



# **CITY OF SOLANA BEACH**

## **ADOPTED BUDGET FY 2019-20 AND FY 2020-21**



# TABLE OF CONTENTS

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## Preface

THE BUDGET DOCUMENT.....	i
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## Section A

Introduction

Summary of Key Revenue Assumptions.....	A-31
---	------

## Section B

### BUDGET SUMMARIES

#### **Summaries:**

FY 2018-19, 2019-20, and 2020-21 Budget – Fund Balance .....	B-2
Revenue Summary by Fund .....	B-8
Revenues by Major Categories and Sources .....	B-9
Expenditure Summary by Fund.....	B-14
Expenditures & Other Financing Uses .....	B-15
All Funds Fiscal Year 2019-20 and 2020-21 .....	B-18

#### **Schedules:**

Interfund Transfers .....	B-22
General Fund Operating Expenditures by Object Code .....	B-24
Insurance and Asset Replacement Funds .....	B-25
Municipal Improvement Districts .....	B-26
Capital Improvement Projects (CIP).....	B-27
Special Revenue Funds .....	B-28
Debt Service Funds (non-SA) .....	B-30

#### **Graphs:**

Schedule III-Debt Service-All Funds .....	B-31
Departmental Charges for Risk Management and Etc.....	B-32
Budget Schedule IVA.....	B-34
Schedule V-Authorized and Funded Positions.....	B-36
Authorized Positions by Function.....	B-37

## Section C

### OPERATING DEPARTMENTS

Function Activity Overview - General Government.....	C-1
City Council.....	C-4
City Clerk .....	C-6
City Manager .....	C-10
City Attorney .....	C-14
Finance.....	C-17
Support Services.....	C-20
Human Resources .....	C-22

**TABLE OF CONTENTS (continued)**

---

Information/Communication Systems ..... C-24  
    Risk Management – Insurance ..... C-26  
    Worker’s Compensation Insurance ..... C-28

Asset Replacement ..... C-30  
    PERS Side Fund..... C-32  
    Real Property Acquisition..... C-34  
    Other Post-Employment Benefits (OPEB)..... C-36

Function Activity Overview - Community Development ..... C-39  
    Community Development..... C-42  
    Building Services ..... C-44  
    Coastal Business/Visitors..... C-46

Function Activity Overview - Public Safety ..... C-49  
    Law Enforcement..... C-50  
    Fire ..... C-53  
    Animal Control ..... C-56  
    Code & Parking Enforcement..... C-58  
    Emergency Preparedness..... C-63  
    Marine Safety ..... C-67  
    Shoreline Management..... C-70  
    Fire Mitigation Fees ..... C-72  
    COPS..... C-74  
    Junior Lifeguards (Camp Programs)..... C-77

Function Activity Overview - Public Works ..... C-81  
    Engineering..... C-84  
    Environmental Services ..... C-86  
    Street Maintenance..... C-88  
    Traffic Safety ..... C-90  
    Street Sweeping..... C-92  
    Park Maintenance..... C-94  
    Public Facilities Maintenance ..... C-96

Function Activity Overview - Community Services ..... C-99  
    Community Services..... C-102  
    Recreation ..... C-104  
    Recreation (Camp Programs)..... C-106

Function Activity Overview - Special Districts..... C-109  
    Highway 101 Landscaping MID 33..... C-112  
    Santa Fe Hills MID 9C..... C-114

---



**TABLE OF CONTENTS (continued)**

---

Isla Verde MID 9E..... C-116  
San Elijo Hills #2C MID 9H ..... C-118  
Coastal Rail Trail Maint District ..... C-120  
Street Lighting ..... C-122

Function Activity Overview – Enterprises ..... C-125  
    Sanitation ..... C-128  
    Solana Energy Alliance ..... C-130  
    Successor Agency ..... C-132

**Section D**  
**CAPITAL IMPROVEMENT PROGRAM (CIP)**

(To be submitted at time of budget adoption) ..... D-1  
Comprehensive Project List ..... D-6  
Comprehensive Project List by Funding Source ..... D-7

**Capital Project Details**

General Plan Update..... CIP-01  
Shoreline Management/Local Coastal Plan (LCP)..... CIP-02  
Slope Paving Removal-Tide Park..... CIP-03  
Sand Replenishment Project (Local Share)..... CIP-04  
Miscellaneous Traffic Calming Project..... CIP-05  
Fletcher Cove Tot Lot Repairs ..... CIP-06  
Fletcher Cove Community Center Repairs..... CIP-07  
City Hall Deferred Maintenance ..... CIP-08  
Lomas Santa Fe Drive Corridor ..... CIP-09  
Fletcher Cover Access Ramp ..... CIP-10  
Marine Safety Building..... CIP-11  
ADA Transition Plan Projects..... CIP-12  
Annual Pavement Management Program ..... CIP-13  
Sanitary Sewer Pipeline Rehabilitation ..... CIP-14  
Storm Drain Improvements-Major ..... CIP-15  
Fire Station Deferred Maintenance ..... CIP-16  
La Colonia Master Plan Updat..... CIP-17  
LCC Tot Lot Project ..... CIP-18  
Traffic Signal Master Plan..... CIP-19  
Santa Helena Neighborhood Trail..... CIP-20  
Storm Drain Master Plan..... CIP-21  
General Plan Update- Housing Plan..... CIP-22  
City Hall Elevator Upgrade..... CIP-23

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**TABLE OF CONTENTS (continued)**

---

Fire Station Generator.....CIP-24

**Section F  
REFERENCE MATERIALS**

Glossary.....F-1  
Expenditure Accounts – Definitions.....F-7  
Organization of City’s Funds.....F-11  
Description of Operating Funds .....F-13  
Designation Reserves.....F-17  
Financial Policies.....F-18  
Investment Policy.....F-26  
Investment Glossary.....F-44



## SUMMARY OF KEY REVENUE ASSUMPTIONS

As part of the Fiscal Year (FY) 2018/19 mid-year budget review process, the revenue assumptions included in the revenue forecasts were re-examined based on actual receipts for FY 2017/2018 and emerging trends at the mid-point of the fiscal year. The revenue projections for FY 2019/20 and FY 2020/21 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 2019/20 and 2020/21 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 2019/20 and 2020/21 budgets. These six revenue sources account for 82% of total budgeted General Fund revenues.

#### **General assumptions**

The revenue projections generally assume that the real estate market remains dynamic as sales and home values continue their upward trend as compared to the last two fiscal years. The City's revenues from development activities saw a significant increase beginning in FY 2013/14 and the increased revenues have remained at these increased levels on a consistent basis through FY 2018/19 and are expected to remain stable into FY 2019/20.

The percent changes in each of the revenue categories is a comparison of the FY 2019/20 adopted revenue amounts as compared to the FY 2018/19 projected revenue forecast and of the FY 2020/21 proposed revenue amounts as compared to the FY 2019/20 proposed revenue amounts.

#### 1. PROPERTY TAX

Under Proposition 13 adopted in June of 1978, property taxes for general purposes may not exceed 1% of market value. San Diego County performs the property tax assessment, collection and apportionment. Assessment increases to reflect current market values are allowed when property ownership changes or when improvements are made. Otherwise, the maximum increase in assessed value is 2% annually. The City's allocation is approximately 16 cents for every dollar of the 1% tax levy. Based on indications that the housing market continues to rebound, the City's fiscal-year estimates indicate an increase in property assessments and revenue collections by the County. As compared to the FY 2018/19 projections, an increase of 3.8% for Property Taxes – Current is anticipated for FY 2019/20 and an increase of 4.0% is anticipated for FY 2020/21. Property Taxes – Delinquent will be budgeted at \$25,000 for FY 2019/20 and \$25,000 for FY 2020/21.

2019/20 revenue	\$8,257,200
Increases by	3.8%
2020/21 revenue	\$8,586,500
Increases by	4.0%
% of total revenue	43%

#### 2. SALES TAX

The City receives 1% from all taxable retail sales occurring within its boundaries. The State of California collects the sales tax for the City. The San Diego County sales tax rate of 7.75% is distributed as follows: 5.00% for the State General Fund; 1.0% for the City General Fund; 0.75% for the County of San Diego for transportation purposes; 0.50% for State programs, and 0.50% to fund Proposition 172.

## SUMMARY OF KEY REVENUE ASSUMPTIONS (Continued)

Revenue was budgeted at \$3,231,100 for FY 2018/19, and expected revenues for the fiscal year are anticipated to be approximately \$108,500 more than the amount budgeted due to one-time revenues. As compared to the FY 2018/19 adopted budget, sales tax is projected to increase an additional 0.9% or by \$28,100 for FY 2019/20 to \$3,259,200 for FY 2019/20. For FY 2020/21, sales tax revenue is expected to increase another 1.5% or by \$49,500 to \$3,308,700.

2019/20 revenue	\$3,259,200
Increases by 0.9%	
2020/21 revenue	\$3,308,700
Increases by 1.5%	
% of total revenue	17%

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

Vehicle license fees in the amount of 2% of the market value of the motor vehicle are imposed by the State annually in lieu of local property taxes. The State allocates 81.25% of these revenues equally between cities and counties, apportioned based on population. Any increase in this revenue source is tied to the increase in the City's property tax calculations. Staff is anticipating that the VLF account for FY 2019/20 will increase 4.0% as compared to year-end estimates which will produce \$1,715,500 of revenue and for FY 2020/21 will increase 3.0% to \$1,784,100.

2019/20 revenue	\$1,715,500
Increases by 4.0%	
2020/21 revenue	\$1,784,100
Increases by 4.0%	
% of total revenue	9%

### 4. TRANSIENT OCCUPANCY TAX (TOT)

TOT is levied on visitors and tourists for the privilege of occupying lodgings on a temporary basis. The tax rate is currently 13% which is added to the price of a room of which 10% is General Fund. The hotels collect the tax and transmit it to the City monthly. The budget anticipates the collection of \$1,350,000 for FY 2019/20 which is a decrease of 2.1% over the FY 2020/21 Adopted Budget. Based on historical trends, TOT is budgeted at a 5% increase for FY 2019/20 at \$1,420,000 and remains at the same level for FY 2020/21.

2019/20 revenue	\$1,420,000
Increases by 5.0%	
2020/21 revenue	\$1,420,000
No increase	
% of total revenue	7%

### 5. FRANCHISE FEES

This revenue source comprises gas & electric, waste, and cable franchise contracts and including other fees that are included as part of the contracts. The budget anticipates total franchise fees of \$818,000 for both FY 2019/20 and FY 2020/21. This is based upon the current year's projected receipts and anticipates no increase in the revenue stream over the projected FY 2018/19 revenue.

2019/20 revenue	\$818,000
No increase	
2020/21 revenue	\$818,000
No increase	
% of total revenue	4%

### 6. FIRE BENEFIT FEE

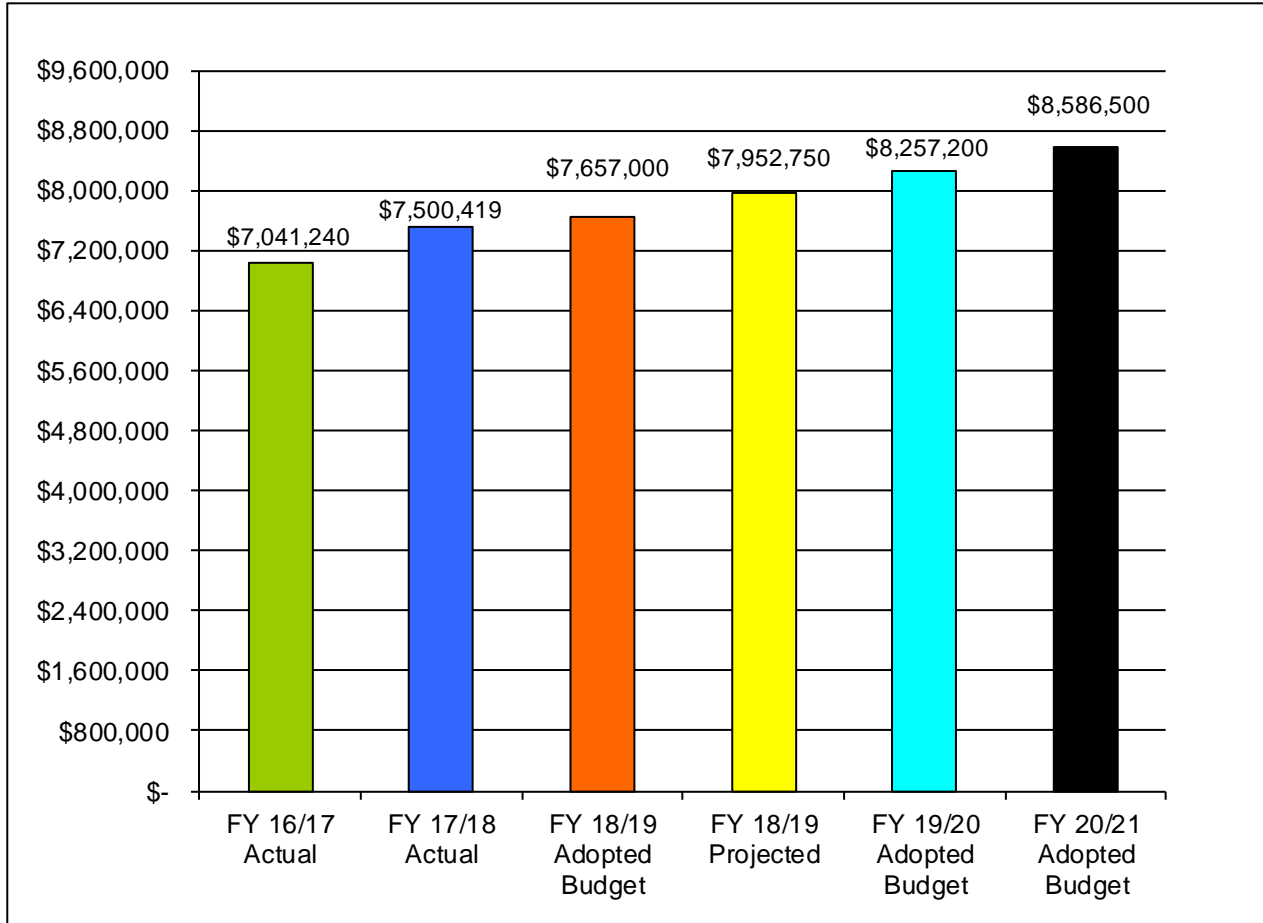
This revenue source is expected to remain flat for both FY 2019/20 and 2020/21. The fee is collected from all properties in the City to assist in providing fire prevention services.

2019/20 revenue	\$440,000
No Increase	
2020/21 revenue	\$440,000
No increase	
% of total revenue	2%

# REVENUES

## PROPERTY TAX

### 2016-17 THROUGH 2020-21



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

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

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

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

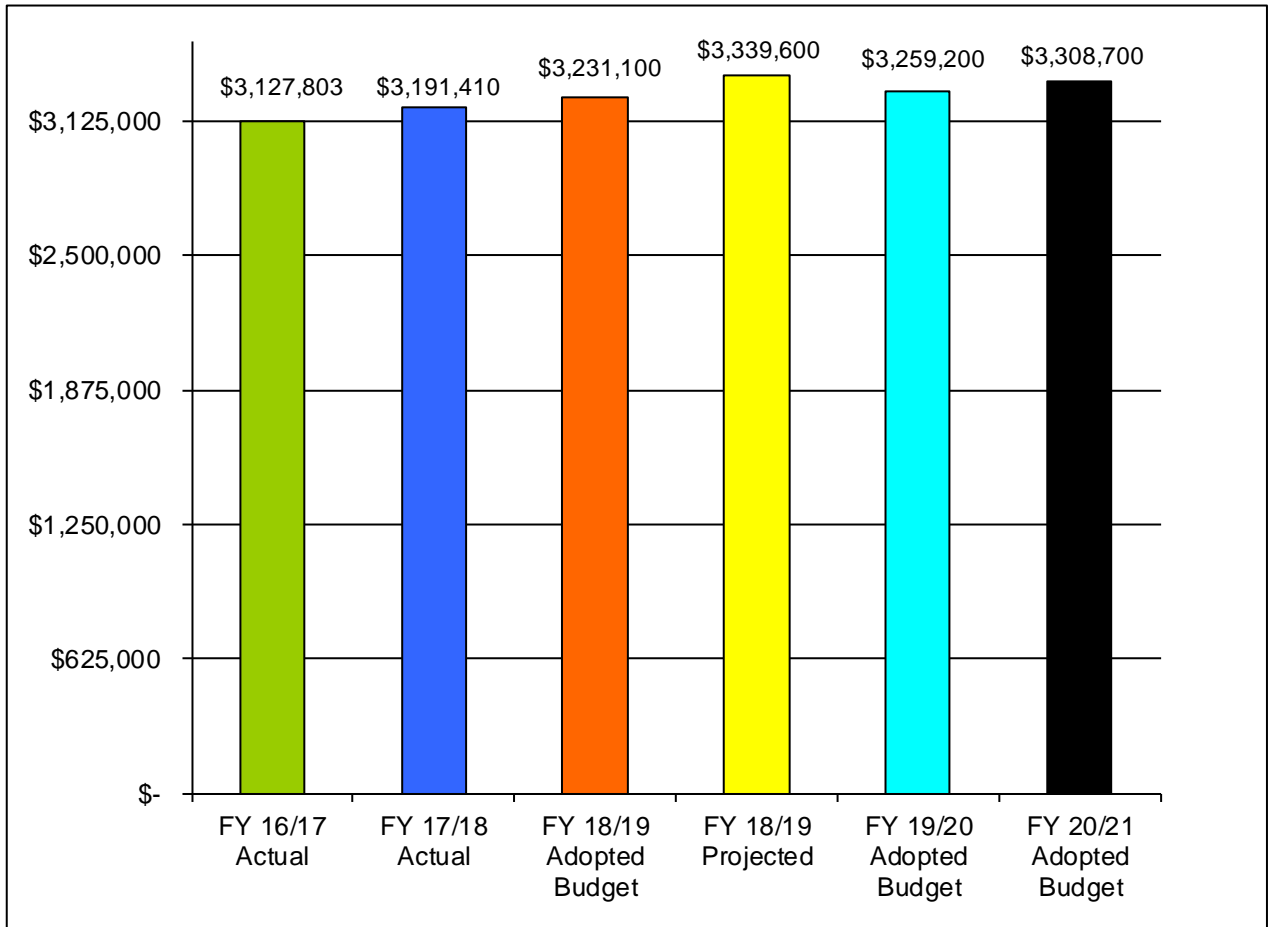
Cities, counties, school districts and special districts share the revenues from the 1% property tax. The county allocates revenues to these agencies according to the proportion of property tax revenues allocated to each agency in the previous year.

Revenue estimates were based on historical trends and estimates obtained from the Tax Assessor's Office of the County of San Diego. Property Taxes are estimated to be \$8,257,200 in FY 2019/20 and \$8,586,500 in FY 2020/21, which represent 43% of the total General Fund revenues.

# REVENUES

## SALES TAX

### 2016-17 THROUGH 2020-21



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.

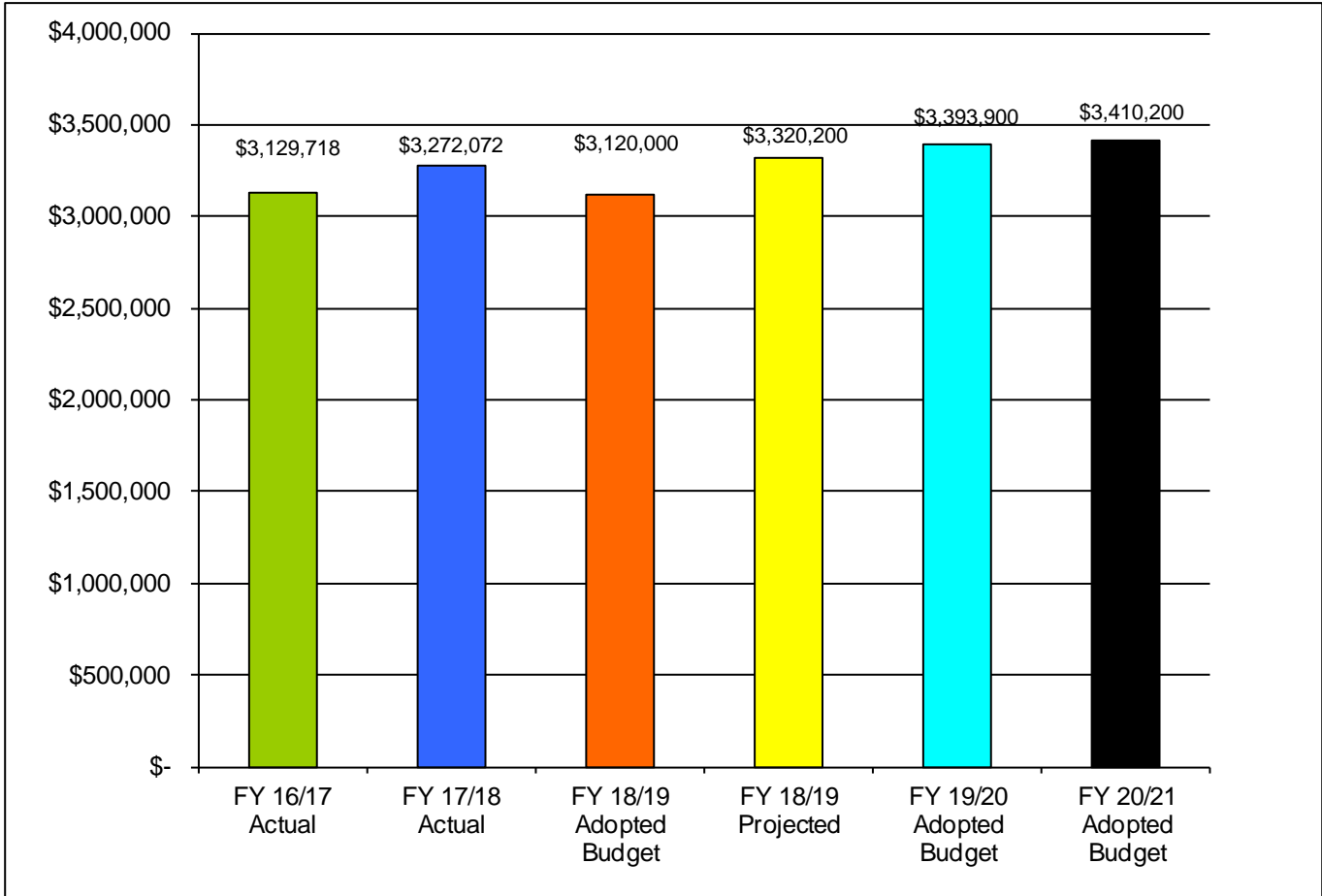
As a part of their general business license tax authority, California cities have long had authority to levy and collect local sales taxes. In 1955, the Bradley-Burns Uniform Local Sales and Use Tax Law was adopted. This extended the authority to impose local sales taxes to counties and permitted cities 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 17% of the total General Fund revenue, the second largest revenue source for the City of Solana Beach. Sales tax continues to be a vital part of the City's revenue stream. The total sales tax revenue projected is \$3,259,200 for FY 2019/20 and \$3,308,700 for FY 2020/21.

# REVENUES

## OTHER TAXES AND FEES 2016-17 THROUGH 2020-21



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

**FRANCHISE FEES:** Several statutes provide cities with authority to impose fees on privately owned utility companies and other businesses for the privilege of using city streets. The City levies franchise fees on gas, electricity, refuse, and cable television companies. These include Waste Management, EDCO, SDG&E, Southern California Gas, Cox Cable, Spectrum Cable and AT&T. Telephone companies and railroads are exempt from local franchising authority. Revenue estimates for 2019/20 and 2020/21 are based on historical trends, negotiated agreements, and previous year's receipts. The budget anticipates collections of

\$818,000 for FY 2019/20 and 2020/21 Revenues from this source represent approximately 4% of the Total General Fund revenue.

**TRANSIENT OCCUPANCY TAXES:** This tax is levied for the privilege of occupying lodgings on a transient basis. Better known as TOT, the tax rate is 13% and added to the price of the room. The General Fund receives a rate of 10% of the 13%. The other 3% goes to the Coastal Business/Visitors and Sand Replenishment CIP funds. TOT revenues for the General Fund are estimated to be \$1,420,000 for FY 2019/20 and 2020/21 and represent 7% of the total General Fund revenue.

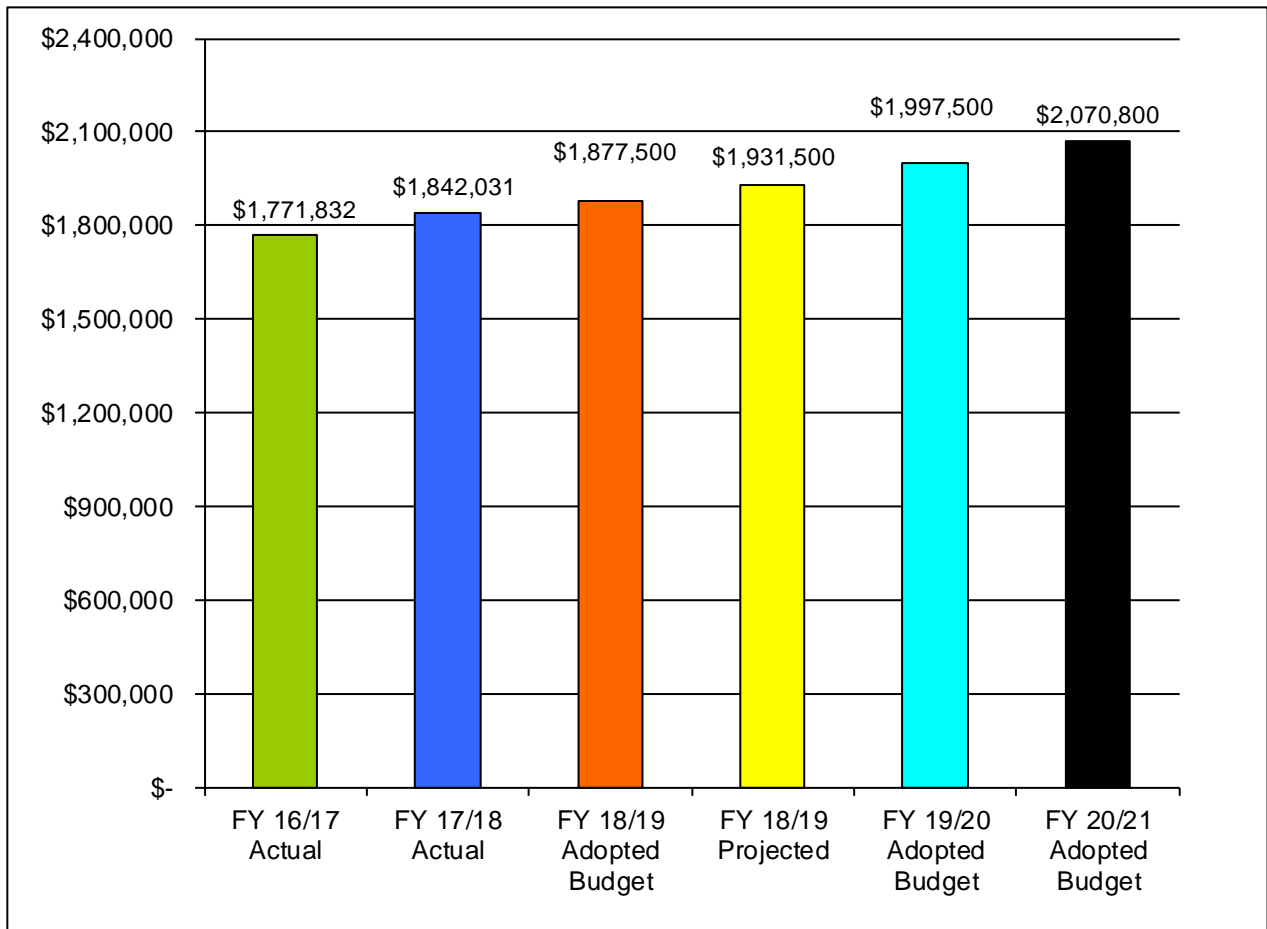
**REAL PROPERTY TRANSFER TAX:** Real property transfer tax is levied on property when it is sold. This tax is set at \$1.10 per \$1000 of valuation with the City receiving 50% or \$.55 per \$100 and the County of San Diego receiving the other \$.55.

**SOLID WASTE FEE:** The budget includes \$262,000 to offset the costs associated with the State mandated stormwater program.



## REVENUES

### INTERGOVERNMENTAL REVENUE 2016-17 THROUGH 2020-21



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

**MOTOR VEHICLE IN-LIEU FEES:** At one time, motor vehicles were taxed as personal property. However, because local administration of this tax on vehicles proved inequitable and easy to evade, the state repealed the local property tax on vehicles and enacted a state vehicle license fee in lieu of the property tax. The fee is imposed for the privilege of operating a vehicle on the public highways. The fee is set at 2% of the depreciated market value of all motor vehicles and must be paid annually. Based on the population estimate of 13,783 (per the State Department of Finance) and data from the State Controller's Office, the City expects to receive \$1,715,500 from this revenue source in FY 2019/20 and \$1,784,100 in

FY 2020/21.

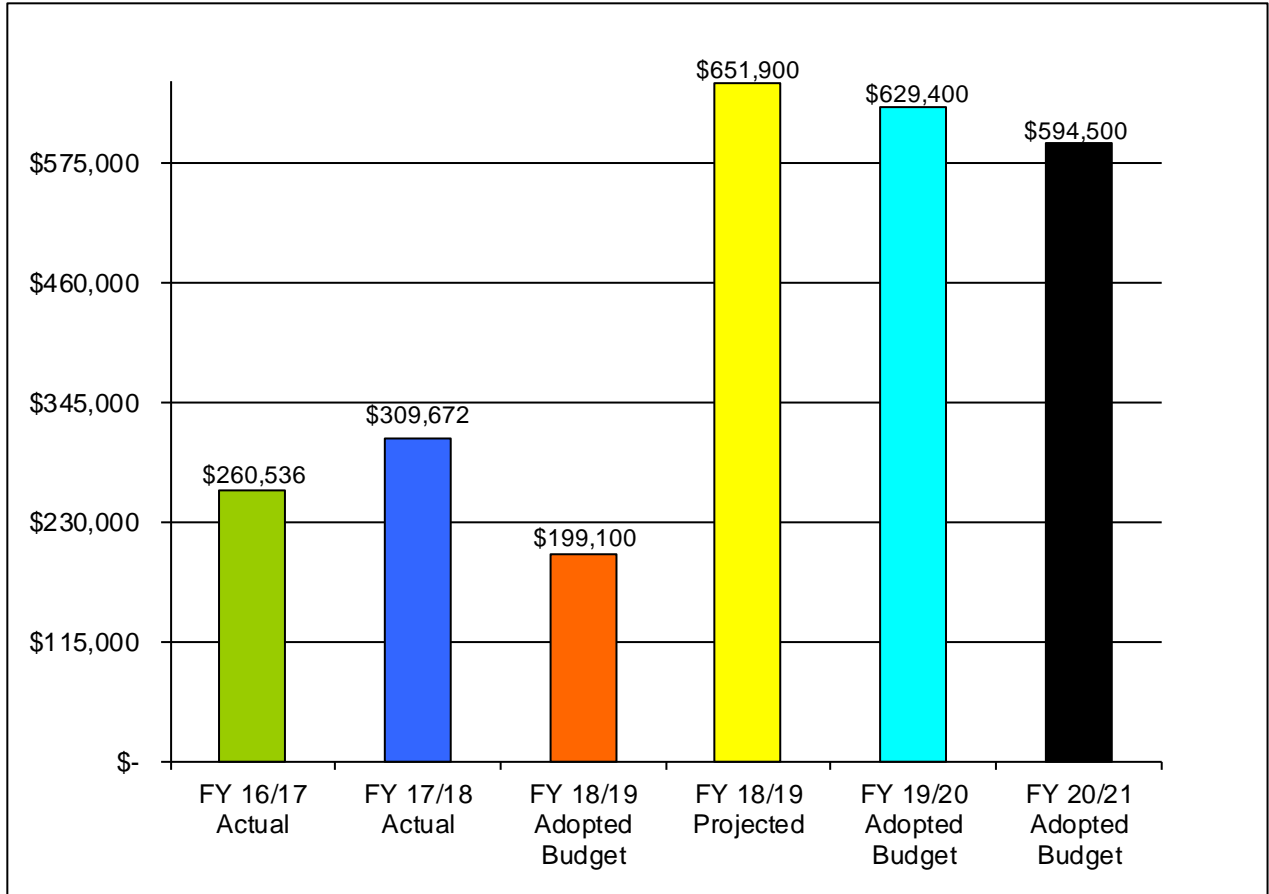
**OTHER STATE & FEDERAL REVENUES:** This category includes revenue received from the State Homeowners Exemption. Every homeowner in California is entitled to an exemption of \$7,000 per year for the residence they own and occupy on January 1 of every year. The City receives a portion of the fee that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

**OFF-TRACK BETTING:** These funds are derived from satellite wagering at the Del Mar Race Track. The City of Solana Beach, along with the City of Del Mar and the County of San Diego, receives a percentage of the handle from the racetrack to help mitigate impacts caused by activities at the fairgrounds. This source is expected to generate about \$25,000 in FY 2019/20 and 2020/21 for the City.

# REVENUES

## OTHER REVENUE

### 2016-17 THROUGH 2020-21



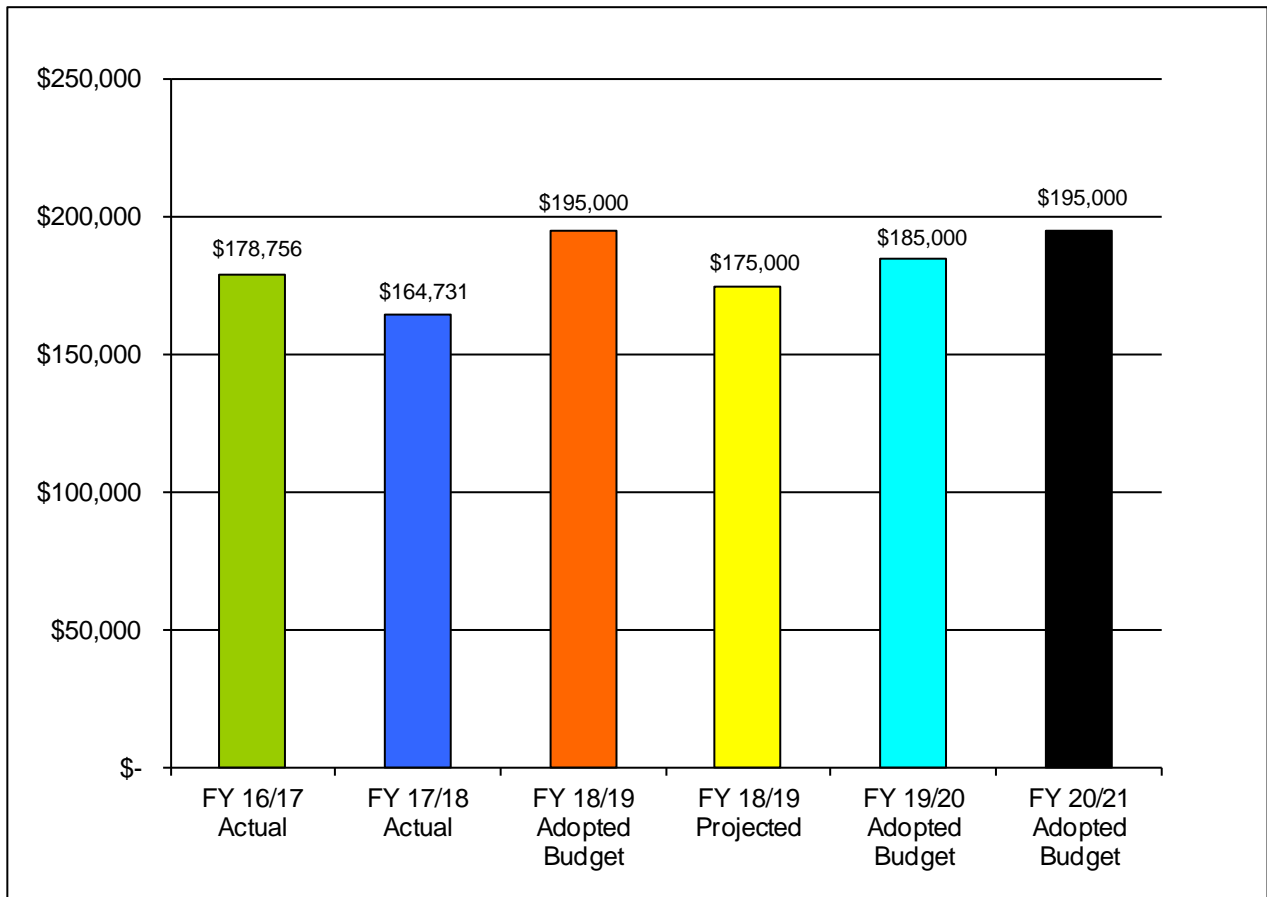
The "Other Revenue" category includes refunds, reimbursements, and miscellaneous revenues received in the ordinary course of business. Amounts budgeted were \$152,400 in FY 2019/20 and \$108,500 in FY 2020/21

Lighting etc.) for the administrative services provided by City service departments (City Council, City Manager, City Clerk, Legal, Finance, Human Resources, and Non-Departmental). Amounts budgeted were \$462,000 in FY 2019/20 and \$471,000 in FY 2020/21

This category also includes funds received from other funds (i.e. Sanitation, Street

# REVENUES

## USE OF MONEY AND PROPERTY 2016-17 THROUGH 2020-21



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

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

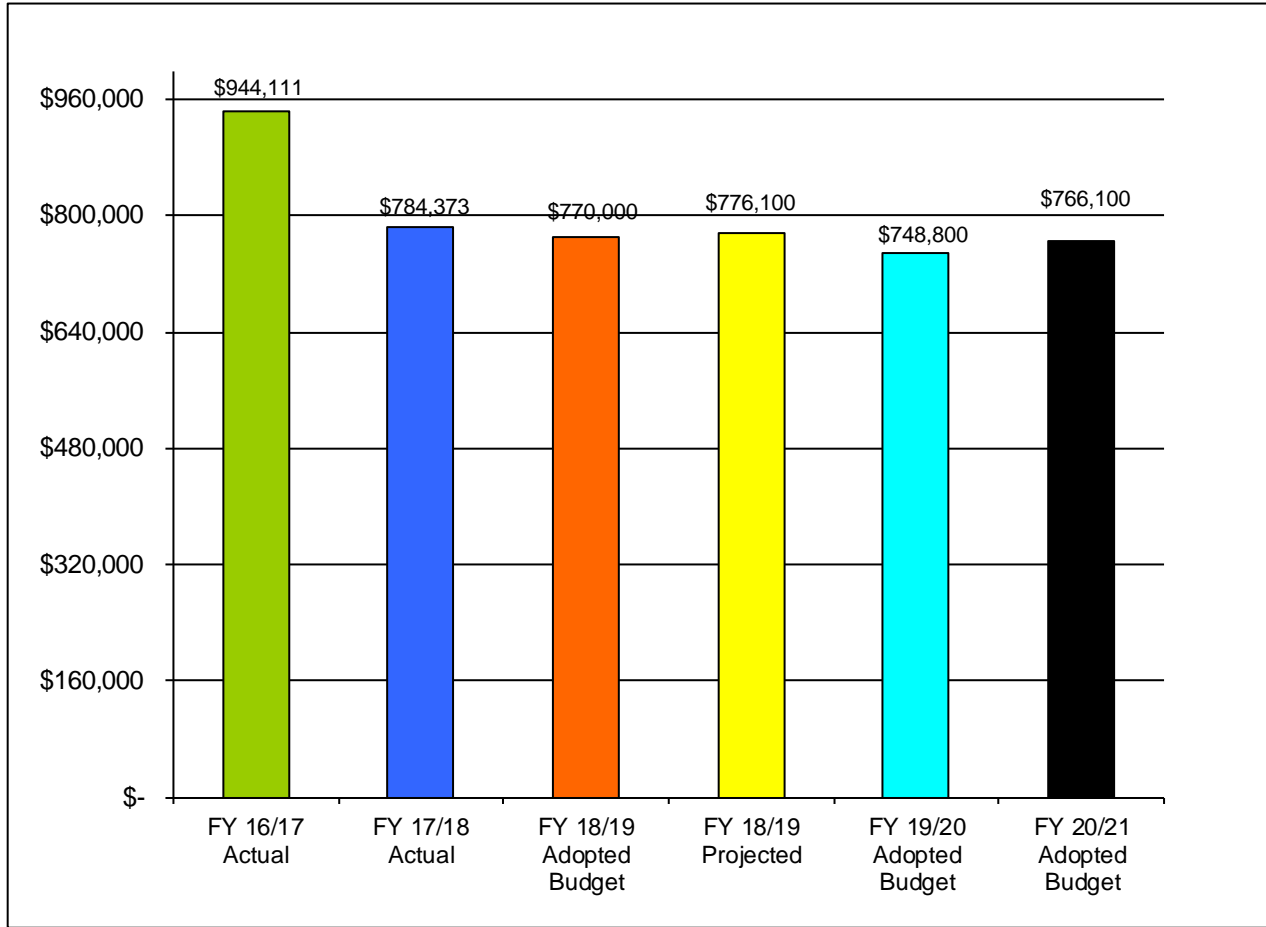
Interest income is expected to increase due to investment of the majority of the City's excess funds with Chandler Asset Management. The General Fund expects to receive \$95,000 from interest earnings in FY 2019/20 and \$105,000 in FY 2020/21.

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

# REVENUES

## SERVICE CHARGES

### 2016-17 THROUGH 2020-21



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

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

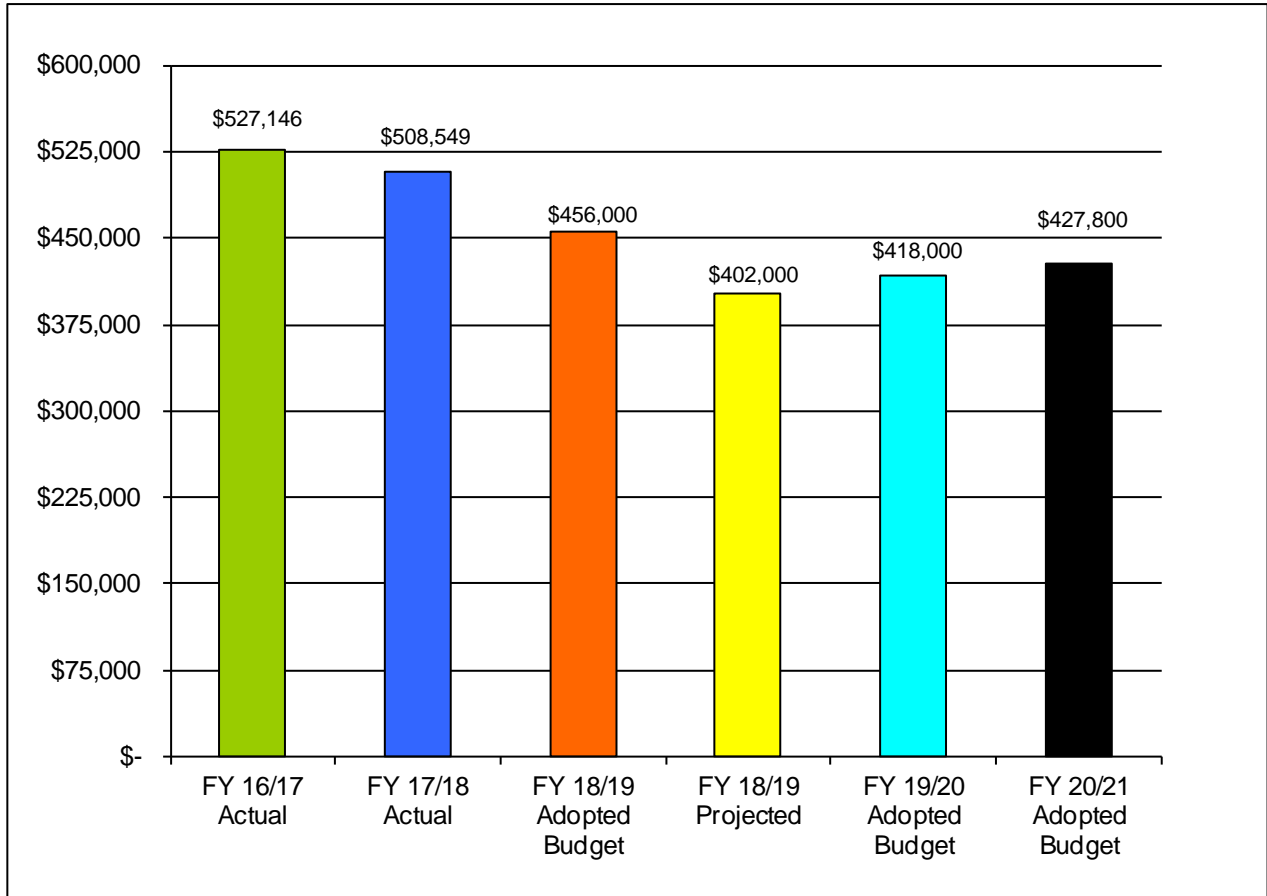
Service charges, on the other hand, are imposed to support services to individuals.

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

The General Fund expects to receive \$748,800 in revenue from service charges in FY 2019/20 and \$766,100 in FY 2020/21.

# REVENUES

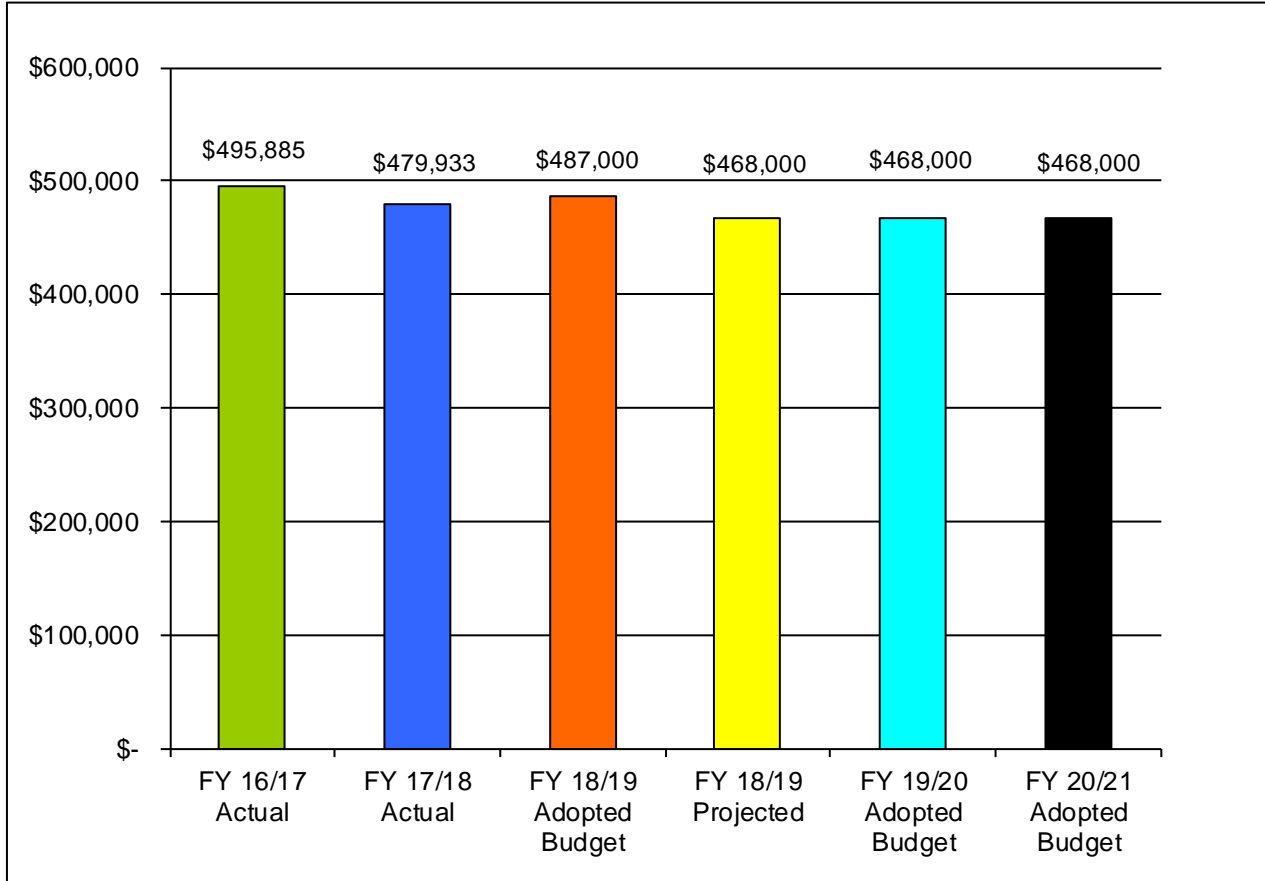
## LICENSES AND PERMITS 2016-17 THROUGH 2020-21



**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 \$418,000 in license and permit fees in FY 2019/20 and \$427,800 in FY 2020/21.

**REVENUES**  
**FINES AND PENALTIES**  
**2016-17 THROUGH 2020-21**



**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 \$135,000 in FY 2019/20 and 2020/21.

**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 \$136,000 in revenue for FY 2019/20 and 2020/21.

**RED LIGHT CITATIONS:** The City installed red light cameras at two busy intersections in an effort to reduce the running of red lights. Each violation carries a \$490 fine and the City anticipates grossing \$190,000 in FY 2019/20 and 2020/21. The City pays a flat monthly fee to a third party vendor who administers the citation program.

