring cities has agreed to construct and maintain the portion of the trail that is located within their jurisdiction. The City of Solana Beach (the “City”) began construction on their portion of the CRT (“City CRT”) in August 2003 by obtaining outside grants and the City CRT was substantially completed in November of 2004.

The City CRT encompasses approximately 1.7 miles extending from the north boundary of the City at the San Elijo Lagoon and the City of Encinitas to the south boundary of the City at Via de la Valle. The Class I bicycle trail proceeds south through the City, crossing Lomas Santa Fe Road and continuing to Via de la Valle in the City of Del Mar.

The City of Solana Beach Coastal Rail Trail Maintenance District (“District”) was formed in January 2006 in order to provide funding for the maintenance of certain public improvements including but not limited to the operation, maintenance and servicing of landscaping and public lighting improvements along the City CRT. This report constitutes the Fiscal Year 2022/2023 Engineer’s Report for the District.

The City Council pursuant to the provisions of the *Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* (“Act”) and in compliance with the substantive and procedural requirements of the *California State Constitution Article XIII C and XIII D* (“Proposition 218”) and the *Proposition 218 Omnibus Implementation Act (Government Code Section 53750 and following)* (the “Implementation Act”) desires to levy and collect annual assessments against lots and parcels within the District beginning in the fiscal year commencing July 1, 2022 and ending June 30, 2023 to pay for the operation, maintenance and servicing of landscaping and public lighting improvements along the City CRT. The proposed assessments are based on the City’s estimate of the costs for Fiscal Year 2022/2023 to maintain the City CRT improvements that provide a special benefit to properties assessed within the District. The assessment rates set for Fiscal Year 2022/2023 as set forth in this Engineer’s Report, do not exceed the maximum rates established at the time the District was formed, therefore, the City and the District are not required to go through a property owner ballot procedure in order to establish the 2022/2023 assessment rates.

B. CONTENTS OF ENGINEER’S REPORT

This Report describes the District boundaries and the proposed improvements to be assessed to the property owners located within the District. The Report is made up of the following sections.

SECTION I. OVERVIEW – Provides a general introduction into the Report and provides background on the District and the assessment.

SECTION II. PLANS AND SPECIFICATIONS – Contains a general description of the improvements that are maintained and serviced by the District.

SECTION III. PROPOSED FISCAL YEAR 2022/2023 BUDGET – Identifies the cost of the maintenance and services to be provided by the District including incidental costs and expenses.

SECTION IV. METHOD OF APPORTIONMENT – Describes the basis in which costs have been apportioned to lots or parcels within the District, in proportion to the special benefit received by each lot or parcel.

SECTION V. ASSESSMENT ROLL – The assessment roll identifies the maximum assessment to be levied to each lot or parcel within the District.

SECTION VI. ASSESSMENT DIAGRAM – Displays a diagram of the District showing the boundaries of the District.

For this Report, each lot or parcel to be assessed, refers to an individual property assigned its own Assessment Parcel Number (“APN”) by the San Diego County (“County”) Assessor’s Office as shown on the last equalized roll of the assessor.

Following the conclusion of the Public Hearing, the City Council will confirm the Report as submitted or amended and may order the collection of assessments for Fiscal Year 2022/2023.

SECTION II. PLANS AND SPECIFICATION

A. GENERAL DESCRIPTION OF THE DISTRICT

The boundaries of the District are defined as being contiguous with the boundaries of the City of Solana Beach. Solana Beach is located approximately thirty miles north of the City of San Diego in the north coastal area of the County. The City is bordered by the Pacific Ocean to the west, the City of Encinitas to the north, the City of Del Mar to the south and the unincorporated village of Rancho Santa Fe to the east.

The properties within the District include single-family residential, multi-family residential, timeshare, commercial, and industrial parcels. Each parcel has been categorized into three zones based upon their general proximity to the City CRT. Please refer to Section IV D of the Report for a further explanation on the zones included within the District.

B. DESCRIPTION OF SERVICES AND IMPROVEMENTS TO BE MAINTAINED

The District provides a funding mechanism for the ongoing maintenance, operation and servicing of landscaping and public lighting improvements that were installed as part of the construction of the City CRT. These improvements may include, but are not limited to, all materials, equipment, utilities, labor, and appurtenant facilities related to those improvements.

The improvements constructed as part of the project that are to be maintained and serviced by the District relate to landscaping and public lighting improvements, and are generally described as follows:

- Concrete and decomposed granite trails including landscaping, irrigation, drainage, grading, lighting, and hardscape features.
- Concrete paths, trees, plantings, lighting, irrigation, conduit, infrastructure, earthwork, trash receptacles, fencing, node structures (bus shelters, art amenities, garden nodes), drinking fountains, signage, and observation deck.
- Open space and irrigated and planted slopes located along the Trail.
- Public lighting facilities within and adjacent to the City CRT.

Maintenance services will be provided by City personnel and/or private contractors. The proposed improvements to be maintained and services are generally described as follows:

LANDSCAPING AND APPURTENANT IMPROVEMENTS

The landscaping improvements and services to be maintained by the District include but are not limited to landscaping, planting, ground cover, shrubbery, turf, trees, irrigation and drainage systems, hardscape, fixtures, sidewalks, fencing and other appurtenant items located along and adjacent to the City CRT.

PUBLIC LIGHTING AND APPURTENANT IMPROVEMENTS

The public lighting improvements to be maintained and serviced include but are not limited to the following, which provide public lighting directly or indirectly to the City CRT or to other public areas associated with or necessary for use of the trail:

- Maintenance, repair and replacement of public light poles and fixtures, including changing light bulbs, painting, photoelectric cell repair or replacement, and repairing damage caused by automobile accidents, vandalism, time, and weather.
- Electrical conduit repair and replacement due to damage by vandalism, time and weather.
- Service-call maintenance, repair and replacement including painting, replacing worn out electrical components and repairing damage due to accidents, vandalism, and weather.
- Payment of the electrical bill for the existing street lighting system.
- Responding to constituent and business inquiries and complaints regarding the public lighting.

Maintenance means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of landscaping and public lighting improvements facilities and appurtenant facilities. This includes repair, removal or replacement of all or part of any of the landscaping and street lighting improvements, or appurtenant facilities; providing for the life, growth, health and beauty of landscaping improvements and for the operation of the lighting improvements.

Servicing means the furnishing of all labor, materials, equipment and utilities necessary to maintain the landscaping improvements and to maintain and operate the public lighting improvements or appurtenant facilities in order to provide adequate illumination.

SECTION III. PROPOSED FISCAL YEAR BUDGET

A. ESTIMATED FISCAL YEAR 2022/2023 BUDGET

A summary of the proposed District Fiscal Year 2022/2023 budget is summarized, by category, in Table 1 shown on the following page:

Table 1

**CITY OF SOLANA BEACH
COASTAL RAIL TRAIL MAINTENANCE DISTRICT
2022/23 BUDGET**

	TOTAL BUDGET	GENERAL BENEFIT PORTION ^{1&2}	PROPOSED FY 2022/23 ASSESSMENT
OPERATING AND MAINTENANCE COSTS			
Operating and Maintenance			
Landscape, Irrigation & Hardscape Maintenance Thru an Outside Contract (Includes Tree Trimming)	\$68,500	\$13,500	\$55,000
Utilities (Water)	\$20,600	\$0	\$20,600
Utilities (Electricity)	\$29,500	\$29,500	\$0
Trail Maintenance (DG & Concrete Paths)	\$1,400	\$0	\$1,400
Graffiti Abatement	\$200	\$0	\$200
Total Operating and Maintenance Costs	\$120,200	\$43,000	\$77,200
CAPITAL REPLACEMENT AND RESERVES			
Capital Replacement			
Landscape & Irrigation Replacement	\$3,600	\$200	\$3,400
Pedestrian/Bicycle Path Replacement	\$2,600	\$200	\$2,400
Hardscape Features Replacement (water fountain, art work, bus shelter)	\$2,600	\$200	\$2,400
Reserves			
Fiscal Year 2022/2023 Reserve Collection	\$0	\$0	\$0
Total Capital Replacement and Reserves	\$8,800	\$600	\$8,200
ADMINISTRATION COSTS			
District Administration Costs			
County SB 2557 Costs			\$300
County Electronic Data Processing Costs			\$601
City Administration/Consultant Costs			\$7,600
Total Administration Costs			\$8,501
AMOUNT TO LEVY			
TOTAL BUDGET			\$93,901
LESS OPERATING RESERVES USED IN FY²			(\$10,122)
TOTAL ASSESSMENT AMOUNT			\$83,779
Total Parcels in the District			13,128
Total Parcels Levied			5,654
Total Equivalent Benefit Units			10,446.38
Proposed Levy Per Equivalent Benefit Unit			\$8.02
Inflation Percentage Applied to Proposed Levy Per EBU			2.00%

OPERATING RESERVES	
Beginning Balance as of 7/1/22	\$104,498
FY 2022/2023 Collection	\$83,779
Expenditures	(\$93,901)
Projected Ending Balance as of 6/30/23 ³	\$94,376
Maximum Recommended Cash Flow Reserve Amount	\$41,890

1. While the cost of the electricity is not 100% general benefit, the City is paying for the entire cost through other available funds and none of the cost is being allocated to the parcels located within the District.
2. The CRT landscaping cost is greater than the available funding from the District so other available funding is being utilized to cover the difference.
3. The City is developing a plan on how to utilize the operating reserves on the CRT in the future.

B. DESCRIPTION OF BUDGET ITEMS

The following is a brief description of the major budget categories that includes the detailed costs of maintenance and services for the District included in the table above.

OPERATING AND MAINTENANCE COSTS – This includes the costs of maintaining and servicing the landscaping and lighting improvements. This may include, but is not limited to, the costs for labor, utilities, equipment, supplies, repairs, replacements and upgrades that are required to properly maintain the items that provide a direct benefit to properties located within the District.

CAPITAL REPLACEMENT AND RESERVES – These items provide a funding source to pay for items that wear out over time, other unanticipated items not directly budgeted for and for the replacement of the landscaping, pathways and hardscape features located along and adjacent to the City CRT.

ADMINISTRATION COSTS – This includes the indirect costs not included above that are necessary to pay for administrative costs related to the District, including the levy and submittal of the assessments to the County to be placed on the Fiscal Year 2022/2023 County equalized tax roll, responding to property owner inquiries relating to the assessments and services, and any other related administrative costs.

SECTION IV. METHOD OF APPORTIONMENT

A. GENERAL

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements, which include the construction, maintenance, and servicing of landscaping and public lights and appurtenant facilities.

Streets and Highways Code Section 22573 requires that maintenance assessments be levied according to benefit rather than the assessed value.

“The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.”

In addition, Article XIID and the Implementation Act require that a parcel’s assessment may not exceed the reasonable cost for the proportional special benefit conferred to that parcel. A special benefit is a particular and distinct benefit over and above general benefits conferred on property located within the assessment district. Article XIID and the Implementation Act further provides that only special benefits are assessable and the City must separate the general benefits from the special benefits. They also require that publicly owned properties which specifically benefit from the improvements be assessed.

B. GENERAL BENEFIT ANALYSIS

The improvements described in Section II B of this Report are for the special benefit, enhancement and use of properties within the District. However, the City CRT was constructed as a portion of a much larger regional trail that will extend from the City of Oceanside to the north to the City of San Diego to the south. Residents and property owners located in each of the cities along the trail will receive a special benefit from the construction and maintenance of the trail within their city. Residents from each of these cities will have an opportunity to use the entire trail upon completion including the portion in Solana Beach which creates a general benefit.

Additionally, included among the different property types in the City are timeshare units. Though individuals may purchase and “own” their timeshare unit, their ownership rights are limited and temporary (typically one week per year.) Owners of timeshare units have an opportunity to use the CRT while vacationing in the City. Due to the limited ownership time-frame of timeshare owners, their special benefit is limited and thus considered as part of the general benefit similar to the general benefit to the public at large.

The general benefit portion of the assessment has been determined by looking at each participating city’s trail length as a factor of the entire trail. The City of Solana Beach’s portion of the CRT is 1.7 miles compared to the entire proposed trail length of 44.0 miles. Comparing the length of the City CRT to the total length of the CRT results in a general

benefit of 3.86%. Engineering also determined that timeshares add an additional 2.0% general benefit impact. For rounding purposes after adding the two components (3.86% + 2.0%) the general benefit is considered to be 6.0% overall to the public at large. The budget has been allocated to parcels based on their special benefit share. In addition, the City is paying 100% of the electricity costs, totaling \$29,000, for the District through funds available from other sources resulting in over 30% of the costs paid directly by the City.

C. SPECIAL BENEFIT ANALYSIS

Each of the proposed improvements and the associated costs and assessments within the District has been reviewed, identified and allocated based on special benefit pursuant to the provisions of Article XIID, the Implementation Act, and the Streets and Highways Code Section 22573.

Proper maintenance and operation of the City CRT landscaping, hardscape, open space and public lighting provides special benefit to adjacent properties by providing community character, security, safety and vitality. Additionally, one of the purposes of the trail is to facilitate alternative transportation opportunities in order to reduce air pollution and vehicular traffic congestion which provide special benefit to the properties within the District.

TRAIL AND LANDSCAPING SPECIAL BENEFIT

Landscaping and appurtenant facilities, if well maintained, provide beautification, shade and enhancement of the desirability of the surroundings, and therefore increase property values. Specifically, they provide a sense of ownership and a common theme in the community providing aesthetic appeal, recreational and health opportunities and increased desirability of properties.

PUBLIC LIGHTING SPECIAL BENEFIT

The operation, maintenance and servicing of public lighting along and adjacent to the City CRT provide safety and security to properties along City CRT specifically as follows:

- Improved security, deterrence of crime and aid to police and fire protection.
- Reduced vandalism and damage to the improvements and property.
- Increased business activity to the coastal community during nighttime hours.

D. ASSESSMENT METHODOLOGY

To establish the special benefit to the individual lots or parcels within the District, an Equivalent Benefit Unit system based on land use is used along with a Zone Factor based on geographic proximity to the City CRT.

EQUIVALENT BENEFIT UNITS

Each parcel of land is assigned an Equivalent Benefit Unit in proportion to the estimated special benefit the parcel receives relative to other parcels within the District. The single family detached (“SFD”) residential property has been selected as the basic unit for calculating assessments; therefore, a SFD residential parcel equals one Equivalent Benefit Unit (“EBU”).

The EBU method of apportioning benefit is typically seen as the most appropriate and equitable assessment methodology for districts formed under the 1972 Act, as the benefit to each parcel from the improvements are apportioned as a function of land use type, size and development. A methodology has been developed to relate all other land uses to the SFD residential as described below.

EBU APPLICATION BY LAND USE:

SINGLE-FAMILY RESIDENTIAL — This land use is defined as a fully subdivided residential parcel in which a tract map has been approved and recorded. This land use is assessed 1.0 EBU per lot or parcel. This is the base value that all other land use types are compared and weighted against (i.e. Equivalent Benefit Unit or EBU).

RESIDENTIAL CONDOMINIUM — This land use is defined as a fully subdivided residential parcel that has more than one residential unit developed on the property with individual unit ownership. This land use is assessed 1.0 EBU per dwelling unit.

MULTI-FAMILY RESIDENTIAL — This land use is defined as a fully subdivided residential parcel that has more than one residential unit developed on the property not available for individual unit ownership. This land use is assessed 0.75 EBU per dwelling unit.

PLANNED-RESIDENTIAL DEVELOPMENT — This land use is defined as any property not fully subdivided with a specific number of proposed residential lots or dwelling units to be developed on the parcel. This land use type is assessed at 1.0 EBU per planned (proposed) residential lot or dwelling unit.

COMMERCIAL/INDUSTRIAL — This land use is defined as property developed for either commercial or industrial use. This land use type is assessed at 1.0 EBU per parcel.

VACANT SINGLE-FAMILY RESIDENTIAL — This land use is defined as property currently zoned for single-family detached residential development, but a tentative or final tract map has not been submitted and/or approved. This land use is assessed at 1.0 EBU per parcel.

VACANT MULTI-FAMILY RESIDENTIAL — This land use is defined as property currently zoned for multi-family residential development, but a tentative or final tract map has not been submitted and/or approved. This land use is assessed at 0.75 EBU per parcel.

VACANT COMMERCIAL/INDUSTRIAL — This land use is defined as property currently zoned for either commercial or industrial use. This land use is assessed at 1.0 EBU per parcel.

EXEMPT PARCELS — This land use identifies properties that are not assessed and are assigned 0.0 EBU. This land use classification may include, but is not limited, to lots or parcels identified as public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas and right-of-ways including greenbelts and parkways; utility right-of-ways; common areas, sliver parcels and bifurcated lots or any other property that can not be developed; park properties and other publicly owned properties that are part of the District improvements or that have little or no improvement value. These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment.

PUBLIC OWNED PARCELS — This land use identifies properties that are not assessed and are assigned 0.0 EBU. This land use classification includes other typically non-assessed parcels that are not considered exempt parcels and may include, but is not limited, to lots or parcels identified as schools, government owned buildings, fire and police stations, and administration offices. These types of properties are considered to receive little special benefit from the improvements and any benefit that they may receive is considered to be part of the City’s general benefit contribution to the District.

ZONE FACTOR

The District was divided into three zones based on the proximity of parcels in location to the City CRT. Properties located the closest to the trail will receive a greater special benefit as compared to those parcels the farthest away. In order to calculate this into the assessment a factor is applied to each parcel according to the following Zone location.

ZONE 1 PROPERTIES – This Zone is defined as properties located adjacent to or within a few blocks of the City CRT improvements. This includes all properties that are generally located east of Acacia and Sierra Avenue and west of Rios Avenue. Parcels located in this zone use the EBU amounts derived above based on land use and then multiplied by a proximity factor of three (3).

ZONE 2 PROPERTIES – This Zone is defined as properties located close to the improvements but not adjacent to the City CRT or properties defined as Zone 1 Properties. This includes all properties that are generally located west of Acacia Avenue and also those properties located east of Rios Avenue and west of Interstate-5. Parcels located in this zone use the EBU amounts derived above based on land use and then multiplied by a proximity factor of two (2).

ZONE 3 PROPERTIES – This Zone is defined as properties located the furthest away from the City CRT improvements. This includes all properties that are located east of Interstate-5. Parcels located in this zone use the EBU amounts derived above based on land use and then multiplied by a proximity factor of 0.5.

The following table summarizes the EBU and Zone Factors based on land use.

Table 2

**CITY OF SOLANA BEACH
COASTAL RAIL TRAIL MAINTENANCE DISTRICT
EQUIVALENT BENEFIT UNITS AND ZONE FACTOR BY LAND USE**

Land Use Description	Equivalent Benefit Units (EBUs)	Per	Zone 1 Multiplier	Zone 2 Multiplier	Zone 3 Multiplier	No. of EBUs for Property in Zone 1	No. of EBUs for Property in Zone 2	No. of EBUs for Property in Zone 3
Single Family Residential	1.00	Lot or Parcel	3.00	2.00	0.50	3.00	2.00	0.50
Residential Condominium	1.00	Dwelling Unit	3.00	2.00	0.50	3.00	2.00	0.50
Multi-Family Residential	0.75	Dwelling Unit	3.00	2.00	0.50	2.25	1.50	0.38
		Lot or Dwelling						
Planned Residential Development	1.00	Unit	3.00	2.00	0.50	3.00	2.00	0.50
Commercial/Industrial	1.00	Parcel	3.00	2.00	0.50	3.00	2.00	0.50
Vacant Single Family Residential	1.00	Parcel	3.00	2.00	0.50	3.00	2.00	0.50
Vacant Multi-Family Residential	0.75	Parcel	3.00	2.00	0.50	2.25	1.50	0.38
Vacant Commercial/Industrial	1.00	Parcel	3.00	2.00	0.50	3.00	2.00	0.50
		1 week of						
Timeshare Units	0.00	ownership	3.00	2.00	0.50	0.00	0.00	0.00
Exempt Parcels	0.00	Parcel	3.00	2.00	0.50	0.00	0.00	0.00
Public Owned Parcels	0.00	Parcel	3.00	2.00	0.50	0.00	0.00	0.00

In order to determine the maximum annual assessment rate for each type of land use described above, the following formula is applied:

Applicable EBU * Applicable Zone Factor*Maximum Assessment Rate per 1.0 EBU=Assessment Rate per Unit/Parcel.

E. RATES

Table 3 below shows the maximum assessments rates proposed to be levied in Fiscal Year 2022/2023 by land use. Because the San Diego Consumer Price Index for All Urban Consumers (“CPI-U”) was over 2.00% for 2021 (5.21%), the maximum assessments were increased by 2.00% as allowed for in the assessment range formula discussed below.

Table 3

**CITY OF SOLANA BEACH
COASTAL RAIL TRAIL MAINTENANCE DISTRICT
EQUIVELANT BENEFIT UNITS AND ZONE FACTOR BY LAND USE**

Land Use Description	Per	Base Rate for Zone 1	Base Rate for Zone 2	Base Rate for Zone 3
Single Family Residential	Lot or Parcel	\$24.06	\$16.04	\$4.01
Residential Condominium	Dwelling Unit	\$24.06	\$16.04	\$4.01
Multi-Family Residential	Dwelling Unit	\$18.04	\$12.03	\$3.01
	Lot or Dwelling			
Planned Residential Development	Unit	\$24.06	\$16.04	\$4.01
Commercial/Industrial	Parcel	\$24.06	\$16.04	\$4.01
Vacant Single Family Residential	Parcel	\$24.06	\$16.04	\$4.01
Vacant Multi-Family Residential	Parcel	\$18.04	\$12.03	\$3.01
Vacant Commercial/Industrial	Parcel	\$24.06	\$16.04	\$4.01
Timeshare Units	1 week of ownership	\$0.00	\$0.00	\$0.00
Exempt Parcels	Parcel	\$0.00	\$0.00	\$0.00
Public Owned Parcels	Parcel	\$0.00	\$0.00	\$0.00

F. ASSESSMENT RANGE FORMULA

The purpose of establishing an Assessment Range Formula is to provide for reasonable inflationary increases to the annual assessments without requiring the District to go through an expensive balloting process required by law in order to get a small increase. On July 1, 2007 and each year thereafter, the Maximum Assessment Rate shall be increased by the lesser of Local CPI-U in the San Diego County area or 2.0%. The CPI-U used shall be as determined annually by the Bureau of Labor Statistics beginning with the CPI-U rate increase for 2006.

Beginning in the Fiscal Year 2007/2008 the Maximum Assessment may be increased using the lesser of the increase in the CPI-U from first year levy (the Assessment Range Formula) or 2.0%. This Assessment Rate Formula would be applied every fiscal year thereafter and a new Maximum Assessment will be established to include the allowable increase.

The Maximum Assessment adjusted annually by this formula is not considered an increased assessment. Although the Maximum Assessment will increase each year, the actual assessment will only reflect the necessary budgeted amounts and may remain unchanged. Increases in the budget or an increase in the rate in one year from the prior year will not require a new 218 balloting unless the rate is greater than the Maximum Assessment adjusted to reflect an increase in the CPI-U.

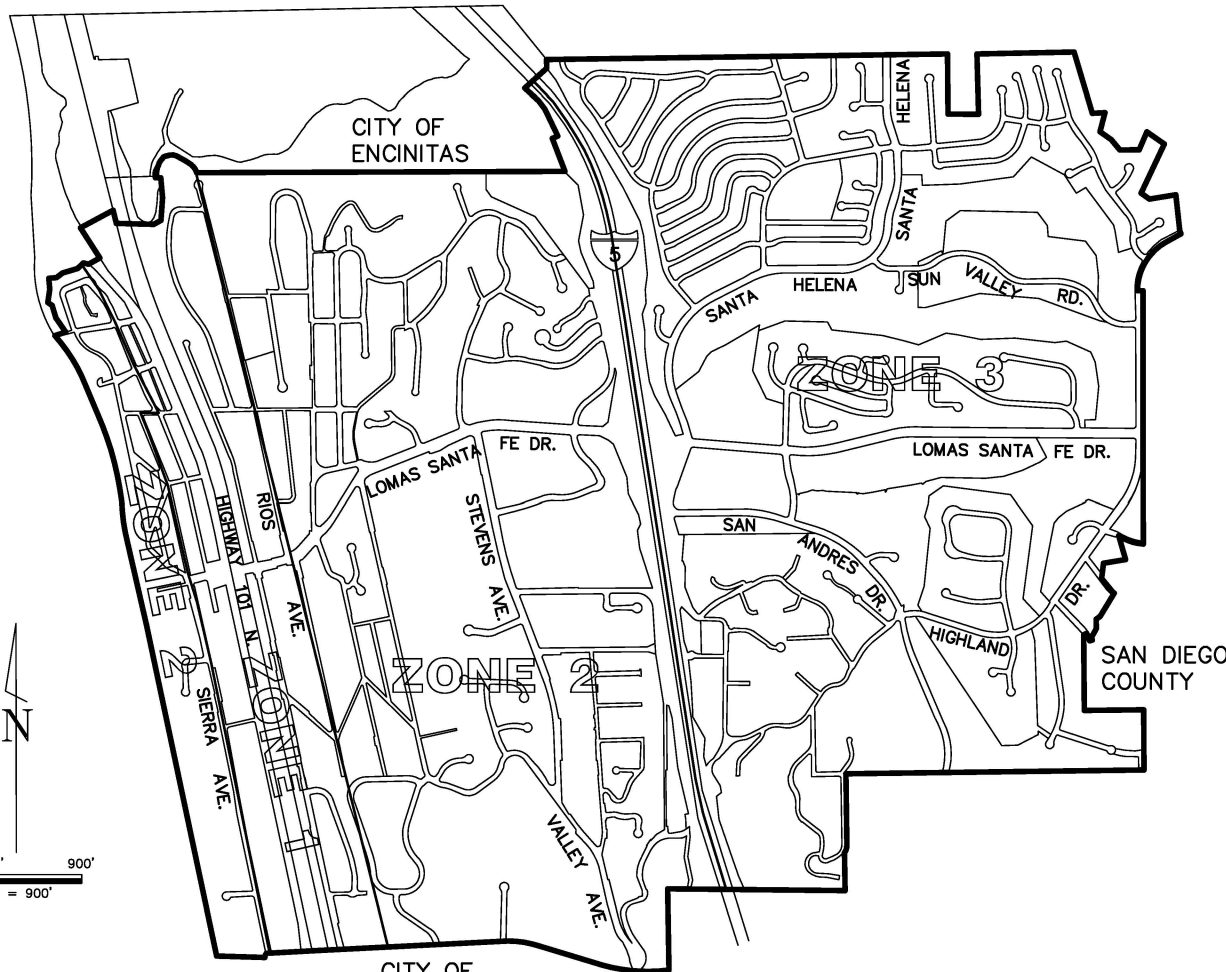
SECTION V. ASSESSMENT ROLL

Parcel identification, for each lot or parcel within the District shall be the parcel as shown on the County Assessor's map for the year in which this Report is prepared.

A listing of parcels assessed within the District, along with the proposed assessment amounts, has been submitted to the City Clerk, under a separate cover, and by reference is made part of this Report. Said listing of parcels to be assessed shall be submitted to the County Auditor/Controller and included on the property tax roll for each parcel in Fiscal Year 2022/2023. If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the current fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be based on the method of apportionment and assessment rate approved in this Report. Therefore, if a single parcel has changed to multiple parcels, the assessment amount applied to each of the new parcels shall be recalculated and applied according to the approved method of apportionment and assessment rate rather than a proportionate share of the original assessment.

SECTION VI. ASSESSMENT DIAGRAM

The parcels within the District consist of all lots, parcels and subdivisions of land located in the City. A boundary map of the area is attached.



FILED IN THE OFFICE OF THE CITY CLERK OF THE CITY OF SOLANA BEACH THIS _____ DAY OF _____, 2005.

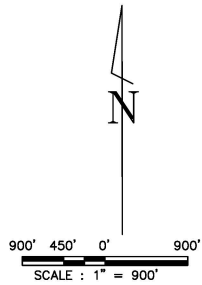
I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING PROPOSED BOUNDARIES OF THE COASTAL RAIL TRAIL MAINTENANCE DISTRICT, CITY OF SOLANA BEACH, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF SOLANA BEACH AT A REGULAR MEETING THEREOF, HELD ON THE _____ DAY OF _____, 2005, BY ITS RESOLUTION NO. _____

CITY CLERK
CITY OF SOLANA BEACH

FILED THIS _____ DAY OF _____, 2005, AT THE HOUR OF _____ O'CLOCK _____ M. IN BOOK _____ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS, AT PAGE(S) _____ AND AS INSTRUMENT NO. _____ IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA.

COUNTY RECORDER
COUNTY OF SAN DIEGO
STATE OF CALIFORNIA

NOTE: FOR PARTICULARS OF THE LINES AND DIMENSIONS OF ASSESSOR'S PARCELS, REFERENCE IS MADE TO THE MAPS OF THE SAN DIEGO COUNTY ASSESSOR OF SAN DIEGO COUNTY RECORDS, WHICH MAPS SHALL GOVERN FOR ALL DETAILS RELATING THERETO.



334 Via Vera Cruz
Suite 256
San Marcos, California 92078
Phone (760) 510-0290 Fax (760) 510-0288

PROPOSED BOUNDARY MAP OF COASTAL RAIL TRAIL MAINTENANCE DISTRICT

CITY OF SOLANA BEACH
COUNTY OF SAN DIEGO
STATE OF CALIFORNIA

CITY OF SOLANA BEACH

CITY OF SOLANA BEACH COASTAL RAIL TRAIL MAINTENANCE DISTRICT

Engineer's Report Fiscal Year 2022/2023

The undersigned respectfully submits the enclosed Report as directed by City Council.

Report Submitted By:



By: _____
Scott Koppel
Koppel & Gruber Public Finance

By:  _____
Mohammad Sammak



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: June 8, 2022
ORIGINATING DEPT: City Manager's Office
SUBJECT: **FY 2022/23 Community Grant Program Requests**

BACKGROUND:

On May 4, 2004, the City Council adopted Resolution No. 2004-68 approving Council Policy No. 14 establishing the Community Grant Program (“Grant Program”) and Application Guidelines for the Grant Program.

At the March 9, 2022 City Council Meeting, the City Council authorized the Fiscal Year (FY) 2022/23 Community Grant Program. The FY 2022/23 Proposed Budget contains an appropriation of \$25,000 to fund the Community Grants Program. Included in the \$25,000 appropriation is a \$15,000 contribution from EDCO as part of the community enhancement efforts through the solid waste Franchise Agreement with the City.

Following the approval of the FY 2022/23 Community Grant Program, Staff distributed a request for financial assistance for community grants. Staff utilized the City’s “e-blast” notification system, social media accounts (Facebook and Twitter), and the City’s website to notify the community that the request for proposals application period had started. The deadline for submission was May 26, 2022.

This item is before the City Council to review the grant applications received and to allow the applicants to make a brief presentation regarding their proposed programs.

DISCUSSION:

The community grant criteria approved by the City Council on March 9, 2022 was incorporated into the application guidelines of the “Request for Financial Assistance” document for FY 2022/23 (Attachment 1). The highlights of the application are as follows:

Application Criteria

1. Preferences will be given towards non-profits that provide services/goods to Solana Beach groups or individuals with special economic needs that are not being met in the

<p>CITY COUNCIL ACTION: _____</p> <p>_____</p>
--

economic environment. These can be non-profits whose funding has been reduced or eliminated and are unable to serve the populations in need.

2. Fair and justifiable program costs (budget required).
3. Program Originality (new and unique).
4. Collaboration/Partnerships.
5. Leverage of matching funds/resources.
6. Applicants must submit a financial conditions (Balance Sheet) statement as well as the applicant(s) revenue/expenditure statements and tax return statements for the prior operating year.
7. Completion of project between date of grant approval through May 31, 2023.
8. Grant funds are only intended for non-governmental agencies.

Qualifying Criteria for Financial Assistance

The main qualifying criteria for financial assistance under Council Policy No. 14 are summarized below:

Non-Profit Organizations

Nonprofit organizations which have officially filed as a nonprofit with the State of California and have a 501(c)3 certification must attach a copy of their current year non-profit certification form along with a Request for Financial Assistance Application. For organizations that are “recognized” nonprofits within the community but have never formally filed with the State, the City Council, at its discretion, may consider their application. It has been the practice in the past to allow applicants to submit a letter from either the Internal Revenue Service (IRS) or the California State Board of Equalization declaring the entity’s tax-exempt status for the 501(c)3 certification.

Threshold Qualifying Criteria

Request for Financial Assistance Applications are limited to non-governmental, nonprofit organizations serving the Solana Beach community. Excluded entities include the following: County of San Diego, municipal organizations, special or water districts, school districts, schools (but not their supporting organizations) and private individuals. Applicants should have a State of California non-profit status certification or be a recognized Solana Beach “nonprofit” service, civic or youth organization.

Grant Requests FY 2022/23

The following eleven (11) applications were received by the City during the solicitation period (in alphabetical order).

Applicant	Amount Requested
Assistance League Rancho San Dieguito	\$3,000
Boys and Girls Club of San Dieguito	\$5,000
Casa De Amistad	\$5,000
Community Resource Center	\$2,500
Disconnect Collective, Inc.	\$5,000
La Colonia Community Foundation	\$5,000
North Coast Repertory Theatre	\$5,000
Pathways to Citizenship	\$5,000
Rancho Santa Fe Youth Soccer	\$2,270
Solana Beach Civic & Historical Society	\$5,000
San Diego Organizing Project	\$5,000
Total	\$47,770

The complete applications are included in a separate attachment that was distributed to Council along with the agenda packet prior to the City Council meeting.

Santa Fe Christian (SFC) Schools Cooperation

Ten years ago, the City and SFC created a unique partnership to more efficiently and effectively assist the non-profit organizations that specifically serve the La Colonia de Eden Gardens community. This partnership, which has included a contribution ranging from \$10,000 - \$25,000 from SFC in past years, has allowed both the City and SFC to maximize its limited resources to provide the most benefit for this underserved population. SFC has confirmed their generous contribution amount of \$25,000 for this year’s partnership.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The FY 2022/23 Proposed Budget contains an appropriation in the amount of \$25,000 to be used to fund community grants, subject to the City Council’s discretion. All fiscal appropriations are budgeted under the City Council budget unit Contribution to Other Agencies.

