

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



AGENDA

Joint REGULAR Meeting

Wednesday, November 28, 2018 * 6:00 p.m.

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

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

PUBLIC MEETING ACCESS

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

AGENDA MATERIALS

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

SPEAKERS

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

SPECIAL ASSISTANCE NEEDED

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

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

CITY COUNCILMEMBERS

David A. Zito, Mayor

Jewel Edson, Deputy Mayor

Judy Hegenauer, Councilmember

Lesa Heebner, Councilmember

Peter Zahn, Councilmember

Gregory Wade
City Manager

Johanna Canlas
City Attorney

Angela Ivey
City Clerk

SPEAKERS:

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

READING OF ORDINANCES AND RESOLUTIONS:

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

CALL TO ORDER AND ROLL CALL:

CLOSED SESSION REPORT: (when applicable)

FLAG SALUTE:

APPROVAL OF AGENDA:

PROCLAMATIONS/CERTIFICATES: *Ceremonial*

None at the posting of this agenda

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

None at the posting of this agenda

ORAL COMMUNICATIONS:

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

COUNCIL COMMUNITY ANNOUNCEMENTS / COMMENTARY:

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

A. CONSENT CALENDAR: (Action Items) (A.1. – A.4.)

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

A.1. Minutes of the City Council.

Recommendation: That the City Council

1. Approve the Minutes of the City Council Meetings held May 30, 2018, June 13, 2018, June 26, 2018 and June 27, 2018.

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

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

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

Recommendation: That the City Council

1. Ratify the list of demands for October 20 - November 09, 2018.

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

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A.3. General Fund Adopted Budget for Fiscal Year 2018-2019 Changes. (File 0330-30)

Recommendation: That the City Council

1. Receive the report listing changes made to the Fiscal Year 2018-2019 General Fund Adopted Budget.

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

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A.4. Public Safety 800 MHz Radios Purchase. (File 0260-40)

Recommendation: That the City Council

1. Adopt **Resolution 2018-144:**

- a. Authorizing the purchase of 800 MHz radios from Motorola Solutions in the amount of \$146,696.
- b. Authorizing an appropriation of \$12,243 to the Grant Revenue and the Marine Safety Equipment expenditure accounts in the Public Safety Special Revenue Fund for the use of SHSP funds.
- c. Authorizing an appropriation of \$11,274 to the CSA-17 Revenue and the Fire Equipment expenditure accounts in the Public Safety Special Revenue Fund for the use of CSA -17 funds.
- d. Authorizing an appropriation of \$3,483 and \$18,096 in the Marine Safety and Fire Equipment expenditure accounts, respectively, in the Asset Replacement Fund.
- e. Authorizing the City Treasurer to amend the FY 2018/19 Adopted Budget accordingly.

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

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C. STAFF REPORTS: (C.1.)

Submit speaker slips to the City Clerk.

C.1. Solana Energy Alliance Activities and Operational Results Quarterly Report
(File 1010-40)

Recommendation: That the City Council

1. Receive and file report on Solana Energy Alliance (SEA) Activities and Operations and provide comment and/or direction; and
2. Consider adoption of **Resolution 2018-150** authorizing the City Manager to enter into a Professional Services Agreement with Tosdal Law Firm for legal services not to exceed \$75,000 in support of SEA.

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

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

B. PUBLIC HEARINGS: (B.1. – B.3.)

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

B.1. Public Hearing: Fire Mitigation, Park and Public Use Facilities Development Impact Fees. (File 0390-23)

Recommendation: That the City Council

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.
2. Introduce **Ordinance 492** establishing the Fire Mitigation Impact Fee (FMIF).
3. Introduce **Ordinance 493** establishing the Park Development Impact Fee (PDIF).
4. Introduce **Ordinance 496** establishing the Public Use Facilities Impact Fee (PUFIF).
5. Adopt **Resolution 2018-147**:
 - a. Accepting the 2018 Development Impact Fee (DIFs) Nexus and Calculation Report (Nexus Report) dated July 2, 2018.
 - b. Establishing the FMIF and determining that the FMIF shall be paid based upon the use of land set forth in the Summary of Development Impact Fee Rates table included in the Nexus Report, dated July 2, 2018.
 - c. Establishing that the FMIF shall become effective upon the effective date of Ordinance 492.
 - d. Establishing the PDIF and determining that the PDIF shall be paid based upon the use of land set forth in the Summary of Development Impact Fee Rates table included in the Nexus Report, dated July 2, 2018.
 - e. Establishing that the PDIF shall become effective upon the effective date of Ordinance 493.
 - f. Establishing the PUFIF and determining that the PUFIF shall be paid based upon the use of land set forth in the Summary of Development Impact Fee Rates table included in the Nexus Report, dated July 2, 2018.
 - g. Establishing that the PUFIF shall become effective upon the effective date of Ordinance 496.

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

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B.2. Public Hearing: City's Schedule of Fees Update Fiscal Year 2018-19. (File 0390-23)

Recommendation: That the City Council

1. Conduct the Public Hearing: Open the Public Hearing; Report Council Disclosures; Receive Public Testimony; Close the Public Hearing.
2. Adopt **Resolution 2018-148** updating the Fiscal Year 2018-19 Schedule of Fees.

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

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B.3. Public Hearing: Mixed Use Development Northwest Corner of Highway 101 and Dahlia Drive, Applicant: Zephyr Partners, Case 17-14-08. (File 0610-60)

The proposed DRP (Development Review Permit) condition amendments meet the minimum objective requirements under the Solana Beach Municipal Code and may be found consistent with the Highway 101 Specific Plan and General Plan. Therefore, Staff recommends that the City Council:

1. If the City Council makes the requisite findings and approves the proposed DRP amendments, adopt **Resolution 2018-146** for the Solana 101 project.

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

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C. STAFF REPORTS: (C.2. - C.6.)

Submit speaker slips to the City Clerk.

C.2. Adopt (2nd Reading) Ordinance 489 – Mayoral Duties. (File 0410-90)

Recommendation: That the City Council

1. Adopt **Ordinance 489** adding Section 2.04.015 to the Solana Beach Municipal Code which would codify Mayoral duties as set out in state law.

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

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C.3. Introduce (1st Reading) Ordinance 495 – Shared Mobility Program. (File 0840-40)

Recommendation: That the City Council

1. Introduce **Ordinance 495** establishing the guidelines for the Shared Mobility Plot Program.

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

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C.4. Introduce (1st Reading) Ordinance 497 – Sidewalk Vending. (File 0390-45)

Recommendation: That the City Council

1. Find this action is exempt from the CEQA pursuant to Sections 15061(b)(3) and 15378(b)(5) of the CEQA Guidelines because this action will not result in a physical change to the environment, directly or indirectly; and
2. Introduce **Ordinance 497** adding Chapter 4.52 “Sidewalk Vending” to the Solana Beach Municipal Code.

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

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

C.5. Citizen’s Initiative Petition for a Proposed Ordinance Regarding Commercial Cannabis (Marijuana) Retailers in Non-Residential Zones and Deliveries/Cultivation in All Zones. (File 0430-15)

Recommendation: That the City Council

1. Provide direction on Council’s course of action regarding the eligible petition:
 - a. Adopt **Ordinance 494** relating to use of the Commercial Cannabis (Marijuana) Retailers in Non-Residential Zones and Deliveries/Cultivation in All Zones Retailers in Non-Residential Zones and Deliveries/Cultivation in All Zones; or
 - b. Submit Ordinance 494 to the voters at the next general election, November 3, 2020; or
 - c. Order a report and return within 30 days to a City Council meeting.

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

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

C.6. Adopt (2nd Reading) Ordinance 491 adding Subsection 17.72.110(E) to the Solana Beach Municipal Code to Exempt City and City-Sponsored Projects. (File 0600-95)

Recommendation: That the City Council

1. Adopt **Ordinance 491** adding subsection 17.72.110(E) to make the expiration and extension requirements of section 17.72.110 inapplicable to City and City-sponsored projects.

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

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WORK PLAN COMMENTS:

Adopted June 13, 2018

COMPENSATION & REIMBURSEMENT DISCLOSURE:

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

COUNCIL COMMITTEE REPORTS: [Council Committees](#)

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

- a. City Selection Committee (meets twice a year) Primary-Edson, Alternate-Zito
- b. County Service Area 17: Primary-Zahn, Alternate-Hegenauer
- c. Escondido Creek Watershed Authority: Zahn /Staff (no alternate).
- d. League of Ca. Cities’ San Diego County Executive Committee: Primary-Edson, Alternate-Heebner and any subcommittees.
- e. League of Ca. Cities’ Local Legislative Committee: Primary-Edson, Alternate-Heebner
- f. League of Ca. Cities’ Coastal Cities Issues Group (CCIG): Primary-Edson, Alternate-Heebner
- g. North County Dispatch JPA: Primary-Heebner, Alternate-Edson
- h. North County Transit District: Primary-Edson, Alternate-Heebner
- i. Regional Solid Waste Association (RSWA): Primary-Hegenauer, Alternate-Heebner

- j. SANDAG: Primary-Zito, Alternate-Edson, 2nd Alternate-Heebner, and any subcommittees.
- k. SANDAG Shoreline Preservation Committee: Primary-Zito, Alternate-Hegenauer
- l. San Dieguito River Valley JPA: Primary-Hegenauer, Alternate-Heebner
- m. San Elijo JPA: Primary-Zito, Primary-Zahn, Alternate-City Manager
- n. 22nd Agricultural District Association Community Relations Committee: Primary-Heebner, Alternate-Edson

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

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

ADJOURN:

Next Regularly Scheduled Meeting is December 12, 2018

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

AFFIDAVIT OF POSTING

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

I, Angela Ivey, City Clerk of the City of Solana Beach, do hereby certify that this Agenda for the November 28, 2018 Council Meeting was called by City Council, Successor Agency to the Redevelopment Agency, Public Financing Authority, and the Housing Authority of the City of Solana Beach, California, was provided and posted on November 20, 2018 at 5:50 p.m. on the City Bulletin Board at the entrance to the City Council Chambers. Said meeting is held at 6:00 p.m., November 28, 2018, in the Council Chambers, at City Hall, 635 S. Highway 101, Solana Beach, California.

Angela Ivey, City Clerk
 City of Solana Beach, CA

UPCOMING CITIZEN CITY COMMISSION AND COMMITTEE MEETINGS:

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

- **Budget & Finance Commission**
 Thursday, December 20, 2018, 5:30 p.m. (City Hall)
- **Climate Action Commission**
 Wednesday, December 19, 2018, 5:30 p.m. (City Hall)
- **Parks & Recreation Commission**
 Thursday, November 29, 2018, 8:30 a.m. (Fletcher Cove Park)
- **Public Arts Commission**
 Tuesday, November 27, 2018, 5:30 p.m. (City Hall)
- **View Assessment Commission**
 Tuesday, December 18, 2018, 6:00 p.m. (Council Chambers)

ITEM A.1.

Minutes of the City Council

- May 30, 2018 Closed Session
Special Mtg
- June 13, 2018 Closed Session
Regular Mtg
- June 26, 2018 Closed Session
Special Mtg
- June 27, 2018 Closed Session
Regular Mtg

CITY OF SOLANA BEACH

SOLANA BEACH CITY COUNCIL, SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY,
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MINUTES

Joint Meeting - Closed Session
Wednesday, May 30, 2018 * 5:00 p.m.

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

CITY COUNCILMEMBERS

David A. Zito, Deputy Mayor

Jewel Edson, Councilmember

Judy Hegenauer, Councilmember

Lesa Heebner, Councilmember

Peter Zahn, Councilmember

Gregory Wade
City Manager

Johanna Canlas
City Attorney

Angela Ivey
City Clerk

CALL TO ORDER AND ROLL CALL:

Deputy Mayor Zito called the meeting to order at 5:00 p.m.

Present: David A. Zito, Jewel Edson, Judy Hegenauer, Lesa Heebner

Absent: Peter Zahn

Also Present: Greg Wade, City Manager
Johanna Canlas, City Attorney

PUBLIC COMMENT ON CLOSED SESSION ITEMS (ONLY): None

CLOSED SESSION:

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Government Code Section 54956.9(d)(2)

One (1) Potential case

2. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6

Agency designated representative: Gregory Wade

Employee organizations: Solana Beach Firefighter's Association

Action: No reportable action.

ADJOURN:

Deputy Mayor Zito adjourned the meeting at 5:55 p.m.

CITY OF SOLANA BEACH

SOLANA BEACH CITY COUNCIL, SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY,
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MINUTES

Joint SPECIAL Meeting

Wednesday, May 30, 2018 * 6:00 P. M.

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

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Judy Hegenauer, Councilmember

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Peter Zahn, Councilmember

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City Manager

Johanna Canlas
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CALL TO ORDER AND ROLL CALL:

Deputy Mayor Zito called the meeting to order at 6:00 p.m.

Present: David A. Zito, Jewel Edson, Judy Hegenauer, Lesa Heebner

Absent: Peter Zahn

Also Present: Greg Wade, City Manager
Johanna Canlas, City Attorney
Angela Ivey, City Clerk,
Dan King, Assistant City Manager
Mo Sammak, City Engineer/Public Works Dir.
Marie Berkuti, Finance Manager
Joseph Lim, Community Development Dir.

CLOSED SESSION REPORT: (when applicable)

Johanna Canlas, City Attorney, stated that there was no reportable action.

FLAG SALUTE:

APPROVAL OF AGENDA:

Motion: Moved by Councilmember Heebner and second by Councilmember Edson to approve. **Approved 4/1** (Absent: Zahn). Motion carried.

B. PUBLIC HEARINGS: (B.1.)

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

B.1. Public Hearing: Transition to District Based Elections – Review and Consideration of Draft Maps. (File 0430-60)

Recommendation: That the City Council

1. Conduct the Public Hearing: Open the Public Hearing; Disclosures; Receive Public Testimony; Close the Public Hearing.
2. Review and provide direction.

B.1. Supplemental Docs (Updated 5-30-18 at 3:15pm)

Draft Maps Available for Review

https://www.ci.solana-beach.ca.us/index.asp?SEC={4ECF7C34-9E8E-4AB5-8375-C07DED8E4260}&Type=B_BASIC&persistdesign=none

Transition to District-Based Elections Information

https://www.ci.solana-beach.ca.us/index.asp?SEC=56737889-4955-493D-8FBF-D9F2F8A9BC7A&DE=AC0A0B28-4797-4B86-A194-1DED681A8DAD&Type=B_BASIC

Johanna Canlas, City Attorney, introduced the item

Doug Johnson, National Demographics Corporation, presented a PowerPoint (on file) reviewing various maps explaining balanced and contiguous districts, the overall results of the 39 maps submitted, that some were balanced, some could be fixed to balance, and some could not be fixed to balance, and that all were then grouped accordingly.

Public Speakers

Manny Aguilar spoke about his support for map 506 on behalf of La Colonia Eden de Gardens, that it was based on a public meeting among the residents with input on the maps, that they supported this map of five districts, and making the best decision for the majority.

Lisa Montes spoke about her lifetime residency of Eden Gardens, that she was not aware of or invited to an open meeting in her neighborhood, that she was not in favor of districting but it was being forced on the City, that she was in favor of 411 quadrant map since it had the most balance so that all were represented, that if 4 districts and one Mayor were chosen then all residents would have two votes instead of just one, that she did not think there was a lack of representation, that two Latinos had served on City Council, that

Council had listened to the issues in Eden Gardens addressing the morning church bell ringing, funding camps, the skatepark, support for the Dia de los Muertos event, and restricting a new project in their area to two stories that initially wanted to build up to three stories.

Denise Rahmani said she spoke on behalf of COOSSA (Condominium Organization of South Sierra Avenue) who had collaborated with BBC (Beach & Bluff Conservancy), Solana Eastside Group, and La Colonia de Eden Gardens, by holding meetings to discuss the options, that COOSSA represented nine of the HOAs on S. Sierra totaling approximately 858 units, that it would not make sense to split up COOSSA since it was a contiguous group, that they favored map 506c on the City's website, and urged Council to consider the north south approach to keep contiguous and homogeneous, and that it met all of the required criteria.

Isiah Titus said that they were here because a lawyer named Shenkman sued the City claiming to protect Hispanics, but that few Hispanics supported the districting of Solana Beach, that if it was done poorly it could be disastrous, wondered why he never challenged San Diego Unified School District which was an at large district in the November election, or the San Diego County Board of Supervisors which was clearly gerrymandered to suppress minority votes, that he heard someone say that Shenkman's own town of Malibu was an at-large district, that there were motives that did not protect Hispanics, and that he understood that it came down to considering spending a \$100,000 rather than hundreds of thousands of dollars to defend a law suit.

Roger Boyd spoke about the opportunity to participate in this change, it was unfortunate that they were being guided in this direction by the California Voting Rights Act but it seemed to be the right thing to do at this time, that he supported the north south orientation and a rotating Mayor in the modified 506 alternative map, this design would maintain the cohesive neighborhoods intended by the developer years ago, including 16 HOAs that were contiguous and cohesive, today the Solana Eastside Community Group (SCCG) represents 2,000 residential units and approximately 5,000 citizens on the eastside of I-5, that rotating Mayor had always worked well and should not be changed.

Louise Abbott said she liked the quadrant idea, supported an elected mayor, would like to have 4 districts giving every citizen the opportunity to vote for 2 people, but if 5 districts were preferred then she would choose map 506 with a rotational Mayor, was not aware of the COOSSA situation and there would be ways to modify map 411 for the COOSSA problem, did not support other maps 415 and 417 that looks like they were gerrymandered in advance, that districting was probably a good thing for the City.

Vicki Driver said she represented Santa Fe Hills HOA on the east side of I-5 also known as the Santa Streets, that they should be able to vote for one of their neighbors that knew the needs of the direct neighborhood as well as the whole City, many maps carve out their HOA into two or three parts which was not acceptable to their HOA, that individual districts would bring to the table their own knowledge of that neighborhood, supported map 506 alternate with north south districts, and asked about how the streets were divided as they would often split Santa Helena off from their neighborhood and place it with the south

district, that Tracy Richmond's alternate maps used an overlay map to be specific about where each house laid on the street, and would encourage Council to consider that detail.

Al Evans spoke about speaking to many people in support of districting, everyone wanted more representation on the east side, support of map 506 alternate that came most closely to satisfying most of what had been talked about, and that most people supported a rotating Mayor.

John Boat spoke about the difficulty of creating the maps, supported map 506, that he was new to the community, that he made it as it would be if one was walking their dog they could run into a councilmember, grouped external issues like ocean, 101, lagoon, race track, I-5, and the golf course which made sense to him.

Susan McEachern spoke about her research of other cities that went through this, that they were divided by compact, visible boundaries, contiguous, population equality, and communities of interest, that the neighborhoods needed to be kept together and not broken up, supported the north south configurations, that she was concerned that she heard that some Councilmembers expressed a preference at public meetings, and that the public depended on Council to listen to everyone to come to a fair conclusion.

Deputy Mayor Zito said that there was no perfect map for everyone, that it was impressive that there were so many submittals that doubled the amount submitted by Encinitas that was four times the size of Solana Beach in less amount of time, that this exercise was very difficult for such a small City with a small population since it must be divided by population equally, and asked Council to provide their preference of map and explain why 4 or 5 districts.

Councilmember Heebner said that it was not an ideal exercise for a City of this size, that Solana Beach was the size of one district in Encinitas which was still a small City, that she had lived on the east and west side of I-5, on the east and west side of Highway 101, and on the north and the south side of Lomas Santa Fe, that what was important to her wherever she lived was getting to the beach, the freeway, open space, golf course, viewing the vistas, and getting to commercial zones on the east side. She said the Fairground issues bothered her regardless of where she lived, that it was a difficult scenario to break up streets but it would happen, that the assets of the City should be equally divided among the various districts, that currently residents voted for 5 positions so the four district would allow each person to vote for at least 2 people in two different positions, that she supported the variation of map 410 alternative balanced, that most everyone's interests were the same including mobility, pot holes, public safety, access to schools, fire stations, and the Sheriff serves equally around town, and that her concern was anyone feeling that a map was pitting neighborhood against neighborhood,

Councilmember Edson said that she had talked to many people around town, that she was concerned about the unintended consequences, there were many issues to consider when establishing the districts, that districts tended to cause a competitive and divisive environment in the way of funding projects and improvements, that the 4 districts with 1 elected Mayor was the best choice giving everyone 2 votes, that she spent all of her time on the 4 district maps and grouped them according to similarity.

Councilmember Hegenauer said that she did not want to go to districts, that most cities were forced to do it did not want to do it, that she felt the whole City was her community, had friends in every area of town, that she thought about how the population and density may change in the future over 5-10 years, that the issues of the community seem to affect everyone including access to the ocean, access to commercial, freeways, parks and open space, and that is how she drew her map, that she had narrowed it down to maps 404, 416, that are close to the ballpark of how they touch the whole community, and supported 4 districts and a citywide elected mayor.

Deputy Mayor Zito said that he could see the appeal of either 4 of 5 districts, that in the past the person who listened to him was not in his district, which was Tom Campbell, that was why the current system had worked well, that 4 districts at least give everyone two votes, that the rotating Mayor had worked well but the elected Mayor allows all people to have a vote on who that is, that there was no perfect solution, that the purpose would be to make sure all important areas of City were represented or influenced by multiple Councilmembers, that he favored the compact map 410, that was more quadrant but an extended view of Eden Gardens,

Councilmember Heebner said that Councilmember Zahn's letter shared his preference for map 404 with some variations and map 410.

Councilmember Edson said she liked 410 but would like it revised to not break up feather acres farms neighborhood, revised 417, and revised 404.

Deputy Mayor Zito said that among the comments that 410 and 404 and citywide Mayor mentioned as the most majority as starting points.

Doug Johnson, National Demographics Corporation, showed map 410 split (recent alternate/revised) and 410 beforehand.

Council discussed changing some boundaries and considering some HOAs.

Motion: Moved by Councilmember Heebner and second by Deputy Mayor Zito to close the public hearing. **Approved 4/1** (Absent: Zahn). Motion carried.

Motion: Moved by Councilmember Heebner and second by Councilmember Hegenauer to move forward with considerations of alternative map 404 and modified multiple options for 410 as discussed. **Approved 4/1** (Absent: Zahn). Motion carried.

ADJOURN:

Deputy Mayor Zito adjourned the meeting at 7:56 p.m.

CITY OF SOLANA BEACH

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



MINUTES

Joint Meeting - Closed Session
Wednesday, June 13, 2018 * 5:00 p.m.

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

CITY COUNCILMEMBERS

David A. Zito, Deputy Mayor

Jewel Edson, Councilmember

Judy Hegenauer, Councilmember

Lesa Heebner, Councilmember

Peter Zahn, Councilmember

Gregory Wade
City Manager

Johanna Canlas
City Attorney

Angela Ivey
City Clerk

CALL TO ORDER AND ROLL CALL:

Deputy Mayor Zito called the meeting to order at 5:00 p.m.

Present: David A. Zito, Jewel Edson, Judy Hegenauer, Lesa Heebner, Peter Zahn
Absent: None
Also Present: Greg Wade, City Manager
Johanna Canlas, City Attorney

PUBLIC COMMENT ON CLOSED SESSION ITEMS (ONLY): None

CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6
Agency designated representative: Gregory Wade
Employee organizations: Solana Beach Firefighter's Association

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957 - City Manager

3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Government Code Section 54956.9(d)(2) One (1) Potential case

4. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code section 54954.5(b)

Property: 700 Stevens Avenue
City Negotiator: City Manager Gregory Wade
Negotiating Parties: Steven Street, LLC

Under negotiation: price and terms

5. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION

Pursuant to Government Code Section 54956.9(d)(2) One (1) Potential case

Action: No reportable action.

ADJOURN:

Deputy Mayor Zito adjourned the meeting at 6:00 p.m.

CITY OF SOLANA BEACH

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



MINUTES

Joint REGULAR Meeting

Wednesday, June 13, 2018 * 6:00 P. M.

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

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

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

CITY COUNCILMEMBERS

David A. Zito, Deputy Mayor

Jewel Edson, Councilmember

Judy Hegenauer, Councilmember

Lesa Heebner, Councilmember

Peter Zahn, Councilmember

Gregory Wade
City Manager

Johanna Canlas
City Attorney

Angela Ivey
City Clerk

CALL TO ORDER AND ROLL CALL:

Deputy Mayor Zito called the meeting to order at 6:09 p.m.

Present: David A. Zito, Jewel Edson, Judy Hegenauer, Lesa Heebner, Peter Zahn

Absent: None

Also Present: Greg Wade, City Manager
Johanna Canlas, City Attorney
Angela Ivey, City Clerk,
Dan King, Assistant City Manager
Mo Sammak, City Engineer/Public Works Dir.
Marie Berkuti, Finance Manager
Corey Andrews, Principal Planner
Jason Shook, Marine Safety Captain
Mike Stein, Fire Chief, John Mayron, Sheriff's Captain

CLOSED SESSION REPORT:

Johanna Canlas, City Attorney, stated that there was no reportable action.

FLAG SALUTE:

APPROVAL OF AGENDA:

Motion: Moved by Councilmember Edson and second by Councilmember Heebner to approve. **Approved 5/0.** Motion carried unanimously.

PRESENTATIONS: Ceremonial items that do not contain in-depth discussion and no action/direction.
League of American Bicyclists – Bike Friendly City Certificate

ORAL COMMUNICATIONS:

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

Lane Sharman spoke about his appreciation of Council's engagement in community energy, that he got it off the ground in 2011, to consider conducting a public workshop or presentation going beyond the choice and rates and more on renewable energy,

Pat Tirona (time donated by Renee Hanson, Jim Gilmore) spoke about the generous grant received from the City that provided a robust magazine journal and newspaper collection for the library, as well purchasing popular books and DVDs, the Sheriff's Meet and Greet event, and the change in the library hours next week.

Renee Hansen spoke about the City's contribution to their collection including new DVDs for their special reading challenge program party, the summer learning program starting up on Thursdays.

Jim Gilmore spoke about the Coding program, which would teach middle-schoolers.

Cat, London, Gilbert, Ella Engleberg, Sofia Engleberg spoke about their appreciation for the City's interest in adding the crossing guards to their Work Plan and were hopeful that Council could help them work with the school district to have something in place for August.

Tracy Richmond spoke about serving on the Parks and Recreation Commission, and that he had been searching for pocket parks through the City and had identified one suitable site in the 4-500 block of Glenmont on the reservoir property that would be an ideal site for a public park. He said that he had contacted Michael Bartlet, General Manager, who indicated that a process between the City Council and his Board and Committee would need to take place and asked to add it to a future agenda.

Deputy Mayor Zito recessed the meeting for a break.

COUNCIL COMMUNITY ANNOUNCEMENTS / COMMENTARY:

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

A. CONSENT CALENDAR: (Action Items) (A.1. - A.7.)

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

A.1. Register Of Demands. (File 0300-30).

Recommendation: That the City Council

1. Ratify the list of demands for May 5-18, 2018.

Item A.1. Report (click here)

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

Motion: Moved by Councilmember Edson and second by Councilmember Heebner to approve. **Approved 5/0.** Motion carried unanimously.

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

Recommendation: That the City Council

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

Item A.2. Report (click here)

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

Motion: Moved by Councilmember Edson and second by Councilmember Heebner to approve. **Approved 5/0.** Motion carried unanimously.

A.3. Work Plan Fiscal Year 2018/19 Adoption. (File 0410-80)

Recommendation: That the City Council

1. Consider and adopt the final Fiscal Year 2018/2019 Work Plan.

Item A.3. Report (click here)

Item A.3. Supplemental Docs (Updated 6-13 at 1:15pm)

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

Motion: Moved by Councilmember Edson and second by Councilmember Heebner to approve. **Approved 5/0.** Motion carried unanimously.

A.4. Payment of the North County Dispatch JPA (North Comm) CalPERS Unfunded Accrued Liability. (File 0150-76)

Recommendation: That the City Council

1. Adopt **Resolution 2018-068** authorizing the lump sum payment of the CalPERS UAL for North Comm in the amount of \$61,291 in Fiscal Year 2017/18.

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

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

Motion: Moved by Councilmember Edson and second by Councilmember Heebner to approve. **Approved 5/0.** Motion carried unanimously.

A.5. Appropriations Limit Fiscal Year 2018/19. (File 0330-60)

Recommendation: That the City Council

1. Adopt **Resolution 2018-060**, establishing the FY 2018/19 Appropriations Limit in accordance with Article XIIB of the California Constitution and Government Code Section 7910 and choosing the County of San Diego's change in population growth to calculate the Appropriations Limit.

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

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

Motion: Moved by Councilmember Edson and second by Councilmember Heebner to approve. **Approved 5/0.** Motion carried unanimously.

A.6. Fire Benefit Fee Fiscal Year (FY) 2018/19. (File 0390-23)

Recommendation: That the City Council

1. **Resolution 2018-061:**
 - a. Setting the FY 2018/19 Fire Benefit Fee at \$10.00 per unit, and
 - b. Approving the Fee for levying on the tax roll.

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

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

Motion: Moved by Councilmember Edson and second by Councilmember Heebner to approve. **Approved 5/0.** Motion carried unanimously.

A.7. Municipal Improvement Districts Benefit (MID) Fees Fiscal Year (FY) 2018/19.
(File 0495.20)

Recommendation: That the City Council

1. Approve **Resolution 2018-062**, setting the Benefit Charges for MID No. 9C, Santa Fe Hills, at \$232.10 per unit for FY 2018/19.
2. Approve **Resolution 2018-063**, setting the Benefit Charges for MID No. 9E, Isla Verde, at \$68.74 per unit for FY 2018/19.
3. Approve **Resolution 2018-064**, setting the Benefit Charges for MID No. 9H, San Elijo Hills # 2, at \$289.58 per unit for FY 2018/19.
4. Approve **Resolution 2018-065**, setting the Benefit Charges for MID No. 33, Highway 101/Railroad Right-of-Way, at \$3.12 per unit for FY 2018/19.

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

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

Motion: Moved by Councilmember Edson and second by Councilmember Heebner to approve. **Approved 5/0.** Motion carried unanimously.

B. PUBLIC HEARINGS: (B.1.)

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

B.1. Public Hearing: Consider Introduction (1st Reading) of Ordinance 487 Amending the Highway 101 Specific Plan – Specific Plan Amendment No. 17-18-09. (File 0600-70)

Recommendation: That the City Council

1. Consider introduction (1st reading) of **Ordinance 487** amending the Highway 101 Specific Plan.

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

[Item B.1. Supplemental Docs \(Updated 6-13 at 3:00pm\)](#)

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

Greg Wade, City Manager, introduced the item.

Joe Lim, Community Development Dir., presented a PowerPoint (on file).

Deputy Mayor Zito opened the public hearing.

Cindi Clemons said that reducing the maximum height of buildings to 26 ft. is necessary to maintain the character and charm of the City, making exceptions only to hotels, her concern about the 3-story building on Plaza because it blocked the ocean view and that adding rooftop decks should be limited to single story structures only because with patio furniture and potted plants it appears to be a 2nd story.

Richard Hendlin said he supported Ordinance 487, that the changes to the Highway 101 Specific Plan would benefit the citizens of the community, that it was an important land use decision, and agreed with Cindi Clemons on limiting rooftop decks to first floor only.

Brad Jacobs said he supported the Specific Plan that the community had charm and great location and that the restrictions would provide builders with the clarity to allow them to plan projects that would be profitable in a controlled manner.

Gary Martin said he supported the proposed amendment to the Highway 101 Specific Plan, the issue was what should it look like in the future, what was the right scale to make Solana

Beach a great place for residents and for destination and retail customers, that preserving the character of the City by looking at the scale of the buildings and the maximum height was a good way to accomplish that, the height limitation on South Cedros had not hurt businesses, and that he submitted a letter regarding rooftop decks for Council consideration.

Kelly Harless spoke about her support for the plan, that it was a good balance and the reason developers were flocking to Solana Beach, and the 3-story height exception for hotels/motels west of the Highway 101 and the potential block of ocean view.

Tracy Richmond said he supported the proposed amendments, to prohibit rooftop decks, preserve the eclectic nature of Solana Beach and limit building heights to 26 ft.

Council and Staff discussion included providing developers what they asked for in terms of consistency, favoring the 26 ft. maximum building height, maximum 3-story hotels, encouraging affordable housing, clarifying decks and rooftops, exempting the Marine Safety Center, refining the definition of decks to say no deck or area capable of occupancy shall be constructed at/on/or above or within 6 ft. of the roof of the second floor of a building, that would give that deck the ability to have railing of 42" and maybe an umbrella that would not extend beyond the roof of the second floor, and specifying measuring it 20 ft. from the ground floor.

Motion: Moved by Councilmember Heebner and second by Deputy Mayor Zahn to close the public hearing. **Approved 5/0.** Motion carried unanimously.

Motion: Moved by Councilmember Heebner and second by Councilmember Edson to approve the ordinance introduction with the addition of changes noted updating 'project' to 'projections', changing 'visitor accommodations' to 'motel,' reference to roof deck definition utilizing language submitted by Gary Martin including using the reference to height being no more than 20 ft. from the ground floor, exempting the Marine Safety Center, updating footnotes in section 4.2 note l., section 4.3 note j., section 4.4 note f. **Approved 5/0. Motion carried unanimously.**

C. STAFF REPORTS: (C.1. - C.4.)

Submit speaker slips to the City Clerk.

C.1. Climate Action Commission Appointment. (File 0120-06)

Recommendation: That the City Council

1. Make one appointment (by Council-at-large) to the vacant resident position on the Climate Action Commission with a term expiration date of January 2019.

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

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

Motion: Moved by Councilmember Hegenauer and second by Councilmember Heebner to appoint Patricia Larchet. **Approved 5/0.** Motion carried unanimously.

C.4. Community Grant Program Requests Fiscal Year 2018-19. (File 0330-25)

Recommendation: That the City Council

1. Receive the Staff Report, Community Grant applications and consider both the applications and the presentations from the grant applicants. This item will come back to the City Council at the June 27, 2018 City Council Meeting for Council's grant allocations.

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

[Item C.4. Updated Report #1 \(Updated 6-07 at 4:00pm\)](#)

[Item C.4. Supplemental Docs \(Updated 6-13 at 9:00am\)](#)

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

Dan King, Assistant City Manager introduced the item and said that 12 of the 14 applicants would be presenting.

Deputy Mayor Zito reviewed the time allotment of 3 minutes for each organization to present their application, that Council would ask any relevant questions, and clarified that each individual had one opportunity to speak on the item, so if one wanted to speak to another application, they would need to do so within their original 3 minute allotted time.

The following organizations presented their application and answered questions from Council.

- American Association of University Women
- Assistance League,
- Boys & Girls Club La Colonia Clubhouse Youth Program
- Casa de Amistad
- CRC (Community Resource Center)
- La Colonia de Eden Gardens
- North County Repertory Theatre
- North County Immigration & Citizenship Center
- Reality Changers
- Solana Beach Civic & Historical Society
- Solana Beach Disconnect Collective
- Solana Beach Soccer Club

Deputy Mayor Zito recessed the meeting at 8:24 p.m. for a break and reconvened at 8:29 p.m.

C.2. New Exclusive Solid Waste and Recycling Franchise Agreement with EDCO Waste and Recycling. (File 1030-15)

Recommendation: That the City Council

1. Adopt **Resolution 2018-075** approving the new Exclusive Franchise Agreement with EDCO for residential and commercial solid waste and recycling services.

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

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

Greg Wade, City Manager, introduce the item

Dan King, Assistant City Manager, presented a PowerPoint (on file)

Council discussion and questions of the consultant.

Motion: Moved by Councilmember Heebner and second by Councilmember Edson to approve. **Approved 5/0.** Motion carried unanimously.

C.3. Adopting Adjustments to the Fiscal Year (FY) 2018/19 Adopted Budget. (File 0330-30)

Recommendation: That the City Council

1. Adopt **Resolution 2018-070** approving amendments to the Fiscal Year FY 2018/19 Adopted Budget and provide further direction on FY 2018/19 CIP (Capital Improvement Projects) project priorities.

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

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

Greg Wade, City Manager, introduced the item.

Marie Berkuti, Finance Manager, presented a PowerPoint (on file).

Motion: Moved by Deputy Mayor Zahn and second by Councilmember Heebner to approve. **Approved 5/0.** Motion carried unanimously.

COMPENSATION & REIMBURSEMENT DISCLOSURE: None

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

COUNCIL COMMITTEE REPORTS:

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

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

ADJOURN:

Deputy Mayor Zito adjourned the meeting at 9:36 p.m.

CITY OF SOLANA BEACH

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



MINUTES

Joint Meeting - Closed Session

Tuesday, June 26, 2018 * 5:00 p.m.

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

CITY COUNCILMEMBERS

David A. Zito, Deputy Mayor

Jewel Edson, Councilmember

Judy Hegenauer, Councilmember

Lesa Heebner, Councilmember

Peter Zahn, Councilmember

Gregory Wade
City Manager

Johanna Canlas
City Attorney

Angela Ivey
City Clerk

CALL TO ORDER AND ROLL CALL:

Deputy Mayor Zito called the meeting to order at 5:00 p.m.

Present: David A. Zito, Jewel Edson, Judy Hegenauer, Lesa Heebner, Peter Zahn
Absent: None
Also Present: Greg Wade, City Manager
Johanna Canlas, City Attorney

PUBLIC COMMENT ON CLOSED SESSION ITEMS (ONLY): None

CLOSED SESSION:

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Government Code Section 54956.9(d)(2)

One (1) Potential case

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957

City Manager

Action: No reportable action.

ADJOURN:

Deputy Mayor Zito adjourned the meeting at 5:55 p.m.

CITY OF SOLANA BEACH

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



MINUTES

Joint SPECIAL Meeting
Tuesday, June 26, 2018 * 6:00 p.m.

Minutes contain a summary of significant discussions and formal actions taken at a City Council meeting.
City Hall / Council Chambers, 635 S. Highway 101, Solana Beach, California

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CITY COUNCILMEMBERS

David A. Zito, Deputy Mayor

Jewel Edson, Councilmember

Judy Hegenauer, Councilmember

Lesa Heebner, Councilmember

Peter Zahn, Councilmember

Gregory Wade
City Manager

Johanna Canlas
City Attorney

Angela Ivey
City Clerk

CALL TO ORDER AND ROLL CALL:

Deputy Mayor Zito called the meeting to order at 6:05 pm

Present: David A. Zito, Jewel Edson, Judy Hegenauer, Lesa Heebner, Peter Zahn

Absent: None

Also Present: Greg Wade, City Manager
Johanna Canlas, City Attorney
Angela Ivey, City Clerk,
Marie Berkuti, Finance Manager

CLOSED SESSION REPORT: (when applicable)

Johanna Canlas, City Attorney, stated that there was no reportable action.

FLAG SALUTE:

APPROVAL OF AGENDA:

Motion: Moved by Councilmember Heebner and second by Councilmember Zahn to approve. **Approved 5/0.** Motion carried unanimously.

ORAL COMMUNICATIONS: None

This portion of the agenda provides an opportunity for members of the public to address the City Council on items relating to City business and not appearing on today's agenda by submitting a speaker slip (located on the back table) to the City Clerk. Comments relating to items on this evening's agenda are taken at the time the items are heard. Pursuant to the Brown Act, no action shall be taken by the City Council on public comment items. Council may refer items to the City

Manager for placement on a future agenda. The maximum time allotted for each presentation is THREE MINUTES (SBMC 2.04.190). Please be aware of the timer light on the Council Dais.

COUNCIL COMMUNITY ANNOUNCEMENTS / COMMENTARY:

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

B. PUBLIC HEARINGS: (B.1.)

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

B.1. Public Hearing: District-Based Elections / Content of Draft Maps, Sequence of Elections – Receive Input From the Community and Council Consideration of Introducing (1st Reading) Ordinance 488 to Adopt District Boundary Maps and Sequence of Elections Pursuant to Elections Code § 10010. (File 0430-60)

Recommendation: That the City Council

1. Open the public hearing and invite members of the public to provide feedback on the initial draft maps, Focus Maps, and potential election sequencing presented; and
2. Close the public hearing and select a preferred map and set the sequence of elections; and
3. Introduce (1st Reading) **Ordinance 488**, an Ordinance of the City of Solana Beach, California, Establishing a By-District Election Process in Four Council Districts With an Elective Office of Mayor Pursuant to California Elections Code § 10010 & California Government Code §§ 34871(C) & 34886, incorporating the adopted map and sequence of elections.

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

[Item B.1. Supplemental Docs \(Updated 6-26-18 at 245pm\)](#)

[District Election Maps – Focus Maps & Election Sequencing webpage](#) link here as well as in Staff Report
Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

Deputy Mayor Zito opened the public hearing.

Council disclosures.

Doug Johnson, NDC demographer, presented a PowerPoint (on file) reviewing the Focus Maps.

Council discussed balancing of districts and deviation of population.

Dave Clemons spoke about his support for map 410e that met an almost equal population distribution among the four districts, and that it met the compact and contiguous principals that was the goal in defining districts.

Ronald Lubesnick spoke in support of map 410d since it contains the Home Owners Associations (HOAs) along the coast in a single district, map 410c as an alternate as it also kept the HOAs together, and his and other bluff homeowners having the same interests.

Denise Rahmani spoke about being an executive committee member of COOSSA (Condominium Owners of South Sierra Ave.), the shared interest of those living on the bluff, preference of maps 410d and 410c as an alternative to keep cohesive members in the same district, and the Board of Directors for Seascape Management Corp. and the HOA having passed a resolution in support of map 410d.

Roger Boyd spoke about his original support for the 5-district map 506 to maintain the cohesiveness for east side residents, and that he supported maps 410c or 410d if a four-district option was going to prevail, these maps would maintain the neighborhood relationship established more than 50 years ago.

Mary Jane Boyd spoke about not supporting any of the maps presented, City Council's compromised integrity of the redistricting process, three Council members publicly stated their position for a 4-district division of the City with an elected mayor and an east-west orientation at the 1st public meeting, the confirmation of this same position at the second public meeting, a map drawn up by a community member that supported the configuration stated by three Council members, 9 out of 10 public speakers had urged Council to consider a 5-district map with a rotating mayor, the 4-district map with an elected mayor did not follow natural boundaries and divided the largest HOA on the east side of the City, that a fair districting process would have created equal representation from all segments of the City, and concerns that the sequence of events described did not meet legal requirements for the districting process.

Kelly Harless spoke about not supporting district elections but understood the City's consideration of the legal threat, the importance of finding a broad representation for all districts, support for map 410e that touched each of the major areas of the City, concerns that the motivation that pushed district elections was not to address the needs of potentially underrepresented Latinos residing in the City but rather an attempt to meet the desires of certain special interest groups, that map 410e placed Eden Gardens and La Colonia in its own district, the importance of allowing as many residents as possible to have a say in what was decided, that the City's assets belonged to all residents and they should have a say in them, district elections limited the number of votes for each member of the community, and support for map 410e which allowed for each resident to vote for two people, one in their district and an elected mayor.

Lisa Montes spoke about her outreach to the Eden Gardens neighborhood supporting map 410e, that everyone was happy about projects in all areas of the City that were supported by the City Council, the City being forced into districting from a threat of litigation, her

preference to vote for two representatives rather than one, the 37 signatures she obtained from Eden Gardens residents who were happy to sign the petition supporting the map, and she submitted the list of the signatures (on file).

Tracy Richmond spoke of his opposition to districting, voting was not polarized in the City, support of map 410e, districts created balkanization of the City, the importance of sharing interests among as many assets as possible, and the most equitable distribution of the population was map 410e.

Gary Martin spoke about map 410e most closely representing the population, providing more representation by way of four-districts rather than 5-districts, crucial community assets such as Highway 101, Cedros Ave., and the bluffs deserved to have as much representation as possible.

Gerri Retman (time donated by Ira Opper) spoke about her opposition to districting, carving out neighborhoods into districts were supported by a small group of people hoping that districts would allow certain special interest candidates to be elected, and support for map 410e as the best choice to give four districts access to as many assets as possible.

Keith Spears spoke about the issues of combining a district on the east side of the I-5 with the west side, the east side's issues of less dense housing, a golf course, and different traffic issues made it specific to the residents on that side, the importance of an east-side only district to ensure representation, map 410e met a lot of the needs, SANDAG's demographics from the 2010 census, and a recent Supreme Court decision in Texas that dealt with the issue of race.

Janet Nielson spoke of her support for map 410e.

Johanna Canlas, City Attorney, stated Councilmembers could not be censured for expressing their opinions, that Councilmembers were also citizens of the City and did not forego their first amendment right, they had the right to participate in the public process, and that Council would exercise impartiality in making their decision.

Motion: Moved by Councilmember Heebner and second by Councilmember Edson to close the public hearing. **Approved 5/0.** Motion carried unanimously.

Councilmember Edson spoke about the time and effort she spent in reviewing all maps, her residency on both the east and west side of I-5 and the north and south side of Lomas Santa Fe over 20 years, public input that she received mostly favored maintaining at-large elections, Councilmembers had been elected throughout the City's geography, the diversity of past elections and winning candidates, placing the City's financial wellbeing of the City above her own and other residents' interests to fight an unfair and unproven claim, potential negative impacts of district elections, and her preference for map 410e offering the best balance, least population deviation, and having the most access to major City property assets.

Councilmember Heebner spoke about her opposition of the district elections, map 410e being the most sensible, community assets being represented by as many

Councilmembers as possible, her residency on the east and west of I-5 and north and south of Lomas Santa Fe over 42 years, and her choice for a map that provided the most broad representation of the City's assets among the elected councilmembers.

Councilmember Zahn spoke about the high cost of contesting the allegations and the City being compelled to go through this process, that all benefit from the City's significant areas, that the ideal configuration would be as compact as possible, easily ascertainable boundaries, some concentration of Latino residents, the most access to representing the cost, and preferred map 410e due to its balance, little population deviation, and preserved strong Latino community of interest.

Councilmember Hegenauer spoke about her disfavor for districting, everyone having different interests and concerns in a community, her comparisons of the 404's and 410's, elected Councilmembers should be required to care about the entire City, and that she would vote for 410e.

Deputy Mayor Zito spoke about not being able to satisfy everyone, the process was not being mandated by the California Voting Rights (CVRA) but were facilitated by it, the data of citywide voting age population of Hispanic was 8% and registered voters were 6%, the history of the City's election showed that 8% of the elected Councilmembers had been Hispanic, the allegation of misrepresentation was unfounded, that public input between speakers and written submittals favored a citywide mayor vs. 5-districts by 2:1, a Mayor representing the entire City and not just one district, and that he favored map 410f which combined all of the COOSSA organizations together and had 3 districts touching the transit district property.

Motion: Moved by Councilmember Heebner and second by Councilmember Zahn to approve Map 410e, election sequencing proposed with Districts 1 & 3 and Mayor Elect occurring in 2020 and Districts 2 & 4 occurring in 2022. **Approved 5/0.** Motion carried unanimously.

COMPENSATION & REIMBURSEMENT DISCLOSURE: None

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

ADJOURN:

Deputy Mayor Zito adjourned the meeting at 7:13 p.m.

CITY OF SOLANA BEACH

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



MINUTES

Joint Meeting - Closed Session

Wednesday, June 27, 2018 * 5:00 p.m.

City Hall / Council Chambers, 635 S. Highway 101, Solana Beach, California
Teleconference - Hotel Aspen, 110 West Main Street. Aspen, Colorado

CITY COUNCILMEMBERS

David A. Zito, Deputy Mayor

Jewel Edson, Councilmember

Judy Hegenauer, Councilmember

Lesa Heebner, Councilmember

Peter Zahn, Councilmember

Gregory Wade
City Manager

Johanna Canlas
City Attorney

Angela Ivey
City Clerk

CALL TO ORDER AND ROLL CALL:

Deputy Mayor Zito called the meeting to order at 5:00 p.m.

Present: David A. Zito, Jewel Edson, Judy Hegenauer, Lesa Heebner, Peter Zahn
Absent: None
Also Present: Greg Wade, City Manager
Johanna Canlas, City Attorney

PUBLIC COMMENT ON CLOSED SESSION ITEMS (ONLY): None

CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6

Agency designated representative: Gregory Wade

Employee organizations: Solana Beach Firefighter's Association

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957 - City Manager

3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Government Code Section 54956.9(d)(2) One (1) Potential case

Action: No reportable action.

ADJOURN:

Deputy Mayor Zito adjourned the meeting at 6:05 p.m.

CITY OF SOLANA BEACH

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



MINUTES

Joint REGULAR Meeting
Wednesday, June 27, 2018 * 6:00 p.m.

Minutes contain a summary of significant discussions and formal actions taken at a City Council meeting.
City Hall / Council Chambers, 635 S. Highway 101, Solana Beach, California
Teleconference - Hotel Aspen, 110 West Main Street. Aspen, Colorado

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

CITY COUNCILMEMBERS

David A. Zito, Deputy Mayor

Jewel Edson, Councilmember

Judy Hegenauer, Councilmember

Lesa Heebner, Councilmember

Peter Zahn, Councilmember

Gregory Wade
City Manager

Johanna Canlas
City Attorney

Angela Ivey
City Clerk

CALL TO ORDER AND ROLL CALL:

Deputy Mayor Zito called the meeting to order at 6:16 p.m.

Present: David A. Zito, Jewel Edson, Judy Hegenauer, Peter Zahn

Absent: Lesa Heebner

Also Present: Greg Wade, City Manager
Johanna Canlas, City Attorney
Angela Ivey, City Clerk,
Dan King, Assistant City Manager
Mo Sammak, City Engineer/Public Works Dir.
Marie Berkuti, Finance Manager
Joseph Lim, Community Development Dir.

CLOSED SESSION REPORT: (when applicable)

FLAG SALUTE:

APPROVAL OF AGENDA:

Motion: Moved by Councilmember Edson and second by Councilmember Hegenauer to approve. **Approved 4/0/1** (Absent: Heebner). Motion carried.

ORAL COMMUNICATIONS:

This portion of the agenda provides an opportunity for members of the public to address the City Council on items relating to City business and not appearing on today's agenda by submitting a

speaker slip (located on the back table) to the City Clerk. Comments relating to items on this evening's agenda are taken at the time the items are heard. Pursuant to the Brown Act, no action shall be taken by the City Council on public comment items. Council may refer items to the City Manager for placement on a future agenda. The maximum time allotted for each presentation is THREE MINUTES (SBMC 2.04.190). Please be aware of the timer light on the Council Dais.

Dr. Ed Siegel spoke about a 2005 resolution to sing the Star Spangled Banner in G major, a July 4th event where he would be conducting 30,000 people singing the song with the Symphony, his annual Sing-a-Long, and his certification of appreciate from former Mayor Schlesinger.

Carol Dahlberg-Bohl spoke about her opposition to the 2-hour parking enforcement on Via de la Valle to Cofair, the need for residential parking passes, and to not enforce the parking in the area or move the parking signs.

COUNCIL COMMUNITY ANNOUNCEMENTS / COMMENTARY:

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

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

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

A.1. Register Of Demands. (File 0300-30)

Recommendation: That the City Council

1. Ratify the list of demands for May 5–18, 2018.

Item A.1. Report (click here)

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

Motion: Moved by Councilmember Edson and second by Councilmember Hegenauer to approve. **Approved 4/0/1** (Absent: Heebner). Motion carried.

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

Recommendation: That the City Council

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

Item A.2. Report (click here)

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Motion: Moved by Councilmember Edson and second by Councilmember Hegenauer to approve. **Approved 4/0/1** (Absent: Heebner). Motion carried.

A.3. City Investment Policy Fiscal Year 2018/19. (File 350-30)

Recommendation: That the City Council

1. Adopt **Resolution 2018-066** approving the City's Investment Policy for Fiscal Year 2018/19.

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

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

Motion: Moved by Councilmember Edson and second by Councilmember Hegenauer to approve. **Approved 4/0/1** (Absent: Heebner). Motion carried.

A.4. Cooperative Fire Management Services Third Amendment to Agreement by and between the Cities of Del Mar, Encinitas, and Solana Beach. (File 0260-10)

Recommendation: That the City Council

1. Adopt **Resolution 2018-082:**
 - a. Approving the Third Amendment to the Agreement for Cooperative Fire Management Services by and between the cities of Del Mar, Encinitas, and the Solana Beach; and
 - b. Authorizing the City Manager to execute the third amendment.

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

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Motion: Moved by Councilmember Edson and second by Councilmember Hegenauer to approve. **Approved 4/0/1** (Absent: Heebner). Motion carried.

A.5. Advanced Life Support First Responder Services, County Service Area 17, County of San Diego Contract Amendment. (File 0260-00)

Recommendation: That the City Council

1. Adopt **Resolution 2018-085:**
 - a. Approving Amendment 13 Contract No. 45207 with the County of San Diego Purchasing and Contracting to extend advanced life support first responder services in County Service Area 17.
 - b. Authorizing the City Manager to execute the Amendment to the Contract on behalf of the City of Solana Beach.

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

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Motion: Moved by Councilmember Edson and second by Councilmember Hegenauer to approve. **Approved 4/0/1** (Absent: Heebner). Motion carried.

A.6. 2017 Street Maintenance & Repair Project. (File 0820-35)

Recommendation: That the City Council

1. Adopt **Resolution 2018-081:**

- a. Authorizing the City Council to accept, as complete, the 2017 Street Maintenance & Repair Project, Bid No. 2017-08, performed by PAL General Engineering.
- b. Authorizing the City Clerk to file a Notice of Completion.
- c. Approving an additional contingency of \$37,646 and authorizing the City Manager to approve cumulative change orders up to a revised construction contingency amount of \$106,646.

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

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

Motion: Moved by Councilmember Edson and second by Councilmember Hegenauer to approve. **Approved 4/0/1** (Absent: Heebner). Motion carried.

A.7. Ratifying the City Manager's Decision to Install Stop Signs on Santa Helena at Sun Valley and Accepting the Donation of Two Speed Feedback Signs by the Isla Verde Homeowners Association for Use Along Highland Drive. (File 0860-50)

Recommendation: That the City Council

1. Adopt **Resolution 2018-080**:
 - a. Ratifying the City Manager's decision to install stop signs in both directions on Santa Helena at Sun Valley Road.
 - b. Authorizing the City Manager to accept the donation of two speed feedback signs from the Isla Verde Homeowners Association for use on Highland Drive between San Lucas Drive and San Andres Drive.

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

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

Motion: Moved by Councilmember Edson and second by Councilmember Hegenauer to approve. **Approved 4/0/1** (Absent: Heebner). Motion carried.

A.8. Audit Services Agreement with Lance, Soll, and Lunghard for Audit Services. (File 0310-05)

Recommendation: That the City Council

1. Adopt **Resolution 2018-083** approving and ratifying professional services agreement with Lance, Soll, and Lunghard for audit services.

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

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

Motion: Moved by Councilmember Edson and second by Councilmember Hegenauer to approve. **Approved 4/0/1** (Absent: Heebner). Motion carried.

A.9. Community Development Professional Service Agreements with Coastal Frontiers Corporation, Telecom Law Firm and City Place Planning. (File 0600-90)

Recommendation: That the City Council

1. Adopt **Resolution 2018-071**, authorizing the City Manager to execute a Professional Services Agreement with Coastal Frontiers.

2. Adopt **Resolution 2018-072**, authorizing the City Manager to execute a Professional Services Agreement with Telecom Law Firm.
3. Adopt **Resolution 2018-074**, authorizing the City Manager to execute Professional Services Agreement Amendment #1 with City Place Planning.

Item A.9. Report (click here)

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

Motion: Moved by Councilmember Edson and second by Councilmember Hegenauer to approve. **Approved 4/0/1** (Absent: Heebner). Motion carried.

B. PUBLIC HEARINGS: (B.1. – B.2.)

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

B.1. Public Hearing: Solana Beach Coastal Rail Trail Maintenance District Fiscal Year 2018/19 Final Engineer's Report and Ordering the Levy and Collection of Annual Assessments. (File 0610-60)

Recommendation: That the City Council

1. Conduct the Public Hearing: Open the public hearing, Report Council disclosures, Receive public testimony, Close the public hearing.
2. Adopt **Resolution 2018-076**, approving the Engineer's Report regarding the Coastal Rail Trail Maintenance District.
3. Adopt **Resolution 2018-077**, ordering the levy and collection of the annual assessments regarding the Coastal Rail Trail Maintenance District for Fiscal Year 2018/19.

Item B.1. Report (click here)

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

Greg Wade, City Manager, introduced the item.

Angela Ivey, City Clerk, reported there were no protests received.

Motion: Moved by Councilmember Edson and second by Councilmember Hegenauer to close the public hearing. **Approved 4/0/1** (Absent: Heebner). Motion carried.

Motion: Moved by Councilmember Zahn and second by Councilmember Edson to approve. **Approved 4/0/1** (Absent: Heebner). Motion carried.

B.2. Public Hearing: Solana Beach Lighting District Fiscal Year (FY) 2018/19 Final Engineer's Report and Ordering the Levy and Collection of Annual Assessments. (File 0600-40)

Recommendation: That the City Council

1. Conduct the Public Hearing: Open the public hearing, Report Council disclosures, Receive public testimony and Close the public hearing.
2. Adopt **Resolution 2018-078** confirming the diagram and assessment and approving the Engineer's Report.
3. Adopt **Resolution 2018-079** ordering the levy and collection of annual assessments for FY 2018/19 and ordering the transmission of charges to the County Auditor for collection.

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

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

Motion: Moved by Councilmember Edson and second by Councilmember Hegenauer to close the public hearing. **Approved 4/0/1** (Absent: Heebner). Motion carried.

Motion: Moved by Councilmember Hegenauer and second by Councilmember Edson to approve. **Approved 4/0/1** (Absent: Heebner). Motion carried.

C. STAFF REPORTS: (C.1. - C.7.)

Submit speaker slips to the City Clerk.

C.2. Climate Action Plan Implementation Plan and Cost Study. (File 220-10)

Recommendation: That the City Council

1. Approve **Resolution 2018-087** approving the CAP Implementation Plan and Cost Study.

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

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

Dan King, Assistant City Manager, presented a PowerPoint (on file)

Poonam Boparai, Ascent Environmental, spoke of checking off items as complete as well as ongoing tracking of the larger goal.

Council discussed the work of many contributors that led to this plan and study, working with multiple partners, taking advantage of other opportunities such as potable re-use, in addition to the purple pipe listed, and other ideas that may suit the organization, the C.C.A.

(Community Choice Aggregation) was the second largest mitigation measure in the plan, and updates of the list for completed and pending tasks.

Motion: Moved by Councilmember Zahn and second by Councilmember Hegenauer to approve. **Approved 4/0/1** (Absent: Heebner). Motion carried.

C.3. Community Grant Program Awards Fiscal Year 2018/19. (File 0330-25)

Recommendation: That the City Council

1. Select the FY 2018/19 Community Grant Program recipients and identify an award amount to each recipient.
2. Adopt **Resolution No. 2018-086**
 - a. Authorizing the funding for the selected community grant applicants for financial assistance under the FY 2018/19 Community Grant Program.
 - b. Appropriating \$5,000 to the Community Grant revenue account and the Contribution to Other Agencies expenditure account in the General Fund.
 - c. Authorizing the City Treasurer to amend the FY 2018/19 Adopted Budget accordingly.

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

[Item C.3. Supplemental Docs \(Updated 6-27 at 430pm\)](#)

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

Deputy Mayor Zito introduced the item.

Public Speakers

Manny Aguilar and Mary Ann Aguilar, representing La Colonia de Eden Gardens, Inc. Foundation, spoke about their financials, governance, unfounded allegations, and that all of the paperwork requested by the City was provided.

Carmen Blum spoke about the amazing work that all of the organizations provided to the community, considering modifying the presentation process by not conducting it in public, and streamlining the focus on the specific organizations and their requests to eliminate personal comments or family feuds that were not productive.

Olga Vasquez, UCSD, spoke about her past service to these programs serving children in La Colonia, that the organization's Teenology Ranger project was excellent and a large percentage of participants desired to attend college, her involvement acting as an advisor, and that the project was a model across the state.

Jan Kooistra said that she was the site coordinator with La Clase Majica, and spoke about La Colonia organization's support by providing healthy snacks for kids, and that the organization had always done a wonderful job with after school kids.

Margaret Hellerboard spoke about her membership at St. James, her familiarity with the Aguilars who had a sense of pride in the community, and her request that Council support the organization.

Deputy Mayor Zito stated that the process had to be public, and not behind the scenes, because a public agency was using public funds, and the right of the public to speak.

Council discussed funding for La Colonia de Eden Gardens Foundation, that the subject of the allegations made against the organization had made their application less competitive, that the organization had made great contributions to the community over the years, that there was no confirmation of the allegations so it was difficult to assess the concerns, that the City would be contributing funds to the Dia de los Muertos event through the Parks and Recreation Commission this year effectively providing grant support to them, that something had happened between two parties causing divisiveness, that the issue needed to be addressed because both parties were well respected in the community, and that Councilmembers were interested in offering any assistance in facilitating a resolution among the parties.

Council spoke about their proposed allocations, reasons for funding organizations, common interests, and reached consensus on the allocation of the funds.

Motion: Moved by Councilmember Edson and second by Councilmember Hegenauer to approve the following funding allocations. **Approved 4/0/1** (Absent: Heebner). Motion carried.

American Association of University Women	\$2,000
Assistance League Rancho San Dieguito	\$3,000
Boys and Girls Club of San Dieguito	\$5,000
Casa De Amistad	\$5,000
Community Resource Center	\$5,000
North Coast Repertory Theatre	\$5,000
North County Immigration & Citizenship Center	\$2,000
Reality Changers	\$5,000
San Dieguito River Valley Conservancy	\$2,500
Solana Beach Civic and Historical Society	\$2,900
Solana Beach Disconnect Collective - Plug	\$2,000
Solana Beach Soccer Club	\$1,600
St. James & St. Leo Medical Program	\$4,000
Total	\$45,000

C.4. Adopt (2nd Reading) Ordinance 487 Amending the Highway 101 Specific Plan – Specific Plan Amendment No. 17-18-09. (File 0490-70)

Recommendation: That the City Council

1. Adopt **Ordinance 487** (2nd Reading) amending the Highway 101 Specific Plan.

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

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

Johanna Canlas, City Attorney, read the title of the ordinance and that the definition language of roof decks was updated.

Motion: Moved by Councilmember Edson and second by Councilmember Hegenauer to approve. **Approved 4/0/1** (Absent: Heebner). Motion carried.

C.6. Opposition to the Trump Administration's Zero Tolerance Policy and Family Separation of Immigrants. (File 480-60)

Recommendation: That the City Council

1. Consider adoption of **Resolution 2018-088** in opposition to the Trump Administration's "Zero Tolerance" policy and family separation of immigrants.

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

[Item. C.6. Supplemental Docs \(Updated 6-27 at 4:30pm\)](#)

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

Greg Wade, City Manager, introduced the item that was requested by Councilmember Zahn.

Councilmember Zahn spoke about the White House Administration's treatment of immigrants as criminals, separating children from parents, the protests all over the country, and the court's recent decision.

Lisa Montes spoke about being a 4th generation resident of Solana Beach, her great grandparents settlement in Eden Gardens in the early 1920s, their descendants were college graduates and worked as professionals, that nearly 100 years later families have continued to settle in Eden Gardens to make better lives for their families, and asked Council to take a stand against the zero tolerance policy.

Cindi Clemons spoke of her opposition of the policy, her request that Council pass the resolution, Solana Beach's designation as a Welcoming City, many people fleeing their home countries risking their lives, the lifelong health problems created from children being forcibly separated from a parent, the Trump policy intention as a deterrent and its cruel message, and this policy was not the way to achieve immigration reform.

Motion: Moved by Councilmember Hegenauer and second by Councilmember Zahn to approve. **Approved 4/0/1** (Absent: Heebner). Motion carried.

C.7. Discussion and Consideration of Mayoral Rotation: Mayor / Deputy Mayor Appointments. (File 0410-85)

Recommendation: That the City Council

1. Review and consider whether to make the appointment of a Mayor and Deputy Mayor for a term until the December 2018 Mayoral rotation and, if so, determine the effective date.

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

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

Greg Wade, City Manager, introduced the item.

Council discussed the need to appoint a Mayor and the rotation policy.

Motion: Moved by Councilmember Zahn and second by Councilmember Hegenauer to approve appointing Dave Zito as Mayor and Jewel Edson as Deputy Mayor beginning July 10th. **Approved 4/0/1** (Absent: Heebner). Motion carried.

C.1. Crossing Guard Services Council Consideration of Approving a Memorandum of Understanding with the Solana Beach School District. (File 0860-35)

Recommendation: That the City Council

1. Adopt **Resolution 2018-089** authorizing the City Manager to execute a Memorandum of Understanding with the Solana Beach School District to Provide Crossing Guard Services

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

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

Not heard. This item was adjourned to a July 10, 2018 Council Regular Adjourned Meeting.

C.5. Real Property Located at 700 Stevens Avenue: Establish an Internal Service Fund to Receive Funds from the Sanitation Fund to Pay for the Acquisition of Real Property and Approval of the Purchase and Sale Agreement. (File 0490-70)

Not heard. This item will be heard at the July 11, 2018 Council meeting.

COMPENSATION & REIMBURSEMENT DISCLOSURE: None

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

COUNCIL COMMITTEE REPORTS:

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

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

ADJOURN:

Deputy Mayor Zito adjourned the meeting at 7:50 p.m. to an adjourned meeting on July 10, 2018.



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: November 28, 2018
ORIGINATING DEPT: Finance
SUBJECT: Register of Demands

BACKGROUND:

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

Register of Demands- 10/20/18 through 11/09/18

Check Register-Disbursement Fund (Attachment 1)		\$ 1,561,147.50
Net Payroll	November 2, 2018	155,369.98
Federal & State Taxes	November 2, 2018	38,930.62
PERS Retirement (EFT)	November 2, 2018	42,959.06
Council Payroll	November 8, 2018	3,696.94
Federal & State Taxes	November 8, 2018	281.76
PERS Retirement (EFT)	November 8, 2018	537.73
		<hr/>
TOTAL		\$ <u>1,802,923.59</u>

DISCUSSION:

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

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The register of demands for October 20, 2018 through November 9, 2018 reflects total expenditures of \$1,802,923.59 from various City funding sources.

WORK PLAN:

N/A

CITY COUNCIL ACTION: _____

OPTIONS:

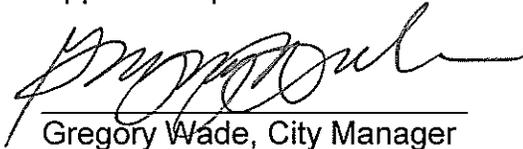
- Ratify the register of demands.
- Do not ratify and provide direction.

DEPARTMENT RECOMMENDATION:

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

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Check Register – Disbursement Fund

PENTAMATION
 DATE: 11/09/2018
 TIME: 14:49:25

CITY OF SOLANA BEACH, CA
 CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 1
 ACCTPA21

SELECTION CRITERIA: transact_gl_cash='1011' and transact_ck_date between '20181020 00:00:00.000' and '20181109 00:00:00.000'
 ACCOUNTING PERIOD: 5/19

FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	DESCRIPTION	SALES TAX	AMOUNT
1011	93615	10/25/18	5525	ABBY KAY KOGLER	001	OVRPMT-SB-0633318	0.00	38.00
1011	93616	10/25/18	2137	AFLAC	001	OCTOBER 18	0.00	947.92
1011	93617	10/25/18	1694	ALERT-ALL CORP	00160006120	FIRE HATS	0.00	322.18
1011	93618	10/25/18	5522	ALPINE FENCE INC.	00165006530	PMC SEASCAPE FENCE	0.00	1,475.00
1011	93619	10/25/18	5524	BIRD RIDES INC.	001	RFND-BUSN CERT#8800	0.00	110.00
1011	93620	10/25/18	4777	BLUE CARD-ACROSS THE STR	00160006120	BLUE CARD & CE RENEWL	0.00	237.60
1011	93621	10/25/18	5518	C2 BUILDING GROUP	001	OVRPMT:18-314 FIRE PC	0.00	110.44
1011	93621	10/25/18	5518	C2 BUILDING GROUP	001	OVRPMT:18-314 PLN CHK	0.00	499.77
	TOTAL CHECK						0.00	610.21
1011	93622	10/25/18	5521	CA DEPARTMENT OF TAX AND	55000007750	Q1 ENERGY SRCHRG RTN	0.00	5,026.18
1011	93627	10/25/18	1914	US BANK	00160006170	CR-HOTSCHEDULES-SEPT	0.00	-90.00
1011	93627	10/25/18	1914	US BANK	00160006120	SCOUR PADS	0.00	-8.50
1011	93627	10/25/18	1914	US BANK	25560006180	JG TONER	0.00	1.62
1011	93627	10/25/18	1914	US BANK	00165006530	PWI WATER	0.00	4.19
1011	93627	10/25/18	1914	US BANK	00150005100	COUNCIL MTG SUPPLIES	0.00	4.89
1011	93627	10/25/18	1914	US BANK	00165006530	PWI WATER	0.00	7.38
1011	93627	10/25/18	1914	US BANK	27060006120	STRIKTM MEAL	0.00	8.10
1011	93627	10/25/18	1914	US BANK	25560006180	CONCRETE PATCH SUPPLS	0.00	9.69
1011	93627	10/25/18	1914	US BANK	001	CALCCA-KING-9/05	0.00	9.84
1011	93627	10/25/18	1914	US BANK	00150005450	HOSTING DOMAINS-AUG	0.00	9.95
1011	93627	10/25/18	1914	US BANK	00160006120	GYM EQUIP REPAIR	0.00	10.72
1011	93627	10/25/18	1914	US BANK	00160006170	SPPLIES WHLCHAIR RPR	0.00	12.15
1011	93627	10/25/18	1914	US BANK	00150005200	CLOSED SESSION-9/11	0.00	13.00
1011	93627	10/25/18	1914	US BANK	001	CALCCA-KING-9/05	0.00	13.67
1011	93627	10/25/18	1914	US BANK	00160006170	SPPLIES WHLCHAIR RPR	0.00	13.93
1011	93627	10/25/18	1914	US BANK	00160006120	PRIME MEMBERSHIP	0.00	14.00
1011	93627	10/25/18	1914	US BANK	00160006120	PRIME MEMBERSHIP	0.00	14.00
1011	93627	10/25/18	1914	US BANK	00165006510	APWA LNCH-GOLDBERG-9/6	0.00	15.00
1011	93627	10/25/18	1914	US BANK	00150005400	HEALTH FAIR FOOD	0.00	15.99
1011	93627	10/25/18	1914	US BANK	00150005250	CLOSED SESSION-8/22	0.00	16.00
1011	93627	10/25/18	1914	US BANK	00150005200	CLOSED SESSION-8/22	0.00	16.10
1011	93627	10/25/18	1914	US BANK	001	UBER-WADE-09/05	0.00	16.49
1011	93627	10/25/18	1914	US BANK	00150005250	CLOSED SESSION-9/11	0.00	18.00
1011	93627	10/25/18	1914	US BANK	001	CALCCA-KING-9/05	0.00	18.00
1011	93627	10/25/18	1914	US BANK	00150005450	HDMI/ADAPTER	0.00	18.17
1011	93627	10/25/18	1914	US BANK	00165006530	CAR WASH	0.00	21.99
1011	93627	10/25/18	1914	US BANK	27060006120	STRIKTM CAR RENTAL	0.00	-880.04
1011	93627	10/25/18	1914	US BANK	001	CACITIES-EDSON-9/12	0.00	-450.00
1011	93627	10/25/18	1914	US BANK	00160006120	PRIME MEMBERSHIP CNCL	0.00	-128.22
1011	93627	10/25/18	1914	US BANK	00150005450	WALL BRACKET	0.00	24.95
1011	93627	10/25/18	1914	US BANK	001	CALCCA-KING-9/05	0.00	26.00
1011	93627	10/25/18	1914	US BANK	00160006170	VELCRO STRAPS	0.00	26.13
1011	93627	10/25/18	1914	US BANK	00160006120	GYM EQUIP REPAIR	0.00	27.34
1011	93627	10/25/18	1914	US BANK	00160006170	NOZZLE/SCREWS/NUIT	0.00	27.58

PENTAMATION
 DATE: 11/09/2018
 TIME: 14:49:25

CITY OF SOLANA BEACH, CA
 CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 2
 ACCTPA21

SELECTION CRITERIA: transact_gl_cash='1011' and transact_ck_date between '20181020 00:00:00.000' and '20181109 00:00:00.000'
 ACCOUNTING PERIOD: 5/19

FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	DESCRIPTION	SALES TAX	AMOUNT
1011	93627	10/25/18	1914	US BANK	00150005150	CLOCK	0.00	33.28
1011	93627	10/25/18	1914	US BANK	00150005450	BATTERIES	0.00	33.55
1011	93627	10/25/18	1914	US BANK	00160006170	FIRST AID SUPPLIES	0.00	33.94
1011	93627	10/25/18	1914	US BANK	27060006120	STRIKEM GAS	0.00	35.00
1011	93627	10/25/18	1914	US BANK	00165006560	SOAP DISPENSERS	0.00	35.50
1011	93627	10/25/18	1914	US BANK	00165006560	SOAP DISPENSERS	0.00	35.50
1011	93627	10/25/18	1914	US BANK	00150005150	PENS	0.00	42.46
1011	93627	10/25/18	1914	US BANK	00160006120	CAMERA BATTERY BAGS	0.00	43.96
1011	93627	10/25/18	1914	US BANK	27060006120	STRIKEM GAS	0.00	50.00
1011	93627	10/25/18	1914	US BANK	00150005150	CCAC-IVEY-9/21	0.00	50.00
1011	93627	10/25/18	1914	US BANK	00150005350	ZEN ROOM SIGN	0.00	54.30
1011	93627	10/25/18	1914	US BANK	27060006120	STRIKEM GAS	0.00	55.38
1011	93627	10/25/18	1914	US BANK	00160006170	2481 SEAT COVERS	0.00	60.54
1011	93627	10/25/18	1914	US BANK	00150005450	CONSTANT CONTACT-SEP	0.00	65.00
1011	93627	10/25/18	1914	US BANK	00150005400	SYMPATHY FLOWERS	0.00	69.94
1011	93627	10/25/18	1914	US BANK	00160006170	2485 WIPER BLADES	0.00	53.85
1011	93627	10/25/18	1914	US BANK	27060006120	STRIKEM HOTEL	0.00	74.19
1011	93627	10/25/18	1914	US BANK	00150005150	WHITEOUT/CALENDAR	0.00	77.92
1011	93627	10/25/18	1914	US BANK	00150005100	CLOSED SESSION-9/11	0.00	78.86
1011	93627	10/25/18	1914	US BANK	00160006170	HOTSCHEDULES-SEPT	0.00	90.00
1011	93627	10/25/18	1914	US BANK	00160006120	CAR WSH/DETAILR/PADS	0.00	90.86
1011	93627	10/25/18	1914	US BANK	00150005350	ZEN RM TABLE/FILLOWS	0.00	96.95
1011	93627	10/25/18	1914	US BANK	25570007110	DAY CAMP SNACKS	0.00	111.24
1011	93627	10/25/18	1914	US BANK	25570007110	DAY CAMP FOOD	0.00	116.37
1011	93627	10/25/18	1914	US BANK	00150005350	ZEN ROOM TABLE	0.00	122.82
1011	93627	10/25/18	1914	US BANK	00150005450	MISAC MESH-P-MATHESON	0.00	130.82
1011	93627	10/25/18	1914	US BANK	00150005100	CLOSED SESSION-8/22	0.00	130.82
1011	93627	10/25/18	1914	US BANK	001	CALCCA-KING-9/05	0.00	137.20
1011	93627	10/25/18	1914	US BANK	001	CALCCA-WADE-9/05	0.00	137.20
1011	93627	10/25/18	1914	US BANK	00160006120	CAR DOOR LOGO	0.00	137.80
1011	93627	10/25/18	1914	US BANK	00150005350	ZEN ROOM CHAIR	0.00	139.99
1011	93627	10/25/18	1914	US BANK	00165006560	LANDSCP LIGHT TRNSFMR	0.00	145.00
1011	93627	10/25/18	1914	US BANK	00160006120	SEALS/MIC MUFFS	0.00	165.22
1011	93627	10/25/18	1914	US BANK	001	CALCCA-KING-9/05	0.00	166.21
1011	93627	10/25/18	1914	US BANK	001	CALCCA-WADE-9/05	0.00	166.21
1011	93627	10/25/18	1914	US BANK	25560006180	CPR CERT-ELITE SSSN 2	0.00	171.00
1011	93627	10/25/18	1914	US BANK	13560006170	NEW TRUCK CARGO BOX	0.00	178.95
1011	93627	10/25/18	1914	US BANK	00160006120	GYM EQUIP REPAIR	0.00	180.00
1011	93627	10/25/18	1914	US BANK	00165006530	FCCC MICROWAVE	0.00	181.02
1011	93627	10/25/18	1914	US BANK	00165006570	FIRE AIR CONDITIONER	0.00	209.48
1011	93627	10/25/18	1914	US BANK	00150005350	ZEN ROOM FRIDGE	0.00	214.91
1011	93627	10/25/18	1914	US BANK	00150005350	ZEN ROOM SEATING	0.00	215.49
1011	93627	10/25/18	1914	US BANK	00160006120	GARAGE DOOR TRNSITTR	0.00	225.70
1011	93627	10/25/18	1914	US BANK	001	PARMA-KOSZEWNIK-2/10	0.00	226.99
1011	93627	10/25/18	1914	US BANK	001	CACITIES-EDSON-9/12	0.00	229.45
1011	93627	10/25/18	1914	US BANK	001	CACITIES-WADE-9/12	0.00	229.45
1011	93627	10/25/18	1914	US BANK	00160006140	BOOTS/SHRT/PNT-FARLOW	0.00	257.89
1011	93627	10/25/18	1914	US BANK	001	CALCCA-KING-9/05	0.00	262.13
1011	93627	10/25/18	1914	US BANK	001	HOTEL-WADE-9/12-14	0.00	280.81
1011	93627	10/25/18	1914	US BANK	00160006120	TWLS/CLNRS/TSSUE/PADS	0.00	315.21
1011	93627	10/25/18	1914	US BANK	25570007110	CAMP FLD TRP-ZOO-8/22	0.00	360.00
1011	93627	10/25/18	1914	US BANK	001	APA CONF-OCHOA--10/7	0.00	375.00

PENAMATION
 DATE: 11/09/2018
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CITY OF SOLANA BEACH, CA
 CHECK REGISTER - DISBURSEMENT FUND

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SELECTION CRITERIA: transact_gl_cash='1011' and transact_ck_date between '20181020 00:00:00.000' and '20181109 00:00:00.000'
 ACCOUNTING PERIOD: 5/19

FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	93627	10/25/18	1914	US BANK	25055005570	MOVIE NIGHT FOOD	0.00	378.00
1011	93627	10/25/18	1914	US BANK	13550005450	MONITOR-G WADE OFFC	0.00	384.11
1011	93627	10/25/18	1914	US BANK	13560006170	NEW TRUCK RACK	0.00	386.77
1011	93627	10/25/18	1914	US BANK	001	TTC-BAVIN-9/14	0.00	389.76
1011	93627	10/25/18	1914	US BANK	00150005400	HEALTH FAIR LUNCH	0.00	397.68
1011	93627	10/25/18	1914	US BANK	00160006140	CODE TIRES	0.00	586.73
1011	93627	10/25/18	1914	US BANK	001	APA CONF-LIM-10/7	0.00	650.00
1011	93627	10/25/18	1914	US BANK	25560006180	JG TRAILER RENT	0.00	764.67
1011	93627	10/25/18	1914	US BANK	27060006120	STRIKTM CAR RENTAL	0.00	880.04
1011	93627	10/25/18	1914	US BANK	00150005450	SECURITY SUITE BUNDLE	0.00	995.00
TOTAL	CHECK						0.00	11,871.41
1011	93628	10/25/18	1561	CDW GOVERNMENT INC	00150005450	BACKUP TAPES	0.00	120.34
1011	93628	10/25/18	1561	CDW GOVERNMENT INC	00150005450	PRINTER TONER	0.00	157.98
1011	93628	10/25/18	1561	CDW GOVERNMENT INC	00150005450	VMWARE SOFTWARE MAIN	0.00	2,238.00
TOTAL	CHECK						0.00	2,516.32
1011	93629	10/25/18	2631	CLEAN STREET	00165006550	STORM CLN UP-10/04	0.00	280.00
1011	93630	10/25/18	5336	COLANTUONO, HIGHSMITH, &	65278007820	SDCOE CONSORTIUM-AUG	0.00	84.84
1011	93631	10/25/18	2165	CULLIGAN OF SAN DIEGO	00160006170	DRNKG WTR SVC-OCT	0.00	41.60
1011	93632	10/25/18	218	DATA TICKET INC.	00160006140	PRKNG TCKT ADMIN-SEP	0.00	50.00
1011	93632	10/25/18	218	DATA TICKET INC.	00160006140	PRKNG TCKT ADMIN-SEP	0.00	1,127.16
TOTAL	CHECK						0.00	1,177.16
1011	93633	10/25/18	108	DEL MAR BLUE PRINT COMPA	509000007700	SEWER MAP	0.00	48.94
1011	93634	10/25/18	5210	COUNTY OF SAN DIEGO	00160006140	PRKNG CITE ADMIN-SEP	0.00	2,764.75
1011	93635	10/25/18	134	DIXIELINE LUMBER CO INC	00165006570	CABLE TIE	0.00	13.57
1011	93636	10/25/18	269	DUDEK & ASSOCIATES INC.	50998336510	9833 PUMP STN-AUG	0.00	76,899.70
1011	93637	10/25/18	331	EL CAMINO RENTAL	00160006170	FORKLIFT-LFGRD TOWERS	0.00	582.81
1011	93638	10/25/18	94	ESGIL CORPORATION	00160006120	FIRE PRMT 08/06-08/10	0.00	321.09
1011	93638	10/25/18	94	ESGIL CORPORATION	00160006120	FIRE PRMT 09/03-09/07	0.00	909.61
1011	93638	10/25/18	94	ESGIL CORPORATION	00160006120	FIRE PRMT 07/30-08/03	0.00	968.28
1011	93638	10/25/18	94	ESGIL CORPORATION	00160006120	FIRE PRMT 09/10-09/14	0.00	1,145.39
1011	93638	10/25/18	94	ESGIL CORPORATION	00160006120	FIRE PRMT 09/24-09/28	0.00	1,836.02
1011	93638	10/25/18	94	ESGIL CORPORATION	00160006120	FIRE PRMT 09/17-09/21	0.00	6,268.20
1011	93638	10/25/18	94	ESGIL CORPORATION	00155005560	BLDG PRMT 07/30-08/03	0.00	6,430.67
1011	93638	10/25/18	94	ESGIL CORPORATION	00155005560	BLDG PRMT 08/06-08/10	0.00	-803.96
1011	93638	10/25/18	94	ESGIL CORPORATION	00155005560	BLDG PRMT 08/27-08/31	0.00	1,233.12
1011	93638	10/25/18	94	ESGIL CORPORATION	00155005560	BLDG PRMT 09/10-09/14	0.00	1,785.07
1011	93638	10/25/18	94	ESGIL CORPORATION	00155005560	BLDG PRMT 09/03-09/07	0.00	2,516.21
1011	93638	10/25/18	94	ESGIL CORPORATION	00155005560	BLDG PRMT 09/24-09/28	0.00	10,389.37
1011	93638	10/25/18	94	ESGIL CORPORATION	00155005560	BLDG PRMT 09/17-09/21	0.00	30,113.11
1011	93638	10/25/18	94	ESGIL CORPORATION	00160006120	FIRE PRMT 08/27-08/31	0.00	33.75
TOTAL	CHECK						0.00	63,145.93

SELECTION CRITERIA: transact.gl_cash='1011' and transact.ck_date between '20181020 00:00:00.000' and '20181109 00:00:00.000'
 ACCOUNTING PERIOD: 5/19

FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	93639	10/25/18	1349	JIM GREENSTEIN	50900007700	WORK BOOTS	0.00	150.84
1011	93640	10/25/18	1792	HARRIS & ASSOC. INC.	21355005550	1715.15 PROF SVC-SEP	0.00	43.53
1011	93640	10/25/18	1792	HARRIS & ASSOC. INC.	21355005550	1715.15 PROF SVC-SEP	0.00	3,881.47
1011	93640	10/25/18	1792	HARRIS & ASSOC. INC.	21355005550	1715.15 PROF SVC-JUN	0.00	-1,928.97
1011	93640	10/25/18	1792	HARRIS & ASSOC. INC.	21355005550	1715.15 PROF SVC-JUL	0.00	-2,261.01
1011	93640	10/25/18	1792	HARRIS & ASSOC. INC.	21355005550	1715.15 PROF SVC-JUN	0.00	-1,050.24
1011	93640	10/25/18	1792	HARRIS & ASSOC. INC.	21355005550	1715.15 PROF SVC-AUG	0.00	-1,500.00
1011	93640	10/25/18	1792	HARRIS & ASSOC. INC.	21355005550	1715.15 PROF SVC-AUG	0.00	1,500.00
1011	93640	10/25/18	1792	HARRIS & ASSOC. INC.	21355005550	1715.15 PROF SVC-JUN	0.00	1,928.97
1011	93640	10/25/18	1792	HARRIS & ASSOC. INC.	21355005550	1715.15 PROF SVC-JUL	0.00	3,311.25
	TOTAL CHECK						0.00	3,925.00
1011	93641	10/25/18	2089	ICMA MEMBERSHIP RENEWALS	00150005200	-MEMBERSHIP 2019	0.00	1,400.00
1011	93642	10/25/18	87	ISLA VERDE HOA	20575007530	LANDSCAPE MAINT-OCT	0.00	425.00
1011	93643	10/25/18	5346	JENNIFER MANFER	001	RFND-10/14/18-FCCC	0.00	500.00
1011	93644	10/25/18	5519	JOHN LEFTWICH	001	RFND APP FEE/370 PACI	0.00	600.00
1011	93645	10/25/18	2287	KOPPEL & GRUBER PUBLIC F	20875007580	CRT ADMIN JUL-SEP	0.00	327.81
1011	93645	10/25/18	2287	KOPPEL & GRUBER PUBLIC F	21100007600	ST LGHT ADMIN JUL-SEP	0.00	603.23
	TOTAL CHECK						0.00	931.04
1011	93646	10/25/18	2562	LALLEY CONSTRUCTION	00165006570	AS NEED REPAIR-OCT-LC	0.00	240.00
1011	93647	10/25/18	2102	LEGAL SHIELD CORP	001	PPD LEGAL-OCT 18	0.00	90.65
1011	93648	10/25/18	4738	MEDICAL EYE SERVICES	001	VISION OCTOBER 18	0.00	455.11
1011	93648	10/25/18	4738	MEDICAL EYE SERVICES	001	EE# -OCT 18	0.00	20.22
1011	93648	10/25/18	4738	MEDICAL EYE SERVICES	001	EE# OCT 18	0.00	29.14
1011	93648	10/25/18	4738	MEDICAL EYE SERVICES	00150005400	ROUNDJUNG-OCT 18	0.00	-0.22
	TOTAL CHECK						0.00	504.25
1011	93649	10/25/18	2106	MIKHAIL OGAWA ENGINEERIN	00165006520	JURMP-SEPT	0.00	12,205.31
1011	93650	10/25/18	111	MISSION LINEN & UNIFORM	21100007600	LAUNDRY-PUB WORKS	0.00	1.71
1011	93650	10/25/18	111	MISSION LINEN & UNIFORM	50900007700	LAUNDRY-PUB WORKS	0.00	6.82
1011	93650	10/25/18	111	MISSION LINEN & UNIFORM	00165006520	LAUNDRY-PUB WORKS	0.00	7.67
1011	93650	10/25/18	111	MISSION LINEN & UNIFORM	00165006560	LAUNDRY-PUB WORKS	0.00	7.68
1011	93650	10/25/18	111	MISSION LINEN & UNIFORM	00165006530	LAUNDRY-PUB WORKS	0.00	13.65
	TOTAL CHECK						0.00	37.53
1011	93651	10/25/18	191	NAPA AUTO PARTS INC	00165006530	BULBS	0.00	8.06
1011	93651	10/25/18	191	NAPA AUTO PARTS INC	00165006530	BATTERY	0.00	159.52
1011	93651	10/25/18	191	NAPA AUTO PARTS INC	00160006120	ANTI FRZ/EXHST FLUID	0.00	102.25
	TOTAL CHECK						0.00	269.83
1011	93652	10/25/18	5391	NIELSEN MERKSAMER	00150005250	REDSTRCT PROF SVC-SEP	0.00	1,932.50

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FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	DESCRIPTION	SALES TAX	AMOUNT
1011	93653	10/25/18	4522	NISSHO OF CALIFORNIA	00165006570	PUBFAC LANDSCP SVC-JUL	0.00	4,050.46
1011	93653	10/25/18	4522	NISSHO OF CALIFORNIA	00165006530	STREET LANDSCP SVC-JUL	0.00	1,841.00
1011	93653	10/25/18	4522	NISSHO OF CALIFORNIA	00165006530	STREET LANDSCP SVC-SEP	0.00	1,924.84
1011	93653	10/25/18	4522	NISSHO OF CALIFORNIA	00165006560	PRKS LANDSCP SVC-SEP	0.00	14,978.75
1011	93653	10/25/18	4522	NISSHO OF CALIFORNIA	00165006560	PRKS LANDSCP SVC-JUL	0.00	18,889.55
1011	93653	10/25/18	4522	NISSHO OF CALIFORNIA	00165006570	PUBFAC LANDSCP SVC-SEP	0.00	2,799.00
1011	93653	10/25/18	4522	NISSHO OF CALIFORNIA	20375007510	MID#33 LANDSCP SVC-SEP	0.00	4,024.02
1011	93653	10/25/18	4522	NISSHO OF CALIFORNIA	20375007510	MID#33 LANDSCP SVC-JUL	0.00	9,544.13
1011	93653	10/25/18	4522	NISSHO OF CALIFORNIA	20875007580	CRT LANDSCP SVC-SEP	0.00	4,787.98
1011	93653	10/25/18	4522	NISSHO OF CALIFORNIA	20875007580	CRT LANDSCP SVC-JUL	0.00	5,589.16
TOTAL CHECK							0.00	68,428.89
1011	93654	10/25/18	1377	ONE DAY SIGNS	00170007100	FOLLOW THE WATER SIGN	0.00	161.63
1011	93655	10/25/18	54	1 STOP TONER & INKJET, L	00155005550	COLOR/TONER-PLANNING	0.00	301.66
1011	93656	10/25/18	5517	PERMIT RUNNER	001	RFND:18-500 ELCT PRMT	0.00	96.00
1011	93656	10/25/18	5517	PERMIT RUNNER	001	RFND:18-500 ISSUE FEE	0.00	32.00
TOTAL CHECK							0.00	128.00
1011	93657	10/25/18	4658	PLACEMENTS, INC	21355005550	1714.20/959 GENEVIEVE	0.00	241.25
1011	93658	10/25/18	1087	PREFERRED BENEFIT INS AD	00150005400	ROUNDING OCT 18	0.00	-0.07
1011	93658	10/25/18	1087	PREFERRED BENEFIT INS AD	001	EE 710 TUNING OCT 18	0.00	80.70
1011	93658	10/25/18	1087	PREFERRED BENEFIT INS AD	001	DENTAL OCTOBER 18	0.00	2,804.62
TOTAL CHECK							0.00	2,885.25
1011	93659	10/25/18	1008	PSC, LLC	00165006520	HHW-SEP	0.00	869.70
1011	93660	10/25/18	2260	REDFLEX TRAFFIC SYSTEMS,	00165006540	RED LIGHT CAMERA-SEP	0.00	7,158.00
1011	93661	10/25/18	5523	RON BLUMBERG	001	RFND-10/13/18-FCCC	0.00	500.00
1011	93662	10/25/18	86	SAN ELIJO HILLS II HOA	20775007550	LANDSCAPE MAINT-OCT	0.00	6,550.00
1011	93663	10/25/18	88	SANTA FE HILLS HOA	20475007520	LANDSCAPE MAINT-OCT	0.00	12,250.00
1011	93664	10/25/18	141	SANTA FE IRRIGATION DIST	20475007520	GRP 7-12 08/16-10/15	0.00	1,084.39
1011	93665	10/25/18	3909	SECTRAN SECURITY INC	12050005460	COURIER SVC-OCT	0.00	106.00
1011	93665	10/25/18	3909	SECTRAN SECURITY INC	12050005460	COURIER SVC FUEL-OCT	0.00	13.78
TOTAL CHECK							0.00	119.78
1011	93666	10/25/18	153	SHELL FLEET MANAGEMENT	00160006120	AUTO FUEL-SEPT	0.00	1,227.11
1011	93666	10/25/18	153	SHELL FLEET MANAGEMENT	00160006120	CR EXEMPT TAX-SEPT	0.00	-83.51
TOTAL CHECK							0.00	1,143.60
1011	93667	10/25/18	5149	SPECTRUM AUDIO INC	00170007110	DIA LOS MUERTOS SOUND	0.00	2,990.00
1011	93668	10/25/18	4534	TRAFFIC SUPPLY, INC	00165006540	PAINT	0.00	105.51
1011	93669	10/25/18	5520	TREE LIFE CONSULTING, LL	00165006530	ON SITE ARBRST CONSULT	0.00	300.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	93670	10/25/18	1458	THE UNIFORM SPECIALIST	001600006170	MS HATS (30)	0.00	584.23
1011	93670	10/25/18	1458	THE UNIFORM SPECIALIST	001600006120	PANT/SHIRT/BELT-PHILL	0.00	949.26
	TOTAL CHECK						0.00	1,533.49
1011	93671	10/25/18	2097	UT SAN DIEGO - NRTH COUN	001550005550	PUB HRNG 1717.10 DRP	0.00	203.60
1011	93671	10/25/18	2097	UT SAN DIEGO - NRTH COUN	001650006510	PUB HRNG-982 AVOCADO	0.00	236.56
1011	93671	10/25/18	2097	UT SAN DIEGO - NRTH COUN	24093556510	9355.05-BID#2018-05	0.00	746.62
	TOTAL CHECK						0.00	1,186.78
1011	93672	10/25/18	3242	VAN DYKE LANDSCAPE ARCHI	45994386510	9438.10 SK8PRK-SEP	0.00	8,472.36
1011	93673	10/25/18	30	VERIZON WIRELESS-SD	001650006520	PW CELL 09/02-10/01	0.00	5.74
1011	93673	10/25/18	30	VERIZON WIRELESS-SD	21100007600	PW CELL 09/02-10/01	0.00	5.74
1011	93673	10/25/18	30	VERIZON WIRELESS-SD	50900007700	PW CELL 09/02-10/01	0.00	5.74
1011	93673	10/25/18	30	VERIZON WIRELESS-SD	001650006510	PW CELL 09/02-10/01	0.00	11.46
1011	93673	10/25/18	30	VERIZON WIRELESS-SD	001650006540	PW CELL 09/02-10/01	0.00	11.47
1011	93673	10/25/18	30	VERIZON WIRELESS-SD	001650006560	PW CELL 09/02-10/01	0.00	11.47
1011	93673	10/25/18	30	VERIZON WIRELESS-SD	001650006530	PW CELL 09/02-10/01	0.00	17.21
	TOTAL CHECK						0.00	68.83
1011	93674	11/01/18	5529	ADVANTAGE ENVIROMENTAL C	001500005250	700 STEVNS-SITE ASSMT	0.00	1,800.00
1011	93675	11/01/18	4832	AT&T CALNET 3	001650006540	9391012279 9/24-10/23	0.00	43.72
1011	93675	11/01/18	4832	AT&T CALNET 3	50900007700	9391012277 9/24-10/23	0.00	13.41
	TOTAL CHECK						0.00	57.13
1011	93676	11/01/18	3774	ROBERT BARRON	270600006120	CARR FIRE-7/28-8/11	0.00	159.22
1011	93676	11/01/18	3774	ROBERT BARRON	270600006120	DELTA FIRE-9/10-9/25	0.00	207.90
	TOTAL CHECK						0.00	367.12
1011	93677	11/01/18	5174	MEGAN BAVIN	001	TTC CLERK-BAVIN-9/11	0.00	-573.14
1011	93677	11/01/18	5174	MEGAN BAVIN	001500005150	TTC CLERK-BAVIN-9/11	0.00	653.80
	TOTAL CHECK						0.00	80.66
1011	93678	11/01/18	5029	BILL SMITH FOREIGN CAR S	255600006180	TACOMA-ALTERNATOR	0.00	650.69
1011	93679	11/01/18	1561	CDW GOVERNMENT INC	001500005450	ADOBE PRO	0.00	366.83
1011	93680	11/01/18	5336	COLANTUONO, HIGHSMITH, &	65278007820	SDCOE CONSORTIUM-SEP	0.00	15.72
1011	93681	11/01/18	3902	CORODATA RECORDS MANAGEM	001500005150	RECORDS STRG-SEPT	0.00	299.77
1011	93682	11/01/18	127	COX COMMUNICATIONS INC	001500005450	TV BRDCAST 10/10-11/9	0.00	1,163.89
1011	93683	11/01/18	213	DEPARTMENT OF TRANSPORTA	001650006540	MAINT 07/18-09/18	0.00	1,371.67
1011	93683	11/01/18	213	DEPARTMENT OF TRANSPORTA	001650006540	ELECT 07/18-09/18	0.00	452.46
	TOTAL CHECK						0.00	1,824.13
1011	93684	11/01/18	134	DIXIELINE LUMBER CO INC	001650006570	WIRE GRDS/CONNECTOR	0.00	7.62
1011	93684	11/01/18	134	DIXIELINE LUMBER CO INC	001650006530	MACHINE LUBE	0.00	24.72
1011	93684	11/01/18	134	DIXIELINE LUMBER CO INC	001650006530	CAULK/SCREWS	0.00	38.77