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



## CITY OF SOLANA BEACH FUND BALANCES

		PROJECTED 2018-2019 FISCAL YEAR BALANCES				
FUND #	FUND NAME	07/01/18 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	NET CHANGE	PROJ 06/30/19 FUND BALANCE
<b>GENERAL FUND (Major Fund)</b>						
<b>RESERVES</b>						
	Public Facilities	402,318	55,000	-	55,000	457,318
	Park Fees	36,903	1,200	-	1,200	38,103
	Community Television Production	83,281	55,000	54,500	500	83,781
	Street Sweeping	137,601	51,100	59,300	(8,200)	129,401
	In-Lieu Housing Fees	100,786	-	-	-	100,786
	Parks & Recreation	26,699	-	-	-	26,699
	Public Arts	31,056	-	4,500	(4,500)	26,556
	<b>TOTAL RESERVES</b>	<b>818,644</b>	<b>162,300</b>	<b>118,300</b>	<b>44,000</b>	<b>862,644</b>
<b>DESIGNATIONS</b>						
	Contingencies (17% of operating exp)	2,835,660	255,673	255,673	-	2,835,660
	Housing	1,499,500	-	-	-	1,499,500
	<b>TOTAL DESIGNATIONS</b>	<b>4,335,160</b>	<b>255,673</b>	<b>255,673</b>	<b>-</b>	<b>4,335,160</b>
	<b>TOTAL UNDESIGNATED</b>	<b>4,622,655</b>	<b>18,599,077</b>	<b>17,924,140</b>	<b>674,937</b>	<b>5,297,592</b>
<b>001</b>	<b>SUBTOTAL GENERAL FUND</b>	<b>9,776,459</b>	<b>19,017,050</b>	<b>18,298,113</b>	<b>718,937</b>	<b>10,495,396</b>
120	Risk Management Insurance	820,198	263,171	319,270	(56,099)	764,099
125	Workers' Compensation Insurance	642,947	305,047	432,601	(127,554)	515,393
135	Asset Replacement	2,076,745	428,400	416,995	11,405	2,088,150
140	Facilities Replacement	508,715	154,000	20,500	133,500	642,215
152	Real Property Acquisition	-	-	2,800,000	(2,800,000)	(2,800,000)
160	Other Post Employment Benefits	96,417	-	96,417	(96,417)	-
165	Pension Stabilization	1,653,035	37,000	4,000	33,000	1,686,035
	<b>TOTAL GENERAL FUND</b>	<b>15,574,516</b>	<b>20,204,668</b>	<b>22,387,896</b>	<b>(2,183,228)</b>	<b>13,391,288</b>
202	State Gas Tax Fund	391,348	306,479	558,084	(251,605)	139,743
	Special Districts					
203	MID 33 Highway 101	520,748	137,780	150,712	(12,933)	507,816
204	MID 9C Santa Fe Hills	118,868	309,216	307,200	2,016	120,884
205	MID 9E Isla Verde	4,191	6,000	6,000	-	4,191
207	MID 9H San Elijo #2	215,318	115,129	83,100	32,029	247,347
208	Coastal Rail Trail Maintenance District	86,249	78,230	86,905	(8,675)	77,574
211	Street Light District	2,198,447	613,130	431,281	181,849	2,380,296
	<b>Total Special Districts</b>	<b>3,143,821</b>	<b>1,259,485</b>	<b>1,065,198</b>	<b>194,287</b>	<b>3,338,108</b>
213	Developer Pass-Thru	(87)	135,000	220,000	(85,000)	(85,087)
214	Fire Mitigation Fees	(13,053)	5,000	11,375	(6,375)	(19,428)
215	State Parks/Division of Boating & Waterways	60,369	-	-	-	60,369
219	COPS	205,072	100,500	100,000	500	205,572
220	TDA	-	616,050	616,050	-	-
228	Transnet Extension	(37,006)	400,441	363,435	37,006	-
240	CDBG	(15,573)	42,500	42,500	-	(15,573)
241	CALTRANS	60,288	-	60,288	(60,288)	-
244	TEA21/ISTEA	(128,296)	128,296	-	128,296	-
245	TEA	(40,674)	40,674	-	40,674	-
246	Miscellaneous Grants	6,098	-	-	-	6,098
247	SB1 Streets and Roads	79,262	220,465	200,000	20,465	99,727
250	Coastal Business/Visitors TOT	619,094	141,875	108,600	33,275	652,369
255	Camp Programs	71,129	427,510	427,510	-	71,129
263	Housing	353,613	2,600	8,160	(5,560)	348,053
265	Affordable Housing Grant	-	-	-	-	-
270	Public Safety Special Revenue	214,483	180,600	180,600	-	214,483
	<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>4,969,888</b>	<b>4,007,475</b>	<b>3,961,800</b>	<b>45,675</b>	<b>5,015,563</b>



## CITY OF SOLANA BEACH FUND BALANCES

		PROJECTED 2018-2019 FISCAL YEAR BALANCES				
FUND #	FUND NAME	07/01/18 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	NET CHANGE	PROJ 06/30/19 FUND BALANCE
						-
317	Public Facilities	362	151,100	151,100	-	362
320	Capital Leases	24,617	202,400	202,400	-	24,617
	<b>TOTAL DEBT SERVICE FUNDS</b>	<b>24,979</b>	<b>353,500</b>	<b>353,500</b>	<b>-</b>	<b>24,979</b>
						-
450	Sand Replenishment TOT	618,436	270,400	314,799	(44,399)	574,037
454	Transportation Impact Fee (TIF)	47,154	360,000	-	360,000	407,154
459	City CIP Fund	1,788,107	1,773,278	2,517,250	(743,972)	1,044,135
47X	Assessment Districts	161,177	-	161,177	(161,177)	-
	<b>TOTAL CAPITAL PROJECTS FUNDS</b>	<b>2,614,874</b>	<b>2,403,678</b>	<b>2,993,226</b>	<b>(589,548)</b>	<b>2,025,326</b>
						-
509	Sanitation	42,547,383	5,594,204	11,763,722	(6,169,518)	36,377,865
550	Solana Energy Alliance (SEA)	103,774	5,210,440	4,776,996	433,444	537,218
	<b>TOTAL PROPRIETARY FUNDS</b>	<b>42,651,157</b>	<b>10,804,644</b>	<b>16,540,718</b>	<b>(5,736,074)</b>	<b>36,915,083</b>
						-
65X	Successor Agency Net Position (not including Long-Term Debt)	461,628	257,270	387,719	(130,449)	331,179
	<b>TOTAL PRIVATE PURPOSE TRUST FUND</b>	<b>461,628</b>	<b>257,270</b>	<b>387,719</b>	<b>(130,449)</b>	<b>331,179</b>
						-
	<b>TOTAL FUND BALANCE - ALL FUNDS</b>	<b>66,297,042</b>	<b>38,031,235</b>	<b>46,624,859</b>	<b>(8,593,624)</b>	<b>57,703,417</b>
						-

## CITY OF SOLANA BEACH FUND BALANCES

		BUDGETED 2019-2020 FISCAL YEAR BALANCES				
FUND #	FUND NAME	PROJ 07/01/19 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	NET CHANGE	PROJ 06/30/20 FUND BALANCE
<b>GENERAL FUND (Major Fund)</b>						
<b>RESERVES</b>						
	Public Facilities	457,318	55,000	-	55,000	512,318
	Park Fees	38,103	-	-	-	38,103
	Community Television Production	83,781	55,000	53,500	1,500	85,281
	Street Sweeping	129,401	51,100	62,300	(11,200)	118,201
	In-Lieu Housing Fees	100,786	-	-	-	100,786
	Parks & Recreation	26,699	-	-	-	26,699
	Public Arts	26,556	-	4,500	(4,500)	22,056
	<b>TOTAL RESERVES</b>	<b>862,644</b>	<b>161,100</b>	<b>120,300</b>	<b>40,800</b>	<b>903,444</b>
<b>DESIGNATIONS</b>						
	Contingencies (17% of operating exp)	2,835,660	422,203	-	422,203	3,257,863
	Housing	1,499,500	-	-	-	1,499,500
	<b>TOTAL DESIGNATIONS</b>	<b>4,335,160</b>	<b>422,203</b>	<b>-</b>	<b>422,203</b>	<b>4,757,363</b>
	<b>TOTAL UNDESIGNATED</b>	<b>5,297,592</b>	<b>18,773,697</b>	<b>19,172,300</b>	<b>(398,603)</b>	<b>4,898,989</b>
001	<b>SUBTOTAL GENERAL FUND</b>	<b>10,495,396</b>	<b>19,357,000</b>	<b>19,292,600</b>	<b>64,400</b>	<b>10,559,796</b>
120	Risk Management Insurance	764,099	470,000	542,200	(72,200)	691,899
125	Workers' Compensation Insurance	515,393	431,500	443,200	(11,700)	503,693
135	Asset Replacement	2,088,150	412,600	443,900	(31,300)	2,056,850
140	Facilities Replacement	642,215	153,500	100,500	53,000	695,215
152	Real Property Acquisition	(2,800,000)	445,700	77,900	367,800	(2,432,200)
160	Other Post Employment Benefits	-	378,000	378,000	-	-
165	Pension Stabilization	1,686,035	37,000	4,000	33,000	1,719,035
	<b>TOTAL GENERAL FUND</b>	<b>13,391,288</b>	<b>21,685,300</b>	<b>21,282,300</b>	<b>403,000</b>	<b>13,794,288</b>
202	State Gas Tax Fund	139,743	374,900	247,600	127,300	267,043
	Special Districts					
203	MID 33 Highway 101	507,816	140,300	153,500	(13,200)	494,616
204	MID 9C Santa Fe Hills	120,884	313,400	300,200	13,200	134,084
205	MID 9E Isla Verde	4,191	6,000	6,000	-	4,191
207	MID 9H San Elijo #2	247,347	116,700	83,100	33,600	280,947
208	Coastal Rail Trail Maintenance District	77,574	79,600	93,600	(14,000)	63,574
211	Street Light District	2,380,296	621,100	420,500	200,600	2,580,896
	<b>Total Special Districts</b>	<b>3,338,108</b>	<b>1,277,100</b>	<b>1,056,900</b>	<b>220,200</b>	<b>3,558,308</b>
213	Developer Pass-Thru	(85,087)	100,000	100,000	-	(85,087)
214	Fire Mitigation Fees	(19,428)	5,000	5,000	-	(19,428)
215	State Parks/Division of Boating & Waterways	60,369	-	-	-	60,369
219	COPS	205,572	100,400	100,000	400	205,972
220	TDA	-	-	-	-	-
228	Transnet Extension	-	150,000	150,000	-	-
240	CDBG	(15,573)	-	-	-	(15,573)
241	CALTRANS	-	-	-	-	-
244	TEA21/ISTEA	-	-	-	-	-
245	TEA	-	-	-	-	-
246	Miscellaneous Grants	6,098	-	-	-	6,098
247	SB1 Streets and Roads	99,727	229,100	200,000	29,100	128,827
250	Coastal Business/Visitors TOT	652,369	144,500	59,100	85,400	737,769
255	Camp Programs	71,129	537,900	555,100	(17,200)	53,929
263	Housing	348,053	2,500	10,000	(7,500)	340,553
265	Affordable Housing Grant	-	-	-	-	-
270	Public Safety Special Revenue	214,483	49,500	95,000	(45,500)	168,983
	<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>5,015,563</b>	<b>2,970,900</b>	<b>2,578,700</b>	<b>392,200</b>	<b>5,407,763</b>

## CITY OF SOLANA BEACH FUND BALANCES

		BUDGETED 2019-2020 FISCAL YEAR BALANCES				
FUND #	FUND NAME	PROJ 07/01/19 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	NET CHANGE	PROJ 06/30/20 FUND BALANCE
						-
317	Public Facilities	362	151,100	152,400	(1,300)	(938)
320	Capital Leases	24,617	202,400	202,400	-	24,617
	<b>TOTAL DEBT SERVICE FUNDS</b>	<b>24,979</b>	<b>353,500</b>	<b>354,800</b>	<b>(1,300)</b>	<b>23,679</b>
						-
450	Sand Replenishment TOT	574,037	284,400	400,300	(115,900)	458,137
454	Transportation Impact Fee (TIF)	407,154	50,000	-	50,000	457,154
459	City CIP Fund	1,044,135	137,000	748,400	(611,400)	432,735
47X	Assessment Districts	-	-	-	-	-
	<b>TOTAL CAPITAL PROJECTS FUNDS</b>	<b>2,025,326</b>	<b>471,400</b>	<b>1,148,700</b>	<b>(677,300)</b>	<b>1,348,026</b>
						-
509	Sanitation	36,377,865	5,612,500	5,645,100	(32,600)	36,345,265
550	Solana Energy Alliance (SEA)	537,218	4,897,500	4,612,400	285,100	822,318
	<b>TOTAL PROPRIETARY FUNDS</b>	<b>36,915,083</b>	<b>10,510,000</b>	<b>10,257,500</b>	<b>252,500</b>	<b>37,167,583</b>
						-
65X	Successor Agency Net Position (not including Long-Term Debt)	331,179	294,600	294,600	-	331,179
	<b>TOTAL PRIVATE PURPOSE TRUST FUND</b>	<b>331,179</b>	<b>294,600</b>	<b>294,600</b>	<b>-</b>	<b>331,179</b>
						-
	<b>TOTAL FUND BALANCE - ALL FUNDS</b>	<b>57,703,417</b>	<b>36,285,700</b>	<b>35,916,600</b>	<b>369,100</b>	<b>58,072,518</b>
						-

## CITY OF SOLANA BEACH FUND BALANCES

		BUDGETED 2020-2021 FISCAL YEAR BALANCES				
FUND #	FUND NAME	PROJ 07/01/20 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	NET CHANGE	PROJ 06/30/21 FUND BALANCE
<b>GENERAL FUND (Major Fund)</b>						
<b>RESERVES</b>						
	Public Facilities	512,318	55,000		55,000	567,318
	Park Fees	38,103	-		-	38,103
	Community Television Production	85,281	55,000	52,200	2,800	88,081
	Street Sweeping	118,201	51,100	62,300	(11,200)	107,001
	In-Lieu Housing Fees	100,786	-		-	100,786
	Parks & Recreation	26,699	-		-	26,699
	Public Arts	22,056	-	4,500	(4,500)	17,556
	<b>TOTAL RESERVES</b>	<b>903,444</b>	<b>161,100</b>	<b>119,000</b>	<b>42,100</b>	<b>945,544</b>
<b>DESIGNATIONS</b>						
	Contingencies (17% of operating exp)	3,257,863	74,613		74,613	3,332,476
	Housing	1,499,500	-		-	1,499,500
	<b>TOTAL DESIGNATIONS</b>	<b>4,757,363</b>	<b>74,613</b>	<b>-</b>	<b>74,613</b>	<b>4,831,976</b>
	<b>TOTAL UNDESIGNATED</b>	<b>4,898,989</b>	<b>19,591,887</b>	<b>19,634,600</b>	<b>(42,713)</b>	<b>4,856,276</b>
<b>001</b>	<b>SUBTOTAL GENERAL FUND</b>	<b>10,559,796</b>	<b>19,827,600</b>	<b>19,753,600</b>	<b>74,000</b>	<b>10,633,796</b>
120	Risk Management Insurance	691,899	365,000	556,200	(191,200)	500,699
125	Workers' Compensation Insurance	503,693	450,500	453,300	(2,800)	500,893
135	Asset Replacement	2,056,850	412,600	376,700	35,900	2,092,750
140	Facilities Replacement	695,215	153,500	70,500	83,000	778,215
152	Real Property Acquisition	(2,432,200)	445,700	67,600	378,100	(2,054,100)
160	Other Post Employment Benefits	-	389,000	389,000	-	-
165	Pension Stabilization	1,719,035	37,000	4,000	33,000	1,752,035
	<b>TOTAL GENERAL FUND</b>	<b>13,794,288</b>	<b>22,080,900</b>	<b>21,670,900</b>	<b>410,000</b>	<b>14,204,288</b>
<b>202</b>	<b>State Gas Tax Fund</b>	<b>267,043</b>	<b>393,500</b>	<b>502,600</b>	<b>(109,100)</b>	<b>157,943</b>
	Special Districts					
203	MID 33 Highway 101	494,616	142,900	154,100	(11,200)	483,416
204	MID 9C Santa Fe Hills	134,084	317,700	300,200	17,500	151,584
205	MID 9E Isla Verde	4,191	6,000	6,000	-	4,191
207	MID 9H San Elijo #2	280,947	118,300	83,100	35,200	316,147
208	Coastal Rail Trail Maintenance District	63,574	81,200	93,600	(12,400)	51,174
211	Street Light District	2,580,896	631,300	430,300	201,000	2,781,896
	<b>Total Special Districts</b>	<b>3,558,308</b>	<b>1,297,400</b>	<b>1,067,300</b>	<b>230,100</b>	<b>3,788,408</b>
213	Developer Pass-Thru	(85,087)	100,000	100,000	-	(85,087)
214	Fire Mitigation Fees	(19,428)	5,000	5,000	-	(19,428)
215	State Parks/Division of Boating & Waterways	60,369	-	-	-	60,369
219	COPS	205,972	100,400	150,000	(49,600)	156,372
220	TDA	-	-	-	-	-
228	Transnet Extension	-	400,000	400,000	-	-
240	CDBG	(15,573)	-	-	-	(15,573)
241	CALTRANS	-	-	-	-	-
244	TEA21/ISTEA	-	-	-	-	-
245	TEA	-	-	-	-	-
246	Miscellaneous Grants	6,098	-	-	-	6,098
247	SB1 Streets and Roads	128,827	240,500	300,000	(59,500)	69,327
250	Coastal Business/Visitors TOT	737,769	144,500	53,100	91,400	829,169
255	Camp Programs	53,929	542,400	561,000	(18,600)	35,329
263	Housing	340,553	2,500	10,000	(7,500)	333,053
265	Affordable Housing Grant	-	-	-	-	-
270	Public Safety Special Revenue	168,983	49,500	85,000	(35,500)	133,483
	<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>5,407,763</b>	<b>3,275,700</b>	<b>3,234,000</b>	<b>41,700</b>	<b>5,449,463</b>

## CITY OF SOLANA BEACH FUND BALANCES

		BUDGETED 2020-2021 FISCAL YEAR BALANCES				
FUND #	FUND NAME	PROJ 07/01/20 FUND BALANCE	REVENUE/ OTHER SOURCES	EXPENDITURE/ OTHER USES	NET CHANGE	PROJ 06/30/21 FUND BALANCE
						-
317	Public Facilities	(938)	151,100	151,100	-	(938)
320	Capital Leases	24,617	202,400	202,400	-	24,617
	<b>TOTAL DEBT SERVICE FUNDS</b>	<b>23,679</b>	<b>353,500</b>	<b>353,500</b>	<b>-</b>	<b>23,679</b>
						-
450	Sand Replenishment TOT	458,137	284,400	600,300	(315,900)	142,237
454	Transportation Impact Fee (TIF)	457,154	50,000	-	50,000	507,154
459	City CIP Fund	432,735	117,000	543,400	(426,400)	6,335
47X	Assessment Districts	-	-	-	-	-
	<b>TOTAL CAPITAL PROJECTS FUNDS</b>	<b>1,348,026</b>	<b>451,400</b>	<b>1,143,700</b>	<b>(692,300)</b>	<b>655,726</b>
						-
509	Sanitation	36,345,265	5,629,600	5,712,200	(82,600)	36,262,665
550	Solana Energy Alliance (SEA)	822,318	5,088,200	4,860,900	227,300	1,049,618
	<b>TOTAL PROPRIETARY FUNDS</b>	<b>37,167,583</b>	<b>10,717,800</b>	<b>10,573,100</b>	<b>144,700</b>	<b>37,312,283</b>
						-
65X	Successor Agency Net Position (not including Long-Term Debt)	331,179	295,300	295,300	-	331,179
	<b>TOTAL PRIVATE PURPOSE TRUST FUND</b>	<b>331,179</b>	<b>295,300</b>	<b>295,300</b>	<b>-</b>	<b>331,179</b>
						-
	<b>TOTAL FUND BALANCE - ALL FUNDS</b>	<b>58,072,518</b>	<b>37,174,600</b>	<b>37,270,500</b>	<b>(95,900)</b>	<b>57,976,617</b>
						-

**REVENUE SUMMARY BY FUND**

FUND	DESCRIPTION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020	2020-2021
						ADOPTED BUDGET	ADOPTED BUDGET
001	GENERAL FUND	17,477,027	18,053,190	17,992,700	19,017,050	19,357,000	19,827,600
120	RISK MANAGEMENT/INSURANCE	458,289	506,778	254,000	263,171	470,000	365,000
125	WORKER'S COMPENSATION INS	385,423	355,777	305,500	305,047	431,500	450,500
135	ASSET REPLACEMENT	411,449	393,394	420,400	428,400	412,600	412,600
140	FACILITIES REPLACEMENT	151,493	150,438	153,500	154,000	153,500	153,500
150	PERS SIDE FUND	500,633	681,269	166,500	-	-	-
152	REAL PROPERTY ACQUISITION	-	-	-	-	445,700	445,700
160	OTHER POST EMPLOYMENT BENEFITS	92,434	96,417	-	-	378,000	389,000
165	PENSION STABILIZATION	414,932	422,093	37,000	37,000	37,000	37,000
202	GAS TAX	267,920	297,904	311,800	306,479	374,900	393,500
203	MID 33 HIGHWAY 101	127,984	138,068	127,000	137,780	140,300	142,900
204	MID 9C SANTA FE HILLS	294,615	304,189	304,300	309,216	313,400	317,700
205	MID 9E ISLA VERDE	6,049	6,413	6,000	6,000	6,000	6,000
207	MID 9H SAN ELIJO #2	110,864	114,708	101,000	115,129	116,700	118,300
208	CRT MAINTENANCE DISTRICT	74,307	76,789	76,500	78,230	79,600	81,200
211	STREET LIGHT DISTRICT	547,262	579,432	569,300	613,130	621,100	631,300
213	DEVELOPER PASS-THRU	300,026	410,709	100,000	135,000	100,000	100,000
214	FIRE MITIGATION FEES	5,289	1,891	5,000	5,000	5,000	5,000
215	BOATING & WATERWAYS	(137)	459	-	-	-	-
219	COPS	129,513	140,365	100,400	100,500	100,400	100,400
220	TDA	176,140	323,860	616,050	616,050	-	-
228	TRANSNET II	459,327	697,478	465,000	400,441	150,000	400,000
240	CDBG	37,953	3,036	-	42,500	-	-
244	TEA21/ISTEA	-	-	-	128,296	-	-
245	TEA	-	-	-	40,674	-	-
246	MISCELLANEOUS GRANT FUND	-	-	-	-	-	-
247	SB 1 STREETS AND ROADS	-	79,262	-	220,465	229,100	240,500
250	COASTAL BUSINESS/VISTORS	139,051	147,591	140,500	141,875	144,500	144,500
255	CAMP PROGRAMS	391,240	331,673	430,700	427,510	537,900	542,400
263	HOUSING	653	12,684	2,500	2,600	2,500	2,500
270	PUBLIC SAFETY SPECIAL REVENUES	160,853	424,622	49,500	180,600	49,500	49,500
317	PUBLIC FACILITIES	153,300	152,395	151,100	151,100	151,100	151,100
320	CAPITAL LEASE	202,400	202,400	202,400	202,400	202,400	202,400
420	PUBLIC IMPROVEMENT GRANT	2,909	386	-	-	-	-
450	SAND REPLENISHMENT/RETENTION CIP	269,271	285,328	276,400	270,400	284,400	284,400
454	TRANSPORTATION IMPACT FEE (TIF)	-	47,144	-	360,000	50,000	50,000
459	MISC. CAPITAL PROJECTS	1,762,336	1,162,553	280,500	1,773,278	137,000	117,000
47X	ASSESSMENT DISTRICTS CIP	131	1,806	100	-	-	-
509	SANITATION	5,358,893	5,585,558	5,578,483	5,594,204	5,612,500	5,629,600
550	SOLANA ENERGY ALLIANCE (SEA)	-	494,307	5,365,800	5,210,440	4,897,500	5,088,200
65X	SUCCESSOR AGENCY	522,404	412,499	479,840	257,270	294,600	295,300
TOTAL CITY & SA FUNDS		<u>31,392,233</u>	<u>33,094,865</u>	<u>35,069,773</u>	<u>38,031,235</u>	<u>36,285,700</u>	<u>37,174,600</u>

**REVENUES BY MAJOR CATEGORIES AND SOURCES**

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019		2019-2020	2020-2021
			ADOPTED BUDGET	2018-2019 PROJECTED	ADOPTED BUDGET	ADOPTED BUDGET
<b>Tax Revenues</b>						
Property Taxes - Current	7,009,206	7,457,366	7,632,000	7,915,500	8,232,200	8,561,500
Property Taxes - Delinquent	32,034	43,053	25,000	37,250	25,000	25,000
<b>Total Property Taxes</b>	<b>7,041,240</b>	<b>7,500,419</b>	<b>7,657,000</b>	<b>7,952,750</b>	<b>8,257,200</b>	<b>8,586,500</b>
Sales and Use Tax	3,127,803	3,191,410	3,231,100	3,339,600	3,259,200	3,308,700
Transient Occupancy Tax - Hotels	986,082	1,028,781	1,000,000	950,000	1,000,000	1,000,000
TOT - Short-term Vacation Rentals	353,371	377,183	380,000	400,000	420,000	420,000
Franchise Fees	733,354	723,164	726,000	818,800	818,800	818,800
Property Transfer Tax	215,064	199,010	180,000	180,000	180,000	180,000
Street Sweeping	44,925	51,130	45,000	51,100	51,100	51,100
Hazardous Household Waste	29,803	30,390	29,000	30,300	30,300	30,300
Fire Benefit Fees	436,722	481,730	440,000	440,000	440,000	440,000
Solid Waste Fee NPDES	243,253	238,195	240,000	262,000	262,000	262,000
RDA Pass Thru Payments	87,144	142,489	80,000	188,000	191,700	208,000
<b>Total Taxes and Fees Revenues</b>	<b>13,298,761</b>	<b>13,963,901</b>	<b>14,008,100</b>	<b>14,612,550</b>	<b>14,910,300</b>	<b>15,305,400</b>
<b>Licenses and Permits</b>						
Business Registration	139,098	137,493	135,000	135,000	145,000	148,700
Building/Plumbing/Electrical/ Permits	341,160	319,706	290,000	240,000	246,000	252,100
Animal Licenses	18,196	18,142	-	-	-	-
Other Special Permits	28,692	33,208	31,000	27,000	27,000	27,000
<b>Total Licenses and Permits</b>	<b>527,146</b>	<b>508,549</b>	<b>456,000</b>	<b>402,000</b>	<b>418,000</b>	<b>427,800</b>
<b>Fines and Penalties</b>						
CVC Fines	52,914	103,756	60,000	135,000	135,000	135,000
Admin Citations	3,790	2,354	4,000	4,000	4,000	4,000
Parking Citations	119,867	146,563	140,000	136,000	136,000	136,000
Red Light Citations	315,064	223,910	280,000	190,000	190,000	190,000
False Alarm Fines	4,250	3,350	3,000	3,000	3,000	3,000
<b>Total Fines and Penalties</b>	<b>495,885</b>	<b>479,933</b>	<b>487,000</b>	<b>468,000</b>	<b>468,000</b>	<b>468,000</b>
<b>Use of Money and Property</b>						
Investment Interest Earnings	54,948	68,092	85,000	85,000	95,000	105,000
Sale of Personal Property	34,212	9,084	-	-	-	-
Property Rental	89,596	87,555	110,000	90,000	90,000	90,000
<b>Total Use of Money and Property</b>	<b>178,756</b>	<b>164,731</b>	<b>195,000</b>	<b>175,000</b>	<b>185,000</b>	<b>195,000</b>
<b>Intergovernmental Revenues</b>						
Motor Vehicle in-Lieu	1,456,324	1,554,273	1,593,500	1,649,500	1,715,500	1,784,100
State Homeowners Exemption (HOE)	50,671	50,647	53,000	51,000	51,000	51,000
Off Track Betting (OTB)	32,114	26,831	25,000	25,000	25,000	25,000
Fire Revenue from Other Agencies	212,335	187,568	185,000	185,000	185,000	189,700
Miscellaneous	20,388	22,712	21,000	21,000	21,000	21,000
<b>Total Intergovernmental Revenues</b>	<b>1,771,832</b>	<b>1,842,031</b>	<b>1,877,500</b>	<b>1,931,500</b>	<b>1,997,500</b>	<b>2,070,800</b>

**REVENUES BY MAJOR CATEGORIES AND SOURCES**

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019		2019-2020	2020-2021
			ADOPTED BUDGET	2018-2019 PROJECTED	ADOPTED BUDGET	ADOPTED BUDGET
<b>Service Charges</b>						
Planning and Zoning	133,476	153,499	200,000	180,000	184,500	189,100
Building/Plan Check Fees	288,936	227,401	225,000	216,000	221,400	226,900
Public Facilities Fees	74,350	82,005	50,000	55,000	55,000	55,000
Engineering Fees	317,229	220,261	205,000	245,300	210,000	215,300
Fire Plan Check Fees	121,010	97,127	90,000	76,000	77,900	79,800
Park Fees	1,800	3,600	-	1,200	-	-
Miscellaneous	7,310	480	-	2,600	-	-
<b>Total Service Charges</b>	<b>944,111</b>	<b>784,373</b>	<b>770,000</b>	<b>776,100</b>	<b>748,800</b>	<b>766,100</b>
<b>Other Revenues</b>						
Community Grants/Contributions	25,000	25,000	12,500	30,000	15,000	15,000
Miscellaneous Revenues	84,465	151,713	40,000	102,500	152,400	108,500
Administration Charges	151,071	132,959	146,600	519,400	462,000	471,000
<b>Total Other Revenues</b>	<b>260,536</b>	<b>309,672</b>	<b>199,100</b>	<b>651,900</b>	<b>629,400</b>	<b>594,500</b>
<b>Subtotal General Fund</b>	<b>17,477,027</b>	<b>18,053,190</b>	<b>17,992,700</b>	<b>19,017,050</b>	<b>19,357,000</b>	<b>19,827,600</b>
<b>Risk Management Insurance</b>						
Investment Interest Earnings	1,945	1,517	4,000	11,171	5,000	5,000
Miscellaneous Revenues	277,744	31,993	-	2,000	-	-
Departmental Charges	178,600	473,268	250,000	250,000	465,000	360,000
<b>Total Risk Management</b>	<b>458,289</b>	<b>506,778</b>	<b>254,000</b>	<b>263,171</b>	<b>470,000</b>	<b>365,000</b>
<b>Workers' Compensation Insurance</b>						
Investment Interest Earnings	1,266	1,622	3,000	5,047	5,000	5,000
Miscellaneous Revenues	42,857	(18,677)	2,500	-	4,500	4,500
Departmental Charges	341,300	372,832	300,000	300,000	422,000	441,000
<b>Total Worker's Compensation</b>	<b>385,423</b>	<b>355,777</b>	<b>305,500</b>	<b>305,047</b>	<b>431,500</b>	<b>450,500</b>
<b>Asset Replacement</b>						
Investment Interest Earnings	6,049	9,994	17,000	25,000	15,500	15,500
Departmental Charges	360,400	383,400	403,400	403,400	397,100	397,100
<b>Total Asset Replacement</b>	<b>366,449</b>	<b>393,394</b>	<b>420,400</b>	<b>428,400</b>	<b>412,600</b>	<b>412,600</b>
<b>Facilities Replacement</b>						
Investment Interest Earnings	1,493	438	3,500	4,000	3,500	3,500
Departmental Charges	150,000	150,000	150,000	150,000	150,000	150,000
<b>Total Facilities Replacement</b>	<b>151,493</b>	<b>150,438</b>	<b>153,500</b>	<b>154,000</b>	<b>153,500</b>	<b>153,500</b>
<b>PERS Side Fund</b>						
Departmental Charges	500,633	681,269	166,500	-	-	-
<b>Real Property Acquisition</b>						
Departmental Charges	-	-	-	-	445,700	445,700
<b>OPEB Obligation</b>						
Departmental Charges	92,434	96,417	-	-	378,000	389,000
<b>Pension Stabilization</b>						
Investment Interest Earnings	72,583	64,995	37,000	37,000	37,000	37,000
Departmental Charges	342,349	357,098	-	-	-	-
<b>Total Facilities Replacement</b>	<b>414,932</b>	<b>422,093</b>	<b>37,000</b>	<b>37,000</b>	<b>37,000</b>	<b>37,000</b>
<b>TOTAL GENERAL FUND</b>	<b>19,846,680</b>	<b>20,659,356</b>	<b>19,329,600</b>	<b>20,204,668</b>	<b>21,685,300</b>	<b>22,080,900</b>



## REVENUES BY MAJOR CATEGORIES AND SOURCES

	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020	2020-2021
	ACTUAL	ACTUAL	ADOPTED	PROJECTED	ADOPTED	ADOPTED
			BUDGET		BUDGET	BUDGET
<b>State Gas Tax Fund</b>						
Investment Interest Earnings	2,595	3,881	2,000	2,500	2,000	2,000
State Gas Taxes	265,325	294,023	309,800	303,979	372,900	391,500
<b>Total State Gas Tax Fund</b>	<b>267,920</b>	<b>297,904</b>	<b>311,800</b>	<b>306,479</b>	<b>374,900</b>	<b>393,500</b>
<b>MID 33 Highway 101</b>						
Property Tax	113,824	122,725	114,400	125,180	127,700	130,300
Benefit Fees	11,694	11,908	11,500	11,500	11,500	11,500
State HOE	805	806	600	600	600	600
Investment Interest Earnings	1,661	2,629	500	500	500	500
<b>Total MID 33 Highway 101</b>	<b>127,984</b>	<b>138,068</b>	<b>127,000</b>	<b>137,780</b>	<b>140,300</b>	<b>142,900</b>
<b>MID 9C Santa Fe Hills</b>						
Property Tax	199,172	208,300	207,800	212,466	216,700	221,000
Benefit Fees	94,117	94,248	95,000	95,000	95,000	95,000
State HOE	1,432	1,405	1,500	1,500	1,500	1,500
Investment Interest Earnings	(106)	236	-	250	200	200
<b>Total MID 9C Santa Fe Hills</b>	<b>294,615</b>	<b>304,189</b>	<b>304,300</b>	<b>309,216</b>	<b>313,400</b>	<b>317,700</b>
<b>MID 9E Isla Verde</b>						
Benefit Fees	6,049	6,413	6,000	6,000	6,000	6,000
<b>MID 9H San Elijo #2</b>						
Property Tax	75,736	78,852	66,300	80,429	82,000	83,600
Benefit Fees	34,334	34,170	34,200	34,200	34,200	34,200
State HOE	545	532	400	400	400	400
Investment Interest Earnings	249	1,154	100	100	100	100
<b>Total MID 9H San Elijo #2</b>	<b>110,864</b>	<b>114,708</b>	<b>101,000</b>	<b>115,129</b>	<b>116,700</b>	<b>118,300</b>
<b>Coastal Rail Trail Maintenance District</b>						
Benefit Fees	73,960	76,402	76,500	77,930	79,600	81,200
Investment Interest Earnings	347	387	-	300	-	-
<b>Total CRT Maintenance District</b>	<b>74,307</b>	<b>76,789</b>	<b>76,500</b>	<b>78,230</b>	<b>79,600</b>	<b>81,200</b>
<b>Street Light District</b>						
Property Tax	458,815	491,108	468,600	500,930	510,900	521,100
Benefit Fees	76,508	77,499	82,500	77,000	77,000	77,000
State HOE	3,265	3,256	3,200	3,200	3,200	3,200
Investment Interest Earnings	8,674	7,569	15,000	32,000	30,000	30,000
<b>Total Street Light District</b>	<b>547,262</b>	<b>579,432</b>	<b>569,300</b>	<b>613,130</b>	<b>621,100</b>	<b>631,300</b>
<b>Developer Pass-Thru</b>						
Investment Interest Earnings	(1,347)	1,347	-	-	-	-
Charges for Services	301,373	409,362	100,000	135,000	100,000	100,000
<b>Total Developer Pass-Thru</b>	<b>300,026</b>	<b>410,709</b>	<b>100,000</b>	<b>135,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Fire Mitigation Fees</b>						
Charges for Services	5,289	1,891	5,000	5,000	5,000	5,000
<b>Department of Boating &amp; Waterways</b>						
Investment Interest Earnings	(137)	459	-	-	-	-

**REVENUES BY MAJOR CATEGORIES AND SOURCES**

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED BUDGET	2018-2019 PROJECTED	2019-2020 ADOPTED BUDGET	2020-2021 ADOPTED BUDGET
<b>COPS</b>						
Intergovernmental	129,324	139,416	100,000	100,000	100,000	100,000
Investment Interest Earnings	189	949	400	500	400	400
<b>Total COPS</b>	<u>129,513</u>	<u>140,365</u>	<u>100,400</u>	<u>100,500</u>	<u>100,400</u>	<u>100,400</u>
<b>TDA</b>						
Intergovernmental	176,140	323,860	616,050	616,050	-	-
<b>Transnet Extension</b>						
Intergovernmental	429,525	648,535	465,000	400,441	150,000	400,000
RTCIP	29,714	36,233	-	-	-	-
Investment Interest Earnings	88	-	-	-	-	-
<b>Total Transnet Extension</b>	<u>459,327</u>	<u>684,768</u>	<u>465,000</u>	<u>400,441</u>	<u>150,000</u>	<u>400,000</u>
<b>CDBG</b>						
Intergovernmental	37,953	3,036	-	42,500	-	-
<b>SB1 Streets and Roads</b>						
State Gas Taxes	-	79,262	-	220,465	229,100	240,500
<b>Coastal Business/Visitors TOT</b>						
Transient Occupancy Tax - Hotels	98,608	102,878	100,000	95,000	100,000	100,000
TOT - Short-term Vacation Rentals	34,977	37,718	38,000	40,000	42,000	42,000
Investment Interest Earnings	11	3,457	2,500	3,000	2,500	2,500
Miscellaneous Revenues	5,455	3,538	-	3,875	-	-
<b>Total Coastal Business/Visitors</b>	<u>139,051</u>	<u>147,591</u>	<u>140,500</u>	<u>141,875</u>	<u>144,500</u>	<u>144,500</u>
<b>Camp Programs</b>						
Junior Lifeguard Program	350,964	297,129	371,000	365,152	465,800	468,800
Recreation Camps	40,775	34,870	59,700	62,358	72,100	73,600
Investment Interest Earnings	(499)	(326)	-	-	-	-
<b>Total Camp Programs</b>	<u>391,240</u>	<u>331,673</u>	<u>430,700</u>	<u>427,510</u>	<u>537,900</u>	<u>542,400</u>
<b>Housing</b>						
Investment Interest Earnings	653	12,684	2,500	2,600	2,500	2,500
<b>Public Safety Special Revenues</b>						
CSA 17	27,937	18,787	19,500	19,500	19,500	19,500
Intergovernmental	130,433	401,218	30,000	160,100	30,000	30,000
Miscellaneous Revenues	2,483	4,617	-	1,000	-	-
	<u>160,853</u>	<u>424,622</u>	<u>49,500</u>	<u>180,600</u>	<u>49,500</u>	<u>49,500</u>
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<u>3,228,909</u>	<u>4,078,423</u>	<u>3,405,550</u>	<u>3,838,505</u>	<u>2,970,900</u>	<u>3,275,700</u>

**REVENUES BY MAJOR CATEGORIES AND SOURCES**

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED BUDGET	2018-2019 PROJECTED	2019-2020 ADOPTED BUDGET	2020-2021 ADOPTED BUDGET
<b>Public Improvement Grant</b>						
Investment Interest Earnings	309	386	-	-	-	-
Donations	2,600	-	-	-	-	-
<b>Total Public Improvement Grant</b>	<b>2,909</b>	<b>386</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Sand Replenishment TOT</b>						
Transient Occupancy Tax - Hotels	197,216	205,756	200,000	190,000	200,000	200,000
TOT - Short-term Vacation Rentals	69,955	75,437	76,000	80,000	84,000	84,000
Investment Interest Earnings	2,100	4,135	400	400	400	400
Miscellaneous Revenues	-	-	-	-	-	-
<b>Total Sand Replenishment</b>	<b>269,271</b>	<b>285,328</b>	<b>276,400</b>	<b>270,400</b>	<b>284,400</b>	<b>284,400</b>
<b>Transportation Impact Fee (TIF)</b>						
Impact Fees	-	47,144	-	360,000	50,000	50,000
<b>City CIP Fund</b>						
Intergovernmental	-	100,000	-	537,081	-	-
Investment Interest Earnings	6,405	11,885	10,000	30,759	37,000	37,000
Service Charges	58,383	-	-	-	-	-
Donations	6,448	37,200	-	31,538	-	-
Miscellaneous Revenues	470,000	370,968	-	-	-	10,000
<b>Total Misc. Capital Projects</b>	<b>541,236</b>	<b>520,053</b>	<b>10,000</b>	<b>599,378</b>	<b>37,000</b>	<b>47,000</b>
<b>Assessment Districts</b>						
Investment Interest Earnings	131	1,806	100	-	-	-
<b>TOTAL CAPITAL PROJECTS FUNDS</b>	<b>813,547</b>	<b>854,717</b>	<b>286,500</b>	<b>1,229,778</b>	<b>371,400</b>	<b>381,400</b>
<b>Sanitation</b>						
Service Charges	5,121,293	5,367,990	5,484,683	5,367,385	5,518,700	5,535,800
Connection Fees	134,190	47,700	-	82,349	-	-
Investment Interest Earnings/Rentals	88,941	81,629	80,000	130,000	80,000	80,000
Miscellaneous Revenues	14,469	88,239	13,800	14,470	13,800	13,800
<b>Total Sanitation</b>	<b>5,358,893</b>	<b>5,585,558</b>	<b>5,578,483</b>	<b>5,594,204</b>	<b>5,612,500</b>	<b>5,629,600</b>
<b>Solana Energy Alliance (SEA)</b>	<b>-</b>	<b>494,307</b>	<b>5,365,800</b>	<b>5,210,440</b>	<b>4,897,500</b>	<b>5,088,200</b>
<b>TOTAL PROPRIETARY FUNDS</b>	<b>5,358,893</b>	<b>6,079,865</b>	<b>10,944,283</b>	<b>10,804,644</b>	<b>10,510,000</b>	<b>10,717,800</b>
<b>TOTAL - CITY FUNDS</b>	<b>29,248,029</b>	<b>31,672,356</b>	<b>33,965,933</b>	<b>36,077,595</b>	<b>35,537,600</b>	<b>36,455,800</b>
<b>Successor Agency</b>	<b>522,404</b>	<b>412,499</b>	<b>479,840</b>	<b>257,270</b>	<b>294,600</b>	<b>295,300</b>
<b>Transfers In</b>						
Asset Replacement						
General Fund - Community Television	45,000	-	-	-	-	-
Other Post Employment Benefits	85,376	92,434	-	-	-	-
Special Revenue Funds:						
Transnet - Extension	-	12,710	-	-	-	-
TEA21/ISTEA	-	-	-	128,296	-	-
TEA	-	-	-	40,674	-	-
Debt Service Funds:						
Public Facilities	153,300	152,400	151,100	151,100	151,100	151,100
Capital Lease	202,400	202,400	202,400	202,400	202,400	202,400
Capital Projects Funds:						
City CIP Fund	1,221,100	642,500	270,500	1,173,900	100,000	70,000
<b>Total Transfers In</b>	<b>1,707,176</b>	<b>1,102,444</b>	<b>624,000</b>	<b>1,696,370</b>	<b>453,500</b>	<b>423,500</b>
<b>TOTAL OTHER SOURCES OF FUNDS</b>	<b>1,707,176</b>	<b>1,102,444</b>	<b>624,000</b>	<b>1,696,370</b>	<b>453,500</b>	<b>423,500</b>
<b>GRAND TOTAL REVENUES</b>	<b>31,477,609</b>	<b>33,187,299</b>	<b>35,069,773</b>	<b>38,031,235</b>	<b>36,285,700</b>	<b>37,174,600</b>

**EXPENDITURE SUMMARY BY FUND**

FUND	DESCRIPTION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020	2020-2021
						ADOPTED BUDGET	ADOPTED BUDGET
001	GENERAL FUND	17,347,112	17,947,520	17,730,100	18,298,113	19,292,600	19,753,600
120	RISK MANAGEMENT/INSURANCE	537,863	386,865	518,200	319,270	542,200	556,200
125	WORKER'S COMPENSATION INS	353,815	345,174	448,000	432,601	443,200	453,300
135	ASSET REPLACEMENT	279,495	615,263	456,500	416,995	443,900	376,700
140	FACILITIES REPLACEMENT	44,291	375	20,300	20,500	100,500	70,500
150	PERS SIDE FUND	27,052	15,805	3,900	-	-	-
152	REAL PROPERTY ACQUISITION	-	-	-	2,800,000	77,900	67,600
160	OTHER POST EMPLOYMENT BENEFITS	85,376	92,434	-	96,417	378,000	389,000
165	PENSION STABILIZATION	3,918	5,178	4,000	4,000	4,000	4,000
202	GAS TAX	227,205	405,465	462,600	558,084	247,600	502,600
203	MID 33 HIGHWAY 101	95,000	101,445	116,000	150,712	153,500	154,100
204	MID 9C SANTA FE HILLS	316,604	280,799	252,200	307,200	300,200	300,200
205	MID 9E ISLA VERDE	5,899	5,901	6,000	6,000	6,000	6,000
207	MID 9H SAN ELIJO #2	83,833	83,940	83,100	83,100	83,100	83,100
208	CRT MAINTENANCE DISTRICT	62,455	60,207	72,500	86,905	93,600	93,600
211	STREET LIGHT DISTRICT	299,727	316,305	360,600	431,281	420,500	430,300
212	TRANSNET NM/PROPOSITION A	-	-	-	-	-	-
213	DEVELOPER PASS-THRU	305,656	410,796	100,000	220,000	100,000	100,000
214	FIRE MITIGATION FEES	8,275	12,062	10,000	11,375	5,000	5,000
215	BOATING & WATERWAYS	-	-	-	-	-	-
218	TRANSNET MOTORIZED	-	-	-	-	-	-
219	COPS	100,036	100,159	100,000	100,000	100,000	150,000
220	TDA	322,153	177,847	-	616,050	-	-
228	TRANSNET EXTENSION	464,753	760,339	465,000	363,435	150,000	400,000
240	CDBG	40,990	-	-	42,500	-	-
241	CALTRANS	-	-	-	60,288	-	-
244	TEA21/ISTEA	-	-	-	-	-	-
245	TEA	-	-	-	-	-	-
246	MISCELLANEOUS GRANT FUND	(4,813)	-	-	-	-	-
247	SB 1 STREETS AND ROADS	-	-	-	200,000	200,000	300,000
250	COASTAL BUSINESS/VISTORS	30,000	41,736	48,600	108,600	59,100	53,100
255	CAMP PROGRAMS	370,022	436,177	454,300	427,510	555,100	561,000
263	HOUSING	73,549	17,498	10,000	8,160	10,000	10,000
265	AFFORDABLE HOUSING GRANT	161,719	-	-	-	-	-
270	PUBLIC SAFETY SPECIAL REVENUE	98,807	347,233	85,000	180,600	95,000	85,000
317	PUBLIC FACILITIES	153,283	152,429	151,100	151,100	152,400	151,100
320	CAPITAL LEASE	202,318	202,318	202,400	202,400	202,400	202,400
420	PUBLIC IMPROVEMENT GRANT	66,790	51,608	-	-	-	-
450	SAND REPLENISHMENT TOT - CIP	115,587	372,665	464,200	314,799	400,300	600,300
454	TRANSPORTATION IMPACT FEE	-	-	-	-	-	-
459	CITY CIP FUND	1,226,525	759,546	368,400	2,517,250	748,400	543,400
47X	ASSESSMENT DISTRICTS CIP	-	218	-	161,177	-	-
509	SANITATION	5,335,390	6,192,308	11,648,200	11,763,722	5,645,100	5,712,200
550	SOLANA ENERGY ALLIANCE (SEA)	-	390,533	4,479,765	4,776,996	4,612,400	4,860,900
65X	SUCCESSOR AGENCY	488,544	404,338	498,200	387,719	294,600	295,300
TOTAL CITY & SA FUNDS		29,329,227	31,492,485	39,619,165	46,624,859	35,916,600	37,270,500

## EXPENDITURES & OTHER FINANCING USES

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED BUDGET	2018-2019 PROJECTED	2019-2020 ADOPTED BUDGET	2020-2021 ADOPTED BUDGET
<b>GENERAL FUND (Major Fund)</b>						
<b>General Government</b>						
City Council	291,330	304,146	305,300	305,945	322,300	326,400
City Clerk	367,380	363,534	463,800	554,085	497,900	533,800
City Attorney	502,024	518,867	724,500	433,662	528,400	528,800
City Manager	270,406	334,398	325,400	340,965	460,900	464,500
Finance	1,244,571	1,374,565	874,400	771,298	1,251,600	1,293,700
Non-Departmental	33,687	31,777	36,200	35,224	37,200	37,200
Human Resources	319,547	352,836	445,500	366,914	326,900	334,200
Information Services	362,085	398,493	429,800	381,790	473,500	428,900
Total General Government	3,391,030	3,678,616	3,604,900	3,189,884	3,898,700	3,947,500
<b>Community Development</b>						
Planning	657,561	758,810	797,600	761,467	846,900	857,300
Building Services	473,795	410,708	390,100	344,000	355,500	364,200
Total Community Development	1,131,356	1,169,519	1,187,700	1,105,467	1,202,400	1,221,500
<b>Public Safety</b>						
Law Enforcement	3,631,835	3,854,756	4,094,500	4,097,459	4,324,400	4,495,600
Fire Department	4,387,065	4,886,960	4,614,700	4,741,964	5,124,500	5,272,300
Animal Regulation	93,530	108,826	83,100	91,185	88,600	88,600
Code/Parking Enforcement	179,826	181,225	247,200	214,308	255,900	258,900
Emergency Preparedness	27,878	28,775	30,700	28,310	32,800	35,000
Marine Safety	847,250	814,767	870,400	791,602	903,400	910,300
Shoreline Protection	1,000	-	1,100	1,100	1,100	1,100
Total Public Safety	9,168,384	9,875,308	9,941,700	9,965,928	10,730,700	11,061,800
<b>Public Works</b>						
Engineering	338,859	366,157	391,700	366,199	422,800	430,100
Storm Water Management	307,271	348,238	349,800	358,410	386,900	436,200
Street Maintenance	392,843	538,747	487,800	455,928	565,700	567,400
Traffic Safety	150,781	158,291	180,900	288,103	282,100	283,200
Street Sweeping	39,095	39,933	65,300	60,300	65,300	65,300
Park Maintenance	307,699	322,053	402,400	400,055	428,700	426,000
Public Facilities	387,122	385,421	456,900	445,070	450,500	452,800
Total Public Works	1,923,670	2,158,839	2,334,800	2,374,065	2,602,000	2,661,000
<b>Community Services</b>						
Community Services	95,139	117,152	88,700	82,677	92,600	93,400
Recreation	176,756	153,186	170,700	165,756	615,100	617,300
Total Community Services	271,895	270,338	259,400	248,433	707,700	710,700
<b>Subtotal General Fund</b>						
	15,886,336	17,152,620	17,328,500	16,883,777	19,141,500	19,602,500
Risk Management Insurance	537,863	386,865	518,200	319,270	542,200	556,200
Workers' Compensation Insurance	353,815	345,174	448,000	432,601	443,200	453,300
Asset Replacement	147,495	483,263	324,500	284,995	311,900	244,700
Facilities Replacement	291	375	300	500	500	500
PERS Side Fund	27,052	15,805	3,900	-	-	-
Real Property Acquisition	-	-	-	2,800,000	77,900	67,600
Other Post Employment Benefits	85,376	92,434	-	96,417	378,000	389,000
Pension Stabilization	3,918	5,178	4,000	4,000	4,000	4,000
<b>TOTAL GENERAL FUND</b>	<b>17,042,145</b>	<b>18,481,713</b>	<b>18,627,400</b>	<b>20,821,560</b>	<b>20,899,200</b>	<b>21,317,800</b>

