

Board of Directors San Simeon Community Services District



BOARD PACKET

Wednesday, June 24, 2019
Special Meeting 9:30 am

Cavalier Banquet Room
250 San Simeon Avenue
San Simeon, CA

Prepared by:



GRACE
ENVIRONMENTAL SERVICES

**NOTICE AND CALL OF A SPECIAL MEETING:
San Simeon Community Services**

I, Gwen Kellas, Chairperson of the San Simeon Community Services District Board of Directors, hereby call a Special Meeting of the Board of Directors, pursuant to California Government Code Section 54956. The Special Meeting will be held: June 24, 2019 at 9:30 a.m. at the Cavalier Banquet Room, 250 San Simeon Avenue, San Simeon, CA 93452. The purpose of the Special Meeting is to discuss or transact the following business:



San Simeon Community Services District
June 24, 2019
Cavalier Banquet Room
250 San Simeon Avenue
San Simeon, CA 93452

9:30 a.m.

1. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance

2. PUBLIC COMMENTS

This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Agenda Item #3. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) minutes.

3. BUSINESS ITEMS

- A. Approval of the Fiscal Year 2019-2020 proposed final budget.
- B. Adoption of Resolution 19-410 establishing the District's Appropriation Limit for Fiscal year 2019-2020.
- C. Discussion regarding the Beautification Grant award and the scope of work to be completed.

4. ADJOURNMENT

If requested, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. To make a request for a disability-related modification or accommodation, contact the District Administrator at 805-927-4778.

**3. A. Approval of the Fiscal Year 2019-2020
Proposed final budget.**



BUSINESS ACTION ITEM STAFF REPORT

Item 3.A. Approval of the Fiscal Year 2019-2020 Proposed final budget.

During the June Board meeting a final version of the budget was presented.