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	93696	11/01/18	4557	NEWEGG, INC	13550005450	9 SERVER HARD DRIVES	0.00	3,733.54
1011	93696	11/01/18	4557	NEWEGG, INC	13550005450	1 SVR HRD DRV/FILE SV	0.00	438.09
1011	93696	11/01/18	4557	NEWEGG, INC	13550005450	SVR HRD DRV RACK	0.00	2,098.83
TOTAL CHECK							0.00	6,270.46
1011	93697	11/01/18	5252	NOSSAMAN LLP	00150005250	PROF SVC-AUG	0.00	272.00
1011	93697	11/01/18	5252	NOSSAMAN LLP	00150005250	PROF SVC-SEP	0.00	680.00
TOTAL CHECK							0.00	952.00
1011	93698	11/01/18	5146	REGINA OCHOA	001	APA CONF-OCHOA-10/7	0.00	-375.00
1011	93698	11/01/18	5146	REGINA OCHOA	00155005550	APA CONF-OCHOA-10/7	0.00	415.00
TOTAL CHECK							0.00	40.00
1011	93699	11/01/18	50	OFFICE DEPOT INC	00155005550	TOWELS/RAGS/NOTE PADS	0.00	21.59
1011	93699	11/01/18	50	OFFICE DEPOT INC	00155005560	MARKERS	0.00	28.65
TOTAL CHECK							0.00	50.24
1011	93700	11/01/18	4767	PARTNERSHIPS WITH INDUST	00165006570	TRASH ABTMENT PE 10/15	0.00	578.98
1011	93700	11/01/18	4767	PARTNERSHIPS WITH INDUST	00165006550	TRASH ABTMENT PE 10/15	0.00	578.99
TOTAL CHECK							0.00	1,157.97
1011	93701	11/01/18	5361	HABITAT PROTECTION, INC	00165006570	PEST CONTROL-OCT-MS	0.00	30.00
1011	93701	11/01/18	5361	HABITAT PROTECTION, INC	00165006570	PEST CONTROL-OCT-FS	0.00	35.00
1011	93701	11/01/18	5361	HABITAT PROTECTION, INC	00165006570	PEST CONTROL-OCT-CH	0.00	45.00
1011	93701	11/01/18	5361	HABITAT PROTECTION, INC	00165006570	AS NEEDED PST CNTL-MS	0.00	25.00
1011	93701	11/01/18	5361	HABITAT PROTECTION, INC	00165006570	PEST CONTROL-OCT-FC	0.00	30.00
1011	93701	11/01/18	5361	HABITAT PROTECTION, INC	00165006570	PEST CONTROL-OCT-LC	0.00	30.00
1011	93701	11/01/18	5361	HABITAT PROTECTION, INC	00165006570	PEST CONTROL-OCT-PW	0.00	30.00
TOTAL CHECK							0.00	225.00
1011	93702	11/01/18	5354	PILLSBURY WINTHROP SHAW	00150005250	PROF SVC-AUG	0.00	3,484.00
1011	93703	11/01/18	1112	RANCHO SANTA FE SECURITY	00165006560	RESTRM LCK/UNLOCK-OCT	0.00	529.42
1011	93703	11/01/18	1112	RANCHO SANTA FE SECURITY	00165006560	ALARM MONITORING-OCT	0.00	205.09
TOTAL CHECK							0.00	734.51
1011	93704	11/01/18	169	SDG&E CO INC	00165006540	UTILITIES-09/04-10/05	0.00	989.64
1011	93704	11/01/18	169	SDG&E CO INC	00165006530	UTILITIES-09/04-10/05	0.00	1,177.06
1011	93704	11/01/18	169	SDG&E CO INC	20375007510	UTILITIES-09/04-10/05	0.00	2,367.57
1011	93704	11/01/18	169	SDG&E CO INC	00165006570	UTILITIES-07/31-10/05	0.00	2,681.79
1011	93704	11/01/18	169	SDG&E CO INC	21100007600	UTILITIES-07/31-09/30	0.00	4,082.92
1011	93704	11/01/18	169	SDG&E CO INC	00165006570	UTILITIES-09/04-10/05	0.00	5,840.73
1011	93704	11/01/18	169	SDG&E CO INC	21100007600	UTILITIES-07/31-10/05	0.00	6,563.56
1011	93704	11/01/18	169	SDG&E CO INC	00165006540	UTILITIES-07/31-10/05	0.00	434.02
1011	93704	11/01/18	169	SDG&E CO INC	00165006530	UTILITIES-07/31-10/05	0.00	488.70
TOTAL CHECK							0.00	24,625.99
1011	93705	11/01/18	13	SOLANA BEACH FIREFIGHTER 001		FD DUES PD 11/02/18	0.00	778.50
1011	93706	11/01/18	280	SPARKLEYS INC	00165006570	DRINK WATER-OCT-PW	0.00	33.92
1011	93707	11/01/18	1231	STAPLES CONTRACT & COMME	00165006510	NOTEPADS	0.00	35.54

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	DESCRIPTION	SALES TAX	AMOUNT
1011	93707	11/01/18	1231	STAPLES CONTRACT & COMME	00165006510	CHR MATS/BTRY/POST IT	0.00	91.01
1011	93707	11/01/18	1231	STAPLES CONTRACT & COMME	00165006520	CHR MATS/BTRY/POST IT	0.00	91.01
1011	93707	11/01/18	1231	STAPLES CONTRACT & COMME	00155005550	PLSTC FLDR/NOTEBOOK	0.00	41.57
1011	93707	11/01/18	1231	STAPLES CONTRACT & COMME	00165006510	RFND-CHAIR MAT	0.00	-50.71
TOTAL	CHECK						0.00	208.42
1011	93708	11/01/18	1458	THE UNIFORM SPECIALIST	00160006120	SHIRTS/EMB -MALLON	0.00	89.83
1011	93709	11/01/18	2134	UNION TRIBUNE-CIRCULATIO	00150005150	SUBSCRPTN CY 2019	0.00	558.59
1011	93710	11/01/18	12	UNITED WAY OF SAN DIEGO	001	UNITED WY PD 11/02/18	0.00	40.00
1011	93711	11/01/18	2097	UT SAN DIEGO - NRTH COUN	00150005150	PUB NTC-CNCL ELECTRN	0.00	80.22
1011	93711	11/01/18	2097	UT SAN DIEGO - NRTH COUN	00155005550	PUB HRNG-1716.44 DRP	0.00	118.06
TOTAL	CHECK						0.00	198.28
1011	93712	11/08/18	1135	AFFORDABLE PIPELINE SERV	00165006520	H-STORM DRAIN MAINT	0.00	1,140.00
1011	93713	11/08/18	5504	ALL CITY MANAGEMENT SERV	00165006540	CRSSGN GRD09/23-10/06	0.00	1,725.86
1011	93713	11/08/18	5504	ALL CITY MANAGEMENT SERV	00165006540	CRSSGN GRD09/23-10/06	0.00	3,205.18
1011	93713	11/08/18	5504	ALL CITY MANAGEMENT SERV	001	CRSSGN GRD09/23-10/06	0.00	-3,205.18
1011	93713	11/08/18	5504	ALL CITY MANAGEMENT SERV	001	CRSSGN GRD09/23-10/06	0.00	3,205.18
TOTAL	CHECK						0.00	4,931.04
1011	93714	11/08/18	3704	ARCO GASPRO PLUS	00165006570	AUTO FUEL 10/03-11/02	0.00	161.16
1011	93714	11/08/18	3704	ARCO GASPRO PLUS	00165006510	AUTO FUEL 10/03-11/02	0.00	177.27
1011	93714	11/08/18	3704	ARCO GASPRO PLUS	50900007700	AUTO FUEL 10/03-11/02	0.00	193.39
1011	93714	11/08/18	3704	ARCO GASPRO PLUS	00165006560	AUTO FUEL 10/03-11/02	0.00	96.70
1011	93714	11/08/18	3704	ARCO GASPRO PLUS	00170007110	AUTO FUEL 10/03-11/02	0.00	96.88
1011	93714	11/08/18	3704	ARCO GASPRO PLUS	00160006120	AUTO FUEL 10/03-11/02	0.00	273.27
1011	93714	11/08/18	3704	ARCO GASPRO PLUS	00160006140	AUTO FUEL 10/03-11/02	0.00	419.18
1011	93714	11/08/18	3704	ARCO GASPRO PLUS	00165006530	AUTO FUEL 10/03-11/02	0.00	467.37
1011	93714	11/08/18	3704	ARCO GASPRO PLUS	00165006520	AUTO FUEL 10/03-11/02	0.00	515.71
1011	93714	11/08/18	3704	ARCO GASPRO PLUS	00160006170	AUTO FUEL 10/03-11/02	0.00	688.43
TOTAL	CHECK						0.00	3,089.36
1011	93715	11/08/18	4832	AT&T CALNET 3	00160006120	9391012280 9/24-10/23	0.00	384.25
1011	93715	11/08/18	4832	AT&T CALNET 3	00160006170	9391053651 9/25-10/24	0.00	219.93
1011	93715	11/08/18	4832	AT&T CALNET 3	00160006170	9391012281 9/25-10/24	0.00	100.50
1011	93715	11/08/18	4832	AT&T CALNET 3	00160006170	9391019469 9/20-10/19	0.00	23.88
TOTAL	CHECK						0.00	728.56
1011	93716	11/08/18	5441	CALIFORNIA SKATEPARKS	45994386510	9438.10 SKTPRKRTRN-OCT	0.00	7,360.64
1011	93716	11/08/18	5441	CALIFORNIA SKATEPARKS	459	9438.10 SKTPRKRTRN-OCT	0.00	-7,360.64
1011	93716	11/08/18	5441	CALIFORNIA SKATEPARKS	45994386510	9438.10-SKATE PRK-OCT	0.00	139,852.21
TOTAL	CHECK						0.00	139,852.21
1011	93717	11/08/18	1701	DANNY KING	001	CALCCA-KING-9/05	0.00	-1,212.30
1011	93717	11/08/18	1701	DANNY KING	00150005200	CALCCA-KING-9/05	0.00	1,281.35
TOTAL	CHECK						0.00	69.05
1011	93718	11/08/18	2374	DARIN KUIITE	00150005400	FIRE PRO SYS-KUIITE	0.00	607.50

PENTAMATION
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CITY OF SOLANA BEACH, CA
 CHECK REGISTER - DISBURSEMENT FUND

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SELECTION CRITERIA: transact_gl_cash='1011' and transact_ck_date between '20181020 00:00:00.000' and '20181109 00:00:00.000'
 ACCOUNTING PERIOD: 5/19

FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	DESCRIPTION	SALES TAX	AMOUNT
1011	93719	11/08/18	2217	DELL MARKETING L.P.	135550005550	MICRO PC-PLANNING	0.00	669.49
1011	93720	11/08/18	1925	DIAMOND ENVIRONMENTAL SE	00160006140	CODE ENFCMNT-KABOO	0.00	160.20
1011	93721	11/08/18	134	DIXIELINE LUMBER CO INC	00165006570	DRML BIT/BRACE/PLATE	0.00	14.14
1011	93721	11/08/18	134	DIXIELINE LUMBER CO INC	00165006530	2-CYCLE OIL	0.00	14.50
1011	93721	11/08/18	134	DIXIELINE LUMBER CO INC	00165006570	PLSTC TUB/BRROOM	0.00	23.74
	TOTAL CHECK						0.00	52.38
1011	93722	11/08/18	269	DUDEK & ASSOCIATES INC.	213550005550	1714.29/661-781 NARDO	0.00	15,667.50
1011	93723	11/08/18	5530	ELLIOT GERSH	001	RFND-10/20 FCCC	0.00	500.00
1011	93724	11/08/18	1985	EXTERIOR PRODUCTS INC	00170007100	60 BING CROSBY BNNERS	0.00	2,700.00
1011	93725	11/08/18	223	FEDEX	00150005150	SHIPPING-10/09/18	0.00	62.62
1011	93726	11/08/18	5480	FISHER INTEGRAED, INC.	00150005450	COUNCIL WEB STRM-SEP	0.00	800.00
1011	93727	11/08/18	2873	GEOPACIFICA, INC	45094416510	9441.07 PE 10/26/18	0.00	2,830.00
1011	93727	11/08/18	2873	GEOPACIFICA, INC	45094416510	9441.07 PE 04/20/18	0.00	9,900.00
	TOTAL CHECK						0.00	12,730.00
1011	93728	11/08/18	2593	GOLDFARB & LIPMAN	26399465580	9946PRF SVC-JUL1575-5	0.00	112.00
1011	93728	11/08/18	2593	GOLDFARB & LIPMAN	26399465580	9946PRF SVC-AUG1575-5	0.00	1,804.00
1011	93728	11/08/18	2593	GOLDFARB & LIPMAN	00150005250	PROF SVC-AUG 1575-4	0.00	868.00
1011	93728	11/08/18	2593	GOLDFARB & LIPMAN	00150005250	PROF SVC-JUL 1575-4	0.00	1,652.00
1011	93728	11/08/18	2593	GOLDFARB & LIPMAN	00150005250	PROF SVC-SEP 1575-4	0.00	6,972.00
	TOTAL CHECK						0.00	11,408.00
1011	93729	11/08/18	3299	HELIX ENVIRONMENTAL	213550005550	1716.18/1036 SOLANA DR	0.00	140.00
1011	93729	11/08/18	3299	HELIX ENVIRONMENTAL	213550005550	1716.01/694 VIA DE LA	0.00	385.00
	TOTAL CHECK						0.00	525.00
1011	93730	11/08/18	5531	HELMATMAGS.COM	00160006120	LETTERING-PS	0.00	230.00
1011	93731	11/08/18	4166	HOGAN LAW APC	213550005550	1715.15 PROF SVC-AUG	0.00	2,340.00
1011	93731	11/08/18	4166	HOGAN LAW APC	213550005550	1714.29 SOL HGHLD-SEP	0.00	82.50
1011	93731	11/08/18	4166	HOGAN LAW APC	213550005550	1714.29 SOL HGHLD-SEP	0.00	665.00
	TOTAL CHECK						0.00	3,087.50
1011	93732	11/08/18	11	ICMA RETIREMENT TRUST-45	001	ICMA PD 11/08/18	0.00	4,604.03
1011	93733	11/08/18	5407	PJ CASTORENA, INC.	55000007750	CCA MAILR-10/15-10/22	0.00	133.47
1011	93734	11/08/18	111	MISSION LINEN & UNIFORM	21100007600	LAUNDRY-PUB WORKS	0.00	1.72
1011	93734	11/08/18	111	MISSION LINEN & UNIFORM	50900007700	LAUNDRY-PUB WORKS	0.00	6.90
1011	93734	11/08/18	111	MISSION LINEN & UNIFORM	00165006520	LAUNDRY-PUB WORKS	0.00	7.76
1011	93734	11/08/18	111	MISSION LINEN & UNIFORM	00165006560	LAUNDRY-PUB WORKS	0.00	7.76
1011	93734	11/08/18	111	MISSION LINEN & UNIFORM	00165006530	LAUNDRY-PUB WORKS	0.00	13.80
	TOTAL CHECK						0.00	37.94

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CITY OF SOLANA BEACH, CA
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FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	93735	11/08/18	4522	NISSHO OF CALIFORNIA	001650006560	REPLCD VALVE-LC	0.00	731.07
1011	93735	11/08/18	4522	NISSHO OF CALIFORNIA	001650006560	INSTL SLT GRD-DC PARK	0.00	119.64
1011	93735	11/08/18	4522	NISSHO OF CALIFORNIA	001650006560	REPLCD VALVE-LC	0.00	148.36
	TOTAL CHECK						0.00	999.07
1011	93736	11/08/18	2019	NORTH COUNTY EVS, INC	001600006120	T2471 REPAIR-10/11	0.00	2,975.77
1011	93736	11/08/18	2019	NORTH COUNTY EVS, INC	001600006120	T2471 REPAIR-09/11	0.00	6,658.68
1011	93736	11/08/18	2019	NORTH COUNTY EVS, INC	001600006120	T2471 REPAIR-09/03	0.00	5,002.71
	TOTAL CHECK						0.00	14,637.16
1011	93737	11/08/18	57	OFFICE TEAM INC.	001500005150	TEMP HELP PE 05/25	0.00	-42.93
1011	93737	11/08/18	57	OFFICE TEAM INC.	001500005150	TEMP HELP PE 07/06	0.00	-37.98
1011	93737	11/08/18	57	OFFICE TEAM INC.	001500005150	TEMP HELP PE 06/22	0.00	-7.14
1011	93737	11/08/18	57	OFFICE TEAM INC.	001500005150	TEMP HELP PE 09/21	0.00	1,154.00
	TOTAL CHECK						0.00	1,065.95
1011	93738	11/08/18	3754	PAL GENERAL ENGINEERING	202	9362PAV RPR RIN-10/29	0.00	-28,931.37
1011	93738	11/08/18	3754	PAL GENERAL ENGINEERING	22893626510	9362.19 PAV RPR-10/29	0.00	150,000.00
1011	93738	11/08/18	3754	PAL GENERAL ENGINEERING	24793626510	9362.19 PAV RPR-10/29	0.00	200,000.00
1011	93738	11/08/18	3754	PAL GENERAL ENGINEERING	20293626510	9362PAV RPR RIN-10/29	0.00	28,931.37
1011	93738	11/08/18	3754	PAL GENERAL ENGINEERING	20293626510	9362.19 PAV RPR-10/29	0.00	199,695.98
	TOTAL CHECK						0.00	549,695.98
1011	93739	11/08/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1716.52/346 LOMA LARG	0.00	250.00
1011	93739	11/08/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1713.24/421 N GRANADO	0.00	187.50
1011	93739	11/08/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1716.52/346 LOMA LARG	0.00	250.00
1011	93739	11/08/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1717.48/550 VIA DE LA	0.00	250.00
1011	93739	11/08/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1717.34/652 STEVENS	0.00	250.00
1011	93739	11/08/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1718.07/231 N GRANAD	0.00	250.00
1011	93739	11/08/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1713.16/735 VALLEY	0.00	250.00
1011	93739	11/08/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1718.13/840 HERNANDEZ	0.00	250.00
1011	93739	11/08/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1715.01/316 S RIOS	0.00	250.00
1011	93739	11/08/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1716.07/246 BARBARA	0.00	250.00
1011	93739	11/08/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1717.48/550 VIA DE LA	0.00	250.00
1011	93739	11/08/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1718.01/236 PATTY HIL	0.00	250.00
1011	93739	11/08/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1717.37/607 N CEDROS	0.00	250.00
1011	93739	11/08/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1718.12/362 N SIERRA	0.00	250.00
1011	93739	11/08/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1718.04/208 PACIFIC	0.00	250.00
1011	93739	11/08/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1718.15/731 AVOCADO	0.00	250.00
1011	93739	11/08/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1715.01/316 S RIOS	0.00	375.00
1011	93739	11/08/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1717.19/980 AVOCADO	0.00	375.00
1011	93739	11/08/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1717.36/850 AVOCADO	0.00	500.00
	TOTAL CHECK						0.00	5,187.50
1011	93740	11/08/18	677	ROADONE INC	001600006120	FS OPEN HOUSE DEMO	0.00	350.00
1011	93741	11/08/18	1954	RYDIN DECAL	001600006140	2019 TAXI PERMITS	0.00	318.12
1011	93742	11/08/18	257	SAN DIEGO COUNTY SHERIFF	21960006110	LAW ENFORCEMENT-SEP	0.00	8,537.64
1011	93742	11/08/18	257	SAN DIEGO COUNTY SHERIFF	00160006110	LAW ENFORCEMENT-SEP	0.00	339,705.36
1011	93742	11/08/18	257	SAN DIEGO COUNTY SHERIFF	001	CR TOW FEB-SEP	0.00	-382.97

CITY OF SOLANA BEACH, CA
CHECK REGISTER - DISBURSEMENT FUND

SELECTION CRITERIA: transact_gl_cash='1011' and transact_ck_date between '20181020 00:00:00.000' and '20181109 00:00:00.000'
ACCOUNTING PERIOD: 5/19

FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CHECK							0.00	347,860.03
1011	93743	11/08/18	773	SAN ELIJO LAGOON CONSERV	45993886510	9388 N CST CRRDR PGRM	0.00	36,499.34
1011	93744	11/08/18	4281	SIEMENS INDUSTRY, INC	21100007600	ST LIGHT REPAIR-SEP	0.00	890.08
1011	93744	11/08/18	4281	SIEMENS INDUSTRY, INC	00165006540	TRAFFIC SGNL MNT-SEP	0.00	993.92
1011	93744	11/08/18	4281	SIEMENS INDUSTRY, INC	00165006540	TRAFFIC CALL OUT-SEP	0.00	626.75
TOTAL CHECK							0.00	2,510.75
1011	93745	11/08/18	31	SOLANA BEACH CHAMBER OF	25055005570	Q1 VISITOR CENTER	0.00	3,750.00
1011	93746	11/08/18	1231	STAPLES CONTRACT & COMME	00170007110	CALENDARS	0.00	12.91
1011	93746	11/08/18	1231	STAPLES CONTRACT & COMME	00150005350	PAPER/POST ITS	0.00	187.85
1011	93746	11/08/18	1231	STAPLES CONTRACT & COMME	00150005350	WIPES/TISSUE/POST ITS	0.00	55.19
TOTAL CHECK							0.00	255.95
1011	93747	11/08/18	3066	SUMMIT ENVIRONMENTAL GRO	45999036190	9903 PROF SVC LCP-OCT	0.00	2,530.00
1011	93747	11/08/18	3066	SUMMIT ENVIRONMENTAL GRO	21355005550	1714.29/SOL HGHLD-OCT	0.00	7,500.00
1011	93747	11/08/18	3066	SUMMIT ENVIRONMENTAL GRO	21355005550	1714.20/959 GENEVIEVE	0.00	875.00
TOTAL CHECK							0.00	10,905.00
1011	93748	11/08/18	4534	TRAFFIC SUPPLY, INC	00165006540	PAINT/EPOXY	0.00	1,737.39
1011	93748	11/08/18	4534	TRAFFIC SUPPLY, INC	00165006540	PEDESTRIAN SIGNS	0.00	394.15
TOTAL CHECK							0.00	2,131.54
1011	93749	11/08/18	2097	UT SAN DIEGO - NRTH COUN	00155005550	PUB HRNG-1717.36 DRP	0.00	194.17
1011	93749	11/08/18	2097	UT SAN DIEGO - NRTH COUN	00155005550	PUB HRNG-ORD 491 AMND	0.00	71.77
1011	93749	11/08/18	2097	UT SAN DIEGO - NRTH COUN	22893206510	PUB HRNG-AMND RTIP	0.00	151.50
TOTAL CHECK							0.00	417.44
1011	93750	11/08/18	4933	GREGORY WADE	001	CALCCA-WADE-9/05	0.00	-899.14
1011	93750	11/08/18	4933	GREGORY WADE	00150005200	CALCCA-WADE-9/05	0.00	918.73
TOTAL CHECK							0.00	19.59
1011	93751	11/08/18	3723	WAGENERKS	00150005400	FSA ADMIN-OCT	0.00	118.25
1011	93752	11/08/18	4844	WARWICK GROUP CONSULTANT	45099266190	9926.19 PROF SVC-OCT	0.00	5,375.00
TOTAL CASH ACCOUNT							0.00	1,561,147.50
TOTAL FUND							0.00	1,561,147.50
TOTAL REPORT							0.00	1,561,147.50



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: November 28, 2018
ORIGINATING DEPT: Finance
SUBJECT: Report on Changes Made to the General Fund Adopted Budget for Fiscal Year 2018-2019

BACKGROUND:

Staff provides a report at each Council meeting that lists changes made to the current Fiscal Year (FY) General Fund Adopted Budget.

The information provided in this Staff Report lists the changes made through November 13, 2018.

DISCUSSION:

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

GENERAL FUND - ADOPTED BUDGET PLUS CHANGES					
As of November 13, 2018					
Action	Description	Revenues	Expenditures	Transfers from GF	Net Surplus
Reso 2017-095	Adopted Budget	17,916,600	(17,098,600)	(401,600) (1)	\$ 416,400
Reso 2018-070	Fiscal Year 2018/19 Appropriation Revisions	76,100	(229,900)	-	262,600
Reso 2018-089	Crossing Guards	38,507	(59,242)	-	241,865
Reso 2018-101	SBFA MOU	-	(185,425)	-	56,440
Reso 2018-093	City-Wide Janitorial Services	-	(8,620)	-	47,820
Reso 2018-117	Crossing Guards	19,253	(29,620)	-	37,453
Reso 2018-128	Pers Side Fund	-	155,700	-	193,153
(1)	Transfers to:				
	Debt Service for Public Facilities		151,100		
	City CIP Fund		250,500	401,600	

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA

COUNCIL ACTION:

FISCAL IMPACT:

N/A

WORK PLAN:

N/A

OPTIONS:

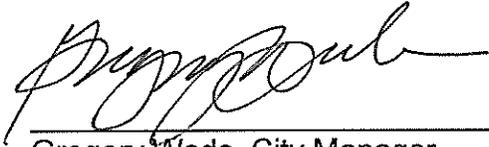
- Receive the report.
- Do not accept the report

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council receive the report listing changes made to the FY 2018-2019 General Fund Adopted Budget.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation



Gregory Wade, City Manager



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Greg Wade, City Manager
MEETING DATE: November 28, 2018
ORIGINATING DEPT: Public Safety
SUBJECT: Council Consideration of Resolution 2018-144 Approving the Purchase of 800 MHz Radios.

BACKGROUND:

Under the direction of the County of San Diego, the entire public safety communications infrastructure is being replaced in 2021 to improve regional capabilities. After 2020, all of the City's radio equipment will be out of compliance. The current system, Regional Communication System (RCS), will be replaced with the Next Generation Regional Communication System (NextGen RCS).

The Fire and Marine Safety (Public Safety) Departments currently use radios which will be phased out in 2021, as they are not compliant with Project 25 (P25) phase 2. P25 is a set of standards for digital radio communications which enables communication with other agencies and mutual aid response teams in emergencies. Once these devices are phased out, they will cease functioning, leaving our Public Safety Department unable to communicate with each other or with other agencies. The purchase of new 800 MHz radios will ensure P25 phase 2 NextGen compliance, making sure that our first responders have the proper emergency and non-emergency communications platform to continue to respond to the needs of our community in the most efficient and comprehensive means available.

The estimated cost to replace the Fire Department's fifteen (15) radios (which include mobiles, portables, and base radios), Marine Safety's ten (10) portable radios, and peripheral equipment is \$146,696. Staff is recommending purchasing these radios over a three (3) year period. Staff plans to use State Homeland Security Program (SHSP) grant funds, as well as County Service Area 17 (CSA-17) funds to help offset the costs over the next three (3) years.

CITY COUNCIL ACTION:

This item is before City Council to request the approval of Resolution 2018-144 (Attachment 1) approving the purchase of the 800 MHz radios and peripheral equipment from Motorola Solutions for \$146,696 paid over a three (3) year period.

DISCUSSION:

The City was awarded funds administered by the County of San Diego Office of Emergency Services (OES) through SHSP for Federal Fiscal Year 2017. City Council accepted the amount of \$12,243 on August 22, 2018 to help offset the costs of purchasing 800 MHz radios and applicable equipment.

SHSP is a grant program designed to assist qualifying public safety departments by providing funding on a reimbursement basis to upgrade personal protective equipment, purchase rescue equipment, and fund Emergency Operations Center upgrades in order to support terrorism preparedness. Many capabilities that support terrorism preparedness simultaneously support preparedness for other hazards and catastrophic incidents. In order to accept the SHSP funding, the City has signed the necessary grant assurances document. Presently, Motorola Solutions is the sole source vendor for the applicable radios.

CSA-17 is an Emergency Service District that pays for costs associated with providing ALS first responder services, medical supplies, equipment, training and certifications/licensure. Since these radios will be used on EMS incidents, the City can apportion a share of the cost to CSA-17.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

Due to the significant financial undertaking the replacement of these radios requires, a three (3) year Asset Replacement program is proposed to replace all Fire and Marine Safety 800 MHz non-P25 phase 2 equipment prior to the 2021 deadline. The program disburses the cost of replacement over the next three (3) fiscal years, including the current 2018/19 fiscal year. In addition, Staff will utilize annual State Homeland Security Program (SHSP) and CSA-17 funds to help offset the cost of the replacement program. The estimated cost to replace all radios and peripheral equipment is \$146,696. The cost breakdown per year is as follows:

Fiscal Year	Fire	Marine Safety	Total Cost	Less SHSP Grant Funds	Less CSA-17 Funds	Total
2018/19	\$ 29,370	\$ 15,726	\$ 45,096	\$ 12,243	\$ 11,274	\$ 21,579
2019/20	37,871	14,316	52,187	*12,000	13,047	27,140
2020/21	30,733	18,680	49,413	*12,000	12,353	25,060
TOTAL	\$ 97,974	\$ 48,722	\$ 146,696	\$ 12,243	\$ 36,674	\$ 73,779

* approximate

The total estimated cost for purchasing P25 compliant 800 MHz radios in the current fiscal year is \$45,096. SHSP grant funds will reimburse the City \$12,243 and CSA-17 funds will reimburse the City \$11,274. The remaining balance of \$21,579 will be appropriated from Fire and Marine Safety Capital Asset Replacement funds respectively.

WORK PLAN:

N/A

OPTIONS:

- Approve Staff recommendation.
- Deny Staff recommendation.
- Present alternative options.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council approve Resolution 2018-144:

1. Authorizing the purchase of 800 MHz radios from Motorola Solutions in the amount of \$146,696.
2. Authorizing an appropriation of \$12,243 to the Grant Revenue and the Marine Safety Equipment expenditure accounts in the Public Safety Special Revenue Fund for the use of SHSP funds.
3. Authorizing an appropriation of \$11,274 to the CSA-17 Revenue and the Fire Equipment expenditure accounts in the Public Safety Special Revenue Fund for the use of CSA -17 funds.
4. Authorizing an appropriation of \$3,483 and \$18,096 in the Marine Safety and Fire Equipment expenditure accounts, respectively, in the Asset Replacement Fund.

5. Authorizing the City Treasurer to amend the FY 2018/19 Adopted Budget accordingly.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation



Gregory Wade, City Manager

Attachments:

1. Resolution 2018-144

RESOLUTION 2018-144

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING THE PURCHASE OF 800MHZ RADIOS FROM MOTOROLA SOLUTIONS IN THE AMOUNT OF \$146,096

WHEREAS, the Fire Department currently uses radios which will be phased out beginning in 2019 as they will no longer be compliant with the public safety communications infrastructure; and

WHEREAS, the Solana Beach Fire Department received a grant through the State Homeland Security Grant Program in the amount of \$12,243 for the purchase of 800MHz replacement radios; and

WHEREAS, the Solana Beach Public Safety Department will use the radios for EMS incidents, therefore 25% of the cost to purchase the 800MHz replacement radios will be apportioned from CSA-17; and

WHEREAS, Motorola Solutions is the sole source vendor for the applicable radios; and

WHEREAS, the City of Solana Beach plans to purchase the Fire Department's fifteen (15) radios (including mobiles, portables, and base radios) and Marine Safety's ten (10) portable radios over a 3 year period, totaling \$146,696; and

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

1. That the above recitations are true and correct.
2. That the City Council authorizes and approves the purchase of 800MHz radios and applicable equipment from Motorola Solutions in the amount of \$146,696.
3. That the City Council authorizes the appropriation of \$12,243 to the Grant Revenue and the Marine Safety Equipment expenditure accounts in the Public Safety Special Revenue Fund for the use of the SHSP funds.
4. That the City Council authorizes an appropriation of \$11,274 to the CSA-17 Revenue and the Fire Equipment expenditure accounts in the Public Safety Special Revenue Fund for the use of CSA-17 funds.
5. That the City Council authorizes the appropriation of \$3,483 and \$18,096 in the Marine Safety and Fire Equipment expenditure accounts, respectively, in the Asset Replacement Fund.

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

PASSED AND ADOPTED this 28th day of November, at a regular meeting of the City Council of the City of Solana Beach, California by the following vote:

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

DAVID A. ZITO, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: November 28, 2018
ORIGINATING DEPT: Finance
SUBJECT: Introduction (1st Reading) Ordinance 492–Authorizing Fire Mitigation Impact Fee (FMIF) Program; Introduction (1st Reading) Ordinance 493 Authorizing Park Development Impact Fee (PDIF) Program; Introduction (1st Reading) Ordinance 496-Authorizing Public Use Facilities Impact Fee (PUFIF) Program; and Council Consideration of Resolution No. 2018-147 Establishing the FMIF, PDIF, and PUFIF

BACKGROUND:

In the late 1980's, a Fire Mitigation Fee was adopted by the City of Solana Beach (City) to fund the expansion of fire protection facilities and equipment (Ord. 64 § 1, 1988; 1987 Code § 10.08.040). The City's Park Development Fee was originally established by San Diego County and the City carried forward the fee when it incorporated in 1986. Since then, both fees have not been adjusted or updated to respond to changing demographics, infrastructure needs or inflation.

The City retained Revenue and Cost Specialists (RCS) to review and update its Fire Mitigation Fee and Park Development Fee. During the review and update, RCS also recommended that a separate development impact fee be considered for dedicated public use facilities development.

At the September 12, 2018 City Council (Council) meeting, Staff presented to the Council the proposed 2018 Development Impact Fee (DIF) Nexus and Calculation Report (Nexus Report) (Attachment 1). This item is before the City Council to consider:

1. Introducing Ordinance No. 492 establishing the Fire Mitigation Impact Fee (FMIF) (Attachment 2).

COUNCIL ACTION:

2. Introducing Ordinance No. 493 establishing the Park Development Impact Fee (PDIF). (Attachment 3).
3. Introducing Ordinance No. 496 establishing the Public Use Facilities Impact Fee (PUFIF) (Attachment 4).
4. Adoption of Resolution 2018-147 (Attachment 5) accepting the Nexus Report and establishing the FMIF, PDIF, and PUFIF

DISCUSSION:

The Nexus Report has determined that the proposed Fire Mitigation Impact Fee and Park Impact Fee will replace the City’s current Fire Mitigation Fee and Park Development Fee.

The City’s current Fire Mitigation Fee is calculated as follows:

<u>TYPE OF CONSTRUCTION</u>	<u>TOTAL AREA</u>	<u>FEE PER SQ. FT. (GROSS)</u>	<u>FIRE MITIGATION FEE</u>
NON-RATED BUILDINGS AND STRUCTURES	X	\$0.16	\$
FIRE- RESISTANT CONSTRUCTION (PER CBC)	X	\$0.11	\$
STRUCTURES WITH A FIRE SPRINKLER SYSTEM	X	\$0.05	\$

Calculation shall be based on the gross floor area which is in excess of the gross floor area of the existing structure.

The City currently collects approximately \$150 for a new 3,000 square foot single family residence that has sprinklers. The City’s current Park Improvement fee is a flat fee of \$600 per vacant lot per planning application.

The premise on which impact fees are based is that new development should pay for its share of the cost of adding the facilities necessary to accommodate its own demands from growth. The cost of projects needed to support growth are partially financed with impact fees based on some measurement of a development’s impact on future needs. Impact fees are not intended to be used for operational expenses or to pay for capital improvements to eliminate an existing deficiency or shortfall.

In California, the Mitigation Fee Act (the “Act”) and applicable law authorize cities to collect DIFs to off-set impacts from a new development project. The Act allows the City to impose DIFs for the purpose of defraying all or part of the costs of public facilities related to a new development. Without such mitigation, the increased demand for public facilities resulting from new development would cause the quality of a community’s public services to decline. DIFs must have a reasonable relationship to the impact of the development project upon public services/facilities. If the City charges more, then such a fee may be regarded as a special tax, subject to special requirements.

Under the Act, cities may also impose DIFs upon new development for “public facilities.” Such facilities are defined as public improvements, public services, and community

amenities. This rather broad language, however, is restricted by Government Code § 65913.8 which states that a DIF “may not include an amount for the maintenance or operation of an improvement.” “Facilities” and “improvements” are also defined elsewhere in the Act to include, without limitation, “public buildings” and “[a]ny other capital project identified in the capital facilities plan.” It is important to restate that DIFs cannot be used for employee salaries, fringe benefits, ongoing supplies and/or services.

The development impact cost calculations within the Nexus Report are intended to identify the cost of accommodating continued development in such a fashion as to safeguard the existing Levels of Service (LOS) currently enjoyed by the City’s existing residents and businesses. The development impact cost calculations identified in the Nexus Report can be formalized into a DIF schedule by City Council action.

RCS worked with City Staff on data collection, projection, analysis and discussion for determining the DIFs. Information was gathered from the General Plan, California Fire Incident Reporting System, and the City’s Comprehensive Annual Financial Report. Solana Beach’s General Plan was last updated in 2015 and provides pertinent information about the City’s land use inventory, projections, goals and policies. The General Plan identified the different land use categories, as each one has its own level of impact on the community. Goals and policies within the General Plan were used to determine the City’s growth potential and required levels of service. RCS also reviewed zoning maps, master plans, master facilities plans and capital improvement plans in calculating the impact fees.

RCS then held meetings with department representatives to further review the current and future needs of the City. City Staff provided supporting documents to reaffirm land use data, determine current levels of service, project future fire service needs and costs, and identify open space needs.

The Nexus Report has reasonably determined that new development within the City will require an additional \$1,077,236 in fire suppression/rescue facilities, vehicles and equipment; \$4,965,987 in park acquisition and park infrastructure development; and \$459,729 in dedicated public use facilities over the next seventeen years to 2035, consistent with the City’s General Plan. While this calculation establishes 100% of the cost mitigation from new development, it is City Council policy which adopts and sets the fee amount.

Figure 1 on the following page shows the existing, potential development and total development by land use category. Residences are measured in units, hotels by keyed rooms and businesses by square feet. For the City of Solana Beach, Figure 1 below presents General Plan Build-Out, of 7,394 private residences, 234 keyed hotel rooms and 7.2 million square feet of business space. The Nexus Report projects the City’s population to grow by 1,861 residents, to a projected population of 15,739 by 2035.

Figure 1: Land Use Database Build-Out Projections

City of Solana Beach Land-Use Database	Existing Development		Potential Development		Total General Plan Build-out	
	Acres	# Units/Sq Ft	Acres	# Units/Sq Ft	Acres	# Units/Sq Ft
Detached Dwellings (units)	643.89	1,730	207.31	557	851.20	2,287
Attached Dwellings (units)	359.20	4,066	19.70	223	378.90	4,289
Hotels/Motels (keyed rooms)	2.90	200	0.50	34	3.40	234
Commercial/Service (sq.ft)	138.49	2,706,379	2.71	53,008	141.20	2,759,387
Office/Professional (sq.ft)	27.20	829,382	1.00	30,492	28.20	859,874
Light Industrial (sq.ft)	22.59	688,816	0.41	12,500	23.00	701,316
Public/Institutional Uses (sq. ft)	73.46	2,879,777	0.94	37,000	74.40	2,916,777
Total Dwelling Units	1,003.09	5,796	227.01	780	1,230.10	6,576
Total Lodging Keyed Rooms	2.90	200	0.50	34	3.40	234
Total Business Square Feet	261.74	7,104,354	5.06	133,000	266.80	7,237,354

At build-out, when all such land is developed, \$6.5 million in public safety and quality of life capital improvement projects are needed to support new development as detailed in Figure 2 below.

Figure 2. Needed Infrastructure for New Development

Infrastructure Type	Total - All Projects
Fire Suppression/Rescue Facilities, Vehicles and Equipment	\$1,077,236
Park Land Acquisition/Park Improvements	\$4,965,987
Dedicated Public Use Facilities	\$459,729
Total - All Proposed Projects	\$6,502,952

The needed infrastructure cost calculation for new development of \$1,077,236 for Fire Suppression/Rescue Facilities, Vehicles and Equipment can be found at Schedule 3.1 on page 26 of the Nexus Report. The needed infrastructure cost calculation for new development of \$4,965,987 in park acquisition and park infrastructure development and \$459,729 in dedicated public use facilities is calculated as shown in the Cost Calculation Table on the next page.

Cost Calculation Table

Park Land Acquisition /Park Improvements	Table 2-1 Potential Dev	Schedule 4.1 Total Park Cost	
Detached Dwellings (units)	557	\$6,913	\$3,850,541
Attached Dwellings (units)	223	\$5,002	\$1,115,446
			\$4,965,987

Public Use Facilities	Table 2-1 Potential Dev	Schedule 5.1 Public Use Facilities	
Detached Dwellings (units)	557	\$640	\$356,480
Attached Dwellings (units)	223	\$463	\$103,249
			\$459,729

Table 2-1, Detailed Land Use Inventory, can be found on page 9 of the Nexus Report, and Schedules 4.1 and 5.1, both reporting Development Impact Cost Calculations, can be found on pages 36 and 41, respectively, of the Nexus Report.

The final step is to determine the appropriate development impact fee that would proportionally be imposed upon new development. Figure 3 below is the recommended development impact fees that would be needed to collect \$1.1 million in fire suppression/rescue facilities, vehicles and equipment; \$5.0 million in park land acquisition/park improvements; and \$0.5 million in dedicated public use facilities.

Figure 3. Proposed Development Impact Fees

Land-use Category	Fire Suppression & Rescue Facilities	Park Land and Park Improvements	Dedicated Public Use Facilities	Development Impact Fee Total Per Unit or Square Feet
	Schedule 2.2	Schedule 4.1	Schedule 5.1	

Calculated Development Impact Costs				
Detached Dwellings (units)	\$1,759	\$6,913	\$640	\$9,312 per Unit
Attached Dwellings (units)	\$248	\$5,002	\$463	\$5,713 per Unit
Hotels/Motels (keyed rooms)	\$832	No Fee	No Fee	\$832 per Unit
Commercial/Service (sq.ft)	\$0.130	No Fee	No Fee	\$0.130 per S.F.
Office/Professional (sq.ft)	\$0.140	No Fee	No Fee	\$0.140 per S.F.
Light Industrial (sq.ft)	\$0.010	No Fee	No Fee	\$0.010 per S.F.
Public/Institutional Uses (sq. ft)	\$0.050	No Fee	No Fee	\$0.050 per S.F.

Exist Resi/Remodel (incl. Bedroom)	\$0.67	\$18.54 ^{2d}	\$1.72 ^{3d}	\$20.93 per S.F.
Exist Resi/Remodel (no Bedroom)	\$0.67	No Fee	No Fee	\$0.67 per S.F.

* Applied to square footage of new bedrooms only

To compare what is currently being charged by the City, Staff surveyed other coastal cities regarding their fees for similar DIFs. The summary of that survey, Jurisdiction

Comparisons (Attachment 6), shows Fire Mitigation, Park Development, and Public Use Facilities development impact fees that are currently charged and proposed to be charged by the City, and the amounts charged for these same DIFs by the cities of Del Mar, Encinitas, Carlsbad, and Oceanside.

Additionally, a Project Cost Analysis for Construction Fees (Attachment 7) was done to compare the City's current and proposed fees for a mixed-use project, a 4-unit condominium project, a new single-family dwelling for a non-resident and resident, and a single-family 1,500 square foot addition and remodel for a non-resident and resident. The DIFs being proposed in this Staff Report are highlighted on the attachment. It should be noted that proposed fee changes in Attachment 7 above those highlighted are the subject of a separate public hearing on the November 28th Council agenda.

The City Council may review the fire mitigation and park development impact fees from time to time. For any annual period during which the City Council does not review the DIF, Staff is recommending that fee amounts shall be adjusted once by the City Engineer or Public Works Director based on the annual percentage increase in the "Los Angeles Construction Cost Index" (LACCI), as compiled and reported by Engineering News Record. It is recommended that the fire mitigation and park development impact fees be indexed annually in order to keep up with future increases in the cost of construction. This methodology is similar to what was approved by the City Council in June 2017 when the Transportation Impact Fee was adopted.

The Nexus Report and proposed DIFs were presented to the Budget and Finance Commission for their review and input at their August 29, 2018 meeting and the Commission prepared a memorandum (Attachment 8) for Council consideration. In general, the Commission supported updating DIFs that have been in place since the 1980's and found the Nexus Report comprehensive and the methodology to develop the proposed DIFs sound. Since the proposed DIFs are based on forecasts that are 17 years into the future using criteria in the General Plan, the Commission also recommended reevaluating the fees as circumstances change.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The Nexus Report calculates approximately \$6.5 million in DIFs revenue over 17 years to support future development. This would be an increase of \$6 million over our current fees. Such revenues must be deposited in separate dedicated accounts, and the Act requires specific accounting and reporting procedures. School Districts charge separate DIFs in accordance with California law. While the City collects such fees on behalf of the School Districts, it does not have authority to alter those fee amounts. The Nexus Report presents to the City the maximum impact fee reasonably calculated, and the City Council may adopt fees that are lower, but not higher.

WORK PLAN:

Fiscal Sustainability

OPTIONS:

- Approve Staff Recommendation.
- Approve Staff Recommendation with modifications.
- Provide direction.

DEPARTMENT RECOMMENDATION:

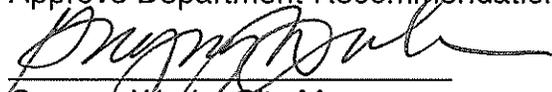
Staff recommends the City Council:

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.
2. Introduce Ordinance No. 492 establishing the Fire Mitigation Impact Fee (FMIF).
3. Introduce Ordinance No. 493 establishing the Park Development Impact Fee (PDIF).
4. Introduce Ordinance No. 496 establishing the Public Use Facilities Impact Fee (PUFIF).
5. Consider adoption of Resolution No. 2018-147:
 - a. Accepting the 2018 Development Impact Fee (DIFs) Nexus and Calculation Report (Nexus Report) dated July 2, 2018.
 - b. Establishing the FMIF and determining that the FMIF shall be paid based upon the use of land set forth in the Summary of Development Impact Fee Rates table included in the Nexus Report, dated July 2, 2018.
 - c. Establishing that the FMIF shall become effective upon the effective date of Ordinance No. 492.
 - d. Establishing the PDIF and determining that the PDIF shall be paid based upon the use of land set forth in the Summary of Development Impact Fee Rates table included in the Nexus Report, dated July 2, 2018.
 - e. Establishing that the PDIF shall become effective upon the effective date of Ordinance No. 493.

- f. Establishing the PUFIF and determining that the PUFIF shall be paid based upon the use of land set forth in the Summary of Development Impact Fee Rates table included in the Nexus Report, dated July 2, 2018.
- g. Establishing that the PUFIF shall become effective upon the effective date of Ordinance No. 496.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. 2018 Development Impact Fee (DIFs) Nexus and Calculation Report for the City of Solana Beach dated July 2, 2018
2. Ordinance No. 492
3. Ordinance No. 493
4. Ordinance No. 496
5. Resolution No. 2018-147
6. Jurisdiction Comparisons
7. Project Cost Analysis for Construction Fees
8. Budget and Finance Commission Memorandum



2018 Development Impact Fee (DIFs) Nexus and Calculation Report for the City of Solana Beach



**& Revenue
Cost
Specialists, LLC**

1519 E Chapman Ave, Ste C
Fullerton, CA 92831
(714) 992-9020
www.revenuecost.com

July 2, 2018

Honorable Mayor and City Council
via Greg Wade, City Manger
City of Solana Beach
635 South Highway 101
Solana Beach, CA 92075

RE: 2018 Development Impact Fee (DIFs) Nexus and Calculation Report

Honorable Mayor, Council and City Manager Wade:

This 2018 Development Impact Fee (DIFs) Nexus and Calculation Report provides the City of Solana Beach with the analysis and findings necessary to adopt impact fees that are imposed on new development. Revenue & Cost Specialists was contracted to provide the technical expertise in identifying the capital additions necessary to preserve the existing *Levels of Service* currently offered to and enjoyed by the existing community from the diminution of those existing LOS due to the addition of new residential and business development in Solana Beach and calculate the DIFs necessary to fund those required projects.

The proposed DIF will update the City's existing Fire Mitigation Fee and Park Impact Fee, which were adopted in the 1980s. The DIFs contained herein calculate only the costs of infrastructure required to support services provided only by the City of Solana Beach. They do not include development impact fees imposed by the school district(s) or any other government agency.

Chapter 1 discusses the background and introduction of the report. Chapter 2 summarizes the demographics and findings. Solana Beach has 15.5% of total private acres that is potentially developable land. At build-out, when all such land is developed, \$6.5 million in public safety and quality of life capital improvement projects are needed to support the new development. Schedule 2.1 at the end of Chapter 2 proposes development impact fees which will recover such costs. Chapters 3-5 provides comprehensive analysis of the City's three development impact fees.

The following management worked with RCS to generate the information and data critical in developing the DIF. Without their historical knowledge and willingness to provide the best data available, this Report could not have been completed to the degree of accuracy that it has.

Marie Berkuti – Finance Manager/Treasurer
Joseph Lim – Community Development Director
Mike Stein – Encinitas Fire Chief

The *Development Impact Fee Calculation and Nexus Report* is submitted for your review and consideration. RCS is prepared to assist in increasing the Council's and community's understanding of this very significant part of the City's revenue structure.

Sincerely,



SCOTT THORPE
Senior Vice President



CHU THAI
Vice President

**CITY OF SOLANA BEACH
2018-19 DEVELOPMENT IMPACT FEE (DIFS)
NEXUS AND CALCULATION REPORT**

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Commonly Used Report Acronyms and AKA's

Development Impact FeeDIF

Government Code §66000 Mitigation Fee Act *or* AB1600

Geographical Information System..... GIS

Level of ServiceLOS

State Department of Finance DOF

Thousand Square Feet..... KSF

CHAPTER 1: INTRODUCTION AND BACKGROUND

INTRODUCTION

The City of Solana Beach (City) retained Revenue and Cost Specialists (RCS) to review and update its Fire Mitigation Fee and Park Impact Fee. In the late 1980's, a Fire Mitigation Fee was adopted by the City to fund the expansion of fire protection facilities and equipment (Ord. 64 § 1, 1988; 1987 Code § 10.08.040). The City's Park Impact Fee was originally established by San Diego County and the City carried forward the fee when it incorporated in 1986. Since then, both fees have not been adjusted for changing demographics, infrastructure needs or inflation.

RCS worked with City staff on data collection, projection, analysis and discussion for updating the DIFs. Information was gathered from the General Plan; California Fire Incident Reporting System; and Comprehensive Annual Financial Report. Solana Beach's General Plan was last updated in 2015 and provides pertinent information about the City's land use inventory, projections, goals and policies. The General Plan identified the different land use categories, as each one has its own level of impact on the community. Goals and policies within the General Plan were used to determine the City's growth potential and level of service. RCS also look at zoning maps, master plans, master facilities plans and capital improvement plans in calculating the impact fees.

RCS held meetings with department representatives to identify the current and future needs of the City. City staff provided supporting documents to reaffirm land use data, determine current level of services, project future fire service needs and costs, and identify open space needs.

This *Development Impact Fee Calculation and Nexus Report* (Report) has reasonably determined that new development within the City will require an additional \$1,077,236 in fire suppression/rescue facilities, vehicles and equipment, \$4,981,809 in park acquisition and park infrastructure development and \$459,729 in dedicated public use facilities. While this calculation establishes 100% of the cost mitigation from new development, it is City Council policy which adopts and sets the fee amount.

BACKGROUND ON IMPACT FEES

The premise on which impact fees are based is that development should pay for the cost of adding the facilities necessary to accommodate its own demands from growth. The cost of projects needed to support growth are financed with impact fees based on some measurement of a development's impact on future needs. Impact fees are not intended to be used for operational expenses or to pay for capital improvements to eliminate an existing deficiency or shortfall.

Early water/wastewater fees were called capital recovery or expansion fees, and impact fees have also been referred to as system development charges, service availability charges, facility fees and exaction fees. This Report will prefer to use impact fees from this point forward. Municipal governments throughout the United States have established impact fees for sewer, water, solid waste, storm drains, transportation, parks, recreation, general government facilities, affordable housing, schools, police and fire.

In California, the Mitigation Fee Act (the “Act”) and applicable law authorize cities to collect Development Impact Fees (DIFs) to off-set impacts from a development project. The Act allows the city to impose DIFs for the purpose of defraying all or part of the costs of public facilities related to a new development. Without such mitigation, the increased demand for public facilities resulting from new development would cause the quality of a community’s public services to decline. DIFs must have a reasonable relationship to the impact of the development project upon public services/facilities. If the City charges more, then such a fee may be regarded as a special tax.

Under the Act, cities may impose DIF upon new development for “public facilities.” Such facilities are defined as public improvements, public services, and community amenities. This rather broad language, however, is restricted by Government Code § 65913.8 which states that a DIF “may not include an amount for the maintenance or operation of an improvement.” “Facilities” and “improvements” are also defined elsewhere in the Act to include, without limitation, “public buildings” and “[a]ny other capital project identified in the capital facilities plan.” It is important to restate that DIF cannot be used for employee salaries, fringe benefits ongoing supplies and services.

The development impact cost calculations within this Report are intended to identify the cost of accommodating continued development in such a fashion as to safeguard the existing Levels of Service (LOS) currently enjoyed by the City’s existing residents and businesses. The development impact cost calculations identified in this report could then be formalized into a Development Impact Fee schedule by City Council action.

THE IMPORTANCE OF CAPITAL INFRASTRUCTURE

The Levels of Service (LOS) of any one City infrastructure is based upon (or limited) by the capacity of that infrastructure to support the City’s residents or businesses. The design of any municipal project has a finite capacity and thus enjoyment by the citizens and business community. Taken to an extreme, if the City owned but one picnic table or one sports field, each would be incapable of meeting the recreational demands of the City’s 13,000 plus population. An adequate and sufficient offering of recreation offerings would be impossible without an adequate and sufficient inventory of recreational-based infrastructure.

Good municipal service takes a balance of staff and infrastructure. However, make no mistake about it, the amount of and complexity of any infrastructure defines (in part or all)

of that infrastructures Level of Service (LOS). This makes the one-time DIF financing of any City's infrastructure that much more important. It takes a balance to accommodate development with the inventory of recreational opportunities within the City's desired standard. The importance of having a properly calculated and documented DIF schedule in order to accommodate development-related demands cannot be over-stated.

CALCULATION OF DEVELOPMENT IMPACT FEES

In California, State legislation sets certain legal and procedural parameters for the charging of these fees. This legislation was passed as AB1600 by the California Legislature and is now codified as California Government Code Sections 66000 through 66009. This State law went into effect on January 1, 1989.

Government Code §66000 requires documentation of projects to be financed by Development Impact Fees prior to their levy and collection, and that the monies collected actually be committed¹ within five years to a project of direct benefit to the development which paid the fees. Many states have such controlling statutes. Specifically, California Government Code §66000 requires the following process:

- ✓ Delineation of the **PURPOSE** of the fee.
- ✓ Determination of the **USE** of the fee.
- ✓ Determination of the **RELATIONSHIP** between the use of the fee and the type of development paying the fee.
- ✓ Determination of the relationship between the **NEED** for the facility and the type of development project.
- ✓ Determination of the relationship between the **AMOUNT** of the fee and the **COST** of the portion of the facility attributed to the specific development project.

This Report, with some additions, utilizes the basic methodology consistent with the above requirements of Government Code §66000. The following steps were undertaken in the calculation of DIFs for the City:

1. Review the Land use map and determine the existing mix of land uses and amount of undeveloped and developed land. The magnitude of growth and its impacts can thus be determined by considering this land use data when planning needed infrastructure. This inventory can be found in Table 2-1 in Chapter 2.

¹ *Committed* does not mean *expended*. Council merely need only restate that an amount of impact fee receipts are still committed to a particularly identified infrastructure project.

2. Define the level of service desired within the General Plan area for each project or acquisition identified as necessary. In most cases this would be the de facto or existing standard, or as in the case with Solana Beach, a standard based within the City's General Plan.
3. Identify all additions to the capital facilities or equipment inventory necessary to maintain the various identified levels of service in the area and accommodate new development, through General Plan build-out. Then, determine the cost of those capital additions.
4. Identify a level of responsibility, which is the relative need for the facilities or equipment necessary to accommodate "growth" as defined, and as opposed to current needs.
5. Distribute the costs identified as a result of development growth on a basis of land use. Costs are distributed between each land use based on their relative use, or nexus, of the capital system.

PROPORTIONAL USE

A helpful component of this Report is the proportional analysis of the infrastructure needs required to accommodate continued development of the City as compared to the existing infrastructure that has been generated through years of taxes and other contributions and currently serves the existing community. This proportional analysis is intended to match the City's desired level of service of new development, with that of the de-facto, or actual level of service provided to the existing community. The inclusion of the proportional analysis will assist the City Council in adopting a DIF structure that is equitable to existing and future development.

To date, RCS has identified 23 categories of facilities that can be financed by impact fees, while there are no doubt municipalities could creatively devise others. Below are what RCS identified, and the preferred units of impact.

- Streets and thoroughfare facilities – traffic generation rates
- Traffic control facilities – traffic generation rates
- Bridges – traffic generation rates
- Utility undergrounding – number of meters/service connections
- Street lighting – traffic generation rates
- Street trees and median landscaping – traffic generation rates
- Parks and recreation facilities – population
- Other Public facilities (city hall, civic center) – acreage
- Law enforcement facilities, equipment, and training – responses
- Fire protection facilities, equipment, and training – incidents

- ☑ Solid-waste collection equipment – waste generation rates
- ☑ Solid-waste disposal facilities – waste generation rates
- ☑ Low- and moderate-income housing – local agency policy
- ☑ Historical preservation and cultural facilities – population
- ☑ Harbors, ports, and airports – modal transportation generated
- ☑ Public art, museums, and cultural resources – population
- ☑ Mass transit facilities and equipment – traffic generation rates
- ☑ Day-care facilities – square footage of commercial/industrial
- ☑ Water treatment and distribution facilities – usage
- ☑ Wastewater collection and treatment facilities – usage
- ☑ Reclaimed water treatment and distribution facilities – usage
- ☑ Storm drainage facilities – runoff coefficient/impervious area
- ☑ Electric generation and distribution facilities – usage

Many agencies have resorted to devising impact fees that have a questionable relationship to the impact of growth on needed facilities. The following fees are not impact fees and should be questioned if they are characterized as such.

- ☒ Ad-Valorem Fees (Based on Value) – Any impact fee that is based on the appraised value or estimated construction cost is probably a tax rather than a fee. However, the fees (or tax) may be valid due to state or local legislation. The taxes may also have been grandfathered or adopted prior to limiting legislation.
- ☒ Front Footage Fees – Impact fees based on the lineal footage of property bordering on a facility such as a street or sewer line may not be valid. Front footage fees may be valid for reimbursement of previous construction but are not appropriate for impact fees.
- ☒ Involving On-going Operational Costs – Impact fees collected and deposited into the general fund or used for operations are questionable. Impact fees that are not tied to a capital improvement plan, capital projects list or master facility plan may not be valid.
- ☒ Flat Rates – Uniform, single-value impact fees for all uses (residential and commercial/industrial) would seldom be valid for impact fees.
- ☒ Illogical Impact Indicator or Factor – Impact fees that are calculated on a factor that does not make sense are probably invalid. Traffic- signal impact fees based on population or water impact fees based on parcel size (regardless of use) may indicate invalid fees.

- ☒ Impact-Fee Calculations that Don't Exist – Some communities simply establish impact fees based on the average or typical fees charged by adjacent communities. Such fees are not based on impact but are solely market-driven decisions that have no relationship to needed facilities.
- ☒ Curing Existing Shortfall or Condition – Impact fees that are used to correct existing infrastructure problems are not valid. That is not to say that a project may not benefit both existing and new residents. In the latter case, impact fees should be used only in direct proportion to the benefits realized by future growth.
- ☒ Monies Not Used for Stated Purposes – Impact fees may be used only for the facility and system for which they were imposed, calculated and collected. Impact fees collected for one purpose (e.g., traffic signals) should not be used for another purpose (e.g., water treatment and distribution). Monies collected for different types of impact fees are to be deposited in separate accounts. When the monies are needed they may be transferred into the appropriate capital fund.

Impact fees must be proportional to the impact of each development on the need to construct additional or expanded facilities. The fees do not have to recover the full cost, but if the fees are reduced by a percentage from the full cost, the percentage reduction should apply evenly to all types of developments. If the City's fire station is inadequate in serving current demand, the use of fire impact fee can only be used for the expansion of the facility to meet future demands. However, the city may adopt policy which commits other funding sources to improve current facilities to a higher standard.

Development Impact fees must be used to serve the general area in which such fees were collected. Within a city where multiple DIF geographic areas are identified, fees collected within one area should serve that area. Solana Beach's limited size generally excludes it from this requirement.

The method of calculating impact fees should be capable of being reconstructed. If the recalculation of the fee cannot reproduce the original fee, the calculation method may be flawed.

Since the total development impact fee collected could take more than ten years, it is fair to recognize current and future standards may be affected. If, at population build out, the City was to collect enough fire impact fees to expand the fire station by 2,000 square feet, it is impractical to expand the facility by 200 square feet when only 10% of the impact fees are collected. At that time, the population has increased by 10%, and this "temporary overcapacity" is considered an inconvenience until enough DIFs have been collected for a practical expansion back up to the original standard.

In addition to the land use assumptions contained in the next Chapter of this Report, other important assumptions of this study include the following:

Land Acquisition Costs. Land acquisition cost estimates have been developed after discussions with City officials over recent acquisitions or current negotiations. Arguments for higher or lower costs can be made; however, the herein contained per acre amounts appear to be the most appropriate current figure for the purposes of this study. Land costs make up a significant portion of the park related fees. Solana Beach city staff provided RCS with information regarding recent 28,978 square foot land acquisition at a cost of \$2.8 million. The result is a substantial \$96.63 per square foot and indicative of the supreme lack of vacant parcels within the City's limits. Land costs included in this Report will be a derivation of this information.

Financing Costs. Such costs may be included in the project costs where debt financing was required due to the immediacy of the need for the facility or infrastructure to show the full costs of such facility or infrastructure and insure that new development also pays its "fair share" of these costs. Financing should only be included for facilities where, based upon staff's estimate, the immediacy of need for the facility requires debt financing. Or in the alternative, should financing be entered into on a facility, the impact fees should be recalculated to reflect those actual costs. In such cases, the debt service payments would be discounted to today's cost to account for the diminishing value of the dollar and would be in keeping with the cost methodology used in this study to show projects in current costs. To consider the face value of bond payments when determining costs, on the other hand, would be inaccurate as it would treat the value of a dollar today the same as the value of a dollar twenty years from now. Such an approach would tend to overvalue the costs of debt service requirements and therefore cause an agency to overcharge on its DIFs.

ACCOUNTING FOR IMPACT FEES

Once the impact fees have been implemented, there is a need to provide accurate accounting or tracking of the fees collected and the use of those fees. California's AB 1600 requires fees to be expended, or committed, within five years of their collection.

Many impact fees are generally paid before construction begins. The money must be accounted for in special interest-bearing accounts, with a separate fund each type of impact fee (fire, park, etc.). Cities must provide an annual report on each of the impact fee, showing the source and amount of revenues, as well as the improvements financed with the revenue.

For the fifth fiscal year following the first deposit into an impact fee fund, and every five years thereafter, the city is required to report on the remaining balance of in the fund. It also require that the agency identify the original purpose to which the fee is to be put; demonstrate the reasonable relationship between the fee and purpose for which it is

charged; identify all sources and amounts of funding anticipated to complete financing in incomplete improvements; and designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund. In short it is a restatement of the reason and purposes the impact fee was adopting in the first place.

Cities should adopt impact fee ordinances which provide a legal basis for establishing the fee and all required procedures. The ordinance should include legislative findings regarding the fee imposition, types of impact fees necessary in the city, fee calculation methodology, benefit districts, updating frequency, spending limits, offsets and credits, and appeal process.

END OF
CHAPTER TEXT

CHAPTER 2: DEMOGRAPHICS AND IMPACT FEE FINDINGS

Chapter 2 represents the beginning and end of the DIF calculation process. It begins with an inventory of fully developed, undeveloped and under-developed units and acreage within the City and concludes with a summary of recommended DIF schedules with detailed infrastructure explanations in the following chapters of this Report.

LAND USE DATABASE

This Report contains an inventory of fully developed, undeveloped and underdeveloped land within the City limits of Solana Beach and is based upon the City’s most recent General Plan update. The *Undeveloped* or under-developed parcels, identified as Potential Development, combine to form the base for the distribution of the estimated costs of the service-expanding capital projects necessary to accommodate that same anticipated development. Without the expansion projects, the City would be unable to accommodate those new development demands for service. Table 2-1, is the resulting inventory of all private land uses contained within the current City and are based on the General Plan's land use inventory.

Table 2-1
Detailed Land Use Inventory

City of Solana Beach Land-Use Database	Existing Development		Potential Development		Total General Plan Build-out	
	Acres	# Units/Sq Ft	Acres	# Units/Sq Ft	Acres	# Units/Sq Ft
Detached Dwellings (units)	643.89	3,150	207.31	557	851.20	2,287
Attached Dwellings (units)	359.20	3,464	19.70	223	378.90	4,289
Hotels/Motels (keyed rooms)	2.90	200	0.50	34	3.40	234
Commercial/Service (sq.ft)	138.49	2,706,379	2.71	53,008	141.20	2,759,387
Office/Professional (sq.ft)	27.20	829,382	1.00	30,492	28.20	859,874
Light Industrial (sq.ft)	22.59	688,816	0.41	12,500	23.00	701,316
Public/Institutional Uses (sq. ft)	73.46	2,879,777	0.94	37,000	74.40	2,916,777
Total Dwelling Units	1,003.09	6,614	227.01	780	1,230.10	7,394
Total Lodging Keyed Rooms	2.90	200	0.50	34	3.40	234
Total Business Square Feet	261.74	7,104,354	5.06	133,000	266.80	7,237,354

DIF LAND-USE TYPES DEFINITIONS

For the purpose of this Report and DIF calculations, Solana Beach General Plan Land use designations are categorized into one of the seven broad types of land-use impact fee categories. These DIF Land-Use Types are defined following:

Residential Land Uses:

- **Detached Dwelling Units** - This DIF Land-Use Type is generally defined as a detached unit and corresponds to an allowable use within the City's land-use designations/zones of Low Density Residential, Low-Medium Density Residential, and Medium Density Residential.
- **Attached Dwelling Units** - This category consists of apartments, townhomes, condominiums or any other living unit that is physically contiguous to (i.e. attached to) any other residential unit within the Medium-High Density Residential and High Density Residential.

Business/Commerce Land Uses:

- **Hotel/Motel (keyed) Units** - This DIF Land-Use Type corresponds as an allowable use within the Special Commercial zoning designation.
- **Commercial/Service Uses** - As utilized in this Report, Commercial/Service uses include the general type of commercial services and thus includes outlets ranging from restaurants to auto repair shops to shopping centers. General commercial and light commercial are the more specific uses.
- **Office/Professional Uses** - As utilized in this Report, Office/Professional uses include the general type of commercial services and thus consists of the narrower Office/Professional uses such as medical, legal and tax/accounting and other professional uses.
- **Light Industrial** - This DIF Land-Use Type contains all businesses engaged in light Industrial developments typical in very light manufacturing in a small business park setting.
- **Public/Institutional** - This DIF Land-Use Type contains all businesses engaged in general group uses such as private schools, churches and other groups that congregate in common buildings. They are typically non-profits uses.

POTENTIAL DEVELOPMENT PROJECTION

The first component in determining the magnitude of the impact of future development is to determine available land within the City. For each of the DIF land-use categories detailed above and on Table 2-2, acreage is used as a unit of measure for both Existing Development and Potential Development. Definitions regarding the status of each land use are as follows:

Existing Development Acres/Units – This column identifies land in the City which is developed or land which has received entitlement from the City and building permits but may not yet be constructed. Acreage in this category may include non-conforming use areas of the City which contain extensive development prior to an annexation or before changes to the General Plan were made.

Development Opportunities Acres/Units – This column refers to all vacant non-public land located within the City. This category also includes the acreage any vacant parcel. Table 2-2 provides a summary of the detailed land use inventory, limited to privately held property, provided on Table 2-1. Staff's land use inventory reveals that there are presently 1,267.73 acres of privately-held developed parcels within the City's current boundaries. Conversely, there remain 232.57 acres of vacant or under-developed land.

Table 2-2
Summary of the City of Solana Beach's
Developed and Potential Development Acreage

DIF Land-use Type	Existing Developed Acres	% of Total Private Acres	Potential Development Acres	% of Total Private Acres	Total Private Acres
Detached Dwelling Units	643.89	42.9	207.31	13.8	851.20
Attached Dwelling Units	359.20	23.9	19.70	1.3	378.90
Hotel/Motel Keyed Units	2.90	0.2	0.50	0.0	3.40
Commercial/Service (SF)	138.49	9.2	2.71	0.2	141.20
Office/Professional Uses (SF)	27.20	1.8	1.00	0.1	28.20
Light Industrial Uses (SF)	22.59	1.5	0.41	0.0	23.00
Public/Institutional Uses (SF)	73.46	4.9	0.94	0.1	74.40
Total Acres	1,267.73	84.5	232.57	15.5	1,500.30

POPULATION PROJECTIONS

A second component in determining the magnitude of the impact of future development and the necessary facilities needed to mitigate that impact is a realistic assessment of the build-out population of the City. Some of the facilities/infrastructure contained in this Report are sized according to either the estimated population at theoretical "build-out" or upon service levels which are based in part upon an estimation of the population to be served. Parks and park improvements and dedicated public use facilities are examples of infrastructure areas which rely heavily on population projections to determine space and facility needs. Park standards are usually stated in terms of the number of acres of park land per 1,000 persons, for instance.

There are at least two generally accepted methods for projecting future population levels in a City: They are: (A) past growth trends projected forward and (B) population holding capacity based on the General Plan land-use element. Each of these methods can be useful even though both possess certain limitations.

There are several serious flaws in projecting the build-out population of a community using the past growth trends methodology. While this method is relatively simple and therefore easy for the general public to understand, it does not give consideration to when an area is actually built out. Eventually there comes a point in time where the amount of available land to build on is negligible as is likely the case in Solana Beach (Table 2-1). This technique does not help explain when that point is reached.

The past growth trends approach is also not sensitive to policy changes made by Council or land use issues contained in the City's General Plan. For these reasons, this technique is more useful in projecting short-term population levels and should not be used to forecast the built-out population of an area.

This Report relies on the methodology of holding-capacity (described in the following section) to project future service levels and facility requirements.

Holding Capacity Analysis. The methodology used in this Report to forecast the built-out population of Solana Beach is the current holding capacity approach. This method calculates the sum of existing development and potential development allowable under current land use regulations, using average densities found in the City.

The first step in projecting the City's population using the holding capacity approach is to inventory the remaining undeveloped acres within the City limits, which was previously accomplished in Tables 2-1 and 2-2 of this Chapter. The next step is to estimate the potential dwelling units allowed per acre and then multiply the potential number of units by the average number of residents per unit.

The number of persons per unit for new residential units is based on the 2000 U.S. Census and ranges from 2.590 and 1.874 persons for detached dwellings and attached dwelling units respectively. There are no manufactured/mobile home parks in park settings the City thus no per dwelling unit figure for the number of residents living in manufactured dwelling units. Use of the 2000 Census data is required over the more recent 2010 Census due to an unfortunate change in the way household data is reported by eliminating the ability to recognize differing types of residential structures.

Based on these 2000 Census dwelling density data, future residential development can be expected to generate somewhere from 1,740 to 1,861 additional residents² to the City of Solana Beach, joining the 13,938 citizens already living in City resulting in a total estimated population at build-out (based upon the existing City limits) of between 15,678 and 15,799 residents. The higher number is based upon full occupancy of all new dwelling units and the lower figure is based upon that census-based vacancy/occupancy ratios. The 15,739 population is the average of the two.

Table 2-4 following uses the additional housing projected in the Land-use Database and estimates the additional potential population for the City of Solana Beach through General Plan build-out. The number of potential new dwelling units was calculated by multiplying the amount of vacant acreage for each land use zone by the average densities (i.e., number of units allowed per acre) indicated in the City's General Plan.

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² Depending upon the vacancy factor based upon the average of 96.4% for all residences.

Table 2-3
Average Occupants per Dwelling Density Calculation
And Potential General Plan Build-out Population

Existing Residential	Total Units	Vacant Units	Occupied Units	Total Number of Occupants	Average Occupancy	Percentage Occupied
Detached Dwelling Units						
Detached Dwellings	2,906	97	2,809	7,274	2.590	96.66%
Attached Dwelling Units						
Attached Dwelling Units	1,264	194	1,070	1,918	1.793	84.65%
Duplex to Quadplex Units	611	110	501	1,036	2.068	82.00%
Five to Forty-nine Units	884	184	700	1,478	2.111	79.19%
Fifty or More Units (none)	745	104	641	1,024	1.598	0.00%
Average	3,504	592	2,912	5,456	1.874	83.11%
Existing - State Department of Finance 01/01/18 Population						13,938
G.P. Build-out Population At Historic Occupancy Rates						
<i>G.P. Build-out Population At Historic Occupancy Rates</i>	<i>Anticipated Units</i>	<i>Occupancy Rate</i>	<i>Probable Occupancy</i>	<i>Dwelling Density</i>	<i>Anticipated Population</i>	
Potential Detached Dwellings	557	96.66%	538	2.590	1,393	
Potential Attached Dwellings	223	83.11%	185	1.874	347	
Population to be Added Via Development at Historic Occupancy Rates					1,740	1,740
Current State of California Department of Finance Population						13,938
Population at General Plan Build-out @ Historic Vacancy of Residential Dwellings						15,678
G.P. Build-out Population At 100% Occupancy Rate						
<i>G.P. Build-out Population At 100% Occupancy Rate</i>	<i>Anticipated Units</i>	<i>Occupancy Rate</i>	<i>Probable Occupancy</i>	<i>Dwelling Density</i>	<i>Anticipated Population</i>	
Potential Detached Dwellings	557	100.00%	557	2.590	1,443	
Potential Attached Dwellings	223	100.00%	223	1.874	418	
Population to be Added Via Development at 100% Occupancy					1,861	1,861
Current State of California Department of Finance Population						13,938
Population at General Plan Build-out @ 100% Occupancy of Residential Dwellings						15,799
Added Population at General Plan Build-out @ Historic Vacancy of Residential Dwellings						15,678
Added Population at General Plan Build-out @ 100% Occupancy of Residential Dwellings						15,799
Average Population at General Plan Build-out						15,739

SUMMARY OF FINDINGS

This report and nexus calculation identifies \$6,518,774 in needed and master planned Public Safety and Quality of Life capital improvement projects that are required to accommodate the anticipated additional demands from future growth. All of the \$6.5 Million in development-related project list is required as the result of accommodating development. Table 2-4 indicates the capital project costs by area.

Table 2-4
Total City-wide General Plan Build-out
Capital Improvement Requirements

Infrastructure Type	Total – All Projects
Fire Suppression/Rescue Facilities, Vehicles and Equipment	\$1,077,236
Park Land Acquisition/Park Improvements	\$4,981,809
Dedicated Public Use Facilities	\$459,729
Total – All Proposed Projects	\$6,518,774

The adoption of the maximum Quality of Life DIF schedule amounts supported by the calculations in this Report (Schedule 2.1) would finance roughly all of the identified projects by raising about \$6.5 million in DIF receipts available to finance the identified growth-related capital projects.

As stated previously, adoption of the maximum supported Development Impact Fees schedules would generate \$6.5 million. At first blush, this may seem like a great deal of money, and it is. However, it is instructive to compare this figure of needed projects with the current replacement value of the City's existing assets inventory at the same costs that have been used to calculate the future development costs. To date, the City has invested a total of \$56.5 Million in assets of these three infrastructures. These assets have been committed by the existing community that a new resident in the proposed development in Table 2-1 could avail themselves of immediately upon occupancy. Table 2-5, following, demonstrates this:

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Table 2-5
Value of Existing Infrastructure Assets

Quality of Life Asset	Existing Square Feet, Acres or "Lot"	Acquisition Cost per Unit	Replacement Value
Fire Suppression/Rescue	"Lot"	See Schedule 3.3	\$15,757,190
Parks and Park Improvements	14.47 acres	\$2,571,598	\$37,211,029
Dedicated Public Use Facility	6,331 S. F.	\$543.38/S.F.	\$3,440,139
Total Replacement Value			\$56,408,358

Development Impact Fee Schedule Summary. Based on the existing standards, the supported costs and the calculations found at the end of each of the infrastructure chapters of this Report, impact costs attributable to future development were derived on a per unit basis for residential land uses and on a per square foot of pad basis for business land uses. Schedule 2.1, found at the end of this Chapter, provides a summary of the recommended DIF schedules for each type of infrastructure by DIF land use category. The total recommended maximum DIFs for each of the seven DIF Land Use Types within the General Plan area are summarized in Table 2-6 as following:

Table 2-6
Summary of Proposed Development Impact Fees

DIF Land Use Type	Potential Development Impact Fees
Detached Dwelling Unit	\$9,164/Unit
Attached Dwelling Unit	\$5,959/Unit
Hotel/Motel Keyed Unit	\$1,392/Unit
Commercial/Service Uses in S.F.	\$0.220/S.F.
Office/Professional Uses in S.F.	\$0.220/S.F.
Light Industrial Uses in S.F.	\$0.010/S.F.
Public/Institutional Uses in S.F.	\$0.090/S.F.
Residential Room Addition	\$20.873/SF

Specific DIF schedule rates for each land use type can be found at the end of each chapter relating to each infrastructure. Schedule 2.1 at the end of this Chapter also identifies the estimated development impact fee revenue, the projected capital cost total and the difference, by individual infrastructure type (e.g. Dedicated Public Use Facilities).

FORMAT OF THIS REPORT

The following chapters of this Report contain the detailed information relative to the calculation of DIF calculated within this Report for the City. Appropriate textual explanations are contained in each chapter with a chapter devoted to each of the three sets of cost schedules, following, and two appendices, the first of which contains a summary of DIF recommendations.

CHAPTER 3: Fire Suppression/Rescue Facilities, Vehicles and equipment

CHAPTER 4: Park Land Acquisition and Park Improvements

CHAPTER 5: Dedicated Public Use Facilities

APPENDIX A – Summary of Recommendations

APPENDIX B – Park Construction Cost Detail

NOTE REGARDING TEXTUAL MATHEMATICS: It is important to note that the use of a computer provides for calculations to a large number of decimal points. Such data, when included in text and supporting textual tables, has often been rounded to usually no more than two or three decimals for clarity and thus may not be replicated to the necessary degree of accuracy as the spreadsheet schedules at the end of each chapter. If questions arise between the tables and schedules, the schedules at the end of the chapter will prevail as the more accurate. The schedules at the end of the Chapter are instructive to recommendations. The tables within each infrastructure text chapter are summaries of the schedule at the end of that chapter and are illustrative.

END OF CHAPTER TEXT

Schedule 2.1

Land-use Category	Fire Suppression & Rescue Facilities	Park Land and Park Improvements	Dedicated Public Use Facilities	Development Impact Fee Total Per Unit or Square Feet	
	Schedule 2.2	Schedule 4.1	Schedule 5.1		
Calculated Development Impact Costs					
Detached Dwellings (units)	\$1,611	\$6,913	\$640	\$9,164	per Unit
Attached Dwellings (units)	\$494	\$5,002	\$463	\$5,959	per Unit
Hotels/Motels (keyed rooms)	\$1,392	No Fee	No Fee	\$1,392	per Unit
Commercial/Service (sq.ft)	\$0.220	No Fee	No Fee	\$0.220	per S.F.
Office/Professional (sq.ft)	\$0.220	No Fee	No Fee	\$0.220	per S.F.
Light Industrial (sq.ft)	\$0.010	No Fee	No Fee	\$0.010	per S.F.
Public/Institutional Uses (sq. ft)	\$0.090	No Fee	No Fee	\$0.090	per S.F.
Single Bedroom Addition	\$0.616	\$18.542	\$1.715	\$20.873	per S.F.
Potential Collection (1)					
Detached Dwellings (units)	\$897,327	\$3,850,541	\$356,480	\$5,104,348	
Attached Dwellings (units)	\$110,162	\$1,115,446	\$103,249	\$1,328,857	
Hotels/Motels (keyed rooms)	\$47,328	No Fee	No Fee	\$47,328	
Commercial/Service (sq.ft)	\$11,662	No Fee	No Fee	\$11,662	
Office/Professional (sq.ft)	\$6,708	No Fee	No Fee	\$6,708	
Light Industrial (sq.ft)	\$125	No Fee	No Fee	\$125	
Public/Institutional Uses (sq. ft)	\$3,330	No Fee	No Fee	\$3,330	
Total	\$1,076,642	\$4,965,987	\$459,729	\$6,502,358	
Potential DIF Receipts	\$1,076,642	\$4,965,987	\$459,729	\$6,502,358	
Less: Other Resources	\$0	\$0	\$0	\$0	
Financial Resource Total	\$1,076,642	\$4,965,987	\$459,729	\$6,502,358	
Required Infrastructure Total	\$1,077,236	\$4,965,987	\$459,729	\$6,502,952	
DIF Over or (Under) Collection	(\$594)	\$0	\$0	(\$594)	

(1) Projected revenue is based upon the application of the DIF schedule multiplied by the number of units or S.F. identified in Table 2-1.

CHAPTER 3: FIRE SUPPRESSION/RESCUE FACILITIES, VEHICLES AND EQUIPMENT

The Existing System. The City has invested in an adequate and sufficient system of fire suppression/rescue facilities, response vehicles and specialty equipment. Fire Department management is obtained through a shared cost agreement with the cities of Encinitas and Del Mar. The Fire Department responds to calls-for-service within the City from the single central station. The fire facilities are detailed as follows:

Fire (Headquarters) Station #1, at 13,052 square feet, is a three bays wide by two vehicles deep facility and is located on a 54,426 square foot parcel at 500 Loma Santa Fe Drive. The lot also supports a 2,269 square foot storage building. The land and facilities replacement cost of the existing station/storage facilities is an estimated \$12,210,580.

The City also operates a fleet of equipped City-owned response units consisting of:

- One front line engine and one reserve engine;
- One aerial apparatus; and
- One utility pick-up truck.

The total investment in the vehicle compliment is about \$3,486,800. State or County vehicles and equipment are not included in the financial commitment figure. The City's fire-fighter assigned equipment and successful psychological/back-ground checks, at \$8,591 per fire-fighter, amounts to a \$163,246 total for the existing staff of 19 fire fighters. There is an inventory of specialty equipment (not normally stored on the response vehicles) of approximately \$131,300.

On the negative side, the station has a remaining debt of \$234,736.

Add it all, up, the current financial commitment or investment, in fire stations, training facilities, response fleet with specialty equipment and remaining debt is a sizable \$15,757,190. This figure represents what it would cost the City's residents and businesses to establish the existing Department response capability at current vehicle, equipment, replacement land acquisition and construction costs. The relevance of this figure will be established later in this Chapter.

Demand Upon Infrastructure Created by the Development of Underdeveloped or Vacant Parcels. While it can be said that numerous factors are considered when determining the number and location of fire stations in any city, it can be stated without fear of contradiction that all new private development in the City will have an effect on the City's current ability to respond to fire, rescue and emergency calls-for-service. The effect, simplified but not trivialized, is two-fold. Initially, each new residential and business development will create, on average, more calls-for-service increasing the likelihood of

simultaneous (and thus competing) calls-for-service. Additionally, as development spreads further from any existing station or stations, as large-scale development is often likely to do, the distances (and thus response times) will increase, taking the existing fire companies out-of-service for greater periods of time.

The capacity of any fire station is finite and will reach practical limits (through call frequency and total time). When that capacity is exceeded, the level of service afforded to existing development will be greatly reduced. Or stated in another way, if development were to continue without the addition of fire response capacity (the ability to respond), the existing stations could become overwhelmed in terms of calls-for-service, making a timely response for emergency service a virtual coin flip. That is, will the existing fire company be available to respond to your needs and with the correct equipment or will they be out-of-service on a call in a different part of the community? The former question is answered by acquiring additional specialty equipment; the latter issue is resolved with the City's mutual aid agreements and the shared fire management.

The Purpose of the Fee. Revenues collected from Fire Impact Fees will be used for additional fire equipment and facility which helps mitigate the additional demand. In order to continue to be able to respond to a number of additional calls, the City fire management staff has identified the need to acquire an additional response vehicle and construct a storage building for the vehicle. The City will also invest in a traffic signal preemption system to better manage response time.

The Use of the Fee. The revenues generated from a properly calculated and legally-supported Fire Suppression/Rescue Facilities, Vehicles and Equipment Impact Fee would be limited to capital costs related to that growth. The fees could, if necessary, be used to expand the existing station (to increase the response capacity of that station) and increase the number of emergency response vehicles. Conversely, the Fire Suppression/Rescue Facilities, DIF receipts would not be used to repair any existing fire stations or replace any existing emergency response vehicles. Additional fire suppression/rescue capabilities are planned to come on-line, as needed, as development creates the General Plan anticipated 780 detached and attached units, 133,000 square feet of retail/service, office, industrial and institutional uses and some additional commercial lodging rooms are expected to be constructed. The proposed additions are based upon anticipated new call demand and the relative distance from the existing stations. The capital expansions to accommodate additional development include:

FS-001, Emergency Response Vehicle. It could be Type III brush engine, Rescue Engine or Type VI patrol vehicle. Such a decision would be made as the City continues to grow and new call parameters are recognized.

FS-002, Vehicle Storage Butler Building. This low cost facility would likely be a Butler-style building to house the added equipment in FD-001.

FS-003, Specialty Rescue Equipment. As the City continues to grow, different kinds of rescue operations will present themselves, and the department may need specific urban search and rescue equipment, trench-shoring equipment, or any other specialty equipment.

FS-004, Traffic Preemption System Equipment. The City will likely construct additional intersections in the future and these intersections will need to be added to the City's existing fire response traffic light preemption system. This will provide the revenue source for at least four of them.

FS-005, Remaining Debt on Fire Station #1. There is a remaining debt on Fire Station #1 of \$234,736. The Existing station has excess capacity that will allow it to accommodate the additional fire/rescue calls-for-service expected from new development. This project recognizes that the additional development can finance this last payment.

The proposed projects and costs are identified on Schedule 3.1 and are detailed in the MFP. The total cost of completing the fire infrastructure system is \$1,077,236.

The Relationship Between the Need for The Fee and The Type of Development Project. Fire service response standards extended to new development should be consistent with the fire response currently enjoyed by the City's existing citizens and business community. Additional construction and equipment acquisition will maintain the current level of service (LOS) for both existing residents and future citizens and businesses within the City of Solana Beach. It is appropriate to assess future development to contribute fire facility expansion.

To project the impact of future development on fire services, it was first necessary to quantify the current impact on services from each of the City's land uses. Then, a determination of the costs of future capital facilities necessary to meet this increased demand was made. The following section illustrates the relative impact from each land use on fire services and facilities.

The majority of fire requests for service were made by Solana Beach citizens from their residences, followed by hotel, commercial, office and public/institutional uses within the City. Requests for service to public property, such as City parks and public right-of-way or intersections, were excluded thus distributing these calls pro-rata through the requests for service from privately held property. This is based upon the argument that all public land serves privately held land in some manner.

Table 3-1 following, identifies the number of calls-for-service received by the Fire Department during a recent 12 month period by the previously identified DIF categories. The number of requests for service received by the Department during the year was then divided by either the developed (1,000) square feet, the existing number of dwelling units to determine the number of requests generated per business square foot, per dwelling unit or commercial lodging unit.

Table 3-1
Fire Suppression Calls-for-Service Generated by Land Use
(Over a 12 Month Period)

DIF Land-Use Type	Developed Dwellings or Square Feet	Actual Calls For Service Over 12 Months	Total Calls per Dwelling or 1,000 SF (KSF)
Detached Dwelling Units	3,150	527.00	0.167/Unit
Attached Dwelling Units	3,464	175.00	0.051/Unit
Hotel/Motel Units	200	29.00	0.145/Unit
Commercial/Service Uses	2,706,379	60.40	0.022/KSF
Office/Professional Uses	829,382	18.60	0.022/KSF
Light Industrial Uses	688,816	1.00	0.001/KSF
Public/Institutional Uses	2,879,777	25.00	0.009/KSF

As an example, there were approximately 527 calls-for-service that generated a response to one of the 3,150 detached dwelling units in the City. The result indicates that, on average, each dwelling will generate just over 0.167 calls per year, on average. The same analysis was undertaken for the other land uses. Since these calls-for-service by land use are an average, they were used to project the number of additional calls that could be expected by multiplying the calls per residential unit or business acre by the number of anticipated number of new residential dwellings or business acres.

Of residential land uses, a detached dwelling unit is more likely to require an emergency fire service response at 0.167 annual responses per unit, than an attached dwelling unit at 0.051 annual responses per unit. Of the business uses, Commercial/Service and Office/Professional uses (combined) are shown to generate the highest business use demand at 0.022 responses per 1,000 square foot of building space, while industrial, at 0.001 calls per square feet, generates the least demand. Industrial uses should be expected to be at the lowest demand given the greater density of employees and patrons in an office use establishment when compared to an industrial business of similar square feet. However, it should be noted that while there are fewer calls for industrial properties, significant training is required to be prepared for industrial responses, (i.e., trenching response and hazardous materials training). It should be noted that there are also a significant number of calls-for-service to public right-of-way, parks and other public parcels. These will also increase with the development of privately held parcels.

Based upon these calls-for-service and the anticipated development, future demands in City-wide will increase from the 836 annual calls-for-service, by 111.52 to 947.52 calls-for-service per year, about a 11.7% increase. Continued development will benefit from the existence of the existing station and the fact that Station #1 has existing capacity. Resulting Fire Suppression/Rescue DIF Schedule. The collection of the resulting DIFs

through build-out would finance all of the proposed physical expansions and required equipment. This generally indicates that the City's expansion of the Fire capital has maintained pace with the increases in calls-for-service from new development and that there are very few if any deficiencies in the infrastructure dedicated to fire suppression/rescue services.

Table 3-2, following, indicates the development impact fee necessary to finance the cost of the additional building, response equipment and fire fighter specialty equipment.

Table 3-2
City of Solana Beach's Basic Needs-based Fire Suppression Facilities, Vehicles
and Equipment Development Impact Costs by DIF Land-Use Type

DIF Land-Use Type	Allocation of Development Costs	Development Impact Cost Per Unit or Square Foot
Detached Dwelling Units	\$898,370	\$1,611/Unit
Attached Dwelling Units	\$110,123	\$494/Unit
Commercial Lodging Units	\$47,333	\$1,392/Unit
Commercial/Service Uses	\$11,592	\$0.22/S.F.
Office/Professional Uses	\$6,480	\$0.22/S.F.
Industrial Uses	\$121	\$0.01/S.F.
Public/Institutional Uses	\$3,217	\$0.09/S.F.

The Relationship Between the Use of the Fee and the Type of Development Paying the Fee. The use of the fee is equivalent to the need for the fee. The DIF would be collected as the development occurs (generally at building permit or some predetermined point in the process). As the development occurs, the impact is generated. The collected DIF receipts would be put to use to acquire additional specialty equipment, emergency response vehicle and an additional building necessary to respond to those additional calls-for-service, without reducing the capability of responding to calls from the existing community.

The Relationship Between the Amount of the Fee and the Cost of the Portion of the Facility Attributed to the Development Project. The proposed additions maintain proportionality with the existing development and existing inventory of fire suppression/rescue assets. Any new development will benefit from the assets previously generated by the existing community of residents and businesses.

The current community's commitment to public safety has been to establish the existing single (albeit large) station capability and thus capacity to respond to calls-for-service paid for via past City general receipts. To allow future residents to benefit by use of all of the capital needs without contributing additional assets, would be clearly unfair to the existing

residents and would likely reduce their current level of service. Table 3-3, following, summarizes the distribution of the \$15,757,190 in replacement costs to the existing residents and business owners (Schedule 3.3 details this distribution).

The replacement value of the existing fire infrastructure (station, response fleet and related rescue equipment) of \$15,757,190, referenced earlier in this chapter, represents the current equity investment or financial commitment towards fire suppression/rescue capability and capacity by the existing community. When this figure is distributed over the existing community in the same manner as the future costs, by the land use demands, an investment, or financial "commitment" (or equity for that matter) per unit can be determined. As an example, each detached dwelling unit has invested about \$3,155 into fire suppression/rescue capital while the proposed DIF is a limited 50% lower figure at \$1,611 per detached dwelling generally indicating that there is not a disproportional amount being required of new development. In the contrary, new development is getting quite the bargain for developing within the City's limits.

Table 3-3
Existing Fire Suppression Community
Financial Commitment Proportionality Analysis

DIF Land-Use Type	Allocation of Development Costs	Asset/Equity Investment Per Unit or Square Foot
Detached Dwelling Units	\$9,993,017	\$3,155/Unit
Attached Dwelling Units	\$3,298,453	\$953/Unit
Hotel/Motel Units	\$546,617	\$2,733/Unit
Commercial/Service Uses	\$1,138,457	\$0.42/S.F.
Office/Professional Uses	\$350,597	\$0.42/S.F.
Industrial Uses	\$18,909	\$0.03/S.F.
Institutional Uses	\$471,140	\$0.16/S.F.

ROOM ADDITION/ACCESSORY DWELLING UNIT IMPACT FEES

The City incurs additional demands in the form of calls-for-service from the construction of a complete detached dwelling. However room additions and the construction of Accessory Dwelling Units (or ADU's) will also increase demands in smaller, but admittedly cumulative amounts. It is important to note that an ADU can be built to a maximum of 1,200 square feet. Impact Fee should also be imposed upon these two unique residential developments.

Recommended Approach for Addressing Room Addition/Accessory Dwelling Units. The approach that is recommended for the calculation of DIFs for application to the

construction of either room additions or Accessory Dwelling Units (henceforth ADU's) is to make it a function of the demand of one single detached dwelling unit. According to the U.S. Census Bureau a typical detached dwelling is 2,616 square feet³. Thus if the \$1,611 impact fee for a single detached dwelling unit were to be divided by the 2,616 square feet, a cost of \$0.62 per square foot is determined. Table 3-4 following demonstrates this.

Table 3-4
Calculation of a Detached Dwelling Square Foot
Fire Suppression, et. al. Development Impact Fee

Report DIF Total	\$1,611
Average Detached Dwelling S.F.	2,616
Room Addition or ADU/Square Foot	\$0.62/S.F.

RECOMMENDED IMPACT FEES

The Existing Community Financial Commitment Proportionality Analysis (Schedule 3.3) is significantly greater by double than the City-wide Marginal Needs-based Impact Costs (Schedule 3.2) are necessary and sufficient to maintain the established fire suppressions system in that area.

Additionally, the construction of room additions and accessory dwelling units, will increase calls-for-service demand and thus the fee of \$0.62/square foot is recommended for application to these two development actions.

RECAP OF POTENTIAL DEDICATED PUBLIC USE FACILITIES DEVELOPMENT IMPACT FEES

The City could adopt Schedule 3.1 for the two basic residential dwelling categories and two more limited residential unit constructions.

END OF CHAPTER TEXT

³ United State Census Bureau Quarterly Statistics, Table Q1, 1st Quarter, 2017

Schedule 3.1

City of Solana Beach

2017-18 Development Impact Cost Calculation

Allocation of Project Cost Estimates

Fire Suppression/Rescue Facilities, Vehicles and Equipment

Line #	Project Title	Estimated Cost	Construction Needs Supported by Other Resources		Infrastructure Needs Generated by New Development Demand	
			Percent Need	Apportioned Dollar Cost	Percent Need	Apportioned Dollar Cost
FS-001	Emergency Response Vehicle (1)	\$475,000	0.00%	\$0	100.00%	\$475,000
FS-002	Vehicle Storage Butler Building	\$217,500	0.00%	\$0	100.00%	\$217,500
FS-003	Specialty Rescue Equipment	\$50,000	0.00%	\$0	100.00%	\$50,000
FS-004	Traffic Signal Preemption System Equipment (four added signals)	\$100,000	0.00%	\$0	100.00%	\$100,000
FS-005	Remaining Debt on Fire Station #1	\$234,736	0.00%	\$0	100.00%	\$234,736
Sub-Total General Plan Total Project Costs		\$1,077,236	0.00%	\$0	100.00%	\$1,077,236
LESS:						
Off-setting Revenues (none)		\$0	0.00%	\$0	0.00%	\$0
Sub-Total Off-Setting Revenues		\$0	0.00%	\$0	0.00%	\$0
Total Net General Plan Project Costs		\$1,077,236	0.00%	\$0	100.00%	\$1,077,236
					Forward to Schedule 4.2	

NOTES:

1. Need may be met by any of the following: Type III Brush Engine, Rescue Engine or Type VI Patrol vehicle.
2. Costs distribution based upon the Fire Department "Calls-for-Service" statistics.

Schedule 3.2
City of Solana Beach
2017-18 Development Impact Cost Calculation
Minimal Needs-based Impact Costs
Fire Suppression/Rescue Facilities, Vehicles and Equipment

Proposed Land Use	Undeveloped		Call Generation Rate	Anticipated New Calls for Service	Percentage of Additional Service Calls	Allocation of Expansion Costs	Cost Distribution Per Acre	Average Units or Square Feet/Acre	Development Impact Fee per Unit or Square Foot
	Acres	Units							
Detached Dwellings (uni)	207.31	557	0.167	93.00	83.40%	\$898,370	\$4,333	2.69	\$1,611 per Unit
Attached Dwellings (uni)	19.70	223	0.051	11.40	10.22%	\$110,123	\$5,590	11.32	\$494 per Unit
Hotels/Motels (keyed ro)	0.50	34	0.145	4.90	4.39%	\$47,333	\$94,667	68.00	\$1,392 per Unit
Commercial/Service (sq)	2.71	53,008	0.022	1.20	1.08%	\$11,592	\$4,274	19,542	\$0.22 per S.F.
Office/Professional (sq.ft)	1.00	30,492	0.022	0.67	0.60%	\$6,480	\$6,480	30,492	\$0.22 per S.F.
Light Industrial (sq.ft)	0.41	12,500	0.001	0.01	0.01%	\$121	\$295	30,492	\$0.01 per S.F.
Public/Institutional Uses	0.94	37,000	0.009	0.33	0.30%	\$3,217	\$3,408	39,204	\$0.09 per S.F.
TOTAL	232.58	--	--	111.52	100.00%	\$1,077,236	Total Infrastructure Master Plan Capital Needs		
Room Additions:									
Detached Dwelling Unit (see above)									\$1,611 per Unit
National Average Detached Dwelling Square Feet									2,616 Sq. Ft.
Room Addition or Accessory Dwelling Unit									\$0.616 per S.F.

Schedule 3.3
City of Solana Beach
2017-18 Development Impact Cost Calculation
Existing Community Financial Commitment Comparison
Fire Suppression/Rescue Facilities, Vehicles and Equipment

Proposed Land Use	Developed		Call Generation Rate	Existing Calls for Service	Percentage of Existing Service Calls	Allocation of Infrastructure "Equity"	Distribution of "Equity" per Acre	Average Units or Square Feet/Acre	Current Financial Commitment per Unit or Square Foot
	Acres	Units							
Detached Dwellings (unit)	643.89	3,150	0.167	527.00	63.04%	\$9,933,017	\$15,427	4.89	\$3,155 per Unit
Attached Dwellings (unit)	359.20	3,464	0.051	175.00	20.93%	\$3,298,453	\$9,183	9.64	\$953 per Unit
Hotels/Motels (keyed room)	2.90	200	0.145	29.00	3.47%	\$546,617	\$188,489	68.97	\$2,733 per Unit
Commercial/Service (sq.f)	138.49	2,706,379	0.022	60.40	7.23%	\$1,138,457	\$8,221	19,542	\$0.42 per S.F.
Office/Professional (sq.f)	27.20	829,382	0.022	18.60	2.23%	\$350,597	\$12,890	30,492	\$0.42 per S.F.
Light Industrial (sq.ft)	22.59	688,816	0.001	1.00	0.12%	\$18,909	\$837	30,492	\$0.03 per S.F.
Public/Institutional Uses	73.46	2,879,777	0.009	25.00	2.99%	\$471,140	\$6,414	39,204	\$0.16 per S.F.
TOTAL	1,267.72	--	--	836.00	100.00%	\$15,757,190	Total Infrastructure Master Plan Assets		

Land-use	Sq. Ft.	% of Total	CSF per KSF
Commercial/Service (sq.f)	2,706,379	76.5%	60.40
Office/Professional (sq.f)	829,382	23.5%	18.60
Total	3,535,761	100.0%	79.00

\$12,210,580	in Fire Suppression/Rescue Facilities Assets
\$3,486,800	in Fully Equipped Fire Response Vehicles
\$131,300	in Emergency Rescue Specialty Equipment
\$163,246	in Fire Fighter Assigned Equipment
-\$234,736	in Remaining Fire Station #1 Debt

CHAPTER 4: PARK LAND ACQUISITION AND PARK INFRASTRUCTURE IMPROVEMENTS

This Chapter summarizes the City's existing inventory of parks and identifies the ratio of park land per resident allowable to be imposed under the Quimby Act (§66477 of the Government Code)⁴ for residential developments involving the subdivision of land and the Mitigation Fee Act (§66000 of the Government Code) for the construction of residential developments not involving the subdivision of land. The existing per capita standard is then utilized to calculate the park dedication requirement for future residential development.

California's Quimby Act. Unlike the other facilities discussed in this Report, the California Government Code contains enabling legislation for the acquisition and development of community and neighborhood parks by a City. This legislation, codified as Section 66477 of the Government Code is commonly referred to as the Quimby Act and is contained within the State's Subdivision Map Act and thus limited in application to only those residential development application that involve a subdivision of land. The Act establishes criteria for charging new development for park facilities based on specific adopted park standards.

