



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

AGENDA

Joint REGULAR Meeting
Wednesday, June 12, 2024 * 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. 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.

WATCH THE MEETING

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

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 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.

PUBLIC COMMENTS

[Written correspondence](#) (supplemental items) regarding an agenda item at an open session meeting should be submitted to the City Clerk's Office at clerkoffice@cosb.org with a) Subject line to include the meeting date b) Include the Agenda Item # as listed on the Agenda.

- Correspondence received after the official posting of the agenda, but two hours prior to the meeting start time, on the meeting day, will be distributed to Council and made available online along with the agenda posting. All submittals received before the start of the meeting will be made part of the record.
- Written submittals will be added to the record and not read out loud.

And/Or

Verbal Comment Participation:

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. Public speakers have 3 minutes each to speak on each topic. Time may be donated by another

individual who is present at the meeting to allow an individual up to 6 minutes to speak. Group: Time may be donated by two individuals who are present at the meeting allowing an individual up to 10 minutes to speak. Group Hearings: For public hearings only, time may be donated by two individuals who are present at the meeting allowing an individual up to 15 minutes to speak.

COUNCIL DISCLOSURE

Pursuant to the Levine Act (Gov't Code Section 84308), any party to a permit, license, contract (other than competitively bid, labor or personal employment contracts) or other entitlement before the Council is required to disclose on the record any contribution, including aggregated contributions, of more than \$250 made by the party or the party's agents within the preceding 12 months to any Council Member. Participants and agents are requested to make this disclosure as well. The disclosure must include the name of the party or participant and any other person making the contribution, the name of the recipient, the amount of the contribution, and the date the contribution was made.

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 all electronic devices to silent mode and engage in conversations outside the Council Chambers.

<u>CITY COUNCILMEMBERS</u>		
Lesa Heebner Mayor		
Jewel Edson Deputy Mayor / Councilmember District 3		Kristi Becker Councilmember District 2
Jill MacDonald Councilmember District 4		David A. Zito Councilmember District 1

Alyssa Muto
City Manager

Johanna Canlas
City Attorney

Angela Ivey
City Clerk

SPEAKERS:

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

READING OF ORDINANCES AND RESOLUTIONS:

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

CALL TO ORDER AND ROLL CALL:

CLOSED SESSION REPORT:

FLAG SALUTE:

APPROVAL OF AGENDA:

PROCLAMATIONS/CERTIFICATES: *Ceremonial*

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:

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

COUNCIL COMMUNITY ANNOUNCEMENTS / COMMENTARY:

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

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

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

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

A.1. Minutes of the City Council.

Recommendation: That the City Council

1. Approve the Minutes of the City Council meetings held on May 08, 2024.

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

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

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

Recommendation: That the City Council

1. Ratify the list of demands for May 04, 2024 – May 17, 2024.

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

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

A.3. Annual Fire Inspection Compliance. (File 0260-20)

Recommendation: That the City Council

1. Adopt **Resolution 2024-065** accepting a report on the status of all state-mandated annual fire inspections in the City of Solana Beach in conjunction with SB 1205 and California Health and Safety Code Section 13146.4.

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

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

A.4. General Municipal Election – November 5, 2024. (File 0430-20)

Recommendation: That the City Council

1. Adopt **Resolution 2024-062** Calling and Giving Notice of the Holding of a General Municipal Election to be held on Tuesday, November 5, 2024, for the Election of Certain Officers as required by the Provision of the Laws of the State of California Relating to General Law Cities and determining tie vote provisions.
2. Adopt **Resolution 2024-063** requesting the Board of Supervisors of the County of San Diego to Consolidate a General Municipal Election to be held on Tuesday, November 5, 2024, with the Statewide General Election to be held on that date.
3. Adopt **Resolution 2024-064** adopting regulations for Candidates for Elective Office pertaining to Candidate's Statements.

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

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

A.5. Special Counsel Services for Municipal Elections. (File 0400-08)

Recommendation: That the City Council

1. Adopt **2024-066** authorizing the City Manager to execute a Professional Services Agreement for Special Counsel Services for Municipal Elections between the City of Solana Beach and Best Best & Krieger LLP.

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

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

A.6. Revised Emergency Operations Plan (EOP). (File 0240-30)

Recommendation: That the City Council

1. Adopt **Resolution 2024-069** approving the revised City of Solana Beach Emergency Operation Plan.

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

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

A.7. Building Permit Activity Budget Update. (File 0600-05)

Recommendation: That the City Council

1. Adopt **Resolution 2024-068** authorizing the City Manager to increase general fund revenues by \$250,000 and increase the professional services allocation in the Community Development Department by \$150,000 for the FY 2023/2024 adopted budget.

[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.

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.)

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

B.1. Public Hearing: Solid Waste and Recycling Rate Increase for EDCO Waste and Recycling Services – Fiscal Year (FY) 2024-25. (File 1030-15)

Recommendation: That the City Council

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Report written protests received; Receive Public Testimony; Close the Public Hearing.
2. Following the Public Hearing, consider adopting **Resolution 2024-067** approving EDCO's rate review request increasing solid waste, recycling, and organics rates for FY 2024-25 in accordance with the Franchise Agreement.

[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.

C. STAFF REPORTS: (C.1. – C.2.)

Submit speaker slips to the City Clerk.

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

C.1. Community Grant Program Requests – Fiscal Year (FY) 2024/25. (File 0330-25)

Recommendation: That the City Council

1. Receive the report, Community Grant applications and presentations for the grant applicants. The City Council should provide feedback to the City Manager on preference for award amounts based on the budget allocation included in the adopted FY 2024/2025 budget.

[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.

C.2. Revised Draft Work Plan – Fiscal Year (FY) 2024/25. (File 0410-08)

Recommendation: That the City Council

1. Review and discuss the modifications to the draft Fiscal Year 2024/25 Work Plan and direct Staff to return to Council with the final Fiscal Year 2024/25 Work Plan for approval with the FY2024/25 Budget Update on June 26, 2024.

[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.

WORK PLAN COMMENTS:

Adopted June 28, 2023

COMPENSATION & REIMBURSEMENT DISCLOSURE:

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

COUNCIL COMMITTEE REPORTS: [Council Committees](#)

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

- a. City Selection Committee (meets twice a year) Primary-Heebner, Alternate-Edson
- b. Clean Energy Alliance (CEA) JPA: Primary-Becker, Alternate-Zito
- c. County Service Area 17: Primary-MacDonald, Alternate-Edson
- d. Escondido Creek Watershed Authority: Becker / Staff (no alternate).
- e. League of Ca. Cities' San Diego County Executive Committee: Primary-MacDonald, Alternate-Becker. Subcommittees determined by its members.
- f. League of Ca. Cities' Local Legislative Committee: Primary-MacDonald, Alternate-Becker
- g. League of Ca. Cities' Coastal Cities Issues Group (CCIG): Primary-MacDonald, Alternate-Becker
- h. North County Dispatch JPA: Primary-MacDonald, Alternate-Becker
- i. North County Transit District: Primary-Edson, Alternate-MacDonald
- j. Regional Solid Waste Association (RSWA): Primary-Zito, Alternate-MacDonald
- k. SANDAG: Primary-Heebner, 1st Alternate-Zito, 2nd Alternate-Edson. Subcommittees determined by its members.
- l. SANDAG Shoreline Preservation Committee: Primary-Becker, Alternate-Zito
- m. San Dieguito River Valley JPA: Primary-MacDonald, Alternate-Becker
- n. San Elijo JPA: Primary-Zito, Primary-Becker, Alternate-City Manager

- o. 22nd Agricultural District Association Community Relations Committee: Primary-Edson, Primary-Heebner

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

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

CITIZEN COMMISSION(S)

- a. Climate Action Commission – Zito, Becker

ADJOURN:

Next Regularly Scheduled Meeting is June 26, 2024

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

AFFIDAVIT OF POSTING

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

I, Angela Ivey, City Clerk of the City of Solana Beach, do hereby certify that this Agenda for the June 12, 2024 Council Meeting was called by City Council, Successor Agency to the Redevelopment Agency, Public Financing Authority, and the Housing Authority of the City of Solana Beach, California, was provided and posted on June 5, 2024 at 4:30 p.m. on the City Bulletin Board at the entrance to the City Council Chambers. Said meeting is held at 6:00 p.m., June 12, 2024, in the Council Chambers, at City Hall, 635 S. Highway 101, Solana Beach, California.

Angela Ivey, City Clerk
City of Solana Beach, CA

UPCOMING CITIZEN CITY COMMISSION AND COMMITTEE MEETINGS:

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

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



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

MINUTES

Joint REGULAR Meeting

Wednesday, May 8, 2024 * 6:00 p.m.

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



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

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CALL TO ORDER AND ROLL CALL:

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

- Present: Lesa Heebner, Jewel Edson, Kristi Becker, Jill MacDonald, David A. Zito
- Absent: None
- Also Alyssa Muto, City Manager
- Present: Johanna Canlas, City Attorney
- Angela Ivey, City Clerk
- Dan King, Deputy City Manager
- Mo Sammak, City Engineer/Public Works Dir.
- Rachel Jacobs, Finance Dir.
- Joseph Lim, Community Development Dir.

FLAG SALUTE:

Mayor Heebner welcomed new City Manager Alyssa Muto, and thanked Dan King, Assistant City Manager, for covering during the transition.

PROCLAMATIONS/CERTIFICATES: *Ceremonial*

- Bike Month

Mayor Heebner read the proclamation.

Douglas Alden accepted the proclamation and expressed appreciation for the members of Bike Walk Solana, highlighting their significant contributions to the community's success, and acknowledged the collaborative efforts of City Staff, Councilmembers, and the community in making Solana Beach a great place for biking

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

- New Sheriff's Captain Watts

Alyssa Muto, City Manager, introduced Captain Watts.

Captain Watts stated this was his third time to serve this community and now as a Captain he was excited to work with Council, Staff, and the community.

APPROVAL OF AGENDA:

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

ORAL COMMUNICATIONS: None

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

COUNCIL COMMUNITY ANNOUNCEMENTS / COMMENTARY:

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

A. CONSENT CALENDAR: (Action Items) (A.1. - A.5.)

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

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

A.1. Minutes of the City Council.

Recommendation: That the City Council

1. Approve the Minutes of the City Council meetings held on April 10, 2024.

Approved Minutes <https://www.cityofsolanabeach.org/en/government/public-meetings/agendas-minutes-videos>

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

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

Recommendation: That the City Council

1. Ratify the list of demands for April 04, 2024 – April 19, 2024.

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

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

A.3. General Fund Adopted Budget for Fiscal Year 2023/2024 Changes. (File 0330-30)

Recommendation: That the City Council

1. Receive the report listing changes made to the Fiscal Year 2023-2024 General Fund Adopted Budget.

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

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

A.4. Senate Bill (SB) 1 Project List – Fiscal Year (FY) 2024/25. (File 0820-35)

Recommendation: That the City Council

1. Adopt **Resolution 2024-051:**
 - a. Authorizing the City Engineer to establish a project list for Local Streets and Roads Funding Program Road Maintenance and Rehabilitation Account FY 2024/25 revenues and designates the 2024 Annual Street Maintenance and Repair Project, as identified in the City's FY 2024/25 Capital Improvement Program list, to receive the SB 1 funding. It is anticipated that the designated project will rehabilitate the pavement through asphalt overlays on portions of Lomas Santa Fe Drive and several residential streets including Glencrest Drive from Dell Street to Glencrest Place, Highland Drive from Lomas Santa Fe Drive to Sun Valley Road, all of Mola Vista Way, all of Palmitas Street, San Mario Drive from Highland Drive to Santa Sabina Court, and the middle portion of Via Mil Cumbres. It is also anticipated that the designated project will be completed by February 2025 and will have an estimated useful life of approximately 15 years.
 - b. Authorizing the City Engineer to submit the project list to the California Transportation Commission for the 2024/25 Local Streets and Roads Funding Program using funds from the Road Maintenance and Rehabilitation Account.

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

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

A.5. Citizen Commission Appointment. (File 0120-06)

Recommendation: That the City Council

1. Consider switching current seats on the Climate Action Commission by appointing existing member Michelle Buchanan to a resident's Post 4 seat and appointing existing member Greg Coleson to a professional Post 2 seat, both with terms ending January 2026.

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

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

C. STAFF REPORTS: (C.1.)

Submit speaker slips to the City Clerk.

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

C.1. Draft Work Plan – Fiscal Year (FY) 2024/25. (File 0410-08)

Recommendation: That the City Council

1. Receive public input and review, discuss and provide direction on potential modifications to the draft Fiscal Year 2024/25 Work Plan.

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

[Item C.1. Supplemental Items \(updated 5-08-24 at 3:45pm\)](#)

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.

Alyssa Muto, City Manager, introduced the item.

Dan King, Interim City Manager, presented a PowerPoint (on file) reviewing past accomplishments and a current list of ongoing goals.

Lisa Montes, curator of the Solana Beach Heritage Museum at La Colonia Park and member of the Solana Beach Civic and Historical Society Board, spoke to a request to name the new La Colonia tot lot after Cipriana Gonzales, a lifelong trailblazer in Eden Gardens and Solana Beach, and cited a long list of accomplishments and contributions to the community.

Haidee Bannet stated that she opposed a dedication to a single individual, she is a decedent, and said that La Colonia, or Eden Gardens, was built through the collective efforts of numerous individuals and families, not just one person, that naming the tot lot after one person would undermine the unity and shared contributions of the entire community, urged Council to prioritize the community's best interests over individual recognition or family prestige, and concluded by submitting letters from other community members urging them to honor the essence of Solana Beach by dedicating the tot lot to the collective contributions of the families in La Colonia.

John Cion spoke about the Glenmont pipe project and asked the Council to address the ongoing construction project with its significant negative impact on residents, including relentless dust, noise, and various inconveniences and suggested potential measures such as cleaning residents' windows, detailing their cars, and power washing their homes.

Council and Staff discussed the construction project and that it was a Santa Fe Irrigation District (SFID) project within their jurisdiction, that the speaker could address SFID at their Board Meetings, that Council and Staff would relay this concern to the agency, and that the project was in the final paving stage on Glenmont Drive which should be completed

the following day, causing temporary inconvenience but ultimately leading to a full-width pavement.

Council and Staff discussed items on the Work Plan including land use, housing, local coastal programs, outdoor dining regulations, parking and traffic management, capital projects, public facilities, public lands naming policy, funding sources, grant applications, community engagement, infrastructure upgrades, traffic signal upgrades, pavement repair, incentives for affordable housing development, and clarifying language in the Work Plan document.

COMPENSATION & REIMBURSEMENT DISCLOSURE:

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

COUNCIL COMMITTEE REPORTS: [Council Committees](#)

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

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

CITIZEN COMMISSION(S)

ADJOURN:

Mayor Heebner adjourned the meeting at 8:15 p.m.

Angela Ivey, City Clerk

Approved: _____



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Alyssa Muto, City Manager
MEETING DATE: June 12, 2024
ORIGINATING DEPT: Finance – Rachel Jacobs, Finance Dir.
SUBJECT: Register of Demands

BACKGROUND:

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

Register of Demands: 05/04/2024 through 05/17/2024

Check Register - Disbursement Fund (Attachment 1)		\$	874,069.86
Net Payroll Council	May 9, 2024		4,970.84
Net Payroll Staff O23	May 10, 2024		<u>265,373.59</u>
TOTAL		\$	<u>1,144,414.29</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 May 4, 2024 through May 17, 2024 reflects total expenditures of \$1,144,414.29 from various City sources.

WORK PLAN:

N/A

CITY COUNCIL ACTION: _____

OPTIONS:

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

DEPARTMENT RECOMMENDATION:

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

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.

A handwritten signature in blue ink, appearing to read 'Alyssa Muto', is written over a horizontal line.

Alyssa Muto, City Manager

Attachments:

1. Check Register – Disbursement Fund



City of Solana Beach

Register of Demands

5/4/2024 - 5/17/2024

Department Vendor	Description	Date	Check/EFT Number	Amount
100 - GENERAL FUND				
MISSION SQUARE PLAN 302817	Payroll Run 2 - Warrant OC11	05/08/2024	9001440	\$3,283.93
MISSION SQUARE PLAN 302817	Payroll Run 1 - Warrant O23	05/08/2024	9001440	\$16,715.80
SOLANA BEACH FIREFIGHTERS ASSOC	Payroll Run 1 - Warrant O23	05/08/2024	9001442	\$900.00
CALPERS	O23 PERS 05/10/24 PD (05/15/24 PERS)	05/15/2024	9051524	\$64,882.22
CALPERS	O23 CALPERS 457	05/08/2024	911032295	\$2,850.40
PETER MCCONVILLE	RFND-FCCC 04/27/24	05/08/2024	106642	\$500.00
STERLING HEALTH SERVICES, INC.	OC11 FSA CONTRIBUTIONS	05/17/2024	9001459	\$266.67
STERLING HEALTH SERVICES, INC.	NC09 FSA FUNDING -REPAYMENT	05/17/2024	9001459	\$216.67
STERLING HEALTH SERVICES, INC.	O23 FSA/DCA CONTRIBUTIONS	05/17/2024	9001459	\$2,054.98
STERLING HEALTH SERVICES, INC.	O23 FSA/DCA CONTRIBUTIONS	05/17/2024	9001459	\$1,325.04
LINDA LUX	CHECK REISSUE-#103946-06/22/23	05/08/2024	106641	\$238.00
THE MURPHY FAMILY TRUST	RFND-GRD21-0003	05/08/2024	106643	\$33,454.64
KELSEY NICOLE LOY	RFND-BC-011993 ANNUAL FIRE INSPECTION FEE	05/08/2024	106638	\$112.00
TOTAL GENERAL FUND				\$126,800.35
1005150 - CITY CLERK				
GRANICUS INC	CAMPAIGNDOCS-SUBSCRIPTIONS/HOSTING-5/54-5/25	05/08/2024	106636	\$942.01
TOTAL CITY CLERK				\$942.01
1005200 - CITY MANAGER				
EMANUELS JONES & ASSOCIATES, LLC	LEGISLATIVE LOBBYING	05/17/2024	9001449	\$2,779.00
TOTAL CITY MANAGER				\$2,779.00
1005250 - LEGAL SERVICES				
BURKE WILLIAMS & SORENSEN	96-0001-MARCH 24-PROF SVC	05/08/2024	9001439	\$655.40
BURKE WILLIAMS & SORENSEN	96-0006-MARCH 24-PROF SVC	05/08/2024	9001439	\$570.60
BURKE WILLIAMS & SORENSEN	96-0006.001-MARCH 24-PROF SVC	05/08/2024	9001439	\$6,256.80
BURKE WILLIAMS & SORENSEN	96-0014-MARCH 24-PROF SVC	05/08/2024	9001439	\$2,571.20
BURKE WILLIAMS & SORENSEN	96-0019-MARCH 24-PROF SVC	05/08/2024	9001439	\$1,270.50
BURKE WILLIAMS & SORENSEN	96-0023.002-MARCH 24-PROF SVC	05/08/2024	9001439	\$3,687.20
BURKE WILLIAMS & SORENSEN	96-0038-MARCH 24-PROF SVC	05/08/2024	9001439	\$2,376.00
BURKE WILLIAMS & SORENSEN	96-0040.002-MARCH 24-PROF SVC	05/08/2024	9001439	\$5,317.36
BURKE WILLIAMS & SORENSEN	96-0040.004-MARCH 24-PROF SVC	05/08/2024	9001439	\$69.30
BURKE WILLIAMS & SORENSEN	MARCH 24-RETAIN	05/08/2024	9001439	\$13,024.00
TOTAL LEGAL SERVICES				\$35,798.36
1005300 - FINANCE				
STAPLES CONTRACT & COMMERCIAL	MAY 24 OFFICE CHAIR	05/17/2024	106713	\$311.88
STAPLES CONTRACT & COMMERCIAL	MAY 24 OFFICE CHAIR HANDLING FEE	05/17/2024	106713	\$12.75
UT SAN DIEGO - NRTH COUNTY	NTC-FY 24/25-FIRE BENEFIT FEE	05/17/2024	106715	\$580.72
TOTAL FINANCE				\$905.35
1005350 - SUPPORT SERVICES				
XEROX CORPORATION	APR 24-XEROX CLERK	05/17/2024	106720	\$169.64
XEROX CORPORATION	APR 24-XEROX CLERK	05/17/2024	106720	\$271.68
XEROX CORPORATION	APR 24-XEROX FIERY-PLN/ENG	05/17/2024	106720	\$132.61

XEROX CORPORATION	APR 24-XEROX PLN/ENG	05/17/2024	106720	\$59.86
XEROX CORPORATION	APR 24-XEROX PLN/ENG	05/17/2024	106720	\$546.78
XEROX CORPORATION	APR 24-XEROX UPSTAIRS	05/17/2024	106720	\$145.72
XEROX CORPORATION	APR 24-XEROX UPSTAIRS	05/17/2024	106720	\$298.25
XEROX CORPORATION	APR 24-XEROX FIERY-UPSTAIRS	05/17/2024	106720	\$132.61
XEROX CORPORATION	AOR 24-XEROX FIERY-CLK	05/17/2024	106720	\$122.84

TOTAL SUPPORT SERVICES**\$1,879.99****1005400 - HUMAN RESOURCES**

DEPARTMENT OF JUSTICE	APR 24-FINGERPRINT APP	05/17/2024	106698	\$463.00
POUNEH SAMMAK	REIMB-LUNCH GIFT CARDS	05/08/2024	106644	\$75.00
RYAN PESTER	REIMB-FIRE SERVICE PERSONNEL MGMT	05/08/2024	106646	\$845.00
COASTAL LIVE SCAN AND INSURANCE	APR 24-FINGERPRINT	05/08/2024	106631	\$450.00
ERENDIDA JANET BURKE	REIMB-PSHRA-SD CONFERENCE-04/24-25/24	05/17/2024	106701	\$325.00

TOTAL HUMAN RESOURCES**\$2,158.00****1005450 - INFORMATION SERVICES**

VERIZON WIRELESS-SD	670601022-03/24/24-04/23/24	05/17/2024	106717	\$128.05
WESTERN AUDIO VISUAL	MAY 24-AV MAINTENANCE	05/17/2024	106718	\$499.00
AT&T CALNET 3	9391012282-02/24/24-03/23/24	05/17/2024	106692	\$29.35
AT&T CALNET 3	9391012282-03/24/24-04/23/24	05/17/2024	106692	\$32.18
AT&T CALNET 3	9391062899-01/24/24-02/23/24	05/17/2024	106692	\$155.55
AT&T CALNET 3	9391062899-02/24/24-03/23/24	05/17/2024	106692	\$155.55
AT&T CALNET 3	9391062899-03/24/24-04/23/24	05/17/2024	106692	\$155.55
AT&T CALNET 3	9391053641-02/24/24-03/23/24	05/17/2024	106692	\$155.55
AT&T CALNET 3	9391053641-01/24/24-02/23/24	05/17/2024	106692	\$155.55
AT&T CALNET 3	9391053641-03/24/24-04/23/24	05/17/2024	106692	\$155.55
AT&T CALNET 3	9391012278-01/24/24-02/23/24	05/17/2024	106692	\$3,645.39
AT&T CALNET 3	9391012278-02/24/24-03/23/24	05/17/2024	106692	\$4,569.21
AT&T CALNET 3	9391012278-03/24/24-04/23/24	05/17/2024	106692	\$2,746.38
AT&T CALNET 3	9391012278-03/24/24-04/23/24	05/17/2024	106692	\$1,174.22
AT&T CALNET 3	9391012282-01/24/24-02/23/24	05/17/2024	106692	\$30.39
MANAGED SOLUTION	MAY 24-IT PROF SVC	05/17/2024	9001452	\$2,470.70
MANAGED SOLUTION	APR 24-IT PROF SVC	05/17/2024	9001452	\$450.00
FISHER INTEGRATED, INC.	APR 24-WEB STREAMING SVC	05/17/2024	9001450	\$800.00
TING FIBER INC.	MAY 24-Fiber Optic-CITY FACILITIES	05/17/2024	9001460	\$3,249.00

TOTAL INFORMATION SERVICES**\$20,757.17****1005550 - PLANNING**

TELECOM LAW FIRM	REVIEW-DUP 24-001	05/08/2024	106650	\$2,645.00
CENTRAL SQUARE	ETRAKIT CITIZEN PORTAL & API	05/17/2024	106694	\$10,900.00
CENTRAL SQUARE	CUSTOMIZE SSRS REPORT-DEVELOPMENT/PROJ	05/17/2024	106694	\$1,560.00

TOTAL PLANNING**\$15,105.00****1005590 - CODE ENFORCEMENT**

VERIZON WIRELESS-SD	442224168- 03/24/24-04/23/24	05/08/2024	106651	\$141.27
CECILIO CANSECO	REIMB-CACEO MEMBERSHIP	05/08/2024	106630	\$100.00

TOTAL CODE ENFORCEMENT**\$241.27****1006120 - FIRE DEPARTMENT**

VERIZON WIRELESS-SD	962428212-03/29/24-04/28/24	05/17/2024	106717	\$723.30
NORTH COUNTY DISPATCH (JPA)	FY 23/24-Q4-NORTH COUNTY DISPATCH	05/17/2024	106707	\$17,295.15
LAWNMOWERS PLUS	LABOR/REPAIR-CLUTCH	05/08/2024	106639	\$46.20
LAWNMOWERS PLUS	CHAIN LOOP/36RDR 84DR	05/08/2024	106639	\$480.51
SANTA FE IRRIGATION DISTRICT	005512-000-500 LOMAS SANTA FE DR	05/17/2024	106712	\$683.12
REGIONAL COMMS SYS, MS 056 - RCS	JAN 24-CAP CODE	05/08/2024	106645	\$32.50

REGIONAL COMMS SYS, MS 056 - RCS	APR 24-CAP CODE	05/08/2024	106645	\$32.50
REGIONAL COMMS SYS, MS 056 - RCS	APR 24-SHERIFF RADIOS	05/08/2024	106645	\$769.50
REGIONAL COMMS SYS, MS 056 - RCS	APR 24-FIRE RADIOS	05/08/2024	106645	\$1,328.10
ALERT-ALL CORP	PENS/BANDAGE DISPENSERS/SHEILDS/FIRE TRUCKS/BANDS	05/08/2024	9001437	\$1,536.10
NORTH COUNTY EVS, INC	FIRE APPARATUS MAINT/REPAIR	05/17/2024	106708	\$922.29
CARSON HOGAN	REIMB-NOZZLE TRAINING-01/20-21/24	05/17/2024	106693	\$450.00
FIRE STATS, LLC	JAN-MAR 24-MAINT & OPERATION DATA	05/08/2024	106635	\$637.50
WEX BANK	MAR 24-FUEL/CR TAX	05/08/2024	106652	\$2,142.91
AFECO INC	COAT CLEANING	05/08/2024	106647	\$12.00
COUNTY OF SAN DIEGO, RCS	NEXTFEN RCS SHARED BACKBONE	05/17/2024	106696	\$1,908.88
TOTAL FIRE DEPARTMENT				\$29,000.56
1006130 - ANIMAL CONTROL				
SAN DIEGO HUMANE SOCIETY & S.P.C.A.	MAY 24-ANIMAL SERVICES	05/17/2024	106711	\$7,603.00
TOTAL ANIMAL CONTROL				\$7,603.00
1006170 - MARINE SAFETY				
VERIZON WIRELESS-SD	962428212-03/29/24-04/28/24	05/17/2024	106717	\$152.04
AMIGO CUSTOM SCREENPRINTS	PRINTING-POLOS/SHIRTS	05/08/2024	106628	\$272.27
DUSTIN BRODWOLF	JET SKI TRAILER	05/08/2024	106634	\$3,328.69
TOTAL MARINE SAFETY				\$3,753.00
1006510 - ENGINEERING				
UNDERGROUND SVC ALERT OF SOCAL INC	APR 24-DIG ALERT	05/17/2024	9001462	\$143.00
DEL MAR BLUE PRINT COMPANY, INC.	TRAIN STATION PARKING	05/17/2024	106697	\$10.00
DEL MAR BLUE PRINT COMPANY, INC.	TRAIN STATION PARKING	05/17/2024	106697	\$2.92
DEL MAR BLUE PRINT COMPANY, INC.	TRAIN STATION ANGLED PARKING	05/17/2024	106697	\$11.96
TOTAL ENGINEERING				\$167.88
1006520 - ENVIRONMENTAL SERVICES				
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES FOR PUBLIC WORKS	05/17/2024	106705	\$14.82
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES FOR PUBLIC WORKS	05/17/2024	106705	\$14.81
SANTA FE IRRIGATION DISTRICT	005506-014-MOVABLE	05/17/2024	106712	\$246.74
MIKHAIL OGAWA ENGINEERING, INC.	APR 24- STORMWATER AS NEEDED	05/17/2024	9001454	\$3,048.54
IDRAINS LLC	H-STORMDRAIN MAINT	05/17/2024	106689	\$1,700.00
TOTAL ENVIRONMENTAL SERVICES				\$5,024.91
1006530 - STREET MAINTENANCE				
NORTH COUNTY DISPATCH (JPA)	Q4- PW NORTH COUNTY DISPATCH JPA	05/17/2024	106707	\$56.25
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES FOR PUBLIC WORKS	05/17/2024	106705	\$24.06
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES FOR PUBLIC WORKS	05/17/2024	106705	\$24.07
DIXIELINE LUMBER CO INC	OUTLET RECEPTACLE	05/17/2024	106699	\$40.23
DIXIELINE LUMBER CO INC	BUCKET/DRIVE & FASTEN SET	05/17/2024	106699	\$44.12
SANTA FE IRRIGATION DISTRICT	011695-000-VIA DE LA VALLE	05/17/2024	106712	\$91.05
TRAFFIC SUPPLY, INC	ASPHALT PATCH/PAINT/SIGNS/POSTS	05/17/2024	9001461	\$942.84
TRAFFIC SUPPLY, INC	ASPHALT PATCH	05/17/2024	9001461	\$220.33
TOTAL STREET MAINTENANCE				\$1,442.95
1006540 - TRAFFIC SAFETY				
REDFLEX TRAFFIC SYSTEMS, INC	APR 24-RED LIGHT CAMERA ENFORCEMENT	05/17/2024	9001456	\$7,879.50
TRAFFIC SUPPLY, INC	SIGNS	05/17/2024	9001461	\$573.39
AT&T CALNET 3	9391012279-03/24/24-04/23/24	05/17/2024	106692	\$62.26
STC TRAFFIC, INC	MAR 24- ON-CALL TRAFFIC CONSULTING	05/17/2024	9001458	\$4,305.00
ALL CITY MANAGEMENT SERVICES, INC	04/14/24-04/27/24- CROSSING GUARD SERVICES	05/08/2024	9001438	\$11,535.24
YUNEX LLC	MAR 24-TRAFFIC SIGNAL AND SAFETY	05/17/2024	9001464	\$178.00
TOTAL TRAFFIC SAFETY				\$24,533.39

1006550 - STREET CLEANING

SANTA FE IRRIGATION DISTRICT	011695-000-VIA DE LA VALLE	05/17/2024	106712	\$53.48
SCA OF CA, LLC	APR 24- CITY-WIDE STREET SWEEPING	05/17/2024	9001457	\$3,988.39
TOTAL STREET CLEANING				\$4,041.87

1006560 - PARK MAINTENANCE

MISSION LINEN & UNIFORM INC	UNIFORM SERVICES FOR PUBLIC WORKS	05/17/2024	106705	\$17.59
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES FOR PUBLIC WORKS	05/17/2024	106705	\$17.58
DIXIELINE LUMBER CO INC	PAINT SPRAY/DRILL TOOL KIT	05/17/2024	106699	\$332.32
SANTA FE IRRIGATION DISTRICT	005506-018-STEVENS AVE	05/17/2024	106712	\$207.83
SANTA FE IRRIGATION DISTRICT	005506-019-LA COLONIA PARK	05/17/2024	106712	\$553.87
SANTA FE IRRIGATION DISTRICT	005506-000-LSF-GRAN-NARDO	05/17/2024	106712	\$121.71
SANTA FE IRRIGATION DISTRICT	005506-001-LSF-GRAN-NARDO	05/17/2024	106712	\$98.51
SANTA FE IRRIGATION DISTRICT	005506-002-715 VALLEY AVE	05/17/2024	106712	\$435.87
SANTA FE IRRIGATION DISTRICT	005506-004-PLAZA ST	05/17/2024	106712	\$98.51
SANTA FE IRRIGATION DISTRICT	005506-005-PLAZA ST	05/17/2024	106712	\$215.11
SANTA FE IRRIGATION DISTRICT	005506-006-PLAZA ST	05/17/2024	106712	\$157.11
SANTA FE IRRIGATION DISTRICT	005506-007-721 S SIERRA AVE	05/17/2024	106712	\$104.26
SANTA FE IRRIGATION DISTRICT	005506-009-550 S SIERRA AVE	05/17/2024	106712	\$98.51
SANTA FE IRRIGATION DISTRICT	005506-010-501 S SIERRA AVE	05/17/2024	106712	\$121.51
SANTA FE IRRIGATION DISTRICT	005506-011-140 S SIERRA AVE	05/17/2024	106712	\$355.37
SANTA FE IRRIGATION DISTRICT	005506-013-302 SOLANA VISTA DR	05/17/2024	106712	\$121.51
SANTA FE IRRIGATION DISTRICT	005979-001-133 PACIFIC AVE	05/17/2024	106712	\$135.00
SANTA FE IRRIGATION DISTRICT	012448-000-STEVENS AVE	05/17/2024	106712	\$157.11
SANTA FE IRRIGATION DISTRICT	012448-001-700 STEVENS AVE	05/17/2024	106712	\$98.51
SANTA FE IRRIGATION DISTRICT	005506-012-111 S SIERRA AVE	05/17/2024	106712	\$1,229.37
NISSHO OF CALIFORNIA	APR 24- AS NEEDED LANDSCAPING SERVICES	05/17/2024	9001455	\$1,064.00
NISSHO OF CALIFORNIA	APR 24- AS NEEDED LANDSCAPING SERVICES	05/17/2024	9001455	\$558.35
TOTAL PARK MAINTENANCE				\$6,299.51

1006570 - PUBLIC FACILITIES

DIXIELINE LUMBER CO INC	MECHANICAL PICK-UP/TIE DOWN W/HOOK	05/17/2024	106699	\$38.64
DIXIELINE LUMBER CO INC	DOWEL ROD/WALLPLATE/SWITCH/DROP CLOTH	05/17/2024	106699	\$25.07
DIXIELINE LUMBER CO INC	DAMPRID	05/17/2024	106699	\$8.79
DIXIELINE LUMBER CO INC	FUSE	05/17/2024	106699	\$22.50
SANTA FE IRRIGATION DISTRICT	005506-008-635 S HWY 101	05/17/2024	106712	\$464.62
CONSOLIDATED ELECTRICAL DIST INC	APR 24 LAMPS	05/17/2024	9001448	\$267.92
LALLEY CONSTRUCTION	ON-CALL AS-NEEDED REPAIR SVC-KITCHENETTE	05/17/2024	106702	\$5,980.00
CINTAS CORPORATION NO. 2	FIRST-AID SUPPLIES-CH	05/17/2024	106695	\$246.73
HABITAT PROTECTION, INC	APR 24- PEST/RODENT CONTROL-CH	05/17/2024	9001451	\$52.00
HABITAT PROTECTION, INC	APR 24- PEST/RODENT CONTROL-FC	05/17/2024	9001451	\$39.00
HABITAT PROTECTION, INC	APR 24- PEST/RODENT CONTROL-MS	05/17/2024	9001451	\$64.00
HABITAT PROTECTION, INC	APR 24- PEST/RODENT CONTROL-FCCC	05/17/2024	9001451	\$35.00
HABITAT PROTECTION, INC	APR 24- PEST/RODENT CONTROL-FS	05/17/2024	9001451	\$38.00
HABITAT PROTECTION, INC	APR 24- PEST/RODENT CONTROL-PW	05/17/2024	9001451	\$64.00
HABITAT PROTECTION, INC	APR 24-PEST/RODENT CONTROL-LC	05/17/2024	9001451	\$64.00
JOHNSON CONTROLS FIRE PROTECTION LP	EXTINGUISHER INSPECTION	05/08/2024	106637	\$205.00
CALIFORNIA OFFICE CLEANING, INC	APR 24- JANITORIAL/CUSTODIAL SVC	05/17/2024	9001447	\$8,035.00
TOTAL PUBLIC FACILITIES				\$15,650.27

1007110 - GF-RECREATION

ONE DAY SIGNS	TOT LOT BANNER	05/17/2024	106709	\$129.30
ACTION BOUNCE COMPANY	JUMPS FOR TOT LOT OPENING	05/17/2024	106688	\$460.00
ABLE PATROL & GUARD, INC	APR 24 FCCC REGULAR OFFICER	05/17/2024	106687	\$270.00

LINDA M SINNACHCHARIGE	LC PLAYGROUND GRAND OPENING-05/22/24	05/17/2024	106703	\$200.00
CALIFORNIA OFFICE CLEANING, INC	APR 24 FCCC EVENT CLEANING	05/17/2024	9001447	\$180.00
ANTONIETA VILLATORO	LC PLAYGROUND GRAND OPENING-05/22/24	05/17/2024	106691	\$900.00
TOTAL GF-RECREATION				\$2,139.30
1106510 - MEASURE S - ENGINEERING				
WESTERN RIM CONSTRUCTORS, INC.	9438.11 LCP TOT LOT CONSTRUCTION	05/17/2024	106719	\$310,362.48
TOTAL MEASURE S - ENGINEERING				\$310,362.48
120 - SELF INSURANCE RETENTION				
BURKE WILLIAMS & SORENSEN	96-0040.003-MARCH 24-PROF SVC-DEP427CNYN	05/08/2024	9001439	\$6,553.40
YUNEX LLC	CR24.714 SAN ANDREAS STREET LIGHT KD	05/17/2024	9001464	\$8,240.00
DEAN GAZZO ROISTACHER LLP	MAR 24-2308.MACDONALD PROF SVC	05/08/2024	106632	\$2,535.54
TOTAL SELF INSURANCE RETENTION				\$17,328.94
1356120 - ASSET REPLACEMENT-FIRE				
DELL MARKETING L.P.	LAPTOP	05/08/2024	106633	\$2,262.69
TOTAL ASSET REPLACEMENT-FIRE				\$2,262.69
1356170 - ASSET REPLACEMENT-MARN SFTY				
N MOTORS SJC, LLC	VEHICLE REPLACEMENT	05/17/2024	106706	\$46,657.00
N MOTORS SJC, LLC	TRUCK PURCHASE REMAINING BAL	05/17/2024	106706	\$0.04
TOTAL ASSET REPLACEMENT-MARN SFTY				\$46,657.04
140 - FACILITIES REPLACEMENT				
POLYCHROME CONSTRUCTION, INC.	9407.00 CITY HALL EXT REP RETENTION	05/17/2024	106710	(\$2,387.25)
TOTAL FACILITIES REPLACEMENT				(\$2,387.25)
1406510 - FACILITIES MAINT-CIP				
POLYCHROME CONSTRUCTION, INC.	9407.00 CITY HALL EXT REPAIRS	05/17/2024	106710	\$47,745.00
TOTAL FACILITIES MAINT-CIP				\$47,745.00
2026510 - GAS TAX-ENGINEERING				
MICHAEL BAKER INTERNATIONAL, INC	MAR 24-LSF CORRIDOR III DESIGN	05/17/2024	9001453	\$16,184.85
YUNEX LLC	9330.01 TRAFFIC SIGNAL IMPROVE	05/17/2024	9001464	\$4,741.54
YUNEX LLC	9330.01 TRAFFIC SIGNAL IMPROVE	05/17/2024	9001464	\$43,200.00
YUNEX LLC	9330.01 TRAFFIC SIGNAL IMPROVE	05/17/2024	9001464	\$5,139.76
YUNEX LLC	9330.01 TRAFFIC SIGNAL IMPROVE	05/17/2024	9001464	\$5,800.97
TOTAL GAS TAX-ENGINEERING				\$75,067.12
2037510 - HIGHWAY 101 LANDSC #33				
SANTA FE IRRIGATION DISTRICT	005979-000-S HWY 101	05/17/2024	106712	\$325.31
TOTAL HIGHWAY 101 LANDSC #33				\$325.31
2047520 - MID 9C SANTA FE HILLS				
SANTA FE IRRIGATION DISTRICT	005979-014-Santa Alicia/Rosita	05/17/2024	106712	\$431.49
SANTA FE IRRIGATION DISTRICT	005979-015-855 Santa Rosita	05/17/2024	106712	\$304.89
SANTA FE IRRIGATION DISTRICT	005979-016-617 Santa Helena	05/17/2024	106712	\$410.39
SANTA FE IRRIGATION DISTRICT	005979-017-Santa Inez	05/17/2024	106712	\$48.81
SANTA FE IRRIGATION DISTRICT	005979-018-732 Santa Florencia	05/17/2024	106712	\$78.35
SANTA FE IRRIGATION DISTRICT	005979-019-773 Santa Florencia	05/17/2024	106712	\$137.43
SANTA FE IRRIGATION DISTRICT	005979-020-801 Santa Florencia	05/17/2024	106712	\$520.11
SANTA FE IRRIGATION DISTRICT	005979-021-Santa Florencia/Queta	05/17/2024	106712	\$634.05
SANTA FE IRRIGATION DISTRICT	005979-022-Santa Florencia	05/17/2024	106712	\$380.85
SANTA FE IRRIGATION DISTRICT	005979-023-Santa Florencia	05/17/2024	106712	\$380.85
SANTA FE IRRIGATION DISTRICT	005979-024-Santa Rosita	05/17/2024	106712	\$499.01
SANTA FE IRRIGATION DISTRICT	005979-025-803 Santa Rosita	05/17/2024	106712	\$359.75
SANTA FE IRRIGATION DISTRICT	005979-026-Santa Rosita	05/17/2024	106712	\$452.59
SANTA FE IRRIGATION DISTRICT	005979-029-SANTA HIDALGA	05/17/2024	106712	\$303.62

TOTAL MID 9C SANTA FE HILLS**\$4,942.19****2087580 - COASTAL RAIL TRAIL MAINT**

SANTA FE IRRIGATION DISTRICT	005506-020-VIA DEL LA VALLE/HWY 101	05/17/2024	106712	\$1,225.60
SANTA FE IRRIGATION DISTRICT	005506-003-HWY 101 (CRT)	05/17/2024	106712	\$157.11

TOTAL COASTAL RAIL TRAIL MAINT**\$1,382.71****2117600 - STREET LIGHTING DISTRICT**

YUNEX LLC	MAR 24- STREETLIGHT MAINTENANCE/R	05/17/2024	9001464	\$817.25
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TOTAL STREET LIGHTING DISTRICT**\$817.25****2135550 - DEVELOPER PASS-THRU- PLANNING**

CONSTRUCTION TESTING & ENGINEERING, INC.	MAR 24 REVIEW FOR MOD24-001 403 PACIFC AVE-BATES	05/08/2024	9001445	\$1,600.00
CONSTRUCTION TESTING & ENGINEERING, INC.	APR 24- REVIEW FOR THE LAS BRISAS TE23-002	05/08/2024	9001445	\$930.00
CONSTRUCTION TESTING & ENGINEERING, INC.	APR 24- REVIEW MOD24-002 UPPER BLUFF REPAIR	05/08/2024	9001445	\$280.00

TOTAL DEVELOPER PASS-THRU- PLANNING**\$2,810.00****2256510 - RTCIP**

YUNEX LLC	9330.01 TRAFFIC SIGNAL IMPROVE	05/17/2024	9001464	\$3,538.46
YUNEX LLC	9330.01 TRAFFIC SIGNAL IMPROVE	05/17/2024	9001464	\$60.24

TOTAL RTCIP**\$3,598.70****2505570 - COASTAL BUSINESS/VISITORS**

SAM CASTELLANO	SOUND EQUIPMENT-CONCERT @ COVE	05/08/2024	106629	\$1,800.00
TYLER SHIMKUS	CONCERT @ COVE-06/27/24	05/17/2024	106714	\$500.00
ANN J HELLER	CONCERT @ COVE-06/13/24	05/17/2024	106690	\$750.00
MARY JANE CUPP	CONCERT @ COVE-06/20/24	05/17/2024	106704	\$400.00

TOTAL COASTAL BUSINESS/VISITORS**\$3,450.00****2706120 - PUBLIC SAFETY- FIRE**

VERIZON WIRELESS-SD	962428212-03/29/24-04/28/24	05/17/2024	106717	\$114.03
STAPLES CONTRACT & COMMERCIAL	CSA.17-OFFICE CHAIRS	05/08/2024	106648	\$3,193.51
LIFE-ASSIST, INC	CSA.17-UNIMED QUICK ACCESS PACK	05/08/2024	106640	\$562.35
NATIONWIDE MEDICAL SURGICAL INC	CSA.17-EPINEPHRINE	05/08/2024	9001441	\$279.60
STATION AUTOMATION	CSA.17-ANNUAL LICENSE FEE RENEWAL	05/08/2024	106649	\$1,925.86

TOTAL PUBLIC SAFETY- FIRE**\$6,075.35****4506190 - SAND REPLNSHMNT/RETENTION**

WARWICK GROUP CONSULTANTS, LLC	MAR 24- CONSULTING SERVICES	05/17/2024	9001463	\$5,833.00
TING FIBER INC.	MAY 24-Fiber Optic-TIDE BEACH LG TOWER	05/17/2024	9001460	\$450.00
TING FIBER INC.	MAY 24-Fiber Optic-DEL MAR SHORES LG TOWER	05/17/2024	9001460	\$450.00
SUMMIT ENVIROMENTAL GROUP, INC.	APR 24-9926-PROF SVC	05/08/2024	9001444	\$3,630.00
LAZ KARP ASSOCIATES, LLC	BEACH NOURISHMENT PROJECT-PARKING SPACES	05/09/2024	9001446	\$12,800.00

TOTAL SAND REPLNSHMNT/RETENTION**\$23,163.00****4506510 - SANDREPLNSHMNT/RETNTN-CIP**

DOMUSSTUDIO ARCHITECTURE	MAR 24-19-144 9449 MS CENTR	05/17/2024	106700	\$2,090.00
DOMUSSTUDIO ARCHITECTURE	JAN 24-19-144 9449 MS CENTR	05/17/2024	106700	\$6,875.00

TOTAL SANDREPLNSHMNT/RETNTN-CIP**\$8,965.00****459 - MISC. CAPITAL PROJECTS**

WESTERN RIM CONSTRUCTORS, INC.	9438.11 LCP TOT LOT CONSTRUCTION RET	05/17/2024	106719	(\$16,786.26)
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TOTAL MISC. CAPITAL PROJECTS**(\$16,786.26)****4596510 - MISC.CAPITALPROJECTS-ENG**

VAN DYKE LANDSCAPE ARCHITECTS	MAR 24-LA COLONIA MASTER PLAN UPDATE	05/17/2024	106716	\$4,452.50
WESTERN RIM CONSTRUCTORS, INC.	9438.11 LCP TOT LOT CONSTRUCTION	05/17/2024	106719	\$16,334.86
WESTERN RIM CONSTRUCTORS, INC.	9438.11 LCP TOT LOT CONTINGENCY	05/17/2024	106719	\$9,027.91

TOTAL MISC.CAPITALPROJECTS-ENG**\$29,815.27**

5097700 - SANITATION

MISSION LINEN & UNIFORM INC	UNIFORM SERVICES FOR PUBLIC WORKS	05/17/2024	106705	\$9.25
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES FOR PUBLIC WORKS	05/17/2024	106705	\$9.26
SANTA FE IRRIGATION DISTRICT	005506-014-MOVABLE	05/17/2024	106712	\$740.22
AT&T CALNET 3	9391012277-03/24/24-04/23/24	05/17/2024	106692	\$18.45
IDRAINS LLC	J- SEWER CLEANING	05/17/2024	106689	\$675.00

TOTAL SANITATION

\$1,452.18**REPORT TOTAL:****\$874,069.86**



STAFF REPORT

CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Alyssa Muto, City Manager
MEETING DATE: June 12, 2024
ORIGINATING DEPT: Fire Department – Hans Schmidt, Fire Marshal
SUBJECT: **City Council Consideration of Resolution 2024-065 Accepting State-Mandated Annual Fire Inspections Report in Compliance with SB 1205.**

BACKGROUND:

On September 27, 2018, the Governor of the State of California signed Senate Bill No. 1205. The bill mandates that every city fire department shall report annually to its administering authority on its compliance with the Health and Safety Code, Sections 13146.2 and 13146.3. The bill states that the report shall occur when the administering authority discusses its annual budget, or at another time determined by the administering authority.

This item is before the City Council to request approval of Resolution 2024-065 (Attachment 1) accepting the state-mandated annual fire inspection report in compliance with SB 1205.

DISCUSSION:

The California State Fire Marshal, through the California Health and Safety Code, mandates that certain occupancy types shall be inspected annually. These mandated occupancy types include private and public schools, hotels, motels, lodging houses and apartment/condominium buildings in accordance with California Health and Safety Code Section 13146.2 and 13146.3. The purpose of annual fire inspections is to mitigate known hazards, reduce risk to the community and ensure reasonable compliance with the California Fire Code. The Solana Beach Fire Department performs the mandated inspections, as well as inspections of local businesses, as part of the Department's annual fire inspection program. The Fire Department completed 100% of the state-mandated annual inspections within the calendar year 2023.

COUNCIL ACTION:

California Health and Safety Code Section 13146.2 mandates that the local fire department inspect all hotels, motels, and lodging houses once annually. The Solana Beach Fire Department inspected 4 of 4 Group R hotels, motels, and lodging houses during the 2023 calendar year.

California Health and Safety Code Section 13146.2 mandates that the local fire department inspect all apartments once annually. An apartment shall consist of three or more attached units and excludes all duplex and townhome buildings as defined by code. The California Building Code also specifies that condominiums should be considered apartments for building code applications. The Solana Beach Fire Department inspected 46 of 46 Group R apartment/condominium complexes during the 2023 calendar year.

The Solana Beach Fire Department inspected residential care facilities that may contain residents or clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities and similar. The residents may also be non-ambulatory or bedridden. The Solana Beach Fire Department inspected 1 of 1 Group R (and their associated sub-categories) occupancies of this nature during the 2023 calendar year.

California Health and Safety Code Section 13146.3 mandates that the local fire department inspect all public and private schools once annually. The Solana Beach Fire Department inspected 16 of 16 Group E school facilities during the 2023 calendar year.

In total, the Solana Beach Fire Department conducted 67 of 67 state-mandated inspections during the 2023 calendar year, per the California Health and Safety Code.

Further, the acceptance of this compliance report and the recommended Resolution fulfill the statutory requirements contained in California Health and Safety Code Section 13146.2, 13146.3 and 13146.4, as amended by SB 1205.

CEQA COMPLIANCE STATEMENT:

The project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5) of the State CEQA Guidelines.

FISCAL IMPACT:

There is no direct fiscal impact associated with the Staff recommendation.

WORK PLAN:

N/A

OPTIONS:


- Approve Staff recommendation.
- Receive report.
- Provide feedback.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2024-065 (Attachment 1), accepting a report on the status of all state-mandated annual fire inspections in the City of Solana Beach in conjunction with SB 1205 and California Health and Safety Code Section 13146.4.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Alyssa Muto, City Manager

Attachments:

1. Resolution 2024-065

RESOLUTION 2024-065

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ACCEPTING STATE MANDATED ANNUAL FIRE INSPECTION REPORT IN COMPLIANCE WITH SB 1205

WHEREAS, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on September 27, 2018; and

WHEREAS, California Health & Safety Code Sections 13146.2 and 13146.3 requires all fire departments, including the Solana Beach Fire Department, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, or apartment house for compliance with building standards, as provided; and

WHEREAS, California Health & Safety Code Section 13146.4 requires all fire departments, including the Solana Beach Fire Department, that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3; and

WHEREAS, the Solana Beach Fire Department inspected 16 of 16 Educational Group E school facilities, which is a 100% compliance rate for the 2023 reporting period; and

WHEREAS, the Solana Beach Fire Department inspected 51 of 51 Residential Group R facilities (4 of 4 hotels, motels, and lodging houses, 46 of 46 apartment/condominium complexes, and 1 of 1 residential care facility), which is a 100% compliance rate for the 2023 reporting period.

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 accepts the report on the status of all state-mandated annual fire inspections in the City of Solana Beach in compliance with SB 1205 and California Health and Safety Code Section 13146.4.

PASSED AND ADOPTED this 12th day of June 2024, 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 –

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Alyssa Muto, City Manager
MEETING DATE: June 12, 2024
ORIGINATING DEPT: City Clerk’s Office / City Elections Official - Angela Ivey, City Clerk
SUBJECT: **Calling the General Municipal Election for November 5, 2024 for Elected Mayor, District 1 Councilmember, and District 3 Councilmember**

BACKGROUND:

Pursuant to the California Elections Code (EC) Section 1301 and Solana Beach Municipal Code (SBMC) Section 2.24.010, the City of Solana Beach conducts its General Municipal Election on the same day as the Statewide General Election. The purpose of the City’s General Election is to vote on elected positions of the legislative body and any ballot measures qualified for the ballot. The next General Election will be held November 5, 2024.

District Elections of the Legislative Body

On July 10, 2018, the City Council (Council) adopted Ordinance 488 establishing a By-District Election Process in Four Council Districts and an Elective Office of Mayor. The four districts were determined from public input as well as the guidance of a demographer to ensure the required district election criteria was met, after which the Council adopted the final district map. Every 10 years, following the nation's updated U.S. Census, districts must be re-assessed and adjusted to meet the required criteria. Following four public hearings, on March 23, 2022, Council adopted District Map 202, which adjusted the boundaries of Districts 1 and 2. Pursuant to California Elections Code section 10010 and California Government Code sections 34871(C) & 34886, the adopted map and sequence of elections were incorporated. The November 8, 2022 General Election completed the transition to district elections.

This agenda item is before Council to officially call the November 5, 2024 General Municipal Election by adoption of resolutions to this effect and other related election matters. The local ballot would contain the following items:

- o Elected Mayor
- o Elected Councilmembers for Districts 1 and 3

DISCUSSION:

Each General Municipal Election requires the passing of Resolutions in order to:

- Call and Give Notice of the Election listing the elected seats and Determine Tie Vote Provisions (Attachment 1)

CITY COUNCIL ACTION: _____ _____

- Consolidate the General Municipal Election with the Statewide General Election, whenever possible, and utilize the professional services of the County Registrar of Voters for a number of election duties and tasks, by submitting a formal request to the San Diego County Board of Supervisors (Attachment 2)
- Define the regulations for Candidate Statements (Attachment 3)

Consolidation with Statewide Election and San Diego County Registrar of Voters

Pursuant to California Elections Code 10403, the City must submit a formal request to the San Diego County Board of Supervisors, via resolution, to consolidate the City's election with the statewide election. Consolidation provides the most cost effective and accurate method of election processes to utilize the proficiency of the San Diego County Registrar of Voters (ROV). When consolidated, the City contracts the services of the ROV to handle multiple requirements for procuring polling places, precinct workers, required postings, printing and mailing of the sample ballot and mail ballots, and canvassing the returns of the election. All other preliminary functions of the election are conducted by the City Clerk, as the local Elections Official.

California Voter's Choice Act (VCA)

The California Voter's Choice Act (VCA) modernized elections in California by allowing counties to conduct elections under a model which provides greater flexibility and convenience for voters. This election model allows voters to choose how, when, and where to cast their ballot. In California, every registered voter will automatically receive a ballot in the mail before the election. The VCA also expanded in-person early voting, allows voters to cast a ballot at any vote center within their county, and provides secure ballot drop off locations throughout the county.

