

CITY OF
SOLANA BEACH
ADOPTED BUDGET
FISCAL YEAR
2011/2012

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PREFACE

THE BUDGET DOCUMENT

General Approach to Financial Planning and Budgeting

This document reflects the City's annual spending plan. The budget reflects both financial planning and effective program management. Some of the benefits to be derived from the budgeting process are:

- ◆ Establishing realistic time frames for achieving objectives.
- ◆ Creating a pro-active financial plan that provides for stable operations and assures the City's long-term fiscal health.
- ◆ Promoting more orderly spending patterns.
- ◆ Reducing the amount of time and resources allocated to preparing the annual budget.

Purpose of the Budget

The Budget's main purpose is to link desired near term objectives with the resources required to achieve them.

However, with limited resources, some process must be developed for evaluating priorities and determining which of the goals included in this financial plan will be accomplished over a given period.

The City's Budget process does this by allowing the Council to:

- ◆ Identify the most important things to be accomplished for the community.
- ◆ Establish a reasonable time frame for achieving them.
- ◆ Allocate the resources necessary to do so.

Budget Organization

The budget serves four roles:

Policy document. Sets forth goals and objectives to be accomplished and the fundamental fiscal principles upon which the budget is prepared.

Fiscal plan. Identifies and appropriates the resources necessary to accomplish objectives and deliver services; and ensures that the City's fiscal health is maintained.

Operations guide. Describes the basic organizational units and activities of the City.

Communication tool. Provides the public with a blueprint of how public resources are being used and how these allocations were made.

In meeting these roles, the budget document is organized into the following six sections:

PREFACE

THE BUDGET DOCUMENT (continued)

Section A Introduction

Includes the Budget Message from the City Manager, a City organization chart, a directory of officials and advisory bodies, the City's mission statement, priorities, City Council workplan, a description of the budget process and a budget calendar.

Summarizes all major revenue sources for the City by major category and source. The top 5 General Fund revenues are highlighted with key assumptions used for projections. Four-year trends are shown for each revenue category.

Section B Graphs and Summaries

Provides summaries and pie charts highlighting key financial data.

Section C Operating Departments

The City is organized into six functional areas namely: general government; community development; public safety; public works; community services and special districts.

The operating divisions constituting the City's basic organizational units allow for providing essential services to citizens and enable the City to accomplish its goals and objectives.

Section D Capital Improvement Program

Presents the City's five-year Capital Improvement Program (CIP) plan that includes all of the City's proposed construction projects costing \$5,000 or more.

Section E Reference Materials

This section includes a budget glossary, expenditure account definitions, organization of City's funds; a description of the City's funds, a description of designation of reserves, City Financial Policies, City's Investment Policy, Investment Glossary, budget resolution adopted by the City Council, and appropriations limit resolution.

INTRODUCTION

BUDGET MESSAGE

PENDING

INTRODUCTION

DIRECTORY OF OFFICIALS AND ADVISORY BODIES

CITY COUNCIL

TERM EXPIRES

Lesa Heebner, Mayor	December 2012
Joe G. Kellejian, Deputy Mayor	December 2012
David W. Roberts, Council Member	December 2012
Mike Nichols, Council Member	December 2014
Thomas M. Campbell, Council Member	December 2014

COMMITTEES AND COMMISSIONS

Budget & Finance Committee
Public Safety Commission
Parks & Recreation Committee
Public Arts Advisory Committee
View Assessment Committee

APPOINTED OFFICIALS AND DEPARTMENT DIRECTORS

David Ott	City Manager
Wendé Protzman	Director of Administrative Services/Deputy City Manager and Director of Community Development
Mohammed Sammak	Director of Public Works/City Engineer
Angela Ivey	City Clerk
Johanna Canlas	City Attorney



MISSION STATEMENT

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

STRATEGIC PRIORITIES

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

▪ **COMMUNITY CHARACTER**

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

▪ **FISCAL SUSTAINABILITY**

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

▪ **ORGANIZATIONAL EFFECTIVENESS**

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

▪ **ENVIRONMENTAL SUSTAINABILITY**

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

FY 2011-2012 WORKPLAN PRIORITIES

COMMUNITY CHARACTER PRIORITIES

A. Land Use & Planning

1. General Plan and Housing Element Update (Timeframe: 12-36 Months)
2. Local Coastal Plan / Land Use Plan Adoption (Timeframe: 12 months)
3. Sand Replenishment & Retention Program (Timeframe: 24 Months)
4. View Assessment Ordinance Update (Timeframe: 2 Months)
5. Development Review Ordinance Update (Timeframe: 12 Months)
6. Parking Management Plan (Timeframe: 12 Months)

B. Capital Projects

1. Fletcher Cove Community Center (Timeframe: 24 Months)
2. Fletcher Cove Lifeguard Station (Timeframe: TBD)
3. La Colonia Park Improvements (Timeframe: TBD)
4. I-5 Widening (Timeframe: 6-12 Months, for the release of the EIR phase only)
5. Del Mar Shores Stairway Replacement (Timeframe: 18-24 Months)
6. Marine View Street Improvement Project (Timeframe: 6 Months)
7. Highland Drive/Lomas Santa Fe Improvements (Timeframe: 18-24 Months)
8. Granados/El Viento /Sewer Realignment (Timeframe: 18-24 Months)
9. South Sierra Mixed Use Affordable Housing

ORGANIZATIONAL EFFECTIVENESS

A. Administration and Service

1. Implement Performance Measurement Program (Timeframe: Ongoing)

B. Communications & Technology

1. Social Media (Timeframe: 6-12 months)

ENVIRONMENTAL SUSTAINABILITY

A. Policy Development

1. U.S. Mayor's Climate Protection Agreement (Timeframe: Ongoing)
2. Property Assessed Clean Energy (PACE) Program (Timeframe: 12 months)

B. Capital Projects

1. Solana Beach Pump Station (Timeframe: 24 months)
2. Major Storm Drain System Improvement Projects (Timeframe: 6-12 months)

FISCAL SUSTAINABILITY

A. Redevelopment

1. Highway 101 Streetscape & Traffic Calming (Timeframe: 18-24 months)

B. Economic Development

1. NCTD Property Planning & Related Issues
2. Distillery Lot Feasibility Study (Timeline: 12 months)

C. Fiscal Policies

1. Business License/Certificate comparative study.

D. Unprioritized Fiscal Sustainability Issues

INTRODUCTION

BUDGET PROCESS

The process of adopting a budget at the City of Solana Beach is generally a six-month process. The process begins in March with the distribution of financial reports and instructions to all Department Directors. While the Department Directors are working on their spending requests for the following fiscal year, the Finance Department is preparing the current fiscal year's mid-year financial report.

The Capital Improvement Program (CIP) is a large part of the process and several meetings are scheduled with project managers to establish a program that can be achieved with the resources available.

The mid-year review process takes place in April. Also during this time, the Finance Department prepares next fiscal year's anticipated revenues and payroll projections. All departments' spending requests are due to the Finance Department in late February. The requests are then processed into a skeletal outline of expenditures and anticipated revenues.

The next phase of the process occurs in April as Department Directors meet with the City Manager and representatives of the Finance Department to discuss departmental requests relative to the City's available resources. The City's overall objectives and goals, along with the economic outlook, serve as a platform for these discussions and a basis for the proposed budget.

In mid-April, the completed proposed budget is forwarded to the Council and the Budget and Finance Committee for preliminary review and analysis in preparation for public workshops and hearings that generally take place at the end of April. The public workshops and hearings are held to facilitate discussions of items contained within the proposed budget and allows the citizenry to participate in the budget process.

The process is completed in June when the Council adopts the budget and appropriates funds necessary for the City to provide services to its residents. The final budget document is then printed and distributed in July.

The Budget Calendar appears on the following page A -23.

BUDGET CALENDAR

January 11, 2011	<u>Budget Calendar distributed</u>
January 29, 2011	<u>General Fund Operating revenues projection due</u>
February 1, 2011	<u>Operational and CIP Budget Manuals distributed</u>
Week of February 8	<u>Department budget preparers meet with Finance</u>
February 19, 2011	<u>Initial CIP requests due</u>
February 24, 2011	<u>City Council Mid-Year Budget Review</u>
March 5, 2011	<u>Department operating budget worksheets due</u> (including department goals, activity information, and requests for personnel and equipment)
March 12, 2011	<u>Final CIP requests due</u>
March 29, 2011	<u>Preliminary revenue estimates and payroll budget completed by Finance</u>
April Council Meeting	<u>Fee schedule changes approved by Council</u>
April 12, 2011	<u>Proposed budgets submitted to City Manager by Finance</u>
Week of April 12	<u>Budget reviews with City Manager, Department Directors, and Finance</u>
May 3, 2011	<u>Distribution of Preliminary Budget to City Council and Budget & Finance Committee</u>
May 25, 2011	<u>City Council and Public Budget Discussion Workshop</u>
June 14, 2011	<u>Distribution of Revised Preliminary Budget to City Council and Budget & Finance Committee</u>
June 22, 2011	<u>Submission of Budget Resolution for City Council Adoption</u> <ul style="list-style-type: none">➤ Public budget hearing➤ Budget adoption

RESOLUTION 2011-078

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ESTABLISHING THE FY 2011-12 APPROPRIATIONS LIMIT IN ACCORDANCE WITH ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION AND GOVERNMENT CODE SECTION 7910 AND CHOOSING THE COUNTY OF SAN DIEGO'S CHANGE IN POPULATION GROWTH TO CALCULATE THE APPROPRIATIONS LIMIT

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

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

WHEREAS, the FY 2011-12 Appropriations Limit for the City of Solana Beach shall be the FY 1987-88 Appropriations Limit adjusted from that year forward by the new growth factors stated in Proposition 111; and

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

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

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

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

1. That the foregoing recitations are true and correct.
2. That pursuant to the Government Code Section 7901(b), the City Council chooses to use the County of San Diego's change in population, as provided by the Department of Finance of the State of California, in calculating the Appropriations Limit for the City of Solana Beach.
3. The Appropriations Limit for the City of Solana Beach for Fiscal Year 2011-12 shall be \$27,106,344.

PASSED AND ADOPTED this 8th day of June 2011, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

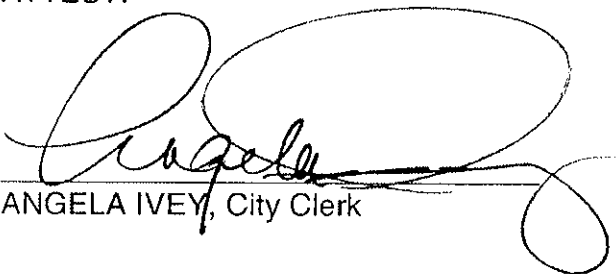
AYES: Councilmembers – Heebner, Kellejian, Roberts, Nichols, Campbell
NOES: Councilmembers – None
ABSENT: Councilmembers – None
ABSTAIN: Councilmembers – None


LESA HEEBNER, Mayor

APPROVED AS TO FORM:


JOHANNA N. CANLAS, City Attorney

ATTEST:


ANGELA IVEY, City Clerk

RESOLUTION 2011-099

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING A BUDGET FOR FISCAL YEAR 2011-12

WHEREAS, after review of the proposed budget and consideration of comments and input by the public on the proposed budget; and

WHEREAS, Staff has provided \$816,600 in budget reduction proposals to reduce the General Fund proposed deficit of \$692,500; and

WHEREAS, after due consideration and review, the Solana Beach City Council finds it in the interest of the health, welfare and safety of this city, its citizens and businesspersons, to adopt a budget for the receipt and expenditure of public monies in Fiscal Year 2011-12.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Solana Beach, California, does hereby adopt the budget revenue and transfers by fund for the City of Solana Beach for the fiscal year beginning July 1, 2011 and ending June 30, 2012 as follows:

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	FY 2011-12 Revenues/ Transfers
GENERAL FUND	\$ 13,719,700
RISK MANAGEMENT/INSURANCE	361,500
WORKER'S COMPENSATION INS	272,500
EQUIPMENT REPLACEMENT	298,100
GAS TAX	380,101
MID 33 HIGHWAY 101	95,800
MID 9C SANTA FE HILLS	258,700
MID 9E ISLA VERDE	6,000
MID 9H SAN ELIJO #2	90,900
CRT MAINTENANCE DISTRICT	67,500
STREET LIGHT DISTRICT	425,300
FIRE MITIGATION FEES	3,200
BOATING & WATERWAYS	145,000
TRANSNET MOTORIZED	5,200
CALTRANS	200
COPS	300
TRANSNET II	1,373,300
MISCELLANEOUS GRANTS	70,400
COASTAL BUSINESS/MISTORS	81,400
HOUSING	2,000
DEVELOPER PASS-THRU	100,000
PUBLIC SAFETY SPECIAL REVENUES	19,500
PUBLIC FACILITIES	164,400
CAPITAL LEASE	154,400
SAND REPLENISHMENT/RETENTION	163,200
MISC. CAPITAL PROJECTS	401,700
ASSESSMENT DISTRICTS	1,200
SANITATION	4,526,300
	<u>\$ 23,187,801</u>

BE IT FURTHER RESOLVED that the budget appropriations and transfers by fund for the City of Solana Beach for the fiscal year beginning July 1, 2011 and ending June 30, 2012 are adopted as follows:

FUND	FY 2011-12 Appropriations
GENERAL FUND	\$ 14,412,200
RISK MANAGEMENT	356,500
WORKERS' COMPENSATION	271,500
ASSET REPLACEMENT	244,900
GAS TAX FUND	250,000
MID 33	53,000
MID 9C SANTA FE	253,000
MID 9E ISLA VERDE	6,000
MID 9H SAN ELIJO #2	83,100
COASTAL RAIL TRAIL	74,600
STREET LIGHT DISTRICT	438,400
FIRE MITIGATION FEES	15,000
DEPT OF BOATING & WATERWAYS	145,000
TRANSNET - MOTORIZED	694,000
COPS	100,000
DEVELOPER PASS-THRU	100,000
TRANSNET II	1,329,150
MISCELLANEOUS GRANT FUNDS	70,400
COASTAL BUSINESS/VISITORS	34,500
PUBLIC SAFETY SPECIAL REVENUE	19,500
PUBLIC FACILITY DEBT SERVICE	175,900
CAPITAL LEASE	154,400
SAND REPLENISHMENT/RETENTION/CIP	110,400
MISCELLANEOUS CAPITAL PROJECTS	907,495
SANITATION	5,947,466
TOTAL ALL FUNDS	\$ 26,246,411

BE IT FURTHER RESOLVED that the revenues and appropriations above reflect a General Fund deficit of \$692,500 and that \$816,600 in General Fund budget savings are to be incorporated into the revenues and appropriations resulting in a \$124,100 General Fund projected budget surplus.

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BE IT FURTHER RESOLVED that the appropriations above constitute the budget for the 2011-12 fiscal year and the City Manager is authorized to transfer monies between accounts within a department, provided that the total budget for the department is not exceeded. Transfer of monies from one department of the City to another, or from one fund to another, shall be approved by the City Council.

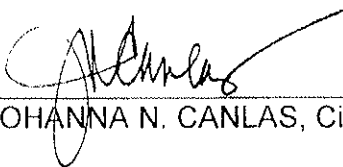
PASSED, APPROVED, AND ADOPTED this 24th day of August 2011 at a regular meeting of the City Council of the City of Solana Beach, California, by the following vote:

AYES: Councilmembers – Heebner, Kellejian, Roberts, Nichols, Campbell
NOES: Councilmembers – None
ABSENT: Councilmembers – None
ABSTAIN: Councilmembers – None



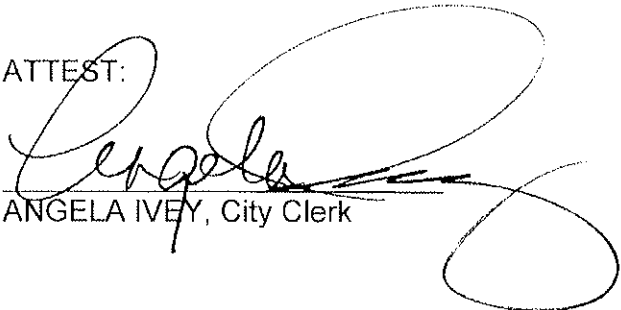
LESA HEEBNER, Mayor

APPROVED AS TO FORM:



JOHANNA N. CANLAS, City Attorney

ATTEST:



ANGELA IVEY, City Clerk

RESOLUTION NO. RDA 048

A RESOLUTION OF THE SOLANA BEACH REDEVELOPMENT AGENCY OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING A BUDGET FOR FISCAL YEAR 2011/2012

WHEREAS, after review of the proposed budget and consideration of comments and input by the public on the proposed budget; and

WHEREAS, after due consideration and review, the Solana Beach Redevelopment Agency Board of Directors finds it is in the interest of the health, welfare and safety of the Redevelopment Agency, its citizens and businesspersons, to adopt a budget for the receipt and expenditure of public monies in Fiscal Year 2011/2012.

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

1. Adopt the budget revenue and transfers by fund for the Solana Beach Redevelopment Agency for the fiscal year beginning July 1, 2011 and ending June 30, 2012 as follows:

LOW/MODERATE HOUSING	\$ 157,100
REDEVELOPMENT DEBT SERVICE	782,800
REDEVELOPMENT CAPITAL PROJECTS	<u>193,300</u>
TOTAL REVENUES	\$1,133,200

2. Adopt the following budget appropriations and transfers by fund for the Solana Beach Redevelopment Agency for the fiscal year beginning July 1, 2011 and ending June 30, 2012 as follows:

LOW/MODERATE HOUSING	\$ 25,000
REDEVELOPMENT DEBT SERVICE	807,000
REDEVELOPMENT CAPITAL PROJECTS	<u>170,062</u>
TOTAL EXPENDITURES	\$1,002,062

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PASSED AND ADOPTED this 22rd day of June, 2011 at a joint meeting of the Redevelopment Agency and the City Council of the City of Solana Beach, California by the following vote:

AYES: Board of Directors –
NOES: Board of Directors –
ABSENT: Board of Directors -
ABSTAIN: Board of Directors -

LESA HEEBNER, Chairperson

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, Agency Counsel

ANGELA IVEY, Secretary

SUMMARY OF KEY REVENUE ASSUMPTIONS

As part of the FY 2010-11 mid-year budget review process, the revenue assumptions included in the revenue forecasts were reexamined based on actual receipts for FY 2009-10 and emerging trends at the mid-point of the fiscal year. The revenue projections for FY 2011-12 are consistent with assumptions made and historical trends.

Sources used in developing the revenue projections include economic trends as reported in the national media, economic and fiscal information developed by the State Legislative Analyst and the State Department of Finance, the State Controller's Office and the County of San Diego. Ultimately, the 2011-12 revenue projections reflect the staff's best judgment about performance of the local economy and how it will affect City revenues.

TOP SIX GENERAL FUND REVENUES

The following provides a brief description of the City's top six General Fund revenues along with the general assumptions used in preparing revenue projections for the 2011-12 budgets. These six revenue sources will account for 82% of total budgeted General Fund revenues.

General assumptions

The FY 2011-12 revenue projections generally assume that the real estate market may have hit bottom as to sales and home values and the City's revenues from building permits will increase slightly due to signs, though weak, of an improving economy. Revenue from sales and use taxes are increasing due to increased business generated in the City.

1. PROPERTY TAX

Under Proposition 13 adopted in June of 1978, property taxes for general purposes may not exceed 1% of market value. San Diego County performs the property tax assessment, collection and apportionment. Assessment increases to reflect current market values are allowed when property ownership changes or when improvements are made. Otherwise, the maximum increase in assessed value is 2% annually. The City's allocation is approximately .13 cents for every dollar of the 1% tax levy. Based on indications that the drop in the housing market has hit bottom and that the City's mid-year estimates indicate an increase in revenue collections, we are anticipating an increase of 2% (from the mid-year estimates) for fiscal year 2011-12.

2011-12 revenue	\$5,327,600
Increases by	2 %
% of total revenue	39%

SUMMARY OF KEY REVENUE ASSUMPTIONS (Continued)

2. SALES TAX

The City receives 1% from all taxable retail sales occurring within its boundaries. The State of California collects the sales tax for the City. San Diego County sales tax of 8.75% is distributed as follows: 6% for the State General Fund; 1% for the City General Fund; .50% for the County of San Diego for transportation purposes; .75% County and .5% to fund Proposition 172. Revenue is projected to increase by 6% for fiscal year 2011-12 (from the mid-year estimates) due to new business being generated in the City. In addition, the State's triple flip, 25% of the sales tax will be distributed through the County of San Diego, which may result in timing difference or delays when the City will receive 100% of this revenue. This also accounts for part of the increase in sales tax revenue for FY 2011-12.

2011-12 revenue	\$2,794,000
Increases by	6%
% of total revenue	20%

3. MOTOR VEHICLE IN-LIEU (VLF)

Vehicle licenses fees in the amount of 2% of the market value of the motor vehicle are imposed by the State annually in lieu of local property taxes. The State allocates 81.25% of these revenues equally between cities and counties, apportioned based on population. Staff is anticipating that the VLF account for Fiscal Year 2011-12 will increase by 1% which will produce \$1,158,000 of revenue.

2011-12 revenue	\$1,158,000
Increases by	1%
% of total revenue	8%

4. TRANSIENT OCCUPANCY TAX (TOT)

The TOT tax is levied on transients for the privilege of occupying lodgings on a temporary basis. The tax rate is currently 10% for the General Fund, which is added to the price of a room. The hotels collect the tax and transmit it to the City monthly. The budget anticipates the collection of \$810,000 which is an increase of 8% over the FY 2010-11 Adopted Budget and is based on increased collections as of the mid-year budget analysis.

2011-12 revenue	\$810,000
Increases by	8%
% of total revenue	6%

5. FRANCHISE FEES

This revenue source comprises gas & electric, waste, and cable franchise contracts including other fees that are included as part of the contracts. The budget anticipates total franchise fees of \$668,000 for FY 2011-12. This is based upon the current year's projected receipts and anticipates a 6% increase over the prior fiscal year based on current revenue levels.

2011-12 revenue	\$668,000
Increases by	6%
% of total revenue	5%

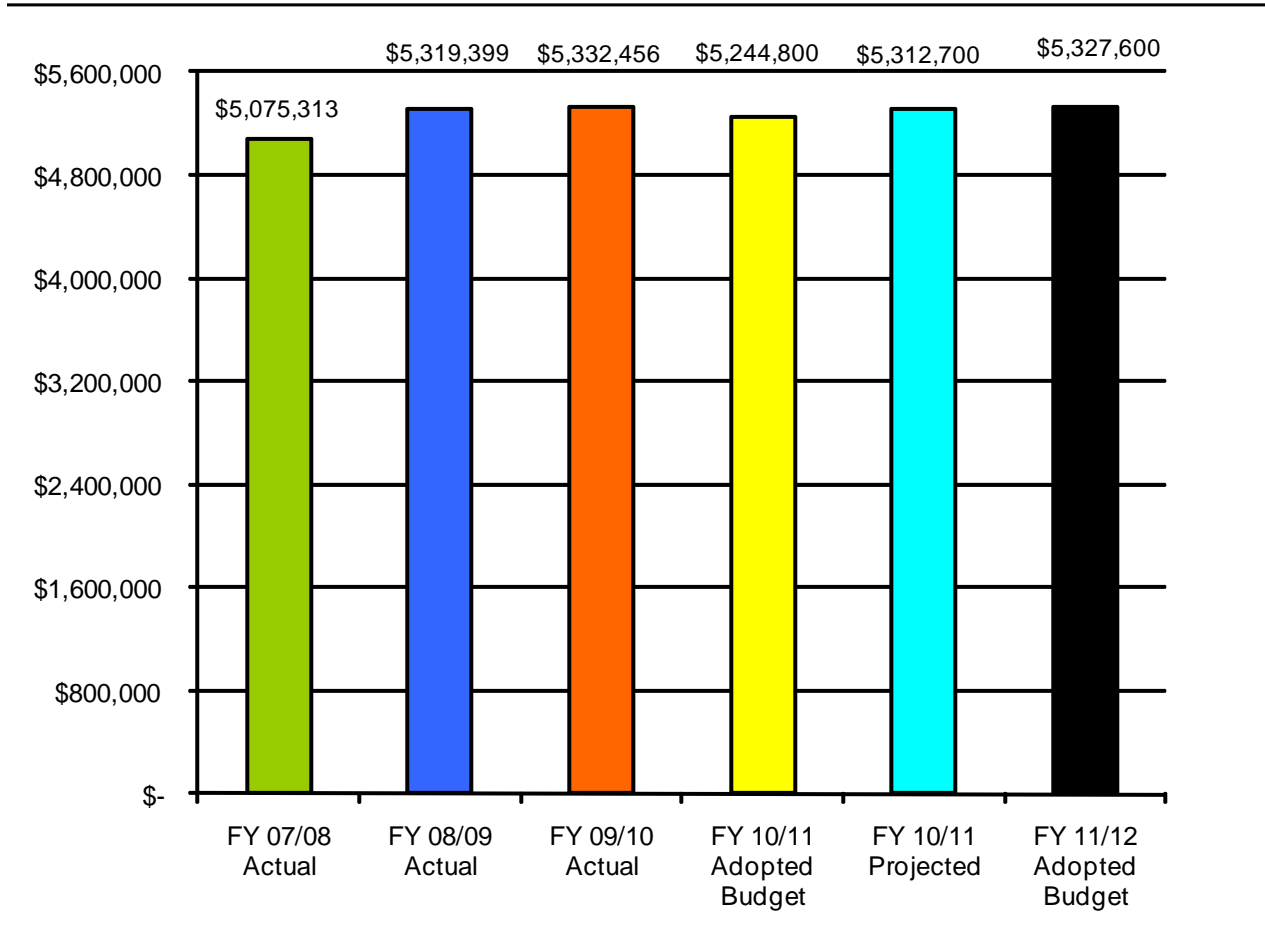
6. FIRE BENEFIT FEE

This revenue source is expected to remain flat for 2011-12. The fee is imposed on all properties in the City to assist in providing fire prevention services.

2011-12 revenue	\$460,000
% of total revenue	3%

REVENUES

PROPERTY TAX 2007-08 THROUGH 2011-12



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

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

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

To understand how much of the property tax is actually paid to the City of Solana Beach, the following example is provided: property taxes based on \$200,000 of assessed valuation would be approximately \$2,000; Solana Beach would receive 13.4% or \$268 of the total property taxes paid depending on the tax rate area. The remainder would be paid to the county, schools, and various districts.

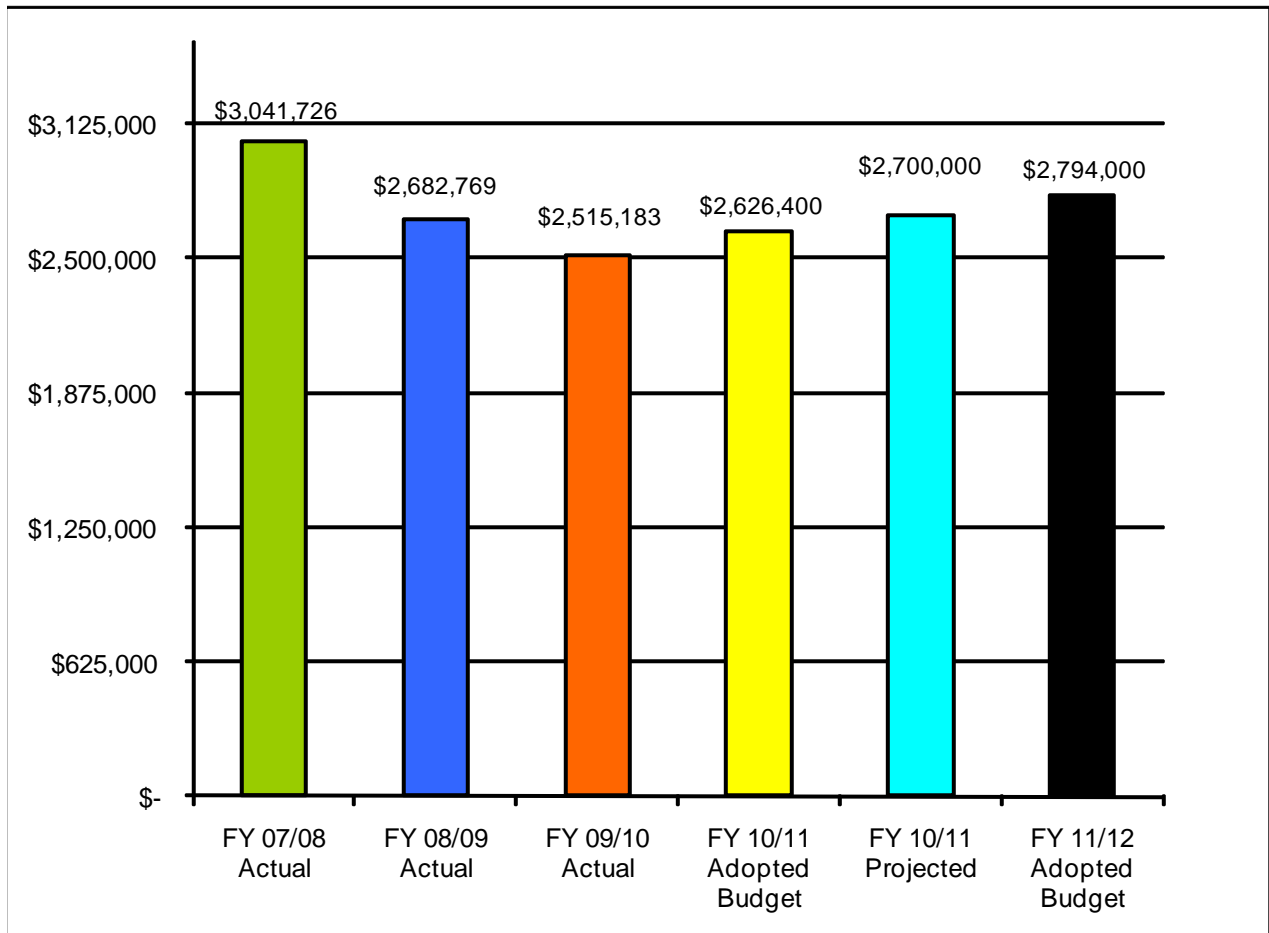
Cities, counties, school districts and special districts share the revenues from the 1% property tax. The county allocates revenues to these agencies according to the proportion of property tax revenues allocated to each agency in the previous year.

Revenue estimates were based on historical trends and estimates obtained from the Tax Assessor's Office of the County of San Diego. Property Taxes are estimated to be \$5,327,600 in FY 2011-12, which represent 39% of the total General Fund revenues.

REVENUES

SALES TAX

2007-08 THROUGH 2011-12



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

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

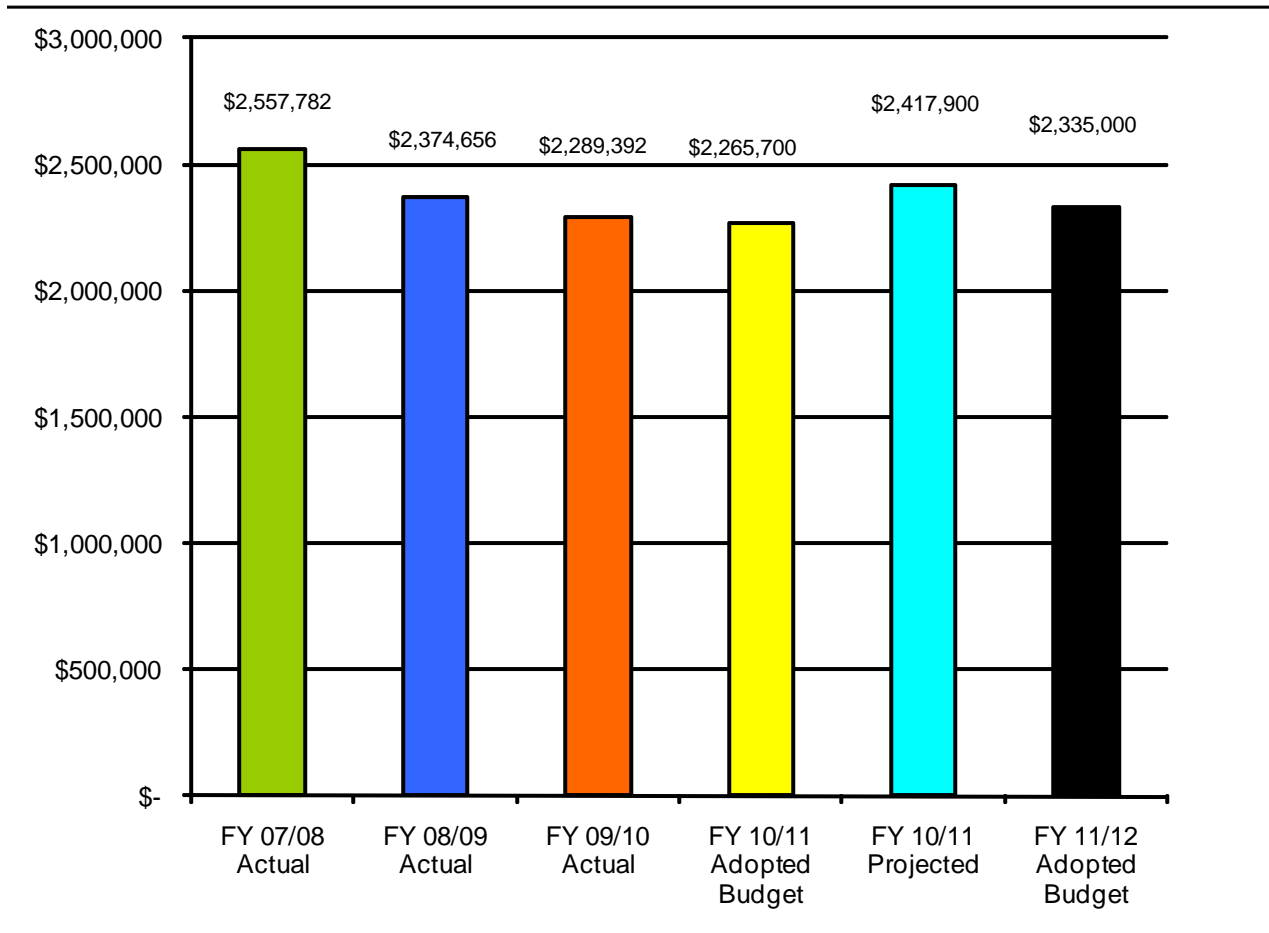
Bradley-Burns sets the local sales tax rate at 1.25%. The .25% portion of the tax goes to local transportation agencies, while 1% is for city or county general purposes.

Sales and use taxes generate approximately 21% of the total General Fund revenue, the second largest revenue source for the City of Solana Beach. Sales tax continues to be a vital part of the City's revenue stream. The total sales tax revenue projected is \$2,794,000 for FY 2011-12.

Due to the "triple flip", the City's advances received from the State Board of Equalization and the County impact the timing between fiscal years and receipts.

REVENUES

OTHER TAXES AND FEES 2007-08 THROUGH 2011-12



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

FRANCHISE FEES: Several statutes provide cities with authority to impose fees on privately owned utility companies and other businesses for the privilege of using city streets. The City levies franchise fees on gas, electricity, refuse, and cable television companies. These include Coast Waste Management, EDCO, SDG&E, Southern California Gas, Cox Cable, Time Warner Cable and AT&T. Telephone companies and railroads are exempt from local franchising authority. Revenue estimates for 2011-12 are based on historical trends, negotiated agreements, and previous year's

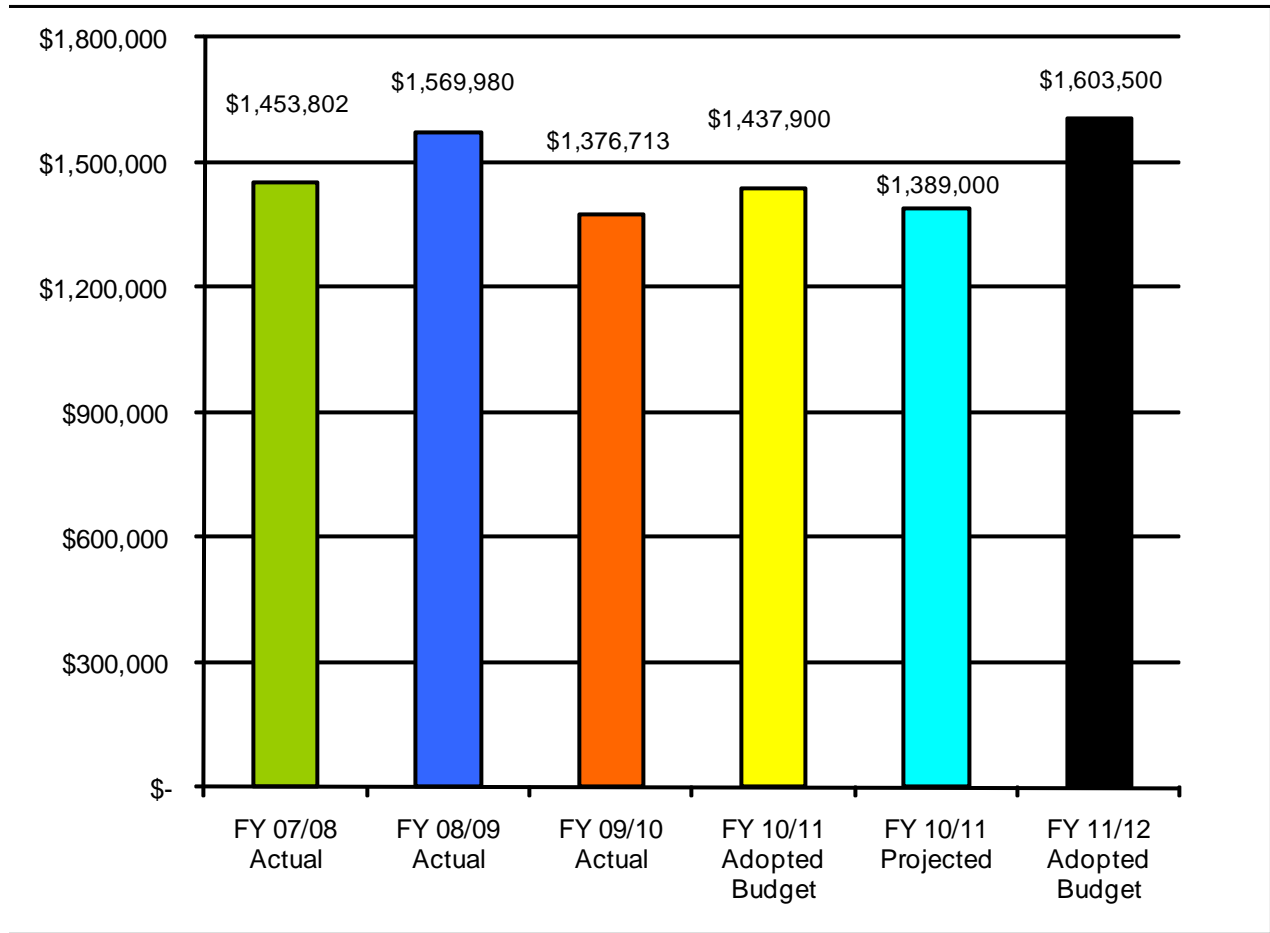
receipts. The budget anticipates collections of \$668,000 for FY 2011-12. Revenues from this source represent 5% of the Total General Fund revenue.

TRANSIENT OCCUPANCY TAXES: This tax is levied for the privilege of occupying lodgings on a transient basis. Better known as TOT, the tax rate for the General Fund is set at 10% and added to the price of the room. TOT revenues are estimated to be \$810,000 for FY 2011-12 and represent 6% of the total General Fund revenue.

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

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

REVENUES
INTERGOVERNMENTAL REVENUE
2007-08 THROUGH 2011-12



Approximately 12% of General Fund revenues come from other governmental agencies; primarily from state shared revenues. Known as subventions, these shared revenues may be in lieu of local taxes, replacement revenue for taxes previously levied by cities, or general state assistance for specific purposes.

MOTOR VEHICLE IN-LIEU FEES: At one time, motor vehicles were taxed as personal property. However, because local administration of this tax on vehicles proved inequitable and easy to evade, the state repealed the local property tax on vehicles and enacted a state vehicle license fee in lieu of the property tax. The fee is imposed for the privilege of operating a vehicle on the public highways. The fee is set at 2% of the depreciated market value of all motor vehicles and must be paid annually. Based on the population estimate of 13,783 (per the State Department of Finance) and data from the State Controller's Office, the City expects to receive \$1,158,000 from this

revenue source in FY 2011-12.

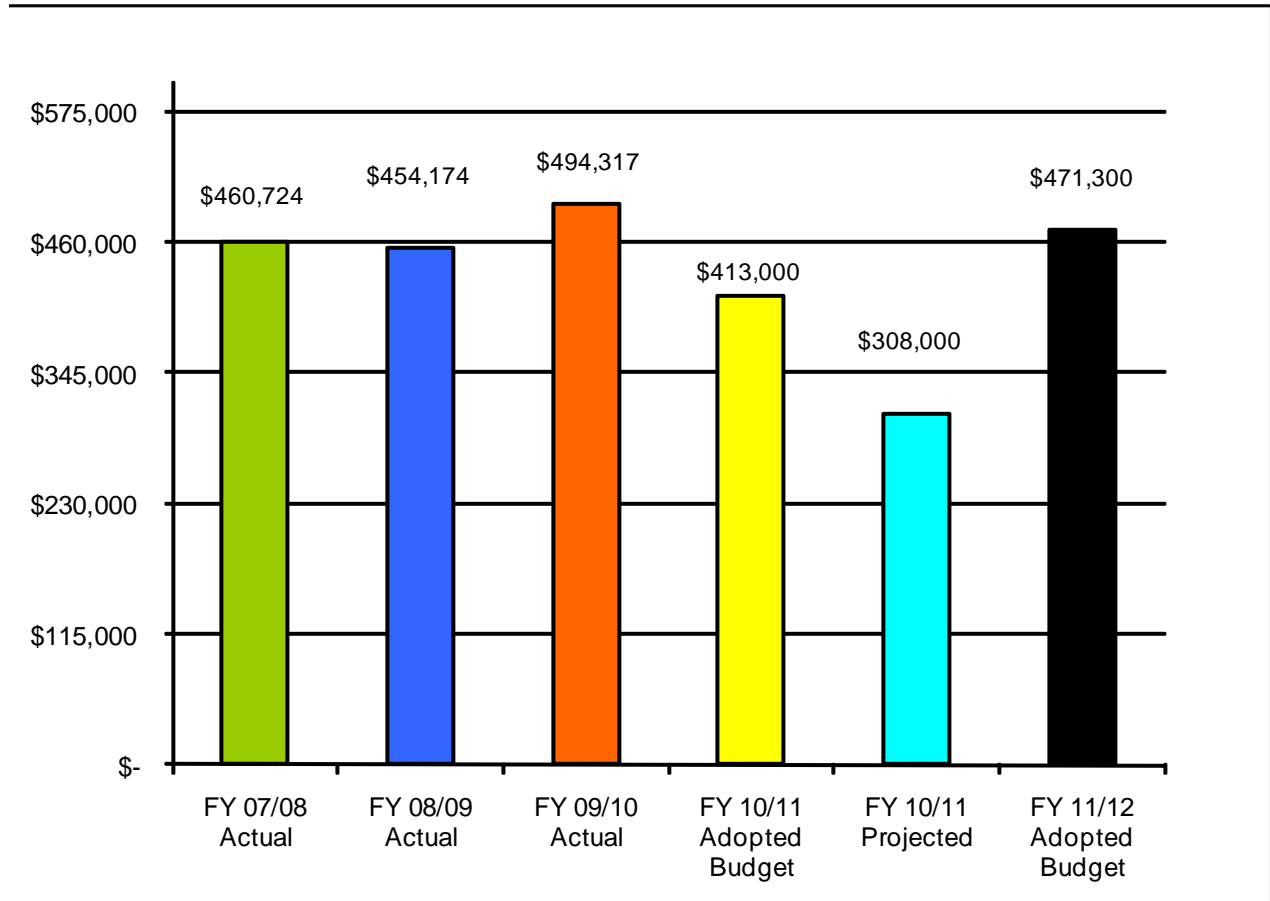
OTHER STATE & FEDERAL REVENUES: This category includes revenue received from the State Homeowners Exemption. Every homeowner in California is entitled to an exemption of \$7,000 per year for the residence they own and occupy on January 1 of every year. The City receives a portion of the fee that is collected.

OFF-TRACK BETTING: These funds are derived from satellite wagering at the Del Mar Race Track. The City of Solana Beach, along with the City of Del Mar and the County of San Diego, receives a percentage of the handle from the racetrack to help mitigate impacts caused by activities at the fairgrounds. This source is expected to generate about \$50,000 in FY 2011-12 for the City.

REVENUES

OTHER REVENUE

2007-08 THROUGH 2011-12

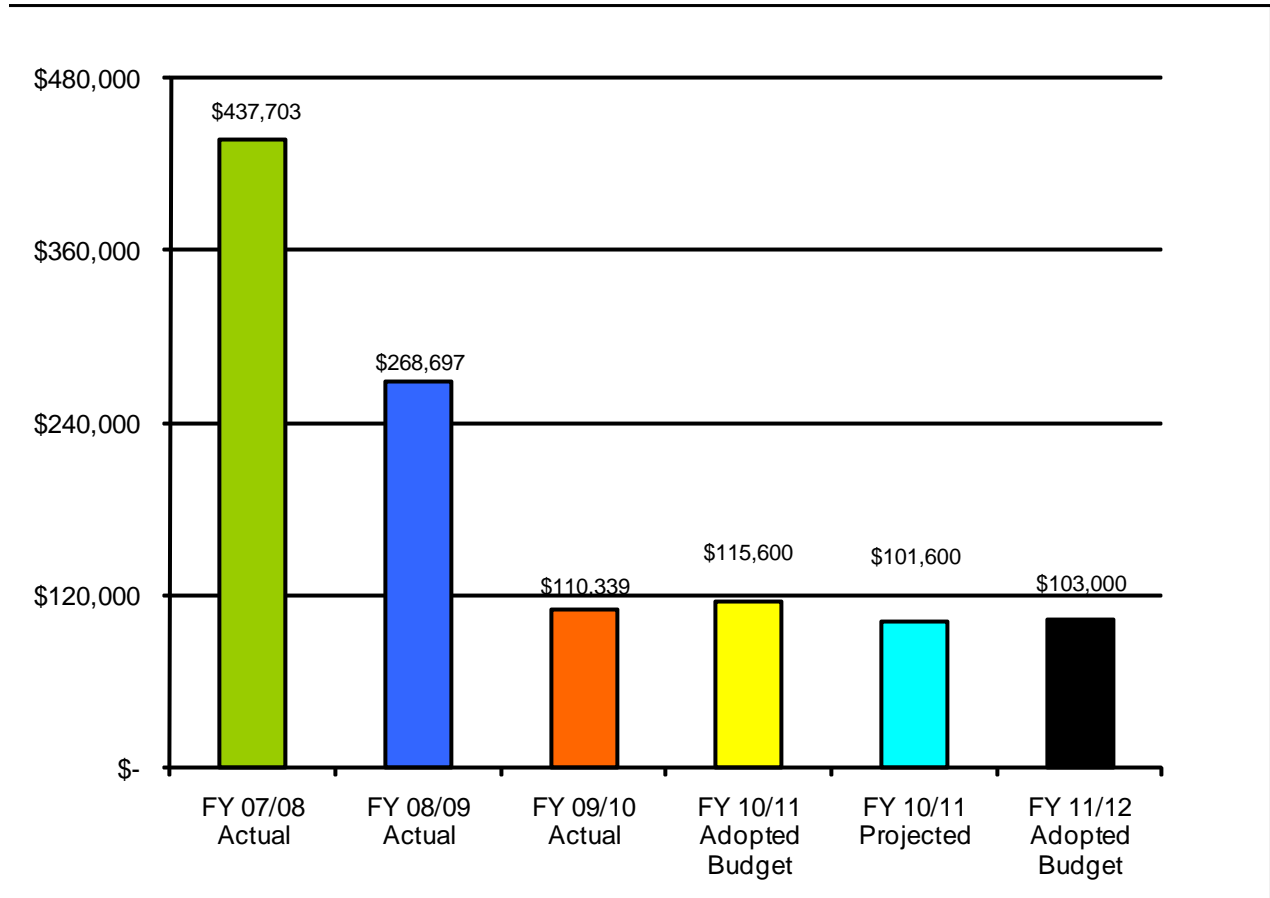


The "Other Revenue" category includes refunds, reimbursements, and miscellaneous revenues (\$131,700) received in the ordinary course of business. This category also includes revenue received from participants in the Junior Lifeguard Program (\$199,600) and funds received (\$140,000)

from other funds (i.e. Sanitation, RDA, Street Lighting etc.) for the administrative services provided by City service departments (City Council, City Manager, City Clerk, Legal, Finance, Human Resources, and Non-Departmental).

REVENUES

USE OF MONEY AND PROPERTY 2007-08 THROUGH 2011-12



INTEREST INCOME: Interest income is derived from the investment of City funds. The City pools its funds for investment purposes. These pooled funds are invested in the Local Agency Investment Fund (LAIF) with the State of California. Investment earnings are all allocated to the General Fund unless otherwise required by law. Statutory allocations to restricted funds are made in proportion to the ratio of restricted fund balances to the total pooled balances.

Interest income is expected to remain flat or slightly increase due to the lower short term interest rates and steady inflation. The portfolio is slightly larger, and interest rates are estimated to be 0.5% for FY 2011-12. The General Fund expects to receive \$40,000 from interest earnings in FY 2011-12

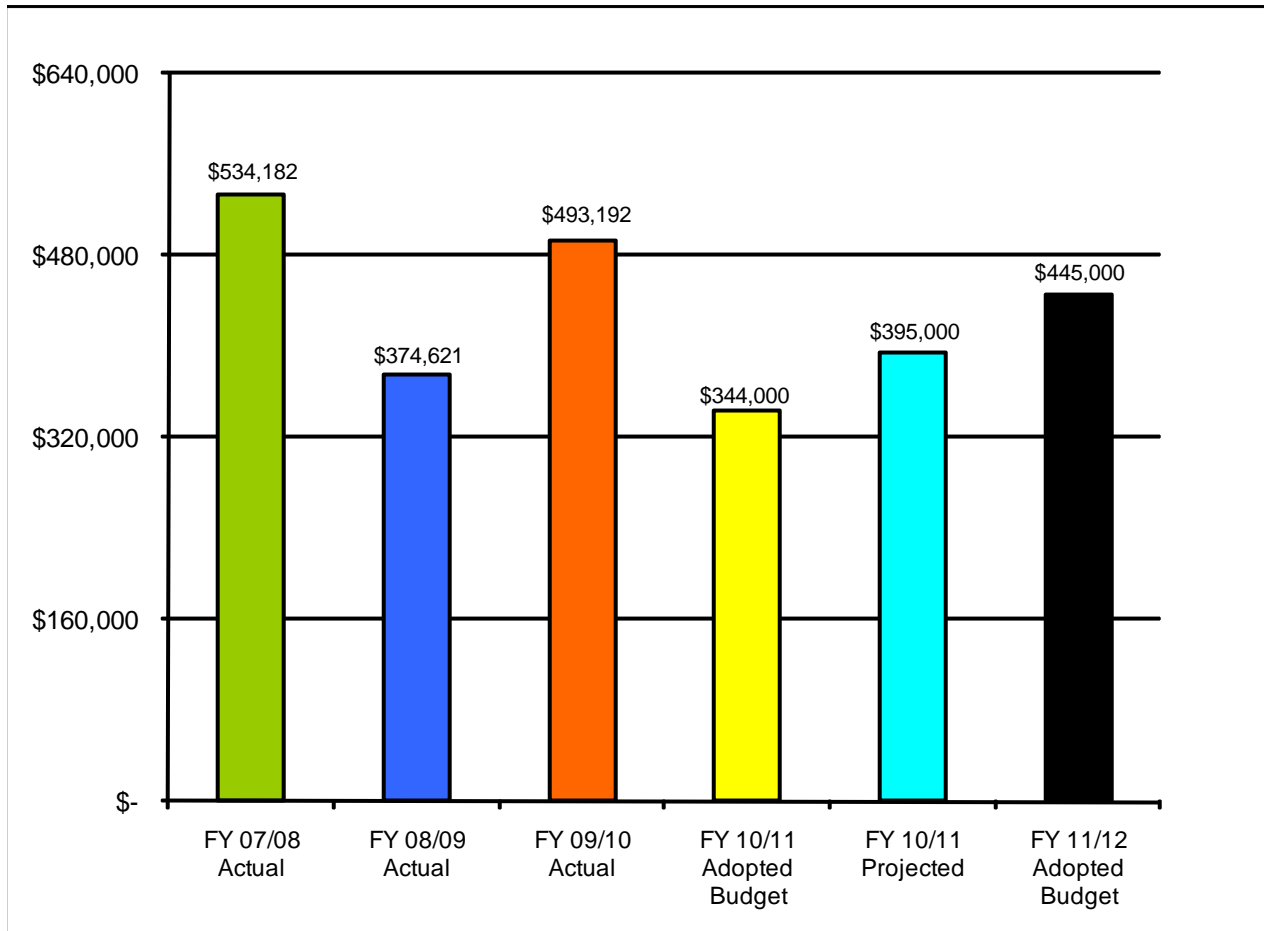
PROPERTY RENTAL: These funds are derived from the rental of Fletcher Cove Community Center and the La Colonia Park Community Center. In addition, this category also includes the rental of space at the Fire Station to CSA 17 for housing the ambulance and paramedics.

SALE OF PERSONAL PROPERTY: This revenue source is primarily derived from the sale of City property at auction. This income can vary widely each year.

REVENUES

SERVICE CHARGES

2007-08 THROUGH 2011-12



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

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

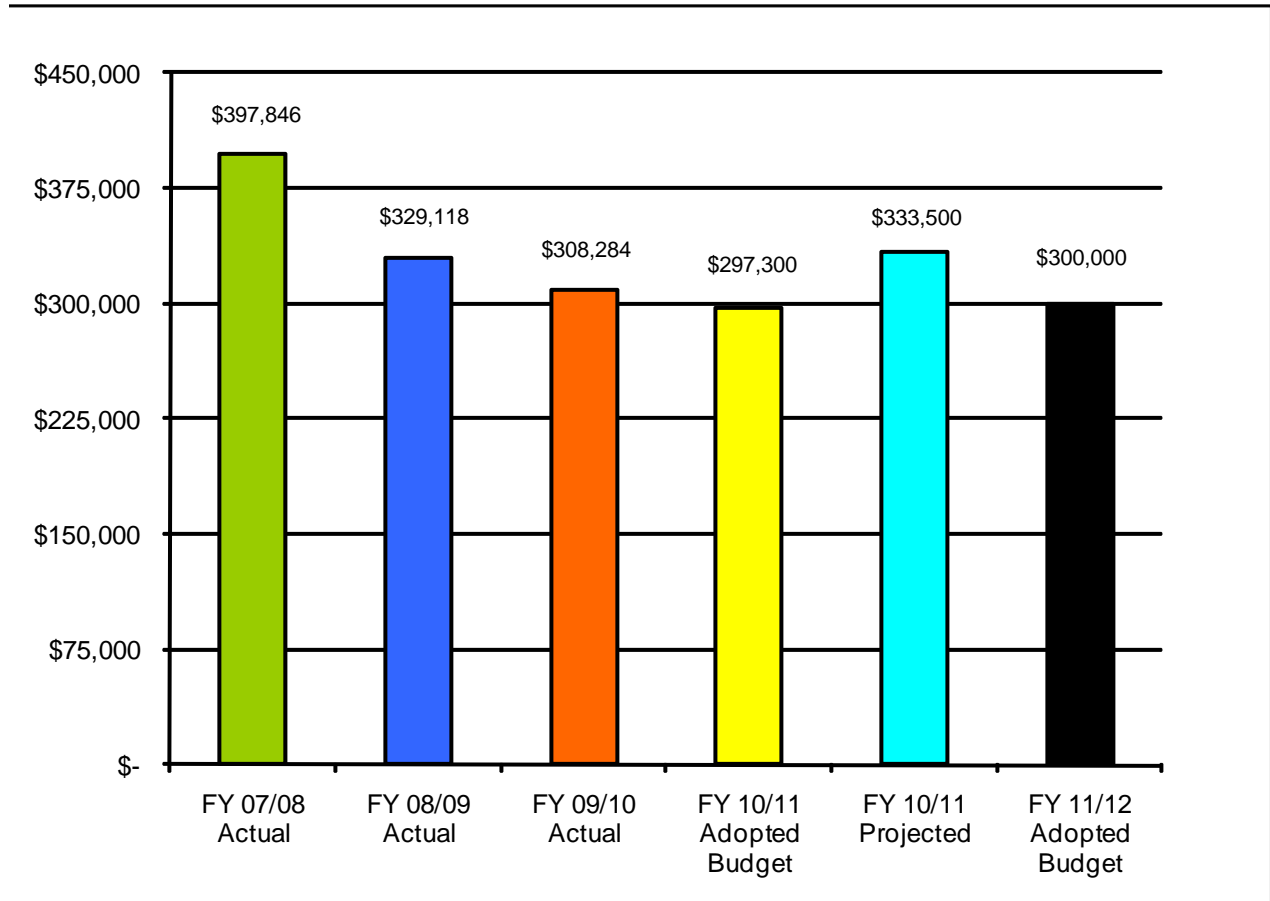
Service charges, on the other hand, are imposed to support services to individuals.

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

The City completed an extensive Cost Allocation and User Fee Study in FY 2006-07 to support the full cost recovery of fees that the City charges. The City Council adopted the recommendations of the Study in FY 2006-07 which allows the fees to be adjusted for a CPI increase in the subsequent fiscal years. Staff has not reflected any increases in the budget to reflect CPI increases. The General Fund expects to receive \$445,000 in revenue from service charges in FY 2011-12.

REVENUES

LICENSES AND PERMITS 2007-08 THROUGH 2011-12



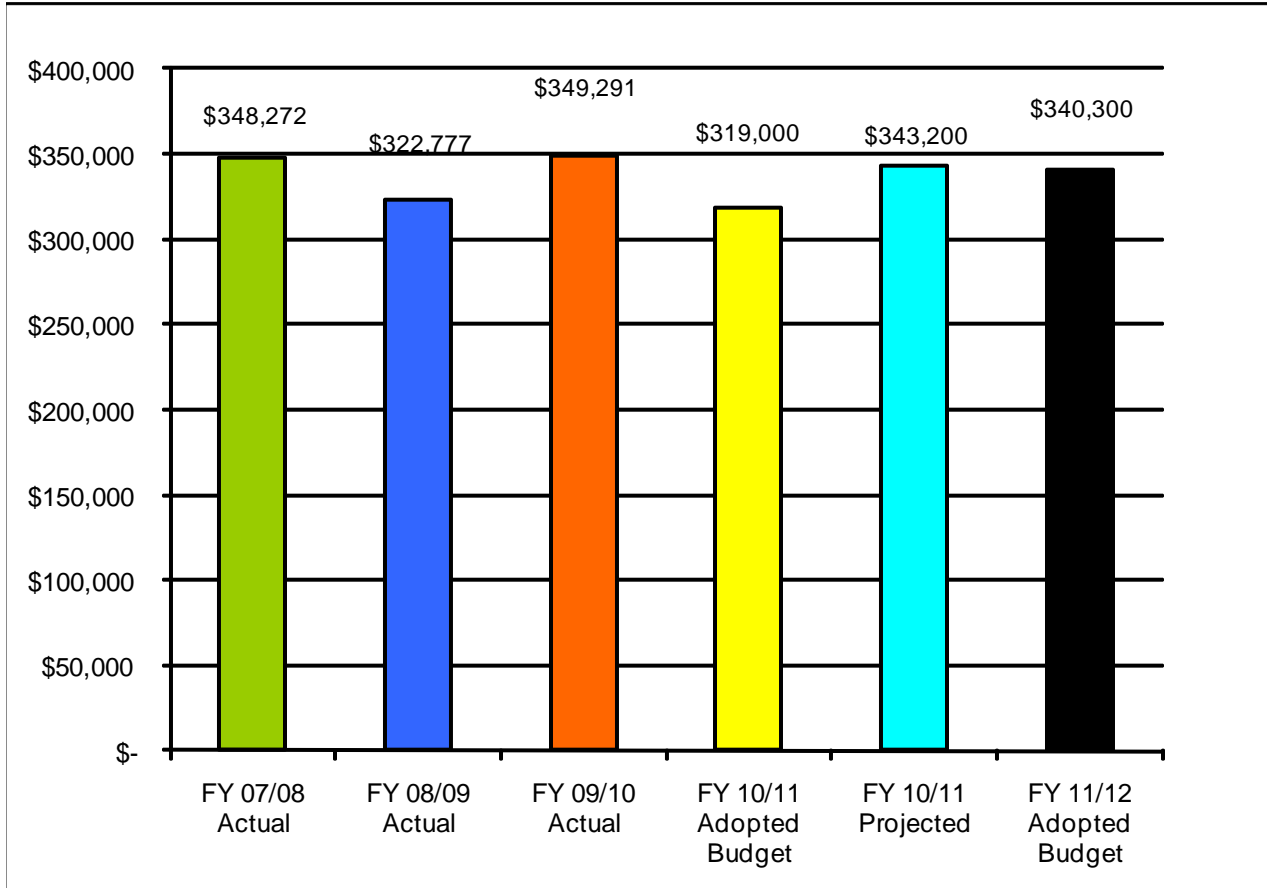
LICENSES AND PERMITS: The State Constitution through the police power (Article XI, Section 7), as well as various statutes, gives cities the authority to engage in certain regulatory activities in the interest of the overall community. Cities may charge license and permit fees as a means of recovering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

Fees are commonly charged for building permits, business registration fees, animal licenses, and special permits. The largest source of revenue in this category is for building related permits, from which the City receives 25% of the total fees collected. The remaining 75% is paid to Esgil Corporation for performing building permit services for the City. The City anticipates generating \$300,000 in license and permit fees in FY 2011-12.

REVENUES

FINES AND PENALTIES

2007-08 THROUGH 2011-12



VEHICLE CODE FINES: Cities share with the county all fines collected upon conviction of a misdemeanor or an infraction in any municipal or justice court. In addition, they share bail monies forfeited following a misdemeanor or infraction charge when such fines or forfeiture results from a misdemeanor or infraction committed within city boundaries. Distribution of these revenues varies depending upon whether the fine or forfeiture is derived from a Vehicle Code violation or some other violation and upon the employing agency of the arresting officer. Vehicle Code fines are expected to raise an estimated \$50,000 in FY 2011-12.

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

Parking citations are expected to raise \$96,000 in revenue for FY 2011-12.

RED LIGHT CITATIONS: The City installed red light cameras at two busy intersections in an effort to reduce the running of red lights. Each violation carries a \$341 fine and the City anticipates grossing \$190,000 in FY 2011-12. The City will pay a third party who administers the citation program a flat monthly fee.

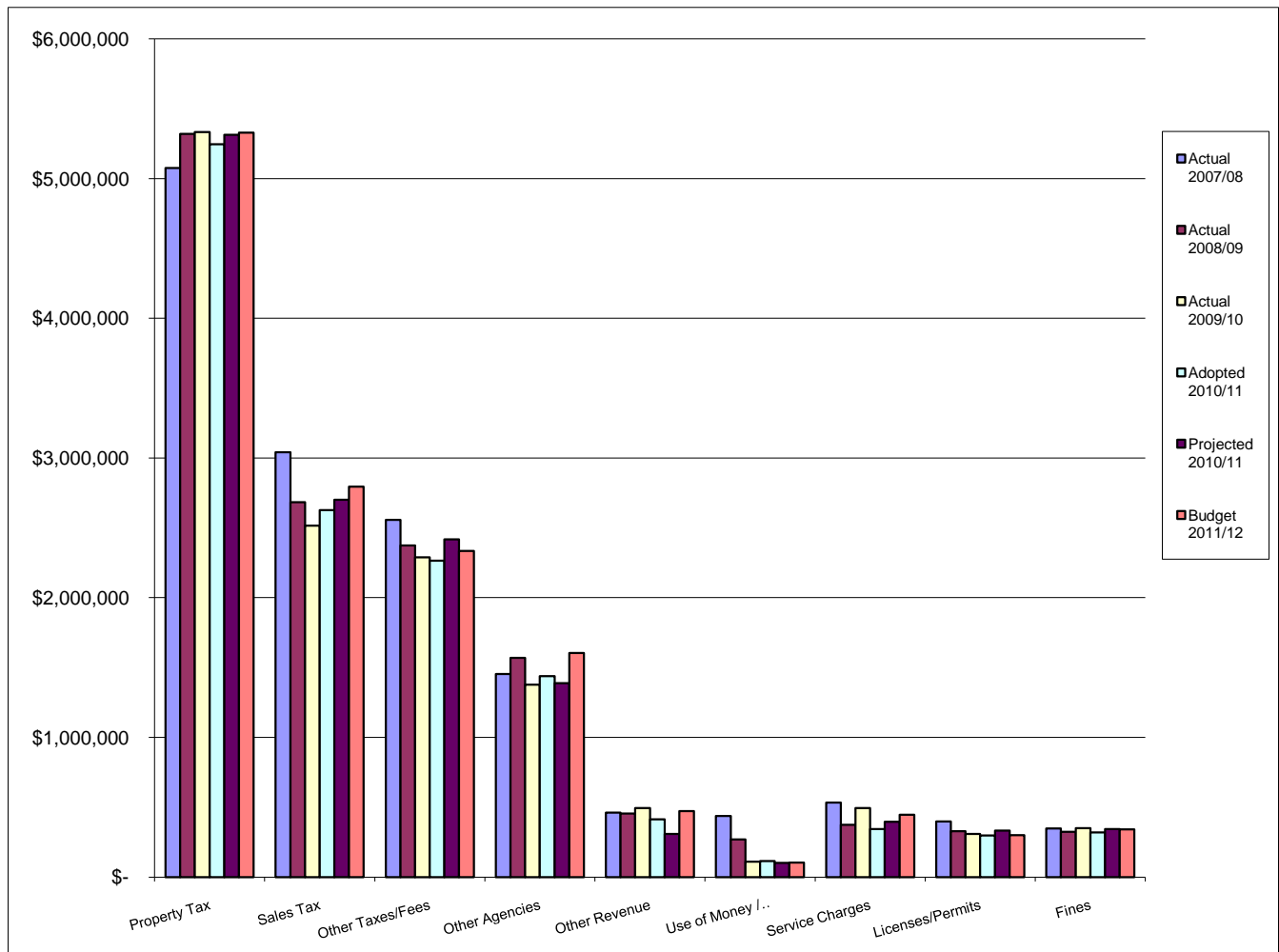
MISCELLANEOUS: The remaining \$4,300 in each fiscal year is comprised of anticipated revenues to be received from false alarm fees and administrative citations.

REVENUES

GENERAL FUND MIX AND TREND

2007-08 Through 2011-12

	Actual 2007/08	Actual 2008/09	Actual 2009/10	Adopted 2010/11	Projected 2010/11	Adopted Budget 2011/12
Property Tax	\$ 5,075,313	\$ 5,319,399	\$ 5,332,456	\$ 5,244,800	\$ 5,312,700	\$ 5,327,600
Sales Tax	3,041,726	2,682,769	2,515,183	2,626,400	2,700,000	2,794,000
Other Taxes/Fees	2,557,782	2,374,656	2,289,392	2,265,700	2,417,900	2,335,000
Other Agencies	1,453,802	1,569,980	1,376,713	1,437,900	1,389,000	1,603,500
Other Revenue	460,724	454,174	494,317	413,000	308,000	471,300
Use of Money / Property	437,703	268,697	110,339	115,600	101,600	103,000
Service Charges	534,182	374,621	493,192	344,000	395,000	445,000
Licenses/Permits	397,846	329,118	308,284	297,300	333,500	300,000
Fines	348,272	322,777	349,291	319,000	343,200	340,300
TOTAL REVENUES	\$ 14,307,350	\$ 13,696,191	\$ 13,269,167	\$ 13,063,700	\$ 13,300,900	\$ 13,719,700



General Information:

Website: www.cityofsolanabeach.org
 Incorporated: 1986
 Government Type:
 Elevation: 217.66 above sea level
 Square Miles: 3.4
 Miles of Coastline 1.7
 Acres: 2,190

1Population and Housing (2008):

January 1 (2008)
 Total Population 13,500
 Total Housing Units 6,508
 Single Family-Detached 2,839
 Single Family- Multiple-unit 1,004
 Multi-Family 2,639
 Mobile Home and Other 26

Household Income

January 1 (2008)
 Households by income Category 446
 Less than \$15,000 651
 \$15,000-\$29,999 705
 \$30,000-\$44,999 589
 \$45,000-\$59,999 481
 \$60,000-\$74,999 630
 \$75,000-99,999 599
 \$100,000-\$124,999 369
 \$125,000-\$149,999 511
 \$150,000-\$199,999 821
 \$200,000 or more
 Total Households 5,802
 Median Household Income
 Adjusted for inflation (1999 \$) \$76,151
 Not adjusted for inflation (current \$) \$102,821

Population By Gender (2008):

	Total	Male	Female
Total population	13,500	6,554	6,946
Under 5	622	307	315
5 to19	1877	948	929
20 to 44	4354	2235	2119
45 to 64	4099	1944	2155
65 and older	2548	1120	1428
Median age	44.5	43.0	46.0

2Climate:

Period	Average Temp		
	Min	Mean	Max
January	67	55.5	44
April	70	59.5	49
July	81	71	61
October	77	66	55
Year	52		73.33

Period	Average Rain (inches)
January	2.52
April	.88
July	.05
October	.48
Year	.99

Recreation & Culture:

Parks	4
Schools	
Public	3
Private	4
Churches	6
Libraries	1
Recreation Centers	1
Community centers	1

Education:

Less than 9 th Grade	398
Some High School	370
High School Graduate`	887
Some College	1,839
Associates Degree	593
Bachelors Degree	3,183
Graduate Degree	2,502
Percentage High School or Higher	92.1%

¹ Demographic information is from SANDAG.
 For more information, visit
http://www.sandag.org/resources/demographics_and_other_data/demographics/estimates/index.asp

² Weather information is derived from weather.com.

Location:

City of Solana Beach
635 South Highway 101
Solana Beach, CA 92075
(858) 720.2400

The charming, seaside community of Solana Beach is nestled along the northern coast of San Diego County, and is approximately a 30 minute drive from downtown San Diego. Its main access routes include Interstate 5, Highway 101, Lomas Santa Fe Drive, and Via de la Valle. Our train station is located at 105 N. Cedros Ave.

History:

The first known residents of the Solana Beach area migrated here about 9000 BC from Nevada and eastern California. Known as the San Dieguitos, they were hunters of large animal such as mastodons, giant bison and camels. Apparently the San Dieguitos followed the herds when they migrated south into Mexico. Evidence of these early settlers can still be found on the bluffs and rolling hills east of the ocean.

The next wave of inhabitants, known as La Jollans, dwelled in small bands along the coast and around the lagoons, and were seafood collectors and seed gatherers.

In turn, the La Jollans were ousted, or absorbed, by a new group of immigrants from the Colorado River area known as the Kumeyaay. They fished and foraged along the coast, and gathered acorns, piñon nuts and other edibles in the mountains. They were peaceful, healthy, attractive and good-natured.

The discovery of small metates off the Solana Beach reef has provided some archaeological history from the shell mounds in the area. When the Spanish first explored the area, Indians were living where the fresh water streams entered the lagoons from Del Mar to Oceanside.

The Spanish arrived in 1769 led by Don Gaspar de Portola. Portola's charge was to press north from San Diego to Monterey Bay where he was to establish a mission and a colony. He was accompanied by Franciscan padres, whose job it was to convert the local Indians. In traveling between the San Diego and Monterey missions, the Portola party established a trail that was later known as "El Camino Real". In the Solana Beach area, the Spanish traveled inland to avoid the many marshes and inlets near the coast. The original road crossed at Conley's corners on Via de la Valle which is now the east end of the Polo Field. Captain Juan Bautista Anza came within a stone's throw of Solana Beach on his now famous trek from Sonora to San Gabriel in 1774.

Control of the area passed to Mexico when it gained independence from Spain in 1822. Many of the inhabitants were sons and grandsons of the original Spanish settlers who became influential in government and were owners of enormous ranchos. Many

thousands of acres in what is now San Diego County became privately owned during the Mexican regime. The then current mayor of the City of San Diego, Juan Maria Osuna, claimed the land known as Rancho San Dieguito in 1840. His eldest son, Leandro, lived in a three-room adobe overlooking El Camino Real, and Osuna soon built his own adobe about a mile east. Restored in 1923, the house is located in Rancho Santa Fe.

Following the Mexican War with the United States, California became a U.S. territory, and on September 9, 1850, was admitted to the Union. Until the 1860s and the gradual influx of the Anglos, the Californios (early Mexican, large land owners) continued to dominate life in the Solana Beach area. The County of San Diego was established by the State Legislature on February 18, 1850. The population numbered 790. Records show that the first American homesteader in the vast San Luis Rey district, was William A. Ewing, who took up 180 acres in the San Dieguito River valley in 1862.

“Grandpa” Frank Knowles, who died more than 50 years ago, came to the San Dieguito area in 1885. He had memory of a few Indians living on the San Elijo Lagoon at that time. He lived to be 104 years of age. The main area known as Solana Beach was originally called Lockwood Mesa and was first settled by the George Jones family in 1886. Chief crops were grain and lima beans.

The oldest house in Solana Beach is the Stevens House, originally located on the Molly Glen Ranch in Solana Beach. Henry and Belle Sandford of Del Mar established the ten-acre ranch on the south slopes of Solana Beach. It was located on the current site of the Del Mar Downs development, and the house was built in late 1887 or early 1888. In 1891 the ranch was bought by Susan Stevens, daughter of James and Susannah Stevens for whom Stevens Street and Stevens Creek were later named. The Stevens were originally from New York, but later moved to Michigan and then North Dakota, where James West Stevens was a State Senator in the third legislature of that state (1892-1896). They came to California around early 1896, with their son Edwin following a year later. In 1898 Susan sold the ranch to her parents.

“Grandma Stevens”, as Susannah was known, was a celebrity when she reached her 105th birthday. By the time she had turned 100, she had been interviewed and photographed by newspapers from Los Angeles and San Diego. She and James celebrated their 60th anniversary with a big party on the Del Mar beach in 1906. James died in 1907 and Susannah died a few days short of her 106th birthday in June 1927. Grandma Stevens lived in the ranch house from 1892 until her death in 1927.

After Susannah’s death, Edwin and his wife Jennie lived in the house until Ed’s death in 1935. They speculated in real estate, at one time buying and developing the adjacent 120 acres now known as Eden Gardens, or La Colonia. The house itself changed hands at least twice after Jennie’s death in 1940. The final owners found old 1890-era newspapers in the walls when they lived there. The Stevens House today is in La Colonia Park and houses the Solana Beach Heritage Museum. It is currently open on

the first and third Saturdays of each month from 1:00 to 4:00 pm or by calling the curator at 858-259-7657 for an appointment or any seasonal hours.

The area encompassing Solana Beach began to develop rapidly, when Lake Hodges Dam was built in 1917-18. The creation of the 12,000-acre Santa Fe Irrigation District in 1918 ensured that the area from Rancho Santa Fe through Solana Beach would prosper and expand. The coastline from Solana Beach to Oceanside began to boom in the early 1920s. In 1922 Colonel Ed Fletcher, an early community leader and developer, purchased 140 acres at \$20 per acre from farmer George H. Jones to develop the town of Solana Beach, with the help of his brother-in-law Eugene Batchelder. The Solana Beach area was promoted as an avocado growing center. This growth paralleled the development of the entire county during the 1924-29 period.

To provide access to the beach for the development, hydraulic water pressure was used to erode away tons of earth and create the Fletcher Cove entry and beach. This took one man three months with a fire hose, using water that was coming over the spillway at Lake Hodges Dam. The beach was opened with great fanfare including horse races on the beach on July 4th, 1925. Fletcher also built the Bank of Solana Beach, which he subsequently sold to the Bank of America. He was later forced to sell half of Solana Beach when the depression hit in 1929. At this time Solana Beach had a business center, a Ford agency, a bank, grocery, drugstore, and other allied businesses.

The depression stifled growth in Solana Beach. The price of lots tumbled and land reverted to the Santa Fe Irrigation District for lack of tax payment. For almost a decade, progress was at a standstill. With the approach of World War II, the community began to stir. It was not until the early 1950s that the area reached the stage of development that had been predicted for the 1930s.

After World War II, the community began to grow. The Chamber of Commerce was formed. A sanitation district and a fire district were created. For a 10-year period between 1950 and 1960, the community underwent tremendous growth. The Bill Jack plant (1949) brought industry into the area and private contractors built a number of homes. Marview Heights, land originally owned by the Santa Fe Irrigation District and later sold as individual homes by Fred Howland Ford and his brother, gave impetus to local residential development. Eden Gardens, one of the oldest residential areas of Solana Beach, was a community formed by Mexican farmers who were hired by the owners of large ranches in Rancho Santa Fe. These farmers wanted their families nearby, hence the formation of La Colonia (the colony). The name Eden Gardens came later from a land developer who thought it would be a good marketing tool. Many residents still refer to the area as La Colonia.

The money market collapsed in 1959-60 and it was not until late 1967 that the trend reversed. Paul Tchang, a San Diego builder, had constructed almost 100 premium homes in Solana Beach by 1969. Thirty-three more were built in 1970, and 500 more from 1971 to 1977. Lomas Santa Fe completed their golf course and opened the sale of lots in Isla Verde in 1968. This signaled the beginning of a real estate boom which lasted well into the 80s and 90s. After a brief interval in the mid 90s, real estate sales were once again on the rise.

As the community progressed, additional attention was given to civic beautification. The Solana Beach Women's Civic Club (reorganized as the Civic and Historical Society in 1989) gave the town a positive identity with the renovation of the central plaza and installation of the "Sun Burst Fountain". They were instrumental in the removal of numerous billboards along Highway 101, replacing them with trees, and installing welcome signs at City entry-points. Recent years have seen the incorporation of Solana Beach in 1986, creation of the Cedros Design District, building of the Solana Beach train station, formation of the 101 Merchants Association, construction of a new joint-use library, and the influx of many new businesses.

Incorporation of the community in 1986 provided a Council-City Manager form of government, with the Mayor's position rotating among the Council members.

Over 13,000 residents call this 4 square mile beach community their home. The Pacific Ocean is to the west; the City of Encinitas to the north, and the City of Del Mar to the south. The unincorporated village of Rancho Santa Fe is located on the east side. Property values in this upscale community have appreciated significantly since incorporation. The business community has equally enjoyed the prosperity of a healthy economy. Solana Beach is the home for many artisans, high-tech businesses, and professionals.

The elementary school district is composed of five elementary schools, two of which are within the City limits. The middle school is under the administration of the San Dieguito Union High School district. High school students in the area attend Torrey Pines High School located to the southeast of Solana Beach. Additionally, there are several private and parochial schools in Solana Beach.

The City has two community centers, Fletcher Cove and La Colonia. The Community Center at La Colonia was dedicated on May 5, 1991. Program activities include adult education classes and a meeting place for numerous community groups. In November 1996, a community storefront office for the San Diego County Sheriff's Department was instituted at the center in La Colonia Park.

In 1995 the Santa Fe train station was moved from Del Mar to the new station at Solana Beach. Also, in 1999 the North County Transit District, operator of the "Coaster" commuter train, and the City of Solana Beach completed a multi-million project to lower the train tracks below grade level under Lomas Santa Fe Drive.

The South Cedros area of the City has been developed as an upscale design district that attracts many artisans, decorators, and antique dealers. The area continues to be a focal point for the City.

For more information about the City of Solana Beach, visit the City's website at: www.cityofsolanabeach.org



¹ Map was found at www.aaccessmaps.com

BUDGET SUMMARIES



CITY OF SOLANA BEACH FY 2010-2011 AND 2011-2012 BUDGET - FUND BALANCE

FUND #	FUND NAME	FISCAL YEAR 2010-2011				FISCAL YEAR 2011-2012		
		07/01/10 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	PROJ 06/30/11 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	PROJ 06/30/12 FUND BALANCE
GENERAL FUND (Major Fund)								
RESERVES								
	Public Facilities	126,300	-	87,236	39,064	19,000	-	58,064
	Park Fees	27,903	-	-	27,903	-	-	27,903
	Community Television Production	1,710	27,000	27,000	1,710	27,000	27,000	1,710
	Cable Equipment	-	-	-	-	-	-	-
	Street Sweeping	102,127	-	40,900	61,227	43,000	40,900	63,327
	LSF Median	68,500	-	-	68,500	-	-	68,500
	Sand for Beaches	15,322	-	-	15,322	-	-	15,322
	Beverage Container Recycling	3,304	-	-	3,304	-	-	3,304
	In-Lieu Housing Fees	100,786	-	-	100,786	-	-	100,786
	Parks & Recreation	20,861	-	-	20,861	-	-	20,861
	Public Arts	10,492	-	-	10,492	-	-	10,492
	Solid Waste Revenue	110,303	-	25,000	85,303	-	25,000	60,303
	TOTAL RESERVES	587,608	27,000	180,136	434,472	89,000	92,900	430,572
DESIGNATIONS								
	Beach Related	23,800	-	-	23,800	-	-	23,800
	Fletcher Cove Master Plan	25	-	-	25	-	-	25
	Highway 101 Improvements	-	-	-	-	-	-	-
	Low/Mod Housing	-	137,107	-	137,107	-	-	137,107
	Contingencies (17% of operating exp)	2,335,600	-	-	2,335,600	-	-	2,335,600
	Housing	1,509,500	-	-	1,509,500	-	-	1,509,500
	TOTAL DESIGNATIONS	3,868,925	137,107	-	4,006,032	-	-	4,006,032
	TOTAL UNDESIGNATED	2,525,309	13,531,634	13,592,996	2,463,947	13,630,700	13,502,700	2,591,947
001	SUBTOTAL GENERAL FUND	6,981,842	13,695,741	13,773,132	6,904,451	13,719,700	13,595,600	7,028,551
120	Risk Management Insurance	508,729	352,700	281,700	579,729	361,500	356,500	584,729
125	Workers' Compensation Insurance	299,101	451,656	384,188	366,569	272,500	271,500	367,569
135	Asset Replacement	1,637,498	352,003	195,484	1,794,017	298,100	244,900	1,847,217
	TOTAL GENERAL FUND	9,427,170	14,852,100	14,634,504	9,644,766	14,651,800	14,468,500	9,828,066
SPECIAL REVENUE FUNDS (Non-Major Funds)								
202	State Gas Tax Fund	418,540	369,739	201,163	587,116	380,101	250,000	717,217
	Special Districts							
203	MID 33 Highway 101	162,343	95,150	58,057	199,436	95,800	53,000	242,236
204	MID 9C Santa Fe Hills	44,290	257,510	307,200	(5,400)	258,700	253,000	300
205	MID 9E Isla Verde	2,500	6,000	5,900	2,600	6,000	6,000	2,600
207	MID 9H San Elijo #2	72,810	90,700	83,100	80,410	90,900	83,100	88,210
208	Coastal Rail Trail Maintenance District	24,841	67,500	67,100	25,241	67,500	74,600	18,141
211	Street Light District	1,309,946	422,700	253,953	1,478,693	425,300	438,400	1,465,593
	Total Special Districts	1,616,730	939,560	775,310	1,780,980	944,200	908,100	1,817,080

CITY OF SOLANA BEACH FY 2010-2011 AND 2011-2012 BUDGET - FUND BALANCE

FUND #	FUND NAME	FISCAL YEAR 2010-2011				FISCAL YEAR 2011-2012		
		07/01/10 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	PROJ 06/30/11 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	PROJ 06/30/12 FUND BALANCE
212	Transnet Non-Motorized/Proposition A	(596)	-	-	(596)	-	-	(596)
213	Developer Pass-Thru	-	120,900	120,900	-	100,000	100,000	-
214	Fire Mitigation Fees	53,639	3,200	4,800	52,039	3,200	15,000	40,239
215	Department of Boating & Waterways	50,674	70,685	34,625	86,734	145,000	145,000	86,734
218	Transnet - Motorized	1,172,224	5,000	480,341	696,883	5,200	694,000	8,083
219	COPS	114,574	100,300	100,000	114,874	300	100,000	15,174
220	TDA	10	25,000	25,000	10	-	-	10
228	Transnet II	46,537	150	73,350	(26,663)	1,373,300	1,329,150	17,487
240	CDBG	(15,454)	87,600	87,600	(15,454)	-	-	(15,454)
241	CALTRANS	59,425	200	-	59,625	200	-	59,825
243	SEEG/EEM	693	-	-	693	-	-	693
244	TEA21/ISTEA	(128,296)	-	-	(128,296)	-	-	(128,296)
245	TEA	(40,674)	-	-	(40,674)	-	-	(40,674)
246	Miscellaneous Grants	96,551	400	90,404	6,547	70,400	70,400	6,547
250	Coastal Business/Visitors TOT	120,907	77,295	-	198,202	81,400	34,500	245,102
263	Housing	423,202	2,000	-	425,202	2,000	-	427,202
264	RDA Low/Moderate Housing	671,027	156,000	801,707	25,320	157,100	25,000	157,420
270	Public Safety Special Revenue	9,526	19,500	19,500	9,526	19,500	19,500	9,526
TOTAL SPECIAL REVENUE FUNDS		4,669,239	1,977,529	2,814,700	3,832,068	3,281,901	3,690,650	3,423,319
DEBT SERVICE FUNDS (Non-Major Funds)								
317	Public Facilities	191,696	176,000	322,900	44,796	164,400	175,900	33,296
320	Capital Leases	2,459	154,400	154,325	2,534	154,400	154,400	2,534
362	RDA Debt Service	762,999	776,900	871,100	668,799	782,800	807,000	644,599
TOTAL DEBT SERVICE FUNDS		957,154	1,107,300	1,348,325	716,129	1,101,600	1,137,300	680,429
CAPITAL PROJECTS FUNDS (Non-Major Funds)								
416	Redevelopment Capital Projects	235,778	213,200	472,023	(23,045)	193,300	170,062	193
450	Sand Replenishment TOT	304,001	151,791	115,000	340,792	163,200	110,400	393,592
459	Miscellaneous Capital Projects	830,628	398,198	722,979	505,847	91,200	596,995	52
47X	Assessment Districts	203,796	1,200	-	204,996	1,200	-	206,196
TOTAL CAPITAL PROJECTS FUNDS		1,574,203	764,389	1,310,002	1,028,590	448,900	877,457	600,033
PROPRIETARY FUNDS (Major Fund)								
509	Sanitation							
	Undesignated Fund Balance	17,901,556	4,535,815	5,334,018	17,103,353	4,526,300	5,947,466	15,682,187
TOTAL PROPRIETARY FUNDS		17,901,556	4,535,815	5,334,018	17,103,353	4,526,300	5,947,466	15,682,187
TOTAL FUND BALANCE - ALL FUNDS		34,529,322	23,237,133	25,441,549	32,324,907	24,010,501	26,121,373	30,214,035

REVENUE SUMMARY BY FUND

FUND	DESCRIPTION	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
		ACTUAL	ACTUAL	ADOPTED	PROJECTED	ADOPTED BUDGET
001	GENERAL FUND	14,091,191	13,553,235	13,063,700	13,695,741	13,719,700
120	RISK MANAGEMENT/INSURANCE	340,837	256,138	344,700	352,700	361,500
125	WORKER'S COMPENSATION INS	217,016	162,877	373,400	451,656	272,500
135	ASSET REPLACEMENT	1,432,030	319,391	311,600	352,003	298,100
202	GAS TAX	322,142	351,944	358,300	369,739	380,101
203	MID 33 HIGHWAY 101	97,931	97,604	94,800	95,150	95,800
204	MID 9C SANTA FE HILLS	252,863	252,937	251,800	257,510	258,700
205	MID 9E ISLA VERDE	5,818	6,192	6,000	6,000	6,000
207	MID 9H SAN ELIJO #2	91,183	91,466	90,500	90,700	90,900
208	CRT MAINTENANCE DISTRICT	66,576	67,984	67,500	67,500	67,500
211	STREET LIGHT DISTRICT	368,145	427,659	423,800	422,700	425,300
212	PROPOSITION A/TRANSNET NM	-	-	-	-	-
213	DEVELOPER PASS-THRU	-	-	-	120,900	100,000
214	FIRE MITIGATION FEES	6,210	3,046	2,200	3,200	3,200
215	BOATING & WATERWAYS	456	71,294	54,800	70,685	145,000
217	CLEEP GRANT	-	-	-	-	-
218	TRANSNET MOTORIZED	56,198	7,960	7,800	5,000	5,200
219	COPS	112,640	112,055	300	100,300	300
220	TDA	-	-	25,000	25,000	-
228	TRANSNET II	53,522	-	933,500	150	1,373,300
240	CDBG	163,981	-	131,760	87,600	-
241	CALTRANS	58,104	278	-	200	200
243	SEEG/EEM	-	-	-	-	-
244	TEA21/ISTEA	-	-	-	-	-
245	TEA	-	-	-	-	-
246	MISCELLANEOUS GRANT FUND	4,218	1,294	1,000	400	70,400
250	COASTAL BUSINESS/VISTORS	97,041	71,928	75,400	77,295	81,400
263	HOUSING	9,398	2,811	2,600	2,000	2,000
264	RDA LOW/MODERATE HOUSING	178,482	160,952	167,700	156,000	157,100
270	PUBLIC SAFETY SPECIAL REVENUES	-	9,526	19,500	19,500	19,500
317	PUBLIC FACILITIES	334,362	213,443	170,000	176,000	164,400
320	CAPITAL LEASE	153,400	154,400	154,400	154,400	154,400
362	RDA DEBT SERVICE	894,594	799,654	835,700	776,900	782,800
416	RDA CAPITAL PROJECTS	138,128	150,874	213,100	213,200	193,300
450	SAND REPLENISHMENT/RETENTION CIP	131,428	144,401	150,000	151,791	163,200
459	MISC. CAPITAL PROJECTS	256,388	54,437	81,000	398,198	91,200
47X	ASSESSMENT DISTRICTS CIP	737,731	1,863	1,100	1,200	1,200
509	SANITATION	4,558,443	4,789,368	4,542,100	4,535,815	4,526,300
TOTAL CITY & RDA FUNDS		25,230,456	22,337,010	22,955,060	23,237,133	24,010,501

REVENUES BY MAJOR CATEGORIES AND SOURCES

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED BUDGET	2010-2011 PROJECTED	2011-2012 ADOPTED BUDGET
GENERAL FUND (Major Fund)					
Tax Revenues					
Property Taxes - Current	5,131,101	5,185,909	5,021,400	5,234,499	5,127,600
Property Taxes - Delinquent	188,298	146,547	223,400	67,766	200,000
Total Property Taxes	5,319,399	5,332,456	5,244,800	5,302,265	5,327,600
Sales and Use Tax	2,029,806	1,939,687	1,993,600	2,101,453	2,104,500
Sales Tax (County)	652,963	575,496	632,800	711,774	689,500
Transient Occupancy Tax - Hotels	632,882	560,947	560,000	609,079	630,000
TOT - Short-term Vacation Rentals	188,384	154,311	190,000	143,875	180,000
Franchise Fees	652,107	652,485	630,000	663,659	668,000
Property Transfer Tax	89,634	116,641	80,700	91,304	90,000
Street Sweeping	43,407	43,407	43,000	43,407	43,000
Hazardous Household Waste	27,731	27,731	24,000	27,731	24,000
Fire Benefit Fees	463,562	464,372	460,000	468,659	460,000
Solid Waste Fee NPDES	246,585	242,109	245,000	240,681	240,000
RDA Pass Thru Payments	30,364	27,389	33,000	27,121	-
Total Taxes and Fees Revenues	10,376,824	10,137,031	10,136,900	10,431,008	10,456,600
Licenses and Permits					
Business Registration	43,480	57,710	45,000	69,389	55,000
Building/Plumbing/Electrical/ Permits	219,307	192,776	200,000	198,125	195,500
Animal Licenses	24,626	21,372	19,300	22,016	20,000
Other Special Permits	41,705	36,426	33,000	33,561	29,500
Total Licenses and Permits	329,118	308,284	297,300	323,091	300,000
Fines and Penalties					
CVC Fines	60,973	55,438	45,000	52,753	50,000
Admin Citations	5,665	5,900	5,000	1,750	2,000
Parking Citations	124,162	118,387	125,000	107,378	96,000
Red Light Citations	123,727	164,466	140,000	221,576	190,000
False Alarm Fines	8,250	5,100	4,000	1,937	2,300
Total Fines and Penalties	322,777	349,291	319,000	385,394	340,300
Use of Money and Property					
Investment Interest Earnings	207,363	56,927	70,000	45,115	40,000
Interest on Loan to RDA	2,680	2,490	-	-	-
Property Rental	58,654	50,922	45,600	63,822	63,000
Total Investments and Rentals	268,697	110,339	115,600	108,937	103,000
Intergovernmental Revenues					
Motor Vehicle in-Lieu	1,154,348	1,166,460	1,145,000	1,185,292	1,158,000
State Homeowners Exemption (HOE)	50,347	51,731	45,000	51,658	48,000
Off Track Betting (OTB)	86,022	68,876	90,000	57,794	50,000
CSA 17	28,859	15,768	-	-	-
Fire Revenue from Other Agencies	213,827	60,060	145,400	133,006	170,500
Miscellaneous	36,577	13,818	12,500	14,360	177,000
Total Intergovernmental Revenues	1,569,980	1,376,713	1,437,900	1,442,110	1,603,500

REVENUES BY MAJOR CATEGORIES AND SOURCES

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED BUDGET	2010-2011 PROJECTED	2011-2012 ADOPTED BUDGET
Service Charges					
Planning and Zoning	82,272	175,583	94,000	149,721	94,000
Building/Plan Check Fees	150,285	154,344	135,000	136,994	150,000
Public Facilities Fees	24,685	22,688	12,000	23,223	19,000
Engineering Fees	65,838	76,864	60,000	77,809	75,000
Ramp Fees	-	19,375	5,000	-	5,000
Other Fees and Charges	2,381	124	-	31,817	-
Fire Plan Check Fees	12,366	7,403	6,000	47,806	70,000
Recreation Fees	36,794	35,611	32,000	35,819	32,000
Park Fees	-	1,200	-	-	-
Total Service Charges	374,621	493,192	344,000	503,189	445,000
Other Revenues					
Junior Lifeguard Program	190,461	182,282	180,000	100,309	199,600
Miscellaneous Revenues	125,725	174,035	95,000	124,596	131,700
Administration Charges	137,988	138,000	138,000	140,000	140,000
Total Other Revenues	454,174	494,317	413,000	364,905	471,300
Subtotal General Fund	13,696,191	13,269,167	13,063,700	13,558,634	13,719,700
Risk Management Insurance					
Investment Interest Earnings	13,656	3,480	3,000	3,000	3,000
Miscellaneous	2,481	2,459	14,800	22,800	2,500
Departmental Charges	235,700	225,000	326,900	326,900	356,000
Total Risk Management	251,837	230,939	344,700	352,700	361,500
Workers' Compensation Insurance					
Investment Interest Earnings	7,460	1,877	1,500	2,200	1,500
Miscellaneous	47,556	-	-	77,556	-
Departmental Charges	162,000	161,000	371,900	371,900	271,000
Total Worker's Compensation	217,016	162,877	373,400	451,656	272,500
Asset Replacement					
Investment Interest Earnings	30,430	11,191	9,000	9,000	9,000
Proceeds from Capital Lease	704,000	-	-	-	-
Miscellaneous Revenues	28,500	-	-	40,403	-
Departmental Charges	389,100	308,200	302,600	302,600	289,100
Total Asset Replacement	1,152,030	319,391	311,600	352,003	298,100
TOTAL GENERAL FUND	15,317,074	13,982,374	14,093,400	14,714,993	14,651,800

REVENUES BY MAJOR CATEGORIES AND SOURCES

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED BUDGET	2010-2011 PROJECTED	2011-2012 ADOPTED BUDGET
SPECIAL REVENUE FUNDS (Minor Funds)					
State Gas Tax Fund					
Investment Interest Earnings	3,552	2,441	1,900	2,000	2,100
State Gas Taxes 2105/2106/2107/2107.5	204,269	226,405	222,000	229,793	225,283
State Gas Taxes 2103(Prop 42 Replacement)	-	-	134,400	137,946	152,718
Proposition 42	114,321	123,097	-	-	-
Total State Gas Tax Fund	322,142	351,944	358,300	369,739	380,101
MID 33 Highway 101					
Property Tax	83,149	83,974	82,400	82,400	83,000
Benefit Fees	12,370	12,152	11,500	11,500	11,500
State HOE	787	815	600	600	600
Investment Interest Earnings	1,625	663	300	650	700
Total MID 33 Highway 101	97,931	97,604	94,800	95,150	95,800
MID 9C Santa Fe Hills					
Property Tax	154,920	156,095	155,300	160,800	162,000
Benefit Fees	94,600	94,882	95,000	95,000	95,000
State HOE	1,463	1,512	1,200	1,500	1,500
Investment Interest Earnings	1,880	447	300	210	200
Total MID 9C Santa Fe Hills	252,863	252,937	251,800	257,510	258,700
MID 9E Isla Verde					
Benefit Fees	5,809	6,188	6,000	6,000	6,000
Investment Interest Earnings	9	4	-	-	-
Total MID 9E Isla Verde	5,818	6,192	6,000	6,000	6,000
MID 9H San Elijo #2					
Property Tax	55,857	56,579	55,800	55,800	56,200
Benefit Fees	34,170	34,026	34,200	34,200	34,200
State HOE	528	548	400	400	400
Investment Interest Earnings	628	313	100	300	100
Total MID 9H San Elijo #2	91,183	91,466	90,500	90,700	90,900
Coastal Rail Trail Maintenance District					
Benefit Fees	66,473	67,937	67,500	67,500	67,500
Investment Interest Earnings	103	47	-	-	-
Total CRT Maintenance District	66,576	67,984	67,500	67,500	67,500
Street Light District					
Property Tax	336,523	337,897	336,400	336,400	338,900
Benefit Fees	3,111	78,071	76,700	76,700	76,700
State HOE	3,196	3,289	3,200	3,200	3,200
Investment Interest Earnings	25,315	8,403	7,500	6,400	6,500
Total Street Light District	368,145	427,659	423,800	422,700	425,300
Developer Pass-Thru					
Charges for Services	-	-	-	120,900	100,000
Fire Mitigation Fees					
Investment Interest Earnings	1,635	333	200	200	200
Charges for Services	4,575	2,714	2,000	3,000	3,000
Total Fire Mitigation Fees	6,210	3,046	2,200	3,200	3,200
Department of Boating & Waterways					
Investment Interest Earnings	456	44	-	100	-
Intergovernmental	-	71,250	54,800	70,585	145,000
Total Dept. of Boating & Waterways	456	71,294	54,800	70,685	145,000
Transnet - Motorized					
Intergovernmental	34,619	-	-	-	-
Investment Interest Earnings	21,579	7,960	7,800	5,000	5,200
Total Transnet - Motorized	56,198	7,960	7,800	5,000	5,200

REVENUES BY MAJOR CATEGORIES AND SOURCES

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED BUDGET	2010-2011 PROJECTED	2011-2012 ADOPTED BUDGET
COPS					
Intergovernmental	109,194	111,588	-	100,000	-
Investment Interest Earnings	3,446	467	300	300	300
Total COPS	112,640	112,055	300	100,300	300
TDA					
Intergovernmental	-	-	25,000	25,000	-
Investment Interest Earnings	-	-	-	-	-
Total TDA	-	-	25,000	25,000	-
Transnet II					
Intergovernmental	50,000	-	933,500	-	1,373,000
Service Charge	3,522	-	-	-	-
Investment Interest Earnings	-	-	-	150	300
Total Transnet II	53,522	-	933,500	150	1,373,300
CDBG					
Intergovernmental	163,981	-	131,760	87,600	-
CALTRANS					
Investment Interest Earnings	293	278	-	200	200
Intergovernmental	57,811	-	-	-	-
Total CMAQ/CALTRANS	58,104	278	-	200	200
TEA21/ISTEA					
Intergovernmental	-	-	-	-	-
Miscellaneous Grants					
Investment Interest Earnings	4,218	1,294	1,000	400	-
Intergovernmental	-	-	-	-	70,400
Total Miscellaneous Grants	4,218	1,294	1,000	400	70,400
Coastal Business/Visitors TOT					
Transient Occupancy Tax - Hotels	50,562	56,095	56,000	60,908	63,000
TOT - Short-term Vacation Rentals	14,025	15,431	19,000	14,388	18,000
Investment Interest Earnings	728	402	400	500	400
Miscellaneous	31,725	-	-	1,500	-
Total Coastal Business/Visitors	97,041	71,928	75,400	77,295	81,400
Housing					
Investment Interest Earnings	9,398	2,811	2,600	2,000	2,000
RDA Low/Moderate Housing					
Investment Interest Earnings	2,026	1,700	1,100	1,200	1,100
Public Safety Special Revenues					
CSA 17	-	9,526	19,500	19,500	19,500
TOTAL SPECIAL REVENUE FUNDS	1,768,451	1,577,677	2,547,660	1,822,729	3,125,901
DEBT SERVICE FUNDS (Minor Funds)					
Public Facilities					
Investment Interest Earnings	9,362	8,291	6,000	12,000	12,000
RDA Debt Service					
Investment Interest Earnings	12,313	3,392	2,700	2,900	3,000
Tax Increment	882,281	796,263	833,000	774,000	779,800
Proceeds from Long Term Debt	-	-	-	-	-
Total RDA Debt Service	894,594	799,654	835,700	776,900	782,800
TOTAL DEBT SERVICE FUNDS	903,956	807,945	841,700	788,900	794,800

REVENUES BY MAJOR CATEGORIES AND SOURCES

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED BUDGET	2010-2011 PROJECTED	2011-2012 ADOPTED BUDGET
CAPITAL PROJECTS FUNDS (Minor Funds)					
Redevelopment Capital Projects					
Investment Interest Earnings	4,905	93	-	100	100
Miscellaneous	-	-	-	-	-
Total RDA Capital Projects	4,905	93	-	100	100
Sand Replenishment TOT					
Transient Occupancy Tax - Hotels	101,124	112,189	112,000	121,816	126,000
TOT - Short-term Vacation Rentals	28,029	30,862	38,000	28,775	36,000
Investment Interest Earnings	2,275	1,349	-	1,200	1,200
Total Sand Replenishment	131,428	144,401	150,000	151,791	163,200
Miscellaneous Capital Projects					
Intergovernmental	7,419	-	-	-	-
Investment Interest Earnings	32,128	6,837	5,000	2,600	3,000
Miscellaneous	173,841	25,500	-	308,362	-
Total Misc. Capital Projects	213,388	32,337	5,000	310,962	3,000
Assessment Districts					
Contributions from Property Owners	732,846	-	-	-	-
Investment Interest Earnings	4,885	1,863	1,100	1,200	1,200
Total Assessment Districts	737,731	1,863	1,100	1,200	1,200
TOTAL CAPITAL PROJECTS FUNDS	1,087,452	178,693	156,100	464,053	167,500
PROPRIETARY FUNDS (Major Fund)					
Sanitation					
Service Charges	4,283,087	4,498,182	4,417,100	4,466,515	4,472,500
Investment Interest Earnings/Rentals	261,554	73,634	63,000	51,000	40,000
Intergovernmental	-	-	-	-	-
Miscellaneous	13,802	217,552	62,000	18,300	13,800
Total Sanitation	4,558,443	4,789,368	4,542,100	4,535,815	4,526,300
TOTAL PROPRIETARY FUNDS	4,558,443	4,789,368	4,542,100	4,535,815	4,526,300
TOTAL - CITY & RDA FUNDS	23,635,377	21,336,058	22,180,960	22,326,490	23,266,301
OTHER SOURCES OF FUNDS					
Transfers In					
General Fund					
Risk Management	-	118,527	-	-	-
Asset Replacement	280,000	-	-	-	-
Miscellaneous Capital Projects	115,000	165,541	-	-	-
Designated for Low/Mod Housing	-	-	-	137,107	-
Worker's Compensation					
General Fund - Undesignated	-	25,199	-	-	-
Risk Management	89,000	-	-	-	-
Asset Replacement					
General Fund - Designated	246,000	-	-	-	-
Risk Management	34,000	-	-	-	-
Special Revenue Funds:					
RDA Low/Moderate Housing	176,456	159,252	166,600	154,800	156,000
Debt Service Funds:					
Public Facilities	325,000	205,152	164,000	164,000	152,400
Capital Lease	153,400	154,400	154,400	154,400	154,400
Capital Projects Funds:					
Miscellaneous Capital Projects	43,000	22,100	76,000	87,236	88,200
RDA Capital Projects	133,223	150,781	213,100	213,100	193,200
Total Transfers In	1,595,079	1,000,952	774,100	910,643	744,200
TOTAL OTHER SOURCES OF FUNDS	1,595,079	1,000,952	774,100	910,643	744,200
GRAND TOTAL REVENUES	25,230,456	22,337,010	22,955,060	23,237,133	24,010,501

EXPENDITURE SUMMARY BY FUND

FUND	DESCRIPTION	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
		ACTUAL	ACTUAL	ADOPTED	PROJECTED	ADOPTED BUDGET
001	GENERAL FUND	14,352,278	13,896,631	13,659,560	13,773,132	13,595,600
120	RISK MANAGEMENT/INSURANCE	301,183	333,990	357,000	281,700	356,500
125	WORKER'S COMPENSATION INS	241,996	364,297	273,300	384,188	271,500
135	EQUIPMENT REPLACEMENT	1,243,643	263,375	154,400	195,484	244,900
202	GAS TAX	157,038	363,341	250,000	201,163	250,000
203	MID 33 HIGHWAY 101	81,627	52,757	72,200	58,057	53,000
204	MID 9C SANTA FE HILLS	289,643	300,195	290,900	307,200	253,000
205	MID 9E ISLA VERDE	5,088	5,858	5,900	5,900	6,000
207	MID 9H SAN ELIJO #2	81,300	83,528	83,100	83,100	83,100
208	CRT MAINTENANCE DISTRICT	78,771	60,468	67,100	67,100	74,600
211	STREET LIGHT DISTRICT	295,955	290,995	445,100	253,953	438,400
212	PROPOSITION A/TRANSNET NM	100,172	-	-	-	-
213	DEVELOPER PASS-THRU	-	-	-	120,900	100,000
214	FIRE MITIGATION FEES	18,215	21,152	15,000	4,800	15,000
215	BOATING & WATERWAYS	68,950	35,602	-	34,625	145,000
218	TRANSNET MOTORIZED	-	-	980,000	480,341	694,000
219	COPS	112,516	112,055	100,000	100,000	100,000
220	TDA	-	8,527	25,000	25,000	-
228	TRANSNET II	-	6,985	933,500	73,350	1,329,150
240	CDBG	162,599	480	-	87,600	-
241	CALTRANS	-	-	-	-	-
243	SEEG/EEM	-	-	-	-	-
244	TEA21/ISTEA	-	-	-	-	-
245	TEA	-	-	-	-	-
246	MISCELLANEOUS GRANT FUND	77,803	231,210	23,300	90,404	70,400
250	COASTAL BUSINESS/VISTORS	54,534	41,865	33,500	-	34,500
263	HOUSING	-	-	-	-	-
264	RDA LOW/MODERATE HOUSING	672	22,099	25,000	801,707	25,000
270	PUBLIC SAFETY SPECIAL REVENUE	-	-	19,500	19,500	19,500
317	PUBLIC FACILITIES	324,896	322,431	321,300	322,900	175,900
320	CAPITAL LEASE	151,016	154,325	154,400	154,325	154,400
362	RDA DEBT SERVICE	801,505	999,054	900,000	871,100	807,000
416	RDA CAPITAL PROJECTS	191,193	287,730	237,300	472,023	170,062
450	SAND REPLENISHMENT TOT - CIP	31,842	66,682	111,800	115,000	110,400
459	MISC. CAPITAL PROJECTS	647,622	604,311	789,500	722,979	596,995
47X	ASSESSMENT DISTRICTS CIP	644,551	9,418	-	-	-
509	SANITATION	6,497,295	6,881,723	5,128,900	5,334,018	5,947,466
TOTAL CITY & RDA FUNDS		27,013,903	25,821,084	25,456,560	25,441,549	26,121,373

EXPENDITURES & OTHER FINANCING USES

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED BUDGET	2010-2011 PROJECTED	2011-2012 ADOPTED BUDGET
GENERAL FUND (Major Fund)					
General Government					
City Council	251,223	211,542	225,740	228,043	219,700
City Clerk	329,050	342,296	325,045	309,624	314,900
City Attorney	504,860	471,576	443,200	483,758	523,000
City Manager	453,015	435,518	404,320	409,412	325,500
Finance	707,888	699,062	655,250	691,086	577,700
Non-Departmental	36,922	34,499	37,430	28,400	30,100
Human Resources	240,897	242,060	260,005	281,162	266,700
Information Services	331,952	304,249	310,300	306,205	315,900
Total General Government	2,855,807	2,740,802	2,661,290	2,737,691	2,573,500
Community Development					
Planning	796,429	776,373	676,975	665,446	579,100
Building Services	287,292	264,412	237,600	273,200	333,800
Total Community Development	1,083,721	1,040,785	914,575	938,646	912,900
Public Safety					
Law Enforcement	2,852,309	2,999,138	2,943,700	2,956,317	3,025,500
Fire Department	3,558,805	3,595,386	3,609,800	3,631,473	3,758,600
Animal Regulation	75,415	79,900	84,700	84,700	94,900
Code/Parking Enforcement	224,871	345,161	252,080	233,388	226,400
Emergency Preparedness	21,401	17,561	25,800	25,593	25,600
Marine Safety	707,592	708,987	694,100	689,262	655,300
Junior Lifeguards	151,732	187,713	140,900	183,299	199,600
Shoreline Protection	67,000	41,403	50,900	50,900	51,800
Total Public Safety	7,659,125	7,975,249	7,801,980	7,854,932	8,037,700
Public Works					
Engineering	476,927	367,141	376,000	376,301	299,000
Storm Water Management	286,781	254,716	274,800	248,861	251,400
Street Maintenance	437,146	400,008	404,200	395,705	336,000
Traffic Safety	200,020	154,295	199,200	199,200	185,200
Street Sweeping	37,756	34,723	40,900	40,900	40,900
Park Maintenance	264,547	305,311	325,900	320,806	288,900
Public Facilities	134,796	140,366	155,000	155,000	150,500
Total Public Works	1,837,973	1,656,560	1,776,000	1,736,774	1,551,900
Community Services					
Community Services	132,544	82,522	92,940	92,376	102,600
Recreation	169,108	148,262	172,775	161,477	176,400
Total Community Services	301,652	230,784	265,715	253,853	279,000
Subtotal General Fund					
	13,738,278	13,644,180	13,419,560	13,521,896	13,355,000
Risk Management Insurance	178,183	215,463	357,000	281,700	356,500
Workers' Compensation Insurance	241,996	364,297	273,300	384,188	271,500
Asset Replacement	810,243	108,975	-	41,084	90,500
TOTAL GENERAL FUND	14,968,700	14,332,915	14,049,860	14,228,868	14,073,500