Allowable Park Standard Under §66477 of the Government Code, the City may charge new residential development based on a standard of 3.0 acres per 1,000 residents even if the City does not presently possess a ratio of 3.0 acres per 1,000 for the existing population. The Government Code also enables a city to charge development based on a standard higher than 3.0 acres (to a maximum of 5.0 acres) if the municipality can demonstrate that it currently exceeds the minimum benchmark ratio of 3.0 acres per 1,000 residents or has adopted standards or plans to exceed that amount. The maximum standard, for Quimby Act application, is capped at 5.0 acres per 1,000 residents.

The law states that "if the amount of existing neighborhood and community park area ... exceeds the [3 acres of park area per 1,000 person] limit ... the legislative body may adopt the calculated amount as a higher standard not to exceed 5 acres per 1,000 persons"⁵. Park fees may be required by the City provided that the City meets certain conditions including:

- The amount and location of land to be dedicated or the fees to be paid shall bear a reasonable relationship to the use of the park by the future inhabitants of the subdivision.
- The legislative body has adopted a General Plan containing a recreational element, and the park and recreational facilities are in accordance with definite principles and standards contained therein.

⁴ Adoption of a Quimby Act Fee requires a park "plan".

⁵ California Government Code, Title 7, Division 2, Section 66447 (b).

- The city shall develop a schedule specifying how, when, and where it will use the land or fees, or both, to develop park or recreational facilities. Any fees collected under the ordinance shall be committed within five years after the payment of such fees.

However, the Quimby Act is contained within the Subdivision Map Act and is thus only applicable to the construction of detached dwellings *within a subdivision*, an uncommon prospect in Solana Beach given the paucity of large vacant parcels within the City. Thus RCS recommends a Mitigation Fee Act based development impact fee calculation based upon the existing ratio of park acres per 1,000 residents.

EXISTING PARKS AND RECREATION SYSTEM

Intensive parks and recreational facilities constitute one of the City of Solana Beach's greatest challenges with respect to recreation and social facilities for both current and future residents. The provision of a well-planned park system, with a variation in the size and nature of facilities offered, is an important amenity to residents of any city. A mixture of passive and active uses with facilities and programs which appeal to a broad spectrum of potential park users is considered optimal in most urban cities. A city's park system often can be a major factor in selection of a place to live. The current acres dedicated to park use may serve well to meet the City's current needs. However if the number of park acre offerings currently available to City residents remains static at 14.47 acres, it may prove difficult to continue to meet the recreational demands of the community in light of even a relatively minor 13.35% increase in the City's population.

Future residential development, by increasing the City's population, will impact the City's park system by requiring additional active/passive sports fields and adequate space for other various non-athletic activities. Given the limited residential growth projected in this Report, the City still has a challenge to provide new facilities and park land to serve the recreational needs of these new residents. Without additional park land acquisition and continued development of currently owned but possibly underutilized park land, the City's parks can, on occasion, become overcrowded and overused, with the ultimate result becoming a negative experience for park users.

The Purpose of the Fee. The purpose of the fee is to maintain currently met standards by determining the cost of expanding the park-land and park related improvements by a proportional amount necessary to accommodate the added demands created by the construction of additional residential dwelling units through General Plan build-out at the existing (*defacto*) standard.

Existing Active/Passive Park and Activity Field Inventory. City residents have a modest amount of park and activity field space available for use⁶. Currently, the City has 14.47 acres of park land within its boundaries, most of it developed. The 8.61 acre Coast Rail Trail is the largest City-owned “park” representing over 59.5% of the City park system acreage and provides a limited amount of passive/active uses, primarily hiking. La Colonia Park, at 3.18 acres, provides that most space for active (sports) activities at 22% of the total available park space.

Table 4-1, following, is a summary of the park acreage available within the City’s limits.

Table 4-1
Inventory of Owned and Developed Park Land

Park or Space Name	Park Acres
Tide Beach Access	0.07
Fletcher Cove Park	1.67
Seaside Sur Beach Access	0.14
La Colonia Park	3.18
Fletcher Cove Community Center Overlook	0.41
Coast Rail Trail	8.61
Overlook at Solana Beach/Tennis Club	0.18
Pacific Avenue Overlook at Ocean Street	0.03
Sun Valley Pocket Park	0.09
El Viento/Granados pocket Park	0.09
Total - Park Acres	14.47

City de facto Park Standard. Table 4-2 following is a comparison of the acreage of park offerings to the City of Solana Beach's current population and indicates that the City presently possesses a fairly modest standard of 1.038 acres of park land offerings per 1,000 residents, (14.47 acres ÷ [13,938 residents ÷ 1,000], rounded). The resulting park acres/1,000 resident’s standard is less than the low end benchmark bench-mark of 3.0 acres per 1,000 persons contained in Section 66477 of the California Government Code (more commonly known as the Subdivision map Act) relating to dedication of parks.

⁶ Admittedly, the list of park opportunities *does not* include the incalculable recreation/social interaction benefit of the 1.5 miles of pristine coastline available through Solana Beach which is no doubt a partial explanation the relatively low acres per 1,000 resident park standard.

Table 4-2
Calculation of City Park Acre Standard

	Park Acres
Total Park Acres Available	14.47
Current City Population	13,938
Population Divided by 1,000	13.938
Park Acres per 1,000 Population	1.038

The Use of the Fee. The collected Mitigation Fee Act-based development impact fee receipts could be imposed, collected, and expended on the acquisition of *additional* park space and construction of *additional* park improvements that directly benefits new City residents or on creating enhancements to the existing park infrastructure, but would not be expended upon the rehabilitation of the any existing parks infrastructure. The collected park impact fee receipts could not be used for rehabilitation of any existing park infrastructure.

Table 4-3
Calculation of Required
Park Acres per Existing Park Land Standard

General Plan Anticipated Population Increase (Table 2-2)	1,861
Additional Population Divided by 1,000	1.861
Allowable Standard in Acres/1,000 Residents	1.038
Acres Required to Merely Maintain the Park Standard	1.932

Planned Park Improvements. In addition to improving any of the existing 14.47 improved park acres⁷, the City could acquire an additional 1.932 park acres, per Table 4-3, and develop these new parks to serve the additional 1,861 residents anticipated at General Plan build-out.

The limited 1.932 acres provides few differing park configurations unless constructed contiguous to an existing park. The 1.9 acres cannot support a recreational ball field much less a competitive ball field or any other active sports field. In fact, there may not be any opportunity to acquire additional park land at all. A mini or *pocket* park is the smallest of the parks designations and though generally not planned due to higher maintenance costs, are usually the result of acquiring an unusual parcel of land or sometimes one based upon local historical significance.

⁷ The Quimby Act does allow for the use of receipts raised by the adoption of a Quimby Act park Impact Fee to be used for rehabilitation of existing park configurations.

CALCULATION OF IMPACT COSTS

Once a per capita standard for parks is determined, the cost of residential development's impact on the City's park system can then be computed as follows.

Park Land Acquisition Costs. Land costs will vary significantly from one park to another. Given the high cost of land in the Solana Beach area, and that the resulting park land development impact fee is a function of the cost of land. However, City staff has provided some direction in the form of the cost of a recent 28,978 square foot land acquisition at some \$2.8 million resulting in a staggering \$96.63 per square foot. RCS staff recommends using 50% of that figure based upon the assumption that parcels that may be difficult to privately develop may be the only parcels available to the City.

Park Improvement Construction Costs. Park improvement construction costs are estimated to be approximately \$446,997 per acre. This figure is detailed in Appendix B and is based upon actual costs per types of park improvement (i.e. benches, restrooms, etc.) and the number of those units per acre and type of park updated to more current costs by the Engineering News Record. Dedicated Public Use Facilities have not included as a component within this cost calculation (see Chapter 5).

The Relationship Between the Use of the Fee and the Type of Development Paying the Fee. The fee will be used to expand the amount of park offerings in proportions consistent with the average persons per dwelling by type of residential dwelling. Park offerings would be expanded in the following amounts following, by type of residential dwelling as different types of residential dwellings generally have differing numbers of people dwelling in them. Table 2-2 within Chapter 2 calculated the average number of residents per type of dwelling. Census data indicates the following occupancy statistics for the City. Table 4-4 restates these following:

Table 4-4
Average Residential Density
Persons per Type of Residential Unit
per Table 2-3

Detached Dwelling Units	2.590 Persons/Dwelling Unit
Attached Dwelling Units	1.874 Persons/Dwelling Unit
Single Room Addition	1.00 Persons/Room Addition

The Relationship Between the Need for the Facility and the Type of Development Project. Residential development creates housing for additional residents who are likely to use the existing facilities, thus by limiting the access to existing resident. An impact fee can be used to maintain the existing standards to protect the access to existing park offerings to

the City existing residents. The relationship is based upon the average number of persons that reside in the various types of residential construction.

The Relationship Between the Amount of the Fee and the Cost of the Portion of the Facility Attributed to the Specific Development Project. Schedule 3.1 identifies the costs involved in the pro-rata expansion of the City's park-related infrastructure. One additional resident generates additional park infrastructure costs of \$2,184.58 for park land acquisition and \$484.74 for park infrastructure improvements. The resulting development impact fees are based upon these costs per individual resident multiplied by the average number of residents residing in each of the two major types of dwelling unit.

Average Cost per Type of Dwelling Unit. Schedule 3.1 further calculates the cost from a per resident to a per of dwelling unit type basis. A detached dwelling incurs costs of \$6,913 per unit (\$5,658 for land acquisition and \$1,255 for park improvements construction) based upon 2.590 residents and \$5,002 per attached dwelling unit (\$4,094 for land acquisition and \$908 for park improvements construction) with 1.874 residents. A single room addition⁸, generally assumed to support one person, would require a DIF imposition of \$2,670 for that one room addition (\$2,185 for land acquisition and \$485 for park improvements construction).

Table 4-5
Summary of Park Development Fees for
Residential Dwelling Construction

DIF Land-use Type	Development Impact Cost
Detached Dwelling Unit	\$6,913/Unit
Attached Dwelling Unit	\$5,002/Unit
Single Room Addition	\$2,670/Unit

For greater ease in application of the impact fee on a single room addition, a single room appropriate for living in, it is assumed that a single room addition will be a generous 144 square feet (at 12' X 12'). Table 4-6, following, converts the detached dwelling unit cost to a square foot impact fee.

⁸ Defined as any room addition that appears to be able to serve as a bedroom, thus excluding well-defined kitchens, living rooms, bathrooms, etc.

Table 4-6
Conversion of Dedicated Park Land Acquisition and Park Improvements
Impact Fee to a Square Foot Application

Single Room Addition	\$2,670
Designated Average Bedroom Addition	144
Cost per Square Foot of Bedroom Addition	\$18.54

The development impact costs for detached dwelling residential development involving the subdivision of land, as identified in Table 4-4, should be adopted under the auspices of the Government Code § 66000 Mitigation Fee Act supported DIF⁹.

Findings Required for Development Impact Fees Imposed upon Developments Not Requiring Sub-division. As stated earlier the Quimby Act exists within the State's Sub-division Map Act and developments not requiring a sub-division are not subject to requirements of that Act. Proposals not requiring subdivision are adopted within the Mitigation Fee Act (Government Code §66000) and thus require findings identified within that code. Those findings have been incorporated within the chapter text.

RECAP OF POTENTIAL PARK LAND ACQUISITION AND PARK INFRASTRUCTURE DEVELOPMENT IMPACT FEES

Residential Housing – In order to maintain the City's existing park acre per 1,000 residents, the City should adopt Schedule 4.1 for Park Land Acquisition and Park Improvements for the two basic residential land-uses and the single room addition cost.

END OF CHAPTER TEXT

⁹ This is required because the Quimby Act is referenced in the State Subdivision Code

Schedule 4.1**City of Solana Beach****2017-18 Development Impact Cost Calculation****Park Land Acquisition and Park Facilities Development****(Quimby and Mitigation Act Calculation)**

Park Name	Acres Owned or LT Lease	Developed/ Constructed Acres		
Tide Beach Access	0.07	0.07		
Fletcher Cove Park	1.67	1.67		
Seascape Sur Beach Access	0.14	0.14		
La Colonia Park (County)	3.18	3.18		
Fletcher Cove Community Center Overlook	0.41	0.41		
Coast Rail Trail	8.61	8.61		
Overlook at Solana Beach & Tennis Club	0.18	0.18		
Pacific Avenue Overlook at Ocean Street	0.03	0.03		
Sun Valley Pocket Park	0.09	0.09		
El Viento/Granados Pocket Park	0.09	0.09		
Total Park Acres	14.47	14.47		
Total Acres	14.47	14.47		
Current City Population	13,938	13,938		
Population Divided by 1,000	13.938	13.938		
Current Standard of Acre/1,000 Population	1.038	1.038		
Acres/1,000 Population Standard	1.038	1.038		
Construction Cost per Acre		\$466,997		
Land Acquisition Cost per Acre	\$2,104,601			
Total Cost per Acre	\$2,104,601	\$466,997		
Cost X 3.0 Acre/1,000 Residents Standard	\$2,184,576	\$484,743		
Population Served by Standard	1,000.00	1,000.00		
Acquisition/Construction Cost per Resident	\$2,184.58	\$484.74		
	Occupants/ Dwelling	Land Acquisition	Park Construction	Total Park Costs
Cost per Additional Resident		\$2,184.58	\$484.74	\$2,669.32
Detached Dwellings (units)	2.590	\$5,658	\$1,255	\$6,913
Attached Dwellings (units)	1.874	\$4,094	\$908	\$5,002
Single Room Addition	1.000	\$2,185	\$485	\$2,670
Single Bedroom Addition				\$2,670
Average Bedroom Size				144
Cost per Square Foot				\$18.54

CHAPTER 5: DEDICATED PUBLIC USE FACILITIES DEVELOPMENT

This important component of the City’s offerings to its citizens has been removed from the Park Land and Park Improvements DIF category and created as a separate DIF infrastructure category. This has been undertaken for three reasons.

First, few parks contain a dedicated public use center. Secondly, it is difficult to ensure that the cost for such a facility is properly included in the average park development cost per acre. Lastly and perhaps most importantly, it has been the experience of RCS staff, that when the cost for Dedicated Public Use Facilities is included as a cost of park development, these facilities simply do not get built. This is because the park impact fee revenues get used on the costly demand for turfed park acres with sports or passive-use park improvements.

The Existing System. The City has a number of facilities currently dedicated for use as dedicated public use facilities. Such facilities are available to community groups and individuals for meetings and other civic functions. This category of buildings differs from *General Facilities*, which are those used by the City staff to undertake their municipal service duties (City Hall as an example).

Table 5-1 shows the City’s existing *Dedicated Public Use Facilities*.

Table 5-1
Inventory of Existing Dedicated Public Meeting Facilities

Dedicated Public Use Facility	Square Feet
Fletcher Cove Community Center	1,232
Heritage Museum	724
La Colonia Community Center	4,375
Total – Dedicated Public Use Square Feet	6,331

Based upon an existing State Department of Finance 2018 City population of 13,938, the 6,331 square feet creates a very modest standard of 0.454 square feet per resident. This standard indicates that the City has probably not had a great many opportunities in its relatively short life of 32 years with which to acquire more dedicated public use facility space for the City’s public groups and residents. Table 5-2, following, demonstrates the calculation establishing the square foot standard:

Table 5-2
Calculation of Public Use Facilities
Square Foot Standard

Public Meeting Space Square Feet	6,331
Current City Population	13,938
Square Foot per Resident Standard	0.454

Demand Upon Infrastructure Created by the Development of Underdeveloped or Undeveloped Parcels. Simply stated, additional residential dwelling units will increase the population, placing greater demands for use of a static amount of public use facilities. The construction of a detached dwelling unit will create, on average, 2,590 potential new community center users. The addition of a new attached dwelling will create on average 1,874 potential new users. The construction of a room addition is assumed to add one potential new user.

Table 5-3, following, demonstrates the calculation of the number of additional square feet required to merely *maintain* the existing dedicated public use facilities standard:

Table 5-3
Square Feet of Additional Dedicated Public Use Space
Required to Maintain Existing Standard

Residential DIF Land-Use Type	Number of Units Anticipated	Persons per Dwelling	Population Generated
Detached Dwelling Units	557	2,590	1,443
Attached Dwelling Units	223	1,874	418
Additional City Residents from Added Dwelling Units			1,861
Square Foot per Person Existing Standard			0.454
Public Use Facilities S.F. Required to Maintain Standard			845

The Purpose of the Fee. The purpose of the fee is to determine the cost of expanding the dedicated public use type facilities by some number of square feet needed to meet the added demands created by the construction of additional residential dwelling units. It should be noted that 845 square feet of dedicated public use facilities may not meet all of the needs of the General Plan build-out community and that additional square feet beyond that and financed by this impact fee may be desired by the community. The reference to the 845 square feet indicates only the amount of additional public use facilities square feet that could be financed by DIFs to merely maintain the existing level of service.

The Use of the Fee. The fee, if adopted, would be imposed, collected, and expended on the construction of additional dedicated public use space that benefits City of Solana Beach residents, but *not* for the rehabilitation of any existing dedicated public use facility.

The Relationship Between the Need for The Fee and The Type of Development Project. Different types of residential dwellings generally have differing amounts of people dwelling in them. Census data indicates the following residential dwelling occupancy statistics (Table 2-2) for the City:

Detached Dwelling Units	2.590 Persons/Unit
Attached Dwelling Units	1.874 Persons/Unit
Single Room Addition	1.000 Persons/Unit

The Relationship Between the Use of the Fee and the Type of Development Paying the Fee. The fee will be used to expand the amount of dedicated public use facility square feet in proportions consistent with the average persons per dwelling. Dedicated public use facilities would be expanded in the following amounts following, by type of residential dwelling:

Detached Dwelling Unit....	2.590 Persons per Unit X 0.454 Square Feet = 1.176 Square Feet
Attached Dwelling Unit.....	1.874 Persons per Unit X 0.454 Square Feet = 0.851 Square Feet
Single Room Addition.....	1.000 Persons per Unit X 0.454 Square Feet = 0.454 Square Feet

Amount of the Facility Attributed to the Development Project. The cost of adding 0.454 square feet of building space per person is roughly \$247 based upon a \$543.38 per square foot (\$525.00 for construction and \$18.38 for interior furnishings). A detached dwelling unit with 2.590 persons would require 1.176 square feet of public meeting space at a cost of \$640 (1.176 square feet X \$543.38 per square foot, rounded). An attached dwelling unit requires 0.851 square feet of public meeting space at a cost of about \$463 (0.851 square feet X \$543.38 per square foot). Table 5-4, following, indicates the proposed Dedicated Public Use DIF. A single room addition is assumed to support one additional resident at \$247.00.

Table 5-4
Summary of Dedicated Public Use Facilities Impact Fee

DIF Land-use Type	Impact Fee Per Unit
Detached Dwelling Unit	\$640
Attached Dwelling Unit	\$463
Single Room Addition	\$247

For ease in computation the single room addition is assumed to be 144 square feet (also at a generous at 12' feet by 12"). Table 5-5 converts this cost to a square foot fee.

Table 5-4
Conversion of Dedicated Public Use Facilities Impact Fee
to a Square Foot Application

Single Room Addition	\$247
Designated Average Bedroom Addition	144
Cost per Square Foot of Bedroom Addition	\$1.72

RECAP OF POTENTIAL PARK LAND ACQUISITION AND PARK INFRASTRUCTURE DEVELOPMENT IMPACT FEES

Residential Housing – The City could adopt Schedule 5.1 for dedicated Public Use Facilities for the two basic residential land-uses and single room addition and ADU's.

END OF CHAPTER TEXT

Schedule 5.1**City of Solana Beach****2017-18 Development Impact Cost Calculation****Dedicated Public Use Facilities**Public Use
Facility S.F.

Fletcher Cove Community Center		1,232
Heritage Museum		724
La Colonia Community Center		4,375
Total Dedicated Public Use Square Feet		6,331
Current Population		13,938
Square Foot of Public Use Facility Space per Resident		0.454
Public Use Facility Construction per Square Foot		\$525.00
Interior Furnishings		\$18.38
Land Acquisition and Construction per Square Foot		\$543.38
Cost per Public Use Facility Square Foot		\$543.38
Existing Public Use Facility Standard		0.454
Public Use Facility Construction Cost per Resident (rounded)		\$247
Public Use Facility Cost per Land Use Residential Dwelling Unit	Density per Dwelling Unit	Public Use Facility Cost
Detached Dwellings (units)	2.590	\$640
Attached Dwellings (units)	1.874	\$463
Single Room Addition	1.000	\$247
Single Bedroom Addition		\$247
Average Bedroom Size		144
Cost per Square Foot		\$1.72

APPENDIX A – PARK CONSTRUCTION AVERAGE COST

ENR at January 2001	6281
ENR Construction Cost Index	9972
ENR Percent Increase	158.76%

	2003	Unit	ENR %	Current Cost	Unit
Public Imps, Road/curb, gutter, etc.	\$121	Linear Foot	158.8%	\$192.11	Linear Foot
Large Park Grading/Irrigation/Turf	\$25,500	Acre	158.8%	\$40,480	Acre
Small Park Grading/Irrigation/Turf	\$30,600	Acre	158.8%	\$48,580	Acre
Plant Material:					
Trees-5, 24 Gallon Box/Acre	\$200.00	Each	158.8%	\$317.53	Each
Trees-15, 15 Gallon/Acre	\$100.00	Each	158.8%	\$158.76	Each
Shrubs-10, Five Gallon	\$19.00	Each	158.8%	\$30.17	Each
Shrubs-30, One Gallon	\$7.00	Each	158.8%	\$11.11	Each
Play apparatus					
Play Apparatus - Large	\$120,000	Lot	158.8%	\$190,520	Lot
Large Apparatus Curbing, 450'	\$18.50	Linear Foot	158.8%	\$29.37	Linear Foot
Play Apparatus - Medium	\$80,000	Lot	158.8%	\$127,010	Lot
Medium Apparatus Curbing, 375'	\$18.50	Linear Foot	158.8%	\$29.37	Linear Foot
Play Apparatus - Small	\$40,000	Lot	158.8%	\$63,510	Lot
Small Apparatus Curbing, 225'	\$18.50	Linear Foot	158.8%	\$29.37	Linear Foot
Apparatus Safety Surface	\$2.50	Square Foot	158.8%	\$3.97	Square Foot
Buildings:					
Restroom - Small	\$60,450	Each	158.8%	\$95,970	Each
Restroom - Large	\$102,300	Each	158.8%	\$162,420	Each
Electrical Service Extension	\$15,000	Each	158.8%	\$23,810	Each
Equipment Storage Facility	\$55,800	Each	158.8%	\$88,590	Each
Combined Restroom/Concession	\$167,400	Each	158.8%	\$265,770	Each
Parking Lot					
Parking Space 4" A.C. W/6" Rock Base	\$1,627.50	Space	158.8%	\$2,583.89	Square foot
V-gutter	\$7.44	Linear Foot	158.8%	\$11.81	Linear Foot
Drain Inlet	\$744	Each	158.8%	\$1,181.21	Each
Drain Inlet Connector	\$1,209	Each	158.8%	\$1,919.46	Each
Storm Drainage Collection Line	\$18.00	Linear Foot	158.8%	\$28.58	Linear Foot
Drive Approach	\$1,874	Each	158.8%	\$2,658.00	Each
Perimeter Curbing	\$9.30	Linear Foot	158.8%	\$14.77	Linear Foot
Parking Lot Striping	\$0.28	Linear Foot	158.8%	\$0.44	Linear Foot
Exterior Street Lighting Standards	\$1,874	Each	158.8%	\$2,658.00	Each
Lot Signage	\$186	Lot	158.8%	\$295.30	Lot
Storm Drainage Facilities (in park)					
Inlets	\$744	Each	158.8%	\$1,180	Each
Connections	\$1,209	Each	158.8%	\$1,920	Each
Lateral (to arterial)	\$18.00	Linear Foot	158.8%	\$28.58	Linear Foot
Sewer Facilities					
Connection to Arterial	\$1,860	Lot	158.8%	\$2,950	Lot
Line in Street	\$14.50	Linear Foot	158.8%	\$23.02	Linear Foot
Line in Park	\$12.50	Linear Foot	158.8%	\$19.85	Linear Foot
Fire Hydrant	\$2,790	Each	158.8%	\$4,430	Each
Park Lighting					
Walkway Lighting Standards	\$1,256	Each	158.8%	\$1,990	Each
Duct Work/Wiring	\$767	Each	158.8%	\$1,220	Each
Walkway Electrical Wiring	\$15	Linear Foot	158.8%	\$20	Each
Water Facilities					
3" Meter	\$1,860	Each	158.8%	\$2,950	Each
#" Backflow Device	\$2,325	Each	158.8%	\$3,690	Each
Line in Street	\$11.16	Linear Foot	158.8%	\$20	Linear Foot

Appendix A – Park Construction Average Cost

	2003	Unit	ENR %	Current Cost	Unit
Water Fountains	\$651.00	Each	158.8%	\$1,030	Each
Fountain Lines in Park	\$11.16	Linear Foot	158.8%	\$20	Linear Foot
Benches/Tables					
Concrete Picnic Tables	\$750	Each	158.8%	\$1,190	Each
7' x 10' Cement Table Pads	\$1,050	Each	158.8%	\$1,670	Each
Individual BBQ Grills	\$326	Each	158.8%	\$517.57	Each
Concrete Benches	\$325	Each	158.8%	\$515.98	Each
3' x 6' Concrete Bench Pads	\$270	Each	158.8%	\$428.66	Each
Bleachers	\$3,255	Each	158.8%	\$5,170	Each
Large Covered Picnic Ramada	\$57,660	Each	158.8%	\$91,540	Each
Individual Covered Picnic Pad	\$13,950	Each	158.8%	\$22,150	Each
User Electrical Service	\$9,300	Each	158.8%	\$14,770	Each
Electrical Service per Group area	\$1,163	Each	158.8%	\$1,850	Each
Game Courts	\$75,600				
Basketball Courts	\$50,350	Each	158.8%	\$79,940	Each
Basketball Court Lighting	\$32,550	Each	158.8%	\$51,680	Each
Fenced Tennis Courts	\$55,800	Each	158.8%	\$88,590	Each
Tennis Court Lighting	\$32,550	Each	158.8%	\$51,680	Each
Baseball Field - Competitive	\$46,500	Each	158.8%	\$73,830	Each
Ballfield Lighting	\$186,000	Per two fields	158.8%	\$295,300	Per two fields
Baseball Field - Recreational	\$13,950	Each	158.8%	\$22,150	Each
Soccer Field (crowned)	\$16,740	Each	158.8%	\$26,580	Each
Skatepark	\$17.50	Square Foot	158.8%	\$27.80	Each
Pedestrian Walkway					
5' wide	\$75.00	Linear Foot	158.8%	\$119.07	Linear Foot
6' wide	\$81.00	Linear Foot	158.8%	\$128.60	Linear Foot
9' wide	\$108.00	Linear Foot	158.8%	\$171.47	Linear Foot
Miscellaneous Flatwork	\$15.00	Square Foot	158.8%	\$23.81	Linear Foot
Small Park Signage	\$4,650	Lot	158.8%	\$7,380	Lot
Large Park Signage	\$15,000	Lot	158.8%	\$23,810	Lot
Bike Rack/Pad	\$1,395	Each	158.8%	\$2,210	Each
Natural (Lake, Grove, etc)	\$375,000	Each	158.8%	\$595,370	Each
Small concrete stage	\$29,060	Each	158.8%	\$46,140	Each
Medium Ampitheater/bandshell	\$139,500	Each	158.8%	\$221,480	Each

Total Cost	
Total Acres	
Average Cost per Acre	
Total Cost per Park	
Number of Parks	15.00
Total Cost of Parks	\$70,049,529
Total Improved Park Acres	150.00
Average Construction Cost per Park Acre	\$466,996.86

Appendix A – Park Construction Average Cost

	5 Acre Neighborhood		15 Acre Community Park	
Public Imps, Road/curb, gutter, etc.	1,680	\$322,745	3,360	\$645,490
Large Park Grading/Irrigation/Turf	0	\$0	15	\$607,200
Small Park Grading/Irrigation/Turf	5	\$242,900	0	\$0
Plant Material:				
Trees-5, 24 Gallon Box/Acre	25	\$7,938	75	\$23,815
Trees-15, 15 Gallon/Acre	75	\$11,907	225	\$35,721
Shrubs-10, Five Gallon	50	\$1,509	150	\$4,526
Shrubs-30, One Gallon	150	\$1,667	450	\$5,000
Play apparatus				
Play Apparatus - Large	0	\$0	1	\$190,520
Large Apparatus Curbing, 450'	0	\$0	450	\$13,217
Play Apparatus - Medium	1	\$127,010	2	\$254,020
Medium Apparatus Curbing, 375'	375	\$11,014	750	\$22,028
Play Apparatus - Small	0	\$0	2	\$127,020
Small Apparatus Curbing, 225'	0	\$0	450	\$13,217
Apparatus Safety Surface	8,789	\$34,892	36,562	\$145,151
Buildings:				
Restroom - Small	0	\$0	1	\$95,970
Restroom - Large	0	\$0	1	\$162,420
Electrical Service Extension	0	\$0	2	\$47,620
Equipment Storage Facility	0	\$0	0	\$0
Combined Restroom/Concession	0	\$0	1	\$265,770
Parking Lot				
Parking Space 4" A.C. W/6" Rock Base	8	\$20,671	150	\$387,584
V-gutter	96	\$1,134	1,800	\$21,258
Drain Inlet	1	\$1,181	8	\$8,859
Drain Inlet Connector	1	\$1,919	8	\$14,396
Storm Drainage Collection Line	144	\$4,116	2,700	\$77,166
Drive Approach	1	\$2,658	4	\$10,632
Perimeter Curbing	490	\$7,237	3,600	\$53,172
Parking Lot Striping	80	\$35	1,500	\$660
Exterior Street Lighting Standards	4	\$10,632	18	\$47,844
Lot Signage	1	\$295	3	\$886
Storm Drainage Facilities (in park)				
Inlets	2	\$2,360	30	\$35,400
Connections	2	\$3,840	6	\$11,520
Lateral (to arterial)	1,050	\$30,009	4,725	\$135,041
Sewer Facilities				
Connection to Arterial	0	\$0	2	\$5,900
Line in Street	0	\$0	120	\$2,762
Line in Park	0	\$0	630	\$12,506
Fire Hydrant	1	\$4,430	4	\$17,720
Park Lighting				
Walkway Lighting Standards	0	\$0	252	\$501,480
Duct Work/Wiring	3	\$3,660	12	\$14,640
Walkway Electrical Wiring	0	\$0	13,120	\$262,400
Water Facilities				
3" Meter	1	\$2,950	1	\$2,950
#" Backflow Device	1	\$3,690	1	\$3,690
Line in Street	1,320	\$26,400	120	\$2,400

Appendix A – Park Construction Average Cost

	5 Acre Neighborhood		15 Acre Community Park	
Water Fountains	1	\$1,030	8	\$8,240
Fountain Lines in Park	200	\$4,000	1,000	\$20,000
Benches/Tables				
Concrete Picnic Tables	4	\$4,760	60	\$71,400
7' x 10' Cement Table Pads	4	\$6,680	60	\$100,200
Individual BBQ Grills	2	\$1,035	30	\$15,527
Concrete Benches	4	\$2,064	30	\$15,479
3' x 6' Concrete Bench Pads	4	\$1,715	30	\$12,860
Bleachers	0	\$0	0	\$0
Large Covered Picnic Ramada	0	\$0	2	\$183,080
Individual Covered Picnic Pad	4	\$88,600	20	\$443,000
User Electrical Service	0	\$0	2	\$29,540
Electrical Service per Group area	1	\$1,850	6	\$11,100
Game Courts				
Basketball Courts	0	\$0	2	\$159,880
Basketball Court Lighting	0	\$0	0	\$0
Fenced Tennis Courts	0	\$0	2	\$177,180
Tennis Court Lighting	0	\$0	0	\$0
Baseball Field - Competitive	0	\$0	0	\$0
Ballfield Lighting	0	\$0	0	\$0
Baseball Field - Recreational	1	\$22,150	6	\$132,900
Soccer Field (crowned)	0	\$0	0	\$0
Skatepark	0	\$0	14,400	\$400,320
Pedestrian Walkway				
5' wide	1,680	\$200,038	1,680	\$200,038
6' wide	1,680	\$216,048	1,680	\$216,048
9' wide	0	\$0	2,940	\$504,122
Miscellaneous Flatwork	500	\$11,905	8,500	\$202,385
Small Park Signage	1	\$7,380	0	\$0
Large Park Signage	0	\$0	1	\$23,810
Bike Rack/Pad	2	\$4,420	9	\$19,890
Natural (Lake, Grove, etc)	0	\$0	1	\$595,370
Small concrete stage	1	\$46,140	2	\$92,280
Medium Amphitheater/bandshell	0	\$0	1	\$221,480
		\$1,508,614		\$8,145,700
		5		15
		\$301,723		\$543,047
		\$1,508,614		\$8,145,700
		9		3
		\$13,577,526		\$24,437,100
		45		45

Appendix A – Park Construction Average Cost

20 Acre Sports Park		
Public Imps, Road/curb, gutter, etc.	3,780	\$726,176
Large Park Grading/Irrigation/Turf	20	\$809,600
Small Park Grading/Irrigation/Turf	0	\$0
Plant Material:		
Trees-5, 24 Gallon Box/Acre	50	\$15,877
Trees-15, 15 Gallon/Acre	300	\$47,628
Shrubs-10, Five Gallon	100	\$3,017
Shrubs-30, One Gallon	300	\$3,333
Play apparatus		
Play Apparatus - Large	1	\$190,520
Large Apparatus Curbing, 450'	450	\$13,217
Play Apparatus - Medium	1	\$127,010
Medium Apparatus Curbing, 375'	375	\$11,014
Play Apparatus - Small	1	\$63,510
Small Aparatus Curbing, 225'	225	\$6,608
Apparatus Safety Surface	24,609	\$97,698
Buildings:		
Restroom - Small	1	\$95,970
Restroom - Large	1	\$162,420
Electrical Service Extension	2	\$47,620
Equipment Storage Facility	1	\$88,590
Combined Restroom/Concession	2	\$531,540
Parking Lot		
Parking Space 4" A.C. W/6" Rock Base	400	\$1,033,556
V-gutter	4,800	\$56,688
Drain Inlet	20	\$23,624
Drain Inlet Connector	20	\$38,389
Storm Drainage Collection Line	7,200	\$205,776
Drive Approach	6	\$15,948
Perimeter Curbing	9,600	\$141,792
Parking Lot Striping	4,000	\$1,760
Exterior Street Lighting Standards	20	\$53,160
Lot Signage	3	\$886
Storm Drainage Facilities (in park)		
Inlets	40	\$47,200
Connections	8	\$15,360
Lateral (to arterial)	6,300	\$180,054
Sewer Facilities		
Connection to Arterial	2	\$5,900
Line in Street	120	\$2,762
Line in Park	630	\$12,506
Fire Hydrant	5	\$22,150
Park Lighting		
Walkway Lighting Standards	235	\$468,048
Duct Work/Wiring	5	\$6,100
Walkway Electrical Wiring	8,830	\$176,600
Water Facilities		
3" Meter	1	\$2,950
#" Backflow Device	1	\$3,690
Line in Street	120	\$2,400

Appendix A – Park Construction Average Cost

20 Acre Sports Park		
Water Fountains	12	\$12,360
Fountain Lines in Park	1,000	\$20,000
Benches/Tables		
Concrete Picnic Tables	30	\$35,700
7' x 10' Cement Table Pads	30	\$50,100
Individual BBQ Grills	10	\$5,176
Concrete Benches	15	\$7,740
3' x 6' Concrete Bench Pads	15	\$6,430
Bleachers	14	\$72,380
Large Covered Picnic Ramada	0	\$0
Individual Covered Picnic Pad	4	\$88,600
User Electrical Service	1	\$14,770
Electrical Service per Group area	4	\$7,400
Game Courts		
Basketball Courts	4	\$319,760
Basketball Court Lighting	4	\$206,720
Fenced Tennis Courts	6	\$531,540
Tennis Court Lighting	6	\$310,080
Baseball Field - Competitive	6	\$442,880
Ballfield Lighting	4	\$1,181,200
Baseball Field - Recreational	0	\$0
Soccer Field (crowned)	4	\$106,320
Skatepark	21,600	\$600,480
Pedestrian Walkway		
5' wide	1,050	\$125,024
6' wide	1,050	\$135,030
9' wide	3,780	\$648,157
Miscellaneous Flatwork	4,000	\$95,240
Small Park Signage	0	\$0
Large Park Signage	1	\$23,810
Bike Rack/Pad	12	\$26,520
Natural (Lake, Grove, etc)	0	\$0
Small concrete stage	1	\$46,140
Medium Amphitheater/bandshell	0	\$0

\$10,678,301
20
\$533,915
\$10,678,301
3
\$32,034,903
60

ORDINANCE NO. 492

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA ADDING CHAPTER 15.60 TO IMPOSE A FIRE MITIGATION IMPACT FEE PURSUANT TO THE CALIFORNIA MITIGATION FEE ACT

WHEREAS, the City of Solana Beach has identified the need for additional fire suppression/rescue facilities, vehicles and equipment to adequately serve projected future growth and redevelopment within the incorporated city limits; and

WHEREAS, an impact fee is a commonly used and well-accepted means of mitigating the impacts created by future growth. Public agencies regularly impose impact fees on new development to fund a variety of public facilities, including roads, sewer and water facilities, libraries, parks, and schools; and

WHEREAS, recent surveys of local and regional agencies in California indicate that most agencies impose some form of fire mitigation development impact fee (FMIF); and

WHEREAS, the California Mitigation Fee Act authorizes local agencies to impose impact fees upon making certain findings; and

WHEREAS, the purpose of the FMIF is to maintain currently met standards by determining the cost of an additional response vehicle, the construction of a storage building for the vehicle, and the investment in a traffic signal preemption system to better manage response time.

NOW, THEREFORE, the City Council of the City of Solana Beach hereby ordains as follows:

Section 1. All of the above statements are true.

Section 2. Chapter 3.20 – Fire Mitigation Fee, and all subchapters, are hereby removed from the Solana Beach Municipal Code.

Section 3. Chapter 15.60 is hereby added to the Solana Beach Municipal Code (“SBMC”) to provide as follows:

15.60.010 - Title.

This chapter shall be known as the Fire Mitigation Impact Fee (FMIF) Ordinance and may be cited as such.

15.60.020 - Authority.

This chapter is enacted pursuant to the Mitigation Fee Act, California Government Code Section 66000 et seq.

15.60.030 - Intent and purpose.

The purpose of this chapter is to make provision for assessing and collecting fire mitigation impact fees as a condition of project approval of a subdivision map or prior to issuance of a development permit, including a building permit, in order to fund the additional fire equipment and facility that helps mitigate the additional demand.

The fees collected pursuant to this chapter are to fund additional fire equipment and emergency response vehicles, a vehicle storage facility, a traffic preemption equipment system, and if needed, the expansion of the existing station (to increase the response capacity of that station). Additional fire suppression/rescue capabilities are planned to come on-line, as needed, as development creates anticipated increases in detached and attached units, and increases in square feet for retail/service, office, industrial and institutional uses and some additional commercial lodging rooms per the General Plan. The proposed additions are based upon anticipated new call demand and the relative distance from the existing stations.

15.60.040 - Findings.

The City Council of the City of Solana Beach, consistent with California Government Code Sections 66000 et seq., of the Mitigation Fee Act, finds that:

A. **Purpose of the Fee.** The purpose of the FMIF is to maintain currently met standards by determining the cost of additional fire equipment, emergency response vehicles, the construction of a storage building for the vehicle, and the investment in a traffic signal preemption system to better manage response times and mitigate additional demand.

B. **Use of the Fee.** The FMIF will be used to fund acquisition of additional fire equipment, emergency response vehicles, a storage building for the vehicles, a traffic preemption equipment system, and if needed, the expansion of the existing station (to increase the response capacity of that station in response to the anticipated cumulative impacts associated with future development and redevelopment within the City).

C. **Reasonable Use (Benefit).** The FMIF will be used to ensure fire service response standards extended to new development are consistent with the fire response currently received by the City's existing citizens and business community. Additional construction and equipment acquisition will maintain the current level of service (LOS) for both existing residents and future citizens and businesses within the City of Solana Beach.

D. **Reasonable Need (Burden).** The use of the FMIF is equivalent to the need for the fee. The FMIF would be collected as the development occurs (generally at building permit or some predetermined point in the process). As the development

occurs, the impact is generated. The collected FMIF receipts would be put to use to acquire additional specialty equipment, emergency response vehicle and an additional building necessary to respond to those additional calls-for-service, without reducing the capability of responding to calls from the existing community.

E. **Reasonable Apportionment.** The reasonable relationship between the FMIF for a specific development and the cost attributable to the development is based the costs involved in the pro-rata expansion of the City's fire suppression/rescue facilities, vehicles and equipment. The resulting development impact fees are based upon these costs distributed by land use demands and maintain proportionality with the existing development and existing inventory of fire suppression/rescue assets.

15.60.050 - Definitions.

The definitions set forth in this section shall govern the application and interpretation of this chapter:

"Applicant" means developer or person seeking a development permit.

"Building permit" means a permit required and issued by the City of Solana Beach.

"City" means the City of Solana Beach.

"City of Solana Beach Fire Mitigation Impact Fee Program" or "FMIF Nexus Report" is the fee study entitled "2018 Development Impact Fee (DIFs) Nexus and Calculation Report," dated July 2, 2018, approved and adopted by the City Council on November 28, 2018. This study may be changed or periodically updated by action of the City Council pursuant to Section 15.60.080 of this chapter. The City of Solana Beach fire mitigation impact fee program is maintained for public review in the community development department of the City of Solana Beach.

"Construction" means design, performance of estimates, environmental assessments and studies, determination of fees, acquisition of right-of-way, administration of construction contracts, and actual construction.

"Developer" means the owner or developer of a development seeking a development permit.

"Development permit" means any permit or approval from the City of Solana Beach including, but not limited to, a general plan amendment, zoning or rezoning of property, a conditional use permit, a development review permit, a coastal development permit, a variance permit, a structural development permit, subdivision map, parcel map, building permit, or any another permit for construction, reconstruction, or development.

"Development project" or "development" means any activity described in Section 66000 et seq., of the California Government Code.

"New development" means any development requiring a development permit excepting the rehabilitation and/or reconstruction of any legal residential structure and/or the replacement of a previously existing residential unit.

"Redevelopment" means any development project that results in additional dwelling units or square feet.

"FMIF" means fire mitigation impact fee.

“Fire suppression/rescue facilities, vehicles and equipment” means fire stations, training facilities, response fleet with specialty equipment, and specialty fire equipment.

15.60.060 - Application of chapter.

This chapter establishes the requirements for the FMIF for all new development and redevelopment within the City of Solana Beach. This chapter shall apply to all new development and redevelopment except as exempted by state or federal law, or as specifically exempted in this chapter. In cases where a development is specifically exempt by law from this chapter, but that development has cumulative fire mitigation impacts required to be mitigated by the California Environmental Quality Act (CEQA), the City can accept FMIF payment to mitigate cumulative impacts.

The FMIF is limited to providing funding in the amounts and for those improvements specified in the City of Solana Beach Fire Mitigation Impact Fee program. Nothing in this chapter shall restrict the ability of the City to require dedication of land, payment of fees or construction of improvements for needs other than, or in addition to, the improvements specified in the City of Solana Beach Fire Mitigation Impact Fee Program.

The requirement of this chapter shall apply to projects for which building permits are issued on or after the effective date of this ordinance.

15.60.070 – Fire mitigation impact fee requirement.

A. Prior to the issuance of any building permit for new development or redevelopment in the City of Solana Beach, a fire mitigation impact fee shall be paid based upon the use of land set forth in the fee rate table included in the FMIF Nexus Report.

B. The fee shall be paid before the issuance of building permits for each development project within the City of Solana Beach. No building permit shall be issued within the City of Solana Beach unless and until the FMIF has been paid in full. In the case of discretionary permits that will not involve a building permit, but which will involve new development, payment of the fee shall be recommended as a condition of permitting to the decision-making body that would approve such permit.

15.60.080 - Annual adjustment of fees.

A. The FMIF may be adjusted annually starting July 1, 2019, and on each July 1st thereafter, based on the following factors:

1. The cost of construction based on the Los Angeles Construction Cost Index.
2. Changes in the type, size, location or cost of the acquisition of fire suppression/rescue facilities, vehicles and equipment, if any, to be financed by the FMIF, changes in land use designations in the City's general plan, and upon other sound engineering, financing, and planning information.

B. Adjustments to the FMIF resulting from review of the factors above may be made by resolution amending the fee schedule and subject to compliance with the Mitigation Fee Act.

C. Adjustments to the fees resulting from the annual review may be made by resolution amending the Fee Rate Tables contained in the FMIF Nexus Report and subject to the notice and public meeting requirements of Government Code Section 66016.

15.60.090 - Use of fee.

A. The revenue raised by payment of the FMIF shall be placed in a separate and special account or fund in a manner to avoid any commingling with other revenues and funds of the City of Solana Beach; and, such revenues, along with any interest earnings on the account or fund, shall be used solely to:

1. Pay for the City's future acquisition of additional fire suppression/rescue facilities, vehicles and equipment described in the City of Solana Beach Fire Mitigation Impact Fee Program, or to reimburse the City for those described or listed facilities constructed by the City with funds advanced by the City from other resources; or

2. Reimburse developers who have been required or permitted by Section 15.60.110 to install such listed facilities which are oversized with supplemental size, length, or capacity, relative to demand generated by the subject project; or

3. Pay costs required for the administration of this chapter, including, but not limited to costs incurred in conducting hearings required by state law.

B. The FMIF fund, including accrued interest, shall be subject to the all of the applicable provisions of Government Code Section 66000 et seq., as may be amended from time to time, including but not limited to the requirements for accounting, reporting and expenditure of the fund for the improvements specified in the City of Solana Beach Fire Mitigation Impact Fee Program.

15.60.100 - Fire suppression/rescue facilities, Vehicles and Equipment to be financed by the fee.

A. The fire suppression/rescue facilities, vehicles and equipment to be financed by the fee established by this chapter are identified in the City of Solana Beach Fire Mitigation Impact Fee Program.

B. The City Council may modify or amend the City of Solana Beach Fire Mitigation Impact Fee Program in order to maintain compliance with the City's General Plan.

15.60.120 - Exemptions.

The following new development shall be exempt for the application of the provisions of this chapter:

- A. City-owned facilities and buildings.
- B. Redevelopment that does not result in additional square feet.

15.60.130 - Refund of fees.

If a building permit or development permit expires, is cancelled, or is voided and if any fees paid pursuant to this chapter have not been expended and no construction has taken place pursuant to such building permit or development permit, the Director of Community Development shall, upon written request, refund the fee and any interest earned on the fee, less any administrative costs, to the applicant of record.

Section 4. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Chapter, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Chapter, or its application to any other person or circumstance. The City Council declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

EFFECTIVE DATE: This Ordinance shall be effective thirty (30) days after its adoption. Within fifteen (15) days after its adoption, the City Clerk of the City of Solana Beach shall cause this Ordinance to be published pursuant to the provisions of Government Code Section 36933.

INTRODUCED AND FIRST READ at a regular meeting of the City Council of the City of Solana Beach, California, on the 28th day of November, 2018; and

THEREAFTER ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California, on the ___th day of _____, 20XX, by the following vote:

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

DAVID A. ZITO, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

ORDINANCE NO. 493

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA ADDING CHAPTER 15.65 TO IMPOSE A PARK DEVELOPMENT IMPACT FEE PURSUANT TO THE CALIFORNIA MITIGATION FEE ACT

WHEREAS, the City of Solana Beach has identified the need for additional park acquisition and park infrastructure development to adequately serve projected future growth and redevelopment within the incorporated city limits; and

WHEREAS, an impact fee is a commonly used and well-accepted means of mitigating the impacts created by future growth. Public agencies regularly impose impact fees on new development to fund a variety of public facilities, including roads, sewer and water facilities, libraries, parks, and schools; and

WHEREAS, recent surveys of local and regional agencies in California indicate that most agencies impose some form of park development impact fee (PDIF); and

WHEREAS, the California Mitigation Fee Act authorizes local agencies to impose impact fees upon making certain findings; and

WHEREAS, the purpose of the PDIF is to maintain currently met standards by determining the cost of expanding the park land and park related improvements by a proportional amount necessary to accommodate the added demands created by the construction of additional residential dwelling units through General Plan build-out at the existing standard.

NOW, THEREFORE, the City Council of the City of Solana Beach hereby ordains as follows:

Section 1. All of the above statements are true.

Section 2. Chapter 15.65 is hereby added to the Solana Beach Municipal Code ("SBMC") to provide as follows:

15.65.010 - Title.

This chapter shall be known as the Park Development Impact Fee ("PDIF") Ordinance and may be cited as such.

15.65.020 - Authority.

This chapter is enacted pursuant to the Mitigation Fee Act, California Government Code Section 66000 et seq.

15.65.030 - Intent and purpose.

The purpose of this chapter is to make a provision for assessing and collecting park development impact fees as a condition of project approval of a subdivision map or prior to issuance of a development permit, including a building permit, in order to fund the acquisition and construction of identified park land and park improvements needed to accommodate the added demands created by the construction of additional residential dwelling units through General Plan build-out at the existing standard.

The fees collected pursuant to this chapter are to fund acquisition of additional park land and construction of additional park improvements that directly benefits new City residents or on creating enhancements to the existing park infrastructure, but would not be expended upon the rehabilitation of the any existing park infrastructure. The collected park impact fee receipts could not be used for rehabilitation of any existing park infrastructure.

15.65.040 - Findings.

The City Council of the City of Solana Beach, consistent with California Government Code Sections 66000 et seq., of the Mitigation Fee Act, finds that:

A. **Purpose of the Fee.** The purpose of the PDIF is to maintain currently met standards by determining the cost of expanding park land and park related improvements by a proportional amount necessary to accommodate the added demands created by the construction of additional residential dwelling units through General Plan build-out at the existing standard.

B. **Use of the Fee.** The PDIF will be used to fund acquisition of additional park land and construction of additional park improvements in response to the anticipated cumulative impacts associated with future development and redevelopment within the City.

C. **Reasonable Use (Benefit).** The PDIF will be used to expand the amount of park offerings in proportions consistent with the average persons per dwelling by type of residential dwelling. Park offerings would be expanded by type of residential dwelling as different types of residential dwellings generally have differing numbers of people dwelling in them.

D. **Reasonable Need (Burden).** Residential development creates housing for additional residents who are likely to use the existing facilities, thus by limiting the access to existing residents. The PDIF will be used to maintain the existing standards to protect the access to existing park offerings to the City's existing residents. The relationship is based upon the average number of persons that reside in the various types of residential construction.

E. **Reasonable Apportionment.** The reasonable relationship between the PDIF for a specific development and the cost attributable to the development is based the costs involved in the pro-rata expansion of the City's park-related infrastructure. The resulting development impact fees are based upon these costs per individual

resident multiplied by the average number of residents residing in each of the two major types of dwelling unit (detached and attached).

15.65.050 - Definitions.

The definitions set forth in this section shall govern the application and interpretation of this chapter:

"Applicant" means developer or person seeking a development permit.

"Building permit" means a permit required and issued by the City of Solana Beach.

"City" means the City of Solana Beach.

"City of Solana Beach Park Development Impact Fee Program" or "PDIF Nexus Report" is the fee study entitled "2018 Development Impact Fee (DIFs) Nexus and Calculation Report," dated July 2, 2018, approved and adopted by the City Council on November 28, 2018. This study may be changed or periodically updated by action of the City Council pursuant to Section 15.65.080 of this chapter. The City of Solana Beach park development impact fee program is maintained for public review in the community development department of the City of Solana Beach.

"Construction" means design, performance of estimates, environmental assessments and studies, determination of fees, acquisition of right-of-way, administration of construction contracts, and actual construction.

"Developer" means the owner or developer of a development seeking a development permit.

"Development permit" means any permit or approval from the City of Solana Beach including, but not limited to, a general plan amendment, zoning or rezoning of property, a conditional use permit, a development review permit, a coastal development permit, a variance permit, a structural development permit, subdivision map, parcel map, building permit, or any another permit for construction, reconstruction, or development.

"Development project" or "development" means any activity described in Section 66000 et seq., of the California Government Code.

"New development" means any development requiring a development permit excepting the rehabilitation and/or reconstruction of any legal residential structure and/or the replacement of a previously existing residential unit.

"Redevelopment" means any development project that results in additional dwelling units or square feet.

"PDIF" means park development impact fee.

"Park Space" means the park and activity field space and acreage available for use by City residents, or portions thereof, identified in the City of Solana Beach Park Development Impact Fee Program, or future city approved alternatives that substantially fulfill the park development needs identified and represented by a listed facility.

"Park Improvements" means that project or portion of project, which involves the specified improvements in the City of Solana Beach Park Development Impact Fee Program.

15.65.060 - Application of chapter.

This chapter establishes the requirements for the PDIF for all new development and redevelopment within the City of Solana Beach. This chapter shall apply to all new development and redevelopment except as exempted by state or federal law, or as specifically exempted in this chapter. In cases where a development is specifically exempt by law from this chapter, but that development has cumulative park development impacts required to be mitigated by the California Environmental Quality Act (CEQA), the City can accept PDIF payment to mitigate cumulative impacts.

The PDIF is limited to providing funding in the amounts and for those improvements specified in the City of Solana Beach Park Development Impact Fee Program. Nothing in this chapter shall restrict the ability of the City to require dedication of land, payment of fees or construction of improvements for needs other than, or in addition to, the improvements specified in the City of Solana Beach Park Development Impact Fee Program.

The requirement of this chapter shall apply to projects for which building permits are issued on or after the effective date of this ordinance.

15.65.070 – Park Development impact fee requirement.

A. Prior to the issuance of any building permit for new development or redevelopment in the City of Solana Beach, a park development impact fee shall be paid based upon the use of land set forth in the fee rate table included in the PDIF Nexus Report.

B. The fee shall be paid before the issuance of building permits for each development project within the City of Solana Beach. No building permit shall be issued within the City of Solana Beach unless and until the PDIF has been paid in full. In the case of discretionary permits that will not involve a building permit, but which will involve new development, payment of the fee shall be recommended as a condition of permitting to the decision-making body that would approve such permit.

15.65.080 - Annual adjustment of fees.

The PDIF may be adjusted annually starting July 1, 2019, and on each July 1st thereafter, based on the following factors:

A. The cost of construction based on the Los Angeles Construction Cost Index.

B. Changes in the type, size, location or cost of the acquisition of park space and of the additional park improvements, if any, to be financed by the PDIF, changes in land use designations in the City's general plan, and upon other sound engineering, financing, and planning information.

C. Adjustments to the PDIF resulting from review of the factors above may be made by resolution amending the fee schedule and subject to compliance with the Mitigation Fee Act.

D. Adjustments to the fees resulting from the annual review may be made by resolution amending the Fee Rate Tables contained in the PDIF Nexus Report and subject to the notice and public meeting requirements of Government Code Section 66016.

15.65.090 - Use of fee.

A. The revenue raised by payment of the PDIF shall be placed in a separate and special account or fund in a manner to avoid any commingling with other revenues and funds of the City of Solana Beach; and, such revenues, along with any interest earnings on the account or fund, shall be used solely to:

1. Pay for the City's future acquisition of additional park space and construction of additional park improvements described in the City of Solana Beach Park Development Impact Fee Program, or to reimburse the City for those described or listed facilities constructed by the City with funds advanced by the City from other resources; or

2. Reimburse developers who have been required or permitted by Section 15.65.110 to install such listed facilities which are oversized with supplemental size, length, or capacity, relative to demand generated by the subject project; or

3. Pay costs required for the administration of this chapter, including, but not limited to costs incurred in conducting hearings required by state law.

B. The PDIF fund, including accrued interest, shall be subject to the all of the applicable provisions of Government Code Section 66000 et seq., as may be amended from time to time, including but not limited to the requirements for accounting, reporting and expenditure of the fund for the improvements specified in the City of Solana Beach Park Development Impact Fee Program.

15.65.100 - Park Space and Park Improvements to be financed by the fee.

A. The park space and park improvements to be financed by the fee established by this chapter are identified in the City of Solana Beach Park Development Impact Fee Program.

B. The City Council may modify or amend the City of Solana Beach Park Development Impact Fee Program in order to maintain compliance with the City's General Plan.

15.65.120 - Exemptions.

The following new development shall be exempt for the application of the provisions of this chapter:

A. City-owned facilities and buildings.

- B. Redevelopment of single-family homes that do not result in additional square feet.

15.65.130 - Refund of fees.

If a building permit or development permit expires, is cancelled, or is voided and if any fees paid pursuant to this chapter have not been expended and no construction has taken place pursuant to such building permit or development permit, the Director of Community Development shall, upon written request, refund the fee and any interest earned on the fee, less any administrative costs, to the applicant of record.

Section 3. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Chapter, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Chapter, or its application to any other person or circumstance. The City Council declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

EFFECTIVE DATE: This Ordinance shall be effective thirty (30) days after its adoption. Within fifteen (15) days after its adoption, the City Clerk of the City of Solana Beach shall cause this Ordinance to be published pursuant to the provisions of Government Code Section 36933.

INTRODUCED AND FIRST READ at a regular meeting of the City Council of the City of Solana Beach, California, on the 28th day of November, 2018; and

THEREAFTER ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California, on the ___th day of _____, 20XX, by the following vote:

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

DAVID A. ZITO, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

ORDINANCE NO. 496

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA ADDING CHAPTER 15.66 TO IMPOSE A PUBLIC USE FACILITIES IMPACT FEE PURSUANT TO THE CALIFORNIA MITIGATION FEE ACT

WHEREAS, the City of Solana Beach has identified the need for additional dedicated public use facilities development, that are available to community groups and individuals for meetings and other civic functions, to adequately serve projected future growth and redevelopment within the incorporated city limits; and

WHEREAS, this category of buildings differs from *General Facilities*, which are those used by the City staff to undertake their municipal service duties (City Hall as an example); and

WHEREAS, an impact fee is a commonly used and well-accepted means of mitigating the impacts created by future growth. Public agencies regularly impose impact fees on new development to fund a variety of public facilities, including roads, sewer and water facilities, libraries, parks, and schools; and

WHEREAS, recent surveys of local and regional agencies in California indicate that most agencies impose some form of public use facilities impact fee (PUFIF); and

WHEREAS, the California Mitigation Fee Act authorizes local agencies to impose impact fees upon making certain findings; and

WHEREAS, the purpose of the PUFIF is to maintain currently met standards of public use facility improvements by a proportional amount necessary to accommodate the added demands created by the construction of additional residential dwelling units through General Plan build-out at the existing standards.

NOW, THEREFORE, the City Council of the City of Solana Beach hereby ordains as follows:

Section 1. All of the above statements are true.

Section 2. Chapter 15.66 is hereby added to the Solana Beach Municipal Code ("SBMC") to provide as follows:

15.66.010 - Title.

This chapter shall be known as the Public Use Facilities Impact Fee ("PUFIF") Ordinance and may be cited as such.

15.66.020 - Authority.

This chapter is enacted pursuant to the Mitigation Fee Act, California Government Code Section 66000 et seq.

15.66.030 - Intent and purpose.

The purpose of this chapter is to make provision for assessing and collecting public use facilities impact fees as a condition of project approval of a subdivision map or prior to issuance of a development permit, including a building permit, in order to fund the construction of additional dedicated public use space that benefits City of Solana Beach residents, but not for the rehabilitation of any existing dedicated public use facility.

The fees collected pursuant to this chapter are to fund acquisition of additional dedicated public use facilities to directly benefit new City residents or on creating enhancements to the existing dedicated public use facilities. The collected public use facilities impact fee receipts could not be used for rehabilitation of any existing dedicated public use facilities infrastructure.

15.66.040 - Findings.

The City Council of the City of Solana Beach, consistent with California Government Code Sections 66000 et seq., of the Mitigation Fee Act, finds that:

A. **Purpose of the Fee.** The purpose of the PUFIF is to maintain currently met standards of public use facility improvements by a proportional amount necessary to accommodate the added demands created by the construction of additional residential dwelling units through General Plan build-out at the existing standards.

B. **Use of the Fee.** The PUFIF will be used to fund the acquisition and construction of additional dedicated public use space that benefits City of Solana Beach residents, but not for the rehabilitation of any existing dedicated public use facility.

C. **Reasonable Use (Benefit).** The PUFIF will be used to expand the amount of dedicated public use facilities in proportions consistent with the average persons per dwelling by type of residential dwelling. Dedicated public use facilities offerings would be expanded by type of residential dwelling as different types of residential dwellings generally have differing numbers of people dwelling in them.

D. **Reasonable Need (Burden).** Residential development creates housing for additional residents who are likely to use the existing facilities, thus by limiting the access to existing residents. The PUFIF will be used to maintain the existing standards to protect the access to existing dedicated public use facilities offerings to the City's existing residents. The relationship is based upon the average number of persons that reside in the various types of residential construction.

E. **Reasonable Apportionment.** The reasonable relationship between the PUFIF for a specific development and the cost attributable to the development is based the costs involved in the pro-rata expansion of the City's dedicated public use facilities-

related infrastructure. The resulting development impact fees are based upon these costs per individual resident multiplied by the average number of residents residing in each of the two major types of dwelling unit (detached and attached).

15.66.050 - Definitions.

The definitions set forth in this section shall govern the application and interpretation of this chapter:

"Applicant" means developer or person seeking a development permit.

"Building permit" means a permit required and issued by the City of Solana Beach.

"City" means the City of Solana Beach.

"City of Solana Beach Public Use Facilities Impact Fee Program" or "PUFIF Nexus Report" is the fee study entitled "2018 Development Impact Fee (DIFs) Nexus and Calculation Report," dated July 2, 2018, approved and adopted by the City Council on November 28, 2018. This study may be changed or periodically updated by action of the City Council pursuant to Section 15.66.080 of this chapter. The City of Solana Beach public use facilities impact fee program is maintained for public review in the community development department of the City of Solana Beach.

"Construction" means design, performance of estimates, environmental assessments and studies, determination of fees, acquisition of right-of-way, administration of construction contracts, and actual construction.

"Developer" means the owner or developer of a development seeking a development permit.

"Development permit" means any permit or approval from the City of Solana Beach including, but not limited to, a general plan amendment, zoning or rezoning of property, a conditional use permit, a development review permit, a coastal development permit, a variance permit, a structural development permit, subdivision map, parcel map, building permit, or any another permit for construction, reconstruction, or development.

"Development project" or "development" means any activity described in Section 66000 et seq., of the California Government Code.

"New development" means any development requiring a development permit excepting the rehabilitation and/or reconstruction of any legal residential structure and/or the replacement of a previously existing residential unit.

"Redevelopment" means any development project that results in additional dwelling units or square feet.

"PUFIF" means public use facilities impact fee.

"Dedicated public use facilities" means facilities currently dedicated for use as dedicated public use facilities and available to community groups and individuals for meetings and other civic functions. This category of buildings differs from *General Facilities*, which are those used by the City staff to undertake their municipal service duties (City Hall as an example).

15.66.060 - Application of chapter.

This chapter establishes the requirements for the PUFIF for all new development and redevelopment within the City of Solana Beach. This chapter shall apply to all new development and redevelopment except as exempted by state or federal law, or as specifically exempted in this chapter. In cases where a development is specifically exempt by law from this chapter, but that development has cumulative dedicated public use facility development impacts required to be mitigated by the California Environmental Quality Act (CEQA), the City can accept PUFIF payment to mitigate cumulative impacts.

The PUFIF is limited to providing funding in the amounts and for those improvements specified in the city of Solana Beach public use facilities impact fee program. Nothing in this chapter shall restrict the ability of the City to require dedication of land, payment of fees or construction of improvements for needs other than, or in addition to, the improvements specified in the City of Solana Beach public use facilities impact fee program.

The requirement of this chapter shall apply to projects for which building permits are issued on or after the effective date of this ordinance.

15.66.070 – Public use facilities impact fee requirement.

A. Prior to the issuance of any building permit for new development or redevelopment in the City of Solana Beach, a public use facilities impact fee shall be paid based upon the use of land set forth in the fee rate table included in the PUFIF Nexus Report.

B. The fee shall be paid before the issuance of building permits for each development project within the City of Solana Beach. No building permit shall be issued within the City of Solana Beach unless and until the PUFIF has been paid in full. In the case of discretionary permits that will not involve a building permit, but which will involve new development, payment of the fee shall be recommended as a condition of permitting to the decision-making body that would approve such permit.

15.66.080 - Annual adjustment of fees.

The PUFIF may be adjusted annually starting July 1, 2019, and on each July 1st thereafter, based on the following factors:

A. The cost of construction based on the Los Angeles Construction Cost Index.

B. Changes in the type, size, location or cost of the acquisition of public use facilities, if any, to be financed by the PUFIF, changes in land use designations in the City's General Plan, and upon other sound engineering, financing, and planning information.

C. Adjustments to the PUFIF resulting from review of the factors above may be made by resolution amending the fee schedule and subject to compliance with the Mitigation Fee Act.

D. Adjustments to the fees resulting from the annual review may be made by resolution amending the Fee Rate Tables contained in the PUFIF Nexus Report and subject to the notice and public meeting requirements of Government Code Section 66016.

15.66.090 - Use of fee.

A. The revenue raised by payment of the PUFIF shall be placed in a separate and special account or fund in a manner to avoid any commingling with other revenues and funds of the City of Solana Beach; and, such revenues, along with any interest earnings on the account or fund, shall be used solely to:

1. Pay for the City's future acquisition or construction of public use facilities described in the City of Solana Beach Public Use Facilities Impact Fee Program, or to reimburse the City for those described or listed facilities constructed by the City with funds advanced by the City from other resources; or

2. Reimburse developers who have been required or permitted by Section 15.66.110 to install such listed facilities which are oversized with supplemental size, length, or capacity, relative to demand generated by the subject project; or

3. Pay costs required for the administration of this chapter, including, but not limited to costs incurred in conducting hearings required by state law.

B. The PUFIF fund, including accrued interest, shall be subject to the all of the applicable provisions of Government Code Section 66000 et seq., as may be amended from time to time, including but not limited to the requirements for accounting, reporting and expenditure of the fund for the improvements specified in the City of Solana Beach public use facilities impact fee program.

15.66.100 – Public Use Facilities Improvements to be financed by the fee.

A. The public use facilities to be financed by the fee established by this chapter are identified in the City of Solana Beach Public Use Facilities Impact Fee Program.

B. The City Council may modify or amend the City of Solana Beach Public Use Facilities Impact Fee Program in order to maintain compliance with the City's General Plan.

15.66.120 - Exemptions.

The following new development shall be exempt for the application of the provisions of this chapter:

A. City-owned facilities and buildings.

B. Redevelopment of single-family homes that do not result in additional square feet.

15.66.130 - Refund of fees.

If a building permit or development permit expires, is cancelled, or is voided and if any fees paid pursuant to this chapter have not been expended and no construction has taken place pursuant to such building permit or development permit, the Director of Community Development shall, upon written request, refund the fee and any interest earned on the fee, less any administrative costs, to the applicant of record.

Section 3. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Chapter, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Chapter, or its application to any other person or circumstance. The City Council declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

EFFECTIVE DATE: This Ordinance shall be effective thirty (30) days after its adoption. Within fifteen (15) days after its adoption, the City Clerk of the City of Solana Beach shall cause this Ordinance to be published pursuant to the provisions of Government Code Section 36933.

INTRODUCED AND FIRST READ at a regular meeting of the City Council of the City of Solana Beach, California, on the 28th day of November, 2018; and

THEREAFTER ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California, on the ___th day of _____, 20XX, by the following vote:

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

DAVID A. ZITO, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

RESOLUTION NO. 2018-147

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ACCEPTING THE 2018 DEVELOPMENT IMPACT FEE (DIFS) NEXUS AND CALCULATION REPORT DATED JULY 2, 2018 AND SETTING THE FIRE MITIGATION, PARK AND DEDICATED PUBLIC USE FACILITIES DEVELOPMENT FEES

WHEREAS, the City of Solana Beach has identified the need for additional fire suppression/rescue facilities, vehicles and equipment; park acquisition and park infrastructure development; and dedicated public use facilities development that are available to community groups and individuals for meetings and other civic functions to adequately serve projected future growth and redevelopment within the incorporated city limits; and

WHEREAS, an impact fee is a commonly used and well-accepted means of mitigating the impacts created by future growth. Public agencies regularly impose impact fees on new development to fund a variety of public facilities, including roads, sewer and water facilities, libraries, parks, and schools; and

WHEREAS, recent surveys of local and regional agencies in California indicate that most agencies impose some form of fire mitigation, park, and dedicated public use facilities development impact fees; and

WHEREAS, the California Mitigation Fee Act authorizes local agencies to impose impact fees upon making certain findings; and

WHEREAS, the purpose of the fire mitigation impact fee (FMIF) is to maintain currently met standards by determining the cost of an additional response vehicle, the construction of a storage building for the vehicle, and the investment in a traffic signal preemption system to better manage response time by a proportional amount necessary to accommodate the added demands created by the construction of additional units through General Plan build-out at the existing standard; and

WHEREAS, the City Council has introduced Ordinance No. 492 to authorize the FMIF program.

WHEREAS, the purpose of the park development impact fee (PDIF) is to maintain currently met standards by determining the cost of expanding the park land and park related improvements by a proportional amount necessary to accommodate the added demands created by the construction of additional residential dwelling units through General Plan build-out at the existing standard; and

WHEREAS, the City Council has introduced Ordinance No. 493 to authorize the PDIF program; and.

WHEREAS, the purpose of the public use facilities impact fee (PUFIF) is to determine the cost of expanding the dedicated public use type facilities by some number of square feet needed to meet the added demands created by the construction of additional residential dwelling units; and

WHEREAS, the City Council has introduced Ordinance No. 496 to authorize the PUFIF program.

NOW THEREFORE BE IT RESOLVED by the City Council of Solana Beach that:

1. That the foregoing recitations are true and correct.
2. That the City Council of the City of Solana Beach does hereby accept the 2018 Development Impact Fee (DIFs) Nexus and Calculation Report (Nexus Report) dated July 2, 2018.
3. That the City Council:
 - a. Establishes the FMIF and determines that the FMIF shall be paid based upon the use of land set forth in the Summary of Development Impact Fee Rates table included in the Nexus Report, dated July 2, 2018 (see Exhibit A for table).
 - b. That the City Council establishes that the FMIF shall become effective upon the effective date of Ordinance No. 492.
4. That the City Council:
 - a. Establishes the PDIF and determines that the PDIF shall be paid based upon the use of land set forth in the Summary of Development Impact Fee Rates table included in the Nexus Report, dated July 2, 2018 (see Exhibit A for table).
 - b. That the City Council establishes that the PDIF shall become effective upon the effective date of Ordinance No. 493.

5. That the City Council:

- a. Establishes the PUFIF and determines that the PUFIF shall be paid based upon the use of land set forth in the Summary of Development Impact Fee Rates table included in the Nexus Report, dated July 2, 2018 (see Exhibit A for table).
- b. That the City Council establishes that the PUFIF shall become effective upon the effective date of Ordinance No. 496.

PASSED AND ADOPTED this 28th day of November 2018, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following:

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

DAVID A. ZITO, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

EXHIBIT A

Summary of Development Impact Fee Rates

Land-use Category	Fire Suppression & Rescue Facilities	Park Land and Park Improvements	Dedicated Public Use Facilities	Development Impact Fee Total Per Unit or Square Feet
	Schedule 2.2	Schedule 4.1	Schedule 5.1	

Calculated Development Impact Costs

Detached Dwellings (units)	\$1,759	\$6,913	\$640	\$9,312	per Unit
Attached Dwellings (units)	\$248	\$5,002	\$463	\$5,713	per Unit
Hotels/Motels (keyed rooms)	\$832	No Fee	No Fee	\$832	per Unit
Commercial/Service (sq.ft)	\$0.130	No Fee	No Fee	\$0.130	per S.F.
Office/Professional (sq.ft)	\$0.140	No Fee	No Fee	\$0.140	per S.F.
Light Industrial (sq.ft)	\$0.010	No Fee	No Fee	\$0.010	per S.F.
Public/Institutional Uses (sq. ft)	\$0.050	No Fee	No Fee	\$0.050	per S.F.

Exist Resi/R remodel (incl. Bedroom)	\$0.67	\$18.5 ^{**}	\$1.72 ^{**}	\$20.93	per S.F.
Exist Resi/R remodel (no Bedroom)	\$0.67	No Fee	No Fee	\$0.67	per S.F.

* Applied to square footage of new bedrooms only

JURISDICTION COMPARISONS

	Solana Beach (Current)	Solana Beach (Proposed)	Del Mar	Encinitas	Carlsbad	Oceanside
Park Impact Fee	\$600/new unit on vacant land	\$5,002 - \$6,913 per unit \$248-\$1,759 per DU \$0.67 per sq.ft. res. remodel \$832 per hotel room \$0.05-\$0.13 per sq.ft. - other	Not Available	Residential - \$5,934 - \$10,751 per DU	Residential Subdivisions Only SFR Detached & Duplex - \$5,728 - \$7,649; Attached Res (>4 units) - \$4,804 - \$6,414; Attached Res (>4 units) - \$4,636 - \$6,190; Mobile Homes - \$3,696 - \$4,934	\$4,431 per unit (residential only)
Fire Impact Fee	\$0.05 - \$0.16/sq.ft. depending on construction type		Not Available	Not Available	Range of no fee - \$0.40/SF (new construction)	Not Available
Public Use Facility Fee	\$0	\$463-\$640 per DU \$1.72 per sq.ft. - residential remodel	Not Available	Not Available	Not Available	\$2,621 per DU \$0.902 per sq.ft. other

		Project Cost Analysis						
		Construction Fees						
Mixed Use Project 6,836 SF Comm. Office; 2,809 SF Restaurant; 4,245 Retail; 8 Residential Units		New 4- Unit Condominium Project 10,509 SF (8,909 SF livable area)		New Single Family Dwelling 5,156 SF (4,756 SF livable area)		Single Family Addition and Remodel 1,500 SF addition (includes 3 Br 100 sq ft each)		
	Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed
<u>Proposed Fee Changes</u>								
Building Plan Check Fee	\$ 11,665	\$ 13,415	\$ 5,066	\$ 5,825	\$ 3,060	\$ 3,519	\$ 1,257	\$ 1,445
Building Permit Fee	\$ 13,724	\$ 15,782	\$ 5,960	\$ 6,853	\$ 3,600	\$ 4,140	\$ 1,478	\$ 1,700
Plumbing Permit Fee	\$ 961	\$ 1,105	\$ 417	\$ 480	\$ 252	\$ 290	\$ 103	\$ 119
Mechanical Permit Fee	\$ 961	\$ 1,105	\$ 417	\$ 480	\$ 252	\$ 290	\$ 103	\$ 119
Electrical Permit Fee	\$ 961	\$ 1,105	\$ 417	\$ 480	\$ 252	\$ 290	\$ 103	\$ 119
Energy Surcharge Fee	\$ 2,059	\$ 2,367	\$ 894	\$ 1,028	\$ 540	\$ 621	\$ 222	\$ 255
Disabled Surcharge Fee	\$ 1,372	\$ 1,578	\$ 596	\$ 685	\$ 360	\$ 414	\$ 148	\$ 170
Grading Plan Check Fee	\$ 9,892	\$ 6,297	\$ 6,750	\$ 5,250	\$ 3,750	\$ 4,250	\$ 1,500	\$ 2,900
Grading Permit Fee	\$ 9,892	\$ 4,397	\$ 6,750	\$ 3,350	\$ 3,750	\$ 2,350	\$ 1,500	\$ 1,450
Bldg. Permit Tech. Fee	\$ -	\$ 292	\$ -	\$ 127	\$ -	\$ 77	\$ -	\$ 31
Park Impact Fee	\$ 600	\$ 40,016	\$ -	\$ 20,008	\$ -	\$ 6,913	\$ -	\$ 5,562
Public Use Facility Fee	\$ -	\$ 3,704	\$ -	\$ 1,852	\$ -	\$ 640	\$ -	\$ 516
Fire Impact Fee	\$ 4,688	\$ 8,364	\$ 525	\$ 7,036	\$ 258	\$ 1,759	\$ 240	\$ 1,005
Sub-Total	\$ 56,774	\$ 99,527	\$ 27,792	\$ 53,454	\$ 16,075	\$ 25,553	\$ 6,655	\$ 15,392
<u>Fees Not Changing</u>								
Public Art Fee	\$ 13,500	\$ 13,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Traffic Impact Fee	\$ 281,955	\$ 281,955	\$ 44,824	\$ 44,824	\$ 15,714	\$ 15,714	\$ 3,929	\$ 3,929
Sewer Fee	\$ 81,554	\$ 81,554	\$ 16,200	\$ 16,200	\$ 4,500	\$ 4,500	\$ 3,600	\$ 3,600
RTCIP Fee	\$ 23,192	\$ 23,192	\$ 11,596	\$ 11,596	\$ 3,623	\$ 3,623		
TOTAL	\$ 456,974	\$ 499,728	\$ 100,412	\$ 126,074	\$ 39,912	\$ 49,390	\$ 14,184	\$ 22,921

To: City of Solana Beach City Council

From: Budget & Finance Commission

Ed Murphy
Judy Hamilton
Gordon Johns
Sharon Gross
Jeff Lyle

Date: September 4, 2018

Subject: Proposed Fee Study and Cost Allocation Plan
Development Impact Fee Report

The Budget and Finance Commission of the City of Solana Beach, over the course of two meetings in August, reviewed and discussed the Fee Study and Cost Allocation Plan prepared by Revenue & Cost Specialists, LLC ("RCS"). Based on these discussions, the Commission believes staff thoroughly analyzed the information provided in the study and developed a balanced and well thought out set of proposed fees for Council members to consider that would bridge the gap between the City's cost of providing services and the fees collected.

Staff provided some history and context, including:

- Noting a comprehensive fee study and cost allocation had not been conducted in more than 10 years and that fees, in general, have not increased significantly during this period.
- The City currently recovers, in aggregate, about 63% of the cost of services it provides to residents, which results in the City's General Fund providing about a \$1.1 million subsidy.
- Discussed specific services provided and outlined the cost recovery the City could collect for providing them as well as adjustments staff proposes to make that would still result in significantly reducing (but not eliminating) the deficit.
- To more specifically highlight changes, staff went through an example of the fees (currently charged and proposed by staff) related to various types of project developments.

Staff highlighted, and we focused our attention on, specific services in which the fee would have a large increase both in amount and in percentage. Staff was receptive to our questions and open in discussing their rationale for the proposed changes. We discussed how frequently a comprehensive study should be conducted (recognizing the significant

time involved), whether certain fees could be indexed to inflation or another metric, and pros/cons of increasing some of the fees gradually over time.

The Commission also noted that, while there may be a desire not to raise fees too much for certain services, that approach could effectively create a subsidy borne by the city taxpayers not using such services (as is the case now). In addition, the probability of a recession in the next 2-3 years is widely viewed as increasing, so fee recoveries could be helpful to the overall budget in such an environment.

At our most recent meeting, the commission reviewed and discussed the Development Impact Fee ("DIF") report prepared by RCS that examines the capital improvements necessary for the City to maintain fire safety and parks through 2035. The fees currently in place were set in the 1980s and updates are clearly needed. These fees necessarily require assumptions regarding the development that might occur through 2035 and the related costs to support that growth. Although the commission found the DIF report comprehensive and methodology to develop proposed fees sound. This conclusion comes with the caveat that forecasts that run 17 years into the future are subject to variability and, accordingly, the fees should be reevaluated when future circumstances and events indicate significant changes have occurred."

We enjoy working with Greg and Marie and appreciate not only their patience entertaining all of the questions Commission members have but also helping us better understand the overall picture of the City's financial position.



STAFF REPORT

CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: November 28, 2018
ORIGINATING DEPT: Finance
SUBJECT: **Council Consideration of Resolution No. 2018-148
Updating the City's Schedule of Fees**

BACKGROUND:

A Comprehensive Fee Study and Cost Allocation Plan (Fee Study) project was initiated by the City of Solana Beach (City) in January 2017. A Request for Proposals (RFP) was issued, six consultant proposals were received and in August 2017, a professional services agreement was executed with Revenue & Cost Specialists, LLC., to update the City's current Fee Schedule.

The City's last comprehensive fee study was undertaken in 2006 and a small number of new fees have been added on an as-needed basis. In general, however, the City's user fees, development review and permit fees, and regulatory fees have remained unchanged since the last comprehensive fee study.

The Fee Study was presented to the City Council on July 11, 2018 for consideration and discussion. The Fee Study was also presented to the Budget and Finance Commission on August 6, 2018 for their review and input.

This item is before the City Council to consider adoption of Resolution 2018-148 (Attachment 1) approving the update of the City's Schedule of Fees.

DISCUSSION:

User fees and charges are collected to recover some or all costs incurred in providing a specific service from which one or more individuals (i.e. permit applicants) obtain a benefit. It is a best practice for cities to perform a comprehensive update of their cost allocation plans every 5 years and to review user fees and charges schedules annually.

COUNCIL ACTION:

One of the Council's overarching Work Plan goals is to enhance the City's long-term fiscal sustainability. Adopting a fee methodology and resulting fee adjustments realigns user fees to more efficiently utilize general revenues (taxes) for services and programs such as public safety, infrastructure maintenance, and economic development.

The California Constitution (Propositions 13, 218 and 26) and various state laws have placed both substantive and procedural limits on cities' ability to impose fees and charges. Proposition 26 contains a more general articulation of the cost of service principle and includes a requirement that the local government bear the burden of proof that 1) "a levy, charge, or other exaction is not a tax; 2) that the amount is no more than necessary to recover the reasonable costs of the government activity; and 3) that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burden on, or benefits received from, the governmental activity." (Cal. Const. art. XIII C, § (e)). It is important to note that rental charges for rooms or facilities, fines, penalties and late charges are not technically user fees and are not required to be based on actual costs. Instead, these types of charges are more typically governed by market rates, reasonableness and other policy driven factors and can legally exceed the cost.

In January 2017, the City released a RFP solicitation for an independent consultant with expertise in municipal finance to update the City's cost allocation plan and conduct a review of its user fee schedule. Six proposals were received and, after an evaluation process, Revenue & Cost Specialists, LLC. (RCS) received the highest rated score and was selected to provide the requested services. RCS was founded in 1980 and has worked with more than 250 public agencies including performing over 200 engagements of a similar nature to that requested by the City. RCS was also the City's consultant for the comprehensive fee study done in 2006 and is familiar with the City's operations.

The Fee Study was carried out in two phases. The first phase was to prepare an updated cost allocation plan, which spreads the cost of general government and support services across the direct services provided to the public. This phase was completed in February 2018. The second phase, a User Fee Analysis, included a thorough analysis of the total cost of providing services, including all applicable direct, indirect and overhead costs associated with specific services. This was a coordinated effort among all City departments and included many meetings between RCS and City staff to review updates and provide feedback. The Fee Study Update (Fee Study) was completed at the end of June 2018 and is included as Attachment 2.

The Fee Study was based on Fiscal Year (FY) 2017/18 budget data and computed estimated annual fee revenue based on FY 2017/18 projected units of service activity level. The methodology used to determine the recommended fees and the Fee Study is explained in the Executive Summary section of the Fee Study Update report.

The following chart summarizes the various cost recovery levels for fees and General Fund subsidies related to Development Services, such as Planning, Engineering, and

Building; Public Safety Services, such as Fire Inspections; Recreation programs; Business Registration; and Administrative fees.

Department/Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User Fee Revenue	Annual Cost Recovery Surplus/(Deficit)	Current Cost Recovery Percentage	Possible New Revenue
Development Services	\$1,162,211	\$1,666,216	\$ (504,005)	69.8%	\$458,700
Public Safety Services	467,421	761,192	(293,771)	61.4%	147,900
Recreation	89,522	337,553	(248,031)	26.5%	29,200
Business Registration	172,790	228,702	(55,912)	75.6%	56,100
Administrative	3,756	7,140	(3,384)	52.6%	300
Total	\$1,895,700	\$3,000,803	\$(1,105,103)	63.2%	\$692,200

Overall, RCS's analysis indicates that the City recovered approximately 63% of the full cost of providing fee related services for the departments/divisions shown above. Thus, the City's General Fund subsidized 37%, or approximately \$1.1 million, of the cost of these services. As expected, cost recovery levels varied between departments and programs.

A detailed breakdown of the above table is included in the Fee Study in Schedule 1, Summary of Revenues, Costs, and Subsidies. Appendix A of the Fee Study is a Summary Listing of the City's current fees and fees proposed by RCS based on the analysis conducted by the consultants. Appendix B of the Fee Study contains the Revenue and Cost Summary Worksheets matched with the Cost Detail Worksheets for each fee on the City's current fee schedule. RCS also recommended some new fees after discussions with Staff.

The Cost Detail Worksheets are based on interviews with City department Staff and then fully allocating Staff time and the City's budgeted costs for salary and benefits, maintenance and operations, and general and departmental overhead into a fully allocated hourly rate for each position in the City. The fully allocated hourly rate is then applied to the time spent by employees providing the service for each type of fee.

The Revenue and Cost Summary Worksheets detail the City's current fee structure, the recommended recovery rate, and the revenue and cost comparisons based on the Cost Detail Worksheets with recommendations for modifications to the City's fees.

A comparison of the City of Solana Beach's Current and Proposed Fees has been summarized in the attached table (Attachment 3) showing the current fees, proposed fees, increase or decrease by dollar amount, and increase or decrease by percentage.

To compare what is currently being charged by the City, Staff surveyed other coastal cities regarding their fees. The summary of that survey, Jurisdiction Comparisons (Attachment 4), shows an example of planning and land use fees that are currently charged and proposed to be charged by the City, and the amounts charged for these same fees by the cities of Del Mar, Encinitas, Carlsbad, and Oceanside.

Additionally, a Project Cost Analysis for Construction Fees (Attachment 5) and a Project Cost Analysis for Entitlement Fees (Attachment 6) were completed to compare examples of the City's current and proposed fees for a mixed-use project, a 4-unit condominium project, a new single-family dwelling for a non-resident and resident, and a single-family 1,500 square foot addition and remodel for a non-resident and resident. In Attachment 5, the example of fees being proposed in this Staff Report are highlighted for ease of use and reference. It should be noted that the Fire Mitigation, Park Development, and Public Use Facilities Impact Fees are the subject of a separate public hearing on the November 28th agenda.

After receiving input from the Council at the presentation made on July 11, 2018, Staff adjusted three of the fees proposed by RCS as shown in the following table.

		CURRENT FEE		PROPOSED FEE		REVISED RECOM
S-021	DEVELOPMENT REVIEW PERMIT - PROCESS	\$3,030 -resident	\$ 3,030	Level 1 - \$10,215 - resident	\$10,215	\$ 5,100
S-037	APPLICATION FOR VIEW ASSESSMENT	\$600 for applicant/each neighbor	\$ 600	\$2,435 for applicant/each neighbor	\$ 2,435	\$ 840
S-080	SPECIAL EVENT PERMIT	Resident/Non-Profit - \$50 Non-Resident - \$250	\$ 50/ \$ 250	\$765 per permit	\$ 765	\$ 50/ \$ 250*

*\$765 per permit for street closures

The Fee Study and proposed fees were presented to the Budget and Finance Commission for their review and input at their August 6, 2018 meeting and the Commission prepared a memorandum (Attachment 7) for Council consideration. In general, the Commission was supportive of the approach taken by RCS in the preparation of the Fee Study and also acknowledged the need to update fees for service.

Similar to what was proposed when the last comprehensive fee study was completed in 2006 and adopted in 2007, Staff is recommending that the schedule of fees be adjusted annually effective July 1st of each fiscal year based on the Consumer Price Index (All Urban Consumers – San Diego Region) for the prior calendar year period January through December. Since the RCS Fee study and proposed fees were based on the FY 2017/18 Adopted Budget, the first adjustment of the Schedule of Fees would be effective July 1, 2019 if approved by the City Council.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

Based on the Fee Study Update report prepared by RCS, the City's current fee schedule is recovering 63.2% of the City's costs, or is providing a subsidy by the General Fund of \$1,105,103. If all the Fee Study recommendations were to be approved by Council, an additional \$692,200 in possible new revenue could be realized.

WORK PLAN:

Fiscal Sustainability

OPTIONS:

- Adopt the proposed fee resolution recommendations as presented in Resolution 2018-148.
- Provide direction to modify the fee resolution.
- Deny the fee resolution.
- Request additional information.
- Take no action at this time.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council:

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.
2. Consider adoption of Resolution No. 2018-148 updating the FY 2018/19 Schedule of Fees.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution No. 2018-148
2. Fee Study Update for the City of Solana Beach
3. City of Solana Beach's Current and Proposed Fees
4. Jurisdiction Comparisons
5. Project Cost Analysis for Construction Fees
6. Project Cost Analysis for Entitlement Fees
7. Budget and Finance Commission Memorandum

RESOLUTION 2018-148

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AMENDING THE SCHEDULE OF FEES

WHEREAS, the City of Solana Beach has conducted an extensive and exhaustive analysis of its services, the costs reasonably borne of providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and the City desires to provide a review process for landscape plans and site inspections for landscaping of development projects; and

WHEREAS, it is the intention of the City Council to conduct such analysis at least every five years to ensure fees are set appropriately to recover costs reasonably borne for providing services; and

WHEREAS, the City established a policy for recovering the full costs reasonably borne for providing special services of a voluntary and limited nature, such that general taxes are not diverted from general services of a broad nature and thereby utilized to subsidize unfairly and inequitably such special services; and

WHEREAS, pursuant to Government Code Section 66016 the specific fees to be charged for services must be adopted by the City Council by Resolution, after providing notice and holding a public hearing; and

WHEREAS, notice of public hearing has been provided per California Government Code Section 6062, oral and written presentations made and received, and the required public hearing held; and

WHEREAS, a schedule of fees and charges to be paid by those requesting such special services need be adopted so that the City might carry into effect its policies; and

WHEREAS, it is the intention of the City Council to develop a revised schedule of fees and charges based on the City's budgeted and projected costs reasonably borne for the Fiscal Year 2018/19; and

WHEREAS, it is the intention of the City Council to update the schedule of fees annually effective July 1 of each fiscal year based on the Consumer Price Index (All Urban Consumers – San Diego Region) for the prior calendar year period January through December.; and

WHEREAS, the City Council recognizes that special circumstances may support the waiving of fees depending upon the nature of the situation; and

WHEREAS, pursuant to California Government Code Section 6062, a general explanation of the hereinafter contained schedule of fees and charges has been published as required; and

WHEREAS, all requirements of California Government Code Section 66016 are hereby found to have been complied with.

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

1. That the above recitations are true and correct.
2. **Fee Schedule Adoption.** The attached schedule of fees and charges (Exhibit A) are hereby directed to be computed by and applied by the various City departments, and to be collected by the City Finance Department for the herein listed special services when provided by the City or its designated contractors.
3. **Separate Fee for Each Process.** All fees set forth by this resolution are for each identified process; additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a per unit of measurement basis the fee is for each identified unit or portion thereof within the indicated ranges of such units.
4. **Added Fees and Refunds.** Where additional fees need to be charged and collected for completed staff work, or where a refund of excess deposited monies is due, and where such charge or refund is ten dollars (\$10.00) or less, a charge or refund need not be made, pursuant to California Government Code Section 29375.1 and amendments thereto.
5. **Listing of Fees and Phase In.** The attached list of fees shall be charged and collected for the enumerated services as scheduled.
6. **Interpretations.** This Resolution may be interpreted by the several City department heads in consultation with the City Manager and, should there be a conflict between two fees then the lower in dollar amount of the two shall be applied.
7. **Adjustments to Fees.** It is the intention of the City Council to conduct an extensive analysis of its services periodically and review the fees

and charges as determined and set out herein based on the City's Annual Budget and all the City's costs reasonably borne as established at that time and, if warranted, to revise such fees. Inflation adjustments made between such periodic review shall be done annually effective July 1 of each fiscal year via a new fee resolution and shall be based on the Consumer Price Index (All Urban Consumers – San Diego Region) for the prior calendar year period January through December.

8. **Waiver of Fees**: The City Manager shall have the authority to waive fees for non-profit organizations located within the City and for City sponsored events. All other fee waiver requests shall be reviewed by the City Council.

9. **Constitutionality**. If any portion of this Resolution is declared invalid or unconstitutional then it is the intention of the City Council to have passed the entire Resolution and all its component parts, and all other sections of this Resolution shall remain in full force and effect.