District Elections of the Legislative Body

The four-year terms of Mayor Lesa Heebner and Councilmembers Jewel Edson and David Zito expire at the December Council meeting that will certify the November 2024 election.

Candidates for District 1 and 3 and relative voters can verify their District by checking their voter registration on the San Diego Registrar of Voters website www.sdvote.com. Voters living in Districts 1 and 3 will receive a ballot to vote for Council for their designated District. All local ballots will contain the option to vote for an elected Mayor.

Candidate Nomination Period and Deadline

The candidate nomination filing period will begin Monday, July 15, 2024, and end on Friday, August 9, 2024, at 5:00 p.m. Candidates should file well before the deadline to allow time to verify signatures and obtain additional signatures if necessary.

Filers shall make appointments with the City Clerk at the beginning of the candidate filing period, Monday, July 15, 2024. At the appointment, the candidate will have the required nomination document signed and issued to them along with an explanation of other required paperwork to qualify as a candidate for the ballot, including the optional candidate statement and local campaign regulations, etc. Once candidates complete the necessary paperwork, they are asked to make appointments to officially file all required paperwork before the deadline. If certain paperwork is not complete or filed, it may be grounds for insufficiency.

Therefore, filing earlier should allow for the nomination paper's required signatures to be verified and, if needed, a Supplemental Nomination Paper to be issued. All of this paperwork must be filed by the nomination filing deadline of August 9, 2024. The City of Solana Beach has a \$25.00 candidate filing fee due at the time of filing.

Potential Filing Extension Date

If any incumbent for Mayor or Councilmember does not file by the filing deadline on August 9th, the filing period will be extended to Wednesday, August 14, 2024, at 5:30 p.m. for candidates other than incumbents.

Candidate Statements

As specified in EC 13307, the Candidate Statement, which is optional for each candidate, includes a brief description of the candidate's education and qualifications expressed by the candidate. Candidate Statements are prepared on a specified form issued by the Elections Official, printed in the Sample Ballot, and mailed to all registered voters. This optional Candidate Statement is paid for by the candidate. The estimated charge for the Candidate Statement covers the cost of printing, handling, translating, and inclusion in the Sample Ballot. The estimates are based on varying factors including the number of candidates running, how many other elections take place within the consolidated election, and the number of words allowed in the Candidate Statement, 200 or 400 words.

The Council chose a 400-word count for the Candidate Statement for the November 2020 and November 2022 Election and all prior elections used a 200-word count. It is up to the Council to determine the word count for the candidate statement for this election. Whichever word count is authorized by Council will be the required word count for all Candidate Statements. Candidates are required to prepay the established estimated cost when they file the Candidate Statement with all official election papers for candidate qualification and sign an understanding that the charge is an estimate and not the final cost.

Elected Seat	Candidate Statement Cost Estimate	
	200 Word Statement	400 Word Statement
Mayoral Candidate	\$1,500	\$2,200
District Councilmember Candidate	\$1,400	\$1,900

This estimate is provided by the San Diego County Registrar of Voters, with whom the City contracts to provide certain election services. Candidates will be responsible for any additional cost or will receive a refund, whichever applies, after the accounting of the election is finalized. Resolution 2024-065, as drafted, contemplates a 400-word limit. Should the Council decide to decrease the Candidate Statement to 200 words, the resolution will be revised accordingly.

Resolving a Tie Vote

If the election results in a tie vote, there are two options for reconciling the tie. A tie vote may be decided by lot (e.g. tossing a coin, etc.) or by conducting a special runoff election involving those candidates who receive an equal number of votes. The Council must decide, prior to the election, how to determine the tie vote. Determining the winner of a tie vote using the "by lot" method results in minimal cost to the City.

If the election results in a tie vote and the Council elects to opt for a runoff, then an appropriate resolution would be brought back at a later date to call a Special Runoff Election. A Special Runoff Election, held by itself (without consolidation with another statewide election), and contracting these services from the San Diego County Registrar of Voters could cost in excess of \$200,000, based on the last estimate provided to the City for a Special Election.

Staff recommends Council determine the resolution of a tie vote using the “by lot” method. However, if Council determines a Special Runoff Election is the appropriate method, then a resolution would need to be brought back, prior to the election, for adoption.

Cancellation of Candidate Election

In the event that an equal number of qualified candidates do not exceed the number of Council positions to be filled, Elections Code Section 10229 allows Council to make a determination of whether to appoint the candidates in lieu of holding the scheduled election. Following the nomination period, if the City Clerk discovers that the above circumstance applies, a certificate of facts would be presented to Council at a Council meeting for the determination on whether to appoint the candidates in lieu of placing them on the ballot.

CEQA COMPLIANCE STATEMENT: Not a project as defined by CEQA.

FISCAL IMPACT:

Biennial general municipal election costs are determined the Registrar of Voter’s costs for services, the various runs on a given ballot, the number of registered voters, and the City’s costs for its required publication notices and related translations, materials, etc. The San Diego County Registrar of Voters provided some preliminary estimates for the election based on three candidates running for each of the three offices totaling approximately \$35,000.

Currently, the Fiscal Year 2024-25 Budget allocates \$65,000 towards the General Election.

WORK PLAN: N/A

OPTIONS:

- Approve Staff recommendation to call the General Election, consolidate with the County, choose a 200-word or 400-word candidate statement, and opt for a tie vote decided by lot.
- Do not approve the calling of the General Election and return to call a Special Election to comply with the Solana Beach Municipal Code and State of California Codes.

DEPARTMENT RECOMMENDATION:

Staff recommends that City Council:

1. Adopt Resolution 2024-062 Calling and Giving Notice of the Holding of a General Municipal Election to be held on Tuesday, November 5, 2024, for the Election of Certain Officers as required by the Provision of the Laws of the State of California Relating to General Law Cities and determining tie vote provisions.
2. Adopt Resolution 2024-063 requesting the Board of Supervisors of the County of San

Diego to Consolidate a General Municipal Election to be held on Tuesday, November 5, 2024, with the Statewide General Election to be held on that date.

3. Adopt Resolution 2024-064 adopting regulations for Candidates for Elective Office pertaining to Candidate's Statements.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Alyssa Muto, City Manager

Attachments:

1. Resolution 2024-062 – Call Election, Reconcile Tie Vote
2. Resolution 2024-063 – Election Consolidation Request
3. Resolution 2024-064 – Candidate Statements

RESOLUTION 2024-062

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES.

WHEREAS, under the provisions of the laws relating to General Law cities in the State of California, a General Municipal Election shall be held on November 5, 2024, for the election of municipal officers; and

WHEREAS, it is most beneficial to contract the services of the County of San Diego Registrar of Voters to conduct certain election operations and canvass the returns of said General Municipal Election, and that the City Clerk carry out all other necessary procedures for such election.

NOW, THEREFORE, the City Council of the City of Solana Beach, California, does resolve, declare, determine and order as follows:

SECTION 1. All of the foregoing recitals are true and correct.

SECTION 2. That pursuant to the requirement of the laws of the State of California relating to General Law cities, there is called and ordered to be held in the City of Solana Beach, California, on Tuesday, November 5, 2024, a General Municipal Election for the following purposes:

- Electing a city-wide Mayor for the full term of four years; and
- Electing a Councilmember from District 1 for a full term of four years; and
- Electing a Councilmember from District 3 for a full term of four years.

SECTION 3. That the ballots to be used at the election shall be in form and content as required by law.

SECTION 4. That pursuant to Resolution 2024-063, the election department of the County of San Diego is authorized, instructed and directed to procure and furnish any and all official ballots, notices, printer matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 5. That the City Council authorizes the City Clerk to administer said election and all reasonable and actual election expenses shall be paid by the City upon presentation of a properly submitted bill.

SECTION 6. That the polls for the election shall be open at 7:00 a.m. on the day of the election and shall remain open continuously from that time until 8:00 p.m. of the same day when the polls shall be closed, except as provided in Section 14401 of the Elections Code of the State of California.

SECTION 7. That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 8. That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 9. That in the event of a tie vote (if any two or more persons receive an equal and the highest number of votes for an office) as certified by the San Diego County Registrar of Voters (ROV), the City Council, in accordance with Election Code Section 15651(b), shall set a date, time, and place and summon the candidates who have received the tie votes to appear and will determine the tie by lot.

SECTION 10. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED at a Regular meeting of the Solana Beach City Council held on the 12th day of June, 2024, by the following vote:

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

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

RESOLUTION 2024-063

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF SAN DIEGO TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 5, 2024, WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THAT DATE PURSUANT TO SECTION 10403 OF THE ELECTIONS CODE

WHEREAS, the City Council of the City of Solana Beach called a General Municipal Election to be held on November 5, 2024, for election of municipal officers, Mayor and Councilmembers in Districts 1 and 3; and

WHEREAS, in the course of conduct of the election, it is necessary for the City to request services of the County; and

WHEREAS, all necessary expenses in performing these services shall be paid by the City of Solana Beach; and

WHEREAS, it is desirable that the General Municipal Election be consolidated with the Statewide General Election to be held on the same date and that, within the City, the precincts, polling places and election officers of the two elections be the same, and that the county election department of the County of San Diego canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the provisions of Section 10403 of the Elections Code, the Board of Supervisors of the County of San Diego is hereby requested to consent and agree to the consolidation of a General Municipal Election with the Statewide General Election held Tuesday, November 5, 2024, for the purpose of electing municipal officers, Mayor and Councilmembers in Districts 1 and 3; and

SECTION 2. That the County of San Diego Registrar of Voters be authorized to render election services and proceedings including procuring and furnishing any and all official ballots, notices, printed matter and all supplies and equipment and paraphernalia incidental to and connected with the conduct of the subject election as well as canvassing the returns of the General Municipal Election in order to properly and lawfully conduct such election. The election will be held and conducted in accordance with the provisions of law regulating the statewide election.

SECTION 3. That the Board of Supervisors is requested to issue instructions to

the county election department to take any and all steps necessary for the holding of the consolidated election.

SECTION 4. That the County of San Diego shall be reimbursed in full for the services performed by the San Diego County Registrar of Voters for the City of Solana Beach upon presentation of a proper invoice, and the City agrees to indemnify and save free and harmless the County, its officers, agents and employees from expense or liability, including reasonable attorneys' fees, as a result of any election contest arising after conduct of this election.

SECTION 5. That the City Clerk is hereby directed to file a certified copy of this Resolution with the Board of Supervisors and the county election department of the County of San Diego.

SECTION 6. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California, held on the 12th day of June, 2024, by the following vote:

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

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

RESOLUTION 2024-064

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATE STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024.

WHEREAS, Section 13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidates statement.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. GENERAL PROVISIONS. That pursuant to Section 13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an Election to be held in the City of Solana Beach on November 5, 2024 may prepare a candidate's statement on an appropriate form provided by the City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than 400 words of the candidate's education and qualifications expressed by the candidate himself/herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement is to be filed (in typewritten form) in the office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

SECTION 2. FOREIGN LANGUAGE POLICY

- A. Pursuant to the Federal Voting Rights Act, the candidate's statements are required to be translated in all languages as required. The County is required to translate candidate's statements into the following languages: Spanish, Tagalog/Filipino, Vietnamese, and Chinese.
- B. The County will mail sample ballots and candidates statements in Spanish, Tagalog/Filipino, Vietnamese, and Chinese to only those voters who are on the county voter file as having requested a sample ballot in a particular language. The County will make the sample ballots and candidates statements in the required languages available at all voting centers, on the County's website, and in the Election Official's office.

SECTION 3. PAYMENT

- A. Translations:

1. The candidate shall be required to pay for the cost of translating the candidate's statement into any required foreign language as specified in (A) pursuant to Federal and/or State law.
- B. Printing
1. The candidate shall be required to pay for the cost of printing the candidate's statement in English in the voter's pamphlet.
 2. The candidate shall be required to pay for the cost of printing the candidate's statement in a foreign language in the voter's pamphlet.

The City Clerk shall estimate the total cost of printing, handling, translating and mailing the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the City of Solana Beach his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. The estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the City Clerk is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the City Clerk shall require the candidate to pay the balance of the cost incurred. In the event of overpayment, the City Clerk shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election or as soon as the final amount is known from the Registrar of Voters.

SECTION 4. MISCELLANEOUS

- A) All translations shall be provided by professionally certified translators.
- B) The City Clerk shall comply with all recommendations and standards set forth by the California Secretary of State, the San Diego County Registrar Voters, and local municipal codes and regulations, in other matters relating to elections.

SECTION 5. ADDITIONAL MATERIALS. No candidate will be permitted to include additional materials in the sample ballot package.

SECTION 6. That the City Clerk shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

SECTION 7. That all previous resolutions establishing council policy on payment for candidate's statements are repealed.

SECTION 8. That this resolution shall apply at the next ensuing municipal election, November 5, 2024, and at each municipal election after that time.

SECTION 9. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California, held on the 12th day of June, 2024, by the following vote.

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

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Alyssa Muto, City Manager
MEETING DATE: June 12, 2024
ORIGINATING DEPT: City Attorney’s Office – Johanna Canlas, City Attorney
SUBJECT: **Special Counsel Services for Municipal Elections**

BACKGROUND:

The City of Solana Beach has scheduled the general election on November 5, 2024.

This item is before the City Council to authorize the City Manager to execute an agreement with Best Best & Krieger LLP for special counsel services for the November 5, 2024 municipal election.

DISCUSSION:

Solana Beach Municipal Code Section 2.24.130(B) requires that special counsel be appointed by the City Attorney to review complaints of violations of the City’s election laws. The appointment of special counsel must be made in writing and provided to the City Manager, the City Clerk, and the City Council and must be made at least 90 days prior to the election.

The City Attorney recommends that Shawn D. Hagerty of the law firm Best Best & Krieger LLP be appointed as special counsel. Mr. Hagerty and his firm have extensive municipal law and litigation experience and are qualified to serve in this capacity. Mr. Hagerty currently serves as the City Attorney for the City of Santee. He also serves as Corporate Counsel to Civic San Diego, a nonprofit corporation that provides land use, economic development services and project management to downtown and Southeast San Diego. Mr. Haggerty served as Election Special Counsel for the 2016, 2018, 2020, and 2022 municipal elections.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

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

FISCAL IMPACT:

Special counsel will be paid an hourly rate of \$350 to be paid only as services may be needed. Although it is impossible to predict what need might arise for these services, it is anticipated that there are sufficient funds available in the Legal Services budget unit for professional services to pay the special counsel services for the municipal election.

WORK PLAN: N/A

OPTIONS:

- Approve Staff recommendation.
- Provide direction.

DEPARTMENT RECOMMENDATION:

Adopt Resolution 2024-066 authorizing the City Manager to execute a Professional Services Agreement for Special Counsel Services for Municipal Elections between the City of Solana Beach and Best Best & Krieger LLP.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Alyssa Muto, City Manager

Attachment:

1. Resolution 2024-066

RESOLUTION 2024-066

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING THE PROFESSIONAL SERVICES AGREEMENT AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT BETWEEN THE CITY OF SOLANA BEACH AND BEST BEST & KRIEGER LLP

WHEREAS, the City requires legal services of independent special counsel on general elections law advice and to review and investigate complaints of alleged violations of the City's political campaign regulations; and

WHEREAS, Solana Beach Municipal Code (SBMC) section 2.24.130 requires special legal counsel be appointed by the City Attorney to enforce municipal code violations under SBMC Title 2.24; and

WHEREAS, the City Attorney recommends Shawn D. Hagerty of the law firm Best Best & Krieger LLP as special counsel and that the City Manager execute the Professional Services Agreement for Special Counsel Services for Municipal Elections between the City of Solana Beach and Best Best & Krieger LLP; and

WHEREAS, the City Council has determined that it is necessary and appropriate to retain Shawn D. Hagerty of the law firm of Best Best & Krieger LLP to provide legal services to the City as special counsel on general elections law advice and to review and investigate complaints of alleged violations of the City's political campaign regulations as provided under SBMC Title 2.24.

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 approves the Professional Services Agreement and authorizes the City Manager to execute the agreement between the City of Solana Beach and Best Best & Krieger LLP for special legal services.

PASSED AND ADOPTED this 12th day of June 2024, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

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

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT

CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Alyssa Muto, City Manager
MEETING DATE: June 12, 2024
ORIGINATING DEPT: Fire Department
SUBJECT: **City Council Consideration of Resolution 2024-069 Approving the Revised City of Solana Beach Emergency Operations Plan**

BACKGROUND:

The City of Solana Beach Emergency Operations Plan (EOP) is a comprehensive emergency management system that provides for a planned response to disaster situations associated with natural, manmade, or technological incidents. The EOP is aligned with the National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS), and the Incident Command Structure. The EOP specifically describes roles and responsibilities of participants within the Emergency Operations Center (EOC), while following an emergency management structure of authority. The EOP also describes mutual aid in the region, outlines sources of outside support, and details how the City prepares and responds to emergencies.

This item is before the City Council to request approval of Resolution 2024-069 (Attachment 1) approving the revised City of Solana Beach Emergency Operations Plan.

DISCUSSION:

The San Diego County Unified Disaster Council, of which the City of Solana Beach is a member, updated its Area Emergency Operations Plan in August 2018. To ensure a regional approach when responding to a disaster, the San Diego County Unified Disaster Council requested all 18 incorporated cities in San Diego County adopt the same document and structure.

The City of Solana Beach participated in several workshops with San Diego County Office of Emergency Services and the other incorporated cities in San Diego County to adopt the same document and structure in our respective EOPs. The City's EOP will be utilized

COUNCIL ACTION:

in conjunction with the San Diego County Operational Area EOP Functional Annexes and Local operating procedures.

The proposed EOP follows the same structure and content of the other cities in the County adjusting for Solana Beach's specific conditions, requirements and protocols. The proposed revisions to the City's EOP (Attachment 2) include additional EOC roles, a consistent planning document that is an extension of the San Diego County Operational Area (OA), and the inclusion of the new requirements by state law.

The County's plan will be updated every four years in cooperation with the San Diego County Office of Emergency Services and the Unified Disaster Council. The County's plan was adopted in 2022, therefore, the next update is scheduled for 2026. The City will review and update the EOP in line with the County's timeline to reflect the County's EOP and to meet the unique needs of the City. However, there are times that minor changes are required to the EOP, the proposed Resolution (Attachment 1) delegates the authority to the City Manager or their designee to approve minor changes to the documents.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA

FISCAL IMPACT:

There is no direct fiscal impact associated with the Staff recommendation.

WORK PLAN:

N/A

OPTIONS:

- Approve Staff recommendation.
- Receive report.
- Provide feedback.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2024-069 (Attachment 1), approving the revised City of Solana Beach Emergency Operation Plan.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Alyssa Muto, City Manager

Attachments:

1. Resolution 2024-069
2. Revised City of Solana Beach EOP

RESOLUTION 2024-069

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING THE REVISED CITY OF SOLANA BEACH EMERGENCY OPERATIONS PLAN

WHEREAS, the City of Solana Beach is a member of the San Diego Unified Disaster Council; and

WHEREAS, the San Diego Unified Disaster Council updated its Operational Area Emergency Operations Plan in August 2018 and requested that all 18 incorporated cities in San Diego County adopt the same document and structure for their next update to ensure a regional approach when responding to a disaster; and

WHEREAS, the County's plan is updated every four years in cooperation with San Diego Office of Emergency Services and Unified Disaster Council; and

WHEREAS, the City participated in workshops with the other incorporated cities when the County prepared for the 2022 plan update; and

WHEREAS, the revised Solana Beach Emergency Operations Plan adopts the same document and structure as San Diego County and the other incorporated cities.

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. The Emergency Operations Plan will be utilized in conjunction with the San Diego County Operational Area Emergency Operation Plan Functional Annexes and Local operating procedures.
3. The City will review and update the Emergency Operations Plan in line with the County's to reflect that of the County's Emergency Operations Plan and to meet the unique needs of the City.

4. The City Manager or the City Manager's designee is authorized to approve minor changes to the Emergency Operations Plan.

PASSED AND ADOPTED this 12th day of June 2024, 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 –

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

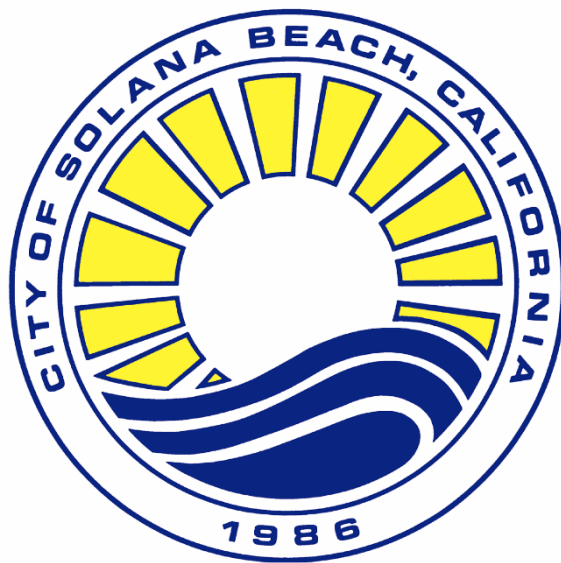
ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

CITY OF SOLANA BEACH

EMERGENCY OPERATIONS PLAN



April 2024

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PROMULGATION STATEMENT

This document is the revised City of Solana Beach Emergency Operations Plan (EOP). This plan supersedes any previous plan(s) promulgated for this purpose. It provides a framework for the City to use in performing emergency functions before, during, and after an emergency event. Emergency events may be classified as (1) naturally occurring disasters, (2) hazardous materials incidents, (3) human-caused emergencies, (4) technological failures, or (5) infrastructure destruction.

The City’s Emergency Planning team has ensured that the EOP supports the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS). The City will work together with State, Federal, and other local agencies to prevent, prepare for, respond to, and recover from incidents, regardless of cause, size, or complexity effectively and efficiently. The EOP supports the overall mission of the City and has been designed to support all collaborative emergency response efforts of all County, State and Federal agencies. The County of San Diego’s Unified Disaster Council (UDC) endorses and promulgates this document as the official Emergency Operations Plan of the City of Solana Beach.

The plan addresses Emergency Preparedness (those activities supporting enduring operational readiness) and Emergency Response (those immediate and ongoing actions that lead the jurisdiction through an identified crisis or disaster event). The City is responsible for the development and maintenance of the local EOP. This plan is continually reviewed to ensure that it complies with all existing Federal, State, and local statutes. All Federal and State laws supersede the policies and procedures listed in this plan. The Emergency Response portion of the plan will be tested, revised, and updated as required. All recipients of this document are requested to advise the City regarding recommendations for improvement. The present plan has been reviewed and is hereby approved.

Effective: 06/XX/2024

SECTION I: PREFACE

APPROVAL AND IMPLEMENTATION

The City of Solana Beach is committed to providing for the safety of all city residents and local properties. Community safety is dependent upon the continuation of public services before, during, and after an emergency or disaster.

Federal, State, and local laws direct the City to develop comprehensive emergency management plans that identify and prepare for all-hazards, including natural disasters, technological failures, infectious disease outbreaks, international or domestic terror attacks, and catastrophic damage to infrastructure. The City of Solana Beach must be ever ready, equipped, and properly trained to respond to, and recover from, any of these situations.

The City of Solana Beach Emergency Operations Plan (EOP) was developed in accordance with following recommended guidance from the Federal Emergency Management Agency’s (FEMA) Comprehensive Preparedness Guide 101 Version 2.0. The EOP addresses the emergency response functions of local government departments, public officials, and other public and private organizations during emergencies/disasters. The plan was developed through a collaborative effort of City departments, including public safety agencies such as fire, law enforcement, and public works. These organizations play a vital role in responding to emergencies.

The EOP applies to all persons participating in protection, prevention, mitigation, preparedness, response, and recovery efforts within the City. Furthermore, all stakeholders are encouraged to maintain their own procedures and actively participate in the training, exercises, and maintenance needed to support this plan.

The City of Solana Beach EOP is based on the County of San Diego Operational Area Emergency Operations Plan (OA EOP). It is designed to meet the needs of the City with respect to organizational structure and identified hazards.

The City of Solana Beach Emergency Management Program is responsible for the development and maintenance of the City’s EOP. Any changes to the plan must be submitted to the Emergency Management Program for official updates to the plan. There is no official requirement for the City of Solana Beach’s Chief Executive or City Council to address or approve minor changes and daily operational issues. It will be necessary, however, when major changes or responsibilities are modified.

ATTESTATION OF PLAN CONCURRENCE

The parties responsible for developing this EOP have noted each instance when a local department, partnering jurisdiction, or collaborating agency (public or private) is mentioned in the present document. Respecting the importance of plan concurrence, each of these mentioned entities has been notified of its role in the City’s plan and have responded with verbal or written acknowledgment and consent.

Written acknowledgements and/or consents are contained in the appendices of this EOP.

SECTION II: PLAN GUIDANCE

PURPOSE

This Emergency Operations Plan (EOP) was developed to describe the local, comprehensive emergency management system, which provides for a coordinated response to any natural disaster or man-made emergency. This plan establishes the emergency organization and addresses the coordination of emergency response activities. The goal of this plan is to provide for a coordinated effective response to ensure the protection of life, property, resources, and the environment.

This plan was developed with input from partnering jurisdictions within San Diego County and is consistent with operational concepts defined in plans throughout the region, including the Operational Area (OA) Emergency Operations Plan (EOP). The EOP facilitates coordination among responding agencies, clearly defining areas of responsibility for effective response to any emergency.

SCOPE

This EOP applies to any extraordinary emergency, within the City's limits, associated with any hazard, natural or human-caused. These emergencies may affect the City and may result in a coordinated response by multiple local government departments and personnel, partner agencies, or regional jurisdictions. The City of Solana Beach, hereinafter referred to as Solana Beach or the City, acknowledging that all emergencies begin and end locally, asserts its responsibility for ensuring emergency preparedness, response, and recovery activities for all populations within the geographic boundary that defines the City.

The Emergency Organization of Solana Beach includes all City departments having a role in emergency preparedness, response, and recovery. The organization also includes sources of outside support. These sources may be provided through mutual aid agreements or through other formal or non-formal collaboration with private, non-profit, or public agencies.

The operational response concepts outlined in this plan will be employed by all responding departments and agencies. The EOP is flexible and scalable and can be adapted, as necessary, to satisfy the response needs of the emergency.

This EOP has been developed to provide guidance for the City based on the following goals and objectives:

- Provide a comprehensive system for effectively managing operations during a declared emergency.
- Describe how the City will protect the life and property of vulnerable populations or individuals with Access and Functional Needs (AFN) (i.e. persons with disabilities, seniors, children, individuals with limited English proficiency, and those who are transportation-disadvantaged).
- Clearly identify lines of authority and response relationships.
- Assign tasks and responsibilities and equip individuals with the resources to fulfill their roles.

- Ensure adequate maintenance of facilities, services, and resources in advance of an emergency.
- Facilitate recovery efforts by providing proper inventory and resource management.

OVERVIEW OF THE CITY

The City of Solana Beach, with a population of approximately 13,000, is located along nearly two miles of Pacific coastline in the northern half of San Diego County. As one of the county's most attractive coastal communities, Solana Beach is known for its smalltown atmosphere and pristine beaches. Incorporated in 1986, it has one of the highest median income levels in the County as well as an outstanding school system recognized with state and national awards of excellence. Lomas Santa Fe, located east of the freeway, is a master planned community, which features shopping, homes, and condominiums, two golf courses and the family-oriented Lomas Santa Fe Country Club.

HAZARD IDENTIFICATION

The City has identified the following hazards to be included in its planning, mitigation, response, and recovery preparations:

Earthquakes:

Due to its relative distance from the closest known active earthquake fault (Rose Canyon Fault), the geographic extent of this hazard is citywide. A greater percentage of the City's population is potentially exposed to this hazard relative to other hazards, and potential losses from an earthquake would be comparatively larger in most cases. The Rose Canyon Fault lies offshore (2.5 miles west of the City at its closest point) and is capable of generating a magnitude 6.2 to 7.2 earthquake. The local chapter of the Earthquake Engineering Research Institute said that San Diego County faces an 18% probability of a tremblor of 6.7 magnitude or greater over the next 30 years along the fault, which stretches from La Jolla through downtown San Diego and across Coronado. This could potentially damage dwellings and infrastructure throughout the City. The heavier damage and greater human losses being in the Coast Highway 101 corridor due to the presence of older unreinforced masonry buildings, relatively higher population density, and softer soils susceptible to liquefaction, lurch cracking, lateral spreading, and local subsidence.

Flooding:

The geographic extent of this hazard is limited to Solana Beach coastline, particularly the low-lying areas of Eden Garden, as well as the intersection of Valley Avenue and Via de la Valle. The City has experienced some property-related losses resulting from localized flooding in this area, but not loss of life. Previous winter storms have resulted in some property damage and required emergency protective measures, debris removal, and reconstruction of infrastructure.

Tsunami:

The probability of a tsunami hitting the shorelines of the City is considered low to moderate. This is because tsunamis are caused by large offshore earthquakes or ocean landslides. A tsunami affecting the City would be the result of geologic forces taking place thousands of miles from here in the Aleutian or Chilean trenches. The City and the California Office of Emergency Services have produced a Tsunami Evacuation Playbook, which outlines emergency response,

evacuations, warning/alerting, and inundation area maps. Due to the City's relatively high Coastal Bluff, Tsunami inundation would have limited, immediate flooding impacts. However, due to the same fragile coastal bluff environment in Solana Beach, such incident most likely would be followed by significant bluff erosion, collapses, and failures along the entire western City boundary. The affected area would include San Elijo Lagoon, on the north side of the City, Cardiff State Beach, Fletcher Cove beach and access ramp, Seascape Beach and Del Mar Shore Beach.

Extreme Heat & Drought:

While the City of Solana Beach enjoys a mild climate, the community is still susceptible to extreme weather events, which are anticipated to be amplified by climate change. Scientists forecast that average summer temperatures will be 4.8 degrees higher in the near future, with extreme heat events also becoming more frequent and intense in the region. These heat events present a direct hazard to residents without air-conditioning and to vulnerable populations (such as older adults, children, people who are chronically ill, and people who work outside). Extreme heat also has secondary impacts, such as power outages and poor air quality. Heat events, and the increased use of air conditioning, can lead to power outages, which makes the events even more dangerous. Hotter temperatures may also lead to poorer air quality because ozone formation, a component of smog, increases with higher temperatures.

Sustained dry weather conditions further stress local water supplies as well as increase wildfire threats. As extreme drought periods become more frequent, the increase in slow, or chronic drought periods can cause long term and indirect health effects. Potential health effects include "compromised quantity and quality of drinking water, increased recreational risks, effects on air quality, diminished living conditions related to energy, air quality, and sanitation and hygiene, mental health effects related to economic and job losses, compromised food and nutrition and increased incidence of illness and disease" (Centers for Disease Control, 2022).

Wildfire:

A significant number of Solana Beach residents live within the wildland-urban interface. The geographic extent of this hazard includes the following areas of the City, for the most part, people living along the northern boundary of the City on both sides of the Freeway I-5. Properties in these and other smaller areas are susceptible to wildfire because they are situated near open space and canyons containing heavy fuel loads. Reoccurring periods of low precipitation have increased the risk of wildfires in the region.

Coastal Erosion / Landslide Failures:

Geographic extent of the hazard stretches the entire westerly ocean front properties on the Solana Beach coastal sandstone bluffs. The shoreline segments are also extremely vulnerable to coastal inundation from potential future sea level rise. Erosion studies have been conducted for Solana Beach. Various degrees of coastal bluff erosion occur annually, and coastal bluff failures have resulted in limited loss of properties. As a result, negotiations with the California Coastal Commission are underway to develop a comprehensive coastal bluff policy towards coastal bluff top development.

Dam Failure:

Parts of the City are downstream from Lake Hodges Dam. The failure of Lake Hodges Dam (1918) could possibly threaten persons, properties, City facilities/infrastructure (Eden Garden Sewer Pump Station, including several gravity sewer lines entering the pump station and two force mains

exiting the pump station). Major arterials within the inundation path include the intersection of Via de la Valle and Valley Avenue. Although exposure to loss of property is significant the potential for loss of life is limited because of the length of time before flood wave arrival allowing for aggressive warning and evacuation measures to be initiated by the City. Another reservoir affecting the City is Larrick Reservoir and water pump station constructed in 1965 on Glenmont Drive north of the Cliff Street. Failure of this 6 million gallon reservoir would produce flooding of downstream properties along Cliff Street, Glenmont Ave, Granados Ave, Seabright Lane, North Cedros Ave, and ultimately railroad tracks in Solana Beach which is located in a trench below the surrounding properties. Emergency Action Plans are developed and updated for these dams.

Hazardous Materials:

The City has one major freeway (Interstate 5), one railway, a liquefied petroleum transmission pipeline, and several high-pressure natural gas pipelines that pass through the community. The hazardous materials traveling through these means have the potential to expose thousands of citizens to various degrees of hazard.

Terrorism or Other Manmade Events:

Current and future projections for terrorism cause concern regarding the population, community assets, and City infrastructure.

PLANNING ASSUMPTIONS

The following statements are universally applied to emergency operations across jurisdictions in the County of San Diego:

- Emergency management activities are accomplished using the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).
- Disasters begin and end at the local level. Thus, emergency response is best coordinated at the lowest level of government involved in the emergency.
- Local responders provide the first response in the community, focused on initial efforts to save lives and property. Local authorities maintain operational control and responsibility for emergency management activities within their jurisdiction, unless otherwise superseded by statute or agreement.
- When a jurisdiction becomes overwhelmed by the size or complexity of an emergency event, Mutual Aid will be requested and provided as it is available. [Non-governmental Organizations \(NGO\)](#), (both private and non-profit), may also supplement response.
- Mitigation activities conducted prior to the occurrence of a disaster result in a potential reduction in loss of life, injuries, and damage.
- Supporting plans and procedures are updated and maintained by responsible parties.

APPROACHES TO PLANNING

All-Hazards Planning

The City has taken an all-hazards stance when planning for the emergency needs of the community. This approach is an integrated method of emergency preparedness that focuses on capacities and capabilities that are critical to preparedness for a full spectrum of emergencies or disasters. This means that the local jurisdiction is committed to developing these capacities and capabilities that matter during a time of crisis or emergency. It ensures that the City and its stakeholders have the proper training, supplies, and leadership to address a broad range of threats.

The City’s all-hazards planning approach identifies the resources required, and the steps to be taken, before and after an incident. It strives to minimize injuries and/or destruction of property and all categories of resources. The approach takes that which is complex and extensive and breaks it down into manageable tasks that rely on standardized terminology and protocols.

Whole Community and Inclusive Emergency Management Practices

The City is fully committed to planning for the needs of the entire community without regard to a person’s demographic profile. The Whole Community Planning concept maintains the necessity of including diverse partnerships with residents, emergency management representatives, organizational and community leaders, and government officials. This is done to improve the assessment and understanding of the needs of various constituents and partners and to organize and strengthen community resources, capacities, and interests. Engaging in whole community emergency management planning leads to demonstrable benefits including societal security and post-incident resiliency.

Community resiliency depends on several critical factors:

- An ability of first responder agencies (e.g., fire service, law enforcement, and emergency medical services) to seamlessly transition from routine response activities to extra-ordinary emergency operations.
- A robust and coordinated emergency management organization that can coordinate with State and regional partners through an effective and efficient Emergency Operations Center (EOC), mass notification and alerting process, an interoperable communications platform, and an accurate and timely public information structure.
- A well-prepared and informed community, which is supported through the collaborative efforts of the areas private, public, and non-profit sectors.

In accordance with the whole community approach, this plan was developed by soliciting the input and guidance from various stakeholders, including, but not limited to: representatives from County departments/agencies, City departments, special districts, law enforcement and fire services personnel, emergency managers and planners, Access and Functional Needs (AFN) advocates, tribal communities (*where appropriate*), business and industry representatives, and various other stakeholders reflecting a culturally diverse community.

In the City, all programs, services, and activities provided to residents during times of emergency, to maximum extent feasible, will be inclusive of individuals with disabilities and others with access and functional needs. The following are key focus areas for supporting persons with physical, cognitive, or emotional challenges.

- Accessible transportation
- Assistance animals
- Dietary restrictions and needs
- Assistive equipment and services
- Accessible public messaging
- Evacuation assistance
- Restoration of essential services
- Language translation and interpretation services
- Service delivery site Americans with Disabilities Act (ADA) compliance

The City complies with all Federal and State laws that govern the service of individuals with disabilities, access and functional needs, and/or a range of other cultural vulnerabilities during emergency planning phases and emergency response. Federal laws informing the City's planning efforts include:

- Architectural Barriers Act of 1968
- Rehabilitation Act of 1973
- Individuals with Disabilities Education Act of 1975
- Fair Housing Act Amendments of 1988
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988
- Americans with Disabilities Act of 1990
- Telecommunications Act of 1996
- Post-Katrina Emergency Management Reform Act of 2006
- Twenty-First Century Communications and Video Accessibility Act of 2010

The City also complies with California Government Code § 8593.3, which requires government agencies to integrate planning for the needs of individuals with access and functional needs into emergency operations plans. As stated in the code, this includes planning for individuals who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, limited English proficiency or who are non-English speaking, older adults, children, people living in institutionalized settings, or those who are low income, homeless, or transportation disadvantaged, including, but not limited to, those who are dependent on public transit or those who are pregnant.

Further, California Government Code § 8593.3.5 mandates the County, and by extension the City, to ensure cultural competency across all emergency planning efforts. While the County is directed to establish a separate community advisory board for the purpose of cohosting, coordinating, and conducting outreach forums inclusive of culturally diverse communities, the City has, and will continue to take steps to build competencies relative to a culturally diverse community. Cultural competence means the ability to understand, value, communicate with, and effectively interact with people across cultures to ensure that the needs of all community members are addressed, with

priority given to culturally diverse communities. It includes, but is not limited to, being respectful and responsive to the cultural and linguistic needs of diverse population groups.

A culturally diverse community includes, but is not limited to, race and ethnicity, including indigenous peoples, communities of color, and immigrant and refugee communities; gender, including women; age, including the elderly and youth; sexual and gender minorities; people with disabilities; occupation and income level including low-income individuals and the unhoused; education level; people with no or limited English language proficiency; as well as geographic location.

SECTION III: CONCEPT OF OPERATIONS (CON-OPS)

OVERVIEW OF CON-OPS

It is the responsibility of the City to establish and maintain a comprehensive approach to emergency management to mitigate the effects of hazardous events. The City has the primary responsibility for preparedness and response activities within its jurisdiction. The City's emergency organization operates under SEMS and NIMS, which are based on the Incident Command System (ICS) and the Multi-Agency Coordination System (MACS). These management systems are designed to provide a structure for response to any emergency, large or small. SEMS consists of the emergency management systems of all local jurisdictions (including special districts), OAs (county-wide), Cal OES Mutual Aid Regions (two or more counties), and State Government. SEMS is scalable and may not require a complete activation of all levels. The incident will dictate the level of activation required.

PREPAREDNESS

During non-emergency times, the City remains in a constant state of readiness. The potential for natural disasters and/or man-made hazards/incidents places a continued emphasis on preparedness activities. Preparedness activities are those activities which help City staff support and enhance response to an emergency. Emergency planning, staff training and exercises, hazard identification and assessment, resource identification, public awareness and education focus on the City's preparedness for all- hazards.

City public safety departments other entities, identified in this plan as having either a primary or support responsibilities during emergencies, maintain policies and procedures for responding. City personnel receive training on emergency response procedures, both at the field level, and in the EOC.

Community Emergency Response Team (CERT)

The CERT program is an all-risk, all-hazard training, designed to educate residents in the community about disaster preparedness. CERT is a valuable program that helps residents protect themselves, their families, their neighbors, and their neighborhood during an emergency. CERT programs provide preparedness opportunities for residents through various workshops and training courses.

Public Education/Outreach:

The City's Fire Department supports emergency preparedness through public education. The Fire Department public education engages with the public to inform residents about the different hazards and provides community presentations to increase public knowledge about emergency preparedness, response, and recovery operations.

Training and Exercises:

The City strives to ensure personnel have the training necessary to perform daily operations and serve in an emergency role during any incident. The City follows the NIMS guidelines to ensure EOC personnel are adequately trained and familiar with their roles and responsibilities during emergency response.

The City also participates in the countywide reoccurring two-year exercise schedule, which includes a tabletop exercise in year one, followed by a full-scale exercise in year two. Every two-year cycle focuses on a different hazard/scenario and provides an opportunity for emergency responders and EOC staff to test regional coordination, plans, and procedures. In addition, the City engages in internal exercises as needed to test city-specific operations, policies, and procedures.

MITIGATION

Emphasis is placed on mitigation measures to reduce losses from disasters, including the development and enforcement of appropriate land use, design, and construction regulations. Identified hazards will be made safer via ordinance, regulations, public awareness campaigns, special mitigation projects, and policy making.

The City has identified its top hazards and corresponding mitigation activities, listed in the Multi-Jurisdictional Hazard Mitigation Plan (San Diego County, 2023). The City’s Development Services Department (Building Division) enforces earthquake building code standards. Additionally, all City projects are subjected to an environmental assessment initial report, which provides site-specific information on existing natural hazards and other environmental concerns.

The City’s zoning ordinances and the California Building Code support mitigation efforts through the enforcement of fire codes and earthquake standards. Other City regulations help mitigate potential hazards through several code enforcements such as installation of water systems of adequate size and pressure for firefighting, ensuring adequate roadway widths for emergency vehicle access, and avoiding projects in floodplains.

RESPONSE

Whenever possible, all emergency response activities will be initiated and managed locally with City resources. The City is responsible for directing and coordinating emergency operations, while other levels within the SEMS structure provide support as needed. When the emergency exceeds the City’s capabilities or capacities, mutual aid assistance should be requested through established agreements with other jurisdictions (local, State or Federal) or the San Diego County Operational Area (OA),

All responses to an emergency will progress through the established SEMS process. The following chart depicts the five organizational levels of SEMS and how activation levels are tied to the size and scope of the evolving incident.

SEMS ORGANIZATIONAL LEVELS	
STATE OPERATIONS	The coordination of the State’s resources is fully integrated with Federal agencies.
REGIONAL OPERATIONS	All information and available resources are managed and coordinated among operational areas.
OA OPERATIONS	Information, resources, and priorities are managed by all local governments within the boundaries of the affected County.
LOCAL OPERATIONS	The affected jurisdiction disseminates local information, City resources, and immediate priorities within its boundaries.
FIELD OPERATIONS	A local Incident Commander assesses the current emergency, sets response priorities, mobilizes, and coordinates all available resources, identifies additional equipment and personnel needs, and releases, as appropriate, on-scene information.
	<ul style="list-style-type: none"> □ <i>All incidents will be managed at the lowest possible level, using standard operating procedures established by the responding departments or agencies.</i> □ <i>Responders will use the established Incident Command System (ICS) to manage response operations.</i> □ <i>If an incident exceeds normal incident response procedures, the City will activate established mutual aid channels prior to requesting support from the OA.</i>

Local On Scene Command and Control

The Incident Commander (IC) identified by the appropriate agency, (i.e., Law Enforcement, Fire, or Public Works), will assume responsibility for all emergency response activities. These responsibilities include:

- Assessing the scope of the presenting emergency
- Identifying immediate and short-term goals and objectives
- Determining the overarching response needs
- Initiating the development of strategies and tactics
- Establishing operational periods; and
- Authorizing and mobilizing the necessary response resources
- Reporting pertinent information to the EOC, if activated

The IC, with input from the command staff and general staff, has overall authority and responsibility for conducting incident operations within the parameters of the defined emergency. When multiple command authorities are involved, the incident will typically be led by a Unified Command effort. The Unified Command team is comprised of officials from separate agencies who have legally established jurisdictional authority, but who must cooperate with other agencies to achieve the emergency management goals and objectives. Unified Command provides direct, on-scene control of tactical operations.

At the tactical level, on-scene incident command and management organization are located at an Incident Command Post, which is typically comprised of local and mutual aid responders.

Additional Response Considerations

During emergency response, it is important to ensure that preparedness and response strategies serve the needs of the entire population within the City. This includes vulnerable populations. Strategies rooted in inclusive emergency management practices will ensure that all populations are considered, and the necessary services are provided to all impacted communities.

Physical, Programmatic and Communications Needs

Emergencies are not selective about the communities or the people they impact. Individuals with disabilities and others with access and functional needs may experience a greater impact from disasters because of disruptions in their support systems and loss of equipment, supplies, transportation, and communication.

The City, in coordination with the County of San Diego, continues to plan for the needs of individuals with disabilities and access and functional needs, including but not limited to providing accessible transportation during evacuations, providing public information in multiple languages, language translation services at evacuation and recovery centers, and training first responders on how to interact with persons with physical, cognitive, and emotional disabilities.

There are key principles to consider when planning for the needs of persons with disabilities and access and functional needs. These principles guide the programs and activities necessary for addressing the needs of these individuals:

Equal Access: People with disabilities must be able to access the same programs and services as the general population.

Physical Access: People with disabilities must be able to access locations where emergency programs and services are provided.

Access to Effective Communication: People with disabilities must be given the same information provided to the general population. Communications with people with disabilities must be as effective as communications with others.

Inclusion: People with disabilities have the right to participate in and receive the benefits of emergency programs, services, and activities.

Integration: Emergency programs, services, and activities typically must be provided in an integrated setting.

Program Modifications: People with disabilities must have equal access to programs and services, which may entail modifications.

No Charge: People with disabilities may not be charged to cover the costs of measures necessary to ensure equal access and nondiscrimination.

Essential Needs of Children

It has been established that children have unique physical and emotional needs when a disaster occurs. Children are at increased risk of physical, psychological, developmental, and emotional harm, and respond differently to these traumatic events than adults do. Children require protection from physical harm, exploitation or violence, psychosocial distress, family separation, abuses related to evacuation, denial of access to quality education, and recruitment into gangs. Working with partner agencies, the City's goal is to adequately address these needs and provide for children.

Regarding family separation, the City shelters (in conjunction with the American Red Cross) require the intake of family units as a whole. Parents and children are linked through an established identification system and children are not allowed to leave the shelter without being accompanied by the adult they came with. When dealing with unaccompanied minors, arrangements are made to bring in support from law enforcement and County of San Diego Child Support Services to ensure they receive the additional assistance they need. Additionally, arrangements are made to provide children in shelters a "normal" lifestyle, including play areas, dietary needs, and opportunities to communicate with trained professionals reading emotional and psychological concerns.

Household Pets and Service Animals

The San Diego Humane Society is equipped to shelter animals in an emergency response situation. Animal Control Officers are available 365 days per year on a standby basis to pick up dangerous or injured animals. They have vehicles for transport, including animal control trucks, a transport van and a spay bus.

RECOVERY

A successful recovery operation begins before the disaster occurs. Recovery operations include the development, coordination, and execution of service- and site-restoration plans for impacted communities, as well as the reconstitution of government operations and services.

The City participated in the development of the San Diego County Operational Area Recovery Plan, which is activated as necessary during any emergency requiring large scale recovery activities. The City will appoint an overseer of all the recovery efforts in the aftermath of a declared emergency. This person will manage the City's recovery operations in accordance with the recovery plan. As the incident transitions from response to recovery, EOC staff will be reassigned as necessary to support the recovery operation and fulfill recovery roles and responsibilities.

SECTION IV: ASSIGNMENT OF RESPONSIBILITIES

Below is a list of departments and assigned personnel responsible for the tasks and responsibilities needed to effectively manage an extra-ordinary event or declared emergency. The list represents the Emergency Organization of the jurisdiction.

Disaster Council

- The Mayor chairs the local Disaster Council.
- The Disaster Council develops emergency plans, agreements, and mutual aid plans .
- The Disaster Council develops ordinances, resolutions, rules, and regulations to implement emergency and mutual aid plans.
- It provides direction for the emergency organization.

Mayor and City Council

- The Mayor ensures the continuity of government during emergencies or disasters.
- The Mayor serves as a spokesperson to the media for the City, in coordination with the City's Public Information Officer (PIO).
- The City Council communicates with and reports the needs of its constituents directly to the Director of Emergency Services (DES) and/or Mayor.
- The City's Mayor and City Council conduct public meetings to determine the public's needs and to identify any specific or general needs related to the disaster.
- The City Council validates/ratifies any Proclamations of Local Emergency.
- The City Council must approve the initial Proclamation of a Local Emergency within 7 days of the proclamation.
- The City Council must review and re-approve the Proclamation of a Local Emergency every 14 days.
- The City Council, in its capacity as the jurisdiction's governing body, must address any specific issues or extraordinary concerns related to the current crisis that require its consideration.
- The City Council must review the requirements for special legislation and development of novel policies.
- The City Council establishes executive-level policies and passes critical resolutions for the management of the emergency.
- The Mayor and/or the City Council consider and advise both short- and long-term recovery strategies.
- The Mayor and/or individual members of the City Council host and accompany VIPs and government officials on tours of the emergency/disaster.

Policy Group

- The Policy Group serves as the advisory body to the Emergency Operations Center.
- The Policy Group is made up of the City Manager and City department leadership.
- The Policy Group provides policy, direction, and guidance for incident management, including making executive/priority decisions.

- It advises the City Council on emergency response, recovery, and management issues.
- The Policy Group sets priorities and establishes policies governing EOC operations and activities.
- It ensures long-range, logistical, and recovery planning.
- It serves as the active liaison with elected officials in other jurisdictions throughout the OA.
- The Policy Group makes sure that all appropriate emergency proclamations are made.

City Manager (Director of Emergency Services)

The City Manager is the Director of Emergency Services and is empowered to control and direct the effort of the emergency organization of this City to prepare and carry out emergency plans for the protection of persons and property within the city. Additionally, the Director will ensure that emergency functions are coordinated with all other public agencies, corporations, organizations and affected private persons during emergency response.

- The Director requests proclamations for local emergencies.
- The DES requests the Governor to proclaim, as appropriate, a state of emergency.
- They coordinate the direction of the emergency organization.
- They direct cooperation between and coordination of services and staff of the emergency organization of the City and resolve questions of authority and responsibility that may arise between them.
- They represent the City in dealings with public and private agencies.
- The Director represents the emergency organization in front of the City Council to make and issue rules and regulations on matters reasonably related to the protection of life and property.
- The DES authorizes personnel to obtain the resources necessary for the protection of life and property.
- The Director authorizes the utilization of disaster service workers to support the emergency response.
- The Director of Emergency Services shall designate the order of succession to that office, to take effect in the event the director is unavailable to attend meetings or otherwise perform his/her duties during an emergency. Such order of succession shall be approved by the city council.

Assistant Director of Emergency Services

The Assistant Director of Emergency Services is appointed by the Director and empowered to act on behalf of the Director in his/her absence.

Line of Succession

It is incumbent upon all levels of government to establish a line of succession of authority if current officers are unable to carry out their responsibilities. An individual serving as Acting City Manager/Director of Emergency Services has the authority and powers of the position of City Manager/Director of Emergency Services.

Director of Emergency Services Line of Succession

Order of Succession	Title
First	Assistant City Manager
Second	Community Development Director
Third	Emergency Service Chiefs (Fire Chief, Engineering/Public Works Director – based on disaster type)

City Manager’s Office

- The City Manager’s Office’s designated Public Information Officer (PIO) will lead communications during disasters.
- The City Manager’s Office is responsible for implementing a proactive, informative, creative, and innovative marketing and communications program.
- One of the most important roles of the Office is to help our community access information about the current crisis and information about the availability of services from the local, county, or state governments.
- During disasters, the Office provides the public with timely and accurate information and instructions which are essential to life safety and an effective response with public support.
- Working closely with the EOC and first responders, the Office will coordinate all aspects of public information.
- It will provide personnel trained as Public Information Officers.
- The Office will participate in the countywide Joint Information System (JIS) with PIOs throughout the region and share pertinent information related to the disaster.
- A designated official from the City Manager’s Office serves as the lead for all public information related duties.
- The Communication lead directs and coordinates all aspects of communication with the media, the public, and other public and private agencies.
- The Office responds to local, national, and international media requests for interviews and/or information.
- It maintains the City’s website and provides comprehensive information to the public.
- The Office provides updates to the media and the public via the City’s social media platforms.
- A designee from the Office will monitor social media to keep abreast of messages and possible inquiries from the media, the public, and other response agencies.
- The Office monitors all traditional media and social media outlets and provides rumor control and corrects any misinformation about the incident.

- The Office makes sure that public messaging is released in multiple formats, allowing the message to reach the whole community, including those with disabilities and other access and functional needs.

Fire Department (FD)

- The Fire Department are responsible for daily fire suppression and prevention operation, including structural fires, medical emergency response, and hazardous materials response or public assistance. In addition, they are responsible for open ocean and swiftwater/flood rescues.
- The Department must maintain levels of training to respond to disasters that are beyond the scope of daily duties.
- The Department coordinates and conducts necessary training to adequately perform functions and responsibilities during emergencies.
- In coordination with the Marine Safety and Sheriff's Departments, the Department maintains adequate training on procedures and processes for managing incidents at the field level using ICS, including but not limited to:
 - ✓ Train accidents, including light rail;
 - ✓ Aircraft accidents, including military aircraft;
 - ✓ Dam failure (consistent with inundation areas);
 - ✓ Hazardous material incidents (consistent with County's Hazardous Materials Response Plan);
 - ✓ Earthquakes;
 - ✓ Floods;
 - ✓ Wildland fires;
 - ✓ Landslides;
 - ✓ Extreme weather or storm situations;
 - ✓ Epidemics, pandemics, or the outbreaks of novel, highly transmissible infectious diseases;
 - ✓ Mass casualty incidents;
 - ✓ Swiftwater/flood rescues; and
 - ✓ Cliff failures
- The Department coordinates with the Sheriff's Department on emergency public alert and warning procedures, utilizing the City's mass notification system.
- The Department directs all actions which stabilize and mitigate the emergency including controlling fires, saving lives, safeguarding property, and assisting other emergency services in restoring normal conditions.
- It conducts mutual aid activities in accordance with established operational procedures.
- It conducts windshield surveys as part of damage assessment activities.

Marine Safety Department (MS)

- The Marine Safety Department are responsible for medical emergency response, and public assistance. In addition, they are responsible for open ocean and swiftwater/flood rescues.

- The Department must maintain levels of training to respond to disasters that are beyond the scope of daily duties.
- The Department coordinates and conducts necessary training to adequately perform functions and responsibilities during emergencies.
- In coordination with the Fire and Sheriff's Department, the Department maintains adequate training on procedures and processes for managing incidents at the field level using ICS, including but not limited to:
 - ✓ Hazardous material incidents (consistent with County's Hazardous Materials Response Plan);
 - ✓ Earthquakes;
 - ✓ Floods;
 - ✓ Landslides;
 - ✓ Extreme weather or storm situations;
 - ✓ Epidemics, pandemics, or the outbreaks of novel, highly transmissible infectious diseases;
 - ✓ Swiftwater/flood rescues; and
 - ✓ Cliff failures
- The Department coordinates with the Sheriff's Department on emergency public alert and warning procedures, utilizing the City's mass notification system.
- It conducts mutual aid activities in accordance with established operational procedures.
- It conducts windshield surveys as part of damage assessment activities.

Law Enforcement (Sheriff's Department)

- The Sheriff's Department assists with such activities as evacuations, traffic control/direction, scene security, search and rescue operations (if appropriately trained), and a variety of other activities that fall within the purview of law enforcement agencies.
- The Sheriff's Department coordinates and conducts necessary training to adequately perform functions and responsibilities during emergencies.
- The Sheriff's Department receives and disseminates warning information to the general public.
- It facilitates operations for evacuations/movement operations and traffic and crowd control operations, including the identification of evacuation routes, evacuation reception areas, shelter locations, and access controls for evacuated areas.
- It coordinates the establishment of emergency traffic routing and ingress/egress procedures with other local and state agencies (i.e., California Highway Patrol).
- The Sheriff's Department supports search and rescue operations.
- It provides security for essential facilities, services, and resources.
- In coordination with the Fire and Marine Safety Departments, the Sheriff's Department maintains adequate training on procedures and processes for managing incidents at the field level using ICS, including but not limited to those emergency situations listed above in the Fire and Marine Safety departments sections.
- The Sheriff's Department provides staff to serve as Terrorism Liaison Officer(s) (TLO) to the San Diego Law Enforcement Coordination Center.

- TLOs shall receive critical information to maintain situational awareness on threat levels, activity, and the like, and provide information to the emergency organization for planning and response purposes.
- The Sheriff's Department promotes awareness to the City's residents regarding vigilance and the importance of deterring criminally related activity, and it provides a platform for sharing this information among the public and first responders.

Public Works and Engineering Department

- These Departments are responsible for providing and managing the City's infrastructure, responsive maintenance, and emergency construction in order to optimize mobility, public and environmental health, and safety during an emergency.
- During an emergency response, these Departments are responsible for a variety of services needed to preserve public safety.
- These Departments coordinate and conduct necessary training to adequately perform functions and responsibilities during emergencies.
- These Departments provide qualified personnel to staff the EOC.
- The Departments support the execution of emergency contracting support for lifesaving and life-sustaining services, to include providing potable water, ice, emergency power, and other emergency commodities and services.
- The Departments manage, monitor, and/or provide technical advice in the clearance, removal, and disposal of contaminated and non-contaminated debris from public property.
- The Departments manage and coordinate contracted transportation vehicles and facilities.
- These Departments implement storm response procedures such as providing sandbags, clearance of drainage canals, culverts, sewers, etc.
- A designee from these Departments may be appointed to serve as the Recovery Director and to ensure that recovery activities are implemented.
- The Engineering Department may provide structural engineers for damage assessment activities, as well as for recovery efforts.
- The Engineering Department provides engineering services, technical expertise, and oversight for the development and operations of the City's public infrastructure and facilities.
- These Departments coordinate and conduct necessary training to adequately perform functions and responsibilities during emergencies.
- They support the restoration of utilities by evaluating and repairing transportation systems (roads, bridges, etc.).
- They provide emergency repair of damaged infrastructure and critical public facilities.
- These Departments assist in the monitoring and stabilization of damaged structures and the demolition of structures designated as immediate hazards to public health and safety.
- These Departments support mass evacuations through traffic engineering controls.

Parks and Recreation Department

- The Parks and Recreation Department serves as the lead for mass care and shelter operations during disasters.

- The Department manages the City's recreational facilities, which may become mass care shelters during an emergency.
- The Department develops procedures for mobilizing Department personnel and pre-positioning resources and equipment.
- It ensures that an adequate number of Department personnel are trained in shelter operations.
- The Department provides qualified staff to the EOC for coordination of shelter operations with emergency response.
- The Department requests appropriate mutual aid support for medical care and public health at City shelters.
- In coordination with the American Red Cross, the Department develops procedures for the proper care of displaced persons (shelter operations).
- The Department ensures that all mass care operations address the whole community including those with disabilities and other access and functional needs.
- In coordination with the San Diego Humane Society, the Department develops procedures for the care and shelter of pets and livestock.
- It follows established procedures to coordinate care for unaccompanied minors.
- The Department is responsible for managing parks and open spaces through established and practiced operations.

Finance Department

- The Finance Department ensures that response operations are cost effective and that the City is documenting and tracking incident costs to maximize reimbursable expenses.
- The Finance Department develops procedures for procuring emergency resources to sustain operations.
- It develops the process for documenting the financial cost of disaster response and recovery operations.
- Finance Department personnel develop the processes and procedures for tracking employees' time and issuing paychecks during disaster operations.
- It facilitates the disaster response reimbursement process with state and federal agencies.
- A designee from these Departments may be appointed to serve as the Recovery Director and to ensure that recovery activities are implemented.

Community Development Department

- The Community Development Department serves a support function during disasters affecting the City and provide qualified personnel to staff the EOC.
- A designee from this Department may be appointed to serve as the Recovery Director and to ensure that recovery activities are implemented.
- This Department may provide building inspectors for damage assessment activities, as well as for recovery efforts.
- This Department may coordinate and conduct necessary training to adequately perform functions and responsibilities during emergencies.
- They provide support to the Engineering Department for emergency repair of damaged infrastructure and critical public facilities.

- This Department may coordinate and provide specialists with the requisite expertise to support inspection of mass care facilities and urban search and rescue operations.
- This Department may assist in the monitoring and stabilization of damaged structures and the demolition of structures designated as immediate hazards to public health and safety.

City Attorney

- The City Attorney's Office serves in a support role to all City departments by providing legal counsel on all City related matters.
- During an emergency, the City Attorney's Office is responsible for actively supporting the Policy Group and advising it on all legal matters.
- The City Attorney provides assistance in presenting emergency ordinances to the City Council.
- The City Attorney assists in the development of emergency proclamations.

Information Technology (IT)

- The Information Technology Division provides citywide technology services, solutions, and support to all departments within the City.
- During stable operations, IT develops, implements, operates, and maintains computer hardware and software systems in order to improve the operational efficiency and effectiveness of all departments.
- During an emergency, IT will ensure communications networks and software programs are functioning properly and efficiently.
- IT oversees the installation of communications resources within the EOC.
- IT ensures that radio, telephone and computer resources and services are provided to EOC staff, as required.
- The Division provides expertise to City officials as it relates to cyber threats.

Human Resources (HR) and Risk Management

- The Human Resources Department develops and manages the delivery of human resources services and programs.
- The Human Resources Department serves in a support role for emergency preparedness and response operations.
- During an identified disaster, HR will promote personal emergency preparedness to City staff.
- It will provide information to City staff about the Disaster Services Worker (DSW) program.
- HR will provide staff to serve in EOC roles.
- HR will provide information on time policies for emergency personnel during emergency response.
- HR's Risk Management Division develops processes and procedures for submitting and processing workers' compensation claims.
- Risk Management Division personnel will process worker's compensation claims for emergency personnel.
- The HR Department will develop plans addressing the safety, welfare, and health of all employees before, during and after a disaster.

- The HR Department will develop evacuation plans for employees, visitors, customers, subcontractors, and vendors who work or operate at City facilities.

City Clerk

- The City Clerk is responsible for conducting City Council business and meetings, maintaining a record of all Council proceedings, and maintaining the citywide records management program.
- During a disaster, the City Clerk will support response operations by collecting documentation related to incident response and adhering to all established record retention policies.
- The City Clerk will provide support in the development of local emergency proclamations.
- The City Clerk will support the EOC by acting as Liaison to all outside supporting agencies.

Supporting Organizations

- Supporting Organizations are likely to be used to support local operations in all functional areas of emergency response.
- Supporting Organizations include State and Federal agencies and departments, local organizations, nonprofit organizations, private sector, and other voluntary organizations.
- Supporting Organizations include, but are not limited to:

County of San Diego (OA)

- The County of San Diego is responsible for serving as the operational area coordinator and will facilitate coordination among responding agencies.
- The County of San Diego commits several County departments to disaster response in their respective functional areas.
- These departments include, Office of Emergency Services, Environmental Health, Public Health, Communications, Sheriff, etc.

California Governor's Office of Emergency Services (Cal OES)

- Cal OES provides support to the local jurisdiction through the operational area coordinator.
- Cal OES serves as the conduit between the local jurisdiction and the Federal government.
- Resources can be requested through established chain of command and will be coordinated via the mission tasking system.
- State agencies will provide direct or indirect support to the local jurisdiction for a wide range of activities.

Federal Emergency Management Agency (FEMA)

- FEMA's mission is to help before, during, and after disasters.
- FEMA provides resources for all phases of emergency management, and most notably provides disaster relief programs for those affected by disaster.

Community Emergency Response Team (CERT)

- The CERT program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations.
- Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help.
- CERT members also are encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in their community.

American Red Cross (ARC)

- The American Red Cross assists with shelter operations, including managing and operating shelters.
- The ARC assists with family reunification.
- It provides counseling services as necessary.

San Diego Humane Society

- The San Diego Humane Society ensures the health and safety of animals and people with animals in their care.
- During emergencies, a Specialized Disaster Response Emergency Team is provided for animal control response.
- The San Diego Humane Society assists with the evacuation and sheltering of large and small animals.

2-1-1

- 2-1-1 provides current emergency information to non-emergency callers.
- It provides assistance to PIOs for media monitoring and rumor control.
- 2-1-1 refers prospective volunteers to organizations that are accepting volunteer assistance.

ROLES AND FUNCTIONAL RESPONSIBILITIES

MANAGEMENT	RESPONSIBILITIES		
	Primary (Local)	Supporting (Local)	Supporting Agency
EOC ACTIVATION	City Manager	City Council	San Diego Humane Society
	Asst City Manager	Mayor	
	Fire Chief(s)	City Attorney	
	Public Works / Engineering Director	City Clerk	
	Sheriff Captain	City Manager Office - Communications	
		Community Development	
		Finance	
		Fire	
		Human Resources / Risk Management	
		Information Technology	

		Sheriff	
		Public Works	
		Parks and Recreation	
PUBLIC INFORMATION	City Manager	City Council	Cal OES
		Mayor	Cal Highway Patrol
		Assistant City Manager	County Office of Education
		Fire	County of SD (OA)
		Sheriff	SDG&E
		Public Works / Engineering Department	2-1-1 San Diego
		Parks and Recreation	American Red Cross
			Salvation Army
			Humane Society
DISASTER COUNCIL	Mayor		
	City Manager		
	Asst City Manager		
	Fire Chief		
	Sheriff Captain		
	Public Works Director		
POLICY GROUP	Mayor	City Council	
	City Council	City Clerk	
	City Manager	City Attorney	
EMERG PROCLAMATION	City Manager	Mayor	
		City Council	
		City Attorney	
		City Clerk	
		Fire	
		Sheriff	
		Public Works	
		Emergency Mgt	
PRESS CONFERENCES	Mayor	City Management Office - Communications	County of SD (OA)
	City Manager	Fire	
		Sheriff	
		Public Works / Engineering Department	
		Community Development	
RUMOR CONTROL	City Management Office - Communications		2-1-1
OPERATIONS		RESPONSIBILITIES	
	Primary (Local)	Supporting (Local)	Supporting Agency
INCIDENT COMMAND	Fire	Sheriff	
	Sheriff	Fire	
	Public Works / Engineering	Public Works / Engineering	
		Emergency Mgt	
EOC MANAGEMENT	Emergency Mgt		
ALERT AND WARNING	Sheriff	City Manager's Office - Communications	County of SD (OA)
	City Manager Office - Communications	Fire	2-1-1 San Diego
		Public Works / Engineering	
		Emergency Mgt	
EVACUATION/RE-ENTRY	Sheriff	Fire	San Diego Humane Society
		Public Works	

		Marine Safety	
ACCESS CONTROL	Sheriff	Fire	
		Marine Safety	
TRAFFIC CONTROL	Sheriff	Public Works	Cal Highway Patrol
		Marine Safety	
CROWD CONTROL	Sheriff	Fire	
		Public Works	
		Marine Safety	
ANIMAL RESCUE	Sheriff		San Diego Humane Society
ESTABLISH PERIMETER	Sheriff	Public Works	
		Marine Safety	
SITE/SCENE SECURITY	Sheriff		
SEARCH AND RESCUE	Fire	Sheriff	
FIRE SUPPRESSION	Fire	City Manager	County of SD (OA)
		City Manager Office - Communications	San Diego Humane Society
		Community Development	
		Sheriff	
		Public Works/ Engineering	
		Parks and Recreation	
		Emergency Mgt	
HAZARDOUS MATERIALS	County of SD (OA)	Fire	
		Sheriff	
		Public Works	
		Emergency Mgt	
RADIOLOGICAL PROTECT	County of SD (OA)	Fire	
		Emergency Mgt	
MED MULTI-CASUALTY	Fire	Sheriff	County of SD (OA)
		Emergency Mgt	
PUBLIC HEALTH	County of SD (OA)	Fire	
		Emergency Mgt	
BEHAVIORAL HEALTH	County of SD (OA)	Emergency Mgt	
AGRICULTURE	County of SD (OA)	Emergency Mgt	
SHELTER OPERATIONS	American Red Cross	Parks and Recreation	County of SD (OA)
	Parks and Recreation	Emergency Mgt	
DEBRIS REMOVAL	Public Works	Emergency Mgt	County of SD (OA)
		Marine Safety	
FLOOD FIGHTING	Public Works	Emergency Mgt	
		Marine Safety	
UTILITY RESTORATION	SDG&E	Emergency Mgt	
	Public Works / Utilities		
PLANNING/INTEL		RESPONSIBILITIES	
	Primary (Local)	Supporting (Local)	Supporting Agency
SITUATIONAL AWARENESS	Emergency Mgt	City Manager Office - Communications	
	Community Development	Community Development	
		Finance	

		Fire	
		Human Resources/ Risk	
		Information Technology	
		Sheriff	
		Public Works / Engineering	
		Parks and Recreation	
DOCUMENTATION	City Clerk	City Attorney	
		City Manager's Office - Communications	
		Finance	
		Emergency Mgt	
GIS	Engineering	Community Development	
ADVANCED PLANNING	Community Development	Emergency Mgt	
LOGISTICS		RESPONSIBILITIES	
	Primary (Local)	Supporting (Local)	Supporting Agency
SUPPLY	Engineering	Finance	County of SD (OA)
	Finance		
TRANSPORTATION	Public Works		County of SD (OA)
FACILITIES	Public Works		
PERSONNEL	Human Resources		
COMMUNICATION S/IT	Information Technology		
VOLUNTEER COORDINATION	Emergency Mgt	County of SD (OA)	
	County of SD (OA)		
DONATIONS MGT	Emergency Mgt	County of SD (OA)	
	Park's and Recreation		
COMPENSATION/CLAIMS	Risk Management	Emergency Mgt	
		Finance	
COST ACCOUNTING	Finance	Emergency Mgt	
PROCUREMENT	Finance	Emergency Mgt	
REIMBURSEMENT	Finance	Emergency Mgt	Cal OES
			County of SD (OA)
RECOVERY		RESPONSIBILITIES	
	Primary (Local)	Supporting (Local)	Supporting Agency
RECOVERY DIRECTOR	Finance	Public Works / Engineering	
	City Manager	Emergency Mgt	
		Community Development	
DAMAGE ASSESSMENT	Public Works/ Engineering	City Manager's Office - Communications	Cal OES
	Community Development	Community Development	County of SD (OA)
		Fire	VOAD
		Sheriff	
		Emergency Mgt	
DEBRIS REMOVAL	Public Works	Communications	County of SD (OA)
		Finance	VOAD
		Emergency Mgt	
PUBLIC ASSISTANCE	Emergency Mgt	City Council	Cal OES

		City Manager	County of SD (OA)
		Public Works / Engineering	
		Community Development	
		Fire	
INDIVIDUAL ASSISTANCE			
	Emergency Mgt	City Council	Cal OES
		City Manager	County of SD (OA)
		Community Development	VOAD
LOCAL ASSISTANCE CENTER			
	County of SD (OA)	City Manager's Office - Communications	Cal OES
		Community Development	VOAD
		Finance	County of SD (OA)
		Fire	
		Public Works / Engineering	
		Parks and Recreation	
		Emergency Mgt	

SECTION V: ACTIVATION OF THE EOP

INTRODUCTION

The City's EOP is an all-hazards plan that is scalable and flexible to meet the response needs of an incident. The EOP should be activated when an emergency has occurred (or might occur). The following circumstances would warrant an activation:

- When so ordered by the City's Director of Emergency Services, as designated in the Municipal Code 2.28.050, and provided that the actual or potential emergency has been proclaimed in accordance with the existing ordinance.
- When the Operational Area (OA), County of San Diego Office of Emergency Services, proclaims a local emergency that includes the City.
- When the Governor has proclaimed a state of emergency in an area including the City.
- When a State of War Emergency has been proclaimed under the statutory triggers identified in the California Emergency Services Act (California Government Code Chapter 7:1:2 § 8620-8624).
- When there is a Presidential declaration of a national emergency.

AUTHORITY TO ACTIVATE THE EOP

The City requires the Director of Emergency Services, and the other emergency services chiefs, to develop and manage a comprehensive emergency management plan for the jurisdiction. These individuals are responsible for activating the City's EOP. The following personnel have the authority to activate the EOP:

- City Manager (Assistant or Deputy—following established line of succession)
- Director of Emergency Services (Assistant Director)
- Fire Chief
- Deputy Fire Chief
- Battalion Chief
- Sheriff Captain
- Director of Public Works

LEVELS OF ACTIVATION

The State of California Emergency Plan identifies three levels of emergencies used to categorize emergency response. These same levels are used by the San Diego County Operational Area (OA), and the City.

ACTIVATION LEVEL	CONDITIONS / DEFINITIONS
NORMAL OPERATIONS / MONITORING	A constant state of readiness, wherein emergency management functions maintain situational awareness and operational capabilities. First responders manage day-to-day incidents within this level.
LEVEL 3	A minor to moderate incident wherein local resources are adequate and available. A local emergency is unlikely.
LEVEL 2	A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required from the OA, region, or State. A local emergency may or may not be proclaimed.
LEVEL 1	Major disasters wherein resources in or near the impacted area are overwhelmed and extensive, and State and/or Federal resources are required. A local emergency proclamation is likely, and state of emergency may be proclaimed. A Presidential declaration of emergency or major disaster may be requested.

EMERGENCY OPERATIONS CENTER (EOC)--OVERVIEW

The City of Solana Beach Emergency Operations Center (EOC) is integral in the coordination of successful response and recovery operations. The EOC serves in support of the incident commander and field responders. With centralized decision making, personnel and other resources can be utilized more effectively. Coordination of activities through the EOC ensures that all tasks are accomplished with little or no duplication of effort, and with the highest probability of success.

Day-to-day operations are conducted by departments and agencies throughout the City. When a major emergency or disaster occurs, the EOC provides the centralized management needed to facilitate a coordinated response.

EOC ACTIVATION

The level of EOC activation is dependent on the severity of the impending disaster or emergency. EOC activation levels are likely to correspond with the emergency response levels listed above.

Activation Procedures:

1. The Incident Commander will submit a recommendation for EOC activation through their chain of command (Fire, Sheriff, and/or Public Works).
2. The Fire Chief, Sheriff's Captain, or Public Works Director will notify the Director of Emergency Services (or City Manager) and advise of the impending emergency requiring EOC activation.
3. The Director of Emergency Services will coordinate with City public safety personnel and decide on EOC activation.
4. EOC staff will be notified through the City's mass notification system (Genasys ALERT) of an EOC activation.

The decision to activate the EOC may be considered under the following circumstances:

EVENT	ACTIVATION	RECOMMENDED STAFF
<ul style="list-style-type: none"> <input type="checkbox"/> EOC activation required by an Incident Commander. <input type="checkbox"/> Structure fire displacing large number of residents. <input type="checkbox"/> Law Enforcement activity requiring evacuation or shelter in place. <input type="checkbox"/> Two or more large incidents involving two or more City departments. <input type="checkbox"/> Notified of a credible attack on a target within the City boundaries. <input type="checkbox"/> Minor earthquake of 4.0 – 4.9 magnitude within San Diego County and affecting the City. <input type="checkbox"/> Severe storm predicted to bring high wind and heavy rain. <input type="checkbox"/> Notification of Public Safety Power Shutoff (PSPS) affecting the City. <input type="checkbox"/> EOC activation in a neighboring jurisdiction during a major event. 	<p>LEVEL 3 Monitoring</p>	<ul style="list-style-type: none"> <input type="checkbox"/> EOC Director <input type="checkbox"/> EOC Manager <input type="checkbox"/> Operations Section Coordinator <input type="checkbox"/> Planning Section Coordinator <input type="checkbox"/> Public Information Officer

<ul style="list-style-type: none"> <input type="checkbox"/> Emergency involving multiple City departments with heavy resource involvement. <input type="checkbox"/> Wildland fire threatening developed areas. <input type="checkbox"/> Severe weather damage necessitating damage assessment information collection. <input type="checkbox"/> Moderate Earthquake 5.0 – 5.9 magnitude centered in San Diego County. 	<p>LEVEL 2</p> <p><i>Transitional Activation</i></p> <p><i>(modified as needed)</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> All LEVEL THREE positions and: <input type="checkbox"/> Section Coordinators <input type="checkbox"/> Agency Representatives (as needed) <input type="checkbox"/> Branches/Units (as needed)
<ul style="list-style-type: none"> <input type="checkbox"/> Any natural disaster causing evacuations and/or damages. <input type="checkbox"/> Major Earthquake of 6.0 or greater, centered in the City or neighboring jurisdiction. <input type="checkbox"/> A Local Emergency has been proclaimed for the City. <input type="checkbox"/> A State of Emergency has been declared by the Governor in our County. 	<p>LEVEL 1</p> <p><i>Full Activation</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> All EOC positions <input type="checkbox"/> Staff for second operational period alerted

Deactivation of the EOC

The decision to deactivate the EOC will be a coordinated discussion among City leadership (the Policy Group) and the incident commander/unified command in the field. There are several factors that influence the decision to deactivate the EOC. However, the EOC is generally deactivated when the incident response operations have concluded and begin transitioning to recovery operations. It should be noted that the EOC may need to remain activated to facilitate recovery operations. Therefore, EOC deactivations are situation dependent.

EOC ORGANIZATION

The City’s Emergency Manager is responsible for ensuring the on-going readiness of the EOC and EOC personnel. All City departments are required to provide staff to fill EOC positions as necessary.

During emergency operations, the EOC, in accordance with SEMS, is organized into five major functional areas. They are:

1. Management
2. Operations
3. Planning/Intelligence
4. Logistics
5. Finance/Administration

There are several procedural responsibilities common to all the sections. These responsibilities include gathering and verifying information; decision-making; coordinating; briefing; advising; following procedures; providing, notifying, and scheduling staff; and comprehensive record-keeping.

The City's EOC Organizational Chart can be found in the Attachments section at the end of this document.

EOC LOCATION

The EOC is located at City Hall, 635 S. Highway 101, Solana Beach CA. The Alternate EOC is located at the Fire Station, 500 Lomas Santa Fe Dr., Solana Beach CA. The EOC will be used during any EOC activation unless that location is compromised or inaccessible. In such a circumstance, operations would be moved to the alternate EOC. If a physical set-up of the EOC is impossible, virtual technologies will be employed for the purposes of briefings, assignment monitoring, and dissemination of public information.

Alternate Seat of Government

It is incumbent upon all levels of government to designate temporary seats of government in the event the normal location is not available. The normal seat of government for the City of Solana Beach is located in the Council Chambers of City Hall, 635 S. Highway 101, Solana Beach, CA 92075. In the event this location is unsafe, the temporary seat of government will be located at a place designate by the mayor, or, if the mayor should fail to act, by three members of the city council. If a physical location is impossible, virtual technologies are available.

PROCLAMATION OF A LOCAL EMERGENCY

The Director of Emergency Services may request the City Council to proclaim that there is a present or potential threat of a "local emergency." In the absence of the Director, the legally appointed alternate may make this request.

If the City Council is not in session, or cannot be convened in a timely manner, the Director (or duly appointed alternate) may issue the proclamation.

The City Council must ratify any such proclamation at its next regularly scheduled council meeting. If the Council does not act to ratify the proclamation at that time, the proclamation will have no further force or effect. It may, however, be terminated sooner by the City Council at a special meeting called by the Council for that purpose.

In the local proclamation, the Director of Emergency Services may also request the Governor to proclaim a "state of emergency" when, in the opinion of the Director, the locally available resources are inadequate to cope with the emergency.

Whenever a local emergency is proclaimed, a copy of the proclamation will be sent to the County of San Diego Office of Emergency Services. In its capacity as the Operational

Area, that agency will be asked to forward the local proclamation to the State for further considerations.

A local proclamation empowers the Director of Emergency Services to:

- Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the City Council.
- Obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the City for the fair value thereof and, if required immediately, to commandeer the same for public use.
- Require emergency services of any City officer or employee and, in the event of the proclamation of a “state of emergency” in the county in which this City is located or the existence of a “state of war emergency”.
- Command the aid of as many citizens of this community as deemed necessary in the execution of his/her duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster services workers.
- Requisition necessary personnel or material of any City department or agency.
- Execute all his/her ordinary power as City Manager, all the special powers conferred upon him/her by this chapter or by resolution or emergency plan pursuant hereto adopted by the City Council, and by any other lawful authority.

MUTUAL AID

Mutual aid, including personnel, supplies, and equipment, is provided in accordance with the California Master Mutual Aid Agreement, and other local Mutual Aid Agreements. A link to the Master Mutual Aid Agreement may be found in the Attachments Section at the end of this document.

In San Diego County, jurisdictions are linked through various mutual aid agreements. The City, through its Fire, Sheriff’s, and Public Works Departments, has existing mutual aid agreements, including automatic mutual aid, with regional partners. These agreements are often utilized daily and are always available on an as needed basis.

The City’s EOP is supported by various strategic and tactical plans of City departments, as well as the operational plans of partner agencies throughout San Diego County. The City’s EOP is designed under the guidance of the Operational Area EOP. The emergency preparedness, response, and recovery process, polices, and activities described within this EOP are consistent with the uniform coordination that exists among all OA partners in local government, non-governmental organizations, and the private sector.

Additional information about the process for mutual aid operations can be found in the Functional Annexes of the County of San Diego EOP. (See the Attachments section at the end of this document.) These annexes describe mutual aid coordination for fire and rescue, law enforcement, mass care and shelter, public health, public works, and many other functions.

SECTION VI: DIRECTION, CONTROL, AND COORDINATION

The City of Solana Beach utilizes the Standardized Emergency Management System (SEMS) for coordinating all local emergencies. The framework of SEMS incorporates the use of the Incident Command System, multi-agency or interagency coordination, Operational Area concepts, and the State's Master Mutual Aid Agreement.

SEMS is flexible, scalable, and designed to meet the operational needs of any situation. It can be partially or fully implemented to manage a potential or actual threat or an emerging or ongoing incident. SEMS may also be implemented in advance of a planned event which may increase the likelihood of a strain on existing emergency response resources. When appropriately initiated, SEMS allows for an incident-specific scaled response, the efficient delivery of needed resources, and the effective coordination of emergency response and management activities.

The following is the hierarchy of the local response structure:

- Field or on-scene operations
- Department-specific operational coordination
- Situational Management coordinated at the Emergency Operations Center (EOC)
- San Diego County Operational Area (OA) assistance
- State Coordination
- Federal Coordination

FIRST RESPONDERS (FIELD OPERATIONS/ON SCENE OPERATIONS)

First Responders use ICS to manage response operations. All public safety departments follow standard operating procedures when managing an incident internally and/or in coordination with multiple City departments. During any incident, an Incident Commander (IC) or Unified Command post (UC) will be established. The IC/UC is responsible for developing and implementing the tactical response to the incident. Tactical roles and responsibilities are outlined in agency SOPs and other procedural guides.

DEPARTMENT OPERATIONS CENTER (DEPARTMENT-SPECIFIC OPERATIONS)

Some City departments may open a Department Operations Center or DOC. These second-tier command centers allow individual departments (or groups of departments) to better track their resources and manage their departments' roles and responsibilities. DOCs typically operate from their usual locations without directly reporting to the Emergency Operations Center (EOC). DOCs communicate directly with the field, mitigating field needs, and potentially addressing these needs before they even reach the

EOC. DOCs may or will (1) assist with the coordination of emergency operations; (2) always communicate their actions to the EOC; and (3) sometimes request resources that may be outside of their normal scope. Each DOC is linked to the EOC through the EOC's Operations section, directly communicating with the coordinators assigned for each specific function.

EMERGENCY OPERATIONS CENTER (OVERALL INCIDENT MANAGEMENT)

When an incident requires the activation of the Emergency Operations Center (EOC), the Incident Commander or the designated head of Unified Command will maintain authority to direct the tactical response. The EOC, however, assumes management of the overall coordination for the incident. It is up to the EOC to establish the priorities for the response and for all responders to the emergency. Coordination elements include but are not limited to (1) incident communications; (2) ordering and allocating resources; (3) collecting and disseminating information to the response teams; (4) issuing alerts and warnings; and (5) providing information to the public.

The EOC is organized into six (6) sections, each responsible for carrying out a different aspect of the response.

1. **Policy Group:** This group is responsible for providing direction and intent for overall incident operations. The Policy Group focuses on setting objectives to support incident response and maintain continuity of operations for the City.
2. **Management Section:** This section is responsible for overall EOC operations and coordination. The Management Section facilitates the EOC response at the direction of the Policy Group and makes sure that all EOC functions are operational.
3. **Operations Section:** This section is responsible for coordinating all incident-related strategic operations as directed by the Policy Group and/or Management Section. The Operations Section coordinates priority missions with the branch coordinators and it ensures resource deployments which are consistent with the objectives set by the EOC.
4. **Planning and Intelligence Section:** The P/I Section maintains situational awareness for the EOC by collecting, analyzing, and sharing incident-related information. It also prepares the EOC Action Plan and maintains resource status reports.
5. **Logistics Section:** This section provides resources which support the City's disaster response. Resources may include, but are not limited to, personnel, space, vehicles, and equipment.
6. **Finance and Administration Section:** The Finance/Administration Section maintains accurate financial records generated during the emergency and makes

sure that all incident-related costs are tracked. The section all ensures that all recovery-related costs and expenses are properly recorded.

OPERATIONAL AREA

Once it has been determined that an incident is beyond the capabilities of the City and/or its mutual aid agreements, the City may request the assistance of the County of San Diego, which through its designation as the Operational Area (OA), may provide additional support and resources to the City or region. Direction and control of the local incident remains with the City. When a request is initiated by the City, additional assistance related to direction and control may be provided by the County OA.

The County of San Diego manages the OA EOC. The decision to activate the OA EOC will be made by the County's Director of OES. The Director may also activate the OA EOC when (1) there is an incident involving an unincorporated area; (2) there is an incident involving the unincorporated area plus one or more cities; or (3) when there is an incident involving two or more cities. The OA EOC will help coordinate incident responses among all affected local jurisdictions.

STATE COORDINATION

The OA EOC communicates with the State Operations Center (SOC) on behalf of the local jurisdictions. During major emergencies, state government resources are mobilized through Cal OES in response to requests received through regional mutual aid coordinators. Jurisdictional needs are communicated to the OA EOC, which then communicates these needs directly to the State.

FEDERAL COORDINATION

When the Federal Government responds to an emergency or disaster within the City, it will coordinate with the State to establish a Unified Coordination Group (UCG) in accordance with unified command principles. The UCG will integrate State and Federal resources and set priorities for implementation. The UCG may activate a Joint Field Office (JFO) to facilitate unified operations. When a JFO is activated, the SOC will transfer operational control to that facility.

SECTION VII: INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

Gathering accurate information, analyzing that information, and then sharing accurate, timely, and appropriate information, are the essential activities which support successful planning, emergency responses, and efficient recovery efforts.

INFORMATION COLLECTION

Prior to the activation of an EOC, information is collected in the field by the Incident Commander and by emergency dispatchers who may have been alerted to the incident. When the decision is made to activate the EOC, gathering accurate information becomes a top priority for the EOC. Collecting good information and data is essential for maintaining situational awareness and establishing a common operating picture. The Planning and Intelligence Section in the EOC is tasked with seeking out and collecting incident information and compiling the information into useable formats. The P/I Section receives updated information from field personnel (through the Operations Section), media outlets, social media platforms, and various other sources.

Obtaining accurate information and rapidly assessing it are essential tasks at the beginning and throughout emergency response activities. Critical information, known as Essential Elements of Information (EEI), includes information about:

- Lifesaving needs, such as evacuation or search and rescue.
- The status of critical infrastructure, including transportation, utilities, communication systems, fuel, and water supplies.
- The status of critical facilities, like Law Enforcement and Fire stations, medical providers, water/sewage treatment facilities, and media outlets.
- The risk of damage to the community, for example, ruptured dams and levees, damage to facilities producing or storing hazardous materials, and anything that will threaten large areas of the City.
- The number of citizens who have been displaced because of the event and the estimated extent of damage to their dwellings.
- Information about the potential for cascading or concurrent events.

ANALYSIS OF INFORMATION

All information collected will be analyzed by response personnel, EOC staff, supporting agencies, decision-makers, and any partner with a vested interest in the planning, response, and/or recovery processes. Analysis of information involves vetting and verifying that the information is accurate, timely, and usable.

DISSEMINATION OF INFORMATION

Once information has been collected, vetted, and verified, it will be distributed to a range of recipients. Information is shared from the field to the EOC and from the EOC to the field. It is also shared with collaborating agencies and may be shared with the public by way of the various news-reporting media or social media.

Information may be distributed internally through verbal communications, E-mail, WebEOC, 800 MHz radio, VHF radios, phone platforms (person to person calls, conference calls, virtual meetings, etc.), and EOC briefings.

Regularly occurring EOC briefings will be held to update departments and affiliated agencies, organizations, and any entities with a direct or peripheral role in the declared emergency. These briefings will be held on either a fixed schedule or as often as needed.

All information being released to the public must be approved for release by the IC and/or EOC Director. When appointed, the incident's Public Information Officer (PIO) is responsible for releasing information through all appropriate channels. External partners and the public may receive information through any of the methods, and may also find information through press releases, press briefings/conferences, broadcast alerts and warning messages, situational reports, social media, and other media outlets.

SECTION VIII: COMMUNICATIONS

During normal or stable operations, responders use the Regional Communications System (RCS) to facilitate emergency communications among response agencies throughout the County. The RCS provides public safety voice and data communications to San Diego County agencies via 800Mhz radio, for the purpose of improving public safety, public service communications, and interoperability. The San Diego County Sheriff's Department's Wireless Services Division oversees the operation and maintenance of the RCS.

INCIDENT COMMUNICATIONS

Response to local emergencies is managed by first responders operating under the Incident Command System (ICS). The City of Solana Beach has designated radio channels for the public safety departments.

Fire and Marine Safety

Day-to-day radio communications are managed by North County Dispatch Joint Powers Authority, which is staffed 24/7 with dispatchers and administrative personnel. The center is responsible for all medical, fire, and rescue operations in the City. North County Dispatch Joint Powers Authority maintains dispatching responsibilities for the jurisdiction.

Law Enforcement (San Diego County Sheriff's Department)

The Sheriff's dispatch center manages and coordinates law enforcement communications for the City. The Sheriff's dispatch center also coordinates with North County Dispatch Joint Powers Authority to ensure communication coordination and interoperability with the Fire Department.

Public Works

During regular business hours, the Public Works administration office manages calls for service for the Public Works Department and dispatches crews, as appropriate, to deal with any incidents requiring Public Works personnel. For after hours and weekends, the Public Works Department contracts with a private entity for dispatch services.

The regional communication framework is further explained in the County of San Diego Emergency Operations Plan, Annex I: Communication and Warning System, and the Tactical Interoperability Communications Plan.

ALERTS AND WARNINGS

San Diego County residents, and particularly local residents, receive emergency notifications through three different alert and warning systems within San Diego County. These systems are (1) the Emergency Alert System (EAS); (2) Wireless Emergency Alerts (WEA); and (3) AlertSanDiego/Accessible AlertSanDiego system.

EAS

The State of California has been divided into "EAS Operational Areas" for the purpose of disseminating emergency information. The San Diego EAS Operational Area encompasses the entire County. Under Federal guidelines, local EAS operational plans are written by the broadcast community. Two radio stations, KOGO (600 AM) the Local Primary (LP)-1 and KLSD (1360 AM) the Local Primary (LP)-2 have emergency generators and have volunteered to be the local primary stations for the OA.

All radio and television stations in San Diego County, along with all cable TV providers, will be broadcasting emergency public information in the event of an activation of the EAS. The system is designed so that all the radio, TV, and cable stations/systems monitor the LP-1 and LP-2 stations and forward the information to their listeners and viewers.

The County's Office of Emergency Services (OES) is authorized to activate the EAS. Local jurisdictions in the OA can contact the OES Duty Officer to activate the system in the event of the need to notify its citizens to take protective actions or to provide emergency information.

Wireless Emergency Alerts (WEA)

The WEA system is a Federally maintained alert and warning system. It is available to all residents, including those in this jurisdiction, to notify them in times of severe or extreme hazards within the framework, agreements, rules, and protocols agreed upon by the Federal Emergency Management Agency (FEMA), the Federal Communications Commission (FCC), and the Unified Disaster Council (UDC).

Through the County's existing mass notification system, Genasys ALERT, jurisdictions can initiate WEA messages. WEA messages are emergency notifications sent by authorized government alerting authorities, as determined by the jurisdiction, through mobile carriers and broadcast to mobile phones receiving a signal from cell towers within or near the alert area.

WEA version 3.0 from FEMA/FCC incorporates .10-mile geo-targeting capability, which allows jurisdictions to notify residents with greater accuracy. Since WEA messages may have regional implications and may be received by residents in surrounding jurisdictions, the initiation of WEA messages requires regional coordination.

If a jurisdiction's public safety official (Incident Commander, or other authorized alerting authority as determined by the jurisdiction) determines that the severity of an incident necessitates public alert through WEA, the public safety official will request that a WEA is developed and sent out through their respective dispatch agency. Note that the use of the WEA system is solely authorized for severe or extreme hazards.

Severe or extreme hazards are incidents where an emergency threatens, or is imminently expected to threaten, life, health, or property. WEA messages must contain protective action instructions that recipients should follow to reduce vulnerability to the specific threat.

Protective action instructions may include one or more of these terms:

1. "Shelter" – Shelter in place
2. "Evacuate" – Relocate as instructed
3. "Prepare" – Make preparations
4. "Execute" – Execute a pre-planned activity
5. "Avoid" – Avoid the hazard
6. "Monitor" – View local information sources
7. "All clear" – The event no longer poses a threat or concern

AlertSanDiego/Accessible AlertSanDiego

The County of San Diego has instituted a regional notification system that is able to send telephone notifications, texts, and emails to residents and businesses within San Diego County who are impacted by, or in danger of being impacted by a disaster. This software system is called "AlertSanDiego." It is used by emergency response personnel to notify residents at risk with information about the event and/or actions (such as evacuation, shelter in place, gas leak, missing person at risk, etc.)

AlertSanDiego enables emergency dispatchers to call residents, via a reverse 9-1-1 protocol. The call will alert them to emergency actions which may need to be taken. AlertSanDiego combines GIS mapping technologies with 9-1-1 calling data in an easy-to-use interface. The system utilizes the region's 9-1-1 database, provided by the local telephone companies, which includes both listed and unlisted landline phone numbers. It is TTY/TDD capable.

AlertSanDiego is also available in accessible formats. "Accessible AlertSanDiego" provides emergency management with the capability of alerting and informing residents of San Diego County who are hearing or sight impaired. Such users will be informed before, during, and after a disaster. Accessible AlertSanDiego sends accessible alerts and information to internet and video-capable devices, such as computers, cell phones, smart phones, tablet computers, and wireless Braille readers.

Residents are also encouraged to self-register their Voice Over Internet Protocol (VoIP), cellular telephone numbers, and/or email addresses to receive notifications via phone, text, email, and/or American Sign Language with English voice and text.

If a jurisdiction's Public Safety Official, as determined by the jurisdiction, determines that the severity of an incident necessitates public alert through AlertSanDiego, the Public Safety Official will be responsible for processing and disseminating the AlertSanDiego message.

Use of AlertSanDiego system is authorized for the following purposes:

1. Imminent or perceived threat to life or property
2. Disaster notifications
3. Evacuation notices
4. Public health emergencies
5. Any notification to provide emergency information to a defined community

Use of AlertSanDiego email and text alerts for registered mobile devices are authorized to issue a notice about a missing person who may be at risk.

PUBLIC INFORMATION

The need for accurate and timely public information, complete with concise instructions, is a necessity during an emergency. The City's Public Information Officer staffs the EOC in response to disasters or emergencies.

Team members must be able to quickly access tools such as the Internet, social media platforms, and the City's network/website. Some team members may work from remote locations if they cannot get to the EOC. Team members process emergency information and confirm with the EOC Director as to which emergency updates may be distributed to public outlets. Only information verified/approved by the Incident Commander and the EOC Director can be disseminated by the communications team. The communications team generally disseminates information about areas within the City's jurisdiction only, but makes referrals to, and coordinates with, other jurisdictions.

The communications team distributes information using several methods, including social media, email subscription services, news conferences, and incident updates (brief press releases). Updated public messaging describes (1) the nature of the hazard; (2) the recommended or required protective actions to take; and/or (3) shelter or recovery information.

All communication must be effective, equitable, and redundant. The communications team ensures all public information is accessible to the whole community. Inclusive public communications include but are not limited to:

- Accessible public information/messaging throughout event
- Social Media Platforms
- Direct communication accommodations
- Visual Language Translators/Pictograms
- Certified ASL (American Sign language) Interpreter(s)
- Video Relay Services (VRS)/ Video Remote Interpreting (VRI) availability
- Assistive Listening Devices
- Non-English Translators
- Accessible Website updates
- Accessible materials (e.g., forms, brochures)
- Personal Assistant Services (PAS) availability
- Large font signage
- Non-English signage
- Press conference with equal accessibility
- Closed Captioning

SECTION IX: ADMINISTRATION, FINANCE, AND LOGISTICS

ADMINISTRATION--DOCUMENTATION

Documentation of an emergency incident is an essential task that must be completed during a declared emergency. An incident may have written, visual, and audio records that provide the details of each step of the emergency response. These records must be collected and saved to provide the full documentation of a response. These records are essential when preparing debriefings, lessons learned documents, After Action Reports (AAR), and follow-up action steps. These records can be used to revise and/or develop more functional emergency plans.

Incident Reports

Incident reports capture the narrative of the call for service and any decisions that were made thereafter. Field responders complete incident reports detailing actions taken. All radio communications are monitored by dispatch centers across the county, recording radio transmissions and creating transcripts for records.

Reports Generated by the EOC

EOC personnel complete activity logs, which provide a chronological log of the activities and response actions of their respective sections. In addition to the activity logs, EOC personnel provide information to WebEOC to share with other responders in the region. WebEOC is the situational awareness tool that captures incident updates and paints a picture of incident progression.

The EOC is also responsible for producing the EOC Action Plan. The EOC Action Plan provides overall incident actions and strategies. All EOC personnel provide input to the action plan, which is approved by EOC management, and carried out by all incident personnel.

Damage Assessment/Cost Recovery Documentation

Damage assessment and cost recovery are significant elements of incident documentation. Damage estimates are needed to secure public assistance and individual assistance for anyone affected by the disaster. The State and Federal reimbursement process requires accurate documentation of costs incurred, including expenses related to personnel, equipment, materials, contracts, etc. City departments will coordinate to ensure all resources and costs are captured through the various departmental tracking systems.

Following a disaster, jurisdictions must be able to identify, quantify, and describe the damages that have occurred through the preparation of damage assessments. Damage assessments allow jurisdictions to report the level of damage experienced, substantiate requests for additional assistance from State or Federal partners, and identify community needs.

The City will utilize available personnel to patrol the City and begin collecting information about the type of damaged witnessed. They will estimate and/or quantify the extent of damages. This includes personnel from Law Enforcement, Public Works, Fire, Marine Safety, Community Development Services, CERT members, etc. This information is collected and compiled into an initial damage estimate (IDE) report, which is sent to the County Office of Emergency Services (OES). County OES will compile all jurisdictional IDEs and submit them to the State for further consideration of the need for preliminary damage assessments (PDA). PDA is the step in the assessment process which validates data and damages identified through IDEs. PDAs are conducted by State and Federal officials. If PDAs are scheduled, the City will provide representatives to participate in the PDA tour of the damaged areas.

The damage assessment process is described in more detail in the San Diego County Damage Assessment Concept of Operations.

After-Action Reports (AAR)

California Code of Regulations, Title 19, § 2450 requires that any jurisdiction declaring a local emergency for which the Governor proclaims a State of Emergency, and any State agency responding to that emergency shall complete and transmit an after-action report to Cal OES. The report must be a comprehensive review of the incident, including but not limited to response actions taken, necessary modifications to plans and procedures, and identified training needs.

The AAR contains an improvement plan that sets a path forward for the identified training needs and implementation of necessary improvements.

Record Retention Schedule

Documentation, records, and reports produced by the City must be retained according to policies set forth by the City's established guide. Protocols also provide for the safe storage and proper disposal of all documentation. City retention guidelines establish the schedule and parameters for record-keeping. The City has established a retention schedule and the Information and Technology (IT) Department assists City departments with electronic back up of vital records.

Vital records pertaining to emergency response are stored on the City's network, which is managed by the IT Department. Computer records are routinely backed up and stored separately from the hard drives.

FINANCE SECTION

The Finance Department manages all financial aspects of disaster response and recovery. The Finance Department has established City protocols for financial management. Protocols have been developed for procurement, cost accounting, and reimbursement. The Finance Director, (or designee), serves as the lead for the Finance Section in the EOC, monitoring all disaster expenditures, including timekeeping and extraordinary payroll; contract management; purchased, leased, or loaned supplies and equipment; and non-warehoused materials.

The EOC Finance Section is responsible for tracking all costs associated with an EOC activation. It ensures all costs are appropriate with existing emergency operations, procedures, and rules. The City's disaster procurement policies and protocols are outlined in the City Municipal Code under section 2.28.090, which authorizes emergency purchases under conditions that pose an immediate threat to public health, safety, or welfare.

The Finance Section also ensures that, to the greatest extent possible, all eligible costs are collected and submitted to State and Federal agencies for the purposes of reimbursement. Fiscal representatives from each City department, in coordination with the Recovery Director, will collaborate to make certain that all appropriate reimbursement documentation is submitted for all possible public and/or individual assistance reimbursement programs.

PUBLIC ASSISTANCE

Cost recovery is achieved through Federal and State public assistance programs. Each jurisdiction has the responsibility to complete and submit the required documents for both State and Federal public assistance programs, if seeking and accepting such assistance. There are various public assistance programs available based on the type of disaster that has occurred, including but not limited to:

- Fire Management Assistance Grant (FMAG)
- National Resources Conservation Service (NRCS) Emergency Watershed Program (EWP)
- U.S. Army Corps of Engineers Rehabilitation and Inspection Program
- Federal Highway Administration Emergency Relief Program
- US Department of Housing and Urban Development
- US Department of Agriculture Emergency Loans

- California Disaster Assistance Act (CDAA)

Each of these programs are referenced in the San Diego County Operational Area Recovery Plan and can be found in the most recent FEMA Public Assistance Program and Policy Guide.

INDIVIDUAL ASSISTANCE

Individuals are expected, whenever possible, to provide for themselves and be responsible for their own personal recovery. However, many individuals may need and reasonably expect the government to deliver assistance to them well after the disaster. The City will coordinate with FEMA to acquire assistance from the Individuals and Households Program. The program provides financial assistance and/or direct services to those affected by a disaster who have extraordinary expenses and resource needs that they are unable to meet on their own. Assistance falls into two categories:

- Housing Assistance (including Temporary Housing, Repair, Replacement, and Semi-Permanent or Permanent Housing Construction)
- Other Needs Assistance (including personal property and other items)

LOGISTICS

Proper planning and forward-leaning preparations will greatly enhance the City's ability to respond to and effectively manage a disaster. Adequate staffing, proper training, and sufficient warehousing of equipment and resources are key considerations. The City's Emergency Management program takes the lead for ensuring the following examples of logistical actions before and during an emergency:

Before:

- Acquisition and resource-typing of City equipment
- Stockpiling of critical supplies
- Designation of emergency facilities, shelter sites, family reunification areas, etc.
- Establishment of mutual aid agreements (e.g., with the American Red Cross)
- Compilation and maintenance of accurate resource contact lists

During:

- Movement and pre-positioning of emergency equipment
- Arranging for food, respite, and transportation for both victims and emergency responders
- Arranging for shelter facilities, as needed
- Calling for mutual aid
- Provide backup power and communications
- Establishing methods for cell phone recharging, oxygen refills for residents, etc.

HOMELAND SECURITY GRANT PROGRAM (HSGP)

Many of the resources required to sustain the City's preparedness and response efforts are funded through the Homeland Security Grant Program. The HSGP supports the implementation of the National Preparedness System by building, sustaining, and delivering the core capabilities which will help achieving the National Preparedness Goal. The underlying National Preparedness Goal is a secure and resilient nation. Two additional programs that provide funding for the City's preparedness are:

STATE HOMELAND SECURITY GRANT PROGRAM (SHSP)

The State Homeland Security Program (SHSP) is an assistance program that provides critical funds to build core capabilities at the State, local, tribal, and territorial levels. The SHSP enhances national resilience efforts at the State level by minimizing disruptions and rapidly recovering from natural or manmade disasters. The SHSP focuses on meeting the goals and objectives included in the State's Homeland Security strategies and initiatives listed in the State Preparedness Report (SPR).

To be considered eligible for SHSP assistance, activities implemented must support terrorism preparedness by building or enhancing prevention, protection, mitigation, response, and recovery efforts related to terrorism. It should be clearly noted that any capabilities which support terrorism preparedness simultaneously support all-hazard preparedness.

URBAN AREA SECURITY INITIATIVE (UASI)

As a part of the San Diego County Operational Area, the cities in the County receive funding from the Urban Area Security Initiative (UASI). The UASI program assists high-threat, high-density urban areas in their efforts to build and sustain the core capabilities necessary for the prevention, protection, mitigation, response, and recovery efforts related to acts of domestic or international terrorism. The UASI program provides financial assistance to help address the unique multi-disciplinary planning, organization, equipment, training, and exercise needs of these regions. The Whole Community approach is embraced by UASI-based planning.

SUPPORT REQUIREMENTS/MUTUAL AID

California's statewide emergency planning and response preparations are built upon a foundation of mutual aid. Mutual aid is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s).

Realistically, no jurisdiction has the necessary resources to fully respond to and recover from a major or catastrophic disaster. The City will request mutual aid when appropriate; conversely, it will fill mutual aid requests that come from another jurisdiction or region.

This is done in accordance with SEMS and NIMS. Please note that the City will always coordinate with the County for hazardous materials incidents, public health crises, mass casualty and mass fatality events, and environmental protection services.

RESOURCE MANAGEMENT

During any emergency, resource management rests with the entity/agency in charge of that incident. Typically, incident commanders will manage their resources from the established command post. If the EOC is activated, the EOC will support resource ordering and tracking. During any emergency, the logistics section's primary responsibility is to ensure the mobilization, acquisition, and delivery of resources to support the response effort at the disaster sites, public shelters, EOC, etc.

SECTION X: PLAN DEVELOPMENT AND MAINTENANCE

The Operational Area (OA), as designated by the County of San Diego Office of Emergency Services, coordinates the update of the Operational Area Emergency Operations Plan (OA EOP) every four years. The OA EOP was developed following the guidelines contained within FEMA’s Comprehensive Preparedness Guide (CPG) 101.

The City, along with the other jurisdictions in San Diego County, utilize the OA EOP as the base upon which it has developed the current EOP. The San Diego County Emergency Managers Working Group established an EOP subcommittee charged with developing a local template based on the OA EOP. The subcommittee worked to identify the appropriate local-level operations, policies, and procedures needed for inclusion in this plan. The established goal of the OA EOP template is to further the standardization of plans and processes throughout the County. Every effort will be made to enhance the highest degree of collaboration and coordination within the OA.

Emergency Operations Plans are to be reviewed and revised according to a regularly occurring schedule or when one of the following may occur:

- Following a major incident
- When there is a significant change in operational resources (e.g., policy, personnel, organizational structures, management processes, facilities, equipment)
- After each activation
- Before and after major exercises
- When appropriate, if there is a change in elected officials
- Whenever there is a modification of the jurisdiction’s demographic profile, hazard, or threat assessment
- As formal updates of planning guidance or standards are implemented
- In response to the enactment of new or amended laws or ordinances

To ensure the EOP is a relevant and current tool, and in compliance with State-level regulations, the EOP will be reviewed and/or reviewed and updated at minimum every five years.

Although the EOP is a public document, it is also a living document that may be changed frequently, therefore the most current version of the EOP is kept on file with the City. Anyone wishing to access the EOP may do so by contacting the City and requesting a copy of the EOP.

SECTION XI: AUTHORITIES AND REFERENCES

- Unified San Diego County Emergency Services Organization, Fifth Amended Emergency Services Agreement, 2005
- California Emergency Services Act, Chapter 7 of Division 1 of Title 2 of the Government Code
- San Diego County Operational Area Emergency Operations Plan – September 2021
- Petris (SEMS) SB 1841 Chapter 1069 - Amendments to the Government Code, Article 7, California Emergency Services Act
- California Master Mutual Aid Agreement
- Incident Command System, Field Operations Guide, ICS 420-1
- San Diego County Mutual Aid Agreement for Fire Departments
- California Law Enforcement Mutual Aid Plan
- Public Works Mutual Aid Plan
- San Diego County Multi-Jurisdictional Hazard Mitigation Plan 2023
- San Diego Urban Area Tactical Interoperable Communications Plan, February 2006
- Unified San Diego County Emergency Services Organization Resolution adopting the National Incident Management System updated October 2017
- Developing and Maintaining Emergency Operations Plans Comprehensive Preparedness Guide (CPG) 101 Version 2.0, November 2010
- FEMA Independent Study (IS) 0368 - Including People with Disabilities and Others with Access and Functional Needs in Disaster Operations
- Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelter, November 2010
- Public Law 288, 93rd Congress, Disaster Relief Act of 1974
- Public Law 920, 81st Congress, Federal Civil Defense Act of 1950
- A Whole Community Approach to Emergency Management: Principles, Themes and Pathways for Action, December 2011
- California Government Code 8593.3 (2018) – Accessibility to Emergency Information and Services
- Web Content Accessibility Guidelines (WCAG) 2.0
- San Diego County Operational Area Recovery Plan (2019)

SECTION XII: GLOSSARY

ACCESS AND FUNCTIONAL NEEDS (AFN) Access and functional needs (AFN) refers to individuals who are or have (1) physical, developmental, or intellectual disabilities; (2) chronic conditions or injuries; (3) limited English proficiency; (4) older adults; (5) children; (6) low income, homeless and/or transportation disadvantaged (i.e., dependent on public transit); (7) pregnant women.

ADAPTABILITY According to the National Response Framework, planning efforts need to be built on a foundation of flexibility, scalability, and adaptability. Adaptability refers to the idea that a plan must be constructed so that other departments, jurisdictions, or agencies can utilize some or all of the plan if needed.

AFTER ACTION REPORT(S) (AAR) An AAR is a detailed critical summary or analysis of a past event (such as an emergency event) made for the purposes of re-assessing decisions and considering possible alternatives for future reference.

ALL-HAZARDS (APPROACH OR PLANNING) By taking an All-Hazards approach, jurisdictions produce emergency plans that serve as the basis for effective response to any hazard that threatens the jurisdiction; facilitate integration of mitigation into response and recovery activities; and facilitate coordination with State, Federal, tribal, Non-Governmental, and other authorities when a local emergency, disaster or catastrophe is declared.

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) The Americans with Disabilities Act of 1990 or ADA is a civil rights law that prohibits discrimination based on disability. It affords similar protections against discrimination to Americans with disabilities as the Civil Rights Act of 1964, which made discrimination based on race, religion, sex, national origin, and other characteristics illegal, and later sexual orientation.