Staff is requesting that the Board approve the final version of the budget and adopt resolution 19-409.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	San Simeon Community Services District													
2	Budget													
3	Fiscal Year Ending June 30 2020													
4														
5	6/11/19 15:20@ hrs	(CPI = ID CUURS49ASAO, CUUSS49ASAO					Sanatation		Water		General		Total	
6		All Item Los Angles-Long Beach-Anaheim, CA					Fund		Fund		Fund		Budget	
7	Ordinary Expenses CPI 1982-84=100					3.80%		3.80%		3.80%		3.80%		
8	Income					Rate Increase = CPI +	0.00%		0.00%		0.00%		0.00%	
9		4000	Operating Revenues											
10		4005	Utility fees-waste					\$ 444,000.00	\$ -	\$ -	\$ -	\$ 444,000.00		
11		4010	Utility fees-water					\$ -	\$ 385,000.00	\$ -	\$ -	\$ 385,000.00		
12		4025	Service fees					\$ -	\$ -	\$ 85,768.00	\$ -	\$ 85,768.00		
13		4050	State of Calif utility fees-waste					\$ 90,070.00	\$ -	\$ -	\$ -	\$ 90,070.00		
14								\$ -	\$ -	\$ -	\$ -	\$ -		
15								\$ -	\$ -	\$ -	\$ -	\$ -		
16			Total Operating Revenue					\$ 534,070.00	\$ 385,000.00	\$ 85,768.00	\$ -	\$ 1,004,838.00		
17														
18		4100	Property Taxes											
19		4101	4110 Prop Tax current secured					\$ -	\$ -	\$ 86,309.34	\$ -	\$ 86,309.34		
20		4120	4120 Prop Tax current secured supp					\$ -	\$ -	\$ -	\$ -	\$ -		
21		4130	4130 Prop Tax current unsecured					\$ -	\$ -	\$ -	\$ -	\$ -		
22		4140	4140 Prop Tax current unsecured supp					\$ -	\$ -	\$ -	\$ -	\$ -		
23		4150	4150 Prop Tax prior secured					\$ -	\$ -	\$ -	\$ -	\$ -		
24		4160	4160 Prop Tax prior secured supp					\$ -	\$ -	\$ -	\$ -	\$ -		
25		4170	4170 Prop Tax prior unsecured					\$ -	\$ -	\$ -	\$ -	\$ -		
26		4180	4180 Prop Tax prior unsecured supp					\$ -	\$ -	\$ -	\$ -	\$ -		
27		4190	4190 Penalties and interest prop tax					\$ -	\$ -	\$ -	\$ -	\$ -		
28		4220	4220 Homeowners prop tax relief					\$ -	\$ -	\$ -	\$ -	\$ -		
29		4230	4230 Prop tax admin fee SB 2557					\$ -	\$ -	\$ -	\$ -	\$ -		
30		4270	4270 Current utility tax					\$ -	\$ -	\$ -	\$ -	\$ -		
31		4280	4280 State aid-homeowners					\$ -	\$ -	\$ -	\$ -	\$ -		
32								\$ -	\$ -	\$ -	\$ -	\$ -		
33								\$ -	\$ -	\$ -	\$ -	\$ -		
34								\$ -	\$ -	\$ -	\$ -	\$ -		
35			Total Property Taxes					\$ -	\$ -	\$ 86,309.34	\$ -	\$ 86,309.34		
36														
37			Other Income											
38		4750	Fema-storm damage funds					\$ -	\$ -	\$ -	\$ -	\$ -		
39		4800	Miscellaneous Income					\$ -	\$ -	\$ -	\$ -	\$ -		
40		4900	Late fees & adjustments					\$ -	\$ -	\$ -	\$ -	\$ -		
41								\$ -	\$ -	\$ -	\$ -	\$ -		
42								\$ -	\$ -	\$ -	\$ -	\$ -		
43								\$ -	\$ -	\$ -	\$ -	\$ -		
44			Total Income					\$ 534,070.00	\$ 385,000.00	\$ 172,077.34	\$ -	\$ 1,091,147.34		
45														
46														
47			Expense											
48		6000	Accounting					\$ 3,194.60	\$ 3,194.60	\$ 3,195.69	\$ -	\$ 9,584.89		
49		6015	Auto Expenses					\$ -	\$ -	\$ -	\$ -	\$ -		
50		6017	Bad Debts					\$ -	\$ -	\$ -	\$ -	\$ -		
51		6020	Bank Fees					\$ -	\$ -	\$ 200.07	\$ -	\$ 200.07		
52		6025	Bookkeeping					\$ 5,219.22	\$ 4,800.00	\$ 5,219.22	\$ -	\$ 15,238.44		
53		6030	Director Fees					\$ 1,900.00	\$ 1,900.00	\$ 1,735.39	\$ -	\$ 5,535.39		
54		6031	Payroll Expense					\$ 157.66	\$ 157.66	\$ 163.10	\$ -	\$ 478.42		
55		6035	Dues and Subscriptions					\$ 592.59	\$ 275.00	\$ 3,827.43	\$ -	\$ 4,695.02		