.PASSED AND ADOPTED this 28th day of November 2018, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

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

DAVID A. ZITO, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

EXHIBIT A

SERVICE CODE	DEPT	DESCRIPTION OF SERVICE	FEE FOR SERVICE FY 2018/19
S-001	Cdevelop	CONDITIONAL USE PERMIT PROCESSING	\$8,660 per application
S-002	Cdevelop	COND. USE PERMIT - REVISION/MODIF.	Bluff Retention Device CUP - requires additional deposit for third party reviews plus 15% Wireless Communications Facility CUP - requires additional deposit for third party reviews plus 15%
S-003	Cdevelop	COND. USE PERMIT - TIME EXTENSION	\$3,045 per application \$2,270 per application
S-004	Cdevelop	PLANNING DIRECTORS HEARING USE PER.	Telecomm - \$2,600 per application Other - \$2,820 per application
S-005	Cdevelop	PLNG DIR. HRNG USE PMT - REVISION	Wireless Communications Facility - requires additional deposit for third party reviews plus 15%
S-006	Cdevelop	PLNG DIR HRNG USE PER - TIME EXTEN.	\$1,435 per application
S-008	Cdevelop	MINOR EXCEPTION REVIEW PROCESSING	\$1,215 per application
S-011	Cdevelop	TEMPORARY USE PERMIT PROCESSING	\$1,160 per application
S-012	Cdevelop	TEMPORARY USE PERMIT - TIME EXTEN.	\$1,485 per application
S-013	Cdevelop	ZONING LETTER	\$725 per application
S-014	Cdevelop	VARIANCE REVIEW - PROCESSING	\$155 per letter \$6,555 per application
S-017	Cdevelop	APPEAL TO THE CITY COUNCIL	The total cost is \$4,090 per appeal Fees with current subsidies: Resident - \$1,635 per appeal Other - \$4,090 per appeal
S-018	Cdevelop	GENERAL PLAN AMENDMENT	\$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-019	Cdevelop	REZONING/SPECIFIC PLAN REVIEW	\$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-020	Cdevelop	ZONING TEXT AMENDMENT	\$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-021	Cdevelop	DEVELOPMENT REVIEW PERMIT - PROCESS	Level I - \$10,215 per application Level II - \$17,115 per application or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs. Current subsidy policy is for projects not requiring an EIR that are submitted by a resident be charged at 50% total cost recovery.
S-022	Cdevelop	DEVELOP. REV PERMIT - REVIS/MODIF	Level 1 - \$10,215 per application (resident) Level 1 - \$10,215 per application (non-resident) Level II - \$17,115 per application or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs Total cost is \$3,170 per application Resident - \$1,585 per application Other - \$3,170 per application

SERVICE CODE	DEPT	DESCRIPTION OF SERVICE	FEE FOR SERVICE FY 2018/19
S-023	Cdevelop	DEVELOP REV PERMIT - TIME EXTENSION	\$2,070 per application
S-024	Cdevelop	MAJOR SUBDIVISION TENTATIVE MAP	\$14,000 per map
S-025	Cdevelop	MAJOR SUBDIVISION FINAL MAP	\$4,855 per map
S-026	Cdevelop	MAJOR SUBDIVISION AMEND OF CONDIT.	\$4,095 per application
S-027	Cdevelop	MAJOR SUBDIVISION TIME EXTENSION	\$3,780 per application
S-028	Cdevelop	MINOR SUBDIVISION TENTATIVE MAP	\$10,725 per map
S-029	Cdevelop	MINOR SUBDIVISION FINAL MAP	\$3,935 per map
S-030	Cdevelop	MINOR SUBDIVISION AMEND OF CONDIT.	\$3,220 per application
S-031	Cdevelop	MINOR SUBDIVISION TIME EXTENSION	\$3,115 per application
S-032B	Cdevelop	ENVIRONMENTAL DOCUMENTATION	Deposit based on 115% of contract estimate. 15% of the contract cost is a City review fee.
S-035	Cdevelop	ENVIRONMENTAL IMPACT REPORT	Deposit based on 115% of contract estimate. 15% of the contract cost is a City review fee.
S-036	Cdevelop	STRUCTURE DEVELOP VIEW PERMIT PROC.	\$3,590 per application for 100% cost recovery If in conjunction with a Development Review Permit, this fee will instead be \$1,075 per application (30% of the total fee).
S-036A	Cdevelop	STRUCTURE DEV PERM WAIVER/TIME EXT	\$550 per application Time Extension Fee is not charged in conjunction with a Development Review Permit Time Extension.
S-037	Cdevelop	APPLICATION FOR VIEW ASSESSMENT	To recover 100% of the costs: \$2,435 - neighbor \$2,435 - original applicant These fees are paid by each.
S-038A	Cdevelop	VIEW ASSESSMENT COMM. APPEAL TO CC	\$2,475 - each additional meeting after the first meeting If resolved before review by the View Assessment Commission, then 50% of the fee shall be refunded.
S-038B	Cdevelop	VIEW ASSESSMENT CD DIR APPEAL TO CC	\$1,755 per application for 100% cost recovery
S-039	Cdevelop	STANDARD SIGN PERMIT PROCESSING	This fee would be charged as an Appeal to the City Council (S-017) and not as a separate fee. \$330 per application plus 100% fine of original sign permit if the sign was built without a permit.
S-040	Cdevelop	COMPREHENSIVE SIGN PLAN REVIEW	\$940 per application
S-041	Cdevelop	COMPREHENSIVE SIGN PLAN AMENDMENT	plus 100% fine of original sign permit if the sign was built without a permit.
S-044	Cdevelop	TEMPORARY SIGN/BANNER	\$495 per application \$110 per application
S-045	Cdevelop	LANDSCAPE PLAN REVIEW/INSPECTION	Deposit based on 115% of contract estimate. 15% of the contract cost is a City review fee.
S-046	Cdevelop	STREET ADDRESS CHANGE	\$245 for first five addresses plus \$55 for each additional five addresses per application

SERVICE CODE	DEPT	DESCRIPTION OF SERVICE	FEE FOR SERVICE FY 2018/19
S-046A	CDevelop	PLANNING PUBLIC NOTICING	\$535 per notice plus actual mailing and newspaper costs
S-046B	CDevelop	TECHNOLOGY SURCHARGE	If a project has more than one notice, this fee would be charged for each notice. Charge 1% of all Building Plan Check and Permit fees
S-047	Eng	LOT LINE ADJ./CERT. OF COMPL. REV.	\$1,835 per application or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs. Construction Valuation: (\$1,000 minimum fee) \$0-\$20,000 - 10% of the construction value \$20,001-\$80,000 - \$2,000 + 3% of the construction value over \$20,000 \$80,001-\$200,000 - \$3,800 + 1% of the construction value over \$80,000 \$200,001+- \$5,000 + 1% of the construction value over \$200,000 or a deposit determined by staff with charges at the fully allocated hourly rates
S-048	Eng	GRADING & PUBL IMPROVE. PLAN CHECK	Bluff Projects - Staff determined deposit with charges made at the fully allocated hourly rate for all personnel used. Construction Valuation: (\$1,000 minimum fee) \$0-\$20,000 - 5% of the construction value \$20,001-\$80,000 - \$1,000 + 1.5% of the construction value over \$20,000 \$80,001-\$200,000 - \$1,900 + 1% of the construction value over \$80,000 \$200,001+- \$3,100 + 1% of the construction value over \$200,000 or a deposit determined by staff with charges at the fully allocated hourly rates Bluff Projects - Staff determined deposit with charges made at the fully allocated hourly rate for all personnel used.
S-050	Eng	GRADING & PUBL IMPROVE. INSPECTION	Bluff Projects - Staff determined deposit with charges made at the fully allocated hourly rate for all personnel used.
S-051	Eng	ENCROACHMENT PERMIT PROC/INSPECTION	Street Cut - \$755 per permit Standard - \$530 per permit
S-051A	Eng	MISCELLANEOUS ENGINEERING PERMIT	\$220 per permit
S-051B	Eng	EASEMENT ABANDON/STREET VACATION	\$1,715 per application or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-051C	Eng	EASEMENT/R.O.W. DEDICATION	\$475 per application
S-051D	Eng	GOLF CART PERMIT	\$10 per permit
S-052	CDevelop	PRE-APPLICATION REVIEW	\$2,765 per application 50% of the fee to be credited against future fees if the project goes forward within six months.
S-053	CDevelop	BUILDING PLAN CHECK/PERMIT	Increase all Building Plan Check and Permit fees by 15%, except for: Green Building Fees - No Change Commercial Photovoltaic Plan Check/Inspection - No Change

SERVICE CODE	DEPT	DESCRIPTION OF SERVICE	FEE FOR SERVICE FY 2018/19
S-053A	Fire	FIRE BUILDING PLAN CHECK/PERMIT	<p>Commercial: Plan Check - \$200 per plan Inspection - \$135 per inspection</p> <p>Residential: Plan Check - \$135 per plan Inspection - \$100 per inspection Reinspection (3rd inspection) - \$100 per reinspection</p> <p>Plan Check: Tenant Improvement - \$65 New - Actual Costs</p> <p>Inspection: Tenant Improvement - \$135 New - \$525</p>
S-054	Fire	COMM. FIRE SPRINKLER PLAN CHK/PERMIT	<p>0-2,500 Sq Ft: PC/Inspection - \$200 Inspection Only - \$100 2,501-5,000 Sq Ft: PC/Inspection - \$265 Inspection Only - \$135 5,001-7,000 Sq Ft: PC/Inspection - \$300 Inspection Only - \$165 7,001-10,000 Sq Ft: PC/Inspection - \$400 Inspection Only - \$200 10,000+ Sq Ft: PC/Inspection - \$430 Inspection Only - \$230</p> <p>Plan Check - \$135 or actual costs with charges at the fully allocated hourly rates for all personnel involved plus any outside costs. Inspection - \$430 \$200 per plan</p>
S-055	Fire	FIRE ALARM/MONITOR SYSTEM PC/PERMIT	Single Family Residential - included as part of Building fees
S-055A	Fire	FIRE SPEC PROT SYSTEM PC/PERMIT	Multi-Family, Commercial, or Industrial - \$265
S-055B	Fire	FIRE SOLAR SYSTEM PLAN CHECK/PERMIT	\$230 per application
S-056	Cdevelop	BUILDING PERMIT EXTENSION REVIEW	<p>New - \$100 per permit Late Fee - \$100 plus the cost of the Certificate Renewal - \$55 per permit Late Fees - 31-90 days late - \$17 plus renewal fee 91+ days late - Per SBMC 4.02.230</p> <p>By Municipal Code, this fee is defined as the same fee as a new business certificate. The code should be changed to remove that conenction.</p>
S-057A	Cdevelop	SHORT TERM VACATION RENTAL PERMIT	100

SERVICE CODE	DEPT	DESCRIPTION OF SERVICE	FEE FOR SERVICE FY 2018/19
S-112	CDevelop	BUSINESS REGISTRATION - NEW	Home Base/Located outside the City - \$100 per application Business located within the City - \$225 per application Late Fees: 90 days late - \$100 plus the cost of the Certificate 91+ days late - Per SBMC 4.02.230
			225
S-113	CDevelop	BUSINESS REGISTRATION - RENEWAL	\$47 per renewal Plus 100% late fee if more than 60 days late Thereafter Administrative Citation Process
			47
S-114A	CDevelop	AMUSEMENT PERMIT	New - \$240 per permit plus DOJ and other State fees Renewal - \$135 per permit plus DOJ and other State fees
			240
			135
S-114B	CDevelop	DANCE PERMIT	New - \$240 per permit plus DOJ and other State fees Renewal - \$135 per permit plus DOJ and other State fees
			240
			135
S-114C	CDevelop	ENTERTAINMENT PERMIT	New - \$240 per permit plus DOJ and other State fees Renewal - \$135 per permit plus DOJ and other State fees
			240
			135
S-114D	CDevelop	FIREARMS SALE PERMIT	New - \$240 per permit plus DOJ and other State fees Renewal - \$135 per permit plus DOJ and other State fees
			240
			135
S-114E	CDevelop	MESSAGE ESTABLISHMENT PERMIT	New - \$240 per permit plus DOJ and other State fees Renewal - \$135 per permit plus DOJ and other State fees
			240
			135
S-114F	CDevelop	SECONDHAND DEALER PERMIT	New - \$240 per permit plus DOJ and other State fees Renewal - \$135 per permit plus DOJ and other State fees
			240
			135
S-114G	CDevelop	SOLICITORS PERMIT	New - \$240 per permit plus \$105 for each additional solicitor plus DOJ and other State fees Renewal - \$135 per permit plus DOJ and other State fees
			240
			135

SERVICE CODE	DEPT	DESCRIPTION OF SERVICE	FEE FOR SERVICE FY 2018/19
S-114H	CDevelop	TAXI BUSINESS PERMIT	New - \$345 per permit plus \$20 for each cab plus DOJ and other State fees Renewal - \$185 per permit plus \$20 for each cab plus DOJ and other State fees
			185
S-114I	CDevelop	TOBACCO SALES PERMIT	New - \$240 Renewal - \$135 Late Fee - Renewal fee + 10%
			240
S-115		NOTARY PUBLIC SERVICE	\$15 per signature.
S-116		DOCUMENT CERTIFICATION	This fee is set by the State \$40 per item
			15
			40
S-117		CC MEETING REPRODUCTION	Audio CD - \$21.25 DVD - \$21.25
S-118		ANNUAL AGENDA MAILING SUBSCRIPTION	Convert VHS to DVD - \$41.25
S-118A		ANNUAL AGENDA PACKET SUBSCRIPTION	Convert Audio Cassette to CD/MP4 - Actual Costs
S-118B		ANNUAL SPECIAL NOTICE SUBSCRIPTION	\$325 staff costs plus \$57 copying/mailling costs = \$382 per subscriber per year \$955 staff costs plus \$600 copying/mailling costs = \$1,555 per subscriber per year \$50 staff costs plus \$4 copying/mailling costs = \$54 per subscriber per year
			382
			1,555
			54
S-119		DOCUMENT PRINTING & COPYING	All Copies - First 10 pages - No Charge \$0.20 per page for every page thereafter Document Imaging - First 10 pages - No Charge \$0.15 per page for every page thereafter Data Copy - \$8 per device Agenda Packet - \$65 Maps/Blueprints - Actual Costs
S-120		CANDIDATE PROCESSING	\$25 per candidate This fee is set by the State.
S-121		INITIATIVE PROCESSING	\$200 per initiative
S-122		VERIFICATION OF RESIDENCY	This fee is set by the State. \$19 per request
S-123		NSF CHECK	\$55 per NSF check
			25
			200
			19
			55

**Fee Study Update
for the
City of Solana Beach**

JULY 2018

Prepared by:

Revenue & Cost Specialists, LLC

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July 2, 2018

Ms. Marie Berkuti, Finance Manager
City of Solana Beach
635 South Highway 101
Solana Beach, CA 92075

Ms. Berkuti,

This Report is submitted pursuant to our contract with the City to perform a revenue and cost analysis and to develop a cost distribution and cost control system for the City for its services.

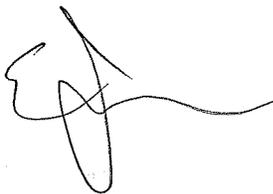
The motivation for this study is the need of both the City Council and City staff to maintain City's services at a level commensurate with the standards previously set by the City Council, and to maintain effective policy and management control of City services.

This Report provides current information about the City's status on recovery of costs for all City services. In addition, it will assist in projecting and determining the future level and equity of these City services.

RCS wishes to thank all City department heads and staff for their assistance and cooperation extended to us during the accomplishment of our work, without whose aid this Report could not have been produced. The response, awareness and information gathered and supplied by numerous City employees make this Report the sound one we believe it to be.

We also believe that your constituents will appreciate your subjecting the City's operations to business costing methodologies, and your willingness to be informed of the true and full costs of those services which you have decided the City should provide its citizens.

Respectfully submitted,



ERIC JOHNSON
President



CHU THAI
Vice President

EXECUTIVE SUMMARY

By acceptance of the Revenue & Cost Specialists (RCS) proposal, the City of Solana Beach decided to subject its fee-based services to detailed analysis dedicated toward seeking alternate, and more equitable, ways to finance City services provided to the community. Due to the various demands made of the City, it is essential that the City Council and management have complete information upon which to assess fees charged to the public for services provided. Schedule 1 at the end of this Executive Summary lists each service reviewed in this study. It indicates that the City could realize approximately \$692,200 in additional new revenue if the recommendations provide herein are adopted and implemented.

Organization of Report. This Executive Summary explains RCS's philosophy concerning fee-based services and cost analysis with a discussion of Costs Generally Defined. The report then lists the Types of Costs included in our analysis and our General Recommendations.

COSTS GENERALLY DEFINED

The basic costs of operating any business are direct labor and employee benefits, direct materials, allied indirect costs, overhead costs, and fixed asset or "depreciation" charges.

Determination of Costs. After the passage of Proposition 13, the California Taxpayers Association, the California Chamber of Commerce, the National Tax Limitation Committee and the California Association of Realtors put Proposition 4 before the voters. It was adopted by 74.3% of the voters of California on November 6, 1979, and became effective on July 1, 1980, retroactive to Fiscal Year 1978-79.

This proposition, which became Article XIII B of the State Constitution, addressed all city revenues and established a limit on the growth of tax revenues. Also, because of Proposition 4, fee services cannot exceed the "costs reasonably borne" by the City in providing the service. If the fee exceeds the cost, the excess fee is defined to be a special tax, which Proposition 13 requires be approved by two-thirds of the voters.

As Article XIII B was written by the above business groups, it is not surprising that they recommended a business-oriented approach to the costs of governmental services. For example:

The phrase costs reasonably borne by such entity in providing the regulation, product, or service is intended to incorporate all appropriations by an entity for

City of Solana Beach Fee Study Update

reasonable costs appropriate for the continuation of the service over time. This includes ongoing expenses such as operation costs and a reasonable allocation for overhead and administration, but it also includes reasonable allocation for start-up costs and future capacity. Thus, reasonable allocations for capital replacement, expansion of services, and repayment of related bond issuances would be considered "costs reasonably borne."¹

Principle Involved. A basic principle involved in this Report is the recognition of those full business costs as they are as defined by the authors of the Constitutional amendment, NOT just those costs which 1) the City might recognize and decide to budget; or 2) which it might decide to use in some other cost analysis methodology; or 3) that other jurisdictions not so complying might use; or 4) that some accounting or other consulting firm might decide it should use, based on some external, non-California legal requirements.

These cost elements have been determined in a businesslike manner per basic business principles, and applied to each and every fee-financed or fee-financeable service provided by the City, modified only slightly to accommodate the published intent and definitions of the authors of Article XIII B. Thus a logical, legal, and Constitutionally-mandated cost-consciousness can now be applied to City operations.

TYPES OF COSTS

The following costs, identified above as part of "costs reasonably borne" by the Authors of Proposition 4, make up the cost detail found on the right-hand page in Appendix B for each service center.

Salaries and Wages

City government is in fact a service industry, and therefore, it is natural that salaries make up the largest single element of cost for most services.

Interview Process. In order to allocate the salaries, lengthy interviews were held, documents sought and researched, and reports and accounting records examined by RCS. The result was, in most cases, a percentage or hours distribution of individual employee personal services costs.

One hundred percent of the time of all City employees was distributed. In other words, everyone

¹ A Summary of Proposed Implementing Legislation and Drafter's Intent with Regard to Article XIII B of the California Constitution (Proposition 4, November 6, 1979); Spirit of 13, Inc.; 1980; California Chamber of Commerce; page 6.

City of Solana Beach Fee Study Update

had to be someplace, all of their time. No judgments were made about what personnel should or might be doing. Their time was distributed to those service centers where the time was expended.

Employee Fringe Benefits

Since fractional time -- to as low as three minutes per unit of service or one-twentieth of a percent of the annual time of an employee has been allocated to service centers, fringe benefit costs also must be fractionalized to carefully and accurately distribute those ancillary personnel costs.

The City finances numerous benefits for its employees, thereby incurring measurable costs for these items, including:

- PERS Retirement
- Group Health Insurance
- Medicare Insurance
- Long Term Disability Insurance
- Life Insurance
- Deferred Compensation

All of these costs are current operating expenses, and the amounts were isolated. Actual costs were determined and reduced to a percentage of salary for each of the positions.

Maintenance and Operation Costs

All maintenance and operation costs, including non-personnel expenses such as professional services, insurance, operating supplies etc., were derived from the 2017-2018 Council-approved budget and allocated via percentages or through actual allocation to each of the service centers identified in a department or division.

General and Departmental Overhead Costs

Overhead costs provide the vital glue that holds an organization together operationally and provide important coordinating capabilities. They also provide the day-to-day support services and facilities required for the organization to function effectively. RCS has used a detailed Cost Allocation Plan (CAP) to identify and allocate these costs to the remainder of the City

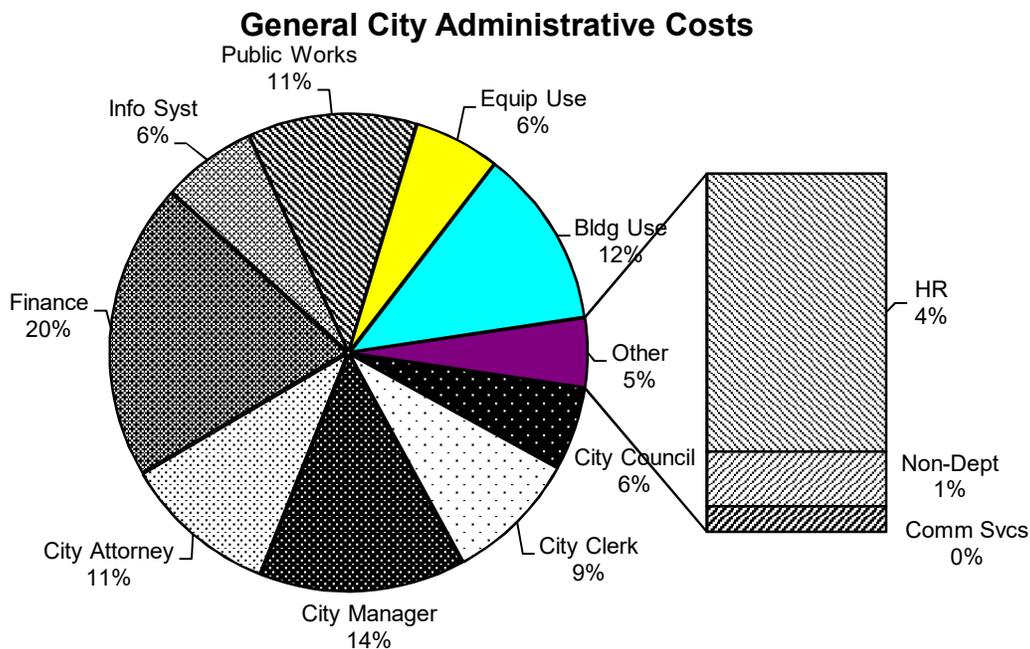
City of Solana Beach Fee Study Update

organization. In the CAP, costs were allocated to end-user departments and divisions by applying an overhead allocation factor. Each factor was related to the work effort of its particular overhead element and was assessed for relevance and reasonableness.

Full Cost Distribution. The purpose of deriving overhead costs to apportion these amounts to direct service program costs. By adopting this method the City will be aware of its true costs and be able to emulate business methods. Article XIII B's (Proposition 4 of 1979) authors intended this, defining as part of "costs reasonably borne" a calculated "reasonable allocation for overhead and administration."

General City Overhead. These services primarily set policy and support other departments without providing a deliverable service to the public. Where they do perform an end-user service, such costs have not been allocated to other departments.

Costs in this general administration category include the following functions:

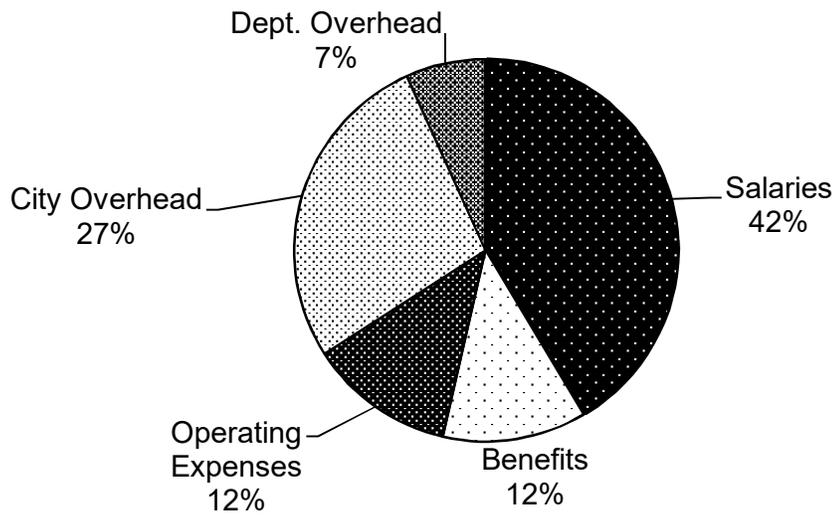


Departmental Administration. Costs in this category involve intra-departmental support functions, outside the above listed general City overhead functions, and involve the allocation of staff time within and among departmental functions. These services also do not provide end-user deliverables to the public, but instead provide vital administrative support within specific departments.

Fully Allocated Hourly Rates

All of the above items make up the fully allocated hourly rate which is calculated for each position in the City. The makeup of each component of the City-wide average fully allocated hourly rate is detailed in the chart below.

Fully Allocated Hourly Rate Components



Calculation of Revenues. Many of the revenues included in this Report are calculated based on the current fee and the number of projected units of service. This may be different than the current budgeted revenues due to changes to projected volume, which comes from looking at historic volume and estimates of current year levels.

City of Solana Beach Fee Study Update

GENERAL RECOMMENDATIONS

Adoption of Modifications to Current Fee Structure

It is recommended that the City Council adjust the fee schedule for the enumerated City services presented in Appendix A of this Report. Continued use of the "full business costing" concept will create consistency in the establishment of fees, and allow for timely adjustment to reflect changes in the cost of providing services

Review of Suggested Recovery Rates

The City Council should review each service and the suggested recovery rate to determine how much of each service should be recovered through fees, and how much should be subsidized through the City's tax dollars. This review is very important because it gives City staff direction as to what the Council wants to subsidize and what it does not.

CONCLUSION

If all the recommendations and suggestions made in this Report are adopted, the City's financial picture would be improved. Also, far more equity between taxpayers and fee-payers, as well as fairness between property-related and non-property-related services could be secured, assisting in the City's continued financial stability into the future. The following Schedule 1 portrays the various services assessed during our analysis.

Appendix A – Summary of Current and Proposed Fees

Appendix A includes a summary of the current City fees matched up with the proposed fees for each service presented.

Appendix B - Detailed Worksheets

The substance of RCS's work effort on this project is primarily comprised of two different worksheets shown in the detail of this report (see Appendix B). The first, "Revenue and Cost Summary Worksheet" is on the left hand side. These worksheets include a description of the service, the current fee structure, the recommended recovery rate, and other pertinent

City of Solana Beach Fee Study Update

information. Also included are the revenue and cost comparisons and suggestions for fee modifications.

Presented on the facing page, titled "Cost Detail Worksheet", is the worksheet which details the costs involved with each service. This page identifies those employees providing the service, the time spent, and their related costs.

CITY OF SOLANA BEACH
SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
FISCAL YEAR 2017-2018

REF #	SERVICE TITLE	REVENUE	COST	PROFIT/ (SUBSIDY)	PERCENT RECOVERY		POSSIBLE NEW REVENUE
					CURRENT	SUGGEST	
S-001	CONDITIONAL USE PERMIT PROCESSING	\$55,800	\$51,968	\$3,832	107.4%	100%	(\$3,800)
S-002	COND. USE PERMIT - REVISION/MODIF.	\$4,336	\$6,089	(\$1,753)	71.2%	100%	\$1,800
S-003	COND. USE PERMIT - TIME EXTENSION	\$1,568	\$2,271	(\$703)	69.0%	100%	\$0 #
S-004	DIRECTORS USE PERMIT	\$16,289	\$18,847	(\$2,558)	86.4%	100%	\$2,600
S-005	PLNG DIR. HRNG USE PMT - REVISION	\$1,222	\$1,435	(\$213)	85.2%	100%	\$200
S-006	PLNG DIR HRNG USE PER - TIME EXTEN.	\$1,020	\$1,214	(\$194)	84.0%	100%	\$0 #
S-008	MINOR EXCEPTION REVIEW PROCESSING	\$1,690	\$2,321	(\$631)	72.8%	100%	\$600
S-011	TEMPORARY USE PERMIT PROCESSING	\$1,425	\$1,483	(\$58)	96.1%	100%	\$100
S-012	TEMPORARY USE PERMIT - TIME EXTEN.	\$630	\$725	(\$95)	86.9%	100%	\$0 #
S-013	ZONING LETTER	\$540	\$619	(\$79)	87.2%	100%	\$100
S-014	VARIANCE REVIEW - PROCESSING	\$2,163	\$6,553	(\$4,390)	33.0%	100%	\$4,400
S-017	APPEAL TO THE CITY COUNCIL	\$5,316	\$8,179	(\$2,863)	65.0%	100%	\$2,900
S-018	GENERAL PLAN AMENDMENT	\$10,000	\$11,016	(\$1,016)	90.8%	100%	\$0 #
S-019	REZONING/SPECIFIC PLAN REVIEW	\$10,000	\$11,016	(\$1,016)	90.8%	100%	\$0 #
S-020	ZONING TEXT AMENDMENT	\$5,000	\$11,248	(\$6,248)	44.5%	100%	\$0 #
S-021	DEVELOPMENT REVIEW PERMIT - PROCESS	\$221,160	\$375,399	(\$154,239)	58.9%	100%	\$154,200
S-022	DEVELOP REV PERMIT - REVIS/MODIF	\$6,704	\$6,336	\$368	105.8%	100%	(\$400)
S-023	DEVELOP REV PERMIT - TIME EXTENSION	\$1,977	\$2,069	(\$92)	95.6%	100%	\$0 #
S-024	MAJOR SUBDIVISION TENTATIVE MAP	\$10,858	\$13,997	(\$3,139)	77.6%	100%	\$0 #
S-025	MAJOR SUBDIVISION FINAL MAP	\$5,777	\$4,857	\$920	118.9%	100%	\$0 #
S-026	MAJOR SUBDIVISION AMEND OF CONDIT.	\$3,332	\$4,094	(\$762)	81.4%	100%	\$0 #
S-027	MAJOR SUBDIVISION TIME EXTENSION	\$2,615	\$3,778	(\$1,163)	69.2%	100%	\$0 #
S-028	MINOR SUBDIVISION TENTATIVE MAP	\$17,348	\$21,446	(\$4,098)	80.9%	100%	\$4,100
S-029	MINOR SUBDIVISION FINAL MAP	\$8,004	\$7,865	\$139	101.8%	100%	(\$100)
S-030	MINOR SUBDIVISION AMEND OF CONDIT.	\$2,593	\$3,219	(\$626)	80.6%	100%	\$0 #
S-031	MINOR SUBDIVISION TIME EXTENSION	\$2,418	\$3,116	(\$698)	77.6%	100%	\$0 #
S-032B	ENVIRONMENTAL DOCUMENTATION	N/A	N/A	N/A	N/A	100%	\$0
S-035	ENVIRONMENTAL IMPACT REPORT	N/A	N/A	N/A	N/A	100%	\$0
S-036	STRUCTURE DEVELOPMENT PERMIT	\$5,208	\$25,129	(\$19,921)	20.7%	100%	\$19,900
S-036A	STRUCTURE DEV PERM WAIVER/TIME EXT	\$7,920	\$6,618	\$1,302	119.7%	100%	(\$1,300)
S-037	APPLICATION FOR VIEW ASSESSMENT	\$18,000	\$80,474	(\$62,474)	22.4%	100%	\$62,500
S-038A	VIEW ASSESSMENT COMM. APPEAL TO CC	\$300	\$1,754	(\$1,454)	17.1%	100%	\$0 #

**CITY OF SOLANA BEACH
SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
FISCAL YEAR 2017-2018**

REF #	SERVICE TITLE	REVENUE	COST	PROFIT/ (SUBSIDY)	PERCENT RECOVERY		POSSIBLE NEW REVENUE
					CURRENT	SUGGEST	
S-038B	VIEW ASSESSMENT CD DIR APPEAL TO CC	N/A	N/A	N/A	N/A	100%	\$0
S-039	STANDARD SIGN PERMIT PROCESSING	\$10,045	\$11,608	(\$1,563)	86.5%	100%	\$1,600
S-040	COMPREHENSIVE SIGN PLAN REVIEW	\$1,722	\$2,815	(\$1,093)	61.2%	100%	\$1,100
S-041	COMPREHENSIVE SIGN PLAN AMENDMENT	\$532	\$496	\$36	107.3%	100%	\$0
S-044	TEMPORARY SIGN/BANNER	\$232	\$442	(\$210)	52.5%	100%	\$200
S-045	LANDSCAPE PLAN REVIEW/INSPECTION	N/A	N/A	N/A	N/A	100%	\$0
S-046	STREET ADDRESS CHANGE	\$1,784	\$2,004	(\$220)	89.0%	100%	\$200
S-046A	PLANNING PUBLIC NOTICING	\$0	\$50,516	(\$50,516)	0.0%	100%	\$50,500
S-046B	TECHNOLOGY SURCHARGE	\$0	\$34,160	(\$34,160)	0.0%	100%	\$34,200
S-047	LOT LINE ADJ./CERT. OF COMPL. REV.	\$4,161	\$5,499	(\$1,338)	75.7%	100%	\$1,300
S-048	GRADING & PUBL IMPROVE. PLAN CHECK	\$59,800	\$83,189	(\$23,389)	71.9%	100%	\$23,400
S-050	GRADING & PUBL IMPROVE. INSPECTION	\$59,800	\$51,727	\$8,073	115.6%	100%	(\$8,100)
S-051	ENCROACHMENT PERMIT PROC/INSPECTION	\$65,863	\$90,449	(\$24,586)	72.8%	100%	\$24,600
S-051A	MISCELLANEOUS ENGINEERING PERMIT	\$0	\$1,112	(\$1,112)	0.0%	100%	\$1,100
S-051B	EASEMENT ABANDON/STREET VACATION	\$0	\$1,715	(\$1,715)	0.0%	100%	\$0 #
S-051C	EASEMENT/R.O.W. DEDICATION	\$0	\$950	(\$950)	0.0%	100%	\$1,000
S-051D	GOLF CART PERMIT	\$1,000	\$399	\$601	250.6%	100%	(\$500)
S-052	PRE-APPLICATION REVIEW	\$7,730	\$13,833	(\$6,103)	55.9%	100%	\$3,000
S-053	BUILDING PLAN CHECK & INSPECTION	\$515,000	\$616,688	(\$101,688)	83.5%	100%	\$77,300
S-056	BUILDING PERMIT EXTENSION REVIEW	\$329	\$232	\$97	141.8%	100%	\$0 #
S-079	MARINE SAFETY PERMIT	\$3,000	\$3,247	(\$247)	92.4%	100%	\$0
SUBTOTAL - DEVELOPMENT SERVICES		\$1,162,211	\$1,666,216	(\$504,005)	69.8%		\$458,700
S-053A	FIRE BUILDING PLAN CHECK/INSPECTION	\$7,070	\$26,027	(\$18,957)	27.2%	100%	\$19,000
S-054	COMM. FIRE SPRINKLER PLAN CHK/INSP	\$230	\$723	(\$493)	31.8%	100%	\$500
S-054A	RES. FIRE SPRINKLER PLAN CHK/INSP	\$1,970	\$2,420	(\$450)	81.4%	100%	\$500
S-055	FIRE ALARM/MONITOR SYSTEM PC/INSP	\$205	\$560	(\$355)	36.6%	100%	\$400
S-055A	FIRE SPEC PROT SYSTEM PC/INSP	\$205	\$199	\$6	103.0%	100%	\$0
S-055B	FIRE SOLAR SYSTEM PLAN CHECK/INSP	\$0	\$1,061	(\$1,061)	0.0%	100%	\$1,100
S-066	BUSINESS FIRE SAFETY INSPECTION	\$85,590	\$210,304	(\$124,714)	40.7%	100%	\$124,700
S-067	FIRE ALT. MATERIALS & METHODS REV.	\$0	\$1,591	(\$1,591)	0.0%	100%	\$1,600

**CITY OF SOLANA BEACH
SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
FISCAL YEAR 2017-2018**

REF #	SERVICE TITLE	REVENUE	COST	PROFIT/ (SUBSIDY)	PERCENT RECOVERY		POSSIBLE NEW REVENUE
					CURRENT	SUGGEST	
S-068	U/G TANK INSTALL/REMOVE PC/INSPECT.	\$351	\$398	(\$47)	88.2%	100%	\$0
S-069	NEW DEVELOPMENT FLOW TEST	N/A	N/A	N/A	N/A	100%	\$0
S-070	MISCELLANEOUS FIRE INSPECTION	\$0	\$133	(\$133)	0.0%	100%	\$100
S-071	AFTER HOUR INSPECTION	\$330	\$265	\$65	124.5%	100%	\$0
S-073	STAND-BY CHARGE	\$470	\$623	(\$153)	75.4%	100%	\$0
S-077	JUNIOR LIFEGUARD PROGRAM	\$371,000	\$516,888	(\$145,888)	71.8%	60%	\$0
SUBTOTAL - PUBLIC SAFETY SERVICES		\$467,421	\$761,192	(\$293,771)	61.4%		\$147,900
S-080	SPECIAL EVENT PERMIT	\$2,000	\$31,201	(\$29,201)	6.4%	100%	\$29,200
S-085	CONTRACT ENRICHMENT CLASSES	N/A	N/A	N/A	N/A	100%	\$0
S-086	DAY CAMP PROGRAM	\$59,700	\$95,234	(\$35,534)	62.7%	40%	\$0
S-091	SPORTS FIELD MANAGEMENT	\$0	\$3,116	(\$3,116)	0.0%	50%	\$0
S-094	FACILITY RENTAL (COMM. CENTER)	\$27,822	\$208,002	(\$180,180)	13.4%	20%	\$0
SUBTOTAL - RECREATION SERVICES		\$89,522	\$337,553	(\$248,031)	26.5%		\$29,200
S-057A	SHORT TERM VACATION RENTAL PERMIT	\$5,260	\$11,753	(\$6,493)	44.8%	100%	\$6,500
S-111	BUSINESS REGISTRATION - DUPLICATE	\$170	\$190	(\$20)	89.5%	100%	\$0
S-112	BUSINESS REGISTRATION - NEW	\$80,400	\$104,119	(\$23,719)	77.2%	100%	\$23,700
S-113	BUSINESS REGISTRATION - RENEWAL	\$73,700	\$99,204	(\$25,504)	74.3%	100%	\$25,500
S-114A	AMUSEMENT PERMIT	\$508	\$373	\$135	136.2%	100%	\$0 #
S-114B	DANCE PERMIT	\$192	\$373	(\$181)	51.5%	100%	\$0 #
S-114C	ENTERTAINMENT PERMIT	\$780	\$373	\$407	209.1%	100%	\$0 #
S-114D	FIREARMS SALE PERMIT	\$224	\$506	(\$282)	44.3%	100%	\$300
S-114E	MASSAGE ESTABLISHMENT PERMIT	\$2,425	\$774	\$1,651	313.3%	100%	(\$1,700)
S-114F	SECONDHAND DEALER PERMIT	\$374	\$506	(\$132)	73.9%	100%	\$100
S-114G	SOLICITORS PERMIT	\$241	\$746	(\$505)	32.3%	100%	\$500
S-114H	TAXI BUSINESS PERMIT	\$7,831	\$8,878	(\$1,047)	88.2%	100%	\$1,000
S-114I	TOBACCO SALES PERMIT	\$685	\$907	(\$222)	75.5%	100%	\$200
SUBTOTAL - BUSINESS REGISTRATION SVCS		\$172,790	\$228,702	(\$55,912)	75.6%		\$56,100

CITY OF SOLANA BEACH
SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
FISCAL YEAR 2017-2018

REF #	SERVICE TITLE	REVENUE	COST	PROFIT/ (SUBSIDY)	PERCENT RECOVERY		POSSIBLE NEW REVENUE
					CURRENT	SUGGEST	
S-115	NOTARY PUBLIC SERVICE	\$70	\$264	(\$194)	26.5%	40%	\$0
S-116	DOCUMENT CERTIFICATION	\$420	\$452	(\$32)	92.9%	100%	\$0
S-117	CC MEETING REPRODUCTION	\$1,005	\$1,136	(\$131)	88.5%	100%	\$100
S-118	ANNUAL AGENDA MAILING SUBSCRIPTION	\$436	\$325	\$111	134.2%	100%	\$0 #
S-118A	ANNUAL AGENDA PACKET SUBSCRIPTION	\$1,063	\$957	\$106	111.1%	100%	\$0 #
S-118B	ANNUAL SPECIAL NOTICE SUBSCRIPTION	\$44	\$50	(\$6)	88.0%	100%	\$0 #
S-119	DOCUMENT PRINTING & COPYING	\$280	\$479	(\$199)	58.5%	100%	\$0
S-120	CANDIDATE PROCESSING	\$0	\$1,808	(\$1,808)	0.0%	5%	\$100
S-121	INITIATIVE PROCESSING	\$200	\$1,205	(\$1,005)	16.6%	15%	\$0
S-122	VERIFICATION OF RESIDENCY	\$63	\$188	(\$125)	33.5%	50%	\$0
S-123	NSF CHECK	\$175	\$276	(\$101)	63.4%	100%	\$100
SUBTOTAL - ADMINISTRATIVE SERVICES		\$3,756	\$7,140	(\$3,384)	52.6%		\$300
GRAND TOTAL		\$1,895,700	\$3,000,803	(\$1,105,103)	63.2%		\$692,200

NOTES:

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APPENDIX A

SUMMARY
OF
CURRENT FEES
AND
PROPOSED FEES

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-001

TITLE: CONDITIONAL USE PERMIT PROCESSING

CURRENT FEE

\$9,300 per application

Bluff Retention Device CUP - requires additional deposit for third party reviews plus 15%

Wireless Communications Facility CUP - requires additional deposit for third party reviews plus 15%

RECOMMENDED FEE

\$8,660 per application

Bluff Retention Device CUP - requires additional deposit for third party reviews plus 15%

Wireless Communications Facility CUP - requires additional deposit for third party reviews plus 15%

REF #: S-002

TITLE: COND. USE PERMIT - REVISION/MODIF.

CURRENT FEE

\$2,168 per application

RECOMMENDED FEE

\$3,045 per application

REF #: S-003

TITLE: COND. USE PERMIT - TIME EXTENSION

CURRENT FEE

\$1,568 per application

RECOMMENDED FEE

\$2,270 per application

REF #: S-004

TITLE: DIRECTORS USE PERMIT

CURRENT FEE

\$2,327 per application

RECOMMENDED FEE

Telecomm - \$2,600 per application
Other - \$2,820 per application

Wireless Communications Facility - requires additional deposit for third party reviews plus 15%

REF #: S-005

TITLE: PLNG DIR. HRNG USE PMT - REVISION

CURRENT FEE

\$1,222 per application

RECOMMENDED FEE

\$1,435 per application

REF #: S-006

TITLE: PLNG DIR HRNG USE PER - TIME EXTEN.

CURRENT FEE

\$1,020 per application

RECOMMENDED FEE

\$1,215 per application

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-008

TITLE: MINOR EXCEPTION REVIEW PROCESSING

CURRENT FEE

\$845 per application

RECOMMENDED FEE

\$1,160 per application

REF #: S-011

TITLE: TEMPORARY USE PERMIT PROCESSING

CURRENT FEE

\$1,425 per application

RECOMMENDED FEE

\$1,485 per application

REF #: S-012

TITLE: TEMPORARY USE PERMIT - TIME EXTEN.

CURRENT FEE

\$630 per application

RECOMMENDED FEE

\$725 per application

REF #: S-013

TITLE: ZONING LETTER

CURRENT FEE

\$135 per letter

RECOMMENDED FEE

\$155 per letter

REF #: S-014

TITLE: VARIANCE REVIEW - PROCESSING

CURRENT FEE

\$2,163 per application

RECOMMENDED FEE

\$6,555 per application

REF #: S-017

TITLE: APPEAL TO THE CITY COUNCIL

CURRENT FEE

Resident - \$1,063 per appeal
Other - \$2,658 per appeal

RECOMMENDED FEE

The total cost is \$4,090 per appeal

Fees with current subsidies:
Resident - \$1,635 per appeal
Other - \$4,090 per appeal

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-018

TITLE: GENERAL PLAN AMENDMENT

CURRENT FEE

\$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

RECOMMENDED FEE

\$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

REF #: S-019

TITLE: REZONING/SPECIFIC PLAN REVIEW

CURRENT FEE

\$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

RECOMMENDED FEE

\$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

REF #: S-020

TITLE: ZONING TEXT AMENDMENT

CURRENT FEE

\$5,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

RECOMMENDED FEE

\$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

REF #: S-021

TITLE: DEVELOPMENT REVIEW PERMIT - PROCESS

CURRENT FEE

Projects not requiring an EIR:
Resident - \$3,030 per application
Other - \$6,058 per application

Projects requiring an EIR - \$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

RECOMMENDED FEE

Level I - \$10,215 per application
Level II - \$17,115 per application or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

Current subsidy policy is for projects not requiring an EIR that are submitted by a resident be charged at 50% total cost recovery.

REF #: S-022

TITLE: DEVELOP REV PERMIT - REVIS/MODIF

CURRENT FEE

Resident - \$1,595 per application
Other - \$3,352 per application

RECOMMENDED FEE

Total cost is \$3,170 per application
Resident - \$1,585 per application
Other - \$3,170 per application

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-023

TITLE: DEVELOP REV PERMIT - TIME EXTENSION

CURRENT FEE

\$1,977 per application

RECOMMENDED FEE

\$2,070 per application

REF #: S-024

TITLE: MAJOR SUBDIVISION TENTATIVE MAP

CURRENT FEE

\$10,858 per map

RECOMMENDED FEE

\$14,000 per map

REF #: S-025

TITLE: MAJOR SUBDIVISION FINAL MAP

CURRENT FEE

\$5,777 per map

RECOMMENDED FEE

\$4,855 per map

REF #: S-026

TITLE: MAJOR SUBDIVISION AMEND OF CONDIT.

CURRENT FEE

\$3,332 per application

RECOMMENDED FEE

\$4,095 per application

REF #: S-027

TITLE: MAJOR SUBDIVISION TIME EXTENSION

CURRENT FEE

\$2,615 per application

RECOMMENDED FEE

\$3,780 per application

REF #: S-028

TITLE: MINOR SUBDIVISION TENTATIVE MAP

CURRENT FEE

\$8,674 per map

RECOMMENDED FEE

\$10,725 per map

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-029 **TITLE: MINOR SUBDIVISION FINAL MAP**

CURRENT FEE

\$4,002 per map

RECOMMENDED FEE

\$3,935 per map

REF #: S-030 **TITLE: MINOR SUBDIVISION AMEND OF CONDIT.**

CURRENT FEE

\$2,593 per application

RECOMMENDED FEE

\$3,220 per application

REF #: S-031 **TITLE: MINOR SUBDIVISION TIME EXTENSION**

CURRENT FEE

\$2,418 per application

RECOMMENDED FEE

\$3,115 per application

REF #: S-032B **TITLE: ENVIRONMENTAL DOCUMENTATION**

CURRENT FEE

Deposit based on 115% of contract estimate.

15% of the contract cost is a City review fee.

RECOMMENDED FEE

Deposit based on 115% of contract estimate.

15% of the contract cost is a City review fee.

REF #: S-035 **TITLE: ENVIRONMENTAL IMPACT REPORT**

CURRENT FEE

Deposit based on 115% of contract estimate.

15% of the contract cost is a City review fee.

RECOMMENDED FEE

Deposit based on 115% of contract estimate.

15% of the contract cost is a City review fee.

REF #: S-036 **TITLE: STRUCTURE DEVELOPMENT PERMIT**

CURRENT FEE

\$744 per application

This fee is not charged in conjunction with a Development Review Permit.

RECOMMENDED FEE

\$3,590 per application for 100% cost recovery

If in conjunction with a Development Review Permit, this fee will instead be \$1,075 per application (30% of the total fee).

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-036A

TITLE: STRUCTURE DEV PERM WAIVER/TIME EXT

CURRENT FEE

\$660 per application

Time Extension Fee is not charged in conjunction with a Development Review Permit Time Extension.

RECOMMENDED FEE

\$550 per application

Time Extension Fee is not charged in conjunction with a Development Review Permit Time Extension.

REF #: S-037

TITLE: APPLICATION FOR VIEW ASSESSMENT

CURRENT FEE

\$600 - neighbor
\$600 - applicant

These fees are paid by each.

RECOMMENDED FEE

To recover 100% of the costs:

\$2,435 - neighbor
\$2,435 - original applicant
These fees are paid by each.

\$2,475 - each additional meeting after the first meeting

If resolved before review by the View Assessment Commission, then 50% of the fee shall be refunded.

REF #: S-038A

TITLE: VIEW ASSESSMENT COMM. APPEAL TO CC

CURRENT FEE

\$300 per appeal

RECOMMENDED FEE

\$1,755 per application for 100% cost recovery

REF #: S-038B

TITLE: VIEW ASSESSMENT CD DIR APPEAL TO CC

CURRENT FEE

\$600 per appeal

RECOMMENDED FEE

This fee would be charged as an Appeal to the City Council (S-017) and not as a separate fee.

REF #: S-039

TITLE: STANDARD SIGN PERMIT PROCESSING

CURRENT FEE

\$287 per application

plus 100% fine of original sign permit if the sign was built without a permit.

RECOMMENDED FEE

\$330 per application

plus 100% fine of original sign permit if the sign was built without a permit.

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-040

TITLE: COMPREHENSIVE SIGN PLAN REVIEW

CURRENT FEE

\$574 per application

plus 100% fine of original sign permit if the sign was built without a permit.

RECOMMENDED FEE

\$940 per application

plus 100% fine of original sign permit if the sign was built without a permit.

REF #: S-041

TITLE: COMPREHENSIVE SIGN PLAN AMENDMENT

CURRENT FEE

\$532 per application

RECOMMENDED FEE

\$495 per application

REF #: S-044

TITLE: TEMPORARY SIGN/BANNER

CURRENT FEE

\$58 per application

RECOMMENDED FEE

\$110 per application

REF #: S-045

TITLE: LANDSCAPE PLAN REVIEW/INSPECTION

CURRENT FEE

Deposit for contractor at \$125/hr with additional 15% for City review

RECOMMENDED FEE

Deposit based on 115% of contract estimate.

15% of the contract cost is a City review fee.

REF #: S-046

TITLE: STREET ADDRESS CHANGE

CURRENT FEE

\$223 per address

RECOMMENDED FEE

\$245 for first five addresses plus \$55 for each additional five addresses per application

REF #: S-046A

TITLE: PLANNING PUBLIC NOTICING

CURRENT FEE

None

RECOMMENDED FEE

\$535 per notice plus actual postage and newspaper costs

If a project has more than one notice, this fee would be charged for each notice.

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-046B

TITLE: TECHNOLOGY SURCHARGE

CURRENT FEE

None

RECOMMENDED FEE

Charge 1% of all Building Plan Check and Permit fees

REF #: S-047

TITLE: LOT LINE ADJ./CERT. OF COMPL. REV.

CURRENT FEE

\$1,387 per application

RECOMMENDED FEE

\$1,835 per application or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

REF #: S-048

TITLE: GRADING & PUBL IMPROVE. PLAN CHECK

CURRENT FEE

Construction Valuation: (\$1,020 minimum fee)
\$0 - \$20,000 - 5%
\$20,001 - \$80,000 - 4.5%
\$80,001 - \$400,000 - 4%
\$400,001+ - 3%

Bluff Projects - Staff determined deposit with charges made at the fully allocated hourly rate for all personnel used.

RECOMMENDED FEE

Construction Valuation: (\$1,000 minimum fee)
\$0-\$20,000 - 10% of the construction value
\$20,001-\$80,000 - \$2,000 + 3% of the construction value over \$20,000
\$80,001-\$200,000 - \$3,800 + 1% of the construction value over \$80,000
\$200,001+- \$5,000 + 1% of the construction value over \$200,000 or a deposit determined by staff with charges at the fully allocated hourly rates

Bluff Projects - Staff determined deposit with charges made at the fully allocated hourly rate for all personnel used.

REF #: S-050

TITLE: GRADING & PUBL IMPROVE. INSPECTION

CURRENT FEE

Construction Valuation: (\$1,020 minimum)
\$0 - \$20,000 - 5%
\$20,001 - \$80,000 - 4.5%
\$80,001 - \$400,000 - 4%
\$400,001+ - 3%

Bluff Projects - Staff determined deposit with charges made at the fully allocated hourly rate for all personnel used.

RECOMMENDED FEE

Construction Valuation: (\$1,000 minimum fee)
\$0-\$20,000 - 5% of the construction value
\$20,001-\$80,000 - \$1,000 + 1.5% of the construction value over \$20,000
\$80,001-\$200,000 - \$1,900 + 1% of the construction value over \$80,000
\$200,001+- \$3,100 + 1% of the construction value over \$200,000 or a deposit determined by staff with charges at the fully allocated hourly rates

Bluff Projects - Staff determined deposit with charges made at the fully allocated hourly rate for all personnel used.

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-051

TITLE: ENCROACHMENT PERMIT PROC/INSPECTION

CURRENT FEE

Street Cut - \$611 per permit
Standard - \$261 per permit

RECOMMENDED FEE

Street Cut - \$755 per permit
Standard - \$530 per permit

REF #: S-051A

TITLE: MISCELLANEOUS ENGINEERING PERMIT

CURRENT FEE

None

RECOMMENDED FEE

\$220 per permit

REF #: S-051B

TITLE: EASEMENT ABANDON/STREET VACATION

CURRENT FEE

None

RECOMMENDED FEE

\$1,715 per application or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

REF #: S-051C

TITLE: EASEMENT/R.O.W. DEDICATION

CURRENT FEE

None

RECOMMENDED FEE

\$475 per application

REF #: S-051D

TITLE: GOLF CART PERMIT

CURRENT FEE

\$20 per permit

RECOMMENDED FEE

\$10 per permit

REF #: S-052

TITLE: PRE-APPLICATION REVIEW

CURRENT FEE

\$1,546 per application

50% of the fee to be credited against future fees if the project goes forward.

RECOMMENDED FEE

\$2,765 per application

50% of the fee to be credited against future fees if the project goes forward within six months.

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-053

TITLE: BUILDING PLAN CHECK & INSPECTION

CURRENT FEE

Contract with Esgil in which the City receives 25% of the plan check and permit revenues collected. Esgil uses the Uniform Building Code Table 3-A to establish fees to be charged.

Green Building PC/Inspection - 0-50,000 SF - 3% of Bldg PC/Insp fee
50,001+ SF - 1% of Bldg PC/Insp Fee

Commercial Photovoltaic PC/Inspection (based on valuation -
\$0-\$100,000 - \$695 \$100,001-\$500,000 - \$865
\$500,001-\$1,000,000 - \$950 \$1,000,001+ - \$1,120

RECOMMENDED FEE

Increase all Building Plan Check and Permit fees by 15%, except for:

Green Building Fees - No Change

Commercial Photovoltaic Plan Check/Inspection - No Change

REF #: S-053A

TITLE: FIRE BUILDING PLAN CHECK/INSPECTION

CURRENT FEE

\$70 per plan

RECOMMENDED FEE

Commercial:

Plan Check - \$200 per plan

Inspection - \$135 per inspection

Residential:

Plan Check - \$135 per plan

Inspection - \$100 per inspection

Reinspection (3rd Inspection) - \$100 per reinspection

REF #: S-054

TITLE: COMM. FIRE SPRINKLER PLAN CHK/INSP

CURRENT FEE

Plan Check:

1-10 heads - \$45

11-50 heads - \$135

51+ heads - \$270

Inspection:

1-10 heads - \$70

11-50 heads - \$300

51+ heads - \$600

RECOMMENDED FEE

Plan Check:

Tenant Improvement - \$65

New - Actual Costs

Inspection:

Tenant Improvement - \$135

New - \$525

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-054A

TITLE: RES. FIRE SPRINKLER PLAN CHK/INSP

CURRENT FEE

Plan Check:
1-10 heads - \$45
11-50 heads - \$135
51+ heads - \$270
Inspection:
1-10 heads - \$70
11-50 heads - \$300
51+ heads - \$600

RECOMMENDED FEE

0-2,500 Sq Ft: PC/Inspection - \$200 Inspection Only - \$100
2,501-5,000 Sq Ft: PC/Inspection - \$265 Inspection Only - \$135
5,001-7,000 Sq Ft: PC/Inspection - \$300 Inspection Only - \$165
7,001-10,000 Sq Ft: PC/Inspection - \$400 Inspection Only - \$200
10,000+ Sq Ft: PC/Inspection - \$430 Inspection Only - \$230

REF #: S-055

TITLE: FIRE ALARM/MONITOR SYSTEM PC/INSP

CURRENT FEE

Plan Check:
1-10 devices - \$135
11-50 devices - \$270
51+ heads - \$400
Inspection:
1-10 devices - \$70
11-50 devices - \$135
51+ heads - \$200

RECOMMENDED FEE

Plan Check - \$135 or actual costs with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
Inspection - \$430

REF #: S-055A

TITLE: FIRE SPEC PROT SYSTEM PC/INSP

CURRENT FEE

Plan Check - \$135
Inspection - \$70

RECOMMENDED FEE

\$200 per plan

REF #: S-055B

TITLE: FIRE SOLAR SYSTEM PLAN CHECK/INSP

CURRENT FEE

None

RECOMMENDED FEE

Single Family Residential - included as part of Building fees
Multi-Family, Commercial, or Industrial - \$265

REF #: S-056

TITLE: BUILDING PERMIT EXTENSION REVIEW

CURRENT FEE

\$329 per application

RECOMMENDED FEE

\$230 per application

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-057A

TITLE: SHORT TERM VACATION RENTAL PERMIT

CURRENT FEE

New - \$110 per permit
Late Fee - \$100 plus the cost of the Certificate
Renewal - \$17 per permit
Late Fees - 31-90 days late - \$17 plus renewal fee
91+ days late - Per SBMC 4.02.230

RECOMMENDED FEE

New - \$100 per permit
Late Fee - \$100 plus the cost of the Certificate
Renewal - \$55 per permit
Late Fees - 31-90 days late - \$17 plus renewal fee
91+ days late - Per SBMC 4.02.230

By Municipal Code, this fee is defined as the same fee as a new business certificate. The code should be changed to remove that conention.

REF #: S-066

TITLE: BUSINESS FIRE SAFETY INSPECTION

CURRENT FEE

New:
0-1,000 SF - \$150
1,001-3,500 SF - \$170
3,501-10,000 SF - \$265
10,001 SF - \$570
Renewal:
0-1,000 SF - \$55
1,001-3,500 SF - \$75
3,501-10,000 SF - \$170
10,001 SF - \$475

RECOMMENDED FEE

B, R2, R2.1 Occupancies:
0-1,000 SF - \$100
1,001-3,500 SF - \$200
3,501-10,000 SF - \$265
10,001 SF - \$795
All Other Occupancies:
0-1,000 SF - \$200
1,001-3,500 SF - \$400
3,501-10,000 SF - \$530
10,001 SF - \$1,060

REF #: S-067

TITLE: FIRE ALT. MATERIALS & METHODS REV.

CURRENT FEE

None

RECOMMENDED FEE

\$265 per application plus actual costs at the fully allocated hourly rates for all time after two hours

REF #: S-068

TITLE: U/G TANK INSTALL/REMOVE PC/INSPECT.

CURRENT FEE

\$351 per permit

RECOMMENDED FEE

\$400 per permit

REF #: S-069

TITLE: NEW DEVELOPMENT FLOW TEST

CURRENT FEE

\$191 per test

RECOMMENDED FEE

This service is now provided by the Water District.

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-070

TITLE: MISCELLANEOUS FIRE INSPECTION

CURRENT FEE

None

RECOMMENDED FEE

\$135 per hour

REF #: S-071

TITLE: AFTER HOUR INSPECTION

CURRENT FEE

\$330 minimum plus actual cost using fully allocated hourly rates

RECOMMENDED FEE

Actual cost using fully allocated hourly rates (\$265 minimum)

REF #: S-073

TITLE: STAND-BY CHARGE

CURRENT FEE

\$470 minimum plus actual cost using fully allocated hourly rates

RECOMMENDED FEE

Actual cost using fully allocated hourly rates (\$600 minimum)

REF #: S-077

TITLE: JUNIOR LIFEGUARD PROGRAM

CURRENT FEE

2 week session - \$250 (Non-resident) \$225 (Resident)
4 week session - \$375 (Non-resident) \$350 (Resident)
5 week session - \$450 (Non-resident) \$425 (Resident)

RECOMMENDED FEE

This program is recovering 101% of its direct program costs and 72% of its total costs.

Due to upcoming changes to the program, no changes to the fees are recommended at this time until the effects of the program changes are identified.

REF #: S-079

TITLE: MARINE SAFETY PERMIT

CURRENT FEE

Ramp Fee - \$5.30 per round trip
Trip Fee - \$2.70 per ton
plus \$27 per day for days 1-30 and \$53 per day for 31 and subsequent days
plus actual staffing costs

A deposit is collected and these fees are charged against the deposit.

RECOMMENDED FEE

Ramp Fee - \$5.30 per round trip
Trip Fee - \$2.70 per ton
plus \$27 per day for days 1-30 and \$53 per day for 31 and subsequent days
plus actual staffing costs

plus 15% deposit management fee

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-080

TITLE: SPECIAL EVENT PERMIT

CURRENT FEE

Resident/Non-Profit - \$50
Non-Resident - \$250

RECOMMENDED FEE

\$765 per permit

If event involves a lane or street closure, then charge the actual cost for the planning of the event.

Plus actual costs incurred the day of the event

REF #: S-085

TITLE: CONTRACT ENRICHMENT CLASSES

CURRENT FEE

The Class Instructor receives 70% of the class fee and the City receives 30% of the class fee.

RECOMMENDED FEE

No Change

REF #: S-086

TITLE: DAY CAMP PROGRAM

CURRENT FEE

Resident - \$106 per week
Non-Resident - \$123 per week
Aftercare Program - \$27 per week

RECOMMENDED FEE

This program is recovering 102% of its direct program costs, and 63% of its total costs, including facility maintenance and replacement.

REF #: S-091

TITLE: SPORTS FIELD MANAGEMENT

CURRENT FEE

Resident/Non-Profit - No Charge
Other - \$20 per hour

RECOMMENDED FEE

No Change

REF #: S-094

TITLE: FACILITY RENTAL (COMM. CENTER)

CURRENT FEE

La Colonia:
Resident - \$60 per hour
Non-Resident - \$65 per hour

RECOMMENDED FEE

No Change

Fletcher Cove - fees are set by initiative

REF #: S-111

TITLE: BUSINESS REGISTRATION - DUPLICATE

CURRENT FEE

\$17 per duplicate

RECOMMENDED FEE

\$20 per duplicate

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-112

TITLE: BUSINESS REGISTRATION - NEW

CURRENT FEE

Home Base/Outside City - \$110
Inside City:
0-1,000 SF - \$150
1,001-3,500 SF - \$170
3,501-10,000 SF - \$265
10,001 SF - \$570
Late Fees:
90 days late - \$100 plus the cost of the Certificate
91+ days late - Per SBMC 4.02.230

RECOMMENDED FEE

Home Base/Located outside the City - \$100 per application
Business located within the City - \$225 per application
Late Fees:
90 days late - \$100 plus the cost of the Certificate
91+ days late - Per SBMC 4.02.230

REF #: S-113

TITLE: BUSINESS REGISTRATION - RENEWAL

CURRENT FEE

Home Base/Outside City - \$17
Inside City:
0-1,000 SF - \$55
1,001-3,500 SF - \$75
3,501-10,000 SF - \$170
10,001 SF - \$475
Late Fees:
31-90 days late - \$17 plus the cost of the Renewal
91+ days late - Per SBMC 4.02.230

RECOMMENDED FEE

\$47 per renewal
Plus 100% late fee if more than 60 days late
Thereafter Administrative Citation Process

REF #: S-114A

TITLE: AMUSEMENT PERMIT

CURRENT FEE

New - \$271 per permit plus \$62 per device
Renewal - \$237 per permit plus \$62 per device

RECOMMENDED FEE

New - \$240 per permit plus DOJ and other State fees
Renewal - \$135 per permit plus DOJ and other State fees

REF #: S-114B

TITLE: DANCE PERMIT

CURRENT FEE

New - \$117 per permit
Renewal - \$75 per permit

RECOMMENDED FEE

New - \$240 per permit plus DOJ and other State fees
Renewal - \$135 per permit plus DOJ and other State fees

REF #: S-114C

TITLE: ENTERTAINMENT PERMIT

CURRENT FEE

New - \$406 per permit
Renewal - \$374 per permit

RECOMMENDED FEE

New - \$240 per permit plus DOJ and other State fees
Renewal - \$135 per permit plus DOJ and other State fees

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-114D

TITLE: FIREARMS SALE PERMIT

CURRENT FEE

New - \$138 per permit
Renewal - \$43 per permit

RECOMMENDED FEE

New - \$240 per permit plus DOJ and other State fees
Renewal - \$135 per permit plus DOJ and other State fees

REF #: S-114E

TITLE: MESSAGE ESTABLISHMENT PERMIT

CURRENT FEE

New - \$541 per permit (\$509 + \$32 DOJ fee + \$32 for each co-owner or corporate officer
Renewal - \$471 per permit + 10% per month for late renewal fees after 30 days expired

RECOMMENDED FEE

New - \$240 per permit plus DOJ and other State fees
Renewal - \$135 per permit plus DOJ and other State fees

REF #: S-114F

TITLE: SECONDHAND DEALER PERMIT

CURRENT FEE

New - \$278 per permit + \$32 DOJ Fees plus \$32 for each co-owner or corporate officer plus \$195 for additional state fees
Renewal - \$48 per permit plus \$10 State fees

RECOMMENDED FEE

New - \$240 per permit plus DOJ and other State fees
Renewal - \$135 per permit plus DOJ and other State fees

REF #: S-114G

TITLE: SOLICITORS PERMIT

CURRENT FEE

New - \$159 per permit + \$32 DOJ Fees plus \$82 for each additional solicitor
Renewal - None

RECOMMENDED FEE

New - \$240 per permit plus \$105 for each additional solicitor plus DOJ and other State fees
Renewal - \$135 per permit plus DOJ and other State fees

REF #: S-114H

TITLE: TAXI BUSINESS PERMIT

CURRENT FEE

New - \$131 per permit + \$32 DOJ Fees plus \$32 for each co-owner or corporate officer plus \$195 for additional state fees plus \$53 per cab
Renewal - \$113 per permit plus \$10 State fees plus \$53 per cab

RECOMMENDED FEE

New - \$345 per permit plus \$20 for each cab plus DOJ and other State fees
Renewal - \$185 per permit plus \$20 for each cab plus DOJ and other State fees

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-114I

TITLE: TOBACCO SALES PERMIT

CURRENT FEE

New - \$135
Renewal - \$110
Duplicate - \$10
Late Fee - Renewal fee + 10%

RECOMMENDED FEE

New - \$240
Renewal - \$135
Late Fee - Renewal fee + 10%

REF #: S-115

TITLE: NOTARY PUBLIC SERVICE

CURRENT FEE

\$10 per signature.

This fee is set by the State

RECOMMENDED FEE

\$15 per signature.

This fee is set by the State

REF #: S-116

TITLE: DOCUMENT CERTIFICATION

CURRENT FEE

\$35 per item

RECOMMENDED FEE

\$40 per item

REF #: S-117

TITLE: CC MEETING REPRODUCTION

CURRENT FEE

Audio CD - \$15
DVD - \$15
Convert VHS to DVD - \$45

RECOMMENDED FEE

Audio CD - \$21.25
DVD - \$21.25
Convert VHS to DVD - \$41.25
Convert Audio Cassette to CD/MP4 - Actual Costs

REF #: S-118

TITLE: ANNUAL AGENDA MAILING SUBSCRIPTION

CURRENT FEE

\$436 staff costs plus \$38 copying/mailing costs = \$474 per subscriber per year

RECOMMENDED FEE

\$325 staff costs plus \$57 copying/mailing costs = \$382 per subscriber per year

REF #: S-118A

TITLE: ANNUAL AGENDA PACKET SUBSCRIPTION

CURRENT FEE

\$1,063 staff costs plus \$478.50 copying/mailing costs = \$1,542 per subscriber per year

RECOMMENDED FEE

\$955 staff costs plus \$600 copying/mailing costs = \$1,555 per subscriber per year

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-118B

TITLE: ANNUAL SPECIAL NOTICE SUBSCRIPTION

CURRENT FEE

\$44 staff costs plus \$3 copying/mailling costs = \$47 per subscriber per year

RECOMMENDED FEE

\$50 staff costs plus \$4 copying/mailling costs = \$54 per subscriber per year

REF #: S-119

TITLE: DOCUMENT PRINTING & COPYING

CURRENT FEE

Black and White Copy - \$1 for first page plus \$0.10 per page for every page thereafter
Color Copy - \$1 for first page plus \$0.20 per page for every page thereafter
Document Imaging - \$1 for first page plus \$0.02 per page for every page thereafter
Data Copy - \$8
Agenda Packet - \$65
Maps/Blueprints - Actual Costs

RECOMMENDED FEE

All Copies - First 10 pages - No Charge \$0.20 per page for every page thereafter
Document Imaging - First 10 pages - No Charge \$0.15 per page for every page thereafter
Data Copy - \$8 per device
Agenda Packet - \$65
Maps/Blueprints - Actual Costs

REF #: S-120

TITLE: CANDIDATE PROCESSING

CURRENT FEE

None

RECOMMENDED FEE

\$25 per candidate

This fee is set by the State.

REF #: S-121

TITLE: INITIATIVE PROCESSING

CURRENT FEE

\$200 per initiative

RECOMMENDED FEE

\$200 per initiative

This fee is set by the State.

REF #: S-122

TITLE: VERIFICATION OF RESIDENCY

CURRENT FEE

\$12.50 per request

RECOMMENDED FEE

\$19 per request

**City of Solana Beach
FEE COMPARISON REPORT
FY 2017-2018**

REF #: S-123

TITLE: NSF CHECK

CURRENT FEE

\$35 per NSF check

RECOMMENDED FEE

\$55 per NSF check

APPENDIX B

**REVENUE AND COST
SUMMARY WORKSHEETS
Matched With
COST DETAIL WORKSHEETS**

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE CONDITIONAL USE PERMIT PROCESSING		REFERENCE NO. S-001	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Business	
DESCRIPTION OF SERVICE Reviewing request for discretionary entitlement and developing compliance conditions to meet community standards. Examples are religious facilities, private schools, night clubs, bars and liquor stores in commercial zones.			
CURRENT FEE STRUCTURE \$9,300 per application Bluff Retention Device CUP - requires additional deposit for third party reviews plus 15% Wireless Communications Facility CUP - requires additional deposit for third party reviews plus 15%			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$9,300.00	TOTAL REVENUE:	\$55,800
UNIT COST:	\$8,661.33	TOTAL COST:	\$51,968
UNIT PROFIT (SUBSIDY):	\$638.67	TOTAL PROFIT (SUBSIDY):	\$3,832
TOTAL UNITS:	6	PCT. COST RECOVERY:	107.37%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$8,660 per application Bluff Retention Device CUP - requires additional deposit for third party reviews plus 15% Wireless Communications Facility CUP - requires additional deposit for third party reviews plus 15%			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE CONDITIONAL USE PERMIT PROCESSING					REFERENCE NO. S-001		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 6		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		3.00	\$825.42	6	\$4,953	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	6	\$1,327	
PLANNING	PROJECT PLANNER		35.00	\$5,413.80	6	\$32,483	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		6.00	\$838.26	6	\$5,030	
ENGINEERING	DIR. OF PW/CITY ENGINEER		4.00	\$928.20	6	\$5,569	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		2.00	\$331.34	6	\$1,988	
ENGINEERING	SR ENGINEERING TECH		1.00	\$103.21	6	\$619	
TYPE SUBTOTAL			53.00	\$8,661.33		\$51,968	
TOTALS			53.00	\$8,661.33		\$51,968	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE COND. USE PERMIT - REVISION/MODIF.		REFERENCE NO. S-002	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Business	
DESCRIPTION OF SERVICE Reviewing a revision or modification to an already approved conditional use permit.			
CURRENT FEE STRUCTURE \$2,168 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$2,168.00	TOTAL REVENUE:	\$4,336
UNIT COST:	\$3,044.50	TOTAL COST:	\$6,089
UNIT PROFIT (SUBSIDY):	\$(876.50)	TOTAL PROFIT (SUBSIDY):	\$(1,753)
TOTAL UNITS:	2	PCT. COST RECOVERY:	71.21%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$3,045 per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE COND. USE PERMIT - REVISION/MODIF.					REFERENCE NO. S-002		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		1.00	\$275.14	2	\$550	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	2	\$442	
PLANNING	PROJECT PLANNER		13.00	\$2,010.84	2	\$4,022	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		1.00	\$139.71	2	\$279	
ENGINEERING	DIR. OF PW/CITY ENGINEER		1.00	\$232.05	2	\$464	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		1.00	\$165.67	2	\$331	
TYPE SUBTOTAL			19.00	\$3,044.51		\$6,089	
TOTALS			19.00	\$3,044.50		\$6,089	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE COND. USE PERMIT - TIME EXTENSION		REFERENCE NO. S-003
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Business
DESCRIPTION OF SERVICE Reviewing an extension of time on an approved conditional use permit to allow the applicant more time to complete the project.		
CURRENT FEE STRUCTURE \$1,568 per application		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$1,568.00	TOTAL REVENUE: \$1,568
UNIT COST:	\$2,271.00	TOTAL COST: \$2,271
UNIT PROFIT (SUBSIDY):	\$(703.00)	TOTAL PROFIT (SUBSIDY): \$(703)
TOTAL UNITS:	1	PCT. COST RECOVERY: 69.04%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$2,270 per application		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE COND. USE PERMIT - TIME EXTENSION					REFERENCE NO. S-003		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		1.00	\$275.14	1	\$275	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
PLANNING	PROJECT PLANNER		8.00	\$1,237.44	1	\$1,237	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		1.00	\$139.71	1	\$140	
ENGINEERING	DIR. OF PW/CITY ENGINEER		1.00	\$232.05	1	\$232	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		1.00	\$165.67	1	\$166	
TYPE SUBTOTAL			14.00	\$2,271.11		\$2,271	
TOTALS			14.00	\$2,271.00		\$2,271	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE DIRECTORS USE PERMIT		REFERENCE NO. S-004
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Resident/Business
DESCRIPTION OF SERVICE Reviewing request for discretionary entitlement and developing compliance conditions to meet community standards as defined by the Zoning Ordinance.		
CURRENT FEE STRUCTURE \$2,327 per application		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$2,327.00	TOTAL REVENUE:
UNIT COST:	\$2,692.43	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$(365.43)	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	7	PCT. COST RECOVERY:
		86.43%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Telecomm - \$2,600 per application Other - \$2,820 per application Wireless Communications Facility - requires additional deposit for third party reviews plus 15%		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE DIRECTORS USE PERMIT					REFERENCE NO. S-004		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 7		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		0.50	\$69.86	7	\$489	
		TYPE SUBTOTAL	0.50	\$69.86		\$489	
PLANNING	COM DEV DIRECTOR		3.00	\$825.42	3	\$2,476	
PLANNING	JUNIOR PLANNER		16.00	\$1,768.80	3	\$5,306	
PLANNING	PROJECT PLANNER		1.00	\$154.68	3	\$464	
		TYPE SUBTOTAL	20.00	\$2,748.90		\$8,247	
PLANNING	COM DEV DIRECTOR	Telecom Only	3.00	\$825.42	4	\$3,302	
PLANNING	JUNIOR PLANNER	Telecom Only	14.00	\$1,547.70	4	\$6,191	
PLANNING	PROJECT PLANNER	Telecom Only	1.00	\$154.68	4	\$619	
		TYPE SUBTOTAL	18.00	\$2,527.80		\$10,111	
TOTALS			38.50	\$2,692.43		\$18,847	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE PLNG DIR. HRNG USE PMT - REVISION		REFERENCE NO. S-005	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Reviewing a revision or modification to an already approved Planning Director Use Permit.			
CURRENT FEE STRUCTURE \$1,222 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,222.00	TOTAL REVENUE:	\$1,222
UNIT COST:	\$1,435.00	TOTAL COST:	\$1,435
UNIT PROFIT (SUBSIDY):	\$(213.00)	TOTAL PROFIT (SUBSIDY):	\$(213)
TOTAL UNITS:	1	PCT. COST RECOVERY:	85.16%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,435 per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE PLNG DIR. HRNG USE PMT - REVISION					REFERENCE NO. S-005		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		2.00	\$550.28	1	\$550	
PLANNING	JUNIOR PLANNER		8.00	\$884.40	1	\$884	
		TYPE SUBTOTAL	10.00	\$1,434.68		\$1,435	
TOTALS			10.00	\$1,435.00		\$1,435	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE PLNG DIR HRNG USE PER - TIME EXTEN.		REFERENCE NO. S-006	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Reviewing an extension of time on an approved Planning Director Use Permit to allow the applicant additional time to complete the project.			
CURRENT FEE STRUCTURE \$1,020 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,020.00	TOTAL REVENUE:	\$1,020
UNIT COST:	\$1,214.00	TOTAL COST:	\$1,214
UNIT PROFIT (SUBSIDY):	\$(194.00)	TOTAL PROFIT (SUBSIDY):	\$(194)
TOTAL UNITS:	1	PCT. COST RECOVERY:	84.02%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,215 per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE PLNG DIR HRNG USE PER - TIME EXTEN.					REFERENCE NO. S-006		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		2.00	\$550.28	1	\$550	
PLANNING	JUNIOR PLANNER		6.00	\$663.30	1	\$663	
		TYPE SUBTOTAL	8.00	\$1,213.58		\$1,214	
TOTALS			8.00	\$1,214.00		\$1,214	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MINOR EXCEPTION REVIEW PROCESSING		REFERENCE NO. S-008	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Reviewing proposed (variance) minor deviation with City codes to determine if the deviation is within permissible limits for Parking Standards and Wall/Fence Heights.			
CURRENT FEE STRUCTURE \$845 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$845.00	TOTAL REVENUE:	\$1,690
UNIT COST:	\$1,160.50	TOTAL COST:	\$2,321
UNIT PROFIT (SUBSIDY):	\$(315.50)	TOTAL PROFIT (SUBSIDY):	\$(631)
TOTAL UNITS:	2	PCT. COST RECOVERY:	72.81%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,160 per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MINOR EXCEPTION REVIEW PROCESSING					REFERENCE NO. S-008		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		1.00	\$275.14	2	\$550	
PLANNING	JUNIOR PLANNER		6.00	\$663.30	2	\$1,327	
PLANNING	PROJECT PLANNER		1.00	\$154.68	2	\$309	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		0.25	\$41.42	2	\$83	
ENGINEERING	SR ENGINEERING TECH		0.25	\$25.80	2	\$52	
TYPE SUBTOTAL			8.50	\$1,160.34		\$2,321	
TOTALS			8.50	\$1,160.50		\$2,321	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE TEMPORARY USE PERMIT PROCESSING		REFERENCE NO. S-011
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Business
DESCRIPTION OF SERVICE Reviewing request for a temporary use permit for a specific use of a specific parcel of property within terms of the Zoning Code. Examples are parking lot sales, christmas tree lots, temporary construction trailers.		
CURRENT FEE STRUCTURE \$1,425 per application		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$1,425.00	TOTAL REVENUE:
UNIT COST:	\$1,483.00	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$(58.00)	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	1	PCT. COST RECOVERY:
		96.09%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,485 per application		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE TEMPORARY USE PERMIT PROCESSING					REFERENCE NO. S-011		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		3.00	\$825.42	1	\$825	
PLANNING	JUNIOR PLANNER		4.00	\$442.20	1	\$442	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL		0.75	\$99.47	1	\$99	
ENGINEERING	DIR. OF PW/CITY ENGINEER		0.50	\$116.03	1	\$116	
TYPE SUBTOTAL			8.25	\$1,483.12		\$1,483	
TOTALS			8.25	\$1,483.00		\$1,483	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE TEMPORARY USE PERMIT - TIME EXTEN.		REFERENCE NO. S-012	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Business	
DESCRIPTION OF SERVICE Reviewing a temporary use permit application to determine if time extension should be permitted with or without new restrictions.			
CURRENT FEE STRUCTURE \$630 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$630.00	TOTAL REVENUE:	\$630
UNIT COST:	\$725.00	TOTAL COST:	\$725
UNIT PROFIT (SUBSIDY):	\$(95.00)	TOTAL PROFIT (SUBSIDY):	\$(95)
TOTAL UNITS:	1	PCT. COST RECOVERY:	86.90%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$725 per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE TEMPORARY USE PERMIT - TIME EXTEN.					REFERENCE NO. S-012		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		1.50	\$412.71	1	\$413	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL		0.25	\$33.16	1	\$33	
ENGINEERING	DIR. OF PW/CITY ENGINEER		0.25	\$58.01	1	\$58	
		TYPE SUBTOTAL	4.00	\$724.98		\$725	
TOTALS			4.00	\$725.00		\$725	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE ZONING LETTER		REFERENCE NO. S-013	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE LETTER	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Processing a request for the zoning information of a particular parcel			
CURRENT FEE STRUCTURE \$135 per letter			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$135.00	TOTAL REVENUE:	\$540
UNIT COST:	\$154.75	TOTAL COST:	\$619
UNIT PROFIT (SUBSIDY):	\$(19.75)	TOTAL PROFIT (SUBSIDY):	\$(79)
TOTAL UNITS:	4	PCT. COST RECOVERY:	87.24%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$155 per letter			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE ZONING LETTER					REFERENCE NO. S-013		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 4		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	PROJECT PLANNER		1.00	\$154.68	4	\$619	
		TYPE SUBTOTAL	1.00	\$154.68		\$619	
TOTALS			1.00	\$154.75		\$619	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE VARIANCE REVIEW - PROCESSING		REFERENCE NO. S-014	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE A review to determine if unique site-specific circumstances warrant flexibility in application of standard code requirements.			
CURRENT FEE STRUCTURE \$2,163 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$2,163.00	TOTAL REVENUE:	\$2,163
UNIT COST:	\$6,553.00	TOTAL COST:	\$6,553
UNIT PROFIT (SUBSIDY):	\$(4,390.00)	TOTAL PROFIT (SUBSIDY):	\$(4,390)
TOTAL UNITS:	1	PCT. COST RECOVERY:	33.01%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$6,555 per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE VARIANCE REVIEW - PROCESSING					REFERENCE NO. S-014		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		3.00	\$825.42	1	\$825	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
PLANNING	PROJECT PLANNER		35.00	\$5,413.80	1	\$5,414	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		0.25	\$34.93	1	\$35	
ENGINEERING	DIR. OF PW/CITY ENGINEER		0.25	\$58.01	1	\$58	
TYPE SUBTOTAL			40.50	\$6,553.26		\$6,553	
TOTALS			40.50	\$6,553.00		\$6,553	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE APPEAL TO THE CITY COUNCIL		REFERENCE NO. S-017	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Request	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Processing and reviewing an appeal of the Planning Director's interpretation of the code to the City Council.			
CURRENT FEE STRUCTURE Resident - \$1,063 per appeal Other - \$2,658 per appeal			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$2,658.00	TOTAL REVENUE:	\$5,316
UNIT COST:	\$4,089.50	TOTAL COST:	\$8,179
UNIT PROFIT (SUBSIDY):	\$(1,431.50)	TOTAL PROFIT (SUBSIDY):	\$(2,863)
TOTAL UNITS:	2	PCT. COST RECOVERY:	65.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
The total cost is \$4,090 per appeal			
Fees with current subsidies:			
Resident - \$1,635 per appeal			
Other - \$4,090 per appeal			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE APPEAL TO THE CITY COUNCIL					REFERENCE NO. S-017		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		9.00	\$2,476.26	2	\$4,953	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	2	\$442	
PLANNING	PROJECT PLANNER		9.00	\$1,392.12	2	\$2,784	
TYPE SUBTOTAL			20.00	\$4,089.48		\$8,179	
TOTALS			20.00	\$4,089.50		\$8,179	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE GENERAL PLAN AMENDMENT		REFERENCE NO. S-018	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Reviewing and making recommendations regarding proposed amendment to the City Comprehensive General Plan.			
CURRENT FEE STRUCTURE \$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$10,000.00	TOTAL REVENUE:	\$10,000
UNIT COST:	\$11,016.00	TOTAL COST:	\$11,016
UNIT PROFIT (SUBSIDY):	\$(1,016.00)	TOTAL PROFIT (SUBSIDY):	\$(1,016)
TOTAL UNITS:	1	PCT. COST RECOVERY:	90.78%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE GENERAL PLAN AMENDMENT					REFERENCE NO. S-018		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		10.00	\$2,751.40	1	\$2,751	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
PLANNING	PROJECT PLANNER		52.00	\$8,043.36	1	\$8,043	
		TYPE SUBTOTAL	64.00	\$11,015.86		\$11,016	
TOTALS			64.00	\$11,016.00		\$11,016	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE REZONING/SPECIFIC PLAN REVIEW		REFERENCE NO. S-019	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Reviewing a request for rezoning, specific plan, or specific plan amendment on a specific parcel.			
CURRENT FEE STRUCTURE \$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$10,000.00	TOTAL REVENUE:	\$10,000
UNIT COST:	\$11,016.00	TOTAL COST:	\$11,016
UNIT PROFIT (SUBSIDY):	\$(1,016.00)	TOTAL PROFIT (SUBSIDY):	\$(1,016)
TOTAL UNITS:	1	PCT. COST RECOVERY:	90.78%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE REZONING/SPECIFIC PLAN REVIEW					REFERENCE NO. S-019		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		10.00	\$2,751.40	1	\$2,751	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
PLANNING	PROJECT PLANNER		52.00	\$8,043.36	1	\$8,043	
TYPE SUBTOTAL			64.00	\$11,015.86		\$11,016	
TOTALS			64.00	\$11,016.00		\$11,016	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE ZONING TEXT AMENDMENT		REFERENCE NO. S-020	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Processing and reviewing a change to the text of the Zoning Code.			
CURRENT FEE STRUCTURE \$5,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$5,000.00	TOTAL REVENUE:	\$5,000
UNIT COST:	\$11,248.00	TOTAL COST:	\$11,248
UNIT PROFIT (SUBSIDY):	\$(6,248.00)	TOTAL PROFIT (SUBSIDY):	\$(6,248)
TOTAL UNITS:	1	PCT. COST RECOVERY:	44.45%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE ZONING TEXT AMENDMENT					REFERENCE NO. S-020		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		10.00	\$2,751.40	1	\$2,751	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
PLANNING	PROJECT PLANNER		52.00	\$8,043.36	1	\$8,043	
ENGINEERING	DIR. OF PW/CITY ENGINEER		1.00	\$232.05	1	\$232	
		TYPE SUBTOTAL	65.00	\$11,247.91		\$11,248	
TOTALS			65.00	\$11,248.00		\$11,248	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE DEVELOPMENT REVIEW PERMIT - PROCESS		REFERENCE NO. S-021	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of larger projects and projects where special environmental, design, or access and circulation considerations exist. For development in special overlay zones, on a coastal bluff top property, or more than 50 yards of grading.			
CURRENT FEE STRUCTURE Projects not requiring an EIR: Resident - \$3,030 per application Other - \$6,058 per application Projects requiring an EIR - \$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$7,372.00	TOTAL REVENUE:	\$221,160
UNIT COST:	\$12,513.30	TOTAL COST:	\$375,399
UNIT PROFIT (SUBSIDY):	\$(5,141.30)	TOTAL PROFIT (SUBSIDY):	\$(154,239)
TOTAL UNITS:	30	PCT. COST RECOVERY:	58.91%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Level I - \$10,215 per application Level II - \$17,115 per application or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs. Current subsidy policy is for projects not requiring an EIR that are submitted by a resident be charged at 50% total cost recovery.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE					REFERENCE NO.		
DEVELOPMENT REVIEW PERMIT - PROCESS					S-021		
NOTE					TOTAL UNITS		
Unit Costs are an Average of Total Units					30		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR	Level I	3.00	\$825.42	20	\$16,508	
PLANNING	JUNIOR PLANNER	Level I	2.00	\$221.10	20	\$4,422	
PLANNING	PROJECT PLANNER	Level I	45.00	\$6,960.60	20	\$139,212	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Level I	2.00	\$265.24	20	\$5,305	
ENGINEERING	ASSOCIATE CIVIL ENGINEER	Level I	2.00	\$279.42	20	\$5,588	
ENGINEERING	DIR. OF PW/CITY ENGINEER	Level I	2.00	\$464.10	20	\$9,282	
ENGINEERING	PRINCIPAL CIVIL ENGINEER	Level I	1.00	\$165.67	20	\$3,313	
ENGINEERING	SR ENGINEERING TECH	Level I	10.00	\$1,032.10	20	\$20,642	
TYPE SUBTOTAL			67.00	\$10,213.65		\$204,273	
PLANNING	COM DEV DIRECTOR	Level II	6.00	\$1,650.84	10	\$16,508	
PLANNING	JUNIOR PLANNER	Level II	2.00	\$221.10	10	\$2,211	
PLANNING	PROJECT PLANNER	Level II	70.00	\$10,827.60	10	\$108,276	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Level II	4.00	\$530.48	10	\$5,305	
ENGINEERING	ASSOCIATE CIVIL ENGINEER	Level II	4.00	\$558.84	10	\$5,588	
ENGINEERING	DIR. OF PW/CITY ENGINEER	Level II	4.00	\$928.20	10	\$9,282	
ENGINEERING	PRINCIPAL CIVIL ENGINEER	Level II	2.00	\$331.34	10	\$3,313	
ENGINEERING	SR ENGINEERING TECH	Level II	20.00	\$2,064.20	10	\$20,642	
TYPE SUBTOTAL			112.00	\$17,112.60		\$171,126	
TOTALS			179.00	\$12,513.30		\$375,399	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE DEVELOP REV PERMIT - REVIS/MODIF		REFERENCE NO. S-022
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer
DESCRIPTION OF SERVICE Reviewing of a revision or modification to a development review permit already approved.		
CURRENT FEE STRUCTURE Resident - \$1,595 per application Other - \$3,352 per application		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$3,352.00	TOTAL REVENUE:
UNIT COST:	\$3,168.00	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$184.00	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	2	PCT. COST RECOVERY:
		105.81%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Total cost is \$3,170 per application Resident - \$1,585 per application Other - \$3,170 per application		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE DEVELOP REV PERMIT - REVIS/MODIF					REFERENCE NO. S-022		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		1.00	\$275.14	2	\$550	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	2	\$442	
PLANNING	PROJECT PLANNER		13.00	\$2,010.84	2	\$4,022	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		1.00	\$139.71	2	\$279	
ENGINEERING	DIR. OF PW/CITY ENGINEER		1.00	\$232.05	2	\$464	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		0.50	\$82.84	2	\$166	
ENGINEERING	SR ENGINEERING TECH		2.00	\$206.42	2	\$413	
TYPE SUBTOTAL			20.50	\$3,168.10		\$6,336	
TOTALS			20.50	\$3,168.00		\$6,336	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE DEVELOP REV PERMIT - TIME EXTENSION		REFERENCE NO. S-023
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer
DESCRIPTION OF SERVICE Reviewing a development review permit application to determine if time extension should be permitted with or without new restrictions.		
CURRENT FEE STRUCTURE \$1,977 per application		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$1,977.00	TOTAL REVENUE:
UNIT COST:	\$2,069.00	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$(92.00)	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	1	PCT. COST RECOVERY:
		95.55%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$2,070 per application		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE DEVELOP REV PERMIT - TIME EXTENSION					REFERENCE NO. S-023		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		1.00	\$275.14	1	\$275	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
PLANNING	PROJECT PLANNER		8.00	\$1,237.44	1	\$1,237	
ENGINEERING	DIR. OF PW/CITY ENGINEER		1.00	\$232.05	1	\$232	
ENGINEERING	SR ENGINEERING TECH		1.00	\$103.21	1	\$103	
TYPE SUBTOTAL			13.00	\$2,068.94		\$2,069	
TOTALS			13.00	\$2,069.00		\$2,069	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MAJOR SUBDIVISION TENTATIVE MAP		REFERENCE NO. S-024
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Map	SERVICE RECIPIENT Developer
DESCRIPTION OF SERVICE Reviewing a major subdivision tentative map to identify any special conditions and determine the extent to which it complies with appropriate code requirements.		
CURRENT FEE STRUCTURE \$10,858 per map		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$10,858.00	TOTAL REVENUE:
UNIT COST:	\$13,997.00	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$(3,139.00)	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	1	PCT. COST RECOVERY:
		77.57%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$14,000 per map		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MAJOR SUBDIVISION TENTATIVE MAP					REFERENCE NO. S-024		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		8.00	\$2,201.12	1	\$2,201	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
PLANNING	PROJECT PLANNER		35.00	\$5,413.80	1	\$5,414	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL		5.00	\$663.10	1	\$663	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		20.00	\$2,794.20	1	\$2,794	
ENGINEERING	DIR. OF PW/CITY ENGINEER		8.00	\$1,856.40	1	\$1,856	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		2.00	\$331.34	1	\$331	
ENGINEERING	SR ENGINEERING TECH		5.00	\$516.05	1	\$516	
TYPE SUBTOTAL			85.00	\$13,997.11		\$13,997	
TOTALS			85.00	\$13,997.00		\$13,997	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MAJOR SUBDIVISION FINAL MAP		REFERENCE NO. S-025	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE Map	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Reviewing a subdivision final map to identify any special conditions and determine that it applies to the appropriate code requirements.			
CURRENT FEE STRUCTURE \$5,777 per map			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$5,777.00	TOTAL REVENUE:	\$5,777
UNIT COST:	\$4,857.00	TOTAL COST:	\$4,857
UNIT PROFIT (SUBSIDY):	\$920.00	TOTAL PROFIT (SUBSIDY):	\$920
TOTAL UNITS:	1	PCT. COST RECOVERY:	118.94%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$4,855 per map			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MAJOR SUBDIVISION FINAL MAP					REFERENCE NO. S-025		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		1.00	\$275.14	1	\$275	
PLANNING	PROJECT PLANNER		2.00	\$309.36	1	\$309	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL		1.00	\$132.62	1	\$133	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		20.00	\$2,794.20	1	\$2,794	
ENGINEERING	DIR. OF PW/CITY ENGINEER		2.00	\$464.10	1	\$464	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		2.00	\$331.34	1	\$331	
ENGINEERING		Surveyor	0.00	\$550.00	1	\$550	
		TYPE SUBTOTAL	28.00	\$4,856.76		\$4,857	
TOTALS			28.00	\$4,857.00		\$4,857	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MAJOR SUBDIVISION AMEND OF CONDIT.		REFERENCE NO. S-026	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Reviewing changes to the conditions of an already approved major subdivision.			
CURRENT FEE STRUCTURE \$3,332 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$3,332.00	TOTAL REVENUE:	\$3,332
UNIT COST:	\$4,094.00	TOTAL COST:	\$4,094
UNIT PROFIT (SUBSIDY):	\$(762.00)	TOTAL PROFIT (SUBSIDY):	\$(762)
TOTAL UNITS:	1	PCT. COST RECOVERY:	81.39%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$4,095 per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MAJOR SUBDIVISION AMEND OF CONDIT.					REFERENCE NO. S-026		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		4.00	\$1,100.56	1	\$1,101	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
PLANNING	PROJECT PLANNER		10.00	\$1,546.80	1	\$1,547	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		4.00	\$558.84	1	\$559	
ENGINEERING	DIR. OF PW/CITY ENGINEER		1.00	\$232.05	1	\$232	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		2.00	\$331.34	1	\$331	
ENGINEERING	SR ENGINEERING TECH		1.00	\$103.21	1	\$103	
TYPE SUBTOTAL			24.00	\$4,093.90		\$4,094	
TOTALS			24.00	\$4,094.00		\$4,094	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MAJOR SUBDIVISION TIME EXTENSION		REFERENCE NO. S-027
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer
DESCRIPTION OF SERVICE Reviewing an expiring major subdivision map to determine if time extension should be permitted with or without new restrictions.		
CURRENT FEE STRUCTURE \$2,615 per application		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$2,615.00	TOTAL REVENUE: \$2,615
UNIT COST:	\$3,778.00	TOTAL COST: \$3,778
UNIT PROFIT (SUBSIDY):	\$(1,163.00)	TOTAL PROFIT (SUBSIDY): \$(1,163)
TOTAL UNITS:	1	PCT. COST RECOVERY: 69.22%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$3,780 per application		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MAJOR SUBDIVISION TIME EXTENSION					REFERENCE NO. S-027		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		4.00	\$1,100.56	1	\$1,101	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
PLANNING	PROJECT PLANNER		10.00	\$1,546.80	1	\$1,547	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		2.00	\$279.42	1	\$279	
ENGINEERING	DIR. OF PW/CITY ENGINEER		2.00	\$464.10	1	\$464	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		1.00	\$165.67	1	\$166	
TYPE SUBTOTAL			21.00	\$3,777.65		\$3,778	
TOTALS			21.00	\$3,778.00		\$3,778	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MINOR SUBDIVISION TENTATIVE MAP		REFERENCE NO. S-028
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Map	SERVICE RECIPIENT Developer
DESCRIPTION OF SERVICE Reviewing a minor subdivision tentative map to identify any special conditions and determine extent to which it complies with appropriate code requirements.		
CURRENT FEE STRUCTURE \$8,674 per map		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$8,674.00	TOTAL REVENUE:
UNIT COST:	\$10,723.00	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$(2,049.00)	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	2	PCT. COST RECOVERY:
		80.89%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$10,725 per map		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MINOR SUBDIVISION TENTATIVE MAP					REFERENCE NO. S-028		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		6.00	\$1,650.84	2	\$3,302	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	2	\$442	
PLANNING	PROJECT PLANNER		32.00	\$4,949.76	2	\$9,900	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL		3.00	\$397.86	2	\$796	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		12.00	\$1,676.52	2	\$3,353	
ENGINEERING	DIR. OF PW/CITY ENGINEER		6.00	\$1,392.30	2	\$2,785	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		2.00	\$331.34	2	\$663	
ENGINEERING	SR ENGINEERING TECH		1.00	\$103.21	2	\$206	
TYPE SUBTOTAL			64.00	\$10,722.93		\$21,446	
TOTALS			64.00	\$10,723.00		\$21,446	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MINOR SUBDIVISION FINAL MAP		REFERENCE NO. S-029
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE Map	SERVICE RECIPIENT Developer
DESCRIPTION OF SERVICE Reviewing a minor subdivision final map to identify any special conditions and determine that it applies to the appropriate code requirements.		
CURRENT FEE STRUCTURE \$4,002 per map		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$4,002.00	TOTAL REVENUE: \$8,004
UNIT COST:	\$3,932.50	TOTAL COST: \$7,865
UNIT PROFIT (SUBSIDY):	\$69.50	TOTAL PROFIT (SUBSIDY): \$139
TOTAL UNITS:	2	PCT. COST RECOVERY: 101.77%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$3,935 per map		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MINOR SUBDIVISION FINAL MAP					REFERENCE NO. S-029		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		1.00	\$275.14	2	\$550	
PLANNING	PROJECT PLANNER		2.00	\$309.36	2	\$619	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL		1.00	\$132.62	2	\$265	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		16.00	\$2,235.36	2	\$4,471	
ENGINEERING	DIR. OF PW/CITY ENGINEER		2.00	\$464.10	2	\$928	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		1.00	\$165.67	2	\$331	
ENGINEERING		Surveyor	0.00	\$350.00	2	\$700	
TYPE SUBTOTAL			23.00	\$3,932.25		\$7,865	
TOTALS			23.00	\$3,932.50		\$7,865	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MINOR SUBDIVISION AMEND OF CONDIT.		REFERENCE NO. S-030	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Reviewing changes to the conditions of an already approved minor subdivision.			
CURRENT FEE STRUCTURE \$2,593 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$2,593.00	TOTAL REVENUE:	\$2,593
UNIT COST:	\$3,219.00	TOTAL COST:	\$3,219
UNIT PROFIT (SUBSIDY):	\$(626.00)	TOTAL PROFIT (SUBSIDY):	\$(626)
TOTAL UNITS:	1	PCT. COST RECOVERY:	80.55%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$3,220 per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MINOR SUBDIVISION AMEND OF CONDIT.					REFERENCE NO. S-030		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		3.00	\$825.42	1	\$825	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
PLANNING	PROJECT PLANNER		9.00	\$1,392.12	1	\$1,392	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		2.00	\$279.42	1	\$279	
ENGINEERING	DIR. OF PW/CITY ENGINEER		1.00	\$232.05	1	\$232	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		1.00	\$165.67	1	\$166	
ENGINEERING	SR ENGINEERING TECH		1.00	\$103.21	1	\$103	
TYPE SUBTOTAL			19.00	\$3,218.99		\$3,219	
TOTALS			19.00	\$3,219.00		\$3,219	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MINOR SUBDIVISION TIME EXTENSION		REFERENCE NO. S-031
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer
DESCRIPTION OF SERVICE Reviewing an expiring minor subdivision map to determine if a time extension should be permitted with or without new restrictions.		
CURRENT FEE STRUCTURE \$2,418 per application		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$2,418.00	TOTAL REVENUE: \$2,418
UNIT COST:	\$3,116.00	TOTAL COST: \$3,116
UNIT PROFIT (SUBSIDY):	\$(698.00)	TOTAL PROFIT (SUBSIDY): \$(698)
TOTAL UNITS:	1	PCT. COST RECOVERY: 77.60%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$3,115 per application		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MINOR SUBDIVISION TIME EXTENSION					REFERENCE NO. S-031		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		3.00	\$825.42	1	\$825	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
PLANNING	PROJECT PLANNER		9.00	\$1,392.12	1	\$1,392	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		2.00	\$279.42	1	\$279	
ENGINEERING	DIR. OF PW/CITY ENGINEER		1.00	\$232.05	1	\$232	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		1.00	\$165.67	1	\$166	
TYPE SUBTOTAL			18.00	\$3,115.78		\$3,116	
TOTALS			18.00	\$3,116.00		\$3,116	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE ENVIRONMENTAL DOCUMENTATION		REFERENCE NO. S-032B
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer
DESCRIPTION OF SERVICE Reviewing an outsourced non-exempt project to determine if it will have any environmental impacts which require further study. Examples are shopping centers, residential subdivisions, office projects.		
CURRENT FEE STRUCTURE Deposit based on 115% of contract estimate. 15% of the contract cost is a City review fee.		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$0.00	TOTAL REVENUE:
UNIT COST:	\$0.00	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	1	PCT. COST RECOVERY:
		0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Deposit based on 115% of contract estimate. 15% of the contract cost is a City review fee.		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE ENVIRONMENTAL DOCUMENTATION					REFERENCE NO. S-032B	
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1	
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	PROJECT PLANNER	Contract +15% Mgt	0.00	\$0.00	1	\$0
PLANNING	PROJECT PLANNER	+Fire, Engineering	0.00	\$0.00	1	\$0
PLANNING	PROJECT PLANNER	Plng Review/Oversght	0.00	\$0.00	1	\$0
TYPE SUBTOTAL			0.00	\$0.00		\$0
TOTALS			0.00	\$0.00		\$0