In past years, the Council has authorized an additional \$5,000 from the Reserve Public Arts Account to be used to fund the North Coast Repertory Theatre grant application.

WORK PLAN:

N/A

OPTIONS:

- Approve Staff recommendation
- Approve Staff recommendation with modifications
- Deny Staff recommendation and provide direction

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council receive the Staff Report, Community Grant applications and consider the presentations from the grant applicants. This item will come back to the City Council at the June 22, 2022 City Council Meeting for Council's grant allocations.

CITY MANAGER RECOMMENDATION:

Approve Department Recommendation



Gregory Wade, City Manager

Attachments:

1. City of Solana Beach Community Grant Program "Request for Financial Assistance"
FY 2022/23
2. Grant Applications

City of Solana Beach Community Grant Program

Request for Financial Assistance

FY 2022-23

APPLICATION GUIDELINES

The City of Solana Beach is soliciting grant applications until 5:00 p.m., Thursday, May 26, 2022. The City Council has a total of \$25,000 available for community organizations. A maximum of two grant applications may be submitted per community organization. Grants will be awarded with a maximum award of \$5,000.

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

Grant Application & Documents Required

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

- Summary of organization's (overall) budget
- Proposed program budget detailing costs which are fair and reasonable.
- Financial Statements including the Balance Sheet and Revenue/Expenditure Statement, and the Tax Statements filed for the prior year.
- W-9 Form
- California Franchise Tax Board Entity Status Letter showing nonprofit status
 - Non-Profit Organizations
Organizations which have filed as a nonprofit with the State of California must attach a copy of its current year 501 (c) 3 nonprofit certification form. Organizations that are "recognized" nonprofits within the community but have not formally filed with the State, will be considered at the City Council's discretion. Note, any decision made by City Council is final in regards to the community grants process.

Program Requirements:

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

Application Submittal and Deadline: NO LATER THAN 5:00 p.m. Thursday, May 26, 2022

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

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

Applications will be judged and selected on the following criteria:

Preferences will be given towards non-profits that provide services/goods to Solana Beach groups or individuals with special economic needs that are not being met in the economic environment. These can be non-profits whose funding has been reduced or eliminated and are unable to serve these populations in need.

Program costs that are fair and justifiable.

Program originality (new and unique).

Consideration may be given to applications that collaborate or partner with other organizations.

Consideration may be given to applications which receive matching funds from other organizations.

Consideration may be given to applications as decided by the City Council.

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

Grant Award and Expenditures:

The City Council, at its discretion, may modify the grant award to qualified recipients based on qualifying criteria, number of qualified applicants received, and purpose of request to meet areas as enumerated by the City Council that benefit the Solana Beach community. The total of all grant awards may not exceed \$25,000.

Grants will be funded after the approval of the awards by the City Council. Expenses must be directly related to services or materials of proposed activity during the grant award period (Date of Grant Approval through May 31, 2023). Grantees will be required to maintain records to support claimed expenditures and project accomplishments. Funds for the proposed project must not be used to replace or offset funding sources normally available for any portion of the project, nor be used by the applicant to fund/supplement its own monetary giving.

Final Report and Receipts:

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

PROGRAM FY 2022-23 KEY DATES:

- April 28, 2022** **Distribute Grant Program Application, have it available and solicit for applications.**
- May 26, 2022** **DEADLINE for Request for Financial Assistance Applications (5:00pm).** The City Manager's Office will review each application and make recommendations based upon:
- 1) Completed application;**
 - 2) Clear indication of the grant amount requested;**
 - 3) Receipt of grant application before the deadline WITH attachments;**
 - 4) Benefit to Solana Beach community and conformity with threshold criteria.**
- June 8, 2022** **First Council Review:** All eligible grant applications for Fiscal Year 2022-23 will be considered by City Council. Review and public comment/presentations will be accepted.
- June 22, 2022** **Final Council Review:** Council makes decision and approves grant recipients. The City Manager will be directed to issue awards to recipients. Announcement of grant award recipients is made to community via public notification.
- May 1, 2023** Letter will be sent to FY 2022-23 grant recipients reminding them to submit their reports and copies of receipts by May 31, 2023. (Exception to the May 31, 2023 completion date can be made with proof of good cause.)
- May 31, 2023** All FY 2022-23 grant recipients must submit copies of paid receipts/invoices and written report, that includes the number of citizens served and outcome of grant funded activity. If no paid receipts/invoices are received, recipient will be required to immediately reimburse City of Solana Beach grant funds.

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



SOLANA BEACH
COMMUNITY GRANTS
FISCAL YEAR 2022-2023



CITY OF SOLANA BEACH COMMUNITY GRANT PROGRAM

Fiscal Year 2022 - 2023

1. ASSISTANCE LEAGUE OF RANCHO SAN DIEGUITO	\$3,000.00
2. BOYS AND GIRLS CLUBS OF SAN DIEGUITO	\$5,000.00
3. CASA DE AMISTAD	\$5,000.00
4. COMMUNITY RESOURCE CENTER	\$2,500.00
5. DISCONNECT COLLECTIVE	\$5,000.00
6. LA COLONIA COMMUNITY FOUNDATION	\$5,000.00
7. NORTH COAST REPERTORY THEATER	\$5,000.00
8. PATHWAYS TO CITIZENSHIP (FORMERLY NCICC)	\$5,000.00
9. RANCHO SANTE FE YOUTH SOCCER	\$2,270.00
10. SOLANA BEACH CIVIC & HISTORICAL SOCIETY	\$5,000.00
11. SAN DIEGO ORGANIZING PROJECT	\$5,000.00

**ASSISTANCE
LEAGUE
OF RANCHO
SAN DIEGUITO**



The City of Solana Beach Community Grant Program Request for Financial Assistance Application FY 2022-23

All Applications MUST BE RECEIVED by 5:00 p.m. Thursday, May 26, 2022.

Please Print Clearly or Type. All requests will be determined by the following criteria:

Name of Organization: Assistance League of Rancho San Dieguito

Mailing Address: 270 F North El Camino Real, Box 368 _____

City: Encinitas _____ State: CA _____ Zip: 92024 _____

Contact Person: Kathy O'Leary _____ Email address: alrsd100@gmail.com

Daytime Phone: 760-753-1319 _____ Evening Phone: 760-753-1319 _____

1. All the documents below are attached to this application:

- W-9
- Summary of Organization's Budget
- Proposed Program Budget
- Financial and Tax Statements (see Application Guidelines)
- A copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)

2. Has your organization received financial assistance from the City before?

- Yes No

3. If yes, please state the fiscal year it was received and for the proposed program was:

Shoes for Preschoolers/ Operation School Bell from 2014-2022

4. Title of FY 2022-23 Proposed Program/Service:

Shoes for Preschoolers/ Operation School Bell

5. What is the total amount requested for the FY 2022-23 Proposed Total Program? Includes all estimated costs to conduct proposed activity/program.

Our request is for \$3000. We plan on providing shoe events at Marshall's store in Solana Beach.

We would invite all the preschoolers at St. Leo's Head Start which is usually 75 students. Each child would be able to buy one pair of shoes. Last year the average cost of a pair of shoes was \$40.

6. Grant funds must be used for services or materials directly associated to proposed activity.
Please describe how grant funds will be used:

We invite the preschool children and their families from St. Leo's Head Start program to come to Marshall's in Solana Beach to shop for shoes. The grant money is divided equally among the children.

Last year there were only 40 children, so they had more money to spend on shoes and clothes. Assistance League members are there to help. We plan the shoe events for two dates in March.

7. Anticipated Program Objectives or Accomplishments:

We invite all the children and their families from the Head Start Program. They choose one of the two dates in March. Many of these children have never had a new pair of shoes--or had the experience of shopping with their families. This is a very special opportunity for the children and their families. They know that the community cares about them.

8. Program Dates/Location:

Two days in March 2023

9. Estimated number of Solana Beach residents to be served by proposed program:

75

10. How will the organization acknowledge the City's financial contribution to the community/beneficiaries of the proposed activity?

Assistance League will list the City of Solana Beach Community Grants as one of our donors in publicity materials: community newsletter, the program for our annual fundraiser, on our website, at our Encinitas Thrift Shop and on other grant applications.

11. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

No, there are no matching funds or gifts.

The grants pays for the entire program.

12. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

Our volunteer members will work at the Marshall's store during the program.

Our volunteers are not paid and we don't pay the staff at Marshall's.

13. If the proposed program or service is only awarded partial funding, will it still move forward?
Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

If we do not receive full funding, we will still do the program.

However, fewer students would be invited.

If we receive less than \$1500, we will not do the program.

Acknowledgment of Responsibility:

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

Kathy O'Leary

Authorized Signature of Organization

May 23, 2022

Date

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

Assistance League of Rancho San Dieguito
Shoes for Preschoolers at Marshall in Solana Beach

Budget for 2022-2023

75 preschoolers x \$40 each = \$3000

Assistance League of Rancho San Dieguito Profit & Loss

04/08/2022

Draft Budget

Jun '22 - May 23

Income	
4000 · Contributions	33,575.00
4100 · Grants	32,200.00
4201 · Thrift Shop	199,000.00
4300 · Special events	34,000.00
4500 · Investment Income	370.00
4600 · Member-Only	9,095.00
Total Income	<u>308,240.00</u>
Gross Profit	308,240.00
Expense	
5100 · Philanthropic Programs	173,240.00
5200 · Thrift Shop Expense	143,545.00
5300 · Fundraising Expense	900.00
5600 · Special Events Expense	0.00
5800 · Management & General	13,380.00
5900 · Member Only expense	7,175.00
Total Expense	<u>338,240.00</u>
Net Income	<u><u>-30,000.00</u></u>

New Phil Project

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

2020

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

A For the 2020 calendar year, or tax year beginning **6/01**, 2020, and ending **5/31**, 2021

B Check if applicable:	C	D Employer identification number
<input type="checkbox"/> Address change	Assistance League of Rancho San Dieguito 270-F North El Camino Real #368 Encinitas, CA 92024	33-0556542
<input type="checkbox"/> Name change		E Telephone number
<input type="checkbox"/> Initial return		858.232.0678
<input type="checkbox"/> Final return/terminated		G Gross receipts \$
<input type="checkbox"/> Amended return		396,957.
<input type="checkbox"/> Application pending	F Name and address of principal officer: Kathy O'Leary	H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Same As C Above	H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions

I Tax-exempt status: 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527

J Website: ▶ www.assistanceleague.org/rancho-san-dieguito **H(c)** Group exemption number ▶ 4176

K Form of organization: Corporation Trust Association Other ▶ **L** Year of formation: 1993 **M** State of legal domicile: CA

Part I Summary

	1 Briefly describe the organization's mission or most significant activities: <u>Assistance League volunteers transforming the lives of children and adults through community programs.</u>			
Activities & Governance	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.			
	3 Number of voting members of the governing body (Part VI, line 1a)	3		12
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4		12
	5 Total number of individuals employed in calendar year 2020 (Part V, line 2a)	5		0
	6 Total number of volunteers (estimate if necessary)	6		146
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a		0.
	7b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b		0.
Revenue	8 Contributions and grants (Part VIII, line 1h)	300,126.	Prior Year	272,097.
	9 Program service revenue (Part VIII, line 2g)		Current Year	
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	3,218.		1,239.
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	5,839.		2,001.
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	309,183.		275,337.
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	108,841.		90,795.
	14 Benefits paid to or for members (Part IX, column (A), line 4)			
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)			
	16a Professional fundraising fees (Part IX, column (A), line 11e)			
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 127,715.			
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	161,842.		155,899.
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	270,683.		246,694.
19 Revenue less expenses. Subtract line 18 from line 12	38,500.		28,643.	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	520,099.	Beginning of Current Year	525,222.
	21 Total liabilities (Part X, line 26)	59,249.	End of Year	35,729.
	22 Net assets or fund balances. Subtract line 21 from line 20	460,850.		489,493.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	Date
	Marilyn Scheininger Type or print name and title	Treasurer

Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input checked="" type="checkbox"/> if self-employed	PTIN P00858780
	Firm's name ▶ Katherine Gluck, CPA				
	Firm's address ▶ 703 Pier Ave B621 Hermosa Beach, CA 90254				Firm's EIN ▶ Phone no. 3104066256

May the IRS discuss this return with the preparer shown above? See instructions Yes No

February 11, 2022

Dear Assistance League of Rancho San Dieguito,



This letter is to confirm that Assistance League of Rancho San Dieguito is registered with the Internal Revenue Service as a 501(c)(3) under Group Exemption Number 4176.

The parent (central) organization is National Assistance League®.

Parent and the subsidiary organizations are registered as follows:

Parent: National Assistance League
3100 W. Burbank Blvd., Suite 100
Burbank, CA 91505-2348
EIN: 95-1945908
GEN: 4176

Subsidiary: Assistance League of Rancho San Dieguito
270F N. El Camino Real, Box 368
Encinitas, CA 92024
EIN: 330556542

The Internal Revenue Service recognizes Assistance League of Rancho San Dieguito a subordinate organization. Therefore, Assistance League of Rancho San Dieguito can provide this letter to donors, along with the accompanying Internal Revenue Service Group Exemption Determination letter for the parent organization, as verification of exemption status.

As such, Assistance League of Rancho San Dieguito may use and provide donors with the enclosed Group Exemption Number 4176 and the chapter's Federal Identification Number 330556542. Donors to Assistance League of Rancho San Dieguito may deduct contributions to the chapter under the Group Exemption Number 4176 and the Federal Identification Number 330556542 as provided in Section 170 of the Internal Revenue Code. In addition, the chapter qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization that is not a private foundation under Section 509(a)(2).

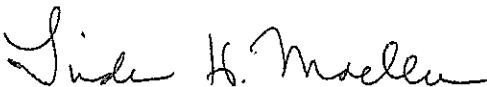
Please keep this letter with other legal documents and/or in a safe deposit box.

If you have further questions, please contact me at:

National Assistance League
3100 W. Burbank Blvd., Suite 100
Burbank, CA 91505-2348

or by phone at 818-846-3777 or by e-mail at Treasurer@assistanceleague.org.

With regards,



National Treasurer
National Assistance League

Transforming Lives • Strengthening Community

3100 W. Burbank Boulevard, Suite 100, Burbank, CA 91505 • Tel: 818-846-3777 • Fax: 818-846-3535 • AssistanceLeague.org

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Assistance League of Rancho San Dieguito</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input checked="" type="checkbox"/> Other (see instructions) ▶ 501(c)(3)</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions. 270-F North El Camino Real, #368</p> <p>6 City, state, and ZIP code Encinitas, CA 92024</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
3	3	-	0	5	5	6	5	4	2

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ <u>5/21/21</u>
------------------	----------------------------	-----------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

**BOYS &
GIRLS CLUBS
OF
SAN DIEGUITO**



The City of Solana Beach Community Grant Program Request for Financial Assistance Application FY 2022-23

All Applications **MUST BE RECEIVED** by **5:00 p.m. Thursday, May 26, 2022.**

Please Print Clearly or Type. All requests will be determined by the following criteria:

Name of Organization: Boys & Girls Clubs of San Dieguito

Mailing Address: 533 Lomas Santa Fe Drive

City: Solana Beach State: CA Zip: 92075

Contact Person: Annalyse Ortega Email address: grants@bgcsandieguito.org

Daytime Phone: (858) 755-937 ext. 328 Evening Phone: (858) 755-9371 ext. 328

1. All the documents below are attached to this application:

- W-9
- Summary of Organization's Budget
- Proposed Program Budget
- Financial and Tax Statements (see Application Guidelines)
- A copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)

2. Has your organization received financial assistance from the City before?

- Yes No

3. If yes, please state the fiscal year it was received and for the proposed program was:

Mentoring Programs ('18-'22); Summer Programs ('15-'17); STEM Program ('14); College Nights ('13)

4. Title of FY 2022-23 Proposed Program/Service:

Financial Aid for Youth in After-School Programs

5. What is the total amount requested for the FY 2022-23 Proposed Total Program? Includes all estimated costs to conduct proposed activity/program.

We respectfully request \$5,000 to ensure that all children who request financial aid receive it. At the La Colonia Clubhouse and Harper Teen Center, we expect to expend at least \$105,218.40 at these two sites alone in the upcoming fiscal year. \$5,000 would completely cover fees for at least 25 low-income youth. Providing equal access to all youth is a core tenet of our mission, but it also produces a significant budgetary strain.

6. Grant funds must be used for services or materials directly associated to proposed activity.

Please describe how grant funds will be used:

92% of our members at these two Clubs are on financial aid. Of those on financial aid, 81% are attending with discounts ranging from 50-100%; 45% pay a dollar or less a day. Many of the families are cut off from resources, opportunities, and services through challenges associated with low socioeconomic or immigrant status such as language differences or lack of transportation. Funds would ensure that all youth, regardless of their families' situation, receive high-quality enrichment, mentoring, and academic programming designed to develop their health, character, education, and self-esteem.

7. Anticipated Program Objectives or Accomplishments:

Our objectives are: to offset learning loss caused by the pandemic and ensure that all graduate to the next grade or graduate high school with post-secondary plans; to ensure that all who request financial aid receive it; to use evidence-based enrichment, academic, and mentoring programs to reduce high-risk behaviors and instill a sense of belonging, competency, and self-efficacy in youth; to help families connect to local resources.

8. Program Dates/Location:

The Solana Beach School District is in session from August 15, 2022-June 2, 2023.

9. Estimated number of Solana Beach residents to be served by proposed program:

We estimate that we will serve 74 Solana Beach youth through the Financial Aid Program.

10. How will the organization acknowledge the City's financial contribution to the community/beneficiaries of the proposed activity?

We acknowledge funders through our newsletter and social media pages; cumulatively, they reach over 19,000 in our community. We also include funders in our Annual Report which goes out to 170 donors and is also posted on our website.

11. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

Our development team solicits donors, hosts fundraisers and special events, and writes to grants to support our Financial Aid Program. All support helps us maintain and create new partnerships. This year, we are grateful for Nordson Foundation's, Truman C. Kuehn Charities', and The Conrad Prebys Foundation's support.

12. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

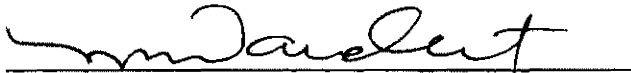
We utilize a strong volunteer base. Volunteers lead specialty programs, mentor and tutor youth, and assist with events and administrative tasks. They are valued partners in helping us serve the community and in reducing overhead costs.

13. If the proposed program or service is only awarded partial funding, will it still move forward?
Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

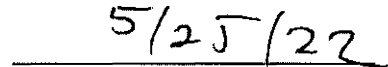
We will never turn away a child due to their family's finances. Throughout the economic strain of the pandemic, we have continued the Financial Aid Program due to the support of funders, individuals, and our community. We will continue to host fundraisers, solicit donations, and writing to grants as the Financial Aid Program will always be a priority.

Acknowledgment of Responsibility:

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



Authorized Signature of Organization



Date

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

La Colonia Clubhouse and Harper Teen Center After-School Programs: Projected Financial Aid Given FY 23	
Item	Cost
Financial assistance for, on average, 74 youth at La Colonia Clubhouse and Harper Teen Center to participate in After-School Programs for the academic year of 22-23	105,218.40

**BOYS AND GIRLS CLUBS OF SAN DIEGUITO AND
BOYS & GIRLS CLUBS OF SAN DIEGUITO FOUNDATION**

Schedule III: Combining Statement of Activities

Year Ended June 30, 2021

	Club	Foundation	Eliminating Entries	Total
Net Assets Without Donor Restrictions:				
Revenue and Support:				
Program services:				
Youth community services	\$ 2,814,579	\$ -	\$ -	\$ 2,814,579
Support and other revenue:				
Contributions	941,254	14,000	-	955,254
Investment return, net	632	534,727	-	535,359
Government grants and assistance	429,225	-	-	429,225
Grants	650,976	-	(260,000)	390,976
Special events	317,324	-	-	317,324
Less direct expenses	(84,952)	-	-	(84,952)
Rental income	209,166	-	-	209,166
Gain on disposal	1,500	-	-	1,500
Other income	22	4	-	26
Interfund transfers	-	9,992	-	9,992
Net assets released from restriction	4,122	304,225	-	308,347
	<u>2,469,269</u>	<u>862,948</u>	<u>(260,000)</u>	<u>3,072,217</u>
Total Revenue and Support Without Donor Restrictions	5,283,848	862,948	(260,000)	5,886,796
Expenses:				
Program services:				
Youth community services	4,088,569	-	-	4,088,569
Scholarships	-	438,716	(360,000)	78,716
Supporting services:				
Management and general	640,841	32,646	-	673,487
Fundraising	314,345	-	-	314,345
Total Expenses	<u>5,043,755</u>	<u>471,362</u>	<u>(360,000)</u>	<u>5,155,117</u>
Change in Net Assets Without Donor Restrictions	240,093	391,586	100,000	731,679
Net Assets With Donor Restrictions:				
Contributions	100,000	68,401	(100,000)	68,401
Change in charitable remainder trusts	33,553	101,502	-	135,055
Interfund transfers	-	(9,992)	-	(9,992)
Net assets released from restriction	(4,122)	(304,225)	-	(308,347)
Change in Net Assets With Donor Restrictions	<u>129,431</u>	<u>(144,314)</u>	<u>(100,000)</u>	<u>(14,883)</u>
Change in Net Assets	369,524	247,272	-	616,796
Net Assets, beginning	<u>7,866,480</u>	<u>3,421,569</u>	<u>-</u>	<u>11,288,049</u>
Net Assets, ending	<u><u>\$ 8,236,004</u></u>	<u><u>\$ 3,668,841</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 11,904,845</u></u>

Boys & Girls Clubs of San Diego
Balance Sheet

	March 31, 2022	February 28, 2022	% Variance Month to Month	June 30, 2021
ASSETS				
Operating Cash	473,792	43,320	994%	224,779
Savings Account	2,208,830	2,208,737		1,033,182
Accounts Receivable	20,814	37,097		
Other Current Assets	43,484	42,708		255,790
Total Current Assets	2,746,922	2,331,861	18%	1,513,750
Property and Equipment:				
Land, Buildings and Building Improvements	14,174,401	14,174,401		14,165,679
Autos, Equipment and Furniture	2,187,477	2,187,477	-	2,075,384
Accumulated Depreciation	(7,847,397)	(7,725,928)		(7,482,990)
Total Property and Equipment	\$ 8,514,481	\$ 8,636,960	-1%	\$ 8,758,073
Due from Foundation	290,437	290,437		290,437
Restricted Funds:				
Pledges Receivable	25,234	121,234		29,067
Griset Garden Fund - Encinitas	6,392	6,392		6,392
LAB4 Foundation for Athletics	-	-		-
Del Mar Remodel remaining funds	6,365	6,365		6,365
Steam Grant remaining funds	3,990	3,990		
Athletic Donation for Equipment	-	-		
Total Other Assets	\$ 41,981	\$ 137,981	-70%	\$ 41,824
Total Assets	\$ 11,593,821	\$ 11,396,230	2%	\$ 10,604,085
LIABILITIES AND CAPITAL				
Current Liabilities:				
Accounts Payable	83,582	48,781		116,037
Payroll and Taxes Payable	180,381	141,959		114,808
Deferred Social Security Taxes and ERC Credits	59,223	59,223		294,785
PPP Loans	785,825	785,825		1,671,825
Accrued Expenses	346	430		-
Deferred Income	273,579	117,837		258,289
Total Current Liabilities	1,382,938	1,164,056	20%	2,355,324
Long-Term Liabilities:				
Vacation Accrual	165,235	185,235		165,235
Line of Credit	-	-		-
Accrued Expense	-	-		-
Other Liabilities	16,747	16,747		12,757
Total Long-Term Liabilities	\$ 181,982	\$ 181,982	0%	\$ 177,992
Total Liabilities	\$ 1,564,918	\$ 1,336,038	17%	\$ 2,533,317
Capital:	10,028,903	10,060,192		8,070,768
Total Liabilities and Capital	\$ 11,593,821	\$ 11,396,230	2%	\$ 10,604,085

Form **990**

Return of Organization Exempt From Income Tax

OMB No. 1545-0047

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2020

Department of the Treasury
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

A For the 2020 calendar year, or tax year beginning **JUL 1, 2020** and ending **JUN 30, 2021**

B Check if applicable:
 Address change
 Name change
 Initial return
 Final return/terminated
 Amended return
 Application pending

C Name of organization: **BOYS AND GIRLS CLUBS OF SAN DIEGUITO**
 Doing business as
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite: **PO BOX 230520**
 City or town, state or province, country, and ZIP or foreign postal code: **ENCINITAS, CA 92024**
F Name and address of principal officer: **MARINEKE VANDERVORT**
SAME AS C ABOVE

D Employer identification number: **95-2470435**

E Telephone number: **(858) 755-9371**

G Gross receipts \$: **5,464,678.**

H(a) Is this a group return for subordinates? Yes No
H(b) Are all subordinates included? Yes No
 If "No," attach a list. See instructions

I Tax-exempt status: 501(c)(3) 501(c)() (insert no.) 4947(a)(1) or 527

J Website: **WWW.BGCSANDIEGUITO.ORG**

K Form of organization: Corporation Trust Association Other ▶

L Year of formation: **1966** **M** State of legal domicile: **CA**

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: TO IMPACT THE LIVES OF THE YOUTH WHO NEED US MOST THROUGH POSITIVE PROGRAMS AND ACTIVITIES.			
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.			
	3	Number of voting members of the governing body (Part VI, line 1a) 24		
	4	Number of independent voting members of the governing body (Part VI, line 1b) 24		
	5	Total number of individuals employed in calendar year 2020 (Part V, line 2a) 253		
	6	Total number of volunteers (estimate if necessary) 92		
	7a	Total unrelated business revenue from Part VIII, column (C), line 12 0.		
	7b	Net unrelated business taxable income from Form 990-T, Part I, line 11 0.		
Revenue	8	Contributions and grants (Part VIII, line 1h) 1,247,908.	Prior Year	Current Year
	9	Program service revenue (Part VIII, line 2g) 4,052,000.	1,247,908.	2,278,806.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d) 7,727.	4,052,000.	2,814,579.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) 590,270.	7,727.	2,132.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) 5,897,905.	590,270.	284,209.
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3) 0.	5,897,905.	5,379,726.
	14	Benefits paid to or for members (Part IX, column (A), line 4) 0.	0.	0.
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) 4,094,770.	4,094,770.	3,290,835.
	16a	Professional fundraising fees (Part IX, column (A), line 11e) 0.	0.	0.
		b Total fundraising expenses (Part IX, column (D), line 25) ▶ 314,345.		
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e) 2,247,072.	2,247,072.	1,752,920.
Net Assets or Fund Balances	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) 6,341,842.	6,341,842.	5,043,755.
	19	Revenue less expenses. Subtract line 18 from line 12 -443,937.	-443,937.	335,971.
	20	Total assets (Part X, line 16) 10,116,275.	Beginning of Current Year	End of Year
	21	Total liabilities (Part X, line 26) 2,249,795.	10,116,275.	10,604,085.
22	Net assets or fund balances. Subtract line 21 from line 20 7,866,480.	2,249,795.	2,368,081.	

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here
 Signature of officer: **MARINEKE VANDERVORT, CEO**
 Date: _____
 Type or print name and title

Paid Preparer Use Only
 Print/Type preparer's name: _____ Preparer's signature: _____ Date: **03/16/22** Check if self-employed: PTIN: _____
 Firm's name: **ALDRICH CPAS AND ADVISORS, LLP** Firm's EIN: _____
 Firm's address: **5946 PRIESTLY DRIVE, SUITE 200 CARLSBAD, CA 92008** Phone no. (760) **431-8440**

May the IRS discuss this return with the preparer shown above? See instructions Yes No

Internal Revenue Service

Date: January 17, 2007

THE BOYS AND GIRLS CLUBS OF
SAN DIEGUITO
3800 A MYKONOS LANE
SAN DIEGO CA 92130-3572

**Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201**

Person to Contact:

Viola Wahoff 31-07420
Customer Service Specialist
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
95-2470435

Dear Sir or Madam:

This is in response to your request of January 17, 2007, regarding your organization's tax-exempt status.

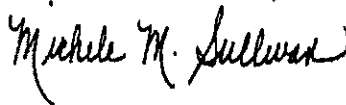
In August 1967 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under section 509(a)(2) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations 1

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
The Boys & Girls Clubs of San Diego

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
533 Lomas Santa Fe Drive

6 City, state, and ZIP code
Solana Beach, CA 92075

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type. See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-						
--	--	--	---	--	--	--	--	--	--

or

Employer identification number

9	5	-	2	4	7	0	4	3	5
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶  Date ▶ 4/11/22

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

**CASA
DE
AMISTAD**



The City of Solana Beach Community Grant Program Request for Financial Assistance Application FY 2022-23

All Applications MUST BE RECEIVED by **5:00 p.m. Thursday, May 26, 2022.**

Please Print Clearly or Type. All requests will be determined by the following criteria:

Name of Organization: Casa De Amistad Centro De Enseñanza

Mailing Address: 120 Stevens Avenue

City: Solana Beach State: CA Zip: 92075

Contact Person: Corey Ford Email address: volunteer@casadeamistad.org

Daytime Phone: 858-509-2590 Evening Phone: 858-204-1292

1. All the documents below are attached to this application:

- W-9
- Summary of Organization's Budget
- Proposed Program Budget
- Financial and Tax Statements (see Application Guidelines)
- A copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)

2. Has your organization received financial assistance from the City before?

- Yes No

3. If yes, please state the fiscal year it was received and for the proposed program was:

2021-22 Study Companions Program

4. Title of FY 2022-23 Proposed Program/Service:

Kinder to College Study Companions Program

5. What is the total amount requested for the FY 2022-23 Proposed Total Program? Includes all estimated costs to conduct proposed activity/program.

Casa de Amistad is requesting a \$5,000 grant. The program budget for 2022-2023 is \$537,536.82 and includes staffing, scholarships, tutoring, supplies, facility fees, curriculum, events and outreach.

6. Grant funds must be used for services or materials directly associated to proposed activity. Please describe how grant funds will be used:

Casa de Amistad is seeking support to expand the Kinder to College Study Companions Program, which provides a safe space for low-income youth to receive the academic and social-emotional support services they need to reach their full potential. In an effort to bridge the learning gaps exacerbated by the pandemic, funding will support the program's strategic shift to allow for more in-person sessions, and expand the curriculum of the Kindergarten Readiness and College & Career Pathways activities. The focus is on strengthening early child education for our youngest learners and leading to the ultimate goal of empowering high school students to succeed in their educational journey.

7. Anticipated Program Objectives or Accomplishments:

The goals of Casa de Amistad's Kinder to College Study Companions Program are to 1) Remove educational barriers for underserved students in North County Coastal San Diego; 2) Strengthen academic achievement/success for students at each stage of their educational journey; 3) Increase college enrollment for low-income, underserved San Diego students; 4) Enhance the emotional and social well-being for diverse student populations and the community.

8. Program Dates/Location:

The program runs year-round at Solana Beach Presbyterian Church. Casa is also working to partner with Christ Presbyterian Church in La Costa to accommodate more in-person sessions

9. Estimated number of Solana Beach residents to be served by proposed program:

160

10. How will the organization acknowledge the City's financial contribution to the community/beneficiaries of the proposed activity?

Casa de Amistad appreciates the generosity of all donors and will recognize the City's financial contribution through acknowledgement in print materials, website, social media, and at all organizational events. Donors are also invited to an annual stewardship event held at a different community location each year.

11. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

One hundred percent of Casa de Amistad's annual revenue comes from individual donors, private foundations and government sources. A grant from the City of Solana Beach will provide the leverage needed to secure support from additional funding sources within the community.

12. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

Casa de Amistad successfully leverages the time and talent of over 200 volunteers each year to help support the sustainability of the program. Volunteers help reduce expenses, effectively address the needs of the community and bring valuable skill sets across all levels of the organization to successfully deliver its social mission.

13. If the proposed program or service is only awarded partial funding, will it still move forward?
Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

Funding is critical to support additional staffing, space capacity, and enhancing the program to better meet the needs of students as the community recovers from the COVID-19 pandemic. While the program will move forward on partial funding, it could result in scaling back these program enhancement goals.

Acknowledgment of Responsibility:

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



Authorized Signature of Organization

5/26/22

Date

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

Proposed Program Budget

Casa de Amistad, Centro de Ensenanza

Kinder to College Study Program Budget

SUPPORT & REVENUE

Individual Contributions	124,064.38
Site Contributions	2,000.00
Alternative Christmas Market	3,760.28
Fundraising Event Income	47,752.91
Corporate/Business Grants	48,134.67
Foundation/Non Profit Grants	167,363.16
Dividends & interest-securities	13,515.68
Donated Rent Income	30,945.74
Designated Scholarship Revenue	100,000.00
Total Support & Revenue	537,536.82

EXPENDITURES

Personnel	
Salary/ Hourly Pay	316,187.25
Payroll Processing	68.68
Employer Payroll Taxes	22,061.76
Workers Comp Insurance	2,544.83
Insurance - other	2,250.00
Staff Development	2,500.00
Employee Benefits	10,500.00
Total Personnel	356,112.52
Casa Parent Fundraiser	700.00
Storage Rental	1,269.00
Facilities Fee	11,250.00
Donated Rent Expense	36,502.42
Computer Hardware Supplies	447.88
Software Expenses	3,600.00
Kinder to College Curriculum	3,000.00
Parties & Celebrations	2,500.00
Personal Background Checks	1,155.00
Gifts, Awards, Recognition	1,000.00
Tutor Expense	500.00
Communications & Outreach	10,000.00
Nutrition	3,000.00
Supplies	4,500.00
Field Trips	2,000.00
Scholarship	100,000.00
Total Expenditures	537,536.82
Net Operating Revenue	-

Summary of Organization's Budget

Casa de Amistad, Centro de Ensenanza
Organizational Budget

SUPPORT & REVENUE

Individual contribution	171,551.50
Site Contributions	2,400.00
Fundraising Event Income	120,000.00
Alternative Christmas Market	4,071.47
Casa Parent Raffle	1,200.00
Corporate/business grants	84,000.00
Foundation/Non Profit grants	214,169.03
Total Contributed Support	597,392.00
Earned Revenue	13,515.68
Donated Rent Income	48,669.90
Designated Scholarship Revenue	100,000.00
Reserves*	75,245.00
Total Support & Revenue	834,822.58

EXPENDITURES

Personnel	
Salary/ Hourly Pay	421,583.00
Employer Payroll taxes	36,486.72
Worker Compensation Insurance	4,800.00
Insurance - other	6,000.00
Staff Development	5,000.00
Employee Benefits	14,000.00
Payroll Processing Expenses	772.70
Total Personnel	488,642.42
Fundraisers	
Fundraising Expenses	30,000.00
Casa Parent Fundraiser	700.00
Total Fundraisers	30,700.00
Occupancy	
Storage Rental	1,692.00
Facilities Fee	15,000.00
Donated Rent Expense	48,669.90
Total Occupancy	65,361.90
Professional Fees	
Legal & CPA	6,200.00
Accounting	25,000.00
Legal and HR	12,000.00
Grant Writer	30,000.00
Total Professional Fees	73,200.00
Office Expenses	
Computer Hardware Supplies	1,119.69
Office Equipment & Decor	1,500.00

Software Expense	9,000.00
Web Site Expenses	1,500.00
Postage, shipping, delivery	800.00
Total Office Expenses	13,919.69
Other Operation Expenses	
Advertising	5,000.00
Kinder to College Initiative Curriculum	3,000.00
Parties and Celebrations	2,500.00
Board Development	2,500.00
Personal Background Checks	2,000.00
Gifts, Awards, Recognition	1,000.00
Tutor Expense	500.00
Communications & Outreach	25,000.00
Nutrition	3,000.00
Field Trips	2,000.00
Supplies	5,000.00
Total Other Operation Expenses	51,500.00
Scholarships	100,000.00
Other Expenses	
Square, Inc. Charges	150.00
PayPal Charges	150.00
Bank Charges	8,198.57
Misc. Expense	-
Donor Perfect Charges	3,000.00
Total Other Expenses	11,498.57
Total Expenses	834,822.58
Revenues Over Expenses	-

*The board has approved use of reserves for FY 22-23 to support growth of organizational capacity.