## EXPENDITURES & OTHER FINANCING USES

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED BUDGET	2018-2019 PROJECTED	2019-2020 ADOPTED BUDGET	2020-2021 ADOPTED BUDGET
<b>SPECIAL REVENUE FUNDS (Minor Funds)</b>						
State Gas Tax Fund						
Public Works	2,600	2,739	2,600	2,600	2,600	2,600
Capital Projects	224,605	402,726	460,000	555,484	245,000	500,000
Total State Gas Tax Fund	227,205	405,465	462,600	558,084	247,600	502,600
<b>Special Districts</b>						
MID 33 Highway 101	95,000	101,445	116,000	150,712	153,500	154,100
MID 9C Santa Fe Hills	316,604	280,799	252,200	307,200	300,200	300,200
MID 9E Isla Verde	5,899	5,901	6,000	6,000	6,000	6,000
MID 9H San Elijo #2	83,833	83,940	83,100	83,100	83,100	83,100
Coastal Rail Trail Maint District	62,455	60,207	72,500	86,905	93,600	93,600
Street Light District	229,327	245,905	290,200	360,881	350,100	359,900
Total Special Districts	793,118	778,196	820,000	994,798	986,500	996,900
Developer Pass-Thru	305,656	410,796	100,000	220,000	100,000	100,000
Fire Mitigation Fees	8,275	12,062	10,000	11,375	5,000	5,000
COPS	100,036	100,159	100,000	100,000	100,000	150,000
TDA	322,153	177,847	-	616,050	-	-
TransNet Extension	464,753	760,339	465,000	363,435	150,000	400,000
CDBG	40,990	-	-	42,500	-	-
CALTRANS	-	-	-	654	-	-
Miscellaneous Grants	(4,813)	-	-	-	-	-
Coastal Business/Visitors TOT	30,000	41,736	48,600	108,600	59,100	53,100
Camp Programs						
Junior Lifeguard Program	343,344	372,372	390,300	365,152	478,100	482,700
Recreation Camps	26,678	63,806	64,000	62,358	77,000	78,300
Total Camp Programs	370,022	436,177	454,300	427,510	555,100	561,000
SB 1 Streets and Roads	-	-	-	200,000	200,000	300,000
Housing	73,549	17,498	10,000	8,160	10,000	10,000
Affordable Housing Grant	161,719	-	-	-	-	-
Public Safety Special Revenues	98,807	347,233	85,000	180,600	95,000	85,000
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>2,991,469</b>	<b>3,487,509</b>	<b>2,555,500</b>	<b>3,831,766</b>	<b>2,508,300</b>	<b>3,163,600</b>
<b>DEBT SERVICE FUNDS (Minor Funds)</b>						
Public Facilities	153,283	152,429	151,100	151,100	152,400	151,100
Capital Lease	202,318	202,318	202,400	202,400	202,400	202,400
<b>TOTAL DEBT SERVICE FUNDS</b>	<b>355,601</b>	<b>354,747</b>	<b>353,500</b>	<b>353,500</b>	<b>354,800</b>	<b>353,500</b>
<b>CAPITAL PROJECTS FUNDS (Minor Funds)</b>						
Public Improvement Grant	66,790	51,608	-	-	-	-
Sand Replenishment TOT	115,587	372,665	464,200	314,799	400,300	600,300
Transportation Impact Fee (TIF)	-	-	-	-	-	-
City CIP Fund	1,226,525	759,546	368,400	2,517,250	748,400	543,400
Assessment Districts	-	218	-	161,177	-	-
<b>TOTAL CAPITAL PROJECTS FUNDS</b>	<b>1,408,902</b>	<b>1,184,037</b>	<b>832,600</b>	<b>2,993,226</b>	<b>1,148,700</b>	<b>1,143,700</b>

**EXPENDITURES & OTHER FINANCING USES**

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED BUDGET	2018-2019 PROJECTED	2019-2020 ADOPTED BUDGET	2020-2021 ADOPTED BUDGET
<b>PROPRIETARY FUND (Major Fund)</b>						
Sanitation						
Maintenance	2,739,997	3,049,567	3,043,600	3,159,165	3,417,300	3,463,800
Debt Service	1,414,668	2,014,236	1,792,800	1,792,800	1,288,400	1,287,000
Improvements (San Elijo JPA)	457,668	172,325	76,800	76,757	439,400	461,400
Capital Projects	723,057	956,179	6,735,000	6,735,000	500,000	500,000
Total Sanitation	5,335,390	6,192,308	11,648,200	11,763,722	5,645,100	5,712,200
Solana Energy Alliance (SEA)	-	390,533	4,479,765	4,776,996	4,612,400	4,860,900
<b>TOTAL PROPRIETARY FUNDS</b>	<b>5,335,390</b>	<b>6,582,840</b>	<b>16,127,965</b>	<b>16,540,718</b>	<b>10,257,500</b>	<b>10,573,100</b>
<b>TOTAL - CITY FUNDS</b>	<b>27,133,508</b>	<b>30,090,847</b>	<b>38,496,965</b>	<b>44,540,770</b>	<b>35,168,500</b>	<b>36,551,700</b>
<b>SUCCESSOR AGENCY</b>						
Successor Agency	488,544	404,338	498,200	387,719	294,600	295,300
<b>OTHER SOURCES OF FUNDS</b>						
<b>Transfers Out</b>						
General Fund						
Undesignated						
Debt Service-Public Facilities	153,300	152,400	151,100	151,100	151,100	151,100
City CIP Fund	1,177,100	642,500	250,500	1,153,900	-	-
TEA21/ISTEA				68,662	-	-
TEA				40,674	-	-
Reserve for Community Television	-					
Asset Replacement	45,000				-	-
Reserve for OPEB						
OPEB Fund	85,376	-	-	-	-	-
Facilities Replacement	-	-	-	-		
City CIP Fund	44,000	-	20,000	20,000	100,000	70,000
Asset Replacement						
Capital Leases	132,000	132,000	132,000	132,000	132,000	132,000
Street Lighting						
Capital Leases	70,400	70,400	70,400	70,400	70,400	70,400
Caltrans						
TEA21/ISTEA				59,634		
<b>Total Transfers Out</b>	<b>1,707,176</b>	<b>997,300</b>	<b>624,000</b>	<b>1,696,370</b>	<b>453,500</b>	<b>423,500</b>
<b>TOTAL OTHER USES OF FUNDS</b>	<b>1,707,176</b>	<b>997,300</b>	<b>624,000</b>	<b>1,696,370</b>	<b>453,500</b>	<b>423,500</b>
<b>TOTAL EXPENDITURES-ALL FUNDS</b>	<b>29,329,227</b>	<b>31,492,485</b>	<b>39,619,165</b>	<b>46,624,859</b>	<b>35,916,600</b>	<b>37,270,500</b>

# GRAPHS AND SUMMARIES

ALL FUNDS FISCAL YEAR 2019-2020

	General Fund (001)	General Fund Internal Services (120-165) Page B-20	Gas Tax (202)	Municipal Improvmnt Districts (203-205) (207,208) Page B-21	Successor Agency to the Solana Beach RDA 65X
<b><u>Resources</u></b>					
<b><u>Revenue</u></b>					
Property Tax	8,257,200	-	-	426,400	-
Sales Tax	3,259,200	-	-	-	-
Other Taxes and Fees	3,393,900	-	-	226,300	-
Licenses and Permits	418,000	-	-	-	-
Fines, Forfeits and Penalties	468,000	-	-	-	-
Use of Money and Property	185,000	66,000	2,000	800	-
Intergovernmental	1,997,500	-	372,900	2,500	-
Service Charges	748,800	-	-	-	-
Other Revenue	629,400	2,262,300	-	-	-
Tax Increment	-	-	-	-	294,600
<b>Total Revenue</b>	<b>19,357,000</b>	<b>2,328,300</b>	<b>374,900</b>	<b>656,000</b>	<b>294,600</b>
<b><u>Other Sources of Funds</u></b>					
Proceeds from Long-Term Debt	-	-	-	-	-
Transfers In	-	-	-	-	-
<b>Total Other Sources of Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total 2019/20</b>					
<b>Resources</b>	<b>19,357,000</b>	<b>2,328,300</b>	<b>374,900</b>	<b>656,000</b>	<b>294,600</b>
<b>07/01/19 Estimated</b>					
<b>Fund Balance</b>	<b>10,495,396</b>	<b>2,895,892</b>	<b>139,743</b>	<b>957,812</b>	<b>331,179</b>
<b>Total Resources</b>	<b>29,852,396</b>	<b>5,224,192</b>	<b>514,643</b>	<b>1,613,812</b>	<b>625,779</b>
<b><u>Appropriations</u></b>					
<b><u>Operating Expenses</u></b>					
Salaries	5,895,900	304,900	-	16,300	18,800
Fringe Benefits	2,659,900	44,100	-	6,600	7,300
Materials, Supplies, Services	8,554,100	815,300	2,600	611,300	60,000
Capital, Debt Service & Charges	2,031,600	593,400	-	2,200	208,500
<b>Total Operating Expenses</b>	<b>19,141,500</b>	<b>1,757,700</b>	<b>2,600</b>	<b>636,400</b>	<b>294,600</b>
<b><u>Other Uses of Funds</u></b>					
Debt Service	-	-	-	-	-
Capital Improvements	-	-	245,000	-	-
Transfers Out	151,100	232,000	-	-	-
<b>Total Other Uses of Funds</b>	<b>151,100</b>	<b>232,000</b>	<b>245,000</b>	<b>-</b>	<b>-</b>
<b>Total 2019/20 Use of Funds</b>	<b>19,292,600</b>	<b>1,989,700</b>	<b>247,600</b>	<b>636,400</b>	<b>294,600</b>
<b>Designated Reserves (Est.)</b>	<b>5,660,807</b>	<b>3,234,492</b>	<b>267,043</b>	<b>977,412</b>	<b>331,179</b>
<b>Undesignated Reserves (Est.)</b>	<b>4,898,989</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Appropriations</b>	<b>29,852,396</b>	<b>5,224,192</b>	<b>514,643</b>	<b>1,613,812</b>	<b>625,779</b>



<b>Street Light District (211)</b>	<b>Special Revenue (212-270) Page B-24 to B-25</b>	<b>Debt Service (317/320) Page B-26</b>	<b>Capital Imprvmt (420-46X) Page B-23</b>	<b>Sanitation &amp; SEA (509, 550)</b>	<b>Total All Funds</b>
510,900	-	-	-	-	9,194,500
-	-	-	-	-	3,259,200
77,000	371,100	-	334,000	-	4,402,300
-	-	-	-	-	418,000
-	-	-	-	-	468,000
30,000	5,400	-	37,400	80,000	406,600
3,200	299,500	-	-	-	2,675,600
-	642,900	-	-	10,416,200	11,807,900
-	-	-	-	13,800	2,905,500
-	-	-	-	-	294,600
621,100	1,318,900	-	371,400	10,510,000	35,832,200
-	-	-	-	-	-
-	-	353,500	100,000	-	453,500
-	-	353,500	100,000	-	453,500
621,100	1,318,900	353,500	471,400	10,510,000	36,285,700
2,380,296	1,537,712	24,979	2,025,326	36,915,083	57,703,417
3,001,396	2,856,612	378,479	2,496,726	47,425,083	93,989,117
85,300	280,000	-	-	493,000	7,094,200
33,000	76,200	-	-	190,500	3,017,600
220,600	536,000	-	-	7,174,800	17,974,700
11,200	32,000	-	-	610,800	3,489,700
350,100	924,200	-	-	8,469,100	31,576,200
-	-	354,800	-	1,288,400	1,643,200
-	350,000	-	1,148,700	500,000	2,243,700
70,400	-	-	-	-	453,500
70,400	350,000	354,800	1,148,700	1,788,400	4,340,400
420,500	1,274,200	354,800	1,148,700	10,257,500	35,916,600
2,580,896	1,582,412	23,679	1,348,026	37,167,583	53,173,528
-	-	-	-	-	4,898,989
3,001,396	2,856,612	378,479	2,496,726	47,425,083	93,989,117

# GRAPHS AND SUMMARIES

ALL FUNDS FISCAL YEAR 2020-2021

	General Fund (001)	General Fund Internal Services (120-165) Page B-20	Gas Tax (202)	Municipal Improvmt Districts (203-205) (207,208) Page B-21	Successor Agency to the Solana Beach RDA 65X
<b><u>Resources</u></b>					
<b><u>Revenue</u></b>					
Property Tax	8,586,500	-	-	434,900	-
Sales Tax	3,308,700	-	-	-	-
Other Taxes and Fees	3,410,200	-	-	227,900	-
Licenses and Permits	427,800	-	-	-	-
Fines, Forfeits and Penalties	468,000	-	-	-	-
Use of Money and Property	195,000	66,000	2,000	800	-
Intergovernmental	2,070,800	-	391,500	2,500	-
Service Charges	766,100	-	-	-	-
Other Revenue	594,500	2,187,300	-	-	-
Tax Increment	-	-	-	-	295,300
<b>Total Revenue</b>	<b>19,827,600</b>	<b>2,253,300</b>	<b>393,500</b>	<b>666,100</b>	<b>295,300</b>
<b><u>Other Sources of Funds</u></b>					
Proceeds from Long-Term Debt	-	-	-	-	-
Transfers In	-	-	-	-	-
<b>Total Other Sources of Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total 2020/21</b>					
<b>Resources</b>	<b>19,827,600</b>	<b>2,253,300</b>	<b>393,500</b>	<b>666,100</b>	<b>295,300</b>
<b>07/01/20 Estimated</b>					
<b>Fund Balance</b>	<b>10,559,796</b>	<b>3,234,492</b>	<b>267,043</b>	<b>977,412</b>	<b>331,179</b>
<b>Total Resources</b>	<b>30,387,396</b>	<b>5,487,792</b>	<b>660,543</b>	<b>1,643,512</b>	<b>626,479</b>
<b><u>Appropriations</u></b>					
<b><u>Operating Expenses</u></b>					
Salaries	6,002,600	312,400	-	16,600	19,100
Fringe Benefits	2,828,200	47,000	-	7,100	7,700
Materials, Supplies, Services	8,759,600	833,800	2,600	611,300	60,000
Capital, Debt Service & Charges	2,012,100	522,100	-	2,000	208,500
<b>Total Operating Expenses</b>	<b>19,602,500</b>	<b>1,715,300</b>	<b>2,600</b>	<b>637,000</b>	<b>295,300</b>
<b><u>Other Uses of Funds</u></b>					
Debt Service	-	-	-	-	-
Capital Improvements	-	-	500,000	-	-
Transfers Out	151,100	202,000	-	-	-
<b>Total Other Uses of Funds</b>	<b>151,100</b>	<b>202,000</b>	<b>500,000</b>	<b>-</b>	<b>-</b>
<b>Total 2020/21 Use of Funds</b>	<b>19,753,600</b>	<b>1,917,300</b>	<b>502,600</b>	<b>637,000</b>	<b>295,300</b>
<b>Designated Reserves (Est.)</b>	<b>5,777,520</b>	<b>3,570,492</b>	<b>157,943</b>	<b>1,006,512</b>	<b>331,179</b>
<b>Undesignated Reserves (Est.)</b>	<b>4,856,276</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Appropriations</b>	<b>30,387,396</b>	<b>5,487,792</b>	<b>660,543</b>	<b>1,643,512</b>	<b>626,479</b>

<b>Street Light District (211)</b>	<b>Special Revenue (212-270) Page B-24 to B-25</b>	<b>Debt Service (317/320) Page B-26</b>	<b>Capital Imprvmt (420-46X) Page B-23</b>	<b>Sanitation &amp; SEA (509, 550)</b>	<b>Total All Funds</b>
521,100	-	-	-	-	9,542,500
-	-	-	-	-	3,308,700
77,000	382,500	-	334,000	-	4,431,600
-	-	-	-	-	427,800
-	-	-	-	-	468,000
30,000	5,400	-	37,400	80,000	416,600
3,200	549,500	-	-	-	3,017,500
-	647,400	-	-	10,624,000	12,037,500
-	-	-	10,000	13,800	2,805,600
-	-	-	-	-	295,300
631,300	1,584,800	-	381,400	10,717,800	36,751,100
-	-	-	-	-	-
-	-	353,500	70,000	-	423,500
-	-	353,500	70,000	-	423,500
631,300	1,584,800	353,500	451,400	10,717,800	37,174,600
2,580,896	1,582,412	23,679	1,348,026	37,167,583	58,072,518
3,212,196	3,167,212	377,179	1,799,426	47,885,383	95,247,117
86,700	282,900	-	-	501,000	7,221,300
35,200	79,300	-	-	202,400	3,206,900
227,000	570,000	-	-	7,503,600	18,567,900
11,000	31,900	-	-	579,100	3,366,700
359,900	964,100	-	-	8,786,100	32,362,800
-	-	353,500	-	1,287,000	1,640,500
-	700,000	-	1,143,700	500,000	2,843,700
70,400	-	-	-	-	423,500
70,400	700,000	353,500	1,143,700	1,787,000	4,907,700
430,300	1,664,100	353,500	1,143,700	10,573,100	37,270,500
2,781,896	1,503,112	23,679	655,726	37,312,283	53,120,341
-	-	-	-	-	4,856,276
3,212,196	3,167,212	377,179	1,799,426	47,885,383	95,247,117

**INTERFUND TRANSFERS**

**Fiscal Year 2019-2020**

TRANSFER FROM	TRANSFER TO						TOTAL
	GENERAL FUND	PUBLIC FACILITIES	CAPITAL LEASES	ASSET REPLACEMENT	MISC CAPITAL PROJECTS	RDA LOW/MOD HOUSING	
GENERAL FUND							-
UNDESIGNATED RESERVES		151,100				-	151,100
DESIGNATED RESERVES							-
ASSET REPLACEMENT			132,000				132,000
FACILITIES REPLACEMENT					100,000		100,000
STREET LIGHTING			70,400				70,400
TOTAL IN:	-	151,100	202,400	-	100,000	-	453,500

**Transfers To:**

135-4910	-
317-4910	151,100
320-4910	202,400
459-4910	100,000
	<u>453,500</u>

**Transfers From:**

001-6810	151,100
135-6810	132,000
140-6810	100,000
211-6810	70,400
	<u>453,500</u>

**INTERFUND TRANSFERS**

**Fiscal Year 2020-2021**

TRANSFER FROM	TRANSFER TO						TOTAL
	GENERAL FUND	PUBLIC FACILITIES	CAPITAL LEASES	ASSET REPLACEMENT	MISC CAPITAL PROJECTS	RDA LOW/MOD HOUSING	
GENERAL FUND							-
UNDESIGNATED RESERVES		151,100					151,100
DESIGNATED RESERVES							-
ASSET REPLACEMENT			132,000				132,000
FACILITIES REPLACEMENT					70,000		70,000
STREET LIGHTING			70,400				70,400
TOTAL IN:	-	151,100	202,400	-	70,000	-	423,500

**Transfers To:**

135-4910	-
317-4910	151,100
320-4910	202,400
459-4910	70,000
	<u>423,500</u>

**Transfers From:**

001-6810	151,100
135-6810	132,000
140-6810	70,000
211-6810	70,400
	<u>423,500</u>

**GRAPHS AND SUMMARIES**

**General Fund Operating Expenditures by Object Code**

OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 PROPOSED	2020-2021 PROPOSED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	3,950,062	4,062,053	4,475,800	4,156,843	4,800,100	4,890,900
6102	Part Time & Temporary Salaries	399,077	481,967	414,600	435,249	457,900	461,700
6103	Overtime	535,433	515,866	386,400	658,928	520,500	530,500
6104	Special Pay	117,588	139,115	111,400	106,943	117,400	119,500
6105	Temporary Non-Payroll	45,761	54,497	-	43,481	-	-
6205	Retirement	536,365	508,668	561,900	531,695	622,500	676,400
6207	Retirement-UAL	460,741	562,977	698,900	698,852	847,600	959,300
6210	Medicare	70,249	73,163	78,000	73,322	85,500	87,000
6211	Social Security	13,953	14,893	15,500	12,566	16,200	16,200
6220	Flex Credit Benefit	713,429	774,130	864,000	831,960	938,800	938,800
6244	LT Disability Insurance	12,039	12,282	14,100	13,703	15,500	15,700
6245	Life Insurance	9,697	10,479	15,000	11,161	16,400	16,600
6255	Deferred Compensation	4,841	7,243	4,000	8,903	10,600	10,600
6248	RHSA % Benefit	23,036	35,369	37,200	35,259	39,100	39,900
6260	Unemployment Insurance	15,326	2,226	20,000	5,253	20,000	20,000
6270	Retirees Health Insurance	148,050	159,621	176,400	165,475	-	-
6280	Auto Allowance	28,914	29,129	34,500	32,292	37,200	37,200
6285	Uniform Allowance	1,750	1,650	2,000	2,085	2,500	2,500
6295	Rideshare	3,989	3,086	8,000	960	8,000	8,000
	<b>TOTAL</b>	<b>7,090,300</b>	<b>7,448,412</b>	<b>7,917,700</b>	<b>7,824,930</b>	<b>8,555,800</b>	<b>8,830,800</b>
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences & Meetings	15,381	19,744	35,100	29,585	40,900	41,000
6320	Training	12,622	25,716	30,700	25,545	36,200	35,000
6330	Membership and Dues	94,535	93,815	103,900	99,858	108,500	111,400
6340	Clothing and Personal Expenses	20,080	21,196	30,600	37,500	42,200	43,700
6341	Tuition Reimbursement	4,130	7,867	5,000	10,000	10,000	10,000
6350	Pre-Employment	12,419	12,401	5,000	7,800	8,500	8,500
6351	Recruitments	6,023	5,422	7,000	7,500	17,400	17,900
6413	Fire Prevention Program	2,048	1,253	2,800	2,800	4,200	4,100
6415	Election Supplies	9,492	1,689	25,000	145,000	1,200	25,000
6416	Office Supplies	6,486	5,433	7,200	6,700	8,000	8,000
6417	Postage	7,911	5,202	9,000	8,550	8,800	9,000
6418	Books, Subscriptions & Printing	21,705	20,326	29,900	26,935	30,600	29,800
6419	Minor Equipment	40,512	47,359	36,700	40,500	52,400	45,300
6420	Departmental Special Supplies	84,822	79,368	95,700	98,821	105,100	101,400
6421	Small Tools	310	1,074	1,200	1,102	2,000	1,700
6427	Vehicle Operating Supplies	31,941	39,175	49,200	43,300	48,200	48,400
6428	Vehicle Maintenance	58,806	52,431	85,000	108,200	91,900	91,900
6522	Advertising	13,706	8,709	13,000	11,709	13,200	13,400
6523	Communications	59,138	57,658	72,300	67,700	83,300	84,300
6524	Utilities - Electric	118,471	120,904	163,800	127,800	134,300	141,100
6525	Rents and Leases	17,539	19,420	22,300	20,485	22,300	22,300
6526	Maint. of Buildings & Grounds	206,136	204,826	313,600	321,452	326,800	326,800
6527	Utilities - Water	44,567	52,857	70,600	64,300	72,400	72,400
6529	Mileage	1,279	625	4,000	3,395	4,000	4,000
6530	Professional Services	5,678,918	6,124,653	6,516,100	6,261,231	6,759,200	6,927,000
6531	Maint. & Operation of Equipment	72,872	116,889	133,800	127,743	129,000	133,900
6532	Contribution to Other Agencies	88,516	89,934	76,400	73,805	83,500	85,700
6535	Community Television Production	46,075	47,883	59,600	54,500	53,500	52,200
6538	Special Events	18,890	14,508	22,200	23,000	22,400	23,400
6539	Contingency	2,298	7,498	37,500	37,500	37,500	37,500
6570	Other Charges	196,048	172,891	191,500	165,131	192,100	199,000
6575	Public Arts Expenditures	-	12,730	4,500	4,500	4,500	4,500
	<b>TOTAL</b>	<b>6,993,675</b>	<b>7,491,458</b>	<b>8,260,200</b>	<b>8,063,947</b>	<b>8,554,100</b>	<b>8,759,600</b>
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6640	Equipment	-	-	-	-	-	-
6650	Vehicles	-	-	-	-	-	-
6910	Claims Liability Charges	111,000	300,400	154,800	154,800	325,200	278,000
6920	Worker's Comp Charges	320,700	352,900	286,700	286,700	392,000	410,200
6930	Asset Replacement Charges	360,400	383,400	403,400	403,400	397,100	397,100
6935	Facilities Replacement Charges	150,000	150,000	150,000	150,000	150,000	150,000
6938	700 Stevens	-	-	-	-	445,700	445,700
6940	PERS Side Fund Charges	460,260	626,050	155,700	-	-	-
6960	PARS OPEB Charges	85,039	85,039	-	-	321,600	331,100
6965	PARS Pension Charges	314,961	314,961	-	-	-	-
	<b>TOTAL</b>	<b>1,802,360</b>	<b>2,212,750</b>	<b>1,150,600</b>	<b>994,900</b>	<b>2,031,600</b>	<b>2,012,100</b>
	<b>ACTIVITY TOTALS</b>	<b>15,886,336</b>	<b>17,152,620</b>	<b>17,328,500</b>	<b>16,883,777</b>	<b>19,141,500</b>	<b>19,602,500</b>

**GRAPHS AND SUMMARIES**

**Insurance and Asset Replacement Funds**

Description	Fund 120 Risk Management		Fund 125 Worker's Compensation		Fund 135 Asset Replacement		Fund 140 Facilities Replacement		Fund 152 Real Property Acquisition		Fund 160 OPEB Fund		Fund 165 Pension Stabilization		Total	
	Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year	
	2019-2020	2020-2021	2019-2020	2020-2021	2019-2020	2020-2021	2019-2020	2020-2021	2019-2020	2020-2021	2019-2020	2020-2021	2019-2020	2020-2021	2019-2020	2020-2021
<b>Revenue:</b>																
Interest	5,000	5,000	5,000	5,000	15,500	15,500	3,500	3,500	-	-	-	-	37,000	37,000	66,000	66,000
Miscellaneous	-	-	4,500	4,500	-	-	-	-	-	-	-	-	-	-	4,500	4,500
Departmental Charges	465,000	360,000	422,000	441,000	397,100	397,100	150,000	150,000	445,700	445,700	378,000	389,000	-	-	2,257,800	2,182,800
<b>Total Revenue</b>	<b>470,000</b>	<b>365,000</b>	<b>431,500</b>	<b>450,500</b>	<b>412,600</b>	<b>412,600</b>	<b>153,500</b>	<b>153,500</b>	<b>445,700</b>	<b>445,700</b>	<b>378,000</b>	<b>389,000</b>	<b>37,000</b>	<b>37,000</b>	<b>2,328,300</b>	<b>2,253,300</b>
<b>Other Sources of Funds</b>																
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Other Sources of Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Source of Funds</b>	<b>470,000</b>	<b>365,000</b>	<b>431,500</b>	<b>450,500</b>	<b>412,600</b>	<b>412,600</b>	<b>153,500</b>	<b>153,500</b>	<b>445,700</b>	<b>445,700</b>	<b>378,000</b>	<b>389,000</b>	<b>37,000</b>	<b>37,000</b>	<b>2,328,300</b>	<b>2,253,300</b>
<b>Estimated Fund Balance-BB</b>	<b>764,099</b>	<b>691,899</b>	<b>515,393</b>	<b>503,693</b>	<b>2,088,150</b>	<b>2,056,850</b>	<b>642,215</b>	<b>695,215</b>	<b>(2,800,000)</b>	<b>(2,432,200)</b>	<b>-</b>	<b>-</b>	<b>1,686,035</b>	<b>1,719,035</b>	<b>2,895,892</b>	<b>3,234,492</b>
<b>Total Resources</b>	<b>1,234,099</b>	<b>1,056,899</b>	<b>946,893</b>	<b>954,193</b>	<b>2,500,750</b>	<b>2,469,450</b>	<b>795,715</b>	<b>848,715</b>	<b>(2,354,300)</b>	<b>(1,986,500)</b>	<b>378,000</b>	<b>389,000</b>	<b>1,723,035</b>	<b>1,756,035</b>	<b>5,224,192</b>	<b>5,487,792</b>
<b>Expenditures</b>																
Salaries	75,100	76,600	49,800	50,800	-	-	-	-	-	-	180,000	185,000	-	-	304,900	312,400
Fringe	25,100	26,500	19,000	20,500	-	-	-	-	-	-	-	-	-	-	44,100	47,000
Materials, Supplies, Services	437,000	447,900	372,300	379,900	1,500	1,500	500	500	-	-	-	-	4,000	4,000	815,300	833,800
Capital, Debt Service & Charges	5,000	5,200	2,100	2,100	310,400	243,200	-	-	77,900	67,600	198,000	204,000	-	-	593,400	522,100
<b>Total Expenditures</b>	<b>542,200</b>	<b>556,200</b>	<b>443,200</b>	<b>453,300</b>	<b>311,900</b>	<b>244,700</b>	<b>500</b>	<b>500</b>	<b>77,900</b>	<b>67,600</b>	<b>378,000</b>	<b>389,000</b>	<b>4,000</b>	<b>4,000</b>	<b>1,757,700</b>	<b>1,715,300</b>
<b>Other Uses of Funds</b>																
Transfers Out	-	-	-	-	132,000	132,000	100,000	70,000	-	-	-	-	-	-	232,000	202,000
Capital Improvements	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer to 115 IRS Trust	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Other Uses of Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>132,000</b>	<b>132,000</b>	<b>100,000</b>	<b>70,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>232,000</b>	<b>202,000</b>
<b>Total Use of Funds</b>	<b>542,200</b>	<b>556,200</b>	<b>443,200</b>	<b>453,300</b>	<b>443,900</b>	<b>376,700</b>	<b>100,500</b>	<b>70,500</b>	<b>77,900</b>	<b>67,600</b>	<b>378,000</b>	<b>389,000</b>	<b>4,000</b>	<b>4,000</b>	<b>1,989,700</b>	<b>1,917,300</b>
<b>Estimated Fund Balance at Fiscal Year End</b>	<b>691,899</b>	<b>500,699</b>	<b>503,693</b>	<b>500,893</b>	<b>2,056,850</b>	<b>2,092,750</b>	<b>695,215</b>	<b>778,215</b>	<b>(2,432,200)</b>	<b>(2,054,100)</b>	<b>-</b>	<b>-</b>	<b>1,719,035</b>	<b>1,752,035</b>	<b>3,234,492</b>	<b>3,570,492</b>
<b>Total Uses</b>	<b>1,234,099</b>	<b>1,056,899</b>	<b>946,893</b>	<b>954,193</b>	<b>2,500,750</b>	<b>2,469,450</b>	<b>795,715</b>	<b>848,715</b>	<b>(2,354,300)</b>	<b>(1,986,500)</b>	<b>378,000</b>	<b>389,000</b>	<b>1,723,035</b>	<b>1,756,035</b>	<b>5,224,192</b>	<b>5,487,792</b>

**GRAPHS AND SUMMARIES**

**Municipal Improvement Districts**

<b>Description</b>	<b>Fund 203 Hwy 101 Railroad</b>		<b>Fund 204 Santa Fe Hills</b>		<b>Fund 205 Isla Verde</b>		<b>Fund 207 San Elijo Hills II</b>		<b>Fund 208 Coastal Rail Trail Maint District</b>		<b>Total</b>	
	Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year	
	2019-2020	2020-2021	2019-2020	2020-2021	2019-2020	2020-2021	2019-2020	2020-2021	2019-2020	2020-2021	2019-2020	2020-2021
<b>Revenue:</b>												
Property Tax	127,700	130,300	216,700	221,000	-	-	82,000	83,600	-	-	426,400	434,900
Benefit Fees	11,500	11,500	95,000	95,000	6,000	6,000	34,200	34,200	79,600	81,200	226,300	227,900
State HOE	600	600	1,500	1,500	-	-	400	400	-	-	2,500	2,500
Interest Earnings	500	500	200	200	-	-	100	100	-	-	800	800
<b>Total Revenue</b>	<b>140,300</b>	<b>142,900</b>	<b>313,400</b>	<b>317,700</b>	<b>6,000</b>	<b>6,000</b>	<b>116,700</b>	<b>118,300</b>	<b>79,600</b>	<b>81,200</b>	<b>656,000</b>	<b>666,100</b>
<b>Estimated Fund Balance-BB</b>	<b>507,816</b>	<b>494,616</b>	<b>120,884</b>	<b>134,084</b>	<b>4,191</b>	<b>4,191</b>	<b>247,347</b>	<b>280,947</b>	<b>77,574</b>	<b>63,574</b>	<b>957,812</b>	<b>977,412</b>
<b>Total Resources</b>	<b>648,116</b>	<b>637,516</b>	<b>434,284</b>	<b>451,784</b>	<b>10,191</b>	<b>10,191</b>	<b>364,047</b>	<b>399,247</b>	<b>157,174</b>	<b>144,774</b>	<b>1,613,812</b>	<b>1,643,512</b>
<b>Expenditures</b>												
Salaries	16,300	16,600	-	-	-	-	-	-	-	-	16,300	16,600
Fringe Benefits	6,600	7,100	-	-	-	-	-	-	-	-	6,600	7,100
Materials, Supplies, Services	128,400	128,400	300,200	300,200	6,000	6,000	83,100	83,100	93,600	93,600	611,300	611,300
Capital, Debt Service & Charges	2,200	2,000	-	-	-	-	-	-	-	-	2,200	2,000
<b>Total Expenditures</b>	<b>153,500</b>	<b>154,100</b>	<b>300,200</b>	<b>300,200</b>	<b>6,000</b>	<b>6,000</b>	<b>83,100</b>	<b>83,100</b>	<b>93,600</b>	<b>93,600</b>	<b>636,400</b>	<b>637,000</b>
<b>Estimated Fund Balance at Fiscal Year End</b>	<b>494,616</b>	<b>483,416</b>	<b>134,084</b>	<b>151,584</b>	<b>4,191</b>	<b>4,191</b>	<b>280,947</b>	<b>316,147</b>	<b>63,574</b>	<b>51,174</b>	<b>977,412</b>	<b>1,006,512</b>
<b>Total Uses</b>	<b>648,116</b>	<b>637,516</b>	<b>434,284</b>	<b>451,784</b>	<b>10,191</b>	<b>10,191</b>	<b>364,047</b>	<b>399,247</b>	<b>157,174</b>	<b>144,774</b>	<b>1,613,812</b>	<b>1,643,512</b>



**GRAPHS AND SUMMARIES**

**Capital Improvement Projects (CIP)**

<u>Description</u>	<b>Fund 450 TOT Sand Replenishment</b>		<b>Fund 454 Transportation Impact Fee (TIF)</b>		<b>Fund 459 Miscellaneous Capital Projects</b>		<b>Total</b>	
	<u>Fiscal Year</u>		<u>Fiscal Year</u>		<u>Fiscal Year</u>		<u>Fiscal Year</u>	
	2019-2020	2020-2021	2019-2020	2020-2021	2019-2020	2020-2021	#REF!	#REF!
<b>Revenue:</b>								
Other Taxes and Fees	284,000	284,000	50,000	50,000	-	-	334,000	334,000
Intergovernmental	-	-	-	-	-	-	-	-
Interest Earnings	400	400	-	-	37,000	37,000	37,400	37,400
Other Revenue	-	-	-	-	-	10,000	-	10,000
<b>Total Revenue</b>	<b>284,400</b>	<b>284,400</b>	<b>50,000</b>	<b>50,000</b>	<b>37,000</b>	<b>47,000</b>	<b>371,400</b>	<b>381,400</b>
<b>Other Sources of Funds</b>								
Transfers In	-	-	-	-	100,000	70,000	100,000	70,000
<b>Total Other Sources of Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>70,000</b>	<b>100,000</b>	<b>70,000</b>
<b>Total Source of Funds</b>	<b>284,400</b>	<b>284,400</b>	<b>50,000</b>	<b>50,000</b>	<b>137,000</b>	<b>117,000</b>	<b>471,400</b>	<b>451,400</b>
<b>Estimated Fund Balance-BB</b>	<b>574,037</b>	<b>458,137</b>	<b>407,154</b>	<b>457,154</b>	<b>1,044,135</b>	<b>432,735</b>	<b>2,025,326</b>	<b>1,348,026</b>
<b>Total Resources</b>	<b>858,437</b>	<b>742,537</b>	<b>457,154</b>	<b>507,154</b>	<b>1,181,135</b>	<b>549,735</b>	<b>2,496,726</b>	<b>1,799,426</b>
<b>Expenditures</b>								
Salaries	-	-	-	-	-	-	-	-
Fringe Benefits	-	-	-	-	-	-	-	-
Materials, Supplies, Services	-	-	-	-	-	-	-	-
Other Charges	-	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Uses of Funds</b>								
Capital Improvements	400,300	600,300	-	-	748,400	543,400	1,148,700	1,143,700
Transfers Out	-	-	-	-	-	-	-	-
<b>Total Other Uses of Funds</b>	<b>400,300</b>	<b>600,300</b>	<b>-</b>	<b>-</b>	<b>748,400</b>	<b>543,400</b>	<b>1,148,700</b>	<b>1,143,700</b>
<b>Total Use of Funds</b>	<b>400,300</b>	<b>600,300</b>	<b>-</b>	<b>-</b>	<b>748,400</b>	<b>543,400</b>	<b>1,148,700</b>	<b>1,143,700</b>
<b>Estimated Fund Balance at Fiscal Year End</b>	<b>458,137</b>	<b>142,237</b>	<b>457,154</b>	<b>507,154</b>	<b>432,735</b>	<b>6,335</b>	<b>1,348,026</b>	<b>655,726</b>
<b>Total Uses</b>	<b>858,437</b>	<b>742,537</b>	<b>457,154</b>	<b>507,154</b>	<b>1,181,135</b>	<b>549,735</b>	<b>2,496,726</b>	<b>1,799,426</b>

See detail of Capital Improvement Projects at Page D-7

**GRAPHS AND SUMMARIES**

Special Revenue Funds (Fiscal Years 2019-2020 & 2020-2021)

Description	Fund 213 Developer Pass-Thru		Fund 214 Fire Mitigation Fees		Fund 215 State Parks/Division Boating & Waterways		Fund 219 COPS		Fund 228 TransNet Extension		Fund 240 CDBG		Fund 241 CALTRANS	
	Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year	
	2019-2020	2020-2021	2019-2020	2020-2021	2019-2020	2020-2021	2019-2020	2020-2021	2019-2020	2020-2021	2019-2020	2020-2021	2019-2020	2020-2021
<b>Revenue:</b>														
Other Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Use of Money/Property	-	-	-	-	-	-	400	400	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	100,000	100,000	150,000	400,000	-	-	-	-
Service Charges	100,000	100,000	5,000	5,000	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	100,000	100,000	5,000	5,000	-	-	100,400	100,400	150,000	400,000	-	-	-	-
<b>Estimated Beginning Fund Balance</b>	(85,087)	(85,087)	(19,428)	(19,428)	60,369	60,369	205,572	205,972	-	-	(15,573)	(15,573)	-	-
<b>Total Resources</b>	14,913	14,913	(14,428)	(14,428)	60,369	60,369	305,972	306,372	150,000	400,000	(15,573)	(15,573)	-	-
<b>Expenditures:</b>														
Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fringe	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Materials,Supplies,Service	100,000	100,000	5,000	5,000	-	-	100,000	150,000	-	-	-	-	-	-
Capital, Debt Svc, Chrgs	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Improvement	-	-	-	-	-	-	-	-	150,000	400,000	-	-	-	-
<b>Total Expenditures:</b>	100,000	100,000	5,000	5,000	-	-	100,000	150,000	150,000	400,000	-	-	-	-
<b>Estimated Ending Fund Balance</b>	(85,087)	(85,087)	(19,428)	(19,428)	60,369	60,369	205,972	156,372	-	-	(15,573)	(15,573)	-	-
<b>Total Uses</b>	14,913	14,913	(14,428)	(14,428)	60,369	60,369	305,972	306,372	150,000	400,000	(15,573)	(15,573)	-	-

**GRAPHS AND SUMMARIES**

Special Revenue Funds (Fiscal Years 2019-2020 & 2020-2021 continued)

Description	Fund 246 Miscell Grants		Fund 247 SB1 Streets & Roads		Fund 250 Coastal Bus/ Visitors TOT		Fund 255 Camp Programs		Fund 263 Housing		Fund 270 Public Safety		Total	
	Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year		Fiscal Year	
	2019-2020	2020-2021	2019-2020	2020-2021	2019-2020	2020-2021	2019-2020	2020-2021	2019-2020	2020-2021	2019-2020	2020-2021	2019-2020	2020-2021
<b>Revenue:</b>														
Other Taxes	-	-	229,100	240,500	142,000	142,000	-	-	-	-	-	-	371,100	382,500
Use of Money/Property	-	-	-	-	2,500	2,500	-	-	2,500	2,500	-	-	5,400	5,400
Intergovernmental	-	-	-	-	-	-	-	-	-	-	49,500	49,500	299,500	549,500
Service Charges	-	-	-	-	-	-	537,900	542,400	-	-	-	-	642,900	647,400
<b>Total Revenue</b>	-	-	229,100	240,500	144,500	144,500	537,900	542,400	2,500	2,500	49,500	49,500	1,318,900	1,584,800
<b>Estimated Beginning Fund Balance</b>	6,098	6,098	99,727	128,827	652,369	737,769	71,129	53,929	348,053	340,553	214,483	168,983	1,537,712	1,582,412
<b>Total Resources</b>	6,098	6,098	328,827	369,327	796,869	882,269	609,029	596,329	350,553	343,053	263,983	218,483	2,856,612	3,167,212
<b>Expenditures:</b>														
Salaries	-	-	-	-	-	-	280,000	282,900	-	-	-	-	280,000	282,900
Fringe	-	-	-	-	-	-	76,200	79,300	-	-	-	-	76,200	79,300
Materials,Supplies,Services	-	-	-	-	59,100	53,100	166,900	166,900	10,000	10,000	95,000	85,000	536,000	570,000
Capital, Debt Svc, Chrgs	-	-	-	-	-	-	32,000	31,900	-	-	-	-	32,000	31,900
Capital Improvement	-	-	200,000	300,000	-	-	-	-	-	-	-	-	350,000	700,000
<b>Total Expenditures:</b>	-	-	200,000	300,000	59,100	53,100	555,100	561,000	10,000	10,000	95,000	85,000	1,274,200	1,664,100
<b>Estimated Ending Fund Balance</b>	6,098	6,098	128,827	69,327	737,769	829,169	53,929	35,329	340,553	333,053	168,983	133,483	1,582,412	1,503,112
<b>Total Uses</b>	6,098	6,098	328,827	369,327	796,869	882,269	609,029	596,329	350,553	343,053	263,983	218,483	2,856,612	3,167,212

**GRAPHS AND SUMMARIES**

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

<b>Description</b>	<b>Fund 317 Public Facilities</b>		<b>Fund 320 Capital Lease</b>		<b>Total</b>	
	<b>Fiscal Year</b>		<b>Fiscal Year</b>		<b>Fiscal Year</b>	
	<b>2019-2020</b>	<b>2020-2021</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2019-2020</b>	<b>2020-2021</b>
<b>Revenue:</b>						
Interest	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
<b>Total Revenue</b>	-	-	-	-	-	-
<b>Other Sources of Funds</b>						
Transfers In	151,100	151,100	202,400	202,400	353,500	353,500
<b>Total Other Sources of Funds</b>	151,100	151,100	202,400	202,400	353,500	353,500
<b>Total Source of Funds</b>	151,100	151,100	202,400	202,400	353,500	353,500
<b>Estimated Fund Balance-BB</b>	362	(938)	24,617	24,617	24,979	23,679
<b>Total Resources</b>	151,462	150,162	227,017	227,017	378,479	377,179
<b>Expenditures</b>						
Debt Service	152,400	151,100	202,400	202,400	354,800	353,500
<b>Total Expenditures</b>	152,400	151,100	202,400	202,400	354,800	353,500
<b>Other Uses of Funds</b>						
Transfers Out	-	-	-	-	-	-
<b>Total Other Uses of Funds</b>	-	-	-	-	-	-
<b>Total Use of Funds</b>	152,400	151,100	202,400	202,400	354,800	353,500
<b>Estimated Fund Balance at Fiscal Year End</b>	(938)	(938)	24,617	24,617	23,679	23,679
<b>Total Uses</b>	151,462	150,162	227,017	227,017	378,479	377,179

**GRAPHS AND SUMMARIES**

Debt Outstanding

<b>Bond Name</b>	<b>Repayment Source</b>	<b>Original Debt Issue</b>	<b>Outstanding Principal at 06/30/19</b>	<b>2019-20 Payment P&amp;I</b>	<b>2020-21 Payment P&amp;I</b>	<b>FY Final Payment</b>
<b>City National Bank Lease Agreement #11-022</b>	General Fund	\$ 1,388,300	\$ 560,600	\$ 154,321	\$ 147,382	2023
<b>City National Bank Lease Agreement #15-010</b>	General Fund	614,759	254,683	131,944	131,944	2021
<b>Municipal Finance Corporation Lease #12-015</b>	Street Lighting District	818,695	514,642	70,374	70,374	2027
<b>2017 Tax Allocation Refunding Bond</b>	Successor Agency	2,694,100	2,527,700	200,865	200,905	2036
<b>2017 Waste Water Revenue Refunding Bonds</b>	Sewer Enterprise Revenue	6,865,000	6,385,000	504,956	501,556	2036
<b>2010 Series A (Build America Bonds)</b>	TransNet Extension	5,500,000	5,500,000	325,105	325,105	2048
<b>2017 Revenue Bonds (Clean Water Projects)</b>	Sewer Enterprise Revenue	11,057,500	11,057,500	668,888	669,863	2047
	<b>Subtotals</b>	<b>\$ 28,938,354</b>	<b>\$ 26,800,125</b>	<b>\$ 2,056,453</b>	<b>\$ 2,047,129</b>	
<b>2006 Barbara-Granados Underground Utility District (AD 2005-1)</b>	Assessment District	1,510,000	1,205,000	103,968	101,791	2036
<b>2006 Pacific Underground Utility District (AD 2005-2)</b>	Assessment District	510,000	405,000	34,823	34,097	2036
<b>2006 South Solana Sewer Project (AD 2006-1)</b>	Assessment District	550,000	435,000	36,109	35,393	2036
<b>2008 Marsolan Underground Utility District (AD 2008-1)</b>	Assessment District	475,000	345,000	31,055	30,545	2038
	<b>Subtotals</b>	<b>\$ 3,045,000</b>	<b>\$ 2,390,000</b>	<b>\$ 205,955</b>	<b>\$ 201,826</b>	
	<b>Totals</b>	<b>\$ 31,983,354</b>	<b>\$ 29,190,125</b>	<b>\$ 2,262,408</b>	<b>\$ 2,248,955</b>	

## GRAPHS AND SUMMARIES

Departmental Charges for Risk Management, Workers' Compensation, Asset Replacement, Facilities Replacement & PERS Side Fund for Fiscal Year 2019-2020

Department:	Risk Mgmt Dept Contribution	Wrkrs Comp Dept Contribution	Asset Replacement Contribution	Facilities Replacement Contribution	Real Property Acquisition Contribution	OPEB Contribution	Total Dept Contribution
<b>General Fund:</b>							
City Council	2,000	1,800	-	-	-	-	3,800
City Clerk	9,600	8,700	15,000	-	-	-	33,300
City Attorney	700	600	-	-	-	-	1,300
City Manager	8,900	8,100	-	-	-	-	17,000
Finance	9,200	8,300	10,900	-	-	321,600	350,000
Human Resources	5,600	5,100	-	-	-	-	10,700
Information Systems	3,900	3,500	105,000	-	-	-	112,400
Community Development	18,400	17,400	29,600	-	-	-	65,400
Fire	90,300	263,200	169,500	-	-	-	523,000
Animal Control	-	-	-	-	-	-	-
Code Enforcement	4,400	4,000	6,800	-	-	-	15,200
Marine Safety	19,400	33,900	43,000	-	-	-	96,300
Engineering	10,900	9,100	-	-	-	-	20,000
Environmental Services	3,000	2,800	-	-	-	-	5,800
Streets Maint	130,400	17,600	17,300	-	-	-	165,300
Park Maint	3,400	3,100	-	-	-	-	6,500
Facilities	-	-	-	150,000	-	-	150,000
Community Services	1,600	1,500	-	-	-	-	3,100
Recreation	3,500	3,300	-	-	445,700	-	452,500
<b>Total General Fund</b>	<b>325,200</b>	<b>392,000</b>	<b>397,100</b>	<b>150,000</b>	<b>445,700</b>	<b>321,600</b>	<b>2,031,600</b>
<b>All Other Funds:</b>							
Sanitation	121,900	13,700	-	-	-	25,800	161,400
Mid 33	600	500	-	-	-	1,100	2,200
Street Lighting	2,900	2,600	-	-	-	5,700	11,200
Junior Lifeguard	7,900	7,200	-	-	-	7,200	22,300
Camp Program	1,600	1,500	-	-	-	1,800	4,900
Risk Management	-	-	-	-	-	5,000	5,000
Workers Compensation	-	-	-	-	-	2,100	2,100
Successor Agency Admin	600	600	-	-	-	1,300	2,500
Solana Energy Alliance	4,300	3,900	-	-	-	6,400	14,600
<b>Total All Funds</b>	<b>465,000</b>	<b>422,000</b>	<b>397,100</b>	<b>150,000</b>	<b>445,700</b>	<b>378,000</b>	<b>2,257,800</b>

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

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

Where:

C = Contribution of department

T = Total cost of risk allocated

W = Weight placed on department loss experience

I = Losses of the department

L = Total losses of all departments

e = Exposure of the department (payroll)

E = Total exposure of all departments

## GRAPHS AND SUMMARIES

Departmental Charges for Risk Management, Workers' Compensation, Asset Replacement, Facilities Replacement & PERS Side Fund for Fiscal Year 2020-2021

Department:	Risk Mgmt Dept Contribution	Wrkrs Comp Dept Contribution	Asset Replacement Contribution	Facilities Replacement Contribution	Real Property Acquisition Contribution	PERS Side Fund Payoff Contribution	Total Dept Contribution
<b>General Fund:</b>							
City Council	1,500	1,800	-	-	-	-	3,300
City Clerk	7,500	9,200	15,000	-	-	-	31,700
City Attorney	500	600	-	-	-	-	1,100
City Manager	6,800	8,400	-	-	-	-	15,200
Finance	7,100	8,700	10,900	-	-	331,100	357,800
Human Resources	4,300	5,300	-	-	-	-	9,600
Information Systems	3,000	3,700	105,000	-	-	-	111,700
Community Development	14,300	18,300	29,600	-	-	-	62,200
Fire	70,100	283,300	169,500	-	-	-	522,900
Animal Control	-	-	-	-	-	-	-
Code Enforcement	3,400	4,200	6,800	-	-	-	14,400
Marine Safety	14,900	31,000	43,000	-	-	-	88,900
Engineering	8,600	9,500	-	-	-	-	18,100
Environmental Services	2,400	2,900	-	-	-	-	5,300
Streets Maint	126,900	15,200	17,300	-	-	-	159,400
Park Maint	2,700	3,200	-	-	-	-	5,900
Facilities	-	-	-	150,000	445,700	-	595,700
Community Services	1,300	1,500	-	-	-	-	2,800
Recreation	2,700	3,400	-	-	-	-	6,100
<b>Total General Fund</b>	<b>278,000</b>	<b>410,200</b>	<b>397,100</b>	<b>150,000</b>	<b>445,700</b>	<b>331,100</b>	<b>2,012,100</b>
<b>All Other Funds:</b>							
Sanitation	68,000	13,800	-	-	-	26,500	108,300
Mid 33	400	500	-	-	-	1,100	2,000
Street Lighting	2,300	2,800	-	-	-	5,900	11,000
Junior Lifeguard	6,100	7,500	-	-	-	7,400	21,000
Camp Program	1,300	1,500	-	-	-	1,900	4,700
Risk Management	-	-	-	-	-	5,200	5,200
Workers Compensation	-	-	-	-	-	2,100	2,100
Successor Agency Admin	500	600	-	-	-	1,300	2,400
Solana Energy Alliance	3,400	4,100	-	-	-	6,500	14,000
<b>Total All Funds</b>	<b>360,000</b>	<b>441,000</b>	<b>397,100</b>	<b>150,000</b>	<b>445,700</b>	<b>389,000</b>	<b>2,182,800</b>

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

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

Where:

C = Contribution of department

T = Total cost of risk allocated

W = Weight placed on department loss experience

I = Losses of the department

L = Total losses of all departments

e = Exposure of the department (payroll)