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE ENVIRONMENTAL IMPACT REPORT		REFERENCE NO. S-035
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer
DESCRIPTION OF SERVICE Reviewing and commenting on contract -provider- prepared environmental impact report.		
CURRENT FEE STRUCTURE Deposit based on 115% of contract estimate. 15% of the contract cost is a City review fee.		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$0.00	TOTAL REVENUE:
UNIT COST:	\$0.00	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	1	PCT. COST RECOVERY:
		0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Deposit based on 115% of contract estimate. 15% of the contract cost is a City review fee.		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE ENVIRONMENTAL IMPACT REPORT					REFERENCE NO. S-035		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
			0.00	\$0.00	0	\$0	
		TYPE SUBTOTAL	0.00	\$0.00		\$0	
		TOTALS	0.00	\$0.00		\$0	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE STRUCTURE DEVELOPMENT PERMIT		REFERENCE NO. S-036	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Public notification and review of new construction to insure that it meets the City's assessment provisions.			
CURRENT FEE STRUCTURE \$744 per application This fee is not charged in conjunction with a Development Review Permit.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$744.00	TOTAL REVENUE:	\$5,208
UNIT COST:	\$3,589.86	TOTAL COST:	\$25,129
UNIT PROFIT (SUBSIDY):	\$(2,845.86)	TOTAL PROFIT (SUBSIDY):	\$(19,921)
TOTAL UNITS:	7	PCT. COST RECOVERY:	20.73%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$3,590 per application for 100% cost recovery If in conjunction with a Development Review Permit, this fee will instead be \$1,075 per application (30% of the total fee).			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE STRUCTURE DEVELOPMENT PERMIT					REFERENCE NO. S-036		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 7		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		1.00	\$275.14	7	\$1,926	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	7	\$1,548	
PLANNING	PROJECT PLANNER		20.00	\$3,093.60	7	\$21,655	
		TYPE SUBTOTAL	23.00	\$3,589.84		\$25,129	
TOTALS			23.00	\$3,589.86		\$25,129	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE STRUCTURE DEV PERM WAIVER/TIME EXT		REFERENCE NO. S-036A
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Resident/Business
DESCRIPTION OF SERVICE Processing a request to be waived from the terms of the Structure Development Permit or a time extension of an existing Structure Development Permit.		
CURRENT FEE STRUCTURE \$660 per application Time Extension Fee is not charged in conjunction with a Development Review Permit Time Extension.		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$660.00	TOTAL REVENUE:
UNIT COST:	\$551.50	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$108.50	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	12	PCT. COST RECOVERY:
		119.67%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$550 per application Time Extension Fee is not charged in conjunction with a Development Review Permit Time Extension.		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE STRUCTURE DEV PERM WAIVER/TIME EXT					REFERENCE NO. S-036A		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 12		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		1.00	\$275.14	12	\$3,302	
PLANNING	JUNIOR PLANNER		2.50	\$276.38	12	\$3,317	
		TYPE SUBTOTAL	3.50	\$551.52		\$6,618	
TOTALS			3.50	\$551.50		\$6,618	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE APPLICATION FOR VIEW ASSESSMENT		REFERENCE NO. S-037	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Reviewing a request from the neighbors of a project to reassess the view requirements at the view assessment commission.			
CURRENT FEE STRUCTURE \$600 - neighbor \$600 - applicant These fees are paid by each.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,200.00	TOTAL REVENUE:	\$18,000
UNIT COST:	\$5,364.93	TOTAL COST:	\$80,474
UNIT PROFIT (SUBSIDY):	\$(4,164.93)	TOTAL PROFIT (SUBSIDY):	\$(62,474)
TOTAL UNITS:	15	PCT. COST RECOVERY:	22.37%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
To recover 100% of the costs:			
\$2,435 - neighbor			
\$2,435 - original applicant			
These fees are paid by each.			
\$2,475 - each additional meeting after the first meeting			
If resolved before review by the View Assessment Commission, then 50% of the fee shall be refunded.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE APPLICATION FOR VIEW ASSESSMENT					REFERENCE NO. S-037		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 15		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	ADMIN ASSISTANT III		11.00	\$1,228.04	15	\$18,421	
PLANNING	COM DEV DIRECTOR		4.00	\$1,100.56	15	\$16,508	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	15	\$3,317	
PLANNING	PROJECT PLANNER		15.00	\$2,320.20	15	\$34,803	
		TYPE SUBTOTAL	32.00	\$4,869.90		\$73,049	
PLANNING	ADMIN ASSISTANT III	Each Addl Meeting	4.00	\$446.56	3	\$1,340	
PLANNING	COM DEV DIRECTOR	Each Addl Meeting	4.00	\$1,100.56	3	\$3,302	
PLANNING	PROJECT PLANNER	Each Addl Meeting	6.00	\$928.08	3	\$2,784	
		TYPE SUBTOTAL	14.00	\$2,475.20		\$7,426	
TOTALS			46.00	\$5,364.93		\$80,474	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE VIEW ASSESSMENT COMM. APPEAL TO CC		REFERENCE NO. S-038A	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Request	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Appealing a view assessment matter from the decision of the View Assessment Commission to the City Council.			
CURRENT FEE STRUCTURE \$300 per appeal			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$300.00	TOTAL REVENUE:	\$300
UNIT COST:	\$1,754.00	TOTAL COST:	\$1,754
UNIT PROFIT (SUBSIDY):	\$(1,454.00)	TOTAL PROFIT (SUBSIDY):	\$(1,454)
TOTAL UNITS:	1	PCT. COST RECOVERY:	17.10%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,755 per application for 100% cost recovery			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE VIEW ASSESSMENT COMM. APPEAL TO CC					REFERENCE NO. S-038A		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		3.00	\$825.42	1	\$825	
PLANNING	PROJECT PLANNER		6.00	\$928.08	1	\$928	
		TYPE SUBTOTAL	9.00	\$1,753.50		\$1,754	
TOTALS			9.00	\$1,754.00		\$1,754	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE VIEW ASSESSMENT CD DIR APPEAL TO CC		REFERENCE NO. S-038B
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Request	SERVICE RECIPIENT Developer/Resident/Business
DESCRIPTION OF SERVICE Appealing a view assessment matter from the decision of the Community Development Director to the City Council.		
CURRENT FEE STRUCTURE \$600 per appeal		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$0.00	TOTAL REVENUE: \$0
UNIT COST:	\$0.00	TOTAL COST: \$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY): \$0
TOTAL UNITS:	1	PCT. COST RECOVERY: 0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%		
This fee would be charged as an Appeal to the City Council (S-017) and not as a separate fee.		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE VIEW ASSESSMENT CD DIR APPEAL TO CC					REFERENCE NO. S-038B		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
			0.00	\$0.00	0	\$0	
		TYPE SUBTOTAL	0.00	\$0.00		\$0	
TOTALS			0.00	\$0.00		\$0	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE STANDARD SIGN PERMIT PROCESSING		REFERENCE NO. S-039	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Business	
DESCRIPTION OF SERVICE Checking sign plan (1-4 signs) and inspecting sign on-site to assure compliance with appropriate code requirements.			
CURRENT FEE STRUCTURE \$287 per application plus 100% fine of original sign permit if the sign was built without a permit.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$287.00	TOTAL REVENUE:	\$10,045
UNIT COST:	\$331.66	TOTAL COST:	\$11,608
UNIT PROFIT (SUBSIDY):	\$(44.66)	TOTAL PROFIT (SUBSIDY):	\$(1,563)
TOTAL UNITS:	35	PCT. COST RECOVERY:	86.54%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$330 per application plus 100% fine of original sign permit if the sign was built without a permit.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE STANDARD SIGN PERMIT PROCESSING					REFERENCE NO. S-039		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 35		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	JUNIOR PLANNER	1-4 Signs	3.00	\$331.65	35	\$11,608	
		TYPE SUBTOTAL	3.00	\$331.65			
		TOTALS	3.00	\$331.66	\$11,608		

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE COMPREHENSIVE SIGN PLAN REVIEW		REFERENCE NO. S-040	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Business	
DESCRIPTION OF SERVICE Reviewing comprehensive sign plan (more than 4 signs for a specific site) to determine if it meets the City requirements.			
CURRENT FEE STRUCTURE \$574 per application plus 100% fine of original sign permit if the sign was built without a permit.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$574.00	TOTAL REVENUE:	\$1,722
UNIT COST:	\$938.33	TOTAL COST:	\$2,815
UNIT PROFIT (SUBSIDY):	\$(364.33)	TOTAL PROFIT (SUBSIDY):	\$(1,093)
TOTAL UNITS:	3	PCT. COST RECOVERY:	61.17%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$940 per application plus 100% fine of original sign permit if the sign was built without a permit.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE COMPREHENSIVE SIGN PLAN REVIEW					REFERENCE NO. S-040	
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 3	
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	COM DEV DIRECTOR	More Than 4 Signs	1.00	\$275.14	3	\$825
PLANNING	JUNIOR PLANNER	More Than 4 Signs	6.00	\$663.30	3	\$1,990
TYPE SUBTOTAL			7.00	\$938.44		\$2,815
TOTALS			7.00	\$938.33		\$2,815

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE COMPREHENSIVE SIGN PLAN AMENDMENT		REFERENCE NO. S-041	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Business	
DESCRIPTION OF SERVICE Amending an already approved comprehensive sign plan (for a specific site) due to changes by the applicant.			
CURRENT FEE STRUCTURE \$532 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$532.00	TOTAL REVENUE:	\$532
UNIT COST:	\$496.00	TOTAL COST:	\$496
UNIT PROFIT (SUBSIDY):	\$36.00	TOTAL PROFIT (SUBSIDY):	\$36
TOTAL UNITS:	1	PCT. COST RECOVERY:	107.26%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$495 per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE COMPREHENSIVE SIGN PLAN AMENDMENT					REFERENCE NO. S-041		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		1.00	\$275.14	1	\$275	
PLANNING	JUNIOR PLANNER		2.00	\$221.10	1	\$221	
		TYPE SUBTOTAL	3.00	\$496.24		\$496	
TOTALS			3.00	\$496.00		\$496	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE TEMPORARY SIGN/BANNER		REFERENCE NO. S-044	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Business/Comm. Group	
DESCRIPTION OF SERVICE Checking temporary special event sign plan and inspecting sign on-site to assure compliance with appropriate code requirements.			
CURRENT FEE STRUCTURE \$58 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$58.00	TOTAL REVENUE:	\$232
UNIT COST:	\$110.50	TOTAL COST:	\$442
UNIT PROFIT (SUBSIDY):	\$(52.50)	TOTAL PROFIT (SUBSIDY):	\$(210)
TOTAL UNITS:	4	PCT. COST RECOVERY:	52.49%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$110 per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE TEMPORARY SIGN/BANNER					REFERENCE NO. S-044		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 4		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	JUNIOR PLANNER		1.00	\$110.55	4	\$442	
		TYPE SUBTOTAL	1.00	\$110.55		\$442	
TOTALS			1.00	\$110.50		\$442	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE LANDSCAPE PLAN REVIEW/INSPECTION		REFERENCE NO. S-045
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business
DESCRIPTION OF SERVICE Review of the plans for landscape improvements and inspection of those improvements for compliance with City codes and standards. Currently deposit for contractor at \$125/hr with 15%		
CURRENT FEE STRUCTURE Deposit for contractor at \$125/hr with additional 15% for City review		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$0.00	TOTAL REVENUE:
UNIT COST:	\$0.00	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	35	PCT. COST RECOVERY:
		0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Deposit based on 115% of contract estimate. 15% of the contract cost is a City review fee.		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE LANDSCAPE PLAN REVIEW/INSPECTION					REFERENCE NO. S-045		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 35		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	PROJECT PLANNER	Deposit	0.00	\$0.00	35	\$0	
		TYPE SUBTOTAL	0.00	\$0.00		\$0	
		TOTALS	0.00	\$0.00		\$0	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE STREET ADDRESS CHANGE		REFERENCE NO. S-046	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Address	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Review a request to change a street address.			
CURRENT FEE STRUCTURE \$223 per address			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$223.00	TOTAL REVENUE:	\$1,784
UNIT COST:	\$250.50	TOTAL COST:	\$2,004
UNIT PROFIT (SUBSIDY):	\$(27.50)	TOTAL PROFIT (SUBSIDY):	\$(220)
TOTAL UNITS:	8	PCT. COST RECOVERY:	89.02%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$245 for first five addresses plus \$55 for each additional five addresses per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE STREET ADDRESS CHANGE					REFERENCE NO. S-046		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 8		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	JUNIOR PLANNER	First 5 Addresses	2.00	\$221.10	8	\$1,769	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	First 5 Addresses	0.17	\$22.55	8	\$180	
TYPE SUBTOTAL			2.17	\$243.65		\$1,949	
PLANNING	JUNIOR PLANNER	Each Add'l 5 Addr	0.50	\$55.28	1	\$55	
TYPE SUBTOTAL			0.50	\$55.28		\$55	
TOTALS			2.67	\$250.50		\$2,004	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE PLANNING PUBLIC NOTICING		REFERENCE NO. S-046A	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE NOTICE	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Public notification of a development project through the production of mailers and newspapers advertisements.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$537.40	TOTAL COST:	\$50,516
UNIT PROFIT (SUBSIDY):	\$(537.40)	TOTAL PROFIT (SUBSIDY):	\$(50,516)
TOTAL UNITS:	94	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$535 per notice plus actual postage and newspaper costs			
If a project has more than one notice, this fee would be charged for each notice.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE PLANNING PUBLIC NOTICING					REFERENCE NO. S-046A		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 94		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CITY CLERK	DEPUTY CITY CLERK		2.00	\$159.44	94	\$14,987	
PLANNING	ADMIN ASSISTANT III		2.00	\$223.28	94	\$20,988	
PLANNING	PROJECT PLANNER		1.00	\$154.68	94	\$14,540	
		TYPE SUBTOTAL	5.00	\$537.40		\$50,516	
TOTALS			5.00	\$537.40		\$50,516	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE TECHNOLOGY SURCHARGE		REFERENCE NO. S-046B	
PRIMARY DEPARTMENT CPMM DEVELOPMENT	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Recovery of the technology costs needed for the efficient processing of development applications and permits.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$34,160.00	TOTAL COST:	\$34,160
UNIT PROFIT (SUBSIDY):	\$(34,160.00)	TOTAL PROFIT (SUBSIDY):	\$(34,160)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Charge 1% of all Building Plan Check and Permit fees			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE TECHNOLOGY SURCHARGE					REFERENCE NO. S-046B		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING		TrakIt Software	0.00	\$34,160.00	1	\$34,160	
		TYPE SUBTOTAL	0.00	\$34,160.00		\$34,160	
TOTALS			0.00	\$34,160.00		\$34,160	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE LOT LINE ADJ./CERT. OF COMPL. REV.		REFERENCE NO. S-047	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Reviewing the proposed change to the property boundary between two lots and issuing a certificate of compliance.			
CURRENT FEE STRUCTURE \$1,387 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,387.00	TOTAL REVENUE:	\$4,161
UNIT COST:	\$1,833.00	TOTAL COST:	\$5,499
UNIT PROFIT (SUBSIDY):	\$(446.00)	TOTAL PROFIT (SUBSIDY):	\$(1,338)
TOTAL UNITS:	3	PCT. COST RECOVERY:	75.67%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,835 per application or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE LOT LINE ADJ./CERT. OF COMPL. REV.					REFERENCE NO. S-047		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 3		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	PROJECT PLANNER		1.00	\$154.68	3	\$464	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		5.00	\$698.55	3	\$2,096	
ENGINEERING	DIR. OF PW/CITY ENGINEER		2.00	\$464.10	3	\$1,392	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		1.00	\$165.67	3	\$497	
ENGINEERING		Surveyor	0.00	\$350.00	3	\$1,050	
		TYPE SUBTOTAL	9.00	\$1,833.00		\$5,499	
TOTALS			9.00	\$1,833.00		\$5,499	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE GRADING & PUBL IMPROVE. PLAN CHECK		REFERENCE NO. S-048	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE Plan	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE			
<p>Review of public improvement constructed by a developer for eventual dedication to the City to assure compliance with appropriate code requirements.</p> <p>Review of proposed grading plans to ensure compliance with appropriate codes and standard</p>			
CURRENT FEE STRUCTURE			
<p>Construction Valuation: (\$1,020 minimum fee)</p> <p>\$0 - \$20,000 - 5%</p> <p>\$20,001 - \$80,000 - 4.5%</p> <p>\$80,001 - \$400,000 - 4%</p> <p>\$400,001+ - 3%</p> <p>Bluff Projects - Staff determined deposit with charges made at the fully allocated hourly rate for all personnel used.</p>			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$2,491.67	TOTAL REVENUE:	\$59,800
UNIT COST:	\$3,466.21	TOTAL COST:	\$83,189
UNIT PROFIT (SUBSIDY):	\$(974.54)	TOTAL PROFIT (SUBSIDY):	\$(23,389)
TOTAL UNITS:	24	PCT. COST RECOVERY:	71.88%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
<p>Construction Valuation: (\$1,000 minimum fee)</p> <p>\$0-\$20,000 - 10% of the construction value</p> <p>\$20,001-\$80,000 - \$2,000 + 3% of the construction value over \$20,000</p> <p>\$80,001-\$200,000 - \$3,800 + 1% of the construction value over \$80,000</p> <p>\$200,001+- \$5,000 + 1% of the construction value over \$200,000 or a deposit determined by staff with charges at the fully allocated hourly rates</p> <p>Bluff Projects - Staff determined deposit with charges made at the fully allocated hourly rate for all personnel used.</p>			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE					REFERENCE NO.		
GRADING & PUBL IMPROVE. PLAN CHECK					S-048		
NOTE					TOTAL UNITS		
Unit Costs are an Average of Total Units					24		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
ENGINEERING	ASSOCIATE CIVIL ENGINEER	Minor <\$20k	4.00	\$558.84	6	\$3,353	
ENGINEERING	ASSISTANT CIVIL ENGINEER	Minor <\$20k	8.00	\$953.04	6	\$5,718	
ENGINEERING	DIR. OF PW/CITY ENGINEER	Minor <\$20k	1.00	\$232.05	6	\$1,392	
ENGINEERING	PRINCIPAL CIVIL ENGINEER	Minor <\$20k	1.00	\$165.67	6	\$994	
ENGINEERING	SR ENGINEERING TECH	Minor <\$20k	1.00	\$103.21	6	\$619	
TYPE SUBTOTAL			15.00	\$2,012.81		\$12,077	
ENGINEERING	ASSOCIATE CIVIL ENGINEER	\$20-80k	8.00	\$1,117.68	12	\$13,412	
ENGINEERING	ASSISTANT CIVIL ENGINEER	\$20-80k	16.00	\$1,906.08	12	\$22,873	
ENGINEERING	DIR. OF PW/CITY ENGINEER	\$20-80k	2.00	\$464.10	12	\$5,569	
ENGINEERING	PRINCIPAL CIVIL ENGINEER	\$20-80k	1.00	\$165.67	12	\$1,988	
ENGINEERING	SR ENGINEERING TECH	\$20-80k	1.00	\$103.21	12	\$1,239	
TYPE SUBTOTAL			28.00	\$3,756.74		\$45,081	
ENGINEERING	ASSOCIATE CIVIL ENGINEER	\$80-200k	12.00	\$1,676.52	3	\$5,030	
ENGINEERING	ASSISTANT CIVIL ENGINEER	\$80-200k	20.00	\$2,382.60	3	\$7,148	
ENGINEERING	DIR. OF PW/CITY ENGINEER	\$80-200k	2.00	\$464.10	3	\$1,392	
ENGINEERING	PRINCIPAL CIVIL ENGINEER	\$80-200k	1.00	\$165.67	3	\$497	
ENGINEERING	SR ENGINEERING TECH	\$80-200k	1.00	\$103.21	3	\$310	
TYPE SUBTOTAL			36.00	\$4,792.10		\$14,376	
ENGINEERING	ASSOCIATE CIVIL ENGINEER	>\$200k	16.00	\$2,235.36	2	\$4,471	
ENGINEERING	ASSISTANT CIVIL ENGINEER	>\$200k	24.00	\$2,859.12	2	\$5,718	
ENGINEERING	DIR. OF PW/CITY ENGINEER	>\$200k	2.00	\$464.10	2	\$928	
ENGINEERING	PRINCIPAL CIVIL ENGINEER	>\$200k	1.00	\$165.67	2	\$331	
ENGINEERING	SR ENGINEERING TECH	>\$200k	1.00	\$103.21	2	\$206	
TYPE SUBTOTAL			44.00	\$5,827.46		\$11,655	
TOTALS			123.00	\$3,466.21		\$83,189	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE GRADING & PUBL IMPROVE. INSPECTION		REFERENCE NO. S-050	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE Plan	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE			
<p>Inspection of public improvement constructed by a developer for eventual dedication to the City to assure compliance with appropriate code requirements.</p> <p>Inspection of proposed grading plans to ensure compliance with appropriate codes and standard</p>			
CURRENT FEE STRUCTURE			
<p>Construction Valuation: (\$1,020 minimum)</p> <p>\$0 - \$20,000 - 5%</p> <p>\$20,001 - \$80,000 - 4.5%</p> <p>\$80,001 - \$400,000 - 4%</p> <p>\$400,001+ - 3%</p> <p>Bluff Projects - Staff determined deposit with charges made at the fully allocated hourly rate for all personnel used.</p>			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$2,491.67	TOTAL REVENUE:	\$59,800
UNIT COST:	\$2,155.29	TOTAL COST:	\$51,727
UNIT PROFIT (SUBSIDY):	\$336.38	TOTAL PROFIT (SUBSIDY):	\$8,073
TOTAL UNITS:	24	PCT. COST RECOVERY:	115.61%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
<p>Construction Valuation: (\$1,000 minimum fee)</p> <p>\$0-\$20,000 - 5% of the construction value</p> <p>\$20,001-\$80,000 - \$1,000 + 1.5% of the construction value over \$20,000</p> <p>\$80,001-\$200,000 - \$1,900 + 1% of the construction value over \$80,000</p> <p>\$200,001+- \$3,100 + 1% of the construction value over \$200,000 or a deposit determined by staff with charges at the fully allocated hourly rates</p> <p>Bluff Projects - Staff determined deposit with charges made at the fully allocated hourly rate for all personnel used.</p>			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE					REFERENCE NO.		
GRADING & PUBL IMPROVE. INSPECTION					S-050		
NOTE					TOTAL UNITS		
Unit Costs are an Average of Total Units					24		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
ENGINEERING	ASSOCIATE CIVIL ENGINEER	Minor <\$20k	0.50	\$69.86	6	\$419	
ENGINEERING	ASSISTANT CIVIL ENGINEER	Minor <\$20k	8.00	\$953.04	6	\$5,718	
ENGINEERING	DIR. OF PW/CITY ENGINEER	Minor <\$20k	0.25	\$58.01	6	\$348	
ENGINEERING	SR ENGINEERING TECH	Minor <\$20k	0.50	\$51.61	6	\$310	
TYPE SUBTOTAL			9.25	\$1,132.52		\$6,795	
ENGINEERING	ASSOCIATE CIVIL ENGINEER	\$20-80k	2.00	\$279.42	12	\$3,353	
ENGINEERING	ASSISTANT CIVIL ENGINEER	\$20-80k	14.00	\$1,667.82	12	\$20,014	
ENGINEERING	DIR. OF PW/CITY ENGINEER	\$20-80k	0.25	\$58.01	12	\$696	
ENGINEERING	SR ENGINEERING TECH	\$20-80k	1.00	\$103.21	12	\$1,239	
TYPE SUBTOTAL			17.25	\$2,108.46		\$25,302	
ENGINEERING	ASSOCIATE CIVIL ENGINEER	\$80-200k	2.00	\$279.42	3	\$838	
ENGINEERING	ASSISTANT CIVIL ENGINEER	\$80-200k	24.00	\$2,859.12	3	\$8,577	
ENGINEERING	DIR. OF PW/CITY ENGINEER	\$80-200k	0.50	\$116.03	3	\$348	
ENGINEERING	PRINCIPAL CIVIL ENGINEER	\$80-200k	0.50	\$82.84	3	\$249	
ENGINEERING	SR ENGINEERING TECH	\$80-200k	1.00	\$103.21	3	\$310	
TYPE SUBTOTAL			28.00	\$3,440.62		\$10,322	
ENGINEERING	ASSOCIATE CIVIL ENGINEER	>\$200k	4.00	\$558.84	2	\$1,118	
ENGINEERING	ASSISTANT CIVIL ENGINEER	>\$200k	30.00	\$3,573.90	2	\$7,148	
ENGINEERING	DIR. OF PW/CITY ENGINEER	>\$200k	1.00	\$232.05	2	\$464	
ENGINEERING	PRINCIPAL CIVIL ENGINEER	>\$200k	0.50	\$82.84	2	\$166	
ENGINEERING	SR ENGINEERING TECH	>\$200k	2.00	\$206.42	2	\$413	
TYPE SUBTOTAL			37.50	\$4,654.05		\$9,308	
TOTALS			92.00	\$2,155.29		\$51,727	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE ENCROACHMENT PERMIT PROC/INSPECTION		REFERENCE NO. S-051	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Utility	
DESCRIPTION OF SERVICE Reviewing proposed encroachment on public rights-of-way on behalf of private parties. Can be for sewer/utilities/driveways/sidewalks			
CURRENT FEE STRUCTURE Street Cut - \$611 per permit Standard - \$261 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$495.21	TOTAL REVENUE:	\$65,863
UNIT COST:	\$680.07	TOTAL COST:	\$90,449
UNIT PROFIT (SUBSIDY):	\$(184.86)	TOTAL PROFIT (SUBSIDY):	\$(24,586)
TOTAL UNITS:	133	PCT. COST RECOVERY:	72.82%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Street Cut - \$755 per permit Standard - \$530 per permit			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE ENCROACHMENT PERMIT PROC/INSPECTION					REFERENCE NO. S-051		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 133		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
ENGINEERING	ADMIN ASSISTANT III	Standard	1.00	\$86.60	44	\$3,810	
ENGINEERING	ASSISTANT CIVIL ENGINEER	Standard	2.00	\$238.26	44	\$10,483	
ENGINEERING	SR ENGINEERING TECH	Standard	2.00	\$206.42	44	\$9,082	
TYPE SUBTOTAL			5.00	\$531.28		\$23,376	
ENGINEERING	ADMIN ASSISTANT III	Street Cut	1.00	\$86.60	89	\$7,707	
ENGINEERING	ASSISTANT CIVIL ENGINEER	Street Cut	3.00	\$357.39	89	\$31,808	
ENGINEERING	SR ENGINEERING TECH	Street Cut	3.00	\$309.63	89	\$27,557	
TYPE SUBTOTAL			7.00	\$753.62		\$67,072	
TOTALS			12.00	\$680.07		\$90,449	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MISCELLANEOUS ENGINEERING PERMIT		REFERENCE NO. S-051A	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE Permit	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review and inspection os miscellaneous Engineering permits, including swimming pool removal, discharge, or stormwater.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$222.40	TOTAL COST:	\$1,112
UNIT PROFIT (SUBSIDY):	\$(222.40)	TOTAL PROFIT (SUBSIDY):	\$(1,112)
TOTAL UNITS:	5	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$220 per permit			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MISCELLANEOUS ENGINEERING PERMIT					REFERENCE NO. S-051A		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
ENGINEERING	ASSISTANT CIVIL ENGINEER		1.00	\$119.13	5	\$596	
ENGINEERING	SR ENGINEERING TECH		1.00	\$103.21	5	\$516	
		TYPE SUBTOTAL	2.00	\$222.34		\$1,112	
TOTALS			2.00	\$222.40		\$1,112	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE EASEMENT ABANDON/STREET VACATION		REFERENCE NO. S-051B	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of a request to abandon an easement or a public street.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$1,715.00	TOTAL COST:	\$1,715
UNIT PROFIT (SUBSIDY):	\$(1,715.00)	TOTAL PROFIT (SUBSIDY):	\$(1,715)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$1,715 per application or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE EASEMENT ABANDON/STREET VACATION					REFERENCE NO. S-051B		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		6.00	\$838.26	1	\$838	
ENGINEERING	DIR. OF PW/CITY ENGINEER		2.00	\$464.10	1	\$464	
ENGINEERING	SR ENGINEERING TECH		4.00	\$412.84	1	\$413	
		TYPE SUBTOTAL	12.00	\$1,715.20		\$1,715	
TOTALS			12.00	\$1,715.00		\$1,715	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE EASEMENT/R.O.W. DEDICATION		REFERENCE NO. S-051C	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of a request to create an easement or public right-of-way.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$475.00	TOTAL COST:	\$950
UNIT PROFIT (SUBSIDY):	\$(475.00)	TOTAL PROFIT (SUBSIDY):	\$(950)
TOTAL UNITS:	2	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$475 per application			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE EASEMENT/R.O.W. DEDICATION					REFERENCE NO. S-051C		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
ENGINEERING	ASSOCIATE CIVIL ENGINEER		1.00	\$139.71	2	\$279	
ENGINEERING	DIR. OF PW/CITY ENGINEER		1.00	\$232.05	2	\$464	
ENGINEERING	SR ENGINEERING TECH		1.00	\$103.21	2	\$206	
TYPE SUBTOTAL			3.00	\$474.97		\$950	
TOTALS			3.00	\$475.00		\$950	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE GOLF CART PERMIT		REFERENCE NO. S-051D	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE Permit	SERVICE RECIPIENT Resdient	
DESCRIPTION OF SERVICE Review of a request to drive a golf cart on public streets in designated areas of the City.			
CURRENT FEE STRUCTURE \$20 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$20.00	TOTAL REVENUE:	\$1,000
UNIT COST:	\$7.98	TOTAL COST:	\$399
UNIT PROFIT (SUBSIDY):	\$12.02	TOTAL PROFIT (SUBSIDY):	\$601
TOTAL UNITS:	50	PCT. COST RECOVERY:	250.63%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$10 per permit			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE GOLF CART PERMIT					REFERENCE NO. S-051D		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 50		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
ENGINEERING	ADMIN ASSISTANT III	2hrs Total	0.04	\$3.46	50	\$173	
STREET MAINTENANCE	PW OPERATIONS MANAGER	1hr Total	0.02	\$4.51	50	\$226	
TYPE SUBTOTAL			0.06	\$7.97		\$399	
TOTALS			0.06	\$7.98		\$399	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE PRE-APPLICATION REVIEW		REFERENCE NO. S-052	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Providing review of concept(s) and plans to insure compliance with the General Plan, Zoning Code, Highway 101 Specific Plan, etc., before review by Esgil.			
CURRENT FEE STRUCTURE \$1,546 per application 50% of the fee to be credited against future fees if the project goes forward.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,546.00	TOTAL REVENUE:	\$7,730
UNIT COST:	\$2,766.60	TOTAL COST:	\$13,833
UNIT PROFIT (SUBSIDY):	\$(1,220.60)	TOTAL PROFIT (SUBSIDY):	\$(6,103)
TOTAL UNITS:	5	PCT. COST RECOVERY:	55.88%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$2,765 per application 50% of the fee to be credited against future fees if the project goes forward within six months.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE PRE-APPLICATION REVIEW					REFERENCE NO. S-052		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	COM DEV DIRECTOR		1.50	\$412.71	5	\$2,064	
PLANNING	JUNIOR PLANNER		4.00	\$442.20	5	\$2,211	
PLANNING	PROJECT PLANNER		8.00	\$1,237.44	5	\$6,187	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL		1.00	\$132.62	5	\$663	
ENGINEERING	DIR. OF PW/CITY ENGINEER		1.00	\$232.05	5	\$1,160	
ENGINEERING	SR ENGINEERING TECH		3.00	\$309.63	5	\$1,548	
TYPE SUBTOTAL			18.50	\$2,766.65		\$13,833	
TOTALS			18.50	\$2,766.60		\$13,833	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE BUILDING PLAN CHECK & INSPECTION		REFERENCE NO. S-053	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Permit	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Checking building construction plans to assure compliance of proposed work with appropriate code requirements, and inspecting the construction to insure compliance with approved plans.			
CURRENT FEE STRUCTURE Contract with Esgil in which the City receives 25% of the plan check and permit revenues collected. Esgil uses the Uniform Building Code Table 3-A to establish fees to be charged. Green Building PC/Inspection - 0-50,000 SF - 3% of Bldg PC/Insp fee 50,001+ SF - 1% of Bldg PC/Insp Fee Commercial Photovoltaic PC/Inspection (based on valuation - \$0-\$100,000 - \$695 \$100,001-\$500,000 - \$865 \$500,001-\$1,000,000 - \$950 \$1,000,001+ - \$1,120			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$3,322.58	TOTAL REVENUE:	\$515,000
UNIT COST:	\$3,978.63	TOTAL COST:	\$616,688
UNIT PROFIT (SUBSIDY):	\$(656.05)	TOTAL PROFIT (SUBSIDY):	\$(101,688)
TOTAL UNITS:	155	PCT. COST RECOVERY:	83.51%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Increase all Building Plan Check and Permit fees by 15%, except for: Green Building Fees - No Change Commercial Photovoltaic Plan Check/Inspection - No Change			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE BUILDING PLAN CHECK & INSPECTION					REFERENCE NO. S-053		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 155		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	JUNIOR PLANNER	33%	3.53	\$390.23	155	\$60,486	
PLANNING	PROJECT PLANNER	1/2 Hr/Wk Of 3	0.50	\$77.93	155	\$12,079	
BUILDING SERVICES		CAP Charges	0.00	\$464.86	155	\$72,053	
BUILDING SERVICES		Trak-It	0.00	\$220.39	155	\$34,160	
BUILDING SERVICES		Building Budget	0.00	\$2,496.77	155	\$386,999	
ENGINEERING	ASSISTANT CIVIL ENGINEER		0.50	\$59.57	155	\$9,233	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		1.00	\$165.67	155	\$25,679	
ENGINEERING	SR ENGINEERING TECH		1.00	\$103.21	155	\$15,998	
		TYPE SUBTOTAL	6.53	\$3,978.63		\$616,688	
TOTALS			6.53	\$3,978.63		\$616,688	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE FIRE BUILDING PLAN CHECK/INSPECTION		REFERENCE NO. S-053A	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Plan/Inspection	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Checking building construction plans by the Fire Department to assure compliance of proposed work with appropriate fire code requirements.			
CURRENT FEE STRUCTURE \$70 per plan			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$70.00	TOTAL REVENUE:	\$7,070
UNIT COST:	\$257.69	TOTAL COST:	\$26,027
UNIT PROFIT (SUBSIDY):	\$(187.69)	TOTAL PROFIT (SUBSIDY):	\$(18,957)
TOTAL UNITS:	101	PCT. COST RECOVERY:	27.16%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
Commercial: Plan Check - \$200 per plan Inspection - \$135 per inspection Residential: Plan Check - \$135 per plan Inspection - \$100 per inspection Reinspection (3rd Inspection) - \$100 per reinspection			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE FIRE BUILDING PLAN CHECK/INSPECTION					REFERENCE NO. S-053A		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 101		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Commercial PC	1.50	\$198.93	26	\$5,172	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Commercial Inspect	1.00	\$132.62	26	\$3,448	
TYPE SUBTOTAL			2.50	\$331.55		\$8,620	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Residential Plan Chk	1.00	\$132.62	75	\$9,947	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Residential Inspect	0.75	\$99.47	75	\$7,460	
TYPE SUBTOTAL			1.75	\$232.09		\$17,407	
TOTALS			4.25	\$257.69		\$26,027	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE COMM. FIRE SPRINKLER PLAN CHK/INSP		REFERENCE NO. S-054	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Plan/Inspection	SERVICE RECIPIENT Developer/Business	
DESCRIPTION OF SERVICE Review of proposed commercial sprinkler plans to insure compliance with appropriate Fire codes and inspecting the construction to insure compliance with approved plans.			
CURRENT FEE STRUCTURE Plan Check: 1-10 heads - \$45 11-50 heads - \$135 51+ heads - \$270 Inspection: 1-10 heads - \$70 11-50 heads - \$300 51+ heads - \$600			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$115.00	TOTAL REVENUE:	\$230
UNIT COST:	\$361.50	TOTAL COST:	\$723
UNIT PROFIT (SUBSIDY):	\$(246.50)	TOTAL PROFIT (SUBSIDY):	\$(493)
TOTAL UNITS:	2	PCT. COST RECOVERY:	31.81%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Plan Check: Tenant Improvement - \$65 New - Actual Costs Inspection: Tenant Improvement - \$135 New - \$525			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE COMM. FIRE SPRINKLER PLAN CHK/INSP				REFERENCE NO. S-054		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	TI Plan Check	0.50	\$66.31	1	\$66
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	TI Inspection	1.00	\$132.62	1	\$133
TYPE SUBTOTAL			1.50	\$198.93		\$199
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	New Plan Check T&M	0.00	\$0.00	1	\$0
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	New Inspection	2.00	\$265.24	1	\$265
FIRE	FIRE MARSHAL	New Inspection	2.00	\$258.92	1	\$259
TYPE SUBTOTAL			4.00	\$524.16		\$524
TOTALS			5.50	\$361.50		\$723

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE RES. FIRE SPRINKLER PLAN CHK/INSP		REFERENCE NO. S-054A	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Plan/Inspection	SERVICE RECIPIENT Developer/Resident	
DESCRIPTION OF SERVICE Review of proposed single family residential sprinkler plans to insure compliance with appropriate Fire codes and inspecting the construction to insure compliance with approved plans.			
CURRENT FEE STRUCTURE Plan Check: 1-10 heads - \$45 11-50 heads - \$135 51+ heads - \$270 Inspection: 1-10 heads - \$70 11-50 heads - \$300 51+ heads - \$600			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$394.00	TOTAL REVENUE:	\$1,970
UNIT COST:	\$484.00	TOTAL COST:	\$2,420
UNIT PROFIT (SUBSIDY):	\$(90.00)	TOTAL PROFIT (SUBSIDY):	\$(450)
TOTAL UNITS:	5	PCT. COST RECOVERY:	81.40%
SUGGESTED FEE FOR COST RECOVERY OF: 100% 0-2,500 Sq Ft: PC/Inspection - \$200 Inspection Only - \$100 2,501-5,000 Sq Ft: PC/Inspection - \$265 Inspection Only - \$135 5,001-7,000 Sq Ft: PC/Inspection - \$300 Inspection Only - \$165 7,001-10,000 Sq Ft: PC/Inspection - \$400 Inspection Only - \$200 10,000+ Sq Ft: PC/Inspection - \$430 Inspection Only - \$230			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE					REFERENCE NO.		
RES. FIRE SPRINKLER PLAN CHK/INSP					S-054A		
NOTE					TOTAL UNITS		
Unit Costs are an Average of Total Units					5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	0-2,500 Sq Ft PC/In	1.50	\$198.93	1	\$199	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	0-2,500 Sq Ft Insp	0.75	\$99.47	1	\$99	
		TYPE SUBTOTAL	2.25	\$298.40		\$298	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	2,501-5K Sq Ft PC/In	2.00	\$265.24	1	\$265	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	2,501-5K Sq Ft Insp	1.00	\$132.62	1	\$133	
		TYPE SUBTOTAL	3.00	\$397.86		\$398	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	5K-7K Sq Ft Insp	1.25	\$165.78	1	\$166	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	5,001-7K Sq Ft PC/In	2.25	\$298.40	1	\$298	
		TYPE SUBTOTAL	3.50	\$464.18		\$464	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	7K-10K Sq Ft Insp	1.50	\$198.93	1	\$199	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	7,001-10K Sq Ft PC/I	3.00	\$397.86	1	\$398	
		TYPE SUBTOTAL	4.50	\$596.79		\$597	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	10,000+ Sq Ft Insp	1.75	\$232.09	1	\$232	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	10,000+ Sq Ft PC/In	3.25	\$431.02	1	\$431	
		TYPE SUBTOTAL	5.00	\$663.11		\$663	
TOTALS			18.25	\$484.00		\$2,420	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE FIRE ALARM/MONITOR SYSTEM PC/INSP		REFERENCE NO. S-055
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Plan/Inspection	SERVICE RECIPIENT Developer/Resident/Business
DESCRIPTION OF SERVICE Review of proposed alarm or monitoring system plans to insure compliance with appropriate Fire codes and inspecting the construction to insure compliance with approved plans.		
CURRENT FEE STRUCTURE Plan Check: 1-10 devices - \$135 11-50 devices - \$270 51+ heads - \$400 Inspection: 1-10 devices - \$70 11-50 devices - \$135 51+ heads - \$200		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$205.00	TOTAL REVENUE:
UNIT COST:	\$560.00	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$(355.00)	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	1	PCT. COST RECOVERY:
		36.61%
SUGGESTED FEE FOR COST RECOVERY OF: 100%		
Plan Check - \$135 or actual costs with charges at the fully allocated hourly rates for all personnel involved plus any outside costs. Inspection - \$430		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE FIRE ALARM/MONITOR SYSTEM PC/INSP				REFERENCE NO. S-055		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Plan Check	1.00	\$132.62	1	\$133
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Inspection	2.25	\$298.40	1	\$298
FIRE	FIRE MARSHAL	Inspection	1.00	\$129.46	1	\$129
TYPE SUBTOTAL			4.25	\$560.48		\$560
TOTALS			4.25	\$560.00		\$560

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE FIRE SPEC PROT SYSTEM PC/INSP		REFERENCE NO. S-055A	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Plan/Inspection	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of proposed specialized fire protection system plans to insure compliance with appropriate Fire codes and inspecting the construction to insure compliance with approved plans.			
CURRENT FEE STRUCTURE Plan Check - \$135 Inspection - \$70			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$205.00	TOTAL REVENUE:	\$205
UNIT COST:	\$199.00	TOTAL COST:	\$199
UNIT PROFIT (SUBSIDY):	\$6.00	TOTAL PROFIT (SUBSIDY):	\$6
TOTAL UNITS:	1	PCT. COST RECOVERY:	103.02%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$200 per plan			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE FIRE SPEC PROT SYSTEM PC/INSP					REFERENCE NO. S-055A		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL		1.50	\$198.93	1	\$199	
		TYPE SUBTOTAL	1.50	\$198.93		\$199	
TOTALS			1.50	\$199.00		\$199	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE FIRE SOLAR SYSTEM PLAN CHECK/INSP		REFERENCE NO. S-055B	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Plan/Inspection	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of proposed multi-family, commercial, or industrial solar system plans to insure compliance with appropriate Fire codes and inspecting the construction to insure compliance with approved plans.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$265.25	TOTAL COST:	\$1,061
UNIT PROFIT (SUBSIDY):	\$(265.25)	TOTAL PROFIT (SUBSIDY):	\$(1,061)
TOTAL UNITS:	4	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Single Family Residential - included as part of Building fees Multi-Family, Commercial, or Industrial - \$265			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE FIRE SOLAR SYSTEM PLAN CHECK/INSP					REFERENCE NO. S-055B		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 4		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	MFR/Comm/Ind PC	1.00	\$132.62	4	\$530	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	MFR/Comm/Ind Insp	1.00	\$132.62	4	\$530	
TYPE SUBTOTAL			2.00	\$265.24		\$1,061	
TOTALS			2.00	\$265.25		\$1,061	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE BUILDING PERMIT EXTENSION REVIEW		REFERENCE NO. S-056
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer/Resident/Business
DESCRIPTION OF SERVICE Reviewing expiring building permit applications to determine if extension should be permitted with or without new restrictions. This does not include the first two ministerial extensions.		
CURRENT FEE STRUCTURE \$329 per application		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$329.00	TOTAL REVENUE: \$329
UNIT COST:	\$232.00	TOTAL COST: \$232
UNIT PROFIT (SUBSIDY):	\$97.00	TOTAL PROFIT (SUBSIDY): \$97
TOTAL UNITS:	1	PCT. COST RECOVERY: 141.81%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$230 per application		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE BUILDING PERMIT EXTENSION REVIEW					REFERENCE NO. S-056		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	PROJECT PLANNER		1.50	\$232.02	1	\$232	
		TYPE SUBTOTAL	1.50	\$232.02		\$232	
TOTALS			1.50	\$232.00		\$232	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE SHORT TERM VACATION RENTAL PERMIT		REFERENCE NO. S-057A	
PRIMARY DEPARTMENT CODE ENFORCEMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Processing and issuing permits for short term vacation rentals for compliance with City codes and standards.			
CURRENT FEE STRUCTURE New - \$110 per permit Late Fee - \$100 plus the cost of the Certificate Renewal - \$17 per permit Late Fees - 31-90 days late - \$17 plus renewal fee 91+ days late - Per SBMC 4.02.230			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$26.30	TOTAL REVENUE:	\$5,260
UNIT COST:	\$58.77	TOTAL COST:	\$11,753
UNIT PROFIT (SUBSIDY):	\$(32.47)	TOTAL PROFIT (SUBSIDY):	\$(6,493)
TOTAL UNITS:	200	PCT. COST RECOVERY:	44.75%
SUGGESTED FEE FOR COST RECOVERY OF: 100% New - \$100 per permit Late Fee - \$100 plus the cost of the Certificate Renewal - \$55 per permit Late Fees - 31-90 days late - \$17 plus renewal fee 91+ days late - Per SBMC 4.02.230 By Municipal Code, this fee is defined as the same fee as a new business certificate. The code should be changed to remove that conencion.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE SHORT TERM VACATION RENTAL PERMIT					REFERENCE NO. S-057A		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 200		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	ADMIN ASSISTANT III	New	0.25	\$27.91	20	\$558	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	New	0.67	\$70.79	20	\$1,416	
TYPE SUBTOTAL			0.92	\$98.70		\$1,974	
PLANNING	ADMIN ASSISTANT III	Renewal	0.25	\$27.91	180	\$5,024	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	Renewal	0.25	\$26.42	180	\$4,756	
TYPE SUBTOTAL			0.50	\$54.33		\$9,779	
TOTALS			1.42	\$58.77		\$11,753	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE BUSINESS FIRE SAFETY INSPECTION		REFERENCE NO. S-066	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Inspection	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Inspection of new and existing businesses located within the City to determine compliance with appropriate Fire codes.			
CURRENT FEE STRUCTURE New: 0-1,000 SF - \$150 1,001-3,500 SF - \$170 3,501-10,000 SF - \$265 10,001 SF - \$570 Renewal: 0-1,000 SF - \$55 1,001-3,500 SF - \$75 3,501-10,000 SF - \$170 10,001 SF - \$475			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$89.34	TOTAL REVENUE:	\$85,590
UNIT COST:	\$219.52	TOTAL COST:	\$210,304
UNIT PROFIT (SUBSIDY):	\$(130.18)	TOTAL PROFIT (SUBSIDY):	\$(124,714)
TOTAL UNITS:	958	PCT. COST RECOVERY:	40.70%
SUGGESTED FEE FOR COST RECOVERY OF: 100% B, R2, R2.1 Occupancies: 0-1,000 SF - \$100 1,001-3,500 SF - \$200 3,501-10,000 SF - \$265 10,001 SF - \$795 All Other Occupancies: 0-1,000 SF - \$200 1,001-3,500 SF - \$400 3,501-10,000 SF - \$530 10,001 SF - \$1,060			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE					REFERENCE NO.		
BUSINESS FIRE SAFETY INSPECTION					S-066		
NOTE					TOTAL UNITS		
Unit Costs are an Average of Total Units					958		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	B/R2 1-1,000	0.75	\$99.47	405	\$40,285	
		TYPE SUBTOTAL	0.75	\$99.47		\$40,285	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	B/R2 1k-3,500	1.50	\$198.93	303	\$60,276	
		TYPE SUBTOTAL	1.50	\$198.93		\$60,276	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	B/R2 3.5k-10k	2.00	\$265.24	45	\$11,936	
		TYPE SUBTOTAL	2.00	\$265.24		\$11,936	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	B/R2 10,000+	6.00	\$795.72	16	\$12,732	
		TYPE SUBTOTAL	6.00	\$795.72		\$12,732	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Other 1-1,000	1.50	\$198.93	45	\$8,952	
		TYPE SUBTOTAL	1.50	\$198.93		\$8,952	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Other 1k-3,500	3.00	\$397.86	78	\$31,033	
		TYPE SUBTOTAL	3.00	\$397.86		\$31,033	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Other 3.5k - 10k	4.00	\$530.48	47	\$24,933	
		TYPE SUBTOTAL	4.00	\$530.48		\$24,933	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Other 10,000+	8.00	\$1,060.96	19	\$20,158	
		TYPE SUBTOTAL	8.00	\$1,060.96		\$20,158	
TOTALS			26.75	\$219.52		\$210,304	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE FIRE ALT. MATERIALS & METHODS REV.		REFERENCE NO. S-067	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Application	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of a request to use alternate materials and methods for fire safety purposes.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$265.17	TOTAL COST:	\$1,591
UNIT PROFIT (SUBSIDY):	\$(265.17)	TOTAL PROFIT (SUBSIDY):	\$(1,591)
TOTAL UNITS:	6	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$265 per application plus actual costs at the fully allocated hourly rates for all time after two hours			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE FIRE ALT. MATERIALS & METHODS REV.					REFERENCE NO. S-067		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 6		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Base Time	2.00	\$265.24	6	\$1,591	
		TYPE SUBTOTAL	2.00	\$265.24		\$1,591	
TOTALS			2.00	\$265.17		\$1,591	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE U/G TANK INSTALL/REMOVE PC/INSPECT.		REFERENCE NO. S-068	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Permit	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Reviewing plan and inspecting the installation or removal of an underground tank.			
CURRENT FEE STRUCTURE \$351 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$351.00	TOTAL REVENUE:	\$351
UNIT COST:	\$398.00	TOTAL COST:	\$398
UNIT PROFIT (SUBSIDY):	\$(47.00)	TOTAL PROFIT (SUBSIDY):	\$(47)
TOTAL UNITS:	1	PCT. COST RECOVERY:	88.19%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$400 per permit			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE U/G TANK INSTALL/REMOVE PC/INSPECT.					REFERENCE NO. S-068		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Plan Check	1.00	\$132.62	1	\$133	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	Inspection	2.00	\$265.24	1	\$265	
TYPE SUBTOTAL			3.00	\$397.86		\$398	
TOTALS			3.00	\$398.00		\$398	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE NEW DEVELOPMENT FLOW TEST		REFERENCE NO. S-069	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Test	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Conduct a test of fire hydrant flow for a new development to insure adequate water flow.			
CURRENT FEE STRUCTURE \$191 per test			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
This service is now provided by the Water District.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE NEW DEVELOPMENT FLOW TEST					REFERENCE NO. S-069		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 0		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
			0.00	\$0.00	0	\$0	
		TYPE SUBTOTAL	0.00	\$0.00		\$0	
TOTALS			0.00	\$0.00		\$0	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MISCELLANEOUS FIRE INSPECTION		REFERENCE NO. S-070	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Inspection	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Inspection of needed Fire reviews not otherwise included in another Fire fee.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$133.00	TOTAL COST:	\$133
UNIT PROFIT (SUBSIDY):	\$(133.00)	TOTAL PROFIT (SUBSIDY):	\$(133)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$135 per hour			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MISCELLANEOUS FIRE INSPECTION					REFERENCE NO. S-070		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL		1.00	\$132.62	1	\$133	
		TYPE SUBTOTAL	1.00	\$132.62		\$133	
TOTALS			1.00	\$133.00		\$133	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE AFTER HOUR INSPECTION		REFERENCE NO. S-071	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Inspection	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Inspection performed by the Fire Department after normal business hours, such as responding to overcrowding situations or after hour development inspections.			
CURRENT FEE STRUCTURE \$330 minimum plus actual cost using fully allocated hourly rates			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$330.00	TOTAL REVENUE:	\$330
UNIT COST:	\$265.00	TOTAL COST:	\$265
UNIT PROFIT (SUBSIDY):	<u>\$65.00</u>	TOTAL PROFIT (SUBSIDY):	<u>\$65</u>
TOTAL UNITS:	1	PCT. COST RECOVERY:	124.53%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Actual cost using fully allocated hourly rates (\$265 minimum)			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE AFTER HOUR INSPECTION				REFERENCE NO. S-071		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL	At OT Rate	2.00	\$265.24	1	\$265
		TYPE SUBTOTAL	2.00	\$265.24		\$265
TOTALS			2.00	\$265.00		\$265

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE STAND-BY CHARGE		REFERENCE NO. S-073	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE Request	SERVICE RECIPIENT Business/Comm. Group	
DESCRIPTION OF SERVICE Request to provide stand-by emergency fire service for a special event or other requested activity.			
CURRENT FEE STRUCTURE \$470 minimum plus actual cost using fully allocated hourly rates			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$470.00	TOTAL REVENUE:	\$470
UNIT COST:	\$623.00	TOTAL COST:	\$623
UNIT PROFIT (SUBSIDY):	\$(153.00)	TOTAL PROFIT (SUBSIDY):	\$(153)
TOTAL UNITS:	1	PCT. COST RECOVERY:	75.44%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Actual cost using fully allocated hourly rates (\$600 minimum)			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE STAND-BY CHARGE					REFERENCE NO. S-073		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL		0.50	\$66.31	1	\$66	
FIRE DEPARTMENT	FIRE CAPTAIN I/II		2.00	\$202.70	1	\$203	
FIRE DEPARTMENT	FIRE ENGINEER/PARAMEDIC		2.00	\$183.54	1	\$184	
FIRE DEPARTMENT	FIRE FIGHTER/PARAMEDIC		2.01	\$170.65	1	\$171	
TYPE SUBTOTAL			6.51	\$623.20		\$623	
TOTALS			6.51	\$623.00		\$623	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE JUNIOR LIFEGUARD PROGRAM		REFERENCE NO. S-077	
PRIMARY DEPARTMENT MARINE SAFETY	UNIT OF SERVICE Participant	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE A comprehensive youth training program (for ages 7-16) designed to develop and build self esteem, life saving/emergency skills and techniques, respect and appreciation of the ocean environment.			
CURRENT FEE STRUCTURE 2 week session - \$250 (Non-resident) \$225 (Resident) 4 week session - \$375 (Non-resident) \$350 (Resident) 5 week session - \$450 (Non-resident) \$425 (Resident)			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$412.22	TOTAL REVENUE:	\$371,000
UNIT COST:	\$574.32	TOTAL COST:	\$516,888
UNIT PROFIT (SUBSIDY):	\$(162.10)	TOTAL PROFIT (SUBSIDY):	\$(145,888)
TOTAL UNITS:	900	PCT. COST RECOVERY:	71.78%
SUGGESTED FEE FOR COST RECOVERY OF: 60%			
<p>This program is recovering 101% of its direct program costs and 72% of its total costs.</p> <p>Due to upcoming changes to the program, no changes to the fees are recommended at this time until the effects of the program changes are identified.</p>			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE JUNIOR LIFEGUARD PROGRAM					REFERENCE NO. S-077		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 900		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
JUNIOR LIFEGUARDS	ASST PROG DIR - PT		0.56	\$17.98	900	\$16,182	
JUNIOR LIFEGUARDS	MARINE SAFETY CAPTAIN		0.18	\$28.08	900	\$25,272	
JUNIOR LIFEGUARDS	MARINE SAFETY LIEUTENANT		0.18	\$23.45	900	\$21,105	
JUNIOR LIFEGUARDS	MARINE SAFETY SERGEANT		0.91	\$96.42	900	\$86,778	
JUNIOR LIFEGUARDS	PROGRAM ASSISTANT - PT		3.89	\$122.66	900	\$110,394	
JUNIOR LIFEGUARDS	PROGRAM DIRECTOR - PT		1.11	\$32.00	900	\$28,800	
JUNIOR LIFEGUARDS	SENIOR INSTRUCTORS - PT		2.22	\$94.40	900	\$84,960	
JUNIOR LIFEGUARDS		Various Accounts	0.00	\$159.33	900	\$143,397	
		TYPE SUBTOTAL	9.05	\$574.32		\$516,888	
TOTALS			9.05	\$574.32		\$516,888	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE MARINE SAFETY PERMIT		REFERENCE NO. S-079	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE Permit	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Request to use City-owned property for access to the beach for construction purposes.			
CURRENT FEE STRUCTURE Ramp Fee - \$5.30 per round trip Trip Fee - \$2.70 per ton plus \$27 per day for days 1-30 and \$53 per day for 31 and subsequent days plus actual staffing costs A deposit is collected and these fees are charged against the deposit.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,500.00	TOTAL REVENUE:	\$3,000
UNIT COST:	\$1,623.50	TOTAL COST:	\$3,247
UNIT PROFIT (SUBSIDY):	\$(123.50)	TOTAL PROFIT (SUBSIDY):	\$(247)
TOTAL UNITS:	2	PCT. COST RECOVERY:	92.39%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Ramp Fee - \$5.30 per round trip Trip Fee - \$2.70 per ton plus \$27 per day for days 1-30 and \$53 per day for 31 and subsequent days plus actual staffing costs plus 15% deposit management fee			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE MARINE SAFETY PERMIT					REFERENCE NO. S-079		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	PROJECT PLANNER		2.00	\$309.36	2	\$619	
ENGINEERING	ADMIN ASSISTANT III		0.25	\$21.65	2	\$43	
ENGINEERING	DIR. OF PW/CITY ENGINEER		2.00	\$464.10	2	\$928	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		5.00	\$828.35	2	\$1,657	
TYPE SUBTOTAL			9.25	\$1,623.46		\$3,247	
TOTALS			9.25	\$1,623.50		\$3,247	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE SPECIAL EVENT PERMIT		REFERENCE NO. S-080	
PRIMARY DEPARTMENT PUBLIC SAFETY	UNIT OF SERVICE Application	SERVICE RECIPIENT Business/Comm. Group	
DESCRIPTION OF SERVICE Request to host a special activity or gathering of more than 25 persons in any public right-of-way. May or may not involve a road closure.			
CURRENT FEE STRUCTURE Resident/Non-Profit - \$50 Non-Resident - \$250			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$50.00	TOTAL REVENUE:	\$2,000
UNIT COST:	\$780.03	TOTAL COST:	\$31,201
UNIT PROFIT (SUBSIDY):	\$(730.03)	TOTAL PROFIT (SUBSIDY):	\$(29,201)
TOTAL UNITS:	40	PCT. COST RECOVERY:	6.41%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$765 per permit If event involves a lane or street closure, then charge the actual cost for the planning of the event. Plus actual costs incurred the day of the event			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE SPECIAL EVENT PERMIT					REFERENCE NO. S-080		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 40		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FIRE DEPARTMENT	DEPUTY FIRE MARSHAL		1.00	\$132.62	40	\$5,305	
ENGINEERING	DIR. OF PW/CITY ENGINEER		0.25	\$58.01	40	\$2,320	
ENGINEERING	PRINCIPAL CIVIL ENGINEER		0.50	\$82.84	40	\$3,314	
ENGINEERING	SR ENGINEERING TECH		0.25	\$25.80	40	\$1,032	
STREET MAINTENANCE	PW OPERATIONS MANAGER		0.25	\$56.40	40	\$2,256	
COMMUNITY SERVICES	MANAGEMENT ASST (3/4 TIME)		0.50	\$49.20	40	\$1,968	
RECREATION	RECREATION MANAGER		3.00	\$358.80	40	\$14,352	
		TYPE SUBTOTAL	5.75	\$763.67		\$30,547	
CITY MANAGER	ASSISTANT CITY MANAGER	With Street Closure	1.00	\$115.68	1	\$116	
RECREATION	RECREATION MANAGER	With Street Closure	4.50	\$538.20	1	\$538	
		TYPE SUBTOTAL	5.50	\$653.88		\$654	
TOTALS			11.25	\$780.03		\$31,201	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE CONTRACT ENRICHMENT CLASSES		REFERENCE NO. S-085
PRIMARY DEPARTMENT RECREATION	UNIT OF SERVICE Participant	SERVICE RECIPIENT Resident/Non-Resident
DESCRIPTION OF SERVICE Providing youth classes, including coordination, facilities and contract instructors.		
CURRENT FEE STRUCTURE The Class Instructor receives 70% of the class fee and the City receives 30% of the class fee.		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$0.00	TOTAL REVENUE: \$0
UNIT COST:	\$0.00	TOTAL COST: \$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY): \$0
TOTAL UNITS:	388	PCT. COST RECOVERY: 0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 50%		
No Change		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE CONTRACT ENRICHMENT CLASSES				REFERENCE NO. S-085		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 388		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
TOTALS			0.00	\$0.00		\$0

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE DAY CAMP PROGRAM		REFERENCE NO. S-086	
PRIMARY DEPARTMENT RECREATION	UNIT OF SERVICE Participant/Week	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Providing the summer day camp program to the community.			
CURRENT FEE STRUCTURE Resident - \$106 per week Non-Resident - \$123 per week Aftercare Program - \$27 per week			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$213.21	TOTAL REVENUE:	\$59,700
UNIT COST:	\$340.12	TOTAL COST:	\$95,234
UNIT PROFIT (SUBSIDY):	\$(126.91)	TOTAL PROFIT (SUBSIDY):	\$(35,534)
TOTAL UNITS:	280	PCT. COST RECOVERY:	62.69%
SUGGESTED FEE FOR COST RECOVERY OF: 40%			
This program is recovering 102% of its direct program costs, and 63% of its total costs, including facility maintenance and replacement.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE DAY CAMP PROGRAM					REFERENCE NO. S-086		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 280		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
RECREATION	RECREATION MANAGER	20%	1.18	\$141.64	280	\$39,659	
RECREATION		Facility Maint/Repl	0.00	\$15.59	280	\$4,365	
RECREATION CAMP PR	RECREATION LEADER - PT	\$11,400	2.68	\$94.18	280	\$26,370	
RECREATION CAMP PR	SENIOR REC LEADER - PT	\$6,200	1.43	\$51.21	280	\$14,339	
RECREATION CAMP PR		Camp Exp/Insure	0.00	\$37.50	280	\$10,500	
		TYPE SUBTOTAL	5.29	\$340.12		\$95,234	
TOTALS			5.29	\$340.12		\$95,234	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE SPORTS FIELD MANAGEMENT		REFERENCE NO. S-091	
PRIMARY DEPARTMENT RECREATION	UNIT OF SERVICE Hour	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Coordination of the ballfields for use by community groups and private groups.			
CURRENT FEE STRUCTURE Resident/Non-Profit - No Charge Other - \$20 per hour			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$3.80	TOTAL COST:	\$3,116
UNIT PROFIT (SUBSIDY):	\$(3.80)	TOTAL PROFIT (SUBSIDY):	\$(3,116)
TOTAL UNITS:	820	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 50% No Change			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE SPORTS FIELD MANAGEMENT					REFERENCE NO. S-091		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 820		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
RECREATION	RECREATION MANAGER		0.03	\$3.80	820	\$3,116	
		TYPE SUBTOTAL	0.03	\$3.80		\$3,116	
TOTALS			0.03	\$3.80		\$3,116	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE FACILITY RENTAL (COMM. CENTER)		REFERENCE NO. S-094	
PRIMARY DEPARTMENT RECREATION	UNIT OF SERVICE Hour	SERVICE RECIPIENT Comm. Groups	
DESCRIPTION OF SERVICE Rental of a Community Center by a private organization, group or individual for private events, meetings or gatherings as authorized by the City.			
CURRENT FEE STRUCTURE La Colonia: Resident - \$60 per hour Non-Resident - \$65 per hour Fletcher Cove - fees are set by initiative			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$179.50	TOTAL REVENUE:	\$27,822
UNIT COST:	\$1,341.95	TOTAL COST:	\$208,002
UNIT PROFIT (SUBSIDY):	\$(1,162.45)	TOTAL PROFIT (SUBSIDY):	\$(180,180)
TOTAL UNITS:	155	PCT. COST RECOVERY:	13.38%
SUGGESTED FEE FOR COST RECOVERY OF: 20% No Change			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE FACILITY RENTAL (COMM. CENTER)					REFERENCE NO. S-094		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 155		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
RECREATION	RECREATION MANAGER	15%	1.60	\$191.90	155	\$29,745	
RECREATION		Private Rentals	0.00	\$113.33	155	\$17,566	
RECREATION		Mira Costa College	0.00	\$602.30	155	\$93,357	
RECREATION		Custodial/Security	0.00	\$87.10	155	\$13,501	
RECREATION		Comm Sing Along	0.00	\$13.10	155	\$2,031	
RECREATION		Gardens Foundation	0.00	\$32.74	155	\$5,075	
RECREATION		Lions Club	0.00	\$43.65	155	\$6,766	
RECREATION		Boys & Girls Club	0.00	\$236.00	155	\$36,580	
RECREATION		Historical Society	0.00	\$21.83	155	\$3,384	
		TYPE SUBTOTAL	1.60	\$1,341.95		\$208,002	
TOTALS			1.60	\$1,341.95		\$208,002	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE BUSINESS REGISTRATION - DUPLICATE		REFERENCE NO. S-111
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Duplicate	SERVICE RECIPIENT Business
DESCRIPTION OF SERVICE Providing a duplicate of a business registration certificate on request.		
CURRENT FEE STRUCTURE \$17 per duplicate		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$17.00	TOTAL REVENUE: \$170
UNIT COST:	\$19.00	TOTAL COST: \$190
UNIT PROFIT (SUBSIDY):	\$(2.00)	TOTAL PROFIT (SUBSIDY): \$(20)
TOTAL UNITS:	10	PCT. COST RECOVERY: 89.47%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$20 per duplicate		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE BUSINESS REGISTRATION - DUPLICATE					REFERENCE NO. S-111		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 10		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	ADMIN ASSISTANT III		0.17	\$18.98	10	\$190	
		TYPE SUBTOTAL	0.17	\$18.98		\$190	
TOTALS			0.17	\$19.00		\$190	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE BUSINESS REGISTRATION - NEW		REFERENCE NO. S-112	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Application	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Reviewing and processing new/changed business license applications for businesses in town and mobile services working in Solana Beach such as landscapers, carpet cleaners, mobile car detailers, etc.			
CURRENT FEE STRUCTURE Home Base/Outside City - \$110 Inside City: 0-1,000 SF - \$150 1,001-3,500 SF - \$170 3,501-10,000 SF - \$265 10,001 SF - \$570 Late Fees: 90 days late - \$100 plus the cost of the Certificate 91+ days late - Per SBMC 4.02.230			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$134.00	TOTAL REVENUE:	\$80,400
UNIT COST:	\$173.53	TOTAL COST:	\$104,119
UNIT PROFIT (SUBSIDY):	\$(39.53)	TOTAL PROFIT (SUBSIDY):	\$(23,719)
TOTAL UNITS:	600	PCT. COST RECOVERY:	77.22%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Home Base/Located outside the City - \$100 per application Business located within the City - \$225 per application Late Fees: 90 days late - \$100 plus the cost of the Certificate 91+ days late - Per SBMC 4.02.230			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE BUSINESS REGISTRATION - NEW					REFERENCE NO. S-112		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 600		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING		Pentamation	0.00	\$7.39	600	\$4,434	
		TYPE SUBTOTAL	0.00	\$7.39		\$4,434	
PLANNING	ADMIN ASSISTANT III		0.25	\$27.91	600	\$16,746	
PLANNING	ADMIN ASSISTANT III	Printing Process	0.33	\$36.84	600	\$22,104	
PLANNING	JUNIOR PLANNER		0.25	\$27.64	600	\$16,584	
		TYPE SUBTOTAL	0.83	\$92.39		\$55,434	
PLANNING	JUNIOR PLANNER	Zone Review-In Town	1.00	\$110.55	360	\$39,798	
PLANNING	PROJECT PLANNER	Zone Review-In Town	0.08	\$12.37	360	\$4,453	
		TYPE SUBTOTAL	1.08	\$122.92		\$44,251	
TOTALS			1.91	\$173.53		\$104,119	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE BUSINESS REGISTRATION - RENEWAL		REFERENCE NO. S-113	
PRIMARY DEPARTMENT COMM DEVELOPMENT	UNIT OF SERVICE Renewal	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Annual reviewing and processing a business certificate.			
CURRENT FEE STRUCTURE Home Base/Outside City - \$17 Inside City: 0-1,000 SF - \$55 1,001-3,500 SF - \$75 3,501-10,000 SF - \$170 10,001 SF - \$475 Late Fees: 31-90 days late - \$17 plus the cost of the Renewal 91+ days late - Per SBMC 4.02.230			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$35.10	TOTAL REVENUE:	\$73,700
UNIT COST:	\$47.24	TOTAL COST:	\$99,204
UNIT PROFIT (SUBSIDY):	\$(12.14)	TOTAL PROFIT (SUBSIDY):	\$(25,504)
TOTAL UNITS:	2,100	PCT. COST RECOVERY:	74.29%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$47 per renewal Plus 100% late fee if more than 60 days late Thereafter Administrative Citation Process			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE BUSINESS REGISTRATION - RENEWAL					REFERENCE NO. S-113		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2,100		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	ADMIN ASSISTANT III	600 Hrs/Yr	0.28	\$31.26	2,100	\$65,646	
PLANNING		Pentamation	0.00	\$15.98	2,100	\$33,558	
		TYPE SUBTOTAL	0.28	\$47.24		\$99,204	
TOTALS			0.28	\$47.24		\$99,204	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE AMUSEMENT PERMIT		REFERENCE NO. S-114A	
PRIMARY DEPARTMENT CODE ENFORCEMENT	UNIT OF SERVICE Permit	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Regulation and inspection of amusement businesses within the City.			
CURRENT FEE STRUCTURE New - \$271 per permit plus \$62 per device Renewal - \$237 per permit plus \$62 per device			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$254.00	TOTAL REVENUE:	\$508
UNIT COST:	\$186.50	TOTAL COST:	\$373
UNIT PROFIT (SUBSIDY):	\$67.50	TOTAL PROFIT (SUBSIDY):	\$135
TOTAL UNITS:	2	PCT. COST RECOVERY:	136.19%
SUGGESTED FEE FOR COST RECOVERY OF: 100% New - \$240 per permit plus DOJ and other State fees Renewal - \$135 per permit plus DOJ and other State fees			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE AMUSEMENT PERMIT				REFERENCE NO. S-114A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN ASSISTANT III	All	0.25	\$27.91	2	\$56
TYPE SUBTOTAL			0.25	\$27.91		\$56
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	New	2.00	\$211.32	1	\$211
TYPE SUBTOTAL			2.00	\$211.32		\$211
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	Renewal	1.00	\$105.66	1	\$106
TYPE SUBTOTAL			1.00	\$105.66		\$106
TOTALS			3.25	\$186.50		\$373

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE DANCE PERMIT		REFERENCE NO. S-114B	
PRIMARY DEPARTMENT CODE ENFORCEMENT	UNIT OF SERVICE Permit	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Regulation and inspection of dance businesses within the City.			
CURRENT FEE STRUCTURE New - \$117 per permit Renewal - \$75 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$96.00	TOTAL REVENUE:	\$192
UNIT COST:	\$186.50	TOTAL COST:	\$373
UNIT PROFIT (SUBSIDY):	\$(90.50)	TOTAL PROFIT (SUBSIDY):	\$(181)
TOTAL UNITS:	2	PCT. COST RECOVERY:	51.47%
SUGGESTED FEE FOR COST RECOVERY OF: 100% New - \$240 per permit plus DOJ and other State fees Renewal - \$135 per permit plus DOJ and other State fees			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE DANCE PERMIT				REFERENCE NO. S-114B		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN ASSISTANT III	All	0.25	\$27.91	2	\$56
TYPE SUBTOTAL			0.25	\$27.91		\$56
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	New	2.00	\$211.32	1	\$211
TYPE SUBTOTAL			2.00	\$211.32		\$211
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	Renewal	1.00	\$105.66	1	\$106
TYPE SUBTOTAL			1.00	\$105.66		\$106
TOTALS			3.25	\$186.50		\$373

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE ENTERTAINMENT PERMIT		REFERENCE NO. S-114C	
PRIMARY DEPARTMENT CODE ENFORCEMENT	UNIT OF SERVICE Permit	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Regulation and inspection of live entertainment businesses within the City.			
CURRENT FEE STRUCTURE New - \$406 per permit Renewal - \$374 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$390.00	TOTAL REVENUE:	\$780
UNIT COST:	\$186.50	TOTAL COST:	\$373
UNIT PROFIT (SUBSIDY):	\$203.50	TOTAL PROFIT (SUBSIDY):	\$407
TOTAL UNITS:	2	PCT. COST RECOVERY:	209.12%
SUGGESTED FEE FOR COST RECOVERY OF: 100% New - \$240 per permit plus DOJ and other State fees Renewal - \$135 per permit plus DOJ and other State fees			

**City of Solana Beach
COST DETAIL WORKSHEET
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SERVICE ENTERTAINMENT PERMIT					REFERENCE NO. S-114C		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	ADMIN ASSISTANT III	All	0.25	\$27.91	2	\$56	
TYPE SUBTOTAL			0.25	\$27.91		\$56	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	New	2.00	\$211.32	1	\$211	
TYPE SUBTOTAL			2.00	\$211.32		\$211	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	Renewal	1.00	\$105.66	1	\$106	
TYPE SUBTOTAL			1.00	\$105.66		\$106	
TOTALS			3.25	\$186.50		\$373	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE FIREARMS SALE PERMIT		REFERENCE NO. S-114D	
PRIMARY DEPARTMENT CODE ENFORCEMENT	UNIT OF SERVICE Permit	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Regulation and inspection of firearms sale businesses within the City.			
CURRENT FEE STRUCTURE New - \$138 per permit Renewal - \$43 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$74.67	TOTAL REVENUE:	\$224
UNIT COST:	\$168.67	TOTAL COST:	\$506
UNIT PROFIT (SUBSIDY):	\$(94.00)	TOTAL PROFIT (SUBSIDY):	\$(282)
TOTAL UNITS:	3	PCT. COST RECOVERY:	44.27%
SUGGESTED FEE FOR COST RECOVERY OF: 100% New - \$240 per permit plus DOJ and other State fees Renewal - \$135 per permit plus DOJ and other State fees			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE FIREARMS SALE PERMIT				REFERENCE NO. S-114D		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 3		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN ASSISTANT III	All	0.25	\$27.91	3	\$84
TYPE SUBTOTAL			0.25	\$27.91		\$84
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	New	2.00	\$211.32	1	\$211
TYPE SUBTOTAL			2.00	\$211.32		\$211
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	Renewal	1.00	\$105.66	2	\$211
TYPE SUBTOTAL			1.00	\$105.66		\$211
TOTALS			3.25	\$168.67		\$506

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
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SERVICE MESSAGE ESTABLISHMENT PERMIT		REFERENCE NO. S-114E	
PRIMARY DEPARTMENT CODE ENFORCEMENT	UNIT OF SERVICE Permit	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Regulation and inspection of massage businesses within the City. This does not include massage technician fees, as they are regulated by the State.			
CURRENT FEE STRUCTURE New - \$541 per permit (\$509 + \$32 DOJ fee + \$32 for each co-owner or corporate officer Renewal - \$471 per permit + 10% per month for late renewal fees after 30 days expired			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$485.00	TOTAL REVENUE:	\$2,425
UNIT COST:	\$154.80	TOTAL COST:	\$774
UNIT PROFIT (SUBSIDY):	\$330.20	TOTAL PROFIT (SUBSIDY):	\$1,651
TOTAL UNITS:	5	PCT. COST RECOVERY:	313.31%
SUGGESTED FEE FOR COST RECOVERY OF: 100% New - \$240 per permit plus DOJ and other State fees Renewal - \$135 per permit plus DOJ and other State fees			

**City of Solana Beach
COST DETAIL WORKSHEET
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SERVICE MESSAGE ESTABLISHMENT PERMIT					REFERENCE NO. S-114E		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	ADMIN ASSISTANT III	All	0.25	\$27.91	5	\$140	
TYPE SUBTOTAL			0.25	\$27.91		\$140	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	New	2.00	\$211.32	1	\$211	
TYPE SUBTOTAL			2.00	\$211.32		\$211	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	Renewal	1.00	\$105.66	4	\$423	
TYPE SUBTOTAL			1.00	\$105.66		\$423	
TOTALS			3.25	\$154.80		\$774	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE SECONDHAND DEALER PERMIT		REFERENCE NO. S-114F	
PRIMARY DEPARTMENT CODE ENFORCEMENT	UNIT OF SERVICE Permit	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Regulation and inspection of secondhand dealer businesses within the City.			
CURRENT FEE STRUCTURE New - \$278 per permit + \$32 DOJ Fees plus \$32 for each co-owner or corporate officer plus \$195 for additional state fees Renewal - \$48 per permit plus \$10 State fees			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$124.67	TOTAL REVENUE:	\$374
UNIT COST:	\$168.67	TOTAL COST:	\$506
UNIT PROFIT (SUBSIDY):	\$(44.00)	TOTAL PROFIT (SUBSIDY):	\$(132)
TOTAL UNITS:	3	PCT. COST RECOVERY:	73.91%
SUGGESTED FEE FOR COST RECOVERY OF: 100% New - \$240 per permit plus DOJ and other State fees Renewal - \$135 per permit plus DOJ and other State fees			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE SECONDHAND DEALER PERMIT					REFERENCE NO. S-114F		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 3		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	ADMIN ASSISTANT III	All	0.25	\$27.91	3	\$84	
TYPE SUBTOTAL			0.25	\$27.91		\$84	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	New	2.00	\$211.32	1	\$211	
TYPE SUBTOTAL			2.00	\$211.32		\$211	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	Renewal	1.00	\$105.66	2	\$211	
TYPE SUBTOTAL			1.00	\$105.66		\$211	
TOTALS			3.25	\$168.67		\$506	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE SOLICITORS PERMIT		REFERENCE NO. S-114G	
PRIMARY DEPARTMENT CODE ENFORCEMENT	UNIT OF SERVICE Permit	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Regulation and inspection of solicitors operating within the City.			
CURRENT FEE STRUCTURE New - \$159 per permit + \$32 DOJ Fees plus \$82 for each additional solicitor Renewal - None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$60.25	TOTAL REVENUE:	\$241
UNIT COST:	\$186.50	TOTAL COST:	\$746
UNIT PROFIT (SUBSIDY):	\$(126.25)	TOTAL PROFIT (SUBSIDY):	\$(505)
TOTAL UNITS:	4	PCT. COST RECOVERY:	32.31%
SUGGESTED FEE FOR COST RECOVERY OF: 100% New - \$240 per permit plus \$105 for each additional solicitor plus DOJ and other State fees Renewal - \$135 per permit plus DOJ and other State fees			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE SOLICITORS PERMIT					REFERENCE NO. S-114G		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 4		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	ADMIN ASSISTANT III	All	0.25	\$27.91	4	\$112	
TYPE SUBTOTAL			0.25	\$27.91		\$112	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	New	2.00	\$211.32	1	\$211	
TYPE SUBTOTAL			2.00	\$211.32		\$211	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	New-Add'l Solicitor	1.00	\$105.66	1	\$106	
TYPE SUBTOTAL			1.00	\$105.66		\$106	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	Renewal	1.00	\$105.66	3	\$317	
TYPE SUBTOTAL			1.00	\$105.66		\$317	
TOTALS			4.25	\$186.50		\$746	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE TAXI BUSINESS PERMIT		REFERENCE NO. S-114H	
PRIMARY DEPARTMENT CODE ENFORCEMENT	UNIT OF SERVICE Permit	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Regulation and inspection of taxi businesses operating within the City.			
CURRENT FEE STRUCTURE New - \$131 per permit + \$32 DOJ Fees plus \$32 for each co-owner or corporate officer plus \$195 for additional state fees plus \$53 per cab Renewal - \$113 per permit plus \$10 State fees plus \$53 per cab			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$191.00	TOTAL REVENUE:	\$7,831
UNIT COST:	\$216.54	TOTAL COST:	\$8,878
UNIT PROFIT (SUBSIDY):	\$(25.54)	TOTAL PROFIT (SUBSIDY):	\$(1,047)
TOTAL UNITS:	41	PCT. COST RECOVERY:	88.21%
SUGGESTED FEE FOR COST RECOVERY OF: 100% New - \$345 per permit plus \$20 for each cab plus DOJ and other State fees Renewal - \$185 per permit plus \$20 for each cab plus DOJ and other State fees			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE TAXI BUSINESS PERMIT					REFERENCE NO. S-114H		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 41		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	ADMIN ASSISTANT III	All	0.25	\$27.91	41	\$1,144	
TYPE SUBTOTAL			0.25	\$27.91		\$1,144	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	New	3.00	\$316.98	1	\$317	
TYPE SUBTOTAL			3.00	\$316.98		\$317	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	Renewal	1.50	\$158.49	40	\$6,340	
TYPE SUBTOTAL			1.50	\$158.49		\$6,340	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	Each Cab	0.17	\$17.96	60	\$1,078	
TYPE SUBTOTAL			0.17	\$17.96		\$1,078	
TOTALS			4.92	\$216.54		\$8,878	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE TOBACCO SALES PERMIT		REFERENCE NO. S-114I	
PRIMARY DEPARTMENT CODE ENFORCEMENT	UNIT OF SERVICE Permit	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Regulation and inspection of tobacco sales businesses within the City.			
CURRENT FEE STRUCTURE New - \$135 Renewal - \$110 Duplicate - \$10 Late Fee - Renewal fee + 10%			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$114.17	TOTAL REVENUE:	\$685
UNIT COST:	\$151.17	TOTAL COST:	\$907
UNIT PROFIT (SUBSIDY):	\$(37.00)	TOTAL PROFIT (SUBSIDY):	\$(222)
TOTAL UNITS:	6	PCT. COST RECOVERY:	75.52%
SUGGESTED FEE FOR COST RECOVERY OF: 100% New - \$240 Renewal - \$135 Late Fee - Renewal fee + 10%			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE TOBACCO SALES PERMIT					REFERENCE NO. S-114I		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 6		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PLANNING	ADMIN ASSISTANT III	All	0.25	\$27.91	6	\$167	
TYPE SUBTOTAL			0.25	\$27.91		\$167	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	New	2.00	\$211.32	1	\$211	
TYPE SUBTOTAL			2.00	\$211.32		\$211	
CODE ENFORCEMENT	SR CODE COMPLIANCE OFFICE	Renewal	1.00	\$105.66	5	\$528	
TYPE SUBTOTAL			1.00	\$105.66		\$528	
TOTALS			3.25	\$151.17		\$907	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE NOTARY PUBLIC SERVICE		REFERENCE NO. S-115	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE SIGNATURE	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Certifying a signature for members of the public.			
CURRENT FEE STRUCTURE \$10 per signature. This fee is set by the State			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$10.00	TOTAL REVENUE:	\$70
UNIT COST:	\$37.71	TOTAL COST:	\$264
UNIT PROFIT (SUBSIDY):	\$(27.71)	TOTAL PROFIT (SUBSIDY):	\$(194)
TOTAL UNITS:	7	PCT. COST RECOVERY:	26.52%
SUGGESTED FEE FOR COST RECOVERY OF: 40% \$15 per signature. This fee is set by the State			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE NOTARY PUBLIC SERVICE					REFERENCE NO. S-115		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 7		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CITY CLERK	CITY CLERK		0.25	\$37.67	7	\$264	
		TYPE SUBTOTAL	0.25	\$37.67		\$264	
TOTALS			0.25	\$37.71		\$264	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE DOCUMENT CERTIFICATION		REFERENCE NO. S-116	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE Item	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Reviewing City documents to ensure that they are true and legal and providing certification thereof.			
CURRENT FEE STRUCTURE \$35 per item			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$35.00	TOTAL REVENUE:	\$420
UNIT COST:	\$37.67	TOTAL COST:	\$452
UNIT PROFIT (SUBSIDY):	\$(2.67)	TOTAL PROFIT (SUBSIDY):	\$(32)
TOTAL UNITS:	12	PCT. COST RECOVERY:	92.92%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$40 per item			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE DOCUMENT CERTIFICATION					REFERENCE NO. S-116		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 12		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CITY CLERK	CITY CLERK		0.25	\$37.67	12	\$452	
		TYPE SUBTOTAL	0.25	\$37.67		\$452	
TOTALS			0.25	\$37.67		\$452	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE CC MEETING REPRODUCTION		REFERENCE NO. S-117	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE Tape/Disk	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Copying video/audio tape of City proceedings and making such recordings available for listening or purchase by the public.			
CURRENT FEE STRUCTURE Audio CD - \$15 DVD - \$15 Convert VHS to DVD - \$45			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$21.38	TOTAL REVENUE:	\$1,005
UNIT COST:	\$24.17	TOTAL COST:	\$1,136
UNIT PROFIT (SUBSIDY):	\$(2.79)	TOTAL PROFIT (SUBSIDY):	\$(131)
TOTAL UNITS:	47	PCT. COST RECOVERY:	88.47%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Audio CD - \$21.25 DVD - \$21.25 Convert VHS to DVD - \$41.25 Convert Audio Cassette to CD/MP4 - Actual Costs			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE CC MEETING REPRODUCTION					REFERENCE NO. S-117		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 47		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CITY CLERK	DEPUTY CITY CLERK	Audio CD +\$1.25	0.25	\$19.93	12	\$239	
		TYPE SUBTOTAL	0.25	\$19.93		\$239	
CITY CLERK	DEPUTY CITY CLERK	MP4/DVD Copy+\$1.25	0.25	\$19.93	25	\$498	
		TYPE SUBTOTAL	0.25	\$19.93		\$498	
CITY CLERK	DEPUTY CITY CLERK	VHS To DVD + \$1.25	0.50	\$39.86	10	\$399	
		TYPE SUBTOTAL	0.50	\$39.86		\$399	
TOTALS			1.00	\$24.17		\$1,136	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE ANNUAL AGENDA MAILING SUBSCRIPTION		REFERENCE NO. S-118
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE Subscriber	SERVICE RECIPIENT Public
DESCRIPTION OF SERVICE Copying and mailing City Council agendas requested by private individuals or companies as per State Government Code section 54954.1.		
CURRENT FEE STRUCTURE \$436 staff costs plus \$38 copying/mailing costs = \$474 per subscriber per year		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$436.00	TOTAL REVENUE: \$436
UNIT COST:	\$325.00	TOTAL COST: \$325
UNIT PROFIT (SUBSIDY):	\$111.00	TOTAL PROFIT (SUBSIDY): \$111
TOTAL UNITS:	1	PCT. COST RECOVERY: 134.15%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$325 staff costs plus \$57 copying/mailing costs = \$382 per subscriber per year		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE ANNUAL AGENDA MAILING SUBSCRIPTION					REFERENCE NO. S-118	
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1	
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CITY CLERK	DEPUTY CITY CLERK	10min X 24mtgs	4.08	\$325.26	1	\$325
		TYPE SUBTOTAL	4.08	\$325.26		\$325
TOTALS			4.08	\$325.00		\$325

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE ANNUAL AGENDA PACKET SUBSCRIPTION		REFERENCE NO. S-118A	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE Subscriber	SERVICE RECIPIENT Public	
DESCRIPTION OF SERVICE Copying and mailing entire City Council agenda packets requested by private individuals or companies as State Government Code section 54954.1.			
CURRENT FEE STRUCTURE \$1,063 staff costs plus \$478.50 copying/mailling costs = \$1,542 per subscriber per year			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,063.00	TOTAL REVENUE:	\$1,063
UNIT COST:	\$957.00	TOTAL COST:	\$957
UNIT PROFIT (SUBSIDY):	\$106.00	TOTAL PROFIT (SUBSIDY):	\$106
TOTAL UNITS:	1	PCT. COST RECOVERY:	111.08%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$955 staff costs plus \$600 copying/mailling costs = \$1,555 per subscriber per year			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE ANNUAL AGENDA PACKET SUBSCRIPTION					REFERENCE NO. S-118A	
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1	
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CITY CLERK	DEPUTY CITY CLERK	30min X 24mtgs	12.00	\$956.64	1	\$957
		TYPE SUBTOTAL	12.00	\$956.64		\$957
TOTALS			12.00	\$957.00		\$957

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE ANNUAL SPECIAL NOTICE SUBSCRIPTION		REFERENCE NO. S-118B
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE Subscriber	SERVICE RECIPIENT Public
DESCRIPTION OF SERVICE Copying and mailing required special notices requested by private individuals or companies as per various State Code sections.		
CURRENT FEE STRUCTURE \$44 staff costs plus \$3 copying/mailing costs = \$47 per subscriber per year		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$44.00	TOTAL REVENUE: \$44
UNIT COST:	\$50.00	TOTAL COST: \$50
UNIT PROFIT (SUBSIDY):	\$(6.00)	TOTAL PROFIT (SUBSIDY): \$(6)
TOTAL UNITS:	1	PCT. COST RECOVERY: 88.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$50 staff costs plus \$4 copying/mailing costs = \$54 per subscriber per year		

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE ANNUAL SPECIAL NOTICE SUBSCRIPTION					REFERENCE NO. S-118B		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CITY CLERK	CITY CLERK	10min X 2notices/Yr	0.33	\$49.72	1	\$50	
TYPE SUBTOTAL			0.33	\$49.72		\$50	
TOTALS			0.33	\$50.00		\$50	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE DOCUMENT PRINTING & COPYING		REFERENCE NO. S-119	
PRIMARY DEPARTMENT VARIOUS	UNIT OF SERVICE Copy	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Providing the service of copying documents including paper and copy machines as requested by an individual.			
CURRENT FEE STRUCTURE Black and White Copy - \$1 for first page plus \$0.10 per page for every page thereafter Color Copy - \$1 for first page plus \$0.20 per page for every page thereafter Document Imaging - \$1 for first page plus \$0.02 per page for every page thereafter Data Copy - \$8 Agenda Packet - \$65 Maps/Blueprints - Actual Costs			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$1.71	TOTAL REVENUE:	\$280
UNIT COST:	\$2.92	TOTAL COST:	\$479
UNIT PROFIT (SUBSIDY):	\$(1.21)	TOTAL PROFIT (SUBSIDY):	\$(199)
TOTAL UNITS:	164	PCT. COST RECOVERY:	58.46%
SUGGESTED FEE FOR COST RECOVERY OF: 100% All Copies - First 10 pages - No Charge \$0.20 per page for every page thereafter Document Imaging - First 10 pages - No Charge \$0.15 per page for every page thereafter Data Copy - \$8 per device Agenda Packet - \$65 Maps/Blueprints - Actual Costs			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE DOCUMENT PRINTING & COPYING					REFERENCE NO. S-119	
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 164	
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CITY CLERK	DEPUTY CITY CLERK	B/W & Color	0.01	\$0.80	150	\$120
		TYPE SUBTOTAL	0.01	\$0.80		\$120
CITY CLERK	DEPUTY CITY CLERK	Agenda Packet	0.75	\$59.79	2	\$120
		TYPE SUBTOTAL	0.75	\$59.79		\$120
CITY CLERK	DEPUTY CITY CLERK	CD Copy + \$1.25	0.25	\$19.93	12	\$239
		TYPE SUBTOTAL	0.25	\$19.93		\$239
TOTALS			1.01	\$2.92		\$479

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE CANDIDATE PROCESSING		REFERENCE NO. S-120	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE CANDIDATE	SERVICE RECIPIENT Resident	
DESCRIPTION OF SERVICE Processing a request for a candidate for City office.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$452.00	TOTAL COST:	\$1,808
UNIT PROFIT (SUBSIDY):	\$(452.00)	TOTAL PROFIT (SUBSIDY):	\$(1,808)
TOTAL UNITS:	4	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 5%			
<p>\$25 per candidate</p> <p>This fee is set by the State.</p>			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE CANDIDATE PROCESSING					REFERENCE NO. S-120		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 4		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CITY CLERK	CITY CLERK		3.00	\$451.98	4	\$1,808	
		TYPE SUBTOTAL	3.00	\$451.98		\$1,808	
TOTALS			3.00	\$452.00		\$1,808	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE INITIATIVE PROCESSING		REFERENCE NO. S-121	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE INITIATIVE	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Processing a request for a local initiative on the ballot.			
CURRENT FEE STRUCTURE \$200 per initiative			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$200.00	TOTAL REVENUE:	\$200
UNIT COST:	\$1,205.00	TOTAL COST:	\$1,205
UNIT PROFIT (SUBSIDY):	\$(1,005.00)	TOTAL PROFIT (SUBSIDY):	\$(1,005)
TOTAL UNITS:	1	PCT. COST RECOVERY:	16.60%
SUGGESTED FEE FOR COST RECOVERY OF: 15%			
\$200 per initiative			
This fee is set by the State.			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE INITIATIVE PROCESSING					REFERENCE NO. S-121		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CITY CLERK	CITY CLERK		8.00	\$1,205.28	1	\$1,205	
		TYPE SUBTOTAL	8.00	\$1,205.28		\$1,205	
TOTALS			8.00	\$1,205.00		\$1,205	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
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SERVICE VERIFICATION OF RESIDENCY		REFERENCE NO. S-122	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE REQUEST	SERVICE RECIPIENT Resident	
DESCRIPTION OF SERVICE Certification of a verification of residency on request.			
CURRENT FEE STRUCTURE \$12.50 per request			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$12.60	TOTAL REVENUE:	\$63
UNIT COST:	\$37.60	TOTAL COST:	\$188
UNIT PROFIT (SUBSIDY):	\$(25.00)	TOTAL PROFIT (SUBSIDY):	\$(125)
TOTAL UNITS:	5	PCT. COST RECOVERY:	33.51%
SUGGESTED FEE FOR COST RECOVERY OF: 50% \$19 per request			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE VERIFICATION OF RESIDENCY					REFERENCE NO. S-122		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CITY CLERK	CITY CLERK		0.25	\$37.67	5	\$188	
		TYPE SUBTOTAL	0.25	\$37.67		\$188	
TOTALS			0.25	\$37.60		\$188	

City of Solana Beach
REVENUE AND COST SUMMARY WORKSHEET
FY 2017-2018

SERVICE NSF CHECK		REFERENCE NO. S-123	
PRIMARY DEPARTMENT FINANCE	UNIT OF SERVICE NSF CHECK	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Processing a check returned for insufficient funds.			
CURRENT FEE STRUCTURE \$35 per NSF check			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$35.00	TOTAL REVENUE:	\$175
UNIT COST:	\$55.20	TOTAL COST:	\$276
UNIT PROFIT (SUBSIDY):	\$(20.20)	TOTAL PROFIT (SUBSIDY):	\$(101)
TOTAL UNITS:	5	PCT. COST RECOVERY:	63.41%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$55 per NSF check			

**City of Solana Beach
COST DETAIL WORKSHEET
FY 2017-2018**

SERVICE NSF CHECK				REFERENCE NO. S-123		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FINANCE	ADMIN ASSISTANT II		0.58	\$48.13	5	\$241
FINANCE	SENIOR ACCOUNTANT	20 Min/Mo	0.01	\$1.09	5	\$5
FINANCE		Bank Charge	0.00	\$6.00	5	\$30
		TYPE SUBTOTAL	0.59	\$55.22		\$276
TOTALS			0.59	\$55.20		\$276

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DEPT	REF #	SERVICE	CURRENT FEE	PROPOSED FEE	Increase (Decrease)
CDvelop	5-001	\$9,300 per application Bluff Retention Device CUP - requires additional deposit for third party reviews plus 15% Wireless Communications Facility CUP - requires additional deposit for third party reviews plus 15%	9,300	8,660	(640)
CDvelop	5-002	CONDIIONAL USE PERMIT PROCESSING 15%	2,168	3,045	877
CDvelop	5-003	COND. USE PERMIT - REVISION/MODIF. COND. USE PERMIT - TIME EXTENSION	1,568 \$2,168 per application \$1,568 per application	2,278 3,045 2,278	710 877 702
CDvelop	5-004	PLANNING DIRECTORS HEARINGS USE PER.	2,327	2,600	273
CDvelop	5-005	PLNG DIR. HRNG USE PMT - REVISION	1,222	1,435	213
CDvelop	5-006	PLNG DIR HRNG USE PER - TIME EXTEN.	1,020	1,215	195
CDvelop	5-008	MINOR EXCEPTION REVIEW PROCESSING	845	1,160	315
CDvelop	5-011	TEMPORARY USE PERMIT PROCESSING	1,425	1,485	60
CDvelop	5-012	TEMPORARY USE PERMIT - TIME EXTEN.	5830	725	95
CDvelop	5-013	ZONING LETTER	135	155	20
CDvelop	5-014	VARIANCE REVIEW - PROCESSING	2,163	6,555	4,392
CDvelop	5-017	APPEAL TO THE CITY COUNCIL	1,063 Resident - \$1,063 per appeal Other - \$2,658 per appeal	1,635 3,635 4,090	572 2,572 1,432
CDvelop	5-018	GENERAL PLAN AMENDMENT	10,000	10,000	No change
CDvelop	5-019	REZONING/SPECIFIC PLAN REVIEW	10,000	10,000	No change
CDvelop	5-020	ZONING TEXT AMENDMENT	5,000	10,000	Increase in deposit
CDvelop	5-021	DEVELOPMENT REVIEW PERMIT - PROCESS	6,058	10,215	4,157
CDvelop	5-022	DEVELOP REV PERMIT - BEVIS/ACDIF	3,352	3,170	(182)
CDvelop	5-023	DEVELOP REV PERMIT - TIME EXTENSION	1,977	2,070	93
CDvelop	5-024	MAJOR SUBDIVISION TENTATIVE MAP	10,858	14,000	3,142
CDvelop	5-025	MAJOR SUBDIVISION FINAL MAP	5,777	4,855	(922)
CDvelop	5-026	MAJOR SUBDIVISION AMEND OF CONDI	3,332	4,095	763
CDvelop	5-028	MINOR SUBDIVISION TENTATIVE MAP	2,615	3,280	665
CDvelop	5-029	MINOR SUBDIVISION FINAL MAP	8,674	10,725	2,051
CDvelop	5-030	MINOR SUBDIVISION AMEND OF CONDI	2,593	3,220	627
CDvelop	5-031	MINOR SUBDIVISION TIME EXTENSION	2,418	3,115	697
CDvelop	5-032B	ENVIRONMENTAL DOCUMENTATION			No change
CDvelop	5-035	ENVIRONMENTAL IMPACT REPORT			No change
CDvelop	5-036	STRUCTURE DEVELOP VIEW PERMIT PROC.	744	3,590	2,846
CDvelop	5-036A	STRUCTURE DEV PERM WAIVER/TIME EXT	660	1,075	415
2P	5-037	APPLICATION FOR VIEW ASSESSMENT			-17%
2P	5-038A	VIEW ASSESSMENT COMM. APPEAL TO CC			
2P	5-038B	VIEW ASSESSMENT CD DIR APPEAL TO CC			
2P	5-039	STANDARD SIGN PERMIT PROCESSING	287	330	43
2P	5-040	COMPREHENSIVE SIGN PLAN REVIEW	574	940	366
2P	5-041	COMPREHENSIVE SIGN PLAN AMENDMENT	532	495	(37)
2P	5-044	TEMPORARY SIGN/BANNER	58	110	52
2P	5-045	LANDSCAPE PLAN REVIEW/INSPECTION			No change

DEPT	REF #	SERVICE	CURRENT FEE	PROPOSED FEE	Increase (Decrease)
Develop	S-046	STREET ADDRESS CHANGE	\$223 per address	223	245
Develop	S-046A	PLANNING PUBLIC NOTICING	None	535	535
Develop	S-046B	TECHNOLOGY SURCHARGE	None	535	535
Eng	S-047	LOT LINE ADJ./CERT. OF CORNER, REV.	\$1,387 per application	1,387	1,835
Eng	S-048	GRADING & PUBL IMPROVE, PLAN CHECK	Construction Valuation: (\$1,020 minimum fee) 50 - \$20,000 - 5% \$20,001 - \$80,000 - 4.5% \$80,001 - \$400,000 - 4% \$400,001+ - 3% Bluff Projects - Staff determined deposit with charges made at the fully allocated hourly rate for all personnel used.	50 - \$20,000 - 10% of the construction value \$20,001 - \$80,000 - \$2,000 + 3% of the construction value over \$20,000 \$80,001 - \$200,000 - \$3,800 + 1% of the construction value over \$80,000 \$200,001+ - \$5,000 + 1% of the construction value over \$200,000 or a deposit determined by staff with charges at the fully allocated hourly rates Bluff Projects - Staff determined deposit with charges made at the fully allocated hourly rate for all personnel used.	448
Eng	S-050	GRADING & PUBL IMPROVE, INSPECTION	Construction Valuation: (\$1,020 minimum) 50 - \$20,000 - 5% \$20,001 - \$80,000 - 4.5% \$80,001 - \$400,000 - 4% \$400,001+ - 3% Bluff Projects - Staff determined deposit with charges made at the fully allocated hourly rate for all personnel used.	611 261	755 269 228
Eng	S-051	ENCROACHMENT PERMIT PROC/INSPECTION	Street Cut - \$611 per permit Standard - \$261 per permit	755	144
Eng	S-051A	MISCELLANEOUS ENGINEERING PERMIT	None	530	269
Eng	S-051B	EASEMENT ABANDON/STREET VACATION	None	220	228
Eng	S-051C	EASEMENT/R.O.W. DEDICATION	None	1,715	1,715
Eng	S-051D	GOLF CART PERMIT	None	475	475
Develop	S-052	PRE-APPLICATION REVIEW	\$20 per permit	10	(10)
Develop	S-052	PRE-APPLICATION REVIEW	\$1,546 per application 50% of the fee to be credited against future fees if the project goes forward.	1,546	2,765
Develop	S-053	BUILDING PLAN CHECK & INSPECTION	Contract with Exgill in which the City receives 25% of the plan check and permit revenues collected. Exgill uses the Uniform Building Code Table 3-A to establish fees to be charged. Green Building PC/Inspection - 0.50,000 SF - 3% of Bldg PC/Insp fee 50,001+ SF - 1% of Bldg PC/Insp fee Commercial Photovoltaic PC/Inspection (based on valuation - \$0-\$100,000 - \$695 \$100,001-\$500,000 - \$865 \$500,001-\$1,000,000 - \$950 \$1,000,001+ - \$1,120	Increase all Building Plan Check and Permit fees by 15%, except for: Green Building Fees - No Change Commercial Photovoltaic Plan Check/Inspection - No Change	1,715
Fire	S-053A	FIRE BUILDING PLAN CHECK/INSPECTION	\$70 per plan Plan Check: 1-10 heads - \$45 11-50 heads - \$135 51+ heads - \$270 Inspection: 1-10 heads - \$70 11-50 heads - \$300 51+ heads - \$600	Commercial: Plan Check - \$200 per plan Inspection - \$135 per inspection Residential: Plan Check - \$135 per plan Inspection - \$100 per inspection Reinspection (1st Inspection) - \$100 per reinspection	2,765
Fire	S-054	COMM. FIRE SPRINKLER PLAN CHK/INSP	Plan Check: 1-10 heads - \$45 11-50 heads - \$135 51+ heads - \$270 Inspection: 1-10 heads - \$70 11-50 heads - \$300 51+ heads - \$600	Plan Check: Tenant Improvement - \$65 New - Actual Costs Inspection: Tenant Improvement - \$135 New - \$525	1,219
Fire	S-054A	RES. FIRE SPRINKLER PLAN CHK/INSP	Plan Check: 1-10 devices - \$135 11-50 devices - \$270 51+ heads - \$400 Inspection: 1-10 devices - \$70 11-50 devices - \$135 51+ heads - \$200	0-2,500 Sq Ft: PC/Inspection - \$200 Inspection Only - \$100 2,501-5,000 Sq Ft: PC/Inspection - \$265 Inspection Only - \$135 5,001-7,000 Sq Ft: PC/Inspection - \$300 Inspection Only - \$165 7,001-10,000 Sq Ft: PC/Inspection - \$400 Inspection Only - \$200 10,000+ Sq Ft: PC/Inspection - \$430 Inspection Only - \$230	1,219
Fire	S-055	FIRE ALARM/MONITOR SYSTEM PC/INSP	Plan Check: 1-10 devices - \$135 11-50 devices - \$270 51+ heads - \$400 Inspection: 1-10 devices - \$70 11-50 devices - \$135 51+ heads - \$200	Plan Check - \$135 or actual costs with charges at the fully allocated hourly rates for all personnel involved plus any outside costs. Inspection - \$430	1,219