COMMAND AND CONTROL Command and Control, sometimes referred to as C2, is the exercise of authority and direction by a properly designated commander over assigned personnel in the accomplishment of the present mission. As all incidents have a local beginning and end, Command and Control is typically established on-scene or within the local, affected area. Command and Control functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by the Incident Commander in planning, coordinating, and controlling operations.

COMMAND STAFF Within an Incident Command System, the Command Staff is assigned to carry out staff functions needed to support the Incident Commander. These functions include interagency liaison, incident safety, and public information. Command Staff positions are established to assign responsibility for key activities not specifically identified in the General Staff functional elements.

COMMUNITY EMERGENCY RESPONSE TEAM (CERT) The Community Emergency Response Team (CERT) program educates volunteers about disaster preparedness for the hazards that may impact their area and trains them in basic disaster response skills, such as fire

safety, light search and rescue, team organization, and disaster medical operations. CERT offers a consistent, nationwide approach to volunteer training and organization that professional responders can rely on during disaster situations, allowing them to focus on more complex tasks.

COMMUNITY RESILIENCY Community resilience is the sustained ability of a community to use available resources to respond to, withstand, and recover from adverse situations. This allows for the adaptation and growth of a community after disaster strikes.

COMPREHENSIVE EMERGENCY MANAGEMENT PLANS OR SYSTEM A Comprehensive Emergency Management plan or system describes the responsibilities and capabilities of the agencies and organizations in a specified jurisdiction working to prevent, protect against, mitigate, respond to, and recover from emergencies and major disasters impacting the community.

CONCEPT OF OPERATIONS (CON-OPS) A concept of operations (Con-Ops) is a high-level description of the actions to be taken in the pursuit of mission accomplishment during any activation of an emergency operations or response plan. The Con-Ops can be thought of from the perspective of ends, ways, and means. The “end” is the stated objective, ranging from a very broad strategic aim to the accomplishment of a specific task. The “means” are the capabilities to be employed in each situation. The “ways” are the description of how the means are to be employed to achieve the ends.

CRITICAL INFRASTRUCTURE Critical Infrastructure includes the vast network of highways, connecting bridges and tunnels, railways, utilities, hospital and medical facilities, and buildings necessary to maintain normalcy in daily life. Transportation, commerce, public healthcare, clean water, fuel supplies, natural gas, and electricity all rely on these vital systems.

CULTURAL COMPETENCE Cultural competence refers to an ability to interact effectively with people of different cultures and socio-economic backgrounds, particularly in the context of human resources, non-profit organizations, and government agencies whose employees work with persons from different cultural/ethnic backgrounds. Cultural competence comprises four components: Awareness of one's own cultural worldview, Attitude towards cultural differences, Knowledge of different cultural practices and worldviews, and Cross-cultural skills.

DISASTER SERVICES WORKERS (DSW) During an emergency or disaster, the City may ask employees to do work outside the normal scope of their duties as Disaster Service Workers (DSW). All public employees in the State of California are considered Disaster Service Workers. Even though employees may work outside of their scope, they will not be asked to perform duties that require specialized technical skills or physical activities that are beyond their individual capacities or capabilities.

EMERGENCY EVENT An emergency is a situation that poses an immediate risk to health, life, property, or environment. Most emergencies require urgent intervention to prevent a worsening of the situation. Some, but not all emergency situations may be prevented or mitigated due to diligent pre-planning and risk reduction. Sometimes emergencies can be overwhelming and

despite rapid and effective emergency response efforts, the situation may devolve into humanitarian or palliative care in the aftermath.

EMERGENCY OPERATIONS CENTER (EOC) The City’s Emergency Operations Center (EOC) serves as the coordination hub for an incident response. This facility provides a central intelligence arena for decision makers and response team personnel to gather critical information, coordinate response activities, and manage personnel as the emergency dictates.

EMERGENCY OPERATIONS PLAN (EOP) The Emergency Operations Plan provides the structure and processes that the City utilizes to respond to and initially recover from an event. The EOP is therefore the response and recovery component of the Emergency Management Plan.

EMERGENCY PREPAREDNESS Emergency Preparedness is the state of readiness achieved through proper and timely planning. Such readiness relies on proactive steps taken to prepare for unexpected, serious, and dangerous occurrences. Emergency planning may involve preparation and planning for a natural or manmade disaster, accidents, security breaches, domestic and foreign terrorism, mass casualty incidents, mass fatality situations, food and water disruptions, supply chain interruptions, infrastructure damage, or any disruptive catastrophe.

EMERGENCY RESPONSE Emergency response includes any systematic response to an unexpected or dangerous occurrence. The goal of an emergency response procedure is to mitigate the impact of the event on people and the environment.

FLEXIBILITY According to the National Response Framework, planning efforts need to be built on a foundation of flexibility, scalability, and adaptability. Flexibility refers to the idea that a plan must be able to allow for improvisation and redirection if the original plan is rendered unusable.

FULL-SCALE EXERCISE A full scale exercise is a multi-agency, multijurisdictional, multi-discipline exercise involving functional responses (e.g., a joint field office, emergency operation centers, Department Operations Centers, etc.) and “boots on the ground” responses (e.g., firefighters decontaminating mock victims, EMS personnel establishing triage areas, activating alerts and messaging, etc.) It is intended to test and evaluate the operational capability of the emergency management system in an interactive manner.

GENERAL STAFF The group of incident management personnel reporting to the Incident Commander. They may have one or more Deputies, as needed. The General Staff consists of the Operations Section Chief, Planning/Intelligence Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

INCIDENT COMMAND SYSTEM (ICS) The Incident Command System (ICS) is a standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple jurisdictions, departments, or agencies can be effective.

INCIDENT COMMANDER (IC) The incident commander is the person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing

all incident operations, application of resources as well as responsibility for all persons involved. The incident commander sets priorities and defines the organization of the incident response teams and the overall incident action plan. The role of incident commander may be assumed by senior or higher qualified officers upon their arrival or as the situation dictates. Even if subordinate positions are not assigned, the incident commander position will always be designated or assumed.

INTEROPERABLE COMMUNICATIONS See “Interoperability” below.

INTEROPERABILITY Interoperability is an essential communications link within public safety and public service wireless communications systems which permits units from two or more different entities to interact with one another and to exchange information according to a prescribed method to achieve predictable results.

JOINT INFORMATION SYSTEM (JIS) A joint information system provides the process for merging incident information and public affairs into a united organization. This organizational structure provides consistent, coordinated, and timely information during a crisis or incident operations. Its mission includes (1) to provide a structure and system for developing and delivering coordinated interagency messages; (2) to develop, recommend, and execute public information plans and strategies on behalf of the incident commander; and (3) to advise the incident commander on public affairs issues that could affect a response effort, and controlling rumors and inaccurate information that could undermine public confidence.

MITIGATION Mitigation encompasses all activities that reduce or eliminate the probability of a hazard occurrence or eliminate or reduce the impact from the hazard if it should occur. In Comprehensive Emergency Management, mitigation activities are undertaken during the time prior to an imminent or actual hazard impact.

MULTI-AGENCY COORDINATION SYSTEM (MACS) Multi-agency Coordination Systems (MACS) are a part of the standardized Incident Command System. MACS provides the basic architecture for facilitating the allocation of resources, incident prioritization, coordination, and integration of multiple agencies for large-scale incidents and emergencies.

MUTUAL AID (AGREEMENTS) (ASSISTANCE) In the context of emergency management, mutual aid is an agreement among emergency responders to lend assistance across jurisdictional boundaries. This may occur due to an emergency response that exceeds local resources, such as a natural disaster act of terror. Mutual aid may be ad hoc, requested only when such an emergency occurs. It may also be a formal standing agreement for cooperative emergency management on a continuing basis, such as ensuring that resources are dispatched from the nearest locale, regardless of which side of the jurisdictional boundary the incident is on.

NON-GOVERNMENTAL ORGANIZATION (NGO) Organizations which are independent of government involvement are known as non-governmental organizations or non-government organizations. NGOs are a subgroup of organizations founded by citizens, which include clubs and associations that provide services to their members and others. NGOs are usually nonprofit

organizations, and many of them are active in humanitarianism or the social sciences. Several NGOs avail themselves to the community during times of crisis.

OPERATIONAL AREA (OA) Operational Area refers to the Cal OES (Southern) region which has the responsibility of carrying out the coordination of information and resources within the region and between the SEMS state and regional levels to ensure effective and efficient support to local response. Operational Areas serve as the conduit for local and regional perspective and provide a physical presence for Cal OES functions at the local level in all phases of emergency management.

PUBLIC INFORMATION OFFICER (PIO) During ongoing and significant emergencies, the City may appoint or designate a Public Information Officer or Officer who would be responsible for creating and enabling communication between the jurisdiction, and both news media outlets and the public. This position serves in the Incident Command Structure and supports the mission of the Incident Commander. It's up to the PIO(s) to make sure any statements released to the press and the public follow agency guidelines, are accurate, and adhere to official policy or laws.

RECOVERY A critical part of handling any serious emergency is in the management of the Disaster Recovery Phase. The Recovery Phase is likely to involve, to a significant degree, external emergency services. The priority during this phase is the safety and wellbeing of the citizens, emergency workers, and disaster recovery personnel. Another top priority is the minimization of the emergency itself, the removal or minimization of the threat of further injury or damage and the re-establishment of external services such as power, communications, water etc. A significant task during this phase is also the completion of Damage Assessment Forms.

RESILIENCY (COMMUNITY) See [Community Resiliency](#) above.

SCALABILITY According to the National Response Framework, planning efforts need to be built on a foundation of flexibility, scalability, and adaptability. Scalability refers to the idea that a plan must be able to be expanded or compressed based on the complexity of a potential emergency.

STAKEHOLDERS An emergency management stakeholder is an individual who is affected by the decisions made (or not made) by emergency managers and policymakers in his or her community. Since all citizens are likely to be affected by emergency management policies, this definition implies all citizens are emergency management stakeholders.

TABLETOP EXERCISE A table-top exercise (TTX) is a discussion-based exercise in response to a scenario intended to generate a dialogue of various issues to facilitate a conceptual understanding, identify strengths and areas for improvement, and/or achieve changes in perceptions about plans, policies, or procedures.

TACTICAL See [Tactical Response](#) below.

TACTICAL RESPONSE A tactical response is contrasted with a strategic vision. Strategy defines the long-term goals of the mission and how the response team might achieve them. Put another way, strategy gives the organization the path needed to achieve a successful

mission. Tactics and tactical response measures are much more concrete and are often oriented toward smaller steps and shorter time frames along the way. Tactical milestones are easily identifiable.

UNIFIED COMMAND A Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability. Under a Unified Command, a single, coordinated Incident Action Plan will direct all activities.

UNIFIED DISASTER COUNCIL (UDC) The Unified Disaster Council (UDC) is the governing body of the Unified San Diego County Emergency Services Organization. The Council is comprised of the San Diego County Board of Supervisors, who serves as Chair of the Council, and representatives from the 18 incorporated cities.

VIRTUAL TECHNOLOGIES During a major disaster or catastrophic event that prevents people from reporting to a physical location, many departments, jurisdictions, and agencies may ask certain employees to work from home. Remote work is enabled by technologies including virtual private networks (VPNs), voice over internet protocols (VoIPs), virtual meetings, cloud technology, work collaboration tools and even facial recognition technologies that enable a person to appear before a virtual background to preserve the privacy of the home. Remote work also saves commute time and provides more flexibility.

VULNERABLE POPULATIONS Vulnerable populations include patients who are racial or ethnic minorities, children, elderly, socioeconomically disadvantaged, underinsured or those with certain medical conditions. Members of vulnerable populations often have health conditions that are exacerbated by unnecessarily inadequate healthcare.

WebEOC WebEOC is a web-enabled crisis information management system that provides real-time Information sharing and Situational Awareness. It provides a platform for real-time information-sharing between organizations, within and across disciplines, and among geographic regions.

WHOLE COMMUNITY (PLANNING OR APPROACH) Whole Community is defined by FEMA as "a means by which residents, emergency management practitioners, organizational and community leaders, and government officials can collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests."

SECTION XIII: ACRONYMS

AAR (AFTER ACTION REPORT)

ADA (AMERICANS WITH DISABILITIES ACT OF 1990)

AFN (ACCESS AND FUNCTIONAL NEEDS)

ARC (AMERICAN RED CROSS)

ASL (AMERICAN SIGN LANGUAGE)

C.A.S.T. (CITIZENS' ADVERSITY SUPPORT TEAM) [CHULA VISTA]

CAL OES (CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES)

CC (CLOSED CAPTIONING)

CDAA (CALIFORNIA DISASTER ASSISTANCE ACT)

CERT (COMMUNITY EMERGENCY RESPONSE TEAM)

CHP (CALIFORNIA HIGHWAY PATROL)

COMPREHENSIVE EMERGENCY MANAGEMENT PLANS OR SYSTEM

CON-OPS (CONCEPT OF OPERATIONS)

CPG (COMPREHENSIVE PREPAREDNESS GUIDE 101, VERSION 2)

DES (DIRECTOR OF EMERGENCY SERVICES)

DOC (DEPARTMENT OPERATIONS CENTER)

DSW (DISASTER SERVICES WORKERS)

EAS (EMERGENCY ALERT SYSTEM)

ECDC (SAN DIEGO EMERGENCY COMMUNICATIONS AND DATA CENTER)

EEI (ESSENTIAL ELEMENTS OF INFORMATION)

EO (EMERGENCY ORGANIZATION)

EOC (EMERGENCY OPERATIONS CENTER)

EOP (EMERGENCY OPERATIONS PLAN)

EWP (EMERGENCY WATERSHED PROGRAM)

FCC (FEDERAL COMMUNICATIONS COMMISSION)

FEMA (FEDERAL EMERGENCY MANAGEMENT AGENCY)

FMAG (FIRE MANAGEMENT ASSISTANCE GRANT)

HR (HUMAN RESOURCES)
HSGP (HOMELAND SECURITY GRANT PROGRAM)
IC (INCIDENT COMMANDER)
ICS (INCIDENT COMMAND SYSTEM)
IDE (INITIAL DAMAGE ESTIMATE)
IT OR ITS (INFORMATION TECHNOLOGY SYSTEMS)
JFO (JOINT FIELD OFFICE)
JIS (JOINT INFORMATION SYSTEM)
LE (LAW ENFORCEMENT, POLICE, SHERIFF, ETC.)
MACS (MULTI-AGENCY COORDINATION SYSTEM)
NGO (NON-GOVERNMENTAL ORGANIZATION)
NIMS (NATIONAL INCIDENT MANAGEMENT SYSTEM)
NRCS (NATIONAL RESOURCES CONSERVATION SERVICE)
OA (OPERATIONAL AREA)
P/I (PLANNING/INTELLIGENCE)
PDA (PRELIMINARY DAMAGE ASSESSMENT)
PIO (PUBLIC INFORMATION OFFICER)
PW (PUBLIC WORKS DEPARTMENT)
RCS (REGIONAL COMMUNICATIONS SYSTEM)
SEMS (STANDARDIZED EMERGENCY MANAGEMENT SYSTEM)
SHSGP (STATE HOMELAND SECURITY GRANT PROGRAM)
SOBARS (SOUTH BAY AMATEUR RADIO SOCIETY)
SOC (STATE OPERATIONS CENTER)
SPR (STATE PREPAREDNESS REPORT)
TLO (TERRORISM LIAISON OFFICER)
UASI (URBAN AREA SECURITY INITIATIVE)
UCG (UNIFIED COORDINATION GROUP)
UDC (UNIFIED DISASTER COUNCIL)
URBAN AREA SECURITY INITIATIVE (UASI)

VoIP (VOICE OVER INTERNET PROTOCOL)

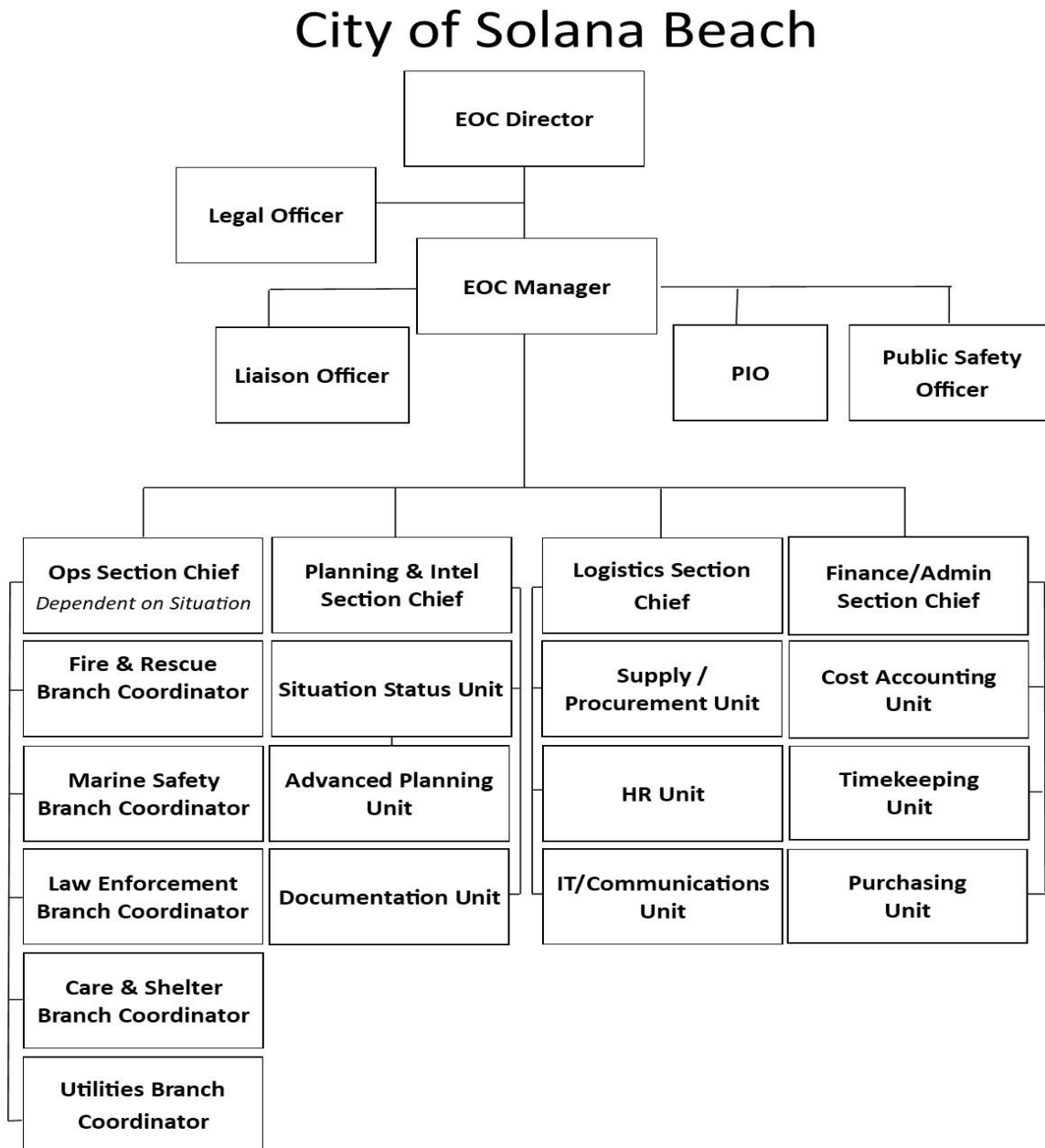
VRI (VIDEO REMOTE INTERPRETING)

VRS (VIDEO RELAY SERVICES)

WEA (WIRELESS EMERGENCY ALERTS)

SECTION XIV: ATTACHMENTS/APPENDICES

Solana Beach EOC Organizational Chart



Master Mutual Aid Plan

Cal OES - Fire And Rescue - Mutual Aid Plan - 20141201

[https://www.caloes.ca.gov/FireRescueSite/Documents/CalOES - Fire and Rescue - Mutual Aid Plan.pdf](https://www.caloes.ca.gov/FireRescueSite/Documents/CalOES_-_Fire_and_Rescue_-_Mutual_Aid_Plan.pdf) (Beginning on page 35 in the linked document)

Multi-Jurisdictional Hazard Mitigation Plan

Multi-jurisdictional Hazard Mitigation Plan (San Diego County) [2023-MJHMP.pdf](#) (Sandiegocounty.gov)

Functional Annexes – County of San Diego EOP


San Diego County Operational Area Functional Annexes (Operational Area Emergency Operations Plan of the Unified San Diego County Emergency Services Organization And County Of San Diego, 2022) [2022-EOP-Complete-Plan.pdf](#) (sandiegocounty.gov)

- Annex A – Emergency Management
- Annex B – Fire and Rescue Mutual Aid Operations
- Annex C – Law Enforcement Mutual Aid Operations
- Annex D – Multi-Casualty Operations
- Annex E – Public Health Operations
- Annex F – Medical Examiners Operations
- Annex G – Care and Shelter Operations
- Annex H – Environmental Health Operations
- Annex I – Communications and Warning Systems
- Annex J – Construction and Engineering Operations
- Annex K – Logistics
- Annex L – Emergency Public Information
- Annex M – Behavioral Health Operations
- Annex N – (not assigned)
- Annex O – Animal Services
- Annex P – Terrorism
- Annex Q – Evacuation

Plan Concurrence

The following list of signatures documents each Department's concurrence with this Emergency Operations Plan.

The City Manager's Office concurs with the City of Solana Beach' Emergency Operations Plan.

Signed:  _____
City Manager

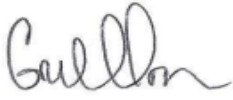
The City Clerk concurs with the City of Solana Beach' Emergency Operations Plan.

Signed:  _____
City Clerk

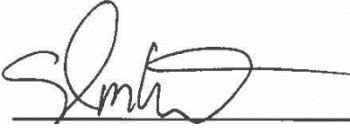
The Fire Department concurs with the City of Solana Beach' Emergency Operations Plan.

Signed:  _____
Fire Chief

The Marine Safety Department concurs with the City of Solana Beach' Emergency Operations Plan.

Signed:  _____
Marine Safety Captain


The Sheriff's Department concurs with the City of Solana Beach' Emergency Operations Plan.

Signed:  _____
Sheriff Captain

The Finance Department concurs with the City of Solana Beach' Emergency Operations Plan.

Signed:  _____
Finance Director

The Engineering & Public Works Department concurs with the City of Solana Beach' Emergency Operations Plan.

Signed:  _____
Engineering & Public Works Director

The Community Development Department concurs with the City of Solana Beach' Emergency Operations Plan.

Signed:  _____
Community Development Director

The Parks and Recreation Department concurs with the City of Solana Beach' Emergency Operations Plan.

Signed: _____ Kirk Wenger _____
Parks and Recreation Manager



STAFF REPORT

CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Alyssa Muto, City Manager
MEETING DATE: June 12, 2024
ORIGINATING DEPT: Finance Department – Rachel Jacobs, Finance Dir.
SUBJECT: **Consideration of Resolution 2024-068 to Increase the Budget for Building Permit Revenue Building Permit Review and Inspection Services for FY2023/24**

BACKGROUND:

The City has been experiencing a higher than anticipated volume of Building Permit activity in Fiscal Year 2023/24. EsGil, LLC has been providing building plan review and inspection services for the City of Solana Beach since 1987. The most recent professional service agreement (PSA) with them was approved by City Council on June 9, 2021.

This item is before Council to consider an increase to the estimated building permit revenue and an increase the budgeted allocation for professional services that will be provided by Esgil, LLC as the City’s provider for building permit plan review and inspection services.

DISCUSSION:

In an effort to ensure that the City continues to provide sufficient and effective services to its constituents for building permit services, staff is requesting an increase to the adopted FY2023/24 budget of \$250,000 to the estimated revenue for building permits and plan check fees, and an additional allocation of \$150,000 in expenditures for contractual services provided by Esgil, LLC.

CEQA COMPLIANCE STATEMENT:

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

FISCAL IMPACT:

COUNCIL ACTION:

Increase the adopted FY2023/24 budgeted general fund building permit and plan check revenues by \$250,000 by increasing account 100-43200 by \$200,000 and by increasing account 100-47150 by \$50,000 and increase adopted FY2023/24 expenditures for contractual services account 1005560-65300 by \$150,000. This has a positive net impact of \$100,000 to the FY 2023/24 budget.

WORK PLAN: N/A

OPTIONS:

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

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council consider adoption of Resolution 2024-068 (Attachment 1) authorizing the City Manager to increase general fund revenues by \$250,000 and increase the professional services allocation in the Community Development Department by \$150,000 for the FY2023/2024 adopted budget.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Alyssa Muto, City Manager

Attachments:

1. Resolution 2024-068

RESOLUTION 2024-068

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING BUDGET ADJUSTMENTS FOR BUILDING PERMIT REVENUE FOR BUILDING PLAN REVIEW AND INSPECTION SERVICES

WHEREAS, the Community Development Department has utilized the services of EsGil, LLC (EsGil) to provide professional building plan review and inspections services for many years; and

WHEREAS, the City has determined that there is higher than anticipated building permit activity in Fiscal Year 2023/24; and

WHEREAS, to ensure the City maintains a high level of customer service, the adopted Fiscal Year 2023/24 budget revenues and expenditures should be amended to reflect the increased activity and consultant 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 Manager authorizes an increase to the adopted FY2023/2024 budget of \$250,000 to the estimated revenue for building permits and plan check fees, and an additional allocation of \$150,000 in expenditures for contractual services provided by Esgil, LLC.

PASSED AND ADOPTED this 12th day of June, 2024, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

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

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT

CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Alyssa Muto, City Manager
MEETING DATE: June 12, 2024
ORIGINATING DEPT: City Manager's Department – Dan King, Assistant City Manager
SUBJECT: **Public Hearing to Consider Adoption of Resolution 2024-067 Approving the Fiscal Year (FY) 2024-25 Solid Waste and Recycling Rate increase for EDCO Waste and Recycling Services**

BACKGROUND:

The City of Solana Beach (City) has a Franchise Agreement (Agreement) with EDCO Waste and Recycling Services (EDCO) to provide residential and commercial solid waste, recycling, and organics collection services. Under the terms of the Agreement, EDCO may request a rate review annually to adjust the amount charged for providing services. The Agreement contains specific language regarding the rate review methodology. Rates may only be increased due to tipping fee (landfill disposal) and cost of living based on the Consumer Price Index (CPI) increases on the base rate. The City is a member of the Regional Solid Waste Association (RSWA) that regulates the tipping fee for its member agencies. The proposed tipping fee and CPI increases are reviewed and approved by RSWA before being submitted to the City. City Staff then reviews the rate tables submitted by EDCO and, if appropriate, brings the requests before the City Council for consideration.

At the April 10, 2024 City Council (Council) meeting, the Council authorized the City to proceed with the proper Proposition 218 noticing and majority protest voting procedures, including setting a Public Hearing to receive any protest votes for the solid waste and recycling rate increases.

This item is before the Council to conduct the “protest hearing” to receive any protests regarding the proposed residential and commercial solid waste and recycling rate increases for FY 2024-25. If the City does not receive protest votes from more than fifty

COUNCIL ACTION:

percent (50%) of property owners in the City, then the Council is requested to consider adopting Resolution 2024-067 (Attachment 1) approving the rate increase for residential and commercial solid waste and recycling services.

DISCUSSION:

EDCO has submitted a rate review adjustment request for Fiscal Year 2024/2025. The CPI increased 2.969% for the period from second half of 2022, to the second half of 2023, and the tipping fee increased 3.47%, or \$53.82 per ton, to \$55.69 per ton. Therefore, the proposed rate for residential services would increase from \$29.80 to \$30.67 for the standard 96-gallon cart and the commercial rate for the most common service (3-yard bin picked up one time per week) will increase from \$130.02 to \$133.89 (not including the National Pollutant Discharge Elimination System 'NPDES' fee).

In addition, to comply with SB 1383, the State's organics recycling law, the City Council must consider an incremental increase in commercial organic collection rates that will vary for each customer, based upon service levels needed. The current commercial organics rate for a 65-gallon cart, serviced once per week, is \$98.38 per month. The proposed commercial organics rate for the same level of service would increase to \$101.30 per month.

The full rate review package can be found in Attachment 2. These requests must go through Proposition 218 noticing requirements, which Staff and EDCO have completed. Residential and commercial customers received notification through the mail on the proposed rate increases and had a chance to submit a protest vote if they oppose. The vote outcome will be revealed during the Public Hearing at this City Council meeting.

PROP 2018 NOTICE:

Article III D, section 6(a) of the California Constitution, commonly known as Proposition 218, requires that the City conduct a protest hearing in order to increase solid waste service charges. Public notification letters for this public hearing were sent out to all property and business owners in the City describing the rate adjustment requests and how to protest, if desired, as required by law. At the time of this Staff Report preparation, no protests have been received by the City.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The franchise fee of 10% will result in a slight increase in the City's solid waste revenue fund from the minor increase in solid waste and recycling rates. In addition, there will be

a slight increase in the costs paid to the City for litter abatement, street sweeping, and storm water reduction activities.

WORK PLAN:

This item is not identified in the Work Plan as it is a reoccurring item under the existing Franchise Agreement.

OPTIONS:

- Approve the FY 2024-25 solid waste, recycling, and organics rate increases identified in Attachment 2.
- Reject the residential and commercial solid waste rate increases for FY 2024-25.
- Provide alternative direction to Staff.


DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council:

1. Conduct the Public Hearing: Open the Public Hearing; Report Council disclosures; Report written protests received; Receive Public Testimony; Close the Public Hearing.
2. Following the Public Hearing, consider adopting Resolution 2024-067 approving EDCO's rate review request increasing solid waste, recycling, and organics rates for FY 2024-25 in accordance with the Franchise Agreement.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation


Alyssa Muto, City Manager

Attachments:

1. Resolution 2024-067
2. EDCO Rate Review Packet

RESOLUTION 2024-067

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING RATE INCREASES FOR EDCO WASTE AND RECYCLING SERVICES FOR SOLID WASTE, RECYCLING, AND ORGANICS COLLECTION

WHEREAS, the City of Solana Beach (City) entered into a Franchise Agreement (Agreement) with EDCO Waste and Recycling Services (EDCO) to provide solid waste, recycling, and organics collection services; and

WHEREAS, EDCO has provided highly responsive solid waste, recycling, and organics services to the City; and

WHEREAS, the Agreement allows for EDCO to submit rate review applications annually to modify solid waste and recycling collection rates; and

WHEREAS, the City complied with Proposition 218 noticing and voting requirements under Article III D, section 6(a) of the California Constitution; and

WHEREAS, the City conducted a properly noticed public “protest hearing” at the June 12, 2024 City Council meeting regarding the proposed solid waste and recycling rates; and

WHEREAS, the City did not receive protest votes from more than fifty percent (50%) of property owners in the City; and

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

1. That the above recitals are all true and correct.
2. That the City Council approves EDCO’s rate review application, increasing solid waste, recycling, and organics rates as shown in Exhibits A through J, which are incorporated fully herein by this reference.

PASSED AND ADOPTED this 12th day of June, 2024, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

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

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

EXHIBIT “A”
TRASH COLLECTION FEE
COMMERCIAL BIN RATES

Bin Size¹	Service Frequency	Existing Trash Rate per Month	FY 2024/2025 Proposed Trash Rate per Month²
2 Cubic Yard Bin	1X Week	\$80.05	\$82.64
	2X Week	\$139.01	\$143.50
	3X Week	\$197.58	\$203.97
	4X Week	\$254.30	\$262.52
	5X Week	\$314.71	\$324.88
	6X Week	\$373.48	\$385.56
3 Cubic Yard Bin	1X Week	\$119.77	\$123.64
	2X Week	\$207.73	\$214.44
	3X Week	\$298.34	\$307.97
	4X Week	\$383.61	\$396.01
	5X Week	\$471.39	\$486.62
	6X Week	\$559.06	\$577.13
4 Cubic Yard Bin	1X Week	\$159.20	\$164.34
	2X Week	\$276.57	\$285.50
	3X Week	\$393.92	\$406.65
	4X Week	\$510.96	\$527.47
	5X Week	\$628.10	\$648.40
	6X Week	\$744.92	\$769.00
5 Cubic Yard Bin	1X Week	\$198.60	\$205.02
	2X Week	\$345.32	\$356.49
	3X Week	\$491.96	\$507.87
	4X Week	\$721.00	\$744.30
	5X Week	\$784.84	\$810.21
	6X Week	\$932.50	\$962.63

1. For multiple bins, multiply the monthly bin rate by the number of bins.
2. Does not include the additional charges for the National Pollution Discharge Elimination System (“NPDES”) fee.

EXHIBIT “B”
TRASH COLLECTION FEE
COMMERCIAL ROLL-OFF RATES

Fee Type	Existing Roll-Off Rates	FY 2024/2025 Proposed Roll-Off Rates ¹
Roll-Off Boxes Standard	\$299.50 per load plus tip fee for trash of \$59.79/ton	\$308.39 per load plus tip fees for trash and CDI of \$61.87/ton and \$108.67/ton respectively

1. Does not include the additional charges for the National Pollution Discharge Elimination System (“NPDES”) fee.

EXHIBIT “C”
TRASH COLLECTION FEE
COMMERCIAL RECYCLING RATES – MIXED OFFICE PAPER

Bin Size ¹	Service Frequency	Existing Recycling Rate per Month	FY 2024/2025 Proposed Recycling Rate per Month ²
2 Cubic Yard Bin	1X Week	\$48.91	\$50.37
	2X Week	\$89.58	\$92.24
	3X Week	\$129.70	\$133.56
	4X Week	\$169.83	\$174.87
	5X Week	\$209.96	\$216.19
3 Cubic Yard Bin	1X Week	\$59.11	\$60.87
	2X Week	\$107.25	\$110.44
	3X Week	\$155.39	\$160.00
	4X Week	\$203.49	\$209.53
	5X Week	\$251.64	\$259.11
4 Cubic Yard Bin	1X Week	\$65.53	\$67.47
	2X Week	\$121.68	\$125.29
	3X Week	\$177.86	\$183.14
	4X Week	\$234.02	\$240.96
	5X Week	\$290.18	\$298.79
5 Cubic Yard Bin	1X Week	\$73.56	\$75.75
	2X Week	\$137.74	\$141.83
	3X Week	\$201.91	\$207.91
	4X Week	\$266.10	\$274.00
	5X Week	\$330.27	\$340.08

1. For multiple commercial cans, multiply the monthly can rate by the number of cans.
2. Does not include the additional charges for the National Pollution Discharge Elimination System (“NPDES”) fee.

EXHIBIT “D”
TRASH COLLECTION FEE
COMMERCIAL RECYCLING RATES – CARDBOARD

Bin Size¹	Service Frequency	Existing Recycling Rate per Month	FY 2024/2025 Proposed Recycling Rate per Month²
2 Cubic Yard Bin	1X Week	\$34.02	\$35.03
3 Cubic Yard Bin	1X Week	\$51.02	\$52.53
4 Cubic Yard Bin	1X Week	\$68.00	\$70.02
5 Cubic Yard Bin	1X Week	\$85.25	\$87.78

1. For multiple commercial cans, multiply the monthly can rate by the number of cans.
2. Does not include the additional charges for the National Pollution Discharge Elimination System (“NPDES”) fee.

EXHIBIT “E”
TRASH COLLECTION FEE
SINGLE FAMILY TRASH/RESIDENTIAL RATES

Existing Monthly Trash Fee	FY 2024/2025 Proposed Monthly Trash Fee¹
\$28.48 per month	\$29.35 per month

1. Does not include the additional charges for the National Pollution Discharge Elimination System (“NPDES”) fee.

EXHIBIT “F”

TRASH COLLECTION FEE
MULTI-FAMILY BIN RATES

Bin Size¹	Service Frequency	Existing Trash Rate per Month	FY 2024/2025 Proposed Trash Rate per Month²
2 Cubic Yard Bin	1X Week	\$78.22	\$80.70
	2X Week	\$138.04	\$142.47
	3X Week	\$177.74	\$183.51
	4X Week	\$230.89	\$238.41
	5X Week	\$283.92	\$293.18
3 Cubic Yard Bin	1X Week	\$117.42	\$121.15
	2X Week	\$209.21	\$215.91
	3X Week	\$301.01	\$310.69
	4X Week	\$392.74	\$405.38
	5X Week	\$489.90	\$505.68
4 Cubic Yard Bin	1X Week	\$149.86	\$154.64
	2X Week	\$262.90	\$271.37
	3X Week	\$375.87	\$388.01
	4X Week	\$488.86	\$504.68
	5X Week	\$601.47	\$620.97
5 Cubic Yard Bin	1X Week	\$182.32	\$188.14
	2X Week	\$318.58	\$328.86
	3X Week	\$455.77	\$470.54
	4X Week	\$590.95	\$610.14
	5X Week	\$726.81	\$750.44

1. For multiple bins, multiply the monthly bin rate by the number of bins.
2. Does not include the additional charges for the National Pollution Discharge Elimination System (“NPDES”) fee.

EXHIBIT “G”

TRASH COLLECTION FEE
MULTI-FAMILY RECYCLABLE RATES

Existing Recycling Rates	FY 2024/2025 Proposed Recycling Rates per Month¹
Per Residential Unit in Complex	Per Residential Unit in Complex
\$1.74	\$1.80

1. Does not include the additional charges for the NPDES fee.

EXHIBIT “H”

TRASH COLLECTION FEE
MULTI-FAMILY TEMPORARY BIN

Existing Recycling Rates	FY 2024/2025 Proposed Recycling Rates per Month ¹
Multi-family Temp Bin (1 week rental)	Multi-family Temp Bin (1 week rental)
\$104.21	\$107.55

1. Does not include the additional charges for the NPDES fee.

EXHIBIT “I”

MULTI-FAMILY CAN SERVICE FEE¹

Service Frequency	Current Trash Rate (per month)	FY 2024/2025 Proposed Trash Rate (per month) ²
1X Week	\$45.70	\$47.13
2X Week	\$90.40	\$93.41

1. For multiple commercial cans, multiply the monthly can rate by the number of cans.
2. Does not include the additional charges for the NPDES fee.

EXHIBIT “J”

TRASH COLLECTION FEE
MULTI-FAMILY ROLL-OFF RATES

Fee Type	Existing Roll-Off Rates	FY 2024/2025 Proposed Roll-Off Rates
Roll-Off Boxes Standard	\$299.50 per load plus tip fee for trash of \$59.79/ton	\$308.39 per load plus tip fees for trash and CDI of \$61.87/ton and \$108.67/ton respectively

EDCO

WASTE & RECYCLING SERVICES

March 18, 2024

Mr. Dan King
Assistant City Manager
City of Solana Beach
635 S. Highway 101
Solana Beach, CA 92075

Dear Dan:

The Franchise Agreement between the City of Solana Beach and EDCO allows for annual rate adjustments. Section 8.3 of the Agreement includes the details of the rate adjustment procedures. As outlined, rates may be increased due to changes in landfill tipping fees and increases in the Los Angeles-Anaheim Consumer Price Index (CPI). EDCO is requesting an allowable rate adjustment based on changes in the CPI only. The effective date of this rate adjustment will be July 1, 2024.

CPI Adjustment

To calculate the CPI portion of the adjustment, the second half of the 2022 index (314.384) was compared to the second half of 2023 index (323.718) which produced a 9.334 point change or 2.969% increase. Therefore, a **2.969%** increase is applied to current rates after franchise fees, AB939 and disposal fees are deducted from the current gross rate. A copy of the applicable CPI is attached for your reference.

RSWA Disposal Fee Adjustment


The City is a member of RSWA that regulates waste disposal tipping fees for its member agencies. Currently the tip fee for Solana Beach is \$53.82 per ton. Effective July 1, 2024, the tip fee for Solana Beach will increase to \$55.69, representing a **3.47%** increase in the tip fee component of the rate calculation.

Rate Summary

The total fee adjustments as outlined above when applied will result in residential rates increasing from \$29.80 per month to \$30.67, an increase of **\$0.87** per month per household for customers using a 96 Gallon Cart. Commercial rates for the most common service (a three cubic yard bin served once weekly) would increase from \$130.02 to \$133.89 or **\$3.87** per month. We propose to implement both residential and commercial rate changes on July 1, 2024.

Please feel free to review these adjustments and let me know if you have any questions or comments.

Sincerely,



Jim Ambroso
General Manager

Attachments

"We'll Take Care of It"

224 S. Las Posas Road • San Marcos, California 92078

(760) 744-2700 • Fax: (760) 752-8339 • edcodisposal.com • Printed on Recycled Paper

**City of Solana Beach
Multi-Family and Residential Rates
Effective July 1st, 2024**

RSWA Tip Fee 2023	\$ 53.82
RSWA Tip Fee 2024	\$ 55.69
Change	\$ 1.87
% Change - Tip Fee	<u>3.47%</u>

CPI Consumer Price Index 12/31/2022	314.4
CPI Consumer Price Index 12/31/2023	323.7
Change	9.3
% Change - CPI (cap 4%)	<u>2.97%</u>

Description	Frequency per Week	Rates 7.1.2023						Rate Adjustments effective 7.1.24				Rates 7.1.2024					
		Net Operating Expense	Disposal Component	Franchise Fee 10.0%	Customer Total		Customer Total with NPDES	2.97% Net Operating Expense	3.47% Disposal Component	Franchise Fee 10.0%	Customer Total		Net Operating Expense	Disposal Component	Franchise Fee 10.0%	Customer Total	
					w/o NPDES	NPDES					w/o NPDES	NPDES				w/o NPDES	NPDES
Residential Rates (Including Organics)																	
Solid Waste Service (1 cart)	96 gal	\$ 20.89	\$ 4.74	\$ 2.85	\$ 28.48	\$ 1.32	\$ 29.80	\$ 0.62	\$ 0.16	\$ 0.09	\$ 0.87	\$ 21.51	\$ 4.90	\$ 2.94	\$ 29.35	\$ 1.32	\$ 30.67
	64 gal	\$ 20.89	\$ 4.74	\$ 2.85	\$ 28.48	\$ 0.88	\$ 29.36	\$ 0.62	\$ 0.16	\$ 0.09	\$ 0.87	\$ 21.51	\$ 4.90	\$ 2.94	\$ 29.35	\$ 0.88	\$ 30.23
	35 gal	\$ 20.89	\$ 4.74	\$ 2.85	\$ 28.48	\$ 0.44	\$ 28.92	\$ 0.62	\$ 0.16	\$ 0.09	\$ 0.87	\$ 21.51	\$ 4.90	\$ 2.94	\$ 29.35	\$ 0.44	\$ 29.79
Recycling Service (1 cart)	96 gal					\$ 1.32	\$ 1.32									\$ 1.32	\$ 1.32
	64 gal					\$ 0.88	\$ 0.88									\$ 0.88	\$ 0.88
	35 gal					\$ 0.44	\$ 0.44									\$ 0.44	\$ 0.44
Extra Cart	96 gal	\$ 3.22	\$ -	\$ 0.35	\$ 3.57	\$ 1.32	\$ 4.89	\$ 0.10	\$ -	\$ 0.01	\$ 0.11	\$ 3.32	\$ -	\$ 0.36	\$ 3.68	\$ 1.32	\$ 5.00
	64 gal	\$ 3.22	\$ -	\$ 0.35	\$ 3.57	\$ 0.88	\$ 4.45	\$ 0.10	\$ -	\$ 0.01	\$ 0.11	\$ 3.32	\$ -	\$ 0.36	\$ 3.68	\$ 0.88	\$ 4.56
	35 gal	\$ 3.22	\$ -	\$ 0.35	\$ 3.57	\$ 0.44	\$ 4.01	\$ 0.10	\$ -	\$ 0.01	\$ 0.11	\$ 3.32	\$ -	\$ 0.36	\$ 3.68	\$ 0.44	\$ 4.12

Rolloff Rates

Haul Rate	\$ 269.55	\$ -	\$ 29.95	\$ 299.50	\$ 299.50	\$ 8.00	\$ -	\$ 0.89	\$ 8.89	\$ 277.55	\$ -	\$ 30.84	\$ 308.39	\$ 308.39
Disposal Fee per Ton - Trash	\$ -	\$ 53.82	\$ 5.97	\$ 59.79	\$ 59.79	\$ -	\$ 1.87	\$ 0.21	\$ 2.08	\$ -	\$ 55.69	\$ 6.18	\$ 61.87	\$ 61.87
Disposal Fee per Ton - CDI (New)	\$ -	\$ 89.00	\$ 9.89	\$ 98.89	\$ 98.89	\$ -	\$ 7.00	\$ 0.78	\$ 7.78	\$ -	\$ 98.00	\$ 10.67	\$ 108.67	\$ 108.67

OTHER FEES:

Bin Exchange	\$ 43.07	\$ -	\$ 4.78	\$ 47.85	\$ 47.85	\$ 1.28	\$ -	\$ 0.14	\$ 1.42	\$ 44.35	\$ -	\$ 4.92	\$ 49.27	\$ 49.27
Lock Fees	\$ 9.14	\$ -	\$ 1.02	\$ 10.16	\$ 10.16	\$ 0.27	\$ -	\$ 0.03	\$ 0.30	\$ 9.41	\$ -	\$ 1.05	\$ 10.46	\$ 10.46
Pull Out Fees				\$ -	\$ -					\$ -			\$ -	\$ -
16' - 50' per bin, per number of service days	\$ 4.15	\$ -	\$ 0.46	\$ 4.61	\$ 4.61	\$ 0.12	\$ -	\$ 0.01	\$ 0.13	\$ 4.27	\$ -	\$ 0.47	\$ 4.74	\$ 4.74
51' or more per bin, per number of service days	\$ 5.63	\$ -	\$ 0.62	\$ 6.25	\$ 6.25	\$ 0.17	\$ -	\$ 0.02	\$ 0.19	\$ 5.80	\$ -	\$ 0.64	\$ 6.44	\$ 6.44
Reinstate Fee:	\$ 26.93	\$ -	\$ 3.00	\$ 29.93	\$ 29.93	\$ 0.80	\$ -	\$ 0.09	\$ 0.89	\$ 27.73	\$ -	\$ 3.09	\$ 30.82	\$ 30.82
Late Fee: Minimum \$3 charge on any delinquent account	\$ 2.70	\$ -	\$ 0.30	\$ 3.00	\$ 3.00					\$ 2.70	\$ -	\$ 0.30	\$ 3.00	\$ 3.00
Bulky Items	\$ 30.23	\$ 9.88	\$ 4.46	\$ 44.57	\$ 44.57	\$ 0.90	\$ 0.34	\$ 0.14	\$ 1.38	\$ 31.13	\$ 10.22	\$ 4.60	\$ 45.95	\$ 45.95
Each Addtl Bulky Item	\$ 4.10	\$ 1.34	\$ 0.61	\$ 6.05	\$ 6.05	\$ 0.12	\$ 0.05	\$ 0.02	\$ 0.19	\$ 4.22	\$ 1.39	\$ 0.63	\$ 6.24	\$ 6.24
Recycling Contamination Fee	\$ 34.72	\$ 9.88	\$ 4.95	\$ 49.55	\$ 49.55	\$ 1.03	\$ 0.34	\$ 0.15	\$ 1.52	\$ 35.75	\$ 10.22	\$ 5.10	\$ 51.07	\$ 51.07
Overage Fee	\$ 34.61	\$ 9.88	\$ 4.94	\$ 49.43	\$ 49.43	\$ 1.03	\$ 0.34	\$ 0.15	\$ 1.52	\$ 35.64	\$ 10.22	\$ 5.09	\$ 50.95	\$ 50.95
Cart Delivery Fee	\$ 16.15	\$ -	\$ 1.80	\$ 17.95	\$ 17.95	\$ 0.48	\$ -	\$ 0.05	\$ 0.53	\$ 16.63	\$ -	\$ 1.85	\$ 18.48	\$ 18.48
Extra Pickup All Bin Sizes	\$ 40.49	\$ -	\$ 4.50	\$ 44.99	\$ 44.99	\$ 1.20	\$ -	\$ 0.13	\$ 1.33	\$ 41.69	\$ -	\$ 4.63	\$ 46.32	\$ 46.32

**City of Solana Beach
Multi-Family and Residential Rates
Effective July 1st, 2024**

RSWA Tip Fee 2023	\$ 53.82
RSWA Tip Fee 2024	\$ 55.69
Change	\$ 1.87
% Change - Tip Fee	<u>3.47%</u>

CPI Consumer Price Index 12/31/2022	314.4
CPI Consumer Price Index 12/31/2023	323.7
Change	9.3
% Change - CPI (cap 4%)	<u>2.97%</u>

Description	Frequency per Week	Rates 7.1.2023						Rate Adjustments effective 7.1.24						Rates 7.1.2024					
		Net Operating Expense	Disposal Component	Franchise Fee 10.0%	Customer Total		Customer Total with NPDES	2.97%		3.47%		Franchise Fee 10.0%	Customer Total		Net Operating Expense	Disposal Component	Franchise Fee 10.0%	Customer Total	
					w/o NPDES	NPDES		Operating Expense	Disposal Component	w/o NPDES	NPDES		Operating Expense	Disposal Component				w/o NPDES	NPDES
Commercial Multi- Family Rates																			
Commercial - Two Yard Bin																			
	1	\$ 40.90	\$ 29.51	\$ 7.81	\$ 78.22	\$ 5.56	\$ 83.78	\$ 1.21	\$ 1.02	\$ 0.25	\$ 2.48	\$ 42.11	\$ 30.53	\$ 8.06	\$ 80.70	\$ 5.56	\$ 86.26		
	2	\$ 65.24	\$ 59.00	\$ 13.80	\$ 138.04	\$ 11.12	\$ 149.16	\$ 1.94	\$ 2.05	\$ 0.44	\$ 4.43	\$ 67.18	\$ 61.05	\$ 14.24	\$ 142.47	\$ 11.12	\$ 153.59		
	3	\$ 71.46	\$ 88.50	\$ 17.78	\$ 177.74	\$ 16.68	\$ 194.42	\$ 2.12	\$ 3.07	\$ 0.58	\$ 5.77	\$ 73.58	\$ 91.57	\$ 18.36	\$ 183.51	\$ 16.68	\$ 200.19		
	4	\$ 89.78	\$ 118.03	\$ 23.08	\$ 230.89	\$ 22.24	\$ 253.13	\$ 2.67	\$ 4.10	\$ 0.75	\$ 7.52	\$ 92.45	\$ 122.13	\$ 23.83	\$ 238.41	\$ 22.24	\$ 260.65		
	5	\$ 108.00	\$ 147.53	\$ 28.39	\$ 283.92	\$ 27.80	\$ 311.72	\$ 3.21	\$ 5.12	\$ 0.93	\$ 9.26	\$ 111.21	\$ 152.65	\$ 29.32	\$ 293.18	\$ 27.80	\$ 320.98		
Commercial - Three Yard Bin																			
	1	\$ 61.41	\$ 44.27	\$ 11.74	\$ 117.42	\$ 8.34	\$ 125.76	\$ 1.82	\$ 1.54	\$ 0.37	\$ 3.73	\$ 63.23	\$ 45.81	\$ 12.11	\$ 121.15	\$ 8.34	\$ 129.49		
	2	\$ 99.78	\$ 88.50	\$ 20.93	\$ 209.21	\$ 16.68	\$ 225.89	\$ 2.96	\$ 3.07	\$ 0.67	\$ 6.70	\$ 102.74	\$ 91.57	\$ 21.60	\$ 215.91	\$ 16.68	\$ 232.59		
	3	\$ 138.14	\$ 132.77	\$ 30.10	\$ 301.01	\$ 25.02	\$ 326.03	\$ 4.10	\$ 4.61	\$ 0.97	\$ 9.68	\$ 142.24	\$ 137.38	\$ 31.07	\$ 310.69	\$ 25.02	\$ 335.71		
	4	\$ 176.45	\$ 177.03	\$ 39.26	\$ 392.74	\$ 33.36	\$ 426.10	\$ 5.24	\$ 6.14	\$ 1.26	\$ 12.64	\$ 181.69	\$ 183.17	\$ 40.52	\$ 405.38	\$ 33.36	\$ 438.74		
	5	\$ 219.63	\$ 221.28	\$ 48.99	\$ 489.90	\$ 41.70	\$ 531.60	\$ 6.52	\$ 7.68	\$ 1.58	\$ 15.78	\$ 226.15	\$ 228.96	\$ 50.57	\$ 505.68	\$ 41.70	\$ 547.38		
Commercial - Four Yard Bin																			
	1	\$ 75.88	\$ 59.00	\$ 14.98	\$ 149.86	\$ 11.12	\$ 160.98	\$ 2.25	\$ 2.05	\$ 0.48	\$ 4.78	\$ 78.13	\$ 61.05	\$ 15.46	\$ 154.64	\$ 11.12	\$ 165.76		
	2	\$ 118.59	\$ 118.02	\$ 26.29	\$ 262.90	\$ 22.24	\$ 285.14	\$ 3.52	\$ 4.10	\$ 0.85	\$ 8.47	\$ 122.11	\$ 122.12	\$ 27.14	\$ 271.37	\$ 22.24	\$ 293.61		
	3	\$ 161.25	\$ 177.03	\$ 37.59	\$ 375.87	\$ 33.36	\$ 409.23	\$ 4.79	\$ 6.14	\$ 1.21	\$ 12.14	\$ 166.04	\$ 183.17	\$ 38.80	\$ 388.01	\$ 33.36	\$ 421.37		
	4	\$ 203.94	\$ 236.04	\$ 48.88	\$ 488.86	\$ 44.48	\$ 533.34	\$ 6.05	\$ 8.19	\$ 1.58	\$ 15.82	\$ 209.99	\$ 244.23	\$ 50.46	\$ 504.68	\$ 44.48	\$ 549.16		
	5	\$ 246.28	\$ 295.04	\$ 60.15	\$ 601.47	\$ 55.60	\$ 657.07	\$ 7.31	\$ 10.24	\$ 1.95	\$ 19.50	\$ 253.59	\$ 305.28	\$ 62.10	\$ 620.97	\$ 55.60	\$ 676.57		
Commercial - Five Yard Bin																			
	1	\$ 90.34	\$ 73.75	\$ 18.23	\$ 182.32	\$ 13.90	\$ 196.22	\$ 2.68	\$ 2.56	\$ 0.58	\$ 5.82	\$ 93.02	\$ 76.31	\$ 18.81	\$ 188.14	\$ 13.90	\$ 202.04		
	2	\$ 139.20	\$ 147.53	\$ 31.85	\$ 318.58	\$ 27.80	\$ 346.38	\$ 4.13	\$ 5.12	\$ 1.03	\$ 10.28	\$ 143.33	\$ 152.65	\$ 32.88	\$ 328.86	\$ 27.80	\$ 356.66		
	3	\$ 188.91	\$ 221.28	\$ 45.58	\$ 455.77	\$ 41.70	\$ 497.47	\$ 5.61	\$ 7.68	\$ 1.48	\$ 14.77	\$ 194.52	\$ 228.96	\$ 47.06	\$ 470.54	\$ 41.70	\$ 512.24		
	4	\$ 236.82	\$ 295.04	\$ 59.09	\$ 590.95	\$ 55.60	\$ 646.55	\$ 7.03	\$ 10.24	\$ 1.92	\$ 19.19	\$ 243.85	\$ 305.28	\$ 61.01	\$ 610.14	\$ 55.60	\$ 665.74		
	5	\$ 285.31	\$ 368.81	\$ 72.69	\$ 726.81	\$ 69.50	\$ 796.31	\$ 8.47	\$ 12.80	\$ 2.36	\$ 23.63	\$ 293.78	\$ 381.61	\$ 75.05	\$ 750.44	\$ 69.50	\$ 819.94		
Muti Family Recycling Rate																			
	1	\$ 1.56	\$ -	\$ 0.18	\$ 1.74	\$ -	\$ 1.74	\$ 0.05	\$ -	\$ 0.01	\$ 0.06	\$ 1.61	\$ -	\$ 0.19	\$ 1.80	\$ -	\$ 1.80		
Commercial Can (1-Trash 1-Recy)																			
	1	\$ 26.38	\$ 14.75	\$ 4.57	\$ 45.70	\$ 3.52	\$ 49.22	\$ 0.78	\$ 0.51	\$ 0.14	\$ 1.43	\$ 27.16	\$ 15.26	\$ 4.71	\$ 47.13	\$ 3.52	\$ 50.65		
	Extra Cart	\$ 1.92	\$ -	\$ 0.22	\$ 2.14	\$ 1.76	\$ 3.90	\$ 0.06	\$ -	\$ 0.01	\$ 0.07	\$ 1.98	\$ -	\$ 0.23	\$ 2.21	\$ 1.76	\$ 3.97		
	2	\$ 22.37	\$ 59.00	\$ 9.03	\$ 90.40	\$ 7.04	\$ 97.44	\$ 0.66	\$ 2.05	\$ 0.30	\$ 3.01	\$ 23.03	\$ 61.05	\$ 9.33	\$ 93.41	\$ 7.04	\$ 100.45		
	Extra Cart	\$ 3.86	\$ -	\$ 0.44	\$ 4.30	\$ 3.52	\$ 7.82	\$ 0.11	\$ -	\$ 0.01	\$ 0.12	\$ 3.97	\$ -	\$ 0.45	\$ 4.42	\$ 3.52	\$ 7.94		
Multi-family Temp Bin(1 wk rental)																			
	1	\$ 49.51	\$ 44.27	\$ 10.43	\$ 104.21	\$ 8.34	\$ 112.55	\$ 1.47	\$ 1.54	\$ 0.33	\$ 3.34	\$ 50.98	\$ 45.81	\$ 10.76	\$ 107.55	\$ 8.34	\$ 115.89		

City of Solana Beach
Commercial Rates
Effective July 1st, 2024

RSWA Tip Fee 2023	\$ 53.82
RSWA Tip Fee 2024	\$ 55.69
Change	\$ 1.87
% Change - Tip Fee	<u>3.47%</u>

CPI Consumer Price Index 12/31/2022	314.384
CPI Consumer Price Index 12/31/2023	<u>323.718</u>
Change	9.3
% Change - CPI (Cap 4%)	<u>2.97%</u>

Description	Frequency per Week	Rates 7.1.2023					Rate Adjustments effective 7.1.24					Rates 7.1.2024					
		Net Operating Expense	Disposal Component	Franchise Fee 10.0%	Customer Total		2.97% Net Operating Expense	3.47% Disposal Component	Franchise Fee 10.0%	Customer Total		Net Operating Expense	Disposal Component	Franchise Fee 10.0%	Customer Total		
					w/o NPDES	NPDES				w/o NPDES	NPDES				w/o NPDES	NPDES	
Commercial Rates - Trash																	
Commercial - Two Yard Bin																	
1		\$ 34.55	\$ 37.49	\$ 8.01	\$ 80.05	\$ 6.83	\$ 86.88	\$ 1.03	\$ 1.30	\$ 0.26	\$ 2.59	\$ 35.58	\$ 38.79	\$ 8.27	\$ 82.64	\$ 6.83	\$ 89.47
2		\$ 60.00	\$ 65.10	\$ 13.91	\$ 139.01	\$ 13.67	\$ 152.68	\$ 1.78	\$ 2.26	\$ 0.45	\$ 4.49	\$ 61.78	\$ 67.36	\$ 14.36	\$ 143.50	\$ 13.67	\$ 157.17
3		\$ 85.29	\$ 92.54	\$ 19.75	\$ 197.58	\$ 20.50	\$ 218.08	\$ 2.53	\$ 3.22	\$ 0.64	\$ 6.39	\$ 87.82	\$ 95.76	\$ 20.39	\$ 203.97	\$ 20.50	\$ 224.47
4		\$ 109.78	\$ 119.09	\$ 25.43	\$ 254.30	\$ 27.34	\$ 281.64	\$ 3.26	\$ 4.14	\$ 0.82	\$ 8.22	\$ 113.04	\$ 123.23	\$ 26.25	\$ 262.52	\$ 27.34	\$ 289.86
5		\$ 135.86	\$ 147.38	\$ 31.47	\$ 314.71	\$ 34.17	\$ 348.88	\$ 4.03	\$ 5.12	\$ 1.02	\$ 10.17	\$ 139.89	\$ 152.50	\$ 32.49	\$ 324.88	\$ 34.17	\$ 359.05
6		\$ 161.22	\$ 174.91	\$ 37.35	\$ 373.48	\$ 41.00	\$ 414.48	\$ 4.79	\$ 6.08	\$ 1.21	\$ 12.08	\$ 166.01	\$ 180.99	\$ 38.56	\$ 385.56	\$ 41.00	\$ 426.56
Commercial - Three Yard Bin																	
1		\$ 51.69	\$ 56.09	\$ 11.99	\$ 119.77	\$ 10.25	\$ 130.02	\$ 1.53	\$ 1.95	\$ 0.39	\$ 3.87	\$ 53.22	\$ 58.04	\$ 12.38	\$ 123.64	\$ 10.25	\$ 133.89
2		\$ 89.68	\$ 97.28	\$ 20.77	\$ 207.73	\$ 20.50	\$ 228.23	\$ 2.66	\$ 3.38	\$ 0.67	\$ 6.71	\$ 92.34	\$ 100.66	\$ 21.44	\$ 214.44	\$ 20.50	\$ 234.94
3		\$ 128.78	\$ 139.72	\$ 29.84	\$ 298.34	\$ 30.75	\$ 329.09	\$ 3.82	\$ 4.85	\$ 0.96	\$ 9.63	\$ 132.60	\$ 144.57	\$ 30.80	\$ 307.97	\$ 30.75	\$ 338.72
4		\$ 165.58	\$ 179.67	\$ 38.36	\$ 383.61	\$ 41.00	\$ 424.61	\$ 4.92	\$ 6.24	\$ 1.24	\$ 12.40	\$ 170.50	\$ 185.91	\$ 39.60	\$ 396.01	\$ 41.00	\$ 437.01
5		\$ 203.49	\$ 220.76	\$ 47.14	\$ 471.39	\$ 51.26	\$ 522.65	\$ 6.04	\$ 7.67	\$ 1.52	\$ 15.23	\$ 209.53	\$ 228.43	\$ 48.66	\$ 486.62	\$ 51.26	\$ 537.88
6		\$ 241.32	\$ 261.83	\$ 55.91	\$ 559.06	\$ 61.51	\$ 620.57	\$ 7.16	\$ 9.10	\$ 1.81	\$ 18.07	\$ 248.48	\$ 270.93	\$ 57.72	\$ 577.13	\$ 61.51	\$ 638.64
Commercial - Four Yard Bin																	
1		\$ 68.72	\$ 74.57	\$ 15.91	\$ 159.20	\$ 13.67	\$ 172.87	\$ 2.04	\$ 2.59	\$ 0.51	\$ 5.14	\$ 70.76	\$ 77.16	\$ 16.42	\$ 164.34	\$ 13.67	\$ 178.01
2		\$ 119.39	\$ 129.52	\$ 27.66	\$ 276.57	\$ 27.34	\$ 303.91	\$ 3.54	\$ 4.50	\$ 0.89	\$ 8.93	\$ 122.93	\$ 134.02	\$ 28.55	\$ 285.50	\$ 27.34	\$ 312.84
3		\$ 170.04	\$ 184.49	\$ 39.39	\$ 393.92	\$ 41.00	\$ 434.92	\$ 5.05	\$ 6.41	\$ 1.27	\$ 12.73	\$ 175.09	\$ 190.90	\$ 40.66	\$ 406.65	\$ 41.00	\$ 447.65
4		\$ 220.57	\$ 239.30	\$ 51.09	\$ 510.96	\$ 54.67	\$ 565.63	\$ 6.55	\$ 8.31	\$ 1.65	\$ 16.51	\$ 227.12	\$ 247.61	\$ 52.74	\$ 527.47	\$ 54.67	\$ 582.14
5		\$ 271.14	\$ 294.15	\$ 62.81	\$ 628.10	\$ 68.34	\$ 696.44	\$ 8.05	\$ 10.22	\$ 2.03	\$ 20.30	\$ 279.19	\$ 304.37	\$ 64.84	\$ 648.40	\$ 68.34	\$ 716.74
6		\$ 321.56	\$ 348.86	\$ 74.50	\$ 744.92	\$ 82.01	\$ 826.93	\$ 9.55	\$ 12.12	\$ 2.41	\$ 24.08	\$ 331.11	\$ 360.98	\$ 76.91	\$ 769.00	\$ 82.01	\$ 851.01
Commercial - Five Yard Bin																	
1		\$ 85.73	\$ 93.01	\$ 19.86	\$ 198.60	\$ 17.09	\$ 215.69	\$ 2.55	\$ 3.23	\$ 0.64	\$ 6.42	\$ 88.28	\$ 96.24	\$ 20.50	\$ 205.02	\$ 17.09	\$ 222.11
2		\$ 149.06	\$ 161.73	\$ 34.53	\$ 345.32	\$ 34.17	\$ 379.49	\$ 4.43	\$ 5.62	\$ 1.12	\$ 11.17	\$ 153.49	\$ 167.35	\$ 35.65	\$ 356.49	\$ 34.17	\$ 390.66
3		\$ 212.37	\$ 230.39	\$ 49.20	\$ 491.96	\$ 51.26	\$ 543.22	\$ 6.31	\$ 8.01	\$ 1.59	\$ 15.91	\$ 218.68	\$ 238.40	\$ 50.79	\$ 507.87	\$ 51.26	\$ 559.13
4		\$ 311.23	\$ 337.68	\$ 72.09	\$ 721.00	\$ 68.34	\$ 789.34	\$ 9.24	\$ 11.73	\$ 2.33	\$ 23.30	\$ 320.47	\$ 349.41	\$ 74.42	\$ 744.30	\$ 68.34	\$ 812.64
5		\$ 338.79	\$ 367.56	\$ 78.49	\$ 784.84	\$ 85.43	\$ 870.27	\$ 10.06	\$ 12.77	\$ 2.54	\$ 25.37	\$ 348.85	\$ 380.33	\$ 81.03	\$ 810.21	\$ 85.43	\$ 895.64
6		\$ 402.53	\$ 436.72	\$ 93.25	\$ 932.50	\$ 102.51	\$ 1,035.01	\$ 11.95	\$ 15.17	\$ 3.01	\$ 30.13	\$ 414.48	\$ 451.89	\$ 96.26	\$ 962.63	\$ 102.51	\$ 1,065.14

City of Solana Beach
Commercial Rates
Effective July 1st, 2024

RSWA Tip Fee 2023	\$ 53.82
RSWA Tip Fee 2024	\$ 55.69
Change	\$ 1.87
% Change - Tip Fee	<u>3.47%</u>

CPI Consumer Price Index 12/31/2022	314,384
CPI Consumer Price Index 12/31/2023	<u>323,718</u>
Change	<u>9.3</u>
% Change - CPI (Cap 4%)	<u>2.97%</u>

Description	Frequency per Week	Rates 7.1.2023						Rate Adjustments effective 7.1.24				Rates 7.1.2024					
		Net Operating Expense	Disposal Component	Franchise Fee 10.0%	Customer Total w/o NPDES		Customer Total with NPDES	2.97% Net Operating Expense	3.47% Disposal Component	Franchise Fee 10.0%	Customer Total w/o NPDES	Net Operating Expense	Disposal Component	Franchise Fee 10.0%	Customer Total w/o NPDES		Customer Total with NPDES
					NPDES	NPDES									NPDES	NPDES	
Commercial Rates - Trash																	
Commercial Rates - Recycle																	
Recycle - Two Yard Bin																	
	1	\$ 44.02	\$ -	\$ 4.89	\$ 48.91	\$ 6.83	\$ 55.74	\$ 1.31	\$ -	\$ 0.15	\$ 1.46	\$ 45.33	\$ -	\$ 5.04	\$ 50.37	\$ 6.83	\$ 57.20
	2	\$ 80.62	\$ -	\$ 8.96	\$ 89.58	\$ 13.67	\$ 103.25	\$ 2.39	\$ -	\$ 0.27	\$ 2.66	\$ 83.01	\$ -	\$ 9.23	\$ 92.24	\$ 13.67	\$ 105.91
	3	\$ 116.73	\$ -	\$ 12.97	\$ 129.70	\$ 20.50	\$ 150.20	\$ 3.47	\$ -	\$ 0.39	\$ 3.86	\$ 120.20	\$ -	\$ 13.36	\$ 133.56	\$ 20.50	\$ 154.06
	4	\$ 152.84	\$ -	\$ 16.99	\$ 169.83	\$ 27.34	\$ 197.17	\$ 4.54	\$ -	\$ 0.50	\$ 5.04	\$ 157.38	\$ -	\$ 17.49	\$ 174.87	\$ 27.34	\$ 202.21
	5	\$ 188.95	\$ -	\$ 21.01	\$ 209.96	\$ 34.17	\$ 244.13	\$ 5.61	\$ -	\$ 0.62	\$ 6.23	\$ 194.56	\$ -	\$ 21.63	\$ 216.19	\$ 34.17	\$ 250.36
Recycle - Three Yard Bin																	
	1	\$ 53.20	\$ -	\$ 5.91	\$ 59.11	\$ 10.25	\$ 69.36	\$ 1.58	\$ -	\$ 0.18	\$ 1.76	\$ 54.78	\$ -	\$ 6.09	\$ 60.87	\$ 10.25	\$ 71.12
	2	\$ 96.53	\$ -	\$ 10.72	\$ 107.25	\$ 20.50	\$ 127.75	\$ 2.87	\$ -	\$ 0.32	\$ 3.19	\$ 99.40	\$ -	\$ 11.04	\$ 110.44	\$ 20.50	\$ 130.94
	3	\$ 139.84	\$ -	\$ 15.55	\$ 155.39	\$ 30.75	\$ 186.14	\$ 4.15	\$ -	\$ 0.46	\$ 4.61	\$ 143.99	\$ -	\$ 16.01	\$ 160.00	\$ 30.75	\$ 190.75
	4	\$ 183.13	\$ -	\$ 20.36	\$ 203.49	\$ 41.00	\$ 244.49	\$ 5.44	\$ -	\$ 0.60	\$ 6.04	\$ 188.57	\$ -	\$ 20.96	\$ 209.53	\$ 41.00	\$ 250.53
	5	\$ 226.47	\$ -	\$ 25.17	\$ 251.64	\$ 51.26	\$ 302.90	\$ 6.72	\$ -	\$ 0.75	\$ 7.47	\$ 233.19	\$ -	\$ 25.92	\$ 259.11	\$ 51.26	\$ 310.37
Recycle - Four Yard Bin																	
	1	\$ 58.98	\$ -	\$ 6.55	\$ 65.53	\$ 13.67	\$ 79.20	\$ 1.75	\$ -	\$ 0.19	\$ 1.94	\$ 60.73	\$ -	\$ 6.74	\$ 67.47	\$ 13.67	\$ 81.14
	2	\$ 109.52	\$ -	\$ 12.16	\$ 121.68	\$ 27.34	\$ 149.02	\$ 3.25	\$ -	\$ 0.36	\$ 3.61	\$ 112.77	\$ -	\$ 12.52	\$ 125.29	\$ 27.34	\$ 152.63
	3	\$ 160.08	\$ -	\$ 17.78	\$ 177.86	\$ 41.00	\$ 218.86	\$ 4.75	\$ -	\$ 0.53	\$ 5.28	\$ 164.83	\$ -	\$ 18.31	\$ 183.14	\$ 41.00	\$ 224.14
	4	\$ 210.62	\$ -	\$ 23.40	\$ 234.02	\$ 54.67	\$ 288.69	\$ 6.25	\$ -	\$ 0.69	\$ 6.94	\$ 216.87	\$ -	\$ 24.09	\$ 240.96	\$ 54.67	\$ 295.63
	5	\$ 261.16	\$ -	\$ 29.02	\$ 290.18	\$ 68.34	\$ 358.52	\$ 7.75	\$ -	\$ 0.86	\$ 8.61	\$ 268.91	\$ -	\$ 29.88	\$ 298.79	\$ 68.34	\$ 367.13
Recycle - Five Yard Bin																	
	1	\$ 66.21	\$ -	\$ 7.35	\$ 73.56	\$ 17.09	\$ 90.65	\$ 1.97	\$ -	\$ 0.22	\$ 2.19	\$ 68.18	\$ -	\$ 7.57	\$ 75.75	\$ 17.09	\$ 92.84
	2	\$ 123.97	\$ -	\$ 13.77	\$ 137.74	\$ 34.17	\$ 171.91	\$ 3.68	\$ -	\$ 0.41	\$ 4.09	\$ 127.65	\$ -	\$ 14.18	\$ 141.83	\$ 34.17	\$ 176.00
	3	\$ 181.72	\$ -	\$ 20.19	\$ 201.91	\$ 51.26	\$ 253.17	\$ 5.40	\$ -	\$ 0.60	\$ 6.00	\$ 187.12	\$ -	\$ 20.79	\$ 207.91	\$ 51.26	\$ 259.17
	4	\$ 239.50	\$ -	\$ 26.60	\$ 266.10	\$ 68.34	\$ 334.44	\$ 7.11	\$ -	\$ 0.79	\$ 7.90	\$ 246.61	\$ -	\$ 27.39	\$ 274.00	\$ 68.34	\$ 342.34
	5	\$ 297.25	\$ -	\$ 33.02	\$ 330.27	\$ 85.43	\$ 415.70	\$ 8.83	\$ -	\$ 0.98	\$ 9.81	\$ 306.08	\$ -	\$ 34.00	\$ 340.08	\$ 85.43	\$ 425.51
Commercial Cardboard Recycling																	
2 - Yards																	
	1 x week	\$ 30.62	\$ -	\$ 3.40	\$ 34.02	\$ 6.83	\$ 40.85	\$ 0.91	\$ -	\$ 0.10	\$ 1.01	\$ 31.53	\$ -	\$ 3.50	\$ 35.03	\$ 6.83	\$ 41.86
3 - Yards																	
	1 x week	\$ 45.92	\$ -	\$ 5.10	\$ 51.02	\$ 10.25	\$ 61.27	\$ 1.36	\$ -	\$ 0.15	\$ 1.51	\$ 47.28	\$ -	\$ 5.25	\$ 52.53	\$ 10.25	\$ 62.78
4 - Yards																	
	1 x week	\$ 61.19	\$ -	\$ 6.81	\$ 68.00	\$ 13.67	\$ 81.67	\$ 1.82	\$ -	\$ 0.20	\$ 2.02	\$ 63.01	\$ -	\$ 7.01	\$ 70.02	\$ 13.67	\$ 83.69
5 - Yards																	
	1 x week	\$ 76.72	\$ -	\$ 8.53	\$ 85.25	\$ 17.09	\$ 102.34	\$ 2.28	\$ -	\$ 0.25	\$ 2.53	\$ 79.00	\$ -	\$ 8.78	\$ 87.78	\$ 17.09	\$ 104.87

City of Solana Beach
Commercial Rates
Effective July 1st, 2024

RSWA Tip Fee 2023	\$ 53.82
RSWA Tip Fee 2024	\$ 55.69
Change	\$ 1.87
% Change - Tip Fee	<u>3.47%</u>

CPI Consumer Price Index 12/31/2022	314,384
CPI Consumer Price Index 12/31/2023	<u>323,718</u>
Change	9.3
% Change - CPI (Cap 4%)	<u>2.97%</u>

Description	Frequency per Week	Rates 7.1.2023					Rate Adjustments effective 7.1.24				Rates 7.1.2024							
		Net Operating Expense	Disposal Component	Franchise Fee 10.0%	Customer		2.97%	3.47%	Franchise Fee 10.0%	Customer Total w/o NPDES	Net Operating Expense	Disposal Component	Franchise Fee 10.0%	Customer				
					Total w/o NPDES	NPDES								Total w/o NPDES	NPDES			
Commercial Rates - Trash																		
OTHER FEES:																		
Bin Exchange		\$ 43.07	\$ -	\$ 4.78	\$ 47.85	\$ -	\$ -	\$ 47.85	\$ 1.28	\$ -	\$ 0.14	\$ 1.42	\$ 44.35	\$ -	\$ 4.92	\$ 49.27	\$ -	\$ 49.27
Lock Fees		\$ 9.14	\$ -	\$ 1.02	\$ 10.16	\$ -	\$ -	\$ 10.16	\$ 0.27	\$ -	\$ 0.03	\$ 0.30	\$ 9.41	\$ -	\$ 1.05	\$ 10.46	\$ -	\$ 10.46
Pull Out Fees																		
16' - 50' per bin, per number of service days		\$ 4.15	\$ -	\$ 0.46	\$ 4.61	\$ -	\$ -	\$ 4.61	\$ 0.12	\$ -	\$ 0.01	\$ 0.13	\$ 4.27	\$ -	\$ 0.47	\$ 4.74	\$ -	\$ 4.74
51' or more per bin, per number of service day:		\$ 5.63	\$ -	\$ 0.62	\$ 6.25	\$ -	\$ -	\$ 6.25	\$ 0.17	\$ -	\$ 0.02	\$ 0.19	\$ 5.80	\$ -	\$ 0.64	\$ 6.44	\$ -	\$ 6.44
Reinstate Fee:		\$ 26.93	\$ -	\$ 3.00	\$ 29.93	\$ -	\$ -	\$ 29.93	\$ 0.80	\$ -	\$ 0.09	\$ 0.89	\$ 27.73	\$ -	\$ 3.09	\$ 30.82	\$ -	\$ 30.82
Late Fee: Minimum \$3 charge on any delinquent account																		
delinquent account		\$ 2.70	\$ -	\$ 0.30	\$ 3.00	\$ -	\$ -	\$ 3.00					\$ 2.70	\$ -	\$ 0.30	\$ 3.00	\$ -	\$ 3.00
Bulky Items		\$ 30.23	\$ 9.88	\$ 4.46	\$ 44.57	\$ -	\$ -	\$ 44.57	\$ 0.90	\$ 0.34	\$ 0.14	\$ 1.38	\$ 31.13	\$ 10.22	\$ 4.60	\$ 45.95	\$ -	\$ 45.95
Each Addtl Bulky Item		\$ 4.10	\$ 1.34	\$ 0.61	\$ 6.05	\$ -	\$ -	\$ 6.05	\$ 0.12	\$ 0.05	\$ 0.02	\$ 0.19	\$ 4.22	\$ 1.39	\$ 0.63	\$ 6.24	\$ -	\$ 6.24
Recycling Contamination Fee		\$ 34.72	\$ 9.88	\$ 4.95	\$ 49.55	\$ -	\$ -	\$ 49.55	\$ 1.03	\$ 0.34	\$ 0.15	\$ 1.52	\$ 35.75	\$ 10.22	\$ 5.10	\$ 51.07	\$ -	\$ 51.07
Overage Fee		\$ 34.61	\$ 9.88	\$ 4.94	\$ 49.43	\$ -	\$ -	\$ 49.43	\$ 1.03	\$ 0.34	\$ 0.15	\$ 1.52	\$ 35.64	\$ 10.22	\$ 5.09	\$ 50.95	\$ -	\$ 50.95
Cart Delivery Fee		\$ 16.15	\$ -	\$ 1.80	\$ 17.95	\$ -	\$ -	\$ 17.95	\$ 0.48	\$ -	\$ 0.05	\$ 0.53	\$ 16.63	\$ -	\$ 1.85	\$ 18.48	\$ -	\$ 18.48
Extra Pickup All Bin Sizes		\$ 40.49	\$ -	\$ 4.50	\$ 44.99	\$ -	\$ -	\$ 44.99	\$ 1.20	\$ -	\$ 0.13	\$ 1.33	\$ 41.69	\$ -	\$ 4.63	\$ 46.32	\$ -	\$ 46.32

City of Solana Beach
Commercial Commingled Organics
Effective July 1st, 2024

CPI Consumer Price Index 12/31/2022	314.384
CPI Consumer Price Index 12/31/2023	323.718
Change	9.334
% Change - CPI (cap 4%)	<u>2.969%</u>

Current Rates Effective July 1st, 2023

Commercial Commingled Organics

1st Container

<u>Size</u>	<u>Frequency</u>			<u>Extra Pickup</u>
	<u>1</u>	<u>2</u>	<u>3</u>	
Cart (65 gl)	\$ 98.38	\$ 196.75	\$ 295.11	\$ 39.35
Cart (96 gl)	\$ 110.94	\$ 221.89	\$ 332.85	\$ 44.39
2 CY	\$ 179.93	\$ 359.88	\$ 539.80	\$ 71.97

Each Additional Container

<u>Size</u>	<u>Frequency</u>		
	<u>1</u>	<u>2</u>	<u>3</u>
Cart (65 gl)	\$ 93.45	\$ 186.91	\$ 280.35
Cart (96 gl)	\$ 105.40	\$ 210.81	\$ 316.20
2 CY	\$ 170.94	\$ 341.87	\$ 512.82

Proposed Rates Effective July 1st, 2024

Commercial Commingled Organics

1st Container

<u>Size</u>	<u>Frequency</u>			<u>Extra Pickup</u>	<u>% Incr</u>
	<u>1</u>	<u>2</u>	<u>3</u>		
Cart (65 gl)	\$ 101.30	\$ 202.59	\$ 303.87	\$ 40.52	2.97%
Cart (96 gl)	\$ 114.23	\$ 228.48	\$ 342.73	\$ 45.71	2.97%
2 CY	\$ 185.27	\$ 370.56	\$ 555.83	\$ 74.11	2.97%

Each Additional Container

<u>Size</u>	<u>Frequency</u>			<u>% Incr</u>
	<u>1</u>	<u>2</u>	<u>3</u>	
Cart (65 gl)	\$ 96.22	\$ 192.46	\$ 288.67	2.97%
Cart (96 gl)	\$ 108.53	\$ 217.07	\$ 325.59	2.97%
2 CY	\$ 176.02	\$ 352.02	\$ 528.05	2.97%



Memo

To: James Eggart, General Manager- RSWA
From: Steve South, CEO- EDCO
Date: February 20th 2024
Re: RSWA Tip Fee Calculation for FY 2024/25

As specified in the disposal contract between our organizations, the following formula is used to calculate the RSWA tip fee for the upcoming fiscal year beginning July 1, 2024. Please refer to the attached spreadsheet for 2023 tonnage data and the Consumer Price Index used in the calculation.

The LA-Long Beach-Anaheim CPI for all Urban Consumers increased 3.47% from December 2022 to December 2023.

- $\frac{2}{3}$ (or .6667) of the current tip fee increases by the change in the CPI of 3.47%. $\frac{2}{3} \times 3.47\% = 2.3134\%$.
- $\frac{1}{3}$ (or .3333) of the current tip fee changes by the difference between the CPI increase of 3.47% and the percentage change in solid waste tonnage generated by RSWA cities from the previous calendar year. In 2023, RSWA tonnage decreased -.4% when compared to 2022 and therefore will be adjusted at the CPI rate of 3.47%
- $\frac{1}{3}$ (or .3333) of 3.47% = 1.1566%.
- The combined effect of the CPI (2.3134%) and the decreased tonnage calculation (1.1566%), results in an allowable increase of 3.47% applied to the entire rate.

1. Del Mar, Encinitas, Solana Beach and Vista Tip Fee Calculation.

The current tip fee of \$53.82 per ton is increased 3.47% resulting in an increase of \$1.87 per ton. The new tip fee for these four cities on July 1, 2024 is \$55.69 per ton.

2. National City & Poway

The current tip fee in these two cities of \$48.53 is increased 3.47% resulting in an increase of \$1.68 per ton. The new tip fee for these cities on July 1, 2024 is \$50.21 per ton.

3. Volume Rebate Calculation

The current annual volume rebate of \$401,852 is multiplied by the CPI capped increase of 3.47%, which generates an additional \$13,944.26 in rebate revenue. The adjusted volume rebate is \$415,796.26. 1/3 of this amount (\$138,598.75), is adjusted by the percentage change in tonnage generated in 2023 compared to 2022, (-.4%). Since the tonnage change is negative, it results in 0% change for this component of the rate. Therefore, the total volume rebate payable to RSWA beginning July 1, 2024 is \$415,796.26.

Please review these calculations at your earliest convenience so we may proceed with rate changes in all RSWA cities.



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Alyssa Muto, City Manager
MEETING DATE: June 12, 2024
ORIGINATING DEPT: City Manager’s Office – Dan King, Assistant City Manager
SUBJECT: **FY 2024/25 Community Grant Program Requests**

BACKGROUND:

At the March 13, 2024 City Council Meeting, the City Council authorized the Fiscal Year (FY) 2024/25 Community Grant Program. At this meeting, the City Council increased the City’s contribution to the program to \$35,000 which, when combined with EDCO’s contribution of \$15,000 as part of the community enhancement efforts through the solid waste Franchise Agreement with the City, increased the total grant program to \$50,000. The City Council also authorized increasing the maximum grant amount to \$6,000 for a single grant request.

Following the approval of the FY 2024/25 Community Grant Program, Staff distributed a request for financial assistance for community grants. Staff utilized the City’s Weekly Update email notifications, social media accounts, and the City’s website to notify the community that the request for proposals application period had started. The deadline for submission was May 23, 2024.

This item is before the City Council to review the grant applications received and to allow the applicants to make a brief presentation regarding their proposed programs.

DISCUSSION:

The community grant criteria approved by the City Council on March 13, 2024 was incorporated into the application guidelines of the “Request for Financial Assistance” document for FY 2024/25 (Attachment 1). The highlights of the application are as follows:

Application Criteria

1. Preferences will be given towards non-profits that provide services/goods to Solana Beach groups or individuals with special economic needs that are not being met in the economic environment. These can be non-profits whose funding has been reduced or eliminated and are unable to serve the populations in need.
2. Fair and justifiable program costs (budget required).

CITY COUNCIL ACTION: _____ _____

3. Program Originality (new and unique).
4. Collaboration/Partnerships.
5. Leverage of matching funds/resources.
6. Applicants must submit a financial conditions (Balance Sheet) statement as well as the applicant(s) revenue/expenditure statements and tax return statements for the prior operating year.
7. Completion of project between date of grant approval through May 31, 2025.
8. Grant funds are only intended for non-governmental agencies.

Qualifying Criteria for Financial Assistance

The main qualifying criteria for financial assistance under Council Policy No. 14 are summarized below:

Non-Profit Organizations

Nonprofit organizations which have officially filed as a nonprofit with the State of California and have a 501(c)3 certification must attach a copy of their current year non-profit certification form along with a Request for Financial Assistance Application. For organizations that are “recognized” nonprofits within the community but have never formally filed with the State, the City Council, at its discretion, may consider their application. It has been the practice in the past to allow applicants to submit a letter from either the Internal Revenue Service (IRS) or the California State Board of Equalization declaring the entity’s tax-exempt status for the 501(c)3 certification.

Threshold Qualifying Criteria

Request for Financial Assistance Applications are limited to non-governmental, nonprofit organizations serving the Solana Beach community. Excluded entities include the following: County of San Diego, municipal organizations, special or water districts, school districts, schools (but not their supporting organizations) and private individuals. Applicants should have a State of California non-profit status certification or be a recognized Solana Beach “nonprofit” service, civic or youth organization.

Grant Requests FY 2024/25

The following fifteen (15) applications were received by the City during the solicitation period (in alphabetical order).

Applicant	Amount Requested
Assistance League Rancho San Dieguito	\$6,000
BikeWalkSolana	\$700
Boys and Girls Club of San Dieguito	\$6,000
California Western School of Law Community Law Project (CLP)	\$6,000
Casa De Amistad	\$6,000
Community Resource Center	\$6,000
Disconnect Collective, Inc.	\$6,000
Jaliscience Folkloric Academy	\$5,000
La Colonia Community Foundation	\$6,000
North Coast Repertory Theatre	\$6,000
Pathways to Citizenship	\$6,000
Rancho Sante Fe Youth Soccer	\$1,500
Sandpipers Square Dance Club	\$6,000
Solana Beach Civic & Historical Society	\$6,000
Solana Beach Community Theater	\$6,000
Total	\$79,200

The complete applications are included in a separate attachment that was distributed to Council along with the agenda packet prior to the City Council meeting.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:


The FY 2024/25 Adopted Budget contains an appropriation in the amount of \$50,000 to be used to fund community grants, subject to the City Council’s discretion. All fiscal appropriations are budgeted under the City Council budget unit Contribution to Other Agencies.

WORK PLAN:

N/A

CITY MANAGER RECOMMENDATION:

The City Manager recommends that the City Council receive the report, Community Grant applications and presentations for the grant applicants. The City Council should provide feedback to the City Manager on preference for award amounts based on the budget allocation included in the adopted FY 2024/25 budget.



Alyssa Muto, City Manager

Attachments:

1. City of Solana Beach Community Grant Program "Request for Financial Assistance"
FY 2024/25
2. Grant Applications

City of Solana Beach
Community Grant Program
Request for Financial Assistance

FY 2024-25 APPLICATION

All Applications MUST BE RECEIVED by 5:00 p.m. Thursday, May 23, 2024.

Please fill out this application completely. Print clearly or type.

Please refer to the Community Grant Program Application Guidelines for selection criteria and additional information.

Name of Organization: _____

Mailing Address: _____

City _____ State _____ Zip _____

Contact Person: _____

Daytime Phone: _____

Evening Phone: _____

Email address: _____

Required Attachments (See Application Guidelines for additional information)

1. W-9
2. Summary of organization's budget
3. Proposed program budget
4. Financial and Tax Statements
5. A copy of the California Franchise Tax Board Entity Status Letter showing exemption under Cal. Rev. and Tax. Code Section 23701d or Internal Revenue Code section 501(c)(3). Organizations that are recognized community-based organizations but have not formally filed, will be considered at the City Council's discretion.

Questions

1. Has your organization received financial assistance from the City before?
Yes No

2. If yes, what activities and which fiscal year? _____

3. Grant amount requested for FY 2024-25
\$ _____

4. Proposed Total Program Costs: \$ _____
(Includes all estimated costs to conduct proposed activity/program.)

5. Title of Proposed Program/Service:

6. Grant funds must be used for services or materials directly associated to proposed activity. Please describe how grant funds will be used:

(Attach extra sheet, if necessary.)

7. Estimated number of Solana Beach residents to be served by proposed program: _____

8. Program Dates/Location:

9. Anticipated Program Objectives or Accomplishments:

10. How will the organization acknowledge the City's financial contribution to the community/beneficiaries of the proposed activity?

11. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

12. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

13. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program or service be scaled back and/or is there a threshold at which it will not move forward?

Acknowledgment of Responsibility:

The individual signing below warrants they have been authorized on behalf of the Applicant to execute this application. Applicant acknowledges they have read and understand the Community Grant Program Application Guidelines. Applicant assumes all responsibility for developing and implementing proposed activities or events in this application, including public acknowledgment of the City's financial contribution. Applicant will comply with all accounting and budget procedures, as set forth in the Community Grant Program Application Guidelines and as required by the City. Applicant agrees to hold harmless the City of Solana Beach from all losses, claims, accidents and problems associated, directly or indirectly with the development and implementation of proposed activities or events.

Applicant / Authorized Signature of Organization

Date

ALL INFORMATION REQUESTED ON THIS APPLICATION MUST BE COMPLETED AS A CONDITION FOR BEING CONSIDERED FOR A COMMUNITY GRANT BY THE CITY COUNCIL OF SOLANA BEACH.



SOLANA BEACH

COMMUNITY GRANTS

FISCAL YEAR 2024-2025



CITY OF SOLANA BEACH COMMUNITY GRANT PROGRAM

Fiscal Year 2024/25

1. ASSISTANCE LEAGUE OF RANCHO SAN DIEGUITO	\$6,000.00
2. BIKEWALK SOLANA	\$ 700.00
3. BOYS AND GIRLS CLUBS OF SAN DIEGUITO	\$6,000.00
4. CALIFORNIA WESTERN SCHOOL OF LAW COMMUNITY LAW PROJECT	\$6,000.00
5. CASA DE AMISTAD	\$6,000.00
6. COMMUNITY RESOURCE CENTER	\$6,000.00
7. DISCONNECT COLLECTIVE	\$6,000.00
8. JALISCIENCE FOLKLORIC ACADEMY	\$5,000.00
9. LA COLONIA COMMUNITY FOUNDATION	\$6,000.00
10. NORTH COAST REPERTORY THEATER	\$6,000.00
11. PATHWAYS TO CITIZENSHIP	\$6,000.00
12. RANCHO SANTA FE YOUTH SOCCER	\$1,500.00
13. SANDPIPERS SQUARE DANCE CLUB	\$6,000.00
14. SOLANA BEACH CIVIC & HISTORICAL SOCIETY	\$6,000.00
15. SOLANA BEACH COMMUNITY THEATER	\$6,000.00

**ASSISTANCE
LEAGUE
OF RANCHO
SAN DIEGUITO**

COMMUNITY GRANT APPLICATION



The City of Solana Beach Community Grant Program 2024 Request for Financial Assistance application **MUST BE SUBMITTED by 5:00 PM Thursday, May 23, 2024.**

Please submit completed applications via email to dking@cosb.org and copied to pletts@cosb.org. If email submission is not possible for an applicant, hard copies may be dropped off at City Hall 635 South Highway 101, Solana Beach, CA. 92075, Attn: Community Grants Program.

All requests will be determined by the following criteria:

Name of Organization: Assistance League of Rancho San Dieguito

Contact Person: Kathy O'Leary Email address: alrsd100@gmail.com

Daytime Phone: 760-703-5216 Evening Phone: 760-753-1319

Mailing Address: 270 F North El Camino Real, Box 368

City: Encinitas State: CA Zip: 92024

1. All the documents below are attached to this application:

- W-9
- Summary of Organization's Budget
- Proposed Program Budget
- Financial and Tax Statements (see Application Guidelines)
- Copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)

2. Has your organization received financial assistance from the City before? Yes No
If yes, please state the fiscal year it was received and for the proposed program was:

Shoes for Preschoolers 2014-2023

3. Title of FY 2024/25 Proposed Program/Service: Operation School Bell for Solana Beach students

4. What is the total amount requested for the FY 2023/24 Proposed Total Program? Include all estimated costs to conduct proposed activity/program.

125 Solana Beach elementary students will be invited to shop at a local retail store. They will each have \$125 tax-free to spend on new school clothes and shoes.
Total cost: \$15,625.

5. Grant funds must be used for services or materials directly associated with the proposed activity. Please describe how grant funds will be used:

Each student will have \$125 tax-free to spend on new school clothes and shoes.

The students are chosen by the school liaisons and shop with their families at a local retail store.

Assistance League members work at the registration table, in the boys' and girls' departments and at checkout.

The Assistance League members at checkout have the gift cards to pay for the purchases and they also keep the receipt so there are no returns allowed.

6. Anticipated Program Objectives or Accomplishments:

Having new clothes and shoes extends these students' life experiences. Some had not previously had the job of receiving new clothes or shoes "like everyone else has."

Poor self-esteem can have a negative impact on academic performance and attendance. The new clothes and shoes that Assistance League provides go a long way toward boosting a child's self-confidence, a positive starting point for achieving academic success.

7. Program Dates/Location:

Ten dates in September-October 2024 at the Encinitas Target store

100+ students are invited to each of the ten shopping events.

8. Estimated number of Solana Beach residents to be served by proposed program: 125
9. How will the organization acknowledge the City's financial contribution to the community/beneficiaries of the proposed activity?

Assistance League will list the City of Solana Beach Community Grants as one of our donors in our publicity materials: community newsletter, our website, at our thrift shop, in the program for our spring fundraiser and on other grant applications.

10. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

There are no matching funds available but we have received grants from the City of Encinitas and the San Diego Board of Supervisors.

11. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

Our volunteers work at the shopping events as the registration table, in the boys' and girls' departments and at the designated checkout stands. They are not paid.

12. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

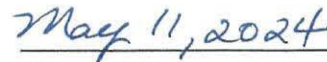
If we only receive partial funding, the program will move forward. However, we might have to reduce the amount of money each student has to spend.

Acknowledgment of Responsibility:

Authorized Signature assumes all responsibility for developing and implementing proposed activities or events in this application, including public acknowledgment of the City's financial contribution. Authorized signature will comply with all accounting and budget procedures outlined by the City. Authorized signature and accompanying group will hold harmless the City of Solana Beach from all losses, claims, accidents, and problems associated, directly or indirectly with the development and implementation of proposed activities or events.



Authorized Signature of Organization



Date

ALL INFORMATION REQUESTED ON THIS APPLICATION MUST BE COMPLETED AS A CONDITION FOR BEING CONSIDERED FOR PUBLIC FUNDS BY THE CITY COUNCIL OF SOLANA BEACH.

Assistance League of Rancho San Dieguito

New clothes and shoes for 125 elementary students from
Solana Beach

Budget for 2024-2025

125 students x \$125 each = \$15,625

Assistance League of Rancho San Dieguito
Condensed Stmt of Financial Activities Budget vs. Actual
June 2023 through April 2024

	Jun '23 - Apr ...	Budget	\$ Over Budget	% of Budget
Income				
4000 · Contributions	32,730.48	26,220.00	6,510.48	124.8%
4100 · Grants	40,606.00	31,000.00	9,606.00	131.0%
4201 · Thrift Shop	258,941.41	226,000.00	32,941.41	114.6%
4300 · Special events	97,037.14	72,000.00	25,037.14	134.8%
4500 · Investment Income	13,708.82	13,500.00	208.82	101.5%
4600 · Member-Only	13,197.54	11,280.00	1,917.54	117.0%
Total Income	456,221.39	380,000.00	76,221.39	120.1%
Gross Profit	456,221.39	380,000.00	76,221.39	120.1%
Expense				
5100 · Philanthropic Progra...	165,854.25	209,150.00	-43,295.75	79.3%
5200 · Thrift Shop Expense	130,928.31	141,715.00	-10,786.69	92.4%
5300 · Fundraising Expense	966.56	1,600.00	-633.44	60.4%
5600 · Special Events Expe...	11,827.50	26,500.00	-14,672.50	44.6%
5800 · Management & Gene...	16,395.84	13,585.00	2,810.84	120.7%
5900 · Member Only expense	9,167.09	7,835.00	1,332.09	117.0%
Total Expense	335,139.55	400,385.00	-65,245.45	83.7%
Net Income	121,081.84	-20,385.00	141,466.84	-594.0%

BIKEWALK

SOLANA



COMMUNITY GRANT APPLICATION

The City of Solana Beach Community Grant Program 2024 Request for Financial Assistance application **MUST BE SUBMITTED by 5:00 PM Thursday, May 23, 2024.**

Please submit completed applications via email to dking@cosb.org and copied to pletts@cosb.org. If email submission is not possible for an applicant, hard copies may be dropped off at City Hall 635 South Highway 101, Solana Beach, CA. 92075, Attn: Community Grants Program.

All requests will be determined by the following criteria:

Name of Organization: BikeWalkSolana

Contact Person: Karl Rudnick Email address: rudnick.cooper@gmail.com

Daytime Phone: 858-481-7910 Evening Phone: _____

Mailing Address: 1019 San Patricio Drive

City: Solana Beach State: CA Zip: 92075

1. All the documents below are attached to this application:

- W-9
- Summary of Organization's Budget
- Proposed Program Budget
- Financial and Tax Statements (see Application Guidelines)
- Copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)

2. Has your organization received financial assistance from the City before? Yes No

If yes, please state the fiscal year it was received and for the proposed program was:

See attached document

3. Title of FY 2024/25 Proposed Program/Service: BikeWalkSolana: Think Outside The Care

4. What is the total amount requested for the FY 2023/24 Proposed Total Program? Include all estimated costs to conduct proposed activity/program.
\$700

5. Grant funds must be used for services or materials directly associated with the proposed activity. Please describe how grant funds will be used:

See attached document

6. Anticipated Program Objectives or Accomplishments:

See attached document

7. Program Dates/Location:

See attached document

8. Estimated number of Solana Beach residents to be served by proposed program: 200

9. How will the organization acknowledge the City's financial contribution to the community/beneficiaries of the proposed activity?

We will thank the City for its financial contribution on <https://bikewalksolana.org/> as well as in any printed and electronic fliers distributed to promote each and every event. We will also verbally thank the City's financial contribution during the event itself.

10. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

There will not be any matching funds or other grants. However, we were able to leverage this year's events (made possible by our last grant from the Community Foundation), to get donations from local businesses for additional prizes for the raffles, and will work to do the same thing for future events.

11. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

BikeWalkSolana is a volunteer organization, and its volunteers have helped to host previous Tours of Solana Beach. Volunteers will also be used to lead the community bike rides.

12. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

If only partial funding is awarded, some of the proposed events will move forward, but not all of them. As expenses for insurance are unavoidable, BikeWalkSolana will evaluate the funding level and determine which of the proposed events will best serve the community. If less than \$550 is granted, only the self-guided walk and scavenger hunt will be possible. If no money is granted, none of the events will be possible.

Acknowledgment of Responsibility:

Authorized Signature assumes all responsibility for developing and implementing proposed activities or events in this application, including public acknowledgment of the City’s financial contribution. Authorized signature will comply with all accounting and budget procedures outlined by the City. Authorized signature and accompanying group will hold harmless the City of Solana Beach from all losses, claims, accidents, and problems associated, directly or indirectly with the development and implementation of proposed activities or events.

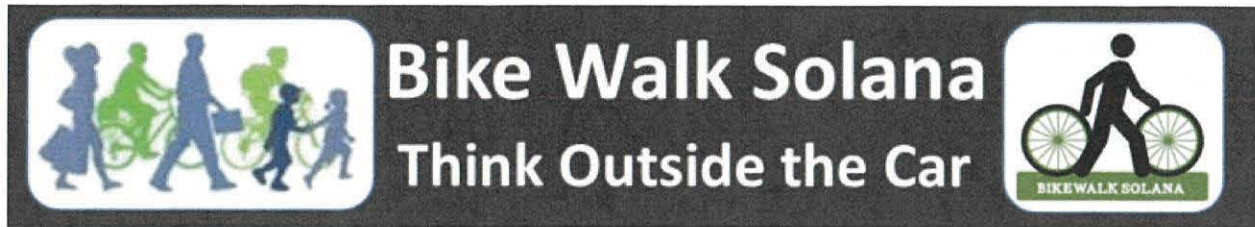


May 22, 2024

Authorized Signature of Organization

Date

ALL INFORMATION REQUESTED ON THIS APPLICATION MUST BE COMPLETED AS A CONDITION FOR BEING CONSIDERED FOR PUBLIC FUNDS BY THE CITY COUNCIL OF SOLANA BEACH.



City of Solana Beach 2024-2025 Community Grant Application

1. Required documents

W9 (attached)

Summary of Organization's Budget

We have no income source and rely on grants and donations, including in-kind donations from local businesses, for any events we run that have expenses. We have a bank account with Mission Federal Credit Union to track income and expenses. Attached is a screenshot (the April bank statement doesn't show expenses against our current grant), showing a balance of \$2,439. We have expenses of \$482 not shown there and additional expenses associated with our final events as our 2023-24 Community Grant comes to a close on May 31, 2024. Due to the lack of a requirement to provide insurance to cover education events earlier in our grant period, we expect to have about \$1,800 unspent. That can either be returned to COSB or we can use it to cover fees with the San Diego County Bike Coalition for summer education that COSB might contract with the Coalition.

Proposed Program Budget

We propose to decrease our spending this year as we don't believe we need to fund the safe cycling classes as we have in the past, and will focus on smaller community events. The budget includes the following:

\$200: Second annual family-oriented bike ride
\$300: New self-guided walking tour/scavenger hunt
\$200: Fifth Tour of Solana Beach Community Bike Ride
\$700 Total

Financial and Tax Statements

BikeWalkSolana is an advocacy and education committee listed as a Community or Volunteer Group on our EIN and does not file tax returns.

CA Franchise Tax Board Entity Status Letter (unnecessary as we do not file a tax return as a citizen committee)

**2. Has your organization received financial assistance from the City before? (Yes)
If yes, please state the fiscal year it was received and for the proposed program was:**

Recently we have received the following grants from the Solana Beach Community Grant Program:

- 2023-24: \$3650
- 2022-23: \$2000
- 2021-22: \$1500

In the past we have used these funds for several events to promote active transportation in the City of Solana Beach and get the community to think outside the car to discover Solana Beach. The funds were used to cover the costs associated with a Tour of Solana Beach Community Ride, a SafeCycling Class, and a Tour of Solana Beach Scavenger Hunt. Outreach for the events was accomplished using City of Solana Beach E-blasts, articles in the Solana Beach Sun and Del Mar Times, posting flyers in local businesses, social media, and websites.

For FY 2013-2014 BikeWalkSolana received \$800 for a Bicycle Safety Rodeo and other educational events. In 2014-2015 BikeWalkSolana received \$1000 for a Bicycle Safety Rodeo.

3. Title of FY 2024/25 Proposed Program/Service:

BikeWalkSolana: Think Outside The Car

The group will offer a series of community events throughout 2024 and 2025 to build relationships, have fun, and promote the use of alternative mobility options in Solana Beach.

**4. What is the total amount requested for the FY 2024/25 Proposed Total Program?
Includes all estimated costs to conduct proposed activity/program.**

\$700

5. Grant funds must be used for services or materials directly associated with the proposed activity. Please describe how grant funds will be used:

BikeWalkSolana will use the funds to support a number of community events. This includes the following:

- *Solana Beach Community Bike Ride*: This proposed as a flat route geared toward families with children along the Rail Trail, Sierra, and Cedros as an easier alternative to the traditional 15 mile Tour of Solana Beach Community Ride. Bikes, scooters, and other mobility options are all welcome.

Estimated cost: \$200

\$50 permit fee and \$150 for lemonade and treats to fuel the young participants.

- *Self-Guided Walking Tour and Scavenger Hunt of Solana Beach:* This is proposed as a self-guided 2-3 mile historical walking tour of the city. Previous scavenger hunts hosted by the group have been geared more toward bicyclists, but in 2024-2024 we did a shorter walk accessible to walkers. Along the hunt, people will locate points of interest highlighting art, whimsy, pedestrian infrastructure, and local history. We plan to partner with the Solana Beach Civic and Historical Society, whose historical plaques with QR codes on historic buildings will help scavenger hunters find answers to questions about Solana Beach's past.

Estimated cost: \$300

\$300 for raffle prizes from local businesses to encourage participation.

- *Fifth Tour of Solana Beach Community Ride:* This is an approximately 15 mile bike tour of the city that highlights mobility improvements the city has or will make to its infrastructure as well as a tour of all of the city's different neighborhoods. The tour is led by qualified ride monitors at a leisurely pace. BikeWalkSolana has hosted four successful community rides in the past, most recently in 2023 when we had about 40 participants, including two children on their own bikes and two children on a parent's cargo e-bike. BikeWalkSolana typically holds this event in May, which is National Bike Month.

Estimated cost: \$200

\$50 for permit fee and \$150 for raffle prizes that both encourage attendance and also serve as a way to distribute bike safety equipment, such as helmets, lights, and high-visibility gear.

6. Anticipated Program Objectives or Accomplishments

BikeWalkSolana is dedicated to making Solana Beach better for walking and biking for travelers of all ages. We educate the community about the city's alternative mobility options, improvements to bike/walk infrastructure, and bicycle and pedestrian safety information through our series of mobility events and trainings. We also work with the city to advocate for improvements to the city's bike and pedestrian infrastructure.

Previous community bike rides have been very successful. In 2019 we had over 100 participants, and in 2023 we had approximately 40 riders join us for the event. We have also had hundreds of participants over the previous three scavenger hunts. We hope to reach even more community members by expanding our tour and scavenger hunt ideas to shorter and flatter routes to encourage pedestrians and more children to participate.

7. Program Dates/Location

- *Solana Beach Community Ride*: The route will include portions of the Rail Trail, Sierra, and Cedros and will be held in spring 2025, exact date TBD.
- *Self-Guided Walking Tour and Scavenger Hunt of Solana Beach*: Exact route is to be established, but will include some of the historic highlights of the city, including areas of 101/Cedros and La Colonia. BikeWalkSolana aims to hold the event in Spring 2025, exact date TBD.
- *Fifth Tour of Solana Beach Community Ride*: This is an approximately 15 mile bike tour of the city and will traverse all of the different areas of the city. It will be held in May 2025 to celebrate Bike Month.

8. Estimated number of Solana Beach residents to be served by proposed program:

- *Solana Beach Family Bike/Roll/Ride*: 40-50 people
- *Self-Guided Walking Tour and Scavenger Hunt of Solana Beach*: 100 people
- *Fifth Tour of Solana Beach Community Ride*: 40-50 people

9. How will the organization acknowledge the City's financial contribution to the community/ beneficiaries of the proposed activity?

We will thank the City for its financial contribution on <https://bikewalksolana.org/> as well as in any printed and electronic fliers distributed to promote each and every event. We will also verbally thank the City's financial contribution during the event itself.

10. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

There will not be any matching funds or other grants. However, we were able to leverage this year's events (made possible by our last grant from the Community Foundation), to get donations from local businesses for additional prizes for the raffles, and will work to do the same thing for future events.

11. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

BikeWalkSolana is a volunteer organization, and its volunteers have helped to host previous Tours of Solana Beach. Volunteers will also be used to lead the community bike rides.

12. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

If only partial funding is awarded, some of the proposed events will move forward, but not all of them. As expenses for insurance are unavoidable, BikeWalkSolana will evaluate the funding level and determine which of the proposed events will best serve the community. If less than \$550 is granted, only the self-guided walk and scavenger hunt will be possible. If no money is granted, none of the events will be possible.

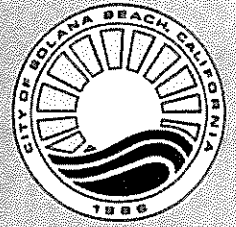
BOYS & GIRLS

CLUBS

OF

SAN DIEGUITO

COMMUNITY GRANT APPLICATION



The City of Solana Beach Community Grant Program 2024 Request for Financial Assistance application **MUST BE SUBMITTED by 5:00 PM Thursday, May 23, 2024.**

Please submit completed applications via email to dking@cosb.org and copied to pletts@cosb.org. If email submission is not possible for an applicant, hard copies may be dropped off at City Hall 635 South Highway 101, Solana Beach, CA. 92075, Attn: Community Grants Program.

All requests will be determined by the following criteria:

Name of Organization: Boys & Girls Clubs of San Diegiuto

Contact Person: Annalyse Ortega Email address: grants@bgcsandieguito.org

Daytime Phone: (858) 755-9371 ext. 328 Evening Phone: (858) 755-9371 ext. 328

Mailing Address: 533 Lomas Santa Fe Drive

City: Solana Beach State: CA Zip: 92075

1. All the documents below are attached to this application:

- W-9
- Summary of Organization's Budget
- Proposed Program Budget
- Financial and Tax Statements (see Application Guidelines)
- Copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)

2. Has your organization received financial assistance from the City before? Yes No

If yes, please state the fiscal year it was received and for the proposed program was:

Financial aid (2023-2024). mentoring (2018-2022). summer programs (2015-2017). STEM (2014)

3. Title of FY 2024/25 Proposed Program/Service: Power Hour: Daily Tutoring and Homework Assistance

4. What is the total amount requested for the FY 2023/24 Proposed Total Program? Include all estimated costs to conduct proposed activity/program.

We respectfully request \$6,000, which would help offset the cost of Power Hour, a daily program that offers homework assistance, tutoring time, and educational activities. Each day during their After-School Programs, Harper Teen Center and La Colonia Clubhouse members meet with one-on-one tutors or small groups to finish their homework and engage in high-yield learning activities. Estimated costs include wages of tutors and staff, program supplies, and the overhead costs it takes to provide youth with comfortable, safe spaces to learn in.

5. Grant funds must be used for services or materials directly associated with the proposed activity. Please describe how grant funds will be used:

If awarded, grant funds would be used to offset the cost of program supplies (such as literacy materials, math activities, paper, pencils, etc.) as well as staff's time spent tutoring and guiding youth through their daily academic programming. We would also appreciate the opportunity to use the awards to offset costs of equipment and tech related to this program such as the cost of repairing the computers that youth use for schoolwork or purchasing ink for the printer to print STEM activities.

6. Anticipated Program Objectives or Accomplishments:

Each day, youth will receive academic remediation and tutoring to raise their grades/GPA, resulting in youth being on track to graduate to the next grade or from high school into college. Each programming week will integrate expanded learning opportunities in STEM, the Arts, and/or literacy, ensuring that at-risk youth have a myriad of experiences that address their needs and interests and includes multiple content areas. Throughout the year, staff will work closely with families, teachers, and school staff to ensure that each youth has the appropriate support for their unique learning needs.

7. Program Dates/Location:

The program will take place from August 12, 2024-May 30, 2025 at Harper Teen Center (533 Lomas Santa Fe Drive) and La Colonia Clubhouse (715 Stevens Avenue).

8. Estimated number of Solana Beach residents to be served by proposed program: 75
9. How will the organization acknowledge the City's financial contribution to the community/beneficiaries of the proposed activity?

We would be thrilled to announce a partnership via our social media pages (Facebook, Instagram, LinkedIn), and our monthly newsletter, which reaches 21,000 unique email addresses. The City would also be recognized on our website on our "Partners" page and annual report, which is sent out to 175 donors and posted on our webpage.

10. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

Whenever we can name a supporter, particularly a city, it strengthens our applications to other grantors and shows strong community support. In the past, we have seen new and returning supporters donate due to seeing the breadth and depth of our partnerships with local government, foundations, and donors. We are currently looking for other grants that we could apply to for Power Hour.

11. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

Volunteers are core partners for our Clubhouses, and we are grateful that our volunteer program continues to grow with retired teachers, librarians, high school and college students, families, and retirees who are dedicated to using their time and energy to support our programs. They help us reduce expenses, with each volunteer saving the Club an estimated \$29.95 per hour. Our partner organizations are also immensely helpful in bringing their passion and enthusiasm to our youth, helping us work together to create a supportive and positive environment for local youth while also helping us reduce costs.

12. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

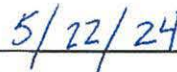
We are dedicated to sustaining Power Hour; daily time in expanded learning and homework assistance has proven successful in increasing at-risk and low-income youths' likelihood of graduating from high school and achieving academic success. Power Hour is a vital part of our programming, opening doors for many of our youth and cultivating their curiosity, skills, and knowledge. As such, our Development team works year-round to support this and other programs through grant writing, events, donor cultivation, and campaigns.

Acknowledgment of Responsibility:

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Authorized Signature of Organization



Date

ALL INFORMATION REQUESTED ON THIS APPLICATION MUST BE COMPLETED AS A CONDITION FOR BEING CONSIDERED FOR PUBLIC FUNDS BY THE CITY COUNCIL OF SOLANA BEACH.

La Colonia Clubhouse and Harper Teen Center - Power Hour Budget FY 25

Item	Cost	Notes
Program Staff Wages	\$ 48,968.77	
Support Staff Wages	\$ 8,225.40	Includes database manager, front desk reception, and maintenance wages
Payroll Taxes	\$ 5,329.94	
Employee Benefits	\$ 6,852.71	
Workers Comp	\$ 935.22	
Program Supplies	\$ 1,000.00	
Technology and Equipment Expense	\$ 4,231.72	Includes things like printer maintenance, replacing computers, and purchasing ink
Bank/Merchant Charges	\$ 627.33	
Insurance	\$ 1,561.86	
Janitorial and Maintenance	\$ 2,875.77	
Office Supplies	\$ 134.75	
Repairs	\$ 2,321.89	
Staff Development	\$ 468.75	
Trip Expense	\$ 3,062.50	
Telephone	\$ 1,322.40	
Utilities/Security	\$ 10,698.69	
Vehicle Expense	\$ 3,234.87	
TOTAL	\$ 101,852.56	



Boys & Girls Clubs of San Dieguito FY24 Operating Budget

Contributions			
	General Contributions	817,818	
	Board Commitment	70,000	
	Corporate Sponsors	50,000	
	Direct Mail Income	30,000	
	Other (Escrip, United Way)	300	
	Total Contributions	968,118	
Fundraising			
	Chip in for Kids Golf	225,000	
	YOY Fundraiser	225,000	
	Jr. Board Events	87,000	
	Community Event and Fundraising Revenue	313,146	
	Total Fundraising	850,146	
Grants		175,698	
Rent Non-Program/Branches		394,152	
Programs/Branches Revenue			
	Branches	943,090	
	Summer Adventure Camps	471,973	
	Center for a Healthy Lifestyle	55,135	
	Athletics	459,650	
	Bulldogs	441,000	
	Aquatics	1,441,605	
	Youth Arts Academy	226,407	
	Carmel Valley Montessori School	1,237,763	
	Total Programs/Branches	5,276,622	
	Total Revenue	7,664,736	

GREAT FUTURES START HERE.



Wages		
	Program Salaries and Related	3,358,648
	Administration Wages	977,110
	Payroll Taxes and Workers Comp	386,014
	Benefits	387,478
	401K	73,830
	Total Wages & Related Expenses	5,183,082
Other Expenses		13,650
Fundraising Expenses		391,015
Total Branch Program Expenses		405,151
Expenses related to rental income		58,906
Overhead Expenses		1,589,975
	Total Expenses	7,641,779

Net Income (Loss) from Operations		22,957
Other Restricted Revenues		(145,000)
Net Income (Loss) after Restrictions		(122,043)

GREAT FUTURES START HERE.

Boys & Girls Clubs of San Dieguito
Balance Sheet

	February 29, 2024	January 31, 2024	% Variance Month to Month	June 30, 2023	
ASSETS					
Operating Cash	165,884	390,342	-36%	72,927	-29%
Savings Account	1,807,050	2,684,444		2,720,513	
Accounts Receivable	4,970	5,987		17,525	
Other Current Assets	46,401	49,356		43,238	
Total Current Assets	2,024,304	3,130,128	-35%	2,854,203	-29%
Property and Equipment:					
Land, Buildings and Building Improvements	15,941,407	15,941,407		15,941,407	
Autos, Equipment and Furniture	1,659,789	1,659,789	-	1,570,946	
Accumulated Depreciation	(8,695,012)	(8,695,012)		(8,454,012)	
Total Property and Equipment	\$ 8,906,184	\$ 8,906,184	0%	\$ 9,058,341	-2%
Due from Foundation	286,322	286,322		284,781	
Investments	1,000,000				
Restricted Net Assets	474,732	474,732		305,930	
Operating Lease right of use	70,879	70,879		70,879	
Total Other Assets	\$ 1,545,611	\$ 545,611	183%	\$ 376,809	310%
Total Assets	\$ 12,762,422	\$ 12,868,246	-1%	\$ 12,574,133	1%
LIABILITIES AND CAPITAL					
Current Liabilities:					
Accounts Payable	182,761	170,416		200,656	
Payroll and Taxes Payable	175,806	139,152		198,578	
Accrued Expenses	53,629	66,591		66,313	
Deferred Income	92,463	75,833		344,370	
Operating Lease Liability	70,879	70,879		70,879	
Total Current Liabilities	575,538	522,872	10%	880,796	-35%
Long-Term Liabilities:					
Vacation Accrual	185,914	185,914		185,914	
Other Liabilities	474,732	474,732		305,930	
Total Long-Term Liabilities	\$ 660,646	\$ 660,646	0%	\$ 491,844	34%
Total Liabilities	\$ 1,236,184	\$ 1,183,519	4%	\$ 1,372,640	-10%
Capital:	11,526,257	11,684,727		11,201,493	
Total Liabilities and Capital	\$ 12,762,442	\$ 12,868,246	-1%	\$ 12,574,133	1%

CAL WESTERN

COMMUNITY

LAW

PROJECT

COMMUNITY GRANT APPLICATION



The City of Solana Beach Community Grant Program 2024 Request for Financial Assistance application **MUST BE SUBMITTED by 5:00 PM Thursday, May 23, 2024.**

Please submit completed applications via email to dking@cosb.org and copied to pletts@cosb.org. If email submission is not possible for an applicant, hard copies may be dropped off at City Hall 635 South Highway 101, Solana Beach, CA. 92075, Attn: Community Grants Program.

All requests will be determined by the following criteria:

Name of Organization: California Western School of Law (CLP)

Contact Person: Dana Sisitsky Email address: dsisitsky@cwsl.edu

Daytime Phone: (619) 515-1536 Evening Phone: (619) 515-1536

Mailing Address: 225 Cedar Street

City: San Diego State: CA Zip: 92101

1. All the documents below are attached to this application:

- W-9
- Summary of Organization's Budget
- Proposed Program Budget
- Financial and Tax Statements (see Application Guidelines)
- Copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)

2. Has your organization received financial assistance from the City before? Yes No

If yes, please state the fiscal year it was received and for the proposed program was:

We received funding in fiscal year 2023-2024 for the Community Grants Program.

3. Title of FY 2024/25 Proposed Program/Service: Solana Beach In-Person Legal Clinics and Community Education

4. What is the total amount requested for the FY 2023/24 Proposed Total Program? Include all estimated costs to conduct proposed activity/program.

The total estimated cost for operation of monthly Solana Beach clinics and periodic programming, along with related outreach, is approximately \$19,580 (including in kind costs). Requested amount from City of Solana Beach is \$6,000. Remainder of expenses will be funded through other sources. This project has been in operation for several years based on above funding calculations.

5. Grant funds must be used for services or materials directly associated with the proposed activity. Please describe how grant funds will be used:

Funds will be utilized to staff monthly free legal clinics and community legal education programming at St. Leo Community Church in Solana Beach. CLP has been providing legal services throughout San Diego since 2005 and specifically in Solana Beach since 2015. To date CLP has provided much needed assistance in a wide variety of legal areas to thousands of individuals, including well over 750 people through our Solana Beach clinics and community education events. CLP is unique in the way that the clinics are accessible to community members in the North County; direct client services are provided in person, on a first come first serve basis, and clients are not screened for eligibility based on income or immigration status. As most administrative and space costs are provided in kind, all funds will cover staff compensation.

6. Anticipated Program Objectives or Accomplishments:

1. Conduct at least 10 in-person monthly legal clinics between 9/2024 - 8/2025 on site in Solana Beach with goal of assisting 75 or more people with their legal issues.
2. Provision of two or more community education presentations in Solana Beach (likely partnering with Casa de Amistad) presenting on areas of most legal need for the community.
3. Attendance at coalition meetings with other Solana Beach providers and/or regular communication with local Solana Beach social service organizations to ensure that the community is well-informed on legal trends and has a contact if an emergency legal need comes up in the community.

7. Program Dates/Location:

Legal Clinic - One Wednesday per month at St. Leo Mission Church; Community Education presentations - twice during year at times and locations coordinated with partnering organizations.

8. Estimated number of Solana Beach residents to be served by proposed program: 75-100
9. How will the organization acknowledge the City's financial contribution to the community/beneficiaries of the proposed activity?

The Community Law Project is happy to share news of any funding received by the City of Solana Beach through our social media outlets (Facebook, Instagram, and LinkedIn). We are also happy to post signage at our clinic / community legal education presentations indicating that the program is supported through funding from the City of Solana Beach.

10. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

There will not be matching funds, but this project is partially funded through several other funding sources (including funding from California Western School of Law, other grant and private donations, and in-kind support of space and resources).

11. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

Our program has three paid staff members who act as primary legal supervisors and trainers, as well as coordinators. The rest of the close to 100 individuals who work with our program do so in a volunteer capacity. This includes local attorneys who provide free legal specialty advice to individuals with complex legal questions, law students who serve as primary interviewers for clients and help identify their needs, and bilingual undergraduate students who help with interpretation. Our program's use of volunteers helps keep overhead expenses very low.

12. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

The portion of our program that provides services in Solana Beach has traditionally been funded through a combination of a grant specific to Solana Beach and other funding sources that do not earmark funding for a specific geographic area. Total funding has allowed us to hold monthly clinics in Solana Beach and approximately two legal education presentation in the area annually. If we were to not be awarded funding, we would need to reduce the total annual number of clinics we have in Solana Beach. If funding was partial but close to the amount requested, we anticipate being able to maintain services as they have been provided over the past year.

Acknowledgment of Responsibility:

Authorized Signature assumes all responsibility for developing and implementing proposed activities or events in this application, including public acknowledgment of the City's financial contribution. Authorized signature will comply with all accounting and budget procedures outlined by the City. Authorized signature and accompanying group will hold harmless the City of Solana Beach from all losses, claims, accidents, and problems associated, directly or indirectly with the development and implementation of proposed activities or events.

DocuSigned by:
CINDY BERTRAM
55341224F53A4BE...

5/21/2024

Authorized Signature of Organization

Date

ALL INFORMATION REQUESTED ON THIS APPLICATION MUST BE COMPLETED AS A CONDITION FOR BEING CONSIDERED FOR PUBLIC FUNDS BY THE CITY COUNCIL OF SOLANA BEACH.



CALIFORNIA WESTERN
SCHOOL OF LAW | San Diego

**California Western School of Law Community Law Project
Solana Beach Site and Programming
Proposed Operating Budget
August 1, 2024 – July 31, 2025**

Program Income	Grants*	\$7,700
	Individuals	\$1,055
	California Western	\$7,500
	Community Partners (in-kind)	\$2,500
	<u>California Western School (in-kind)</u>	<u>\$825</u>
Total Income		\$19,580
Program Expenses		
	Personnel	
	Executive Director (full time)	\$7,470
	Supervising Attorney (full time)	\$6,535
	Community Ed Coordinator (part-time)	\$1,940
	CWSL Administrative Support **	\$500
	Rent and Utilities**	
	Solana Beach Project	\$2,500
	Malpractice Insurance**	\$250
	Meetings, Events & Outreach	\$180
	Web Hosting Fees**	\$75
	Membership Dues	\$50
	Supplies	\$70
	<u>Mileage</u>	<u>\$10</u>
Total Expenses		\$19,580

* Portion committed and portion potential

**Provided in-kind



California Western School of Law Community Law Project
Proposed Operating Budget
August 1, 2023 – July 31, 2024

Program Income	Grants	\$120,000
	Individuals	\$20,000
	Anticipated Cy Pres Awards	\$15,171
	California Western	\$150,000
	Community Partners (in-kind)	\$28,150
	California Western School (in-kind)	\$16,500
	Total Income	\$349,821
Program Expenses	Personnel	
	Executive Director (full time)	\$143,938
	Supervising Attorney (full time)	\$118,168
	Community Ed Coordinator (part-time)	\$37,585
	CWSL Administrative Support **	\$10,000
	Rent and Utilities**	
	Downtown Project	\$8,050
	City Heights/North Park Projects	\$16,800
	Solana Beach Project	\$2,100
	Other	\$1,200
	Malpractice Insurance**	\$5,000
	Meetings, Events & Outreach	\$3,500
	Web Hosting Fees**	\$1,500
	Membership Dues	\$1,000
	Supplies	\$ 830
	Mileage and Parking	\$150
	Total Expenses	\$349,821

* Portion committed and portion potential

**Provided in-kind

CASA

DE

AMISTAD

— CITY OF SOLANA BEACH —

COMMUNITY GRANT APPLICATION



The City of Solana Beach Community Grant Program 2024 Request for Financial Assistance application **MUST BE SUBMITTED by 5:00 PM Thursday, May 23, 2024.**

Please submit completed applications via email to dking@cosb.org and copied to pletts@cosb.org. If email submission is not possible for an applicant, hard copies may be dropped off at City Hall 635 South Highway 101, Solana Beach, CA. 92075, Attn: Community Grants Program.

All requests will be determined by the following criteria:

Name of Organization: Casa de Amistad Centro De Enseñanza

Contact Person: Nicole Mione-Green Email address: director@casadeamistad.o

Daytime Phone: 858-509-2590 Evening Phone: 858-335-3384

Mailing Address: 120 Stevens Avenue

City: Solana Beach State: CA Zip: 92075

1. All the documents below are attached to this application:

- W-9
- Summary of Organization's Budget
- Proposed Program Budget
- Financial and Tax Statements (see Application Guidelines)
- Copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)

2. Has your organization received financial assistance from the City before? Yes No

If yes, please state the fiscal year it was received and for the proposed program was:

FY23-24 and Kinder to College Study Companions Program.

3. Title of FY 2024/25 Proposed Program/Service: Kinder to College Study Companions Program

4. What is the total amount requested for the FY 2023/24 Proposed Total Program? Include all estimated costs to conduct proposed activity/program.

Casa de Amistad is requesting a \$6,000 grant. The program budget is \$453,485 and includes staffing, tutoring, supplies, facility fees, curriculum, volunteer training, events and outreach.

5. Grant funds must be used for services or materials directly associated with the proposed activity. Please describe how grant funds will be used:

Our youngest learners are truly struggling. Literacy assessments show 52% of our students at the beginning of third grade were reading below the 25th percentile. Disruptions in education as a result of the pandemic, combined with other factors are creating chaos for our students. To combat this, funding would help to support the development of more robust and comprehensive service offerings to meet the needs of the community. We are focused on expanding literacy and math-focused offerings to enhance the curriculum and increase the quality and quantity of resources and support available for students

6. Anticipated Program Objectives or Accomplishments:

The goals of the program are to 1) remove educational barriers for underserved students in North County Coastal San Diego; 2) strengthen academic achievement/success for students at each stage of their educational journey; 3) increase college enrollment for low-income, underserved San Diego students; and 4) enhance the emotional and social well-being for diverse student population.

7. Program Dates/Location:

The program runs year-round. Services are offered on Tuesday and Thursdays at 120 Stevens Avenue, Solana Beach, CA 92075 and Mondays at 7807 Centella St, Carlsbad, CA 92009.

8. Estimated number of Solana Beach residents to be served by proposed program: 144
9. How will the organization acknowledge the City's financial contribution to the community/beneficiaries of the proposed activity?

Casa de Amistad appreciates the generosity of all donors and acknowledges our funding partners through recognition in print materials, on the website, through social media, and at all organizational events. Donors are also invited to an annual stewardship event held at a different location in the community each year.

10. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

Casa de Amistad's annual revenue comes from individual donors, private foundations and government sources. The goal is to continue to build relationships with new and existing funders in the community to support sustainability. A grant from the City of Solana Beach will provide the leverage needed to secure support from additional funding sources within the community.

11. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

Volunteers are an integral part of our program operations. This fiscal year, the organization utilized the time of over 225 volunteers, 41 of whom were Solana Beach residents, to provide tutoring and mentoring to our youth. A large volunteer base will continue to support sustainability and lower costs to deliver our programming.

12. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

This program will still move forward even if only awarded partial funding. As an organization that is deeply immersed within the local community, we have a cadre of volunteers, parents, funders and other stakeholders who are dedicated to the continuation of this critical programming. We will continue to collaborate with our community partners to ensure the educational needs of our underserved youth are met.

Acknowledgment of Responsibility:

Authorized Signature assumes all responsibility for developing and implementing proposed activities or events in this application, including public acknowledgment of the City’s financial contribution. Authorized signature will comply with all accounting and budget procedures outlined by the City. Authorized signature and accompanying group will hold harmless the City of Solana Beach from all losses, claims, accidents, and problems associated, directly or indirectly with the development and implementation of proposed activities or events.



5/23/2024

Authorized Signature of Organization

Date

ALL INFORMATION REQUESTED ON THIS APPLICATION MUST BE COMPLETED AS A CONDITION FOR BEING CONSIDERED FOR PUBLIC FUNDS BY THE CITY COUNCIL OF SOLANA BEACH.



May 23, 2024

Dan King
Assistant City Manager
City of Solana Beach
635 South Highway 101
Solana Beach, CA 92075

Dear Mr. King,

Thank you for your commitment to enhancing the literacy and education of youth in Solana Beach. Casa de Amistad is in DIRECT alignment with the mission of the City of Solana Beach Community Grants Program. Respectfully, Casa de Amistad requests a \$6,000 grant to support our Study Companions Kinder to College Program. Casa de Amistad is playing a critical role to support positive educational outcomes in our community.

Organizational programming improves the academic achievement of low-income children in kindergarten through 12th grade by providing them with a safe space to flourish and reach their full potential. Our organization provides comprehensive and holistic services to support a student at each stage of their educational journey.

Enclosed is our completed proposal and required attachments for review. Please contact me at 858-335-3384 or director@casadeamistad.org with any questions or for further information. We appreciate your consideration and look forward to hearing from you soon.

Sincerely,

Nicole Mione-Green
Executive Director

Proposed Program Budget

**Casa de Amistad
Kinder to College Study Companions Program
Project Budget**

SUPPORT & REVENUE

Individual contribution	100,000.00
Site Contributions	2,000.00
Fundraising Event Income	80,000.00
Government Grants	25,000.00
Corporate/business grants	34,485.00
Foundation/Non Profit grants	175,000.00
Donated Rent	37,000.00
Total Support & Revenue	\$453,485.00

EXPENSES

Salary/ Hourly Pay	359,000.00
Employer Payroll taxes	22,061.00
Worker Compensation Insurance	2,545.00
Staff Development	1,200.00
Software	6,500.00
Supplies	2,500.00
Nutrition	2,729.00
Kinder to College Curriculum	3,000.00
Parties and Celebrations	1,000.00
Personal Background Checks	1,500.00
Tutor Expense	500.00
Communications & Outreach	6,000.00
Insurance - other	2,250.00
Advertising	500.00
Facilities Fee	5,200.00
Donated Rent Expense	37,000.00
Total Expenses	\$453,485.00

Summary of Organization's Budget

**Casa de Amistad, Centro de Ensenanza
Organization Budget**

Revenue

Individual Contribution	\$	145,000.00
Site Contributions	\$	3,000.00
Alternative Christmas Market	\$	4,500.00
Casa Parent Raffle	\$	3,000.00
Casa Parent Contribution	\$	19,000.00
Fundraising Event Income	\$	130,000.00
Corporate/Business Grants	\$	54,000.00
Foundation/Non Profit Grants	\$	228,885.00
Government Grants	\$	25,000.00
Total Contributed Support	\$	612,385.00

Dividends & interest-securities	\$	25,000.00
Donated Rent Income	\$	51,434.00
Restricted Funds (Scholarships)	\$	100,000.00
Reserves*	\$	116,500.00

Total Revenue and Support \$ 905,319.00

Expenditures

Salary/ Hourly Pay	\$	426,000.00
Payroll Processing	\$	1,100.00
Employer Payroll Taxes	\$	32,000.00
Workers Comp Insurance	\$	7,000.00
Insurance - other	\$	8,000.00
Staff Development	\$	6,000.00
Employee Benefits	\$	16,800.00
Total Personnel	\$	496,900.00

Fundraising Expenses	\$	40,000.00
Casa Parent Fundraiser	\$	1,000.00
Total Fundraisers	\$	41,000.00

Storage Rental	\$	2,100.00
Facilities Fee	\$	10,000.00
Donated Rent Expense	\$	51,419.00

	Total Occupancy	\$	63,519.00
CPA		\$	6,500.00
Accounting		\$	36,000.00
Grant Writer		\$	30,000.00
HR & Legal		\$	10,000.00
	Total Professional Fees	\$	82,500.00
Computer Hardware Supplies		\$	8,000.00
Office Equipment & Decor		\$	7,000.00
Software Expenses		\$	13,000.00
Web Site Expenses		\$	1,500.00
Postage, shipping, delivery		\$	800.00
	Total Office Expenses	\$	30,300.00
Advertising		\$	8,000.00
Kinder to College Curriculum		\$	3,000.00
Parties & Celebrations		\$	6,000.00
Board Meeting & Development		\$	8,000.00
Personal Background Checks		\$	2,000.00
Gifts, Awards, Recognition		\$	1,000.00
Tutor Expense		\$	1,500.00
Communications & Outreach		\$	45,000.00
Nutrition		\$	5,000.00
Field Trips		\$	3,500.00
Supplies		\$	5,000.00
	Total Other Operating Expenses	\$	88,000.00
	Scholarships	\$	100,000.00
Square, Inc. Charges		\$	300.00
Bank Charges		\$	300.00
Misc. Expense		\$	500.00
Donor Perfect Charges		\$	2,000.00
	Total Other Expenses	\$	3,100.00
	Total Expenditures	\$	905,319.00
	Revenue over Expenses	\$	-

*Drawing from Casa de Amistad's unrestricted assets aligns with Casa's strategic plan for the organization to specifically address the challenges created by an uncertain economy, increased competition for funding, and a desire to grow programs. Utilizing a portion of Casa de Amistad's unrestricted assets will help fund capacity building initiatives.

COMMUNITY

RESOURCE

CENTER



COMMUNITY GRANT APPLICATION

The City of Solana Beach Community Grant Program 2024 Request for Financial Assistance application **MUST BE SUBMITTED by 5:00 PM Thursday, May 23, 2024.**

Please submit completed applications via email to dking@cosb.org and copied to pletics@cosb.org. If email submission is not possible for an applicant, hard copies may be dropped off at City Hall 635 South Highway 101, Solana Beach, CA. 92075, Attn: Community Grants Program.

All requests will be determined by the following criteria:

Name of Organization: Community Resource Center

Contact Person: John Van Cleef Email address: johnvancleef@crcncc.org

Daytime Phone: 760-230-6309 Evening Phone: _____

Mailing Address: 650 2nd Street

City: Encinitas State: CA Zip: 92024

1. All the documents below are attached to this application:

- W-9
- Summary of Organization's Budget
- Proposed Program Budget
- Financial and Tax Statements (see Application Guidelines)
- Copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)

2. Has your organization received financial assistance from the City before? Yes No

If yes, please state the fiscal year it was received and for the proposed program was:

2023 Holiday Baskets; 2022 Holiday Baskets

3. Title of FY 2024/25 Proposed Program/Service: 2024 Holiday Baskets

4. What is the total amount requested for the FY 2023/24 Proposed Total Program? Include all estimated costs to conduct proposed activity/program.

CRC is requesting \$6,000.

The estimated total program cost for Holiday Baskets is \$137,300 which will support a dignified holiday shopping experience for 1,084 households, including 15 Solana Beach residents, a resource fair, and home-delivered gift bags designed for seniors.

5. Grant funds must be used for services or materials directly associated with the proposed activity. Please describe how grant funds will be used:

CRC will use grant funds for program/project costs of our 2024 Holiday Baskets Program.

6. Anticipated Program Objectives or Accomplishments:

CRC's Holiday Baskets provides a dignified, free shopping experience to low income San Diegans, including children, seniors, and survivors of domestic violence, and victims of crime or abuse, and engages dedicated community volunteers. The gifts, food, CRC Resale Store vouchers and basic household supplies provide a life-saving bridge during the holidays.

7. Program Dates/Location:

December 7, 2024 - 1010 N El Camino Real, Encinitas, CA 92024

8. Estimated number of Solana Beach residents to be served by proposed program: 20

9. How will the organization acknowledge the City's financial contribution to the community/beneficiaries of the proposed activity?

Holiday Baskets donors and sponsors receive logo recognition on CRC's event website, e-blasts, promotions, and in media. Last year, CRC's social media posts reached 13,127 people on Facebook, Instagram: 4,869 people, LinkedIn: 6,432 people, X (Twitter): 330 followers, and email communications were sent to more than 6,200 subscribers.

10. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

Yes, there will be other grants and public support, though no matching funds. CRC is just starting its fundraising for the 2024 Holiday Baskets program. Holiday Baskets receives funding from corporate, private foundation, government, and individual donors.

11. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

Yes, volunteers are essential to Holiday Baskets. Their service reduces expenses. The program would not be financially feasible without the work of dedicated community volunteers, including ten Solana Beach residents who volunteered last year.

12. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

CRC's 2024 Holiday Baskets program will take place even if the City is only able to provide partial funding. The program would not be scaled back or canceled unless there was a significant, substantial shortfall in total fundraising.

Acknowledgment of Responsibility:

Authorized Signature assumes all responsibility for developing and implementing proposed activities or events in this application, including public acknowledgment of the City's financial contribution. Authorized signature will comply with all accounting and budget procedures outlined by the City. Authorized signature and accompanying group will hold harmless the City of Solana Beach from all losses, claims, accidents, and problems associated, directly or indirectly with the development and implementation of proposed activities or events.

John Van Cleef Digitally signed by John Van Cleef
Date: 2024.05.20 14:11:26 -07'00'

5/23/24

Authorized Signature of Organization

Date

ALL INFORMATION REQUESTED ON THIS APPLICATION MUST BE COMPLETED AS A CONDITION FOR BEING CONSIDERED FOR PUBLIC FUNDS BY THE CITY COUNCIL OF SOLANA BEACH.

CRC FY 25 Budget - Holiday Baskets	
Revenue	Amount
Other Government Grants Non-Fed	\$5,000
Public Support/Donations	\$90,000
In-Kind Donations - Goods	\$34,500
In-Kind Donation - Services	\$5,000
Private, Corporate, And Foundation Grants : Corp & Foundation Grants	\$2,800
TOTAL INCOME	\$137,300
Expenses	
DIRECT SERVICES TO CLIENTS : In-Kind Donations - Expenses	\$39,500
DIRECT SERVICES TO CLIENTS : Holiday Baskets	\$64,000
DIRECT SERVICES TO CLIENTS : Program Supplies	\$3,000
OPERATING EXPENSES : Depreciation Expense	\$2,100
OPERATING EXPENSES : Postage and Delivery	\$150
OPERATING EXPENSES : Taxes, Licenses and Permits	\$150
OCCUPANCY EXPENSES : Rent	\$3,300
OCCUPANCY EXPENSES : UTILITIES : Telephone & Internet Service	\$300
Equipment : Equipment Rental	\$1,000
PROFESSIONAL FEES : Professional Services	\$22,500
BOARD AND VOLUNTEERS : Volunteer/Board Recognition	\$600
BOARD AND VOLUNTEERS : Mileage and Parking	\$100
FUNDRAISING EXPENSES : Marketing and Advertising	\$600
TOTAL EXPENSES	\$137,300

CRC FY24 Operating Budget	
Revenue	Amount
Fundraising Events	\$189,400
Government Grants/Contracts	\$3,837,525
Public Support/Donations	\$1,068,500
Private Grants/Foundation	\$456,703
Resale Store Sales	\$1,416,500
In-Kind Donations	\$868,250
Other Revenue	\$4,013
Total Revenue	\$7,840,891
Expenses	
Personnel Expenses	\$4,577,876
Occupancy Expense	\$734,680
Operating Expense	\$376,300
Vehicle Expenses	\$58,325
Professional Fees	\$236,924
Depreciation expense	\$108,828
Board & Volunteers	\$12,220
Direct Services to Clients	\$891,131
Direct Services to Clients in-kind	\$868,250
Fundraising expense	\$93,354
Indirect and fringe benefits adjustment*	-\$117,450
Total Expenses	\$7,840,438
<p>Fringe benefits and indirect costs CRC are allowed to be reimbursed for with each government contract. This results in a reduction to the expense bottom line each fiscal period.</p>	

DISCONNECT

COLLECTIVE

COMMUNITY GRANT APPLICATION



The City of Solana Beach Community Grant Program 2024 Request for Financial Assistance application **MUST BE SUBMITTED by 5:00 PM Thursday, May 23, 2024.**

Please submit completed applications via email to dking@cosb.org and copied to pletts@cosb.org. If email submission is not possible for an applicant, hard copies may be dropped off at City Hall 635 South Highway 101, Solana Beach, CA. 92075, Attn: Community Grants Program.

All requests will be determined by the following criteria:

Name of Organization: Disconnect Collective

Contact Person: Monica Stapleton Email address: stapletonmonica@yahoo.co

Daytime Phone: 858-525-3152 Evening Phone: _____

Mailing Address: 271 La Barranca Dr.

City: Solana Beach State: CA Zip: 92075

1. All the documents below are attached to this application:

- W-9
- Summary of Organization's Budget
- Proposed Program Budget
- Financial and Tax Statements (see Application Guidelines)
- Copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)

2. Has your organization received financial assistance from the City before? Yes No

If yes, please state the fiscal year it was received and for the proposed program was:

2018-2019-2020-2021-2022-2023

3. Title of FY 2024/25 Proposed Program/Service: Mental Recreational and Educational Support Services to Solana Beach Immigrant Residents and Community Building Opportunities

4. What is the total amount requested for the FY 2023/24 Proposed Total Program? Include all estimated costs to conduct proposed activity/program.

\$8,250

The program and costs associated with supplies, materials, and supplementing recreational programs, is between \$8,250 and \$15,400

5. Grant funds must be used for services or materials directly associated with the proposed activity. Please describe how grant funds will be used:

Grant Funds will be used to continue the 7th year of the 8 month Psychosocial Educational Support group for Immigrant mothers, led by a licensed Bilingual LMFT. The costs include educational supplies and materials. This year we have added new support services and mental health programs including swimming, zumba, art and relaxation techniques. We have also begun the process of developing computer skills to further educational opportunities. Disconnect Collective will also help low-income Solana Beach families to receive recreational and educational activities, and to help offset the costs of these activities. We plan to continue to accept scholarship applications for families seeking personal development, community involvement, recreational activities, and mental health improvement. We will also continue to grow our local partnerships and create opportunities for community building.

6. Anticipated Program Objectives or Accomplishments:

We anticipate having 30-50 immigrant Mothers graduate from our group again. They have reported many benefits to the program. Our most recent program that we rolled out was an 8-week swim class. We successfully partnered with the boys and girls club to teach 20 mothers and 4 fathers to swim. We would like to continue to connect these families with City resources and help them offset the costs of these programs. We will continue to provide mental and educational support and education for local immigrant families. This year we will continue add more recreational activities and family opportunities for community building.

7. Program Dates/Location:

The Platicas de Mejorar class is held every Wednesday from 7-9 pm. Additionally have included weekend events such as swim, ocean learning, hiking and running groups.

8. Estimated number of Solana Beach residents to be served by proposed program: 125-175

9. How will the organization acknowledge the City's financial contribution to the community/beneficiaries of the proposed activity?

The City of Solana Beach logo will be proudly added to our promotional materials and to our scholarship applications. We are happy to proudly credit the city for it's generous contribution.

10. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

This cycle our foundation and some private donors have provided some extra funds to help some children with recreational activities and students attending higher education.

11. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?


Currently most of our programs are volunteer run. We have some teens that have been paid to lead tutoring and other events. All funds received from the city or fundraising will go to families and the costs associated with running the programs or community building events.

12. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

Our program will continue to move forward as planned. We will continue to provide mental Health Support services to the community regardless of how we much get funded.

Acknowledgment of Responsibility:

Authorized Signature assumes all responsibility for developing and implementing proposed activities or events in this application, including public acknowledgment of the City's financial contribution. Authorized signature will comply with all accounting and budget procedures outlined by the City. Authorized signature and accompanying group will hold harmless the City of Solana Beach from all losses, claims, accidents, and problems associated, directly or indirectly with the development and implementation of proposed activities or events.



Authorized Signature of Organization

5/20/24

Date

ALL INFORMATION REQUESTED ON THIS APPLICATION MUST BE COMPLETED AS A CONDITION FOR BEING CONSIDERED FOR PUBLIC FUNDS BY THE CITY COUNCIL OF SOLANA BEACH.

Fiscal Year 2023

Disconnect Collective / Platicas de Mejorar

**Program Budget for Disconnect Collective Mental Health,
Parenting & Support Groups and Community Building Opportunities**

Expense Item Description	Low Estimate	High Estimate
Meeting spaces & supplies	\$ 400	\$ 800
Community outreach	\$ 400	\$ 900
Promotional materials	\$ 400	\$ 600
Staffing	\$ 500	\$ 1,000
Recreational /Developmental opportunities	\$ 2,000	\$ 3,000
Recreational /Developmental scholarships	\$ 3,000	\$ 5,000
Community partnerships	\$ 500	\$ 800
Estimated Totals	\$ 7,200	\$ 12,100

Please note this is both the overall and program budget.

Disconnect Collective / Platicas de Mejorar
Statement of Financial Position

31-Dec-23

Assets

Cash	\$ 1,425
Inventory / Assets	\$ 460
Pledges Receivable- Short Term	\$ 1,500

Liabilities

Accounts Payable	\$ -
------------------	------

Net Assets \$ 3,385

Please note that the 2022 Tax Return has not been filed yet.

**Disconnect Collective / Platicas de Mejorar
Statement of Financial Activities**

31-Dec-22

Revenue

City of Solana Beach Grant	\$	5,000
Other Fundraising	\$	4,600
Total Revenue	\$	<u>9,600</u>

Expenses

Program Expenses	\$	2,562
Educational Expenses	\$	1,076
Scholarship Expenses	\$	3,274
Staffing Expenses	\$	1,200
Community Outreach	\$	665
Supplies & Website	\$	714
Bank / Transaction Fees	\$	<u>144</u>

Total Expenses \$ 9,635

Change in Net Assets (Surplus / Deficiency) \$ (35)

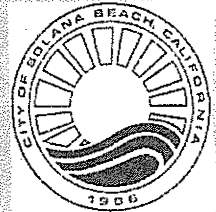
Please note that the 2022 Tax Return has not been filed yet.

JALISCIENCE

FOLKLORIC

ACADEMY

— CITY OF SOLANA BEACH —
COMMUNITY GRANT APPLICATION



The City of Solana Beach Community Grant Program 2024 Request for Financial Assistance application **MUST BE SUBMITTED by 5:00 PM Thursday, May 23, 2024.**

Please submit completed applications via email to dking@cosb.org and copied to pletts@cosb.org. If email submission is not possible for an applicant, hard copies may be dropped off at City Hall 635 South Highway 101, Solana Beach, CA. 92075, Attn: Community Grants Program.

All requests will be determined by the following criteria:

Name of Organization: Jaliscience Folkloric Academy

Contact Person: Elba Montes Email address: elbaadriana1230@gmail.com

Daytime Phone: 760-613-2059 Evening Phone: _____

Mailing Address: 3629 9th. st.

City: San Marcos State: ca Zip: 92078

1. All the documents below are attached to this application:

- W-9
- Summary of Organization's Budget
- Proposed Program Budget
- Financial and Tax Statements (see Application Guidelines)
- Copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)

2. Has your organization received financial assistance from the City before? Yes No

If yes, please state the fiscal year it was received and for the proposed program was:

2023-2024

3. Title of FY 2024/25 Proposed Program/Service: buy storage for customs and accesories

4. What is the total amount requested for the FY 2023/24 Proposed Total Program? Include all estimated costs to conduct proposed activity/program.

we are requesting \$5,000.00

5. Grant funds must be used for services or materials directly associated with the proposed activity. Please describe how grant funds will be used:

we want to buy wood and material to build a storage for our customs and accesories

6. Anticipated Program Objectives or Accomplishments:

we have customs for the group for all the kids and the parents are dancing, we are performing diferent states and every state need different customs.

7. Program Dates/Location:

mondays 5:00pm to 7:00pm in the even garden salon, tuesday and thursdays at 3629 9 st. san marcos

8. Estimated number of Solana Beach residents to be served by proposed program: 25

9. How will the organization acknowledge the City's financial contribution to the community/ beneficiaries of the proposed activity?

the organization will see the customs in every event at Solana Beach, dia de muertos, fiesta del sol and more

10. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

we don't have any other sponserers

11. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?
all the volunteers dont recieve any compensation from the grant.

12. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program/service be scaled back and/or is there a threshold at which it will not move forward?
yes we need to move forward to complete the program.

Acknowledgment of Responsibility:

Authorized Signature assumes all responsibility for developing and implementing proposed activities or events in this application, including public acknowledgment of the City's financial contribution. Authorized signature will comply with all accounting and budget procedures outlined by the City. Authorized signature and accompanying group will hold harmless the City of Solana Beach from all losses, claims, accidents, and problems associated, directly or indirectly with the development and implementation of proposed activities or events.



Authorized Signature of Organization

5/12/24

Date

ALL INFORMATION REQUESTED ON THIS APPLICATION MUST BE COMPLETED AS A CONDITION FOR BEING CONSIDERED FOR PUBLIC FUNDS BY THE CITY COUNCIL OF SOLANA BEACH.

**LA COLONIA
COMMUNITY
FOUNDATION**

COMMUNITY GRANT APPLICATION



The City of Solana Beach Community Grant Program 2023 Request for Financial Assistance application **MUST BE SUBMITTED by 5:00 PM Thursday, May 25, 2023.**

Please submit completed applications via email to dking@cosb.org and copied to pletts@cosb.org. If email submission is not possible for an applicant, hard copies may be dropped off at City Hall 635 South Highway 101, Solana Beach, CA. 92075, Attn: Community Grants Program.

All requests will be determined by the following criteria:

Name of Organization: La Colonia Community Foundation

Contact Person: Brittney Canales Email address: Brittney@lacoloniacommunityfoundation.com

Daytime Phone: 760-533-1746 Evening Phone: 760-533-1746

Mailing Address: 153 S. Sierra Ave. Space 1572

City: Solana Beach State: CA Zip: 92075

1. All the documents below are attached to this application:

- W-9
- Summary of Organization's Budget
- Proposed Program Budget
- Financial and Tax Statements (see Application Guidelines)
- Copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)

2. Has your organization received financial assistance from the City before? Yes No

If yes, please state the fiscal year it was received and for the proposed program was:

2023-2024

3. Title of FY 2023/24 Proposed Program/Service: Educational Adult and youth series of workshops

4. What is the total amount requested for the FY 2023/24 Proposed Total Program? Includes all estimated costs to conduct proposed activity/program.

The total amount requested for the FY 2023/24 Proposed Total Program is \$6000.00, encompassing all estimated expenses essential for the successful execution of our envisioned activities.

5. Grant funds must be used for services or materials directly associated with the proposed activity. Please describe how grant funds will be used:

We humbly seek \$6000 to bolster our community through a diverse range of workshops. Our budget breakdown includes \$400 for bilingual interpretation, \$1500 for nourishing meals, \$1600 for essential fees, \$700 for stem activity materials, \$700 for adult resources and educational tools, and \$400 for promotional items such as flyers and certificates. As an added touch, we intend to offer conference merchandise showcasing the Solana Beach emblem, promoting solidarity among attendees and the community.

6. Anticipated Program Objectives or Accomplishments:

Our program's mission is to curate an enriching series of workshops tailored to empower attendees across multiple domains. Through an eclectic mix of STEM coding, fundamental finance principles, and holistic well-being sessions, we endeavor to cultivate a dynamic learning environment that fuels both personal and academic growth. Our workshops are meticulously crafted to equip adults with essential skills, ranging from financial literacy to real estate investments, while also delving into the realms of self-empowerment and

7. Program Dates/Location:

We plan to have a series of events that will span from early July to May 2025.

8. Estimated number of Solana Beach residents to be served by proposed program: 25 in each workshop

9. How will the organization acknowledge the City's financial contribution to the community/beneficiaries of the proposed activity?

The City of Solana Beach logo will be displayed on all conference marketing materials, conference t-shirts, and recognized as our valued sponsor during the opening session of each event.

10. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

No

11. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

Thanks to the dedication of our volunteer team in organizing and managing the conference, we've effectively reduced the cost to \$6000.

12. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

The conference series will continue if only awarded partial funds but we need to scale back our costs.

Acknowledgment of Responsibility:

Authorized Signature assumes all responsibility for developing and implementing proposed activities or events in this application, including public acknowledgment of the City's financial contribution. Authorized signature will comply with all accounting and budget procedures outlined by the City. Authorized signature and accompanying group will hold harmless the City of Solana Beach from all losses, claims, accidents, and problems associated, directly or indirectly with the development and implementation of proposed activities or events.

Brittany Canales

Authorized Signature of Organization

5/23/24

Date

ALL INFORMATION REQUESTED ON THIS APPLICATION MUST BE COMPLETED AS A CONDITION FOR BEING CONSIDERED FOR PUBLIC FUNDS BY THE CITY COUNCIL OF SOLANA BEACH.



Treasurer's Report
 LA COLONIA COMMUNITY FOUNDATION
 General Membership Meeting
 For the period May 1st, 2023 to May 23rd, 2024

Income

Fundraising (Ways and Means)

Los Mulligans	\$260.00
Fundraising Event	\$1,025.00
RESTRICTED FUNDS	\$100.00

Programs

Nature's Unplugged 24'	\$27.97
YOUTH CONFERENCE	\$6,000.00
23' DDLM	\$14,272.74
Dia De Los Mulligans GOLF	\$10,180.33

Total Income

\$31,866.04

Expenditures

Administrative and Operations

Insurance	\$325.00
GENERAL & ADMINISTRATIVE	\$5,993.92
Printing and Reproduction	\$177.10
Advertising and Promotion	\$6.00
Office Supplies	\$89.73
Travel	\$29.58
Miscellaneous	\$122.86
Organized Communication	\$826.41
Bank Fees	\$48.00

Fundraising (Ways and Means)

RESTRICTED FUNDS	\$31.98
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Programs

Dia De Los Mulligans GOLF	\$56.58
Tree Lighting	\$178.88
Mujer 24'	\$2,186.05
Nature's Unplugged 24'	\$1,913.43
BoysNGirls Collab	\$122.07
23' Adult & Youth Conference	\$4,739.87
23' DDLM	\$12,260.66
Scholarship	\$1,500.00

Total Expenditures

\$30,608.12
 \$1,257.92

Opening balance as of May 1st, 2023:

\$29,520.98

Balance on hand as of May 23rd, 2024:

\$30,778.90

LA COLONIA COMMUNITY FOUNDATION

\$30,778.90

 Treasurer's Signature

NORTH

COAST

REPERTORY

THEATRE



COMMUNITY GRANT APPLICATION

The City of Solana Beach Community Grant Program 2024 Request for Financial Assistance application **MUST BE SUBMITTED by 5:00 PM Thursday, May 23, 2024.**

Please submit completed applications via email to dking@cosb.org and copied to pletts@cosb.org. If email submission is not possible for an applicant, hard copies may be dropped off at City Hall 635 South Highway 101, Solana Beach, CA. 92075, Attn: Community Grants Program.

All requests will be determined by the following criteria:

Name of Organization: North Coast Repertory Theatre

Contact Person: Geoffrey Geissinger Email address: geoffrey@northcoastrep.or

Daytime Phone: (858) 481-2155 x211 Evening Phone: (858) 481-2155 x211

Mailing Address: 987 Lomas Santa Fe Drive, Suite D

City: Solana Beach State: CA Zip: 92075

1. All the documents below are attached to this application:

- W-9
- Summary of Organization's Budget
- Proposed Program Budget
- Financial and Tax Statements (see Application Guidelines)
- Copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)

2. Has your organization received financial assistance from the City before? Yes No

If yes, please state the fiscal year it was received and for the proposed program was:

Please see attached sheet - Previous Funding

3. Title of FY 2024/25 Proposed Program/Service: Theatre School @ North Coast Rep: Hamlet/Shuddersome

4. What is the total amount requested for the FY 2023/24 Proposed Total Program? Include all estimated costs to conduct proposed activity/program.

We are humbly requesting \$6,000 from the City of Solana Beach to support two upcoming Theatre School productions: Hamlet and Shuddersome: Tales of Poe, for which the total Program Budget is \$24,000. For a complete breakdown of the Program Budget, please see the attached program budget.

5. Grant funds must be used for services or materials directly associated with the proposed activity. Please describe how grant funds will be used:

All of the grant funds will exclusively be used to cover the production expenses of the nine free public performances of Hamlet and the seven performances of Shuddersome: Tales of Poe. Production expenses include things like paying the professional director, hiring adult actor/stage manager mentors, bringing in a costume and prop designer, purchasing prop and costume materials, renting the venue and rehearsal space, and securing royalties.

6. Anticipated Program Objectives or Accomplishments:

On an artistic and academic level, Theatre School program fosters a deepened interest and appreciation of literature and language by inviting students to engage personally with rich literary texts. On a personal level, by working with their fellow students in such a collaborative medium, our students build up crucial soft skills like adaptability, critical thinking, communication, creative thinking, dependability, listening, team work, public speaking, positive attitude, and problem solving. For the general public, Summer Shakespeare Series provides free performances to our community, increasing accessibility to the arts by bringing live, exciting theatre to non-traditional theatre spaces.

7. Program Dates/Location:

Please see attached sheet - Program Dates and Locations

8. Estimated number of Solana Beach residents to be served by proposed program: 1000

9. How will the organization acknowledge the City's financial contribution to the community/beneficiaries of the proposed activity?

The City of Solana Beach's support would be graciously acknowledged in all Mainstage and Theatre School show programs, on the Donor Board in the Theatre Lobby, in our annual Mainstage and Theatre School brochures, and on our Mainstage and Theatre School website.

10. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

The City of Encinitas has generously supported our Shakespeare programming with a grant of \$2,900, of which approximately \$1,450 will be used in support of this summer's production of Hamlet. Other funding for our season comes from the enrollment fees of participating students, charitable donations from community members, and ticket revenue from performances in the Theatre School Studio Space. To ensure that arts education is accessible to all students regardless of their background, we also have a partnership with the US Bank Foundation that allows us to offer scholarships to deserving students who might not be able to afford to participate otherwise.

11. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?


We have a vibrant community of volunteers who kindly donate their time and energy to our mission. On performance days, they can be found ushering, taking tickets, working the concession stand, handing out programs, and filling in wherever is needed. Backstage, volunteers will use their expertise to sew/repair costumes or help construct/strike a set.

12. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

Both productions would still move forward even if we only received partial funding, but receiving partial funding might impact the number of students we would be able to offer scholarships to and the overall production value of the costumes, set, and props.

Acknowledgment of Responsibility:

Authorized Signature assumes all responsibility for developing and implementing proposed activities or events in this application, including public acknowledgment of the City's financial contribution. Authorized signature will comply with all accounting and budget procedures outlined by the City. Authorized signature and accompanying group will hold harmless the City of Solana Beach from all losses, claims, accidents, and problems associated, directly or indirectly with the development and implementation of proposed activities or events.

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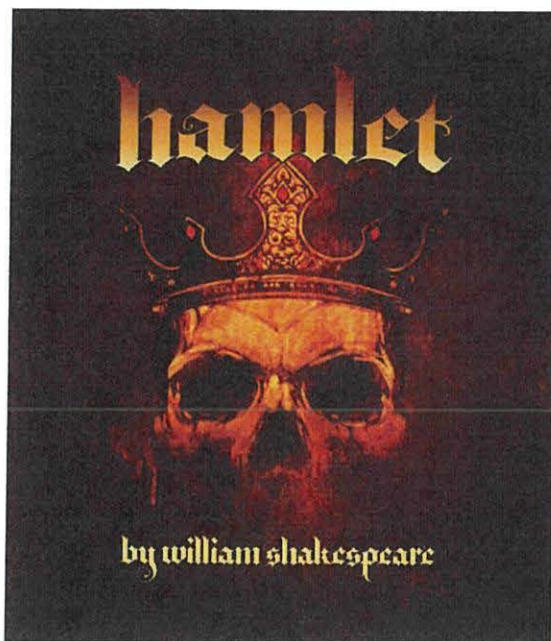
Authorized Signature of Organization

 _____

Date

ALL INFORMATION REQUESTED ON THIS APPLICATION MUST BE COMPLETED AS A CONDITION FOR BEING CONSIDERED FOR PUBLIC FUNDS BY THE CITY COUNCIL OF SOLANA BEACH.

City of Solana Beach Community Grant Program Program Dates and Locations



Auditions/Callbacks: June 4-5, 2024

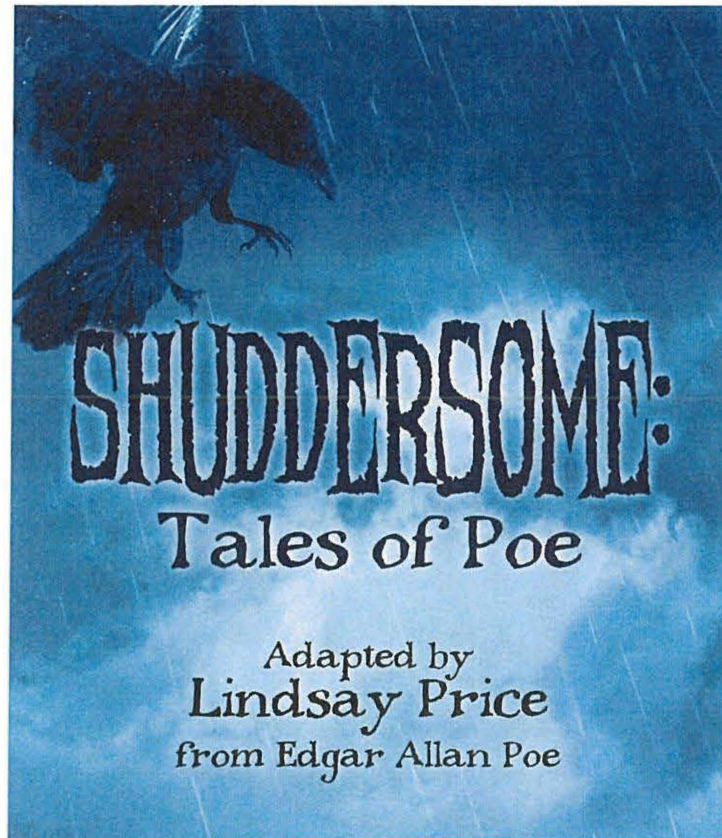
Rehearsals: June 11-July 12, 2024

Performances

July 18-20, 2024	July 25-27, 2024	August 1-3, 2024
Birdwing Open Air Classroom	La Colonia Park Courtyard	San Diego Botanic Garden
3201 Via de la Valle Del Mar 92014	715 Valley Ave Solana Beach, CA 92075	300 Quail Gardens Dr. Encinitas, CA 92024

See Attached from Question 7

**City of Solana Beach
Community Grant Program
Program Dates and Locations**

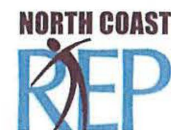


Auditions/Callbacks: September 3-4, 2024

Rehearsals: September 10-October 11, 2024

Performances: October 17-20, 2024

Theatre School Studio Space
987 Lomas Santa Fe Drive, Suite D
Solana Beach, CA 92075



City of Solana Beach Community Grant Program Previous Funding

- 2004 - Educational Outreach Program, “Behind the Mask”
- 2005 - Planning costs for Cedros Crossing
- 2006 - Educational Outreach Program, “Behind the Mask”
- 2008 - Educational Outreach Program, “Behind the Mask”
- 2010 - Education Play about Solana Beach
- 2011 - Educational Outreach Program, “Behind the Mask”
- 2012 - Education Outreach Program, “Anti-Bullying”
- 2013 - Theatre School Holocaust Production, “Anne Frank”
- 2014 - Theatre School Literacy Project, “Seussical”
- 2015 - Theatre School Literacy Project, “Aladdin Jr.”
- 2016 - Theatre School Literacy Project, “Peter and the Starcatcher”
- 2017 - Theatre School Student Production, “The Secret Garden”
- 2018 - Theatre School Student Production, “She Kills Monsters”
- 2019 - Theatre School Student Productions, “Comedy of Errors” & “The Three Musketeers”
- 2020 - Theatre School Student Productions, “The Tempest” & “The Neverending Story”
- 2021 - North Coast Repertory Theatre’s 40th Anniversary Season
- 2022 - Theatre School Student Productions, “Much Ado About Nothing” & “Frankenstein”
- 2023 - Theatre School Productions, “As You Like It” & “War of the Worlds”



NORTH COAST REPERTORY THEATRE - BOARD APPROVED BUDGET 7/23/23

SEASON 42 - FISCAL YEAR 2023-24

BUD	BUD	BUD	BUD	BUD	BUD	BUD	BUD	BUD	BUD	BUD	BUD	BUD	BUD
SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	
2023	2023	2023	2023	2024	2024	2024	2024	2024	2024	2024	2024	FY 23-24	

UNRESTRICTED OPERATING FUND


SUPPORT AND REVENUE													
Contributed Revenue	84,200	69,500	59,500	198,100	82,000	83,150	74,750	111,000	265,900	161,000	80,500	86,400	1,356,000
Ticket Revenue - Mainstage	177,878	133,918	134,200	0	159,150	53,050	253,400	92,125	92,125	273,542	164,125	218,833	1,752,346
Ticket Revenue - Variety	22,320	0	43,920	194,880	6,120	0	16,920	10,800	16,920	0	16,920	10,800	339,600
Theatre School Revenue	21,640	8,850	23,240	0	20,890	3,750	26,490	23,240	9,600	0	125,000	0	262,700
Other Revenue	11,001	6,370	8,944	14,856	7,777	5,507	12,327	5,262	5,619	12,178	8,614	10,533	108,989
Patron Service Revenue	12,016	7,693	11,247	9,744	9,635	3,047	15,919	6,162	6,655	15,713	10,791	13,440	122,061
Special Transfer Fees & co-pro	36,500	0	0	0	0	0	42,500	0	0	35,000	35,000	0	149,000

Total Support & Revenue	365,555	226,331	281,051	417,580	285,572	148,504	442,306	248,589	396,819	497,433	440,950	340,006	4,090,696
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EXPENSES													
Personnel - Admin	123,613	123,613	121,113	123,613	121,113	123,613	121,113	123,613	121,113	138,613	138,613	138,613	1,518,357
Personnel - Artistic	52,282	50,637	24,851	18,108	38,157	36,363	61,827	29,466	29,178	72,338	47,750	159,391	620,347
Personnel - Taxes & Benefits	31,642	29,835	27,290	30,092	34,458	33,650	32,794	28,827	28,126	34,036	33,136	32,322	376,210
Cost of Tix & CC Donations	26,239	16,731	17,635	5,868	21,167	9,513	28,975	19,087	19,039	38,348	26,311	30,726	259,639
General & Admin Expenses	32,333	41,487	30,526	43,261	32,065	29,765	34,965	29,537	30,537	30,537	31,337	41,039	407,386
Development Expenses	3,950	3,950	2,700	2,700	3,950	7,950	2,700	3,950	150,950	2,700	3,950	3,200	192,650
Marketing Expenses	36,213	36,213	36,213	36,213	36,213	36,213	36,213	35,797	32,588	31,488	30,763	67,847	451,975
Production Expenses	29,238	30,688	4,150	1,910	32,548	45,352	1,000	22,374	39,613	1,000	32,635	3,392	243,900
Theatre School Productions	7,000	7,000	1,000	1,000	8,500	1,000	19,500	11,000	1,000	7,000	1,000	4,000	69,000
Variety Night Expenses	8,428	0	15,988	85,288	1,858	7,560	6,538	4,000	2,758	3,780	2,758	3,780	142,738

Total Expenses	350,939	340,155	281,467	348,054	330,029	330,979	345,625	307,651	454,902	359,839	348,253	484,310	4,282,203
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Net	14,616	(113,824)	(416)	69,526	(44,457)	(182,475)	96,681	(59,062)	(58,083)	137,594	92,697	(144,302)	(191,507)
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	BUDGET S42 HAMLET	BUDGET S43 SHUDDERSOME	BUDGET TOTAL
Director	\$2,500	\$2,500	\$5,000
Light Designer	\$0	\$250	\$250
Sound Designer	\$0	\$250	\$250
Lights & Sound Equip	\$0	\$0	\$0
Painting Labor/Materials	\$0	\$0	\$0
Set Design - labor	\$0	\$500	\$500
Set Materials	\$0	\$100	\$100
Projections Designer	\$0	\$0	\$0
Stage Manager / AD Mentor	\$2,000	\$2,000	\$4,000
Directing/Writing Mentor	\$0	\$0	\$0
Assistant Director	\$1,500	\$1,500	\$3,000
Actor / Mentor	\$1,500	\$1,500	\$3,000
Costume Designer	\$750	\$750	\$1,500
Costumes - materials/rent	\$1,000	\$1,000	\$2,000
Costume cleaning	\$100	\$100	\$200
Prop Designer	\$500	\$500	\$1,000
Props - materials	\$150	\$150	\$300
Dramaturg / Dialect	\$0	\$0	\$0
Stage Combat	\$500	\$0	\$500
Graphic Designer	\$100	\$100	\$200
Choreographer	\$0	\$0	\$0
Accompaniment	\$0	\$0	\$0
Misc / Materials	\$500	\$500	\$1,000
Royalties	\$0	\$1,000	\$1,000
Rental Fee for Materials	\$0	\$0	\$0
Script copies	\$100	\$100	\$200
Shipping	\$0	\$0	\$0
Production Total	\$11,200	\$12,800	\$24,000

PATHWAYS

TO

CITIZENSHIP

City of Solana Beach Community Grant Application

The City of Solana Beach Community Grant Program 2024 Request for Financial Assistance application MUST BE SUBMITTED by 5:00 PM Thursday, May 23, 2024.

All requests will be determined by the following criteria:

Name of Organization:	Pathways to Citizenship	
Contact Person:	Sonya Williams, ED	Email: sonya@pathwaystocitizenship.org
Daytime Phone:	858-519-2882	Evening Phone: 858-519-2882
Mailing Address:	120 Stevens Ave	
City:	Solana Beach	State: CA Zip: 92075

1. All the documents below are attached to this application:
 - W-9
 - Summary of Organization's Budget
 - Proposed Program Budget
 - Financial and Tax Statements (see Application Guidelines)
 - Copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)
2. Has your organization received financial assistance from the City before? Yes
If yes, what activities and which fiscal year?
 - 2023-24: Pro Bono Program Expansion: Immigration law training in Solana Beach for volunteer attorneys and interns
 - 2022-23: Voices of Freedom: Solana Beach Hybrid Citizenship Preparation Program
 - 2021-22: Supporting Solana Beach Dreamers: Outreach and Legal Assistance for DACA Applicants in Solana Beach
 - 2020-21: NCICC Solana Beach Immigrant Family COVID-19 Recovery Project
 - 2019-20: Legal Immigration Services Scholarships for Solana Beach residents
 - 2018-19: Educational Program Coordinator
3. Title of FY 2024/25 Proposed Program/Service:
 - Digital Pathways: Implement the #1 rated legal immigration software to expand pro bono legal access for low-income immigrants
4. What is the total amount requested for the FY 2024/25 Proposed Total Program? Includes all estimated costs to conduct proposed activity/program.
 - \$6,942 (\$6,000 requested from the City of Solana Beach)
5. Grant funds must be used for services or materials directly associated with the proposed activity. Please describe how grant funds will be used:

Pathways' Digital Pathways project will address the urgent need for pro bono legal immigration services by implementing the #1 legal immigration case management system (Docketwise) to improve data organization, client communication, and case tracking. Docketwise will enable Pathways' legal staff and volunteers to efficiently and privately manage client information and deliver timely and effective pro bono legal services to a greater number of eligible low-income immigrants and refugees.

Currently, Pathways uses a mix of outdated technology and homegrown solutions for nearly everything, including database, workflows, client intakes, case preparation, and tracking and reporting on deliverables. Current tools make it difficult to standardize procedures and track information, costing significant time. Frequent system outages and double entry of data are time-consuming and frustrating for staff and volunteers, and reduce the number of low-income clients Pathways can serve.

Pathways estimates that Docketwise will cost \$6,942 annually (for 8 seats), and is requesting \$6,000 from the City of Solana Beach to implement this solution.

6. Anticipated Program Objectives or Accomplishments:

Since receiving Department of Justice (DOJ) recognition to practice immigration law in 2016, Pathways has consulted with more than 3,500 low-income families to determine the legal status they qualify for; filed more than 700 cases with US Citizenship and Immigration Services (USCIS), welcomed 203 new U.S. citizens, and helped more than 500 adults improve their English and prepare for citizenship interviews. To maximize the impact of our small staff, Pathways has engaged more than 200 volunteer tutors, attorneys and legal interns in this complex and life-changing work.

The Digital Pathways project will engage more Solana Beach residents (age 18-80) as legal volunteers to help their eligible neighbors from around the world navigate the costly and confusing U.S. legal immigration system. Eight Docketwise seats (accounts) will enable volunteer legal interns and attorneys to assist Pathways' four legal representatives with filing and tracking legal cases for low-income immigrants in Solana Beach.

7. Program Dates/Location:

June 2024 – May 2025

Pathways to Citizenship offices, 120 Stevens Ave., Solana Beach, CA

8. Estimated number of Solana Beach residents to be served by proposed program:

80 immigrants in Solana Beach (approximately 20 families of 4)

+10 legal volunteers from Solana Beach

9. How will the organization acknowledge the City's financial contribution to the community/beneficiaries of the proposed activity?

We will submit press releases to local Solana Beach, North County and San Diego newspapers, and inform beneficiaries of the financial contribution made by the City of Solana Beach, plus acknowledge the City of Solana Beach's support on our website, blogs, social media, presentations, news coverage, etc.

10. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

San Diego County and the San Diego County Bar Foundation are donating funds to expand Pathways' legal volunteer program, which will work in synergy with the Docketwise solution to expand Pathways' capacity to serve low-income immigrants in Solana Beach.

The enhanced data tracking and reporting capabilities of Docketwise will enable Pathways to apply for larger and more complex grants, including state and federal grants.

11. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

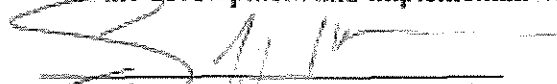
Yes, Docketwise will enable volunteers to efficiently and effectively assist Pathways' four legal representatives in filing and tracking legal cases for a greater number of low-income clients at less expense.

12. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

With partial funding, this program will move forward, but will serve fewer immigrant and refugee families.

Acknowledgment of Responsibility:

Authorized Signature assumes all responsibility for developing and implementing proposed activities or events in this application, including public acknowledgment of the City's financial contribution. Authorized signature will comply with all accounting and budget procedures outlined by the City. Authorized signature and accompanying group will hold harmless the City of Solana Beach from all losses, claims, accidents, and problems associated, directly or indirectly with the development and implementation of proposed activities or events.



Authorized Signature of Organization

May 22, 2024
Date

ALL INFORMATION REQUESTED ON THIS APPLICATION MUST BE COMPLETED AS A CONDITION FOR BEING CONSIDERED FOR PUBLIC FUNDS BY THE CITY COUNCIL OF SOLANA BEACH.

City of Solana Beach Community Grant Program 2024-25

Pathways to Citizenship

Digital Pathways: Implement the #1 rated legal immigration software to expand pro bono legal access for low-income immigrants

Item	Total	COSB Request
Docketwise annual subscription (8 seats)	\$6,942	<u>\$6,000</u>

Pathways to Citizenship Summary BUDGET

	2024	Total 12/31/24
INCOME		
Grants		
Foundation/Corporate Grants		34,000.00
Local Government Grants (City, County, State)		24,080.00
Federal Grants (subrecipient)		84,600.00
Donations		
Individual donations (includes legacy gifts)		174,319.44
Client contributions		18,845.00
Interest paid		5,482.38
TOTAL INCOME		341,326.82
EXPENSES		
Staffing		219,205.18
Withholding, FICA & Workman's Comp	0.32	72,393.13
Payroll Fees		1,938.09
Bank Fees, Registry of Charitable Trusts		185.00
Accounting		2,500.00
Consulting		27,500.00
Facilities Fees		3,532.00
Insurance - Liability, E&O, D&O, etc		6,100.00
Software		13,458.00
Legal Training & Affiliations		5,731.85
Office supplies, postage, textbooks, etc.		7,106.72
Marketing & Outreach		1,905.95
Events (fundraiser, volunteer appreciation, orientations)		15,706.83
Legal representation & volunteer expenses (mileage, parking, filing fees, etc.)		3,250.00
TOTAL EXPENSES		380,512.75
GAIN OR (LOSS) ON OPERATIONS		(39,185.93)
	12/31/23	
FUNDS AVAILABLE	244,253.88	205,067.95
Operating Account	143,914.88	
Certificates of Deposit	100,000.00	
Money Market	339.00	

RANCHO

SANTA FE

YOUTH

SOCCER



COMMUNITY GRANT APPLICATION

The City of Solana Beach Community Grant Program 2024 Request for Financial Assistance application **MUST BE SUBMITTED by 5:00 PM Thursday, May 23, 2024.**

Please submit completed applications via email to dking@cosb.org and copied to pletts@cosb.org. If email submission is not possible for an applicant, hard copies may be dropped off at City Hall 635 South Highway 101, Solana Beach, CA. 92075, Attn: Community Grants Program.

All requests will be determined by the following criteria:

Name of Organization: Rancho Santa Fe Youth Soccer

Contact Person: Marilee Pacelli Email address: marilee@rsfsoccer.com

Daytime Phone: 619-507-3551 Evening Phone: 609-507-3551

Mailing Address: PO Box 1373

City: Rancho Santa Fe State: CA Zip: 92067

1. All the documents below are attached to this application:

- W-9
- Summary of Organization's Budget
- Proposed Program Budget
- Financial and Tax Statements (see Application Guidelines)
- Copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)

2. Has your organization received financial assistance from the City before? Yes No

If yes, please state the fiscal year it was received and for the proposed program was:

2023/2024 - Financial Assistance for Solana Beach Residents

3. Title of FY 2024/25 Proposed Program/Service: Financial Assistance for Solana Beach Residents

4. What is the total amount requested for the FY 2023/24 Proposed Total Program? Include all estimated costs to conduct proposed activity/program.

Requesting \$1,500 to apply towards financial aid for those players who qualify based on their adjusted gross income and the stated Federal Poverty level in California for 2024.

5. Grant funds must be used for services or materials directly associated with the proposed activity. Please describe how grant funds will be used:

The grant fund requested would allow the club to give scholarships to players to offset the cost of their registration fees. Registration fees are used to pay for salaries and administrative costs for the club. The funds can also be used for giving players scholarships to attend our camps and other programs that we offer.

6. Anticipated Program Objectives or Accomplishments:

Each year we have a number of players from Solana Beach who have the skill necessary to play on a competitive team, but not the resources. This would allow the club to bring in those players who would otherwise not be able to afford to play on a competitive team or participate in our camps. Those players who aspire to play at a higher level (such as in high school) typically play on a club team in order to receive the training required to compete at the higher level.

7. Program Dates/Location:

This program operates during the clubs fiscal year which runs from February 1 to January 31.

8. Estimated number of Solana Beach residents to be served by proposed program: 2-5
9. How will the organization acknowledge the City's financial contribution to the community/beneficiaries of the proposed activity?

We will list the City of Solana Beach-Community Grant Program as a sponsor on our website and will make announcements on our various social media sites.

10. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

There are no other matching funds that will become available as a result of this grant.

11. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

No volunteers will be used to implement this program - the Board and staff will make decisions as to who qualifies based on the players application for financial aid and any supporting paperwork requested.

12. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

Yes, any funding provided will allow the club to offer limited financial support.

Acknowledgment of Responsibility:

Authorized Signature assumes all responsibility for developing and implementing proposed activities or events in this application, including public acknowledgment of the City's financial contribution. Authorized signature will comply with all accounting and budget procedures outlined by the City. Authorized signature and accompanying group will hold harmless the City of Solana Beach from all losses, claims, accidents, and problems associated, directly or indirectly with the development and implementation of proposed activities or events.

Authorized Signature of Organization

5/22/24

Date

ALL INFORMATION REQUESTED ON THIS APPLICATION MUST BE COMPLETED AS A CONDITION FOR BEING CONSIDERED FOR PUBLIC FUNDS BY THE CITY COUNCIL OF SOLANA BEACH.



**City of Solana Beach
2024 Community Grant Program
Grant Proposal – Request for Financial Assistance**

Rancho Santa Fe Youth Soccer (RSFYS) is a community based non-profit organization offering young people between the ages of 4-18 the opportunity to play soccer at all levels. Like the Solana Beach Soccer Club (SBSC), we offer recreational level soccer to community members in the Rancho Santa Fe community, with participants from outside this area making up a small number of players. Where we differ from SBSC is that we offer a competitive program for players who are interested in playing at a higher level with professional coaching. Of the 392 players currently enrolled in this program, 19% are Solana Beach residents. These players enjoy the environment that RSFYS promotes which is one of community and commitment.

The program we are promoting is for funding of scholarships for players from Solana Beach that need financial assistance. This financial aid could be for help with registration fees for players in the competitive program or players wanting to attend our camps offered throughout the year.

Fees for our competitive program range from \$1,450 for a seasonal year (for the youngest players) to \$2,300. The club does currently offer scholarships to those that apply and can demonstrate need, but the funds are limited. A player must apply using our Application for Financial Aid and they must qualify based on their adjusted gross income from their most current tax return and where that gross income falls compared to the Federal Poverty Level in California for 2024 for the number of family members listed on their tax return. The amount of aid that they receive is determined by how many applicants there are and how much money is available.

These same qualifications would be applied to players from Solana Beach that request financial aid, but the funds awarded through this grant could potentially give us the opportunity to award more than the amount we have been able to give in the past to those who apply.

Proposed Budget for SB Community Grant Program		
2-3 Partial Scholarships for competitive registration (ranging from \$500-\$600)		\$1,100
2 camp scholarships @ \$200 each		\$ 400
Total		\$1,500



RSFYS Budget Summary for FY 2024-2025

Sources of Revenue: RSFYS has 2 main sources of revenue – player registration fees and an annual tournament. We also have soccer camps for both recreational and competitive players during the summer, at Thanksgiving and the winter holidays and two 5-week recreational programs in the spring. This year we are anticipating budget revenues of \$1.2 million.

Expenditures: As with most companies, Employee compensation is our largest expenditure. We have a coaching staff of 13 professional coaches and 2 administrators for a total of 15 employees. Our next largest expenditure is our tournament, and then our field expenses (field rental, portable restrooms, storage unit). Our budget expenditures for the 2024/25 season will be approximately \$1.17 million.

Summary: Based on the budget for the 2024/25 Fiscal Year, we are anticipating that we will essentially have a break-even year with perhaps a small profit. We will have one more competitive team than last year, bringing our total number of teams to 30. Recreational registration just started and will continue through the summer, but we hope to get our numbers up close to 200 players for the fall.

Rancho Santa Fe Youth Soccer 2024
Profit & Loss
February 2023 through January 2024

	Feb '23 - Jan 24
Ordinary Income/Expense	
Income	
Booster Wear	6,994.19
Donation Income	103.00
Interest Income	2,102.04
Registration (Prior Year)	3,018.97
Registration Fees	
All-Stars	600.00
Recreational	50,844.04
Competitive	727,344.31
Early Registration Discount	-6,075.00
Total Registration Fees	772,713.35
Soccer Camp Registration	48,410.92
Sponsor Income	
Sponsor Income Competitive	8,418.18
Total Sponsor Income	8,418.18
Spring League	19,819.51
Team Sponsors	
Team Sponsors Recreational	2,335.00
Total Team Sponsors	2,335.00
Tournament Income	
Tournament Registration	192,840.00
T-Shirt Sales/Vendor Revenue	2,639.81
Total Tournament Income	195,479.81
Total Income	1,059,394.97
Gross Profit	1,059,394.97
Expense	
All-Star Expenses	450.00
Uncategorized Expenses	0.00
Administration	
Admin Other	729.78
Admin Payroll	515,237.90
Bank Charges	
Credit Card Fees	11,060.60
Stripe Card Fees	19,985.39
Total Bank Charges	31,045.99
Fees	200.00
Insurance	2,157.00
Interest	216.09
Legal & Accounting	12,085.00
Travel & Mileage	2,498.71
Office Supplies	1,831.84
Payroll Processing	3,128.00
Payroll Taxes	36,907.53
Postage & Shipping	702.49
Printing and Advertising	4,050.00
SBA Loan Interest	4,036.83
Staff Meeting	596.02
Temp Labor	2,300.00
Utilities- Phone, Internet, Ele	7,177.42
Workers Comp Insurance	13,643.79
Total Administration	638,544.39
Bad Debt	242.45

Rancho Santa Fe Youth Soccer 2024

Profit & Loss

05/20/24

February 2023 through January 2024

Cash Basis

	Feb '23 - Jan 24
Coaching Fees	
Coaching Other	798.85
Soccer Clinics	675.00
Coach Consultants	110,404.00
Travel and Mileage	251.50
Total Coaching Fees	112,129.35
Equipment	
Office	829.13
Total Equipment	829.13
Field Expenses	
Equipment	5,698.79
Field Painting and Setup	15,746.41
Field Rental	104,321.57
Portasan	6,624.66
Storage Unit Rental	9,272.13
Total Field Expenses	141,663.56
League Registration Fees	27,320.73
Photography	3,625.00
Rancho Cup Expenses	939.60
Referees	
Games	
Games Recreational	2,422.00
Games Competitive	18,816.00
Total Games	21,238.00
Total Referees	21,238.00
Soccer Camps	
Camp Payroll	10,465.00
Camp Expenses	4,687.17
Total Soccer Camps	15,152.17
Spring League Expenses	2,650.00
Taxes	1,731.00
Tournament	
Tournament Advertising	7,404.44
Tournament Awards & Trophies	14,857.32
Tournament Fees	3,630.00
Tournament Field Rental	36,000.00
Tournament Field Setup	23,973.66
Tournament Labor	9,961.25
Tournament Printing	30.88
Tournament Referees	28,752.84
Tents/chairs/tables/tubs	6,141.75
Shirts	78.00
Tournament Other	2,202.74
Total Tournament	133,032.88
Uniforms	
Uniforms Recreational	9,000.04
Uniforms Competitive	639.95
Total Uniforms	9,639.99
Website	3,422.83
Total Expense	1,112,611.08
Net Ordinary Income	-53,216.11
Net Income	-53,216.11

Balance Sheet

As of January 31, 2024

	Jan 31, 24
ASSETS	
Current Assets	
Checking/Savings	
Wells Fargo Checking	39,993.35
Wells Fargo High Yield Savings	221,996.66
Wells Fargo SBA Loan Funds	3.07
Total Checking/Savings	261,993.08
Accounts Receivable	
Accounts Receivable	
Accounts Receivable 2023	-999.55
Accounts Receivable 2022	-357.25
Total Accounts Receivable	-1,356.80
Total Accounts Receivable	-1,356.80
Other Current Assets	
Prepaid Expenses	37,000.00
Live Oak Bank CD xx8547	151,463.21
Undeposited Funds	-96.80
Total Other Current Assets	188,366.41
Total Current Assets	449,002.69
Fixed Assets	
Furniture and Equipment	
Field Equipment	5,400.94
Office	3,409.81
Accumulated Depreciation	-8,810.75
Total Furniture and Equipment	0.00
Total Fixed Assets	0.00
TOTAL ASSETS	449,002.69
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,382.95
Total Accounts Payable	2,382.95
Other Current Liabilities	
Seaside Spring Classic	3,141.00
Aflac Insurance	65.10
Prepaid Reg Fees 2024/2025	53,094.67
Scholarship Liability	11,339.05
Saul Resendiz Fund	3,001.65
Team Liability Accounts	
G10 Green	200.00
G07 Green	-2,201.40
B15 White	2,021.05
B14 White	90.00
B11 Green	121.07
B04 Academy	-120.00
Total Team Liability Accounts	110.72
Total Other Current Liabilities	70,752.19
Total Current Liabilities	73,135.14

Rancho Santa Fe Youth Soccer 2024
Balance Sheet
As of January 31, 2024

	<u>Jan 31, 24</u>
Long Term Liabilities	
SBA EIDL Loan	144,815.88
Total Long Term Liabilities	<u>144,815.88</u>
Total Liabilities	217,951.02
Equity	
Unrestricted Net Assets	285,267.78
Boyd N. Lyon Scholarship Fund	-1,000.00
Net Income	<u>-53,216.11</u>
Total Equity	<u>231,051.67</u>
TOTAL LIABILITIES & EQUITY	<u><u>449,002.69</u></u>

SANDPIPER

SQUARE

DANCE

CLUB



COMMUNITY GRANT APPLICATION

The City of Solana Beach Community Grant Program 2024 Request for Financial Assistance application **MUST BE SUBMITTED by 5:00 PM Thursday, May 23, 2024.**

Please submit completed applications via email to dking@cosb.org and copied to pletics@cosb.org. If email submission is not possible for an applicant, hard copies may be dropped off at City Hall 635 South Highway 101, Solana Beach, CA. 92075, Attn: Community Grants Program.

All requests will be determined by the following criteria:

Name of Organization: Sandpipers Square Dance Club

Contact Person: Bonnie Violi Email address: bonnie.violi2018@gmail.com

Daytime Phone: 760-215-5471 cell Evening Phone: 760-215-5471

Mailing Address: 2408 La Plancha Ln

City: Carlsbad State: CA Zip: 92009

1. All the documents below are attached to this application:

- W-9
- Summary of Organization's Budget
- Proposed Program Budget
- Financial and Tax Statements (see Application Guidelines)
- Copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)

2. Has your organization received financial assistance from the City before? Yes No

If yes, please state the fiscal year it was received and for the proposed program was:

3. Title of FY 2024/25 Proposed Program/Service: Learn to Square Dance Class

4. What is the total amount requested for the FY 2023/24 Proposed Total Program? Include all estimated costs to conduct proposed activity/program.

Caller Fees: 20 wks x \$200	\$4,000		
Hall Rental: 20 wks x \$150	3,000	Less Student fees/donations:	-2,000
Hopitality supplies: 20 wks x \$50	1,000		
Class recruitment/Marketing	500	Net Class Shortfall:	\$6,500
Total Class Expenses	\$8,500		(Grant requested amount)

5. Grant funds must be used for services or materials directly associated with the proposed activity. Please describe how grant funds will be used:

The Square Dance Caller/Teacher and Hall rental fees are paid weekly and are a flat pre-agreed amount. If the class is large, fees for both the caller and hall rental can be increased.

Hospitality and Marketing costs are mostly provided by club members. Only significant pre-authorized expenses are paid by the club funds.

6. Anticipated Program Objectives or Accomplishments:

With the isolation caused by Covid, many people (especially seniors) need a fun way to socialize and get exercise. It takes a significant commitment of time and money to get new dancers trained. The square dance community has shrunk over time and clubs no longer have the resources needed to sponsor new learners. This program/grant will enable the participants to complete a 20 week course preparing them for club level dancing. Square Dancing for 2 hours is like walking 5 miles. It confers multiple benefits to the participants: Cardiovascular health, Bone health, Flexibility, Balance, Weight Mgmt, Mental health, Stress Relief, and Brain power. Square Dancing is a fun way to meet new friends while exercising physically and mentally.

7. Program Dates/Location:

Class is held weekly for 20 weeks starting on July 16, 2024 at St James Catholic Church in Solana Beach. We anticipate 20-30 participants from the local area. Class is advertised and open to the public age 9 to seniors.

8. Estimated number of Solana Beach residents to be served by proposed program: 20-30 new dancers

9. How will the organization acknowledge the City's financial contribution to the community/beneficiaries of the proposed activity?

All publicity flyers and newspaper articles will include statements regarding the City's support. An appreciation flyer can be displayed and also announced at each class and club dance.

Although a "Learn to Square Dance" class is continuous for 20 weeks, the monthly club dance has one hour of dancing provided for "guests" or new/first time dancers to learn and participate. This opportunity is publicized in the community and introduces many residents to the fun and friendliness of Square dancing.

10. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

The Palomar Square Dance Association (umbrella organization covering multiple San Diego county square dance clubs) may renew a previous support program to provide \$800 reimbursement to the clubs holding beginner classes.

Students provide a small donation fee per class. This fee can be waived for economically challenged individuals. Club members make personal contributions to help pay for the classes. This Grant Application is a first for the Sandpipers club.

No other funding sources are known.

11. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

Club management in square dancing is a completely volunteer activity. Classes need as many experienced dancers as new dancers to be successful. The club members volunteer their time to attend class and also contribute to the class expenses. The Square Dance Caller/Teacher is a professional who is paid per class. Sandpipers has sponsored Square Dancing in Solana Beach for the past 51 years.

12. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

The club treasury is limited and cannot continue to sponsor classes without assistance. Attendance fees at classes and also at monthly club dances is not high enough to cover basic costs. The Covid shutdowns have hit all Square Dance clubs hard. We are in a re-building phase to get square dancing back to a "break even" financial situation. More dancers mean more fun for all, and is also helpful to share the costs. We are a non-profit organization. When the treasury is dry, square dancing stops. Square Dancing has been designated as the United States national folk dance and is too important to lose.

Acknowledgment of Responsibility:

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Authorized Signature of Organization

5/23/24

Date

ALL INFORMATION REQUESTED ON THIS APPLICATION MUST BE COMPLETED AS A CONDITION FOR BEING CONSIDERED FOR PUBLIC FUNDS BY THE CITY COUNCIL OF SOLANA BEACH.

SOLANA BEACH

CIVIC

&

HISTORICAL

SOCIETY



COMMUNITY GRANT APPLICATION

The City of Solana Beach Community Grant Program 2024 Request for Financial Assistance application **MUST BE SUBMITTED by 5:00 PM Thursday, May 23, 2024.**

Please submit completed applications via email to dking@cosb.org and copied to pletics@cosb.org. If email submission is not possible for an applicant, hard copies may be dropped off at City Hall 635 South Highway 101, Solana Beach, CA. 92075, Attn: Community Grants Program.

All requests will be determined by the following criteria:

Name of Organization: Solana Beach Civic & Historical Society

Contact Person: Kathleen Drummond, website editor Email address: solanabeachhistory@gmail.

Daytime Phone: 619.838.5466 Evening Phone: 619.838.5466

Mailing Address: P. O. Box 504

City: Solana Beach State: CA Zip: 92075

1. All the documents below are attached to this application:

- W-9
- Summary of Organization's Budget
- Proposed Program Budget
- Financial and Tax Statements (see Application Guidelines)
- Copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)

2. Has your organization received financial assistance from the City before? Yes No

If yes, please state the fiscal year it was received and for the proposed program was:
2023-24 and prior years to digitize archives and optimize digital assets (website, YouTube channel)

3. Title of FY 2024/25 Proposed Program/Service: Expand SBC&HS digital assets and continue digitizing archival materials

4. What is the total amount requested for the FY 2023/24 Proposed Total Program? Include all estimated costs to conduct proposed activity/program.

\$6,000

5. Grant funds must be used for services or materials directly associated with the proposed activity. Please describe how grant funds will be used:

As in prior years, grant funds will be used to hire professional videography, video-editing, website design and interactive application development services as needed to complete our objectives outlined below. We plan to begin interviewing relatives of war veterans after the 2024 Memorial Day Service, so our video editor can begin work on those tapes right away.

6. Anticipated Program Objectives or Accomplishments:

Expand our You Tube videography library featuring long-time and notable Solana Beach citizens. Expand website History section to feature articles about "Wartime Solana Beach" and tributes to residents who serve(d) in the military; include audio/video elements to add dimension to La Colonia Community Center's veteran memorials. Develop interactive, touch-screen educational apps visitors can use to learn about artifacts in our Heritage Museum. Digitize archival materials donated by La Colonia first families.

7. Program Dates/Location:

May 2024 through May 2025 in Solana Beach

8. Estimated number of Solana Beach residents to be served by proposed program: All interested

9. How will the organization acknowledge the City's financial contribution to the community/beneficiaries of the proposed activity?

Recognition on our website and newsletters

10. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

No

11. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

Yes, volunteers will schedule, organize and conduct video interviews with veterans and/or their family members, long-time residents and notable citizens. Volunteers will organize archival materials for digitization by our vendors, Backstage and Staples.

12. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

Yes. With partial funding we will move forward to hire a professional video editor to complete work on interviews that have already been taped and perhaps be able to hire application development assistance for touch-screen educational features for the Museum.

Acknowledgment of Responsibility:

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5/24/24

Authorized Signature of Organization

Date

ALL INFORMATION REQUESTED ON THIS APPLICATION MUST BE COMPLETED AS A CONDITION FOR BEING CONSIDERED FOR PUBLIC FUNDS BY THE CITY COUNCIL OF SOLANA BEACH.

Solana Beach Civic & Historical Society FY 2024-25 Budget

	Revenue	Expenses
CoSB Community Grant for video library editing and new digital assets*	\$6,000.00	\$6,000.00
Dues income	\$3,500.00	
Holiday Boutique/Poinsettia sales	\$11,000.00	
Community outreach/member events	\$4,000.00	\$8,000.00
Donations/other income	\$2,500.00	
Scholarship awards (3 @ \$3,000.00 + \$1,000 to MAEGA)		\$10,000.00
Administration (insurance, website, promotional expenses)		\$3,000.00
TOTALS	\$27,000.00	\$27,000.00

*Assuming our application for a 2024-25 Community Grant is approved

Proposed Program Budget: Expand SBC&HS digital assets and continue digitizing archival materials	
Activity	Anticipated expense
Scan archival materials into digital files (up to 4 formats)	\$1,000.00
Video editing of remaining taped interviews	\$1,000.00
Video editing of additional interviews (veterans and/or their families, long-time residents, notable citizens)	\$3,000.00
Website design/application development services	\$1,000.00
Total	\$6,000.00

SOLANA

BEACH

COMMUNITY

THEATER

COMMUNITY GRANT APPLICATION



The City of Solana Beach Community Grant Program 2024 Request for Financial Assistance application **MUST BE SUBMITTED by 5:00 PM Thursday, May 23, 2024.**

Please submit completed applications via email to dking@cosb.org and copied to pletts@cosb.org. If email submission is not possible for an applicant, hard copies may be dropped off at City Hall 635 South Highway 101, Solana Beach, CA. 92075, Attn: Community Grants Program.

All requests will be determined by the following criteria:

Name of Organization: Solana Beach Community Theater

Contact Person: Jolene Dodson Bogard Email address: jojo@solanabeachct.org

Daytime Phone: 310-266-2259 Evening Phone: 310-266-2259

Mailing Address: 742 Genevieve Street Suite F

City: Solana Beach State: CA Zip: 92075

1. All the documents below are attached to this application:

- W-9
- Summary of Organization's Budget
- Proposed Program Budget
- Financial and Tax Statements (see Application Guidelines)
- Copy of the California Franchise Tax Board Entity Status Letter, showing exemption under Section 23701d or Internal Revenue Code section 501(c)(3)

2. Has your organization received financial assistance from the City before? Yes No

If yes, please state the fiscal year it was received and for the proposed program was:

3. Title of FY 2024/25 Proposed Program/Service: LIT – Leaders in Training (Solana Beach Community Theater Pre-Apprenticeship)

4. What is the total amount requested for the FY 2023/24 Proposed Total Program? Include all estimated costs to conduct proposed activity/program.

We are seeking \$6,000.00 in grant funds to support our Leaders in Training (LIT) Pre-Apprenticeship program. These funds will be allocated across three critical areas to ensure the program's success and to provide the best possible experience for our students.

5. Grant funds must be used for services or materials directly associated with the proposed activity. Please describe how grant funds will be used:

Grant funds will be used to support various aspects of our Pre-apprenticeship program, ensuring that participants have the necessary resources and guidance to succeed. Specifically, the grant will cover the following:

Program Uniforms: Funds will be allocated to purchase uniforms that will help distinguish students enrolled in the Pre-apprenticeship program. This will foster a sense of unity and

6. Anticipated Program Objectives or Accomplishments:

The objectives of the Leader in Training (LIT) Pre-Apprenticeship Program within the in Technical Theater are multifaceted and include:

Hands-On Training: The LIT Program offers middle school and high school students invaluable on-the-job training in various technical theater disciplines such as stage and set design, choreography, directing, and costuming. By working alongside experienced industry professionals, students gain practical skills and insights that are essential for a

7. Program Dates/Location:

The LIT program runs year round with students being engaged to work on 2-3 full length musicals during the school year, and summer camps throughout the months of June-

8. Estimated number of Solana Beach residents to be served by proposed program: 20-30 students

9. How will the organization acknowledge the City's financial contribution to the community/beneficiaries of the proposed activity?

As part of our commitment to recognizing the City's significant contribution, Solana Beach Community Theater will utilize its social media channels and official website to acknowledge the City of Solana Beach as a valued community partner. Regular updates, posts, and mentions will be made to highlight the City's dedication to fostering artistic growth and cultural enrichment within our local community. Furthermore, each theatrical

10. Will there be any matching funds or other grants that would be applied to this program or service? If awarded this grant, will that enable other funding sources?

The Solana Beach Community Theater is actively seeking additional funding sources to support various features within our theater company for the 2024/25 period. While we are applying for multiple grants to meet our financial needs, the grant we are seeking from the City of Solana Beach Community Grant Program specifically targets the Leader in Training (LIT) program within our organization. As of now, the LIT program does not have any additional funding sources allocated to it. Therefore, if awarded the grant from the City of Solana Beach, it would be a critical and exclusive source of funding for this essential program. Receiving this grant would not only provide vital financial support for the LIT

11. Will volunteers be used for the proposed program or service and, if so, will they reduce expenses?

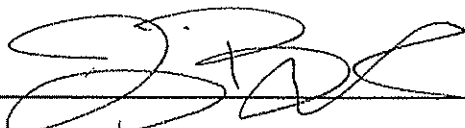
Volunteers play a vital role in the operations of our organization, and they will indeed be integral to the execution of the Leader in Training (LIT) program. One of the hallmarks of this program is the collaboration between middle and high school students and industry professionals who generously volunteer their time and expertise to teach high-level technical theater skills to the next generation of artists and technicians. As students progress in their learning journey within the LIT program, they move towards proficiency in

12. If the proposed program or service is only awarded partial funding, will it still move forward? Will the program/service be scaled back and/or is there a threshold at which it will not move forward?

If awarded only partial funding, the Solana Beach Community Theater would still move forward with the proposed Leader in Training (LIT) program, albeit with limitations that would impact the number of students able to participate. However, there is a threshold at which the program's viability would be significantly compromised, potentially hindering its ability to achieve its overarching goals. The primary goal of the LIT program has always been to expand participation and provide valuable career development opportunities for

Acknowledgment of Responsibility:

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Authorized Signature of Organization

5/18/24

Date

ALL INFORMATION REQUESTED ON THIS APPLICATION MUST BE COMPLETED AS A CONDITION FOR BEING CONSIDERED FOR PUBLIC FUNDS BY THE CITY COUNCIL OF SOLANA BEACH.

Bookkeeper	\$10,000	\$10,000	\$10,000
Storage	\$0	\$5,000	\$5,000
Facilitator Training (CPR Training etc)	\$1,400	\$1,400	\$1,600
Software, Annual Subscriptions	\$3,000	\$3,000	\$3,000
Video/DVD Creation and updates	\$5,000	\$5,000	\$5,000
Liability Insurance	\$5,500	\$5,500	\$6,000
Website Domain and Maintenance	\$2,000	\$5,000	\$5,000
Social Media	\$1,000	\$1,000	\$1,000
Fund Development	\$5,000	\$10,000	\$10,000
Membership Dues	\$650	\$650	\$650
Office Supplies	\$1,000	\$2,000	\$2,000
Workers Comp Expenses (Board Protection)	\$3,000	\$3,000	\$3,000
Government Filing Fees	\$500	\$500	\$500
Postage	\$390	\$500	\$500
Equipment Maintenance/Repair	\$2,000	\$3,000	\$3,000
Construction Costs	\$80,000	\$6,000	\$5,000
TOTAL	\$262,040	\$243,550	\$357,505
Net Surplus (Revenue minus expenses)	\$-39,040	\$89,950	\$30,495



STAFF REPORT

CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Alyssa Muto, City Manager
MEETING DATE: June 12, 2024
ORIGINATING DEPT: City Manager’s Department – Alyssa Muto, City Manager
SUBJECT: **City Council Revisions to Draft Fiscal Year 2024/25 Work Plan**

BACKGROUND:

The Fiscal Year (FY) 2024/25 Work Plan is a guiding document that includes all of the City Council’s (Council) priority projects. The FY 2024/25 Work Plan identifies and defines four strategic priorities to inform City decision-making on projects and programs: Community Character, Organizational Effectiveness, Environmental Sustainability and Fiscal Sustainability. All four of these priorities are important to the overall sustainability of the City.

This item is before Council to consider the revisions to the draft FY 2024/25 Work Plan (Attachment 1) based on the feedback received from the Council and the community at the May 22, 2024 Work Plan workshop.

DISCUSSION:

On May 22, 2024, the Council held a public workshop to discuss the draft FY 2024/25 Work Plan, recommend changes, and accept public comment. At the public workshop, members of Council recommended revisions to the draft Work Plan presented by Staff. The revised draft FY 2024/25 Work Plan (Attachment 1, track changes format) has been amended based on Council and public comments and is now being brought back for consideration and direction.

The revised Work Plan incorporates the revisions accepted by Council during the May 22nd workshop. There was also discussion between Staff and Council regarding incorporating modifications to the categories in the document and rearranging some Priority Items to better reflect the current status of certain projects. While not shown in strikeout/underline due to comprehensive reformatting, Staff has incorporated these changes into this updated Work Plan. Projected FY 2024/25 costs for all items have also been included and are open for discussion as Council contemplates final approval with the budget.

CITY COUNCIL ACTION:

If City Council approves the recommended revisions in the attached draft FY 2024/25 Work Plan, or has any additional revisions, Staff recommends Council direct Staff to bring back for formal adoption with the Budget on June 26th, 2024.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

Funding for the projects contained in the draft Fiscal Year 2024/25 Work Plan vary from project to project. Some of the projects have been budgeted for; while others do not currently have funding identified at this time. The funding identified in this Work Plan is consistent with the funding that will be included in the FY 2024/25 Budget.

WORK PLAN:

This item is a comprehensive annual update to the Work Plan for FY 2024/25.

OPTIONS:

- Approve the revised draft Fiscal Year 2024/25 Work Plan.
- Approve the revised draft Fiscal Year 2024/25 Work Plan with modifications.

CITY MANAGER RECOMMENDATION:

The City Manager recommends the City Council review and discuss the revised draft Fiscal Year 2024/25 Work Plan and, if no further changes are required, direct the City Manager to return this item to Council for approval with the FY 2024/25 Budget Update on June 26th, 2024.



Alyssa Muto, City Manager

Attachment 1: Revised draft Fiscal Year 2024/25 Work Plan



COUNCIL WORK PLAN

**FISCAL YEAR
2024-2025**

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CITY MANAGER'S REPORT

Dear Residents of Solana Beach:

The City of Solana Beach Fiscal Year 2024/25 Work Plan is a critical operational document developed based on public feedback, direction from the Mayor and Council members, and regulatory changes. Rooted in the core values of transparency, collaboration, and innovation, this plan provides a roadmap for our efforts in key areas such as community character, infrastructure development, environmental sustainability, economic growth, and community services. Each section details specific projects and initiatives, along with the resources required for their successful implementation.



Over the years, this annual programming and budgeting process has resulted in the investment of City resources and grant funding to improve our streets, parks, and beaches, and to maintain the overall quality of life in our neighborhoods. Significant components of our work plan include policy and program development to improve customer service, capital investments in our roadways and City facilities, and the prioritization of our City employees to grow and retain quality Staff. These priorities are pivotal to enhancing our infrastructure, boosting economic activity, and sustaining our neighborhoods.

As the City Manager of Solana Beach, I am pleased to present this Work Plan as a comprehensive guide outlining our strategic objectives and operational initiatives for the upcoming year. By setting clear priorities and measurable goals, we aim to ensure that our City remains a place where people can live, work, and play. This plan is a testament to our commitment to fostering a vibrant, sustainable, and inclusive community. It is designed to address the evolving needs of our residents, businesses, and visitors while preserving the unique charm and character of our beautiful coastal city.

I am confident that this work plan will serve as a valuable tool for guiding our actions and measuring our progress. It is through collective effort and shared vision that we will continue to build a resilient and thriving Solana Beach. I look forward to working together with the City Council, our dedicated Staff, and the entire community to achieve the goals set forth in this plan.

A handwritten signature in blue ink, appearing to read 'Alyssa Muto', written over a light blue horizontal line.

Alyssa Muto
City Manager, Solana Beach

MISSION STATEMENT

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

STRATEGIC PRIORITIES

The following Strategic Priorities provide focus and direction for all service expectations for the city that inform both the City two-year Work Plan and budgeting.

- **COMMUNITY CHARACTER**

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

- **FISCAL SUSTAINABILITY**

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

- **ORGANIZATIONAL EFFECTIVENESS**

Objective: To inspire and generate a high level of confidence in City Government and strengthen our city by providing exceptional professional services to the community through our leadership, management, innovation and ethics. To produce quality results by promoting a culture of personal and professional integrity, community engagement, equity and inclusion, Staff engagement, effectiveness and teamwork, human resources management, transparent financial management, strategic leadership, service delivery, open communications and information sharing, and continuous improvement.

- **ENVIRONMENTAL SUSTAINABILITY**

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

COMMUNITY CHARACTER

Land Use & Planning

1. General Plan Updates

Summary: The City's first General Plan was originally adopted in 1988. Individual elements of the General Plan, including Land Use, Circulation, Noise, and Housing have been reviewed and revised over time. The Circulation and Land Use Elements were updated and adopted by the City Council on November 19, 2014, and the Environmental Impact Report was certified at that same meeting. The Housing Element was last updated in 2021, and covers the time period of April 15, 2021, to April 14, 2029. Annual reporting is conducted for the City's Housing Element implementation. The next component of the General Plan is a required update to the Safety Element to ensure consistency with the recent San Diego County Hazard Mitigation Plan update, State legislation, and the SANDAG's Regional Plan.

FY 2024/25 Actions:

- A. Update Density Bonus Ordinance
- B. Issue RFP for 1st City Housing site (see Priority 2 below)
- C. Develop permit ready ADU program and plans
- D. Upon the release of the local Very High Fire Hazard Severity Zones VHFHS maps by the State, the City will bring forward Fire Hazard Severity Zone Maps for adoption.
- E. Conduct public meeting to review Highway 101 Specific Plan for any regulatory, policy or program updates.

Summary of Budgetary Projections for FY 2024/25: The implementation of the policies and programs contained in the City's Housing Element is a multi-year project. The costs are predominantly Staff time to draft and implement policies and programs. Where possible Staff will seek additional grant funding to assist with the implementation of this project. With respect to the ADU Permit Ready Program, the City projects an approximate cost of \$100,000 for the purchase of plan sets for use by residents for standard studio and one-bedroom ADU designs. No additional funding is expected to be needed for FY 2024/25.

2. South Sierra Mixed Use Affordable Housing Project

Summary: In 2014, the City Council approved the Hitzke Development Corporation mixed use affordable housing project on South Sierra Avenue on a City-owned parking lot. The project as adopted includes commercial space and parking, ten (10) affordable housing units and associated parking, and 31 replacement public parking spaces. Following approval of the project, significant delays were encountered including a legal challenge against the City and Hitzke Development Corporation, where the City prevailed at both the lower court and the Court of Appeals. During this delay, construction costs increased and the inability of the Applicant to

obtain required affordable housing funding, including State and County grants, resulted in Hitzke providing notice to the City in November 2020, that the project was no longer going forward for construction.

On February 24, 2021, pursuant to the terms of the Agreement, the Applicant provided to the City electronic copies of all plans prepared for the project. The City's objective is to pursue development of the project pursuant to the prepared plans and approvals through issuance of a Request for Proposals (RFP). This project would provide needed affordable housing adjacent to neighborhood services, including transit and commercial uses, and would further implement the goals of the Solana Beach Housing Element and the General Plan. Additionally, this project if built, could also satisfy obligations from a settlement agreement from the 1990s related to provision of deed-restricted affordable housing units in the City.

FY 2024/25 Actions:

- A. Update building permit plans for review/approval and construction.
- B. Prepare and issue an RFP for solicitation of affordable housing developers.

Summary of Budgetary Projections for FY 2024/25: Development of RFP and solicitation can be completed with City Staff time. Additional costs may be incurred through the bid review process; any additional budget allocations will be brought before the Council for authorization.

3. Customer Assistance Program Improvements

Summary: A number of City technology and process improvements have been geared toward greater customer service, flexibility for commercial uses, and permit streamlining. Among those recent improvements the Community Development Department has budgeted a full-time planner position to develop and support an Applicant Assistance Program (AAP). This program and assigned Staff is focused on assisting the community in navigating the sometimes-complex process for permit applications, plan transmittals, code compliance complaints, etc. The program will be expanded to include the creation of DRP Guidelines and Toolkit that will include a development checklist and cost estimate worksheet to help property owners navigate the development review process based on the type of project that is being proposed.

In an effort to help streamline the permit process and online payments for a variety of services including business certificates, building permits, parking citations, and allow for online payments and tracking, Staff researched various online permit tracking systems. In June of 2017, the City Council authorized the purchase of TRAKiT software and Staff has been working with a contractor to customize the tracking program for the City. The City went live with the TRAKiT program in July 2019. Subsequently, in response to the COVID-19 pandemic, the City has implemented digital submittals and TRAKiT went live for improved intake and routing while navigating remote work and social distancing. The City has implemented online credit card payments for Summer Day Camp and Junior Guard registration, and are working on expanding this service to TOT payments and business licenses. The next phase of TRAKiT will be expanding the permit tracking system to be outward facing to integrate the electronic filing and processing of permits and plans for further customer service and permit streamlining.

As part of the TRAKiT program, the City also purchased “My Community”, a stand-alone smart phone app that works with the City’s website to include relevant information for residents including City contacts, calendar of events and information regarding City government departments and services. In addition, it allows for the community to report location-specific issues such as graffiti, potholes, trash accumulation and broken sidewalks instantaneously to Staff. Since going live in November 2018, this program has resulted in a more efficient and effective way to report issues to the correct city departments.

FY 2024/25 Actions:

- A. Develop a citizen Guidelines and Toolkit to assist applicants in navigating City permitting process.
- B. Implement an on-line application and payment process for business certificates and permits.
- C. Prepare an annual report to Council on the My Community app including such things as usage, response time and highest reported issues.

Summary of Budgetary Projections for FY 2024/25: A new planner position has been allocated and assigned to implementing the AAP and developing the DRP Guidelines and Toolkit can be completed with City Staff time. Initial cost of software purchase was approximately \$196,000 with annual maintenance costs of \$38,000-\$40,000.

4. Outdoor Dining Regulations

Summary: Due to the COVID-19 pandemic, certain restrictions were modified to assist the business community during the difficult economic times, and to allow residents and visitors to continue to safely utilize certain services such as restaurants, bars, beauty salons, and exercise/wellness businesses outdoors and with appropriate social distancing. These specific businesses were allowed to temporarily expand into outdoor areas including sidewalks and parking lots (public and private) to provide additional space, especially during the times when indoor operations were not allowed. Due to the popularity of certain businesses, mainly restaurants, the City Council has directed the City Manager to prepare draft requirements and regulations to permanently allow these outdoor operations, including ways to mitigate potential issues to parking, noise, safety, aesthetics and other foreseeable areas.

FY 2024/25 Actions:

- A. Bring forward draft regulations to City Council for consideration.

Summary of Budgetary Projections for FY 2024/25: Development of draft regulations can be completed with City Staff time. Additional consultant services for parking counts, noise monitoring or other potential areas of impacts listed above could require additional budget allocations.

5. Local Coastal Program/Land Use Plan Adoption and Preparation of the Local Implementation Plan

Summary: The City prepared a Local Coastal Program (LCP) Land Use Plan (LUP) which was certified by the California Coastal Commission (CCC) on March 7, 2012, and subsequently adopted by the City Council in February 2013. At the time of adoption, the City Council also directed City Staff to prepare a Land Use Plan Amendment (LUPA) to modify some of the provisions in the LUP relating primarily to bluff top development, shoreline protection and private beach access ways. The CCC approved the City's LUPA in January 2014, and incorporated 12 additional CCC-initiated modifications. The City then prepared at the direction of the CCC, a update to the 2010 Draft Mitigation Fee Study

The certified LUP includes a requirement to update the 2010 Draft Mitigation Fee Study prepared by the City. In January 2014, the CCC awarded the City a grant in the amount of \$120,000 for use by the City in updating the draft fee study to reflect the policies in the Certified LUP. An updated public recreation impact fee study and draft LUPA was submitted to the CCC on April 29, 2016, and approved by the CCC with modifications. The City Council adopted the modification on November 13, 2018; CCC Executive Director concurrence was received on December 13, 2018. City Staff continues to work on the draft LIP that would geographically segment the bluff top properties from the rest of the City and Title 19 has been reserved for the "Coastal Zone" provisions associated with the LCP/LIP.

FY 2024/25 Actions:

- A. Conduct engagement and prepare a draft LIP and Land Use Plan Amendment (LUPA) to correct zoning information within the approved LUP.

Summary of Budgetary Projections for FY 2024/25: The estimated budget proposed for FY 2024/25 to continue the LCP Local Implementation Plan efforts is approximately \$90,000 programmed for consultant services for adjunct planning services and document assistance.

6. Eden Gardens Specific Plan/Overlay

Summary: The Eden Gardens Master Streetscape Plan was adopted April 17, 1995, and is a document that provides guidance on the public improvements desired in the area. The scope of the Specific Plan or creation of a zoning overlay could contain design guidelines and development standards specific to the La Colonia de Eden Gardens neighborhood. The planning process would involve community input and could include engaging a qualified design professional. In November 2019, Staff conducted a community meeting and received input regarding concerns and issues the community had been facing that can be used to identify and prepare a comprehensive guiding plan for the Eden Gardens community.

FY 2024/25 Actions:

- A. Initiate a planning process to explore a comprehensive guiding plan for the community that can provide further design and setback regulations to maintain the historic and cultural history of the neighborhood.

Summary of Budgetary Projections for FY 2024/25: Public engagement and development of planning overlay regulations can be completed with City Staff time.

7. Short-Term Vacation Rental Permit Ordinance Update

Summary: The City's current Short-Term Vacation Rental (STVR) Permit regulations allow for the rental of any residentially zoned dwelling unit, other than Accessory Dwelling Units (ADUs), including detached single-family residences, condominiums, duplexes, twinplexes, townhomes and multi-family dwellings. Since adoption of the City's STVR regulations, the soaring popularity of vacation rental hosting websites has resulted in a proliferation of STVRs throughout the San Diego region. On an annual basis, Staff handles a variety of complaints regarding STVRs and their impacts to local neighborhoods including noise, parking and unruly guests. In order to maintain an appropriate balance of housing stock dedicated to residents and also to visitor accommodations, the City will evaluate the City's Short Term Vacation Rental Permit regulations for potential amendments. A key focus should be on maintaining long-term rental stock in the community.

FY 2024/25 Actions:

A. Evaluate existing STVR Permit regulations for modifications.

Summary of Budgetary Projections for FY 2024/25: Development of draft regulations can be completed with City Staff time.

8. Electric Bicycle (E-Bike) Safety and Education Program

Summary: The proliferation of E-Bikes in the city has resulted in both positive and negative impacts on the community. E-Bikes reduce daily miles traveled in vehicles, promote a healthy lifestyle and provide a convenient and clean mode of transportation around the community. E-Bikes can help riders of all ages, skills and physical abilities live more active lives. However, there are significant safety concerns that have arisen as the popularity of E-Bikes has exploded. The City would like to continue to promote the use of E-Bikes in the community but also create a safe environment for pedestrian and vehicular traffic. The continued education of both E-Bike riders and the public is paramount to a harmonious community that can both foster clean alternative modes of transportation while protecting the health and safety of the residents.

FY 2024/25 Actions:

A. Continue the partnership with the San Diego County Bike Coalition and BikeWalkSolana to provide E-Bike safety educational workshops and practical exercises throughout the community.

B. Collaborate with the local schools to provide educational opportunities and potentially a permit program for E-Bike riders.

C. Partner with the local bicycle shops on educational opportunities when E-Bikes are purchased.

Summary of Budgetary Projections for FY 2024/25: There are costs associated with partnering with the San Diego County Bike Coalition for the education and training programs. These costs are estimated at approximately \$10,000 per year.

9. Charter City Analysis

Summary: The City is a General Law City under California Constitution and state statutes. When incorporated as a City in 1986, the governance was constructed as a General Law, relying on the State legislative structures, and when delegated, the City developed regulations and policies, such as with land use and other municipal code regulations. While reliant on the state constitutional framework, since becoming a city, there have been an increasingly legislative trend at the State level to address systemic, and statewide issues from everything such as public health, commercial operations, land use, housing, and homelessness. While there are many benefits, some of these legislative actions can conflict with the needs or priorities of local municipalities. The City Council has directed the City Manager to further review the opportunities, limitations, benefits and timelines for consideration of initiating a ballot measure for a vote of the public to consider changing the City from a General Law City to a Charter City.

FY 2024/25 Actions:

- A. Analyze and report to the Council on the opportunities, limitations, benefits and timelines for consideration of becoming a Charter City.

Summary of Budgetary Projections for FY 2024/25: Analysis of the process and potential outcomes can be completed with City Staff time.

10. Synthetic Drug Substance Prohibition

Summary: Synthetic substances, commonly referred to as Bath Salts or Spice, are documented that when consumed to cause hallucinations, agitation, psychosis, aggression, suicidal tendencies, among other things. While newly created drugs often go unregulated in California due to testing and other regulatory requirements, many of these substances are given emergency scheduling under the U.S. Food and Drug Administration. The City Council has directed the City Manager to develop appropriate regulatory language to be considered by the Council to prohibit the manufacturing, sale, distribution and/or possession of Federal Schedule I drugs, including novel synthetic drugs.

FY 2024/25 Actions:

- A. Develop proposed regulatory language to be considered for adoption by the Council.

Summary of Budgetary Projections for FY 2024/25: Development of draft regulations can be completed with City Staff time.

11. Legislative Platform and Lobbying

Summary: Legislative priorities for the City are generally reflected throughout this Work Plan. The following is a list of actions that should be conducted on an annual basis and with regular review to ensure new and pending legislation is being responded to in a manner consistent with the City's priorities and regulations.

FY 2024/25 Actions:

- A. Update Legislative Priority List for Council Consideration.
- B. Develop policy on priority topic areas to support/advocate.
- C. Continue to work with lobbyists to promote City agenda.
- D. Engage representatives and submit letters to further City and regional priorities.
- E. Adopt City ordinances and policies to respond to and remain compliant with changes in law.

Summary of Budgetary Projections for FY 2024/25: The City's lobbyist is engaged at an amount not to exceed \$ 35,421.44 for Fiscal Year 2024-2025 and an amount not to exceed 36,089.87 for Fiscal Year 2025-2026.

Capital Projects

1. Marine Safety Center

Summary: The existing Marine Safety Center is inadequate to continue to serve the community and beach visitors into the future. The current facility is dilapidated with design deficiencies that don't meet the current needs of our lifeguards with respect to storage, operations, and technology, as well as facilities for persons of different genders/identities and ADA compliant improvements. A needs assessment study was completed in June 2017, which determined that the best alternative was to demolish the existing building and construct a new building.

A Professional Services Agreement with an architectural consultant was approved in October 2018, to develop a preliminary site and building design for a new Marine Safety Center. Following a community meeting in February 2019, to kick off the project, the City consultant prepared three design options that were presented to the Council during a public hearing in November 2019. During this meeting, the Council directed Staff to pursue an above-ground design option. In October 2020, the City Manager returned to Council to present a revised conceptual above-ground design incorporating feedback and input received at the previous City Council meeting. This design was further refined to include a lifeguard observation tower at the bottom of the ramp per the direction of the Council.

In April 2022, the City worked with the consultant to have story poles installed for the three-dimensional footprint of the proposed building. During this period, City Staff met with impacted residents to assess potential view impairments. Photo simulations were also prepared and presented to the City Council February 2023. After receiving testimony from the public, City Council provided further direction to the City Manager to modify the proposed design to minimize view impacts without jeopardizing the operational needs for the Lifeguard Station. Several iterations of the proposed design have been presented to the City Council, including in November 2023 and January 2024. During each public hearing, comments were received from the Council, general public, including the nearby property owners, to further refine the design in order to minimize the potential view impacts. Council directed Staff in January 2024 to erect story poles based on the most recent design presented to Council. The City intends to install the story poles following the peak summer season to minimize impact to both summer Lifeguard operations and park activities. During the interim, the City will begin the work to obtain necessary City Development Review Permit (DRP)/Structure Development Permit (SDP), and will initiate discussions with the Coastal Commission for a Coastal Development Permit.

Upon receipt of the necessary permits and environmental compliance, the City will prepare final engineering and construction design documents to be released for bid for construction. While allocation of funding for construction of the Marine Safety Facility is still pending, throughout the next phases, the City will be exploring the availability of grant funding and/or alternative approaches for this significant public capital investment to ensure construction of this project can start at the earliest possible time given the remaining regulatory and financial requirements for this important City facility project.

There are several actions for future years that are unscheduled at this time. Once construction funding is identified, a Coastal Development Permit (CDP) can be submitted to the California Coastal Commission. Since the CDP is only valid for three years (a two-year initial term and a one year extension), Staff doesn't want to obtain the CDP until there is some certainty that construction can start before the CDP expires. Environmental studies and clearance will be performed during the final design stage. Throughout all phases of the project, Staff will continue to look for grant funding for construction of the new Marine Safety Center.

FY 2024/25 Actions:

- A. Install new story poles based on updated design from January 2024.
- B. Provide revised photo simulations of potential view claims for Council's consideration.
- C. Initiate coordination with the Coastal Commission Staff on the proposed project design.
- D. Prepare environmental documentation and any additional technical studies.
- E. Obtain City Development Review Permit (DRP)/Structure Development Permit (SDP).

Summary of Budgetary Projections for FY 2024/25: As part of the update in January 2024, the City Council authorized an increase to the PSA with the Consultant (domusstudio) in the amount of \$500,000. This budget allocation will carry forward into FY 2024/25 to allow the project to progress through the entitlement and permitting process, including receipt of an engineering cost estimate for a construction bid solicitation. It is anticipated that additional funding will be necessary in future fiscal years to complete the state permitting and go out to a competitive bid for construction.

2. Highland Drive Median Project

Summary: This project will provide drought-tolerant landscape improvements to the medians on Highland Drive, south of Lomas Santa Fe in front of the Country Club, that were constructed in 2023.

FY 2024/25 Actions:

- A. Develop landscaping plans using a palette of drought-tolerant plants with a cost estimate.
- B. Conduct bid and implement landscaping and associated irrigation.

Summary of Budgetary Projections for FY 2024/25: Preliminary tasks will be performed by in-house Staff; construction costs are estimated at \$80,000.

3. La Colonia Park Improvements

Summary: In 2006, a community-based La Colonia Park Needs Assessment Advisory Committee developed recommendations for improvements throughout La Colonia Park, which included among other improvements, ADA-compliant ramps and access through the park and facilities. The City completed the conceptual design for the park improvements in December 2009 and preliminary design of the park in September 2010.

Over the last year, the City has worked on a complete renovation of the Tot Lot at La Colonia Park. On May 22, 2024, the City had the grand re-opening of the newly renovated playground. The playground was designed to be inclusive and accessible, ensuring children of all abilities can enjoy all of the play features. Wheelchair-accessible equipment, ground-level activities, and inclusive play elements were integrated into this diverse and inclusive City facility.

With the City's purchase of the property immediately north of the skate park, there was a need to re-evaluate the property and existing park, and the needs and priorities. The Council approved a PSA for updating the La Colonia Master Plan in February 2022, and a public workshop was held in February 2023 to gather community input on priorities and needs for design, operations, and facilities onsite. An update was provided to the City Council in March 2024, at which Council authorized an additional \$70,000 for architectural services to refine the conceptual design alternatives based on the public and Council feedback and to receive additional input from key stakeholders.

While ongoing maintenance and smaller facility and park improvements are programmed, the City continues to seek additional funding for expansion, park improvements, including ADA-compliant renovations in compliance with the City's ADA Transition Plan.

FY 2024/25 Actions:

- A. Explore potential opportunities and conceptual design to integrate the City-owned vacant property to the north of the park.
- B. Update the La Colonia Park Master Plan to incorporate the additional property and to reflect any adjustments to the adopted plan.
- C. Conduct routine maintenance and improvements to existing buildings (recreation center, offices, Heritage Museum) and grounds (skate park, basketball court, tot lot) as needed.

Summary of Budgetary Projections for FY 2024/25: The incorporation of the vacant property north of La Colonia Park into the overall Master Plan has been allocated, in the amount of approximately \$125,000 to date. The additional \$70,000 authorized by Council in March 2024, is expected to be sufficient for the continued outreach and engagement, as well as conceptual design plans. The La Colonia Park Master Plan update can be completed with City Staff time. With respect to the existing park maintenance and improvements, the replacement of the A/C for the Community Center is estimated to cost \$15,000; this funding is already identified in the adopted Fiscal Year 2024/25 Budget.

4. Traffic Calming Projects

Summary: A number of locations for traffic calming improvements, including signage, speed reduction installations (humps, pillows, tables, etc.), have been identified throughout the City. These projects include the monitoring and analysis of publicly-initiated traffic calming requests and proposal of measures and installations that can be implemented to within the public rights-of-way to enhance the user's experience for all modes of transportation.

FY 2024/25 Actions:

- A. Monitor and assess traffic calming requests at North Granados between Cliff Street and Lynwood Dr, as well as a request for second speed cushion on Highland drive between San Lucas Dr. and San Andres Dr.
- B. Prior to occupancy of the Solana Highlands project, implement the traffic calming measures included in the conditions.

Summary of Budgetary Projections for FY 2024/25: No budgetary requests are proposed at this time; Staff will bring forward project-specific requests as needed.

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

Summary: The CATS study approved by Council in 2015, identifies approximately 20 bicycle and pedestrian projects along various City streets that improve the bikeability and walkability of streets and neighborhoods in the City in alignment with the Climate Action Plan (CAP) and Vision Zero principles. There are a variety of CATS projects along key corridors within the City: Cedros Avenue, Sierra Avenue, Cliff Street, the Academy/Ida/Genevieve/Valley Corridor, Nardo Avenue, and key corridors surrounding the City's schools under the Safe Routes to Schools Program. The Lomas Santa Fe Drive Corridor project and the Santa Helena Neighborhood Trail have been included into separate Work Plan Priority Items due to the scope and/or funding.

A next step for the CATS is to create a 5-year implementation plan, with proposed projects organized based on specific criteria of need, effectiveness, and preliminary cost. Also included should be key grant opportunities and preliminary review of grant competitiveness and scope.

To build off of the City's CATS, and upon completion of the SANDAG Vision Zero toolbox, the City should move forward with the preparation of a Vision Zero strategy. First implemented in Sweden in the 1990s, Vision Zero is a policy adopted by municipalities to work toward the elimination of all traffic fatalities and severe injuries. The City already is greatly aligned with Vision Zero through our roadway design, active transportation prioritization, Safe Routes to Schools initiatives, and traffic calming projects. These planning efforts and capital project implementation prioritize more safe and efficient mobility options in our neighborhoods and for our residents. A Vision Zero strategy addresses the five E's: Engineering, Education, Encouragement, Evaluation and Enforcement. The City is actively participating in the regional "Vision Zero" task force developed that is being led by SANDAG.

FY 2024/25 Actions:

- A. Create a five-year implementation plan for the projects listed in the CATS study, focusing on the initiation of one or two projects annually.
- B. Initiate a Vision Zero Strategy for the City building off the SANDAG toolbox and template.

Summary of Budgetary Projections for FY 2024/25: Development of draft 5-year implementation plan and initiation of a Vision Zero Strategy can be completed with City Staff time. Additional budget allocations for technical consultant support may be necessary for preliminary cost estimates and other grant assistance. Any future requests will be brought before the Council for authorization.

6. Lomas Santa Fe Corridor Project

Summary: The Lomas Santa Fe Corridor project is a top priority of the CATS project above. Due to the significance of this project and the multiple benefits it could provide to the community, it has been separated into its own Work Plan Priority Item. The project study area for the Lomas Santa Fe (LSF) Drive Corridor Project extends from Cedros Avenue on the East side of Highway 101 to Highland Drive at the City's eastern boundary. The City's goal for the Lomas Santa Fe Corridor Project is to construct physical improvements to improve the community character, safety, walkability, bikeability and circulation along this key east-west arterial through the City of Solana Beach.

Some of the elements included in Phase III (final design) are a multi-use path on the north side of LSF, striping and signal improvements, added parking, landscaping and other items intended to slow down traffic and increase use of the corridor by pedestrians and bicycles. The final design for the project was approved by the City Council on May 26, 2021. Partial funding for construction of the easterly segment of the project (from Santa Helena to Highland Drive) was secured from Congressman Levin's office. Staff is working with Caltrans to obligate the \$7,000,000 in federal funding. Since the project initially started using non-federal funds, NEPA clearance (the federal version of CEQA) was not performed. Staff is currently working on NEPA clearance with the help of the Caltrans Local assistance team. Additionally, further engineering work has been completed to adjust alignment to comply with federal funding obligations, and avoid impact to private property. Staff is currently working through the federal procurement process that is required before the east side corridor improvements can be advertised for construction bids. Based on the current project schedule, it is anticipated that a construction contract can be awarded in late Fall of 2024, construction can begin at the beginning of calendar year 2025.

Under the present design, construction of the west side corridor improvements, from the west side of Interstate 5 to Cedros Avenue, are projected at approximately \$8 Million. Presently the City has received approximately \$850,000 for the west side construction project, and the City Staff is working to secure additional funding through budgetary earmarks and grant funding.

FY 2024/25 Actions:

- A. Develop Construction Manager Request For Proposal (RFP) and select the most qualified consultants for the City Council's consideration during construction award process.
- B. Evaluate and apply for potential construction grant funding for the west section of the project.
- C. Execute amendment to the PSA with City's consultant to Prepare Construction Plans, Specifications, Estimate for the west side for competitive bidding purposes.

Summary of Budgetary Projections for FY 2024/25: A grant from SANDAG, in the amount of approximately \$616,000, was obtained for Phase III design. With a 10% match committed by the City, the total amount of funding secured for Phase III design was approximately \$684,000. Construction of the entire length of the corridor is estimated to cost approximately \$15 million. The project was separated into two segments for construction purposes. The first phase consisting of the easterly segment of the project (from Santa Helena to Highland Drive) was estimated at \$7 Million, which has been secured from Congressman Levin's office. The second phase is the west side (from I-5 to Cedros Avenue) is projected to cost approximately \$8 Million. To date, the City has received \$850,000 from Congressman Levin's office. The City is expecting to budget and expend the funding received for the east side in FY 2024/25 and FY 2025/26; the \$850,000 of funding expected to be received for the west side is still being programmed and further funding is being sought to complete this important corridor project. No additional funding is requested for FY 2024/25 at this time.

7. Santa Helena Neighborhood Trail

Summary: The paved area on Santa Helena, north of Sun Valley Road, is approximately 64 feet wide. At least 20 feet of the paved area could be converted into a roadside linear park. The proposed project would reduce the pavement width on Santa Helena, from Sun Valley Road to the trail head at the San Elijo Lagoon and use the additional space for traffic calming improvements and a neighborhood trail. A focus group meeting was held with representatives from several local HOAs, community members and BikeWalkSolana to discuss the proposed project design and receive feedback. The Conceptual Design was presented to City Council in March 2020, and a consultant contract was awarded in July 2021. In October 2021, Staff conducted a community meeting to present the design and seek additional community input.

To expedite traffic calming at the Santa Helena/Santa Victoria intersection (east of Solana Vista School) and implement Safe Routes to School recommendations sooner the project implementation was broken in phases. The first phase of construction will exclude all landscaping, irrigation and work north of Santa Victoria, and implement the recommendations contained in the CATS and Safe Routes to School studies. The second phase which will be started in FY 2024/25, will include continued outreach to adjacent neighborhoods and completion of the construction level plans and pursuit of additional funding opportunities.

FY 2024/25 Actions:

- A. Conduct Community Engagement.
- B. Perform final engineering for Phase 1 improvements.
- C. Perform Environmental Clearance.

Summary of Budgetary Projections for FY 2024/25: The Phase 1 construction is estimated at \$450,000 for FY 2024/25 which would reduce the roadway width of Santa Helena, from Sun Valley Road to Santa Victoria (east) by the placement of concrete curb and gutter approximately 40 feet east of the existing westerly curb. Other improvements include the creation of an asphalt path on the east side by utilizing the existing asphalt pavement and curb/gutter and curb popouts and crosswalks at the Santa Helena/Santa Victoria (east) intersection.

8. City Hall Deferred Maintenance

Summary: During FY 2023/24, significant improvements were made to City Council Chambers and the City Hall was repaired and repainted. During this work it was determined that further weather sealant work was necessary to address leaking that had been ongoing during significant rain events. This project was completed in May 2024. The projects identified for FY 2024/25 would include replacement of the floor drains in all restrooms, repairs to the parking lot, replacement of two (2) A/C units and associated duct work, and mechanical upgrades to elevator equipment.

FY 2024/25 Actions:

- A. Replace the floor drains/floor tiles for the men’s and women’s public restroom near Council Chambers and the women’s employee restroom near the back door.
- B. Upgrades to the elevator mechanical room.
- C. Parking lot repairs.
- D. Replace two A/C units and corresponding duct work.

Summary of Budgetary Projections for FY 2024/25: The \$100,000 allocated in FY 2023/24 for the upgrades to the elevator were not utilized and need to be reallocated to FY 2024/25. An additional \$100,000 is required for FY 2024/25 for the restroom improvements (\$35,000), the parking lot repairs (\$30,000), and the A/C and duct work replacement (\$35,000).

9. Fletcher Cove Improvements

Summary: The proposed Fletcher Cove Improvements consist of the replacement of the beach access ramp, the dissipator grate at the bottom of the ramp, and improvements to the shower area, including the drainage and expansion of number of shower heads. The ramp replacement includes replacing the concrete ramp, the asphalt concrete walkway immediately south of the ramp, the concrete curb and the metal handrailing. As part of that project, the dissipator grate would be also replaced. The existing dissipator grate was installed in approximately 1998, as part of the NCTD train station project and associated drainage work. Due to the ocean weather and salt water, the dissipator grate is corroding and needs to be replaced. A Coastal Development Permit waiver from the California Coastal Commission was obtained in November 2023 for replacement of the dissipator grate and associated beach access ramp improvements. Council has also directed the City Manager to work with the City Engineer to install additional shower heads if possible (as part of the shower drainage system repairs) to address the back-up of users that often occurs from rinsing off at the top of the ramp.

FY 2024/25 Actions:

- A. Engage the Public and Public Arts Commission (PAC) to solicit design ideas for the replacement dissipator grate.
- B. Identify costs for grate replacement for incorporation into the construction project of the beach access ramp.

- C. Evaluate replacing outdoor shower and plumbing associated with shower.
- D. Construct the comprehensive Fletcher Cove Improvement Project to include the above components as determined to be appropriate and feasible.

Summary of Budgetary Projections for FY 2024/25: The repairs to the access ramp and replacement of the dissipator and additional shower improvements are estimated to cost \$250,000. There is \$190,000 available which was included in FY 2023/24 CIP budget.

10. Replacement of Emergency Generator at Fire Station

Summary: The existing generator at the fire station is approximately 28 years old and was installed when the fire station was constructed in 1991. Due to the age of the existing generator, the permit with the Air Pollution Control Board only allows for the operation of the generator up to 20 hours per year in non-emergency situations during testing and maintenance. As part of the design study, the operational needs of the building were evaluated to determine the size of the generator required. The electrical switchgear was also evaluated to determine if upgrades were necessary.

FY 2024/25 Actions:

- A. Obtain permits from Air Pollution Control District (APCD).
- B. Research public safety grant opportunities and evaluate funding options for purchase of emergency generator.
- C. Advertise and construct project.

Summary of Budgetary Projections for FY 2024/25: The cost to complete the design of the generator replacement is approximately \$40,000. The purchase and installation of a new generator is estimated to cost approximately \$250,000. The actual cost for this project will be determined after the project is advertised for bids. There is \$250,000 available which was included in FY 2023/24 CIP budget.

11. Highway 101 Pedestrian Crossing (San Elijo Lagoon Trail Connection)

Summary: With the installation of the pedestrian tunnel underneath the railroad track near the north end of the City, Staff has been investigating the installation of a pedestrian crossing across Highway 101 in the vicinity of the pedestrian tunnel and Cardiff/Seaside State Beach. Since a tunnel under Highway 101 or a bridge over Highway 101 were determined to be economically infeasible, Staff continues to work with a traffic engineering firm and Staff at the City of Encinitas to develop an at grade crossing option. A conceptual design was presented to the City Council in March 2024, and Staff was directed to continue to work on the design to integrate input received.

This project will likely require several actions to obtain funding and implement construction that may not all be completed within this fiscal year due to the complexity and multi-jurisdictional nature of the project. This includes environmental and engineering studies, municipal permits, and a Coastal Development Permit (CDP).

FY 2024/25 Actions:

- A. Continue to work with Encinitas on traffic calming measures and good transitions leading into and exiting City limits.
- B. Develop design and construction plans, specifications and estimate (PS&E) for project applications and grant funding opportunities.
- C. Pursue cost-sharing agreement with City of Encinitas.
- D. Obtain CEQA clearance.
- E. Obtain Coastal Development Permit/Exemption from the Coastal Commission.

Summary of Budgetary Projections for FY 2024/25: Construction costs are unknown and would be determined once an at-grade crossing option is selected. The cost for preparation of Plans, Specifications and Estimate (PS&E) for the at grade crossing is estimated at \$45,000.

12. Glenmont Pocket Park

Summary: The City has been working with Santa Fe Irrigation District (SFID) to explore the possibility of the development of a park along Glenmont Avenue adjacent to the SFID reservoir. The City has initiated discussions with SFID to create an agreement and a timeline for the development of a future park at this location. The site is presently used by SFID as a construction staging and laydown yard for the recently completed water pipeline upgrade project. The City has been informed that it will also be needed for a near-term project to repair and/or replace the existing tank roof, and conduct other seismic and system retrofits. The SFID is currently conducting a study of the scope and timeline for that reservoir repair work, which is anticipated to be completed early 2025. At that time, the City will be able to create a timeline for design, funding, bid, and construction. In the meantime, the City has already begun doing some conceptual design work to create a harmonious, functional, and aesthetic park environment that integrates into the surrounding community character and fosters community engagement. Future fiscal year work will include city and CCC permitting, construction RFP and bid process, and construction.

FY 2024/25 Actions:

- A. Work with the community to receive project feedback on design and prepare a preliminary project timeline and conceptual design.
- B. Enter into an agreement with Santa Fe Irrigation District.

Summary of Budgetary Projections for FY 2024/25: It is estimated that the conceptual design and public outreach would cost approximately \$10,000, and the estimated cost for preparation of construction plans including landscaping and irrigation plans is \$65,000. Additional funding will be required for future fiscal years for construction; a construction cost estimate will be provided after the project is designed. There is \$350,000 available which was included in FY 2023/24 CIP budget.

13. Traffic Signal Upgrades

Summary: The City has 16 signalized intersections, that are maintained by Yunex. The City's traffic engineering consultant, STC Traffic, performed a citywide traffic signal assessment and made recommendations to maintain and improve the efficient and effective operation of the traffic signal systems. The first phase of improvements is to replace obsolete, damaged, and worn equipment, with a future phase to comprehensively upgrade and modernize the City's system and equipment. The final component in the Phase I improvements is to replace a traffic signal controller cabinet at the Lomas Santa Fe/Solana Hills intersection. Additional smaller improvements and enhancements, including lead pedestrian intervals and bike signals, are completed based on public input, traffic enforcement, and other relevant safety data. The Phase II comprehensive system improvement will require significant costs and a master plan based on priority components and upgrades.

FY 2024/25 Actions:

- A. Replace the signal control cabinet at Lomas Santa Fe/Solana Hills intersection.
- B. Research installation of leading walk signals on all traffic signals along Steven's Avenue.
- C. Prepare a master plan for comprehensive system improvements as recommended in the citywide assessment.

Summary of Budgetary Projections for FY 2024/25: The completion of the Phase I and additional ancillary signal improvements as needed to improve circulation FY 2023/2024 appropriated \$114,000. Most of phase one improvements have been completed. Approximately \$45,000 is left in the budget which should be enough to complete phase one during FY 2024/25. Phase II, it is much more comprehensive, and Staff will be evaluating various elements of improvements and will provide priority projects and corresponding cost estimates consistent with the City's traffic signal master plan.

14. Fletcher Cove Community Park and El Viento Pocket Park Trail Upgrade.

Summary: The existing trail system in both locations are subject to significant erosion during storm events. This project would convert the existing D.G trail pathways into a more stable semi-pervious surfacing that can withstand high-precipitation storm events, and is ADA compliant.

FY 2024/25 Actions:

- A. Develop a set of design plans, specifications, and cost estimate (PS&E) for both sites.
- B. Conduct bid process and complete construction.

Summary of Budgetary Projections for FY 2024/25: The preliminary cost for both sites is estimated at \$200,000, which was included in the FY 2023/24 CIP Budget.

15. South Sierra/South Acacia Parkway Improvements

Summary: This project will enhance the existing parkway along South Sierra/South Acacia adjacent to the Distillery Parking Lot by widening the sidewalk and installing street trees and grates.

FY 2024/25 Actions:

- A. Complete design and develop a set of design plans, specifications, and cost estimate (PS&E).
- B. Conduct bid process and complete construction and installation.

Summary of Budgetary Projections for FY 2024/25: The project is estimated to cost \$80,000.

16. Highway 101 Tree Grate Replacement

Summary: The decorative tree grates were installed as part of the Highway 101 Westside Improvement Project back in 2011. Because of normal wear and tear, the tree grates are starting to deteriorate. This project will replace the existing, deteriorating tree grates along the west side of Highway 101.

FY 2024/25 Actions:

- A. Replace 5 tree grates a year.
- B. The number of tree grates to be replaced in future years will be determined based on the success of the initial project.

Summary of Budgetary Projections for FY 2024/25: Project is estimated to cost \$25,000 for the replacement of the initial 5 grates.

17. Glencrest Sidewalk Improvements

Summary: This project will construct concrete curbs, gutters and sidewalks along both sides of Glencrest Drive from Lomas Santa Fe to Dell Street. This project is identified as a high priority project in both the Safe Routes to School and CATS programs.

The City will develop concept plans that minimize impacts to the private improvements that are encroaching into the public right of way. The intent of this project is to provide safe pedestrian facilities while respecting private improvements and residential parking to the extent feasible without acquiring additional right of way.

FY 2024/25 Actions:

- A. Develop concept plans based on feedback received at the May 22, 2024 City Council meeting.
- B. Update City Council.

- C. Conduct community outreach.
- D. Develop PS&E package.
- E. Advertise for bids.
- F. Complete construction

Summary of Budgetary Projections for FY 2024/25: Preliminary tasks will be performed by in-house Staff. Construction costs will be developed during the final design phase. There is \$75,000 available which was included in the FY 2023/24 CIP Budget.

18. Major Storm Drain System Improvement Projects

Summary: There are a number of storm drain systems throughout the City that are in need of improvements/upgrades. This project provides ongoing priority ranking, design and construction of city-wide storm drain system improvements based on available funding. A project was completed in FY 2023/24 to line and replace several Corrugated Metal Pipes that were in the worst condition.

FY 2024/25 Actions:

- A. Identify priority projects to continue to improve storm drain infrastructure throughout the City.
- B. Complete design and conduct public bidding process for major projects.
- C. Construct improvements.

Summary of Budgetary Projections for FY 2024/25: Estimated total cost of \$450,000 for storm drain improvements in Fiscal Year 2024/25, which is identified in the Adopted Budget.

19. Cliff Street Comprehensive Improvements

Summary: Cliff Street runs generally east to west, with a steep grade trending up, starting at N. Cedros Avenue. Presently, Cliff Street is paved with asphalt/concrete (a/c), and has no sidewalk, intermittent a/c berms, and a variety of materials along the shoulder used primarily for parking. There is presently no underground drainage system, and precipitation and other runoff occurs from east to west, carrying sedimentation during storm events. City Council has requested that the City Engineer look into possible designs for improved pedestrian access along Cliff Street. As part of this review, it is a good Engineering practice to review possible drainage improvements to address runoff and erosion along this street. City Staff will evaluate the limitations and challenges with respect to existing private improvements encroaching into the right of way, co-alignment for drainage improvement, and possible design solutions for consideration by the City Council.

FY 2024/25 Actions:

- A. Develop an opportunities and constraints analysis for Cliff Street for both pedestrian access, such as a walkway, and drainage.

B. Conduct engagement with residents and nearby businesses and schools on use and possible design ideas.

Summary of Budgetary Projections for FY 2024/25: Preliminary tasks will be performed by in-house Staff. A field survey and development of an opportunities and constraints memo will be performed by the City's on-call consultants for approximately \$15,000.

ORGANIZATIONAL EFFECTIVENESS

A. STAFFING AND OPERATIONAL

1. Staff Engagement and Effectiveness

Summary: The Staff in the City of Solana Beach are the backbone of operations and essential for delivering vital services to our residents. Recognizing their expertise, individualism and role fosters a strong, Staff-focused workplace. The cornerstone to the success of our city lies in prioritizing their well-being, growth, and recognition as key drivers of community success. Creating a highly supportive municipal work environment should include Staff engagement aimed at empowering employees, supporting professional growth, and maximizing skills that contribute to organizational success.

FY 2024/25 Actions:

- A. Foster an open-door policy where employees feel comfortable sharing their ideas, concerns, and suggestions for improvement.
- B. Ensure the City's practice and approach to fair and consistent hiring practices consider trust, inclusiveness, transparency and succession planning.
- C. Encourage Staff to pursue certifications, attend workshops, and participate ongoing training and development opportunities to enhance employees' skills and knowledge.
- D. Conduct mandatory training for all (100%) permanent City employees focused on promoting accountability, transparency, and ethical standards.
- E. Conduct regular performance reviews and feedback sessions to provide employees with opportunities for growth and improvement.

Summary of Budgetary Projections for FY 2024/25: These actions can be completed with City Staff time.

2. Promote a Diverse and Inclusive Work Environment

Summary: Recognizing the evolving social and political landscape, organizations are actively working towards fostering diversity, equity, and inclusion within their ranks. Research indicates that beyond legal and moral imperatives, diversity and inclusion offer substantial competitive advantages. The City is committed to nurturing an inclusive workplace culture, emphasizing employee engagement to bolster professional advancement, development, and retention. These objectives are communicated transparently to Staff and the Council, with progress assessed through key performance indicators that track trends within the City and across the broader region. By incorporating these actions, the City can actively promote and cultivate a more diverse, equitable, and inclusive workplace environment.

FY 2024/25 Actions:

- A. Implement regular diversity training sessions and workshops for all Staff members to raise awareness and promote understanding of diverse perspectives, cultures, and identities.
- B. Review and update City policies and procedures to ensure they are inclusive and supportive of all employees, regardless of their background or identity.
- C. Collaborate with local community organizations and advocacy groups to foster partnerships and initiatives that promote diversity and inclusion both within the City workforce and the broader community.

Summary of Budgetary Projections for FY 2024/25: These actions can be completed with City Staff time; additional funding may be necessary to bring in outside speakers or forms of DEI workshops for City Staff.

3. Implement Performance Measurement Program

Summary: Implementing a performance measurement program involves establishing a systematic approach to evaluate and track the effectiveness and efficiency of the City. By measuring the current activities areas for improvement can be identified. The City can work with the employees to make adjustments in programs, policies and practices that can result in a better workplace environment, with improved organizational productivity and with optimal customer service.

FY 2024/25 Actions:

- A. Complete analysis of FY 2023/2024 performance measures and report results and action plan to City Council in the FY 2024/2025 Budget.
- B. Identify relevant Key Performance Indicators (KPIs) that align with City Council goals and ensure both customer service and a positive workplace experience are maintained.
- C. Identify appropriate community survey tool(s) to evaluate customer satisfaction that match with the performance measurement goals.
- D. Recognize/Evaluate existing Committees/Commissions and un-official Committees/Commissions and develop performance measures and/or guidelines for these designees.

Summary of Budgetary Projections for FY 2024/25: These actions can be completed with City Staff time.

4. Social Media

Summary: The City continues to successfully utilize social media to engage the community by sending information regarding City activities, news and events through Instagram, Facebook and other platforms. There will be a concentrated effort to increase social media presence of City programs, events and initiatives, specifically with the City of Kindness Initiative. Social media accounts are used to better focus on new and special events, and important information that the community should be aware of such as specific programs like the Junior Lifeguard Program, Summer Day Camp Program, and various Special Events hosted by the City. By incorporating the following actions the City can effectively leverage social media as a tool for engaging the community and promoting City programs, events, and initiatives.

FY 2024/25 Actions:

- A. Continue to increase community engagement by growing the City's social media accounts and providing useful and community focused information and posts.
- B. Provide training for City Staff to ensure social media accounts are managed responsibly and content is appropriate and reflective of the City.
- C. Regularly monitor social media channels for comments, messages, and mentions to ensure information is consistent with City-driven information.
- D. Create partnerships with local businesses and organizations to amplify the reach of City messages and events on social media.
- E. If possible, track key metrics such as reach and engagement to measure the effectiveness of social media efforts and to inform future communication to residents and businesses.
- F. Evaluate the effectiveness of current social media strategies and make adjustments as necessary to better align with community interests and engagement goals.

Summary of Budgetary Projections for FY 2024/25: Most of the social media tasks are completed by City Staff. The City does pay approximately \$80 a month for the Constant Contact notification system.

5. Cyber Security Expansion- Awareness Training, Business Continuity & Disaster Recovery

Summary: The City's current Cyber Security Awareness Initiative is in need of growth to increase protection across the City's technology infrastructure. With the deployment of new technologies in place, it is recommended the City continue ongoing tasks related to information security awareness, along with continued reinforcement of information systems processes and procedures. Staff will continue to implement enhanced cybersecurity training tactics in the form of fake malicious e-mails and set up necessary training to increase Staff awareness.

FY 2024/25 Actions:

- A. Budget for software and infrastructure costs for cybersecurity operations system.

B. Continually refine Disaster Recovery/Business Continuity plan as systems develop.

Summary of Budgetary Projections for FY 2024/25: Direct cost related to Cybersecurity is estimated at \$25,000. These costs are included within the budget of other asset acquisitions in the IT budget: Security Operations Center deployment, Firewall hardware and licensing, local and cloud data system backups, Staff training software, Network Operations Center monitoring and reporting for servers, intrusion detection software for servers, and server network hardware upgrades.

6. Unified Communications

Summary: The City's current communications infrastructure is in need of unification and continued growth to increase productivity for Staff and accessibility from both Staff and the public. Currently, all City buildings are in the process of obtaining fiber optic connection points, allowing us to put in place necessary unified communication infrastructure.

FY 2024/25 Actions:

- A. Migrate the phone lines to an internet system.
- B. Integrate Office 365 application Teams with Staff phone system to increase accessibility for Staff.
- C. Continue to deploy public Wi-Fi expansion at City facilities, parks and beaches.

Summary of Budgetary Projections for FY 2024/25: Staff are currently researching potential costs dependent on which upgrade path is chosen for the Council Chambers. A phased approach will be brought to Council for consideration and funding.

B. City Initiatives

1. City of Kindness Coalition

Summary: The City of Kindness is a coalition of organizations dedicated to inspiring and promoting kindness worldwide. This initiative aims to effect meaningful change among schools, professionals, young people, elected officials, and companies. It is a project of the Social Impact Fund, a non-profit public charity that supports efforts to advance social good and make a positive difference globally.

Mayors across the country have united to encourage the nation to adopt a culture of kindness in our cities, businesses, and schools through acts of kindness. Solana Beach is officially a part of this coalition, and our Staff will continue to collaborate with the community group to promote the program and assist with events regularly. We will integrate these activities into City events and programming to foster a kinder and more inclusive community. By working together, we can create an environment where kindness thrives, benefiting everyone in our city.

FY 2024/25 Actions:

- A. Conduct an RFP for banners with themes to implement the City of Kindness programs.
- B. Encourage acts of kindness throughout the community and submittal of observed acts of kindness to the Kindness Counter link on the City's website.
- C. Host monthly outreach events for residents of all ages to come together and create and decorate rocks with positive messages of kindness and encouragement.

Summary of Budgetary Projections for FY 2024/25: These actions can be completed with City Staff time.

2. Age Friendly Communities Action Plan

Summary: The City acknowledges the importance of addressing the needs of its aging population, which is one of the oldest in San Diego County. In partnership with the San Diego Foundation, the American Association of Retired Persons (AARP), and San Diego State University, the City has embraced the Age-Friendly Communities Program. This initiative seeks to create more livable environments for residents of all ages and abilities by promoting programs and system-level changes.

The Age-Friendly Solana Beach Action Plan, adopted by the City Council on March 22, 2023, outlines strategies to address various needs of older adults, including transportation, housing, outdoor spaces and buildings, community support and health services, respect and social inclusion, communication and information, social participation, and civic participation and enjoyment.

Moving forward, City Staff will continue to implement programs and policies outlined in the adopted Age-Friendly Action Plan. Solana Beach remains committed to fostering an inclusive and supportive community where residents of all ages can thrive.

FY 2024/25 Actions:

- A. Implement circulator or shuttle services specifically tailored to meet the transportation needs of seniors, providing convenient access to essential services and amenities.
- B. Continue to coordinate with other local service providers, including Solana Beach Community Connections, Solana Beach Presbyterian Church, the County Library, etc. to maximize programs and services for the senior community.
- C. Increase community-based senior health and wellness programs and activities, including exercise classes, health screenings, and support groups tailored to the needs of older adults.
- D. Within capital projects or facility improvement, include designs that promote accessibility and walkability for persons of all abilities.
- E. Identify funding for homeowners to retrofit their properties with age-friendly features such as grab bars, wheelchair ramps, and non-slip flooring.

Summary of Budgetary Projections for FY 2024/25: Costs for implementing a circulator service will be developed through further engagement and funding opportunities, and will be brought before the Council for consideration mid-year. City Staff will explore partnerships to maximize senior programs and services including utilizing City facilities. However, increased programs and services may require more investment from the City, which will be brought to Council for consideration before implementation.

3. The Mayors' Monarch Pledge

Summary: The monarch butterfly, an iconic species, has seen a dramatic decline in its populations, with eastern populations decreasing by 90% and western populations by 99% in recent years. To combat this decline, the City of Solana Beach has joined the National Wildlife Federation's (NWF) Mayors' Monarch Pledge. This initiative encourages U.S. cities, municipalities, and communities to create habitats for the monarch butterfly and other pollinators, and to educate residents on how they can contribute to these efforts at home and within their communities.

By taking the Mayors' Monarch Pledge, mayors must commit to implementing at least three of the 30 action items listed on the NWF website (nwf.org/MayorsMonarchPledge) each year they participate. At least one of these actions must come from the "Program & Demonstration Gardens" section. Mayors who complete eight or more actions are recognized as part of the National Wildlife Federation's Mayors' Monarch Pledge Leadership Circle, and those who complete 24 or more actions are honored as Monarch Champions.

The City of Solana Beach first committed to the pledge for the 2021 program year and has renewed its pledge for the 2022, 2023, and 2024 program years. The City is actively involved in this initiative by implementing various action items, such as establishing demonstration gardens, hosting educational events, and planting milkweed and pollinator-friendly native nectar plants. Furthermore, the City reports its progress annually, detailing the engagement activities, the number of participants, and the specifics of the planted areas to track and promote the success of these conservation efforts.

FY 2024/25 Actions:

- A. Continue to engage with the SeaWeeders and other partners to support monarch butterfly conservation and plant native milkweeds and nectar-producing plants in locations like the Coastal Rail Trail, at the La Colonia Community Center, and other City-owned properties.
- B. Add or maintain native milkweed and nectar producing plants in community gardens and at the El Jardin de los Ninos at the La Colonia Community Center.
- C. Add native milkweed and nectar producing plans at new City projects, including the future Glenmont Park.
- D. Prepare annual report about progress on the above three actions including statistics on numbers of plants purchased or planted per the Mayors' Monarch Pledge guidelines.

Summary of Budgetary Projections for FY 2024/25: Staff time, maintenance cost for plants, and any costs for new plants purchased by the City (around \$1,000/annually).

4. San Diego Regional Climate Collaborative

Summary: The San Diego Regional Climate Collaborative is a network of public agencies, nonprofits, businesses, and academia working together to advance climate change solutions and promote sustainability across the San Diego region. By fostering collaboration and information sharing, the Collaborative aims to enhance regional efforts in climate protection, resilience, and sustainability.

The City of Solana Beach has been an active participant in the San Diego Regional Climate Collaborative, engaging in various initiatives to advance sustainability and climate resilience. Over the years, the City has collaborated with other member jurisdictions to share best practices, develop and implement climate action plans, and participate in regional projects focused on reducing greenhouse gas emissions and enhancing climate resilience. Notable achievements include the successful implementation of waste minimization programs, efforts to protect and restore healthy ecosystems, and initiatives to improve water quality and efficiency. Through its ongoing participation, the City continues to demonstrate leadership in promoting sustainability and addressing climate change at the regional level.

FY 2024/25 Actions:

- A. Renew the City membership and attend the San Diego Regional Climate Collaborative meetings and sponsored events.

Summary of Budgetary Projections for FY 2024/25: Participation in SDRCC meetings and events will be limited to Staff time. If sponsorship or other opportunities are presented, additional budget authorizations will be consistent with City policy.

ENVIRONMENTAL SUSTAINABILITY

A. Policy Development

1. Climate Action Plan Update

Summary: The City has made considerable progress on many measures identified in the Climate Action Plan (CAP) which was adopted in July 2017. Major highlights include the establishment of a regional Community Choice Aggregation (CCA) program; the adoption of a reach code ordinance to increase Electric Vehicle (EV) infrastructure; and implementation of Senate Bill 1383 which will curtail methane emissions from landfills. According to the latest GHG Inventory completed for 2018 by the San Diego Association of Governments (SANDAG) in conjunction with the Energy Policy Initiatives Center (EPIC), emissions in the City have dropped approximately 40% below the levels first measured in 2010.

In 2022, the City began a CAP Update process, which is anticipated to be adopted by Council by Fall 2024. The CAP Update will build on the 2017 adopted CAP and incorporate new technologies and trends that have come on the market since 2017, gather the latest best scientific practices, and capitalize on regional knowledge and coalition groups to implement the CAP Update (once adopted, anticipated Fall 2024).

Implementation of the policies, strategies, and actions within the Climate Action Plan Update should be prioritized for continued reductions in greenhouse gas emissions and resiliency projects to address and/or mitigate the effects of climate change. Please refer to the Climate Action Plan for more details on specific policies and key implementation actions.

FY 2024/25 Actions:

- A. Bring forward an update to the Climate Action Plan for consideration by the City Council.
- B. Upon adoption of the CAP Update, implement priority actions as outlined in the CAP Update Implementation Matrix.

Summary of Budgetary Projections for FY 2024/25: The contract with EPIC/Ascent is for \$100,000 to complete the CAP update. This funding is currently allocated in the FY 2023/24 Adopted Budget. Additional cost analysis will be conducted on the CAP Update for implementation of the CAP Update in FY 2024/25. Currently \$56,000 is budgeted for actions adopted in the previous CAP. Additional funding will be considered by the City Council along with the adoption of the CAP Update in FY 2024/25.

2. Continued Participation in Clean Energy Alliance (CEA)

Summary: The City of Solana Beach has been at the forefront of promoting and establishing a local Community Choice Aggregation (CCA) program. In February 2018, the City Council gave final approval to launch Solana Energy Alliance (SEA), and SEA officially began operations in June 2018, becoming the first CCA in San Diego County. SEA transitioned to the Clean Energy Alliance (CEA) in collaboration with the cities of Carlsbad and Del Mar. CEA currently includes the cities of Carlsbad, Del Mar, Solana Beach, Escondido, San Marcos, Oceanside, and Vista.

For the fiscal year 2024/25, the focus will be on continuing the necessary tasks to wind down SEA and ensure a smooth complete transition to CEA. This includes meeting compliance requirements mandated by the California Public Utilities Commission (CPUC) and working closely with the CEA Board to support the ongoing implementation and success of CEA.

The City of Solana Beach remains proud of its leadership role in launching the first CCA in San Diego County and looks forward to continuing its efforts in promoting sustainable energy solutions through the Clean Energy Alliance.

FY 2024/25 Actions:

- A. Continue working with the selected consultant team (The Energy Authority and Calpine Energy Solutions) to manage the ongoing compliance requirements of SEA that will extend into 2024.
- B. Advocate the potential to increase the baseline RPS of CEA to eventually reach the 100% RPS goal as soon as possible but no later than 2035. CEA has incorporated incremental (~2%) annual increases to the RPS in its Integrated Resource Plan (IRP), as well as the pro forma, to achieve 100% by 2035.
- C. Continue to work with the CEA Board and consultant team to accomplish the necessary tasks to implement and expand CEA in 2024/25.

Summary of Budgetary Projections for FY 2024/25: Participation in CEA meetings and events will be limited to Staff time.

3. City Facility Energy Efficiency and Decarbonization Upgrades

Summary: There is an opportunity for City facilities to lower energy usage through the installation of more energy efficient lighting, HVAC systems, new windows and potentially installing photovoltaics and/or battery storage systems. There are also potentially some funding mechanisms available to fund these sorts of projects.

In consultation with Energy Efficiency consultants, Staff will evaluate energy efficiency upgrade options for City facilities and their initial costs and potential future cost savings. Research funding options for any cost-efficient and energy saving projects. Based on the results of this work, energy efficiency measures could be identified and included in the CAP update.

FY 2024/25 Actions:

- A. Draft and issue an RFP for an Energy Efficiency Consultant to evaluate potential energy projects for City facilities.

- B. Select an Energy Efficiency Consultant to develop a plan for projects at City facilities.
- C. Research the potential installation of operable windows at City Hall.

Summary of Budgetary Projections for FY 2024/25: Total costs unknown and would be determined after identifying the scope of the project.

FISCAL SUSTAINABILITY

A. Economic Development

1. North County Transit District (NCTD) Property Planning & Related Issues

Summary: The North County Transit District (NCTD) is the landowner for the property that includes the Solana Beach Train Station. This property has been explored for development over the last couple decades with a number of initiated solicitations for proposal. In December 2014, NCTD issued a Request for Proposals (RFP) and received four development proposals. The responses to this RFP were evaluated by a NCTD Selection Committee with local representation and a selected Development Team was recommended to the NCTD Board. In 2017, NCTD entered into an Exclusive Negotiation Agreement (ENA) with the selected developer and a pre-application review was completed by Community Development Staff on December 21, 2017. Due to several factors, NCTD terminated the ENA in 2018.

The City continues to meet with NCTD on the planning and public agency use and/or development of the NCTD site and related public parking. The City has presented interest to develop all or a portion of the property to NCTD.

FY 2024/25 Actions:

- A. Continue to work with NCTD to explore future development of the property for public agency use and/or development, including land and development cost appraisals.

Summary of Budgetary Projections for FY 2024/25: Future costs for planning and development are unknown at this time.

B. Facility Asset Management

1. Facilities/Asset Replacement Master Plan

Summary: The purpose of the facilities/asset replacement master plan was to identify costs and funding for the replacement and/or renovation of City facilities and assets, including buildings, beach stairs, and the Lomas Santa Fe bridge, and other things such as vehicles and equipment.

The City completed a condition assessment and associated costs for all City facilities. Starting in FY 2014/15 through FY 2024/25, Council has authorized a total of \$2,371,000 for this Master Plan. The FY 2024/25 objective is to keep funding this Master Plan and completing necessary maintenance projects at City facilities.

FY 2024/25 Actions:

- A. Update City facility/asset inventory list on an annual basis.
- B. Prioritize maintenance and replacement costs.
- C. Continue funding this item on an annual basis. Funding will be based on a formula applied to the Internal Service Fund Charge equal to 50% of the annual depreciation value of vehicles & equipment and building & improvement assets for the prior fiscal year end.
- D. Begin funding a Facility/Asset Reserve within the Sanitation Enterprise Fund using the same methodology of a transfer into the reserve equal to 50% of the annual depreciation value of vehicles & equipment and building & infrastructure assets for the prior fiscal year end.

Summary of Budgetary Projections for FY 2024/25: The costs to fund facility and asset replacement are significant. For the Asset Replacement Fund the allocation for FY2024/25 is \$298,550 and for the Facilities Replacement Fund it is \$100,600. For the Sanitation Enterprise Fund Facility/Asset Replacement reserve, the allocation for FY 2024/25 is \$650,000.

C. CalPERS Future Liability

1. Proactively Pursue Measures to Reduce CalPERS Future Liabilities

Summary: Council established a PARS Pension Trust Fund in FY 2015/16 to fund Pension liabilities and has appropriated a total of \$4,430,559 for unfunded pension liabilities through FY 2023/24. Including contributions and investment earnings, the pension liabilities fund had an account balance of \$5,318,450.38 as of December 31, 2023. The purpose of the establishment of this Trust would be to pay down the CalPERS unfunded future liability quicker and provide less volatility which would lower the overall costs to the City.

FY 2024/25 Actions:

- A. Continue funding the PARS Trust Fund in FY 2024/25.
- B. Consider the development of a Council Pension Funding Policy to address the City's long-term pension obligations.

Summary of Budgetary Projections for FY 2024/25: Staff will request 35% of the fiscal year end surplus be deposited into the PARS Pension Trust Fund.

D. OPEB Future Liability

1. Proactively Pursue Measures to Reduce Other Post-Employment Benefits (OPEB) Future Liabilities

Summary: Council established and is funding a PARS Post-Employment Benefits Trust Fund in FY 2015/16 to fund Other Post-Employment (Health) Benefits (OPEB) liabilities and has appropriated a total of \$1,358,681 for unfunded OPEB liabilities through FY 2023/24. Including contributions and investment earnings, the OPEB liabilities funds had an account balance of \$1,510,123.17 as of December 31, 2023. The purpose of the establishment of this Trust would be to establish a long-term reserve to pay down the OPEB unfunded future liability quicker and provide less volatility which would lower the overall costs to the City.

Council approved as part of the FY's, 2018/19 through 2024/25 adopted budgets an amount for the City's OPEB obligation. These amounts were equal to the actuarially determined contribution (ADC) for the fiscal years as determined by Bartel Associates, LLC. The ADC includes annual pay-as-you-go benefit payments for retirees and PEMCHA administrative costs with the balance of the ADC being sent to the PARS Trust Fund for OPEB.

Establishing this funding mechanism in the adopted budgets resulted in a reduction in the City's OPEB net liability by \$2,214,197 from \$4,454,874 in FY 2017/18, to \$2,240,677 on June 30th, 2023. Staff will continue to fund an on-going budget line item equal to the ADC as determined by the OPEB actuarial valuation to address the City's OPEB liability obligation.

FY 2024/25 Actions:

A. Continue funding the PARS Trust Fund in future Fiscal Years pursuant to Council direction.

Summary of Budgetary Projections for FY 2024/25: \$115,000 is included in the FY 2024/25 budget.

ONGOING PRIORITIES

The City has completed a number of integral capital projects and programs over the last fiscal year that are of priority to the City and require monitoring and/or reporting on a regular basis. Additionally, there are a number of areas that as funding arises, or new programs, policies, or legislation are proposed, the City Council has identified a need to prioritize action and responsiveness. The following is a list of ongoing priorities for the City:

Housing and Homelessness:

- A. Identify/pursue outside funding opportunities for development of lower and moderate income housing.
- B. Evaluate potential to convert existing buildings to affordable housing.
- C. Allow Affordable Housing Ordinance to coordinate, when feasible, fees to unlock new affordable units.
- D. Support regional efforts and outreach to address opioid crisis, drug overdose (including prescription drugs) and homelessness problems.

Coastal and Environmental:

- A. Coordinate with the City of Encinitas, USACE, and State Parks on Sand Replenishment Post-Construction Monitoring and Reporting.
- B. Coordinate with SANDAG on regional shoreline monitoring, other coastal projects and Regional Beach Sand Project III.
- C. Continued coordination of efforts with key parties including local, regional, State and federal regulatory and governing agencies for beach sand replenishment and retention projects as a key local sea level rise/climate change adaptation strategy.
- D. Continue to identify and implement other SCOUNP compatible projects in the City.
- E. Monitor parking and access for Annie's Canyon trail and update social media and other information sources to direct users to the Manchester Avenue Park and Ride.
- F. Continue to reach out and educate all food generators who must comply with the requirements of SB 1383.
- G. Continue to use the latest available organic and nonchemical pesticides and eliminate any use of rodenticides in City's Parks, rights of ways and public facilities.
- H. Budget for ongoing infrastructure costs after project completion for such things as the replacement of sprinkler heads and other assorted needs.
- I. Support and promote SEJPA and its efforts to develop a potable reuse program.

Circulation and Parking:

- A. Monitor traffic and parking issues in neighborhoods related to beach and trail usage, and fairgrounds activities, as needed.
- B. Explore the implementation of a circulator or alternative solution to expand mobility options for residents and visitors to move throughout the City, thereby reducing congestion and promoting sustainable solutions.
- C. Prepare an annual Pavement Repair program to address City roadways requiring maintenance and repair.
- D. Explore increased funding for maintenance of the Coastal Rail Trail.
- E. Evaluate the development of a sidewalk installation policy.

Land Use and Planning:

- A. Monitor the regional circulation and land use plans, and any specific rail projects that could impact the City residents and businesses either directly or indirectly.
- B. Monitor the development proposal for the North Bluff property on Border Avenue in Del Mar.
- C. Monitor Fairgrounds plans and projects.
- D. Research ADU and affordable ADU incentive programs.
- E. Explore First Story restaurant/retail Ordinance in certain areas of the City.
- F. Conduct Short Term Vacation Rental (STVR) Monitoring and Compliance Review.
- G. Continue to seek out opportunities for a community dog park.

City Organizational Effectiveness

- A. Conduct a Transient Occupancy Tax (TOT) local hotel audit.
- B. Review the Fire Benefit Fee.
- C. Sustain and improve the City's records management plan to ensure efficient and effective access and retention of City records for the purpose of identifying, protecting, and preserving the official history of City actions.
- D. Development of City Donation, Dedication and Memorial Policies.
- E. Identify and prioritize Cybersecurity training modules and implement phishing campaigns with Staff to test and correct, if needed, response to cyber threats.