E = Total exposure of all departments

## BUDGET GRAPHS AND SUMMARIES

### Budget Schedule IVA - Asset Replacement Fund by Department - Fiscal Year 2019-2020

		Balance July 1, 2019	Scheduled Charges for 2019/20	Available 2019/20	2019/20			Ending Balance June 30, 2020
					Replacements	Debt Service	Transfer In	
<b><u>Vehicles:</u></b>								
Fire Department	7	\$ 566,900	131,900	698,800	(32,600)	(132,000)	-	534,200
Marine Safety	2	40,500	17,300	57,800	-	-	-	57,800
Public Works	8	139,100	16,300	155,400	-	-	-	155,400
Parking and Codes	2	72,800	6,800	79,600	-	-	-	79,600
<i>Total Vehicles</i>	19	819,300	172,300	991,600	(32,600)	(132,000)	-	827,000
<b><u>Equipment: <sup>(1)</sup></u></b>								
Fire Department		432,300	37,600	469,900	(65,000)	-	-	404,900
Marine Safety		238,500	25,700	264,200	(26,300)	-	-	237,900
Parking and Codes		40,000	-	40,000	(8,900)	-	-	31,100
Public Works		59,400	1,000	60,400	(14,700)	-	-	45,700
Community Development		28,400	29,600	58,000	(31,850)	-	-	26,150
Community Services		22,700	-	22,700	-	-	-	22,700
City Clerk		57,500	15,000	72,500	(6,100)	-	-	66,400
Finance		79,600	10,900	90,500	(42,900)	-	-	47,600
City Manager		139,400	-	139,400	(4,550)	-	-	134,850
Information Systems		171,100	105,000	276,100	(77,500)	-	-	198,600
<i>Total Equipment</i>		1,268,900	224,800	1,493,700	(277,800)	-	-	1,215,900
Total reserved		2,088,200	397,100	2,485,300	(310,400)	(132,000)	-	2,042,900
Interest earnings (net)		-	15,500	15,500	(1,500)	-	-	14,000
<b>Total Asset Replacement</b>		<b>\$ 2,088,200</b>	<b>412,600</b>	<b>2,500,800</b>	<b>(311,900)</b>	<b>(132,000)</b>	<b>-</b>	<b>2,056,900</b>

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



## BUDGET GRAPHS AND SUMMARIES

### Budget Schedule IVA - Asset Replacement Fund by Department - Fiscal Year 2020-21

		Balance July 1, 2020	Scheduled Charges for 2020/21	Available 2020/21	2020/21			Ending Balance June 30, 2021
					Replacements	Debt Service	Transfer In	
<b><u>Vehicles:</u></b>								
Fire Department	7	\$ 534,200	131,900	666,100	-	(132,000)	-	534,100
Marine Safety	2	57,800	15,900	73,700	(69,000)	-	-	4,700
Public Works	8	155,400	6,100	161,500	-	-	-	161,500
Parking and Codes	2	79,600	3,200	82,800	-	-	-	82,800
<i>Total Vehicles</i>	19	827,000	157,100	984,100	(69,000)	(132,000)	-	783,100
<b><u>Equipment:</u> <sup>(1)</sup></b>								
Fire Department		404,900	37,600	442,500	(44,500)	-	-	398,000
Marine Safety		237,900	27,100	265,000	(9,700)	-	-	255,300
Parking and Codes		31,100	3,600	34,700	-	-	-	34,700
Public Works		45,700	11,200	56,900	-	-	-	56,900
Community Development		26,150	29,600	55,750	-	-	-	55,750
Community Services		22,700	-	22,700	-	-	-	22,700
City Clerk		66,400	15,000	81,400	(45,000)	-	-	36,400
Finance		47,600	10,900	58,500	-	-	-	58,500
City Manager		134,850	-	134,850	-	-	-	134,850
Information Systems		198,600	105,000	303,600	(75,000)	-	-	228,600
<i>Total Equipment</i>		1,215,900	240,000	1,455,900	(174,200)	-	-	1,281,700
Total reserved		2,042,900	397,100	2,440,000	(243,200)	(132,000)	-	2,064,800
Interest earnings		14,000	15,500	29,500	(1,500)	-	-	28,000
<b>Total Asset Replacement</b>		<b>\$ 2,056,900</b>	<b>412,600</b>	<b>2,469,500</b>	<b>(244,700)</b>	<b>(132,000)</b>	<b>-</b>	<b>2,092,800</b>

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

**GRAPHS AND SUMMARIES**

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

DEPARTMENT/ POSITION TITLE	CLASS CODE/ SALARY RANGES	APPROVED POSITIONS FY 17-18	APPROVED POSITIONS FY 18-19	APPROVED POSITIONS 19-20 & 20-21
<b>CITY CLERK</b>				
City Clerk	M6	1.00	1.00	1.00
Deputy City Clerk	M2	1.00	1.00	1.00
Administrative Assistant III	MIS86	1.00	1.00	1.00
Management Analyst	M1	0.00	0.00	0.50
<b>Total</b>		<b>3.00</b>	<b>3.00</b>	<b>3.50</b>
<b>CITY MANAGER</b>				
City Manager	contract	1.00	1.00	1.00
Assistant City Manager	M8	1.00	1.00	1.00
Snr Management Analyst	M2	0.00	0.00	0.75
Executive Assistant	M1	1.00	1.00	1.00
Administrative Assistant III	MIS86	1.00	1.00	1.00
<b>Total</b>		<b>4.00</b>	<b>4.00</b>	<b>4.75</b>
<b>FINANCE</b>				
Finance Director/City Treasurer	M8	0.00	0.00	1.00
Finance Manager/City Treasurer	M7	1.00	1.00	0.00
Senior Accountant	M3	1.00	1.00	1.00
Senior Management Analyst	M2	0.00	0.00	1.00
Management Analyst	M1	0.00	1.00	0.00
Fiscal Services Specialist II	C99	1.00	0.00	0.00
Administrative Assistant II	MIS64	1.00	1.00	1.00
Fiscal Services Specialist I	C87	1.00	1.00	1.00
<b>Total</b>		<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>HUMAN RESOURCES</b>				
Human Resources Director	M6	0.00	0.00	0.75
Human Resources Manager	M4	0.75	0.75	0.00
<b>Total</b>		<b>0.75</b>	<b>0.75</b>	<b>0.75</b>
<b>INFORMATION SYSTEMS</b>				
Information Technology Manager	M4	1.00	1.00	1.00
<b>COMMUNITY DEVELOPMENT</b>				
Community Development Director	M8	1.00	1.00	1.00
Principal Planner	M3	1.00	1.00	1.00
Associate Planner	MIS116A	1.00	1.00	1.00
Assistant Planner	MIS103B	1.00	1.00	1.00
Junior Planner	MIS85	1.00	1.00	1.00
Administrative Assistant III	MIS86	1.00	1.00	1.00
<b>Total</b>		<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
<b>COMMUNITY SERVICES/RECREATION</b>				
Recreation Manager	M3	1.00	1.00	1.00
Management Analyst	5011	0.75	0.75	0.75
<b>Total</b>		<b>1.75</b>	<b>1.75</b>	<b>1.75</b>
<b>FIRE</b>				
Battalion Chief	M5	1.00	1.00	1.00
Fire Captain II	5109	3.00	3.00	3.00
Fire Captain I	5099	3.00	3.00	3.00
Fire Engineer/Paramedic	5100	6.00	6.00	6.00
Firefighter/Paramedic	5091	6.00	6.00	6.00
Fire Prevention Specialist	MIS109	0.00	1.00	1.00
<b>Total</b>		<b>19.00</b>	<b>20.00</b>	<b>20.00</b>
<b>CODES &amp; PARKING</b>				
Senior Code Compliance Officer	MIS106A	1.00	1.00	1.00
Code Compliance Officer	MIS94	1.00	1.00	1.00
<b>Total</b>		<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>MARINE SAFETY</b>				
Marine Safety Captain	M3	1.00	1.00	1.00
Marine Safety Lieutenant	MS119	1.00	1.00	1.00
Marine Safety Sergeant	MS100	2.00	3.00	3.00
<b>Total</b>		<b>4.00</b>	<b>5.00</b>	<b>5.00</b>
<b>ENGINEERING/PUBLIC WORKS</b>				
City Engineer/Public Works Director	M8	1.00	1.00	1.00
Principal Civil Engineer	M4	1.00	1.00	1.00
Associate Civil Engineer	MIS137A	1.00	1.00	1.00
Senior Engineering Technician	MIS103A	0.00	0.00	0.00
Public Works Inspector	MIS109	0.00	0.00	0.00
Assistant Civil Engineer	MIS119A	1.00	1.00	1.00
Assistant Civ. Engineer/Environmental	MIS119A	1.00	1.00	1.00
Public Works Operations Manager	M4	1.00	1.00	1.00
Lead Maintenance Worker	MIS89	2.00	2.00	2.00
Associate Management Analyst	MIS103A	0.00	0.00	1.00
Administrative Assistant III	MIS86	1.00	1.00	0.00
Maintenance Worker II	MIS75	2.00	2.00	2.00
<b>Total</b>		<b>11.00</b>	<b>11.00</b>	<b>11.00</b>
<b>Grand Total full-time equivalents</b>		<b>57.50</b>	<b>59.50</b>	<b>60.75</b>
Part-Time/Seasonal full-time equivalents		11.60	10.65	10.51
<b>Grand Total</b>		<b>69.10</b>	<b>70.15</b>	<b>71.26</b>

## GRAPHS AND SUMMARIES

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

	Fiscal Year 2018-19	Fiscal Year 2019-2020/2020-21	Change
	Percent	Percent	Percent
<b><u>City Manager *</u></b>			
City Manager	40%	48%	8%
Sanitation	25%	25%	0%
Street Lighting	5%	5%	0%
Successor Agency	10%	2%	-8%
Solana Energy Alliance	20%	20%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Assistant City Manager</u></b>			
City Manager	20%	20%	0%
Human Resources	15%	15%	0%
Environmental Services	5%	5%	0%
Recreation	5%	5%	0%
Recreation (Camp)	5%	5%	0%
Community Services	5%	5%	0%
Sanitation	15%	15%	0%
Workers' Compensation - Insurance	10%	10%	0%
Solana Energy Alliance	20%	20%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Executive Assistant</u></b>			
City Council	20%	20%	0%
City Manager	55%	55%	0%
Human Resources	20%	20%	0%
Solana Energy Alliance	5%	5%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>City Clerk</u></b>			
City Clerk	85%	98%	13%
Successor Agency	15%	2%	-13%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Deputy City Clerk</u></b>			
City Clerk	75%	75%	0%
City Attorney	25%	25%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Finance Director/City Treasurer</u></b>			
Finance	0%	40%	40%
Risk Management - Insurance	0%	15%	15%
Workers' Compensation - Insurance	0%	10%	10%
Successor Agency	0%	5%	5%
Sanitation	0%	25%	25%
Solana Energy Alliance	0%	5%	5%
<b>Total</b>	<b>0%</b>	<b>100%</b>	<b>100%</b>
<b><u>Finance Manager/City Treasurer</u></b>			
Finance	40%	0%	-40%
Risk Management - Insurance	15%	0%	-15%
Workers' Compensation - Insurance	10%	0%	-10%
Successor Agency	5%	0%	-5%
Sanitation	25%	0%	-25%
Solana Energy Alliance	5%	0%	-5%
<b>Total</b>	<b>100%</b>	<b>0%</b>	<b>-100%</b>
<b><u>Senior Accountant</u></b>			
Finance	55%	65%	10%
Successor Agency	15%	5%	-10%
Sanitation	20%	20%	0%
Solana Energy Alliance	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Senior Management Analyst (Finance)</u></b>			
Finance	0%	50%	50%
Risk Management - Insurance	0%	40%	40%
Sanitation	0%	10%	10%
<b>Total</b>	<b>0%</b>	<b>100%</b>	<b>100%</b>
<b><u>Management Analyst</u></b>			
Finance	50%	0%	-50%
Risk Management - Insurance	40%	0%	-40%
Sanitation	10%	0%	-10%
<b>Total</b>	<b>100%</b>	<b>0%</b>	<b>-100%</b>
<b><u>Fiscal Services Specialist I</u></b>			
Finance	75%	75%	0%
Risk Management - Insurance	20%	20%	0%
Sanitation	5%	5%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

## GRAPHS AND SUMMARIES

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

	Fiscal Year 2018-19	Fiscal Year 2019-2020/2020-21	Change
	Percent	Percent	Percent
<b><u>HR Director</u></b>			
Human Resources	60%	60%	0%
Workers' Compensation - Insurance	15%	15%	0%
<b>Total</b>	<b>75%</b>	<b>75%</b>	<b>0%</b>
<b><u>HR Manager</u></b>			
Human Resources	60%	60%	0%
Workers' Compensation - Insurance	15%	15%	0%
<b>Total</b>	<b>75%</b>	<b>75%</b>	<b>0%</b>
<b><u>Community Development Director</u></b>			
Community Development	80%	100%	20%
Successor Agency	20%	0%	-20%
Sanitation	0%	0%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Administrative Assistant II (CM/Fire/MS)</u></b>			
City Manager	50%	50%	0%
Risk Management - Insurance	10%	10%	0%
Fire Department	20%	20%	0%
Codes/Parking	0%	0%	0%
Marine Safety	20%	20%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Senior Code Compliance Officer</u></b>			
Codes/Parking	80%	80%	0%
Environmental Services	20%	20%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Marine Safety Captain</u></b>			
Marine Safety	95%	90%	-5%
Junior Guard-Camp	5%	10%	5%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Marine Safety Lieutenant</u></b>			
Marine Safety	100%	95%	-5%
Junior Guard-Camp	0%	5%	5%
MID#33	-	-	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Marine Safety Sergeant (Position 1)</u></b>			
Marine Safety	60%	80%	20%
Junior Guard-Camp	40%	20%	-20%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Marine Safety Sergeant (Position 2)</u></b>			
Marine Safety	80%	70%	-10%
Junior Guard-Camp	20%	30%	10%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Marine Safety Sergeant (Position 3)</u></b>			
Marine Safety	90%	80%	-10%
Junior Guard-Camp	10%	20%	10%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Director of Public Works/ City Engineer</u></b>			
Engineering	40%	40%	0%
Street Lighting	10%	10%	0%
Street Maintenance	20%	20%	0%
Sanitation	30%	30%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Principal Civil Engineer</u></b>			
Engineering	55%	55%	0%
Environmental Services	10%	10%	0%
Sanitation	20%	20%	0%
Street Lighting	15%	15%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Sr. Engineering Technician</u></b>			
Engineering	65%	0%	-65%
Sanitation	25%	0%	-25%
Street Lighting	10%	0%	-10%
<b>Total</b>	<b>100%</b>	<b>0%</b>	<b>-100%</b>
<b><u>Associate Civil Engineer</u></b>			
Engineering	50%	50%	0%
Sanitation	50%	50%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Assistant Civil Engineer</u></b>			
Engineering	0%	65%	65%
Sanitation	0%	25%	25%
Street Lighting	0%	10%	10%
<b>Total</b>	<b>0%</b>	<b>100%</b>	<b>100%</b>

## GRAPHS AND SUMMARIES

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

	Fiscal Year	Fiscal Year	Change
	2018-19	2019-2020/2020-21	
	Percent	Percent	Percent
<b><u>Assistant Civil Engineer/Environmental</u></b>			
Environmental Services	30%	30%	0%
Engineering	15%	15%	0%
Street Maintenance	10%	10%	0%
Park Maintenance	10%	10%	0%
Sanitation	25%	25%	0%
Street Lighting	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Administrative Assistant III (Engineering)</u></b>			
Engineering	48%	48%	0%
Street Maintenance	25%	25%	0%
Sanitation	17%	17%	0%
Street Lighting	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Public Works Operations Manager</u></b>			
Environmental Services	10%	10%	0%
Street Maintenance	20%	20%	0%
Park Maintenance	20%	20%	0%
MID #33	15%	15%	0%
Sanitation	25%	25%	0%
Street Lighting	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Lead Maintenance Worker (Position 1)</u></b>			
Environmental Services	10%	10%	0%
Street Maintenance	55%	55%	0%
Park Maintenance	15%	15%	0%
Sanitation	15%	15%	0%
Street Lighting	5%	5%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Lead Maintenance Worker (Position 2)</u></b>			
Environmental Services	5%	5%	0%
Street Maintenance	55%	55%	0%
Park Maintenance	30%	30%	0%
Sanitation	10%	10%	0%
Street Lighting	0%	0%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Maintenance Worker II (2 positions)</u></b>			
Environmental Services	5%	5%	0%
Street Maintenance	55%	55%	0%
Park Maintenance	30%	30%	0%
Sanitation	10%	10%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>
<b><u>Management Analyst</u></b>			
Community Services	60%	60%	0%
Solana Energy Alliance	15%	15%	0%
<b>Total</b>	<b>75%</b>	<b>75%</b>	<b>0%</b>
<b><u>Recreation Manager</u></b>			
Recreation	80%	80%	0%
Recreation (Camp)	20%	20%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

\* Per Contract

**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				2019-2020	2020-2021
	<b>GENERAL GOVERNMENT</b>	General Fund				3,898,700
Risk Management - Insurance				542,200	556,200	
Worker's Compensation - Insurance				443,200	453,300	
Asset Replacement				311,900	244,700	
PERS Side Fund				0	0	
					5,196,000	5,201,700
EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
TOTAL REGULAR POSITIONS	12.00	11.85	11.40	11.40	12.61	12.61
SALARIES & FRINGE BENEFITS	1,596,687	1,776,911	1,938,700	1,830,731	2,049,500	2,119,000
MATERIAL, SUPPLIES & SERVICES	2,063,342	1,941,003	2,410,300	1,932,182	2,300,500	2,301,800
CAPITAL, DEBT SVC & CHARGES	770,174	1,176,004	550,500	463,837	846,000	780,900
TOTAL BUDGET	4,430,203	4,893,917	4,899,500	4,226,750	5,196,000	5,201,700

**Department Overview:**

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

**Structure & Services**

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

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

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

## GENERAL GOVERNMENT (continued)

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

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

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





**CITY OF SOLANA BEACH**  
FISCAL YEARS 2019-20 & 2020-21 BUDGETS

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>CITY COUNCIL</b>		<b>5100</b>			<b>001-5000-5100</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	54,278	54,703	56,500	56,688	57,300	57,600
6103	Overtime	34	-	400	-	400	400
6205	Retirement	4,158	4,012	4,300	4,133	4,300	4,600
6210	Medicare	1,824	1,830	800	1,783	800	800
6220	Flex Credit Benefit	69,766	75,629	80,700	80,704	84,700	84,700
6244	LT Disability Insurance	67	81	100	85	100	100
6245	Life Insurance	28	32	-	35	-	-
6280	Auto Allowance	16,800	16,450	21,000	18,923	21,000	21,000
TOTAL		146,954	152,737	163,800	162,351	168,600	169,200
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	4,073	4,346	8,300	9,100	8,300	8,300
6330	Membership and Dues	82,575	85,257	86,600	88,994	92,500	96,500
6418	Books, Subscriptions, and Printing	49	306	300	500	300	300
6420	Departmental Special Supplies	-	-	200	200	200	200
6529	Mileage	-	-	500	500	500	500
6532	Contribution to Other Agencies	55,100	57,500	43,000	41,700	48,000	48,000
6570	Other Charges	79	-	100	100	100	100
TOTAL		141,876	147,409	139,000	141,094	149,900	153,900
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	900	2,200	1,100	1,100	2,000	1,500
6920	Workers' Comp Charges	1,600	1,800	1,400	1,400	1,800	1,800
TOTAL		2,500	4,000	2,500	2,500	3,800	3,300
ACTIVITY TOTALS		291,330	304,146	305,300	305,945	322,300	326,400

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

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

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M1	Mayor	-	8,600	-	8,600	-	8,500	-	8,500
	Council Members	-	34,200	-	34,200	-	34,200	-	34,200
	Executive Assistant	0.20	13,000	0.20	13,700	0.20	14,600	0.20	14,900
	Overtime		400		400		400		400
	Total Salaries		56,200		56,900		57,700		58,000
	Total Benefits		95,900		106,900		110,900		111,200
	<b>Total</b>	<b>0.20</b>	<b>152,100</b>	<b>0.20</b>	<b>163,800</b>	<b>0.20</b>	<b>168,600</b>	<b>0.20</b>	<b>169,200</b>

**NOTES:**

	FY 19/20	FY 20/21
6315: League of California Cities meetings	3,200	3,200
Closed Session Council meetings	1,600	1,600
LCC Luncheon Fees	300	300
CCMA annual retreat	500	500
LCC Exec Forum Workshop	2,700	2,700
	<u>8,300</u>	<u>8,300</u>
6330: San Dieguito River JPA	75,003	78,003
League of California Cities (state)	5,600	5,600
LAFCO	8,497	9,497
SANDAG	2,300	2,300
League of California Cities (SD Chapter)	600	600
Misc Luncheon Fees	500	500
	<u>92,500</u>	<u>96,500</u>
6532: Community Grant Program	30,000	30,000
Friends of the Library	10,000	10,000
211 San Diego	2,000	2,000
Winter Shelter	4,500	4,500
Regional Task Force	1,500	1,500
	<u>48,000</u>	<u>48,000</u>
6570: Council photos, event invitations, ground breaking and special recognition supplies.		



# City Clerk's Office

## **Mission Statement:**

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

## **Structure & Services**

### **Legislative Administration**

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

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

### **Records Management and Processing**

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

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

### **Boards and Commission**

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

### **Elections**

As the elections official, the City Clerk is responsible for guiding democratic processes, such as conducting general/special elections including administering the candidate nomination process, publishing candidate notices within legal guidelines, assessing and certifying official citizen initiative petitions for ballot qualification, processing and tracking required campaign statement filings, and monitoring changes in laws and regulations to effectively qualify candidates and initiatives/measurements and administer elections. The department provides oversight in regards to compliance with the

## CITY CLERK'S OFFICE (continued)

Political Reform Act, California Elections Code, California Code of Regulations, and Solana Beach Municipal Code.

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

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

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

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

### **Goals:**

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

**CITY OF SOLANA BEACH**  
FISCAL YEARS 2019-20 & 2020-21 BUDGETS

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>CITY CLERK</b>		<b>5150</b>			<b>001-5000-5150</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	160,765	161,837	220,200	190,249	249,600	254,600
6102	Part Time & Temporary Salaries	34,917	28,064	34,100	14,607	32,500	33,100
6103	Overtime	433	1,636	300	-	300	300
6105	Temporary Non-Payroll	45,761	54,497	-	43,481	-	-
6205	Retirement	15,777	15,187	18,100	17,720	22,500	25,000
6210	Medicare	2,951	2,895	3,700	3,112	4,100	4,200
6211	Social Security	190	354	-	179	-	-
6220	Flex Credit Benefit	30,458	29,500	48,100	31,299	52,600	52,600
6244	LT Disability Insurance	933	966	1,300	1,035	1,500	1,500
6245	Life Insurance	439	480	800	502	900	1,000
6280	Auto Allowance	2,608	2,608	2,600	2,594	3,000	3,000
TOTAL		295,232	298,024	329,200	304,778	367,000	375,300
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	2,145	385	5,300	4,253	6,500	6,600
6320	Training	2,375	3,161	1,100	1,100	1,200	1,300
6330	Membership and Dues	1,154	565	1,400	809	1,800	1,000
6415	Election Supplies	9,492	1,689	25,000	145,000	1,200	25,000
6417	Postage	7,911	5,202	8,800	8,450	8,600	8,800
6418	Books, Subscriptions, and Printing	4,270	3,477	9,900	9,300	10,300	10,700
6419	Minor Equipment	1,563	909	600	500	700	700
6420	Departmental Special Supplies	9,500	7,494	8,800	9,800	9,500	9,900
6522	Advertising	5,471	937	4,800	5,500	5,000	5,200
6525	Rents and Leases	2,436	2,436	3,500	2,950	3,500	3,500
6529	Mileage	-	-	400	345	400	400
6530	Professional Services	14,032	20,854	31,600	28,200	48,000	52,800
6531	Maint. & Operation of Equipment	-	-	700	500	700	700
6570	Other Charges	-	-	200	100	200	200
TOTAL		60,348	47,109	102,100	216,807	97,600	126,800
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	3,600	9,600	5,100	5,100	9,600	7,500
6920	Workers' Comp Charges	6,900	7,500	6,100	6,100	8,700	9,200
6930	Asset Replacement Charges	1,300	1,300	21,300	21,300	15,000	15,000
TOTAL		11,800	18,400	32,500	32,500	33,300	31,700
ACTIVITY TOTALS		367,380	363,534	463,800	554,085	497,900	533,800

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

DEPARTMENT <b>CITY CLERK</b>	DEPT. NO. <b>5150</b>	BUDGET UNIT <b>001-5000-5150</b>
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Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M6	City Clerk	0.85	103,400	0.85	109,100	0.98	128,900	0.98	131,600
M2	Deputy City Clerk	0.75	48,300	0.75	50,600	0.75	58,500	0.75	59,700
MIS86	Admin Assistant II/III	1.00	57,400	1.00	60,500	1.00	62,200	1.00	63,300
M1	Management Analyst	0.50	32,300	0.50	34,100	0.50	32,500	0.50	33,100
	Overtime		300		300		300		300
	Total Salaries		241,700		254,600		282,400		288,000
	Total Benefits		66,300		74,600		84,600		87,300
	<b>Total</b>	<b>3.10</b>	<b>308,000</b>	<b>3.10</b>	<b>329,200</b>	<b>3.23</b>	<b>367,000</b>	<b>3.23</b>	<b>375,300</b>

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
Resolutions adopted	125				
Ordinances adopted	8				
Council agendas - public meetings	25				
Records requests	395				



**NOTES:**

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

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

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

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

6522: Required publication of ordinances/resolutions/hearing notices

6525: Postage machine lease.

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

6531: Dedicated scanner, official bid date stamper.

# City Manager

## **Mission Statement:**

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

## **Structure & Services**

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

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

**Information/Communication Systems** is responsible for ensuring that the City's information technology resources are effectively managed and used as key organizational tools in improving staff productivity, customer service, and public access to City information. Information/Communications Systems is responsible for overseeing, maintaining and improving the Local Area Networks for all City sites, multimedia operations for City Council and other public meetings, Internet access and monitoring, telephone system, voicemail system, computer hardware/software training and staff support. Information/Communication Systems' budget and service indicators are located 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), prepares press releases and E-Blasts, maintains the City website and social media communications, coordinates media activities for City programs and services, and produces the Shorelines quarterly newsletter. The budget for communications is derived from various City departments.

The **Community Services** division is responsible for providing various service-oriented activities which include the City's Annual Street Banner program, production of *Shorelines*, the City newsletter publication, management of the public art program, and coordination of City-sponsored community-wide events. In addition, the Community Services Department is directly responsible for providing programs and services to the community, including rental processing of La Colonia Field and Community Center and managing the Fletcher Cove Community Center for City programs, rentals and services; coordination of 30 City-sponsored special events; development of joint use agreements with local school districts and other organizations for facility use and program resources; contract management with the Boys & Girls Club for the City's After School Enrichment Program; non-City-sponsored special event application administration; and Summer Youth Camps.

## CITY MANAGER (continued)

### Goals:

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



**CITY OF SOLANA BEACH**  
FISCAL YEARS 2019-20 & 2020-21 BUDGETS

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>CITY MANAGER</b>		<b>5200</b>			<b>001-5000-5200</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2019-2020 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	177,308	215,410	180,200	198,675	206,700	208,800
6102	Part Time & Temporary Salaries	-	290	-	(285)	52,800	53,800
6103	Overtime	345	1,321	500	-	500	500
6205	Retirement	15,794	15,502	13,700	15,499	22,000	24,300
6210	Medicare	2,640	3,271	2,600	3,091	3,800	3,800
6211	Social Security	-	-	-	-	-	-
6220	Flex Credit Benefit	22,440	28,084	25,600	29,576	40,400	40,400
6244	LT Disability Insurance	660	834	900	968	1,400	1,400
6245	Life Insurance	429	545	600	556	900	900
6255	Deferred Compensation	4,841	7,243	4,000	8,903	10,600	10,600
6280	Auto Allowance	3,348	3,863	2,800	2,782	3,200	3,200
TOTAL		227,806	276,364	230,900	259,765	342,300	347,700
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	3,407	5,946	7,500	5,700	7,500	7,500
6320	Training	-	679	1,000	1,000	1,000	1,000
6330	Membership and Dues	2,250	3,650	3,800	2,300	3,800	3,800
6418	Books, Subscriptions, and Printing	436	261	600	600	600	600
6420	Departmental Special Supplies	637	594	800	800	800	800
6529	Mileage	-	40	400	400	400	400
6530	Professional Services	25,073	24,167	35,000	25,000	50,000	50,000
6539	Contingency	2,298	7,498	37,500	37,500	37,500	37,500
TOTAL		34,101	42,835	86,600	73,300	101,600	101,600
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	2,900	8,500	3,600	3,600	8,900	6,800
6920	Workers' Comp Charges	5,600	6,700	4,300	4,300	8,100	8,400
TOTAL		8,500	15,200	7,900	7,900	17,000	15,200
ACTIVITY TOTALS		270,406	334,398	325,400	340,965	460,900	464,500

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

DEPARTMENT <b>CITY MANAGER</b>	DEPT. NO. <b>5200</b>	BUDGET UNIT <b>001-5000-5200</b>
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Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
Contract	City Manager	0.60	120,600	0.40	82,800	0.48	103,300	0.48	103,300
M8	Assistant City Manager	0.20	25,900	0.20	29,200	0.20	32,300	0.20	32,900
M2	Sr. Management Analyst	-	-	-	-	0.75	52,800	0.75	53,800
M1	Executive Assistant	0.60	39,200	0.55	37,900	0.55	40,100	0.55	40,900
MIS86	Admin Assistant III	0.50	28,700	0.50	30,300	0.50	31,000	0.50	31,700
	Overtime		500		500		500		500
	Total Salaries		214,900		180,700		260,000		263,100
	Total Benefits		55,600		50,200		82,300		84,600
	<b>Total</b>	<b>1.90</b>	<b>270,500</b>	<b>1.65</b>	<b>230,900</b>	<b>2.48</b>	<b>342,300</b>	<b>2.48</b>	<b>347,700</b>

**NOTES:**

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

**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>CITY ATTORNEY</b>		<b>5250</b>			<b>001-5000-5250</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	15,228	18,378	16,800	18,065	19,500	19,900
6103	Overtime	58	142	-	-	-	-
6205	Retirement	1,005	1,171	1,200	1,351	1,500	1,700
6210	Medicare	255	309	200	298	300	300
6211	Social Security	-	-	-	-	-	-
6220	Flex Credit Benefit	3,359	4,003	3,900	3,880	4,100	4,100
6244	LT Disability Insurance	97	77	100	123	100	100
6245	Life Insurance	37	31	100	48	100	100
TOTAL		20,039	24,112	22,300	23,765	25,600	26,200
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	294	263	500	396	500	500
6418	Books, Subscriptions, and Printing	129	350	1,000	-	1,000	1,000
6530	Professional Services	480,961	493,042	700,000	408,801	500,000	500,000
TOTAL		481,385	493,655	701,500	409,197	501,500	501,500
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	200	600	300	300	700	500
6920	Workers' Comp Charges	400	500	400	400	600	600
TOTAL		600	1,100	700	700	1,300	1,100
ACTIVITY TOTALS		502,024	518,867	724,500	433,662	528,400	528,800

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

DEPARTMENT <b>CITY ATTORNEY</b>	DEPT. NO. <b>5250</b>	BUDGET UNIT <b>001-5000-5250</b>
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Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M2	Deputy City Clerk	0.25	16,100	0.25	16,800	0.25	19,500	0.25	19,900
	Total Salaries		16,100		16,800		19,500		19,900
	Total Benefits		4,900		5,500		6,100		6,300
	<b>Total</b>	<b>0.25</b>	<b>21,000</b>	<b>0.25</b>	<b>22,300</b>	<b>0.25</b>	<b>25,600</b>	<b>0.25</b>	<b>26,200</b>

<b>NOTES:</b>		
6418: Municipal law book update, West Law book and other legal journals subscriptions	FY 19/20	FY 20/21
6420: Pleading papers	200,000	200,000
6530: City Attorney - General Services	90,000	90,000
City Attorney - Other Services	210,000	210,000
Outside Legal Services	<u>500,000</u>	<u>500,000</u>



# Finance Department

## **Mission Statement:**

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

## **Structure and Services**

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

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

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

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

The budgets and service indicators for ***Risk Management, Workers Compensation, Asset Replacement, PERS Side Fund, Real Property Acquisition, and OPEB*** are located on pages C-26 through C-37.

## **Goals:**

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

**CITY OF SOLANA BEACH**  
FISCAL YEARS 2019-20 & 2020-21 BUDGETS

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>FINANCE</b>		<b>5300</b>			<b>001-5000-5300</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	209,987	175,438	226,800	181,304	267,300	272,700
6102	Part Time & Temporary Salaries	20,038	37,642	-	33,136	-	-
6103	Overtime	2,069	1,935	1,200	469	1,200	1,200
6205	Retirement	17,689	15,858	17,100	16,618	18,000	19,900
6207	Retirement-UAL	156,755	187,953	224,200	224,167	270,900	305,300
6210	Medicare	3,302	3,107	3,300	3,400	3,900	4,000
6211	Social Security	751	-	-	-	-	-
6220	Flex Credit Benefit	40,423	33,996	47,300	51,313	41,600	41,600
6244	LT Disability Insurance	1,085	997	1,200	1,210	1,400	1,400
6245	Life Insurance	479	451	800	523	900	900
TOTAL		452,579	457,376	521,900	512,140	606,400	648,200
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	199	350	2,300	636	2,300	2,300
6320	Training	1,462	784	2,000	935	2,000	2,000
6330	Membership and Dues	300	480	300	300	300	300
6418	Books, Subscriptions, and Printing	74	18	400	-	400	400
6419	Minor Equipment	243	-	-	200	-	-
6420	Departmental Special Supplies	4,010	2,472	3,100	4,023	3,100	3,100
6522	Advertising	946	116	1,000	872	1,000	1,000
6529	Mileage	14	-	100	-	100	100
6530	Professional Services	48,055	151,474	103,300	77,198	106,800	91,500
6531	Maint. & Operation of Equipment	32,372	33,732	34,900	35,418	38,200	40,100
6570	Other Charges	154,121	123,205	141,400	118,676	141,000	146,900
TOTAL		241,796	312,631	288,800	238,258	295,200	287,700
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	3,600	9,400	4,500	4,500	9,200	7,100
6920	Workers' Comp Charges	6,800	7,400	5,500	5,500	8,300	8,700
6930	Asset Replacement Charges	10,900	10,900	10,900	10,900	10,900	10,900
6940	PERS Side Fund Charges	128,897	176,858	42,800	-	-	-
6960	PARS OPEB Charges	85,039	85,039	-	-	321,600	331,100
6965	PARS Pension Charges	314,961	314,961	-	-	-	-
TOTAL		550,197	604,558	63,700	20,900	350,000	357,800
ACTIVITY TOTALS		1,244,571	1,374,565	874,400	771,298	1,251,600	1,293,700

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

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

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M8	Finance Director/Treasurer	-	-	-	-	0.40	59,700	0.40	60,800
M7	Finance Manager/Treasurer	0.30	40,300	0.25	35,500	-	-	-	-
M3	Senior Accountant	0.65	50,000	0.55	47,000	0.65	56,900	0.65	58,000
M2	Senior Management Analyst	-	-	-	-	0.50	42,800	0.50	43,700
M1	Management Analyst	-	-	0.50	38,000	-	-	-	-
C99	Fiscal Services Specialist II	0.75	45,700	-	-	-	-	-	-
C87	Fiscal Services Specialist I	0.75	43,500	0.75	45,800	0.75	45,900	0.75	46,800
MIS86	Admin Assistant II	1.00	57,400	1.00	60,500	1.00	62,000	1.00	63,400
	Special Pay		-		-		-		-
	Overtime		1,200		1,200		1,200		1,200
	Total Salaries		238,100		228,000		268,500		273,900
	Total Benefits		256,100		293,900		337,900		374,300
	<b>Total</b>	<b>3.45</b>	<b>494,200</b>	<b>3.05</b>	<b>521,900</b>	<b>3.30</b>	<b>606,400</b>	<b>3.30</b>	<b>648,200</b>

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
A/P checks	2390	2405	2500	2500	2500
Payroll checks/vouchers	2925	2895	2900	2900	2900
W-2 forms	172	164	153	170	170
1099 forms	94	99	98	110	110
Bank reconciliations	72	108	108	108	108
Cash receipts processed	4000	4000	4500	4500	4500
Purchase Orders processed	255	215	215	230	240



NOTES:	FY 19/20	FY 20/21
6530: Annual Audit	22,600	23,100
Sales Tax Reports/Audit	11,300	11,300
CAFR Statistics & Debt Statement	500	500
Fire Benefit Administration	2,500	2,500
Chandler Investment Fees	7,200	7,200
Union Bank Analysis Fees	33,600	33,600
PERS GASB 68 Report	2,800	2,800
GASB 68 Audit	3,300	3,500
OPED Actuarial Report	7,000	7,000
Actuarial Valuation	16,000	-
	<u>106,800</u>	<u>91,500</u>
6531: Pentamation Licenses and Support The cost also reflects department expenditures for computer costs associated with the accounting system.		
6570: Property tax administration	93,930	97,687
Sales tax administration	44,835	46,970
HDL CAFR Report package	735	743
Budget/CAFR awards program	1,500	1,500
	<u>141,000</u>	<u>146,900</u>



**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>SUPPORT SERVICES</b>		<b>5350</b>			<b>001-5000-5350</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6416	Office Supplies	4,459	3,734	5,000	4,000	5,000	5,000
6418	Books, Subscriptions & Printing	8,819	6,643	8,700	8,175	7,700	7,700
6419	Minor Equipment	1,778	1,984	3,000	1,100	3,000	3,000
6420	Departmental Special Supplies	2,701	3,646	2,000	5,918	4,000	4,000
6525	Rents and Leases	11,726	11,690	12,200	11,685	12,200	12,200
6530	Professional Services	4,203	4,079	4,500	4,346	4,500	4,500
6531	Maint. & Operation of Equipment	-	-	700	-	700	700
6570	Other Charges	-	-	100	-	100	100
	TOTAL	33,687	31,777	36,200	35,224	37,200	37,200
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6640	Equipment	-	-	-	-	-	-
	TOTAL	-	-	-	-	-	-
	<b>ACTIVITY TOTALS</b>	33,687	31,777	36,200	35,224	37,200	37,200

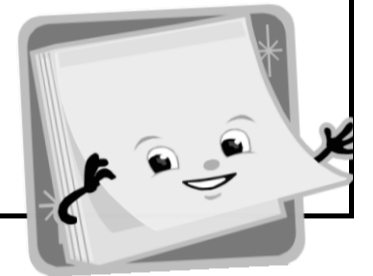
**CITY OF SOLANA BEACH**  
STAFFING/COMMENTARY/DETAIL

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>SUPPORT SERVICES</b>	<b>5350</b>	<b>001-5000-5350</b>

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									
	<b>Total</b>	-	-	-	-	-	-	-	-

**NOTES:**

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



**CITY OF SOLANA BEACH**  
FISCAL YEARS 2019-20 & 2020-21 BUDGETS

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>HUMAN RESOURCES</b>		<b>5400</b>			<b>001-5000-5400</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	30,565	34,033	76,000	35,508	88,800	89,600
6102	Part Time & Temporary Salaries	29,863	69,496	69,800	70,995	74,800	76,300
6103	Overtime	256	3,210	500	2,139	500	500
6205	Retirement	3,365	9,102	13,600	9,862	16,600	18,500
6210	Medicare	941	1,584	2,100	1,560	2,400	2,400
6211	Social Security	187	-	-	-	-	-
6220	Flex Credit Benefit	7,116	16,100	14,700	14,744	15,500	15,500
6244	LT Disability Insurance	279	598	500	624	600	600
6245	Life Insurance	134	261	300	281	400	400
6260	Unemployment Insurance	15,326	2,226	20,000	5,253	20,000	20,000
6270	Retirees Health Insurance	148,050	159,621	176,400	165,475	-	-
6280	Auto Allowance	450	460	500	458	500	500
6295	Rideshare Program	3,989	3,086	8,000	960	8,000	8,000
TOTAL		240,521	299,776	382,400	307,859	228,100	232,300
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	116	1,925	3,500	1,800	5,100	5,100
6320	Training	70	70	1,700	1,840	2,500	2,500
6330	Membership and Dues	2,608	758	5,000	705	2,300	2,300
6341	Tuition Reimbursement	4,130	7,867	5,000	10,000	10,000	10,000
6350	Pre-Employment	12,419	12,401	5,000	7,800	8,500	8,500
6351	Recruitment	6,023	5,422	7,000	7,500	17,400	17,900
6418	Books, Subscriptions & Printing	310	706	800	310	800	800
6419	Minor Equipment	2,370	238	1,000	-	1,000	1,000
6420	Special Department Supplies	648	768	500	500	500	500
6522	Advertising	-	640	500	-	500	500
6529	Mileage	-	-	200	200	200	200
6530	Professional Services	34,191	5,328	16,500	10,000	25,300	27,000
6538	Special Events	3,909	3,602	5,000	7,000	8,000	9,000
6570	Other Charges	4,531	2,833	5,000	5,000	6,000	7,000
TOTAL		71,326	42,560	56,700	52,655	88,100	92,300
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	2,600	5,900	2,900	2,900	5,600	4,300
6920	Workers' Comp Charges	5,100	4,600	3,500	3,500	5,100	5,300
TOTAL		7,700	10,500	6,400	6,400	10,700	9,600
ACTIVITY TOTALS		319,547	352,836	445,500	366,914	326,900	334,200

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

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

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M8	Assistant City Manager	0.15	19,500	0.15	21,900	0.15	24,200	0.15	24,700
M4	HR Manager	0.60	66,100	0.60	69,800	0.60	74,800	0.60	76,300
M1	Executive Assistant	0.20	13,000	0.20	13,800	0.20	14,600	0.20	14,900
	Management Compensation		50,000		40,300		50,000		50,000
	Overtime		500		500		500		500
	<b>Total Salaries</b>		<b>149,100</b>		<b>146,300</b>		<b>164,100</b>		<b>166,400</b>
	<b>Total Benefits</b>		<b>29,500</b>		<b>31,700</b>		<b>36,000</b>		<b>37,900</b>
	Health Insurance Retirees		168,000		176,400		-		-
	Unemployment Insurance		20,000		20,000		20,000		20,000
	Rideshare Program		8,000		8,000		8,000		8,000
	<b>Total</b>	<b>0.95</b>	<b>374,600</b>	<b>0.95</b>	<b>382,400</b>	<b>0.95</b>	<b>228,100</b>	<b>0.95</b>	<b>232,300</b>

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
New employees hired	31*	34*	45*	50*	50*
Average to complete recruitment (days)	50	45	45	45	45
Separations/Terminations	20**	40**	37**	40**	40**
MOUs negotiated	3	2	0	2	1
In-service training programs offered	1	1	2	2	2
Employee (avg) participants per in-service training	42	35	42	42	42

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

**NOTES:**

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



**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>INFO/COMMUNICATION SYSTEMS</b>		<b>5450</b>			<b>001-5000-5450</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	105,939	109,105	111,600	93,093	114,400	116,700
6103	Overtime	1,016	1,780	-	429	-	-
6205	Retirement	9,963	9,946	10,700	7,993	9,100	10,000
6210	Medicare	1,501	1,566	1,600	1,325	1,700	1,700
6220	Flex Credit Benefit	13,437	14,781	15,500	12,287	16,300	16,300
6244	LT Disability Insurance	525	548	600	397	600	600
6245	Life Insurance	258	276	400	206	400	400
TOTAL		132,639	138,002	140,400	115,730	142,500	145,700
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6320	Training	-	4,790	2,500	-	2,500	2,500
6330	Membership and Dues	160	160	300	160	300	300
6419	Minor Equipment	10,691	4,995	16,000	13,000	10,000	10,500
6420	Departmental Special Supplies	2,895	2,085	2,500	2,500	3,000	3,500
6523	Communications	37,236	39,097	43,700	39,000	46,900	47,900
6525	Rents/Leases	1,090	1,429	1,000	250	1,000	1,000
6530	Professional Services	21,074	20,278	23,400	22,050	73,600	24,800
6531	Maint. & Operation of Equipment	23,627	27,274	30,500	24,700	27,800	28,800
6535	Community Television Production	46,075	47,883	59,600	54,500	53,500	52,200
TOTAL		142,846	147,991	179,500	156,160	218,600	171,500
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	1,600	4,200	2,200	2,200	3,900	3,000
6920	Workers' Comp Charges	3,000	3,300	2,700	2,700	3,500	3,700
6930	Asset Replacement Charges	82,000	105,000	105,000	105,000	105,000	105,000
TOTAL		86,600	112,500	109,900	109,900	112,400	111,700
ACTIVITY TOTALS		362,085	398,493	429,800	381,790	473,500	428,900

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

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

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M4	Info Tech Manager	1.00	105,700	1.00	111,600	1.00	114,400	1.00	116,700
	Total Salaries		105,700		111,600		114,400		116,700
	Total Benefits		25,300		28,800		28,100		29,000
	<b>Total</b>	<b>1.00</b>	<b>131,000</b>	<b>1.00</b>	<b>140,400</b>	<b>1.00</b>	<b>142,500</b>	<b>1.00</b>	<b>145,700</b>

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
PC's supported	70	70	70	70	70
Physical servers supported	6	6	6	6	6
Virtual servers supported	19	19	19	19	19
Printers supported	29	29	29	29	29
Telephones supported	75	75	75	75	75
Voicemail boxes supported	90	90	90	90	90
Email boxes supported	15	15	15	15	15

**NOTES:**

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



**CITY OF SOLANA BEACH**  
FISCAL YEARS 2019-20 & 2020-21 BUDGETS

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>RISK MANAGEMENT - INSURANCE</b>		<b>5460</b>			<b>120-5000-5460</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	46,150	56,650	69,900	65,282	75,100	76,600
6103	Overtime	190	415	-	-	-	-
6205	Retirement	3,675	4,350	5,600	5,247	5,500	6,100
6207	Retirement-UAL	-	-	-	-	6,700	7,500
6210	Medicare	638	813	1,000	960	1,100	1,100
6220	Flex Credit Benefit	6,943	11,086	13,200	13,630	10,600	10,600
6244	LT Disability Insurance	209	282	400	406	400	400
6245	Life Insurance	101	132	200	185	300	300
TOTAL		57,906	73,728	90,300	85,710	100,200	103,100
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6310	Insurance and Surety Bonds	202,845	191,622	184,700	157,852	223,800	234,700
6315	Travel-Meeting	-	161	-	-	-	-
6320	Training	425	1,346	3,000	3,454	3,000	3,000
6330	Membership and Dues	150	300	200	-	200	200
6419	Minor Equipment	7,455	11,351	-	9,116	-	-
6530	Professional Services	14,279	9,902	40,000	24,854	35,000	35,000
6540	Damage Claims	214,197	76,406	175,000	31,400	150,000	150,000
6541	Damage to City Property	24,190	4,856	-	-	-	-
6576	Loss Control	11,139	9,306	25,000	6,884	25,000	25,000
TOTAL		474,679	305,250	427,900	233,560	437,000	447,900
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6940	PERS Side Fund Charges	2,669	4,259	-	-	-	-
6960	PARS OPEB Charges	555	771	-	-	5,000	5,200
6965	PARS Pension Charges	2,054	2,857	-	-	-	-
TOTAL		5,278	7,887	-	-	5,000	5,200
ACTIVITY TOTALS		537,863	386,865	518,200	319,270	542,200	556,200

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

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

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M8	Finance Director					0.15	22,400	0.15	22,800
M7	Finance Manager/Treasurer	0.15	20,200	0.15	21,300	-	-	-	-
M2	Senior Management Analyst	-	-	-	-	0.40	34,300	0.40	35,000
M1	Management Analyst	-	-	0.40	30,300	-	-	-	-
C99	Fiscal Services Specialist II	0.20	13,100	-	-	-	-	-	-
MIS86	Admin Assistant III	0.10	5,700	0.10	6,100	0.10	6,200	0.10	6,300
C87	Fiscal Services Specialist I	0.20	11,600	0.20	12,200	0.20	12,200	0.20	12,500
	Total Salaries		50,600		69,900		75,100		76,600
	Total Benefits		13,900		20,400		25,100		26,500
	<b>Total</b>	<b>0.65</b>	<b>64,500</b>	<b>0.85</b>	<b>90,300</b>	<b>0.85</b>	<b>100,200</b>	<b>0.85</b>	<b>103,100</b>

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
Liability claims filed	3				
Value of claims*	\$165,000				


\*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 YEARS 2019-20 & 2020-21 BUDGETS


DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>WORKERS' COMPENSATION - INSURANCE</b>		<b>5465</b>			<b>125-5000-5465</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	12,984	28,127	28,800	29,096	31,100	31,700
6102	Part Time & Temporary Salaries	6,678	17,069	17,500	17,749	18,700	19,100
6103	Overtime	61	999	-	535	-	-
6205	Retirement	658	4,120	4,400	4,492	5,200	5,800
6207	Retirement-UAL	-	-	-	-	6,300	7,200
6210	Medicare	294	662	700	673	700	700
6220	Flex Credit Benefit	1,904	5,173	5,400	5,432	5,700	5,700
6244	LT Disability Insurance	86	218	200	227	300	300
6245	Life Insurance	46	115	200	124	200	200
6280	Auto Allowance	300	307	300	305	600	600
TOTAL		23,011	56,791	57,500	58,633	68,800	71,300
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel-Meeting	-	70	-	120	1,500	1,500
6320	Training	-	-	-	880	500	500
6310	Insurance and Surety Bonds	167,715	171,250	163,000	171,250	161,000	168,600
6530	Professional Services	33,524	33,629	47,500	44,134	49,300	49,300
6540	Damage Claims	128,654	76,226	180,000	157,584	160,000	160,000
TOTAL		329,892	281,175	390,500	373,968	372,300	379,900
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6940	PERS Side Fund Charges	478	4,033	-	-	-	-
6960	PARS OPEB Charges	92	675	-	-	2,100	2,100
6965	PARS Pension Charges	342	2,500	-	-	-	-
TOTAL		912	7,208	-	-	2,100	2,100
<b>ACTIVITY TOTALS</b>		353,815	345,174	448,000	432,601	443,200	453,300

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

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

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M8	Assistant City Manager	0.10	13,000.00	0.10	14,600	0.10	16,100	0.10	16,500
M4	HR Manager	0.15	16,500.00	0.15	17,500	0.15	18,700	0.15	19,100
M8	Finance Director/Treasurer	-	-	-	-	0.10	15,000	0.10	15,200
M7	Finance Manager/Treasurer	0.10	13,400	0.10	14,200	-	-	-	-
	Total Salaries		42,900		46,300		49,800		50,800
	Total Benefits		9,800		11,200		19,000		20,500
	<b>Total</b>	<b>0.35</b>	<b>52,700</b>	<b>0.35</b>	<b>57,500</b>	<b>0.35</b>	<b>68,800</b>	<b>0.35</b>	<b>71,300</b>

<b>SERVICE INDICATORS</b>	<b>2016/17 Actual</b>	<b>2017/18 Actual</b>	<b>2018/19 Projected</b>	<b>2019/20 Proposed</b>	<b>2020/21 Proposed</b>
Number of claims outstanding	19				
Outstanding value of claims filed	528,000				

<b>NOTES:</b>	<p>6310: Excess premium through CSAC; State of California Self Insurance Fee          6530: Third party administration services - Tri-Star          6540: Claims</p>	
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**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>ASSET REPLACEMENT</b>		<b>5470</b>			<b>135-5000-5470</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6419	Minor Equipment	49,677	86,737	-	-	-	-
6530	Professional Services	1,730	1,876	1,500	1,958	1,500	1,500
	TOTAL	51,407	88,613	1,500	1,958	1,500	1,500
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6640	Equipment	72,673	232,635	260,000	104,860	277,800	174,200
6650	Vehicles	23,415	162,016	63,000	178,177	32,600	69,000
	TOTAL	96,088	394,651	323,000	283,037	310,400	243,200
	ACTIVITY TOTALS	147,495	483,263	324,500	284,995	311,900	244,700

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

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

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									

**COMMENTARY:**



**NOTES:**

	FY 19/20	FY 20/21
6640: Information Technology:		
Laptop Upgrades (10)	20,000	-
Backup Tape Drive and Server Upgrade	20,000	-
PC Hardware/Software Upgrades (FY20-50, FY21- 30)	12,500	45,000
Server Hardware/Software Upgrades	15,000	15,000
Communications Networking Hardware/Software Upgrades	10,000	10,000
Computer Peripherals Upgrade	-	5,000
	<u>77,500</u>	<u>75,000</u>
Clerk:		
Agenda Management Software for Automated Online Agenda	6,100	-
Electronic Content Management (ECM) Upgrade	-	45,000
BluBeam	21,000	-
GIS	42,000	-
Finance:		
Sungard- Fixed Asset Module and interface program	5,000	-
Inventory Program	7,900	-
Payroll Software	10,000	-
FinancePLUS 5.1 Upgrade	20,000	-
Codes:		
Handheld Parking Ticketing Equipment	6,100	-
Fire:		
Mattresses (2 per year)	1,500	1,500
Fire inspection	5,000	-
Fitness Equipment	2,000	2,000
Recliners (2 per year)	1,500	1,500
Breathing Apparatus	1,100	1,100
Breathing Apparatus Replacement Funds	20,000	20,000
800 MHz Radios	24,800	18,400
Marine Safety		
Tower base/repairs	18,000	-
SCUBA and Cliff rescue Setup	2,500	2,500
Misc SCUBA and Rescue equip	500	500
Boards	3,000	-
800 MHz Radios	2,300	6,700
	<u>200,300</u>	<u>99,200</u>
Total Equipment	<u>277,800</u>	<u>174,200</u>
6650: Marine Safety		
Inflatable Rescue Boats	-	14,000
JG Truck	-	42,000
Polaris UTV	-	13,000
Fire		
Fire Vehicle Outfitting	32,600	-
Total Vehicles	<u>32,600</u>	<u>69,000</u>
Total	<u>310,400</u>	<u>243,200</u>

**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>PERS SIDE FUND</b>		<b>5480</b>			<b>150-5000-5480</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
6720	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
	TOTAL	-	-	-	-	-	-
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	Interest Payment to Sanitation Fund	27,052	15,805	3,900	-	-	-
	TOTAL	27,052	15,805	3,900	-	-	-
	ACTIVITY TOTALS	27,052	15,805	3,900	-	-	-

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

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

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									

**NOTES:**

**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>REAL PROPERTY ACQUISITION</b>		<b>5482</b>			<b>152-5000-5482</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
	TOTAL	-	-	-	-	-	-
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6610	Land	-	-	-	2,800,000	-	-
6720	Interest Payment to Sanitation Fund	-	-	-	-	77,900	67,600
	TOTAL	-	-	-	2,800,000	77,900	67,600
	ACTIVITY TOTALS	-	-	-	2,800,000	77,900	67,600

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

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>REAL PROPERTY ACQUISITION</b>	<b>5482</b>	<b>152-5000-5482</b>

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									

**NOTES:**



**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>OTHER POST EMPLOYMENT BENEFITS</b>		<b>5480</b>			<b>160-5000-5360</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
6270	Retirees Health Insurance	-	-	-	-	180,000	185,000
	TOTAL	-	-	-	-	180,000	185,000
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
	TOTAL	-	-	-	-	-	-
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
XXXX	Transfer to 115 IRS Trust	85,376	92,434	-	96,417	198,000	204,000
	TOTAL	85,376	92,434	-	96,417	198,000	204,000
	ACTIVITY TOTALS	85,376	92,434	-	96,417	378,000	389,000

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

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>OTHER POST EMPLOYMENT BENEFITS</b>	<b>5480</b>	<b>160-5000-5360</b>

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									

**NOTES:**



**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				2019-2020	2020-2021
					General Fund	Coastal Business/Visitors
<b>COMMUNITY DEVELOPMENT</b>					1,202,400	1,183,400
					59,100	53,100
					1,261,500	1,236,500
EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
TOTAL REGULAR POSITIONS	5.80	5.80	5.80	5.80	6.00	6.00
SALARIES & FRINGE BENEFITS	575,027	610,577	637,000	626,567	695,300	711,000
MATERIAL, SUPPLIES & SERVICES	506,229	496,042	547,700	535,900	500,800	463,300
CAPITAL, DEBT SVC & CHARGES	50,100	62,900	51,600	51,600	65,400	62,200
TOTAL BUDGET	1,131,356	1,169,519	1,236,300	1,214,067	1,261,500	1,236,500

**Mission Statement:**

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

**Department Overview:**

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

**Structure & Services:**

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

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

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

## COMMUNITY DEVELOPMENT (continued)

all and to be responsive and solution-oriented. The City strives to promote and protect the welfare of the community to keep Solana Beach a safe, healthy and desirable place to live and work.

The ***Shoreline Management Division*** administers comprehensive local, state and federal efforts to maintain and improve the City's shoreline and beach renourishment programs. These programs remain a top priority for Solana Beach in order to provide recreational opportunities for the City's residents and visitors and to protect the City's bluff properties and structures. Programs that the City continues to pursue in Shoreline Management include sand replenishment and renourishment involving local jurisdiction partnerships, as well as, regional stewardship. Funding for these programs is comprised of local, state and federal resources.

## COMMUNITY DEVELOPMENT (continued)

### **Goals:**

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

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

**CITY OF SOLANA BEACH**  
FISCAL YEARS 2019-20 & 2020-21 BUDGETS

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>COMMUNITY DEVELOPMENT</b>		<b>5550</b>			<b>001-5500-5550</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	447,635	456,674	492,400	485,611	536,800	547,600
6102	Part Time & Temporary Salaries	985	-	-	-	-	-
6103	Overtime	2,883	3,096	1,800	2,958	1,800	1,800
6104	Special Pay	-	24,634	-	-	-	-
6205	Retirement	34,264	32,950	39,000	37,816	43,400	48,100
6210	Medicare	6,590	7,026	7,200	6,824	7,800	8,000
6211	Social Security	61	-	-	-	-	-
6220	Flex Credit Benefit	76,517	80,802	90,000	86,913	97,800	97,800
6244	LT Disability Insurance	2,369	2,448	2,600	2,720	2,800	2,800
6245	Life Insurance	1,091	1,126	1,600	1,284	1,800	1,800
6280	Auto Allowance	2,632	1,819	2,400	2,441	3,100	3,100
6290	Phone Allowance	-	-	-	-	-	-
TOTAL		575,027	610,577	637,000	626,567	695,300	711,000
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences & Meetings	2,812	2,284	3,200	3,200	3,200	3,200
6320	Training	1,173	2,034	2,400	2,400	2,400	2,400
6330	Membership and Dues	1,535	604	2,000	2,000	2,000	2,000
6418	Books, Subscriptions and Printing	1,820	2,896	2,000	2,000	2,000	2,000
6419	Minor Equipment	1,492	-	-	-	3,100	-
6420	Departmental Special Supplies	4,013	2,404	3,000	2,600	3,000	3,000
6522	Advertising	6,992	6,621	6,000	5,000	6,000	6,000
6529	Mileage	198	131	300	200	300	300
6530	Professional Services	12,399	32,033	51,100	26,200	26,200	26,200
6531	Maint. & Operation of Equipment	-	36,327	39,000	39,700	38,000	39,000
TOTAL		32,434	85,334	109,000	83,300	86,200	84,100
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	7,000	18,600	9,900	9,900	18,400	14,300
6920	Workers' Comp Charges	13,500	14,700	12,100	12,100	17,400	18,300
6930	Asset Replacement Charges	29,600	29,600	29,600	29,600	29,600	29,600
TOTAL		50,100	62,900	51,600	51,600	65,400	62,200
ACTIVITY TOTALS		657,561	758,810	797,600	761,467	846,900	857,300

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

DEPARTMENT <b>COMMUNITY DEVELOPMENT</b>	DEPT. NO. <b>5550</b>	BUDGET UNIT <b>001-5500-5550</b>
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Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M8	Community Dev. Director	0.80	114,800	0.80	114,000	1.00	149,000	1.00	152,000
M3	Principal Planner	1.00	97,700	1.00	103,200	1.00	105,800	1.00	107,900
MIS116A	Associate Planner	1.00	75,800	1.00	81,900	1.00	83,900	1.00	85,600
MIS103B	Assistant Planner	1.00	66,600	1.00	72,800	1.00	74,600	1.00	76,100
MIS85	Junior Planner	1.00	56,800	1.00	60,000	1.00	61,500	1.00	62,700
MIS86	Administrative Assistant III	1.00	57,400	1.00	60,500	1.00	62,000	1.00	63,300
	Overtime		1,800		1,800		1,800		1,800
	Total Salaries		470,900		494,200		538,600		549,400
	Total Benefits		126,400		142,800		156,700		161,600
	<b>Total</b>	<b>5.80</b>	<b>597,300</b>	<b>5.80</b>	<b>637,000</b>	<b>6.00</b>	<b>695,300</b>	<b>6.00</b>	<b>711,000</b>

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
Structure development permit applications	8	3	8	7	7
All discretionary review project applications	44	39	35	30	30
Business Certificates					
- New	430	502	440	425	425
- Renewals	2,000	2,064	2,050	2,000	2,000



<b>NOTES:</b>	<p>6530: American Planning Association, Association of Environmental Professionals and various other professional dues</p> <p>6418: Planning related books and reference materials, printing of blueprints, forms, and public notices, and annual charge for Assessor's Office data from Data Quick</p> <p>6420: Film and graphics supplies</p> <p>6522: Legally required public hearing advertisements</p> <p>6529: Mileage reimbursement for staff</p> <p>6530: Consultants for environmental review and other professional and consulting services</p>
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**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>BUILDING SERVICES</b>		<b>5560</b>			<b>001-5500-5560</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6320	Training	-	-	-	-	800	800
6330	Membership & Dues	-	-	-	-	300	300
6418	Books, Subscriptions & Printing	1,670	-	2,000	1,200	2,000	2,000
6420	Special Department Supplies	1,548	2,224	1,800	800	1,800	1,800
6530	Professional Services	470,577	408,485	386,300	342,000	350,600	359,300
6570	Other Expense	-	-	-	-	-	-
	TOTAL	473,795	410,708	390,100	344,000	355,500	364,200
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	ACTIVITY TOTALS	473,795	410,708	390,100	344,000	355,500	364,200

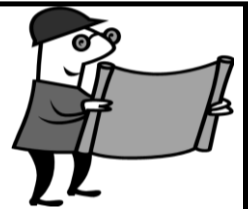
**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

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

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									

<b>SERVICE INDICATORS</b>	<b>2016/17 Actual</b>	<b>2017/18 Actual</b>	<b>2018/19 Projected</b>	<b>2019/20 Proposed</b>	<b>2020/21 Proposed</b>
New housing units	6				
Total value of construction (in millions)	446				
Building Permits Issued	1624				

<b>NOTES:</b>	
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 YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>COASTAL BUSINESS/VISITORS</b>		<b>5570</b>			<b>250-5500-5570</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6530	Professional Services	90	491	100	100	100	100
6532	Contribution to Agencies	15,000	20,000	22,000	15,000	15,000	15,000
6538	Special Events	14,910	15,875	26,500	23,500	20,500	20,500
6575	Public Arts Expenditures	-	5,370	-	70,000	23,500	17,500
	TOTAL	30,000	41,736	48,600	108,600	59,100	53,100
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	ACTIVITY TOTALS	30,000	41,736	48,600	108,600	59,100	53,100

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

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

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									
	<b>Total</b>								

**NOTES:**

	FY 19/20	FY 20/21
6532: Contribution to Agencies; Solana Beach Visitors Center	15,000	15,000
	15,000	15,000
6538: Special Events:		
Spring Festival & Egg Hunt	2,500	2,500
Beach Blanket Movie Night	2,500	2,500
Dia de la Muertos	1,500	1,500
Concerts at the Cove (50% Arts, 50% TOT)	6,000	6,000
Future Event	3,000	3,000
Arts Alive Event		
Contribution by City	5,000	5,000
	20,500	20,500
6575: Public Arts Expenditures (Public Arts Reserve)		
Future Art project	6,000	-
Temporary Public Art Program	6,500	6,500
Arts Alive Event	6,000	6,000
Community Grants	5,000	5,000
	23,500	17,500





**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				2019-2020	2020-2021
<b>PUBLIC SAFETY</b>	General Fund				10,730,700	11,061,800
	Fire Mitigation Fees				5,000	5,000
	Camp Programs				478,100	482,700
	COPS				100,000	150,000
					11,313,800	11,699,500
EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
TOTAL REGULAR POSITIONS	35.27	35.52	35.52	35.52	36.41	36.41
SALARIES & FRINGE BENEFITS	4,157,657	4,371,101	4,655,000	4,684,902	5,162,000	5,336,100
MATERIAL, SUPPLIES & SERVICES	4,621,025	4,919,131	5,187,300	5,270,753	5,490,200	5,710,000
CAPITAL, DEBT SVC & CHARGES	841,358	1,069,669	599,700	486,800	661,600	653,400
<b>TOTAL BUDGET</b>	<b>9,620,039</b>	<b>10,359,901</b>	<b>10,442,000</b>	<b>10,442,455</b>	<b>11,313,800</b>	<b>11,699,500</b>

**Department Overview:**

Public Safety is divided into the following departments:

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

**Structure & Services**

The City contracts with the County of San Diego for law enforcement and animal control services. Law Enforcement is provided by the County of San Diego Sheriff's department and its budget and service indicators are located on pages C-48 and C-49. Animal Control is provided by the Humane Society and its budget and service indicators are located on pages C-54 and C-55.

Shoreline Protection, while classified in the Public Safety function, is managed by the Community Development Department whose department overview and structure begin on page C-40. Shoreline Management's budget and service indicators are located on pages 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 on the following pages:

<u>Department</u>	
Fire	C-51
Code & Parking Enforcement	C-57
Emergency Preparedness	C-61
Marine Safety	C-65
Junior Lifeguards	C-75

**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>LAW ENFORCEMENT</b>		<b>6110</b>			<b>001-6000-6110</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
6530	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
	Professional Services	3,631,835	3,854,756	4,094,500	4,097,459	4,324,400	4,495,600
	TOTAL	3,631,835	3,854,756	4,094,500	4,097,459	4,324,400	4,495,600
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
ACTIVITY TOTALS	3,631,835	3,854,756	4,094,500	4,097,459	4,324,400	4,495,600	

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

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


Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	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-74, provides the remaining as follows:

		FY 19/20	FY 20/21
Law Enforcement	98%	\$ 4,324,400	\$ 4,495,600
COPS	2%	100,000	150,000
		<u>\$ 4,424,400</u>	<u>\$ 4,645,600</u>

<b>SERVICE INDICATORS</b>	<b>2016/17 Actual</b>	<b>2017/18 Actual</b>	<b>2018/19 Projected</b>	<b>2019/20 Proposed</b>	<b>2020/21 Proposed</b>
Response Calls:					
Priority 1	16				
Priority 2	1,124				
Priority 3	1,716				
Priority 4	1,139				
Hazard traffic citations issued for every 1 injury/ /fatal traffic accidents					
FBI index crimes	241				



**NOTES:**

		FY 19/20	FY 20/21
<i>Total cost of services breakdown:</i>			
Deputy Patrol	7.090	1,398,769	1,468,707
Deputy Traffic	2.310	455,734	478,521
Deputy Motor	1.000	211,052	221,605
Deputy SPO	2.200	434,032	455,734
CSO	0.500	43,198	45,358
Sergeant	1.028	262,270	275,384
One Special Purpose Officer (Narcotics Enforcement)		-	-
Detective	1.000	206,462	216,785
Detective Sgt.	0.111	28,348	29,765
Station Staff		246,471	258,795
<i>General Fund Funded Subtotal</i>		<u>3,286,336</u>	<u>3,450,654</u>
<i>Less: Amount funded by COPS Special Revenue Grant</i>		<u>(100,000)</u>	<u>(150,000)</u>
<i>General Fund Funded Subtotal</i>		<u>3,186,336</u>	<u>3,300,654</u>
Ancillary Support		538,259	565,172
Supply		74,075	77,779
Vehicles		254,735	267,472
Space		59,452	62,425
Management Support		166,520	174,846
Liability		29,375	30,844
<i>Total Sheriff's Contract funded by General Fund</i>		<u>4,308,752</u>	<u>4,479,192</u>
SANDAG - Criminal Justice		687	721
ARJIS		9,507	10,240
Cal_ID/Criminal Clearing House		5,430	5,376
<i>Total General Fund Funded</i>		<u>4,324,375</u>	<u>4,495,529</u>
<i>Rounding</i>		25	71
<i>Adjusted Total General Fund Funded</i>		<u>4,324,400</u>	<u>4,495,600</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, Deputy Chief, four Battalion Chiefs (one Administrative Battalion Chief and three Shift Battalion Chiefs) and a Fire Marshal. Under Direction of the Fire Chief, the Deputy Chief is responsible for overseeing day-to-day operations of the Fire Department and the Battalion Chiefs are responsible for emergency response and emergency management services as well as mid-level management/supervisory responsibilities over the Fire Captains, facilities management and the training and professional development of all Fire Department personnel. The Fire Marshal is responsible for overseeing, assigning and tracking fire prevention inspection program, hydrant maintenance program and fire code enforcement and interpretation. The Fire Department operates with a three shift work schedule to provide 24 hour a day, 7 days a week service from one station. The station houses one fire engine company and one truck company. Each shift consists of two Fire Captains, two Fire Engineers and two Firefighter Paramedics working a 24 hour shift. Each shift is responsible for emergency response, training, fire prevention and station and equipment maintenance.

Ongoing responsibilities include:

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

The Fire Department's budget and service indicators are located at C-52 and C-53 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:**

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

**CITY OF SOLANA BEACH**  
FISCAL YEARS 2019-20 & 2020-21 BUDGETS

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>FIRE</b>		<b>6120</b>			<b>001-6000-6120</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	1,661,067	1,830,767	1,949,200	1,830,137	2,044,800	2,084,200
6102	Part Time & Temporary Salaries	18,655	20,148	-	7,559	-	-
6103	Overtime	517,745	487,161	365,800	649,454	500,000	510,000
6104	Special Pay	89,978	80,057	81,800	80,749	85,800	87,400
6205	Retirement	303,674	290,772	310,500	294,848	345,000	370,500
6207	Retirement-UAL	278,342	342,960	433,100	433,074	535,700	606,200
6210	Medicare	29,543	31,319	34,800	31,462	38,100	38,900
6211	Social Security	-	-	-	469	-	-
6220	Flex Credit Benefit	238,435	287,488	300,200	305,371	340,000	340,000
6244	LT Disability Insurance	38	61	500	199	500	500
6245	Life Insurance	4,102	4,634	6,500	4,863	6,800	6,900
6248	RHSA % Benefit	23,036	35,369	37,200	35,259	39,100	39,900
TOTAL		3,164,614	3,410,736	3,519,600	3,673,444	3,935,800	4,084,500
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences & Meetings	35	-	-	-	1,400	1,400
6320	Training	4,811	9,729	12,400	11,820	13,300	13,300
6330	Membership and Dues	162	195	300	300	600	300
6340	Clothing and Personal Expenses	14,362	14,647	20,800	27,800	30,300	31,800
6413	Fire Prevention Program	2,048	1,253	2,800	2,800	4,200	4,100
6416	Office Supplies	753	690	700	1,000	1,200	1,200
6419	Minor Equipment	4,546	860	3,000	3,000	8,500	5,000
6420	Departmental Special Supplies	7,250	7,247	8,100	8,000	9,100	9,100
6421	Small Tools	295	665	1,000	1,000	1,500	1,500
6427	Vehicle Operating Supplies	15,899	17,894	23,600	20,400	23,600	23,600
6428	Vehicle Maintenance	55,153	42,256	73,600	97,600	80,500	80,500
6523	Communications	13,760	10,115	19,900	19,900	23,500	23,500
6526	Maint. of Buildings & Grounds	1,015	55	2,000	2,000	3,200	3,200
6527	Utilities - Water	3,051	3,111	4,900	4,900	4,900	4,900
6529	Mileage	38	-	100	-	100	100
6530	Professional Services	396,026	465,875	407,700	456,600	438,000	438,600
6531	Maint. & Operation of Equipment	9,535	9,479	14,100	14,100	12,600	13,600
6532	Contribution to Other Agencies	10,511	8,379	9,200	9,200	9,200	9,200
TOTAL		539,248	592,447	604,200	680,420	665,700	664,900
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	33,700	94,100	47,900	47,900	90,300	70,100
6920	Workers' Comp Charges	174,100	203,900	170,700	170,700	263,200	283,300
6930	Asset Replacement Charges	169,500	169,500	169,500	169,500	169,500	169,500
6940	PERS Side Fund Charges	305,903	416,278	102,800	-	-	-
TOTAL		683,203	883,778	490,900	388,100	523,000	522,900
ACTIVITY TOTALS		4,387,065	4,886,960	4,614,700	4,741,964	5,124,500	5,272,300

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

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

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M5	Battalian Chief	1.00	138,900	1.00	144,600	1.00	148,200	1.00	151,200
5109	Fire Captain II	3.00	316,500	3.00	316,600	3.00	335,000	3.00	341,700
5099	Fire Captain I (fully qualified)	3.00	310,400	3.00	310,400	3.00	328,500	3.00	335,100
5091-A	Fire Engineer	-	-	-	-	-	-	-	-
5100	Fire Engineer+Paramedic	6.00	564,700	6.00	564,900	6.00	594,700	6.00	606,600
5091	Firefighter + Paramedic	6.00	522,100	6.00	522,200	6.00	549,800	6.00	560,800
MIS109	Fire Prevention Specialist	1.00	65,300	1.00	78,400	1.00	76,200	1.00	76,100
MIS86	Administrative Asst III	0.20	11,500	0.20	12,100	0.20	12,400	0.20	12,700
	Overtime		365,800		365,800		500,000		510,000
	EMT Re-Certification Pay		6,000		6,000		6,000		6,000
	Holiday Pay		75,600		75,800		79,800		81,400
	Total Salaries		2,376,800		2,396,800		2,630,600		2,681,600
	Total Benefits		1,012,800		1,122,800		1,305,200		1,402,900
	<b>Total</b>	<b>20.20</b>	<b>3,389,600</b>	<b>20.20</b>	<b>3,519,600</b>	<b>20.20</b>	<b>3,935,800</b>	<b>20.20</b>	<b>4,084,500</b>

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
Emergency responses	1,827	1,765	1,811	1,847	1,883
Training hours	5,598	5,791	6,476	6,500	6,700
Fire plan checks	444				
Response type %:					
Fire	7.0%	10.0%	9.0%	8.0%	8.0%
Medical	57.0%	60.0%	48.0%	55.0%	55.0%
Other emergencies	36.0%	30.0%	43.0%	37.0%	37.0%



**NOTES:**

6420: Shop supplies, dry goods and drinking water and misc. fire station supplies (janitorial etc.)  
6427: Gasoline for all engines and vehicles  
6523: Phones, cell and long distance, dispatch data and fax line, wireless cards  
6530: Fire Management Agreement

	FY 19/20	FY 20/21
NCDJPA Dispatch Services	328,000	336,200
NCDJPA Annual Maintenance	96,000	98,400
Standards of Coverage Anaylsis	1,700	1,700
Other (Telestaff, Proj. Heartbeat, Lynx)	10,000	-
	2,300	2,300
	<u>438,000</u>	<u>438,600</u>

6531: Maintenance, repair of equipment other than vehicles, including  
annual ladder stress tests, emergency phones and NCDPJPA Video Conferencing  
6532: Palomar College Training

	FY 19/20	FY 20/21
North Zone Hiring Consortium	4,100	4,100
Trauma Intervention Program	3,000	3,000
	2,100	2,100
	<u>9,200</u>	<u>9,200</u>

**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**


DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>ANIMAL CONTROL</b>		<b>6130</b>			<b>001-6000-6130</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
6530	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
	Professional Services	93,530	108,826	83,100	91,185	88,600	88,600
	TOTAL	93,530	108,826	83,100	91,185	88,600	88,600
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	ACTIVITY TOTALS	93,530	108,826	83,100	91,185	88,600	88,600

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

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

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
	Overtime		-		-		-		-
	Total Salaries		-		-		-		-
	Total Benefits		-		-		-		-
	<b>Total</b>	-	-	-	-	-	-	-	-

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
Requests	116				

<b>NOTES:</b>		FY 19/20	FY 20/21
6530: Animal control services contractor:			
Humane Society		86,600	86,600
Removal of dead animals		2,000	2,000
		<u>88,600</u>	<u>88,600</u>
			



## Codes and Parking Enforcement

### **Mission Statement:**

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

### **Structure & Services:**

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

Ongoing responsibilities include:

- Conduct inspections to monitor construction for compliance to applicable codes
- Monitor parking in the City
- Issue Short Term Vacation Rental permits
- Issue regulatory permits and conduct inspections
- Respond to and investigate complaints
- 
- Provide for security and road closures for the Fourth of July and other special events

### **Goals:**

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



**CITY OF SOLANA BEACH**  
FISCAL YEARS 2019-20 & 2020-21 BUDGETS

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
CODE & PARKING ENFORCEMENT		6140			001-6000-6140		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	86,688	45,533	124,900	97,360	128,000	130,600
6102	Part Time & Temporary Salaries	-	28,840	-	8,262	-	-
6103	Overtime	937	1,854	2,200	687	2,100	2,100
6205	Retirement	6,266	3,009	10,200	6,702	11,100	12,300
6210	Medicare	1,327	1,140	1,800	1,503	1,900	1,900
6211	Social Security	-	1,788	-	512	-	-
6220	Flex Credit Benefit	17,916	11,825	27,900	25,350	29,300	29,300
6244	LT Disability Insurance	439	274	700	643	700	700
6245	Life Insurance	178	116	400	259	400	400
TOTAL		113,752	94,377	168,100	141,278	173,500	177,300
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6320	Training	250	1,570	1,000	750	1,000	1,000
6330	Membership and Dues	85	-	200	100	200	200
6340	Clothing and Personal Expenses	875	609	800	800	800	800
6416	Office Supplies	405	194	700	600	700	700
6417	Postage	-	-	100	-	100	100
6418	Books, Subscriptions & Printing	2,700	4,533	2,200	2,600	2,200	2,200
6419	Minor Equipment	-	-	200	-	200	200
6420	Departmental Special Supplies	167	-	200	180	200	200
6427	Vehicle Operating Supplies	1,539	3,369	3,000	1,800	3,000	3,000
6428	Vehicle Maintenance	63	113	1,200	400	1,200	1,200
6523	Communications	464	465	1,000	900	1,400	1,400
6530	Professional Services	13,808	16,803	16,700	16,500	16,700	16,700
6531	Maint. & Operation of Equipment	-	-	500	100	500	500
6570	Other Charges	33,519	43,890	39,000	36,000	39,000	39,000
TOTAL		53,875	71,548	66,800	60,730	67,200	67,200
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	1,800	4,800	2,500	2,500	4,400	3,400
6920	Workers' Comp Charges	3,600	3,700	3,000	3,000	4,000	4,200
6930	Asset Replacement Charges	6,800	6,800	6,800	6,800	6,800	6,800
TOTAL		12,200	15,300	12,300	12,300	15,200	14,400
ACTIVITY TOTALS		179,826	181,225	247,200	214,308	255,900	258,900

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

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

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
MIS106A	Sr. Code Compliance Officer	0.80	56,000	0.80	59,300	0.80	60,800	0.80	62,000
MIS94	Code Compliance Officer	1.00	62,100	1.00	65,600	1.00	67,200	1.00	68,600
	Overtime		2,100		2,200		2,100		2,100
	Total Salaries		120,200		127,100		130,100		132,700
	Total Benefits		34,900		41,000		43,400		44,600
	<b>Total</b>	<b>1.80</b>	<b>155,100</b>	<b>1.80</b>	<b>168,100</b>	<b>1.80</b>	<b>173,500</b>	<b>1.80</b>	<b>177,300</b>

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
Cases opened	90	160	250	200	200
Cases closed	90	160	250	200	200
Inspections	600	880	1,240	1,000	1,000
Permits Issued	220	243	279	280	280
Administrative Citations	14	3	16	15	15
Parking Citations	2672	3,789	2,579	2,600	2,500
Parking Citations Dismissed	42	74	23	25	25



<b>NOTES:</b>
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/Urban Area Working Group
- Conduct CERT training
- Assist other organizations in the community with emergency preparedness planning
- Maintain the EOC in a ready state

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

## **Goals:**

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

**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>EMERGENCY PREPAREDNESS</b>		<b>6150</b>			<b>001-6000-6150</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6523	Communications	1,834	1,975	2,500	1,900	2,500	2,500
6531	Maint. & Operation of Equipment	-	-	300	-	300	300
6532	Contribution to Other Agencies	22,905	24,055	24,200	22,905	26,300	28,500
6570	Other Charges	3,139	2,745	3,700	3,505	3,700	3,700
	TOTAL	27,878	28,775	30,700	28,310	32,800	35,000
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6640	Equipment	-	-	-	-	-	-
	TOTAL	-	-	-	-	-	-
	<b>ACTIVITY TOTALS</b>	<b>27,878</b>	<b>28,775</b>	<b>30,700</b>	<b>28,310</b>	<b>32,800</b>	<b>35,000</b>

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

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

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	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 prevent the loss of life, limb and property, reducing the city's exposure to liabilities by protecting citizens on the beaches, in the ocean and from the coastal bluffs through prevention, education and emergency response.

## **Structure & Services**

The City of Solana Beach Marine Safety Department is responsible for water, beach and bluff safety for the public use of the city's 1.7 miles of coastline. The Marine Safety Department operates with five full-time employees, complimented with 55 seasonal employees. The department primarily prevents and responds to waterborne emergencies in the City of Solana Beach 24 hours a day, seven days a week, and 365 days a year. Preventing and responding to calls for assistance from beachgoers, swimmers, surfers, and boaters. The Marine Safety Department also conducts animal rescues, dive rescues and recovery, cliff rescues, and provides emergency medical assistance as needed.

Ongoing responsibilities include:

- Provide response to waterborne & coastal emergencies
- Conduct training for lifeguard and Junior Lifeguard staff
- Maintain the Marine Safety Headquarters and rescue equipment
- Develop a budget and monitor revenues and expenditures
- Conduct public education and safety presentations for local schools
- Oversee the City's Junior Lifeguard Program
- Continue to monitor and enforce the city's beach related municipal codes.
- 

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

## **Goals:**

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



**CITY OF SOLANA BEACH**  
FISCAL YEARS 2019-20 & 2020-21 BUDGETS

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>MARINE SAFETY</b>		<b>6170</b>			<b>001-6000-6170</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	270,844	219,733	279,900	243,228	307,800	313,900
6102	Part Time & Temporary Salaries	237,819	249,499	255,500	252,789	243,100	243,100
6103	Overtime	596	168	1,000	(3,698)	1,000	1,000
6104	Special Pay	15,742	21,994	15,700	13,547	17,300	17,700
6205	Retirement	56,491	46,583	55,400	49,232	54,500	58,300
6207	Retirement-UAL	25,644	32,063	41,600	41,611	41,000	47,800
6210	Medicare	7,763	7,307	8,000	7,326	8,300	8,300
6211	Social Security	11,629	11,943	14,300	10,422	15,100	15,100
6220	Flex Credit Benefit	55,540	45,944	62,100	48,276	61,100	61,100
6244	LT Disability Insurance	1,551	1,305	1,500	1,478	1,600	1,600
6245	Life Insurance	663	554	900	636	1,000	1,000
6280	Auto Allowance	-	1,014	2,800	2,796	2,800	2,800
6285	Uniform Allowance	1,750	1,650	2,000	2,085	2,500	2,500
TOTAL		686,032	639,757	740,700	669,728	757,100	774,200
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences & Meetings	240	841	700	1,000	1,000	1,000
6320	Training	271	1,316	2,100	2,100	5,500	4,200
6330	Membership and Dues	330	90	200	420	600	600
6340	Clothing and Personal Expenses	1,939	3,390	6,000	6,000	7,000	7,000
6416	Office Supplies	868	814	800	1,100	1,100	1,100
6418	Books, Subscriptions & Printing	1,094	983	1,300	1,600	2,600	1,400
6419	Minor Equipment	6,508	4,286	3,700	3,700	3,700	3,700
6420	Departmental Special Supplies	6,095	2,780	3,500	4,000	4,000	4,000
6421	Small Tools	16	409	200	102	500	200
6427	Vehicle Operating Supplies	4,195	5,159	6,600	6,600	6,600	6,600
6428	Vehicle Maintenance	1,839	2,356	3,700	3,700	3,700	3,700
6523	Communications	4,623	4,827	3,700	4,500	4,500	4,500
6525	Rents and Leases	1,632	1,689	2,500	2,500	2,500	2,500
6526	Maint. of Buildings & Grounds	786	202	1,500	1,000	1,500	1,500
6529	Mileage	-	-	300	100	300	300
6530	Professional Services	1,248	870	800	1,452	1,000	1,000
6531	Maint. & Operation of Equipment	2,173	2,683	3,900	3,900	3,900	3,900
TOTAL		33,857	32,696	41,500	43,774	50,000	47,200
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	8,100	20,500	11,000	11,000	19,400	14,900
6920	Workers' Comp Charges	50,800	45,900	24,100	24,100	33,900	31,000
6930	Asset Replacement Charges	43,000	43,000	43,000	43,000	43,000	43,000
6940	PERS Side Fund Charges	25,461	32,914	10,100	-	-	-
TOTAL		127,361	142,314	88,200	78,100	96,300	88,900
ACTIVITY TOTALS		847,250	814,767	870,400	791,602	903,400	910,300

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

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

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M3	Marine Safety Captain	0.90	85,900	0.90	87,700	0.90	92,100	0.90	93,900
MS119	Marine Safety Lieutenant	0.90	71,700	0.90	75,700	0.95	81,900	0.95	83,500
MS99	Marine Safety Sergeant	1.50	98,000	1.50	104,400	1.70	121,300	1.70	123,700
PTS	Sr. Lifeguard + EMT (P/T)	2.71	127,800	2.71	140,100	1.73	83,700	1.73	83,700
PTS	Lifeguard (P/T)	3.08	105,300	3.08	115,400	4.23	159,500	4.23	159,500
MIS86	Administrative Asst III	0.20	11,500	0.20	12,100	0.20	12,400	0.20	12,700
	Overtime		1,000		1,000		1,000		1,000
	Holiday Pay		15,000		15,700		17,300		17,700
	<b>Total Salaries</b>		<b>516,200</b>		<b>552,100</b>		<b>569,200</b>		<b>575,700</b>
	<b>Total Benefits</b>		<b>161,200</b>		<b>188,600</b>		<b>187,900</b>		<b>198,500</b>
	<b>Total</b>	<b>9.29</b>	<b>677,400</b>	<b>9.29</b>	<b>740,700</b>	<b>9.71</b>	<b>757,100</b>	<b>9.71</b>	<b>774,200</b>

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
Rescues	425	177	393	400	410
Medical aids	675	547	771	800	825
Animals	2500	6,019	5,422	6,500	6,800
Public Safety Contact	N/A	22,927	25,963	27,000	29,000
Bluff Contacts	N/A	9,754	7,634	10,000	11,000



**NOTES:**

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

**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>SHORELINE MANAGEMENT</b>		<b>6190</b>			<b>001-6000-6190</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
6330	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
	Membership and Dues	1,000	-	1,100	1,100	1,100	1,100
	TOTAL	1,000	-	1,100	1,100	1,100	1,100
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	ACTIVITY TOTALS	1,000	-	1,100	1,100	1,100	1,100

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

DEPARTMENT <b>SHORELINE MANAGEMENT</b>	DEPT. NO. <b>6190</b>	BUDGET UNIT <b>001-6000-6190</b>
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Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									
	<b>Total</b>								



SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
Bluff failures:					
Major	12	4			
Minor	22	15			
Beach closures	0	0			

NOTES:	FY 19/20	FY 20/21
6330: California Coastal Coalition	1,000	1,000
ASBPA (American Shore & Beach Preservation Associations) Government Membership	100	100
	<u>1,100</u>	<u>1,100</u>

**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>FIRE MITIGATION FEES</b>		<b>6120</b>			<b>214-6000-6120</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6340	Clothing	8,275	5,687	5,000	4,500	5,000	5,000
6530	Professional Services	-	6,375	5,000	6,875	-	-
	TOTAL	8,275	12,062	10,000	11,375	5,000	5,000
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	ACTIVITY TOTALS	8,275	12,062	10,000	11,375	5,000	5,000

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

DEPARTMENT <b>FIRE MITIGATION FEES</b>	DEPT. NO. <b>6120</b>	BUDGET UNIT <b>214-6000-6120</b>
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Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									
	<b>Total</b>								

**NOTES:**

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



**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>COPS</b>		<b>6110</b>			<b>219-6000-6110</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
6530	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
	Professional Services	100,036	100,159	100,000	100,000	100,000	150,000
	TOTAL	100,036	100,159	100,000	100,000	100,000	150,000
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	ACTIVITY TOTALS	100,036	100,159	100,000	100,000	100,000	150,000

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

DEPARTMENT <b>COPS</b>	DEPT. NO. <b>6110</b>	BUDGET UNIT <b>219-6000-6110</b>
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Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									
	<b>Total</b>								

**NOTES:**

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

6530: Professional Services/Law Enforcement







# Junior Lifeguard Program

## **Mission Statement:**

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

## **Structure & Services**

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

The Junior Lifeguard Program's budget and service indicators are located at C-68, C-69, C76 and C77.

## **Goals:**

- Educate the local youth about coastal safety hazards, first aid and the marine environment.
- Teach kids about healthy outdoor lifestyles built around the ocean environment.
- Maintain an enrollment of 1000 participants.
- Offer an affordable high quality, self-sustaining, ocean and safety orientated youth program
- Cultivate a reliable source of future lifeguards for our Marine Safety Department.
- Foster a sense of community, mutual respect and self-esteem.
- Increase the range of services and products we offer to the community.
- Expand on the training for the Elite program, allowing more time in the towers working with our lifeguard staff.

**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>JUNIOR LIFEGUARDS</b>		<b>6180</b>			<b>255-6000-6180</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	37,533	45,029	53,000	74,914	107,300	109,500
6102	Part Time & Temporary Salaries	123,290	144,194	133,500	83,871	118,500	118,500
6103	Overtime	338	-	-	-	-	-
6104	Special Pay	2,038	3,899	3,100	4,407	6,300	6,400
6205	Retirement	9,990	11,126	11,300	12,251	15,900	16,500
6207	Retirement-UAL	-	-	-	-	12,000	13,600
6210	Medicare	2,412	2,835	2,700	2,483	3,400	3,400
6211	Social Security	6,374	7,087	7,300	4,518	7,300	7,300
6220	Flex Credit Benefit	10,750	11,209	15,200	16,749	23,600	23,600
6244	LT Disability Insurance	200	275	300	457	600	600
6245	Life Insurance	85	114	200	197	400	400
6280	Auto Allowance	-	113	-	305	300	300
6285	Uniform Allowance	250	350	-	300	-	-
TOTAL		193,260	226,231	226,600	200,452	295,600	300,100
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6310	Insurance and Surety Bonds	12,596	12,830	16,500	16,500	16,500	16,500
6315	Travel, Conferences, & Meetings	21,171	24,535	36,000	36,000	36,000	36,000
6320	Training	-	598	1,000	1,000	1,000	1,000
6340	Clothing and Personal Expenses	38,534	35,885	43,500	43,000	43,500	43,500
6416	Office Supplies	533	481	700	700	700	700
6417	Postage	26	-	200	200	200	200
6419	Minor Equipment	1,433	3,461	7,000	7,000	7,000	7,000
6420	Departmental Special Supplies	5,158	4,392	7,300	8,600	7,300	7,300
6427	Vehicle Operating Supplies	46	44	200	200	200	200
6428	Vehicle Maintenance	2,663	423	500	700	500	500
6519	Bank Charges	13,850	11,817	13,000	13,000	13,000	13,000
6521	Camp Discounts	10,837	8,266	11,000	11,000	11,000	11,000
6525	Rents and Leases	2,771	3,088	2,600	2,600	2,600	2,600
6530	Professional Services	210	260	3,100	3,100	3,100	3,100
6531	Maint. & Operation of Equipment	-	-	200	200	200	200
6534	Camp Scholarships	10,594	5,725	6,000	6,000	6,000	6,000
6580	Administrative Charges	11,071	6,059	6,600	6,600	6,600	6,600
TOTAL		131,490	117,863	155,400	156,400	155,400	155,400
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	2,300	6,600	3,800	3,800	7,900	6,100
6920	Workers' Comp Charges	4,400	5,200	4,500	4,500	7,200	7,500
6940	PERS Side Fund Charges	4,503	7,861	-	-	-	-
6960	PARS OPEB Charges	1,571	1,832	-	-	12,000	13,600
6965	PARS Pension Charges	5,820	6,785	-	-	-	-
TOTAL		18,594	28,278	8,300	8,300	27,100	27,200
ACTIVITY TOTALS		343,344	372,372	390,300	365,152	478,100	482,700

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

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

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M3	Marine Safety Captain	0.10	9,500	0.10	9,800	0.10	10,200	0.10	10,400
MS119	Marine Safety Lieutenant	0.10	8,000	0.10	8,400	0.05	4,300	0.05	4,400
MS100	Marine Safety Sergeant	0.50	32,600	0.50	34,800	1.30	92,800	1.30	94,700
PTS	Program Director	0.28	13,700	0.28	15,000	-	-	-	-
PTS	Assistant Prog Dir	0.19	7,700	0.19	9,100	0.19	9,100	0.19	9,100
PTS	Senior Instructors	1.14	40,400	1.14	47,600	1.14	47,600	1.14	47,600
PTS	Regular Instructors	-	-	-	-	-	-	-	-
PTS	Program Assistants	1.92	52,500	1.92	61,800	1.92	61,800	1.92	61,800
	Overtime		-		-		-		-
	Holiday Pay		3,000		3,100		6,300		6,400
	<b>Total Salaries</b>		<b>167,400</b>		<b>189,600</b>		<b>232,100</b>		<b>234,400</b>
	<b>Total Benefits</b>		<b>32,600</b>		<b>37,000</b>		<b>63,200</b>		<b>65,700</b>
	<b>Total Salaries</b>	<b>4.23</b>	<b>200,000</b>	<b>4.23</b>	<b>226,600</b>	<b>4.70</b>	<b>295,300</b>	<b>4.70</b>	<b>300,100</b>

SERVICE INDICATOR	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
Program participants	1,083	927	1,000	1,050	1,050



**NOTES:**

6310: Insurance for the program and program participants

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

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

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

6419: Body boards  
Soft surfboards and paddleboards  
Miscellaneous equipment

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

6525: Rental of summer office trailer

6530: Signs and Banners



**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				2019-2020	2020-2021
					(2,543,100)	(2,551,200)
<b>PUBLIC WORKS</b>	General Fund				5,145,100	5,212,200
	Sanitation				2,602,000	2,661,000
EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
TOTAL REGULAR POSITIONS	8.08	8.08	8.08	8.08	8.03	8.03
SALARIES & FRINGE BENEFITS	806,655	843,881	877,100	847,487	922,500	944,100
MATERIAL, SUPPLIES & SERVICES	863,515	984,358	1,187,800	1,256,678	1,331,900	1,378,200
CAPITAL, DEBT SVC & CHARGES	253,500	330,600	269,900	269,900	347,600	338,700
TOTAL BUDGET	1,923,670	2,158,839	2,334,800	2,374,065	2,602,000	2,661,000

**Mission Statement:**

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

**Department Overview:**

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

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

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

**Structure & Services**

**Engineering** is responsible for all aspects of public and private improvements including streets, public facilities and parks, flood control and street lighting. It also provides engineering support to Council and Staff. This department's budget and service indicators are located on pages C-84 and C-85.

Coordination for all storm water related tasks associated with the Regional Water Quality Control Board permit and management of flood control and drainage systems is the responsibility of **Environmental Services** and its budget and service indicators are located on pages C-86 and C-87.

**Street Maintenance** is responsible for routine maintenance of streets and public right-of-way which includes managing small street patching projects. Its budget and service indicators are located on pages C-88 and C-89.

## PUBLIC WORKS (continued)

The **Traffic Safety** budget unit is responsible for maintaining the City's traffic control devices, including red light cameras, signals, signs and markings. Signal maintenance is provided by a private company and traffic engineering is provided by a consultant. The traffic safety budget and service indicators are located on pages C-90 and C-91.

The **Street Sweeping** budget unit ensures that all City streets and municipal parking lots are routinely cleaned and its budget and service indicators are located on pages C-92 and C-93.

The maintenance of the City's parks and public facilities are serviced by the **Park Maintenance** and **Public Facilities Maintenance** budgets units of the Public Works Maintenance Division. The maintenance of Fletcher Cove, La Colonia, pocket parks, beach accesses, and the Coastal Rail Trail are the responsibility of Park Maintenance. The maintenance of City Hall, the Public Works Yard, the community centers at La Colonia Park and Fletcher Cove, the Marine Safety Center and Fire Station are the responsibility of Public Facilities Maintenance. Their respective budgets are located on pages C-94 through C-97.

The **Sanitation** department provides administration, capital improvements, maintenance and inspection of the City's sanitary sewer system. Maintenance of sewer lines is provided under contract with a private sanitary sewer company. The San Elijo Treatment Plant, as well as City-owned pump stations, are administered and maintained by the San Elijo Joint Powers Authority (SEJPA). A copy of the SEJPA's complete budget can be obtained from the SEJPA located at 2695 Manchester Avenue, Cardiff by the Sea, CA 92007. The Sanitation department's operating budget is located on pages C-98 and C-99 of the budget and sanitation capital improvement projects can be found in Section D of the budget.

The Public Works Maintenance Division is also responsible for maintenance of the City's special districts. Information about the districts' structure and services, budgets, and service indicators are located beginning at page C-111 of the budget. Additionally, the Public Works Division is responsible for fleet maintenance, which includes smog checks and routine maintenance and repair of Code Compliance, Public Works and Engineering vehicles.

### Goals:

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

- A. Provide design and construction services for Capital Improvement Projects. These services include preparing Requests for Proposals (RFPs), preparing and reviewing plans, writing specifications, obtaining construction bids, providing construction management and all other services required to guide a capital project from the conception phase through the completion of construction. Examples of future and past major projects include: Reconstruction of the, Solana Beach Pump Station Mechanical Upgrades, a new skate park at La Colonia Park, Lomas Santa Fe Drive corridor study, design replacement of the Marine Safety Center, Glencrest Drive street improvements and various major storm drain and sewer repair/replacements projects.
- B. For Private Development Projects: prepare Engineering comments on private project plans; perform grading plan review and permitting; and review projects submitted for Building Permits .
- C. Issue permits in compliance with the Solana Beach Municipal Code (SBMC) and Best Management Practice Standards including permits for: public right-of-way Encroachments, Sanitation, Engineering and Transportation (Haul Permits).

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

## PUBLIC WORKS (continued)

- A. Storm Drain and Stevens Creek Cleaning in compliance with regional permit.
  - B. Provide environmental comments on: private project plans, building permit projects, construction BMPs in compliance with standards and with Green Building Incentive Program Construction Standards.
  - C. Perform Commercial and Industrial inspections for all sites in the City.
  - D. Reduce City's environmental footprint; reduce waste, encourage carpooling, conserve resources, promote sustainable building practices, solar and energy efficient public lighting, HVAC, and continue education and promote proper disposal to increase participation in the Household Hazardous Waste Program.
  - E. Prevent debris and silt from entering storm drains by routinely sweeping residential streets and parking lots.
  - F. Administer Construction & Demolition Waste Management Plan for public and private construction projects.
- 3. Continue Street Maintenance Program and Traffic Safety/Traffic Calming Initiatives.**
- A. Respond to citizen reports of potholes, drainage problems, and signage issues.
  - B. Inspect and maintain street striping markings.
  - C. Review and update Annual Pavement Maintenance Plan and administer street repair and overlay projects.
  - D. Respond to citizen concerns about traffic issues, seek consultation with the citizen Public Safety Committee, Technical Traffic Advisory Committee and/or contract traffic engineers to assess options, hold public meetings and develop recommendations and actions. Areas of concentration include South Sierra, North Cedros and Cliff Street.
  - E. Develop Parking Management Plan for Highway 101, Plaza, Cedros and western end of Lomas Santa Fe.
- 4. Maintain Parks, Coastal Rail Trail and Facilities in a Safe and Functional Condition**
- A. Maintain landscaping, buildings, play equipment, fields, and beach access points.
  - B. Provide routine security patrols during evenings at La Colonia Park. Includes unlocking and locking restrooms at La Colonia Park and Fletcher Cove Park.
  - C. Remove graffiti from public property within 3 days.
- 5. Maintain and Improve Street Lighting**
- A. Conduct quarterly inspections of lighting systems and respond to citizen concerns about street and Coastal Rail Trail lighting and expedite scheduled repairs.
  - B. Continue construction projects identified in Streetlight Masterplan update.
  - C. Prepare annual Engineer's Report for the Street Lighting District.
- 6. Maintain and Continue the Assessment of Sanitation Systems to prevent sewer backup**
- A. Work with contractor to clean 100% and video 20% of sewer lines annually and routinely provides documentation for progress reports.
  - B. Analyze reports and video, identify problem areas, determine plan to address permanent repairs.
  - C. Continue repairs to priority projects identified in west and east side sewer system assessment reports.
  - D. Perform extra cleaning, root foaming and "hot spot" cleaning to manage problem areas until permanent repairs are made.
  - E. Maintain siphon.



**CITY OF SOLANA BEACH**  
FISCAL YEARS 2019-20 & 2020-21 BUDGETS

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>ENGINEERING</b>		<b>6510</b>			<b>001-6500-6510</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	252,395	263,220	273,100	264,782	292,000	297,900
6103	Overtime	121	1,504	1,000	-	1,000	1,000
6205	Retirement	22,606	22,907	25,000	25,764	26,900	30,000
6210	Medicare	3,375	3,587	4,000	3,639	4,200	4,300
6220	Flex Credit Benefit	36,683	40,352	42,400	36,485	44,500	44,500
6244	LT Disability Insurance	1,242	1,298	1,400	1,229	1,500	1,600
6245	Life Insurance	612	668	900	643	1,000	1,000
6280	Auto Allowance	1,227	1,227	1,200	1,220	1,200	1,200
TOTAL		318,262	334,762	349,000	333,762	372,300	381,500
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	719	951	1,800	1,600	1,500	1,500
6320	Training	245	374	1,000	1,000	1,000	1,000
6330	Membership and Dues	663	1,007	1,000	1,000	1,000	1,000
6417	Postage	-	-	100	100	100	100
6418	Books, Subscriptions & Printing	256	24	300	300	300	300
6419	Minor Equipment	-	-	-	-	600	-
6420	Departmental Special Supplies	1,243	1,180	1,500	1,500	1,200	1,200
6427	Vehicle Operating Supplies	1,289	1,510	2,000	1,800	1,800	2,000
6428	Vehicle Maintenance	291	1,850	1,000	1,000	1,000	1,000
6522	Advertising	296	128	100	237	100	100
6523	Communications	89	135	200	200	800	800
6530	Professional Services	4,206	6,036	21,400	11,400	21,000	21,400
6531	Maint. & Operation of Equipment	99	-	100	100	100	100
TOTAL		9,397	13,195	30,500	20,237	30,500	30,500
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	3,900	10,300	5,600	5,600	10,900	8,600
6920	Workers' Comp Charges	7,300	7,900	6,600	6,600	9,100	9,500
TOTAL		11,200	18,200	12,200	12,200	20,000	18,100
ACTIVITY TOTALS		338,859	366,157	391,700	366,199	422,800	430,100

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

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>ENGINEERING</b>	<b>6510</b>	<b>001-6500-6510</b>

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M8	Director of PW / City Engineer	0.40	62,700	0.40	66,200	0.40	67,800	0.40	69,200
M4	Principal Civil Engineer	0.55	61,600	0.55	65,000	0.55	68,000	0.55	69,300
MIS137A	Associate Civil Engineer	0.50	44,900	0.50	50,400	0.50	51,700	0.50	52,700
MIS119A	Assistant Civil Engineer	0.15	11,700	0.15	12,600	0.80	69,000	0.80	70,500
MIS103A	Senior Engineering Technician	0.65	44,200	0.65	46,900	-	-	-	-
MIS103A	Associate Management Analyst	-	-	-	-	0.48	35,500	0.48	36,200
MIS86	Administrative Asst III	0.48	27,500	0.48	32,000	-	-	-	-
	Overtime		1,000		1,000		1,000		1,000
	Total Salaries		253,600		274,100		293,000		298,900
	Total Benefits		65,700		74,900		79,300		82,600
	<b>Total</b>	<b>2.73</b>	<b>319,300</b>	<b>2.73</b>	<b>349,000</b>	<b>2.73</b>	<b>372,300</b>	<b>2.73</b>	<b>381,500</b>

<b>SERVICE INDICATORS</b>	<b>2016/17 Actual</b>	<b>2017/18 Actual</b>	<b>2018/19 Projected</b>	<b>2019/20 Proposed</b>	<b>2020/21 Proposed</b>
Encroachment permits issued	105	144	144	144	144
Marine safety permits issued	1	1	1	1	1
Grading permits issued	20	22	22	22	22
Transportation permits issued	10	31	31	31	31
Capital Project Management:					
Less than \$200,000	6	6	6	6	6
Greater than \$200,000	3	7	7	7	7
Street overlays/slurries (square feet)	250,000	425,000	425,000	425,000	425,000
Improvement & lot adjustment permits	6	4	4	4	4
Sanitation permits issued	17	12	12	12	12



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

**CITY OF SOLANA BEACH**  
FISCAL YEARS 2019-20 & 2020-21 BUDGETS


DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>ENVIRONMENTAL SERVICES</b>		<b>6520</b>			<b>001-6500-6520</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	90,282	84,892	84,100	81,204	87,500	89,300
6103	Overtime	925	1,530	700	539	700	700
6104	Special Pay	835	876	1,000	864	1,000	1,000
6205	Retirement	7,819	6,670	7,200	6,589	8,000	9,000
6210	Medicare	1,352	1,283	1,200	1,223	1,300	1,300
6220	Flex Credit Benefit	15,850	15,400	15,500	15,397	16,300	16,300
6244	LT Disability Insurance	477	461	500	487	500	500
6245	Life Insurance	213	217	300	216	300	300
6280	Auto Allowance	310	307	200	155	200	200
TOTAL		118,063	111,635	110,700	106,674	115,800	118,600
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	80	1,096	500	500	500	500
6320	Training	1,175	800	1,900	1,100	1,400	1,400
6330	Membership and Dues	1,277	591	1,000	1,000	1,000	1,000
6340	Clothing and Personal Expenses	904	678	700	700	1,000	1,000
6418	Books, Subscriptions & Printing	77	80	200	200	200	200
6419	Minor Equipment	284	14,304	6,200	6,200	6,600	6,200
6420	Departmental Special Supplies	9,456	9,928	12,600	12,600	12,000	12,400
6427	Vehicle Operating Supplies	3,692	4,393	5,000	4,000	4,500	4,500
6428	Vehicle Maintenance	318	2,262	1,500	1,500	1,500	1,500
6522	Advertising	-	104	-	-	-	-
6523	Communications	89	67	100	100	800	800
6525	Rents and Leases	-	-	300	300	300	300
6527	Utilities - Water	3,420	2,490	3,500	3,000	3,500	3,500
6529	Mileage	95	32	100	100	100	100
6530	Professional Services	164,539	193,679	201,700	216,636	231,900	278,900
TOTAL		185,407	230,503	235,300	247,936	265,300	312,300
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	1,300	3,400	1,700	1,700	3,000	2,400
6920	Workers' Comp Charges	2,500	2,700	2,100	2,100	2,800	2,900
TOTAL		3,800	6,100	3,800	3,800	5,800	5,300
ACTIVITY TOTALS		307,271	348,238	349,800	358,410	386,900	436,200

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

DEPARTMENT <b>ENVIRONMENTAL SERVICES</b>	DEPT. NO. <b>6520</b>	BUDGET UNIT <b>001-6500-6520</b>
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Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M8	Assistant City Manager	0.10	13,000	0.05	7,300	0.05	8,000	0.05	8,200
M4	Principal Civil Engineer	0.10	11,100	0.10	11,800	0.10	12,400	0.10	12,600
M4	Public Works Operations Mgr	0.10	9,600	0.10	10,100	0.10	10,800	0.10	11,100
MIS119A	Assistant Civil Engineer	0.30	23,500	0.30	25,300	0.30	25,900	0.30	26,400
MIS89	Lead Maintenance Worker (2 positions)	0.15	8,900	0.15	9,400	0.15	9,600	0.15	9,800
MIS75	Maint. Worker II (2 positions)	0.10	5,100	0.10	5,400	0.10	5,600	0.10	5,700
MIS106A	Sr. Code Compliance Officer	0.20	14,000	0.20	14,800	0.20	15,200	0.20	15,500
	Overtime		700		700		700		700
	Stand by Pay (Overtime Rate)		900		1,000		1,000		1,000
	Total Salaries		86,800		85,800		89,200		91,000
	Total Benefits		23,200		24,900		26,600		27,600
	<b>Total</b>	<b>1.05</b>	<b>110,000</b>	<b>1.05</b>	<b>110,700</b>	<b>1.00</b>	<b>115,800</b>	<b>1.00</b>	<b>118,600</b>

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
Trash pick-up per year	245	245	245	245	245
Low flow diverter inspections	12	12	12	12	12
Diverter repairs & maintenance	2	2	2	2	2
Spill responses from auto accidents	2	1	1	1	1
Litter removal from public rights of way	52	52	52	52	52
Dog waste bag replacements					
bag replacements	90,000	96,000	96,000	96,000	96,000
# of times dispensers refilled	52	52	52	52	52
Catch basins cleaned	75	75	75	75	75
Stevens Creek & outfall inspections	12	12	12	12	12



**NOTES:**

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

	FY 19/20	FY 20/21
6530:		
Storm drain cleaning	24,200	24,200
Stevens Creek cleaning	-	-
Household Hazardous Waste programs	14,000	14,000
JURMP Stormwater Program Services Support	115,000	120,000
JPA Sediment Drying Pad	11,000	11,000
U.S. Mayors Conference	2,700	2,700
Trash Full Capture System Devices	7,000	7,000
Storm Water Program Costs	58,000	100,000
	<u>231,900</u>	<u>278,900</u>

**CITY OF SOLANA BEACH**  
FISCAL YEARS 2019-20 & 2020-21 BUDGETS

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>STREET MAINTENANCE</b>		<b>6530</b>			<b>001-6500-6530</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	184,744	197,133	206,800	202,392	214,300	218,600
6103	Overtime	5,163	6,439	6,000	3,949	6,100	6,100
6104	Special Pay	7,487	7,844	8,700	7,945	9,000	9,100
6205	Retirement	15,336	15,879	17,500	17,246	19,200	21,400
6210	Medicare	2,850	3,062	3,200	3,157	3,300	3,400
6220	Flex Credit Benefit	39,640	43,604	45,800	45,784	48,100	48,100
6244	LT Disability Insurance	1,019	1,105	1,100	1,208	1,100	1,100
6245	Life Insurance	469	517	700	537	700	700
6280	Auto Allowance	614	614	600	610	600	600
TOTAL		257,321	276,196	290,400	282,828	302,400	309,100
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6320	Training	65	95	1,000	1,000	1,000	1,000
6330	Membership and Dues	267	194	200	200	200	200
6340	Clothing and Personal Expenses	1,194	914	1,000	1,000	1,500	1,500
6419	Minor Equipment	2,371	12,214	2,000	-	2,000	2,000
6420	Departmental Special Supplies	4,044	3,904	8,100	7,100	8,000	8,000
6427	Vehicle Operating Supplies	3,480	4,130	4,000	3,500	3,500	3,500
6428	Vehicle Maintenance	618	1,481	1,500	1,500	1,500	1,500
6523	Communications	179	202	300	300	800	800
6524	Utilities - Electric	17,538	18,357	26,200	17,500	18,400	19,300
6525	Rents and Leases	-	516	800	800	800	800
6526	Maint. of Buildings & Grounds	12,216	14,089	21,000	22,100	22,100	22,100
6527	Utilities - Water	297	379	5,000	600	5,000	5,000
6529	Mileage	290	108	300	300	300	300
6530	Professional Services	8,465	56,066	26,300	17,500	32,900	32,900
TOTAL		51,022	112,650	97,700	73,400	98,000	98,900
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	35,600	98,200	51,700	51,700	130,400	126,900
6920	Workers' Comp Charges	31,600	34,400	30,700	30,700	17,600	15,200
6930	Asset Replacement Charges	17,300	17,300	17,300	17,300	17,300	17,300
TOTAL		84,500	149,900	99,700	99,700	165,300	159,400
ACTIVITY TOTALS		392,843	538,747	487,800	455,928	565,700	567,400

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

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

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M8	Director of PW / City Engineer	0.20	31,300	0.20	33,100	0.20	33,900	0.20	34,600
M4	Public Works Operations Mgr	0.20	19,200	0.20	20,200	0.20	21,700	0.20	22,100
MIS119A	Assistant Civil Engineer	0.10	7,800	0.10	8,400	0.10	8,600	0.10	8,800
MIS89	Lead Maintenance Worker (2)	1.10	65,000	1.10	68,600	1.10	70,400	1.10	71,800
MIS103A	Associate Management Analyst	-	-	-	-	0.25	18,500	0.25	18,900
MIS86	Administrative Asst III	0.25	14,300	0.25	16,700	-	-	-	-
MIS75	Maintenance Worker II (2)	1.10	56,600	1.10	59,800	1.10	61,200	1.10	62,400
N/A	Overtime		6,100		6,000		6,100		6,100
	Stand by Pay (Overtime Rate)		8,300		8,700		9,000		9,100
	Total Salaries		208,600		221,500		229,400		233,800
	Total Benefits		60,500		68,900		73,000		75,300
	<b>Total</b>	<b>2.95</b>	<b>269,100</b>	<b>2.95</b>	<b>290,400</b>	<b>2.95</b>	<b>302,400</b>	<b>2.95</b>	<b>309,100</b>

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
Asphalt repairs	1,000	1,000	1,000	1,000	1,000
Street name & regulatory sign replacement	300	300	300	300	300
Curb painting (lineal feet)	15,000	15,000	15,000	15,000	15,000
Street striping (lineal feet)	300	300	300	300	300
Graffiti removal	40	40	40	40	40
Inspect landscape medians	16	16	16	16	16
Clean under I-5 bridge	5	5	5	5	5
Public contact regarding street issues	52	52	52	52	52



**NOTES:**

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

	FY 19/20	FY 20/21
6530: Pavement repairs, potholes, street markings, including emergencies	15,100	15,100
Tree trimming/arborist	12,000	12,000
Sidewalk Cleaning	5,000	5,000
Pest Control/Dead Animal Removal	800	800
	<u>32,900</u>	<u>32,900</u>

**CITY OF SOLANA BEACH**  
FISCAL YEARS 2019-20 & 2020-21 BUDGETS


DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>TRAFFIC SAFETY</b>		<b>6540</b>			<b>001-6500-6540</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6419	Minor Equipment	-	234	-	11,800	12,000	12,000
6420	Departmental Special Supplies	12,914	11,798	12,000	12,000	12,000	12,000
6523	Communications	685	640	700	700	1,300	1,300
6524	Utilities - Electric	16,730	18,189	27,600	19,800	20,800	21,900
6525	Rents and Leases	239	-	1,000	1,000	1,000	1,000
6529	Mileage	69	13	100	100	100	100
6530	Professional Services	120,143	126,128	139,000	242,203	234,400	234,400
6531	Maint. & Operation of Equipment	-	1,288	500	500	500	500
	TOTAL	150,781	158,291	180,900	288,103	282,100	283,200
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	ACTIVITY TOTALS	150,781	158,291	180,900	288,103	282,100	283,200

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

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

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
<b>SERVICE II</b> Preventative maintenance of traffic signals	14	14	16	16	16
Traffic signal repairs	50	50	35	35	35
Safety signs installed	25	25	30	30	30
Sight distance issues	1	1	0	0	0
Other repairs relating to landscaping, temporary signage	30	30	25	25	25



**NOTES:**

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

	FY 19/20	FY 20/21
6530: Red Flex - third party red light camera administration	95,500	95,500
Traffic engineering consulting	20,000	20,000
Signal repairs	25,800	25,800
Crossing Guards	88,900	88,900
Cost Share agreement with Caltrans for maintenance & equipment for I-5 intersection	4,200	4,200
	<u>234,400</u>	<u>234,400</u>

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



**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>STREET SWEEPING</b>		<b>6550</b>			<b>001-6500-6550</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6527	Utilities - Water	-	1,137	3,000	1,000	3,000	3,000
6530	Professional Services	39,095	38,796	62,300	59,300	62,300	62,300
	TOTAL	39,095	39,933	65,300	60,300	65,300	65,300
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	ACTIVITY TOTALS	39,095	39,933	65,300	60,300	65,300	65,300

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

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

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
Miles of streets swept	40	40	40	40	40
Special event street sweepings	2	2	2	2	2
Maintain signage	12	12	12	12	12
Street sweeping inspections	12	12	12	26	26



**NOTES:**

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

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

**CITY OF SOLANA BEACH**  
FISCAL YEARS 2019-20 & 2020-21 BUDGETS

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>PARK MAINTENANCE</b>		<b>6560</b>			<b>001-6500-6560</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	80,185	85,604	89,300	87,706	92,500	94,300
6103	Overtime	2,495	2,977	2,900	1,901	2,900	2,900
6104	Special Pay	3,547	3,710	4,200	3,838	4,300	4,300
6205	Retirement	6,655	6,890	7,400	7,491	8,100	9,100
6210	Medicare	1,255	1,349	1,400	1,390	1,400	1,500
6220	Flex Credit Benefit	18,190	20,018	21,000	21,107	22,000	22,000
6244	LT Disability Insurance	475	514	500	557	500	500
6245	Life Insurance	206	227	300	233	300	300
TOTAL		113,008	121,289	127,000	124,223	132,000	134,900
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6340	Clothing and Personal Expenses	613	652	700	700	1,000	1,000
6419	Minor Equipment	7,326	6,026	1,000	1,000	1,000	1,000
6420	Departmental Special Supplies	4,499	6,355	7,900	7,900	12,600	7,600
6427	Vehicle Operating Supplies	692	824	1,200	1,200	1,200	1,200
6428	Vehicle Maintenance	525	1,588	1,500	1,500	1,500	1,500
6523	Communications	179	135	200	200	800	800
6525	Rents and Leases	288	542	500	500	500	500
6526	Maint. of Buildings & Grounds	112,460	105,940	173,600	172,232	175,800	175,800
6527	Utilities - Water	35,143	42,107	50,000	51,800	51,800	51,800
6529	Mileage	222	255	300	300	300	300
6530	Professional Services	26,237	24,362	31,800	31,800	41,500	41,500
6531	Maint. & Operation of Equipment	2,509	5,579	2,500	2,500	2,200	2,200
TOTAL		190,691	194,365	271,200	271,632	290,200	285,200
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	1,400	3,600	1,900	1,900	3,400	2,700
6920	Workers' Comp Charges	2,600	2,800	2,300	2,300	3,100	3,200
TOTAL		4,000	6,400	4,200	4,200	6,500	5,900
ACTIVITY TOTALS		307,699	322,053	402,400	400,055	428,700	426,000

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

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

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M4	Public Works Operations Mgr	0.20	19,200	0.20	20,200	0.20	21,700	0.20	22,100
MIS119A	Assistant Civil Engineer	0.10	7,800	0.10	8,400	0.10	8,600	0.10	8,800
MIS89	Lead Maintenance Worker (2)	0.45	26,600	0.45	28,100	0.45	28,800	0.45	29,400
MIS75	Maintenance Worker II (2)	0.60	30,800	0.60	32,600	0.60	33,400	0.60	34,000
	Overtime		2,900		2,900		2,900		2,900
N/A	Stand by Pay (Overtime Rate)		3,900		4,200		4,300		4,300
	<b>Total Salaries</b>		<b>91,200</b>		<b>96,400</b>		<b>99,700</b>		<b>101,500</b>
	<b>Total Benefits</b>		<b>26,800</b>		<b>30,600</b>		<b>32,300</b>		<b>33,400</b>
	<b>Total Salaries</b>	<b>1.35</b>	<b>118,000</b>	<b>1.35</b>	<b>127,000</b>	<b>1.35</b>	<b>132,000</b>	<b>1.35</b>	<b>134,900</b>

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
Landscape inspections	52	52	52	52	52
Maintenance to Stevens House	12	12	12	12	12
Repairs & maintenance to park buildings	100	100	100	150	150
Playground inspections	52	52	52	52	52
Plumbing repairs to showers, drinking, fountains, etc.	15	15	15	16	16
Lighting repairs	30	30	30	40	40
Beach access and maintenance	52	52	52	26	26
Signage repairs and installations	50	50	50	30	30



**NOTES:**

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

	FY 19/20	FY 20/21
6526: Landscape Maintenance	173,600	173,600
Weed Abatement-Stevens Property	2,200	2,200
	<u>175,800</u>	<u>175,800</u>
6530: Tree trimming/on-call arborist	15,000	15,000
Back flow testing, misc repairs	11,500	11,500
Security, alarm monitoring	15,000	15,000
	<u>41,500</u>	<u>41,500</u>
6531: Maintenance of beach tractor and front end loader repair, chainsaws, weeders, blowers, etc		

**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>PUBLIC FACILITIES MAINTENANCE</b>		<b>6570</b>			<b>001-6500-6570</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6419	Minor Equipment	1,340	847	-	-	-	-
6420	Departmental Special Supplies	12,292	13,111	16,500	16,500	17,500	17,500
6427	Vehicle Operating Supplies	1,154	1,373	3,000	3,000	3,000	3,000
6524	Utilities - Electric	84,203	84,357	110,000	90,500	95,100	99,900
6525	Rents/Leases	128	1,117	500	500	500	500
6526	Maint. of Buildings & Grounds	79,660	84,542	115,500	124,120	124,200	124,200
6527	Utilities - Water	2,657	3,633	4,200	3,000	4,200	4,200
6529	Mileage	95	46	200	200	200	200
6530	Professional Services	53,502	45,971	51,500	51,500	53,000	50,500
6531	Maint. & Operation of Equipment	2,091	425	5,500	5,750	2,800	2,800
	TOTAL	237,122	235,421	306,900	295,070	300,500	302,800
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
6935	Facilities Replacement Charges	150,000	150,000	150,000	150,000	150,000	150,000
	TOTAL	150,000	150,000	150,000	150,000	150,000	150,000
	ACTIVITY TOTALS	387,122	385,421	456,900	445,070	450,500	452,800

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

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

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
Painting at City Hall (square feet)	500	500	500	500	500
Plumbing repairs	10	10	12	12	12
Roof maintenance (times per year)	2	2	12	12	12
Lighting repairs	35	35	30	30	30
Sewer line cleaning at City Hall	12	12	12	12	12



**NOTES:**

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

6524: City facility utility costs

	FY 19/20	FY 20/21
6526:		
Janitorial services	56,320	56,320
Pest control	3,500	3,500
HVAC preventative maintenance	2,500	2,500
LS Maintenance Contract	33,588	33,588
Emergency Generator Maintance (City Hall/Fire station)	16,763	16,763
Elevator Maintenance	2,000	2,000
Misc.Unspecified Repairs	9,529	9,529
	<u>124,200</u>	<u>124,200</u>
6530:		
City Hall Generator APCD Permit	700	700
Micellanous Repairs	9,500	9,500
Handyman	14,000	14,000
Seaside HVAC	7,500	7,500
Marine Safety Water Heater Replacement	2,500	-
Tree Trimming	2,000	2,000
Partnership With Industry	16,800	16,800
	<u>53,000</u>	<u>50,500</u>



**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION				2019-2020	2020-2021
					702,800	706,000
<b>COMMUNITY SERVICES/ RECREATION</b>	General Fund				77,000	78,300
	Camp Programs					
					<u>779,800</u>	<u>784,300</u>
EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
TOTAL REGULAR POSITIONS	3.33	3.33	3.03	3.03	3.05	3.05
SALARIES & FRINGE BENEFITS	228,451	202,693	184,300	180,038	251,700	257,200
MATERIAL, SUPPLIES & SERVICES	35,344	56,045	61,000	54,295	72,500	72,500
CAPITAL, DEBT SVC & CHARGES	8,100	11,600	14,100	14,100	455,600	454,600
TOTAL BUDGET	271,895	270,338	259,400	248,433	779,800	784,300

**Mission Statement:**

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

**Department Overview:**

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

**Structure & Services**

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

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

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

- rental processing of La Colonia field and Community Center and managing the Fletcher Cove Community Center for City programs, rentals and services;
- Coordination of 30 City-sponsored special events; development of joint use agreements with local school districts and other organizations for facility use and program resources; contract management with the Boys & Girls Club for the City's After School Enrichment Program;



## COMMUNITY SERVICES/RECREATION (continued)

- non-City-sponsored special event application administration; and Summer Youth Camps. Recreation

Services also includes staff support to the City's Park & Recreation Commission. This department's budget and service indicators are located at C-104 and C-105.

### **Goals for 2019-2020 & 2020-2021:**

- Evaluate current programs through participant feedback, and conduct periodic studies to enhance Parks and Recreation Department programming to ensure the City is serving the needs of the community.
- To meet community recreational needs with maximum effectiveness and with minimum expense.
- Expand the use of community volunteers and sponsors to maximize program quality and efficiency.
- Continue the artist exhibitions, receptions, and lectures in the City Hall Gallery and seek out interesting, informative, and entertaining cultural events to include in the annual Gallery schedule.
- Expand the Temporary Public Art Program by seeking additional Council approved sites, changing the current sculptures and installing new ones to keep the Program interesting.
- Improve the electronic version of *Shorelines*, the City newsletter.
- Work with the Public Arts Commission to provide new and on-going artistic and cultural community events.
- Work with the Public Arts Commission to implement long range Council directed goals such as artistic monument signs at City entry ways.
- Continue to seek out funding sources for the La Colonia Park Renovation Project.
- Process all special event permit applications throughout the City.
- Work closely with the Parks and Recreation Commission to provide community events that enhance the quality of life for Solana Beach residents.
- Continue encouraging and fostering partnerships with community and youth agencies that will strengthen collaboration efforts in order to provide safe environments for the youth.
- Maintain the number of partnership agreements and foster even stronger community relationships with overall intent of providing a wider variety of recreational opportunities for residents.
- Continue a high level of more inclusive and family oriented programs and services.
- Provide the necessary management to fully achieve the priorities identified by the Parks & Recreation Commission, the City Manager's Office, and City Council.
- Continue evaluating ways Improve safety and sense of security for park users.
- Apply for Proposition 68 grant funding through the State of California.



**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>COMMUNITY SERVICES</b>		<b>7100</b>			<b>001-7000-7100</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	26,197	21,373	7,300	7,708	8,100	8,200
6102	Part Time & Temporary Salaries	34,444	35,588	36,300	32,315	37,300	38,000
6103	Overtime	120	360	2,100	101	2,000	2,000
6205	Retirement	5,136	4,303	3,200	2,969	3,500	3,800
6210	Medicare	968	972	700	698	700	700
6211	Social Security	436	-	-	-	-	-
6220	Flex Credit Benefit	12,149	13,303	10,100	10,250	10,600	10,600
6244	LT Disability Insurance	245	225	200	257	200	200
6245	Life Insurance	115	124	100	121	200	200
6280	Auto Allowance	464	460	200	158	200	200
TOTAL		80,275	76,708	60,200	54,577	62,800	63,900
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	-	37	200	200	1,700	1,700
6320	Training	-	18	100	100	100	100
6330	Membership and Dues	-	95	300	300	300	300
6420	Departmental Special Supplies	173	223	900	900	900	900
6522	Advertising	-	-	400	-	400	400
6529	Mileage	-	-	400	400	400	400
6530	Professional Services	11,211	22,584	15,900	15,900	15,900	15,900
6538	Special Events	-	-	1,000	1,000	1,000	1,000
6570	Other Charges	581	157	1,500	1,500	1,500	1,500
6575	Public Arts Expenditures	-	12,730	4,500	4,500	4,500	4,500
TOTAL		11,965	35,844	25,200	24,800	26,700	26,700
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	1,000	2,600	900	900	1,600	1,300
6920	Workers' Comp Charges	1,900	2,000	2,400	2,400	1,500	1,500
TOTAL		2,900	4,600	3,300	3,300	3,100	2,800
ACTIVITY TOTALS		95,139	117,152	88,700	82,677	92,600	93,400

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

DEPARTMENT <b>COMMUNITY SERVICES</b>	DEPT. NO. <b>7100</b>	BUDGET UNIT <b>001-7000-7100</b>
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Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M8 MIS86	Assistant City Manager	0.15	19,500.00	0.05	7,300	0.05	8,000	0.05	8,200
	Management Assistant	0.75	43,000	0.60	36,300	0.60	37,400	0.60	37,900
	Overtime		2,100		2,100		2,000		2,100
	Total Salaries		64,600		45,700		47,400		48,200
	Total Benefits		18,800		14,500		15,400		15,700
<b>Total</b>		<b>0.90</b>	<b>83,400</b>	<b>0.65</b>	<b>60,200</b>	<b>0.65</b>	<b>62,800</b>	<b>0.65</b>	<b>63,900</b>

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
Shorelines Newsletter					
Street banner changes					
City Hall Gallery Exhibitions					
Master Art Policy Projects					
Arts Alive on CRT					
Special Event @ La Colonia					
Temporary Public Art Program					



NOTES:	FY 19/20	FY 20/21
6530 eShorelines Publication	5,000	5,000
Street Banner Change Out Program		
City banner	6,975	6,975
Outside Agencies - reimbursed	3,925	3,925
	<u>15,900</u>	<u>15,900</u>
6570 Dial-A-Ride and ad hoc activities		

**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>RECREATION</b>		<b>7110</b>			<b>001-7000-7110</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	95,955	88,220	80,700	83,133	84,700	86,400
6102	Part Time & Temporary Salaries	22,357	12,401	18,900	15,871	17,400	17,400
6103	Overtime	237	754	-	-	-	-
6205	Retirement	10,367	7,927	7,800	9,862	8,800	9,900
6210	Medicare	1,811	1,556	1,400	1,531	1,500	1,500
6211	Social Security	698	808	1,200	984	1,100	1,100
6220	Flex Credit Benefit	15,509	13,303	13,200	13,224	13,900	13,900
6244	LT Disability Insurance	536	490	400	483	400	500
6245	Life Insurance	246	221	300	218	300	300
6280	Auto Allowance	461	307	200	155	200	200
TOTAL		148,177	125,985	124,100	125,461	128,300	131,200
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences, & Meetings	1,262	1,319	1,300	1,200	1,400	1,400
6320	Training	725	295	500	400	500	500
6330	Membership and Dues	170	170	200	170	200	200
6340	Clothing & Personal Expenses	193	307	600	500	600	600
6418	Books, Subscriptions & Printing	-	49	200	150	200	200
6419	Minor Equipment	-	463	-	-	-	-
6420	Departmental Special Supplies	738	1,155	1,700	1,000	1,700	1,700
6427	Vehicle Operating Supplies	-	523	800	1,000	1,000	1,000
6428	Vehicle Maintenance	-	525	1,000	1,000	1,000	1,000
6522	Advertising	-	164	200	100	200	200
6529	Mileage	259	-	300	250	300	300
6530	Professional Services	4,508	4,163	11,700	8,000	12,600	12,600
6531	Maint. & Operation of Equipment	467	103	600	475	700	700
6538	Special Events	14,980	10,906	16,200	15,000	13,400	13,400
6570	Other Charges	78	61	500	250	500	500
TOTAL		23,379	20,201	35,800	29,495	34,300	34,300
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	1,800	3,900	2,000	2,000	3,500	2,700
6920	Workers' Comp Charges	3,400	3,100	8,800	8,800	3,300	3,400
6938	700 Stevens	-	-	-	-	445,700	445,700
TOTAL		5,200	7,000	10,800	10,800	452,500	451,800
ACTIVITY TOTALS		176,756	153,186	170,700	165,756	615,100	617,300

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

<b>DEPARTMENT</b>	<b>DEPT. NO.</b>	<b>BUDGET UNIT</b>
<b>RECREATION</b>	<b>7110</b>	<b>001-7000-7110</b>

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M8	Assistant City Manager	0.100	13,000	0.05	7,300	0.05	8,100	0.05	8,200
M3	Recreation Manager	0.80	69,500	0.80	73,400	0.80	76,700	0.80	78,200
PTS35	Sr. Recreation Leader (P/T)	-	-	-	-	-	-	-	-
PTS25	Recreation Leaders (P/T)	0.65	17,200	0.65	18,900	0.60	17,400	0.60	17,400
	Overtime				-				-
	Total Salaries		99,700		99,600		102,200		103,800
	Total Benefits		23,100		24,500		26,100		27,400
	<b>Total</b>	<b>1.55</b>	<b>122,800</b>	<b>1.50</b>	<b>124,100</b>	<b>1.45</b>	<b>128,300</b>	<b>1.45</b>	<b>131,200</b>

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
City sponsored community events	23	26	27	25	25
Special events participants	8,450	6,250	6,250	5,900	5,900
Fletcher Cove Community Center Private rentals	17	23	25	24	24



**NOTES:**

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

	FY 19/20	FY 20/21
6538: Staff Coordinated Events		
Dias De Los Muertos	3,600	3,600
Veterans Day	400	400
Memorial Day	400	400
Ad hoc events/dedications, etc.	500	500
P&R Coordinated Events		
Skate Park Event	3,000	3,000
Holiday Tree Lighting	5,500	5,500
Special Events Totals	<u>13,400</u>	<u>13,400</u>

**CITY OF SOLANA BEACH**  
FISCAL YEARS 2019-20 & 2020-21 BUDGETS


DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>RECREATION (CAMP)</b>		<b>7110</b>			<b>255-7000-7110</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	445	25,617	25,600	26,359	27,200	27,800
6102	Part Time & Temporary Salaries	16,065	16,330	19,200	16,671	20,700	20,700
6205	Retirement	48	2,490	2,500	3,000	2,800	3,200
6207	Retirement-UAL	-	-	-	-	3,400	3,900
6210	Medicare	240	632	700	651	700	700
6211	Social Security	990	850	1,200	1,034	1,300	1,300
6220	Flex Credit Benefit	-	3,695	3,900	3,880	4,100	4,100
6244	LT Disability Insurance	3	136	100	142	100	100
6245	Life Insurance	1	64	100	69	100	100
6280	Auto Allowance	3	153	200	152	200	200
TOTAL		17,795	50,187	53,500	51,958	60,600	62,100
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6310	Insurance Premiums	1,400	1,426	2,000	2,000	2,000	2,000
6419	Minor Equipment	-	-	-	-	-	-
6537	Summer Day Camp	7,483	7,941	8,500	8,400	9,500	9,500
TOTAL		8,883	9,367	10,500	10,400	11,500	11,500
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	-	-	-	-	1,600	1,300
6920	Workers' Comp Charges	-	-	-	-	1,500	1,500
6940	PERS Side Fund Charges	-	2,438	-	-	-	-
6960	PARS OPEB Charges	-	386	-	-	1,800	1,900
6965	PARS Pension Charges	-	1,428	-	-	-	-
TOTAL		-	4,252	-	-	4,900	4,700
ACTIVITY TOTALS		26,678	63,806	64,000	62,358	77,000	78,300

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

DEPARTMENT <b>RECREATION (CAMP)</b>	DEPT. NO. <b>7110</b>	BUDGET UNIT <b>255-7000-7110</b>
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Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M8	Assistant City Manager	0.050	6,500	0.050	7,300	0.05	8,000	0.05	8,200
M3	Recreation Manager	0.20	17,400	0.20	18,300	0.20	19,200	0.20	19,500
PTS25	Recreation Leaders (P/T)	0.43	11,400	0.43	12,500	0.50	14,500	0.50	14,500
PTS35	Sr. Recreation Leader (PT) Overtime	0.20	6,200	0.20	6,700	0.20	6,200	0.20	6,300
	Total Salaries		41,500		44,800		47,900		48,500
	Total Benefits		7,700		8,700		12,700		13,600
	<b>Total</b>	<b>0.88</b>	<b>49,200</b>	<b>0.88</b>	<b>53,500</b>	<b>0.95</b>	<b>60,600</b>	<b>0.95</b>	<b>62,100</b>

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
Summer day camp participants	315	285	305	313	313

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





**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION					
<b>SPECIAL DISTRICTS</b>	*** see below					
EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
TOTAL REGULAR POSITIONS	0.90	0.90	0.90	0.90	0.90	-
SALARIES & FRINGE BENEFITS	119,937	127,253	131,400	130,131	141,200	145,600
MATERIAL, SUPPLIES & SERVICES	657,867	630,913	682,500	826,722	831,900	838,300
CAPITAL, DEBT SVC & CHARGES	15,314	20,031	6,000	37,945	13,400	13,000
TOTAL BUDGET	793,118	778,196	819,900	994,798	986,500	996,900

**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>FY2019-20</u>	<u>FY2020-21</u>	<u>Budget/Service Indicator Pages</u>
Highway 101 Landscaping MID 33	\$ 153,500	\$154,100	C-112 and C-113
Santa Fe Hills MID 9C	252,200	252,200	C-114 and C-115
Isla Verde MID 9E	6,000	6,000	C-116 and C-117
San Elijo Hills #2C MID 9H	<u>83,100</u>	<u>83,100</u>	C-118 and C-119
TOTAL	<u>\$ 494,800</u>	<u>\$ 495,400</u>	

The **Coastal Rail Trail** (CRT) Maintenance District was established by a vote of Solana Beach property owners and pays for the Coastal Rail Trail maintenance, administration, and reserves. The CRT budget and service indicators are located on pages C-120 and C-121.

The **Street Lighting** district is responsible for the capital improvements maintenance and operation of approximately 750 street lights throughout the City and lighting on the Coastal Rail Trail. The operation is funded by a benefit assessment which appears on property tax bills. The district's budget and service indicators are located on pages C-122 and C-123.

## SPECIAL DISTRICTS (continued)

### **Goals:**

The Public Works Department goals are located on pages C-79 and include goals related to the City's special districts.



**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

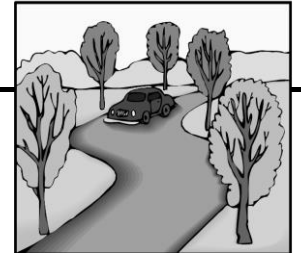
DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>HIGHWAY 101 LANDSCAPING MID 33</b>		<b>7510</b>			<b>203-7500-7510</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	14,406	14,837	15,200	15,277	16,300	16,600
6103	Overtime	166	242	-	58	-	-
6205	Retirement	1,355	1,353	1,500	1,466	1,700	1,900
6207	Retirement-UAL	1,100	1,370	1,700	1,740	2,100	2,400
6210	Medicare	189	196	200	200	200	200
6220	Flex Credit Benefit	2,016	2,217	2,300	2,328	2,400	2,400
6244	LT Disability Insurance	79	82	100	85	100	100
6245	Life Insurance	35	38	100	41	100	100
TOTAL		19,362	20,335	21,100	21,195	22,900	23,700
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6522	Advertising	111	114	-	-	-	-
6524	Utilities - Electric	22,961	25,688	29,500	27,400	29,500	29,500
6526	Maint. of Buildings & Grounds	36,605	34,898	45,600	48,517	46,000	46,000
6527	Utilities - Water	5,388	6,670	9,800	9,800	9,800	9,800
6530	Professional Services	1	438	1,000	1,000	1,000	1,000
6570	Other Charges	5,019	5,070	3,000	3,000	3,000	3,000
6580	Administrative Charges	3,100	5,000	5,000	39,100	39,100	39,100
TOTAL		73,184	77,879	93,900	128,817	128,400	128,400
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6910	Claims Liability Charges	200	600	300	300	600	400
6920	Workers' Comp Charges	400	400	400	400	500	500
6940	PERS Side Fund Charges	984	1,325	300	-	-	-
6960	PARS OPEB Charges	185	193	-	-	1,100	1,100
6965	PARS Pension Charges	685	714	-	-	-	-
TOTAL		2,454	3,232	1,000	700	2,200	2,000
ACTIVITY TOTALS		95,000	101,445	116,000	150,712	153,500	154,100

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

DEPARTMENT <b>HIGHWAY 101 LANDSCAPING MID 33</b>	DEPT. NO. <b>7510</b>	BUDGET UNIT <b>203-7500-7510</b>
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Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
M8	Public Works Operations Mgr	0.15	14,400	0.15	15,200	0.15	16,300	0.15	16,600
N/A	Overtime		-		-		-		-
N/A	Stand by Pay (Overtime Rate)		-		-		-		-
	Total Salaries		14,400		15,200		16,300		16,600
	Total Benefits		4,900		5,900		6,600		7,100
	<b>Total</b>	<b>0.15</b>	<b>19,300</b>	<b>0.15</b>	<b>21,100</b>	<b>0.15</b>	<b>22,900</b>	<b>0.15</b>	<b>23,700</b>

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
Landscape area maintained (square feet)	75,000	75,000	75,000	75,000	75,000
Trash pick-up	52	52	52	52	52



**NOTES:**

- 6526: Landscape maintenance (general)
- 6530: Graffiti removal, minor concrete repairs, arborist consultation
- 6570: County EDP & property tax administrative charges
- 6580: City administration charge (based on cost alloc. study)

**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>SANTA FE HILLS MID 9C</b>		<b>7520</b>			<b>204-7500-7520</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6527	Utilities - Water	72,548	101,729	93,000	93,000	93,000	93,000
6530	Professional Services	232,025	167,075	147,000	202,000	195,000	195,000
6570	Other Charges	2,531	2,495	2,700	2,700	2,700	2,700
6580	Adminstrative Charges	9,500	9,500	9,500	9,500	9,500	9,500
	TOTAL	316,604	280,799	252,200	307,200	300,200	300,200
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	ACTIVITY TOTALS	316,604	280,799	252,200	307,200	300,200	300,200

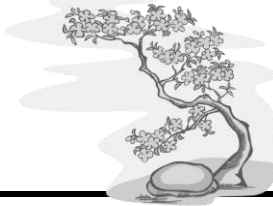
**CITY OF SOLANA BEACH  
STAFFING/COMMENTARY/DETAIL**

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

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									

<b>SERVICE INDICATORS</b>	<b>2016/17 Actual</b>	<b>2017/18 Actual</b>	<b>2018/19 Projected</b>	<b>2019/20 Proposed</b>	<b>2020/21 Proposed</b>
Number of maintenance inspections performed	12	12	12	12	12
Number of units	408	408	408	408	408
Assessment per unit	\$232.10	\$232.10	\$232.10	\$232.10	\$232.10

**NOTES:**  
 6527: Water for irrigation of slopes and median area.  
 6530: Santa Fe Hills HOA  
 6570: County EDP & property tax administrative charges  
 6580: General administrative charges based on cost allocation study





**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>ISLA VERDE MID 9E</b>		<b>7530</b>			<b>205-7500-7530</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6530	Professional Services	5,100	5,100	5,200	5,200	5,200	5,200
6570	Other Charges	99	101	100	100	100	100
6580	Adminstrative Charges	700	700	700	700	700	700
	TOTAL	5,899	5,901	6,000	6,000	6,000	6,000
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	ACTIVITY TOTALS	5,899	5,901	6,000	6,000	6,000	6,000

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

DEPARTMENT <b>ISLA VERDE MID 9E</b>	DEPT. NO. <b>7530</b>	BUDGET UNIT <b>205-7500-7530</b>
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Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
Number of maintenance inspections performed	12	12	12	12	12
Number of units	87	87	87	87	87
Assessment per unit	\$68.74	\$68.74	\$68.74	\$68.74	\$68.74

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



**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>SAN ELIJO HILLS # 2C MID 9H</b>		<b>7550</b>			<b>207-7500-7550</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6530	Professional Services	78,646	78,769	78,600	78,600	78,600	78,600
6570	Other Charges	987	970	300	300	300	300
6580	Adminstrative Charges	4,200	4,200	4,200	4,200	4,200	4,200
	TOTAL	83,833	83,940	83,100	83,100	83,100	83,100
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	ACTIVITY TOTALS	83,833	83,940	83,100	83,100	83,100	83,100

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

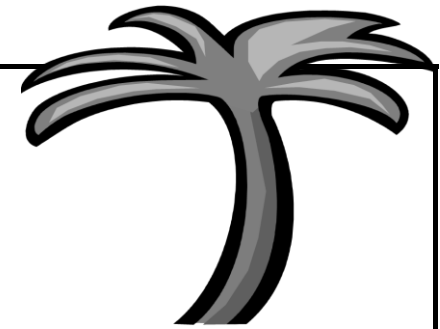
DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>SAN ELIJO HILLS #2C MID 9H</b>	<b>7550</b>	<b>207-7500-7550</b>

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
Number of maintenance inspections performed	12	12	12	12	12
Number of units	118	118	118	118	118
Assessment per unit	\$289.58	\$289.58	\$289.58	\$289.58	\$289.58

**NOTES:**

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



**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>COASTAL RAIL TRAIL MAINT DISTRICT</b>		<b>7580</b>			<b>208-7500-7580</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
	<b>SALARIES &amp; FRINGE BENEFITS</b>						
	TOTAL	-	-	-	-	-	-
	<b>MATERIALS, SUPPLIES &amp; SERV</b>						
6522	Advertising	296	-	-	-	-	-
6526	Maintenance Of Buildings & Grounds	34,600	34,017	34,600	58,280	64,500	64,500
6527	Utilities - Water	19,460	17,824	20,600	20,600	20,600	20,600
6530	Professional Services	3,634	3,663	12,500	3,625	3,700	3,700
6570	Other Charges	564	803	900	500	900	900
6580	Administrative Charge	3,900	3,900	3,900	3,900	3,900	3,900
	TOTAL	62,455	60,207	72,500	86,905	93,600	93,600
	<b>CAPITAL, DEBT SVC &amp; CHRGS</b>						
	TOTAL	-	-	-	-	-	-
	ACTIVITY TOTALS	62,455	60,207	72,500	86,905	93,600	93,600

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

DEPARTMENT	DEPT. NO.	BUDGET UNIT
COASTAL RAIL TRAIL MAINTENANCE DISTRICT	7580	208-7500-7580

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
N/A									

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
Number of days landscape maintenance is performed	150	150	260	260	260
Number of inspections performed	12	12	12	12	12
Number of units	10,472	10,472	10,448	10,448	10,448
Assessment per unit	6.84	6.84	6.84	6.84	6.84

**NOTES:**

6527 Water  
 6530 Landscape Maintenance  
 6570 Reserves - 10% of Operations  
 6580 General City charges based on cost allocation study



**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>STREET LIGHTING</b>		<b>7600</b>			<b>211-0000-7600</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	75,494	78,732	80,200	79,386	85,000	86,400
6103	Overtime	327	828	100	163	100	100
6104	Special Pay	229	243	200	213	200	200
6205	Retirement	6,439	6,548	7,100	6,772	7,700	8,600
6207	Retirement-UAL	5,199	6,439	8,100	8,120	9,400	10,600
6210	Medicare	1,058	1,121	1,200	1,138	1,200	1,300
6220	Flex Credit Benefit	10,240	11,262	11,600	10,890	12,200	12,200
6244	LT Disability Insurance	347	365	400	370	500	500
6245	Life Insurance	183	200	300	202	300	300
6255	Deferred Compensation	482	604	500	1,108	1,100	1,100
6280	Auto Allowance	577	577	600	574	600	600
TOTAL		100,576	106,918	110,300	108,936	118,300	121,900
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6330	Membership and Dues	-	-	100	100	100	100
6340	Clothing and Personal Expenses	95	89	100	100	100	100
6420	Departmental Special Supplies	-	-	-	100	100	100
6522	Advertising	299	232	200	200	200	200
6523	Communications	89	67	100	100	100	100
6524	Utilities - Electric	75,711	78,822	116,000	85,200	91,100	97,500
6530	Professional Services	16,410	19,630	38,400	38,400	38,400	38,400
6570	Other Charges	8,889	8,948	5,500	9,000	9,000	9,000
6580	Administrative Charges	14,400	14,400	14,400	81,500	81,500	81,500
TOTAL		115,893	122,188	174,800	214,700	220,600	227,000
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6640	Equipment	-	-	-	33,745	-	-
6910	Claims Liability Charges	1,200	3,000	1,600	1,600	2,900	2,300
6920	Workers' Comp Charges	2,200	2,400	1,900	1,900	2,600	2,800
6940	PERS Side Fund Charges	4,676	6,410	1,500	-	-	-
6960	PARS OPEB Charges	1,017	1,061	-	-	5,700	5,900
6965	PARS Pension Charges	3,766	3,928	-	-	-	-
TOTAL		12,859	16,799	5,000	37,245	11,200	11,000
ACTIVITY TOTALS		229,327	245,905	290,100	360,881	350,100	359,900

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

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>STREET LIGHTING</b>	<b>7600</b>	<b>211-0000-7600</b>

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
Contract	City Manager	0.05	10,100	0.05	10,400	0.05	10,800	0.05	10,800
M8	Director of PW / City Engineer	0.10	15,700	0.10	16,600	0.10	17,000	0.10	17,300
M4	Principal Civil Engineer	0.15	16,700	0.15	17,700	0.15	18,500	0.15	18,900
M4	Public Works Operations Mgr	0.10	9,600	0.10	10,100	0.10	10,800	0.10	11,100
MIS119A	Assistant Civil Engineer	0.10	7,800	0.10	8,400	0.20	17,300	0.20	17,500
MIS103A	Senior Engineering Technician	0.10	6,800	0.10	7,200	-	-	-	-
MIS103A	Associate Management Analyst					0.10	7,400	0.10	7,500
MIS86	Administrative Asst III	0.10	5,700	0.10	6,700	-	-	-	-
MIS89	Lead Maintenance Worker	0.05	3,000	0.05	3,100	0.05	3,200	0.05	3,300
	Overtime		100		100		100		100
	Stand by Pay (Overtime Rate)		200		200		200		200
	Total Salaries		75,700		80,500		85,300		86,700
	Total Benefits		25,800		29,800		33,000		35,200
	<b>Total</b>	<b>0.75</b>	<b>101,500</b>	<b>0.75</b>	<b>110,300</b>	<b>0.75</b>	<b>118,300</b>	<b>0.75</b>	<b>121,900</b>

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
New streetlight installations	0	0	4	4	4
Pedestrian bollard lights	0	0	0	0	0
New ballast installations	0	0	6	6	6
Maintenance occurrences of streetlights and pedestrian lights	26	26	26	26	26



**NOTES:**

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

	FY 19/20	FY 20/21
6524: CRT	17,300	17,300
All other facilities	73,800	73,800
	<u>91,100</u>	<u>91,100</u>
6530: Street Light Maintenance and Repairs	32,900	32,900
North County Dispatch - emergencies	500	500
Electrical Repairs	5,000	5,000
	<u>38,400</u>	<u>38,400</u>
6531: Replacement of bulbs, ballasts, etc. for streetlights		
6570: County EDP & property tax administrative charge		
6580: Administrative charge based on cost allocation study		





**CITY OF SOLANA BEACH**  
FUNCTION ACTIVITY OVERVIEW

FUNCTION	FUND DISTRIBUTION					
	Sanitation, Successor Agency, Solana Energy Alliance (SEA)					
EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
TOTAL REGULAR POSITIONS	4.17	4.17	4.92	4.92	4.26	4.26
SALARIES & FRINGE BENEFITS	590,527	625,727	772,000	781,494	709,600	730,200
MATERIAL, SUPPLIES & SERVICES	2,281,243	2,745,307	6,914,165	7,251,709	7,234,800	7,563,600
CAPITAL, DEBT SVC & CHARGES	2,229,107	2,696,516	2,205,000	2,160,234	2,107,700	2,074,600
TOTAL BUDGET	5,100,877	6,067,549	9,891,165	10,193,437	10,052,100	10,368,400

**SANITATION**

The Sanitation fund is managed by the Public Works Department and the department's services and goals are located on pages C-79 through C-82. The fund's budget and service indicators are located on pages C-126 and C-127.

**SUCCESSOR AGENCY (SA)**

On June 29, 2011, California Governor Jerry Brown signed ABX126 to dissolve all redevelopment agencies within the State of California. All agencies were subsequently dissolved as of February 1, 2012, and a Successor Agency was designated to complete the work of the Solana Beach Redevelopment Agency (RDA) and satisfy its financial obligations.

Recognized Obligation Payment Schedules (ROPS) are prepared by the Successor Agency for each six month period in the fiscal year which then must be approved by the Oversight Board, the County of San Diego and the State of California. The ROPS identifies financial commitments of the former RDA, including administrative costs, which will be paid from semi-annual Redevelopment Property Tax Trust Fund (formerly tax increment) distributions received by the Successor Agency.

The SA's budget is located on pages C-128 and C-129.

**SOLANA ENERGY ALLIANCE (SEA)**

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

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

The City Council established SEA with the goal of offering cleaner energy, local control, rate savings compared to SDG&E and supporting its Climate Action Plan's aggressive goal of 100% renewable energy by 2035. SEA launched with its default product, SEA Choice, sourced from 50% renewable and 75% greenhouse gas free sources. In addition, SEA offers SEA Green, it's 100% renewable energy product.

The SEA's budget is located on pages C-130 and C-131.