DEPT	REF #	SERVICE	CURRENT FEE		PROPOSED FEE	Increase (Decrease)	
Fire	S-055A	FIRE SPEC PROT SYSTEM PC/INSP	Plan Check - \$135 Inspection - \$70	215	\$200 per plan	200	-7%
Fire	S-055B	FIRE SOLAR SYSTEM PLAN CHECK/INSP	None		Single Family Residential - included as part of Building fees Multi-Family, Commercial, or Industrial - \$265	(15)	
CDevelop	S-056	BUILDING PERMIT EXTENSION REVIEW	None \$329 per application	329	\$230 per application	230	-30%
CDevelop	S-057A	SHORT TERM VACATION RENTAL PERMIT	New - \$110 per permit Late Fee - \$100 plus the cost of the Certificate Renewal - \$17 per permit Late Fees - 31-90 days late - \$17 plus renewal fee 91+ days late - Per SBMC 4.02.230	110	New - \$100 plus the cost of the Certificate Late Fee - \$100 plus the cost of the Certificate Renewal - \$55 per permit Late Fees - 31-90 days late - \$17 plus renewal fee 91+ days late - Per SBMC 4.02.230 By Municipal Code, this fee is defined as the same fee as a new business certificate. The code should be changed to remove that connection. B, R2, R2.1 Occupancies: 0-1,000 SF - \$100 1,001-3,500 SF - \$200 3,501-10,000 SF - \$265 10,001 SF - \$795 All Other Occupancies: 0-1,000 SF - \$200 1,001-3,500 SF - \$400 3,501-10,000 SF - \$530 10,001 SF - \$1,060	100	-9%
Fire	S-066	BUSINESS FIRE SAFETY INSPECTION	None 0-1,000 SF - \$150 1,001-3,500 SF - \$170 3,501-10,000 SF - \$265 10,001 SF - \$570 Renewal: 0-1,000 SF - \$55 1,001-3,500 SF - \$75 3,501-10,000 SF - \$170 10,001 SF - \$475		\$265 per application plus actual costs at the fully allocated hourly rates for all time after two hours	265	
Fire	S-067	FIRE ALI MATERIALS & METHODS REV.	None	351	\$400 per permit	400	14%
Fire	S-068	HUG BANK INSTAL/REMOVE PC/INSPECT.	\$351 per permit	191	This service is now provided by the Water District.	(191)	-100%
Fire	S-069	NEW DEVELOPMENT FLOW TEST	\$191 per test	135	\$135 per hour	135	0%
Fire	S-070	MISCELLANEOUS FIRE INSPECTION	None	330	Actual cost using fully allocated hourly rates (\$265 minimum)	265	-20%
Fire	S-073	AFTER HOUR INSPECTION	\$330 minimum plus actual cost using fully allocated hourly rates	470	Actual cost using fully allocated hourly rates (\$600 minimum)	600	28%
MS	S-077	JUNIOR LIFE GUARD PROGRAM	4 week session - \$250 (Non-resident) \$225 (Resident) 5 week session - \$375 (Non-resident) \$350 (Resident) Ramp Fee - \$5.30 per round trip Trip Fee - \$2.70 per ton plus \$27 per day for days 1-30 and \$53 per day for 31 and subsequent days plus actual staffing costs A deposit is collected and these fees are charged against the deposit.		This program is recovering 103% of its direct program costs and 72% of its total costs Due to upcoming changes to the program, no changes to the fees are recommended at this time until the effects of the program changes are identified. Ramp Fee - \$5.30 per round trip Trip Fee - \$2.70 per ton plus \$27 per day for days 1-30 and \$53 per day for 31 and subsequent days plus actual staffing costs plus 15% deposit management fee		
MS	S-079	MARINE SAFETY PERMIT	Resident/Non-Profit - \$50 Non-Resident - \$250	250	\$765 per permit If event involves a lane or street closure, then charge the actual cost for the planning of the event plus actual costs incurred the day of the event	815	226%
Rec	S-080	SPECIAL EVENT PERMIT	None		No Change		
Rec	S-085	CONTRACT ENRICHMENT CLASSES	The Class Instructor receives 70% of the class fee and the City receives 30% of the class fee. Resident - \$106 per week Non-Resident - \$123 per week		This program is recovering 102% of its direct program costs, and 63% of its total costs, including facility maintenance and replacement.		
Rec	S-086	DAY CAMP PROGRAM	Aftercare Program - \$27 per week Resident/Non-Profit - No Charge Other - \$20 per hour		No Change		
Rec	S-091	SPORTS FIELD MANAGEMENT	La Colonia Resident - \$60 per hour Non-Resident - \$65 per hour Fletcher Cove - fees are set by initiative		No Change		
Rec	S-094	FACILITY RENTAL (COMM. CENTER)	\$17 per duplicate	17	\$20 per duplicate	20	18%
CDevelop	S-111	BUSINESS REGISTRATION - DUPLICATE	Home Base/Outside City - \$110 Inside City: 0-1,000 SF - \$150 1,001-3,500 SF - \$170 3,501-10,000 SF - \$265 10,001 SF - \$570 Late Fees: 90 days late - \$100 plus the cost of the Certificate 91+ days late - Per SBMC 4.02.230	110	Home Base/Outside City - \$100 per application Business located within the City - \$225 per application Late Fees: 90 days late - \$100 plus the cost of the Certificate 91+ days late - Per SBMC 4.02.230	100	-9%
CDevelop	S-112	BUSINESS REGISTRATION - NEW	Home Base/Outside City - \$117 Inside City: 0-1,000 SF - \$55 1,001-3,500 SF - \$75 3,501-10,000 SF - \$170 10,001 SF - \$475 Late Fees: 31-90 days late - \$17 plus the cost of the Renewal 91+ days late - Per SBMC 4.02.230	variable	variable	225	
CDevelop	S-113	BUSINESS REGISTRATION - RENEWAL	Home Base/Outside City - \$117 Inside City: 0-1,000 SF - \$55 1,001-3,500 SF - \$75 3,501-10,000 SF - \$170 10,001 SF - \$475 Late Fees: 31-90 days late - \$17 plus the cost of the Renewal 91+ days late - Per SBMC 4.02.230	17	\$47 per renewal plus 100% late fee if more than 60 days late Thereafter, Administrative Citation Process	47	176%

DEPT	REF #	SERVICE	CURRENT FEE	PROPOSED FEE	Increase (Decrease)
CDvelop	S-114A	AMUSEMENT PERMIT	New - \$271 per permit plus \$62 per device Renewal - \$237 per permit plus \$62 per device	New - \$240 per permit plus DOI and other State fees Renewal - \$135 per permit plus DOI and other State fees	271 237 240 135 (31) (102) -11% -43%
CDvelop	S-114B	DANCE PERMIT	New - \$117 per permit Renewal - \$75 per permit	New - \$240 per permit plus DOI and other State fees Renewal - \$135 per permit plus DOI and other State fees	117 75 240 135 123 66 105% 86%
CDvelop	S-114C	ENTERTAINMENT PERMIT	New - \$406 per permit Renewal - \$374 per permit	New - \$240 per permit plus DOI and other State fees Renewal - \$135 per permit plus DOI and other State fees	406 374 240 135 (166) (239) -41% -64%
CDvelop	S-114D	FIREARMS SALE PERMIT	New - \$138 per permit Renewal - \$43 per permit	New - \$240 per permit plus DOI and other State fees Renewal - \$135 per permit plus DOI and other State fees	138 43 240 135 102 92 74% 214%
CDvelop	S-114E	MASSAGE ESTABLISHMENT PERMIT	New - \$941 per permit (\$509 + \$32 DOI fee + \$37 for each co-owner or corporate officer for additional state fees plus \$53 per cab Renewal - \$471 per permit + 10% per month for late renewal fees after 30 days expired	New - \$240 per permit plus DOI and other State fees Renewal - \$135 per permit plus DOI and other State fees	509 471 240 135 (269) (326) -53% -71%
CDvelop	S-114F	SECONDHAND DEALER PERMIT	New - \$278 per permit + \$32 DOI Fees plus \$32 for each co-owner or corporate officer plus \$195 for additional state fees Renewal - \$48 per permit plus \$10 State fees	New - \$240 per permit plus DOI and other State fees Renewal - \$135 per permit plus DOI and other State fees	278 48 240 135 (30) 87 -14% 181%
CDvelop	S-114G	SOLICITORS PERMIT	New - \$159 per permit + \$32 DOI Fees plus \$82 for each additional solicitor Renewal - None	New - \$240 per permit plus \$105 for each additional solicitor plus DOI and other State fees Renewal - \$135 per permit plus DOI and other State fees	159 - 240 135 81 135 51%
CDvelop	S-114H	TAXI BUSINESS PERMIT	New - \$131 per permit + \$32 DOI Fees plus \$32 for each co-owner or corporate officer plus \$195 for additional state fees plus \$53 per cab Renewal - \$113 per permit plus \$10 State fees plus \$53 per cab	New - \$345 per permit plus \$20 for each cab plus DOI and other State fees Renewal - \$185 per permit plus \$20 for each cab plus DOI and other State fees	131 113 345 185 214 72 163% 64%
CDvelop	S-114I	TOBACCO SALES PERMIT	New - \$135 Renewal - \$110 Duplicate - \$10 Late fee - Renewal fee + 10%	New - \$240 Renewal - \$135 Late Fee - Renewal fee + 10%	135 110 240 135 105 25 78% 23%
S-115		NOTARY PUBLIC SERVICE	\$10 per signature. This fee is set by the State	\$15 per signature. This fee is set by the State	10 15 5 5 50%
S-116		DOCUMENT CERTIFICATION	\$35 per item	\$40 per item	35 40 (5) -100%
S-117		EC MEETING REPRODUCTION	Audio CD - \$15 DVD - \$15	Audio CD - \$21.25 DVD - \$21.25	
S-118		ANNUAL AGENDA MAILING SUBSCRIPTION	Convert VHS to DVD - \$45	Convert VHS to DVD - \$41.25	
S-118A		ANNUAL AGENDA PACKET SUBSCRIPTION	\$436 staff costs plus \$38 copying/ mailing costs = \$474 per subscriber per year	\$325 staff costs plus \$57 copying/ mailing costs = \$382 per subscriber per year	474 382 (92)
S-118B		ANNUAL SPECIAL NOTICE SUBSCRIPTION	\$1,063 staff costs plus \$478.50 copying/ mailing costs = \$1,542 per subscriber per year	\$955 staff costs plus \$600 copying/ mailing costs = \$1,555 per subscriber per year	1,542 1,555 13
S-118C		ANNUAL SPECIAL NOTICE SUBSCRIPTION	\$44 staff costs plus \$3 copying/ mailing costs = \$47 per subscriber per year	\$50 staff costs plus \$4 copying/ mailing costs = \$54 per subscriber per year	47 54 7
S-119		DOCUMENT PRINTING & COPYING	Black and White Copy - \$1 for first page plus \$0.10 per page for every page thereafter Color Copy - \$1 for first page plus \$0.20 per page for every page thereafter Document Imaging - \$1 for first page plus \$0.02 per page for every page thereafter Data Copy - \$8 Agenda Packet - \$65 Maps/Blueprints - Actual Costs	All Copies - First 10 pages - No Charge \$0.20 per page for every page thereafter Document Imaging - First 10 pages - No Charge \$0.15 per page for every page thereafter Data Copy - \$8 per device Agenda Packet - \$65 Maps/Blueprints - Actual Costs	
S-120		CANDIDATE PROCESSING	None	\$25 per candidate	25
S-121		INITIATIVE PROCESSING	\$200 per initiative	\$200 per initiative	200
S-122		VERIFICATION OF RESIDENCY	\$12.50 per request	\$19 per request	19 7
S-123		NSF CHECK	\$35 per NSF check	\$55 per NSF check	55 20 57%

JURISDICTION COMPARISONS

	Solana Beach (Current)	Solana Beach (Proposed)	Del Mar	Encinitas	Carlsbad	Oceanside
Conditional Use Permit	\$9,300	\$8,660	\$8,513	\$6,000	\$4,765	\$5,000 Deposit
Director's Use Permit	\$2,327	\$2,600		\$2,110 Planning Comm - \$3,810; Planning Comm/SFD -	\$798	\$3,000 Deposit
Variance	\$2,163	\$6,555	\$5,370	\$1,865	\$3,005	\$4,000
Major Subdivision - Tentative Map	\$10,858	\$14,000	\$9,800	\$13,000	\$8,756	\$8,000 Deposit
Minor Subdivision - Tentative Map	\$8,674	\$10,725	\$8,255	\$4,555	\$4,044	\$3,000 Deposit
General Plan Amendment	\$10,000 Deposit	\$10,000 Deposit	\$10,000 Deposit	\$13,000 Deposit; Vote req - \$20,000 Deposit	0 - 5 acres - \$4,537 Over 5 acres - \$6,544	0 - 10 acres - \$10,000 Deposit; 10 acres or more - \$15,000 Deposit
Rezoning Review/Specific Plan Zoning Text Amendment	\$10,000 Deposit \$5,000 Deposit	\$10,000 Deposit \$10,000 Deposit	\$10,000 Deposit; Specific Plan - \$25,000 Deposit \$10,000 Deposit	Specific Plan - \$30,000 \$20,000 Deposit Admin - \$1,275;	5 or fewer acres - \$5,211; 5.1 or more acres - \$7,060	0 - 10 acres - \$8,000 Deposit; 10 acres or more - \$15,000 Deposit
Development Review Permit	Resident - \$3,030 Others - \$6,058	Resident SF - \$5,107 Non-Res SF - \$10,215 Others - \$17,115	Misc - \$2,123; <500 SF - \$2,793; >500 SF - \$5,123	Plan Comm (<2,500 SF) - \$2,750; Plan Comm (2,500 - 10K SF) - \$3,600; Plan Comm (>10K SF) - \$4,800	Major - 5 or more units/lots - \$12,043 Minor - residential, less than or equal to 4 units/lots - \$4,748	< 10 acres - \$7,000 Deposit; 10 acres or more - \$10,000 Deposit; Admin - \$5,000
Standard Sign Permit	\$287	\$330	\$340	\$420	\$65	
Comprehensive Sign Plan	\$574	\$940	\$1,550	\$850	\$1,121	
Lot Line Adj/Cert of Compliance	\$1,387	\$1,835	\$2,840	\$1,040	\$1,367	

Project Cost Analysis									
Construction Fees									
	Mixed Use Project 6,836 SF Comm. Office; 2,809 SF Restaurant; 4,245 Retail; 8 Residential Units		New 4- Unit Condominium Project 10,509 SF (8,909 SF livable area)		New Single Family Dwelling 5,156 SF (4,756 SF livable area)		Single Family Addition and Remodel 1,500 SF addition (includes 3 Br 100 sq ft each)		
	Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed	
<u>Proposed Fee Changes</u>									
Building Plan Check Fee	\$ 11,665	\$ 13,415	\$ 5,066	\$ 5,825	\$ 3,060	\$ 3,519	\$ 1,257	\$ 1,445	
Building Permit Fee	\$ 13,724	\$ 15,782	\$ 5,960	\$ 6,853	\$ 3,600	\$ 4,140	\$ 1,478	\$ 1,700	
Plumbing Permit Fee	\$ 961	\$ 1,105	\$ 417	\$ 480	\$ 252	\$ 290	\$ 103	\$ 119	
Mechanical Permit Fee	\$ 961	\$ 1,105	\$ 417	\$ 480	\$ 252	\$ 290	\$ 103	\$ 119	
Electrical Permit Fee	\$ 961	\$ 1,105	\$ 417	\$ 480	\$ 252	\$ 290	\$ 103	\$ 119	
Energy Surcharge Fee	\$ 2,059	\$ 2,367	\$ 894	\$ 1,028	\$ 540	\$ 621	\$ 222	\$ 255	
Disabled Surcharge Fee	\$ 1,372	\$ 1,578	\$ 596	\$ 685	\$ 360	\$ 414	\$ 148	\$ 170	
Grading Plan Check Fee	\$ 9,892	\$ 6,297	\$ 6,750	\$ 5,250	\$ 3,750	\$ 4,250	\$ 1,500	\$ 2,900	
Grading Permit Fee	\$ 9,892	\$ 4,397	\$ 6,750	\$ 3,350	\$ 3,750	\$ 2,350	\$ 1,500	\$ 1,450	
Bldg. Permit Tech. Fee	\$ -	\$ 292	\$ -	\$ 127	\$ -	\$ 77	\$ -	\$ 31	
Park Impact Fee	\$ 600	\$ 40,016	\$ -	\$ 20,008	\$ -	\$ 6,913	\$ -	\$ 5,562	
Public Use Facility Fee	\$ -	\$ 3,704	\$ -	\$ 1,852	\$ -	\$ 640	\$ -	\$ 516	
Fire Impact Fee	\$ 4,688	\$ 8,364	\$ 525	\$ 7,036	\$ 258	\$ 1,759	\$ 240	\$ 1,005	
Sub-Total	\$ 56,774	\$ 99,527	\$ 27,792	\$ 53,454	\$ 16,075	\$ 25,553	\$ 6,655	\$ 15,392	
<u>Fees Not Changing</u>									
Public Art Fee	\$ 13,500	\$ 13,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Traffic Impact Fee	\$ 281,955	\$ 281,955	\$ 44,824	\$ 44,824	\$ 15,714	\$ 15,714	\$ 3,929	\$ 3,929	
Sewer Fee	\$ 81,554	\$ 81,554	\$ 16,200	\$ 16,200	\$ 4,500	\$ 4,500	\$ 3,600	\$ 3,600	
RTCIP Fee	\$ 23,192	\$ 23,192	\$ 11,596	\$ 11,596	\$ 3,623	\$ 3,623	\$ -	\$ -	
TOTAL	\$ 456,974	\$ 499,728	\$ 100,412	\$ 126,074	\$ 39,912	\$ 49,390	\$ 14,184	\$ 22,921	

**Project Cost Analysis
Entitlement Fees**

	Mixed Use Project 6,836 SF Comm. Office; 2,809 SF Restaurant; 4,245 Retail; 2,228 SF Comm. Svc.; 8 Residential Units		4- Unit Condominium Project 10,509 SF (8,909 SF livable area)		New Single Family Dwelling 5,156 SF (4,756 SF livable area) Non-Resident		New Single Family Dwelling 5,156 SF (4,756 SF livable area) Resident		Single Family Addition and Remodel 1,500 SF addition Non-Resident		Single Family Addition and Remodel 1,500 SF addition Resident	
	Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed
Development Review Permit	\$ 6,058	\$ 17,115	\$ 6,058	\$ 17,115	\$ 6,058	\$ 10,215	\$ 3,030	\$ 5,107	\$ 6,058	\$ 10,215	\$ 3,030	\$ 5,107
Structure Development Permit	\$ 744	\$ 1,075	\$ 744	\$ 1,075	\$ 744	\$ 1,075	\$ 744	\$ 1,075	\$ 744	\$ 1,075	\$ 744	\$ 1,075
View Assessment	\$ 600	\$ 840	\$ 600	\$ 840	\$ 600	\$ 840	\$ 600	\$ 840	\$ 600	\$ 840	\$ 600	\$ 840
Comprehensive Sign Permit	\$ 574	\$ 940	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Environmental Review	Cost + 15%	Cost + 15%	\$ 291	\$ -	\$ 291	\$ -	\$ 291	\$ -	\$ 291	\$ -	\$ 291	\$ -
Tentative Map	\$ 10,858	\$ 14,000	\$ 8,674	\$ 10,725	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 18,834	\$ 33,970	\$ 16,367	\$ 29,755	\$ 7,693	\$ 12,130	\$ 4,665	\$ 7,022	\$ 7,693	\$ 12,130	\$ 4,665	\$ 7,022

To: City of Solana Beach City Council

From: Budget & Finance Commission

Ed Murphy
Judy Hamilton
Gordon Johns
Sharon Gross
Jeff Lyle

Date: September 4, 2018

Subject: Proposed Fee Study and Cost Allocation Plan
Development Impact Fee Report

The Budget and Finance Commission of the City of Solana Beach, over the course of two meetings in August, reviewed and discussed the Fee Study and Cost Allocation Plan prepared by Revenue & Cost Specialists, LLC ("RCS"). Based on these discussions, the Commission believes staff thoroughly analyzed the information provided in the study and developed a balanced and well thought out set of proposed fees for Council members to consider that would bridge the gap between the City's cost of providing services and the fees collected.

Staff provided some history and context, including:

- Noting a comprehensive fee study and cost allocation had not been conducted in more than 10 years and that fees, in general, have not increased significantly during this period.
- The City currently recovers, in aggregate, about 63% of the cost of services it provides to residents, which results in the City's General Fund providing about a \$1.1 million subsidy.
- Discussed specific services provided and outlined the cost recovery the City could collect for providing them as well as adjustments staff proposes to make that would still result in significantly reducing (but not eliminating) the deficit.
- To more specifically highlight changes, staff went through an example of the fees (currently charged and proposed by staff) related to various types of project developments.

Staff highlighted, and we focused our attention on, specific services in which the fee would have a large increase both in amount and in percentage. Staff was receptive to our questions and open in discussing their rationale for the proposed changes. We discussed how frequently a comprehensive study should be conducted (recognizing the significant

time involved), whether certain fees could be indexed to inflation or another metric, and pros/cons of increasing some of the fees gradually over time.

The Commission also noted that, while there may be a desire not to raise fees too much for certain services, that approach could effectively create a subsidy borne by the city taxpayers not using such services (as is the case now). In addition, the probability of a recession in the next 2-3 years is widely viewed as increasing, so fee recoveries could be helpful to the overall budget in such an environment.

At our most recent meeting, the commission reviewed and discussed the Development Impact Fee ("DIF") report prepared by RCS that examines the capital improvements necessary for the City to maintain fire safety and parks through 2035. The fees currently in place were set in the 1980s and updates are clearly needed. These fees necessarily require assumptions regarding the development that might occur through 2035 and the related costs to support that growth. Although the commission found the DIF report comprehensive and methodology to develop proposed fees sound. This conclusion comes with the caveat that forecasts that run 17 years into the future are subject to variability and, accordingly, the fees should be reevaluated when future circumstances and events indicate significant changes have occurred."

We enjoy working with Greg and Marie and appreciate not only their patience entertaining all of the questions Commission members have but also helping us better understand the overall picture of the City's financial position.



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: November 28, 2018
ORIGINATING DEPT: Community Development Department
SUBJECT: **Public Hearing – Consideration of Resolution No. 2018-146 Approving an Amendment to Development Review Permit (DRP) Conditions for Solana 101, a Mixed Use Development at the Northwest Corner of S. Highway 101 and Dahlia Drive (Case # 17-14-08 Applicant: Zephyr Partners)**

BACKGROUND:

On July 10, 2018, the City Council (Council) adopted Resolution 2018-097 certifying an Environmental Impact Report, adopted Resolution 2018-098 for a Major Subdivision, and adopted Resolution 2018-99 approving a Development Review Permit (DRP) and Structure Development Permit (SDP) to construct a mixed-use development consisting of 45,586 square feet of commercial office space; 10,562 square feet of restaurant space; 2,920 square feet of outdoor dining space; 4,142 square feet of retail space; 25 multi-family residential rental units totaling 33,473 square feet; and two levels of subterranean parking totaling 366 spaces (the "Project"). The site is located within the General Commercial (C) Zone and the South Highway 101/South Sierra District of the Highway 101 Corridor Specific Plan (HWY 101 SP). The eastern half of the site is located within the Scenic Area Overlay Zone (SAOZ). Total building square footage would be 95,470 square feet, not including the subterranean parking.

This item is before the City Council to consider the Applicant's request to modify certain conditions as adopted in Resolution 2018-099.

DISCUSSION:

At the July 10th City Council hearing, the Applicant noted, and the City Council acknowledged, that there were a number of conditions of approval recommended just

CITY COUNCIL ACTION:

prior to the hearing that the Applicant requested be revisited at a future date. The Applicant has subsequently reviewed and analyzed the conditions and on October 4, 2018, submitted an application requesting that City Council consider modified conditions as outlined in Attachment 1 of the Staff Report. The following is a summary of the existing condition language and the modifications the Applicant is requesting:

1. Community Development Department condition XIII(c), Exceptions to Landscape Buffer Area – Walkway Between Sidewalk and Entrance to Office Building, subsection (iii) states, “Except as expressly permitted herein, no patios, decks, walkways, or other non-landscape uses are permitted in any of the landscape buffer areas referenced herein.”

The Applicant is requesting a modification to the “Landscape Buffer Area” condition to clarify the limitation of no patios, decks, walkways, or other non-landscape uses be specific to the landscape buffer areas **“...along South Sierra Avenue north of the residential parking garage entrance.”**

2. Community Development Department condition XXIII, PARKING, subsection (a) states, “No Charge for Parking: There shall not be any charge or fee to park in the parking garage for the Project. Therefore, for the purpose of example and not for limitation, there shall not be any charge to park in the parking garage for any tenants of the Project or their respective employees, customers, invitees, guests, visitors, and contractors that provide services to tenants of the Project. An exception to this requirement shall be charges associated with the Electric Vehicle (EV) charging stations provided for the commercial parking spaces.”

The Applicant is requesting a modification to the “No Charge for Parking” to include an exception that would allow for **“...charges associated with both Electric Vehicle (EV) charging stations for commercial parking spaces and for valet parking services associated with restaurant uses.”**

3. Community Development Department condition XXIII, PARKING, subsection (c) states, “No assigned Parking Spaces: Except for tenants of the residential apartment building, parking spaces shall not be assigned or otherwise reserved for any tenants of the Project or their respective employees, customers, and guests.

The Applicant is requesting a modification to the “No Assigned Parking Spaces” condition to allow **“... only the minimum number of required parking spaces for office uses”** to be **“...assigned and reserved from general restaurant and retail access.”** **The Applicant is also proposing that “Reserved office parking spaces must be made available, with appropriate signage, for general Project visitors after 6:00 p.m.”**

4. Community Development Department condition XXIV, Retail and Restaurant Uses, states, “Street Level Space along South Highway 101: The street level

space (first floor level) of the three buildings that have frontage along South Highway 101 shall only be leased, occupied, and used for retail trade establishments and restaurant uses as those uses are defined in the Solana Beach Municipal Code (SBMC). The southern most of these three buildings shall only be used as a restaurant. The street level space (first floor level) of the middle building shall only be used as a restaurant. The street level space (first floor level) of the northern most of the three buildings shall only be used as retail, restaurant, or food service uses.”

The Applicant is requesting to modify the “Retail and Restaurant Uses” condition by replacing the last three sentences of this condition to read **“At all times, the street level space of at least one of the three buildings shall be used as a restaurant.”**

5. Community Development Department condition XXIX., Access to Common Area states, “Public Access to Common Area: The common area of the Project, including the courtyard area located between the residential apartment building on the south side, the office buildings on the north side, and the retail and restaurant buildings on the east side of the Project, shall remain open for public access. The “Findings of Fact” (page 4) of the EIR for this Project refers to this open area as the “east-west open space spine that would serve as a public walkway from Highway 101 through the development to South Sierra Avenue.”

The Applicant is requesting a modification to this condition to allow public access to common areas of the project, including the courtyard area between the residential and office buildings, to **“... remain open for public access between the hours of 7:00 a.m. and 11:00 p.m., seven days a week.”**

The proposed condition modifications, if approved, would not change or alter the projects conformance with the City of Solana Beach Municipal Code regulations, the Highway 101 Specific Plan standards, nor the City’s General Plan policies. Therefore, the City Council may consider amending all the conditions, some of the conditions or none of the conditions as they deem appropriate, in considering the Applicant’s request.

PUBLIC HEARING NOTICE:

Notice of the City Council Public Hearing was published in the San Diego Union Tribune more than 10 days prior to the public hearing. The same public notice was mailed to property owners and occupants within 300 feet of the proposed project site, more than 10 days prior to the planned public hearing date of November 28, 2018. Staff has not received letters or emails regarding the CSP.

CEQA COMPLIANCE:

An Environmental Impact Report (EIR) was prepared for this project in conformance with the California Environmental Quality Act of 1970 (CEQA) and certified by the City Council

on July 10, 2018. The proposed modifications do not change the project nor any of the mitigation measures contained in the Final EIR, therefore no further environmental review is required.

FISCAL IMPACT: N/A

WORK PLAN: N/A

OPTIONS:

- Approve Resolution 2018-146;
- Approve Resolution 2018-146 with changes as deemed appropriate by City Council; or,
- Deny the request to amend DRP conditions contained in Resolution No. 2018-099.

DEPARTMENT RECOMMENDATION:

The proposed DRP condition amendments meet the minimum objective requirements under the SBMC and may be found consistent with the Highway 101 Specific Plan and General Plan. Therefore, Staff recommends that the City Council:

1. Conduct the Public Hearing: Receive public testimony, Close the public hearing.
2. If the City Council makes the requisite findings and approves the proposed DRP amendments, adopt Resolution 2018-146 for the Solana 101 project.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation



Gregory Wade, City Manager

Attachments:

1. Zephyr Letter dated October 4, 2018
2. Resolution No. 2018-146
3. Resolution No. 2018-099

Mr. Greg Wade, City Manager
City of Solana Beach
635 S. Highway 101
Solana Beach, CA 92075
P: 858.720.2447

PROJECT: Highway 101 and Dahlia Drive
Case Number: 17-14-08 DRP/SDP
RE: Exhibit A: Conditions of Approval – Solana 101

Thursday, October 4, 2018

Dear Mr. Wade:

Following the circulation of STAFF REPORT ADDENDUM Item #B.2, Exhibit A – Conditions of Approval, I had the opportunity to meet with you on the morning of July 10, 2018 prior to our City Council Hearing to discuss some concerns that we had regarding these last-minute Conditions of Approval. Below is a list of those Conditions of Approval we are concerned with and a short explanation. We would like to take you up on your offer to convey these concerns directly to council members.

1. 3. Landscape Buffer Area

(d) Exception to Landscape Buffer Area – Walkway Between Sidewalk and Entrance to Office Building:

(iii) Except as expressly permitted herein, no patios, decks, walkways, or other non-landscape uses are permitted in any of the landscape buffer areas referenced herein.

Zephyr response: Although item 3.d.iii refers specifically to “Walkway Between Sidewalk and Entrance to Office Buildings” it should be clarified so that the sentence above is not misinterpreted to apply to “any of the landscape buffer areas” throughout the project, as there are patios and walkways in the landscape buffers on both the residential south side of the project as well as the office north side of the project and are shown on the drawings included in the staff report.

Proposed Language:

(iii) Except as expressly permitted herein, no patios, decks, walkways, or other non-landscape uses are permitted in any of the landscape buffer areas along South Sierra Avenue north of the residential parking garage entrance.

2. 9. Parking

(a) No Charge for Parking: There shall not be any charge or fee to park in the parking garage

for the Project. Therefore, for the purpose of example and not for limitation, there shall not be any charge to park in the parking garage for any tenants of the Project or their respective employees, customers, invitees, guests, visitors, and contractors that provide services to tenants of the Project. An exception to this requirement shall be charges associated with the Electric Vehicle (EV) charging stations provided for the commercial parking spaces.

(c) No Assigned Parking Spaces: Except for tenants of the residential apartment building, parking spaces shall not be assigned or otherwise reserved for any tenants of the Project or their respective employees, customers, and guests.

Zephyr response: As stated in the City Council Meeting on July 10, the City's concern with parking is that visitors to the Solana 101 site will park in the surrounding neighborhoods if they cannot quickly and conveniently access parking on the first level subterranean parking garage. The parking garage is for the project and we would request the language to be modified that "There shall not be any charge or fee for residents, employees, and customers of the Project to park in the parking garage for the Project". We would request also adding an exception for charges associated with valet similar to the exception for charging for EV charging.

According to the Solana Beach parking requirements, 152 spaces are required for office users based on the office square footage. These 152 spaces should be allowed to be reserved for office users as they are intended to be by City requirements. We therefore request the adoption of language that would allow 152 of the 202 parking spaces on P2 to be marked as reserved for use by office tenants as required. This would not inhibit restaurant and retail customers from finding convenient parking on the first level.

Proposed Language:

(a) No Charge for Parking: There shall not be any charge or fee for tenants of the Project or their respective employees, customers, invitees, guests, visitors, and contractors that provide services to tenants of the Project. Exceptions to this requirement shall be charges associated with the Electric Vehicle (EV) charging stations provided for the commercial parking spaces and valet parking services associated with restaurant uses.

(c) No Assigned Restaurant/Retail Parking Spaces: Only the minimum number of required parking spaces for residential and office uses may be assigned and reserved from general restaurant and retail access. Reserved Office parking spaces must be made available, with appropriate signage, for general Project visitors after 6:00 p.m.

3. **10. Retail and Restaurant Uses**

Street Level Space along South Highway 101: The street level space (first floor level) of the three buildings that have frontage along South Highway 101 shall only be leased, occupied, and used for retail trade establishments and restaurant uses as those uses are defined in the

Solana Beach Municipal Code (SBMC). The southern-most of these three buildings shall only be used as a restaurant. The street level space (first floor level) of the middle building shall only be used as a restaurant. The street level space (first floor level) of the northern-most of the three buildings shall only be used as retail, restaurant, or food service uses.

Zephyr response: It is our intent to open the project with two food and beverage outlets in the designated spaces as described in the Conditions of Approval. However, maintaining this condition in perpetuity is unduly restrictive and does not allow for adaptation to changing market conditions. We feel that the City and Zephyr are aligned in their mutual desire to avoid empty street-front space that is not leasable. We therefore request the spaces described above be conditioned to remain Retail Trade Establishments, as this will allow for future flexibility to best ensure that at least one of the three spaces designated as Retail Trade Establishments will be used as a food and beverage outlet at any given time.

Proposed Language:

10. Retail and Restaurant Uses

Street Level Space along South Highway 101: The street level space (first floor level) of the three buildings that have frontage along South Highway 101 shall only be leased, occupied, and used for retail trade establishments and restaurant uses as those uses are defined in the Solana Beach Municipal Code (SBMC). At all times, the street level space of at least one of the three buildings shall be used as a restaurant.

4. 16. Access to Common Area –

Public Access to Common Area: *The common area of the Project, including the courtyard area located between the residential apartment building on the south side, the office buildings on the north side, and the retail and restaurant buildings on the east side of the Project, shall remain open for public access. The “Findings of Fact” (page 4) of the EIR for this Project refers to this open area as the “east-west open space spine that would serve as a public walkway from Highway 101 through the development to South Sierra Avenue.”*

Zephyr response: Although it is Zephyr’s intent to have the common area accessible to the public, we foresee a need to have the flexibility to gate off access to these common areas for certain hours for the safety of our building users and residents of the property. This condition would prohibit our ability to do so.

Proposed Language:

16. Access to Common Area –

Public Access to Common Area: The common area of the Project, including the courtyard area located between the residential apartment building on the south side, the office buildings on the north side, and the retail and restaurant buildings on the east side of the Project, shall remain open for public access between the hours of 7:00 a.m. and 11:00 p.m.,

seven days a week. The “Findings of Fact” (page 4) of the EIR for this Project refers to this open area as the “east-west open space spine that would serve as a public walkway from Highway 101 through the development to South Sierra Avenue.”

I look forward to discussing further with you and council members.

Sincerely,

Ryan Herrell
VP Urban Development

RESOLUTION NO. 2018-146

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING AN AMENDMENT TO DEVELOPMENT REVIEW PERMIT CONDITIONS FOR SOLANA 101, A MIXED USE DEVELOPMENT ON PROPERTY AT THE NORTHWEST CORNER OF HIGHWAY 101 AND DAHLIA DRIVE.

APPLICANT: Zephyr Partners
CASE NO.: 17-14-08 CSP

WHEREAS, Zephyr Partners (hereinafter referred to as “Applicant”) has submitted an application request to amend Development Review Permit (DRP) conditions; and

WHEREAS, at the public hearing on July 10, 2018, the City Council received and considered evidence concerning the proposed application; and

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

WHEREAS, the City Council of the City of Solana Beach certified the Final Environmental Impact Report (FEIR), and adopted a Mitigation Monitoring and Reporting Program (MMRP) and Findings of Fact for the Solana Beach 101 project in accordance with the California Environmental Quality Act and the State CEQA Guidelines via Resolution 2018-097; and

WHEREAS, on July 10, 2018, the City Council conditionally approved a DRP for the mixed-use development via Resolution 2018-099; and

WHEREAS, at the public hearing on November 28, 2018, the City Council received and considered evidence concerning the proposed DRP amendment; and

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

WHEREAS, the City Council of the City of Solana Beach found that no further environmental review is required because the FEIR for the project was certified on July 10, 2018; and

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

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

1. That the foregoing recitations are true and correct.
2. That the City Council has adopted and certified the FEIR in compliance with CEQA pursuant to Sections 15161 of the State CEQA Guidelines, adopted the MMRP, and made the required Findings of Fact. Therefore, no further environmental review is required.
3. That the City Council finds and approves the Solana 101 DRP amendment to be in substantial conformance with the Solana Beach Municipal Code (SBMC) and Highway 101 Specific Plan.
4. ENFORCEMENT: Pursuant to SBMC 17.72.120(B) failure to satisfy any and all conditions of approval is subject to the imposition of penalties as set forth in SBMC Chapters 1.16 and 1.18 in addition to any applicable revocation proceedings.
5. CONDITIONS

Prior to use or development of the property in reliance on this permit and except as modified herein, all other terms and conditions of Resolution Nos. 2018-097, 2018-98 and 2018-99 are in full force and effect. Applicant shall provide for and adhere to all conditions approved previously, except as modified herein:

A. Community Development Department Conditions:

XIII. LANDSCAPE BUFFER AREA

- (c) Exception to Landscape Buffer Area – Walkway Between Sidewalk and Entrance to Office Building:
 - (iii) Except as expressly permitted herein, no patios, decks, walkways, or other non-landscape uses are permitted in any of the landscape buffer areas referenced herein.

XXIII. PARKING

- (a) No Charge for Parking: There shall not be any charge or fee to park in the parking garage for the Project. Therefore, for the purpose of example and not for limitation, there shall not be any charge to park in the parking garage for any tenants of the Project or their respective employees, customers, invitees, guests, visitors, and contractors that provide services to tenants of the Project. An exception to this requirement shall be charges associated with the Electric Vehicle (EV) charging stations provided for the commercial parking spaces.
- (c) No Assigned Parking Spaces: Except for tenants of the residential

apartment building, parking spaces shall not be assigned or otherwise reserved for any tenants of the Project or their respective employees, customers, and guests.

XXIV. RETAIL AND RESTAURANT USES

Street Level Space along South Highway 101: The street level space (first floor level) of the three buildings that have frontage along South Highway 101 shall only be leased, occupied, and used for retail trade establishments and restaurant uses as those uses are defined in the Solana Beach Municipal Code (SBMC). The southern-most of these three buildings shall only be used as a restaurant. The street level space (first floor level) of the middle building shall only be used as a restaurant. The street level space (first floor level) of the northern-most of the three buildings shall only be used as retail, restaurant, or food service uses.

XXIX. ACCESS TO COMMON AREA

Public Access to Common Area: The common area of the Project, including the courtyard area located between the residential apartment building on the south side, the office buildings on the north side, and the retail and restaurant buildings on the east side of the Project, shall remain open for public access. The "Findings of Fact" (page 4) of the EIR for this Project refers to this open area as the "east-west open space spine that would serve as a public walkway from Highway 101 through the development to South Sierra Avenue."

6. EXPIRATION: The Comprehensive Sign Plan for the project will expire on 24 months from July 24, 2018 unless the Applicant has recorded a Final Map (if required), obtained building permits, and has commenced construction prior to that date, and diligently pursued construction to completion. An extension of the application may be granted by the City Council.
7. INDEMNIFICATION AGREEMENT: The Applicant shall defend, indemnify, and hold harmless the City, its agents, officers, and employees from any and all claims, actions, proceedings, damages, judgments, or costs, including attorney's fees, against the City or its agents, officers, or employees, relating to the issuance of this permit including, but not limited to, any action to attack, set aside, void, challenge, or annul this development approval and any environmental document or decision. The City will promptly notify the Applicant of any claim, action, or proceeding. The City may elect to conduct its own defense, participate in its own defense, or obtain independent legal counsel in defense of any claim related to this indemnification. In the event of such election, Applicant shall pay all of the costs related thereto, including without limitation reasonable attorney's fees and costs. In the event of a disagreement between the City and the Applicant regarding litigation issues, the City shall have the

authority to control the litigation and make litigation related decisions, including, but not limited to, settlement or other disposition of the matter. However, the Applicant shall not be required to pay or perform any settlement unless such settlement is approved by Applicant.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California, held on the 28th day of November, 2018, by the following vote:

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

DAVID A. ZITO, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

RESOLUTION 2018-099

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, CONDITIONALLY APPROVING A DEVELOPMENT REVIEW PERMIT, AND STRUCTURE DEVELOPMENT PERMIT FOR SOLANA BEACH 101, A MIXED USE DEVELOPMENT ON PROPERTY AT THE NORTHWEST CORNER OF HIGHWAY 101 AND DAHLIA DRIVE.

APPLICANT: Zephyr Partners
CASE NO.: 17-14-08 DRP/SDP/CSP

WHEREAS, Zephyr Partners (hereinafter referred to as "Applicant") has submitted an application for a Development Review Permit (DRP), Structure Development Permit (SDP), and Comprehensive Sign Program (CSP) subject to Title 17 (Zoning), of the Solana Beach Municipal Code (SBMC); and

WHEREAS, at the public hearing on July 10, 2018, the City Council received and considered evidence concerning the proposed application as revised; and

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

WHEREAS, the City Council of the City of Solana Beach certified the Final Environmental Impact Report (FEIR), and adopted a Mitigation Monitoring and Reporting Program (MMRP) and Findings of Fact for the Solana Beach 101 project in accordance with the California Environmental Quality Act and the State CEQA Guidelines via Resolution 2018-098; and

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

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

1. That the foregoing recitations are true and correct.
2. That the City Council has adopted and certified the FEIR in compliance with CEQA pursuant to Sections 15161 of the State CEQA Guidelines, adopted the MMRP, and made the required Findings of Fact.
3. That the request for a DRP and SDP for Solana Beach 101, a mixed use development consisting of 45,587 square feet of commercial office space, 10,562 square feet of restaurant space, 2,920 square feet of outdoor dining space, 4,142 square feet of retail space, 25 multi-family residential rental units totaling 33,473 square feet, and two levels of subterranean parking totaling 366 spaces for the

project, is conditionally approved based upon the following Findings and subject to the following Conditions:

4. FINDINGS

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

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

General Plan Consistency: The proposed project is consistent with the General Plan, which designates the property as General Commercial (C) and allows resident and visitor serving commercial uses and retail uses of a larger scale than those permitted in Special Commercial areas, but which still have a minimal disturbance to nearby residential neighborhoods. Residential uses are allowed as a secondary use in conjunction with permitted commercial uses at a maximum density of 20 units per acre. The maximum number of units permitted for the 1.79 net acre site is 36 units. The project is proposing 25 residential units or 14 dwelling units per acre. The project could be found to be consistent with the following General Plan policies in the Land Use (LU) Element for mixed-use land uses:

Policy LU-1.6 Encourage the establishment of mixed-uses that provide for housing and jobs near transit routes, shopping areas, and recreational uses to promote public transit use, walking, and biking.

Policy LU-1.7 Encourage and facilitate neighborhood serving restaurants, including outdoor dining/sidewalk cafes, in mixed-use areas and along the Highway 101 corridor.

Policy LU-1.8 Within mixed-use areas, encourage an overall high-quality streetscape design, where feasible and appropriate, that includes bike lanes; on-street parking; minimal curb cuts; enhanced crosswalks; appropriate sidewalk widths; parkways; street trees, planters, and wells; street lighting; street furniture; wayfinding; kiosks; enhanced paving; public art; and other features that contribute to the character of Solana Beach.

The project could be found to be consistent with the following General Plan goals and program in the City's Housing Element:

Goal 1: The adequate provision of a range of safe and decent housing opportunities that will meet Solana Beach's share of the existing and future housing needs of the region.

Goal: Increased energy conservation and waste reduction in new and existing residential and mixed-use development.

Program 1: Encourage mixed-use development.

Zoning Ordinance Consistency: The property is located within the General Commercial (C) Zone and S. Highway 101/S. Sierra District of the Highway 101 Specific Plan (HWY 101 SP). The proposed mixed use development is consistent with the permitted uses for the C Zone found in SBMC Sections 17.28.010, 17.24.020, and 17.28.030, which allow for a mixed use development with a maximum of 20 dwelling units per net acre. The maximum number of units permitted for the 1.79 net acre site is 36 units. The project is proposing 25 residential units or 14 dwelling units per acre. The HWY 101 SP indicates that residential dwellings in a mixed use development may be permitted in any portion of the building (or buildings) pursuant to a DRP, provided that total residential development does not exceed 40 percent of gross allowable floor area. As designed, the residential floor area is 35.7 percent of the total floor area.

Further, the proposed project complies with the SBMC and the HWY 101 SP regulations, including setbacks, maximum building height, Floor Area Ratio (FAR), and parking requirements.

The SBMC requires developments of five or more units for rent or for sale to comply with the SBMC affordable housing requirements (Chapter 17.70). The Applicant has indicated that the residential units will be for rent. According to SBMC Section 17.70.025, the developers of "for rent" residential projects are required to pay the Affordable Housing Impact Fee (AHIF) in order to satisfy the inclusionary affordable housing requirements. The AHIF for the project is calculated by multiplying the gross square footage of the rental market rate units by the AHIF of \$25.28. The total square footage is 33,473 square feet, or \$846,197.

The project is also located within the Coastal Zone. As a condition of project approval, the Applicant will be required to obtain a Coastal Development Permit, Waiver, or Exemption from the California Coastal Commission prior to the issuance of a building permit.

Local Coastal Plan (LCP) Land Use Plan (LUP) Consistency: The Solana Beach City Council adopted a Local Coastal Plan (LCP) Land Use Plan (LUP) on February 27, 2013 (amended and certified on June 11, 2014). Although the LUP has been certified by the California Coastal Commission, the Local Implementation Plan (LIP) portion of the LCP has not yet been certified; as such, the provisions of the LUP are considered by the Coastal Commission to be advisory rather than mandatory at this time. The purpose of the LUP is to implement the

State's goals for the coastal zone. The City's LUP provides long-term goals that promote the beneficial use of lands in the city and the beach and shoreline for residents and visitors alike. The Proposed Project could be found to be consistent with LCP/LUP. The LUP Land Use Plan designates the property General Commercial(C). This land use category is intended to provide for commercial activities and services of a more intensive nature and includes both visitor serving land uses and land uses likely to be patronized by residents. These uses would be located primarily along major transportation routes and would include major shopping facilities and service centers. In addition, the general commercial uses are intended to accommodate and promote tourist-oriented commercial and pedestrian-oriented uses along Highway 101. The property is not located within either Visitor Serving Commercial Overlay in the LUP. In particular, the proposed Project could be found to be consistent with the policies in Chapter 5—New Development, which includes general policies for new development, and policies for commercial development, residential development, and archaeology. The proposed Project also could be found to be consistent with the policies in Chapter 7—Public Works, including policies for circulation and traffic.

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

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

The subject lot is located within the General Commercial (C) Zone and within the boundaries of the S. Highway 101/S. Sierra District of the HWY 101 SP. Surrounding properties to the north and south are also located within the C Zone and the S. Highway 101/S. Sierra District of the HWY 101 SP and are developed with a mixture of commercial uses in one- and two-story structures, several with structured parking. The property immediately east of South Highway 101 is developed with the Coastal Rail Trail (a linear park) and the North County Transit District (NCTD) railroad right-of-way; the South Cedros District of the HWY 101 SP is east of the NCTD railroad. A pedestrian bridge directly across from the southeast corner of Dahlia and South Highway 101 provides access across the NCTD railroad

tracks from the Coastal Rail Trail to the South Cedros District. Properties to the west, across South Sierra Avenue, are zoned High Residential (HR), which has a maximum allowable density of 13-20 dwelling units per acre, and are developed with multi-story multifamily residential developments with structured parking; these properties are not within the HWY 101 SP.

The proposed project has been designed to generally follow the topography of the site, which slopes generally upward from an elevation of approximately 61 feet above MSL on the west to 68 feet MSL on the east. The majority of the project includes two-story buildings, with a one-story portion of one structure proposed at the southeast corner of Highway 101 and Dahlia Drive. Project design includes various width landscaped planters around the perimeter of the project. The project meets or exceeds all development standards and design guidelines for the S. Highway 101/S. Sierra District of the HWY 101 SP.

No adverse effects upon neighboring properties have been identified or are anticipated to occur from the project implementation. As conditioned, the proposed project gives consideration to the protection of surrounding areas from potential adverse effects and provides protection of the property from adverse surrounding influences. Additionally, the City Council has certified the FEIR for this project found project impacts not to occur, to be less than significant, or to be less than significant with mitigation in all the topic areas analyzed, including, but not limited to, aesthetics, air quality, geology and soils, noise, tribal and cultural resources, biology, hazardous materials, and greenhouse gas emissions (GHG's).

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

The project includes a total of seven buildings, with the commercial uses in five buildings and the residential uses in two buildings. All parking would be provided in a two-level underground parking garage; only the entrances to the parking garage would be visible from the public rights-of-way. Commercial offices would occupy both floors of three 2-story buildings, including one building on the west side of the project site facing S. Sierra Avenue and two office buildings located in the center of the site. A fourth two-story building, facing the northeast corner of S. Highway 101, is designed with a ground floor restaurant with office space on the second floor. A fifth commercial building, fronting S. Highway 101, would include a

“to-go” restaurant on the ground floor and another restaurant on the southeast corner of S. Highway 101 and Dahlia Drive. The two restaurants would be separated on the ground floor by an outdoor area, with retail space on the second floor that connects the two first-floor restaurants. Outdoor dining areas are proposed on the east side of the proposed “to go” restaurant facing S. Highway 101, and on the east and south sides of the restaurant at the corner of S. Highway 101 and Dahlia.

The 25 multi-family units are proposed to be located in two separate 2-story structures located on the south side of the site, with one building facing Dahlia Drive and the southwest corner of Dahlia and S. Sierra Avenue, and the other building located parallel to it on the north, with its west end facing S. Sierra. Each unit proposes private open space in the form of patios for the units on the ground floor and balconies for the units on the second floor, which provides additional building articulation and reduced apparent mass.

With the exception of the two interior office buildings and the northernmost residential structure, all structures are oriented to the public streets, and all structures are designed to be easily accessible by patrons and residents from public sidewalks, an interior walkway that runs throughout the site, and from the parking garage via elevators and stairwells.

The HWY 101 SP also includes design guidelines that provide qualitative direction for public and private development in the specific plan area. The design guidelines for the S. Highway 101/S. Sierra District of the HWY 101 SP include automobile-oriented retail uses facing Highway 101 and a transitional edge facing residential neighborhoods on S. Sierra Avenue. Site planning guidelines for the S. Highway 101/S. Sierra District call for projects to provide a visually open building edge on S. Highway 101 that allows deep views into parcels; additionally, no more than 40 percent of the setback can be occupied by buildings and the remaining frontage will have a minimum 20-foot additional setback. The proposed project could be found to meet these guidelines. Rather than a single building façade along S. Highway 101, the project proposes separate buildings to break up mass, with the northern-most and middle commercial buildings separated by an open space that extends into and through the entire site and connects with the sidewalk on S. Sierra; this open space includes a continuous walkway flanked with planters, seating, patios, and synthetic turf area. The first floor “to go” restaurant and the southernmost

restaurant are also separated by open space that connects to the internal walkway. The majority of the southern-most restaurant is one story with outdoor dining space located along the front (facing Highway 101) and wrapping around the corner to face Dahlia Drive, which provides a stepped effect into the development from the intersection that minimizes bulk at the corner. The site plan also varies the setbacks of the buildings that face South Highway 101, with the middle restaurant set back farther than the other buildings, with patio dining located in front. In addition to providing modulation of the project elevation, the outdoor dining areas activate the frontage on S. Highway 101. The site plan also varies the setbacks of the structures that face South Sierra. The design guidelines also call for buildings to step away from the setback line on S. Highway 101, with second stories located a minimum of 15 feet from the setback line. The 2-story buildings that face Highway 101 meet or exceed this requirement.

The design guidelines for mixed use development in the District include providing residential use on the east side of S. Sierra to offer a compatible transition between residential uses on the west side of S. Sierra and office uses to the east. They provide for residential frontage on the ground floor and above, or commercial on the ground floor and residential above. The proposed project is designed such that the west ends of both 2-story residential buildings would face S. Sierra, with the driveway ramp to the residential portion of the parking structure and a 2-story office building comprising the remaining frontage. The office building on S. Sierra Avenue has been set back to allow for a 15-foot landscape buffer between the sidewalk and the building face, and walkways into the site also break up the project elevation from S. Sierra.

The development standards for mixed use development do not require a minimum setback on Dahlia Drive, and the design guidelines do not specifically address site planning for projects that front Dahlia. The façade of the 2-story residential building that fronts on Dahlia is proposed to be set back a minimum of 15 feet to allow for a 15-foot landscape buffer between the sidewalk and the building. The building façade and is further articulated via patios adjacent to the sidewalk on the ground floor and balconies on the second floor.

The proposed project's color palette and materials implement the HWY 101 SP, and include warm earth tones, cement plaster with a smooth finish, siding, masonry, exterior porcelain

wall tile, metal siding, metal roofing, and canvas awnings, with accented balconies and raised planters.

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

The landscaping development standards for mixed use developments in the C Zone in the HWY 101 SP refer to the SBMC. Per SBMC 17.56.040, the proposed development is subject to the City's Water Efficient Landscape Regulations. In addition, the HWY 101 SP provides area-wide and district-specific design guidelines for landscaping on both public and private property. The HWY 101 SP calls for area-wide landscaping that creates an overall unity for the Specific Plan area through coordination of landscape character of public and private areas. In particular, landscaping for this site should create a memorable, unified image along Highway 101 and a residential character along the east side of S. Sierra that is similar to that of the residential development on the west side of S. Sierra.

The existing site contains developed areas and disturbed vegetation consisting of non-native ornamental and non-native annual plant species. No native species or vegetation communities were identified within the proposed project area. The conceptual landscaping plan for the project proposes 11,668 square feet of irrigated landscape area, 2,354 square feet of BMP (best management practices for stormwater management) planting area, 703 square feet of non-irrigated landscape area, and 20,371 square feet of hardscape areas. Landscaping would include a variety of trees, shrubs, succulents, grasses, synthetic turf, and groundcover throughout the site; no natural turf is proposed.

Perimeter landscaping along S. Highway 101 includes planters in the public right-of-way and planters and trees between the sidewalk and the buildings. The proposed landscaping is consistent with and complements the design theme for City's recently constructed landscaping in the public right-of-way along S. Highway 101. Perimeter landscaping along S. Sierra and Dahlia includes planters and street trees in the public right-of-way, and planters, trees, and bioretention planters (also known as best management practices or BMP planters, which are designed to manage stormwater runoff) between the sidewalk and the buildings. The landscaping along the east and southern property

lines will also provide screening for the onsite tenants and will soften the view of the project from the existing multifamily residential development on the west side of S. Sierra Avenue. Staff notes that since all required parking would be provided in underground parking garages, the Applicant is not required to comply with the landscape requirements of the Off-Street Parking Design Manual (OSPDM).

The proposed landscape species would include native plants and well-adapted species that are responsive to the local climate and limited water resources. The landscape plan would include a water-efficient drip irrigation system and low to moderate water use plants. The landscape plan also incorporates gathering spaces into the open space design concept, including areas for seating, dining, lounging, and playing. A focal rainwater element would be located along Highway 101, which would channel roof drainage through an overhead tunnel with a waterfall to a BMP planter.

The Applicant's conceptual landscape plan has been reviewed by the City's third-party landscape architect who has recommended approval of the conceptual landscape plan. The Applicant would be required to submit detailed construction landscape drawings that would be reviewed by the City's third-party landscape architect for conformance with the conceptual plan. In addition, the City's third-party landscape architect would perform inspections during the construction phase of the project. A separate condition has been added to require that native or drought-tolerant and non-invasive plant materials and water-conserving irrigation systems are required to be incorporated into the landscaping to the extent feasible. Proposed landscaping has been conditioned so that the landscaping shall be maintained to ensure that it does not exceed the height of the adjacent rooflines when installed or at maturity.

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

Mixed use projects in the HWY 101 SP are required to comply with parking standards in the SBMC. The project requires a total of 361 parking spaces for the proposed uses; 366 parking spaces have been provided. All the required automobile and

motorcycle parking spaces would be provided in a two-level subterranean parking garage that extends below the majority of the project site. The parking garage is designed with a total of 47 parking spaces for residential parking on the west side of Level 1, directly below the residential land uses to allow for close proximity to residences and short walking distances. Residential parking would be secured with gate access. Residents would have key cards for access to the residential parking. A total of 313 commercial spaces would be available on both Level 1 and Level 2 of the parking structure. A total of 51 parking spaces would be designated for electric and alternative fuel vehicles, 11 spaces would be equipped to charge electric vehicles, and 11 spaces would be prewired to be EV charging capable. The SBMC requires that developments with over 100 spaces shall designate at least one percent of the total parking space area for motorcycle parking, or four motorcycle parking spaces for this project, the design of which shall conform with the OSPDM. The SBMC requires that general commercial and office uses with 10 or more parking spaces shall provide at least one bicycle parking space per 10 full automobile parking spaces, or 31 spaces for this project, and shall conform with the OSPDM. The SBMC indicates that locking bicycle facilities should be conveniently located near the entrances to buildings for which they serve and when possible, provide weatherproofing or be under cover. Design standards for bicycle spaces are prescribed in the OSPDM. The proposed project meets or exceeds the on-site parking requirements for automobile, bicycle, and motorcycle parking.

Vehicular access to the two-level subterranean parking garage would be provided via one driveway off of Dahlia Drive and one driveway off South Sierra Avenue. Both entrances would provide full movement driveways allowing inbound and outbound movements. The S. Sierra Avenue entrance would be for residents only and the Dahlia Drive entrance would be for the commercial office, retail, and restaurant patrons and employees, the general public, and guests of the residences. The project driveways are proposed to be unsignalized.

The SBMC requires that developments of 25,001 square feet and larger provide a minimum of one loading space, a minimum of 10 feet wide and 35 feet deep. The project proposes a loading space on the ground floor of the project site, accessible through a roll-up door from a driveway on Dahlia Drive. The loading space would be adjacent to the restaurant/retail space. Delivery trucks would be completely

enclosed in the loading space following entry of the truck and closing the roll-up door, similar to a home garage. In addition, a parallel curb space for delivery truck staging and passenger drop-off/pick-up has been provided at the east end of Dahlia Drive in front of the restaurant and proposed onsite commercial loading zone bay.

The project also would provide additional parking spaces in the public right-of-way, including seven reverse-diagonal parking spaces S. Sierra Avenue, which would be an extension of the existing diagonal street parking to the north; 11 standard diagonal parking spaces on S. Highway 101, including two ADA parking spaces; and four parallel parking spaces on Dahlia Drive.

The project site is located within 0.5 miles of the Solana Beach Transit Center. An existing NCTD bus stop is located on the eastern edge of the project site along S. Highway 101. The bus stop and shelter are proposed to be relocated a short distance to the north (in front of the existing CVS site) to accommodate the proposed new on-street diagonal parking spaces on S. Highway 101.

Pedestrian access to the project site would be provided via new and/or improved perimeter sidewalks along S. Highway 101, Dahlia Drive, and S. Sierra Avenue. The east-west combined walkway/open space design of the proposed project also allows for public access through the project site from S. Highway 101 to South Sierra Avenue, as per the design guidelines of the South Highway 101/South Sierra District of the HWY 101 SP. Three staircases and elevators would provide access to the site from the underground parking structure. Pedestrian access to multi-family residential units would be available from Highway 101, Dahlia Drive, and South Sierra Avenue. Pedestrians would access the second level residential units and the underground parking structure via elevators or stairs.

As proposed, the project provides dedications along S. Highway 101, S. Sierra Avenue, and Dahlia Drive. Improvements to S. Highway 101 in the public right-of-way include closing the two existing driveways and improvements to the existing sidewalk, curb, and gutter, installing on-street parking spaces, and installing landscaped planters. The dedication along the entire length of Dahlia Drive will provide half-width road improvements including curb, gutter, and sidewalk, on-street parallel parking spaces, a loading space for

delivery trucks and/or loading/unloading of passengers, and installing landscaping. Dedications along S. Sierra will provide half-width road improvements, including curb, gutter, and sidewalk. reverse-diagonal on-street parking, and landscaping.

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

Grading is proposed in the amount of 49,200 cubic yards of soil to be exported off-site. The project site varies from an elevation of approximately 61 to 68 feet above MSL, sloping upward from west to east. The project has been designed to generally follow the existing contour. The majority of the proposed grading would be required to provide two levels of subterranean parking.

The Engineering Department has included a condition that the Applicant shall participate in the Sand Compatibility and Opportunistic Use Program (SCOUP) and deposit soil exports on city beaches if the Applicant's soil engineer determines that any or all of the soil to be exported is compatible with beach sediments in accordance with the SCOUP Plan prepared by Moffatt & Nichol, dated March 2006, available on the SANDAG website.

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

All new exterior lighting fixtures shall be in conformance with the City-Wide Lighting Regulations of the Zoning Ordinance (SBMC 17.60.060) and the Off-Street Parking Design Manual. All light fixtures will be shielded so that no light or glare is transmitted or reflected in such concentrated quantities or intensities as to be detrimental to the surrounding area. Adequate lighting shall be provided in all parking areas used by

the public for safe pedestrian and vehicular movement. A minimum lighting level of 0.2 foot-candles is required for all parking areas. All lights provided to illuminate any loading space or parking area shall be designed, adjusted and shielded to avoid casting light toward public roads and adjoining residential properties.

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

The project is a mixed use development on a lot within the C Zone and does not require common usable open space for residential units. However, as designed, each of the proposed residential units has its own patio or balcony that is directly accessed from the unit. A synthetic turf area is proposed adjacent to the residential portion of the project

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

All required permits, including the SDP, are being processed concurrently with the Development Review Permit. The CSP will be returned to the City Council at a later date or the City Council will authorize the City Manager and/or Community Development Director to review and approve the CSP at a later date. Although a restaurant use requires approval of a Conditional Use Permit (CUP), the Applicant is not requesting approval of CUPs for the any of the proposed restaurant spaces at this time; instead, the Applicant or a future restaurant operator will be required to apply for a CUP at a later date.

- IV. *If the development project also requires a permit or approval to be issued by a State or federal agency, the City Council may conditionally approve the development review permit upon the applicant obtaining the required permit or approval from the other agency.*

The Applicant is required to obtain approval from the California Coastal Commission prior to issuance of building permits. The FEIR that was certified for this project includes mitigation measures that may require permits or approval from other agencies. The Mitigation Monitoring and Reporting Program (MMRP) was adopted for this project as a part of certification of the FEIR and the mitigation measures are included as conditions of project approval.

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

- I. *All development shall be compatible with the topography, vegetation, and colors of the natural environment and with the scenic, historic and recreation resources of the designated areas.*

The proposed project has been designed to generally follow the topography of the site, which slopes generally upward from an elevation of approximately 61 feet above MSL on the west to 68 feet above MSL on the east. The existing vegetation onsite is non-native and ornamental and is proposed to be replaced with native and well adapted species that are responsive to the local climate and that coordinate with the landscaping theme in the public rights-of-way along S. Highway 101. The proposed project's color palette would include warm earth tones. Materials for the exterior of the proposed project include cement plaster with a smooth finish, siding, masonry, exterior porcelain wall tile, metal siding, metal roofing, and canvas awnings, with accented balconies and raised planters.

- II. *The placement of buildings and structures shall not detract from the visual setting or obstruct significant views, and shall be compatible with the topography of the site and adjacent areas. In prime viewshed areas designated in the General Plan, buildings and structures should not be placed along bluff-top silhouette lines or on the adjacent slopes within view from a lagoon area, but should be clustered along the bases of the bluffs and on the mesa tops set back from the bluff-top silhouette lines. Buildings and structures should be sited to provide unobstructed view corridors from the nearest scenic highway, or view corridor road. These criteria may be modified when necessary to mitigate other overriding environmental considerations such as protection of habitat or wildlife corridors.*

As noted above, the site is located within a view corridor in the Conservation and Open Space Element and is within 100 feet of the Coastal Rail Trail, which is a significant recreational and scenic resource. The proposed project would be visible from all three key vantage points (KVPs), from S. Highway 101, from the Coastal Rail Trail, and from View Corridor #24. However, the project would not block views of key scenic resources and open space areas within the city. The proposed project has been designed to generally follow the topography of the site. The site is not located along a bluff-top within a prime viewshed as designated in the General Plan or on adjacent slopes within view from a lagoon area.

The proposed design went through the required 30-day public noticing period required for the Structure Development Permit because the proposed residence will exceed 16 feet in height from the pre-existing

grade. The Applicant redesigned the project to address four claims for view assessment that were received, and the claimants subsequently withdrew their claims; therefore, it could be found that the proposed design, as redesigned, would not obstruct significant views.

- III. The removal of native vegetation shall be minimized and the replacement vegetation and landscaping shall be compatible with the vegetation of the designated area. Landscaping and plantings shall be used to the maximum extent practicable to screen those features listed in paragraphs (F)(4), (5) and (6) of this subsection. Landscaping and plantings shall not obstruct significant views, either when installed or when they reach mature growth.*

The existing site contains developed areas and disturbed vegetation consisting of non-native ornamental and non-native annual plant species. No native species or vegetation communities were identified within the proposed project area. The project is required to comply with the Water Efficient Landscaping Regulations of SBMC 17.56, which require native, non-invasive plant species for any new landscaping. The conceptual landscaping plan includes native plant species and well-adapted species that are responsive to the local climate and limited water resources. The landscape plan would include a water-efficient drip irrigation system and low to moderate water use plants.

A separate condition has been added to require that native or drought-tolerant and non-invasive plant materials and water-conserving irrigation systems are required to be incorporated into the landscaping to the extent feasible.

Proposed landscaping has been conditioned so that the landscaping shall be maintained to ensure that it does not exceed the height of the adjacent rooflines when installed or at maturity.

- IV. Any development involving more than one building or structure shall provide common access roads and pedestrian walkways. Parking and outside storage areas shall be screened from view, to the maximum extent feasible, from either the scenic highway or the adjacent scenic, historic, or recreational resource. Acceptable screening methods shall include, but are not limited to, the use of existing topography, the strategic placement of buildings and structures, or landscaping and plantings which harmonize with the natural landscape of the designated area.*

All required parking would be provided in a two-level subterranean parking garage and therefore would be screened from view. The project proposes two access driveways to the underground parking garage. The portion of the parking garage that provides residential parking would be accessed via a driveway off S. Sierra, while the

remainder of the parking would be accessed via a driveway off Dahlia. The required commercial loading area would take access via Dahlia Drive and is proposed to be located inside a portion of the restaurant building located at the southwest corner of S. Highway 101 and Dahlia, and therefore would be screened from view. A connected pedestrian walkway and open spaces would provide common pedestrian access into and through the proposed project.

- V. *Utilities shall be constructed and routed underground except in those situations where natural features prevent undergrounding or where safety considerations necessitate aboveground construction and routing.*

The Engineering Department has placed a condition on the project that requires any new utility services including, but not limited to, electrical and telephone, to be undergrounded. There are no existing overhead utilities surrounding this project. There are a few above ground utility cabinets which will be either relocated, undergrounded, or eliminated.

- VI. *The alteration of the natural topography of the site shall be minimized and shall avoid detrimental effects to the visual setting of the designated area and the existing natural drainage system. Alterations of the natural topography shall be screened from view from either the scenic highway or the adjacent scenic, historic, or recreational resource by landscaping and plantings which harmonize with the natural landscape of the designated area, except when such alterations add variety to or otherwise enhance the visual setting of the designated area. However, design emphasis shall be placed on preserving the existing quality of scenic resources rather than concealment of disturbances or replacement in kind. In portions of the scenic area overlay zone containing sensitive lands, grading may be severely restricted or prohibited.*

The entire site has been disturbed as a result of previous development and the topography no longer exists in a natural condition, nor are there sensitive lands. The proposed project has been designed to follow the existing topography of the site, which varies from an elevation of approximately 61 to 68 feet above MSL, sloping upward in an easterly direction. The majority of the grading would be required to provide the subterranean parking garage.

- VII. *Off-site signs shall be prohibited in areas subject to the scenic area overlay zone, except temporary real estate signs pursuant to SBMC 17.64.060. The number, size, location, and design of all other signs shall be consistent with the Comprehensive Sign Ordinance (Chapter 17.64 of the SBMC) and shall not detract from the visual setting of the designated area or obstruct significant views.*

The Applicant provided a proposed Comprehensive Sign Plan (CSP) for the City Council's consideration. Staff has not had adequate time to review the most recently submitted CSP for compliance with the SBMC. Therefore, Staff recommends that the City Council either direct that the CSP be returned to the Council for review or authorize the City Manager and/or Community Development Director to review and approve the CSP as provided for in the SBMC. Staff recommends that the completed CSP be submitted for consideration by Staff or the City Council within ninety (90) days following approval of the DRP and SDP.

- VIII. *The interior and exterior lighting of the buildings and structures and the lighting of signs, roads and parking areas shall be compatible with the lighting permitted in the designated area. All exterior lighting, including lighting in designated "dark sky" areas, shall be in conformance with SBMC 17.60.060 (Exterior Lighting Regulations).*

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

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

Maximum building height of structures in the C Zone in the South Highway 101/South Sierra District of the HWY 101 SP is 35 feet. As part of the permit application for the previously proposed American Assets Trust (AAT) project, temporary story poles were erected on the project site in December 2015 to show the height and general outline of the previously proposed structures. After notice was issued to residents within 300 feet of the project site, the City received two claims of potential view impairment. The claims were evaluated by the VAC on March 17, 2015 and the VAC recommended denial of the project due to the inability to make the required findings. Given that the AAT project did not proceed, these two claims were given a "pending" status and were considered valid claims for the currently proposed Project.

As part of the proposed Project's permit application, revised story poles were installed and certified on November 17, 2017 to show the height and outline of the currently proposed structures. As certified, the story poles show a maximum building height of 32.5 feet from the proposed grade. A public notice was issued to residents within 300 feet of the project area on February 16, 2018, notifying them of the proposed Project. A corrected notification was subsequently issued on February 21, 2018. The deadline for residents to submit a view

assessment claim was March 19, 2018. Two new applications for view assessment were received, in addition to the two "pending" claims from the previous AAT project, for a total of four view assessment claims.

The Project was reviewed by the VAC on May 15, 2018. The Commission voted to continue the project to a later date to give the Applicant time to work with the claimants and revise the proposed Project. In response, the Applicant proposed a revised project design that reduces the proposed building heights. The highest point of the revised string line was certified at the location of Story Pole #47 at a height of 96.1 feet above MSL. The string line of the tallest portion of the structure as measured from the lower of the existing or proposed grade was certified at 32.2 feet above the existing grade at the location of Story Pole #57. The heights of the story pole string lines were lowered to reflect the revised building heights, although the original story poles were not changed. The heights of the string lines were certified by a licensed land surveyor on May 29, 2018.

The project was scheduled for the June 19, 2018 meeting. The Commission again voted to continue the meeting to a later date to give the Applicant additional time to work with the claimants to revise the proposed project. After working further with the view claimants, the Applicant again redesigned the proposed Project by reducing the height of the residential, retail, and restaurant buildings, and the claimants withdrew their applications for view assessment. As a result, the SDP will be issued administratively with the DRP should the Council make the findings to certify the EIR and approve the project. The Applicant will be required to show compliance with the approved maximum height and three-dimensional building envelope that was approved by the SDP at the time of submittal for a building permit and also prior to requesting a framing inspection.

5. CONDITIONS

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

A. Community Development Department Conditions:

- I. The Applicant shall pay required Public Facilities Fees and Park Fees, as established by SBMC Section 17.72.020 and Resolution 1987-36.
- II. The Applicant shall pay the required Regional Transportation Congestion Improvement Program (RTCIP) Fee, per dwelling unit, prior to building permit issuance.

- III. The Applicant shall pay the required Public Art Fee prior to building permit issuance. If the proposed public art is approved by the Council and installed according to the approved plan, the Public Art Fee can be refunded at the building final inspection.
- IV. The Applicant shall pay the required Affordable Housing Impact Fee in the amount of \$846,197.00 prior to building permit issuance.
- V. Building Permit plans must be in substantial conformance with the plans presented to the City Council on July 10, 2018 and located in the project file dated July 10, 2018.
- VI. Prior to requesting a framing inspection, the Applicant will be required to submit a height certification, signed by a licensed land surveyor, certifying that the maximum building height of the structure does not exceed 96.1 feet above MSL at Story Pole #47, and 32.2 feet above the existing grade as measured from the lower of the existing or proposed grade at the location of Story Pole #57, and is in conformance with the plans as approved by the City Council on July 10, 2018 and the certified story pole plot plan.
- VII. All onsite fences, walls, retaining walls, hedges, other dense landscaping, and/or any combination thereof, shall comply with applicable regulations of SBMC Section 17.60.070 (Fences, Walls, and Retaining Walls).
- VIII. The Applicant shall obtain required California Coastal Commission (CCC) approval of a Coastal Development Permit, Waiver or Exemption as determined necessary by the CCC, prior to the issuance of a grading or building permit.
- IX. The Applicant will be required to provide a full Landscape Documentation Package in compliance with SBMC Chapter 17.56 prior to building permit issuance, which will be reviewed and inspected by the City's third-party landscape professional.
- X. Native or drought tolerant and non-invasive plant materials and water conserving irrigation systems shall be incorporated into proposed landscaping to the extent feasible.
- XI. Landscaping shall be maintained to ensure that it does not exceed the height of the adjacent rooflines when installed or at maturity.
- XII. **LANDSCAPE PLAN**

- (a) Tree Mix: The mix of trees shall be at least 60% evergreen and 40% deciduous.
- (b) Quantity of Landscaping: At a minimum, the quantity of trees and other vegetation shown on the Landscape Plan shall be permanently maintained.
- (c) Quality: Trees and other vegetation shall be the same or better architectural significance, design value and quality as shown on the Landscape Plan and shall be permanently maintained.
- (d) Requirement to Maintain Trees and Vegetation: The landscape buffer areas shall be permanently maintained with trees and vegetation that have a level of architectural significance, design value and quality that is substantially the same or better than as shown on the Landscape Plan. Such trees and other vegetation shall not be removed unless concurrently replaced.
- (e) Removal and Replacement: Trees and other vegetation shall not be removed without concurrently replacing same. When replacing trees and other vegetation, the same or better level of architectural significance, design value and quality shown on the Landscape Plan. Replacement trees shall be of equal or larger size as the trees being removed.
- (f) Final Landscape Plan: The City Council has approved the "conceptual landscape plan." The "final landscape plan" shall be submitted to the City Council for approval. Selection of the tree species (including the height of trees at maturity) and placement of the trees along South Sierra Avenue for the final landscape plan shall consider and mitigate potential for blocking views of residences located on South Sierra Avenue that filed view claims concerning this Project.

XIII. LANDSCAPE BUFFER AREA

- (a) Landscape Buffer Areas: A "landscape buffer area" shall be provided and maintained between each respective building facade and the adjacent edge of the sidewalk closest to the building façade where adjacent to the public right-of-way and the area between the building facades and the northern property line. The landscape buffer areas shall be planted with trees and vegetation that provide at least ninety percent (90%) coverage of the landscape buffer area.

Landscape buffer areas shall be provided for the office building and residential apartment building fronting South Sierra Avenue, for the

residential apartment building fronting Dahlia Drive, and along the northern property line of the Project between the property line and the facades of the office buildings and retail building.

The landscape buffer areas shall be established and maintained as follows:

- (i) South Sierra Avenue Office Building Landscape Buffer Area: A minimum seventeen (17) foot wide landscape buffer area between the sidewalk and the west side building facade of the office building shall be maintained.
 - (ii) South Sierra Avenue Apartment Building Landscape Buffer Area: A minimum thirteen (13) foot wide landscape buffer area between the sidewalk and the west-facing building facade of the residential apartment building shall be maintained.
 - (iii) Dahlia Drive Landscape Buffer Area: A minimum seventeen (17) foot wide landscape buffer area between the sidewalk and the south-facing building facade of the residential apartment building shall be maintained. This landscape buffer area shall begin at South Sierra Avenue and continue easterly on Dahlia Drive up to the truck loading/rideshare area located on the east side of the restaurant space located at the southwest corner of the Project site.
 - (iv) North Property Line Landscape Buffer Area: A five (5) foot wide landscape buffer area between the north-facing building facade and the property line shall be maintained.
- (b) Requirement to Maintain Minimum Size of Landscape Buffer Areas: The minimum dimensions (i.e., distance east to west, and north to south) and size of the landscape buffer areas referenced herein as set forth herein shall be maintained and shall not be reduced. No portion of any landscape buffer area shall be converted to patios, decks, walkways, or other non-landscape uses.
- (c) Exceptions to Landscape Buffer Area - Walkway Between Sidewalk and Entrance to Office Building:
- (i) Entrances to Office Building from South Sierra Avenue: For the office building that is located contiguous with and has frontage on South Sierra Avenue, no more than two (2) entrances shall be provided on the west side of this office building fronting Sierra Avenue.

- (ii) Walkways to Entrances of Office Building from South Sierra Avenue: Only one walkway from the sidewalk along South Sierra Avenue shall be provided to each entrance door on the west side of the office building located on South Sierra Avenue. Each entrance door walkway shall not be wider than twelve (12) feet, including any built-in benches, seating, planters, or other improvements on or associated with the walkway.
 - (iii) Except as expressly permitted herein, no patios, decks, walkways, or other non-landscape uses are permitted in any of the landscape buffer areas referenced herein.
- XIV. Any new exterior lighting fixtures shall be in conformance with the City-Wide Lighting Regulations of SBMC Section 17.60.060.
- XV. All light fixtures shall be appropriately shielded so that no light or glare is transmitted or reflected in such concentrated quantities or intensities that render them detrimental to the surrounding area.
- XVI. Adequate lighting shall be provided in all parking areas used by the public for safe pedestrian and vehicular movement. A minimum lighting level of 0.2 foot-candles is required for all parking areas. All lights provided to illuminate any loading space or parking area shall be designed, adjusted, and shielded to avoid casting light toward public roads and adjoining residential properties. Light standards shall not exceed 16-feet in height, unless approved by discretionary permit.
- XVII. The on-site lighting in the subterranean parking garage is required to remain in good working condition 24 hours per day.
- XVIII. The building plans for the parking garage shall provide the quantity of parking spaces shown on the plans dated September 15, 2017 and the spaces shall be in compliance with the City's Off-Street Parking Manual. The plans for the parking garage shall number each individual parking space and shall be reviewed by the City's third party reviewer to determine that the plans comply with the City's Off-Street Parking Manual.
- XIX. Set Back of Office Building Facade (Distance Between West Building Facade of Office Building and Curb). The building facade on the west side of the office building on South Sierra Avenue shall be set back from the edge of the sidewalk that is closest to the west side building facade the following distances:

- (a) First Floor: The first floor level shall be set back a minimum of seventeen (17) feet from the edge of the sidewalk that is closest to the west side building facade; and
- (b) Second Floor: The second floor level shall be set back a minimum of sixteen (16) feet from the edge of the sidewalk that is closest to the west side building facade.

XX. BUILDING HEIGHTS

- (a) Finished Building Heights: The maximum finished height of all buildings and structures of the Project shall not exceed the maximum finished heights set forth in the written agreements entered into between the Applicant and the four parties that filed Applications for View Assessment against the Project. The maximum building heights set forth in the four Agreements are incorporated herein by reference.
- (b) Confirm Building Heights Before Framing Inspection: Within twenty days after City Council's conditional approval of the Development Review Permit for this Project, Applicant shall prepare and submit to the City Manager a chart in the form and content acceptable to the City Manager which at a minimum sets forth the following information for each roof or roof section of each building in the Project: (i) The story pole number of each of the four corners (approximate) of each roof or roof section (e.g., there are three roof sections on the residential apartment building); (ii) The maximum height (MSL) of the completed framing for each of the four corners (approximate) of each roof or roof section; and (iii) The maximum finished height (MSL) for each of the four corners of each roof or roof section after installation of roofing materials, parapet walls, if any, HVAC mechanical equipment, and related screening. The foregoing maximum heights shall be consistent with the maximum finished heights set forth in the written agreements entered into between the Applicant and the four parties that filed Applications for View Assessment against the Project.

XXI. ROOF DECKS

Second Floor Level and Third Floor Level Roof Decks: No shade structure, device, equipment, or facility designed to provide shade or otherwise cover the deck area, including but not limited to support poles and sail shades, trellis, or retractable awning, shall be temporarily or permanently installed or maintained on any second floor level or third floor level roof deck. However, an awning may be installed and attached to the exterior wall of the building directly above any access door to the deck area if the awning does not

exceed the following dimensions: the length of the awning is equal to the width of the access door to the deck and the awning does not extend more than three feet from the exterior wall where the access door is located. Notwithstanding the foregoing, free-standing moveable market umbrella(s) may be temporarily placed on the deck to provide shade when the deck is occupied.

XXII. EXTERIOR MATERIALS

- (a) **Materials Approved:** The Project shall be constructed with exterior materials that are of high architectural and design quality and are of the same type and design and of the same appearance, finish, and architectural design significance and are substantially the same or better quality as the exterior materials shown in the plans, illustrations, photographs, photo and electronic simulations, renderings, and other visual and graphic images submitted by the Applicant and presented to the City Council for consideration and approval of this Project.
- (b) **Colors and Materials Sample Board:** Within twenty (20) days after City Council's conditional approval of the Development Review Permit for this Project, Applicant shall prepare and submit for approval by the City Manager a sample board that provides samples of the exterior colors and materials.

XXIII. PARKING

- (a) **No Charge for Parking:** There shall not be any charge or fee to park in the parking garage for the Project. Therefore, for the purpose of example and not for limitation, there shall not be any charge to park in the parking garage for any tenants of the Project or their respective employees, customers, invitees, guests, visitors, and contractors that provide services to tenants of the Project. An exception to this requirement shall be charges associated with the Electric Vehicle (EV) charging stations provided for the commercial parking spaces.
- (b) **Access to Parking Garage:** Tenants of the office, retail, and restaurant spaces and their respective employees, guests, customers, and service providers shall be provided a separate segregated area in the parking garage as shown on the building plans that have been submitted to the City Council for approval. They shall access the parking garage using the entrance located on Dahlia Drive.

Tenants of the residential apartment building shall be provided a separate segregated area in the parking garage as shown on the

building plans that have been submitted to the City Council for approval. Tenants of the residential apartment building shall access the parking garage using the entrance located on South Sierra Avenue. Their access may be regulated with an "access card" or other managed parking system. Parking for visitors of the tenants in the residential apartment building will be allowed to park free of charge in the portion of the parking garage provided for tenants of the offices, retail, and restaurant spaces and their customers.

- (c) No Assigned Parking Spaces: Except for tenants of the residential apartment building, parking spaces shall not be assigned or otherwise reserved for any tenants of the Project or their respective employees, customers, and guests.

XXIV. RETAIL AND RESTAURANT USES

Street Level Space along South Highway 101: The street level space (first floor level) of the three buildings that have frontage along South Highway 101 shall only be leased, occupied, and used for retail trade establishments and restaurant uses as those uses are defined in the Solana Beach Municipal Code (SBMC). The southern-most of these three buildings shall only be used as a restaurant. The street level space (first floor level) of the middle building shall only be used as a restaurant. The street level space (first floor level) of the northern-most of the three buildings shall only be used as retail, restaurant, or food service uses.

XXV. RESIDENTIAL APARTMENT BUILDING

Long Term Rentals: The residential apartments shall be rented and/or subletted for periods of thirty (30) days or longer. This restriction shall be included in all leases and rental agreements for the apartments.

XXVI. CONDOMINIUM DOCUMENTS

- (a) Approval of Condo Documents: The approval of the Development Review Permit (DRP) is conditioned upon the City Council's review and approval of the terms, conditions, and provisions of the documents for the formation and operation of the condominium project (collectively the "Condo Documents"), including but not limited to the following: Declaration of Covenants, Conditions, and Restrictions; Condominium Plan; reciprocal easements; the Articles of Incorporation and Bylaws for the corporate entity that will constitute the Owners' Association; any management, operating, or other agreements concerning the formation and operation of the

Project; and any documents that allocate or regulate the rights and responsibilities of the owners of the condominiums and/or the occupants, visitors, customers, or invitees thereof.

- (b) Amendment of Condo Documents: The Condo Documents shall include provisions approved by the City Council which require that the owners shall obtain the approval of the City Council as a condition precedent before any amendment of any document or agreement that is a Condo Document can become effective.
- (c) Parking Spaces: The Condo Documents shall include provisions approved by the City Council which require that the parking spaces in the portion of the Project's parking garage provided for commercial tenants (e.g., offices, retail, and restaurant uses) shall be and remain "common area" and shall be available for use by all commercial tenants and their employees, customers, and invitees and visitors of the tenants of the residential apartment building. No parking spaces shall be assigned, sold, conveyed, transferred to any condominium owner or otherwise reserved for any condominium owner or their tenant(s), employees, customers, and invitees.
- (d) BUILDING MAINTENANCE

Office Buildings and Common Areas: The office buildings and all common areas of the Project shall be maintained as "Class A" Office buildings as this term is customarily used in the commercial leasing industry during the life of the Project.

XXVII. CORRECTION OF BUILDING PLANS SUBMITTED FOR THE DEVELOPMENT REVIEW PERMIT

Corrected Version of Building Plans: The latest version of the building plans for the DRP that the Applicant has submitted to the City in connection with this application (Case #17-14-08) shall be corrected and updated so that they are substantially consistent with and conform to the building plans last submitted by the Applicant to the City as Sheet A1.0 (Site Plan), Sheet A1.1 (FAR Calculations), and Sheet L-1 (Conceptual Landscape Plan) which set forth Applicant's intended final version of the Project (as represented by the Applicant to the City Manager).

XXVIII. KIOSKS

Kiosk Locations: No Kiosk shall be located on the sidewalk adjacent to the Project or within the public right-of-way.

XXIX. ACCESS TO COMMON AREA

Public Access to Common Area: The common area of the Project, including the courtyard area located between the residential apartment building on the south side, the office buildings on the north side, and the retail and restaurant buildings on the east side of the Project, shall remain open for public access. The "Findings of Fact" (page 4) of the EIR for this Project refers to this open area as the "east-west open space spine that would serve as a public walkway from Highway 101 through the development to South Sierra Avenue."

XXX. PUBLIC ART

City Council Approval: If the Applicant elects to incorporate and install public art in the Project, the Applicant shall submit its proposal to the City's Public Arts Commission ("PAC") for review and consideration. Thereafter, the recommendation of the PAC concerning the proposed art shall be submitted to the City Council for approval.

XXXI. Construction shall only occur between the hours of 7:00 a.m. and 7:00 p.m., Monday through Friday, and between the hours of 8:00 a.m. and 7:00 p.m. on Saturday. Construction activities shall not occur on Sunday or holidays.

XXXII. Although the project plans indicate spaces for three restaurants, this project approval does not specifically entitle the Applicant or a future applicant restaurant operator(s) to operate a restaurant. Prior to operating any restaurant, with or without service of any alcoholic beverage on-site, the Applicant or restaurant operator(s) shall obtain a Conditional Use Permit for each restaurant. If any application for a restaurant includes a request for service of any alcoholic beverage on-site, the Applicant or restaurant operator will be required to demonstrate to the satisfaction of the Community Development Director, application and approval of an applicable alcohol beverage permit from the State of California Alcohol Beverage Control (ABC), as well as additional conditions the City may impose. Additionally, live entertainment is not permitted with this project approval. Should the Applicant or any other future applicant desire to have live entertainment at any establishment, the Applicant shall apply for and obtain an Entertainment Establishment License prior to any live entertainment.

XXXIII. All businesses shall comply with the sound level limits established by Solana Beach Municipal Code Section 7.34.040 during hours of operation.

- XXXIV. All business identification signage shall comply with the sign regulations established by Solana Beach Municipal Code Section 17.64 (Comprehensive Sign Ordinance) and with the approved comprehensive sign plan. Any proposed signage will require a separate sign and/or building permit approved by the City of Solana Beach prior to the installation of any sign. Tenants shall receive landlord approval for the proposed signage prior to the issuance of sign and/or building permits. Any proposed signage that is not in compliance with the approved comprehensive sign plan will require the Applicant or tenant to process a comprehensive sign plan modification under the discretion of the Community Development Director.
- XXXV. All of the conditions of this project are continuing conditions. Failure of the Applicant to comply with any or all of said conditions at any time may result in the revocation of the permits granted for the development and use of the property.
- XXXVI. All project plan sheets that were not updated from the original submittal shall be corrected to be consistent with the site plan reviewed and approved by City Council. Revised plans shall be submitted to the Community Development Department to the Director's satisfaction prior to plan check submittal.
- XXXVII. The on-street loading space on Dahlia Drive shall be restricted to use by commercial truck deliveries and drop-off and pick-up of passengers by on-demand car services or valet services. No public parking shall be permitted. The curb adjacent to the on-street loading space shall be painted white, and one or more signs, to the satisfaction of the Engineering Department, shall be posted adjacent to the space that includes the following information, in a form to be approved by the Engineering Department: "Commercial truck deliveries shall be prohibited between the hours of 2:00 p.m. and 10:00 a.m. On-demand car services or valet services shall be prohibited only when commercial loading activities are occurring within their designated loading times. Limitations regarding the use of the on-street loading space shall be required as part of all commercial tenant agreements. The sign(s) shall include the above-referenced hours and a phone number for receptors to report any violations to the City of Solana Beach Code Compliance Division. The Code Compliance Division shall be responsible for issuing a fine or similar penalty for any violations."
- XXXVIII. Prior to the issuance of building permits, the project Applicant shall demonstrate to the City Manager that the project has

an agreement in place to purchase 100 percent green power (electricity) from the City's Community Choice Aggregation (CCA) program, Solana Energy Alliance (SEA) "SEA Green" product, or, if this program is not in place, any successor CCA program or the San Diego Gas & Electric EcoChoice program. All future commercial and residential tenant agreements for the proposed project land uses shall require that all tenants opt in to either the City's SEA Green program (100 percent renewable power) or, if this program is not in place, any equivalent SEA successor program, or the San Diego Gas & Electric EcoChoice program. The purchase must be sufficient to offset all remaining electricity demand from the project (currently estimated at 1.6 million kwh/year, which is equivalent to 465 MTCO_{2e}/year) that is not provided by on-site solar power, such that all of the project's electricity demand is met through renewable sources. Final electricity demand and on-site solar power generation estimates shall be determined by a registered electrical engineer, retained by the project Applicant and approved by the City, prior to entering into the agreement with San Diego Gas & Electric and/or the City. If the EcoChoice program is the only option, proof of enrollment in the EcoChoice program shall be provided to the City prior to obtaining building permits. The project applicant shall be responsible for paying the monthly program fee. In the event the EcoChoice program is full for commercial customers, the project applicant shall enroll in the EcoChoice waitlist, and permits shall not be issued until the project is enrolled in the City's SEA Green program or the SDG&E EcoChoice program to offset the remaining electricity demand currently set at 1.6 million kwh/year.

XXXIX. Prior to the issuance of building permits, the project Applicant shall implement a local carbon reduction offset program consistent with the City's Climate Action Plan and subject to the approval of the City Manager. The local offset program shall be demonstrated to the satisfaction of the City Manager to achieve an emissions reduction of at least 651 metric tons carbon dioxide equivalent (MTCO_{2e}) per year for 30 years, which equates to a total of 19,530 MTCO_{2e}. A portion of the project's required GHG emission reductions within the City shall be accomplished by implementing the following programs:

- a. Provide an additional eight (8) on-site electric vehicle (EV) charging stations for the proposed residential use, at a cost comparable to that offered at charging stations elsewhere in the City of Solana Beach, which is equivalent to offsetting 90 MTCO_{2e} per year. "Prewire" and prepare eleven (11) residential spaces so they are EV charger ready.
- b. Provide an additional forty-six (46) on-site electric vehicle charging stations for the proposed commercial use, at a cost

comparable to that offered at charging stations elsewhere in the City of Solana Beach, which is equivalent to offsetting 85 MTCO₂e per year. The chargers are to be sited, to the extent feasible, in spaces most convenient to those seeking parking in the commercial portion of the garage.

- c. Provide two (2) electric vehicle charging stations at the proposed reverse-diagonal parking spaces on South Sierra Avenue adjacent to the project site, at a cost comparable to that offered at charging stations elsewhere in the City of Solana Beach, which is equivalent to offsetting 280 MTCO₂e per year.
- d. Contribute towards a regional bike-share program in an amount equivalent to providing 12 shared electric bicycles, which is equivalent to offsetting seven MTCO₂e per year.

Note: All EV chargers shall be Level 2 (240 volt; minimum 30 amp, 7.2 kW) or DC Fast Charger (480 volt). Pre-wired spaces shall accommodate minimum 24 kW charging.

Alternatively, and only if it can be demonstrated to the City Council that local programs cannot be feasibly implemented to fully offset 651 MTCO₂e annually for 30 years, the project Applicant shall purchase California Air Resources Board-approved CO₂e offset credits to satisfy this mitigation requirement. There are currently three approved registries recognized by the State of California that implement established carbon offset programs: Climate Action Reserve; American Carbon Registry; and Verified Carbon Standard. Programs supported by the carbon offset programs include restoring wetlands, avoiding conversion of grasslands to crop production, capturing methane gas from landfills and/or manure, and supporting urban forestry. The Applicant shall submit documentation of the offset purchase to the City Manager demonstrating that it mitigates 651 MTCO₂e per year for 30 years, as provided by the approved registry, prior to the issuance of building permits.

- XL. At least 10 working days prior to demolition or removal of existing on-site structures, the project Applicant shall submit an Asbestos Removal, Renovation, and Demolition Operations Notice of Intentions to the County of San Diego Air Pollution Control District. The Notice of Intentions must include:
 - a. The name and company of the person completing the notification form.

- b. The type of notice (i.e., whether the notice is an original notification, a revision to an existing notification, including the type of revision, or a cancellation of an existing notification).
- c. Type of operation (i.e., whether the operation(s) is a renovation, demolition, emergency renovation, emergency demolition, or planned renovation).
- d. The facility name, address, building number, suite number, room number, city, state, and zip code.
- e. The facility owner's name, address, city, state, zip code, contact person and title, and phone number.
- f. The removal contractor's name, address, city, state, zip code, contractor's license number, contact person and title, and phone number.
- g. The demolition contractor's name, address, city, state, zip code, contractor's license number, contact person and title, and phone number.
- h. A description of the facility, including the number of floors, the number of dwelling units, age of the facility, and the past and present use of the facility.
- i. Scheduled start and completion dates of renovation operations and/or of demolition operations.
- j. The work practices, equipment, and engineering controls to be used in demolition operations.
- k. Description of procedures to be followed in the event that unexpected regulated asbestos-containing material (RACM) is found or any Category I Nonfriable asbestos-containing material (ACM) or Category II Nonfriable ACM becomes crumbled, pulverized, broken into smaller pieces, or reduced to powder.
- l. The name, address, city, state, zip code, contact person and title, and phone number of the waste transporter for all demolition debris containing no asbestos.
- m. A certification that at least one person trained in accordance with San Diego Air Pollution Control District Regulation XII, District Rule No. 1206 Subsection (f)(8) will supervise the stripping and removal described by this notification.
- n. Information about the individual conducting the facility survey

including: name, company, title, mailing address and phone number, and the certification number for the Environmental Protection Agency (EPA) approved Building Inspector Course passed by the individual.

- o. The condition of each ACM identified by the facility survey to be removed, stripped, or disturbed, or a statement that no ACM to be disturbed by renovation or demolition operations has been identified at the facility.
 - p. The procedure(s), including analytical methods, used to detect the presence of RACM, Category I Nonfriable ACM, and Category II Nonfriable ACM.
 - q. For all ACM to be removed, stripped, or disturbed, the categorization of each material containing more than one percent asbestos as friable ACM, Category I Nonfriable ACM, or Category II Nonfriable ACM.
 - r. A description of the facility components containing ACM to be removed, stripped, or disturbed.
 - s. An estimate for the total amount of ACM to be removed, stripped, or disturbed from the facility including the surface area in square feet of other facility components, or volume in cubic feet if square footage cannot be established in the course of renovation or demolition operations regulated by this rule.
 - t. The specific work practices, equipment, and engineering controls that will be used to remove each ACM.
 - u. The name, address, city, state, zip code, contact person and title, and phone number of the waste transporter for all ACWM.
 - v. The name, address, city, state, zip code, and phone number of the waste disposal site for all ACWM.
 - w. In addition, a copy of the Asbestos Survey must be maintained on site for the duration of the project.
- XLI. Commercial truck deliveries to the project shall be prohibited between the hours of 10:00 p.m. and 8:00 a.m. Limitations on truck deliveries shall be required as part of all commercial tenant agreements. A sign shall be posted at the loading dock entrance that includes the loading dock hours and a phone number for receptors to report any violations to the City of Solana Beach Code Compliance Division. The Code Compliance Division shall be responsible for issuing a fine or similar penalty for any violations.

- XLII. Use of outdoor patios associated with commercial restaurant and retail uses or operation of devices for amplifying sound or music on the project site shall be limited to the hours of 8:00 a.m. to 10:00 p.m., in accordance with SBMC Section 7.34.140(B)(5). Hours of patio operation shall be required to be posted on restaurant and retail use storefronts as a notice to customers. Limitations on outdoor patio use shall be required as part of all commercial tenant agreements. Hours of patio operation and a phone number for receptors to report any violations to the City of Solana Beach Code Compliance Division shall be posted in the public plaza. The Code Compliance Division shall be responsible for issuing a fine or similar penalty for any violations.
- XLIII. The construction contractor shall provide written notification to all residential units located within 95 feet of the property boundary and commercial land uses within 80 feet of the property boundary at least three (3) weeks prior to the start of construction activities informing them of the estimated start date and duration of daytime vibration-generating construction activities. This notification shall include information warning about the potential for impacts related to vibration-sensitive equipment.
- XLIV. The project applicant shall implement the following measures during construction of the proposed project:
- a. Prior to issuance of any construction permits, an 8-foot-height construction noise barrier shall be constructed along the western property line to reduce construction noise. The noise barrier shall be continuous with no openings or gaps within its entirety. It will be constructed of "Quilted Barrier Absorber" Type: BBC-13X manufactured by Sound Seal, or equivalent. Product specification for Type BBC-13X is presented in the ABC Acoustics noise technical study (April 2018) provided in Appendix H to the EIR.
 - b. During construction, idling time for all equipment shall be limited to five minutes or less.
 - c. Prior to the start of each phase of construction, the staging area for the phase shall be sited to maximize the distance between construction equipment staging areas and occupied residential areas.
 - d. During construction, use of electric air compressors and similar power tools, rather than diesel equipment, shall be used.
 - e. During construction, stationary construction equipment shall be

placed such that emitted noise is directed away from or shielded from sensitive noise receivers.