Financial and Tax Statements

MUNGER & COMPANY, CPAs

2170 S. El Camino Real, Suite 217
Oceanside, CA 92054
(760) 730-8020
www.mungercpa.com

**CASA DE AMISTAD CENTRO
DE ENSEANZA**

Reviewed Financial Statements

Year Ended June 30, 2021

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MUNGER & COMPANY, CPAs

2170 S. El Camino Real, Suite 217
Oceanside, CA 92054
(760) 730-8020
www.mungercpa.com

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors of
Casa de Amistad Centro de Enseñanza
Solana Beach, California

We have reviewed the accompanying financial statements of Casa de Amistad Centro de Enseñanza (a nonprofit organization), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of entity management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.



Munger & Company, CPAs
December 8, 2021

Casa de Amistad Centro de Esperanza
Statements of Financial Position
June 30, 2021

ASSETS:

Cash and Cash Equivalents	\$	616,285
Restricted Cash and Cash Equivalents		18,010
Money Market Funds		879
Certificates of Deposit		309,926
Interest Receivable		6
Equities		184,612
Bonds		105,941
Other Assets		2,906
Beneficial Interest in Assets Held by Rancho Santa Fe Foundation		152,244
Restricted Beneficial Interest in Assets Held by Rancho Santa Fe Foundation		1,101,915
Property and Equipment, net of Accumulated Depreciation of \$58,581		<u>5,441</u>
TOTAL ASSETS	\$	<u>2,498,165</u>

LIABILITIES:

Accounts Payable	\$	14,644
Scholarship Payable		48,000
Payroll Liabilities		23,966
PPP Loan		<u>60,658</u>
TOTAL LIABILITIES		147,268

NET ASSETS:

Without Donor Restrictions		
Undesignated		1,225,531
Invested in property and equipment		5,441
With Donor Restrictions		
Purpose Restrictions		<u>1,119,925</u>
TOTAL NET ASSETS		<u>2,350,897</u>
TOTAL LIABILITIES AND NET ASSETS	\$	<u>2,498,165</u>

See independent accountant's review report and notes to the financial statements.

Casa de Amistad Centro de Esperanza
Statement of Activities
For the Year Ended June 30, 2021

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
REVENUES:			
Contributions	\$ 59,288	\$ 591,478	\$ 650,766
Grants	162,959		162,959
Special Event Revenues	73,099		73,099
Less Special Event Expenses	(6,724)		(6,724)
In-Kind Rent	48,670		48,670
Investment Return	285,137		285,137
Released from Restrictions	<u>113,320</u>	<u>(113,320)</u>	<u>-</u>
Total Revenues	<u>735,749</u>	<u>478,158</u>	<u>1,213,907</u>
EXPENSES:			
Program Services	503,035		503,035
Management & General	<u>186,868</u>		<u>186,868</u>
Total Expenses	<u>689,903</u>	<u>-</u>	<u>689,903</u>
Change In Net Assets	\$ 45,846	\$ 478,158	\$ 524,004
Beginning Net Assets	<u>1,185,126</u>	<u>641,767</u>	<u>1,826,893</u>
Ending Net Assets	<u>\$ 1,230,972</u>	<u>\$ 1,119,925</u>	<u>\$ 2,350,897</u>

See independent accountant's review report and notes to the financial statements.

Casa de Amistad Centro de Esperanza
Statement of Functional Expenses
For the Year Ended June 30, 2021

EXPENSES	<u>Program Services</u>	<u>Management & General</u>	<u>Total</u>
Salaries	\$ 309,223	\$ 87,757	\$ 396,980
Benefits	3,468	15,764	19,232
Payroll Taxes	27,135	7,159	34,294
Payroll Processing Fees	383	466	849
Subtotal Payroll Expenses	<u>340,209</u>	<u>111,146</u>	<u>451,355</u>
Donated Rent	35,529	13,141	48,670
Legal and Accounting		51,210	51,210
Scholarships	84,067		84,067
Advertising	225	198	423
Operating	4,850	146	4,996
Supplies	2,440	1,181	3,621
Facility Fees	2,750		2,750
COVID-19 Relief	9,398		9,398
Office	13,577	3,183	16,760
Finance Charges	9,006	466	9,472
Depreciation		4,274	4,274
Storage	423	1,269	1,692
Communication and Outreach	561	654	1,215
Other		6,724	6,724
Total Expenses by Function	<u>\$ 503,035</u>	<u>\$ 193,592</u>	<u>\$ 696,627</u>
Less Expenses Included with Revenues on the Statement of Activities			
Cost of Direct Benefit to Donors	<u>-</u>	<u>(6,724)</u>	<u>(6,724)</u>
Total Expenses Included in the Expense Section on the Statement of Activities	<u>\$ 503,035</u>	<u>\$ 186,868</u>	<u>\$ 689,903</u>

See independent accountant's review report and notes to the financial statements.

Casa de Amistad Centro de Esperanza
Statement Of Cash Flows
For the Year Ended June 30, 2021

CASH FLOWS FROM OPERATING ACTIVITIES:	
Change In Net Assets	\$ 524,004
Adjustments to Reconcile Change in Net Assets to Net Cash Provided/Used by Operating Activities:	
Depreciation	4,274
Investment Return	(285,137)
Decrease / (Increase) in:	
Interest Receivable	266
Change in Beneficial Interest Held by RSSF	(347,037)
Other Assets	(578)
Increase / (Decrease) in:	
Accounts Payable	12,264
Scholarship Payable	33,500
Accrued Liabilities	(1,500)
Payroll Liabilities	<u>10,321</u>
Net Cash Provided by (Used in) Operating Activities	<u>(49,623)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:	
Withdrawals of Investments	532,827
Purchases of Investments	(581,713)
Purchases of Property and Equipment	<u>(4,000)</u>
Net Cash Provided by (Used in) Investing Activities	<u>(52,886)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:	
Proceeds on PPP Loan	<u>60,658</u>
Net Cash Provided by (Used in) Financing Activities	<u>60,658</u>
Net Change in Cash and Cash Equivalents	(41,851)
Cash and Cash Equivalents at:	
Beginning of Year	<u>676,146</u>
End of Year	<u>\$ 634,295</u>
CASH AND CASH EQUIVALENTS:	
Cash and Cash Equivalents	\$ 616,285
Restricted Cash and Cash Equivalents	<u>18,010</u>
Total Restricted Cash and Cash Equivalents	<u>\$ 634,295</u>
SUPPLEMENTARY INFORMATION:	
Cash Paid for Interest	<u>\$ 1,129</u>

See independent accountant's review report and notes to the financial statements.

Casa de Amistad Centro de Ensenanza
Notes to Financial Statements
Year Ended June 30, 2021

Note 1 – Organization and Nature of Activities

The Casa de Amistad Centro de Ensenanza (the Organization) is a California non-profit corporation. The Organization's mission is dedicated to assisting the education and character development of underserved children, teens and their families in coastal North County San Diego. The cornerstone of the Organization is its Study Companions Program: an educational mentoring program designed to improve the academic achievement of children in grades K-12.

Note 2 - Significant Accounting Policies

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis in conformity with accounting principles generally accepted in the United States of America.

Cash and Cash Equivalents

The Organization consider all cash and highly liquid financial instruments with original maturities of three months or less, which are neither held for nor restricted by donors for long-term purposes, to be cash and cash equivalents. Cash and highly liquid financial instruments restricted to endowments that are perpetual in nature, or other long-term purposes are excluded from this definition.

Receivables and Credit Policies

Accounts receivable consist primarily of interest receivable on investments. We determine the allowance for uncollectable accounts receivable based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Accounts receivable are written off when deemed uncollectable. At June 30, 2021, management determined that no allowance was necessary.

Property and Equipment

The Organization records property and equipment additions over \$1,000 at cost, or if donated, at fair value on the date of donation. Depreciation and amortization are computed using the straight-line method over the estimated useful lives of the assets of five years, or in the case of capitalized leased assets or leasehold improvements, the lesser of the useful life of the asset or the lease term. When assets are sold or otherwise disposed of, the cost and related depreciation or amortization are removed from the accounts, and any resulting gain or loss is included in the statements of activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed currently.

The Organization reviews the carrying values of property and equipment for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment during the year ended June 30, 2021.

Casa de Amistad Centro de Ensenanza
Notes to Financial Statements
Year Ended June 30, 2021

Note 2 - Significant Accounting Policies (continued)

Beneficial Interest in Assets Held by Rancho Santa Fe Foundation (RSFF)

The funds are held by RSFF in a managed pool of assets invested in indexed mutual funds and exchange traded funds (ETFs) at The Vanguard Group. The Organization has not granted variance power to the RSFF, which would allow the RSFF to modify any condition or restriction on its distributions for any specified charitable purpose or to any specified organization if, in the sole judgment of the RSFF's Board of Directors, such restriction or condition becomes unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community. The fund is held and invested by the RSFF for our benefit and is reported at fair value in the statements of financial position, with distributions and changes in fair value recognized in the statements of activities. The managed pool is designed to support distributions of student scholarships, while increasing the value of the corpus at a rate greater than inflation, net of distributions and expenses. At June 30, 2021, the pool was invested in Equities (approximately 60%) and Bonds (approximately 40%). Amounts are restricted for scholarships to graduating seniors who plan to attend either a four-year college, a community college, or a vocational and technical school and other items. The balance of \$1,101,915 is included in net assets with donor restrictions for the year ended June 30, 2021.

Investments

The Organization records investment purchases at cost, or if donated, at fair value on the date of donation. Thereafter, investments are reported at their fair values in the statements of financial position. Net investment return/(loss) is reported in the statements of activities and consists of interest and dividend income, realized and unrealized capital gains and losses, less external and direct internal investment expenses.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net Assets With Donor Restrictions – Net assets subject to donor- (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Casa de Amistad Centro de Ensenanza
Notes to Financial Statements
Year Ended June 30, 2021

Note 2 - Significant Accounting Policies (continued)

Revenue and Revenue Recognition

Revenue is recognized revenue from services when the services are provided. We record special events revenue equal to the cost of direct benefits to donors, and contribution revenue for the difference. All services are transferred at a point in time.

Contributions are recognized contributions when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met.

In-Kind Contributions

Volunteers contribute significant amounts of time to our program services, administration, and fundraising and development activities; however, the financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by generally accepted accounting principles. Contributed goods are recorded at fair value at the date of donation. The Organization records donated goods, services and rent at the respective fair values of those items received (Note 8).

Advertising Costs

Advertising costs are expensed as incurred.

Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the statements of activities. The statements of functional expenses present the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Income Taxes

The Organization is organized as a California nonprofit corporation and has been recognized by the IRS as exempt from federal income taxes under IRC Section 501(a) as organizations described in IRC Section 501(c)(3), qualify for the charitable contribution deduction under IRC Section 170(b)(1)(A)(vi), and has been determined not to be a private foundation under IRC Sections 509(a)(1). The Organization is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS and California Franchise Tax Board (Forms 199 and RRF-1). In addition, they are subject to income tax on net income that is derived from business activities that are unrelated to its exempt purposes. The Organization is not subject to unrelated business income tax and have not filed an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS or (Form 109) with California.

The Organization has reviewed its position for all open tax years and believes that it has appropriate support for any tax positions taken, and as such, does not have any uncertain tax positions that are material to the financial statements.

Casa de Amistad Centro de Enseñanza
Notes to Financial Statements
Year Ended June 30, 2021

Note 2 - Significant Accounting Policies (continued)

The Organization's federal and state Exempt Organization Tax Returns are subject to examination, generally for three years after they were filed for federal returns and four years for state returns.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires us to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates, and those differences could be material.

Financial Instruments and Credit Risk

The Organization manages deposit concentration risk by placing cash, money market accounts, and certificates of deposit with financial institutions believed by us to be creditworthy. At times, amounts on deposit may exceed insured limits or include uninsured investments in money market mutual funds. To date, The Organization have not experienced losses in any of these accounts. Credit risk associated with accounts receivable and promises to give is considered to be limited due to high historical collection rates and because substantial portions of the outstanding amounts are due from Board members, governmental agencies, and foundations supportive of our mission. Investments are made by diversified investment managers whose performance is monitored by us and the investment committee of the Board of Directors. Although the fair values of investments are subject to fluctuation on a year-to-year basis, The Organization and the Board of Directors believe that the investment policies and guidelines are prudent for the long-term welfare of the organizations.

Subsequent Events

The Organization have evaluated subsequent events through December 8, 2021, the date the financial statements were available to be issued. One subsequent event was noted which was the forgiveness of its PPP loan on August 6, 2021.

Note 3. Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date, comprise the following:

Cash	\$ 616,285
Interest Receivable	6
Money Market Funds	879
Certificates of Deposits	309,926
Equities	184,612
Bonds	<u>105,941</u>
	<u>\$2,171,249</u>

As part of our liquidity management plan, the Organization invests cash in excess of daily requirements in investments, CDs, and money market funds.

Casa de Amistad Centro de Ensenanza
Notes to Financial Statements
Year Ended June 30, 2021

Note 4. Fair Value Measurements and Disclosures

The Organization reports certain assets at fair value in the financial statements. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability based on the best information available. A three-tier hierarchy categorizes the inputs as follows:

Level 1 – Quoted prices (unadjusted) in active markets for identical assets or liabilities that The Organization can access at the measurement date.

Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.

Level 3 – Unobservable inputs for the asset or liability. In these situations, The Organization develops inputs using the best information available in the circumstances.

In some cases, the inputs used to measure the fair value of an asset or a liability might be categorized within different levels of the fair value hierarchy. In those cases, the fair value measurement is categorized in its entirety in the same level of the fair value hierarchy as the lowest level input that is significant to the entire measurement. Assessing the significance of a particular input to entire measurement requires judgment, taking into account factors specific to the asset or liability. The categorization of an asset within the hierarchy is based upon the pricing transparency of the asset and does not necessarily correspond to our assessment of the quality, risk, or liquidity profile of the asset or liability.

A significant portion of our investment assets are classified within Level 1 because they comprise open-end mutual funds, certificates of deposit and money market funds with readily determinable fair values based on daily redemption values.

We invest in CDs traded in the financial markets and have funds with Rancho Santa Fe Foundation. Those CDs and Rancho Santa Fe Foundation obligations are valued by the custodians of the securities using pricing models based on credit quality, time to maturity, stated interest rates, and market-rate assumptions, and are classified within Level 2.

CA Franchise Tax Board Entity Status Letter



Entity Status Letter

Date: 5/24/2022

ESL ID: 6929596438

Why You Received This Letter

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID: 2356814

Entity Name: CASA DE AMISTAD, CENTRO DE ENSEÑANZA

- 1. The entity is in good standing with the Franchise Tax Board.
- 2. The entity is **not** in good standing with the Franchise Tax Board.
- 3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701 d.
- 4. We do not have current information about the entity.
- 5. The entity was administratively dissolved/cancelled on _____ through the Franchise Tax Board Administrative Dissolution process.

Important Information

- This information does not necessarily reflect the entity's current legal or administrative status with any other agency of the state of California or other governmental agency or body.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or if the entity did business in California at a time when it was not qualified or not registered to do business in California, this information does not reflect the status or voidability of contracts made by the entity in California during the period the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
- The entity certificate of revivor may have a time limitation or may limit the functions the revived entity can perform, or both (R&TC Section 23305b).

Connect With Us

Web: ftb.ca.gov

Phone: 800.852.5711 from 7 a.m. to 5 p.m. weekdays, except state holidays
916.845.6500 from outside the United States

TTY/TDD: 800.822.6268 for persons with hearing or speech impairments

W-9

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line, do not leave this line blank.
Casa de Amistad

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Other (see instructions) ▶ Nonprofit organization exempt under IRS designation 501 c3

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
120 Stevens Avenue

6 City, state, and ZIP code
Solana Beach, CA 92075

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

--	--	--	--	--	--	--	--	--	--

or

Employer identification number

2	6	-	0	0	1	6	3	3	1
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶  Date ▶ 5/24/22

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

**COMMUNITY
RESOURCE
CENTER**



The City of Solana Beach Community Grant Program Request for Financial Assistance Application FY 2022-23

All Applications MUST BE RECEIVED by **5:00 p.m. Thursday, May 26, 2022.**

Please Print Clearly or Type. All requests will be determined by the following criteria:

Name of Organization: Community Resource Center

Mailing Address: 650 2nd Street

City: Encinitas State: CA Zip: 92024

Contact Person: John Van Cleef Email address: johnvancleef@crcncc.org

Daytime Phone: 760-230-6309 Evening Phone: _____

1. All the documents below are attached to this application:

- W-9
- Summary of Organization's Budget
- Proposed Program Budget
- Financial and Tax Statements (see Application Guidelines)
- A copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)

2. Has your organization received financial assistance from the City before?

- Yes No

3. If yes, please state the fiscal year it was received and for the proposed program was:

2022 Holiday Baskets

4. Title of FY 2022-23 Proposed Program/Service:

2022 Holiday Baskets

5. What is the total amount requested for the FY 2022-23 Proposed Total Program? Includes all estimated costs to conduct proposed activity/program.

~~\$2,500 to support 10 low-income Solana Beach residents participating in 2022 Holiday Baskets. The total Holiday Baskets project budget is \$189,035.~~

6. Grant funds must be used for services or materials directly associated to proposed activity. Please describe how grant funds will be used:

~~CRC will use grant funds for program/project costs of its 2022 Holiday Baskets Program.~~

7. Anticipated Program Objectives or Accomplishments:

~~CRC's Holiday Baskets provides a dignified, free 'shopping' experience to low income San Diegans, including children, seniors, and survivors of domestic violence, and engages dedicated community volunteers. The gifts, food, CRC Resale Store vouchers and basic household supplies provide a life-saving bridge during the holidays.~~

8. Program Dates/Location:

~~December 10, 2022 - 650 2nd Street, Encinitas, CA~~

9. Estimated number of Solana Beach residents to be served by proposed program:
10

10. How will the organization acknowledge the City's financial contribution to the community/beneficiaries of the proposed activity?

~~Holiday Baskets donors and sponsors receive logo recognition on CRC's event website, e-blasts and promotions, and in social media recognition posts received by 6,500 e-mail subscribers and 2,000 followers on social media~~

11. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

~~Yes, there will be other grants, though no matching funds. CRC is just starting its fundraising for the 2022 Holiday Baskets program. Holiday Baskets receives funding from corporate, private foundation, government, and individual donors. Past contributors who are reasonably expected to donate again inc~~

12. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

~~Yes, volunteers are essential to Holiday Baskets. Their service reduces expenses. The program would not be financially feasible without the work of dedicated community volunteers.~~

13. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

~~CRC's 2022 Holiday Baskets program will take place if Solana Beach is only able to provide partial funding. The program would not be scaled back or canceled unless there was a significant, substantial shortfall in total fundraising. CRC has not determined a specific threshold of advance funding for the ev~~

Acknowledgment of Responsibility:

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

DocuSigned by:

B0F3518CC70D4A3...

5/26/22

Authorized Signature of Organization

Date

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

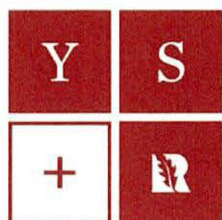
Community Resource Center	
FY23 Budget Holiday Baskets	
Ordinary Income/Expense	
Income	
Private grants and Private donations (campaign appeals; major gifts) planned, pending, or to be identified	\$118,735
In-Kind Donations - Goods	\$15,000
In-Kind Donation - Services	\$52,800
City of Solana Beach Community Grant (if awarded)	\$2,500
Total Income	\$189,035
Personnel Expense	
Salaries	\$22,736
Fringe/Taxes @33%	\$7,503
Subtotal Personnel Expense	\$30,239
Program Expense	
Occupancy Expense	\$4,200
Operating Expense	\$1,146
Client Assistance	\$131,550
Equipment	\$1,000
Board & Volunteers	\$800
Mileage & Parking	\$100
Professional Fees	\$20,000
Subtotal Program Expense	\$158,796
Total Expense	\$189,035

Community Resource Center FY 22 Budget Summary	
Revenue	Amount
Fundraising Events	\$129,700
Government Contract Revenue	\$3,305,000
Program Service Revenue	\$15,500
Public Support/Donations	\$2,542,120
Private, Corporate, and Foundation Grants	\$634,750
Resale Stores	\$950,000
Other Revenue	\$112,220
Total Revenue	\$7,689,290
Expenses	
Personnel Expenses including Benefits/Taxes	\$3,621,836
Direct Service to Clients	\$2,048,500
Operating Expenses	\$244,265
Occupancy Expenses	\$943,172
Equipment	\$269,719
Professional Fees	\$134,600
Administrative & Fundraising Expenses	\$170,932
Total Expenses	\$7,433,024
Net Income	\$256,266

COMMUNITY RESOURCE CENTER AND 660 ENCINITAS, LLC

CONSOLIDATED FINANCIAL STATEMENTS

June 30, 2021 and 2020



YSR CPA GROUP, P.C.

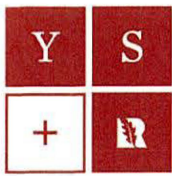
CERTIFIED PUBLIC ACCOUNTANTS

AUDIT + TAX + ADVISORY

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
CONSOLIDATED FINANCIAL STATEMENTS
June 30, 2021 and 2020

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Community Resource Center and Subsidiary

Report on the Audit of the Consolidated Financial Statements

We have audited the accompanying consolidated financial statements of Community Resource Center and 660 Encinitas, LLC (the "Subsidiary") (a California nonprofit organization), which comprise the consolidated statements of financial position as of June 30, 2021 and 2020, and the related consolidated statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the consolidated financial statements.

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the consolidated financial position of Community Resource Center and Subsidiary as of June 30, 2021 and 2020, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are required to be independent of Community Resource Center and Subsidiary and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Community Resource Center and Subsidiary's ability to continue as a going concern within one year after the date that the consolidated financial statements are available to be issued.

Auditors' Responsibility for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.



In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the consolidated financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Community Resource Center and Subsidiary's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Community Resource Center and Subsidiary's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying supplementary information on pages 24 to 27 is presented for purposes of additional analysis, and is not a required part of the consolidated financial statements. The accompanying schedule of expenditures of federal awards on page 32, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the consolidated financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 24, 2022 on our consideration of Community Resource Center and Subsidiary's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Community Resource Center and Subsidiary's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Community Resource Center and Subsidiary's internal control over financial reporting and compliance.

Emphasis of a Matter – Change in Accounting Principle

For the year ended June 30, 2021, the Organization adopted Financial Accounting Standards Board's (FASB) Accounting Standards Update (ASU) 2014-09, Revenue from Contracts with Customers (Topic 606) as described in Note 1. The changes required by the update have been applied to all periods presented. Our opinion is not modified with respect to that matter.

YSR CPA Group, P.C.

Encinitas, California
March 24, 2022

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
CONSOLIDATED STATEMENTS OF FINANCIAL POSITION
June 30, 2021 and 2020

	<u>6/30/21</u>	<u>6/30/20</u>
ASSETS		
CURRENT ASSETS		
Cash	\$ 1,079,224	\$ 641,250
Investments (Note 4)	-	893
Accounts receivable	-	320
Grants and contributions receivable (Note 5)	915,605	571,539
Inventory	54,565	53,815
Prepaid expenses and other assets	<u>100,800</u>	<u>78,387</u>
TOTAL CURRENT ASSETS	2,150,194	1,346,204
NONCURRENT ASSETS		
Contributions receivable, net (Note 5)	193,327	-
Deposits	34,427	34,427
Property and equipment, net (Note 6)	3,339,547	1,091,839
Donated property (Note 7)	<u>-</u>	<u>25,600</u>
	<u>3,567,301</u>	<u>1,151,866</u>
TOTAL ASSETS	<u>\$ 5,717,495</u>	<u>\$ 2,498,070</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$ 15,469	\$ 45,497
Accrued expenses	301,234	229,891
Current portion of notes payable (Note 9)	<u>5,259</u>	<u>4,995</u>
TOTAL CURRENT LIABILITIES	321,962	280,383
NONCURRENT LIABILITIES		
Other liabilities	16,312	3,966
Notes payable, net of current portion (Note 9)	<u>1,566,284</u>	<u>171,751</u>
TOTAL NONCURRENT LIABILITIES	<u>1,582,596</u>	<u>175,717</u>
TOTAL LIABILITIES	1,904,558	456,100
COMMITMENTS & CONTINGENCIES		
NET ASSETS		
Without donor restrictions	3,017,913	1,736,954
With donor restrictions (Note 10)	<u>795,024</u>	<u>305,016</u>
TOTAL NET ASSETS	<u>3,812,937</u>	<u>2,041,970</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 5,717,495</u>	<u>\$ 2,498,070</u>

See accompanying independent auditors' report and notes to the financial statements

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
CONSOLIDATED STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2021

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
SUPPORT AND REVENUE			
Contributions	\$ 1,428,105	\$ 1,580,155	\$ 3,008,260
In kind contributions	1,094,599	-	1,094,599
Government grants	3,252,755	-	3,252,755
Rental income	18,020	-	18,020
Resale shop sales, net \$944,672			
cost of sales of donated goods	946,539	-	946,539
Special events, net direct expenses of \$3,678	73,959	-	73,959
Program services	32,609	-	32,609
Investment return	1,339	-	1,339
Interest income	177	-	177
Loss on sale of property	(13,100)	-	(13,100)
Other income	27,500	-	27,500
Net assets released from restrictions, satisfaction of program restrictions (Note 10)	<u>1,090,147</u>	<u>(1,090,147)</u>	<u>-</u>
TOTAL SUPPORT AND REVENUE	7,952,649	490,008	8,442,657
EXPENSES			
Program services			
Integrative services	2,457,193	-	2,457,193
Domestic violence	1,921,621	-	1,921,621
Resale store	795,534	-	795,534
Supporting services			
Management and general	939,618	-	939,618
Fundraising	<u>557,724</u>	<u>-</u>	<u>557,724</u>
TOTAL EXPENSES	<u>6,671,690</u>	<u>-</u>	<u>6,671,690</u>
INCREASE IN NET ASSETS	1,280,959	490,008	1,770,967
NET ASSETS AT BEGINNING OF YEAR	<u>1,736,954</u>	<u>305,016</u>	<u>2,041,970</u>
NET ASSETS AT END OF YEAR	<u>\$ 3,017,913</u>	<u>\$ 795,024</u>	<u>\$ 3,812,937</u>

See accompanying independent auditors' report and notes to the financial statements

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
CONSOLIDATED STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2020

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
SUPPORT AND REVENUE			
Contributions	\$ 1,263,013	\$ 563,361	\$ 1,826,374
In kind contributions	674,217	-	674,217
Government grants	2,338,255	-	2,338,255
Resale shop sales, net \$946,751			
cost of sales of donated goods	916,371	-	916,371
Special events, net direct expenses of \$77,535	286,580	-	286,580
Program services	79,193	-	79,193
Investment return	(570)	-	(570)
Loss on disposal of fixed assets	(3,278)	-	(3,278)
Net assets released from restrictions, satisfaction of program restrictions (Note 10)	<u>318,225</u>	<u>(318,225)</u>	<u>-</u>
TOTAL SUPPORT AND REVENUE	5,872,006	245,136	6,117,142
EXPENSES			
Program services			
Integrative services	1,997,469	-	1,997,469
Domestic violence	1,551,472	-	1,551,472
Resale store	822,654	-	822,654
Supporting services			
Management and general	624,825	-	624,825
Fundraising	<u>480,026</u>	<u>-</u>	<u>480,026</u>
TOTAL EXPENSES	<u>5,476,446</u>	<u>-</u>	<u>5,476,446</u>
INCREASE IN NET ASSETS	395,560	245,136	640,696
NET ASSETS AT BEGINNING OF YEAR	<u>1,341,394</u>	<u>59,880</u>	<u>1,401,274</u>
NET ASSETS AT END OF YEAR	<u>\$ 1,736,954</u>	<u>\$ 305,016</u>	<u>\$ 2,041,970</u>

See accompanying independent auditors' report and notes to the financial statements

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2021

	Program Services				Supporting Services			
	Integrative Services	Domestic Violence and Emergency Shelter	Resale Stores	Total Program Services	Management and general	Fundraising	Total Supporting Services	Total
Salaries and wages	\$ 506,267	\$ 1,054,206	\$ 314,962	\$ 1,875,435	\$ 442,848	\$ 312,880	\$ 755,728	\$ 2,631,163
Employee benefits	86,807	133,095	57,445	277,347	46,722	36,043	82,765	360,112
Payroll taxes	40,529	71,705	23,514	135,748	39,946	22,480	62,426	198,174
Professional fees	36,301	5,670	480	42,451	129,693	20,858	150,551	193,002
Advertising	-	-	763	763	-	3,946	3,946	4,709
Office expenses	40,621	68,707	8,131	117,459	32,588	10,400	42,988	160,447
Information technology	20,538	23,329	1,480	45,347	31,981	49,928	81,909	127,256
Occupancy	71,262	118,905	347,614	537,781	36,236	6,011	42,247	580,028
Travel	778	2,702	46	3,526	2,080	760	2,840	6,366
Interest expense	-	-	-	-	18,079	-	18,079	18,079
Depreciation	35,171	49,811	14,515	99,497	7,060	1,300	8,360	107,857
Insurance	1,875	1,781	2,156	5,812	39,028	1,406	40,434	46,246
Postage and shipping	263	356	57	676	1,681	1,481	3,162	3,838
Direct program expense	1,602,469	384,080	-	1,986,549	-	-	-	1,986,549
Fundraising expense	-	-	-	-	-	74,736	74,736	74,736
Auto expense	9,285	2,577	4,004	15,866	-	157	157	16,023
Staff and board development	4,802	2,343	84	7,229	11,835	3,717	15,552	22,781
Miscellaneous	225	2,354	20,283	22,862	99,841	11,621	111,462	134,324
	<u>\$ 2,457,193</u>	<u>\$ 1,921,621</u>	<u>\$ 795,534</u>	<u>\$ 5,174,348</u>	<u>\$ 939,618</u>	<u>\$ 557,724</u>	<u>\$ 1,497,342</u>	<u>\$ 6,671,690</u>

See accompanying independent auditors' report and notes to the financial statements

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2020

	Program Services				Supporting Services			
	Integrative Services	Domestic Violence and Emergency Shelter	Resale Stores	Total Program Services	Management and general	Fundraising	Total Supporting Services	Total
Salaries and wages	\$ 621,809	\$ 741,793	\$ 312,633	\$ 1,676,235	\$ 339,162	\$ 284,274	\$ 623,436	\$ 2,299,671
Employee benefits	122,511	111,855	55,922	290,288	32,550	29,269	61,819	352,107
Payroll taxes	41,231	60,739	23,405	125,375	26,732	21,612	48,344	173,719
Professional fees	27,605	7,365	930	35,900	98,158	12,827	110,985	146,885
Advertising	-	164	2,142	2,306	769	2,049	2,818	5,124
Office expenses	43,911	141,830	37,427	223,168	35,126	35,441	70,567	293,735
Information technology	20,358	29,209	2,760	52,327	7,651	49,996	57,647	109,974
Occupancy	91,728	98,891	355,273	545,892	18,098	10,568	28,666	574,558
Travel	1,834	8,019	-	9,853	2,844	659	3,503	13,356
Interest expense	-	10	-	10	15,065	-	15,065	15,075
Depreciation	35,239	46,333	16,266	97,838	6,983	3,285	10,268	108,106
Insurance	2,424	2,790	2,895	8,109	16,310	1,830	18,140	26,249
Postage and shipping	197	288	11	496	818	1,730	2,548	3,044
Direct program expense	968,589	260,419	-	1,229,008	-	-	-	1,229,008
Fundraising expense	157	-	-	157	-	21,483	21,483	21,640
Auto expense	8,630	3,071	6,315	18,016	11,023	-	11,023	29,039
Staff and board development	4,211	2,092	-	6,303	8,711	4,766	13,477	19,780
Miscellaneous	7,035	36,604	6,675	50,314	4,825	237	5,062	55,376
	<u>\$ 1,997,469</u>	<u>\$ 1,551,472</u>	<u>\$ 822,654</u>	<u>\$ 4,371,595</u>	<u>\$ 624,825</u>	<u>\$ 480,026</u>	<u>\$ 1,104,851</u>	<u>\$ 5,476,446</u>

See accompanying independent auditors' report and notes to the financial statements

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
CONSOLIDATED STATEMENTS OF CASH FLOWS
For the Years Ended June 30, 2021 and 2020

	<u>6/30/21</u>	<u>6/30/20</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 1,770,967	\$ 640,696
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Depreciation	107,857	108,107
Loss on sale of fixed assets	-	3,279
Contributed securities	(181,232)	(99,533)
Proceeds from sale of contributed securities	182,512	98,284
(Gain) loss on sale of contributed securities	(387)	356
Loss on sale of other asset	-	875
Loss on sale of donated property	13,100	-
Donated resale inventory	(750)	13,966
(Increase) decrease in operating assets		
Accounts receivable	320	2,680
Grants and contributions receivable	(537,393)	(248,283)
Prepaid expenses and other assets	(22,413)	(22,717)
Increase (decrease) in operating liabilities		
Accounts payable	(30,028)	(7,473)
Accrued expenses	71,343	48,595
Line of credit	-	(100,000)
Other liabilities	12,346	(140)
CASH PROVIDED BY OPERATING ACTIVITIES	<u>1,386,242</u>	<u>438,692</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds on sale of other assets	-	1,140
Proceeds on sale of fixed assets	-	3,500
Proceeds from sale of donated property	12,500	-
Purchase of property and equipment	(955,565)	(24,880)
CASH USED BY INVESTING ACTIVITIES	<u>(943,065)</u>	<u>(20,240)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Payments on note payable	(5,203)	(50,620)
CASH USED BY FINANCING ACTIVITIES	<u>(5,203)</u>	<u>(50,620)</u>
NET INCREASE IN CASH	437,974	367,832
CASH AT BEGINNING OF YEAR	<u>641,250</u>	<u>273,418</u>
CASH AT END OF YEAR	<u>\$ 1,079,224</u>	<u>\$ 641,250</u>

SUPPLEMENTAL DISCLOSURE OF NON-CASH FINANCING ACTIVITIES

During the year ended June 30, 2021, the Organization financed a portion of the purchase of building and land in the amount of \$1,400,000 through a mortgage obligation.

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Years Ended June 30, 2021 and 2020

NOTE 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Community Resource Center ("CRC") was organized as a California Nonprofit Public Benefit Corporation in 1979 to provide emergency assistance, housing stability and food to low-income individuals and families who are experiencing homelessness or at imminent risk of homelessness, including domestic violence survivors. CRC is the primary provider of social services and domestic violence programs in coastal North County San Diego, serving more than 6,400 people each year without regard to race, religion, gender identity, sexual orientation, ethnicity, age or immigration status.

CRC's mission - to help our neighbors create paths to healthy food, stable homes and safe relationships - is supported by donor contributions, private and government grants as well as the net proceeds from resale stores and events.

The following is a brief description of CRC's programs:

Integrative Services

CRC assists individuals and households experiencing homelessness, or are at risk of homelessness, with housing, rental assistance, financial education, resources and individualized support.

CRC case managers assist individuals and households experiencing homelessness, or are at risk of homelessness, with housing, resources, rental assistance, financial education and individualized support. Each individual and family walk a unique path to self-sufficiency, and CRC supports them along the way.

Comprehensive, wraparound services provided during case management include:

- Homelessness Prevention and Intervention: Seasonal shelter and emergency housing assistance, Rapid Re-housing, deposit/ rental assistance
- Stabilization Services: Benefits enrollment assistance, transportation assistance, employment readiness resources, financial literacy training, budgeting
- Health & Well-being Programs: Food assistance, CalFresh and Medi-Cal Benefits applications

Holiday Baskets

What began as a delivery of a food basket and a few gifts to 25 families, has grown to serving thousands of community members in low-income households with the help of dedicated volunteers. Households receive nonperishable food, fresh produce, a blanket and family presents, while gift bags are delivered to seniors in their homes. The food and basic household supplies provide a life-saving bridge during the holidays, so scarce dollars may be spent on other needs such as rent, utilities or transportation, while the gifts help children receive a wonderful holiday experience.

Food & Nutrition

CRC's Food & Nutrition Center provides participants with free nutritious fresh food – produce, meat and dairy – along with non-perishable food and personal hygiene items (including diapers). This food allows scarce dollars to be spent on other needs such as rent, utilities or transportation.

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Years Ended June 30, 2021 and 2020

NOTE 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Nature of Activities (continued)

Domestic Violence Prevention and Intervention

At CRC, families and individuals escaping domestic violence find safety and healing through our wraparound services, which include:

- Emergency Hotline
- Carol's House Emergency Shelter
- Transitional Housing
- Case Management
- Therapeutic Children's Center, providing therapeutic services specifically for children to help them to effectively cope with the traumatic effects of domestic violence.
- Legal Advocacy
- Counseling, offering individual counseling sessions, weekly group therapy sessions for mothers and for children, and family counseling.
- Prevention Education, presentations and trainings for area colleges and schools, including education on healthy relationships and teen relationship violence prevention, as well as a comprehensive 40-hour domestic violence advocate training.

CRC's 2020 Impact (calendar year)

- 1,391 unduplicated participants made 13,037 visits to the Food and Nutrition Center, which collected and distributed 507,225 pounds of food.
- 3,713 individuals participated in the Holiday Baskets drive-thru distribution program (home delivery for seniors) for low-income households, including 1,784 children and 323 seniors.
- Integrative Services provided case management to 349 unduplicated individuals during 3,655 sessions, assisted 114 benefit applicants and successfully placed more than 213 households (431 individuals) in safe housing – shelter, transitional housing and permanent housing.
- 1,401 sessions were provided by our professional counselors, offering empathic, compassionate and solution-oriented counseling.
- 475 individuals found safe housing through our intervention programs, domestic violence shelter and transitional housing units.
- 151 domestic violence (DV) survivors and children found shelter and assistance, the DV Hotline responded to 2,012 calls, and 100% of families in transitional housing moved to permanent housing.
- CRC provided domestic violence prevention education throughout the community to more than 1,500 high school students.

660 Encinitas, LLC is a single member LLC owned by Community Resource Center and was formed in 2021. The purpose of 660 Encinitas, LLC is to serve as a holding entity for property located at 660 2nd Street.

Basis of Consolidation

The consolidated financial statements include Community Resource Center and 660 Encinitas, LLC (collectively, "the Organization"). All significant intercompany balances and transactions have been eliminated in consolidation.

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Years Ended June 30, 2021 and 2020

NOTE 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Consolidated Financial Statement Presentation

The consolidated financial statements of the Organization have been prepared on the accrual basis in accordance with accounting principles generally accepted in the United States of America. The consolidated financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958 dated August 2016, and the provisions of the American Institute of Certified Public Accountants (AICPA) "Audit and Accounting Guide for Not-for-Profit Organizations" (the "Guide"). ASC 958-205 was effective January 1, 2018.

Under the provisions of the Guide, net assets and revenues, and gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and changes therein are classified as follows:

- *Net assets without donor restrictions:* Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. The Organization's board may designate assets without restrictions for specific operational purposes from time to time.
- *Net assets with donor restrictions:* Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions may be perpetual in nature, where by the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statements of activities.

Measure of Operations

The consolidated statement of activities reports all changes in net assets, including changes in net assets from operating and nonoperating activities. Operating activities consist of those items attributable to the Organization's ongoing services and interest earned. Nonoperating activities are limited to resources that generate return from other activities considered to be of a more unusual or nonrecurring nature.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

Fair Value Measurement

In accordance with Financial Accounting Standards Board Codification No. 820 (FASB ASC 820), fair value is defined as the exchange price that would be received for an asset or paid for a liability in the principal or most advantageous market. The Organization applies fair value measurement to assets and liabilities that are required to be recorded at fair value under generally accepted accounting principles.

FASB ASC 820 establishes a three-tier hierarchy which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs and to establish the classification of fair value measurement for disclosure purposes. Inputs refer broadly to the assumptions that market participants would use in pricing the asset or liability developed based on market data obtained from sources independent of the reporting entity.

See accompanying independent auditors' report

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Years Ended June 30, 2021 and 2020

NOTE 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Fair Value Measurement (continued)

Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability developed based on the best information available.

The standard describes three-tier hierarchy of inputs that may be used to measure fair value:

Level 1 - Inputs to the valuation methodology are quoted prices (unadjusted) for identical assets or liabilities in active markets.

Level 2 - Inputs to the valuation methodology include quoted prices for similar assets or liabilities in active markets, and inputs that are observable for the asset or liability, either directly or indirectly, for substantially the same term of the financial instrument.

Level 3 - Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

A financial instrument's categorization within the valuation hierarchy is based upon the lowest level of input that is significant to the fair value measurement.

Due to the short-term nature of cash, receivables, other assets, accounts payable and accrued expenses, fair value approximates carrying value.

New Accounting Pronouncements Recently Adopted

In May 2014, the Financial Accounting Standards Board ("FASB") issued Accounting Standards Update (ASU) No. 2014-09, Revenue from Contracts with Customers ("Topic 606"). ASU 2014-09 states that an entity should recognize revenue when it transfers promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services.

This update also requires additional disclosure about the nature, amount, timing and uncertainty of revenue and cash flows arising from customer contracts, including significant judgments and changes in judgments, and assets recognized from costs incurred to obtain or fulfill a contract. The update supersedes prior revenue recognition guidance, including industry specific guidance. Effective July 1, 2020, the Organization adopted the new standard through the modified retrospective method. The modified retrospective method requires that the cumulative effect of initially applying the new guidance be recorded as an adjustment to the opening balance of net assets in the statement of financial position. The adoption of this new accounting guidance did not have an impact on prior period earnings and no adjustment was recorded to the opening net asset balances as of July 1, 2020. The adoption did not have a financial statement impact to the Organization.

Recent Accounting Pronouncements Not Yet Adopted

In February 2016, the FASB issued ASU 2016-02, Leases (Topic 842), which amends the existing guidance to increase transparency and comparability among organizations by recognizing lease assets and lease liabilities on the statement of financial position and by disclosing key information about leasing arrangements. ASU 2016-02 will, among other things, require lessees to recognize a lease liability, which is a lessee's obligation to make lease payments arising from a lease, measured on a discounted basis; and a right-of-use asset, which is an asset that represents the lessee's right to use, or control the use of, a specified asset for the lease term.

ASU 2016-02 does not significantly change lease accounting requirements applicable to lessors; however, the ASU contains some targeted improvements that are intended to align, where necessary, lessor accounting with the lessee accounting model and with the updated revenue recognition guidance issued in 2014.

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Years Ended June 30, 2021 and 2020

NOTE 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Recent Accounting Pronouncements Not Yet Adopted (continued)

Additionally, in July 2018, the FASB issued ASU No. 2018-10, Codification Improvements to Topic 842, Leases and ASU No. 2018-11, Leases, Targeted Improvements. The amendments in these updates provide additional clarification and implementation guidance on certain aspects of ASU 2016-02 and have the same effective and transition requirements as ASU 2016-02. Specifically, ASU 2018-11 creates an additional transition method option allowing entities to record a cumulative effect adjustment to opening net assets in the year of adoption.

In December 2018, the FASB further issued ASU 2018-20, Leases (Topic 842) Narrow-Scope Improvements for Lessors. The amendments in this update permits lessors to make an accounting policy election to not evaluate whether certain sales taxes and other similar taxes are lessor costs or lessee costs and instead account for the costs as if they were lessee costs. Additionally, the amendment requires lessors to exclude from variable payments, and therefore revenue, lessor costs paid by lessees directly to third parties. The amendments also require lessors to account for costs excluded from the consideration of a contract that are paid by the lessor and reimbursed by the lessee as variable payments.

In March 2019, the FASB also issued ASU 2019-01, Leases (Topic 842) Codification Improvements, to further clarify certain identified issues regarding implementation of ASU 2016-02. Specifically, the amendments in ASU 2019-01 clarify the determination of fair value of underlying assets by lessors that are not manufacturers or dealers, the cash flow presentation of sales-type or direct financing leases, and transition disclosures for interim periods. Issued in November 2019, ASU 2019-10, "Financial Instruments-Credit Losses, Derivatives and Hedging, and Leases" alters the effective date of ASU 2016-02 for private companies. On June 3, 2020, the FASB issued ASU 2020-05, which deferred the effective dates of the Board's standards on ASU 2016-02 to give immediate relief to certain entities as a result of the widespread adverse economic effects and business disruptions caused by the coronavirus disease 2019 (COVID-19) pandemic.

In September 2020, the FASB issued ASU 2020-07, Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets. This ASU is meant to improve generally accepted accounting principles (GAAP) by increasing the transparency of contributed nonfinancial assets for not-for-profit (NFP) entities through enhancements to presentation and disclosure. The amendments in this Update address certain concerns about the lack of transparency about the measurement of contributed nonfinancial assets recognized by NFPs, as well as the amount of those contributions used in an NFP's programs and other activities. An NFP will be required to present contributed nonfinancial assets as a separate line item in the statement of activities, apart from contributions of cash and other financial assets.

The amendments address presentation and disclosure of contributed nonfinancial assets. The term nonfinancial asset includes fixed assets (such as land, buildings, and equipment), use of fixed assets or utilities, materials and supplies, intangible assets, services, and unconditional promises of those assets. An NFP will be required to disclose a disaggregation of the amount of contributed nonfinancial assets recognized within the statement of activities by category that depicts the type of contributed nonfinancial assets and additional information for each category of contributed nonfinancial assets. The amendments in this ASU are effective for annual periods beginning after June 15, 2021 and interim periods within annual periods beginning after June 15, 2022 and should be applied on a retrospective basis. Early adoption is permitted.

Accounts and Grants Receivable

Accounts and grants receivable arise in the normal course of business. It is the policy of management to review the outstanding accounts receivable at period end, as well as the bad debt write-offs experienced in the past, and establish an allowance for doubtful accounts for uncollectible amounts.

Bad debts are recognized on the allowance method based on historical experience and management's evaluation of outstanding receivables. No allowance for doubtful accounts and grants receivable was considered necessary for both years ended June 30, 2021 and 2020, respectively, as management determined all receivables are collectable.

See accompanying independent auditors' report

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Years Ended June 30, 2021 and 2020

NOTE 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Contributions Receivable

Contributions receivables represent unconditional promises to give and are reported at fair value by discounting the expected future contribution payments at the statement of financial position date. Contributions extending beyond one year are discounted to recognize the present value of the future cash flows. In subsequent years, this discount is recorded as additional contribution revenue in accordance with donor-imposed restrictions, if any.

In addition, contributions are recorded net of an allowance. The allowance for uncollectible contributions is determined by management. No allowance for uncollectible contributions was considered necessary for the year ended June 30, 2021 as management determined all contributions are collectible. There were no contributions receivable for the year ended June 30, 2020 therefore no allowance for uncollectible contributions was considered necessary. Changes in the fair value of contributions receivable are reported in the statement of activities as contribution revenue except for changes in the allowance which are reported as program expenses at each subsequent reporting date.

Resale Shop Inventory

The resale shop inventory consists of items that have been donated by individuals in the community. Because many of the donations are used items, the value of donations is not readily determinable until such items are sold. Sales on donated items are recorded at the point of sale. Valuable donated items, such as jewelry or artwork, with a readily determinable fair market value are recorded at their appraised value or the value based on prices of identical or similar assets in the marketplace.

Property and Equipment

The Organization capitalizes all expenditures in excess of \$2,500 for property and equipment at cost, while donations of property and equipment are recorded at their estimated fair values. Such donations are reported as without donor restriction unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as with donor restriction.

Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Organization reclassifies net assets with donor restriction to net assets without donor restriction at that time.

Property and equipment are depreciated using the straight-line method over the estimated useful asset lives as follows:

Buildings	31.5 years
Leasehold improvements	5 – 15 years
Furniture and fixtures	3 – 7 years
Automobile	4 years
Software	5 years

Maintenance, repairs and minor renewals are charged to operations as incurred. Upon sale or disposition of property, the asset account is relieved of the cost and the accumulated depreciation account is charged with depreciation taken prior to the sale of any resultant gain or loss is credited or charged to earnings.

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Years Ended June 30, 2021 and 2020

NOTE 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Impairment of Real Estate

The Organization reviews its investment in real estate for impairment whenever events and changes in circumstances indicate that the carrying value of such property may not be recoverable. Recoverability is measured by a comparison of the carrying amount of the real estate to the future net undiscounted net cash flows expected to be generated by the property and any estimated proceeds from the eventual disposition of the real estate. If the real estate is considered to be impaired, the impairment to be recognized is measured at the amount by which the carrying amount of real estate exceeds the fair value of such property. There were no impairment losses recognized for the years ended June 30, 2021 and 2020, respectively.

Compensated Absences

Vested and accumulated personal time off (PTO) is recorded as an expense and liability as benefits accrue to employees. The accrued PTO liability totaled \$144,227 and \$102,924 at June 30, 2021 and 2020, respectively, and is included in accrued expenses in the consolidated statement of financial position.

Revenue Recognition

Government Grants

The Organization receives government grants and contracts. These grants and contracts provide funding to be used for purposes indicated in the grant agreements. As the government is not receiving a benefit as a result of these transactions, the grants and contracts are considered to be contributions to the Organization. The grant and contract agreements contain spending requirements. As these stipulations create a barrier that must be achieved, government grants and contracts are considered conditional contributions until such time as the barriers are overcome. Contributions from these grant and contract agreements are therefore recognized as revenue when costs are incurred as required by the agreements.

Until the financial information required by the funding sources is accepted, costs billed for program services under cost reimbursement contracts are subject to review and possible disallowance. In management's opinion, the potential for material disallowances is remote and, therefore, is not a barrier that would prevent the recognition of revenue.

Contributions and Support

Contributions are recognized when the donor makes a promise to give to the Organization that is in substance, unconditional. Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions. Contributions to be received in future periods are discounted at an appropriate discount rate. Amortization of discounts is recorded as additional contribution revenue in accordance with donor-imposed restrictions, if any, on the contributions.

Special Events

Special event revenues received are not recognized until the revenue is earned, which is at the time of the event or when the services are provided, and the Organization does not believe it is required to provide additional goods or services to fulfill its related performance obligation. The recognition of revenue is conditional on the event taking place, as this is the point in time when the performance obligation of hosting the event occurs.

The Organization records special event revenue equal to contribution revenue less the cost of direct benefits to donors which is included in special event revenue on the statement of activities and changes in net assets.

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Years Ended June 30, 2021 and 2020

NOTE 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Revenue Recognition (continued)

Other Revenue

Revenue from resale store sales is recognized at a point in time when the transaction occurs. Rental income is recognized in the month earned. Advance receipts of rental income are deferred and classified as liabilities until earned.

Contributed Services

Volunteer Services

The Organization utilizes the services of volunteers throughout the year that perform a variety of tasks that assist the Organization with various programs. This contribution of services by the volunteers is not recognized in the financial statements unless the services received (a) create or enhance nonfinancial assets or (b) require specialized skills which are provided by individuals possessing those skills and would typically need to be purchased if not provided by donation. Such services do not meet the criteria for recognition as a contribution and are not reflected in the consolidated financial statements.

Donated Professional Services

A law firm that employs one of the Board members provided legal services to the Organization without charge. During the years ended June 30, 2021 and 2020, respectively, the Organization recognized revenue and related expense of \$59,207 and \$73,499 for in-kind legal services.

Donated Goods

Revenues from in-kind contributions are recognized in accordance with generally accepted accounting principles and are recorded at the fair value of the products or services surrendered. Fair value is determined by using comparable market rates at the time of the transaction.

In-kind contributions of goods used for program services with an estimated fair value of \$913,367 and \$605,159 for the years ended June 30, 2021 and 2020, respectively, are included in in-kind contributions in the statement of activities.

In-kind contributions of donated goods and materials with an estimated fair value of \$945,422 and \$932,785 for the years ended June 30, 2021 and 2020, respectively, reduce resale stores revenue on the statement of activities.

Functional Expenses

The consolidated financial statements report certain categories of expenses that are attributable to more than one program or supporting function. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include salaries and wages, benefits, payroll taxes, insurance and depreciation, which are allocated on the basis of estimates of time and effort, as well as occupancy, which is allocated on a square-footage basis.

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Years Ended June 30, 2021 and 2020

NOTE 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Income Taxes

Community Resource Center is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and Section 23701(d) of the California Revenue and Taxation Code. The Organization has been determined by the Internal Revenue Service not to be a private foundation within the meaning of Section 509(a) of the Internal Revenue Code. Income generated from activities unrelated to the Organization's exempt purpose is subject to tax under IRC Section 511. The Organization did not have any unrelated business income for the years ended June 30, 2021 and 2020, respectively, and therefore, no provision for income taxes has been made.

660 Encinitas, LLC is a single member limited liability company. Under provisions of the Internal Revenue Code, a single member LLC is considered a disregarded entity for income tax purposes. Accordingly, no provision for income taxes appear in the consolidated financial statements.

The Organization follows the provision of uncertain tax positions as addressed in FASB Accounting Standards Codification. The Organization recognizes accrued interest and penalties associated with uncertain tax positions as part of the income tax provision, when applicable. The Organization believes that it has taken no significant uncertain tax positions for the year ended June 30, 2021. Management believes the Organization is no longer subject to income tax examinations by applicable taxing jurisdictions for the years prior to June 30, 2017.

Advertising

The Organization expenses the cost of advertising as incurred. Advertising expense for the years ended June 30, 2021 and 2020, respectively, was \$4,709 and \$5,124.

Going Concern Evaluation

Management evaluates whether there are conditions or events that raise substantial doubt about the entity's ability to continue as a going concern for a period of one year from the date the consolidated financial statements are available to be issued.

NOTE 2. AVAILABILITY AND LIQUIDITY

The following represents the Organization's financial assets at June 30:

Financial assets at year-end:	<u>6/30/21</u>	<u>6/30/20</u>
Cash	\$ 1,079,224	\$ 641,250
Investments	-	893
Accounts and grants receivable, current - net	765,605	571,859
Contributions receivable, current	<u>150,000</u>	<u>-</u>
Total financial assets	1,994,829	1,214,002
Less amounts not available to be used within one year:		
Restricted by donor with purpose restrictions	795,024	305,016
Less restricted contributions receivable	(350,000)	-
Debt obligations to be met in less than a year	<u>69,744</u>	<u>13,740</u>
Financial assets available to meet general expenditures over the next twelve months	\$ <u>1,480,061</u>	\$ <u>895,246</u>

See accompanying independent auditors' report

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Years Ended June 30, 2021 and 2020

NOTE 2. AVAILABILITY AND LIQUIDITY

The Organization receives contract payments from federal and non-federal agencies, private grants and contributions. This money is used to meet cash needs for general expenditures. The Organization manages its liquidity following two guiding principles: operating within a prudent range of financial soundness and stability and maintaining adequate liquid assets to fund near-term operating needs. The Organization has a liquidity target to maintain current financial assets less current liabilities at a minimum of 30 days operating expenses. The Organization operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources. The Organization regularly monitors the availability of resources required to meet its operating needs and other contractual commitments. During the years ended June 30, 2021 and 2020, respectively, the level of liquidity was close to target.

In the event of an unanticipated liquidity need, the Organization could also draw upon its available line of credit up to \$200,000.

NOTE 3. CONCENTRATION OF CREDIT RISK

Financial instruments that potentially subject the Organization to significant concentrations of credit risk consist principally of cash. The Organization maintains its cash in bank deposit accounts that are insured by the Federal Deposit Insurance Corporation (FDIC) up to a limit of \$250,000 per depositor. At June 30, 2021 and 2020, the Organization exceeded federally insured limits by \$943,513 and \$449,831, respectively. Management has not experienced any losses in the past and does not believe the Organization is exposed to any significant risk.

NOTE 4. INVESTMENTS

Investments consist of the following at June 30:

	6/30/21		6/30/20	
	Cost	Fair Value	Unrealized Gain (Loss)	Fair Value
Equity stock	\$ -	-	-	893

The investments in equity stocks are Level 1 assets. Interest and dividends are recorded when earned.

NOTE 5. GRANTS AND CONTRIBUTIONS RECEIVABLE

Grants and contributions receivable consist of the following at June 30:

	6/30/21	6/30/20
Contributions receivable	\$ 350,000	\$ -
California Office of Emergency Management	305,271	226,671
City of Carlsbad	215,579	-
City of Encinitas	128,280	228,169
Department of Housing and Urban Development	55,575	69,062
Other	60,900	47,637
Total grants and contributions receivable	1,115,605	571,539
Less: discount on long term pledge	(6,673)	-
	\$ 1,108,932	571,539

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Years Ended June 30, 2021 and 2020

NOTE 5. GRANTS AND CONTRIBUTIONS RECEIVABLE (continued)

Unconditional promises to give consist of the following at June 30:

	<u>6/30/21</u>
Pledges due in one year or less	\$ 150,000
Pledges due after one year through five years	<u>200,000</u>
	350,000
Less: imputed discount	<u>(6,673)</u>
Net pledged contributions	<u>\$ 343,327</u>

At June 30, 2021, 100% of the contribution receivable was from a single donor. Amounts due beyond one year have been discounted at a rate of 2.504%. There were no contributions receivable for the year ended June 30, 2020.

NOTE 6. PROPERTY AND EQUIPMENT

Property and equipment consist of the following at June 30:

	<u>6/30/21</u>	<u>6/30/20</u>
Buildings	\$ 1,839,037	\$ 1,234,827
Leasehold improvements	493,578	403,770
Furniture and fixtures	82,908	82,908
Vehicles	108,075	125,175
Computers and software	40,276	83,005
Equipment	<u>79,402</u>	<u>50,390</u>
Gross fixed assets	2,643,276	1,980,075
Less accumulated depreciation	<u>(1,456,707)</u>	<u>(1,428,173)</u>
	1,186,569	551,902
Construction in progress	13,041	-
Land	<u>2,139,937</u>	<u>539,937</u>
Fixed assets, net	<u>\$ 3,339,547</u>	<u>\$ 1,091,839</u>

Depreciation expense for the years ended June 30, 2021 and 2020 was \$107,857 and \$108,107, respectively.

NOTE 7. DONATED PROPERTY

Donated property consists of land in Apache County, Arizona donated to the Organization. The property was recorded at fair value based on the value of the County Tax Assessor upon acquisition. The impairment of long-lived donated property was \$13,600 as of June 30, 2021. The property was sold in October 2020.

NOTE 8. LINE OF CREDIT

The Organization executed a line-of-credit with U.S. Bank (the "Bank") in the amount of \$100,000, originally dated September 30, 2015. On October 6, 2017, the Bank increased the line of credit to \$200,000. On January 28, 2019, the Bank extended the maturity date to December 31, 2019. On December 31, 2019, the Bank extended the maturity date to December 31, 2020, with interest calculated at the bank's prime rate plus 0.75% (4.0% at June 30, 2020). On March 19, 2021, the Bank extended the maturity date to December 31, 2021, with interest calculated at the bank's prime rate plus 1.0% (4.25% at June 30, 2021). All other terms and conditions remained the same, and the line-of-credit is collateralized by investment in real estate.

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Years Ended June 30, 2021 and 2020

NOTE 8. LINE OF CREDIT (continued)

There was no balance on the line of credit as of June 30, 2021 and 2020, respectively. As of the date of the consolidated financial statements, the Organization is in the process of renewing the line of credit.

NOTE 9. NOTES PAYABLE

Notes payable consists of the following at June 30:

	<u>6/30/21</u>	<u>6/30/20</u>
Note payable to U.S. Bank in the amount of \$197,452, payable in monthly installments of \$1,145 including interest at 4.83% due on October 15, 2025. The note is collateralized by investment in real estate.	\$ 171,543	\$ 176,746
Note payable to Beach Studio LLC in the amount of \$1,400,000, interest only at 4% payable in monthly installments of \$4,667. The principal balance is due on May 1, 2031. Principal payments not to exceed \$70,000 per calendar year may be prepaid beginning January 1, 2022.	1,400,000	-
	<u>1,571,543</u>	<u>176,746</u>
Less current portion	5,259	4,995
	<u>\$ 1,566,284</u>	<u>\$ 171,751</u>

At June 30, 2021, principal payments are due as follows:

Year Ending	
<u>June 30,</u>	
2022	\$ 5,259
2023	5,529
2024	5,802
2025	6,089
2026	148,864
Thereafter	<u>1,400,000</u>
	<u>\$ 1,571,543</u>

NOTE 10. RESTRICTIONS ON NET ASSETS

As of June 30, 2021 and 2020, respectively, net assets with donor restrictions were available for the following programs or purposes:

	<u>6/30/21</u>	<u>6/30/20</u>
COVID-19 response	\$ 153,911	\$ 154,462
Shelter	96,061	84,505
Holiday baskets	76,233	19,679
IT purchases	8,383	16,619
Capital campaign	430,687	-
Other	<u>29,749</u>	<u>29,751</u>
	<u>\$ 795,024</u>	<u>\$ 305,016</u>

See accompanying independent auditors' report

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Years Ended June 30, 2021 and 2020

NOTE 10. RESTRICTIONS ON NET ASSETS (continued)

Net assets released from net assets with donor restrictions are as follows:

	<u>6/30/21</u>	<u>6/30/20</u>
Purpose restriction:		
Holiday baskets	\$ 71,134	\$ 150,521
Integrative services	-	18,162
IT purchases	33,646	38,175
COVID-19 response	62,124	70,490
Capital campaign	923,243	-
Purchase of new vehicle	-	24,627
Other	-	16,250
	<u>\$ 1,090,147</u>	<u>\$ 318,225</u>

NOTE 11. TRANSFERS OF ASSETS TO A RECIPIENT ORGANIZATION THAT RAISES OR HOLDS CONTRIBUTIONS FOR OTHERS

Beneficial Interest in Endowment Funds

The Organization has a beneficial interest in funds held at Rancho Santa Fe Foundation (RSFF). The Organization has not recorded this asset in the accompanying consolidated financial statements. The Organization irrevocably transferred \$25,000 to the Rancho Santa Fe Foundation (RSFF) on December 29, 2004 to establish the Community Resource Center Endowment Fund. The Organization granted variance power to RSFF to carry out the purposes of the fund established by the transfer including but not limited to the power to retain, invest and reinvest the funds in any manner within the "prudent investor" standard and the power to commingle the assets of the established fund with those of other funds for investment purposes.

Further, the RSFF was granted the ability to modify any restriction or condition on the distribution of funds for any specified charitable purpose or to any specified organization if, in the sole discretion of the RSFF Board of Directors, such restriction or condition becomes unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community or area served. RSFF's spending policy is to disburse 5% of the value of the fund annually, based on a historical average value of the fund. The calculation is based on the average value of the fund for twelve quarters prior to the date of the distribution. Distributions made are used to further the Organization's mission.

Currently, the value of each fund in the RSFF is determined on December 31st of each year. Administrative costs are charged annually against the Fund in accordance with the then current fee policy identified by the RSFF. Any costs to the RSFF in accepting, transferring or managing property donated to the RSFF for the established fund shall also be paid from the established fund. The Organization did not receive any distributions for the years June 30, 2021 and 2020. The beneficial interest in funds held at Rancho Santa Fe Foundation totaled \$92,286 and \$74,088, respectively, at June 30, 2021 and 2020.

NOTE 12. COMMITMENTS AND CONTINGENCIES

Operating Leases

The Organization leases administrative office facilities under operating lease agreements that expire through May 2022. The Organization also leases several properties for resale stores under non-cancelable operating lease agreements through March 2026. Rent expense, including real estate taxes, maintenance and other related charges for operating leases totaled \$402,995 and \$406,691, respectively, for the years ended June 30, 2021 and 2020 and is included in occupancy expenses in the statement of functional expenses.

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Years Ended June 30, 2021 and 2020

NOTE 12. COMMITMENTS AND CONTINGENCIES (continued)

Operating Leases (continued)

Minimum future lease payments required under non-cancelable operating lease agreements (exclusive of real estate taxes, maintenance and other related charges) for the year ended June 30, 2021 are as follows:

Year Ending June 30,		
2022	\$	290,510
2023		206,780
2024		211,246
2025		215,844
2026		<u>69,885</u>
	\$	<u>994,265</u>

Grants and Contracts

The Organization receives revenue from government grants and contracts which are subject to audit. No provision has been made for any liabilities that may arise from such audits since the amounts, if any, cannot be determined. Management believes that any liability which may result from these audits is not significant.

Litigation

In addition to commitments and obligations in the ordinary course of business, the Organization is subject to various claims and potential legal actions or other matters arising out of the normal course of business. When a loss is considered probable and reasonably estimable, the Organization records a liability in the amount of the estimated loss. However, the likelihood of a loss with respect to a particular contingency is often difficult to predict and determining a meaningful estimate of the loss or a range of loss may not be practicable based on the information available and the potential effect of future events and decisions by third parties that will determine the ultimate resolution of the contingency. Moreover, it is not uncommon for such matters to be resolved over many years, during which time relevant developments and new information must be reevaluated at least quarterly to determine both the likelihood of potential loss and whether it is possible to reasonably estimate a range of possible loss. When a loss is probable, but a reasonable estimate cannot be made, disclosure of the proceeding is provided.

As discussed above, development of a meaningful estimate of loss or a range of potential loss is complex when the outcome is directly dependent on negotiations with or decisions by third parties, such as regulatory agencies, the court system and other interested parties. Such factors bear directly on whether it is possible to reasonably estimate a range of potential loss and boundaries of high and low estimates. As of June 30, 2021, the Organization has not recorded any probable and reasonably estimable losses due to any potential legal actions.

NOTE 13. RETIREMENT PLAN

The Organization participates in a SIMPLE IRA savings plan, which is qualified under the Internal Revenue Code and covers substantially all employees. Employees are eligible after they have earned \$5,000 during any two preceding years and reasonably expected to earn at \$5,000 during the current year. Employees may elect to defer up to \$13,500 of their salaries. The Organization matches 3% of the participant's elective deferrals to the Plan. The Organization paid contributions in the amount of \$34,946 and \$35,094, respectively, during the years ended June 30, 2021 and 2020.

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Years Ended June 30, 2021 and 2020

NOTE 14. SUBSEQUENT EVENTS

The Organization has evaluated subsequent events through March 24, 2022, the date which the consolidated financial statements were available to be issued.

SUPPLEMENTAL INFORMATION

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
CONSOLIDATING SCHEDULE OF FINANCIAL POSITION
June 30, 2021

	Community Resource Center	660 Encinitas LLC	Eliminating	Consolidated
ASSETS				
CURRENT ASSETS				
Cash	\$ 994,158	\$ 85,066	\$ -	\$ 1,079,224
Grants and contributions receivable, net	915,605	-	-	915,605
Inventory	54,565	-	-	54,565
Prepaid expenses and other assets	97,601	3,199	-	100,800
TOTAL CURRENT ASSETS	2,061,929	88,265	-	2,150,194
NON CURRENT ASSETS				
Contributions receivable, net	193,327	-	-	193,327
Deposits	34,427	-	-	34,427
Investment in 660 LLC	862,650	-	(862,650)	-
Property and equipment, net	1,138,670	2,200,877	-	3,339,547
TOTAL NONCURRENT ASSETS	2,229,074	2,200,877	(862,650)	3,567,301
TOTAL ASSETS	\$ 4,291,003	\$ 2,289,142	\$ (862,650)	\$ 5,717,495
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Accounts payable	\$ 15,469	\$ -	\$ -	\$ 15,469
Accrued expenses	297,395	3,839	-	301,234
Current portion of notes payable	5,259	-	-	5,259
TOTAL CURRENT LIABILITIES	318,123	3,839	-	321,962
NONCURRENT LIABILITIES				
Other liabilities	5,342	10,970	-	16,312
Notes payable, net of current portion	166,284	1,400,000	-	1,566,284
TOTAL NONCURRENT LIABILITIES	171,626	1,410,970	-	1,582,596
TOTAL LIABILITIES	489,749	1,414,809	-	1,904,558
COMMITMENTS & CONTINGENCIES				
NET ASSETS				
Without donor restrictions	3,006,230	874,333	(862,650)	3,017,913
With donor restrictions	795,024	-	-	795,024
TOTAL NET ASSETS	3,801,254	874,333	(862,650)	3,812,937
TOTAL LIABILITIES AND NET ASSETS	\$ 4,291,003	\$ 2,289,142	\$ (862,650)	\$ 5,717,495

See accompanying independent auditors' report and notes to the financial statements

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
CONSOLIDATING SCHEDULE OF FINANCIAL POSITION
June 30, 2020

	Community Resource Center	660 Encinitas LLC	Eliminating	Consolidated
ASSETS				
CURRENT ASSETS				
Cash	\$ 641,250	\$ -	\$ -	\$ 641,250
Investments	893			893
Accounts receivable	320			320
Grants and contributions receivable, net	571,539	-	-	571,539
Inventory	53,815	-	-	53,815
Prepaid expenses and other assets	78,387	-	-	78,387
TOTAL CURRENT ASSETS	1,346,204	-	-	1,346,204
NON CURRENT ASSETS				
Deposits	34,427	-	-	34,427
Property and equipment, net	1,091,839	-	-	1,091,839
Donated property	25,600			25,600
	1,151,866	-	-	1,151,866
TOTAL ASSETS	\$ 2,498,070	\$ -	\$ -	\$ 2,498,070
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Accounts payable	\$ 45,497	\$ -	\$ -	\$ 45,497
Accrued expenses	229,891	-	-	229,891
Current portion of notes payable	4,995	-	-	4,995
TOTAL CURRENT LIABILITIES	280,383	-	-	280,383
NONCURRENT LIABILITIES				
Other liabilities	3,966	-	-	3,966
Notes payable, net of current portion	171,751	-	-	171,751
TOTAL NONCURRENT LIABILITIES	175,717	-	-	175,717
TOTAL LIABILITIES	456,100	-	-	456,100
COMMITMENTS & CONTINGENCIES				
NET ASSETS				
Without donor restrictions	1,736,954	-	-	1,736,954
With donor restrictions	305,016	-	-	305,016
TOTAL NET ASSETS	2,041,970	-	-	2,041,970
TOTAL LIABILITIES AND NET ASSETS	\$ 2,498,070	\$ -	\$ -	\$ 2,498,070

See accompanying independent auditors' report and notes to the financial statements

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
CONSOLIDATING SCHEDULE OF ACTIVITIES
For the Year Ended June 30, 2021

	Community Resource Center			660 Encinitas LLC		Consolidated		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	Eliminations	Without Donor Restrictions	With Donor Restrictions	Total
SUPPORT AND REVENUE								
Contributions	\$ 1,428,105	\$ 1,580,155	\$ 3,008,260	\$ -	\$ -	\$ 1,428,105	\$ 1,580,155	\$ 3,008,260
In kind contributions	1,094,599	-	1,094,599	-	-	1,094,599	-	1,094,599
Government grants	3,252,755	-	3,252,755	-	-	3,252,755	-	3,252,755
Rental income	-	-	-	18,020	-	18,020	-	18,020
Resale shop sales, net \$944,672								
cost of sales of donated goods	946,539	-	946,539	-	-	946,539	-	946,539
Special events, net direct expenses of \$3,678	73,959	-	73,959	-	-	73,959	-	73,959
Program services	32,609	-	32,609	-	-	32,609	-	32,609
Investment return	1,339	-	1,339	-	-	1,339	-	1,339
Interest income	177	-	177	-	-	177	-	177
Loss on sale of property	(13,100)	-	(13,100)	-	-	(13,100)	-	(13,100)
Other income	-	-	-	27,500	-	27,500	-	27,500
Net assets released from restrictions, satisfaction of program restrictions	1,090,147	(1,090,147)	-	-	-	1,090,147	(1,090,147)	-
TOTAL SUPPORT AND REVENUE	7,907,129	490,008	8,397,137	45,520	-	7,952,649	490,008	8,442,657
EXPENSES								
Program services								
Integrative services	2,457,193	-	2,457,193	-	-	2,457,193	-	2,457,193
Domestic violence	1,921,621	-	1,921,621	-	-	1,921,621	-	1,921,621
Resale store	795,534	-	795,534	-	-	795,534	-	795,534
Supporting services								
Management and general	905,781	-	905,781	33,837	-	939,618	-	939,618
Fundraising	557,724	-	557,724	-	-	557,724	-	557,724
TOTAL EXPENSES	6,637,853	-	6,637,853	33,837	-	6,671,690	-	6,671,690
INCREASE IN NET ASSETS	1,269,276	490,008	1,759,284	11,683	-	1,280,959	490,008	1,770,967
Capital Contributions	-	-	-	862,650	(862,650)	-	-	-
NET ASSETS AT BEGINNING OF YEAR	1,736,954	305,016	2,041,970	-	-	1,736,954	305,016	2,041,970
NET ASSETS AT END OF YEAR	\$ 3,006,230	\$ 795,024	\$ 3,801,254	\$ 874,333	\$ (862,650)	\$ 3,017,913	\$ 795,024	\$ 3,812,937

See accompanying independent auditors' report and notes to the financial statements

**COMMUNITY RESOURCE CENTER AND SUBSIDIARY
CONSOLIDATING SCHEDULE OF ACTIVITIES**

For the Year Ended June 30, 2020

	Community Resource Center			660 Encinitas LLC		Consolidated		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	Eliminations	Without Donor Restrictions	With Donor Restrictions	Total
SUPPORT AND REVENUE								
Contributions	\$ 1,263,013	\$ 563,361	\$ 1,826,374	\$ -	\$ -	\$ 1,263,013	\$ 563,361	\$ 1,826,374
In kind contributions	674,217	-	674,217	-	-	674,217	-	674,217
Government grants	2,338,255	-	2,338,255	-	-	2,338,255	-	2,338,255
Resale shop sales, net \$946,751 cost of sales of donated goods	916,371	-	916,371	-	-	916,371	-	916,371
Special events, net direct expenses of \$77,535	286,580	-	286,580	-	-	286,580	-	286,580
Program services	79,193	-	79,193	-	-	79,193	-	79,193
Investment return	(570)	-	(570)	-	-	(570)	-	(570)
Loss on disposal of fixed assets	(3,278)	-	(3,278)	-	-	(3,278)	-	(3,278)
Net assets released from restrictions, satisfaction of program restrictions	318,225	(318,225)	-	-	-	318,225	(318,225)	-
TOTAL SUPPORT AND REVENUE	5,872,006	245,136	6,117,142	-	-	5,872,006	245,136	6,117,142
EXPENSES								
Program services								
Integrative services	1,997,469	-	1,997,469	-	-	1,997,469	-	1,997,469
Domestic violence	1,551,472	-	1,551,472	-	-	1,551,472	-	1,551,472
Resale store	822,654	-	822,654	-	-	822,654	-	822,654
Supporting services								
Management and general	624,825	-	624,825	-	-	624,825	-	624,825
Fundraising	480,026	-	480,026	-	-	480,026	-	480,026
TOTAL EXPENSES	5,476,446	-	5,476,446	-	-	5,476,446	-	5,476,446
INCREASE IN NET ASSETS	395,560	245,136	640,696	-	-	395,560	245,136	640,696
NET ASSETS AT BEGINNING OF YEAR	1,341,394	59,880	1,401,274	-	-	1,341,394	59,880	1,401,274
NET ASSETS AT END OF YEAR	\$ 1,736,954	\$ 305,016	\$ 2,041,970	\$ -	\$ -	\$ 1,736,954	\$ 305,016	\$ 2,041,970

See accompanying independent auditors' report and notes to the financial statements



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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors of
Community Resource Center and Subsidiary

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the consolidated financial statements of Community Resource Center and Subsidiary (a California nonprofit organization), which comprise the consolidated statements of financial position as of June 30, 2021 and 2020, and the related consolidated statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the consolidated financial statements, and have issued our report thereon dated March 24, 2022.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the consolidated financial statements, we considered Community Resource Center and Subsidiary's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of Community Resource Center and Subsidiary's internal control. Accordingly, we do not express an opinion on the effectiveness of Community Resource Center and Subsidiary's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's consolidated financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Community Resource Center and Subsidiary's consolidated financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of consolidated financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

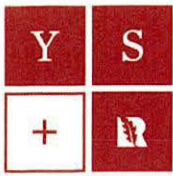


Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Community Resource Center and Subsidiary's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Community Resource Center and Subsidiary's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

YSR CPA Group, P.C.

Encinitas, California
March 24, 2022



YSR CPA GROUP, P.C.

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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Directors of
Community Resource Center and Subsidiary

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Community Resource Center and Subsidiary's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Community Resource Center and Subsidiary's major federal programs for the year ended June 30, 2021. Community Resource Center and Subsidiary's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Community Resource Center and Subsidiary complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Community Resource Center and Subsidiary and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Community Resource Center and Subsidiary's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Community Resource Center and Subsidiary's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Community Resource Center and Subsidiary's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Community Resource Center and Subsidiary's compliance with the requirements of each major federal program as a whole.



In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Community Resource Center and Subsidiary's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Community Resource Center and Subsidiary's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Community Resource Center and Subsidiary's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, as discussed below, we did identify certain deficiencies in internal control over compliance that we consider to be significant deficiencies.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

YSR CPA Group, P.C.

Encinitas, California
March 24, 2022

COMMUNITY RESOURCE CENTER
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended June 30, 2021

Federal/Pass-through Grantor and Program Title	Federal CFDA Number	Agency or Pass- through Grantor No.	Subrecipient Expenditures	Expenditures	Total
U.S. Department of Justice					
<i>Pass-through from California Governor's Office of Emergency Services</i>					
Crime Victim Assistance	16.575	DV19 11 8628	-	106,200	
Crime Victim Assistance	16.575	DV20 12 8628	-	182,954	
Crime Victim Assistance	16.575	XH19 02 8628	-	168,403	
Crime Victim Assistance	16.575	XH20 03 8628	-	133,926	
Crime Victim Assistance	16.575	XD19 02 8628	-	181,739	
Crime Victim Assistance	16.575	XD20 03 8628	-	222,642	
Crime Victim Assistance	16.575	AT20 01 8628	-	82,196	
Total U.S. Department of Justice					1,078,060
U.S. Department of Health and Human Services					
<i>Pass-through from California Governor's Office of Emergency Services</i>					
Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services	93.671	DV19 11 8628	-	38,119	
Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services	93.671	FX18 01 8628	-	38,925	
Total U.S. Department of Health and Human Services					77,044
U.S. Department of Housing and Urban Development					
<i>Direct Program</i>					
Continuum of Care Program	14.267	CA1598L9D011903	-	221,806	
Continuum of Care Program - DV Bonus	14.267	CA1793D9D011800	-	144,612	
Continuum of Care Program - DV Bonus	14.267	CA1793D9D011901	-	302,877	
<i>Pass-through from City of Encinitas</i>					
Community Development Block Grants	14.218	N/A	-	66,491	
<i>Pass-through from City of Carlsbad</i>					
Community Development Block Grant - Coronavirus	14.218	N/A	-	225,350	
Community Development Block Grants	14.218	N/A	-	25,000	
Total U.S. Department of Housing and Urban Development					986,136
U.S. Department of Agriculture					
<i>Pass-through from California Department of Social Services</i>					
State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	18-SUB-7013	-	26,686	
Total U.S. Department of Agriculture					26,686
U.S. Department of Homeland Security					
<i>Pass-through from Federal Emergency Management Agency</i>					
Emergency Food and Shelter Program- Mass Shelter - Phase 36	97.024	N/A	-	3,421	
Total U.S. Department of Homeland Security					3,421
U.S. Department of the Treasury					
<i>Pass-through from Federal Emergency Management Agency</i>					
Emergency Food and Shelter Program- Mass Shelter - CARES	21.019	N/A	-	4,879	
Total U.S. Department of the Treasury					4,879
Total Expenditures of Federal Awards					<u>2,176,226</u>

See independent auditors' report and notes to schedule of expenditures of federal awards

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year ended June 30, 2021

NOTE 1 – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Community Resource Center and Subsidiary under programs of the federal government for the year ended June 30, 2021. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the consolidated operations of Community Resource Center and Subsidiary it is not intended to and does not present the consolidated financial position, changes in net assets, or cash flows of Community Resource Center and Subsidiary.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following, as applicable, either the cost principles contained in Uniform Guidance wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass through entity identifying numbers are presented where available.

Community Resource Center and Subsidiary has elected to use the 10% de minimis cost rate as allowed under Uniform Guidance.

COMMUNITY RESOURCE CENTER AND SUBSIDIARY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
 June 30, 2021

Section I – Summary of Auditors’ Results

Financial Statements

Type of auditors’ report issued:	Unmodified
Internal control over financial reporting:	
Significant deficiency(ies) identified?	None reported
Material weakness(es) identified?	None
Noncompliance material to the financial statements noted?	No

Federal Awards

Type of auditors’ report issued on compliance for major programs	Unmodified
Internal control over major programs:	
Significant deficiency(ies) identified?	None reported
Material weakness(es) identified?	None
Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance, 2 CFR 200.516(a)?	No

Identification of major programs:

<u>CFDA Number</u>	<u>Name of Federal Program or Cluster</u>
16.575	Domestic Violence Assistance Program
14.218	Community Development Block Grant

Dollar threshold used to distinguish between Type A and Type B programs:	\$ 750,000
Auditee qualified as a low-risk auditee under the Uniform Grant Guidance, 2.CFR.200.520?	Yes

Section II – Financial Statement Findings

None reported

Section III – Federal Award Findings

None reported



STATE OF CALIFORNIA
FRANCHISE TAX BOARD
PO BOX 942857
SACRAMENTO CA 94257-0540

Entity Status Letter

Date: 5/25/2022

ESL ID: 4763522014

Why You Received This Letter

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID: 0967931

Entity Name: COMMUNITY RESOURCE CENTER

- 1. The entity is in good standing with the Franchise Tax Board.
- 2. The entity is **not** in good standing with the Franchise Tax Board.
- 3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701 d.
- 4. We do not have current information about the entity.
- 5. The entity was administratively dissolved/cancelled on _____ through the Franchise Tax Board Administrative Dissolution process.

Important Information

- This information does not necessarily reflect the entity's current legal or administrative status with any other agency of the state of California or other governmental agency or body.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or if the entity did business in California at a time when it was not qualified or not registered to do business in California, this information does not reflect the status or voidability of contracts made by the entity in California during the period the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
- The entity certificate of revivor may have a time limitation or may limit the functions the revived entity can perform, or both (R&TC Section 23305b).

Connect With Us

Web: ftb.ca.gov
Phone: 800.852.5711 from 7 a.m. to 5 p.m. weekdays, except state holidays
916.845.6500 from outside the United States
TTY/TDD: 800.822.6268 for persons with hearing or speech impairments

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Community Resource Center</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input checked="" type="checkbox"/> Other (see instructions) ▶ 501(c)(3) and 509(a)(2) Organization</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: x-small;">(Applies to accounts maintained outside the U.S.)</p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions. 650 2nd Street</p> <p>6 City, state, and ZIP code Encinitas, CA 92024-3560</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
OR									
Employer identification number									
9	5	-	3	4	9	7	9	2	6

Part II Certification

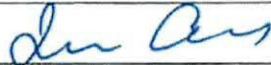
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶



Date ▶

3/5/2020

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

DISCONNECT COLLECTIVE



The City of Solana Beach Community Grant Program Request for Financial Assistance Application FY 2022-23

All Applications MUST BE RECEIVED by **5:00 p.m. Thursday, May 26, 2022.**

Please Print Clearly or Type. All requests will be determined by the following criteria:

Name of Organization: Disconnect Collective Inc.

Mailing Address: POB 433

City: Solana Beach State: CA Zip: 92075

Contact Person: Monica Stapleton Email address: stapletonmonica@yahoo.com

Daytime Phone: 858-525-3152 Evening Phone: 858-525-3152

1. All the documents below are attached to this application:

- W-9
- Summary of Organization's Budget
- Proposed Program Budget
- Financial and Tax Statements (see Application Guidelines)
- A copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)

2. Has your organization received financial assistance from the City before?

- Yes No

3. If yes, please state the fiscal year it was received and for the proposed program was:

Mental Health Support Services to Solana Beach Immigrant Residents and Community Building Opportu

4. Title of FY 2022-23 Proposed Program/Service:

Mental Health Support Services to Solana Beach Immigrant Residents and Community Building Opportu

5. What is the total amount requested for the FY 2022-23 Proposed Total Program? Includes all estimated costs to conduct proposed activity/program.

\$5,000

The program and costs associated with supplies, materials, and supplementing recreational programs , is between \$5,200 and \$9,200

6. Grant funds must be used for services or materials directly associated to proposed activity.
Please describe how grant funds will be used:

~~Please see attached page.~~

7. Anticipated Program Objectives or Accomplishments:

~~Please see attached page~~

8. Program Dates/Location:

~~Please see attached page~~

9. Estimated number of Solana Beach residents to be served by proposed program:
124-200

10. How will the organization acknowledge the City's financial contribution to the community/
beneficiaries of the proposed activity?

~~Please see attached~~

11. Will there be any matching funds or other grants that would be applied to this program or
service? If awarded this grant, will that enable other funding sources?

~~Please see attached~~

12. Will volunteers be used for the proposed program or service and, if so, will they reduce
expenses?

~~Please see attached~~

13. If the proposed program or service is only awarded partial funding, will it still move forward?
Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

~~Please See attached~~ _____

Acknowledgment of Responsibility:

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

Monica Stapleton _____

5/25/22 _____

Authorized Signature of Organization

Date

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

6. Grant funds must be used for services or materials directly associated to proposed activity. Please describe how grant funds will be used:

Grant Funds will be used to continue the 5th year of the 8 month Psychosocial Educational Support group for Immigrant mothers, led by a licensed Bilingual LMFT. The costs include educational supplies, and promotional materials. This year we have added new support services including summer tutoring, yoga, art and relaxation techniques. Disconnect Collective will also help low income Solana Beach families to receive recreational and educational activities, and to help offset the costs of these activities. We plan to continue to accept scholarship applications for families seeking personal development, community involvement, recreational activities, and mental health improvement. We will also continue to grow our local partnerships and create opportunities for community building.

7. Anticipated Program Objectives or Accomplishments:

We anticipate having 20-35 immigrant Mothers graduate from our group again. They have reported many benefits to the program. We were working with UCSD to gather data which hopefully we can resume soon. An IRB was filed a couple of years ago to support the study, but it has been delayed. We would like to continue to connect these families with City resources and help them offset the costs of these programs. We will continue to provide mental health support and education for local immigrant families. This year we will add more recreational activities and family opportunities for community building.

8. Program Dates/Location:

The Platicas de Mejorar class is held every Wednesday from 7-9 pm. Additionally, we are including more evenings and weekends to include families and community members. We have began tutoring for younger students, yoga, and art projects.

10. How will the organization acknowledge the City's financial contribution to the community/beneficiaries of the proposed activity?

The City of Solana Beach logo will be proudly added to our promotional materials and to our scholarship applications. We are happy to proudly credit the city for its generous contribution.

11. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

This cycle our Foundation has provided some extra funds to help some children with recreational activities. We hope to fundraise in the near future.

12. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

Currently most of our programs are volunteer run. We have some teens that have been paid to lead tutoring and other events. Any funds received from the city or fundraising will go to families and the costs associated with running the programs or community building events.

13. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program or service be scaled back and/or is there a threshold at which it will not move forward?

Our program will continue to move forward as planned. We will continue to provide mental Health Support services to the community regardless of how much we get funded.

Disconnect Collective 2022/2023

Dear Madam Mayor and Solana Beach City Council Members,

I just wanted to give you an outline of our last year. We have had an incredible year and are very grateful for your support.

We were fortunate enough to secure our Platicas de Mejorar group with a permanent space. This alleviates the need to be scrambling to find a new space every year. We are also able to store our items and decreases the constant packing and unpacking of materials and supplies.

During the summer of 21 and now planning summer of 22, we have supported some students with the "Summer Educational Slide" by providing free one-on-one tutoring and peer led tutoring for approximately 15-20 students. (article below)

We started the Fall off to a great start with our friends at Nature Unplugged. We led a community presentation. It was a great success with about 50-75 parents in attendance. (pics below)

We were also able to subsidize our partners at Nature Unplugged with a nature mental wellness day serving around 15-20 families pics below.

For our Platicas de Mejorar group, we were fortunate enough to have several presenters come to our group and share their expertise. We had some Phycologists and artists come share their knowledge and passions. We were so inspired by the art that we decided to hold a show featuring our art. Many of the women had never held a paintbrush before so it was exciting to see them develop this passion and increase their confidence through their artwork. Our first event was held May 15, 2022. We are hoping to make this an annual event. (article below)

We've also started practicing yoga and meditation. We had a local yoga teacher come offer her expertise and it is something that we hope to continue practice yoga.

We will continue to invite community experts to share the knowledge with us and inspire us as well.

Thank you again for your support. We appreciate any suggestions you have for our group. You're always welcome to visit!

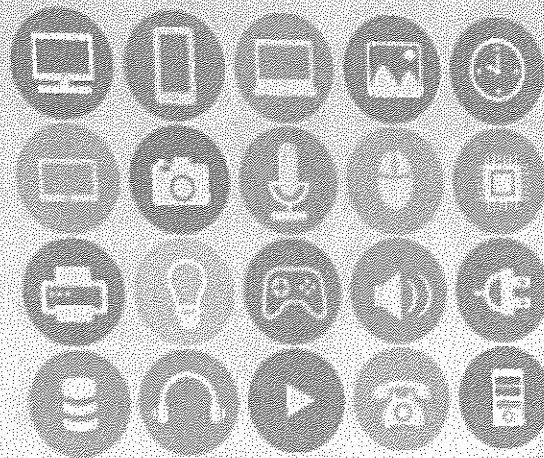
Monica



Solana Beach mothers display their art in first annual Pláticas de Mejorar show - Del Mar Times

Summer enrichment program in La Colonia Park supports local students - Del Mar Times

We're Not Anti-Tech



Fiscal Year 2022

Disconnect Collective / Platicas de Mejorar

**Program Budget for Disconnect Collective Mental Health,
Parenting & Support Groups and Community Building Opportunities**

<u>Expense Item Description</u>	<u>Low Estimate</u>	<u>High Estimate</u>
Creating welcoming meeting spaces	\$ 400	\$ 800
Community outreach	\$ 500	\$ 1,000
Promotional materials	\$ 300	\$ 500
Staffing	\$ 500	\$ 1,000
Educational materials	\$ 1,700	\$ 2,700
Education Scholarship	\$ 2,000	\$ 4,000
Educational Partnerships	\$ 1,000	\$ 2,000
Estimated Totals	\$ 6,400	\$ 12,000

Please note this is both the overall and program budget.

Disconnect Collective / Platicas de Mejorar
Statement of Financial Position

	31-Dec-21
Assets	
Cash	\$ 1,444
Inventory / Assets	\$ 350
Pledges Receivable- Short Term	\$ 1,000
Liabilities	
Accounts Payable	\$ -
Net Assets	\$ 2,794

Please note that the 2020 Tax Return has not been filed yet.

**Disconnect Collective / Platicas de Mejorar
Statement of Financial Activities**

31-Dec-21

Revenue

City of Solana Beach Grant	\$	4,500
Other Fundraising	\$	<u>2,120</u>
Total Revenue	\$	6,620

Expenses

Program Expenses	\$	3,573
Educational Expenses	\$	1,982
Community Outreach	\$	1,000
Bank / Transaction Fees	\$	<u>176</u>

Total Expenses \$ 6,731

Change in Net Assets (Surplus / Deficiency) \$ (111)

Please note that the 2021 Tax Return has not been filed yet.



P.O. Box 15284
Wilmington, DE 19850

DISCONNECT COLLECTVE, INC.
514 VIA DE LA VALLE STE 210
SOLANA BEACH, CA 92075-2717

Your Business Advantage Fundamentals™

for December 1, 2021 to December 31, 2021

DISCONNECT COLLECTVE, INC.

Account summary

Beginning balance on December 1, 2021	\$1,814.25
Deposits and other credits	0.00
Withdrawals and other debits	-354.69
Checks	-0.00
Service fees	-16.00
Ending balance on December 31, 2021	\$1,443.56

Submission of Exemption Request

Exemption Based on Internal Revenue Code (IRC) Sections 501(c)(3), 501(c)(4), 501(c)(5), 501(c)(6), 501(c)(7), or 501(c)(19), Federal Determination Letter

3500A

Enclose a copy of the Federal Determination Letter.

Organization Information

California corporation number/California Secretary of State file number C4142642		FEIN 8 2 5 4 6 4 9 9 6	
Name of organization as shown in the organization's creating document Disconnect Collective, Inc.		Web address www.disconnectcollective.com	
Street address (suite, room, or PMB no.) 514 Via De La Valle, Ste. 210			
City Solana Beach		State CA	ZIP code 9 2 0 7 5
Telephone (213) 235-0601	Second telephone	Fax (213) 235-0620	

Representative Information

Name of representative David Stapleton		Email address david@stapletoninc.com	
Representative's mailing address (suite, room, or PMB no.) 514 Via De La Valle, Ste. 210			
City Solana Beach		State CA	ZIP code 9 2 0 7 5
Telephone (213) 235-0601	Second telephone	Fax	

Part I — Entity Information. See instructions.

- Has the Franchise Tax Board (FTB) previously revoked the entity's tax-exempt status? 1 Yes No
If "Yes," **STOP**. File form FTB 3500.
- Is the entity a trust? 2 Yes No
- When did the organization establish, incorporate, organize, or conduct business in California? 3 04 / 16 / 2018
- Provide gross receipts for the current year and the three immediately preceding taxable years in existence. Gross receipts are defined as the total amounts the organization received from all sources during its annual account period without subtracting any costs or expenses. If the organization has been in existence for less than one year, provide the projected amount of gross receipts for the entire year. List the account period beginning to the account period ending. Example: mm/dd/yyyy

Current Year or Projected Gross Receipts	Gross Receipts for the three immediately preceding taxable years:		
From: 4/16/18	From:	From:	From:
To: 12/31/18	To:	To:	To:
6,000			

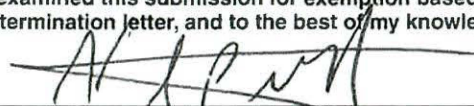
Part II — Group Exemption. See instructions.

- Is the parent organization applying for a group exemption? 5 Yes No
If "Yes," attach the federal group determination letter and a list of all California subordinates. Include each subordinate's name, corporation number, Federal employer identification number (FEIN), address, and affiliation date.
- Is a subordinate unit applying for tax-exempt status using a parent's IRS group determination letter? 6 Yes No
If "Yes," see instructions

Mail form FTB 3500A and a copy of the federal determination letter to:

EXEMPT ORGANIZATIONS UNIT, MS F120, FRANCHISE TAX BOARD, PO BOX 1286, RANCHO CORDOVA CA 95741-1286.

Under penalties of perjury, I declare I have examined this submission for exemption based on the IRC Sections 501(c)(3), 501(c)(4), 501(c)(5), 501(c)(6), 501(c)(7), or 501(c)(19), federal determination letter, and to the best of my knowledge and belief, it is true, correct, and complete.

5/14/19

Secretary

DATE
SIGNATURE OF OFFICER OR REPRESENTATIVE
TITLE



Part III — Purpose and Activity

1 Exemption based on IRC 501(c)(3) Federal Determination Letter

Check the organization's primary purpose and activity:

- | | | | | |
|--|---|-------------------------------------|--|--|
| <input checked="" type="checkbox"/> Charitable | <input type="checkbox"/> Educational | <input type="checkbox"/> Literary | <input type="checkbox"/> Prevent cruelty to animals | <input type="checkbox"/> Prevent cruelty to children |
| <input type="checkbox"/> Testing for public safety | <input type="checkbox"/> Religious | <input type="checkbox"/> Scientific | <input type="checkbox"/> Church | <input type="checkbox"/> School |
| <input type="checkbox"/> Hospital | <input type="checkbox"/> Health care center | | <input type="checkbox"/> Qualified sports organization | |

2 Exemption based on IRC 501(c)(4) Federal Determination Letter

Check the organization's primary purpose and activity:

- | | | | | |
|---|---|---|---|---|
| <input type="checkbox"/> Civic league | <input type="checkbox"/> Local association of employees | <input type="checkbox"/> Social welfare | <input type="checkbox"/> Service clubs | <input type="checkbox"/> Veterans' organization |
| <input type="checkbox"/> Legislative activities | <input type="checkbox"/> Festival organizations | <input type="checkbox"/> Municipal building corporation | <input type="checkbox"/> Police, sheriff, volunteer firemen association | <input type="checkbox"/> Quasi governmental |

3 Exemption based on IRC 501(c)(5) Federal Determination Letter

Check the organization's primary purpose and activity:

- | | | | | |
|--------------------------------------|---------------------------------------|---|--|---|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Horticulture | <input type="checkbox"/> Labor | <input type="checkbox"/> Agriculture or horticulture county fair | <input type="checkbox"/> Public employees union |
| <input type="checkbox"/> AFL-CIO | <input type="checkbox"/> Independent | <input type="checkbox"/> Transportation workers | <input type="checkbox"/> Teamsters | |

4 Exemption based on IRC 501(c)(6) Federal Determination Letter

Check the organization's primary purpose and activity:

- | | | | | |
|---|--|--|--|--|
| <input type="checkbox"/> Board of trade | <input type="checkbox"/> Business league | <input type="checkbox"/> Chamber of commerce | <input type="checkbox"/> Real estate board | <input type="checkbox"/> Professional association or society |
|---|--|--|--|--|

5 Exemption based on IRC 501(c)(7) Federal Determination Letter

Check the organization's primary purpose and activity:

- | | | | | |
|--|--|---|--|--|
| <input type="checkbox"/> Social and recreational | <input type="checkbox"/> Golf club | <input type="checkbox"/> Camps | <input type="checkbox"/> Fraternity or sorority | <input type="checkbox"/> Dog or horse club |
| <input type="checkbox"/> Car, motorcycle, trailer club | <input type="checkbox"/> Hunting or fishing club | <input type="checkbox"/> Common recreational area | <input type="checkbox"/> Flying or airplane club | |

6 Exemption based on IRC 501(c)(19) Federal Determination Letter

Check the organization's primary purpose and activity:

- Veterans' organization



Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** DISCONNECT COLLECTIVE INC
- **EIN:** 825464996
- **Tax Year:** 2019
- **Tax Year Start Date:** 01-01-2019
- **Tax Year End Date:** 12-31-2019
- **Submission ID:** 10065520201823838900
- **Filing Status Date:** 06-30-2020
- **Filing Status:** Pending

Note: [Print](#) a copy of this filing for your records. Once you leave this page, you will not be able to do so.

MANAGE FORM 990-N SUBMISSIONS

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 15 2019**

DISCONNECT COLLECTIVE INC
C/O MONICA STAPLETON
PO BOX 433
SOLANA BEACH, CA 92075

Employer Identification Number:
82-5464996
DLN:
17053260320018
Contact Person:
CHRIS BROWN ID# 31503
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
April 17, 2018
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

DISCONNECT COLLECTIVE INC

Sincerely,

A handwritten signature in dark ink, appearing to read "Stephen A. Martin". The signature is written in a cursive style with some ink bleed-through from the reverse side of the page.

Director, Exempt Organizations
Rulings and Agreements

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Disconnect Collective, Inc.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) 514 Via de la Valle, Suite 210	Requester's name and address (optional)
	6 City, state, and ZIP code Solana Beach, CA 92075	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)																																						
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																																						
Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.																																						
	<table border="1" style="margin: auto;"> <tr><td colspan="9" style="text-align: center;">Social security number</td></tr> <tr><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td></tr> </table> <p style="text-align: center;">or</p> <table border="1" style="margin: auto;"> <tr><td colspan="9" style="text-align: center;">Employer identification number</td></tr> <tr><td style="width: 20px;">8</td><td style="width: 20px;">2</td><td style="width: 20px;">-</td><td style="width: 20px;">5</td><td style="width: 20px;">4</td><td style="width: 20px;">6</td><td style="width: 20px;">4</td><td style="width: 20px;">9</td><td style="width: 20px;">9</td><td style="width: 20px;">6</td></tr> </table>	Social security number																		Employer identification number									8	2	-	5	4	6	4	9	9	6
Social security number																																						
Employer identification number																																						
8	2	-	5	4	6	4	9	9	6																													

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and	
3. I am a U.S. citizen or other U.S. person (defined below); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	
Sign Here	Signature of U.S. person ▶
	Date ▶ 1/17/19

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**LA COLONIA
COMMUNITY
FOUNDATION**



The City of Solana Beach Community Grant Program Request for Financial Assistance Application FY 2022-23

All Applications MUST BE RECEIVED by **5:00 p.m. Thursday, May 26, 2022.**

Please Print Clearly or Type. All requests will be determined by the following criteria:

Name of Organization: La Colonia Community Foundation, Inc.

Mailing Address: PO Box 1623

City: Solana Beach State: CA Zip: 92075

Contact Person: Lisa Montes Email address: monteslisa1964@gmail.com

Daytime Phone: 858-519-6645 Evening Phone: same

1. All the documents below are attached to this application:
 - W-9
 - Summary of Organization's Budget
 - Proposed Program Budget
 - Financial and Tax Statements (see Application Guidelines)
 - A copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)

2. Has your organization received financial assistance from the City before?

Yes No

3. If yes, please state the fiscal year it was received and for the proposed program was:

Latino Student and Parent Conference

4. Title of FY 2022-23 Proposed Program/Service:

Latino Student and Parent Conference

5. What is the total amount requested for the FY 2022-23 Proposed Total Program? Includes all estimated costs to conduct proposed activity/program.

We are requesting \$5,000 for the Latino Student and Parent Conference.

6. Grant funds must be used for services or materials directly associated to proposed activity. Please describe how grant funds will be used:

This amount would cover keynote speaker honorarium, interpreter costs, printing, supplies, food, rentals, and conference tshirts for attendees.

7. Anticipated Program Objectives or Accomplishments:

Expose middle and high school students, as well as their parents to college and career opportunities. Attendees will have meet industry leaders in STEM, Law, Business, Government, and more. Industry leaders will present highly interactive 40 minute workshops on their industry, as well as have a booth during lunchtime for another opportunity for attendees to explore. By exposing students and parents to higher education and careers, we hope families will visualize themselves in these careers one day.

8. Program Dates/Location:

Spring 2023 (TBD)

9. Estimated number of Solana Beach residents to be served by proposed program:
100

10. How will the organization acknowledge the City's financial contribution to the community/beneficiaries of the proposed activity?

Social media, print and verbal acknowledgment. We produce a flyer for social media and print, as well as a printed conference program for attendees and we will list the City of Solana Beach as the funder. We also invite the mayor and city council to the event and ask the mayor to do the welcome.

11. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

We plan to seek donations from STAPLES of Solana Beach for school supplies and a reduced rate on printing of photocopying. Dolche Cafe of Solana Beach donates half of the coffee we need for the conference and gives us a discount on the conference food.

12. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

Yes, several volunteers will assist us for the conference. We purchase from Costco (salad kits, drinks, breakfast items) to cut the cost of a caterer. We have our volunteers set up the food for us, as well as decorate. Also, MiraCosta College students help with set up, moderators, lunch, tear down.

13. If the proposed program or service is only awarded partial funding, will it still move forward?
Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

If we receive partial funding, we will search for additional funding elsewhere and possibly scale back our conference size. However, the conference will still take place.

Acknowledgment of Responsibility:

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

Erin Montez

05/25/22

Authorized Signature of Organization

Date

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

Latino Student and Parent Conference

Spring 2023

La Colonia Community Park

Estimated Budget

Rentals	Canopies, chairs	\$700
Advertising	program, posters, banners	\$700
Graphic artist		\$300
Supplies		\$350
Food		\$1700
Conference t-shirts		\$800
Chef		\$300
Interpreter		\$300
DJ		\$150
Total		\$5300
In Kind Donations		



Financial Report
La Colonia Community Foundation, Inc.
For the period of May 1, 2021-May 1, 2022

Income

Contributions, Gifts and Grants	
Corporate Donations	\$2,900.00
Individual Donations	\$1,450.00
Fundraising (Ways and Means)	
Fundraising event	\$588.00
Programs	
Adelante Mujer Conference	\$4,750.00
Youth Empowerment Conference	\$5,000.00
Dia de los Muertos Festival	\$27,597.21
Total Income	\$42,285.21

Expenditures

Fundraising (Ways and Means)	
Fundraising Event	\$36.00
Administrative and Operations	
Bank Fees	\$24.49
Taxes and Licenses	\$76.15
Miscellaneous	\$162.98
Legal and Professional	\$20.00
Postage	\$213.00
Insurance	\$325.00
Office Supplies	\$183.90
General & Administrative	
Programs	
Adelante Mujer Conference	\$5398.78
Youth Empowerment Conference	\$3468.08
Dia de los Muertos Festival	\$19,115.15
Food Distribution	\$8,213.00
Total Expenditures	\$37,236.53

La Colonia Community Foundation, Inc.



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 11-09-2018

Employer Identification Number:
83-2489325

Form: SS-4

Number of this notice: CP 575 E

LA COLONIA COMMUNITY FOUNDATION
1092 GOLDEN RD
ENCINITAS, CA 92024

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 83-2489325. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

When you submitted your application for an EIN, you checked the box indicating you are a non-profit organization. Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, Tax-Exempt Status for Your Organization, has details on the application process, as well as information on returns you may need to file. To apply for recognition of tax-exempt status under Internal Revenue Code Section 501(c)(3), organizations must complete a Form 1023-series application for recognition. All other entities should file Form 1024 if they want to request recognition under Section 501(a).

Nearly all organizations claiming tax-exempt status must file a Form 990-series annual information return (Form 990, 990-EZ, or 990-PF) or notice (Form 990-N) beginning with the year they legally form, even if they have not yet applied for or received recognition of tax-exempt status.

Unless a filing exception applies to you (search www.irs.gov for Annual Exempt Organization Return: Who Must File), you will lose your tax-exempt status if you fail to file a required return or notice for three consecutive years. We start calculating this three-year period from the tax year we assigned the EIN to you. If that first tax year isn't a full twelve months, you're still responsible for submitting a return for that year. If you didn't legally form in the same tax year in which you obtained your EIN, contact us at the phone number or address listed at the top of this letter.

For the most current information on your filing requirements and other important information, visit www.irs.gov/charities.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. La Colonia Community Foundation, Inc.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 816 Juanita Street	Requester's name and address (optional)
6 City, state, and ZIP code Solana Beach, CA 92075	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)																																																			
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> </tr> <tr> <td colspan="10" style="text-align: center;">OR</td> </tr> <tr> <td colspan="10" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width: 25px; height: 25px; text-align: center;">8</td> <td style="width: 25px; height: 25px; text-align: center;">3</td> <td style="width: 25px; height: 25px; text-align: center;">-</td> <td style="width: 25px; height: 25px; text-align: center;">2</td> <td style="width: 25px; height: 25px; text-align: center;">4</td> <td style="width: 25px; height: 25px; text-align: center;">8</td> <td style="width: 25px; height: 25px; text-align: center;">9</td> <td style="width: 25px; height: 25px; text-align: center;">3</td> <td style="width: 25px; height: 25px; text-align: center;">2</td> <td style="width: 25px; height: 25px; text-align: center;">5</td> </tr> </table>	Social security number																				OR										Employer identification number										8	3	-	2	4	8	9	3	2	5
Social security number																																																			
OR																																																			
Employer identification number																																																			
8	3	-	2	4	8	9	3	2	5																																										

Part II Certification	
Under penalties of perjury, I certify that:	
<ol style="list-style-type: none"> 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. 	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

**NORTH COAST
REPERTORY
THEATRE**



The City of Solana Beach Community Grant Program Request for Financial Assistance Application FY 2022-23

All Applications MUST BE RECEIVED by **5:00 p.m. Thursday, May 26, 2022.**

Please Print Clearly or Type. All requests will be determined by the following criteria:

Name of Organization: North Coast Repertory Theatre

Mailing Address: 987 Lomas Santa Fe Drive, Suite D

City: Solana Beach State: CA Zip: 92075

Contact Person: Bill Kerlin, Managing Director Email address: bill@northcoastrep.org

Daytime Phone: 858-481-2155, ext. 222 Evening Phone: 305-510-0217

1. All the documents below are attached to this application:

- W-9
- Summary of Organization's Budget
- Proposed Program Budget
- Financial and Tax Statements (see Application Guidelines)
- A copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)

2. Has your organization received financial assistance from the City before?

- Yes No

3. If yes, please state the fiscal year it was received and for the proposed program was:

Please see attached sheet 3 - Previous Funding

4. Title of FY 2022-23 Proposed Program/Service:

Theatre School @ North Coast Repertory Theatre - MUCH ADO ABOUT NOTHING & FRANKENSTEIN

5. What is the total amount requested for the FY 2022-23 Proposed Total Program? Includes all estimated costs to conduct proposed activity/program.

The total amount requested is \$5,000 from the City of Solana Beach to support the Proposed Total Program of \$17,500.

6. Grant funds must be used for services or materials directly associated to proposed activity. Please describe how grant funds will be used:

The Theatre School @ North Coast Repertory Theatre (NCRT) will use grant funds from the City of Solana Beach to cover part of the expenses of producing nine live and free performances of William Shakespeare's MUCH ADO ABOUT NOTHING for the residents of Solana Beach. A grant will also assist the Theatre School in producing seven performances of FRANKENSTEIN in the Theatre School Studio Space. Funds will promote an opportunity to those who may not otherwise have this opportunity.

7. Anticipated Program Objectives or Accomplishments:

This is the 7th year Shakespeare will be performed for free by students from the Theatre School and the 40th year that the NCRT has offered programs for youth in Solana Beach. This year's productions are a return to in-person, live performances while maintaining safe, quality programming for creative exploration that inspires collaboration and unity for all. With FRANKENSTEIN, the productions intend to give better appreciation of classical theatre and inspiration towards student literacy and reading.

8. Program Dates/Location:

Please see attached sheet 8 - Program Dates and Locations

9. Estimated number of Solana Beach residents to be served by proposed program:

1000

10. How will the organization acknowledge the City's financial contribution to the community/beneficiaries of the proposed activity?

The City of Solana Beach will be acknowledged in the Theatre School and NCRT Main Stage production programs, on the Donor Board in the Theatre Lobby, in the Theatre School and Main Stage brochures, and on the Theatre School and main theatre websites.

11. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

Support for these productions come from enrollment fees from students in the cast, as well as donations from Theatre School parents. Tickets are also sold for the Theatre School Studio Space performances to generate revenue from the public for these programs.

12. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

Volunteers are used in many capacities, helping reduce production costs. In addition to serving as ushers, ticket takers, concession stand workers, handing out programs, and costumes sewing and repairs. Volunteers are a very important and valuable part of our theatre programs.

13. If the proposed program or service is only awarded partial funding, will it still move forward?
Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

Partial funding might cause a reduction in the number of scholarships offered which could impact minority or at-risk youth participation in these unique productions. Reduced funding might also impact the size of the case or require scaled back planned sets or costumes.

Acknowledgment of Responsibility:

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



Authorized Signature of Organization

5-22-22

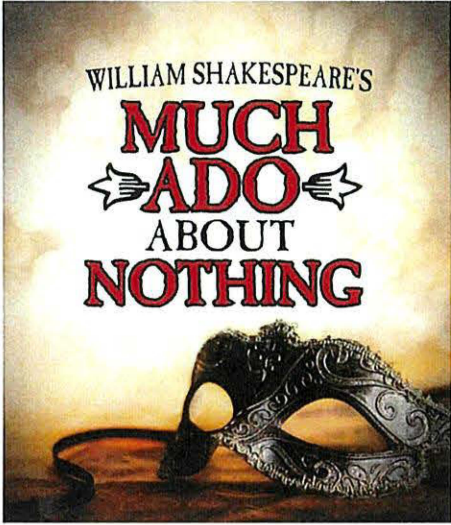
Date

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

City of Solana Beach Community Grant Program Previous Funding

- 2004 - Educational Outreach Program, “Behind the Mask”
- 2005 - Planning costs for Cedros Crossing
- 2006 - Educational Outreach Program, “Behind the Mask”
- 2008 - Educational Outreach Program, “Behind the Mask”
- 2010 - Education Play about Solana Beach
- 2011 - Educational Outreach Program, “Behind the Mask”
- 2012 - Education Outreach Program, “Anti-Bullying”
- 2013 - Theatre School Holocaust Production, “Anne Frank”
- 2014 - Theatre School Literacy Project, “Seussical”
- 2015 - Theatre School Literacy Project, “Aladdin Jr.”
- 2016 - Theatre School Literacy Project, “Peter and the Starcatcher”
- 2017 - Theatre School Student Production, “The Secret Garden”
- 2018 - Theatre School Student Production, “She Kills Monsters”
- 2019 - Theatre School Student Productions, “Comedy of Errors” & “The Three Musketeers”
- 2020 - Theatre School Student Productions, “The Tempest” & “The Neverending Story”
- 2021 - North Coast Repertory Theatre’s 40th Anniversary Season

City of Solana Beach Community Grant Program Program Dates and Locations



July 21st-23rd @
5:30PM

San Diego Botanic
Garden

300 Quail Gardens Dr.,
Encinitas 92024

July 28th-30th @
5:30PM

Birdwing Amphitheatre
Open Air Classroom

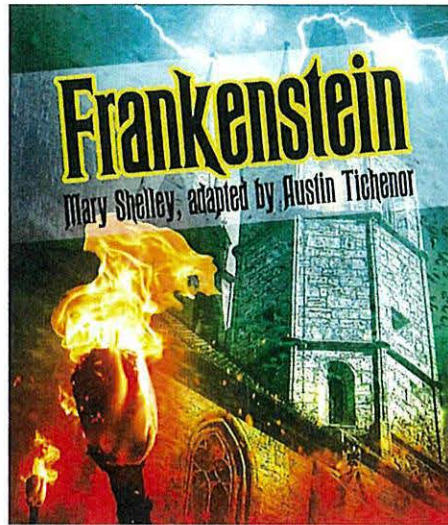
3201 Via de la Valle,
Del Mar 92014

August
4th-6th @
5:30PM

La Colonia
Park

715 Valley
Ave., Solana
Beach
92075

See Attached from Question 8

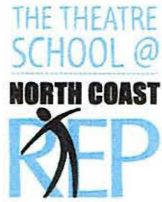


October 6-9, 2022

Theatre School Studio Space

987 Lomas Santa Fe Drive, Suite D

Solana Beach, CA 92075

	BUDGET MUCH ADO ABOUT NOTHING SHAKESPEARE IN THE PARK	BUDGET FRANKENSTEIN STUDENT PRODUCTION October 2022	BUDGET TOTAL SUMMER & FALL 2022
Director	\$1,000	\$1,000	\$2,000
Light Designer	\$0	\$200	\$200
Sound Designer	\$0	\$250	\$250
Lights & Sound Equip	\$0	\$150	\$150
Painting Labor/Materials	\$0	\$200	\$200
Set Design - labor	\$0	\$500	\$500
Set Materials	\$0	\$100	\$100
Projections Designer	\$0	\$0	\$0
Stage Manager / AD Mentor	\$750	\$750	\$1,500
Directing/Writing Mentor	\$0	\$0	\$0
Assistant Director	\$750	\$1,000	\$1,750
Actor / Mentor	\$750	\$750	\$1,500
Costume Designer	\$750	\$750	\$1,500
Costumes - materials/rent	\$1,000	\$1,000	\$2,000
Costume cleaning	\$300	\$300	\$600
Prop Designer	\$500	\$500	\$1,000
Props - materials	\$300	\$500	\$800
Dramaturg / Dialect	\$0	\$0	\$0
Stage Combat	\$500	\$500	\$1,000
Graphic Designer	\$100	\$100	\$200
Choreographer	\$0	\$0	\$0
Accompaniment	\$0	\$0	\$0
Misc / Materials	\$500	\$500	\$1,000
Royalties	\$0	\$875	\$875
Rental Fee for Materials	\$0	\$150	\$150
Script copies	\$100	\$100	\$200
Shipping	\$0	\$25	\$25
Production Total	\$7,300	\$10,200	\$17,500

SEASON 40



as of 8/6/21

OPERATING FUND & OTHER FUNDS
 Board Approved Budget for FY 2021-22 (\$40) vs.
 Final Pre-audit Actuals for FY 2020-21 (\$39)

S39 Actuals: Sep - Aug (pre-audit)
 S39 Projections: none

APPROVED BUDGET 21-22 \$ 40	FINAL PRE-AUDIT 20-21 \$ 39	VAR ANNUAL \$40 vs. \$39
--------------------------------------	--------------------------------------	--------------------------------

UNRESTRICTED OPERATING FUND

SUPPORT AND REVENUE			
Contributions	1,055,700	2,039,740	(984,040) <i>a</i>
Ticket Revenue - Mainstage	1,385,100	245,129	1,139,971 <i>b</i>
Ticket Revenue - Variety	362,000	31,508	330,492 <i>c</i>
Theatre School Revenue	194,715	127,610	67,105 <i>d</i>
Other Revenue	89,260	15,184	74,076 <i>e</i>
Patron Service Revenue	71,064	9,655	61,409 <i>f</i>
Total Support & Revenue	3,157,839	2,468,826	689,013
EXPENSES			
Personnel - Admin	1,219,084	846,597	372,487 <i>h.1</i>
Personnel - Artistic	474,754	86,953	387,801 <i>h.2</i>
Personnel - Taxes & Benefits	259,008	(1,966)	260,974 <i>h.3</i>
Cost of Tix & CC Donations	172,119	79,255	92,864 <i>i.1</i>
General & Admin Expenses	319,388	253,232	66,156 <i>i.2</i>
Development Expenses	105,000	178,811	(73,811) <i>j</i>
Marketing Expenses	299,851	167,376	132,475 <i>k</i>
Production Expenses	159,000	153,256	5,744 <i>l</i>
Theatre School Productions	33,457	28,797	4,660 <i>m</i>
Variety Night Expenses & Spec Proj	178,010	39,437	138,573 <i>n</i>
Total Expenses	3,219,670	1,831,748	1,387,922
NET CHANGE - OPERATIONS	(61,831)	637,078	(698,909) <i>p</i>

p

SEASON 40



as of 8/6/21

OPERATING FUND & OTHER FUNDS

Board Approved Budget for FY 2021-22 (\$40) vs.

Final Pre-audit Actuals for FY 2020-21 (\$39)

S39 Actuals: Sep - Aug (pre-audit)

S39 Projections: none

**APPROVED
BUDGET
21-22
\$ 40**

**FINAL
PRE-AUDIT
20-21
\$ 39**

**VAR
ANNUAL
\$40 vs. \$39**

NON OPERATING AND RESTRICTED FUNDS

SUPPORT AND REVENUE

Capital Grant Income	12,000	191,902	(179,902)
Itex Trade \$ in	5,000	48,006	(43,006)
Restricted Income - Foundation Account	5,000	72,686	(67,686)
Restricted Income - Large Gifts Cash Resrv.	0	0	0
Restricted Income - New Venue	0	0	0

Total Support & Revenue (NON OPERATING)	22,000	312,594	(290,594)
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EXPENSES

Capital Grant Expense	(12,000)	(169,229)	157,229
Itex Trade \$ out	(5,000)	(49,980)	44,980
Restricted Expenses - New Venue	0	1	(1)
Depreciation Expense	(25,000)	(5,095)	(19,905)
Contingency	(10,000)	(3,034)	(6,966)

Total Expenses (NON-OPERATING)	(52,000)	(227,337)	175,337
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NET CHANGE - OTHER FUNDS	(30,000)	85,257	(115,257)
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NET CHANGE - ALL FUNDS	(91,831)	722,335	(814,166)
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accrual based budget

PENDING:

SVOG SUPPLEMENTAL GRANT	400,000	193,155	206,845
CAPITAL ITEMS FUNDED BY S39 SURPLUS	(200,000)	(62,096)	(137,904)
POTENTIAL NET CHANGE - ALL FUNDS	108,169	853,395	(745,225)

North Coast Repertory Theatre,
A Non-Profit Corporation

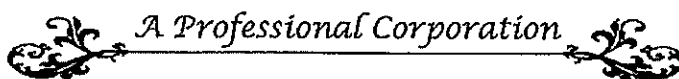
Financial Statements
and
Independent Auditors' Report

For the Year Ended August 31, 2021

Table of Contents

Independent Auditor's Report.....	1-2
Financial Statements:	
Statement of Financial Position.....	3
Statement of Activities and Change in Net Assets.....	4
Statement of Cash Flows.....	5
Statement of Functional Expenses.....	6
Notes to the Financial Statements	7-14

A M Owens & Co., CPA



9830 N. Magnolia Ave., #188 Santee, CA 92071 Phone and Fax (619)698-1577

Board of Directors
North Coast Repertory Theatre

INDEPENDENT AUDITOR'S REPORT

Dear Members of the Board:

Report on the Financial Statements

I have audited the accompanying financial statements of North Coast Repertory Theatre, which comprise the statement of financial position as of August 31, 2021, and the related statement of activities and change in net assets, cash flows and functional expenses for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with generally accepted auditing standards in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstance, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting principles used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of North Coast Repertory Theatre as of August 31, 2021 and the results of its activities and its cash flows for the year then ended in conformity with generally accepted accounting principles in the United States of America.

Report on Summarized Comparative Information

I have previously audited North Coast Repertory Theatre's August 31, 2020 financial statements and I expressed an unmodified opinion on those financial statements in my report dated December 16, 2020. In my opinion, the summarized comparative information presented herein as of and for the year ended August 31, 2020, consistent, in all material respects, with the audited financial statements from which it has been derived.

A M Owens, CPA

A M Owens, CPA
A Professional Corporation

Santee, California
January 10, 2022

North Coast Repertory Theatre,
A Non-Profit Corporation
Statement of Financial Position
August 31, 2021
With Comparative Totals as of August 31, 2020

	<u>ASSETS</u>	<u>2021</u>	<u>2020</u>	
CURRENT ASSETS				
Cash	\$		\$	
- without donor restrictions		1,642,783	669,877	
- with donor restrictions		97,713	41,216	
Investments				
- without donor restrictions		303,305	333,180	
- with donor restrictions		60,213	50,808	
Receivables				
- without donor restrictions		310,503	7,123	
Prepaid expenses		78,533	93,577	
Prepaid production costs		122,404	105,423	
Deposits		7,909	7,682	
		2,623,363	1,308,886	
PROPERTY AND EQUIPMENT				
Less: Accumulated Depreciation (Note 2)		193,214	110,526	
Total Assets	\$	2,816,577	\$	1,419,412
<u>LIABILITIES AND NET ASSETS</u>				
CURRENT LIABILITIES				
Accounts payable, trade	\$	213,679	\$	33,071
Accrued wages and expense		4,034		1,377
Deferred revenue (Note 3 and 12)		1,208,407		853,710
Accrued vacation payable		58,031		52,223
		1,484,151		940,381
Total Current Liabilities				
LONG-TERM DEBT		0		0
NET EQUITY (DEFICIT)				
Net assets with donor restrictions		157,926		92,024
Net assets without donor restrictions		1,174,500		387,007
		1,332,426		479,031
Total Net (Equity)				
Total Liabilities and Net Assets	\$	2,816,577	\$	1,419,412

See the Accompanying Notes to the Financial Statements.

North Coast Repertory Theatre,
A Non-Profit Corporation
Statement of Activities and Changes in Net Assets
For the Year Ended August 31, 2021
With Comparative Totals as of August 31, 2020

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>2021 Combined Totals</u>	<u>2020 Combined Totals</u>
SUPPORT AND REVENUE				
Public Support:				
Admissions	\$ 268,563	\$ 0	\$ 268,563	\$ 972,223
Theatre school	127,610	0	127,610	115,619
Concessions and other support	12,693	0	12,693	35,892
Contributions (Note 11)	2,283,600	267,500	2,551,100	1,385,451
Investment income (Note 6)	2,162	11,848	14,010	15,076
Sale of assets	600	0	600	0
	<hr/>	<hr/>	<hr/>	<hr/>
	2,695,228	279,348	2,974,576	2,524,261
Net Assets Released From Restrictions	213,446	(213,446)	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Support & Revenue	2,908,674	65,902	2,974,576	2,524,261
	<hr/>	<hr/>	<hr/>	<hr/>
EXPENDITURES				
Production costs	1,641,358	0	1,641,358	1,979,841
General and administrative	193,694	0	193,694	154,198
Fundraising	286,129	0	286,129	222,639
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenditures	2,121,181	0	2,121,181	2,356,678
	<hr/>	<hr/>	<hr/>	<hr/>
Change in net assets	787,493	65,902	853,395	167,583
Net Assets (Deficit), Begin of Year	387,007	92,024	479,031	311,448
	<hr/>	<hr/>	<hr/>	<hr/>
Net Assets (Deficit), End of Year	\$ 1,174,500	\$ 157,926	\$ 1,332,426	\$ 479,031
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

See the Accompanying Notes to the Financial Statements.

North Coast Repertory Theatre,
A Non-Profit Corporation
Statement of Cash Flows
For the Year Ended August 31, 2021
With Comparative Totals as of August 31, 2020

	<u>2021</u>	<u>2020</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in Net Assets	\$ 853,395	\$ 167,583
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	5,095	3,771
(Increase) Decrease in Operating Assets:		
Receivables	(303,380)	16,834
Prepaid expenses	15,044	(42,361)
Prepaid production costs	(16,981)	100,225
Deposits	(227)	0
Increase (Decrease) in Operating Liabilities:		
Accounts payable	180,608	11,919
Accrued wages	2,657	(3,037)
Deferred Revenue	354,697	11,263
Accrued vacation	5,808	10,765
	1,096,716	276,962
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES		
	1,096,716	276,962
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property and equipment	(87,782)	(12,151)
Investments purchased/sold	20,469	(1,169)
	(67,313)	(13,320)
NET CASH USED BY INVESTING ACTIVITIES		
	(67,313)	(13,320)
CASH FLOWS FROM FINANCING ACTIVITIES		
Payments on debt	0	0
	0	0
NET CASH USED BY FINANCING ACTIVITIES		
	0	0
NET CHANGE IN CASH AND CASH EQUIVALENTS	1,029,403	263,642
BEGINNING CASH AND CASH EQUIVALENTS	711,093	447,451
ENDING CASH AND CASH EQUIVALENTS	\$ 1,740,496	\$ 711,093
Interest Paid	\$ 0	\$ 188
Taxes Paid	\$ 0	\$ 0

See the Accompanying Notes to the Financial Statements.

North Coast Repertory Theatre,
A Non-Profit Corporation
Statement of Functional Expenses
For the Year Ended August 31, 2021

	Production Costs	General Admin.	Fund- Raising	2021 Total	2020 Total
Salaries	\$ 611,319	\$ 124,966	\$ 76,836	\$ 813,121	\$ 1,090,557
Payroll Taxes	9,109	1,862	1,145	12,116	104,760
Employee Benefits	110,256	22,538	13,857	146,651	191,939
Total Payroll Expenses	730,684	149,366	91,838	971,888	1,387,256
Outside Contractors	18,448	630	387	19,465	44,003
Volunteer Hours Expense	0	0	0	0	31,518
Professional Services	0	11,175	0	11,175	7,801
Occupancy	141,668	7,871	7,871	157,410	156,096
Utilities	14,285	1,786	1,786	17,857	21,301
Janitorial	3,699	462	462	4,623	3,126
Supplies/Misc.	11,562	5,647	825	18,034	21,704
Concession Supplies	437	0	0	437	11,870
Communications	4,745	593	593	5,931	5,641
Postage and Shipping	2,828	943	17,548	21,319	11,321
Printing and Copying	22,830	11,365	6,281	40,476	63,116
Travel and Meals	1,202	402	2,591	4,195	78,703
Credit Card Processing/Bank Fees	26,232	287	0	26,519	46,782
Insurance	8,589	1,074	1,074	10,737	14,372
Membership Dues	2,481	0	0	2,481	5,506
Interest	0	1,195	0	1,195	1,842
Repairs and Maintenance	151,350	0	0	151,350	9,431
Advertising and Marketing	144,546	0	619	145,165	151,977
Royalties	41,234	0	0	41,234	82,779
Special Events	0	0	154,254	154,254	17,990
Mainstage Events/Equipment	277,973	0	0	277,973	147,370
Theatre School	31,470	0	0	31,470	27,111
Taxes/Licenses	0	898	0	898	4,291
Total Expenses					
Before Depreciation	1,636,263	193,694	286,129	2,116,086	2,352,907
Depreciation	5,095	0	0	5,095	3,771
Total Expenses	\$ 1,641,358	\$ 193,694	\$ 286,129	\$ 2,121,181	\$ 2,356,678

See the Accompanying Notes to the Financial Statements.

North Coast Repertory Theatre,
A Non-Profit Corporation
Notes to Financial Statements
For the Year Ended August 31, 2021

Note 1 - Summary of Significant Accounting Policies

General

North Coast Repertory Theatre, a Non-Profit Corporation (the Theatre) is a non-profit organization incorporated in California in 1982. Its stated purpose is to educate the public in an appreciation of the theatre arts through stage productions of consistent quality, to be recognized as the premier professional regional live theatre in San Diego North Coastal County, to provide educational services for audiences of all ages, focusing on the youth if the community and to provide an opportunity for actors and theatre professionals to develop their artistic skills through participation in the Theatre's productions.

Basis of Accounting

The financial statements of the Theatre have been prepared on the accrual basis in accordance with generally accepted accounting principles in the United States of America.

Basis of Presentation

The Theatre is required to report information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

The Theatre's program expenses are shown as production costs in the accompanying statements of activities.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles includes the use of estimates that affect the financial statements. Accordingly, actual results could differ from those estimates.

Contributions

Contributions received are recorded as net assets without donor restrictions or net assets with donor restrictions, depending on the existence or nature of any donor restrictions. Net assets without donor restrictions are reported in Note 4.

All donor-restricted contributions are reported as net assets with donor restrictions. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

North Coast Repertory Theatre,
A Non-Profit Corporation
Notes to Financial Statements
(continued)
For the Year Ended August 31, 2021

Note 1 - Summary of Significant Accounting Policies (continued)

Promises to Give

Unconditional promises to give are recognized as contribution revenue in the period received and as assets, decreases of liabilities, or expenses depending on the form of the benefits received. Promises to give are recorded at net realizable value if expected to be collected in one year and at fair value if expected to be collected in more than one year. Conditional promises to give are recognized when the conditions on which they depend are substantially met.

Property and Equipment

Depreciation of buildings and equipment is provided over the estimated useful lives of the respective assets using the straight-line method.

Acquisitions of property and equipment in excess of \$2,500 are capitalized. Donated equipment is recorded at fair market value at the date of the donation. Purchased equipment is recorded at cost.

Ticket Sales

Ticket sales received prior to the fiscal year to which they apply are not recognized as revenues until the year earned.

Cash and Cash Equivalents

For purposes of the statement of cash flows, cash equivalents include time deposits, certificates of deposit and all highly liquid debt instruments with original maturities of three months or less.

Income Tax Status

The Theatre is classified as a Section 501(c) (3) Organization under the Federal Internal Revenue Code and Section 13.2210 (e) of the State Revenue and Taxation Code. As a result, it has been determined to be exempt from federal income and state franchise taxes. Tax years 2017-2019 are open to examination by taxing authorities.

Functional Allocation of Expenses

The costs of providing the various programs and activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

North Coast Repertory Theatre,
A Non-Profit Corporation
Notes to Financial Statements
(continued)
For the Year Ended August 31, 2021

Note 1 - Summary of Significant Accounting Policies (continued)

Donated Services

Donated services are stated as revenue and as an offsetting expense to give accounting recognition to this significant resource of the Theatre. Such donated time is valued at minimum wage. During the year ended August 31, 2021 there were no donated services due to Covid-19.

Investments

Investments with readily determined market value are carried at market value and unrealized gains and losses are treated as current items in the year in which they occur. Investments without readily determined market values are carried at cost.

The FASB issued authoritative guidance relating to fair value measurements which establishes a common definition for fair value to be applied to U.S. generally accepted accounting principles requiring use of fair value, establishes a framework for measuring fair value, and expands disclosures about such fair value measurements.

The Theatre measures fair value at the price that would be received upon sale of an asset or paid to transfer a liability in an orderly transaction between market and participants at the measure date. The guidance establishes a hierarchy for ranking the quality and reliability of the information used to determine fair values.

A summary of the fair value hierarchy under the authoritative guidance is described in Note 5.

Comparative Totals for August 31, 2020

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Theatre's financial statements for the year ended August 31, 2020, from which the summarized information was derived.

Note 2 – Property and Equipment

The following is a summary of property and equipment, less accumulated depreciation and amortization at August 31, 2021:

	<u>2021</u>
Construction in progress	\$ 64,071
Leasehold improvements	162,677
Furniture and equipment	382,805
	<hr/>
	609,553
Accumulated depreciation and amortization	(416,339)
	<hr/>
Property and Equipment - Net	\$ 193,214
	<hr/>

North Coast Repertory Theatre,
A Non-Profit Corporation
Notes to Financial Statements
(continued)
For the Year Ended August 31, 2021

Note 3 – Deferred Revenue

The Theatre had received \$822,098 at August 31, 2021, on advance ticket sales for the next theater season. As each production is presented, the portion of the advance sales collections that pertains to that production will be recognized as revenue. In the event any of the scheduled productions for the season are not presented, the advance ticket collections for that production will be available for refund to the ticket holders.

Note 4 – Net Assets with Donor Restrictions

Net assets with donor restrictions are available for the following purposes as of August 31, 2021:

	<u>2021</u>
Purpose Restrictions	
Capital Campaign	\$ 74,345
Endowment Funds	60,213
Renovations	20,674
Summer Enrichment	2,694
Total	\$ 157,926

Note 5 – Endowment Funds

Endowment funds were \$60,213 as of August 31, 2021. These funds are held in an agency endowment fund at The Jewish Community Foundation (JCF).

No later than April 1st of year commencing after the fair market value of the fund reached the amount of \$50,000, JCF shall distribute to the Theatre an amount equal to the JCF payout rate multiplied by the fair market value of the fund (the “available amount”). The term “fair market value of the fund” shall mean the value of all cash and securities held by the fund, including all earnings and unrealized appreciation thereon, as determined by JCF. The term “JCF payout rate” shall mean the percentage rate determined by the Board of Directors of JCF pursuant to California law with respect to distributions from endowment funds.

JCF shall have all powers necessary to carry out the purposes of the fund, including, but not limited to, the power to retain, invest and reinvest the fund in any manner consistent with the California Uniform Prudent Management of Institutional Funds Act, and shall have the power to commingle the assets of the fund with those of other funds for investment purposes, provided that such commingling shall not contravene the purpose and limitations set forth in this agreement. JCF shall have the ultimate authority and control over all property in the fund, and the income derived therefrom, subject to the terms of this agreement and the standards for investment governing nonprofit public benefit corporations under California Corporations Code Section 5240. The fund shall be administered under and subject to the procedures and/or rules for the operation of permanent endowment funds as the same may be adopted, or modified from time to time, by JCF.

North Coast Repertory Theatre,
A Non-Profit Corporation
Notes to Financial Statements
(continued)
For the Year Ended August 31, 2021

Note 5 – Endowment Funds (continued)

The fund shall be administered under and subject to the Bylaws, Articles of Incorporation and the endowment policies of JCF in effect from time to time. JCF shall have the power to modify and restriction or condition on the distribution of funds for any specified charitable purpose or to any specified organization if, in the sole discretion of the Board of Directors (without the necessity of the approval of the Theatre or any beneficiary organization), such restriction or condition becomes unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community or area served. All money and property in the fund shall be assets of JCF, and not a separate trust, and shall be subject only to the control of JCF. Even though the fund may not be segregated, separate accounting records will be maintained for the fund. Nothing in this agreement is intended to be inconsistent with the status of JCF as an organization described in Sections 501(c)(3) and 509(a) of the Internal Revenue Code of 1986. JCF is authorized to amend this agreement to conform to the provisions of any applicable law or government regulation in order to carry out the foregoing intention.

For the year ended August 31, 2021, the Theatre received \$2,438 in distributions from the fund.

Note 6 – Fair Value Measurements

The Fair Value Measurements Topic of the FASB Accounting Standards Codification establishes a fair value hierarchy that prioritizes inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are described below:

Level 1: Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets.

Level 2: Inputs to the valuation methodology include quoted prices for similar assets and liabilities in active markets, and inputs that are observable for the assets or liability, either directly or indirectly, for substantially the full term of the financial instrument.

Level 3: Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

A financial instrument's level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement.

The following details the level within the fair value hierarchy of the Theatre's assets as fair value as of August 31, 2021. Level 1 investment consists of equities and CDS and totaled \$363,518. There were no Level 2 or Level 3 investments.

North Coast Repertory Theatre,
A Non-Profit Corporation
Notes to Financial Statements
(continued)
For the Year Ended August 31, 2021

Note 6 – Fair Value Measurements (continued)

Investments at fair market value at August 31, 2021, consist of the following:

	<u>Adjusted Cost</u>	<u>Fair Market Value</u>	<u>Fair Value (Level 1)</u>
Equities (Level 1)			
Fund at JCF	\$ 47,674	\$ 60,213	\$ 60,213
Money Market Funds			
C/D - Pacific Premier	228,184	228,184	228,184
C/D - CA Bank and Trust	75,021	75,021	75,021
IFG Account	100	100	100

Investment return for the year ended August 31, 2021 included in the statements of activities is comprised of the following:

	<u>2021</u>
Realized and unrealized losses	\$ 12,403
Interest and dividends (net of fees of \$284)	1612
	<u>\$ 14,015</u>

Note 7 – Cash and Equivalents

At August 31, 2021, cash was held in the following institutions:

Change Funds	\$ 570
Union Bank - checking (2 accounts)	521,539
Wells Fargo (2 accounts)	63,457
US Bank (4 accounts)	1,151,637
CA Bank and Trust (1 account)	3,293
	<u>\$ 1,740,496</u>

Concentration of Credit Risk

The Theatre maintains its cash in bank accounts and brokerage accounts, which, at times, may exceed federally insured limits. The Theatre has not experienced any losses in such accounts. The Theatre believes it is not exposed to any significant credit risk on cash and cash equivalents.

Accounts are insured by the FDIC for amounts up to \$250,000.

North Coast Repertory Theatre,
A Non-Profit Corporation
Notes to Financial Statements
(continued)
For the Year Ended August 31, 2021

Note 8 – Restricted Assets – San Diego Foundation

Total assets with a fair market value of \$41,274 are held in the North Coast Repertory Theatre endowment fund of the San Diego Foundation and invested by the Foundation. The Theatre has no ownership rights over the principal and does not include these funds on the statement of financial position. However, the Theatre receives investment income annually from these assets. Total investment income received from the San Diego Foundation for the year ended August 31, 2021 was \$1,296.

Note 9 – Operating Lease

The Theatre leases its facilities under a month-to-month rental agreement. Total rental expense was \$155,502 for the year ended August 31, 2021.

Note 10 – Retirement Plan

The Theatre maintains a tax deferred contribution plan qualified under Section 403(b) of the Internal Revenue Code. Eligible employees may contribute a percentage of their compensation to the Plan. Employer contributions totaled \$14,886 for the year ended August 31, 2021.

Note 11 – PPP Loan and Covid-19

On April 15, 2020 and March 30, 2021, the Theatre received loan proceeds in the amount of \$282,222 and \$292,610 under the Paycheck Protection Program (“PPP”). The PPP, established as part of the Coronavirus Aid, Relief and Economic Security Act (“CARES Act”), provides for loans to qualifying businesses for amounts up to 2.5 times of the average monthly payroll expenses of the qualifying business. The loans and accrued interest are forgivable as long as the borrower uses the loan proceeds for eligible purposes, including payroll, benefits, rent and utilities, and maintains its payroll levels. The amount of loan forgiveness will be reduced if the borrower terminates employees or reduces salaries during the eight-week period.

The unforgiven portion of the PPP loan is payable over two years at an interest rate of 1%, with a deferral of payments for the first six months. The Theatre has used the PPP Loan funds consistent with the loan requirements for forgiveness. During the August 31, 2021 year end, the Theatre received notification that the full amount of both PPP Loans and accrued interest had been forgiven. Therefore, the Theatre included \$283,876 in grants in the year ended August 31, 2020 and \$293,805 in the year ended August 31, 2021, which represents the principle and interest.

Due to Covid-19, the Theatre had to cancel shows and events during the fiscal year. Due to the generosity of supporters and responsive management, the Theatre believes it is in a fiscal position to be able to cover its expenses until attendance at shows and events can grow to pre Covid levels.

North Coast Repertory Theatre,
A Non-Profit Corporation
Notes to Financial Statements
(continued)
For the Year Ended August 31, 2021

Note 12—Shuttered Venue Grant

On July 3, 2021, the Theatre was awarded a Shuttered Venue Operators Grant in the amount of \$579,464. This grant can be expended for certain expenses incurred beginning on July 3, 2021 and ending on December 31, 2021. Proceeds from the Shuttered Venue Operators Grant will be used for expenses not allocated to PPP funds previously received. In the event the Theatre does not have enough qualified expenses for the full amount of the grant, during the applicable time period, such funds are to be returned. Income from this grant, in the amount of \$193,155 (which represents 2/6 of the total received), has been recorded as of August 31, 2021 as the Theatre believes it will have sufficient expenses to ensure no funds will have to be repaid. The remaining funds have been recorded as deferred revenue and will be reported as income in the next fiscal year.

Note 13—Employee Retention Credit

During the fiscal year ended August 31, 2021, the Theatre received credits totaling \$214,209 for the quarters ended June 30, September 30 and December 30 of 2020 and March 31, 2021 and a prorate amount for July and August 2021. The amount of \$68,604 was used to reduce federal payroll tax expense to zero and the remaining amount of \$145,605 was used to reduce salary expense.

Note 14—Subsequent Events

Events subsequent to August 31, 2021 have been evaluated through January 10, 2022, the date these financial statements were available to be issued, to determine whether they should be disclosed to keep the financial statements from being misleading. Management found no subsequent events other than those related to the PPP Loan and the effects from Covid disclosed on Note 11.

A For the 2020 calendar year, or tax year beginning **09/01/20**, and ending **08/31/21**

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization <p align="center">NORTH COAST REPERTORY THEATRE</p> Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite 987-D LOMAS SANTA FE DRIVE City or town, state or province, country, and ZIP or foreign postal code SOLANA BEACH CA 92075	D Employer identification number <p align="center">95-3819307</p> E Telephone number <p align="center">858-481-2155</p> G Gross receipts\$ 2,963,695
F Name and address of principal officer: MARC TAYER 987 LOMAS SANTA FE SOLANA BEACH CA 92075		H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		H(c) Group exemption number
J Website: WWW.NORTHCOASTREP.ORG		L Year of formation: 1982
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other		M State of legal domicile: CA

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: TO OPERATE A NOT-FOR-PROFIT PROFESSIONAL THEATRE FOR THE PROMOTION OF THE PUBLIC APPRECIATION AND EDUCATION REGARDING THEATRE ARTS.		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	16
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	16
	5 Total number of individuals employed in calendar year 2020 (Part V, line 2a)	5	69
	6 Total number of volunteers (estimate if necessary)	6	0
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	C
7b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	C	
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)	1,353,933	2,539,114
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	1,123,734	408,866
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	12,215	3,729
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	2,489,882	2,809,441
	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)		C
Expenses	14 Benefits paid to or for members (Part IX, column (A), line 4)		C
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	1,387,256	971,888
	16a Professional fundraising fees (Part IX, column (A), line 11e)		C
	b Total fundraising expenses (Part IX, column (D), line 25)	131,875	
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	938,201	995,323
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	2,325,457	1,967,211
Net Assets or Fund Balances	19 Revenue less expenses. Subtract line 18 from line 12	164,425	842,230
	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26)	1,419,412	2,816,577
	22 Net assets or fund balances. Subtract line 21 from line 20	940,381	1,484,151
		479,031	1,332,426

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer <p align="center">MARC TAYER</p> Type or print name and title	Date <p align="center">President</p>
	Print/Type preparer's name Alicia M. Owens	
Paid Preparer Use Only	Preparer's signature Date 01/31/22	Check <input type="checkbox"/> if self-employed PTIN P01212923
	Firm's name A.M. Owens, CPA, APC	Firm's EIN 45-4128534
	Firm's address 9830 N Magnolia Ave # 188 Santee, CA 92071	Phone no. 619-698-2401

May the IRS discuss this return with the preparer shown above? See instructions Yes No

Internal Revenue Service

Date: July 21, 2004

North Coast Repertory ThEATRE A Non Profit
Corporation
987 Lomas Santa Fe. Dr. D
Solana Beach, CA 92075-2125

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Sylvia A. Williams 31-07817
Customer Service Representative
Toll Free Telephone Number:
8:00 a.m. to 6:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
95-3819307

Dear Sir or Madam:

This is in response to your request of July 21, 2004, regarding your organization's tax-exempt status.

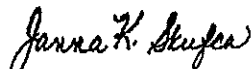
In November 1983 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE
Customer Account Services

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. North Coast Repertory Theatre	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 987 Lomas Santa Fe Drive	Requester's name and address (optional)
6 City, state, and ZIP code Solana Beach, CA 92075	
7 List account number(s) here (optional)	

Print or type.
See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
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OR											
Employer identification number											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">9</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">5</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">3</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">8</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">1</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">9</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">3</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">0</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">7</td> </tr> </table>	9	5	-	3	8	1	9	3	0	7	
9	5	-	3	8	1	9	3	0	7		

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 3-24-21
------------------	----------------------------	-----------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

PATHWAYS TO CITIZENSHIP

City of Solana Beach Community Grant Program

Request for Financial Assistance Application FY 2022-23

All Applications **MUST BE RECEIVED** by **5:00 p.m. Thursday, May 26, 2022.**

Please Print Clearly or Type. All requests will be determined by the following criteria:

Name of Organization: Pathways to Citizenship (formerly NCICC)

Mailing Address: 120 Stevens Ave, Solana Beach, CA 92075

Contact Person: Sonya Williams, Executive Director

Email address: sonya@pathwayssd.org

Daytime Phone: 858-519-2882

Evening Phone: 858-519-2882

1. All the documents below are attached to this application:
 - W-9
 - Summary of Organization's Budget
 - Proposed Program Budget
 - Financial and Tax Statements (see Application Guidelines)
 - A copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)
2. Has your organization received financial assistance from the City before? Yes
3. If yes, what activities and which fiscal year?

2021-22: Supporting Solana Beach Dreamers: Outreach and Legal Assistance for DACA Applicants in Solana Beach

2020-21: NCICC Solana Beach Immigrant Family COVID-19 Recovery Project

2019-20: Legal Immigration Services Scholarships for Solana Beach residents

2018-19: Educational Program Coordinator

4. Title of FY 2022-23 Proposed Program/Service:

Voices of Freedom: Solana Beach Hybrid Citizenship Preparation Program

5. What is the total amount requested for the FY 2022-23 Proposed Total Program?
Includes all estimated costs to conduct proposed activity/program.

\$5,000

6. Grant funds must be used for services or materials directly associated to proposed activity. Please describe how grant funds will be used:

Pathways' Solana Beach Hybrid Citizenship Preparation Program will expand

Pathways' current virtual citizenship preparation tutoring program to a hybrid online and in-person program, with newly-trained volunteers leading small group instruction at the Solana Beach Library. This project also will engage more Solana Beach residents of all backgrounds and ages with their immigrant neighbors as volunteer teachers, tutors, mentors and interns.

This project will enable Julia Fox, our new (and first) Educational Programs Manager, who is a licensed clinical social worker, certificated instructor and a Solana Beach resident, to spend two hours/week managing, growing, and improving Pathways' citizenship preparation program, including recruiting, training (for the first time) and mentoring volunteer instructors, implementing our new Voices of Freedom citizenship curriculum, coordinating services with the Solana Beach Library, and collecting and implementing program improvements based on feedback from students and volunteers.

The volunteer database and application portal funded by this project will enable Julia to recruit and manage more skilled, passionate volunteer tutors in Solana Beach and throughout San Diego County. The Bloomerang platform (which also includes a donor database not funded by this project), allows Julia to advertise Pathways' volunteer opportunities with Hope for San Diego, HandsOn San Diego and VolunteerMatch. The application landing pages enable volunteer information to flow directly into her volunteer database, creating a pipeline she can use to screen, train, schedule and manage volunteer tutors and interns.

Finally, this project will help fund legal citizenship cases for two qualified, low-income Solana Beach clients. Our low-bono rate for citizenship cases is \$400, and these \$250 scholarships will put citizenship within reach for two qualified Solana Beach residents who otherwise would not be able to make their dream a reality.

7. Anticipated Program Objectives or Accomplishments:

This project will transition Pathways' current virtual, one-on-one citizenship preparation tutoring to hybrid online and in-person tutoring and small group instruction at the Solana Beach library, and provide tutor training (for the first time) for all of Pathways' citizenship tutors. Pathways' Citizenship Preparation Program at the Solana Beach Library will serve a minimum of 40 citizenship students over the project term, with at least 15 students being residents of Solana Beach. 100% of Pathways' citizenship students will pass their citizenship interviews on the first try. Pathways' hybrid Citizenship Preparation Program will engage, train and support more than 10 Solana Beach residents as teachers, tutors, mentors and interns.

8. Program Dates/Location:

June 2022 – May 2023

Solana Beach Library and Pathways to Citizenship offices, Solana Beach, CA

9. Estimated number of S.B. residents to be served by proposed program:

20 immigrant families and 10 trained tutors in Solana Beach

10. How will the organization acknowledge the City's financial contribution to the community/ beneficiaries of the proposed activity?

We will submit press releases to local Solana Beach, North County and San Diego newspapers, and inform all beneficiaries of the financial contribution made by the City of Solana Beach, plus acknowledge the City of Solana Beach's support on our website, blogs, social media, presentations, news coverage, etc. Signs and materials displayed at the Solana Beach library will state that the citizenship preparation program is made possible by the City of Solana Beach.

11. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

Funding for 40 Voices of Freedom citizenship preparation student textbooks (our first citizenship preparation curriculum) and five loaner laptops for students will be funded by the Ed & Mary Fletcher Family Fund. We will continue to seek additional funding for this program.

12. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

Yes, volunteers will help our Educational Programs Manager coordinate, teach, and facilitate the citizenship preparation program. Our volunteers make this program possible, and this funding finally will provide them with the training, support and mentorship they need and deserve.

13. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program or service be scaled back and/or is there a threshold at which it will not move forward?

Yes, we will continue to prepare our low-income immigrant clients in Solana Beach for their U.S. citizenship interviews; although without this funding, we may not be able to provide high-quality tutor training, volunteer management, and textbooks for all of our students.

Acknowledgment of Responsibility:

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

Sonya Williams
Authorized Signature of Organization

May 25, 2022
Date

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

City of Solana Beach Community Grant Program 2022-23

Voices of Freedom: Solana Beach Hybrid Citizenship Preparation Program Budget

	COSB Request
Educational Programs Manager: 2 hrs/wk @ \$25/hour x 50 weeks	<u>\$2,500</u>
28% CA payroll taxes	<u>\$700</u>
Personnel Total	<u>\$3,200</u>
2 \$250 partial citizenship case sponsorship for Solana Beach residents	<u>\$500</u>
1 chromebook for Educational Programs management	<u>\$300</u>
Tutor database and application portal (total software cost \$2,164)	<u>\$1,000</u>
Total Request	<u>\$5,000</u>

Pathways to Citizenship BUSINESS PLAN AND CASH FLOW MANAGEMENT TOOL

2022

		Q1 Forecast	Q1 Actual	YTD Q2 Forecast
INCOME				
SBPC Office Provision	Non-cash	1,200.00	1,200.00	
SBPC Phone / Internet Provision	Non-cash	300.00	300.00	
SBPC Subtotal Provisions	Non-cash	1,500.00	1,500.00	
Grant Funds Available				
Legacy Gift (through KBF)		30,000.00	40,000.00	
Coastal Community Foundation, Solana Beach Fund		0.00	0.00	
Kingdom Builder Foundation (KBF)		0.00	0.00	
City of Solana Beach		0.00	0.00	
Booz Allen Hamilton		0.00	0.00	
World Relief Contract (CDSS sub-grant)		4,300.00	0.00	
SBPC OLT Annual Contribution		0.00	0.00	
New Grant(s)		0.00	0.00	
Donations				
Check/Cash Donations (incl network for good, blackbaud)		12,000.00	4,565.00	
Paypal Donations (net)		3,900.00	917.33	
Stock Donations (ACH - Morgan Stanley)		600.00	0.00	
Other ACH (AmazonSmile, Benevity)		150.00	100.20	
SBPC (incl Alternative Christmas Market)		5,000.00	6,211.21	
Operating Income				
Legal Income (low-bono legal fees)		3,600.00	4,240.21	
Other Income, Reimbursements		150.00	0.00	
TOTAL INCOME		59,700.00	56,033.95	
EXPENSES				
Staffing		29,675.00	28,054.98	
Withholding, FICA & Workman's Comp	25.00%	7,418.75	8,139.89	
Heartland Fees		372.00	394.34	
Office Rent		0.00	0.00	
Insurance - Liability, E&O, etc		0.00	895.18	
Legal Practice Management Systems (Clio & PrimaFacie)		0.00	0.00	
World Relief Membership (annual)		1,500.00	1,500.00	
Legal Training (incl Erin Lee)		300.00	345.00	
Office Supplies, Mailing, etc.		600.00	863.42	
Website & Marketing		300.00	378.16	
Bank Charges		22.50	22.50	
Direct Distributions (including USCIS fees)		450.00	200.00	
Fundraising Expenses (events, etc.)		0.00	0.00	
Educational Programs Materials (textbooks, ec.)		1,300.00	1,483.29	
Other Expenses (food, travel, board)		150.00	368.28	
TOTAL EXPENSES		42,088.25	42,645.04	
GAIN OR (LOSS) ON OPERATIONS		17,611.75	13,388.91	
CUMMULATIVE FUNDS AVAILABLE				
	12/31/21			
	116,641.49	134,253.24	130,030.40	
Bank Statement Ending Balance ----->			130,030.40	
Difference ----->				

Actual revenues & expenses in blue

2022 Forecast

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
INCOME														
SBPC Office Provision	Non-cash	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00
SBPC Phone / Internet Provision	Non-cash	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
SBPC Subtotal Provisions	Non-cash	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Grant Funds Available														
Legacy Gift (Adrian Family through KBF)		30,000.00												30,000.00
Coastal Community Foundation, Solana Beach Fund									5,000.00					5,000.00
Kingdom Builder Foundation (KBF)												5,000.00		5,000.00
City of Solana Beach								5,000.00						5,000.00
Booz Allen Hamilton						15,000.00								15,000.00
World Relief Contract (CDSS sub-grant)		4,300.00		1,720.00			8,000.00			5,000.00				19,020.00
SBPC OLT Annual Contribution						500.00						500.00		1,000.00
New Grant(s)											4,380.00			4,380.00
														84,400.00
Donations														
Check/Cash Donations (incl network for good, blackbaud)		4,000.00	4,000.00	4,000.00	3,000.00	3,000.00	2,000.00	2,000.00	2,000.00	4,000.00	6,000.00	9,000.00	9,000.00	48,000.00
Paypal Donations (net)		1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	15,600.00
Stock Donations (ACH - Morgan Stanley)		200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
Other ACH (AmazonSmile, Benevity)		50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
Alternative Christmas Market (ACM)				5,000.00										5,000.00
														75,600.00
Operating Income														
Legal Income (low-bono legal fees)		1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	14,400.00
Other Income, Reimbursements		50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
TOTAL INCOME		41,100.00	6,800.00	11,800.00	7,520.00	5,800.00	20,300.00	12,800.00	9,800.00	11,800.00	13,800.00	16,180.00	17,300.00	175,000.00
EXPENSES														
Staffing		8,900.00	8,900.00	11,875.00	11,875.00	11,875.00	11,875.00	11,875.00	11,875.00	11,875.00	11,875.00	11,875.00	11,875.00	136,550.00
Withholding, FICA & Workman's Comp	25.00%	2,225.00	2,225.00	2,968.75	2,968.75	2,968.75	2,968.75	2,968.75	2,968.75	2,968.75	2,968.75	2,968.75	2,968.75	34,137.50
Heartland Fees		124.00	124.00	124.00	124.00	124.00	124.00	124.00	124.00	124.00	124.00	124.00	124.00	1,488.00
Office Rent														172,175.50
Insurance - Liability, E&O, etc											3,665.00	2,265.00		5,930.00
Legal Practice Management Systems (Clio & PrimaFacie)												5,158.00		5,158.00
World Relief Membership (annual)			1,500.00											1,500.00
Legal Training (incl Erin Lee)		100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Office Supplies, Mailing, etc.		200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
Website & Marketing		100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Bank Charges		7.50	7.50	7.50	7.50	7.50	130.40	182.50	7.50	7.50	7.50	7.50	7.50	387.90
Direct Distributions (including USCIS fees)		200.00	250.00		250.00	250.00	250.00		725.00			725.00		2,650.00
Fundraising Expenses (events, etc.)					2,000.00									2,000.00
Educational Programs Materials (textbooks, ec.)		1,300.00					2,000.00							3,300.00
Other Expenses (food, travel, board)		50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
														26,150.90
TOTAL EXPENSES		13,206.50	13,456.50	15,425.25	17,675.25	15,675.25	17,798.15	15,600.25	16,150.25	15,425.25	15,425.25	19,815.25	22,848.25	198,501.40
GAIN OR (LOSS) ON OPERATIONS		27,893.50	(6,656.50)	(3,625.25)	(10,155.25)	(9,875.25)	2,501.85	(2,800.25)	(6,350.25)	(3,625.25)	(1,625.25)	(3,635.25)	(5,548.25)	(23,501.40)
CUMMULATIVE FUNDS AVAILABLE	#####	116,641.49	144,534.99	137,878.49	134,253.24	124,097.99	114,222.74	116,724.59	114,099.34	107,749.09	99,123.84	102,498.59	98,863.34	93,315.09
Bank Statement Ending Balance ----->														
Difference ----->														

Actual revenues & expenses in blue



Certificate of Amendment of Articles of Incorporation

The undersigned certify that:

1. They are the president and the secretary, respectively, of NORTH COUNTY IMMIGRATION AND CITIZENSHIP CENTER , a California corporation, with California Entity Number C3567665
2. Article 1 of the Articles of Incorporation of this corporation is amended to read as follows: The name of the corporation is PATHWAYS TO CITIZENSHIP
3. The foregoing amendment of Articles of Incorporation has been duly approved by the board of directors
4. The foregoing amendment of Articles of Incorporation has been duly approved by the required vote of the members as stated in the By-Laws.

DATE: March 30, 2021



Sonya Williams
Executive Director



Paula Nance
Secretary

Certified Copy

I hereby certify that the following transcript of 1 page(s) is a full, true, and correct copy of the original record in the custody of the California Secretary of State's office.

04/13/2021
Certification Date


SHIRLEY N. WEBER, Ph.D.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: NOV 06 2013

NORTH COUNTY IMMIGRATION AND
CITIZENSHIP CENTER
120 STEVENS AVE
SOLANA BEACH, CA 92075

Employer Identification Number:
46-2522640
DLN:
17053212384023
Contact Person:
SCOTT P BANTLY ID# 31398
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
April 29, 2013
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

ARTS-PB

Articles of Incorporation of a Nonprofit Public Benefit Corporation

3567665

FILED
IN THE OFFICE OF THE SECRETARY OF STATE OF THE STATE OF CALIFORNIA

APR 29 2013

100

To form a nonprofit public benefit corporation in California, you can fill out this form or prepare your own document and submit for filing along with:

- A \$30 filing fee.
- A separate, non-refundable \$15 service fee also must be included, if you drop off the completed form or document.

Important! Nonprofit corporations in California are not automatically exempt from paying California franchise tax or income tax each year. For information about tax requirements and/or applying for tax-exempt status in California, go to https://www.ftb.ca.gov/businesses/exempt_organizations or call the California Franchise Tax Board at (916) 845-4171.

Note: Before submitting this form, you should consult with a private attorney for advice about your specific business needs.

This Space For Office Use Only

For questions about this form, go to www.sos.ca.gov/business/be/filing-tips.htm

Corporate Name (List the proposed corporate name. Go to www.sos.ca.gov/business/be/name-availability.htm for general corporate name requirements and restrictions.)

① The name of the corporation is North County Immigration and Citizenship Center

Corporate Purpose (Item 2a: Check one or both boxes. Item 2b: The specific purpose of the corporation must be listed if you are organizing for "public" purposes, or if you intend to apply for tax-exempt status in California.)

- ② a. This corporation is a nonprofit Public Benefit Corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public charitable purposes.
- b. The specific purpose of this corporation is to educate and charitably assist immigrants on citizenship

Service of Process (List a California resident or an active 1505 corporation in California that agrees to be your initial agent to accept service of process in case your corporation is sued. You may list any adult who lives in California. You may not list your own corporation as the agent. Do not list an address if the agent is a 1505 corporation.)

- ③ a. Steve Carlton
Agent's Name
- b. 1318 Walnutview Dr. Encinitas CA 92024
Agent's Street Address (if agent is not a corporation) *City (no abbreviations)* *State Zip*

Corporate Addresses

- ④ a. 120 Stevens Avenue Solana Beach, CA 92075
Initial Street Address of Corporation *City (no abbreviations)* *State Zip*
- b. _____
Initial Mailing Address of Corporation, if different from 4a *City (no abbreviations)* *State Zip*

Additional Statements (The following statements are for tax-exempt status in California.)

- ⑤ a. This corporation is organized and operated exclusively for the purposes set forth in Article 2a hereof within the meaning of Internal Revenue Code sections 501(c)(3).
- b. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.
- c. The property of this corporation is irrevocably dedicated to the purposes in Article 2a hereof and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.
- d. Upon the dissolution or winding up of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable, educational and/or religious purposes and which has established its tax-exempt status under Internal Revenue Code section 501(c)(3).

This form must be signed by each incorporator. If you need more space, attach extra pages that are 1-sided and on standard letter-sized paper (8 1/2" x 11"). All attachments are made part of these articles of incorporation.


Incorporator - Sign here

Doug Stinson
Print your name here

Make check/money order payable to Secretary of State
Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee.

By Mail
Secretary of State
Business Entities P.O. Box 944260
Sacramento, CA 95834-2600

Drop-Off
Secretary of State
1500 11th Street, 3rd Floor
Sacramento, CA 95814



I hereby certify that the foregoing
transcript of 1 page(s)
is a full, true and correct copy of the
original record in the custody of the
California Secretary of State's office.

MAY 22 2013

Date: _____

Debra Bowen
DEBRA BOWEN, Secretary of State

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form, as it may be made public.
▶ Go to www.irs.gov/Form990EZ for instructions and the latest information.

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

A For the 2021 calendar year, or tax year beginning January 1, 2021, and ending December 31, 20 21

B Check if applicable:
 Address change
 Name change
 Initial return
 Final return/terminated
 Amended return
 Application pending

C Name of organization **Pathways to Citizenship**
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite
120 Stevens Avenue
 City or town, state or province, country, and ZIP or foreign postal code
Solana Beach, CA 92075

D Employer identification number 462522640

E Telephone number 8585092589

F Group Exemption Number ▶ N/A

G Accounting Method: Cash Accrual Other (specify) ▶ _____

H Check if the organization is not required to attach Schedule B (Form 990).

I Website: ▶ www.pathwayssd.org

J Tax-exempt status (check only one) - 501(c)(3) 501(c) () ◀ (insert no.) 4947(a)(1) or 527

K Form of organization: Corporation Trust Association Other _____

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ. ▶ \$ _____

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)
 Check if the organization used Schedule O to respond to any question in this Part I

		1	2	3	4	5a	5b	5c	6a	6b	6c	6d	7a	7b	7c	8	9	10	11	12	13	14	15	16	17	18	19	20	21		
Revenue	1	Contributions, gifts, grants, and similar amounts received						175054.55																							
	2	Program service revenue including government fees and contracts						7895.00																							
	3	Membership dues and assessments						0																							
	4	Investment income						0																							
	5a	Gross amount from sale of assets other than inventory					0																								
	5b	Less: cost or other basis and sales expenses					0																								
	5c	Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)							0																						
	6	Gaming and fundraising events:																													
	6a	Gross income from gaming (attach Schedule G if greater than \$15,000)							0																						
	6b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)							0																						
6c	Less: direct expenses from gaming and fundraising events							0																							
6d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)							0																							
7a	Gross sales of inventory, less returns and allowances							0																							
7b	Less: cost of goods sold							0																							
7c	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)							0																							
8	Other revenue (describe in Schedule O)							0																							
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8							182949.55																							
Expenses	10	Grants and similar amounts paid (list in Schedule O)						0																							
	11	Benefits paid to or for members						0																							
	12	Salaries, other compensation, and employee benefits							114198.79																						
	13	Professional fees and other payments to independent contractors							19661.64																						
	14	Occupancy, rent, utilities, and maintenance							0																						
	15	Printing, publications, postage, and shipping							4354.14																						
	16	Other expenses (describe in Schedule O)							0																						
17	Total expenses. Add lines 10 through 16							138204.57																							
Net Assets	18	Excess or (deficit) for the year (subtract line 17 from line 9)						44744.98																							
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)						71896.51																							
	20	Other changes in net assets or fund balances (explain in Schedule O)						0																							
	21	Net assets or fund balances at end of year. Combine lines 18 through 20						116641.49																							

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this field blank.
North County Immigration & Citizenship Center

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Other (see instructions) ▶ **501c3**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3).
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
120 Stevens Ave.

6 City, state, and ZIP code
Solana Beach, CA 92075

7 List account number(s) here (optional)

8 Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
____ - ____ - _____

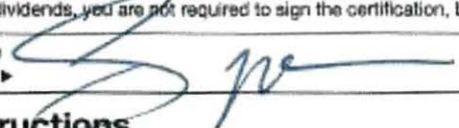
OR
Employer identification number
46 - 2522640

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here
Signature of U.S. person ▶ 
Date ▶ **5/25/21**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

**RANCHO
SANTE FE
YOUTH
SOCCER**



The City of Solana Beach Community Grant Program Request for Financial Assistance Application FY 2022-23

All Applications **MUST BE RECEIVED** by **5:00 p.m. Thursday, May 26, 2022.**

Please Print Clearly or Type. All requests will be determined by the following criteria:

Name of Organization: Rancho Santa Fe Youth Soccer

Mailing Address: PO Box 1373

City: Rancho Santa Fe State: CA Zip: 92067

Contact Person: Marilee Pacelli Email address: marilee@rsfsoccer.com

Daytime Phone: 619-507-3551 Evening Phone: 619-507-3551

1. All the documents below are attached to this application:
 - W-9
 - Summary of Organization's Budget
 - Proposed Program Budget
 - Financial and Tax Statements (see Application Guidelines)
 - A copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)

2. Has your organization received financial assistance from the City before?

Yes No

3. If yes, please state the fiscal year it was received and for the proposed program was:

4. Title of FY 2022-23 Proposed Program/Service:

Portable Lights Experiment/Soccer Clinics for Volunteer Coaches/Players

5. What is the total amount requested for the FY 2022-23 Proposed Total Program? Includes all estimated costs to conduct proposed activity/program.

\$2,270

6. Grant funds must be used for services or materials directly associated to proposed activity.

Please describe how grant funds will be used:

Grant funds will be used to purchase a set of portable lights. If the lights do not provide the desired lighting for safety purposes, then the funds will be used, in conjunction with the Solana Beach Soccer Club to offer professional training for volunteer coaches and recreational players.

7. Anticipated Program Objectives or Accomplishments:

The use of portable lights will enable the club to be able to extend training later as the days get shorter and we go off of daylight savings time. There are no lighted fields in the Solana Beach/Rancho Santa Fe area, so this will allow extended use of the field for practices.

8. Program Dates/Location:

Light test dates: 6/1-6/3/2022; Soccer Clinics will be held in the fall starting in August through October

9. Estimated number of Solana Beach residents to be served by proposed program:

For the portable light project it will probably serve around 80 Solana Beach residents.

10. How will the organization acknowledge the City's financial contribution to the community/beneficiaries of the proposed activity?

We would acknowledge the City's contribution on our website and through our social media channels. We would also acknowledge the contribution in a Press Release to the local papers and through an email blast to our members.

11. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

No matching grants or other grants would be applied. No other sources would be enabled.

12. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

No volunteers would be used with the portable light program. With the free clinics, we would use our professional coaches, but volunteers would be used to help organize. They would not reduce expenses.

13. If the proposed program or service is only awarded partial funding, will it still move forward?
Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

Yes, the program will still move forward for the portable light experiment, but the coaching clinics
would probably not be able to move forward without this funding.

Acknowledgment of Responsibility:

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



May 25, 2022

Authorized Signature of Organization

Date

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



**City of Solana Beach
Community Grant Program
Grant Proposal – Request for Financial Assistance**

Rancho Santa Fe Youth Soccer (RSFYS) is a community based non-profit organization offering young people between the ages of 4-18 the opportunity to play soccer at all levels. Like the Solana Beach Soccer Club (SBSC), we offer recreational level soccer to community members in the Rancho Santa Fe community, with participants from outside this area making up a small number of players. Where we differ from SBSC is that we offer a competitive program for players who are interested in playing at a higher level with professional coaching. Of the 356 players currently enrolled in this program, 23% are Solana Beach residents. These players enjoy the environment that RSFYS promotes which is one of community and commitment.

Currently RSFYS is looking into experimenting with placing portable, battery powered lights at one of the fields we practice on to try and increase our field time. Over the last couple of years, access to fields in the Solana Beach area has decreased due to school and field renovation at Solana Vista and Solana Santa Fe Elementary schools. The two soccer clubs have combined their practices and games to share what field space there is in the fall. The use of these portable lights will increase access in the evenings, particularly in the late fall when we go off daylight savings time.

The lighting system that we have been investigating uses tripod stands that can be elevated up to 10' and have weighted bases so that they remain stable in winds of up to 25 mph. The lights are powered by a lithium battery pack that is rechargeable, so no generators are required. The lights are waterproof, so they can be left out in the rain. They are easily deployed and will provide up to 2 hours and 20 minutes of lighting/charge. Additional batteries can be purchased if more than 2 hours are required. The lights use unique lensing that is optimized for all playing surfaces to give low light spill (light pollution) and even light coverage.

We would like to purchase a set of these lights (2 lights) and take them on to the playing field to determine if they will provide enough light for a safe practice environment and to also determine just how many lights would be needed to illuminate a full playing field. The cost of a set of these lights is \$2,270 (which includes tax and shipping). If it is determined that these lights will not work for their intended use, then they can be returned within 30 days for a full refund.

If it were to be determined that the lights will not provide enough lumens for safety on the field, then they can be returned, and we would use the requested funds to provide free soccer clinics for volunteer coaches and players in conjunction with SBSC and their players. This would help serve the community of Solana Beach and the clinics would be scheduled on fields located in Solana Beach and could help in promoting the game of soccer and attracting more volunteer coaches and players. The money would be used to pay for field rental, liability insurance coverage, professional coaches, and any other miscellaneous costs (such as advertising) to promote and run the sessions.



Budget Summary

Sources of Revenue: RSFYS has 2 main sources of revenue – player registration fees and an annual tournament. We also have soccer camps for Recreational players during the summer, at Thanksgiving and the winter holidays and a 6-week program in the spring. This year we are anticipating budget revenues of \$1.1 million.

Expenditures: As with most companies, Employee compensation is our largest expenditure. We have a coaching staff of 11 professional coaches and 2 administrators for a total of 13 employees. Our next largest expenditure is our tournament, and then our field expenses (field rental, portable restrooms, storage unit). Our budget expenditures for the 2022/23 season will be approximately \$1.1 million.

Summary: Based on the budget for the 2022/23 Fiscal Year, we are anticipating that we will essentially have a break-even year. We are still building back from 2020 when we were unable to have a soccer season. That year our players counts went down significantly (by 20%) and we are still trying to build back from that period. Going into the new season we have 4 additional teams on our competitive side. Recreational registration just started and will continue through the summer, but we hope to get our numbers up close to 300 players for the fall.

Proposed Budget for SB Community Grant Program

Portable Light System

Sport-Lite Training Kit (1 pair of portable lights)		\$ 2,050.00
Tax		\$ 169.13
Shipping		\$ 50.00
Total		\$ 2,269.13

Soccer Clinics

Professional Coaches - \$75/session for 20 sessions		\$ 1,500.00
Field Rental - \$37.50/hour for 20 hours		\$ 750.00
Total		\$ 2,250.00

Rancho Santa Fe Youth Soccer 2018
Balance Sheet
As of January 31, 2022

	<u>Jan 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Wells Fargo Checking	47,348.81
Wells Fargo High Yield Savings	360,160.02
Wells Fargo SBA Loan Funds	3.07
Wells Fargo EIDL Funds	149,900.00
Total Checking/Savings	<u>557,411.90</u>
Accounts Receivable	
Accounts Receivable	
Accounts Receivable 2022	-1,747.20
Accounts Receivable 2021	357.25
Accounts Receivable 2020	158.75
Accounts Receivable 2019	784.50
Total Accounts Receivable	<u>-446.70</u>
Total Accounts Receivable	<u>-446.70</u>
Total Current Assets	<u>556,965.20</u>
Fixed Assets	
Furniture and Equipment	
Field Equipment	5,400.94
Office	3,409.81
Accumulated Depreciation	-8,810.75
Total Furniture and Equipment	<u>0.00</u>
Total Fixed Assets	<u>0.00</u>
Other Assets	
Field Development Fund	10,639.84
Total Other Assets	<u>10,639.84</u>
TOTAL ASSETS	<u><u>567,605.04</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,950.70
Total Accounts Payable	<u>2,950.70</u>
Other Current Liabilities	
Seaside Spring Classic	3,141.00
Aflac Insurance	-6.23
Prepaid Reg Fees 2022/2023	111,859.34
Scholarship Liability	15,193.93
Saul Resendiz Fund	4,451.65
Team Liability Accounts	
B12 Green	-1,476.12
Total Team Liability Accounts	<u>-1,476.12</u>
Total Other Current Liabilities	<u>133,163.57</u>
Total Current Liabilities	<u>136,114.27</u>
Long Term Liabilities	
SBA EIDL Loan	149,900.00
Total Long Term Liabilities	<u>149,900.00</u>
Total Liabilities	<u>286,014.27</u>

10:17 AM
05/24/22
Cash Basis

Rancho Santa Fe Youth Soccer 2018
Balance Sheet
As of January 31, 2022

	<u>Jan 31, 22</u>
Equity	
Unrestricted Net Assets	166,803.42
Boyd N. Lyon Scholarship Fund	1,000.00
Net Income	<u>113,787.35</u>
Total Equity	<u>281,590.77</u>
TOTAL LIABILITIES & EQUITY	<u><u>567,605.04</u></u>

Rancho Santa Fe Youth Soccer 2018

Profit & Loss

05/24/22

February 2021 through January 2022

Cash Basis

	Feb '21 - Jan 22
Ordinary Income/Expense	
Income	
Booster Wear	-461.42
Interest Income	31.85
Registration Fees	
Recreational	61,181.66
Competitive	637,651.41
JDL	0.00
Soccer Scholarships	
Scholarships Competitive	-500.00
Total Soccer Scholarships	-500.00
Total Registration Fees	698,333.07
Soccer Camp Registration	32,321.47
Spring League	25,646.89
Team Sponsors	
Team Sponsors Recreational	1,500.00
Total Team Sponsors	1,500.00
Tournament Income	
Tournament Registration	266,076.70
T-Shirt Sales/Vendor Revenue	1,421.00
Total Tournament Income	267,497.70
Total Income	1,024,869.56
Gross Profit	1,024,869.56
Expense	
Administration	
Admin Other	636.56
Admin Payroll	251,286.48
Bank Charges	
Credit Card Fees	214.65
Returned Item Fees	-3.00
Stripe Card Fees	17,867.91
Total Bank Charges	18,079.56
Cleaning	45.00
College Program	99.00
Fees	75.00
Insurance	1,679.00
Legal & Accounting	11,897.05
Travel & Mileage	5,909.88
Office Rent	2,335.00
Office Supplies	2,247.38
Payroll Processing	1,054.18
Payroll Taxes	18,305.99
Postage & Shipping	395.58
Printing and Advertising	3,890.31
SBA Loan Repayment	4,487.00
Staff Meeting	66.44
Temp Labor	397.50
Utilities- Phone, Internet, Ele	6,576.05
Workers Comp Insurance	5,276.18
Total Administration	334,739.14
Bad Debt	9,597.44
Coaching Fees	
Soccer Clinics	2,180.00
Coach Consultants	323,777.00
Total Coaching Fees	325,957.00

Rancho Santa Fe Youth Soccer 2018
Profit & Loss
 February 2021 through January 2022

	Feb '21 - Jan 22
Equipment	
Office	480.24
Total Equipment	480.24
Field Expenses	
Equipment	1,271.52
Field Painting and Setup	12,881.58
Field Rental	67,383.20
Portasan	2,244.90
Storage Unit Rental	7,435.00
Total Field Expenses	91,216.20
Fundraising Expenses	
Other	312.60
Total Fundraising Expenses	312.60
League Registration Fees	22,467.42
Opening Day	252.83
Photography	1,976.25
Referees	
Games	
Games Recreational	2,070.00
Games Competitive	19,047.00
Total Games	21,117.00
Total Referees	21,117.00
Soccer Camps	
Camp Payroll	10,375.00
Camp Expenses	2,633.68
Total Soccer Camps	13,008.68
Spring League Expenses	4,207.50
Taxes	70.28
Tournament	
Tournament Referees	46,505.52
Tournament Field Rental	66,050.00
Tournament Field Setup	33,035.94
Tournament Fees	11,139.08
Tournament Awards & Trophies	15,372.46
Field Marshall Expenses	6,746.50
Tents/chairs/tables/tubs	2,100.00
Tournament Other	2,629.37
Total Tournament	183,578.87
Uniforms	
Uniforms Recreational	9,052.32
Uniforms Competitive	-43.12
Total Uniforms	9,009.20
Website	2,764.56
Prior Year Expenses	1,920.00
Total Expense	1,022,675.21
Net Ordinary Income	2,194.35

10:15 AM
05/24/22
Cash Basis

Rancho Santa Fe Youth Soccer 2018
Profit & Loss
February 2021 through January 2022

	<u>Feb '21 - Jan 22</u>
Other Income/Expense	
Other Income	
Loan Forgiveness	86,593.00
EIDL Advance Grant	25,000.00
Total Other Income	<u>111,593.00</u>
Net Other Income	<u>111,593.00</u>
Net Income	<u><u>113,787.35</u></u>

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2020

Department of the Treasury
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

A For the 2020 calendar year, or tax year beginning 2/01, 2020, and ending 1/31, 2021

B Check if applicable:	C	D Employer identification number
<input type="checkbox"/> Address change	Rancho Santa Fe Youth Soccer	33-0067277
<input type="checkbox"/> Name change	P.O. Box 1373	E Telephone number
<input type="checkbox"/> Initial return	Rancho Santa Fe, CA 92067	(760) 479-1500
<input type="checkbox"/> Final return/terminated		G Gross receipts \$ 759,467.
<input type="checkbox"/> Amended return		
<input type="checkbox"/> Application pending		

F Name and address of principal officer: Same As C Above	H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions

I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527	H(c) Group exemption number ▶
--	--------------------------------------

J Website: ▶ www.rsfsoccer.com	L Year of formation: 1993	M State of legal domicile: CA
--	----------------------------------	--------------------------------------

K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶	L Year of formation: 1993	M State of legal domicile: CA
---	----------------------------------	--------------------------------------

Part I Summary

	1	Briefly describe the organization's mission or most significant activities: <u>Organize and promote youth soccer</u>			
Activities & Governance	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.			
	3	Number of voting members of the governing body (Part VI, line 1a)	3	500	
	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	495	
	5	Total number of individuals employed in calendar year 2020 (Part V, line 2a)	5	3	
	6	Total number of volunteers (estimate if necessary)	6	100	
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.	
	7b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.	
Revenue	8	Contributions and grants (Part VIII, line 1h)	3,765.	21,519.	
	9	Program service revenue (Part VIII, line 2g)	1,174,830.	737,893.	
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	236.	55.	
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)			
	12	Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	1,178,831.	759,467.	
	Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)		
14		Benefits paid to or for members (Part IX, column (A), line 4)			
15		Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	257,818.	268,277.	
16a		Professional fundraising fees (Part IX, column (A), line 11e)			
16b		Total fundraising expenses (Part IX, column (D), line 25)			
17		Other expenses (Part IX, column (A), lines 11a, 11b, 11c, 11d, 11f-24e)	888,228.	577,994.	
18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	1,146,046.	846,271.		
19	Revenue less expenses. Subtract line 18 from line 12	32,785.	-86,804.		
Net Assets or Fund Balances	20	Total assets (Part X, line 6)	411,018.	447,192.	
	21	Total liabilities (Part X, line 26)	156,376.	279,354.	
	22	Net assets or fund balances. Subtract line 21 from line 20	254,642.	167,838.	

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	Date
	<u>Marilee Pacelli</u>	Treasurer
	Type or print name and title	

Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input checked="" type="checkbox"/> if self-employed	PTIN	
	Beth Regan		DEC -1 2021		P01247509	
	Firm's name	Beth F. Regan, CPA			Firm's EIN	33-0355893
	Firm's address	12526 High Bluff Drive, Suite 300 San Diego, CA 92130			Phone no.	858 481-7050

May the IRS discuss this return with the preparer shown above? See instructions. Yes No



MAIL TO:
Registry of Charitable Trusts
P.O. Box 903447
Sacramento, CA 94203-4470
(916) 210-6400

STREET ADDRESS:
1300 I Street
Sacramento, CA 95814
(916) 210-6400

WEBSITE ADDRESS:
www.ag.ca.gov/charities/

ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

Sections 12586 and 12587, California Government Code
11 Cal. Code Regs. sections 301-306, 309, 311, and 312

Failure to submit this report annually no later than four months and fifteen after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of \$800, plus interest, and/or fines or filing penalties. Revenue & Taxation Code section 23703; Government Code section 12586.1. IRS extensions will be honored.

(For Registry Use Only)

<p>RANCHO SANTA FE YOUTH SOCCER Name of Organization</p> <p>List all DBAs and names the organization uses or has used P.O. BOX 1373 Address (Number and Street)</p> <p>RANCHO SANTA FE, CA 92067 City or Town, State and ZIP Code</p> <p>(760) 479-1500 MARILEE@RSFSOCCER.COM Telephone Number E-mail Address</p>	<p>Check if: <input type="checkbox"/> Change of address <input type="checkbox"/> Amended report</p> <p>State Charity Registration Number CT 088690</p> <p>Corporation or Organization No. 1841015</p> <p>Federal Employer ID No. 33-0067277</p>
--	--

ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, 311, and 312)
Make Check Payable to Department of Justice

Gross Annual Revenue	Fee	Gross Annual Revenue	Fee	Gross Annual Revenue	Fee
Less than \$25,000	0	Between \$100,001 and \$250,000	\$50	Between \$1,000,001 and \$10 million	\$150
Between \$25,000 and \$100,000	\$25	Between \$250,001 and \$1 million	\$75	Between \$10,000,001 and \$50 million	\$225
				Greater than \$50 million	\$300

PART A – ACTIVITIES

For your most recent full accounting period (beginning 2/01/20 ending 1/31/21) list:

Gross Annual Revenue \$ 759,467. Noncash Contributions \$ 0. Total Assets \$ 447,192.

Program Expenses \$ 0. Total Expenses \$ 846,271.

PART B – STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT

Note: All questions must be answered. If you answer "yes" to any of the questions below, you must attach a separate page providing an explanation and details for each "yes" response. Please review RRF-1 instructions for information required.

	Yes	No
1 During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof, either directly or with an entity in which any such officer, director or trustee had any financial interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2 During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3 During this reporting period, were any organization funds used to pay any penalty, fine or judgment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4 During this reporting period, were the services of a commercial fundraiser, fundraising counsel for charitable purposes, or commercial coventurer used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5 During this reporting period, did the organization receive any governmental funding?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6 During this reporting period, did the organization hold a raffle for charitable purposes?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7 Does the organization conduct a vehicle donation program?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8 Did the organization conduct an independent audit and prepare audited financial statements in accordance with generally accepted accounting principles for this reporting period?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9 At the end of this reporting period, did the organization hold restricted net assets, while reporting negative unrestricted net assets?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, the content is true, correct and complete, and I am authorized to sign.

MARILEE PACELLI	TREASURER	
Signature of Authorized Agent	Printed Name	Title
		Date



Entity Status Letter

Date: 5/24/2022

ESL ID: 2323722015

Why You Received This Letter

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID: 1841015

Entity Name: RANCHO SANTA FE YOUTH SOCCER

- 1. The entity is in good standing with the Franchise Tax Board.
- 2. The entity is **not** in good standing with the Franchise Tax Board.
- 3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701 d.
- 4. We do not have current information about the entity.
- 5. The entity was administratively dissolved/cancelled on _____ through the Franchise Tax Board Administrative Dissolution process.

Important Information

- This information does not necessarily reflect the entity's current legal or administrative status with any other agency of the state of California or other governmental agency or body.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or if the entity did business in California at a time when it was not qualified or not registered to do business in California, this information does not reflect the status or voidability of contracts made by the entity in California during the period the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
- The entity certificate of revivor may have a time limitation or may limit the functions the revived entity can perform, or both (R&TC Section 23305b).

Connect With Us

Web: ftb.ca.gov

Phone: 800.852.5711 from 7 a.m. to 5 p.m. weekdays, except state holidays
916.845.6500 from outside the United States

TTY/TDD: 800.822.6268 for persons with hearing or speech impairments

**Request for Taxpayer
 Identification Number and Certification**

Give Form to the
 requester. Do not
 send to the IRS.

Name (as shown on your income tax return)
Rancho Santa Fe Youth Soccer

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
 Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Exempt payee

Other (see instructions) ▶ _____

Address (number, street, and apt. or suite no.)
P.O. Box 1373

City, state, and ZIP code
Rancho Santa Fe, CA 92067

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

			-				-			
--	--	--	---	--	--	--	---	--	--	--

Employer identification number

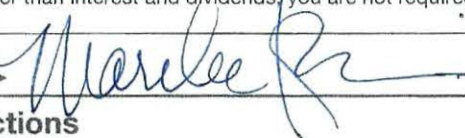
3	3	-	0	0	6	7	2	7	7
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶  Date ▶ 1/7/2022

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

**SOLANA BEACH
CIVIC
&
HISTORICAL
SOCIETY**



The City of Solana Beach Community Grant Program Request for Financial Assistance Application FY 2022-23

All Applications MUST BE RECEIVED by **5:00 p.m. Thursday, May 26, 2022.**

Please Print Clearly or Type. All requests will be determined by the following criteria:

Name of Organization: Solana Beach Civic & Historical Society

Mailing Address: P. O. Box 504

City: Solana Beach State: CA Zip: 92075

Contact Person: Michele Stribling Email address: solanabeachhistory@gmail.com

Daytime Phone: 858.354.0478 Evening Phone: same

1. All the documents below are attached to this application:

- W-9
- Summary of Organization's Budget
- Proposed Program Budget
- Financial and Tax Statements (see Application Guidelines)
- A copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)

2. Has your organization received financial assistance from the City before?

- Yes No

3. If yes, please state the fiscal year it was received and for the proposed program was:

FY 2021-22 and prior--Digitizing Archives; FY 2022-23 -- Expand Oral Histories project

4. Title of FY 2022-23 Proposed Program/Service:

FY 2021-22 and prior--Digitizing Archives; FY 2022-23 -- Expand Oral Histories project

5. What is the total amount requested for the FY 2022-23 Proposed Total Program? Includes all estimated costs to conduct proposed activity/program.

We request \$5,000 to expand efforts to videotape oral histories of notable Solana Beach citizens and make them available via our website, sb-chs.org. This program began with individual "old timers" interviews, has included video testimonials by La Colonia first families at the 2021 Centennial Celebration, and expanded in 2022 to include group interviews with community educators and public servants (current and former Council-members, Mayors).

6. Grant funds must be used for services or materials directly associated to proposed activity.
Please describe how grant funds will be used:

Grant funds will be used to pay professional fees for videography and editing services, as well as for website design and functionality enhancements.

7. Anticipated Program Objectives or Accomplishments:

Our objective is to document the memories and contributions of our many notable citizens for posterity and historical research purposes. We have identified dozens of public servants, environmentalists, artists, educators and entrepreneurs whom we plan to invite to participate in one-on-one and group interviews. A particular focus will be to capture the unique stories shared by our founding families of La Colonia, so we can share the many accomplishments and contributions of our community's original builders.

8. Program Dates/Location:

Interviews will be scheduled throughout fiscal 2022-23 in Solana Beach.

9. Estimated number of Solana Beach residents to be served by proposed program:

All residents will be able to access our oral histories library via our website at sb-chs.org

10. How will the organization acknowledge the City's financial contribution to the community/ beneficiaries of the proposed activity?

We will feature the City's support for this and prior digitization programs on our website and in promotional materials developed to raise awareness of the availability of the content.

11. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

We plan to apply for additional grants, if needed, to augment our budget. In 2021-22, we applied for a San Diego County community Enhancement Grant for this program, but were not awarded funding.

12. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

Yes, volunteers will schedule, organize and conduct interviews.

13. If the proposed program or service is only awarded partial funding, will it still move forward?
Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

With partial funding, we will hire as much professional help as possible to produce and post interviews in 2022-23.

Acknowledgment of Responsibility:

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

Michael Stibling

Authorized Signature of Organization

May 25, 2022

Date

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

SBC&HS FY 2022-23 Estimated Budget (Note: FY begins July 1, 2022)

	Revenue	Expenses
CoSB Grant to expand Oral Histories program*	\$5,000.00	\$5,000.00
Dues income	\$3,500.00	
Holiday Boutique/Poinsettia sales	\$11,000.00	
Community outreach/member events		\$9,500.00
Donations/other income	\$2,500.00	
Scholarship awards		\$5,000.00
Administration (insurance, website, book reprint, promotional expenses)		\$2,500.00
TOTALS	\$22,000.00	\$22,000.00
<i>* assuming our application is approved</i>		

Internal Revenue Service

KEEP!

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: August 3, 2002

Person to Contact:

Ms. E. Eckert ID 31-07436
Customer Service Specialist

Toll Free Telephone Number:

8:00 a.m. to 6:30 p.m. EST
877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

95-1950979



Dear Sir or Madam:

This letter is in response to your amendment of your organization's Articles of Incorporation filed with the state on January 22, 1991. We have updated our records to reflect the name change as shown above.

Our records indicate that a determination letter issued in April 1996, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(2).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Palana Beach Civic And Historical Society
05-1950979

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

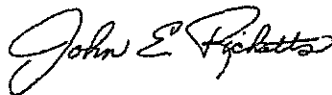
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services

From: Simple 990 <support@simple990.org>
Subject: Your 990-N e-filing was accepted by the IRS e-file system.
Date: August 28, 2021 at 10:37:06 AM PDT
To: hollysmithjones@gmail.com
Reply-To: Simple 990 <support@simple990.org>



990-N Accepted

SOLANA BEACH CIVIC AND HISTORICAL SOCIETY

EIN #: 95-1950979

Year: 2020

Submitted on August 28, 2021

Accepted on August 28, 2021

Your 990-N has been confirmed as accepted without issues. We have attached an informational copy of your filing to this email as a PDF.

Thanks for using Simple 990, we will let you know when it's time to file again.



The IRS updates the public records search with newly filed Form 990-N records once per week, typically on Mondays including data through the preceding Thursday. Your filing will enter the public records search after the next such update occurs.

Reminder: Form 990-N reminder systems operate on the public records data set, so you can safely ignore any additional filing reminders you receive for the above accepted filing while waiting on it to enter the public records above. Please do not file again redundantly.

Click [here](#) to search the records for your organization. You can review your organization's records by searching for your EIN then clicking on your organization's name from the search results.

**SAN DIEGO
ORGANIZING
PROJECT**



The City of Solana Beach Community Grant Program

Request for Financial Assistance Application FY 2022-23

All Applications MUST BE RECEIVED by **5:00 p.m. Thursday, May 26, 2022.**

Please Print Clearly or Type. All requests will be determined by the following criteria:

Name of Organization: San Diego Organizing Project (SDOP)

Mailing Address: 4305 University Ave # 530

City: San Diego State: CA Zip: 92105

Contact Person: Selma Hassane Email address: selma@sdop.net

Daytime Phone: (619) 407-0252 Evening Phone: _____

1. All the documents below are attached to this application:

- W-9
- Summary of Organization's Budget
- Proposed Program Budget
- Financial and Tax Statements (see Application Guidelines)
- A copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)

2. Has your organization received financial assistance from the City before?

- Yes No

3. If yes, please state the fiscal year it was received and for the proposed program was:

Medi-Cal Outreach to Elder Immigrants

4. Title of FY 2022-23 Proposed Program/Service:

Medi-Cal Outreach to Elder Immigrants

5. What is the total amount requested for the FY 2022-23 Proposed Total Program? Includes all estimated costs to conduct proposed activity/program.

The total amount requested for SDOP's Medi-Cal Outreach to Elder Immigrants in Solana Beach is \$5,000.

6. Grant funds must be used for services or materials directly associated to proposed activity. Please describe how grant funds will be used:

The grant funding will be used to support our Community Organizer and organizing teams at St. Leo and St. James Catholic Communities in Solana Beach to develop and implement a Medi-Cal Outreach to Elder Immigrants program. Our outreach campaign will consist of developing culturally-competant communications materials and hosting informational workshops at faith congregations with opportunities for individuals to sign up for Medi-Cal on the spot.

7. Anticipated Program Objectives or Accomplishments:

Under AB 133, approximately 31,000 San Diegans aged 50 years and older will be newly eligible for Medi-Cal, regardless of immigration status. Although we are grateful for the expansion of Medi-Cal health coverage, we have witnessed countless times the exclusion of historically underserved and underrepresented communities. Through inntentional and grassroots outreach, we will reduce health disparities among low- and middle-income, immigrant communities, and communities of color.

8. Program Dates/Location:

June 2022-June 2023, at St. Leo Mission Chuech and St. James Church

9. Estimated number of Solana Beach residents to be served by proposed program:
2,000

10. How will the organization acknowledge the City's financial contribution to the community/ beneficiaries of the proposed activity?

SDOP will list the City of Solana Beach as an organizational funder on our website, and name the City at the beginning of our Medi-Cal outreach-related workshops and events.

11. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

Although there will not be matching funds specifically associated with this program, SDOP receives general operating support funding from various funders that supports our leadership development and community organizing work in Solana Beach.

12. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

Our organizing teams in various faith institutions are made up of volunteer leaders, anchored by a staff Community Organizer. Because our programming is propelled by volunteers, we account for them in the creation of our budget and will therefore not reduce costs.

13. If the proposed program or service is only awarded partial funding, will it still move forward?
Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

If we receive partial funding, we will still move forward with the Medi-Cal Outreach to Elder Immigrants program. We may decide to scale back the program slightly, but plan to launch it at full scale.

Acknowledgment of Responsibility:

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

Selma Hassane

May 26, 2022

Authorized Signature of Organization

Date

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

**City of Solana Beach Community Grant Program Budget
San Diego Organizing Project**

Personnel

Community Organizer (Teresa Perez)	\$ 961.54
Development and Communications Coordinator (Selma Hassane)	\$ 961.54
<i>Benefits @ 30%</i>	\$ 576.92
Total Personnel	\$ 2,500.00

Non-Personnel

Events and Meetings (Informational Forum/Workshop)	\$ 1,500.00
Media and Printed Material for Outreach	\$ 500.00
Total Non-Personnel	\$ 2,000.00

<i>Indirect Costs @ 11.12%</i>	\$ 500.00
Total	\$ 5,000.00

San Diego Organizing Project
2022 Operating Budget
DRAFT

	2022 Budget
Expected Cash-on-Hand (01/01/2022)	\$ 582,000.00
Grants Receivable (Contracted)	\$ 144,000.00
	\$ 726,000.00
Income	
1000-Grant Income	\$ 425,500.00
2000-Individual Donations	\$ 27,500.00
2100-Membership Dues Income	\$ 30,000.00
2200-Organizational Fundraising	\$ 75.00
2300-Interest Income	\$ 50.00
Total Income	\$ 483,125.00
Expense	
4000-Fund Raising Expense	\$ 10,000.00
5000-Salaries and Compensation	\$ 712,465.12
5100-Consultants	\$ 5,000.00
6000-Programs, Actions, Events	\$ 20,000.00
6100-Faith in Action Expense	\$ 15,000.00
6200-Staff & Leadership Dev Exp	\$ 20,000.00
6300-Media & Communications	\$ 15,000.00
7000-Administrative Expense	\$ 1,000.00
7100-Human Resources	\$ 6,500.00
7200-Office Expenses	\$ 1,000.00
7300-Accounting & Audit	\$ 14,000.00
7400-Insurance	\$ 10,000.00
7500-Occupancy Expense	\$ 40,000.00
7600-Travel Expense	\$ 11,000.00
7700-Technology Expense	\$ 7,500.00
7750-Telecom (Voice/Data) Exp	\$ 15,900.00
8000-Miscellaneous Expense	\$ -
Total Expense	\$ 904,365.12
Net Actuals - Cash-on-Hand 01/01/2023	\$ 304,759.88

05/20/22

San Diego Organizing Project
Summary Balance Sheet
As of December 31, 2021

	<u>Dec 31, 21</u>
ASSETS	
Current Assets	661,635.99
TOTAL ASSETS	<u><u>661,635.99</u></u>
LIABILITIES & EQUITY	
Liabilities	17,013.32
Equity	644,622.67
TOTAL LIABILITIES & EQUITY	<u><u>661,635.99</u></u>

05/20/22

San Diego Organizing Project
Profit & Loss
January through December 2021

	<u>Jan - Dec 21</u>
Ordinary Income/Expense	
Income	<u>832,916.11</u>
Gross Profit	832,916.11
Expense	<u>1,260,066.99</u>
Net Ordinary Income	-427,150.88
Other Income/Expense	
Other Income	
Nontaxable PPP Loan Forgiveness	<u>-14,592.00</u>
Total Other Income	<u>-14,592.00</u>
Net Other Income	<u>-14,592.00</u>
Net Income	<u><u>-441,742.88</u></u>

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2020

Department of the Treasury
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

A For the 2020 calendar year, or tax year beginning 2020, and ending 2020

B Check if applicable:
 Address change
 Name change
 Initial return
 Final return/terminated
 Amended return
 Application pending

C San Diego Organizing Project
4305 University Avenue #530
San Diego, CA 92105-1696

D Employer identification number
95-3284521

E Telephone number
(619) 285-0797

F Name and address of principal officer: Dinora Reyna
Same As C Above

G Gross receipts \$ 1,196,017.

H(a) Is this a group return for subordinates? Yes No

H(b) Are all subordinates included? Yes No
If "No," attach a list. See instructions

I Tax-exempt status: 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527

J Website: www.sdop.net

K Form of organization: Corporation Trust Association Other ▶

L Year of formation: 1978

M State of legal domicile: CA

H(c) Group exemption number ▶

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: <u>San Diego Organizing Project mission: Development of grassroots leaders who in turn build powerful organizations to transform their communities.</u>		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	<u>3</u>	<u>7</u>
	4 Number of independent voting members of the governing body (Part VI, line 1b)	<u>4</u>	<u>7</u>
	5 Total number of individuals employed in calendar year 2020 (Part V, line 2a)	<u>5</u>	<u>19</u>
	6 Total number of volunteers (estimate if necessary)	<u>6</u>	<u>135</u>
	7a Total unrelated business revenue from Part VIII, column (C), line 12	<u>7a</u>	<u>0.</u>
b Net unrelated business taxable income from Form 990-T, Part I, line 11	<u>7b</u>	<u>0.</u>	
Revenue	8 Contributions and grants (Part VIII, line 1h)	<u>1,438,676.</u>	<u>1,195,995.</u>
	9 Program service revenue (Part VIII, line 2g)		
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	<u>120.</u>	<u>22.</u>
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	<u>1,438,796.</u>	<u>1,196,017.</u>
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	<u>48,000.</u>	<u>49,295.</u>
	14 Benefits paid to or for members (Part IX, column (A), line 4)		
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	<u>574,403.</u>	<u>448,299.</u>
	16a Professional fundraising fees (Part IX, column (A), line 11e)		
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ <u>75,633.</u>		
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	<u>466,057.</u>	<u>256,233.</u>
18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	<u>1,088,460.</u>	<u>753,827.</u>	
19 Revenue less expenses. Subtract line 18 from line 12	<u>350,336.</u>	<u>442,190.</u>	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	<u>1,028,233.</u>	<u>1,574,189.</u>
	21 Total liabilities (Part X, line 26)	<u>17,960.</u>	<u>121,739.</u>
	22 Net assets or fund balances. Subtract line 21 from line 20	<u>1,010,273.</u>	<u>1,452,450.</u>

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer: Dinora Reyna Date: 11/16/2021

Type or print name and title: Dinora Reyna Executive Director

Paid Preparer Use Only

Print/Type preparer's name: Sanwar Harshwal, CPA Preparer's signature: Sanwar Harshwal Date: 11/15/2021 Check if self-employed PTIN: P01249746

Firm's name: HARSHWAL & COMPANY LLP Firm's EIN ▶ 27-0741376

Firm's address: 7677 OAKPORT ST STE 460 Phone no. (510) 452-5051
OAKLAND, CA 94621

May the IRS discuss this return with the preparer shown above? See instructions Yes No



Entity Status Letter

Date: 5/24/2022

ESL ID: 4643303503

Why You Received This Letter

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID: 0848185

Entity Name: SAN DIEGO ORGANIZING PROJECT

- 1. The entity is in good standing with the Franchise Tax Board.
- 2. The entity is **not** in good standing with the Franchise Tax Board.
- 3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701 d.
- 4. We do not have current information about the entity.
- 5. The entity was administratively dissolved/cancelled on _____ through the Franchise Tax Board Administrative Dissolution process.

Important Information

- This information does not necessarily reflect the entity's current legal or administrative status with any other agency of the state of California or other governmental agency or body.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or if the entity did business in California at a time when it was not qualified or not registered to do business in California, this information does not reflect the status or voidability of contracts made by the entity in California during the period the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
- The entity certificate of revivor may have a time limitation or may limit the functions the revived entity can perform, or both (R&TC Section 23305b).

Connect With Us

Web: ftb.ca.gov

Phone: 800.852.5711 from 7 a.m. to 5 p.m. weekdays, except state holidays
916.845.6500 from outside the United States

TTY/TDD: 800.822.6268 for persons with hearing or speech impairments

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.	See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. San Diego Organizing Project</p> <p>2 Business name/disregarded entity name, if different from above</p>	
		<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input checked="" type="checkbox"/> C Corporation</p> <p><input type="checkbox"/> S Corporation</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
		<p>5 Address (number, street, and apt. or suite no.) See instructions. 4305 University Ave # 530</p> <p>6 City, state, and ZIP code San Diego, CA 92105</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
9	5	-	3	2	8	4	5	2	1

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	<p>Signature of U.S. person ▶ </p>	<p>Date ▶ _____</p>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.