**CITY OF SOLANA BEACH**  
FISCAL YEARS 2019-20 & 2020-21 BUDGETS

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>SANITATION</b>		<b>7700</b>			<b>509-0000-7700</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	316,615	362,377	366,500	359,764	385,500	392,100
6103	Overtime	1,682	3,525	1,200	883	1,200	1,300
6104	Special Pay	1,515	1,589	1,800	1,586	1,800	1,900
6205	Retirement	3,696	29,171	31,800	30,943	35,000	39,000
6207	Retirement-UAL	21,194	28,768	36,400	36,250	42,500	48,100
6210	Medicare	4,246	4,985	5,400	5,140	5,600	5,700
6220	Flex Credit Benefit	41,314	49,692	52,300	50,013	54,100	54,100
6244	LT Disability Insurance	1,416	1,621	1,900	1,680	2,000	2,000
6245	Life Insurance	736	887	1,200	925	1,300	1,300
6255	Deferred Compensation	1,466	3,018	2,500	5,540	5,500	5,500
6280	Auto Allowance	2,193	2,734	2,700	2,719	3,500	3,500
TOTAL		396,072	488,368	503,700	495,443	538,000	554,500
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6310	Insurance and Surety Bonds	20,001	22,095	27,300	23,200	25,300	27,300
6315	Travel, Conferences, & Meetings	160	1,105	500	500	500	500
6320	Training	480	40	500	500	500	500
6330	Membership and Dues	208	418	1,000	500	1,000	1,000
6340	Clothing and Personal Expenses	481	457	500	500	500	500
6418	Books, Subscriptions & Printing	330	125	200	200	200	200
6420	Departmental Special Supplies	355	556	1,000	1,000	1,000	1,000
6421	Small Tools	-	-	500	500	500	500
6427	Vehicle Operating Supplies	1,385	1,648	2,500	1,800	2,500	2,500
6428	Vehicle Maintenance	527	2,707	2,000	500	2,000	2,000
6522	Advertising	-	-	100	100	100	100
6523	Communications	239	224	300	300	300	300
6525	Rents and Leases	274	284	600	300	600	600
6526	Maintenance of Building	-	-	500	500	500	500
6527	Utilities - Water	5,915	7,987	10,000	7,000	10,000	10,000
6529	Mileage	80	25	200	200	200	200
6530	Professional Services	1,758,071	1,826,514	1,938,400	1,869,522	2,001,700	2,082,800
6540	Damage Claims	-	-	20,000	20,000	20,000	20,000
6560	Depreciation	359,195	383,902	350,000	350,000	350,000	350,000
6570	Other Charges	-	-	1,500	1,500	1,500	1,500
6580	Administrative Charges	89,200	89,200	89,200	299,000	299,000	299,000
TOTAL		2,236,900	2,337,284	2,446,800	2,577,622	2,717,900	2,801,000
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6630	Improve. Other than Buildings	457,668	172,325	76,800	76,757	439,400	461,400
6710	Principal - Debt Service	937,808	934,648	1,021,200	1,021,200	555,000	570,000
6720	Interest - Debt Service	423,062	776,016	717,800	717,800	679,600	663,200
67XX	Debt Service Cost	53,798	303,572	53,800	53,800	53,800	53,800
6910	Claims Liability Charges	61,500	161,100	85,000	85,000	121,900	68,000
6920	Workers' Comp Charges	9,000	10,700	1,100	1,100	13,700	13,800
6940	PERS Side Fund Charges	17,828	28,533	7,000	-	-	-
6960	PARS OPEB Charges	3,975	5,014	-	-	25,800	26,500
6965	PARS Pension Charges	14,721	18,569	-	-	-	-
TOTAL		1,979,360	2,410,477	1,962,700	1,955,657	1,889,200	1,856,700
ACTIVITY TOTALS		4,612,333	5,236,129	4,913,200	5,028,722	5,145,100	5,212,200

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

DEPARTMENT <b>SANITATION</b>	DEPT. NO. <b>7700</b>	BUDGET UNIT <b>509-0000-7700</b>
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Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
Contract	City Manager	0.25	50,200	0.25	51,800	0.25	53,800	0.25	53,800
M8	Assistant City Manager	0.15	19,500	0.15	21,900	0.15	24,200	0.15	24,700
M8	Director of PW / City Engineer	0.30	47,000	0.30	49,600	0.30	50,900	0.30	51,900
M4	Principal Civil Engineer	0.20	22,400	0.20	23,600	0.20	24,700	0.20	25,200
MIS137A	Associate Civil Engineer	0.50	44,900	0.50	50,400	0.50	51,700	0.50	52,700
MIS119A	Assistant Civil Engineer	0.25	19,500	0.25	21,000	0.50	43,200	0.50	44,000
MIS103A	Associate Management Analyst	-	-	-	-	0.17	12,600	0.17	12,800
MIS86	Administrative Asst III	0.17	9,800	0.17	11,300	-	-	-	-
MIS103A	Senior Engineering Technician	0.25	17,000	0.25	18,100	-	-	-	-
M4	Public Works Operations Mgr	0.25	24,000	0.25	25,300	0.25	27,100	0.25	27,700
MIS89	Lead Maintenance Worker (2)	0.25	14,800	0.25	15,600	0.25	16,000	0.25	16,300
MIS75	Maint. Worker II (2)	0.20	10,200	0.20	10,900	0.20	11,200	0.20	11,400
M8	Finance Director/Treasurer	-	-	-	-	0.25	37,300	0.25	38,000
M7	Finance Manager/Treasurer	0.25	33,600	0.25	35,500	-	-	-	-
M3	Senior Accountant	0.20	15,400	0.20	17,100	0.20	17,500	0.20	17,900
M2	Senior Management Analyst	-	-	-	-	0.10	8,600	0.10	8,800
M1	Management Analyst	-	-	0.10	7,600	-	-	-	-
C99	Fiscal Specialist II	0.10	6,600	-	-	-	-	-	-
C87	Fiscal Specialist I	0.05	2,900	0.05	3,100	0.05	2,900	0.05	3,200
	San Elijo JPA Members		3,800		3,800		3,800		3,800
	Part-Time		-		-		-		-
	Overtime		1,200		1,200		1,200		1,200
	Stand by Pay (Overtime Rate)		1,700		1,800		1,800		1,900
	<b>Total Salaries</b>		<b>344,500</b>		<b>369,600</b>		<b>388,500</b>		<b>395,300</b>
	<b>Total Benefits</b>		<b>115,300</b>		<b>97,900</b>		<b>149,500</b>		<b>159,200</b>
	<b>Total</b>	<b>3.37</b>	<b>459,800</b>	<b>3.37</b>	<b>467,500</b>	<b>3.37</b>	<b>538,000</b>	<b>3.37</b>	<b>554,500</b>

SERVICE INDICATORS	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Proposed	2020/21 Proposed
Miles of collection system maintained	48	48	48	48	48
Sewer system & wet well inspections	24	24	24	24	24
Private sewer spills attended to	2	2	2	2	2
Public sewer spills or blockages	1	1	1	1	1



**NOTES:**

6310: Insurance premiums  
6522: Advertising for hookup program  
6524: Water expenses for Solana Hills pump station  
6525: Includes annual lease of right-of-way for Solana Beach pump station  
6530: **San Elijo JPA Capital Services:**

	FY 19/20	FY 20/21
Wastewater Treatment	927,127	973,483
Laboratory analysis	192,133	201,740
Outfall	41,899	43,994
Solana Beach pump stations	460,941	483,983
<i>Total San Elijo JPA Services</i>	<u>1,622,100</u>	<u>1,703,200</u>
<b>City Professional Services:</b>		
Sewer line maintenance	282,100	282,100
Chandler Investment management Fees	11,000	11,000
Bond administration	13,300	13,300
Transamerica	200	200
Audit Services	13,000	13,000
City of Encinitas conveyance	60,000	60,000
<i>Total City Services</i>	<u>379,600</u>	<u>379,600</u>
<b>Total Professional Services</b>	<u>2,001,700</u>	<u>2,082,800</u>

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

**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>SOLANA ENERGY ALLIANCE</b>		<b>7750</b>			<b>550-0000-7750</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	-	203	87,600	90,243	95,200	96,200
6102	Part Time & Temporary Salaries	-	-	8,800	7,913	9,300	9,500
6103	Overtime	-	-	-	25	-	-
6205	Retirement	-	13	7,800	7,983	9,100	10,000
6207	Retirement-UAL	-	-	-	9,280	11,000	12,300
6210	Medicare	-	3	1,400	1,521	1,500	1,500
6220	Flex Credit Benefit	-	-	11,400	11,155	12,200	12,200
6244	LT Disability Insurance	-	-	500	380	600	600
6245	Life Insurance	-	-	300	257	400	400
6255	Deferred Compensation	-	-	2,000	4,392	4,400	4,400
6280	Auto Allowance	-	-	1,700	1,660	1,800	1,800
TOTAL		-	219	121,500	134,809	145,500	148,900
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences & Meetings	-	2,324	-	-	5,000	5,000
6330	Memberships and Dues	-	-	30,000	8,480	8,600	8,600
6418	Books, Subscriptions & Printing	-	12,133	8,400	8,400	5,900	5,900
6519	Bank Charges	-	-	1,200	500	500	500
6522	Advertising	-	-	-	-	6,000	6,000
6524	Utilities	-	-	3,612,555	3,882,215	3,829,800	4,062,500
6530	Professional Services	-	43,665	27,000	129,600	121,600	121,600
6533	Project Professional Services	-	-	659,310	593,192	459,700	472,700
6570	Other Charges	-	332,191	-	-	-	-
6580	Administrative Charges	-	-	19,800	19,800	19,800	19,800
TOTAL		-	390,314	4,358,265	4,642,187	4,456,900	4,702,600
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6960	PARS OPEB Charges	-	-	-	-	1,800	1,900
6910	Claims Liability Charges	-	-	-	-	4,300	3,400
6920	Workers' Comp Charges	-	-	-	-	3,900	4,100
TOTAL		-	-	-	-	10,000	9,400
ACTIVITY TOTALS		-	390,533	4,479,765	4,776,996	4,612,400	4,860,900

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

DEPARTMENT <b>SOLANA ENERGY ALLIANCE</b>	DEPT. NO. <b>7750</b>	BUDGET UNIT <b>550-0000-7750</b>
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Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
Contract	City Manager	-		0.20	41,000	0.20	43,000	0.20	43,100
M8	Assistant City Manager	-		0.20	28,500	0.20	32,300	0.20	32,900
M8	Finance Director	-		-	-	0.05	7,500	0.05	7,600
M7	Finance Manager/Treasurer	-		0.05	6,800	-		-	
M3	Senior Accountant	-		0.10	8,100	0.10	8,800	0.10	8,900
M1	Executive Assistant	-		0.05	3,200	0.05	3,600	0.05	3,700
MIS86	Management Assistant	-		0.15	8,800	0.15	9,300	0.15	9,500
	Total Salaries				96,400		104,500		105,700
	Total Benefits				25,100		41,000		43,200
	<b>Total</b>	-	-	<b>0.75</b>	<b>121,500</b>	<b>0.75</b>	<b>145,500</b>	<b>0.75</b>	<b>148,900</b>

NOTES:





**CITY OF SOLANA BEACH**  
**FISCAL YEARS 2019-20 & 2020-21 BUDGETS**

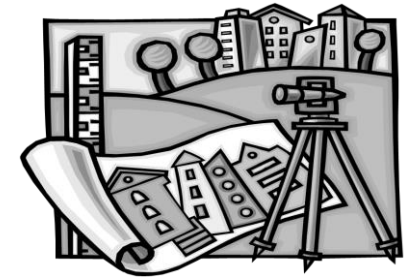
DEPARTMENT		DEPT. NO.			BUDGET UNIT		
<b>SUCCESSOR AGENCY</b>		<b>7810</b>			<b>652-7800-7810</b>		
OBJECT CODE	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 ADOPTED	2020-2021 ADOPTED
<b>SALARIES &amp; FRINGE BENEFITS</b>							
6101	Regular Salaries	149,692	103,062	109,700	110,139	18,800	19,100
6103	Overtime	474	819	-	-	-	-
6205	Retirement	11,843	8,327	9,100	8,981	1,700	1,900
6207	Retirement-UAL	10,097	8,493	10,400	10,440	2,100	2,300
6210	Medicare	2,149	1,479	1,600	1,601	300	300
6220	Flex Credit Benefit	13,960	11,825	12,400	15,520	2,300	2,300
6244	LT Disability Insurance	524	377	600	449	100	100
6245	Life Insurance	361	241	400	289	100	100
6255	Deferred Compensation	2,854	1,207	1,000	2,216	400	400
6280	Auto Allowance	2,500	1,309	1,600	1,607	300	300
TOTAL		194,454	137,140	146,800	151,242	26,100	26,800
<b>MATERIALS, SUPPLIES &amp; SERV</b>							
6315	Travel, Conferences & Meetings	-	-	3,000	3,000	-	-
6330	Memberships and Dues	-	-	1,900	1,900	-	-
6417	Postage	-	-	100	100	-	-
6522	Advertising	-	-	100	100	-	-
6530	Professional Services	29,343	17,709	85,200	8,000	58,200	58,200
6570	Other Charges	-	-	3,800	3,800	-	-
6580	Administrative Charges	15,000	-	15,000	15,000	1,800	1,800
TOTAL		44,343	17,709	109,100	31,900	60,000	60,000
<b>CAPITAL, DEBT SVC &amp; CHRGS</b>							
6710	Principal Expense	90,000	54,400	100,000	112,000	116,900	120,900
6720	Interest Expense	143,749	113,212	135,500	87,777	84,000	80,000
6750	Cost of Issuance	-	108,824	-	-	-	-
6910	Claims Liability Charges	2,400	1,568	2,200	2,200	600	500
6920	Workers' Comp Charges	4,600	1,232	2,600	2,600	600	600
6940	PERS Side Fund Charges	8,998	-	2,000	-	-	-
6960	PARS OPEB Charges	-	1,446	-	-	6,400	6,500
6965	PARS Pension Charges	-	5,356	-	-	-	-
TOTAL		249,747	286,039	242,300	204,577	208,500	208,500
ACTIVITY TOTALS		488,544	440,888	498,200	387,719	294,600	295,300

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

DEPARTMENT	DEPT. NO.	BUDGET UNIT
<b>SUCCESSOR AGENCY</b>	<b>7810</b>	<b>652-7800-7810</b>

Pay Range	Position Title	2017/2018		2018/2019		2019/2020		2020/2021	
		Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget	Adopted FTE Hours	Adopted Budget
Contract	City Manager	0.10	20,100	0.10	20,700	0.02	4,300	0.02	4,300
M8	Community Development Director	0.20	28,700	0.20	28,500	-	-	-	-
M6	City Clerk	0.15	18,200	0.15	19,300	0.02	4,400	0.02	2,700
M8	Finance Director	-	-	-	-	0.05	7,500	0.05	7,600
M7	Finance Manager/Treasurer	0.20	26,900	0.20	28,400	-	-	-	-
M3	Senior Accountant	0.15	11,600	0.15	12,800	0.05	2,600	0.05	4,500
	Total Salaries		105,500		109,700		18,800		19,100
	Total Benefits		32,600		37,100		7,300		7,700
	<b>Total</b>	<b>0.80</b>	<b>138,100</b>	<b>0.80</b>	<b>146,800</b>	<b>0.14</b>	<b>26,100</b>	<b>0.14</b>	<b>26,800</b>

NOTES:







**Comprehensive Project List**

Page Number	Project Number	Project Title	Funding Source	Appropriated Amount	Encumbrances Outstanding	Actual Costs to Date	Percent Spent	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Total CIP Appropriations	
<b><i>FY 2019-20 Ongoing Carryover Projects:</i></b>								<b>Re-appropriation</b>	<b>New Request</b>					
CIP - 01	9905.02	General Plan Update-Climate Action Plan	459	132,260	-	52,633	40%	4,900	15,100	20,000	-	-	92,633	
CIP - 02	9903.00	Shoreline Management/LCP Project	459	1,213,020	-	1,131,966	93%	33,500	29,900	63,400	-	-	1,258,766	
CIP - 03	9925.00	Slope Paving Removal-Tide Park	450	100,000	-	-	0%	100,000	-	-	-	-	100,000	
CIP - 04	9926.00	Sand Replenishment Project (Local Share)	215/450	2,368,755	-	1,850,107	78%	-	150,300	150,300	-	-	2,150,707	
CIP - 05	9321.04	Miscellaneous Traffic Calming Projects	202	50,000	-	-	0%	50,000	-	-	-	-	50,000	
CIP - 06	9441.06	Fletcher Cove Tot Lot Repairs	459	-	-	-	-	-	40,000	-	-	-	40,000	
CIP - 07	9462.04	Fletcher Cove Community Center Repairs	459	10,000	-	-	0%	10,000	-	-	-	-	10,000	
CIP - 08	9407.20	City Hall Deferred Maintenance	459	10,000	-	3,400	34%	6,600	38,400	-	-	-	48,400	
CIP - 09	9382.XX	Lomas Santa Fe Drive Corridor	459	799,500	684,500	115,000	14%	-	-	-	-	5,000,000	5,799,500	
CIP - 10	9441.07	Fletcher Cove Access Ramp	216	105,000	-	15,000	14%	90,000	60,000	-	-	-	165,000	
CIP - 11	9449.XX	Marine Safety Building	450	193,000	118,548	74,452	39%	-	-	450,000	5,000,000	-	5,643,000	
<b><i>Annual ADA Projects:</i></b>														
CIP - 12	9955.XX	ADA Transition Plan Projects	459	-	-	-	-	-	50,000	50,000	50,000	15,000	15,000	180,000
<b><i>Annual Maintenance Projects:</i></b>														
CIP - 13	9362.20	Annual Pavement Management Program	202/228/247	-	-	-	-	-	520,000	900,000	520,000	520,000	520,000	2,980,000
CIP - 14	9856.20	Sanitary Sewer Pipeline Rehabilitation	509	-	-	-	-	-	500,000	500,000	500,000	500,000	500,000	2,500,000
CIP - 15	9456.20	Storm Drain Improvements - Major	459	-	-	-	-	-	250,000	300,000	300,000	350,000	400,000	1,600,000
<b><i>Sanitation Projects:</i></b>														
<b>Total Ongoing</b>				<b>4,981,535</b>	<b>803,048</b>	<b>3,242,558</b>	<b>65%</b>	<b>295,000</b>	<b>1,653,700</b>	<b>2,433,700</b>	<b>6,370,000</b>	<b>1,385,000</b>	<b>6,435,000</b>	<b>22,618,006</b>
<b><i>FY 2019-20 Proposed Projects:</i></b>														
CIP - 16	XXXX	Fire Station Deferred Maintenance	459	-	-	-	-	-	15,000	-	-	-	-	15,000
CIP - 17	XXXX	La Colonia Master Plan Update	459	-	-	-	-	-	20,000	-	-	-	-	20,000
CIP - 18	9438.11	LCC Tot Lot Project	459/UF	-	-	-	-	-	100,000	400,000	-	-	-	500,000
CIP - 19	XXXX	Traffic Signal Master Plan	202	-	-	-	-	-	25,000	-	-	-	-	25,000
CIP - 20	XXXX	Santa Helena Neighborhood Trail	202	-	-	-	-	-	-	300,000	-	-	-	300,000
CIP - 21	XXXX	Storm Drain Master Plan	459	-	-	-	-	-	15,000	-	-	-	-	15,000
CIP - 22	XXXX	General Plan Update - Housing Plan	459	-	-	-	-	-	100,000	-	-	-	-	100,000
CIP - 23	XXXX	City Hall Elevator Upgrade	459	-	-	-	-	-	75,000	-	-	-	-	75,000
CIP - 24	XXXX	Fire Station Generator	459	-	-	-	-	-	25,000	70,000	-	-	-	95,000
<b>Total FY 2019-20 Proposed Projects:</b>								<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,145,000</b>
<b>Total FY 2019-20 Project Appropriations &amp; Costs:</b>				<b>4,981,535</b>	<b>803,048</b>	<b>3,242,558</b>	<b>65%</b>	<b>295,000</b>	<b>2,028,700</b>	<b>3,203,700</b>	<b>6,370,000</b>	<b>1,385,000</b>	<b>6,435,000</b>	<b>23,763,006</b>

**Project Funding Sources:**

202 - Gas Tax Fund  
 211 - Street Lighting District  
 215 - Department of Boating/Waterways  
 228 - TransNet  
 247 - SB1

450 - TOT Sand Replenishment CIP  
 459 - City CIP Fund  
 509 - Sanitation  
 UF - Unfunded, No funding source has been identified

**Notes:**

-

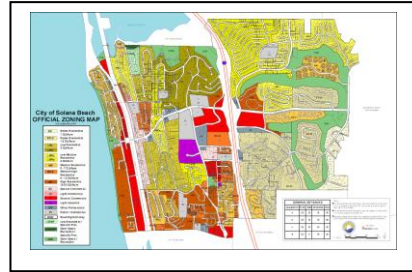
Project Appropriations By Funding Source (Cost Estimate)											
Page Number	Project Number	Funding Source & Project Title	Fiscal Year 2020 Cost Estimate				FY2021	FY2022	FY2023	FY2024	Total by Funding Source
			Re-appropriation	New Request	Total						
<b>459 City CIP / General Fund</b>											
CIP - 01	9905.02	General Plan Update-Climate Action Plan	4,900	15,100	20,000	20,000	-	-	-	40,000	
CIP - 02	9903.00	Shoreline Management/LCP Project	33,500	29,900	63,400	63,400	-	-	-	126,800	
CIP - 06	9441.06	Fletcher Cove Tot Lot Repairs	-	40,000	40,000	-	-	-	-	40,000	
CIP - 07	9462.04	Fletcher Cove Community Center Repairs	10,000	-	10,000	-	-	-	-	10,000	
CIP - 08	9407.20	City Hall Deferred Maintenance	6,600	38,400	45,000	-	-	-	-	45,000	
CIP - 12	9955.XX	ADA Transition Plan Projects	-	50,000	50,000	50,000	50,000	15,000	15,000	180,000	
CIP - 15	9456.20	Storm Drain Improvements - Major	-	250,000	250,000	300,000	300,000	350,000	400,000	1,600,000	
CIP - 16	XXXX	Fire Station Deferred Maintenance	-	15,000	15,000	-	-	-	-	15,000	
CIP - 17	XXXX	La Colonia Master Plan Update	-	20,000	20,000	-	-	-	-	20,000	
CIP - 18	9438.11	LCC Tot Lot Project	-	20,000	20,000	40,000	-	-	-	60,000	
CIP - 21	XXXX	Storm Drain Master Plan	-	15,000	15,000	-	-	-	-	15,000	
CIP - 22	XXXX	General Plan Update - Housing Plan	-	100,000	100,000	-	-	-	-	100,000	
CIP - 23	XXXX	City Hall Elevator Upgrade	-	75,000	75,000	-	-	-	-	75,000	
CIP - 24	XXXX	Fire Station Generator	-	25,000	25,000	70,000	-	-	-	95,000	
<b>Total City CIP / General Fund</b>			<b>55,000</b>	<b>693,400</b>	<b>748,400</b>	<b>543,400</b>	<b>350,000</b>	<b>365,000</b>	<b>415,000</b>	<b>2,421,800</b>	
<b>202 Gas Tax</b>											
CIP - 05	9321.04	Miscellaneous Traffic Calming Projects	50,000	-	50,000	-	-	-	-	50,000	
CIP - 13	9362.20	Annual Pavement Management Program	-	170,000	170,000	200,000	170,000	170,000	170,000	880,000	
CIP - 19	XXXX	Traffic Signal Master Plan	-	25,000	25,000	-	-	-	-	25,000	
CIP - 20	XXXX	Santa Helena Neighborhood Trail	-	-	-	300,000	-	-	-	300,000	
<b>Total Gas Tax</b>			<b>50,000</b>	<b>195,000</b>	<b>245,000</b>	<b>500,000</b>	<b>170,000</b>	<b>170,000</b>	<b>170,000</b>	<b>1,255,000</b>	
<b>228 Transnet II</b>											
CIP - 13	9362.20	Annual Pavement Management Program	-	150,000	150,000	400,000	100,000	100,000	100,000	850,000	
<b>Total TransNet II</b>			<b>-</b>	<b>150,000</b>	<b>150,000</b>	<b>400,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>850,000</b>	
<b>247 SB1</b>											
CIP - 13	9362.20	Annual Pavement Management Program	-	200,000	200,000	300,000	250,000	250,000	250,000	1,250,000	
<b>Total SB1</b>			<b>-</b>	<b>200,000</b>	<b>200,000</b>	<b>300,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>1,250,000</b>	
<b>450 TOT Sand Replenishment</b>											
CIP - 03	9925.00	Slope Paving Removal-Tide Park	100,000	-	100,000	-	-	-	-	100,000	
CIP - 04	9926.00	Sand Replenishment Project (Local Share)	-	150,300	150,300	150,300	-	-	-	300,600	
CIP - 10	9441.07	Fletcher Cove Access Ramp	90,000	60,000	150,000	-	-	-	-	150,000	
CIP - 11	9449.XX	Marine Safety Building	-	-	-	450,000	-	-	-	450,000	
<b>Total Sand Replenishment</b>			<b>190,000</b>	<b>210,300</b>	<b>400,300</b>	<b>600,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000,600</b>	
<b>509 Sanitation</b>											
CIP - 14	9856.20	Sanitary Sewer Pipeline Rehabilitation	-	500,000	500,000	500,000	500,000	500,000	500,000	2,500,000	
<b>Total Sanitation</b>			<b>-</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>2,500,000</b>	
<b>Unfunded</b>											
CIP - 09	9382.XX	Lomas Santa Fe Drive Corridor	-	-	-	-	-	-	5,000,000	5,000,000	
CIP - 11	9449.XX	Marine Safety Building	-	-	-	-	5,000,000	-	-	5,000,000	
CIP - 18	9438.11	LCC Tot Lot Project	-	80,000	80,000	360,000	-	-	-	440,000	
<b>Total Unfunded</b>			<b>-</b>	<b>80,000</b>	<b>80,000</b>	<b>360,000</b>	<b>5,000,000</b>	<b>-</b>	<b>5,000,000</b>	<b>10,440,000</b>	
<b>Total Project Appropriations</b>			<b>295,000</b>	<b>2,028,700</b>	<b>2,323,700</b>	<b>3,203,700</b>	<b>6,370,000</b>	<b>1,385,000</b>	<b>6,435,000</b>	<b>19,717,400</b>	



## 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 8 years and was last completed in March 2013.



**Project Manager:** Planning Department

**Fund:** City CIP

**Justification:** This will be the first comprehensive update to the General Plan since its adoption in 1988. The Housing Element is state mandated and must demonstrate how a city can meet the regional housing needs assessment (RHNA).

**Comments:** Staff has proposed \$50,000 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 4 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 required Housing Element was due to the State Housing and Community Development Department (HCD) in April, 2013 and requires an update every eight years. The preparation of the Housing Element Update was completed as Phase I of the General Plan Update. The General Plan Update project will also include the preparation and certification of an Environmental Impact Report as required by CEQA, the Circulation and Land Use Elements, and a Climate Action Plan. A consultant contract was awarded in FY2012 for the Housing Element portion of the General Plan and in FY2013 for the remainder of the project.

**Begin Date:** September 2010

**End Date:** TBD

**Type:** Ongoing

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 19/20	FY 20/21	Future Years	
Design	City CIP	\$ 344,300	20,000	20,000	-	\$ 384,300
<i>Total</i>		\$ 344,300	20,000	20,000	-	\$ 384,300

#### Estimated Project Timeline

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



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

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



**Project Manager:** Planning Dept

**Fund:** City CIP

**Justification:** State mandated transfer of permit authority

**Comments:** The Local Coastal Plan / Land Use Plan was adopted in February 2013, which provide policies appropriate to the coastal bluff district, sand replenishment and shoreline protection devices and related fees. The California Coastal Commission adopted Amendments to the Land Use Plan in January of 2014. The City is preparing the Local Implementation Plan (LIP) which will discuss the implementation of the policies adopted in the LCP/LUP. The LIP will require adoption by the Coastal Commission and City Council which would transfer land use permitting authority to the City for the majority of the City’s development projects.

**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 19/20	FY 20/21	Future Years	
Design	City CIP	\$ 1,112,220	150,300	150,300	-	\$ 1,412,820
<i>Total</i>		\$ 1,112,220	150,300	150,300	-	\$ 1,412,820

**Estimated Project Timeline**

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

## Capital Improvement Program Slope Paving Removal- Tide Park 9925.00

**Description:** Remove portions of the concrete slope paving immediately south of the Tide Park Beach Public Access Stairway



**Project Manager:** Dan Goldberg

**Fund:** TOT Sand Replenishment

**Justification:** Removal of the damaged portions of the concrete slope paving would enhance public safety.

**Comments:** Staff is working with the California Coastal Commission to obtain necessary permits.

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

**Operations Impact:** Routine maintenance.

**Begin Date:** July 2018

**End Date:** June 2020

**Type:** One-time

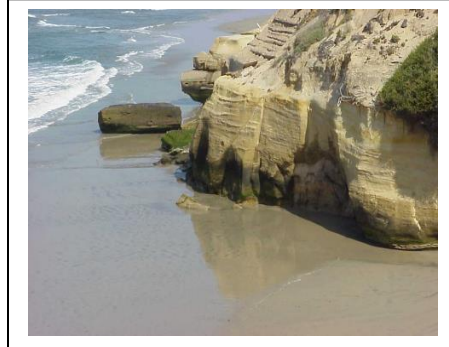
	-	-	-	-
<i>Total</i>	\$ -	100,000	-	\$ 100,000

### Estimated Project Timeline

<b>Council Approval</b>	<b>Design</b>	<b>Construction</b>	<b>Completion</b>
	Begin      End	Begin      End	Final Inspection
July-2018			June-2020

**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/Sand Replenishment Fund/City CIP

**Justification:** High ranking City Council priority to provide beach sand

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

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

**Operations Impact:** None

**Begin Date:** July 2004

**End Date:** TBD

**Type:** Proposed – Future

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 19/20	FY 20/21	Future Years	
Construction	Sand Replens TOT	\$ 976,400	150,300	150,300	-	\$ 1,277,000
	City CIP	\$ 95,000	-	-	-	95,000
	Dept of Boat/Water	685,755	-	-	-	685,755
<i>Total</i>		\$ 1,757,155	150,300	-	-	\$ 2,057,755

**Estimated Project Timeline**

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

**Capital Improvement Program  
Miscellaneous Traffic Calming Projects  
9321.04**

**Description:** Construction of traffic calming improvements as determined by field studies and community meetings.



**Fund:** Gas Tax

**Justification:** Reduce speeds on City streets.

**Comments:** Projects are coordinated with residents of the various neighborhoods.

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

**Operations Impact:** None

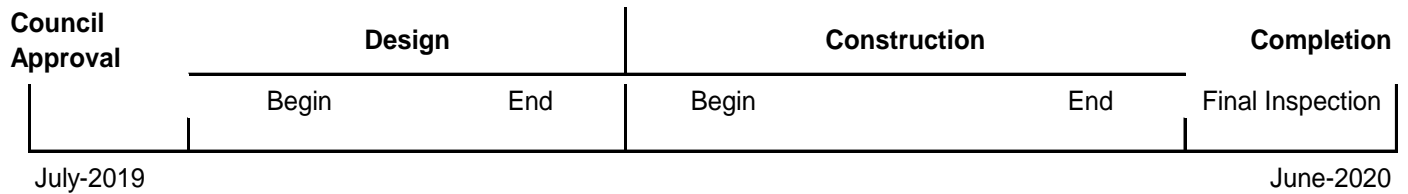
**Begin Date:** July 2019

**End Date:** June 2020

**Type:** New

Project	Funding Source	Amount Appropriated				Total
		Prior Years	FY 19/20	FY 20/21	Future Years	
Construction	Gas Tax	\$ -	50,000	-		\$ 50,000
<i>Total</i>		\$ -	50,000	-	-	\$ 50,000

**Estimated Project Timeline**



## Capital Improvement Program Fletcher Cove Park Tot Lot Upgrades – 9441.06

**Description:** Replace deteriorated rubber tot lot floor surface



**Project Manager:** Steve Kerr

**Fund:** Public Improvement Grant Fund

**Justification:** The tot lot receives heavy use and requires periodic repairs/replacement.

**Comments:** The rubberized playground surface is nearing the end of its useful life so replacement is required.

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

**Operations Impact:** Routine maintenance of city infrastructure

**Begin Date:** July 2019

**End Date:** June 2020

**Type:** One-time

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 19/20	FY 20/21	Future Years	
Construction	Pubic Improv	\$ 60,000	40,000	-	-	\$ 100,000
			-	-	-	-
<i>Total</i>		\$ 60,000	40,000	-	-	\$ 100,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2019					June-2020

## Capital Improvement Program Fletcher Cove Park Community Center Repairs– 9462.04

**Description:** Provide improvements to the community center based on an operational assessment



**Project Manager:** Steve Kerr

**Fund:** Public Improvement Grant Fund

**Justification:** The community center receives heavy use and requires periodic repairs/replacement.

**Comments:** Repairs are required due to the marine environment surrounding the building.

**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 of city infrastructure

**Begin Date:** July 2019

**End Date:** June 2020

**Type:** One-time

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 19/20	FY 20/21	Future Years	
Construction	Pubic Improv	\$ -	10,000	-	-	\$ 10,000
			-		-	-
<i>Total</i>		\$ -	10,000		-	\$ 10,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2019					June-2020

## Capital Improvement Program City Hall Deferred Maintenance and Repair 9407.20

**Description:** Provide deferred maintenance to various areas at City Hall including carpet replacement and floor drain repairs.



**Project Manager:** Steve Kerr

**Fund:** General Fund

**Justification:** This project will provide deferred maintenance at City Hall.

**Comments:** Routine maintenance to City Hall will extend the life of the various components of the building.

**General Plan Consistency:** Proactive maintenance of the City's facilities is consistent with the City's General Plan

**Operations Impact:** None

**Begin Date:** July 2019

**End Date:** June 2020

**Type:** New

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 19/20	FY 20/21	Future Years	
Construction	Facilities Replacemer	\$ 44,000	45,000			\$ 89,000
<i>Total</i>		\$ 44,000	45,000	-	-	\$ 89,000

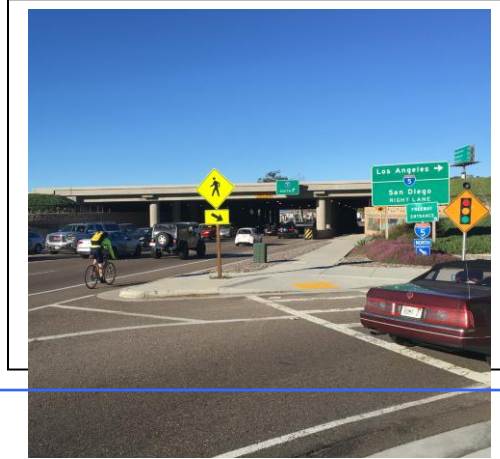
### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2019					June-2020



## Capital Improvement Program Public Facilities Project Lomas Santa Fe Drive Corridor – 9382.XX

**Description:** The proposed project will finalize design for improvements for the needs of all users of the roadway. Improvements will focus on user-friendly walkways and bike lanes as well as improving vehicular flow at a low speed without compromising capacity and safety.



**Project Manager:** Dan Goldberg

**Fund:** General Fund

**Justification:** The City’s goal for the Lomas Santa Fe Corridor project is to identify physical improvements that would improve the character, safety, walkability, bikeability and circulation along this key east-west arterial.

**Comments:** Revitalization of city’s infrastructure

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

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

**Begin Date:** February 2016

**End Date:** Ongoing

**Type:** Ongoing

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 19/20	FY 20/21	Future Years	
	Unfunded	\$ -	-	-	6,000,000	\$ 6,000,000
<i>Total</i>		-	-	-	6,000,000	\$ 6,000,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
Feb. 2016					ongoing



## Capital Improvement Program Fletcher Cove Access Ramp – 9441.06

**Description:** Perform design and reconstruction of concrete driving ramp and asphalt walking ramp that leads from Fletcher Cove Park to the beach



**Project Manager:** Dan Goldberg

**Fund:** General Fund

**Justification:** The upper 25% of the driving and walking ramps at Fletcher Cove were reconstructed during the renovation of Fletcher Cove Park. The remaining parts of the ramps are at least 20 years old and are showing signs of wear and tear from routine use.

**Comments:** This periodic maintenance will allow the driving and walking ramp to remain in operation

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

**Operations Impact:** Routine maintenance of city infrastructure

**Begin Date:** July 2018

**End Date:** June 2020

**Type:** Periodic Maintenance

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 19/20	FY 20/21	Future Years	
Construction	TOT Sand Replen	\$ 150,000	150,000	-	-	\$ 300,000
<i>Total</i>		\$ 150,000	150,000	-	-	\$ 300,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2018					July-2020

## Capital Improvement Program Marine Safety Center – Building Replacement

**Description:** Provides for designs studies for the replacement of the existing Marine Safety Center.



**Project Manager:** Dan Goldberg

**Fund:** TOT Sand Replenishment

**Justification:** Improvements would help with the level of service at the Marine Safety Center.

**Comments:** Perform preliminary design studies this fiscal year.

**General Plan Consistency:** Maintain, improve and enhance public infrastructure.

**Operations Impact:** Routine maintenance

**Begin Date:** July 2017

**End Date:** ongoing

**Type:** ongoing

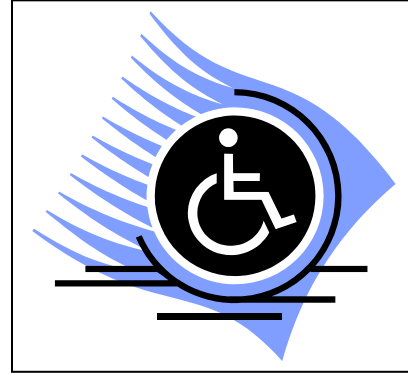
Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 19/20	FY 20/21	Future Years	
Construction	TOT Sand Repler	\$ 24,000	-	450,000		\$ -
	Unfunded	\$ 575,000	-	-	5,000,000	\$ 5,000,000
<i>Total</i>		<u>\$ 599,000</u>	<u>\$ -</u>	<u>\$ 450,000</u>	<u>\$ 5,000,000</u>	<u>\$ 5,000,000</u>

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2017					ongoing

**Capital Improvement Program  
Non-motorized Project  
ADA Transition Plan – 9955.XX**

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



**Project Manager:** Dan Goldberg

**Fund:** City CIP

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

**Comments:** A report has been prepared identifying the City facilities requiring ADA improvements. The City continues to improve the facilities identified on the list.

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

**Operations Impact:** None

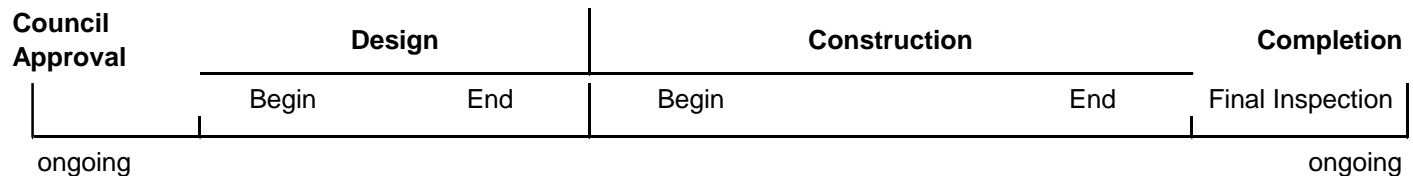
**Begin Date:** Ongoing

**End Date:** Ongoing

**Type:** Annual

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 19/20	FY 20/21	Future Years	
Construction	City CIP	\$ 10,000	50,000	50,000	80,000	\$ 190,000
<i>Total</i>		\$ 10,000	50,000	50,000	80,000	\$ 190,000

**Estimated Project Timeline**



**Capital Improvement Program  
Street Project  
Annual Pavement Management Program – 9362.20**

**Description:** Provides for the maintenance of the City's asphalt and concrete roadways to patch, overlay and slurry seal the pavements, and to replace traffic striping.



**Project Manager:** Jim Greenstein/Ron Borrromeo

**Fund:** Gas Tax, TransNet, and SB1

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

**Comments:** None

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

**Operations Impact:** None

**Begin Date:** Ongoing

**End Date:** Ongoing

**Type:** Annual

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 19/20	FY 20/21	Future Years	
Construction	Gas Tax	\$ 1,200,000	170,000	20,000	510,000	\$ 1,900,000
Construction	TransNet	\$ 400,000	100,000	450,000	300,000	\$ 1,250,000
Construction	SB1	\$ -	250,000	350,000	750,000	\$ 1,350,000
<i>Total</i>		\$ 1,600,000	\$ 520,000	\$ 820,000	\$ 1,560,000	\$ 4,500,000

**Estimated Project Timeline**

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection

## Capital Improvement Program Sanitation Project Sanitary Sewer Pipeline Program – 9856.20

**Description:** Provides for replacement and rehabilitation of existing sewer pipelines in the City.



**Project Manager:** Jim Greenstein/Ron Borromeo

**Fund:** Sanitation

**Justification:** Recommended by the Sanitary Sewer Master Plan as a proactive maintenance program.

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

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

**Operations Impact:** Reduce sewer maintenance costs and improve reliability

**Begin Date:** Ongoing      **End Date:** Ongoing      **Type:** Annual

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 19/20	FY 20/21	Future Years	
Construction	Sanitation	\$ 1,500,000	500,000	500,000	1,500,000	\$ 4,000,000
<i>Total</i>		\$ 1,500,000	500,000	500,000	1,500,000	\$ 4,000,000

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
Ongoing					Ongoing



## Capital Improvement Program Storm Water Project Citywide Storm Drain Improvements (Major) – 9456.20

**Description:** Replace or rehabilitate deteriorated storm pipes and inlets at various locations, and add storm drain facilities where needed.



**Project Manager:** Jim Greenstein

**Fund:** City CIP

**Justification:** Maintain drainage facilities to prevent flooding during storm events.

**Comments:** Specific projects will be determined by need, age of facilities, CCTV inspection, and street repaving schedule.

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

**Operations Impact:** Reduce maintenance costs and improve reliability

**Begin Date:** Ongoing

**End Date:** Ongoing

**Type:** Annual

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 19/20	FY 20/21	Future Years	
Construction	City CIP	\$ 525,200	250,000	300,000	1,050,000	\$ 2,125,200
		-			-	-
<i>Total</i>		\$ 525,200	250,000	300,000	1,050,000	\$ 2,125,200

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
ongoing					ongoing

### Capital Improvement Program Fire Station Deferred Maintenance– XXXX

**Description:** Provide deferred maintenance to various areas at the Fire Station



**Project Manager:** Dan Goldberg/Steve Kerr

**Fund:** General Fund

**Justification:** This project will provide deferred maintenance at the Fire Station.

**Comments:** Routine maintenance to the Fire Station will extend the life of the various components of the building.

**General Plan Consistency:** Proactive maintenance of the City’s facilities is consistent with the City’s General Plan.

**Operations Impact:** Routine maintenance

**Begin Date:** July 2019      **End Date:** June 2020      **Type:** New

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 19/20	FY 20/21	Future Years	
Construction	City CIP	\$ -	15,000	-		\$ 15,000
<i>Total</i>		\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000

#### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2019					June-2020

### Capital Improvement Program La Colonia Master Plan Update XXXX

**Description:** Perform high level study including community engagement for integration of the recently acquired property into the existing park masterplan.



**Project Manager:** Dan Goldberg

**Fund:** General Fund

**Justification:** La Colonia Park is the City's largest park and includes the City's largest community center.

**Comments:** Perform feasibility study during this fiscal year. Design and construction funding not included in this fiscal year.

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

**Operations Impact:** Likely increased and more frequent maintenance depending on the nature of the improvements.

**Begin Date:** Ongoing

**End Date:** Ongoing

**Type:** Ongoing

<i>Project Costs</i>	<i>Funding Source</i>	<b>Amount Appropriated</b>				<b>Total</b>
		<b>Prior Years</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>Future Years</b>	
Feasibility	City CIP	\$ -	20,000	-	-	\$ 20,000
<i>Total</i>		\$ -	20,000	-	-	\$ 20,000

#### Estimated Project Timeline

<b>Council Approval</b>	<b>Design</b>		<b>Construction</b>		<b>Completion</b>
	Begin	End	Begin	End	Final Inspection
ongoing					ongoing



## Capital Improvement Program La Colonia Tot Lot Repairs – 9438.11

**Description:** Design for upgrading and replace of the existing tot lot including floor surface and aging playground equipment consistent with the Park masterplan.



**Project Manager:** Steve Kerr

**Fund:** Public Improvement Grant Fund

**Justification:** The tot lot receives heavy use and requires periodic repairs/replacement.

**Comments:** The rubberized playground surface at the park is nearing the end of its useful life so replacement is required. Project would also include replacement of some of the playground equipment.

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

**Operations Impact:** Routine maintenance of city infrastructure

**Begin Date:** July 2019

**End Date:** June 2020

**Type:** One-time

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 19/20	FY 20/21	Future Years	
Construction	General Fund	\$ 120,000	20,000	40,000	-	\$ 180,000
	Unfunded	-	80,000	360,000	-	440,000
<i>Total</i>		\$ 120,000	100,000	400,000	-	\$ 620,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2019					June-2020



### Capital Improvement Program Santa Helena Neighborhood Trail- XXXX

**Description:** Provides for community outreach and engineering design of neighborhood trail along Santa Helena north of Sun Valley Road.



**Project Manager:** Dan Goldberg

**Fund:** General Fund

**Justification:** Beautification of existing roadway.

**Comments:** Proposed improvements would allow for active transportation opportunities along busy roadway.

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

**Operations Impact:** Routine maintenance

**Begin Date:** July 2019

**End Date:** June 2020

**Type:** New

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 19/20	FY 20/21	Future Years	
Construction	Gas Tax	\$ -	\$ 40,000			\$ 40,000
<i>Total</i>		\$ -	\$ 40,000	-	-	\$ 40,000

#### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2019					June-2020

## Capital Improvement Program Storm Drain Master Plan- XXXX

**Description:** Replace or rehabilitate deteriorated storm pipes and inlets at various locations, and add storm drain facilities where needed.



**Project Manager:** Jim Greenstein

**Fund:** City CIP

**Justification:** Maintain drainage facilities to prevent flooding during storm events.

**Comments:** Specific projects will be determined by need, age of facilities, CCTV inspection, and street repaving schedule.

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

**Operations Impact:** Reduce maintenance costs and improve reliability

**Begin Date:** Ongoing

**End Date:** Ongoing

**Type:** Annual

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 19/20	FY 20/21	Future Years	
Construction	City CIP	\$ -	250,000	300,000	-	\$ 550,000
<i>Total</i>		\$ -	250,000	300,000	-	\$ 550,000

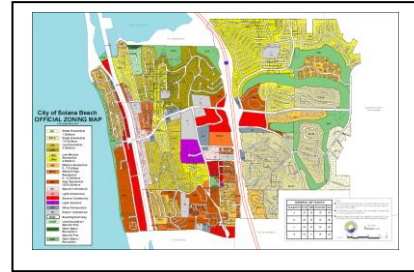
### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
ongoing					ongoing

## CAPITAL IMPROVEMENT PROGRAM

### General Plan Update- Housing Plan – XXXX

**Description:** Provides for the update of the City’s General Plan Housing Element and Safety Element. State Law requires the General Plan Housing Element to be updated every 8 years. The last update completed in March 2013.



**Project Manager:** Planning Department

**Fund:** City CIP

**Justification:** The Housing Element is a state mandated element of the General Plan and must be updated every 8 years. Pursuant to Senate Bill 1241 every jurisdiction is required to update the Safety Element of the General Plan when the Housing Element is being updated.

**Comments:** Staff has estimated \$100,000 in next year’s budget to cover costs associated with the General Plan Housing and Safety Element Update. The General Plan Housing Element and Safety Element Update is anticipated to be a 1.5 year project. The start date of the project is anticipated to begin in FY 2019/2020 and is expected to be completed during FY 2020/2021. Staff has prepared a Request for Proposals (RFP) requesting consultant services to assist with the General Plan Housing and Safety Element Update. State Law requires the Housing Element to be adopted by the City and certified by the State Housing and Community Development Department (HCD) by April 2021. The General Plan Housing and Safety Element Update project will also include the preparation of environmental documentation as prescribed by the California Environmental Quality Act (CEQA).

**Begin Date:** September 2019  
Ongoing

**End Date:** December 2020

**Type:**

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 19/20	FY 20/21	Future Years	
Design	City CIP	\$ -	30,000	70,000	-	\$ 100,000
<i>Total</i>		\$ -	30,000	70,000	-	\$ 100,000

#### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
September-2019					TBD

**Capital Improvement Program  
City Hall Elevator Mechanical Room Upgrade  
XXXX**

**Description:** Provide required upgrades to elevator mechanical room.



**Project Manager:** Steve Kerr

**Fund:** General Fund

**Justification:** Maintenance to elevator to keep current with permit requirements.

**Comments:** Maintenance to elevator will extend the life of the elevator.

**General Plan Consistency:** Proactive maintenance of the City's facilities is consistent with the City's General Plan

**Operations Impact:** None

**Begin Date:** July 2019

**End Date:** June 2020

**Type:** New

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 19/20	FY 20/21	Future Years	
Construction	Facilities Replacemer	\$ -	75,000			\$ 75,000
<i>Total</i>		\$ -	75,000	-	-	\$ 75,000

**Estimated Project Timeline**

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2019					June-2020



## Capital Improvement Program Fire Station Generator - XXXX.XX

**Description:** Replacement of emergency generator for Fire Station



**Project Manager:** Dan Goldberg/Steve Kerr

**Fund:** General Fund

**Justification:** Existing generator is almost 30 years old and nearing the end of its serviceable life.

**Comments:** Due to the age of the existing generator, the operation time of the generator is limited. A new generator will provide for the full operational needs of the Fire Department.

**General Plan Consistency:** To maintain, improve, and enhance the quality of air, water, and land.

**Operations Impact:** Routine maintenance of new generator.

**Begin Date:** July 2019

**End Date:** June 2021

**Type:** One-time

Project Costs	Funding Source	Amount Appropriated				Total
		Prior Years	FY 19/20	FY 20/21	Future Years	
Construction	City CIP		25,000	70,000	-	\$ 95,000
			-	-	-	-
<i>Total</i>		\$ -	25,000	70,000	-	\$ 95,000

### Estimated Project Timeline

Council Approval	Design		Construction		Completion
	Begin	End	Begin	End	Final Inspection
July-2019					July-2021





# REFERENCE MATERIALS

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## GLOSSARY

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### ***Accrual Basis***

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

### ***Annualize***

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

### ***Appropriation***

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

### ***Assessed Valuation***

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

### ***Audit***

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

### ***Asset***

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

### ***Available (Undesignated) Fund Balance***

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

### ***Bonds***

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

### ***Budget***

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

### ***Budgetary Basis***

This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

## REFERENCE MATERIALS

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### GLOSSARY (Continued)

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#### ***Budget Amendments***

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

#### ***Budget Message***

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

#### ***Budget and Fiscal Policies***

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

#### ***Capital Improvements Projects (CIP)***

All of the City's construction projects costing \$5,000 are considered to be a Capital Improvement Project. A construction project is a physical improvement for maintenance, rehabilitation, construction or development on City property with a life expectancy of three or more years. These include streets, sewers, public facilities and community enhancements. These capital projects can span fiscal years and have multiple funding sources. The projects may also cross functional boundaries. Minor capital outlays of less than \$5,000 are included with the operating budgets. A CIP also includes any study costing \$25,000 or more, that is non-recurring in nature, and could potentially lead to a project

#### ***Capital Outlay***

Fixed assets that have a value of \$5,000 or more and have a useful economic lifetime of more than one year.

#### ***Capital Project Funds***

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

#### ***Cash Basis***

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

#### ***City/Council Goals***

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

#### ***COP***

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

#### ***Debt Financing***

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

## REFERENCE MATERIALS

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### GLOSSARY (Continued)

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#### ***Debt Service***

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

#### ***Debt Service Funds***

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

#### ***Deficit***

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

#### ***Depreciation***

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

#### ***Designated Reserves***

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

#### ***Encumbrance***

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

#### ***Enterprise Funds***

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

#### ***Expenditure***

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

#### ***Financial Plan***

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

#### ***Fiscal Policies***

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

## REFERENCE MATERIALS

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### GLOSSARY (Continued)

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#### ***Fiscal Year***

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

#### ***Fixed Assets***

Assets of long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$5,000.

#### ***Fund***

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

#### ***Fund Balance***

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

#### ***GAAP***

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

#### ***General Fund***

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

#### ***Grants***

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

#### ***Infrastructure***

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

#### ***Intergovernmental Revenue***

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

#### ***Investment Revenue***

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

#### ***Long-term Debt***

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

## REFERENCE MATERIALS

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### GLOSSARY (Continued)

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#### ***Materials, Supplies & Services***

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

#### ***NPDES***

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

#### ***Objective***

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

#### ***Operating Budget***

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

#### ***Operating Revenue***

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

#### ***Operating Expenses***

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

#### ***Pay-as-you-go Basis***

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

#### ***Prior-Year Encumbrances***

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

#### ***Reserve***

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

#### ***Resolution***

A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

#### ***Resources***

Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

#### ***Revenue***

Sources of income financing the operations of government.

## REFERENCE MATERIALS

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### GLOSSARY (Continued)

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#### ***Set-Aside***

An additional amount over and above what is scheduled to provide for future benefit.

#### ***Special Revenue Funds***

This fund type is used to account for the proceeds from specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditures for specific purposes. (See fund)

#### ***Subvention***

Revenues collected by the State (or other level of government), which are allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in lieu and gasoline taxes.

#### ***Supplemental Appropriation***

An additional appropriation made by the governing body after the budget year has started.

#### ***Transfers In/Out***

Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

#### ***Trust and Agency Funds***

Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

#### ***Unencumbered Balance***

The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

#### ***Unreserved Fund Balance***

The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

#### ***User Charges***

The payments of a fee for direct receipt of a public service by the party who benefits from the service.

#### ***Work plan***

This is the plan adopted by the City Council on an annual basis that lists the overall goals, values and priorities, and workload for the forthcoming year.

## **REFERENCE MATERIALS**

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### **EXPENDITURE ACCOUNTS - DEFINITIONS**

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#### **SALARIES & FRINGE BENEFITS**

##### **6101 REGULAR SALARIES**

Salary paid for regular payroll expenditures for full-time employees subject to all usual deductions.

##### **6102 PART TIME & TEMPORARY SALARIES**

Salary paid for regular payroll expenditures for part-time and temporary employees subject to all usual deductions.

##### **6103 OVERTIME**

Salary paid over and above regular time at time and one-half. Overtime is not available to FLSA exempt employees.

##### **6104 SPECIAL PAY**

Holiday in lieu pay for Fire and Marine Safety and stand by pay for Public Works.

##### **6205 RETIREMENT**

Payments on behalf of employees to full time retirement system. (PERS).

##### **6210 MEDICARE**

Medicare payments withheld from employees for employees covered by Medicare system.

##### **6211 SOCIAL SECURITY**

Social Security payments for employees covered by social security system.

##### **6220/6230/6240 HEALTH/DENTAL/VISION INSURANCE**

Payments to employees under the City's Cafeteria Plan for health/dental/vision insurance.

##### **6244 LONG TERM DISABILITY INSURANCE**

Payments to cover employees' long term disability premiums where applicable

##### **6245 GROUP LIFE INSURANCE**

Payments to cover employees' life insurance premiums where applicable.

##### **6248 RHSA % BENEFIT**

Payments to cover fire employees' RHSA % Benefit under the Fire MOU

##### **6270 RETIREE HEALTH BENEFITS**

Payments to CALPERS to cover a portion of retired employees' health benefits.

##### **6280 AUTO ALLOWANCE**

Payments to employees qualifying for auto allowance.

##### **6285 UNIFORM ALLOWANCE**

Payments to employees for the purchase of uniforms required for the job.

##### **6290 PHONE ALLOWANCE**

Payments to management employees and Council for the business use of cellular phones.

## **REFERENCE MATERIALS**

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### EXPENDITURE ACCOUNTS - DEFINITIONS (Continued)

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#### **MATERIALS, SUPPLIES AND SERVICES**

##### **6310 INSURANCE AND SURETY BONDS**

Insurance premiums for all property, general liability and excess insurance coverage.

##### **6315 TRAVEL, CONFERENCES & MEETINGS**

Meals, lodging, registration and airfare associated with conferences, seminars and meetings.

##### **6320 TRAINING**

Payments for employees to attend training programs to enhance work related skills.

##### **6330 MEMBERSHIPS & DUES**

Staff membership and dues in professional organizations.

##### **6340 CLOTHING & PERSONAL EXPENSES**

Uniforms, safety gear, weather protection, etc.; pre-employment physicals and tuition reimbursement.

##### **6341 TUITION REIMBURSEMENT**

Staff reimbursement for courses related to work skill enhancement. Requires prior approval.

##### **6351 RECRUITMENT**

Payments used in the hiring of staff (advertisement, testing, etc)

##### **6415 ELECTION SUPPLIES**

Supplies used for elections

##### **6416 OFFICE SUPPLIES**

General office supplies used in every-day operations.

##### **6418 BOOKS, SUBSCRIPTIONS & PRINTING**

Publications, printing costs for forms, letterhead, etc.; outside duplication services.

##### **6419 MINOR EQUIPMENT**

Minor equipment; per item cost before shipping/tax between \$100 and \$4,999.

##### **6420 SPECIAL DEPARTMENTAL SUPPLIES**

Supplies or expenses singular to a department (not general) and that are not minor equipment or small tools.

##### **6421 SMALL TOOLS**

Small tools; per item cost before shipping/tax between \$100 and \$4,999

##### **6427 VEHICLE OPERATING SUPPLIES**

Gasoline and diesel.

##### **6428 VEHICLE MAINTENANCE**

Repairs and parts for all vehicles.



## **REFERENCE MATERIALS**

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### EXPENDITURE ACCOUNTS - DEFINITIONS (Continued)

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**6519 BANK CHARGES**

Credit card fees and transaction fees for third-party credit card processing company.

**6522 ADVERTISING**

Advertising/legal notifications to public.

**6523 COMMUNICATIONS**

Phone, fax, cable etc.

**6524 UTILITIES - ELECTRICITY**

Electricity and natural gas charges.

**6525 RENTS & LEASES**

Rental/lease of property owned by others.

**6526 MAINTENANCE OF BUILDINGS & GROUNDS**

Internal building maintenance/repair; outside grounds upkeep.

**6527 UTILITIES - WATER**

Water charges.

**6529 MILEAGE**

Staff mileage reimbursement at IRS rate.

**6530 PROFESSIONAL SERVICES**

Outside contractors used for engineering, surveys etc. Any service provided by an outside party.

**6531 MAINTENANCE OF & OPERATION OF EQUIPMENT**

Repairs and service of City-owned equipment.

**6532 CONTRIBUTION TO OTHER AGENCIES**

Contributions to other governmental/nonprofit organizations.

**6535 COMMUNITY TV PRODUCTION**

Payments for cable programming from restricted sources.

**6539 CONTINGENCY**

To allow for operating efficiency as needed. Requires City Manager approval.

**6540 DAMAGE CLAIMS**

Payments to settle claims against the City that fall below SIR.

**6560 DEPRECIATION**

Annual write-off of Fixed Assets over the life of the asset.

**6570 OTHER CHARGES**

Expenses that do not fall within another classification; City admin and County EDP charges.

## **REFERENCE MATERIALS**

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### EXPENDITURE ACCOUNTS - DEFINITIONS (Continued)

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#### **CAPITAL OUTLAY**

##### **6610 LAND**

Expenditures for the purchase of land.

##### **6620 BUILDINGS**

Expenditures for the purchase of buildings.

##### **6630 IMPROVEMENTS OTHER THAN BUILDINGS**

Alterations to structures which increase structure life.

##### **6640 EQUIPMENT**

Furniture, machinery, office equipment. Fixed Assets over \$5,000.

##### **6650 VEHICLES**

All motorized vehicles.

##### **6661 CONSTRUCTION**

Used to accumulate all costs associated with construction projects. Used in Projects Ledger.

#### **DEBT SERVICE**

##### **6710 RETIREMENT OF PRINCIPAL**

Expenditures for the retirement of principal portion of debt.

##### **6720 INTEREST EXPENDITURE**

Expenditures for the interest portion of debt.

##### **6810 TRANSFERS OUT**

Used to transfer funds from one fund to another.

#### **DEPARTMENTAL CHARGES**

##### **6910 CLAIMS LIABILITY CHARGES**

Charges to departments for providing insurance coverage and risk management services.

##### **6920 WORKERS' COMPENSATION CHARGES**

Charges to departments for providing workers' compensation coverage and services.

##### **6930 ASSET REPLACEMENT CHARGES**

Charges to departments for use of assets based on a depreciation schedule.

##### **6935 FACILITIES REPLACEMENT CHARGES**

Charges to departments for use of facilities based on a depreciation schedule.

##### **6940 PERS SIDE FUND CHARGES**

Charges to departments for annual debt service to the Sanitation Fund for the payoff of the PERS Side Fund in FY2011. Allocation based on regular salaries (Account 6101) for the fiscal year

## REFERENCE

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### ORGANIZATION OF THE CITY'S FUNDS

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

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

The following funds are included in the Budget. Descriptions of each of the fund types are provided.

#### **Governmental Funds**

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

- General Fund
  - General Fund
  - Risk Management/Insurance
  - Workers' Compensation Insurance
  - Asset Replacement
  - Facilities Replacement
  - PERS Side Fund
  - OPEB Obligation
  - Pension Stabilization
  - Real Property Acquisition
- Special Revenue Funds
  - Gas Tax
  - Municipal Improvement Districts (MID)
  - Coastal Rail Trail Maintenance District
  - Street Lighting Assessment District
  - Developer Pass-Thru Fund
  - Fire Mitigation
  - Department of Boating & Waterways
  - TRANSNET – motorized
  - Community Orientated Policing Services (COPS)
  - Transnet Extension
  - Housing and Community Development (CDBG) Fund
  - CALTRANS/CMAQ
  - TEA
  - Miscellaneous Grants
  - Coastal Area Business/Visitor Assistance and Enhancement Fund (TOT)
  - Camp Program Fund
  - Housing
  - Affordable Housing Grant Fund
  - Public Safety Special Revenue Fund

## REFERENCE

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### ORGANIZATION OF THE CITY'S FUNDS (continued)

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- Debt Service Funds
  - Public Facilities
  - Capital Lease Fund
  
- Capital Projects Fund
  - Public Improvement Grant Fund
  - Sand Replenishment/Retention and Coastal CIP (TOT)
  - Streets and Roads
  - Transportation Impact Fee
  - City CIP Fund
  - Assessment Districts

#### **Enterprise Fund**

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

- Sanitation
- OPEB Obligation Trust
- Solana Energy Alliance (SEA)
- Successor Agency (SA)

## **REFERENCE MATERIALS**

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### **DESCRIPTION OF OPERATING FUNDS**

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#### ***001 GENERAL FUND***

The General Fund is the general operating fund of the City and is used to account for all financial resources and transactions except those required to be accounted for in other funds or account groups.

#### ***120 RISK MANAGEMENT***

This fund accounts for the settlement of claims and losses, as well as insurance premiums and any related professional services.

#### ***125 WORKERS' COMPENSATION INSURANCE***

This fund accounts for the settlement of claims and losses resulting from injuries sustained during work hours.

#### ***135 ASSET REPLACEMENT FUND***

This fund accumulates resources for the replacement of vehicles and equipment costing over \$5,000.

#### ***140 FACILITIES REPLACEMENT FUND***

This fund accumulates resources for meeting the needs of maintaining the City's buildings and improvements.

#### ***150 PERS SIDE FUND***

This fund accumulates resources for the annual debt payment to the Sanitation Fund for the loan used for the payoff of the PERS Side Fund in FY2011.

#### ***152 REAL PROPERTY ACQUISITION***

This fund accounts for City's purchase of real property (i.e. land).

#### ***160 OPEB OBLIGATION***

This fund accounts resources for the invested amounts of Other Post-Employment Benefits.

#### ***165 PENSION STABILIZATION***

This fund accounts resources for the invested amounts in PARS trust (Post-Employment Benefits Trust Program).

#### ***202 GAS TAX FUND***

The State Gas Tax is used to account for revenues received as the City's share of state gasoline taxes and expenditures made for street maintenance and improvements. Revenues are sub-vented to the City under Sections 2103, 2105, 2106, 2107 and 2107.5 of the Streets and Highways Code. Expenditures are for street maintenance and engineering to the extent legally permitted, with the remainder allocated to street construction projects.

## **REFERENCE MATERIALS**

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### DESCRIPTION OF OPERATING FUNDS (Continued)

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#### **203 MUNICIPAL IMPROVEMENT DISTRICT HIGHWAY 101 LANDSCAPING (MID #33)**

#### **204 MUNICIPAL IMPROVEMENT DISTRICT SANTA FE HILLS (MID #9C )**

#### **205 MUNICIPAL IMPROVEMENT DISTRICT ISLA VERDE (MID #9E)**

#### **207 MUNICIPAL IMPROVEMENT DISTRICT SAN ELIJO HILLS #2 (MID #9H)**

The MID Funds are used to account for receipts and expenditures related to landscape maintenance within the improvement district. Budgets for the maintenance costs are determined by the property owners who are then assessed on a per parcel basis. The assessments are collected via the County tax roll.

#### **208 COASTAL RAIL TRAIL MAINTENANCE DISTRICT**

The Coastal Rail Trail Maintenance Fund is used to account for project receipts and expenditures for the rejuvenating and updating of the Coastal Rail Trail.

#### **211 STREET LIGHTING DISTRICT FUND**

The Lighting District Fund accounts for revenues received and expenditures made related to streetlights on City streets. The City determines the annual budget and property owners are charged their proportionate share based on a per unit basis. The assessment is collected via the County tax roll.

#### **213 DEVELOPER PASS\_THRU**

This fund accounts for resources related to Pass-Thru developer deposits

#### **214 FIRE MITIGATION FUND**

In accordance with section 3.20 of the SBMC, this fund is used to account for Fire Mitigation fees that can only be used to build, purchase, finance or improve fire facilities and equipment.

#### **215 DEPARTMENT OF BOATING AND WATERWAYS**

To record receipts and expenditures related to grants received from the Department of Boating and Waterways. These funds are being used to fund the Army Corp. of Engineers beach replenishment study.

#### **218 TRANSNET FUND/228 TRANSNET EXTENSION**

The TRANSNET Fund is used to account for the San Diego County Proposition A one-half (1/2) cent transportation sales tax which went into effect on July 1, 1988. All expenditures must be for transportation related purposes. Funds are allocated to the City through SANDAG.

#### **219 COPS PROGRAM FUND**

The COPS Fund is used to account for federal and local grants received for police services.

#### **240 HOUSING AND COMMUNITY DEVELOPMENT FUND (CDBG) FUND**

The Housing and Community Development fund is used to account for revenues from the United States Department of Housing and Urban Development Community Development Block Grant Programs.

#### **241 CALTRANS/CMAQ FUND**

The Caltrans fund accounts for several different sources of transportation related funds. Caltrans is responsible for distributing funds for Congestion Mitigation and Air Quality (CMAQ) funds.

## **REFERENCE MATERIALS**

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### DESCRIPTION OF OPERATING FUNDS (Continued)

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#### **244/5 TEA**

The TEA (Transportation Enhancement Act) fund records transport related receipts and expenditures.

#### **246 MISCELLANEOUS GRANT FUND**

The Miscellaneous Grant fund accounts for grants received to fund various ongoing capital projects.

#### **250 COASTAL BUSINESS/VISITORS (TOT)**

This fund is for expenditures, funded by TOT revenues, that include local visitor and business promotion such as assistance to the Chamber of Commerce, special events such as Fiesta Del Sol, public art, and visitor enhancements to the Highway 101 business corridor or the Cedros Design District.

#### **255 CAMP FUND**

To record service fee revenue and expenditures related to the summer recreation programs (JG and camp).

#### **263 HOUSING FUND**

This fund accounts for receipts and expenditures related to providing low and moderate income housing within the City.

#### **265 AFFORDABLE HOUSING GRANT**

This fund accounts for resources related to affordable housing grants.

#### **270 PUBLIC SAFETY SPECIAL REVENUE**

This fund accounts for resources related to public safety grants.

#### **317 PUBLIC FACILITY DEBT SERVICE FUND**

The Public Facilities Debt Service Fund is used to account for the accumulation of resources for the payment of interest and principal on City debt

#### **320 CAPITAL LEASE DEBT SERVICE**

This fund accounts for receipts and expenditures related to capital leases.

#### **420 PUBLIC IMPROVEMENT GRANT**

The Public Improvement Grant is supported by the former RDA's remaining bond funds and pays for capital projects within the Project area.

#### **450 SAND REPLENISHMENT TOT**

This fund is limited to sand replenishment, sand retention, and coastal improvement projects funded by TOT revenues.

#### **47X ASSESSMENT DISTRICTS CIP**

This fund accounts for capital projects in the assessment districts

## **REFERENCE MATERIALS**

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### DESCRIPTION OF OPERATING FUNDS (Continued)

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#### ***459 CITY CIP FUND***

The City CIP fund is used to account for financial resources to be used for the acquisition or construction of miscellaneous major capital facilities (other than those financed by proprietary funds and special assessment funds).

#### ***509 SANITATION FUND***

The Sanitation Fund is an Enterprise Fund. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the City Council is that the costs of providing these services to the general public on a continuing basis be financed or recovered primarily through user charges. The sanitation operation is responsible for the collection, transportation, and treatment of effluent generated in Solana Beach. The City is an equal partner with the City of Encinitas in the ownership of the San Elijo Treatment Plant.

#### ***550 SOLANA ENERGY ALLIANCE (SEA)***

The Solana Energy Alliance is an Enterprise Funds to account for operations for the Community Choice Aggregation (CCA) of Solana Beach with the goal of providing a higher percentage of renewable energy electricity at a competitive and cheaper price while giving consumers local choices and promoting the development of renewable power sources.

#### ***660 OPEB Obligation Trust***

This fund is used for the OPEB retirement Obligation Trust to invest monies set aside for City employee retirement cost associated with retirements and OPEB cost.

#### ***67X ASSESSMENT DISTRICTS DS***

This fund accounts for the deposits in the assessment districts



## **REFERENCE MATERIALS**

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### DESCRIPTION OF DESIGNATION OF RESERVES

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#### ***DESIGNATED FOR CONTINGENCIES***

This designation is in accordance with the City Council's Financial Policies which specify that a minimum of 17%, or two months of operating expenditures, be set aside. This designation is to ensure uninterrupted service in the event of an unforeseen disaster and/or economic uncertainties.

#### ***DESIGNATED FOR HOUSING***

This designation is to provide funds for the City's low income housing obligations. Without a confirmed cost, estimates range from \$0 to around \$220,000 a unit for 10 units. Staff will set aside funds when available.

# **REFERENCE MATERIALS**

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## **FINANCIAL POLICIES**

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### **Statement of Purpose**

The financial integrity of our City government is of utmost importance. To discuss, write, and adopt a set of financial policies is a key element to maintaining this integrity.

Written, adopted financial policies have many benefits, such as assisting the Council and City Manager in the financial management of the City, saving time and energy when discussing financial matters, promoting public confidence, and providing continuity over time as Council and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City's stability, efficiency and effectiveness.

The following policies are divided into seven general categories for ease of reference. These categories include 1) Accounting, Auditing, and Financial Reporting Policies; 2) Reserve Policies; 3) Debt Policies; 4) Revenue Policies; 5) Capital Improvement Policies; 6) Cash Management/Investment Policies; 7) Operating Budget Policies. It is recommended that all policies included in this document be adhered to.

## **ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES**

### **FINANCIAL INFORMATION**

It will be the policy of the City of Solana Beach to provide all financial information in a thorough, timely fashion, and in a format that is easy for Council, Citizens, Committees and City employees to understand and utilize.

### **ACCOUNTING STANDARDS**

The City's accounting financial systems shall be maintained in accordance with Generally Accepted Accounting Principles (GAAP), as promulgated by the Government Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA).

### **ANNUAL AUDIT**

An independent public accounting firm will perform an annual audit and its opinion will be included in the Comprehensive Annual Financial Report.

The goal is to select the independent audit firm through a competitive process at least once every five years. The contract will be for an initial period of three years with two additional one-year options at the City staff's discretion. The City Manager and Finance Director will review the qualifications of prospective firms and make a recommendation to the City Council. The audit contract will be awarded by the City Council.

## **REFERENCE MATERIALS**

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### **FINANCIAL POLICIES (Continued)**

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A Comprehensive Annual Financial Report shall be prepared within five months of the close of the previous fiscal year. It will be presented to the City Council and community within six months at a regularly scheduled City Council meeting.

The City shall attempt to maintain accounting records in such a manner as to receive an unqualified audit opinion and to qualify for a Certificate of Achievement for Excellence in Financial Reporting from the GFOA.

## **RESERVE POLICIES**

The City utilizes a variety of funds for recording revenues and expenditures of the City. At each fiscal year-end, budgeted/appropriated expenditure authority lapses with very few exceptions, such as operating expenses that have been incurred but not paid (encumbered). The remaining dollars left in each fund that are undesignated and unencumbered constitute available reserves of the City. It is appropriate that reserve policies for the City be established for each of the various funds (See below), that the purpose of these reserves be designated, and that dollars available in excess of the reserve amounts be appropriately and effectively utilized.

### **GENERAL FUND**

The goal of the General Fund reserve will be to maintain an amount at least equal to 17 percent of the annual General Fund operating budget, including operating transfers, which approximates two months worth of operating expenditures. This Reserve, to be designated, will only be used in the case of significant financial or other emergency. Reserves in excess of the 17 percent will be available for spending on capital equipment, capital projects or other one-time non-recurring expenditures ie. Be available to transfer to Capital Improvement Projects fund or Asset Replacement Reserve fund.

### **DESIGNATIONS**

The Council and/or City Manager may designate parts of the available fund balance which would represent tentative management plans, rather than actual restrictions on the use of resources.

#### **Designation – Unforeseen Emergencies**

A designation of funds set at 17% of operating expenditures including debt service is considered the minimum level necessary to maintain the City's credit worthiness and to adequately provide for:

1. Economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy.
2. Contingencies for unforeseen operating or capital needs.
3. Cash flow requirements.

## **REFERENCE MATERIALS**

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### **FINANCIAL POLICIES (Continued)**

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#### **Designation – Revenue Shortfall**

A designation of funds should be budgeted annually to avoid the need for service level reductions in the event an economic downturn causes revenues to come in lower than budget. This should approximate 5% of General Fund revenues before transfers based upon an average of prior year's revenue shortfalls.

#### **ENTERPRISE FUND/SANITATION**

The City's Enterprise Fund will maintain reserves at a minimum equal to nine months of operating expenses and one year of estimated capital spending.

#### **ASSET REPLACEMENT RESERVE FUND**

Through the use of the Asset Replacement Reserve Fund, the City will annually budget sufficient funds to provide for the orderly replacement of the City's existing equipment, vehicles, computers and furnishings as they reach the end of their useful lives. This fund is funded based on a depreciation schedule and required replacement of the asset. The goal will be to maintain a sufficient fund balance to provide for the scheduled replacement of said items at the end of their useful lives.

#### **RISK MANAGEMENT RESERVE FUND**

The City maintains a Risk Management Reserve Fund for the purpose of segregating property and liability insurance expenses. This fund pays insurance premiums, benefit and settlement payments, and administrative and operating expenses. These annual charges for services shall reflect historical experience and shall be established to approximately equal the annual expenses of the fund. A fund balance, determined annually, shall be maintained at a level that will adequately fund the City's potential loss exposure in each area as determined by the Risk Manager based on past experience currently at \$500,000.

#### **WORKERS' COMPENSATION INSURANCE FUND**

The City maintains a Workers' Compensation Insurance Fund for the purpose of having sufficient resources to pay premiums, administration services and losses incurred for Workers Compensation injuries. The City is self-insured for this purpose and has a \$125,000 Self Insured Retention (SIR) per claim incident. The sufficiency of funding is to be determined periodically by an independent actuarial study utilizing the 95% confidence interval. This is the minimum funding level to establish. The City's Risk Manager to determine the funding level, currently three times SIR plus administration and contingencies or \$500,000. This fund balance should be determined annually and should be sufficient to fully fund the City's potential loss exposures.

## **REFERENCE MATERIALS**

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### FINANCIAL POLICIES (Continued)

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## **DEBT POLICIES**

### **ISSUANCE OF DEBT**

The City will not use long-term debt to pay for current operations.

The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.

The term of the debt shall never extend beyond the useful life of the improvements to be financed.

Debt management will provide for the protection of bond rating, the maintenance of adequate debt service reserves, compliance with debt instrument provisions and appropriate disclosure to investors, underwriters, and rating agencies.

### **LEASE PURCHASE**

The City will lease purchase high-cost items of equipment only if necessary because of funding availability. In no case shall the City lease purchase equipment whose useful life is less than the term of the lease.

## **REVENUE POLICIES**

### **GENERAL FUND REVENUE**

The City will strive to develop and maintain a diversified and stable revenue stream so as to avoid becoming overly dependent on any single type of revenue in order to minimize the effects of economic fluctuations on revenues. Efforts will be directed to optimize existing revenue sources while periodically reviewing potential new revenue sources.

Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state and other governmental agencies when available.

Revenues from “one-time” or limited duration sources will not be used to balance the City’s annual operating budget.

Fees and charges for service shall be evaluated and, if necessary, adjusted periodically to assure that they cover all direct and indirect costs, unless it is determined that full cost recovery would not be in the best interest of the public. These fees and charges will be evaluated periodically by an independent outside consultant.

## **REFERENCE MATERIALS**

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### **FINANCIAL POLICIES (Continued)**

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#### **SPECIAL REVENUE FUNDS eg. /GAS TAX & TRANSNET**

These funds are used for revenues that the City receives that are of a restrictive nature. The City's first priority with the Gas Tax revenues and Transnet revenues shall be used to fund eligible capital projects and not subsidize operating expenditures.

#### **GRANTS AND GIFTS**

The City shall actively pursue federal, state and other grant opportunities when deemed appropriate. Before accepting any grant the City shall thoroughly consider the implications in terms of ongoing obligations and indirect costs that will be required in connection with acceptance of said grant. The benefits to be derived from the grant must exceed both direct and administrative costs of the grant.

#### **ENTERPRISE FUND – SANITATION CHARGES**

The City will set user fees for the Enterprise Fund at a rate that fully covers direct and indirect costs of providing the service; including capital expenditures.

#### **COMMUNITY SERVICE FEES**

Recreation activity fees shall be established to recover the direct cost of the program. As appropriate within the marketing of the recreation programs, higher non-resident fees may be charged, as well as priority registration procedures for Solana Beach residents.

## **CAPITAL IMPROVEMENT POLICIES**

#### **CIP FUND**

Most of the City's infrastructure has a designated revenue source to pay for its upgrade or replacement as appropriate. For example, sewage rates fund sewage infrastructure needs and gas tax revenues fund street needs. However, our public buildings, beaches and parks are the primary beneficiaries of the City's Capital Improvement Fund. Capital Improvement Projects involve the construction, acquisition, expansion, and rehabilitation or replacement of a facility or improvement costing \$5,000 or more. A CIP also includes any study costing \$25,000 or more, that is non-recurring in nature, and could potentially lead to a project.

City general capital projects are to be funded annually with transfers from the City's General Fund. Transfers are to be made based upon a maximum of 75 % of actual funds available out of the last completed previous years general fund surplus, or for specific projects. Funding is at the discretion City Council based on overall budget considerations.

## **REFERENCE MATERIALS**

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### **FINANCIAL POLICIES (Continued)**

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#### **FIVE YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)**

The City shall annually prepare a Capital Improvement spending program projecting capital needs for a five year period. Capital Projects shall be prioritized according to goals set annually by the Council.

The first year of the five year CIP will be consistent with, and adopted as a component of, the annual operating budget.

#### **ENTERPRISE FUND CAPITAL IMPROVEMENTS**

Capital Improvements funded from the Enterprise Funds shall be paid for with the combination of “pay-as-you-go” financing and the use of long-term debt. The City shall periodically review its enterprise capital needs and establish capital spending plans that are appropriate and reflect a combination of debt and “pay-as-you-go,” while attempting to keep our rates competitive with those in the surrounding area.

### **CASH MANAGEMENT/INVESTMENT POLICIES**

Investments and cash management will be the responsibility of the City Treasurer.

The City Council shall annually review and update, or modify as appropriate, the City’s investment policy in accordance with Section 53646 of the Government Code. This review shall take place at a regularly scheduled City Council meeting and the policy shall be adopted by resolution of the City Council.

Investments of the City will be made in accordance with the City’s adopted Investment Policy.

In order to maximize yields from the overall portfolio, the City will consolidate cash balances from all funds for investment purposes, and will allocate investment earnings to each fund with a positive cash balance in accordance with generally accepted accounting principles.

Reports on the City’s investment portfolio and cash position shall be developed and presented to the City Council monthly by the City Treasurer. The report shall be in conformance with all State laws and City investment policy requirements.

City funds will be managed in a prudent and diligent manner with emphasis on safety, liquidity, and yield, in that order.

## **REFERENCE MATERIALS**

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### FINANCIAL POLICIES (Continued)

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## **OPERATING BUDGET POLICIES**

### **BALANCED OPERATING BUDGET**

The operating budget will be based on the principle that current operating expenditures shall be funded with current revenues. The City shall annually adopt a balanced General Fund budget where operating revenues are equal to, or exceed, operating expenditures ie. Estimated revenue and transfers in equal or exceed estimated expenditures and transfers out excluding transfers for capital projects. Any increase in expenses, decrease in revenues, or combination of the two that would result in a budget imbalance will require budget revision, rather than spending unappropriated surpluses or designated reserves to support ongoing operations. Any year end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and the balance will be available for capital projects and/or "one-time only" Capital Outlay expenditures.

### **GENERAL FUND CONTINGENCY ACCOUNT**

A contingency account equal to a maximum of half a percent (1/2 percent) of the City's General Fund budgeted appropriations (before transfers) will be maintained annually in the City Managers budget. This account will be available for unanticipated, unbudgeted expenditures and will require City Manager approval to spend. The purpose of this account is to provide for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increase in costs.

### **RETIREMENT FUNDING (CALPERS)**

The City offers its employees an agent multiple-employer public employee defined benefit pension plan. The City's annual contribution toward the plan is determined by a CALPERS actuary through an annual valuation report. The City will on an annual basis meet its obligation to funding its share of the pension plan contribution out of its operating budget.

### **BUDGET DOCUMENT**

The operating budget shall serve as the annual financial plan for the City. It will serve as the policy document of the City Council for implementing Council goals and objectives. The budget shall provide the staff the resources necessary to accomplish City Council determined service levels.

The City Manager shall annually prepare and present a proposed operating budget to the City Council & Budget & Finance committee no later than May 20 of each year; and Council will adopt said budget no later than June 30 of each year. Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the City Council.

The City's annual budget will be presented by department, with a logical breakdown of line-item detail. The budget document will be presented for discussion and review by the City Council and the public.



## **REFERENCE MATERIALS**

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### FINANCIAL POLICIES (Continued)

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#### **BUDGET CONTROL AND ACCOUNTABILITY**

Budget control is maintained at the departmental level. The City Manager has the authority to approve appropriation transfers between line items within a department. In no case may total expenditures of a particular fund exceed that which is appropriated by the City Council without a budget amendment.

A mid-year budget will be presented to the City Council which discusses revenue projections and expenditures to date and the fiscal condition of the City six months after the beginning of the fiscal year. Budget accountability rests primarily with the operating departments of the City.

#### **ENTERPRISE FUND**

The Enterprise Fund shall be supported by its own rates/current revenues excluding interest income, and shall not be subsidized by the General Fund.

The rates charged should be competitive with the rates charged by other entities, and sufficient to cover both operations and infrastructure maintenance.

The rates charged should be reviewed periodically.

The Enterprise Fund will pay its share of overhead services provided by the General Fund. These overhead costs include rental of office space, utilities and personnel administrative costs.

# REFERENCE MATERIALS

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## INVESTMENT POLICY

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### I. INTRODUCTION

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

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

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

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

### II. SCOPE

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

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

## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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

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

#### **POOLING OF FUNDS**

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

### **III. PRUDENCE**

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

"...all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the City, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the City. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law."

The Treasurer and other authorized persons responsible for managing City funds acting in accordance with written procedures and this investment policy and

## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes provided that the Treasurer or other authorized persons acted in good faith. Deviations from expectations of a security's credit or market risk should be reported to the City Council in a timely fashion and appropriate action should be taken to control adverse developments.

#### IV. OBJECTIVES

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

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

#### V. DELEGATION OF AUTHORITY

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

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

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

## **REFERENCE MATERIALS**

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### INVESTMENT POLICY (Continued)

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

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

The City's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The City recognizes that in a diversified portfolio, occasional measured losses may be inevitable and must be considered within the context of the overall portfolio's return and the cash flow requirements of the City.

#### **VI. ETHICS AND CONFLICTS OF INTEREST**

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

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

#### **VII. INTERNAL CONTROLS**

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

## **REFERENCE MATERIALS**

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### INVESTMENT POLICY (Continued)

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

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

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

The Treasurer shall maintain procedures for establishing a list of authorized broker/dealers and financial institutions which are approved for investment purposes that are selected through a process of due diligence as determined by the City. Due inquiry shall determine whether such authorized broker/dealers, and the individuals covering the City are reputable and trustworthy, knowledgeable and experienced in Public City investing and able to meet all of their financial obligations. These institutions may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15c3-1 (uniform net capital rule).

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

- Primary government dealers as designated by the Federal Reserve Bank and non-primary government dealers.
- Nationally or state-chartered banks.
- The Federal Reserve Bank.
- Direct issuers of securities eligible for purchase.

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

All financial institutions which desire to become qualified bidders for investment transactions (and which are not dealing only with the investment adviser) must

## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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supply the Treasurer with audited financials and a statement certifying that the institution has reviewed the California Government Code, Section 53600 *et seq.* and the City's investment policy. The Treasurer will conduct an annual review of the financial condition and registrations of such qualified bidders.

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

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

### IX. AUTHORIZED INVESTMENTS

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

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

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

1. **MUNICIPAL SECURITIES** include obligations of the City, the State of California, and any local agency within the State of California, provided that:
  - The securities are rated in a rating category of "A" or its equivalent or higher by at least one nationally recognized statistical rating organization ("NRSRO").

## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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- No more than 5% of the portfolio may be invested in any single issuer.
  - No more than 30% of the portfolio may be in Municipal Securities.
  - The maximum maturity does not exceed five (5) years.
- 2. MUNICIPAL SECURITIES (REGISTERED TREASURY NOTES OR BONDS)** of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California.
- The securities are rated in a rating category of “A” or its equivalent or higher by at least one nationally recognized statistical rating organization (“NRSRO”).
  - No more than 5% of the portfolio may be invested in any single issuer.
  - No more than 30% of the portfolio may be in Municipal Securities.
  - The maximum maturity does not exceed five (5) years.
- 3. U.S. TREASURIES** and other government obligations for which the full faith and credit of the United States are pledged for the payment of principal and interest. There are no limits on the dollar amount or percentage that the City may invest in U.S. Treasuries, provided that:
- The maximum maturity is five (5) years.
- 4. FEDERAL AGENCIES** or United States Government-Sponsored Enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There are no limits on the dollar amount or percentage that the City may invest in Federal City or Government-Sponsored Enterprises (GSEs), provided that:
- No more than 25% of the portfolio may be invested in any single City/GSE issuer.
  - The maximum maturity does not exceed five (5) years.
- 5. BANKER’S ACCEPTANCES**, provided that:
- They are issued by institutions which have short-term debt obligations rated “A-1” or the equivalent or higher by at least one NRSRO; or long-term debt



## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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obligations which are rated in the “A” category or the equivalent or higher by at least one NRSRO.

- No more than 40% of the portfolio may be invested in Banker’s Acceptances.
- No more than 5% of the portfolio may be invested in any single issuer.
- The maximum maturity does not exceed 180 days.

**6. COMMERCIAL PAPER**, provided that:

- The issuer is a corporation organized and operating in the United States with assets in excess of \$500 million.
- The securities are rated “A-1” or the equivalent or higher by at least one NRSRO.
- They are issued by corporations which have long-term obligations rated in the “A” category or the equivalent or higher by at least one NRSRO.
- City may purchase no more than 10% of the outstanding commercial paper of any single issuer.
- No more than 25% of the portfolio may be invested in Commercial Paper.
- No more than 5% of the portfolio may be invested in any single issuer.
- The maximum maturity does not exceed 270 days.

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

- The amount of the NCD insured up to the FDIC limit does not require any credit ratings.
- Any amount above the FDIC insured limit must be issued by institutions which have short-term debt obligations rated “A-1” or the equivalent or

## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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higher by at least one NRSRO; or long-term obligations rated in the “A” category or the equivalent or higher by at least one NRSRO.

- No more than 30% of the total portfolio may be invested in NCDs (combined with CDARS).
  - No more than 5% of the portfolio may be invested in any single issuer.
  - The maximum maturity does not exceed five (5) years.
- 8. FEDERALLY INSURED TIME DEPOSITS** (Non-Negotiable Certificates of Deposit) in state or federally chartered banks, savings and loans, or credit unions, provided that:
- The amount per institution is limited to the maximum covered under federal insurance.
  - No more than 20% of the portfolio will be invested in a combination of federally insured and collateralized time deposits.
  - The maximum maturity does not exceed five (5) years.
- 9. COLLATERALIZED TIME DEPOSITS** (Non-Negotiable Certificates of Deposit) in state or federally chartered banks, savings and loans, or credit unions in excess of insured amounts which are fully collateralized with securities in accordance with California law, provided that:
- No more than 20% of the portfolio will be invested in a combination of federally insured and collateralized time deposits.
  - The maximum maturity does not exceed five (5) years.
- 10. CERTIFICATE OF DEPOSIT PLACEMENT SERVICE (CDARS)**, provided that:
- No more than 30% of the total portfolio may be invested in a combination of Certificates of Deposit, including CDARS.
  - The maximum maturity does not exceed five (5) years.
- 11. COLLATERALIZED BANK DEPOSITS.** City’s deposits with financial institutions will be collateralized with pledged securities per California Government Code, Section 53651.

## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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**12. REPURCHASE AGREEMENTS** collateralized with securities authorized under California Government Code, maintained at a level of at least 102% of the market value of the Repurchase Agreement. There are no limits on the dollar amount or percentage that the City may invest, provided that:

- Securities used as collateral for Repurchase Agreements will be delivered to an acceptable third party custodian.
- Repurchase Agreements are subject to a Master Repurchase Agreement between the City and the provider of the repurchase agreement. The Master Repurchase Agreement will be substantially in the form developed by the Securities Industry and Financial Markets Association (SIFMA).
- The maximum maturity does not exceed one (1) year.

**13. STATE OF CALIFORNIA LOCAL CITY INVESTMENT FUND (LAIF)**, provided that:

- The City may invest up to the maximum amount permitted by LAIF.
- LAIF's investments in instruments prohibited by or not specified in the City's policy do not exclude the investment in LAIF itself from the City's list of allowable investments, provided LAIF's reports allow the Treasurer to adequately judge the risk inherent in LAIF's portfolio.

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

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

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

## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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**16. ASSET-BACKED, MORTGAGE-BACKED, MORTGAGE PASS-THROUGH SECURITIES, AND COLLATERALIZED MORTGAGE OBLIGATIONS**, provided that:

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

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

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

## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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2. Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of \$500 million.
  3. No more than 20% of the total portfolio may be invested in the shares of any one Money Market Mutual Fund.
- c. No more than 20% of the total portfolio may be invested in these securities.

#### **18. SUPRANATIONALS**, provided that:

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

#### **X. PROHIBITED INVESTMENT VEHICLES AND PRACTICES**

- State law notwithstanding, any investments not specifically described herein are prohibited, including, but not limited to futures and options.
- In accordance with Government Code, Section 53601.6, investment in inverse floaters, range notes, or mortgage derived interest-only strips is prohibited.
- Investment in any security that could result in a zero interest accrual if held to maturity is prohibited.
- Trading securities for the sole purpose of speculating on the future direction of interest rates is prohibited.

## **REFERENCE MATERIALS**

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### INVESTMENT POLICY (Continued)

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- Purchasing or selling securities on margin is prohibited.
- The use of reverse repurchase agreements, securities lending or any other form of borrowing or leverage is prohibited.
- The purchase of foreign currency denominated securities is prohibited.

#### **XI. Fossil Fuels Restriction**

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

#### **XII. INVESTMENT POOLS/MUTUAL FUNDS**

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

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
5. A schedule for receiving statements and portfolio listings.
6. Are reserves, retained earnings, etc. utilized by the pool/fund?
7. A fee schedule, and when and how is it assessed.
8. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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#### XIII. COLLATERALIZATION

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

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

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

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

#### XIV. DELIVERY, SAFEKEEPING AND CUSTODY

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

**SAFEKEEPING AND CUSTODY.** To protect against potential losses due to failure of individual securities dealers, and to enhance access to securities, interest payments and maturity proceeds, all cash and securities in the City's portfolio shall

## **REFERENCE MATERIALS**

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### INVESTMENT POLICY (Continued)

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be held in safekeeping in the City's name by a third party custodian, acting as agent for the City under the terms of a custody agreement executed by the bank and the City. All investment transactions will require a safekeeping receipt or acknowledgment generated from the trade. A monthly report will be received by the City from the custodian listing all securities held in safekeeping with current market data and other information.

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

#### **XV. MAXIMUM MATURITY**

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

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

#### **XVI. RISK MANAGEMENT AND DIVERSIFICATION**

##### **MITIGATING CREDIT RISK IN THE PORTFOLIO**

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

- The diversification requirements included in the "Authorized Investments" section of this policy are designed to mitigate credit risk in the portfolio.
- No more than 5% of the total portfolio may be invested in securities of any single issuer, except where the issuer is the US Government, its Agencies and GSEs, an authorized Supranational issuer or where the security is a Money Market Mutual Fund, Local City Investment Fund (LAIF) or other Local Government Investment Pool, or where otherwise specified in this investment policy.
- The City may elect to sell a security prior to its maturity and record a capital gain or loss in order to manage the quality, liquidity or yield of the portfolio in response to market conditions or City's risk preferences.



## REFERENCE MATERIALS

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### INVESTMENT POLICY (Continued)

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- If securities owned by the City are downgraded by an NRSRO to a level below the quality required by this investment policy, it will be the City's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.
- If a security is downgraded, the Treasurer will use discretion in determining whether to sell or hold the security based on its current maturity, the economic outlook for the issuer, and other relevant factors.
- If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported monthly to the City Council.

#### **MITIGATING MARKET RISK IN THE PORTFOLIO**

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

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

- The City will maintain a minimum of six months of budgeted operating expenditures in short term investments to provide sufficient liquidity for expected disbursements.
- The maximum percent of callable securities (does not include "make whole call" securities as defined in the Glossary) in the portfolio will be 20%.
- The maximum stated final maturity of individual securities in the portfolio will be five (5) years, except as otherwise stated in this policy.
- The duration of the portfolio will generally be approximately equal to the duration (typically, plus or minus 20%) of a Market Benchmark, an index selected by the City based on the City's investment objectives, constraints and risk tolerances.

## **REFERENCE MATERIALS**

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### INVESTMENT POLICY (Continued)

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#### **XVII. REVIEW OF INVESTMENT PORTFOLIO**

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

#### **XVIII. PERFORMANCE EVALUATION**

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

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

#### **XIX. REPORTING**

##### **MONTHLY REPORTS**

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

##### **QUARTERLY REPORTS**

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

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

## **REFERENCE MATERIALS**

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### INVESTMENT POLICY (Continued)

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

#### **ANNUAL REPORTS**

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

#### **XX. REVIEW OF INVESTMENT POLICY**

The investment policy will be reviewed and adopted at least annually within 120 days of the end of the fiscal year, to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends.

## REFERENCE MATERIALS

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### INVESTMENT GLOSSARY

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#### **ACCRUED INTEREST**

Interest accumulated on a security since the issue date or the last coupon payment. The buyer of the security pays the market price plus accrued interest.

#### **AGENCIES**

Agencies of the federal government. Federal agency and instrumentality securities.

#### **ASKED**

The price at which securities are offered.

#### **BANKERS'S ACCEPTANCE ("BA")**

A draft, bill, or exchange accepted by a bank or a trust company. Both the issuer and the accepting institution guarantee payment of the bill.

#### **BASIS POINT**

One basis point is one hundredth of one percent.

#### **BID**

The price offered by a buyer of securities (when you are selling securities, you ask for a bid). See "Offer".

#### **BOOK VALUE**

The value at which a debt security is shown on the holders' balance sheet. Book value is acquisition cost less amortization of premium or accretion of discount.

#### **BROKER**

A broker brings buyers and sellers together so that he can earn a commission.

#### **CERTIFICATE OF DEPOSIT ("CD")**

A time deposit with a specific maturity, as evidenced by a certificate. Large-denomination CDs are typically negotiable.

#### **COLLATERAL**

Securities, evidence of deposit, or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

#### **COMMERCIAL PAPER**

An unsecured short-term promissory note issued by corporations, with maturities ranging from 2 to 270 days.

#### **COMPREHENSIVE ANNUAL FINANCIAL REPORT ("CAFR")**

The official annual report for the City of Solana Beach. It includes five combined statements for each individual fund and account group, that are prepared in conformity with GAAP. It also includes supporting schedules that are necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed statistical section.

**COUPON.** (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond, that evidences interest due on a payment date.

## REFERENCE MATERIALS

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### INVESTMENT GLOSSARY (Continued)

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#### ***CURRENT MATURITY***

Amount of time left to maturity of an obligation. (For example, a one-year bill issued nine months ago has a current maturity of three months.)

#### ***DEALER***

A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

#### ***DEBENTURE***

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

#### ***DELIVERY VERSUS PAYMENT***

There are two methods of delivery of securities: (1) delivery versus payment (DVP); and (2) delivery versus receipt (DVR). DVP is delivery of securities with an exchange of money for the securities. DVR is delivery of securities with an exchange of a signed receipt for the securities.

#### ***DERIVATIVES***

(1) Financial instruments that are linked to, or derived from, the movement of one or more underlying indexes or securities, and may include a leveraging factor; or (2) financial contracts based upon a notional amount whose value is derived from an underlying index or security (e.g., interest rates, foreign exchange rates, equities, or commodities).

#### ***DISCOUNT***

The difference between the acquisition cost of a security and its value at maturity, when quoted at lower than face value. A security that sells below original offering price shortly after sale, is also considered to be at a discount.

#### ***DISCOUNT SECURITIES***

Non-interest bearing money market instruments that are issued at a discount and that are redeemed at maturity for full face value (e.g., U.S. Treasury Bills).

#### ***DIVERSIFICATION***

Dividing investment funds among a variety of securities that offer independent returns.

#### ***FACE VALUE***

The principal amount owed on a debt instrument. It is the amount on which interest is computed and represents the amount that the issuer promises to pay at maturity.

#### ***FEDERAL CREDIT AGENCIES***

Agencies of the Federal Government that were established to supply credit to various classes of institutions and individuals (e.g., S&Ls, small business firms, students, farmers, farm cooperatives, and exporters)

#### ***FEDERAL DEPOSIT INSURANCE CORPORATION (“FDIC”)***

A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

## REFERENCE MATERIALS

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### INVESTMENT GLOSSARY (Continued)

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#### **FEDERAL FUNDS RATE**

The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

#### **FEDERAL HOME LOAN BANKS (“FHLB”)**

Government-sponsored wholesale banks (currently 12 regional banks) that lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions, and insurance companies. The mission of the FHLBs is to liquefy the housing-related assets of its members, who must purchase stock in their District Bank.

#### **FEDERAL NATIONAL MORTGAGE ASSOCIATION (“FNMA”)**

FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation’s purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA’s securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

#### **FEDERAL OPEN MARKET COMMITTEE (“FOMC”)**

The FOMC consists of seven members of the Federal Reserve Board and five of the 12 Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of government securities in the open market, as a means of influencing the volume of bank credit and money.

#### **FEDERAL RESERVE SYSTEM**

The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, D.C., 12 regional banks, and about 5,700 commercial banks that are members of the system.

#### **GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (“GNMA” or “Ginnie Mae”)**

Securities that influence the volume of bank credit which is guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. A security holder is protected by the full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA, or FMHM mortgages. The term “passthroughs” is often used to describe Ginnie Maes.

#### **LIQUIDITY**

A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow, and reasonable size can be done at those quotes.

#### **LOCAL AGENCY INVESTMENT FUND (“LAIF”)**

Monies from local governmental units may be remitted to the California State Treasurer for deposit in this special fund for the purpose of investment.

## REFERENCE MATERIALS

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### INVESTMENT GLOSSARY (Continued)

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#### **MARKET VALUE**

The price at which a security is trading and could presumably be purchased or sold.

#### **MASTER REPURCHASE AGREEMENT**

A written contract covering all future transactions between the parties to repurchase-reverse repurchase agreements, that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer (lender) to liquidate the underlying securities in the event of default by the seller (borrower).

#### **MATURITY**

The date upon which the principal or stated value of an investment becomes due and payable.

#### **MONEY MARKET**

The market in which short-term debt instruments (e.g., bills, commercial paper, banker's acceptances) are issued and traded.

#### **OFFER**

The price asked by a seller of securities (when you are buying securities, you ask for an offer). See "Asked" and "Bid".

#### **OPEN MARKET OPERATIONS**

Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank, as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

#### **PAR VALUE**

The amount of principal that must be paid at maturity. Also referred to as the face amount of a bond.

#### **PORTFOLIO**

A collection of securities held by an investor.

#### **PRIMARY DEALER**

A group of government securities dealers that submit daily reports of market activity and positions, and monthly financial statements to the Federal Reserve Bank of New York, and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) -- registered securities broker-dealers, banks, and a few unregulated firms.

#### **PRINCIPAL**

The face value or par value of a debt instrument, or the amount of capital invested in a given security.

**PRUDENT INVESTOR RULE** An investment standard. A fiduciary, such as a trustee, may invest in a security if it is one that would be bought by a prudent investor acting in like capacity, who is seeking reasonable income and preservation of capital.

## REFERENCE MATERIALS

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### INVESTMENT GLOSSARY (Continued)

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#### **QUALIFIED PUBLIC DEPOSITORIES**

A financial institution that: (1) does not claim exemption from the payment of any sales, compensating use, or ad valorem taxes under the laws of this state; (2) has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability; and (3) has been approved by the Public Deposit Protection Commission to hold public deposits.

#### **RATE OF RETURN**

The yield obtainable on a security based on its purchase price or its current market price.

#### **RATING**

The designation used by investor services to rate the quality of a security's creditworthiness.

#### **REPURCHASE AGREEMENT ("RP" OR "REPO")**

A holder of securities sells them to an investor with an agreement to repurchase the securities at a fixed price on a fixed date. The security "buyer", in effect, lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: when the Fed is said to be doing RP, it is lending money (increasing bank reserves).

#### **SAFEKEEPING**

A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

#### **SECONDARY MARKET**

A market made for the purchase and sale of outstanding issues following the initial distribution.

#### **SECURITIES AND EXCHANGE COMMISSION (SEC)**

An agency created by Congress to administer securities legislation for the purpose of protecting investors in securities transactions.

#### **SEC RULE 15c3-1**

See "Uniform Net Capital Rule".

#### **STRUCTURED NOTES**

Notes issued by instrumentalities (e.g., FHLB, FNMA, SLMA) and by corporations, that have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) in their debt structure. The market performance of structured notes is affected by fluctuating interest rates; the volatility of imbedded options; and shifts in the yield curve.

#### **TREASURY BILLS**

A non-interest bearing discount security that is issued by the U.S. Treasury to finance the national debt. Most T-bills are issued to mature in three months, six months, or one year.

#### **TREASURY BONDS**

Long-term, coupon-bearing U.S. Treasury securities that are issued as direct obligations of the U.S. Government, and having initial maturities of more than 10 years.



## REFERENCE MATERIALS

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### INVESTMENT GLOSSARY (Continued)

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#### **TREASURY NOTES**

Medium-term, coupon-bearing U.S. Treasury securities that are issued as direct obligations of the U.S. Government, and having initial maturities of two to 10 years.

#### **UNDERWRITER**

A dealer who purchases a new issue of municipal securities for resale.

#### **UNIFORM NET CAPITAL RULE**

SEC requirement that member firms, as well as nonmember broker-dealers in securities, maintain a maximum ratio of indebtedness-to-liquid capital of 15 to 1. Also called *net capital rule* and *net capital ratio*. Indebtedness covers all money that is owed to a firm, including margin loans and commitments to purchase securities (one reason that new public issues are spread among members of underwriting syndicates). Liquid capital includes cash and assets easily converted into cash.

#### **YIELD**

The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

#### **YIELD CURVE**

A graphic representation that shows the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity.