- f. During construction, stockpiling and vehicle staging areas shall be located as far as practical from noise-sensitive receptors.

XLV. If construction activity occurs during the breeding season for raptors and other birds (January 1 through September 15), the project applicant shall retain a qualified biologist to conduct a biological survey for nesting bird species within the proposed impact area and a 300-foot buffer within 72 hours prior to construction. This survey is necessary to ensure avoidance of impacts to nesting raptors (e.g., Cooper's hawk and red-tailed hawk) and/or birds protected by the federal Migratory Bird Treaty Act. The qualified biologist shall submit a written report of the survey results to the City's Community Development Department for review and approval prior to the commencement of any construction activity on the project site. If any active nests are detected, the area shall be flagged and mapped on the construction plans along with a minimum 300-foot buffer and up to a maximum of 500 feet for raptors, as determined by the project biologist, and shall be avoided until the nesting cycle is complete. Subject to consultation with and the prior written approval of the City's Community Development Department, the project biologist may reduce the avoidance buffer if a reduced buffer maintains protection of the nesting cycle of the avian species.

B. Fire Department Conditions:

- I. FIRE HYDRANTS AND FIRE FLOWS: The applicant shall provide fire hydrants of a type, number, and location satisfactory to the Solana Beach Fire Department. A letter from the water agency serving the area shall be provided that states the required fire flow is available. Fire hydrants shall be of a bronze type. Multi-family residential or industrial fire hydrants shall have two (2) 4" inch and two (2) 2 1/2" inch NST outlets.
 - a. Fire Flow shall be provided per CFC Appendix B. A maximum reduction in fire flow of is 50 percent with an approved fire sprinkler system.
 - b. Fire hydrants shall be provided per CFC Appendix C (number, spacing, and type)
- II. AUTOMATIC FIRE SPRINKLER SYSTEM: Structures shall be protected by an automatic fire sprinkler system designed and installed to the satisfaction of the Fire Department.

- a. All buildings/occupancies shall be protected with NFPA 13 fire sprinkler systems.
 - b. NFPA 13 fire sprinkler systems shall not be used for area increase or height increase per the approved Alternate Materials & Methods Mitigation.
- III. ACCESS ROAD MINIMUM DIMENSIONS: Fire apparatus access roads shall have an unobstructed improved width of not less than 20 feet; curb line to curb line, and an unobstructed vertical clearance of not less than 13 feet 6 inches. Access roads shall be designed and maintained to support the imposed loads of not less than 75,000 pounds and shall be provided with an approved paved surface to provide all-weather driving capabilities.
- IV. GATES: All gates or other structures or devices, which could obstruct fire access roadways or otherwise hinder emergency operations, are prohibited unless they meet standards approved by the Solana Beach Fire Department. An approved emergency key-operated switch and/or an approved emergency traffic control-activating strobe light sensor shall be installed per Solana Beach Fire Department standards. Emergency egress and access shall meet the requirements of the CBC and CFC.
- V. RESPONSE MAPS: Any new development, which necessitates updating of emergency response maps by virtue of new structures, hydrants, roadways or similar features, shall be required to provide map updates and shall be charged a reasonable fee for updating all response maps.
- VI. CONSTRUCTION MATERIALS: Prior to delivery of combustible building construction materials to the project site all of the following conditions shall be completed to the satisfaction of the Fire Department:
- a. All wet and dry utilities shall be installed and approved by the appropriate inspecting department or agency.
 - b. As a minimum the first lift of asphalt paving shall be in place to provide a permanent all-weather surface for emergency vehicles; and
 - c. Water supply for fire protection (fire hydrants and standpipes) shall be installed, in service and accepted by the Fire Department and applicable water district.

- VII. OBSTRUCTION OF ROADWAYS DURING CONSTRUCTION: All roadways shall be a minimum of 20 feet in width during construction and maintained free and clear, including the parking of vehicles, in accordance with the California Fire Code and the Solana Beach Fire Department. A phasing and staging plan shall be submitted for review and approval.
- VIII. ADDRESS NUMBERS: Street Numbers: Approved numbers and/or addresses shall be placed on all new and existing buildings and at appropriate additional locations as to be plainly visible and legible from the street or roadway fronting the property from either direction of approach. Said numbers shall contrast with their background, and shall meet the following minimum standards as to size: 4" high with a ½" inch stroke width for residential buildings, 8" high with a ½" stroke for commercial and multi-family residential buildings, 12" high with a 1" stroke for industrial buildings. Additional numbers shall be required where deemed necessary by the Fire Marshal, such as rear access doors, building corners, and entrances to commercial centers. Directories shall provide to identify buildings/addresses.
- IX. SMOKE DETECTORS/CARBON MONOXIDE ALARMS/FIRE SPRINKLER SYSTEMS: Smoke detectors/carbon monoxide/fire sprinklers shall be inspected by the Solana Beach Fire Department.
- X. CLASS "A" ROOF: All structures shall be provided with a Class "A" Roof covering to the satisfaction of the Solana Beach Fire Department.
- XI. WET STANDPIPE SYSTEM: A Class I or Class III combined wet standpipe system is required. Standpipe system shall be designed and installed per NFPA 14 and Solana Beach Fire Department requirements.
- XII. FIRE ALARM SYSTEM: A California State Fire Marshal listed fire alarm system is required and shall be designed and installed per NFPA 72, California Fire Code, and Solana Beach Fire Department requirements.
- XIII. SOLAR PHOTOVOLTAIC INSTALLATIONS (Solar Panels): Solar photovoltaic systems shall be installed per the California Fire Code and Solana Beach Fire Department requirements.
- XIV. FIRE COMMAND CENTER: A fire command center shall be provided per the CFC and Solana Beach Fire Department requirements.

- XV. EMERGENCY RESPONDER RADIO COVERAGE: All new buildings shall have approved radio coverage for emergency responders within the building based upon the existing coverage levels of the public safety communications systems of the jurisdiction at the exterior of the building per CFC Section 510.
- XVI. FIRE-RESISTANCE CONSTRUCTION: Building III and Building IV shall be separated by a fire wall as defined by the California Building Code to create a separate building.

C. Engineering Department Conditions:

- I. Obtain an Encroachment permit in accordance with Chapter 11.20 of the Solana Beach Municipal Code, prior to the construction of any improvements within the public right-of way, including, but not limited to temporary construction staging and equipment and demolition of existing surface improvements. All proposed improvements within the public right-of-way shall comply with city standards including but not limited to the off-street parking design manual.
- II. Submit proof to the Engineering Department that the required California Coastal Commission permits have been obtained prior to the recording of any lot line adjustments/plat maps, issuance of building permits and/or grading permits.
- III. All construction demolition materials shall be recycled according to the City's Construction and Demolition recycling program and an approved waste management plan shall be submitted.
- IV. All parking and ingress/egress shall conform to the City of Solana Beach Off Street Parking Manual.
- V. The applicant is proposing tie back system in the Public Right-Of-Way. The tie back system shall be disengaged after construction and shall not extend beyond the center line of the street. The applicant shall enter into an Encroachment, Maintenance, Removal and Liability Agreement with the City for the tie back system.
- VI. Complete to the satisfaction of the City Engineer all grading, paving, public improvements, landscaping, and drainage improvements.
- VII. An Encroachment Maintenance Removal Agreement is required for all private encroachments in the public right-of-way, such as landscaping, irrigation and decorative concrete sidewalks.
- VIII. A curb utilization plan is required to be prepared for the entire frontage of the project including the proposed loading zone for trash

bin pick up on Highway 101, and the proposed loading zone to the satisfaction of the City Engineer.

- IX. Relocate the existing bus stop shelter, bench, signage and bike rack to 315 South Highway 101.
- X. The biofiltration basins shall not be located in the public right-of-way, including those portions dedicated on the final subdivision map.
- XI. Any new utility services including, but not limited to, electrical and telephone, shall be undergrounded. Any existing ground utility cabinets shall be either relocated, undergrounded, or eliminated.
- XII. PUBLIC IMPROVEMENTS.
 - a. Obtain an Improvement Permit for the public improvements along South Highway 101, Dahlia Drive, and South Sierra Avenue, as shown on the Tentative Map. Submit an Improvement Plan prepared by a registered civil engineer and obtain approval from the City Engineer. The design and construction of all improvements shall be in conformance with the Off-street Parking Design Manual, any specifications of the City of Solana Beach and subject to the approval of the City Engineer. Conditions for approval of the Improvement Plan shall include, but is not limited to the following:
 - i. Pay improvement plan check fee in accordance with the current Engineering Fee Schedule prior to approval of the improvement plan. Improvement inspection fee shall be paid prior to the issuance of an Improvement Permit.
 - ii. Obtain and submit securities to guarantee the improvements in a form prescribed by the City of Solana Beach.
 - b. South Highway 101: A minimum fifteen (15) foot wide sidewalk plus six (6) inch curb shall be provided and maintained. The material and finish shall be the same as existing public sidewalk improvements on South Highway 101 at the Project site.
 - c. Dahlia Drive and South Sierra Avenue: A minimum five and one-half (5 ½) foot wide sidewalk plus six (6) inch curb shall be provided and maintained. The material and finish of this sidewalk shall be the same as existing public sidewalks along South Sierra Avenue nearby the Project. The transition from the sidewalk material and finish on South Highway 101 to the different sidewalk material and finish used on Dahlia Drive shall

begin at the east side of the residential apartment building on Dahlia Drive as shown on the building plans for the Project.

i.

- XIII. GRADING: Obtain a grading permit in accordance with Chapter 15.40 of the Solana Beach Municipal Code. Conditions prior to the issuance of a grading permit shall include, but not be limited to the following:
- a. The grading plan shall be prepared by a registered engineer and approved by the City Engineer. On-site grading design and construction shall be in accordance with Chapter 15.40 of the Solana Beach Municipal Code.
 - b. A soils report shall be prepared by a registered soil engineer and approved by the City Engineer. All necessary measures shall be taken and implemented to assure slope stability, erosion control and soil integrity. The grading plan shall incorporate all recommendations contained in the soils report.
 - c. All retaining walls and drainage structures shall be shown. Retaining walls shown on the grading plan shall conform to the San Diego Regional Standards or be designed by a licensed civil engineer. Engineering calculations for all designed walls with a surcharge and nonstandard walls shall be submitted at grading plan check. Retaining walls may not exceed the allowable height within the property line setback as determined by the City of Solana Beach Municipal Code. Contact the Community Development Department for further information.
 - d. Show all proposed on-site private drainage facilities intended to discharge water run-off. Elements of this design shall include a hydrologic and hydraulic analysis verifying the adequacy of the facilities and identify any easements or structures required to properly convey the drainage. The construction of drainage structures shall comply with the standards set forth by the San Diego Regional Standard Drawings.
 - e. Pay grading/engineering plan check fee in accordance with the current Engineering Fee Schedule at initial grading plan submittal. Inspection fees shall be paid prior to issuance of the grading/engineering permit.
 - f. Obtain and submit grading/engineering security in a form prescribed by the City of Solana Beach Municipal Code grading ordinance.

- g. Obtain haul permit for export of soil. Dispose of all excavated material at a legal dump site.
- h. The applicant shall participate in the Sand Compatibility and Opportunistic Use Program (SCOUP) and deposit soil exports on city beaches. The applicant's soil engineer shall investigate, perform testing and determine if a portion of the soil to be exported is compatible with beach sediments in accordance with the SCOUP Plan prepared by Moffatt & Nichol, dated March 2006, available on the SANDAG website.
- i. Submit certification from a registered civil engineer and soils engineer that all public or private drainage facilities and finished grades are functioning and are installed in accordance with the approved plans. This shall be accomplished by engineer of record incorporating as-built conditions on the Mylar grading plans and obtaining signatures of the engineer of record and soils engineer certifying the as-built conditions.

XIV. DRAINAGE.

- a. This project is required to provide a detention basin and the corresponding outflow system. This detention basin shall be designed to reduce the rate of runoff for the proposed development to that of the existing condition to the satisfaction of the City Engineer.
- b. Post Construction Best Management Practices meeting City and RWQCB Order No. R9-2013-001 requirements shall be implemented in the drainage design. This project is considered a Priority Development Project and a PDP Water Quality Technical Report shall be prepared.
- c. An Erosion Control Plan shall be prepared. Best management practices shall be developed and implemented to manage storm water and non-storm water discharges from the site at all times during excavation and grading activities. Erosion prevention shall be emphasized as the most important measure for keeping sediment on site during excavation and grading activities. Sediment controls shall be used as a supplement to erosion prevention for keeping sediment on site.
- d. The drainage for the underground parking shall drain to an approved oil separator or trap prior to discharging to the sewer system (UBC 311.2.3.1).

XV. SEWER.

- a. Sewer permit and encroachment permit required for private sewer lateral. If the lowest point of the pad elevation is lower than the upstream Manhole rim elevation, a backflow prevention device shall be installed on private property. Whether applicant pumps up to main sewer line, or gravity flows down to main sewer line the applicant shall record a document holding the City of Solana Beach harmless in case of storm water entering the property from city streets or sanitary sewer backup into any part of the development due to blockage in main sewer line. The applicant shall coordinate with the Public Works inspector to allow the inspector to inspect the entire length of the private sewer lines before backfilling.
- b. The Applicant shall pay in full the one-time sewer capacity/connection fees of \$4500.00 per Equivalent Dwelling Unit (EDU). The EDU assignment is determined by SBMC 14.08.060. The applicant shall provide all documentation requested by the city in order to determine the appropriate sewer assessment.
- c. Pay in full the prorated portion of the current annual sewer charge for the remainder of the fiscal year.
- d. Cap all abandoned sewer laterals at the main.
- e. Any proposed grease traps shall be maintained and serviced within the project boundary.

XVI. Prior to issuance of grading permits for the proposed project, the City Engineer shall verify that the Applicant has incorporated the following applicable recommendations in the Geotechnical Investigation prepared by NOVA dated May 2012 and the Update Letter prepared by NOVA dated August 2015 into the final project design and construction documents. These recommendations address issues including, but not limited to, excavation and fill, slope stability, site grading, erosion control, and monitoring. Construction documents shall be prepared to the satisfaction of the City Engineer. The following list of recommendations must be incorporated into the project design and construction documents:

- a. For trench or other temporary excavations, safety shall be met by laying back the slopes no steeper than 1.5:1 (horizontal:vertical) for fill and Old Paralac Deposits material.

- b. Structures/improvements in the vicinity of the planned shoring installations shall be reviewed for foundation support and tolerance to settlement. The shoring system shall be designed to limit ground settlement behind the shoring system to 0.5 inches or less.
- c. An array of ground survey points shall be installed to monitor settlement. The survey points shall be installed on the shoring system and incrementally away from the excavation.
- d. A dewatering system is required for construction and shall be designed by a professional dewatering engineer. The dewatering plan shall address anticipated drawdown, volume of pumping, potential for settlement, and groundwater discharge. Disposal of groundwater shall be performed in accordance with the guidelines of the San Diego Regional Water Quality Control Board.
- e. Unstable excavation bottom conditions that are close to or below the water table shall be mitigated by over-excavation of the bottom to suitable depths and replacement with a one-foot thick gravel or lean concrete mud mat. Any loose, soft, or deleterious material shall be removed prior to placement of gravel or lean concrete.
- f. The proposed structure shall be founded on conventional spread footings or a mat foundation supported on formational material using an allowable bearing capacity of 5,000 pounds per square inch (psi). Exterior footings shall be founded on a minimum of two feet of compacted fill using an allowable bearing capacity of 2,000 psi. The allowable bearing capacities shall be increased by one-third when considering loads of a short duration such as wind or seismic forces.
- g. Foundations shall have an embedment depth of 24 inches or more below the lowest adjacent grade. Continuous footings shall be 18 or more inches wide and spread foundations shall be 24 or more inches square. Footings founded in low expansive granular materials shall be reinforced with four No. 4 or larger reinforcing bars, two placed near the top and two near the bottom of the footings.
- h. Slab-on-grade floors, underlain by very low to low expansive materials, shall be five or more inches in thickness and be reinforced with No. 3 or larger reinforcing bars spaced 18 inches on center each way. Additional slab thickness and reinforcement recommendations shall be provided by a qualified

structural engineer.

- i. For the exterior site improvements such as sidewalks that are expected to be located outside of the proposed excavations, remedial grading shall consist of removing the upper two feet of the existing soil and replacing it with structural fill.
- XVII. Due to the potential presence of previously unknown archaeological and/or tribal cultural resources, a grading monitoring program shall be implemented for the project. The monitoring program shall include the following elements:
- a. The applicant shall enter into a Tribal Cultural Resource Treatment and Monitoring Agreement (also known as a pre-excavation agreement) with a tribe that is traditionally and culturally affiliated with the project location (TCA Tribe) prior to issuance of a grading permit. The purposes of the agreement are (1) to provide the applicant with clear expectations regarding unique archaeological resources and tribal cultural resources; and (2) to formalize protocols and procedures between the applicant and the TCA Tribe for the protection and treatment of, including but not limited to, cultural and religious landscapes; ceremonial items; traditional gathering areas; and cultural items located and/or discovered through a monitoring program in conjunction with the construction of the proposed project, including additional archaeological surveys and/or studies, excavations, geotechnical investigations, grading, and all other ground disturbing activities.
 - b. Prior to issuance of a grading permit, the applicant shall provide written verification to the City that a qualified archaeologist and a Native American monitor associated with a TCA Tribe have been retained to implement the monitoring program. The archaeologist shall be responsible for coordinating with the Native American monitor. This verification shall be presented to the City in a letter from the project archaeologist confirming that the selected Native American monitor is associated with a TCA Tribe. Prior to any pre-construction meeting, the City shall approve all persons involved in the monitoring program.
 - c. The qualified archaeologist and Native American monitor shall attend the pre-grading meeting with the grading contractors to explain and coordinate the requirements of the monitoring program.
 - d. During the initial grubbing, site grading, excavation, or disturbance of the ground surface, the qualified archaeologist

and the Native American monitor shall be onsite fulltime. If imported fill materials, or fill used from other areas of the project site, are to be incorporated at the project site, those fill materials shall be absent of any unique archeological or tribal cultural resources. The frequency of inspections shall depend on the rate of excavation, the materials excavated, and any discoveries of unique archaeological resources as defined in PRC Section 21083.2 or discoveries of tribal cultural resources as defined in PRC Section 21074. Archaeological and Native American monitoring will be discontinued when the depth of grading and soil conditions no longer have the potential to contain cultural deposits. The qualified archaeologist, in consultation with the Native American monitor, shall be responsible for determining the duration and frequency of monitoring.

- e. In the event that previously unidentified tribal cultural or unique archaeological resources are discovered, the qualified archaeologist and the Native American monitor shall have the authority to temporarily divert or temporarily halt ground disturbance operations in the area of discovery to allow for evaluation of tribal cultural or unique archaeological resources. Isolates and clearly non-significant deposits shall be minimally documented in the field and collected so that the monitored grading can proceed.
- f. If a tribal cultural or unique archaeological resource is discovered, the archaeologist shall notify the City of said discovery and shall conduct consultation with TCA tribes to determine the most appropriate mitigation. The qualified archaeologist, in consultation with the City, the TCA Tribe, and the Native American monitor, shall determine the significance of the discovered resource. A recommendation for treatment and disposition of the resource shall be made by the qualified archaeologist in consultation with the TCA Tribe and the Native American monitor, and shall be submitted to the City for review and approval.
- g. The avoidance and/or preservation of the tribal cultural resource and/or unique archaeological resource must first be considered and evaluated under CEQA. Where any significant tribal cultural resources and/or unique archaeological resources have been discovered and avoidance and/or preservation measures are deemed to be infeasible by the City, a research design and data recovery program to mitigate impacts shall be prepared by the qualified archaeologist (using professional archaeological methods), in consultation with the TCA Tribe and the Native American monitor, and shall be subject to approval by the City.

The qualified archaeologist, in consultation with the Native American monitor, shall determine the amount of material to be recovered for an adequate artifact sample for analysis. Before construction activities are allowed to resume in the affected area, the research design and data recovery program activities must be concluded to the satisfaction of the City.

- h. In accordance with CEQA, all tribal cultural resources shall be treated with culturally appropriate dignity. If the qualified archaeologist elects to collect any tribal cultural resources, the Native American monitor must be present during the collection and cataloging of those resources. Moreover, if the qualified archaeologist does not collect the tribal cultural resources that are unearthed during the ground-disturbing activities, the Native American monitor may, at their discretion, collect said resources and provide them to the TCA Tribe for respectful and dignified treatment in accordance with the tribe's cultural and spiritual traditions.
- i. The project archaeologists shall document evidence that all cultural materials have been repatriated and/or curated as follows:

- i. It is the preference of the City that all tribal cultural resources be repatriated to the TCA Tribe, as such preference would be the most culturally sensitive, appropriate, and dignified. Therefore, any tribal cultural resources collected by the qualified archaeologist shall be provided to the TCA Tribe. Evidence that all cultural materials collected have been repatriated shall be in the form of a letter from the TCA Tribe to whom the tribal cultural resources have been repatriated identifying that the archaeological materials have been received.

OR

- ii. Any tribal cultural resources collected by the qualified archaeologist shall be curated with its associated records at a San Diego curation facility or a culturally-affiliated tribal curation facility that meets federal standards per 36 CFR Part 79, and, therefore, would be professionally curated and made available to other archaeologists/researchers for further study. The collections and associated records, including title, shall be transferred to the San Diego curation facility or culturally affiliated tribal curation facility and shall be accompanied by payment of the fees necessary for

permanent curation. Evidence that all cultural materials collected have been curated shall be in the form of a letter from the curation facility stating that the prehistoric archaeological materials have been received and that all fees have been paid.

- XVIII. Prior to the release of the grading bond, a monitoring report and/or evaluation report, if appropriate, that describes the results, analysis, and conclusion of the archaeological and tribal cultural resources monitoring program and any data recovery program on the project site shall be submitted by the qualified archaeologist to the City. The Native American monitor shall be responsible for providing any notes or comments to the qualified archaeologist in a timely manner, to be submitted with the report. The report will include California Department of Parks and Recreation Primary and Archaeological Site Forms for any newly discovered resources.
- XIX. A paleontological monitor shall be present during all cutting, grading, or excavation of previously undisturbed substratum. If a fossil of greater than 12 inches in any dimension (including circumference) is encountered, all operations in the area where the fossil was found shall be suspended immediately, the City shall be notified, and a qualified paleontologist shall be retained by the City to evaluate the significance of the find; to salvage, record, clean, and curate significant fossil(s); and to document the find in accordance with current professional paleontological standards. Within 30 days of completion of ground-disturbing activities, either a letter signed by the paleontological monitor stating that no fossils were found or, if fossils were found, a report prepared by the qualified paleontologist documenting the mitigation program shall be submitted to the City.
- XX. In the event of the accidental discovery or recognition of any human remains in any location other than a dedicated cemetery, the following steps shall be taken:
- a. There shall be no further excavation or disturbance of the site or any nearby area reasonably suspected to overlie adjacent remains until the County Coroner has been contacted to determine that no investigation of the cause of death is required. If the coroner determines the remains to be Native American, the coroner shall contact the NAHC within 24 hours. The NAHC shall identify the person or persons it believes to be the most likely descendants (MLD) from the deceased Native American. The MLD may make recommendations to the landowner or the person responsible for the excavation work, for means of treating or disposing of, with appropriate dignity, the human

remains and any associated grave goods as provided in PRC Section 5097.98.

OR

- b. Where the following conditions occur, the landowner or his authorized representative shall rebury the Native American human remains and associated grave goods with appropriate dignity on the property in a location not subject to further subsurface disturbance: a) the NAHC is unable to identify an MLD or the MLD fails to make a recommendation within 48 hours after being notified by the commission; b) the MLD identified fails to make a recommendation; c) or the landowner or his authorized representative rejects the recommendation of the MLD, and the mediation by the NAHC fails to provide measures acceptable to the landowner.

XXI. The City has adopted a Transportation Impact Fee (TIF) program to fund the construction of various multi-modal transportation facilities identified in the City's Comprehensive Active Transportation Strategy (dated June 2015) and in conformity with the City's Circulation Element (dated November 2014). The Applicant shall pay all TIF fees associated with the proposed development to the satisfaction of the City Engineer.

XXII. Due to actual field conditions encountered during construction additional engineering department conditions may be added as warranted.

XXIII. SURVIVAL OF CONDITIONS OF APPROVAL

The covenants and conditions set forth herein shall be continuing and shall remain in full force and effect for the life of the Project and shall survive and remain in full force and effect after the issuance of the building permits and construction of the Project.

6. ENFORCEMENT: Pursuant to SBMC 17.72.120(B) failure to satisfy any and all of the above-mentioned conditions of approval is subject to the imposition of penalties as set forth in SBMC Chapters 1.16 and 1.18 in addition to any applicable revocation proceedings.
7. EXPIRATION: The Development Review Permit, Structure Development Permit, and Comprehensive Sign Plan for the project will expire on 24 months from the date of approval unless the Applicant has recorded a Final Map (if required), obtained building permits, and has commenced construction prior to that date, and diligently pursued construction to completion. An extension of the application may be granted by the City Council.

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

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

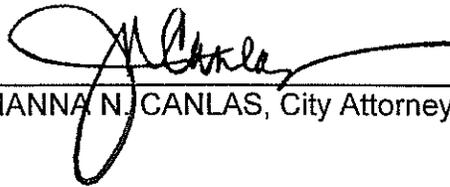
PASSED AND ADOPTED at an adjourned regular meeting of the City Council of the City of Solana Beach, California, held on the 10th day of July, 2018, by the following vote:

AYES: Councilmembers – Zito, Edson, Hegenauer, Heebner, Zahn
NOES: Councilmembers – None
ABSENT: Councilmembers – None
ABSTAIN: Councilmembers – None



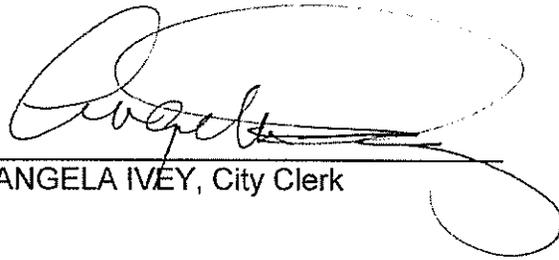
DAVID A. ZITO, Mayor

APPROVED AS TO FORM:



JOHANNA N. CANLAS, City Attorney

ATTEST:



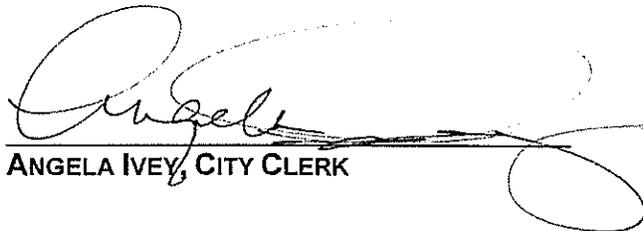
ANGELA IVEY, City Clerk



RESOLUTION CERTIFICATION

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

I, ANGELA IVEY, City Clerk of the City of Solana Beach, California, DO HEREBY CERTIFY that the foregoing is a full, true and correct copy of **Resolution 2018-099** conditionally approving a *Development Review Permit (DRP) and Structure Development Permit (SDP) for Solana Beach 101, a Mixed Use Development at the Northwest Corner of Highway 101 and Dahlia Dr., Case No. 17-14-08, Applicant: Zephyr Partners* as duly passed and adopted at an Adjourned Regular Solana Beach City Council meeting held on the 10th day of July, 2018. The original is on file in the City Clerk's Office.


ANGELA IVEY, CITY CLERK

CERTIFICATION DATE: July 20, 2018



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: November 28, 2018
ORIGINATING DEPT: City Manager's Department
SUBJECT: Quarterly Report on Solana Energy Alliance (SEA) Activities and Operations and Council Consideration of Adoption of Resolution 2018-150 Authorizing a Professional Services Agreement with Tosdal Law Firm for SEA Legal and Regulatory Services

BACKGROUND:

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

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

This item is before Council to receive the first quarterly report on SEA activities and operations and to consider adoption of Resolution 2018-150 authorizing the City Manager to execute a Professional Services Agreement (PSA) with Tosdal Law Firm for legal and regulatory services (Attachment 1).

DISCUSSION:

The City Council established SEA with the goal of offering cleaner energy, local control, rate savings compared to San Diego Gas & Electric ("SDG&E") and supporting the

CITY COUNCIL ACTION:

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.

Customer Statistics

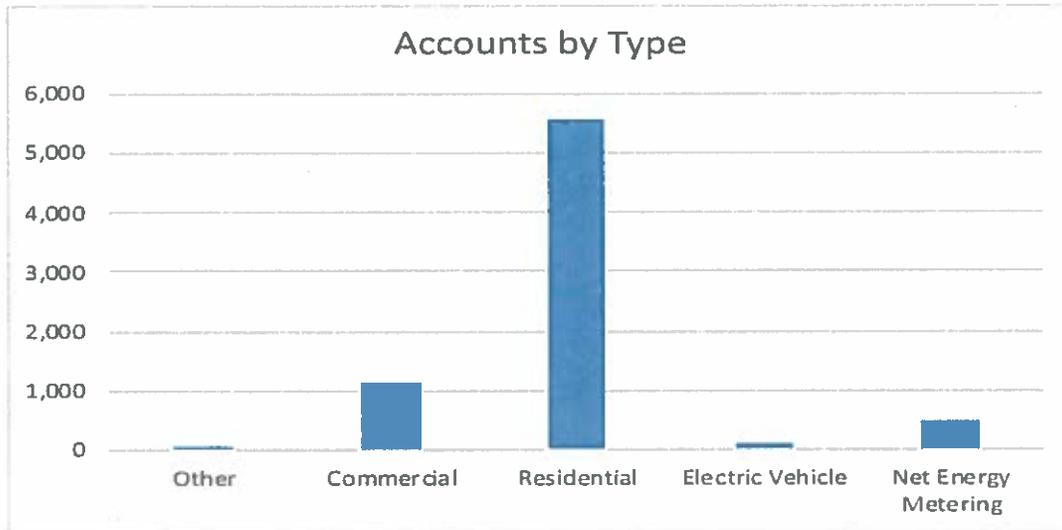
Significant customer outreach was completed prior to the June 2018 launch of SEA. This outreach included public workshops, booths at city events and the Farmer's Market, meetings with Homeowner's Associations, meetings with the Climate Action Commission and City Council meetings. In addition, each CCA eligible customer received a total of four (4) notices with detailed information on SEA, sent between the months of April and July 2018. An additional letter was sent to Net Energy Metering ("NEM") customers (those with rooftop solar) providing information regarding the impact to their accounts related to enrollment in SEA. Finally, a Joint Rate Comparison (JRC), developed and finalized in cooperation with SDG&E, was sent to all customers in July with program details and rate comparisons for multiple customer classes.

Per California Public Utilities Commission ("CPUC") regulations and state law, CCA implementation is an automatic enrollment, with customer's having the option to opt out. SEA's April 2018 financial pro forma was developed based on an estimate of serving 90% of its eligible customer base. At present, SEA is serving 92.1% of eligible residential customers and 99.2% of commercial customers. In terms of electricity usage, 93.8% of the total electricity used in Solana Beach is being provided by SEA.

SEA also offers a voluntary 100% renewable energy product, SEA Green, at a small premium to SEA Choice, but still less expensive than SDG&E's base product. To date, 79 customers have elected to participate, with new opt ups continuing to come in each week.

SEA's call center handles nearly all customer interactions, with over 2,000 calls being received through the Interactive Voice Response System and nearly 1,900 going through to customer service representatives. Calls are answered on average within .03 seconds and last an average 6.5 minutes.

As depicted in the Accounts by Type chart on the following page, over 75% of SEA's customers are residential, over 1,000 are commercial and there are approximately 500 NEM accounts.



Rates

In February 2018, the City Council adopted the initial SEA rate schedule with rates 3% lower than SDG&E's electric generation rates, after taking into account the Power Charge Indifference Adjustment ("PCIA" or Exit Fees). These Exit Fees are charged to customers who depart SDG&E's energy load and become SEA customers.

As a result of a CPUC settlement agreement, in October 2018, customers have been provided refunds related to the San Onofre Nuclear Generation Station ("SONGS") decommissioning. For customers who receive their energy from SDG&E, the refunds are being passed through in their electric generation rates, and for SEA customers the refunds are passed through their PCIA charge, in the form of a PCIA reduction. As a result of these refunds, SEA's current residential rate or "DR" (which the majority of customers are served under), is 10% lower than SDG&E's comparable winter season rate, after taking into account the PCIA charge.

At this time, this translates to an overall average bill savings of 2.2% (greater than SEA's established 3% energy rate savings) as shown in the table below:

DR Residential	SDG&E	SDG&E EcoChoice	SEA Choice	SEA Green
Generation Rate (\$/kWh)	\$ 0.11047	\$ 0.08671	\$ 0.08297	\$ 0.08598
SDG&E Delivery Rate (\$/kWh)	\$ 0.15521	\$ 0.15521	\$ 0.15521	\$ 0.15521
SDG&E PCIA/FF (\$/kWh)	\$ 0.00006	\$ 0.02046	\$ 0.02167	\$ 0.02167
Total Electricity Cost (\$/kWh)	\$ 0.26574	\$ 0.26237	\$ 0.25985	\$ 0.26286
Average Monthly Bill (\$)	\$ 113.74	\$ 112.30	\$ 111.22	\$ 112.51

Average Monthly Usage: 428 kWh
Rates as of November 1, 2018

These rates will stay in effect until January 1, 2019, when SDG&E's updated rates go into effect. All Investor Owned Utilities ("IOU"), including SDG&E, go through an annual rate setting process that sets the electric generation and PCIA rates for the year. In addition, the long-anticipated change in the calculation methodology of the PCIA was

adopted last October by the CPUC, which will result in new costs being added to the Exit Fee. While the final rates are still yet to be determined, information indicates that exit fees will be going up, possibly as much as 50%, while SDG&E's electric generation rates appear to be going down. Should this occur, the City Council will need to re-evaluate SEA's rates to maintain the 3% rate savings currently in place.

The IOU rate setting process at the CPUC is being closely monitored by SEA and SEA's financial pro forma is being updated for the impact of various rate scenarios. The City Council will be considering rate adjustments in early 2019 that take into account the final SDG&E electric generation and PCIA rates.

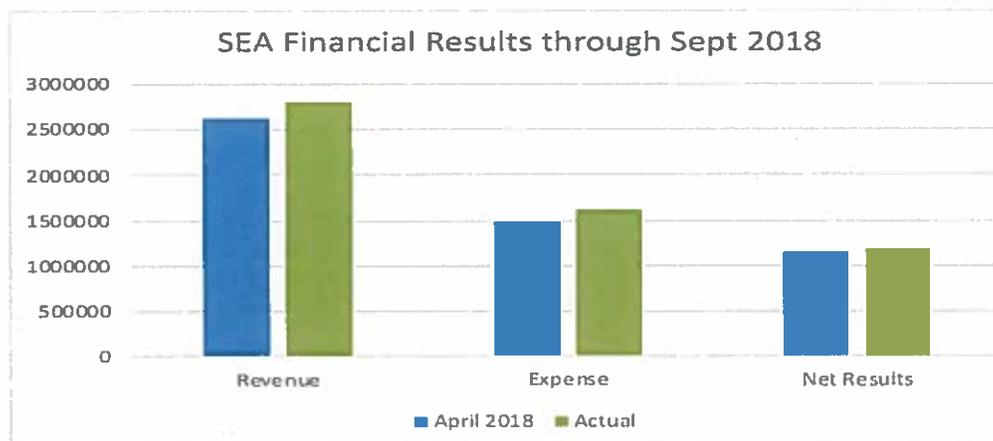
Based on current, and projected, rates, and assuming the Council-established 3% rate savings remains in effect, SEA customers are expected to realize a total of \$1,000,000 in energy cost savings over the next five years as shown in the following table:

	6/1/2018-11/15/2018	2018	2019	2020	2021	2022
Residential Savings	\$103,263.86	\$122,810.01	\$100,209.29	\$98,790.09	\$101,302.87	\$104,909.04
Commercial Savings	\$94,890.11	\$113,831.81	\$103,343.58	\$101,879.99	\$104,471.37	\$108,190.33
Other Savings	\$685.06	\$819.21	\$1,118.74	\$1,102.89	\$1,130.95	\$1,171.21
Total Savings	\$198,839.04	\$237,461.03	\$200,960.78	\$198,110.42	\$203,152.21	\$210,386.05

Financial Results

SEA has experienced positive financial results from June 2018 (launch) through September 2018. Revenues are approximately 7% higher than forecasted in the April SEA pro forma, driven primarily by higher than expected revenues in June 2018. Expenses are trending up approximately 9% due to higher than forecasted energy prices, with overall net results from June through September of about 4% above estimates in the April 2018 pro forma.

The chart below summarizes these results:



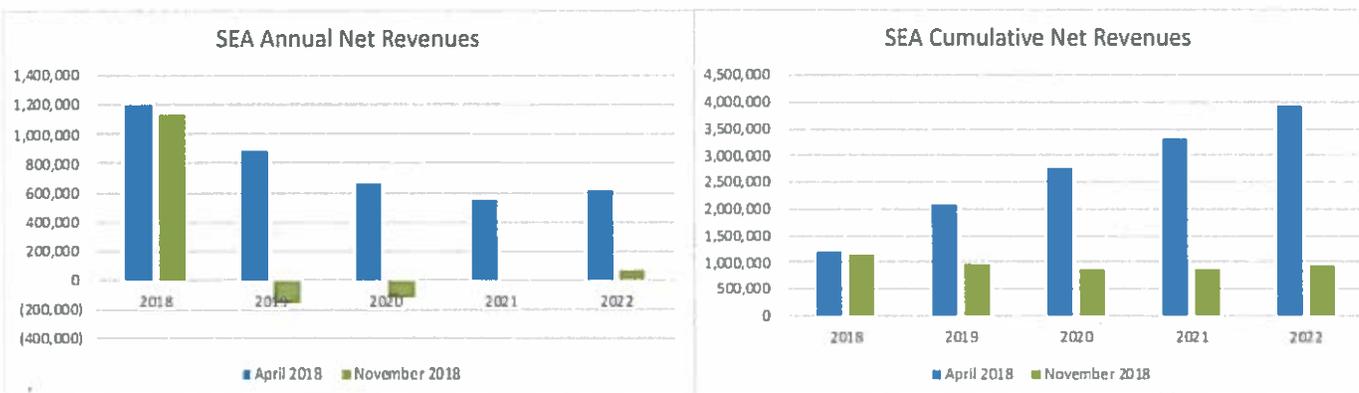
Attachment 2 provides a detailed financial report through September 2018, including costs that have been incurred by the City of Solana Beach, including staff time and professional consulting services. The city incurred costs are scheduled to be reimbursed through SEA revenues collected in the Lockbox.

As discussed more fully later in this report, SEA is experiencing increased pressure on its financial outlook due to the recent PCIA calculation methodology changes, the projected decrease in SDG&E generation rates and the increase in the market price of energy.

A highly conservative updated SEA pro forma has been developed taking into account impact of with these factors, which results in a decrease to net revenue through the first five years of operations. To be the most conservative and push the limits on the SEA financials we have not included revenue that comes to SEA through the California Independent System Operators (CAISO), which SEA is entitled to as a load serving entity. The updated pro forma, based on conservative assumptions shows that the next few year will be tight, but SEA has the reserve to carry it through, if needed, and is a viable going concern through these challenging times.

While it should be noted that the current projections are conservative and that there are potential miscellaneous revenues that could offset these revenue projections, based upon current SDG&E generation rate, PCIA and energy market forecast analysis, the updated SEA pro forma indicates negative net revenues in fiscal years 2019 and 2020. Beginning in 2022, SEA will again be operating in a positive position. Cumulative net revenues for the first five years of operation are projected to decrease from \$3.9M as estimated in the April 2018 pro forma to just under \$1.0M in the updated pro forma. These results continue to assume maintaining the 3% rate savings for SEA customers.

The following charts illustrate the change to anticipated net revenue as a result of the PCIA, generation rates and energy market impacts:



Among the highest priorities of the City Council with development and launch of SEA has been to ensure protection of the Solana Beach General Fund, and the energy supply contract terms reflect this priority. Even with the changes in financial projections

for SEA, the city's general funds are not at risk. SEA revenues, which are held as an enterprise fund separately from the General Fund, continue to be the only recourse energy suppliers have for payments both now and in the future.

SEA Lockbox and Reserve Requirements

The agreement with The Energy Authority ("TEA"), that provides the general fund protections directed by the City Council, requires that minimum reserves be established. Those include a \$200,000 minimum reserve in the lockbox and a separate operating reserve that is currently being funded at \$50,000 per month and builds to a required reserve amount of \$550,000 by May 2019 (for a combined total reserve requirement of \$750,000 ultimate reserve requirement). To date, SEA has sufficient funds in the lockbox to meet the amount that is required to be on reserve by October 2018 (\$200,000 minimum lockbox reserve plus \$100,000 Operating reserve).

City of Solana Beach Expenses Supporting SEA

The majority of the monthly expenses related to SEA operations, such as power supply, TEA services and data management are paid directly out of the lockbox account. Other expenses, such as City Staff time, professional consultant services, and notice mailing, are paid out of the SEA budget, with city funds. These expenses are being reimbursed to the city out of the SEA lockbox at \$10,000 per month.

City Loan

On May 9, 2018, the City Council approved a \$117,000 loan from the General Fund to the SEA Enterprise Fund for expenses related to the SEA start up. The terms of the loan set repayment to begin in the fiscal year that surplus funds become available. It is expected that repayment of this loan will be completed by August 2019. TEA has indicated that they are open to a repayment schedule that repays the City on an accelerated basis. City Staff is reviewing cash flow projections based on current assumptions to determine the repayment timing including an option that repays the City sooner than anticipated, while maintaining sufficient SEA reserve funds to meet operational responsibilities and the reserve requirements of the agreement with TEA.

Regulatory Update

The City has been and is actively participating in a number of regulatory proceedings at the CPUC. As an energy service provider, both the City and SEA have a vested interest in proceedings that impact SEA customers or could put SEA at a competitive disadvantage. In particular, proceedings in which SEA is actively participating include:

- PCIA Calculation Methodology
 - This has been a contentious proceeding between the IOUs and CCAs throughout the state. On October 11th, the CPUC adopted the Alternate Proposed Decision related to the calculation methodology of the PCIA.

This decision has resulted in a significant increase (possibly as much as 50% increase) to the 2019 PCIA projected for SEA customers. SEA is continuing to fight this decision, and as recently as November 19th, partnered with CleanPower SF and the California Community Choice Association (CalCCA) in filing an application for a rehearing with the CPUC. There are four other petitions for rehearing filed by various industry groups and CCAs.

- CCA Bond Requirement
 - CCAs have a requirement to post a bond in the event that it ceases to operate. The bond, which has been posted, had been temporarily set at \$100,000, and the recent CPUC decision increased the bond to a minimum amount of \$147,000. Once the final implementation details are decided upon, SEA will need to post the additional \$47,000 with a third party from funds in the SEA lockbox.
- SDG&E Energy Resource Recovery Account (ERRA) – Rate Setting
 - SEA has taken an active role in monitoring SDG&E's ERRA rate proceeding. This proceeding establishes the electric generation and PCIA rates for the coming year. By participating in the proceeding, SEA is protecting the interests of its, and future SDG&E territory CCA's, customers.
- SDG&E General Rate Case (GRC)
 - Similar to the SDG&E ERRA proceeding, SDG&E's General Rate Case sets the stage for future rates. SEA is participating to ensure that costs are being properly allocated between delivery and generation cost buckets.

As the only current operating CCA in SDG&E territory, the responsibility of regulatory monitoring rests solely on SEA's shoulders. With the help of CalCCA, SEA has taken the lead in protecting the interests for CCA customers. To this end, SEA has retained the services of Tosdal Law Firm, who have extensive legal experience in CPUC and CCA regulatory procedures, policies and regulations. Given the importance of SEA's participation in these and other proceedings and other regulatory matters, Staff is seeking Council authorization to enter into a Professional Services Agreement (PSA) not to exceed \$75,000 for continuing legal services necessary to serve the interests of SEA and its customers. These costs will be paid by SEA revenues through the SEA Enterprise Fund's lockbox.

Risk Management Policy

At its March 14, 2018 meeting, the City Council adopted an Energy Risk Management Policy ("ERMP") that established SEA's Energy Risk Management Program including

risk management functions and procedures to manage the risks associated with power procurement activities. The ERMP documents the framework by which management, Staff and TEA:

- Identify and quantify risk
- Develop and execute procurement strategies
- Create a framework of controls and oversight
- Monitor, measure and report on the effectiveness of SEA

Monthly meetings have been held with City management, Staff and TEA to review SEA results, current market conditions, and changing regulatory environment and to develop procurement strategies that minimize risk to SEA under the current operating environment.

SDG&E Billing Challenges

As the first CCA in SDG&E territory, SEA's implementation has not been without its challenges. Most notably, SDG&E has not had the ability to provide NEM customer's SEA escrowed charges and credits information on their bills. They have been working on the issue and have committed to having a fix in place for this issue in February 2019. As an interim measure, account statements were mailed to NEM customers on November 19th, which provided an accounting of their escrowed charges and credits to date.

Additionally, in October, there were approximately 1,100 accounts affected by a data exchange issue that resulted in SEA charges not being timely presented by SDG&E on the customer bill. The following month's bill reflected the missing charges as well as the current month's charges, resulting in customers seeing two-months of SEA charges on the same bill. SEA is actively working with SDG&E to prevent these types of issues happening in the future.

Understanding a Solana Energy Alliance Bill

The City has received feedback that the bills from SDG&E that contain SEA charges look a bit different than bills for customers not being served by SEA, and may be difficult to read. A sample bill that provides explanations of the new elements on the SEA bill was developed and placed on the SEA website and was also eblasted out to the community. This sample bill is included as Attachment 3.

Overall Results

Despite the recent challenges facing SEA, the program is currently meeting the goals set out by the City Council of local control and providing cleaner energy at a reduced rate. While the next few years look to be more challenging than originally forecasted, SEA is well positioned to meet the challenges and continue to provide value to its customers while assisting the City in reaching its Climate Action Plan goals.

CEQA COMPLIANCE STATEMENT:

The action being considered by the City Council is exempt from the California Environmental Quality Act (CEQA) because it is not a "project" under Section 15378(b)(5) of CEQA Guidelines.

FISCAL IMPACT:

If the Council approves Resolution 2018-150, there will be a not to exceed amount of \$75,000 to retain Tosdal Law Firm to support SEA. These funds will be paid directly from the SEA lockbox and will not impact the City's General Fund.

WORK PLAN:

Environmental Sustainability – Policy Development – Implement Solana Energy Alliance

OPTIONS:

- Receive SEA Quarterly Update
- Approve Resolution 2018-150 approving the PSA for Tosdal Law Firm
- Do not approve Resolution 2018-150
- Provide alternative direction

DEPARTMENT RECOMMENDATION:

Staff recommends the City Council:

1. Receive and file report on Solana Energy Alliance (SEA) Activities and Operations and provide comment and/or direction; and
2. Consider adoption of Resolution 2018-150 authorizing the City Manager to enter into a Professional Services Agreement with Tosdal Law Firm for legal services not to exceed \$75,000 in support of SEA.

CITY MANAGER RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2018-150
2. SEA Financial Report through September 2018
3. How to Read Your SEA Bill

RESOLUTION NO. 2018-150

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH TOSDAL LAW FIRM, APC FOR SPECIAL LEGAL SERVICES FOR THE SOLANA ENERGY ALLIANCE

WHEREAS, the City Council approved the launch of the Solana Energy Alliance (SEA) to provide customers a choice in energy service providers; and

WHEREAS, the implementation of SEA requires specialized legal assistance in connection with energy and regulatory matters before the California Public Utilities Commission (CPUC); and

WHEREAS, because SEA is the first and only operating Community Choice Aggregation (CCA) program in San Diego Gas & Electric (SDG&E) territory, special and constant attention to matters before the CPUC is of utmost importance; and

WHEREAS, the City Council, in their role as the Board of Directors of SEA, desires to enter into a Professional Services Agreement (PSA) with Tosdal Law Firm, APC to perform these services.

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

1. That the foregoing recitations are true and correct.
2. That the City Council authorizes the City Manager to execute a professional service agreement with Tosdal Law Firm, APC in an amount not to exceed \$75,000 for FY 2018/2019.
3. That the City Council authorizes the City Manager to extend the agreement for four additional one year terms, at the City's option.

PASSED AND ADOPTED this 28th day of November, 2018, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

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

DAVID A. ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

**Solana Energy Alliance
Actual Results vs Pro Forma
Program to Date
Through September 2018**

	Apr 2018 Pro Forma	Actual	Variance %
REVENUE			
Retail Revenue	2,621,160.00	2,808,043.57	
Uncollected	(7,863.00)	-	
Net Revenue	<u>2,613,297.00</u>	<u>2,808,043.57</u>	7.45%
EXPENSES			
Subtotal Power Supply	<u>1,290,341.00</u>	<u>1,446,219.94</u>	12.08%
Other:			
TEA Wholesale Services	70,332.00	70,322.00	-0.01%
TEA Credit Solution	21,486.00	23,734.83	10.47%
TEA Startup Loan Repayment	41,668.00	2,175.86	-94.78%
Calpine Data Management	37,780.00	43,879.05	16.14%
SDG&E Billing Svcs	11,448.00	-	-100.00%
CPUC Bond Repayment	-	-	
Subtotal Other	<u>182,714.00</u>	<u>140,111.74</u>	-23.32%
CoSB Costs Incurred			
Regular Salaries		13,863.99	
Part-time & Temps		4,633.61	
Benefits		5,979.83	
Memberships/Dues		3,215.47	
Print/Mail Svcs		1,010.59	
Professional Svcs		9,593.57	
Legal Svcs		31,887.32	
Subtotal CoSB Costs Incurred	<u>-</u>	<u>70,184.37</u>	
TOTAL EXPENSES	<u>1,473,055.00</u>	<u>1,656,516.05</u>	12.45%
NET RESULTS OF OPERATION	<u><u>1,140,242.00</u></u>	<u><u>1,151,527.52</u></u>	0.99%

How to Read Your Solana Energy Alliance (SEA) bill sent by SDG&E

If you are a Solana Energy Alliance (SEA) customer, you continue to receive your bill from SDG&E, although it looks a bit different. Below is an illustration of a typical residential bill with SEA charges, as well as explanations of the new sections related to SEA service.



SDG&E
A Scempra Energy utility

ACCOUNT NUMBER 1234 567 890 0
SERVICE FOR
SDGE CUSTOMER
4800 ELECTRIC AVE
YOUR TOWN, CA 00000

DATE MAILED Jul 13, 2018
sdge.com

Page 1 of 5

See what's new on your energy bill. Check out your electricity dashboard and other new charts that make it easier to understand and manage your energy use.

Account Summary

Previous Balance		\$106.12
Payment Received	08/27/18 THANK YOU	- 106.12
Current Charges		+ 102.02
Total Amount Due		\$102.02

Summary of Current Charges

(See page 2 for details)

	Billing Period	Usage	Amount(\$)
Electric	Jun 7, 2018 - Jul 9, 2018	369 kWh	\$0.30
ESP Charges			\$1.72
Total Charges this Month			\$102.02

Your electric energy is provided by Solana Energy Alliance. If you have any questions about the Energy Service Provider (ESP) charges on your bill, please contact your ESP at 1-858-720-4422.

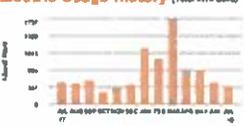
Regulatory Notices

- All customers are required to pay a Competition Transition Charge as part of the charges above, including those who choose an electric service provider other than SDG&E.

DATE DUE Aug 1, 2018

AMOUNT DUE \$102.02

Electric Usage History (Total kWh used)



369 kWh used

- 11.8 kWh Daily avg kWh
- 14.7 kWh Daily avg kWh last month
- 17.3% Change in daily avg kWh from last year
- 31.8% Change in daily avg kWh from last month
- 22 Days in billing cycle

DATE DUE Aug 1, 2018

AMOUNT DUE \$102.02

Please enter amount enclosed

\$

Write account number on check and make payable to San Diego Gas & Electric



SDG&E
A Scempra Energy utility

Save Paper & Postage
PAY ONLINE
sdge.com

ACCOUNT NUMBER
1234 567 890 0

DATE DUE Aug 1, 2018

AMOUNT DUE \$102.02

SERVICE ADDRESS: 4800 ELECTRIC AVE YT CA 00000

SDGE CUSTOMER
4800 ELECTRIC AVE
YOUR TOWN, CA 00000-0000

SAN DIEGO GAS & ELECTRIC
PO BOX 25111
SANTA ANA CA 92709-5111

9 2 30000002201923600000102020000010202



ACCOUNT NUMBER 1234 567 890 9
 DATE DUE
 Aug 1, 2018

DATE MAILED Jul 13, 2018 Page 2 of 5
 sdge.com

Detail of Current Charges

Electric Service

Rate Standard DR Residential Charge Zone: Coastal
 Baseline Allowance: 266 kWh
 Billing Period: 07/18 - 7/31/18 Total Days: 32
 Meter Number: 00000001 (Next scheduled read date Aug 7, 2018) Cycle: 5
 Meter Constant: 1.000
 Circuit: 0000 Block: 000A

Billing Period	Days	Current Reading	Previous Reading	Difference	Meter Constant	Total kWh
06/07/18 - 07/09/18	32	51855	51486	369	1.000	369

ELECTRIC CHARGES

Electricity Delivery (Details below)				369 kWh	Amount
Standard Service	6-13% of Baseline	131-40% of Baseline			
kWh used	348	23			
Rate/kWh	\$ 0.8311	\$ 2.9722			
23 of 32 Days	\$23.15	-\$4.91			28.06
kWh used	348	23			
Rate/kWh	\$ 0.9305	\$ 2.9711			
9 of 32 Days	\$9.05	-\$1.92			10.97

Rate Change This Billing Period:
 There was a rate change on day 24 of your Billing Period. Therefore, your charges for the first 23 days were at Rate 1, and the remaining 9 days were at Rate 2.

DWR Bond Charge	369 kWh x \$ 0.0549	2.03
Summer Electricity Generation	369 kWh x \$ 1.7244	63.64
PCIA		8.36
Electricity Generation Credit		-63.64
Total Electric Charges		\$48.42

(Continued on next page)

Important Phone Numbers

1-800-411-SDGE (7343) English
 1-800-311-SDGE (7343) Español
 1-877-889-SDGE (7343) TTY
 M-F, 7am-6pm, Sat. 7am-6pm
 For emergencies and to report outages, please call 24 hours a day, 7 days a week. 1-800-411-7343
 To locate underground cables & gas pipes, please call DigAlert, Monday-Friday, 8am-7pm 8-1-1
 To make a payment using your credit or debit card via a third party vendor, call 1-800-388-0067

3 – The Summer Electricity Generation line reflect the generation charges SDG&E would have charged you for usage during the billing period.

4 – The PCIA, also known as Exit Fee, is a charge from SDG&E for power they purchased on your behalf, which they did not use. This charge ensures customers who remain with SDG&E are indifferent related to SEA customers.

5 – This line credits the amount that would have been charged to you for generation during the billing period. This is the amount you can use to compare the SEA charges + PCIA to see how much you saved by being a SEA customer.

Payment Options \$ Please visit sdge.com/residential/pay-your-bill for more ways to pay your bill

- Online Bill Pay:** Register to make a secure payment now or schedule your payment at myaccount.sdge.com, or visit your bank's website for home banking options.
- Mobile:** SDGE's free app for your mobile device gives you more ways to connect with us. Visit sdge.com/mobileapps to download.
- Need help paying your bill?** For payment options or to make payment arrangements, visit us at sdge.com/assistance or call 1-800-411-7343.

- Credit/Debit:** Pay by credit/debit card via third party vendor (fee applies) by visiting sdge.com/residential/pay-your-bill. Click on the Bill Meter tab or call 1-800-388-0067 to make a payment.
- In Person:** To find the nearest location and hours of operation, visit sdge.com/locate.
- By Mail:** Mail your check or money order, along with the payment stub at the bottom of your bill, in the enclosed envelope to SDGE, PO Box 25111, Santa Ana, CA 92798-9111.



ACCOUNT NUMBER 1234 567 890 0
 DATE DUE
 Aug 1, 2018

DATE MAILED Jul 13, 2018 Page 3 of 5
 sdge.com

Detail of Current Charges - Continued

TAXES & FEES ON ELECTRIC CHARGES		Amount
Franchise Fee Equivalent Surcharge		.71
State Regulatory Fee	369 kWh @ \$.000460	.17
Total Taxes & Fees on Electric Charges		\$.88
Total Electric Service		\$50.30

Energy Service Provider (ESP) Electric Charges

Your Electric energy is provided by the following ESP:
 Solana Energy Alliance Phone: 1-858-720-4422
 ESP Account Number: 1234567890 Bill Date: Jul 12, 2018 Billing Period: 6/8/18 - 7/10/18

	Amount
CCA CHARGE LINE 1	51.01
CCA CHARGE LINE 2	.11
Total ESP Electric Charges	\$51.72

For more detail on your SEA bill
 visit www.SolanaEnergyAlliance.org

Total Current Charges \$102.02

Breakdown of Current Charges
 The total current charges include the following components. Definitions for these fees are shown on page 5 of your bill



Electric Charges

Transmission	\$13.35
Distribution	\$36.84
Nuclear Decommissioning	-.02
Competition Transition Charge	0.62
Local Generation Charge	\$3.80
Reliability Services	\$0.01
Total Rate Adj. Comp.	\$20.71

Other Charges & Credits (Electric)

Public Purpose Programs	\$5.14
DWR Bond Charge	\$2.03
PCIA	\$8.36
Other	\$8.88

Other Account Charges & Credits

Other	\$51.72
Total Current Charges	\$102.02

6 – These lines represent SEA’s detail charges for electricity used during the billing period.

In this example you compare your SEA charges to SDG&E by the following calculation:

Line 4 PCIA: - \$ 8.36
 Line 6 total - \$51.72
 Total \$60.08
 Line 5 SDG&E - \$63.64
 Savings (\$3.56)

These calculations are for illustration purposes only. Your savings will be different based on the rate schedule you are on.



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: November 28, 2018
ORIGINATING DEPT: City Attorney's Office
SUBJECT: **Adopt (2nd Reading) Ordinance 489 Adding Section 2.04.015 to the Solana Beach Municipal Code Regarding Mayoral Duties and Review Council Policy 5**

BACKGROUND:

On October 24, 2019, the City Council introduced Ordinance 489. City Council also directed the City Attorney to review and, if needed, draft policy language to address the appointments of citizens to Commissions, Boards and Committees to ensure all Councilmembers play an equitable role.

This item is before the City Council to adopt Ordinance 489 and review Council Policy 5.

DISCUSSION:

State law places certain duties and responsibilities on the position of Mayor. For example, Government Code § 36802 states the Mayor shall be the presiding officer of the City Council. Government Code § 40602 provides the Mayor shall sign all: (i) warrants drawn on the City Treasurer; (ii) written contracts and conveyances made or entered into by the City; and (iii) instruments requiring the City Seal with the exception of whether there is a City Council ordinance stating an officer other than the Mayor may sign instruments requiring the City Seal. Government Code section 40605 states the Mayor, with approval of the City Council, shall make all appointments to boards, commissions, and committees unless otherwise provided by statute.

Ordinance 489 adds section 2.04.015 to the Solana Beach Municipal Code codifying these duties of the Mayor. The duties and responsibilities outlined in the Ordinance 489 as section 2.04.015 are only those required by state law.

COUNCIL ACTION:

The City Council has an existing adopted policy that addresses appointments to citizen commissions, boards, and task forces. Council Policy 5 was last amended in 2008. (Attachment 2). Consistent with Ordinance 489, all appointments are subject to a vote and approval by a majority of the Council. If, upon review of Council Policy 5, changes are deemed needed, Council may direct staff accordingly.

CEQA COMPLIANCE STATEMENT:

California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations, Section 15061(b)(3) in that it is not a project which has the potential for causing a significant effect on the environment.

FISCAL IMPACT:

None.

WORK PLAN:

N/A

OPTIONS:

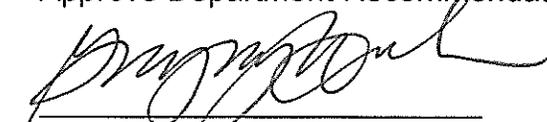
- Approve Staff recommendation.
- Approve Staff recommendation with alternative amendments/modifications.
- Deny Staff recommendation.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Ordinance 489 adding Section 2.04.015 to the Solana Beach Municipal Code which would codify Mayoral duties as set out in state law.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Ordinance 489
2. Council Policy 5

ORDINANCE 489

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA AMENDING TITLE 2, CHAPTER 2.04 OF THE SOLANA BEACH MUNICIPAL CODE BY ADDING SECTION 2.04.015

WHEREAS, the City recently adopted Ordinance 488, pursuant to California Government Code sections 34872(c) and 34886, providing for the election of the members of the City Council of the City of Solana Beach by-district in four single-member districts, and a separately elected office of Mayor beginning with the general municipal election on November 2020; and

WHEREAS, the City wishes to further enumerate the duties of the Mayor pursuant to California law; and

WHEREAS, the City Council desires to add section 2.04.015 to the Solana Beach Municipal Code to further clarify the duties and responsibilities of the Mayor.

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

Section 1: All of the above statements are true.

Section 2: Section 2.04.015 of the Solana Beach Municipal Code is hereby added to read as follows:

2.04.015 Mayor.

A. Beginning with the general municipal election in November 2020, the Mayor is elected citywide and shall serve a term of four years pursuant to Solana Beach Municipal Code Sections 2.24.016, 2.24.017 and 2.24.018.

B. The Mayor shall be the presiding officer of the City Council.

C. The Mayor is a member of the City Council with all the powers and duties of a member of the City Council. The Mayor may make or second motions and otherwise participate fully in the workings of the City Council.

C. The Mayor shall sign all:

1. Warrants drawn on the City Treasurer;
2. Written contracts and conveyances made or entered into by the City; and
3. Instruments requiring the City Seal (the Council may provide by ordinance that the instruments described above be signed by an officer other than the Mayor).

D. The Mayor, with approval of the City Council, shall make all appointments to boards, commissions, and committees unless otherwise provided by statute.

E. The Mayor shall perform all duties imposed on the position of Mayor by the laws of the State of California or by ordinance of the City.

F. The Mayor shall be entitled to compensation as set out in Solana Beach Municipal Code Section 2.04.020.

Section 3: The City Council finds that the proposed amendments to the Solana Beach Municipal Code are exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations, Section 15061(b)(3) in that it is not a project which has the potential for causing a significant effect on the environment.

Section 4: Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Chapter, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Chapter, or its application to any other person or circumstance. The City Council declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

EFFECTIVE DATE: This Ordinance shall be effective thirty (30) days after its adoption. Within fifteen (15) days after its adoption, the City Clerk of the City of Solana Beach shall cause this Ordinance to be published pursuant to the provisions of Government Code Section 36933.

INTRODUCED AND FIRST READ at a regular meeting of the City Council of the City of Solana Beach, California on the 24th day of October 2018; and

THEREAFTER ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California on the 28th day of November, 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

DAVID A. ZITO, Mayor

APPROVED AS TO FORM:

ATTEST

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

CITY OF SOLANA BEACH	Policy No. 5
COUNCIL POLICY	Adopted: May 15, 1989 Revised: January 23, 2008 by Resolution 2008-23
GENERAL SUBJECT: Citizen Boards, Commissions & Committees	
SPECIFIC SUBJECT: Appointments of Citizens to Boards, Commissions, Committees and Task Forces.	

PURPOSE:

The purpose of this policy is to establish a consistent process and procedure for appointments to City sponsored Citizen Boards, Commissions, Committees and Task Forces.

POLICY STATEMENT:

Appointments to Citizen Boards, Commissions, Committees and Task Forces are made in accordance with the municipal code and/or specific guideline, as provided, to provide consistency.

POLICY PROCEDURES:

1. All private citizens interested in serving on any Board, Commission, Committee or Task Force or similar group must complete and file with the City Clerk a Citizen Interest Form (application) which may be obtained from the City Clerk's office.
2. Nominations
Councilmembers may nominate private citizens for appointment subject to ratification by a majority of the City Council. Such ratification shall take place at a regular City Council meeting and a duly docketed agenda item.
3. Appointment Protocol
 - a. Appointments will be made in accordance with municipal code requirements. For example, the municipal code may require that a Commission have five positions appointed by individual Councilmembers.
 - b. Appointments that are not outlined in the municipal code and are at-large appointment positions may be nominated by any Councilmember. In the event of multiple appointments, appointments may be divided among individual Councilmembers to share the appointment responsibilities. If the appointments are

shared, it will be for that one time and will not be construed as official individual appointments that would carry forward.

- c. The decision to proceed with an individual appointment alternative for at-large positions will be subject to majority vote of the City Council with such vote taking place at a regular City Council Meeting.

4. Appointments to Outside Agencies

When the City is asked by an outside agency to recommend a private citizen to serve on a Board, Commission, Committee or Task Force or similar group, such recommendation shall be made by the Council and approved by a majority vote of the City Council.



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: November 28, 2018
ORIGINATING DEPT: City Manager's Department
SUBJECT: Introduce (1st Reading) Ordinance No. 495 – Shared Mobility Program

BACKGROUND:

The City of Solana Beach (City) is increasingly aware of the need to reduce local greenhouse gas (GHG) emissions to limit the effects of climate change while offering viable transportation alternatives to driving. The City Council (Council) approved the City's first ever Climate Action Plan (CAP) on July 12, 2017. The CAP establishes a number of strategies to achieve GHG emissions reduction goals and targets, including facilitating safe, convenient and affordable alternative transportation options. In addition, the City Council Work Plan has included an Unprioritized Environmental Sustainability item to explore a bikeshare/car share program for the past several years.

On March 14, 2018, the City Council approved Resolution 2018-030 approving a Memorandum of Understanding (MOU) to establish a pilot North County Coastal Regional Bikeshare Program. The City, along with the cities of Del Mar, Encinitas, Carlsbad and Oceanside, as well as Camp Pendleton, the San Diego Association of Governments (SANDAG) and the North County Transit District (collectively known as the Parties) desire to establish a formal working relationship to develop a pilot bikeshare program. It was the desire of the Parties to collectively agree upon a single bikeshare vendor to operate within the North Coastal San Diego region to achieve economies of scale, to reduce conflicts between competing vendors, and to provide optimal convenience to users by being able to rent a bicycle in one jurisdiction and terminate the rental in another jurisdiction who is also a party to the MOU.

Due to the aggressive promulgation of other less desirable modes of alternative transportation, such as e-scooters, and to include other potential desirable alternative modes of transportation, such as Neighborhood Electric Vehicle (NEV) ride-share

COUNCIL ACTION:

options, City Staff felt it was necessary to develop an ordinance to establish the rules and guidelines for the proposed program. Since the program could include other forms of alternative transportation options, Staff felt the program should be expanded from just a bikeshare program to a “shared mobility” program.

This item is before City Council to consider introducing Ordinance 495 establishing the guidelines for the upcoming Shared Mobility pilot program.

DISCUSSION:

Staff from all of the Parties continue to meet to discuss the logistics of the pilot program and coordinated the development of the Request for Information (RFI). The RFI was posted on April 5, 2018 and respondent interviews were held on June 11, 2018. A preferred vendor has been selected but contract negotiations are still ongoing.

As part of the ongoing contract negotiations, the respective city attorneys from some of the participating jurisdictions have discussed the pilot program and proposed license agreement. During these discussions, our City Attorney has recommended that an ordinance be adopted to establish the guidelines for the shared mobility program to ensure that the original intent of the program be solidified. For Solana Beach, this would specifically ensure that there would be only one selected vendor and that only bicycles and potentially an Neighborhood Electric Vehicle (NEV) ride share component be included in the program at this time. While the intent of the arrangements between the Parties is that each jurisdiction would have the ability to negotiate various terms for their specific jurisdiction (i.e. number of bikes; docked, dockless or a hybrid approach; locations for parking, geofences, etc.), the core program guidelines would be included. These include:

- Implementation of a pilot shared mobility program with only one vendor
- City control over the amount of shared mobility devices and the structure of the program (docked, dockless or hybrid)
- Implementation of a robust education and outreach program prior to the start of the program
- Limitations on City liability
- City access to ridership data including fleet status and trip patterns

If the City Council approves the introduction of Ordinance 495, City Staff will begin negotiations with the preferred vendor on the license agreement. If both parties come to an agreement on the terms, the license agreement will be brought back to City Council for formal review and adoption. The intent is to have the Shared Mobility Pilot Program implemented prior to the start of next summer with enough time factored in prior to launch to conduct a robust community outreach program.

CEQA COMPLIANCE STATEMENT:

The action being considered by the City Council is exempt from the California Environmental Quality Act (CEQA) because it is not a “project” under Section 15378(b)(5) of CEQA Guidelines.

FISCAL IMPACT:

There is no fiscal impact as a result of this item.

WORK PLAN:

Exploring the potential for a bikeshare/car share program has been an item in the Unprioritized Environmental Sustainability Issues section of the Work Plan for the past several years.

OPTIONS:

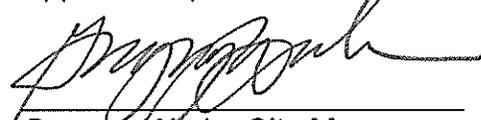
- Introduce Ordinance 495 establishing the guidelines for the Shared Mobility Pilot Program
- Do not introduce Ordinance 495
- Provide direction

DEPARTMENT RECOMMENDATION:

Staff recommends the City Council introduce Ordinance 495 establishing the guidelines for the Shared Mobility Pilot Program.

CITY MANAGER’S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Ordinance 495

ORDINANCE 495

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA ADDING CHAPTER 10.46 TO THE SOLANA BEACH MUNICIPAL CODE REGARDING SHARED MOBILITY PROGRAM

WHEREAS, the City of Solana Beach (City) is increasingly aware of the need to reduce local greenhouse gas (GHG) emissions to limit the effects of climate change while offering viable transportation alternatives to driving;

WHEREAS, the City Council (Council) approved the final Climate Action Plan (CAP) on July 12, 2017. The CAP establishes a number of strategies to achieve GHG emissions reduction goals and targets, including facilitating safe, convenient and affordable alternative transportation options;

WHEREAS, the City Council Work Plan has included an Unprioritized Environmental Sustainability item to explore a bikeshare/car share program for the past several years;

WHEREAS, on March 14, 2018, the City Council approved Resolution 2018-030 approving a Memorandum of Understanding (MOU) to establish a pilot North County Coastal Regional Bikeshare Program. The City, along with the cities of Del Mar, Encinitas, Carlsbad and Oceanside, as well as Camp Pendleton, the San Diego Association of Governments (SANDAG) and the North County Transit District desire to establish a formal working relationship to develop a pilot bikeshare program;

WHEREAS, there has been an aggressive and excessive promulgation of modes of alternative transportation ranging from less desirable modes to potentially more desirable modes of alternative modes of transportation and there is a need to regulate the safe and efficient use and management of the public right-of-way;

WHEREAS, expanding the exploration of a City bikeshare program to a “shared mobility” program will help achieve City goals with respect to the CAP and public right-of-way management; and

WHEREAS, establishing guidelines for a shared mobility pilot program is necessary to provide safety and clarity for users of the public right-of-way and permit applicants.

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

Section 1. All of the above statements are true.

Section 2. The City Council finds that this action is not a project under the California Environmental Quality Act (“CEQA”) because there is no development or physical change that would result from the adoption of this ordinance.

Section 3. Chapter 10.46 is added to the Solana Beach Municipal Code and shall read as follows:

Chapter 10.46 Shared Mobility Device Pilot Program

10.46.010 Purpose.

Consistent with the City’s goals of enhancing mobility and access, easing traffic congestion, promoting sustainability and achieving its Climate Action Plan this Chapter creates a limited term pilot program to facilitate the use of shared mobility devices while ensuring the protection of public health and safety, including the safety of the public traveling by foot, bicycle or any vehicle on public sidewalks, streets and other public rights-of-way.

10.46.020 Definitions.

- (a) “Abandon” shall mean leaving any item unattended for any length of time.
- (b) “City Manager” shall mean the City Manager or his or her designee.
- (c) “Operator” shall mean any person or business entity selected by the City to participate in the Shared Mobility Device Pilot Program pursuant to this Chapter.
- (d) “Public area” shall mean any outdoor area that is open to the public for public use, whether owned or operated by the City or a private party.
- (e) “Public right-of-way” shall mean any public alley, parkway, public transportation path, roadway, sidewalk or street that is owned, granted by easement, operated or controlled by the City.
- (f) “Shared mobility device” shall mean any device by which a person can be transported, propelled, moved or drawn, that is rented, used, located, displayed, offered or placed for rent in any public area or public right-of-way, except that a “shared mobility device” does not include a rental car, taxicab or any other device excluded pursuant to administrative regulations.

10.46.025 Administrative regulations.

- (a) The City Manager may adopt administrative regulations to implement the provisions of this Chapter, including, but not limited to, permit application procedures and permit standards, which may include regulations relating to lawful conduct, public safety, data sharing, data privacy and/or the timely removal of hazards.

(b) No person shall fail to comply with the City's administrative regulations. Any violation of any administrative regulation issued pursuant to this Section shall constitute a violation of this Code and shall subject the violator to the penalties set forth in this Chapter.

10.46.030 Prohibited conduct.

Notwithstanding any other provision of this Code, no person may:

(a) Display, offer or make available for rent any shared mobility device within the City, unless the person has first obtained: (1) a valid shared mobility operator permit; (2) a license agreement approved by City Council; and (3) a business certificate issued in accordance with Chapter 4.02 of this Code;

(b) Abandon a shared mobility device not authorized by this Chapter in the public right-of-way or a public area;

(c) Abandon a shared mobility device in the public right-of-way or a public area in a manner that: (1) obstructs travel upon or blocks access to a public right-of-way; (2) poses an immediate public safety hazard; or (3) is otherwise prohibited by applicable laws or administrative regulations; or

(d) Use or aid and abet the use of any shared mobility device in a manner that would violate any applicable law or administrative regulation.

10.46.040 Maximum number of shared mobility operator permits and shared mobility devices permitted.

(a) The City Manager may issue one shared mobility operator permit authorizing the deployment of shared mobility devices within the City.

(b) The number and mode(s) of shared mobility devices authorized under each shared mobility operator permit shall be established pursuant to a license agreement approved by City Council.

(c) At any time, in the City Council's discretion, the City Council may reassess the number of shared mobility operator permits authorized for issuance.

10.46.050 Shared mobility operator permit application procedure, fees and requirements.

(a) Any person seeking to obtain a shared mobility operator permit shall have timely responded to a request for information advertised for a shared mobility program within the City.

(b) The City Council may establish permit fees and charges by resolution, which shall:

(1) Defray the City's costs in administering and enforcing the provisions of this Chapter; and

(2) Reflect charges associated with use of public property pursuant to this Chapter.

(c) The City Manager may specify the information that must be provided in connection with an application and the form in which the information is to be provided. The application shall contain, at a minimum, the following information:

(1) The name and business address of each person or entity that: (i) has more than a ten percent equity, participation, or revenue interest in the applicant; or (ii) is a trustee, director, partner, or officer of that entity or of another entity that owns or controls the applicant, excepting persons serving in those capacities as volunteers, without compensation, for organizations exempt from income taxes under Section 501(c)(3), (4), or (6) of the Internal Revenue Code;

(2) The name and business address of any parent or subsidiary of the applicant, namely, any other business entity owning or controlling the applicant in whole or in part, or owned or controlled in whole or in part by the applicant, and a statement describing the nature of any such parent or subsidiary business entity;

(3) Information sufficient to show that the applicant is financially, technically, and legally qualified to operate and maintain a shared mobility device system;

(4) A description of the proposed plan of operation, including, at a minimum, a detailed description of:

(i) The applicant's current operations in the City and other jurisdictions, including copies of the applicant's operating permits for all such jurisdictions,

(ii) The applicant's proposed operations in the City including the maximum number of shared mobility devices anticipated during the duration of the pilot program, the plan for balancing shared mobility devices for Citywide coverage, the plan for shared mobility device maintenance, levels of staff for operations and administration, and the plan for customer service,

(iii) The applicant's regulatory compliance program,

(iv) The applicant's and the applicant's customers' history of, intent to, and ability to comply with, State and local law,

(v) The applicant's plans to implement safety programs, including, for example, a program by which the applicant will receive information about, notify users of and stop inappropriate use,

(vi) The applicant's plans to educate users of shared mobility devices about applicable California Vehicle Code provisions and other applicable laws, regulations, and guidelines,

(vii) The applicant's plans to comply with applicable Federal, State, and local data privacy laws and otherwise to protect the privacy of personal information provided by users, and

(viii) Any other requirements set forth by administrative regulation.

10.46.060 Shared mobility operator selection.

(a) The Shared Mobility Operator shall be selected pursuant to a request for information process.

(b) The City Manager shall review all applications and make a ranking of each qualified applicant in accordance with objective criteria set forth by this Chapter and administrative regulations.

(c) Each qualified applicant shall be evaluated based upon objective criteria including: experience; proposed operations plan; financial wherewithal and stability; adequacy of insurance; ability to begin operations in a timely manner; public education strategies; relevant record of the applicant's, officers', owners', principals' or customers' violations of Federal, State or local law, or rules and regulations; and any other objective criteria established by administrative regulation.

(d) Each qualified applicant shall be provided an opportunity to submit written comments or objections to the City Manager's rankings of qualified applicants.

(e) The City Manager shall set forth, in writing, the reasons supporting his or her final determination. The City Manager may request additional information from City staff, any applicant, or any other source that would assist in determining the final qualifications and rankings.

(f) The City Manager shall grant a shared mobility operator permit to the highest ranked applicant after such applicant enters into a license agreement approved by City Council. Should two applicants receive the same score, a lottery shall be used to establish the final rankings for any applicants that achieved the same score.

(g) The City Manager's determinations under this Section shall constitute the final decision of the City and shall not be subject to further administrative review.

(h) The City Manager may impose, as part of any shared mobility operator permit issued, any and all conditions that are necessary to effectuate the purposes of this Chapter, mitigate traffic impacts, ensure accessibility of the public right-of-way and availability of public space for shared use by all, or protect the health, welfare, and safety of the public. No person shall fail to comply with such permit conditions.

10.46.070 Limitations on City liability.

To the fullest extent permitted by law, the City shall not assume any liability whatsoever with respect to having issued a shared mobility operator permit or otherwise approving the operation of any shared mobility device. As a condition to the issuance of any shared mobility operator permit, the applicant shall be required to meet all of the following conditions:

(a) The applicant must execute an agreement, in a form approved by the City Attorney, agreeing to indemnify, defend (at applicant's sole cost and expense), and hold harmless the City, and its officers, officials, employees, representatives, and agents from any and all claims, losses, damages, injuries, liabilities or losses which arise out of, or which are in any way related to, the City's issuance of or decision to approve a shared mobility operator permit, the process used by the City in making its decision, or the alleged violation of any Federal, State or local laws by the applicant or any of its officers, managers, employees or agents.

(b) Maintain insurance at coverage limits, and with conditions thereon determined necessary and appropriate from time to time, as determined by the Risk Manager and name the City of Solana as additional insured. The applicant's insurance policy shall be endorsed to state that coverage shall not be cancelled except after thirty days' prior written notice has been given to the City. If any insurance policy issued to a permittee is cancelled for any reason, the permit issued under this Chapter is automatically suspended. In order to reinstate the permit, the permittee shall provide a new certificate and policy of insurance to the City.

(c) Reimburse the City for all costs and expenses, including, but not limited to, attorney fees and costs, which it may be required to pay as a result of any legal challenge related to the City's approval of or activities conducted pursuant to the applicant's shared mobility operator permit. The City may, at its sole discretion, participate at its own expense in the defense of any such action, but such participation shall not relieve any of the obligations imposed hereunder.

(d) The applicant must execute a license agreement in a form approved by City Council.

10.46.080 Grounds for revocation, suspension or denial.

A shared mobility operator permit may be revoked, suspended, or denied by the City Manager based upon any of the following grounds:

(a) An applicant or operator, including its employees, managers, officers, principals, directors, owners, contractors, representatives, or agents:

(1) Making one or more false or misleading statements, or material omissions on the permit application, during the application process, or during the pilot program;

- (2) Failing to provide information requested or required by the City;
- (3) Operating, proposing to operate or aiding or abetting operating in a manner that endangers public health or safety; or
- (4) Failing to comply or aiding or abetting a failure to comply with any requirement imposed by the provisions of this Code (or successor provision or provisions) including any rule, regulation, condition or standard adopted pursuant to this Chapter, or any term or condition imposed on the shared mobility operator permit, or any provision of State law.

(b) Conviction of the operator, to include any of its officers, owners or principals, of a criminal offense that is substantially related to the qualifications, functions or duties of the shared mobility business or profession, including, but not limited to, any criminal conviction involving a violent or serious felony, fraud, deceit, or embezzlement.

(c) Repeated failures by operator's customers to comply with any requirement imposed by the provisions of this Code (or successor provision or provisions) including any rule, regulation, condition or standard adopted pursuant to this Chapter, or any term or condition imposed on the shared mobility operator permit, or any provision of State law.

10.46.090 Pilot program term.

Any permit issued pursuant to this Chapter shall terminate and be of no further force or effect beyond December 30, 2020, unless otherwise extended or terminated earlier by the City.

10.46.100 Impoundment of devices.

(a) A shared mobility device that is rented, used, displayed, offered, or made available for rent, or abandoned, in the public right-of-way or a public area in violation of Section 10.46.030 shall be subject to immediate impoundment by the City.

(b) The City Council may adopt impound fees by resolution, which shall reflect the City's enforcement, investigation, administration, storage and impound costs.

(c) No person shall retrieve any impounded shared mobility device except upon demonstrating proper proof of ownership of the device and payment of applicable impound fees.

(d) Any shared mobility device not retrieved from impound for more than 30 days shall be deemed abandoned and may, in the City Manager's discretion, be destroyed or auctioned in accordance with applicable state law.

10.46.110 Enforcement.

(a) Any person who violates any provision of this Chapter, including any permit condition, shall be guilty of an infraction or a misdemeanor, which shall be punishable pursuant to Chapter 1.16 of this Code.

(b) Any person who violates any provision of this Chapter, including any permit condition, shall be subject to administrative fines and administrative penalties pursuant to Chapter 1.18 of this Code.

(c) Any person convicted of violating this Chapter in a criminal case, or found to be in violation of this Chapter in a civil or administrative case brought by a law enforcement agency, shall be ordered to reimburse the City and other participating law enforcement agencies their full investigative costs.

Section 4. Severability. In the event that any court of competent jurisdiction holds any section, subsection, paragraph, sentence, clause or phrase in this Ordinance to be unconstitutional, preempted or otherwise invalid, the invalid portion shall be severed from this Ordinance and shall not affect the validity of the remaining portions of this Ordinance. The City hereby declares that it would have adopted each section, subsection, paragraph, sentence, clause or phrase in this Ordinance irrespective of whether any one or more sections, subsections, paragraphs, sentences, clauses or phrases in this Ordinance might be declared unconstitutional, preempted or otherwise invalid.

Section 5. Conflicts with Prior Ordinances. In the event that any City ordinance or regulation, in whole or in part, adopted prior to the effective date of this Ordinance, conflicts with any provisions in this Ordinance, the provisions in this Ordinance will control.

EFFECTIVE DATE: This Ordinance shall be effective thirty (30) days after its adoption. Within fifteen (15) days after its adoption, the City Clerk of the City of Solana Beach shall cause this Ordinance to be published pursuant to the provisions of Government Code Section 36933.

INTRODUCED AND FIRST READ at a regular meeting of the City Council of the City of Solana Beach, California, on the 28th day of November, 2018; and

THEREAFTER ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California, on the _____ day of December, 2018, by the following vote:

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

DAVID A. ZITO, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: November 28, 2018
ORIGINATING DEPT: City Manager/City Attorney
SUBJECT: **Introduce (1st Reading) Ordinance No. 497 Adding Subsection 4.52 "Sidewalk Vending" to the Solana Beach Municipal Code**

BACKGROUND:

On September 17, 2018, Governor Brown signed Senate Bill No. 946 (SB 946), decriminalizing sidewalk vending and limiting local regulations to those expressly provided for in the bill or that are otherwise "directly related to objective health, safety, or welfare concerns." The bill will go into effect on January 1, 2019. Local jurisdictions that wish to regulate sidewalk vending are required to first adopt a program with rules and regulations consistent with SB 946.

This item is before the City Council to introduce Ordinance 497 adding Chapter 4.52 "Sidewalk Vending" to the Solana Beach Municipal Code that would establish a program to permit and regulate sidewalk vendors in compliance with SB 946.

DISCUSSION:

SB 946 only applies to sidewalk vending in public rights-of-way, as private rights-of-way and property are still subject to private and local control. The City of Solana Beach has unique characteristics that require certain restrictions on sidewalk vending. The draft ordinance establishes Solana Beach Municipal Code (SBMC) Chapter 4.52 as the Sidewalk Vending Program. The proposed program is consistent with SB 946 in that it facilitates the entrepreneurial spirit of small business activities by removing total prohibition on selling goods from portable stands. While encouraging more sidewalk vending, the City recognizes the importance of regulation and enforcement of sidewalk vendor activities to promote the health, safety, and welfare of the public.

The proposed sidewalk vending program includes regulations that are necessary to:

CITY COUNCIL ACTION:

1. Ensure no interference with:
 - a. The performance of police, firefighter, lifeguard and emergency medical personnel services;
 - b. The flow of pedestrian or vehicular traffic including ingress into, or egress from, any residence, public building, or place of business, or from the street to the sidewalk, by persons exiting or entering parked or standing vehicles;
2. Provide reasonable access for the use and maintenance of sidewalks, pathways, poles, posts, traffic signs, or signals, hydrants, restrooms, trash receptacles, firefighting apparatus, mailboxes, as well as access to locations used for public transportation services;
3. Maximize public access to and along the coast;
4. Reduce exposure to the City for personal injury or property damage claims and litigation; and
5. Ensure sidewalk vending activities only occur in locations where such vending activities would not restrict sidewalk and pathway access and enjoyment to individuals with disabilities.

Permitting Requirements

Government Code (GOV) Section 51038(C)(4) allows a local authority to require a sidewalk vendor to obtain a permit, subject to certain limitations. The City proposed program would require a valid permit to engage in any sidewalk vendor activities. A permit enables the City to effectively regulate individuals who are engaging in sidewalk vending activities. It will further help ensure sidewalk vendors are complying equally with the rules and regulations set forth by the program. If adopted, the Finance Department would issue a permit to a sidewalk vendor when the requirements of Section 4.52.030 are met. Permit administration costs will be recovered through permit fees that are assessed to similar regulatory permits.

Limitation on Hours of Operation

GOV Section 51038(C)(1) allows a local authority to place limitations on hours of operation that are not unduly restrictive. In nonresidential areas, any limitations on hours of operation for sidewalk vending shall not be more restrictive than any limitation imposed on other businesses or uses on the same street.

In nonresidential areas, the proposed program would limit hours of operation for sidewalk vending from 7 a.m. to 10 p.m., daily, which is consistent with most business operations

throughout the City. The proposed limitation takes into account the potential for sidewalk vending in mixed-use area, which have both residential and nonresidential uses.

In residential areas, hours of operation would be limited to between 8 a.m. to 9 p.m., daily. These areas are more sensitive to noise and traffic impacts and, therefore, warrant a smaller operational window.

Uniquely Prohibited Locations

GOV Section 51038(b)(1) prohibits a local authority from requiring a vendor to operate in specific parts of the public right-of-way, except when that restriction is directly related to objective health, safety, or welfare concerns.

The beach and beach access ways are generally narrow and provide for a high volume of pedestrian travel with various beach activities, which necessitates restrictions on sidewalk vending in these areas. Additionally, any public property that does not meet the definition of a sidewalk or pathway including, but not limited to, any alley, beach, plaza, street, street end, or parking lot are prohibited to minimize interference of vehicular and high pedestrian traffic and protect the public from injury.

Additional Locational Restrictions

The City has a unique physical setting with many visual, recreational, and environmental resources that has influenced the type and form of land uses within the community. The majority of the City is fully developed with a diverse mixture of residential, commercial and recreation and open space uses.

Many of the sidewalks with the City are narrow with a width of less than eight (8) feet. Given the amount of pedestrian activity, much of the public realm has been improved with public serving amenities, such as trash receptacles, benches, bike racks, and street trees. The diverse mixture of land uses creates a heavily traveled environment with measures in place, such as color-coded curb zones, to help ensure the safety and welfare of the public.

The following table summarizes the additional locational restrictions and why it is necessary to have these restrictions in place to ensure public health, safety and welfare:

Restriction	Why is it necessary?
At least 200 feet from a fire station or marine safety center	These facilities are high in activity with emergency services personnel activated and entering or exiting the facilities during an emergency. Unimpaired access is necessary to ensure public health and safety services are provided whenever they are needed.
At least 200 feet from any certified farmers' market or swap meet	Consistent with GOV Section 51038(d)(1), which allows a prohibition of sidewalk vendors in the immediate vicinity of such permitted activities.

At least 200 feet from a temporary special event permit location	Consistent with GOV Section 51038(d)(2), which allows a prohibition of sidewalk vendors in the immediate vicinity of such permitted activities.
At least 100 feet from other sidewalk vendors	A concentration of sidewalk vendors in a single area poses a safety hazard and may limit accessibility for pedestrians; thus affecting the flow of the right-of-way.
At least 100 feet from any public or private schools, places of worship, or a large general child daycare facility	These land uses are sensitive receptors to noise and any activity that is disruptive to day-to-day operations and the overall welfare of said uses. In addition, any queuing in front of a school can pose a safety issue with children entering and exiting before and after school. Adjacency of sidewalk vendors near these uses could also attract children off-site.
At least 100 feet from any intersection of a street and a sidewalk	This restriction helps to insure there are limited obstructions adjacent to a street intersection. Such obstructions could impede vehicular sight lines and would pose a safety issue for pedestrians and drivers alike.
At least 100 feet from any public picnic area, playground area or playground equipment	Adjacency of sidewalk vendors near these uses attract children off-site and poses a safety issue.
At least 100 feet from the portion of any City facility that is renting merchandise or selling food to the public or where the rental merchandise is stored	A concentration of sidewalk vendors and/or similar functions in a single area pose a safety hazard and may limit accessibility for pedestrians; thus affecting the flow of the right-of-way. An unobstructed pathway next to the facility is inherent to its operation.
At least 100 feet from any police officer, firefighter, lifeguard or emergency medical personnel who are actively performing their duties or providing services to the public	Public safety is of utmost importance. In the event any emergency services personnel or vehicles are activated in an area, it is imperative that potential conflicts are minimized to the greatest extent feasible as to prevent any access conflict.
At least 25 feet from any fire hydrant	In the event of an emergency and for regular maintenance, the Fire Department needs to have constant, uninhibited access to hydrants citywide. Adequate space must always be provided to allow for an apparatus (i.e., fire truck) to access the hydrant.
At least 25 feet from any curb, which has been designated as white, yellow, green, blue, or red zone, or a bus zone	These curb and public right-of-way areas have been designated as special use zones dependent upon the color of the curb. Allowing sidewalk vendors to operate in these special use zones could pose as an obstruction inconsistent with the intended restrictions. For example, a sidewalk vendor in a red zone could hinder emergency

	access or a sidewalk vendor in a yellow zone could hinder loading and unloading.
At least 25 feet from any automated teller machine (ATM)	ATMs are frequently used, especially in areas with a healthy tourism industry. This restriction will help to limit conflicts between sidewalk vendors and patrons of the ATM who may also be queuing. It will also limit obstructions to the public right-of-way that negatively affect accessibility.
At least 25 feet from any driveway, alley or entrance to a parking lot or parking garage	Allowing sidewalk vending operations within 25 feet from any driveway, alley, or entrance to a parking lot or parking garage could potentially pose a safety issue by obstructing vehicular line of sight while obstructing vehicular access or allowing queuing that encroach into a vehicular driveway.
At least 25 feet from any entrance or exit to a building, structure or facility	Allowing sidewalk vending operations within 25 feet of any entrance or exit could result in inadequate access to the building or inadequate egress from the building in an emergency situation. An ADA accessible path of travel could further be impinged.
At least 25 feet from any trash receptacle, bike rack, bench, bus stop or similar public use item	All sidewalk vending operations within 25 feet of any of the public use items could negatively affect the welfare of the public. Sidewalk vending operations could obstruct the view of these items and discourage public use of these items, as they were intended. Further, sidewalk vending adjacent to any of these public use items could hinder required access for a disabled person.
Sidewalks and pathways must be at least 8 feet in width or larger	Many of the sidewalks and pathways in the City are less than eight (8) feet wide. Sidewalk vending in these areas would unreasonably interfere with the flow of pedestrians and disrupt access for persons with disabilities. Assuming a sidewalk vending receptacle that is four (4) feet by four (4) feet, this would leave a minimum of four (4) feet not withstanding any queues or persons patronizing the sidewalk vendor.
Stationary sidewalk vendors not permitted in any park where City has signed an agreement for concessions that exclusively permits sale of food or merchandise by a single concessionaire	This restriction is consistent with GOV Section 51038(2)(A), which allows prohibition of stationary sidewalk vendors in public parks that have a single-concessionaire agreement. Also consistent with State requirements, roaming vendors are not affected by this restriction.
Stationary sidewalk vendors not permitted in any exclusively residential area	This restriction is consistent with GOV Section 51038(4)(B), which allows the prohibition of stationary sidewalk vendors in areas zoned exclusively residential. Consistent with State requirements, roaming vendors are not affect by the restriction.

Sidewalk Vending in Public Parks

GOV Section 51038(b)(2)(B) allows local jurisdictions to adopt additional requirements regulating the time, place, and manner of sidewalk vending in a park owned or operated by the local jurisdiction if the requirements are: 1) directly related to objective health, safety, or welfare concerns; 2) necessary to ensure the public's use and enjoyment of natural resources and recreational opportunities; or 3) necessary to prevent an undue concentration of commercial activity that unreasonable interferes with the scenic and natural character of the park.

Active parks contain one or more sporting fields or courts (including designated skating areas) or actively encourage physical activity. Passive parks are typically less developed than an active park, but may contain features such as walking tracks, gardens, seating, barbecues, and picnic areas. They do not usually contain sports infrastructure or encourage strenuous physical activity, although they may contain play equipment. Within both passive and active parks, the proposed program would prohibit sidewalk vendors from approaching persons, particularly those engaged in or spectating a sporting activity. If not properly regulated, sidewalk vendors could pose an interruption to the park's intended use.

Enforcement and Penalties

GOV Section 51039 outlines limitations on punishing sidewalk vendors for violating parameters of the City's program. This program encourages efficient enforcement through its operating conditions, such as requiring conspicuous display of a sidewalk vendor permit and requiring the allowance of certain City officials to inspect the operation at all times. Violations of the SBMC Chapter 4.52, Sidewalk Vending Program, would be enforced through administrative fines established in SB 946 and potential revocation of an issued permit.

CEQA COMPLIANCE STATEMENT:

There is no possibility the adoption of a sidewalk vending ordinance will have a significant effect on the environment. Accordingly, under the provisions of §15061(b)(3) and §15378(b)(5) of Division 6 of Title 14 of the California Code of Regulations, the CEQA Guidelines, the adoption of the ordinance is not subject to the requirement of the California Environmental Quality Act.

FISCAL IMPACT:

There is no direct impact to the General Fund. There may be indirect costs associated with additional enforcement. Costs associated with issuance and administration of a

sidewalk vendor permit are proposed to be recovered through a fee consistent with other regulatory permits.

WORK PLAN:

N/A

OPTIONS:

- Approve Staff recommendation and introduce Ordinance No. 497.
- Approve Staff recommendation with alternative amendments/modifications.
- Deny Staff recommendation.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council:

1. Find this action is exempt from the CEQA pursuant to Sections 15061(b)(3) and 15378(b)(5) of the CEQA Guidelines because this action will not result in a physical change to the environment, directly or indirectly; and
2. Introduce Ordinance No. 497 adding Chapter 4.52 "Sidewalk Vending" to the Solana Beach Municipal Code.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Ordinance No. 497

ORDINANCE 497

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA ADDING CHAPTER 4.52 "SIDEWALK VENDING"

WHEREAS, on September 17, 2018, Governor Brown signed Senate Bill No. 946 ("SB 946"), adding sections 51036-51039 to the Government Code; and

WHEREAS, SB 946 decriminalizes sidewalk vending and limits local regulations to those expressly provided for in the bill or are otherwise "directly related to objective health, safety, or welfare concerns"; and

WHEREAS, SB 946 only applies to sidewalk vending in public rights-of-way, and private rights-of-way and property are still subject to private and local control; and

WHEREAS, the City desires to adopt a sidewalk vending ordinance to ensure compliance with state law; and

WHEREAS, the City has unique characteristics that require certain restrictions on sidewalk vending;

WHEREAS, adopting an ordinance will provide clarity regarding time, place and manner to ensure public access and safety within the community.

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

Section 1. All of the above statements are true.

Section 2. The City Council finds and determines that there is no possibility the adoption of a sidewalk vending ordinance will have a significant effect on the environment. Accordingly, under the provisions of §15061(b)(3) and §15378(b)(5) of Division 6 of Title 14 of the California Code of Regulations, the CEQA Guidelines, the adoption of the ordinance is not subject to the requirement of the California Environmental Quality Act ("CEQA").

Section 3. The City Council hereby finds that, to promote the health, safety and welfare, restriction on street vending are necessary to:

1. Ensure no interference with:
 - a. The performance of police, firefighter, lifeguard and emergency medical personnel services;

- b. The flow of pedestrian or vehicular traffic including ingrees into, or egress from, any residence public building, or place of business, or from the street to the sidewalk, by persons existing or entering parked or standing vehicles;
2. Provide reasonable access for the use and maintenance of sidewalks, pathways, poles, posts, traffic signs, or signals, hydrants, restroom, trash receptacles, firefighting apparatus, mailboxes, as well as access to locations used for public transportation services;
3. The regulations in this ordinance, including, but not limited to those regulations governing minimum sidewalk widths, sidewalk vending receptacles sizes, distance requirements, and food and merchandise storage are necessary to ensure compliance with the Federal Americans with Disabilities Act of 1990 and other disability access standards;
4. Maximize public access to and along the coast; and
5. Reduce exposure to the City for personal injury or property damage claims and litigation.

Section 4. The City Council hereby finds that the unique characteristics of the City require certain restriction on sidewalk vending as follows:

1. Many of the City sidewalks are extremely narrow and have a high volume of pedestrians traveling in each direction;
2. Restriction on sidewalk vending are necessary to protect the public from injury given the City's popularity as a tourist destination;
3. The Marine Safety Center and the Solana Beach Fire Station are critical locations related to emergency operations and response, therefore restriction on sidewalk vending are necessary to ensure that lifeguard and fire equipment is easily accessible and critical infrastructure is maintained and accessible at all times;
4. Fletcher Cove and La Colonia park provide passive and active recreational opportunities and restrictions on sidewalk vending are necessary to protect the health, safety and welfare of those persons engaged in, and the spectators of, active sports activities, the recreational opportunities, as well as protect the scenic and natural character of these parks;
5. Many of the sidewalks and pathways in the City are under eight (8) feet wide and sidewalk vending in these areas would unreasonable interfere

with the flow of pedestrians and disrupt access for persons with disabilities.