56		6045	Electrical Power					\$ -	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00		
57		6050	Election Expenses					\$ -	\$ -	\$ -	\$ -	\$ -		
58		6055	Road Maintence					\$ -	\$ -	\$ 26,676.60	\$ -	\$ 26,676.60		
59		6060	RipRap Engineering					\$ 25,000.00	\$ -	\$ -	\$ -	\$ 25,000.00		
60		6065	Equipment Rental					\$ -	\$ -	\$ -	\$ -	\$ -		
61		6075	Insurance-PERS Health					\$ -	\$ -	\$ 4,236.00	\$ -	\$ 4,236.00		
62		6076	Pension Plan - PERS Retirement					\$ -	\$ -	\$ 15,290.00	\$ -	\$ 15,290.00		
63		6080	Insurance - Liability					\$ 6,097.72	\$ 3,048.86	\$ 1,016.28	\$ -	\$ 10,162.86		
64		6095	LAFCO Costs Apportionment					\$ -	\$ -	\$ 2,400.00	\$ -	\$ 2,400.00		
65		6100	Legal Fees					\$ 8,074.57	\$ 8,074.57	\$ 8,572.57	\$ -	\$ 24,721.71		
66		6105	Licenses and permits					\$ 13,000.00	\$ 2,000.00	\$ -	\$ -	\$ 15,000.00		
67		6110	Memberships and seminars					\$ -	\$ -	\$ -	\$ -	\$ -		
68		6115	Miscellaneous expenses					\$ 259.50	\$ 155.70	\$ 103.80	\$ -	\$ 519.00		
69		6120	Office Expenses					\$ -	\$ -	\$ 868.79	\$ -	\$ 868.79		
70		6125	Operations Management					\$ 376,037.17	\$ 188,400.65	\$ 30,300.00	\$ -	\$ 594,737.83		
71		6130	Operating Repairs & Supplies					\$ 26,988.00	\$ 10,380.00	\$ 4,152.00	\$ -	\$ 41,520.00		
72		6135	Weed Abatement					\$ -	\$ -	\$ -	\$ -	\$ -		
73		6145	Professional Fees					\$ 5,000.00	\$ 5,000.00	\$ 6,000.00	\$ -	\$ 16,000.00		
74		6150	Contingency					\$ -	\$ -	\$ -	\$ -	\$ -		
75		6180	Street lights					\$ -	\$ -	\$ -	\$ -	\$ -		
76		6191	Emergency Water Standby					\$ -	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00		
77		6192	Excess Repairs					\$ 30,000.00	\$ 15,000.00	\$ -	\$ -	\$ 45,000.00		
78			Unreimbursed Utilities					\$ -	\$ -	\$ -	\$ -	\$ -		
79		6195	Website Support					\$ -	\$ -	\$ 800.30	\$ -	\$ 800.30		
80			Total Expense					\$ 501,521.04	\$ 257,387.05	\$ 114,757.24	\$ -	\$ 873,665.33		
81														
82			Net Operating Income(Loss)					\$ 32,548.96	\$ 127,612.95	\$ 57,320.10	\$ -	\$ 217,482.01		
83														
84			Other Income/Expenses											
85			Other Income											
86		8010	Interest Income					\$ -	\$ -	\$ 18,000.00	\$ -	\$ 18,000.00		
87		8030	Interest - LAIF					\$ -	\$ -	\$ -	\$ -	\$ -		
88			Grant Funds					\$ -	\$ -	\$ -	\$ -	\$ -		
89								\$ -	\$ -	\$ -	\$ -	\$ -		
90								\$ -	\$ -	\$ -	\$ -	\$ -		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
91						Total Other Income		\$0.00		\$0.00		\$18,000.00		\$ 18,000.00
92														
93						Other Expenses								
94				9010		Depreciation Expense		\$ 55,341.17		\$ 55,655.41		\$ 15,637.24		\$ 126,633.82
95				9030		Capital Projects/Improvements		\$ -		\$ -		\$ -		\$ -
96						Water Well Loan Interest		\$ -		\$ -		\$ -		\$ -
97						Water Well Loan Repayment		\$ -		\$ 20,690.00		\$ -		\$ 20,690.00
98						Future Capital Project Funding		\$ 20,000.00		\$ 20,000.00		\$ 20,000.00		\$ 60,000.00
99								\$ -		\$ -		\$ -		\$ -
100								\$ -		\$ -		\$ -		\$ -
101						Total Other Expenses		\$ 75,341.17		\$ 96,345.41		\$ 35,637.24		\$ 207,323.82
102														
103						Net Other Income (Loss)		-\$75,341.17		-\$96,345.41		-\$17,637.24		\$ (189,323.82)
104														
105						Net Income (Loss)		\$ (42,792.21)		\$ 31,267.54		\$ 39,682.86		\$ 28,158.19
106														✓
107						Restricted Capital Reserves Balances		\$ 128,656.36		\$ 129,273.34		\$ 50,702.02		\$ 308,631.72

RESOLUTION NO. 19-409

**A RESOLUTION OF THE BOARD OF DIRECTORS FOR THE
SAN SIMEON COMMUNITY SERVICES DISTRICT
ADOPTING THE 2019-2020 FISCAL BUDGET**

WHEREAS, the District is required, pursuant to Government Code Section 61110, to designate a Fiscal Budget for its expenditures and revenues; and

WHEREAS, the Fiscal Budget must conform to generally accepted accounting and budgeting procedures for special districts; and

WHEREAS, the District desires to make known its planned activities and associated costs for the 2019-2020 fiscal year; and

WHEREAS, the District held a noticed, public hearing on June 24, 2019 to present and receive public comment on the proposed Fiscal Budget and has duly considered all public comment.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED by the Board of Directors, San Simeon Community Services District, San Luis Obispo County, California, as follows:

1. That the proposed 2019-2020 Fiscal Budget for San Simeon Community Services District, attached hereto as Exhibit "A," be adopted.
2. That the adopted Fiscal Budget be administered as established by the District's policies and procedures.

Upon motion of Director _____, seconded by Director _____ and on the following roll call vote to wit:

Chairperson Kellas:

Vice-Chairperson McGuire:

Director Russell:

Director Stanert:

The foregoing Resolution is hereby adopted this 24th day of June, 2019.

Gwen Kellas
Chairperson of the Board of Directors

ATTEST:

Charles Grace
General Manager/Secretary SSCSD

**3. B. Adoption of Resolution 19-410 establishing the
District's Appropriation Limit for Fiscal year
2019-2020.**



BUSINESS ACTION ITEM STAFF REPORT

Item 3.B. Adoption of Resolution 19-410 establishing the District's Appropriation Limit for Fiscal year 2019-2020.

Included as an attachment is a memo from legal counsel regarding appropriation limits. Staff calculated the amount based on information provided from the Department of Finance for the State of California. A copy of the data used to make this determination has been included with the staff report.

Staff is asking that the board approve Resolution 19-410.

Enc: Memo from counsel regarding appropriation limits.
Price Factor and Population Information from the Department of Finance.

RESOLUTION NO. 19-410

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN SIMEON
COMMUNITY SERVICES DISTRICT APPROVING THE PROPOSITION 4
APPROPRIATION LIMIT FOR THE FISCAL YEAR 2019-2020**

WHEREAS, the San Simeon Community Services District (the "District") is a community services district duly formed under California Government Code Section 61000 et seq. to provide community services within the District's service area; and

WHEREAS, Government Code Section 7900 et seq. and Government Code Section 61113 provide that each year, the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit pursuant to Article XIII B of the California Constitution at a regularly scheduled meeting or a noticed special meeting; and

WHEREAS, the State of California Department of Finance provides the annual change in the California per capita personal income and population changes in the unincorporated portions of San Luis Obispo County, which are used to calculate the appropriations limit for the District; and

WHEREAS, the calculation factor for the appropriation limit in Fiscal Year - 2018-2019 is 1.044, which is applied to the prior year appropriation limit of \$426,867 to yield an appropriation limit of \$445,649 for the Fiscal Year 2019-2020; and

WHEREAS, the San Simeon Community Services District plans to appropriate approximately \$88,653 in direct property tax revenue proceeds during Fiscal Year 2019-2020.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors for the San Simeon Community Services District approves the Appropriation Limit for the District for Fiscal Year ending June 30, 2020, in the amount of \$445,649. This limit is greater than the expected total tax proceeds appropriation budgeted in the current fiscal year.

This Resolution shall take effect upon its adoption. **PASSED AND ADOPTED THIS 24th** day of June, 2019. Upon motion of _____, seconded by _____ and on the following roll call vote:

Chairperson Kellas:

Vice-Chair McGuire:

Director Russell:

Director Stanert:

Gwen Kellas
Chairperson Board of Directors

ATTEST:

Charles Grace,
Secretary/General Manager

Memo

To: San Simeon Community Services District Board of Directors
From: Natalie F. Laacke
CC: Charles Grace
Date: 7/17/2018
Re: San Simeon CSD Appropriations Limit

This memorandum is meant to provide some additional information regarding appropriations limits and the requirements of Article XIII B of the California Constitution. I have also attached a handout to this memorandum which provides greater detail about appropriation limits.

An **appropriation** is an amount of money set aside for a certain purpose. It is not the same as spending or budget expenditures. Essentially, an *appropriation is an authorization for money to be spent* – the actual spending of the money occurs later. Proposition 4 added Article XIII B to the California Constitution which sets the limit on the amount of money which can be **appropriated** from tax revenue or “proceeds of taxes.”

The **appropriations limit** is based on a calculation of the prior year’s appropriation limit, population change, and Consumer Price Index (CPI). This calculation of the limit is not related to revenues received by the local agency.

Revenue received by the District may be more or less than the appropriations limit. Sometimes actual revenue received is the restraint, not the appropriations limit. If tax revenue from the County is less than the appropriations limit set by the District, the District will be limited in their spending by the revenue.

Following are two appropriations limit situations:

Situation A

If the District’s tax revenue from the County is more than the appropriations limit set by the District, the District would only be able to appropriate to budget line items, and later spend, up to the amount set by the appropriations limit.

Situation B

If the District’s tax revenue from the County is less than the appropriations limit set by the District, the District would be limited in its appropriations to budget line items by the amount of revenue received even though the appropriations limit is higher.

With regard to San Simeon, only a (small) portion of the District's revenue (\$84,617 for FY18-19) comes from San Luis Obispo County's one percent ad valorem charges (taxes based on assessed value of property). The appropriations limits required by Proposition 4 only apply to the revenue the District receives from taxes. The District receives the majority of its revenue from water/sewer utility fees. These proceeds are not governed by Proposition 4 and therefore the appropriations limits do not apply to that revenue. That is why it is not a problem that the appropriation limit for FY18-19 is 426,867, but the amount the District will spend is closer to \$800,000.

Additional Information

Appropriations Not Subject to Limit

Not all appropriations are subject to the limit. For CSDs, these exceptions include:

1. Appropriations to pay for costs of complying with federal laws and court mandates
2. Payments for interest and redemption charges on pre-existing (i.e. pre-Proposition 4) or voter-approved bonded indebtedness
3. Withdrawals from previously appropriated reserve funds
4. Refunds of taxes

Appropriations Permitted in Excess of Limit

1. Emergency – Declared Emergency appropriations do not count toward limit
2. Voter Approval – Voters may authorize an increase in the appropriations limit, not to exceed four years



May 2019

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2019, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2019-20. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2019-20 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2019.**

Please Note: The prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

KEELY BOSLER

Director

By:

Vivek Viswanathan
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2019-20 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2019-20	3.85

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2019-20 appropriation limit.

2019-20:

Per Capita Cost of Living Change = 3.85 percent
 Population Change = 0.47 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.85 + 100}{100} = 1.0385$

Population converted to a ratio: $\frac{0.47 + 100}{100} = 1.0047$

Calculation of factor for FY 2019-20: $1.0385 \times 1.0047 = 1.0434$

$$\frac{3.85 + 100}{100} = 1.0385$$

$$\frac{.54 + 100}{100} = 1.0054$$

$$1.0385 \times 1.0054 = 1.0441$$

Fiscal Year 2019-20

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2018 to January 1, 2019 and Total Population, January 1, 2019

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2018-2019	1-1-18	1-1-19	1-1-2019
San Luis Obispo				
Arroyo Grande	-0.02	17,880	17,876	17,876
Atascadero	0.30	29,172	29,259	30,405
El Paso De Robles	0.13	31,204	31,244	31,244
Grover Beach	-0.62	13,617	13,533	13,533
Morro Bay	-0.56	10,498	10,439	10,439
Pismo Beach	-0.15	8,251	8,239	8,239
San Luis Obispo	0.13	46,741	46,802	46,802
Unincorporated	0.54	117,515	118,149	121,855
County Total	0.24	274,878	275,541	280,393

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Attachment C
Annual Percent Change in Population Minus Exclusions*
January 1, 2018 to January 1, 2019

County	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>	
	2018-19	1-1-18	1-1-19
San Diego			
Incorporated	0.58	2,789,948	2,806,154
County Total	0.52	3,263,231	3,280,099
<hr/>			
San Francisco			
Incorporated	0.33	880,740	883,621
County Total	0.33	880,740	883,621
<hr/>			
San Joaquin			
Incorporated	1.65	598,008	607,904
County Total	1.69	752,280	764,979
<hr/>			
San Luis Obispo			
Incorporated	0.02	157,363	157,392
County Total	0.24	274,878	275,541
<hr/>			
San Mateo			
Incorporated	0.27	706,444	708,323
County Total	0.28	772,211	774,350
<hr/>			
Santa Barbara			
Incorporated	0.50	305,663	307,180
County Total	0.43	447,139	449,046
<hr/>			
Santa Clara			
Incorporated	0.35	1,859,440	1,865,891
County Total	0.33	1,946,697	1,953,180
<hr/>			
Santa Cruz			
Incorporated	-0.25	141,509	141,150
County Total	-0.44	275,976	274,774
<hr/>			
Shasta			
Incorporated	1.02	112,259	113,400
County Total	-0.09	178,680	178,523

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

**3. C. Discussion regarding the Beautification
Grant award and work the scope of work.**



BUSINESS ACTION ITEM STAFF REPORT

Item 3.C. Discussion regarding the Beautification Grant award and the scope of work to be completed.

The District has been awarded the Beautification Grant from the County, in the amount of \$8,750.00. Staff is looking for direction from the Board regarding the proposed work that would occur on Pico Avenue.

Enc: Award letter from the County



COUNTY OF SAN LUIS OBISPO
ADMINISTRATIVE OFFICE
Wade Horton, *County Administrator*

RECEIVED

JUN 07 2019

BY: *CHAM*

June 4, 2019

Charlie Grace
San Simeon Community Services District
111 Pico Avenue
San Simeon CA 93452

RE: Beautification Infrastructure Grant (BIG) Program

Dear Mr. Grace:

Your organization was approved for a beautification infrastructure grant (BIG) by the Board of Supervisors on June 4, 2019. To receive grant funding, the enclosed agreement needs to be signed and the original signed agreement returned to me, at the address below. **Please provide TWO signatures in the "Applicant" signature block (see additional information attached). It would be appreciated if you did not fill in the date of the agreement.** You do not need to send me an electronic version of the signed agreement.

The enclosed agreement includes as the scope of work (Exhibit A) your grant application. You will be required to submit a report at the end of FY 2019-20 based on that scope. If you decide to revise the scope in response to reduced funding, please do so; however, I would appreciate it if you could send me an electronic version of the new scope, in WORD format (nschmidt@co.slo.ca.us) along with attaching the revised scope to your signed agreement.

If you have any questions, please call me at 781-5496.

Thank you.

Sincerely,

Nikki J. Schmidt

NIKKI J. SCHMIDT
Administrative Analyst



COUNTY OF SAN LUIS OBISPO
ADMINISTRATIVE OFFICE
Wade Horton, *County Administrator*

Signature Block information

Applicant: San Simeon CSO = is the organization's name
By: [Signature] = signature of an authorized signer for the organization
Print Name: CHARLES ERIC = print name of authorized signer
Title: GENERAL MANAGER = title of authorized signer, e.g. executive director, board Member, vice executive director

Applicant: _____ = is the organization
By: _____ = a different person from the person above
Print Name: _____ = same as above
Title: _____ = same as above