EXPENDITURES & OTHER FINANCING USES

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED BUDGET	2010-2011 PROJECTED	2011-2012 ADOPTED BUDGET
SPECIAL REVENUE FUNDS (Minor Funds)					
State Gas Tax Fund	157,038	363,341	250,000	201,163	250,000
Special Districts					
MID 33 Highway 101	81,627	52,757	72,200	58,057	53,000
MID 9C Santa Fe Hills	289,643	300,195	290,900	307,200	253,000
MID 9E Isla Verde	5,088	5,858	5,900	5,900	6,000
MID 9H San Elijo #2	81,300	83,528	83,100	83,100	83,100
Coastal Rail Trail Maint District	78,771	60,468	67,100	67,100	74,600
Street Light District					
Public Works	258,519	258,513	266,600	252,953	260,900
Capital Projects	37,436	32,482	178,500	1,000	177,500
Total Street Light District	295,955	290,995	445,100	253,953	438,400
Total Special Districts	832,384	793,801	964,300	775,310	908,100
Transnet Non-Motorized/Proposition A	100,172	-	-	-	-
Developer Pass-Thru	-	-	-	120,900	100,000
Fire Mitigation Fees	18,215	21,152	15,000	4,800	15,000
Dept of Boating & Waterways	68,950	35,602	-	34,625	145,000
Transnet - Motorized	-	-	980,000	480,341	694,000
COPS	112,516	112,055	100,000	100,000	100,000
TDA	-	8,527	25,000	25,000	-
Transet II	-	6,985	933,500	73,350	1,329,150
CDBG	162,599	480	-	87,600	-
CALTRANS	-	-	-	-	-
SEEG/EEM	-	-	-	-	-
TEA21/ISTEA	-	-	-	-	-
TEA	-	-	-	-	-
Miscellaneous Grants	77,803	231,210	23,300	90,404	70,400
Coastal Business/Visitors TOT	54,534	41,865	33,500	-	34,500
Housing	-	-	-	-	-
RDA Low/Moderate Housing					
Community Development	672	22,099	25,000	-	25,000
Capital Projects	-	-	-	664,600	-
Total RDA Low/Moderate Housing	672	22,099	25,000	664,600	25,000
Public Safety Special Revenues	-	-	19,500	19,500	19,500
TOTAL SPECIAL REVENUE FUNDS	1,584,883	1,637,117	3,369,100	2,677,593	3,690,650
DEBT SERVICE FUNDS (Minor Funds)					
Public Facilities	324,896	322,431	321,300	322,900	175,900
Capital Lease	151,016	154,325	154,400	154,325	154,400
RDA Debt Service					
Pass Through Payments/Other	260,083	457,299	286,100	269,000	226,400
Debt Service	231,743	231,722	234,200	234,200	231,400
Total Redevelopment Debt Service	491,826	689,021	520,300	503,200	457,800
TOTAL DEBT SERVICE FUNDS	967,738	1,165,777	996,000	980,425	788,100
CAPITAL PROJECTS FUNDS (Minor Funds)					
Redevelopment Capital Projects					
Administration	124,253	145,302	156,100	159,620	163,300
Capital Projects	66,940	142,428	81,200	312,403	6,762
Total Redevelopment CIP	191,193	287,730	237,300	472,023	170,062
Sand Replenishment TOT	31,842	66,682	111,800	115,000	110,400
Miscellaneous Capital Projects	532,622	438,770	789,500	722,979	596,995
Assessment Districts	644,551	9,418	-	-	-
TOTAL CAPITAL PROJECTS FUNDS	1,400,208	802,600	1,138,600	1,310,002	877,457

EXPENDITURES & OTHER FINANCING USES

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED BUDGET	2010-2011 PROJECTED	2011-2012 ADOPTED BUDGET
PROPRIETARY FUNDS (Major Fund)					
Sanitation					
Maintenance	2,672,055	2,559,041	2,642,800	2,834,017	2,833,200
Debt Service	1,481,291	1,476,225	1,410,500	1,488,066	1,489,666
Improvements (San Elijo JPA)	131,148	119,847	319,100	319,100	389,600
Equipment	-	-	-	-	-
Capital Projects	2,212,801	2,726,610	756,500	692,835	1,235,000
Total Sanitation	6,497,295	6,881,723	5,128,900	5,334,018	5,947,466
TOTAL PROPRIETARY FUNDS	6,497,295	6,881,723	5,128,900	5,334,018	5,947,466
TOTAL - CITY & RDA FUNDS	25,418,824	24,820,132	24,682,460	24,530,906	25,377,173
OTHER SOURCES OF FUNDS:					
Transfers Out					
General Fund					
Undesignated					
Debt Service-Public Facilities	325,000	205,152	164,000	164,000	152,400
Miscellaneous Capital Projects	43,000	-	-	-	88,200
Workers Compensation	-	25,199	-	-	-
Reserved for Public Facilities					
Miscellaneous Capital Projects	-	22,100	76,000	87,236	-
Designated					
Miscellaneous Capital Projects	-	-	-	-	-
Asset Replacement	246,000	-	-	-	-
Risk Management					
Asset Replacement	34,000	-	-	-	-
Workers Compensation	89,000	-	-	-	-
General Fund	-	118,527	-	-	-
Asset Replacement					
General Fund	280,000	-	-	-	-
Capital Leases	153,400	154,400	154,400	154,400	154,400
RDA Low/Moderate Housing					
General Fund					
Designated for Low/Mod Housing	-	-	-	137,107	-
RDA Debt Service					
RDA Low/Moderate Housing	176,456	159,252	166,600	154,800	156,000
Redevelopment Capital Projects	133,223	150,781	213,100	213,100	193,200
Miscellaneous Capital Projects					
General Fund	115,000	165,541	-	-	-
Total Transfers Out	1,595,079	1,000,952	774,100	910,643	744,200
TOTAL OTHER USES OF FUNDS	1,595,079	1,000,952	774,100	910,643	744,200
TOTAL EXPENDITURES-ALL FUNDS	27,013,903	25,821,084	25,456,560	25,441,549	26,121,373

GRAPHS AND SUMMARIES

ALL FUNDS FISCAL YEAR 2011-2012

	General Fund (001)	Self- Insurance & Asset Replcmnt (120, 125, 135) Page B-20	Gas Tax (202)	Municipal Improvmt Districts (203-205) (207,208) Page B-21	Redevelopment Agency Funds (264, 362, 416) Page B-22
<u>Resources</u>					
<u>Revenue</u>					
Property Tax	5,327,600	-	-	301,200	-
Sales Tax	2,794,000	-	-	-	-
Other Taxes and Fees	2,335,000	-	-	214,200	-
Licenses and Permits	300,000	-	-	-	-
Fines, Forfeits and Penalties	340,300	-	-	-	-
Use of Money and Property	103,000	13,500	2,100	1,000	4,200
Intergovernmental	1,603,500	-	378,001	2,500	-
Service Charges	445,000	-	-	-	-
Other Revenue	471,300	918,600	-	-	-
Tax Increment	-	-	-	-	779,800
Total Revenue	13,719,700	932,100	380,101	518,900	784,000
<u>Other Sources of Funds</u>					
Proceeds from Long-Term Debt	-	-	-	-	-
Transfers In	-	-	-	-	349,200
Total Other Sources of Funds	-	-	-	-	349,200
Total 2011/12 Resources	13,719,700	932,100	380,101	518,900	1,133,200
07/01/11 Estimated					
Fund Balance	6,904,451	2,740,315	587,116	302,287	671,074
Total Resources	20,624,151	3,672,415	967,217	821,187	1,804,274
<u>Appropriations</u>					
<u>Operating Expenses</u>					
Salaries	4,637,700	-	-	12,600	67,200
Fringe Benefits	1,809,000	-	-	4,100	20,300
Materials, Supplies, Services	6,128,900	628,000	-	452,300	323,000
Capital, Debt Service & Charges	779,400	90,500	-	700	4,200
Total Operating Expenses	13,355,000	718,500	-	469,700	414,700
<u>Other Uses of Funds</u>					
Debt Service	-	-	-	-	231,400
Capital Improvements	-	-	250,000	-	6,762
Transfers Out	240,600	154,400	-	-	349,200
Total Other Uses of Funds	240,600	154,400	250,000	-	587,362
Total 2011/12 Use of Funds	13,595,600	872,900	250,000	469,700	1,002,062
Designated Reserves (Est.)	4,436,604	2,799,515	717,217	351,487	802,212
Undesignated Reserves (Est.)	2,591,947	-	-	-	-
Total Appropriations	20,624,151	3,672,415	967,217	821,187	1,804,274

Street Light District (211)	Special Revenue (212-263) Page B-24 to B-25	Debt Service (317/320) Page B-26	Capital Imprvmt (450, 459, 46X) Page B-23	Sanitation (509)	Total All Funds
338,900	-	-	-	-	5,967,700
-	-	-	-	-	2,794,000
76,700	81,000	-	162,000	-	2,868,900
-	-	-	-	-	300,000
-	-	-	-	-	340,300
6,500	8,600	12,000	5,400	40,000	196,300
3,200	1,607,900	-	-	-	3,595,101
-	103,000	-	-	4,472,500	5,020,500
-	-	-	-	13,800	1,403,700
-	-	-	-	-	779,800
425,300	1,800,500	12,000	167,400	4,526,300	23,266,301
-	-	-	-	-	-
-	-	306,800	88,200	-	744,200
-	-	306,800	88,200	-	744,200
425,300	1,800,500	318,800	255,600	4,526,300	24,010,501
1,478,693	1,438,652	47,330	1,051,635	17,103,353	32,324,907
1,903,993	3,239,152	366,130	1,307,235	21,629,653	56,335,408
71,000	-	-	-	254,800	5,043,300
24,200	-	-	-	82,400	1,940,000
161,500	254,000	2,000	-	2,345,100	10,294,800
4,200	15,000	-	-	540,500	1,434,500
260,900	269,000	2,000	-	3,222,800	18,712,600
-	-	328,300	-	1,489,666	2,049,366
177,500	2,238,550	-	707,395	1,235,000	4,615,207
-	-	-	-	-	744,200
177,500	2,238,550	328,300	707,395	2,724,666	7,408,773
438,400	2,507,550	330,300	707,395	5,947,466	26,121,373
1,465,593	731,602	35,830	599,840	15,682,187	27,622,088
-	-	-	-	-	2,591,947
1,903,993	3,239,152	366,130	1,307,235	21,629,653	56,335,408

GRAPHS AND SUMMARIES

Schedule IA - Reserves/Designations - General Fund - Fiscal Year 2011-2012

<u>Description</u>	<u>Estimated 07/01/11 Balances</u>	<u>Estimated 11/12 Revenues</u>	<u>Estimated 11/12 Transfers In</u>	<u>Estimated 11/12 Expenditures</u>	<u>Estimated 11/12 Transfers Out</u>	<u>Estimated 06/30/12 Balance</u>
Reserve for public facilities	39,064	19,000	-	-	-	58,064
Reserve for park fees	27,903	-	-	-	-	27,903
Reserve for community television production	1,710	27,000	-	(27,000)	-	1,710
Reserved for cable equipment	-	-	-	-	-	-
Reserve for street sweeping	61,227	43,000	-	(40,900)	-	63,327
Reserve for LSF Median	68,500	-	-	-	-	68,500
Reserve sand beaches	15,322	-	-	-	-	15,322
Reserve for beverage container recycling	3,304	-	-	-	-	3,304
Reserve for in-lieu housing fees	100,786	-	-	-	-	100,786
Parks & Recreation	20,861	-	-	-	-	20,861
Public Arts	10,492	-	-	-	-	10,492
Reserve for solid waste revenue	85,303	-	-	(25,000)	-	60,303
Total Reserves	434,472	89,000	-	(92,900)	-	430,572
Designated for beach related	23,800	-	-	-	-	23,800
Designated for Fletcher Cove Master Plan	25	-	-	-	-	25
Designated for Highway 101 Improvements	-	-	-	-	-	-
Designated for Low / Mod Housing	137,107	-	-	-	-	137,107
Designated for contingencies	2,335,600 **	-	-	-	-	2,335,600
Designated for housing	1,509,500	-	-	-	-	1,509,500
Total Designations	4,006,032	-	-	-	-	4,006,032
Total Designated and Reserved	4,440,504	89,000	-	(92,900)	-	4,436,604
Total Undesignated	2,463,947	13,630,700	-	(13,262,100)	(240,600)	2,591,947
Totals	6,904,451	13,719,700	-	(13,355,000)	(240,600)	7,028,551

** City Financial Policy

GRAPHS AND SUMMARIES

Schedule IIA - Changes in Fund Balance - General Fund - Fiscal Year 2011-2012

<u>Description</u>	<u>Undesignated</u>	<u>Restricted Reserves</u>	<u>Designated</u>	<u>Total</u>	<u>Page Reference</u>
Estimated Fiscal 2011/12 Activity:					
Resources					
Estimated Revenues	13,630,700	89,000	-	13,719,700	B - 6
Expenditures					
Estimated Expenditures	(13,262,100)	(92,900)	-	(13,355,000)	B - 11
Resources less					
Operating Expenditures	368,600	(3,900)	-	364,700	
Operating Transfers Out To:					
Debt Service	(152,400)	-	-	(152,400)	B -16
Subtotal - Net Activity					
Prior to Other Transfers	216,200	(3,900)	-	212,300	
Other Transfers:					
Transfers-In					
Reserve Transfers	-	-	-	-	
Transfers-Out					
Transfer to Worker Compensation	-	-	-	-	
Transfer to Capital Projects	(398,700)	-	-	(398,700)	B -16
Reserve Transfers	-	-	-	-	
Total Other Transfers	(398,700)	-	-	(398,700)	
Change in Fund Balance	(182,500)	(3,900)	-	(186,400)	

	<u>Undesignated</u>	<u>Restricted Reserves</u>	<u>Designated</u>	<u>Total</u>
Estimated Beginning Fund Balance - 07/01/11	2,463,947	434,472	4,006,032	6,904,451
Net Fiscal 2011/12 Activity	(182,500)	(3,900)	-	(186,400)
Estimated Ending Fund Balance - 06/30/12	2,281,447	430,572	4,006,032	6,718,051

INTERFUND TRANSFERS

Fiscal Year 2011-2012

TRANSFER FROM	TRANSFER TO						TOTAL
	GENERAL FUND	PUBLIC FACILITIES	CAPITAL LEASES	RDA CAPITAL PROJECTS FUND	MISC CAPITAL PROJECTS	RDA LOW/MOD HOUSING	
GENERAL FUND							-
UNDESIGNATED RESERVES		152,400			88,200		240,600
DESIGNATED RESERVES							-
ASSET REPLACEMENT			154,400				154,400
RISK MANAGEMENT							-
MISCELLANEOUS CAPITAL PROJECTS							-
RDA DEBT SERVICE FUND				193,200		156,000	349,200
TOTAL IN:	-	152,400	154,400	193,200	88,200	156,000	744,200

Transfers To:

264-4910 156,000
 317-4910 152,400
 320-4910 154,400
 416-4910 193,200
 459-4910 88,200

744,200

Transfers From:

001-6810 240,600
 135-6810 154,400
 362-6810 349,200
 -

744,200

GRAPHS AND SUMMARIES

General Fund Operating Expenditures by Object Code

OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
6101	Regular Salaries	3,923,273	3,817,670	3,844,100	3,787,367	3,562,900
6102	Part Time & Temporary Salaries	594,749	634,205	491,500	625,403	546,100
6103	Overtime	457,307	371,957	263,600	378,231	400,000
6104	Special Pay	88,952	76,497	75,800	84,589	128,700
6105	Temporary Non-Payroll	29,597	21,105	-	37,082	-
6205	Retirement	1,312,255	1,463,109	1,245,300	1,084,441	1,098,500
6210	Medicare	70,354	71,877	67,700	68,400	67,300
6211	Social Security	19,824	22,867	16,300	23,879	21,000
6220	Flex Credit Benefit	496,581	493,544	484,400	467,340	462,500
6245	Life Insurance	13,310	11,594	13,000	12,621	12,300
6260	Unemployment Insurance	6,481	7,293	4,400	23,539	16,000
6270	Retirees Health Insurance	69,879	80,573	93,000	96,181	108,000
6280	Auto Allowance	13,264	13,732	16,500	17,249	11,200
6285	Uniform Allowance	1,500	1,500	1,500	1,500	1,500
6290	Phone Allowance	8,395	6,841	7,100	7,385	5,700
6295	Rideshare	2,218	2,582	5,000	5,200	5,000
TOTAL		7,107,939	7,096,946	6,629,200	6,720,409	6,446,700
MATERIALS, SUPPLIES & SERV						
6310	Insurance and Surety Bonds	10,802	10,979	10,600	10,600	11,000
6315	Travel, Conferences & Meetings	44,130	33,295	38,420	28,870	41,300
6320	Training	24,983	13,004	7,705	7,731	15,800
6325	Strike Team	7,186	-	-	-	-
6330	Membership and Dues	83,129	78,445	80,143	78,728	80,050
6340	Clothing and Personal Expenses	30,418	36,968	35,700	34,400	41,000
6341	Tuition Reimbursement	1,171	4,803	4,000	5,500	4,000
6350	Pre-Employment	6,043	6,325	2,900	2,900	2,900
6351	Recruitments	107	18	250	200	300
6415	Election Supplies	1,566	6,857	11,100	1,100	1,100
6416	Office Supplies	9,200	8,211	9,280	7,100	8,300
6417	Postage	12,560	9,208	9,130	8,816	9,000
6418	Books, Subscriptions & Printing	58,395	23,202	24,385	22,733	24,900
6419	Minor Equipment	44,281	28,339	31,100	21,100	28,500
6420	Departmental Special Supplies	112,502	92,821	108,267	107,323	99,400
6421	Small Tools	495	-	-	-	-
6427	Vehicle Operating Supplies	33,651	38,842	37,400	46,400	40,900
6428	Vehicle Maintenance	48,364	53,047	36,200	46,625	57,600
6522	Advertising	5,575	3,852	9,900	7,620	9,500
6523	Communications	44,941	44,188	50,700	51,459	49,900
6524	Utilities - Electric	111,047	102,611	113,900	107,150	99,600
6525	Rents and Leases	37,433	40,573	43,200	30,882	31,900
6526	Maint. of Buildings & Grounds	143,331	130,140	165,800	159,650	170,000
6527	Utilities - Other	26,171	29,180	29,500	31,420	32,500
6529	Mileage	2,211	1,902	3,550	3,169	3,500
6530	Professional Services	4,497,655	4,648,121	4,680,575	4,707,760	4,858,850
6531	Maint. & Operation of Equipment	68,561	70,157	50,865	62,400	64,200
6532	Contribution to Other Agencies	92,398	59,829	72,600	74,840	59,300
6535	Community Television Production	35,308	31,920	36,200	36,200	36,200
6537	Summer Day Camp	6,224	6,731	7,000	6,563	6,800
6538	Special Events	39,926	19,856	18,740	22,523	20,800
6539	Contingency	32,484	23,293	33,100	33,100	32,500
6540	Damage Claims	33,000	-	-	-	-
6570	Other Charges	157,273	225,523	164,350	172,825	187,300
6572/3	Fire/Local Incidents	1,249	-	-	-	-
TOTAL		5,863,770	5,882,240	5,926,560	5,937,687	6,128,900
CAPITAL, DEBT SVC & CHRGS						
6630	Improvements	9,037	9,413	-	-	-
6640	Equipment	12,349	19,947	-	-	-
6650	Vehicles	1,949	-	-	-	-
6720	Debt Service	23,034	23,034	23,300	23,300	23,300
6910	Claims Liability Charges	175,000	150,000	181,300	181,300	206,600
6920	Worker's Comp Charges	156,100	154,400	356,600	356,600	260,400
6930	Asset Replacement Chrgs	389,100	308,200	302,600	302,600	289,100
TOTAL		766,569	664,994	863,800	863,800	779,400
ACTIVITY TOTALS		13,738,305	13,644,180	13,419,560	13,521,896	13,355,000

GRAPHS AND SUMMARIES

Insurance and Asset Replacement Funds

<u>Description</u>	Fund 120	Fund 125	Fund 135	Total
	Risk Management	Worker's Compensation	Asset Replacement	
	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
Revenue:	2011-2012	2011-2012	2011-2012	2011-2012
Interest	3,000	1,500	9,000	13,500
Miscellaneous	2,500	-	-	2,500
Departmental Charges	356,000	271,000	289,100	916,100
Total Revenue	361,500	272,500	298,100	932,100
Other Sources of Funds				
Transfers In	-	-	-	-
Total Other Sources of Funds	-	-	-	-
Total Source of Funds	361,500	272,500	298,100	932,100
Estimated Fund Balance	579,729	366,569	1,794,017	2,740,315
Total Resources	941,229	639,069	2,092,117	3,672,415
Expenditures				
Insurance and Surety Bonds	199,400	99,000	-	298,400
Professional Services	57,100	37,500	-	94,600
Damage Claims	100,000	135,000	-	235,000
Capital Outlay	-	-	90,500	90,500
Total Expenditures	356,500	271,500	90,500	718,500
Other Uses of Funds				
Transfers Out	-	-	154,400	154,400
Total Other Uses of Funds	-	-	154,400	154,400
Total Use of Funds	356,500	271,500	244,900	872,900
Estimated Fund Balance at Fiscal Year End	584,729	367,569	1,847,217	2,799,515
Total Uses	941,229	639,069	2,092,117	3,672,415

GRAPHS AND SUMMARIES

Municipal Improvement Districts

Description	Fund 203	Fund 204	Fund 205	Fund 207	Fund 208	Total
	Hwy 101 Railroad	Santa Fe Hills	Isla Verde	San Elijo Hills II	Coastal Rail Trail Maint District	
	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
Revenue:	2011-2012	2011-2012	2011-2012	2011-2012	2011-2012	2011-2012
Property Tax	83,000	162,000	-	56,200	-	301,200
Benefit Fees	11,500	95,000	6,000	34,200	67,500	214,200
State HOE	600	1,500	-	400	-	2,500
Interest Earnings	700	200	-	100	-	1,000
Total Revenue	95,800	258,700	6,000	90,900	67,500	518,900
Estimated Fund Balance	199,436	(5,400)	2,600	80,410	25,241	302,287
Total Resources	295,236	253,300	8,600	171,310	92,741	821,187
Expenditures						
Salaries	12,600	-	-	-	-	12,600
Fringe Benefits	4,100	-	-	-	-	4,100
Materials, Supplies, Services	35,600	253,000	6,000	83,100	74,600	452,300
Capital, Debt Service & Charges	700	-	-	-	-	700
Total Expenditures	53,000	253,000	6,000	83,100	74,600	469,700
Estimated Fund Balance at Fiscal Year End	242,236	300	2,600	88,210	18,141	351,487
Total Uses	295,236	253,300	8,600	171,310	92,741	821,187

GRAPHS AND SUMMARIES

Redevelopment Agency

Description	Fund 264	Fund 362	Fund 416	Total
	RDA - Low/Moderate Housing Fund	RDA - Debt Service Fund	RDA - Capital Projects Fund	
	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
Revenue:	2011-2012	2011-2012	2011-2012	2011-2012
Tax Increment	-	779,800	-	779,800
Benefit Fees	-	-	-	-
Interest Earnings	1,100	3,000	100	4,200
Other Revenue	-	-	-	-
Total Revenue	1,100	782,800	100	784,000
Other Sources of Funds				
Transfers In	156,000	-	193,200	349,200
Total Other Sources of Funds	156,000	-	193,200	349,200
Total Source of Funds	157,100	782,800	193,300	1,133,200
Estimated Fund Balance	25,320	668,799	(23,045)	671,074
Total Resources	182,420	1,451,599	170,255	1,804,274
Expenditures				
Salaries	-	-	67,200	67,200
Fringe Benefits	-	-	20,300	20,300
Materials, Supplies, Services	25,000	226,400	71,600	323,000
Other Charges	-	-	4,200	4,200
Total Operating Expenditures	25,000	226,400	163,300	414,700
Other Uses of Funds				
Debt Service	-	231,400	-	231,400
Capital Improvements	-	-	6,762	6,762
Transfers Out	-	349,200	-	349,200
Total Other Uses of Funds	-	580,600	6,762	587,362
Total Use of Funds	25,000	807,000	170,062	1,002,062
Estimated Fund Balance at Fiscal Year End	157,420	644,599	193	802,212
Total Uses	182,420	1,451,599	170,255	1,804,274

GRAPHS AND SUMMARIES

Capital Improvement Projects (CIP)

<u>Description</u>	Fund 450	Fund 459	Fund 47X	Total
	TOT Sand Replenishment	Miscellaneous Capital Projects	Assessment Districts	
	<u>Fiscal Year</u>	<u>Fiscal Year</u>	<u>Fiscal Year</u>	<u>Fiscal Year</u>
Revenue:	<u>2011-2012</u>	<u>2011-2012</u>	<u>2011-2012</u>	<u>2011-2012</u>
Other Taxes and Fees	162,000	-	-	162,000
Interest Earnings	1,200	3,000	1,200	5,400
Other Revenue	-	-	-	-
Total Revenue	<u>163,200</u>	<u>3,000</u>	<u>1,200</u>	<u>167,400</u>
<u>Other Sources of Funds</u>				
Transfers In	-	88,200	-	88,200
Total Other Sources of Funds	<u>-</u>	<u>88,200</u>	<u>-</u>	<u>88,200</u>
Total Source of Funds	163,200	91,200	1,200	255,600
Estimated Fund Balance	<u>340,792</u>	<u>505,847</u>	<u>204,996</u>	<u>1,051,635</u>
Total Resources	<u><u>503,992</u></u>	<u><u>597,047</u></u>	<u><u>206,196</u></u>	<u><u>1,307,235</u></u>
<u>Expenditures</u>				
Salaries	-	-	-	-
Fringe Benefits	-	-	-	-
Materials, Supplies, Services	-	-	-	-
Other Charges	-	-	-	-
Total Operating Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Other Uses of Funds</u>				
Debt Service	-	-	-	-
Capital Improvements	110,400	596,995	-	707,395
Transfers Out	-	-	-	-
Total Other Uses of Funds	<u>110,400</u>	<u>596,995</u>	<u>0</u>	<u>707,395</u>
Total Use of Funds	110,400	596,995	-	707,395
Estimated Fund Balance at Fiscal Year End	<u>393,592</u>	<u>52</u>	<u>206,196</u>	<u>599,840</u>
Total Uses	<u><u>503,992</u></u>	<u><u>597,047</u></u>	<u><u>206,196</u></u>	<u><u>1,307,235</u></u>

See detail of Capital Improvement Projects at Pages D-7 to D-8

GRAPHS AND SUMMARIES

Special Revenue Funds (Fiscal Year 2011-2012)

<u>Description</u>	<u>Fund 212 TransNet Non- Motorized</u>	<u>Fund 214 Fire Mitigation Fees</u>	<u>Fund 215 Dept. Boating Waterways</u>	<u>Fund 213 Developer Pass-Thru</u>	<u>Fund 218 TransNet</u>	<u>Fund 219 COPS</u>	<u>Fund 220 TDA</u>	<u>Fund 228 TransNet II</u>
Revenue:								
Other Taxes	-	-	-	-	-	-	-	-
Use of Money/Property	-	200	-	-	5,200	300	-	300
Intergovernmental	-	-	145,000	-	-	-	-	1,373,000
Service Charges	-	3,000	-	100,000	-	-	-	-
Total Revenue	-	3,200	145,000	100,000	5,200	300	-	1,373,300
Estimated Beginning Fund Balance								
	(596)	52,039	86,734	-	696,883	114,874	10	(26,663)
Total Resources	<u>(596)</u>	<u>55,239</u>	<u>231,734</u>	<u>100,000</u>	<u>702,083</u>	<u>115,174</u>	<u>10</u>	<u>1,346,637</u>
Expenditures:								
Materials, Supplies, Services	-	-	-	100,000	-	100,000	-	-
Capital Outlay	-	15,000	-	-	-	-	-	-
Capital Improvement	-	-	145,000	-	694,000	-	-	1,329,150
Total Expenditures:	-	15,000	145,000	100,000	694,000	100,000	-	1,329,150
Estimated Ending Fund Balance								
	(596)	40,239	86,734	-	8,083	15,174	10	17,487
Total Uses	<u>(596)</u>	<u>55,239</u>	<u>231,734</u>	<u>100,000</u>	<u>702,083</u>	<u>115,174</u>	<u>10</u>	<u>1,346,637</u>

GRAPHS AND SUMMARIES

Special Revenue Funds (Fiscal Year 2011-2012) (continued)

<u>Description</u>	Fund 240	Fund 241	Fund 243	Fund 244/5	Fund 246	250	Fund 263	Fund 270	Total
	CDBG	CALTRANS	SEEG/EEM	TEA	Miscell Grants	Coastal Bus/ Visitors TOT	Housing	Public Safety	
Revenue:									
Other Taxes	-	-	-	-	-	81,000	-	-	81,000
Use of Money/Property	-	200	-	-	-	400	2,000	-	8,600
Intergovernmental	-	-	-	-	70,400	-	-	19,500	1,607,900
Service Charges	-	-	-	-	-	-	-	-	103,000
Total Revenue	-	200	-	-	70,400	81,400	2,000	19,500	1,800,500
Estimated Beginning									
Fund Balance	(15,454)	59,625	693	(168,970)	6,547	198,202	425,202	9,526	1,438,652
Total Resources	(15,454)	59,825	693	(168,970)	76,947	279,602	427,202	29,026	3,239,152
Expenditures:									
Materials, Supplies, Services	-	-	-	-	-	34,500	-	19,500	254,000
Capital Outlay	-	-	-	-	-	-	-	-	15,000
Capital Improvement	-	-	-	-	70,400	-	-	-	2,238,550
Total Expenditures:	-	-	-	-	70,400	34,500	-	19,500	2,507,550
Estimated Ending									
Fund Balance	(15,454)	59,825	693	(168,970)	6,547	245,102	427,202	9,526	731,602
Total Uses	(15,454)	59,825	693	(168,970)	76,947	279,602	427,202	29,026	3,239,152

GRAPHS AND SUMMARIES

Debt Service Funds (non-RDA)

<u>Description</u>	Fund 317	Fund 320	Total
	Public Facilities	Capital Lease	
	<u>Fiscal Year</u>	<u>Fiscal Year</u>	<u>Fiscal Year</u>
Revenue:	<u>2011-2012</u>	<u>2011-2012</u>	<u>2011-2012</u>
Interest	12,000	-	12,000
Miscellaneous	-	-	-
Total Revenue	<u>12,000</u>	<u>-</u>	<u>12,000</u>
Other Sources of Funds			
Transfers In	<u>152,400</u>	<u>154,400</u>	<u>306,800</u>
Total Other Sources of Funds	<u>152,400</u>	<u>154,400</u>	<u>306,800</u>
Total Source of Funds	<u>164,400</u>	<u>154,400</u>	<u>318,800</u>
Estimated Fund Balance	<u>44,796</u>	<u>2,534</u>	<u>47,330</u>
Total Resources	<u><u>209,196</u></u>	<u><u>156,934</u></u>	<u><u>366,130</u></u>
Expenditures			
Professional Services	2,000	-	2,000
Debt Service	<u>173,900</u>	<u>154,400</u>	<u>328,300</u>
Total Expenditures	<u>175,900</u>	<u>154,400</u>	<u>330,300</u>
Other Uses of Funds			
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Uses of Funds	<u>-</u>	<u>-</u>	<u>-</u>
Total Use of Funds	<u>175,900</u>	<u>154,400</u>	<u>330,300</u>
Estimated Fund Balance at Fiscal Year End	<u>33,296</u>	<u>2,534</u>	<u>35,830</u>
Total Uses	<u><u>209,196</u></u>	<u><u>156,934</u></u>	<u><u>366,130</u></u>

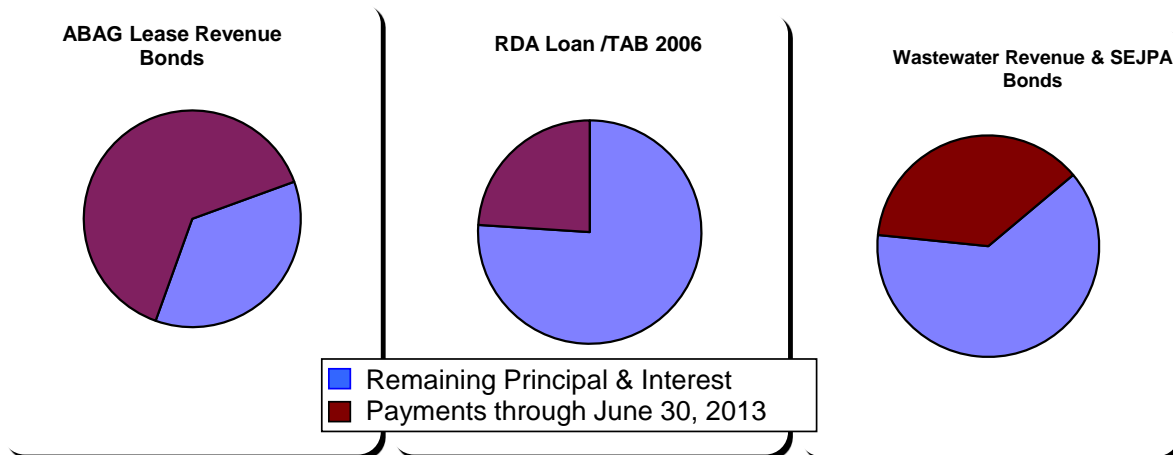
GRAPHS AND SUMMARIES

Schedule III - Debt Service - All Funds

Fiscal Year 2011-12	ABAG 2001-02 Lease Rev Bonds*	Redevelopment Agency	Wastewater Revenue & San Elijo JPA	Total Debt Service
Debt Service Expenditures for Fiscal Year	\$ 173,894	231,358	1,442,093	1,847,344
Outstanding Debt per Debt per Capita	\$ 158	433	1,665	2,256

* Funded by the General Fund

	ABAG 2001-02 Lease Rev Bonds	Redevelopment Agency	Wastewater Revenue & San Elijo JPA	Total Debt Service
Total Principal & Interest Prior years' (payments)/advances	\$ 5,197,579	7,059,320	32,080,819	\$ 44,337,718
11/12 (payment)/advance	(2,975,982)	(1,227,913)	(9,079,108)	(13,283,003)
Balance, Fiscal Year Ending June 30, 2012	<u>(173,894)</u>	<u>(231,358)</u>	<u>(1,442,093)</u>	<u>(1,847,344)</u>
12/13 (payment)	\$ 2,047,703	5,600,050	21,559,619	\$ 29,207,372
Balance, Fiscal Year Ending June 30, 2013	<u>(174,019)</u>	<u>(233,330)</u>	<u>(1,437,518)</u>	<u>(1,844,866)</u>
2013/14 payment	\$ 1,873,684	\$ 5,366,720	\$ 20,122,101	\$ 27,362,506
2014/15 payment	(173,894)	(235,043)	(1,441,758)	(1,850,694)
2015/16 payment	(168,644)	(231,503)	(1,438,588)	(1,838,734)
Thereafter	(168,406)	(232,923)	(1,438,400)	(1,839,729)
	(1,362,741)	(4,667,253)	(15,803,356)	(21,833,350)



GRAPHS AND SUMMARIES

Departmental Charges for Risk Management, Workers' Compensation & Asset Replacement for Fiscal Year 2011-2012

Department:	Risk Mgmt Dept Contribution	Wrkrs Comp Dept Contribution	Asset Replacement Contribution	Total Dept Contribution
General Fund:				
City Council	1,800	1,400	-	3,200
City Clerk	6,400	4,900	1,300	12,600
City Attorney	500	400	-	900
City Manager	8,200	6,200	-	14,400
Finance	11,400	8,700	10,900	31,000
Human Resources	3,300	2,500	-	5,800
Information Systems	3,600	2,700	50,300	56,600
Community Development	15,300	11,600	29,600	56,500
Fire	70,000	160,100	151,700	381,800
Animal Control	300	200	-	500
Code Enforcement	4,700	5,400	-	10,100
Marine Safety	15,100	22,600	44,300	82,000
Engineering	14,000	5,600	-	19,600
Environmental Services	2,600	1,900	-	4,500
Streets Maint	41,000	19,800	1,000	61,800
Park Maint	2,600	2,000	-	4,600
Community Services	1,900	1,500	-	3,400
Recreation	3,900	2,900	-	6,800
Total General Fund	206,600	260,400	289,100	756,100
All Other Funds:				
Sanitation	144,200	6,700	-	150,900
Mid 33	400	300	-	700
Street Lighting	2,400	1,800	-	4,200
RDA Admin	2,400	1,800	-	4,200
Total All Funds	356,000	271,000	289,100	916,100

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

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

Where:

C = Contribution of department

T = Total cost of risk allocated

W = Weight placed on department loss experience

I = Losses of the department

L = Total losses of all departments

e = Exposure of the department (payroll)

E = Total exposure of all departments

BUDGET GRAPHS AND SUMMARIES

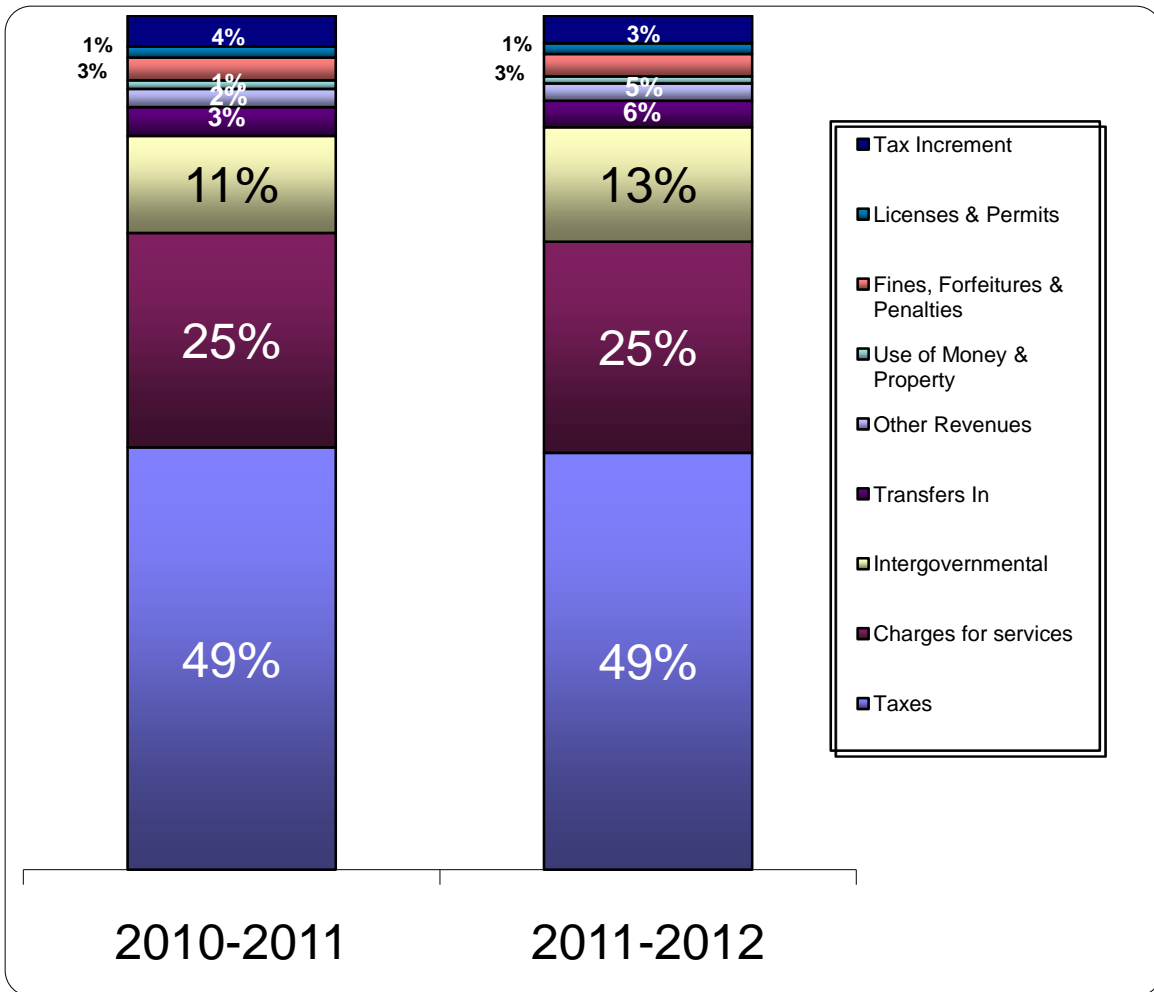
Budget Schedule IVA - Asset Replacement Fund by Department - Fiscal Year 2011-2012

		Balance July 1, 2011	Scheduled Charges for 2011/12	Available 2011/12	2011/12		Ending Balance June 30, 2012
					Replacements	Debt Service	
<u>Vehicles:</u>							
Fire Department	7	\$ 410,700	114,100	524,800	-	(154,400)	370,400
Marine Safety	2	127,300	17,300	144,600	(34,000)	-	110,600
Public Works	8	345,600	-	345,600	(30,000)	-	315,600
Parking and Codes	2	52,800	-	52,800	-	-	52,800
<i>Total Vehicles</i>	<u>19</u>	<u>936,400</u>	<u>131,400</u>	<u>1,067,800</u>	<u>(64,000)</u>	<u>(154,400)</u>	<u>849,400</u>
<u>Equipment: ⁽¹⁾</u>							
Fire Department		264,100	37,600	301,700	-	-	301,700
Marine Safety		69,400	27,000	96,400	(8,000)	-	88,400
Parking and Codes		38,700	-	38,700	-	-	38,700
Public Works		68,300	1,000	69,300	-	-	69,300
Community Development		-	29,600	29,600	-	-	29,600
Community Services		26,400	-	26,400	-	-	26,400
City Clerk		41,100	1,300	42,400	(3,500)	-	38,900
Finance		80,800	10,900	91,700	-	-	91,700
City Manager		206,900	-	206,900	-	-	206,900
Information Systems		61,900	50,300	112,200	(15,000)	-	97,200
<i>Total Equipment</i>		<u>857,600</u>	<u>157,700</u>	<u>1,015,300</u>	<u>(26,500)</u>	<u>-</u>	<u>988,800</u>
Total reserved		1,794,000	289,100	2,083,100	(90,500)	(154,400)	1,838,200
Interest earnings		-	9,000	9,000	-	-	9,000
Total Asset Replacement		<u>\$ 1,794,000</u>	<u>298,100</u>	<u>2,092,100</u>	<u>(90,500)</u>	<u>(154,400)</u>	<u>1,847,200</u>

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

GRAPHS AND SUMMARIES

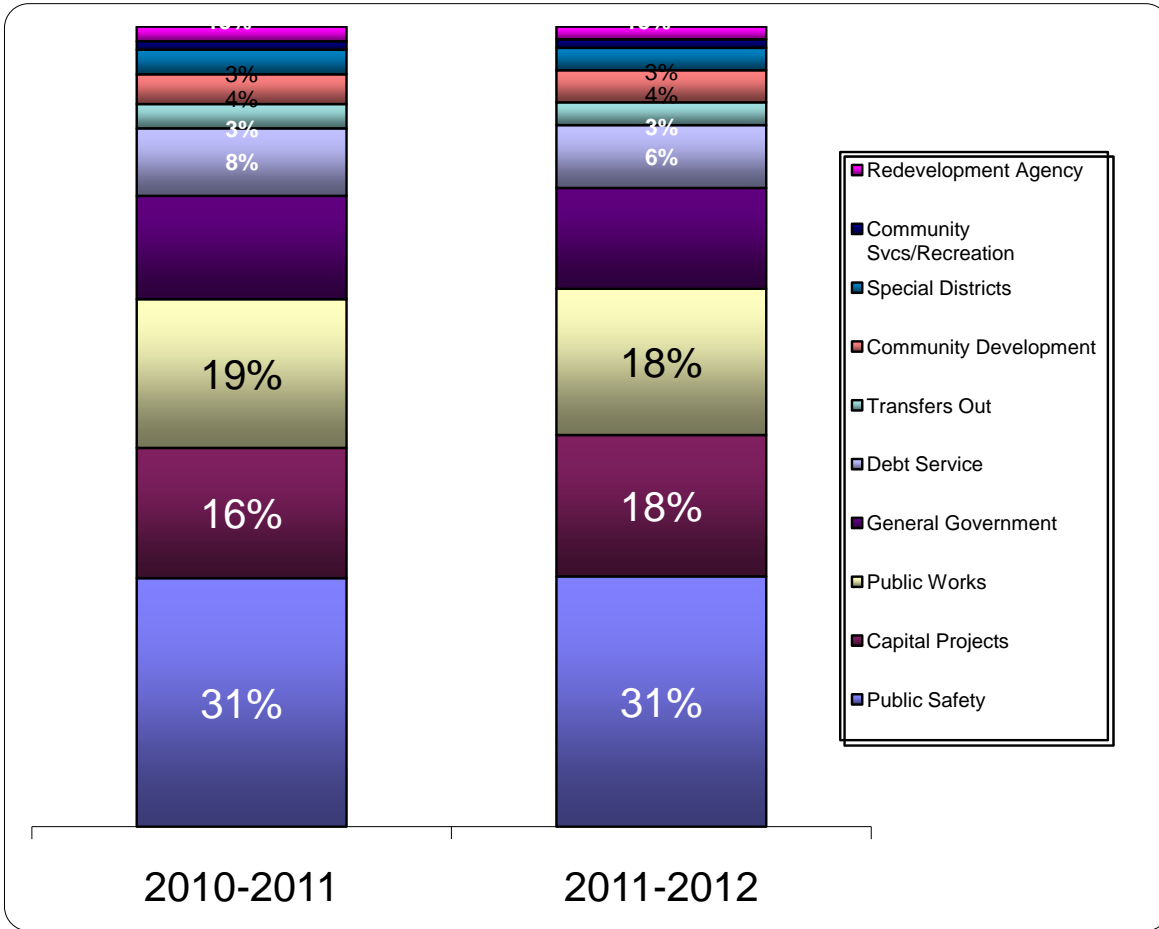
TOTAL FUNDING SOURCES (Combined City and Redevelopment Agency)



Resources:	2009-2010 Adopted	2010-2011 Adopted	2010-2011 Projected	2011-2012 Adopted
Taxes	11,635,000	11,348,200	11,660,033	11,717,701
Charges for services	5,484,400	5,764,500	6,095,004	5,936,600
Intergovernmental	2,416,800	2,607,860	1,750,495	3,217,100
Use of Money & Property	539,100	230,400	213,747	196,300
Transfers In	1,046,467	774,100	910,643	744,200
Fines, Forfeitures & Penalties	623,700	609,900	676,294	631,200
Licenses & Permits	358,600	297,300	323,091	300,000
Other Revenues	427,700	489,800	833,826	487,600
Tax Increment	975,000	833,000	774,000	779,800
TOTAL	23,506,767	22,955,060	23,237,133	24,010,501

GRAPHS AND SUMMARIES

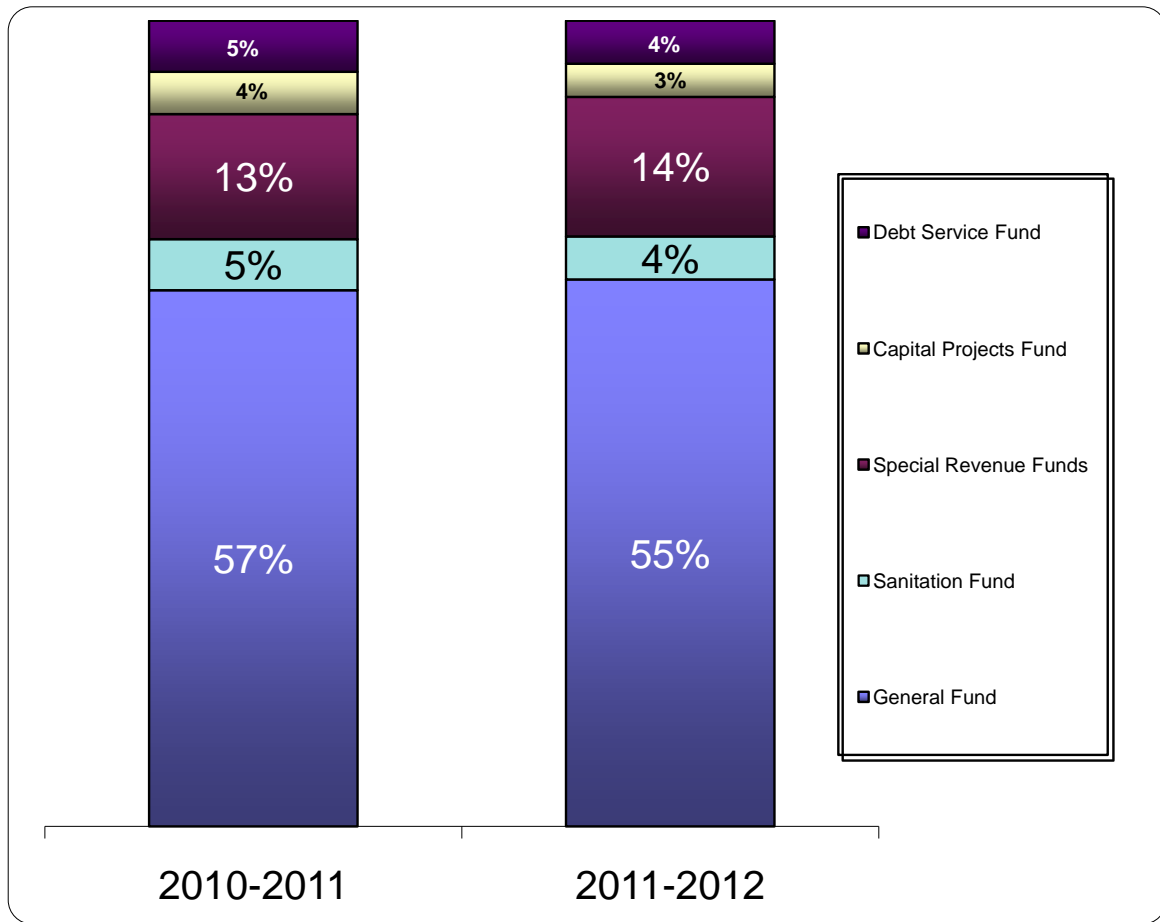
TOTAL EXPENDITURES BY FUNCTION (Combined City and Redevelopment Agency)



Expenditures:	2009-2010 Adopted	2010-2011 Adopted	2010-2011 Projected	2011-2012 Adopted
Public Safety	7,711,000	7,916,980	7,979,232	8,172,200
Capital Projects	4,377,100	4,148,800	3,501,300	4,615,207
Public Works	4,865,600	4,737,900	4,889,890	4,774,700
General Government	3,006,640	3,291,590	3,444,663	3,292,000
Debt Service	2,144,700	2,150,400	2,199,491	2,051,366
Transfers Out	1,046,467	774,100	910,643	744,200
Community Development	1,069,400	948,075	1,059,546	1,047,400
Special Districts	779,600	785,800	774,310	730,600
Community Svcs/Recreation	267,300	265,715	253,853	279,000
Redevelopment Agency	417,600	467,200	428,620	414,700
TOTAL	25,685,407	25,486,560	25,441,549	26,121,373

GRAPHS AND SUMMARIES

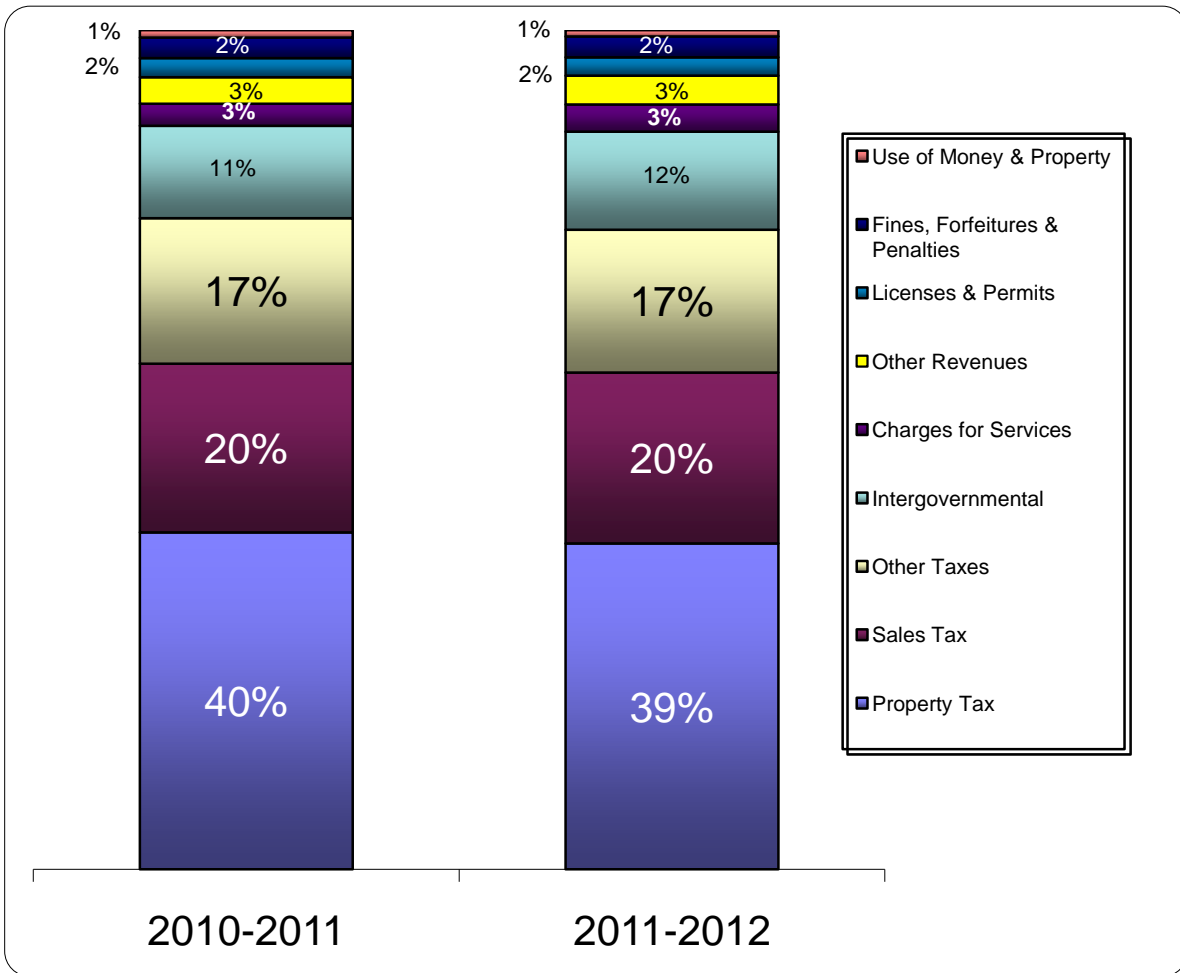
TOTAL EXPENDITURES BY FUND (Combined City and Redevelopment Agency)



Funds:	2009-2010 Adopted	2010-2011 Adopted	2010-2011 Projected	2011-2012 Adopted
Governmental Funds				
General Fund	14,430,766	14,444,260	14,634,504	14,468,500
Special Revenue Funds	3,518,600	3,369,100	2,814,700	3,690,650
Capital Projects Fund	1,300,841	1,138,600	1,310,002	877,457
Debt Service Fund	1,293,400	1,375,700	1,348,325	1,137,300
Total Governmental Funds	20,543,607	20,327,660	20,107,531	20,173,907
Enterprise Funds				
Sanitation Fund	5,141,800	5,158,900	5,334,018	5,947,466
TOTAL	25,685,407	25,486,560	25,441,549	26,121,373

GRAPHS AND SUMMARIES

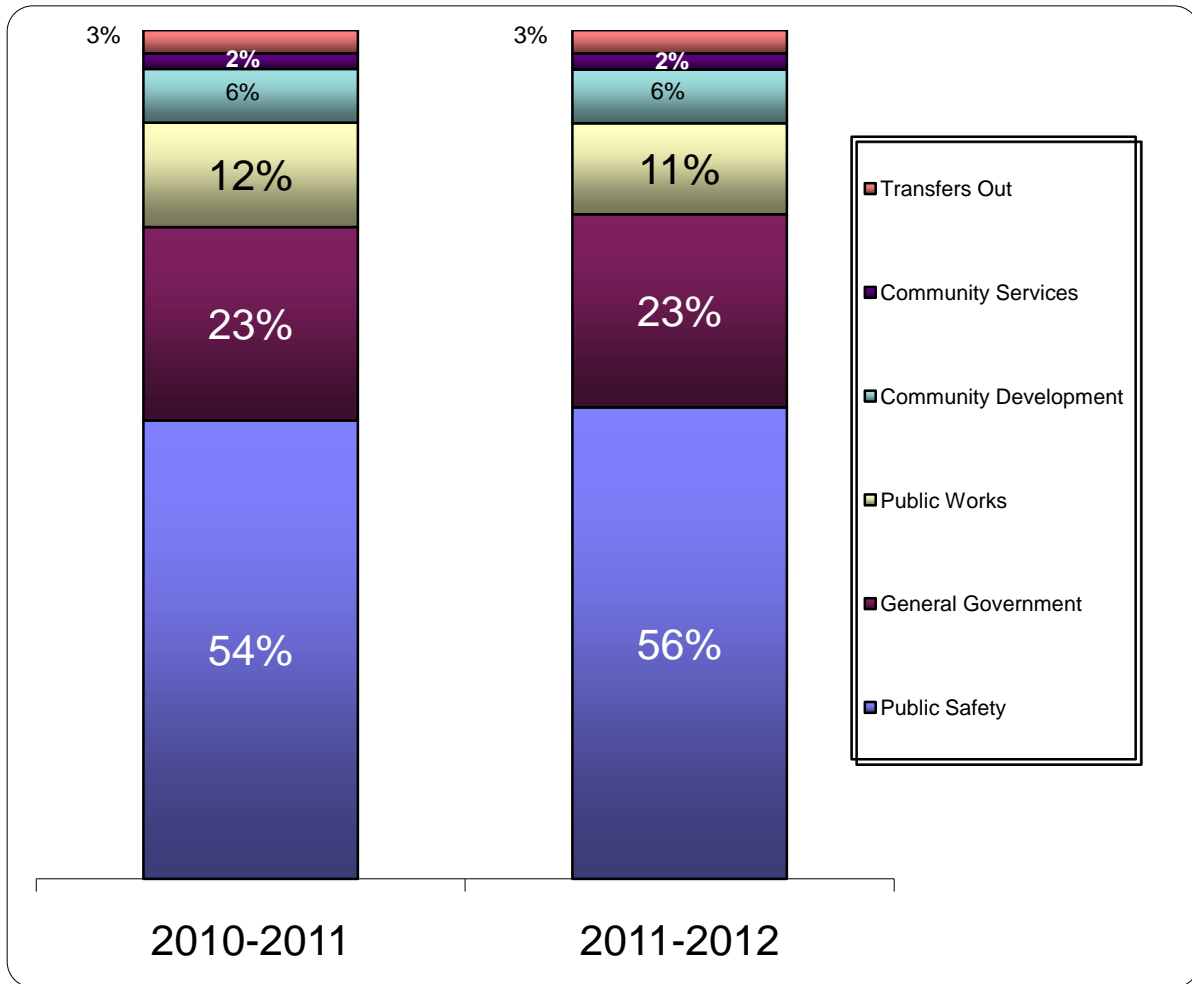
GENERAL FUND REVENUES AND SOURCES



Revenues & Sources:	2009-2010 Adopted	2010-2011 Adopted	2010-2011 Projected	2011-2012 Adopted
Property Tax	5,341,000	5,244,800	5,302,265	5,327,600
Sales Tax	2,700,000	2,626,400	2,813,227	2,794,000
Other Taxes	2,415,200	2,265,700	2,315,516	2,335,000
Intergovernmental	1,297,000	1,437,900	1,442,110	1,603,500
Charges for Services	404,200	344,000	503,189	445,000
Use of Money & Property	258,600	115,600	108,937	103,000
Licenses & Permits	358,600	297,300	323,091	300,000
Fines, Forfeitures & Penalties	334,000	319,000	385,394	340,300
Other Revenues	360,700	413,000	364,905	471,300
TOTAL	13,469,300	13,063,700	13,558,634	13,719,700

GRAPHS AND SUMMARIES

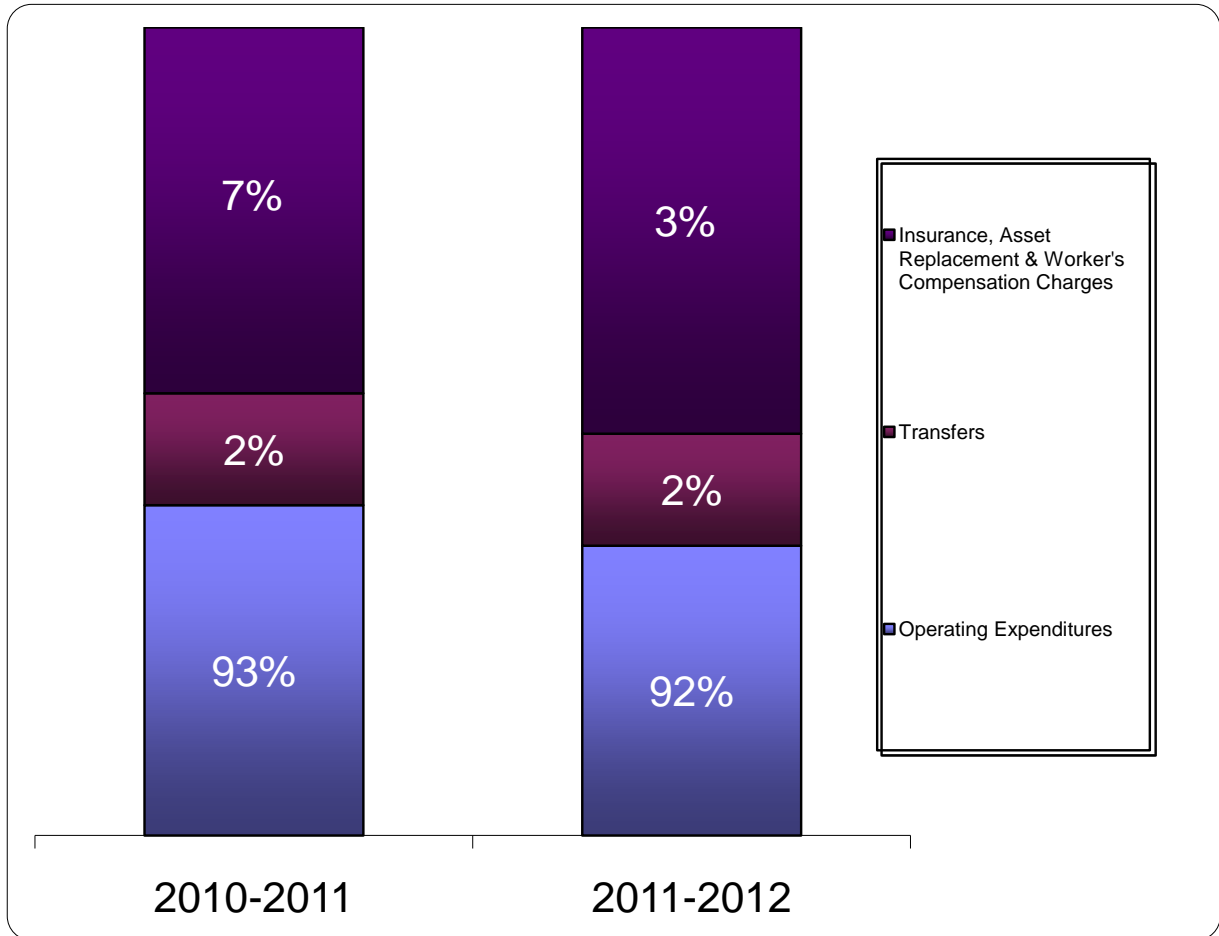
GENERAL FUND EXPENDITURES BY FUNCTION (includes Self-Insurance & Asset Replacement)



Function:	2009-2010 Adopted	2010-2011 Adopted	2010-2011 Projected	2011-2012 Adopted
Public Safety	7,596,000	7,801,980	7,854,932	8,037,700
General Government	3,006,640	3,291,590	3,444,663	3,292,000
Public Works	1,905,800	1,776,000	1,736,774	1,551,900
Community Development	1,035,900	914,575	938,646	912,900
Community Services	267,300	265,715	253,853	279,000
Transfers Out				
Debt Service	475,400	318,400	318,400	306,800
Capital Projects	-	76,000	87,236	88,200
Workers Compensation	25,199	-	-	-
Risk Management	118,527	-	-	-
Asset Replacement Fund	-	-	-	-
TOTAL	14,430,766	14,444,260	14,634,504	14,468,500

GRAPHS AND SUMMARIES

GENERAL FUND EXPENDITURES BY TYPE (includes Self-Insurance & Asset Replacement)



Category:	2009-2010 Adopted	2010-2011 Adopted	2010-2011 Projected	2011-2012 Adopted
Operating Expenditures	13,398,640	13,419,560	13,521,896	13,355,000
Transfer to:				
Debt Service	321,000	164,000	164,000	152,400
Capital Improvement Projects	-	76,000	87,236	88,200
Workers Compensation	25,199	-	-	-
Asset Replacement Fund	-	-	-	-
Insurance, Asset Replacement & Worker's Compensation Charges	685,927	784,700	861,372	872,900
TOTAL	14,430,766	14,444,260	14,634,504	14,468,500

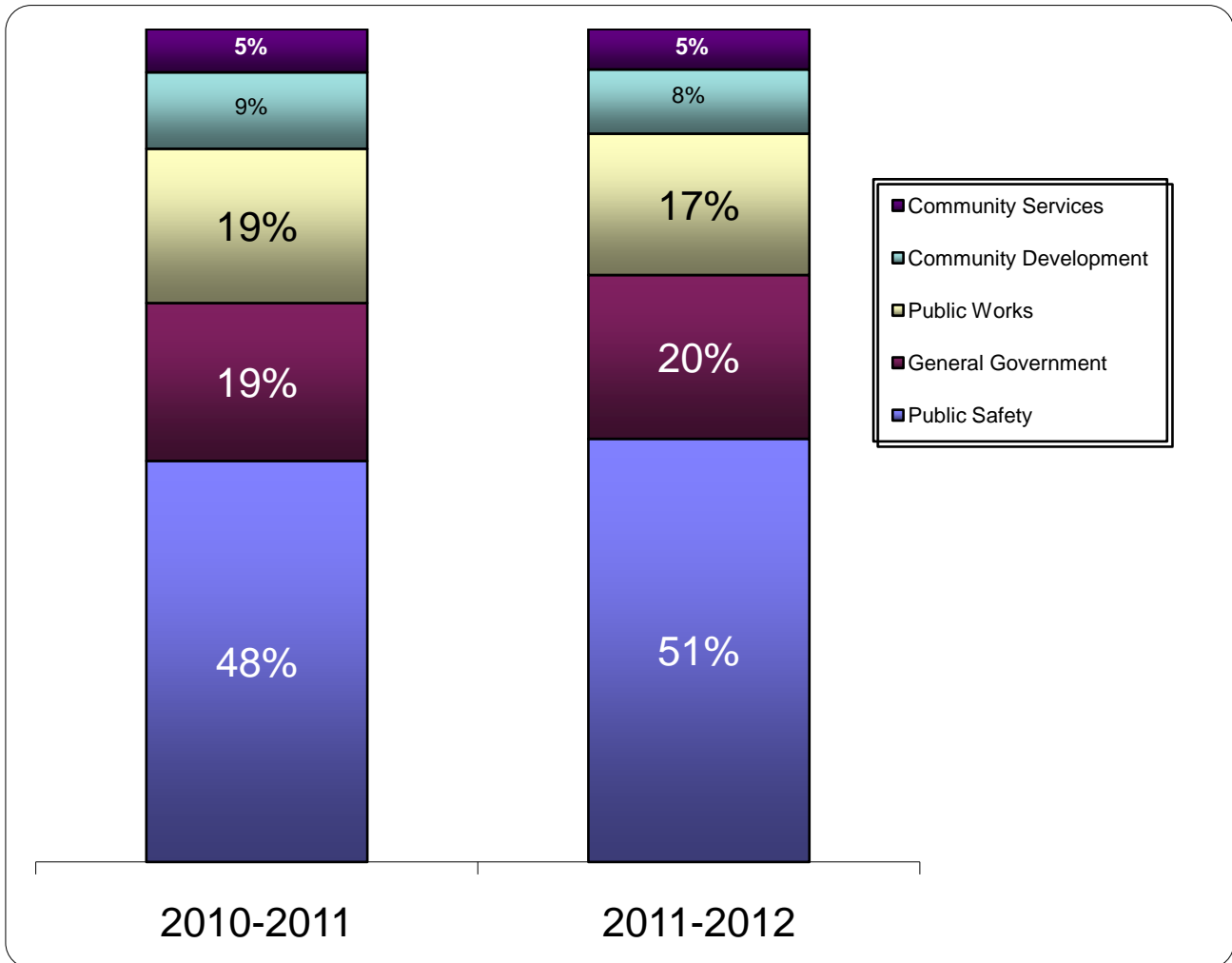
GRAPHS AND SUMMARIES

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

DEPARTMENT/ POSITION TITLE	CLASS CODE/ SALARY RANGES	APPROVED POSITIONS FY 09-10	APPROVED POSITIONS FY 10-11	APPROVED POSITIONS FY 11-12
CITY CLERK				
City Clerk	1101	1.00	1.00	1.00
Deputy City Clerk	1104	1.00	1.00	1.00
Administrative Assistant I	3066	1.00	1.00	1.00
Total		3.00	3.00	3.00
CITY MANAGER				
City Manager	contract	1.00	1.00	1.00
Admin Serv Director/Deputy CM	1101	1.00	1.00	1.00
Assistant to CM/Sr. Mngmnt Analyst	1102	1.00	0.00	0.00
Management Analyst	1104	0.00	1.00	1.00
Administrative Assistant IV	3108	1.00	1.00	1.00
Total		4.00	4.00	4.00
FINANCE				
Finance Director/City Treasurer	1101	1.00	1.00	0.00
Finance Manager	1103	1.00	1.00	1.00
Accountant	2128	1.00	1.00	1.00
Fiscal Services Specialist	2109	1.00	1.00	1.00
Administrative Assistant II	3086	0.00	0.00	1.00
Total		4.00	4.00	4.00
HUMAN RESOURCES				
A2CM / Sr. Management Analyst	1102	0.00	0.00	0.00
Management Analyst	1104	0.00	0.00	0.00
Total		0.00	0.00	0.00
INFORMATION SYSTEMS				
Network Systems Engineer	1103	1.00	1.00	1.00
COMMUNITY DEVELOPMENT				
Community Development Director	1101	1.00	1.00	0.00
Principal Planner	1103	1.00	1.00	1.00
Associate Planner	3136	1.00	1.00	1.00
Assistant Planner	3123	1.00	1.00	1.00
Junior Planner	3107	0.00	0.00	0.00
Administrative Assistant III	3108	1.00	1.00	1.00
Total		5.00	5.00	4.00
COMMUNITY SERVICES/RECREATION				
Recreation Supervisor	1104	1.00	1.00	1.00
FIRE				
Director of Public Safety	1101	1.00	0.00	0.00
Deputy Fire Chief	1102	1.00	1.00	1.00
Fire Captain II	5109	3.00	3.00	3.00
Fire Captain I	5094 - 5099	3.00	3.00	3.00
Fire Engineer	5091-A	6.00	6.00	2.00
Fire Engineer/Paramedic	5100	0.00	0.00	3.00
Firefighter/Paramedic	5091	4.00	4.00	6.00
Firefighter	5080	2.00	2.00	1.00
Administrative Assistant IV	3108	1.00	1.00	0.00
Total		21.00	20.00	19.00
CODES & PARKING				
Code Compliance Officer	3116	1.00	1.00	1.00
MARINE SAFETY				
Marine Safety Captain	1103	1.00	1.00	1.00
Marine Safety Lieutenant	4138	1.00	1.00	1.00
Marine Safety Sergeant	4118	1.00	1.00	1.00
Senior Marine Safety Officer	2013	0.00	0.00	0.00
Total		3.00	3.00	3.00
ENGINEERING/PUBLIC WORKS				
City Engineer/Public Works Director	1101	1.00	1.00	1.00
Principal Civil Engineer	1103	1.00	1.00	1.00
Associate Civil Engineer	3153	1.00	1.00	1.00
Senior Engineering Technician	3125	1.00	1.00	1.00
Environmental Specialist	3128	1.00	0.00	0.00
Public Works Inspector	3131	1.00	0.00	0.00
Assistant Civil Engineer/PW Inspector	3124	0.00	1.00	1.00
Public Works Operations Manager	1104	1.00	1.00	1.00
Lead Maintenance Worker	3111	1.00	1.00	1.00
Administrative Assistant III	3108	1.00	1.00	1.00
Maintenance Worker II	3097	2.00	2.00	2.00
Total		11.00	10.00	10.00
Grand Total full-time equivalents		54.00	52.00	50.00
Part-Time/Seasonal full-time equivalents		14.49	13.37	14.83
Grand Total		68.49	65.37	64.83

GRAPHS AND SUMMARIES

AUTHORIZED POSITIONS BY FUNCTION (Home Department)



Function:	2009-2010 APPROVED	2010-2011 APPROVED	APPROVED 2011-2012	
			Full-Time FTE's	Part -Time FTE's
			Public Safety	32.87
General Government	12.39	12.39	12.00	0.75
Public Works	13.59	12.11	10.00	1.00
Community Development	6.25	6.00	4.00	1.00
Community Services	3.39	3.39	1.00	2.14
TOTAL	68.49	65.37	50.00	14.83

GRAPHS AND SUMMARIES

Schedule VI - List of Positions Split Between Funds & Departments

	Fiscal Year	Fiscal Year	Change
	2010-2011	2011-2012	
	Percent	Percent	Percent
<u>City Manager *</u>			
City Manager	64%	64%	0%
Sanitation	11%	11%	0%
Street Lighting	5%	5%	0%
RDA	20%	20%	0%
Total	100%	100%	0%
<u>Admin Serv Dir./Deputy CM</u>			
City Manager	50%	10%	-40%
Human Resources	25%	15%	-10%
Information Systems	5%	0%	-5%
Community Development	0%	50%	50%
Fire	0%	0%	0%
Codes / Parking	20%	20%	0%
Animal Control	0%	5%	5%
Marine Safety	0%	0%	0%
Total	100%	100%	0%
<u>Director of Public Works/</u>			
<u>City Engineer</u>			
Engineering	36%	30%	-6%
Street Maintenance	20%	20%	0%
Sanitation	28%	30%	2%
Street Lighting	11%	10%	-1%
CIP Projects	0%	5%	5%
RDA	5%	5%	0%
Total	100%	100%	0%
<u>Finance Director</u>			
Finance	65%	0%	-65%
Sanitation	20%	0%	-20%
RDA	15%	0%	-15%
Total	100%	0%	-100%
<u>Principal Civil Engineer</u>			
Engineering	45%	30%	-15%
Environmental Services	10%	10%	0%
Sanitation	25%	25%	0%
Street Lighting	15%	15%	0%
CIP Projects	0%	15%	15%
RDA	5%	5%	0%
Total	100%	100%	0%
<u>Finance Manager</u>			
Finance	95%	60%	-35%
RDA	0%	15%	15%
Sanitation	5%	25%	20%
Total	100%	100%	0%
<u>Public Works Operations Manager</u>			
Environmental Services	10%	10%	0%
Street Maintenance	20%	20%	0%
Park Maintenance	20%	20%	0%
MID #33	15%	15%	0%
Sanitation	25%	25%	0%
Street Lighting	10%	10%	0%
Total	100%	100%	0%
<u>Management Analyst</u>			
City Manager	25%	45%	20%
Community Services	12.5%	20%	7.5%
Engineering	25%	0%	-25%
Environmental Services	25%	15%	-10%
Recreation	12.5%	20%	7.5%
Total	100%	100%	0%
<u>Public Works Inspector</u>			
Engineering	7.5%	7.5%	0%
Environmental Services	7.5%	7.5%	0%
Street Maintenance	7.5%	7.5%	0%
Park Maintenance	7.5%	7.5%	0%
Sanitation	12.5%	12.5%	0%
Street Lighting	7.5%	7.5%	0%
Total	50%	50%	0%

GRAPHS AND SUMMARIES

Schedule VI - List of Positions Split Between Funds & Departments

	Fiscal Year	Fiscal Year	Change
	2010-2011	2011-2012	
	Percent	Percent	Percent
<u>Associate Civil Engineer/PW Inspector</u>			
Environmental Services	15%	15%	0%
Engineering	7.5%	7.5%	0%
Street Maintenance	5%	5%	0%
Park Maintenance	5%	5%	0%
Sanitation	12.5%	12.5%	0%
Street Lighting	5%	5%	0%
Total	50%	50%	0%
<u>Associate Civil Engineer</u>			
Engineering	50%	43%	-7%
CIP Projects	0%	7%	
Sanitation	50%	50%	0%
Total	100%	100%	0%
<u>Accountant</u>			
Finance	95%	85%	-10%
RDA	0%	5%	
Sanitation	5%	10%	5%
Total	100%	100%	0%
<u>Code Compliance Officer</u>			
Codes/Parking	80%	80%	0%
Environmental Services	20%	20%	0%
Total	100%	100%	0%
<u>Sr. Engineering Technician</u>			
Engineering	65%	65%	0%
Sanitation	25%	25%	0%
Street Lighting	10%	10%	0%
Total	100%	100%	0%
<u>Administrative Assistant III (CM/Fire/Codes/MS)</u>			
City Manager	25%	13%	-12%
Fire Department	25%	22%	-3%
Codes/Parking	25%	3%	-22%
Marine Safety	25%	22%	-3%
Total	100%	60%	-40%
<u>Deputy City Clerk</u>			
City Clerk	75%	75%	0%
City Attorney	25%	25%	0%
Total	100%	100%	0%
<u>Administrative Assistant IV</u>			
City Council	20%	20%	0%
City Manager	60%	60%	0%
Human Resources	20%	20%	0%
Total	100%	100%	0%
<u>Lead Maintenance Worker</u>			
Environmental Services	10%	10%	0%
Street Maintenance	55%	55%	0%
Park Maintenance	15%	15%	0%
Sanitation	15%	15%	0%
Street Lighting	5%	5%	0%
Total	100%	100%	0%
<u>Administrative Assistant III (Engineering)</u>			
Engineering	48%	48%	0%
Street Maintenance	20%	20%	0%
Sanitation	17%	17%	0%
Street Lighting	15%	15%	0%
Total	100%	100%	0%
<u>Maintenance Workers II (2)</u>			
Environmental Services	5%	5%	0%
Street Maintenance	55%	55%	0%
Park Maintenance	30%	30%	0%
Sanitation	10%	10%	0%
MID#33	-	-	0%
Total	100%	100%	0%
<u>Temp Maint Worker I</u>			
Environmental Services	5%	5%	0%
Street Maintenance	55%	55%	0%
Park Maintenance	30%	30%	0%
Sanitation	10%	10%	0%
Total	100%	100%	0%

* Per Contract



OPERATING DEPARTMENTS

CITY OF SOLANA BEACH
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				2011-2012
	GENERAL GOVERNMENT	General Fund			
Risk Management - Insurance				356,500	
Worker's Compensation - Insurance				271,500	
Asset Replacement				90,500	
				3,292,000	
EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
TOTAL REGULAR POSITIONS	12.29	11.94	11.94	11.94	10.62
SALARIES & FRINGE BENEFITS	1,617,745	1,614,142	1,534,400	1,563,031	1,360,300
MATERIAL, SUPPLIES & SERVICES	1,555,748	1,612,876	1,635,290	1,718,648	1,716,700
CAPITAL, DEBT SVC & CHARGES	912,736	202,519	121,900	162,984	215,000
TOTAL BUDGET	4,086,229	3,429,537	3,291,590	3,444,663	3,292,000

Department Overview:

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

Structure & Services

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

The **City Manager** is appointed by the City Council to serve as the Chief Administrative Officer of the City. The City Manager oversees the implementation of policy and programs established by the City Council and provides overall direction for the administration of City programs and services. Information regarding its mission statement, structure and services, goals, and budget and service indicators can be found beginning at C-11

The **City Clerk's** office is responsible for providing regulatory oversight as per the Government Code and state regulatory agencies as needed and required, including the Fair Political Practices Commission. The Clerk's department records and archives the City Council legislative history into a document imaging system to assist in the research and retrieval process. The department also coordinates with City departments all official records of the City including the records maintenance schedule and destruction of out-dated records. The City Clerk acts as the City's election official and administers all City elections. Other responsibilities include codifying the Municipal Code, certifying official documents, and administering oaths. The City Clerk's department manages front desk operations including greeting, phones, receipting, mail, general

GENERAL GOVERNMENT (continued)

information, and citywide / City Clerk administration. Further information regarding the City Clerk's office, including its budget and service indicators, can be found beginning at C-6.

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

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



CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
CITY COUNCIL		5100			001-5000-5100	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
6101	Regular Salaries	50,737	42,939	52,900	51,187	53,400
6102	Part Time & Temporary Salaries	429	6,499	-	3,798	-
6103	Overtime	1,740	30	400	138	400
6205	Retirement	10,749	12,159	10,100	9,648	10,600
6210	Medicare	927	912	800	768	800
622X	Flex Credit Benefit	43,525	42,301	44,600	45,546	44,600
6245	Life Insurance	36	-	-	19	-
TOTAL		108,143	104,840	108,800	111,103	109,800
MATERIALS, SUPPLIES & SERV						
6315	Travel, Conferences, & Meetings	9,362	6,825	4,200	4,500	4,500
6320	Training	-	25	1,000	1,000	1,000
6330	Membership and Dues	72,189	70,377	70,743	70,443	70,400
6418	Books, Subscriptions, and Printing	843	293	300	300	300
6420	Departmental Special Supplies	616	182	197	250	400
6529	Mileage	25	-	100	100	100
6530	Professional Services	-	-	100	100	100
6532	Contribution to Other Agencies	58,345	27,000	36,500	36,447	29,800
6570	Other Charges	-	-	100	100	100
TOTAL		141,380	104,702	113,240	113,240	106,700
CAPITAL, DEBT SVC & CHRGS						
6910	Claims Liability Charges	1,000	1,200	1,700	1,700	1,800
6920	Workers' Comp Charges	700	800	2,000	2,000	1,400
TOTAL		1,700	2,000	3,700	3,700	3,200
ACTIVITY TOTALS		251,223	211,542	225,740	228,043	219,700

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
CITY COUNCIL	5100	001-5000-5100

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
2121	Mayor	-	8,600	-	8,600	-	8,600
	Council Members	-	34,100	-	34,100	-	34,100
	Executive Assistant	0.20	12,100	0.20	10,200	0.20	10,700
	Overtime		400		400		400
	Total Salaries		55,200		53,300		53,800
	Total Benefits		57,100		56,000		56,000
	Total	0.20	112,300	0.20	109,300	0.20	109,800

NOTES:

	FY 11/12
6315: League of California Cities meetings	1,700
Closed Session Council meetings	1,200
DC - Marlowe meetings	1,300
LCC Luncheon Fees	300
	4,500
6320: Professional development	
Reg.Training Center (RTC) & LCC - Governance Workshops	1,000
6330: San Dieguito River JPA	56,600
League of California Cities (state)	5,500
LAFCO	5,200
SANDAG	2,400
League of California Cities (SD Chapter)	600
ASBPA Membership	100
	70,400
6420: Special awards to volunteers and employees	
6532: Community Grant Program	15,000
Friends of the Library	10,000
211 San Diego	2,000
Winter Shelter	2,800
	29,800
6570: Council photos, event invitations, ground breaking and special recognition supplies.	

City Clerk's Office

Mission Statement:

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

Structure & Services

Legislative Administration

The City Clerk's department is responsible for facilitating the execution of official and legislative processes including publishing and posting of Council and other required agendas, attesting to all official actions of the City Council, codifying the municipal code, and certifying City documents. As the filing official/officer, the department manages the required annual noticing of the Fair Political Practices Commission record filings and biennial review and update of the City's Conflict of Interest Code. The department tracks required ethics training, receives and announces bid openings, coordinates citizen commission vacancies and recruitment, processes agreements and recorded documents, and acts as the filing office for all claims, subpoenas and summons. The City Clerk's department responds to all inquiries to meet the requirements of the Public Records Act including timely responses, required redactions and assistance in identifying records.

Records Management

The department is responsible for maintaining the City's official records and implements the records management program which includes the retention, storage, and destruction of records. The department manages the official Retention Schedule and coordinates citywide storage and destruction. The department archives all legislative documents, including certain historical documents, to a document imaging system to aid in records research and retrieval. The goals of the program allow the department to provide information and research to the public and staff, providing efficient and effective management of records, in order to promote government transparency.

Election

As the elections official, the City Clerk conducts all general/special elections including administering the candidate nomination process, publishing candidate notices within legal guidelines, assessing and certifying official petitions for citizen initiatives, processing and tracking required campaign statements, and monitoring changes in laws and regulations. The department ensures compliance with the Political Reform Act, Ca. Elections Code, Ca. Code of Regulations (FPPC), and Solana Beach Municipal Code.

Customer Service

The City Clerk's department manages front desk operations which includes routing of all incoming calls, directing public inquiries, assisting all visitors, handling all in-person receipting, providing general information on programs/services and permits/applications, processing insurance certificates, managing incoming/outgoing citywide mail, internal scheduling of conference rooms, and acting as City Clerk counter administration.

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

CITY CLERK'S OFFICE (continued)

Goals:

- Comply with the Political Reform Act, Fair Political Practices Commission, Public Records Act, Solana Beach Municipal Code, Conflict of Interest Code and other various state codes in a timely and efficient manner in order to meet obligations which include official noticing, publication, and regulated filings.
- Process legislative documents including resolutions, ordinances, contracts, and recorded documents.
- Meet deadline requirements for public records requests and appropriately collaborate to provide the most definitive conclusions.
- Continue to prepare and maintain the indexing, storage, and archival of official current records and the manual review and organization of historical records. Maintain the archiving of documents within the document imaging system to assist in the research and retrieval of information. Continue review of the City's Records Retention Schedule for future update.
- Maintain and track new election laws to ensure professional and fair election processes for the community.
- Manage excellent citywide front desk and City Clerk department customer service in order to provide direction to the public.

CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
CITY CLERK		5150			001-5000-5150	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
6101	Regular Salaries	187,146	175,765	189,400	160,579	189,800
6102	Part Time & Temporary Salaries	12,904	3,967	-	-	-
6103	Overtime	566	1,288	100	1,233	100
6105	Temporary Non-Payroll	-	17,636	-	34,139	-
6205	Retirement	44,193	44,648	37,900	31,903	37,700
6210	Medicare	3,021	2,938	2,700	2,417	2,800
6211	Social Security	-	-	-	-	-
622X	Flex Credit Benefit	26,183	25,187	23,600	16,803	23,600
6245	Life Insurance	658	551	600	525	600
6280	Auto Allowance	3,145	2,975	3,100	3,178	3,100
6290	Phone Allowance	617	583	600	623	600
TOTAL		278,433	275,538	258,000	251,399	258,300
MATERIALS, SUPPLIES & SERV						
6315	Travel, Conferences, & Meetings	1,780	-	-	600	600
6320	Training	3,035	160	400	425	400
6330	Membership and Dues	955	442	600	700	700
6415	Election Supplies	1,566	6,857	11,100	1,100	1,100
6416	Office Supplies	-	-	-	-	-
6417	Postage	7,596	7,717	9,000	8,500	8,500
6418	Books, Subscriptions, and Printing	5,308	5,471	5,500	5,300	5,300
6419	Minor Equipment	1,313	2,710	-	100	100
6420	Departmental Special Supplies	7,637	6,270	7,320	8,000	8,000
6522	Advertising	2,077	1,360	3,900	3,800	3,800
6525	Rents and Leases	5,883	6,336	6,700	7,100	7,100
6529	Mileage	30	33	250	200	200
6530	Professional Services	3,316	19,576	6,300	6,300	6,300
6531	Maint. & Operation of Equipment	-	-	125	100	100
6570	Other Charges	1,821	1,526	1,650	1,800	1,800
TOTAL		42,317	58,458	52,845	44,025	44,000
CAPITAL, DEBT SVC & CHRGS						
6910	Claims Liability Charges	4,300	4,200	6,100	6,100	6,400
6920	Workers' Comp Charges	2,900	3,000	7,000	7,000	4,900
6930	Asset Replacement Charges	1,100	1,100	1,100	1,100	1,300
TOTAL		8,300	8,300	14,200	14,200	12,600
ACTIVITY TOTALS		329,050	342,296	325,045	309,624	314,900

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

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

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-101	City Clerk	1.00	104,300	1.00	104,300	1.00	104,300
1-104	Deputy City Clerk	0.75	43,000	0.75	43,000	0.75	43,000
3066	Admin Assistant I	1.00	40,500	1.00	42,100	1.00	42,500
1-104	PT Mgmt Analyst	0.25	12,900	-	-	-	-
	Overtime		100		100		100
	Total Salaries		200,800		189,500		189,900
	Total Benefits		77,800		68,400		68,400
	Total	3.00	278,600	2.75	257,900	2.75	258,300

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
Resolutions adopted	155	125	160	160
Ordinances adopted	17	16	15	15
Council agendas - public meetings	26	25	26	26
Records requests	231	203	240	240
Receipt processing	1,715	1,755	1,850	1,850

NOTES:

- 6330: National Notary Assoc., International Institute of Municipal Clerks, City Clerks Association of California
- 6417: Postage for Citywide departments, FED EX, UPS, Bulk mail permits.
- 6418: Municipal Code updates, printing of various forms, North County Times subscription, City Clerks Handbook. Annual election code update. Records reproduction.
- 6420: Supplies for official filing system, meeting and agenda preparation, audio and video reproduction, record requests, archivable materials for vital records. Gavel, plaques, etc. Official meeting supplies. Front desk operations.
- 6522: Required publication of ordinances/resolutions/hearing notices
- 6525: Records storage offsite leasing - offsite. Postage machine lease.
- 6530: Document imaging and content mgmt software support/maintenance and training. Front desk temporary staffing, consultants, website assistance, interpretations services.
- 6531: Dedicated scanner, official bid date stamper,
- 6570: Records retrieval, research, and destruction.





City Manager

Mission Statement:

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

Structure & Services

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

Human Resources provides the City with effective human resource programs in the areas of personnel recruitment and selection, employee training and development, labor and employee relations and negotiations, salary and benefit administration, performance evaluations, classification and position studies and allocations and employee awards and programs. Additionally, the Human Resources department assumes responsibility for administering claims for the City's self-funded Worker's Compensation Insurance. The budget and service indicators for Human Resources are located at C-22 and C-23.

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

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

Goals:

- Implement all policies and programs adopted by the City Council.
- Prepare a recommended Budget and Workplan and implement the goals of the organization upon adoption.
- Maintain a balanced operating budget and healthy capital improvement plan that provides fiscal sustainability on a three year forecast basis.
- Reduce the City's environmental footprint and develop long-term environmental sustainability for the community.
- Begin a comprehensive review of land use policies and selected zoning ordinances to preserve community character.
- Promote a culture of learning and communication that ensures the community is well informed while providing a high level of confidence in local government.

CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
CITY MANAGER		5200			001-5000-5200	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
6101	Regular Salaries	248,411	255,167	254,300	208,485	203,200
6102	Part Time & Temporary Salaries	2,742	19,496	-	63,312	-
6103	Overtime	6,035	2,034	700	2,109	700
6104	Special Pay	7,500	-	-	-	-
6105	Temporary Non-Payroll	-	-	-	-	-
6205	Retirement	78,510	78,959	50,800	38,120	40,300
6210	Medicare	3,788	4,171	3,700	3,918	3,000
6211	Social Security	83	-	-	3,274	-
622X	Flex Credit Benefit	16,386	17,938	19,200	14,269	16,500
6245	Life Insurance	811	760	800	579	700
6280	Auto Allowance	1,552	2,692	5,000	5,460	3,800
6290	Phone Allowance	900	1,163	800	866	700
TOTAL		366,718	382,380	335,300	340,392	268,900
MATERIALS, SUPPLIES & SERV						
6315	Travel, Conferences, & Meetings	7,581	6,169	4,520	4,450	4,400
6320	Training	3,340	-	-	-	-
6330	Membership and Dues	3,875	3,001	1,900	1,950	2,500
6416	Office Supplies	289	-	-	-	-
6418	Books, Subscriptions, and Printing	884	127	150	100	300
6420	Departmental Special Supplies	1,475	144	250	320	300
6529	Mileage	100	207	200	200	200
6530	Professional Services	22,469	6,197	7,000	7,000	2,000
6539	Contingency	32,484	23,293	33,100	33,100	32,500
TOTAL		72,497	39,138	47,120	47,120	42,200
CAPITAL, DEBT SVC & CHRGS						
6910	Claims Liability Charges	5,400	5,200	7,800	7,800	8,200
6920	Workers' Comp Charges	3,700	3,800	8,900	8,900	6,200
6930	Asset Replacement Charges	4,700	5,000	5,200	5,200	-
TOTAL		13,800	14,000	21,900	21,900	14,400
ACTIVITY TOTALS		453,015	435,518	404,320	409,412	325,500

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

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

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
Contract	City Manager	0.64	115,400	0.64	115,400	0.64	115,400
1-101	Admin Serv Director/DCM	0.50	75,000	0.50	75,000	0.10	15,000
1-102	Assistant to CM	0.25	21,200	-	-	-	-
1-104	Management Analyst	-	-	0.25	18,400	0.45	34,800
2121	Admin Assistant IV	0.60	36,100	0.85	45,500	0.60	32,000
3108	Admin Assistant III					0.13	6,000
	Overtime		700		700		700
	Total Salaries		248,400		255,000		203,900
	Total Benefits		102,800		65,000		65,000
	Total	1.99	351,200	2.24	320,000	1.92	268,900

NOTES:

- 6315: League of California Cities, CCMA meetings and luncheons, DC trip for City Manager/Deputy City Manager
- 6330: ICMA, CCMA, and CCMF dues for City Manager
- 6530: As needed for Communications and website support
- 6539: In line with Financial Policies an amount not to exceed 0.5% of the operating budget is to be included with the City Manager's budget to enhance operating efficiency

CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
CITY ATTORNEY		5250			001-5000-5250	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
6101	Regular Salaries	14,644	14,689	14,300	14,638	14,300
6103	Overtime	55	110	-	110	-
6205	Retirement	3,191	5,753	2,900	2,885	2,800
6210	Medicare	235	251	200	233	200
622X	Flex Credit Benefit	2,207	2,677	2,100	2,145	2,100
6245	Life Insurance	48	43	-	47	-
TOTAL		20,380	23,523	19,500	20,058	19,400
MATERIALS, SUPPLIES & SERV						
6315	Travel, Conferences, & Meetings	75	-	-	-	-
6418	Books, Subscriptions, and Printing	3,493	2,949	2,700	2,700	2,700
6530	Professional Services	447,112	444,604	420,000	460,000	500,000
6540	Damage Claims	33,000	-	-	-	-
TOTAL		483,680	447,553	422,700	462,700	502,700
CAPITAL, DEBT SVC & CHRGS						
6910	Claims Liability Charges	600	300	500	500	500
6920	Workers' Comp Charges	200	200	500	500	400
TOTAL		800	500	1,000	1,000	900
ACTIVITY TOTALS		504,860	471,576	443,200	483,758	523,000



Finance Department

Mission Statement:

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

Structure and Services

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

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

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

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

The budgets and service indicators for ***Risk Management*** and ***Workers Compensation*** are located at C-26 through C-29

Asset Replacement was introduced in FY 2004-05 and is responsible for the replacement of assets greater than \$5,000 according to a replacement schedule. This department also collects charges from other departments whose assets are on the replacement schedule. Its budget is located at C-30 and C-31.

Goals:

- Complete sections of the department procedures manual that implement new processes
- Implement a new city-wide cash receipting system
- Implement an electronic time-keeping system
- Submit the Comprehensive Annual Financial Report and the Adopted Budget for the Government Finance Officers Association (GFOA) awards for Outstanding Financial Reporting and Excellence in Operational Budgeting

CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
FINANCE		5300			001-5000-5300	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
6101	Regular Salaries	323,384	302,954	301,700	303,537	174,600
6102	Part Time & Temporary Salaries	29,373	30,204	31,900	32,112	42,600
6103	Overtime	10,753	5,100	1,200	3,209	1,200
6104	Special Pay	-	-	-	-	42,100
6205	Retirement	79,036	83,481	66,700	67,045	43,100
6210	Medicare	5,232	5,075	4,900	4,854	3,800
6211	Social Security	-	-	-	-	2,600
622X	Flex Credit Benefit	39,122	38,419	36,500	36,465	29,200
6245	Life Insurance	1,122	961	1,100	1,072	700
6280	Auto Allowance	2,068	1,934	2,000	2,065	-
6290	Phone Allowance	1,137	933	1,000	997	400
TOTAL		491,227	469,061	447,000	451,356	340,300
MATERIALS, SUPPLIES & SERV						
6315	Travel, Conferences, & Meetings	433	105	-	80	-
6320	Training	2,098	42	-	-	600
6330	Membership and Dues	1,260	320	-	520	300
6418	Books, Subscriptions, and Printing	2,937	3,023	400	400	400
6419	Minor Equipment	254	-	-	-	-
6420	Departmental Special Supplies	1,916	1,990	200	1,600	1,900
6522	Advertising	441	342	200	200	200
6529	Mileage	40	-	-	30	-
6530	Professional Services	32,041	31,601	29,800	35,600	30,100
6531	Maint. & Operation of Equipment	28,230	29,278	20,850	28,800	30,000
6570	Other Charges	119,611	136,900	118,600	134,300	142,900
TOTAL		189,261	203,601	170,050	201,530	206,400
CAPITAL, DEBT SVC & CHRGS						
6910	Claims Liability Charges	7,500	7,000	10,900	10,900	11,400
6920	Workers' Comp Charges	5,800	5,300	12,700	12,700	8,700
6930	Asset Replacement Charges	14,100	14,100	14,600	14,600	10,900
TOTAL		27,400	26,400	38,200	38,200	31,000
ACTIVITY TOTALS		707,888	699,062	655,250	691,086	577,700

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
FINANCE	5300	001-5000-5300

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-101	Finance Director	0.65	93,700	0.65	93,700		
1-102	Finance Manager	0.95	89,300	0.95	89,300	0.60	62,400
2128	Accountant	0.95	61,400	0.95	61,400	0.85	54,900
2122	Fiscal Services Specialist II	0.95	57,300	0.95	57,300	0.95	57,300
3066	Admin Assistant II	0.75	30,400	0.75	31,900	1.00	42,600
	Special Pay						42,100
	Overtime		1,200		1,200		1,200
	Total Salaries		333,300		334,800		260,500
	Total Benefits		119,500		79,800		79,800
	Total	4.25	452,800	4.25	414,600	3.40	340,300

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
A/P checks	3181	3200	3100	3100
Payroll checks/vouchers	2524	2450	2400	2400
W-2 forms	154	144	140	140
1099 forms	46	62	60	60
Bank reconciliations	72	72	72	72
Cash receipts processed	3854	3600	3600	3600
Purchase Orders processed	250	240	240	240

NOTES:

	FY 11/12
6530: Annual Audit	19,000
Sales Tax Reports/Audit	6,700
CAFR Statistics & Debt Statement	1,100
SB 90 Claims	3,300
	<u>30,100</u>
6531: Pentamation Licenses and Support	
The cost also reflects department expenditures for computer costs associated with the accounting system.	
6570: Property tax administration	91,000
Sales tax administration	30,000
Bank fees	20,000
Koppel and Grubber	1,900
	<u>142,900</u>



CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
SUPPORT SERVICES		5350			001-5000-5350	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
	SALARIES & FRINGE BENEFITS					
	TOTAL	-	-	-	-	-
	MATERIALS, SUPPLIES & SERV					
6416	Office Supplies	6,048	5,696	6,580	5,200	5,500
6418	Books, Subscriptions & Printing	7,405	5,544	7,700	5,500	6,700
6420	Departmental Special Supplies	3,050	3,403	2,500	2,000	2,500
6525	Rents and Leases	20,419	19,856	20,400	15,700	15,100
6530	Professional Services	-	-	-	-	-
6531	Maint. & Operation of Equipment	-	-	250	-	300
	TOTAL	36,922	34,499	37,430	28,400	30,100
	CAPITAL, DEBT SVC & CHRGS					
	TOTAL	-	-	-	-	-
	ACTIVITY TOTALS	36,922	34,499	37,430	28,400	30,100

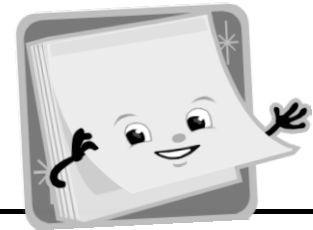
CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

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

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							
	Total	-	-	-	-	-	-

NOTES:

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



CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
HUMAN RESOURCES		5400			001-5000-5400	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
6101	Regular Salaries	48,004	39,364	47,700	41,645	33,200
6102	Part Time & Temporary Salaries	42,393	51,811	46,600	52,172	46,600
6103	Overtime	2,318	318	200	521	200
6205	Retirement	20,150	23,544	18,800	18,773	15,800
6210	Medicare	1,202	1,239	1,400	1,240	1,200
622X	Flex Credit Benefit	9,886	9,013	10,300	9,438	9,400
6245	Life Insurance	313	252	300	297	300
6260	Unemployment Insurance	6,481	7,293	4,400	23,539	16,000
6270	Retirees Health Insurance	69,879	80,573	93,000	96,181	108,000
6280	Auto Allowance	776	748	800	794	500
6290	Phone Allowance	152	147	200	156	100
6295	Rideshare Program	2,218	2,582	5,000	5,200	5,000
TOTAL		203,772	216,884	228,700	249,957	236,300
MATERIALS, SUPPLIES & SERV						
6315	Travel, Conferences, & Meetings	13	1,129	1,400	700	1,300
6320	Training	991	1,136	1,105	1,105	1,100
6330	Membership and Dues	1,345	1,100	1,350	1,100	1,400
6341	Tuition Reimbursement	1,171	4,803	4,000	5,500	4,000
6350	Pre-Employment	6,043	6,325	2,900	2,900	2,900
6351	Recruitment	107	18	250	200	300
6418	Books, Subscriptions & Printing	133	134	200	350	300
6419	Minor Equipment	-	-	-	-	-
6420	Special Department Supplies	423	-	-	-	-
6522	Advertising	145	-	500	300	500
6529	Mileage	140	-	300	250	200
6530	Professional Services	5,194	3,685	6,200	6,200	6,200
6538	Special Events	9,649	1,300	2,000	2,400	2,000
6570	Other Charges	2,071	1,846	4,400	3,500	4,400
TOTAL		27,425	21,476	24,605	24,505	24,600
CAPITAL, DEBT SVC & CHRGS						
6910	Claims Liability Charges	8,300	2,200	3,200	3,200	3,300
6920	Workers' Comp Charges	1,400	1,500	3,500	3,500	2,500
TOTAL		9,700	3,700	6,700	6,700	5,800
ACTIVITY TOTALS		240,897	242,060	260,005	281,162	266,700

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

DEPARTMENT	DEPT. NO.	BUDGET UNIT
HUMAN RESOURCES	5400	001-5000-5400

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-101	Admin Serv Director/DCM	0.25	37,400	0.25	37,500	0.15	22,500
2124	H/R Specialist	0.75	46,600	0.75	46,600	0.75	46,600
2121	Administrative Assistant IV	0.20	12,100	0.20	10,200	0.20	10,700
	Overtime		200		200		200
	Total Salaries		96,300		94,500		80,000
	Total Benefits		34,500		27,300		27,300
	Health Insurance Retirees		76,000		108,000		108,000
	Unemployment Insurance		4,400		16,000		16,000
	Rideshare Program		5,000		5,000		5,000
	Total	1.20	216,200	1.20	250,800	1.10	236,300

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
New employees hired	21*	30*	20*	18*
Average to complete recruitment (days)	60	35	35	35
Separations/Terminations	32	26	9**	10
MOUs negotiated	1	0	3	3
In-service training programs offered	10	5	5	5
Employee (avg) participants per in-service training	30	30	30	30

* Includes temporary/seasonal employees
** Includes 3 retirements, 3 resignations, 3 temporary/seasonal

NOTES:

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



CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
INFO/COMMUNICATION SYSTEMS		5450			001-5000-5450	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
6101	Regular Salaries	111,762	105,025	104,600	105,227	97,100
6103	Overtime	58	58	-	833	-
6205	Retirement	24,820	25,134	20,900	21,005	19,300
6210	Medicare	1,603	1,598	1,500	1,531	1,400
6211	Social Security	-	-	-	-	-
622X	Flex Credit Benefit	9,480	9,027	9,000	9,009	8,600
6245	Life Insurance	369	314	300	348	300
6280	Auto Allowance	304	148	200	159	-
6290	Phone Allowance	676	612	600	654	600
TOTAL		149,072	141,916	137,100	138,765	127,300
MATERIALS, SUPPLIES & SERV						
6315	Travel, Conferences, & Meetings	-	-	-	-	-
6320	Training	3,255	2,475	-	-	-
6330	Membership and Dues	-	240	-	240	-
6418	Books, Subscriptions & Printing	-	-	-	-	-
6419	Minor Equipment	13,831	10,925	21,700	15,000	18,700
6420	Departmental Special Supplies	9,852	7,198	7,300	3,000	5,000
6523	Communications	29,474	28,170	33,700	34,000	31,200
6525	Rents/Leases	1,186	1,169	1,300	1,300	1,300
6529	Mileage	-	-	300	-	300
6530	Professional Services	23,094	18,640	19,500	19,000	18,600
6531	Maint. & Operation of Equipment	26,087	22,952	17,000	22,500	20,700
6535	Community Television Production	35,308	31,920	36,200	36,200	36,200
TOTAL		142,087	123,689	137,000	131,240	132,000
CAPITAL, DEBT SVC & CHRGS						
6640	Equipment	10,093	7,044	-	-	-
6910	Claims Liability Charges	2,300	2,200	3,400	3,400	3,600
6920	Workers' Comp Charges	1,600	1,600	3,900	3,900	2,700
6930	Asset Replacement Charges	26,800	27,800	28,900	28,900	50,300
TOTAL		40,793	38,644	36,200	36,200	56,600
ACTIVITY TOTALS		331,952	304,249	310,300	306,205	315,900

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

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

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-101	Admin Serv Director/DCM	0.05	7,500	0.05	7,500	-	
1-103	Network Systems Engineer	1.00	97,100	1.00	97,100	1.00	97,100
	Total Salaries		104,600		104,600		97,100
	Total Benefits		35,000		30,200		30,200
	Total	1.05	139,600	1.05	134,800	1.00	127,300

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
PC's supported	59	63	65	65
Physical servers supported	18	17	18	19
Virtual servers supported	2	4	4	4
Printers supported	27	27	27	27
Telephones supported	75	75	75	75
Voicemail boxes supported	80	87	88	89
Email boxes supported	105	110	114	115

NOTES:

- 6320: Training network systems engineer on continuing certification and citywide computer training
- 6419: Printers, PC's, fax machines, wireless cards, replacement parts, server room equipment
- 6420: Employee software licenses
- 6523: AT&T site to site connection, phone and DSL, Cox internet connection
- 6525: Cost to host City website and to post Municipal Codes on the MSRC website
- 6530: Technical support for LAN-Email/Web Filter
IT Technical Support
Web Development
- 6531: Computer and printer repairs, Firewall security & LAN maintenance. Costs associated with website and Internet access plus maintenance of voice-mail and phone systems
- 6535: Community access channel programming and web streaming



CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
RISK MANAGEMENT - INSURANCE		5460			120-5000-5460	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
	SALARIES & FRINGE BENEFITS					
	TOTAL	-	-	-	-	-
	MATERIALS, SUPPLIES & SERV					
6310	Insurance and Surety Bonds	153,877	154,002	184,900	170,900	199,400
6315	Travel-Meeting	-	-	100	100	100
6529	Mileage	-	22	-	-	-
6530	Professional Services	15,381	37,103	22,000	51,500	57,000
6540	Damage Claims	8,925	24,336	150,000	50,300	100,000
6541	Damage to City Property	-	-	-	8,900	-
	TOTAL	178,183	215,463	357,000	281,700	356,500
	CAPITAL, DEBT SVC & CHRGS					
	TOTAL	-	-	-	-	-
	ACTIVITY TOTALS	178,183	215,463	357,000	281,700	356,500

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

DEPARTMENT	DEPT. NO.	BUDGET UNIT
RISK MANAGEMENT - INSURANCE	5460	120-5000-5460

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
Liability claims filed	15	3	4	3
Value of claims*	\$289,633	\$65,000	\$270,200	\$50,000


*value claims includes claims for Sanitation Fund

NOTES:

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

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

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



CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
WORKERS' COMPENSATION - INSURANCE		5465			125-5000-5465	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
	SALARIES & FRINGE BENEFITS					
	TOTAL	-	-	-	-	-
	MATERIALS, SUPPLIES & SERV					
6310	Insurance and Surety Bonds	61,842	82,625	96,300	92,188	99,000
6530	Professional Services	20,444	25,697	52,000	26,000	37,500
6540	Damage Claims	159,710	255,975	125,000	266,000	135,000
	TOTAL	241,996	364,297	273,300	384,188	271,500
	CAPITAL, DEBT SVC & CHRGS					
	TOTAL	-	-	-	-	-
	ACTIVITY TOTALS	241,996	364,297	273,300	384,188	271,500

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
WORKERS' COMPENSATION - INSURANCE	5465	125-5000-5465

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
Number of claims outstanding	21	14	14	16
Outstanding value of claims filed	\$457,847	\$323,554	\$372,287	\$452,287

NOTES:

6310: Excess premium through CSAC; State of California Self Insurance Fee
 6530: Third party administration services - Tri-Star
 6540: Claims



CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
ASSET REPLACEMENT		5470			135-5000-5470	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
	SALARIES & FRINGE BENEFITS					
	TOTAL	-	-	-	-	-
	MATERIALS, SUPPLIES & SERV					
	TOTAL	-	-	-	-	-
	CAPITAL, DEBT SVC & CHRGS					
6630	Improvements	-	-	-	-	-
6640	Equipment	33,716	108,975	-	36,712	18,500
6650	Vehicles	776,527	-	-	4,372	72,000
	TOTAL	810,243	108,975	-	41,084	90,500
	ACTIVITY TOTALS	810,243	108,975	-	41,084	90,500

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
ASSET REPLACEMENT	5470	135-5000-5470

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							

COMMENTARY:

The transfer of \$154,400 from the Asset Replacement Fund to the Capital Lease Fund (#320) is for the capital lease payment for the purchase of the fire truck that was made in FY 2008/09. This lease payment will be made from the Capital Leases Fund.



NOTES:

	FY 11/12
6650: IS Server	15,000
Fire Resistant File Cabinet	3,500
	<u>18,500</u>
6640: Public Works Truck	30,000
Marine Safety Rescue Vehicle	34,000
Marine Safety ATV	8,000
	<u>72,000</u>
6810: Fire Lease (Transfer Out)	<u>154,400</u>



CITY OF SOLANA BEACH
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				2011-2012
					General Fund
COMMUNITY DEVELOPMENT					912,900
					Coastal Business/Visitors
					34,500
					947,400
EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
TOTAL REGULAR POSITIONS	6.25	6.25	6.00	6.00	5.50
SALARIES & FRINGE BENEFITS	620,625	622,770	608,500	599,346	491,700
MATERIAL, SUPPLIES & SERVICES	430,640	392,915	301,975	301,700	399,200
CAPITAL, DEBT SVC & CHARGES	32,456	25,100	37,600	37,600	56,500
TOTAL BUDGET	1,083,721	1,040,785	948,075	938,646	947,400

Mission Statement:

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

Department Overview:

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

Structure & Services:

The **Planning Division** administers and implements the City's General Plan, zoning and subdivision regulations and special projects such as the Local Coastal Program/Land Use Plan. This division consists of planners and technical staff who manage the day-to-day development services for current planning projects, provides assistance to customers and also develops strategies for long range planning functions. The Planning Division budget and service indicators are located at C-36 and C-37

The **Building Division** is responsible for the application processing, plan review, permit issuance and inspections services for the City's building permits. The City contracts these services with a professional building services firm that provide technical staff to assist customers and process building plan review, permitting and on-site inspections. The costs for these services are offset by the revenue received. The Building Division budget and service indicators are located at C-38 and C-39.

COMMUNITY DEVELOPMENT (continued)

The ***Shoreline Management Division*** administers comprehensive local, state and federal efforts to maintain and improve the City's shoreline and beach nourishment programs. These programs remain a top priority for Solana Beach in order to provide recreational opportunities for the City's residents and visitors and to protect the City's bluff properties and structures. Programs that the City is pursuing in Shoreline Management include sand replenishment and nourishment involving local jurisdiction partnerships as well as regional stewardship. Funds for these programs involve local, state and federal funding. The Shoreline Management Division budget and service indicators are located at C-68 and C-69.

Goals:

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

- General Plan Update (including Housing Element) (3-year timeline)
- Adoption of a Local Coastal Plan/Land Use Plan
- Progress on the City's Sand Replenishment & Retention Program
- View Assessment Ordinance Update
- Development Review Ordinance Update, and



CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET


DEPARTMENT		DEPT. NO.			BUDGET UNIT	
COMMUNITY DEVELOPMENT		5550			001-5500-5550	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
6101	Regular Salaries	406,671	409,080	423,600	399,956	334,900
6102	Part Time & Temporary Salaries	30,820	34,105	35,900	45,239	34,200
6103	Overtime	2,858	6,920	1,800	4,097	1,800
6105	Temporary Non-Payroll	29,597	3,469	-	2,943	-
6205	Retirement	92,868	112,054	91,900	87,159	73,300
6210	Medicare	6,438	6,987	6,700	6,683	5,400
6211	Social Security	1,050	2	-	567	-
622X	Flex Credit Benefit	44,412	44,767	42,900	46,896	38,600
6245	Life Insurance	1,388	1,245	1,400	1,381	1,100
6280	Auto Allowance	3,145	2,974	3,100	3,178	1,500
6290	Phone Allowance	1,378	1,167	1,200	1,246	900
TOTAL		620,625	622,770	608,500	599,346	491,700
MATERIALS, SUPPLIES & SERV						
6315	Travel, Conferences & Meetings	3,329	47	300	650	300
6320	Training	703	5,640	1,200	750	1,200
6330	Membership and Dues	945	970	900	880	900
6417	Postage	-	1,229	-	-	-
6418	Books, Subscriptions and Printing	4,384	1,745	3,975	3,200	4,000
6419	Minor Equipment	140	-	-	-	-
6420	Departmental Special Supplies	2,580	1,717	2,000	2,000	2,000
6522	Advertising	2,690	2,036	4,100	2,620	4,100
6529	Mileage	504	484	800	800	800
6530	Professional Services	130,329	114,635	17,600	17,600	17,600
TOTAL		145,604	128,503	30,875	28,500	30,900
CAPITAL, DEBT SVC & CHRGS						
6910	Claims Liability Charges	21,600	17,800	20,600	20,600	15,300
6920	Workers' Comp Charges	8,600	7,300	17,000	17,000	11,600
6930	Asset Replacement Charges	-	-	-	-	29,600
TOTAL		30,200	25,100	37,600	37,600	56,500
ACTIVITY TOTALS		796,429	776,373	676,975	665,446	579,100

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
COMMUNITY DEVELOPMENT	5550	001-5500-5550

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-101	Admin Serv Director/DCM	-	-	-	-	0.50	75,000
1-101	Community Dev. Director	1.00	150,000	1.00	150,000	-	-
1-103	Assistant to CM	0.25	21,200	-	-	-	-
1-104	Principal Planner	1.00	90,700	1.00	90,700	1.00	90,700
3136	Associate Planner	1.00	69,900	1.00	69,900	1.00	69,900
3123	Assistant Planner	1.00	61,500	1.00	61,500	1.00	50,600
3108	Administrative Assistant III	1.00	50,400	1.00	51,500	1.00	48,700
6087	Planning Tech (Part-time)	1.00	35,900	1.00	35,900	1.00	34,200
	Overtime		1,800		1,800		1,800
	Total Salaries		481,400		461,300		370,900
	Total Benefits		165,200		120,800		120,800
	Total	6.25	646,600	6.00	582,100	5.50	491,700

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
Structure development permit applications	15	8	14	15
Discretionary review project applications	22	27	14	15
Business Certificates				
- New	465	328	483	475
- Renewals	1,169	1,622	1,641	1,650



NOTES:

6530: American Planning Association, Association of Environmental Professionals and various other professional dues

6418: Planning related books and reference materials, printing of blueprints, forms, and public notices, annual charge for Assessor's Office data from Data Quick, business certificates & renewal forms

6420: Film and graphics supplies

6522: Legally required public hearing advertisements

6529: Mileage reimbursement for staff

6530: Consultants for DRP and other professional and consulting services

CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
BUILDING SERVICES		5560			001-5500-5560	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
	SALARIES & FRINGE BENEFITS					
	TOTAL	-	-	-	-	-
	MATERIALS, SUPPLIES & SERV					
6330	Membership & Dues	-	-	1,000	-	200
6418	Books, Subscriptions & Printing	1,258	151	600	1,500	600
6419	Minor Equipment	7,407	-	-	-	-
6420	Special Department Supplies	850	1,313	-	1,700	1,500
6525	Rents and Leases	-	-	-	-	-
6530	Professional Services	275,521	262,948	233,500	270,000	329,000
6570	Other Expense	-	-	2,500	-	2,500
	TOTAL	285,036	264,412	237,600	273,200	333,800
	CAPITAL, DEBT SVC & CHRGS					
6640	Equipment	2,256	-	-	-	-
6650	Vehicles	-	-	-	-	-
	TOTAL	2,256	-	-	-	-
	ACTIVITY TOTALS	287,292	264,412	237,600	273,200	333,800

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

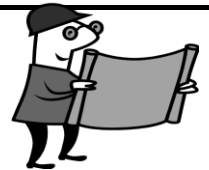
DEPARTMENT	DEPT. NO.	BUDGET UNIT
BUILDING SERVICES	5560	001-5500-5560

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
New housing units	8	3	6	5
Total value of construction (in millions)	\$13.56	\$7.30	\$13.22	\$14.00
Officially submitted plans reviewed	391	281	372	380

NOTES:

- 6330: Memberships: International Codes Council (ICC) and American Institute of Architects (AIA)
- 6418: Printing of building permit forms and handouts
- 6530: Contract services with Esgil Corporation for processing building permits (offset by permit fees collected)



CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
COASTAL BUSINESS/VISITORS		5570			250-5500-5570	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
	SALARIES & FRINGE BENEFITS					
	TOTAL	-	-	-	-	-
	MATERIALS, SUPPLIES & SERV					
6530	Professional Services	31,780	1,128	-	-	-
6532	Contribution to Agencies	20,500	23,250	27,000	-	22,000
6538	Special Events	2,254	17,487	6,500	-	12,500
	TOTAL	54,534	41,865	33,500	-	34,500
	CAPITAL, DEBT SVC & CHRGS					
	TOTAL	-	-	-	-	-
	ACTIVITY TOTALS	54,534	41,865	33,500	-	34,500

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

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

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							
	Total						

NOTES:	FY 11/12
6532: Contribution to Agencies;	
Solana Beach Chamber of Commerce Visitors Center	15,000
Solana Beach Chamber of Commerce Fiesta Del Sol	7,000
	22,000
6538: Special Events:	
Spring Festival & Egg Hunt	2,500
Beach Blanket Movie Night	2,500
Paws in the Park	1,500
Concerts at the Cove (50% Arts, 50% TOT)	6,000
	12,500





CITY OF SOLANA BEACH FUNCTION ACTIVITY OVERVIEW					
FUNCTION	FUND DISTRIBUTION				2011-2012
	PUBLIC SAFETY	General Fund			
	Fire Mitigation Fees				15,000
	COPS				100,000
					8,152,700
EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
TOTAL REGULAR POSITIONS	32.40	32.85	31.48	31.48	32.86
SALARIES & FRINGE BENEFITS	3,773,562	3,870,151	3,520,200	3,619,081	3,686,600
MATERIAL, SUPPLIES & SERVICES	3,561,323	3,842,858	3,862,380	3,806,251	3,968,400
CAPITAL, DEBT SVC & CHARGES	454,971	390,451	534,400	534,400	497,700
TOTAL BUDGET	7,789,856	8,103,460	7,916,980	7,959,732	8,152,700

Department Overview:

Public Safety is divided into the following departments:

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

Structure & Services

The City contracts with the County of San Diego for law enforcement and animal control services. Law Enforcement is provided by the County of San Diego Sheriff's department and its budget and service indicators are located at C-44 and C-45. Animal Control is provided by the County of San Diego's Department of Animal Services and its budget and service indicators are located at C-50 and C-51.

Shoreline Protection, while classified in the Public Safety function, is overseen by the Community Development Department whose department overview and structure are located beginning C-33. Shoreline Protection's budget and service indicators are located at C-68 and C-69.

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

<u>Department</u>	
Fire	C-47
Code & Parking Enforcement	C-53
Emergency Preparedness	C-57
Marine Safety	C-61
Junior Lifeguards	C-65

CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
LAW ENFORCEMENT		6110			001-6000-6110	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
	SALARIES & FRINGE BENEFITS					
	TOTAL	-	-	-	-	-
	MATERIALS, SUPPLIES & SERV					
6523	Communications	-	-	-	-	1,200
6530	Professional Services	2,852,309	2,999,138	2,943,700	2,956,317	3,024,300
6531	Equipment Maintenance	-	-	-	-	-
	TOTAL	2,852,309	2,999,138	2,943,700	2,956,317	3,025,500
	CAPITAL, DEBT SVC & CHRGS					
	TOTAL	-	-	-	-	-
	ACTIVITY TOTALS	2,852,309	2,999,138	2,943,700	2,956,317	3,025,500

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

DEPARTMENT	DEPT. NO.	BUDGET UNIT
LAW ENFORCEMENT	6110	001-6000-6110

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							

COMMENTARY:

This budget unit provides between 97% of the City's total cost for law enforcement.
The Special Revenue, "COPS" Fund, located at page C-72, provides the remaining as follows:

	FY 11/12	
Law Enforcement	\$ 3,036,900	97%
COPS	100,000	3%
	<u>\$ 3,136,900</u>	



SERVICE INDICATORS	2008/09	2009/10	2010/11	2011/12
	Actual	Actual	Actual	Projected
Response Calls:				
Priority 1	12	12	11	n/a
Priority 2	716	1,064	1,019	n/a
Priority 3	1,775	1,764	1,712	n/a
Priority 4	1,309	1,232	1,206	n/a
Hazard traffic citations issued for every 1 injury/ /fatal traffic accidents	107	n/a	n/a	n/a
FBI index crimes	315	270	267	n/a

NOTES:

<i>Total cost of services breakdown:</i>	FY 11/12
Deputy Patrol	980,187
Deputy Traffic	319,355
Deputy Motor	147,843
Deputy SPO	304,149
CSO	32,347
Sergeant	182,686
Detective	144,645
Detective Sgt.	19,887
Station Staff	178,821
<i>General Fund Funded Subtotal</i>	<u>2,309,920</u>
<i>Less: Amount funded by COPS Special Revenue Grant</i>	<u>(100,000)</u>
<i>General Fund Funded Subtotal</i>	2,209,920
Ancillary Support	377,079
Supply	39,071
Vehicles	167,983
Space	65,839
Management Support	117,560
Liability	25,962
<i>Less: Beat Factor</i>	(21,914)
Adjustment: CCCA: Contract City Cooperative Agreement	-
Phone Booth at La Colonia	1,200
ARJIS	8,000
Cal_ID/Criminal Clearing House	4,800
Booking Fees	30,000
Sheriff's Radio System	11,400
<i>Total General Fund Funded</i>	<u><u>3,036,900</u></u>



Fire Department

Mission Statement:

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

Structure & Services

Management of the Fire Department is being provided through a Management Services Agreement that consists of a Fire Chief, three Deputy Chiefs and four Battalion Chiefs. Under the Direction of the Fire Chief, the three Deputy Chiefs are responsible for overseeing day-to-day operation of the Fire Department while three of the Battalion Chiefs are responsible for emergency response and emergency management services as well as mid-level management/supervisory responsibilities over the Fire Captains. The fourth Battalion Chief is responsible for the training and professional development of all Fire Department personnel. The Fire Department operates with a three shift work schedule to provide 24 hour a day, 7 days a week service. Each shift consists of two Fire Captains, two Engineers and two Firefighter Paramedics working a 24 hour shift. Each shift is responsible for emergency response, training, fire prevention and station and equipment maintenance.

Ongoing responsibilities include:

- Provide an all hazard response to emergencies
- Conduct fire prevention inspections
- Conduct training for emergency responders
- Review building plans and fire code inspections
- Maintain the fire station and equipment
- Develop a budget and monitor revenues and expenditures
- Provide support for Emergency Preparedness
- Conduct public education presentations

The Fire Department's budget and service indicators are located at C-48 and C-49 and the budget for Fire Mitigation funds, which helps support the capital acquisitions for the department, is located at C-70 and C-71.

Goals:

- Respond to 90% of all emergencies in less than 8 minutes from dispatch to arrival on scene
- Review building plans in less than 10 days
- Conduct annual fire prevention inspections on 100% of City businesses
- Provide annual maintenance to all fire hydrants
- Conduct annual testing and inventory of fire hose
- Create and maintain pre-fire plans for high hazard occupancies
- Create and maintain pre-fire plans for wildland-urban interface areas
- Conduct a minimum of 4,000 hours training
- Continue inspections in the Wildland Urban Interface
- Deliver preparedness and mitigation information to residents in high-risk areas
- Continue to increase membership in CERT
- Identify and actively pursue grant funding opportunities while continuing to seek out and identify cost recovery opportunities for the department

CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
FIRE		6120			001-6000-6120	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
6101	Regular Salaries	1,544,888	1,531,641	1,531,800	1,571,053	1,584,800
6102	Part Time & Temporary Salaries	39,222	63,202	-	11,626	-
6103	Overtime	416,483	345,228	243,500	357,699	380,000
6104	Special Pay	60,628	54,750	54,300	61,484	63,200
6205	Retirement	676,704	734,436	686,900	565,719	619,200
6210	Medicare	27,705	27,949	26,500	27,158	29,400
6211	Social Security	734	2,618	-	812	-
622X	Flex Credit Benefit	169,571	173,653	165,200	165,323	164,900
6245	Life Insurance	5,057	4,513	5,100	5,114	5,300
6290	Phone Allowance	797	583	600	623	600
TOTAL		2,941,789	2,938,573	2,713,900	2,766,611	2,847,400
MATERIALS, SUPPLIES & SERV						
6315	Travel, Conferences & Meetings	3,133	670	-	590	-
6320	Training	3,454	1,215	600	951	7,500
6325	Strike Team	7,186	-	-	-	-
6330	Membership and Dues	620	250	100	100	150
6340	Clothing and Personal Expenses	4,950	2,571	3,200	3,500	7,100
6416	Office Supplies	927	602	500	500	500
6417	Postage	37	29	-	6	-
6418	Books, Subscriptions & Printing	561	587	-	314	800
6419	Minor Equipment	15,622	705	500	500	1,000
6420	Departmental Special Supplies	13,681	11,415	3,800	6,000	5,000
6421	Small Tools	258	-	-	-	-
6427	Vehicle Operating Supplies	15,728	20,158	20,000	25,300	24,000
6428	Vehicle Maintenance	37,989	42,349	26,200	36,525	48,400
6522	Advertising	-	78	-	-	-
6523	Communications	10,026	10,546	10,300	11,559	11,200
6524	Utilities - Electric	19,013	16,238	18,000	12,250	14,000
6525	Rents and Leases	1,086	1,201	1,200	82	-
6526	Maint. of Buildings & Grounds	9,337	4,655	6,000	3,000	1,000
6527	Utilities - Other	1,485	2,585	3,000	2,420	3,500
6529	Mileage	329	141	-	-	-
6530	Professional Services	100,577	216,724	363,100	319,365	366,350
6531	Maint. & Operation of Equipment	9,865	11,682	5,000	6,500	7,900
6532	Contribution to Other Agencies	14,518	16,328	15,600	16,600	7,700
6570	Other Expense	-	133	-	-	-
TOTAL		270,382	360,862	477,100	446,062	506,100
CAPITAL, DEBT SVC & CHRGS						
6640	Equipment	-	11,317	-	-	-
6650	Vehicles	-	-	-	-	-
6720	Debt Service - 800 MHZ Radios	23,034	23,034	23,300	23,300	23,300
6910	Claims Liability Charges	50,400	47,300	60,500	60,500	70,000
6920	Workers' Comp Charges	75,100	88,000	203,900	203,900	160,100
6930	Asset Replacement Charges	198,100	126,300	131,100	131,100	151,700
TOTAL		346,634	295,951	418,800	418,800	405,100
ACTIVITY TOTALS		3,558,805	3,595,386	3,609,800	3,631,473	3,758,600

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
FIRE	6120	001-6000-6120

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-101	Director of Public Safety	0.34	50,200	-	-	-	-
1-102	Deputy Fire Chief /Marshal	1.00	121,000	1.00	121,000	1.00	123,400
5109	Fire Captain II	3.00	270,500	3.00	270,500	3.00	275,900
5099	Fire Captain I (fully qualified)	2.00	168,400	2.00	168,400	2.00	180,400
5094	Fire Captain I (other qualified)	1.00	84,300	1.00	85,000	1.00	85,900
5091-A	Fire Engineer	6.00	460,400	5.00	374,100	2.00	155,400
5100	Fire Engineer+Paramedic	-	-	1.00	79,700	3.00	245,200
5091	Firefighter + Paramedic	4.00	287,200	4.00	281,300	6.00	438,700
5080	Firefighter	2.00	136,700	2.00	136,700	1.00	69,700
	Firefighter - P/T	0.12	4,400	-	-	-	-
3108	Administrative Asst III	0.55	33,200	0.25	15,100	0.22	10,200
	Overtime		243,500		243,500		380,000
	EMT Re-Certification Pay		2,000		2,000		4,000
	Holiday Pay		52,700		52,300		59,200
	Total Salaries		1,914,500		1,829,600		2,028,000
	Total Benefits		914,300		884,300		819,400
	Total	20.01	2,828,800	19.25	2,713,900	19.22	2,847,400

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
Emergency responses	1414	1450	1525	1530
Training hours	5470	5000	4832	5000
Fire plan checks	99	100	91	90
Response type %:				
Fire	3.5%	3.0%	2.4%	2.4%
Medical	63.0%	62.0%	59.1%	59.1%
Other emergencies	33.5%	35.0%	38.5%	38.5%



NOTES:

6420: Shop supplies, dry goods and drinking water and misc. fire station supplies (janitorial etc.)	
6427: Gasoline for all engines and vehicles	
6523: Phones, cell and long distance, dispatch data and fax line, wireless cards	FY 11/12
6530: City of Encinitas (Fire Management)	177,588
Rancho Santa Fe Fire Protection District (Fire Management)	118,364
NCDPJPA Dispatch Services	67,264
Physicals	1,600
Other (Telestaff, Proj. Heartbeat, Lynx)	1,534
	<u>366,350</u>
6531: Maintenance, repair of equipment other than vehicles, including annual ladder stress tests, emergency phones and NCDPJPA Video Conferencing	
6532: Palomar College Training	2,600
Palomar College Testing	3,000
NCDPJPA Annual Program Assessment	9,000
Trauma Intervention Program	2,100
Budget reduction	(9,000)
	<u>7,700</u>

CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
ANIMAL CONTROL		6130			001-6000-6130	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
6101	Regular Salaries	-	-	-	-	7,500
6102	Part Time & Temporary Salaries	-	-	-	-	-
6103	Overtime	-	-	-	-	-
6104	Special Pay	-	-	-	-	-
6105	Temporary Non-Payroll	-	-	-	-	-
6205	Retirement	-	-	-	-	1,500
6210	Medicare	-	-	-	-	100
6211	Social Security	-	-	-	-	-
622X	Flex Credit Benefit	-	-	-	-	400
6245	Life Insurance	-	-	-	-	-
6280	Auto Allowance	-	-	-	-	200
6290	Phone Allowance	-	-	-	-	-
TOTAL		-	-	-	-	9,700
MATERIALS, SUPPLIES & SERV						
6530	Professional Services	75,415	79,900	84,700	84,700	84,700
TOTAL		75,415	79,900	84,700	84,700	84,700
CAPITAL, DEBT SVC & CHRGS						
6910	Claims Liability Charges	-	-	-	-	300
6920	Workers' Comp Charges	-	-	-	-	200
TOTAL		-	-	-	-	500
ACTIVITY TOTALS		75,415	79,900	84,700	84,700	94,900

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

DEPARTMENT	DEPT. NO.	BUDGET UNIT
ANIMAL CONTROL	6130	001-6000-6130


Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Proposed FTE Hours	Proposed Budget
1-101	Admin Serv Director/DCM	-	-	-	-	0.05	7,500
	Overtime		-		-		-
	Total Salaries		-		-		7,500
	Total Benefits		-		-		2,200
	Total	-	-	-	-	0.05	9,700

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/1011 Actual	2011/12 Projected
Impounded animals	81	64	45	63
Claimed animals	31	23	10	21
Adopted animals	20	20	34	25
Euthanized animals	9	7	4	6
Licenses sold	685	629	574	629

NOTES:

<p>6530: Appropriation for animal control services though the County of San Diego</p> <p>Removal of dead animals</p> <p>SNAPS</p>	<table style="margin-left: auto; margin-right: auto;"> <tr><td align="right">FY 11/12</td></tr> <tr><td align="right"><u>81,180</u></td></tr> <tr><td align="right">2,020</td></tr> <tr><td align="right"><u>1,500</u></td></tr> <tr><td align="right"><u><u>84,700</u></u></td></tr> </table>	FY 11/12	<u>81,180</u>	2,020	<u>1,500</u>	<u><u>84,700</u></u>
FY 11/12						
<u>81,180</u>						
2,020						
<u>1,500</u>						
<u><u>84,700</u></u>						

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





Codes and Parking Enforcement

Mission Statement:

The Code Compliance Department works with the residents and business owners to maintain the appearance and safety of the community and protect the quality of life through the diligent application of our City ordinances and land use regulations. Our officers are dedicated to work in partnership with all and to be responsive and solution-oriented.

Structure & Services

Under the direction of the Deputy City Manager, the Code Compliance and Parking Enforcement Department consists of one full time senior code compliance officer and one part time Code Compliance Specialist. This department plans, organizes and monitors all activities related to the municipal code, parking laws, stormwater and regulation enforcement activities within the City.

Ongoing responsibilities include:

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

The Codes and Parking Enforcement Fire Department's budget and service indicators are located at C-54 and C-55.

Goals:

- Respond to written complaints within 48 hours
- Produce educational materials
- Streamline processes

CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
CODE & PARKING ENFORCEMENT		6140			001-6000-6140	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
6101	Regular Salaries	69,165	114,711	96,600	104,509	82,900
6102	Part Time & Temporary Salaries	47,292	25,960	32,800	16,394	34,700
6103	Overtime	2,411	385	2,100	887	2,100
6205	Retirement	14,874	60,352	25,900	24,024	23,400
6210	Medicare	1,610	2,030	1,900	1,729	1,700
6211	Social Security	713	-	-	-	-
622X	Flex Credit Benefit	15,987	16,753	17,200	14,121	15,300
6245	Life Insurance	333	380	400	384	400
6280	Auto Allowance	41	595	600	636	600
6290	Phone Allowance	183	117	100	125	100
TOTAL		152,609	221,283	177,600	162,809	161,200
MATERIALS, SUPPLIES & SERV						
6315	Travel, Conferences & Meetings	79	42	-	-	-
6320	Training	1,718	-	-	-	-
6330	Membership and Dues	150	75	150	150	200
6340	Clothing and Personal Expenses	259	444	400	400	400
6416	Office Supplies	843	731	1,000	600	800
6417	Postage	-	15	30	10	100
6418	Books, Subscriptions & Printing	1,880	1,062	760	1,569	1,300
6419	Minor Equipment	536	-	-	-	-
6420	Departmental Special Supplies	17	48	-	-	-
6427	Vehicle Operating Supplies	3,176	2,342	3,600	3,600	3,600
6428	Vehicle Maintenance	1,630	743	1,000	1,500	1,500
6522	Advertising	43	-	-	50	-
6523	Communications	919	824	1,000	1,000	1,000
6525	Rents and Leases	2,598	2,905	2,400	-	-
6526	Maint of Buildings & Grounds	-	487	-	-	-
6530	Professional Services	15,714	16,965	18,000	18,000	18,000
6531	Maint. & Operation of Equipment	-	96	840	800	800
6570	Other Charges	29,500	83,699	27,400	25,000	27,400
TOTAL		59,062	110,478	56,580	52,679	55,100
CAPITAL, DEBT SVC & CHRGS						
6650	Vehicles	-	-	-	-	-
6910	Claims Liability Charges	3,600	4,200	4,400	4,400	4,700
6920	Workers' Comp Charges	5,100	4,600	8,700	8,700	5,400
6930	Asset Replacement Charges	4,500	4,600	4,800	4,800	-
TOTAL		13,200	13,400	17,900	17,900	10,100
ACTIVITY TOTALS		224,871	345,161	252,080	233,388	226,400

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

DEPARTMENT	DEPT. NO.	BUDGET UNIT
CODE & PARKING ENFORCEMENT	6140	001-6000-6140

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-101	Admin Serv Director/DCM	0.20	29,900	0.20	29,900	0.20	29,900
1-101	Director of Public Safety	0.33	48,700	-	-	-	-
3126	Sr. Code Compliance Officer	0.80	51,600	0.80	51,600	0.80	51,600
3108	Administrative Asst III	0.25	15,100	0.25	15,100	0.03	1,400
6084	Temp. Code Compl. Asst.	0.75	39,000	0.75	32,800	0.75	34,700
	Overtime		2,100		2,100		2,100
	Total Salaries		186,400		131,500		119,700
	Total Benefits		75,400		46,100		41,500
	Total	2.33	261,800	2.00	177,600	1.78	161,200

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2009/10 Projected
Cases opened	821	510	1184	1300
Cases closed	816	506	1167	1275
Inspections:				
Building	182	144	87	100
Zoning	34	27	17	20
Signs	66	128	393	450
Stormwater	220	23	10	30
Vacation rental	174	158	147	150
Miscellaneous	319	201	530	800
Permits issued	156	71	57	60



NOTES:

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



Emergency Preparedness

Structure & Services

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

Ongoing responsibilities include:

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

The Emergency Preparedness Department's budget and service indicators are located at C-58 and C-59.

Goals:

- Train 30 new CERT members
- Participate in regional training exercises
- Assist City employees receive ICS/NIMS training
- Explore opportunities to improve the infrastructure of the EOC
- Participate in all regional exercises
- Develop or update evacuation and continuity of operations plans

CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
EMERGENCY PREPAREDNESS		6150			001-6000-6150	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
	SALARIES & FRINGE BENEFITS					
	TOTAL	-	-	-	-	-
	MATERIALS, SUPPLIES & SERV					
6523	Communications	210	188	300	300	300
6525	Rents & Leases	-	-	-	-	-
6531	Maint. & Operation of Equipment	-	457	500	500	500
6532	Contribution to Other Agencies	19,535	16,501	17,000	18,293	18,300
6570	Other Charges	407	415	8,000	6,500	6,500
6572	Local Fire Incidents	-	-	-	-	-
6573	Other Local Incidents	1,249	-	-	-	-
	TOTAL	21,401	17,561	25,800	25,593	25,600
	CAPITAL, DEBT SVC & CHRGS					
6640	Equipment	-	-	-	-	-
	TOTAL	-	-	-	-	-
	ACTIVITY TOTALS	21,401	17,561	25,800	25,593	25,600

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

DEPARTMENT	DEPT. NO.	BUDGET UNIT
EMERGENCY PREPAREDNESS	6150	001-6000-6150

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							

NOTES:

- 6531: Emergency generator maintenance agreement, diesel fuel costs and computer maintenance
- 6532: Contribution to Hazardous Materials Response
- 6570: Community Emergency Response Team, earthquake management, gas shut-off tools, Red Cross kits





Marine Safety Department

Mission Statement:

The mission of the Solana Beach Marine Safety Department is to mitigate the threat to life and property from medical and other emergencies on the beaches, in the ocean, surrounding waterways, and coastal bluffs through education, prevention, emergency response and recovery programs.

Structure & Services

The City of Solana Beach Marine Safety Department is in charge of the city's 1.7 miles of coastline. The Marine Safety Department operates with three full-time employees, complimented with 35 seasonal employees. The department primarily handles waterborne emergencies in the City of Solana Beach 24 hours a day, answering calls for help from beachgoers, swimmers, surfers, and boaters. It also conducts animal rescues, dive rescues and recovery, cliff rescues, and EMS rescues.

Ongoing responsibilities include:

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

The Marine Safety Department's budget and service indicators are located at C-62 and C-63.

Goals:

- Conduct a minimum of 500 hours training.
- Continued participation in SDR ALERT (San Diego Regional Aquatic Lifesaving Emergency Response Taskforce) developing and maintaining relationships with neighboring organizations involved in aquatic rescue...developing procedures and protocols for incidents.
- Replace DMS portable tower with a station built on the access at Del Mar Shores.
- Replace an eight year old rescue vehicle.
- Oversee the City's Junior Lifeguard Program with an estimated 5% growth
- Replace a seven year old all terrain vehicle

CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
MARINE SAFETY		6170			001-6000-6170	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
6101	Regular Salaries	224,084	227,789	230,700	231,101	230,400
6102	Part Time & Temporary Salaries	204,145	208,386	188,000	197,522	178,900
6103	Overtime	885	1,876	1,000	920	1,000
6104	Special Pay	11,185	11,539	10,800	12,691	12,900
6205	Retirement	93,541	102,454	94,700	78,081	79,900
6210	Medicare	6,118	6,670	6,200	6,251	6,100
6211	Social Security	11,648	13,555	11,700	12,082	11,100
622X	Flex Credit Benefit	28,172	27,774	27,900	27,527	27,600
6245	Life Insurance	728	671	800	764	800
6285	Uniform Allowance	1,500	1,500	1,500	1,500	1,500
6290	Phone Allowance	792	583	600	624	600
TOTAL		582,798	602,797	573,900	569,062	550,800
MATERIALS, SUPPLIES & SERV						
6315	Travel, Conferences & Meetings	288	-	-	-	-
6320	Training	2,775	1,113	1,000	1,300	1,300
6330	Membership and Dues	160	-	-	-	-
6340	Clothing and Personal Expenses	2,596	864	1,700	2,200	2,200
6416	Office Supplies	452	413	400	500	500
6417	Postage	-	-	-	-	-
6418	Books, Subscriptions & Printing	772	1,282	500	650	600
6419	Minor Equipment	2,483	1,254	900	1,400	1,400
6420	Departmental Special Supplies	3,375	3,149	1,500	2,200	2,200
6421	Small Tools	23	-	-	-	-
6427	Vehicle Operating Supplies	4,773	4,711	4,400	4,800	4,800
6428	Vehicle Maintenance	2,239	3,721	2,500	2,100	2,100
6523	Communications	2,503	2,713	2,800	2,600	2,600
6525	Rents and Leases	3,041	2,281	3,300	1,800	1,800
6526	Maint. of Buildings & Grounds	655	629	600	650	700
6530	Professional Services	1,380	724	700	700	700
6531	Maint. & Operation of Equipment	2,142	2,236	2,200	1,600	1,600
TOTAL		29,657	25,090	22,500	22,500	22,500
CAPITAL, DEBT SVC & CHRGS						
6630	Improvements	1,637	-	-	-	-
6910	Claims Liability Charges	10,300	9,900	13,900	13,900	15,100
6920	Workers' Comp Charges	23,600	13,700	33,700	33,700	22,600
6930	Asset Replacement Charges	59,600	57,500	50,100	50,100	44,300
TOTAL		95,137	81,100	97,700	97,700	82,000
ACTIVITY TOTALS		707,592	708,987	694,100	689,262	655,300

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
MARINE SAFETY	6170	001-6000-6170

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-101	Director of Public Safety	0.33	48,700	-	-	-	-
1-103	Marine Safety Captain	1.00	85,800	1.00	85,800	1.00	87,600
4138	Marine Safety Lieutenant	1.00	71,400	1.00	71,400	1.00	72,900
4118	Marine Safety Sergeant	1.00	53,000	1.00	58,400	1.00	59,700
Hourly	Sr. Lifeguard + EMT (P/T 3,435Hrs)	1.65	73,200	1.65	73,200	1.65	73,200
Hourly	Lifeguard (P/T 6,686 HRS)	3.49	114,800	3.49	114,800	3.21	105,700
3108	Administrative Asst III	0.20	12,100	0.25	15,100	0.22	10,200
	Overtime		1,000		1,000		1,000
	Holiday Pay		10,500		10,800		12,900
	Total Salaries		470,500		430,500		423,200
	Total Benefits		165,300		143,400		127,600
	Total	8.67	635,800	8.39	573,900	8.08	550,800

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
Rescues	148	194	175	190
Medical aids	322	295	300	325
Municipal Code enforcements	6796	5139	6500	6000
Public education	628	625	700	700



NOTES:

	FY 11/12
6320: CPR and First Aid Recertification Training for Returning Staff	1,300
6340: Uniforms for seasonal and permanent staff (hats, trunks, swim suits, long sleeve shirts, board shorts, wetsuits and rash guards)	2,200
6416: Record keeping books, envelopes, poster board and organizers	200
Ink cartridges for printer	300
	<u>500</u>
6418: Annual tide books	400
2009 Log Book and Tower Log Books	200
	<u>600</u>
6419: Minor rescue equipment:	
Rescue equipment, rescue tubes and boards, megaphones	1,000
SCUBA and cliff rescue equipment	400
	<u>1,400</u>
6420: Medical supplies,	500
Tower supplies (locks, chairs, binoculars, phones)	1,200
Rescue vehicle & ATV supplies	500
	<u>2,200</u>
6523: Telephone service costs and repairs/installations	
6530: Fire extinguisher service, annual security charge, annual copier maintenance and support contract, and miscellaneous fees	
6531: Maintenance of Personal Watercraft, ATV, SCUBA and rescue boat/skiff	1,200
Misc. maintenance for beach & tower equipment	400
	<u>1,600</u>



Junior Lifeguard Program

Mission Statement:

The mission of the Solana Beach **Junior Lifeguard Program** is to provide a safe and fun environment where participants learn about the beaches, the ocean, and coastal bluffs through education and activities centered on the local environment. We aim to build healthy bodies through exercise and games, to foster a sense of community, and to build self-esteem among the participants.

Structure & Services

The City of Solana Beach Junior Lifeguard Program operates as a branch of the Marine Safety Department and is located approximately 100 yards north of the Seascape Public Access. The Junior Lifeguard Program is in session for 10 weeks during the summer, and has over 600 participants ages 7-16, representing about 500 local families. The program employs 35 seasonal staff members.

The Junior Lifeguard Program's budget and service indicators are located at C-66 and C-67.

Goals:

- To reach and maintain an enrollment of 700 participants.
- To maintain an affordable high quality youth program, which is self-sustaining.
- To play a significant role in educating the local youth to coastal safety hazards like bluffs and rip currents and the marine environment.
- To become a significant source of lifeguard candidates for the Marine Safety Department.

CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
JUNIOR LIFEGUARDS		6180			001-6000-6180	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
6102	Part Time & Temporary Salaries	86,413	91,043	47,800	106,831	103,700
6103	Overtime	184	-	-	23	-
6205	Retirement	4,559	10,269	3,900	6,847	7,200
6210	Medicare	1,116	1,459	700	1,533	1,500
6211	Social Security	4,094	4,727	2,400	5,365	5,100
TOTAL		96,366	107,498	54,800	120,599	117,500
MATERIALS, SUPPLIES & SERV						
6310	Insurance and Surety Bonds	10,802	10,979	10,600	10,600	11,000
6315	Travel, Conferences, & Meetings	14,228	16,017	24,500	14,000	25,300
6320	Training	415	330	500	500	500
6330	Membership and Dues	-	-	-	-	-
6340	Clothing and Personal Expenses	19,906	31,000	28,000	26,000	28,500
6416	Office Supplies	641	769	500	200	700
6417	Postage	48	218	-	200	200
6418	Books, Subscriptions & Printing	-	-	-	-	-
6419	Minor Equipment	1,669	11,723	7,500	4,000	7,000
6420	Departmental Special Supplies	4,771	4,232	7,000	4,000	3,700
6427	Vehicle Operating Supplies	43	200	200	200	200
6428	Vehicle Maintenance	246	528	1,500	1,000	500
6525	Rents and Leases	1,822	1,624	2,800	1,000	2,000
6530	Professional Services	775	2,595	3,000	1,000	2,300
6570	Other Charges	-	-	-	-	-
TOTAL		55,366	80,215	86,100	62,700	82,100
CAPITAL, DEBT SVC & CHRGS						
TOTAL		-	-	-	-	-
ACTIVITY TOTALS		151,732	187,713	140,900	183,299	199,600

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

DEPARTMENT	DEPT. NO.	BUDGET UNIT
JUNIOR LIFEGUARDS	6180	001-6000-6180

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
Hourly	Program Director	0.21	9,700	0.21	9,700	0.48	21,500
Hourly	Assistant Prog Dir	0.19	7,700	0.19	6,600	0.19	6,800
Hourly	Senior Instructors	0.24	8,600	0.24	8,700	1.14	39,200
Hourly	Regular Instructors	0.24	6,300	0.24	6,300	-	-
Hourly	Program Assistants	0.96	16,500	0.96	16,500	1.92	36,200
	Total Salaries		48,800		47,800		103,700
	Total Benefits		7,100		7,000		13,800
	Total Salaries	1.84	55,900	1.84	54,800	3.73	117,500

SERVICE INDICATOR	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
Program participants	590	636	653	685



NOTES:

	FY 11/12
6310: Insurance for the program and program participants	
6315: Awards ceremonies	5,000
Junior Lifeguard competitions	400
Field Trip to Wild Rivers	6,000
Staff Appreciation	400
Miscellaneous	1,000
Bus Transportation	12,500
	<u>25,300</u>
6340: Cost of uniforms for program staff (hats, trunks, swim suits, t-shirts)	5,500
Jr. Guard Uniforms	23,000
	<u>28,500</u>
6416: Record keeping books, poster board, stamps, organizers and office supplies	
6419: Body boards	2,000
Soft surfboards and paddleboards	2,000
Miscellaneous equipment	3,000
	<u>7,000</u>
6420: Jr. Guard patches	750
First Aid Supplies	300
Misc. supplies	450
Marketing and Promotional Materials	2,200
	<u>3,700</u>
6525: Rental of summer office trailer	
6530: DVD Production, Sewing JG Patches, Signs and Banners	

CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
SHORELINE MANAGEMENT		6190			001-6000-6190	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
TOTAL		-	-	-	-	-
MATERIALS, SUPPLIES & SERV						
6315	Travel, Conferences, & Meetings	119	-	-	-	-
6330	Membership and Dues	1,000	1,000	1,100	1,100	1,100
6530	Professional Services	65,881	40,403	46,300	46,300	47,200
6532	Contribution to Other Agencies	-	-	3,500	3,500	3,500
TOTAL		67,000	41,403	50,900	50,900	51,800
CAPITAL, DEBT SVC & CHRGS						
TOTAL		-	-	-	-	-
ACTIVITY TOTALS		67,000	41,403	50,900	50,900	51,800

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

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

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							
	Total						

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
Bluff failures:				
Major	2	3	6	4
Minor	2	2	15	8
Beach closures	0	0	0	0

NOTES:	FY 11/12
6330: California Coastal Coalition	1,000
IMPAC Government Membership	100
	<u>1,100</u>
6530: Marlowe & Company (Beach Sand)	28,500
Coastal Frontiers (Annual Shoreline Beach Monitor Survey)	10,400
Moffatt & Nichols (SCOUP Project)	8,300
	<u>47,200</u>
6532: SANDAG	3,500



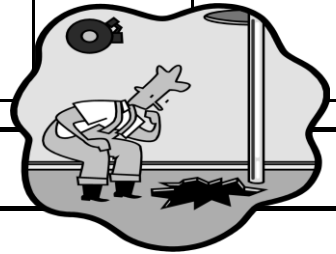
CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
FIRE MITIGATION FEES		6120			214-6000-6120	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
	SALARIES & FRINGE BENEFITS					
	TOTAL	-	-	-	-	-
	MATERIALS, SUPPLIES & SERV					
6340	Clothing	11,703	1,301	15,000	4,000	15,000
6419	Minor Equipment	6,512	14,452	-	800	-
6530	Professional Services	-	403	-	-	-
	TOTAL	18,215	16,156	15,000	4,800	15,000
	CAPITAL, DEBT SVC & CHRGS					
6640	Equipment	-	4,996	-	-	-
	TOTAL	-	4,996	-	-	-
	ACTIVITY TOTALS	18,215	21,152	15,000	4,800	15,000

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
FIRE MITIGATION FEES	6120	214-6000-6120

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							
	Total						



NOTES:

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

6340: Equipment

CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
COPS		6110			219-6000-6110	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
	SALARIES & FRINGE BENEFITS					
	TOTAL	-	-	-	-	-
	MATERIALS, SUPPLIES & SERV					
6523	Communications	1,277	1,141	-	-	-
6530	Professional Services	100,075	100,000	100,000	100,000	100,000
6531	Maint. & Operation of Equipment	11,164	10,914	-	-	-
	TOTAL	112,516	112,055	100,000	100,000	100,000
	CAPITAL, DEBT SVC & CHRGS					
	TOTAL	-	-	-	-	-
	ACTIVITY TOTALS	112,516	112,055	100,000	100,000	100,000

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
COPS	6110	219-6000-6110

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							
	Total						



NOTES:

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

6530: Professional Services/Law Enforcement



CITY OF SOLANA BEACH
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				2011-2012
	General Fund				1,551,900
PUBLIC WORKS	Sanitation				4,712,466
					6,264,366
EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
TOTAL REGULAR POSITIONS	11.12	12.58	11.13	11.13	10.59
SALARIES & FRINGE BENEFITS	1,184,391	1,188,069	1,100,300	1,079,590	1,023,300
MATERIAL, SUPPLIES & SERVICES	3,095,288	2,808,333	3,009,700	3,256,700	3,120,400
CAPITAL, DEBT SVC & CHARGES	1,842,788	1,815,271	2,038,400	2,041,666	2,120,666
TOTAL BUDGET	6,122,467	5,811,673	6,148,400	6,377,956	6,264,366

Mission Statement:

Enhancing safety, environment and quality of life by constructing and maintaining public infrastructure through strategic planning and community involvement and to provide state of the art engineering and maintenance services that modernize and enhance City infrastructure.

Department Overview:

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

The Engineering Division includes engineering, environmental services, and portions of traffic safety and sanitation divisions.

The Public Works Maintenance Division includes street maintenance, street sweeping, maintenance of parks and public facilities, portions of traffic safety and sanitation divisions, and responsibility for the Municipal Improvement, Coastal Rail Trail, and Street Lighting special districts.

Structure & Services

Engineering is responsible for all aspects of public and private improvements including streets, public facilities and parks, flood control and street lighting. It also provides engineering support to Council and staff. This department's budget and service indicators are located at C-80 and C-81.

Coordination for all storm water related tasks associated with the Regional Water Quality Control Board permit and maintenance of flood control and drainage is the responsibility of **Environmental Services** and its budget and service indicators are located at C-82 and C-83.

PUBLIC WORKS (continued)

Street Maintenance is responsible for routine street and right-of-way maintenance which includes managing small street patching contracts. Its budget and service indicators are located at C-84 and C-85.

The **Traffic Safety** budget unit is responsible for maintaining the City's traffic control devices, including red light cameras, signals, signs and markings. Signal maintenance is provided by a private company and traffic engineering is provided by a consultant. The traffic safety budget and service indicators are located at C-86 and C-87.

The **Street Sweeping** budget unit ensures that all City streets and municipal parking lots are routinely cleaned and its budget and service indicators are located at C-88 and C-89.

The maintenance of the City's parks and public facilities are serviced by the **Park Maintenance** and **Public Facilities Maintenance** budgets units of the Public Works Maintenance Division. The maintenance of Fletcher Cove, La Colonia and pocket parks, beach accesses, and the Coastal Rail Trail are the responsibility of Park Maintenance and the maintenance of City Hall, the Public Works Yard, and the community centers at La Colonia Park and Fletcher Cove and the Marine Safety Center and Fire Station are the responsibility of Public Facilities Maintenance. Their respective budgets are located at C-90 through C-93.

The **Sanitation** department provides administration, capital improvements, maintenance and inspection of the City's sanitation system. Maintenance of sewer lines is provided under contract with a private sanitary sewer company. The San Elijo Treatment Plan, as well as City owned pump stations, are administered and maintained by the San Elijo Joint Powers Agreement (SEJPA). A copy of the SEJPA's complete budget can be obtained from the SEJPA at 2695 Manchester Ave., Cardiff by the Sea, CA 92007. This department's operating budget is located at C-94 and C-95 and sanitation capital improvement projects can be found in Section D of the budget.

The Public Works Maintenance Division is also responsible for maintenance of the City's special districts. Information about the districts' structure and services, budgets, and service indicators are located beginning at page C-105. Additionally, the Public Works Division is responsible for fleet maintenance that includes Smog checks and routine maintenance and repair of Marine Safety, Public Works and Engineering vehicles.

Goals:

1. Continue to Provide Engineering Support to Council and Staff

- A. Set specifications for design, testing, management and inspection of Capital Improvement Projects. Obtain bids, recommend contractors/consultants after Public Bid/RFP process. Manage projects to achieve on time completion within budget. Major projects include LSF/Highland intersection improvements, the West side Highway 101 Streetscape project, various major storm drain repair and replacements, and intersection improvements at Granados Avenue at El Viento..
- B. Begin or continue engineering design work on major capital projects. Steps include preliminary design, coastal commission review and environmental review. Projects include Highway 101 Streetscape, Solana Beach Pump Station and Del Mar Shores stairs.
- C. Prepare Engineering comments on Private Project Plans and perform Grading Plan review and permitting.

- D. Issue permits in compliance with SBMC and Best Practice Standards including permits for: Encroachment, Sanitation, Engineering and Transportation (Haul Permits).

PUBLIC WORKS (continued)

2. Expand and Maintain Environmental Services Program

- A. Storm Drain and Stevens Creek Cleaning in compliance with regional permit.
- B. Provide environmental comments on private project plans, Grading BMPs in compliance with standards and with Green Building Incentive Program Construction Standards.
- C. Perform Commercial and Industrial inspections for all sites in city.
- D. Reduce City's environmental footprint; reduce waste, encourage car pooling, conserve resources, promote sustainable building practices, solar and energy efficient public lighting, HVAC, and continue education and promote proper disposal to increase participation in the Household Hazardous Waste Program.
- E. Conduct public workshops; launch Solar Assessment District Program if sufficient interest indicated.
- F. Prevent debris and silt from entering storm drains by routinely sweeping residential streets and parking lots.
- G. Continue use of organic pesticides and herbicides on Coastal Rail Trail.
- H. Administer Construction & Demolition Waste Management Plan for public and private construction projects.

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

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

4. Maintain Parks, Coastal Rail Trail and Facilities in a Safe and Useable Manner

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

5. Maintain and Improve Street Lighting

- A. Conduct quarterly inspection of lighting systems and respond to citizen concern about street and Coastal Rail Trail lighting and expedite schedule repairs.
- B. Continue construction projects identified in streetlight masterplan update.

PUBLIC WORKS (continued)

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

- A. Work with contractor to clean 100% and video 33% of sewer lines annually and track service in Beach software.
- B. Analyze reports and video, identify problem areas, determine plan to address permanent repairs.
- C. Continue repairs to priority projects identified in west and east side sewer system assessment reports.
- D. Perform extra cleaning, root foaming and “hot spot” cleaning to manage problem areas until permanent repairs are made.
- E. Maintain siphon.
- F. Continue design of Solana Beach Pump Station.



CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

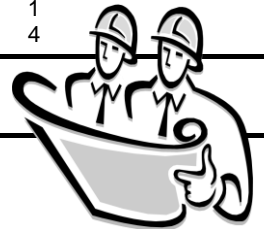
DEPARTMENT		DEPT. NO.			BUDGET UNIT	
ENGINEERING		6510			001-6500-6510	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
6101	Regular Salaries	284,317	230,213	233,500	233,762	185,500
6102	Part Time & Temporary Salaries	18,199	8,990	-	1,476	-
6103	Overtime	531	432	1,000	(327)	1,000
6105	Temporary Non-Payroll	-	-	-	-	-
6205	Retirement	65,393	60,967	46,700	48,049	36,800
6210	Medicare	4,114	3,392	3,400	3,225	2,700
6211	Social Security	328	311	-	92	-
622X	Flex Credit Benefit	30,780	27,157	25,700	24,260	21,100
6245	Life Insurance	967	707	800	760	600
6280	Auto Allowance	1,761	1,054	1,100	1,144	900
6290	Phone Allowance	613	474	600	661	400
TOTAL		407,003	333,697	312,800	313,101	249,000
MATERIALS, SUPPLIES & SERV						
6315	Travel, Conferences, & Meetings	2,192	803	2,000	2,000	2,000
6320	Training	1,718	689	1,000	900	1,000
6330	Membership and Dues	100	290	1,100	500	1,100
6417	Postage	-	-	100	100	100
6418	Books, Subscriptions & Printing	734	528	300	500	500
6419	Minor Equipment	217	141	200	-	-
6420	Departmental Special Supplies	2,023	1,146	1,800	1500	1,000
6427	Vehicle Operating Supplies	2,219	2,221	2,000	2400	2,000
6428	Vehicle Maintenance	885	687	1,000	1000	1,000
6522	Advertising	-	-	200	100	200
6523	Communications	-	142	500	300	300
6529	Mileage	83	-	100	100	100
6530	Professional Services	38,053	5,684	30,000	30,900	21,000
6531	Maint. & Operation of Equipment	-	-	100	100	100
TOTAL		48,224	12,331	40,400	40,400	30,400
CAPITAL, DEBT SVC & CHRGS						
6630	Improvements	-	2,913	-	-	-
6910	Claims Liability Charges	17,100	14,200	14,100	14,100	14,000
6920	Workers' Comp Charges	4,600	4,000	8,700	8,700	5,600
TOTAL		21,700	21,113	22,800	22,800	19,600
ACTIVITY TOTALS		476,927	367,141	376,000	376,301	299,000

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

DEPARTMENT	DEPT. NO.	BUDGET UNIT
ENGINEERING	6510	001-6500-6510

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-101	Director of PW / City Engineer	0.36	51,900	0.36	51,900	0.30	43,200
1-102	Assistant to CM	0.25	21,200	-	-	-	-
1-103	Principal Civil Engineer	0.45	46,300	0.45	46,300	0.30	30,900
1-104	Management Analyst	-	-	0.25	18,400	-	-
3153	Associate Civil Engineer	0.50	41,400	0.50	41,400	0.43	35,600
3124	Assistant Civil Engineer	-	-	0.075	4,300	0.15	9,600
3131	Public Works Inspector	0.15	10,000	0.075	5,000	-	-
3125	Senior Engineering Technician	0.65	40,800	0.65	40,800	0.65	40,800
3108	Administrative Asst III	0.48	25,400	0.48	25,400	0.48	25,400
1-102	Part Time Mgmt Analyst	0.25	12,900	-	-	-	-
6047	Temp Engineering Mgmt Intern	0.50	11,400	-	-	-	-
	Overtime		1,000		1,000		1,000
	Total Salaries		262,300		234,500		186,500
	Total Benefits		89,300		78,300		62,500
	Total	3.59	351,600	2.84	312,800	2.31	249,000

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
Encroachment permits issued	44	64	26	90
Marine safety permits issued	5	5	1	2
Grading permits issued	6	15	10	8
Transportation permits issued	3	5	2	2
Capital Project Management:				
Less than \$200,000	8	5	7	3
Greater than \$200,000	2	2	2	3
Street overlays/slurries (square feet)	300,000	300,000	65,000	20,000
Improvement & lot adjustment permits	12	8	0	1
Sanitation permits issued	2	2	3	4



NOTES:

6330: Percentage of memberships in American Public Works Association, American Society of Civil Engineers, and Institute of Transportation Engineers for City Engineer

6427: Regular supplies for maintenance of engineering vehicles

	FY 11/12
6530: Service alerts	1,200
Misc studies, staff support, surveys & inspections	14,000
On call testing	2,800
Geological services	3,000
	<u>21,000</u>

CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
ENVIRONMENTAL SERVICES		6520			001-6500-6520	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
6101	Regular Salaries	121,097	90,491	73,800	71,411	72,500
6102	Part Time & Temporary Salaries	-	1,567	1,800	1,642	1,700
6103	Overtime	568	650	700	595	700
6104	Special Pay	375	768	800	773	800
6205	Retirement	27,002	22,709	15,100	14,398	14,700
6210	Medicare	1,747	1,409	1,100	1,074	1,100
6211	Social Security		7	-	6	-
622X	Flex Credit Benefit	14,398	13,004	11,200	8,741	10,300
6245	Life Insurance	400	268	300	241	300
6290	Phone Allowance	713	116	300	280	200
TOTAL		166,300	130,989	105,100	99,161	102,300
MATERIALS, SUPPLIES & SERV						
6315	Travel, Conferences, & Meetings	79	1,078	1,000	500	1,000
6320	Training	400	-	500	500	500
6330	Membership and Dues	100	125	700	700	700
6340	Clothing and Personal Expenses	600	511	600	600	700
6416	Office Supplies	-	-	300	100	300
6417	Postage	-	-	-	-	100
6418	Books, Subscriptions & Printing	187	194	700	100	700
6419	Minor Equipment	365	81	300	100	300
6420	Departmental Special Supplies	11,490	8,612	9,900	10,000	11,600
6427	Vehicle Operating Supplies	796	1,121	1,500	2,000	1,500
6428	Vehicle Maintenance	388	1,140	1,000	1,500	1,500
6522	Advertising	-	36	200	100	200
6523	Communications	58	85	300	200	300
6525	Rents and Leases	553	542	600	200	600
6527	Utilities - Other	191	-	2,000	2,500	2,500
6529	Mileage	-	120	100	200	200
6530	Professional Services	93,214	105,715	144,700	125,000	121,900
6531	Maint. & Operation of Equipment	60	67	-	100	-
TOTAL		108,481	119,427	164,400	144,400	144,600
CAPITAL, DEBT SVC & CHRGS						
6630	Improvements	7,400	-	-	-	-
6910	Claims Liability Charges	2,700	2,500	2,500	2,500	2,600
6920	Workers' Comp Charges	1,900	1,800	2,800	2,800	1,900
TOTAL		12,000	4,300	5,300	5,300	4,500
ACTIVITY TOTALS		286,781	254,716	274,800	248,861	251,400

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
ENVIRONMENTAL SERVICES	6520	001-6500-6520

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	2011/2012 FTE Hours	Adopted Budget
1-104	Environmental Programs Mgr	0.85	62,500	-	-	-	-
1-104	Management Analyst	-	-	0.25	18,400	0.15	11,600
1-103	Principal Civil Engineer	0.10	10,300	0.10	10,300	0.10	10,300
1-104	Public Works Operations Mgr	0.10	8,400	0.10	8,400	0.10	8,400
3124	Assistant Civil Engineer	-	-	0.15	8,600	0.30	19,100
3131	Public Works Inspector	0.15	10,000	0.075	5,000	-	-
3111	Lead Maintenance Worker	0.10	5,500	0.10	5,500	0.10	5,500
3097	Maint. Worker II (2 positions)	0.10	4,700	0.10	4,800	0.10	4,800
6085	Temp. Maint. Worker I	0.05	1,900	0.05	1,800	0.05	1,700
3116	Code Compliance Officer	0.20	12,800	0.20	12,800	0.20	12,800
	Overtime		700		700		700
	Stand by Pay (Overtime Rate)		800		800		800
	Total Salaries		117,600		77,100		75,700
	Total Benefits		41,900		28,000		26,600
	Total	1.65	159,500	1.125	105,100	1.10	102,300

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
Trash pick-up per year	245	245	245	245
Low flow diverter inspections	245	245	245	245
Diverter repairs & maintenance	7	18	12	12
Spill responses from auto accidents	0	3	3	3
Litter removal from public rights of way	50	88	52	52
Dog waste bag replacements	n/a	30,000	30,000	30,000
bag replacements				
# of times dispensers refilled	52	52	52	52
Catch basins cleaned	50	50	50	50
Stevens Creek & outfall inspections	4	6	12	12

NOTES:

- 6330: Percentage of membership in APWA for Pubic Works Supervisor
- 6340: Percentage of replacement uniforms for Public Works Supervisor and Lead Maintenance Worker
- 6418: Printing of education material on storm water runoff, public outreach education
- 6420: Spraying materials, weed control, manhole covers, ceramic tiles for catch basins, recycling supplies, dog waste bags, sampling devices

	FY 11/12
6530: Lab tests (water analysis - weather programs)	2,000
State Water Control Board fees	7,500
Permit fees paid to County of S.D. & RWQCB	17,500
Watershed URMP shared costs	11,000
Storm drain cleaning	12,000
Investigations, brochures, public education	5,000
Stevens Creek cleaning	8,300
Household Hazardous Waste programs	10,000
Seascape storm drain cleaning	5,000
TMDL and JURMP updates	10,000
Commercial Industrial Inspection/weather monitoring	12,000
JPA Sediment Drying Pad	4,500
US Mayors Conference Implementation	4,000
Storm Water/Drainage Master Plan Staff Support	12,700
City Website Updates	400
	<u>121,900</u>



CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
STREET MAINTENANCE		6530			001-6500-6530	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
6101	Regular Salaries	165,600	148,628	146,300	146,032	144,800
6102	Part Time & Temporary Salaries	10,769	16,904	20,300	16,977	18,400
6103	Overtime	5,734	4,604	6,100	3,432	6,000
6104	Special Pay	6,317	6,441	6,800	6,619	6,600
6105	Temporary Non-Payroll	-	-	-	-	-
6205	Retirement	38,656	41,699	33,300	32,434	32,400
6210	Medicare	2,550	2,598	2,600	2,444	2,500
6211	Social Security	29	80	-	2	-
622X	Flex Credit Benefit	23,398	21,029	21,500	20,395	21,500
6245	Life Insurance	544	445	500	485	500
6280	Auto Allowance	-	612	600	636	600
6290	Phone Allowance	345	243	200	250	200
TOTAL		253,942	243,283	238,200	229,705	233,500
MATERIALS, SUPPLIES & SERV						
6315	Travel-Meetings	-	10	-	-	-
6320	Training	770	-	100	100	100
6330	Membership and Dues	100	100	200	200	200
6340	Clothing and Personal Expenses	1,486	1,060	1,200	1000	1,200
6418	Books, Subscriptions & Printing	8	87	-	-	-
6419	Minor Equipment	89	81	-	-	-
6420	Departmental Special Supplies	6,859	4,528	8,000	8,000	8,000
6421	Small Tools	214	-	-	-	-
6427	Vehicle Operating Supplies	4,455	4,323	3,100	5500	3,200
6428	Vehicle Maintenance	2,718	1,586	1,000	2000	1,500
6522	Advertising	-	-	100	0	100
6523	Communications	334	284	500	400	500
6524	Utilities - Electric	1,275	1,243	1,500	1500	1,500
6525	Rents and Leases	423	331	2,000	1200	1,500
6526	Maint. of Buildings & Grounds	820	-	-	-	-
6529	Mileage	244	234	200	300	300
6530	Professional Services	28,629	28,258	22,800	20,500	22,600
6531	Maint. & Operation of Equipment	931	-	-	-	-
6570	Other Charges	-	-	-	-	-
TOTAL		49,355	42,125	40,700	40,700	40,700
CAPITAL, DEBT SVC & CHRGS						
6640	Equipment	-	-	-	-	-
6650	Vehicles	849	-	-	-	-
6910	Claims Liability Charges	35,200	26,700	24,000	24,000	41,000
6920	Workers' Comp Charges	17,600	16,100	34,500	34,500	19,800
6930	Asset Replacement Charges	80,200	71,800	66,800	66,800	1,000
TOTAL		133,849	114,600	125,300	125,300	61,800
ACTIVITY TOTALS		437,146	400,008	404,200	395,705	336,000

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
STREET MAINTENANCE	6530	001-6500-6530

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-101	Director of PW / City Engineer	0.20	28,800.00	0.20	28,800	0.20	28,800
1-104	Public Works Operations Mgr	0.20	16,800	0.20	16,800	0.20	16,800
3124	Assistant Civil Engineer	-	-	0.05	2,900	0.10	6,400
3131	Public Works Inspector	0.15	10,000	0.075	5,000	-	-
3111	Lead Maintenance Worker	0.55	30,000	0.55	30,000	0.55	30,000
3108	Administrative Asst III	0.20	10,600	0.20	10,600	0.20	10,600
3097	Maintenance Worker II (2)	1.10	52,200	1.10	52,200	1.10	52,200
6085	Temp Maint Worker I	0.55	20,300	0.55	20,300	0.55	18,400
N/A	Overtime		6,100		6,100		6,000
	Stand by Pay (Overtime Rate)		6,800		6,800		6,600
	Total Salaries		181,600		179,500		175,800
	Total Benefits		62,200		58,700		57,700
	Total	2.95	243,800	2.925	238,200	2.90	233,500

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
Asphalt repairs	3,500	3,000	5,000	5,000
Street name & regulatory sign replacement	50	40	50	50
Curb painting (lineal feet)	2,000	13,200	13,200	13,200
Street striping (lineal feet)	10,000	10,000	0	0
Graffiti removal	120	50	50	50
Inspect landscape medians	52	52	12	12
Clean under I-5 bridge	52	52	12	12
Public contact regarding street issues	35	50	52	52

NOTES:

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

- 6530: Pavement repairs, potholes, street markings
- Power Washing-Graffiti removal
- Emergencies
- North County Dispatch/After hour call back
- Tree trimming/arborist

FY 11/12
15,000
500
500
600
6,000
<u>22,600</u>



CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
TRAFFIC SAFETY		6540			001-6500-6540	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
	SALARIES & FRINGE BENEFITS					
	TOTAL	-	-	-	-	-
	MATERIALS, SUPPLIES & SERV					
6315	Travel-Meetings	309	205	500	500	500
6320	Training	61	59	300	200	300
6418	Books, Subscriptions & Printing	1,541	25	100	-	300
6420	Departmental Special Supplies	17,048	8,858	30,000	31,200	20,000
6522	Advertising	-	-	100	100	100
6523	Communications	942	981	800	800	1,000
6524	Utilities - Electric	19,007	17,339	24,000	24,000	20,000
6525	Rents and Leases	44	1,398	1,000	1,000	1,500
6527	Utilities - Other	33	-	-	-	-
6529	Mileage	25	127	200	200	300
6530	Professional Services	161,010	123,211	140,200	140,200	140,200
6531	Maint. & Operation of Equipment	-	2,092	2,000	1,000	1,000
	TOTAL	200,020	154,295	199,200	199,200	185,200
	CAPITAL, DEBT SVC & CHRGS					
	TOTAL	-	-	-	-	-
	ACTIVITY TOTALS	200,020	154,295	199,200	199,200	185,200

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
TRAFFIC SAFETY	6540	001-6500-6540

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							



SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
SERVICE II Preventative maintenance of traffic signals	12	12	12	12
Traffic signal repairs	12	35	30	30
Safety signs installed	25	24	25	25
Sight distance issues	20	20	10	10
Other repairs relating to landscaping, temporary signage	12	12	10	10

NOTES:

- 6418: Printing specifications and plans
- 6420: Striping paint, posts, street name signs, regulatory signs, and street marking templates
Portion of cost of pressure washer, traffic control signs and barricades
- 6524: Miscellaneous utilities and electricity for traffic signals

- 6530: Maintenance contract for signalized intersections including I-5 interchange
- Red Flex - third party red light camera administration
- RBF traffic engineering consulting
- Signal repairs
- After Hour Dispatch

FY 11/12
25,000
82,400
20,000
12,400
400
<u>140,200</u>

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

CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
STREET SWEEPING		6550			001-6500-6550	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
TOTAL		-	-	-	-	-
MATERIALS, SUPPLIES & SERV						
6420	Department Special Supplies	151	-	-	-	-
6526	Maint. of Buildings & Grounds	-	-	-	-	-
6530	Professional Services	37,605	34,723	40,900	40,900	40,900
6570	Other Charges	-	-	-	-	-
TOTAL		37,756	34,723	40,900	40,900	40,900
CAPITAL, DEBT SVC & CHRGS						
TOTAL		-	-	-	-	-
ACTIVITY TOTALS		37,756	34,723	40,900	40,900	40,900

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
STREET SWEEPING	6550	001-6500-6550

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
Miles of streets swept	45	40	40	40
Special event street sweepings	2	5	5	5
Maintain signage	12	12	12	12
Street sweeping inspections	12	12	12	12



NOTES:

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

6522: Miscellaneous advertising of street closures

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

CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
PARK MAINTENANCE		6560			001-6500-6560	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
6101	Regular Salaries	36,258	64,520	61,300	61,206	59,800
6102	Part Time & Temporary Salaries	10,769	9,067	11,100	9,261	10,000
6103	Overtime	3,717	2,183	2,800	1,353	2,800
6104	Special Pay	2,947	2,999	3,100	3,023	3,100
6105	Temporary Non-Payroll	-	-	-	-	-
6205	Retirement	10,095	17,579	14,500	13,919	13,900
6210	Medicare	772	1,169	1,100	1,076	1,100
6211	Social Security	29	44	-	1	-
622X	Flex Credit Benefit	6,603	9,448	10,300	9,242	10,300
6245	Life Insurance	120	190	200	201	200
6290	Phone Allowance	-	120	100	125	100
TOTAL		71,310	107,319	104,500	99,406	101,300
MATERIALS, SUPPLIES & SERV						
6340	Clothing and Personal Expenses	551	518	600	700	700
6419	Minor Equipment	118	719	-	-	-
6420	Departmental Special Supplies	9,270	13,415	10,000	10,000	10,000
6421	Small Tools	-	-	-	-	-
6427	Vehicle Operating Supplies	2,461	2,774	2,000	2,000	1,000
6428	Vehicle Maintenance	2,269	2,293	2,000	1000	1,100
6522	Advertising	9	-	-	-	-
6523	Communications	334	113	500	300	300
6524	Utilities - Electric	30,021	29,034	28,600	27,600	25,600
6525	Rents and Leases	227	799	1,000	1000	500
6526	Maint. of Buildings & Grounds	95,947	80,482	89,900	87,000	98,500
6527	Utilities - Other	22,711	25,096	22,000	24,000	24,000
6529	Mileage	-	233	100	100	100
6530	Professional Services	26,704	38,626	58,300	62,300	21,200
6531	Maint. & Operation of Equipment	115	404	1,000	-	-
TOTAL		190,737	194,506	216,000	216,000	183,000
CAPITAL, DEBT SVC & CHRGS						
6630	Equipment	-	1,586	-	-	-
6650	Vehicles	500	-	-	-	-
6910	Claims Liability Charges	1,200	1,700	2,500	2,500	2,600
6920	Workers' Comp Charges	800	200	2,900	2,900	2,000
TOTAL		2,500	3,486	5,400	5,400	4,600
ACTIVITY TOTALS		264,547	305,311	325,900	320,806	288,900

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
PARK MAINTENANCE	6560	001-6500-6560

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-104	Public Works Operations Mgr	0.20	16,700	0.20	16,700	0.20	16,700
3124	Assistant Civil Engineer	0.05	2,900	0.05	2,900	0.10	6,400
3131	Public Works Inspector	0.075	5,000	0.075	5,000	-	-
3111	Lead Maintenance Worker	0.15	8,200	0.15	8,200	0.15	8,200
3097	Maintenance Worker II (2)	0.60	28,500	0.60	28,500	0.60	28,500
6085	Temp Maint Worker I	0.30	11,100	0.30	11,100	0.30	10,000
	Overtime		2,800		2,800		2,800
N/A	Stand by Pay (Overtime Rate)		3,100		3,100		3,100
	Total Salaries		78,300		78,300		75,700
	Total Benefits		-		26,200		25,600
	Total Salaries	1.375	78,300	1.375	104,500	1.35	101,300

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
Landscape inspections	52	52	52	52
Maintenance to Stevens House	12	5	6	6
Repairs & maintenance to park buildings	100	104	100	100
Playground inspections	52	52	52	52
Plumbing repairs to showers, drinking, fountains, etc.	12	18	20	20
Lighting repairs	12	24	24	24
Beach access and maintenance	200	52	52	52
Signage repairs and installations	12	12	20	20

NOTES:

- 6419: Replacement parts and hoses for spraying & blowing equipment, etc.
- 6420: Irrigation and landscaping miscellaneous supplies and repair parts
- 6421: Miscellaneous hand tools and pruning equipment, sprinklers, etc.
- 6427: Fuel and supplies for pickup truck
- 6523: Radio and telephone usage
- 6525: Pager lease charges for two maintenance workers, rental of large mowers and power sprayers

	FY 11/12
6526: Landscape Maintenance	93,000
Plant replacement/renovation	2,000
Irrigation repairs	3,500
	<u>98,500</u>
6530: Tree trimming/on-call arborist	2,200
Back flow testing	7,500
Security	10,000
Graffiti removal	1,500
	<u>21,200</u>



- 6531: Maintenance of beach tractor and front end loader repair (a portion of this cost is in Street Maintenance)

CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
PUBLIC FACILITIES MAINTENANCE		6570			001-6500-6570	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
	SALARIES & FRINGE BENEFITS					
	TOTAL	-	-	-	-	-
	MATERIALS, SUPPLIES & SERV					
6419	Minor Equipment	237	-	-	-	-
6420	Departmental Special Supplies	14,236	14,461	13,500	13,500	14,500
6427	Vehicle Operating Supplies	-	992	600	600	600
6522	Advertising	100	-	100	100	100
6524	Utilities - Electric	41,731	38,757	41,800	41,800	38,500
6525	Rents/Leases	151	2,131	500	500	500
6526	Maint. of Buildings & Grounds	36,572	43,887	69,300	69,000	69,800
6527	Utilities - Other	1,751	1,499	2,500	2,500	2,500
6529	Mileage	100	137	200	200	200
6530	Professional Services	38,482	37,902	25,500	26,400	22,800
6531	Maint. & Operation of Equipment	836	600	1,000	400	1,000
	TOTAL	134,196	140,366	155,000	155,000	150,500
	CAPITAL, DEBT SVC & CHRGS					
6650	Vehicles	600	-	-	-	-
	TOTAL	600	-	-	-	-
	ACTIVITY TOTALS	134,796	140,366	155,000	155,000	150,500

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
PUBLIC FACILITIES MAINTENANCE	6570	001-6500-6570

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
Painting at City Hall (square feet)	1000	0	500	500
Plumbing repairs	12	30	20	20
Roof maintenance (times per year)	4	6	8	8
Lighting repairs	12	24	24	24
Restock janitorial supplies	52	52	52	52
Sewer line cleaning at City Hall	12	12	12	12

NOTES:

- 6419: Miscellaneous wrenches etc.
- 6420: Pressure washer (25% of cost), City-wide janitorial supplies, first aid supplies, miscellaneous repair parts & supplies
- 6522: Advertising bids for maintenance contracts
- 6524: City-wide utility costs

	FY 11/12
6526: Anticipated roof repairs at City Hall	18,000
Elevator service	1,800
Plant replacement, irrigation repair, tree trim	2,000
Janitorial services	29,000
Pest control	700
Preventative Drain cleaning	1,700
LS Maintenance Contract	11,100
Misc. Repairs	5,500
	<u>69,800</u>



- 6530: Miscellaneous repairs to all facilities/buildings and tree maintenance.

CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
SANITATION		7700			509-0000-7700	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
6101	Regular Salaries	212,294	266,255	249,800	244,026	248,800
6102	Part Time & Temporary Salaries	-	3,135	4,200	12,526	3,300
6103	Overtime	791	2,788	1,300	1,949	1,300
6104	Special Pay	-	1,383	1,400	1,411	1,400
6105	Temporary Non-Payroll	-	-	-	-	-
6205	Retirement	49,053	66,140	49,900	47,332	49,300
6210	Medicare	2,822	3,901	3,700	3,577	3,700
6211	Social Security	-	14	-	563	-
622X	Flex Credit Benefit	17,928	26,023	25,800	23,156	26,400
6245	Life Insurance	665	771	800	776	800
6280	Auto Allowance	1,492	1,634	2,100	2,191	1,500
6290	Phone Allowance	791	737	700	710	700
TOTAL		285,836	372,781	339,700	338,217	337,200
MATERIALS, SUPPLIES & SERV						
6310	Insurance and Surety Bonds	-	-	10,000	-	15,000
6315	Travel, Conferences, & Meetings	128	981	1,500	1,000	1,500
6320	Training	60	-	-	-	-
6330	Membership and Dues	180	135	1,000	300	1,000
6340	Clothing and Personal Expenses	522	414	500	600	500
6417	Postage	-	-	-	-	-
6418	Books, Subscriptions & Printing	173	150	600	600	500
6419	Minor Equipment	1,409	81	500	500	-
6420	Departmental Special Supplies	1,460	915	500	900	500
6421	Small Tools	-	191	500	-	500
6427	Vehicle Operating Supplies	2,000	2,176	2,000	2,400	2,500
6428	Vehicle Maintenance	-	1,677	1,000	2,500	2,000
6522	Advertising	89	-	100	100	100
6523	Communications	280	57	200	200	200
6525	Rents and Leases	264	950	300	600	300
6526	Maintenance of Building	-	-	1,000	-	500
6527	Utilities - Other	5,671	7,011	5,000	6,000	6,000
6529	Mileage	19	10	-	100	100
6530	Professional Services	1,701,893	1,764,866	1,834,300	2,047,300	1,877,900
6531	Maint. & Operation of Equipment	-	67	-	-	-
6540	Damage Claims	285,526	-	50,000	6,400	65,400
6560	Depreciation	237,649	240,413	153,500	260,000	280,000
6570	Other Charges	-	1,266	1,400	1,400	1,400
6580	Administrative Charges	89,196	89,200	89,200	89,200	89,200
TOTAL		2,326,519	2,110,560	2,153,100	2,420,100	2,345,100
CAPITAL, DEBT SVC & CHRGS						
6630	Improve. Other than Buildings	131,148	119,847	319,100	319,100	389,600
6710	Principal - Debt Service	685,000	705,000	705,000	705,000	765,000
6720	Interest - Debt Service	748,726	723,659	705,500	735,500	677,100
67XX	Debt Service Cost	47,565	47,566	-	47,566	47,566
6910	Claims Liability Charges	56,600	71,600	140,500	71,600	144,200
6920	Workers' Comp Charges	3,100	4,100	9,500	4,100	6,700
TOTAL		1,672,139	1,671,772	1,879,600	1,882,866	2,030,166
ACTIVITY TOTALS		4,284,494	4,155,113	4,372,400	4,641,183	4,712,466

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
SANITATION	7700	509-0000-7700

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
Contract	City Manager	0.11	19,800	0.11	19,800	0.11	19,800
1-101	Director of PW / City Engineer	0.28	40,400	0.28	40,400	0.30	43,100
1-101	Finance Director	0.20	28,800	0.20	28,800	-	-
1-103	Principal Civil Engineer	0.25	25,800	0.25	25,800	0.25	25,800
1-103	Finance Manager	0.05	4,700	0.05	4,700	0.25	26,000
1-104	Environmental Programs Mgr	0.15	11,000	-	-	-	-
1-104	Public Works Operations Mgr	0.25	20,900	0.25	20,900	0.25	20,900
3124	Assistant Civil Engineer	-	-	0.125	7,200	0.25	16,000
3153	Associate Civil Engineer	0.50	41,400	0.50	41,400	0.50	41,400
3131	Public Works Inspector	0.25	16,600	0.125	8,200	-	-
3125	Senior Engineering Technician	0.25	15,700	0.25	15,700	0.25	15,700
3108	Administrative Asst III	0.17	9,000	0.17	9,000	0.17	9,000
3111	Lead Maintenance Worker	0.15	8,200	0.15	8,200	0.15	8,200
3097	Maint. Worker II (2 positions)	0.20	9,500	0.20	9,500	0.20	9,500
6085	Temp. Maint. Worker I	0.10	3,700	0.10	3,700	0.10	3,300
2128	Accountant	0.05	3,300	0.05	3,300	0.10	6,500
2122	Fiscal Specialist II	0.05	3,100	0.05	3,100	0.05	3,100
	San Elijo JPA Members		3,800		3,800		3,800
	Part-Time		500		500		-
	Overtime		1,300		1,300		1,300
	Stand by Pay (Overtime Rate)		1,400		1,400		1,400
	Total Salaries		268,900		256,700		254,800
	Total Benefits		94,500		83,000		82,400
	Total	3.01	363,400	2.86	339,700	2.93	337,200

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
Miles of collection system maintained	50	56	56	56
Sewer system & wet well inspections	250	24	24	24
Private sewer spills attended to	3	2	2	2
Public sewer spills or blockages	5	3	0	0

NOTES:

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

6530: San Elijo JPA Capital Services:

Wastewater Treatment	1,058,900
Laboratory analysis	168,400
Outfall	30,800
Solana Beach pump stations	279,800
<i>Total San Elijo JPA Services</i>	<u>1,537,900</u>

City Professional Services:

Sewer line maintenance	275,000
Audit services	3,000
Bond administration	5,000
Consulting for Lobbying	40,000
Miscellaneous consultants & services	17,000
<i>Total City Services</i>	<u>340,000</u>

Total Professional Services

1,877,900

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





CITY OF SOLANA BEACH
FUNCTION ACTIVITY OVERVIEW

FUNCTION COMMUNITY SERVICES/ RECREATION	FUND DISTRIBUTION				
	General Fund				
EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
TOTAL REGULAR POSITIONS	2.90	3.39	3.39	3.39	3.54
SALARIES & FRINGE BENEFITS	197,452	174,595	205,500	197,577	222,000
MATERIAL, SUPPLIES & SERVICES	98,200	43,789	49,115	45,176	46,800
CAPITAL, DEBT SVC & CHARGES	6,000	12,400	11,100	11,100	10,200
TOTAL BUDGET	301,652	230,784	265,715	253,853	279,000

Mission Statement:

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

Department Overview:

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

Structure & Services

Community Services is responsible for providing various service-oriented activities which include the City's Annual Street Banner program, production of the City Shoreline publication, public art program management, and coordination of City-sponsored community-wide events. The department's budget and service indicators are located at C-100 and C-101.

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

Recreation Services is directly responsible for providing programs and services to the community through City sponsored and contracted programs. The City currently contracts with the San Dieguito Union High School District for Adult Recreation Classes and Instruction that are held at La Colonia and Fletcher Cove Community Centers. Recreation Services also includes:

COMMUNITY SERVICES/RECREATION (continued)

rental processing of La Colonia field and Community Center and managing limited use of the Fletcher Cove Community Center for City programs and services; development of joint use agreements with local school districts and other organizations for facility use and program resources; program management for the City's After School Enrichment Program; city-wide special event application processing; and Summer Youth Camps. Recreation Services also includes staff support to the City's Park & Recreation Commission. This department's budget and service indicators are located at C-102 and C-103.

Goals for 2011-2012:

- Evaluate current programs through participant feedback, and conduct periodic studies to enhance Parks and Recreation Department programming to ensure the City is serving the needs of the community.
- To meet community recreational needs with maximum effectiveness and with minimum expense.
- Expand the use of community volunteers and sponsors to maximize program quality and efficiency.
- Continue the artist exhibitions, receptions, and lectures in the City Hall Gallery and seek out interesting, informative, and entertaining cultural events to include in the annual Gallery schedule.
- Proceed with the Temporary Public Art Program and begin placing Public Art at Council approved locations. Expand the Temporary Art Program by identifying new program sites.
- Improve and implement the electronic version of Shorelines community newsletter.
- Work with the Public Arts Advisory Commission to provide new and on-going artistic and cultural community events.
- Work with the Public Arts Advisory Commission to implement long range Council directed goals such as artistic monument signs at City entry ways.
- Apply for grant funding for the La Colonia Park Renovation Project through the California State Parks Proposition 84 Program and County grant through the Community Projects Grant Program.
- Process all special event permit applications throughout the City.
- Implement the new on-line registration process for fee-based recreational activities.



CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
COMMUNITY SERVICES		7100			001-7000-7100	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
6101	Regular Salaries	11,289	-	9,200	9,264	15,500
6102	Part Time & Temporary Salaries	40,150	39,873	39,700	39,967	39,700
6103	Overtime	2,125	255	2,000	1,086	2,000
6205	Retirement	11,401	10,708	9,800	9,857	11,000
6210	Medicare	738	580	700	715	800
622X	Flex Credit Benefit	7,002	6,817	7,500	7,508	8,200
6245	Life Insurance	168	111	200	162	200
6280	Auto Allowance	236	-	-	-	-
6290	Phone Allowance	46	-	100	78	100
TOTAL		73,155	58,344	69,200	68,636	77,500
MATERIALS, SUPPLIES & SERV						
6315	Travel, Conferences, & Meetings	25	-	-	300	300
6320	Training	95	-	-	-	-
6417	Postage	4,879	-	-	-	-
6418	Books, Subscriptions & Printing	25,879	-	-	-	-
6420	Departmental Special Supplies	286	220	1,000	400	400
6529	Mileage	236	-	500	200	200
6530	Professional Services	13,073	7,330	8,300	8,300	8,300
6531	Maint. & Operation of Equipment	-	-	-	-	-
6538	Special Events	10,399	7,224	8,840	9,440	11,000
6570	Other Charges	2,617	1,004	1,500	1,500	1,500
TOTAL		57,489	15,778	20,140	20,140	21,700
CAPITAL, DEBT SVC & CHRGS						
6630	Improvements	-	6,500	-	-	-
6910	Claims Liability Charges	1,100	1,100	1,700	1,700	1,900
6920	Workers' Comp Charges	800	800	1,900	1,900	1,500
TOTAL		1,900	8,400	3,600	3,600	3,400
ACTIVITY TOTALS		132,544	82,522	92,940	92,376	102,600

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

DEPARTMENT	DEPT. NO.	BUDGET UNIT
COMMUNITY SERVICES	7100	001-7000-7100

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-102	Assistant to CM	0.125	10,600	-	-	-	-
1-104	Management Analyst	-	-	0.125	9,200	0.20	15,500
3105	Community Serv Coordinator	0.75	39,700	0.75	39,700	0.75	39,700
	Overtime				2,000		2,000
	Total Salaries		50,300		50,900		57,200
	Total Benefits		19,800		18,300		20,300
	Total	0.875	70,100	0.875	69,200	0.95	77,500

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
Shorelines Newsletter distributed	4	4	4	4
Street banner change-outs	8	2	6	5
City Hall Gallery Exhibitions	10	9	9	10
Temporary Public Art Program	n/a	n/a	2	2

NOTES:

	FY 11/12
6530 eShorelines Publication	5,000
Street Banner Change Out Program	2,800
Virtual Assistant	500
	<u>8,300</u>
6538 Arts Alive Event	9,500
Temporary Public Art Program	1,500
	<u>11,000</u>
6570 Dial-A-Ride and ad hoc activities	



CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
RECREATION		7110			001-7000-7110	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
6101	Regular Salaries	75,816	64,694	72,400	73,776	78,700
6102	Part Time & Temporary Salaries	19,129	23,131	35,600	27,073	35,600
6103	Overtime	286	486	-	314	-
6205	Retirement	16,513	16,204	14,500	14,576	15,600
6210	Medicare	1,438	1,450	1,600	1,551	1,700
6211	Social Security	1,116	1,523	2,200	1,679	2,200
622X	Flex Credit Benefit	9,469	8,580	9,700	9,653	10,300
6245	Life Insurance	248	183	200	242	300
6280	Auto Allowance	236	-	-	-	-
6290	Phone Allowance	46	-	100	78	100
TOTAL		124,297	116,251	136,300	128,941	144,500
MATERIALS, SUPPLIES & SERV						
6315	Travel, Conferences, & Meetings	1,105	195	-	-	1,100
6320	Training	155	120	-	-	300
6330	Membership and Dues	330	155	300	145	200
6340	Clothing & Personal Expenses	70	-	-	-	200
6418	Books, Subscriptions & Printing	188	-	500	250	100
6420	Departmental Special Supplies	896	520	2,000	1,653	1,400
6522	Advertising	70	-	500	250	200
6523	Communications	141	142	-	-	-
6529	Mileage	355	186	200	289	300
6530	Professional Services	9,758	8,337	10,375	5,078	6,500
6531	Maint. & Operation of Equipment	295	293	-	-	-
6537	Summer Day Camp	6,224	6,731	7,000	6,563	6,800
6538	Special Events	19,878	11,332	7,900	10,683	7,800
6570	Other Charges	1,246	-	200	125	200
TOTAL		40,711	28,011	28,975	25,036	25,100
CAPITAL, DEBT SVC & CHRGS						
6910	Claims Liability Charges	2,400	2,300	3,500	3,500	3,900
6920	Workers' Comp Charges	1,700	1,700	4,000	4,000	2,900
TOTAL		4,100	4,000	7,500	7,500	6,800
ACTIVITY TOTALS		169,108	148,262	172,775	161,477	176,400

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

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

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-102	Assistant to CM	0.125	10,600	-	-	-	-
1-104	Management Analyst	-	-	0.125	9,200	0.20	15,400
1-104	Recreation Supervisor	1.00	63,200	1.00	63,200	1.00	63,200
6045	Sr. Facility Attendant (P/T 480hrs)	0.29	6,700	0.29	6,700	0.29	6,700
6033	Facility Attendants (P/T 1,900hrs)	1.10	28,900	1.10	28,900	1.10	29,000
	Overtime						
	Total Salaries		109,400		108,000		114,300
	Total Benefits		30,200		28,300		30,200
	Total	2.515	139,600	2.515	136,300	2.59	144,500

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
City sponsored community events	21	24	29	27
Summer day camp participants	173	231	212	220
Special events participants	7070	7845	8075	7575

NOTES:

- 6330: Staff membership in California Parks and Recreation Society
- 6418: Newspapers & Misc Publications for the public/printing for events/camps and classes
- 6420: Supplies for various recreation programs; Day Camp & Enrichment Class supplies; etc.
- 6530: Contract instructors for quarterly classes
- 6537: Summer Day Camp Program

- 6538: Staff Coordinated Events
- Cinco De Mayo
- Family Camp Out
- Veterans Day
- Memorial Day
- Ad hoc events/dedications, etc.
- P&R Coordinated Events
- Holiday Tree Lighting
- Special Events Totals

FY 11/12	
	2,300
	500
	300
	300
	400
	4,000
	<u>7,800</u>





CITY OF SOLANA BEACH
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				
	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SPECIAL DISTRICTS	*** see below				
EXPENSE CLASSIFICATION					
TOTAL REGULAR POSITIONS	1.54	1.01	0.985	0.985	0.95
SALARIES & FRINGE BENEFITS	160,712	123,819	115,700	115,910	111,900
MATERIAL, SUPPLIES & SERVICES	629,736	634,200	664,100	652,400	613,800
CAPITAL, DEBT SVC & CHARGES	4,500	3,300	6,000	6,000	4,900
TOTAL BUDGET	794,948	761,319	785,800	774,310	730,600

Department Overview:

The Public Works Maintenance Division is responsible for maintenance of the Municipal Improvement, Coastal Rail Trail, and Street Lighting special districts.

Structure & Services

Municipal Improvement special districts (Districts), or MID's, provide a means for property owners within the Districts to self assess fees to pay for the costs of services, such as water and landscape maintenance and improvements, that are provided to the Districts by the City. MID's within the City include:

<u>Municipal Improvement District</u>	<u>FY2011-12 Budget</u>	<u>Budget/Service Indicator Pages</u>
Highway 101 Landscaping MID 33	\$ 53,000	C-108 and C-109
Santa Fe Hills MID 9C	253,000	C-110 and C-111
Isla Verde MID 9E	6,000	C-112 and C-113
San Elijo Hills #2C MID 9H	<u>83,100</u>	C-114 and C-115
TOTAL	<u>\$ 395,100</u>	

The ***Coastal Rail Trail*** (CRT) Maintenance District was established by a vote of Solana Beach property owners and pays for the Coastal Rail Trail maintenance, administration, and reserves. The CRT budget and service indicators are located at C-116 and C-117.

The ***Street Lighting*** district is responsible for the capital improvements maintenance and operation of approximately 750 street lights throughout the City and lighting on the Coastal Rail Trail. The operation is funded by a benefit assessment which appears on property tax bills. The district's budget and service indicators are located at C-118 and C-119.

SPECIAL DISTRICTS (continued)

Goals:

The Public Works Department goals are located at C-76 and include goals related to the City's special districts.



CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
HIGHWAY 101 LANDSCAPING MID 33		7510			203-7500-7510	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
6101	Regular Salaries	22,900	12,088	12,600	12,638	12,600
6102	Part Time & Temporary Salaries	6,802	-	-	-	-
6103	Overtime	2,348	-	-	97	-
6104	Special Pay	1,861	-	-	-	-
6105	Part Time/Temp-Non Salary	-	-	-	-	-
6205	Retirement	6,375	3,479	2,500	2,524	2,500
6210	Medicare	488	178	200	176	200
6211	Social Security	18	-	-	-	-
622X	Flex Credit Benefit	4,170	1,299	1,300	1,287	1,300
6245	Life Insurance	76	38	-	43	-
6290	Phone Allowance	-	90	100	93	100
TOTAL		45,038	17,172	16,700	16,857	16,700
MATERIALS, SUPPLIES & SERV						
6340	Clothing and Personal Expenses	-	-	100	-	100
6420	Departmental Special Supplies	-	-	100	-	100
6524	Utilities - Electric	3,461	2,949	3,600	3,000	2,000
6526	Maint. of Buildings & Grounds	25,287	24,513	38,500	25,000	21,100
6527	Utilities - Other	949	1,086	1,200	1,200	1,200
6530	Professional Services	-	-	5,000	5,000	5,000
6570	Other Charges	2,496	3,437	3,000	3,000	3,000
6580	Adminstrative Charges	3,096	3,100	3,100	3,100	3,100
TOTAL		35,289	35,085	54,600	40,300	35,600
CAPITAL, DEBT SVC & CHRGS						
6910	Claims Liability Charges	800	300	400	400	400
6920	Workers' Comp Charges	500	200	500	500	300
TOTAL		1,300	500	900	900	700
ACTIVITY TOTALS		81,627	52,757	72,200	58,057	53,000

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
HIGHWAY 101 LANDSCAPING MID 33	7510	203-7500-7510

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
1-101	Public Works Operations Mgr	0.15	12,600	0.15	12,600	0.15	12,600
N/A	Overtime		-		-		-
N/A	Stand by Pay (Overtime Rate)		-		-		-
	Total Salaries		12,600		12,600		12,600
	Total Benefits		4,400		4,000		4,100
	Total	0.15	17,000	0.15	16,600	0.15	16,700

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
Landscape area maintained (square feet)	44,000	44,000	44,000	44,000
Trash pick-up	52	52	52	52

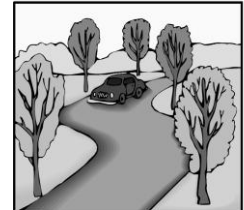
NOTES:

- 6340: Uniforms for Maintenance Workers
- 6420: Gloves, masks, and other minor items
- 6525: Includes rental of landscaping equipment

- 6526: Landscape maintenance (general)
- Irrigation repairs and parts
- Major planting projects

FY 11/12
15,600
500
5,000
21,100

- 6530: Graffiti removal, minor concrete repairs, arborist consultation
- 6570: County EDP & property tax administrative charges
- 6580: City administration charge (based on cost alloc. study)



CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
SANTA FE HILLS MID 9C		7520			204-7500-7520	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
TOTAL		-	-	-	-	-
MATERIALS, SUPPLIES & SERV						
6527	Utilities - Other	60,450	70,629	62,800	79,100	85,000
6530	Professional Services	218,000	218,100	218,100	218,100	158,000
6570	Other Charges	1,689	1,966	500	500	500
6580	Adminstrative Charges	9,504	9,500	9,500	9,500	9,500
TOTAL		289,643	300,195	290,900	307,200	253,000
CAPITAL, DEBT SVC & CHRGS						
TOTAL		-	-	-	-	-
ACTIVITY TOTALS		289,643	300,195	290,900	307,200	253,000

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
SANTA FE HILLS MID 9C	7520	204-7500-7520

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
Number of maintenance inspections performed	12	12	12	12
Number of units	408	408	408	408
Assessment per unit	\$232.10	\$232.10	\$232.10	\$232.10

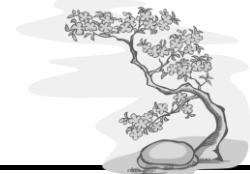
NOTES:

6527: Water for irrigation of slopes and median area.

6530: Santa Fe Hills HOA

6570: County EDP & property tax administrative charges

6580: General administrative charges based on cost allocation study



CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
ISLA VERDE MID 9E		7530			205-7500-7530	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
	SALARIES & FRINGE BENEFITS					
	TOTAL	-	-	-	-	-
	MATERIALS, SUPPLIES & SERV					
6530	Professional Services	4,367	5,100	5,100	5,100	5,200
6570	Other Charges	25	58	100	100	100
6580	Adminstrative Charges	696	700	700	700	700
	TOTAL	5,088	5,858	5,900	5,900	6,000
	CAPITAL, DEBT SVC & CHRGS					
	TOTAL	-	-	-	-	-
	ACTIVITY TOTALS	5,088	5,858	5,900	5,900	6,000

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

DEPARTMENT	DEPT. NO.	BUDGET UNIT
ISLA VERDE MID 9E	7530	205-7500-7530

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							



SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
Number of maintenance inspections performed	12	12	12	12
Number of units	87	87	87	87
Assessment per unit	\$68.74	\$68.74	\$68.74	\$68.74

NOTES:
 6530: Landscape maintenance of two traffic islands in San Lucas Ct and four gates at San Lucas and Highland
 6570: Appropriation for County EDP charges
 6580: City admin charge based on cost allocation study

CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
SAN ELIJO HILLS # 2C MID 9H		7550			207-7500-7550	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
	SALARIES & FRINGE BENEFITS					
	TOTAL	-	-	-	-	-
	MATERIALS, SUPPLIES & SERV					
6530	Professional Services	76,400	78,600	78,600	78,600	78,600
6570	Other Charges	700	728	300	300	300
6580	Adminstrative Charges	4,200	4,200	4,200	4,200	4,200
	TOTAL	81,300	83,528	83,100	83,100	83,100
	CAPITAL, DEBT SVC & CHRGS					
	TOTAL	-	-	-	-	-
	ACTIVITY TOTALS	81,300	83,528	83,100	83,100	83,100

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

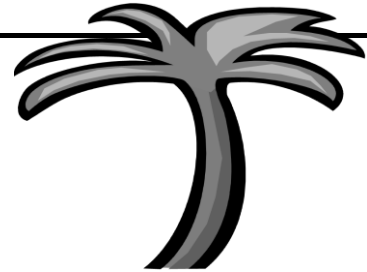
DEPARTMENT	DEPT. NO.	BUDGET UNIT
SAN ELIJO HILLS #2C MID 9H	7550	207-7500-7550

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
Number of maintenance inspections performed	12	12	12	12
Number of units	118	118	118	118
Assessment per unit	\$289.58	\$289.58	\$289.58	\$289.58

NOTES:

- 6530: Landscape maintenance of slopes, sprinkler system parts, plants, chemicals, water and electricity, landscape supplies, and maintenance of Santa Helena median
- 6570: County EDP & property tax administrative charge
- 6580: General City charges based on cost allocation study



CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
COASTAL RAIL TRAIL MAINT DISTRICT		7580			208-7500-7580	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
TOTAL		-	-	-	-	-
MATERIALS, SUPPLIES & SERV						
6526	Maintenance Of Buildings & Grounds	1,202	-	-	-	-
6527	Utilities - Other	13,405	13,827	17,000	17,000	18,000
6530	Professional Services	52,024	38,490	41,200	41,200	42,800
6570	Other Charges	8,240	4,251	5,000	5,000	9,900
6580	Administrative Charge	3,900	3,900	3,900	3,900	3,900
TOTAL		78,771	60,468	67,100	67,100	74,600
CAPITAL, DEBT SVC & CHRGS						
TOTAL		-	-	-	-	-
ACTIVITY TOTALS		78,771	60,468	67,100	67,100	74,600

CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
STREET LIGHTING		7600			211-0000-7600	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
6101	Regular Salaries	84,918	76,345	73,500	71,291	70,600
6102	Part Time & Temporary Salaries	-	-	-	4,056	-
6103	Overtime	141	415	200	516	200
6104	Special Pay	-	176	200	135	200
6105	Temporary Non-Payroll	-	-	-	-	-
6205	Retirement	20,623	20,075	14,700	13,587	14,000
6210	Medicare	1,146	1,098	1,100	1,049	1,000
6211	Social Security	-	-	-	255	-
622X	Flex Credit Benefit	7,890	7,654	8,200	7,025	8,200
6245	Life Insurance	278	226	300	232	200
6280	Auto Allowance	346	421	600	652	600
6290	Phone Allowance	332	237	200	255	200
TOTAL		115,674	106,647	99,000	99,053	95,200
MATERIALS, SUPPLIES & SERV						
6330	Membership and Dues	-	92	100	100	100
6340	Clothing and Personal Expenses	118	88	100	100	100
6418	Books, Subscriptions & Printing	-	-	200	-	-
6419	Minor Equipment	-	-	-	-	-
6420	Departmental Special Supplies	207	563	100	-	100
6522	Advertising	330	405	200	-	200
6523	Communications	280	57	200	100	100
6524	Utilities - Electric	103,505	101,025	106,800	104,000	106,800
6529	Mileage	-	-	200	100	-
6530	Professional Services	16,637	25,271	34,700	25000	34,700
6531	Maint. & Operation of Equipment	-	-	1,900	-	-
6570	Other Charges	4,168	7,165	3,600	5,000	5,000
6580	Adminstrative Charges	14,400	14,400	14,400	14,400	14,400
TOTAL		139,645	149,066	162,500	148,800	161,500
CAPITAL, DEBT SVC & CHRGS						
6910	Claims Liability Charges	1,900	1,600	2,400	2,400	2,400
6920	Workers' Comp Charges	1,300	1,200	2,700	2,700	1,800
TOTAL		3,200	2,800	5,100	5,100	4,200
ACTIVITY TOTALS		258,519	258,513	266,600	252,953	260,900

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
STREET LIGHTING	7600	211-0000-7600

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
Contract	City Manager	0.05	9,000	0.05	9,000	0.05	9,000
1-101	Director of PW / City Engineer	0.11	15,900	0.11	15,900	0.10	14,400
1-103	Principal Civil Engineer	0.15	15,400	0.15	15,400	0.15	15,400
1-104	Public Works Operations Mgr	0.10	8,400	0.10	8,400	0.10	8,400
3124	Assistant Civil Engineer	-	-	0.05	2,900	0.10	6,500
3131	Public Works Inspector	0.15	10,000	0.075	5,000	-	-
3125	Senior Engineering Technician	0.10	6,300	0.10	6,300	0.10	6,300
3108	Administrative Asst III	0.15	7,900	0.15	7,900	0.15	7,900
3111	Lead Maintenance Worker	0.05	2,700	0.05	2,700	0.05	2,700
	Overtime		200		200		200
	Stand by Pay (Overtime Rate)		200		200		200
	Total Salaries		76,000		73,900		71,000
	Total Benefits		27,900		25,100		24,200
	Total	0.86	103,900	0.835	99,000	0.80	95,200

SERVICE INDICATORS	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Projected
New streetlight installations	2	3	2	2
Pedestrian bollard lights	24	52	20	20
New ballast installations	10	10	10	10
Maintenance occurrences of streetlights and pedestrian lights	50	52	52	52

NOTES:

- 6418: Printing specifications, electrical catalogs
- 6420: Light junction boxes, bulbs and wires
- 6522: Advertising for various public hearings
- 6523: Percentage of cellular phone charges for City Engineer & Public Works Superintendent

6524: CRT	FY 11/12
All other facilities	10,100
	96,700
	<u>106,800</u>
6530: Street Light Maintenance	15,000
North County Dispatch - emergencies	1,000
Repairs due to accidents and other (not part of maintenance)	14,700
Electrical Repairs	4,000
	<u>34,700</u>



- 6531: Replacement of bulbs, ballasts, etc. for streetlights
- 6570: County EDP & property tax administrative charge
- 6580: Administrative charge based on cost allocation study



CITY OF SOLANA BEACH
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				2011-2012
	REDEVELOPMENT AGENCY (RDA)	RDA CIP Admin			
RDA Debt Service				457,800	
RDA Low/Moderate Housing				25,000	
					646,100
EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
TOTAL REGULAR POSITIONS	0.30	0.45	0.45	0.45	0.50
SALARIES & FRINGE BENEFITS	93,904	96,715	91,100	96,620	87,500
MATERIAL, SUPPLIES & SERVICES	288,704	525,385	371,200	327,100	323,000
CAPITAL, DEBT SVC & CHARGES	234,143	234,322	239,100	239,100	235,600
TOTAL BUDGET	616,751	856,422	701,400	662,820	646,100

Department Overview:

The Solana Beach Redevelopment Agency (RDA) was created and activated by the City of Solana Beach on December 2, 2003 by Ordinance No. 318 pursuant to the State of California Health and Safety Code Section 33200. On July 13, 2004, the City of Solana Beach adopted Ordinance No. 326 that formed the Solana Beach Redevelopment Project Area. The purpose of the Agency is to prepare and carryout plans for improvement, rehabilitation, and redevelopment in the blighted areas of the Solana Beach Redevelopment Project Area.

Structure & Services

The ***RDA CIP Administration*** fund is used to account for implementing the redevelopment plan of the City. The RDA is funded by tax increment, loans, and/or issuance of longer term debt such as bonds.

The ***RDA Debt Service*** fund collects tax increment and pays pass-through payments to the affected taxing entities. This fund also is responsible for the payment of bonds and loans of the RDA.

The ***RDA Low/Moderate Housing*** fund is where the RDA sets aside 20% of tax increment revenue for the creation and preservation of housing for low and moderate income households. This fund is accumulating enough funds to implement programs and projects consistent with the five Year Implementation Plan.

The budgets for the RDA funds can be found beginning at the following pages:

RDA CIP Administration	C-122
RDA Debt Service	C-124
RDA Low/Moderate Housing	C-126

CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
RDA CIP ADMINISTRATION		7810			416-7800-7810	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
SALARIES & FRINGE BENEFITS						
6101	Regular Salaries	66,047	70,454	70,000	61,678	67,200
6102	Part Time & Temporary Salaries	-	-	-	16,224	-
6103	Overtime	250	491	-	527	-
6205	Retirement	22,029	19,441	14,000	10,517	13,300
6210	Medicare	947	1,069	1,000	1,123	1,000
6211	Social Security	-	-	-	1,024	-
622X	Flex Credit Benefit	3,546	3,819	3,900	3,231	4,300
6245	Life Insurance	217	209	200	167	200
6280	Auto Allowance	623	969	1,700	1,848	1,200
6290	Phone Allowance	245	263	300	280	300
TOTAL		93,904	96,715	91,100	96,620	87,500
MATERIALS, SUPPLIES & SERV						
6315	Travel, Conferences & Meetings	-	-	3,000	-	3,000
6330	Memberships and Dues	1,705	1,590	1,900	1,600	1,900
6417	Postage	26	25	100	-	100
6522	Advertising	-	388	100	-	100
6530	Professional Services	5,686	14,411	27,000	24,500	33,500
6570	Other Charges	7,536	16,573	13,000	17,000	18,000
6580	Administrative Charges	12,996	13,000	15,000	15,000	15,000
TOTAL		27,949	45,987	60,100	58,100	71,600
CAPITAL, DEBT SVC & CHRGS						
6910	Claims Liability Charges	1,400	1,500	2,300	2,300	2,400
6920	Workers' Comp Charges	1,000	1,100	2,600	2,600	1,800
TOTAL		2,400	2,600	4,900	4,900	4,200
ACTIVITY TOTALS		124,253	145,302	156,100	159,620	163,300

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
REDEVELOPMENT CIP ADMINISTRATION	7810	416-7800-7810

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
Contract	City Manager	0.20	36,100	0.20	36,100	0.20	36,100
1-101	Finance Director	0.15	21,600	0.15	21,600	-	-
1-101	Director of PW / City Engineer	0.05	7,200	0.05	7,200	0.05	7,200
1-103	Principal Civil Engineer	0.05	5,100	0.05	5,100	0.05	5,100
1-103	Finance Manager	-	-	-	-	0.15	15,600
2128	Accountant	-	-	-	-	0.05	3,200
	Total Salaries		70,000		70,000		67,200
	Total Benefits		29,000		21,100		20,300
	Total	0.45	99,000	0.45	91,100	0.50	87,500

NOTES:

6315: RDA Conferences; Introduction, Annual, Low Moderate Housing
 6330: California Redevelopment Association
 6530: Consultants:
 Audit
 Legal
 Redevelopment/Economic Development Consultants
 6570: County of San Diego property tax collection fees
 6580: Administrative overhead charge by City

FY 11/12
11,500
6,000
16,000
<u>33,500</u>



CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
RDA DEBT SERVICE		7820			362-7800-7820	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
	SALARIES & FRINGE BENEFITS					
	TOTAL	-	-	-	-	-
	MATERIALS, SUPPLIES & SERV					
6530	Professional Services	4,050	4,050	9,500	5,200	8,000
6563	RDA Pass Through Payments	256,033	243,308	233,400	220,600	218,400
6570	Other Charges	-	209,941	43,200	43,200	-
	TOTAL	260,083	457,299	286,100	269,000	226,400
	CAPITAL, DEBT SVC & CHRGS					
6710	Principal Expense	60,000	65,000	70,000	70,000	70,000
6720	Interest Expense	171,743	166,722	164,200	164,200	161,400
	TOTAL	231,743	231,722	234,200	234,200	231,400
	ACTIVITY TOTALS	491,826	689,021	520,300	503,200	457,800

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
RDA DEBT SERVICE	7820	362-7800-7820

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							
	Total						

NOTES:

Costs are for the Debt Service on the 2006 Tax Allocation Bonds and pass through payment to the affected taxing entities.

6530: Financial (Pass Through Calculations)
Continuing Disclosure (Bonds)
Arbitrage Calculations

FY 11/12	
3,000	
2,500	
2,500	
8,000	

6570: Pass Through payments



CITY OF SOLANA BEACH
FISCAL YEAR 2011-2012 BUDGET

DEPARTMENT		DEPT. NO.			BUDGET UNIT	
RDA LOW/MODERATE HOUSING		7830			264-7800-7830	
OBJECT CODE	EXPENSE CLASSIFICATION	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 ADOPTED	2010-2011 PROJECTED	2011-2012 ADOPTED
6530	SALARIES & FRINGE BENEFITS					
	TOTAL	-	-	-	-	-
	MATERIALS, SUPPLIES & SERV					
	Professional Services	672	22,099	25,000	-	25,000
	TOTAL	672	22,099	25,000	-	25,000
	CAPITAL, DEBT SVC & CHRGS					
	TOTAL	-	-	-	-	-
ACTIVITY TOTALS	672	22,099	25,000	-	25,000	

CITY OF SOLANA BEACH
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
RDA LOW/MODERATE HOUSING	7830	264-7800-7830

Pay Range	Position Title	2009/2010		2010/2011		2011/2012	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A							
	Total						

NOTES:	
6530: Affordable Housing Plan/Miscellaneous Consultants	FY 11/12
Legal	15,000
	10,000
	<u>25,000</u>





CAPITAL IMPROVEMENT PROGRAM (CIP)

CIP TRANSMITTAL LETTER

PENDING

Comprehensive Project List

Page Number	Project Number	Project Title	Funding Source	Appropriated Amount	Encumbrances Outstanding	Actual Costs to Date	Percent Spent	Fiscal Year 2011-12	Fiscal Year 2012-13	Fiscal Year 2013-14	Fiscal Year 2014-15	Fiscal Year 2015-16	Total CIP Appropriations	
FY 2011-12 Ongoing Carryover Projects:								Re-appropriation	New Request					
CIP - 01	9321.00	Traffic Calming Improvements	459/228	119,800	-	71,300	60%	48,500	-	-	-	-	119,800	
CIP - 02	9357.00	Marine View Street Improvements	218/228/459	267,300	-	17,300	6%	-	419,000	-	-	-	436,300	
CIP - 03	9444.00	Del Mar Shores Staircase Replacement	459/UF	87,000	16,976	70,024	80%	-	-	100,000	1,820,000	-	2,007,000	
CIP - 04	9903.00	Shoreline Management/LCP Project	459	570,000	74,500	257,626	45%	52,350	2,650	-	-	-	387,126	
CIP - 05	9438.02	La Colonia Park Improvements	416/459	389,000	160,279	151,646	39%	-	6,762	-	-	-	318,687	
CIP - 06	9386.00	Hwy 101 Street Scaping / Traffic Calming	218/246/416/459	1,729,100	386,944	299,071	17%	803,000	-	-	-	-	1,489,015	
CIP - 07	9926.00	Sand Replenishment Project (Local Share)	215/450	445,600	30,100	139,500	31%	-	255,400	-	-	-	425,000	
CIP - 08	9434.01	City Hall HVAC Replacement	459/246/UF	9,600	-	9,600	100%	-	70,400	110,400	-	-	190,400	
CIP - 09	9462.00	Fletcher Cove Community Center ADA Upgrade	220/416	129,000	-	293,700	228%	-	-	-	-	-	293,700	
CIP - 10	9859.02	Granados/El Viento Intersection Improvements	218	-	-	-	-	-	204,000	-	-	-	204,000	
CIP - 11	9456.00	Storm Drain Improvements - Major	459	431,300	40,098	103,582	24%	261,995	50,000	-	-	-	455,675	
CIP - 12	9905.00	General Plan Update	459	265,000	26,464	17,536	7%	58,000	167,000	300,000	300,000	-	869,000	
CIP - 16	9946.00	Hitzke Project	264	664,600	608,119	47,583	7%	-	-	-	-	-	655,702	
CIP - 19	9323.00	Pavement Management Software Update	228	65,000	-	-	0%	65,000	-	-	-	-	65,000	
CIP - 22	9356.02	Lomas Santa Fe/I-5 Interchange Medians	218	50,000	3,598	36,743	73%	-	-	-	-	-	40,341	
CIP - 24	9344.00	Highland and Lomas Santa Fe Intersection	228	283,650	32,785	40,565	14%	283,650	50,000	-	-	-	407,000	
Annual ADA Projects:														
CIP - 13	9955.02	ADA Projects	459	102,500	-	-	-	-	5,000	95,000	95,000	95,000	385,000	
Annual Maintenance Projects:														
CIP - 14	9362.12	Annual Pavement Management Program	202	250,000	-	-	-	-	250,000	250,000	250,000	250,000	1,250,000	
CIP - 15	9362.12	Pavement Management/ Maintenance of Effort	218	150,000	-	-	-	150,000	-	-	-	-	150,000	
CIP - 17	9701.10	Streetlight Master Plan (Implementation)	211	329,000	3,537	66,982	20%	177,500	-	-	-	-	248,019	
CIP - 18	9856.12	Sanitary Sewer Pipeline Replacement (Sanitation)	509	200,000	-	-	-	-	300,000	450,000	500,000	500,000	2,250,000	
Sanitation Projects:														
CIP - 20	9833.00	Solana Beach Pump Station	509	419,000	-	19,000	5%	320,000	440,000	2,000,000	-	-	2,779,000	
CIP - 21	9835.00	San Elijo Hills Pump Station	509	25,000	-	-	-	-	25,000	-	-	-	25,000	
CIP - 23	9859.01	Granados/El Viento Sewer Upgrade	509	150,000	-	2,417	2%	150,000	-	-	-	-	152,417	
Total Ongoing				7,131,450	1,383,400	1,644,175	23%	2,376,757	2,238,450	3,305,400	2,965,000	845,000	845,000	15,603,182
FY 2011-12 Proposed Projects:														
Total FY 2011-12 Proposed Projects:								-	-	-	-	-	-	-
Total FY 2011-12 Project Appropriations & Costs:				7,131,450	1,383,400	1,644,175	23%	2,376,757	2,238,450	3,305,400	2,965,000	845,000	845,000	15,603,182

Project Funding Sources:

202 - Gas Tax Fund
 211 - Street Lighting District
 212 - TransNet Non-Motorized
 215 - Department of Boating/Waterways
 218 - TransNet
 240 - CBDG
 220 - Transportation Development Act

241 - CMAQ/Caltrans
 244 - Intermodal Surface Transportation Act/Transportation Equity Act 21
 416 - Redevelopment Agency CIP Fund
 450 - TOT Sand Replenishment CIP
 459 - City CIP Fund
 509 - Sanitation
 UF - Unfunded, No funding source has been identified

Notes:

Project Appropriations By Funding Source (Cost Estimate)

Page Number	Project Number	Funding Source & Project Title	Fiscal Year 2012 Cost Estimate			FY2013	FY2014	FY2015	FY2016	Total by Funding
			Re-appropriation	New Request	Total					
459 City CIP / General Fund										
CIP - 01	9321.00	Traffic Calming Improvements	-	-	-	-	-	-	-	
CIP - 03	9444.00	Del Mar Shores Staircase Replacement	-	-	-	-	-	-	-	
CIP - 04	9903.00	Shoreline Management/LCP Project	52,350	2,650	55,000	-	-	-	55,000	
CIP - 05	9438.02	La Colonia Park Improvements	-	-	-	-	-	-	-	
CIP - 15	9362.12	Pavement Management/ Maintenance of Effort	-	-	-	-	-	-	-	
CIP - 06	9386.00	Hwy 101 Street Scaping / Traffic Calming	-	-	-	-	-	-	-	
CIP - 08	9434.01	City Hall HVAC Replacement	-	-	-	-	-	-	-	
CIP - 11	9456.00	Storm Drain Improvements - Major	261,995	50,000	311,995	-	-	-	311,995	
CIP - 13	9955.02	ADA Projects	-	5,000	5,000	95,000	95,000	95,000	95,000	
CIP - 12	9905.00	General Plan Update	58,000	167,000	225,000	300,000	300,000	-	825,000	
Total City CIP / General Fund			372,345	224,650	596,995	395,000	395,000	95,000	95,000	
202 Gas Tax										
CIP - 14	9362.12	Annual Pavement Management Program	-	250,000	250,000	250,000	250,000	250,000	250,000	
211 Street Lighting										
CIP - 17	9701.10	Streetlight Master Plan (Implementation)	177,500	-	177,500	-	-	-	-	
215 Department of Boating/Waterways										
CIP - 07	9926.00	Sand Replenishment Project (Local Share)	-	145,000	145,000	-	-	-	-	
218 TransNet										
CIP - 22	9356.02	Lomas Santa Fe/I-5 Interchange Medians	-	-	-	-	-	-	-	
CIP - 06	9386.00	Hwy 101 Street Scaping / Traffic Calming	490,000	-	490,000	-	-	-	-	
CIP - 10	9859.02	Granados/El Viento Intersection Improvements	-	204,000	204,000	-	-	-	-	
Total TransNet			490,000	204,000	694,000	-	-	-	-	
220 Transportation Development Act										
CIP - 09	9462.00	Fletcher Cove Community Center ADA Upgrade	-	-	-	-	-	-	-	
228 Transnet II										
CIP - 01	9321.00	Traffic Calming Improvements	48,500	-	48,500	-	-	-	-	
CIP - 02	9357.00	Marine View Street Improvements	-	419,000	419,000	-	-	-	-	
CIP - 06	9386.00	Hwy 101 Street Scaping / Traffic Calming	313,000	-	313,000	-	-	-	-	
CIP - 15	9362.12	Pavement Management/ Maintenance of Effort	150,000	-	150,000	-	-	-	-	
CIP - 24	9344.00	Highland and Lomas Santa Fe Intersection	283,650	50,000	333,650	-	-	-	-	
CIP - 19	9323.00	Pavement Management Software Update	65,000	-	65,000	-	-	-	-	
Total TransNet II			860,150	469,000	1,329,150	-	-	-	-	
240 Community Development Block Grant										
264 RDA Low and Moderate Income Housing										
CIP - 16	9946.00	Hitzke Project	-	-	-	-	-	-	-	

Project Appropriations By Funding Source (Cost Estimate)

Page Number	Project Number	Funding Source & Project Title	Fiscal Year 2012 Cost Estimate			FY2013	FY2014	FY2015	FY2016	Total by Funding
			Re-appropriation	New Request	Total					
		246 Miscellaneous Grants								
CIP - 08	9434.01	City Hall HVAC Replacement	-	70,400	70,400	-	-	-	-	70,400
		416 Redevelopment Agency CIP								
CIP - 05	9438.02	La Colonia Needs Assessment	6,762	-	6,762	-	-	-	-	6,762
CIP - 06	9386.00	Hwy 101 Street Scaping / Traffic Calming	-	-	-	-	-	-	-	-
CIP - 09	9462.00	Fletcher Cove Community Center ADA Upgrade	-	-	-	-	-	-	-	-
		Total Redevelopment Agency CIP	6,762	-	6,762	-	-	-	-	6,762
		450 TOT Sand Replenishment								
CIP - 03	9444.00	Del Mar Shores Staircase	-	-	-	-	-	-	-	-
CIP - 07	9926.00	Sand Replenishment Project (Local Share)	-	110,400	110,400	-	-	-	-	110,400
		Total TOT Sand Replenishment	-	110,400	110,400	-	-	-	-	110,400
		509 Sanitation								
CIP - 18	9856.12	Sanitary Sewer Pipeline Replacement (Sanitation)	-	300,000	300,000	450,000	500,000	500,000	500,000	2,250,000
CIP - 20	9833.00	Solana Beach Pump Station	320,000	440,000	760,000	2,000,000	-	-	-	2,760,000
CIP - 21	9835.00	San Elijo Hills Pump Station	-	25,000	25,000	-	-	-	-	25,000
CIP - 23	9859.01	Granados/El Viento Sewer Upgrade	150,000	-	150,000	-	-	-	-	150,000
		Total Sanitation	470,000	765,000	1,235,000	2,450,000	500,000	500,000	500,000	5,185,000
		Unfunded								
CIP - 03	9444.00	Del Mar Shores Staircase Replacement	-	-	-	100,000	1,820,000	-	-	1,920,000
CIP - 08	9434.01	City Hall HVAC Replacement	-	-	-	110,400	-	-	-	110,400
CIP - 10	9859.02	Granados/El Viento Intersection Improvements	-	-	-	-	-	-	-	-
		Total Unfunded	-	-	-	210,400	1,820,000	-	-	2,030,400
		Total Project Appropriations	2,376,757	2,238,450	4,615,207	3,305,400	2,965,000	845,000	845,000	12,575,607

**Capital Improvement Program
Street Project
Traffic Calming Improvements – 9321**

Description: Temporary construction of traffic calming measures as determined by field studies and community meetings



Project Manager: Dan Goldberg/Jim Greenstein

Fund: City CIP and Transnet

Justification: Reduce speeds on City streets

Comments: Specific projects will be identified before construction

General Plan Consistency: Provide transportation facilities that are adequate and efficient

Operations Impact: None

Begin Date: July 2008

End Date: June 2012

Type: On-Going

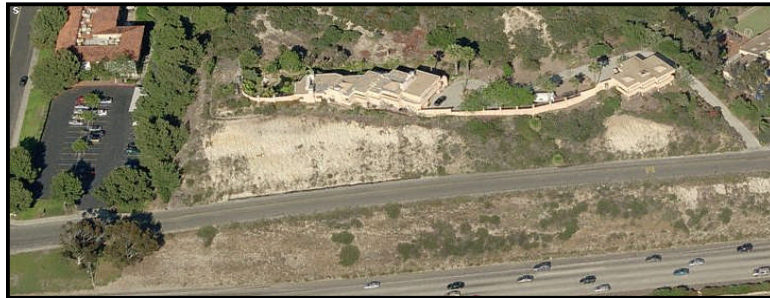
Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 11/12	Future Years	
Design	City CIP	\$ 69,800	-	-	\$ 69,800
Construction	Transnet	50,000	-	-	50,000
<i>Total</i>		\$ 119,800	-	-	\$ 119,800

Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2008					June-2012

**Capital Improvement Program
Non-Motorized Project
Marine View Street Improvements – 9357**

Description:
Provides for the construction of concrete curb, gutter and sidewalk; repairing slopes on the east side of Marine View Avenue; and landscaping of the slopes to prevent future erosion.



Project Manager: Jim Greenstein

Fund: TransNet and City CIP

Justification: This project will provide concrete curb, gutter and sidewalk; prevent major slope failure and silt from washing down the storm drain and clogging the Stevens Creek box culvert.

Comments: final design work has been performed. However, with the recently constructed freeway retaining wall, a review of the design and possible roadway realignment may be warranted.

General Plan Consistency: To identify and reduce hazards to health and property from natural and man-made conditions, including floods, fires, landslides and soil erosion

Operations Impact: Landscape maintenance, irrigation maintenance, and water costs

Begin Date: July 1, 2011

End Date: June 30, 2012

Type: Ongoing

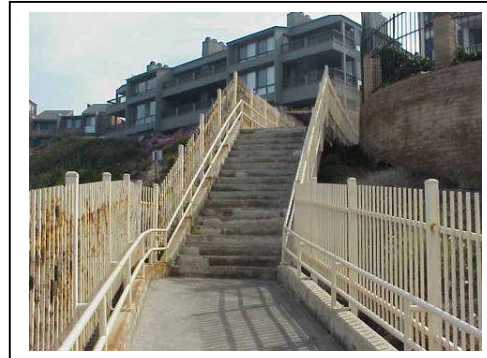
Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 11/12	Future Years	
Design	City CIP	\$ 17,300	-	-	\$ 17,300
Construction	Transnet	250,000	419,000	-	669,000
<i>Total</i>		\$ 267,300	419,000	-	\$ 686,300

Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2011					June-2012

**Capital Improvement Program
Public Facilities - Infrastructure Project
Del Mar Shores Staircase Replacement – 9444**

Description: Provides for the replacement of the existing staircase with a new stairway access to the beach at the same location.



Project Manager: Dan Goldberg

Fund: City CIP and other funding to be determined.

Justification: The current staircase is showing signs of deterioration and concrete has spalled in areas exposing the rebar

Comments: Temporary repairs are made as needed as an interim measure, however full replacement of the staircase is warranted

General Plan Consistency: Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety

Operations Impact: Reduced maintenance costs

Begin Date: July 2007

End Date: TBD

Type: Proposed – Future

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 11/12	Future Years	
Design	City CIP	\$ 87,000	-	-	\$ 87,000
Construction	Unfunded	-	-	1,920,000	1,920,000
<i>Total</i>		\$ 87,000	-	1,920,000	\$ 2,007,000

Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2007					TBD

**Capital Improvement Program
Miscellaneous Project
Shoreline Management LCP – 9903**

Description: Prepare State mandated Local Coastal Plan (LCP) to transfer land use permitting authority from the State Coastal Commission to the City of Solana Beach.



Project Manager: Planning Dept

Fund: City CIP

Justification: State mandated transfer of permit authority

Comments: To adopt Local Coastal Plan / Land Use Plan by September 2010. A primary variable of this project is the coordination with the Coastal Commission and formulation of a comprehensive adoption strategy. If adopted, the LCP/LUP, as proposed, will provide policies appropriate to the coastal bluff district, sand replenishment and shoreline protection devices and related fees. A two year Workplan has been prepared for the subsequent completion of the programs and policies associated with the LCP/LUP after its adoption by the Coastal Commission.

General Plan Consistency: Ensure consistency of general plan

Operations Impact: Utilization of staff time

Begin Date: July 2004

End Date: TBD

Type: Ongoing

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 11/12	Future Years	
Design	City CIP	\$ 570,000	2,650	-	\$ 572,650
<i>Total</i>		\$ 570,000	2,650	-	\$ 572,650

Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2004					TBD

**Capital Improvement Program
Public Facilities Project
La Colonia Park Improvements– 9438.02**

Description: Variety of facility improvements for the walkways, rental hall, tot-lot, basketball court, field areas, ADA improvements, landscaping, etc.



Project Manager: Dan Goldberg

Fund: City CIP and RDA-CIP

Justification: Recommended improvements to La Colonia Park per the 2007 La Colonia Park Needs Assessment Advisory Committee. The Advisory Committee recommended a series of facility improvements from upgrades to the tot-lot and field area to improvements to the sidewalks and the rental hall. Intended future uses of the park include more programs, concerts, special events and cultural festivals

Comments: Efforts include conceptual design process based on the Needs Assessment recommendations and opportunities for community involvement and resident participation

General Plan Consistency: Ensure the preservation of open space for scenic beauty, recreation, the conservation of natural resources and the protection of public health and safety

Operations Impact: Likely increased, more frequent maintenance depending upon the nature of the improvements

Begin Date: July 2007

End Date: TBD

Type: Ongoing

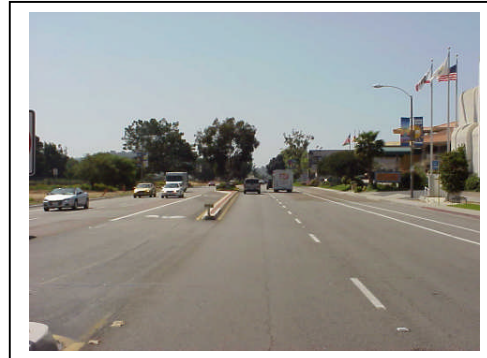
Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 11/12	Future Years	
Design	RDA	\$ 274,000	-	-	\$ 274,000
Construction	City CIP	115,000	-	-	115,000
<i>Total</i>		\$ 389,000	-	-	\$ 389,000

Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2007					TBD

**Capital Improvement Program
Street Project
Highway 101 Streetscape/Traffic Calming – 9386.00**

Description: Design and construction of roadway improvements and traffic calming measures on Highway 101.



Project Manager: Dan Goldberg

Fund: TransNet, Miscellaneous Grants, RDA, and City CIP

Justification: Improve drainage, reduce speeds and increase pedestrian safety on Highway 101

Comments: Specific traffic calming measures to be determined during design study

General Plan Consistency: Provide transportation facilities and services

Operations Impact: Routine maintenance

Begin Date: July 2005

End Date: April 2013

Type: Ongoing

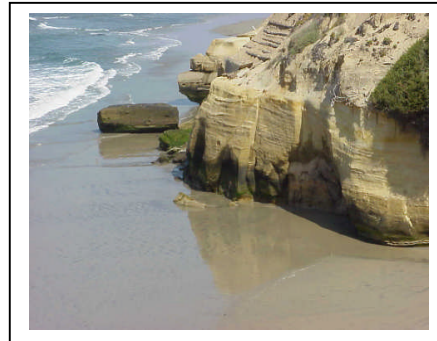
Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 11/12	Future Years	
Design	Transnet	\$ 118,000	-	-	\$ 118,000
	RDA	24,500	-	-	24,500
	City CIP	100,000	-	-	100,000
Construction	Transnet	1,086,600	-	-	1,086,600
	Misc-Grants	400,000	-	-	400,000
<i>Total</i>		\$ 1,729,100	-	-	\$ 1,729,100

Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2005					April-2013

**Capital Improvement Program
Miscellaneous Project
Sand Replenishment ACOE Feasibility Study – 9926**

Description: Provides for Army Corps of Engineers feasibility study funding and initial pre-construction and engineering drawings for beach sand replenishment for a 50 year program. Also includes support for: Regional Beach Sand Replenishment, S.C.O.U.P. program and Southern California Reef Technology Study at Fletcher Cove



Project Manager: Planning Dept

Fund: Dept. of Boating & Waterways (215-9926-6190-6530 - \$307,000)
Sand Replenishment Fund #450 (T.O.T.) - \$111,800

Justification: High ranking City Council priority to provide beach sand

Comments: Successfully complete studies and review processes and receive Federal (ACOE) and State (Division of Boating and Waterways) funding to implement a long term and short term sand replenishment projects for Solana Beach. These include: the ACOE Shoreline Feasibility Study and Southern California Reef Technology Study at Fletcher Cove, Sand Compatibility and Opportunistic Use Program (SCOUP) and the SANDAG Regional Beach Sand Project #2.

General Plan Consistency: Protection of recreational beach sand improving public safety

Operations Impact: None

Begin Date: July 2004 **End Date:** June 2012 **Type:** Proposed – Future

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 11/12	Future Years	
Construction	Sand Replens TOT	\$ 111,800	110,400	-	\$ 222,200
	Dept of Boat/Water	333,800	145,000	-	478,800
<i>Total</i>		<u>\$ 445,600</u>	<u>255,400</u>	<u>-</u>	<u>\$ 701,000</u>

Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2004					June-2012

**Capital Improvement Program
Public Facilities Project
City Hall HVAC Replacement – 9434.01**

Description: Provides for installation of heating and air conditioning system improvements.



Project Manager: Dan Goldberg/Robert Martinez

Fund: City CIP

Justification: The current heating and air-conditioning plant is at the end of its useful life

Comments: Increased maintenance and utility costs will result if the heating and air-conditioning are not replaced

General Plan Consistency: Not applicable

Operations Impact: Routine maintenance

Begin Date: July 2006

End Date: June 2012

Type: Ongoing

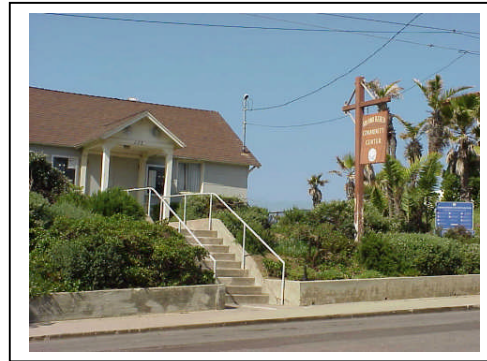
Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 11/12	Future Years	
Construction	City CIP	\$ 9,600	-	-	\$ 9,600
	Misc Grants	-	70,400	-	70,400
	Unfunded	-	-	110,400	110,400
<i>Total</i>		<u>\$ 9,600</u>	<u>70,400</u>	<u>110,400</u>	<u>\$ 190,400</u>

Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2006	June-2010				June-2012

**Capital Improvement Program
Public Facilities Project
Fletcher Cove Community Center – ADA Upgrade – 9462**

Description: Provide improvements to Fletcher Cove Community Center to construct two ADA parking spaces and an access ramp from the public right of way into the existing building.



Project Manager: Planning Department

Fund: RDA and TDA

Justification: Project will bring the Community Center into compliance with State and Federal standards

Comments: Final design was completed and construction started during the 2010/2011 fiscal year upon approval from the California Coastal Commission.

General Plan Consistency: Improve the quality of life by preserving and using the resources of the land in economically and socially desirable ways

Operations Impact: Routine maintenance

Begin Date: July 2006

End Date: August 2012

Type: Proposed – Future

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 11/12	Future Years	
Design	TDA	\$ 25,000	-	-	\$ 25,000
Construction	City CIP	104,000	-	-	104,000
<i>Total</i>		\$ 129,000	-	-	\$ 129,000

Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2006					August-2012

Capital Improvement Program Traffic Calming El Viento and N. Granados Intersection Improvements – 9859.02

Description:

Reconstruct intersection of El Viento with N. Granados to improve safety and traffic calming.



Project Manager: Jim Greenstein

Fund: Unfunded

Justification: Provide traffic calming.

Comments: Design work was completed and the project was awarded for construction during 2010/2011 fiscal year.

General Plan Consistency: N/A

Operations Impact: Reduce maintenance costs and sewer spill risks.

Begin Date: TBD

End Date: TBD

Type: Ongoing

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 11/12	Future Years	
Construction	Transnet	-	204,000	-	204,000
<i>Total</i>		\$ -	\$ 204,000	\$ -	\$ 204,000

Council Approval	Estimated Project Timeline				
	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
TBD					TBD

**Capital Improvement Program
Storm Water Project
Citywide Storm Drain Improvements (Major)– 9456**

Description: Design and construct storm drain improvements at various locations throughout the city.

Project Manager: Jim Greenstein

Fund: City CIP

Justification: Improve drainage facilities in areas that have experienced drainage problems during storm events.

Comments: Possible projects included improvements on Camino de las Villas and near the Highway 101/Ocean Street intersection.

General Plan Consistency: Maintain, improve and enhance the quality of air, water and land.

Operations Impact: Routine cleaning

Begin Date: January 2010

End Date: June 2012

Type: New project

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 11/12	Future Years	
Design	City CIP	\$ 20,000	-	-	\$ 20,000
Construction	City CIP	411,300	50,000	-	461,300
<i>Total</i>		\$ 431,300	50,000	-	\$ 481,300

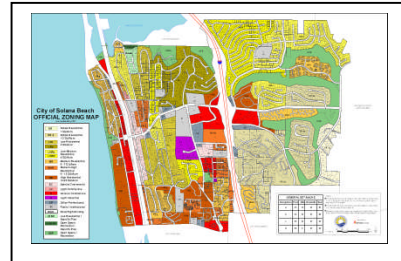
Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
January-2010					June-2012

CAPITAL IMPROVEMENT PROGRAM

General Plan Update – 9905

Description: Provides for the comprehensive update of the City's General Plan. The General Plan was last adopted in 1988. The Housing Element is required to be updated every 5 years with the next scheduled update due in December 2012.



Project Manager: Planning Department

Fund: City CIP

Justification: This will be the first comprehensive update to the General Plan since its adoption, and it is state mandated as needed to reflect changed community conditions.

Comments: Staff has proposed \$167,000 in next year's budget to cover costs associated with the work on the General Plan Update targeted that started in mid FY 2010/2011. The General Plan Update is still proposed to be a 3.5 year workplan project, however, the start date for the majority of the project has been deferred one year (beginning in FY 2010/2011) from what was proposed in the FY 2009-2010 adopted budget, which provides a one-year delay in expenditures for this program. During FY 2010-2011, staff started the process of historical and other map data collection (as needed) to update the General Plan. Staff also prepared a Request for Proposals (RFP) issued to consultants on the General Plan Update. Per recent changes to State Law, the next required Housing Element is due to the State Housing and Community Development Department (HCD) on December 31, 2012 and requires an update every five years. The preparation of the Housing Element Update will be concurrent with the General Plan Update. The General Plan Update project will also include the preparation and certification of an Environmental Impact Reports as required by CEQA.

Begin Date: September 2010

End Date: June 2014

Type: New

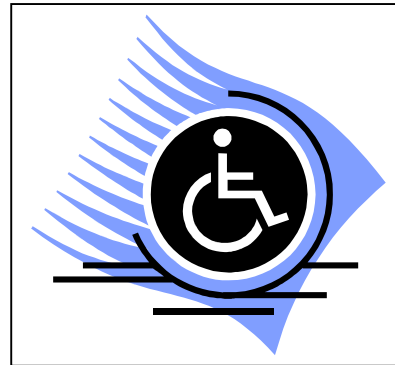
Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 11/12	Future Years	
Design	City CIP	\$ 265,000	167,000	600,000	\$ 1,032,000
<i>Total</i>		\$ 265,000	167,000	600,000	\$ 1,032,000

Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
September-2010					June-2014

**Capital Improvement Program
Non-motorized Project
ADA Transition Plan – 9955.02**

Description: The Code of Federal Regulation, Part 35, requires each local agency with 50 or more employees to complete a “Transition Plan” to meet the Americans with Disabilities Act.



Project Manager: Dan Goldberg

Fund: City CIP

Justification: The City is committed to making public facilities and infrastructure accessible to all individuals. Various public facilities have been identified and will be constructed on a priority basis

Comments: A report has been prepared indentifying the City facilities requireing ADA improvements

General Plan Consistency: Provide transportation facilities that are adequate and efficient

Operations Impact: None

Begin Date: July 2007 **End Date:** Ongoing **Type:** Ongoing

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 11/12	Future Years	
Construction	City CIP	\$ 102,500	5,000	380,000	\$ 482,500
<i>Total</i>		\$ 102,500	5,000	380,000	\$ 482,500

Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2007					Ongoing

**Capital Improvement Program
Street Project
Annual Pavement Management Program – 9362.12**

Description: Provides for the maintenance of the City's asphalt, concrete, patch, overlay and slurry seal.



Project Manager: Dan Goldberg

Fund: Gas Tax

Justification: Annual maintenance scheduled through the utilization of a computerized database (Pavement Management System) will extend the life of the City's streets

Comments: None

General Plan Consistency: Provide transportation facilities and services that are adequate and efficient and that significantly reduce hazards to human life, pollution, noise, disruption of community organization and damage to the natural environment

Operations Impact: None

Begin Date: July 2010

End Date: June 2012

Type: Annual

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 11/12	Future Years	
Construction	Gas Tax	\$ 250,000	250,000	1,000,000	\$ 1,500,000
<i>Total</i>		\$ 250,000	250,000	1,000,000	\$ 1,500,000

Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2010					June-2012

**Capital Improvement Program
Street Project
Pavement Management/Maintenance of Effort - 9362.12**

Description: General Fund expenditure on pavement management projects as required by Proposition 42.



Project Manager: Dan Goldberg

Fund: Transnet II

Justification: Required General Fund monies spent on pavement management projects as required by Proposition 42

Comments: This amount of General Fund money is required by provisions of Proposition 42. This is an ongoing project that is repeated each year.

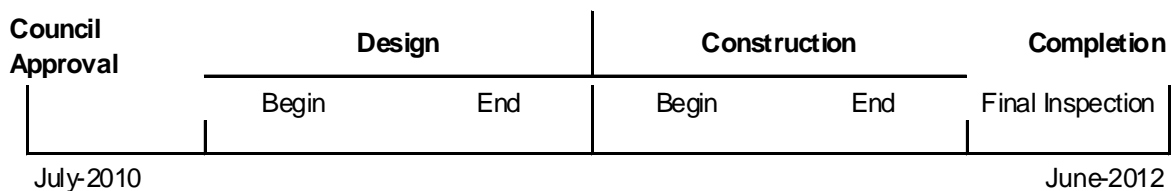
General Plan Consistency: Provide transportation facilities and services that are adequate and efficient and that significantly reduce hazards to human life, pollution, noise, disruption of community organization and damage to the natural environment

Operations Impact: Routine Maintenance

Begin Date: July 2010 **End Date:** June 2012 **Type:** Annual

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 11/12	Future Years	
Construction	Transnet II	\$ 150,000	-	-	\$ 150,000
<i>Total</i>		\$ 150,000	\$ -	\$ -	\$ 150,000

Estimated Project Timeline



Capital Improvement Program

Hitzke Project – 9946.00

Description: Hitzke Project

Project Manager: TBD

Fund: RDA – Low and Moderate Income Housing

Justification:

Comments:

General Plan Consistency:

Operations Impact:

Begin Date:

End Date:

Type: New

<i>Project Costs</i>	Funding Source	Amount Appropriated			Total
		Prior Years	FY 11/12	Future Years	
Design	RDA	\$ -	664,600	-	664,600
Construction		\$ -	664,600	-	664,600
<i>Total</i>		\$ -	\$ 664,600	-	664,600

Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection

**Capital Improvement Program
Street Lights Project
Streetlight Master Plan (Implementation) – 9701.10**

Description: Provides for the implementation of the Street Light Master Plan which includes the installation and replacement of streetlights and conduit circuits.



Project Manager: Dan Goldberg

Fund: Street Lighting

Justification: The Street Light Master Plan identified the streetlights, poles and circuit conduits that need replacement or repairs

Comments: Updated Street Light Master Plan was adopted by City Council on April 14, 2010

General Plan Consistency: Provide transportation facilities and services that are adequate and efficient and that significantly reduce hazards to human life, pollution, noise, disruption of community organization and damage to the natural environment

Operations Impact: Routine maintenance of the lights and circuitry

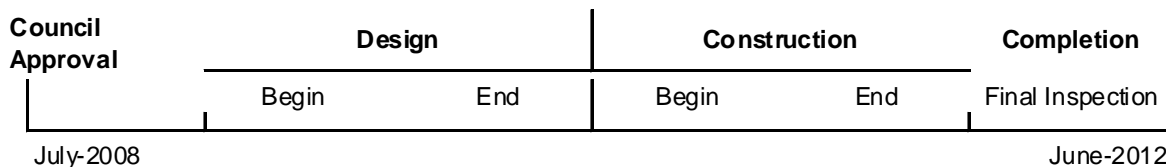
Begin Date: July 2008

End Date: June 2012

Type: Annual

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 11/12	Future Years	
Construction	Street Lighting	329,000	-	-	329,000
<i>Total</i>		\$ 329,000	-	-	\$ 329,000

Estimated Project Timeline



Capital Improvement Program Sanitation Project Sanitary Sewer Pipeline Replacement – 9856.12

Description: Provides for replacement of smaller sewer pipelines in the City.



Project Manager: Jim Greenstein

Fund: Sanitation

Justification: Recommended by the Sanitary Sewer Master Plan

Comments: Specific projects will be determined by need, age of pipeline and street repaving schedule

General Plan Consistency: Identify and reduce hazards to health and property from natural and man-made conditions

Operations Impact: Routine sewer maintenance

Begin Date: July 2010

End Date: June 2012

Type: Annual

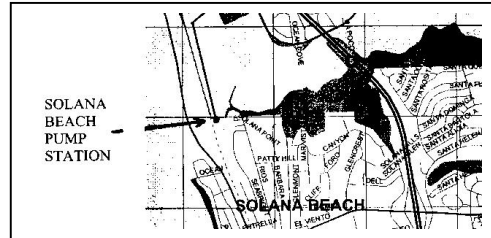
Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 11/12	Future Years	
Construction	Sanitation	\$ 200,000	300,000	1,950,000	\$ 2,450,000
<i>Total</i>		\$ 200,000	300,000	1,950,000	\$ 2,450,000

Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2010					June-2012

Capital Improvement Program Sanitation Project Solana Beach Pump Station – 9833

Description: Provides for the upgrade of the Solana Beach Pump Station.



Project Manager: Jim Greenstein

Fund: Sanitation

Justification: Recommended by the Sanitary Sewer Master Plan

Comments: None

General Plan Consistency: Maintain, improve and enhance the quality of air, water and land according to state and national standards and local needs

Operations Impact: Reduced maintenance costs

Begin Date: May 2010

End Date: August 2012

Type: Ongoing

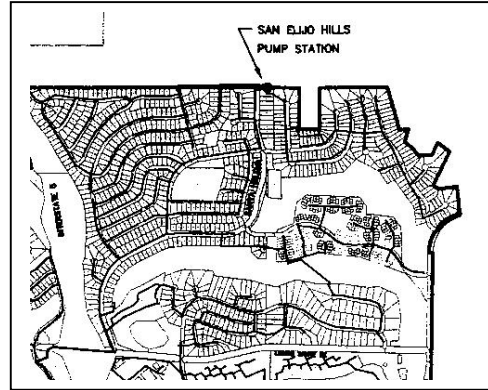
Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 11/12	Future Years	
Design	Sanitation	\$ 419,000	-	-	\$ 419,000
Construction	Sanitation	-	440,000	2,000,000	2,440,000
<i>Total</i>		\$ 419,000	440,000	2,000,000	\$ 2,859,000

Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
May-2010		March-2011	August-2011		August-2012

**Capital Improvement Program
Sanitation Project
San Elijo Hills Pump Station – 9835**

Description: Provides for the upgrade of the existing pump station.



Project Manager: Jim Greenstein

Fund: Sanitation

Justification: Recommended by the Sanitary Sewer Master Plan

Comments: Perform limited condition assessment during this fiscal year

General Plan Consistency: Maintain, improve and enhance the quality of air, water, and land according to state and national standards and local needs

Operations Impact: Routine maintenance

Begin Date: July 2004

End Date: TBD

Type: Ongoing

<i>Project Costs</i>	<i>Funding Source</i>	<i>Amount Appropriated</i>			<i>Total</i>
		<i>Prior Years</i>	<i>FY 11/12</i>	<i>Future Years</i>	
Design	Sanitation	\$ 3,000	-	-	\$ 3,000
Construction	Sanitation	22,000	25,000	-	47,000
<i>Total</i>		\$ 25,000	25,000	-	\$ 50,000

Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2004					TBD

**Capital Improvement Program
Street Project
Lomas Santa Fe / I-5 Interchange Medians – 9356.02**

This project will construct medians immediately east and west of the recently completed interchange



Project Manager: Jim Greenstein

Fund: Transnet

Justification: Separation of traffic by medians improved the safety and operation of the roadway

Comments: May also provide art opportunities once the medians are completed

General Plan Consistency: Provides transportation facilities that are adequate and efficient

Operations Impact:

Begin Date: August 2010

End Date: December 2010

Type: Future

<i>Project Costs</i>	Funding Source	Amount Appropriated			Total
		Prior Years	FY 11/12	Future Years	
Construction	Transnet	50,000	-	-	\$ 50,000
<i>Total</i>		\$ 50,000	-	-	\$ 50,000

Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2010			September-2010	December-2010	December-2010

Capital Improvement Program Sewer Realignment El Viento Sewer Realignment – 9859.01

Description:

Replace 6” sewer main in El Viento with 8” sewer main in a new alignment to improve system hydraulics.



Project Manager: Jim Greenstein

Fund: Sanitation

Justification: Improve sewer system reliability.

Comments: Experienced recent sewer backup and spill on N. Granados.

General Plan Consistency: N/A

Operations Impact: Reduce maintenance costs and sewer spill risks.

Begin Date: July 2010

End Date: TBD

Type: Ongoing

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 11/12	Future Years	
Construction	Sanitation	\$ 150,000	-	-	\$ 150,000
<i>Total</i>		\$ 150,000	-	-	\$ 150,000

Council Approval	Estimated Project Timeline				
	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2010					TBD

**Capital Improvement Program
Street Project
Highland/Lomas Santa Fe Intersection Improvements – 9344.00**

Description: Construct intersection improvements that includes a new sidewalk

Project Manager: Dan Goldberg

Fund: TransNet II/Stimulus Funds

Justification: Would provide for greater pedestrian safety in the area

Comments: May also provide an opportunity for a gateway entrance into the City

General Plan Consistency: Provide transportation facilities and services that are adequate and efficient and that significantly reduce hazards to human life, pollution, noise, disruption of community organization and damage to the natural environment

Operations Impact: Routine maintenance after construction

Begin Date: April 2010

End Date: TBD

Type: Proposed-new

Project Costs	Funding Source	Amount Appropriated			Total
		Prior Years	FY 11/12	Future Years	
Design	TransNet II	\$ 357,000	50,000	-	\$ 407,000
<i>Total</i>		\$ 357,000	50,000	-	\$ 407,000

Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
April-2010					TBD

**CHANGES IN FINANCIAL
POSITION
(FIVE YEAR FORECAST)**

CHANGES IN FINANCIAL POSITION (FIVE YEAR FORECAST)

OVERVIEW

This section summarizes revenues, expenditures, and changes in financial position for the General Fund and the Sanitation Fund. For the governmental funds financial position is defined as fund balance, and for the Enterprise fund it is defined as working capital. Though these funds use a different basis of accounting, they represent similar concepts i.e. resources available at the beginning of the year to fund operations, debt service and capital improvements in the following year.

This section should be used as a planning tool to take corrective actions as needed, where negative trends in fund balance are observed. It is important to note that the revenues and expenditures presented are estimates, made at this point in time, and that the balances can change substantially when new information comes to light.

Changes in financial position are provided starting with the 2011-12 adopted budgets and four future years.

In accordance with generally accepted accounting principles, the City's financial reporting system is organized on a fund basis consisting of three major fund types (governmental, proprietary and fiduciary). The City's various funds have been established in order to segregate and identify those financial transactions and resources associated with providing specific activities or programs in conformance with special regulations, restrictions, or limitations.

Budgets are prepared for each fund in accordance with its respective basis of accounting. All governmental funds have legally adopted budgets except the capital project funds. While budgets are prepared for the City's capital project funds, the capital projects generally span more than one year and are effectively controlled at the project level.

Governmental Funds

Most of the City's programs and functions are provided and financed through governmental funds, which are distinguished by their measurement focus on determining financial position and changes in financial position, rather than upon determining net income.

Enterprise Fund

Enterprise funds are distinguished from governmental funds by their similarity to private sector enterprises, as it is intended that the cost of providing services will be financed or recovered primarily through user charges.

CHANGES IN FINANCIAL POSITION

GENERAL FUND

Revenues

Tax Revenues	10,456,600	10,597,116	10,739,910	10,939,368	11,142,815
Licenses & Permits	300,000	303,910	307,898	311,966	316,115
Fines, Forfeitures & Penalties	340,300	340,300	340,300	340,300	340,300
Use of Money & Property	103,000	103,000	103,400	103,804	104,620
Intergovernmental	1,603,500	1,491,490	1,506,664	1,533,837	1,561,554
Charges for Service	445,000	451,280	457,686	464,219	470,884
Other Revenues	471,300	471,300	471,300	471,300	471,300
Total Revenues	13,719,700	13,758,396	13,927,157	14,164,795	14,407,588

Expenditures

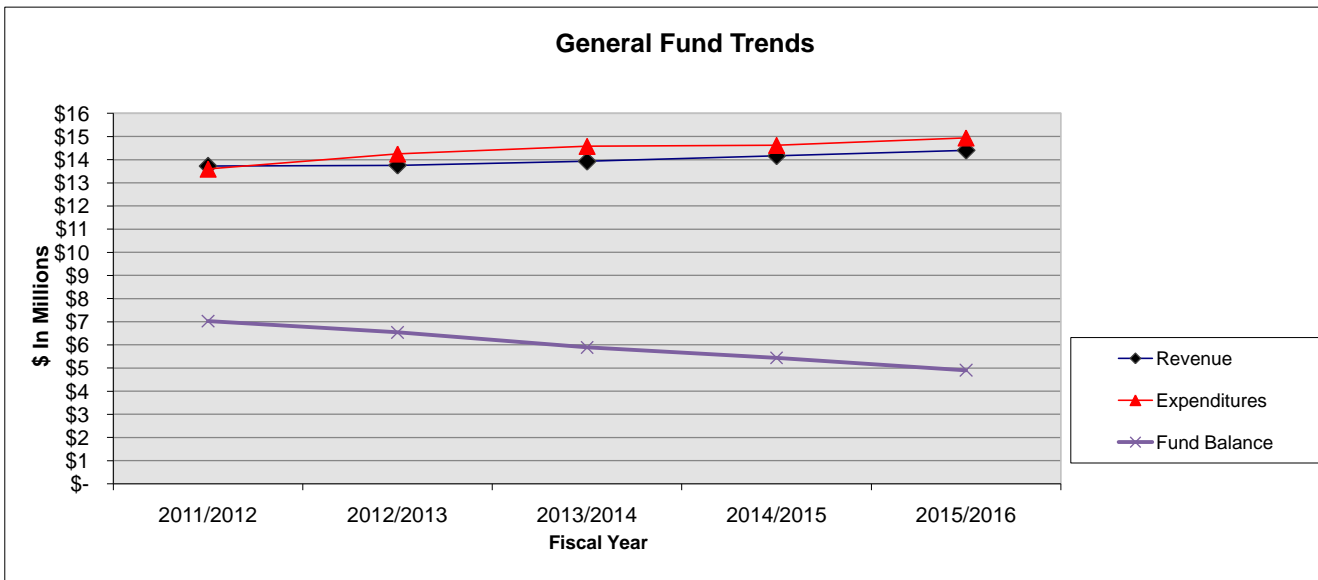
Operating Programs					
General Government	2,573,500	2,635,928	2,686,735	2,740,081	2,786,186
Community Development	912,900	935,192	952,181	970,153	984,878
Public Safety	8,037,700	8,233,387	8,460,698	8,701,746	8,932,644
Public Works	1,551,900	1,587,885	1,618,545	1,649,675	1,675,572
Community Services	279,000	284,965	289,407	293,882	296,835
Total Operating Programs	13,355,000	13,677,356	14,007,566	14,355,537	14,676,114
Transfers Out:					
Capital Improvement Projects	88,200	395,000	395,000	95,000	95,000
Debt Service	152,400	174,019	173,894	168,644	168,406
Total Transfers Out	240,600	569,019	568,894	263,644	263,406
Total Expenditures	13,595,600	14,246,375	14,576,459	14,619,181	14,939,521

Revenues Over (Under) Expenditures 124,100 (487,979) (649,302) (454,387) (531,932)

Est. Fund Balance, Beginning of Year 6,904,451 7,028,551 6,540,572 5,891,270 5,436,884

Est. Fund Balance, End of Year 7,028,551 6,540,572 5,891,270 5,436,884 4,904,951

Salaries	4,637,700	4,637,700	4,637,700	4,637,700	4,637,700
Benefits	1,809,000	1,950,894	2,045,495	2,140,421	2,189,588
Supplies & Services	6,128,900	6,281,733	6,500,856	6,729,035	6,966,686
Capital Outlay	23,300	23,300	23,300	23,300	23,300
Departmental Charges	756,100	783,729	800,215	825,081	858,840
Transfers Out	240,600	569,019	568,894	263,644	263,406
	<u>13,595,600</u>	<u>14,246,375</u>	<u>14,576,459</u>	<u>14,619,181</u>	<u>14,939,521</u>



REVENUES BY MAJOR CATEGORIES AND SOURCES

		ADOPTED BUDGET		PROJECTED		
		2011-2012	2012-2013	2013-2014	2014-2015	2015-16
GENERAL FUND						
Assumptions:						
Tax Revenues						
Property taxes - Current	a	5,127,600	5,178,876	5,230,665	5,335,278	5,441,984
Property taxes - Delinquent		200,000	202,000	204,020	208,100	212,262
Total Property Taxes		5,327,600	5,380,876	5,434,685	5,543,378	5,654,246
Sales and Use Tax	b	2,104,500	2,146,590	2,189,522	2,233,312	2,277,978
Sales Tax - County	b	689,500	703,290	717,356	731,703	746,337
Transient Occupancy Tax	c	630,000	642,600	655,452	668,561	681,932
TOT - Short-term Vacation Rentals	c	180,000	183,600	187,272	191,017	194,838
Franchise Fees	d	668,000	681,360	694,987	708,887	723,065
Property Transfer Tax	e	90,000	91,800	93,636	95,509	97,419
Street Sweeping	f	43,000	43,000	43,000	43,000	43,000
Hazardous Household Waste	f	24,000	24,000	24,000	24,000	24,000
Fire Benefit Fees	g	460,000	460,000	460,000	460,000	460,000
Solid Waste Fee	h	240,000	240,000	240,000	240,000	240,000
RDA Pass Thru Payments	i	-	-	-	-	-
Total Taxes and Fees Revenues		10,456,600	10,597,116	10,739,910	10,939,368	11,142,815
Licenses and Permits						
Business Registration	j	55,000	55,000	55,000	55,000	55,000
Building/Plumbing/Electrical/ Permits		195,500	199,410	203,398	207,466	211,615
Animal Licenses		20,000	20,000	20,000	20,000	20,000
Other Special Permits		29,500	29,500	29,500	29,500	29,500
Total Licenses and Permits		300,000	303,910	307,898	311,966	316,115
Fines and Penalties						
CVC Fines		50,000	50,000	50,000	50,000	50,000
Administrative Citations		2,000	2,000	2,000	2,000	2,000
Parking Citations		96,000	96,000	96,000	96,000	96,000
Red Light Citations	k	190,000	190,000	190,000	190,000	190,000
False Alarm Fines		2,300	2,300	2,300	2,300	2,300
Total Fines and Penalties		340,300	340,300	340,300	340,300	340,300
Use of Money and Property						
Investment Interest Earnings	l	40,000	40,000	40,400	40,804	41,620
Property Rental		63,000	63,000	63,000	63,000	63,000
Total Investments and Rentals		103,000	103,000	103,400	103,804	104,620
Intergovernmental Revenues						
Motor Vehicle in-Lieu	m	1,158,000	1,169,580	1,181,276	1,204,901	1,228,999
State Homeowners Exemption (HOE)	n	48,000	48,000	48,000	48,000	48,000
Off Track Betting (OTB)	o	50,000	50,000	50,000	50,000	50,000
SB 90 Claims Reimbursements	p	157,000	30,000	30,000	30,000	30,000
Fire Revenue from Other Agencies	q	170,500	173,910	177,388	180,936	184,555
Miscellaneous	r	20,000	20,000	20,000	20,000	20,000
Total Intergovernmental Revenues		1,603,500	1,491,490	1,506,664	1,533,837	1,561,554

REVENUES BY MAJOR CATEGORIES AND SOURCES

GENERAL FUND	ADOPTED	PROJECTED			
	BUDGET	2012-2013	2013-2014	2014-2015	2015-16
	2011-2012				
Assumptions:					
Service Charges					
Planning and Zoning	94,000	95,880	97,798	99,754	101,749
Building/Plan Check Fees	150,000	153,000	156,060	159,181	162,365
Public Facilities Fees	19,000	19,000	19,000	19,000	19,000
Engineering Fees	75,000	75,000	75,000	75,000	75,000
Ramp Fees	5,000	5,000	5,000	5,000	5,000
Other Fees and Charges	-	-	-	-	-
Fire Plan Check Fees	70,000	71,400	72,828	74,285	75,770
Recreation Fees	32,000	32,000	32,000	32,000	32,000
Park Fees	-	-	-	-	-
Total Service Charges	445,000	451,280	457,686	464,219	470,884
Other Revenues					
Junior Lifeguard Program	199,600	199,600	199,600	199,600	199,600
Miscellaneous Revenues	131,700	131,700	131,700	131,700	131,700
Administration Charges	140,000	140,000	140,000	140,000	140,000
Total Other Revenues	471,300	471,300	471,300	471,300	471,300
Subtotal General Fund	13,719,700	13,758,396	13,927,157	14,164,795	14,407,588

CHANGES IN FINANCIAL POSITION (FIVE YEAR FORECAST)

REVENUE ASSUMPTIONS

The results are staffs best estimates as adjusted, based on information available at the time of preparation.

- a. Property Tax is estimated to grow 8% in 2008-09 and 3% in FY 2009-10 and 4% thereafter..
- b. The County of San Diego will be distributing 25% of the local agencies sales tax, "Triple Flip", based on the 2004 State budget,. Sales Tax has declined slightly in the past year and will continue in the next two fiscal years. Staff estimates a 4% growth rate in Sales Tax revenue starting in Fiscal Year 2010-2011
- c. A nominal 2% growth is being used for future years inclusive of the short term vacation rentals.
- d. Franchise Fees are a relatively stable source consisting of long term contracts. Growth comes from new users i.e. cable or trash services, or from renegotiating contracts. Franchise Fees have been held constant for the first two fiscal years. A growth factor of 2.5% has been used for 2010-2011 and future years.
- e. Property Tax Transfer Fees are estimated to be constant in the first two fiscal years and increase by 4% FY 2009-10 and thereafter
- f. These fees are based on the contracts with the trash haulers with nominal growth anticipated.
- g. Fire benefit fee has two variables affecting it for the future. A reevaluation of the benefit assigned to timeshare units which would reduce the fee by about \$70,000 annually, and a potential increase based on the increase in fire operating budget. Both items will probably be decided by a future ballot measure. 2006. An increase of 2% is built in FY 2010-2011 and thereafter.
- h. Solid Waste Fee voted on by the property owners in FY 2007-08. This fee is held constant for two year and is projected to increase by 2% in FY 2010-2011.
- i. RDA Pass through Payments show an increase of 4%.
- j. Business registrations are relatively stable.
- k. Red Light Camera revenue theoretically should decrease as driving patterns change, but this is largely unknown and the City has many tourists that may or may not adapt their driving habits. Staff left this item flat for outgoing years.

CHANGES IN FINANCIAL POSITION (FIVE YEAR FORECAST)

REVENUE ASSUMPTIONS (Continued)

- l. A nominal 2% increase is included for future years for portfolio growth. Some more active investing in future years may enhance this line item.
- m. Motor Vehicle In Lieu payments are held constant for the first two fiscal years and then increase by 4% thereafter.
- n. In line with property tax and real property transfer tax, 4% a year is the growth factor used.
- o. Off Track Betting has a 3% growth factor built in.
- p. The State, due to its budget restraints, has stopped reimbursing cities for their mandated claims. The City seeks reimbursement from the State but does not budget this revenue.
- q. The City has a contract with the City of Del Mar. Presumption that SB will continue to provide Del Mar with Fire Protection administration services. Staff has included miscellaneous reimbursements as well. An increase of 5% for growth in FY 2010-2011 was applied.
- r. Service Charges remain relatively constant due to some uncertainties in the building industry.
- s. Cost for services have been held constant and will be reviewed for adjustments in future years.
- t. Departmental charges are based on funding Risk Management Fund in accordance with Financial Policies currently at \$500,000. Staff has applied a 5% increase in the revenues starting in Fiscal Year 2010-2011 and thereafter.
- u. Departmental charges are based on funding Workers' Compensation Insurance Fund in accordance with Financial Policies currently at \$500,000. An increase of 2% was applied in Fiscal Year 2010-2011 and thereafter.
- v. Departmental charges are based on the City's asset replacement schedule.
- w. Staff has applied an increase of 2%.
- x. Grant funding tied to City CIP, or CIP initiated funding.
- y. Sanitation 5% a year increases to fund the JPA and pay for CIP.
- z. Benefit Fees are established annually by the City Council. The Fees cannot be increased without a public vote and therefore no change is anticipated.
- aa. Funding Policy for City CIP in accordance with financial policies and CIP program.
- bb. RDA estimates provided by GRC consulting group.

CHANGES IN FINANCIAL POSITION (FIVE YEAR FORECAST)

EXPENDITURES ASSUMPTIONS

On the expenditure side as relates to General Fund expenditures, certain assumptions have to be made for the model to have some measure of benefit. For example, salary and benefit issues are subject to the negotiation process and cannot be known with any measure of certainty whereas debt service expenditures are based on a predetermined debt service schedule and are known with absolute certainty.

Ultimately the results are staffs best estimates while gazing into the crystal ball, as adjusted, based on information available at the time of preparation.

Salaries

Salaries are projected to remain constant for each year of the model.

Benefits

Benefits, not including PERS retirement increases, are also projected to remain constant for each year of the model. Benefits include \$715 per full-time regular employee, life insurance, and auto and phone allowances.

Also included are retiree health benefits and unemployment insurance payments which are projected to increase at a rate of 5% per year.

PERS retirement is expected to increase by employee group as follows:

	2012-13	2013-14	2014-15	2015-16
Miscellaneous				
Rate	20.106%	22.106%	24.106%	25.106%
Rate increase:				
% of payroll	3.000%	2.000%	2.000%	1.000%
% from Prior Yr	17.538%	9.947%	9.047%	4.148%
Fire				
Rate	41.391%	43.641%	45.891%	46.891%
Rate increase:				
% of payroll	3.750%	2.250%	2.250%	1.000%
% from Prior Yr	9.963%	5.436%	5.156%	2.179%
Marine Safety				
Rate	35.353%	37.353%	39.353%	40.353%
Rate increase:				
% of payroll	2.000%	2.000%	2.000%	1.000%
% from Prior Yr	5.996%	5.657%	5.354%	2.541%

These projected increases incorporate any savings that might be realized from current employees retiring and their replacements being hired under the PERS second tiered retirement rates.

CHANGES IN FINANCIAL POSITION (FIVE YEAR FORECAST)

EXPENDITURES ASSUMPTIONS (Continued)

Supplies and Services

A nominal 2% growth for each year has been factored into the model excluding the cost of Sheriff services. This has been included at an annual increase of 3% for 2012-2013 and 5% for each year thereafter..

Departmental Charges

A 4% growth factor is being applied to the Risk Management Charges. A 3% growth factor is being applied to the Workers' Compensation Charges.

Asset Replacement Charges are projected to increase as follows:

	2012-13	2013-14	2014-15	2015-16
Asset Replacement				
Total \$ charged	300,671	300,516	308,156	324,084
Rate increase				
% from Prior Yr	4.00%	-0.052%	2.542%	5.169%

Transfers Out

Transfers out are to service the City's debt fund and its CIP project fund using the CIP five-year capital project plan.

The City of Solana Beach (Sanitation)
Five-Year Cash Flow
FY2012 to FY2016

	Approved FY 2011-12	Proposed FY 2012-13	Proposed FY 2013-14	Proposed FY 2014-15	Proposed FY 2015-16
GROSS REVENUES					
Charges for Services (1)	4,422,500	4,511,949	4,603,187	4,696,250	4,791,174
Connection Fees	50,000	50,001	50,002	50,003	50,004
Miscellaneous Revenues	13,800	13,800	13,800	13,800	13,800
Interest Income	114,400	106,000	97,200	87,700	77,700
TOTAL REVENUES	4,600,700	4,681,750	4,764,189	4,847,753	4,932,678
OPERATION & MAINTENANCE EXPENSES					
Cost of Sales (San Elijo JPA)	1,537,900	1,614,795	1,695,535	1,780,311	1,869,327
Cost of Sales (City of Encinitas conveyance)	-	50,000	52,500	55,125	57,881
Maintenance (City of Solana Beach)	672,700	706,335	741,652	778,734	817,671
Administration	342,600	359,730	377,717	396,602	416,432
TOTAL OPERATION & MAINTENANCE EXPENSES (1)	2,553,200	2,730,860	2,867,403	3,010,773	3,161,312
NET REVENUES	2,047,500	1,950,890	1,896,786	1,836,980	1,771,366
DEBT SERVICE					
2003 Loan Agreement Debt Service	851,600	849,200	851,600	850,800	849,000
2006 Installment Sale Agreement	590,500	588,400	590,800	587,900	589,400
TOTAL DEBT SERVICE	1,442,100	1,437,600	1,442,400	1,438,700	1,438,400
San Elijo JPA Capital Projects					
San Elijo JPA Capital Projects	389,600	500,000	482,000	507,900	535,000
City of Solana Beach CIP Projects	1,235,000	2,450,000	500,000	500,000	500,000
TOTAL CIP	1,624,600	2,950,000	982,000	1,007,900	1,035,000
GENERAL FUND principle repayment-PERS Side Fund	352,249	374,481	397,692	421,918	447,202
CURRENT YEAR NET	(666,951)	(2,062,229)	(129,922)	(187,702)	(254,832)
Beginning Cash Reserves	10,080,958	9,414,007	7,351,778	7,221,856	7,034,154
Ending Cash Reserves	9,414,007	7,351,778	7,221,856	7,034,154	6,779,322

REFERENCE MATERIALS

REFERENCE MATERIALS

GLOSSARY

Accrual Basis

A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

Annualize

Taking costs that occurred at any point during the year and using that cost to project for the full year.

Appropriation

A legal authorization made by the City Council that permits the City to incur obligations and to make expenditures of resources for specific purposes.

Assessed Valuation

A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 1% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal. Property taxes for general purposes cannot exceed 1% of assessed value.

Audit

Test procedures performed by an independent Certified Public Accountant (CPA). The primary objective of an audit is to determine if the City's financial statements fairly present the City's financial position and results of operations in conformity with generally accepted accounting principles.

Asset

Resources owned or held by a government, which have monetary value.

Available (Undesignated) Fund Balance

This refers to the funds remaining from the prior year, which are available for appropriation and expenditure in the current year.

Bonds

A form of borrowing (debt financing) which reflects a written promise from the City to repay a sum of money on a specific date at a specified interest rate. Bonds are used to finance large capital projects such as buildings, streets, utility infrastructure, and bridges.

Budget

A process of putting together an operating plan for a specified period of time that accounts for projected revenues and planned expenditures for municipal services for the budget period.

Budgetary Basis

This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: modified accrual, cash, or accrual. The City prepares its budget using the modified accrual basis for governmental funds and the accrual basis for its enterprise fund.

REFERENCE MATERIALS

GLOSSARY (Continued)

Budget Amendments

The City Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by majority vote. The City Manager is authorized to transfer budgeted amounts within departments. Actual expenditures may not exceed budgeted appropriations at the fund level.

Budget Message

Included in the opening section of the budget, the Budget Message provides the Council and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years, and the views and recommendations of the City Manager.

Budget and Fiscal Policies

General and specific guidelines adopted by the City Council that govern the budget preparation and administration and financial aspects of the City.

Capital Improvements Projects (CIP)

All capital improvements involve the construction, acquisition, expansion, and rehabilitation or replacement of facilities or improvements where costs exceed \$5,000. A CIP expenditure may also include any study that costs \$25,000 or more or any equipment or systems acquisition costing \$15,000 or more that are non-recurring in nature. A construction project is a physical improvement for maintenance, rehabilitation, construction or development on City property with a life expectancy of three or more years. These include streets, sewers, public facilities and community enhancements. These capital projects can span fiscal years and have multiple funding sources. The projects may also cross functional boundaries. Minor capital outlays of less than \$5,000 are included with the operating budgets.

Capital Outlay

Fixed assets that have a value of \$1,000 or more and have a useful economic lifetime of more than one year.

Capital Project Funds

This fund type is used to account for financial resources used in acquiring or building major capital facilities other than those financed by Proprietary Funds and Trust Funds. This fund also finances the City CIP as defined above.

Cash Basis

A basis of accounting in which transactions are recognized only when cash is increased or decreased.

City/Council Goals

Provides policy guidance and direction for the highest priority objectives to be accomplished during the budget period.

COP

Certificate of Participation – A debt issue similar to issuing selling bonds, but less restrictive.

REFERENCE MATERIALS

GLOSSARY (Continued)

Debt Financing

Borrowing funds for capital improvements needed today and pledging future revenues to repay principal and interest expenditures. The City of Solana Beach uses debt financing only for one-time capital improvements whose life will exceed the term of financing and where expected revenues are sufficient to cover the long-term debt.

Debt Service

The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

Debt Service Funds

This fund type is used to account for the payment and accumulation of resources related to general long-term debt principal and interest; debt service payments related to enterprise operations are directly accounted for in those funds.

Deficit

The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

Depreciation

Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

Designated Reserves

Reserves that have been designated by management to be used for a specified purpose. Designated Reserves are still spendable resources.

Encumbrance

The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure. Note: An encumbrance is not an expenditure; an encumbrance reserves funds to be expended.

Enterprise Funds

This fund type is used to account for operations that are financed and operated in a manner similar to private sector enterprises and it is the City's intent that the costs (including depreciation) of providing goods or services to the general public be financed or recovered primarily through user charges. The City has established one enterprise fund called Sanitation.

Expenditure

The outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid.

Financial Plan

A plan for a specified period of time that accounts for projected revenues and planned expenditures for municipal services, goals and objectives. A plan to accomplish specified goals and objectives during a specified period.

REFERENCE MATERIALS

GLOSSARY (Continued)

Fiscal Policies

A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policies provide an agreed-upon set of principles for the planning and programming of government finances.

Fiscal Year

The beginning and ending period for recording financial transactions. The City has specified July 1 to June 30 as its fiscal year.

Fixed Assets

Assets of long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$1,000.

Fund

An accounting entity that records all financial transactions for specific activities or government functions. The six generic fund types used by the City are: General Fund, Special Revenue, Debt Service, Capital Project, Enterprise, and Trust & Agency Funds.

Fund Balance

Also known as financial position, fund balance for the governmental fund types is the excess of fund assets over liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses. Fund balance is a similar (although not exact) concept as Retained Earnings in the Enterprise fund.

GAAP

Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

General Fund

The primary operating fund of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. Except for subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

Grants

A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantee.

Infrastructure

The physical assets of a government (e.g., streets, water; sewer; public buildings and parks).

Intergovernmental Revenue

Funds received from federal, state and other local government sources in the form of shared revenues, and payments in lieu of taxes.

REFERENCE MATERIALS

GLOSSARY (Continued)

Investment Revenue

Interest income from the investment of funds not immediately required to meet cash disbursement obligations.

Long-term Debt

Debt with a maturity of more than one year after the date of issuance.

Materials, Supplies & Services

Expendable materials and operating supplies and services necessary to conduct departmental operations.

NPDES

National Pollutant Discharge Elimination System – State mandated permitting system to enhance storm water systems and to control pollution and run off.

Objective

Something to be accomplished in specific, well-defined and measurable terms and that is achievable within a specific time frame.

Operating Budget

The portion of the budget that pertains to daily operations and delivery of basic governmental services.

Operating Revenue

Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

Operating Expenses

The cost for salaries, fringe benefits, materials supplies & services and equipment required for a department to function.

Pay-as-you-go Basis

A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing.

Prior-Year Encumbrances

Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Reserve

An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

REFERENCE MATERIALS

GLOSSARY (Continued)

Resolution

A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Resources

Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

Revenue

Sources of income financing the operations of government.

Set-Aside

An additional amount over and above what is scheduled to provide for future benefit.

Special Revenue Funds

This fund type is used to account for the proceeds from specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditures for specific purposes. (See fund)

Subvention

Revenues collected by the State (or other level of government), which are allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in lieu and gasoline taxes.

Supplemental Appropriation

An additional appropriation made by the governing body after the budget year has started.

Transfers In/Out

Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Trust and Agency Funds

Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

Unencumbered Balance

The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

Unreserved Fund Balance

The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

User Charges

The payments of a fee for direct receipt of a public service by the party who benefits from the service.

Work plan

This is the plan adopted by the City Council on an annual basis that lists the overall goals, values and priorities, and workload for the forthcoming year.

REFERENCE MATERIALS

EXPENDITURE ACCOUNTS - DEFINITIONS

SALARIES & FRINGE BENEFITS

6101 REGULAR SALARIES

Salary paid for regular payroll expenditures for full-time employees subject to all usual deductions.

6102 PART TIME & TEMPORARY SALARIES

Salary paid for regular payroll expenditures for part-time and temporary employees subject to all usual deductions.

6103 OVERTIME

Salary paid over and above regular time at time and one-half (unavailable to FLSA exempt employees).

6104 SPECIAL PAY

Holiday in lieu pay for Fire and Marine Safety and stand by pay for Public Works. Can also be one time stipends or special compensation in terms of an MOU.

6105 TEMPORARY NON-PAYROLL

Costs to cover temporary employees to backfill regular salaried and hourly positions.

6205 RETIREMENT

Payments on behalf of employees to full time retirement system. (PERS).

6210 MEDICARE

Medicare payments withheld from employees for employees covered by the Medicare system.

6211 SOCIAL SECURITY

Social Security payments for employees covered by the social security system.

6220 HEALTH, DENTAL & VISION INSURANCE

Payments to employees under the City's Cafeteria Plan for health, dental & vision insurance.

6221 HEALTH, DENTAL & VISION INSURANCE – BENEFIT PORTION

Payments to cover employees' health, dental & vision insurance under the City's Cafeteria Plan.

6245 GROUP LIFE INSURANCE

Payments to cover employees' life insurance premiums.

6250 WORKERS' COMPENSATION INSURANCE

Payments to cover workers' compensation insurance premiums. Account no longer used.

6255 DEFERRED COMPENSATION

Payments to match employees' contributions into the City's deferred compensation program with a maximum of 2%. Account no longer used.

6260 UNEMPLOYMENT INSURANCE

Payments to the State for employees unemployment insurance premiums.

REFERENCE MATERIALS

EXPENDITURE ACCOUNTS - DEFINITIONS (Continued)

6270 RETIREE HEALTH BENEFITS

Payments to CALPERS to cover a portion of retired employees' health benefits.

6275 STIPEND

Payments to the City Council to offset the costs associated with conducting City business.

6280 AUTO ALLOWANCE

Payments to employees qualifying for an auto allowance.

6285 UNIFORM ALLOWANCE

Payments to employees for the purchase of uniforms required for the job.

6290 PHONE ALLOWANCE

Payments to management employees and Council for the business use of cellular phones.

6295 RIDESHARE

Incentive-based alternative commuter program for eligible City employees.

MATERIALS, SUPPLIES AND SERVICES

6310 INSURANCE AND SURETY BONDS

Insurance premiums for all property, general liability and excess insurance coverage.

6315 TRAVEL, CONFERENCES & MEETINGS

Meals, lodging, registration and airfare associated with conferences, seminars and meetings.

6320 TRAINING

Payments for employees to attend training programs to enhance work related skills.

6330 MEMBERSHIPS & DUES

Staff memberships and dues in professional organizations.

6340 CLOTHING & PERSONAL EXPENSES

Uniforms, safety gear, weather protection, etc. and pre-employment physicals.

6341 TUITION REIMBURSEMENT

Costs for employees to attend pre-approved degree programs.

6350 PRE EMPLOYMENT

Costs of pre employment screening for potential new hires.

6351 RECRUITMENTS

Costs associated with various recruitment programs.

6415 ELECTION SUPPLIES

Costs pertaining to holding elections.

6416 OFFICE SUPPLIES

General office supplies used in every-day operations.

REFERENCE MATERIALS

EXPENDITURE ACCOUNTS - DEFINITIONS (Continued)

6417 POSTAGE

Metered mail, overnight and other delivery service.

6418 BOOKS, SUBSCRIPTIONS & PRINTING

Publications, printing costs for forms, letterhead, outside duplication services.

6419 MINOR EQUIPMENT

Minor equipment; cost before shipping/tax under \$500.

6420 SPECIAL DEPARTMENTAL SUPPLIES

Supplies or expenses singular to a department - not general.

6421 SMALL TOOLS

Small tools; cost before shipping/tax under \$500.

6427 VEHICLE OPERATING SUPPLIES

Gasoline and diesel.

6428 VEHICLE MAINTENANCE

Repairs and parts for all vehicles.

6522 ADVERTISING

Advertising/legal notifications to public.

6523 COMMUNICATIONS

Phone, fax, cable etc.

6524 UTILITIES - ELECTRICITY

Electricity and natural gas charges.

6525 RENTS & LEASES

Rental/lease of property owned by others.

6526 MAINTENANCE OF BUILDINGS & GROUNDS

Internal building maintenance/repair; outside grounds upkeep.

6527 UTILITIES - OTHER

All utilities besides electricity and natural gas such as water.

6529 MILEAGE

Staff mileage reimbursement at IRS rate.

6530 PROFESSIONAL SERVICES

Outside contractors used for engineering, surveys etc. Any service provided by an outside party.

6531 MAINTENANCE OF & OPERATION OF EQUIPMENT

Repairs and service of City-owned equipment.

6532 CONTRIBUTION TO OTHER AGENCIES

Contributions to other governmental/nonprofit organizations.

REFERENCE MATERIALS

EXPENDITURE ACCOUNTS - DEFINITIONS (Continued)

6535 COMMUNITY TV PRODUCTION

Payments for cable programming from restricted sources.

6538 SPECIAL EVENTS

Costs associated with events and various community programs put on by the City including Arts Alive, Annual Spring Egg Hunt, Memorial Day Services, etc.

6539 CONTINGENCY

To allow for operating efficiency as needed. Requires City Manager approval.

6540 DAMAGE CLAIMS

Payments to settle claims against the City that fall below SIR.

6560 DEPRECIATION

Annual write-off of Fixed Assets over the life of the asset.

6570 OTHER CHARGES

Expenses that do not fall within another classification; City admin and County EDP charges.

CAPITAL OUTLAY

6610 LAND

Expenditures for the purchase of land.

6620 BUILDINGS

Expenditures for the purchase of buildings.

6630 IMPROVEMENTS OTHER THAN BUILDINGS

Alterations to structures which increase structure life.

6640 EQUIPMENT

Furniture, machinery, office equipment. Fixed Assets over \$1,000.

6650 VEHICLES

All motorized vehicles.

DEBT SERVICE

6710 RETIREMENT OF PRINCIPAL

Expenditures for the retirement of principal portion of debt.

6720 INTEREST EXPENDITURE

Expenditures for the interest portion of debt.

6810 TRANSFERS OUT

Used to transfer funds from one fund to another.

REFERENCE MATERIALS

EXPENDITURE ACCOUNTS - DEFINITIONS (Continued)

DEPARTMENTAL CHARGES

6910 CLAIMS LIABILITY CHARGES

Charges to departments for providing insurance coverage and risk management services.

6920 WORKERS' COMPENSATION CHARGES

Charges to departments for providing workers' compensation coverage and services.

6930 ASSET REPLACEMENT CHARGES

Charges to departments for use of assets based on a depreciation schedule.

REFERENCE MATERIALS

ORGANIZATION OF THE CITY'S FUNDS

In accordance with generally accepted accounting principles, the City's financial reporting system is organized on a fund basis consisting of three major fund types (governmental, proprietary and fiduciary). The City's various funds have been established in order to segregate and identify those financial transactions and resources associated with providing specific activities or programs in conformance with special regulations, restrictions, or limitations.

Budgets are prepared for each fund in accordance with its respective basis of accounting. All governmental and capital projects fund have legally adopted budgets.

The City's basis of budgeting for governmental funds is the modified accrual basis and for proprietary funds it is the accrual basis.

The following funds are included in the Budget. Descriptions of each of the fund types are provided.

Governmental Funds

Most of the City's programs and functions are provided and financed through the following governmental funds, which are distinguished by their measurement focus on determining financial position and changes in financial position, rather than upon determining net income:

- General Fund
 - General Fund (Operating)
 - Risk Management/Insurance
 - Workers' Compensation Insurance
 - Asset Replacement
- Special Revenue Funds
 - Gas Tax
 - Municipal Improvement Districts (MID)
 - Street Lighting Assessment District
 - Fire Mitigation Fees
 - Department of Boating & Waterways
 - TRANSNET Non-Motorized
 - TRANSNET - Motorized
 - Community Orientated Policing Services (COPS)
 - TDA
 - Housing and Community Development (CDBG) Fund
 - CALTRANS/CMAQ
 - TEA
 - Miscellaneous Grants
 - Coastal Business/Visitors TOT
 - Housing
 - Low Moderate Income Housing – RDA
 - Public Safety Special Revenue
 - Developer Deposit Pass Through
- Debt Service Funds
 - Public Facilities
 - Capital Lease
 - Redevelopment Agency Debt Service

REFERENCE MATERIALS

ORGANIZATION OF THE CITY'S FUNDS (Continued)

- Capital Projects Funds
 - Miscellaneous Capital Projects
 - Redevelopment Capital Projects
 - Assessment Districts
 - Sand Replenishment

Enterprise Fund

Enterprise funds are distinguished from governmental funds by their similarity to private sector enterprises, as it is intended that the cost of providing services will be financed or recovered primarily through user charges. The City uses the following enterprise fund:

- Sanitation

REFERENCE MATERIALS

DESCRIPTION OF THE CITY'S FUNDS

001 GENERAL FUND

The General Fund is the general operating fund of the City and is used to account for all financial resources and transactions except those required to be accounted for in other funds or account groups.

120 RISK MANAGEMENT

This fund accounts for the settlement of claims and losses, as well as insurance premiums and any related professional services.

125 WORKERS' COMPENSATION INSURANCE

This fund accounts for the settlement of claims and losses resulting from injuries sustained during work hours.

135 ASSET REPLACEMENT FUND

This fund accumulates resources for the replacement of vehicles and equipment costing over \$5,000.

202 GAS TAX FUND

The State Gas Tax is used to account for revenues received as the City's share of state gasoline taxes and expenditures made for street maintenance and improvements. Revenues are sub-vented to the City under Sections 2105, 2106, 2107 and 2107.5 of the Streets and Highways Code. Expenditures are for street maintenance and engineering to the extent legally permitted, with the remainder allocated to street construction projects.

203 MUNICIPAL IMPROVEMENT DISTRICT HIGHWAY 101 LANDSCAPING (MID #33)

204 MUNICIPAL IMPROVEMENT DISTRICT SANTA FE HILLS (MID #9C)

205 MUNICIPAL IMPROVEMENT DISTRICT ISLA VERDE (MID #9E)

207 MUNICIPAL IMPROVEMENT DISTRICT SAN ELIJO HILLS #2 (MID #9H)

The MID Funds are used to account for receipts and expenditures related to landscape maintenance within the improvement district. Budgets for the maintenance costs are determined by the property owners who are then assessed on a per parcel basis. The assessments are collected via the County tax roll.

208 COASTAL RAIL TRAIL MAINTENANCE DISTRICT

This maintenance district was established by a vote of Solana Beach property owners to pay for the maintenance of the Coastal Rail Trail.

211 STREET LIGHTING DISTRICT FUND

The Lighting District Fund accounts for revenues received and expenditures made related to streetlights on City streets. The City determines the annual budget and property owners are charged their proportionate share based on a per unit basis. The assessment is collected via the County tax roll.

212 PROPOSITION A FUND/TRANSNET NON-MOTORIZED

The Proposition A Fund accounts for receipts and expenditures related to transportation development, transit and related studies. Funding is provided to the City as a secondary recipient under agreements with the County of San Diego and with the San Diego Association of Governments (SANDAG).

REFERENCE MATERIALS

DESCRIPTION OF OPERATING FUNDS (Continued)

214 FIRE MITIGATION FUND

In accordance with section 3.20 of the SBMC, this fund is used to account for Fire Mitigation fees that can only be used to build, purchase, finance or improve fire facilities and equipment.

215 DEPARTMENT OF BOATING AND WATERWAYS

To record receipts and expenditures related to the Grant received from the Department of Boating and waterways. These funds are being used to fund the Army Corp. of Engineers beach replenishment study.

218 TRANSNET FUND

The TRANSNET Fund is used to account for the San Diego County Proposition A one-half (1/2) cent transportation sales tax which went into effect on July 1, 1988. All expenditures must be for transportation related purposes. Funds are allocated to the City through SANDAG.

219 COPS PROGRAM FUND

The COPS Fund is used to account for federal and local grants received for police services.

220 TRANSPORTATION DEVELOPMENT FUND

The TDA Fund is used to account for revenues and expenditures made for transportation development, transit and related studies. Funding is provided to the City as a secondary recipient under agreements with the County of San Diego and with the San Diego Association of Governments.

240 HOUSING AND COMMUNITY DEVELOPMENT FUND (CDBG) FUND

The Housing and Community Development fund is used to account for revenues from the United States Department of Housing and Urban Development Community Development Block Grant Programs.

241 CALTRANS/CMAQ FUND

The Caltrans accounts for several different sources of transportation related funds. Caltrans is responsible for distributing funds for Congestion Mitigation and Air Quality (CMAQ) funds.

243 SEEG/EEM

The SEEG Fund is used to account for the State Environment Enhancement Grant.

244/5 TEA

The TEA (Transportation Enhancement Act) fund records transport related receipts and expenditures.

246 MISCELLANEOUS GRANT FUND

This fund accounts for all of the Prop 12, Prop 40 and Rails to Trails grant funding that was used to fund the Coastal Rail Trail.

250 COASTAL AREA BUSINESS/VISITORS ASSISTANCE & ENHANCEMENT FUND

This fund is for expenditures that include local visitor and business promotion such as assistance to the Chamber of Commerce and North County Convention and Visitor's Bureau, special events such as the Fiesta Del So, public arts projects and visitor enhancement to the Highway 101 business corridor or the Cedros Design District.

REFERENCE MATERIALS

DESCRIPTION OF OPERATING FUNDS (Continued)

263 HOUSING FUND

This fund accounts for receipts and expenditures related to providing low and moderate income housing within the City.

264 RDA LOW & MODERATE INCOME HOUSING FUND

This fund accounts for receipts and expenditures related to providing low and moderate income housing within the City. By law, 20% of tax increment revenue needs to be set aside for this purpose.

317 PUBLIC FACILITY DEBT SERVICE FUND

The Public Facilities Debt Service Fund is used to account for the accumulation of resources for the payment of interest and principal on City debt. Currently this is funding the lease with ABAG and the purchase of the Distillery parking lot.

362 RDA DEBT SERVICE FUND

This Fund is used to account for the accumulation of resources for the payment of interest and principal on RDA financed debt including the statutory AB 1290 payments.

416 RDA CAPITAL PROJECTS FUND

This Fund is used to account for the accumulation of resources for the payment of interest and principal on RDA financed debt including the statutory AB 1290 payments.

450 SAND REPLENISHMENT & COASTAL ACCESS FUND

The sand Replenishment/Retention and Coastal Access Capital Improvements Fund is limited sand replenishment, sand retention and coastal access capital projects. Seawall expenditures are excluded from this CIP fund.

459 CAPITAL PROJECTS FUND - MISCELLANEOUS

The Capital Projects fund is used to account for financial resources to be used for the acquisition or construction of miscellaneous major capital facilities (other than those financed by proprietary funds and special assessment funds).

46X ASSESSMENT DISTRICTS

These Capital Projects funds are used to account for financial resources to be used for the acquisition or construction of miscellaneous major capital facilities in the assessment districts financed by special assessment funds.

509 SANITATION FUND

The Sanitation Fund is an Enterprise Fund. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the City Council is that the costs of providing these services to the general public on a continuing basis be financed or recovered primarily through user charges. The sanitation operation is responsible for the collection, transportation, and treatment of effluent generated in Solana Beach. The City is an equal partner with the Cardiff Sanitation District in the ownership of the San Elijo Treatment Plant.

REFERENCE MATERIALS

DESIGNATION OF RESERVES

DESIGNATED FOR BEACH RELATED

This designation is for funding beach related items such as purchasing sand, commitments to SANDAG, Army Corp. study or significant potential expenditures for future beach replenishment.

DESIGNATED FOR FLETCHER COVE MASTER PLAN IMPLEMENTATION

This designation sets aside funds to implement the Fletcher Cove Master Plan (Plan). Once the rest rooms are completed, the City Council will address the other recommended projects included in the Plan. Without a confirmed cost to implement the Plan, staff will set aside funds when available.

DESIGNATED FOR HIGHWAY 101 IMPROVEMENTS

This designation sets aside funds for future Highway 101 improvements. With the completion of the Coastal Rail Trail the City will look to improving the west side along 101 in conjunction with the 101 Village Walk Association. Without a confirmed cost to implement the improvements, staff will set aside funds when available.

DESIGNATED FOR CONTINGENCIES

This designation is in accordance with the City Council's Financial Policies which specify that a minimum of 17%, or two months of operating expenditures, be set aside. This designation is to ensure uninterrupted service in the event of an unforeseen disaster and/or economic uncertainties.

DESIGNATED FOR HOUSING

This designation is to provide funds for the City's low income housing obligations. Without a confirmed cost, estimates range from \$0 to around \$220,000 a unit for 10 units. Staff will set aside funds when available.

REFERENCE MATERIALS

FINANCIAL POLICIES

Statement of Purpose

The financial integrity of our City government is of utmost importance. To discuss, write, and adopt a set of financial policies is a key element to maintaining this integrity.

Written, adopted financial policies have many benefits, such as assisting the Council and City Manager in the financial management of the City, saving time and energy when discussing financial matters, promoting public confidence, and providing continuity over time as Council and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City's stability, efficiency and effectiveness.

The following policies are divided into seven general categories for ease of reference. These categories include 1) Accounting, Auditing, and Financial Reporting Policies; 2) Reserve Policies; 3) Debt Policies; 4) Revenue Policies; 5) Capital Improvement Policies; 6) Cash Management/Investment Policies; 7) Operating Budget Policies. It is recommended that all policies included in this document be adhered to.

ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES

FINANCIAL INFORMATION

It will be the policy of the City of Solana Beach to provide all financial information in a thorough, timely fashion, and in a format that is easy for Council, Citizens, Committees and City employees to understand and utilize.

ACCOUNTING STANDARDS

The City's accounting financial systems shall be maintained in accordance with Generally Accepted Accounting Principles (GAAP), as promulgated by the Government Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA).

ANNUAL AUDIT

An independent public accounting firm will perform an annual audit and its opinion will be included in the Comprehensive Annual Financial Report.

The goal is to select the independent audit firm through a competitive process at least once every five years. The contract will be for an initial period of three years with two additional one-year options at the City staff's discretion. The City Manager and Finance Director will review the qualifications of prospective firms and make a recommendation to the City Council. The audit contract will be awarded by the City Council.

The basis of accounting used in the City's audited financial statements is the same basis of accounting used in the budgeting document.

REFERENCE MATERIALS

FINANCIAL POLICIES (Continued)

A Comprehensive Annual Financial Report shall be prepared within five months of the close of the previous fiscal year. It will be presented to the City Council and community within six months at a regularly scheduled City Council meeting.

The City shall attempt to maintain accounting records in such a manner as to receive an unqualified audit opinion and to qualify for a Certificate of Achievement for Excellence in Financial Reporting from the GFOA.

RESERVE POLICIES

The City utilizes a variety of funds for recording revenues and expenditures of the City. At each fiscal year-end, budgeted/appropriated expenditure authority lapses with very few exceptions, such as operating expenses that have been incurred but not paid (encumbered). The remaining dollars left in each fund that are undesignated and unencumbered constitute available reserves of the City. It is appropriate that reserve policies for the City be established for each of the various funds (See below), that the purpose of these reserves be designated, and that dollars available in excess of the reserve amounts be appropriately and effectively utilized.

GENERAL FUND

The goal of the General Fund reserve will be to maintain an amount at least equal to 17 percent of the annual General Fund operating budget, including operating transfers, which approximates two months worth of operating expenditures. This Reserve, to be designated, will only be used in the case of significant financial or other emergency. Reserves in excess of the 17 percent will be available for spending on capital equipment, capital projects or other one-time non-recurring expenditures i.e. Be available to transfer to Capital Improvement Projects fund or Asset Replacement Reserve fund.

DESIGNATIONS

The Council and/or City Manager may designate parts of the available fund balance which would represent tentative management plans, rather than actual restrictions on the use of resources.

Designation – Unforeseen Emergencies

A designation of funds set at 17% of operating expenditures including debt service is considered the minimum level necessary to maintain the City's credit worthiness and to adequately provide for:

1. Economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy.
2. Contingencies for unforeseen operating or capital needs.
3. Cash flow requirements.

REFERENCE MATERIALS

FINANCIAL POLICIES (Continued)

ENTERPRISE FUND/SANITATION

The City's Enterprise Fund will maintain reserves at a minimum equal to nine months of operating expenses and one year of estimated capital spending.

ASSET REPLACEMENT RESERVE FUND

Through the use of the Asset Replacement Reserve Fund, the City will annually budget sufficient funds to provide for the orderly replacement of the City's existing equipment, vehicles, computers and furnishings as they reach the end of their useful lives. This fund is funded based on a depreciation schedule and required replacement of the asset. The goal will be to maintain a sufficient fund balance to provide for the scheduled replacement of said items at the end of their useful lives.

RISK MANAGEMENT RESERVE FUND

The City maintains a Risk Management Reserve Fund for the purpose of segregating property and liability insurance expenses. This fund pays insurance premiums, benefit and settlement payments, and administrative and operating expenses. These annual charges for services shall reflect historical experience and shall be established to approximately equal the annual expenses of the fund. A fund balance, determined annually, shall be maintained at a level that will adequately fund the City's potential loss exposure in each area as determined by the Risk Manager based on past experience currently at \$500,000.

WORKERS' COMPENSATION INSURANCE FUND

The City maintains a Workers' Compensation Insurance Fund for the purpose of having sufficient resources to pay premiums, administration services and losses incurred for Workers Compensation injuries. The City is self-insured for this purpose and has a \$125,000 Self Insured Retention (SIR) per claim incident. The sufficiency of funding is to be determined periodically by an independent actuarial study utilizing the 95% confidence interval. This is the minimum funding level to establish. The City's Risk Manager to determine the funding level, currently three times SIR plus administration and contingencies or \$500,000. This fund balance should be determined annually and should be sufficient to fully fund the City's potential loss exposures.

REFERENCE MATERIALS

FINANCIAL POLICIES (Continued)

DEBT POLICIES

ISSUANCE OF DEBT

The City will not use long-term debt to pay for current operations.

The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.

The term of the debt shall never extend beyond the useful life of the improvements to be financed.

Debt management will provide for the protection of bond rating, the maintenance of adequate debt service reserves, compliance with debt instrument provisions and appropriate disclosure to investors, underwriters, and rating agencies.

LEASE PURCHASE

The City will lease purchase high-cost items of equipment only if necessary because of funding availability. In no case shall the City lease purchase equipment whose useful life is less than the term of the lease.

REVENUE POLICIES

GENERAL FUND REVENUE

The City will strive to develop and maintain a diversified and stable revenue stream so as to avoid becoming overly dependent on any single type of revenue in order to minimize the effects of economic fluctuations on revenues. Efforts will be directed to optimize existing revenue sources while periodically reviewing potential new revenue sources.

Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state and other governmental agencies when available.

Revenues from "one-time" or limited duration sources will not be used to balance the City's annual operating budget.

Fees and charges for service shall be evaluated and, if necessary, adjusted periodically to assure that they cover all direct and indirect costs, unless it is determined that full cost recovery would not be in the best interest of the public. These fees and charges will be evaluated periodically by an independent outside consultant.

REFERENCE MATERIALS

FINANCIAL POLICIES (Continued)

SPECIAL REVENUE FUNDS eg. /GAS TAX & TRANSNET

These funds are used for revenues that the City receives that are of a restrictive nature. The City's first priority with the Gas Tax revenues and Transnet revenues shall be used to fund eligible capital projects and not subsidize operating expenditures.

GRANTS AND GIFTS

The City shall actively pursue federal, state and other grant opportunities when deemed appropriate. Before accepting any grant the City shall thoroughly consider the implications in terms of ongoing obligations and indirect costs that will be required in connection with acceptance of said grant. The benefits to be derived from the grant must exceed both direct and administrative costs of the grant.

ENTERPRISE FUND – SANITATION CHARGES

The City will set user fees for the Enterprise Fund at a rate that fully covers direct and indirect costs of providing the service; including capital expenditures.

COMMUNITY SERVICE FEES

Recreation activity fees shall be established to recover the direct cost of the program. As appropriate within the marketing of the recreation programs, higher non-resident fees may be charged, as well as priority registration procedures for Solana Beach residents.

CAPITAL IMPROVEMENT POLICIES

CIP FUND

Most of the City's infrastructure has a designated revenue source to pay for its upgrade or replacement as appropriate. For example, sewage rates fund sewage infrastructure needs and gas tax revenues fund street needs. However, our public buildings, beaches and parks are the primary beneficiaries of the City's Capital Improvement Fund. Capital Improvement Projects involve the construction, acquisition, expansion, and rehabilitation or replacement of a facility or improvement costing \$5,000 or more. A CIP also includes any equipment or systems acquisition costing \$15,000 or more that are non-recurring in nature and any study costing \$25,000 or more, that is non-recurring in nature, and could potentially lead to a project.

City general capital projects are to be funded annually with transfers from the City's General Fund. Transfers are to be made based upon a maximum of 75 % of actual funds available out of the last completed previous years general fund surplus, or for specific projects. Funding is at the discretion City Council based on overall budget considerations.

REFERENCE MATERIALS

FINANCIAL POLICIES (Continued)

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

The City shall annually prepare a Capital Improvement spending program projecting capital needs for a five year period. Capital Projects shall be prioritized according to goals set annually by the Council.

The first year of the five year CIP will be consistent with, and adopted as a component of, the annual operating budget.

ENTERPRISE FUND CAPITAL IMPROVEMENTS

Capital Improvements funded from the Enterprise Funds shall be paid for with the combination of “pay-as-you-go” financing and the use of long-term debt. The City shall periodically review its enterprise capital needs and establish capital spending plans that are appropriate and reflect a combination of debt and “pay-as-you-go,” while attempting to keep our rates competitive with those in the surrounding area.

CASH MANAGEMENT/INVESTMENT POLICIES

Investments and cash management will be the responsibility of the City Treasurer.

The City Council shall annually review and update, or modify as appropriate, the City’s investment policy in accordance with Section 53646 of the Government Code. This review shall take place at a regularly scheduled City Council meeting and the policy shall be adopted by resolution of the City Council.

Investments of the City will be made in accordance with the City’s adopted Investment Policy.

In order to maximize yields from the overall portfolio, the City will consolidate cash balances from all funds for investment purposes, and will allocate investment earnings to each fund with a positive cash balance in accordance with generally accepted accounting principles.

Reports on the City’s investment portfolio and cash position shall be developed and presented to the City Council monthly by the City Treasurer. The report shall be in conformance with all State laws and City investment policy requirements.

City funds will be managed in a prudent and diligent manner with emphasis on safety, liquidity, and yield, in that order.

REFERENCE MATERIALS

FINANCIAL POLICIES (Continued)

OPERATING BUDGET POLICIES

BALANCED OPERATING BUDGET

The operating budget will be based on the principle that current operating expenditures shall be funded with current revenues. The City shall annually adopt a balanced General Fund budget where operating revenues are equal to, or exceed, operating expenditures i.e. Estimated revenue and transfers in equal or exceed estimated expenditures and transfers out excluding transfers for capital projects. Any increase in expenses, decrease in revenues, or combination of the two that would result in a budget imbalance will require budget revision, rather than spending unappropriated surpluses or designated reserves to support ongoing operations. Any year end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and the balance will be available for capital projects and/or "one-time only" Capital Outlay expenditures.

GENERAL FUND CONTINGENCY ACCOUNT

A contingency account equal to a maximum of half a percent (1/2 percent) of the City's General Fund budgeted appropriations (before transfers) will be maintained annually in the City Managers budget. This account will be available for unanticipated, unbudgeted expenditures and will require City Manager approval to spend. The purpose of this account is to provide for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increase in costs.

RETIREMENT FUNDING (CALPERS)

The City offers its employees an agent multiple-employer public employee defined benefit pension plan. The City's annual contribution toward the plan is determined by a CALPERS actuary through an annual valuation report. The City will on an annual basis meet its obligation to funding its share of the pension plan contribution out of its operating budget.

BUDGET DOCUMENT

The operating budget shall serve as the annual financial plan for the City. It will serve as the policy document of the City Council for implementing Council goals and objectives. The budget shall provide the staff the resources necessary to accomplish City Council determined service levels.

The City Manager shall annually prepare and present a proposed operating budget to the City Council & Budget & Finance committee no later than May 20 of each year; and Council will adopt said budget no later than June 30 of each year. Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the City Council.

The City's annual budget will be presented by department, with a logical breakdown of line-item detail. The budget document will be presented for discussion and review by the City Council and the public.

REFERENCE MATERIALS

FINANCIAL POLICIES (Continued)

BUDGET CONTROL AND ACCOUNTABILITY

Budget control is maintained at the departmental level. The City Manager has the authority to approve appropriation transfers between line items within a department. In no case may total expenditures of a particular fund exceed that which is appropriated by the City Council without a budget amendment.

A mid-year budget will be presented to the City Council which discusses revenue projections and expenditures to date and the fiscal condition of the City six months after the beginning of the fiscal year.

Budget accountability rests primarily with the operating departments of the City.

ENTERPRISE FUND

The Enterprise Fund shall be supported by its own rates/current revenues excluding interest income, and shall not be subsidized by the General Fund.

The rates charged should be competitive with the rates charged by other entities, and sufficient to cover both operations and infrastructure maintenance.

The rates charged should be reviewed periodically.

The Enterprise Fund will pay its share of overhead services provided by the General Fund. These overhead costs include rental of office space, utilities and personnel administrative costs.

REFERENCE MATERIALS

INVESTMENT POLICY

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

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

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

1.0 SCOPE

This investment policy applies to all funds of the City of Solana Beach that are under the control of the City Treasurer. These funds include, but are not limited to the:

- A. General Fund
- B. Special Revenue Funds
- C. Capital Project Funds
- D. Enterprise Funds
- E. Debt Service Funds
- F. Agency Funds

These funds are accounted for in the City's Comprehensive Annual Financial Report.

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

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

2.0 PRUDENCE

Investments shall be made in accordance with the "prudent investor" standard. This standard shall be applied in the context of managing an overall portfolio. The City Treasurer shall invest "...with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency."

REFERENCE MATERIALS

INVESTMENT POLICY (Continued)

2.0 PRUDENCE (Continued)

Investment officers, i.e. (City Treasurer) acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

3.0 OBJECTIVES

As specified in CGC §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

A. Safety: Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

B. Liquidity: The investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

C. Yield: Yield shall be considered only after the basic requirements of safety and liquidity have been met. Whenever possible and in a manner consistent with the objectives of safety and liquidity, a yield higher than the market rate of return shall be sought.

4.0 DELEGATION OF AUTHORITY

California Government Code Sections 53607 and 53608 authorize the legislative body of a local agency to invest, deposit, and provide for the safekeeping of the local agency's funds or to delegate those responsibilities to the City Treasurer of the local agency.

No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the City Treasurer. The City Treasurer shall be responsible for all investment transactions undertaken on behalf of the City, and shall establish a system of controls to regulate the activities of subordinate officials. The City Treasurer shall have the exclusive authority to buy and sell securities on behalf of the City. Under the provisions of California Government Code 53600.3, the City Treasurer is a trustee and a fiduciary subject to the prudent investor standard.

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

REFERENCE MATERIALS

INVESTMENT POLICY (Continued)

5.0 INTERNAL CONTROLS

The City Treasurer shall be responsible for ensuring that all investment transactions comply with the City's Investment Policy and for establishing internal controls that are designed to prevent losses due to fraud, negligence, and third-party misrepresentation. Accordingly, the City Treasurer shall establish written procedures for the operation of the City's investment program that are consistent with the provisions of this Investment Policy.

Procedures should include references to: safekeeping, PSA repurchase agreements, wire transfer agreements, collateral/depository agreements, and banking services contracts, as appropriate. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions.

Internal controls deemed most important shall include: avoidance of collusion; separation of duties and administrative controls; separating transaction authority from accounting and record keeping; custodial safekeeping; clear delegation of authority; management approval and review of investment transactions; specific limitations regarding securities losses and remedial action; written confirmation of telephone transactions; documentation of investment transactions and strategies; and monitoring of results.

6.0 ETHICS AND CONFLICTS OF INTEREST

Investment Officers involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

They shall disclose to the City Council any material financial interest in financial institutions that conduct business within the City's jurisdiction. They shall also disclose any personal investment positions that could be related to the performance of the City's investment portfolios. Investment Officers shall subordinate their personal investment transactions to those of the City, particularly with regard to the timing of securities purchases and sales, and shall avoid transactions that might impair public confidence.

7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND BROKER-DEALERS

The City Treasurer shall maintain an Approved list (Attached) of financial institutions/broker-dealers that the City Council have authorized to engage in securities trading with the City. This list shall be provided to all members of the City Council.

Only primary government securities dealers ("primary dealers") that regularly report to the Federal Reserve Bank of New York shall be eligible to apply for inclusion on the Approved List.

The only exception to the foregoing requirement shall be that the City Council may, at their discretion, accept, review, and approve applications from regional brokers that: (1) have been in existence for more than five years; (2) have a net capital position in excess of \$10 million; (3) are licensed as broker-dealers by the State of California; and (4) are headquartered or have a branch office in California.

REFERENCE MATERIALS

INVESTMENT POLICY (Continued)

7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND BROKER-DEALERS (Continued)

The number of primary dealers and regional brokers on the Approved List shall not exceed a combined total of eight at any single time. The City shall accept and review new broker-dealer applications only when there is an immediate need to fill a vacancy on the Approved List. In all cases, the City shall only accept applications from and transact business with the institutional securities sales departments of primary dealers and regional brokers.

Broker-dealers that wish to apply for inclusion on the Approved List must, at a minimum, provide the City Treasurer with a copy of the following documents unless otherwise noted:

- a) Completed Broker-Dealer Questionnaire and Certification (signed original only).
- b) Most recent Annual Report and most recent Securities and Exchange Commission ("SEC") Form 10-K.
- c) National Association of Securities Dealers ("NASD") Form BD Uniform Application for Broker-Dealer Registration or, in the case of an investment department within a commercial bank, SEC Form MSD.
- d) Current NASD Form BD Status Report.
- e) NASD Form U-4 -- Uniform Application for Securities Industry Registration or Transfer for each employee with whom the City would be trading.
- f) Current NASD Form U-4 Status Report on each employee with whom the City would be trading.
- g) Most recent SEC Form X-17 A-5 or, in the case of an investment department within a commercial bank, most recent SEC Consolidated Reports of Condition and Income for A Bank With Domestic and Foreign Offices – FFIEC 031.
- h) A resume from each employee with whom the City would be trading.
- i) Most recent MSRB Form G-37/G-38.
- j) A trading resolution.

Investment Officers shall investigate all broker-dealer applicants in order to determine if they: (1) are adequately capitalized; (2) are subject to pending legal action (either the firm or the trader); (3) make markets in securities that are appropriate for the City's needs; (4) are licensed as a broker-dealer by the State of California Department of Corporations; and (5) are a member of the NASD. Broker-dealer applicants may be requested to provide local government or other client references from within California.

The City Council shall review the submitted documents, along with the City Treasurer's recommendations, and shall decide if any broker-dealer applicants should be added to the Approved List. If a broker-dealer applicant fails to complete and submit the required documents on time, then its application shall be deemed to have been automatically rejected.

The City Treasurer shall conduct an annual review, of the financial condition and the registrations of all approved broker-dealers in order to determine whether they should remain on the Approved List. In addition to other requirements, the City shall give all approved broker-dealers a copy of the City's current Investment Policy and a certification form.

The completion and submission of the certification form by an approved broker-dealer shall constitute proof that it has received the City's Investment Policy, read it, and intends to comply with it. The City Treasurer shall keep current audited annual financial statements on file for each approved broker-dealer with which the City does business.

REFERENCE MATERIALS

INVESTMENT POLICY (Continued)

8.0 AUTHORIZED PUBLIC DEPOSITORIES

The City Treasurer shall maintain an Approved List (Attached) of all commercial banks and all savings and loan associations that the City Council has authorized as public depositories of City monies. This List shall be provided to all members of the City Council.

The City shall only deposit public monies in financial institutions that have: (1) at least \$5 billion in total assets; (2) a core capital-to-total assets ratio of at least five percent; (3) favorable statistical ratings from a nationally recognized rating service, as determined by the City Treasurer; (4) a federal or a state charter; and (5) a branch office within San Diego County.

Under no circumstances shall the City's deposits in a financial institution exceed the total shareholder's equity of that institution.

9.0 SAFEKEEPING AND CUSTODY

All security transactions entered into by the City of Solana Beach shall be conducted on delivery-versus-payment (DVP) basis or on a receipt-versus-payment ("RVP") basis.

A third-party bank trust department ("Custodian") that acts as an agent for the City under the terms of a custody agreement executed between both parties shall hold the securities. The City's Custodian shall be represented on the Approved List (Attached).

The only exception to the foregoing shall be securities purchases made with: (1) local government investment pools; (2) money market mutual funds; and (3) Federal Reserve Banks ("Treasury Direct Program") since the purchased securities are not deliverable. No securities broker-dealer or investment advisor shall have access to City monies, accounts, or investments. Any transfer of monies to or through a securities broker-dealer must have the City Treasurer's prior written approval. If the City Treasurer is unavailable, then the management authorization chain-of-command specified in section 4.0, paragraph 5 of this Investment Policy shall be followed.

The City shall require Broker Trade Confirmations for all trades.

Securities held by a third party custodial shall be held in an account in the City's name. All investments held by a third party custodian for the City of Solana Beach will be evidenced by safekeeping receipts.

10.0 COLLATERALIZATION

Investment Officers shall ensure that all demand deposits and all non-negotiable certificates of deposit that exceed \$100,000 shall be fully collateralized with securities authorized under state law and under this Investment Policy. Collateral may be waived for the first \$100,000 since this will be insured by the Federal Deposit Insurance Corporation. Any amount on deposit over \$100,000 plus accrued interest, however, shall be collateralized with United States Treasury or federal agency securities at a constant margin ratio of 110 percent or with mortgage-backed collateral at a constant margin ratio of 150 percent.

REFERENCE MATERIALS

INVESTMENT POLICY (Continued)

Collateralized investments and demand deposits may require substitution of collateral. The City Treasurer must approve all requests from financial institutions for substitution of collateral that involve interchanging classes of security.

An independent third party with whom the City has a current custodial agreement shall always hold the collateral. The independent third party shall provide the City Treasurer with a safekeeping receipt that they shall retain.

11.0 RISK

11.1 CREDIT RISK

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligation. Concentration of credit risk is the risk of loss attributed to the magnitude of a City's investment in a single issuer. All participants in the investment process shall consider aversion to concentration of credit risk by:

- A. Limiting investment purchases to those types and amounts permissible by California Government Code §53601 and §12.0 of this Policy,
- B. Investing no more than 25% of the portfolio with one issuer, with the exception of LAIF, and the US treasury, and
- C. If pursuing a rated investment, investing only in investments with an AA+/A1 or better rating from Standard and Poor's Corporation and AA1/P1 or better from Moody's Investors Service Inc. at the time of purchase.

Custodial credit risk is the risk that the City will not be able to recover deposits or the value of an investment or collateral securities that are in the possession of an outside party. All participants in the investment process shall consider aversion to custodial credit risk by:

- A. Investing no more than 25% of the portfolio with one financial institution, with the exceptions of LAIF, the US Treasury, and funds advanced or in trustee accounts for project construction, and
- B. If pursuing a deposit, insuring that all deposits are fully collateralized as required by California Government Code §53652 or insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation, and the "Contract for Deposit of Monies" will indicate the type and amount of collateral.

11.2 INTEREST RATE RISK

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. All participants in the investment process shall consider aversion to interest rate risk by limiting the term remaining to maturity on purchased investment to five years, unless a longer term is permissible within the California Government Code and specifically approved by the City Council to purchase.

11.3 FOREIGN CURRENCY RISK

Foreign currency risk is the risk that changes in exchange rates will adversely affect the fair value of an investment or deposit. All participants in the investment process shall be prohibited from investing in foreign currency-denominated securities, unless permissible within the California Government Code and specifically approved by the City Council prior to purchase.

REFERENCE MATERIALS

INVESTMENT POLICY (Continued)

12.0 AUTHORIZED AND SUITABLE INVESTMENTS

The City of Solana Beach may invest in the following instruments (which include but are not as extensive as those authorized by California Government Code 53600 et seq.) under the guidelines as provided herein:

- A. Bonds issued by the City of Solana Beach, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled or operated by the City of Solana Beach or by a department, board, agency, or authority of the City of Solana Beach.
- B. United States Treasury Bills, Notes, Bonds, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.
- C. Registered state warrants or treasury notes or bonds issued by the State of California.
- D. Bonds, notes, warrants, or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the State of California, County Treasurers, other local agencies, or Joint Powers Agencies.
- E. Obligations issued by the United States Government or its agencies.
- F. Bankers Acceptances with a term not to exceed 180 days. Bankers Acceptance's issued by commercial banks must be rated "A" or higher by Standards & Poors and by Moody's. Not more than 30% of surplus funds can be invested in Bankers Acceptances. In addition, no more than 30% of surplus funds can be invested in the bankers acceptances of any single commercial bank.
- G. Prime Commercial Paper of U. S. Corporations with assets greater than \$500 million with a term not to exceed 180 days and the highest ranking issued by Moody's Investors Service (A1) or Standard & Poor's Corp (P1). Purchases of commercial paper may not exceed 15% of total surplus funds.
- H. Time Certificates of Deposit will be made only in FDIC or FSLIC insured accounts. For deposits in excess of the insured maximum of \$100,000, approved collateral shall be required in accordance with California Government Code (CGC) Section 53652 and/or 53651(m).
- I. Non-Negotiable Certificates of Deposit issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a state-licensed branch of a foreign bank. Purchases of non-negotiable Certificates of Deposit may not exceed 15% of the City's surplus money which may be invested.
- J. Local Agency Investment Fund ("LAIF")
Investment shall be permitted in this pool which is organized and managed by the State Treasurer's Office for the benefit of local agencies, pursuant to California Government Code Section 16429.1. The City Council approved City participation in LAIF on 18 August 1986 in Resolution Number 20. Investment shall be limited to the maximum amount per legal entity that is permitted under state law.

REFERENCE MATERIALS

INVESTMENT POLICY (Continued)

13.0 PROHIBITED INVESTMENTS AND PRACTICES

Investment Officers shall not invest public monies in financial instruments that are not authorized under this Statement of Investment Policy.

Prohibited investments shall include, but shall not be limited to, equity securities, bond mutual funds, repurchase agreements, reverse repurchase agreements, and derivative contracts (forwards, futures, and options). The purchase of derivative securities shall be prohibited except for callable and for zero coupon Treasury ("STRIPS") securities.

Investment Officers shall not engage in securities lending, short selling, or other hedging strategies.

LAIF shall be exempt from the prohibitions on derivative contracts, derivative securities, repurchase agreements, reverse repurchase agreements, securities lending, short selling, and other hedging strategies.

14.0 DIVERSIFICATION

The City of Solana Beach will diversity its investments by security type and institution. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- A. Portfolio maturities shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- B. Maturities selected shall provide for stability of income and liquidity.
- C. Disbursement and payroll dates shall be covered through maturing investments, marketable U.S. Treasury bills, or other cash equivalent instruments.

15.0 MAXIMUM MATURITY

Investment Officers shall not invest in securities with maturities exceeding five years. The City Council, however, may approve longer maturities for the investment of bond reserve, bond escrow, and other funds if the maturities of such investments are expected to coincide with the expected use of the funds.

At least 50 percent of the City portfolio shall mature in three years or less; 30 percent in two years or less; and 20 percent in one year or less. The only exception to these maturity limits shall be the investment of the gross proceeds of tax-exempt bonds.

REFERENCE MATERIALS

INVESTMENT POLICY (Continued)

16.0 BOND PROCEEDS

The City Treasurer shall segregate the gross proceeds of tax-exempt bonds from the City general pool and shall keep them in a separate pool. They shall be invested pursuant to the instructions in the respective bond indentures of trust. If the bond indenture authorizes investments that conflict with this Investment Policy, then such investments shall be made only with the City Council's prior approval. All securities shall be held in third-party safekeeping with the bond trustee ("Trustee") and all DVP and RVP rules shall apply. The Trustee shall be represented on the Approved List (Attached).

Investment Officers shall use competitive offerings, whenever practical, for all investment transactions that involve the gross proceeds of tax-exempt bonds. The City shall obtain a minimum of three competitive offers. Any exceptions to this policy shall be documented and shall be reported to the City Council.

The City is required under the U.S. Tax Reform Act of 1986 to perform annual arbitrage calculations and to rebate excess earnings to the United States Treasury from the investment of the gross proceeds of tax-exempt bonds that were sold after the effective date of that law. The City Treasurer may contract with qualified outside financial consultants to provide the necessary technical expertise that is required to comply with this law.

17.0 PORTFOLIO BENCHMARK

The City's investment portfolios, for the most part, shall be passively managed with portfolio securities being held to maturity. On selected occasions, the City's portfolios may be actively managed for purposes of improving portfolio risk structure, liquidity, or yield in response to market conditions or to meet City requirements. Profit-taking may only be done if capital gains would: (1) exceed the return that would be realized by holding the security to maturity; and (2) more than offset any income reduction due to reinvestment rate risk.

The City shall use a one-year United States Treasury bill that is traded on the secondary market as a benchmark to measure whether or not the City's portfolio yields are matching or surpassing the market yield.

18.0 REPORTING

In accordance with CGC §53646(b)(1), the City Treasurer shall submit to each member of the City Council a quarterly investment report. The Treasurer may also submit monthly reports to the City Council for information purposes. The report shall include the type of investments, the issuers, maturity dates, par values, and the current market values of each component of the portfolio, including funds managed for City of Solana Beach by third party contracted managers. The report will also include the source of the portfolio valuation. As specified in CGC §53646(e), if all funds are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and (2) the City of Solana Beach will meet its expenditure obligations for the next six months is required by CGC §53646(b)(2) and (3) respectively. The City Treasurer shall maintain a complete and timely record of all investment transactions.

REFERENCE MATERIALS

INVESTMENT POLICY (Continued)

19.0 INVESTMENT POLICY REVIEW AND ADOPTION

The City Treasurer shall submit an Investment Policy to the City Council annually for their review and adoption by resolution.

THE CITY OF SOLANA BEACH APPROVED LIST

The City of Solana Beach has authorized the following security broker-dealers, public depositories, and other financial institutions to provide financial services to the City.

UNITED STATES GOVERNMENT

1. **Federal Reserve Bank**

PRIMARY DEALERS

- 1.
- 2.
- 3.
- 4.
- 5.

REGIONAL BROKERS

- 1.
- 2.
- 3.

PUBLIC DEPOSITORIES

1. **Union Bank of California**
- 2.
- 3.
- 4.
- 5.
- 6.

CUSTODIAN

- 1.

TRUSTEE

1. **Wells Fargo Bank**
2. **Union Bank**

REFERENCE MATERIALS

INVESTMENT GLOSSARY

ACCRUED INTEREST

Interest accumulated on a security since the issue date or the last coupon payment. The buyer of the security pays the market price plus accrued interest.

AGENCIES

Agencies of the federal government. Federal agency and instrumentality securities.

ASKED

The price at which securities are offered.

BANKERS'S ACCEPTANCE ("BA")

A draft, bill, or exchange accepted by a bank or a trust company. Both the issuer and the accepting institution guarantee payment of the bill.

BASIS POINT

One basis point is one hundredth of one percent.

BID

The price offered by a buyer of securities (when you are selling securities, you ask for a bid). See "Offer".

BOOK VALUE

The value at which a debt security is shown on the holders' balance sheet. Book value is acquisition cost less amortization of premium or accretion of discount.

BROKER

A broker brings buyers and sellers together so that he can earn a commission.

CERTIFICATE OF DEPOSIT ("CD")

A time deposit with a specific maturity, as evidenced by a certificate. Large-denomination CDs are typically negotiable.

COLLATERAL

Securities, evidence of deposit, or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMMERCIAL PAPER

An unsecured short-term promissory note issued by corporations, with maturities ranging from 2 to 270 days.

COMPREHENSIVE ANNUAL FINANCIAL REPORT ("CAFR")

The official annual report for the City of Solana Beach. It includes five combined statements for each individual fund and account group, that are prepared in conformity with GAAP. It also includes supporting schedules that are necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed statistical section.

COUPON. (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond, that evidences interest due on a payment date.

REFERENCE MATERIALS

INVESTMENT GLOSSARY (Continued)

CURRENT MATURITY

Amount of time left to maturity of an obligation. (For example, a one-year bill issued nine months ago has a current maturity of three months.)

DEALER

A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DEBENTURE

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

DELIVERY VERSUS PAYMENT

There are two methods of delivery of securities: (1) delivery versus payment (DVP); and (2) delivery versus receipt (DVR). DVP is delivery of securities with an exchange of money for the securities. DVR is delivery of securities with an exchange of a signed receipt for the securities.

DERIVATIVES

(1) Financial instruments that are linked to, or derived from, the movement of one or more underlying indexes or securities, and may include a leveraging factor; or (2) financial contracts based upon a notional amount whose value is derived from an underlying index or security (e.g., interest rates, foreign exchange rates, equities, or commodities).

DISCOUNT

The difference between the acquisition cost of a security and its value at maturity, when quoted at lower than face value. A security that sells below original offering price shortly after sale, is also considered to be at a discount.

DISCOUNT SECURITIES

Non-interest bearing money market instruments that are issued a discount and that are redeemed at maturity for full face value (e.g., U.S. Treasury Bills).

DIVERSIFICATION

Dividing investment funds among a variety of securities that offer independent returns.

FACE VALUE

The principal amount owed on a debt instrument. It is the amount on which interest is computed and represents the amount that the issuer promises to pay at maturity.

FEDERAL CREDIT AGENCIES

Agencies of the Federal Government that were established to supply credit to various classes of institutions and individuals (e.g., S&Ls, small business firms, students, farmers, farm cooperatives, and exporters)

FEDERAL DEPOSIT INSURANCE CORPORATION ("FDIC")

A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

REFERENCE MATERIALS

INVESTMENT GLOSSARY (Continued)

FEDERAL FUNDS RATE

The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (“FHLB”)

Government-sponsored wholesale banks (currently 12 regional banks) that lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions, and insurance companies. The mission of the FHLBs is to liquefy the housing-related assets of its members, who must purchase stock in their District Bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (“FNMA”)

FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (“FOMC”)

The FOMC consists of seven members of the Federal Reserve Board and five of the 12 Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of government securities in the open market, as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM

The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, D.C., 12 regional banks, and about 5,700 commercial banks that are members of the system.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (“GNMA” or “Ginnie Mae”)

Securities that influence the volume of bank credit which is guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. A security holder is protected by the full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA, or FMHM mortgages. The term “passthroughs” is often used to describe Ginnie Maes.

LIQUIDITY

A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow, and reasonable size can be done at those quotes.

LOCAL AGENCY INVESTMENT FUND (“LAIF”)

Monies from local governmental units may be remitted to the California State Treasurer for deposit in this special fund for the purpose of investment.

REFERENCE MATERIALS

INVESTMENT GLOSSARY (Continued)

MARKET VALUE

The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT

A written contract covering all future transactions between the parties to repurchase-reverse repurchase agreements, that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer (lender) to liquidate the underlying securities in the event of default by the seller (borrower).

MATURITY

The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET

The market in which short-term debt instruments (e.g., bills, commercial paper, banker's acceptances) are issued and traded.

OFFER

The price asked by a seller of securities (when you are buying securities, you ask for an offer). See "Asked" and "Bid".

OPEN MARKET OPERATIONS

Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank, as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PAR VALUE

The amount of principal that must be paid at maturity. Also referred to as the face amount of a bond.

PORTFOLIO

A collection of securities held by an investor.

PRIMARY DEALER

A group of government securities dealers that submit daily reports of market activity and positions, and monthly financial statements to the Federal Reserve Bank of New York, and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) -- registered securities broker-dealers, banks, and a few unregulated firms.

PRINCIPAL

The face value or par value of a debt instrument, or the amount of capital invested in a given security.

PRUDENT INVESTOR RULE

An investment standard. A fiduciary, such as a trustee, may invest in a security if it is one that would be bought by a prudent investor acting in like capacity, who is seeking reasonable income and preservation of capital.

REFERENCE MATERIALS

INVESTMENT GLOSSARY (Continued)

QUALIFIED PUBLIC DEPOSITORIES

A financial institution that: (1) does not claim exemption from the payment of any sales, compensating use, or ad valorem taxes under the laws of this state; (2) has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability; and (3) has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN

The yield obtainable on a security based on its purchase price or its current market price.

RATING

The designation used by investor services to rate the quality of a security's creditworthiness.

REPURCHASE AGREEMENT ("RP" OR "REPO")

A holder of securities sells them to an investor with an agreement to repurchase the securities at a fixed price on a fixed date. The security "buyer", in effect, lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: when the Fed is said to be doing RP, it is lending money (increasing bank reserves).

SAFEKEEPING

A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET

A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES AND EXCHANGE COMMISSION (SEC)

An agency created by Congress to administer securities legislation for the purpose of protecting investors in securities transactions.

SEC RULE 15c3-1

See "Uniform Net Capital Rule".

STRUCTURED NOTES

Notes issued by instrumentalities (e.g., FHLB, FNMA, SLMA) and by corporations, that have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) in their debt structure. The market performance of structured notes is affected by fluctuating interest rates; the volatility of imbedded options; and shifts in the yield curve.

TREASURY BILLS

A non-interest bearing discount security that is issued by the U.S. Treasury to finance the national debt. Most T-bills are issued to mature in three months, six months, or one year.

TREASURY BONDS

Long-term, coupon-bearing U.S. Treasury securities that are issued as direct obligations of the U.S. Government, and having initial maturities of more than 10 years.

REFERENCE MATERIALS

INVESTMENT GLOSSARY (Continued)

TREASURY NOTES

Medium-term, coupon-bearing U.S. Treasury securities that are issued as direct obligations of the U.S. Government, and having initial maturities of two to 10 years.

UNDERWRITER

A dealer who purchases a new issue of municipal securities for resale.

UNIFORM NET CAPITAL RULE

SEC requirement that member firms, as well as nonmember broker-dealers in securities, maintain a maximum ratio of indebtedness-to-liquid capital of 15 to 1. Also called net capital rule and net capital ratio. Indebtedness covers all money that is owed to a firm, including margin loans and commitments to purchase securities (one reason that new public issues are spread among members of underwriting syndicates). Liquid capital includes cash and assets easily converted into cash.

YIELD

The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

YIELD CURVE

A graphic representation that shows the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity.

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