Section 5. Chapter 4.52 shall be added to the Solana Beach Municipal Code and shall read as follows:

**CHAPTER 4.52
SIDEWALK VENDING**

Sections:

4.52.010	Purpose.
4.52.020	Definitions.
4.52.030	Permit Required
4.52.040	Issuance of Permit
4.52.050	Operating Conditions
4.52.060	Prohibited Activities and Locations
4.52.070	Violation – Penalty

4.52.010 Purpose.

The purpose and intent of this chapter to establish a sidewalk vendor permitting and regulatory program that complies with Senate Bill 946 (Chapter 459, Statutes 2018). The provision of this chapter will allow the City to encourage small business activities by removing total prohibitions on portable food stands while permitting regulation and enforcement of unpermitted sidewalk vending activities to protect the public's health, safety and welfare.

4.52.020 Definitions.

For purposes of this chapter, the following definitions shall apply:

- A. "Alcohol" means an alcoholic beverage.
- B. "Beach" means any public or private ocean front.
- C. "Beach access way" means any sidewalk, stairway, driveway, road or path that provides access to the "Beach."
- D. "Park" means La Colonia Park, Fletcher Cove or any additional park space identified within the City's General Plan.
- E. "Pathway" means any paved or unpaved path or walkway owned by the City or other public entity that is specifically designed for pedestrian travel, other than a sidewalk.

- F. "Person" means and includes all domestic and foreign corporations, associations, syndicates, joint stock corporations, partnerships of every kind, clubs, business or common law trusts, societies, and individuals transacting and carrying on any business in the City.
- G. "Residential" means any area zoned exclusively as residential in Title 17 of the Solana Beach Municipal Code.
- H. "Roaming sidewalk vendor" means a sidewalk vendor who moves from place to place and stops only to complete a transaction.
- I. "Sidewalk" means that portion of a highway, other than the roadway, set apart by curbs, barriers, marking or other delineation specifically designed for pedestrian travel and that is owned by the City or other public entity.
- J. "Sidewalk vendor" means a person who sells food or merchandise from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other non-motorized conveyance, or from one's person, upon a public sidewalk or other pedestrian path.
- K. "Special event" means any special event described in Chapter 11.40, or any successor section.
- L. "Stationary sidewalk vendor" means a sidewalk vendor who vends from a fixed location.

4.52.030 Permit Required.

- A. No person, either for themselves or any other person, shall engage in any sidewalk vendor activities within the City without first applying for and receiving a permit from the Finance Director, or the Finance Director's designee, under this chapter.
- B. A written application for a sidewalk vendor permit shall be filed with the Finance Director, or Finance Director's designee, on a form provided by the City and shall contain the following information:
 - 1. The name, address, and telephone number of the person applying to become a sidewalk vendor;
 - 2. The name, address, and telephone number of the person who will be in charge of any roaming sidewalk vendors, sidewalk vending activity and/or be responsible for the person(s) working at the sidewalk vending receptacle;

3. The name, address, and telephone number of all persons that will be employed as roaming sidewalk vendors or at a sidewalk vending receptacle;
4. The number of sidewalk vending receptacles the sidewalk vendor will operate within the City under the permit;
5. To ensure the safety of residents and the merchantability of products sold by vendors without a fixed place of business, the city requires all sidewalk vending applicants to undergo a fingerprinting background check and to submit the results to the city as an attachment to their application.
6. The location(s) in the City where the sidewalk vendor intends to operate;
7. The day(s) and hours of operation the sidewalk vendor intends to operate at such location(s);
8. Whether the vendor intends to operate as a stationary sidewalk vendor or a roaming sidewalk vendor and, if roaming, the intended path of travel;
9. The dimensions of the sidewalk vendor's sidewalk vending receptacle(s), including a picture of each sidewalk vending receptacle operating under the permit and any signs that will be affixed thereto;
10. Whether the sidewalk vendor will be selling food, merchandise, or both;
11. If the sidewalk vendor is selling food, a description of the type of food to be sold, whether such foods are prepared on site, whether such food will require a heating element inside or on the sidewalk vending receptacle for food preparation, and the type of heating element, if any;
12. If the vendor is selling merchandise, a description of the merchandise to be sold;
13. A copy of the health permit required for any sidewalk vendors selling food;
14. Proof the person possesses a valid California Department of Tax and Fee Administration seller's permit which notes the City as a location of sub-location, which shall be maintained for the duration of the sidewalk vendor's permit;

15. Public liability insurance and property damage insurance, including products liability coverage written by an insurance company acceptable by the city. All insurance companies affording coverage shall be required to add the city as "additional insured" under their insurance policy. A copy of the policy endorsement shall be provided to the city. A certificate of insurance, providing evidence of coverages in compliance with this chapter shall be supplied to the city prior to issuance of the permit.
16. An acknowledgment that the sidewalk vendor will comply with all other generally applicable local, state, and federal laws;
17. A certification that, to their knowledge and belief, the information contained within the application is true;
18. An agreement by the sidewalk vendor to defend, indemnify, release and hold harmless the City, its City Council, boards, commissions, officers and employees from and against any and all claims, demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities, costs and expenses (including without limitation, attorney's fees, disbursements and court costs) of every kind and nature whatsoever which may arise from or in any manner relate (directly or indirectly) to the permit or the vendor's sidewalk vending activities. This indemnification shall include, but not be limited to, damages awarded against the City, any, costs of suit, attorneys' fees, and other expenses incurred in connection with such claim, action or proceeding whether incurred by the permittee, City, and/or the parties initiating or bringing such proceeding;
19. An acknowledgement that use of public property is at the sidewalk vendor's own risk, the City does not take any steps to ensure public property is safe or conducive to the sidewalk vending activities, and the sidewalk vendor uses public property at their own risk;
20. An acknowledgement that the sidewalk vendor will obtain and maintain throughout the duration of any permit issued under this chapter any insurance required by the City's Risk Manager;
21. If the sidewalk vendor has operated in the City in the past, proof of prior sales tax allocation to the City; and
22. Any other relevant information required by the Finance Director, or the Finance Director's designee.

- C. Each application for a sidewalk vendor permit shall be accompanied by a non-refundable application fee as established by resolution of the City Council. The application and permit is only applicable to the individual(s) named on the application. If said permit is approved, it shall not be necessary for the permittee to obtain a City business license to carry on the activities authorized by said permit, unless such permittee maintains a permanent place of business within the City.

4.52.040 Issuance of Permit.

- A. Within thirty (30) calendar days of receiving a complete application, the Finance Director, or the Finance Director's designee, may issue a sidewalk vendor permit, with appropriate conditions, as provided for herein, if he or she finds based on all of the relevant information that:
1. The conduct of the sidewalk vendor will not unduly interfere with traffic or pedestrian movement, or tend to interfere with or endanger the public peace or rights of nearby residents to the quiet and peaceable enjoyment of their property, or otherwise be detrimental to the public peace, health, safety or general welfare;
 2. The conduct of the sidewalk vendor will not unduly interfere with normal governmental or City operations, threaten to result in damage or detriment to public property, or result in the City incurring costs or expenditures in either money or personnel not reimbursed in advance by the vendor;
 3. The conduct of such sidewalk vending activity will not constitute a fire hazard, and all proper safety precautions will be taken;
 4. The conduct of such sidewalk vending activity will not require the diversion of police officers to properly police the area of such activity as to interfere with normal police protection for other areas of the City;
 5. The sidewalk vendor's application contains all required information;
 6. The sidewalk vendor has not made a materially false, misleading or fraudulent statement of fact to the City in the application process;
 7. The sidewalk vendor has satisfied all the requirements of this chapter;
 8. The sidewalk vendor has paid all applicable fees as set by City Council resolution;

9. The sidewalk vendor's sidewalk vending receptacle and proposed activities conform to the requirements of this chapter;
 10. The sidewalk vendor has adequate insurance to protect the City from liability associated with the sidewalk vendor's activities, as determined by the City Manager, or the City Manager's designee, and, if required by the City, the City has been named as an additional insured; and
 11. The sidewalk vendor has satisfactorily provided all information requested by the Finance Director, or the Finance Director's designee, to consider the vendor's application.
- B. A sidewalk vendor permit is non-transferable. Any change in ownership or operation of a sidewalk vendor or sidewalk vending receptacle requires a new permit under this chapter.
- C. All permits issued under this chapter shall expire December 31st of the calendar year.

4.52.050 Operating Conditions.

All sidewalk vendors are subject to the following operating conditions when conducting sidewalk vending activities:

- A. All food and merchandise shall be stored either inside or affixed to the sidewalk vendor receptacle or carried by the sidewalk vendor. Food and merchandise shall not be stored, placed, or kept on any public property. If affixed to the sidewalk vendor receptacle, the overall space taken up by the sidewalk vendor receptacle shall not exceed the size requirement provided in this section;
- B. Sidewalk vending receptacles and any attachments thereto shall not exceed a total height of four (4) feet, a total width of four (4) feet, and a total length of four (4) feet;
- C. To maintain accessibility standards for the city's disabled residents, every sidewalk vendor operating on any sidewalk or public right-of-way must ensure that no obstruction is placed in the sidewalk or public right-of-way that would reduce the width of the sidewalk to less than forty-eight (48) inches, exclusive of the top of the curb. No obstruction shall be located in a sidewalk or public right-of-way less than six (6) feet in width when the sidewalk is adjacent to the curb.
- D. To prevent food-borne illness and protect the health and safety of the city's residents, every sidewalk vendor selling any food or beverage is required to wear a hairnet and food service gloves.

- E. To prevent dangerous distractions and promote the general welfare of the city's residents, sidewalk vendors emitting any loud, unnecessary and unusual noises must comply with Chapter 17.34 of the SBMC.
- F. A sidewalk vending permit does not provide an exclusive right to operate within any specific portion of the public right-of-way.
- G. No equipment or objects used for sidewalk vending purposes may be left or maintained in public spaces or in any portion of the public right-of-way from 10:00 p.m. to 7:00 a.m. Any equipment or objects left overnight in public spaces or in any portion of the public right-of-way will be considered discarded and may be seized or disposed of by the City.
- H. To facilitate the enforcement of this chapter, every sidewalk vendor must display their city-issued sidewalk vending permit on the street side portion of their pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other non-motorized conveyance when operating in the public right-of-way.
- I. To prevent unintended rolling or slipping, a sidewalk vendor is prohibited from operating a pushcart, pedal-driven cart, wagon, or other non-motorized conveyance on a public-right-of-way with a slope greater than five percent.
- J. Sidewalk vendors shall not leave their sidewalk vending receptacle unattended to solicit business for their sidewalk vending activities;
- K. Sidewalk vending receptacles shall not be stored on public property and shall be removed when not in active use by a sidewalk vendor;
- L. All signage and advertising related in any way to the sidewalk vendor shall be attached to the sidewalk vending receptacle, if any, or the sidewalk vendor's person;
- M. Sidewalk vendors shall not use any electrical, flashing wind powered, or animated sign;
- N. No sidewalk vending receptacle shall contain or use propane, natural gas, batteries, or other explosive or hazardous materials;
- O. If a sidewalk vending receptacle requires more than one (1) person to conduct the sidewalk vending activity, all sidewalk vendors associated with the sidewalk vending receptacle shall be within five (5) feet of the sidewalk vending receptacle when conducting sidewalk vending activities;

- P. Sidewalk vendors that sell food shall have in their possession at all times they are conducting sidewalk vending activities, a health permit.
- Q. Sidewalk vendors that sell food shall maintain a trash container in or on their sidewalk vending receptacle and shall not empty their trash into public trashcans. The size of the vendor's trash container shall be taken into account when assessing the total size limit of a sidewalk vending receptacle. Sidewalk vendors shall not leave any location without first picking up, removing, and disposing of all trash or refuse from their operation;
- R. Sidewalk vendors shall immediately clean up any food, grease, or other fluid or item related to sidewalk vending activities that falls on public property;
- S. Sidewalk vendors shall maintain a minimum four (4) foot clear accessible path free from obstruction, including sidewalk vending receptacles and customer queuing area;
- T. Sidewalk vendors shall not interfere in any way with anyone engaged in a sporting activity and shall not approach spectators who are watching a sporting activity to sell food or merchandise; and
- U. All sidewalk vendors shall allow a police officer, firefighter, life safety services officer, code enforcement officer, health inspector, or other government official charged with enforcing laws related to the street vendor's activities, at any time, to inspect their sidewalk vending receptacle for compliance with the size requirements of this chapter and to ensure the safe operation of any heating elements used to prepare food;

4.52.060 Prohibited Activities and Locations.

- A. Sidewalk vending receptacles shall not touch, lean against or be affixed at any time to any building or structure including, but not limited to lampposts, parking meters, mailboxes, traffic signals, fire hydrants, benches, bus shelters, newsstands, trashcans or traffic barriers.
- B. Sidewalk vendors shall not engage in any of the following activities:
 - 1. Renting merchandise to customers;
 - 2. Displaying merchandise or food that is not available for immediate sale;
 - 3. Selling of alcohol, marijuana, adult oriented material, tobacco products, products that contain nicotine or any product used to smoke/vape nicotine or marijuana;

4. Using an open flame on or within any sidewalk vending receptacle;
 5. Using an electrical outlet or power source that is owned by the City or another person other than the sidewalk vendor;
 6. Conducting sidewalk vending activities:
 - a. Anywhere in the City between the hours of 10:00 p.m. and 7:00 a.m. daily;
 - b. On sidewalks or pathways directly adjacent to or within residential areas, between the hours of 9:00 p.m. and 8:00 a.m. daily;
 7. Continuing to offer food or merchandise for sale, following, or accompanying any person who has been offered food or merchandise after the person has asked the sidewalk vendor to leave or after the person has declined the offer to purchase food or merchandise;
 8. Knowingly making false statement or misrepresentations during the course of offering food or merchandise for sale;
 9. Blocking or impeding the path of the person(s) being offered food or merchandise to purchase;
 10. Making any statements, gesture, or other communication which a reasonable person in the situation of the person(s) being offered food or merchandise to purchase would perceive to be a threat and which has a reasonable likelihood to produce in the person(s) a fear that the threat will be carried out;
 11. Touching the person(s) being offered food or merchandise without that person(s)' consent;
 12. Advertising any product or service that is not related to the food or merchandise being offered for immediate sale; or
 13. Placing their sidewalk vending receptacles outside of any pathway or sidewalk when engaging in sidewalk vending activities.
- C. Sidewalk vendors shall not engage in sidewalk vending activities at the following locations:
1. The Beach or Beach Access Way;

2. Any public property that does not meet the definition of a sidewalk or pathway including, but not limited to, any alley, beach, plaza, street, street end, or parking lot;
3. Within two-hundred (200) feet of:
 - a. A Fire Station;
 - b. A Marine Safety Center;
 - c. A permitted certified farmers' market or swap meet during the limited operating hours of that certified farmers' market or swap meet;
 - d. An area designated for a special event permit issued by the City, during the limited duration of the special event, if the City and/or promoter provides the sidewalk vendor any notice, business interruption mitigation, or other rights the City and/or promoter provided to any affected businesses or property owners under the City's special event permit;
4. Within one-hundred (100) feet of:
 - a. Another sidewalk vendor;
 - b. A public or private school, a place of worship, or a large or general child day-care facility;
 - c. The intersection of a street and a sidewalk;
 - d. Any public picnic area, playground area or playground equipment;
 - e. The portion of any City facility that is renting merchandise or selling food to the public or where the rental merchandise is stored;
 - f. An police officer, firefighter, lifeguard or emergency medical personnel who are actively performing their duties or providing services to the public;
5. Within twenty-five (25) feet of a:
 - a. Fire hydrant;

- b. Curb which has been designated as white, yellow, green, blue, or red zone, or a bus zone;
 - c. Automated teller machine;
 - d. Driveway, alley, or entrance to a parking lot or parking garage;
 - e. Entrance or exist to a building, structure or facility; or
 - f. Trash receptacle, bike rack, bench, bus stop, restroom, or similar public use items.
- D. Stationary sidewalk vendors shall not sell food or merchandise or engage in any sidewalk vending activities:
- 1. On any sidewalk or pathway that is not a minimum width of eight (8) feet;
 - 2. At any park where the City has signed an agreement for concessions that exclusively permits the sale of food or merchandise by a concessionaire; or
 - 3. On sidewalks or pathways directly adjacent to or within residential areas.

4.52.070 Violation – Penalty.

Violations of this chapter shall not be prosecuted as infractions or misdemeanors and shall only be punished by the following administrative citation and revocation structure:

- A. Except as otherwise provided in this chapter, any violation of this chapter shall be assessed administrative fines in the following amounts:
 - 1. An administrative fine not exceeding one hundred dollars (\$100) for a first violation;
 - 2. An administrative fine not exceeding two hundred dollars (\$200) for a second violation within one (1) year of the first violation;
 - 3. An administrative fine not exceeding five hundred dollars (\$500) for each additional violation within one (1) year of the first violation;
- B. If a sidewalk vendor violates any portion of this chapter and cannot present the citing officer with a proof of a valid permit, the sidewalk vendor shall be assessed administrative fines in the following amounts:

1. An administrative fine not exceeding two hundred fifty dollars (\$250) for a first violation;
 2. An administrative fine not exceeding five hundred dollars (\$500) for a second violation within one (1) year of the first violation;
 3. An administrative fine not exceeding one thousand dollars (\$1,000) for each additional violation within one (1) year of the first violation;
- C. Upon proof of a valid permit issued by the City, the administrative fines set forth in Subsection 4.52.070(B) shall be reduced to the administrative fines set forth in Subsection 4.52.070(A), or any successor sections; and
- D. The Finance Director, or the Finance Director's designee, may revoke a permit issued to a sidewalk vendor for the term of that permit upon the fourth violation or subsequent violations within one (1) year of the first violation.

Section 6. Severability. In the event that any court of competent jurisdiction holds any section, subsection, paragraph, sentence, clause or phrase in this Ordinance to be unconstitutional, preempted or otherwise invalid, the invalid portion shall be severed from this Ordinance and shall not affect the validity of the remaining portions of this Ordinance. The City hereby declares that it would have adopted each section, subsection, paragraph, sentence, clause or phrase in this Ordinance irrespective of whether any one or more sections, subsections, paragraphs, sentences, clauses or phrases in this Ordinance might be declared unconstitutional, preempted or otherwise invalid.

Section 7. Conflicts with Prior Ordinances. In the event that any City ordinance or regulation, in whole or in part, adopted prior to the effective date of this Ordinance, conflicts with any provisions in this Ordinance, the provisions in this Ordinance will control.

EFFECTIVE DATE: This Ordinance shall be effective thirty (30) days after its adoption. Within fifteen (15) days after its adoption, the City Clerk of the City of Solana Beach shall cause this Ordinance to be published pursuant to the provisions of Government Code Section 36933.

INTRODUCED AND FIRST READ at a regular meeting of the City Council of the City of Solana Beach, California, on the 28th day of November, 2018; and

THEREAFTER ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California, on the _____ day of December, 2018, by the following vote:

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

DAVID A. ZITO, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: November 28, 2018
ORIGINATING DEPT: City Clerk / Elections Official
SUBJECT: **Citizen's Initiative Petition for a Proposed Ordinance Regarding Commercial Cannabis (Marijuana) Retailers in Non-Residential Zones and Deliveries/Cultivation in All Zones**

BACKGROUND:

This item is before the City Council to present a certified petition and outline the actions required of the legislative body, as required by California Elections Code (EC) Section 9215.

On March 12, 2018, pursuant to (EC) Chapter 3. Municipal Elections, Article 1, Initiative Section 9202, a Notice of Intent to Circulate a Petition was filed with the City's Elections Official (City Clerk) related to the use of Commercial Cannabis (Marijuana) Retailers in Non-Residential Zones and Deliveries/Cultivation in All Zones. In response, a Ballot Title and Summary was prepared by the City Attorney (EC 9203) and the Elections Official submitted it to the proponent March 26, 2018. The proponent published the Notice of Intent on March 29, 2018 (EC 9205) and filed the Affidavit of Publication with the City Clerk on March 29, 2018 (EC 9206).

In order to determine the number of registered voter signatures required to qualify the petition, the San Diego County Registrar of Voters Report of Registration to the Secretary of State that was in effect on the date of publication must be followed. The publication date of the Notice of Intent occurred on March 29, 2018, therefore, the January 12, 2018 Report to the Secretary of State was effective at the time the notice was published, which reported 8,598 registered voters in the City of Solana Beach. Pursuant to EC 9215, an initiative petition is required to be signed by not less than 10% of the voters of the City, which was 860 voter signatures.

CITY COUNCIL ACTION:

DISCUSSION:

On September 24, 2018, the petition was filed with the City Clerk of the City of Solana Beach (EC 9208) within the required time following the publication date. The City Clerk determined that the number of signatures submitted was approximately 1,057 among the 39 petitions sections submitted exceeding the minimum number of 860 signatures required. The City Clerk provided the proponents with a copy of California Government Code (GC) Section 84305 and received the petition for filing and review.

The City Clerk initiated the review of the petition, according to required Election Code provisions, including format, content, circulation dates, and circulator's declaration. Prior to the petition filing date, seven written statements were received requesting to be removed from the petition.

The City Clerk contracted with the Registrar of Voters (ROV) to perform the signature verification of 860 signatures of valid registered voters of the City from the approximately 1,057 submitted signatures. The City Clerk instructed the Registrar to count until the required 860 signatures was reached. Upon confirmation that the signature verification was complete, a Signature Certification Letter was received from the Registrar of Voters. Having completed the comprehensive review of the petition and all required filings on October 23, 2018, the City Clerk signed a Certification on Sufficiency (Attachment 1) and notified the proponents via email of the certification.

Based on the validation of the petition format and content (EC 9239) along with the signature verification (EC 9215 as per 9240), the City Clerk certified the petition as sufficient to qualify as an initiative petition for the ballot.

Initiative Petition

Notice of Intent & Proposed Ordinance	March 12, 2018
Ballot Title & Summary Submitted to Proponent	March 26, 2018
Affidavit of Publication	March 29, 2018 Rcvd
Publication Date	March 29, 2018
Qualified Signature Gathering Deadline (180 days)	September 25, 2018
Required Validated Signatures	860
Petition Submitted to City Clerk	September 24, 2018
Signature Verification Deadline	November 5, 2018
Signatures Verified	October 19, 2018
Petition Certified Sufficient	October 23, 2018

Per EC Section 9215, the sufficient petition requires Council to choose from one of the following courses of action:

- (a) Adopt the ordinance, without alteration, at the regular meeting at which the certification of the petition is presented, or within 10 days after it is presented;
OR

(b) Submit the ordinance, without alteration, to the voters pursuant to EC Section 1405.

OR

(c) Order a report pursuant to Section 9212 at the regular meeting at which the certification of the petition is presented. When the report is presented to the legislative body, the legislative body shall either adopt the ordinance within 10 days or order an election pursuant to subdivision (b).

Adopt the Ordinance

If the City Council proceeds with adopting the proposed ordinance without alterations (Attachment 2), it would be considered adopted on November 28th and would be effective 30 days from this meeting date. Per EC Section 9217, “No ordinance that is either proposed by initiative petition and adopted by the vote of the legislative body of the city without submission to the voters, or adopted by the voters, shall be repealed or amended except by a vote of the people, unless provision is otherwise made in the original ordinance.”

Submit Ordinance to the Voters

If the City Council decides on November 28th to place the measure on the ballot for consideration of the proposed Ordinance, the election date would be November 3, 2020 (EC 9215).

EC Section 1405(a) requires that the election for a municipal initiative that is eligible pursuant to Section 9215 shall be held at the jurisdiction’s next regular election occurring between 88–103 days from the date of the calling of the election by the Legislative Body. Pursuant to EC 1301 and Solana Beach Municipal Code (SBMC) Section 2.24.010, the City’s general municipal election is held with the statewide general election, which is the first Tuesday following the first Monday in November of even-numbered years (EC 1200).

Order a Report

A third option for the November 28th meeting, at which the sufficient petition is presented, is to order a report, pursuant to EC Section 9212:

(a) During the circulation of the petition, or before taking either action described in subdivisions (a) and (b) of Section 9215 (i.e., the two options above), the legislative body may refer the proposed initiative measure to a city agency or agencies for a report on any or all of the following:

- (1) Its fiscal impact.
- (2) Its effect on the internal consistency of the city’s general and specific plans, including the housing element, the consistency between planning and zoning, and the limitations on city actions under Section 65008 of the Government Code and Chapters 4.2 (commencing with Section 65913) and 4.3 (commencing with Section 65915) of Division 1 of Title 7 of the Government Code.
- (3) Its effect on the use of land, the impact on the availability and location of housing, and the ability of the city to meet its regional housing needs.

- (4) Its impact on funding for infrastructure of all types, including, but not limited to, transportation, schools, parks, and open space. The report may also discuss whether the measure would be likely to result in increased infrastructure costs or savings, including the costs of infrastructure maintenance, to current residents and businesses.
- (5) Its impact on the community's ability to attract and retain business and employment.
- (6) Its impact on the uses of vacant parcels of land.
- (7) Its impact on agricultural lands, open space, traffic congestion, existing business districts, and developed areas designated for revitalization.
- (8) Any other matters the legislative body requests to be in the report.

(b) The report shall be presented to the legislative body within the time prescribed by the legislative body, but no later than 30 days after the elections official certifies to the legislative body the sufficiency of the petition.

CEQA COMPLIANCE STATEMENT:

Not a project under CEQA Guidelines Section 15378 (b)(3). Project does not include "[t]he submittal of proposals to a vote of the people of the state or a particular community that does not involve a public agency sponsored initiative. (*Stein v. City of Santa Monica* (1980) 110 Cal. App.3d 458; *Friends of Sierra Madre v. City of Sierra Madre* (2001) 25 Cal. 4th 165).

FISCAL IMPACT:

The costs for municipal elections are incurred by the City. This item is not budgeted as it would occur during Fiscal Year 2020-2021. At the next general election, the cost for an initiative measure is based on multiple variables, and is too soon to estimate. However, in the past the range has been \$5,000-10,000 for the cost of adding an initiative to the general election ballot.

WORK PLAN: N/A

OPTIONS:

- Adopt Ordinance 494, without alteration.
- Submit Ordinance 494, without alteration, to the voters at the Municipal General Election on November 3, 2020.
- Order a report and return within 30 days.

DEPARTMENT RECOMMENDATION:

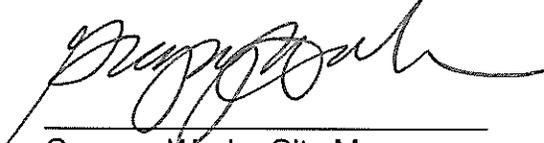
Staff recommends that the City Council:

1. Provide direction on Council's course of action regarding the eligible petition:

- a. Adopt Ordinance 494 relating to use of the Commercial Cannabis (Marijuana) Retailers in Non-Residential Zones and Deliveries/Cultivation in All Zones Retailers in Non-Residential Zones and Deliveries/Cultivation in All Zones; or
- b. Submit Ordinance 494 to the voters at the next general election, November 3, 2020; or
- c. Order a report and return within 30 days to a City Council meeting.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation



Gregory Wade, City Manager

Attachment 1: Petition Certificate of Sufficiency

Attachment 2: Proposed Ordinances 494 prepared for adoption option.



CERTIFICATE OF SUFFICIENCY OF INITIATIVE PETITION

I, ANGELA IVEY, City Clerk/Elections Official of the City of Solana Beach, County of San Diego, State of California, hereby certify that:

The petition entitled "An Initiative Amending Solana Beach Municipal Code to Repeal Current Prohibitions entirely and Allow Commercial Cannabis (Marijuana) Retailers in Non-Residential Zones and Marijuana Deliveries and Certain Cultivation in all Zones in the City of Solana Beach" was filed with the City Clerk Department on September 24 , 2018

That said petition consists of 39 sections;

That each section contains signatures purporting to be signatures of qualified electors of the City of Solana Beach, California;

That attached to this petition at the time it was filed, was an affidavit purporting to be the affidavit of the person who solicited the signatures, and containing the dates between which the purported qualified electors signed this petition;

That the affiant stated his or her own qualification, that he or she had solicited the signatures upon that Section, that all of the signatures were made in his or her presence, and that to the best of his or her own information and belief, each signature to that section was the genuine signature of the person whose name it purports to be;

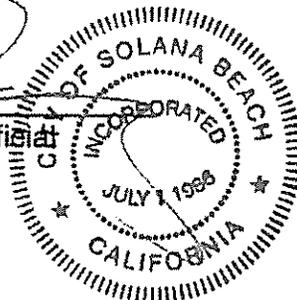
That after the proponents filed this petition and based on the County of San Diego Registrar of Voters' Signature Verification Certificate, attached, I have provided the following facts regarding this petition:

1. Total number of signatures filed by proponent raw count:	1,057
2. Total number of signatures reviewed in the verification process:	999
3. Number of signatures found sufficient (based on verification of # required):	860
4. Number of signatures found insufficient (based on verification of # required):	139
5. Number of signatures insufficient because of Duplication:	11
6. Number of matched signatures officially withdrawn:	7
6. Total Number of signatures valid based on verification of # required, found sufficient:	860

Based on the above, the petition is deemed to be sufficient.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Solana Beach this 23rd day of October, 2018.

Angela Ivey, City Clerk/Elections Official
City of Solana Beach





County of San Diego

REGISTRAR OF VOTERS

County Operations Center Campus

5600 Overland Avenue, Suite 100, San Diego, California 92123-1278

Telephone: (858) 565-5800 Toll-free: 1 (800) 696-0136 TTY / TDD: (800) 735-2929

Facsimile: (858) 694-2955 Web Address: www.sdvote.com

MICHAEL VU
Registrar of Voters

CYNTHIA L. PAES
Assistant Registrar of Voters

October 19, 2018

Angela Ivey, City Clerk
City of Solana Beach
635 S Highway 101
Solana Beach, CA 92075

Re: Business Cannabis Initiative

“An Initiative Amending Solana Beach Municipal Code to Repeal Current Prohibitions Entirely and Allow Commercial Cannabis (Marijuana) Retailers in Non-Residential Zones and Marijuana Deliveries and Certain Cultivation in All Zones in the City of Solana Beach” petition was filed with the Registrar of Voters on September 25, 2018. As directed by your office, the Registrar of Voters conducted a verification of signatures up to the required amount of valid signatures (860). **A total of 860 signatures have been verified to be valid.** Results of the verification process are as follows:

CERTIFICATION OF RESULTS:

- Number of sections submitted..... 39
- Number of signatures submitted..... 1,057
- Number of signatures verified..... 999
- Number of signatures found to be valid 860
- Number of signatures found not to be valid 139
(Includes 11 duplicated and 7 matched withdrawn signatures)
- Number of signatures required for qualification 860

L. MICHAEL VU
Registrar of Voters

PROPOSED ORDINANCE 494

AN ORDINANCE OF THE CITY OF SOLANA BEACH, CALIFORNIA, AMENDING TITLE 17, CHAPTER 17.60 OF THE SOLANA BEACH MUNICIPAL CODE RELATED TO COMMERCIAL CANNABIS (MARIJUANA) RETAILERS IN NON-RESIDENTIAL ZONES AND DELIVERIES/CULTIVATION IN ALL ZONES

WHEREAS, on March 12, 2018 a notice of intent was filed with the City Clerk; and

WHEREAS, on a Ballot Title and Summary was prepared by the City Attorney and submitted to the proponent on March 26, 2018; and

WHEREAS, that the Ballot Title and Summary was published and an affidavit of publication was presented to the City Clerk on March 29, 2018; and

WHEREAS, a petition was filed with the City Clerk (Elections Official) on September 25, 2018; and

WHEREAS, the initiative petition was certified sufficient by the City Clerk on October 23, 2018; and

WHEREAS, this ordinance would be adopted as filed by the proponents, without alterations.

NOW THEREFORE, the people of the City of Solana Beach do ordain as follows:

Section 1. Amendment to the Solana Beach Municipal Code

The section 17.60.190 of the Solana Beach Municipal Code shall be, and is hereby repealed in its entirety and shall be, and is hereby, replaced with the following:

17.60.190 CANNABIS BUSINESSES

~~17.60.190.~~

A. Purpose and Intent

It is the Purpose and Intent of the people of the City of Solana Beach to:

- Allow duly licensed Cannabis Businesses to operate in the City of Solana Beach in compliance with the laws of the State of California;
- To implement a strong and effective regulatory and enforcement system to protect the health, safety, and welfare of the residents of the City of Solana Beach;
- To generate tax revenue from Cannabis Businesses and to allocate the tax revenue generated from such businesses to the public safety needs of the City

of Solana Beach including, but not limited to, allocations to law enforcement, fire departments, and other public safety services provided by the City.

~~17.60.1902.~~

B. Authority; Interpretation; and Applicability

- Authority. This chapter is adopted pursuant to the authority granted by Article XI, § 7 of the California Constitution, Health and Safety Code § 11362.83, Government Code Sections 25845 and 53069.4, the Medical Cannabis Regulation and Safety Act, the Control, Regulate and Tax Adult Use of Marijuana Act, and California Elections Code §§ 9201, et seq. which mandates the power to change the law in general law cities through the initiative and referendum process.
- Interpretation. No part of this ordinance shall be deemed to conflict with federal law as contained in the Controlled Substances Act, 21 U.S.C. section 800 et seq., nor to otherwise permit any activity that is prohibited under that Act or any other local, state or federal law, statute, rule or regulation. Nothing in this ordinance is intended, nor shall it be construed, to burden any defense to criminal prosecution otherwise afforded by California law. Nothing in this ordinance is intended, nor shall it be construed, to preclude a landlord from limiting or prohibiting cannabis cultivation, smoking or other related activities by tenants. Nothing in this ordinance is intended, nor shall it be construed, to exempt any cannabis related activity from any and all applicable local and state construction, electrical, plumbing, land use, or any other building or land use standards or permitting requirements. Nothing in this ordinance is intended, nor shall it be construed, to make legal any cultivation, transportation, sale, or other use of cannabis that is otherwise prohibited under California law.
- Applicability. All cultivation, processing and distribution of medical cannabis within the City of Solana Beach shall be subject to the provisions of this chapter, regardless if the cultivation, processing or distribution existed or occurred prior to adoption of this chapter.

~~17.60.1903~~

C. Definitions

As used in this chapter:

- “Adult Use” shall mean recreational cannabis use by adults 21 years of age and over without a physician’s recommendation.
- “Cannabis” shall mean all parts of the plant *Cannabis sativa* Linnaeus, *Cannabis indica*, or *Cannabis ruderalis*, whether growing or not; the seeds thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. “Cannabis” also means the separated resin, whether crude or purified, obtained from cannabis. “Cannabis” does not include the mature stalks of the plant, fiber produced from the stalks,

oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination. For the purpose of this division, "cannabis" does not mean "industrial hemp" as defined by Section 11018.5 of the Health and Safety Code.

- "Cannabis Business(es)" shall mean any business engaged in the cultivation, manufacturing, testing, sale, distribution, or transportation of Cannabis.
- "Cannabis Business entity" A cannabis based business, with a valid seller permit from the California state board of equalization, and a valid IRS issued EIN. Registered with the Secretary of State of California.
- "Cannabis Business Permit" shall mean the permit issued to any Cannabis Business pursuant to the provisions of this Chapter.
- "Cannabis Cultivation" shall mean the cultivation of Cannabis, including, but not limited to a nursery which produces clones, immature plants, seeds, or other agricultural products for the planting, propagation, and cultivation of Cannabis for commercial purposes
- "Cannabis Delivery" shall mean the delivery of Cannabis and Cannabis products.
- "Cannabis Dispensary(ies)" shall mean a Cannabis Business engaged in the sale, trade, provision of, and/or distribution of Cannabis to retail customers and/or medical Cannabis users.
- "Cannabis Distribution" shall mean the non-retail procurement, sale, and transportation of Cannabis and Cannabis Products between Cannabis Businesses.
- "Cannabis Distribution Business(es)" shall mean a business involved in Cannabis Distribution.
- "Cannabis Distribution Facility(ies)" shall mean the location where any Cannabis Distribution Business is operated.
- "Cannabis Extraction Business(es)" shall mean any Cannabis Business engaged in extracting any component of the Cannabis plant by either volatile or non-volatile extraction methods.
- "Cannabis Manufacturing Business(es)" shall mean any business engaged in the production, preparation, propagation, or compounding of Cannabis and Cannabis Products. Cannabis Manufacturing Business includes any businesses engaged in the extraction of any component from a Cannabis plant, the infusion or mixture of Cannabis into another substance, the preparation of an edible item that contains Cannabis, and the packaging and labeling of Cannabis or Cannabis Products. Cannabis Manufacturing Business does not include a Cannabis Cultivation Business.
- "Cannabis Manufacturing Facility(ies)" shall mean the location where any Cannabis Manufacturing Business is located.
- "Cannabis Product(s)" shall mean any item containing Cannabis. Cannabis Product includes concentrates, extractions, edibles, and topicals. Cannabis

Product does not include accessories or paraphernalia that may be used in connection with Cannabis but which do not actually contain any Cannabis.

- “Cannabis Retail Area” shall mean the area where Cannabis is sold to the general public inside a Cannabis Dispensary.
- “City Manager” shall mean the duly appointed manager of the City of Solana Beach, or their duly appointed designee.
- “Cannabis Clone” shall mean an immature female Cannabis plant.
- “Complete Cannabis Application” shall mean a completed application for licensing and/or permitting from the City of Solana Beach for which all necessary application documentation have been provided, and for which all necessary fees have been paid.
- “Compliant Cannabis Business” shall mean a Cannabis Business which is operated in compliance with this Chapter and the laws of the State of California.
- “Cultivate” and “Cultivation” shall mean to plant, grow, harvest, dry, cure, grade, and/or trim cannabis.
- “Dispensary Building” shall mean the portion of any building within which a Cannabis Dispensary is operated.
- “Dispensary Permit” shall mean a Cannabis Dispensary permit issued pursuant to this Chapter.
- “Identification Card” shall mean a document issued by the State Department of Public Health that identifies a person authorized to engage in the medical use of Cannabis and the person’s designated primary caregiver, if any.
- “Juvenile” shall mean any natural person who is under the age of 21 years.
- “Manager” shall mean a person with responsibility for the establishment, registration, supervision, or oversight of the operation of a Cannabis Business, including but not limited to, a person who performs the functions of a board member, director, officer, owner, operating officer, or manager of the Cannabis Business.
- “Medical Cannabis” means Cannabis used for medical purposes in accordance with the Compassionate Use Act (California Health and Safety Code section 11362.5) and the Medical Marijuana Program Act (California Health and Safety Code sections 11362.7 et seq.).
- “Medical Cannabis Dispensary(ies)” shall mean a Cannabis Business involving the sale, distribution and/or provision of Cannabis and Cannabis products to qualified patients, primary caregivers, or persons with valid Identification Cards for medical purposes, consistent with the Compassionate Use Act (California Health and Safety Code § 11362.5); the Medical Marijuana Program Act (California Health and Safety Code §§ 11362.7 et seq.); the Guidelines for the Security and Non-Diversion of Marijuana Grown for Medical Use issued by the California Attorney General in August 2008; and this chapter. Medical Cannabis Dispensary does not include the following: (i) a clinic licensed pursuant to Chapter 1 of Division 2 of the California Health and Safety Code; (ii) a health care facility licensed pursuant to Chapter 2 of Division 2 of the California Health and Safety Code; (iii) a residential care facility for persons with chronic life-

threatening illness licensed pursuant to Chapter 3.01 of Division 2 of the California Health and Safety Code; (iv) a residential care facility for the elderly licensed pursuant to Chapter 3.2 of Division 2 of the California Health and Safety Code; (v) or a residential hospice or a home health agency licensed pursuant to Chapter 8 of Division 2 of the California Health and Safety Code, as long as any such use complies with applicable laws including, but not limited to, the Compassionate Use Act (California Health and Safety Code section 11362.5), the Medical Marijuana Program Act (California Health and Safety Code section 11362.7 et seq.), and the Solana Beach Municipal Code.

- “Member” shall mean any qualified patient, primary caregiver, or person with an Identification Card who is registered with a Cannabis Business.
- “Person with an Identification Card” shall mean an individual who is a qualified patient who has applied for and received a valid identification card pursuant to Article 2.4, of Chapter 6 of Division 10 of the California Health and Safety Code.
- “Physician” shall have the same meaning as set forth in California Business and Professions Code § 4039.
- “Primary caregiver” shall have the same meaning as set forth in California Health and Safety Code §§ 11362.7(d)(1)-(3).
- “Private medical records” means records related to the medical history of a qualified patient, but does not include the recommendation of a physician for the medical use of medical Cannabis, the designation of a Primary Caregiver by a Qualified Patient, or an Identification Card.
- “Qualified Patient” shall mean a person who is entitled to the protections of § 11362.5 of the California Health and Safety Code, but who does not have an Identification Card.
- “Staff” shall mean a person, other than a manager, who works or provides services at the site of a Cannabis Business, whether as an employee, independent contractor, or volunteer.
- “Volatile Solvent” shall mean a solvent that is or produces a flammable gas or vapor that, when present in the air in sufficient quantities, will create explosive or ignitable mixtures.

~~17.60.1904~~

D. General Provisions Regarding Permitted and Prohibited Commercial Cannabis Activities

- Subject to the provisions of this Chapter, the following commercial Cannabis activities are authorized within the City of Solana Beach. Said activities shall only be conducted by a Cannabis Business with a valid, current Cannabis Business Permit issued by the City of Solana Beach.
 - Cannabis Dispensary(ies) and Medical Cannabis Dispensary(ies) – A total of up to two (2) dispensary(ies) are allowed. Adult Use Cannabis Dispensaries and Medical Cannabis Dispensaries shall be permitted within the City of Solana Beach. A single location may be both an Adult Use Cannabis Dispensary and Medical Cannabis Dispensary, in which event that location shall only count as a single dispensary.

- No person shall establish, operate, maintain, conduct or participate in an Cannabis Business for any purpose within the City of Solana Beach that is not in compliance with this Chapter of the Solana Beach Municipal Code.
- No Cannabis Business shall operate within the City of Solana Beach unless it possesses all applicable State and local licenses and permits necessary prior to the commencement of operations. This provision shall not be interpreted to preclude any Cannabis Business applying for, and obtaining, local permits that are necessary prior to obtaining any state issued permits; however, no actual Cannabis Business may be conducted until such a time as all permits have been issued.
- Prior to the commencement of operations, each Cannabis Business shall provide to the City Manager a copy of all state and local licenses and permits required for its operation.
- No Cannabis Business shall transfer Cannabis or Cannabis Product(s) to or from another Cannabis Business, unless both businesses are duly licensed and permitted as required by State and local law.
- Cannabis Business Permit(s) issued pursuant to this chapter may only be sold or transferred in connection with the sale or transfer of an existing Cannabis Business. Any and all transferees of a Cannabis Business must adhere to all State and local laws relating to Cannabis Businesses. A transfer application fee of \$5,000.00 will be assessed in connection with any application to transfer a Cannabis Business Permit, which fee shall be provided to the City of Solana Beach in connection with any application to transfer ownership of a Cannabis Business Permit.
- No person shall give, sell, distribute, or otherwise transfer any Cannabis or Cannabis Product(s) from a permitted Cannabis Business to any person in any manner that violates State or local law.
- Within 30 days of commencing, any Cannabis Business within the City of Solana Beach shall provide to the City Manager the names, addresses, and phone numbers of all of the following interested parties:
 - Officers, directors, and any shareholders owning more than 25% of the stock in any corporation operating a Cannabis Business.
 - All general or limited partners in any partnership operating a Cannabis Business.
 - All managers, officers, directors, and members owning more than 25% of the membership interests in any limited liability company operating a Cannabis Business.
 - All sole proprietors operating any Cannabis Business using a fictitious name.
 - The managers of the Cannabis Business.
 - The permittee shall notify the city of any change in the information above within 30 days of the change.
- Cannabis Businesses within the City of Solana Beach shall provide the City Manager with the name and primary and secondary telephone numbers of at

least one on-call manager to respond to licensing, permitting, code enforcement, and other inquiries of the City.

- Cannabis Businesses within the City of Solana Beach shall provide the City Manager with the name and primary and secondary telephone numbers of at least one on-call manager to respond to communications from neighboring businesses, residents, and landowners. Cannabis Businesses shall make reasonable efforts, in good faith, to resolve complaints from neighboring businesses, residents, and landowners.
- Cannabis Businesses within the City of Solana Beach shall maintain security on-site in accordance with the approved security plan submitted in connection with their application for a Cannabis Business Permit. Cannabis Businesses shall not modify their on-site security plan without the written approval of the City Manager.
- Cannabis Businesses within the City of Solana Beach shall, at all times, use and maintain security cameras. Such security cameras must, at a minimum, monitor all entries and exits as well as all areas where Cannabis Product(s) are being stored or sold. Cannabis Businesses must store security video footage for a period of at least 30 days.
- All Cannabis Businesses within the City of Solana beach shall, at all times, have a professional alarm system with off-site monitoring by licensed security company. Alarm sensors must be placed on all entryways, exits, and windows. Cannabis Business security systems must have motion sensors covering all locations where Cannabis and Cannabis Products are stored during non-operational hours and must have battery backup systems in place at all times.
- All Cannabis Businesses within the City of Solana Beach shall take all reasonably necessary precautions to ensure that odors generated from the manufacture, processing, and storage of Cannabis and Cannabis Products are not so strong as to be offensive to a reasonable person of normal sensitivity outside the buildings where the Cannabis Business is located.
- All Cannabis Businesses within the City of Solana Beach shall promptly report any criminal activity occurring at the Cannabis Business cite to law enforcement.
- In addition to any fees established and imposed pursuant to this chapter, all Cannabis Businesses within the City of Solana Beach shall pay all applicable state and local taxes.
- All Cannabis Businesses within the City of Solana Beach shall maintain the following business records in printed format for at least two years on the site and shall provide copies thereof to the City Manager within two business days after receipt of a written request therefore:
 - The name, address, and telephone number of the owner of the property where the Cannabis Business is conducted.
 - The name, address, telephone number and date of hire of each manager and staff member of the cannabis business.
 - A copy of the Cannabis Business's commercial general liability

insurance policy or bond, and all other insurance policies related to the operation of the business.

- A Cannabis Business shall report any loss, damage, or destruction of these records to the City Manager, in writing, within two business days of the loss, damage, or destruction.
- A real property owner shall not rent, lease or otherwise permit any Cannabis Business upon their property that is not operating in compliance with this Chapter and all applicable State laws and regulations.
- No Cannabis Business may be permitted within 600 feet of any public school.
- The City of Solana Beach shall issue Cannabis Business Permits to applicants in accordance with this Chapter.
- Cannabis Businesses will be issued Cannabis Business Permits in lieu of regular business licenses.
- Any Cannabis Business operating in violation of this Chapter shall be subject to penalties set forth in Solana Beach Municipal Code.
- Violations of this Chapter may be enforced pursuant to each and every enforcement provision set forth in the Solana Beach Municipal Code.

~~17.60.1905-~~

E. Cannabis Dispensaries and Medical Cannabis Dispensaries

- Cannabis Dispensaries and Medical Cannabis Dispensaries shall be allowed in the City of Solana Beach. Said Dispensaries may sell Cannabis and Cannabis Products for Adult Use to persons over 21 years of age, or may operate as a Medical Cannabis Dispensary, or both. No more than two (2) total dispensaries may be permitted in the City of Solana Beach at any one time.
- No person or entity shall operate a Cannabis Dispensary or Medical Cannabis Dispensary without a valid Cannabis Business Permit issued pursuant to this Chapter.
- No Cannabis Dispensary or Medical Cannabis Dispensary shall be located within 600 foot from another Cannabis Dispensary or Medical Cannabis Dispensary.
- Dispensaries will be permitted to operate in the following zoning areas:
 - Special Commercial (SC);
 - Light Commercial (LC);
 - General Commercial (GC);
 - Light Industrial (LI);
 - Office Professional (OP);
- Dispensaries that will sell Cannabis Clone(s) shall have a nursery designation on their cannabis business license.
- No Cannabis Dispensary or Medical Cannabis Dispensary shall have a physician site to evaluate patients or provide a recommendation for medical

- cannabis.
- Cannabis Business Permits issued to Cannabis Dispensaries and Medical Cannabis Dispensaries shall be classified as follows:
 - Type M Classification. A business with a valid Cannabis Business Permit with a Type M classification issued pursuant to this Chapter, is authorized to purchase Cannabis and Cannabis Products from Cannabis Distribution Business(es). Said businesses are also authorized also sell, transfer, and distribute Medical Cannabis, and Cannabis Products to:
 - Qualified Patient(s) with a currently valid physician's recommendation in compliance with the Compassionate Use Act of 1996 (California Health and Safety Code section 11362.5), the Medical Marijuana Program Act (California Health and Safety Code section 11362.7 et seq.), and valid government-issued identification such as a Department of Motor Vehicles driver's license or State Identification Card.
 - Primary Caregiver(s) with a verified Primary Caregiver designation by their Qualified Patient(s), a copy of their Qualified Patient's valid physician's recommendation in compliance with the Compassionate Use Act of 1996 (California Health and Safety Code section 11362.5), the Medical Marijuana Program Act (California Health and Safety Code section 11362.7 et seq.), and valid official identification such as a Department of Motor Vehicles driver's license or State Identification Card.
 - Type R Classification. A business with a valid Cannabis Business Permit with a Type R classification issued pursuant to this Chapter, is authorized to purchase Cannabis and Cannabis Products from Cannabis Distribution Business(es). Said businesses are also authorized also sell, transfer, and distribute Adult Use Cannabis and Cannabis Products to retail customers who are 21 years of age or older that are in possession of a valid government-issued identification card.
 - Type M/R classification. A business with a valid Cannabis Business Permit with a type R/M classification issued pursuant to this chapter, is authorized to purchase Cannabis and Cannabis Products from Cannabis Distribution Business(es).

Said businesses are also authorized to sell, transfer, and distribute Medical Cannabis, and Cannabis Products to:

- Qualified Patient(s) with a currently valid physician's recommendation in compliance with the Compassionate Use Act of 1996 (California Health and Safety Code section 11362.5), the Medical Marijuana Program Act (California Health and Safety Code section 11362.7 et seq.), and valid government-issued identification such as a Department of Motor Vehicles driver's license or State Identification Card.

- Primary Caregiver(s) with a verified Primary Caregiver designation by their Qualified Patient(s), a copy of their Qualified Patient's valid physician's recommendation in compliance with the Compassionate Use Act of 1996 (California Health and Safety Code section 11362.5), the Medical Marijuana Program Act (California Health and Safety Code section 11362.7 et seq.), and valid official identification such as a Department of Motor Vehicles driver's license or State Identification Card.

Said businesses are also authorized to sell, transfer, and distribute Adult Use Cannabis and Cannabis Products to retail customers who are 21 years of age or older that are in possession of a valid government-issued identification card.

Dispensaries with an M/R classification must conduct all sales of Medical Cannabis and Cannabis Products at a separate counter from sales of Adult Use Cannabis and Cannabis Products.

- Cannabis Dispensaries and Medical Cannabis Dispensaries with valid Cannabis Business Permits may make deliveries, subject to the following conditions:
 - Deliveries must be made to home and business locations only. No deliveries may be made to public locations or parking lots.
 - Each delivery must be actively tracked by GPS and the Cannabis Dispensary shall keep a record of all GPS tracking for deliveries for at least 30 days.
 - No delivery person may carry more than five (5) orders per trip.
 - Each delivery must be either:
 - Within the City limits of the City of Solana Beach; or,
 - In full compliance with the laws and permitting requirements of the jurisdiction in which the delivery is made.
 - All Cannabis and Cannabis Products being delivered shall be obtained from directly from the location of the Cannabis Business that is authorized to deliver Cannabis. No Cannabis or Cannabis Products may be delivered from any offsite storage facility or manufacturing facility.
 - No person shall deliver Cannabis or Cannabis Products in any vehicle that has markings identifying it as a vehicle in which Cannabis may be contained.
 - Any person delivering Cannabis or Cannabis Products on behalf of a dispensary shall carry a copy of the dispensary's current permit.
 - No person or company shall deliver Cannabis or Cannabis Products to anyone except the person who ordered the delivery. The person delivering the cannabis shall confirm that the recipient of the delivery person is lawfully allowed to purchase Cannabis by inspecting the relevant identification documents and, as applicable, Identification Card

or physician's recommendation, before delivering the Cannabis or Cannabis Product to the customer.

- A Cannabis Business shall not allow cannabis or cannabis products on the dispensary site to be visible from any public right-of-way, any unsecured areas surrounding the buildings on the site, or the site's main entrance.
- No person under 21 years of age shall own or operate a storefront Cannabis Dispensary or Medical Cannabis Dispensary in any capacity, including but not limited to, as a manager, staff person, employee, contractor, or volunteer.
- No person under 21 years of age shall be inside a Cannabis Dispensary or Medical Cannabis Dispensary building, or unit within a building, unless they are a Qualified Patient or a Primary Caregiver and the dispensary has a Type M or Type M/R Cannabis Business Permit.
- No person under 18 years of age shall be inside a Cannabis Dispensary or Medical Cannabis Dispensary building, or unit within a building, unless they are a Qualified Patient or a Primary Caregiver, and they are accompanied by their adult parent or legal guardian.
- No Cannabis Dispensary or Medical Cannabis Dispensary shall be open to the public between the hours of 10:00 p.m. and 7:00 a.m.
- Every Cannabis Dispensary and Medical Cannabis Dispensary must have a lobby, foyer, or waiting area immediately adjacent to the entrance to receive persons and verify that they are allowed into the dispensary. Every Cannabis Dispensary and Medical Cannabis Dispensary must also have a separate and secure area designated for selling Adult Use Cannabis, Medical Cannabis, Cannabis Products, and cannabis accessories.
- No dispensary shall allow any person to smoke, ingest, or otherwise consume Adult Use Cannabis, Medical Cannabis, or Cannabis Products within the dispensary building or unit within a building.
- No dispensary shall Cultivate Cannabis or have on site any live Cannabis plants except for Cannabis Clone(s). Cannabis Clones shall not be propagated at a dispensary site, but may be kept alive with artificial lighting on site for sale. No more than 6 clones shall be sold to a single person in a single transaction.
- A Cannabis Dispensary or Medical Cannabis Dispensary must have, at all times, secure storage on site for the after-hours storage of Cannabis and Cannabis Products as set forth in the dispensary's approved security plan. Secure storage shall consist of either a completely enclosed room, with a security door approved by the City Manager and no windows, or a locked safe bolted to the floor.
- All signage for Cannabis Dispensaries and Medical Cannabis Dispensaries must conform to city of Solana Beach signage standards. No sign for any Cannabis Dispensary or Medical Cannabis Dispensary may include the words: Cannabis, Marijuana, Weed, Pot, Reefer, High, or Ganja.
- Each Cannabis Dispensary or Medical Cannabis Dispensary shall have a sign conspicuously placed at the entrance stating, "Smoking, ingesting, or consuming cannabis or cannabis products on this site or in any public place is

prohibited.”

- A dispensary that is only authorized to sell Medical Cannabis must have conspicuously placed sign at the entrance stating, “Medical cannabis sales only. Only qualified patients and primary caregivers may enter. Any qualified patient or primary caregiver under 18 years of age must be accompanied by their parent or legal guardian.”
- A dispensary that is only authorized to sell Adult Use Cannabis shall have a sign conspicuously placed at the entrance stating, “Adult use cannabis sales only. Persons under 21 years of age are strictly prohibited from entering. Valid, government issued identification must be presented for entry.”
- A dispensary that is authorized to sell both Medical Cannabis and Adult Use Cannabis shall have a sign conspicuously placed at the entrance stating, “Medical cannabis and adult use cannabis for sale. Persons under 21 years of age are prohibited from entering this property unless they are a qualified patient or a primary caregiver. Any qualified patient or primary caregiver under 18 years of age must be in the presence of their parent or legal guardian. Valid, government issued identification must be presented for entry.”
- A Cannabis Business operating a Cannabis Dispensary or Medical Cannabis Dispensary must, during all open hours, display its current valid Cannabis Business Permit issued pursuant to this Chapter. Said Cannabis Business Permit shall be displayed in a conspicuous place so that it may be readily seen by all persons entering the dispensary.
- No person shall operate a Cannabis Dispensary or Medical Cannabis Dispensary at any place other than the specific location for which the applicable Cannabis Business Permit is granted. A Cannabis Dispensary or Medical Cannabis Dispensary may only change locations by filing a relocation application with the City of Solana Beach and complying with all conditions of this Chapter at the new site.
- The fee for a Cannabis Dispensary or Medical Cannabis Dispensary application shall be \$2,500.00 payable to the City of Solana Beach.
- The fee for an application to relocate a Cannabis Dispensary or Medical Cannabis Dispensary shall be \$2,500.00 payable to the City of Solana Beach.
- In addition to any excise taxes or sales tax. Cannabis Dispensaries shall be required to pay an additional 1.25% sales tax, computed upon gross sales price, to the City of Solana Beach for all non-Medical Cannabis and non-Medical Cannabis Product sales. Cannabis Dispensaries keep adequate records of sale and permit the inspection thereof by the City Manager. This increased sales tax due to the City of Solana Beach shall be paid in accordance with the Cannabis Business’s normal reporting and payment schedule determined by the California Department of Tax and Fee Administration and/or California State Board of Equalization.

~~17.60.1906~~

F. Cannabis Cultivation—Nuisance declared.

- Cannabis cultivation, outdoors, for medical, non-medical or other purposes, is prohibited everywhere in the city including all zoning districts, specific plan areas, overlay zones and planned development zones and is hereby declared to be unlawful and a public nuisance, except as otherwise provided herein. No person owning, renting, leasing, occupying or having charge or possession of any parcel shall cause or allow such parcel to be used for cultivating marijuana outdoors. The foregoing prohibition shall be imposed regardless of the number of qualified patients or primary caregivers residing at the premises or participating directly or indirectly in the cultivation. Further, this prohibition shall be imposed notwithstanding any assertion that the person or persons cultivating marijuana are the primary caregiver or caregivers for qualified patients or that such person or persons are collectively or cooperatively cultivating marijuana. There is a limited exemption from enforcement of this subsection as set forth in Section 17.60.1907.
- Marijuana cultivation, indoors, for medical purposes is prohibited. There is a limited exemption from enforcement of this subsection as set forth in Section 17.60.1907.
- Marijuana cultivation, indoors, for non-medical purposes will be allowed consistent with state law. As required by state law, no more than six live marijuana plants may be planted, cultivated, harvested, dried, or processed within a single private residence or inside an accessory structure located upon the grounds of a private residence that is fully enclosed and secured. Any marijuana cultivation for non-medical marijuana purposes that exceeds the limits set forth in this subsection is hereby declared to be unlawful and a public nuisance.

~~17.60.1907~~

G. Limited Exemption From Enforcement For Medical Marijuana.

- The city is committed to making efficient and rational use of its limited investigative and prosecutorial resources. Any illegal cannabis businesses will not be tolerated and will become a priority of Solana Beach's prosecutorial resources. There shall be a limited exemption from enforcement for violations of this chapter by primary caregivers and qualified patients for small amounts of marijuana cultivation for their own medical use in on which a single-family detached dwelling exists when all of the following conditions and standards are complied with:
 - The premises shall contain a legally permitted single-family detached dwelling.
 - Cultivation of no more than twelve marijuana plants per qualified patient. In the event a qualified patient has a primary caregiver cultivating marijuana plants for the qualified patient, only one primary caregiver may cultivate no more than twelve marijuana plants for that qualified patient at any one time. In no circumstances shall a qualified patient

have multiple primary caregivers cultivating marijuana plants for the qualified patient at the same time in the city.

- Two qualified patient limit to aggregate marijuana plant count for a maximum total of twenty-four marijuana plants per premises.
- At least one qualified patient or one primary caregiver, acting on behalf of the qualified patient must live on the premises.
- All marijuana plants must be reasonably secured to prevent theft and access to the plants by persons under the age of twenty-one, to a standard satisfactory to the enforcement official.
- All marijuana cultivation outside of any building must be fully enclosed by an opaque fence at least six feet in height. The fence must be adequately secured to prevent unauthorized entry. Bushes, hedgerows, plastic sheeting, tarps, or cloth material shall not constitute an adequate fence under this subsection. Premises larger than five acres are exempt from this fencing provision so long as all other standards and conditions of subsection A of this section are complied with and any barriers used are otherwise consistent with this code.
- Each building or outdoor area in which the marijuana plants are cultivated shall be set back at least ten feet from all boundaries of the premises. Such setback distance shall be measured in a straight line from the building in which the marijuana plants are cultivated, or, if the marijuana plants are cultivated in an outdoor area, from the fence to the boundary line of the premises.
- The designated marijuana cultivation area must not be visible from any public right-of-way.
- If the person cultivating marijuana plants on any premises is not the owner of the premises, such person shall submit a letter from the owner(s) consenting to the marijuana cultivation on the parcel. An original of this letter shall be submitted to and retained by the community development department. The city shall prescribe forms for such letters.
- Parolees or probationers shall not live on the premises unless the parolees or probationers have received written confirmation from the court that he or she is allowed to use medical marijuana while on parole or probation pursuant to Health and Safety Code § 11362.795 which shall be subject to verification by the enforcement official.
- Qualified patients for whom the marijuana plants are being cultivated shall have valid medical marijuana identification cards issued by the San Diego County or State department of public health. Any primary caregiver cultivating marijuana plants for a qualified patient shall have a copy of the qualified patient's valid medical marijuana identification card issued by the State of California or San Diego County department of public health which shall be kept on the premises.
- The address for the premises must be posted and plainly visible from the public right-of-way.
- The marijuana cultivation shall not be within a building containing two or

- more dwelling units.
- The marijuana cultivation shall not be upon any premises located within one thousand feet of any school, community center, or park.
- The marijuana cultivation shall not be upon any premises containing a child care center, church (religious facility), or youth-oriented facility.
- Any marijuana cultivation for medical purposes that does not comply with all of the standards and conditions of this section is a public nuisance and shall be subject to penalties and abatement as provided in Title 1 and Chapter 17.60.190 of the Solana Beach city code.

~~17.60.1908-~~

H. Abatement of other nuisances.

Nothing in this chapter shall be construed as a limitation on the City's authority to abate any nuisance which may otherwise exist from the planting, growing, harvesting, drying, processing or storage of marijuana plants or any part thereof from any location, indoor or outdoor, including from within a fully enclosed and secure building, as long as such abatement is consistent with State law. However, the City shall not take any abatement action against a Compliant Cannabis Business so long as that business is in full compliance with this Chapter and State law.

~~17.60.1909-~~

I. Violations and penalties.

- Violation of any provision of this Chapter is a misdemeanor and subject to enforcement pursuant to the provisions of Title 1 of this code. The provisions of this Chapter may be enforced by any law enforcement officer with jurisdiction; persons employed by the city to enforce the provisions of this code, including, but not limited to, code enforcement officers, and such other enforcement officials. No provision of Title 1 or this chapter shall authorize a criminal prosecution or arrest that is otherwise prohibited by Health and Safety Code §§ 11362.71 or 11362.1 et seq., as the same may be amended from time to time. In the event of any conflict between the penalties enumerated under Title 1 of the Solana Beach Municipal Code, this Chapter, and any penalties set forth in State law, the maximum penalties available under state law shall govern.
- Any violation of this Chapter shall be, and the same is declared to be, unlawful and a public nuisance, and the City may, in addition to or in lieu of prosecuting a criminal or administrative action hereunder, commence an action or actions, proceeding or proceedings for the abatement, removal and enjoinder thereof, in the manner provided by law, and may take such other steps and shall apply to such Court or courts as may have jurisdiction to grant such relief as will abate or remove the Cannabis Cultivation, Dispensary, Distribution, or Manufacturing site and restrain and enjoin any person from operating a Cannabis Cultivation, Dispensary, Distribution, or Manufacturing site in a manner contrary to the provisions of this Chapter.

~~17.60.1910~~

J. Application method

- Any person seeking to obtain a Cannabis Business Permit must submit an application to the City of Solana Beach, Community Development Department.
- The City of Solana Beach shall accept Cannabis Business Permit applications during the first two (2) weeks of every month and shall process and score applications during the last two (2) weeks of the month during which the applications were submitted. The City shall issue, or deny, Cannabis Business Permit applications within 30 days of receipt thereof. This process shall continue until all available Cannabis Business Permits are granted. The same process shall apply in the event that any additional Cannabis Business Permits become available, or in the event of the termination of a Cannabis Business Permit.
- All Complete Cannabis Applications shall be reviewed and evaluated by the City of Solana Beach in order to determine which Applicant(s) best meet the requirements for the limited number of permits available. This determined shall be made transparently by the City based upon a point-based system. The more points the applicant has, the higher priority they have for the issuance of a Cannabis Business Permit.
- The City will issue Cannabis Business Permits only for applicants who submit a complete application and whose score exceed's any other applicant's points that applied during the application period of that month. If there are more applicants than the number of available permits during the application process, the Cannabis Business Permits shall be awarded to the highest scoring applicants.
- In the event that more than one applicant is competing for the same Cannabis Business Permit who score the same during the application process, the applicant who submitted their application first shall be awarded the Cannabis Business Permit. All applications received by the City of Solana Beach shall be time-stamped upon receipt of the application.
- Cannabis business applications shall be accepted by the city of Solana Beach the day this ordinance shall take effect and become law.
- The City of Solana Beach shall not responsible for any costs incurred in connection with the preparation of applications, which costs shall be born solely by the applicants.

~~17.60.1911~~

K. REQUIRED CONTENTS OF APPLICATION

- Applications shall include the following information presented in a clear and concise format. Applicants must create an application outline **identical** to the outline provided below and must answer the questions presented in the

exact order shown below. Applications outline's must be concise and focus solely on the information requested. A complete application outline is required with a application.

1. Points will be awarded to each section of the application. As long as the applicant addresses the requested information in each section, the maximum points allowed per section will be applied. Applications with the highest points will be issued any available cannabis permits.

B. Application outline:

1: Cover Letter (5.5 points): A cover letter (2 pages maximum) summarizing Respondent’s understanding of what it takes to operate a cannabis retail facility in Solana Beach and the Respondent’s interest in establishing a cannabis retail facility in Solana Beach. Identify the name of the applicant, the name of the business, and contact information (including phone and email).

2: Physical Description and Layout (24.5 points):

1. EXTERIOR – Describe in detail how you envision the exterior of your facility. **(3.5 points)**

2. INTERIOR – Describe in detail how you envision the interior of your facility. **(3.5 points)**

3. EXPERIENCE OF CUSTOMERS – Describe in detail the experience you envision that your customers will have as they pass through the physical space of your facility. Describe a step-by-step narrative of what your customers will experience from the beginning of their interaction with your facility through the end of their interaction with your facility. If there are multiple types of interactions, then describe each type of interaction. **(3.5 points)**

4. SIZE OF FACILITY BY ROOM – How many square feet will your facility be. Also, indicate how the facility will be internally divided. What proportion of the interior space will be dedicated to the various components of the facility? In addition to a description, the City recommends creating a table similar to this: **(3.5 points)**

FACILITY COMPONENT	LOW ESTIMATE OF SQUARE FEET	HIGH ESTIMATE OF SQUARE FEET
Bathroom	50sf	150sf
Storage area	100sf	300sf
Staff office	120sf	250sf
Retail area #1	500sf	2,000sf
Etc.		
TOTAL SQUARE FEET	_____ sf	_____ sf

5. INVESTMENTS/IMPROVEMENTS – Describe the interior and exterior investments/improvements that you plan to make to the premises in which you plan to locate your facility. Describe the interior and exterior investments/improvements that you plan to make to that specific location. **(3.5 points)**

6. DELIVERIES – Will your facility include deliveries? If so, describe in detail how deliveries will work. Provide detail on the logistics of delivering cannabis to customers.

(3.5 points)

7. AVERAGE NUMBER OF CUSTOMERS – Identify the average number of customers you expect to enter your facility in the first year and the average number of customers you expect to enter your facility in the third year. **(3.5 points)**

D. SECTION 3: Mission and Identity (25 points):

1. MISSION STATEMENT – Outline the “Mission Statement” of your business. **(2.5 points)**

2. IDENTITY – Describe the “identity” of your business. What will the business be like in a broad esoteric sense? How will this business be perceived by your customers? How will this business be perceived by the community? **(2.5 points)**

3. WHY Solana Beach? – Describe in detail why you want to locate your business in Solana Beach. Why are you choosing Solana Beach over other places? **(5 points)**

4. REPRESENTATION OF Solana Beach – How will you represent Solana Beach and San Diego County when describing your business? **(2.5 points)**

5. WHY CHOOSE YOU? – Describe what makes your business special. **(2.5 points)**

6. IDEAL STAFF – Describe the ideal type of people you want to work in your facility. What are you going to look for in your staff? **(2.5 points)**

7. IDEAL CUSTOMERS – Describe the ideal type of people you want to shop in your facility. What are you going to look for in your customers? **(2.5 points)**

8. RELATIONSHIP TO TOURISM – Describe your relationship with tourism in Solana Beach. How will you cater to visitors to our area? Being tourism-centric is neither good nor bad; we simply want to understand your envisioned business model. **(2.5 points)**

9. COMMUNITY PARTICIPATION – Describe how you will participate in our community by volunteering or donating to local causes. How will your business benefit Solana Beach? **(2.5 points)**

10. MIX OF PRODUCTS – Describe the mix of the products you will carry. Create a copy of the table below showing the ratio of the different products. **(2.5 points)**

CATEGORY	% OF TOTAL SALES (LOW ESTIMATE)	% OF TOTAL SALES (HIGH ESTIMATE)
Whole flower		
Vape pens and other loaded vaporizers		
Tinctures and other edibles		
Cannabis-infused lotions, creams, perfumes, and other non-edible cannabis-infused products		
Paraphernalia (pipes, hookahs, lighters, unloaded vaporizers, rolling papers, empty jars, etc.)		
Clothes, hats, jewelry, posters, stickers, and other merchandise		
Non-cannabis food		

Other (describe below)		
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3: Business Operations (20 points):

- A. Name of Business. (2 points)
- B. OWNERSHIP STRUCTURE – Describe in detail the ownership structure of your business. Will the business be incorporated? Will the business be a sole-proprietorship? Etc. (2 points)
- C. MARKETING STRATEGY – Outline in detail your proposed marketing strategy, including: (2 points)
 - 1. The mechanisms through which you will advertise.
 - 2. The style through which you will present your business to the world.
 - 3. Describe your target audience(s) that you will have in mind when creating and distributing your marketing materials.
 - 4. Describe two to five hypothetical customers that you envision as your target audience(s). Are they young, elderly, locals, tourists, veterans, frequent customers, one-time customers, healthy, sick, etc. Describe them in detail.
- D. OPERATING HOURS – Identify the hours and days of the week the retail facility will be open. (2 points)
- E. POSITIONS AND SALARY RANGES – Outline the types of positions that your business will include. Identify the range of salary that each individual will earn. (2 points)
- F. NUMBER OF EMPLOYEES BY TYPE – Identify the maximum and minimum number of employees (by type) that you envision employing. (2 points)
- G. STAFF RECRUITMENT – Describe your staff recruitment and screening processes. (2 points)
- H. FINANCIAL ACCOUNTING – Describe in detail how you plan to conduct day-to-day accounting and how you will manage tax collections and payments. (2 points)
- I. INVENTORY CONTROL – Describe how you will conduct inventory control. (2 points)
- J. LEGAL COMPLIANCE – Outline how you plan to comply with local and State regulations. (2 points)

4: Qualifications and Experience (20 points):

- A. BUSINESS TRAINING AND EDUCATION – Outline all relevant business-related training and/or education completed by the owners and/or management team of the proposed business. (5 points)
- B. GENERAL BUSINESS EXPERIENCE – Describe all relevant business-related experience possessed by the owners and/or management team of the proposed business. (5 points)
- C. CANNABIS RELATED EXPERIENCE - Describe all relevant experience in the cannabis industry. (5 points)
- D. CONFLICTS OF INTEREST – statement which discloses any past, ongoing, or potential conflicts of interest which the Respondent may have as a result of performing the work in this application. (5 points)

5: Summary Page (5 points):

A. **SUMMARY PAGE** – As the final, full-page of the proposal, create a succinct summary overview of the proposed business and facility. Structure this page as an easy quick-reference guide that the review panel can use to understand your application “at-a-glance”. Make it concise and well-organized and do not exceed one page. Make it the very last page of the application outline.

B. **SIGNATURE** – The bottom of the summary page must be wet-signed by an authorized representative of the Respondent.

6: Extra points (40 points) The city of Solana Beach acknowledges that applicants that perform above the minimum requirements of this application shall receive extra points to be applied to their application rating. Items 1-3 will become conditions of your cannabis business license for the first year of operation. Items 4-8 must be accompanied by documented evidence of meeting these requirements.

1. State Licensed Security Officer on-site during operational hours.
(shows commitment to public safety) = (5 points)
2. Off-Site video storage of a minimum of 30 days video footage.
(shows commitment to safety and data retention) = (5 points)
3. City allowed live access to security video cameras in cannabis facility.
(shows commitment to public safety and operational transparency) = (5 points) extra
4. Applicant is a cannabis business entity in existence on or before Jan. 1, 2016 *(shows industry experience and knowledge) = (5 points)*
5. Applicant has a notarized statement from an existing licensed cannabis cultivator attesting to an ongoing business relationship.
(shows legal industry involvement and attainable legal cannabis and cannabis products by applicant) = (5 points)
6. Applicant has an existing business license with the city limits of Solana Beach.
(shows applicant already complies with the city of Solana beach's regulations)= (5 points)
7. Applicant has operated a lawful dispensary or delivery in the past or currently with a valid business license during operation. (Business license must be provided, shows industry experience and lawful compliance= (5 points))
8. Applicant is a nonprofit mutual benefit corporation.
(show that the business is for charitable purposes by like-minded citizens)= (5 points)

7: Other Requirements (0 points, but required):

A. **PHYSICAL COPIES** – Tw (2) bound copies and one (1) unbound copy of the application shall be submitted in a sealed envelope or box and the title of the project shall be plainly marked on the outside of the envelope or box. Applications shall be on standard 8.5” x 11” paper.

B. **TIMELY SUBMITTAL** – Applicants shall submit copies of their application to CITY by hand. Applications will only be accepted during the application acceptance window. *(The first 2 weeks of each month until all licenses are issued)*

~~17.60.1912-~~

L. Cannabis Application Format

The city of Solana Beach shall adopt this cannabis business application:

Cannabis Business Application



City of Solana Beach, Planning Dept.
City Hall 635 S. HWY 101
Solana Beach, CA 92075
(858) 720-2400

Application Form
Owner/Application/Agent

Property Owner's Name:

Mailing Address:	City:	State:	Zip:
Phone:	Email:		

Applicant's Name (if different from Owner):

Mailing Address:	City:	State:	Zip:
Phone:	Email:		

Agent's Name (if different from Applicant):

Mailing Address:	City:	State:	Zip:
Phone:	Email:		

Project Location

Location	Address:
APN:	

Applicant's Authorization:

I hereby authorize the City of Solana Beach to process this application, and I authorize the City of Solana Beach to enter upon the property described herein as reasonably necessary to evaluate the project. I have completed, or reviewed this application, the attached forms, and know that the contents thereof are true and accurate to my own knowledge and I assume all responsibility for their accuracy. I agree to hold harmless, indemnify and defend the City, its officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or in connection with this application. I assert that I have the authority to conduct cannabis related business at the above (listed) location.

Applicant's Signature: _____ **Date:** _____

Only Authorized City of Solana Beach Staff May Complete This Section:

Received By:	
Received Date:	
Assigned Planner:	
Assigned Oversight Planner:	
Assigned Case Number:	

I am applying for, or renewing, the following Cannabis Facility License (check only one):

- Medical Dispensary
- Adult Dispensary
- Medical/Adult

Zero Tolerance Policy Regarding Bribery and Corruption

It is the City of Solana Beach's policy to conduct all business in an honest and ethical manner. The City takes a zero-tolerance approach to bribery and corruption and is committed to acting professionally, fairly, and with integrity in all our business dealings and relationships. By applying for a Cannabis Application, you acknowledge that you will be engaging in regular and re-occurring interactions with multiple City employees. You also acknowledge that in your communications with City employees, any suggestion or insinuation regarding gifts, favors, preferential treatment, or induced deviations from the law, policy or ordinance will be immediately reported to the Solana Beach Police Department for a complete and thorough investigation. The Solana Beach Police Department will treat such suggestions or insinuations as a serious offence. In addition, any and all applications for a Cannabis License will be immediately suspended. If any wrong doing is found, the company and individuals will be banned from future consideration and all applications will be terminated and denied. I acknowledge this statement and will comply with its requirements.

Applicant's Signature:		Date:	
Applicant's Name			
Business Name			
Site Address			
Application Type	Initial	Renewal	
If renewal, please attach	State License; or	Copy of State License Application and all related correspondence	

MEDICAL CANNABIS FACILITIES	YES	NO
A Identify the zoning district of your proposed location:		
B Are you in an approved Zone for cannabis businesses?		

SBMC § 17.60.1905: DISPENSING FACILITIES AND DELIVERY SERVICES	YES	NO
A Are you applying for a dispensary license? (if "no" skip to the next section)		
B Will your dispensary have delivery services? If yes, describe the delivery services in detail in the project description report.		

SBMC § 17.60.1904: REQUIRED CONDITIONS AND FINDINGS		YES	NO
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A	Do you have a valid State Medical Cannabis License? (If yes, skip next question). If no, describe the process you are pursuing to receive a State Medical Cannabis License:		
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A

B	"Each entrance to a cannabis facility shall be clearly and legibly posted with a notice indicating that persons under the age of 21 are precluded from entering the premises, except for qualified patients, unless accompanied by a parent or legal guardian." Signs may be simplified to say, "Persons under the age of 21 are precluded from entering the premises." Confirm here that you will post this information at all entrances to the site.		
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C	"No permit or license to operate shall be issued for any facility that is located within a 600ft radius or distance... of an existing public K-12 school." How many feet is your facility from the nearest public school?		
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D	"The operation of cannabis facilities shall not adversely affect the health or safety of the facility occupants or employees, or nearby properties through creation of mold, mildew, dust, glare, heat, noise, noxious gasses, odor, smoke, traffic, vibration, surface runoff, or other impacts, or be hazardous because of the use or storage of materials, processes, products or wastes." Confirm that your facility will comply with these requirements.		
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E	A cannabis business operator shall prevent all odors generated from the manufacturing of cannabis products and the storage of cannabis from escaping the buildings on the site, such that the odor cannot be detected by a reasonable person of normal sensitivity outside the buildings. Confirm that your business will comply		
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F	"Cannabis facility operators shall refrain from the improper storage or use of any fuels, solvents or any other hazardous		
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substance. Confirm that you will comply with this requirement and that all such materials are disclosed in your floor plan

G "Operators of cannabis facilities" shall maintain active enrollment and participate in a track and trace program as approved by the state." Confirm that you will comply with this requirement.

SBMC § 17.60.1904: PERMITS AND LICENSING		YES	NO
A	All Cannabis Businesses in Solana Beach must comply with State law regarding medical cannabis. Are you aware of the applicable state laws and do you intend to comply with these laws?		
B	All Cannabis business licenses must be renewed annually. Acknowledge here that you understand that your license must be renewed within one year of issuance and must be re-renewed each year thereafter.		
C	I authorize the City, its agents, and employees, to seek verification of the information contained within this application, including site visits and reference checks.		
D	<u>ATTACHMENT B: AREA PLAN:</u> Confirm submittal, including all required information.		
E	<u>ATTACHMENT C: SITE PLAN:</u> Confirm submittal, including all required information.		
F	<u>ATTACHMENT D: FLOOR PLAN:</u> Confirm submittal, including all required information.		
G	What hours and days of the week the medical cannabis facility will be open?		

		YES	NO
H	<u>ATTACHMENT E: ODOR CONTROL MEASURES:</u> Confirm submittal of Odor Control Measures Floor Plan including all required information.		
I	Provide a written description of all Odor Control Measures equipment and systems: <ul style="list-style-type: none"> Describe below the specifications and functions of all equipment in detail Cross referenced with the Odor Control Measures Floor Plan. 		

J How will you document the name, location and operator of the cannabis facility(s)? supplying the cannabis to the facility?

K Describe your staff screening process including appropriate background checks:

L Describe the screening, registration and validation process for qualified patients (dispensary only):

M Describe the qualified patient records acquisition and retention procedures (medical dispensary only, type M):

N	ATTACHMENT F: SAFETY AND SECURITY PLAN: Confirm submittal, including all required sub-sections.		
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9

INSPECTION AND MONITORING		YES	NO
A	Inspectors with the City of Solana Beach shall be granted unrestricted access to all parts of the facility to ensure compliance with the terms of the cannabis license at any time during normal operating hours as specified in the license application. 24hr notice must be given.		
B	Prior to the annual expiration and renewal of the cannabis license to assure compliance with the terms of the cannabis license. The city of Solana Beach may choose to inspect the cannabis facility. All records kept pursuant to the cannabis license shall be open for visual inspection. 24hr notice must be given. Are you willing to comply with this requirement?		

- C** If the cannabis licensee refuses inspection, or if the inspection finds that the facility is not operated in compliance with the approved license application, the cannabis license shall be subject to a 45-day remediation period where if the violations are not fixed than revocation of the cannabis license for the facility shall occur. Are you willing to comply with this requirement?
- D** Following inspection pursuant to (B) above, the City shall either provide a statement of non-compliance with a 45-day timeline for attaining compliance, or shall renew the cannabis license within ten business days of the inspection date. Are you willing to comply with this requirement?
- E** Within ten days after issuance of a statement of non-compliance, the determination of non-compliance may be appealed by any interested party to the city of Solana Beach city council. The appeal shall be made, in writing, on a form provided by the City. Are you willing to comply with this requirement?

ENFORCEMENT

YES NO

Any violation of this chapter is subject to administrative, civil, or criminal penalties, as set out in Solana Beach Municipal Code, in addition to being subject to other remedies provided by law, including but not limited to, injunctive relief, nuisance abatement action, summary abatement of immediately hazardous conditions, and all other applicable fines, penalties and remedies. Are you willing to comply with this requirement?

I/We understand that I/We have an independent obligation to be aware of and comply with federal law. I/We understand that the federal government classifies cannabis as a Schedule I drug. I/We understand that the federal government and the City of Solana Beach may impose different requirements and restrictions upon marijuana related businesses, and that I/We am responsible for knowing about and complying with each. I/We understand that compliance with the City of Solana Beach requirements, and/or California law, does not necessarily imply compliance with federal law. Finally, I/We indemnify and hold the City of Solana Beach harmless for any damages that may result from violation of federal law, up to and including but not limited to, federal prosecution.

I/We, as the applicant for the cannabis facility indemnify and hold harmless the City of Solana Beach and its agents, officers, elected officials, and employees for any claims, damages, or injuries brought by adjacent or nearby property owners or other third parties due to the operations at the cannabis facility, and for any claims brought by any of their clients for problems, injuries, damages, or liabilities or any kind that may arise out of the processing, manufacturing, transporting, distribution,

and dispensing of medical cannabis.

BUILDING PERMIT REQUIREMENTS	YES	NO
I acknowledge that multiple types of construction and/or modifications to the interior or exterior of my proposed project site may trigger a Building Permit. Any such proposed changes should be disclosed in the Site Plan. You must also consult with the City of Solana Beach Building Department regarding your project to determine if a building permit is required. I acknowledge this requirement.		

Attachments

All content must be submitted in this form. The application should be submitted in the following order:

1. Application Outline and Form and application fee (must be complete)
2. Attachment A: Area Plan (must include)
 - Your location in the city
 - The zoning of the proposed cannabis site.
3. Attachment B: Site Plan (must include)

Site Plan shall consist of a map or maps that show or contain all of the following:

- A scale sufficient to show the proposed project site;**
- At least a portion of the properties directly adjacent to the proposed site;**
- The streets/alleys adjacent to the proposed site;**
- North arrow;**
- Property lines;**
- A clear indication of which structures/facilities are existing and which are proposed;**
- Location and use of all structures proposed to be utilized for the proposed cannabis use;**
- Dimensions of all existing/proposed structures;**
- Dimensions of all existing/proposed structures from the property lines;**
- Locations of existing/proposed man doors;**
- Existing/proposed roll-up doors;**
- Existing/proposed fencing/gates;**
- Existing/proposed square footage**

4. Attachment C: Floor Plan (must include)

Floor Plan shall consist of a map or maps that show or contain all of the following:

- Map at a scale sufficient to show the full interior of the facility;**
- North arrow;**
- A clear indication of which fixtures/equipment/walls are existing and which are proposed;**
- A clear indication of exterior walls;**
- Locations of all walls, major fixtures, major equipment, major electrical appurtenances, and**

major HVAC equipment;
Locations of existing/proposed man doors;
Locations of existing/proposed roll-up doors;
Locations of existing/proposed windows/skylights;
Interior walls; proposed use of each room;
Dimensions/areas of each room;

5. Attachment D: Odor Control Measures Floor Plan (must include)
 - **Map or diagram of facility**
 - **Same scale and style of map as utilized in Attachment D**
 - **Location of active ventilation equipment/systems;**
 - **Carbon odor filtration equipment/systems;**
 - **All other equivalent odor control equipment/systems;**
6. Attachment E: Safety and Security Plan (must include)

Safety and Security Plan shall show or contain all of the following in the following sequence:

Map(s) and/or diagram(s) of facility (Safety/ Security Site Plan Map) showing location of all required elements outlined in the pages below. Map(s) and diagram(s) shall utilize the same scale and style of maps as utilized in Attachment C and/or Attachment D.

A written description of all required elements, presented in the sequence outlined in the pages below: Describe the specifications and functions of all equipment in detail and how the equipment satisfies the requirements listed below (be sure to present the materials in the sequence outlined in the pages below).

Safety and Security Requirements

All applicants seeking licenses for cannabis facilities must submit a Safety and Security Plan to the City of Solana Beach which outlines "...the security measures that will be employed at the premises..." This section outlines Safety and Security Policy in order to clarify precisely what the City expects to see in the Safety and Security Plans. Requirements are based on industry standards.

The implementation of certain types of security measures at commercial facilities is proven to reduce specific types of crime, including vandalism, burglary, and armed robbery. It is the desire of the City of Solana Beach to ensure that facilities employ reasonable efforts to reduce crime through recognized crime prevention measures. Known as Situational Crime Prevention, there are five basic strategies: increase the effort necessary to victimize, increase the risk of apprehension, reduce the reward of crime, reduce provocation, and remove excuses. A combination of each of the strategies will help prevent or reduce crime at these risky facilities. To that end, the following regulatory standards will be required at cannabis facilities in order to prevent crime.

At Risk Facilities: A type of facility that does not have a record of attracting crime or public safety calls for service, but that manufactures or sells a type of product and/or type of service that may attract crime. All Cannabis Businesses are deemed "At Risk". An at-Risk Facilities will be required to show the following in their Safety and Security Plans:

1. **Signage Regarding Theft Control Measures:** Clear and obvious signage regarding the theft control measures below and any other theft control measures employed on site.
2. **Video Surveillance:** High resolution video surveillance that records motion and retains digital footage internally and externally (360° of location, 720p resolution or higher). The video must be backed up to an external device at least once per week. The external device should allow for video to be uploaded to a portable device such as a thumb drive. Cloud-based storage is also recommended.
3. **Alarms:** Commercial grade security, burglar, and panic alarm systems. Install an adequate security system to prevent and detect diversion, theft, or loss of cannabis or unauthorized intrusion, utilizing commercial grade equipment, which shall at a minimum include:
 - A. A perimeter alarm on all entry points and perimeter windows.
 - B. A duress alarm, panic alarm, or holdup alarm connected to local public safety or law enforcement authorities.
 - C. Video cameras in all areas that may contain cannabis, at all points of entry and exit, and in any parking lot, which shall be appropriate for the normal lighting conditions of the area under surveillance. Infrared cameras may be used in areas of low lighting. The cameras shall be directed at all safes, vaults, sales areas, and areas where cannabis is cultivated, harvested, processed, prepared, stored, handled, or dispensed. Cameras shall be angled so as to allow for the capture of clear and certain identification of any person entering or exiting the building or area.
 - D. Twenty-four-hour recordings from all video cameras that are available for immediate viewing by the City upon request and that are retained for at least 30 calendar days. If the applicant is aware of a pending criminal, civil, or administrative investigation, or legal proceeding for which the recording may contain relevant information, recordings shall not be destroyed or altered, and shall be retained as long as necessary.
 - E. The ability to produce a clear, color, still photo (live or recorded).
 - F. A date and time stamp embedded on all recordings. The date and time shall be synchronized and set correctly and shall not significantly obscure the picture.
 - G. All security systems equipment and recordings shall be maintained in a secure location so as to prevent theft, loss, destruction, and alterations.
 - H. Access to surveillance areas shall be limited to persons that are essential to surveillance operations, law enforcement authorities acting within their lawful jurisdiction, security system service personnel, and the Department. A current list of authorized employees and service personnel that have access to the surveillance room must be available to the Department upon request. If on-site, surveillance rooms shall remain locked and shall not be used for any other function.

- I. All security equipment shall be in good working order.
4. **General Site Control:** Implement the following general site control security measures to deter and prevent unauthorized entrance into areas containing cannabis.
 - A. Prevent individuals from remaining on the premises of an Cannabis facility if they are not engaging in a specific activity.
 - B. Establish limited access areas accessible only to specifically authorized personnel, authorized personnel from authorized support businesses, and authorized customers. Each of these categories of authorized individuals should have limited access to only those areas that they need to access.
 - B1. Authorized personnel shall include only the minimum number of employees essential for efficient operation. Authorized personnel should be screened by the owners/operators of the cannabis facility.
 - B.2. Authorized support personnel from authorized support businesses shall include only the minimum number of employees from authorized support businesses for efficient operation. Examples include delivery services, custodial services, and other related services.
 - C. Store all trimmed, manufactured, or packaged cannabis in a secure, locked safe or vault and in such a manner as to prevent diversion, theft, and loss.
 - D. Keep all safes, vaults, and any other equipment or area used for the production, processing, or storage of cannabis and cannabis products securely locked and protected from entry, except for the actual time required to remove or replace cannabis.
 - E. Keep all locks and security equipment in good working order.
 - F. Prohibit keys, if applicable, from being left in the locks, or stored or placed in a location accessible to persons other than specifically authorized personnel.
 - G. Prohibit accessibility of security measures, such as combination numbers, passwords or electronic or biometric security systems, to persons other than specifically authorized personnel.
 - H. Ensure that the outside perimeter of the cannabis facility is sufficiently lit to facilitate surveillance.

Infrared cameras may be used in areas of low lighting.
 - I. Ensure that trees, bushes, and other foliage outside of the cannabis facility do not allow a person or persons to conceal themselves from sight or block camera views.
 - j. Develop emergency policies and procedures for securing all products following any instance of diversion, theft, or loss of cannabis, and conduct an assessment to determine whether additional safeguards are necessary.
 - K. Refusal to allow staff, support service staff, or customers to enter the facility with backpacks, carrying cases, or roller bags.
 - L. Refuse service to customers, staff, or support staff that have been previously arrested at the facility.

END OF APPLICATION

~~17.60.1913~~

M. SELECTION CRITERIA

- The City of Solana Beach is using a competitive proposal process, wherein all submitted applications will be reviewed and points will be awarded according to the following criteria being addressed:

CRITERIA AND REQUIREMENTS	POINTS
Cover letter outlining Respondent's interest/understanding regarding cannabis retail	4.5 points
Physical description and layout	24.5 points
Mission and identity	25 points
Business operations	20 points
Qualifications	20 points
Summary page	5 points
Extra Points	Variable
Maximum points possible	100 Points + extra points

- A Cannabis Review Committee (Committee) appointed by the City Manager will evaluate each application to determine if it meets the minimum requirements of Solana Beach Municipal Code 17.60.90 The Committee may meet with some or all of the Applicants and may ask some or all of the applicants to clarify, supplement or modify certain aspects of their submittal.
- The Committee will select the applicants with the highest scores to grant the Cannabis Business Licenses for the available license type.
- Applicants scores will be made available to the public upon receipt of a valid Public Records Act request.

- **Use of Cannabis Tax Revenue**

All tax revenue from Cannabis Businesses shall be applied towards protecting the health, safety and welfare of the people of the City of Solana Beach mitigate the costs to the community of the oversight of the activities authorized hereby. Priority for the use of said funds shall be given to law enforcement and fire personnel. Tax revenue from Cannabis Businesses shall also be used to prosecute and abate violations of this Chapter.

~~17.60.1914~~

N. Scope of Prohibitions; Severability.

- The prohibitions in this chapter shall not be interpreted to prohibit a person twenty-one years of age or older from: (1) possessing, processing, purchasing, transporting, obtaining or giving away to persons twenty-one years of age or older, without compensation whatsoever, not more than twenty-eight and one-half grams of marijuana not in the form of concentrated cannabis or up to eight grams in the form of concentrated cannabis; (2) smoking or ingesting marijuana or marijuana products; (3) possessing, transporting, purchasing, obtaining, using, manufacturing, or giving away marijuana accessories to persons twenty-one years of age or older without compensation whatsoever, to the extent that such activities are authorized by Health and Safety Code § 11362.1.
- This Chapter shall not be interpreted to interfere with any person's right to obtain and use Cannabis as authorized by State law, nor does it decriminalize the possession, use or cultivation of Cannabis in violation of State law. Cannabis Businesses shall comply with all provisions of this Chapter, all applicable State laws, and all other applicable local codes and regulations.
- If any sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or otherwise invalid by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining provisions of this Ordinance. The people of Solana Beach hereby declare that they would have passed this Ordinance and each sentence, clause or phrase thereof even if one or more sentences, clauses or phrases were declared unconstitutional or otherwise invalid.

~~17.60.1915-~~

Section 2: Effect Date of Ordinance

This Ordinance shall take effect and become law 30 days after its passage or on January 1, 2019. Whichever date comes first.



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: November 28, 2018
ORIGINATING DEPT: City Manager/City Attorney
SUBJECT: **Adoption (2nd Reading) Ordinance 491 Adding Subsection 17.72.110(E) to the Solana Beach Municipal Code to Exempt City and City-Sponsored Projects**

BACKGROUND:

Currently, Solana Beach Municipal Code (SBMC) section 17.72.110 does not address its application to City and City-sponsored projects. City and City-sponsored projects often take longer than 24 months to complete because of additional requirements municipalities must meet. Applying expiration and extension requirements to City and City-sponsored projects increases the processing time further and adds administrative burden and expense to such projects.

Ordinance 491 was introduced at the November 13, 2018 Council meeting. This item is before the City Council for adoption of Ordinance 491 adding subsection 17.72.110(E) to make the expiration and extension requirements of section 17.72.110 inapplicable to City and City-sponsored projects.

DISCUSSION:

SBMC section 17.72.110(A) currently provides for the lapse of approvals (i.e., expiration of) for all development review permits, structure development permits, conditional use permits, variances, and minor exceptions for all projects after 24 months unless certain conditions are met. SBMC section 17.72.110(B) currently provides the procedure for extending approvals for all projects, before they lapse (i.e., expiration) under SBMC section 17.72.110(A). SBMC section 17.72.110(C) provides the findings that must be made before an extension of the approval of a project is issued. These sections are silent as to its applicability to City and City-sponsored projects.

Due to additional requirements on municipalities, including but not limited to the Public Contract Code and project-specific funding needs, City and City-sponsored projects

CITY COUNCIL ACTION:

generally take longer than private projects to complete and often take longer to initiate construction, than 24 months from project approval. Because City Council action is required on multiple levels before any City project proceeds, applying the extension requirements does not serve the public purpose supporting the expiration and extension requirements for private projects. Additionally, if City or City-sponsored projects lose support, City Council may cancel or terminate those projects at any time without the need for an automatic expiration date.

This new code subsection would exempt City and City-sponsored projects from the expiration and extension requirements currently contained in SBMC section 17.72.110, streamlining such projects and reducing costs.

CEQA COMPLIANCE STATEMENT:

This is not a project as defined by CEQA because there is no development or physical change that would result from the adoption of Ordinance No. 491.

FISCAL IMPACT:

There is no direct impact to the General Fund.

WORK PLAN:

N/A

OPTIONS:

- Approve Staff recommendation and introduce Ordinance No. 491.
- Approve Staff recommendation with alternative amendments/modifications.
- Deny Staff recommendation.

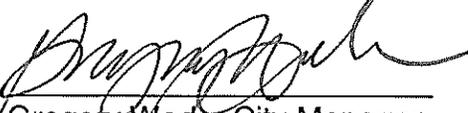
DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Ordinance 491 adding subsection 17.72.110(E) to make the expiration and extension requirements of section 17.72.110 inapplicable to City and City-sponsored projects.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Ordinance No. 491

ORDINANCE 491

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA ADDING SUBSECTION 17.72.110(E) TO THE SOLANA BEACH MUNICIPAL CODE TO EXEMPT CITY AND CITY-SPONSORED PROJECTS FROM EXPIRATION AND EXTENSION REQUIREMENTS

WHEREAS, the Solana Beach Municipal Code (SBMC) section 17.72.110(A) currently provides for the lapse of approvals for (i.e., expiration of) all development review permits, structure development permits, conditional use permits, variances, and minor exceptions for all projects, after 24 months unless certain conditions are met; and

WHEREAS, SBMC section 17.72.110(B) currently provides the procedure for extending approvals for all projects before their lapse (i.e., expiration) under SBMC section 17.72.110(A); and

WHEREAS, SBMC sections 17.72.110(A) and 17.72.110(B) is silent as to its application to City facilities and City-sponsored projects; and

WHEREAS, City facilities and City-sponsored projects often require more time to construct given statutory requirements for public contracting and project-specific funding sources; and

WHEREAS, exempting City and City-sponsored projects from the expiration and extension requirements currently contained in SBMC section 17.72.110 will provide the clarity needed as to its applicability to City and City-sponsored projects, increase efficiency and reduce costs.

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

Section 1. All of the above statements are true.

Section 2. The City Council finds that this action is not a project under the California Environmental Quality Act ("CEQA") because there is no development or physical change that would result from the adoption of this ordinance.

Section 3. Subsection 17.72.110(E) is added to the Solana Beach Municipal Code and shall read as follows:

E. None of the provisions of this section 17.72.110 shall apply to City or City-sponsored projects.

Section 4. Severability. In the event that any court of competent jurisdiction holds any section, subsection, paragraph, sentence, clause or phrase in this Ordinance to be unconstitutional, preempted or otherwise invalid, the invalid portion shall be severed from this Ordinance and shall not affect the validity of the remaining portions of this Ordinance. The City hereby declares that it would have adopted each section, subsection, paragraph, sentence, clause or phrase in this Ordinance irrespective of whether any one or more sections, subsections, paragraphs, sentences, clauses or phrases in this Ordinance might be declared unconstitutional, preempted or otherwise invalid.

Section 5. Conflicts with Prior Ordinances. In the event that any City ordinance or regulation, in whole or in part, adopted prior to the effective date of this Ordinance, conflicts with any provisions in this Ordinance, the provisions in this Ordinance will control.

EFFECTIVE DATE: This Ordinance shall be effective thirty (30) days after its adoption. Within fifteen (15) days after its adoption, the City Clerk of the City of Solana Beach shall cause this Ordinance to be published pursuant to the provisions of Government Code Section 36933.

INTRODUCED AND FIRST READ at a special meeting of the City Council of the City of Solana Beach, California, on the 13th day of November, 2018; and

THEREAFTER ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California, on the 28th day of November 2018, by the following vote:

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

DAVID A. ZITO, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk